

Code of survey: 004010

STRUCTURAL BUSINESS SURVEY for the _____ quarter 2012

The obligations to provide data for statistical purposes are stipulated in Article 26, and penalty provisions for cases of non-response providing incomplete and erroneous data are stipulated in Article 52, of the Law on Official Statistics (Official Gazette of RS, No 104/2009).
The data shall be used for statistical purposes only and shall not be published as individual data.
The principle of confidentiality shall apply to all data.

DATA ON THE REPORTING UNIT

1. Trade name _____
2. Registration number _____
3. Municipality _____ Place _____
- Complete Address _____ Tel. No. _____
- e-mail _____
5. Principal activity (CA 2010) _____
(text and code)

TO BE FILLED IN BY STATISTICS

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Dear Sirs,

The Statistical Office of the Republic of Serbia (SORS) is conducting in 2012 the regular Quarterly Structural Business Survey. All companies and other market-oriented manufacturing and service legal persons, provided that their income from sale of goods, products and services exceeds 50% of the operating income. We would be very grateful to you if you would fill in correctly this questionnaire and send it to the relevant regional statistical bureau, the address and phone number of which you will find in the covering letter.

The data reported in this questionnaire will be treated in strict confidence, and will be used only for statistical purposes.

Aim of the statistical report → The results of this report will be used for the evaluation of the structure and dynamics of the economic activity of companies and overall economic trends. They will also serve the purpose of calculating quarterly macroeconomic aggregates.

Who completes this report → This report should be filled in by an accountant or other responsible person, making use of the instructions given below. Groups of accounts and accounts are given in separate items according to current accounting legal acts of the Republic of Serbia and accounting framework for companies, cooperatives and entrepreneurs.

You are expected to → Provide exact information on your economic activity based on the documentation. **If it is incomplete, please give reliable estimates for the entire reference period.** If the report, duly completed, reaches us in due time, we will be able to timely put the data at the disposal of our users, and spare you from our written or telephone reminders.

Note:

TABLE 1. OPERATING INCOME for the _____ quarter 2012

		Group of accounts or account	In thousands RSD
01	TOTAL	(60+61+62+640+65)	
02	Revenues from sales of goods, products and services	60, 61	
	2a Of which: revenues from sales of goods, products and services on foreign market ¹⁾	603, 613	
03	Revenues from capitalized production	62	
04	Revenues from premiums, subsidies, recourse, donations, etc	640	
05	Other operating income	65	

¹⁾ **Important remark:** The value of income from sales of goods, products and services on foreign market – row 2a is **not included in row 01 – TOTAL**.

In this table you are asked to fill in the value of operating income based on financial bookkeeping records. Receipts from sales are to be shown without the value added tax (VAT), which is calculated at the time of products and services sale.

TABLE 2. OPERATING COSTS for the _____ quarter 2012

		Group of account or account	In thousands RSD
01	TOTAL	(50+51+52+53+55) - (555+556)	
02	Purchase value of goods sold	50	
03	Raw material costs	51	
04	Costs of salaries, remuneration and other personnel costs	52	
05	Costs of Industrial services	53	
06	Costs of non-industrial services, excluding taxes and social contributions	55, excluding 555 и 556	

The value of accounted costs and operating costs are to be shown on the basis of financial bookkeeping records.

TABLE 3. STOCKS for the _____ quarter 2012

		As of the beginning of the quarter ¹⁾	As of the end of the quarter
01	Raw materials		
02	Work in progress		
03	Finished products		
04	Goods		

¹⁾ **Important remark:** The value of stocks at the beginning of the reporting quarter **should** equal the value of stocks at the end of the previous quarter, for each item separately. If there are differences between those two figures, please provide explanation in the space destined for that purpose at the end of the questionnaire.

TABLE 4. NUMBER OF EMPLOYEES for the _____ quarter 2012

		Quarterly average
01	Number of employees	

Enter the number of persons who work for in a company in which she/he have signed a labor contract and are remunerated for their work. The number of employees includes all persons who are on payroll, including home workers, apprentices, paid working proprietors and family members, persons on temporary leave, part-time workers, temporary workers and seasonal workers. From the number of employees excluded are: unpaid working proprietors and family members, persons employed on indefinite period (long-lasting sick leave, military service, etc.) and agency workers.

Data should be shown in accordance with the company records on human resources or other company records. The quarterly average should be calculated as the sum of the number of persons employed at the end of each month, divided with three, shown without decimals.

TABLE 5. REALIZED INVESTMENTS IN TANGIBLE FIXED ASSETS for the _____ quarter 2012

		Value of investments, in thousands RSD		
		Total	New fixed assets	Used fixed assets
1	2	3	4	5
01	TOTAL (02+05+08+11+12)			
02	Construction works			
03	Equipment with assembling (04+05)			
04	Domestic equipment with assembling			
05	Imported equipment with assembling			
06	Basic herd and long standing plants			
07	Land			

TABLE 5. INVESTMENTS IN TANGIBLE FIXED ASSETS

Realized investments during the reporting quarter represent the value of effectively performed building/construction, purchase of constructional structures, equipment etc, whether completed or not, paid out in full or not.

The value of realized investments includes all kinds of investments in new facilities, as well as: investments in extensions, reconstruction, modernization and annexes or change of old, damaged or used facilities, and major repairs executed by third persons or by the company itself.

The purchase value of investments should include: producer's price, trade margin, transport costs, costs of assembling, costs for carrying out studies, projects, investment proposals, expertise, technical inspection, property transfer. It also includes all indirect duties, taxes and compensations.

The value added tax (VAT) is excluded from this value, except when the company is not eligible for previous tax rebate.

If fixed assets are produced, i.e. constructed personally and for personal purposes, their value should be shown according to production costs, i.e. cost prices.

The value of realized investments should be shown according to invoices received from suppliers, i.e. contractors. In case of long-term construction contracts, the value of investments for the reference quarter should be declared in proportion to the stage of completion of the agreed (temporary situations) activity i.e. according accounting method of percentage completion.

The value of investments should also include the value of fixed assets acquired by financial leasing as well as the value of fixed assets obtained free of charge from a national or foreign donor.

Excluded are the values of: investment and routine maintenance of tangible fixed assets, investments in floating capital, revalorization of fixed assets, and operating leasing of equipment and constructional structures.

Column 4, "New fixed assets ": enter the value of fixed assets purchased directly by the contractor, equipment manufacturer or made for personal purposes. This is the purchase value of those fixed assets that have not yet been bought/sold between indirect users of these assets. This value also includes: the value of major land melioration, costs of land ownership transfer and the value of used equipment purchased abroad.

Column 5, "Used fixed assets": enter the value of purchased fixed assets that only changed the owner in the in the reference quarter, i.e. were not purchased directly from the contractor, equipment manufacturer or were built for personal purposes. Excluded is the purchase value of land.

Line 02, "Construction works": enter the value of investments in residential buildings and accessory facilities (e.g. garages), as well as other facilities of housing building, civil engineering and hydraulic construction.

The value of constructional works, whether referring to residential buildings or to other facilities, should include the value of built-in equipment such as boilers and central heating devices, elevators, electricity and water supply installations, as well as the value of preparation of the constructional land.

Line 04, "Domestic equipment with assembling": enter the value of purchases of all types of transport vehicles, as well as the value of power machines and devices, crankshafts, devices and other equipment with assembling (communication devices, big tools, instruments, laboratory equipment, office machines, libraries, learning aids, and similar articles not considered small inventory) manufactured in the country.

Lines 05, "Imported equipment with assembling": enter the value of imported equipment with assembling of the same type as with the equipment referred to in line 04 if imported from abroad directly or by intermediation, whether as new or second-hand.

Line 06, "Basic herd and long-standing plants ": enter the value of purchased basic herd (livestock for service/breeding and work, as well as boars for personal needs), plantations, orchards, forestation of clearings, bare grounds and forestation by direct planting.

Line 07, "Land": enter the value of purchased land in the column "used fixed assets ". Enter in the column "new fixed assets " the value of ownership transfer costs (cost of intermediation, expertise, lawyer, etc.) as well as the most significant melioration of land by clearing forests, draining swamps, building embankments, protection against flood, etc.

