|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STATISTICAL OFFICE OF** | | | | | | **Questionnaire**  **SBS – 03** | | | | | | | | | | | | | |
| THE REPUBLIC OF SERBIA | | | |  | | | | Regulation of the Government of the Republic of Serbia  "Official Journal of RS", No. 26/2007 | | | | | | | | | | | |
| **QUARTERLY STRUCTURAL REPORT ON BUSINESS ACTIVITY OF ENTERPRISE**  For **\_\_\_\_\_\_** quarter 2008 | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | TO BE FILLED IN BY STATISTICS | | | | | | | | | |
|  | | | | | | | | |  |  |  |  | | | | | |  |
| DATA ON THE ENTERPRISE | | | | | | | | |  |  |  |  |  | 0 | 4 | 0 | 1 |  |
|  | | | | | | | | |  |  |  | Code of stat. survey | | | | | |  |
|  | | | | | | | | |  |  |  |  | | | | | |  |
| 1. Company name | |  | | | | | |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | |  |  |  |  | Register number | | | | |  |
| 2. Registration number | |  | | | | | |  |  |  |  |  | | | | | |  |
|  | | | | | | | | |  |  |  |  |  |  |  |  |  |  |
| 3. Municipality | |  | Place | | |  | |  |  | | |  | Municipality | | | | |  |
|  | | | | | | | | |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | Reg. department | | | | No in sample cell | | | | |  |
| Address | |  | | | Tel. No. | |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | | | | | | |  |  |  |  |  |  |  |  |  |  |  |
| e-mail |  | | | | | | |  |  |  |  |  |  |  |  |  |  |  |
|  | |  | | | | | |  |  |  |  |  | Activity | | | | |  |
| 5. Principal activity (sub-categ.) | |  | | | | | |  |  |  |  |  |  |  |  |  |  |  |
|  | | (text and code) | | | | | | | Quarter | | | |  |  | Year | | |  |

***Dear Sirs,***

The Statistical Office of the Republic of Serbia (SORS) starts in 2008 the regular Quarterly Structural Report on Business Activity of Enterprise. 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 accompanying 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 enterprises and overall economic trends. They will also be the source for quarterly calculation of macroeconomic aggregates. |
|  |  |
| Who completes  this report | This report should be filled in by an accountant or other person in charge, making use of the instructions given below. The group of accounts and accounts are given, in separate items, according to current accounting legal acts of the Republic of Serbia and accounting framework for enterprises, 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 as for you, you will be spared from our written or telephone reminders. |

|  |
| --- |
| Comments: |

**TABLE 1. OPERATING INCOME for the \_\_\_\_\_\_\_ quarter 2008**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Group of account or account | In thousands dinars |
| 01 | **TOTAL** | **(60+61+62+640+65)** |  |
| 02 | Receipts from sold goods, products and services | 60, 61 |  |
| 03 | Of which: receipts from sold goods, products and services on foreign market | 603, 613 |  |
| 02 | Receipts from capitalized production | 62 |  |
| 03 | Receitps from premiums, subsidies, donations, etc | 640 |  |
| 04 | Other operating income | 65 |  |

In this table you are asked to fill in the value of operating income based on financial bookkeeping records. Receipts from sale 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 2008**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Group of account or account | In thousands dinars |
| 01 | **TOTAL** | **(50+51+52+53+55)**  **- (555+556)** |  |
| 02 | Purchase value of sold goods | 50 |  |
| 03 | Costs of materials | 51 |  |
| 04 | Costs of salaries, remuneration and other personal expenses | 52 |  |
| 05 | Costs of industrial services | 53 |  |
| 06 | Intangible costs, excluding, taxes and social | 55, **excluding** |  |
|  | contributions | 555 и 556 |  |

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

**TABLE 3. STOCKS for the \_\_\_\_\_\_\_ quarter 2008**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | As of the beginning of the quarter 1) | As of the end of the quarter 1) |
| 01 | Materials |  |  |
| 02 | Work in progress |  |  |
| 03 | Finished products |  |  |
| 04 | Goods |  |  |

## 1) Important remark: The value of stocks at the beginning of the quarter should equals 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 earmarked for that purpose at the end of the questionnaire.

**TABLE 4. NUMBER OF EMPLOYEES for the \_\_\_\_\_\_\_ quarter 2008**

|  |  |  |
| --- | --- | --- |
|  |  | Quarterly average |
| 01 | Number of employees |  |

Enter the number of persons who work for an employer and who 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. You should exclude from the number of employees: unpaid working proprietors and family members, persons on indefinite period (long-lasting sick leave, military service, etc.) and persons working via an agency.

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 2008**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Value of investments, in thousands dinars | | |
|  |  | 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, building or purchase of constructional structures, equipment etc, be them 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 rеpairs executed by third persons or by the enterprise 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 enterprise is not eligible for previous tax debate.

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 structure.

**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 improvement of field/site, costs of transfer of field/site 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, i.e. were not purchased directly from the contractor, equipment manufacturer or were built for personal purposes. Excluded is the purchase value of the field/site.

**Line 02, ″Construction works″:** enter the value of investments in residential buildings and accessory facilities (e.g. garages), as well as other facilities of high-rise construction, 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 site.

**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, whetheras 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, afforestation of clearings, bare grounds and by 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.

**Tables 6 and 7 are to be obligatorily be filled in** **by enterprises which realize industrial production within manufacturing, mining and quarrying (division of the classification of activities 10-36)**

**Description of the activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 6. TURNOVER IN INDUSTRY (receipts from sales) for the \_\_\_\_\_\_\_ quarter 2008**

**In thousands dinars**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Group of account or account | First month of the reporting quarter | Second month of the reporting quarter | Third month of the reporting quarter |
|  |  |  | 1 | 2 | 3 |
| 01 | Merchandise sold, total 1) | 60 |  |  |  |
| 02 | Merchandise sold on foreign market2) | 603 |  |  |  |
| 03 | Manufactured goods sold and services provided, 1) | 61 |  |  |  |
| 04 | Manufactured goods sold and services provided,on foreign market 2) | 613 |  |  |  |
| 05 | Turnover of goods and services VAT exempted with the right to previous tax debate = data 001 from the tax report on VAT, form PPPDV |  |  |  |  |

**VALUE OF TURNOVER (receipts from sales)**: to be entered on the basis of data from financial accounting.

The value of turnover does not include the value added tax (VAT).

**Enterprises which principal activity is not industrial production** enter data only for the turnover of manufactured goods and services.

**For all enterprises which principal activity is within industrial production (divisions of the CA 10-36), it is necessary that the:**

1) Sum of all values under **01 and 03** (Receipts from sale of goods and Receipts from sold goods and Receipts from sold goods and services provided) equals the value under **02 in table 1.**

2) Sum of all values under **02 and 04** (Receipts from sold goods on foreign market and Receipts of sold goods and services provided on foreign market) equals the value under **03 in table 1**.

**ТABLE 7. NEW (RECEIVED) ORDERS IN INDUSTRIAL PRODUCTION** (accepted orders for which an invoice was issued) **for the \_\_\_\_\_\_\_ quarter 2008**

**Table 7. NEW ORDERS**

**in thousands dinars**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | First month of the reporting quarter | Second month of the reporting quarter | Third month of the reporting quarter |
|  |  | 1 | 2 | 3 |
| 01 | **TOTAL** (02+03) |  |  |  |
| 02 | From **domestic market**1) |  |  |  |
| 03 | From **foreign market**1) |  |  |  |

# VALUES OF NEW ORDERS is the agreed value between the manufacturer and the customer on domestic and foreign market. They are orders received in the reference quarter (shown for each month separately) for future manufacture of industrial products or provision of services (for own account or third party account – sub-contract). The value of new orders excludes the value added tax (VAT), as with turnover. If an order is received and realized in the same month, and an invoice is issued, it should in table 1, as the turnover value, rather than in table 2. CANCELLED ORDERS are not taken into consideration. They are not deducted from received new orders.

# 1) New (received) orders are considered coming from domestic or foreign market with regard to the place of residence of the customer that placed an order for manufactured goods and services, rather than that of the manufacturer.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Report drafted by |  | Signature of the manager |  |
|  |  |  |  |  |
| Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name and surname | Seal | Name and surname |  |
| *Printed in the Statistical Office of Serbia* | | | | | |