|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | | |
| M&E Session #: |  | | |
| Name of Monitoring Officer: |  | | |
| Entrepreneur’s Name: |  | | |
| Company Name: |  | | |
| Location: |  | | |
| Current Entrepreneur Monitoring Channel (🗹): | ***Monthly*** | ***Quarterly*** | ***Semi-Annually*** |
| Previous Monitoring Channel (🗹) | ***Monthly*** | ***Quarterly*** | ***Semi-Annually*** |
|  | | | |
| **FUND UTILIZATION** | | | |
| ***Action Taken from Last Review*** | ***Action to be taken*** | | |
| **FINANCIAL PERFORMANCE KPIs** | | | |
| ***Current Period*** | | | |
| **REVENUE:** |  | | |
| **PROFIT:** |  | | |
| **EMPLOYMENT :** |  | | |
|  | | | |
| **REPAYMENT STATUS (leave blank if gestation period is ongoing)** | | | |
| ***Repayment Status Two Months ago*** | ***Repayment Status of Last Month*** | | |
|  | | | |
| **GENERAL PROGRESS AND UPDATES** | | | |
| ***Condition of machine/goods purchased using DHI Fund***  ***Any new loans/grants***  ***Any changes in business ownership*** | | | |
|  | | | |
| **MENTORSHIP COMMENTS AND UPDATES** | | | |
|  | | | |