



FORM 10-D

NATIONAL ACCOUNTS SURVEY 2011  
TRUST, MANAGEMENT AND CONSULTANCY 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**

For more information: **Tel:** (264) 497 - 5731 / 497 - 2451 ext. 2874  
**Fax:** (264) 497 - 3986  
**Email:** [statistics@gov.ai](mailto: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 .....

**FOR OFFICIAL USE ONLY**  
**(Do not complete this box, complete all other sections)**

**Date Received:** .....

**AXABRN:** .....

**Checked by:** .....

**AXACEA:** .....

**1.6** Activity of Establishment. List activities in order of importance.

1. ....

2. ....

**1.7** Information provided is for the financial year:

From: ..... 20\_\_ to ..... 20\_\_

**1.8** Month and year operation started .....

**1.9** Type of Ownership Structure (please indicate by a [v])

Individual proprietor [ ] Partnership [ ]

Private Corporation [ ] Public Corporation [ ]

Other [ ] Please specify.....

**1.10** Ownership of equity:

.....% National                      .....% Foreign .....  
 (state country)

**1.11** State the number of persons on payroll at the end of the following periods

Full-time (FT): 35 hours or more per week. Part-time (PT): less than 35 hours per week

Pay Period	(A) Working Proprietors		(B) Unpaid Family Workers		(C) All Other Employed		(A+B+C) Total Employed	
	FT	PT	FT	PT	FT	PT	FT	PT
June 2011								
December 2011								

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.

**Note**

Please list dollar amounts as to whether they are received locally or from overseas or paid local or to overseas providers

**SECTION 2 – REVENUE**

INFORMATION IS FOR THE FINANCIAL YEAR 2011		US \$	EC \$
SALES AND OTHER RECEIPTS		LOCAL	OVERSEAS
2.1	Total receipts from sale of services		
2.2	Interest received		
2.3	Income from dividends and other investments		
2.4	Rental of building, machinery and equipment		
2.5	Income from royalties, licenses and patents owned by respondent (not clients)		
2.6	Other receipts		
<b>TOTAL REVENUE (sum 2.1 to 2.6)</b>			

**SECTION 3 – OPERATING EXPENSES**

INFORMATION IS FOR THE FINANCIAL YEAR 2011		US \$	EC \$
OPERATING EXPENSES		LOCAL \$	OVERSEAS \$
3.1	Gross wages and salaries paid to employees		
3.2	Contributions by employers for employees		
3.3	Director's Fees		
3.4	Board Members' Allowances (State the # of members) _____		
3.5	Value of payments in kind (e.g. free or subsidized meals, accommodation, and staff transport)		
3.6	Other labour cost – specify _____		
<b>3.7</b>	<b>TOTAL LABOUR COSTS (sum 3.1 to 3.6)</b>		
OTHER COSTS		LOCAL \$	OVERSEAS \$
3.8	Insurance (property, machinery, vehicles)		
3.9	Depreciation		
3.10	Bad debts written off		
3.11	Donations		
3.12	Cost of Electricity		
3.13	Cost of Water		
3.14	Cost of telephone and other telecommunication charges		
3.15	Other professional fees		
3.16	Cost of Fuel		
3.17	Sub-contracted work		
<b>3.18</b>	<b>SUBTOTAL (sum 3.7 to 3.17)</b>		

		LOCAL \$	OVERSEAS \$
<b>Balance B/fwd 3.18</b>			
3.19	Rental/Lease of machinery, equipment and vehicles		
3.20	Rental/Lease of buildings		
3.21	Royalties and trademarks		
3.22	A Bank interest payments and bank charges		
	B Non-bank interest payments		
3.23	Purchases of materials and office supplies		
3.24	Audit fees		
3.25	Legal fees		
3.26	License fees		
3.27	Leasehold payments for land		
3.28	Advertising and Marketing		
3.29	Other Operating Expenses		
<b>TOTAL EXPENSES (sum 3.18 to 3.29)</b>			

SECTION 4 CAPITAL EXPENDITURES FIXED ASSETS		ACQUISITION DURING 2011		DISPOSAL/SALE DURING 2011	
		LOCAL \$	OVERSEAS \$	LOCAL \$	OVERSEAS \$
4.1	Land				
4.2	Buildings purchased/sold				
4.3	Machinery & Equipment				
4.4	Vehicles				
4.5	Buildings Constructed				
4.6	Other constructions (roads & sewages)				
4.7	Other Capital Expenditure (specify)				
<b>TOTAL CAPITAL EXPENDITURES Sum (4.1 to 4.7)</b>					

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

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

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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

2.2	Interest Earned(Received)	Income receivable by the owners of certain types of financial assets such as deposits, loans, securities, etc.
2.3	Dividends	Income to which shareholders become entitled to as a result of placing funds at the disposal of corporations.
2.6	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 / or 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.
3.14	Telephone, postage and other communication	Include cellular phone charges, the cost of courier and messenger services, fax, telex, and internet services.
3.24 & 3.25	Professional Services	Include expenditure on legal, accounting, audit, architectural and engineering services, management and other consultancy services.
3.28	Advertising and Marketing	Include entertainment expenses.
3.29	Other 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 & 4.5	Buildings	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, equipment and other fixed assets	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, <b>less</b> disposals of similar items.