|  |  |  |
| --- | --- | --- |
|  |  | **Form SBS–03** |
| REPUBLIC OF SERBIA  |  | Law on Official Statistics , “Official Gazette of the RS’, No 104/2009 |
| Statistical Office of the Republic of Serbia  |  |
|  |  |  |  |  |  |  |  |  |  |  |  Code of survey: 004010 |

**STRUCTURAL BUSINESS SURVEY**

**for the \_\_\_\_\_\_ quarter 2018**

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**The data shall be used for statistical purposes only and shall not be published as individual data.**

**All data are subject to professional confidentiality.**

**This surveys gives you the opportunity to fill in the questionnaire electronically. It is accessible at the web addresses: pod2.stat.gov.rs/unos or [www.euprava.gov.rs](http://www.euprava.gov.rs).**

|  |  |
| --- | --- |
| DATA ON THE REPORTING UNIT | TO BE FILLED IN BY STATISTICS |
|  |  |  |  |  |  |
| 1. Trade name |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  Register number |  |
| 2. Registration number |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| 3. Municipality |  | Place |  |  |  | Municipality |  |
|  |  |
|  |  |  |   |  |  |  |  |  |  |  |
| Complete Address |  | Tel. No. |  |  | Reg. | No in sample |  |
|  |  |  |  |  |  |  |  |  |  |  |
| e-mail |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  Activity  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Principal activity (CA 2010)  |  |  |  |  |  |  |  | 2 | 0 | 1 | 8 |  |
|  | (text and code) |  |  | Quarter |  | Year |  |

***Dear Sirs,***

The Statistical Office of the Republic of Serbia (Office) is conducting in 2018 the regular Quarterly Structural Business Survey. All enterprises and other market-oriented manufacturing and service legal entities, 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 office, 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 enterprises and overall economic trends. They will also serve the purpose of calculating quarterly macroeconomic aggregates. |
|  |  |
| Who completesthis 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 enterprises, cooperatives and entrepreneurs and Accounting framework for other legal entities. |
|  |  |
| You are expected to  | Provide exact information on your business 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 aggregate data at the disposal of our users, and spare you from our written or telephone reminders.  |

|  |
| --- |
| Note: |

**TABLE 1. OPERATING INCOME for the \_\_\_\_\_\_ quarter 2018**  In thousands RSD

|  |  |  |  |
| --- | --- | --- | --- |
|  | Group of accounts or account | **Total for the reporting quarter**  | **Data by month to be filled in only by those reporting units whose main activity is classified in the following Sections of the Classification of Activities (CA):**H – Transportation and storage, I – Accommodation and food service activities, J – Information and communications, L – Real estate activities, M – Professional, scientific and technical activities and N – Administrative and support service activities (Divisions CA from 49 to 82, except 72 and 75)**Remark: The sum of the values by months (columns 5 + 6 + 7) should be equal to the value in the column 4** |
| From total: |
| First month of the reporting quarter | Second month of the reporting quarter | Third month of the reporting quarter |
| 1 | 2 | 3 | **4=5+6+7** | 5 | 6 | 7 |
| 1 | **TOTAL (2+3+4+5)** | **(60+61+62+640+65)** |  |  |  |  |
| 2 | Revenues from sales of goods, products and services | 60, 61 (for other legal entities 60) |  |  |  |  |
| 3 | Revenues from capitalized production | 62 (for other legal entities 61) |  |  |  |  |
| 4 | Revenues from premiums, subsidies, recourse, donations, etc  | 640 (for other legal entities 64) |  |  |  |  |
| 5 | Other operating income  | 65 (for other legal entities 63,65) |  |  |  |  |

**TOTAL** – This item is the sum of items 2, 3, 4 and 5.

**Revenues from sales of goods, products and services** –indicate the revenues from sales of goods (account 60) and revenues of finished products and the values of services delivered (account 61).

The value of sales should include all costs charged to the customers (transportation, packaging, insurance, etc.) even when those costs are shown separately in the invoice. Revenues from sales are to be indicated reduced for rebate, discount, cash accounts, excise, VAT and other taxes which are calculated at the time of products sales.

**Revenues from capitalized production** –indicate the value realized by capitalized production or consumption of goods, products and services for own use for reproduction purposes (account 62).

**Revenues from premiums, subsidies, recourse, donations, etc. –** indicate the value of revenues realized from premiums, subsidies, donations, recourses, compensations and from tax refund (account 640).

**Other operating income –** indicate the value of revenues realized from rentals (land, machinery, transport means and inventories, warehouses, business premises, etc.), memberships, royalties and royalty payments (based on: patents, trade marks, copyrights and other rights) and from other operating income (account 65).

**TABLE 2. OPERATING COSTS for the \_\_\_\_ quarter 2018 In thousands RSD**

|  |  |  |
| --- | --- | --- |
|  | Group of account or account | Total for the reporting quarter |
| 1 | **TOTAL (2+3+4+5+6)** | **(50+51+52+53+55)-(555+556)** |  |
| 2 | Purchase value of goods sold | 50 |  |
| 3 | Raw material and energy costs | 51 |  |
| 4 | Costs of salaries, remuneration and other personnel costs | 52 |  |
| 5 | Costs of Industrial services  | 53 |  |
| 6 | Costs of non-industrial services, **excluding** taxes and social contributions | 55, **excluding**555 и 556 |  |

**TOTAL –** this item is the sum of items 2, 3, 4, 5 and 6.

**Purchase value of goods sold –** indicate the value of goods sold and purchasing value of real estate purchased for resale (land, building facilities and other real estate) as well as that of fixed assets for sale (account 50).

**Raw materials and energy costs** Indicate the value of raw materials for the manufacture of (raw materials, direct and indirect materials, packaging), materials overhead, fuels and energy (electricity, other costs of fuels such as: coal, petroleum and petroleum derivates, gas, used steam and hot water), spare parts and, tools and inventory write off (account 51).

**Costs of salaries, remuneration and other personnel costs –**indicate the costs of remunerations to persons other than employees (remunerations based on service contract, work for hire, temporary and occasional works contract signed with physical persons, and remunerations to physical persons paid on the basis of other contracts), costs of remunerations to managers, i.e. members of administration and supervisory bodies as well as other personal expenses and compensations (severance payments, jubilees, daily allowances for business trips, allowances for field work, etc.). (account 52).

**Costs of industrial services –** indicate the value spent for the production of services, such as: output, transport services, maintenance, costs of rentals (power equipment, transport equipment, operating inventories and equipment, warehouses and business premises), fairs, advertisement and propaganda, researches, development being capitalized and costs of other services (protection at work, waste water treatment, etc.).(account 53).

**Costs of non-industrial services, excluding taxes and social contributions –** indicate the value of non-industrial services (costs for 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 during work, insurance premium of placements and claims); the value of payment operations costs (commissions and other bank charges and fees) and the value of memberships costs (professional associations, chambers, federations, etc.); **excluding** taxes and contributions (account 55, **excluding** accounts 555 and 556).

**TABLE 3. STOCKS for the \_\_\_\_ quarter 2018 In thousands RSD**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | As of the beginning of the quarter 1)  | As of the **end** of the quarter |
| 1 | Raw materials |  |  |
| 2 |  Work in progress |  |  |
| 3 |  Finished products |  |  |
| 4 |  Goods |  |  |

## 1) Important remark: The value of stocks at the beginning of the 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 designed for that purpose at the end of the questionnaire.

**Raw materials** – indicate the situation at the beginning and end of the quarter in account group 10. The value is to be expressed at purchase prices, VAT excluded, with deduction for value adjustment (account 109).

**Work in progress –** indicate the situation at the beginning and end of the quarter in account group 11. The value is to be expressed at cost prices, respectively at net selling price, if the price is lower, at the end of the accounting period.

**Finished products –** indicate the situation at the beginning and end of the quarter in account group 12. The value is to be expressed at cost prices, respectively at net selling price, if the price is lower, at the end of the accounting period.

**Goods –** indicate the situation at the beginning and end of the quarter in account group 13. The value is to be expressed at purchase prices, VAT excluded, with deduction of prices adjustment (account 139).

**TABLE 4. NUMBER OF EMPLOYEES for the \_\_\_\_\_\_\_ quarter 2018**

|  |  |
| --- | --- |
|  | **Quarterly average**  |
| 1 |  Number of employees |  |

The average for the reference quarter is counted as the sum of the situation at the end of each month, divided by three, expressed without decimals.

**Number of employees** – indicate the number of persons who have an employment contract with an employer for a fixed or indefinite period and are paid for their work.

Included are: all persons who are on payroll, including home workers, apprentices, paid working proprietors and family members, persons on temporary leave (sick leave, paid leave), part-time workers, employees who have a contract for temporary jobs and seasonal workers (including persons engaged via youth’s and student’s agencies).

Excluded are: unpaid working proprietors and family members, persons on the basis of a temporary work agreement, persons on long-term leave, volunteers, temporary agency workers and members of administration (steering) and supervisory committee (if not having the status of employee).

on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2018.

|  |  |  |
| --- | --- | --- |
| Completed by: |  | Head officer: |
|  |  |  |  |  |
|  |  | (Seal) |  |  |
| (Name) |  | (Name) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Phone: |  |  |  |  | / |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

Printed in Statistical Office of the Republic of Serbia

www.stat.gov.rs