|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Financial**
2. intandem project income and expenditure: -

*(with third month for ‘Actuals’ based on best available estimate)*

|  |  |  |
| --- | --- | --- |
|  | Planned | Actual |
| Spend current quarter  | £ | £ |
| Spend current financial year to date (2017/18) | £ | £ |
| Total Inspiring Scotland Investment to date | £ |
| Forecast balance at end of quarter  | £ |

Reasons for any variances were:-1. Organisational income and expenditure: -

|  |  |  |
| --- | --- | --- |
|  | Planned | Actual |
| Organisational Income Year to Date | £ | £ |
| Organisational Expenditure Year to Date | £ | £ |

Reasons for any variances were:- 1. Cover (free reserves as multiple of monthly operating costs):
* Latest reserves position is
 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Project Outputs: Milestones**
2. Milestones delivered versus plan for last quarter

|  |  |  |
| --- | --- | --- |
| **Milestone** | **By date** | **Achieved/Comments** |
| *Recruit volunteer co-ordinator* |  |  |
| *Finalise volunteer spec* |  |  |
| *Advertise volunteer roles* |  |  |
| *Produce leaflet* |  |  |
| *Commence volunteer training* |  |  |

 |
| **Project Outputs: Staff** 1. Project staff and management input: actual vs plan for organisation and project.

*Please describe any significant management or other time inputs to the intandem service. Please use true headcount and give full time equivalent to help us understand.* |
| **Project Outputs: Monitoring data** 1. Mentors: actual vs plan.

*Please add indicative numbers going out to financial year end 2018 (i.e. March 2018). Add any explanatory text here.*

|  |  |  |
| --- | --- | --- |
| **Mentors** | **Recruited** | **Trained/selected** |
| **Plan** | **Actual** | **Plan** | **Actual** |
|  | New | Cum | New | Cum | New | Cum | New | Cum |
| March |  |  |  |  |  |  |  |  |
| **April** |  |  |  |  |  |  |  |  |
| **May** |  |  |  |  |  |  |  |  |
| **June** |  |  |  |  |  |  |  |  |
| *Sep* |  |  |  |  |  |  |  |  |
| *Dec* |  |  |  |  |  |  |  |  |
| *Mar 2018* |  |  |  |  |  |  |  |  |

1. Mentees: actual v plan

*Please add indicative numbers going out to financial year end 2018 (i.e. March 2018). Add any explanatory text here. Milestones for 2017/18 are covered towards the final section, however consider when capacity will be reached when completing this section also*.

|  |  |  |  |
| --- | --- | --- | --- |
| **Mentees** | **Referred** | **Matched** | **No. of mentor/mentee meetings** |
|  | **Plan** | **Actual** | **Plan** | **Actual** | **Actual** |
|  | **New** | **Cum.** | **New** | **Cum.** | **New** | **Cum.** | **New** | **Cum.** | **New** | **Cum.** |
| March |  |  |  |  |  |  |  |  |  |  |
| **April** |  |  |  |  |  |  |  |  |  |  |
| **May** |  |  |  |  |  |  |  |  |  |  |
| **June** |  |  |  |  |  |  |  |  |  |  |
| Sep |  |  |  |  |  |  |  |  |  |  |
| Dec |  |  |  |  |  |  |  |  |  |  |
| Mar 2018 |  |  |  |  |  |  |  |  |  |  |

1. Other activities…

*Please include a description of volunteer recruitment activities undertaken, contacts with referring agencies, progress to agreeing referral pathways, any activities or events provided for trained mentors and other waiting list activities; any activity days etc.* |
| 1. **Social Impact (Project Outcomes)**

**Outcomes:***e.g. numbers of mentees for whom baseline data gathered**Impacts measured* |
| **D. Organisational Development -** *e.g. capacity building, training, accreditation, leadership & governance, public profile, operational issues (beyond intandem), planning, financial, fund raising.* |
| **Summary***To be completed by Performance Advisor* |
| **Milestones agreed for [next quarter]***See tables in 3 and 4 above for numbers.**Add text around key activities planned – examples provided below.*

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Date** | **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Milestones for the rest of the year (to Mar 18)***See tables in 3 and 4 above.**Add text around when you hope to reach capacity for trained mentors/referrals/matches if applicable in this period* |

|  |
| --- |
| **For Inspiring Scotland Use:**Planned spend for forthcoming quarter £xx,xxxCash at end of previous quarter               £y,yyy**PA Recommendation**To make a payment of £z to fund activities to the end of September. |
|

|  |
| --- |
| **Original budget** for 2017/18 |
| £ |

 |

Signed (PA) Signed (Head of Funds)

Date Date