**FORMAT OF FINAL ASSIGNMENT**

**COST ANALYSIS AND ESTIMATION**

**Final Assignment Overview**

1. Students have to find out (at least) small medium enterprise for certain sector as the case study
2. The case study is to collect financial accounting process or any financial transaction of observed SME for 2 months
3. You will make the accounting cycle, analyze and give some recommendation

**Softcopy Submission**

1. The deadline is on Thursday 14th Week(4 December 2014)
2. Softcopy file consists of the report (word) and data processing (excel)
3. Softcopy submission maximum at 5 pm WPSMI
4. Softcopy is submitted to anbi2014labpsmi@gmail.com
5. The name of the file is standardized as follows:

Class\_Group\_Object

If the file name does not appropriate with the standard, the report will not be checked.

**Hardcopy Submission**

1. The deadline is on Thursday 14th Week(4 December 2014)
2. Hard copy of the report is submitted with the softcopy.
3. Submission max 5 pm WPSMI
4. Paper A4 80gr, leafed through
5. Font *Times Times New Roman: 14 pt for title bolded, 12 pt for text and 11 pt for any pictures and tables bolded.*
6. Mirror Margin 3-2-2-2 with 1.15 space
7. Without header and footer

**Penalty of Final Assignment**

The delay submission of Class Assignment will get score reduction, with following term:

* + >60 minutes 🡪 20% reduced
  + 1-2 hours 🡪 40% reduced
  + >2 hours 🡪 50% reduced

CHAPTER I

INTRODUCTION

* 1. Background

This sub chapter consists of cost analysis and estimation role in company, financial condition of observed SME, etc.

* 1. Problem Formulation
  2. Objective
  3. Benefit
  4. Assumption and Limitation

**CHAPTER II**

**COMPANY OVERVIEW**

* Explanation about the company profile of observed SME
* Explanation about financial condition of observed SME
* Etc

**CHAPTER III**

**DATA COLLECTION AND DATA PROCESSING**

* Financial Data (Transaction)
* Data Processing
  + Journal
  + Ledger
  + Trial Balance

(and any adjusting process)

* + Financial Statement (income statement, statement of owner’s equity, balance sheet, statement of cash flows)

**CHAPTER IV**

**ANALYSIS AND CONCLUSION**

* Analysis of Financial Report Processing Data
* Analysis of Financial Statement
* Recommendation
* Conclusion

**ENCLOSURE**

**REFERENCE**