

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



ST VINCENT AND THE GRENADINES STATISTICAL OFFICE

ANNUAL SURVEY OF ECONOMIC ACTIVITY, 2017 AND 2016

ADMINISTRATIVE AND SUPPORT SERVICES

This form covers establishments providing various services, including rental and leasing of automobiles, computers, consumer goods, and industrial machinery and equipment; employment activities; travel agencies, tour operators and reservation services; janitorial, security, landscaping, office and other support services.

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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Elthia George

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	Sales revenue, excluding any taxes paid by purchasers		
P1113	Gross income from rental of transport equipment		
P1114	Gross income from rental of machinery and equipment		
P1115	Gross income from rental of household goods		
D3100	Subsidies on products and other production		
D4100	Interest and dividends received		
D7511	Gifts, donations and transfers received		
PI189	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		
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"/>

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	Employees
	Proprietors	Workers	
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
P5110	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"/>

Thank You for Your Cooperation

EXPLANATORY NOTES

P1111	Sales revenue, excluding any taxes paid by purchasers	Revenue for services provided, net of any refunds and discounts given. Include net receipts from any goods sold. Exclude any VAT or other taxes payable by purchasers.
P1113	Gross income from rental of transport equipment	Include motorcars and trucks (without drivers), motorcycles containers, fishing boats and aircraft (without pilot).
P1114	Gross income from rental of machinery and equipment	Income from rental of construction and civil engineering equipment, computers and other office machinery, and other machinery and equipment.
P1115	Gross income from rental of household goods	Include income from rental of furniture, electrical appliance, videotapes, surfing and diving equipment, personal goods, etc.
D3100	Subsidies on products and other production	Payments by Government to compensate enterprises to reduce the prices of goods and services sold or to influence production levels.
D4100	Interest and dividends received	Interest and dividends earned on business account.
D7511	Gifts, donations and transfers received	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., 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, benefits and employers social 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 employees.
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.
P2160	Cost of other goods used	Consists of purchases plus opening stock less closing stock of stationary, office supplies and other goods used.
P2160	Cost of fuel used	Consists of purchases plus opening stock less closing stock of fuel 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 services	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; less disposals of similar items.
P5139	Transport equipment	Value of all new or second hand transport equipment, less 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, less disposals of similar items.
P5139	Cultivated biological assets	Value of improved land, acquisition of fruit trees, working livestock, etc.; less 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; less disposals of similar items.
P5200	Changes in inventories	Value of changes in inventories between the closing inventories, less opening inventories.
P5300	Changes in valuables	Value of changes in precious metals/stones, gold/silver jewelry, and other valuables between closing inventories, less opening inventories.