

## Quarterly Review /Drawdown Authorisation

Charity:

Performance Advisor:

Quarter:

Review Date:

### A. Financial

1. Planned spend versus actual spend for period
2. Organisational income: -  
  
*For example: understanding of any new or ending grant awards or significant new spend*
3. Cover (free reserves as multiple of monthly operating costs):

### B. Project Outputs

1. Milestones delivered versus Start Up Plan for quarter
2. Project staff and management input: actual vs plan.
3. Mentors: actual vs plan.
  - Recruited
  - Trained and selected
  - Matched
4. Mentees: actual v plan
  - Matched
5. Other activities... *e.g. waiting list management*



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### C. Social Impact (Project Outcomes)

**Outcomes:**

*e.g. Gathering baseline data (what, when, how, why and whom?)*

### D. Organisational Development -

*e.g. Stakeholder management (e.g. relationship with referral partners), accreditation, leadership & governance, public profile, operational issues (beyond intandem), planning, financial, fund raising.*

### Summary

**Quarter:**

**Milestones:**



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Actual spend year to date	Budgeted spend year to date	Forecast spend to end of year	Original budget for year
£	£	£	£
<b>PA Recommendation</b> To make a payment of £x to fund activities to end of [month].			

Signed (PA)

Signed (Head of Funds)

Date

Date