

Annex 7: - Quarterly Report Outline

<Name of District Local Government> REPORT ON ROLL-OUT OF FINANCIAL INCLUSION PILLAR ACTIVITIES UNDER THE PARISH DEVELOPMENT MODEL.

The report shall include the following 11 sections: -

1. Introduction / Background

- a. Include a status report on the staffing and capacity of the TILED department.

2. Community Mobilization and Sensitization

- a. Include a detailed description of the processes and activities to identify and include subsistence households in the Enterprise Groups and PDM SACCOs.

3. Enterprise Selection, Group formation, Registration and Training

- a. Include a detailed description of the processes and activities leading to and involving Enterprise Selection, Group formation, Training and Registration.
- b. Also provide details on the Enterprise Groups formed and Registered

4. PDM SACCO Establishment

- a. Include detailed description of the processes and activities leading to the formation and registration of PDM SACCOs; status report on bank accounts opening; and the training provided by the banks, to the PDM SACCOs

5. Disbursement of Parish Revolving Funds

- a. Include detailed description of the processes and activities leading to the disbursement of PRF funds e.g., status of signing of PRF Financing Agreements, e-registration of qualifying PDM SACCOs on the IFMS, status of disbursement of PRF funds etc.

6. First General Meetings and Training

- a. Include status and report on processes and activities around the First General Meeting and the provision of basic training to the SACCOs in Governance, Loan Management and Record Keeping.

7. Support supervision, follow-up and monitoring

8. Emerging Risks and Challenges

9. Innovations

10. Recommendations

11. Conclusion

- a. Should include a summary of key statistics, as per the disseminated Pillar reporting template

Please Note that the Report shall be signed off by the Accounting Officer of the respective Local Government.