

STRICTLY CONFIDENTIAL



NATIONAL STATISTICAL OFFICE

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2013 AGRICULTURE, FORESTRY AND FISHING CASE STUDY

Despatched: - -

Ammend if incorrect address

Dear Sir/Madam,

The National Statistical Office (NSO) is conducting a nation-wide Survey of Business Activities (SBA) for all registered and operational businesses in Papua New Guinea.

This Census is carried out under the provisions of the Statistical Services Act (Chapter 386). Through the SBA, the financial information on income, expenditure, stocks, value of fixed assets and employment numbers will be sourced. The data collected will be used for the compilation of the PNG National Accounts, in particular the Gross Domestic Product (GDP) which helps measure the economic growth.

In accordance with the Statistical Act the information you provide will be used solely for statistical purposes and hence under no circumstances shall it be used otherwise. You are also assured that the NSO is also legally obligated to ensure that such information is kept strictly confidential.

Therefore you are requested to fill in one copy of the questionnaire and return it to the NSO on the postal address, fax or the email addresses given; ideally three (3) weeks after receiving the SBA form. An authorized member of the NSO staff will also be visiting your organization(s) during the course of this survey.

Please answer all relevant questions with clear and correct figures. Estimates will be accepted where actual data are not available. Values, excluding GST, are to be expressed in Kina.

Should you require any assistance regarding the completion of the form or its particular contents please contact the following persons: Ms. Dorothy Sapalojang or Mr. Henao Kari on these numbers; +675 70139484 | +675 71897348 | +675 7231 5355 | +675 71932517. You can also email on: knelson@gopng.gov.pg

I sincerely thank you for your attention and look forward to your favorable response.

Yours sincerely,

Roko KOLOMA
Acting National Statistician



2013 AGRICULTURE, FORESTRY AND FISHING CASE STUDY QUESTIONNAIRE

QUESTIONS THAT ARE RELEVANT TO YOUR OPERATIONS must be answered with clear and correct figures. Estimates will be accepted where actual data are not available. Values, **excluding GST**, are to be expressed in Kina. Note: Farm gate price is to be included.

A : PARTICULARS OF THE ESTABLISHMENT

NAME OF ORGANISATION:

LOCATION ADDRESS:

1.	NATURE OF WORK : Please give a brief description of the main activity and any other secondary activity of the establishment covered by this return :	
	Main activity :	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
	Other activity :	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>

B : INCOME

2.	VALUE OF PRODUCTION in 2013			
a.	DESCRIPTION OF PRODUCT	QUANTITY PRODUCED (TONNES)	PRICE PAID TO GROWERS (K/TONNE)	TOTAL VALUE (K)
		A	B	A * B = C
	TOTAL			
b.	Of the total value given in C, please provide the value of goods used for own consumption (K)			

3.	THE INCOME EARNED IN 2013	VALUE (K)
a.	Minor repairs & maintenance to plant, machinery, transport, buildings etc.	
b.	Value of own account capital construction work done: Own Account Capital Construction is the cost of new and additions to fixed assets made by the establishments own labour for its own use. Cost should be equivalent to labour costs plus value of materials at cost.	
c.	Rental income received for the hire of building; plant machinery transport etc.	
d.	Insurance claim received	
e.	Interest received	
f.	Gain on sale of fixed assets	
g.	Others (specify) _____	
	TOTAL	

4.	TOTAL INCOME DERIVED DURING THE YEAR (QUESTIONS 2 + 3)	K
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C : EXPENDITURE

5. PURCHASE OF MATERIALS IN 2013		VALUES (K)
State the total value of material and supplies eg seeds, fertilizers, weedicide, feed for animals purchased for use in production net of discounts received. Exclude transport cost paid to outside firms (see question 7d), unless it is accounted in the purchase price. Exclude purchases of capital goods (see question 12).		
A.		
B.		
C.		
D.		
E.		
F.	All others	
TOTAL		

6. OPERATING EXPENDITURE DURING THE YEAR		VALUES (K)
A.	Cost of fuel eg petrol, automotive and industrial diesel oil, LPG, Kerosene etc	
B.	Cost of electricity and water	
C.	Cost of minor repairs & maintenance paid for on vehicles, buildings, machinery etc.	
D.	Cost of transport expenses paid for on carriage and haulage and business travel	
E.	Value of contract and commission work done	
F.	Rental income paid for building; plant, machinery; transport etc. Exclude land rent.	
G.	Bad & doubtful debts written off, business licenses & interest paid; loss on sale of assets	
H.	Insurance paid	
I.	Depreciation claimed	
J.	Land rent paid	
K.	Others (specify)	
TOTAL		

D : EMPLOYMENT AND COMPENSATION OF EMPLOYEES

Please note that the information in respect of employment is for the last payweek in June 2013 (if not, please state the period) but the rest of the question requires data for the appropriate accounting year.

Working proprietors include all individual proprietors and partners who are actively engaged in the work of the establishment who don't receive regular wages and salaries, but draw from the takings. Working proprietors who pay themselves regular wages and salaries should be recorded under paid employees. Silent or inactive partners should be excluded unless they participate actively in the work of the establishment.

Casual workers are persons working for 20 hours or more per week and not receiving pay on regular basis

Unpaid family workers include persons living in the household of any of the proprietors of the owning establishment and working in the establishment without regular pay for at least a third of the normal working hours of the establishment.

Gross wages and salaries includes overtime, sick and holiday pay, bonuses, payments under piece rate schemes, all allowances, severance and redundancy pay, sales commissions paid to own employees and directors fee etc.

Payment in kind is the cost to the employer for providing employees with housing, transport, clothing, food, drinks, fuels, etc free of charge or at a reduced rate.

Expatriates are non-PNG citizens who stayed in PNG

7.				NUMBER EMPLOYED	GROSS WAGES AND SALARIES PAID	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND	PAYMENT IN KIND	
				1	2	3	4	
a.	Paid employees							
	PNG citizens	i.	Male					
		ii.	Female					
	Casual	i.	Male					
		ii.	Female					
	Expatriates	i.	Male					
		ii.	Female					
	Total							
	b.	Working proprietors						
		PNG citizens	i.	Male				
ii.			Female					
c.	Unpaid family workers							
	PNG citizens	i.	Male					
		ii.	Female					
Total								

8.	GRAND TOTAL OF ALL EXPENDITURE INCURRED [5+6+7 ((2,3,4)]	K
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E : STOCKS

9.		OPENING	CLOSING	CHANGE
		(1)	(2)	(2) - (1) = (3)
VALUES (K)				
	Materials, fuels, supplies and components			

F : NET EARNINGS

10.	Net profit \ loss of your establishment (Question (4+9 (3) - 8)	K
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G : FIXED CAPITAL ASSESTS

11.		VALUE (K)							
		Opening book value	Purchase of new and second hand assets at		Land Develop. & Improvem	Own account Capital construction	Sales of capital assets	Depre ciation	Closing book value
			locally	abroad					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)		
A.	Land								
B.	Buildings								
C.	Plant and machinery								
D.	Furniture, fixtures and office equipment								
E.	Transport vehicles and related equipment								
F.	Computer Software								
G.	Entertainment, literary or artistic originals								
H.	Valuables								
I.	Others (specify): _____								
Total									

Own Account Capital Construction is the cost of new and additions to fixed assets made by the establishments own labour for its own use. Cost should be equivalent to labour costs plus value of materials at cost.

Signature of person completing the questionnaire: _____ Date: - -

Name: Position:

Telephone: Fax:

Email:

If Chartered Account in private practice, please place a tick in the box

THANK YOU FOR COMPLETING THE QUESTIONNAIRE