Statutory Instrument No. 88 of 1992

STATISTICS ACT
(Cap. 17:01)

STATISTICS (CENSUS OF MANUFACTURING AND CONSTRUCTION) REGULATIONS, 1992

(Published on 16th October, 1992)

ARRANGEMENT OF REGULATIONS

IN EXERCISE of the powers conferred on the Minister of Finance and Development Planning by section 15 of the Statistics Act, the following Regulations are hereby made —

Citation

1. These Regulations may be cited as the Statistics (Census of Manufacturing and Construction) Regulations, 1992.

Authorization to conduct a census

2. (1) The Government Statistician may direct any authorized officer to conduct a census on the manufacturing and construction sectors in order to obtain data for the statistical analysis of the manufacturing and construction sectors of the economy.

(2) For the purposes of these Regulations, "the manufacturing sector" includes the mining and quarrying sector, and the water and electricity production and distribution sector.

Service of questionnaire on persons

3. (1) The Government Statistician may serve or cause to be served on any person, a questionnaire or questionnaires in Form MAN-S, MAN-L, CON-L, or CON-S set in the Schedule.

(2) A questionnaire served in accordance with subregulation (1) shall be accompanied by a Government of Botswana official envelope addressed to the Government Statistician, Central Statistics Office, Private Bag 0024, Gaborone, and marked "Statistics".

Questionnaire to be answered

4. (1) Subject to subregulation (2), any person on whom a questionnaire is served shall, within 30 days of receipt of such questionnaire, complete, sign and return it to the Government Statistician enclosed in the official envelope accompanying the questionnaire.

(2) Where a person on whom a questionnaire is served is unable to complete the questionnaire, he shall furnish the information sought in the questionnaire verbally to an authorized officer in the Central Statistics Office in Gaborone or in the Regional Statistics Office in Francistown.

Penalties

5. Any person who fails to comply with the provisions of regulation 4 shall be guilty of an offence and shall be liable, on conviction, to a fine of P100 and in the case of a continuing offence, to a fine of P5 for every day during which the offence is continued.

SCHEDULE

STATISTICS ACT
(Cap 17:01)

REPUBLIC OF BOTSWANA

STATISTICS (CENSUS OF MANUFACTURING AND CONSTRUCTION) REGULATIONS

Central Statistics Office
Private Bag 0024
Gaborone
Tel 352200
FAX 352201

Date sent:

1992 CENSUS OF MANUFACTURING AND CONSTRUCTION

1. The purpose of this enquiry is to obtain basic data for the statistical analysis of the following sectors of Botswana's economy: - *Manufacturing*
   including: Mining & Quarrying
   Water & Electricity production and distribution
   - *Construction*

2. This enquiry is strictly confidential in terms of the Statistics Act.

3. In terms of the Statistics (Census of Manufacturing and Construction) Regulations you are required to complete this questionnaire within 30 days of receipt, sign the declaration on the last page, and return it by post in the accompanying envelope to: The Government Statistician, Central Statistics Office, Private Bag 0024, Gaborone. No postage is required.

4. Please do not delay completing the questionnaire. If precise figures are not yet available, please give best estimates. If you are unable to complete the form within 30 days, please contact the Central Statistics Office at the above address or the Regional Statistics Office in Francistown (Private Bag F193, Francistown - telephone and fax number: 215848).

5. If your business operates at several locations, data may have to be collected separately from each location unless your head office already has this information. If you have to request different branches for data, please reconcile all the branch data and complete just one form for all locations.

6. Answer all questions and mark "N/A" if a question is not applicable and "NIL" or "-" if the value is nil or zero.

A. GENERAL

GEN-1

1.	Name of company / main establishment		
2.	Location of main premises		
3.	Main product or activity at this location		
4.	Reporting Period	Please state for which period of TWELVE MONTHS the data in this questionnaire relates:	From: To:
5.	Accounting Period	Please state your normal accounting period/financial year	From: To:

6. Other Branches / Establishments

Apart from your firm's main premises/economic activity (answered in 2 and 3 above), list any other establishments/branches covered by this return, stating location and main product/activity.

Name	Location	Main product(s) or activity

7. Type of Organisation?

1 Individual Ownership
2 Partnership
3 Co-operative
4 Private Limited Company
5 Public Limited Company (e.g. BMC)
6 Public or Statutory Body (eg BPC, BDC, Water Utilities)
Other (please specify...)

8. Local/Foreign Ownership?

What proportions of the company are owned by:

Citizens .... %
Residents who are not citizens .... %
Foreign persons/companies .... %

9. Number of Weeks in Operation

For how many weeks in the reporting period (as stated in 4) was your establishment operational? If this was less than 50 weeks, please give reasons: weeks

....

10. Employee Housing Benefits

For how many employees do you provide:

free housing ....
housing at nominal/subsidised rent ....

11. Special Incentive Scheme

	Yes	No
Are you in the Special Incentives Scheme set up in Selebi-Pikwe?		

B. EMPLOYMENT

Enter the total number of employees employed during March 1992. Include all who worked for at least 15 hours in any one week.

Employees

All persons working in the establishment and receiving pay. Include all managers who are on the payroll and all employees who, during March, were on sick leave, maternity leave or paid vacation.

Employees: Operatives

All employees directly engaged in the production process

Employees: Other

Employees who are *not* engaged in production. These will be mainly managerial, administrative, technical and clerical personnel.

Homeworkers

Employees on the payroll who work at home and not at the office/factory/site.

Working Proprietors

A working proprietor is someone who has at least part share in the ownership of the establishment and who also works in the establishment. Such a person may or may not be on the payroll.

Unpaid Family Workers

Members of the owner/proprietor's family who help with the work of the establishment but who receive no remuneration.

C. COMPENSATION OF EMPLOYEES

1 *Wages and Salaries of Employees*

Report against this item the total payments in cash and in kind to all employees during the entire reporting period. Include all cash payments, bonuses, allowances and wages paid to employees on vacation, sick leave or maternity leave. Payments in-kind should be valued at the estimated net cost of those goods and services given to employees free of charge or at markedly reduced costs which are clearly of benefit to the employees as consumers.

3 *Payments to directors of incorporated enterprises*

Include any payments or fees paid to director(s) of this establishment.

4 *Employers' social security and other expenditures*

Report all payments not directly related to production, e.g medical expenses, pension fund contributions, school fees, medical aid subscriptions.

D. INCOME: Operating Income

1 *Value of sales of own products*

Enter in this section the reporting year's value of sales of own products. The values should be in producer prices - which are the prices charged by the establishment to the immediate customer. The value of sales should be net of discounts, subsidies and other allowances but include all duties and taxes imposed on products when they leave the establishment. Export duties should, however, be excluded.

Report separately (in Annex 1) the quantity and sales of major products. Products transferred to other establishments of the same enterprise (valued at estimated market prices) should be included. Group all "other" products and by-products and record the total value at the bottom of Annex 1.

2 *Value of sales of goods purchased for re-sale*

Record here the year's total value of sales of goods purchased for re-sale, i.e. goods that were acquired by the establishment and then re-sold without any change to the product.

3 *Receipts for industrial work done or industrial services rendered to other firms*

The establishment may have derived some income from carrying out work or performing services to other firms. Report under the appropriate heading the total value of any such receipts.

4 *Value of own-account fixed assets created during the reporting period*

Not only might the establishment have carried out work for other firms (previous item). They may also have carried out work on their own premises, thereby increasing the value of the establishment's fixed assets. Report here the total value of any such work completed during the reporting period.

Other Income / Receipts

5 *Income from rental/lease of industrial equipment and buildings*

Equipment and/or buildings owned by the establishment may have been rented out (leased). Record here the total of any such rental income.

6 *Subsidies received from the Botswana Government*

Include the value of FAP (or any other subsidy) received from the Botswana Government during the reporting period.

7 *Interest received*

Include the total interest earned by the establishment's bank, building society or other savings accounts during the reporting period.

8 *Dividends received*

Record the total value of any dividends earned through the establishment's shareholdings in other companies.

10 *Withdrawals of goods and cash from other sources*

If there has been an inflow of goods and cash into the business other than through purchase, record the total value of such inflows here.

11 *Capital gain from sale of fixed assets*

Your business may have sold fixed assets, such as buildings or equipment, during the reporting period. These will be reported in more detail in section G. If the total sales of fixed assets was greater than the total book value (i.e if G3 was greater than G4) then report the total value of G3-G4 here, because it was a capital gain. If G3 was less than G4, there was a loss, so the value of G4-G3 should be recorded against E11; and D11 should be left blank.

12 *Capital transfers received*

Record here the total of any capital transfers received by the business specifically for the purchase or acquisition of capital equipment or capital goods. These transfers must not be loans.

PLEASE READ THE NOTES ON THE LEFT-HAND PAGES BEFORE ANSWERING EACH QUESTION

B. EMPLOYMENT

Please state how many people were employed during March 1992:	Working Proprietors		1
	Employees: Operatives		2
	Employees: Other		3
	Homeworkers		4
	Unpaid Family Workers		5
	Total (Sum 1 to 5)		6

C. COMPENSATION OF EMPLOYEES

1. Wages and Salaries of Employees: (during the entire reporting period)	Operatives	P	7
	Other Employees	P	8
	All Employees (Sum 7 & 8)	P	9
2. Remuneration of any homeworkers on the payroll		P	10
3. Payments to directors of incorporated enterprises		P	11
4. Employers' social security and other expenditures on behalf of employees		P	12
Total Compensation of Employees (Sum 9 to 12)		P	13

D. INCOME

Operating Income

1. Value of sales of own products *(Please list the quantity and value of individually important products in Annex 1, attached)*		P	14
2. Value of sales of goods purchased for re-sale		P	15
3. Receipts for work done or services rendered to other firms	Contract and commission work	P	16
	Repair/maintenance/construction work	P	17
	Installation work	P	18
	Other work done/services rendered	P	19
4. Value of own-account fixed assets created during reporting period		P	20
Total Operating Income (Sum 14 to 20)		P	21

Other Income / Receipts

5. Income from rental/lease of industrial equipment and buildings		P	22
6. Subsidies received from Botswana Govt	FAP	P	23
	Other (specify..)	P	24
7. Interest received		P	25
8. Dividends received		P	26
9. Insurance claims received		P	27
10. Withdrawals of goods and cash from other sources		P	28
11. Capital gain from sale of fixed assets (G3 - G4)		P	29
12. Capital transfers received		P	30
13. Other income / receipts (specify...)		P	31
Total Income / Receipts (Sum 21 to 31)		P	32

E. EXPENDITURE

Operating Expenditure

1 *Purchase or receipt of materials and supplies for production and repairs*

Report here the total value of materials and supplies purchased during the reporting period for production and repairs. The values should reflect the total cost to the purchaser and will be the total cost of goods to the point of delivery to the purchaser's establishment. The prices should include transport, insurance and unloading charges as well as taxes and duties - with deductions for rebates and discounts that were received.

Report separately, in Annex 2, the quantity and cost of major principal materials used in production (or for some other purpose) during the reporting period, and also the total cost of all "other" materials.

2 *Purchases or receipts of goods for resale without further processing*

Include here the total cost of purchases of goods expressly bought for resale without further processing or transformation.

3 *Purchase of fuels, electricity and water*

Include against the appropriate heading the total amount paid during the reporting period for each category. For electricity, include only electricity purchased from outside and not the cost of own generated electricity.

Similarly report the cost of water purchased from outside only. The cost of water from own pumps or boreholes should not be included.

4 *Compensation of Employees*

This will be the same as the total amount recorded under Section C.

5 *Costs of Services Purchased*

Items to be entered in this section are the costs of services purchased from others.

iv) *Rental payments for building and equipment*. Rental payment for *land* should be listed under "Other expenditure", item 13.

v) *Business services* should include printing, accountancy fees, advertising etc

Other operating costs, such as bank charges (excluding interest charges)

Note that expenditure on services only should be recorded against one of the several items under category 5. Other miscellaneous expenditure should be included under the next section.

Other Expenditure / Disbursements

7 *Interest payments*

Do not include bank charges - which should be reported under item 6, "Other operating costs"

8 *Dividend payments*

Payments made to the owners and/or shareholders of the establishment in the form of dividends.

9/10 *Commodity taxes and "Other" taxes/fees*

Only indirect taxes paid on goods sold have to be entered in these two sections according to the breakdown given. Note that import duties and taxes paid on materials and services purchased will have been included as part of the total costs of materials/services purchased. Other taxes/fees should include all licence fees and registration fees paid to Central or Local Govt to allow the business to function.

10 *Other Expenditure*

Include under this heading all other (non-operating) expenditure such as:

donations/sponsorship	subscriptions	grants (unless included under item 13 as a capital transfer)
gifts	royalties	

bad debts (money owed to the establishment but written off during the reporting period)

11 *Withdrawals of cash or goods from the business*

Record the total of any cash or goods taken out of the business, other than through sales.

12 *Losses incurred on sale of fixed capital assets*

See the note on D11. Use this if the business incurred an overall loss on sales, i.e. if total sales (G3) was less than total book value (G4)

13 *Capital transfers given*

The reverse of item D12. If the business made any capital transfers specifically for the acquisition of capital equipment or goods, record the total of such transfers here. These must be outright grants and not loans.

14 *Depreciation*

This should equal the total of G5.

E. EXPENDITURE

Operating Expenditure

1. Purchases or receipts of materials and supplies for production and repairs *(Please list quantity and cost of individually important materials in Annex 2)*				P	33
2. Purchases or receipts of goods for resale without further processing				P	34
3. Purchases of	i	Fuels (petrol, diesel, oil, lubricants)		P	35
	ii	Coal, coke and firewood		P	36
	iii	Liquid and gas fuels		P	37
	iv	Electricity		P	38
	v	Water		P	39
4. Compensation of Employees (from Section C				P	40
5. Cost of Services Purchased	i	Contract and commission work done by other firms		P	41
	ii	Repair and maintenance work done by others	Buildings & construction	P	42
			Transport equipment	P	43
			Machinery & other equipment	P	44
	iii	Transport provided by others	Road	P	45
			Rail	P	46
			Other	P	47
	iv	Rental payments for building and equipment		P	48
	v	Business services (e.g printing, accountancy fees etc)		P	49
	vi	Insurance premiums		P	50
	vii	Cost of all other services purchased		P	51
6. Other Operating Costs		Telephone and postage		P	52
		Travelling		P	53
		Other costs		P	54
Total Operating Expenditure (Sum 33 to 54)				P	55

Other Expenditure / Disbursements

7. Interest payments	P	56
8. Dividend payments	P	57
9. Commodity taxes (e.g. excise duty, sales tax)	P	58
10. Other taxes, fees (e.g. licences, registration fees paid to Central or Local Government)	P	59
11. Withdrawals of cash or goods from the business	P	60
12. Losses incurred on sale of fixed capital assets (G4 - G3)	P	61
13. Capital transfers given	P	62
14. Depreciation in the value of fixed assets (G5)	P	63
15. Other (e.g. taxes on profits, bad debts, grants, donations, subscriptions, royalties)	P	64
Total Expenditure / Disbursements (Sum 55 to 64)	P	65

F. VALUE OF STOCKS

State the value of stocks (in Pula) at the start of the reporting period (A) and end of the reporting period (B) and calculate the change in value, B minus A. Valuations for the start and end of the reporting period should both be on a comparable basis.

1 *Stocks of raw materials, fuels and supplies*
These should be valued at current replacement costs in purchaser prices. The prices should include transport, insurance and unloading charges as well as taxes and duties with deductions for rebates and discounts received.

2 *Work in progress*
Include under this item the value of items partially processed by the establishment.

3 *Stocks of own produced goods*

4 *Stocks of previously purchased goods for resale*
These are stocks of goods expressly bought to be resold. Valuation should be at producer prices.

G. FIXED ASSETS

Against each category of fixed assets, record the total amount (in Pula) where appropriate.

For each category, record

(1) The total book value at the start of the reporting period

(2) Purchases of capital goods (i.e. actual prices paid)

(3) Sales of capital goods (i.e. actual prices realised)

(4) The total book value of all items sold.

(5) Total depreciation of all fixed bassets

(6) In the last column, "Book value at end of reporting period" should be calculated as (6) = (1) + (2) - (4) - (5).

The totals for each column are to be recorded in the boxes labelled G1, G2,....G6.

H. ORDERS

Finally, please estimate under this heading:

1. The total value of new orders received during the reporting period - even if these orders are still otustanding.

2. The value of the unfilled orders at the end of the period as a percentage of all orders received (as in 1.)

3. The percentage of total output during the reporting period that was for export.

All values to be expressed to the nearest Pula

F VALUE OF STOCKS	Value at start of reporting period A	Value at end of reporting period B	Change B minus A
1. Stocks of raw materials, fuels and supplies			
2. Work in progress			
3. Stocks of own produced goods			
4. Stocks of goods purchased for resale			
Total Value of Stocks			

All values to be expressed to the nearest Pula

G FIXED ASSETS		Book value of fixed assets at start of reporting period *(1)*	Purchase of capital goods during period at actual realisation *(2)*	Sales of capital goods during period at actual realisation *(3)*	Book value of items sold *(4)*	Depreciation of all fixed capital assets during period *(5)*	Book value of fixed assets at end of reporting period *(6)*
1. Residential buildings							
2. Non-residential buildings							
3. Other construction							
4. Land (approximate figures)							
5. Land improvement							
6. Transport equipment							
7. Machinery and equipment	a) Agricultural						
	b) Other						
Total							
		G1	G2	G3	G4	G5	G6

H ORDERS		
1. Value of net new orders received during the report period	P	
2. Unfilled orders at the end of the enquiry period (percent of Total)		percent
3. What proportion of your output during the period was for export		percent

I declare that to the best of my knowledge the information given in this questionnaire is correct

Name (BLOCK LETTERS)		Signature:	
Position:			
Telephone Number:		Date:	
Fax Number:			

If enquiries have to be made regarding the information provided in this questionnaire, should we contact the person making the above declaration? YES/NO. If NO, please give the name of an alternative contact:

Name:	
Position:	
Telephone Number:	

End of Questionnaire – Thank you for your assistance

1992 CENSUS OF MANUFACTURING AND MINING

Annex 1 – Sales of own products

Please list below the quantity and value of the most important products sold during the reporting period by the establishment(s) that are covered by this return.

After listing the most important products, please also record the total value of all other products sold during the reporting period. Check that the Total Value of Sales equals the amount recorded as item 14 in section D of this return.

Item Description	Number of Units Sold	Unit of Quantity	Value
Example: *Brass widgets*	*2,500*	*boxes of 12 x 2cms*	*P 6,439*
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
Value of all other own products sold			P
Total Value of Sale of Own Products			P

1992 CENSUS OF MANUFACTURING AND MINING

MAN-ANNX2

Annex 2 – Purchase or receipt of materials and supplies for production or repair

Please list below the quantity and value of the most important materials or supplies purchased or received during the reporting period by the establishment(s) covered by this return.

Note that only materials used in production or repair are to be listed. Do not include goods purchased for resale without further processing.

After listing the most important products, please also record the total value of all other materials and supplies purchased for production and repairs during the reporting period. Check that the Total equals the amount recorded as item 33 in section E of this return.

Item Description	Number of Units Purchased or Received	Unit of Quantity	Value
Example: *Plastic sheeting*	*200*	*roll of 50m x 2m*	*P 2,500*
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
Value of all other materials and supplies acquired for production or repairs			P
Total Value of All Materials and Supplies Purchased or Received			P

STATISTICS ACT
(Cap 17:01)

STATISTICS (CENSUS OF MANUFACTURING AND CONSTRUCTION) REGULATIONS

REPUBLIC OF BOTSWANA

Central Statistics Office
Private Bag 0024
Gaborone
Tel 352200
FAX 352201

Date sent:

1992 CENSUS OF MANUFACTURING AND CONSTRUCTION

1. The purpose of this enquiry is to obtain basic data for the statistical analysis of the following sectors of Botswana's economy: - *Manufacturing*
   Including: Mining & Quarrying
   Water & Electricity production and distribution
   - *Construction*

2. This enquiry is strictly confidential in terms of the Statistics Act.

3. In terms of the Statistics (Census of Manufacturing and Construction) Regulations you are required to complete this questionnaire within 30 days of receipt, sign the declaration on the last page, and return it by post in the accompanying envelope to: The Government Statistician, Central Statistics Office, Private Bag 0024, Gaborone. No postage is required.

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6. Answer all questions and mark "N/A" if a question is not applicable and "NIL" or "-" if the value is nil or zero.

MAN-S

A. GENERAL

GEN-1

1.	Name of company / main establishment		
2.	Location of main premises		
3.	Main product or activity at this location		
4.	Reporting Period	Please state for which period of TWELVE MONTHS the data in this questionnaire relates:	From: To:
5.	Accounting Period	Please state your normal accounting period/financial year	From: To:

6. Other Branches / Establishments

Apart from your firm's main premises/economic activity (answered in 2 and 3 above), list any other establishments/branches covered by this return, stating location and main product/activity.

Name	Location	Main product(s) or activity

7. Type of Organisation?

1 Individual Ownership
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4 Private Limited Company
5 Public Limited Company (e.g. BMC)
6 Public or Statutory Body (eg BPC, BDC, Water Utilities)
Other (please specify...)

8. Local/Foreign Ownership?

What proportions of the company are owned by:

Citizens .... %
Residents who are not citizens .... %
Foreign persons/companies .... %

9. Number of Weeks in Operation

For how many weeks in the reporting period (as stated in 4) was your establishment operational? If this was less than 50 weeks, please give reasons: weeks

....

10. Employee Housing Benefits

For how many employees do you provide:

free housing ....
housing at nominal/subsidised rent ....

11. Special Incentive Scheme

	Yes	No
Are you in the Special Incentives Scheme set up in Selebi-Pikwe?		

B. EMPLOYMENT

Enter the total number of employees employed during March 1992. Include all who worked for at least 15 hours in any one week.

Employees

All persons working in the establishment and receiving pay. Include all managers who are on the payroll and all employees who, during March, were on sick leave, maternity leave or paid vacation.

Employees: Operatives

All employees directly engaged in the production process

Employees: Other

Employees who are *not* engaged in production. These will be mainly managerial, administrative, technical and clerical personnel.

Homeworkers

Employees on the payroll who work at home and not at the office/factory/site.

Working Proprietors

A working proprietor is someone who has at least part share in the ownership of the establishment and who also works in the establishment. Such a person may or may not be on the payroll.

Unpaid Family Workers

Members of the owner/proprietor's family who help with the work of the establishment but who receive no remuneration.

C. COMPENSATION OF EMPLOYEES

1 *Wages and Salaries of Employees*

Report against this item the total payments in cash and in kind to all employees during the entire reporting period. Include all cash payments, bonuses, allowances and wages paid to employees on vacation, sick leave or maternity leave. Payments in-kind should be valued at the estimated net cost of those goods and services given to employees free of charge or at markedly reduced costs which are clearly of benefit to the employees as consumers.

3 *Payments to directors of incorporated enterprises*

Include any payments or fees paid to director(s) of this establishment.

4 *Employers' social security and other expenditures*

Report all payments not directly related to production, e.g medical expenses, pension fund contributions, school fees, medical aid subscriptions.

D. INCOME: Operating Income

1 *Value of sales of own products*

Enter in this section the reporting year's value of sales of own products. The values should be in producer prices - which are the prices charged by the establishment to the immediate customer. The value of sales should be net of discounts, subsidies and other allowances but include all duties and taxes imposed on products when they leave the establishment. Export duties should, however, be excluded.

2 *Value of sales of goods purchased for re-sale*

Record here the year's total value of sales of goods purchased for re-sale, i.e. goods that were acquired by the establishment and then re-sold without any change to the product.

3 *Receipts for industrial work done or industrial services rendered to other firms*

The establishment may have derived some income from carrying out work or performing services to other firms. Report under the appropriate heading the total value of any such receipts.

4 *Value of own-account fixed assets created during the reporting period*

Not only might the establishment have carried out work for other firms (previous item). They may also have carried out work on their own premises, thereby increasing the value of the establishment's fixed assets. Report here the total value of any such work completed during the reporting period.

Other Income / Receipts

5 *Income from rental/lease of industrial equipment and buildings*

Equipment and/or buildings owned by the establishment may have been rented out (leased). Record here the total of any such rental income.

6 *Subsidies received from the Botswana Government*

Include the value of FAP (or any other subsidy) received from the Botswana Government during the reporting period.

7 *Interest received*

Include the total interest earned by the establishment's bank, building society or other savings accounts during the reporting period.

8 *Dividends received*

Record the total value of any dividends earned through the establishment's shareholdings in other companies.

10 *Withdrawals of goods and cash from other sources*

If there has been an inflow of goods and cash into the business other than through purchase, record the total value of such inflows here.

11 *Capital gain from sale of fixed assets*

Record here the total of all capital gains during the reporting period that resulted from the sale of fixed assets.

12 *Capital transfers received*

Record here the total of any capital transfers received by the business specifically for the purchase or acquisition of capital equipment or capital goods. These transfers must not be loans.

PLEASE READ THE NOTES ON THE LEFT-HAND PAGES BEFORE ANSWERING EACH QUESTION

B. EMPLOYMENT

Please state how many people were employed during March 1992:	Working Proprietors		1
	Employees: Operatives		2
	Employees: Other		3
	Homeworkers		4
	Unpaid Family Workers		5
	Total (Sum 1 to 5)		6

C. COMPENSATION OF EMPLOYEES

1. Wages and Salaries of Employees: (during the entire reporting period)	Operatives	P	7
	Other Employees	P	8
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4. Employers' social security and other expenditures on behalf of employees		P	12
	Total Compensation of Employees (Sum 9 to 12)	P	13

D. INCOME

Operating Income

1. Value of sales of own products	P	14
2. Value of sales of goods purchased for re-sale	P	15
3. Receipts for work done or services rendered to other firms	P	16
4. Value of own-account fixed assets created during reporting period	P	17
Total Operating Income (Sum 14 to 17)	P	18

Other Income / Receipts

5. Income from rental/lease of industrial equipment and buildings		P	19
6. Subsidies received from Botswana Govt	FAP	P	20
	Other (specify..)	P	21
7. Interest received		P	22
8. Dividends received		P	23
9. Insurance claims received		P	24
10. Withdrawals of goods and cash from other sources		P	25
11. Capital gain from sale of fixed assets		P	26
12. Capital transfers received		P	27
13. Other income/receipts (specify...)		P	28
Total Income / Receipts (Sum 18 to 28)		P	29

E. EXPENDITURE

Operating Expenditure

1 Purchase or receipt of materials and supplies for production and repairs

Report here the total value of materials and supplies purchased during the reporting period for production and repairs. The values should reflect the total cost to the purchaser and will be the total cost of goods to the point of delivery to the purchaser's establishment. The prices should include transport, insurance and unloading charges as well as taxes and duties - with deductions for rebates and discounts that were received.

2 Purchases or receipts of goods for resale without further processing

Include here the total cost of purchases of goods expressly bought for resale without further processing or transformation.

3 Purchase of fuels, electricity and water

Include against the appropriate heading the total amount paid during the reporting period for each category. For electricity, include only electricity purchased from outside and not the cost of own generated electricity.

Similarly report the cost of water purchased from outside only. The cost of water from own pumps or boreholes should not be included.

4 Wages and salaries - the same as Total Compensation of Employees in Section C.

5 Costs of services purchased

Items to be entered in this section are the costs of services purchased from others.

iv) *Rental payments for building and equipment*. Rental payment for *land* should be listed under "Other expenditure", item 13.

v) *Business services* should include printing, accountancy fees, advertising etc

Note that expenditure on services only should be recorded against one of the several items under category 5. Other miscellaneous expenditure should be included under the next section.

6 All other operating costs

Include under this heading:

- rental payments for building and equipment
- bank charges (excluding interest charges)
- accounting fees
- postage and telephone charges
- printing and stationery
- travel expenses
- advertising

Other Expenditure / Disbursements

7 Adjustments for changes in stock

This will be the same as the "Stock Adjustment" figure (B minus A) from section F below.

8 Profit before depreciation and tax

An estimate of your gross business profits for the reporting period is required here.

10 Loss incurred on sale of fixed assets

See the note on D11. Use this if the business incurred an overall loss on sales of fixed assets, i.e. if total sales was less than total book value.

11 Capital transfers given

The reverse of item D12. If the business made any capital transfers specifically for the acquisition of capital equipment or goods, record the total of such transfers here. These must be outright grants and not loans.

12 Withdrawals of cash or goods from the business

Record the total of any cash or goods taken out of the business, other than through sales.

13 Other Expenditure

Include under this heading all other (non-operating) expenditure such as:

donations/sponsorship	subscriptions	grants (unless included under item 11 as a capital transfer)
gifts	royalties	bad debts written off

F. VALUE OF STOCKS

State the value of stocks (in Pula) at the start of the reporting period (A) and end of the reporting period (B) and calculate the change in value, B minus A. Valuations for the start and end of the reporting period should both be on a comparable basis. In determining the value of stocks, include:

stocks of raw materials, fuels and supplies
work in progress
stocks of own produced goods
stocks of previously purchased goods for resale

G. CAPITAL EXPENDITURE

1 *Purchase of assets:* The total value of assets (both new and used) acquired during the reporting period.

2 *Sale of assets:* Record the value of all used fixed assets.

H. ORDERS

Finally, please estimate under this heading:

1. The total value of new orders received during the reporting period - even if these orders are still outstanding.
2. The value of the unfilled orders at the end of the period as a percentage of all orders received (as in 1.)
3. The percentage of total output during the reporting period that was for export.

E. EXPENDITURE

Operating Expenditure

1. Purchases or receipts of materials and supplies for production and repairs	P	30
2. Purchases or receipts of goods for resale without further processing	P	31
3. Purchases of fuels, electricity and water	P	32
4. Wages and salaries (from Section C - item 13)	P	33
5. Cost of services purchased	P	34
6. All other operating costs	P	35
Total Operating Expenditure (Sum 30 to 35)	P	36

Other Expenditure Disbursements

7. Adjustments for changes in stock (from F below)	P	37
8. Profit before depreciation and tax	P	38
9. Payment of excise duty / sales tax	P	39
10. Loss incurred on sale of fixed assets	P	40
11. Capital transfers given	P	41
12. Withdrawals of cash or goods from the business	P	42
13. All other expenditure	P	43
Total Expenditure / Disbursements (Sum 36 to 43)	P	44

F. VALUE OF STOCKS

1.	At start of reporting period	A	P	45
2.	At end of reporting period	B	P	46
	Stock adjustment	B minus A	P	47

G. CAPITAL EXPENDITURE

	Land and land improvements	Buildings and other construction work	Transport equipment	Machinery and other improvements
1. Purchase of assets	P	P	P	P
2. Sales of assets	P	P	P	P

H. ORDERS

1. Value of net new orders received during the report period	P	
2. Unfilled orders at the end of the enquiry period (percent of Total)		percent
3. What proportion of your output during the period was for export?		percent

I declare that to the best of my knowledge the information given in this questionnaire is correct

Name (BLOCK LETTERS)		Signature:	
Position:			
Telephone Number:		Date:	
Fax Number:			

If enquiries have to be made regarding the information provided in this questionnaire, should we contact the person making the above declaration? YES/NO. If NO, please give the name of an alternative contact:

Name:	
Position:	
Telephone Number:	

End of Questionnaire ....
Thank you for your assistance

STATISTICS ACT
(Cap 17:01)

REPUBLIC OF BOTSWANA

STATISTICS (CENSUS OF MANUFACTURING AND CONSTRUCTION) REGULATIONS

Central Statistics Office
Private Bag 0024
Gaborone
Tel 352200
FAX 352201

Date sent:

1992 CENSUS OF MANUFACTURING AND CONSTRUCTION

1. The purpose of this enquiry is to obtain basic data for the statistical analysis of the following sectors of Botswana's economy:
   - *Manufacturing*
     including: Mining & Quarrying
     Water & Electricity production and distribution
   - *Construction*

2. This enquiry is strictly confidential in terms of the Statistics Act.

3. In terms of the Statistics (Census of Manufacturing and Construction) Regulations you are required to complete this questionnaire within 30 days of receipt, sign the declaration on the last page, and return it by post in the accompanying envelope to: The Government Statistician, Central Statistics Office, Private Bag 0024, Gaborone. No postage is required.

4. Please do not delay completing the questionnaire. If precise figures are not yet available, please give best estimates. If you are unable to complete the form within 30 days, please contact the Central Statistics Office at the above address or the Regional Statistics Office in Francistown (Private Bag F193, Francistown - telephone and fax number: 215848).

5. If your business operates at several locations, data may have to be collected separately from each location unless your head office already has this information. If you have to request different branches for data, please reconcile all the branch data and complete just one form for all locations.

6. Answer all questions and mark "N/A" if a question is not applicable and "NIL" or "-" if the value is nil or zero.

A. GENERAL

1.	Name of company / main establishment		
2.	Location of main premises		
3.	Main product or activity at this location		
4.	Reporting Period	Please state for which period of TWELVE MONTHS the data in this questionnaire relates:	From: To:
5.	Accounting Period	Please state your normal accounting period/financial year	From: To:

6. Other Branches / Establishments

Apart from your firm's main premises/economic activity (answered in 2 and 3 above), list any other establishments/branches covered by this return, stating location and main product/activity.

Name	Location	Main product(s) or activity

7. Type of Organisation?

1 Individual Ownership
2 Partnership
3 Co-operative
4 Private Limited Company
5 Public Limited Company (e.g. BMC)
6 Public or Statutory Body (eg BPC, BDC, Water Utilities)
Other (please specify...)

8. Local/Foreign Ownership?

What proportions of the company are owned by:

Citizens .... %
Residents who are not citizens .... %
Foreign persons/companies .... %

9. Number of Weeks in Operation

For how many weeks in the reporting period (as stated in 4) was your establishment operational? If this was less than 50 weeks, please give reasons: weeks

....

10. Employee Housing Benefits

For how many employees do you provide:

free housing ....
housing at nominal/subsidised rent ....

11. Special Incentive Scheme

	Yes	No
Are you in the Special Incentives Scheme set up in Selebi-Pikwe?		

B EMPLOYMENT

Enter the total number of employees employed during March 1992. Include all who worked for at least 15 hours in any one week.

Employees

All persons working in the establishment and receiving pay. Include all managers who are on the payroll and all employees who, during March, were on sick leave, maternity leave or paid vacation.

Employees: Operatives

All employees directly engaged in the production process

Employees: Other

Employees who are *not* engaged in production. These will be mainly managerial, administrative, technical and clerical personnel.

Working Proprietors

A working proprietor is someone who has at least part share in the ownership of the establishment and who also works in the establishment. Such a person may or may not be on the payroll.

Unpaid Family Workers

Members of the owner/proprietor's family who help with the work of the establishment but who receive no remuneration.

C. COMPENSATION OF EMPLOYEES

1 *Wages and Salaries of Employees*

Report against this item the total payments in cash and in kind to all employees during the entire reporting period. Include all cash payments, bonuses, allowances and wages paid to employees on vacation, sick leave or maternity leave. Payments in-kind should be valued at the estimated net cost of those goods and services given to employees free of charge or at markedly reduced costs which are clearly of benefit to the employees as consumers.

3 *Payments to directors of incorporated enterprises*

Include any payments or fees paid to director(s) of this establishment.

4 *Employers' social security and other expenditures*

Report all payments not directly related to production, e.g medical expenses, pension fund contributions, school fees, medical aid subscriptions.

D. INCOME: Operating Income

1 *Value of all contracted / sub-contracted work done during the reporting period*

Record the total value of all amounts billed during the reporting period in respect of:

- work done by you as main contractor
- work done by you as a sub-contractor
- work done by your sub-contractors

2 *Value of goods produced and sold by your firm*

Enter in this section the reporting year's value of sales of own products. The values should be in producer prices - which are the prices charged by the establishment to the immediate customer. The value of sales should be net of discounts, subsidies and other allowances but include all duties and taxes imposed on products when they leave the establishment. Export duties should, however, be excluded.

3 *Value of sales of goods purchased then re-sold*

Record here the year's total value of goods purchased then re-sold, i.e. goods that were acquired by the establishment and then re-sold without any change to the product.

4 *Receipts for industrial work done or industrial services rendered to other firms*

The establishment may have derived some income from carrying out work or performing services to other firms. Report under the appropriate heading the total value of any such receipts.

5 *Value of own-account fixed assets created during the reporting period*

Not only might the establishment have carried out work for other firms (previous item). They may also have carried out work on their own premises, thereby increasing the value of the establishment's fixed assets. Report here the total value of any such work completed during the reporting period.

Other Income / Receipts

6 *Income from rental/lease of industrial equipment and buildings*

Equipment and/or buildings owned by the establishment may have been rented out (leased). Record here the total of any such rental income.

7 *Subsidies received from the Botswana Government*

Include the value of FAP (or any other subsidy) received from the Botswana Government during the reporting period.

8 *Interest received*

Include the total interest earned by the establishment's bank, building society or other savings accounts during the reporting period.

9 *Dividends received*

Record the total value of any dividends earned through the establishment's shareholdings in other companies.

11 *Withdrawals of goods and cash from other sources*

If there has been an inflow of goods and cash into the business other than through purchase, record the total value of such inflows here.

12 *Capital gain from sale of fixed assets*

Record here the total of all capital gains during the reporting period that resulted from the sale of fixed assets.

13 *Capital transfers received*

Record here the total of any capital transfers received by the business specifically for the purchase or acquisition of capital equipment or capital goods. These transfers must not be loans.

PLEASE READ THE NOTES ON THE LEFT-HAND PAGES BEFORE ANSWERING EACH QUESTION

B. EMPLOYMENT

Please state how many people were employed during March 1992:	Working Proprietors		1
	Employees: Operatives		2
	Employees: Other		3
	Unpaid Family Workers		4
	Total (Sum 1 to 4)		5

C. COMPENSATION OF EMPLOYEES

1. Wages and Salaries of Employees: (during the entire reporting period)	Operatives	P	6
	Other Employees	P	7
	All Employees (Sum 6 & 7)	P	8
3. Payments to directors of incorporated enterprises		P	9
4. Employers' social security and other expenditures on behalf of employees		P	10
Total Compensation of Employees (Sum 8 to 10)		P	11

D. INCOME

Operating Income

1. Value of all contracted/sub-contracted work done during the reporting period	P	12
2. Value of any goods produced and sold by your firm	P	13
3. Value of sales of goods purchased then re-sold	P	14
4. Receipts for work done or services rendered to other firms	P	15
5. Value of own-account fixed assets created during reporting period	P	16
Total Operating Income (Sum 12 to 16)	P	17

Other Income / Receipts

6. Income from rental/lease of industrial equipment and buildings		P	18
7. Subsidies received from Botswana Govt	FAP	P	19
	Other (specify..)	P	20
8. Interest received		P	21
9. Dividends received		P	22
10. Insurance claims received		P	23
11. Withdrawals of goods and cash from other sources		P	24
12. Capital gain from sale of fixed assets		P	25
13. Capital transfers received		P	26
14. Other income /receipts (specify..)		P	27
Total Income / Receipts (Sum 17 to 27)		P	28

E. EXPENDITURE

Operating Expenditure

1 Purchase or receipt of materials and supplies for production and repairs

Report here the total value of materials and supplies purchased during the reporting period for production and repairs. The values should reflect the total cost to the purchaser and will be the total cost of goods to the point of delivery to the purchaser's establishment. The prices should include transport, insurance and unloading charges as well as taxes and duties - with deductions for rebates and discounts that were received.

2 Purchases or receipts of goods for re-sale without further processing

Include here the total cost of purchases of goods expressly bought for resale without further processing or transformation.

3 Purchase of fuels, electricity and water

Include against the appropriate heading the total amount paid during the reporting period for each category. For electricity, include only electricity purchased from outside and not the cost of own generated electricity.

Similarly report the cost of water purchased from outside only. The cost of water from own pumps or boreholes should not be included.

4 Wages and salaries - the same as Total Compensation of Employees in Section C.

5 Costs of services purchased

Items to be entered in this section are the costs of services purchased from others.

iv) *Rental payments for building and equipment.* Rental payment for *land* should be listed under "Other expenditure", item 13.

v) *Business services* should include printing, accountancy fees, advertising etc

Note that expenditure on services only should be recorded against one of the several items under category 5. Other miscellaneous expenditure should be included under the next section.

6 All other operating costs

Include under this heading:

- rental payments for building and equipment
- bank charges (excluding interest charges)
- accounting fees
- postage and telephone charges
- printing and stationery
- travel expenses
- advertising

Other Expenditure / Disbursements

7 Adjustments for changes in stock

This will be the same as the "Stock Adjustment" figure (B minus A) from section F below.

8 Profit before depreciation and tax

An estimate of your gross business profits for the reporting period is required here.

10 Loss incurred on sale of fixed assets

See the note on D11. Use this if the business incurred an overall loss on sales of fixed assets, i.e. if total sales was less than total book value.

11 Capital transfers given

The reverse of item D12. If the business made any capital transfers specifically for the acquisition of capital equipment or goods, record the total of such transfers here. These must be outright grants and not loans.

12 Withdrawals of cash or goods from the business

Record the total of any cash or goods taken out of the business, other than through sales.

13 Other Expenditure

Include under this heading all other (non-operating) expenditure such as:

donations/sponsorship	subscriptions	grants (unless included under item 11 as a capital transfer)
gifts	royalties	bad debts written off

F. VALUE OF STOCKS

State the value of stocks (in Pula) at the start of the reporting period (A) and end of the reporting period (B) and calculate the change in value, B minus A. Valuations for the start and end of the reporting period should both be on a comparable basis. In determining the value of stocks, include:

stocks of raw materials, fuels and supplies
work in progress
stocks of own produced goods
stocks of previously purchased goods for resale

G. CAPITAL EXPENDITURE

1 *Purchase of assets:* The total value of assets (both new and used) acquired during the reporting period.

2 *Sale of assets:* Record the value of all used fixed assets.

E. EXPENDITURE

Operating Expenditure

1. Purchases or receipts of materials and supplies for production and repairs	P	29
2. Purchases or receipts of goods for re-sale without further processing	P	30
3. Purchases of fuels, electricity and water	P	31
4. Wages and salaries (from Section C - item 11)	P	32
5. Cost of services purchased	P	33
6. All other operating costs	P	34
Total Operating Expenditure (Sum 29 to 34)	P	35

Other Expenditure / Disbursements

7. Adjustments for changes in stock (from F below)	P	36
8. Profit before depreciation and tax	P	37
9. Payment of excise duty / sales tax	P	38
10. Loss incurred on sale of fixed assets	P	39
11. Capital transfers given	P	40
12. Withdrawals of cash or goods from the business	P	41
13. All other expenditure	P	42
Total Expenditure / Disbursements (Sum 35 to 41)	P	43

F. VALUE OF STOCKS

1.	At start of reporting period	A	P	44
2.	At end of reporting period	B	P	45
	Stock adjustment	B minus A	P	46

G. CAPITAL EXPENDITURE	Land and land improvements	Buildings and other construction work	Transport equipment	Machinery and other improvements
1. Purchase of new assets	P	P	P	P
2. Sales of assets	P	P	P	P

I declare that to the best of my knowledge the information given in this questionnaire is correct

Name (BLOCK LETTERS)		Signature:	
Position:			
Telephone Number:		Date:	
Fax Number:			

If enquiries have to be made regarding the information provided in this questionnaire, should we contact the person making the above declaration? YES/NO. If NO, please give the name of an alternative contact:

Name:	
Position:	
Telephone Number:	

End of Questionnaire ....

Thank you for your assistance

STATISTICS ACT
(Cap 17:01)

REPUBLIC OF BOTSWANA

STATISTICS (CENSUS OF MANUFACTURING AND CONSTRUCTION) REGULATIONS

Central Statistics Office
Private Bag 0024
Gaborone
Tel 352200
FAX 352201

Date sent:

1992 CENSUS OF MANUFACTURING AND CONSTRUCTION

1. The purpose of this enquiry is to obtain basic data for the statistical analysis of the following sectors of Botswana's economy: - *Manufacturing*
   Including: Mining & Quarrying
   Water & Electricity production and distribution
   - *Construction*

2. This enquiry is strictly confidential in terms of the Statistics Act.

3. In terms of the Statistics (Census of Manufacturing and Construction) Regulations you are required to complete this questionnaire within 30 days of receipt, sign the declaration on the last page, and return it by post in the accompanying envelope to: The Government Statistician, Central Statistics Office, Private Bag 0024, Gaborone. No postage is required.

4. Please do not delay completing the questionnaire. If precise figures are not yet available, please give best estimates. If you are unable to complete the form within 30 days, please contact the Central Statistics Office at the above address or the Regional Statistics Office in Francistown (Private Bag F193, Francistown - telephone and fax number: 215848).

5. If your business operates at several locations, data may have to be collected separately from each location unless your head office already has this information. If you have to request different branches for data, please reconcile all the branch data and complete just one form for all locations.

6. Answer all questions and mark "N/A" if a question is not applicable and "NIL" or "-" if the value is nil or zero.

CON-L

A. GENERAL

1.	Name of company / main establishment		
2.	Location of main premises		
3.	Main product or activity at this location		
4.	Reporting Period	Please state for which period of TWELVE MONTHS the data in this questionnaire relates:	From: To:
5.	Accounting Period	Please state your normal accounting period/financial year	From: To:

6. Other Branches / Establishments

Apart from your firm's main premises/economic activity (answered in 2 and 3 above), list any other establishments/branches covered by this return, stating location and main product/activity.

Name	Location	Main product(s) or activity

7. Type of Organisation?

1 Individual Ownership
2 Partnership
3 Co-operative
4 Private Limited Company
5 Public Limited Company (e.g. BMC)
6 Public or Statutory Body (eg BPC, BDC, Water Utilities)
Other (please specify...)

8. Local/Foreign Ownership?

What proportions of the company are owned by:

Citizens .... %
Residents who are not citizens .... %
Foreign persons/companies .... %

9. Number of Weeks in Operation

For how many weeks in the reporting period (as stated in 4) was your establishment operational? If this was less than 50 weeks, please give reasons: weeks

....

10. Employee Housing Benefits

For how many employees do you provide:

free housing ....
housing at nominal/subsidised rent ....

11. Special Incentive Scheme

	Yes	No
Are you in the Special Incentives Scheme set up in Selebi-Pikwe?		

B. EMPLOYMENT

Enter the total number of employees employed during March 1992. Include all who worked for at least 15 hours in any one week.

Employees

All persons working in the establishment and receiving pay. Include all managers who are on the payroll and all employees who, during March, were on sick leave, maternity leave or paid vacation.

Employees: Operatives

All employees directly engaged in the production process

Employees: Other

Employees who are *not* engaged in production. These will be mainly managerial, administrative, technical and clerical personnel.

Working Proprietors

A working proprietor is someone who has at least part share in the ownership of the establishment and who also works in the establishment. Such a person may or may not be on the payroll.

Unpaid Family Workers

Members of the owner/proprietor's family who help with the work of the establishment but who receive no remuneration.

C. COMPENSATION OF EMPLOYEES

1 Wages and Salaries of Employees

Report against this item the total payments in cash and in kind to all employees during the entire reporting period. Include all cash payments, bonuses, allowances and wages paid to employees on vacation, sick leave or maternity leave. Payments in-kind should be valued at the estimated net cost of those goods and services given to employees free of charge or at markedly reduced costs which are clearly of benefit to the employees as consumers.

3 Payments to directors of incorporated enterprises

Include any payments or fees paid to director(s) of this establishment.

4 Employers' social security and other expenditures

Report all payments not directly related to production, e.g medical expenses, pension fund contributions, school fees, medical aid subscriptions.

D. INCOME

Operating Income

1 Value of all contracted / sub-contracted work done during the reporting period

For each category of construction work, show the total value of all amounts billed during the reporting period in respect of:

- work done by you as main contractor
- work done by you as a sub-contractor
- work done by your sub-contractors

2 Value of any goods produced and sold by your firm

As a secondary activity to construction, your firm may have produced and sold goods during the reporting period, e.g bricks surplus to requirements. Please report the value of any such sales.

3 Value of any goods purchased then re-sold

Record here the year's total value of any goods purchased then re-sold, i.e. goods that were acquired by the establishment and then re-sold without any change to the product.

4 Receipts for work done or services rendered to other firms

The establishment may have derived some income from carrying out work or performing services to other firms. Report under the appropriate heading the total value of any such receipts.

5 Value of own-account fixed assets created during reporting period.

In addition to contract work, your firm may also have carried out work on your own premises, thereby increasing the value of your establishment's fixed assets. Report here the total value of any such work completed during the reporting period.

Other Income / Receipts

6 Income from rental/lease of buildings

Buildings owned by the establishment may have been rented out (leased). Record here the total of any such rental income.

7 Subsidies received from the Botswana Government

Include the value of FAP (or any other subsidy) received from the Botswana Government during the reporting period.

8 Interest received

Include the total interest earned by the establishment's bank, building society or other savings accounts during the reporting period.

9 Dividends received

Record the total value of any dividends earned through the establishment's shareholdings in other companies.

11 Withdrawals of goods and cash from other sources

If there has been an inflow of goods and cash into the business other than through purchase, record the total value of such inflows here.

12 Capital gain from sale of fixed assets

Your business may have sold fixed assets, such as buildings or equipment, during the reporting period. These will be reported in more detail in section G. If the total sales of fixed assets was greater than the total book value (i.e if G3 was greater than G4) then report the total value of G3-G4 here, because it was a capital gain. If G3 was less than G4, there was a loss, so the value of G4-G3 should be recorded against E11; and D11 should be left blank.

13 Capital transfers received

Record here the total of any capital transfers received by the business specifically for the purchase or acquisition of capital equipment or capital goods. These transfers must not be loans.

PLEASE READ THE NOTES ON THE LEFT-HAND PAGES BEFORE ANSWERING EACH QUESTION

B. EMPLOYMENT

Please state how many people were employed during March 1992:	Working Proprietors		1
	Employees: Operatives		2
	Employees: Other		3
	Unpaid Family Workers		4
	Total (Sum 1 to 4)		5

C. COMPENSATION OF EMPLOYEES

1. Wages and Salaries of Employees: (during the entire reporting period)	Operatives	P	6
	Other Employees	P	7
	All Employees (Sum 6 & 7)	P	8
2. Payments to directors of incorporated enterprises		P	9
3. Employers' social security and other expenditures on behalf of employees		P	10
Total Compensation of Employees (Sum 8 to 10)		P	11

D. INCOME

Operating Income

1. Value of all contracted / sub-contracted work done during the reporting period	Residential	P	12
	Non-residential	P	13
	Roads, bridges etc.	P	14
	Other construction	P	15
2. Value of any goods produced and sold by your firm		P	16
3. Value of any goods purchased then re-sold		P	17
4. Receipts for work done or services rendered to other firms	Provision of transport services	P	18
	Hiring out of plant equipment	P	19
	Other work done/services rendered	P	20
5. Value of own-account fixed assets created during reporting period		P	21
Total Operating Income (Sum 12 to 21)		P	22

Other Income / Receipts

6. Income from rental/lease of buildings/land		P	23
7. Subsidies received from Botswana Govt	FAP	P	24
	Other (specify.......................................)	P	25
8. Interest received		P	26
9. Dividends received		P	27
10. Insurance claims received		P	28
11. Withdrawal of goods and cash from other sources		P	29
12. Capital gain from sale of fixed assets (G3 - G4)		P	30
13. Capital transfers received		P	31
14. Other income / receipts (specify...)		P	32
Total Income / Receipts (Sum 22 to 32)		P	33

E. EXPENDITURE

Operating Expenditure

1 *Purchase or receipt of materials and supplies for production and repairs*

Report here the total value of materials and supplies purchased during the reporting period for production and repairs. The values should reflect the total cost to the purchaser and will be the total cost of goods to the point of delivery to the purchaser's establishment. The prices should include transport, insurance and unloading charges as well as taxes and duties with deductions for rebates and discounts that were received.

Report separately, in Annex 1, the quantity and cost of major principal materials used in production (or for some other purpose) during the reporting period, and also the total cost of all "other" materials.

2 *Purchases or receipts of goods for resale without further processing*

Include here the total cost of purchases of goods expressly bought for resale without further processing or transformation.

3 *Purchase of fuels, electricity and water*

Include against the appropriate heading the total amount paid during the reporting period for each category. For electricity, include only electricity purchased from outside and not the cost of own generated electricity. Similarly report the cost of water purchased from outside only. The cost of water from own pumps or boreholes should not be included.

4 *Compensation of Employees*

This will be the same as the total amount recorded under Section C.

5 *Costs of Services Purchased*

Items to be entered in this section are the costs of services purchased from others.

iv) *Rental payments for building and equipment.* Rental payment for *land* should be listed under "Other expenditure", item 13.

v) *Business services* should include printing, accountancy fees, advertising etc

Other operating costs, such as bank charges (excluding interest charges)

Note that expenditure on services only should be recorded against one of the several items under category 5. Other miscellaneous expenditure should be included under the next section.

Other Expenditure / Disbursements

7 *Interest payments*

Do not include bank charges - which should be reported under item 6, "Other operating costs"

8 *Dividend payments*

Payments made to the owners and/or shareholders of the establishment in the form of dividends.

9/10 *Commodity taxes and "Other" taxes/fees*

Only indirect taxes paid on goods sold have to be entered in these two sections according to the breakdown given. Note that import duties and taxes paid on materials and services purchased will have been included as part of the total costs of materials/services purchased. Other taxes/fees should include all licence fees and registration fees paid to Central or Local Govt to allow the business to function.

10 *Other Expenditure*

Include under this heading all other (non-operating) expenditure such as:

donations/sponsorship	subscriptions	grants (unless included under item 13 as a capital transfer)
gifts	royalties	

bad debts (money owed to the establishment but written off during the reporting period)

11 *Withdrawals of cash or goods from the business*

Record the total of any cash or goods taken out of the business, other than through sales.

12 *Losses incurred on sale of fixed capital assets*

See the note on D11 Use this if the business incurred an overall loss on sales, i.e. if total sales (G3) was less than total book value (G4)

13 *Capital transfers given*

The reverse of item D12. If the business made any capital transfers specifically for the acquisition of capital equipment or goods, record the total of such transfers here. These must be outright grants and not loans.

14 *Depreciation*

This should equal the total of G5.

E. EXPENDITURE

Operating Expenditure

1. Purchases or receipts of materials and supplies for production and repairs *(Please list quantity and cost of individually important materials in Annex 1)*				P	34
2. Purchases or receipts of goods for resale without further processing				P	35
3. Purchases of	i	Fuels (petrol, diesel, oil, lubricants)		P	36
	ii	Coal, coke and firewood		P	37
	iii	Liquid and gas fuels		P	38
	iv	Electricity		P	39
	v	Water		P	40
4. Compensation of Employees (from Section C				P	41
5. Cost of Services Purchased	i	Contract and commission work done by other firms		P	42
	ii	Repair and maintenance work done by others	Buildings & construction	P	43
			Transport equipment	P	44
			Machinery & other equipment	P	45
	iii	Transport provided by others	Road	P	46
			Rail	P	47
			Other	P	48
	iv	Rental payments for building and equipment		P	49
	v	Business services (e.g printing, accountancy fees etc)		P	50
	vi	Insurance premiums		P	51
	vii	Cost of all other services purchased		P	52
6. Other Operating Costs		Telephone and postage		P	53
		Travelling		P	54
		Other costs		P	55
Total Operating Expenditure (Sum 34 to 55)				P	56

Other Expenditure / Disbursements

7. Interest payments	P	57
8. Dividend payments	P	58
9. Commodity taxes (e.g. excise duty, sales tax)	P	59
10. Other taxes, fees (e.g. licences, registration fees paid to Central or Local Government)	P	59
11. Withdrawals of cash or goods from the business*	P	60
12. Losses incurred on sale of fixed capital assets (G4 - G3)	P	61
13. Capital transfers given	P	62
14. Depreciation in the value of fixed assets (G5)	P	63
15. Other (e.g. taxes on profits, bad debts, grants, donations, subscriptions, royalties)	P	64
Total Expenditure (Sum 56 to 64)	P	65

F. VALUE OF STOCKS

State the value of stocks (in Pula) at the start of the reporting period (A) and end of the reporting period (B) and calculate the change in value, B minus A. Valuations for the start and end of the reporting period should both be on a comparable basis.

1 *Stocks of raw materials, fuels and supplies*
These should be valued at current replacement costs in purchaser prices. The prices should include transport, insurance and unloading charges as well as taxes and duties with deductions for rebates and discounts received.

2 *Work in progress*
Include under this item the value of items partially processed by the establishment.

3 *Stocks of own produced goods*

4 *Stocks of previously purchased goods for resale*
These are stocks of goods expressly bought to be resold. Valuation should be at producer prices.

G. FIXED ASSETS

Against each category of fixed assets, record the total amount (in Pula) where appropriate.

For each category, record -

(1) The total book value at the start of the reporting period

(2) Purchases of capital goods (i.e. actual prices paid)

(3) Sales of capital goods (i.e. actual prices realised)

(4) The total book value of all items sold.

(5) Total depreciation of all fixed bassets

(6) In the last column, "Book value at end of reporting period" should be calculated as (6) = (1) + (2) - (4) - (5).

The totals for each column are to be recorded in the boxes labelled G1, G2,....G6.

All values to be expressed to the nearest Pula

F VALUE OF STOCKS	Value at start of reporting period A	Value at end of reporting period B	Change B minus A
1. Stocks of raw materials, fuels and supplies			
2. Work in progress			
3. Stocks of own produced goods			
4. Stocks of goods purchased for resale			
Total Value of Stocks			

All values to be expressed to the nearest Pula

G FIXED ASSETS		Book value of fixed assets at start of reporting period *(1)*	Purchase of capital goods during period at actual realisation *(2)*	Sales of capital goods during period at actual realisation *(3)*	Book value of items sold *(4)*	Depreciation of all fixed capital assets during period *(5)*	Book value of fixed assets at end of reporting period *(6)*
1. Residential buildings							
2. Non-residential buildings							
3. Other construction							
4. Land (approximate figures)							
5. Land improvement							
6. Transport equipment							
7. Machinery and equipment	a) Agricultural						
	b) Other						
Total							
		G1	G2	G3	G4	G5	G6

I declare that to the best of my knowledge the information given in this questionnaire is correct

Name (BLOCK LETTERS)		Signature:	
Position:			
Telephone Number:		Date:	
Fax Number:			

If enquiries have to be made regarding the information provided in this questionnaire, should we contact the person making the above declaration? YES/NO. If NO, please give the name of an alternative contact:

Name:	
Position:	
Telephone Number:	

End of Questionnaire – Thank you for your assistance

1992 CENSUS OF CONSTRUCTION

Annex 1 – Purchase or receipt of materials and supplies for construction, production or repair.

Please list below the quantity and value of the most important materials or supplies purchased or received during the reporting period by the establishment(s) covered by this return.

Note that only materials used in construction, production or repair are to be listed. Do not include goods purchased for resale without further processing.

After listing the most important products, please also record the total value of all other materials and supplies purchased for construction, production and repairs during the reporting period. Check that the Total equals the amount recorded as item 34 in section E of this return.

Item Description	Number of Units Purchased or Received	Unit of Quantity	Value
Example: *Plastic sheeting*	*200*	*roll of 50m x 2m*	*P 2,500*
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
			P
Value of all other materials and supplies acquired for production or repairs			P
Total Value of All Materials and Supplies Purchased or Received			P

MADE this 8th day of October, 1992.

F.G. MOGAE,
Minister of Finance and Development Planning.