



FORM 062-B

NATIONAL ACCOUNTS SURVEY 2011 MAINTENANCE AND REPAIR 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 [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	Income from maintenance and repair of motor vehicles				
2.2	Income from maintenance and repair of household goods (washing machine, refrigerator, etc)				
2.3	Income from maintenance and repair of Computers and other equipment				
2.4	Income from maintenance and repair of personal goods (shoes, jewellery, etc)				
2.5	Income from miscellaneous repairs				
2.6	Total receipts from sale of goods purchased and resold in the same condition as purchased				
2.7	Income from rental of buildings, land, machinery and equipment				
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. subsidized 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	SUBTOTAL (sum 3.7 to 3.18)				

		US \$		EC \$	
B/fwd 3.19					
3.20	Rental/lease of buildings				
3.21	Rental/lease of machinery, equipment and vehicles				
3.22	Interest Payments				
3.23	Computer services and maintenance of office equipment				
3.24	Advertising and Marketing				
3.25	All taxes, duties and levies paid to government (fees, licenses etc)				
3.26	Cost of Raw materials and Supplies purchased for the year				
3.27	Cost of goods purchased for resale in the same condition as purchased				
3.28	Other Current Expenses (not included elsewhere)				
TOTAL CURRENT EXPENDITURE (sum 3.21 to 3.28)					

Provide the value of inventories at cost price for the beginning and end of the year 2011:

INFORMATION IS FOR THE FINANCIAL YEAR 2011		US \$		EC \$	
SECTION 4 - INVENTORIES		\$			
		OPENING STOCK		CLOSING STOCK	
4.1	Raw Materials and Supplies				
4.2	Goods purchased for resale				
TOTAL STOCK (sum 4.1 to 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)					

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

2.8	Other receipts (Other operating income)	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.
3.23	Computer services and maintenance of office equipment	Include maintenance and repair of office and accounting machinery and of computers and computer peripheral equipment.
3.24	Advertising and Marketing	Include entertainment expenses
3.25	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.
3.28	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	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.
5.3	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.