



Republic of Trinidad & Tobago
MINISTRY OF PLANNING, HOUSING & ENVIRONMENT
CENTRAL STATISTICAL OFFICE
BUSINESS SURVEYS SECTION

INSTRUCTIONS FOR THE COMPLETION OF SURVEY OF ESTABLISHMENTS QUESTIONNAIRE

GENERAL SHORT FORM

GENERAL INSTRUCTIONS TO ESTABLISHMENT

Firms are required to complete this questionnaire with as much detail as possible. Information from financial statements which includes EXPENDITURE & RECEIPTS is normally used to complete Sections 3 to 6.

If you are unable to complete the questionnaire, then audited financial statements, pertaining to the Survey Year under review, can be submitted to the Business Surveys Section.

However, firms supplying financial statements must complete Section 1 Characteristics & Section 2 Employment.

If firm is very small and does not have audited financial statements, then information from the various record keeping books maintained by the firm can be used to complete the form.

This fact should be stated on the REMARKS line of the questionnaire. E.g. **Information supplied is from unaudited financial accounts.**

SECTION 1 – CHARACTERISTICS OF ESTABLISHMENT

Item 1.1 refers to the registered name of the establishment.

Item 1.2 includes the registered address of the establishment, phone, fax number, e-mail and website (if any).

Item 1.3 the activity of the establishment must be stated in adequate detail to enable us to classify the firm in a particular industry. If firm is engaged in more than one activity, it should be listed in order of importance. The activity that generates the **most income** is considered the main activity of the establishment.

Item 1.4 Reference period for data supplied refers to the financial period of the firm.

E.g. January to December 2005, April 2005 to March 2006

Item 1.5 Year began operation refers to the YEAR the company began operation **OR** the YEAR the company began operating under its present management.

Item 1.6 Type of ownership

Definitions of 4 major types of ownership are given below;

- a) **Sole Proprietorship:** An individual engages in the business as the sole owner. He supplies all capital, makes all the decisions of management and is responsible for all debts incurred in the business.
- b) **Partnership:** an association of two or more individuals, each partner sharing in the decision making and having unlimited liability for the debts of the business.
- c) **Private Limited Liability Company.** This is a company that;

Restricts the rights of shareholders to transfer shares. Limits the total number of its members to fifty (exclusive of employees). Prohibits an invitation to the public to subscribe for any shares of the company.
- d) **Public Limited Liability Company.** This is a company that;

Has an unlimited number of members. An invitation may be made to the public to subscribe for shares in the company.

Item 1.7 Ownership of Equity

This indicates the percentage of local or foreign ownership of the establishment. If there is foreign ownership, the country of origin must be specified with the corresponding % of share capital held by those foreign nationals.

SECTION 2 – EMPLOYMENT

Item 2.1 Questionnaires received **must** have employment data.

- a. State the number of employees on payroll for the last *full pay period* in May and November. Pay period could be weekly, fortnightly or monthly. (Persons who are working for free, apprentices who are not paid or any other category of person **not on the payroll** is excluded.)
- b. Exclude directors paid by fees only and employees indefinitely away from their job without pay e.g. strikes, lockout. etc.
- c. In cases where the figure for May/November is not available or do not reflect the employment levels for the accounting year i.e. seasonality, peak period etc., an average for the year is acceptable.

INSTRUCTIONS FOR THE COMPLETION OF SECTIONS 3 TO 6

PLEASE GIVE ESTIMATE (E) IN \$TT WHEN ACTUAL FIGURES ARE NOT AVAILABLE FOR ANY ITEM BELOW. INDICATE (E) NEXT TO THE FIGURE GIVEN.

SECTION 3 - CURRENT EXPENDITURE

Item 3.1 Total Labour Payments

Includes gross wages and salaries paid to employees before deductions for Income Tax, National Insurance, Pension Schemes, and Health Surcharge. Included in the above are commissions, bonuses, tips, cost of living allowances and overtime payments.

Item 3.2 Total cost of raw materials purchased (Applies to firms engaged in Manufacturing only)

Raw material is used as an input in the production process resulting in finished products. This is usually the largest expense for manufacturing companies.

Transfers of raw material from other establishments, which are to be used as inputs into the production, are to be treated as purchases. Values should be assigned in these cases based on their cost inclusive of materials, labour, overheads and profit.

Item 3.3 Purchase of goods for resale in same condition (Applies to firms engaged in Distribution only)

- (i) This includes both local and foreign goods.
- (ii) For imported items the price actually paid i.e. cost, insurance and freight (c.i.f) value should be entered here. Exclude custom duty paid and cost of hired transport which is entered at 3.7.

Items 3.4 and 3.5 Cost of fuel and electricity

If this item is not broken down in the financial accounts, a note of this should be made in the remarks line. Where companies own their vehicles, especially in the distribution industry, then the cost of fuel for motor vehicles should be entered here.

Item 3.6 Depreciation

This is the amount of expense charged against earnings by a company to write off the cost of a plant or machine over its useful life, giving consideration to wear & tear, obsolescence and salvage value. This item is usually stated in the financial statements.

3.7 All other current expenses

All other expenses that cannot be placed in any of the above categories.

TOTAL CURRENT EXPENDITURE = Sum of (3.1 + 3.2 + 3.3 + 3.4 + 3.5 + 3.6 + 3.7) = 3.0

SECTION 4 - RECEIPTS

Item 4.1 Receipts from services provided, or from sale of goods purchased/assembled by this establishment

This may also be called Income, Revenue or Income before taxation. 'Sale of goods purchased/assembled by this establishment', normally relates to businesses engaged in manufacturing.

Item 4.2 Receipts from sale of goods purchased for resale

This item normally refers to establishments whose major activity is **Distribution** - (wholesale or retail).

Item 4.3 All other receipts (Please specify)

This includes receipts from other sources other than the main activity of the establishment. E.g. Income received from investments, sale of fixed assets etc.

SECTION 5 - STOCKS

Item 5.0 Please indicate opening and closing stock for the reference period under review. E.g. if the reference period is from January to December 2006, then the entry is completed as follows:

As at the beginning of January 1st 2006 = Opening stock

As at the end of December 31st 2006 = Closing stock

Note: reference period is normally the firm's financial year.

SECTION 6 – CAPITAL EXPENDITURE

This section records Capital Investments. This means the purchase of new assets and/or alterations, renovations or improvements on existing assets.

TOTAL CAPITAL EXPENDITURE = Sum of (6.1 + 6.2 + 6.3 + 6.4 + 6.5) = 6.0

All respondents are required to sign the form before submission to the CSO and indicate Name in BLOCK LETTERS, Position and Date completed.

Remarks can be used to indicate if information supplied on the form is from the sole trader's personal books **OR** Any other information the firm would like to inform CSO with respect to data supplied on the questionnaire.

If you require advice or assistance with regards to completing this questionnaire, please contact the BUSINESS SURVEYS SECTION at 623-5117 exts 4414- 4423.