



GUIDE TO THE SURVEY

BALANCE STATISTICS

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1 GENERAL INFORMATION

Information shall refer to the enterprise listed on the front of the form and only applies to that enterprise. Thus, information on any possible subsidiary should **not** be included, only information for the relevant enterprise.

Please check the name and address information. Please change anything that is incorrect.

If the enterprise has ceased operations, please note this in the comments box and return the form to Statistics Sweden. By doing so, you will avoid extra work. Enterprises that are dormant but have financial assets and/or liabilities (e.g. shares in subsidiaries, loans etc.) should fill in the form.

2 DEFINITION OF DATA

The information requested for different financial objects is position per last day in quarter (market value - opening and closing balance), unrealised value changes and transactions.

The opening balance is printed on the form if the enterprise was included in the previous quarter's survey. If the enterprise was not previously included, please fill in the information on the opening balance.

The difference between the closing and opening balances is equal to transactions plus unrealised value changes:

Closing balance – Opening balance = Transactions + Unrealised value changes

Please fill in zeroes if there are no transactions or unrealised value changes during the quarter.

2.1 Positions

Market value refers in part to the opening and in part to the closing balance for the different financial assets and liabilities described in section 4. These shall be provided at market value where appropriate (see further under each financial object). Please note that any accrued interest should be included in the market value.

2.2 Unrealised value changes

Unrealised value changes refer to changes in the value of balances that is not due to transactions. These can occur due to changes in share prices, market

interest rates, exchange rates, and similar changes. Unrealised value changes can also be depreciation or appreciation of the value of the variable.

2.3 Transactions

Transactions are changes in assets and liabilities as a result of (for example) purchase and sale of financial instruments. Transactions shall be reported in SEK when financial assets and/or liabilities are created, liquidated, exchanged, or transferred. An increase of current assets/liabilities involves a positive transaction while a decrease involves a negative transaction. The transaction value should include fees, remuneration, commissions, brokerage and similar services. The net amount should always be reported.

Examples of transactions are:

- Change in accrued interest during the quarter as well as interest paid
- Purchase or sale of shares, certificates, and bonds
- Withdrawals/deposits in a bank
- Raising and amortisation of loans
- Securities that have matured during the quarter

3 DEFINITION OF VARIABLES

First, we would like to point out that the survey does not request a complete balance sheet. Instead, we are interested in certain financial entries from the balance sheet. In this section we describe the information that should be reported for each entry. This should be considered a reference source if you encounter problems.

3.1 Financial assets

3.1.1 Deposits (line 10)

Definition Deposits are funds that are placed in an account in a bank or postal giro, regardless of whether it is a transaction account, deposit account or other type of deposit account. This entry can also include *used* overdraft facilities (i.e., if the account is overdrawn). Deposits shall be reported including accrued interest.

Certificates of deposit are not reported on this line, but on line 143, *Certificates of deposit, Swedish banks*. Group accounts that a subsidiary has with a parent company or another group company should not be included. Group accounts with foreign group companies are reported on line 17.

Balances with foreign banks are specified on line 101.

Transactions The net amount of deposits and withdrawals during the quarter and changes in accrued interest should be reported as transactions.

Unrealised value changes Unrealised value changes occurs when non-Swedish bank balances change due to fluctuations in exchange rates.

3.1.2 Shares in investment funds (line 11)

Definition Shares in security funds that are placed in shares, bonds, and other financial instruments should be reported here. Funds that mainly invest in raw materials should not be included here. The market value amount should be reported.

Both Swedish and foreign-registered funds should be reported. Ownership of shares in foreign-registered funds should be specified on line 111.

Transactions The net amount of purchases and sales of fund shares during the quarter should be reported as transactions. For example, if SEK 100 000 worth of shares in a fund have been sold and SEK 50 000 worth of shares have been bought, the transaction would be recorded as $-100+50=-50$

Unrealised value changes Unrealised value changes depend on how the value of the fund shares changed during the quarter.

3.1.3 Financial derivatives (line 12)

Definition Financial derivatives are financial contracts between an issuer and a holder. They are mostly used to reduce financial risks, but can also be used for speculative purposes. Examples of financial derivatives are futures contracts, share options, and interest rate swaps. With futures and options, the parties agree to buy or sell a particular underlying financial instrument or a real asset at a given time in the future at a given price. Swaps, on the other hand, mean that the parties exchange payment flows (for example).

The financial value that should be reported here is the market value that the derivative itself has. **Do not report the value of the underlying instrument.** If no noted market price is available, you can report an estimated market value, based on the noted market price of a similar instrument or with the help of other valuation techniques. If

the derivative has a negative financial value, report it on the liabilities side, line 20.

Contracts with a non-Swedish party should be specified on line 121.

Transactions Paid premiums should be reported as transactions for derivatives. In addition, **realised** profits or losses in conjunction with selling or using a contract should be reported. A realised profit requires a negative transaction for the financial derivative, as the derivative is credited in the balance sheet. A realised loss requires a positive transaction.

Unrealised value changes Unrealised value changes occurs when the market value of the underlying asset changes. This causes the market value of the derivative contract to change. In the case of options, the market value of the derivative contract also changes if the remaining duration decreases.

3.1.4 Certificates (short-term securities) (line 14)

Definition Certificates are discount securities with an **original life** of up to one year. This mainly includes short-term instruments such as Treasury bills and enterprise certificates. Information should be presented by sector on lines 141-148 (for definitions of the sectors, see section 4 in this document). Certificates issued by investment companies are reported on line 145; this should be noted in the comments section. Report the market value of certificates, including accrued interest.

Transactions Transactions in certificates consist of the net amount of purchased and sold (including matured) certificates during the quarter. Change in accrued interest during the quarter is also included.

Unrealised value changes Unrealised value changes consist of changes in interest rates and exchange rates that affect the market value of the held certificates.

3.1.5 Bonds (line 15)

Definition Bonds are long-term instruments with an **original life** of more than one year. Examples are Treasury bonds, enterprise bonds, zero bonds, share index bonds, convertible securities, and debentures. Information should be presented by sector on lines 151-157 (for definitions of the sectors, see section 5 in this document).

Bonds issued by investment companies should be reported on the line for other Swedish financial enterprises and this should be noted in the comments section. Report the market value of bonds, including accrued interest.

Transactions Transactions in bonds consist of the net of purchased and sold (including matured) bonds during the quarter. Change in accrued interest during the quarter is also included.

Unrealised value changes Unrealised value changes are due to changes in interest rates and exchange rates that affect the market value of the held obligation.

3.1.6 Lending, short-term loans and deposits excluding bank balances (line 13)

Definition This refers to short-term lending with an **original life** of up to one year to **financial counter parties other than group enterprises and Swedish banks**. Lending to non-Swedish counter parties (other than group enterprises) should be specified on line 131. Report the nominal value of loans including accrued interest, after any possible depreciations or write-offs.

Transactions Transactions of short-term loans consist of the net amount of made and repaid short-term loans during the quarter. Change in accrued interest during the quarter is also included.

Unrealised value changes Unrealised value changes consist of, for example, depreciated loans and possible changes in exchange rates.

3.1.7 Lending, long-term loans (line 16)

Definition This refers to long-term lending with an original life of more than one year to **financial counter parties other than group enterprises**. Lending to non-Swedish counter parties (other than group enterprises) should be specified on line 161. Lending also includes claims concerning financial leasing. Report the nominal value of loans including accrued interest, after any possible depreciations or write-offs.

Transactions Transactions of long-term loans consist of the net amount of made and repaid long-term loans during the quarter. Change in accrued interest during the quarter is also included.

Unrealised value changes Unrealised value changes consist of, for example, depreciated loans and possible changes in exchange rates.

3.1.8 Lending to group enterprises (line 18)

Definition This refers to loans the enterprise has made to **group enterprises**. Loans to group enterprises with non-Swedish addresses should be specified on line 181. Cash pools with group enterprises are also included. This entry can also include used credits in cash pools. Report the nominal value of loans including accrued interest, after any possible depreciations or write-offs.

Transactions Transactions are the net amount of made and repaid loans to group enterprises during the quarter. Change in accrued interest during the quarter is also included.

Unrealised value changes Unrealised value changes consist of, for example, depreciated loans and possible changes in exchange rates.

3.2 Shares

The questionnaire asks for similar information for shares as for other financial assets, with additional information on group enterprises.

3.2.1 Shares in Swedish listed companies (line 30)

Definition This refers to ownership of shares in enterprises that are listed in the Swedish market place and have their registered office in Sweden. This means that shares in enterprises with foreign registered offices (for example, AstraZeneca, ABB, and Stora Enso) should be included under shares listed on foreign stock exchanges (line 32), and not here. The attachment with share prices (found in the online survey) shows which shares are Swedish and also which are listed on the stock exchange. In the beginning of every quarter the attachment is updated. The market value of shares should be reported.

Transactions Transactions in shares listed on the Swedish stock exchange consist of the net amount of shares purchased and sold during the quarter. New issues, redemptions, and shareholder contributions should also be included here.

Unrealised value changes Unrealised value changes consist of price movements for the shares during the quarter.

3.2.2 Shares in Swedish unlisted companies (line 31 & 312)

Definition Swedish unlisted shares refer to ownership of shares in enterprises with a registered office in Sweden that are not sold on a regulated marketplace. The **book value** should be reported. Ownership that exceeds 20 % in one company should also be specified on line 312.

Transactions Transactions in Swedish unlisted shares are the net of shares purchased and sold during the quarter. New issues, redemptions, and shareholder contributions should also be included here. Only shareholder contributions that affect the value of the shares should be included.

Unrealised value changes Unrealised value changes refer to depreciation or appreciation of the book value.

3.2.3 Other Swedish shares (line 34)

Definition Swedish ownership shares in private equity funds, venture funds, other funds and foundations, general partnerships, limited partnerships and cooperatives with a registered office in Sweden. The **book value** should be reported. Shares in security funds should be reported on line 11.

Transactions Transactions in Swedish ownership shares refers to the net purchased and sold shares during the quarter.

Unrealised value changes Unrealised value changes refer to depreciation or appreciation of the book value.

3.2.4 Shares in Foreign listed companies (line 32)

Definition This refers to ownership of shares in enterprises that are listed on the Swedish or foreign market place and have their registered office outside Sweden. This means that even shares in enterprises with foreign registered offices but listed on the Swedish stock exchange (for example AstraZeneca, ABB, and Stora Enso) are included here. The attachment with share prices (found in the online survey) shows which shares are foreign and also which are listed on the stock exchange. In the beginning of every quarter the

attachment is updated. Report the market value of the shares in SEK.

Transactions Transactions in shares listed on foreign stock exchanges are the net purchased and sold shares during the quarter. New issues, redemptions, and shareholder contributions should also be included here. Only shareholder contributions that affect the value of the shares should be included.

Unrealised value changes Unrealised value changes are due to changes in the price of the owned shares during the quarter and changes in exchange rates.

3.2.5 Shares in foreign unlisted companies (line 33 & 332)

Definition Foreign unlisted shares refer to ownership of unlisted shares in enterprises with a registered office outside Sweden. The **book value** should be reported in SEK. Ownership that exceeds 20 % in one company should also be specified on line 332.

Transactions Transactions in foreign unlisted shares refers to the net purchased and sold shares during the quarter. New issues, redemptions, and shareholder contributions should also be included here. Only shareholder contributions that affect the value of the shares should be included

Unrealised value changes Unrealised value changes refer to depreciation or appreciation of the book value. Unrealised value changes can also occur as a result of changes in exchange rates.

3.2.6 Other foreign shares (line 35)

Definition Foreign ownership shares in private equity funds, venture funds, other funds and foundations, general partnerships, limited partnerships and cooperatives with a registered office outside of Sweden. The **book value** should be reported in SEK. Shares in security funds should be reported on line 111.

Transactions Transactions in foreign ownership shares refers to the net purchased and sold shares during the quarter.

Unrealised value changes Unrealised value changes refer to depreciation or appreciation of the book value. Unrealised value changes can also occur as a result of changes in exchange rates.

3.3 Equity

3.3.1 Share capital of Swedish listed limited company (line 50)

Definition Companies that are listed on a Swedish marketplace (OMX, First North, Aktietorget et cetera). All listed Swedish companies can be found in the file “Aktuell aktiekursbilaga” in the online survey. The market value of listed companies should be the number of shares multiplied by the share price on the last day of the quarter.

Transactions Transactions in share capital refers to the net change in the number of issued shares multiplied by the share price. Issuing of new shares leads to a positive transaction while cancellation leads to a negative transaction.

Unrealised value changes Unrealised value changes are only due to changes in the share price during the quarter.

3.3.1.1 Thereof repurchase of own shares (line 501)

Definition Changes in the company’s own shares should be reported on this entry. The total number of repurchased shares multiplied by the share price on the last day of the quarter should be reported.

Transactions Transactions on this line refers to the number of repurchased own shares during the quarter multiplied by the share price.

Unrealised value changes Unrealised value changes are only due to changes in the share price during the quarter.

3.3.2 Total equity of Swedish unlisted limited company (line 51)

Definition Companies that are not listed on a Swedish marketplace (OMX, First North, Aktietorget et cetera) should report their equity at **book value**. Unlisted **companies** should also report their untaxed reserves on line 511.

Transactions Transactions refers to the net change in equity due to subscription for new shares, redemption of shares and shareholder’s contribution.

Unrealised value changes Unrealised value change is due to depreciation or appreciation of the book value. Net income and dividends also counts as unrealised value changes.

3.3.3 Total equity of other types of company (line 52)

Definition Companies that are not joint-stock companies e.g. general partnership companies and limited partnership companies should report their equity at **book value**.

Transactions Net deposits and withdrawals of equity during the quarter.

Unrealised value changes Unrealised value change is due to depreciation or appreciation of the book value.

3.4 Untaxed reserves (line 511 & 512)

Definition Untaxed reserves should be reported at book value on line 511 if your company is an unlisted joint-stock company or on line 512 if your company is of a different corporate form. Companies that are listed should not report any values on these lines.

3.5 Liabilities

3.5.1 Financial derivatives (line 20)

Definition Financial derivatives are financial contracts between an issuer and a holder. These are mostly used to reduce financial risks, but can also be used for speculative purposes. Examples of financial derivatives are futures contracts, share options, and interest rate swaps. With futures and options, the parties agree to buy or sell a particular underlying financial instrument or a real asset at a given time in the future at a given price. With swaps, on the other hand, the parties exchange payment flows (for example).

The financial value that should be reported here is the market value that the derivative itself has, as long as it is negative. If the market value is positive, it should be reported under assets, line 12. **Do not report the value of the underlying instrument.** If no noted market price is available, you can report an estimated market value, based

on the noted market price of a similar instrument or with the help of other valuation techniques.

Contracts with a non-Swedish party should be specified on line 201.

Staff convertibles (both Swedish and non-Swedish) should be specified on line 202. Staff convertibles give an employee the right to buy a certain number of shares from the employer in the future to a set price or other favourable terms.

Transactions Paid premiums should be reported as transactions for derivatives. In addition, **realised** profits or losses in conjunction with selling or using a contract should be reported. A realised profit requires a negative transaction for the financial derivative, as the derivative is credited in the balance sheet. A realised loss requires a positive transaction.

Unrealised value changes Unrealised value changes occurs when the market value of the underlying asset changes. This causes the market value of the derivative contract to change. In the case of options, the market value of the derivative contract also changes if the remaining duration decreases.

3.5.2 Certificates (short-term securities) (line 22)

Definition Certificates are discount securities issued by the enterprise with an **original life** of up to one year. This mainly includes short-term instruments such as enterprise certificates. Certificates issued by the enterprise outside Sweden should be specified on line 221. Report the market value of certificates, including accrued interest.

Transactions Transactions in certificates consist of the net newly issued and redeemed certificates during the quarter. Change in accrued interest during the quarter is also included.

Unrealised value changes Unrealised value changes consist of changes in interest rates and exchange rates that affect the market value of the certificates issued by the enterprise.

3.5.3 Bonds, debenture and convertible loans excluding convertible debt securities to staff (line 23)

- Definition** This refers to long-term instruments with an **original life** of more than one year, issued by the enterprise. Examples are enterprise bonds, zero bonds, share index bonds, convertible securities, and debentures. Bonds issued by the enterprise outside Sweden should be specified on line 231. Report the market value of bonds, including accrued interest.
- Transactions** Transactions in bonds consist of the net of issued and matured (including repurchased) bonds during the quarter. Changes in interest accrued during the quarter are also included.
- Unrealised value changes** Unrealised value change is due to changes in interest rates and exchange rates that affect the market value of bonds issued by the enterprise.

3.5.4 Borrowing, short-term loans (line 21)

- Definition** This refers to short-term borrowing with an **original life** of up to one year from financial counter parties other than group enterprises. Notice that **borrowing from Swedish banks is included in this entry**, in contrast to the asset side. Borrowing from non-Swedish counter parties should be specified on line 211. Loans, repos and received deposits are included on line 21. Report the nominal value of loans including accrued interest, after any relevant depreciations or write-offs.
- Transactions** Transactions in short-term loans consist of the net amount of made and repaid short-term loans during the quarter. Change in accrued interest during the quarter is also included.
- Unrealised value changes** Unrealised value changes consist of, for example, depreciated loans and possible changes in exchange rates.

3.5.5 Borrowing, long-term loans (line 25)

- Definition** This refers to long-term borrowing with an original life of more than one year from financial **counter parties other than group enterprises**. Borrowing from non-Swedish counter parties should be specified on line 251. Report the nominal value of loans including accrued interest, after any relevant depreciations or write-offs.

Transactions Transactions of long-term loans consist of the net amount of made and repaid long-term loans during the quarter. Change in accrued interest during the quarter is also included.

Unrealised value changes Unrealised value changes consist of, for example, depreciated loans and possible changes in exchange rates.

3.5.6 Borrowing from group companies (line 27)

Definition This refers to loans the enterprise has taken from **group enterprises**. Loans from group enterprises with non-Swedish addresses should be specified on line 271. Report the nominal value of loans including accrued interest, after any possible depreciations or write-offs.

Transactions Transactions are the net amount of made and repaid loans from group enterprises during the quarter. Change in accrued interest during the quarter is also included.

Unrealised value changes Unrealised value changes consist of, for example, depreciated loans and possible changes in exchange rates.

4 DEFINITION OF SECTORS

Swedish state

The Debt Office (Treasury bills)

Swedish banks

Swedish banks are banks that have received a bank charter according to the banking business law (1987:617), savings bank law (1987:619) and the law on co-operative member banks (1995:1570). Branch offices for foreign banks in Sweden are also included.

Swedish housing finance institutions

Swedish housing finance institutions are enterprises in the credit markets whose main purpose is to finance housing, according to their articles of association.

Other Swedish financial enterprises

Other Swedish financial enterprises are financial enterprises that cannot be classified as housing finance institutions or banks. Examples of these are credit market enterprises, insurance companies, securities companies, Sweden's Riksbank (Central Bank), and investment companies. Branch



offices to foreign enterprises of this kind who have their address in Sweden are also included.

Non-financial enterprises

Non-financial enterprises are enterprises that are not included in the definition of financial enterprises. Examples of non-financial enterprises are industry, service and trade enterprises.

Swedish municipalities

Swedish municipalities and County Councils.

Foreign countries

Foreign assets and liabilities are requested for most of the variables in the questionnaire. By "foreign" we mean counter parties with foreign addresses, which means that even Swedish subsidiaries and branch offices in foreign countries are counted as foreign. Foreign branch offices and the like in Sweden are thus counted as Swedish enterprises.

Currency loans in Swedish banks are not counted as loans to foreign countries.