

STRICTLY CONFIDENTIAL



## NATIONAL STATISTICAL OFFICE

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### 2013 SURVEY OF STATUTORY BOARDS

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 STATUTORY BOARDS 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"/> |   |                          |

### 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
	Paid employees			
	a.	PNG Citizens	i	Male
			ii	Female
	b.	Casual	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**

		<b>VALUE (K000)</b>
1.	Sales (amount equal to total of section C [3] )	
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.	Charges received from Bus Stand, Taxi and Carrier Stand	
7.	Parking Fees	
8.	Administration Fees	
9.	Other Fees (please specify):	
10.	Interest received	
11.	Land Rent received	
12.	Dividend received	
13.	Other receipts not specified above	
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 section F(5)]	
	<b>TOTAL RECEIPTS</b>	

**NOTE: CURRENT AND CAPITAL TRANSFERS**

*Transfers are grants and donations in cash or kind: current is for current consumption such as food and clothing whilst capital is for capital works such as machinery given or cash for constructions or to purchase fixed assets*

**B: PAYMENTS**

	<b>VALUE (K000)</b>
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, e.g. 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	
42. Interest paid	
43. Land Rent paid	
44. Dividend paid	
45. Depreciation expense (To agree with section F[7] )	
46. Training and productivity Levy	
47. GST paid	
48. Current Transfers paid or given locally	
49. Capital Transfers paid or given locally	
<b>TOTAL PAYMENTS</b>	

**C: SALES AND EXPENDITURE BY SECTORS**

<b>50.</b>		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			
	<b>TOTAL</b>				

**Notes**

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

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

Total of sales by sectors [3] should equal section 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 TRANSFERS**

<b>51.</b>	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]
		<b>TOTAL</b>					

<b>52.</b>	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]
		<b>TOTAL</b>					

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

**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 BALANCE	CLOSING BALANCE	CHANGE Closing less opening
	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			
	<b>TOTAL</b>				

**F: SCHEDULE OF FIXED 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								
	<b>Total</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.

**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 e.g. Entertainment, literary or artistic originals, valuables							
	<b>TOTAL</b>							

**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]					TOTAL
	NAME OF CONTRACTORS	RESIDENTIAL BUILDINGS	NON RESIDENTIAL BUILDINGS	OTHER CONSTRUCTION	LAND IMPROVEMENT	

**I: BALANCE SHEET (K000)**

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



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**