

STRICTLY CONFIDENTIAL



NATIONAL STATISTICAL OFFICE

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2013 SURVEY OF PROVINCIAL AND LOCAL GOVERNMENT

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 PROVINCIAL & LOCAL LEVEL GOVERNMENT QUESTIONNAIRE

LEGAL STATUS OF ORGANISATION

1. Please tick appropriate box

- | | | | |
|--|--------------------------|---|--------------------------|
| 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 type="text"/> |

NATURE OF WORK

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

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| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

ACCOUNTING PERIOD

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

OPERATING STATUS

4. 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"/> |

EMPLOYMENT

| 5. | | | | NUMBER EMPLOYED |
|----|-----------------|-----|--------|-----------------|
| | Payed Employees | | | |
| a. | PNG Citizens | i. | Male | |
| | | ii. | Female | |
| b. | Causal | i. | Male | |
| | | ii. | Female | |
| c. | Expatriates | i. | Male | |
| | | ii. | Female | |
| | TOTAL | | | |

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

Expatriates are non-PNG citizens who stayed in PNG

A : RECEIPTS

| | | | | VALUE (K000) |
|-----|---|---|----------|--------------|
| 1. | Total Sales (amount equal to total of question C [3]) of which | a | Goods | |
| | | b | Services | |
| 2. | Rates (general, sewerage, fire, loan, streetlight, provincial, etc) | | | |
| 3. | Business and Trading Licences | | | |
| 4. | Rent received for the hire of building and kiosks | | | |
| 5. | Hire charges on machinery and equipment, etc | | | |
| 6. | Fee received from Bus and taxi stands and market fee | | | |
| 7. | Fines and penalties | | | |
| 8. | Insurance claim received | | | |
| 9. | Other receipts (please specify): | | | |
| | OTHER RECEIPTS | | | |
| 10. | Interest received | | | |
| 11. | Land Rent received | | | |
| 12. | Dividend received | | | |
| 13. | Other receipts not specified above | | | |
| | CURRENT AND CAPITAL TRANSFERS Current Transfers are grants and donations in cash or kind for current consumption such as food and clothing whilst Capital Transfers are grants and donations in cash or kind for capital works such as machinery given or cash for constructions or to purchase fixed assets. | | | |
| 14. | Current Transfers received locally | | | |
| 15. | Current Transfers received from abroad | | | |
| 16. | Capital Transfers received locally [to agree with question 53A(i)] | | | |
| 17. | Capital Transfers received from abroad [to agree with question 53A(ii)] | | | |
| 18. | Value of own account capital construction work done [to agree with question F(c)] | | | |
| | TOTAL RECEIPTS | | | |

B : PAYMENTS

| | | VALUE (K000) |
|-----|---|---------------------|
| 19. | Wages, salaries and payment in kind including holiday and leave pay | |
| 20. | Provident Fund Contribution | |
| 21. | Directors Fees | |
| 22. | Accounting and Audit Fees | |
| 23. | Legal Fees | |
| 24. | Other Fees [please specify]: | |
| 25. | Electricity | |
| 26. | Water | |
| 27. | Postage | |
| 28. | Telecommunication | |
| 29. | Office Stationery and printing | |
| 30. | Advertising and Promotion | |
| 31. | Repairs and maintenance of property, eg buildings, machinery, equipment | |
| 32. | Petrol and Fuel | |
| 33. | Office Rent | |
| 34. | Bank charges | |
| 35. | Uniforms | |
| 36. | Insurance premium paid | |
| 37. | Licences | |
| 38. | Staff Training Expenses | |
| 39. | Staff Medical Expenses | |
| 40. | Royalty | |
| 41. | Other expenses not stated above excluding bad debts | |
| | OTHER EXPENSES | |
| 42. | Interest paid | |
| 43. | Land Rent paid | |
| 44. | Dividend paid | |
| 45. | Depreciation expense (To agree with question F[7]) | |
| 46. | Training and productivity Levy | |
| 47. | GST paid | |
| | CURRENT AND CAPITAL TRANSFERS Current Transfers are grants and donations in cash or kind for current consumption such as food and clothing whilst Capital Transfers are grants and donations in cash or kind for capital works such as machinery given or cash for constructions or to purchase fixed assets. | |
| 48. | Current Transfers paid or given locally | |
| 49. | Capital Transfers paid or given locally | |
| | TOTAL PAYMENTS | |

C : SALES AND EXPENDITURE BY SECTORS

| 50. | WAGES AND SALARIES | OPERATING EXPENSES | SALES BY SECTORS | TOTAL |
|------------------------|--------------------|--------------------|------------------|-------|
| | VALUE [K000] | | | |
| | [1] | [2] | [3] | [4] |
| General Administration | | | | |
| Health | | | | |
| Community Development | | | | |
| Sanitary Services | | | | |
| Recreation and other | | | | |
| Related Services | | | | |
| Roads | | | | |
| TOTAL | | | | |

Notes

Total of wages and salaries [1] should equal the sum of questions B19, B20 and B21

Total of operating expenses [2] should equal the sum of questions B22 to B41

Total of sales by sectors [3] should equal question A1

Types of operating expenditure would include costs on travelling, advertising, printing, stationery, audit fees, telephone, current repairs and maintenance etc.

D : LOANS AND CAPITAL TRANSFER

| 51. | LOANS RECEIVED AND REPAYED BY YOUR ORGANISATION - VALUE [K000] | | | | | | |
|--------------|--|-----------------------------|---------------------------------------|---|---------------|-----------------------------|---------------------|
| | LENDING ORGANISATION | OPENING BALANCE 01/01/13 | AMOUNT RECEIVED DURING THE YEAR | PRINCIPAL REPAYMENT MADE DURING THE YEAR | OTHER CHANGES | CLOSING BALANCE 31/12/13 | TOTAL INTEREST PAID |
| | [A] | [B] | [C] | [D] | [E] | [F] | [G] |
| | | | | | | | |
| TOTAL | | | | | | | |

| 52. | LOANS EXTENDED BY YOUR ORGANISATION - VALUE [K000] | | | | | | |
|--------------|--|-----------------------------|---------------------------------------|---|---------------|-----------------------------|---------------------|
| | LENDING ORGANISATION | OPENING BALANCE 01/01/13 | AMOUNT RECEIVED DURING THE YEAR | PRINCIPAL REPAYMENT MADE DURING THE YEAR | OTHER CHANGES | CLOSING BALANCE 31/12/13 | TOTAL INTEREST PAID |
| | [A] | [B] | [C] | [D] | [E] | [F] | [G] |
| | | | | | | | |
| TOTAL | | | | | | | |

| | | | | | | | |
|------------|--------------------------------------|--------------------------|--------------|--|--------------------------------|--------------------------|--------------|
| 53. | CAPITAL GRANTS - VALUE [K000] | | | | | | |
| | Includes donation/transfer | | | | | | |
| | [A] CAPITAL GRANTS RECEIVED | | | | [B] CAPITAL GRANTS MADE | | |
| | RESIDENTS | REST OF THE WORLD | TOTAL | | RESIDENTS | REST OF THE WORLD | TOTAL |
| | [i] | [ii] | [A] | | [i] | [ii] | [A] |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | TOTAL | | | | | | |

E : STOCKS

Work-in-progress consists of unfinished output at the end of the reference year.

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.

| 54. | CHANGE IN STOCKS VALUE [K000] | OPENING | CLOSING | CHANGE |
|------------|---|----------------|----------------|---------------|
| a. | Stocks of finished goods produced by establishment for sale | | | |
| b. | Raw materials for use in production | | | |
| c. | Work-in-Progress | | | |
| d. | Finished goods bought for resale | | | |
| | Total | | | |

F : FIXED CAPITAL ASSETS

| | | 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) |
| 55. | Buildings | | | | | | | | |
| | A. Residential | | | | | | | | |
| | B. Non Residential | | | | | | | | |
| | C. Other Construction | | | | | | | | |
| 56. | Land | | | | | | | | |
| 57. | Road Vehicles | | | | | | | | |
| 58. | Other Transport & Equipment | | | | | | | | |
| 59. | Machinery & Related Equipment | | | | | | | | |
| 60. | Office Furniture, Fittings & Related Equipment | | | | | | | | |
| 61. | Computers & Computing Equipment | | | | | | | | |
| 62 | Others eg Entertainment, literary or artistic originals, valuables | | | | | | | | |
| | 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.

G : CAPITAL EXPENDITURE BY SERVICE SECTORS [K000]

Report value of purchases plus own account capital less sales

| | SECTORS | GENERAL ADMIN | COMMUNITY DEVELOPMENT | SANITARY SERVICES | RECRE & CULTURAL SERVICES | ROADS | OTHERS | TOTAL |
|-----|--|---------------|-----------------------|-------------------|---------------------------|-------|--------|-------|
| 63. | BUILDINGS: | | | | | | | |
| | A. Residential | | | | | | | |
| | B. Non Residential | | | | | | | |
| | C. Other Construction | | | | | | | |
| 64. | Land | | | | | | | |
| 65. | Road Vehicles | | | | | | | |
| 66. | Other Transport & Equipment | | | | | | | |
| 67. | Machinery & Related Equipment | | | | | | | |
| 68. | Office Furniture, Fittings & Related Equipment | | | | | | | |
| 69. | Computers & Computing Equipment | | | | | | | |
| 70 | Others eg Entertainment, literary or artistic originals, valuables | | | | | | | |
| | Total | | | | | | | |

H : WORK DONE BY PRIVATE CONTRACTORS

State the amount paid out to a private contractors hired by your organisation to carry out buildings and constructions work. This should exclude the value of land on which the building is constructed.

| 71. | VALUE OF WORK DONE BY PRIVATE CONTRACTORS[K000] | | | | | |
|-----|---|-----------------------|---------------------------|--------------------|------------------|-------|
| | NAME OF CONTRACTORS | RESIDENTIAL BUILDINGS | NON RESIDENTIAL BUILDINGS | OTHER CONSTRUCTION | LAND IMPROVEMENT | TOTAL |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

I: BALANCE SHEET (K000)

| LIABILITIES | | | | ASSETS | | | |
|-------------|--------------------------------|--------------|---------|------------|--|--------------|---------|
| | | OPENING | CLOSING | | | OPENING | CLOSING |
| | | VALUE (K000) | | | | VALUE (K000) | |
| 72. | SHARE/EQUITY | | | 79. | Fixed Assets | | |
| | Held Locally | | | | | | |
| | Held abroad | | | | | | |
| 73. | Reserves | | | 80. | Stocks | | |
| | TOTAL | | | | | | |
| 74. | Long Term Loan from: | | | 81. | Investment (in shares): | | |
| | Development Bank | | | | Local | | |
| | FNPF | | | | Abroad | | |
| | Commercial Banks | | | | TOTAL | | |
| | Government | | | | | | |
| | Others | | | | | | |
| | TOTAL | | | | | | |
| 75. | Short Term Loan from: | | | 82. | Trade debtors receivable: | | |
| | Commercial Banks | | | | Local | | |
| | Co-operatives | | | | Abroad | | |
| | Directors | | | | TOTAL | | |
| | Overseas sources | | | | | | |
| | Others | | | | | | |
| | TOTAL | | | | | | |
| 76. | Interest and Dividend payable: | | | 83. | Loans to directors, staff, etc. | | |
| | Locally | | | | Local | | |
| | Abroad | | | | Abroad | | |
| | TOTAL | | | | TOTAL | | |
| 77.. | Trade creditors payable: | | | 84. | Other Loans extended by the council/province | | |
| | Locally | | | | Local | | |
| | Abroad | | | | Abroad | | |
| | TOTAL | | | | TOTAL | | |
| | | | | | | | |
| 78. | Provisions for: | | | 85. | Advance Payments | | |
| | Taxation | | | 86. | Cash at Bank | | |
| | Others | | | 87. | Cash in Hand | | |
| | TOTAL | | | | | | |
| | TOTAL LIABILITIES | | | | TOTAL ASSETS | | |

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