

Global Social Investment Funds

Annual Review

MFI Name
Country

[Logo]

Date

Prepared By: Name

Background Information

Contact Person(s)	
Title(s)	
Telephone(s)	
E-mail(s)	
Fund / Amount / Maturity	

I. Profile

[Paste from “Summary” tab of model]

II. Strengths

- [Three bullets highlighting strengths]

III. Key Issues / Mitigants

- **Risk 1:** Discussion of risk 1. *Discussion of mitigant.*
- **Risk 2:** Discussion of risk 2. *Discussion of mitigant.*
- **Risk 3:** Discussion of risk 3. *Discussion of mitigant.*

IV. Important Developments / Strategic Initiatives

A. Developments in the Past Year

- [Bullets describing developments]

B. Strategic Initiatives Planned for This Year

- [Bullets describing strategic initiatives]

V. Financial Analysis

A. Asset Quality and Growth

<i>Historical Asset Quality Table</i>
[Insert table from “Institutions” tab of model]

<i>Historical Growth Table</i>
[Insert table from “Institutions” tab of model]

Discussion of Any Notable Asset Quality and Growth Trends or Anomalies:

- **Trend 1 (if applicable):** Brief discussion of trend.
- **Trend 2 (if applicable):** Brief discussion of trend.

B. Balance Sheet Structure / Capital Plans

<i>Historical Balance Sheet Structure Table</i>
[Insert table from “Institutions” tab of model]

Discussion of Any Notable Balance Sheet Trends or Anomalies:

- **Trend 1 (if applicable):** Brief discussion of trend.
- **Trend 2 (if applicable):** Brief discussion of trend.

<i>Amortization Schedule (in Local Currency)</i>
[Insert chart from “Projections” tab of model]

Discussion of Capital Plans:

- **In each or either of the next two years, will the MFI have to repay debt comprising more than 20% of its total assets, according to its current debt schedule? Y / N**
 - **Explain if so:** [if answer is N, write “N/A”]
- **Is the MFI’s funding pipeline for the next year sufficient? Y / N**
 - **Briefly describe the make-up of the pipeline (equity/debt, etc):**
 - [Discuss pipeline in bullet form]
- **Is the MFI’s funding pipeline for the next year realistic? Y / N**
 - **Explain either way:**

C. Profitability and Efficiency

<i>Historical Efficiency and Profitability Table</i>
[Insert table from “Institutions” tab of model]

Discussion of Any Notable Efficiency and Profitability Trends or Anomalies:

- **Trend 1 (if applicable):** Brief discussion of trend.
- **Trend 2 (if applicable):** Brief discussion of trend.

D. MIS

- **Has the MIS changed in the last year?** Y / N
 - **Explain whether the MIS is adequate:**

VI. Governance

IMPORTANT: If any new Board members, management team members or 25%+ shareholders have been added in the last year, and they have not yet been run through a GRID check, please conduct a GRID check on their names, addresses and ID numbers.

- **Have there been any key Management or Board changes in the last year?** Y / N
 - **Explain if so:** [if answer is N, write "N/A"]
- **List the Board members in the chart below (copy out of credit write-up):**

Name	Background

- **Is there evidence that the Board is actively involved with the MFI?** Y / N
 - **Explain evidence either way (refer to the following two questions):**
- **How often does the Board meet?** _____
- **What committees does the Board have?**

Committee	Yes	No
Audit Committee		
Asset / Liability Management Committee		
Credit Committee		
Social Impact Committee		
Other: _____		

- **Does any one Manager or Chairman have excess control of the MFI?** Y / N
 - **Explain if so:** [if answer is N, write "N/A"]
- **Do any conflicts of interest exist at the Management or Board level?** Y / N
 - **Explain if so:** [if answer is N, write "N/A"]
- **Are there any other Governance weaknesses that should be highlighted?** Y / N
 - **Explain if so:** [if answer is N, write "N/A"]

Results of Conversation with a Board Member:

- **Name of Board member:**
- **Role of Board member (mark with an X):**
 ___ Chairman ___ Chair of Audit Comm. ___ Chair of Asset/Liability Management Comm.
 ___ Chair of Social Impact Comm. ___ Other _____
- **Years of Board member’s service:**

- **Is there a General Assembly of shareholders? Y / N**
 - **Explain its level of engagement if so:** [if answer is , write “N/A”]
- **Is the Board involved in Management compensation decisions? Y / N**
- **What does the Board member see as the MFI’s key risks and how is the Board engaged to address these risks?**
 - **Risks:** List in bullet format
 - **Board engagement:** Bullets
- **What does the Board member see as the MFI’s key opportunities and how is the Board engaged to address these opportunities?**
 - **Opportunities:** List in bullet format
 - **Board engagement:** Bullets
- **Does he / she believe that the skills that the Board possesses on an aggregate level could be enhanced in any way? Y / N**
 - **Explain if so:** [if answer is , write “N/A”]
- **How is the Board ensuring that the MFI stays to its stated mission?**
- **How does the Board ensure that the MFI is upholding the Client Protection Principals?**
 - Questions to the Board member should relate to how the Board ensures that the MFI:
 - Avoids client over-indebtedness
 - Provides transparent pricing and other loan terms
 - Follows appropriate collection processes
 - Ensures that staff follow ethical codes of conduct
 - Provides clients with a grievance mechanism
- **From the conversation, did you get a sense that the Board is engaged in what is going on at the MFI and is aware of any serious issues that the MFI might be experiencing? Y / N**
 - **Explain if not:** [if answer is , write “N/A”]
- **Did you review the latest available Board meeting minutes? Y / N**
 - **List any major issues discussed:** [if answer is , write “N/A”]

VII. Other

- **External Rating**
 - **Date:**
 - **Company:**
 - **Rating (note whether changed or unchanged):**
 - **High/ Medium-high Risks Highlighted:**
 - [Briefly mention the high or medium-high risks highlighted by the rating agency]

VIII. Covenant Compliance

[Copy and paste the table(s) from “Covenants” from Quarterly Monitoring report and discuss issues, cure plans, etc.]

IX. Financials from Quarterly Monitoring Report

[Append the six page output from the “Institutions” tab of the monitoring model to the end of this document.]