PACM meeting minutes

Date: 7 February 2024, Time 10.30.00 AM to 2:45 PM through Zoom meeting.

The online Project Accounts Coordination Meeting **(PACM***)* have held on **7 February 2024, at 10.30.00 AM.** The meeting is moderated by Md.Tariqul Islam, Assistant Director-Finance monitoring, there are participants of the JD- B & FC, AD- FM & CT, Project Coordinators, Project Finance & Admin officers, and Finance focal in the meeting.

Propose Agenda:

Proposed agenda
1. Last meeting munities review.
2. Local authority Acknowledgement & Certificate.
3. VAT & Tax related issue.
4. Recent Audit observation.
5. Asset software
6. FD-6 approval and NGOAB fund clearance 2024
7. Procurement update
8. Feedback on project financial report
9. Budget Burn Rate (BBR) analysis.
10. AoB.

SL	Agenda	Discussion and Decisions	Deadline	Responsibility
01	Last meeting minutes review	ACCORD project local authority certificate have not collected till now. Taharima Tumpa will communicate with UNO Office of Ukhiya & Teknaf and Md. Arifullah will be communicate with DC office of Cox's bazar for Collecting Local Authority Certificate. Special attention should be given to the section mentioned for tax payment through a-challan the below mention section. Section-86, Deduction from Salaries, Section-89, Payment to Contractor & Suppliers, Section-90, Deduction from payment of services, Section-109, Deduction from Rent of House property, Section-110, Deduction from Hall room rent, Section-143, Penalty.	7 March 2024 Continue	Tahrima Tumpa and Arifullah.
02	Local authority acknowledgement and Certificate	**Decisions:** **1. Radio Saikat:** Submit the request for Local Authority Certificate to UNO/DC office by 15 February 2024 for 2nd year (Feb'23 to Jan'24) **2.** ACCOURD Project 4th year local authority Certificate collection from UNO Office of Ukhiya and Teknaf by Tahrima Tumpa and Md. Arifullah is responsible for collecting certificate from DC office by 7 March 2024 3. APFP Project 3rd (2023) year local authority Certificate will be collect by 7 March 2024. 4. GCA Project (Begarhat) year of 2023 local authority Certificate will be collect by 7 March 2024	15 February 24 7 March 24 7 March 24 7 March 24	Respective project finance person and PM/PC and Team Leaders.

		Local Authority Certificate scan copy will be send to Md. Tariqul Islam (AD-FM)			
03	VAT & Tax related issue.	• VAT & Tax deducted and deposited timely where applicable. • If any finance officer, fail to deduct and deposited VAT & Tax. They will pay the respective amount. • Procurement provider and trading related Tax rate will be clear in next meeting.	Continue process	Respective project finance person
04	Recent audit observation	• During the project staff monthly coordination meeting (MCM), all activities (training, meeting, workshop others) date and schedule will be mentioned and fixed. • MCM munities and activities plan will be share with Finance and program focal person. • Two event with same participant in same date and same time have not allowed. • Training, Meeting, Workshop and Seminar is not allow in same date and same time with same participant. • All assets items must have an asset ID number (If it have supplied from donor)	Continue	All PM & Finance persons
05	Assets software	• Ragib Hasan Head- Finance Monitoring will be conduct a zoom meeting with Finance staff about assets software update and it will be completed by 29 February 2024	29 February 2024	Ragib Hasan
06	FD-6 approval and NGOAB fund clearance 2024	• Revised FD-6 of APFP project already have submitted to NGOAB and waiting for approval • FD-6 of GCA project will be submitted to NGOAB by 2nd week of February 2024 • Saikat Tearfund project fund clearance application submit to NGOAN by 2nd week of February 2024.	June 2024 2nd week of February 2024	BMO and A&AO
07	Procurement update	• Every project will submit the procurement plan with program and finance focal. • Procurement process will be start in 1st month of every tranche for completing within the tranch.		
08	Feedback on financial report	• Financial report should be sent every month along with BBR report. • All types of report should be submitted every month as per dateline. • Those projects have not sent the correct financial report with fill up all sheet of the report. They will send the correct report by 10 February 2024	10 February 2024	All project finance person
09	Budget Burn Rate (BBR) analysis.	(see table below)	Continuous process	All project finance person and PM/PC

Project name	BBR Jan'24	Cum. BBR up to Jan'24	Current Tranche BBR- UN project
UNICEF-Edu	79%	80%	17%
CP_UNICEF, Cxb	89%	73%	0%
UNICEF SCP Project	91%	94%	88%
Radio Saikat, Tearfund	99%	96%	N/A
APFP	100%	51%	N/A

		SGM	54%	96%	N/A		
		RMTP Poultry	96%	98%	N/A		
		RMTP_HSF	76%	88%	N/A		
		SPC_UNHCR	92%	92%	N/A		
		Total					
10	AOB	Finally discussion: If the meeting is held after end of tranche, the updated report will be sent before the start of the meeting.				Continue process	All project accounts & Finance person

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

Documented by: **Moderated by:**
Razib Bhowmik   Md. Tariqul Islam
Head -Finance and Admin   AD- Finance Monitoring
COAST Foundation   COAST Foundation