



28 February 2011

**INSTRUCTIONS FOR THE  
REPORTING OF INVESTMENT FUNDS'  
FINANCIAL STATEMENT DATA  
(SITI)**

Version 2.0.1  
Valid from 1 March 2011

Reporting in accord with these instructions starts with 2010 data.

28 February 2011

## VERSION HISTORY

Version	Date	Valid	Changes
1.0	4 March 2010	1 - 30 April 2010	First version of reporting instructions
2.0	27 January 2011	1 March 2011 -	<ul style="list-style-type: none"> <li>- CVS file option for reporting added (Web Upload function)</li> <li>- Changes to the structure of records (Batch record and TP record): <ul style="list-style-type: none"> <li>· New fields added to TP record: "Record type", "Merger adjustment" and "Other adjustments"</li> <li>· Fields : "Reporter's identifier" and "Reporter's name" transferred from Batch record to TP record</li> <li>· New fields added to Batch record: "Record type", "Type of data provider's identifier", "Data provider's identifier", "Survey code", "Data type", "Creation date and time", "Number of rows" and "Reporter's comment"</li> <li>· Numbering of fields changed</li> </ul> </li> </ul>
2.0.1	28 February 2011	1 March 2011 -	<ul style="list-style-type: none"> <li>- Validation rule has been corrected (TP record; field 23)</li> <li>- Tolerance 1.00 has been permitted (TP record; fields 4, 5, 9, 16, 17, 22, 29, 30, 31 and 38)</li> </ul>



28 February 2011

## **CONTENTS**

1 INTRODUCTION .....	4
2 REPORTING OBLIGATION .....	4
3 SUBMISSION OF DATA TO THE BANK OF FINLAND .....	4
3.1 DCS service.....	4
3.1.1 Reporting with a CSV file .....	5
3.1.2 Reporting with a form .....	6
3.2 User IDs .....	6
3.3 Problem situations .....	6
3.4 Paper reports and dispatch of portable data media .....	6
4 SURVEY CONTENTS, SUMMING AND VALIDATIONS .....	7
5 CONCEPTS .....	9

28 February 2011

## 1 INTRODUCTION

The data collection on investment fund financial statements (SITI survey) is the means by which the Bank of Finland collects data each year on investment funds' financial statements. The data are used mainly by the Bank of Finland and Statistics Finland for compiling financial, balance of payments and national accounts statistics. Investment funds' financial statement data are published on the Bank of Finland website.

The Bank of Finland's authority to obtain information is based on Council Regulation (EC) No 2533/1998 concerning the collection of statistical information by the European Central Bank, as amended by Council Regulation (EC) No 951/2009, and the Act on the Bank of Finland (214/1998, sections 26 and 28). The data requested are based on the Ministry of Finance Decree on management company's financial statements and annual report as well as investment fund's financial statements, annual report and half-yearly report (20 August 2007/820; not available in English).

## 2 REPORTING OBLIGATION

The reporting obligation applies to all investment funds (reporters) registered in Finland, the Rules of which have been approved by the Financial Supervisory Authority or the Ministry of Finance. The same reporting obligations apply to all investment funds. Usually the data are provided by the management company managing the fund. In SITI survey, an investment fund is subject to the reporting obligation if it is in operation at the end of the year. Therefore, the reporters are generally the same as those who reported balance sheet data from 31 December in the Survey on Investment Funds (SIRA). The financial statement data are reported for the calendar year. The Bank of Finland will notify fund management companies individually, each year in February, as regards investment funds subject to the reporting obligation.

## 3 SUBMISSION OF DATA TO THE BANK OF FINLAND

### 3.1 DCS service

The data are submitted to the Bank of Finland using the DCS service (Data Collection Service). The service is maintained by the service provider, ie DCS operator (Itella Information Oy).

**The data can be submitted in a separate CSV file or by completing a form in the DCS service.**

The DCS operator checks the technical integrity of reported data and transmits the accepted and validated data to the Bank of Finland.

28 February 2011

### 3.1.1 Reporting with a CSV file

Report files are created as CSV (Comma Separated Value) files using a semicolon as the separator.

The character set used in the file must be ISO-Latin-1 (code name ISO 8859-1).

**One report file can contain data on all investment funds managed by the management company.** If data are sent in several files, every file relating to the same period must be named in a similar manner.

A file consists of one batch record (000) and a variable number of fund-specific financial statement records (TP), depending on whether the file contains data on one or several funds. Hence, financial statement data on one single investment fund are reported in one TP row.

The first record of the file is always the batch record.

#### *Record structure*

Record type	Record code (first field in the row)	Usage	Number of rows
Technical batch record	000	Technical record that begins the file	1
Financial statement record	TP	Financial statement data on each investment fund	1...N

The file is submitted via the DCS service using the Web Upload function.

When a correction must be made to a report that has already been sent, the entire report can be sent again to the DCS operator, or one can send data pertaining only to those investment funds for which changes have been made.

**Naming of file:** SITI\_<YYYY>\_<Data\_Provider's\_Identifier>.CSV

The data provider's identifier is the management company's business ID without hyphen, for example SITI\_2010\_12345678.CSV

A report file must be retained for 5 years.

28 February 2011

### 3.1.2 Reporting with a form

The form template is completed on a fund-by-fund basis, ie data are reported separately for each investment fund. Investment fund financial statement data are always reported together as a comprehensive whole. When data need to be revised, the entire form must be filled out again.

### 3.2 User IDs

For the purposes of SITI survey, the DCS service <https://sol.itella.net/ec/bof/auth/> is accessible by means of SIRA survey user IDs. No separate user IDs are needed.

If needed, new user IDs can be ordered via the ID order service at <https://sol.itella.net/ec/bof-tunnustilaus>. Once the ID order is approved, the reporter will receive by post a key code card which is needed, in addition to user ID and password, for logging into the DCS system.

### 3.3 Problem situations

As part of the DCS service, the operator provides an Itella HelpDesk service 24 hours a day, 7 days a week (24/7). The HelpDesk can be contacted by phone, tel +358 20 452 9348, or email: [helpdesk@itella.net](mailto:helpdesk@itella.net). Itella HelpDesk provides advice on the following matters:

- problems with the functioning of the DCS service
- user IDs, passwords, key code cards  
(please state that your questions refer to SIRA user IDs, passwords etc.)

The Bank of Finland provides advice on contents of reports and other matters, and related questions should preferably be directed to [sijoitusrahastot@bof.fi](mailto:sijoitusrahastot@bof.fi).

### 3.4 Paper reports and dispatch of portable data media

In exceptional cases (eg after several tries in which data transmission does not succeed in the DCS service in either of the reporting options) the reports can be sent using a separate portable data media (such as CD) or on paper. These cases must be specifically agreed with the Bank of Finland.

If the report is sent via a portable data media, a note must be appended, with technical information on the data media. The data media must be sufficiently protected for mail handling purposes.

The data are only reported once to the Bank of Finland, either via the DCS operator, in portable data media, or on a paper form.

28 February 2011

## 4 SURVEY CONTENTS, SUMMING AND VALIDATIONS

Financial statement data to be sent are validated in the DCS services according to the table below. The validations are conducted regardless of the reporting method (CSV file / form).

The form contains computational fields in which the DCS service calculates the values on the basis of values entered by the data provider in other fields (grey fields in the form are filled in automatically / the data provider need not do this). The DCS service conducts part of the validations already as data are entered into the form. When data are reported in a CSV file, the data provider must also fill in the grey fields.

The batch record contains general information on the report. The financial statements record (TP) is used for reporting investment fund's income statement, balance sheet data and notes to financial statements. **The reporting currency is euro.**

Structure	Explanation
Number(x[,y])	Indicates numeric data. The maximum length of the field is given in parentheses. The number of potential decimals is shown with a comma. The comma and data after the comma are not obligatory if they are zeros. For example format 'Number(18,2)' indicates that the field may contain a maximum of 18 characters, of which 16 are integers and 2 decimals.
Char(x)	Indicates alphanumeric data comprising a fixed number of characters. The length of the field is given in parentheses. The value of the field is given either by leaving the field empty or entering the number of characters given in parentheses.
Varchar(x)	Indicates alphanumeric data comprising a variable number of characters. The maximum length of the field is given in parentheses.

### Batch record fields and validations:

Record	Seq.	Field	Structure	Validations
Batch	1	Record type	Char(3)	= "000"
Batch	2	Type of data provider's identifier	Char(1)	= "Y"
Batch	3	Data provider's identifier	Char(8)	Value must be a valid business ID
Batch	4	Survey code	Char(4)	= "SITI"
Batch	5	Data type	Char(1)	= "P"
Batch	6	Reporting period	Char(4)	A) Creation year - 1 = reporting period B) Year given in four figures > 2008 C) NOT NULL
Batch	7	Creation date and time	Char(12)	Value must be in format <YYYY><MM><DD><HH><MM> (= year-month-day-hour-minutes)
Batch	8	Number of rows	Number(10)	Value must match number of rows in the file
Batch	9	Data provider's comment	Varchar(500)	

28 February 2011

Financial statement record (TP) fields and validations:

Record	Seq.	Field	Structure	Sum validations of fields	Validations
TP	1	Record type	Char(2)		= "TP"
TP	2	Reporter's identifier	Char(12)		A) Reporter must be a SIRA survey reporter in the period: Batch record field (6) <YYYY>M12 B) NOT NULL
TP	3	Reporter's name	Varchar(300)		NOT NULL
TP	4	RETURNS AND REVALUATIONS	Number(20,2)	<b>5+9+13+14+15</b>	Tolerance 1.00
TP	5	Net income from securities	Number(20,2)	<b>6+7+8</b>	Tolerance 1.00
TP	6	Capital gains	Number(20,2)		NULL or >=0
TP	7	Capital losses	Number(20,2)		NULL or <=0
TP	8	Unrealised value changes	Number(20,2)		
TP	9	Net income from derivative contracts	Number(20,2)	<b>10+11+12</b>	Tolerance 1.00
TP	10	Capital gains	Number(20,2)		NULL or >=0
TP	11	Capital losses	Number(20,2)		NULL or <=0
TP	12	Unrealised value changes	Number(20,2)		
TP	13	Dividend income and income from fund shares	Number(20,2)		NULL or >=0
TP	14	Interest income	Number(20,2)		NULL or >=0
TP	15	Other income	Number(20,2)		NULL or >=0
TP	16	EXPENSES	Number(20,2)	<b>17+20+21</b>	Tolerance 1.00
TP	17	Fees	Number(20,2)	<b>18+19</b>	Tolerance 1.00
TP	18	To fund management company	Number(20,2)		NULL or <=0
TP	19	To custodians	Number(20,2)		NULL or <=0
TP	20	Interest expense	Number(20,2)		NULL or <=0
TP	21	Other expenses	Number(20,2)		NULL or <=0
TP	22	NET PROFIT / LOSS FOR THE FINANCIAL YEAR	Number(20,2)	<b>4+16</b>	Tolerance 1.00
TP	23	TOTAL ASSETS	Number(20,2)	<b>24+25+26+27+28</b>	Field (23) = Field (29), tolerance 10.00
TP	24	Securities at market value	Number(20,2)		NULL or >=0
TP	25	Accounts receivable	Number(20,2)		NULL or >=0
TP	26	Other receivables	Number(20,2)		NULL or >=0
TP	27	Accrued income	Number(20,2)		NULL or >=0
TP	28	Cash and bank deposits	Number(20,2)		NULL or >=0
TP	29	TOTAL LIABILITIES	Number(20,2)	<b>30+38</b>	NOT NULL. Tolerance 1.00
TP	30	Fund value 31 Dec	Number(20,2)	<b>31+32+33+34+35+36+37</b>	Tolerance 1.00
TP	31	Net profit / loss for the financial year	Number(20,2)	<b>4+16</b>	Tolerance 1.00
TP	32	Profit distribution	Number(20,2)		NULL or <=0
TP	33	Redemptions of IF shares	Number(20,2)		NULL or <=0
TP	34	Subscriptions of IF shares	Number(20,2)		NULL or >=0
TP	35	Merger adjustment	Number(20,2)		NULL or >=0
TP	36	Other adjustments	Number(20,2)		
TP	37	Fund value 1 Jan	Number(20,2)		NULL or >=0
TP	38	CURRENT LIABILITIES	Number(20,2)	<b>39+40+41</b>	Tolerance 1.00
TP	39	Accounts payable	Number(20,2)		NULL or >=0
TP	40	Other liabilities	Number(20,2)		NULL or >=0
TP	41	Accrued expenses	Number(20,2)		NULL or >=0

28 February 2011

## 5 CONCEPTS

Record	Seq.	Field	Clarification
Batch	1	Record type	
Batch	2	Type of data provider's identifier	
Batch	3	Data provider's identifier	Management company's business ID without hyphen.
Batch	4	Survey code	
Batch	5	Data type	
Batch	6	Reporting period	
Batch	7	Creation date and time	
Batch	8	Number of rows	
Batch	9	Data provider's comment	Year for which financial statements data are reported.
TP	1	Record type	
TP	2	Reporter's identifier	Investment fund ID granted by Financial Supervisory Authority, in format <NNNNNNNN>#<NNN>.
TP	3	Reporter's name	Investment fund's official name.
TP	4	RETURNS AND REVALUATIONS	
TP	5	Net income from securities	Capital gains and losses from share- and interest-linked items and unrealised price increases and decreases, net.
TP	6	Capital gains	
TP	7	Capital losses	
TP	8	Unrealised value changes	
TP	9	Net income from derivative contracts	Capital gains and losses from share- and interest-linked items and unrealised price increases and decreases, net.
TP	10	Capital gains	
TP	11	Capital losses	
TP	12	Unrealised value changes	
TP	13	Dividend income and income from fund shares	Dividend income from shares and income from other capital investment that depends on entity's distributable funds. Also includes income from shares in other investment funds or UCITS.
TP	14	Interest income	Interest income from bank receivables and securities, and other income comparable to interest and which are calculated on a time basis or by reference to the amount of principal. If, at the time of acquisition, the purchase price of a debt security exceeded or fell below the nominal value (eg zero-coupon bonds), the difference (if significant) between purchase and nominal price is deducted or added to interest income to the extent that it pertains to the financial year.
TP	15	Other income	Premia on securities lending and remuneration corresponding to unpaid cash dividends, foreign exchange gains from euro-conversion of foreign-currency financial assets and other income from fund operations not included in previous items.
TP	16	EXPENSES	
TP	17	Fees	Fees paid to fund management company and/or custodians as well as other possible fees.
TP	18	To fund management company	
TP	19	To custodians	
TP	20	Interest expense	Includes eg the difference between repurchase and sales prices of securities sold subject to a commitment to repurchase binding on both investment fund and contracting party. The difference is recorded as interest expenses and accrued expenses during the life of the agreement. Also includes interest paid on temporary money loans.
TP	21	Other expenses	Foreign exchange losses from euro-conversion of foreign-currency financial assets and other expenses from fund operations not included in previous items.
TP	22	NET PROFIT / LOSS FOR THE FINANCIAL YEAR	
TP	23	TOTAL ASSETS	

28 February 2011

TP	24	Securities at market value	Market values are calculated in accord with fund rules. Securities sold under commitment to repurchase binding on both investment fund and contracting party remain on the balance sheet irrespective of sale and repurchase agreements. Shares and other securities lent remain on lender's balance sheet during loan periods.
TP	25	Accounts receivable	Receivables from securities sold.
TP	26	Other receivables	Positive difference between value of a derivative contract at contract date and balance sheet date, as well as receivables from fund shares and receivables not included elsewhere.
TP	27	Accrued income	Interest and other income not yet received, adjusted or supplemented on accrual basis, as well as prepaid interest paid and other prepayments.
TP	28	Cash and bank deposits	Receivables from banks as well as certificates of deposits and treasury bonds, notes and bills included in cash.
TP	29	<b>TOTAL LIABILITIES</b>	
TP	30	Fund value 31 Dec	
TP	31	Net profit / loss for the financial year	
TP	32	Profit distribution	
TP	33	Redemptions of IF shares	
TP	34	Subscriptions of IF shares	
TP	35	Merger adjustment	Assets transferred on account of a possible merger (note: such transferred assets are not included in subscriptions in field 34!)
TP	36	Other adjustments	For example currency conversion difference if the fund's domestic currency is other than euro.
TP	37	Fund value 1 Jan	Exception: if the fund has commenced operations during the year, the value is 0.
TP	38	<b>CURRENT LIABILITIES</b>	
TP	39	Accounts payable	Liabilities from securities purchased.
TP	40	Other liabilities	Negative difference between value of a derivative contract at contract date and balance sheet date and/or liabilities from fund shares and distributable unpaid income on fund shares, as well as liabilities not included in other items maturing within the year. Also includes sales prices of securities sold under commitment to repurchase binding on both investment fund and contracting party, as well as money loans taken for temporary purposes for investment fund operations.
TP	41	Accrued expenses	Interest and other expenses not yet paid, adjusted or supplemented on accrual basis, as well as prepaid interest received and other deferred income.