**MNB identification code: R19**

**Completion instructions for the report**

**Balance sheet data of non-financial corporations provided for information**

1. **General instructions**
2. **Data to be reported**

This report covers preliminary – quarterly, including end-of-year – balance sheet data. Data should be reported according to the Hungarian accounting standards (HAS) for data suppliers which compile their annual reports according to Hungarian accounting rules-based balance sheet data, and according to the IFRS balance sheet data for data suppliers which compile their annual reports according to IFRS. If the data on the end of the business year shall be corrected, and the data in the annual accounts are already available at the time of the correction, the data in the report shall be modified, together with the correction, to the data in the annual accounts. Otherwise, this report does not have to be repeated when the data of the final annual report are available.

1. **Data to be included in the report**

In the data supply stock data shall be provided for the last day of the reference quarter (calendar quarter), and flow data shall be provided for the entire quarter. The required stock data should include the non-consolidated total sum of the data supplier’s own items (not only vis-à-vis non-residents), together with its non-resident branches, in (or converted to) domestic currency. If the data provider with foreign branches can prepare a full balance sheet exclusively for the domestic part of the company by managing (integrating) its relationship to the foreign branches and the corresponding shareholding relationship in the balance sheet of the domestic part of the company, it may, subject to prior electronic notification (email: statadatszolg@mnb.hu), report the balance sheet data for exclusively the domestic part of the company in the data supply, without the foreign branches.

Data shall be given in HUF million, rounded to integer.

Assets and liabilities recorded in foreign currency shall be converted into forints at the exchange rate used by the data provider or, failing this, at the official exchange rate published by the MNB concerning the last day of the reference quarter. This procedure shall also be followed if the data provider keeps its books in a currency other than the forint.

**3.** A glossary of terms used in the table and in these completion instructions is located in point I. F. 5 of this Annex.

4. The list of country codes, verificatory rules and the methodological guidelines helping the completion of the table can be found in the technical guidelines as per point 4.2, 5 and 9 of Annex 3, available on MNB website.

1. **Detailed instructions for the completion of the TAJ table**

Instructions for completing the rows:

Rows 01 and 02: The ‘Total non-financial assets’ category includes the sum (stock) of the intangible assets, tangible assets and inventories balance sheet groups at the end of the period, at net book value. Row 02 shall contain the total amount of advance payments for the intangible assets, tangible assets and inventories balance sheet groups (the sum of the advance payments for intangible assets, investment and inventories), in the case of the data providers that prepare their annual accounts in accordance with the Hungarian accounting standards (HAS). Data providers using IFRS shall report advances for intangible assets, investments and inventories among financial investments (row 03) or advance payments recognised as receivables (row 08). However, data providers using IFRS shall include the assets lent under an operating lease among non-financial assets.

Row 03: This row includes the financial assets owned by the data provider envisaged to be used for a sustained period (over a year). This includes shareholdings considered long-term investments, long-term loans, securities, long-term bank deposits and other long-term receivables. In the case of data providers using IFRS, it also includes investments and deferred tax assets. The latter is part of Row 03, although it should not be highlighted in the breakdown of the row. Financial investments shall be reported at net book value (adjusted by value adjustment, valuation difference or impairment).

Row 04: This row shall include the net book value of the shares and other equity owned by the data provider (adjusted by value adjustment, valuation difference or impairment), highlighting them among financial investments.

Rows 05, 06, 11 and 12: Loans granted shall mean long or short term financial assets lent to any partner, resident or non-resident, including loans to affiliated and associated enterprises and the data supplier’s employees, as well. Security deposits, surety bonds, collaterals, security deposits, positive cash pool and settlement account receivables from other companies recognised among receivables as well as repo and draft receivables shall be stated as loans granted. If the data provider states the accrued interest on loans among financial investments or receivables rather than as accrued income, it shall be reported under the respective loans granted. However, dividends receivable, tax receivables from increasing or decreasing the subscribed capital, advances paid and trade receivables shall not be included. In Rows 06 and 12, the parts related to non-residents should be highlighted.

Row 08: Advances to business partners (suppliers) not included in the balance sheet value of tangible assets, intangible assets or inventories shall be stated as advances recognised as receivables, i.e. the data providers shall state those in its annual accounts among receivables. Data providers using the Hungarian accounting standards shall show in this row the advances for goods or services. Data providers using IFRS shall report the advance payments for intangible assets, investment and inventories among the advance payments in this row provided that those are not included in financial investments.

Rows 09, 10, 25 and 26: End-of-period sum of trade credits receivables and payables resulting from goods and services shall include stock of such assets and liabilities vis-à-vis affiliated and associated enterprises, as well. In Rows 10 and 26, the parts related to non-residents should be highlighted. Receivables shall be reported at net book value (including impairment).

Row 13: All the receivables that cannot be classified as advance payments, trade receivables or loans granted shall be reported as other receivables. Included here in particular are: other receivables from employees, reclaimed tax, the value of requested but not yet disbursed grant, the positive valuation difference of derivative transactions, the valuation difference of receivables as well as dividends receivable. The positive valuation difference of derivative transactions within other receivables shall be stated separately in row 42.

Rows 14 and 15: securities shall include all short-term securities, participations, shares and equity held by the data provider. Highlighted from this, the value of own and outside shares shall be reported in Row 15.

Rows 16 and 17: Cash shall include the positive balance of bank accounts, domestic and foreign bank deposits and cheques and cash in hand, at net book value. Cash shall not include securities, clearing accounts held with a corporate partner and cash-pool accounts. Highlighted from that, Row 17 shall include the data on the data provider’s cash in hand. As far as liquid assets are concerned, it shall not include bank accounts, bank deposits and cheques, for it shall cover only cash in forints and any other currency.

Row 18: This row shall show the value of prepayments and accrued income. Data providers applying the IFRS may only record a value here if they indicate prepayments and accrued income in a separate manner in their accounting balance sheet as well.

Rows 19 to 21 and 23: in the ‘Total subordinated and long term liabilities’ row the subordinated and long-term liabilities from securities issued (bonds payable) and subordinated or long-terms credits, loans and security deposits received as well financial lease payables shall be reported separately. The content of subordinated, long-term and short-term liabilities shall be determined in accordance with the equity in a way that the capital elements and capital instruments included in the equity should not be stated among the liabilities, and the value of these rows shall be provided net of provisions (both in the case of applying the Hungarian accounting standards and IFRS). All liabilities maturing in more than one year are classified as long-term liabilities. The stocks of securities (bonds) issued by the data supplier (row 20) and the value of loans, borrowings, deposits and financial leasing (row 21) are to be reported separately from that, in specific rows. Other types of subordinated liabilities and long-term liabilities – public assets in trust, advance funding received or liabilities arising from derivative transactions – are not reported in the detail rows and therefore the value of row 19 is greater than or equal to the sum of the two rows breaking down the items (*19≥20+21*).

Row 22: report in this row among the subordinated and long-term liabilities the total amount of credits and loans taken from any non-resident counterparty, security deposits and financial lease payable. Loans taken from enterprises in a participation relationship shall be also taken into consideration.

Row 24: This row shall be filled in accordance with the applied accounting regulations, including liabilities of this type to enterprises in a participation relationship.

Rows 27-28: report in this row the total stock of credits and loans, security deposits received, cash-pool liabilities, financial leases stated under short-term liabilities and outstanding to any lender. With respect to affiliates and companies with other stakeholding relationships, such liabilities shall also be included. Debt liabilities shall not include the securities (bonds) issued by the data provider. The liabilities arising from the cash pool shall be reported in Row 27, and Row 28 breaking down that shall show the short-term credit and loans from abroad, security deposits received, cash-pool payables and financial lease liabilities.

Row 29: Other short-term liabilities shall include all short-term liabilities other than advances received from customers, accounts payable or credit and loans received. Included here in particular are: settlements related to [employee]((https://www.rsm.hu/kisokos/munkavallalo)s, the [budget]((https://www.rsm.hu/kisokos/koltseg)and local governments as well as liabilities due to subsequently granted discount, the sum of the data provider’s other liabilities (liability vis-à-vis insurance companies, damages, other liabilities vis-à-vis financial institutions) and also the negative valuation difference of derivative transactions, the valuation difference of liabilities and the liability to owners stemming from approved dividends. The negative valuation difference of derivative transactions within other short-term liabilities shall be stated separately in row 43.

Row 30: This row shall show the value of deferred income and accrued expenses. Data providers applying the IFRS may only record a value here if they indicate deferred income and accrued expenses in a separate manner in their accounting balance sheet as well.

Rows 31-37: Equity and its parts should be presented in these rows according to the definition of the Accounting Act. Data providers using IFRS shall include in the table the equity in line with the IFRS annual accounts.

In Row 32 face of value of treasury shares and participations repurchased by the data supplier should be presented until the sale of the share and participation or the entry of withdrawal by the Court of Registration. This informative row should be reported regardless of the accounting regulations applied by the data supplier.

Interim (preliminary) profits (Row 36) correspond to profit after tax accumulated from the first day of the business year up to the last day of the reference quarter, less the tax payment obligations, but not less dividend payments. Reported profits – as well as calculated equity – shall include dividends that may have been voted for the business year or even paid (in the form of prepaid dividends). If the accounts are not closed by the deadline of data supply, profit and loss should be determined by estimation in order to provide more accurate information.

Row 38: Provisions shall include the amount of provisions allocated by the data supplier for expected liabilities, future costs and other purposes. Data providers using the IFRS shall state the provisions also in this row rather than among short- or long-term liabilities.

Row 39: the balance sheet total may include an estimate during the year, due to the potential estimates used in some of the assets and liabilities. However, the following correlations shall exist within the table:

* Row 39 = Row 01 + Row 03 + Row 07 + Row 14 + Row 16 + Row 18 and
* Row 39 = Row 19 + Row 23 + Row 30 + Row 37 + Row 38

Rows 40-41: report here the data of forint and foreign currency loans granted by the data provider to resident enterprises, security deposit, financial lease and cash-pool (long-term and short-term). These rows represent a breakdown of the financial investments and loans granted stated among the receivables (of the total of rows 05 and 11) (40 ≤ 05 + 11 and 41 ≤ 05 + 11).

Row 42: in this row, the positive valuation difference of derivative transactions (financial derivatives) within the relevant asset items (e.g. invested financial assets, other receivables) must be reported.

Row 43: in this row, the negative valuation difference of derivative transactions (financial derivatives) within the relevant liabilities items (e.g. long-term liabilities, other short-term liabilities) must be reported.