

PACM meeting minutes/Date: 18 May 2023 11.00 AM to 3.10 PM/Zoom meeting.

The online Project Accounts Coordination Meeting (**PACM**) is held on **18 May 2023**, at 11.00 AM in the morning. The meeting is moderated by Mr. Tariqul Islam, Assistant Director-Finance monitoring, there are participants of the Project Coordinators, Project Finance & Admin officers, and Finance focal in the meeting

Agenda:

1. Last meeting minutes review.
2. Local authority acknowledgment & Certificate.
3. VAT and Tax-Related Issues.
4. Advance report
5. Donor compile report
6. Recent Audit observation sharing.
7. Assets inventory report
8. Budget Burn rate (BBR) analysis.
9. AOB

SL	Agenda	Discussion and Decisions	Deadline	Responsibility
01	Last meeting minutes review	<p>The discussions that did not come up topically in the said meeting have been repeated to everyone through re-discussion and have been repeatedly asked to be implemented as like as internal audit and external audit findings, cash closing, nil of cash in hand before holy day of Eid-ul Fitar.</p> <p>In the minutes of the last meeting, the decisions that will be discussed in the said meeting are given with a detailed explanation by agenda.</p>	Continue Process	All project finance person and PM/PC. Finance Focal Person
02	Local authority acknowledgment and Certificate	<p>All the projects that are supposed to collect local authority certificates have been scheduled to collect them by 15 June 2023.</p> <p>A. Radio Saikat: Received from Ukhia Upazila. But the certificate of Ramu Upazila will be collected within 15 June 2023.</p> <p>B. APFP Project: Since the issue of funds is related to the certificate, efforts should be made to collect the certificate within 15th June 2023. Apart from this, it has been decided to send copies of all applications (forwarding letter office copy) for collecting of Local Authority Certificate to AD-FM</p> <p>C. Tearfund Project: Ramu got the certificate. It has been assured that Echara and Part-01 and Part-2 will be available by May 31.</p>	31 May 2023 and June 2023	Respective project finance person and PM/PC and Team Leaders.

		<p>D. EACR Project: EASCR-II certificate obtained. But EASCR-3 is pending which will start the application process next June.</p> <p>E. CJRF project Bhola: CJRF Bhola remains. Tariqul bhai should be informed about the current situation by contacting Hasan bhai.</p> <p>F.FAST Project: Could not start work yet due to not being able to take advance. Here it is decided to start the work with the approval of advance showing proper reasons. Besides, Arif Ullah has been asked to submit all the certificates before the next meeting.</p> <p>Besides, due to insufficient documents of some previous projects, they still cannot collect the certificate. Eg: ARR Japan, DCA, a project of World Vision. It was decided to take urgent action for Team Leader Euroc Certificate application by contacting those who were involved with the said project and collecting sufficient documents.</p>		
03	VAT and TAX Related Issue	<p>A. It is decided to keep an accurate account of deductions on the bill.</p> <p>B. Hard copy of VAT and tax deduction should be kept.</p> <p>C. To be deducted according to the rate of VAT and tax of the current year.</p> <p>D. VAT and tax must be submitted within 15 working days.</p>	Continue	All project finance persons and PM/PC
04	Advance report	<p>A. The staff advance report should be sent to the responsible staff at the central office by 27/28 of every month.</p> <p>B. Salary cannot be paid if it is in advance but it should be noted that if there is a suitable reason it can be given subject to the approval of the management.</p>	Continue	All project finance person and PM/PC
05	Donor compile report	<p>A. It is decided to submit the report by the 10th of each month for self-sustaining projects from July 2022 to April,2023</p>	Continue	All project finance person
06	Assets inventory report	<p>A. It was decided to send the shield protection report through Yakub Bhai within the next week.</p> <p>B. Dhaka office report will be sent by Ragib Bhai as early as possible.</p>	Next week in this Month of May 2023	Eakub Bhai and Ragib Bhai

07	Budget Burn Rate (BBR) analysis	Project name	Burn rate April'23	Cumulative BBR	Continuous process	All project finance person and PM/PC
		APFP	295%	99%		
		SSF Gender Mainstreaming	94%	91%		
		TOGETHER	0	89%		
		ACCORD	187%	98%		
		SPC Project_UNHCR	96%	95%		
		SPE_UNICEF	184%	96%		
		UNICEF-Edu	100%	100%		
		ERBCR	94%	93%		
		Community Radio	42%	79%		
		ENRICH	98%	91%		
		SEP	86%	86%		
		RMTP	89%	89%		
		PSA_WorldFish	34%	42%		
		Total	133%	91%		

As there was no further discussion, the moderator concludes the meeting by thanking all the participants.

Documented by:

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Accounts and Finance Officer
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Moderated by:

Md. Tariqul Islam
AD- Finance Monitoring
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