

Appendix 4
Annual Services 2003 Questionnaire
Non-Distributive Services

ANNUAL SERVICE INQUIRIES 2003

CONFIDENTIAL



Form NDS

CENTRAL STATISTICS OFFICE
SKEHARD ROAD
CORK

Phone replies/inquiries to:
Locall: 1890 313 414
(021) 453 5000 or (01) 498 4000
Ext. 5221/5226/5231/5296
Fax: (021) 453 5299
Website <http://www.cso.ie>
Email: anserv@cso.ie
quoting Ref. No. on label

Please return to:
THE DIRECTOR GENERAL
using the enclosed
post free envelope

AMEND IF INCORRECT IN ANY RESPECT

8th April 2004

Year covered by this return: This accounting year should cover 12 months and contain at least 6 months of 2003*.

Date of return: This form was issued on 8th April 2004 and must be completed and returned by 3rd May 2004*.

Explanatory Notes: Please read carefully the following notes and the enclosed instructions before completing the form. If you need further clarification on any points please contact us.

Purpose of the Inquiry: To provide estimates of the total trading activity in the major services sectors.

Who must complete the form: The form should be completed by the Owner, Director, Manager or by the enterprise's Accountant. The form should cover all branches run by the enterprise (company) at all locations in the State.

Statutory Basis: This statutory inquiry is conducted under the Statistics (Service Inquiries) Order 2003 (S.I. No. 40 of 2003) made under the Statistics Act 1993 and Council Regulation (EC, Euratom) No. 58/97 concerning structural business statistics.

Confidentiality: The information you provide will be treated as strictly confidential in accordance with Section 33 of the Statistics Act 1993 and with EU law. It will be used for statistical purposes only and will not be disclosed to any other Government Department or body.

**If accounts are not ready by this date, please notify the Office when they will be available, quoting reference no. (This will avoid reminders being sent to you).*

Donal Garvey
Director General

PARTICULARS FOR 2003

PLEASE REFER TO INSTRUCTIONS BEFORE COMPLETING THIS FORM

1. Description of Business

- (a) Describe the business conducted in as much detail as possible

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- (b) State the number of local units operated by the enterprise within the State

- (c) List in order of importance the main categories of goods and services provided

	Goods or Service	Turnover % or €		Goods or Service	Turnover % or €
1st	<input type="text"/>	<input type="text"/>	3rd	<input type="text"/>	<input type="text"/>
2nd	<input type="text"/>	<input type="text"/>	4th	<input type="text"/>	<input type="text"/>

- (d) Legal form of enterprise

- | | | | |
|------------------------------|--------------------------|---|--------------------------|
| 1. Individual Proprietorship | <input type="checkbox"/> | 6. Co-Operative Society | <input type="checkbox"/> |
| 2. Partnership | <input type="checkbox"/> | 7. Statutory Body | <input type="checkbox"/> |
| 3. Public Limited Company | <input type="checkbox"/> | 8. Branch of Foreign Company | <input type="checkbox"/> |
| 4. Private Limited Company | <input type="checkbox"/> | 9. Other (Specify) <input type="text"/> | |
| 5. Private Unlimited Company | <input type="checkbox"/> | | |

2. Year covered by details provided

This accounting year should cover 12 months and contain at least 6 months of 2003

From To	Day	Month	Year	Office use
	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yr. <input type="text"/>

3. Turnover (excluding VAT)

€

- (1) **Total Turnover (excluding VAT)** (see Instructions No 3)

(For Bookmakers completing this form,
a figure for Turnover less bets paid out should be inserted here)

Of which:

*turnover from Agriculture, Forestry, Fishing and Industrial activities
(See Instructions No 3)*

- (2) VAT charged on **Total Turnover**

4. Purchases of Goods and Services

- (1) **Purchases of Goods and Services for Direct Resale**

or

Cost of Sales

(Include - trading stock, parts for repair of customers goods etc. See note 4(1)).

- (2) **Stocks (excluding VAT)**

Total Value (as for accounting purposes) of stocks of goods —

Beginning of Year

End of Year

- (3) **Other Purchases (excluding deductible VAT) - Expenses**

- (3a) Total Fuel Costs

(eg. electricity, gas, heating oil, motor fuels, other fuels)

- (3b) Purchases of computer and related services

(Exclude computer hardware and software - see note to Question 5)

- (3c) Insurance premiums paid on plant, vehicles and premises

- (3d) Other Goods and Services (excluding Capital Assets)

(Include - goods for further processing, packaging materials, rent,
telephone bills, subcontract work, rates, advertising, marketing, accounting
and legal services, other purchases of goods and services.)

**N.B. Question (3d) mainly relates to all other overheads of the business,
excluding personnel costs, and is applicable to all firms.**

**Total Purchases of goods, materials and services
(Sum of (3a), (3b), (3c) and 3(d) above)**

- (4) **Deductible VAT paid on purchases**

5. Changes in fixed capital assets

(Include assets bought outright, or acquired through hire purchase or financial leasing; excluding deductible VAT)

(1) **Total value of assets acquired during the year**

Of which:

(1a) Investment in land

(1b) Investment in existing buildings and structures

(1c) Investment in construction and alteration of buildings

(1d) Investment in Machinery and Equipment

(1e) Other Investment

(2) **Total value of assets disposed of during the year**

6. Employment Details

€

(a) Personnel Costs

(i) Wages and Salaries paid to employees

(ii) Statutory employer's pay-related social insurance

(iii) Other labour costs (description in Instructions)

(b) Persons engaged in the enterprise

No. of Persons
week ending
12 Sept. 2003

(i) Non-executive Directors, Proprietor(s) and family members
not paid a regular wage/salary

(ii) Employees (all persons paid a wage or salary
including Directors and Proprietors)

Full-time
(Usually working 30
hours or more per week)
Part-time
(Usually working less
than 30 hours per week)

7. E - Commerce

(a) Does this enterprise have an e-mail address? ☐ Yes ☐ No

(b) Does this enterprise have a website? ☐ Yes ☐ No

(c) Of the Total Turnover in Q3, state (best estimates) % resulting from orders submitted using e-mail, EDI or the Internet %

8. Internationalisation

(1)	Location of ownership (✓) (ultimate beneficial owner)	Ireland Elsewhere	<input type="checkbox"/> <input type="checkbox"/>	Please specify country	<input type="text"/>
(2)	Total exports of goods and services	€	<input type="text"/>		
	<i>of which exports of services</i>	€	<input type="text"/>		
(3)	Total imports of goods and services	€	<input type="text"/>		
	<i>of which imports of services</i>	€	<input type="text"/>		

Question 9 should be completed by enterprises with more than one branch

9. Local Unit Information

[illegible]

10. Any major changes

Please list here to avoid further queries

1

2

11. Suggestions on Improvements

Please make any comments which would help us to improve this form

12. Certification

I, hereby, declare that the particulars provided above are complete and accurate to the best of my knowledge and belief

Signature

Phone

Status in business

Date

(Owner, Director, Manager, Accountant)

Queries should be addressed to the person (✓)

above ☐

below ☐

(e.g. if an accountant has supplied information)

Name
(BLOCK CAPITALS)

Phone

Fax No

Address

E-mail

The information provided is strictly confidential and cannot be accessed under the terms of the Freedom of Information Act, 1997

Instructions for completing the inquiry form**1. Description**

The business conducted should be described in as much detail as possible to enable it to be precisely classified. To facilitate this, estimates of the actual or percentage turnover accounted for by the principal products sold or services provided should be entered no matter how approximate.

2. Year covered by the Details Provided

The trading details provided should ideally relate to the calendar year 2003.

3. Turnover (excluding VAT)

- Turnover comprises the totals invoiced by the enterprise during 2003, and this corresponds to market sales of goods or services supplied to third parties.
- Turnover includes all duties and taxes on the goods or services invoiced by the enterprise with the exception of VAT.
- Operation subsidies received from public authorities or the institutions of the European Union are excluded.
- In the case of Commission Agents selling goods, turnover should include the commission only and not the total value of the goods handled. For services agencies, turnover should include commission and the cost of services supplied to customers. For Bookmakers, this figure should reflect turnover less bets paid out.
- Turnover from Agriculture, Forestry, Fishing and industrial activities - please estimate the part of Total Turnover derived from: Agriculture, hunting and forestry, Fishing, Mining and quarrying, Manufacturing Electricity, gas and water supply and Construction. An estimate of the total turnover from all these activities will suffice. There is no need to provide separate values for each of these activities.

4. Purchases of goods and services**(1) Goods and services for direct resale = Cost of Sales minus Opening Stock plus Closing Stock**

These are generally only a minor or even a non-existent element of purchases for business in the services sector. Purchases for resale are purchases of goods for resale to third parties without further processing. It also includes purchases of services by "invoicing" service companies, ie those whose turnover is composed not only of agency fees charged on a service transaction but also the actual amount involved in the service transaction, eg transport purchases by travel agents. The value of goods and services which are sold to third parties on a commission basis are excluded since the goods are neither bought nor sold by the agent receiving the commission.

Enter the net delivery cost (excluding VAT) of goods purchased by the enterprise for direct resale (including materials used in the repair, maintenance or installation of customers' goods).

- Include**
- Value of allowances for goods taken in part exchange (trade-ins):
 - Approximate excise duty at current rates payable on goods held in bond:
 - Commission, transport, insurance and other charges payable to other firms for delivery:

(2) Stocks

- Include**
- Stocks of finished goods
 - Stocks of Goods and Services purchased for resale in the same condition as received
 - Stocks of Work in Progress
 - Stocks of Raw Material and Consumables

Stocks should be valued (exclusive of value added tax) as for accounting purposes. The basis of valuation should be the same for the beginning and end of the year. Include both stocks of goods for resale and stocks of other goods held (e.g. Question 4 (2) refers).

(3) Other Purchases (excluding deductible VAT) - Expenses

- (a) Total Fuel Costs
- (b) Computer software with a useful life of a year or more should be included in Question 5, not here
- (c) Insurance premiums paid on plant, vehicles and premises.
- (d) Other Goods and Services

Include - Cost of Services e.g. Rent of premises, rates, telephone charges, postal charges advertising fees, accountancy fees, hire of equipment, leasing or renting of plant machinery and vehicles, marketing fees, road transport services, subcontract work, legal fees.

Exclude - Capital items acquired

- Cost of goods purchased for the purpose of hiring out or rental where these are charged to capital account
- Labour costs of your firm's own staff
- Bank interest charges and depreciation

5. Fixed Capital Assets

Fixed capital assets include motor vehicles, equipment and plant, machinery as well as new building work and the purchase or sale of existing buildings and land. Sale of tangible Capital goods are valued at the price actually received. (They should be valued exclusive of VAT, except for motor cars).

Include - The value of capital items bought on hire purchase or financial lease.

- Include also the value of computer hardware and computer software, purchased or produced in-house, with a useful life of a year or more. (with the exception of software produced/purchased for resale).

6. Employment Details

(a) Personnel Costs

(i) Total Wages and Salaries paid to Employees

Include the gross amount (i.e. before deduction of income tax, employee contributions to social security, etc.) of all wages, salaries, overtime, allowances commissions, bonuses, holiday pay, etc. paid by the enterprise to its employees.

Include - Earnings of trainees (even if recouped in whole or in part from FAS, etc.):

Exclude - Travelling expenses:

- Other labour costs not forming part of employee earnings (i.e. employer's PRSI and pension fund contributions, payments in kind, etc.):
- Payments of profits, fees, commissions, etc. to Proprietor(s), non-salaried Directors and other non-employees. Also exclude payments for agency workers.

(ii) Statutory employer's contributions to pay related social insurance

(iii) Other Labour costs e.g Employer's contributions to Superannuation Funds and other pension schemes, training costs, social expenditure excluding payments in kind (include all labour costs of a social nature such as: medical services, sporting facilities and accommodation subsidised by the firm). Payments for agency workers are not included.

(b) Persons Engaged in the Enterprise

All persons (i.e. managerial, clerical, sales, repairs, delivery, etc.) who worked (full or part-time) in the enterprise during the week ended **12 September 2003** should be included in their respective boxes. Persons usually working 30 or more hours per week should be classified as full-time.

Include - Proprietors, partners, directors and family members working in the enterprise in b(ii) if paid a definite regular wage or salary and in b(i) if not;

- Persons temporarily absent because of illness, holidays or strike (with or without pay);
- Temporary, casual and seasonal employees.

8. Internationalisation

(1) Location of ownership - this question relates to the top company in the corporate structure. In the case of a joint venture, the location of both parent companies should be included.

(2),(3) Imports and exports of goods and services - exclude invoiced VAT and subsidies received. Include excise duty paid or payable.

9. Local unit information

A breakdown of the number of total persons engaged (in week ended 12 September 2003, (Q. 6(b))) is requested for each trading branch of the enterprise.