

# USER GUIDE

## ANALYTICAL AND REPORTING SYSTEM

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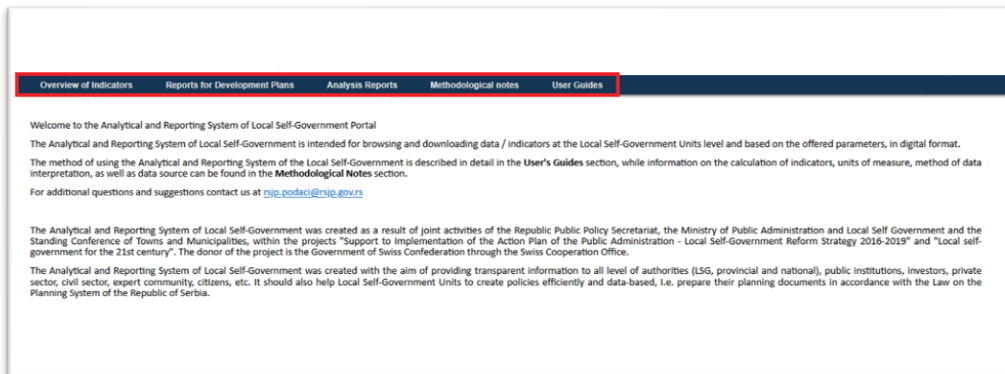
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## Introduction

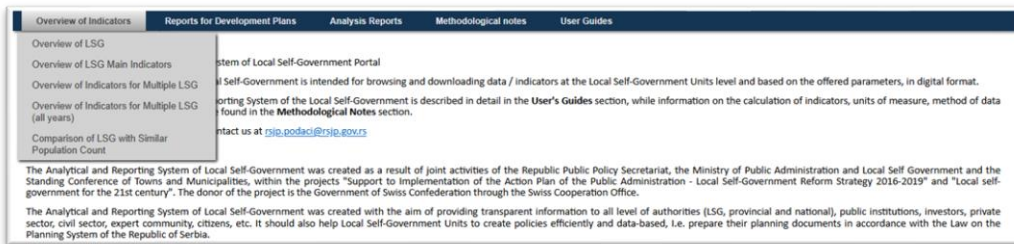
On the introductory page you can choose one of the versions: Serbian cyrilic, Serbian latinic, English. For clearer use of the Analytical and Reporting System Local Self-government (ARS LSG), it is recommended to use Mozilla Firefox as a browser. Right-click on the blue bar to get the „This Frame“ option and select the „Open Frame in New Tab“ option. It will open the whole report on one tab, on one page.



The basic classification of the report is as follows:



Within each item, a specific set of reports is available to the user:



Main menu, with the choice of categories and reports, is always visible. Any report can be closed clicking on „Close“ in the right upper corner (red arrow) or choosing any new report on the menu.



# General Tool Manual

## General View of the Report

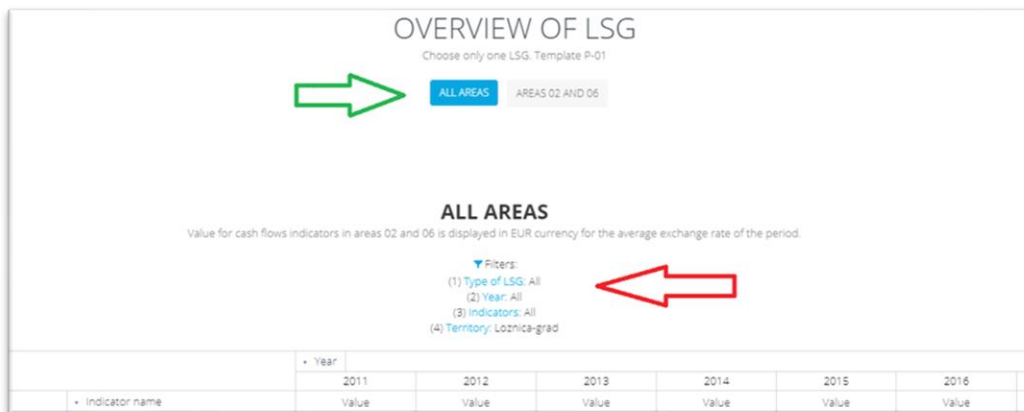
Each report contains:

- Title
- Template name (under the title)
- Subtitle (when a report contains more parts)
- Remark or instructions what to do next, which is under the title or subtitle,
- Filters

According to the visual appearance, reports are divided into two categories.

### Basic report

Basic report has tabs, user can choose any tab (green arrow). User can choose filter by clicking on the name of the filter (red arrow).

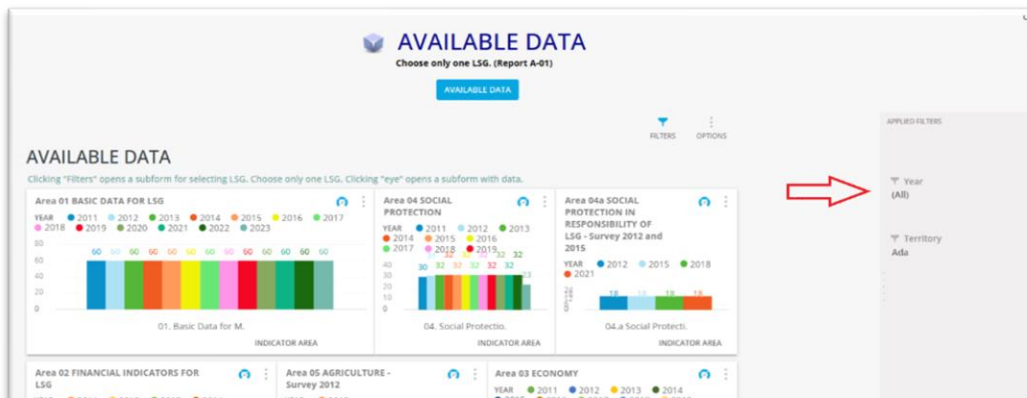


### Dashboard

Dashboards are used for the various visualizations. Initially, the form for filter selection is not displayed on the dashboard. Clicking on the „Filters“ (red arrow), subform for filters will open. Another click on the „Filter“ will close the subform for filters.



Filter values are selected by clicking on the desired field, located below the filter name (red arrow).

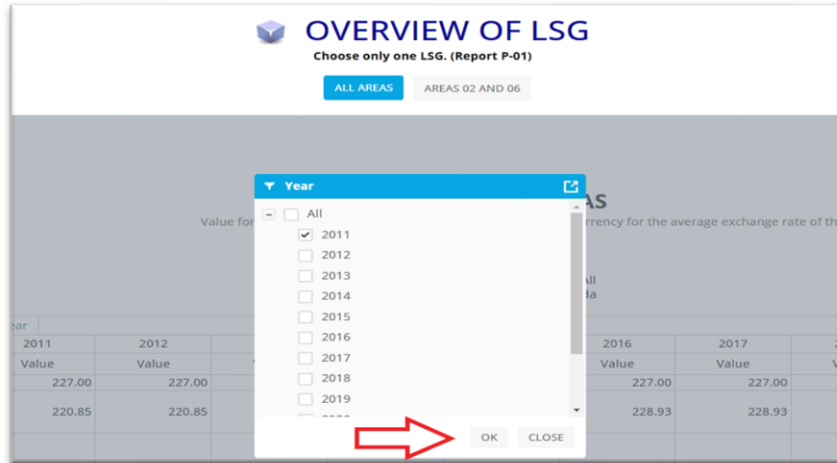


## Filters

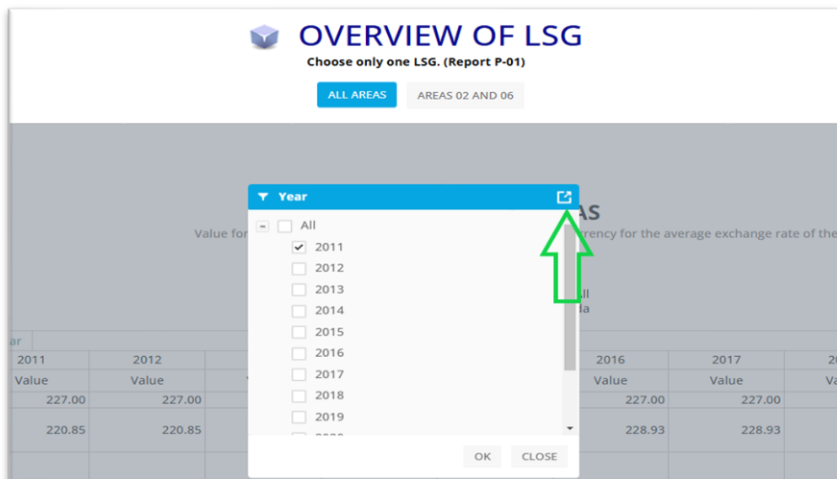
Wherever the filters are accessed from, the same filter selection form will be displayed. The filter selection form can be:

- short
- full

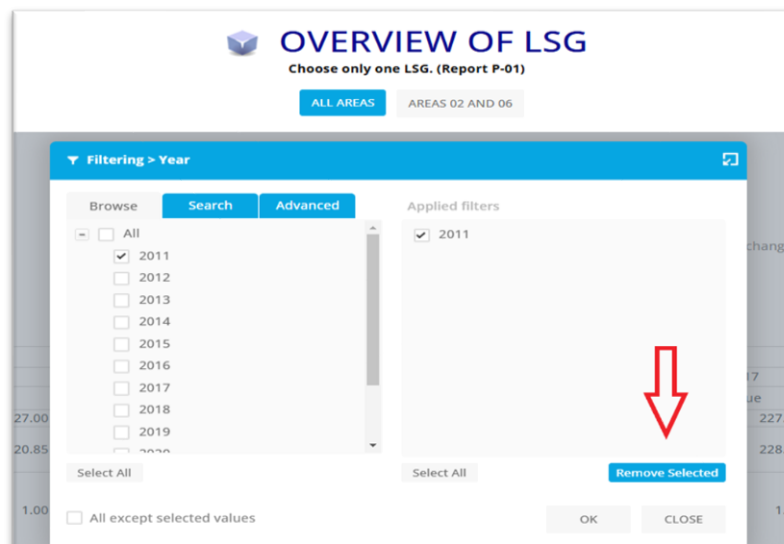
The short form allows selection from a displayed list or hierarchy of values. The selection is confirmed by clicking the "OK" button in the lower right corner.



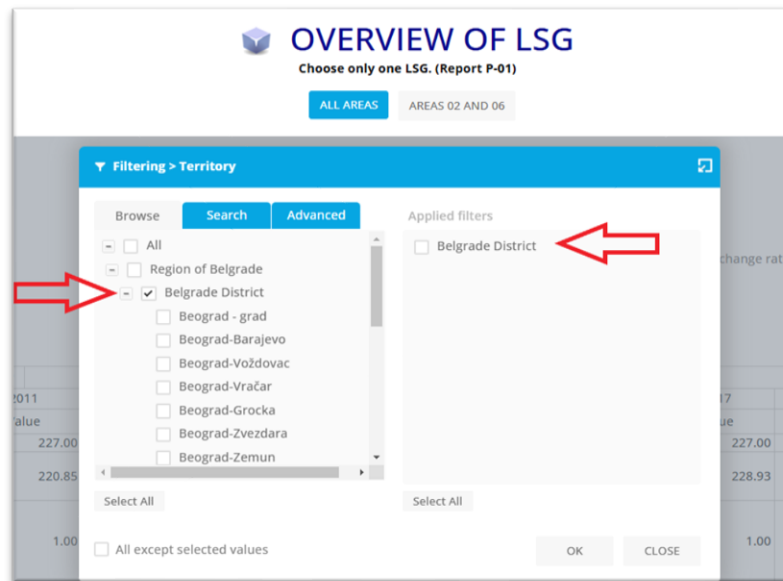
If you want to switch from short view of filters to full view of filters, you need to click on the icon in the upper right corner (green arrow).



An existing value of the filter can be removed by clicking on „Remove Selected“, in the part of the form called „Applied filters“ (red arrow).

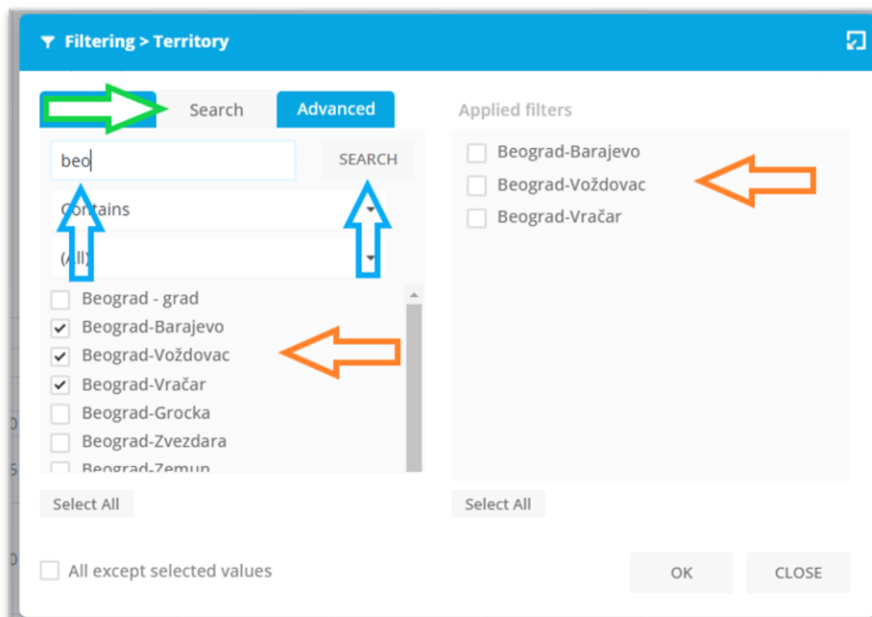


New value of the filter (one or more) is chosen from the hierarchy from the left side. Hierarchy on the left side can be opened (click on „+“), or closed (click on „-“). Your choice from the left side will be appear on the right side (red arrows).



Alternate way is the following:

- Click on „Search“ (green arrow)
- Enter the key word or the part of the word. Approve the choice by clicking „Search“ (blue arrow).
- The results will be shown at the left side.
- Mark them to approve your choice and move to the right side (orange arrow).

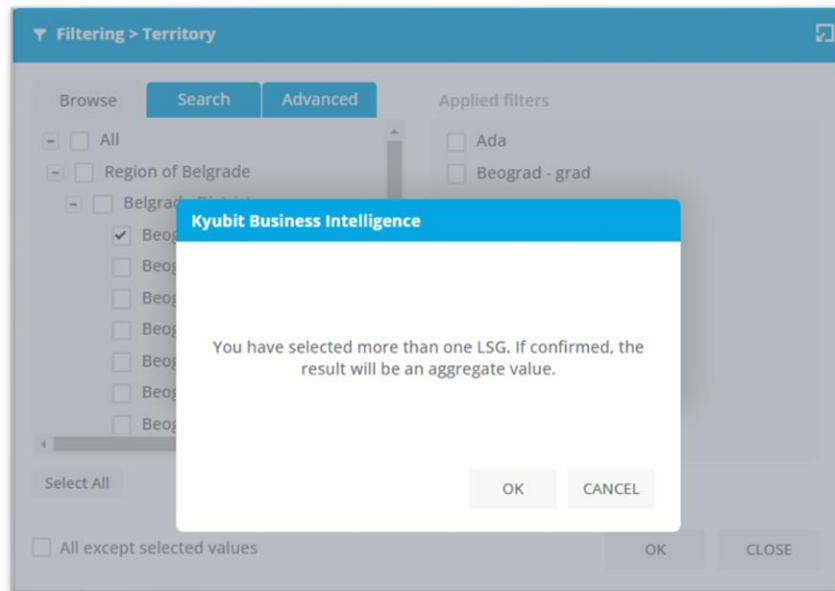


Most reports that use the "Territory" filter only make sense for one selected row from the hierarchy, that is, for one selected LSG.

Under the title of each individual report there is a note to that effect. If multiple rows are selected, a warning will be displayed.

The following are possible:

- Accept the warning (click on "OK"). The report will be presented, but the displayed values will most often be aggregated (the exception is reports where the territory appears in columns and not in the rows of the report, which are OVERVIEW OF INDICATORS FOR MULTIPLE LSG, OVERVIEW OF INDICATORS FOR MULTIPLE LSG (ALL YEARS), ANALYSIS OF INDICATORS BY TERRITORY).
- Reject (click on "CANCEL"). Removing redundant line from "applied filters" is needed.



## Reset

On basic reports, the changed filter can always be returned to the initial settings by clicking "Reset" (red arrow).

Indicator area	Indicator sub-area	Indicator name	Year		
			2021	2022	2023
01. Basic Data for Municipality	01. Territory	01. Area (km <sup>2</sup> )	6.468.00	6.468.00	6.468.00
		02. Territory under forest (Hectare (ha))	124.069.84	124.075.68	107.701.32
		03. Territory under forest, as a % of the total area of the municipality (Percentage)	273.70	273.80	237.90

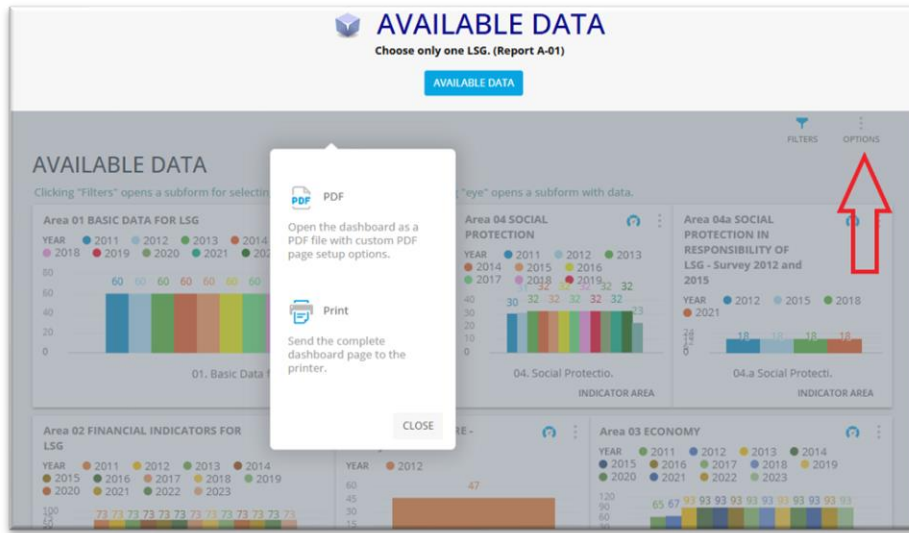
## Export to pdf or excel

Export to pdf or excel depends on the category of the report.

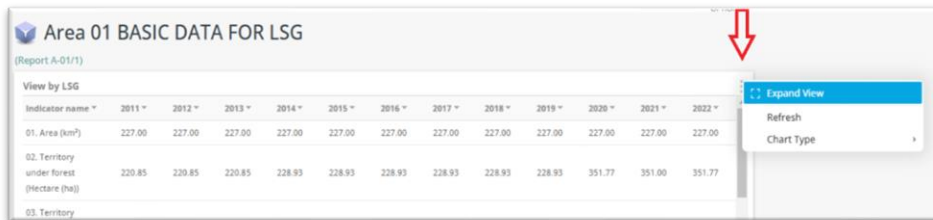
For basic reports, icons for pdf and excel are shown in the upper right part. Direct printing is also possible.

Indicator name	Year											
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value

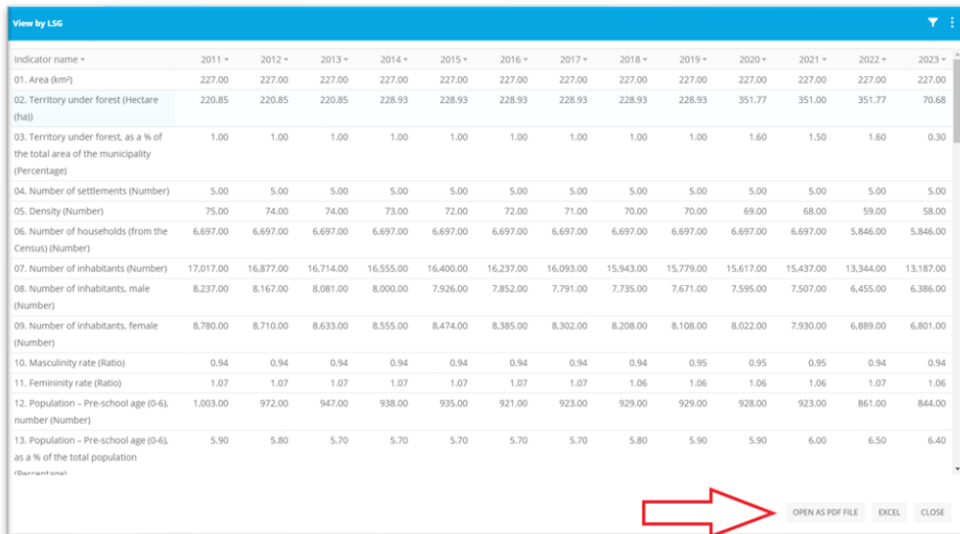
For dashboards there is a possibility to export complete form to pdf or Excel format. Click on „options“ (red arrow) and the subform for choosing the type of export will open.



You can use alternate way for the parts of the dashboards (so called tiles). Clicking on three vertical points (red arrow) will open submenu, where you can choose „Expand View“.



New form will be opened and, at the bottom of the form, you can choose icons for either pdf or excel form (red arrow).



### Options for Exporting to Pdf

You can choose the type of exporting:

- portrait
- landscape

Also, there is possibility to adjust font, if necessary.

**PDF Report Preference**

Portrait Landscape

Margins

Top 20 px Right 30 px Bottom 20 px Left 40 px

Font size 9 Filters Show

OPEN AS PDF FILE CLOSE

When it comes to choosing print options in pdf, they are different for "reports" and "dashboards". With the basic reports, it is possible to download the pdf as a grid, chart or chart + grid.

**PDF Report Preference**

Portrait Landscape

Margins

Top 20 px Right 30 px Bottom 20 px Left 40 px

Font size 9 Filters Show

Options Grid  
Grid  
Chart  
Chart + Grid

CLOSE

When it comes to dashboards, choosing a pdf print option can also be useful. For example, selecting "Detailed Dashboard Export + Values (PDF)" provides the most complex report, page by page for each report element. Also included is the data, in the form of a table, which is located in the background of the graph.

**PDF Report Preference**

Portrait Landscape

Margins

Top 20 px Right 30 px Bottom 20 px Left 40 px

Font size 9 Filters Show

Options Simple Dashboard Export (PDF)  
Simple Dashboard Export (PDF)  
Detailed Dashboard Export (PDF)  
Detailed Dashboard Export + Values (PDF)

CLOSE

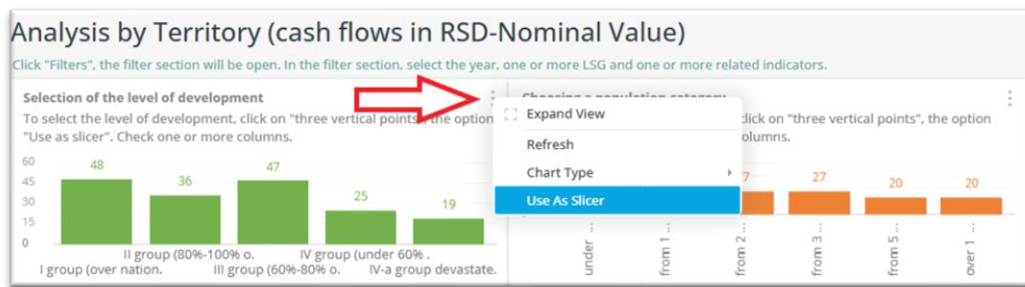


## Options for Exporting to Excel

When it comes to downloading Excel files, by clicking on „Excel“ the shown subform will appear. You should check the box next to the indicator „Export as numeric values“ in order to download the values in Excel as numeric values.

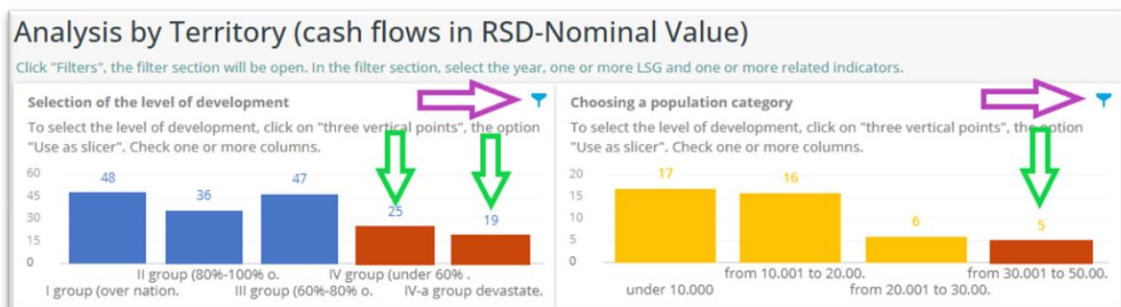
## Using the slicer

On some visualizations it is possible to use the "Use As Slicer" option. First, click on the three vertical dots (red arrow) on the element, and then select the "Use As Slicer" option from the displayed menu.



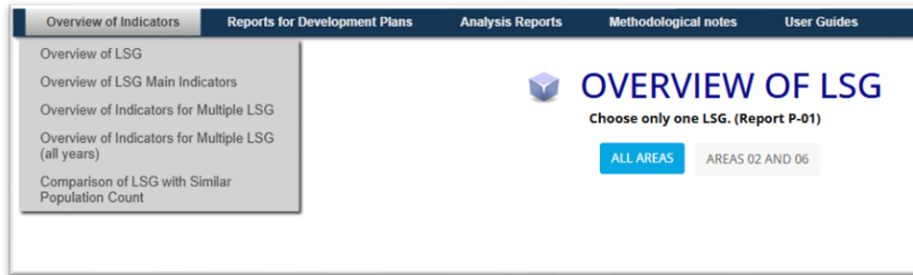
When the element is in "Use As Slicer" mode, then the upper right corner of the element shows a "funnel" instead of the previous three vertical dots (purple arrows). On the visualization it is possible to select one or more columns (green arrows). The selected choice will be reflected on all other elements on the form (other visualizations and tables).

Return to regular mode is achieved by clicking on the "funnel".



## Overview of Indicators

Reports from this group are the easiest to use. These are the following reports:



### Overview of LSG (Report P-01)

The report is intended for insight into the indicator values of **one** LSG.

The report contains 2 tabs:

- First tab is for all areas and all years (the displayed value for cash flow indicators in all areas is expressed in the monetary unit EUR at the average exchange rate of the period)
- The second tab is for the areas 02 and 06 and the last year available (the displayed value is expressed in RSD - nominal value and in the monetary unit EUR at the average exchange rate of the period)

Rows:

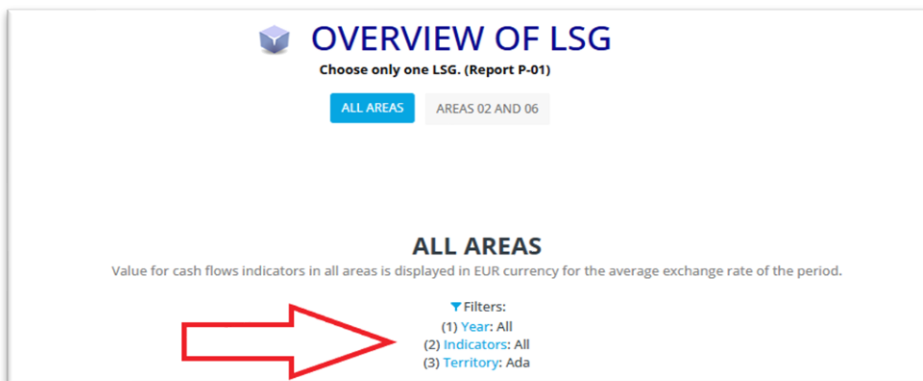
- Indicator area
- Indicator sub-area
- Indicator name

Columns:

- Year

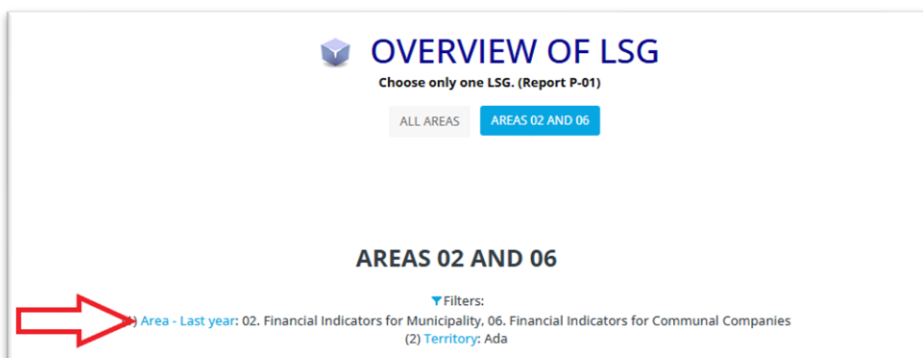
Filters on the first tab:

- Year
- Indicators
- Territory



Filters on the second tab:

- Area – Last year (changes are not allowed)
- Territory



In both cases, one LSG (first in alphabetical order) was initially placed in the "Territory" filter. The user should change the filter to the desired LSG.

#### Selecting multiple LSG in the "Territory" filter

The report is intended for a single LSG, as stated under the report title. However, if more than one LSG or a higher hierarchy level (e.g. region) is selected in the "Territory" filter, the result will be obtained, but it will be a cumulative value per indicator. For some indicators, a cumulative value makes sense (e.g. "number of inhabitants"), but for most indicators it does not (e.g. all indicators that are percentages and indices and that are calculated at the LSG level).

#### Types of LSG

From the point of view of the collected data, a local government can be:

- a city that has city municipalities
- a city municipality
- a municipality

For areas 02 and 06, the data is collected exclusively for:

- a city that has city municipalities
- municipalities

If a city municipality is selected in the "Territory" filter (e.g. Požarevac-Kostolac), the result for areas 02 and 06 will be empty, i.e. areas 02 and 06 will not be displayed in the report at all. In this case, a city that has city municipalities must be set in the filter (e.g. Požarevac-city).

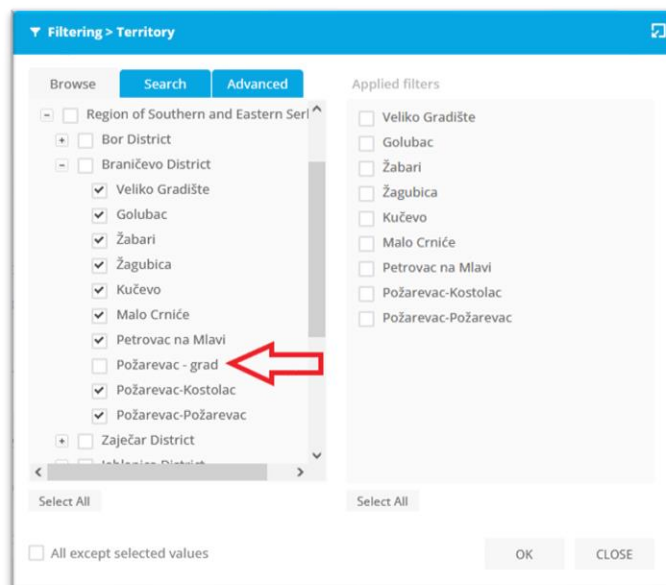
For areas other than 02 and 06, there is data for all types of local government units. If the local government unit is a "city that has city municipalities", then for most indicators the data is the sum of "city municipalities". As long as the lowest level of the hierarchy and only one local government unit is specified in the "Territory" filter, correct data is obtained.

However, if a higher level of the hierarchy is selected, e.g. an area that contains a "city that has city municipalities" and "city municipalities", duplicate data will be obtained for some indicators (for example, the indicator "number of inhabitants"). The solution is to omit "city that has city municipalities" in the "Territory" filter.

An example of a correct request for the aggregate value of an indicator is shown, with:

- indicator is not from areas 02 and 06,
- the indicator is such that it makes sense to sum the values.

In the "Territory" filter, instead of the Braničevo region, which includes the city of Požarevac and the two city municipalities of Požarevac, all local governments from that region are listed individually, except for the local government "Požarevac-grad".



## Overview of LSG Main Indicators (Report P-02)

This report is the same as the "Overview of LSG", except that not all indicators by area are displayed, but only those indicators that are included in the LSG Main Indicators. The LSG Main Indicators list is a representative subset of all indicators. The report is intended for insight into the indicator values of one LSG. The user should change the filter to the desired LSG.

## Overview of Indicators for Multiple LSG (Report P-03)

The report is intended for insight into the values of indicators for multiple LSG, but only for the **last year available**. The report has one tab for each area. The reason is that the "last year" is not the same for each area. For example, data for area 05 (agriculture) have the census as a data source, which is conducted every 12 years.

Rows:

- Indicator area
- Indicator sub-area
- Indicator name

Columns:

- LSG

Filters:

- Territory
- Area – Last year

Initially, a single, arbitrary area was placed in the "Territory" filter, to draw the user's attention to the need to change the filter according to their needs:

- corresponding area
- multiple arbitrary LSG from any area or region

In the example bellow, the "Territory" filter is set to "West Bačka District".

Indicator area	Indicator sub-area	Indicator name	Year	LSG			
				Apatin Value	Kula Value	Odžaci Value	Sombor-grad Value
01. Basic Data for Municipality	01. Territory	01. Area (km²)	2023	380.00	481.00	411.00	1,216.00
		02. Territory under forest (Hectare (ha))	2023	6,053.59	209.24	3,171.78	9,582.01
		03. Territory under forest, as a % of the total area of the municipality (Percentage)	2023	15.90	0.40	7.70	7.90
		04. Number of settlements (Number)	2023	5.00	7.00	9.00	16.00
		05. Density (Number)	2023	60.00	73.00	60.00	58.00

## Overview of Indicators for Multiple LSG (all years)(Report P-04)

The report is intended for insight into the values of indicators of several LSG **for all years**.

Rows:

- Indicator area
- Indicator sub-area
- Indicator name
- Year

Columns:

- LSG

Filters:

- Year
- Indicators
- Territory

Initially, a single, arbitrary area was placed in the "Territory" filter, to draw the user's attention to the need to change the filter according to their needs:

- corresponding area
- multiple arbitrary LSG from any area or region

In the example, the "Territory" filter has been set to "West Bačka District" (green arrows). The "Year" filter has been narrowed to 3 years of choice, and in the result, the years appear as a subcategory within the indicator (red arrow).

Indicator area	Indicator sub-area	Indicator name	Year	LSG			
				Apatin	Kula	Odžaci	Sombor-grad
01. Basic Data for Municipality	01. Territory	01. Area (km <sup>2</sup> )	2021	380.00	481.00	411.00	1,216.00
			2022	380.00	481.00	411.00	1,216.00
			2023	380.00	481.00	411.00	1,216.00

## Comparison of LSG with Similar Population Count (Report P-05)

The report is intended for insight into the indicator values of multiple LSG for the last year. One LSG is chosen, and the result includes 5 more LSG that are closest to the given LSG in terms of population. The criteria for "similar population count" means:

- closest larger population count,
- closest smaller population count.

The report has one tab for each area. The reason is that "last year" is not the same for each area.

Rows:

- Indicator area
- Indicator sub-area
- Indicator name
- Year

Columns:

- LSG

Filters:

- Area – Last year
- LSG for comparison (multiple LSG is not allowed)

Initially, one LSG is set in the "LSG for comparison" filter (first alphabetically), in order to draw the user's attention to the fact that they should change the filter according to their needs.

In the given example, the LSG "Ada" (green arrow) was set in the filter. The result is 6 municipalities: Ada and 5 other municipalities that are closest to the municipality of Ada in terms of population (green arrow for municipalities, red arrow for population).

**COMPARISON OF LSG WITH SIMILAR POPULATION COUNT**  
Choose only one LSG. Value for cash flow indicators in areas 02 and 06 is displayed in EUR currency for the average exchange rate of the period. (Report P-05)

AREA 01 (COMPARE)   AREA 02 (COMPARE)   AREA 03 (COMPARE)   AREA 04 (COMPARE)   AREA 04A (COMPARE)   AREA 05 (COMPARE)   AREA 06 (COMPARE)   AREA 07 (COMPARE)   AREA 08 (COMPARE)

**AREA 01 (COMPARE)**

Filters:  
(1) Area - Last year: 01. Basic Data for Municipality  
(2) LSG for comparison: Ada

				• LSG for comparison					
				Ada	Brus	Žitiste	Niš-Niška Banja	Nova Varoš	Sokobanja
• Indicator area	• Indicator sub-area	• Indicator name	• Year	Value (LSG)	Value (LSG)	Value (LSG)	Value (LSG)	Value (LSG)	Value (LSG)
01. Basic Data for Municipality	01. Territory	01. Area (km <sup>2</sup> )	2023	227.00	606.00	525.00	146.00	581.00	525.00
		02. Territory under forest (Hectare (ha))	2023	70.68	40,722.80	86.14	8,681.20	25,430.09	32,951.92
		03. Territory under forest, as a % of the total area of the municipality (Percentage)	2023	0.30	67.20	0.20	59.50	43.80	62.80
		04. Number of settlements (Number)	2023	5.00	58.00	12.00	18.00	33.00	25.00
		05. Density (Number)	2023	58.00	22.00	25.00	88.00	23.00	25.00
	02. Population	06. Number of households (from the Census) (Number)	2023	5,846.00	4,896.00	5,457.00	5,063.00	5,600.00	5,245.00
		07. Number of inhabitants (Number)	2023	13,187.00	13,440.00	13,310.00	12,898.00	13,303.00	13,058.00
		08. Number of inhabitants, male (Number)	2023	6,386.00	6,972.00	6,622.00	6,456.00	6,744.00	6,296.00

## Reports for Development Plans

Reports from this group are intended for the preparation of local government development plans.

### List of report tables

According to the areas, these are the following reports:  
**Basic data for Municipality (Reports R-0100 to R-0103):**

Overview of Indicators	Reports for Development Plans	Analysis Reports	Methodological notes	User Guides
Welcome to the Analytical The Analytical and Reporting The method of using the A data interpretation, as well For additional questions an  The Analytical and Reporting Standing Conference of To government for the 21st ce  The Analytical and Reporting system of local self-governme was created with the aim of providing transparent information to all level of authorities (LSG, provincial and national), public institutions, investors, private sector, civil sector, expert community, citizens, etc. It should also help Planning System of the Republic of Serbia.	Basic Data for Municipality	General Data		
	Financial Indicators for Municipality	Basic Population Contingents of LSG		
	Economy	Vital Events of LSG		at the Local Self-Government Units level and based on the offered parameters, in digital format.
	Social Protection	Infrastructural Equipment of LSG		Guides section, while information on the calculation of indicators, units of measure, method of
	Agriculture			
	Financial indicators for Communal Companies			
	Health Care			
	Education			

**Financial Indicators for Municipality (Reports R-0201 to R-0209)**

Overview of Indicators	Reports for Development Plans	Analysis Reports	Methodological notes	User Guides
Welcome to the Analytical The Analytical and Reporting The method of using the A data interpretation, as well For additional questions an  The Analytical and Reporting Standing Conference of To government for the 21st ce  The Analytical and Reporting system of local self-governme was created with the aim of providing transparent information to all level of authorities (LSG, provincial and national), public institutions, investors, private sector, civil sector, expert community, citizens, etc. It should also help Planning System of the Republic of Serbia.	Basic Data for Municipality	Revenues and Expenses		
	Financial Indicators for Municipality	Result Indicators		at the Local Self-Government Units level and based on the offered parameters, in digital format.
	Economy	Indebtedness		Guides section, while information on the calculation of indicators, units of measure, method of
	Social Protection	Structure of Total Revenues		
	Agriculture	Structure of Current Revenues		
	Financial indicators for Communal Companies	Structure of Tax Revenues		Public Policy Secretariat, the Ministry of Public Administration and Local Self Government and the
	Health Care	Structure of Total Expenditures		the Public Administration - Local Self-Government Reform Strategy 2016-2019" and "Local self- operation Office.
	Education	Structure of Current Expenditures		tion to all level of authorities (LSG, provincial and national), public institutions, investors, private
		Capital Expenditures		ently and data-based, i.e. prepare their planning documents in accordance with the Law on the

Economy (Reports R-0301 to R-0312)

Overview of Indicators	Reports for Development Plans	Analysis Reports	Methodological notes	User Guides
<p>Welcome to the Analytical Portal</p> <p>The Analytical and Reporting System of Local Self-Government was created for browsing and downloading data / indicators at the Local Self-Government Units level and based on the offered parameters, in digital format.</p> <p>The method of using the Analytical and Reporting System of Local Self-Government is described in detail in the User's Guides section, while information on the calculation of indicators, units of measure, method of calculation and data-based, i.e. prepare their planning documents in accordance with the Law on the Planning System of the Republic of Serbia.</p>	<p>Basic Data for Municipality</p> <p>Financial Indicators for Municipality</p>	<p>Companies</p> <p>Entrepreneurs</p> <p>Company Business</p> <p>Entrepreneurial Business</p> <p>Registered Employment</p> <p>Structure of Registered Employment in % by Activities</p> <p>Employment and Retirees</p> <p>Unemployment</p> <p>Structure of Employed Persons in %</p> <p>Other Indicators from the Records about Unemployment</p> <p>Number of Exporters and Importers</p> <p>Indicators of Foreign Trade Activity</p>		<p>Public Policy Secretariat, the Ministry of Public Administration and Local Self Government and the Public Administration - Local Self-Government Reform Strategy 2016-2019" and "Local self-operation Office.</p>
	<p>Economy</p> <p>Social Protection</p> <p>Agriculture</p> <p>Financial Indicators for Communal Companies</p> <p>Health Care</p> <p>Education</p>			

Social Protection (Reports R-0401 to R-0406)

Overview of Indicators	Reports for Development Plans	Analysis Reports	Methodological notes	User Guides
<p>Welcome to the Analytical Portal</p> <p>The Analytical and Reporting System of Local Self-Government was created for browsing and downloading data / indicators at the Local Self-Government Units level and based on the offered parameters, in digital format.</p> <p>The method of using the Analytical and Reporting System of Local Self-Government is described in detail in the User's Guides section, while information on the calculation of indicators, units of measure, method of calculation and data-based, i.e. prepare their planning documents in accordance with the Law on the Planning System of the Republic of Serbia.</p>	<p>Basic Data for Municipality</p> <p>Financial Indicators for Municipality</p>	<p>Social Assistance Beneficiaries</p> <p>Structure of the Social Assistance Beneficiaries in %</p> <p>Children Using Accommodation Services</p> <p>Centers for Social Work</p> <p>Financing of Social Protection Services</p> <p>Help at Home for the Elderly</p>		<p>Public Policy Secretariat, the Ministry of Public Administration and Local Self Government and the Public Administration - Local Self-Government Reform Strategy 2016-2019" and "Local self-operation Office.</p>
	<p>Economy</p> <p>Social Protection</p> <p>Agriculture</p> <p>Financial Indicators for Communal Companies</p> <p>Health Care</p> <p>Education</p>			

Agriculture (Reports R-0501 to R-0505)

Overview of Indicators	Reports for Development Plans	Analysis Reports	Methodological notes	User Guides
<p>Welcome to the Analytical Portal</p> <p>The Analytical and Reporting System of Local Self-Government was created for browsing and downloading data / indicators at the Local Self-Government Units level and based on the offered parameters, in digital format.</p> <p>The method of using the Analytical and Reporting System of Local Self-Government is described in detail in the User's Guides section, while information on the calculation of indicators, units of measure, method of calculation and data-based, i.e. prepare their planning documents in accordance with the Law on the Planning System of the Republic of Serbia.</p>	<p>Basic Data for Municipality</p> <p>Financial Indicators for Municipality</p>	<p>Agricultural Land</p> <p>Agricultural Holdings</p> <p>Structure of the Agricultural Holdings According to Specialization</p> <p>Labor Force on Agricultural Holdings</p> <p>Livestock</p>		<p>Public Policy Secretariat, the Ministry of Public Administration and Local Self Government and the Public Administration - Local Self-Government Reform Strategy 2016-2019" and "Local self-operation Office.</p>
	<p>Economy</p> <p>Social Protection</p> <p>Agriculture</p> <p>Financial Indicators for Communal Companies</p> <p>Health Care</p> <p>Education</p>			

Financial Indicators for Communal Companies (Reports R-0601 to R-0610)

Overview of Indicators	Reports for Development Plans	Analysis Reports	Methodological notes	User Guides
<p>Welcome to the Analytical Portal</p> <p>The Analytical and Reporting System of Local Self-Government was created for browsing and downloading data / indicators at the Local Self-Government Units level and based on the offered parameters, in digital format.</p> <p>The method of using the Analytical and Reporting System of Local Self-Government is described in detail in the User's Guides section, while information on the calculation of indicators, units of measure, method of calculation and data-based, i.e. prepare their planning documents in accordance with the Law on the Planning System of the Republic of Serbia.</p>	<p>Basic Data for Municipality</p> <p>Financial Indicators for Municipality</p>	<p>PUC Business Profile</p> <p>Movement of the Number of Employees</p> <p>Productivity</p> <p>Structure of the Properties</p> <p>Resource Source Structure</p> <p>PUC Structure of the Total Revenues</p> <p>PUC Structure of the Total Expenditures</p> <p>Profitability Indicators</p> <p>PUC Liquidity</p> <p>PUC Indebtedness</p>		<p>Public Policy Secretariat, the Ministry of Public Administration and Local Self Government and the Public Administration - Local Self-Government Reform Strategy 2016-2019" and "Local self-operation Office.</p>
	<p>Economy</p> <p>Social Protection</p> <p>Agriculture</p> <p>Financial Indicators for Communal Companies</p> <p>Health Care</p> <p>Education</p>			

## Health Care (Reports R-0701 to R-0704)

Overview of Indicators	Reports for Development Plans	Analysis Reports	Methodological notes	User Guides
<p>Welcome to the Analytical and Reporting System of Local Self-Government for the 21st century. The Analytical and Reporting System of Local Self-Government was created as a result of joint activities of the Republic of Serbia, civil sector, expert community, citizens, etc. It should also help the Planning System of the Republic of Serbia.</p>	Basic Data for Municipality	<p>nt Portal</p> <p>ed for browsing and downloading data / indicators at the Local Self-Government Units level and based on the offered parameters, in digital format.</p> <p>lf-Government is described in detail in the <b>User's Guides</b> section, while information on the calculation of indicators, units of measure, method of <b>logical Notes</b> section.</p> <p><a href="#">ROWFS</a></p> <p>Employees in Health Care Institutions</p> <p>Health Care Workers and Associates in Health Care Institutions</p> <p>Medical Doctors According to Specialization</p> <p>Public Expenditures for Health Care and Social Protection</p>		<p>Public Policy Secretariat, the Ministry of Public Administration and Local Self Government and the Public Administration - Local Self-Government Reform Strategy 2016-2019" and "Local self-operation Office.</p> <p>tion to all level of authorities (LSG, provincial and national), public institutions, investors, private entity and data-based, i.e. prepare their planning documents in accordance with the Law on the</p>
	Financial Indicators for Municipality			
	Economy			
	Social Protection			
	Agriculture			
Financial Indicators for Communal Companies	Health Care			
Education	Education			

## Education (Reports R-0801 to R-0813)

Overview of Indicators	Reports for Development Plans	Analysis Reports	Methodological notes	User Guides
<p>Welcome to the Analytical and Reporting System of Local Self-Government for the 21st century. The Analytical and Reporting System of Local Self-Government was created as a result of joint activities of the Republic of Serbia, civil sector, expert community, citizens, etc. It should also help the Planning System of the Republic of Serbia.</p>	Basic Data for Municipality	<p>nt Portal</p> <p>ed for browsing and downloading data / indicators at the Local Self-Government Units level and based on the offered parameters, in digital format.</p> <p>lf-Government is described in detail in the <b>User's Guides</b> section, while information on the calculation of indicators, units of measure, method of <b>logical Notes</b> section.</p> <p><a href="#">ROWFS</a></p> <p>Population (15+) According to Education</p> <p>Structure of the Population (15+) According to Education in %</p> <p>Population (15+) According to Gender and Education</p> <p>Basic Indicators in the Area of the Preschool Education</p> <p>Schools and Pupils in Primary Education</p> <p>Rates in Primary Education According to Gender in %</p> <p>Teaching Staff in Primary Education</p> <p>Schools and Pupils in Secondary Education</p> <p>Drop-out Rates in Secondary Education According to Gender in %</p> <p>Teaching Staff in Secondary Education</p> <p>Students Enrolled</p> <p>Graduated Students According to Gender and Education</p> <p>Expenditures for Education</p>		<p>Public Policy Secretariat, the Ministry of Public Administration and Local Self Government and the Public Administration - Local Self-Government Reform Strategy 2016-2019" and "Local self-operation Office.</p> <p>tion to all level of authorities (LSG, provincial and national), public institutions, investors, private entity and data-based, i.e. prepare their planning documents in accordance with the Law on the</p>
	Financial Indicators for Municipality			
	Economy			
	Social Protection			
	Agriculture			
Financial Indicators for Communal Companies	Health Care			
Education	Education			

## Formats of report tables

Reporting tables for the preparation of local government development plans, in most cases, have 2 formats:

- by year
- by district

The formats are corresponding to 2 tabs:

- the first tab is for the given LSG and the last 9 years (if data exists)
- the second tab is for the given LSG and all the other LSG belonging to the same district as the given one, exclusively for the last year (latest available data)

In all reporting tables, for cash flow indicators, the value shown is in the monetary unit EUR at the average exchange rate of the period.

## Reporting tables by year

The structure of the report table by year (green arrow) is as follows:

Rows:

- Indicators of a specific reporting table

Columns:

- Year

Filters (red arrow) are as given:

- LSG
- Indicator area - year



**BASIC POPULATION CONTIGENTS OF LSG**

In the "LSG" filter, select only one LSG. In the "Indicator area - year" filter, you can select the number of years for which you want a spreadsheet. (Report R-0102)

**Basic population contingents of LSG by years**

Filters:  
(1) LSG: Ada  
(2) Indicator area - year: 01. Basic Data for Municipality

	2015		2016		2017		2018		2019		2020		2021		2022		2023	
[Basic Contingents of Population]	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value
Number of inhabitants (Number)	16.400.00	16.237.00	16.093.00	15.943.00	15.779.00	15.617.00	15.437.00	13.344.00	13.187.00									
Population - Working age population (15-64), number (Number)	11.009.00	10.842.00	10.695.00	10.558.00	10.402.00	10.229.00	10.071.00	8.253.00	8.145.00									
Population - Working age population (15-64), as a % of the total population (Percentage)	67.10	66.80	66.50	66.20	65.90	65.50	65.20	61.80	61.80									
Population - Adult population (18 and more), number (Number)	13.707.00	13.593.00	13.475.00	13.350.00	13.220.00	13.104.00	12.951.00	11.183.00	11.045.00									

In the "LSG" filter, you should reset the initially set LSG, which is the first in alphabetical order (red arrow), and then set the desired LSG (green arrow).

Filtering > LSG

Browse Search Advanced

Applied filters

All

Ada

Aleksandrovac

Aleksinac

Alibunar

Apatin

Arandjelovac

Arilje

Babušnica

Bajina Bašta

Batočina

Bač

Bačka Palanka

Bačka Topola

Bački Petrovac

Select All

Arandjelovac

Select All

All except selected values

OK CLOSE

In the „Indicator area – year“, when you want a smaller number of years in the table, you first need to reset the preset selection (red arrow). Then open the node and select the desired years (green arrow).

Filtering > Indicator area - year

Browse Search Advanced

Applied filters

All

01. Basic Data for Municipality

2015

2016

2017

2018

2019

2020

2021

2022

2023

02. Financial Indicators for Municipa

03. Economy

04. Social Protection

Select All

2021

2022

2023

Select All

All except selected values

OK CLOSE

The result is a report table for the desired LSG and with a smaller number of years.

**Basic population contingents of LSG by years**

Filters:  
 (1) LSG: Ada  
 (2) Indicator area - year: 2023, 2022, 2021

[Basic Contingents of Population]	Year		
	2021	2022	2023
Number of inhabitants (Number)	15,437.00	13,344.00	13,187.00
Population - Working age population (15-64), number (Number)	10,071.00	8,253.00	8,145.00
Population - Working age population (15-64), as a % of the total population (Percentage)	65.20	61.80	61.80
Population - Adult population (18 and more), number (Number)	12,951.00	11,183.00	11,045.00
Population - Adult population (18+), as a % of the total population (Percentage)	83.90	83.80	83.80

### Report tables by area

The structure of the report table by area (green arrow) is as follows:.

Rows:

- indicators of a specific reporting table
- last year available

Columns:

- LSG in district

This format has only one filter, that is „LSG for comparison by area“, or „LSG“ (red arrow).

**BASIC POPULATION CONTINGENTS OF LSG**

In the "LSG" filter, select only one LSG. In the "Indicator area - year" filter, you can select the number of years for which you want a spreadsheet. (Report R-0102)

BASIC POPULATION CONTINGENTS OF LSG BY YEARS BASIC POPULATION CONTINGENTS OF LSG BY AREA

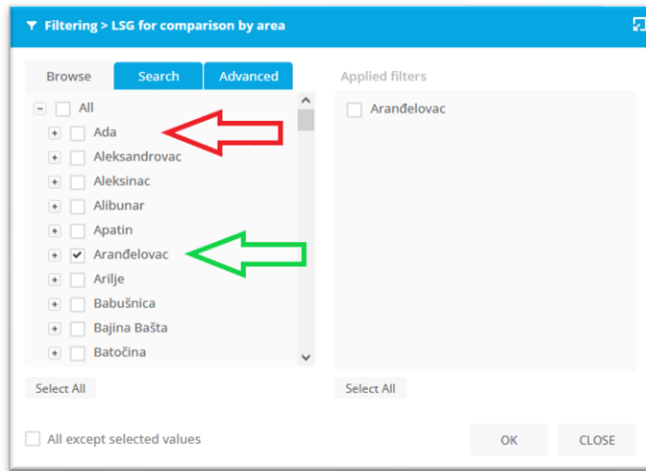
**Basic population contingents of LSG by area**

Filters:  
 (1) LSG for comparison by area: Ada

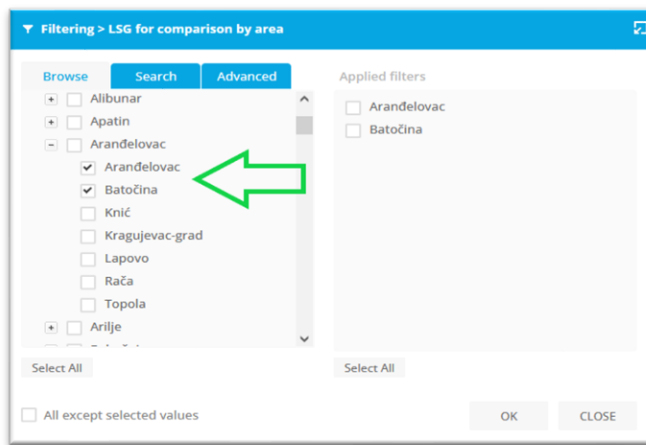
LSG for comparison by area

[Basic Contingents of Population]	Last year	Ada					
		Value	Karjiža	Kikinda-grad	Novi Kneževac	Senta	Čoka
Number of inhabitants (Number)	2023	13,187.00	20,010.00	48,950.00	8,563.00	17,783.00	8,466.00
Population - Working age population (15-64), number (Number)	2023	8,145.00	12,557.00	30,759.00	5,273.00	10,930.00	5,230.00
Population - Working age population (15-64), as a % of the total population (Percentage)	2023	61.80	62.80	62.80	61.60	61.50	61.80

Setting the filter for "LSG for comparison by area" is the same as in the previous case. First, the initially set filter is reset (red arrow), and then the desired LSG is set (green arrow).



Additionally, by opening the "LSG for comparison by area" node and resetting the entire node, it is possible to narrow down the number of LSG for comparison within the district (green arrow).



End result is as given:

**Basic population contingents of LSG by area**

Filters:  
 (1) LSG for comparison by area: Arandelovac, Batočina

		LSG for comparison by area	
		Arandelovac	Batočina
[Basic Contingents of Population]	Last year	Value	Value
Number of inhabitants (Number)	2023	40,930.00	10,088.00
Population – Working age population (15-64), number (Number)	2023	25,794.00	6,219.00
Population – Working age population (15-64), as a % of the total population (Percentage)	2023	63.00	61.60
Population – Adult population (18 and more), number (Number)	2023	33,864.00	8,476.00
Population – Adult population (18+), as a % of the total population (Percentage)	2023	82.70	84.00
Population – Pre-school age (0-6),	2023	2,507.00	500.00

# Analysis Reports

Overview of Indicators	Reports for Development Plans	Analysis Reports	Methodological notes	User Guides
<p>Welcome to the Analytical and Reporting System of Local Self-Government is</p> <p>The Analytical and Reporting System of Local Self-Government is</p> <p>The method of using the Analytical and Reporting System of the data interpretation, as well as data source can be found in the M</p> <p>For additional questions and suggestions contact us at <a href="mailto:rsjip.podac">rsjip.podac</a></p>		<p>Available Data</p> <p>Main Indicators (KPI)</p> <p>Graphical Display of Indicators</p> <p>Analysis of Indicators by Year</p> <p>Analysis of Indicators by Territory</p>	<p>/ Indicators at the Local Self-Government Units level and based on the offered parameters, in digital format.</p> <p>in the User's Guides section, while information on the calculation of indicators, units of measure, method of</p>	

## Available Data

Report contains introductory dashboard and separate dashboard for each area of indicators

### Introductory Dashboard (Report A-01)

Introductory dashboard serves as connection with other dashboards. It has tiles, one tile for each area of indicators. Every tile has „eye“ icon and clicking on that icon will open connected dashboard in the new window. This is the simplest way of using this report.

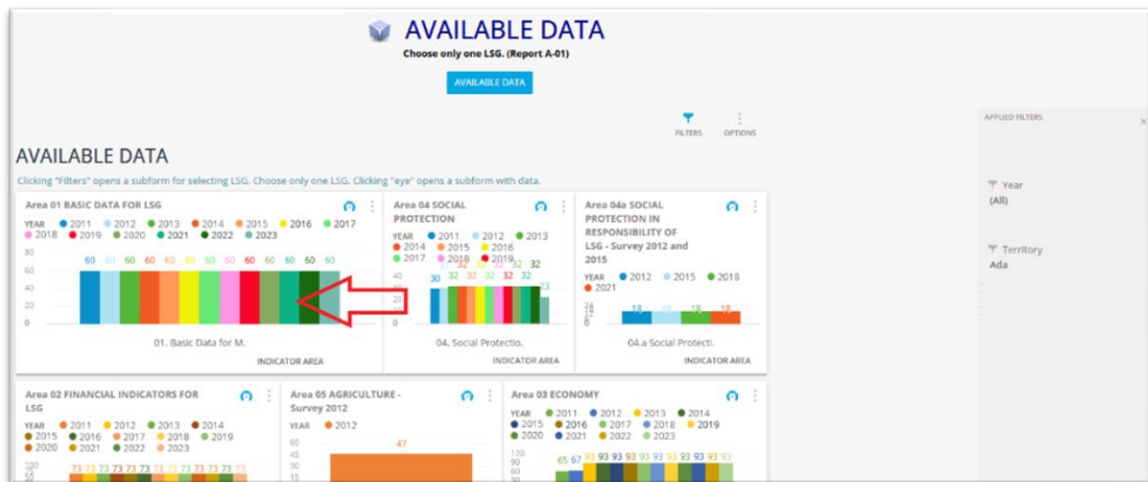
Filters on Introductory Dashboard:

- Year
- Territory, with a default initial LSG, which needs to be changed.

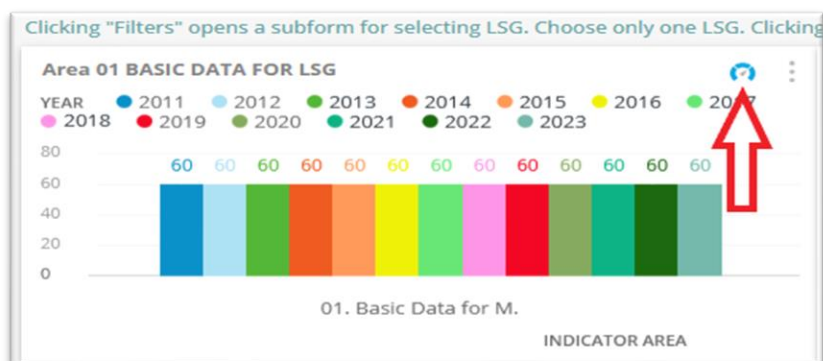
On dashboards, filters are linked and apply across all forms.

Additional form options are as follows:

- For each area, you can see the years in which data is available, as well as the number of indicators per year and the specified LSG in the filter (red arrow).



Clickin on „eye“ icon (red arrow) gives a tabular result for the selected area in a new window.



**Area 01 BASIC DATA FOR LSG**  
(Report A-01/1)

View by LSG

Indicator name	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
01. Area (km <sup>2</sup> )	227.00	227.00	227.00	227.00	227.00	227.00	227.00	227.00	227.00	227.00	227.00	227.00
02. Territory under forest (Hectare (ha))	220.85	220.85	220.85	228.93	228.93	228.93	228.93	228.93	228.93	351.77	351.00	351.77
03. Territory under forest, as a % of the total area of the municipality (Percentage)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.60	1.50	1.60
04. Number of settlements (Number)	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
05. Density (Number)	75.00	74.00	74.00	73.00	72.00	72.00	71.00	70.00	70.00	69.00	68.00	59.00
06. Number of households (from the Census) (Number)	6,697.00	6,697.00	6,697.00	6,697.00	6,697.00	6,697.00	6,697.00	6,697.00	6,697.00	6,697.00	6,697.00	5,846.00

### Individual dashboards by area (Reports A-01/1 to A-01/8)

Individual dashboards contain certain elements:

- fixed indicator area
- in rows, indicator names
- in columns year

Unit of measurement (all areas, except areas 02 and 06, cash flow indicators)

- RSD - Nominal values

Unit of measurement (area 02 and 06)

- Value in EUR
- RSD - Nominal values
- RSD - Real values

By clicking the button „Options“ will bring up a printable subform.

**Area 02 FINANCIAL** LSG  
Value for cash flows indicators is displayed in EUR. The average rate of the period. (Report A-01/2)

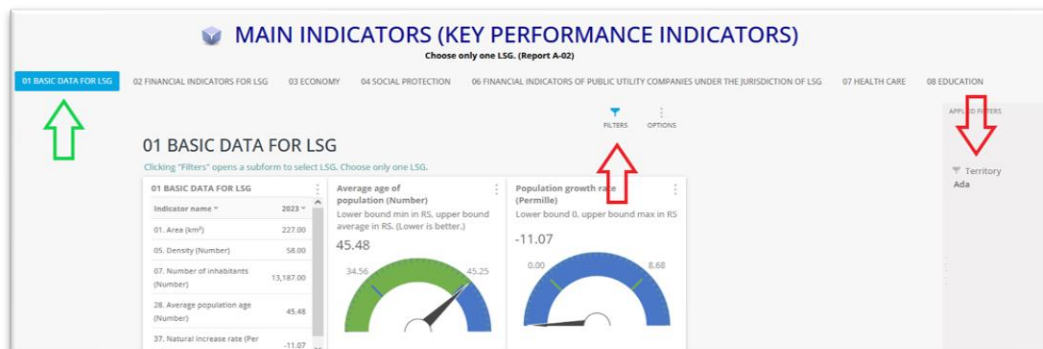
View by LSG

Indicator name	2011	2012	2012	2013
	Value in EUR	Nominal Value	Real value	Value in EUR
01. Overall revenues (Thousand)	4,142.00	4,701.00	531,824.00	860,141.00
02. Overall revenues per inhabitant (Value)	243.00	279.00	31,512.00	50,966.00
03. Direct and assigned revenues (Thousand)	2,883.00	3,714.00	420,200.00	679,607.00
04. Degree of LSG self-financing (Percentage)	69.60	69.60	69.60	79.00
05. Financial autonomy of LSG (Percentage)	74.00	74.00	74.00	79.10

Options: PDF, Print

### Main indicators (key performance indicators) (Report A-02)

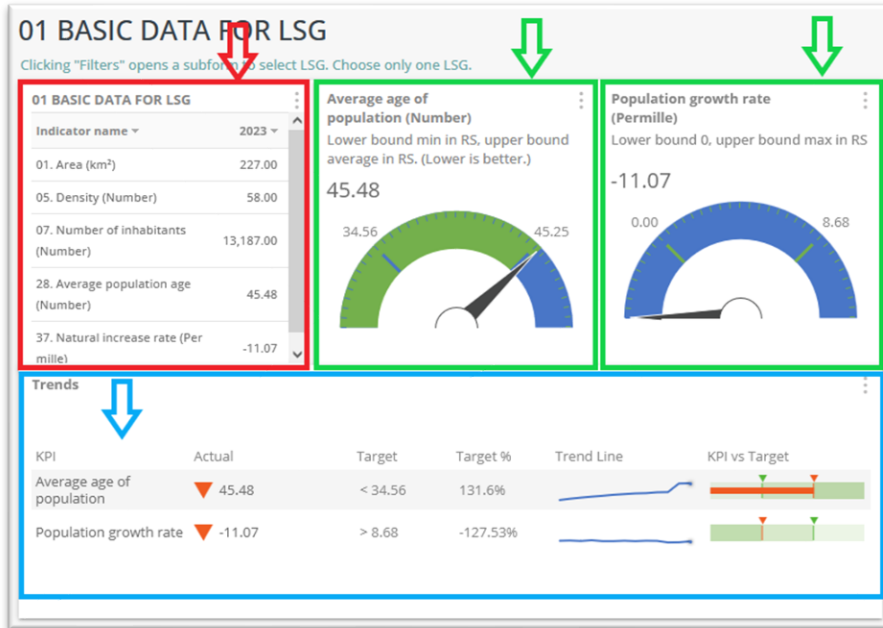
The report consists of multiple tabs, where each tab corresponds to one area (green arrow). On the left side there is a filter selection section (red arrow). The specified filter is transferred across the tabs.



Report is valid on the level of one LSG.

The following elements are displayed for each area:

- table of indicators from the areas included in the „LSG identity card“ (red arrow)
- one graph for each key success indicator (green arrow)
- a common graph for all key success indicators (blue arrow)



**Key performance indicators (KPI)**

KPI is an indicator that is included within the Main Indicators of LSG and is of special importance. The following is defined:

- name of the KPI (indicator name)
- lower and upper limit

The pointer shows the current value of the KPI.

A KPI can be such that it is better when its value is as high as possible. For example, the "Population Growth Rate" should be as high as possible. The limits are:

- lower limit is 0
- upper limit is maximum in RS

On the image below, the red arrows on the dial mark:

- lower and upper limits (red arrows),
- explanation of the limits in the title



The pointer on the dial scale shows the current value of the indicator. The blue arrow marks the numerical value of the indicator for the given LSG.

A key performance indicator can be such that it is better when its value is as low as possible. For example, "Average age of the population" should be as low as possible. The limits:

- lower limit is the minimum in the RS
- upper limit is the average in the RS

On the image below, the red arrows on the dial mark:

- lower and upper limit (red arrows),
- explanation of the limits in the title



The pointer on the dial scale shows the current value of the indicator. The gray arrow marks the numerical value of the indicator of the given LSG.

### Trends

All key performance indicators from the observed area are shown. Features:

- KPI name
- Actual state
- Target value and %
- Trend line
- KPI vs Target

KPI	Actual	Target	Target %	Trend Line	KPI vs Target
Average age of population	▼ 45.48	< 34.56	131.6%		
Population growth rate	▼ -11.07	> 8.68	-127.53%		

When the goal is to have as high a value as possible (e.g., Population growth rate), the following applies:

- the goal is for the actual value to be above the lower limit
- the lower limit mark is red, and the upper limit mark is green

The actual condition color code has the following meaning::

- red means below the lower limit (failure)
- yellow means between the lower and upper limits (warning)
- green means above the upper limit (success)

When the goal is to have the lowest possible value (e.g., the average age of the population), the following applies:

- the goal is for the actual value to be below the lower limit
- the lower limit label is green and the upper limit label is red

The actual state color label has the following meaning:

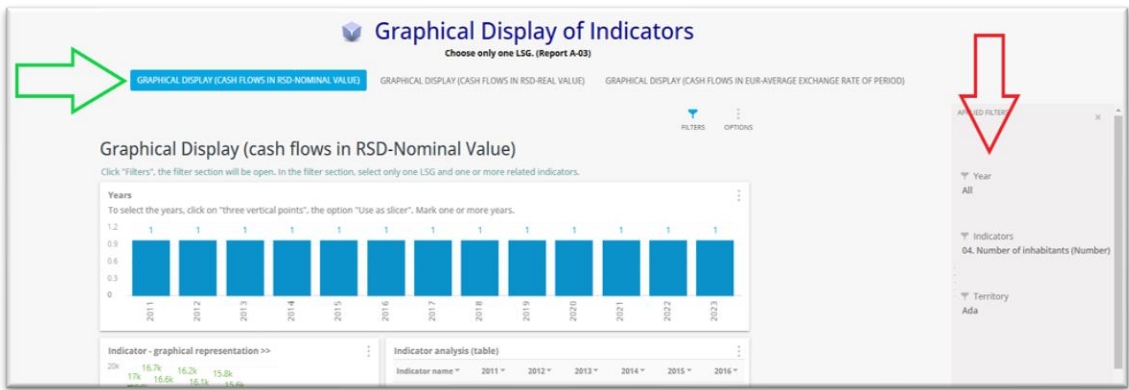
- red means it is above the upper limit (failure)
- yellow means it is between the lower and upper limits (warning)
- green means it is below the lower limit (success)

### Graphic display of indicators (Report A-03)

The main purpose of the report is a graphic representation of the selected indicator by year for one LSG. It is possible to change the visualization (graph type). The report has three tabs (green arrow), where each tab supports one of the values: nominal value, real value, value in EUR.

The filters are as follows (red arrow):

- Year
- Indicator, initially one indicator was set up, in order to indicate the place for selecting the indicator
- Territory, initially one LSG was set up, in order to indicate the place for LSG selection

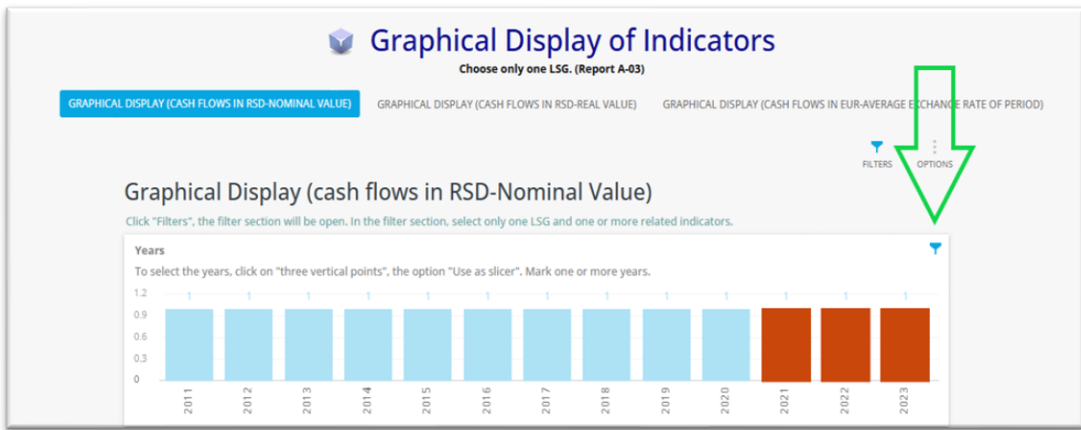


Each of the tabs consists of the following parts:

- Years
- Indicator - graphical representation
- Indicator analysis (table)

Years

For the given LSG and the given indicator in the filters, a graphical presentation of the years is given. There is a possibility to use the slicer (green arrow)



This graph allows a visual selection of years. An alternative way is to select years via the standard filter, that selection will also be reflected on the visualization.

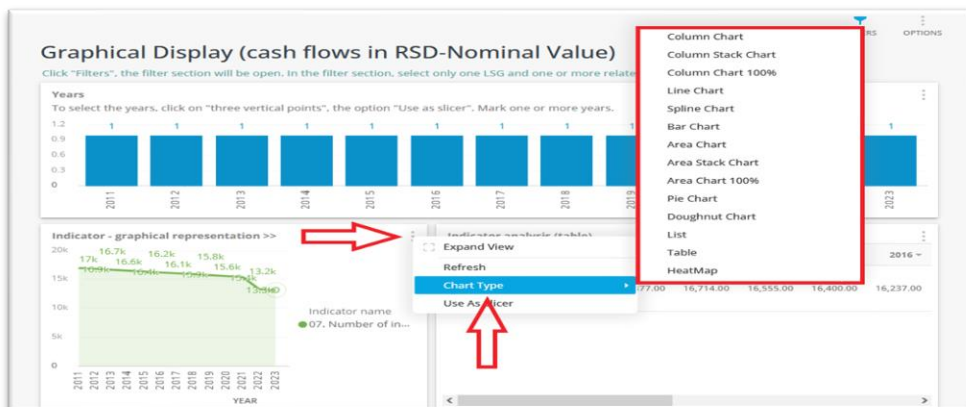
The report is such that it makes no sense to narrow down the selection to just one year, because then the graph loses its meaning.

Indicator - graphical representation

Initially, the selected indicator is displayed as a line. It is possible to change the chart:

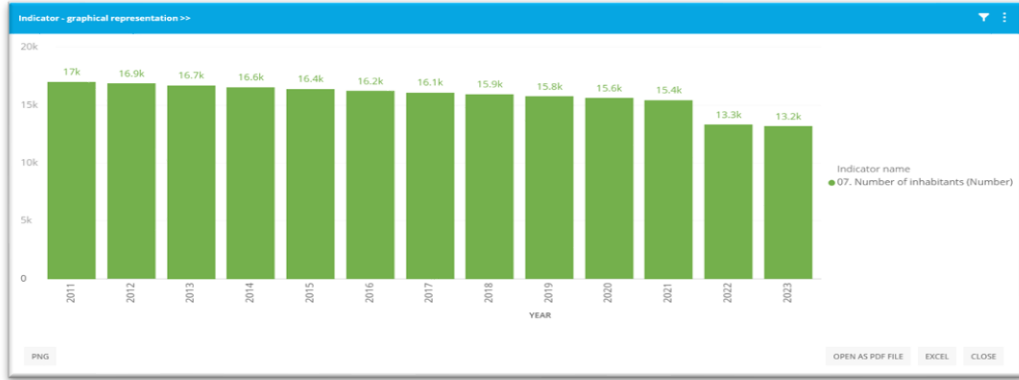
- You should click on the "three vertical dots" (red arrow).
- A sub-menu opens, where you should select the sub-item "Graph type" (red arrow).
- The next sub-menu opens, where you should select the type of chart.

Some types of graphs will not give a result. These are charts that are based on more detailed analysis, which is not the case with this report.

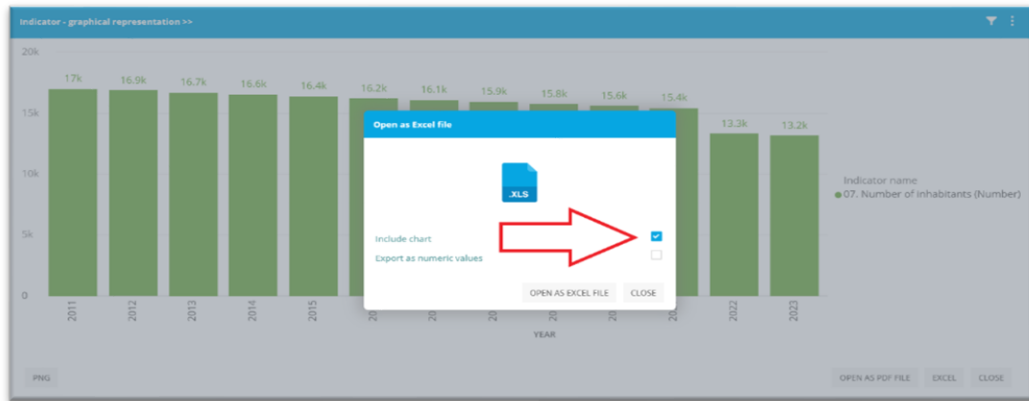




Below is the result of selecting one type of chart. Additionally, clicking on the "three vertical dots" and selecting the "Expand View" option on the submenu opens a new chart subform.



It is possible to switch to Excel, while it is necessary to set the "Include chart" indicator (red arrow).



The final result in Excel is as follows.



Indicator analysis (table)

Detailed display of the selected indicator.

Indicator name	2011	2012	2013	2014	2015	2016
07. Number of inhabitants (Number)	17,017.00	16,877.00	16,714.00	16,555.00	16,400.00	16,237.00

### Analysis of Indicators by Year (Report A-04)

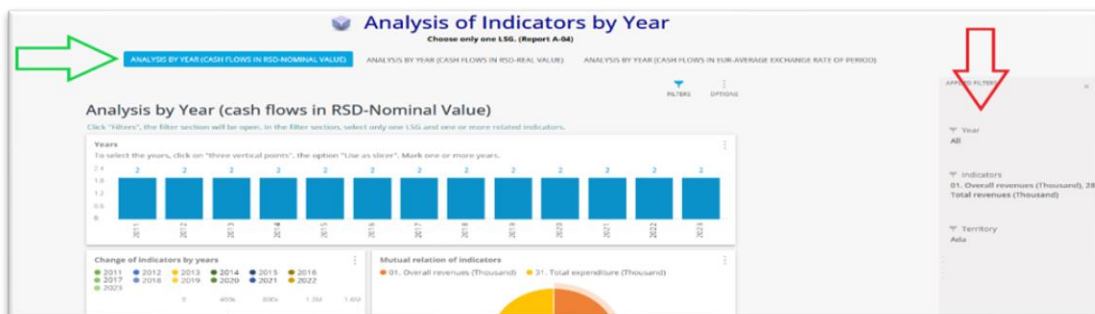
From a data standpoint, it always makes sense to analyze data at a level:

- one LSG
- one or more related indicators

The report has three tabs (green arrow), where each tab is support for one of the values: nominal value, real value, value in EUR

Filters (red arrow):

- Year
- Indicators, initially set example
- Territory, initially one LSG was set up, in order to indicate the place for LSG selection.



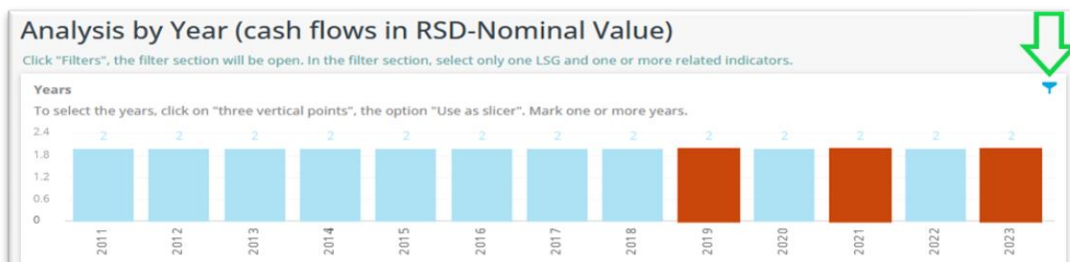
Each tab contains:

- graphical display of years
- graphical display of changes of indicators by years
- graphical display of the mutual relations of indicators
- tabular display of indicators analysis

Graphical display of years

For the given LSG and indicators in filters, a graphical display of the years is given. There is an option to use the slicer (green arrow) to narrow down the selection. In the example, the selection is narrowed down to the last 3 years.

Also, if a selection is made in the "year" filter, that selection will be reflected on the visualization.



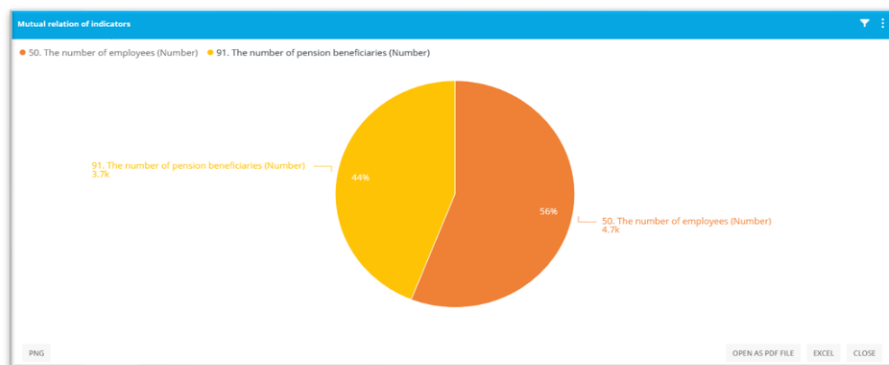
### Changes of indicators by years

The selected indicators are observed by years, that is, the movement of indicator values over time is observed.



### Mutual relation of indicators

The values of the selected indicators for the first selected year are put in relation to each other.



### Indicator analysis (table)

This is a detailed tabular representation of the results.

Indicator name	2021	2022	2023
01. Overall revenues (Thousand)	745,919.00	1,068,068.00	985,472.00
31. Total expenditure (Thousand)	741,665.00	1,061,755.00	985,139.00

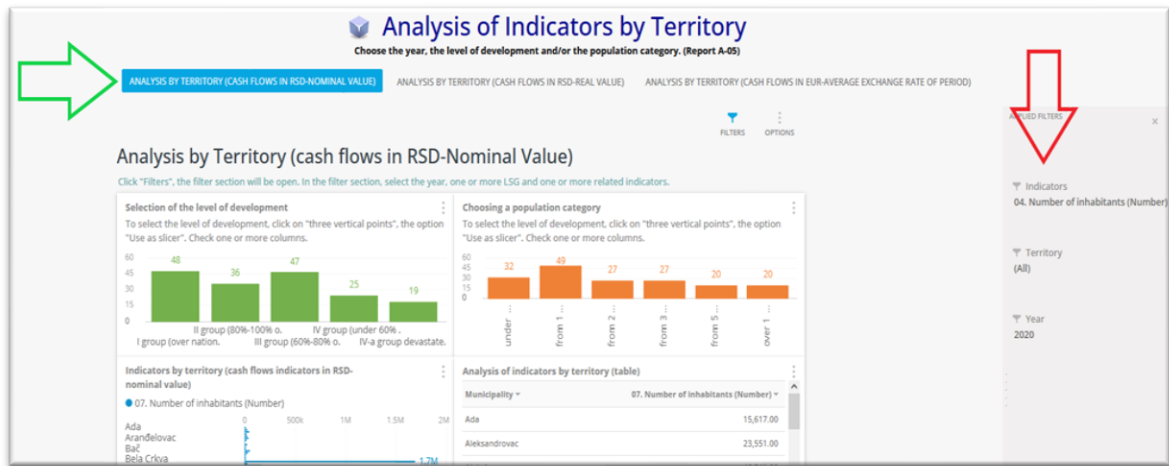
Data are always comparable by year at the LSG level. However, if the data is viewed at the level of several LSG or at a higher level of hierarchy (e.g. district), care should be taken that the selected indicators make sense, i.e. that they can be summarized by territory

## Analysis of Indicators by Territory (Report A-05)

The report has three tabs (green arrow), where each tab is support for one of the values: nominal value, real value, value in EUR.

Filters (red arrow):

- Year
- Indicators, initially set example
- Territory, initially one LSG was set up, in order to indicate the place for LSG selection.

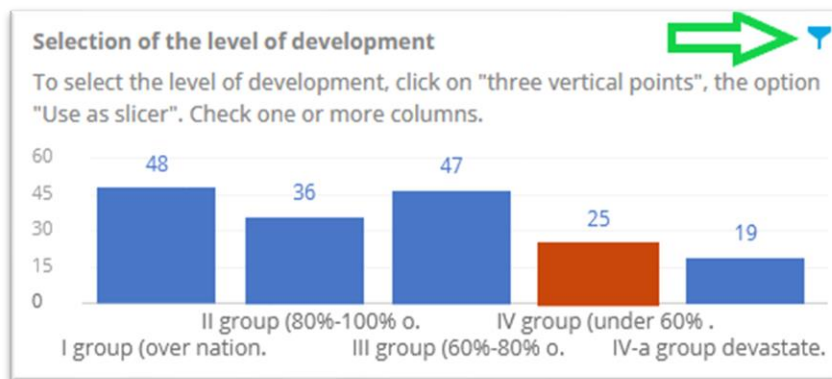


Each tab contains:

- graphical display of level of development
- graphical display of population category
- graphical display of indicators by territory
- graphical display of analysis of indicators by territory

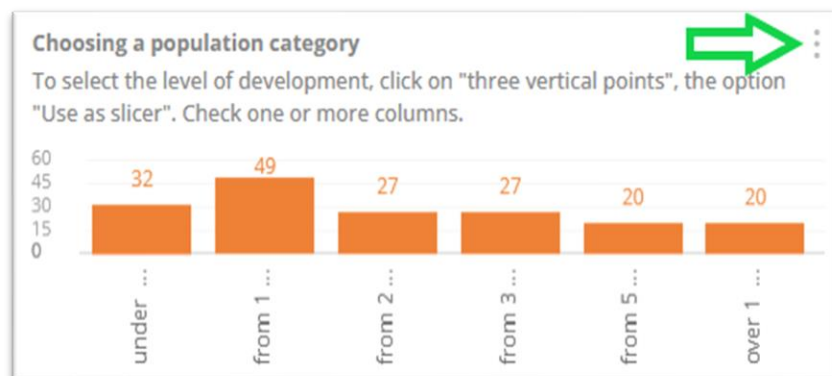
#### Selection of level of development

There is an option to use the slicer (green arrow) to narrow down the selection. In the example, the choice is narrowed down to the IV level of development (orange column).



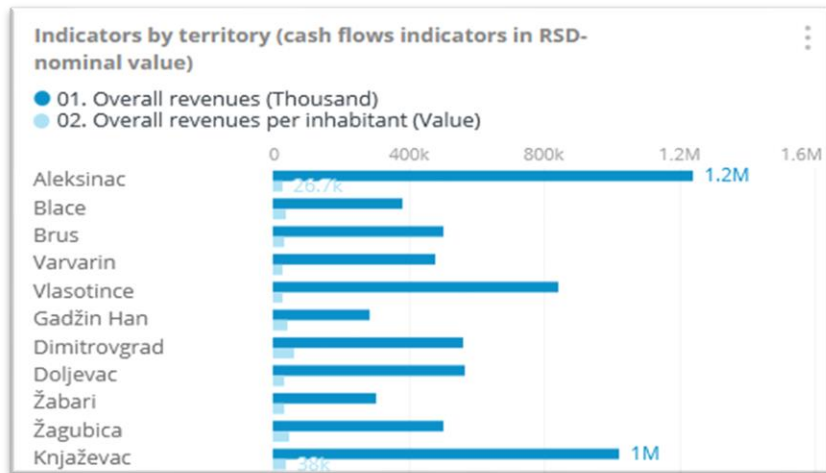
#### Graphical display of population category

There is an option to use the slicer to narrow down the selection. In the example, the slicer is not used (green arrow).



#### Анализа индикатора по територији

Одабрани индикатори се посматрају по ЈЛС, односно пореде се вредности по ЈЛС.



Analysis of indicators by territory (table)

This is a detailed tabular representation of the results.

**Analysis of indicators by territory (table)**

Municipality	01. Overall revenues (Thousand)	02. Overall revenues per inhabitant (Value)
Aleksinac	1,244,614.00	26,742.00
Blace	382,515.00	37,753.00
Brus	503,659.00	35,115.00
Varvarin	483,462.00	30,560.00
Vlasotinca	843,737.00	31,133.00
Gadžin Han	285,991.00	44,134.00
Dimitrovgrad	566,004.00	63,283.00

## Methodological notes

Presentation of the methodology.

**METHODOLOGICAL NOTES**

FILTERS    OPTIONS

**Methodological Notes**  
In the filler section, select an area name. Clicking "..." opens an area selection list.

Area name	Sub-area name	Indicator name	Indicator calculation	Indicator description and/or interpretation	Unit of measurement	Note about unit of measurement	Data source	Time dynamics	Included in main data
01. Basic Data for Municipality	01. Territory	01. Area	-	Area of the LSG in km <sup>2</sup> . Data taken from the Republic Geodetic Authority, last status on January 1 of the year in matter.	km <sup>2</sup>	-	RSO - Municipalities and regions in the Republic of Serbia	Annually	Yes
01. Basic Data for Municipality	01. Territory	02. Territory under forest	-	Territory under forest is the total area of land covered by forest. A forest is defined as any area exceeding 5 acres covered with forest trees as an integral part of the area. Streets / paths with trees, parks in populated areas and groups of forest trees in areas below 5 acres are not considered forests. The forest has an economic significance, a protective function and/or is used for some special purpose.	Hectare (ha)	-	RSO-Farm structure survey	Once every three years	No

Clicking on the three vertical dots will allow the form to be downloaded in a new window and printed in pdf or excel (green arrow).

**Methodological notes**

Area name	Sub-area name	Indicator name	Indicator calculation	Indicator description and/or interpretation	Unit of measurement	Note about unit of measurement	Data source	Time dynamics	Included in main data
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