

Saint Lucia's National Accounts
Is compiled under the provisions of the Statistics Act
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**A Production of the
Government Statistics
Department**

Saint Lucia

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Saint Lucia

Government

Statistics

Department

*National
Income
Inquiry*



Survey of Business
Establishments
2003

Questionnaire Guide

**Use this guide to assist you in completing
the questionnaire**

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Saint Lucia Government Statistics Department

Questionnaire Guide

For the

Annual Survey of Business Establishments

Should You Require assistance contact:

The Survey Section
Government Statistics Department
Chreiki Building
Micoud Street
Castries

ing package tours (all inclusive tours) such as passenger and baggage transportation, accommodation, sightseeing arrangements and similar services provided during a package tours.

Tourist Information Service *(item 69)*

State all revenues earned from travel information, advice and planning service, accommodation reservation service and airline reservation service.

Tour Guide Service *(item 70)*

Report here revenues earned from own account tour guide and or commissions from other tour guide services.

Wholesale and Retail Trade *(item 71-73)*

Revenue from the Sale of Goods *(item 71)*

Please list delivery charges on goods sold in Section 6

Sale of Motor Vehicles Parts & Repair Service *(item 72)*

State gross earnings from the sale of new vehicles sold, used vehicles, and the sale of spare parts, and receipts for work done on vehicles.

Sale of Petrol, Oil and Other Lubricants *(item 73)*

Disclose here earnings from the sale of petrol, oil and other lubricants for use in vehicles.

Other Business/Professional Services *(item 74)*

Revenue from Other Services Rendered *(item 74)*

Other business service not classified elsewhere above e.g. Accounting Firm, Dental Practice, Architectural Firm, Legal Services, Cleanings Services, Hair Dressing, etc, please disclose the amount of income that you earned for the year.

If you conduct business from overseas, please indicate the percentage share that was earned from abroad in the space pro-

Disclose the commissions earned from the sale of airline tickets.

Revenue from Cargo Handling Services *(item 61)*

State income earned from the general handling, transportation and haulage of goods and materials.

Revenue from Parking and Storage *(item 62)*

State income earned from the parking and storage of materials and good from other economic agents

This part 10e Applies to Port & Waterway Services

Revenue from Piloting, Berthing and other Support Services of Sea Transport *(item 63)*

State here revenue earned from port operations i.e. pilotage and berthing services and other support services of sea transport.

Revenue from Airport Services *(item 64)*

Air Port Services include, Air Traffic Control, Air operations Services .State here the revenue earned from air transport services.

Other Air Transport Services *(item 65)*

State here the earnings from other air transport services this include, Cargo/Freight Revenue from air port operations.

Revenue from Road Transport Services *(item 66)*

Road transport services include trucking services to other economic agents. Revenue earned from scheduled road transport services (mini-buses, sight tours, taxi cabs , trailers and other

Travel Agency Service *(item 67)*

This includes package tours on a fee or contract.

Tour Operator Service *(item 68)*

Report here revenues/commissions from organizing and arrang-

Mission Statement

To Provide Timely Access

To Comprehensive Accurate

Reliable Information About

Saint Lucia To Anyone,

Anywhere, Anytime



21/03/05

Dear Respondent,

The annual task of compiling St. Lucia's National Accounts is once again upon us. To accomplish this we have enclosed a questionnaire for you to submit information about your financial operations to the Statistics Department. You will have noticed that the questionnaire has been altered slightly, this is to facilitate scanning of the data into our computers thereby guaranteeing the confidentiality of the information that you supply.

We must remind you however that a true picture of St. Lucia's economic performance hinges on accurate and comprehensive reporting of the statistics that we request, so that, we may comply with international requirements and meet the needs of policy makers, and users of statistics in general.

The information you provide to us will be kept in strict confidence and will not be divulged to any third party in any form, which may allow your establishment to be identified. The confidentiality of your establishment's data is also protected under the Statistics Act No.13 of 1973.

You are required to complete the questionnaire and return it to us at the address indicated in this handbook. A photo copy of the completed questionnaire can be kept by your establishment in the event that there are queries we would like you to address.

We would like to thank you for your co-operation in the past, and we look forward to continued support in the future.

.....
Edwin St. Catherine (Mr.)
DIRECTOR OF STATISTICS

Value of fixed asset at the beginning of the year

Disclose here the book value of your firm's fixed asset at the beginning of the year. This include land and building, machinery and equipment, vehicle and other fixed assets not elsewhere classified (examples of other fixed not elsewhere classified are livestock, computer software, entertainment, patents, transferable leases, purchased goodwill, artistic originals, precious stones and metals, work of art and antiques etc.

Acquisition of Fixed Assets During the Year

Include here the value of acquisitions for the year of land, building, machinery and equipment, transport equipment, vehicles and intangibles etc.

Disposal of Fixed Assets

Include here the disposal value of land, building, machinery and equipment, vehicles and intangibles etc.

Value of fixed asset at the end of the year

State here the book value of your firm's fixed asset at the end of the year. This include land and building, machinery and equipment, vehicle and other fixed assets not elsewhere classified (examples of other fixed assets not elsewhere classified are livestock, computer software, entertainment, patents, transferable leases, purchased goodwill, artistic originals, precious stones and metals, work of art and antiques etc.

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Non Profit institutions *(items 75-76)*

Donations Received In Cash or Kind *(item 75)*

Contributions received from international and local organization.e.g. Red Cross, Trade Unions, Churches.

Receipts from Fund Raisers *(item 76)*

Disclose earnings from fund raising activities

Other Receipts/Income *(item 77)*

Please list in Section 7 other receipts or income that are not derived from your main business activity, e.g. dividend, rent etc.

Section 5

Inventory and Capital Formation

The items on your balance sheet that are taken into **capital formation components** are non-financial produced assets and non financial non-produced assets. There are two types, tangibles and intangibles. Examples of non-financial produced assets (tangibles) are fixed assets (items that are used in production for more than a year) ,building and structures, machinery and equipment, inventories, valuables and cultivated assets; (intangibles) computer software, entertainment, mineral explorations, artistic originals. Examples of non-financial non-produced assets (tangibles) are land, subsoil assets, natural water resources; (intangibles) patents, transferable leases and purchased goodwill.

Opening Stock

Disclose the total value at beginning of year of all materials and goods in stock. Itemize separately for raw materials, work in process, and finished goods.

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What 's New This Year

The questionnaire has been designed to facilitate scanning of the data into our computers. Previously seventeen questionnaires, one for each economic sector were used to collect data from business establishments. The attached questionnaire provides for the capture of information from all sectors of the economy.

The questionnaire is now divided into ten (10) sections. Please refer to the notes for each section. This is very important for the proper completion and return of the form.

The percentage of foreign ownership is now a component of the questionnaire (see page 9). The purpose is to compile statistics on international trade in services. Please ensure that this part of the form is completed.

Section 10 is new and it has to do with assisting the department in making projections about St. Lucia's economy. Sharing your company's forecast will assist in projecting performance for our economy for the upcoming year.

Please use a blue or black in ball pen to complete the questionnaire

Real Estate Services (items 53-54)

Revenue from Activities Involving Owned or Leased Property (item 53)

Disclose revenue from renting or leasing residential & non residential property by owner.

Fees and Commissions (item 54)

Disclose here the fees and commissions earned from sales, management of real-estate properties etc.

Telecommunication Services (item 55-58)

Wired Telecommunication Services (item 55)

Report here receipts from households, commercial and industrial customer of landline services provided.

Wireless Telecommunication Services (item 56)

Include receipts from business houses and households receipts for providing wireless communication services.

These include satellite services, cellular phone services etc.

Internet Services Access (item 57)

Please include here receipts from households, and business for internet services access rendered.

Courier Service except postal services (item 58)

Report the revenue receive for the provision of courier service.

Transport and Storage Services (items 59-70)

Gross Ticket Sales (item 59)

This question applies to local airline companies

State gross earnings, including government tax collected from the sale of airline tickets.

Commission on sale of airline tickets (item 60)

This section applies to travel agents only

Hotels and Restaurant Services (item 45-48)

Revenue From Food Serving Services: (item 45)

State her the revenue earned from the sale of food

Revenue from Beverage Serving Services (item 46)

Report the total revenue earned from the sale of beverage

Revenue from Room Sales (item 47)

State here the total amount of revenue earned solely from the rental of rooms.

Other Entertainment/ Hosting Revenue (item 48)

Report here the aggregate of the following,

- (i) revenues earned from sporting activities carried out by your establishment.
- (ii) revenues earned from hosting conferences.
- (iii) revenues earned from water spots activity
- (iv) other entertainment revenue

Manufacturing Activities (items 49-52)

Revenue From the Sale of Manufactured Goods (item 49)

Report here total receipts of goods manufactured. Please provide details in Section 8.

Delivery Charges Received (item50)

Report here revenue earned for goods delivered (transportation of goods) to the premises of the buyer.

Revenue from Resale of Goods in Purchased Condition (item 51)

State earnings received for goods bought and sold without altering their condition.

Subsidies From Government (item 52)

Report here the total received from grants and concessions from Government.

Use This Table As A Guide To Complete The Questionnaire

Main Type of Business Activity	Section										
	1A	1B	2	3	4	5	6	7	8	9	10
Hotel	X	X	X	7-29	45-48, 74a,77	X	X	X	-	-	X
Restaurant	X	X	X	7-28	45-48, 74a,77	X	X	X	-	-	X
Manufacturing	X	X	X	7-26, 30-33	49-52, 74a,77	X	X	X	X	X	X
Construction	X	X	X	7-26, 34	42-44, 74a,77	X	X	X	-	-	X
Distributive Trade	X	X	X	7-26, 35	71-73, 74a,77	X	X	X	-	-	X
Communication	X	X	X	7-26	55-58, 74a,77	X	X	X	-	-	X
Transport*	X	X	X	7-26	59-70, 74a,77	X	X	X	-	-	X
Real Estate	X	X	X	7-26	53-54 74a,77	X	X	X	-	-	X
Banking/ Lending	X	X	X	7-26, 36	39-41, 74a,77	X	X	X	-	-	X
Non-Profit Institutions	X	X	X	7-26, 37	74a,75 76,77	X	X	X	-	-	X
Other Business	X	X	X	7-26	74, 74a,77	X	X	X	-	-	X

Answer Key

- X Answer all the questions in section .
- Do not answer this section

If Your main activity is communication i.e., most of your revenue is derived from communication, answer Sections 1a, 1b,2, questions 7-26 from Section 3, question 55-58 , 74a & 77 from Section 4 , all of Sections 5,6,7 & 10.

* Includes Road, Air & Sea Transport, Tour Operators

Instructions For Completing Questionnaire

Section 1A

General Information

This section has to be completed by all respondents. Information on (i) your financial year (i.e.) accounting cycle (ii) branches and or units that are reported in your financial statement, and (iii) the date your business commenced operations are critical to the success of this survey.

Financial Period Reported (Accounting Cycle)

Data is required for the calendar year 2003. If your accounting cycle does not run from January to December, then operations ending 30th June 2004 will be treated by our department as calendar year data for 2003.

Please state your accounting cycle in the squares provided. If your accounting cycle runs on a calendar basis, write in the squares 01/01/03 to ending date 31/12/03. However, if your accounting cycle does not run from January to December, write the beginning and ending date in the squares provided, e.g. 1st March 2003 to 30th April 2004 as 01/03/03 to 30/04/04 .

Branches/Units & Activities

Sometimes establishments to better serve the public may operate one or more branches or units in different geographic locations within St. Lucia. Other establishments may engaged in different branch/unit activities, the accounts of which are usually consolidated with that of the firm's main activity.

List the branches/units, their location and their activity, the accounting of which are reported in this questionnaire.

If your branch activities are uniform throughout St. Lucia, report in **Section 4**, the consolidated revenue under the appropriate heading e.g. banks & financial institutions would be reported under **Banking and Lending Activities** of Section 4.

Section 4

Revenue

Please include revenue from your main and other activities under the appropriate headings.

If you run a non branch operation but engage in different activities i.e. your productive activities are diversified,, revenue from your main operations and revenue from other operations should be disclosed separately under the appropriate headings.

Banks and Lending Activities (items 39-41)

Commission On Sale Of Foreign Exchange (item 39)

Self explicit.

Interest received From Loans and Advances (item 40)

This include the interest you financial institution received from loan and advances made to customers of your institutions.

Bank Services Charges (item 41)

Include here the total of the miscellaneous charges by banks and other financial institutions make to customers for services rendered .

Construction Activities (items 42-44)

Government Jobs Done as Main Contractor (item 42)

Include here earnings for contractual work done for government in construction.

Private Jobs Done as Main Contractor (item 43)

List total earnings for work done on private jobs as the main contractor.

Work done as Subcontractor (item 44)

Include all earnings for work done as a subcontractor in the local economy.

Should you require more space, (section7) attach a sheet of paper with the details with this return.

Taxes paid on product/production *(item 33)*

State here all taxes that are assessed on producers in respect of product or production of goods domestically manufactured. These charges are usually passed on to the consumer.

Construction Activities

Construction Work Done By Subcontractors *(item 34)*

Disclose here the total amount paid for work done by subcontracted for your construction company i.e. construction work subcontracted out.

Wholesale & Retail Trade

Cost of Goods Sold *(item 35)*

In respect of wholesale and retail establishments, the sum of beginning inventory plus purchases for the period minus closing inventory.

Banking & Lending Activities

Interest Paid on Deposits *(item 36)*

For this item, please disclosed the interest paid to customers for deposits held by your institution. These deposits were used to finance approved activity by other customers by way of loans.

Non-Profit Institutions, Serving Households *(item 37)*

Donations made to households (in cash or kind)

Answer item 37 if your organization is a non-profit institution serving household. (e.g. Trade union, church, Red Cross etc.)

For cash donations, provide the aggregate total. In respect of donations in kind include the historical cost of the donation (not current market value) here.

Branches/Units & Activities (cont'd)

If your branch/units activities are not similar to your firm's main activity, report the revenue from your main activities and revenue from branch/unit activities separately. If for example your main activity is the manufacture of bread and cakes, but you operate a restaurant in another location in St. Lucia, disclose the revenue from your main activity i.e. manufacture of bread and cakes under **Manufacturing Activities** *(item 49-52)* and revenue from you restaurant operations under **Hotels & Restaurant Services** *(items 45-48)*.

Month and Year Operation Started

Write in the squares provided the month and year your business started its operations in St. Lucia For example if business commenced March, 2001, the date should be written in the squares provided on the questionnaire as

03	2001
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Section 1B

Ownership of Establishment

This section is for the department to gather information on the different types of business in St. Lucia. Please tick the box that best describes your organization. If you operate a one man business (sole proprietorship) tick the box next to Individual Ownership. If the shares of your company are publicly held and shareholders liability are limited to the share held, then place a tick in the box next to public limited liability.

Percentage of Foreign Ownership

If your business is 100% locally owned, i.e. if all voting share issue are fully subscribed, please put 0 (zero) next to Percentage of Foreign Ownership. If your business is in part foreign owned, i.e. the portion of the share issue that is subscribed by non-residents, state the percentage that is foreign owned in the space provided. Refer to the memorandum of understanding of your business for information on other ownership types to complete this question.

Section 2

Employment

The employment data that is requested is necessary for the construction of an index of productivity and to help convert sample data to population statistics. Please report in the squares, data on total employees, non national employees and total hours worked for the year.

Wage Earners

For wage earners i.e. persons paid an hourly rate for work done and are remunerated either weekly or fortnightly.

State in the requisite space the following:-

- (i) the total number of wage earners on your payroll for the accounting year
- (ii) the number of wage earners who are non nationals
- (iii) the total hours (including overtime hours) wage earners of you establishment worked for the year of this survey.

Salaried Employees

For salaried employees, please provide,

- (i) the number on your payroll,
- (ii) the total number of salaried employees who are non-nationals
- (iii) the overtime hours worked for the year by your salaried employees

Hotel & Restaurant Services (items 27a - 29)

Cost of Sales For Hospitality Services:

i) Beverage Sales (item 27a)

Disclose the cost of beverages purchased by your hotel/restaurant whether in its original state or altered form.

ii) Food Sales (item 27b)

Report the cost of food purchased by your hotel/restaurants for resale whether in original state or altered form.

iii) Room Sales (item 27c)

State the cost of all room sales (hotels only).

Guest Entertainment Cost (item 28)

Please provide the cost of providing entertainment to guest.

Hotel Occupancy Tax (item 29)

Report the tax paid per guest to government

Manufacturing Activities (items 30-33)

Raw Materials Purchased (item 30)

Report the raw materials purchased and used in your production process. These items are to be listed in **section 9** (Raw Materials Purchased/Used).

Should you require more space attach a sheet of paper with the details and submit it along with this return.

Cost of Wrapping Materials & Containers (item 31)

Report here the total cost of wrapping materials and containers bought for production and used in this production cycle.

Goods Purchased for Resale (item 32)

Report the total cost of goods purchased for resale i.e. goods not originating from your manufacturing process i.e. goods purchased to meet demand, or as a result of shortfall in production.

Cost of Operating Transport Vehicle

i) Insurance Premium Paid On Transport Vehicles *(item 22a)*

ii) Maintenance cost *(item 22b)*

Disclose here outlays made to operate or maintain the transport/ vehicle of your firm. These include insurance premiums paid for the year on vehicles and other maintenance cost e.g. petrol, tires, replacement parts etc.

Bank Charges *(item 23)*

This item includes charges for services rendered by banks and other finance companies that forms part of your organization's expenditure.

Management Fees

i) Paid to local companies *(item 24a)*

ii) Management fees paid to foreign companies *(item 24b)*

Management fees for item i and ii are fees paid for management service, fees paid for buying, selling, appraisal, contractual service etc. Please allocate to item i and ii

Advertising & Marketing

All expenditure incurred to create an awareness of products/ service sold to improve your organization image or promote sales should be included as advertising and marketing. Please allocate to,

(a) advertising/marketing fees paid to local companies *(item 25a)*

(b) advertising/marketing fees paid to foreign companies *(item 25b)*

Other Operating Costs *(item 26)*

Include here the total operating expenses not identified or itemized on the questionnaire.

Please itemize in **Section 6, Other Operating Cost** i.e. list other expenditure not included elsewhere on the questionnaire. Should you require more space, attach a sheet of paper with the details in this return.

Section 3

Expenditure

The expenditure items on your financial statements can be divided into three groups.

(i) employee costs

(ii) intermediate consumption

(iii) other cost

Employee Cost

Gross Salaried & Wage *(item 7)*

For this item, include gross annual salaries and wages paid by your organization. This include employer's contribution to NIS and any private pension fund.

Employer's contribution to:

NIS *(item 8a)*

Include for this item, contributions paid to the National Insurance Corporation by the employer on behalf of employees.

This item does not include deductions or that part of employees' earnings that is deducted and withheld for remittance along with employer's contributions to the National Insurance Corporation.

Private Pension Scheme *(item 8b)*

Please include for this item, employer's contribution to a privately funded pension or medical scheme on behalf of the employee. This does not include withholdings from employee earning (matched amounts) for payment towards the pension fund.

Directors Fees *(item 9)*

This item consist of payments to directors of your firm for duties performed in their capacity as directors. Do not include salaries paid to directors on the payroll e.g. managing directors. Salaries paid to managing directors constitute compensation of employees.

Value Of Payment In Kind *(item 10)*

Compensation of employees other than cash payments for services rendered while in the employ of the firm are include here. Examples are tuition refund, sports gear, books purchased for employees, free meals, free transport etc.

Other Payments To Labour *(item 11)*

Labour payments not elsewhere classified on this return.

Other Costs

Indirect Taxes *(item 12)*

Include here taxes examples of which include import, export and excise duties, sales taxes, entertainment taxes, business licenses and transaction duties (stamp duties) real estate tax, license in respect of vehicles of establishments, passport airport, court and similar services paid by producer.

Depreciation Expense *(item 13)*

The component of depreciation on the income statement that is expensed in the period of reporting, i.e. the accounting year (accumulated depreciation on the balance sheet is not included here).

Bad Debt, Donations Patents *(item 14)*

For Bad Debt include the amount expensed on income statement for uncollectible. In respect to donations include outlays to charity, sponsorships etc.

Operating Surplus (profit/loss) *(item 15)*

This is the residual after taxes have been deducted . If a loss is reported, please indicate by writing the amount in parenthesis.

Intermediate Consumption

Repairs and Maintenance

State here **minor** repairs/maintenance cost to

- (a) buildings *(item 16a)*
- (b) machinery and equipment *(item 16b)*

Utilities

Give the individual outlay made for :-

- (a) electricity *(item 17a)*
- (b) water *(item 17b)*
- (c) Fuel *(manufacturing firms only) (item 17c)*
- (c) telecommunication services *(item 17d)*

For telecommunication services include internet accounts, satellite services, land lines telephones, cable TV, cellular phones etc.

Rental of Plant/Building *(item 18)*

Include here any rental cost of plant and or building that is associated with the operations of your establishment

Rental of Machinery & Equipment *(item 19)*

Include here any cost associated with the renting of machinery and equipment to achieve production.

Patent and Franchise, Royalties *(item 20)*

State here outlays for royalties, patents, trademarks, copyrights or similar exclusive rights owned by other economic agents.

Insurance premium *(item 21)*

Report here premium paid on property insurance of your establishment and life insurance premiums paid for employees. *(DO NOT INCLUDE VEHICLE INSURANCE, SEE ITEM 22 A)*