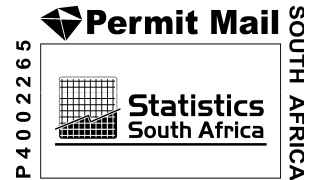


Quarterly Financial Statistics Survey

Questionnaire for the quarter ended



↓ When contacting Stats SA please quote this number

← Please correct any errors in the address label

Purpose of the survey

The quarterly financial statistics survey is a quarterly survey covering 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 and develop government policy. These statistics are also used by the private sector in analyses of comparative business and industry performance. The results are published quarterly in statistical release P0044 – Quarterly financial statistics.

Collection authority

The information required is collected in terms of 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.

Confidentiality

According to Section 17 of the Statistics Act, 1999 (Act No. 6 of 1999), your completed questionnaire remains confidential to Statistics South Africa (Stats SA).

Due date

Please complete this questionnaire and return it in the business reply service envelope or fax it to Stats SA not later than **three weeks after the end of the quarter concerned**. Stats SA recommends that you retain a copy to consult in the event of a query.

Help available

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

- Telephone number: (012) 310-8106/310-2981
- Fax number: (012) 310-2128/310-2138
- (012) 310-8055/310-8580
- (012) 310-2140/310-2141
- (012) 310-2129
- Postal address: Statistics South Africa
Private Bag X44
Pretoria
0001

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

Name		Office use only		
Position or title		Status	Name	Date
Telephone number	()	Received		
Fax number	()	Checked		
Email address		Captured		
Signature		Edited		
Date				

Please note

- All figures should exclude value-added tax (VAT).
- Figures must be submitted for the relevant quarter and should therefore not contain cumulative quarterly figures.
- Figures are collected for the quarters ending in March, June, September and December.
- Only the South African-based activities of the enterprise shown on the label should be included on the questionnaire.
- An enterprise is a legal unit or a combination of legal units that includes and directly controls all functions necessary to carry out its production activities.
- Information reported in this questionnaire should comply with South African accounting standards.
- Estimates will be accepted in the absence of exact or final figures.
- Report all monetary values in rand (R).
- 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.

Part 1 – Income items

	Revised figures for previous quarter <i>This column need only be completed if the data have been revised since the previous quarter</i> Rand	Figures for current quarter Rand
1. Sales of goods (report net value after discounts given)		
Include <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Net profit or loss on sales of fixed assets (include in Questions 8 or 20). • Rent, leasing and hiring income (include in Questions 6 and 7). • Interest income (include in Question 3). • Value-added tax (VAT). 	

Revised figures for previous quarter <i>This column need only be completed if the data have been revised since the previous quarter</i> Rand	Figures for current quarter Rand
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2. Income from services rendered (report net value after discounts given)

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 6 and 7).
- Interest income (include in Question 3).
- Value-added tax (VAT).

3. Interest received

4. Dividends received

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

6. Income from the rental/leasing of land, buildings and other structures

7. Income from hiring/leasing of plant, machinery, vehicles and other equipment

8. Profit on assets/investments sold or revalued

Include

- Profits on foreign exchange.

9. Other income

Revised figures for previous quarter <i>This column need only be completed if the data have been revised since the previous quarter</i> Rand	Figures for current quarter Rand
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Part 2 – Inventory

Closing values (at end of quarter)

Note

Closing values of inventories at the end of the quarter should be reported.

10. Work in progress (partially completed)

11. Finished goods

Include

- Merchandise, own manufactured articles and factored goods.

12. Other stock

13. Total closing values (Question 10 to Question 12)

Part 3 - Expenditure items

14. Interest paid

15. Royalties, franchise fees, copyright, trade name and trade and patent rights paid

16. Rental/leasing of land, buildings and other structures, including payments for water and electricity services

17. Depreciation provided for

Revised figures for previous quarter <i>This column need only be completed if the data have been revised since the previous quarter</i> Rand	Figures for current quarter Rand

18. Salaries and wages paid

Definition
 Salaries and wages 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**
- Salaries and/or fees paid to directors, executives and managers.
 - Commissions paid.
 - Employer's contribution to pension, provident, medical aid, sick pay and other funds, e.g. Unemployment Insurance Fund and the Commissioner's Compensation Fund.
 - Payments paid from South Africa to employers or employees based abroad.
 - Payments for all types of leave.
 - Incentive payments for piecework or profit-sharing schemes.
 - Fringe benefits paid in cash, e.g. housing, mortgage and rent subsidies, transport and cell phone allowances.
 - Allowances and penalty payments.
 - Value of any salary sacrificed.
 - Bonuses.
 - Payments that were made during the reference period, but relate to other pay periods for which no previous provision was made, e.g. annual leave, thirteenth cheque and leave gratuity payments.

- Exclude**
- Payments to subcontractors and consultants who are self-employed and not part of this enterprise.
 - Payments paid from abroad to employers or employees based in South Africa.
 - Severance, termination and redundancy payments.
 - Reimbursement of expenses, e.g. travel, entertainment, meals and other expenses.
 - The imputed value of fringe benefits.
 - Tax on fringe benefits.
 - Employee stock options.

19. Severance, termination and redundancy payments

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20. Losses on assets/investments/liabilities sold or revalued

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- Include**
- Losses on foreign exchange.
 - Provision for bad debt and bad debt written off.
 - Assets written off.

Revised figures for previous quarter <i>This column need only be completed if the data have been revised since the previous quarter</i> Rand	Figures for current quarter Rand
21. Other expenditure	

Include

- Purchases of materials and components used in production (including consumables), merchandise, factored goods, spares, fuel etc.
- Expenditure on all other items not listed in the questionnaire.

Part 4 - Profit or loss, company tax and dividends

22. Net profit before providing for tax		
23. Net loss before providing for tax		
24. Tax and company tax brought into account		
25. Dividends payable		

Note
Dividends payable should be shown in the quarter in which they have actually been declared.

Comments
To minimise queries from Stats SA regarding the data provided, please provide comments on:

- Significant differences between quarterly figures.
- Changes in this enterprise since the previous quarter, e.g. takeover, merger, new location, expansion, close-down.
- Any unusual circumstances affecting the data provided.
- Questions where only estimates could be provided.

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Part 5 - Book value of non-current assets and capital expenditure

	Revised figures for previous quarter <i>This column need only be completed if the data have been revised since the previous quarter</i> Rand	Figures for current quarter Rand
26. Book value of non-current assets:		
Book value of non-current assets at the beginning of the quarter.....	<input type="text"/>	<input type="text"/>
Book value of non-current assets at the end of the quarter.....	<input type="text"/>	<input type="text"/>
27. Capital expenditure on selected new non-current assets:		
Buildings, improvement and construction works	<input type="text"/>	<input type="text"/>
Vehicles and transport equipment.....	<input type="text"/>	<input type="text"/>
Plant, machinery, furniture, fittings and other equipment.....	<input type="text"/>	<input type="text"/>
Total capital expenditure on selected new assets	<input type="text"/>	<input type="text"/>
28. Capital expenditure on purchases of land, existing buildings and works, as well as used plant, machinery and vehicles which were not imported	<input type="text"/>	<input type="text"/>