MNB identification code: **R19**

**Completion instructions**

**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 must 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 TAJ table stock data should be provided for the last day of the reference quarter (calendar quarter), and flow data should 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 reporting agent 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 (e-mail: statadatszolg@mnb.hu), report the balance sheet data for exclusively the domestic part of the company in the TAJ table, without the foreign branches.

Profit and loss statement data for the reference quarter (calendar quarter) shall be reported in the ERED table. 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 shall be reported.

The flow data to be included in the MAFA and KAFA tables contain the data provider’s non-consolidated data excluding data for branches abroad.

Data on sale and purchase of services vis-à-vis non-resident companies via VAT registrations should not be provided here. They are to be provided in OSAP Report no. 1470 to be submitted to the CSO.

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

Assets and liabilities as well as revenues and expenditures 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 tables and in these completion instructions is located in point I. F. 5 of this Annex.

**4.** The list of country codes, verificatory rules, the inherences between tables and the methodological guidelines helping the completion of the tables 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 tables**

**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 reporting agents that prepare their annual accounts in accordance with the Hungarian accounting standards (HAS). Reporting agents using IFRS shall report the advance payments for intangible assets, investment and inventories among the advance payments recognised as receivables (Row 08). However, reporting agents 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 reporting agent 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 reporting agents 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 reporting agent (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. Deposits, guarantees, and positive cash pool and settlement account receivables against other companies recorded among receivables as well as repo and note receivables shall be reported as 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.

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. Assets and liabilities 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.

Rows 14 and 15: securities shall include all short-term securities, shareholdings, shares and equity held by the reporting agent. 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 reporting agent’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 19–21, 23: The substance of subordinated, long term and short term liabilities in the total liabilities row shall be determined in accordance with the equity so that liabilities shall not contain equity elements and equity instruments.

Row 22: This row shall include loan-type debt listed among long-term liabilities from any foreign partner. Loans taken from affiliated and associated companies shall also need to be taken into consideration.

Row 24: This row shall be filled in accordance with the applied accounting regulations, including for payables to affiliated and associated companies of such as well.

Rows 27 and 28: These rows shall include the total credit and loans listed 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 stocks (bonds) issued by the reporting agent. 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.

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 [employees](https://www.rsm.hu/kisokos/munkavallalo), 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 dividend.

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. Reporting agents 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 profits 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 – must 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 reporting agent for expected liabilities, future costs and other purposes, if they apply the Hungarian accounting standards. Reporting agents using the IFRS shall report the provisions 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 must exist within the table:

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

**ERED table**

Instructions for completing the rows:

Rows 01–04: Row 01 shall contain the net revenue from the sales originating from the data provider’s activity in the reference quarter, highlighting the invoiced or contract value of the export sales revenue (Row 02) as well as the domestic sales revenue in forints (Row 03) and foreign currency (Row 04). When reporting the individual values, accruals shall also be taken into account in addition to the invoiced sales revenue.

Rows 05 and 06: Material type expenses arising in the reference quarter (material cost, value of services used, cost of goods and services sold) shall be reported here, highlighting in Row 06 the expenditures stemming from imports. The value of import procurement may be determined by way of estimation as well.

Rows 09–14: The reported figure shall also take account of the received and paid default interests.

Row 16: If the data provider pays dividends in the reference quarter, it shall also be reported in this row.

**MAFA table**

Data on sale and purchase transactions vis-à-vis non-resident companies via their VAT registrations in Hungary should be provided by (VAT registration) counterparties, broken down to products and processing fee in the case of processing fee turnover. The table is mandatory for reporting agents with aggregate sales or purchase turnover exceeding HUF 250 million through VAT registration in Hungary.

In case of processing, sales shall include the gross value of products (containing the goods for processing), while purchases should include the value of the goods received for processing. The processing fee includes value added, i.e. a manufacturing fee and the value of products built in other than goods for processing from abroad.

This table should also include sales recognised on the balance sheet in the case of exports to non-EU countries if the export customs documents are issued by the reporting agent in its own name however, the accompanying invoice is issued for the foreign party on behalf of a non-resident party (a company group member).

The code and name for non-resident companies should be in line with the ones provided in the R01 data report.

**KAFA table**

The table shall reflect that data on sales and purchase transactions by resident companies via their VAT registrations abroad, broken down into goods and processing fee, by (non-resident) parties. The table is mandatory for reporting agents with aggregate sales or purchase turnover exceeding HUF 250 million through VAT registration abroad.

Sales shall include sales of commodities manufactured, purchased or warehoused in Hungary or exported from Hungary under passive processing transactions and of the products made abroad with their help, to non-resident customers abroad.

Purchases shall include the sum of the purchases of goods from non-resident sellers abroad and imported to Hungary, and those processed in passive processing transactions abroad and imported to Hungary. The processing fee includes value added, i.e. a manufacturing fee and the value of the built-in products owned by the non-resident processing company.