# Annex H : MFI Quarterly Data Upload Structure

|  |  |  |  |
| --- | --- | --- | --- |
|   |   |  |  |
|  |  |  |  |
| 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

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **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*