

STRICTLY CONFIDENTIAL



## NATIONAL STATISTICAL OFFICE

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### 2013 SURVEY OF EDUCATION

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



## SURVEY OF EDUCATION QUESTIONNAIRE

### ORGANIZATIONAL STRUCTURE

1. Does this business operate at more than one location? *(Please tick appropriate box)*

No  Yes  *If yes, please give details below*

Name of Establishment	Physical location of Business	Main type of Business Activity	Gross turnover
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Note: This return is required for the addressed establishment only. In case this is not possible, a combined return with similar main activities may be submitted. If the information cannot be provided on this basis, please state the reasons:*

### ACCOUNTING PERIOD

2. Please state the accounting period: From  -  - 2013 To  -  - 2013

### LEGAL STATUS OF ORGANISATION

3. *Please tick appropriate box* 001

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| 1. Sole Proprietor                         | <input type="checkbox"/> | 10. Provincial/Local Government               | <input type="checkbox"/> |
| 2. Partnership                             | <input type="checkbox"/> | 11. Joint Venture and Consortia               | <input type="checkbox"/> |
| 3. Private Limited Company                 | <input type="checkbox"/> | 12. Non-profit organisation                   | <input type="checkbox"/> |
| 4. Public Limited Company                  | <input type="checkbox"/> | 13. Trusts and Estates                        | <input type="checkbox"/> |
| 5. Co-operative                            | <input type="checkbox"/> | 14. Consulates and Foreign Embassies          | <input type="checkbox"/> |
| 6. Government Owned Trading Entity         | <input type="checkbox"/> | 15. Branch of a Company Incorporated Overseas | <input type="checkbox"/> |
| 7. Statutory Boards                        | <input type="checkbox"/> | 16. Societies and Associations                | <input type="checkbox"/> |
| 8. Central (National) Government           | <input type="checkbox"/> | 20. Other Business Type (specify)             | <input type="checkbox"/> |
| 9. Provincial/Local Authority owned entity | <input type="checkbox"/> | <input style="width: 100%;" type="text"/>     |                          |

### FORM OF OWNERSHIP

4. *Please tick appropriate box* 002

*Note:*

- **PNG owned:** An establishment operating in PNG in which 51% or more equity is held locally.
- **Branch of an overseas company:** An establishment operating in PNG that is controlled or supervised by an overseas head office and which is an integral part of the foreign parent organisation. Branch has no equity share capital.
- **Subsidiary of an overseas company:** A company is a subsidiary of another if that other company owns this subsidiary wholly or holds more than half the nominal value of the equity share capital of this subsidiary company.

- |                                      |                          |                     |                          |
|--------------------------------------|--------------------------|---------------------|--------------------------|
| 1. PNG owned                         | <input type="checkbox"/> | 4. Others (specify) | <input type="checkbox"/> |
| 2. Branch of an overseas company     | <input type="checkbox"/> |                     |                          |
| 3. Subsidiary of an overseas company | <input type="checkbox"/> |                     |                          |

### EQUITY PARTICIPATION

5. Please indicate in the appropriate box the percentage of equity capital held by PNG Citizens.

(a) As at end of 2012  percent (%) (a) As at end of 2013  percent (%)

### NATURE OF WORK

6. Please give a brief description of the main activity of the establishment(s) covered by this return:

003 FOR OFFICE USE ONLY

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**OPERATING STATUS**

7. Please state whether the establishment in question (*tick appropriate box*)

- |   |                          |
|---|--------------------------|
| 1. Operated during the whole of the accounting period specified                   | <input type="checkbox"/> |
| 2. Operated during part of the accounting period specified (specify _____ months) | <input type="checkbox"/> |
| 3. Had not commenced business during the accounting period specified              | <input type="checkbox"/> |

**TURNOVER****8. A. REVENUE FROM SALES AND SERVICES (K)**

Sales should include the actual selling value net of any discount allowed to the buyer. Fee should include payments received in respect of services provided to the households.

TYPES OF INSTITUTIONS		SALES	FEE	SUBSCRIPTION	FUND RAISING	OTHERS	TOTAL
		1	2	3	4	5	6
<b>PRIMARY EDUCATION</b>							
Pre-School	004						
Primary schools	010						
<b>SECONDARY EDUCATION</b>							
Secondary/national high schools	016						
Technical/vocational	022						
<b>HIGHER EDUCATION, INCLUDES UNIVERSITY</b>	028						
<b>ALL OTHER EDUCATION</b>							
Sports and recreation education	034						
Cultural education like art & craft, dancing schools	040						
Driving schools	046						
Religious instruction	052						
Educational support activities eg organization of student exchange programs	058						
Others (specify)	064						
<b>Total revenue from sales and service [004 (6) to 064(6)]</b>					<b>070</b>	<b>K</b>	<b>K</b>

**B. GOVERNMENT AID**

Current grants refer to transfers from Government to cover current costs of providing services to households. Capital grants are transfers from the Government to cover costs incurred for development projects

TYPES OF INSTITUTIONS		CURRENT GRANTS (K)			
		FOR WAGES AND SALARIES	FOR OTHER PURPOSES	TOTAL	TOTAL CAPITAL GRANTS
		1	2	3	4
<b>PRIMARY EDUCATION</b>					
Pre-School	071				
Primary schools	075				
<b>SECONDARY EDUCATION</b>					
Secondary/national high schools	079				
Technical/vocational	083				
<b>HIGHER EDUCATION, INCLUDES UNIVERSITY</b>	087				
<b>ALL OTHER EDUCATION</b>					
Sports and recreation education	091				
Cultural education like art & craft, dancing schools	095				
Driving schools	<b>099</b>				
Religious instruction	<b>103</b>				
Educational support activities eg organization of student exchange programs	<b>107</b>				
Others (specify)	<b>111</b>				
<b>TOTAL GOVERNMENT AID</b>			<b>115</b>	<b>K</b>	<b>K</b>

**C. OVERSEAS AID**

Includes current and capital transfers from the rest of the world either in cash or in kind.

TYPES OF INSTITUTIONS		CURRENT GRANTS					
		CASH	GOODS	VALUE OF WORK DONE WITHOUT PAY	OTHER	TOTAL	TOTAL CAPITAL GRANTS
		1	2	3	4	5	6
<b>PRIMARY EDUCATION</b>							
Pre-School	117						
Primary schools	123						
<b>SECONDARY EDUCATION</b>							
Secondary/national high schools	129						
Technical/vocational	135						
<b>HIGHER EDUCATION, INCLUDES UNIVERSITY</b>	141						
<b>ALL OTHER EDUCATION</b>							
Sports and recreation education	147						
Cultural education like art & craft, dancing schools	153						
Driving schools	159						
Religious instruction	165						
Educational support activities eg organization of student exchange programs	171						
Others (specify)	177						
<b>TOTAL OVERSEAS AID</b>				<b>183</b>	<b>K</b>	<b>K</b>	

**D. LOCAL AID**

Includes current and capital transfers from within PNG either in cash or in kind.

TYPES OF INSTITUTIONS		CURRENT GRANTS					TOTAL CAPITAL GRANTS
		CASH	GOODS	VALUE OF WORK DONE WITHOUT PAY	OTHER	TOTAL	
		1	2	3	4	5	
<b>PRIMARY EDUCATION</b>							
Pre-School	185						
Primary schools	191						
<b>SECONDARY EDUCATION</b>							
Secondary/national high schools	197						
Technical/vocational	203						
<b>HIGHER EDUCATION, INCLUDES UNIVERSITY</b>	209						
<b>ALL OTHER EDUCATION</b>							
Sports and recreation education	215						
Cultural education like art & craft, dancing schools	221						
Driving schools	227						
Religious instruction	233						
Educational support activities eg organization of student exchange programs	239						
Others (specify)	245						
<b>TOTAL LOCAL AID</b>					<b>251</b>	<b>K</b>	<b>K</b>
<b>TOTAL TURNOVER OF YOUR ESTABLISHMENT [CODES 070 + 116(3) + 184(5) + 252(5) ]</b>					<b>253</b>	<b>K</b>	

OTHER INCOME			VALUE (K)
9.	Sales of goods not manufactured by your own enterprise (see question 47). This is the resale value of goods bought, the goods being in the same condition as received and having undergone no intervening manufacturing process by your establishment.		254
10.	Subsidies and grants received		255
11.	Insurance claims received:	a. Business insurance claims received	256
		b. Casualty insurance claims received	257
12.	Profit or loss received from any other business in which you have an interest		258
13.	Rent received for the hire of building		259
14.	Income from:	a. Rent received from land	260
		b. Interest received	261
		c. Dividends received	262
		d. Royalty received	263
15.	Bad and doubtful debts recovered		264
16.	Exchange gain		265
17.	Gain on sale of fixed assets		266
18.	All other income received (specify).	_____	267
		_____	
		_____	
<b>Total other income (Codes 255- 268)</b>			<b>268</b>
19.	<b>GST charged on goods and services provided</b>		<b>269</b>
20.	<b>GRAND TOTAL OF ALL INCOME RECEIVED (Codes 070 + 269 + 270)</b>		<b>270</b> K

### EXPENDITURE ON PURCHASES OF MATERIALS

State the total value & quantity of material and supplies purchased for use in the production of education services net of discounts received. Exclude transport cost paid to outside firms (see question 30), unless it is accounted in the purchase price. Exclude purchases of capital goods (see question 58). Direct import by establishments should be reported at cost.

			VALUE (K)
21.	Expenditure of materials and related articles for use in the business		271
	<b>Total</b>		

### EXPENDITURE ON FUEL, ELECTRICITY AND WATER

			VALUE (K)
22.	Petrol/Automotive diesel fuel		272
23.	Industrial diesel fuel/Heavy fuel oil		273
24.	Kerosene		274
25.	Liquid petroleum gas		275
26.	Electricity		276
27.	Water		277
	<b>Total</b>		<b>278</b>

## OTHER EXPENDITURE

				VALUE (K)	
28.	Cost of goods purchased for resale (see question 9)			079	
29.	Repairs and maintenance costs on:	a.	Motor Vehicles	280	
		b.	Building	281	
		c.	Other	282	
30	Cartage and haulage expenses paid to other firms			283	
31	Travel expenses (e.g. management personal)			284	
32	Value of contract and commission work done			285	
33	Audit and accounting fee			286	
34	Legal fee			287	
35	Advertising and promotion etc			288	
36	Bank charges			289	
37	Postage, telephone and telecommunication etc			290	
38	Office stationery and supplies			291	
39	Management and consultation fee			292	
40	Rent paid for furniture, building, plant and machinery etc			293	
41	Insurance paid:	a.	Business insurance	294	
		b.	Casualty insurance	295	
42	Expenditure on:	a.	Rent paid for land	296	
		b.	Interest paid	297	
		c.	Dividends paid	298	
		d.	Royalty paid	299	
43	Bad and doubtful debts written off			300	
44	Business licenses, rates on property paid to central or local government etc			301	
45	Training and productivity levy			302	
46	Exchange losses			303	
47	Fixed asset expenses:	a.	Loss on sale of fixed assets	304	
		b.	Depreciation claimed (to agree with question 58 (7))	305	
48	All other costs and expenses:			306	
<b>Total other expenditure Codes (280 to 307) excluding 299</b>				<b>307</b>	

## 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

49.				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	308			
		ii.	Female	312			
	Casual	i.	Male	316			
		ii.	Female	320			
	Expatriates	i.	Male	324			
		ii.	Female	328			
	Total			332			
b.	Working proprietors						
	PNG citizens	i.	Male	336			
		ii.	Female	337			
c.	Unpaid family workers						
	PNG citizens	i.	Male	338			
		ii.	Female	339			
	<b>Total (Codes 333 (1) + 337+338 + 339+340)</b>			340			

50.	<b>GST paid on supplies of goods and services</b>	341	K
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51.	<b>GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 272+279+308+333(2, 3, 4)] + 342</b>	342	K
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**STOCKS**

Finished goods bought for resale are stocks of goods bought for resale in the same condition as purchased.  
Value of materials, fuel supplies and components are stocks of raw materials not used up in production.

52			VALUE OF STOCKS (K)		
			OPENING	CLOSING	CHANGE
			(1)	(2)	(2)-(1)=(3)
a	Stock of finished goods bought for sale	343			
b	Materials, fuel, supplies and components	346			
<b>Total</b>		<b>349</b>			

**NET EARNINGS AND TAXES PAID**

This is the net profit of your establishment/enterprise from the profit and loss account. The following method would enable you to check if all the information from the trading, profit and loss account has been entered onto the questionnaire:

Income [ Code 271 + 350 (3)]	K	<input type="text"/>
less Expenditure [ Code 343]	K	<input type="text"/>
equals Profit (+)\Loss (-) [Code 353]	K	<input type="text"/>

			AMOUNT (K)
54	Net profit/loss of your establishment/enterprise. If this does not agree with question 55, please give reasons: <hr/> <hr/>	352	
55	Taxable income of your establishment/enterprise	353	
56	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	354	
57	Amount of PNG Income Tax paid/payable by your establishment/enterprise.	355	

**FIXED CAPITAL ASSETS**

60.			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	356								
B.	Buildings	364								
C.	Plant and machinery	372								
D.	Furniture, fixtures and office equipment	380								
E.	Transport vehicles and related equipment	388								
F.	Computer Software	396								
G.	Entertainment, literary or artistic originals	404								
H.	Valuables	412								
I.	Others (specify):	420								
<b>Total</b>		<b>428</b>								

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**