Only text in Estonian has legal power

Regulation of the Ministry of Finance on the
"Establishment of the Guidelines of the Accounting Standards Board"
Note 15
In force from: 01.01.2019
Applicable to the accounting periods, starting on 01.01.2019 or later.

ASBG 15 DISCLOSURES IN THE NOTES

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OBJECTIVE AND BASIS FOR PREPARARTION

1. The objective of this Accounting Standards Board's guideline ASBG 15 "*Disclosures in the Notes*" is to prescribe rules for the disclosure of information in the financial statements prepared in accordance with the Estonian financial reporting standard (hereinafter also the financial statement). Estonian financial reporting standard is a body of financial reporting requirements directed at the public and based on the internationally accepted accounting and reporting principles, which principal requirements are established by the Accounting Act and which is specified by a regulation of the minister responsible for the area established on the basis of subsection 34 (4) of the Accounting Act (hereinafter *guideline of the Standards Board* or for short *ASBG*).

2. The requirements of ASBG 15 regarding information disclosure in full financial statements take into consideration the relevant requirements of IFRS for SMEs but the details differ from IFRS for SMEs requirements. IFRS for SMEs does not provide for the possibility to prepare abridged financial statements as these are permitted in Estonia for small and micro entities.

3. Concepts used in this guideline are explained in the guidelines 1-14 and 16 of the Board.

SCOPE

4. ***ASBG 15 shall be applied to all financial statements prepared in accordance with the Estonian financial reporting standard. The amount of mandatory information to be presented in the financial statements depends on the size of the entity, proceeding from the criteria set out in section 3 of the Accounting Act:***

- ***(a) large and medium-sized undertakings prepare the financial statements and the disclosure requirements, set out in clauses 5-58 of this guideline, apply to them.***
- ***(b) small undertakings may prepare either:***
  - ***(i) the financial statements, in which case the disclosure requirements, set out in clauses 5-58 of this guideline, apply to them; or***
  - ***(ii) the abridged financial statements, in which case the disclosure requirements, set out in clause 59 of this guideline, apply to them.***
- ***(b) micro undertakings may prepare either:***
  - ***(i) the financial statements, in which case the disclosure requirements, set out in clauses 5-58 of this guideline, apply to them;***
  - ***(ii) the abridged financial statements for small undertakings, in which case the disclosure requirements, set out in clause 59 of this guideline, apply to them; or***
  - ***(ii) the abridged financial statements for micro undertakings, in which case the disclosure requirements, set out in clause 60 of this guideline, apply to them.***

DISCLOSURES IN THE NOTES TO FINANCIAL STATEMENTS

General Requirements

5. ***Accounting entities must disclose in the notes to the financial statements the fact that the financial statements are prepared in accordance with Estonian financial reporting standard.***

6. In case of non-compliance with some provisions of the Board's guideline with the purpose of fair presentation, the following shall be disclosed (in accordance with clause 8 of ASBG 1):

(a) provision of the Board's guideline, which has not been followed and description of the respective accounting policy;
(b) reason for not following and description of the applied accounting policy;
(c) effect on the balance sheet and income statement items.

7. If the start date of an accounting entity's financial year changes and the financial year is shorter or longer than 12 months, the accounting entity shall disclose this fact and add an explanation that comparative information may not be fully comparable.

8. If, according to the Accounting Act, an entity is exempt from the preparation of consolidated financial statements, it shall disclose the reason in its financial statements on why the consolidated financial statements are not prepared. If an entity exempt from the preparation of consolidated financial statements as at least 90 per cent of its votes represented by shares belong to a consolidating entity which is registered in Estonia or in a Contracting State, who has the obligation to prepare and disclose the audited annual report of the consolidation group, the entity shall additionally disclose the business name and the registered office of the consolidating entity which prepares the consolidated financial statements.

9. Notes to consolidated financial statements shall include the parent entity's separate balance sheet, income statement, cash flow statement and statement of changes in equity.

10. If the functional currency of current transactions or the presentation currency of the financial statements differs from the official currency of Estonia, the reason for this shall be disclosed.

ACCOUNTING POLICIES

11. Upon preparation of financial statements, a description of significant accounting policies applied shall be disclosed also for all such objects:

(a) for the reporting of which the Board's guidelines allow to choose from different methods (e.g. methods used in accounting for the cost of inventories, reporting income on connection fees, recognition of grants related to assets, recognition of development costs);
(b) whose accounting is not regulated in detail by the Board's guidelines (e.g. accounting principles for hedging instruments);
(c) whose effect on the statements of the accounting entity is significant.

12. In changing the presentation of accounting policies or information, the following shall be disclosed:

(a) description and reason of change;

(b) effect on the items of balance sheet and income statements for the current accounting period and all comparative periods presented in the report;

(c) effect on the periods preceding the periods presented in the report;

(d) if the change has not been disclosed retrospectively, as its effect on the previous periods could not be reliably determined, justification of the situation and description on the manner and starting date for applying a new method.

Changes in Accounting Estimates

13. If there have been changes in accounting estimates, disclosures made in the notes shall be:

(a) reason for the change;

(b) effect of the change on the assets, liabilities, income and expenses of the current accounting period.

Correction of Errors

14. In case of discovering material errors from prior periods, the following shall be disclosed:

(a) description of material error;

(b) effect from the adjustment of error on the items of balance sheet and income statements for the current accounting period and all comparative periods presented in the report;

(c) if the error has not been adjusted retrospectively, as its effect on the previous periods could not be reliably determined, justification of the situation and description on the manner and date of adjusting the error.

Events after the Reporting Date

15. Material events after the reporting date and their potential effect on the financial data of the next periods shall be disclosed in the notes.

Going Concern

16. If there is uncertainty within at least 12 months of the reporting date about an entity's ability to continue as a going concern, the following shall be disclosed in the financial statements:

(a) the main events and circumstances that may cause material uncertainty about an entity's ability to continue as a going concern;

(b) the management's plans to address these events and circumstances.

Disclosed information must make it clear that a material uncertainty exists about an entity's ability to continue as a going concern, due to which the entity may not be able to dispose of its assets and meet its obligations in the ordinary course of business.

17. If the financial statements have been prepared based on the termination of an entity's operations, the reason and the basis for preparation of the statement shall be disclosed (also see disclosure requirements in clauses 55-56).

Related Party Disclosures

18. The following information on related parties and transactions concluded with them shall be disclosed in the notes:

(a) name of the party having control over the entity (e.g. parent entity or a person with qualifying holding); if the entity itself belongs to a consolidation group, the name and registered office of the biggest and smallest parent entity of the consolidating group;
(b) type and volume of transactions carried out with related parties during the year;
(c) balances with related parties as at the reporting date and contractual conditions of these balances (incl. interest rates and information on collateral);
(d) impairment of receivables against related parties and respective cost during the accounting period.

19. Disclosures on related party transactions shall be made at least by the following related party categories:

(e) entities with control or significant influence over the entity;
(b) subsidiaries and associates of the entity;
(c) entity and its parent's management and private owners of the entity with control or significant influence over the entity; close family members of these persons and entities under the control or significant influence of all these persons;
(d) other related parties.

20. Disclosures on related party transactions shall be made at least for the following transaction categories:

(a) purchase-sale of goods;
(b) purchase-sale of property and other assets;
(c) purchase-sale of services;
(d) lending or borrowing;
(e) providing or obtaining a guarantee or collateral;
(f) other transactions.

Transactions of similar nature may be presented in aggregate form, unless separate disclosure is needed to understand the effect of a related party transaction on an entity's financial statements.

21. An entity shall disclose management's compensation, material benefits (on an accrual basis) and related contingent liabilities in the accounting period.

22. Related party disclosures shall be presented in the notes in a manner enabling reconciliation with the main financial statements.

23. Transactions with subsidiaries to be eliminated during consolidation need not be disclosed in the consolidated financial statements.

Other Information

24. Notes to financial statements shall disclose the total employee compensation and average number of employees in the financial year ended.

25. Notes to financial statements shall disclose an overview of the amount of fees under audit firms' client contract calculated during the accounting year and divided as follows:

(a) for audit fees;
(b) fees for review service;
(c) fees for other assurance services;
(d) fees for related services;
(e) fees for other business activities, including fees for tax advisory services.

Equity

26. Notes to financial statements shall disclose:

(a) number of shares issued and subscribed and nominal value at the beginning and at the end of the period (by share classes);
(b) number of shares issued during the period, nominal value and fee received upon issue;
(c) number and carrying amount of shares redeemed, sold and cancelled during the period;
(d) description of reserves recognised in equity and changed occurred in them during the period;
(e) other changes in equity, if not described in the statement of changes in equity.

Financial Instruments

27. The following shall be disclosed for financial instruments measured at amortised cost (e.g. receivables, liabilities, bonds) in the financial statements (separately for individually relevant receivables and liabilities, appropriately grouped for the rest of the receivables and liabilities):

(a) amounts;
(b) payment dates;
(c) effective interest rates (and contractual interest rates in case they are significantly different from effective interest rates);
(d) underlying currencies;
(e) other material conditions (incl. for liabilities the carrying amounts of assets pledged as collateral (e.g. inventories, property, plant and equipment, intangible assets, investment property) presented by asset classes).

The above disclosures do not need to be made for receivables and liabilities arising from an entity's ordinary course of purchasing and selling activities.

28. Disclosures made on financial instruments measured at fair value in the financial statements are:

(a) for shares, bonds not held until maturity and other short and long-term financial investments (except for associates and subsidiaries) by category:

i. their carrying amount at the start of the period;
ii. basis for fair value measurement (i.e. if fair value is a price on an active public market or obtained through a measurement technique);
iii. if a measurement technique was used, the significant assumptions used for measuring fair value shall be disclosed, such as interest rates or discount rates.
iv. their carrying amount at the end of the period;

(b) for derivatives, their book value at the beginning and end of the accounting period as well as significant terms relating to derivatives shall be disclosed in the financial statements.

29. The book value of investments measured at cost shall be disclosed by category at the beginning and end of the accounting period.

30. If an entity at the reporting date has breached a loan covenant, financial statements shall disclose:

(a) circumstances of the breach;
(b) carrying amount of the loan liability.

Tax liabilities and receivables

31. An analysis of tax liabilities and receivables shall be disclosed in the notes broken down by type of tax.

Inventories

32. For all major classes of inventories, the following shall be disclosed in the financial statements:

(a) description of inventories;
(b) information on significant impairment and reversals of impairment (class of inventories, amount, reason).

Property, Plant and Equipment and Intangible Assets

33. The depreciation methods and rates (or useful lives) used for depreciating all groups of property, plant and equipment and intangible assets (incl. goodwill separately) as well as the analysis of the change in the residual values shall be disclosed in the financial statements, including:

(a) cost, accumulated depreciation and residual value at the beginning of period;
(b) purchases and improvements during the period, incl. separately the use of capitalised borrowing costs, if the entity has opted for the respective accounting method;
(c) additions through business combinations;
(d) depreciation expense;

(e) impairment;
(f) reversals of prior impairment;
(g) disposals;
(h) reclassifications;
(i) other changes;
(a) cost, accumulated depreciation and residual value at the end of period.
Analysis of the change in the residual values does not have to be presented for the comparison period.

34. For significant write-downs made during the accounting period, the following shall be disclosed:
(a) description of assets or asset groups written down;
(b) whether the write-down was based on fair value (less costs to sell) or the value in use;
(c) methods and significant assumptions used for calculating the recoverable amount (incl. discount rate if the write-down was based on the value in use).

Investment Property

35. For all investment properties, the following shall be disclosed as an aggregate amount:
(a) rental income earned on investment property;
(b) total costs directly related to the management of investment property (incl. utilities, security, administrative, insurance, cleaning, communications, ongoing repair and maintenance costs; also, the land tax and other taxes and payments related to investment property).

36. In applying the fair value model, the following additional information shall be disclosed in the annual financial statements:
(a) analysis of the change in the balances of investment property, incl.:
i. balance at the beginning of the period;
ii. purchases and improvements during the period;
iii. additions through business combinations;
iv. profit or loss from revaluation;
v. disposals;
vi. reclassifications;
vii. other changes;
viii. balance at the end of the period.
Analysis of the change in the balances does not have to be presented for the comparison period.
(b) methods used for measuring fair value and significant assumptions used;
(c) whether independent expert valuation was used to determine fair value;
(d) if the fair value of a certain investment property cannot be determined reliably without undue cost or effort, the description of this item and reasons why valuation is impossible.

37. In applying the cost method, the following shall be disclosed in the annual financial statements:

(a) the depreciation rates used for depreciating investment property;

(b) analysis of the change in residual value, incl.:

i. cost, accumulated depreciation and residual value at the beginning of period;
ii. purchases and improvements during the period;
iii. additions through business combinations;
iv. depreciation expense;
v. impairment and reversal of impairment;
vi. disposals;
vii. reclassifications;
viii. other changes;
ix. cost, accumulated depreciation and residual value at the end of period.

Analysis of the change in the residual values does not have to be presented for the comparison period.

(c) for significant write-downs made during the accounting period, information required in clause 34 shall be disclosed.

Biological Assets

38. Disclosures made on biological assets measured at fair value in the financial statements are:

(a) description of each group of biological assets;

(b) analysis of the change in the balances of biological assets, incl.:

i. balance at the beginning of the period;
ii. profit or loss from the change in the fair value of assets, less estimated costs to sell;
iii. increase in value related to the acquisition of assets;
iv. decrease in value related to the sale of assets;
v. decrease in value related to the harvest of agricultural produce;
vi. additions through business combinations;
vii. other changes;
viii. balance at the end of the period.

Analysis of the change in the balances does not have to be presented for the comparison period.

(c) the methods used for determining the fair value of biological assets group or agricultural produce group as well as the relevant assumptions impacting the determination of fair value shall be disclosed.

39. Profits and losses arising on the initial recognition of agricultural produce and from the change in fair value shall be disclosed.

40. The following information shall be disclosed for biological assets measured at cost in the annual financial statements:

(a) description of assets measured at cost with the explanation of why fair value could not be reliably determined;

(b) depreciation methods and depreciation rates used;
(c) analysis of the change in the balances of biological assets, incl.:

i. cost, accumulated depreciation (with accumulated losses from the impairment of assets) and residual value of assets at the beginning of the period;
ii. acquisition of assets;
iii. disposal of assets;
iv. change in assets related to the harvest of agricultural produce;
v. additions through business combinations;
vi. depreciation expense;
vii. impairment;
viii. reversals of prior impairment;
vii. other changes;
x. cost, accumulated depreciation (with accumulated losses from the impairment of assets) and residual value of assets at the end of the period;

Analysis of the change in the balances does not have to be presented for the comparison period.

Provisions, Contingent Assets and Contingent Liabilities

41. The following shall be disclosed for different classes of provisions reported in the balance sheet:

(a) analysis of the change in the balance of provisions, incl.:

i. balance at the beginning of the period;
ii. balance increase during the period, incl. change in balance due to interest calculation;
iii. amounts used during the period;
iv. amounts reversed during the period;
v. balance at the end of the period;

(b) short description about the nature of the provision and significant assumptions used in its valuation;
(c) short description about the probable date of settlement and amount and circumstances impacting them;
(d) amount of expected benefit and carrying amount of the asset recognised as reimbursement receivable of the benefit.
Analysis of the change in the balances does not have to be presented for the comparison period.

42. The following shall be disclosed for all material contingent liabilities and contingent assets (e.g. guarantees granted and received:

(a) their description;
(b) estimate on their amount and expected settlement.

Income Tax

43. The effect of future dividend payments on corporate income tax expense shall be disclosed in the notes to the financial statements, indicating the amount of income tax on dividends that would be payable if the entire retained profit were to be distributed as dividends.

44. Components of income tax expense recognised in the income statement and explanation regarding the reasons for incurring them shall be disclosed in the notes to the financial statements, incl.:

(a) dividend income tax expense;
(b) income tax expense or benefit arising from foreign subsidiaries;
(c) deferred income tax expense or benefit arising from foreign subsidiaries.

Finance and Operating Leases

45. The lessors and lessees shall disclose the following information for the requirements or obligations of a finance lease in the notes to the financial statements (separately for individually significant leases, and grouped for the remaining receivables and liabilities):

(a) amounts;
(b) payment dates;
(c) interest rates;
(d) underlying currencies;
(e) other relevant terms (e.g. the existence of contingent lease payments; options to renew lease agreements and purchase the asset; restrictions imposed by lease agreements; unguaranteed residual values of assets leased out by the lessor that have been recognised as part of the gross investment in the balance sheet).

46. Lessees shall disclose the residual value of assets leased under the finance lease terms and additions during the period broken down by asset classes (e.g. property, plant and equipment, investment property, etc.).

47. The lessors and the lessees shall disclose the following information for operating leases:

(a) rental income or expenses from operating leases during the accounting period;
(b) relevant additional requirements accompanying lease agreements (e.g. the existence of contingent lease payments, options to renew lease agreements and purchase the asset, restrictions imposed by lease agreements).

48. Lessors shall disclose the carrying amount of the leased-out assets.

49. The requirements imposed on lessors and lessees for disclosures are also valid for sale-leaseback transactions. In the case of sale-leaseback transactions, the descriptions of all individually significant sale-leaseback agreements shall be disclosed separately.

Revenue

50. Analysis of net sales by activities and geographic regions shall be disclosed in the notes to the financial statements.

Business Combinations and Subsidiaries and Associates

51. The following information shall be disclosed for subsidiaries and associates:

(a) which accounting method described in clauses 60-64 of ASBG 11 has been applied to the recognition of subsidiaries and associates;

(b) the list of subsidiaries and associates and their countries of domicile;

(c) the ownership percentage in the equity of a subsidiary or associate;

(d) the carrying amounts of ownership interests in associates;

(e) ownership interests acquired during the accounting period and acquisition prices thereof, incl. additional conditions having effect on the acquisition price depending on events occurring in the future (in consolidated financial statements, disclosures on business combinations mandated by clause 52 shall also be added);

(f) ownership interests disposed during the accounting period, their sale prices and the gain/loss from the disposal;

(c) for significant write-downs made during the accounting period, information required in clause 34 shall be disclosed;

(f**)** if a parent entity measures ownership interests in subsidiaries and associates at fair value, disclosures mandated by clause 28 shall be made;

(g) adjustments relating to revaluation of acquisitions of ownership interests set up in the current and previous years (incl. adjustments of the purchase price related to additional terms and conditions and correction of errors and adjustments relating to the completion of initial recognition in consolidated financial statements).

52. The following information shall be disclosed in consolidated financial statements for business combinations set up during the financial year:

(a) name of the acquiree and the percentage of the acquired ownership interest;

(b) date of acquisition;

(c) whether it was a business combination involving independent parties or those under common control;

(d) cost of the acquisition of the ownership interest and the description of its different components, incl. expenditures directly relating to the acquisition;

(e) fair value of the acquired net assets and the resulting goodwill or a change recognised in equity if it was a business combination involving entities under joint control;

(f) the amount of negative goodwill arising on the acquisition and the income statement line in which the income from it is recognised.

Government Grants

53. The following information shall be disclosed for biological assets measured at cost in the annual financial statements:

(a) the amounts of government grants received during the accounting period classified by grant provider and type of grants;
(b) contingent liabilities related to government grants;
(c) amounts of government grants repaid or repayable during the accounting period.

Service Concession Arrangements

54. All the material information necessary for understanding the recognition of service concession arrangements in an accounting entity's financial statements shall be disclosed in the notes, including:

(a) general description of service concession arrangements and accounting policies applied to them;
(b) income and expenses recognised during an accounting period as part of service concession arrangements grouped by main categories of income and expense (e.g. purchase and sale of service, interest, amortisation of infrastructure assets) and profit or loss arising from the project;
(c) changes in assets and liabilities initially recognised during an accounting period as part of service concession arrangements, assets and liabilities grouped by main categories at the start and end of the accounting period;
(d) cash paid and received during an accounting period as part of service concession arrangements grouped by main categories of cash flows.

Disclosures in the Notes to the Liquidation Report

55. Disclosures in the notes to the liquidation reports shall meet the same requirements as disclosures in the notes to the regular financial statements.

56. The following additional disclosures shall be made in the notes to the liquidation report:

(a) explanation of why the entity's economic activities are terminated and its liquidation is initiated;
(b) significant circumstances that have impacted the evaluation of assets and liabilities in the liquidation balance sheet;
(c) explanation of the income statement item "Profit (loss) from revaluation of assets and liabilities to liquidation value".

Disclosures in Financial Statements of Non-Profit Associations and Foundations

57. The notes shall include all disclosures that are required by guidelines of the Board to be applied to non-profit associations or foundations.

58. In case the following additional information has not been disclosed in the main statements, it shall be disclosed in the notes to the financial statements:

(a) fees received from the members and recognised as income for the accounting period, classified by types (e.g. membership fees, entrance fees, maintenance fees, repair fees, etc.);
(b) income received from donations and grants classified by the groups of main donors and types of donations (showing separately donations and grants received via government budget and those that are intended for specific purposes);
(c) donations, grants and fees received from members intended for specific purposes recognised as income for the accounting period, and expenses related to this income grouped by project (for example, repair fees recognised as income by an apartment association and the corresponding repair expenses);
(d) net income earned on financial investments appropriately grouped by type and investment group;
(e) income received from business and expenses relating to business grouped appropriately;
(f) grants, donations and scholarships distributed according to the main groups of recipients of grants and types of grants;
(g) volume and amount of services intermediated to its members by an association or an institution according to the main types of services (e.g. utility fees intermediated by an apartment association for heat, water, refuse collection and other services);
(h) principles for setting up funds recognised as part of equity of an institution or association and their use (setting up and using sub-funds), changes occurred in such funds during the accounting period;
(i) number of members in a non-profit association grouped by individuals and legal entities.

DISCLOSURES IN THE NOTES TO ABRIDGED FINANCIAL STATEMENTS OF A SMALL ENTITY

59. Abridged financial statements of a small entity shall disclose at least the following information:
(a) the fact that these are the abridged financial statements of a small entity;
(b) the material accounting policies have been used in the preparation of the financial statements proceeding from clause 11 of this guideline;
(c) with regard to assets and liabilities to be recognised at fair value;
(i) significant assumptions used in the evaluation models of fair value;
(ii) amounts of assets and liabilities to be recognised at fair value in the balance sheet;
(iii) gains or losses arising from a change in the fair value in income statement;
(iv) significant terms and conditions relating to derivatives and their possible impact on future cash flows;

(d) analysis of the change in the property, plant and equipment and intangible assets based on clause 33 of this guideline;
(e) analysis of the change in investment properties based on clause 36 or 37 of this guideline;
(f) analysis of the change in long-term biological assets based on clause 38 or 40 of this guideline;
(g) unsecured long-term liabilities and description and carrying amount of assets pledged as collateral to such liabilities;
(h) other long-term liabilities, payable after more than five years;
(i) off-balance sheet binding commitments (incl. guarantees given) and contingent liabilities (off-balance sheet and contingent liabilities against related parties are disclosed separately);
(j) the number and nominal value of the shares acquired or accepted as collateral and disposed of during the financial year and the number and nominal value of the shares acquired or accepted as collateral and held by the company during the financial year, in the absence of a nominal value, the accounting par value of the shares and the proportion of the share capital; the amounts paid for such shares and the reason for acquiring the shares or accepting as collateral;
(k) description of material transactions not recorded in the balance sheet (e.g. options) and their potential impact on financial statements;
(l) description of one-time income and expenses with significant impact on the income statement;
(m) description of loans, prepayments and guarantees to the management, incl. amounts, interest rates, payment terms, repayments and impairments;
(n) transactions with related parties, based on clauses 19 and 20 of this guideline;
(o) if the entity belongs to a consolidation group, the name and registered office of the smallest parent entity of the consolidating group;
(p) average number of employees during the calendar year;
(r) significant events after the reporting date.

DISCLOSURES IN THE NOTES TO ABRIDGED FINANCIAL STATEMENTS OF A MICRO ENTITY

60. Abridged financial statements of a micro entity shall disclose at least the following information:

(a) the fact that these are the abridged financial statements of a micro entity;
(b) unsecured long-term liabilities and description and carrying amount of assets pledged as collateral to such liabilities;
(c) off-balance sheet binding commitments (incl. guarantees given) and contingent liabilities;
(d) description of loans, prepayments and guarantees to the management, incl. amounts, interest rates, payment terms, repayments and impairments;
(e) the number and nominal value of the shares acquired or accepted as collateral and disposed of during the financial year and the number and nominal value of the shares

acquired or accepted as collateral and held by the company during the financial year, in the absence of a nominal value, the accounting par value of the shares and the proportion of the share capital; the amounts paid for such shares and the reason for acquiring the shares or accepting as collateral.