



FORM 14

NATIONAL ACCOUNTS SURVEY 2011 COMMUNITY, SOCIAL AND PERSONAL 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

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 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)		(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								

SECTION 2 – REVENUE

Financial information can be provided in either the Eastern Caribbean Dollar (EC\$) or the United States Dollar (US\$). Please tick [✓] 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.

INFORMATION IS FOR THE FINANCIAL YEAR 2011		US \$	<input type="checkbox"/>	EC \$	<input type="checkbox"/>
SALES AND OTHER RECEIPTS		\$			
2.1	Income from services rendered				
2.2	Total receipts from sale of goods purchased and resold in the same condition as purchased- wholesale or retail (including commissions)				
2.3	Interest earned on savings etc				
2.4	Dividends & other investment income				
2.5	Rental of machinery and equipment				
2.6	Rental of buildings and land				
2.7	Income from membership fees				
2.8	Income from royalty, licenses and patents				
2.9	Management & consultancy fees				
2.10	Other receipts				
TOTAL REVENUE (sum 2.1 to 2.10)					

SECTION 3 – OPERATING EXPENSES

INFORMATION IS FOR THE FINANCIAL YEAR 2011		US \$	<input type="checkbox"/>	EC \$	<input type="checkbox"/>
EXPENSES		\$			
3.1	Gross wages and salaries paid to employees				
3.2	Contributions by employers for employee:				
3.3	Director's Fees				
3.4	Board Members' Allowances (state # of members)_____				
3.5	Value of payments in kind (e.g. subsidized meals, staff transport etc.)				
3.6	Other labour cost – specify _____				
3.7	TOTAL LABOUR COSTS (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	Professional Fees				
3.17	Cost of Fuel				
3.18	Sub-contract work				
3.19	Rental/Lease of machinery, equipment and vehicles				
3.20	SUBTOTAL (sum 3.7 to 3.19)				

		US \$		EC \$	
B/fwd 3.20					
3.21	Rental/lease of building and land				
3.22	Royalties and Trademarks				
3.23	Interest Payments				
3.24	Computer services and maintenance of office equipment				
3.25	Advertising and Marketing				
3.26	All taxes, duties and levies paid to government (fees, licenses etc)				
3.27	Total cost of raw materials and supplies purchased for the year				
3.28	Cost of goods purchased for resale in same condition as purchased				
3.29	Other Current Expenses (not elsewhere)				
TOTAL OPERATING EXPENSES (sum 3.17 and 3.29)					

INFORMATION IS FOR THE FINANCIAL YEAR 2011		US \$		EC \$	
SECTION 4 - INVENTORIES		\$			
Provide the value of inventories, at cost price, for the beginning and end of the year 2011		OPENING STOCK		CLOSING STOCK	
4.1	Raw Materials and Supplies				
4.2	Goods purchased for resale				
TOTAL STOCK (sum 4.1 and 4.2)					

INFORMATION IS FOR THE FINANCIAL YEAR 2011		US \$		EC \$	
SECTION 5 – CAPITAL EXPENDITURE		\$			
FIXED ASSETS		ACQUISITION DURING 2011		DISPOSAL/SALE DURING 2011	
5.1	Land				
5.2	Buildings Constructed/Purchased				
5.3	Machinery & Equipment				
5.4	Vehicles				
5.5	Buildings Refurbished				
5.6	Other Constructions (roads, sewage etc.)				
5.7	Other Capital Expenditure (specify)				
TOTAL CAPITAL EXPENDITURE (sum 5.1 to 5.7)					

SECTION 6 – E-COMMERCE			1 or 2
If you use the Internet, Electronic Data Interchange or any other electronic network (excluding e-mail) to: -			
6.1	Place orders for goods or services; please enter '1' in the box. If not, please enter '2'.		
6.2	Receive orders for goods or services; please enter '1' in the box. If not, please enter '2'		
6.3	If your systems to place or receive electronic orders are directly linked to your firm's production, logistics or service provision, please enter '1' in the box provided. If not, please enter '2'		

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

2.3	Interest Earned(Received)	Income receivable by the owners of certain types of financial assets such as deposits, loans, securities, etc.
2.4	Dividends	Income to which shareholders become entitled to as a result of placing funds at the disposal of corporations.
2.10	Other receipts (Operating Income)	Income from other sources related to the business, e.g. 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.
3.16	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.
3.26	Other taxes, duties, levies and licences	Include business fees, business and professional licences, property taxes, vehicle licences, and other fees paid to government on behalf of the business.
3.29	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>
5.2 & 5.5	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.
5.3	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 disposals of similar items.</i>