

INSTRUCTIONS PAGE

The following are brief details of the contents of each Section of the Economic Activity Survey

SECTION I - GENERAL INFORMATION

Name of Establishment
Address
Ownership of the establishment
Principal Business Activity
The 12 month calendar or fiscal year for which data is being reported
Whether the business has ceased operations, and if so provide the date

SECTION II - SALES & OTHER RECEIPTS

Insert the values for the corresponding Income categories. Include income earned locally and overseas.

SECTION III - EXPENSES

Insert the values for the corresponding Expenditure categories. Include expenditure locally and overseas.

SECTION IV - ADDITIONAL INFORMATION

Please provide the following:

Percentage of income earned from exports and tourists
Total number of persons working for the establishment during the months of June and December

SECTION V - STOCKS OF EXISTING CAPITAL

Please provide the following:

Amount spent for the purchase of new or second hand capital acquired during the year
Amount received for the disposal of capital during the year

SECTION VI - CHANGES IN INVENTORIES

Insert the values for the corresponding categories of opening and closing inventories



ST VINCENT AND THE GRENADINES STATISTICAL OFFICE

ANNUAL SURVEY OF ECONOMIC ACTIVITY, 2017 AND 2016

Private and Confidential

The Census and Statistics Act No. 24 of 1983

Form: 5

I : 55 - 56

ACCOMMODATION AND FOOD SERVICES

This form covers hotels, cottages, apartments, guesthouses and other short-stay accommodation, including any restaurant, bar, entertainment and other services that may be provided; as well as restaurants, bars, cafes, canteens and night clubs selling food and drinks for consumption onsite or take out; and catering and other take-out facilities.

The main purpose of the survey is to obtain information for the compilation of estimates of Gross Domestic Product. The **COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER** the Statistics Act and is therefore **MANDATORY**. All information taken from this questionnaire will be kept strictly **CONFIDENTIAL**, used for statistical purposes only, and published only in aggregate form.

Please complete this form and return via email to mailbox no later than December 31, 2018. We recommend that you retain a copy of this form to consult in the event of a query.

DO NOT COMPLETE THIS QUESTIONNAIRE WITHOUT REFERRING TO THE EXPLANATORY NOTES.

If you encounter problems completing this questionnaire or find it difficult to meet the due date, please contact us at:

Contact Person(s)

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Telephone #

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Email

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Address

Statistical Office,
St. Vincent and The Grenadines

SECTION I – GENERAL INFORMATION

Name of Establishment

Ref #:

Address

Which of the following best describes the ownership of your establishment?

- | | |
|---|--|
| <input type="checkbox"/> 1) Local company | <input type="checkbox"/> 3) Overseas company/partnership |
| <input type="checkbox"/> a) Sole proprietorship | <input type="checkbox"/> 4) Exempt/permit company/partnership |
| <input type="checkbox"/> b) Local Partnership | <input type="checkbox"/> 5) Non-profit institution/charitable organization |
| <input type="checkbox"/> c) Limited Company/Incorporated | <input type="checkbox"/> 6) Other: |
| <input type="checkbox"/> d) Other <input type="text"/> % of foreign ownership | <input type="text"/> |
| <input type="checkbox"/> 2) Government enterprise | (please specify) |

Please complete the following:

Principal Business Activity

Data in this form refer to the period from

To

Example: Jan - 2017 To Dec - 2017 with comparisons for 2016

The period above refers to your 2017 and 2016 Financial Year, whether it be a fiscal or calendar year.

☐ Ceased Operation Permanently

(Please provide date)

Please provide your contact details incase of further enquiries:

Contact Name

Position

Telephone #

Date

Email Address

Section II Sales and Other Receipts			
		(EC dollars)	(EC dollars)
Item		2017	2016
P1111	Room sales, excluding taxes paid by customers		
P1112	Restaurant sales, excluding taxes paid by customers		
P1113	Bar and wine sales, excluding taxes paid by customers		
P1114	Catering services, excluding taxes paid by customers		
P1115	Sales from rental of meeting rooms, excluding taxes paid by customers		
P1116	Other sales, excluding taxes paid by customers		
D4100	Interest and dividends received		
D7511	Grants, donations and subventions received		
P1189	Other operating income		
	Total Revenue	-	-
Section III Expenses			
		2017	2016
D1111	Wages, salaries, benefits and employer's social contributions to NIS, Pension schemes, health schemes, and others		
D2990	Taxes and licences		
K 1000	Depreciation and amortization		
D4009	Interest paid		
D7520	Bad debts, net of recoveries, and donations		
P2151	Cost of room sales		
P2152	Cost of restaurant sales		
P2153	Cost of bar and wine sales		
P2154	Cost of catering services		
P2155	Cost of other sales		
P2160	Cost of other goods used (office supplies, stationary)		
P2170	Cost of fuel used		
P2214	Maintenance/repair of transport, plant and other equipment		
P2220	Electricity and water		
P2240	Building maintenance and repair		
P2412	Transport and storage		
P2420	Telecommunications, computer and information services		
P2520	Financial charges and insurance premiums payable		
P2610	Rental /lease of buildings		
P2630	Rental/ lease of machinery, equipment and vehicles		
P2810	Professional, advertising, administrative and support services		
P2900	Other expenses		
	Total Expenses	-	-

Section IV Additional Information

What percentage of the income earned by your establishment, in your estimate, comes directly from exports and tourists?

Specify %: Main country/market:

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

	Goods	Services
2017 EC\$	<input type="text"/>	<input type="text"/>
2016 EC\$	<input type="text"/>	<input type="text"/>

Please indicate the Gratuity/Service Charge paid to employees 2017 2016

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

Period	Working	Unpaid Workers	Employees
	Proprietors		
2017– June	<input type="text"/>	<input type="text"/>	<input type="text"/>
2017- December	<input type="text"/>	<input type="text"/>	<input type="text"/>
2016 – June	<input type="text"/>	<input type="text"/>	<input type="text"/>
2016 - December	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section V Stock of Existing Capital (EC Dollars)

Item	Capital Expenditure	As at End 2015	Plus Acquisitions	Less Disposals	As At End 2016	Plus Acquisitions	Less Disposals	As At End 2017
P5114	Buildings and structures	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5115	Machinery and equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5116	Transport equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5117	Other durables and fixed assets	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5118	Cultivated biological assets	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5119	Intellectual property products	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5120	Computer software and databases	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5300	Valuables	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section VI Changes in Inventories (EC Dollars)

		2017		2016	
		OPENING VALUE	CLOSING VALUE	OPENING VALUE	CLOSING VALUE
P5200	INVENTORIES				
P5201	Raw materials, purchased, components and supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5211	Goods / Works in progress	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5221	Finished products	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5231	Goods (inventory) purchased for resale (in same condition as purchased)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5241	Other Inventories	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5200	TOTAL VALUE OF INVENTORIES	-	-	-	-

Thank You for Your Cooperation

EXPLANATORY NOTES

P1111	Room sales	Total receipts, including occupancy tax and gratuities, from room sales, net of refunds and discounts given. Enter cost of room sales at Item P2151.
P1112	Restaurant sales	Total receipts, including gratuities, from all restaurants, cafeterias, canteens, snack bars and take-out facilities, net of refunds and discounts. Exclude sales of alcoholic beverages. Enter cost of restaurant sales at Item P2152 (Cost of food sales).
P1113	Bar and wine sales	Total receipts, including gratuities, from the sale of alcoholic beverages, net of refunds and discounts. Enter the cost beverage sales at Item P2153.
P1114	Catering services	Include total receipts from food sales through catering services, net of refunds and discounts. Enter the cost of food for catering services at item P2154.
P1115	Other sales	Include income, including gratuities, from other activities such as newsstands, gift shops, golf courses, casinos, rental of banquet hall and convention facilities, etc. Enter cost of other sales at item P2155.
D4001	Interest and dividends received	Interest and dividends earned on business account.
D7511	Grants, donations and subventions	Current transfers and voluntary donations from businesses, government, households or from abroad.
P1189	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
D1111	Wages, salaries, benefits and employer super contributions	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
D2990	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 during the period.
P2160	Cost of other goods used	Consists of purchases <i>plus</i> opening stock <i>less</i> closing stock of fuels, lubricating oils, stationary, office supplies and other goods used.
P2412	Transport and storage	Local freight charges, postal and courier charges, local and overseas business travel.
P2420	Telecommunications, computer and information services	Telecommunication costs, computer repairs, programming, Internet and other information services costs
P2520	Financial charges and insurance premiums	Financial, banking and account fees and charges; and premiums payable for motor vehicle, property and marine insurance. Include insurance of staff under D1111.
P2810	Professional, advertising, administrative and support	Include cost of legal, accounting, audit, advertising, marketing, architectural, management, technical, R&D, administrative, janitorial, security, and other support services.
P2900	Other expenses	Include medical expenses and other expenditures such as staff training, subscriptions, etc. <i>Exclude bad debts, extraordinary items and other non-current items of expenditure.</i>
P5110	Buildings and structures	Value of new and existing buildings and structures (e.g. telecom towers, bridges, dams, grain silos) acquired during the year, less disposals of existing buildings and structures. Include the value of extensions and major renovations to existing buildings and structures.
P5139	Machinery and equipment	Value of all new or second hand machinery and equipment, including accounting machines and computer equipment; <i>less</i> disposals of similar items.
P5139	Transport equipment	Value of all new or second hand transport equipment, <i>less</i> disposals of similar items.
P5139	Other durables and fixed assets	Value of all new or second furniture, fixtures and furnishings and other durable goods acquired during the year, <i>less</i> disposals of similar items.
P5139	Cultivated biological assets	Value of improved land, acquisition of fruit trees, working livestock, etc.; <i>less</i> disposals of similar items.
P5139	Intellectual property products	Expenditure on mineral exploration; technical or scientific research and development; entertainment, literary or artistic originals; and other intellectual property.
P5139	Computer software and databases	Value of all computer software and databases acquired or developed; <i>less</i> disposals of similar items.
P5200	Changes in inventories	Value of changes in inventories between the closing inventories, <i>less</i> opening inventories.
P5300	Changes in valuables	Value of changes in precious metals/stones, gold/silver jewelry, and other valuables between closing inventories, <i>less</i> opening inventories.