

Guyana Civil Aviation Authority

ATR Form EF Instructions



Submission of ATR Forms

The ATR Forms were developed in MS Excel so as to be used to submit data electronically. Completed electronic ATR Forms are to be submitted to GCAA by email to statistics@gcaa-gy.org.

The following points are to be noted and observed when entering data on the electronic Forms:

- Do not attempt any modifications to the structure of the Forms by inserting or deleting columns or rows;
- Use only the GCAA-supplied forms when submitting data;
- Enter numerical values as numbers, not text;
- Do not use 1000 separator when entering numerical values;
- Use either the decimal point or comma to enter decimals, depending on convention.

FORM EF: Financial Data – Commercial Air Carriers

Statistics to Be Reported

This form should be used to report financial data and related traffic and capacity statistics for commercial air carriers that operate scheduled and/or non-scheduled flights.

All financial data and operational and traffic items are to be reported for the operating carrier, including code-shared, franchised, pooled, blocked-off charter, blocked-space arrangements, joint services and leased aircraft services. Any deviations from these or other instructions should be noted under "Remarks".

The data collected should include all revenues and expenses and assets and liabilities of the air carrier. If the air carrier is part of a group of companies encompassing other related activities, such as aircraft maintenance, catering, and reservation systems, only the activities pertaining to the air carrier should be reported here. However, if some of the financial data, such as the balance sheet, cannot be reported separately for the air carrier entity, only the operating data (revenues and expenses) shown in the Profit and Loss Statement (Part 1) need refer to the air carrier activities. The non-operating items as well as the other financial data shown in the Balance Sheet (Part 2) and in the Statement of Retained Earnings (Part 3) could be reported for the group as a whole. In Part 4, States are requested to report the traffic and capacity data that relate to the operating revenues and expenses reported in Part 1.

The reporting currency and the units (i.e. thousands, millions, etc.) should be clearly stated in the space provided at the top of the reporting form.

Filing Schedule

Form EF should be filed with GCAA no later than three months of the end of the reporting period to which it refers.

This report should cover the calendar year January to December. However, if this is not practical, reports may cover a different annual period (e.g. the air carrier's fiscal year).

Electronic Filing

Carriers should submit the requested data in electronic format, by email via the Internet to statistics@gcaa-gy.org. An electronic copy of the form can be obtained from the GCAA website at <http://www.gcaa-gy.org> or by contacting the Air Transport Management Directorate of the GCAA directly.

File Naming Convention

The file naming convention to be followed is: FormEFCarrierNameyyyy

- Where:
- i) CarrierName is the reporting air carrier's name in Camel Case format (words are written without spaces, and the first letter of each word is capitalized)
 - ii) yyyy is the reporting period (y=year)

Instructions for Completion of Form

PART 1- PROFIT AND LOSS STATEMENT

This part concerns the revenues, expenses and financial results of the air carrier for the year as a whole. This statement should be prepared on an accrual basis rather than on a cash-realized basis wherever it is convenient to do so.

Operating revenues and expenses are those arising from the operation of air transport services and any services incidental thereto. Reporting instructions related to operations carried out under certain commercial agreements, such as code shares, franchises, pooled, blocked-off charters, blocked-space arrangements, joint services and leased aircraft services are provided. Operating revenue and expenses are to be reported as gross amounts unless otherwise indicated.

The following describes the row items for which financial data will be entered across the respective columns:

Operating Revenues (Items 1 to 4)

Scheduled services (total) (Item 1): Report all revenues earned performing scheduled services.

Passenger (Item 1.1): Include all revenues earned from the transportation of passengers on scheduled flights, after the deduction of applicable discounts and rebates and interline prorated through-tariffs. In the case of promotional offers (i.e. "two-for-one"), the gross passenger revenue for both tickets is to be charged with the applicable discount so as to reflect the net revenue of the value of one ticket.

For passengers travelling on tickets issued in exchange for frequent-flyer points, nil revenue is to be entered. Also include monies collected from air passengers on surcharges of fuel and other surcharges that result in revenues retained by the air carrier i.e. where the carrier does not have the obligation to pass on the amounts so collected to the government or any other entity.

Exclude:

a) the value of passenger tickets sold in advance; the value of such tickets shall be carried forward until such time as the flight takes place or the value is refunded or until the value of the unredeemed tickets is written back to revenues;

b) taxes on the sale of passenger transportation; cancellation fees; revenues from the sale of food and drinks not included in the price of the ticket; revenues from nominal service

charges for persons travelling on a non-revenue basis (such as staff members), which are all to be reported under Item 3;

c) payments made for ground transportation, commission on sales, or other expenses connected with passenger handling or interrupted flights. Such expenses shall be charged to appropriate expenditure accounts.

Excess baggage (Item 1.2): Include all revenues arising from the transportation of passenger baggage in excess of the free baggage allowance.

Freight (including express and diplomatic bags) (Item 1.3): Include revenues for the carriage of freight, after deduction of applicable discounts and rebates, and interline prorated through-tariffs. Include express revenue and revenue from the carriage of diplomatic bags. Where the air carrier's staff has the privilege of sending personal consignments at reduced rates, such revenue shall be considered as normal freight revenue.

Mail (Item 1.4): Include all payments received from the carriage of all domestic and foreign mail at prevailing rates, irrespective of the fact that such rates may be fixed in advance or in arrears.

Non-scheduled operations (total) (Item 2): Include revenues derived from all flights performed for remuneration, including empty flights related thereto, other than those on scheduled services. Include revenues from sales of the whole capacity of an aircraft (as in charter sales) when the responsibility for the performance of transportation is that of the reporting carrier.

In the case of inclusive tour revenues for non-scheduled services, the total revenues should be allocated to "air transport service" or "other" (e.g. revenues for hotel accommodation, land transport, etc.) if possible. The air transport service portion should be included under this item while the other revenues portion should be included under Item 3.1. If this cannot be done and a significant portion of nonscheduled flight revenues include total receipts for inclusive tours, this should be noted under "Remarks".

Report the gross revenues related to non-scheduled operations, as defined above, subdivided as follows:

Passenger and excess baggage (Item 2.1): Include gross revenues derived from the air transportation of passengers and excess baggage on non-scheduled flights. Also include monies collected from air passengers on surcharges of fuel and other surcharges that

result in revenues retained by the air carrier i.e. where the carrier does not have the obligation to pass on the amounts so collected to the government or any other entity.

Freight (including express and diplomatic bags) and mail (Item 2.2): Include gross revenues derived from the air transportation of freight, including express and diplomatic bags, and mail.

Other operating revenues (total) (Item 3)

Incidental transport-related revenues (Item 3.1): Include revenues from a carrier's non-core transport-related activities. Gross revenues for all such activities not included under Items 1 and 2 above are to be reported here. Examples of incidental transport-related revenues are: revenues from the provision of aircraft to other carriers or parties from operations under their control, such as in chartering, interchange or operating lease agreements; revenues from capacity-equalization payments arising from pooled services; revenues received by the marketing carrier under code-shared, blocked-seat or joint services arrangements; and any other revenues not classified under Items 1 or 2 and related to the air transport activities of the reporting carrier.

Miscellaneous operating revenues (Item 3.2): Include net revenues (i.e. gross revenues less related expenses) from sources such as handling services for third parties, service and maintenance sales, surface transportation, catering services, properties, and sources other than air transport when these activities are performed by the air carrier entity of a group.

Total operating revenues (Item 4): Enter the sum of Items 1, 2 and 3.

Operating expenses (Items 5 to 14)

Flight operations (total) (Item 5)

Flight crew salaries and expenses (Item 5.1): Include pay and allowances, pensions, insurance, travelling and other similar expenses (uniforms, etc.) of flight crews. Pay, allowances and other related expenses of cabin crews and passenger service personnel shall not be charged under this account but shall be included in the appropriate sub-item under Item 10. Include the training costs of flight crew (whether amortized or not).

Aircraft fuel and oil (Item 5.2): Include throughput charges, non-refundable duties and taxes.

Flight equipment insurance (Item 5.3): Include insurance against accidental damage to flight equipment while in flight and on the ground; insurance against liability occurring from operation of aircraft or, in the case of non-insurance, the resulting expenses for

which the air carrier is liable. Premiums for passenger liability insurance and passenger accident insurance paid by the air carrier are to be reported under Item 10.2.

Flight equipment rentals (Item 5.4): Include expenses incurred for the rental of aircraft and crews from other carriers, such as in chartering, interchange and operating or short-term lease agreements.

Other expenses (Item 5.5): Include those expenses pertaining to in-flight operation and related standby time of aircraft which are not classifiable under Items 5.1 to 5.4 inclusive.

Flight equipment maintenance and overhaul (Item 6): Include the cost of keeping aircraft, engines, components and spares in an operative condition, the cost of repair and overhaul and the certificate of airworthiness overhaul carried out under mandatory government requirements. Also include the pay, allowances and related expenses of all staff engaged in flight equipment maintenance as well as the cost of repair, overhaul and maintenance of flight equipment by outside contractors and manufacturers. The direct and related indirect maintenance cost of ground facilities should normally be included under Item 9. However, if that cost cannot be segregated, it should be included here with a note to that effect. If reserves are created for the maintenance and overhaul of flight and ground equipment, these reserves shall be charged to maintenance and overhaul each year in proportion to the use made of the equipment.

Depreciation and amortization (total) (Item 7): Include the depreciation and amortization charged to the current financial year (see also Part 2, Items 3.1.1, 3.2.1, 3.3.1, 3.4.1 and 5.1). The amounts charged under this general heading are subdivided into:

Depreciation - flight equipment (Item 7.1): The normal annual depreciation of assets included under Part 2, Item 3.1.

Amortization of capital leases - flight equipment (Item 7.2): The amortization of capital leases pertaining to assets included under Part 2, Item 3.3.

Depreciation and amortization - ground property and equipment (Item 7.3): The depreciation and amortization of assets included under Part 2, Items 3.2 and 3.4.

Other (Item 7.4): Charges for the amortization of capitalized development and pre-operating costs and other intangible assets applicable to the performance of air transportation included under Part 2, Item 5.1.

User charges (total) (Item 8)

Landing and associated airport charges (Item 8.1): Include all charges and fees related to air traffic operations that are levied against the air carrier for services provided at the airport. These include landing charges; passenger and cargo fees; security, parking and hangar charges and related traffic operation charges, excluding fuel and oil throughput charges.

Air navigation charges (Item 8.2): Include fees levied against the air carrier for the provision of en-route facilities and services, including approach and aerodrome control charges. Where a single charge is levied for both airport and air navigation services, the amount should be reported under Item 8.1, with a note to that effect.

Station expenses (Item 9): Include such items as: pay, allowances and expenses of all station staff engaged in handling and servicing aircraft and load, including flight supervisors, dispatchers and ground radio operators; station accommodation costs; maintenance and insurance of airport facilities, where separately assessed; representation and traffic handling fees charged by third parties for handling the air services of the air carrier; station store charges, including local duties on equipment, transportation, packing and materials, rental of stores, storekeepers' pay, allowance and expenses, etc. When the maintenance expenditures for flight equipment at outstations cannot be segregated for reporting under Item 6, they should be reported here with a note to that effect.

Passenger services (total) (Item 10)

Cabin crew salaries and expenses (Item 10.1): Include pay and allowances, pensions, insurance, travelling and other similar expenses (uniforms, etc.) of cabin crew. Training costs of cabin crew (whether amortized or not) are also to be included under this item.

Other expenses (Item 10.2): Include the premiums for passenger liability insurance and passenger accident insurance paid by the air carrier; meals and accommodation, including the cost of supplies and personal services furnished to passengers; the expense of handling passengers incurred because of interrupted flights, including hotels, meals, taxi fares and other expense items; the cost of other services provided to passengers, such as pay, allowances and expenses of passenger service personnel, and all other services provided for the comfort of passengers in transit.

Ticketing, sales and promotion (total) (Item 11)

Commission expenses (Item 11.1): Include the net commission payable to others for the sale of transportation on the reporting carrier's service less the commission receivable from the reporting carrier's sale of transportation on other air carriers' services.

Other expenses (Item 11.2): Include pay, allowances and related expenses of all staff engaged in reservations, ticketing, sales and promotion activities; accommodation costs; agency fees for outside services; advertising and publicity through various media, and expenses related thereto.

General and administrative (Item 12): Include expenses incurred in performing the general and administrative functions of the air carrier and those expenses relating to matters of a general corporate nature, whether separately assessed or apportioned in conformity with the air carrier's accounting practices. Overhead costs directly related to Items 5, 6, 9, 10 and 11 should be included under the expense items to which they are related and not under this item.

Other operating expenses (total) (Item 13)

Incidental transport-related expenses (Item 13.1): Include operating expenses that cannot be assigned to Items 5 through 12 and those expenses associated with the revenues received and reported under Item 3.1. Payments made for capacity equalization arising from pooled services are to be included here.

Miscellaneous operating expenses (Item 13.2): Include all other operating expenses not covered under Items 5 to 12 and 13.1 above. The nature of such expenses should be shown under "Remarks".

Total operating expenses (Item 14): Enter the sum of Items 5 through 13.

Operating profit or (loss) (Item 15): Enter the difference between Item 4 and Item 14.

Non-operating Revenues and Expenses (Items 16 to 21). Some of the items identified below can represent a gain (revenue) or a loss (cost) for the air carrier concerned. Please make sure to indicate with a negative (-) sign any items that will reduce the profit or increase the loss of the reporting carrier.

Interest expense (total) (Item 16)

Interest on debt (Item 16.1): Include the interest cost on debt capital, including the balance of receipts and payments (or accruals) on account of interest on long- and short-term notes (receivable or payable), amortization of debt discount and expenses, and amortization of premium on debt.

Interest on capital leases (Item 16.2): Include the interest element of capital leases paid during the year.

Capital gain or (loss) on retirement of equipment and other assets (Item 17):

Include the balance of gains and losses realized on sales, exchanges or retirement (resulting from obsolescence, accident, etc.) of flight equipment and other assets. Gain or loss on retirement is defined as the difference between the depreciated book value of the equipment at the date of retirement and the value realized.

Payments from public funds (Item 18): Include direct subsidies and other payments made by government bodies, not accounted for elsewhere.

Affiliated companies (Item 19): Include the balance of all income from affiliated companies and the losses of affiliated companies reimbursed in cash or recorded as a reserve against the investments (Part 2, Item 5.3).

Other non-operating items (Item 20): Include the balance of dividend income, except from affiliated companies (Item 19); profits and losses from non-operating property and equipment, from sales of securities owned, from foreign exchange transactions, from resale of long-term notes receivable, held in the air carrier's treasury; and other income and expenditures of a non-operating nature.

Non-operating items (total) (Item 21): Enter the sum of Items 16 through 20.

Profit or Loss (Items 22 to 26)

Profit or (loss) before income taxes (Item 22): Enter the sum of Item 15 and Item 21.

Income taxes (Item 23): Include central or other governmental taxes, excess profits taxes, taxes on undistributed surplus, and other taxes imposed on net income after netting off any refunds, or recoveries of taxes. If the net amount results in a payout, then the amount indicated for this item should be shown with a negative (-) sign.

Profit or (loss) after income taxes (Item 24): Enter the sum of Item 22 and Item 23.

Extraordinary items (Item 25): Enter the total figure for extraordinary items, and under "Remarks" indicate the nature of these items. Extraordinary items include income or expenses that arise from events or transactions which are clearly distinct from the ordinary activities of the enterprise and therefore are not expected to recur frequently or regularly. Whether an event or transaction is clearly distinct from the ordinary activities of the enterprise is determined by the nature of the event or transaction in relation to the business ordinarily carried on by the enterprise rather than by the frequency with which

such events are expected to occur. Examples of such items maybe losses suffered due to attachment of property of the air carrier, losses due to natural calamities, accounting changes (income or loss), legislative changes having retrospective effect, etc. If the extraordinary items reduce the profit or increase the loss for the reporting carrier, then the amount indicated for this item should be shown with a negative (-) sign.

Profit or (loss) after extraordinary items (Item 26): Enter the sum of Item 24 and Item 25.

REPORTING OF DATA FOR OPERATIONS CONDUCTED UNDER CERTAIN COMMERCIAL AGREEMENTS BETWEEN TWO OR MORE AIR CARRIERS

Pooled services: Each air carrier participating in pooled service agreements should report the total revenues of the traffic it carried on its services under the pool under the appropriate revenue items, broken down by type of traffic (Items 1.1 to 1.4), and the expenses it incurred for its own operations under the pool under the appropriate expense items (Items 5 to 12).

Revenues from capacity equalization payments should be included under Item 3.1. Payments made for capacity equalization of pooled services should be entered under Item 13.1.

Code-shared, blocked-space and joint services agreements: In the case of operations conducted under code-shared, blocked-space or joint services agreements, the operating carrier should report the gross revenue from the transportation of its own traffic, plus any additional revenue gained through the sale of aircraft space under these agreements. The total of these revenues should be broken down by type of traffic (Items 1.1 to 1.4). The relevant operating expenses are to be reported under the individual expense items identified under Items 5 through 12.

The *marketing carrier* is to report, under Item 3.1, net revenues generated under code-shared, blocked space or joint services agreements, i.e. revenues from the sale capacity on the operating carrier's aircraft less the costs incurred for the purchase of that capacity. Alternatively, the gross revenue may be reported under Item 3.1 and the related expenses, i.e. the costs incurred for the purchase of capacity from the operating carrier, may be reported under Item 13.1.

All traffic and capacity data for these services are to be reported by the operating carrier under Part 4. The marketing carrier is not to report any traffic or capacity data for these services.

Franchises: The carrier that is granting the franchise should report under Item 3.1 revenues net of expenses incurred in promoting the franchise as per the agreement. Alternatively, the gross revenue may be reported separately under Item 3.1. Any expenses incurred and attributable to promoting the franchise can be reported separately under Item 13.1.

The franchisee (the operating carrier) should report the revenues, broken down by type of traffic (Items 1.1 to 1.4), and the related operating expenses under the relevant expense items (Items 5 to 12). The franchisee should also include under Part 4 all the traffic and capacity data for these services.

Leased, chartered and interchanged aircraft: Revenues from aircraft chartered, interchanged or leased under an operating or short-term lease to another air carrier not operated under the control of the reporting carrier should be reported under Item 3.1. Revenues from the charter sale of the whole capacity of an aircraft to other parties when the transportation responsibility is that of the reporting carrier should be reported under Item 2. All the traffic and capacity data for these operations shall be included under Part 4.

PART 2 - BALANCE SHEET

Report the assets and liabilities as at the end of the reported year (calendar or fiscal).

The following describes the row items for which financial data will be entered across the respective columns:

Assets (Items 1 to 6)

Current assets (total) (Item 1)

Cash, bank balances and short-term investments (Item 1.1): Include cash and bank balances, including working funds, deposits in transit, special deposits for the payment of debts, dividends and interest, etc., and short-term investments due within one year from the date of the balance sheet.

Current accounts and notes receivable (Item 1.2): Include current accounts and traffic balances receivable, including net balances, subject to current settlement, receivable from affiliated companies; and notes receivable, due on demand or within one year of the date of the balance sheet, etc., less reserves provided for doubtful accounts.

Other current assets (Item 1.3): Include items not reported under Items 1.1 and 1.2, such as charges to subscribers on transportation contracts; interest and dividends receivable; the cost of materials, store stock and uncompleted work on store stock; supplies on hand

(such as fuels and oils); shop material; expendable tools; stationery and office supplies; passenger service supplies; and restaurant and food service supplies; the amount expended on uncompleted work for others and also prepayments of rent, insurance, taxes, etc. Do not include spare parts, instruments and accessories which are to be included under Item 3.

Special funds (total) (Item 2)

Investments in affiliated companies (Item 2.1): Include investments in stocks, bonds and long-term notes, and advances to affiliated companies.

Equipment purchase funds (Item 2.2): Include funds set aside solely for the purchase of equipment.

Other special funds (Item 2.3): Include funds set aside for such special purposes as contractual deposits, deposits in court, pension funds, self-insurance funds, etc. Investment in securities shall be recorded at cost; permanent impairment in value of such securities shall be written off and included under Item 3 of Part 3. Also, this item shall not include funds in which the air carrier has no beneficial interest and which it holds purely as a trustee.

Operating property and equipment (total) (Item 3): Include the cost to the reporting air carrier of assets used in transportation and incidental services. When such assets are disposed of by sale, retirement, abandonment, dismantling, etc., the cost thereof shall be credited to these accounts, and the reserve for depreciation shall be debited for the amount accrued therein applicable to the retired asset. When the renewal to be made to an important structure or to an item of equipment will constitute the major portion of its value when renewed, the property to which such renewals will apply shall be considered as retired property. The renewal shall be considered as a new unit and the cost thereof, together with the appraised value of the reused material, shall be recorded under the relevant heading in Item 3. These items shall not include the cost of patents, copyrights or other intangibles, which shall be charged to Item 5.2.

Flight equipment - owned (Item 3.1): Include the cost of aircraft, engines, components and spare parts that have been purchased outright by the reporting air carrier.

Ground property and equipment - owned (Item 3.2): Include the cost of passenger service equipment; hotel, restaurant and food service equipment; station communications equipment, meteorological equipment; hangar, shop and ramp equipment; floats, barges and equipment; motorized vehicles and equipment; motorized marine equipment; furniture, fixtures and office equipment; medical equipment; engineering equipment; airport and airway lighting equipment; storage and distribution

equipment; miscellaneous ground equipment; the initial cost of and improvements to leased property; construction work in progress; buildings and the value of land which cannot be segregated there from; and improvements to land not owned. Do not include improvements to land owned, such as the initial cost of clearing timber and brush, draining, filling, levelling, grading, etc., which shall be included under Item 3.5.

Flight equipment under capital leases (Item 3.3): Include the cost of flight equipment acquired by the reporting air carrier under a capital or finance lease, i.e. a lease for a period considered to be the whole or nearly the whole life of the aircraft. Such an aircraft is to be reported in the same manner as if it had been purchased outright, the cost being generally determined as equal to the aggregate value of the capital element of the lease payments, i.e. the total payment over the lease minus the specified or implicit interest element. The interest element paid each year is to be reported under Part 1, Item 16.2. Do not include flight equipment acquired under an operating or short-term lease, i.e. a lease for a period which is substantially less than the normal life of the aircraft (the cost of such lease arrangements is to be reported under Part 1, Item 5.4, nor flight equipment that is the property of the reporting air carrier but which is leased out under a capital lease arrangement.

Ground property and equipment under capital leases (Item 3.4): Include the cost of ground property acquired by the reporting air carrier under a capital or finance lease, i.e. a lease for a period considered to be the whole or nearly the whole life of the equipment. Such equipment is to be reported in the same manner as if it had been purchased outright, the cost being generally determined as equal to the aggregate value of the capital element of the lease payments, i.e. the total payment over the lease minus the specified or implicit interest element. The interest element paid each year is to be reported under Part 1, Item 16.2.

Reserve for depreciation (Items 3.1.1 and 3.2.1) and accumulated amortization (Items 3.3.1 and 3.4.1): Include accrued charges representing losses, not replaced by current repairs, occurring in physical property and suffered through current lessening of service value due to wear and tear from use and the action of time and the elements; and losses occurring through obsolescence, supersession, new technological developments, changes in popular demand, and the requirements of public authority.

Depreciation of flight equipment, ground property and equipment acquired under a capital lease arrangement should be charged in the same manner as if the said items were actually purchased. In some instances, the amount of depreciation charged against such items will equal the annual capital repayment, but in other instances the depreciation period may not be the same as the period of the lease.

In determining depreciation rates applicable to buildings and improvements on property not owned by the air carrier, consideration shall be given to the terms of the agreement under which the property is occupied. Depreciation shall not be accrued on expenditures on uncompleted units of property and equipment during the process of manufacture or construction; small units of property subject to constant renewal; and any other physical property which from the nature of its construction or its inherent characteristics is not depreciable. When changing conditions require revision in rates of depreciation, the new rates shall be applied to the revised estimated life of the equipment, and they shall not be made applicable retroactively to previous periods.

Reserve for deprecation is a reserve account and is shown on the debit side of the balance sheet to facilitate comparison with the historical cost of assets. This reserve item is built up from the amounts shown under Part 1, Items 7.1, 7.2 and 7.3 and from Part 3, Item 4.

Land (Item 3.5): Include the cost of land (including land acquired with buildings) used in air transportation service; amounts expended for improvements to land owned, such as the initial cost of clearing timber and brush, draining, filling, levelling and grading. The value of land which cannot be segregated from the value of buildings may be included under Items 3.2 or 3.4.

Non-operating property and equipment (total) (Item 4)

Non-operating property and equipment (Item 4.1): Include the cost of all non-operating property and equipment.

Less - allowance for depreciation and amortization (Item 4.1.1): Include the accumulated depreciation and amortization of the non-operating property and equipment.

Other Assets (total) (Item 5)

Deferred charges (Item 5.1): Include expenses pertaining to extension and development projects, the cost of extraordinary training, and other expenditures the disposition of which has been deferred beyond a period of one year, less the proportion that has been amortized or otherwise disposed of; unamortized discounts and expenses on the issue of long-term debt securities by the air carrier; and unadjusted accounts which cannot be cleared as at the date of the balance sheet.

Intangible assets (Item 5.2): Include goodwill, i.e. the excess of the consideration paid on the acquisition of a business over the net value of the assets received; any payments made for patents, copyrights, etc. *Investments in associated companies (Item 5.3).* Include investments in stocks, bonds and long-term notes and advances to associated companies.

Other assets (Item 5.4): Include all assets not otherwise reported. Total assets (Item 6). Enter the sum of Items 1 through 5, which should be equal to Item 11.

Total Assets (Item 6): Enter the sum of Items 1 through 5, which should be equal to Item 11 below.

Liabilities (Items 7 to 11)

Current liabilities (total) (Item 7)

Accounts, traffic balances and notes payable (Item 7.1): Include the current accounts and traffic balances payable, including balances subject to current settlement and payable to affiliated companies, and notes payable on demand or within one year from the date of the balance sheet.

Air traffic liability (Item 7.2): Include the value of passenger tickets sold for transportation by the air carrier but which have not been used or refunded as of the date of the balance sheet, and pre-paid amounts for the transportation of baggage, freight and mail the transportation of which has not been effected as of the date of the balance sheet. Depending on national accounting standards, also include the nominal value of unredeemed air journeys earned through frequent-flyer programmes.

Other current liabilities (Item 7.3): Include salaries and wages accrued and unpaid, interest and dividends accrued and unpaid, taxes accrued and unpaid, deposits by subscribers on transportation contracts, and other current and accrued liabilities.

Non-current liabilities (total) (Item 8): Include all liabilities that are not current but are material enough to be classified separately.

Long-term debt (Item 8.1): Include the face value (excluding accrued interest) of mortgages, bonds, trust certificates, debentures, receivers' certificates, notes and other long-term debt issued or assumed by the air carrier and in the hands of others. Any profit or loss realized on the resale of long-term debt securities held in the air carrier's treasury shall be recorded in Part 1.

Long-term obligations under capital leases (Item 8.2): Include the present value of unexpired contracts for the acquisition of aircraft under such lease arrangements.

Advances from affiliated companies (Item 8.3): Include advances, secured or otherwise, from affiliated companies and not subject to current settlement.

Reserves (Item 8.4): Include operating reserves, such as for overhaul of flight equipment; self-insurance reserves; pension reserves and any other reserves not otherwise provided

for. These reserves should be separately identified, to the extent possible, by a note in the "Remarks" section.

Other non-current obligations (Item 8.5): Include liabilities not otherwise provided for.

Deferred credits (total) (Item 9): Include unamortized premiums on all classes of long-term debt, securities issued or assumed by the air carrier, and other unadjusted accounts that cannot be cleared as at the date of the balance sheet.

Stockholder's equity (total) (Item 10)

Capital stock (Item 10.1): Include the consideration actually received, not in excess of the par or stated value, for all types of stock outstanding in the hands of the public. Indicate in the "Remarks" section whether the values reported are based on par value, stated value or otherwise. Any premium received over and above the par value, or in the case of no par value stocks, over the stated value, shall be reported under Item 10.2.

Capital surplus (Item 10.2): Include the excess of the asset value of property acquired over the cost to the air carrier; the excess of book value over the cost of shares of affiliated companies; profits or losses on resale of the air carrier's own stock held in its treasury; surplus resulting from reorganization or recapitalization; premiums received over the par value in the initial sale of capital stock, or in the case of no par value stock, over the stated value; and donations by stockholders.

Retained earnings (Item 10.3): The final balance in Part 3, Item 5 for the current and previous years after all appropriations and dividends have been taken into account.

Total liabilities and stockholder's equity (Item 11): Enter the sum of Items 7 through 10, which should be equal to Item 6 above.

PART 3 - STATEMENT OF RETAINED EARNINGS

The following describes the row items for which financial data will be entered across the corresponding columns:

Net balance of unappropriated retained earnings for previous years, as shown in Item 5 of last year's statement of retained earnings (Item 1): It is the opening balance of the statement of retained earnings.

Profit or (loss) after extraordinary items for this year (Item 26 of Part I) (Item 2): Self-explanatory.

Adjustments (total) (Item 3): Include the adjustments specified under Items 3.1 and 3.2, and any others (such as tax adjustments for previous years and adjustments for revaluation of securities), which should be specified and reported under Item 3.3.

Appropriations (total) (Item 4): Include such items as appropriations from profits to provide for special contingencies, to create or maintain reserves, etc.

Net balance of unappropriated retained earnings for the current (equal to Item 10.3 of Part 2) (Item 5): This is the closing balance of this year's statement of retained earnings and the opening balance of next year's statement.

PART 4 - TRAFFIC AND CAPACITY DATA

Report the air carriers' total traffic and capacity statistics for international and domestic operations on scheduled and non-scheduled services corresponding to the operating revenues and expenses identified in Part 1. Should the traffic and capacity data reported not be consistent with that reported in Air Transport Reporting Form A - Traffic - Commercial Air Carriers, the reasons for the difference should be noted under "Remarks".

Passenger-kilometres performed (Item 1): Enter the sum of the products obtained by multiplying the number of revenue passengers carried on each flight stage by the stage distance. The resultant figure is equal to the number of kilometres travelled by all passengers.

Seat-kilometres available (Item 2): Enter the sum of the products obtained by multiplying the number of passenger-seats available for sale on each flight stage by the corresponding stage distance. Seats not actually available for the carriage of passengers because of higher amount of fuel required or other payload/operational restrictions should be excluded from the calculations.

Tonne-kilometres performed (Items 3.1 to 3.4): Enter the sum of the products obtained by multiplying the number of tonnes of revenue load (i.e. one for which remuneration is received) carried on each flight stage by the corresponding stage distance.

Passengers (including baggage) (Item 3.1): Normal baggage allowance and excess baggage should be included here. To convert aircraft passenger loads into weight loads,

the number of passengers carried is multiplied by a factor representing the average mass of the passenger plus both normal baggage allowance and excess baggage. This conversion factor is left to the discretion of the operator. However, where an air carrier does not have a factor representing the average mass of the passenger plus both normal baggage allowance and excess baggage to convert them into a mass, it is recommended that 100 kilograms be used.

Freight (including express) (Item 3.2): Express and diplomatic bags should be included under this item.

Mail (Item 3.3): All correspondence and other objects tendered by and intended for delivery to the postal administrators should be included under this item.

Total (Item 3.4): Enter the sum of Items 3.1 to 3.3 above. The factor to convert freight and mail loads from volume into mass is left to the discretion of the carrier. However, if no conversion factor is available, it is recommended that 161 kilograms per cubic meter be used.

Tonne-kilometres available (Item 4): Enter the sum of the products obtained by multiplying the number of tonnes of payload capacity available above and below the deck for the carriage of revenue load (passengers, freight and mail), taking into account payload and operational restrictions on the supply of capacity where applicable, on each flight stage by the corresponding stage distance.

Appendix A

Conversion Factors

I — From the imperial system to metric system

1 short ton (2 000 lb) = 0.9072 tonnes

1 long ton (2 240 lb) = 1.0160 tonnes

1 statute mile (5 280 feet) = 1.6093 kilometres

1 nautical mile (6 080 feet) = 1.8531 kilometres

1 ton-mile (short tons and statute miles) = 1.4600 tonne-kilometres

1 ton-mile (long tons and statute miles) = 1.6352 tonne-kilometres.

1 kg = 0.001 tonnes

Note. — “Tonne” denotes metric and “ton” the imperial system of measurement.

II — Default mass/densities values

Air carriers are encouraged to use the values which best correspond to their operations, however if no other values are available, it is recommended the following factors be used:

Passenger mass including checked baggage: 100 kg

Freight density: 161 kg/cubic metre

Baggage density: 161 kg/cubic metre

Jet fuel density: 0.8 kg/litre

Appendix B

Symbols

The following symbols are to be used in the completion of the ATR Forms:

*	estimated data (asterisk immediately following the estimated figure)
(blank)	category not applicable
na	data not available.