



FORM 15

NATIONAL ACCOUNTS SURVEY 2011 CHARITABLE AND NON- PROFIT ORGANISATIONS

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**

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

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:

From20__ 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 specify.....

1.10 Number of active association members

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)		(B)		(C)		(A+B+C)	
	Working Proprietors		Unpaid Family Workers		All Other Employed		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\$2.68.

SECTION 2 – REVENUE

INFORMATION IS FOR THE FINANCIAL YEAR 2011		US \$	<input type="checkbox"/>	EC \$	<input type="checkbox"/>
REVENUE - Sales and Other Receipts		\$			
2.1	Total receipts from dues and fundraising activities				
2.2	Interest earned on savings etc				
2.3	Dividends & other investment income				
2.4	Donations				
2.6	Other receipts				
TOTAL REVENUE - Sales and Other Receipts (sum 2.1 to 2.6)					

SECTION 3 – CURRENT EXPENDITURE

INFORMATION IS FOR THE FINANCIAL YEAR 2011		US \$	<input type="checkbox"/>	EC \$	<input type="checkbox"/>
CURRENT EXPENDITURE		\$			
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 # of members) _____				
3.5	Payments in kind (e.g. free or subsidized meals, accommodation, and 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				
3.10	Bad debts written off				
3.11	Donations				
3.12	Cost of Electricity				
3.13	Cost of Water				
3.14	Office Supplies				
3.15	Communication (telephone, postage, courier, etc)				
3.16	Rental/Lease of machinery, equipment and vehicles				
3.17	Rental/lease of building and land				
3.18	Royalties & Trademarks				
3.19	Interest Payments				
3.20	Total Cost of Raw Materials and Supplies purchased for the year				
3.21	Other Current Expenses (not included elsewhere)				
TOTAL CURRENT EXPENDITURE (sum 3.7 to 3.21)					

INFORMATION IS FOR THE FINANCIAL YEAR 2011		US \$	EC \$
SECTION 4 - CAPITAL EXPENDITURE		Acquisition during 2011	Disposal/Sale during 2011
FIXED ASSETS			
4.1	Land		
4.2	Buildings Purchased (completed)		
4.3	Machinery & Equipment		
4.4	Vehicles		
4.5	Buildings Constructed		
4.6	Other constructions (roads & sewages)		
4.7	Other Capital Expenditure (specify)		
TOTAL CAPITAL EXPENDITURES (sum 4.1 to 4.7)			

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

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

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

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 receipts	Income from other sources related to the operations, 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.
3.15	Telephone, postage and other communication	Include cellular phone charges, the cost of courier and messenger services, fax, telex, and internet services.
3.21	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, <i>less</i> disposals of similar items.