

THE GAZETTE OF PAKISTAN

EXTRAORDINARY
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ISLAMABAD, WEDNESDAY, FEBRUARY 14, 2001

PART II

Statutory Notifications (S.R.O.)
Securities and Exchange Commission of Pakistan

NOTIFICATION

Islamabad, the 13th February, 2001

S.R.O. 97(1)/2001.- In exercise of powers conferred by clause (c) of sub-section (1) of section 230 of the Companies Ordinance, 1984 (XLVII of 1984), and clause (o) of sub-section (4) of section 20 of the Securities and Exchange Commission Act, 1997 (XLII of 1997), the Securities and Exchange Commission of Pakistan is pleased to make the following Order, namely:-

SUGAR INDUSTRY (COST ACCOUNTING RECORDS) ORDER, 2001

1. **Short title, application and commencement.-** (1) This order may be called the Sugar Industry (Cost Accounting Records) Order, 2001.
 - (2) This Order shall apply to every company engaged in production of sugar in any form excepting liquid sugar.
 - (3) It shall come into force at once.
2. **Maintenance of Records.-** (1) Every company to which this order applies shall, in respect of each financial year commencing on or after the commencement of this order, keep cost accounting records, containing, *inter-alia*, the particulars specified in Schedules I, II and III to this Order.
 - (2) The cost accounting records referred to sub-paragraph (1) shall be kept in such a way as to make it possible to calculate from the particulars entered therein, the cost of production and cost of sales of white sugar separately, during a financial year.
 - (3) Where a company is manufacturing any other product in addition to sugar, the particulars relating to the utilization of materials, labour and other items of cost in so far as they are applicable to such other product, shall not be included in the cost of sugar.
 - (4) It shall be the duty of every person referred to in sub-section (7) of Section 230 of the Companies Ordinance, 1984 (XLVII of 1984), to comply with the provisions of sub-

paragraph (1), (2), (3), in the same manner as they are liable to maintain books of financial accounts required under Section 230 of the said Ordinance.

3, **Penalty.** -- If a Company contravenes the provisions of this order, such Company and every officer thereof referred to in sub-paragraph (4) of paragraph 2 shall be punishable under sub-section (7) of section 230 of the Companies Ordinance, 1984 (XLVII of 1984).

SCHEDULE I **[See paragraph 2(1)]**

I. MATERIALS:

(i) Direct Materials:

- (a) Adequate records shall be maintained showing separately the quantity and cost of sugar-cane procured at the factory gate or other collection centers. Where sugar cane is grown in farms owned or taken on lease by the company, detailed records shall be maintained in a mill suitable proforma so as to enable computation of the cost of such sugar cane. The rate fixed by the Government from year to year adopted for pricing the sugar cane supplied by the sugar cane grower (growers) to the sugar shall be indicated in the cost records.
- (b) Where beet is used as raw material for the production of sugar, separate records shall be maintained on the lines similar to sugar-cane.
- (c) A separate proforma must be maintained to record sugar-cane and beet procurement expenses along with other related expenses. These expenses shall be separately determined.
- (d) All issues of materials shall be reconciled with figures shown in Annexure to Schedule III, or in any other form as near thereto as possible. Any losses or surpluses arising as a result of physical verification of inventories and adjustments thereof shall be clearly indicated in the cost records.
- (e) Record of purchase/supply through Indent by suppliers shall be maintained showing the rates at which the various quantities of materials are to be acquired. The records shall indicate principal features of each Indent particularly conditions relating to quantity, quality, price, period of delivery and discounts.
- (f) If the quantity and value of materials consumed in a company are determined on any basis other than actuals for example at standards, the method adopted shall be mentioned in cost records and followed consistently. The overall reconciliation of such quantities and values of materials with the actuals shall be made at the end of the financial year explaining the reasons for variances. The treatment of such variances in determining the cost of items referred to in Para 2 shall be indicated in the cost records.

- (g) The records shall be maintained in such detail as may enable the company to readily provide data required in the various Annexures to Schedule III to this order in a verifiable state.

(ii) Process material:

Adequate records shall be maintained to show the receipts, issues and balances, both in quantities and costs of each item of the process material such as lime, sulphur, super phosphate, caustic soda, filter cloth and other chemicals. The cost shall include all direct charges up to works, wherever specifically incurred. The issues of material shall properly be identified with the departments or cost centers.

(iii) Consumable stores, small tools, machinery spares etc.

- (a) Adequate records shall be maintained to show the receipts, issues and balances, both in quantities and cost of each item of consumable stores, small tools and machinery spares. The costs shown shall include the direct charges up to works, wherever specifically incurred.
- (b) In case of small tools, the costs of which are insignificant, the company may maintain such records for the main groups of such items.
- (c) The cost of issues of consumable stores, small tools and machinery spares, shall be charged to the relevant heads of accounts such as repairs to plant and machinery, or repairs to building. Material consumed on capital works such as addition to buildings, plant and machinery and other assets shall be shown under the relevant capital heads.

(iv) Wastages, spoilages, rejections or losses etc.:

Adequate records shall be maintained showing the quantity and cost of wastages, spoilages, rejections and losses of sugar-cane and other raw materials, process materials, consumable stores, small tools and machinery spares, whether in transit, storage, or for any other reason. The method followed for adjusting the above losses as well as the income derived from the disposal of scrap, if any, in determining the cost of the product shall be disclosed in such details as may enable the company to arrive at the net cost of white sugar produced.

II. EXCISE DUTY AND SALES TAX

Adequate record of excise duty and Sales Tax paid and the rebate claimed or earned in case of allowance for excess production or export of sugar shall be maintained along with the record of white sugar manufactured. Calculation for rebate shall be worked out through formula prescribed by the government. The working of the adjustment or claim, if any, shall also be shown.

III. SALARIES AND WAGES:

- (a) Adequate record shall be maintained to show the attendance of workers employed by the company whether on regular, seasonal, temporary, or on contract basis, as the case may be. Proper record shall also be maintained in respect of payment made for overtime work and production incentives whether in the shape of production bonus or incentives based on output given to the workers. Payment of any retirement benefits including pension, provident fund, gratuity, old age benefits, contribution and any welfare expenses shall also be included in the labour or factory overhead cost of beneficiary cost center/

department. This will be done in a manner that labour cost is available for each cost center or department and for each product whether by-product or main product so that different Annexures of Schedule III to this order, are filled properly and easily.

(b) Fair and reasonable allocation shall be made for wages paid to such direct labour as has been utilized in more than one departments, between the various departments or cost centers and the basis of such allocation shall be consistently followed. Idle time or lay-off payments shall be recorded separately indicating the reasons and the method of treatment in the calculation of the cost of the items referred to in Paragraph 2. Any wages paid for additions to plant a machinery or other capitalised assets, shall be capitalized and excluded from the cost statements of white sugar produced.

(c) Benefits paid to the employees other than covered in (a) above shall be worked out separately and shown in the cost statement department wise.

IV. SERVICE /DEPARTMENTS

Adequate records shall be maintained to indicate the expenses incurred for each services department or cost center. In the case of multi-product companies these expenses shall be apportioned to other service and production departments on an equitable basis. Where these service departments serve products other than white bagged sugar suitable bases shall be worked out so that the share apportioned to white bagged sugar is worked out and applied consistently.

V. UTILITIES

(i) Steam.- Adequate records showing the quantity and cost of steam raised and consumed shall be maintained in such detail as may enable the company to fill up the necessary particulars in Annexure 7 to schedule II to this Order. The cost of steam consumed by the Sugar mill and other units of the company shall be calculated on a reasonable basis and applied consistently. The cost of steam should be allocated to electric power house, white bagged sugar and other users including staff colony and office building etc. Basis adopted for valuation of steam at different pressures shall also be indicated in the records.

(ii) Electric Power.- Adequate record of cost of electric power generated by the company and purchased shall be kept in such details as may enable the company to furnish the necessary cost data as in Annexure 8 to Schedule III to this Order. The records shall be so maintained as to enable assessment of consumption of power by different departments or production units or cost centers. Allocation of cost of electric power shall be on the basis of actual consumption, if separate meters are installed; or on the basis of technical estimates in the absence of separate meters. In the case of fixed charges or fuel adjustment surcharge claimed by the utility company, irrespective of the actual power consumed and if the amount payable as per actual consumptions fall below the contractual minimum, the difference between the contractual minimum and the actual amount shall be treated as fixed or period cost and transferred to other factory expenses statement [Annexure 9 of Schedule III]. Cost of power consumed in and chargeable to non-production departments, if significant, shall be shown separately. Record shall also be kept for any electric power sold to out-side agencies.

Note: In case of self-generation quantity and reasons for under utilization shall be specified and the relevant cost shall be treated as fixed or period cost.

VI. REPAIRS AND MAINTENANCE

Adequate records showing the expenditure incurred on workshop facilities for repairs and maintenance of buildings, civil works, offices and plant and machinery in different departments and cost centers shall be maintained on regular basis. Details of costs incurred and the basis of allocation of repairs and maintenance expenditure to different departments or production units shall be indicated. Cost of work of capital nature, heavy repairs, and overhaul cost, benefit of which is likely to be spread over a period longer than the financial year, shall be shown separately.

If a separate maintenance team is working for a particular department, the salaries, wages, cost of consumables, spars and tools shall be charged as direct expense of that department.

If the maintenance services are utilized for other products, the portion utilized for them shall be segregated and charged thereto.

VII. DEPRECIATION

(a) Adequate records shall be maintained showing values and other particulars of fixed assets in respect of which depreciation is to be provided. The records shall, inter alia, indicate the cost of each item of asset, the date of its acquisition, accumulated depreciation, the rate of depreciation and the depreciation charge, for the relevant period.

(b) Basis on which depreciation is calculated and allocated to the various departments and products shall be clearly indicated in the records.

(c) Amount of depreciation chargeable to different departments, production units or cost centers, for the financial year shall be in accordance with the provisions of clause (F) of Part II of the Fourth Schedule to the Companies Ordinance, 1984, and shall relate to the plant and machinery and other fixed assets utilized in such departments or units or cost centers. The method once adopted shall be applied consistently.

VIII. INSURANCE

(a) The record shall be maintained showing the insurance premia paid for the various risks covered on the assets and other interests of the company.

(b) Method of allocating insurance cost to the various departments shall be indicated in the cost records and followed consistently.

IX. OTHER OVERHEADS

Adequate records showing the amounts comprising the manufacturing overhead expenses other than those already mentioned and details of apportionment thereof to the various departments or processes shall be maintained.

If products other than white bagged sugar are also being produced in the factory, adequate bases should be developed to apportion the overhead cost equitably.

X. BY-PRODUCTS

Detailed records shall be maintained for each item of by-product showing the production, disposal and balance both in quantity and value. The basis adopted for valuation of the by-products shall be equitable and consistent. Records indicating the actual sales realisation of by-products shall also be maintained.

XI. WHITE SUGAR TRANSFERRED FOR SELF USE

Adequate records shall be maintained showing the quantity and cost of white sugar transferred to other units of the company for self consumption. The rate at which such transfers are affected shall be disclosed in the cost records.

XII. WORK-IN-PROCESS AND FINISHED GOODS STOCK

The method of valuation of work-in-process and finished goods stock shall be indicated in the cost records so as to reveal the cost elements that have been taken into account in such computation. The cost element shall be related to the items referred to in the relevant Annexures to Schedule III to this Order. The costing method adopted shall be consistently followed. Treatment of differences, if any, on physical verification of stocks with book balances, shall also be indicated in the cost records.

XIII. ADJUSTMENT OF COST VARIANCE

Where the company maintains cost records on any basis other than actuals, such as standard costing, the records shall indicate the procedures followed by the company in working out the actual cost of the product under such systems. The method followed for adjusting the cost variances in determining the actual cost of the product shall be indicated clearly in the cost records. The reasons for the variances shall be indicated in detail in the cost records.

XIV. INTER-COMPANY TRANSACTIONS

In respect of supplies made or services rendered by the company to its holding company or a subsidiary of a company in the same group or company in which a Director of the Company is also a Director in such companies and vice versa, records shall be maintained showing contracts entered into, agreements or understanding reached, in respect of:-

- (a) Purchase and sale of raw materials and process materials;
- (b) Utilisation of plant facilities;
- (c) Supply of utilities; and
- (d) Administrative, technical, managerial and other consultancy services.

These records shall indicate the basis followed to arrive at the rates charged between them so as to enable determination of the reasonableness of the rate charged or paid for such services.

XV. RECONCILIATION OF COST AND FINANCIAL ACCOUNTS

- (a) If integrated accounts are not maintained, the cost records shall be periodically reconciled with the financial accounts to ensure accuracy. Variations, if any, shall be clearly indicated and explained.
- (b) The reconciliation shall be done in such a manner that the profitability of each product produced and sold is correctly judged and reconciled with the overall profits of the company from all of its activities.
- (c) Adequate cost records shall be maintained in a manner so that the cost statements may be properly compiled.

XVI. STATISTICAL RECORDS

- (a) Data such as the duration of crushing period, the quantity of each grade of white sugar produced, mill stoppages during the season indicating the reasons, quantity of by-products obtained, percentage of sugar balance, bagasse, press-mud, molasses and sugars shall be kept in detail.
- (b) The data maintained in the cost records shall be reconciled with the periodical returns submitted by the company to excise and other authorities.
- (c) Companies may develop an appropriate standard for use as a basis to evaluate performance properly.

A. COMPANY INFORMATION

- 1. Name of the Company.
- 2. Date of Incorporation.
- 3. Location of Registered Office.
- 4. Location of Factory/Factories.
- 5. Products other than sugar being manufactured.
- 6. Installed Cane Crushing Capacity in tones.

B. PRODUCTION DATA

S.No (1)	Particulars (2)	Current Year (3)	Previous Year (4)
1 (a)	CANE CRUSHED Date of start Date of Finish Duration of run days Total number of hours in duration Total number of hours of actual crushing Total numbers of hour lost Total cane milled (tonnes) Converted maunds Total mixed juice obtained (tonnes)		
(b)	<u>GUR MELTED</u>		

2			
	JUICE & ADDED WATER		
	Average mixed juice % cane		
3	Average added water % cane		
	SAGAR MADE		
	Total sugar bagged of all grade (100 kg)		
	(50 kg)		
	Sugar bagged (tonnes)		
4	Sugar in process (tonnes)		
	MOLASSES EXTRACTED		
	Total molasses sent out (tonnes)		
5	Molasses in process (tonnes)		
	RECOVERY %		
	Laboratory test percentage recovery of sugar cane		
	Average recovery of marketable white sugar % cane		
6	Average production of final molasses % cane		
	BY- PRODUCTS		
	Bagasses % cane (calculated) (tonnes)		
7	V.F. Cake % cane (tonnes)		
	CLARIFICATION PROCESS		
	Specify the process used by the mill		

SCHEDULE III
[see para 2(1)]

STATEMENT SHOWING COST OF PRODUCTION & SALE OF
WHITE BAGGED SUGAR FOR THE YEAR ENDED _____

Quantitative Data – Bagged Sugar
Opening Stock (M.Ton)

Production (M.Ton)
Closing Stock (M.Ton)
Sales (M.Ton)

S.No (1)	Particulars (2)	Current Year		Previous Year	
		Amount Rs	Cost per Ton of Sugar	Amount Rs.	Cost per Ton of Sugar
1	Raw Materials a) Sugar Cane (Annex 3) b) Beet (Annex 4) c) Gur d) Raw Sugar e) Process Material (Annex 5)				
2	Salaries/Wages and benefits (Annex 6)				
3	Consumable Stores				
4	Repairs and maintenance				
5	Utilities Steam (Annex 7)				
6	Electric Power (Annex 8)				
7	Water & Gas				
8	Insurance				
9	Depreciation				
10	Other Factory Overheads (Annex 9)				
11	Total Cost				
12	ADD : Opening Stock of W.I.P.				
13	LESS : Closing Stock of W.I.P.				
14	Total Cost of goodsManufacturing				
15	Less: Realisable value of By-Products Molasses Bagasse Others				
16	Net Cost of goods Manufacturing:				
17	Add: Packing Material & Handling				
18	Net Cost of Bagged Sugar				
19	Add: Excise Duty / sales tax				
20	Total Cost of Bagged Sugar:				
21	Add: Opening Stock of Sugar				
22	Less: Closing Stock of Sugar				
23	Cost of Sales				
24	Administrative Expenses (Annex 10)				
25	Selling & Distrib. Expenses (Annex 11)				
26	Financial Expenses Other Charges				
	Total Cost to Make and Sell				

STATEMENT SHOWING COST OF SUGARCANE PRODUCED
FOR THE YEAR ENDED _____

S.No (1)	Particulars (2)	Current Year		Previous Year	
		Quantity Rs (3)	Amount Rs (4)	Quantity Rs. (5)	Amount Rs (6)
1	Seeds and Other inputs				
	Seed Fertilizers, herbicides etc. Insecticides Abiana/Water Charges Total Cost of Inputs				
2	Labour Cost				
	Land preparation Plantation Maintenance of cane crop/ratoons Operation of Tractors Harvesting Total Labour Cost				
	Other Cost				
	Fuel for Tractors operation Maintenance and over haul of Tractors Insurance Interest expenses Depreciation of equipments Rent of agriculture equipments (if any) Total Other Costs				
	Total Cost of own production (1+2+3)				
	Sales value at controlled price				
	Profit/Loss on own production				

- Note: 1. This Annexure will be prepared by those enterprises which cultivate sugarcane on their own farms.
2. Similar Annexure will be prepared by those enterprises which cultivate beet on their own farms.

Annexure 3

STATEMENT SHOWING COST OF SUGARCANE CRUSHED FOR THE YEAR ENDED _____

S. No. (1)	Particulars (2)	Current Year			Previous Year		
		Quantity M. Ton (3)	Rate Rs./M. Ton (4)	Amount Rs. (5)	Quantit y M. Ton (6)	Rate Rs./M. Ton (7)	Amount Rs. (8)
1.	Total sugarcane purchased at Government fixed rate Sugarcane produced from own farm (Annex 2) Less: Loss in transit Sugarcane received at factory gate						
2.	Commission						
3.	Quality premium						
4.	Loading/unloading charges						
5.	Cane development expenses: a) Salaries and Wages of Supply and Development Staff b) Sugarcane Development Research c) Supply staff and transportation expenses d) Other expenditure						
6.	Taxes and Levies: a) Cane cess/ purchase tax b) Market committee fee c) Road cess d) Octroi e) Other levies						
7.	Transportation Charges a) Delivery expenses b) Transport subsidy c) Others						
8.	Other Expenditures at Cane Collection Centers a) Salaries and Wages b) Stores c) Repairs and Maintenance d) Others						
9	Total cost of “SUGARCANE” Transferred to production processes (Annex 1)						

Notes: 1. Cane supplied from own farm shall be charged at controlled rate & the profit/loss on farm shall be taken to profit & loss account directly.
2. All expenses relating to own farm shall be excluded from this Annexure.
3. Where beet is used in addition to sugarcane, separate Annexures shall be maintained on similar lines for beet also.

Annexure 4

STATEMENT SHOWING COST OF BEET CONSUMED FOR THE YEAR ENDED _____

S. No.	Particulars	Current Year			Previous Year		
		Quantity M. Ton	Rate Rs./M. Ton	Amount Rs.	Quantity M. Ton	Rate Rs./M. Ton	Amount Rs.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Total beet purchased at Government fixed rate						
	Less: Loss in transit						
	Beet received at factory gate						
2.	Commission paid						
3.	Loading unloading						
4.	Beet development expenses:						
	a) Salaries and Wages of Supply and Development Staff						
	b) Sugar Development Research						
	c) Supply staff and transportation expenses						
	d) Other expenditure						
5.	Taxes and Levies (if any)						
	a) Purchase tax						
	b) Market committee fee						
	c) Road cess						
	d) Octroi						
	e) Other levies						
6	Transportation Charges						
.	a) Delivery expenses/travelling from purchases centre to mill gate						
	b) Transport subsidy						
	c) Others						
7.	Other Expenditures at Beet Collection Centers						
	a) Salaries and Wages						
	b) Stores						
	c) Repairs and Maintenance						
	d) Others						
8	Total cost of “BEET” Transferred to production processes (Annex 1)						

- Notes: 1 Beet supplied from own farm shall be charged at controlled rate & the profit/loss on farm shall be taken to profit & loss account directly.
- 2, All expenses relating to own farm shall be excluded from this Annexure.
3. Where sugarcane is used in addition to beet, separate Annexures shall be maintained on similar lines for sugarcane also.

Annexure 5

STATEMENT SHOWING COST OF PROCESS MATERIAL CONSUMED
FOR THE YEAR ENDED _____

S.No (1)	Particulars (2)	Current Season		Previous Season	
		Amount Rs	Cost per Ton of Sugar	Amount Rs.	Cost per Ton of Sugar
	Total Sugar Produced (M-Tons)				
1.	Unslaked Lime				
2.	Phosphoric Acid				
3.	Filter Acid				
4.	Sulphur				
5.	Caustic Soda				
6.	Soda Ash				
7.	Tri sodium Phosphate				
8.	Bleaching Powder				
9.	Anti Foam				
10.	Formaline				
11.	Laboratory Chemicals				
12.	Filter Cloth				
13.	Sewing Thread				
14.	Cleaning Brushes				
15.	Lubricant and Grease				
16.	Other (Specify)				
	Total				
	Less allocated to				
	(a) Electricity generation				
	(b) Steam Generation				
	(c) Raw Material				
	(d) Admin Expenses				
	(e) Selling and Distribution Expenditure				
	(f) Any Other Specify				
	Balance transferred to production process Annexure 1.				

STATEMENT SHOWING COST OF SALARIES, WAGES AND BENEFITS
FOR THE YEAR ENDED _____

S.No	Particulars	Current Year		Previous Year	
		Amount Rs	Cost per Ton of Sugar	Amount Rs.	Cost per Ton of Sugar
(1)	(2)	(3)	(4)	(5)	(6)
	Total Sugar Produced (M-Tons)				
	Cost				
1.	Salaries / Wages:				
(i)	Officers and Permanent Staff				
(ii)	Seasonal Staff				
(iii)	Daily rated and Contract Labour				
(iv)	Bonuses				
2.	Benefits:				
(i)					
(ii)	Medical Expenses				
(iii)	Canteen Expenses				
(iv)	Welfare, Recreation				
(v)	Transport and Travelling				
(vi)	Education Cess/Expenses				
(vii)	Group Insurance/Workmen				
(viii)	Comp. Insurance				
(ix)	Prov. Fund (Employer's Contribution)				
(x)	Gratuity/Pension				
	Other Benefits (if any)				
(xi)					
	Total				
	Less allocated to-				
	(a). Electricity Generation				
	(b). Steam Generation				
	(c). Raw Material				
	(d). Admin Expenses				
	(e). Selling & Distribution Expenses				
	(f). Any Other Specify				
	Balance transferred to production process (Anne xure)				

STATEMENT SHOWING COST OF STEAM/GENERATED CONSUMED
FOR THE YEAR ENDED _____

S.No	Particulars	Unit	Current year	Previous Year	Variance
(1)	(2)	(3)	(4)	(5)	(6)
1.	Types of steam boilers used				
2.	No. of days worked				
3.	Installed Capacity (steam in tonnes)				
4.	Utilised capacity (steam in tonnes)				
4.	Production:				
	a) High pressure steam				
	b) Medium pressure steam				
	c) Low pressure steam				
	d) Less: transit losses				
	e) Total				
5.	Percentage of capacity utilization (3/2 * 100)				

S. No.	Particulars	Current Year			Previous Year		
		Quantity	Rate per Unit	Amount	Quantity	Rate per Unit	Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Water						
2.	Fuels:						
	a) Bagasse						
	(i) Own						
	(ii) Purchased						
	b) Pith						
	c) Coal purchased						
	d) Furnace Oil						
	e) Fire Wood						
	f) Gas						
	g) Other fuels, if any (to be specified)						
3.	Quantity of waste heat from the plant, if any						
4.	Consumable stores						
5.	Direct salaries, Wages and benefits						
6.	Repairs and Maintenance						
7.	Other direct expenses (e.g. Boiler inspection fee etc.)						
8.	Insurance						
9.	Depreciation						
10.	Total Cost of Steam Raised						
	Less : Outside sale						
11.	Total Cost of Steam for Self Consumption						
	Add: Cost of steam purchased						
12.	Total Cost of Steam Consumed						
	<u>ALLOCATION</u>						
	Total of item 12 allocated to						
	i) White bagged sugar						
	ii) Electric power house						
	iii) Others:						
	a) Staff colony						

	b) Office building etc.						
	Total						

- Notes: 1. The rate at which waste heat is evaluated vide item 3 of this annex should be indicated giving details of cost centre from which transferred.
2. Basis adopted for valuation of steam at different pressures be also indicated in the records.
3. Realisations, if any, by sale of steam to outside parties and waste products such as boiler ash shall be shown separately against item 10.
4. Where meters are not installed, consumption of steam shall be assessed on a reasonable basis and applied consistently.

Annexure 8

STATEMENT OF COST OF ELECTRIC POWER PURCHASED / GENERATED & CONSUMED
FOR THE YEAR ENDED _____

- Installed Capacity (KWH)
2. No. of units generated (KWH)
3. No. of units purchased (KWH)
4. Total (2+3)
5. Consumption in Power House including other losses
6. Net units consumed (4-5)
7. Percentage of Consumption and losses to total units
Available =5/4* 100
8. Percentage of power generated to installed capacity 2/1 * 100

Current Year	Previous Year	Variance

S. No (1)	Particulars (2)	Current Year			Previous Year		
		Quantity M. Ton (3)	Rate Rs./M. Ton (4)	Amount Rs. (5)	Quantity M. Ton (6)	Rate Rs./M. Ton (7)	Amount Rs. (8)
1.	Steam (Annex 7)						
2.	Consumable Stores						
3.	Salaries and Wages						
4.	Other direct expenses						
5.	Repairs and maintenance						
6.	Duty on electricity						
7.	Depreciation						
	Total						
8.	• Less: a) Credit for exhaust steam used in process etc. b) Other credits, if any						
9.	Cost of power generated						
10.	Less: Cost of power sold						
11.	Add: Cost of power purchased						
12.	Total net cost of power consumed						
13.	Cost per unit average						
	ALLOCATIONS						
	Total at item 12 allocated to:						
	e) White bagged sugar						
	ii) Self consumption						
	iii) Others:						
	a) Staff colony						
	b) Office building						
	c) Other (specify)						
9	Total						

- Notes: .1. Credit for the cost of exhaust steam supplied to the sugar factory and for other units shall be determined on a reasonable basis and shown against item 8(a).
2. Realisation, if any, by sale of steam to outside parties, etc. shall be shown separately against item 8(b).
3. Cost per unit shall be worked out with reference to the net units of power available for use after deducting consumption in the power house and other losses.

STATEMENT SHOWING OTHER FACTORY OVERHEADS
FOR THE YEAR ENDED _____

S. No	Description	Amount in Rupees			
		Current Year		Previous Year	
		Amount Rs	Cost per Ton of Sugar	Amount Rs.	Cost per Ton of Sugar
	<u>Total Sugar Produced (M-Tons)</u>				
	Cost				
1.	Rent, Rate and Taxes				
2.	Printing & Stationery				
3.	Postage & Telegram				
4.	Telephone Fax & Telex				
5.	Travelling & Conveyance				
6.	Subscriptions, Books & Periodicals				
7.	Entertainment				
8.	Vehicle Running Expenses				
9.	Security				
10.	Fire Fighting				
11.	Other Expenses				
12.	Total				
	Allocated to				
	i)White bagged sugar				
	ii) Electric Power House				
	iii)Steam Generation				
	iv) Others:				
	a)Staff colony				
	b) Office building etc				
	Total as per item 12 above				

Note: 1. Bases of allocation should be disclosed.
2. Expenses are illustrative only. Companies should provide in detail all items of general overheads.

**STATEMENT SHOWING ADMINISTRATIVE EXPENSES
FOR THE YEAR ENDED _____**

S. No	Particulars	Current Year		Previous Year	
		Amount Rs	Cost per Ton of Sugar	Amount Rs.	Cost per Ton of Sugar
1.	Total Sugar Sold (M-Tons)				
2.	Cost				
-	Salaries, Wages & Benefits (Annex 6)				
-					
-	Rent, Rate and Taxes				
-	Insurance				
-	Water, Gas & Electricity				
-	Printing & Stationery				
-	Postage & Telegram				
-	Telephone Fax & Telex				
-	Repair & Maintenance				
-	Travelling & Conveyance				
-	Subscriptions, Books & Periodicals				
-	Entertainment				
-	Advertising				
-	Legal & Professional Exp				
-	Auditors remuneration				
-	Vehicle Running Expenses				
-	Charity & Donation				
-	Others				
-	Total				

Annexure 11.

STATEMENT SHOWING SELLING EXPENSES
DURING THE YEAR ENDED _____

S.No.	Particulars	Current Year		Previous Year	
		Amount Rs	Cost per Ton of Sugar	Amount Rs.	Cost per Ton of Sugar
1.	Total Sugar Sold (M-Tons)				
2.	Cost				
-	Salaries, Wages & Benefits (Annex 6)				
-	Travelling & Conveyance				
-	Commission				
-	Freight Outwards				
-	Stacking/Restacking				
-	Loading/Unloading				
-	Export Expenses				
-	Vehicle Running Expenses				
-	Advertising for Sales Promotion				
-	Other Expenses				
-	Total				

