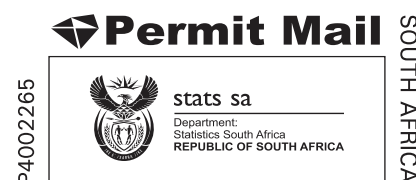


# Quarterly Financial Statistics Survey

Questionnaire for the quarter ended: .....

↓ *When contacting Stats SA please quote this number*



Ref Number:

Legal Name:

Trading Name:

Address:

## Purpose of the survey

The Quarterly Financial Statistics survey is a quarterly survey covering a sample of selected private and public enterprises operating within 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

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. The Act provides Statistics South Africa (Stats SA) with the authority, if needed, to direct you to provide the information sought.

## Confidentiality

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

## Due date

Please complete this questionnaire and return it to the email below not later than **two weeks after the end of the concerned quarter**. Stats SA recommends that you retain a copy to refer to 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:

- Tel no.: (012) 310-8531 / 8055 / 8324
- Postal address: Statistics South Africa
- (012) 310-8517 / 4747 / Private Bag X44
- Pretoria
- Email address.: Qfs@statssa.gov.za 0001

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

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

## ***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 or year-to-date figures.
- Figures are collected for the quarters ending in March, June, September and December.
- Only South African-based activities of the enterprise shown on the label should be included in the questionnaire.
- An enterprise is a legal unit or a combination of legal units which 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 **thousands of rand** (R'000). Where the values in your accounts 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.

### **Part 1 – General information**

a. 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:

.....

.....

b. Indicate the month of your financial year end .....

c. Company registration number .....

d. Indicate new VAT number(s) in use since 1 January 2009....

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Part 2 – Income items	Previous quarter Revised figures R'000	Current quarter Figures R'000
1. Sales of goods (report net value after discounts allowed).....		
<p><b>Include</b></p> <ul style="list-style-type: none"> <li>• Sales of goods, including export sales.</li> <li>• Progress payment billed for long-term contracts.</li> <li>• Customers not invoiced with separate delivery and/or installation charges.</li> <li>• Railage and transport-out.</li> <li>• Export freight charges.</li> </ul>	<p><b>Exclude</b></p> <ul style="list-style-type: none"> <li>• Net profit or loss on sales of fixed assets (include in Questions 8 or Question 27).</li> <li>• Rent, leasing and hiring income (include in Questions 6 and 7).</li> <li>• Interest income (include in Question 3).</li> <li>• Value-added tax (VAT).</li> </ul>	
2. Income from services rendered (report net value after discounts allowed).....		
<p><b>Include</b></p> <ul style="list-style-type: none"> <li>• Income and fees received from repairs and services.</li> <li>• Contract, subcontract and commission income.</li> <li>• Income from consulting services.</li> <li>• Management fees or charges from related and unrelated enterprises.</li> <li>• Subscription and membership fees.</li> <li>• Administrative charges received as an agent.</li> </ul>	<p><b>Exclude</b></p> <ul style="list-style-type: none"> <li>• Rent, leasing and hiring income (include in Questions 6 and 7).</li> <li>• Interest income (include in Question 3).</li> <li>• Value-added tax (VAT).</li> </ul>	
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.....		
<p><b>Include</b></p> <ul style="list-style-type: none"> <li>• Profits on foreign exchange.</li> <li>• Bad debts recovered.</li> <li>• Net profit on share trading.</li> </ul>		
9. Other income (exclude discounts received).....		
<p><b>10. Total income</b> (Sum of Question 1 to Question 9).....</p>		

Part 3 – Inventory	Previous quarter Revised figures R'000	Current quarter Figures R'000
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### Opening values (at beginning of the quarter)

**Note**

Opening values of inventories at the beginning of the quarter should be reported.

11. Raw materials or materials for processing, packaging materials, fuel and consumables and maintenance stores, e.g. spares .....		
12. Work in progress (partially completed).....		
13. Finished goods.....		

**Include**

- Merchandise, own manufactured articles and factored goods.

14. Total opening values (Sum of Question 11 to Question 13) .....		
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### Closing values (at end of the quarter)

**Note**

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

15. Raw materials or materials for processing, packaging materials, fuel and consumables and maintenance stores, e.g. spares.....		
16. Work in progress (partially completed).....		
17. Finished goods.....		

**Include**

- Merchandise, own manufactured articles and factored goods.

18. Total closing values (Sum of Question 15 to Question 17).....		
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Part 4 – Expenditure items	Previous quarter Revised figures R'000	Current quarter Figures R'000
19. Purchases (report net value after discounts received).....		
<p><b>Include</b></p> <ul style="list-style-type: none"> <li>• Raw materials, components, etc. used in production, including consumables.</li> <li>• Fuels for off-road vehicles, e.g. forklifts, mobile plant and quarry dump trucks.</li> <li>• Spare parts and building materials.</li> <li>• Goods for resale.</li> <li>• Purchases and transfers-in of factored goods, intermediate products and partially completed goods from related enterprises.</li> </ul>	<p><b>Exclude</b></p> <ul style="list-style-type: none"> <li>• Subcontract and commission expenses (include in Question 30).</li> <li>• Motor vehicle running expenditure, including parts and fuel (include in Question 30).</li> <li>• Purchases of materials capitalised for “capital work done” by own employees (include in Question 36).</li> <li>• Containers and packaging materials (include in Question 30).</li> </ul>	
20. Employment costs.....		
<p><b>Definition</b> Employment costs are payments for ordinary time, standard or agreed hours and overtime hours during the quarter for all permanent, temporary, casual, managerial and executive employers and employees, before taxation and other deductions.</p>		
<p><b>Include</b></p> <ul style="list-style-type: none"> <li>• Salaries and wages</li> <li>• Salaries and/or fees paid to directors, executives and managers.</li> <li>• Commission paid if a retainer, wage or salary was also paid.</li> <li>• Employer's contribution to pension, provident, medical aid, sick pay and other funds, e.g. Unemployment Insurance Fund and the Compensation Fund.</li> <li>• Payments paid from South Africa to employers or employees based abroad.</li> <li>• Payments for all types of leave.</li> <li>• Fringe benefits paid in cash, e.g. housing, mortgage and rent subsidies, transport and cellular phone allowances.</li> <li>• Allowances and penalty payments.</li> <li>• Bonuses.</li> <li>• Labour costs.</li> <li>• Workmen’s Compensation.</li> <li>• Employee share-based payment expenses.</li> </ul>	<p><b>Exclude</b></p> <ul style="list-style-type: none"> <li>• Payments to subcontractors and consultants who are self-employed and not part of this enterprise (include in Question 30).</li> <li>• Commission where a retainer, wage or salary was not paid.</li> <li>• Payments paid from abroad to employers or employees based in South Africa.</li> <li>• Severance, termination and redundancy payments (include in Question 21).</li> <li>• Reimbursement of expenses, e.g. travel, entertainment, meals and other expenses (include in Question 30).</li> <li>• The imputed value of fringe benefits.</li> <li>• Tax on fringe benefits.</li> </ul>	
21. Severance, termination and redundancy payments.....		
22. Interest paid .....		
23. Royalties, franchise fees, copyright, trade name and trade and patent rights paid .....		
24. Rental/leasing of land, buildings and other structures, including payments for water and electricity services .....		

25. Hiring/leasing of plant, machinery, equipment and vehicles.....		
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26. Depreciation provided for .....		
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**Exclude**

- Amortisation (include in Question 30).

27. 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.

28. Mineral rights leases.....		
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29. Research and development.....		
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30. Other expenditure (exclude discounts allowed) .....		
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**Include**

- Expenditure on all other items not listed in the questionnaire.

<b>31. Total expenditure</b> <b>(Sum of Question 19 to Question 30).....</b>		
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<b>Part 5 – Profit or loss, company tax and dividends</b>		
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<b>Previous quarter</b> <b>Revised figures</b> <b>R'000</b>	
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<b>Current quarter</b> <b>Figures</b> <b>R'000</b>
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32. Net profit/loss before providing for tax.....		
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**(Calculation: Question 10 – Question 14 + Question 18 – Question 31)**

33. Company tax (exclude deferred tax).....		
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34. Dividends payable.....		
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**Note**

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

Part 6 – Carrying value of property, plant and equipment and capital expenditure	Previous quarter Revised figures R'000	Current quarter Figures R'000
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**35. Carrying value of property, plant and equipment:**

<p><b>Includes</b> Land and buildings, furniture and fittings, equipment, vehicles, computer &amp; IT equipment, computer software.</p>	<p><b>Excludes</b> Intangible assets and investment properties</p>
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a. Opening carrying value of property, plant and equipment .....		
b. Closing carrying value of property, plant and equipment .....		

**36. Capital expenditure on selected new property, plant and equipment (exclude investment property):**

a. Buildings, improvements and construction works .....		
b. Vehicles and transport equipment.....		
c. Plant, machinery, furniture, fittings and other equipment.....		
d. Computer and IT equipment .....		
e. Computer software.....		

**Total capital expenditure on selected new assets**

37. Capital expenditure on purchases of land, existing buildings and works, as well as <b>used</b> plant, machinery and vehicles which were not imported .....		
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**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.

<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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