



INSTRUCTIONS

QUARTERLY REPORTING (C.B. 40/1 TO 40/4)

The Quarterly Reports are to be completed by all financial Institutions for the periods January–March, April–June, July–September and October–December of each calendar year and submitted within 20 working days of the period to which the Return relates to:

Chief Economist, Research
Attn: Financial Systems Returns
Research Department
Central Bank of Trinidad and Tobago

STATEMENT OF INCOME AND EXPENSES (C.B. 40/1)

CLASS: 4 – OPERATING INCOME

ACCOUNT: 41 – INTEREST INCOME

DESCRIPTION: Includes all income (collected and accrued) produced by interest earning assets such as due from bank accounts, Interbank funds sold, Investments and Loans.

SUB-ACCOUNT: *4101 – DUE FROM BANK ACCOUNTS*

DESCRIPTION: Report the amount of interest income during the reporting period on operational balances kept with other domestic and foreign banks. Also include interest earned on overdrawn operating accounts maintained by other banks with the reporting bank.

ITEMS: 410101 – Local
410102 – Foreign

SUB-ACCOUNT: *4102 – INTERBANK FUNDS – SOLD*

DESCRIPTION: Include in this sub-account, the gross revenue obtained by the bank during the reporting period on the sale of Interbank funds.

SUB-ACCOUNT *4103 – TOTAL INVESTMENTS*

DESCRIPTION: Include the amount of interest earned during the reporting period on all Treasury Bills, Public Bonds, Time Deposits and other local and foreign interest producing investments.

ITEMS: 410301 LOCAL INVESTMENT
 410302 FOREIGN INVESTMENT

SUB-ACCOUNT: *4104 – LOANS*

DESCRIPTION: Include all interest earned (collected and accrued) and discounts on all assets included in the total reported under Account 14 “Loans”, other than Account 1404 – ‘Lease Financing’, which income should be reported as operating income Account 48 – ‘Lease Income’. Owing to the Debit/Credit fluctuations on overdraft loans, the Interest reported for the six months cannot be directly matched with the loan balances recorded at specific periods.

Include all past due interest charges on loans.

Interest rebated to customers on loans paid before maturity should be deducted from gross interest on loans, and not reported as an expense.

ITEMS: 410401: Loans, Advances, Discounts and Credit Cards
 401402: Accounts Receivable Financing
 410403: Real Estate Loans

 41040301: Bridging Finance
 41010302: Real Estate Mortgages

ACCOUNT. 42 – FEE INCOME

DESCRIPTION: Include all income earned during the current reporting period on fees on Loans, Customers’ Liability on Acceptances, Loan/Lease Commitments and Services provided by the institution to its customers subject to fees.

SUB-ACCOUNT: *4201 – LOANS*

DESCRIPTION: Include all investigation and other service fees earned on all assets categorized under Account 14 “Loans”.

SUB-ACCOUNT: *4202 – CUSTOMERS’ LIABILITY ON ACCEPTANCES*

DESCRIPTION: Include all fees earned on the acceptance of Customers’ liabilities for Drafts and Bills of Exchange, Bonds, Guarantees, Indemnities, Bankers Acceptances and the Issuance of Letters of Credit.

SUB-ACCOUNT *4203 – LOAN/LEASE COMMITMENTS*

DESCRIPTION: Include all fees on the granting of lines of credit or commitments to grant loans or enter into lease financing operations.

SUB-ACCOUNT: 4204 – ADMINISTRATION FEES – HMB

DESCRIPTION: Include all fees received for mortgages administered on behalf of the Home Mortgage Bank. (HMB)

SUB-ACCOUNT 4205 – SERVICE FEES

DESCRIPTION: Include fees and commissions charged for bank services such as (i) service charges on deposit accounts (including charges for standing orders), (ii) commissions from foreign exchange transactions (to be reported net), (iii) fees for security brokerage, (iv) rental of safety deposit boxes, (v) bond/note flotation and (vi) other fees such as fees for collection of bills for public utilities and other firms.

ITEMS	420501:	Service Charges on Deposit Accounts
	420502:	Commissions from Foreign Exchange Transactions (Net)
	420503:	Securities Brokerage
	420504:	Rental of Safety Deposit Boxes
	420505:	Bond/Note Flotation
	420509:	Other

SUB-ACCOUNT: 4209 – OTHER (Specify)

ACCOUNT: 43 – DIVIDEND INCOME

DESCRIPTION: Include all income from holdings of equities reported in Account 13 “Investments”.

ACCOUNT: 44 – RENTAL INCOME

DESCRIPTION: Include gross rentals on particulars owned by the reporting institution including those which were acquired for debts previously contracted.

ACCOUNT: 45 – FOREIGN EXCHANGE INCOME (PROFIT/LOSS)

DESCRIPTION: This account reflects the profit/loss obtained by the reporting institution during the period as a result of the fluctuations in the value of their accounts in the various foreign currencies.

ACCOUNT: 46 – TRUSTEE SERVICES

DESCRIPTION: Report under this account all income earned on trustee services provided by the reporting institution.

ACCOUNT: 47 – LEASE INCOME

DESCRIPTION: Report under this account all income obtained from lease finance operations. Include full lease rentals in the case of operating leases and finance charges only in the case of finance leases.

ACCOUNT: 48 – OTHER INCOME

DESCRIPTION Report under this Account all operating income of the reporting institution not required to be detailed in Accounts 41 through 47.

CLASS 5 – OPERATING EXPENSES

DESCRIPTION Comprises those accounts which reflect ordinary and recurring financial costs and expenses incurred during the reporting period by the reporting institution. If the reporting institution regularly charges accruals of interest or other expenses to appropriate expense accounts, the amount of expenses thus accrued should be reported against the appropriate operating expense in the period in which such expenses are accrued regardless of when the payments are actually made. In the balance sheet such accrued and unpaid expenses should be report in Account 26 “Other Current Liabilities”.

ACCOUNT: 51 – INTEREST EXPENSE

DESCRIPTION: Includes all interest expenses incurred by the reporting institution in the reporting period for Demand deposits, Savings deposits, Time deposits, Interbank Funds Bought, Central Bank short-term funds, Borrowings up to one (1) year, and long-term borrowings.

SUB-ACCOUNT: 5101 – DEMAND DEPOSITS

DESCRIPTION: Include interest expense on Interest-Bearing Demand Deposit accounts.

SUB-ACCOUNT: 5102 – SAVINGS

DESCRIPTION: Include the total interest expense incurred by the bank in the reporting period on savings accounts reported in Account 21, Sub-Account 2102.

SUB-ACCOUNT: 5103 – TIME DEPOSITS

DESCRIPTION: Include the interest expense on deposits classified as time deposits in Account 21, Sub-Account 2103.

SUB-ACCOUNT: 5104 – INTERBANK FUNDS – BOUGHT

DESCRIPTION: Include the gross interest expense incident to the purchase of interbank funds during the reporting period.

SUB-ACCOUNT: 5105 – CENTRAL BANK FUNDS

DESCRIPTION: 510501 – Include interest expenses on all borrowings over fifteen (15) days from the Central Bank.

510502 – Include interest expenses on all borrowings over fifteen (15) days from Central Bank. Also include interest paid on long term fund.

SUB-ACCOUNT: 5106 – BORROWINGS (UP TO 1 YEAR)

DESCRIPTION: Include interest expensed on all borrowings EXCEPT BORROWINGS FORM THE CENTRAL BANK, all “due to” bank accounts and any other borrowing over 15 days but less than 365 days. Interest expensed on ‘due to’ bank accounts (liability item 2402) includes interest on the reporting banks overdrawn operational accounts with other commercial banks, both local and foreign, as well as interest expensed on all operation accounts (credit balances) maintained by other commercial banks, local and foreign, with the reporting bank.

SUB-ACCOUNT: 5107 – LONG TERM BORROWNGS

DESCRIPTION: Include the interest expense on all borrowings for periods in excess of 365 days.

SUB-ACCOUNT: 5109 – OTHER

ACCOUNT: 52 – SALARIES AND RELATED BENEFITS

DESCRIPTION: This Account includes all compensation and supplementary benefits of all full time officers and employees, and part time employees other than “Temporaries”, which should be reported under Account 58 –‘Other’. Include bonuses and extra compensation amounts withheld from salaries for National Insurance and contributions to the reporting institution’s retirement or pension plan.

Also include such employee benefits as the reporting institution’s contribution to its retirement and pension fund; vacation bonuses, hospitalization insurance premiums paid by the reporting institution, unemployment and NIS deductions paid by the reporting institution on its own account; net cost of dining rooms, medical services, uniforms and other fringe benefits.

ACCOUNT: 53 – PROFESSIONAL SERVICES (LOCAL)

DESCRIPTION: Include all local expenses for professional services, such as legal, management and investment counsel if such advisors are not salaried employees of the reporting institution.

ACCOUNT: 54 – PROFESSIONAL SERVICES (FOREIGN)

DESCRIPTION: Include all foreign expenses for professional services, including administrative payments to former overseas Head Offices of local banks.

ACCOUNT: 55 – OCCUPANCY EXPENSE

DESCRIPTION: This Account should reflect the gross expense owned or rented by the reporting institution. Include normal and recurring depreciation charges on premises applicable to the current period; ordinary repairs to premises and leasehold improvements and the cost of leasehold improvements not carried on the books of the reporting institution as an asset; and all other current expenses

connected with the use of premises such as electricity, water, janitorial services etc.

ACCOUNT: 56 – ADDITIONS (RELEASES) TO PROVISIONS

DESCRIPTION: Include in this Account all additions to or releases from provisions for loan loss. When a loan has been classified as non-performing, this Provisions Account should be increased by interest accrued and unpaid plus the loan balance net of the realizable value of loan security. See Note to Asset Account 1409 “Specific Loan Loss Provision”.

ACCOUNT: 57 – LOANS WRITTEN OFF

DESCRIPTION: Include the total value of all loans written off as an irrecoverable debt for the reporting period.

ACCOUNT: 58 – OTHER OPERATING EXPENSE

DESCRIPTION Report under this Account all operating expenses of the reporting institution not required to be detailed in Accounts 51 through 57.

SUB-ACCOUNTS: 5801 – DEPRECIATION

580101 – FIXED ASSETS
580102 – AMORTISATION ON LEASE ASSETS

5802 - ESCORT AND GUARD FEES
5803 - SOFTWARE DEVELOPMENT
5804 - ADVERTISING
5805 - COST AND MAINTENANCE OF FURNITURE AND EQUIPMENT
5806 - ENTERTAINMENT
5807 - DEPOSIT INSURANCE
5809 - OTHER

ACCOUNT: 61- OPERATING PROFIT (LOSS)

DESCRIPTION: Enter under this account the difference between Income (Class 4) and Operating Expenses (Class5).

ACCOUNT: 62 - DIVIDENDS FROM EQUITY IN SUBSIDIARIES AND AFFILIATES

DESCRIPTION: Include under this account the cash dividends from equity in subsidiaries and affiliates.

ACCOUNT: 63 – Profit (LOSS) BEFORE EXTRAORDINARY ITEMS

DESCRIPTION: Enter under this account the sum of Accounts 61 and 62.

ACCOUNT: 64 – EXTRAORDINARY INCOME

DESCRIPTION: Include all income obtained during the reporting period from extraordinary or non-recurring transactions such as income received from the sale of assets acquired for debts previously

contracted, sale of fixed assets, income on the sale of securities and other.

ACCOUNT: 65 - EXTRAORDINARY EXPENSES

DESCRIPTION: Include all expenses incurred in deriving extraordinary incomes as well as all other expenses of a non-recurring nature.

ACCOUNT: 66: PROFIT (LOSS) BEFORE TAX

DESCRIPTION: Enter under this account the sum of Accounts 63 and 64 less Account 65.

ACCOUNT: 67 - INCOME TAXES

DESCRIPTION: Include all income taxes levied against the reporting institution for the current reporting period.

ACCOUNT: 68 - NET PROFIT (LOSS) AFTER TAX

DESCRIPTION: Reflects the net result obtained by the reporting institution during the reporting period. To arrive at the net profit or loss figure (after tax) deduct Account 67 from Account 66.

ACCOUNT: 69 - ADJUSTMENTS TO PRIOR PERIODS

DESCRIPTION: Adjustments that become necessary as a result of errors or omissions in the financial statements of one or more previous periods. Where necessary, supplementary information may be given so as to provide full disclosure of each prior period adjustment (e.g. where amounts are material or to differentiate between Prior Period Items vs. changes in Accounting Estimates vs. changes in Accounting Policies).

ACCOUNT: 70 - NET PROFIT (LOSS) FOR THE PERIOD

DESCRIPTION: Reflects the net result obtained by the institution for the reporting period, after all adjustments. Add/Deduct Account 69 from Account 68 to arrive at this position.

MEMO: - DIVIDENDS

Include dividends paid/proposed in respect of the earnings of the reporting period. Do not include dividends paid during the reporting period which were declared in a prior period.

CLASS: 9 - STATEMENT OF ACCUMULATED PROVISION

ACCOUNT: 91 - BALANCE AT BEGINNING OF PERIOD

DESCRIPTION: Reflects the balance of Account 1409 "Provision for loan losses" as at the beginning of the reporting period.

ACCOUNT: 92 - ADDITIONS

DESCRIPTION: Include all amounts set aside during the reporting period in respect of anticipated losses in the loan portfolio.

ACCOUNT: 93 – RECOVERIES

DESCRIPTION: Include loan collections received in the reporting period in respect of loan balances written off in prior periods.

ACCOUNT: 94 – RELEASES

DESCRIPTION: Include amounts set aside in prior periods which have been credited to the Profit & Loss account during the reporting period. This reflects the amount of funds which the reporting institution considers to be in excess of its loan loss provision requirements.

ACCOUNT: 95 – WRITE-OFFS

DESCRIPTION: Include the total value of all loans written off as an irrecoverable debt for the reporting period.

ACCOUNT: 96 – BALANCE AT END OF PERIOD

DESCRIPTION: Reflects the balance at the Beginning of the reporting period, adjusted for Accounts 92 through 95.

STATEMENT OF EMPLOYMENT AND BRANCH OFFICES (C.B. 40/2)

DESCRIPTION: Record the number of employees of the reporting institution as at the end of June and end of December of each calendar year. Employees are categorized as either permanent (full-time and part-time) or Temporary (full-time and part-time) and these two classes are disaggregated in Section “A” by Head-Office, Branch or Other Offices and in Section “B” by type of job function. The item B.1 Managerial refers to all personnel in salary ranges of the manager of the smallest branch and above.

Also record the total number of branches and other offices (not including Head Office) operated by the reporting institution as at the end of June and end of December of each calendar year.

Branch offices refer to locations offering to the public the range of banking services, primarily deposit/loan transactions.

Other offices refer to agencies, credit card centers and other administrative offices other than Head Office.

SECURITIES HELD ON LOANS (C.B. 40/3)

DESCRIPTION: Record the total value of securities held as collateral on loans granted by the reporting institution. All securities should reflect, as far as possible, a current valuation. With the exception of second mortgages, report data for primary securities only, that is the reporting institution should have the first legal charge on the

security. (Note that the total value of securities should reflect the current valuation of the total value of securities held and **not** the outstanding loan balance for over-secured loans).

NUMBER OF ACCOUNTS (C.B. 40/4)

DESCRIPTION: Record the number of each category of Deposit and Loan accounts existing as at the end of June and end of December of each calendar year. See the Monthly Instructions for a full description of the range of Deposit and Loan accounts. For credit cards report the number of accounts and not the number of cards issued.