



Republic of Trinidad & Tobago
MINISTRY OF PLANNING, HOUSING & ENVIRONMENT
CENTRAL STATISTICAL OFFICE
BUSINESS SURVEYS SECTION
INSTRUCTIONS FOR THE COMPLETION OF SURVEY OF ESTABLISHMENTS QUESTIONNAIRE
PRIVATE EDUCATIONAL INSTITUTIONS 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 this 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. E.g. **Information supplied is from unaudited financial accounts.**

SECTION 1 – CHARACTERISTICS OF ESTABLISHMENT

Item 1.1 refers to the registered name of the school.

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

Item 1.3 Type of education - Please indicate the major type(s) of education offered by this institution. Write in the box 1,2,3 etc. where 1 is the major type of education offered followed by 2 etc.

Item 1.4 Year began operation refers to the YEAR the company began operation **OR** the YEAR the company began operating under its present management.

Item 1.5 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 1.6 Ownership 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.

Item 1.7 Reference period for data supplied refers to the financial period of the firm.

Eg. January to December 2005, April 2005 to March 2006

SECTION 2- ENROLMENT AND EMPLOYMENT

The number of students enrolled at the institution and the number of staff employed for the respective months are to be given based on the reference period given in Item 1.7.

However, if the owner of the school is the sole teacher then employment would be zero.

INSTRUCTIONS FOR THE COMPLETION OF SECTIONS 3 TO 6.

A) Of which: Paid to Non-residents

You are a resident individual or enterprise if you have lived or operated (or intend to live or operate) in Trinidad & Tobago for a year or more, regardless of your nationality. **Non-resident individuals or enterprises** are those who have lived or operated (or intend to live or operate) outside of Trinidad & Tobago for a year or more (even if they hold Trinidad & Tobago nationality). We are interested in residency (or where the centre of business is located), and not nationality.

B) PLEASE GIVE ESTIMATES 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 Materials & Supplies

Materials and supplies that are purchased for use in the day to day running of the school. For e.g. Teaching materials, cleaning supplies etc.

Item 3.3 Electricity, telephone, postage

Charges incurred should not be a part of your private utility bills. If they are included, then an estimate of electricity and telephone consumed by the school should be made.

Item 3.4 Insurance (buildings, vehicles etc)

Figures should reflect payment of insurance toward buildings and vehicles used in the operations of the school and not for private use.

Item 3.5 Interest and bank charges

- i) Interest is usually charged on loans and overdrafts.
- ii) Bank Charges would normally include the following items;
 - a) Service charge on accounts.
 - b) Bank drafts.
 - c) Foreign exchange transactions.

Item 3.6 Rental of building and lands

This would include also rental of warehouse, office space, car park etc.

Item 3.7 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 indicated on the financial statements.

Item 3.8 All other current expenditure

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 + 3.8) = 3.0

SECTION 4 - RECEIPTS

Item 4.1 Receipts from Student Fees - Tuition fees received from students

Item 4.2 Other receipts (Please specify)

This should include receipts from other sources other than which is generated from the main activity of the establishment. e.g. Fundraisers, Donation, Extra lessons, Fees for photocopies, Transcripts etc.

TOTAL RECEIPTS Sum of (4.1 + 4.2) = 4.0

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 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

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.