Appendix XI

FORM HBS-3

CONFIDENTIAL

STATISTICS ACT CHAPTER 19:02

REPUBLIC OF TRINIDAD AND TOBAGO

CENTRAL STATISTICAL OFFICE

2008/09 HOUSEHOLD BUDGET SURVEY
HOUSEHOLD DIARY

Period of Recording

From [ ][ ][ ][ ][ ][ ] (D D M M Y Y) To [ ][ ][ ][ ][ ][ ] (D D M M Y Y)

Region I.D. [ ][ ]

Community Code [ ][ ][ ][ ]

E.D. Number [ ][ ][ ][ ][ ]

Household Number [ ][ ][ ]

Part Number [ ] of [ ]

Period Number [ ][ ]

Total Number of Spenders [ ][ ]

Number of Spenders Reporting [ ][ ]

Number of Days Kept [ ][ ]

Name of Person Responsible for Diary _____

Address _____

_____

Telephone _____

Date of Completion of Diary [ ][ ][ ][ ][ ][ ] (D D M M Y Y)

Main Purchase Form

O 1 Yes O 2 No

Diary Status

O 1 Completed O 3 Refused

O 2 Partially Completed O 4 Other

Enumerator's Number [E][ ][ ]

Supervisor's Number [S][ ][ ]

Editor/Coder's Number [V][ ][ ]

DIARY INSTRUCTIONS

These instructions are very important for the proper completion of this diary. Please read carefully and follow all instructions.

If there is anything that you do not understand, please ask the interviewer to explain.

The purpose of this diary

The purpose of this diary is to collect information on the daily purchases of food, meals, drink and related expenditures by spenders in this household.

Items to be reported

Food and ingredients used for preparation and cooking.
Vegetables and fruits.
Meals purchased from restaurants, cafes, vendors etc.
Breads, cakes, pastries and pies.
Alcoholic drinks and tobacco.
Gifts of food and drinks.
Cooked, pre-cooked, canned and frozen meals.
Soft drinks, fruit and vegetable juice bottle water.
Condiments purchased.
Snacks and sweets.
Baby foods.

Period of reporting

The period of reporting is one fortnight or fourteen (14) days. Expenditures are to be recorded for each day.

Diary keeper

The diary keeper is a member of this household who is mature and responsible. He/ she must agree to keep and maintain this diary as well as meet with the interviewer on a regular basis during the fortnight .

The diary keeper must record the daily expenditures of all spenders in this household in this diary.

SECTION 1: Food Purchasing Pattern

This section seeks to obtain information on the food purchasing pattern of the household.

SECTION 2: Spenders Reporting

This section will be used to record the individual numbers and names of all of the spenders in the household. This section is to be completed by the enumerator.

Ensure that the individual name and number recorded in Section 2, page 4 corresponds to the individual name and number of the spender recorded in Section 1, Question 1.1 and 1.2 of the Household Questionnaire - HBS1.

Verify the age of each spender to ensure that the person is seven (7) years and over.

SECTION 3: Daily Food Expenditure Information

This section seeks to collect detailed data on the daily expenditure of each spender in the household.

This section is be completed by the Diary Keeper.

Day Number

<u>You are required to tick the appropriate box for the day number</u>. For example if it is the first day of the recording period, you must tick the box that says Sunday 1, on the second day of recording the diary keeper must go to the next page and tick the box that says Mon 2.
You are required to record the expenditure on the day that it occurred.

DIARY INSTRUCTIONS Cont'd

Column 1 - Individual number

You must record the individual number of the first spender in Column 1 and then proceed to record all information for this spender. When you have finished recording all information for this spender, you must go on to the next spender until the expenditures for all spenders have been reported for that day.
The order of reporting for each spender is not important.

In cases where a spender did not incur any expenditure on a particular day, record his or her individual number in column 1 and write None in Column 2. This would help to ensure that you have accounted for all spenders.

Ensure that the individual number recorded in Column 1 matches with the spender in Section 2.

Column 2 - Item description purchased/ received

Write a full description of the item purchased/received giving as much detail as possible to assist the Central Statistical Office in properly classifying the item.
For example, write:

2 packs full cream powered milk	NOT	2 packs milk
4 packs salt biscuit	NOT	4 packs biscuit

If an item was received, as a gift write the word gift in brackets next to the item e.g. Orange (gift) and in the Type of Outlet write the source of the gift.

Column 3 - Quantity

Record the quantity (weight) of the item purchased/received in the space provided. Some examples are provided below.

(1) If two (2 kgs) packs of full cream powered milk were purchased, the value to be recorded in the quantity column is not the 2 packs but the total weight, which would be The 2 kgs, multiplied by 2. The quantity to be recorded would therefore be 4 kgs. You must record the quantity and the unit of quantity.

(2) If 2 pieces of cheddar cheese was purchased, one weighing 1kg and the other 1.25 kg, the total, 2.25kg should be recorded in the quantity column which represents the total of the two.

Column 4 - Amount spent/ charged

Write the amount spent/ charged for item/s in dollars and cents. e.g 225.45

For items received as gifts please estimate the value and impute a figure.

Column 5 - Intention to purchase in the next fortnight

For each item purchased in the current fortnight, you must indicate whether you/spender intend to purchase this item again in the next fortnight.
If you/spender intend to purchase the item again during the next fortnight please tick. If you do not, leave blank.

Column 6 - Main purchases in next the forthnight

Please indicate whether this purchase/item would form part of your main food purchase in the next fortnight.
Please note that this question is only applicable for households that filled a Main Food Prchase Form.

Column 7 - Area purchased

Record the area (community) where the items were purchased in the space provided. For example Port of Spain Proper, St. James, Tunapuna, Las Lomas.

Column 8 - Type of outlet

You are required to tick the type of outlet where each item was purchased.
The types of outlet are listed below:
Supermarket, Shop/Parlour, Vendor, Market, Poultry/Meat Shop, Bakery, Restaurant, Fast Food Outlet, Canteen, Bar/Pub, Pharmacy and Other Outlet.

SECTION 1 FOOD PURCHASING PATTERN

The purpose of this section is to obtain information on the monthly pattern of food purchases by you/ your household. This information is important as it will assist the Central Statistical Office in calculating good and reliable estimates of your monthly food expenditures.

1. How do you/ your household normally purchase grocery and/ or market items during the month ?

a ☐ One main set of purchases followed by smaller purchases as the need arises

b ☐ One set of purchases followed by smaller regular purchases every week or fortnight

c ☐ Regular purchases every fortnight

d ☐ Regular purchases every week

e ☐ No set pattern, purchases are made as the need arises

If the response to question 1 is either (a) or (b) then proceed to Q 2. Otherwise Go to Page 4

2. Would you/ this household be making your/ this household's main purchases sometime during this fortnight ?

☐ 1 Yes

☐ 2 No

If the response to question 2 is <u>NO</u> then a <u>Main Food Purchases Form</u> must be completed for this household in addition to the diary.

SECTION 2 SPENDERS REPORTING

This section is to be completed by the interviewer. ***Ensure that each individual number corresponds to the name and individual number as recorded in the household questionnaire HBS1****. Only the names and individual numbers of spenders (HBS 1, Section 1 Qu. 1.7) are to be written below.*

Individual Number	Full Name of Spender	For Official Use Only: Expenses Reported in Diary		Monthly Food Expenses
		Yes	No	

SECTION 3 DAILY EXPENDITURE INFORMATION

Day Number	Sun 1	Mon 2	Tue 3	Wed 4	Thur 5	Fri 6	Sat 7	Sun 8	Mon 9	Tue 10	Wed 11	Thur 12	Fri 13	Sat 14
	✓													

Individual Number		Item Description	Quantity	Amount spent or charged $	Amount spent or charged c	Do you intend to buy this item again during the next forthnight? *Please tick* ✓	Will this purchase/ item form part of your Main Food Purchase the next forthnight? *Please tick* ✓	Area purchased	At which type of outlet did you purchase this item? 1 Supermarket	2 Shop/parlour	3 Vendor	4 Market	5 Poultry/meat shop	6 Bakery	7 Restaurant	8 Fast food outlet	9 Canteen	10 Bar/pub	11 Pharmacy	12 Other outlet
(1)		(2)	(3)	(4)		(5)	(6)	(7)	(8)											
0	1	None																		
0	2	mixed fresh seasoning	2 bundles	24	00			POS (proper)			✓									
	"	green pigeon peas (fresh)	4 lbs	20	00			"			✓									
0	3	2 bots. Softdrink (diet)	4 litres	13	98	✓		St James		✓										
	"	potato pies	3 only	9	00	✓		"						✓						
0	4	chicken & chips	2 only	35	00	✓		Curepe								✓				
	"	2 chocolate bars	500 gms	50	00			Trincity											✓	
	"	red plums	10 only	2	00			POS (proper)		✓										
	"	king fish (fresh)	7 lbs	126	00	✓	✓	Valsayn			✓									
	"	2 carib beers (local)	750 ml	15	00	✓		St James												
	"	corn (frozen)	6 only	15	00			Four Roads	✓											
	"	3 cans peas & carrots	1275 ml	17	97			"	✓											
	"	1 pk chicken soup	60 gms	2	99			"	✓											
	"	1 bot. soyabean oil	3 lit	27	99			"	✓											
	"	2 pks chicken breast (seasoned)	6 lbs	55	00	✓	✓	"	✓											
	"	nuggets (frozen)	454 gms	28	00			"	✓											
	"	1 pk coconut milk powder	225 gms	4	00			"	✓											
	"	1 pk vege - patties (frozen)	450 gms	18	00	✓		"	✓											
	"	2 pks minced beef	1 kg	22	00	✓		"	✓											

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(1)		(2)	(3)	(4)		(5)	(6)	(7)	(8)											
0	1	4 fresh chickens	14 lbs	185	00	✓	✓	San Juan					✓							
	"	limes	6 only	2	00	✓		"					✓							
	"	pigtail	2 lbs	18	00			"					✓							
0	2	1 pk mixed vegetables (frozen)	1 kg	22	00			Diego Martin	✓											
	"	1 box cookies	454 gms	13	95	✓		"	✓											
	"	3 bots soft drink	3 lits	13	00			"	✓											
0	3	None							✓											
0	4	bag ochroes (gift, h/hold)	30 only	5	00	✓		POS (proper)			home									
	"	2 bags potatoes	10 lbs	22	00	✓	✓	Diego Martin	✓											
	"	cheese	1 lb	12	00	✓		"	✓											
	"	1 pk cigarettes	1 only	7	50	✓		"										✓		
	"	1 white sliced bread	500 gms	6	75	✓		"						✓						
	"	1 chicken (live)	4 lbs	38	00			Four Roads					✓							
	"	2 bottles water	1260 mls	9	00	✓		"											✓	
	"	2 green coconuts (water)		8	00			POS (proper)			✓									
	"	6 doubles	6 only	12	00	✓		"			✓									
	"	1 pk curry powder	454 gms	8	00			Diego Martin	✓											
	"	1 medium frosted cake	720 gms	65	00			"	✓											
	"	1 ham (frozen)	3 kgs	120	00			Four Roads	✓											

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(1)		(2)	(3)	(4)		(5)	(6)	(7)	(8)											
0	1	1 bag white flour	10 kgs	39	00	✓	✓	Four Roads	✓											
	"	1 pk brown rice	9 kgs	34	97			"	✓											
	"	2 pks brown sugar	3.6 kgs	21	98			"	✓											
	"	1 case full cream liquid milk	12 lits	114	00	✓	✓	"	✓											
	"	1 pk skimmed powered milk	800 gms	39	99	✓		"	✓											
	"	2 pks orchard orange drink	2 lits	13	98	✓		"	✓											
	"	1 pk Dewland orange juice	1 lit	10	49			"	✓											
	"	2 tins T'dad grapefruit juice	1 lit	17	00			"	✓											
	"	salt fish (imported)	2 lbs	28	00			"	✓											
	"	salted shark	1 lb	7	00			"	✓											
	"	1 pk french fries (frozen)	800 gms	15	00			"	✓											
	"	1 qrt hops (white)	10 only	7	50			St James					✓							
	"	1 wholewheat sliced bread	620 gms	7	85			"					✓							
0	2	2 pks cchicken legs (chilled)	1 kg	24	00	✓		"	✓											
0	3	None																		
0	4	green fig (gift, h/hold)	1 hand	10	00			la Horquetta			home									
	"	2 bots non-alchololic wine	1500 mls	44	00			"	✓											
	"	1 pizza (frozen)	650 gms	29	00	✓		"	✓											
	"	1 pk pre-cooked buffalo wings (frozen)	700 gms	43	00			"	✓											

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SECTION 3 DAILY EXPENDITURE INFORMATION

Day Number	Sun 1	Mon 2	Tue 3	Wed 4	Thur 5	Fri 6	Sat 7	Sun 8	Mon 9	Tue 10	Wed 11	Thur 12	Fri 13	Sat 14

Individual Number		Item Description	Quantity	Amount spent or charged		Do you intend to buy this item again during the next fortnight ? ***Please tick*** (✓)	Will this purchase/ item form part of your Main Food Purchase in the next forthnight ? ***Please tick*** (✓)	Area Purchased	At which type of outlet did you purchase this item ?											
				$	c				1 Supermarket	2 Shop/ parlour	3 Vendor	4 Market	5 Poultry/ meat shop	6 Bakery	7 Restaurant	8 Fast food outlet	9 Canteen	10 Bar/ pub	11 Pharmacy	12 Other outlet
(1)		(2)	(3)	(4)		(5)	(6)	(7)	(8)											

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