

## Public Sector - Evaluation Criteria For Best Presented Annual Reports [Nepal]

Name of the Evaluator:				
Name of the Organisation:				
Distribution of Marks under different criteria				
<b>Items</b>	<b>Break up Marks</b>	<b>Marks Given</b>	<b>Page Ref.</b>	<b>Comments, if any</b>
<b>Corporate Objectives, Values &amp; Structure</b>	<b>5</b>			
Vision and Mission Statement	1			
Overall strategic objectives	1			
Core values and code of conduct / Ethical principles	1			
Structure of the Company (including Group company, if any)	1			
Director's profiles their representation on Board of other Companies	1			
<b>Management Report / Commentary and Analysis</b>	<b>15</b>			
Review of company's performance with the management's objectives and strategies	4			
Description of the performance of the various activities / products / segments of the company and its group companies during the period under review (Weightage to be given for pictorial / graphical / tabular presentations used for this purpose).	3			
A brief summary of the Business and other Risks facing the organization and steps taken to effectively manage such risks	2			
Strategy of future prospects/outlook of the entity covering financial and non-financial issues	2			
Information on how the company contributed to its responsibilities towards the staff (including health & safety)	2			
Information on company's contribution to the National Economy	2			
<b>Integrated Reporting</b>	<b>10</b>			
Entity's Corporate Social and Environmental Policy	2			
Social Responsibility Initiatives (such as community investment & welfare scheme, consumer protection measures, energy conservations, national cause donations, Environment & Social Obligations and Related Initiatives	3			
Integrated Reporting initiatives including G4 Guidelines	2			
Business Ethics and Anti-Corruption Measures	1			
<b>Appropriateness of Disclosure of Accounting policies and General Disclosures</b>	<b>15</b>			
Disclosures of adequate accounting policies relevant to assets, liabilities, income and expenditure, in line with applicable financial reporting standards	5			
Specific accounting policies on applicable areas (such as revenue recognition, employee benefits, related party, events after reporting period, income tax, foreign exchange, lease, etc.)	3			
Impairment of Assets	2			
Compliance Statement of applicable Reporting Standards	2			
Comprehensive segment related information bifurcating segment revenue, segment results and segment capital employed	1.5			
Availability of information regarding different segments and units of the entity as well as non-segmental entities/units	1.5			

<b>Financial Statements (Including Formats)</b>	<b>20</b>			
Statement of Financial Position / Balance Sheet and relevant notes	3			
Statement of Comprehensive Income/ Income Statement / Profit and Loss Account and relevant notes	3			
Statement of Cash Flows	2			
Statement of Changes in Equity / Reserves & Surplus Notes	1			
Consolidated Financial Statement (CFS) - if applicable	1			
Disclosure of Type of Share Capital	1			
Disclosures / contents of Notes to Accounts	2			
Comprehensive Related Party Disclosures	2			
Disclosures of all Contingencies and Commitments	1			
Disclosures of remuneration and facilities provided to Directors & CEO	1			
Extent of compliance with the National Standards	3			
<b>Information about Corporate Governance</b>	<b>10</b>			
Comprehensiveness and clarity of information about structure and functioning of the organization	1.5			
Information as to non compliances of mandatory requirements of the concerned statute and regulator and explanation for such non compliance	1.5			
Clarity of description of role and responsibilities of various governance committees of the Organization	1			
Ethics and Compliance	1			
Human resource management policies including succession plan	1			
Policy for the safety & maintenance of records of the entity	1			
Adequacy of the governance measures and policies adopted by the Organization	1			
Adequacy of diversity in terms of gender and qualifications of the members of the governing body –executive and non executive	1			
Presentation of any other information relevant and useful from stakeholders	1			
<b>Risk Management &amp; Control Environment</b>	<b>5</b>			
Description of the Risk Management and Control Environment Framework	2			
Risk Control and Mitigation Methodology	2			
Disclosure of Risk Reporting	1			
<b>Presentation of Financial Statements</b>	<b>10</b>			
Quality of the Report/ Layout of Contents	2			
Cover and printing including the theme on the cover page	2			
Appropriateness and effectiveness of photographs and their relevance	2			
Clarity, simplicity and lucidity in presentation of Financial Statements	2			
Effectiveness of Charts and Graphs	1			
Usefulness and relevance of information provided in the report	1			
<b>Timeliness in issuing Financial Statements and holding AGMs</b>	<b>10</b>			
Approval of Financial Statements by Governing body within 3 months of the end of Reporting Period are considered reasonable for full marks				
Delay after the initial period of 3 months - deduction of 2 marks is to be made for each month				
If the period is over 6 months – no marks shall be awarded				
<b>Total Marks</b>	<b>100</b>			