

Definitions

1. Turnover (Sales) Total values of sales (invoices given to customers) per year, but **excluding** sales taxes, value added taxes (VAT), sales returns, and sales from any other source or business not connected with the core business. Work-in progress should not be included.
2. Total Operating Performance Turnover (sales) according to definition for Item #1 **plus** increase (decrease) in finished goods and work in progress **plus** own production capitalized.
3. Other Operating Income All revenues not connected to core business.
4. Other Operating Expenses All expenses not connected to core business.
5. Value added Total operating performance according to definition for Item #2 **plus** other operating income according to definition for Item #3 **minus** material expenses according to definition for Item #10 and other operating expenses according to definition for Item #4.
6. Total Number of Employees All employees of the company, i.e., hourly (including apprentices), salaried, administrative, management, and owners active in the company. Part-time employees are to be converted into full-time employees based on hours worked.
7. Total Number of Hours Worked Total number of actual hours worked **per year for all employees** of the company, i.e., hourly (including apprentices), salaried, administrative, management, and owners active in the company.
8. Standard Parts for Tools Purchased from Outside All standard parts for tools, i.e., mold bases, die sets, ejector pins, guide pillars, punches, springs, machined plates, bushings, shanks, etc., which are purchased from outside.
9. Subcontract Work Parts for tools (but not standard parts according to definition for Item #8) and product related technical services, i.e., heat and surface treatment, machining, and design services purchased from outside.
10. Material Expenses All expenses for: Raw materials plus standard parts for tools purchased from outside according to definition for Item #8 plus subcontract work according to definition for Item #9 plus all other materials.

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| 11. Personnel Expenses | Total wages and salaries per year for all employees (according to definition for Item #6) plus all social service payments and fringe benefits (required by law or voluntary) as well as owners remuneration. |
| 12. Operating Profit | Total operating performance according to definition for Item #2 plus other operating income according to definition for Item #3 minus material expenses according to definition for Item #10, personnel expenses according to definition for Item #11, and other operating expenses according to definition for Item #4. (Value before interest, tax, depreciation/amortization, and extraordinary items). |
| 13. EBITDA | Operating profit according to definition for Item #12 plus extraordinary items. (Earnings before interest, tax, and depreciation/amortization). |
| 14. Investment in Machinery and Equipment | All expenditures per year for machinery and equipment, including software and self-made machinery. Leasing expenditures should be included. |
| 15. Liquidity | Short-term accounts receivable and available funds (quick assets) divided by short-term liabilities on the balance sheet at year end (short-term = up to one year). Not included are other current assets such as inventory. |
| 16. Standard Working Hours Per Full-Time Employee | Total number of standard working hours per year for full-time employees . (365 days minus weekends, entitled paid leave, and other festive days) multiplied by standard working hours per day. |
| 17. Actual Working Hours Per Full-Time Employee | Standard working hours as reported for Item #16 plus overtime and unused entitled paid leave minus hours for sickness, strikes, etc. |