# Annex H : MFI Quarterly Data Upload Structure

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|  |  |  |  |
|  |  |  |  |
| Name of the MFI |  |  |  |
| Name and Designation of the Person filling the sheet |  |  |  |
| Data Submitted (As On Date) | 1-Jan-18 | (DD/MM/YY) | |
|  |  |  |  |

Table 5: MFI Quarterly data header

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| --- | --- | --- | --- | --- |
|  |  | **MFI Data Collection Sheet - Monthly/ Quarterly** | |  |
|  |  |  | |  |
|  |  | **General** |  |  |
| KPI: | 1 | Number of Employees |  |  |
| KPI: | 2 | Number of Loan Officers (out of total employees) |  |  |
| KPI: | 3 | Number of Branches |  |  |
| KPI: | 4 | Number of Governorates |  |  |
|  |  |  |  |  |
|  |  | **Clients** |  |  |
| KPI: | 5 | Number of Active Borrowers |  |  |
| KPI: | 6 | Number of Active Borrowers - Women |  |  |
| KPI: | 7 | Number of Active Borrowers - Youth |  | Age (18-30) |
| KPI: | 8 | Number Loans to Palestine Refugees |  |  |
|  |  |  |  |  |
|  |  | **Loan Portfolio** |  |  |
| KPI: | 9 | Net Loan Portfolio Outstanding |  |  |
| KPI: | 10 | Managed/Securitized Net Portfolio Outstanding - Amount |  |  |
| KPI: | 11 | Gross Loan Portfolio Outstanding (7 + 8) i.e, Net Portfolio Outstanding + Managed /Securitized Portfolio) |  |  |
| KPI: | 12 | Average Loan Size (Ticket Size) |  |  |
|  |  |  |  |  |
|  |  | **Credit Risk (PAR Analysis)** | Total Amount | % of Portfolio |
| KPI: | 13 | PAR 30 days |  |  |
| KPI: | 14 | PAR 60 days |  |  |
| KPI: | 15 | PAR 90 days |  |  |
| KPI: | 16 | PAR 180 |  |  |
|  |  |  |  |  |
|  |  | **Disbursements** |  |  |
| KPI: | 17 | Number of Loan Disbursed |  |  |
| KPI: | 18 | Loan Amount Disbursed |  |  |
| KPI: | 19 | Average Loan Amount Disbursed |  |  |
|  |  |  |  |  |
|  |  | **Assets** |  |  |
| KPI: | 20 | Net Loan Portfolio | 0 |  |
| KPI: | 21 | Cash and Cash Equivalents |  |  |
| KPI: | 22 | Other Assets |  |  |
| KPI: | 23 | Net Fixed Assets |  |  |
| KPI: | 24 | **Total Assets** | 0 |  |
|  |  |  |  |  |
|  |  | **Liabilities** |  |  |
| KPI: | 25 | Deposits |  |  |
| KPI: | 26 | Borrowings |  |  |
| KPI: | 27 | Subordinated debt |  |  |
| KPI: | 28 | Other short-term financial liabilities |  |  |
| KPI: | 29 | Other liabilities |  |  |
| KPI: | 30 | **Total Liabilities** | 0 |  |
|  |  |  |  |  |
|  |  | **Equity** |  |  |
| KPI: | 31 | Paid in Capital |  |  |
| KPI: | 32 | Donated Equity |  |  |
| KPI: | 33 | Retained Earnings |  |  |
| KPI: | 34 | Other Equity |  |  |
| KPI: | 35 | **Total Equity** | 0 |  |
|  |  |  |  |  |
|  |  | **Income** |  |  |
| KPI: | 36 | Interest income on loan portfolio |  |  |
| KPI: | 37 | Fee and commission income |  |  |
| KPI: | 38 | Income from penalty fees |  |  |
| KPI: | 39 | Other financial revenue |  |  |
| KPI: | 40 | Other income from operations |  |  |
| KPI: | 41 | Other income |  |  |
| KPI: | 42 | **Total Income** | 0 |  |
|  |  |  |  |  |
|  |  | **Expenses** |  |  |
| KPI: | 43 | Interest expense on borrowings |  |  |
| KPI: | 44 | Interest expense on deposits |  |  |
| KPI: | 45 | Other financial expense |  |  |
| KPI: | 46 | **Total Expense on funding liabilities** | 0 |  |
|  |  |  |  |  |
| KPI: | 47 | Personnel expense |  |  |
| KPI: | 48 | Depreciation and amortization expense |  |  |
| KPI: | 49 | Administrative expense |  |  |
| KPI: | 50 | **Total Operating Expenses** | 0 |  |
|  |  |  |  |  |
| KPI: | 51 | Impairment loss (reversal of impairment loss), gross loan portfolio |  |  |
| KPI: | 52 | Recoveries on loans written off |  |  |
| KPI: | 53 | **Net impairment loss, gross loan portfolio** | 0 |  |
|  |  |  |  |  |
| KPI: | 54 | Non-operating revenue |  |  |
| KPI: | 55 | Non-operating expense |  |  |
| KPI: | 56 | **Net non-operating income** | 0 |  |
|  |  |  |  |  |
| KPI: | 57 | Donations |  |  |
| KPI: | 58 | Tax expense |  |  |
| KPI: | 59 | Profit (loss) |  |  |
|  |  |  |  |  |
|  |  | **Financial Ratios** |  |  |
| KPI: | 60 | Financial Self Sufficiency (FSS) |  |  |
| KPI: | 61 | Operational Self Sufficiency (OSS) |  |  |
| KPI: | 62 | Return on Assets (ROA) |  |  |
| KPI: | 63 | Return on Equity (ROE) |  |  |

*Table 6: MFI Data Collection Sheet*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Governorate Analysis** | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Governorates** | Number of Offices/branches | Gross loan portfolio | Number of loans outstanding | Disbursement Amount | Disbursement Accounts | PAR 30 Amount | PAR 30 Accounts |
| 1 | Irbid |  |  |  |  |  |  |  |
| 2 | Ajloun |  |  |  |  |  |  |  |
| 3 | Jerash |  |  |  |  |  |  |  |
| 4 | Mafraq |  |  |  |  |  |  |  |
| 5 | Balqa |  |  |  |  |  |  |  |
| 6 | Amman |  |  |  |  |  |  |  |
| 7 | Zarqa |  |  |  |  |  |  |  |
| 8 | Madaba |  |  |  |  |  |  |  |
| 9 | Karak |  |  |  |  |  |  |  |
| 10 | Tafilah |  |  |  |  |  |  |  |
| 11 | Ma'an |  |  |  |  |  |  |  |
| 12 | Aqaba |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Total | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

*Table 7: Governorate analysis -data collection format*

|  |  |  |
| --- | --- | --- |
|  | **Loan Products** |  |
|  |  |  |
|  | **Number of Loans Outstanding** |  |
| 1 | Microenterprise Loans |  |
| 2 | Consumer Loan Products |  |
| 3 | Loans to Women Capacity Building and Improvements |  |
| 4 | Housing Loans including House Repairs |  |
| 5 | Small Scale Enterprise Loans |  |
| 6 | Agricultural Loans |  |
| 7 | Youth - Start Up Project Loans |  |
| 8 | Medical Loans |  |
| 9 | Teacher’s Loans |  |
| 10 | School’s Loans |  |
| 11 | Working Capital Loans |  |
| 12 | Any Other Loan Products |  |
|  | **Total Number of Borrowers** | 0 |
|  |  |  |
|  | **Gross Loan Portfolio** |  |
| 1 | Microenterprise Loans |  |
| 2 | Consumer Loan Products |  |
| 3 | Loans to Women Capacity Building and Improvements |  |
| 4 | Housing Loans including House Repairs |  |
| 5 | Small Scale Enterprise Loans |  |
| 6 | Agricultural Loans |  |
| 7 | Youth - Start Up Project Loans |  |
| 8 | Medical Loans |  |
| 9 | Teacher’s Loans |  |
| 10 | School’s Loans |  |
| 11 | Working Capital Loans |  |
| 12 | Any Other Loan Products |  |
|  | **Total GLP** | 0 |

*Table 8: Loan Products data collection format*