

Panduan dan Rubrik Laporan Tahunan *Annual Report Guideline & Rubric*

Nama Perusahaan: _____

Deskripsi (<i>Description</i>)	Nilai - <i>Score</i>
Sangat Baik di atas Standar (<i>Well Above Standard</i>)	5
Baik di atas standar (<i>Above Standard</i>)	4
Memenuhi Standar (<i>Meets Standard</i>)	3
Di bawah standar (<i>Below Standard</i>)	2
Jauh di bawah standar (<i>Well below Standar</i>)	1

No	Komponen Penilaian <i>Item of Evaluation</i>	Bobot <i>Weight</i>	Nilai - <i>Score</i>
1	Pendahuluan - <i>Introductory</i>		
	<ul style="list-style-type: none"> • Sampul - <i>Cover</i> • Daftar isi - <i>List of Content</i> 	10%	
2	Ikhtisar <i>Highlight</i>		
	<ul style="list-style-type: none"> • Sekilas perusahaan - <i>Company Overview</i> • Pencapaian - <i>Achievement</i> • Ikhtisar keuangan penting - <i>Basic Financial result</i> 	15%	
3	Laporan Manajemen - <i>Management Report</i>		
	<ul style="list-style-type: none"> • Gambaran kondisi perusahaan - <i>Company Overview</i> • Pencapaian Kondisi keuangan - <i>Financial Overview</i> • SWOT - <i>SWOT</i> • Tata kelola perusahaan - <i>Corporate Governance</i> • Prospek usaha mendatang - <i>Business Outlook</i> 	15%	
4	Profil Perusahaan		
	<ul style="list-style-type: none"> • Visi, Misi dan Nilai Perusahaan <i>Company - Vision, Mission & Value</i> • Sejarah perusahaan - <i>Company History</i> • Bisnis Perusahaan - <i>Our business</i> • Struktur Organisasi - <i>Organization Structure</i> • Alamat perusahaan - <i>Company Address</i> 	20%	
5	Analisa dan Pemahasan Manajemen		
	<ul style="list-style-type: none"> • Tinjauan Usaha - <i>Business Review</i> • Tinjauan keuangan - <i>Financial Review</i> <ul style="list-style-type: none"> ✓ Income statement (Actual vs Projected) ✓ Balance Sheet (Actual vs Projected) ✓ Cash budget (Actual vs Projected) 	40%	
	Total	100%	/100 Max