

Annual Financial Statistics Survey, 2013

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Statistics South Africa (Stats SA) is South Africa's national statistics agency, responsible for the collection, processing, dissemination and analysis of official statistics.

Purpose of the survey

The Annual Financial Statistics (AFS) survey is an annual survey that covers the activities of a sample of selected private and public enterprises operating in industries of the South African economy. Results of the survey are used to compile estimates of the Gross Domestic Product (GDP) and its components, which are used to monitor the state of the economy and the formulation of economic policy. These statistics are also used by the private sector to analyse the comparative business and industry performance. The results are published annually in Statistical Release: P0021 – *Annual Financial Statistics*.

Collection authority

The information required is collected under Section 16 of the Statistics Act, 1999 (Act No. 6 of 1999). Your co-operation is sought in completing and returning this questionnaire by the due date. *The provision of the information sought is compulsory.*

Reference period

This questionnaire must be completed for your financial year **ending on any date between 1 July 2012 and 30 June 2013.**

Confidentiality

According to Section 17 of the Statistics Act, 1999 (Act No. 6 of 1999), your completed questionnaire will be treated as strictly confidential by Statistics South Africa (Stats SA).

Due date

Please complete this questionnaire and return it in either the business reply service envelope, fax or email to Stats SA on the details below by **31 August 2013**.

Stats SA recommends that you retain a copy to refer to in the event of a query.

Help available

If you have problems in completing this questionnaire, or find that it will be difficult for you to meet the deadline, please contact us at:

- Tel no.: (012) 310 8300
- Fax no.: (012) 310 2132/2134/2135/2136
- Email address: AFS@statssa.gov.za
- Postal address: Statistics South Africa
Private Bag X44
Pretoria
0001

An electronic version of this questionnaire is available on request.

Person whom Stats SA should contact if any queries arise regarding the completed questionnaire

Name		Telephone	
Position/title		Cell phone	
Signature		Fax number	
Date			
Email address			

Please note:

- All figures should exclude value added tax (VAT).
- Only the South African-based activities of the enterprise shown on the label should be included on the questionnaire.
- Information reported in this questionnaire should comply with the South African Generally Accepted Accounting Practice (SA GAAP) and/or International Financial Reporting Standards (IFRS).
- Estimates will be accepted in the absence of exact or final information.
- Report all monetary values in **thousands of rand** (R'000). Where the values in your financial statements are not expressed in thousands of rand, round them off to the nearest thousand rand.
- The items listed under '**Include**' and '**Exclude**' are only examples and should not be taken as a complete list of items to be included or excluded.

Definition

An enterprise is a legal unit or a combination of legal units that includes and directly controls all functions necessary to carry out its activities

Part 1 - General information**1. Please mark the appropriate box****1.1 Indicate your type of ownership or type of organisation**

Individual (Sole proprietor).....

Partnership.....

Public company (Ltd).....

Private company (Pty Ltd)

Public corporation

Close corporation (CC)

Co-operative society (Co-op).....

Government enterprise

Non-profit institution

Other (please specify).....

1.2 Company registration number.....**1.3 Indicate new VAT number(s) in use since 1 January 2011**

.....
.....
.....

2. Number of persons working for this enterprise during the last pay period

Include

- Persons paid a retainer, wage or salary.
- Managerial and executive employees.
- Full-time and part-time employees.
- Permanent, temporary and casual employees.
- Employees absent on paid or prepaid leave.
- Employees on workers' compensation who continue to be paid through the payroll.

Exclude

- Self-employed persons such as consultants, contractors and subcontractors.
- Non-salaried directors.
- Persons paid by commission only.
- Employees based in South Africa, but paid from abroad.

2.1 Working proprietors/working partners of unincorporated businesses	Number	
2.2 Employees	Number	
2.3 Total	Number	

Part 2 – Industrial classification of the enterprise

3. Describe the main activity, as well as any secondary activities from which the enterprise derives its income.

Note
Describe the main and secondary activities as clearly as possible in the appropriate block, e.g. diamond mining instead of only mining; construction of homes; wholesale or retail trade of pharmaceuticals, etc.

Main activity:

Secondary activities, including all other additional activities apart from your main activity:

4. Period covered by this questionnaire

Note
This questionnaire must be completed for your financial year **ending on any date between 1 July 2012 and 30 June 2013.**

4.1 Indicate the period covered by this questionnaire.....

From	DD/MM/YYYY	To	DD/MM/YYYY
------	------------	----	------------

4.2 Indicate any changes in this enterprise that occurred since 1 July 2012, e.g. change of financial year, takeover, merger, new location, expansion, closure or change in accounting practices.

.....
.....
.....

Part 3 - Income items

R'000

5. Sales of goods (**excluding VAT and discount allowed**)**Include**

- Sales of goods, including export sales.
- For long-term contracts, include progress payments billed.
- Customers not invoiced with separate delivery and/or installation charges.
- Railage and transport-out.
- Export freight charges.

Exclude

- Net profit or loss on disposal of property, plant and equipment and intangible assets (include in Questions 14 or 49).
- Rent, leasing and hiring income (include in Questions 11, 12 or 18).
- Interest received (include in Question 10).
- Value added tax (VAT).

R'000

6. Services rendered (**excluding VAT and discount allowed**)**Include**

- Income and fees received from repairs and services.
- Contract, subcontract and commission income.
- Income from consulting services.
- Management fees or charges from related and unrelated enterprises.
- Subscription and membership fees.
- Administrative charges received as an agent.

Exclude

- Rent, leasing and hiring income (include in Questions 11, 12 or 18).
- Interest received (include in Question 10).
- Value added tax (VAT).

R'000

7. Dividends received

R'000

8. Government subsidies and incentives received (**only from South African government**)

R'000

9. Government: Capital transfers received (**only from South African government**).....

R'000

10. Interest received

Include

- Interest from hire purchase arrangements and from loans and advances made to related and unrelated enterprises.
- Interest on finance leases.
- Earnings on discounted bills.
- Interest from deposits in banks and non-banking financial institutions.
- Interest on decentralisation benefits.
- Interest on debentures.
- Interest on derivatives.

Exclude

- Capital repayments received.

R'000

11. Leasing and hiring of motor vehicles and other transport equipment under operating leases

Exclude

- Payments received under hire purchase arrangements.

R'000

12. Leasing and hiring of plant, machinery and equipment

Exclude

- Payments received under hire purchase arrangements.

R'000

13. Mineral rights leases

R'000

14. Profit on financial and other assets: disposal of assets, realisation for cash and revaluation of assets

Include

- Net profit on share trading.
- Bad debts recovered.
- Other profits from capital transactions.
- Fair value adjustments.

R'000

15. Profit on financial and other liabilities: redemption, liquidation and revaluation of liabilities

R'000

16. Profit on foreign exchange as a result of variations in foreign exchange rates or transactions.....

R'000

17. Provisions (please specify)

R'000

18. Rental and leasing of land, buildings and other structures under operating leases

R'000

19. Research and development

R'000

20. Royalties, franchise fees, copyright, trade names, trade marks and patent rights received

Include

- Payments received under licensing arrangements.

Exclude

- Royalties received under mineral rights leases (include in Question 13).

R'000

21. Other income

Include

- Sundry income.

Specify the nature and amount of the largest item included in 'Other income'

R'000

R'000

22. **Total income (Sum of Questions 5 to 21)**

Part 4 – Inventory

Opening values

23. Raw materials or materials for processing, packaging materials, fuel (for own use), consumable and maintenance stores, e.g. spares (for own use)	R'000 <input type="text"/>
24. Work in progress (partially completed).....	R'000 <input type="text"/>
25. Finished goods produced by this enterprise	R'000 <input type="text"/>
26. Finished goods not produced by this enterprise, but purchased for resale	R'000 <input type="text"/>
27. Total opening values (Sum of Questions 23 to 26)	R'000 <input type="text"/>

Closing values

28. Raw materials or materials for processing, packaging materials, fuel (for own use), consumable and maintenance stores, e.g. spares (for own use)	R'000 <input type="text"/>
29. Work in progress (partially completed).....	R'000 <input type="text"/>
30. Finished goods produced by this enterprise	R'000 <input type="text"/>
31. Finished goods not produced by this enterprise, but purchased for resale	R'000 <input type="text"/>
32. Total closing values (Sum of Questions 28 to 31)	R'000 <input type="text"/>

Part 5 - Expenditure items

33. Purchases (excluding VAT and discount received).....	R'000 <input type="text"/>
-------------------------------------------------------------------	-------------------------------

Include

- Raw materials, components and consumables.
- Fuel and spare parts for vehicles **if part of operating expenditure**, e.g. forklifts, mobile plant, quarry dump trucks, freight and cargo.
- Goods for resale.
- Purchases and transfers-in of finished goods, intermediate products and partially completed goods from related enterprises.

Exclude

- Subcontract and commission expenses (include in Question 66).
- Motor vehicle running expenses, including parts and fuel **unless part of operating expenditure** (include in Question 53).
- Purchases of materials capitalised for “capital work done” by own employees (include in Question 101).
- Containers and packaging materials (include in Question 40).

34. Accommodation.....	R'000 <input type="text"/>
------------------------	-------------------------------

R'000

35. Advertising	<input type="text"/>
Include	
<ul style="list-style-type: none"> • Marketing costs. • Promotions and samples. 	
	R'000
36. Amortisation	<input type="text"/>
	R'000
37. Bank charges	<input type="text"/>
	R'000
38. Bursaries	<input type="text"/>
	R'000
39. Computer expenses	<input type="text"/>
	R'000
40. Containers and packaging materials	<input type="text"/>
	R'000
41. Depreciation for this financial year	<input type="text"/>
Exclude	
<ul style="list-style-type: none"> • Amortisation on intangible assets (include in Question 36). • Accumulated depreciation. 	
	R'000
42. Employment costs.....	<input type="text"/>
Definition	
Employment costs are payments for ordinary time, standard or agreed hours and overtime hours during the financial year for all permanent, temporary, casual, managerial and executive employers and employees, before taxation and other deductions.	
Include	
<ul style="list-style-type: none"> • Salaries and/or fees paid to directors, executives and managers. • Commission paid if a retainer, wage or salary was also paid. • Employer's contribution to pension, provident, medical aid, sick pay and other funds, e.g. Unemployment Insurance Fund and Compensation Fund. • Payments paid from South Africa to employees based abroad. • Payments for all types of leave. • Fringe benefits paid in cash, e.g. housing, mortgage and rent subsidies, transport and cellular phone allowances. • Allowances and penalty payments. • Bonuses. • Employee share-based payment expenses. 	
Exclude	
<ul style="list-style-type: none"> • Payments to subcontractors and consultants who are self-employed and not part of this enterprise (include in Question 66). • Commission where a retainer, wage or salary was not paid. • Payments paid from abroad to employers or employees based in South Africa. • Severance, termination and redundancy payments (include in Question 64). • Reimbursement of expenses, e.g. travel, entertainment, meals and other expenses. • The imputed value of fringe benefits. • Tax on fringe benefits. 	
	R'000
43. Entertainment.....	<input type="text"/>
	R'000

44. Excise and customs duty.....		R'000		
45. Information Technology (IT) security services		R'000		
46. Insurance premiums.....		R'000		
47. Interest		R'000		
<table border="1"> <tr> <td> <p>Include</p> <ul style="list-style-type: none"> • Interest on bank loans. • Interest on loans made to this enterprise from related and unrelated enterprises. • Interest paid in respect of finance leases. • Interest paid on loans from partners. • Expenses associated with discounted bills. • Interest on debentures. • Interest on derivatives. </td> <td> <p>Exclude</p> <ul style="list-style-type: none"> • Other bank charges. (include in Question 37) • Capital repayments. </td> </tr> </table>	<p>Include</p> <ul style="list-style-type: none"> • Interest on bank loans. • Interest on loans made to this enterprise from related and unrelated enterprises. • Interest paid in respect of finance leases. • Interest paid on loans from partners. • Expenses associated with discounted bills. • Interest on debentures. • Interest on derivatives. 	<p>Exclude</p> <ul style="list-style-type: none"> • Other bank charges. (include in Question 37) • Capital repayments. 		R'000
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48. Leasing and hiring of plant, machinery, equipment and vehicles under operating leases....		R'000		
<table border="1"> <tr> <td> <p>Exclude</p> <ul style="list-style-type: none"> • Rental on land and buildings (include in Question 59). </td> </tr> </table>	<p>Exclude</p> <ul style="list-style-type: none"> • Rental on land and buildings (include in Question 59). 		R'000	
<p>Exclude</p> <ul style="list-style-type: none"> • Rental on land and buildings (include in Question 59). 				
49. Losses on financial and other assets: disposal of assets, realisation for cash and revaluation of assets		R'000		
<table border="1"> <tr> <td> <p>Include</p> <ul style="list-style-type: none"> • Provision for bad debt and bad debt written off. • Assets written off. • Losses on share trading. • Impairment of assets. </td> </tr> </table>	<p>Include</p> <ul style="list-style-type: none"> • Provision for bad debt and bad debt written off. • Assets written off. • Losses on share trading. • Impairment of assets. 		R'000	
<p>Include</p> <ul style="list-style-type: none"> • Provision for bad debt and bad debt written off. • Assets written off. • Losses on share trading. • Impairment of assets. 				
50. Losses on financial and other liabilities: redemption, liquidation and revaluation of liabilities		R'000		
51. Losses on foreign exchange as a result of variations in foreign exchange rates or transactions		R'000		
52. Mineral rights leases		R'000		
53. Motor vehicle running expenses.....		R'000		
<table border="1"> <tr> <td> <p>Include</p> <ul style="list-style-type: none"> • Fuel for motor vehicles. • Spare parts for repairs done by own employees. • Licenses for motor vehicles. </td> <td> <p>Exclude</p> <ul style="list-style-type: none"> • Motor vehicle running expenses, including parts and fuel if part of operating expenditure (include in Question 33). </td> </tr> </table>	<p>Include</p> <ul style="list-style-type: none"> • Fuel for motor vehicles. • Spare parts for repairs done by own employees. • Licenses for motor vehicles. 	<p>Exclude</p> <ul style="list-style-type: none"> • Motor vehicle running expenses, including parts and fuel if part of operating expenditure (include in Question 33). 		R'000
<p>Include</p> <ul style="list-style-type: none"> • Fuel for motor vehicles. • Spare parts for repairs done by own employees. • Licenses for motor vehicles. 	<p>Exclude</p> <ul style="list-style-type: none"> • Motor vehicle running expenses, including parts and fuel if part of operating expenditure (include in Question 33). 			
54. Paper, printing and stationery				

R'000

55. Postal and courier services

R'000

56. Property tax

R'000

57. Provisions (**please specify**)

Include

- Provisions made during the financial year.

Exclude

- Provision for depreciation (include in Question 41).
- Provision for bad debts (included in Question 49).

R'000

58. Railage and transport-out.....

Include

- Freight (by rail, road and/or air).
- Distribution costs.

R'000

59. Rental of land, buildings and other structures

R'000

60. Repair and maintenance.....

Include

- All repairs and maintenance done by outside concerns.

R'000

61. Research and development

R'000

62. Royalties, franchise fees, copyright, trade names, trade marks and patent rights

R'000

63. Security services

Exclude

- Information Technology (IT) security services (include in Question 45).

R'000

64. Severance, termination and redundancy payments.....

R'000

65. Staff training

R'000

66. Subcontractors

Include

- Employment brokers.
- Commission paid (outside concerns).

Exclude

- Commission paid to own employees (include in Question 42).

R'000

67. Telecommunication services

Include

- Telephone, facsimile, Internet and cellular phone charges.

R'000

68. Travelling

R'000

69. Water and electricity services

Exclude

- Property tax (include in Question 56).

R'000

70. Other expenditure

Include

- Cleaning.
- Donations and sponsorships.
- Professional services, e.g. audit and other professional business services, management fees, administration fees, legal expenses, data processing services, and secretarial fees.
- Subscriptions.
- Staff welfare including amenities (canteen, crèche, gym).

Specify the nature and amount of the two largest items included in 'Other expenditure'

R '000

.....
.....

.....
.....

R'000

71. **Total expenditure (Sum of Questions 33 to 70)**

Part 6 - Profit or loss, company tax, dividends and value added tax (VAT)

R'000

72. **Net profit or loss before tax (Calculation: Question 22 - Question 27 + Question 32 - Question 71 = Question 72)**

R'000

73. Company tax.....

R'000

74. **Net profit or loss after tax**

R'000

75. Dividends paid or provided for.....

R'000

76. Output VAT (VAT charged on supply of goods and services)

R'000

77. Input VAT (VAT paid to your suppliers).....

R'000

78. **VAT payable (Calculation: Question 76 - Question 77 = Question 78)**

79. Does this enterprise provide share-based payments to its employees?.....

Yes	No
-----	----

Year

80. If yes, in which year was it introduced?

R'000

81. What was the total value of share-based payments received by employees during this financial year?.....

Part 7 – Balance sheet**Assets****Non-current assets**

82. Property, plant and equipment and intangible assets (must correspond with Question 101)		R'000	<input type="text"/>
83. Total long-term investments (Sum of Questions 83.1 to 83.4).....		R'000	<input type="text"/>
83.1 Equity.....	R'000		<input type="text"/>
83.2 Loans	R'000		<input type="text"/>
83.3 Debt securities	R'000		<input type="text"/>
83.4 Other long-term investments	R'000		<input type="text"/>
84. Other non-current assets (please specify)		R'000	<input type="text"/>
85. Total non-current assets (Sum of Questions 82 to 84)		R'000	<input type="text"/>

Current assets

86. Trade and other receivables		R'000	<input type="text"/>
87. Cash and cash equivalents		R'000	<input type="text"/>
88. Inventory (must correspond with Question 32).....		R'000	<input type="text"/>
89. Total other current assets (Sum of Questions 89.1 to 89.3).....		R'000	<input type="text"/>
89.1 Loans	R'000		<input type="text"/>
89.2 Debt securities	R'000		<input type="text"/>
89.3 Other current assets (please specify).....	R'000		<input type="text"/>
90. Total current assets (Sum of Questions 86 to 89)		R'000	<input type="text"/>
91. Total assets (Calculation : Question 85 + Question 90)		R'000	<input type="text"/>

Equity and liabilities

R'000

92. Total equity

Include

- Minority interest.

Non-current liabilities

R'000

93. Long-term loans.....

R'000

94. Other non-current liabilities (please specify)

R'000

95. **Total non-current liabilities (Sum of Questions 93 to 94)****Current liabilities**

R'000

96. Trade and other payables.....

R'000

97. Bank overdraft.....

R'000

98. Total other current liabilities (Sum of Questions 98.1 to 98.3).....

R'000

98.1 Loans

R'000

98.2 Debt securities

R'000

98.3 Other current liabilities (please specify)

R'000

99. **Total current liabilities (Sum of Questions 96 to 98)**

R'000

100. **Total equity and liabilities (Calculation: Question 92 + Question 95 + Question 99)** ..**Note**Total assets (**Question 91**) must equal total equity and liabilities (**Question 100**).**Part 8 - Carrying value of property, plant and equipment and intangible assets****Notes**

- The value of land and buildings must be shown separately and should be estimated, if necessary. (Exclude own private dwelling or living unit thereof).
- Purchases of land and existing buildings and used and/or new plant, machinery and vehicles, should be included in column (c).
- Major improvements, additions or extensions to property, plant and machinery, transport equipment and structures, which improve their performances and increase their capacity or prolong their expected working lives, count as fixed capital formation and should be included in column (c).
- Intangible assets are identifiable non-monetary assets without physical substance.

101. Carrying value of property, plant, equipment and intangible assets

Type of asset (a)	Carrying value at the beginning of financial year according to balance sheet (not cost) (b) R'000	PLUS Additions (c) R'000	MINUS Disposal of assets (d) R'000	PLUS OR MINUS Revaluation and other adjustments to carrying value (e) R'000	PLUS OR MINUS Transfers-in and/or transfers-out (f) R'000	MINUS Depreciation or amortisation during the year (not accumulative depreciation) (g) R'000	EQUALS Carrying value at the end of the financial year according to balance sheet (h) R'000
1. Land.....							
2. Residential buildings							
3. Non-residential buildings.....							
4. Construction works, road, parking areas and leasehold improvements...							
5. Land improvements.....							
6. Network equipment.....							
7. Computers and other IT equipment.....							
8. Motor vehicles, trucks, aircraft, boats, trailers, locomotives and other transport equipment.....							
9. Plant, machinery, furniture and fittings, earthmoving equipment, furnaces, kilns, containers, fax machines, printers and							
10. Capital work in progress (property, plant and equipment).....							
11. Other property, plant and equipment (please specify).....							
12. Intangible assets (Intellectual property products)							
12.1 Computer software.....							
12.2 Databases.....							
12.3 Mineral exploration and evaluation.....							
12.4 Patents and trade marks.....							
12.5 Goodwill and marketing assets.....							
12.6 Research and development.....							
12.7 Entertainment, literary and artistic originals.....							
12.8 Contracts, leases and licenses.....							
12.9 Capital work in progress (intangible assets).....							
12.10 Other intellectual property products (please specify).....							
Total (Column (h) must correspond with Questions 82).....							

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE.