

CONFIDENTIAL WHEN COMPLETED

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**“Central Statistics Office (Country)”**  
**Annual Economic Survey – (Reference YEAR)**  
**Hotels and Restaurants**

BR Reference No. (Unique ID #)
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**This survey is conducted under the authority of the Statistics Act (Chap XX: 0X) of Revised Laws of .../ Statistics Regulations 19XX. This Act protects the confidentiality of the information provided herein. COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.**

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 001 Legal name

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 004 Street, number

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 002 Business/Trading name

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 005 City/town/parish

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 003 Postal address

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 Tel no./Email

**Part 1: Information for Respondents** *(Please read carefully before completing this questionnaire):*

**Coverage and purpose** The “AES” is an annual statistical inquiry covering a sample of private and public business units operating in the Manufacturing industry in (*country*). The information from the survey is used to compile estimates of Gross Domestic Product and as an input to government national economic policy development

**Due date and Return Procedures** Please complete and return this questionnaire **BY A SPECIFIC DUE DATE** by –Post, Fax, or Email to: **Central Statistical Office, (Address), Fax (insert no.) or email (insert address).** (Please contact the office for an electronic form if you wish to submit via email).

If you have questions or require assistance in completing this questionnaire, please call tel no. xxx xxxx ext. -xxx and a representative of CSO national accounts/survey manager will gladly answer your questions

**Part 2: Main Business Activity**

What are the main activities (in order of importance) of this establishment that most accurately describes the principal source of operating revenue?

1.	2.	3.
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**Part 3: Accounting/Reporting period**

5.1 What is the reporting period used for this return?

From: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ To: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ ↑

### Part 4: Legal Type of organization

Please indicate which of the following best describes the current legal status of your organization by checking the appropriate box below.

(Please tick **one** only)

Sole proprietorship	<input type="checkbox"/>	Incorporated Company - Private	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	Limited Company	<input type="checkbox"/>
Co-operative society	<input type="checkbox"/>	Government Enterprise	<input type="checkbox"/>
Incorporated Company – Public	<input type="checkbox"/>	Non-Profit Organisation	<input type="checkbox"/>

Other (specify) \_\_\_\_\_

### Part 4: Ownership of Equity

*Applicable to Head Offices and single Unit enterprises only*

4.1 What is the percentage of ownership in this enterprise by: National \_\_\_\_\_ Foreign \_\_\_\_\_

4.2 What is the percentage of national ownership, allocated by: Government \_\_\_\_\_ Private \_\_\_\_\_

4.3 Please indicate country(ies) of residence of foreign owner(s): \_\_\_\_\_

### Reporting instructions

1. Report all amounts in thousands of \$ ('000)
2. Percentages should be rounded (e.g. 28.4% to 28%)
3. Your best estimates are acceptable when precise figures are not available

**Part 6: Revenue/Receipts**

<i>6.1 Operating Revenue</i>	<b>FOR OFFICIAL USE ONLY</b>	<i>Total sales</i> \$'000	<i>Of which Export</i> \$'000
6.1.1 Room Sales.....			
6.1.2 Food Sales.....			
6.1.3 Bar and Tobacco Sales.....			
6.1.4 Other Beverage Sales.....			
<b>6.2 Other Income</b>			
6.2.1 Rental or lease of Office Space or other real estate.....			
6.2.2 Rental or lease of Land, machinery and equipment.....			
6.2.3 Revenue from other goods and services provided.....			
6.2.4 Revenue from Franchise fees, commission revenue.....			
6.2.5 Commission Revenue and operating subsidies .....			
6.2.6 All other operating revenue.....			
6.2.7 Income from Interest received, Dividends, Securities and Deposits.....			
6.2.8 Income from foreign exchange trading.....			
6.2.9 Capital gains/(losses).....			
6.2.9 Other operating income excluding holding gains (please specify): <i>1.</i>			
<b>Total Revenue Received</b>			

**Part 7: Inventories**

	<b>FOR OFFICIAL USE ONLY</b>	Opening Value \$'000	Closing Value \$'000
1 Room Supplies.....			
2 Food Supplies.....			
3 Bar Supplies.....			
4 Beverage Supplies.....			
5 Cutlery, China, Linens, Glasses.....			
6 Fuel (excluding cost of electricity).....			
7 Other inventories.....			
<b>Total value of inventories</b>			

## Part 8: Expenditure

<b>A. Labour Compensation</b>			
	FOR OFFICIAL USE ONLY	\$ '000	
1. Gross wages and salaries of employees (in cash and in kind).....			
2. Employer's social Contributions (N.I.S, Pension schemes, health schemes, and others).....			
3. Directors' emoluments and fees.....			
4. Redundancy payments.....			
5. Any other payments .....			
<b>Total Labour Compensation</b>			
<b>B Purchases of materials, supplies and energy</b>			
	FOR OFFICIAL USE ONLY	Total \$ '000	Direct imports \$ '000
1. Room supplies.....			
2. Food supplies.....			
3. Bar and beverage supplies.....			
4. Cutlery, China, Linens, Glasses.....			
5. Other supplies.....			
6. Energy expenses (Fuel, electricity, gas, water, etc).....			
<b>Total Materials, Supplies and Energy</b>			
<b>C Purchased service expenses</b>			
	FOR OFFICIAL USE ONLY	Total \$ '000	Direct imports \$ '000
1. Telecommunication and related service expenses (including postal and courier expenses).....			
2. Purchased transportation, warehousing and storage expense			
3. Rental and leasing expenses			
3.1 Office space and other real estate.....			
3.2 Machinery and equipment (including motor vehicles, office equip)			
4. Purchased maintenance and repair service expenses (for buildings, machinery and equipment (including materials, parts and labour)) .....			
5. Business and professional services			
5.1 Payments to employment agency or personnel suppliers (e.g. for temporary work paid through an agency).....			
5.2 Legal, accounting, security, auditing, and other fees.....			
6. Advertising expenses.....			
7. Insurance premiums (e.g., liability, auto, building, equipment).....			

8. Travel and entertainment expenses.....			
9. Other services purchased from other businesses Please specify			
1. _____			
2. _____			
<b>Total Purchased Service Expenses</b>			

<b>D Other Operating Expenses</b>	<b>FOR OFFICIAL USE ONLY</b>	<b>Total \$ '000</b>	<b>Direct imports \$ '000</b>
1. Franchise fees and Royalties (e.g. patents, trademarks, copyright).....			
2. Property and business taxes, licenses and permits.....			
3. Management fees			
12.1 Management fees paid to affiliates outside (country).....			
12.2 Management fees paid to affiliates in (country).....			
4. Depreciation and amortization (See Part 12, col. 6).....			
5. All other operating expenses (Exclude interest expenses).....			
<b>Total Other Operating Expenses</b>			
<b>Total Operating Expenses (A - D)</b>			

<b>E Other Expenses</b>	<b>FOR OFFICIAL USE ONLY</b>	<b>Total \$ '000</b>	<b>Direct imports \$ '000</b>
1 Interest expenses/Dividends paid/.....			
2 Bad debts net recoveries.....			
3 Other, please specify			
1. _____			
<b>Total Other Expenses</b>			
<b>Total Current Expenditure</b>			

<b>Part 9 Employment</b>	<b>FOR OFFICIAL USE ONLY</b>	<b>As at June 30th</b>	<b>As at Dec 30th</b>
<ul style="list-style-type: none"> <li>Please enter the total number of persons who worked in this establishment.....</li> <li>Of which, Full time employees totaled .....</li> <li>Part time employees totaled.....</li> </ul>			
<b>Employees</b>			
<b>Working proprietors</b>			
<b>Unpaid family workers</b>			
<b>TOTAL</b>			

### **Part 10 Events that may have affected your Business Unit**

1. Compared to your last financial year, has there been any event(s) that may have significantly affected the reported values for this business unit?

- Yes (If yes, go to question 2)**
                         
   **No (If no, please go to Part 11)**

2. Please check the box(es) that best describe this change

- |   |   |
|---|---|
| <input type="checkbox"/> <input type="checkbox"/> Increase in business                          | <input type="checkbox"/> <input type="checkbox"/> Decrease in business        |
| <input type="checkbox"/> <input type="checkbox"/> Foreign exchange (Gain/Losses)                | <input type="checkbox"/> <input type="checkbox"/> Merger or acquisition       |
| <input type="checkbox"/> <input type="checkbox"/> Temporary shutdown                            | <input type="checkbox"/> <input type="checkbox"/> Increase in hiring          |
| <input type="checkbox"/> <input type="checkbox"/> Change in supplier                            | <input type="checkbox"/> <input type="checkbox"/> Changes in government taxes |
| <input type="checkbox"/> <input type="checkbox"/> Changes in industry regulation                | <input type="checkbox"/> <input type="checkbox"/> Weather                     |
| <input type="checkbox"/> <input type="checkbox"/> Changes (output)                              | <input type="checkbox"/> <input type="checkbox"/> More overtime               |
| <input type="checkbox"/> <input type="checkbox"/> Price changes (input - labour or other costs) | <input type="checkbox"/> <input type="checkbox"/> Less overtime               |
| <input type="checkbox"/> <input type="checkbox"/> Change in product line                        | <input type="checkbox"/> <input type="checkbox"/> Shorter scheduled workweek  |

Other, please specify

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## Part 11 Fixed Assets, Opening and Closing Values, Purchases, Sales and Depreciation

Type of assets	Book value at the beginning of financial year	<i>Plus</i> Capital expenditure on erection of new buildings and works; work in progress capitalized; new plant and machinery; used plant and machinery if imported by you or on your behalf ( whether paid to outside contractors/concerns or done by your enterprise itself)	<i>Plus</i> Capital expenditure on acquisition of land; existing buildings and works; and used plant, machinery and vehicles and transfers-in	<i>Minus</i> Sales of assets to book value.	<i>Plus or minus</i> Revaluation and other adjustments of assets to book value.	<i>Minus</i> Depreciation and amortization during the financial year	<i>Equals</i> Book value at the end of financial year
	1	2	3	4	5	6	7
	<b>\$ '000</b>	<b>\$ '000</b>	<b>\$ '000</b>	<b>\$ '000</b>		<b>\$ '000</b>	<b>\$ '000</b>
1.2.1 Residential Buildings							
1.2.2 Non-residential buildings							
1.2.3 Construction works, roads and parking areas							
1.3.1. Computers and other IT equipment							
1.3.2 Motor vehicle and other transport equipment							
1.3.3 Plant, machinery and other office equipment							
1.4.1 Livestock for breeding, dairy, draught							
1.4.2 Plantations, orchards							
3.1 Computer software							
3.2 Mineral exploration							
3.3 Other							
7.1 Sub-soil assets. Water resources							
7.2 Land							
8. Intangible assets							
9. Research and Development							
10. Valuables							
<b>Total</b>							

**Part 12 Comments**

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**Part 13 Certification**

I certify that the information herein is complete and correct to the best of my knowledge.

Signature of authorized person \_\_\_\_\_ Date \_\_\_ \_\_\_  
Day Month Year

Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone No. \_\_\_\_\_

Email address: \_\_\_\_\_

**Thank you for your cooperation**