

Figures should be rounded to the nearest \$TT

SECTION 3 - CURRENT EXPENDITURE			
	For Office Use Only	Total	
		\$T.T.	
3.1 Total labour payments	03001		
3.2 Total cost of supplies purchased	03010		
3.3 Purchase of goods for resale in same condition	03026		
3.4 Cost of fuel	03051		
3.5 Cost of electricity	03053		
3.6 Depreciation	07026		
3.7 All other current expenses	03132		
3.0 TOTAL CURRENT EXPENDITURE	03000		
SECTION 4 - RECEIPTS			
	For Office Use Only	Total	
		\$T.T.	
4.1 Room Revenue	04001		
4.2 Receipts from services provided	04022		
4.3 All other receipts (Please specify)	04024		
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4.0 TOTAL RECEIPTS	04000		
SECTION 5 - STOCKS			
	For Office Use Only	As at the beginning of	As at the end of
		20...	20...
5.0 TOTAL STOCKS	05000		
SECTION 6 - CAPITAL EXPENDITURE			
Amount spent during the reference period, on the following fixed assets:	For Office Use Only	New assets	Alterations, renovations, improvements
6.1 Buildings (New buildings, renovations, extensions)	06002		
6.2 Motor vehicles	06018		
6.3 Plant, machinery and equipment	06017		
6.4 Furniture and office equipment	06020		
6.5 All other capital expenditure	06019		
6.0 TOTAL CAPITAL EXPENDITURE	06000		

Signature of Person completing Form: _____ Position: _____

Name (**Block Letters**): _____ Date Completed: _____

Name of External Accountant / Auditor (if any) _____ Contact No: _____

Information supplied from: Audited financial statement Unaudited financial statement

Signature of CSO Field Officer: _____ CSO Editor: _____

DO NOT WRITE BELOW LINE - FOR CSO OFFICE USE ONLY

Manner Received: _____ Questionnaire Completed by: _____

Contact Person: _____ Phone No: _____ Date: _____

Query: _____

Response: _____