



INSTRUCTIONS FOR COMPLETING THE 1997 ANNUAL SURVEY OF MANUFACTURES REPORT

The purpose of this manual is to assist you in filling out the Annual Survey of Manufactures, Form MA-1000. If there are any questions regarding this report, please write to:

Bureau of the Census
1201 East Tenth Street
Jeffersonville, IN 47134-0001

OR CALL

1-800-233-6136 for toll-free assistance,
8:00 a.m. to 8:00 p.m., Eastern Time,
Monday through Friday

(Please include the 11-digit Census File Number which appears in the address box of the report form.)

If you need extra time for completing your report, send a request for an extension of time to the address shown above. Include your Census File Number with your request.

The Annual Survey of Manufactures, which is merged with the Census of Manufactures for 1997, consists of form MA-1000 (items 1–16) and Census inquiries (items 17–22) which are required every fifth year.

Report all value figures in thousands of dollars, total plant-hour figures in thousands of hours, and all electricity figures in thousands of kilowatthours.

We printed your previous years data in the 1996 column. These figures may differ from those actually reported by you because of changes made by the Bureau of the Census as a result of correspondence with your company or a comparison with previous data reported for the establishment. Check these figures and make any necessary corrections. If 1996 figures are not printed on your form, report these figures for item 12 only.

Before returning your completed report, review all figures for the current year for consistency.

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Part II – DETAILED ITEM INSTRUCTIONS

DETAILED INSTRUCTIONS FOR ITEMS 1–16 ARE INCLUDED IN NUMERICAL SEQUENCE IN THIS SECTION OF THE MANUAL. 2–8

Note: Selected special instructions pertaining to companies with two or more manufacturing plants are preceded by the statement "FOR MULTIPLE-ESTABLISHMENT COMPANIES ONLY." If your company consists of a single establishment, you may ignore the multiestablishment instructions.

CHANGES TO FORM FROM 1996

Additions to form:

- Item 6 – Depreciable Assets
- Item 7 – Depreciation Charges for the Year
- Item 8 – Rental Payments
- Item 9 – Selected Purchased Services
- Item 13 – Method of Valuation for Inventories Not Subject to LIFO Costing

Item number changes only (no changes in instructions) from 1996 form

Item Description	1996 item number	1997 item number
Inventories of This Establishment at End of Year	5	12
Cost of Materials and Contract Work	7	10
Quantity of Electricity	8	11
Total Shipments and Other Receipts	9A	5A
Value of Products Exported	9B	5B
Shipments to Other Domestic Plants	9C	5C
Operational Status	10A	15
Ownership, Control, and Location of Operations	10B	16

Part III – SPECIAL REPORTING INSTRUCTIONS FOR ESTABLISHMENTS INVOLVED IN OWNERSHIP CHANGES OR LEASING ARRANGEMENTS

- Ownership Changes
Items 6, 7, and 8 – Assets, Expenditures, Rents, and Related Items – Instructions are shown for reporting information on assets and related items for those establishments whose ownership has changed 8
- Leasing Arrangements
Items 6, 7, and 8 – Assets, Expenditures, Rents, and Related Items – Instructions are shown for reporting information on assets and related items for those establishments involved in leasing arrangements 8

SPECIAL REPORTING INSTRUCTIONS FOR ITEM 5A (Total Shipments and Other Receipts) If your company is engaged in one or more of the activities listed below, refer to the special instructions included in Item 18B before completing Item 5A.

Meatpacking	Textile Mills	Paper and Board Mills
Dairies and Bakeries	Knitting Mills	Publishers
Canning and Seafood Packagers	Garment Manufactures	Printers
Liquor Distilling	Logging and Sawmills	Shipbuilding and Repair
Tobacco Manufactures	Pulp Mills	Aerospace Industries

Part I – GENERAL INSTRUCTIONS

A. Who Should Report

The Annual Survey of Manufactures is conducted under an Act of Congress (Title 13, United States Code) which requires that a report be filed by every manufacturer who receives a report form.

Since separate data will be published for industries, States, and selected geographic areas, separate reports are required for each manufacturing establishment (plant).

An establishment is defined as a single physical location where manufacturing is performed. If your company operates at different physical locations, even if they are producing the same line of goods, a separate report must be filed for each location.

If your company operates in two or more distinct lines of manufacturing at the same location, file a separate report for each activity. When actual book figures cannot be provided without high cost to your company, reasonable amounts of estimating or prorating are acceptable.

Return the report form for any establishment not in operation with a notation of its condition in Item 15, Operational Status. If the establishment had custodial employees, capital expenditures, inventories, or any shipments from inventories, these should be reported in the proper section.

This survey includes establishments engaged in the following activities:

Apparel jobbing and contracting	Plating, galvanizing, polishing, etc., of materials owned by others
Assembling from purchased components	Poultry dressing
Commission processing of materials owned by others	Printing
Job casting, stamping, and machining	Publishing: Book, periodical, etc.
Lapidary work	Repair of ships and boats
Logging camps and logging	Research and development, engineering and other services directly related to aerospace industries
Machine shops, including those operating on a job-order basis	Sawmills
Manufacturing and delivering ready-mixed concrete	Seafoods, fresh-packaged or frozen
Milk pasteurizing and bottling	Wood preserving

B. Reporting Activities

Report all activities (manufacturing, fabricating, processing, and assembling) conducted within the establishment.

Include:

- maintenance of plant and equipment
- receiving and shipping activities
- warehousing and storage
- research
- recordkeeping
- health and safety
- cafeteria and other services

If operated as separate establishments

Exclude:

- sales branches and sales offices
- research laboratories
- retail stores
- mining activities, and general administrative offices

Economic Value:

One of the important statistical measures of manufacturing activity is "value added by manufacture" which is derived by the Bureau of the Census from the figures reported for value of shipments, cost of materials, and inventories.

In order for statistics on value added and other subjects to be comparable from industry to industry, it is necessary that the operations of each establishment of a multiple-establishment organization be reported as though the establishment were a separate "economic" unit. This means that the value of interplant transfers and the cost of transferred materials within a company should include, in addition to direct costs of production, a reasonable proportion of "all other costs (including company overhead) and profits." The establishment receiving such transfers should report them as materials consumed (or inventories of materials, etc.) at the same value plus the costs of freight and other direct handling charges. (See part II, Item 10; Cost of Materials, Item 12; Inventories, and Item 5; Shipments.)

C. Reporting Period

- Report data for the calendar year
 - If calendar year book figures are not available except at considerable cost, reasonable estimates will be accepted
 - If your fiscal year ends between October 31 and February 28, fiscal year figures will be acceptable for all items except employment, plant hours, and payrolls. (Calendar year figures for these employment items should be available from your quarterly tax records.)
- Indicate in the "Certification" at the end of the form (item 22) the exact dates covered
- If there was a change in the operator during the year or the establishment operated part of the year only, the data apply to the period of operation by your company only
- Report in Item 15, Operational Status, any change of operator, and the name and address of the previous or new operators
- Public reporting burden for this collection of information is estimated to vary from one-half hour to six hours per response, with an average of 3.4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Associate Director for Administration/Comptroller, Attn: Paperwork Reduction Project 0607-0733, Room 3104, Federal Building 3, Bureau of the Census, Washington, DC 20233-3600.

Part II – DETAILED ITEM INSTRUCTIONS

Item 1A – EMPLOYER IDENTIFICATION NUMBER(S)

This information is needed so that the Bureau of the Census can avoid sending duplicate report forms for the same location. Enter your current Employer Identification Number (EIN) if it is different from the one printed in the address label. Our file of new business formations is based on the new EIN issued each year. However, we exclude mailing report forms to new EINs if we identify them as belonging to existing respondents.

Item 1B – PHYSICAL LOCATION – Accurate and precise data on the physical location of each establishment is needed in order to prepare the tabulations of manufacturing activity in each State, county, and city. Each establishment has tentatively been coded geographically based on the address shown in item 1B of the report. Review item 1Ba and make any necessary corrections or additions to the address shown, including the street name and number and ZIP Code if not shown.

Item 2 – EMPLOYMENT IN 1997 – (You may follow the definition of employees specified by your State Employment Security Agency.)

Report employees at the establishment who worked or received pay for the part of the pay period including the 12th of the specified months (March, May, August, and November).

Include:

- all persons on paid sick leave, paid holidays, and paid vacation during these pay periods
- officers at this establishment, if a corporation

Exclude:

- members of Armed Forces and pensioners carried on your active rolls
- proprietor or partners, if an unincorporated concern
- agricultural workers or fishing crews from the following types of food processing establishments:
 - Sugar mills which are part of sugar plantations
 - Fruit or vegetable canning or freezing plants with farms associated with their operations
 - Fish canning, freezing, or packaging plants with fishing operations associated with the plant

Items 2a and 2b – NUMBER OF PRODUCTION WORKERS

Include:

- workers (up through the line-supervisor level) engaged in fabricating, processing, assembling, inspecting, receiving, packing, warehousing, shipping (but not delivering), maintenance, repair, janitorial, guard services, product development, auxiliary production for plant's own use (e.g., power plant) recordkeeping, and other closely associated services

- truck drivers delivering ready-mixed concrete

Exclude:

- proprietors and partners

Item 2c – AVERAGE NUMBER OF PRODUCTION WORKERS

Divide the total on **line b** by 4 and enter the results on **line c**; divide by 4 even if you did not operate in all four periods.

Item 2d – ALL OTHER EMPLOYEES (Nonproduction personnel)

Include:

- supervision above line-supervisor level, sales (including a driver salesperson)
- sales delivery (truck drivers and helpers)
- advertising, credit, collection, installation, and servicing of own products
- clerical and routine office functions
- executive, purchasing, finance, legal, personnel (including cafeteria, etc.)
- professional and technical

Exclude:

- proprietors and partners

Item 3A – ANNUAL PAYROLL IN 1997 and Item 3B – FIRST QUARTER PAYROLL

Report the gross earnings paid in each calendar year and first quarter to employees at the establishment.

Include:

- commissions, dismissal pay, paid bonuses, and employee contributions to pension plans
- vacation and sick-leave pay, and the cash equivalent of compensations paid in kind
- the salaries of officers of this establishment, if a corporation

Exclude:

- Employers cost for fringe benefits (from item 3C)
- payments to agricultural employees, fishermen, members of the Armed Forces, and pensioners carried on your active payroll
- deductions such as employee's social security contributions, withholding taxes, group insurance premiums, union dues, and savings bonds
- payments to proprietors or partners if this is an unincorporated concern

Item 3C – EMPLOYER'S COST FOR FRINGE BENEFITS (SUPPLEMENTAL LABOR COSTS)

Include:

- legally required payments for all programs required under Federal and State legislation:
 - Federal Old Age and Survivors' Insurance
 - Unemployment compensation
 - Workers' compensations
 - State temporary disability payments for establishments located in Rhode Island, California, New York, and New Jersey
- payments for voluntary programs not specifically required by Federal or State legislation whether initiated by the employer or established as a result of a collective bargaining contract
- employer payments to programs financed jointly by employer and employee contributions. Include employer payments for
 - Insurance premiums on hospital and medical plans
 - Life insurance premiums
 - Premiums on supplementary accident and sickness insurance

In reporting payments for insurance, report net payments, i.e., gross payments less any offsetting dividends, refunds, or other reductions in premiums.

- payments or allocations for:
 - all pension plans regardless of method of administration
 - supplemental unemployment compensation plans
 - welfare plans
 - stock purchase plans in which the employers' payment is not subject to withholding tax
 - deferred profit sharing plans

The items listed above are generally considered as deferred rather than current income to employees and not subject to withholding of income tax. If payments or allocations by the company are made to a fund, do not report payments to employees out of these funds. However, include payments made directly to retired employees or their survivors that do not pass through a fund.

Exclude:

- annual payroll and first quarter payroll (from items 3A and 3B)
- expenditures not of the type listed above such as losses on company operated cafeterias and snack bars, cost of in-plant medical services, cost of free parking lots, discounts on employee purchases, cost of uniforms and other work clothing supplied to employees, and similar expenditures
- "fringe benefits" such as payments for holidays, vacations, sick pay, bonuses, unused vacation, jury pay, night shift bonus, suggestion awards, and the payment on profit sharing and special stock purchase plans subject to withholding tax. Report this category of benefits as wages and salaries in Item 3A and 3B, Payrolls

FOR MULTIPLE-ESTABLISHMENT COMPANIES ONLY

If any items are maintained in your records only at the company level, allocate their costs to the manufacturing establishments. You may distribute the total on the basis of the ratio of the payroll of each manufacturing establishment to the total company payroll unless you have developed your own method of making such allocations. Specify the method used and the approximate portion that has been allocated in the "Remarks" section.

Item 4 – TOTAL PLANT HOURS WORKED BY PRODUCTION WORKERS IN 1997 (ANNUAL)

Include all hours worked or paid for, except hours paid for vacations, holidays, or sick leave. If an employee elects to work during the vacation period, report only actual hours worked by such employee. Report overtime hours as actual hours worked and not as straight-time equivalent hours.

Item 5A – TOTAL SHIPMENTS AND OTHER RECEIPTS

For 1997, report the total value of products shipped (including interplant transfers) and other receipts as entered in item 18B. Refer to item 18B "Special Instructions" since in some instances the method of valuation for products in Item 18B may differ (i.e., may request a value of production or value of work done). The value in item 5A should be completely comparable to that reported in item 18B. This value should be completely comparable to the total reported for 1996. If the two figures are not comparable, explain why in the "Remarks" section. Reporting by product class is not required for 1997.

Value is defined as net selling value f.o.b. plant to the customer after discounts and allowances. Exclude freight charges and excise taxes.

Include products made elsewhere for this establishment on a contract basis from materials supplied by this establishment. (Report the cost of these materials in item 10.)

Include the sale of products bought and resold without further processing in item 5A and reported separately in Item 18B. (The cost of a resale should be reported in item 10b.)

Although the instructions have not been changed from those that were previously used for this item, we want to clarify the reporting of imported products. If imported products (including products made by your foreign affiliates) are sold without further manufacture, processing, or assembly by your domestic plants, report products on the line for "Resales" and do not include them with specific products made at the domestic reporting establishment.

We also want to clarify the instructions for marketing high cost office and production equipment by leasing them rather than selling them. If you follow this marketing practice, report in item 5A the value of goods marketed under a lease as if you had sold them:

- In item 5A (and item 18B) report as value of shipments the equivalent market value of the goods. (The terms of the lease may use the present discounted value of some other method.)
- Do not report any rental receipts from leases outstanding.
- Exclude from the assets reported in item 6 the value of equipment you own and lease to others even if the lease is an operating lease as defined by the Federal Accounting Standards Board.

Item 5B – VALUE OF PRODUCTS EXPORTED

General Instructions – Report as exports those shipments going directly for export including shipments to foreign subsidiaries or foreign divisions of your company and their affiliates.

Include:

- shipments of your products to export firms and to other customers who will export the items
- sales to the U.S. Government to be shipped to foreign nations under military and economic assistance programs
- shipments to customers in the Panama Canal Zone, the Commonwealth of Puerto Rico, and U.S. possessions

Exclude:

- the sale of products which will be further manufactured, fabricated, or assembled in this country before being shipped to foreign customers
- sales to the U.S. Government overseas
- shipments of bunker files and other supplies and equipment for U.S. vessels and planes engaged in foreign trade

The breaking down of bulk shipments of your products into smaller bits or packages by a wholesale exporter or by other units of your company is **not** considered to be further manufacturing, fabricating, or assembly.

FOR MULTIPLE-ESTABLISHMENT COMPANIES ONLY

Item 5C – SHIPMENTS TO OTHER DOMESTIC PLANTS OF YOUR COMPANY FOR FURTHER ASSEMBLY, FABRICATION, OR MANUFACTURE

Report separately the value of products which are transferred to other manufacturing plants of your company for further processing. (See the definition of Economic Value on page 2.)

Include:

- the value assigned to products transferred to other plants of your company
- a reasonable portion of other costs (company overhead)
- a reasonable portion of profits

Exclude:

- products that are shipped to or on order from your company sales or wholesale offices since such products are then sold to customers outside your company

Item 6 – DEPRECIABLE ASSETS, CAPITAL EXPENDITURES, AND RETIREMENTS

Include all buildings, structures, and equipment used directly or indirectly by this establishment to produce the goods and services reported in items 5A and 18B, Total Value of Products Shipped and Other Receipts.

Item 6a – GROSS VALUE OF DEPRECIABLE ASSETS

Report the original cost of depreciable assets on the books of this establishment such as buildings, structures, machinery, and equipment for which depreciation or amortization reserves are maintained.

Include:

- improvements and new construction in progress, but not completed at year-end
 - include these items in fixed assets at a value equal to the cumulative expenditures to the end of the year. This procedure should be followed even though the asset is not in use and is not yet being depreciated.
- used buildings, machinery and equipment at their purchase value
- equipment or other assets transferred to this establishment from other parts of your company at their transfer value as carried on the books of the company

Make certain that assets at the beginning of the year plus capital expenditures, less retirements, equals assets at the end of the year. If this is not the case, explain in "Remarks."

FOR MULTIPLE-ESTABLISHMENT COMPANIES ONLY

If the establishment maintains a tenant relationship with the parent company or one of its subsidiaries and pays "rent" for the use of either plant or equipment, report the gross value of the assets made available to the establishment as if the establishment owned them. (See instructions below for rental payments. In item 8, DO NOT report rent paid to the parent or subsidiary for assets reported in item 6.)

Item 6b – CAPITAL EXPENDITURES FOR NEW AND USED BUILDINGS AND MACHINERY

Report all outlays during the year for buildings and equipment that are chargeable to the fixed asset account, and for which depreciation or amortization reserves are maintained.

Include:

- capital expenditures (outlays) during the year that were actually made during the year, not the final value of equipment put in place or the buildings completed during the year.
 - Add the cost of additions completed during the year to the construction in progress at the beginning of year to compute capital expenditures for long-term projects in process
- capital improvements or new additions in progress in the assets section, as well as the capital expenditure section
- capital expenditures during the year for new construction whether constructed on contract or by your own work force
- the value of all machinery and equipment, buildings, and capitalized improvements and repairs whether purchased or produced by employees of your own company
- the value of any machinery and equipment or structure transferred to the use of this establishment by the parent company or one of its subsidiaries

Exclude:

- tools that are expensed. Report these in Item 10a, Cost of Materials, Parts, etc.

Buildings and Other Structures

Include:

- elevators, blast furnaces, brick kilns, fractionating towers, shipways and similar structures, as well as the usual factory office and warehouse type of buildings
- equipment that is an integral part of the building or structure, such as elevators, overhead traveling cranes, ventilating shafts, and fractionating towers
- capitalized site improvements, such as roads, docks, tracks, parking lots, fences, and utilities

Exclude:

- the value of land on which the structures stand in items 6 and 7

Machinery and Equipment

Include:

- all production machinery (motors, lathes, punch presses, etc.) and transportation equipment (automobiles, trucks, etc.)
- all office equipment and machines; computers; furniture and fixtures for offices, cafeterias, dressing rooms; and warehouse equipment
- replacements as well as additions to new capacity

Item 6c – RETIREMENTS AND DISPOSITION OF DEPRECIABLE ASSETS

Report the gross value of assets sold, retired, scrapped, destroyed, etc., during the year. Include the retirements of any equipment or structures owned by the parent company that the establishment uses as if it were a tenant. Also, include these assets in the value of assets in place.

Item 7 – DEPRECIATION CHARGES FOR THE YEAR

Report depreciation and amortization charged during the year against the assets included in item 6. Include the depreciation against fixed assets acquired since the beginning of the year and those sold during the year or retired and no longer carried on the books at the end of the year.

If this establishment changed ownership during the year or was involved in a leasing arrangement, please see special instructions in Part III.

Item 8 – RENTAL PAYMENTS

Report rental payments made during the year to other companies for use of such fixed assets as buildings, structures, and equipment. If the parent or subsidiary rents property for use of this establishment and pays the rent, report the rents in item 8, as if the establishment paid them.

Include:

- rentals for transportation equipment whether for use within the plant site such as trucks, tractors, power lifts, railroad engines, cars, etc., or used for transporting materials or products into or out of the plant
- rentals for transportation equipment whether used for freight or by executive and sales personnel of the plant
- rental payments for buildings and structures including the rental payment for the land on which they stand

Exclude:

- computer time-sharing charges for machinery and equipment rentals from computer service companies where the computer is not on site at the establishment

If this establishment changed ownership during the year or was involved in a leasing arrangement, please see special instructions in Part III.

FOR MULTIPLE-ESTABLISHMENT COMPANIES ONLY

Exclude rental payments made by the establishment to the parent company or another subsidiary of the parent for use of buildings and equipment owned by the parent company or its subsidiary. Report the value of these depreciable assets by the establishment as if they were owned by the establishment. Any capital expenditures made to acquire them or any depreciation charges against them should be included in the proper section. If the establishment uses buildings or equipment leased from other companies, but the rental payments are not made directly from the establishment's account, but are handled centrally at a company or division level, report the share of the rental overhead charge to the establishment or estimate the share of the rental charges appropriate to the operations of the establishment.

Items 9a and 9b – REPAIR OF BUILDINGS AND MACHINERY

Report payments made for all maintenance and repair work on the buildings and equipment of this establishment.

Include:

- repairs for painting, roof repairs, replacing parts, over-hauling of equipment, and other repairs chargeable as current operating costs
- the cost of repair and maintenance of any leased property if the establishment assumes the cost

Exclude:

- extensive "repairs" or reconstruction that is capitalized. Report these as a capital expenditure (Item 6)
- costs incurred directly by the establishment in using its own work force to perform repairs and maintenance work
- repairs and maintenance provided by the building or machinery owner as part of the rental contract

Item 9c – COMMUNICATIONS SERVICES

Include the total cost of Purchased telephone, data transmission, telegraph, telex, photo transmission, facsimile (FAX), paging, cellular telephone, on-line access and related services actually paid or payable during the year.

Item 9d – LEGAL SERVICES

Include:

- costs of legal services purchased from other companies that are paid directly by this establishment

Exclude:

- salaries paid to employees of this establishment for legal services

Item 9e – ACCOUNTING AND BOOKKEEPING SERVICES

Include:

- cost of accounting and bookkeeping services purchased from other companies that are paid directly by this establishment

Exclude:

- all salaries paid to employees of this establishment for accounting and bookkeeping services

Item 9f – ADVERTISING

Include:

- cost of advertising services purchased from other companies including payments for printing, media coverage, and other services and materials

Exclude:

- all salaries paid to employees of this establishment for advertising work

Item 9g – SOFTWARE AND OTHER DATA PROCESSING SERVICES

Include:

- all expenses for software and other data processing services purchased by this establishment from other companies

Exclude:

- services provided by other establishments of this company (such as a separate central data processing unit)

Item 9h – REFUSE REMOVAL (including hazardous waste removal or treatment)

Include:

- total cost of refuse removal services paid for by this establishment, including cost of hazardous waste removal or treatment

Exclude:

- cost of refuse removal services if included in rental payments; machinery or equipment is reported as capital expenditures in item 6
- cost of salaries paid to employees of this establishment whose work involves refuse removal and/or hazardous waste removal or treatment

Item 10a – COST OF MATERIALS, PARTS, CONTAINERS, ETC., USED

The delivered cost figures should cover all raw materials, containers, scrap, supplies, etc., if:

- put into production,
- used as operating supplies, or
- used in repair and maintenance

Item 10a should be consistent with the data in item 17.

If this establishment has products made elsewhere under contract and supplies the materials, report the cost of those materials.

Include:

- value of the specific products made in Item 5a, Total Shipments and Other Receipts
- only physical goods used or put into production
- total cost of the materials actually consumed or put in production during the year

Exclude:

- amounts paid to other establishments for contract work and associated freight charges for shipping the materials to the contract producer and the finished products to you. Report these in item 10e

Cost is **delivered cost** which is defined as the amount paid or payable after discounts and including freight and other direct charges incurred by the establishment in acquiring the materials.

Include:

- purchases from other companies
- transfers from other establishments of your own company (See definition of Economic Value on page 2)
- withdrawals from inventories

If the establishment produces items subsequently consumed in further production, report cost of original materials consumed only.

The following list is shown only as an example of types of items which should be included in item 10a.

<u>MATERIALS</u>		
Cloth	Rubber	Steel scrap
Lumber	Coking coal	Copper rods
Plywood	Crude petroleum	Iron castings
Paper	Cement	Metal stampings
Resins	Clay	Wire
Sulfuric acid	Glass	
Alcohols	Steel sheet	
<u>PARTS</u>		
Pumps	Engines	Hardware
Wheels	Gears	Compressors
Bearings	Motors	
<u>CONTAINERS</u>		
Pails	Tubes	Crates
Drums and barrels	Boxes and bags	
<u>SUPPLIES</u>		
Bolts, screws, and nuts	Welding rods, electrodes, and acetylene	First aid and safety supplies
Drills, tools, dies, jigs, and fixtures which are charged to current accounts	Lubricating oils	Dunnage
	Stationery and office supplies	Water

FOR MULTIPLE-ESTABLISHMENT COMPANIES ONLY

Special Note: For transferred materials from other establishments of your company, include their full economic value in item 10a. (See definition of Economic Value on page 2.)

Include:

- cost of production
- cost of delivery
- a proportionate share of overhead and profits
- a carefully prepared estimate of the expected amount payable for each kind of produce put into production during a survey year for cooperatives which have not yet made a final settlement with the growers

Exclude:

- services used or overhead charges such as advertising, telephone, telegram and cable, insurance, development and research
- services of engineering, management, marketing and other professional consultants, (unless charges for such services are included in the prices paid for materials)
- overhead items such as depreciation charges against plant and equipment
- rent and rental allowances
- interest payments, royalties, and patent fees
- materials, supplies, machinery, and equipment chargeable to fixed asset accounts and used in the construction of new structures or additions to your plant, or new machinery and equipment (include in item 6)
- cost of products purchased and resold without further manufacture processing or assembly (include in item 10b)

Item 10b – COST OF PRODUCTS BOUGHT AND SOLD AS SUCH WITHOUT FURTHER PROCESSING

Report the cost of all products bought and resold in the same condition as when purchased and not made part of another product manufactured by this establishment. (Total sales value of all products resold is to be included in items 5A and 18B, code 99989 00 6.)

Item 10c – COST OF FUELS CONSUMED FOR HEAT OR POWER

Include:

- total amount actually paid or payable during the year for all fuels consumed for heat, power, or the generation of electricity
- anthracite and bituminous coal, coke, natural and manufactured gas, fuel oil, liquefied petroleum gas, gasoline, and all other fuels including purchased steam
- fuels to power onsite trucks, fork lifts, and other motor vehicles associated with the establishment

Exclude:

- estimated cost of fuels, such as sawdust or blast furnace gas, produced as a byproduct of your manufacturing activities
- cost of fuels when consumed as raw materials (report these costs in item 10a)

Item 10d – COST OF PURCHASED ELECTRICITY

Include:

- total amount payable or paid for electric energy purchased during the year from other companies or received from other establishments of your company

Exclude:

- value of electricity generated and used at this establishment

Item 10e – COST OF CONTRACT WORK DONE FOR YOU BY OTHERS ON YOUR MATERIAL

Include the total payments made during the year including freight out and in. Exclude the cost of materials worked on, which should be included in item 10a.

Item 11 – QUANTITY OF ELECTRICITY

Report all quantities for electricity in thousands of kilowatt-hours.

Item 11a – PURCHASED ELECTRICITY

Report, in thousands of kilowatt-hours, the quantity of electricity for which cost is reported in item 10d.

Item 11b – GENERATED ELECTRICITY

Enter the total quantity of electric energy generated in this plant (gross less generating station use) during the year including part of such energy sold or transferred.

Note: Include data relating to the activity of the power stations in other sections of this report. For example, include the number of employees assigned to the power station, their wages and hours in the figures reported in items 2, 3, and 4, and the cost of fuels used to generate electricity, in item 10c.

Item 11c – ELECTRICITY SOLD OR TRANSFERRED TO OTHER ESTABLISHMENTS

Enter the quantity of electric energy, also included in item 11a or 11b, sold to other companies or transferred to other manufacturing or nonmanufacturing establishments of your company. Include the corresponding value of electricity sold or transferred in item 5A and in miscellaneous receipts in item 18B.

Item 12 – INVENTORIES OF THIS ESTABLISHMENT AT END OF YEAR (Report both years)

Report the value of all inventories owned by this establishment regardless of where the inventories are held. If this establishment is part of a multiunit company, assign to each establishment those inventories that the establishment is responsible for as if it owned them.

Report inventories at cost or market using generally accepted accounting methods. In reporting total inventories and inventories by stage of fabrication for inventories valued on LIFO (item 12, lines a-d), use the sum of the LIFO value plus the LIFO reserve. Thus, the total inventories reported in item 12, line d should equal the sum of item 12, lines e(1), f(1), and f(2). Note that the LIFO reserve is the difference between the current cost (e.g., FIFO) of inventories (gross value) and the LIFO carrying value (net value). If you calculate the LIFO carrying value of inventories by specific goods LIFO (unit LIFO), please estimate the current cost of inventories for the purpose of determining the LIFO reserve.

Also, report in item 13 the methods of inventory valuation applicable to the inventories shown in item 12, line e(1) (inventories not subject to LIFO). If this line is zero, skip to item 14.

The following examples show how to report inventories:

Example A – Reporting of inventories that are completely not subject to LIFO –

Inventories by stages of fabrication are reported on lines 12a–12d. Total inventories reported on line 12d must be broken out in 12e. The total of lines 12e(1) and 12e(2) should equal the total reported on line 12d. In this example, 100 percent of the total inventories are reported not subject to LIFO costing on line 12e(1). Lines 12e(2), 12f(1), and 12f(2) are not used. Also report the amount reported on line 12e(1) for the end of 1997 in Item 13, Method of Valuation for Inventories Not Subject to LIFO Costing in Item 12. (See instructions for item 13).

Item 12. INVENTORIES OF THIS ESTABLISHMENT AT END OF YEAR (Report both years)	Key	1997		Mark (X) if "0"	Key	1996		Mark (X) if "0"
		Mil.	Thou.			Mil.	Thou.	
Report inventories at cost or market using generally accepted accounting methods.								
a. Finished goods	335		200	<input type="checkbox"/> 0	331		200	<input type="checkbox"/> 0
b. Work-in-process	336		300	<input type="checkbox"/> 0	332		200	<input type="checkbox"/> 0
c. Materials, supplies, fuels, etc.	337		500	<input type="checkbox"/> 0	333		400	<input type="checkbox"/> 0
d. Total inventories (Sum of a, b, and c)	338		1,000	<input type="checkbox"/> 0	334		800	<input type="checkbox"/> 0
e. Of the value on line d, report:								
(1) Amount not subject to LIFO costing	368		1,000	<input type="checkbox"/> 0	364		800	<input type="checkbox"/> 0
(2) Amount subject to LIFO costing (gross)	369			<input type="checkbox"/> 0	365			<input type="checkbox"/> 0
f. Report the following applicable to line e(2):								
(1) Amount of the LIFO reserve	370			<input type="checkbox"/> 0	366			<input type="checkbox"/> 0
(2) LIFO value of line e(2) (net)	371			<input type="checkbox"/> 0	367			<input type="checkbox"/> 0

230 Yes – Use the sum of the LIFO amount plus the LIFO reserve for completing lines a through e(2).
Note: If you changed to LIFO for calendar year end of 1997, specify in the REMARKS section.

No – Complete only lines a through e(1).
Note: Line e(1) should equal line d

Example B – Reporting of inventories that are completely subject to LIFO –

Inventories by stages of fabrication are reported on lines 12a–12d using the gross amount of LIFO. Total inventories reported on line 12d must be broken out in 12e. The total of lines 12e(1) and 12e(2) should equal the total reported on line 12d. In this example, 100 percent of the total inventories are reported subject to LIFO costing on line 12e(2) (gross amount). Report the associated LIFO allowance or reserve on line 12f(1). Report the net LIFO carrying value on line 12f(2). Line 12e(1) and item 13 are not used.

Item 12. INVENTORIES OF THIS ESTABLISHMENT AT END OF YEAR (Report both years)	Key	1997		Mark (X) if "0"	Key	1996		Mark (X) if "0"
		Mil.	Thou.			Mil.	Thou.	
Report inventories at cost or market using generally accepted accounting methods.								
a. Finished goods	335		200	<input type="checkbox"/> 0	331		200	<input type="checkbox"/> 0
b. Work-in-process	336		300	<input type="checkbox"/> 0	332		200	<input type="checkbox"/> 0
c. Materials, supplies, fuels, etc.	337		500	<input type="checkbox"/> 0	333		400	<input type="checkbox"/> 0
d. Total inventories (Sum of a, b, and c)	338		1,000	<input type="checkbox"/> 0	334		800	<input type="checkbox"/> 0
e. Of the value on line d, report:								
(1) Amount not subject to LIFO costing	368			<input type="checkbox"/> 0	364			<input type="checkbox"/> 0
(2) Amount subject to LIFO costing (gross)	369		1,000	<input type="checkbox"/> 0	365		800	<input type="checkbox"/> 0
f. Report the following applicable to line e(2):								
(1) Amount of the LIFO reserve	370		300	<input type="checkbox"/> 0	366		200	<input type="checkbox"/> 0
(2) LIFO value of line e(2) (net)	371		700	<input type="checkbox"/> 0	367		600	<input type="checkbox"/> 0

230 Yes – Use the sum of the LIFO amount plus the LIFO reserve for completing lines a through e(2).
Note: If you changed to LIFO for calendar year end of 1997, specify in the REMARKS section.

No – Complete only lines a through e(1).
Note: Line e(1) should equal line d

Example C – Reporting of inventories that are partially not subject to LIFO –

Inventories by stages of fabrication are reported on lines 12a–12d. The gross amount of LIFO should be used for the portion subject to LIFO. Total inventories reported on line 12d must be broken out in 12e. The total of lines 12e(1) and 12e(2) should equal the total reported on line 12d. In this example, the portion not subject to LIFO is reported on line 12e(1). Also report the amount reported on line 12e(1) for the end of 1997 in Item 13, Method of Valuation for Inventories Not Subject to LIFO Costing in Item 12. (See instructions for item 13.) Report the portion subject to LIFO on line 12e(2) (gross amount). Report the associated LIFO allowance or reserve on line 12f(1). Report the net LIFO carrying value on 12f(2).

Item 12. INVENTORIES OF THIS ESTABLISHMENT AT END OF YEAR (Report both years)	Key	1997		Mark (X) if "0"	Key	1996		Mark (X) if "0"
		Mil.	Thou.			Mil.	Thou.	
Report inventories at cost or market using generally accepted accounting methods.								
a. Finished goods	335		200	<input type="checkbox"/> 0	331		200	<input type="checkbox"/> 0
b. Work-in-process	336		300	<input type="checkbox"/> 0	332		200	<input type="checkbox"/> 0
c. Materials, supplies, fuels, etc.	337		500	<input type="checkbox"/> 0	333		400	<input type="checkbox"/> 0
d. Total inventories (Sum of a, b, and c)	338		1,000	<input type="checkbox"/> 0	334		800	<input type="checkbox"/> 0
e. Of the value on line d, report:								
(1) Amount not subject to LIFO costing	368		425	<input type="checkbox"/> 0	364		300	<input type="checkbox"/> 0
(2) Amount subject to LIFO costing (gross)	369		575	<input type="checkbox"/> 0	365		500	<input type="checkbox"/> 0
f. Report the following applicable to line e(2):								
(1) Amount of the LIFO reserve	370		200	<input type="checkbox"/> 0	366		150	<input type="checkbox"/> 0
(2) LIFO value of line e(2) (net)	371		375	<input type="checkbox"/> 0	367		350	<input type="checkbox"/> 0

230 Yes – Use the sum of the LIFO amount plus the LIFO reserve for completing lines a through e(2).
Note: If you changed to LIFO for calendar year end of 1997, specify in the REMARKS section.

No – Complete only lines a through e(1).
Note: Line e(1) should equal line d

Item 13 – METHODS OF VALUATION FOR INVENTORIES NOT SUBJECT TO LIFO REPORTED FOR 1997 IN ITEM 12, LINE e(1)

Provide a separate estimate of the total inventories in item 12 line e(1) for the end of 1997. Indicate the breakdown between FIFO, average cost, standard cost or other methods including market.

Item 14 – LEGAL FORM OF ORGANIZATION

Mark the one box which best describes the legal form of organization of this establishment.

Item 15 – OPERATIONAL STATUS

Complete this item fully. Accurate completion of this item will avoid unnecessary correspondence and reduce the possibility of your receiving more than one report form for the manufacturing activity at this location.

Mark the box (1–5) that is applicable to the operation of your establishment during the survey year. If you mark box (3), (4), or (5), fill in the month, day, and year (figures only) that the action became effective. If box (4) or (5) is marked, supply the name and address (or location) of the new/former owner or operating company.

Items 16b and 16c – OWNERSHIP, CONTROL, AND LOCATION OF OPERATION (Not applicable to Multiple-Establishment Companies)

If another domestic company owns more than 50 percent of the various stock of your company or if another domestic company has the power to direct or cause the direction of your management and policies, then complete line b by entering the name, home office address, and EIN of the owning or controlling company. Similarly, if your company owns or controls any other company or companies, enter the appropriate information on line c.

Part III – INSTRUCTIONS FOR ITEM 6 (ASSETS), ITEM 7 (DEPRECIATION), AND ITEM 8 (RENTS), FOR ESTABLISHMENTS INVOLVED WITH OWNERSHIP CHANGES OR LEASING ARRANGEMENTS

ESTABLISHMENTS WHOSE OWNERSHIP CHANGED

A. If the establishment files for part of the year only, report as follows:

- 1. Final report for the owner who sold the establishment** – In the end of year assets, item 6d, enter the original cost value of the fixed assets at the time of the sale. Report any new capital expenditures, used capital expenditures, retirements (item 6c), rents (item 8 a–c), and depreciation, (item 7), that occurred in the current year prior to the sale.
- 2. Beginning report for the buyer** – In the beginning year (item 6a), enter the value of the assets at the time they were purchased. Report only the capital expenditures, retirements, rents, and depreciation which occurred after the original purchase of the entire plant.

B. If a full year report is filed for this establishment and:

- 1. If the value or the fixed assets were not changed as part of the ownership change, then** continue to report as in the past.
- 2. If the values of the fixed assets changed as part of the ownership change, then** beginning assets should be revised so that the value of the beginning assets equals the transaction price minus old owners' current year capital expenditures plus old owners' current year retirements up to the time of the sale. Report capital expenditures, retirements, rents, and depreciation that occurred during the entire year under both owners.

An example of situation B2 is: A plant changed ownership on June 30 at a value of \$2,000 (thousand) and :

1. Between January 1 and June 30, the prior owner had \$200 in new capital expenditures and \$100 in retirements.
2. Between July 1 and December 31, the new owner had new capital expenditures of \$400 and retirements of \$300.

The full year's report with combined ownership should be as follows:

Beginning assets (line a)	1,900 (2,000-200+100)
New capital expenditures (line b)	+600 (200+400)
Retirements (line c)	<u>-400</u> (100+300)
End of year assets (line d)	2,100

Treat used expenditures, rents, and depreciation in a similar manner to the treatment of new capital expenditures above.

ESTABLISHMENTS INVOLVED WITH LEASING ARRANGEMENTS

The primary purpose of these inquiries on assets and rental payments is to measure the value of equipment used in producing the goods and services reported as value of shipments in items 5A and 18B. Therefore, exclude the asset value of the equipment and buildings that were produced by this establishment and marketed by a lease rather than being sold outright, except capitalized leases as noted below. Report the value of this equipment as an f.o.b. value of shipments at the time the product was marketed and the lease negotiated (see instructions for item 5A).

If equipment or buildings are leased from other companies and used by this establishment in its production, report those items according to the type of lease negotiated with the producer or the lessor. If the leasing arrangements meet the criteria set down by the Financial Accounting Standards Board (FASB) for a capital lease, report the original cost or market value of that equipment and building as a value of fixed assets. Report annual depreciation and retirements charged against this equipment.

Report the cost (at market value) of equipment or buildings, acquired this year under a capital lease, as a capital expenditure. Include this value in the end of year assets and charge the first year depreciation (and retirements, if any). Do not report the periodic payments made to the lessor in Item 8, Rental Payments.

If the lease qualifies as an operating lease, exclude the value of the building and equipment as assets, capital expenditures, depreciation, or retirements, but report the periodic payments made to the producer or the lessor in Item 8, Rental Payments.