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REPORT No 8

**ANALYSIS OF REPORTING RE-
QUIREMENTS FOR ENTER-
PRISES TO THE MINISTRY OF
SOCIAL SECURITY**

Prepared for
The Ministry of Social Security of Armenia
Prepared by
PADCO Armenia Social Transition Program

December 11, 2000

PREFACE

Under USAID Contract No. 111-C-00-00-00114-00, PADCO is providing assistance to the Government of Armenia on social sector reform issues. PADCO is charged with the responsibility of developing recommendations for the GOA to improve MIS and databases in order to provide the capacity to analyze and implement reforms and to improve the operations of social protection programs.

Under Task 1B:T4, PADCO is supporting the design and development of accounting and auditing systems to prevent fraud and abuse in social protection programs. Under Task 1C:T1, PADCO is reviewing existing databases and MIS systems used by the Ministry of Social Security in administering social protection programs. Under Task 1C:T3, PADCO is assisting the GOA to develop personified reporting systems for social protection programs. Under Task 1C:T6 PADCO is supporting the GOA to develop an integrated database to be shared among government agencies involved in social protection issues.

In order to undertake these tasks, the AST team is conducting an examination and assessment of current systems through which enterprises and other legal entities report information to key counterpart ministries. This report is one of a series that has been conducted for the AST team under subcontract by Aucon, an Armenian accounting and consulting firm.

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1. INTRODUCTION

The charter and the structure of the central office of the Ministry of Social Security were approved by the Prime Minister's Decision No. 413 as of July 2000. The Ministry is a state body of the executive power, the main purpose of which is the development and implementation of the social security policy in the territory of the Republic of Armenia.

The Ministry system includes budgetary and commercial organizations, which periodically submit reports to it. The state share in the commercial organizations makes up 100% and the Ministry of Social Security acts on behalf of the state. The budgetary organizations include nursing homes, orphanages, the National Institute of Labor and Social Research, as well the Republican Employment Service with its 51 local centers.

2. BUDGETARY ORGANIZATIONS IN THE SYSTEM OF THE MINISTRY AND THE REPORTS REQUIRED FROM THEM

2.1. BUDGETARY ORGANIZATIONS UNDER THE JURISDICTION OF THE MINISTRY

The list of the budgetary organizations functioning in the system is presented bellow:

1. Republican Employment Service with 51 local centers under its subordination.
2. Two Boarding houses
 - Boarding house No. 1, village Haghtanak;
 - Nork Boarding house
3. “The local center providing social services to lonely elderly under house conditions” c. Yerevan
4. Orphanages
 - Yerevan "Orphanage"
 - Nor Kharberd specialized orphanage (Marz of Ararat)
 - Vanadzor orphanage
 - Gavar orphanage
 - “Gyumri Children’s home”,
5. Medico-social expertise commissions– 26
6. The National Institute of Labor and Social Research.

The Republican Employment Service with its 51 local centers was created by the RA Government Decree No. 379 as of September 15, 1997 on “The State Service of Labor and Employment” and the Order of the RA Minister of Social Security as of November 1, 1997. The purpose of the service is to manage, systemize and organize the operations of the labor and employment organizations in the Marzes, the local centers of labor and employment as well as to provide them with methodological assistance.

The Republican Employment Service is a legal entity financed by the state budget of the RA. The Service and its local centers are operating in the system of the Ministry and are accountable to it.

In submitting reports the main objectives of the Service are:

- To prepare cost estimates for the maintenance of the National Republican Service and its local centers and submit them to the Ministry under the defined procedure;
- To summarize the statistical reports received from the local centers of c. Yerevan and Marz services and submit them to the Ministry and the RA Statistical Department under the defined procedure;
- To summarize the financial reports received from the local centers and submit them to the Ministry.

2.2. REPORTS REQUIRED FROM BUDGETARY ORGANIZATIONS

Generally the reports required from the budgetary organizations can be grouped into: 1) reports required from all budgetary organizations in the system of the Ministry, and 2) reports required from particular budgetary organizations in the system of the Ministry depending on the nature and functions performed within the

reporting period. At present there are several types of reports required from all budgetary organizations in the system of the Ministry. They are as follows:

1. Monthly, quarterly and annual reports on the employment confirmed by the Decree of the Minister of Statistics No. 248 as of December 7, 1999. These reports are also submitted by the closed joint stock companies on the mandatory basis;
2. Quarterly and annual balance of cost estimate implementation;
3. Quarterly and annual report on the execution of the state budget.

Besides the above-mentioned reports, some budgetary organizations in the system of the Ministry also submit:

1. Monthly report on the rent of premises;
2. Report on the formation and management of extra budgetary funds;
3. Quarterly and annual report on the execution of the cost estimate.

2.3. REPORTS ON EMPLOYMENT

As mentioned above all organizations of the system submit monthly, quarterly and annual reports on the employment. Upon summarizing these reports the Ministry in its turn submits a monthly and quarterly report to the National Statistical Service of the RA. Both the monthly and quarterly reports are required to be delivered by mail.

Monthly Report, Form 1-A

This form of report is required monthly from the organizations in the system and basically contains the information about the number of the employees and their remuneration. The report should be submitted by the 10th of the month following the reporting month.

This form of report is completed by the Ministry based on the Form 1-A monthly reports received from the organizations in its system and is submitted to the National Statistical Service by the 15th of the month following the reporting month. The columns of the report contain the names of the indices specified in the rows of the Form 1-A report. The rows are categorized by the branches of economy, which means that the Ministry summarizes the Form 1-A report and presents it to the RA Statistical Service according to the branches of economy.

Quarterly Report, Form 1-A

This form of report should be submitted quarterly by the 15th of the month following the reporting quarter. This report includes more detailed information about the employees and their remuneration than in the monthly report. The report consists of the following four tables:

1. The number of employees, remuneration and payments equivalent to it (including incentive wages and compensations), worked hours. The information on the number of employees, worked hours and remuneration is completed in this table.
2. Flows of employees and positions. The table indicates the flow of the permanent staff including vacancies available during the reporting period.
3. Allocation of employees included in the staff list by the amount of the salary, who worked the whole month. The table is completed only for June and December.
4. Notes: Other information on the employees, including the number of employees holding more than one position and their remuneration, the number of employees working on the contract basis and part-time employees is completed in this table.

This report is completed by the Ministry and submitted to the National Statistical Service by the 20th of the month following the reporting period. The columns stand for the rows of the quarterly report (quarterly report, form 1-A) required from the organizations and the rows stand for different branches.

2.4. BALANCE SHEET ON EXPENDITURES

The balance sheet on the performance of the cost estimate specifies the assets and liabilities of the budgetary organization as of the beginning and end of the reporting period. In this respect the report can be compared with the balance sheet designed for commercial organizations, though there are many differences connected to the peculiarities of budgetary organization's funding and its relationships with the state. In particular,

while the depreciation of the fixed assets is specified as a contra-asset in the assets section of the commercial organization balance sheet, in this one it is specified in the liabilities section. The assets of the budgetary organization balance sheet consist of the following:

1. Fixed assets
2. Materials and supplies
3. Low value consumables
4. Production and other costs
5. Monetary assets
6. Expenses
7. Losses
8. Capital construction costs.

Liabilities consist of the following:

1. [Funding](#)
2. [Funds and target means](#)
3. [Settlements](#)
4. [Sales and Revenue](#)
5. [Funding of the capital construction](#)

2.5. REPORT ON STATE BUDGET IMPLEMENTATION

This type of report as well as the previous one has been developed by the RA Ministry of Finance and Economy and should be submitted quarterly on the incremental basis. The purpose of the report is to establish control over the use of budget funds and to allocate future period budgetary resources more efficiently. The rows of the report indicate the names of the economic classification elements of the budgetary expenses, and the columns indicate the estimate annually confirmed by the budget, funding and the actual costs. Every budgetary organization submits the report on the incremental basis to the Ministry once each quarter, which after summarizing presents them to the RA Ministry of Finance and Economy.

2.6. REPORT ON RENT PAYMENTS FOR LEASE OR USE OF STATE PROPERTY

Monthly report on the leased premises is submitted by those budgetary organizations, which have given for lease free premises under their disposal. This type of report has been developed by the RA Ministry of State Revenues to provide control over the non-tax revenues of the RA state budget. The Ministries must submit a report on revenues received from the lease of the state property in the budgetary organizations of their system to the RA Ministry of Revenues and to ensure the transfer of the revenues to the State Budget. With this purpose the Ministry of Social Security of the RA requires reports from the budgetary organizations of the system and after summarizing presents them to the RA Ministry of Revenues. Only the National Institute of Labor and Social Research had a contract on the lease of premises valid till July 1, 2000. The mentioned contract expired starting from July 1 and in fact at present this type of report is not completed by any budgetary organization functioning in the system.

2.7. REPORT ON RECEIPTS AND USE OF EXTRA BUDGETARY FUNDS

The report on the receipt of extra budgetary funds and execution of their disposal estimate is submitted by budgetary organizations having non-budget bank accounts. There are four such budgetary organizations. The report on the receipt of extra budgetary funds and execution of their disposal estimate has been developed by the RA Ministry of Finance and Economy. Each budgetary organization of the system, which has a non-budget account, submits this report quarterly and annually to the RA Ministry of Social Security, which presents them to the RA Ministry of Finance and Economy. This report is very important particularly under the conditions of insufficient funding of the state budget since it provides an opportunity to distribute the scarce amounts of the state budget as deemed necessary. It is worth mentioning that opening a non-budget account requires a government decree and as a result of not having the non-budget accounts several budgetary organizations could not use the financial assistance provided by the benefactors.

2.8. INFORMATION OF CASELOADS OF DEPENDENT ELDERLY AND DEPENDENT CHILDREN

The Ministry has also developed inquiry forms on the number of dependants and employees as well as on the flow of children, which are required from nursing homes and orphanages. This form of report indicates the number of dependants and their flow as of the beginning and end of the reporting month.

2.9. REPORT ON HUMANITARIAN AID

This type of report should be submitted by any organization of the system that has received any humanitarian aid within two days after the date of receipt.

3. CLOSED JOINT STOCK COMPANIES FUNCTIONING IN THE MINISTRY SYSTEM AND REPORTS REQUIRED FROM THEM

3.1. CLOSED JOINT STOCK COMPANIES FUNCTIONING IN THE MINISTRY SYSTEM

There are eight closed joint stock companies operating in the system of the Ministry:

1. "Center of Prosthesis and Staff Training" SCJSC, c. Yerevan
2. "Prosthesis – Orthopedic" SCJSC, c. Yerevan
3. "Zaytoun Publishing House" SCJSC, c. Yerevan
4. "Medical Rehabilitation Center" SCJSC, c. Yerevan
5. "Stress Center" SCJSC, c. Yerevan
6. "Nemrout Informational – Analytical Center" SCJSC, c. Yerevan
7. "Dilijan Health Resort" SCJSC, c. Dilijan
8. "Hangrvan" (The Shelter) SCJSC, c. Masis
9. "Houys" (The Hope) SCJSC, Marz of Gegharkounik, village Geghamavan.

3.2. REPORTS SUBMITTED BY THE CLOSED JOINT STOCK COMPANIES FUNCTIONING IN THE MINISTRY SYSTEM

The state orders are placed in the following companies from the above-mentioned list: "Center of Prosthesis and Staff Training" SCJSC, "Prosthesis – Orthopedic" SCJSC, "Medical Rehabilitation Center" SCJSC and "Zaytoun Publishing House" SCJSC. The state order in "Stress Center" SCJSC is placed through the State Health Agency. "Nemrout Informational– Analytical Center" SCJSC was founded in October 2000 by the government decree with the purpose to create a computer network within the system and to improve the information flows. The other companies are health resorts that have not been functioning already for several years.

"Prosthesis– Orthopedic" SCJSC, "Center of Prosthesis and Staff Training" SCJSC and "Medical Rehabilitation Center" SCJSC submit quarterly reports - one for patients registration and the other for the services provided to the under government funding. The last one is submitted attached to the Acceptance Report which specifies the volume of the services provided by the contractor (hospital) for the given quarter under government funding and is confirmed by the client (the Ministry).

In the three of the above-mentioned hospitals the patients are registered by the appointment card issued by the medical-technical commission. At the beginning of each quarter the registration reports are prepared on the basis of the appointment card and are submitted to the Ministry. In case of the insufficient allocated amounts the priority is given to the patients who were appointed for registration sooner.

At the end of the quarter hospital submits Acceptance Report to the client (Ministry) for the actually provided services under government funding. The report includes details of the types and amounts of services provided by the hospital. In addition, types of the services included in the report are checked by the Disability Department at the Ministry, the head of which is at the same time is the chairman of the medical-technical commission. The prices and volumes of the work are checked by the Department on Finance. If the services included in the report are in accordance with the order placed by the Ministry it submits payment order to the RA Ministry of Finance and Economy.

Each company having a government order placed by the Ministry submits a quarterly report on receivables, payables, and reserve funds of the organizations. After summarizing these reports the Ministry submits them

to the Ministry of Finance and Economy. This form of report has been developed by the RA Ministry of Finance and Economy and enables to provide control over the state orders made in the state companies as well as to collect quarterly statistics on the nature and amount of the receivables and payables of the companies.

Like the budgetary organizations the joint stock companies submit monthly and quarterly reports on the employment, which after being summarized by the Ministry are submitted to the RA National Statistical Service.

In addition to the above-mentioned reports every month, each company submits standard forms of financial statements including the balance sheet, statements of income and cash flow.

4. ELECTRONIC SUPPLY OF THE DATA AND ITS PROCESSING

Both the system of the Ministry and organizations functioning within it are not provided by the electronic network and computers. The reports from are handed personally or delivered by mail.

In order to improve the information flows inside the system “Nemrout Informational-Analytical Center” CJSC was established by the Government Decree No. 664 as of October 24, 2000. The National Institute of Labor and Social Research provided the company with about 600 sqm office space free of charge. The right to control the company’s shares is vested on the RA Ministry of Social Security. The company has not been provided yet with the computers and other relevant communication means, but the Head of the Department on Finance of the Ministry ensured that the Computer Department has developed a program for introducing the information flows, the implementation of which requires financial resources.

ATTACHMENT 1: EMPLOYMENT REPORT**REPORT SUBMITTED TO THE MINISTRY OF STATISTICS, STATE REGISTER AND ANALYSIS**

Codes according to			Report is submitted in accordance with the Law "On State Statistics", "The Program on State Statistical activities" approved by the Government and "The order for submission of statistical information".
The classificatory of enterprise codes (CEC**)	The classificatory of state administration (CSA*)	General classificatory of economic activity (GCEA**)	
Submitted to _____ (Name) Submitted by _____ (Name) Founders (Shareholders)*** 1. State 2. Municipality 3. Legal Entity 4. Person In case of foreign participation the cell should be marked Legal and organizational form** _____ Code Form of ownership** _____ Code Type of actual activity** _____ Code Enterprise Registration number in the State Register** Identification Code Marz _____ *) The code is completed by the statistical agencies **) Is completed from the certificate of registration given by State Register (or based on GCEA) ***) In case of several types of participants marks should be made in several cells respectively			<p style="text-align: center;">FORM N 1-A Postal-monthly</p> <p>Is approved by the decree N 248 of the Minister of Statistics as of December 7, 1999.</p> <p>To be submitted to:</p> <ol style="list-style-type: none"> Local division of Statistics. The Ministry, agency in case it is envisaged by the program on State Statistical activities. <p>Is submitted by the:</p> <ol style="list-style-type: none"> Commercial and budgetary organizations chosen by the Ministry of Statistics on the method of sample selection <p>Deadline of submission:</p> <ol style="list-style-type: none"> 10th of the month following the reporting month

Confidentiality of the information included in the report is warranted by the receiving statistical agency. Avoidance of submitting the report or submission with fraud or errors creates criminal and administrative responsibility in accordance with the order defined by RA legislation.

EMPLOYMENT REPORT

2000 _____
Month

Item	Row number	For the month	
		Reporting year	Previous year
A	B	1	2
Staff list (excluding non-permanent employees)	01		
Salary and salary equivalents paid to the permanent and non-permanent staff, thousand dram	02		
o/w permanent staff	03		
Material assistance and social privileges from the row 02	04		
Average number of the list staff, person	05		
Outstanding debt related to the payment of salary and salary equivalents (including promotional payments and compensations) at the end of the reporting period	06		
o/w for the reporting month	07		

Head _____

“ _____ ” 200

Name and the tel. of the person completing the form

REPORT SUBMITTED TO THE MINISTRY OF STATISTICS, STATE REGISTER AND ANALYSIS

Codes according to													Report is submitted in accordance with the Law “On State Statistics”, “The Program on State Statistical activities ” approved by the Government and “The order for submission of statistical information”
The classificatory of enterprise codes (CEC**)				The classificatory of state administration (CSA*)				General classificatory of economic activity (GCEA**)					
Submitted to _____ (Name) Submitted by _____ (Name) Founders (Shareholders)*** 1. State 2. Municipality 3. Legal Entity 4. Person In case of foreign participation the cell should be marked Legal and organizational form** _____ Code Form of ownership** _____ Code Type of actual activity** _____ Code Enterprise Registration number in the State Register** Identification Code Marz _____ *) The code is completed by the statistical agencies **) Is completed from the certificate of registration given by State Register (or based on GCEA) ***) In case of several types of participants marks should be made in several cells respectively													<p align="center">FORM N 1-A (SUMMARY)</p> <p align="center">Postal-monthly</p> <p>Is approved by the decree N 248 of the Minister of Statistics on 7th of December, 1999</p> <p>To be submitted to:</p> <ol style="list-style-type: none"> Local division of Statistics. The Ministry, agency in case it is envisaged by the program on State Statistical activities. <p>Is submitted by the</p> <ol style="list-style-type: none"> Commercial organizations chosen by the Ministry of Statistics on the method of sample selection <p>Deadline of submission:</p> <ol style="list-style-type: none"> 10th of the month following the reporting month

Confidentiality of the information included in the report is warranted by the receiving statistical agency. Avoidance of submitting the report or submission with fraud or errors creates criminal and administrative responsibility in accordance with the order defined by RA legislation

SUMMARY EMPLOYMENT REPORT

2000 _____
Month

	Code of the branch	List staff (excluding non-permanent employees)		Salary and salary equivalents of permanent and non permanent staff (including incentive payments and compensation)		o/w To the list staff	Amount of material assistance and social privileges from the column 3	Average number of the list staff, person	Outstanding debt related to the payment of salary and salary equivalents (including incentive payments and compensations) at the end of the reporting period	o/w For the reporting month
		reporting year	previous year	reporting year	previous year					
1. Total	1-0									
2. Industry	10000-1									
3. Agriculture	20000-1									
4. Forestry	30000-1									
5. Transportation	40000-1									
6. Communication	50000-1									
7. Construction	60000-1									
8. Merchandising and catering, shipment, purchase	70000-1									
9. o/w Merchandising	70020-2									
10. Information and accounting services	82000-1									
11. Other branches of material production	87000-1									
12. Utilities, non-production services to the population	90000-1									
13. o/w Residential utilities	90200-2									
14. Health care, physical training and social security	91000-1									
15. o/w Health care	91000-2									
16. Education	92000-1									
17. Culture	93100-1									
19. Science and scientific service	93600-1									
20. Crediting and State Insurance	95000-1									
21. Administration	99500-1									

“ _____ ” _____ 200

Head _____

(Name and tel. number of the contractor) _____

REPORT SUBMITTED TO THE MINISTRY OF STATISTICS, STATE REGISTER AND ANALYSIS

Codes according to												Report is submitted in accordance with the Law "On State Statistics", "The Program on State Statistical activities" approved by the Government and "The order for submission of statistical information"
The classificatory of enterprise codes (CEC**)				The classificatory of state administration				General classificatory of economic activity (GCEA**)				
Submitted to _____ (Name)												<p align="center">FORM N 1-A</p> <p align="center">Postal-quarterly</p> <p>Is approved by the decree N 248 of the Minister of Statistics as of December 7, 1999</p> <p>To be submitted to:</p> <ol style="list-style-type: none"> Local division of Statistics The Ministry, agency in case it is envisaged by the program on State Statistical activities <p>Is submitted by the</p> <ol style="list-style-type: none"> Commercial and budgetary organizations chosen by the Ministry of Statistics on the method of sample selection <p>Deadline of submission:</p> <ol style="list-style-type: none"> 15th of the month following the reporting month
Submitted by _____ (Name)												
Founders (Shareholders)*** 1.State 2. Municipality 3.Legal Entity 4.Person												
In case of foreign participation the cell should be marked												
Legal and organizational form** _____ Code												
Form of ownership** _____ Code												
Type of actual activity** _____ Code												
Enterprise Registration number in the State Register**												
Identification Code												
Marz _____												
*) The code is completed by the statistical agencies												
**) Is completed from the certificate of registration given by State Register (or based on GCEA)												
***) In case of several types of participants marks should be made in several cells respectively												

Confidentiality of the information included in the report is warranted by the receiving statistical agency. Avoidance of submitting the report or submission with fraud or errors creates criminal and administrative responsibility in accordance with the order defined by RA legislation.

EMPLOYMENT REPORT

2000 JANUARY - _____

1. The number of employees, salary and salary equivalents (including incentive payments), worked hours

Item	Row number	Beginning of the year		
		Total	Including	
			Budgetary	Production and industry stuff (building and assembly jobs)*
A	B	1	2	3
Number of the list staff (excluding non-permanent staff)	01			
Remuneration to permanent and non-permanent staff (including incentive payments) thousand drams o/w	02			
Remuneration to the permanent staff	03			
Amounts of material assistance and social privileges	04			
Number of person-hours worked, thousand	05			
Average number of the permanent staff	06			

* Only industrial and construction companies complete this column

2. Flow of the employees and positions

Item	Row number	Total from the beginning of the year, (person)	Production and industry stuff (building and assembly jobs)*
A	B	1	2
Number of the permanent staff at the beginning of the year	07		
Number of the employees hired in the reporting period o/w in newly created positions	08		
Number of the employees resigned in the reporting period o/w	09		
Dismissed	10		
Voluntarily	11		
Other reasons	12		
Number of the permanent staff at the end of the reporting year	13		
Number of the vacancies at the end of the reporting period	14		
Number of the vacancies reduced at the end of reporting year	15		
	16		

* Only industrial and construction companies complete this column

3. Allocation of employees included in the staff list by the amount of the salary, who worked the whole month (the table is completed only for the months June and December)

Minimum of the salary _____ dram	Row number	Person
A	B	1
Number of the employees who worked the whole month	17	
Amount of the salary and salary equivalents paid to the employees (including incentive payments) thousand drams	18	
Number of the employees to whom salary was calculated up to 5000 (drams)	19	
5001-9000	20	
9001-20000	21	
20001-30000	22	
30001-40000	23	
40001-50000	24	
50001-60000	25	
60001-71500	26	
71501-83500	27	
More than 83500	28	

Notes

Item	Row number	Total from the beginning of the year
A	B	1
Number of the non-permanent staff (excluding internal co-executives), person	29	
Number of employees hired on contractual arrangements, person	30	
Salary and salary equivalents paid to the non-permanent staff excluding internal co-executives, thousand drams	31	
Salary paid to the employees hired on contractual arrangements, thousand drams	32	
Number of the employees who have not worked whole working day or week by the initiative of the administration, person	33	
Number of the employees who were given vacations with or without partial reservation of the salary, persons o/w	34	
Without reservation of the salary	35	
Number of the vacations given by the initiative of the administration, person-days	36	

Head _____

“ _____ ” _____ 2000

Name of the person who has completed the form

REPORT SUBMITTED TO THE MINISTRY OF STATISTICS, STATE REGISTER AND ANALYSIS

Codes according to															Report is submitted in accordance with the Law "On State Statistics", "The Program on State Statistical activities" approved by the Government and "The order for submission of statistical information"
The classificatory of enterprise codes (CEC**)					The classificatory of state administration (CSA*)					General classificatory of economic activity (GCEA**)					
Submitted to _____ (Name)															<p style="text-align: center;">FORM N 1-A (SUMMARY)</p> <p style="text-align: center;">Postal-quarterly</p> <p>Is approved by the decree N 248 of the Minister of Statistics as of 7th of December, 1999</p> <p>To be submitted to:</p> <ol style="list-style-type: none"> 1. Local division of Statistics 2. The Ministry, agency in case it is envisaged by the program on State Statistical activities <p>Is submitted by the</p> <ol style="list-style-type: none"> 1. Commercial and budgetary organizations chosen by the Ministry of Statistics on the method of sample selection <p>Deadline of submission:</p> <ol style="list-style-type: none"> 1. 20th of the month following the reporting
Submitted by _____ (Name)															
Founders (Shareholders)*** 1.State 2. Municipality 3. Legal Entity 4. Person															
In case of foreign participation the cell should be marked															
Legal and organizational form** _____ Code															
Form of ownership** _____ Code															
Type of actual activity** _____ Code															
Enterprise Registration number in the State Register**															
Identification Code															
Marz _____															
*) The code is completed by the statistical agencies															
**) Is completed from the certificate of registration given by State Register (or based on GCEA)															
***) In case of several types of participants marks should be made in several cells respectively															

Confidentiality of the information included in the report is warranted by the receiving statistical agency. Avoidance of submitting the report or submission with fraud or errors results to the criminal and administrative responsibility in accordance with the order defined by RA legislation.

Notes

	Code of the Branch	Number of the non-permanent staff (excluding internal co-executives), person	Number of employees hired on contractual arrangements, person	Salary and salary equivalents payments, thousand drams		Number of the employees who have not worked whole working day or week by the initiative of the administration, person	Number of the employees who were given vacations with or without partial reservation of the salary, persons o/w	Without reservation of the salary	Number of the vacations given by the initiative of the administration, person-days
				Non-permanent staff	Employees hired on contractual arrangements				
1. TOTAL									
2. Industry									
3. Agriculture									
4. Forestry									
5. Transportation									
6. Communication									
7. Construction									
8. Merchandise and catering services, material supply, shipment and acquisition o/w									
9. Information and accounting services									
10. Other sectors of material production									
11. Utilities and non-production services to the residents									
12. Health care, physical training and social security									
13. Education									
14. Culture									
15. Art									
16. Science and scientific service									
17. Crediting and social security									
18. Administration									

Head _____

“ _____ ” _____ 2000

Name of the person who has completed the form _____

ATTACHMENT 2: BALANCE OF COSTS ESTIMATES EXECUTION

Name of the organization _____

As of 1 _____ 199

ASSETS	Code of the row	Beginning of the year	End of the year
<i>1. FIXED ASSETS</i>			
Fixed assets (010-019)	010		
<i>2. INVENTORY</i>			
Production of industrial (educational) workshop (030)	020		
Auxiliary agricultural production (031)	030		
Materials of long term use for scientific researches and laboratory tests (043)	040		
Special equipment for scientific works under contract (044)	050		
Young and fattened livestock (050)	060		
Materials and food			
<i>3. LOW VALUE CONSUMABLES</i>			
Low value consumables (070, 071)	080		
<i>4. PRODUCTION EXPENSES AND COST OF BENEFITS</i>			
Production of industrial (educational) workshop (080)	090		
Auxiliary agricultural product (081)	100		
Expense on scientific works under contract (082)	110		
Expert facilities preparation costs (083)	120		
Acquisition and processing costs of materials (084)	130		
<i>5. MONETARY ASSETS</i>			
Opened bank credits for expenses (090, 091)	140		
Opened credits for capital expenditures (093)	150		
Credits on the account of other budgets (096)	160		
Current accounts for republican and local budgets of autonomies (100, 101)	170		
Funds of the Customer on the special account for settlement with the Contractor (109)	180		
Current account for the amount of orders (110)	190		
Current account for special funds (111)	200		
Current account for other non-budgetary funds (112)	210		
Settlement account (113)	211		
Current account on non-budgetary funds (114)	212		
Cash (120)	220		
Other monetary assets (130-133)	230		
<i>6. SETTLEMENTS</i>			
Settlements with customers on partial payments for experimental-engineering developments (152)	240		
Settlements with customers on non-budgetary funds for the works performed and services provided (153)	241		
Settlements with Customers on the amounts to be payable for scientific research works (154)	250		
Settlements with Customers on the advances received for scientific research works (155)	251		
Settlements with co-executives involved in scientific research works (156)	260		
Settlements with customers and buyers (157)	261		
Settlements with accountable persons (160)	270		
Settlements on shortages (170)	280		
Settlements on Social Insurance (171)	290		
Settlements on special types of payments (172)	300		

ASSETS	Code of the row	Beginning of the year	End of the year
Settlements with other debtors (178)	310		
Settlements on planned payments (179)	320		
Settlements with Pension Fund on Social Insurance Contributions (198)	321		
<i>7. EXPENSES</i>			
Maintenance and other expenses from budget (200)	330		
Expenses on the account of other budgets (202)	340		
Overhead expenses to be allocated (210)	350		
Expenses at the account of special funds (211)	360		
Expenses from other funds (213)	370		
Maintenance expenses in new conditions of economic performance (214)	371		
Expenses at the account of non-budgetary funds (215)	372		
Capital expenditures at the account of non-budgetary funds (216)	373		
Expenses at the account of production funds (217)	374		
<i>8. LOSSES</i>			
Losses (410)	380		
<i>9. CAPITAL CONSTRUCTION EXPENDITURES</i>			
Equipment to be installed (040)	390		
Construction material (041)	400		
Settlements with suppliers and contractors (150)	410		
Capital construction expenditures at the account of budget (203)	420		
Expenses at the account of special funds for capital construction and acquisition of equipment (212)	430		
Balance	440		

LIABILITIES AND FUNDS	Code of the row	Beginning of the year	End of the year
<i>1. FINANCING</i>			
Budgetary financing for maintenance and other expenses (230, 140)	450		
Financing from sources other than budget (232, 142)	460		
Contributions from parents for the maintenance of nursery school (236)	470		
Other funds for maintenance costs (238)	480		
Long term loans from banks (248)	490		
Funds received from bank for December salary advance payment (245)	500		
<i>2. RESERVES AND FUNDS FOR SPECIAL PURPOSES</i>			
Funds for material incentives (240)	510		
Salary fund (241)	511		
Production and social development fund (246)	520		
Material expenses (249)	521		
Fixed assets fund (250)	530		
Financial resources fund (270)	531		
Centralized funds and financial reserves (271)	532		
Non-budgetary funds (272)	533		
Depreciation of fixed assets (020)	540		
Law value consumables fund (260)	550		
<i>3. SETTLEMENTS</i>			
Settlements with customers on partial payments for experimental-engineering developments (152)	551		
Settlements with customers on non-budgetary funds for the works performed and services provided (153)	552		

LIABILITIES AND FUNDS	Code of the row	Beginning of the year	End of the year
Settlements with Customers on the amounts to be payable for scientific research works (154)	553		
Settlements with Customers on the advances received for scientific research works (155)	560		
Settlements with co-executives involved in scientific research works (156)	570		
Settlements with customers and buyers (157)	571		
Settlements on Social Insurance (171)	580		
Settlements on special types of payments (172)	590		
Settlement with budget (173)	600		
Settlements on deposits (174)	610		
Settlements on funds received for expenses incurred for implementing orders (176)	620		
Settlements with other depositors (177)	630		
Settlements with other creditors (178)	640		
Settlements with employees (180)	660		
Settlements with persons receiving scholarship (181)	650		
Settlements with employees on transfers in kind (182-187)	670		
Other settlements for the works performed (189)	680		
Settlements with pension fund on social insurance contributions (189)	681		
<i>4. SALES AND REVENUES</i>			
Sale of industrial (educational) workshop production (280)	690		
Sale of auxiliary agricultural production (281)	700		
Performance of scientific research works under contracts (282)	710		
Revenue from target funding (400)	720		
Revenue from industrial activities of professional and technical schools (402)	721		
Profit (410)	730		
<i>5. CAPITAL CONSTRUCTION FUNDING</i>			
Settlements with suppliers and contractors (150)	740		
Financing of capital investments from budget (231, 143)	750		
Balance	760		
<i>OFF BALANCE ACCOUNTS</i>			
Debts written off (5)	770		
Loans extended to member employees of gardening companies and cooperatives (13)	780		
Fund of foreign currency disbursement (14)	781		
Total	790		

Notes to the financial flows from budget through sub accounts N 230 an 231 (140, 143)

Debit	Code of the row	Amount		Credit	Code of the row	Amount	
		Cost estimates	Capital investments and other measures			Cost estimates	Capital investments and other measures
Posted to the account 173 settlements with budget	800			Balance at the beginning year	890		
Debts written off	810			Opened credit since the beginning of the year (quarter) including closed and revoked credits	900		
Material shortages write off at the expense of the organization	820			Surplus of material is entered	910		

Debit	Code of the row	Amount		Credit	Code of the row	Amount	
		Cost estimates	Capital investments and other measures			Cost estimates	Capital investments and other measures
Closure of the bank loan balances not used as of 31 December	830			Centralized payments made by credit director at the account of the given Ministry	920		
Expenses written off for finished constructions and buildings	840			Posted from the value of fixed assets and low value consumables to the value of materials	930		
Expenses written off in the reporting year	850				940		
	860				950		
	870				960		
Total	880			Total	970		

Head of the organization _____

Chief Accountant _____

" ____ " _____ 2000

ATTACHMENT 3: REPORT ON THE EXECUTION OF STATE BUDGET

REPORT ON THE EXECUTION OF 200__ STATE BUDGET OF THE REPUBLIC OF ARMENIA FOR THE PERIOD 01._____-01._____

- | | |
|---|--|
| 1. Name of the higher state governing body: _____
2. Higher state body code by the departmental classification of budget expenses: _____
3. Name of the organization: _____
4. Name of the local treasury department serving the organization: _____ | 5. Operational classification of the budget expenditure:
Group No.: _____
Sub-group No.: _____
6. Name of the expenditure program: _____
Expenditure program code: _____ |
|---|--|

thousand AMD

Names of elements of the economic classification of budget expenditure	Article NN	Annual estimate as of the beginning of the year	Changes in the annual estimate			Final annual estimate	Funding	Expenses by cash	Actual expenses
			By the RA National Assembly	By the RA Government	By the higher body				
B	C	1	2	3	4	5=1+2+3+4	6	7	8
TOTAL COSTS, including:									
A. CURRENT COSTS, including:									
<i>1. SALARIES OF EMPLOYEES OF GOVERNMENT BODIES AND THEIR SUBORDINATE BUDGET ORGANIZATIONS, including:</i>									
- salary and other payments equivalent to it	0010								
- bonuses given from the special target funds	0020								
<i>3. SUBSIDIES, including:</i>									
3.2. Subsidies given to enterprises and organizations, including:									
3.2.1. To financial organizations, of which									
- state commercial sector	1000								
- state non-commercial sector	1010								
- non-state commercial sector	1020								
- non-state non-commercial sector	1030								
3.2.2. To non-financial organizations, of which									
- state commercial sector	1100								
- state non-commercial sector	1110								
- non-state commercial sector	1120								
- non-state non-commercial sector	1130								
<i>4. CURRENT TRANSFERS, including:</i>									

Names of elements of the economic classification of budget expenditure	Article NN	Annual estimate as of the beginning of the year	Changes in the annual estimate			Final annual estimate	Funding	Expenses by cash	Actual expenses
			By the RA National Assembly	By the RA Government	By the higher body				
B	C	1	2	3	4	5=1+2+3+4	6	7	8
1.5.1. Expenses for the acquisition of buildings, constructions and apartments	6550								
1.5.2. Expenses for the acquisition of devices and equipment	6600								
1.5.3. Expenses for the acquisition of transportation means	6550								
1.5.4. Expenses for the acquisition of the land	6700								
1.5.5. Expenses for the improvement of the land	6750								
1.5.6. Expenses for the acquisition of other assets	6800								
1.6. Expenses for the acquisition of the non-tangible assets, including:									
1.6.1. Expenses for the acquisition of right to use natural resources and land territories	6850								
1.6.2. Expenses for the acquisition of the copy right, right to patents and use of trade marks	6900								
1.6.3. Expenses for the acquisition of other non-tangible assets	6950								
1.7. Geodesic-cartographic expenses	7000								
2. EXPENSES FOR THE CAPITAL REPAIRS	7700								

" _____ " _____ 200__

Manager of the Organization

Signature_____
First, Last, Patronymic names

Seal

Head of the Financial Service

Signature_____
First, Last, Patronymic names

(Chief Accountant)

ATTACHMENT 4: INFORMATION ON THE FLOW OF DEPENDANT ELDERLY AND CHILDREN, DATA ON THE SALARY FUND AND THE NUMBER OF EMPLOYEES

INFORMATION ON THE FLOW OF THE DEPENDANT ELDERLY

This information is submitted to the Ministry of Social Security of the RA by the 10th of the following month

Name of organization

Reporting month

Number of the dependant elderly as of the beginning of the reporting month	Admitted in the given month	Checked out				Number of the dependant elderly as of the end of the reporting month	Including		
		Temporarily returned home	Died	Checked out	Transferred		Man	Woman	Number of patients in bed

Number of days in bed

Average number of dependants

Executor's first, last name; telephone number

Manager
Chief accountant

Chief nurse

“ _____ ” _____ 200__

INFORMATION ON THE FLOW OF CHILDREN

This information is submitted to the Ministry of Social Security of the RA by the 10th of the following month

Name of organization

Reporting month

Number of children as of the beginning of the reporting month	Admitted in the given month	Checked out				Number of children as of the end of the reporting month	Including	
		Returned to the family	Died	Adopted	Transferred		Boy	Girl

Number of days in bed

Average number of dependants

Executor's first, last name; telephone number

“ ____ ” _____ 200 ____

Manager

Chief accountant

Chief nurse

KHARBERD ORPHANAGE*Attachment hereto*

Number of children with distorted mobility	
Number of children with mental retardation	
Number of children over 1.5 years, who have inborn physical developmental disorder	
Number of children over 1.5 years, who have hearing defect	
Number of children over 1.5 years, who have speech defect	

This form is completed quarterly

Manager

Physician

“ ____ ” _____ 200__

DATA ON THE SALARY FUND AND NUMBER OF EMPLOYEES

Month _____

		Total salary expenses in the given month	Including						
			Night hours 35%		Payment for paid holidays	Aid, bonus	Amount for employees holding more than one position	Payments for vacations	Doctors' shift
			Occupied positions	Spent fund					
1	Total								
	Including:								
	Doctor								
	Nurse								
	Teacher								
	Wed-nurse								
	Other employees								

		Total number of em- ployees	Including, by the 4 th column				Man	Woman
			Number of employees of total list	Number of employ- ees holding more than one position	Number of employ- ees on maternity leave			
		Rate	Employees					
2	Total							
	Including							
	Doctor							
	Nurse							
	Teacher							
	Wed-nurse							
	Other employees							

Manager

Physician

“ _____ ” _____ 200__

ATTACHMENT 5: FORMS OF REPORTS FOR NON-TAX REVENUES OF THE STATE BUDGET

Form 2

Approved by the RA Ministry of State Revenues
Order No. 01/8 as of 15.07.99

Information is submitted by Ministries

REPORT ON THE RENT PAYMENT FOR PROPERTY LEASING AND USE

The RA Ministry of Social Security

Name of the body submitting the report

Reporting month

No	Legal entities					Physical entities					Number of bank account for the transfer of amounts
	The basis of charge (lessee, contract number, date of signature)	Contract value for the reporting year	Paid amount		Arrears (AMD)	First name, last name, the series and number of the person's identification document	Contract value as of the reporting year	Paid amount		Arrears	
			as of the reporting month (AMD)	as of the beginning of the year				as of the reporting month	as of the beginning of the year		

Head of the financial-accounting department

Name of the official

Signature

“ ”

Date

2000

Approved by the RA Ministry of State Revenues
Order No. 01/8 as of 15.07.99

**REPORT ON THE RECEIPTS FROM SANCTIONS FOR THE INFRINGEMENT OF LAW
IMPLEMENTED BY THE EXECUTIVE AND JUDICIAL BODIES**

No	Amount of the executed sanctions (AMD)		Charged amount (thousand AMD)		Number of bank account for the transfer of amounts
	as of the reporting month	as of the beginning of the year	as of the reporting month	as of the beginning of the year	

Head of the financial-accounting department

Name of the official

Signature

“ ”

Date

2000

Telephone number: 58-14-90, 56-15-01

ATTACHMENT 6: FORMS OF REGISTRATION AND ACCEPTANCE REPORTS

Appendix No. 3 (Form 1)

Approved by Order No _____ of the Minister of
Social Security as of “ _____ ” _____ 2000

REGISTRATION

_____ quarter of 2000

On approximate work of the organization within the state order, according to prosthetic-orthopedic appliances, transportation devices, types of means relieving disabled persons’ life

No	Prosthetic-orthopedic appliances, mobility devices, types of means relieving disabled persons’ life	Unit of measure	Approximate volume	1 unit cost (AMD)	Total cost of work (AMD) (4x5)
1.					
2.					
3.					
4.					
	Total				

Customer

Contractor

“ _____ ” _____ 2000

“ _____ ” _____ 2000

Appendix No. 3 (Form 2)

Approved by Order No _____ of the Minister of
Social Security as of “ _____ ” _____ 2000

REPORT

_____ quarter of 2000

On actual work of the organization within the state order according to prosthetic-orthopedic appliances, transportation devices, types of means relieving disabled persons' life

No	Prosthetic-orthopedic appliances, transportation devices, types of means relieving disabled persons' life	Unit of measure	Actual volume	1 unit cost (AMD)	Total cost of work (AMD) (4x5)
1.					
2.					
3.					
4.					
	Total				

Customer

Contractor

“ _____ ” _____ 2000

“ _____ ” _____ 2000

Appendix No. 3 (Form 3)

Approved by Order No _____ of the Minister of
Social Security as of “ _____ ” _____ 2000**ACCEPTANCE REPORT**

Of work implemented by the organization within the state order

_____ Quarter 2000

No		Amount (AMD)
1.	Customer 's (contractor's) previous debt* as of the beginning of the reporting period	
2.	Total cost of executed works during the reporting period	
3.	Total amount provided by the customer during the reporting period	
4.	Customer's (contractor's) debt to the executor (customer) as of the end of the reporting period*	

*) -The executor's debt to the customer

+ The customer' s debt to the contractor

Customer

Contractor

“ _____ ” _____ 2000_____
“ _____ ” _____ 2000

Appendix No. 2 (Form 3)

Approved by Order No _____ of the Minister of
Social Security as of “ _____ ” _____ 2000

ACCEPTANCE REPORT

Of work implemented by the organization within the state order
_____ quarter of 2000

No		Amount (AMD)
1.	Customer 's (contractor's) previous debt* as of the beginning of the reporting period	
2.	Total cost of implemented work during the reporting period	
3.	Total amount provided by the customer during the reporting period	
4.	Customer's (contractor's) debt to the contractor (customer) as of the end of the reporting period*	

*) –The contractor's debt to the customer

+ The customer' s debt to the contractor

Customer

Contractor

“ _____ ” _____ 2000

“ _____ ” _____ 2000

ATTACHMENT 7: REPORT ON HUMANITARIAN AID**ON FUNDS (INVENTORY) RECEIVED**

by _____ organization of the Ministry of Social Security as an humanitarian aid from _____
(the name of the benefactor organization (name, surname, patronymic of the citizen)

NN	Received	Unite of measure		Received amount	Purpose of provision
		Unite of measure	Quantity		
a.	Funds				
1.	In Foreign currency (to mark)				
2.	In Armenian drams	dram			
b.	Inventory (Should be mentioned in kind measures)	Unite of measure	Quantity	Market average price of 1 unite	Total amount (thousand dram) of received products
1.	Property and equipment (to enumerate by names)				
2.	Food (should be mentioned item by item)				
3.	Medicines and bandage materials (to enumerate)				
4.	Economic goods and materials				
5.	Fuel (to enumerate oil, gas)				
6.	Other assets (to enumerate)				
	TOTAL	X	X	X	

Director of the company

Signature n.

Chief Accountant

Signature

Names of the elements of the budget expenditure of the economic classification	Article NN	ACCOUNTS RECEIVABLE				ACCOUNTS PAYABLE			
		The beginning of the year		The end of the year		The beginning of the year		The end of the year	
		total	from the budget of the same year	total	from the budget of the same year	total	from the budget of the same year	total	from the budget of the same year
B	C	1	2	3	4	5	6	7	8
1.6.2. Expenses for the acquisition of the copy right, right to patents and use of trade marks	6900								
1.6.3. Expenses for the acquisition of other non-tangible assets	6950								
1.7. Geodesic-cartographic expenses	7000								
C.2.1.7. Geodesic-cartographic expenses	7000								
C.2.2. Expenses for the capital repairs	7700								
Balances of the extra-budgetary means as of the period									
Under review, including is subject to be transferred to the corresponding budget									

" ____ " _____ 200__

Manager of the Organization

Signature

First, Last, Patronymic names

Seal

Head of the Financial Service

Signature

First, Last, Patronymic names

(Chief Accountant)

NOTE:

1. In the 5th column of the report in the income section the actual extra-budgetary revenues are specified for the reporting period, and in the expenditure section the expenses of the cash desk are specified.
2. Current incomes and those from capital transactions include corresponding extra-budgetary revenues received from the given organization in cases and procedure defined by the RA Legislation
3. Official transfers include non-refundable and unidentified extra-budgetary allowances provided to the organization by foreign countries, international organizations and within the framework of donations from other non-governmental sources and charity programs.