Thank you for attending

MIX Gold Reporting Webinar: The MFI Perspective

The presentation will begin shortly

**AUDIO INSTRUCTIONS**
When prompted, please click “YES” to join the voice conference. We will use the audio in the webex room so please check that your speakers are enabled.

Please let us know if you encounter any difficulty hearing the presentation.

**CHAT INSTRUCTIONS**
There is a MENU at the top of your screen. Hover your cursor over menu to see options for CHAT. Ask a question at any point during the webinar by clicking CHAT. Type your question and choose HOST from the drop down menu. Hit SEND.

Please do not send questions to the entire audience.
Reporting System Today: Many Inefficiencies

Multiple collectors: The average MFI reports to 7 data collectors 50 times/year!

Asking for multiple reports: Interim updates and new social performance reports contribute to the ballooning requirements.

Disparate calculations and indicators total 800 data point requests.

Number of People Involved in Reporting

- More
- Three
- Two
- One
Now, MIX will manage data collection centrally for the sector through *MIX Report Express*, driven by stakeholder requirements. These subscribers will influence harmonized reporting requirements and help sustain public and private data flows for the sector.
Data collection through MIX Report Express

- Dynamic reporting form creation to reduce redundancy
- Ability to work online/offline
- Customizable data fields based on stakeholder requirements
- Rigorous data validation
- In-line data dictionary

Financial Services Inc. - Quarterly (2013/7/1 - 2013/9/30); Currency: USD; Scale: 1

STAKEHOLDERS
This FSP is eligible to submit data to the organizations listed below. If you do not wish to submit data to any of the organizations, uncheck the box next to their name. Click "Generate Report" to render the reporting format.

- SuperMicro Fund
- My Network
- MIX

WORK OFFLINE
Download the report in excel and work offline. Upload your completed excel report to MIX Report Express.

SAVE AND SUBMIT
Save your report. It will be autosaved every 10 minutes. Before submitting your report, you must validate the data. Submit your completed, validated report to the selected organizations.

DATA VALIDATION ISSUES
Please review the issues with your data. Correct your data and validate again. If you want to submit anyways, click ignore all. A MIX Analyst will follow up with you about the validation issues.

- Ignore All
- Balance Sheet does not balance. Total assets should equal the sum of total liabilities and equity.
- Borrowers > loans: Each borrower has at least one loan so borrowers should be less than or equal to loans.
Agenda

MIX Report Express Intro

Beta pilot lessons learned

December Reporting & Resources

Using Data for Insight on MIX Market

Q & A
MIX Report Express Feedback and FAQs

**Reporting Format**
- How should I read the new reporting format?
- Where can I find definitions of data requirements?

**Validation of data**
- I am confused about the messages
- What action should I take when I see validation errors?

**Submission of Data**
- I had trouble with the Excel (upload/download) feature
- I had trouble submitting my data

**Support**
- Who should I reach out to with questions about the data or MIX Report Express functions?
Understanding Reporting Format

Format is divided in **Data Areas**

An item in **bold** is further broken down

The **Category** (gender, location, etc.) is always shows

Subtotals Data Area is only for MIX use.

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of employees</strong></td>
<td>809</td>
</tr>
<tr>
<td><strong>Number of managers</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>3</td>
</tr>
<tr>
<td>Number of loan officers</td>
<td>233</td>
</tr>
<tr>
<td><strong>Number of board members</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>3</td>
</tr>
<tr>
<td><strong>Number of offices</strong></td>
<td></td>
</tr>
<tr>
<td>Rural</td>
<td>35</td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Rural</td>
<td>30</td>
</tr>
</tbody>
</table>
## Understanding Reporting Format

### Tree Structure

- **Number of depositors**: 31,147

### Multiple Breakouts

- **Deposit products**
  - Retail deposits
  - Voluntary deposits
    - Gender
      - Male
      - Female
  - Location
    - Urban
    - Rural
  - Account activity
  - Active account
    - Gender
    - Male

### Monetary Data Points

- **Deposits**: 11,860,027,96 LAK
  - **Deposit products**
    - Retail deposits
    - Voluntary deposits
      - LAK

---

This presentation is the proprietary and/or confidential information of MIX, and all rights are reserved by MIX. Any dissemination, distribution or copying of this presentation without MIX’s prior written permission is strictly prohibited.
Reporting Format: Definitions

Definitions are available directly in the format in the online form.

OR Use MIX Data Dictionary
## MIX Data Dictionary

### Data Element List

<table>
<thead>
<tr>
<th>Element Name</th>
<th>Taxonomy ID</th>
<th>Period Type</th>
<th>Report Type</th>
<th>Language</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating expense</td>
<td>mix_OperatingExpense</td>
<td>Duration</td>
<td></td>
<td>English</td>
<td>Monetary</td>
</tr>
<tr>
<td>Net operating income</td>
<td>mix_NetOperatingIncome</td>
<td>Duration</td>
<td></td>
<td>English</td>
<td>Monetary</td>
</tr>
<tr>
<td>Operating income</td>
<td>mix_OperatingIncome</td>
<td>Duration</td>
<td></td>
<td>English</td>
<td>Monetary</td>
</tr>
<tr>
<td>Cash and equivalents</td>
<td>ifrs_CashAndCashEquivalents</td>
<td>Instant</td>
<td></td>
<td>English</td>
<td>Monetary</td>
</tr>
<tr>
<td>Cash on hand</td>
<td>ifrs_CashOnHand</td>
<td>Instant</td>
<td></td>
<td>English</td>
<td>Monetary</td>
</tr>
<tr>
<td>Balances with banks</td>
<td>ifrs_BalancesWithBanks</td>
<td>Instant</td>
<td></td>
<td>English</td>
<td>Monetary</td>
</tr>
</tbody>
</table>

### Search Functionality

- **Search functionality**
- **Multiple languages**
- **Characteristics of data points**
- **Relationship to other elements**

### Calculate Formula

Personnel expense + Depreciation and amortisation expense + Administrative expense
Data Validation

✓ Generic rules:

1. Calculation error. Reported value for '<b>{{X}}/{{TX}}</b>' does not match calculated total (<b>{{TY}}</b>)

   Based on calculation relationships already defined in MIX taxonomy

2. The break outs for <b>{{X}}</b> should be less than or equal to the total value reported for <b>{{X}}</b>

   Breakouts (gender, location, product) applied to main data points

✓ Specific rules:

1. Balance Sheet does not balance. Total assets should equal the sum of total liabilities and equity.

2. Borrowers > loans. Each borrower has at least one loan so borrowers should be less than or equal to loans.

3. Zero female borrowers reported. If the institution does not track this information, it should be left blank.
Excel Rules

<table>
<thead>
<tr>
<th>MFI Name</th>
<th>Umutangwa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency</td>
<td>RWF</td>
</tr>
<tr>
<td>Units</td>
<td>1</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>2013</td>
</tr>
<tr>
<td>Period Type</td>
<td>QTR</td>
</tr>
<tr>
<td>As of Date</td>
<td>2013/09/30</td>
</tr>
</tbody>
</table>

**Report Identifiers.** This determines if upload will be successful.

**Remember:**
- It is a macro enabled workbook
- You can save it with any name
- You can reference other cells but make sure to add your external report in this excel form
- MIX is relaxing the protected cells
- An excel form for another FSP or another time period will not be successfully uploaded
- Definitions are available only online
- Validation rules are available only online

Same data areas and data points as online version
Data Submission

UNCDF

MasterCard

MIX

WWB

5. Display of Your Data. Data you provide to MIX will be displayed on the MIX Market or other MIX site for display of microfinance data unless it is provided pursuant to a Third Party Arrangement, in which case Paragraph 6 will apply.

6. Third Party Arrangements. If you are providing MIX with data solely for purposes of an arrangement you have with a third party (a “Third Party Arrangement”), MIX agrees that it will disclose your data only to such third party and to any other party you may explicitly authorize in writing, including by e-mail, via a website, or through any other means that MIX makes available to register your consent.

7. License. MIX grants you a non-exclusive, non-transferable, revocable limited license to access and use the Service and materials contained within the Service, subject to and in accordance with the TOS. Should you choose to download or print content from the Service, you must do so in accordance with the TOS. Such download is licensed to you by MIX ONLY for your own personal, non-commercial use in accordance with the TOS and does not transfer any other rights to you.

8. Member Registration and Account Creation. As part of the account creation process necessary to obtain access to certain portions of the Service, you will select a username and a password. You agree to maintain only one account with the Service at any time and you certify that you currently have no other account(s) with the Service. MIX reserves the right to deny creation of your account based on MIX’s inability to verify the authenticity of your registration information. You shall be solely responsible for maintaining the confidentiality of your password. You are fully responsible for all usage or activity or content provided through your MIX account.
Support from MIX Regional Teams

**MIX Africa & Asia Team:**

- **Audrey Linthorst**, Regional Manager, Africa and the Middle East
- **Felipe Martin**, Analyst, Francophone Africa, Middle East and North Africa
- **Mélina Djre**, Analyst, Francophone Africa, Middle East and North Africa
- **Joseph Kimani**, Analyst, Anglophone Africa
- **Deepika Kumari**, Analyst, Asia and the Pacific
- **Amit Mittal**, Analyst, Asia and the Pacific
- **Amarnath Samaratapally**, Lead Analyst, Asia and the Pacific

[http://www.mixmarket.org/about/mix-team-and-partners/staff](http://www.mixmarket.org/about/mix-team-and-partners/staff)
Agenda

MIX Report Express Intro
Beta pilot lessons learned
December Reporting & Resources
Using Data for Insight on MIX Market
Q & A
December 31 Reporting through MIX Report Express

- **December**
  - You will receive an email from your MIX analyst with training information for January

- **January 6**
  - You will receive your request for 12/31/2013 data
  - You will receive a system email from reportexpress@themix.org containing your login information

- **Jan 6-20**
  - MIX will hold two training webinars per week where you can ask questions
  - One will be for the Asia timezone and the other for Africa

- **Jan 24**
  - You will receive a reminder to submit 12/31/2013 data online

- **Jan 31**
  - Data is due on that day
  - Last reminder received

Your point of contact is the respective MIX Regional Analyst. You will receive all requests and reminders from them as well as any data quality related emails. You will receive automatic emails from MIX Report Express with your log in information.
## MIX Market Indicators analysis

<table>
<thead>
<tr>
<th>Category</th>
<th>Questions</th>
</tr>
</thead>
</table>
| Institutional Characteristics     | • What growth of field infrastructure?  
• Women representation?         |
| Financing Structure               | • How is portfolio funded?  
• How leveraged is the MFI?          |
| Outreach Indicators               | • How many clients are served?  
• Who are they?                     |
| Overall Financial Performance     | • Will FSP continue operations?  
• Can FSP generate profit?          |
| Revenues                          | • How much does he FSP earn from its portfolio?                             |
| Expenses                          | • What is the cost structure                                                 |
| Efficiency                        | • How costly are operations?  
• How much does it cost to serve a borrower?                                |
| Productivity                      | • How productive are resources?                                             |
| Risk and liquidity                | • What is portfolio quality?  
• What is historical risk of loss?                                             |
We calculate ratios for you!

<table>
<thead>
<tr>
<th>Category</th>
<th>Ratios</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institutional Characteristics</strong></td>
<td>Offices, Personnel</td>
</tr>
<tr>
<td><strong>Financing Structure</strong></td>
<td>Capital/asset ratio, Debt to equity</td>
</tr>
<tr>
<td><strong>Outreach Indicators</strong></td>
<td>Number of active borrowers, Number of depositors</td>
</tr>
<tr>
<td><strong>Overall Financial Performance</strong></td>
<td>Return on assets, Operational self sufficiency</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td>Profit margin, Portfolio yield</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>Total expense/assets, Total operating expense/assets</td>
</tr>
<tr>
<td><strong>Efficiency</strong></td>
<td>Average salary /GNI, Cost per borrower</td>
</tr>
<tr>
<td><strong>Productivity</strong></td>
<td>Borrowers / staff member, Depositors / staff membe</td>
</tr>
<tr>
<td><strong>Risk and liquidity</strong></td>
<td>PAR &gt; 30, Write-off ratio</td>
</tr>
</tbody>
</table>
### Institutional Characteristics

<table>
<thead>
<tr>
<th></th>
<th>FUCEC Togo</th>
<th>FUCEC Togo</th>
<th>FUCEC Togo</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MFI Name</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Annual Diamonds</strong></td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Currency</strong></td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td><strong>Fiscal year</strong></td>
<td>2010</td>
<td>2011</td>
<td>2012</td>
</tr>
<tr>
<td><strong>Period type</strong></td>
<td>ANN</td>
<td>ANN</td>
<td>ANN</td>
</tr>
<tr>
<td><strong>As of date</strong></td>
<td>12/31/2010</td>
<td>12/31/2011</td>
<td>12/31/2012</td>
</tr>
<tr>
<td><strong>Assets</strong></td>
<td>121,360,809</td>
<td>143,071,849</td>
<td>163,693,699</td>
</tr>
<tr>
<td><strong>Offices</strong></td>
<td>92</td>
<td>94</td>
<td>104</td>
</tr>
<tr>
<td><strong>Other Points of Service</strong></td>
<td>53</td>
<td>46</td>
<td>0</td>
</tr>
<tr>
<td><strong>Personnel</strong></td>
<td>976</td>
<td>1,064</td>
<td>1,086</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Female</strong></td>
<td>578</td>
<td>638</td>
<td></td>
</tr>
<tr>
<td><strong>Loan officers</strong></td>
<td>135</td>
<td>126</td>
<td>485</td>
</tr>
<tr>
<td><strong>+ Gender</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
We calculate ratios for you!

## Financing Structure

<table>
<thead>
<tr>
<th>MFI Name</th>
<th>FUCEC Togo</th>
<th>FUCEC Togo</th>
<th>FUCEC Togo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Diamonds</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td>Fiscal year</td>
<td>2010</td>
<td>2011</td>
<td>2012</td>
</tr>
<tr>
<td>Period type</td>
<td>ANN</td>
<td>ANN</td>
<td>ANN</td>
</tr>
<tr>
<td>As of date</td>
<td>12/31/2010</td>
<td>12/31/2011</td>
<td>12/31/2012</td>
</tr>
<tr>
<td>Capital/asset ratio</td>
<td>12.24 %</td>
<td>13.12 %</td>
<td>10.34 %</td>
</tr>
<tr>
<td>Debt to equity ratio</td>
<td>7.17</td>
<td>6.62</td>
<td>8.67</td>
</tr>
<tr>
<td>Deposits to loans</td>
<td>127.95 %</td>
<td>123.12 %</td>
<td>126.08 %</td>
</tr>
<tr>
<td>Deposits to total assets</td>
<td>83.59 %</td>
<td>84.19 %</td>
<td>83.17 %</td>
</tr>
<tr>
<td>Gross loan portfolio to total assets</td>
<td>65.33 %</td>
<td>68.38 %</td>
<td>65.97 %</td>
</tr>
</tbody>
</table>
Go to...

http://reports.mixmarket.org/

Cross-Market Analysis
Conduct analysis based on select indicators and MFI groupings.

MFI Reports
Access MFI profile information and create select MFI report views.

Portfolio Reports
Track and report on your portfolio.

Funding Structure
Monitor funding sources and trends by market.

... or browse through the list of Saved Reports
Choose data points

1. SELECT
   - Search or select data points to display

2. PERIOD
   - Select a report date range
     - Dates 2011 - 2014

3. FILTERS
   - Filter report by key indicators
     - Limit report to display Annual or Quarterly data
       - Annual
       - Quarterly

4. GROUP
   - Group Table by

USD

Unbalanced
Chose the period

Data added gradually
Chose the filters
Chose the groups

Cross Market Analysis

1. SELECT
   - Operational self sufficiency
   - Operational self sufficiency
   - Number of active borrowers
   - Write offs
   - Capital / asset ratio
   - Gross Loan Portfolio

2. PERIOD
   - Select a report date range
   - Dates 2011 - 2014

3. FILTERS
   - Filter report by key indicators
     - Filter Report
     - Country: Kenya
     - Scale: Large

4. GROUP
   - Group Table by
     - All
     - Region
     - Country
     - Diamonds
     - Profit status
     - Regulated
     - Current legal status
     - Age
     - Financial Intermediation
     - Outreach
     - Scale
     - Sustainability
     - Target Market

<table>
<thead>
<tr>
<th>MFI Name</th>
<th>Currency</th>
<th>Fiscal Year</th>
<th>Period Type</th>
<th>As of Date</th>
<th>Gross Loan Portfolio</th>
<th>Capital / asset ratio</th>
<th>Write offs</th>
<th>Number of active borrowers</th>
<th>Operational self sufficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity Bank</td>
<td>USD</td>
<td>2011</td>
<td>ANN</td>
<td>12/31/2011</td>
<td>1,280,438,105</td>
<td>19.81 %</td>
<td>14,856,980</td>
<td>630,088</td>
<td>174.82 %</td>
</tr>
<tr>
<td>Equity Bank</td>
<td>USD</td>
<td>2012</td>
<td>ANN</td>
<td>12/31/2012</td>
<td>1,469,605,110</td>
<td>19.77 %</td>
<td>655,969</td>
<td></td>
<td>174.69 %</td>
</tr>
<tr>
<td>Family Bank</td>
<td>USD</td>
<td>2011</td>
<td>ANN</td>
<td>12/31/2011</td>
<td>205,568,499</td>
<td>12.78 %</td>
<td>473</td>
<td></td>
<td>114.00 %</td>
</tr>
</tbody>
</table>
Attention to groups

- Median vs. Sum/Weighted Average
- Non-adjusted vs. Adjusted
Chose USD or Local currency
Report is ready

Option display report as table or graph

Print, Download or Share options
Graphs

- Operational self sufficiency
- Number of active borrowers
- Write offs
- Capital / asset ratio
- Gross Loan Portfolio

Limit report to display Annual or Quarterly data
- Annual
- Quarterly

Country: Kenya
- Scale: Large

Display grouped statistics as
- Median
- Sum / Weighted Average

Adjust data
- Non-adjusted
- Adjusted

Gross Loan Portfolio

USD

Apr 2011 - Jan 2012
THANK YOU!
MIX Gold Community

Women’s World Banking

Standards

Technology ↔ Process

The MasterCard Foundation

MIF FOMIN

IFAD International Fund for Agricultural Development

UNCDF Microfinance + Capital Development

AMFA

OIKO CREDIT

Citi Foundation

IFC International Finance Corporation

UKaid from the British people
MIX partners with a dedicated group of industry leaders:

- Bill & Melinda Gates Foundation
- CGAP
- Omidyar Network
- The MasterCard Foundation
- IFAD
- Citi Foundation
- Michael & Susan Dell Foundation
- UK aid
- McGraw Hill Financial
- Ford Foundation
- Funding by Cisco Foundation
Microfinance Information Exchange

Headquarters:
1901 Pennsylvania Ave., NW, Suite 307
Washington, D.C. 20006 USA

Regional Offices:

Baku, Azerbaijan
44 J. Jabbarli st. Caspian Plaza I, 5th Floor,
Baku, Azerbaijan

Lima, Peru
Jirón León Velarde 333 Lince, Lima 14, Perú

Dakar, Senegal
Villa n°4, rue YF-632, cité Ablaye Thiam
Ouest-Foire, Dakar-Sénégal

Hyderabad, India
Road #12, Landmark Building, 5th Floor,
Banjara Hills, Hyderabad 500034, India

Visit us on the Web:
www.themix.org  ♦  www.mixmarket.org

Contact us:  info@themix.org

Interested in learning more about MIX?
Sign up to receive our free e-mail newsletters!

Find us on Facebook
Follow us on Twitter: @mix_market
Welcoming MGC First Network: Azerbaijan Micro-finance Association (AMFA)

- AMFA and MIX signed an MOU in October 2014 during AMFA’s Investor’s Fair to partner on the MIX Gold solution
- AMFA will collect their monthly matrix through MIX Report Express
- 31 MFIs from Azerbaijan reporting to AMFA, MIX and other Gold clients will be able to do so at once via MIX Report Express
- Impetus for developing monthly reporting functionality on MIX Gold

Monthly and Semi-Annual Reporting now available on reports.mixmarket.org