

Form No. J 6511-6599.2011/10
STATISTICAL OFFICE
 Central Planning Division
 Kingstown, St. Vincent
 Telephone No. 456-1111 Ext 592/377
 Fax. 456-2430
 Email:svg.stats@mail.gov.vc
 Website:stats.gov.vc



ST .VINCENT AND THE GRENADINES

ANNUAL SURVEY OF ECONOMIC ACTIVITY
BANKS AND OTHER FINANCIAL INSTITUTIONS SERVICES

This Form covers financial institutions, which comprise commercial banks, credit unions, mortgage loan and credit card institutions, investment companies, unit trusts, investment trusts, financial holding companies and other lending and interest-earning institutions, or financial intermediaries. The Form also covers financial managers such as portfolio managers, securities dealers, financial advisers and consultants and other agencies providing auxiliary financial services.

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OFFICIAL USE ONLY

Date Received Establishment No.
 Checked by ISIC NO:

SECTION I - DESCRIPTION OF ESTABLISHMENT

- 1.1 Name of Establishment
- 1.2 Address of Establishment
- 1.3 Postal Address (if different from above)
- 1.4 Which of the following best describes the ownership of your establishment (indicate by a tick [])
 Private Limited Company [] Partnership/Family(unlimited) [] Other specify
 Public Limited Company [] PublicCorporation/StatutoryBody[]
 Sole /Owner Trader [] Non Profit Institution []
- 1.5 Month and year operation started
- 1.6 Please state the percentage (%) of foreign ownership of your establishment
- 1.7 Please state the month and year in which your establishment started operations/was incorporated

- 1.8 State financial year used in completing this form:-
 2011: From To
- 2010: From To

If your financial year is not the same as the calendar year, please apply the following procedure: If your financial year ends on or before June 30, enter 2011/2012 accounting data for 2011 and 2010/11 for 2010. If your financial year ends after June 30, enter 2010/2011 accounting data for 2011 and 2009/2010 accounting data for 2010

1.8 Activity carried on by your establishment

Main

Other Activities.....

1.9 Please indicate whether it is normal policy to close operations during the year

Yes _____ specify dates when closing occurs _____

No _____

1.10 Name of person responsible for completing the questionnaire:

Name:

Position:

Telephone No.:

SECTION 2 - PERSONS ENGAGED

2.1 How many persons were engaged in each of the below categories during the last pay period for the months of June and December.

Period	Working Proprietors		Unpaid Workers		Employees	
	Male	Female	Male	Female	Male	Female
2011 – June						
2011 – December						
2010 – June						
2010 – December						

SECTION 3 - SALES AND RECEIPTS

EC \$

		2011	2010
	Sales and Receipts		
D4100	Interest from loans and mortgages		
D4100	Interest from other investments		
D4200	Income from dividends, securities and deposits		
P1111	Commissions on foreign exchange		
P1111	Fees, commissions and other charges		
P1111	Professional fees from all sources		
P1111	Gross income from the rental of buildings		
P1189	Other operating income		
	Total Income		

SECTION 4 - EXPENSES**(EC Dollars)**

		2011	2010
	Labour Payments		
D1111	Gross wages and salaries paid to employees during the year		
	Employers contribution to:-		
D11111	(a) Social Security		
D11112	(b) Medical Benefit scheme		
D11113	(c) Private Pension Schemes, Life, Health and casualty insurance schemes		
D11114	Directors Fees		
D11115	Value of payments in kind		
D11116	Other payments to labour		
	Total labour Payments		
	Other Operating expenses		
D2990	Other Taxes on production		
D2149	Taxes levied on financial institutions		
		2011	2010

D29901	Property tax		
D29902	Hotel tax		
D29903	Licences and other fees		
D29904	Other (specify)		
K1000	Depreciation and amortization		
D4009	Interest paid on deposits		
D4009	Interest paid on loans		
P2160	Cost of fuel		
P2170	Cost of stationary and other Office supplies		
P2211	Maintenance and repair of machinery and equipment		
	Maintenance and repair of vehicle		
P2220	Electricity		
P2221	Water		
P2240	Building maintenance and repair		
P2412	Transport and travel		
P2420	Telephone and other communications		
P2421	Postage and courier services		
P2510	Bank charges		
P2520	Insurance		
P2540	Credit card commissions		
P2550	Commissions paid to travel agents		
P2610	Rental/lease of buildings		
P2630	Rental/lease of machinery, equipment		
P2631	Rental/lease of vehicles		
P2700	Computer services/maintenance of office equipment		
		2011	2010

P2810	Professional services		
P2820	Advertising and promotion		
P2891	Guest entertainment		
P2892	Management fees		
P2900	All Other operating expenses		
	Total Operating Expenses		
D4190	Interest paid		
D7520	Bad debt written off		
D7521	Donations		
P29001	Royalties		
	Other non-operating Expenses		
	Total Expenses		

SECTION 5 – SPECIAL ITEMS

(EC dollars)

	Special Items	2011	2010
	Total profit(loss) before income tax		
	Dividends payable		
	Additions to retained earnings		
	Dividends repatriated		

SECTION 6 - CAPITAL EXPENDITURE

(EC dollars)

		2011	2010
	Land		
	(a) Purchased		
P5131	(b) Reclaimed		
P511	Building		
P5112	Purchased – Residential		
P5112	Purchased – Non-residential		
P5111	Constructed – Residential		
P5111	Constructed – Non-residential		
P5111	Construction works, roads and parking areas		
P5111	Machinery and equipment purchased		
P5111	Motor vehicles and other transport equipment purchased		
P5111	Livestock for breeding, dairy, draught, plantations, orchards		
P5111	Plantations, orchards		
P5111	Computer software		
P5111	Other Fixed Assets		
	Total Capital Expenditure		
	Sales of Capital Goods		
	Land		
P5113	Building		
	(a) Sold – Residential		
	(b) Sold – Non-residential		
P5113	Machinery and Equipment		
P5113	Motor vehicle and other transport equipment sold		
		2011	2010

P5113	Other fixed assets sold (Specify)		
	Total Sales of Capital Goods		

SECTION 7 – VALUABLES

		2011	2010
P53AN13	Acquisition of Valuables		
P53AN14	Disposal of Valuables		

SECTION 8 - MISCELLANEOUS

What was the total value of checks cleared during the year?

	2011	2010
Number of cheques cleared		
Value of cheques cleared		

What was the total value of goods (c.i.f.) and services purchased directly from abroad?

2010: \$ _____

2009: \$ _____

BANKS AND OTHER FINANCIAL INSTITUTIONS SERVICES EXPLANATORY NOTES

P 4100	Interest received	Income receivable by the owners of certain types of financial assets such as deposits, loans, securities, etc.
D4200	Dividends received	Income to which shareholders become entitled to as a result of placing funds at the disposal of corporations.
P1111	Fees, commissions and other charges	Included are fees for intermediaries' services, such as those associated with letters of credit, bankers acceptances, lines of credit, financial leasing, foreign exchange transactions, etc.; commissions and other fees related to transactions in securities -- brokerage, placements of issues, underwritings, redemptions, arrangements of swaps, options, and other hedging instruments, etc.; commissions of commodity futures traders; and services related to asset management, administration of stock and other financial market exchanges, etc.
P 1189	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.
D1111	Wages, salaries and benefits	Gross cash payments to employees, including overtime payments, bonuses, fees, commissions, cost of living allowances, vacation and sick pay. Include the employer's contributions to pension, insurance and other schemes on behalf of employees, as well as the cost of meals, housing and other benefits not recovered from employees.
D2990	Other taxes and licences	Include business fees, business and professional licences, property taxes, vehicle licences, stamp duties and other fees paid to government on behalf of the business.
D4190	Interest paid	Income payable on deposits, loans, securities, etc.
P2412	Transport and travel	Local freight charges, local and overseas business travel.
P2420	Telephone, postage and other communications	Include cellular phone charges, the cost of courier and messenger services, fax, telex, and internet services.
P2520	Insurance	Premiums paid for motor vehicle, property and marine insurance. Include insurance of staff under DIII.
P2700	Computer services and maintenance of office equipment	Include cost of consultancy services related to the installation of computer hardware, software implementation services, data processing services, and maintenance and repair of equipment.
P2810	Professional services	Include expenditure on legal, accounting, audit, architectural and engineering services, management and other consultancy services.
P2820	Advertising and promotion	Include entertainment expenses.

P2900	Other expenses	Include security services, janitorial services, medical expenses, veterinary services, laundry services, and other expenditures such as staff training, subscriptions, research and development, etc. <i>Exclude bad debts, extraordinary items and other non-current items of expenditure.</i>
P5110	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.
P5139	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.
P5200	Changes in inventories	Total value of all inventories at the end the period minus the value at the beginning of the period, including materials and supplies that are held in stock for use as intermediate inputs, work-in-progress, finished goods and goods for resale.
P53AN13	Valuables	Valuables are assets that are acquired as stores of wealth and are not used up in production. They do not deteriorate over time and are expected to at least hold their value. Examples are jewelry, works of art, antiques and precious stones and metals.