



FORM 10-E

NATIONAL ACCOUNTS SURVEY 2011
BUSINESS SERVICES

This survey is being conducted under the Statistics Act which makes provision of the information requested a **legal requirement**. A copy of the Statistics Act can be viewed at: <http://gov.ai/statistics/policies.htm>. This survey covers the Anguilla activity of businesses, including foreign owned businesses. The business unit for the survey is the company, partnership, sole proprietorship, etc. to which the form has been addressed unless specified otherwise on the front page of the form.

Please return in the enclosed self-addressed envelope or alternatively to:

**STATISTICS DEPARTMENT
P.O. BOX 60
THE VALLEY
ANGUILLA**

Please complete this form and return it no later than: **February 24, 2012**

To call for more information: **Tel:** (264) 497 - 5731 / 497 - 2451 ext. 2874
Fax: (264) 497 - 3986
Email: statistics@gov.ai

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING

Please complete questionnaire in full. If there is no data to be provided, then mark with a 0 (zero). The first page of the questionnaire will be removed once the information has been verified so no identification will remain with your data in the database. The information will be held in **Strict Confidence** and used only for statistical purposes.

Identification of Officer responsible for completing the questionnaire

Name:..... **Telephone:**.....

Position:..... **Email address:**.....

Signature:..... **Date:**.....

SECTION 1 – DESCRIPTION OF ESTABLISHMENT AND ACTIVITIES

1.1 Name of Establishment.....

1.2 Physical Address.....

1.3 Postal Address (if different from above).....

1.4 Phone Number: (264) - Fax Number: (264) -

1.5 Business Website

SECTION 2 – REVENUE

Financial information can be provided in either the Eastern Caribbean Dollar (EC\$) or the United States Dollar (US\$). Please tick [v] the currency that is used for reporting in the appropriate box. For any currency conversions, the following exchange rate can be used: US\$1.00 = EC\$2.6882.

INFORMATION IS FOR THE FINANCIAL YEAR 2011		US \$		EC \$	
REVENUE - Sales and Other Receipts		\$			
2.1	Total receipts from sale of services				
2.2	Income from royalties, licenses and patents owned by respondent (not clients)				
2.3	Income from management and consultancy fees				
2.4	Interest earned on savings etc				
2.5	Dividends & other investment income				
2.6	Rental of machinery and equipment				
2.7	Rental of buildings and land				
2.8	Other receipts				
TOTAL REVENUE - Sales and Other Receipts (sum 2.1 to 2.8)					

SECTION 3 – CURRENT EXPENDITURE

INFORMATION IS FOR THE FINANCIAL YEAR 2011		US \$		EC \$	
OPERATING EXPENSES		\$			
3.1	Gross wages and salaries paid to employees				
3.2	Contributions by employer for employees				
3.3	Director's Fee				
3.4	Cost of housing, medical, welfare facilities provided primarily for employees (excluding charities and donations)				
3.5	Payments in Kind (e.g. subsidised meals, accommodation & staff transport)				
3.6	Any other payment to employees (specify)				
3.7	TOTAL LABOUR PAYMENTS (sum 3.1 to 3.6)				
3.8	Insurance (property, machinery, vehicles)				
3.9	Depreciation and amortization				
3.10	Bad debts written off				
3.11	Donations				
3.12	Cost of electricity				
3.13	Cost of water				
3.14	Cost of fuel				
3.15	Office Supplies				
3.16	Communication (telephone, postage, courier, etc.)				
3.17	Professional Services				
3.18	Sub-contract work				
3.19	Rental/lease of machinery, equipment and vehicles				
3.20	Rental/lease of buildings				
3.21	SUBTOTAL (sum 3.7 to 3.20)				

			US \$		EC \$	
Balance B/fwd 3.21						
3.22	A	Bank interest payments and bank charges				
	B	Non-bank interest payments				
3.23		Royalties and Trademarks				
3.24		Computer services and maintenance of office equipment				
3.25		Advertising and Marketing				
3.26		License Fees				
3.27		Audit Fees				
3.28		All taxes, duties and levies paid to government (fees, licenses, etc.)				
3.29		Scholarships and Training				
3.30		Dues and Subscriptions				
3.31		Transportation costs (including non-road transport and travel costs)				
3.32		Other Current Expenses (not included elsewhere)				
TOTAL CURRENT EXPENDITURE (sum 3.21 to 3.32)						

INFORMATION IS FOR THE FINANCIAL YEAR 2011			US \$		EC \$	
SECTION 4 – CAPITAL EXPENDITURE FIXED ASSETS			\$			
			Acquisition during 2011	Disposal/Sale during 2011		
4.1		Land				
4.2		Buildings Constructed/Purchased				
4.3		Machinery & Equipment				
4.4		Vehicles				
4.5		Buildings Refurbished				
4.6		Other Constructions (roads, sewage etc.)				
4.7		Other Capital Expenditure (specify)				
TOTAL CAPITAL EXPENDITURE (sum 4.1 to 4.7)						

*Your assistance and patience are greatly appreciated.
Thank You!*

Please feel free to add any additional comments or notes regarding the data provided.

YOU MAY FIND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE.

EXPLANATORY NOTES FOR SELECTED ITEMS

2.4	Interest on Savings etc	Income receivable by the owners of certain types of financial assets such as deposits, loans, securities, etc.
2.5	Dividends and Other Investment Income	Income to which shareholders become entitled to as a result of placing funds at the disposal of corporations.
2.8	Other operating income (Other receipts)	Income from other sources related to the business, e.g., rental of buildings and equipment, commissions, ledger fees, exchange gain/loss, miscellaneous income, etc. Exclude grants, donations and subventions received, gains or losses on the sale of fixed assets and bad debts recovered.
3.2	Contributions by employer for employees	Include the employer's contributions to pension, insurance, social security and other schemes on behalf of employees.
3.8	Insurance	Premiums paid for motor vehicle, property and marine insurance.
3.9	Depreciation and Amortization	Includes the amount allocated during the reporting period to amortize the cost of acquiring long-term assets over the useful life of the asset.
3.10 & 3.11	Bad debts , net of recoveries and Donations	Include financial claims that can no longer be collected because of bankruptcy or other factors.
3.16	Communication	Include fixed line and cellular phone charges, the cost of courier and messenger services, fax, telex, and internet services.
3.17	Professional Services	Include expenditure on legal, accounting, audit, architectural and engineering services, management and other consultancy services.
3.24	Computer services and maintenance of office equipment	Include maintenance and repair of office and accounting machinery and of computers and computer peripheral equipment.
3.25	Advertising and Marketing	Include entertainment expenses
3.28	All taxes, duties and levies paid	Include business fees, business and professional licenses, property taxes, vehicle licenses, and other fees paid to government on behalf of the business.
3.32	Other current expenses	Include security services, janitorial services and other expenditures such as subscriptions, research and development, etc. <i>Exclude bad debts, extraordinary items and other non-current items of expenditure.</i>
4.2	Buildings Constructed / Purchased	Value of new and existing buildings acquired during the year, less disposals of existing buildings. Include the value of extensions and major renovations to existing buildings.
4.3	Machinery and equipment	Value of all new or second hand machinery and equipment, including transport equipment; office, accounting and computer equipment, including computer software; furniture, fixtures and furnishings and other durable goods acquired during the year, <i>less</i> disposals of similar items.