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Submission date: 17-Apr-2020 09:39PM (UTC-0500) Submission ID: 1280828014 File name: Jurnal_Santosa_English.docx (69.96K) Word count: 4178 Character count: 23492

Guarantee Portfolio Analysis

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Abstract

This study aims to analyze the performance of guarantees in the guarantee portfolio of PT Penjaminan ABC, which consists of custom bonds, counter bank guarantees, surety bonds, multiuse financing guarantees, general financing guarantees, construction financing guarantees, micro financing guarantees, and other guarantees. Testing of guarantee performance is carried out by the Sharpe ratio, Treynor ratio, and alpha Jensen methods.

This study also aims to optimize the guarantee portfolio. The method used in forming the optimal guarantee portfolio is the Markowitz method and the single index model method.

The calculation results of guarantee performance with Sharpe ratio show that all guarantee products are underperformed, which means their performance is below market performance. While using the Treynor ratio method, the results show that five guarantee products are in an outperformed condition, namely the construction financing guarantee, the general financing guarantee, micro financing guarantee, multi-use financing guarantee, and other guarantees. Whereas three other guarantee products are underperformed, namely custom bond, counter bank guarantee, and surety bond. Meanwhile, using the alpha Jensen method, shows that all guarantee products have suboptimal performance. This is in line with the calculation results with Sharpe ratio.

The results of the formation of optimal portfolios based on the Markowitz method show that there are five eligible guarantee products included in the optimal guarantee portfolio, namely construction financing guarantees, counter bank guarantees, general financing guarantees, micro financing guarantees, and multi-use financing guarantees. While custom bond guarantees, surety bonds, and other guarantees are not included in the optimal portfolio. In contrast to the Markowitz method, based on the single index model method, all guarantee products are not eligible to be included in the optimal guarantee portfolio.

From this study it can be concluded that there are five guarantee products included in the optimal portfolio, namely construction guarantee, general guarantee, counter bank guarantee, multipurpose guarantee, and micro guarantee. With an optimal guarantee portfolio, will increase the company's return which will further increase profits, then will increase the amount of equity in the company. An increase in the company's equity can keep the gearing ratio in accordance with applicable regulations.

Keywords: Optimal guarantee portfolio, Risk, Return, Markowitz, Single Index Model.

INTRODUCTION

Businessmen that classified as Micro, Small, and Medium Enterprises (MSME) have a huge role in sustaining the national economy. However, the empowerment of MSMEs faces many obstacles, including accessing credit from banks, especially because MSMEs are unable to meet collateral requirements. The Guarantee Company assists MSMEs by acting as guarantors for debtors to banks. Guarantee is the activity of providing guarantees by the Guaranter for the fulfillment of Guaranteed financial obligations to the Recipient of the Guarantee.

in running its business, the guarantee capacity of a guarantee company is limited by the gearing ratio, which is the ratio between the guaranteed volume of the guarantee and its amount equity. In accordance with Financial Service Authority (OJK) regulations, the maximum gearing ratio is 40 times. Based on the results of management studies in 2017, the gearing ratio at the end of 2018 is projected at 38,07 times and at the end of 2019 at 42,85 times. This means that the gearing ratio in 2019 will violate applicable regulations. Based on this study, management submitted a request to shareholders to increase the paid-in capital of Rp50 billion. With this additional paid-in capital, the gearing ratio in 2018 will be 32,48 times and in 2019 it will be 36,95 times. The increase in paid-up capital in 2018 is not in accordance with the plans set out in the company's Long-Term Plan 2015-2019. In the company's long-term plan, there is no additional paid-up capital until 2019.

The need for additional paid-in capital to maintain the gearing ratio, which is not listed in the company's long-term plan indicates that the guarantee portfolio is not optimal. In order to ensure that the company can achieve its objectives according to the target and operate within the allowed guarantee capacity, it is necessary to form an optimal guarantee portfolio, considering the risk and return factors.

LITERATURE REVIEW

Investment is one of the three main functions of financial management, in addition to financing and asset management. Investment is the placement of current funds by expecting future financial benefits. There are various kinds of investment instruments in financial assets in the money market, capital market, and derivatives market. Each investment instrument has different characteristics, both in return and risk.

In general, investments with high returns will be accompanied by high risks. In other words, investors are willing to pay a higher price if they have a higher expectation of return. This is where the risk-return trade-off occurs (Bodie and Kane, 2014). Because of the trade-off between risk and return it is necessary to diversify investments that produce an investment portfolio. Portfolio, which is a collection of several investment assets / instruments. The purpose of an investment portfolio is to maximize returns or minimize the risk of investment activities.

Modern portfolio theory (MPT) is a theory of how risk-averse investors can build portfolios to optimize or maximize expected returns at certain market risk levels, emphasizing that risk is an inherent part of profit. According to the theory, it is possible to build an efficient frontier from an optimal portfolio that offers maximum expected return at a certain level of risk. This theory was pioneered by Harry Markowitz in his Portfolio Selection paper, published in 1952 by the Journal of Finance. He was later awarded the Nobel Prize for developing MPT.

Hartono (2013) suggested that the formation of an optimal portfolio with the Markowitz model approach was carried out by analyzing the relationship between risk and expected return. Risk is measured by the standard deviation or variance, while the expected return is determined by P the average return. Therefore, this approach with the Markowitz model is also called the mean variance method.

Many researches have been done on optimal portfolios in the capital market and in the loan portfolio. However, there has not yet been any research on optimal portfolio in the guarantee sector. Research on the optimal portfolio in the guarantee sector needs to be done because the guarantee activity has different characteristics from credit activities and investment activities in the capital market. In credit activities, banks channel funds to debtors. Likewise in capital market activities, investors spend funds to buy shares or other investment instruments. While the guarantee activity, the guaranter company does not spend funds at the time of guarantee. Therefore, research on the guarantee portfolio needs to be done.

As a guarantee company, PT Penjaminan ABC is required to operate sustainably, generate profits on target, and operate in accordance with applicable regulations. The profit target according

to company's long-term plan is not achieved, the projected gearing ratio in 2019 will exceed 40 times, which means it exceeds the maximum allowable provisions, so that it requires additional capital in 2018, indicating that the guarantee portfolio is not optimal and an analysis of portfolio performance is needed guarantees applied. Measurement of the performance of the guarantee portfolio is done by Sharpe ratio, Treynor ratio, and alpha Jensen.

Performance measurement with Sharpe ratio is done by measuring the difference in the rate of return of the portfolio reduced by the risk free rate, then dividing the results by the risk of rate of return, which is the standard deviation of the portfolio's rate of return. The greater the Sharpe ratio, the better the investment performance.

Almost the same as the Sharpe ratio method, portfolio performance measurement with Treynor ratio is done by calculating the difference between the portfolio's rate of return and the risk-free rate. Then the difference is divided by investment beta, which is a systematic risk to the investment in question. The greater the Treynor ratio value, the better the investment performance.

While the measurement of investment performance with Alpha Jensen is done by comparing the portfolio rate of return with the rate of return calculated based on the capital asset pricing model (CAPM). If the alpha value is positive it means that the investment has good performance, and vice versa.

Furthermore, the guarantee portfolio of PT Penjaminan ABC will be optimized by using the Markowitz method and single index model. In Markowitz's theory, research is conducted by examining returns, standard deviations, variances, covariance, and correlations of each guarantee product. Furthermore, optimal portfolio formulation will be carried out using the Markowitz approach, minimizing portfolio risk to obtain a certain level of return. The composition in the optimal portfolio of guarantee products produced will be analyzed and compared with the existing portfolio.

In the single index model approach, portfolio optimization starts with calculating the excess return of the guarantee portfolio, which reduces the rate of return of the portfolio by risk-free rate. The next step is to calculate excess return to beta (ERB), which is dividing excess return by beta. The next step is to calculate the cut-off rate and determine the cut-off point. The cut-off point is the limiting point between investment instruments that are feasible in the optimal portfolio and those that are not feasible. Investment instruments that have a ERB value greater than the cut-off point are eligible to be included in the portfolio and vice versa. The next step is to determine the portion of each guarantee product in the optimal portfolio. Based on the results of performance analysis and optimization of the guarantee portfolio, it can be seen the managerial implications of this study.

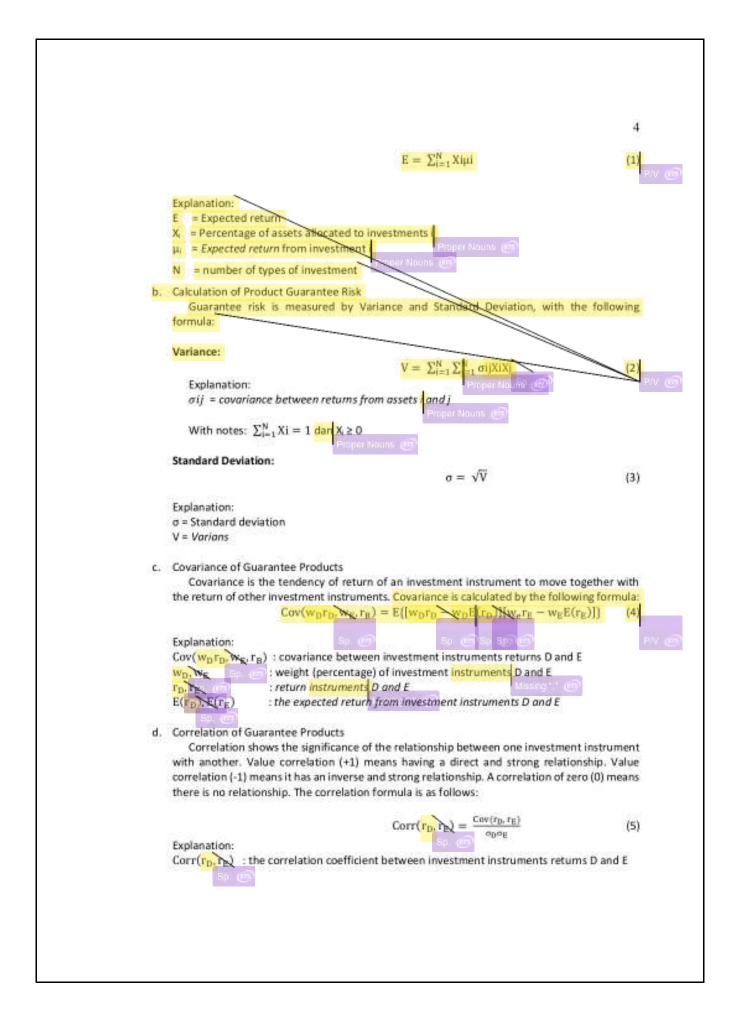
RESEARCH METHOD

Data processing and analysis are carried out in three stages, namely the review of the historical guarantee portfolio, the measurement of the performance of the historical guarantee portfolio, and the establishment of an optimal guarantee portfolio.

Analysis of Historical Guarantee Portfolio

a. Calculation of Product Guarantee Returns

Calculation of expected returns for each guarantee product is done by calculating the Guarantee Services Fee of a guarantee product against the allocation of guarantee products, with the formula:



 $Cov(r_D, r_S)$: covariance between investment instruments returns D and E σ_D, σ_E : standard deviation of investment instruments D and E

2. Performance Measurement of Historical Guarantee Partfolio

comparing returns with risk. In this study, portfolio performance measurements using the Sharpe ratio, Treynor ratio, and Jensen ratio. The risk free rate used in this study is the interest rate of BI 7 Day Repo Rate.

a. Sharpe ratio

Sharpe ratio is a measurement of the performance of investment portfolios based on a comparison between the return generated and the total portfolio risk.

The Sharpe ratio formula is as follows:

$$S = \frac{\bar{r}_p - \bar{r}_f}{\sigma_p}$$
(6)

Explanation: S : Sharpe ratio F_p : average portfolio return F_f : average eturn on risk-free assets o_p : standard deviation of the portfolio

b. Treynor ratio

Treynor ratio is also a comparison between the return generated and the risk of the portfolio. However, only comparable risk is systematic risk (market risk), i.e. beta value. The Treynor ratio formula is:

$$T = \frac{\bar{r}_p - \bar{r}_f}{\beta_p}$$
(7)

Explanation:

T : Treynor ratio

rp Average portfolio return

rf : average return of risk-free assets

β_p : portofolio deta

c. Alpha Jensen

Alpha Jensen is a risk-adjusted return performance measurement that shows whether the average portfolio return of an investment is above or below the capital asset pricing model (CAPM), based on the portfolio beta and the average market return.

The formula for calculating alpha Jensen is:

 $Alpha = R(- (R {f} + B x (R (m) - R (f)))$

(8)

Explanation:

R () = portfolio or investment return

R (m) = return from the market index

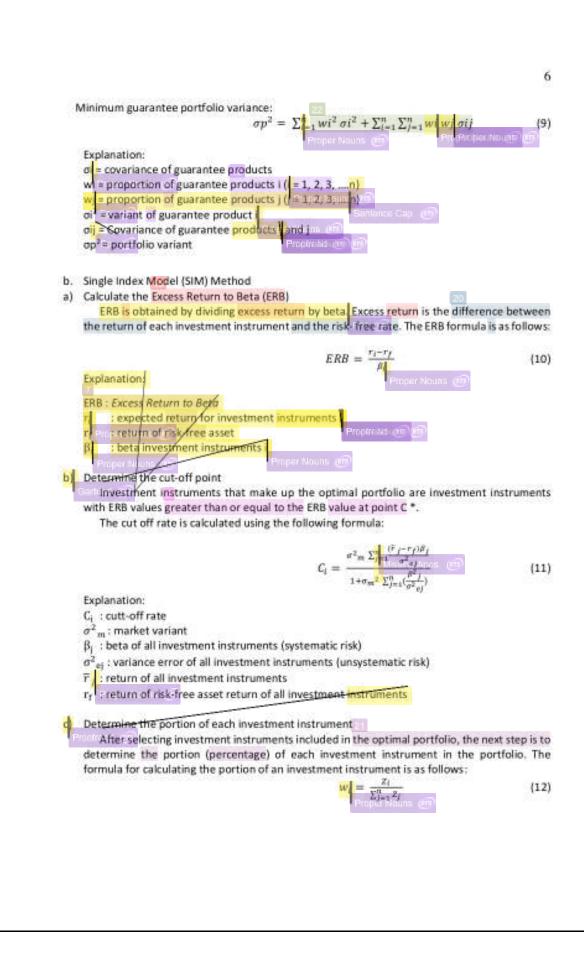
R (f) = risk-free rate

B = beta of an investment portfolio

3. Optimization of Guarantee Portfolios

a. Markowitz Method.

The formula for optimizing guarantees is as follows:



On condition:



Whereas Zi is calculated as follows:

$$Z_i = \frac{\beta_i}{\sigma^2_i} \left[\frac{r - r_f}{\beta_i} - C * \right]$$
(13)

Explanation: w : the weight of investment instruments Zi scale of weighting of investment instruments o2; : unsystematic risk investment instruments β : systematic risk investment instruments : unique cut off point

RESULTS AND DISCUSSION

Composition, Return, and Risk of Guarantees Product

The guarantee products at PT Penjaminan ABC consist of custom bond guarantees, counter bank guarantees, surety bonds, multipurpose financing guarantees, general financing guarantees, construction financing guarantees, micro financing guarantees, and other guarantees. Other guarantees are a combination of several guarantee products, each of which has a relatively small volume.

The composition, expected return, actual return, and risk of each guarantee product in the 2015-2018 period can be seen in table 1 below.

Table 1: Composition, expected return,	, actual return, and risk of guarantee products in 2015-2018	

Guarantee Product	Composition	Expected Return	Actual Return	Risk	
40/07/2003/25/07/20/2502	(%)	(%)	(%)	(%)	
Custom Bonds	5,39	0,24	0,23	0,10	
Counter Bank Guarantees	26,58	1,17	1,09	0,36	
Surety Bonds	21,78	0,38	0,35	0,13	
Multi-use financing	20,50	2,82	2,66	1,34	
General Financing	7,20	3,80	3,28	1,61	
Construction Financing	1,79	1,24	1,21	0,26	
Micro Financing	4,94	1,72	1,43	0,59	
Other Guarantees	11,82	1,20	1,07	0,84	
Total/Average	100,00	1,56	1,38	0,30	

From table 1 it can be seen that the composition of guarantees is dominated by counter bank. guarantee guarantees, surety bonds, and multipurpose guarantees. Whereas the expected return and actual return, the largest are general financing guarantees, followed by multipurpose financing guarantees, and micro financing guarantees. The expected average return is 1.56% and the average

actual return is 1.38%. The biggest risk is general financing guarantees, followed by multipurpose financing guarantees, and other guarantees. The average risk is 0.30%.

Covariance and Correlation

Covariance shows the relationship between one guarantee product with another guarantee product. While the correlation shows how strong the relationship is. Covariance of each guarantee product can be seen in table 2 while the correlation can be seen in table 3.

Table 2 Covariance between guarantee products

Guarantee Product	Custom Bonds	Counter Bank Guarantees	Surety Bonds	Multi-use Financing	General Financing	Construction Financing	Micro Financing	Other Guarantees
Custom Bonds	0,00000095	an gar e						-
Counter Bank Guarantees	0,00000033	0,00001241						
Surety Bonds	-0,00000023	0,00000169	0,00000171					
Multi-use financing	0,00000002	-0,00000218	0,00000146	0,00017657				
General Financing	0,00000083	-0,00000217	-0,00000308	-0,00006609	0,00025341			
Construction Financing	-0,00000002	0,00000240	0.00000097	0,00000245	-0,00000354	0,00000637		
Micro Financing	0,00000045	-0,00000272	-0,00000013	-0,00001821	0,00003337	0,00000087	0,00003383	
Other Guarantees	-0.00000001	0,00000748	0,00000153	-0,00000762	-0,00000222	0,00000804	-0,00000638	0,00006776

From table 2 it can be seen that custom bonds have a positive covariance with counter bank guarantees, multipurpose financing guarantees, general financing guarantees, and micro financing guarantees, as well as having a negative relationship with surety bonds, construction guarantees, and other guarantees. Counter bank guarantees have positive covariance with surety bonds, construction guarantees, and other guarantees, as well as having negative covariance with multipurpose financing guarantees, general financing guarantees, and micro financing guarantees. Surety bonds have positive covariance with multipurpose financing guarantees, and other guarantees, as well as having negative covariances. Surety bonds have positive covariance with multipurpose financing guarantees, and other guarantees, as well as having negative covariates with multipurpose financing guarantees and micro financing guarantees. A multipurpose financing guarantees and micro financing guarantees. A multipurpose financing guarantees and micro financing guarantees, and other guarantees, micro financing guarantees, and other guarantees. General financing guarantees have a positive covariance with micro financing guarantees and have a negative correlation with construction financing guarantees. Construction financing guarantees have a positive covariance with micro financing guarantees.

Table 3 Correlations between guarantee products

Guarantea Product	Custom Bonds	Counter Bank Guarantees	Surety Bonds	Multi-use Binaitcing	General Financing	Construction Financing	Micro Rinancing	Other Guarantees
Custom Bonds	1,000000			h. 605.				
Counter Bank Guarantees	0,094257	1,000000						
Surety Bonds	-0,183498	0,366211	1,000000					
Multi-use financing	0,005903	-0,045921	0,087944	1,000000				
General Financing	0,181556	-0,0402.46	-0,152882	-0.311293	1,000000	i annon		
Construction Financing	-0,029503	0,366848	0,376973	0,071592	-0,086566	1,000000		
Micro Financing	-0,002769	0,409926	0,190796	-0,060893	-0,015971	0,350350	1,000000	(
Other Guarantees	0,287027	-0,187632	-0,022677	-0,215390	0,352735	0,056714	-0,124930	1,000000

From table 3 can be seen how strong the relationship between one guarantee product with other guarantee products, both the relationship is positive or negative.

Measurement of Historical Guarantee Performance

Performance measurements on each guarantee product, in assessing returns and risks, are carried out using the Sharpe ratio, Treynor ratio, and Alpha Jensen methods. In this study, the riskfree rate used as an indicator of performance is the BI 7-day (Reverse) Repo Rate. Likewise, the rate of return used as benchmarking is also a 7-day (Reverse) Repo Rate.

1. Sharpe ratio

The results of performance measurement of guarantee products using Sharpe ratio can be seen in table 4 below.

Guarantee Product	Sharpe Ratio	Conclusion
General Financing	-1,56	Underperformed
Multi-use financing	-2,29	Underperformed
Micro Financing	-5,87	Underperformed
Other Guarantees	-5,99	Underperformed
Construction Financing	-10,05	Underperformed
Counter Bank Guarantees	-13,22	Underperformed
Surety Bonds	-41,18	Underperformed
Custom Bonds	-54,13	Underperformed

Table 4 Sharpe ratio of each guarantee product

From Table 4 It can be seen that all guarantee products have a negative Sharpe ratio. This happens because the rate of return of all guarantee products is smaller than the risk-free rate.

2. Treynor ratio

The results of performance measurement of guarantee products using Treynor ratio can be seen in table 5 below.

Guarantee Product	Treynor Ratio	Conclusion
Construction Financing	0,33	Outperformed
General Financing	0,17	Outperformed
Other Guarantees	0,15	Outperformed
Micro Financing	0,14	Outperformed
Multi-use financing	0,08	Outperformed
Counter Bank Guarantees	-1,71	Underperformed
Surety Bonds	-1,98	Underperformed
Custom Bonds	-5,36	Underperformed

Table 5 Treynor ratio of each guarantee product

From table 5 it can be seen that custom bond guarantees, counter bank guarantees, and surety bonds have a negative Treynor ratio and other guarantee products have a positive Treynor ratio.

3. Alpha Jensen

The results of Jensen's alpha calculation can be seen in table 6 below.

Guarantee Product -	Return	E(r) CAPM	Jensen Ratio
Guarantee Product -	(%)	(%)	(%)
(1)	(2)	(3)	(4) = (2) - (3)
General Financing	3,28	5,80	-2,52
Multi-use Financing	2,66	5,80	-3,14
Micro Financing	1,43	5,80	-4,37
Construction Financing	1,21	5,80	-4,58
Counter Bank Guarante	1,09	5,80	-4,71
Other Guarantees	1.07	5,80	-4.73
Surety Bonds	0,35	5,80	+5,45
Custom Bonds	0.23	5,80	-5,56

Table 6 Alpha Jensen for each Guarantee Product

From the results of measurements using the three methods above, it can be seen that Sharpe ratio and alpha Jensen provide the best performance values for the same three guarantee products, namely general financing guarantees, multipurpose financing guarantees, and micro financing guarantees. Both are different from the results of measurements with Treynor ratio which provides the best performance value of the three guarantee products, which are construction financing guarantees, public financing guarantees, and other guarantees.

Optimization of Guarantee Portfolios

1. Model Markowitz

The composition of the guarantee product in the optimal guarantee portfolio using the Markowitz model approach can be seen in table 7 below.

Table 7	Optimal	Product	Com	position
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Guarantee Product	Composition (%)
Construction Financing	49,24
Counter Bank Guarantees	21,69
General Financing	12,66
Multi-use financing	9,49
Micro Financing	6,93
Total	100,00
Return	1,93
Risk	0,83

4

From table 7 it can be seen that the optimal guarantee portfolio consists of five guarantee products. Thus there are three guarantee products in the hitoris portfolio that are not included in the optimal portfolio, namely custom bonds, surety bonds, and other guarantees. An increase in return and risk in the optimal portfolio compared to the historical portfolio. For optimal portfolios, portfolio returns are 1.93% while historical portfolio returns are 1.43%. Optimal portfolio risk of 0.83% while historical portfolio risk of 0.30%.

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2. Single Index Model

In the single index model method, excess rate to beta (ERB), cut-off rate, and cut-off point are calculated. A guarantee product with an ERB value greater than the cut-off point will be included in the optimal portfolio, and vice versa, a guarantee product with an ERB smaller than the cut-off point is not included in the optimal portfolio. ERB calculation results, cut-off rates, and cut-off points, and decisions in the portfolio can be seen in table 8.

Guarantee Product	ERB	Ci	C*	Conclusion
Custom Bonds	-5,35	4,78	4,78	No
Counter Bank Guarantees	-1,71	2,03	4,78	No
Surety Bonds	-1,98	2,03	4,78	No
Multi-use financing	0,08	-0,14	4,78	No
General Financing	0,16	-0,30	4,78	No
Construction Financing	0,32	-0,40	4,78	No
Micro Financing	0,13	-0,17	4,78	No
Other Guarantees	0,14	-0,17	4,78	No

Table 8 Cut off rates and unique cut off points

From table 8 above it can be seen that all guarantee products have smaller ERB values than the unique cut-off point value, so that based on the Single Index Model approach, all guarantee products are not eligible to be included in the optimal portfolio.

Conclusion

- There are five guarantee products included in the optimal portfolio, namely Construction Financing Guarantee, Public Financing Guarantee, Counter Bank Guarantees, Multipurpose Financing Guarantees, and Micro Financing Guarantees. While the other three products are not included in the optimal portfolio, namely Custom Bond, Surety Bond, and Other Guarantees.
- Comparison of the composition of guarantee products in the optimal guarantee portfolio with the historical guarantee portfolio can be seen in table 9.

	Portfe	olio	Increase
Guarantee Product	Optimal (%)	Historis (%)	(Decrease) (%)
Construction Financing	49,24	1,79	47,45
Counter Bank Guarantees	21,69	26,58	(4,89)
Micro Financing	12,66	4,94	7,72
Multi-use financing	9,49	20,50	(11,01)
General Financing	6,93	7,20	(0,27)
Surety Bonds	-	21,78	(21,78)
Other Guarantees	+	11,82	(11,82)
Custom Bonds		5,39	(5,39)
Total	100	100	0
Return	1,93	1,38	0,55
Risk	0,83	0,3	0,53

Table 9 Comparison of guarantee product compositions

From table 9 it can be seen that in the optimal portfolio an increase in the rate of return is 0.55% and an increase in risk is 0.53%.

 The comparison of nominal returns between the optimal portfolio and the historical portfolio can be seen in table 10.

Table 10 Comparison of nominal returns between optimal portfolios and historical portfolios

	Port	increase	
Produk Penjaminan	Optimal	Historis	(Decrease)
	(Millions Rp)	(Millions Rp)	(Millions Rp)
Construction Financing	256.419	9.319	247.100
Counter Bank Guarantees	101.316	124.178	(22.862)
Micro Financing	77.374	30.197	47.177
Multi-use financing	108.171	233.736	(125.565)
General Financing	97.422	101.183	(3.761)
Surety Bonds	1	32.618	(32.618)
Other Guarantees	÷.	54.093	(54.093)
Custom Bonds	-	5.377	(5.377)
Total	640.701	590,701	50.000

From table 10 it can be seen that in the optimal portfolio an increase in nominal return of Rp50 billion compared to the historical portfolio. This increase in nominal return will increase the amount of company profits and subsequently will increase the amount of equity.

4. The comparison of gearing ratios between optimal portfolios without additional capital, historical portfolios with additional capital, and historical portfolios without additional capital are as follows:

Table 11 Comparison of gearing ratios between optimal portfolios and historical portfolios

Discription	Gearing Ratio	
Discription	2018	
Optimal Portfolio without additional Paid-in Capital	32,48	
Historis Portfolio with additional Paid-in Capital	32,48	
Historis Portfolio without additional Paid-in Capital	38,70	

From table 11 above it can be seen that the value of the gearing ratio in 2018 on the optimal portfolio without the addition of paid in capital, is the same as the value of the gearing ratio on the historical portfolio with the addition of paid in capital of Rp50 billion.

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PAGE 1	
ETS.	P/V You have used the passive voice in this sentence. You may want to revise it using the active voi
PAGE 2	
ETS)	P/V You have used the passive voice in this sentence. You may want to revise it using the active voi
ETS	Proofread This part of the sentence contains an error or misspelling that makes your meaning unclear.
ETS)	P/V You have used the passive voice in this sentence. You may want to revise it using the active voi
ETS)	Sp. This word is misspelled. Use a dictionary or spellchecker when you proofread your work.
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ETS)	P/V You have used the passive voice in this sentence. You may want to revise it using the active voi
PAGE 3	
ETS)	Run-on This sentence may be a run-on sentence.
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PAGE 4

P/V You have used the passive voice in this sentence. You may want to revise it using the active voice.

- (ETS) Proper Nouns You may need to use a capital letter for this proper noun.
- **ETS Proper Nouns** You may need to use a capital letter for this proper noun.
- (ETS) Sp. This word is misspelled. Use a dictionary or spellchecker when you proofread your work.
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- (ETS) Sp. This word is misspelled. Use a dictionary or spellchecker when you proofread your work.
- **(ETS)** Missing "," Review the rules for using punctuation marks.
- **ETS Sp.** This word is misspelled. Use a dictionary or spellchecker when you proofread your work.
- **ETS** Missing "," Review the rules for using punctuation marks.

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- **ETS Sp.** This word is misspelled. Use a dictionary or spellchecker when you proofread your work.
 - **Sp.** This word is misspelled. Use a dictionary or spellchecker when you proofread your work.

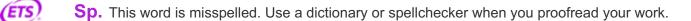


Sp. This word is misspelled. Use a dictionary or spellchecker when you proofread your work.



Sp. This word is misspelled. Use a dictionary or spellchecker when you proofread your work.

PAGE 5



Frag. This sentence may be a fragment or may have incorrect punctuation. Proofread the sentence be sure that it has correct punctuation and that it has an independent clause with a complete subject and predicate.



ETS

P/V You have used the passive voice in this sentence. You may want to revise it using the active voi

Frag. This sentence may be a fragment or may have incorrect punctuation. Proofread the sentence be sure that it has correct punctuation and that it has an independent clause with a complete subject and predicate.

ETS) Sp. This word is misspelled. Use a dictionary or spellchecker when you proofread your work.

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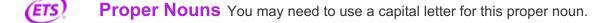
Missing ","

Proofread This part of the sentence contains an error or misspelling that makes your meaning unclear.

ETS? **Proper Nouns** You may need to use a capital letter for this proper noun.

Proper Nouns You may need to use a capital letter for this proper noun.

PAGE 6



ETS) **Proper Nouns** You may need to use a capital letter for this proper noun.

Proper Nouns You may need to use a capital letter for this proper noun.

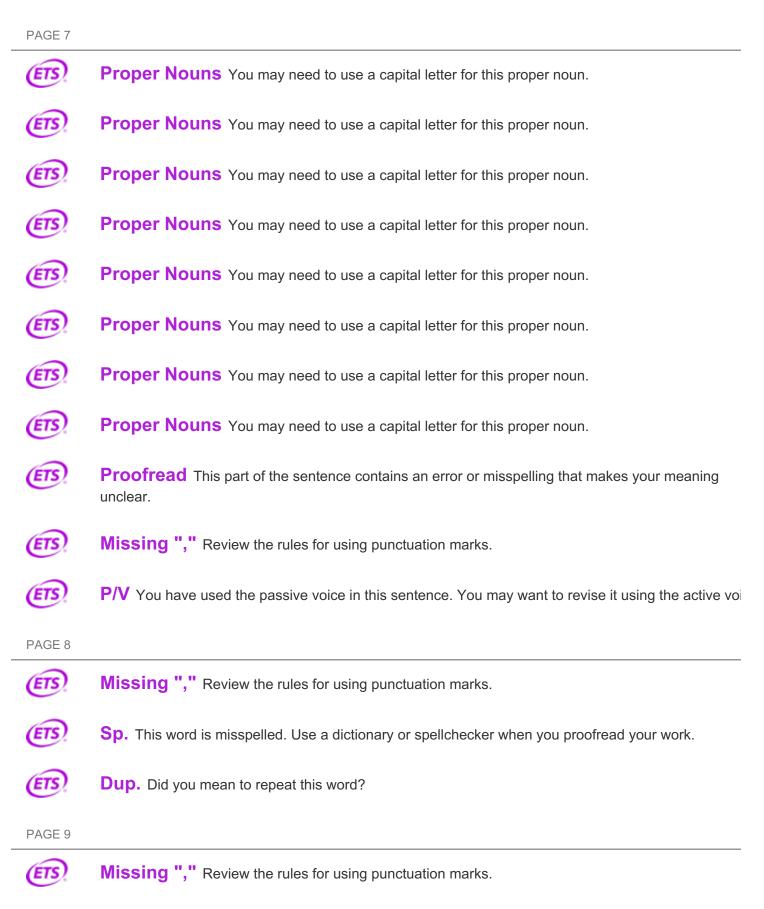
Proper Nouns You may need to use a capital letter for this proper noun.



Proper Nouns You may need to use a capital letter for this proper noun.

- **Sp.** This word is misspelled. Use a dictionary or spellchecker when you proofread your work.
- **ETS** Sentence Cap. Review the rules for capitalization.
- **ETS Proper Nouns** You may need to use a capital letter for this proper noun.
- **ETS Sp.** This word is misspelled. Use a dictionary or spellchecker when you proofread your work.
- **ETS**) **Proper Nouns** You may need to use a capital letter for this proper noun.
- **Proofread** This part of the sentence contains an error or misspelling that makes your meaning unclear.
- **ETS** P/V You have used the passive voice in this sentence. You may want to revise it using the active voi
- **ETS**) **Proper Nouns** You may need to use a capital letter for this proper noun.
- **ETS**) **Proper Nouns** You may need to use a capital letter for this proper noun.
- **Proofread** This part of the sentence contains an error or misspelling that makes your meaning unclear.
- (ETS) Proper Nouns You may need to use a capital letter for this proper noun.
- **ETS Proper Nouns** You may need to use a capital letter for this proper noun.
 - **Proper Nouns** You may need to use a capital letter for this proper noun.
- **Garbled** This sentence contains several grammatical or spelling errors that make your meaning unclear. Proofread the sentence to identify and fix the mistakes.
- **ETS** Missing Apos. Review the rules for using punctuation marks.
 - **SPROPER NOUNS** You may need to use a capital letter for this proper noun.
 - **Proofread** This part of the sentence contains an error or misspelling that makes your meaning unclear.





PAGE 10



Sp. This word is misspelled. Use a dictionary or spellchecker when you proofread your work.



Frag. This sentence may be a fragment or may have incorrect punctuation. Proofread the sentence be sure that it has correct punctuation and that it has an independent clause with a complete subject and predicate.

P	AGE 11	
P	AGE 12	
C	ETS,	Proofread This part of the sentence contains an error or misspelling that makes your meaning unclear.
Ø	ETS,	Proofread This part of the sentence contains an error or misspelling that makes your meaning unclear.
P	AGE 13	