

QUARTERLY STRUCTURAL BUSINESS SURVEY

LEGAL BASIS

The survey is regulated by the Law on Official Statistics ("Official Journal of RS" N° 104/2009), as well as by the Programme of Official Statistics over the period 2011 – 2015 ("Official Journal of RS, N° 23/11).

METHODOLOGICAL BASIS

Objective and scope of the survey

The main objective of the survey is to obtain data on quarterly dynamics of financial operations of enterprises as well as on the changes in the structure of economic activities in the non-financial business economy. Financial operations of enterprises are based on data on operating income, operating costs, stocks and investments in tangible fixed assets.

The data obtained by means of this survey are used to calculate quarterly macroeconomic aggregates. Furthermore, these data can also be used for the following purposes: current monitoring and study of trends in the non-financial business economy; current analysis of the effects of economic policy measures on the non-financial business economy; study of the development and structural changes in the non-financial business economy, particularly in business services as well as the fulfillment of the requirements towards international organisations concerning short-term indicators on the turnover of business services.

The users of those data are: government bodies, chambers of commerce, scientific institutes and other organisations studying and analyzing short-term trends in the business economy, as well as enterprises and other individual users of data.

Reporting units, statistical units

Reporting units are all economically active enterprises engaged in the non-financial business economy. The reporting units are also other legal entities producing and providing market-oriented services, i.e. provided that their revenues from sale of goods, products and services exceed 50% of the operating income.

The reporting units are all economically active enterprises and other legal entities that, pursuant to the Law on the Classification of Activities ("Official Journal of RS", N° 104/09) and Regulation on the Classification of Activities ("Official Journal of RS", N° 54/09), are classified into the following sections:

- A Agriculture, forestry and fishing
- B Mining and quarrying
- C Manufacturing
- D Electricity, gas, steam and air conditioning supply
- E Water supply; sewage, waste management and remediation activities
- F Construction
- G Wholesale and retail trade; repair of motor vehicles and motorcycles
- H Transportation and storage
- I Accommodation and food service activities
- J Information and communication
- L Real estate activities
- M Professional, scientific and technical activities
- N Administrative and support service activities
- P Education
- Q Human health and social work activities
- R Arts, entertainment and recreation
- S Other service activities

The main statistical unit in structural business statistics is a business entity. In this survey, business entities are classified according to the establishment principle (principal activity).

Coverage of the survey

The coverage of reporting units is a set of economically active units engaged in the production and sale of market-oriented goods and services, i.e. units that are classified into the non-financial business economy according to their operating. The non-financial business economy does not cover sections K (Financial and insurance activities) and O (Public administration and defence; compulsory social security) CA (2010).

Even though, according to international standards, the non-financial business economy does not cover the sections A (Agriculture, forestry and fishing), P (Education), Q (Human health and social work activities), R (Arts, entertainment and recreation) and S (Other service activities) CA (2010), this survey includes the market part of the listed sections, i.e. all enterprises and other legal entities (all business entities) which revenues from sale of goods, products and services exceed 50% of the operating income.

Entrepreneurs are excluded.

Method, period and sources of data collection

The survey is carried out on a sample of selected units. The sampling frame is based on a set of business entities from the Statistical Business Register (SBR) from February of the current year. Units from the sample frame are stratified by activities, number of employees (less than 50 employees, 50 employees and more) and by turnover volume (large ones being enumerated and the others from which the sample is selected).

The sample comprises approximately 2900 business units, of which about 1500 of the largest are selected purposely (enumerated). The other units are selected randomly. The estimations of totals, quotients and proportions are performed by standard procedure for sample stratification and simple random sample within the stratum.

Preliminary results refer to the current quarter and are calculated immediately after data collection and editing. Upon expiration of the four quarters, final estimates for all the quarters are being calculated again.

The main source of data to compile the Quarterly structural report on operations of enterprises is compulsory records, primarily financial and workshop accounting as well as other records (tax, human resources) and financial settlements

Obligation to protect individual data

The obligation to protect individual data is based on Article 3 of the Provision on the protection of data providers, and articles 44, 45, 46, 47, 48 and 49 of the Provision on confidentiality of the Law on Official Statistics ("Official Journal of RS", N° 104/09). Individual data are considered confidential and are used exclusively for statistical purposes and cannot be published or provided to the users.

Main characteristics of the survey

Operating income represents the results of business operations of a business entity, expressed in monetary value. It always refers to a certain period (month, quarter, year). It covers: revenues from sale of goods, products and services; revenues from capitalized production; revenues from premiums, subsidies, donations, recourse, etc., and other operating income (from rentals, memberships, royalties and license fees and other operating revenues). It is expressed VAT excluded.

Revenues from sale (turnover) are part of operating income and represent the value of revenues of goods, finished products and services delivered, realised on domestic and foreign market.

Revenues from capitalized production are part of operating income and represent the value realised by capitalized production of consumption of goods, products and services for own purposes of a business entity.

Revenues from premiums, subsidies, donations and recourse, etc. are part of operating income and represent the value realised by a business entity from premiums, subsidies, donations and recourse, tax refund and based on conditioned donations.

Other operating income is part of operating income and represents the value realised by the business entity from rentals (land, machinery, transport equipment, inventory, etc.), from memberships (from business associations and other memberships), from royalties and license fees (based on: patents, trade marks, copyrights and other rights).

Operating costs represent the costs of business operations, expressed in monetary value. They always refer to a certain period (month, quarter, year). They cover: purchase value of goods sold; raw materials and energy costs; costs of salaries, remuneration and other personnel costs; costs of Industrial services; costs of non-industrial services, **excluding** taxes and social contributions.

Purchase value of goods sold represents the value of goods and real estate purchased for resale.

Raw materials and energy costs represent the value spent on the purchase of raw materials for the manufacture of raw materials, direct and indirect materials; materials overhead, fuels and energy and spare parts.

Costs of salaries, remuneration and other personnel costs represent the value spent on salaries, remunerations, taxes and contributions payable by the employer; remunerations to third parties that are not employed (service contracts, temporary and occasional works contracts, etc.), remunerations for the director, i.e. members of steering and supervisory bodies, as well as other personal expenses and compensations (severance payments, jubilees, daily allowances for business trips, allowances for field work, etc.).

Costs of industrial services represent the value spent for the production of services, such as: output, transport services, maintenance, costs of rentals, fairs, advertisement and propaganda, researches, etc.

Costs of non-industrial services (excluding taxes and social contributions) represent the following values: value of non-industrial services (health, legal, cleaning, accountancy, counseling, security, personnel's professional training, etc.); the value of costs of representation, insurance premiums (for fixed assets, stocks, production, employees); the value of payment operations and memberships (bank commissions and other charges; bank guarantee services fees, bank loan services fees, etc.) and the value of membership costs; the value of taxes and contributions.

Stocks are a form of working assets. Their value is the monetary value on a given day (i.e. situation on the first and last day of the reference quarter). They include: raw materials, work in progress, finished products and goods.

Raw materials stocks represent the value of accounted purchases of raw materials (raw materials and basic materials, auxiliary materials, other materials, fuels and lubricants, materials being processed, finished off and handled, packaging write-off); spare parts and tools and inventories.

Work in progress stocks represent the value of work in progress and services in progress.

Finished products stocks represent the value of finished products and finished services.

Goods stocks represent the value of the accounted value of goods purchased; goods in warehouses, depots and stores with other legal entities; goods in retail trade; goods being processed, finished off and handled; goods in transit and on the road.

Number of employees (quarterly average) represents the number of persons who work in an enterprise, have a work contract for definite or indefinite time and are paid for their work.

The number of employees includes all persons on payroll, including home workers, apprentices, paid working proprietors and paid family working, those on temporary leave, part-time employees. Included are also persons who have a contract for occasional and temporary work with an employer (including also those engaged through youth's and students' agencies).

Excluded are unpaid working proprietors and family members, persons on the basis of a temporary work contract, temporary agency workers, workers with a temporary service contract, members of the management board and supervisory board (those not having the status of employee), as well as persons on long-term leave (long-term sick leave, military service, etc.).

Level of data representativeness

The results of the Quarterly Structural Business Survey are estimates produced on the basis of a sample of selected units. The results are produced for the Serbia – total, at the level of sections of the Classification of Activities (2010).

Starting from 1999, the Statistical Office of the Republic of Serbia does not have available certain data relative to AP Kosovo and Metohia, therefore these data are not included in the coverage for the Republic of Serbia (total).

As the objective of this survey is to measure the dynamics of financial results of enterprises business operations, related indices are produced at quarterly (current quarter/previous quarter) and annual level (current quarter/same quarter of the previous year).

Harmonisation with international recommendations, standards and practice

Some methodological solution, in line with the Methodology of short-term business statistics, Commission regulation N° 588/2001 concerning short term statistics regards the definitions of variables, Eurostat, 2006.

Bodies in charge of the survey management

The Statistical Office of the Republic of Serbia is in charge of the preparation and carrying out of the Quarterly Structural Business Survey (SBS-03). Organisational units that participate in the conduction of the survey are: head office in Belgrade, regional offices in Šabac, Zaječar, Leskovac, Kraljevo, Niš, Valjevo, Smederevo, Užice and Kragujevac; Department of Statistics of AP Vojvodina with divisions in Novi Sad, Zrenjanin, Pančevo, Sremska Mitrovica and Subotica, and the Institute of Statistics and Informatics of Belgrade.

The head office in Belgrade undertakes the following activities: preparation of the methodology and tools for the survey; definition of the sampling frame, sample size, principles and criteria for the selection and selection of units in the sample (address book of reporting units); printing of questionnaires and other tools for the survey; transmission of the questionnaires to regional offices; control of the: coverage, accuracy and completeness of data; data processing (editing, correction, estimations from the sample); make sure that the timetable is respected.

Regional organizational units, the Department of Statistics of AP Vojvodina and Institute of Statistics and Informatics of Belgrade undertake activities relative to the management of the survey on the field according to the address book of units selected in the sample; contact with reporting units in the head office in Belgrade when needing clarifications; collection of filled in questionnaires, visual control, control of data coverage and quality in the reports; data entry in a defined application; entry of information in the address book according to the related instructions in the address book; transmission of entered data to the head office in Belgrade.

Obligation to provide data

Pursuant to the Law on Official Statistics ("Official Journal of RS", N° 104/09), the obligation to provide data is laid down in Article 26, reading that the reporting units are required to provide "accurate and up-dated" data. Penalty provisions in case of refusal or incorrect or incomplete data are laid down in Article 52 of the cited Law.

Timetable of the main stages of the survey

1. Producing the methodology up to 15 March.
 2. Transmission of questionnaires to regional offices up to 10 March (for the first quarter, 10 June (for the second quarter), 10 September (for the third quarter) and 10 December (for the fourth quarter).
 3. Reception of filled in questionnaires in regional offices up to 15 April (for the first quarter), 15 July (for the second quarter), 15 October (for the third quarter) and 15 January (for the fourth quarter of the previous year).
 4. Transmission of the entered materials to the head office in Belgrade up to 5 May (for the first quarter), 5 August (for the second quarter), 5 November (for the third quarter) and 5 February (for the fourth quarter of the previous year).
 5. Processing of the first results up to 25 May (for the first quarter), 25 August (for the second quarter), 25 November (for the third quarter) and 25 February (for the fourth quarter of the previous year).
 6. Producing and releasing the statistical release "Quarterly Business Structural Survey" (preliminary data): 5 June (for the first quarter), 5 September (for the second quarter), 5 December (for the third quarter of the previous year), and 5 March (for the fourth quarter of the previous year).
- Producing final data for all four quarters for the previous year and their releasing in the dissemination database: 31 October.

SURVEY TOOLS FOR DATA COLLECTION

To conduct the Quarterly Structural Business Survey used are the following methodological tools:

- Address book of units selected in the sample
- SBS-03 form
- Instruction for filling in the questionnaire.

The form and guidelines are available at the SORS site, www.stat.gov.rs.

List of nomenclatures and classifications used in the survey

The Classification of Activities (2010) ("Official Journal of RS", number 54/10) is available on the Website of the Statistical Office of the Republic of Serbia: www.stat.gov.rs.

Publications

The results of the survey have been published in the regular statistical release "Quarterly Structural Business Survey" (preliminary data), since 2009. In the edition "Working Documents" final results have been published since 2007 on annual basis.

These publications are available on the website of the Statistical Office of the Republic of Serbia: www.stat.gov.rs.

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