

Form No. I 6304.2011/10  
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**ST .VINCENT AND THE GRENADINES**  
**ANNUAL SURVEY OF ECONOMIC ACTIVITY**  
**TOUR OPERATOR SERVICES**

Confidential under the Statistics Act, No. 24 of 1983

**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 []
- % Foreign Ownership ..... % Local Ownership .....
- 1.5 Please state the percentage (%) of foreign ownership of your establishment .....
- 1.6 Please state the month and year in which your establishment started operations/was incorporated  
 .....
- 1.7 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 dollars)

	<b>Sales and Receipts</b>	<b>2011</b>	<b>2010</b>
P1111	Sales of services (please specify by type of service) _____ _____ _____ _____		
P1112	Income from rental of machinery and equipment		
P1113	Income from rental of buildings		
P1189	Other operating income		
D4100	Interest earned		
D4200	Dividend and other investment income		
	Gain(loss) on foreign exchange		
	Casualty insurance claims received		
D7511	Grants, donations and subvention received		
P1190	Other non-operating income		
	<b>Total Income</b>		

**SECTION 4 - EXPENSES**

(EC Dollars)

	<b>Labour Payments</b>	<b>2011</b>	<b>2010</b>
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		

		2011	2010
	Total labour Payments		
	<b>Other Operating expenses</b>		
D2990	Other Taxes on production		
D29901	Property tax		
D29902	Hotel tax		
D29903	Licences and other fees		
D29904	Other (specify)		
K1000	Depreciation and amortization		
P2160	Cost of fuel		
P2170	Cost of stationary and other Office supplies		
P2211	Maintenance and repair of machinery and equipment		
P2212	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		

SEE EXPLANATORY NOTES

		<b>2011</b>	<b>2010</b>
P2810	Professional services		
P2820	Advertising and promotion		
P2891	Guest entertainment		
P2892	Management fees		
P2900	All Other operating expenses		
	<b>Total Operating Expenses</b>		
D4190	Interest paid		
D7520	Bad debt written off		
D7521	Donations		
P29001	Royalties		
	Other non-operating Expenses		

#### SECTION 5 – SPECIAL ITEMS

(EC dollars)

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

#### SECTION 6 - INVENTORIES

(EC dollars)

Item	End of Year Inventories	<b>2011</b>	<b>2010</b>	<b>2009</b>
	Raw Materials			
	Finished Products			
	Goods purchased for resale ( in same condition purchased)			
P5200	Total Inventories			NA

**SECTION 7 - CAPITAL EXPENDITURE**

(EC dollars)

		<b>2011</b>	<b>2010</b>
	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		
	<b>Total Capital Expenditure</b>		
	<b>Sales of Capital Goods</b>		
	Land		
P5113	Building		
	(a) Sold – Residential		
	(b) Sold – Non-residential		
P5113	Machinery and Equipment		
P5113	Motor vehicle and other transport equipment sold		

		<b>2011</b>	<b>2010</b>
P5113	Other fixed assets sold (Specify) ..... .....		
	<b>Total Sales of Capital Goods</b>		

SECTION 8 – VALUABLES

		<b>2011</b>	<b>2010</b>
P53AN13	Acquisition of Valuables		
P53AN14	Disposal of Valuables		

SECTION 9 MISCELLANEOUS

Please give your best estimate of the proportion of the following expenses paid to local and overseas sources.

Item	Percentage 2011		Percentage 2010	
	Local	Overseas	Local	Overseas
Advertising and Marketing				
Management Fees				
Franchises				
Interest				
Dividends				
Other services before interest and dividends				

Please give your best estimate of your overall income received directly from tourist, from tourism specific establishments and other sources.

Item	2011 Percentage	2010 Percentage
Tourists		
Accommodation sector		
Other sectors		

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

2011: \$ \_\_\_\_\_

2010: \$ \_\_\_\_\_

## TOUR OPERATOR EXPLANATORY NOTES

P 1111	Sales of services	Income, from all types of transport and communication activities, net of refunds and discounts given. Include net receipts from any goods sold.
D4100 & D4200 D7511	Interest and dividends received Grants, donations and subventions received	Interest and dividends earned on business account. Current transfers and voluntary donations from businesses, government, households or from abroad.
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.
K1000	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.
P2120	Cost of materials, supplies and components	Consists of purchases <i>plus</i> opening stock <i>less</i> closing stock of materials, supplies and components.
P2160	Cost of fuels used	Consists of purchases <i>plus</i> opening stock <i>less</i> closing stock of fuels. Include gasoline, kerosene, gas oil and other fuel oils, lubricating oils, 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. <b>Include insurance of staff under DIII.</b>
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	Change in inventories	Total value of all inventories at the end the period <i>minus</i> 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.