



Government of Samoa

Business Activity Survey 2013 Report



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ACKNOWLEDGEMENTS



The Samoa Bureau of Statistics (SBS) conducted the 2013 Business Activity Survey (BAS) from March to October 2015. The 2013 BAS was a joint initiative between the Ministry of Commerce Industry & Labour (MCIL) and the Bureau, evident of the improved cooperation between users and producers of statistics, as well as commitment to use statistics in policy development and monitoring progress from time to time.

The 2013 BAS collected data on business operations, covering enterprises engaged in the provision of goods and services in 2013. The 2013 BAS was a significant undertaking and is one of the key SBS milestones for 2015. I congratulate the Government Statistician and his staff who took part in the planning and implementation of this vital survey.

The results obtained from the BAS now provide planners and policy makers with updated benchmarks and crucial economic ratios on the structure of the Samoan economy. The intent is to widely disseminate the results to the Business Community because without their cooperation these statistics would not have been possible.

On behalf of the Government of Samoa I would like to thank the Enhance Integrated Framework for providing the financial support for the 2013 Business Activity Survey.

I am confident that the results of the BAS would be utilized in developing key strategies and policies over the coming years.

In conclusion, it gives me considerable pleasure to officially endorse the 2013 BAS Statistical Report and to support its general release to the public.



Hon. Lautafi Fio Selafi Purcell
Minister for Statistics

FOREWORD



The Samoa Bureau of Statistics (SBS) conducted the Business Activity Survey (BAS) in response to a specific request from the Ministry for Commerce Industry and Labour specifically to provide baseline indicators for the Trade Commerce & Manufacturing Sector. The BAS reference period was 2013. The 2013 BAS work was a huge undertaking given the wide scope of statistics that were required by the users. Surveys of this nature are dreaded by National Statistics Agencies due to the difficulties in obtaining such sensitive datasets. This is compounded in small countries such as Samoa where the issue of confidentiality often arises. Yet, the support shown by the Private Sector is highly appreciated. The quality in the results of the 2013 BAS is a testimony of the trust built amongst the business community and the Bureau in sharing information to further enhance policy development at the sector and national level.

I thank the Chief Executive Officer of MCIL for the cooperation and support shown throughout the survey. I would also like to acknowledge the support provided by the Ministry for Revenue in providing the initial Business Register, and the assistance in providing vital administrative records upon receiving consent from individual businesses, which greatly facilitated the enumeration phase of the 2013 Business Activity Survey. I am grateful for the commitment shown by WizConsult who provided the technical backstop for the 2013 Business Activity Survey.

Finally I wish to commend the members of the FSD Team whom work tirelessly throughout the BAS fieldwork. Without their commitment we would not have produced such quality results.



Muagututia Sefuiva Reupena
Government Statistician
Samoa Bureau of Statistics

1. SUMMARY DESCRIPTION OF THE 2013 BAS

1.1 Purpose of the Survey

The 2013 Business Activity Survey (2013 BAS) was conducted to collect information about private sector businesses in Samoa and Government Public Bodies to enable the compilation of development indicators for monitoring and evaluation of the economic performance in various sectors in particular the Trade, Commerce and Manufacturing sector as well as providing benchmark estimates of the National Accounts (NA).

1.2 Background

The 2013 BAS was conducted by the Samoa Bureau of Statistics with the assistance of a Technical Assistance funded by the EIF under the Ministry of Commerce Industry and Labour. The 2013 BAS was intended to be a one-off survey, providing **base line data for the monitoring and evaluation of the TCM Sector Plan 2012 – 2016** and **benchmarking the national accounts** estimates. It is, therefore, intended to collect data only for the calendar year 2013. Additional questions were included to obtain **benchmark crucial for updating the industrial production index**, and consideration was also given for questions on **businesses perspective regarding the business development environment**.

The budget for the survey operation was provided under the Trade, Commerce and Manufacturing Sector Project, with Governments contribution through the Samoa Bureau of Statistics. Staff of the Bureau undertook almost all the work of the survey, with the assistance of the consultant Mr. Silafau Paul Meredith provided under the TCM project. Temporary staff was considered if needed during the enumeration, in particular the supplementary questions on the business environment. However, due to confidentiality of the information and the complexity of questionnaire, it was decided for the Finance Statistics staff only to conduct the survey.

Standard SBS procedures for survey operations was followed for quality assurance, security of data (including disposal of questionnaires), back-up of data and archiving, publicity and approval processes (sign-off questionnaire, design of survey, report, budget, etc., external review).

1.3 Scope

The aim of the survey was to cover all enterprises including government owned or partly owned enterprises that operated in a market competitive environment. This excludes government ministries as well as public monopolies. The BAS Business Register was developed by the Samoa Bureau of Statistics (SBS) based on the initial register of businesses provided by the Ministry for Revenue (MFR). All businesses contained in the ¹final Business Register were surveyed.

¹The final Business Register was obtained after removing all duplicates as well as businesses that did not operate or have ceased to operate since 2013. Almost 50% of Businesses in the initial Business Register were removed.

2. 2013 BAS PROCESSES

2.1 Business Register Development

The registers of businesses maintained by the Ministry of Revenue includes all those with current business licenses and or paying one or more tax, VAGST and other taxes and the Samoa National Provident Fund were the starting points for the survey's statistical register. These registers use different business identifier numbers and merging the two registers was done based on matching names and addresses and other identification information. The SNPF register contains only currently active employers, but the register also contains some small businesses that do not meet the criteria for registration under the business license and VAGST. A significant effort was required to create a register that is comprehensive and accurate, prior to sending the BAS questionnaires, this included site verification. This work was led by the SBS through the Finance Statistics Division in collaboration with the staff of the Ministry for Revenue.

2.2 Statistical Unit

The Statistical units adopted in the BAS were the *enterprise* and the *establishment*. The **enterprise** is an institutional unit and generally corresponds to legal entities such as a *Company, Cooperative, Partnership or Sole Proprietorship*. The **establishment** is an institutional unit or part of an institutional unit, which engages in one, or predominantly one type of economic activity. Thus an enterprise might have more than one establishment and the BAS was designed specifically to collect data at the establishment level if available. For most businesses there was a one-to-one relationship between the enterprise and the establishment, i.e, simple enterprises comprised only one establishment. The purpose of collecting data from establishments rather than from enterprises was to enable the compilation of the most accurate industry estimates of value added possible.

It should be noted that while establishment data may enable the derivation of detailed benchmark accounts, it may be necessary to aggregate up to enterprise level data for the benchmarks if the ongoing data used to extrapolate the benchmark forward (mainly VAGST) are only available at the enterprise level.

2.3 Questionnaire Development

A Draft Questionnaire for the 2013 BAS was designed in line with questions prepared for the last BAS in consultation with the main stakeholders as mentioned earlier and peer review with the regional experts. Supplementary questions on Business perceptions of the enabling environment for business development was developed through consultations with relevant stakeholder staff MCIL, MOF, CBS, Chamber of Commerce, SAME who express early interests in the results of the survey. Pilot testing was undertaken by consultations with a small number of accountants (who were likely to complete questionnaires on behalf of business clients), and a small number of businesses. The pilot testing aimed at identifying any wording or layout changes that would make the completion of the forms easier for respondents, without compromising the main objectives of the survey. Final sign-off and approval for the questionnaires was by the Government Statistician. Printing of questionnaires was done in-house (SBS).

Core Questions

The Core Questions were:

1. General Instructions, authority for the survey, etc.
2. Business demography information on ownership, contact details, structure, etc.
3. Employment;
4. Income;
5. Expenses;
6. Inventories;
7. Fixed Assets – purchases, disposals, book values
8. Financial Assets
9. Business Constraints
10. Fees & Charges
11. Business Assistance
12. Awareness on International and Regional Agreements and Assistance
13. Textile Sub Industry
14. Thank you and signature of respondent

2.5 Supplementary Pages

Additional pages were incorporated to collect data for a limited range of industries.

1. **Production data:** To rebase and revise the Industrial Production Index (IPI), the intended was to collect volume of production information from a selection of large manufacturing businesses. The selection of businesses and products is critical to the usefulness of the Industrial Production Index (IPI). The products must be homogeneous, and be of enough importance to the economy to justify collecting the data. Significance criteria should be established for the selection of products to include in the IPI, and the 2013 BAS provides an opportunity to collect benchmark data for a range of products known to be significant (based on information in the existing IPI, CPI weights, export data, and so forth. In addition open questions for respondents were included to provide information on other significant products not yet captured.
2. **Garment & Textile Sub – Industry:** Information collected on number of enterprises engaged in Garment & Textile, type of involvement – retailer, manufacturer (printing- elei) was also included.

2.6 Final Survey Questionnaire

The 2013 BAS final Questionnaire included all the relevant sections of the 2009 Business Activity Survey. New sections were added covering financial assets and a subsection for the textile industry as stated above. The questionnaire also contained further detailed breakdown in businesses' expenditures. The detailed expenditure breakdown enabled key ratios on business operating costs to be determined. The inclusion of questions tailored for the textile industry was an attempt to gauge how significant textile was to the economy especially with ²elei. The data collected from financial assets as well other parts of the Questionnaire were part of an inbuilt check and balance that were crucial to the ³editing process.

Other sections of the questionnaire concentrated on qualitative type questions which were a combination of closed ended questions to be used as a count measure on key constraints facing businesses. These were split between: Access to Crucial Services, Timeliness in the provision of essential business support and

²Textile printing of Samoan designs

³Editing refers to the verification process on the returned questionnaires before it was accepted for data processing

Ratings on key business operating costs yielding further information in addition to the businesses' operating expenditure ratios stated quantitatively.

The 2013 BAS Questionnaire was designed as to enable both respondents and the FSD Team to cross check each section for consistency. This was a valuable tool in the editing process ensuring consistency and correctness of the BAS returns.

The closed set of questions adopting an odd point of response scale set at **7** with the **mean** and **average** both set to **4**. Conventional wisdom is adopted based on the following points;

1. Using simple syntax
2. The use of simple, familiar words for the business community
3. Removal of words with ambiguous meanings;
4. Wording that is specific and concrete;
5. Removal of loaded questions;
6. Avoiding double-barreled questions; and
7. Avoid questions with single or double negations

In addition, the ordering of the questionnaire has adopted the following;

1. Questions at the very beginning explicitly address the topic of the survey;
2. Early questions are easy to answer;
3. All questions are grouped together under the same topic;
4. Questions on sensitive topics are placed at the end of the questionnaire and
5. Filter questions have been included for ease of response.

The BAS Questionnaire was piloted by the FSD Team and the team also underwent trainings covering basic national accounting principles, enumeration techniques, interviewing skills, and on the field editing processes designed specifically for the 2013 Business Activity Survey. An Excel Electronic Version of the questionnaire was developed and distributed that contained all linkages, checks and formulas to further assist the business community.

Attached:

- Appendix 1 - The 2013 BAS Questionnaire
- Appendix 2 - 2013 BAS Field Work Guide

2.7 Classification: Use of ISIC Rev 3.1

The Business Register all had⁴ISIC codes assigned by the MFR. These were verified and recoded when appropriate by the FSD Team prior to conducting the BAS field work. Large Enterprises that had more than one establishment and kept separate records or could be disaggregated were assigned respective ISIC codes to each significant establishment. Each business unit covered in the BAS was assigned an ISIC Code at the 4 Digit Level. The results for the 2013 BAS were tabulated using ISIC at the 4 digit level which was possible with the high respondent levels across each industry.

Classifications used in the BAS were:

1. Industry – ISIC Rev 3.1 – consistency with National Accounts Principles;
2. Institutional Sector/Business Type – the Institutional Sector provided in the SNA 93 will be used in this survey.
3. Product, used to rebase the Industrial Production Index – CPC Ver.2;
4. Size groups, based on employment and VAGST Value Added;
5. Region – District, Village etc. – Samoa Bureau of Statistics Standard Classification and
6. Ownership – Government, Private, Overseas Company.

⁴International Standard Industrial Classification for all Economic Activities - UN Department of Economic and Social Affairs Statistics Division - ISIC/Rev 3

2.8 Method of Delivery and Collection of Questionnaires

A post-out and post-back process was planned for the delivery of questionnaires with personal delivery to local addresses in cases where there was no postal address. During the survey preparations, it was found out that mail boxes were no longer being used by many businesses. It was then decided for the survey to be hand delivered by staff, hence the extension of the enumeration period for another 5 weeks.

Alternative processes for businesses to supply the required data were considered included:

1. Making available a spreadsheet version of the questionnaire via email on request. Respondents could complete the spreadsheet and email it to FSD.
2. Businesses who choose to send in a paper or electronic copy of their financial statements was also employed with FSD staff transferring those statements onto a questionnaire (paper or directly into the database).
3. Qualitative questions were completed by respondent owner, managers or senior management staff whilst other sections were completed by their respective accountants or accounting firms.
4. For small businesses that have limited records, FSD staff visited the business to assist in completing the questionnaires.
5. Other Businesses were offered an option of signing a letter of consent that allowed the FSD Team to have access to their tax returns as a supplement in completing their questionnaires.

Finance Statistics Division of the Bureau has an email address for the division, fsd@sbs.gov.ws to which all survey related correspondence was directed, and which all FSD staff have access to respond to queries and receive the completed spread sheets. A centralized Delivery & Collection Register was maintained noting the Date the Questionnaire was sent; the Name of the Person and Contact details for the received of the Questionnaire and subsequent reminders and follow up. Follow up were conducted in person, via phone calls and also the over the internet.

2.9 Monitoring Progress

The Business Register was key element in monitoring the progress of the survey, with every tools to monitor the dissemination, receipt and the flow of all questionnaires when they enter the station office. In addition this control was also extended to monitor the data processing system, ensuring that every questionnaire received is entered into the data processing program.

1. Each questionnaire that is posted out;
2. Receipt of each questionnaire, and thereby a continuous measurement of response rates from post-out until the final closing off of the survey;
3. Queries received from respondents and the answers or information provided by FSD staff;
4. Data capture as questionnaires are received from respondents;
5. Editing progress;

2.10 Follow-up Procedures

Questionnaires requested businesses to complete and return the completed form within two weeks. Follow-up procedures began immediately after that period. Initial follow-up by phone, with a second call made one week after the initial follow-up call. Subsequently, a reminder notice was sent through television, radio and newspaper with standard wording of requirement to supply data under the Statistics Act 2015.

Direct contact with respondents was very important during the survey. This was in the event of partially completed forms or non-response as well as queries from respondents. To facilitate this, FSD staff was provided with every resource available including sufficient access to phones, vehicles for visiting businesses

as well as internet and email facilities. Other additional costs involved in the processes that were not met under the TA were provided by Government through the FSD's below the line item for the 2013 BAS as well as their ongoing recurrent budget.

It was also necessary for the business register to contain sufficient contact information for all businesses on the register as well as their accountants and personnel responsible for the completion of the forms to enable easy contact with the respondents, i.e., phone numbers, physical addresses, etc.

2.11 Data Processing

The Data Processing and IT Division of the Bureau provided the assistance in the development of a Database for Data entry using the CSPRO program including basic consistency edits. FSD with the support of the Technical Assistance were responsible for the verification, editing and entering the survey responses in the system. The BAS questionnaires were entered twice as to reduce the risk of human errors in the data entry process.

2.12 Non-response Procedures and the Survey target

The minimum response rate before closing off the survey was set at 75% of the number of establishments. However, extra effort was made, via personal visits, etc., to ensure that the largest establishments all responded.

At the time of closing off the survey, imputation for non-response was done. This was through the direct use of administrative data from the VAGST and SNPF datasets. Ratios of questionnaire variables obtained from the VAGST and SNPF data sets were used to derive summarized results from all responding establishments in each imputation cell (a combination of industry and size groups – the cells were identified where needed, and take account of the number and size of establishments in the industry).

2.13 Editing Procedures

The 2013 BAS underwent stringent quality control measures. The quality and coverage of the output tables testifies to this. The overall guiding targets set by the FSD team were:

1. No returned form would be entered until it has been verified checked in house and marked "OK"
2. The BAS fieldwork would not be closed until the set response and coverage targets were met.
3. Returned Forms with sales above \$500,000 were entered in excel and subject to more stringent level of editing which includes cross checks with other data sources.

Partial imputation was done at the time of receipt of questionnaires, after follow-up procedures to obtain fully completed questionnaires have been exhausted. Imputation followed similar process as described above under non-response imputation, i.e., apply ratios from responding units in the imputation cell to the partial data that was supplied. Procedures were established during the editing stage (a) to preserve the integrity of the questionnaires as supplied by respondents, and (b) to record all changes made to the questionnaires during editing.

Additional edit checks were developed, including checking against external data at enterprise/establishment level. External data like VAGST and SNPF for turnover and purchases, and salaries and wages and employment data respectively. Editing and imputation processes were centralized using the experience of the ACEO, Principal Officers and the Advisor.

Editing process contains the following;

- Completeness – All related sections of the Questionnaire are completed by the respondent;
- Arithmetic – Calculations are Correct and Linked across each of the relevant Parts of the Returned Questionnaire – Salary & Wages declared in Part 2 is the same as what was declared as Expenses in Part 4 for instance;
- Classification – Correct Classification under each Subheading. Ensuring the different income or expenditures stated are correctly reflected in the appropriate fields provided in the questionnaire and that these are standardized and classified at the most appropriate field. For instance;
- Linkages – Editing within the Business returns based on the information provided. As Examples
 - i. *No fixed assets implies Rent should be paid unless operating from home OR Query*
 - ii. *Scale of Large Fixed Assets should also correspond to an Income under Part 6*
- Horizontal – Across each Industry based on the Respondents from other similar Businesses in the same Industry. This includes looking at ratios and margins against other businesses in the same industry. For instance;
 - i. *Retailer Margins for Businesses should normally be greater than 1 OR (obtained from the division of expenses on goods for resale and sale of goods purchase for resale) are they selling at a loss UNLESS there has been an increase in Stock OR loss of goods/damages/expired/consumed by the family OR unpaid goods. These should be reflected under subsequent fields in the Questionnaire*
 - ii. *Overhead Costs for a Service – Electricity Usage for Car Wash; As an example should be within a set band. If Company A with sales twice Company B YET Electricity usages is four times more than A this would be Queried.*
- Extra Data Sources – Editing based on extra information available such as composition to other administrative data sources. If a company declares Sales of 1 million yet their VAGST Sales for the same period was 5 million this would be queried.
- Finally in-house editing Vertical Edit – Done at the last round of editing once all preliminary data have been extracted. Looking at aggregate levels and comparing these to other aggregates in the economy.

3. 2013 BAS RESULTS

Overview

The final number of businesses contained in the SBS Business Register was 1,588. The 2013 BAS targeted an optimistic 75% response rate whilst special attention was also given to ensure that coverage and representation were sufficiently high for the specific targeted survey group being manufacturers and commerce as to meet the data requirement of the principal users.

The BAS provides the first collective view on both quantitative and qualitative data on business operations in Samoa for a single period and this is of great importance to analysts, planners and policy makers. The BAS provides detailed estimates on businesses legal makeup, employment, income and expenditures. The survey also shows detailed movement in business stocks and level of fixed assets by industry and enterprise sizes based on the number of persons they employed. The fact that a single questionnaire was used for all respondents coupled with stringent editing controls provided a good overview of economic wealth across all sectors of the economy. In addition the qualitative section of the BAS also gives further impetus for analysts to consolidate private sector views on the business environment in Samoa for 2013.

The BAS provides updated benchmarks and sectoral performances and provides key output, wages and asset ratios across each industry. These were also measured for different enterprise sizes crucial to the analysis on the contributions of small and medium size enterprises.

Aggregation of Results

One of the key responsibilities of the Bureau was to uphold respondent confidence in the current statistical system in Samoa. Crucial was maintaining confidentiality on all business information that was provided to the Bureau in good faith. As such, responses from businesses engaged in Agriculture & Fishing have been omitted. Questionnaires were given to both SOE in the Electricity & Water Industry. Results are not included in the 2013 BAS Output Tables although their returns were invaluable to the in-house editing process.

3.1 BUSINESS DESCRIPTION

3.1.1 Sectoral Classification of BAS Respondents

Businesses were required to identify their ownership breakdown between – *Private; Government; Part Private and Part Government*. There were 1,257 BAS respondents and 1,252 had Private Ownership, 3 were ⁵Government and 2 were Part Government Part Private.

Businesses were also asked to state the origin of their ownership as of 31st December 2013. From 1,257 businesses, 1,187 had 100% local ownership, 52 had 75% or more local ownership and 18 had less than 75% local ownership.

3.1.2 Type of Legal Organization

Businesses were asked to state the type of legal organization as well as their principal activity.

The majority of the Businesses operated as Sole Proprietors with 925 identified and was concentrated in the Commerce Industry. This was followed by Incorporated Companies with 281 businesses. There were 28 Partnership mostly in Technical & Other Professional Industry; 14 Non Government Organization's (NGO'S)

⁵Government Entities that operated in a competitive market environment

and 9 Branches of Overseas Companies. Overall, Commerce accounted for the majority of Businesses followed by Transport & Storage which were identified as being mainly bus and taxi operators.

Table 1: Number of Enterprises by Industry and Ownership.

INDUSTRIES	TOTALS	Sole Proprietor	Partnership	Incorporated Company	Branch of Overseas Company	NGO's Others
Food & Beverage Manufacturing	32	16	1	14	1	0
Other Manufacturing	44	23	1	17	1	2
Construction	38	12	0	24	2	0
Commerce	791	679	7	104	0	1
Hotels, Restaurants	91	47	2	41	0	1
Transport & Storage	92	71	1	16	2	2
Information & Communication	8	2	0	5	1	0
Finance & Insurance	15	2	1	11	0	1
Technical & other Professional Services	94	39	12	38	2	3
Personal & Other Services	52	33	3	11	0	5
All Industries	1,257	925	28	281	9	15

3.1.3 Business Classified by Size – Micro, Small, Medium, Large, Significant

Businesses were also classified as Micro, Small, Medium, Large and Significant depending on their respective number of employees.

The majority of businesses with 837 were classified as being Micro Enterprises –employing less than 5 workers. This was followed by Small Enterprises with 188 employing between 5 to 9 employees. There were 140 Medium Enterprises employing between 10 to 25 employees and 66 Large Enterprises employing between 26 to 67 employees. In terms of Significant Enterprise, there were 26 significant businesses that had more than 70 employees. Commerce was the most common industry across all employment size enterprises. However, there was a marked increase in the percentage of Construction and Hotels and Restaurants in the Large and Significant size enterprises.

Table 2: Number of Enterprises by Industry, by Size of Employment.

INDUSTRIES	TOTALS	Micro (1-4)	Small (5-9)	Medium (10-25)	Large (26-70)	Significant (>70)
Food & Beverage Manufacturing	32	12	5	4	8	3
Other Manufacturing	44	11	14	13	5	1
Construction	38	6	6	8	13	5
Commerce	791	633	79	55	17	7
Hotels, Restaurants	91	30	26	19	14	2
Transport & Storage	92	61	17	8	3	3
Information & Communication	8	3	0	1	2	2
Finance & Insurance	15	4	5	3	2	1
Technical & other Professional Services	94	50	25	16	1	2
Personal & Other Services	52	27	11	13	1	0
All Industries	1,257	837	188	140	66	26

3.1.4 Business Location by Region

Not surprisingly, the highest concentration of businesses was located in the Apia Urban Area (AUA). Notably, the Commerce industry was evenly distributed across each region.

Table 3: Number of Enterprises by Industry, by Region.

INDUSTRIES	TOTALS	AUA	NWU	ROU	SAV
Food & Beverage Manufacturing	32	13	12	2	5
Other Manufacturing	44	21	15	0	8
Construction	38	9	18	3	8
Commerce	791	213	169	166	243
Hotels, Restaurants	91	57	6	15	13
Transport & Storage	92	41	17	9	25
Information & Communication	8	8	0	0	0
Finance & Insurance	15	14	1	0	0
Technical & other Professional Services	94	82	5	3	4
Personal & Other Services	52	37	7	0	8
All Industries	1,257	495	250	198	314

3.2 EMPLOYMENT

Employment questions focused on the type of employment and also asked for the wages and salaries paid in 2013. Derived statistics were aggregated by Industry and by Gender.

3.2.1 Employment by Gender

The majority of people employed were Full Time Workers followed by Working Proprietors; Part Time Workers; Unpaid Family Members and Expatriate Workers.

In terms of gender composition, the number of workers proprietors for male and female were almost the same, with 50.6% and 49.4% respectively. The same trend existed for unpaid family workers with 52.6% males and 47.4% females.

However, for Full Time Workers, it was only 35.0% for females compared to 65.0% for males. Roughly the same picture exists for Part Time Workers with the composition being 33.5% females and 66.5% for males as well as Expatriate Workers with 36.2% females and 63.8% males. It is worth noting that the 2013 BAS did not include Yazaki as well as Government Ministries particularly Education and Health which is believed to have a higher percentage of female employees.

Table 4: Employment by Type and Gender.

Employment type	Totals	Female	Male	% of Female	% of Male
Working Proprietor	1,672	826	846	49.4	50.6
Regular / Full Time	9,465	6,150	3,315	65.0	35.0
Casual / Part Time	553	368	185	66.5	33.5
Unpaid Family Worker	489	232	257	47.4	52.6
Expatriate Worker	80	51	29	63.8	36.3

3.2.2 Employment by Industry

At the industry level, the majority of employment was in the Commerce Industry which accounted for almost 40% of the total number of people employed. The bulk of working proprietors and unpaid workers were also in the Commerce Industry with around 70% and 80% in that order.

Table 5: Employment by Industry and by Type.

INDUSTRIES	TOTALS	Working Proprietor	Regular / Full Time	Casual / Part Time	Unpaid Family Worker	Expatriate Worker
Food & Beverage Manufacturing	1,014	38	928	40	3	5
Other Manufacturing	563	58	470	26	8	1
Construction	1,432	47	1,286	87	2	10
Commerce	4,860	1,159	3,142	153	383	23
Hotels, Restaurants	1,776	126	1,526	64	42	18
Transport & Storage	820	82	666	55	16	1
Information & Communication	424	6	362	50	0	6
Finance & Insurance	262	4	246	8	0	4
Technical & other Professional Services	713	95	555	34	22	7
Personal & Other Services	395	57	284	36	13	5
All Industries	12,259	1,672	9,465	553	489	80

Hotels & Restaurants and Construction was the next highest employer with 14.5% and 11.7% respectively.

Table 6: Employment.

INDUSTRIES	TOTAL %	Working Proprietor %	Regular / Full Time %	Casual / Part Time %	Unpaid Family Worker %	Expatriate Worker %
Food & Beverage Manufacturing	8.3	2.3	9.8	7.2	0.6	6.3
Other Manufacturing	4.6	3.5	5.0	4.7	1.6	1.3
Construction	11.7	2.8	13.6	15.7	0.4	12.5
Commerce	39.6	69.3	33.2	27.7	78.3	28.8
Hotels, Restaurants	14.5	7.5	16.1	11.6	8.6	22.5
Transport & Storage	6.7	4.9	7.0	9.9	3.3	1.3
Information & Communication	3.5	0.4	3.8	9.0	0.0	7.5
Finance & Insurance	2.1	0.2	2.6	1.4	0.0	5.0
Technical & other Professional Services	5.8	5.7	5.9	6.1	4.5	8.8
Personal & Other Services	3.2	3.4	3.0	6.5	2.7	6.3

It was no surprise that Commerce also had the highest total wages and salaries paid followed by Construction and Information and Communication.

In term of average wages, Information & Communication industry was the highest average wages followed by the Finance & Insurance Industry. The lowest average wages were reported in Hotels and Restaurants Industry.

Table 7: Total Wages by Industry.

INDUSTRIES	Total Wages & Salaries (Thousands \$)	Average Wages & Salaries (Thousands)
Food & Beverage Manufacturing	10,941	10,790
Other Manufacturing	8,568	15,218
Construction	21,187	14,796
Commerce	46,202	9,507
Hotels, Restaurants	13,916	7,836
Transport & Storage	11,316	13,800
Information & Communication	18,877	44,520
Finance & Insurance	8,434	32,189
Technical & other Professional Services	11,351	15,920
Personal & Other Services	4,889	12,377
All Industries	155,680	12,699

3.3 INCOME

The dominance of Commerce was reflected in the highest reported Income from Sales of Goods Purchased for Resale which was reported as \$1.2 billion tala followed by Income from Services with \$387 million and Sales of Goods Produced having \$245 million tala. The percentage of income by different categories clearly reflects the nature of each industry. For instances, 96% of total income for the Commerce Industry was derived from Sales of Goods Purchased for resale, 78% of total income for Other Manufacturing was from Sales of Goods Produced and 91% of total income for Information & Communication was in the form of Income for Services.

Table 8: Income by Type, by Industry - Percentage Share to Total.

Income Category	Total Income (Thousands \$)	Sale of Goods for Resale	Sales of Goods Produced	Income from Services	Income from Rental/Lease /Hire exclude land	Other Income
<i>INDUSTRY</i>		<i>Percentage of Total Income by Industry</i>				
<i>Food & Beverage Manufacturing</i>	128,420	27%	70%	1%	1%	1%
<i>Other Manufacturing</i>	100,787	12%	78%	8%	2%	1%
<i>Construction</i>	125,676	0%	25%	69%	5%	1%
<i>Commerce</i>	1,201,080	96%	1%	1%	0%	1%
<i>Hotels, Restaurants</i>	80,579	25%	7%	59%	8%	2%
<i>Transport & Storage</i>	74,520	0%	19%	59%	16%	5%
<i>Information & Communication</i>	136,582	4%	0%	91%	0%	4%
<i>Finance & Insurance</i>	38,337	0%	13%	64%	1%	23%
<i>Technical & other Professional Services</i>	44,882	7%	4%	56%	14%	19%
<i>Personal & Other Services</i>	13,985	4%	9%	62%	7%	19%
All Industries	1,944,847	1,228,014	245,359	387,454	36,509	47,510

Looking at income compositions by enterprise shows the majority of income being generated by Significant Enterprises with \$744.4 million obtained from only 26 enterprises. This was followed by Large Enterprises with around \$632 million tala. Micro and Small Enterprises had total income of \$121.8 million and \$132.6 million respectively.

Table 9: Income by Type, by Size of Employment.

Income Category	Total Income (Thousands \$)	Sale of Goods for Resale	Sales of Goods Produced	Income from Services	Income from Rental/Lease /Hire exclude land	Other Income
<i>ENTERPRISE</i>		<i>Percentage of Total Income by Enterprise Type</i>				
<i>Micro (1-4)</i>	121,821	73%	3%	15%	3%	5%
<i>Small (5-9)</i>	132,566	49%	17%	27%	3%	4%
<i>Medium (10-25)</i>	314,084	72%	8%	14%	3%	3%
<i>Large (26-70)</i>	631,953	63%	17%	16%	2%	1%
<i>Significant (>70)</i>	744,423	60%	11%	26%	1%	2%
All Industries	1,944,847	1,228,014	245,359	387,454	36,509	47,510

3.4 EXPENDITURE

Commerce had the highest total expenditure of \$1.1 billion tala and Goods Purchased for Resale was the highest type of expenditure with \$956 million tala. Looking at the industry level expenditures, Food & Beverage Manufacturing had 22% of their total expenditures on Goods Purchased for Resale and also on Raw Materials. A total of 16% was spent on Taxes, Licenses and other Fees the highest for any industry which indicates the high import component for Food & beverage Manufacturing. Import Duty & VAGST was the highest expenditure item under Taxes, Licenses and other Fees.

The majority of expenditures for Other Manufacturing, and Construction were on Raw Materials with 35% and 49% respectively of their total expenditures. The main expenditure item classified under Other Expenses were Insurance Premiums, Travel, Stationary and General Administrative Expenses and this was the highest expenditure category for Hotels & Restaurants, Transport & Storage, Information & Communication and Finance & Insurance with 31%, 56%, 45% and 37% in that order.

Table 10: Expenditure by Industry

Expense Category	Total Expenses (Thousands \$)	Goods Purchased for Resale	Purchase of Raw Materials	Taxes, Licenses, Other Fees	Utilities & Communication	Running Expenses, Repairs & Marketing	Wages & Salaries inclusive of NPF, ACC	Other Expenses
<i>INDUSTRY</i>		<i>Percentage of Total Expenditure by Industry</i>						
Food & Beverage Manufacturing	106,001	22%	22%	16%	6%	6%	11%	16%
Other Manufacturing	58,373	9%	35%	6%	3%	7%	16%	24%
Construction	114,297	0%	49%	2%	1%	8%	19%	20%
Commerce	1,138,909	79%	2%	7%	1%	1%	4%	5%
Hotels, Restaurants	77,860	18%	17%	1%	8%	5%	19%	31%
Transport & Storage	56,154	0%	4%	2%	3%	13%	21%	56%
Information & Communication	95,513	4%	13%	3%	3%	10%	21%	45%
Finance & Insurance	26,628	15%	0%	1%	6%	7%	34%	37%
Technical & other Professional Services	34,233	4%	3%	4%	7%	10%	36%	36%
Personal & Other Services	14,663	3%	10%	1%	6%	9%	36%	35%
All Industries	1,722,631	956,550	151,343	110,230	40,398	62,873	166,349	234,890

Significant and Large size Enterprises had the highest total expenditures in 2013 with \$638 million tala and \$554 million tala. There were no marked differences in expenditure patterns across each enterprise sizes with the majority of expenditures again being Goods Purchased for Resale.

Table 11: Expenditure by Enterprise Level

Expense Category	Total Expenses (Thousands \$)	Goods Purchased for Resale	Purchase of Raw Materials	Taxes, Licenses, Other Fees	Utilities & Communication	Running Expenses, Repairs & Marketing	Wages & Salaries inclusive of NPF, ACC	Other Expenses
<i>ENTERPRISE</i>		<i>Percentage of Total Expenditure by Enterprise Size</i>						
Micro (1-4)	110,925	60%	5%	3%	4%	5%	9%	14%
Small (5-9)	114,820	43%	11%	2%	3%	4%	13%	23%
Medium (10-25)	304,410	60%	6%	3%	2%	4%	10%	14%
Large (26-70)	554,401	55%	14%	9%	2%	2%	8%	10%
Significant (>70)	638,075	55%	6%	7%	2%	4%	11%	15%
All Industries	1,722,631	956,550	151,343	110,230	40,398	62,873	166,349	234,890

One of the objectives of the 2013 BAS was to ascertain weights that could be used to construct an ongoing “Costs of Doing Business Index” for Manufacturing and Commerce in Samoa. With this in mind, the BAS had detailed breakdown in expenses.

Table 12 present tentative weights that have been derived based on the expenditure patterns for Food & Beverage Manufacturing, Other (Non Food) Manufacturing and the Commerce Industries. These costs

excluded, Purchases of Raw Materials, Purchases of Goods for Resale, Wages & Salaries and Social Transfers provided by Government to Households. The weights presented could be used to move mirrored prices of selected representative items obtained from the SBS Monthly Consumer Price Index as part of a first Costs of Doing Business Index for Samoa.

Table 12: TCM Industries Operating Costs Weights

TCM Industries Operating Costs (Weights)	Food & Beverage Manufacturing	Other Manufacturing	Commerce
Taxes	44.4%	16.6%	50.1%
Insurance	2.8%	12.3%	5.9%
Stationary/Packaging	4.1%	12.3%	4.0%
Travel	4.1%	12.3%	2.6%
Repairs & Maintenance	6.4%	10.55	3.7%
Motor Vehicle Running Expenses	5.3%	8.95	5.1%
Overdraft Costs	4.5%	6.5%	4.5%
Electricity Bills	14.6%	4.9%	7.7%
Accounting; Legal Fees/Certification	2.8%	4.1%	0.7%
Communication	1.6%	3.7%	2.2%
Rent/Lease of Land	1.5%	3.1%	4.0%
Promotion & Marketing	5.4%	2.9%	2.5%
Licenses, Rates & Other Fees	0.5%	1.2%	6.5%
Water Bills	2.0%	0.6%	0.5%
Total Operating Expenses	100%	100%	100%

3.5 KEY ECONOMIC VARIABLES

Value Added

The 2013 BAS asked for respondents to report all transactions inclusive of indirect taxes such as VAGST. As such it was logical to estimate value added directly at market prices. Value Added was estimated using the Production Approach. In addition, income and expenditures were reported in detail that enabled accurate measure of output and ⁶intermediate consumption. The business stocks were also valued at the beginning and the end of 2013 which yielded the change in stocks and inventories for 2013. Thus when combined enabled value added estimates to be calculated homogeneously across each industry.

$$\text{Value Added} = \text{Output} - \text{Intermediate Consumption} + \text{Change in Stock}$$

The ⁷Commerce Industry had the greatest contribution to value added in market prices with \$230 million tala. This was followed by Information & Communication with almost \$83 million tala.

⁶Intermediate consumption for Commerce would be recalculated as part of the national accounts rebasing exercise

⁷It is estimated that Commerce Value Added would be revised

Table 13: Value Added by Industry.

Industries	Number of Enterprises	Persons Employed	Wages & Salaries (Thousands \$)	Output (Thousands \$)	Intermediate Consumption (Thousands \$)	Change in Stock (Thousands \$)	Value Added at Market Prices (Thousands \$)
				(A)	(B)	(C)	(A-B+C)
Food & Beverage Manufacturing	32	1,014	10,941	127,971	65,610	-875	61,486
Other Manufacturing	44	563	8,568	100,209	39,708	2,483	62,984
Construction	38	1,432	21,187	124,153	77,204	-662	46,286
Commerce	791	4,860	46,202	1,191,760	973,385	12,074	230,449
Hotels, Restaurants	91	1,776	13,916	79,712	47,049	613	33,276
Transport & Storage	92	820	11,316	73,940	34,141	-70	39,729
Information & Communication	8	424	18,877	131,214	47,512	-777	82,925
Finance & Insurance	15	262	8,434	16,934	13,129	0	23,805
Technical & other Professional Services	94	713	11,351	42,282	12,728	177	29,732
Personal & Other Services	52	395	4,889	12,958	6,132	49	6,875
All Industries	1,257	12,259	155,680	1,921,134	1,316,599	13,013	617,548

Looking at the Enterprise level, the 26 Significant Enterprises accounted for around \$261 million tala, over 42% of total value added. The 66 Large Enterprises contributed \$195 million tala or over 30% of total value added. Combined, the largest 92 Enterprises in terms of employment size account for almost 74% to the total BAS value added amount of \$617.5 million tala. Conversely, Micro and Small Enterprises accounted for \$35 million and \$46 million tala or 6% and 7% respectively of total BAS value added estimated for 2013.

Table 14: Value Added by Enterprise Level.

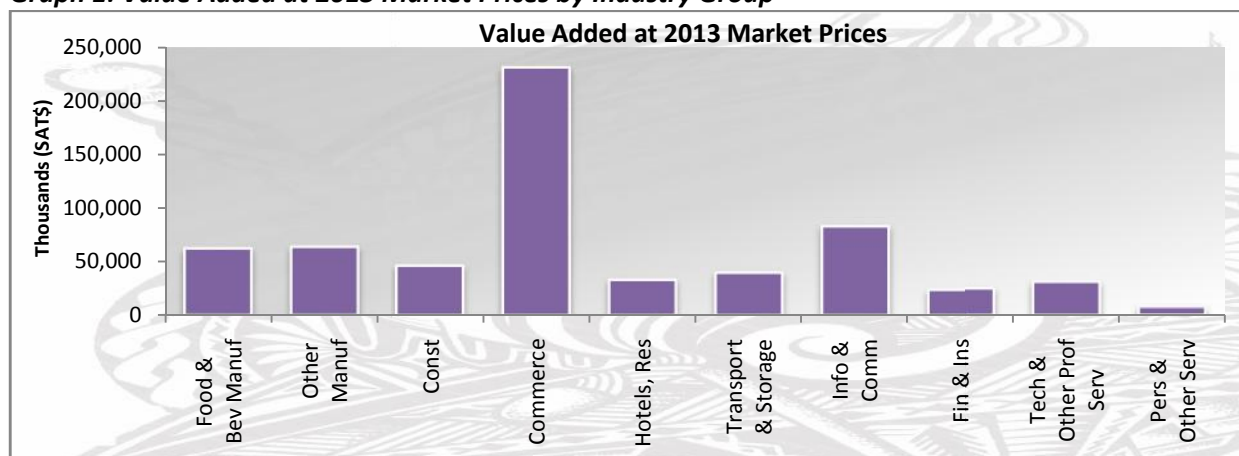
Enterprises	Number of Enterprises	Persons Employed	Wages & Salaries (Thousands \$)	Output (Thousands \$)	Intermediate Consumption (Thousands \$)	Change in Stock (Thousands \$)	Value Added at Market Prices (Thousands \$)
				(A)	(B)	(C)	(A-B+C)
Micro (1-4)	837	1,835	9,740	120,444	85,612	198	350,027
Small (5-9)	188	1,234	13,882	131,622	86,786	1,371	46,207
Medium (10-25)	140	2,178	29,652	308,101	239,213	10,627	79,515
Large (26-70)	66	2,826	39,118	625,035	432,016	2,347	195,366
Significant (>70)	26	4,177	63,289	735,931	472,968	-1,530	261,434
All Industries	1,257	12,259	155,680	1,921,134	1,316,599	13,013	617,548

In 2013, the total Value Added for the industries specified was estimated at \$617.6 million tala. In the 1994 BAS, total Value Added at market prices was \$116.16 million tala.

Commerce was the largest industry with a value added of \$230.45 million, equivalent to 37.4% of total value added for 2013. In 1994, Commerce was estimated to be almost 38.6% of total GDP. Thus⁸Commerce has roughly maintained its share of GDP and remains the largest industry in the Samoan economy.

⁸Commerce is expected to be revised upwards with VA calculated based on operating margins

Graph 1: Value Added at 2013 Market Prices by Industry Group



Information & Communication was the second largest Industry in 2013 with \$82.9 million tala and 13.4% of total value added. This was a complete reverse from 1994 when this Industry was relatively insignificant. There has been rapid private sector growth in Information & Communication which corresponds to deregulation of telecommunication in Samoa.

In 2013, Other Manufacturing and Food & Beverage Manufacturing were \$62.98 million and \$61.49 million tala respectively with shares of 10.2% and 10% of GDP. In 1994 Other Manufacturing and Food & Beverage Manufacturing had GDP shares of only 5.8% and 6.15% in that order. As a whole, Combined Manufacturing in 1994 was around 11.85% of GDP and this share almost doubled to 20.2% of GDP in 2013. Both Business Activity Surveys excluded Yazaki Samoa.

The Construction Industry was estimated at \$46.3 million tala or 7.55% of GDP in 2013 a slight reduction in GDP share of 9.0% in 1994.

Hotels and Restaurants Industry was estimated at around \$33.3 million tala with a share of GDP of 5.4 percent. In 1994, this industry had a share of 10.5 percent.

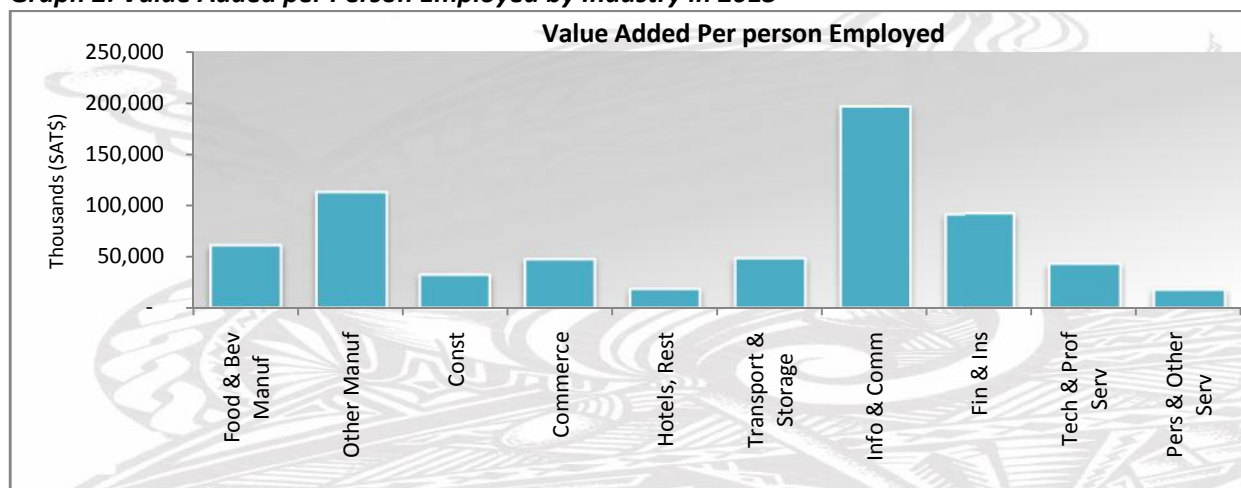
Due to ⁹classification limitations, comparison between the 1994 BAS and 2013 BAS for other Industries was not possible.

Value Added per Person Employed

The overall value added per person employed in 2013 was around \$50.4 thousand tala. Information & Communication had the highest value added per person employed with \$195.6 thousand tala followed by Other Manufacturing with \$111.9 thousand tala; Finance & Insurance had \$90.9 thousand tala. In 1994, overall value added per person employed was \$9.87 thousand tala. Value Added per person has increased approximately 500 percent over the last 2 decades.

⁹In the 1994 BAS there was a large section on Other Industry– This included Technical and Personal Services which have now been defined separately

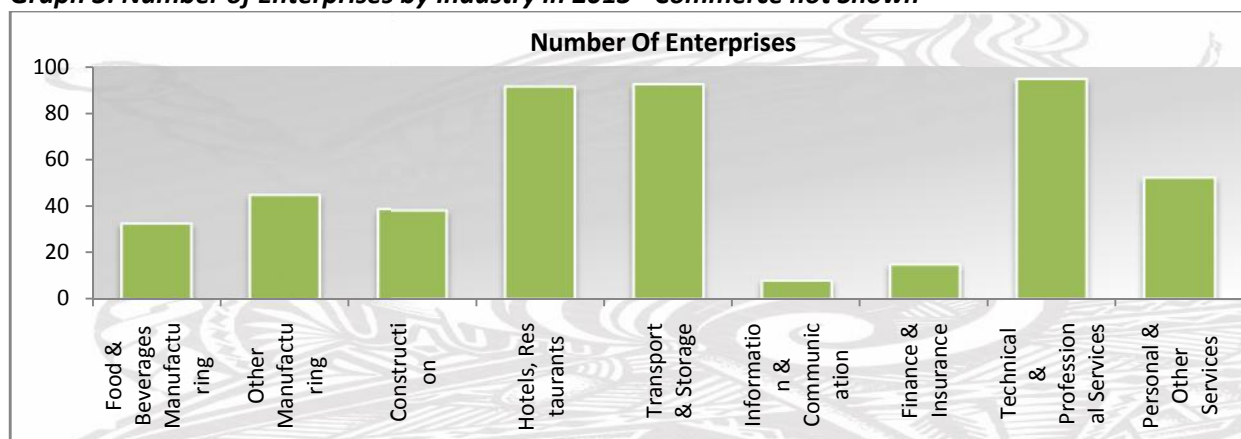
Graph 2: Value Added per Person Employed by Industry in 2013



Number of Enterprises

The total number of respondents to the 2013 BAS was 1,257. As stated earlier the Commerce Industry was the main industry with 791 enterprises. This has been excluded in the table below as to highlight more clearly the number of enterprises in other industries.

Graph 3: Number of Enterprises by Industry in 2013 - Commerce not Shown

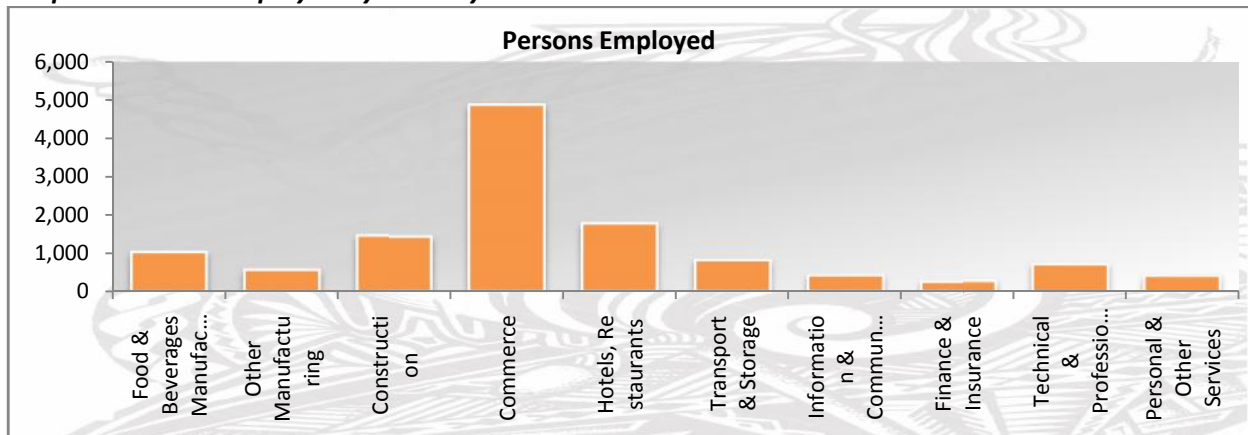


Number of Persons Employed

Given the dominance in the number of enterprises engaged in Commerce it was not surprising that Commerce had the most number of persons employed with 4,860 or 39.6% of the total employment number in 2013.

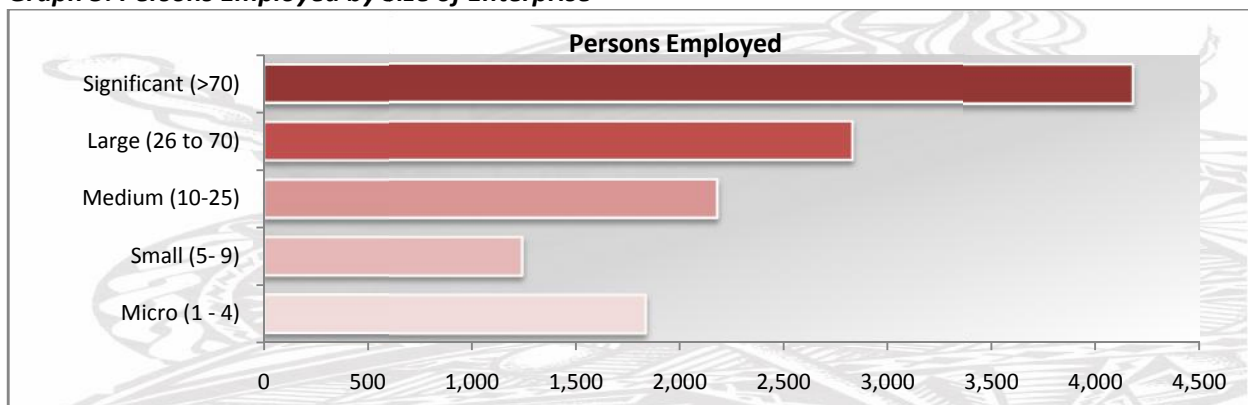
The second highest employer was Hotels and Restaurant with 1,776 or 14.5% of the total number of persons employed followed by Construction with 1,432 or 11.7% of employment. Food & Beverage Manufacturing employed 1,014 workers or 8.3%, Transport & Storage with 820 (6.7%) Technical & Professional Services had 713 (5.9%) Other Manufacturing excluding Yazaki had 563 (4.6%) and Personal & Other Services with 395 or 3.2 percent.

Graph 4: Persons Employed by Industry in 2013



In 1994, Personal & Other Services employed the highest number of employees purely a result in classification where most unknown enterprises (ISIC Code 9999) were classified as “Others”. All previously unknown Businesses were allocated to their correct respective industries. The current results are coded using the 4 digit level ISIC. The extensive work that was done by the FSD Team to verify and code all previously unknown businesses as part of updating the Business Register could be avoided in future BAS if a Centralized Business Register was regularly updated and maintained.

Graph 5: Persons Employed by Size of Enterprise

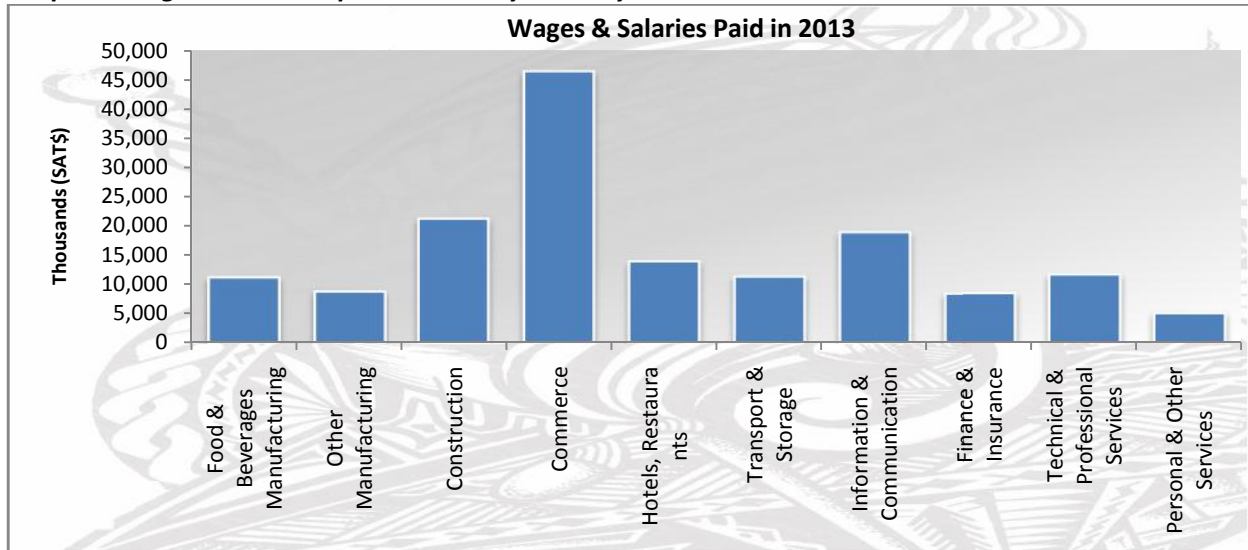


In terms of employment, the Significant Enterprises employed the greatest number of people with 4,177 or 34.1% of the total number of persons employed. This was followed by Large Enterprises employing 2,826 persons or 23.1% of total employment. Small Enterprise employed 1,243 persons (10.1%) and Micro Enterprises employed 1,835 persons or 15% of the total number of persons employed.

Wages & Salaries

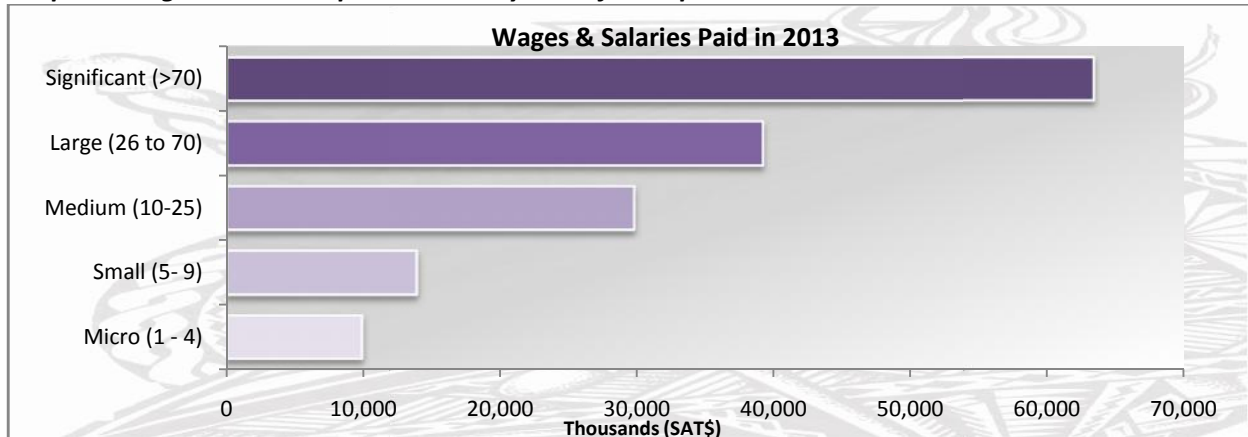
Commerce was the largest employer and also paid the highest total wages and salaries in 2013 with \$46.2 million tala for any industry.

Graph 6: Wages & Salaries paid in 2013 by Industry



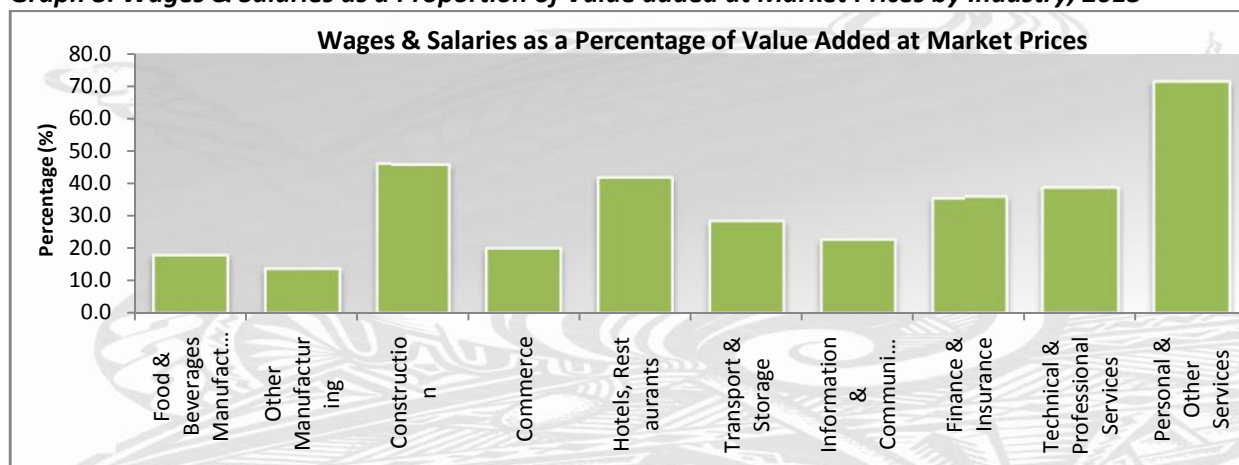
However the second largest employer Hotels & Restaurants did not follow the same trend. Construction paid the second highest total wages and salaries with \$21.2 million followed by Information & Communication with \$18.9 million albeit employing much fewer persons.

Graph 7: Wages & Salaries paid in 2013 by Size of Enterprise



Significant and Large Enterprises combined paid \$102.4 million tala as wages and salaries in 2013. This account for 65.8% of the total \$155.7 million tala wages and salaries paid in 2013. Total wages and salaries in 2013 was almost 400% higher than the \$41 million that was paid as wages and salaries in 1994.

Graph 8: Wages & Salaries as a Proportion of Value added at Market Prices by Industry, 2013

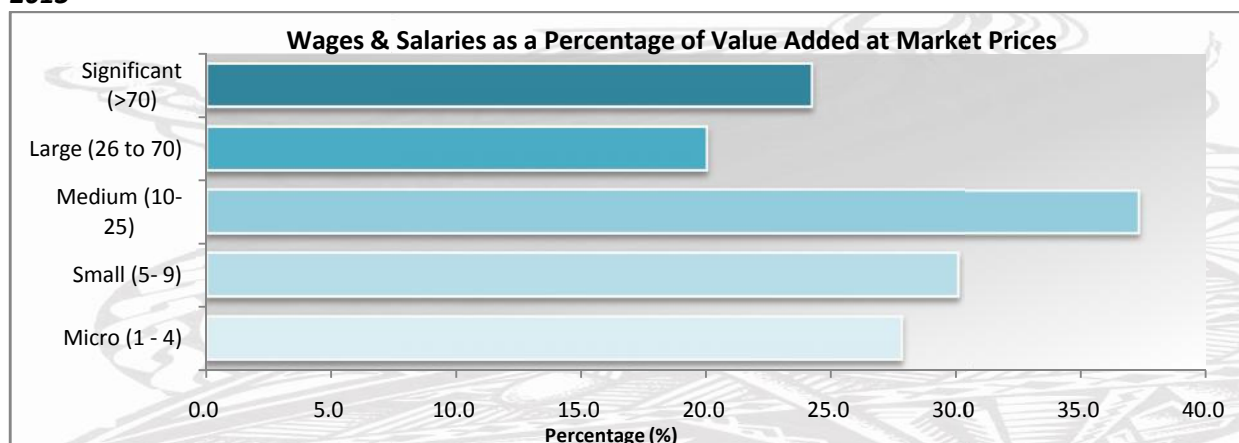


The wages and salaries share to value added was the highest for Personal & Other Services with 71.1 percent.

$$\text{Value Added} = \text{Operating Surplus} + \text{Compensation of Employees}$$

By arithmetic the profit share for this Industry was the lowest. On the other end of the scale, Other Manufacturing had the lowest wage share of 13.6% to value added thus implying the highest profit share. Food & Beverage Manufacturing and Information & Communication also had low wage share to GDP with 17.8% and 22.8% respectively. All other Industries had higher share than the overall wage share to GDP of 25.2 percent.

Graph 9: Wages & Salaries as a Proportion of Value Added at Market Prices by Size of Enterprise, 2013



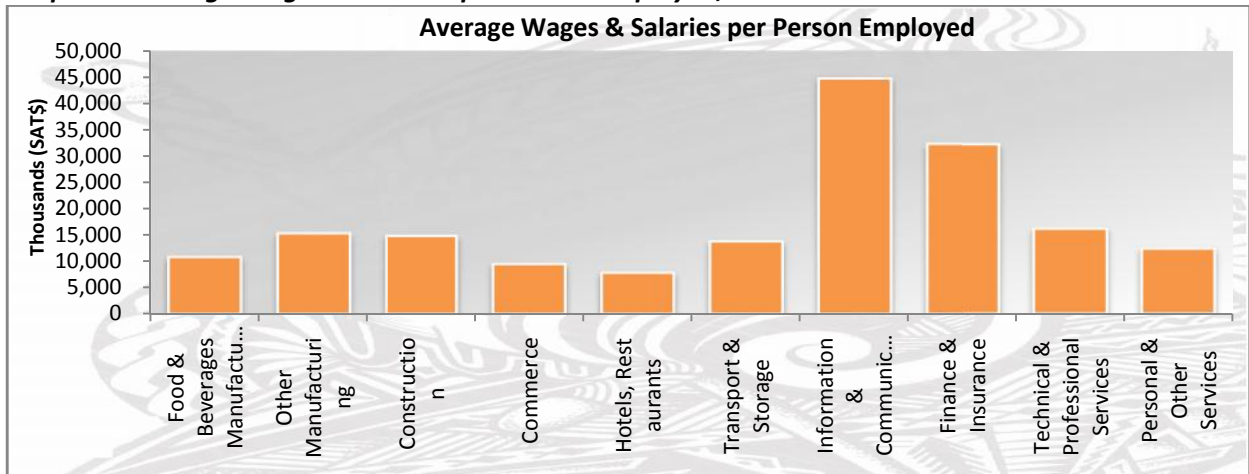
Whilst there were much variation in the share of wages and salaries to value added across different industries, this was not the same when aggregating enterprise according to the employment sizes of the enterprises. Large Enterprises had the lowest share of wages to value added with 20% or the highest profit share, followed by Significant Enterprises with 24.2% and Micro Enterprises with 27.8 percent.

Average Wages & Salaries per Persons Employed

The average wages and salaries paid by industry gives an indicative measure on the wage scales across each industry. In 2013, Information & Communication clearly had the highest average wages per person with \$44,520 tala. This Industry is dominated by the 2 privately operated Communication Providers.

The next highest average wages and salaries paid in 2013 was Finance & Insurance with \$32,189 tala followed by Technical & Other Services \$15,920; Other Manufacturing \$15,218 tala; Construction \$14,796 tala and Personal & Other Services with \$12,377 tala.

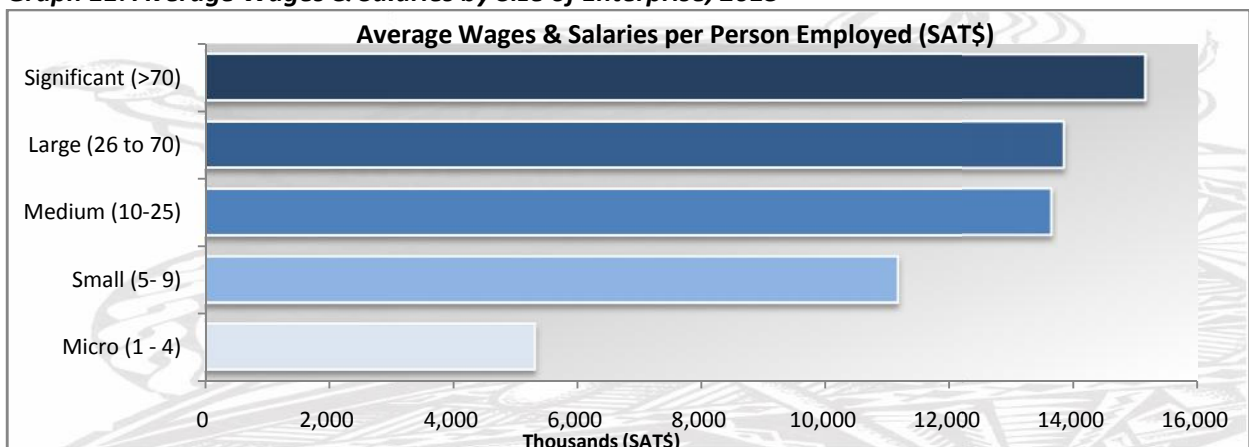
Graph 10: Average Wages & Salaries per Person Employed, 2013



Food & Beverage Manufacturing average wages was \$10,790 tala and Commerce was \$9,507 tala. The lowest average wages paid in 2013 was in Hotels & Restaurants with \$7,836 tala. Overall the average wages and salaries in 2013 was \$12,699 tala. By contrast, the average wages and salaries in 1994 was \$5,400 tala.

Looking at the average wages & salaries for different size enterprises, Significant, Large and Medium Size Enterprises had average wages of \$15,152 tala, \$13,842 tala and \$13,614 tala respectively. Small Enterprises had an average wages and salaries of \$11,168 tala, slightly lower than the overall average wages of \$12,699 tala. Notably was the low average wages for Micro Enterprises of only \$5,308 tala. It should also be noted that most Micro Enterprises are operated by Sole Proprietors and it is likely that their wages are not paid formally but has been paid in the form of drawings.

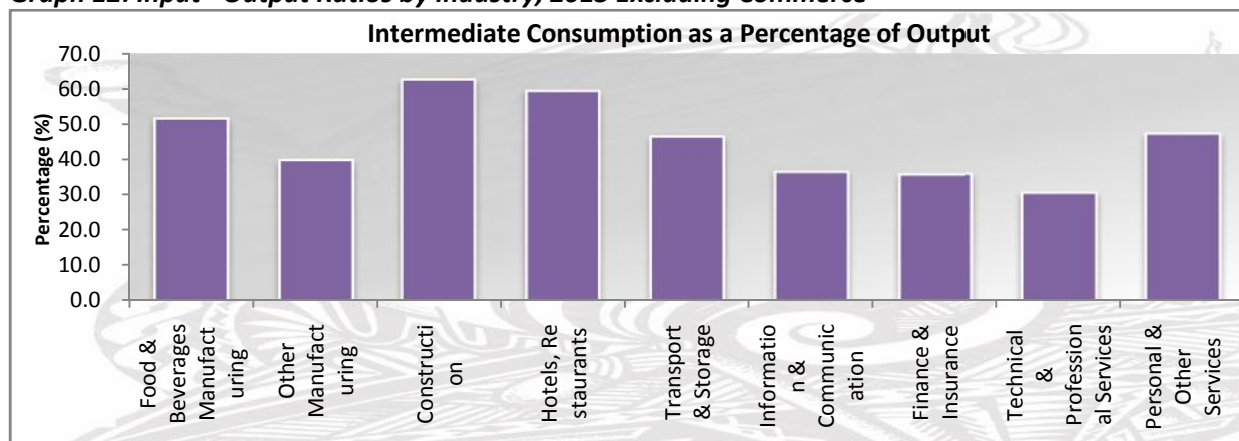
Graph 11: Average Wages & Salaries by Size of Enterprise, 2013



Input Output Ratios

The following graph illustrates the ratio for each industry on the value of purchases of intermediate goods and services to the value of output excluding Commerce. Commerce has been excluded due to the nature of their operation as being purely buying and selling. It is envisaged that input-output ratios for Commerce would be recalculated as part of the national accounts rebasing exercise.

Graph 12: Input - Output Ratios by Industry, 2013 Excluding Commerce



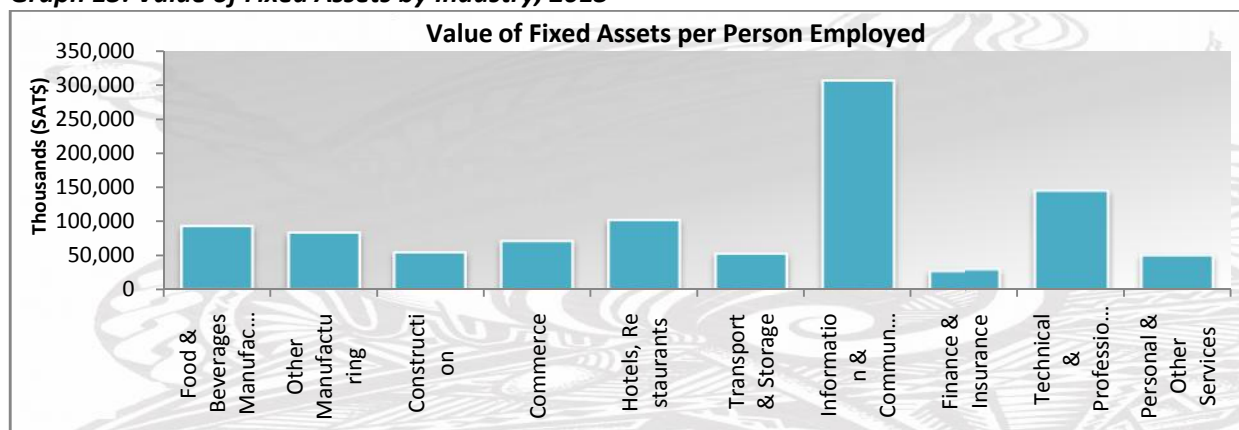
The Construction Industry had the highest input to output ratio with 62.2% followed by Hotels & Restaurants and Food & Beverages with 59.0% and 51.3% in that order. The Service Type Industries as expected consistently had lower input to output ratios with Technical & Professional Services having lowest with 30.1 percent.

Value of Fixed Assets per Person Employed

The value of fixed assets to persons employed is indicative of current and future production capacity of an industry. This also provides a good leading indicator on business confidence.

In 2013, Information & Communication had the highest value of fixed assets per person employed with over \$303 thousand tala. Technical & Professional Services had the second highest value of fixed assets with around \$142 thousand tala, Hotels & Restaurants with \$101 thousand tala. It should be noted that several significant enterprises in the Hotels & Restaurants industries did not respond to the 2013 Business Activity Survey.

Graph 13: Value of Fixed Assets by Industry, 2013



The overall national average value of fixed assets per person employed was \$85,375 tala.

3.6 QUALITATIVE RESULTS

Overview

The 2013 BAS as stated included qualitative type questions aimed at soliciting feedback from the private sector in terms of:

- I. Key Issues relating to:
 - a. Access to key Services,
 - b. Quality in the delivery of essential Business Support Services,
- II. Assessment based on business perception on current fees and charges.

Out of the 1,257 BAS respondents, 1,038 businesses completed the qualitative assessment section of the Business Activity Survey. This high response rate was achieved as a direct result of constant follow-up and commitment of the FSD Team.

Key Issues by Type of Industry

The key issues facing businesses were split between access to essential services AND if the quality in-which some of the essential business supporting services were adequate OR a constraint to business development efforts. Closed end questions were designed and 13 pre-determined issues were given to each respondent to identify if it was a key issue for their respective operations. The overall tally of respondents that identified each issue was presented as the percentage of those that agreed over the total number of respondents in that industry.

For Instance – If 521 people identified (ticked) Issue X out of the 1,038 respondents, then Issue X would show a 50 percent in the table below.

Table 15: Percentage of Respondents That Identify Key Issues Affecting Their Business

Percentage of Respondents that Identified Each Key Issue as a Constraint by Industries	Access to Credit (Security)	Access to Land	Access to Electricity	Access to Water	Access to Training	Slow Process for Government Payments on Services Rendered or Goods Sold	Delay in Clearance of Goods from the Airport and Wharf	Timely Assistance from the MCL	Timely Assistance from Inland Revenue	Slow Issuance of Building Permits	Slow Recovery of Debts for Services Rendered or Goods Sold	Lack of Skilled Workers	Lack of Honest Workers
Food & Beverages Manufacturing	25.0	21.4	32.1	25.0	32.1	15.4	46.1	28.6	21.4	17.9	35.71	39.3	57.1
Other Manufacturing	35.9	30.8	25.6	20.5	33.3	15.2	38.5	25.6	28.2	25.6	18.6	18.7	53.8
Construction	25.9	22.2	18.5	14.8	18.5	51.9	18.5	22.2	29.6	18.5	25.9	40.7	55.6
Commerce	31.1	29.7	37.5	34.2	32.2	34.3	32.5	27.1	33.4	29.2	46.0	36.6	43.8
Hotels, restaurants	37.5	25.6	13.9	18.1	36.1	34.7	29.2	23.6	23.6	20.8	34.7	55.6	76.4
Transport & Storage	33.3	32.1	26.9	26.9	29.5	38.5	34.5	23.1	41.0	24.4	41.0	41.0	44.9
Information and Communication	0.0	25.0	12.5	12.5	50.0	50.0	12.5	0.0	12.5	0.0	50.0	25.0	25.0
Finance and Insurance	14.3	7.1	21.4	21.4	21.4	0.0	0.0	0.0	0.0	0.0	35.7	14.3	28.6
Technical and other Professional Services	20.0	20.0	16.3	16.3	28.8	45.3	16.3	15.0	20.0	10.0	21.5	37.5	43.8
Personal and other services	28.6	23.8	19.0	16.7	31.0	21.4	19.0	16.7	21.4	11.9	21.4	45.2	45.2
Percentage of All Respondents	30.0	27.6	32.2	26.7	32.3	33.3	30.2	24.4	30.4	24.7	41.7	39.3	46.7

The highest percentage of all respondents that identified a particular issue as a constraint was the 47% for “Lack of Honest Workers”. Notably was the 76% of all respondents from Hotels & Restaurants identifying this as a key issue. Of interest, Hotels & Restaurants paid the lowest average wages and salaries in 2013.

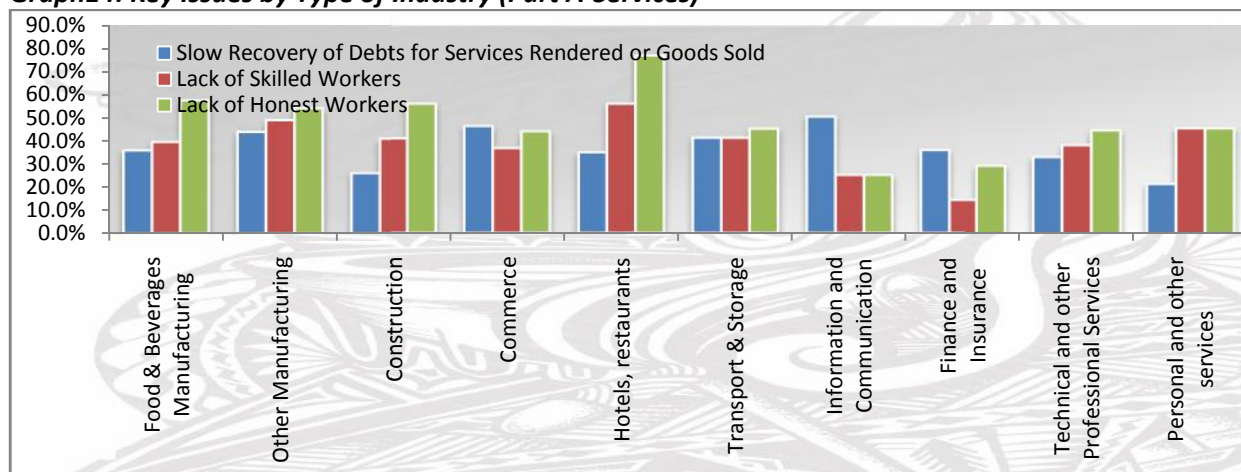
The second highest percentage of all respondents was 42% for “Slow Recovery of debts for Services rendered or Goods Sold”. With this issue, half of Information & Communication respondents identified this as a constraint and 46% of Commerce agreed this was also an issue for their operations.

The third highest percentage was 39% of all respondents identifying “Lack of Skilled Workers”. Over half 55% of Hotels & Restaurants also identified lack of skilled workers as a constraint. Other industries with high

percentage that agreed with lack of Skilled Workers were Other Manufacturing, Personal & Other Services, Food & Beverage Manufacturing and Finance & Technical Services.

The fourth highest issue identified was 36% (more than 1 in 3) for the “Slow Process for Government payments on services rendered or goods sold”. Construction and Information & Communication both had over 50% agreeing that this was a constraint to development. Both industries frequently trade with Government.

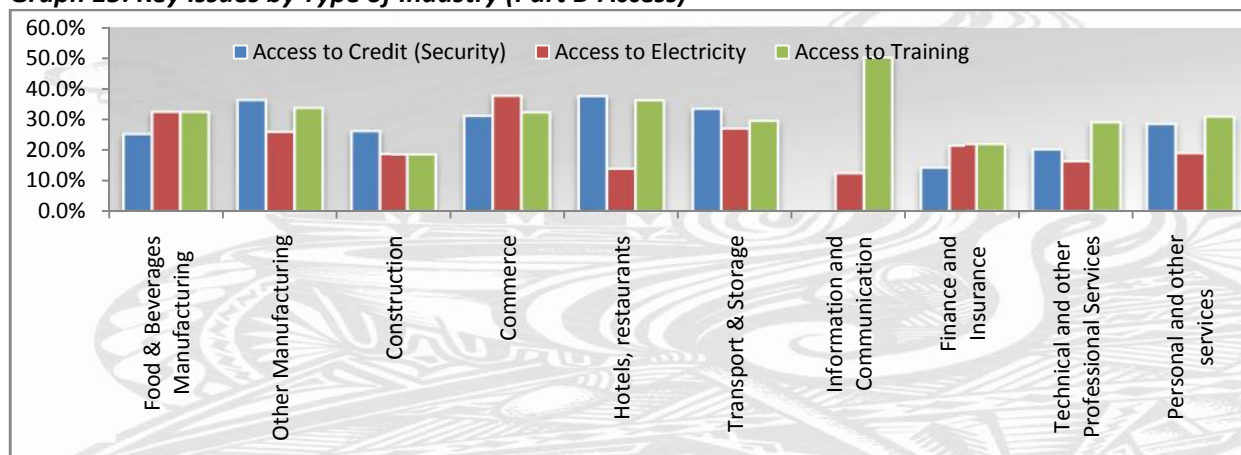
Graph14: Key Issues by Type of Industry (Part A-Services)



Looking at access, overall “Access to training” and “Access to electricity” were the highest with 31% each. Next was “Access to credit” with 30 percent.

Access to electricity was greatly influenced by the high number of respondents’ notably small businesses in the commerce industry. Access to training was dominated by Information & Communication as shown in Table 14 Part B.

Graph 15: Key Issues by Type of Industry (Part B-Access)



Perception on Fees & Charges by Type of Industry

Perception on fees and charges was derived from ratings provided by respondents to the 10 Fees & Charges identified. Respondents were asked to rate these from 1 to 7 with 1 representing Excellence and 7 for the Worst possible outcome. If it was not an issue OR the respondent did not consider this an issue a ¹⁰4 was

¹⁰In this rating, 4 was both the median and mean for the possible rating of 1 to 7.

assigned. To avoid cancellation between a 1 and 7, the median score was the optimum chosen aggregation to depict the overall respondent perception on fees and charges.

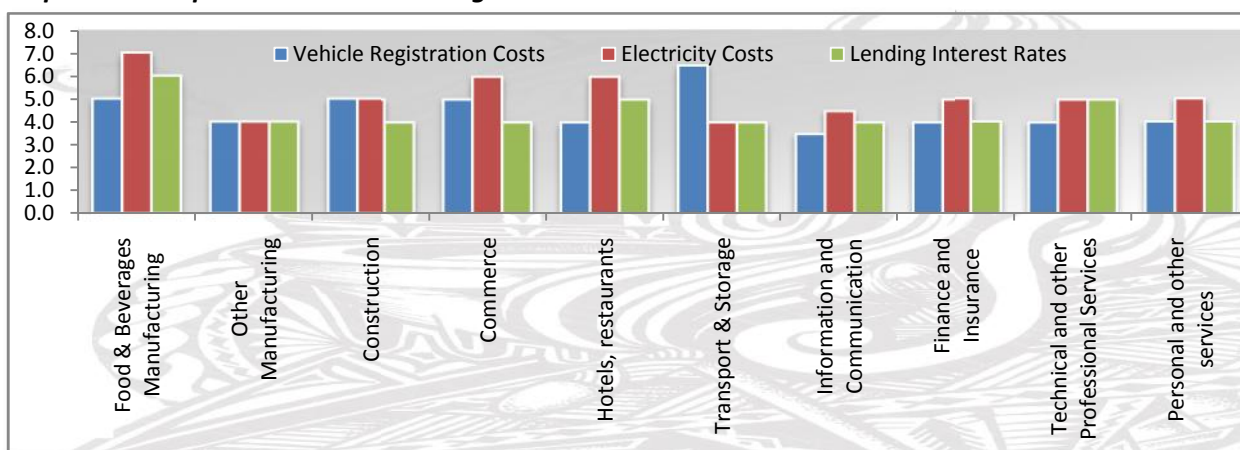
The highest median score for all respondents related to *Vehicle Registration Costs* and *Electricity Costs* both with a median score of 5. The other costs that was perceived as being too high was *Lending Interest Rates* with a median score of 4 and the average score being 4.7.

Table 16: Perception on Fees & Charges by Industry.

Median Score - Business (Respondents) Perception on Fees & Charges	Lending Interest Rates	Transport Costs	Shipping/Freight Charges	Electricity Costs	Water Rates	Vehicle Registration Costs	Business Licenses	Liquor Licenses	Marketing & Promotion	Telecommunications Fees
Food & Beverages Manufacturing	6.0	5.0	4.0	7.0	4.0	5.0	3.0	4.0	4.0	4.0
(Other Manufacturing)	4.0	4.0	4.0	4.0	3.0	4.0	3.0	4.0	4.0	4.0
Construction	4.0	4.0	4.0	5.0	3.0	5.0	3.0	4.0	4.0	5.0
Commerce	4.0	4.0	4.0	6.0	4.0	5.0	4.0	4.0	4.0	4.0
Hotels, restaurants	5.0	4.0	4.0	6.0	4.0	4.0	3.0	4.0	4.0	5.0
Transport & Storage	4.0	4.0	4.0	4.0	4.0	6.5	4.0	4.0	4.0	4.0
Information and Communication	4.0	4.0	6.0	4.5	4.0	3.5	4.0	4.0	3.5	3.5
Finance and Insurance	4.0	4.0	4.0	5.0	3.5	4.0	3.0	4.0	4.0	4.0
Technical and other Professional Services	5.0	4.0	4.0	5.0	4.0	4.0	3.0	4.0	4.0	5.0
Personal and other services	4.0	4.0	4.0	5.0	3.0	4.0	3.0	4.0	4.0	4.0
Average Score for all Respondents	4.7	4.5	4.4	5.0	3.9	4.9	3.9	4.1	4.0	4.4
Median Score for All Respondents	4.0	4.0	4.0	5.0	4.0	5.0	3.0	4.0	4.0	4.0

Industries Rankings (1 – Excellent, 2 – Very Good, 3 – Good, 4 – Average, 5 – Bad, 6 – Very Bad, 7 – Worst)

Graph 16: Perception on Fees and Charges



For the high costs of electricity, this was a significant issue for Food & Beverage Manufacturing, Hotels & Restaurants and Commerce Industries. Vehicle Registration was also an important issue for the Transport & Storage Industry as well as Commerce, Construction and in the Manufacturing of Food & Beverage products. “Lending Interest” rates was crucial for Food & Beverage Manufacturing, Hotels & Restaurant and Technical and Other Professional Services.

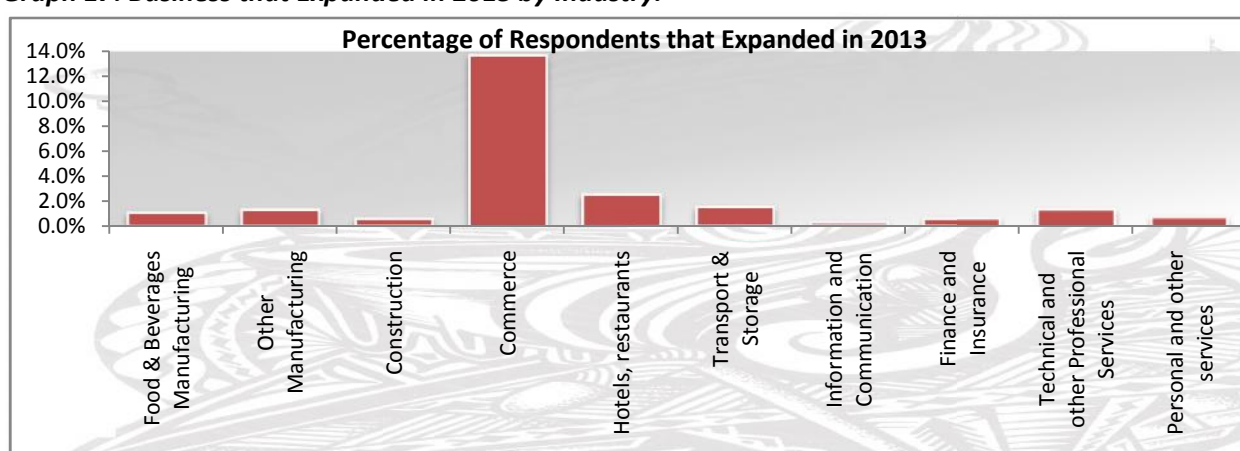
Business Expansions in 2013

One of the key leading indicators is a estimate value placed on the number of businesses that expanded within a given period. In 2013, 23.4% of respondents stated that they expanded their respective businesses in 2013. The industry that reported the most expansion was Commerce with 13.7% of Commerce respondents expanding in 2013.

Table 17: Percentage of Business that Expanded in 2013.

Percentage of Respondents that Expanded in 2013 by Industry Group	% of Respondents that Expanded in 2013
Food & Beverage Manufacturing	1.1%
Other Manufacturing	1.3%
Construction	0.6%
Commerce	13.7%
Hotels, Restaurants	2.5%
Transport & Storage	1.4%
Information & Communication	0.3%
Finance & Insurance	0.6%
Technical & other Professional Services	1.3%
Personal & Other Services	0.7%
Overall Percentage	23.4%

Graph 17: Business that Expanded in 2013 by Industry.



Financial Source for Business Expansions in 2013

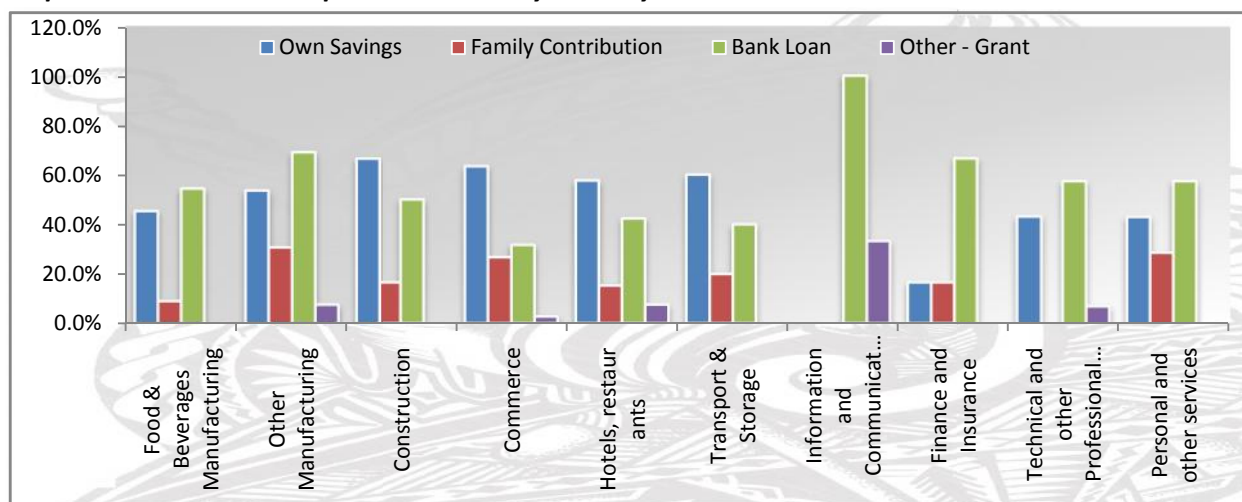
Industries were asked to identify how their business expansions in 2013 were financed. Business expansions could be finance by more than one source.

The most common financial source for business expansions in 2013 was “Own Savings” with 46.4 percent. Around 50% of expansions in Construction, Commerce and Transport & Storage were financed through Own savings. This is a favorable reflection on these industries as it indicates high operating surplus.

Table 18: Percentage of Financial Sources by Industry.

How Business Expansion were Financed in 2013 by Industry Group	Own Savings	Family Contribution	Bank Loan	Other - Grant
Food & Beverage Manufacturing	45.5%	9.1%	54.5%	0.0%
Other Manufacturing	53.8%	30.8%	69.2%	7.7%
Construction	66.7%	16.7%	50.0%	0.0%
Commerce	63.4%	26.8%	31.7%	2.8%
Hotels, Restaurants	57.7%	15.4%	42.3%	7.7%
Transport & Storage	60.0%	20.0%	40.0%	0.0%
Information & Communication	0.0%	0.0%	100.0%	33.3%
Finance & Insurance	16.7%	16.7%	66.7%	0.0%
Technical & other Professional Services	42.9%	0.0%	57.1%	7.1%
Personal & Other Services	42.9%	28.6%	57.1%	0.0%
Overall Percentage	57.6%	22.2%	40.7%	3.7%

Graph 18: Business that Expanded in 2013 by Industry.



“Bank Loan” with 32.8% was the second most common form of financing and this avenue was most prevalent in Information & Communication Industry as well as in the Finance & Insurance Industry. This reaffirms that both industries have better access to credit. As shown in Table 14 Part A, both industries scored Access to Credit as the lowest of their concerns.

“Family Contributions” accounted for 17.9% and was most common in Personal & Other Services, and in Commerce mainly small retailers.

Recipients of Technical Assistance in 2013

Hotels & Restaurants industry received the most technical assistance with 12.5% of the total number of respondents in this industry stating they received technical assistance in 2013. This was followed by Other Manufacturing with 5.13%, Personal & Other Services with 4.76%, Technical & Other Professional Services with 3.75% and Food & Beverage Manufacturing with 3.57 percent.

Other Industries such as Construction, Information & Communication did not receive any Technical assistance in 2013 according to the BAS results. Overall the number of businesses that stated they received technical assistance in 2013 was low.

Table 19: Percentage Recipient of Technical Assistance in 2013.

INDUSTRIES	%'age of YES
Food & Beverage Manufacturing	3.6%
Other Manufacturing	5.1%
Commerce	2.3%
Hotels, Restaurants	12.5%
Transport & Storage	1.3%
Technical & other Professional Services	3.8%
Personal & Other Services	4.8%

Business Activity Survey 2013

Summary Tables

Table 1: KEY ECONOMIC RATIO - PRIVATE ENTERPRISES**Part A: By Industry**

Industry Group	Average No. Of Persons Employed per Enterprise (Number)	Average Wages & Salaries per Person Employed	Average Value of Output per Person Employed	Contribution to GDP per Person Employed	Level of Closing Stock as a Proportion of Output (%)	Intermediate Consumption as a Percentage of Output (%)	Wages & Salaries as a Percentage of Value Added at Market Prices (%)	Value of Fixed Assets per Person Employed
Food & Beverages Manufacturing	32	10,790	126,204	60,637	26	51	18	91,175
Other Manufacturing	13	15,218	177,991	111,872	11	40	14	81,784
Construction	38	14,796	86,699	32,323	2	62	46	54,755
Commerce	6	9,507	245,218	47,418	10	82	20	71,570
Hotels, Restaurants	20	7,836	44,883	18,736	6	59	42	101,890
Transport & Storage	9	13,800	90,171	48,451	0	46	28	53,260
Information and Communication	53	44,520	309,467	195,578	5	36	23	305,245
Finance and Insurance	17	32,189	140,971	90,859	0	36	35	27,806
Technical and Other Professional Services	8	15,920	59,302	41,700	4	30	38	142,392
Personal and Other Services	8	12,377	32,806	17,404	1	47	71	48,047
All Industries	10	12,699	156,712	50,375	10	69	25	85,372

Table 2: KEY ECONOMIC VARIABLES - PRIVATE ENTERPRISES**Part A: By Industry**

Industry Group	Number Of Enterprises	Persons Employed	Employed Males	Employed Females	Wages & Salaries Paid in 2013 (\$'000)	Output (\$'000)	Intermediate Consumption (\$'000)	Value Added at 2013 Market Prices (\$'000)
Food & Beverages Manufacturing	32	1,014	769	245	10,941	127,971	65,610	61,486
Other Manufacturing	44	563	371	192	8,568	100,209	39,708	62,984
Construction	38	1,432	1,301	131	21,187	124,153	77,204	46,286
Commerce	791	4,860	2,696	2,164	46,202	1,191,760	973,385	230,449
Hotels, Restaurants	91	1,776	887	889	13,916	79,712	47,049	33,276
Transport & Storage	92	820	637	183	11,316	73,940	34,141	39,729
Information and Communication	8	424	230	194	18,877	131,214	47,512	82,925
Finance and Insurance	15	262	101	161	8,434	36,934	13,129	23,805
Technical and Other Professional Services	94	713	478	235	11,351	42,282	12,728	29,732
Personal and Other Services	52	395	157	238	4,889	12,958	6,132	6,875
All Industries	1,257	12,259	7,627	4,632	155,680	1,921,134	1,316,599	617,548

Table 3: COMPONENTS OF INCOME - PRIVATE ENTERPRISES

Part A: By Industry

Industry Group	Sale of Goods Purchased for Resale (\$'000)	Sales of Goods Produced (\$'000)	Incomes from Services & Rents (\$'000)	Income from Rental/Lease/Hire Exc Land (\$'000)	Other Income (\$'000)	TOTAL INCOME (\$'000)
Food & Beverages Manufacturing	34,209	90,261	892	1,188	1,869	128,420
Other Manufacturing	12,252	78,248	7,584	2,004	700	100,787
Construction	155	31,662	86,637	5,699	1,523	125,676
Commerce	1,151,184	17,258	17,933	1,719	12,986	1,201,080
Hotels, Restaurants	20,277	5,429	47,269	6,282	1,322	80,579
Transport & Storage	199	14,508	44,144	11,960	3,709	74,520
Information and Communication	6,039	0	124,845	57	5,641	136,582
Finance and Insurance	25	4,800	24,363	385	8,764	38,337
Technical and Other Professional Services	3,177	1,873	25,148	6,284	8,399	44,882
Personal and Other Services	496	1,320	8,640	931	2,597	13,985
All Industries	1,228,014	245,359	387,454	36,509	47,510	1,944,847

Table 4: COMPONENTS OF EXPENSES - PRIVATE ENTERPRISES**Part A: By Industry**

Industry Group	Goods Purchase for Resale (\$'000)	Purchase of Raw Materials (\$'000)	Taxes, Licenses, Other Fees (\$'000)	Utilities & Communication (\$'000)	Running Expenses, Repairs & Marketing (\$'000)	Wages & Salaries inclusive of NPF, ACC (\$'000)	Other Expenses (\$'000)	Total Expenses (\$'000)
Food & Beverages Manufacturing	23,264	23,740	17,072	6,883	6,489	11,650	16,903	106,001
Other Manufacturing	5,373	20,427	3,424	1,745	4,289	9,221	13,894	58,373
Construction	135	56,387	2,069	1,435	8,676	22,181	23,414	114,297
Commerce	903,747	19,909	80,474	14,865	16,077	49,782	54,054	1,138,909
Hotels, Restaurants	14,067	13,360	821	6,127	4,244	14,788	24,452	77,860
Transport & Storage	121	2,236	1,119	1,694	7,232	12,058	31,694	56,154
Information and Communication	4,090	12,771	3,275	2,821	9,344	20,147	43,065	95,513
Finance and Insurance	3,989	25	340	1,495	1,845	9,097	9,837	26,628
Technical and Other Professional Services	1,391	1,057	1,425	2,405	3,299	12,178	12,478	34,233
Personal and Other Services	373	1,431	211	927	1,376	5,247	5,099	14,663
All Industries	956,550	151,343	110,230	40,398	62,873	166,349	234,890	1,722,631

Table 5: COMPONENTS OF STOCKS at the end of 2013 - PRIVATE ENTERPRISES

Part A: By Industry

Industry Group	Total Differences between Closing and Opening Balances (\$'000)	OPENING			CLOSING			Total Closing Stock (31st December 2013) (\$'000)
		Goods Purchased for Resale (\$'000)	Finished Goods (\$'000)	Raw Materials & Work in Progress (\$'000)	Goods Purchased for Resale (\$'000)	Finished Goods (\$'000)	Raw Materials & Work in Progress (\$'000)	
Food & Beverages Manufacturing	-875	26,142	2,987	5,222	26,606	3,486	3,383	33,475
Other Manufacturing	2,483	3,748	1,796	3,485	3,364	2,331	5,816	11,512
Construction	-662	125	2	2,616	-507	2	2,585	2,080
Commerce	12,074	109,181	1,642	1,333	122,477	1,028	724	124,229
Hotels, Restaurants	613	2,802	334	1,385	3,474	389	1,271	5,134
Transport & Storage	-70	179	0	1	109	0	0	109
Information and Communication	-777	6,809	0	0	6,032	0	0	6,032
Finance and Insurance	0	0	0	0	0	0	0	0
Technical and Other Professional Services	177	183	125	1,037	437	98	989	1,523
Personal and Other Services	49	64	0	33	121	0	24	145
All Industries	13,013	149,232	6,886	15,110	162,113	7,335	14,793	184,241

Table 6: NET EXPENDITURE ON FIXED ASSETS & LEVEL OF CAPITAL STOCK - PRIVATE ENTERPRISES
Part A: By Industry

Enterprises	OPENING						CLOSING	
	Land (\$'000)	Building (\$'000)	Plant & Machinery (\$'000)	Furnitures, Office Equipments, Fixtures (\$'000)	Transport Vehicles & Related Equipments (\$'000)	Others (\$'000)	Total Value 1st January 2013 (\$'000)	Total Value 31st December 2013 (\$'000)
Food & Beverages Manufacturing	16,846	19,858	54,275	1,870	1,628	4,809	99,285	92,451
Other Manufacturing	15,073	9,590	7,845	851	5,946	175	39,480	46,044
Construction	26,250	12,041	16,220	885	27,482	579	83,456	78,409
Commerce	165,910	91,739	33,451	21,406	29,754	1,232	342,843	347,828
Hotels, Restaurants	41,172	122,160	8,538	7,754	3,983	3,696	187,303	180,957
Transport & Storage	11,760	4,598	3,603	1,067	14,931	11,059	46,019	43,673
Information and Communication	2,344	8,831	34,380	51,071	1,478	14,536	112,640	129,424
Finance and Insurance	0	29	388	2,965	1,611	459	5,453	7,285
Technical and Other Professional Services	48,578	32,194	2,383	3,173	5,906	5,538	97,772	101,526
Personal and Other Services	5,871	7,830	2,397	1,083	1,761	735	19,677	18,979
All Industries	333,804	308,870	163,479	92,126	94,481	42,818	1,033,929	1,046,575

Table 1: KEY ECONOMIC RATIO - PRIVATE ENTERPRISES**Part B: By Enterprise**

Enterprise Group Based on Employment Size	Average No. Of Persons Employed per Enterprise	Average Wages & Salaries per Person Employed	Average Value of Output per Person Employed	Contribution to GDP per Person Employed	Level of Closing Stock as a proportion of Output (%)	Intermediate Consumption as a Percentage of Output (%)	Wages & Salaries as a Percentage of Value Added at Market Prices (%)	Value of Fixed Assets per Person Employed
<i>Micro (1 - 4)</i>	2	5,308	65,637	19,088	11	71	28	49,469
<i>Small (5- 9)</i>	7	11,168	105,891	37,174	7	66	30	66,735
<i>Medium (10-25)</i>	16	13,614	141,461	36,508	13	78	37	98,277
<i>Large (26 to 70)</i>	43	13,842	221,173	69,131	8	69	20	76,119
<i>Significant (>70)</i>	161	15,152	176,187	62,589	10	64	24	106,222
All Enterprises	10	12,699	156,712	50,375	10	69	25	85,372

Table 2: KEY ECONOMIC VARIABLES - PRIVATE ENTERPRISES

Part B: By Enterprise

Enterprise Group Based on Employment Size	Number Of Enterprises	Persons Employed	Employed Males	Employed Females	Wages & Salaries Paid in 2013 (\$'000)	Output (\$'000)	Intermediate Consumption (\$'000)	Value Added at 2013 Market Prices (\$'000)
<i>Micro (1 - 4)</i>	837	1,835	906	929	9,740	120,444	85,615	35,027
<i>Small (5- 9)</i>	188	1,243	713	530	13,882	131,622	86,786	46,207
<i>Medium (10-25)</i>	140	2,178	1,340	838	29,652	308,101	239,213	79,515
<i>Large (26 to 70)</i>	66	2,826	1,762	1,064	39,118	625,035	432,016	195,366
<i>Significant (>70)</i>	26	4,177	2,906	1,271	63,289	735,931	472,968	261,434
All Enterprises	1,257	12,259	7,627	4,632	155,680	1,921,134	1,316,599	617,548

Table 3: COMPONENTS OF INCOME - PRIVATE ENTERPRISES

Part B: By Enterprise

Enterprise Group Based on Employment Size	<i>Sale of Goods Purchased for Resale (\$'000)</i>	<i>Sales of Goods Produced (\$'000)</i>	<i>Incomes from Services & Rents (\$'000)</i>	<i>Income from Rental/Lease/Hire Exc Land (\$'000)</i>	<i>Other Income (\$'000)</i>	TOTAL INCOME (\$'000)
<i>Micro (1 - 4)</i>	89,424	4,207	17,895	3,665	6,630	121,821
<i>Small (5- 9)</i>	64,378	22,168	36,333	4,087	5,600	132,566
<i>Medium (10-25)</i>	225,175	25,763	44,224	8,370	10,553	314,084
<i>Large (26 to 70)</i>	401,053	110,271	98,370	14,013	8,245	631,953
<i>Significant (>70)</i>	447,985	82,950	190,632	6,374	16,482	744,423
All Enterprises	1,228,014	245,359	387,454	36,509	47,510	1,944,847

Table 4: COMPONENTS OF EXPENSES - PRIVATE ENTERPRISES**Part B: By Enterprise**

Enterprise Group Based on Employment Size	Goods Purchase for Resale (\$'000)	Purchase of Raw Materials (\$'000)	Taxes, Licenses, Other Fees (\$'000)	Utilities & Communication (\$'000)	Running Expenses, Repairs & Marketing (\$'000)	Wages & Salaries inclusive of NPF, ACC (\$'000)	Other Expenses (\$'000)	Total Expenses (\$'000)
<i>Micro (1 - 4)</i>	66,695	5,754	3,298	4,631	5,108	10,257	15,181	110,925
<i>Small (5- 9)</i>	48,810	13,200	2,845	3,421	5,004	15,209	26,331	114,820
<i>Medium (10-25)</i>	184,054	19,383	8,887	6,976	10,720	31,697	42,695	304,410
<i>Large (26 to 70)</i>	306,275	75,392	51,268	9,620	13,336	41,984	56,526	554,401
<i>Significant (>70)</i>	350,715	37,614	43,932	15,750	28,705	67,202	94,157	638,075
All Enterprises	956,550	151,343	110,230	40,398	62,873	166,349	234,890	1,722,631

Table 5: COMPONENTS OF STOCKS at the end of 2013 - PRIVATE ENTERPRISES

Part B: By Enterprise

Enterprise Group Based on Employment Size	Total Differences between Closing and Opening Balances (\$'000)	OPENING			CLOSING			Total Closing Stock (31st December 2013) (\$'000)
		Goods Purchased for Resale (\$'000)	Finished Goods (\$'000)	Raw Materials & Work in Progress (\$'000)	Goods Purchased for Resale (\$'000)	Finished Goods (\$'000)	Raw Materials & Work in Progress (\$'000)	
<i>Micro (1 - 4)</i>	198	11,692	732	78	11,954	573	172	12,699
<i>Small (5- 9)</i>	1,371	5,903	543	1,371	7,279	616	1,291	9,187
<i>Medium (10-25)</i>	10,627	25,468	1,533	3,487	35,641	1,165	4,309	41,114
<i>Large (26 to 70)</i>	2,347	40,577	2,432	5,592	41,886	3,241	5,821	50,948
<i>Significant (>70)</i>	-1,530	65,592	1,646	4,583	65,352	1,740	3,200	70,292
All Enterprises	13,013	149,232	6,886	15,110	162,113	7,335	14,793	184,241

Table 6: NET EXPENDITURE ON FIXED ASSETS & LEVEL OF CAPITAL STOCK - PRIVATE ENTERPRISES
Part B: By Enterprise

Enterprise Group Based on Employment Size	OPENING						CLOSING	
	Land (\$'000)	Building (\$'000)	Plant & Machinery (\$'000)	Furnitures, Office Equipments, Fixtures (\$'000)	Transport Vehicles & Related Equipments (\$'000)	Others (\$'000)	Total Value 1st January 2013 (\$'000)	Total Value 31st December 2013 (\$'000)
<i>Micro (1 - 4)</i>	41,216	27,274	2,984	17,147	7,294	541	96,456	90,775
<i>Small (5- 9)</i>	35,152	29,945	4,353	4,306	10,445	1,913	86,114	82,951
<i>Medium (10-25)</i>	88,144	61,174	17,419	5,175	34,786	7,777	214,475	214,048
<i>Large (26 to 70)</i>	61,907	82,457	39,792	7,461	28,653	2,691	222,961	215,113
<i>Significant (>70)</i>	107,385	108,020	98,932	58,037	13,303	29,896	415,573	443,688
All Enterprises	333,804	308,870	163,479	92,126	94,481	42,818	1,035,578	1,046,575

Table 7: NUMBER OF ENTERPRISES CLASSIFIED BY EMPLOYMENT SIZE

Industry Group Based on Employment Size	<i>Micro (1 - 4)</i>	<i>Small (5- 9)</i>	<i>Medium (10-25)</i>	<i>Large (26 to 70)</i>	<i>Significant (>70)</i>	<i>Total</i>
Food & Beverages Manufacturing	12	5	4	8	3	32
Other Manufacturing	11	14	13	5	1	44
Construction	6	6	8	13	5	38
Commerce	633	79	55	17	7	791
Hotels, Restaurants	30	26	19	14	2	91
Transport & Storage	61	17	8	3	3	92
Information and Communication	3	0	1	2	2	8
Finance and Insurance	4	5	3	2	1	15
Technical and Other Professional Services	50	25	16	1	2	94
Personal and Other Services	27	11	13	1	0	52
All Industries	837	188	140	66	26	1,257

Table 8: PERSONS EMPLOYED CLASSIFIED BY EMPLOYMENT SIZE

Industry Group Based on Employment Size	<i>Micro (1 - 4)</i>	<i>Small (5- 9)</i>	<i>Medium (10-25)</i>	<i>Large (26 to 70)</i>	<i>Significant (>70)</i>	<i>Total</i>
Food & Beverages Manufacturing	29	31	62	327	565	1014
Other Manufacturing	30	92	199	169	73	563
Construction	11	40	157	556	668	1432
Commerce	1381	509	875	717	1378	4860
Hotels, Restaurants	84	179	259	723	531	1776
Transport & Storage	112	112	111	122	363	820
Information and Communication	6	0	24	70	324	424
Finance and Insurance	10	36	51	70	95	262
Technical and Other Professional Services	103	165	238	27	180	713
Personal and Other Services	69	79	202	45	0	395
All Industries	1,835	1,243	2,178	2,826	4,177	12,259

Table 9: PERSONS EMPLOYED CLASSIFIED BY CATEGORY OF EMPLOYMENT

Industry Group Based on Employment Size	<i>Working Proprietors</i>	<i>Regular/Full Time</i>	<i>Part Time</i>	<i>Unpaid</i>	<i>Expatriate</i>	<i>Total</i>
Food & Beverages Manufacturing	38	928	40	3	5	1014
Other Manufacturing	58	470	26	8	1	563
Construction	47	1286	87	2	10	1432
Commerce	1159	3142	153	383	23	4860
Hotels, Restaurants	126	1526	64	42	18	1776
Transport & Storage	82	666	55	16	1	820
Information and Communication	6	362	50	0	6	424
Finance and Insurance	4	246	8	0	4	262
Technical and Other Professional Services	95	555	34	22	7	713
Personal and Other Services	57	284	36	13	5	395
All Industries	1,672	9,465	553	489	80	12,259

Table 10: WAGES & SALARIES CLASSIFIED BY CATEGORY OF EMPLOYMENT

Industry Group Based on Employment Size	<i>Working Proprietors</i>	<i>Regular/Full Time</i>	<i>Part Time</i>	<i>Expatriate</i>	<i>Total Wages & Salaries</i>
Food & Beverages Manufacturing	1,021,255	9,308,013	98,400	513,574	10,941,242
Other Manufacturing	1,106,044	7,065,351	202,328	194,015	8,567,738
Construction	1,650,387	18,251,840	417,014	868,202	21,187,443
Commerce	9,265,200	35,315,874	584,781	1,035,970	46,201,825
Hotels, Restaurants	1,798,983	11,380,123	171,420	565,731	13,916,257
Transport & Storage	1,055,438	10,011,279	248,966	0	11,315,683
Information and Communication	170,000	17,019,527	526,687	1,160,377	18,876,591
Finance and Insurance	623,947	7,217,947	53,020	538,690	8,433,604
Technical and Other Professional Services	3,635,875	7,149,045	234,918	331,085	11,350,923
Personal and Other Services	1,231,357	3,397,857	151,235	108,336	4,888,785
All Industries	21,558,486	126,116,856	2,688,769	5,315,980	155,680,091

Table 11: TOTAL OUTPUT CLASSIFIED BY EMPLOYMENT SIZE

Industry Group Based on Employment Size	<i>Micro (1 - 4)</i>	<i>Small (5- 9)</i>	<i>Medium (10-25)</i>	<i>Large (26 to 70)</i>	<i>Significant (>70)</i>	<i>Total</i>
Food & Beverages Manufacturing	1,629,532	2,668,346	7,655,243	31,638,487	84,379,526	127,971,134
Other Manufacturing	1,276,658	4,807,905	12,184,209	65,810,501	16,129,600	100,208,873
Construction	2,366,449	719,812	12,831,582	65,474,774	42,760,449	124,153,066
Commerce	89,757,129	63,261,609	227,417,097	391,462,336	419,861,410	1,191,759,581
Hotels, Restaurants	2,342,020	9,057,969	10,624,219	38,812,732	18,874,732	79,711,672
Transport & Storage	4,228,659	28,586,893	11,412,255	9,948,649	19,763,943	73,940,399
Information and Communication	642,347	0	1,869,000	12,098,408	116,604,363	131,214,118
Finance and Insurance	709,615	6,925,029	5,443,754	8,317,940	15,538,000	36,934,338
Technical and Other Professional Services	15,641,657	12,225,546	11,788,516	607,411	2,019,280	42,282,410
Personal and Other Services	1,849,816	3,369,065	6,875,435	864,000	0	12,958,316
All Industries	120,443,882	131,622,174	308,101,310	625,035,238	735,931,303	1,921,133,907

Table 12: CONTRIBUTION TO VALUE ADDED CLASSIFIED BY EMPLOYMENT SIZE

Industry Group Based on Employment Size	<i>Micro (1 - 4)</i>	<i>Small (5- 9)</i>	<i>Medium (10-25)</i>	<i>Large (26 to 70)</i>	<i>Significant (>70)</i>	<i>Total</i>
Food & Beverages Manufacturing	682,733	592,071	-185,854	10,538,307	49,858,770	61,486,027
Other Manufacturing	470,205	1,813,884	7,546,805	48,391,261	4,761,652	62,983,807
Construction	268,871	431,362	4,278,017	20,699,409	20,608,770	46,286,429
Commerce	17,941,591	10,929,579	40,284,418	83,155,412	78,138,262	230,449,262
Hotels, Restaurants	719,413	2,956,305	5,082,276	15,144,497	9,373,437	33,275,928
Transport & Storage	1,569,849	15,559,447	6,134,536	5,969,366	10,496,273	39,729,471
Information and Communication	275,712	0	1,060,000	3,934,061	77,655,350	82,925,123
Finance and Insurance	483,682	4,079,096	4,292,192	6,091,064	8,859,000	23,805,034
Technical and Other Professional Services	11,384,693	8,205,965	7,747,295	711,865	1,682,090	29,731,908
Personal and Other Services	1,230,103	1,639,286	3,274,982	730,277	0	6,874,648
All Industries	35,026,852	46,206,995	79,514,667	195,365,519	261,433,604	617,547,637

Table 13: KEY ISSUES BY INDUSTRY

Percentage of Respondents that Identified Each Key Issue as a Constraint by Industries	Access to Credit (Security)	Access to Land	Access to Electricity	Access to Water	Access to Training	Slow Process for Government Payments on Services Rendered or Goods Sold	Delay in Clearance of Goods from the Airport and Wharf	Timely Assistance from the MCIL	Timely Assurances from Inland Revenue	Slow Issuance of Building Permits	Slow Recovery of Debts for Services Rendered or Goods Sold	Lack of Skilled Workers	Lack of Honest Workers
Food & Beverages Manufacturing	25.0	21.4	32.1	25.0	32.1	46.4	46.4	28.6	21.4	17.9	35.71	39.3	57.1
Other Manufacturing	35.9	30.8	25.6	20.5	33.3	46.2	38.5	25.6	28.2	25.6	43.6	48.7	53.8
Construction	25.9	22.2	18.5	14.8	18.5	51.9	18.5	22.2	29.6	18.5	25.9	40.7	55.6
Commerce	31.1	29.7	37.5	34.2	32.2	34.3	32.6	27.1	33.4	29.2	46.0	36.6	43.8
Hotels, restaurants	37.5	23.6	13.9	18.1	36.1	34.7	29.2	23.6	23.6	20.8	34.7	55.6	76.4
Transport & Storage	33.3	32.1	26.9	26.9	29.5	38.5	34.6	23.1	41.0	24.4	41.0	41.0	44.9
Information and Communication	0.0	25.0	12.5	12.5	50.0	50.0	12.5	0.0	12.5	0.0	50.0	25.0	25.0
Finance and Insurance	14.3	7.1	21.4	21.4	21.4	0.0	0.0	0.0	0.0	0.0	35.7	14.3	28.6
Technical and other Professional Services	20.0	20.0	16.3	16.3	28.8	46.3	16.3	15.0	20.0	10.0	32.5	37.5	43.8
Personal and other services	28.6	23.8	19.0	16.7	31.0	21.4	19.0	16.7	21.4	11.9	21.4	45.2	45.2
Percentage of All Respondents	<i>30.0</i>	<i>27.6</i>	<i>31.1</i>	<i>28.7</i>	<i>31.5</i>	<i>35.8</i>	<i>30.2</i>	<i>24.4</i>	<i>30.4</i>	<i>24.7</i>	<i>41.7</i>	<i>38.8</i>	<i>46.7</i>

Table 14: PERCEPTION ON FEES & CHARGES BY INDUSTRY

Median Score - Business (Respondents) Perception on Fees & Charges	Lending Interest Rates	Transport Costs	Shipping/Freight Charges	Electricity Costs	Water Rates	Vehicle Registration Costs	Business Licenses	Liquor Licenses	Marketing & Promotion	Telecommunication Fees
Food & Beverages Manufacturing	6.0	5.0	4.0	7.0	4.0	5.0	3.0	4.0	4.0	4.0
Other Manufacturing	4.0	4.0	4.0	4.0	3.0	4.0	3.0	4.0	4.0	4.0
Construction	4.0	4.0	4.0	5.0	3.0	5.0	3.0	4.0	4.0	5.0
Commerce	4.0	4.0	4.0	6.0	4.0	5.0	4.0	4.0	4.0	4.0
Hotels, restaurants	5.0	4.0	4.0	6.0	4.0	4.0	3.0	4.0	4.0	5.0
Transport & Storage	4.0	4.0	4.0	4.0	4.0	6.5	4.0	4.0	4.0	4.0
Information and Communication	4.0	4.0	6.0	4.5	4.0	3.5	4.0	4.0	3.5	3.5
Finance and Insurance	4.0	4.0	4.0	5.0	3.5	4.0	3.0	4.0	4.0	4.0
Technical and other Professional Services	5.0	4.0	4.0	5.0	4.0	4.0	3.0	4.0	4.0	5.0
Personal and other services	4.0	4.0	4.0	5.0	3.0	4.0	3.0	4.0	4.0	4.0
Average Score for all Respondents	4.7	4.5	4.4	5.0	3.9	4.9	3.9	4.1	4.0	4.4
Median Score for All Respondents	4.0	4.0	4.0	5.0	4.0	5.0	3.0	4.0	4.0	4.0
<i>Industries Rankings (1 = Excellent; 2 = Very Good; 3 = Good; 4 = Average; 5 = Bad; 6 = Very Bad; 7 = Worst)</i>										

Table 15: PERCENTAGE OF BUSINESSES THAT EXPANDED IN 2013 BY INDUSTRY

<p>Percentage of Respondents that Expanded in 2013 by Industry Group</p>	<p><i>Percentage of Respondents that Expanded in 2013</i></p>
<p>Food & Beverages Manufacturing</p>	<p>1.1%</p>
<p>Other Manufacturing</p>	<p>1.3%</p>
<p>Construction</p>	<p>0.6%</p>
<p>Commerce</p>	<p>13.7%</p>
<p>Hotels, restaurants</p>	<p>2.5%</p>
<p>Transport & Storage</p>	<p>1.4%</p>
<p>Information and Communication</p>	<p>0.3%</p>
<p>Finance and Insurance</p>	<p>0.6%</p>
<p>Technical and other Professional Services</p>	<p>1.3%</p>
<p>Personal and other services</p>	<p>0.7%</p>
<p><i>Overall Percentage</i></p>	<p><i>23.4%</i></p>

Table 16: HOW BUSINESSES THAT EXPANDED WERE FINANCED BY INDUSTRY

How Business Expansion were Financed in 2013 by Industry Group	<i>Own Savings</i>	<i>Family Contribution</i>	<i>Bank Loan</i>	<i>Other - Grant</i>
Food & Beverages Manufacturing	45.5%	9.1%	54.5%	0.0%
Other Manufacturing	53.8%	30.8%	69.2%	7.7%
Construction	66.7%	16.7%	50.0%	0.0%
Commerce	63.4%	26.8%	31.7%	2.8%
Hotels, restaurants	57.7%	15.4%	42.3%	7.7%
Transport & Storage	60.0%	20.0%	40.0%	0.0%
Information and Communication	0.0%	0.0%	100.0%	33.3%
Finance and Insurance	16.7%	16.7%	66.7%	0.0%
Technical and other Professional Services	42.9%	0.0%	57.1%	7.1%
Personal and other services	42.9%	28.6%	57.1%	0.0%
Overall Percentage	57.6%	22.2%	40.7%	3.7%

Table 17: SUMMARY QUALITATIVE RESPONSES BY INDUSTRY

Tally for Qualitative Responses by Industry	Tally			Membership					Awareness					
	Total Number of Respondents	Number of Respondents that Expanded in 2013	Number of Respondents that Received T.A in 2013	Samoa Chamber of Commerce	Samoa Association of Manufacturers and Exporters	Samoa Hotel Association	Samoa Business Enterprise Centre	Savaii Business Association	PICTA	PACER	WTO	EDS	PSSF	EIF
Food & Beverages Manufacturing	28	11	1	13	8	0	6	2	10	11	14	7	12	3
Other Manufacturing	39	13	2	13	10	2	8	3	15	14	20	8	17	5
Construction	27	6	0	4	0	1	0	0	6	4	8	1	5	1
Commerce	650	142	15	38	10	4	70	30	48	43	101	24	44	7
Hotels, Restaurants	72	26	9	13	1	31	7	1	13	13	18	9	28	2
Transport & Storage	78	15	1	13	4	7	2	2	10	10	21	6	11	3
Information and Communication	8	3	0	4	0	0	0	0	3	3	5	3	4	3
Finance and Insurance	14	6	0	4	1	0	0	0	5	5	7	2	6	1
Technical and Other Professional Services	80	14	3	23	3	1	4	0	27	30	44	17	31	11
Personal and Other Services	42	7	2	4	0	0	5	1	6	8	12	3	9	2
For all Respondents	1,038	243	33	129	37	46	102	39	143	141	250	80	167	38

Table 18: PRODUCTION VALUE REPORTED FOR 2013

PRODUCT (SAT \$)	Value	Percentage
Beer	24,109,610	33%
Soft drinks	11,874,642	16%
Snacks including Taro, Banana	10,516,161	14%
Cigarettes	6,264,477	8%
Ice Cream	4,455,166	6%
Sausage	4,282,393	6%
Corned meat	3,191,369	4%
Salted beef	2,922,813	4%
Paints	1,792,724	2%
Concrete Blocks	1,443,825	2%
Others	1,315,113	2%
Coconut cream	1,229,305	2%
Roofing iron	498,607	1%
Total Value	73,896,205	100%
<i>Others includes Local Tobacco, Ham and Bacon</i>		

APPENDIX 1: FORM USED IN 2013 BAS



SAMOA BUREAU OF STATISTICS
BUSINESS ACTIVITY SURVEY
For the year ended 31 December 2013



Confidential



GENERAL INSTRUCTIONS

Purpose of Survey

The purpose of this survey is to collect information about Private Sector Businesses, Public Bodies and Non Government Organisations in Samoa. The collected information will provide: (1) Baseline data for the Trade, Commerce and Manufacturing Sector, (2) Essential data for the review and update of National Accounts Benchmarks. These indicators will greatly assist government in further improving the policy environment for Businesses as well as targeted assistance for the private sector in Samoa.

Compulsory Requirement

All Businesses which receive this questionnaire are required by the Statistics Act 2015 to completely fill in the correct information.

Confidentiality of Information Supplied

Pursuant to Section 21 of the Statistics Act 2015, all information supplied in this questionnaire will remain strictly **CONFIDENTIAL**. This information will not be released in any form that will identify your Business.

Estimates

Please report values to the nearest Tala (SAT). If any of the items do not apply to your Business, enter "NA" (i.e. not applicable). If any of the requested figures are not available, please provide careful estimates. Write "estimates" next to each entry.

Accounting Dates

All information provided should as far as possible refer to the calendar year 2013 i.e. **FOR THE YEAR BEGINNING JANUARY 1 ENDING 31 DECEMBER 2013**. If the accounting year of your Business does not correspond to this period, please provide information for the year ending **PRIOR** to 31st December 2013. For example, if your accounting year is from October to September, please provide information for 1st October 2012 to the 30th September 2013.

Information, Help and Advice

If you would like any further information, clarification or advice in completing this questionnaire, please contact Ms Lilianetelani Leleimalefaga on telephone number 62017 or Mr Tanielu Isara on telephone number 6 2018 or email address fsd@sbs.gov.ws

Please complete the questionnaire and return it before the 29th May 2015 to the Samoa Bureau of Statistics – P.O Box 1151, Government Building Apia, or contact the office to uplift the questionnaire from your office.

Muagututia S R Muagututia
GOVERNMENT STATISTICIAN

PART 1:GENERAL INFORMATION

1.1 Legal Organisation

Please tick () the appropriate box:

- 1. Sole Proprietor
- 2. Partnership
- 3. Incorporated Company
- 4. Statutory Authority
- 5. Branch of Overseas Company
- 6. NGO
- 7. Other (please specify) _____

1.2 Type of Ownership

Please tick () the appropriate box:

- 1. Private
- 2. Government
- 3. Part Private and part Government

1.3 Origin of Ownership (at the end of the period covered in this questionnaire)

- 1. Local Shares _____%
- 2. Foreign Shares _____%

1.4 Type of Activity

Please describe briefly the principal activity of this establishment: (For example, Retail Store, Building Construction, Law Firm, Business Mgmt Consultancy)

1.5 Physical location of this establishment

- 1. Village _____
- 2. Faipule District _____

Office use (Village)

Office use (District)

1.6 Period Covered in this Questionnaire

From/...../..... To/...../.....

If the period covered is not a 12 month period, please explain why?

.....

.....

.....

PART 2: EMPLOYMENT

		Numbers Employed at 31 December 2013 (including those absent on paid leave)		Total Salaries and wages paid during 2013 (Gross – i.e. before income tax and deductions)	
		Male	Female	Cash (\$)	In-Kind(monetary value of goods)
2.1	Working Proprietors				
2.2	Regular / Full - Time Workers				
2.3	Part - Time / Casual / Daily - Paid Workers				
2.4	Unpaid Family Workers				
2.5	Expatriate Workers				
2.9	Total				

2.10 **Office Use only:** Pay NPF Contribution/s.

Yes No

NOTES

- a) **Working Proprietors:** Include all individual proprietors and partners actively engaged in the work of the establishment. **Expatriate** working proprietors should be included under Working Proprietors and **not** under Expatriate Workers.
- b) **Regular/Full-time Workers:** Include all persons (other than expatriates) working for the establishment and receiving payments in cash or in kind.
- c) **Part-time/Casual/Daily-paid Workers: Include** all persons who are not full-time/regular workers but are working for the establishment and receiving payments in cash or in kind.
- d) **Unpaid Family Workers:** Include all persons working without regular pay and for at least one third of the normal working week.
- e) **Expatriates:** Include all foreign workers who have not acquired Samoa citizenship **except** if they are working proprietors
- f) **Salaries and wages:** These should cover all payments, whether in cash or in kind paid to employees in return for the provision of their labour. Please **include** the following items: bonuses, gratuities, commissions, sick pay, holiday pay, and director's fees. **Include** the drawings of working proprietors. **Exclud** employer contributions to National Provident Fund (NPF) and Accident Compensation Board (ACB).

PART 3: INCOME

(Please state the amounts clearly whether they are in millions or thousands)

- 3.1 **Sales of goods purchased for resale** without further processing
Please specify Main type: _____
- 3.2 **Sales of goods produced** (e.g. concrete blocks, beer, coconut cream)
Please specify main type: _____
- 3.3 **Income from services** (e.g. contract and commission revenue, meals, Maintenance and repair of motor vehicles, TVs, fridges, clocks, etc.)**Please Specify main type:** _____
- 3.4 **Income from rental/lease/hire** of buildings, machinery & equipment - exclude rental/lease of land see 3.7 below) **Please specify main type:** _____
- 3.5 **Interest earned** on bank deposits, investment etc.
- 3.6 **Government subsidies and grants** received
- 3.7 **Other operating income** (e.g. dividends received, management Fees, Rent and lease of land) **Please specify main type:** _____
- 3.8 **Non operating income** (e.g. foreign exchange gains, gains on sale of Assets, revaluation of financial and capital assets and insurance recoveries etc) **Please specify main type:** _____
- 3.9 **TOTAL INCOME**

\$

PART 6: FIXED ASSETS (NON FINANCIAL ASSETS)

Include all assets whether new or second hand, with a productive life of more than one year; include capital work carried out by own employees for own use or for rental or lease.

		Opening book value as at 1 st January 2013	Additions to Fixed Assets during year (\$)	Own Account Capital Formation	Disposals of Fixed Assets during year	Depreciation	Closing book value (i.e. total value of fixed assets minus depreciation) as at 31 st December 2013
1		2	3	4	5	6	7
6.1	Land						
6.2	Building						
6.3	Plants and Machinery						
6.4	Furniture, fixtures, and office equipment						
6.5	Transport vehicles and related equipments						
6.6	Others: Please Specify						
6.9	Total Fixed Assets						

PART 7: FINANCIAL ASSETS (STOCKS)

(Please state the amounts clearly whether they are in millions or thousands)

		Opening Financial Balance as at 1 st January 2013 \$	Closing Financial Balance as at 31 st December 2013 \$
1	2	3	4
7.1	Operating Accounts		
7.2	Investing Accounts		
7.3	Financing		
7.9	Total Financial Assets/Stocks		

SUPPLEMENTARY QUESTIONS

PART 8: BUSINESS ENVIRONMENT

8.1 Please tick (✓) Only the Relevant Issues having a Negative Impact on your Business:

- | | |
|---|--------------------------|
| 1. Access to Credit (Security) | <input type="checkbox"/> |
| 2. Access to Land | <input type="checkbox"/> |
| 3. Access to Electricity | <input type="checkbox"/> |
| 4. Access to Water | <input type="checkbox"/> |
| 5. Access to Training | <input type="checkbox"/> |
| 6. Slow Process for Government Payments on Services Rendered/Goods Sold | <input type="checkbox"/> |
| 7. Delay in Clearance of Goods from the Airport and Wharf | <input type="checkbox"/> |
| 8. Timely Assistance from the Ministry of Commerce Industry and Labour | <input type="checkbox"/> |
| 9. Timely Assistancess from Inland Revenue | <input type="checkbox"/> |
| 10. Slow Issuance of Building Permits | <input type="checkbox"/> |
| 11. Slow Recovery of Debts for Services Rendered/Goods Sold | <input type="checkbox"/> |
| 12. Lack of Skilled Workers | <input type="checkbox"/> |
| 13. Lack of Honest Workers | <input type="checkbox"/> |
| Other – | |
| Please specify..... | <input type="checkbox"/> |

8.2 Please RANK the following Fees & Charges that are significant to your Business Operations. (Assign a number from the below table, with 7 being Very High to 1 being Very Low to each Fee. Write "NA" if not applicable)

- | | |
|-------------------------------|--------------------------|
| Rank | |
| 1. Lending Interest Rates | <input type="checkbox"/> |
| 2. Transport Cost | <input type="checkbox"/> |
| 3. Shipping/Freight Charges | <input type="checkbox"/> |
| 4. Electricity Costs | <input type="checkbox"/> |
| 5. Water Rates | <input type="checkbox"/> |
| 6. Vehicle Registration Costs | <input type="checkbox"/> |
| 7. Business License | <input type="checkbox"/> |
| 8. Liquor License | <input type="checkbox"/> |
| 9. Marketing and Promotion | <input type="checkbox"/> |
| 10. Telecommunication Fees | <input type="checkbox"/> |
| Other – | |
| Please specify..... | <input type="checkbox"/> |

Please select one from the options below to rank your views on the above question.

1 = Excellent	4 = Not Applicable	7 = Worse
2 = Very Good	5 = Bad	
3 = Good	6 = Very Bad	

PART 9: BUSINESS ASSISTANCE

9.1 Did your Business expand in 2013? (Expansion includes additional machinery, labour or new establishment)

1. Yes Go to Q9.1 (a)
2. No Go to Q9.1 (b)

9.1 (a) Please indicate how it was financed (Sourced)

1. Own Savings
2. Family Contribution
3. Bank (Loan)
4. Other – Grant

9.1 (b) Did your Business receive any Technical Assistance since 2013?

1. Yes
2. No

If Yes please explain the type and Nature of the Technical Assistance?

.....

.....

9.2 Is your business a member of any of the following Associations? - Please tick (✓) the appropriate box provided.

		YES	NO
1	Samoa chamber of Commerce		
2	Samoa Association of Manufacturers and Exporters		
3	Samoa Hotels Association		
4	Small Business Enterprise Centre		
5	Savaii Business Association		
Others (Please Specify):			

9.3 Are you aware of the following Agreements and Assistance Programs? - Please tick (✓) the appropriate box provided.

		YES	NO
1	PICTA (<i>Pacific Islands Countries Trade Agreement</i>)		
2	PACER plus (<i>Pacific Agreement on Closer Economic Relations</i>)		
3	WTO- World Trade Organization		
4	Export Development Scheme		
5	PSSF- Private Sector Support Facility		
6	EIF (Enhanced Integrated Facility)		

**PART 10: MANUFACTURERS ONLY –
“Production of Selected Industrial Products”**

Please Quantify the Production of the following products if applicable. If not applicable, write “NA”.

	Product	Unit of Quantity	Quantity Sold in 2013					Value of Sales during 2013	%’age of Imported Materials
			Domestic		Export		Export Market		
			Quantity	Value (SAT\$)	Quantity	Value (SAT\$)		Total Value (SAT \$)	Percentage (%)
1	2	3	4	5	6	7	8	9	
1	Beer	hectalitres							
2	Cigarettes	kg							
3	Tobacco	kg							
4	Soft Drinks	hectalitres							
5	Ice Cream	liters							
6	Sausages	kg							
7	Coconut Oil	metric tons							
8	Fruit Juices	liters							
9	Coconut Cream	liters							
10	Salted Beef	kg							
11	Snacks including Taro, Banana	kg							
12	Honey	kg							
13	Concrete Finishing	blocks							
14	Paints	liters							
15	Toilet Tissue	rolls							
16	Ready Mix Concrete	kg							
17	Roofing Iron	feet							
18	Water Tank	liters							
	Others - Please Specify								

PART 11: GARMENT & TEXTILE INDUSTRY ONLY

This section includes Businesses involved in the Printing of Fabrics (Elei), Importations and Sale of Textiles & Garments, Manufacturing of Garments for Resale as well as the Provision of Tailoring services.

11.1 Is your Business Involved in any of the following activities?

- Printing of Fabric (Elei)
- Textile Retailing
- Tailoring Services
- Second-Hand Retailing

11.2 Please Quantify the Production of the following products if applicable. If not applicable, write "NA".

	Product	Unit of Quantity	Quantity Sold in 2013				Export Market	Value of Sales during 2013 Total Value (SAT \$)	% 'age of Imported Materials Percentage (%)
			Domestic		Export				
			Quantity	Value (SAT\$)	Quantity	Value (SAT\$)			
1	2	3	4	5	6	7	8	9	
1	Printing of Fabric (Elei)	Yards							
2	Textile Retailing	kg							
3	Tailoring Services	Number of Pieces							
4	Second-Hand Retailing	kg							

Name of the person

Supplying the information:.....**Position:**.....

Telephone Number:..... **Fax Number:**.....

Email address: **P.O Box**

Signature:.....

Optional Question: Approximately how many hours did you spend collecting the data and completing this questionnaire?

Hours:

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE.

If you would like to make any further comments to help us interpret the information you have given, please do so below:

.....

.....

.....

APPENDIX 2: BAS FIELD WORK GUIDE

2013 BAS Field Work Guide (FWG)

Opening Remarks

Explain the purpose of the BAS:

The 2013 BAS is an ongoing Survey of Businesses that was conducted in 1994, 1999 and again in 2009. Previous BAS focussed primarily in obtaining benchmarks for National Accounts developments – Gross Domestic Product estimates which measures how the Samoa economy is performing.

The 2013 BAS aims to collate in addition to National Accounts benchmarks key information on the current Business Environment in Samoa. The Business Environment includes Key Issues that impact on the Private Sector and the costs of doing Business in Samoa as measured in terms of Fees & Charges levied on the Private Sector. This additional information on the Business Environment is crucial for both the Government and Development Partners is formulating, implementing and monitoring efforts targeted to assist the Private Sector which has been cemented as the engine for economic growth in Samoa.

Importance in getting accurate Responses:

The relevancy of policies and strategies aimed at developing the private sector is linked to the accuracy of the information obtained from the Business Activity Survey. Thus it is crucial that Businesses provide correct and accurate responses to the BAS Questionnaire.

Conversely, inaccuracy in the information obtained from the BAS would likely result in strategies and projects that would not benefit the Businesses thus resulting in the loss of valuable resources that have been earmarked for private sector development.

Responsibility of the respondent and Assistance Offered by the Enumerator:

The BAS is conducted under the 2015 Statistics Act and it is mandatory for all Businesses that receive this Questionnaire to complete all the relevant section pertaining to their Businesses. The Samoa Bureau of Statistics Staff is conducting the BAS and all information provided will be treated with strict confidentiality. All SBS staff has been sworn under Oath to keep all the data and information provided confidential and no information would be released that would identify any Businesses that respond to this Questionnaire.

The SBS staff will provide assistance in explaining each Part of the Survey as requested and are also willing to work closely with the Respondent or a nominated Accountant or Accounting Firm in completing the Business Activity Survey Questionnaire.

1. Questionnaire

- a. Explanation for Each Part of the BAS

General Instructions

Purpose:

This is an ongoing Survey that was conducted in 1994, 1999 and in 2009. The purpose is to collect Key Information on Businesses that would be assist in the;

- Monitor and Evaluate the performance of the Private Sector in relation to Government and Donor Funded Initiative – (TCM Sector Plan as an example)
- Update National Accounts Estimates for Samoa – GDP by Industry
- Develop an Industrial Production Indicator (Index) to monitor the performance of the Manufacturing Sector and
- Collate crucial feedback on the current Business Environment in Samoa

Confidentiality:

All Officers conducting the 2013 BAS have been sworn Oath under the Statistics Act (Section 17) not to devolve any information collected.

All Questionnaires received would be aggregated and any published information would not identify any individual Business.

Accounting Dates:

Make that the accounting period is clearly marked on the returned questionnaire if it does not match 1st January 2013 to 31st December 2013.

PART 1: General Information

1.1 Legal Organisation: How the Business was setup.

1.2 Type of Ownership: What type of Ownership in terms of Government Involvement.

1.3 Origin of Ownership: As of 31st December 2013 (or the end of the reporting period used in the Questionnaire where do the people who own the Business come from, Samoa or outside Samoa.

1.4 Type of Activity: What is the main activity for the Business?

Consistency Check: Ensure consistency with what is provided in Parts 3 (Income) and Part 4 (Expenses).

1.5 Physical location of this establishment: Need to also check if any other locations. We take the address for the main location if they are all doing the same activity. If the Business is involved in more than 1 substantial activity and records are available then the Business needs to report (separate Questionnaire) on each activity.

1.6 Period Covered in this Questionnaire: We will also accept another period that is close to 1st January 2013 to 31st December where records are readily available.

PART 2: Employment

2.1 Working Proprietors: Owners, shareholders who work in the Business

2.2 Regular / Full – Time Workers: Normal Workers. We take the number of those that were employed as of the closing reporting period – 31st December 2013 or what is specified in P1.6.

2.3 Part – Time / Casual / Daily – Paid Worker:

2.4 Unpaid Family Worker: Family member that work in some form or another without monetary payment. BUT they could be paid in-kind such as gifts, food – these are to be valued and inserted in the column provided under the Heading “In-Kind.”

2.5 Expatriate Workers: Non Samoa residence working in the Businesses, includes Consultants, Advisors and short term foreign workers, except if they are working proprietors.

Note:

Salaries and Wages: Includes all forms of payments in return for the provision of labour to the Business. Should include; Sick Pay, Commissions both In-Kind and in Cash. However, exclude one off Drawings of Working Proprietors. BUT If Working Proprietors have routine Drawings these are to be considered as part of his/her Salary.

Exclude employer contributions to National Provident Fund (NPF) and Accident Compensation Board (ACB).

The Total Salaries and Wages in Part 2, is incorporated directly into the Wages & Salaries (S&W) in Part 4 – Expenditures. The monetary component is used to impute NPF and ACC Contributions IF they declare that they do pay NPF and ACC contributions.

PART 3: INCOME

3.1 Sales of goods purchased for resale: Implies “Retailing, Wholesales” which should also correspond to Expenses under Part 4 Expenses - P4.1

3.2 Sales of goods produced: Implies “Manufacturers” which should also correspond to Expenses under Part 4 Expenses - P4.2

3.3 Income from services: Implies “Service Type of Industry”

3.4 Income from rental/lease/hire: Include rental, lease of buildings, machinery & equipment. This Implies: “Car Rentals and similar type of Businesses”.

3.5 Interest Earned: Bank deposits, Investment and Lending for Financial Institutions only.

3.6 Government Subsidies and Grants Received: Any Grant received by the Business from Government. Also includes Grants received from Donors.

3.7 Other Operating Income: Any Income that is received by the Business as part of their operations such as fees, lease of land owned by the Business.

3.8 Non - Operating Income: Residual Income, this includes foreign exchange gains, gains on sale of assets, insurance recoveries. *If one Item is significant, please note this down.*

Most of the time, Total Income is known as shown in Bank Balances but split not defined. Use P3.8 as the balancing income item. For businesses that are not registered with VAGST, Total Income may have to be imputed based on the nearest estimate given by the respondent.

PART 4: EXPENSES

4.1 Purchases of goods bought for resale without further processing: Should have a corresponding revenue listing in P3.1. If it is a specialised Shop/Retailer we will need to state this – Example – Second-hand Clothing Shop.

4.2 Purchases of Raw Materials and Supplies: Should have a corresponding revenue listing in P3.2. Also good to check the ISIC to make sure the correct activity is listed.

If P3.2 and P4.2 are completed then we will need to ensure that they also answer Part 10 of the Questionnaire.

4.3 Electricity Bills: For small shops check that the Electricity Bill is for the Shop only not including the Household (H/H). If H/H included take a percentage of the total. Use the major appliances such as freezers as a guide to the use of electricity.

4.4 Water Bills: Similar to Electricity, check if H/H included. However this should be minute unless it is a business that uses a-lot of water such as Car Wash, Mechanical Workshops, Bottled Water etc.

4.5 Communication (phone, fax, internet, postage): Identify the main type of Communication that accounts for the largest share of this amount.

4.6 Motor vehicle running expenses: This should be mainly for Fuel used by the Business vehicles only.

(i) Estimate based on the latest recollected amount given by the respondent for Non VAGST Businesses that have no actual figures.

(ii) If the vehicle is shared between the Business and H/H, then take the percentage of this amount based on the percentage of usage between the Business and H/H.

4.7 Repairs and Maintenance: This is for repair and maintenance of Business Assets only such as motor vehicles. Again if vehicle is shared between H/H then use the same ratio used in estimating fuel to determine the final amount for P4.7.

4.8 Promotion & Marketing: This is a new expenditure breakdown that used to be included in Other Operating Expenses. The expenditures included here also include sponsorships for local rugby teams, building of signs for the business etc.

4.9 Interest paid on loans: Strictly for loans used by the Business only.

4.10 Taxes paid on products: All forms of Government Taxes such as Import Duty, Excise, ***BUT Exclude VAGST.***

4.11 Licenses, rates and other fees paid to Government: Any fees and charges such as Business Licenses, Liquor License etc.

4.12 Depreciation on buildings and other fixed tangible assets: No depreciation on land, Use a straight line method.

Example, if the Asset life is 10 years, then depreciation rate will be 0.1 or 10%

4.13 Salaries and Wage (S&W): Import directly from P2.9 - Total S&W; Note it includes cash and in-kind value for S&W.

4.14 NPF Contributions by employer: Include also any employer contributions to other pension and superannuation funds.

4.15 Levies paid by employer to ACC: If NPF and ACC contributions are not known and that these are being paid then could estimate this from the cash component of S&W obtained from Part 2.

4.16 Other-Operating Expense: Includes insurance premiums, freight and cartage, bad debts, donations and grants, research and development, rental/leasing/hiring expenses except lease for land. Need to specify the main item in P4.16.

4.17 Non - Operating Expenses: Includes Grants, Foreign Exchange losses on Sale or Revaluation of Financial and Capital Assets.

Note: If total Expenses is known, P4.17 could be used as a residual item.

PART 5: STOCK

5.1 Stock of Goods Purchased for Resale: This implies retailing thus P3.1 and P4.1 should not be blank.

5.2 Stock of Finished Goods: Implies manufacturing and P3.2 and P4.2 should not be blank.

5.3 Stock of Raw Materials and Work in Progress: Value Work in progress based on the value of the materials used.

Note: Make sure all the columns add up. Check this for all other totals in other Parts of the Questionnaire.

PART 6: FIXED ASSETS (NON FINANCIAL ASSETS)

Fixed Assets are any asset that is registered to the Business and last more than 12 months.

6.1 Land: Also need to value land irrespective if Customary Land.

6.2 Building: Depreciation rate is based on the materials used in constructing the building. Also use the life of the building as a guide. Example a building that last 20 years implies a depreciation rate of 5%.

6.3 Plants & Machinery: Mainly for Manufacturing Sector.

6.4 Furniture, Fixtures and Office Equipment: For small shops you might have to estimate this.

6.5 Transport Vehicles and related Equipment: For vehicles used by the Business as well as the H/H need to estimate using the same ratio used in Parts 3 and Part 4.

6.6 Others: Need to specify the main asset here.

PART 7: FINANCIAL ASSETS

7.1 Operating Account: For small business need to ask for the balances in the Current or Saving Account of the Business.

7.2 Investing Account: For small business need to ask for any Term - Deposits of the Business if any.

7.3 Financing: Any borrowing for the Business from Banks. If the Business has borrowing from Commercial Banks then there must be Interest paid in P4.9

Supplementary Questions

PART 8: Business Environment

This part of the questionnaire is new to the BAS and it aims to derive key indicators for the monitoring and evaluation of the TCM Sector Plan. Completion of this part of the Survey is critical. For small Business you might have to do this as an interview based type.

8.1 Issues that have a negative impact on the Business. Only tick the ones identified by the Business.

8.2 Dealt with the Costs of Services facing Businesses; Fees & Charges – Cost of doing Business. This is Ranked out of 7.

Excellent	= 1
Very Good	= 2
Good	= 3
Average	= 4
Bad	= 5
Very Bad	= 6
Worst	= 7

Example; When asked about “Shipping and Freight Charges” and the Business responses is yes it is an issue. We need to engage exactly how significant it is so they say very high that implies we rate it at 6. But if they say yes it is high we rank it at 5.

PART 9: Business Assistance

9. Did your Business expand in 2013? Includes additional machinery, additional workforce, New Establishment. Note that it does not include renovation.

Note that the expansion period should coincide with the period declared in P1.6.

Additional machinery etc. should also be recorded Part 6.

9.1 (a) Please indicate how it was financed (Sourced): Bank Loan should be reflected in P7.3 “Financing” with loan interest also recorded in P4.9

9.2 (b) Did your Business receive any Technical Assistance since 2013? Technical Assistance includes trainings, certification etc. Need to specify the TA.

9.2 Are you aware of the following Agreements and Assistance Programs: You might have to explain 1 to 6 to the Businesses?

9.3 Membership: This includes being a member of SAME, Chamber of Commerce, Farmers Association etc.

PART 10: Manufacturers Only

Part 10 has to be completed by all manufacturers who also completed P3.2 and P4.2 respectively. It is important that actual amounts are inserted here.

Also import to differentiate between domestic and export sales.

In addition, it is critical to get an estimate of imported materials although they might buy these locally. *For example;, The building of water tanks, the iron sheet may be bought from Bluebird Hardware but the material itself (iron sheet) is imported so that still implies it is imported but not by the business itself but by Bluebird Hardware.*

PART 11: Garment & Textile

This part is for Garment and Textile industry only. Garment is defined as any apparel worn. Textile is defined as the materials used in making the garment.

It is important that Part 11 is completed fully by the Garment and Textile industry.

Other Information

1. Need to ensure that the Name and contact Number is provided for ease of follow-up
2. Good to have the optional question also filled in
3. Check the Questionnaire for any areas that are not completed. It is best to ask all your questions once you are given the opportunity to do so.
4. Check for arithmetic errors

IMPORTANT TO NOTE:

- Units – State whether it's in \$million or \$Thousands
- Exchange Rates (i.e.) Convert to \$SAT if estimates are in foreign currencies (using exchange rate for that period in the Monetary Table)
- Businesses filling forms using parent company financial information; shall it be a RESIDENT company, then estimate values for a 12 months period for that company. Shall it be a Non-resident company, then omit from the survey.
- Double Check ISIC Coding
- Verification -

1. B.A.S EDITING MATRIX

1.1 LEGAL ORGANISATION	SOLE PROPRIETOR (a)	INCORPORATED COMPANY, PARTNERSHIP, Statutory Authority, Branch of Overseas Company, NGOs (b)	BOTH (a) & (b)
✓ <i>License (P4.5)</i>	\$220	\$500	Plus \$250 Alcohol License
1.2: Type of Ownership	If Private	If Private	If Private, then <ul style="list-style-type: none"> ○ 100% Private Shares
1.3: Origin of Ownership	Local shares <ul style="list-style-type: none"> • 100% 		
1.4: Type of Activity			
✓ <i>Retail Store/Wholesale</i>	Retailing (4711) Annual Income ≤ \$78,000	Wholesale (4630) Annual Income ≥ \$78,000	Check P3 Income based on the Type of Activity
1.6: Period Covered			Note down if reporting period is more than 1yr. FSD to estimate values for the 12 months period.
P2: Employment	Donations in P4.17 is treated as Salaries and Wages and is included in P2.9 Drawings in P4.17 is treated as Salaries and Wages and is included in P2.9		<ul style="list-style-type: none"> ○ Total salaries & wages (Gross Income) should include: Directors Fees, NPF & ACC (employees only) ○ Check: P4.13 + P4.14 + P4.15 = P2.9 (Net Income) ○ Check: No of Employees against Total Salaries & Wages ○ If need to estimate NPF and ACC contributions only use the cash component of P2.9
P3: Income			<ul style="list-style-type: none"> ○ Check Income against the Type of Activity (1.4) ○ P3.2 = P10 (Sales Value) except for bakery (except from P10, and Garment (Elei P11))
P4: Expenses	P4.11 License (\$220)	P4.11 License (\$500)per activity	Plus \$250 Alcohol License????
			<ul style="list-style-type: none"> ○ P4.12 Depreciation = P6 Total Depreciation ○ Depreciation Rates: See P6
			<ul style="list-style-type: none"> ○ P4.14 NPF = 5% of P2.9 Cash Component of Salaries and Wages ○ P4.15 ACC = 1% of P2.9 Cash Component of Salaries and Wages
	P4.17 Donations is treated as Salaries and Wages and is included in P2.9. Deduct from P4.17 and add on to P4.13 Drawings in P4.17 is treated as Salaries and Wages and is included in P2.9		
P5: Stocks	Value Work in Progress as		

P6: Fixed Assets			
✓ Assets Useful Value	1yr	8yrs	
♣ 6.1 Land	NIL DEPRECIATION	NIL DEPRECIATION	NIL Depreciation (except for land improvement)
❖ Land Improvement		10%	
♣ 6.2 Building			
❖ Opening Book Value	\$5,000	\$10,000	
❖ Depreciation Rate	5% * 1year = \$250	2.5% * 8years = \$2,000	
♣ 6.3 Plant & Equipment	15%	20%	
❖ Opening Book Value	\$1,750	\$3,500	
❖ Depreciation Rate	\$1750*15% = \$262.50	\$3,500 * 20% = \$700	
♣ 6.4 Furniture, Fixtures & Off. Equip	15%	20%	
♣ 6.5 Transport & related	15%	20%	
♣ 6.6 Others		Total Depreciations should equal P4.12	
P7: Financial Assets		Financing interest should correspond to at least P4.9 unless there are other debt/loans	
7.1 Operating Account (Savings and Check Account)			Savings and Cheque Account balances
7.2 Investing Account (Fixed Deposits)			Fixed & term Deposit Account balances
7.1 Financing (Borrowing)			Borrowing
P8: Business Environment			
8.1 Relevant Issues having a Negative Impact on the Business			
8.2 Ranking (1-7) significance of Fees & Charges			
P9: Business Assistance			Business Expansion in terms of Fixed Assets (F.A) should be reflected in P6 addition to F.A.
9.1 (a) Business Expansion; How was it Financed			
9.1 (b) Technical Assistance Received			
9.2 Awareness on Trade Agreements and Government Assistance			
9.3 Membership			
P10: Promotion of Selected Industrial Products			Value of Sales should be same the same as P3.2

P11: Garment & Textile			Value of Sales should be same the same as P3.2
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Example1: Estimating a Retailer/Shop <SAT \$78,000 Not Registered with VAGST

Estimating a Shop < SAT \$ 78,000 Turnover/Sales; Not Registered with VAGST.				
Step1. Confirm Part 1 especially 1.4.				
Step2. Wages & Salaries (W&S) Ask if Working Proprietor/s has any formal S&W also if NPF and ACC contributions are paid.				
	<i>Example</i>	<i>Annual Estimate</i>	<i>Calculation</i>	<i>Questionnaire Section</i>
Working Proprietor	No Income, but regular payment from shop for personal use - 500 monthly	\$6,000.00	500*12	P2.9 & P4.13
	No Income, but one off trip to NZ in 2013 spent 2500	\$2,500	\$2,500	P4.18
Step3. Estimate Sales: - weekly average amount and weekend amounts.				
	<i>Example</i>	<i>Annual Estimate</i>	<i>Calculation</i>	
Weekly Amount	\$200	\$52,000	200*5*52	
Weekend Amount	\$250	\$26,000	250*2*52	
Annual Sales Estimate		\$78,000		P3.1
Step4. Ask for Monthly Electricity and Water Bills and Other Licenses				
	<i>Example</i>	<i>Annual Estimate</i>	<i>Calculation</i>	
Monthly Electricity	\$210	\$2,520	210*12	P4.3
Monthly Water	\$80	\$960	80*12	P4.4
Business License		\$220		P4.11
Liquor License		\$500		P4.11
Step5. Estimating Expenses				
Goods Purchased for Resale	Ask for weekly expenditures if possible Do same as Income estimation. BUT need to ensure that P4.1 is not greater than P3.1 unless there was an increase in stock etc			
Step6. Estimating Stock				
	Need to know if they restock at any particular period Might have to estimate this based on visible stock if no expansion since 2013			
Step7. Fixed Assets				
	Value Freezer if any	> 5 yrs approx \$500 > 3 yrs but less than 5 yrs approx \$750 more than 1 yr but less than 3yrs approx \$1,000 Less than 1 yr take New Price		
	Vehicles - Might have to split between Business and H/H			
	Depreciation Rates	Rate		
	Land	0.00	Depreciation Amount in P6 goes to P4.12	
	Buildings	0.05		
	Vehicles	0.20	Addition to Fixed Assets P6 implies Yes to P9.1	
	Plant & Machinery	0.10		
	Computers	0.25	Addition to Fixed Assets P6 comparable to P4.18	
	Office Equipment	0.25		
	Freezer	0.20	Disposal of Fixed Assets P6 comparable to P3.8	
Step8. Financial Assets				
	7.1 Ask for Business Account balances 7.2 Ask if any Business Fixed deposits. If yes then interest received is comparable to P3.5 7.3 Ask if any Financing; interest paid comparable to P4.9; also should answer YES to P9.1 unless Borrowing for purchase of stock			
Step 8 Supplementary Questions				
	Only answer the parts related to the shop, for instance if they do not import directly then no reason to answer P8.1 Q7 "Delay in Clearance of Goods from Airport and Wharf"			
Make Sure Contact details of the person answering the Questionnaire is given				

Example2: Estimating a Manufacturer <SAT \$78,000 Not Registered with VAGST

Estimating a Manufacturer < SAT \$ 78,000 Turnover/Sales; Not Registered with VAGST.				
Step1. Confirm Part 1 especially 1.4.				
Step2. Wages & Salaries (W&S) Ask if Working Proprietor/s has any formal S&W also if NPF and ACC contributions are paid.				
	<i>Example</i>	<i>Annual Estimate</i>	<i>Calculation</i>	<i>Questionnaire Section</i>
Working Proprietor	No Income, but regular payment from shop for personal use - 500 monthly	\$6,000.00	500*12	P2.9 & P4.13
1 Regular Full Time	No Income, but one off trip to NZ in 2013 spent 2500 Normal Wages - \$250/week	\$2,500 \$13,000	\$2,500 250*52	P4.18 P2.9 & P4.13
1 Unpaid Family Workers	No wages but free lunch @ \$10/day for 5 days a week	\$2,600	10*5*52	P2.9 & P4.14
Step3. Estimate Sales: - weekly average amount and weekend amounts				
	<i>Example</i>	<i>Annual Estimate</i>	<i>Calculation</i>	
Monthly Amount	\$5,000	\$60,000	5000*12	
OR Average amount for each Order	\$1,000	\$60,000	1000*60	
Annual Sales Estimate		\$60,000		P3.2
Step4. Ask for Monthly Electricity and Water Bills and Other Licenses				
	<i>Example</i>	<i>Annual Estimate</i>	<i>Calculation</i>	
Monthly Electricity	\$1,200	\$14,400	1200*12	P4.3
Monthly Water	\$800	\$9,600	800*12	P4.4
Business License		\$220		P4.11
Step5. Estimating Expenses				
Raw Materials	Ask for weekly expenditures if possible Do same as Income estimation. BUT need to ensure that P4.2 is not greater than P3.2 unless there was an increase in stock of finished Goods or Work in Progress			
Step6. Estimating Stock				
	For Manufacturing, there could be stock of Finished Goods (P5.2) and Work in Progress (P5.3) Very rare for manufacturers to have P5.1 unless spare parts or accessories such as Aluminium Fabrication might have stock of door handles, screws etc			
Step7. Fixed Assets				
	Depreciation Rates	Rate		
	Land	0.00	Depreciation Amount in P6 goes to P4.12	
	Buildings	0.05		
	Vehicles	0.20	Addition to Fixed Assets P6 implies Yes to P9.1	
	Plant & Machinery	0.10		
	Computers	0.25	Addition to Fixed Assets P6 comparable to P4.18	
	Office Equipment	0.25		
	Freezer	0.20	Disposal of Fixed Assets P6 comparable to P3.8	
You would expect Manufacturers to have Plant Machinery and other equipment needed for manufacturing although it depends on the nature or type of product being produced.				
Step8. Financial Assets				
	7.1 Ask for Business Account balances 7.2 Ask if any Business Fixed deposits, If yes then interest received is comparable to P3.5 7.3 Ask if any Financing: interest paid comparable to P4.9; also should answer YES to P9.1 unless Borrowing for purchase of stock			
Step 8 Supplementary Questions				
	Only answer the parts related to the shop, for instance if they do not import directly then no reason to answer P8.1 Q7 "Delay in Clearance of Goods from Airport and Wharf"			
Step 9 For Manufacturers Only				
	All Manufacturers must complete Part 10 of the Questionnaire Total Value of Manufactured Goods = Domestic value + Export value should be equal to Sales in P3.2			
Make Sure Contact details of the person answering the Questionnaire is given				

1. Key Terminology

Accounts Receivable: The amount of money owed by your customers after goods or services have been delivered and/or used.

Accounts Payable: The amount of money you owe creditors (suppliers, etc.) in return for good and/or services they have delivered.

Acquisition: To acquire or purchase.

Balance Sheet: A financial report that summarizes a company's assets (what it owns), liabilities (what it owes) and owner's equity at a given time.

Capital: A financial asset and its value, such as cash or goods. **Working capital** is calculated by taking your current assets subtracted from current liabilities.

Cash Flow: The revenue or expense expected to be generated through business activities (sales, manufacturing, etc.) over a period of time. Having a positive cash flow is essential in order for businesses to survive in the long run.

Credit: An accounting entry that may either decrease assets or increase liabilities and equity on the company's balance sheet, depending on the transaction. When using the double-entry accounting method there will be two recorded entries for every transaction: a credit and a debit.

Current Asset: Any asset that is used by the Business within 12 months, could include stationary or money used to operate the Business.

Debit: An accounting entry where there is either an increase in assets or a decrease in liabilities on a company's balance sheet.

Establishment: A Physical location/place that a Business operates from.

Enterprise: Could comprise of more than one Establishment/different locations..

Expenditure: Any money spent by the Business; Expenses (Fixed, Variable, Accrued, Operations) – FE, VE, AE, and OE: The fixed, variable, accrued or day-to-day costs that a business may incur through its operations. Examples of expenses include payments to banks, suppliers, employees or equipment.

Fixed Assets: Any asset that has a life time of more than 12 months, could include vehicles, machinery or computers.

Income: Any revenue generated by the Business or belongs to the Business

Investment: Any money spent or saved by the Business with the sole purpose of generating future income for the Business.

Liabilities (Current and Long-Term) – CL and LT: A company's debts or financial obligations it incurred during business operations. Current liabilities are those debts that are payable within a year, such as a debt to suppliers. Long-term liabilities are typically payable over a period of time greater than one year. An example of a long-term liability would be a bank loan.

Net Income: A company's total earnings, also called net profit or the "bottom line." Net income is calculated by subtracting totally expenses from total revenues.

Owner's Equity – OE: An owner's equity is typically explained in terms of the percentage amount of stock a person has ownership interest in the company. The owners of the stock are commonly referred to as the shareholders.

Profit and Loss Statement: A financial statement that is used to summarize a company's performance and financial position by reviewing revenues, costs and expenses during a specific period of time; such a quarterly or annually.

