



## Annual Business Survey 2013

**Please do not discard this important document - your response is legally required**

00001 35110  
CONTACT NAME  
OFFICE FOR NATIONAL STATISTICS  
GOVERNMENT BUILDINGS  
CARDIFF ROAD  
NEWPORT  
NP10 8XG  
\*\*\*\*\* EXAMPLE PRINT \*\*\*\*\*

Please write any changes to your name and address in the box below, using black ink

**To be completed for:** THE BUSINESS NAMED ABOVE

**Please complete and return by 6 May 2014**

Dear Sir or Madam,

Please find the 2013 questionnaire for the Annual Business Survey (ABS) attached. If actual figures are not available, please provide informed estimates. Once complete, the questionnaire can be returned by post or fax using the details in the box below.

The ABS, produced by the Office for National Statistics (ONS), is the key resource for understanding the detailed structure, conduct and performance of businesses across the UK. The information you supply contributes to the National Accounts, which measure the state of the UK economy and are used by government to determine economic policy. The data also influences decisions on company and personal taxation and on interest rates. They affect our contributions to and from the European Union and our regional policies.

We guarantee that while your employment is less than 10, you will receive no more than 1 questionnaire for this ONS business survey. You must complete and return this questionnaire on time, after which you will be excluded from all business surveys for at least 3 years. The Annual Survey of Hours and Earnings is not covered by this guarantee.

**You are required by law to complete this questionnaire.** If you do not complete and return this questionnaire, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business to unauthorised persons.

Thank you for your co-operation,  
Office for National Statistics

### Questionnaire return details

**To return via fax:** 01633 652707

**To return via post:** Please use the prepaid envelope provided which is addressed to:  
Office for National Statistics, Government Buildings, Cardiff Road, Newport, NP10 8XG

### Contact numbers

Er mwyn gwneud cais am ffurflen Gymraeg (To request a questionnaire in Welsh) 0300 1234 921

If you would like to use our Minicom service for the Deaf 01633 815 044

To complete the questionnaire in Euros 0300 1234 937

For any other queries, please contact the **Respondent Relations Team** 0300 1234 937  
or go to [www.ons.gov.uk/surveys](http://www.ons.gov.uk/surveys)

### When contacting the office you may be asked for the following information

**Survey code:** 202

**Reference number:** 4990 0000 000

**Period:** 201312

- Telephone calls may be recorded for training and quality purposes





Please give values to the nearest £ thousand

**Section A - Reporting Period (see note A)**

**1. What are the dates of the 12 month period that you will be reporting for?**

- Your reporting period should cover the calendar year **2013**
- If no figures are available for that period, your return should relate to a business year that ends between **6 April 2013 and 5 April 2014**
- If you traded for only part of the year, please provide figures for the period in which you were trading

From:    11 To:    12

**Section B - Income (excluding VAT) (see note B)**

**2.1 What was your total turnover excluding VAT? .....**

£  399

**Include:**

- Progress payments on work in progress
- Total takings/total sales in respect of invoices raised

**Exclude:**

- Grants
- Sales of fixed assets
- Output for own final use
- VAT

**2.2 Environmental Turnover**

**(a) Does your business produce good(s) and/or service(s) that protect the environment?**

**Include:** goods and/or services produced by your business

- **eg** the production or installation of solar panels
- **eg** waste collection, treatment and disposal services
- **eg** environmental consultancy and training services

**Exclude:** goods and/or services used by your business

- **eg** the use of energy saving light bulbs
- **eg** the consumption of recycled materials

Yes  → Go to question **2.2 (b)**

No  → Go to **Section C** 80

**(b) What proportion of your total turnover relates to the environmental good(s) and/or service(s) produced?**

Please  one box only

- 0 - 9%
- 10 - 24%
- 25 - 49%
- 50 - 74%
- 75 - 100% 81



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## NOTES TO HELP YOU COMPLETE THE QUESTIONNAIRE

Please read these notes before completing this questionnaire

### WHAT YOUR ANNUAL BUSINESS SURVEY QUESTIONNAIRE SHOULD COVER

Any activity outside the UK lasting for more than one year should be **excluded** from this questionnaire - **except** all installation activities outside the UK, which should be **included** regardless of the length of period of the work carried out. Any work done in connection with overseas contracts where employees travel abroad regularly for short periods should be **included** and any overseas activity which is deemed to be capital expenditure in that country should be **excluded**.

#### NOTE A: REPORTING PERIOD

If you commenced trading during 2015, then your return should cover the period from the commencement of your business until 31 December 2015 or, alternatively, any date up to 5 April 2016.

If you ceased trading during 2015, then your return should cover the period 1 January 2015 to the date you ceased to trade or, alternatively, from the beginning of your last business year up to the cessation date.

#### NOTE B: INCOME

##### 2. TOTAL TURNOVER

Figures should be given gross of indirect taxes, duties and levies (**except** VAT) invoiced to the customer.

Include	Exclude
<ul style="list-style-type: none"> <li>● All sales of goods (<b>except</b> fixed capital assets) <b>including</b> exports and goods purchased and resold without processing;</li> <li>● Provision of goods or services to other parts of your company or organisation which are <b>not</b> covered by this return. These should be valued as if sold to an independent customer. If you are unable to supply figures on this basis, please value them at transfer cost;</li> <li>● Work done on customers' materials (<b>including</b> the value of any additional materials added);</li> <li>● Income from construction activity (even if subcontracted);</li> <li>● Income from all industrial and non-industrial services rendered;</li> <li>● Income derived from the renting of property;</li> <li>● Amounts received for the right to use patents, trademarks, copyrights etc;</li> <li>● Receipts from government for goods and services supplied free (or at a subsidised rate) under the National Health Service and similar public services;</li> <li>● Transport, insurance and packaging charges (less amounts for returnable containers) invoiced by your business (even if invoiced separately);</li> <li>● Income from subcontracted activities;</li> <li>● For commission work (<b>ie</b> where you do not hold title to goods sold), the commission/fee is to be <b>included</b> but not the full transaction price. Also to be taken <b>included</b> here are costs incurred and passed on to the customer;</li> <li>● The value of second-hand goods taken in part exchange (such as second-hand goods should also be recorded as purchases);</li> <li>● Service charges for credit provided (but not interest charges);</li> <li>● The value of vouchers, tokens and coupons used by customers as a means of payment (but not the sale of such vouchers etc to customers);</li> <li>● Royalty payments received;</li> <li>● Management fees.</li> </ul>	<ul style="list-style-type: none"> <li>● Income recorded as extraordinary income in your accounts;</li> <li>● The sale of vehicles previously treated as capital assets during the period. <b>Include</b> these in section D;</li> <li>● Interest payments received and other similar income;</li> <li>● Amounts received from the sale of patents, trademarks, copyrights etc;</li> <li>● Subsidies from UK public authorities and the European Union (EU);</li> <li>● Value of insurance claims received;</li> <li>● Income derived from the renting of land (if recorded separately within your accounts);</li> <li>● Income recorded as "Other Operating Income" in your accounts;</li> <li>● All trade, cash or other discounts and rebates (<b>ie</b> record turnover net of these);</li> <li>● Sales by other businesses operating on your premises (as well as commission received in such sales);</li> <li>● Dividends received;</li> <li>● Amounts arising from donations and fundraising activities;</li> <li>● The full value of any transfer fees received.</li> </ul>

## NOTE C: EXPENDITURE

### 3 (a) EMPLOYMENT COSTS

Wages and salaries are defined as the total compensation in cash or in kind payable to all **employees**. State the amount paid before deductions but less any amounts for which you are reimbursed from government sources.

Include	Exclude
<ul style="list-style-type: none"><li>● Accrued holiday pay;</li><li>● All overtime payments, bonuses, commissions;</li><li>● The cost to the employer of all expenses and benefits in kind. These include: assets transferred to employees (<b>ie</b> cars, property, goods or other assets); payments made on behalf of employees; mileage allowances and fuel payments (unless the payments are in respect of travelling expenses), subsidies to staff canteens, sports club membership, nurseries and playschemes, health insurance etc;</li><li>● Employment costs paid to workers employed by the UK company and workers employed who are based overseas. (These costs should only reflect the installation services activity carried out outside the UK, included in section B);</li><li>● Employers' National Insurance contributions;</li><li>● Contributions to pension funds (<b>including</b> lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values;</li><li>● Payments into pension funds providing retirement or death benefits for employees, <b>including</b> former employees or their dependants;</li><li>● Redundancy and severance payments to employees (<b>including</b> golden handshakes);</li><li>● Any "signing on" fees paid to employees.</li></ul>	<ul style="list-style-type: none"><li>● Travelling and subsistence expenses. <b>Include</b> these in 3 (b);</li><li>● Payments to homeworkers on piecework rates. <b>Include</b> these in 3 (b);</li><li>● Payments to employment agencies for the services of agency staff. <b>Include</b> these in 3 (b);</li><li>● Top up of pension funds or withdrawals from pension funds;</li><li>● Rebates received from National Insurance Redundancy Fund;</li><li>● Contributions by employers for their own personal pension schemes;</li><li>● Employees' National Insurance Contributions.</li></ul>

### 3 (b) ENERGY, GOODS, MATERIALS AND SERVICES

State the net cost of purchases made during the period of this return whether or not they were used or resold during that period. Valuation should be at full delivered cost. **Exclude** employment costs, stock variation, bad debts or depreciation, all interest payments, amounts charged to capital account and capitalised building repairs. Deductible VAT should be **excluded** from the cost but non-deductible VAT should be **included**. In the case of imports the cost should **include** import and excise duties (less drawback).

Include	Exclude
<ul style="list-style-type: none"><li>● All fuel costs (<b>eg</b> electricity, gas, oil, coal, coke, petrol, diesel) purchased for use in the running of your business;</li><li>● Purchases of water used in the running of your business (<b>including</b> water extraction charges);</li><li>● Sewerage charges and other costs of effluent and waste disposal;</li><li>● Total fees and commissions payable;</li><li>● Other goods and materials such as office materials (<b>eg</b> stationery and consumables), machine spares and packaging materials charged to you;</li><li>● The cost of goods and materials purchased for use in the installation, repair or maintenance of customers' goods;</li><li>● Any goods bought for resale without further processing (<b>ie</b> merchant goods, goods purchased and resold without modification);</li><li>● Any goods bought on a 'sale or return' basis which were subsequently sold but <b>exclude</b> the cost of those returned unsold;</li><li>● Payments for hiring, leasing or renting plant, machinery and vehicles (if acquired under operational leases) but <b>not</b> if purchased under hire purchase or finance leasing arrangements;</li><li>● Commercial insurance premiums paid;</li><li>● Road transport services purchased for own staff use (<b>eg</b> buses, taxis);</li><li>● Purchases of computer and related services, <b>including</b> consultancy charges on computer software and hardware and the cost of repair, maintenance and installation of office and computing machinery;</li></ul>	<ul style="list-style-type: none"><li>● All bank and other interest payments;</li><li>● Bad debts <b>including</b> future provisions;</li><li>● Any allowances for depreciation, amortisation or obsolescence <b>including</b> future provisions;</li><li>● Employment costs. Include these in 3 (a);</li><li>● Hire purchase repayments. See section D;</li><li>● Finance leasing payments. See section D;</li><li>● The cost of any items charged to the capital account <b>including</b> building repairs;</li><li>● Fines and penalties <b>except</b> those related to congestion charges;</li><li>● Amounts charged to capital account <b>including</b> computer hardware, software and programs written by a third party to be used for more than one year. <b>Include</b> these in section D;</li><li>● National non-domestic (business) rates. <b>Include</b> these in 3 (c);</li><li>● The full value of any transfer fees paid out;</li><li>● Amounts payable for repairs and maintenance of household and domestic equipment;</li><li>● Mortgage Interest and Mortgage Loan Payments.</li></ul>

### 3 (b) ENERGY, GOODS, MATERIALS AND SERVICES (Continued)

Include	Exclude
<ul style="list-style-type: none"> <li>● Purchases of advertising and marketing services (not carried out by your own staff);</li> <li>● Payments to employment agencies for the services of agency staff;</li> <li>● Labour recruitment administration costs;</li> <li>● Amounts (<b>except</b> those charged to the capital account) payable to others for the services of accountants, auditors, agents, solicitors and surveyors;</li> <li>● Amounts payable to other organisations and self-employed persons (<b>eg</b> for labour they have supplied);</li> <li>● Amounts payable for the right to use patents, trademarks, copyrights etc, manufacturing rights and technical know-how;</li> <li>● Amounts payable to other organisations for technical research and studies;</li> <li>● Amounts payable for sea, air and rail freight on goods transported;</li> <li>● Building materials for own use;</li> <li>● Building repairs, maintenance and contract cleaning services;</li> <li>● Payments to other businesses within the same group (<b>eg</b> service companies);</li> <li>● Bank charges (<b>excluding</b> interest payments);</li> <li>● Rent paid on buildings or dwellings;</li> <li>● Amounts paid for licensing, inspection and monitoring;</li> <li>● Staff travel;</li> <li>● Travelling and subsistence expenses;</li> <li>● Congestion charges <b>including</b> related fines and penalties;</li> <li>● Amounts payable for printing services provided;</li> <li>● Amounts payable for repairs, installation and maintenance of plant, machinery and vehicles;</li> <li>● Royalty payments;</li> <li>● Net payments to trade associations and similar bodies;</li> <li>● Transfers of goods to your business from other parts of your company or organisation which are <b>not</b> covered by this return. These should be valued as if purchased from an independent customer. If you are unable to supply figures on this basis, please value them at transfer cost;</li> <li>● The cost of any materials you have supplied for work done by you as a subcontractor;</li> <li>● Post and telecommunications costs;</li> <li>● Rental of telephone handsets and modems;</li> <li>● Purchase of telephone handsets and modems;</li> <li>● Payments to subcontractors;</li> <li>● Payments to homeworkers on piecework rates;</li> <li>● Drugs, medicines and general supplies administered by vets during treatment;</li> <li>● Payments to the Horserace Totaliser Board (<b>ie</b> Tote);</li> <li>● Exam costs and amounts payable for training packages;</li> <li>● Payments made to claimants;</li> <li>● Insurance costs which are passed on to the customer;</li> <li>● Any other goods or services purchased;</li> <li>● Management fees and/or inter group charges;</li> <li>● Chamber Fees – <b>Legal Services sector only.</b></li> </ul>	

### 3 (c) RATES, DUTIES, LEVIES AND TAXES PAID

You should only include the value for the rates, duties, levies and taxes listed below if your business paid these directly to government or statutory bodies/regulators. Do not include these taxes if they were paid as part of your purchase of goods, materials and services:

Include	Exclude
<ul style="list-style-type: none"> <li>● The Climate Change Levy (CCL), introduced in April 2001, is charged on industrial and commercial use of various forms of energy (eg primary and secondary fuel for lighting, heating, motive power and power for appliances). <b>Exclude</b> any agreed reductions;</li> <li>● National non-domestic (business) rates (amounts payable via local authorities in respect of industrial and commercial property);</li> <li>● Excise duties (eg on alcohol, tobacco, hydrocarbon oil (fuel) duty) when paid directly to government by your business;</li> <li>● Any business rates or formula rates paid to local authorities or Department of Communities and Local Government (DCLG) – Formula rates paid to DCLG applies to <b>Great Britain only</b>;</li> <li>● Stamp duties;</li> <li>● Export levies (eg under the EU's Common Agricultural Policy);</li> <li>● <b>Regulator Fees</b> - any statutory amounts paid to: Environment Agency (EA), Office of Gas and Electricity Markets (OFGEM), Office of Water Service Regulation (OFWAT) in England and Wales and the Scottish Water and Sewerage Customers Council (SWSCC) in Scotland, Office of Communications (OFCOM) and Office of Rail and Road (ORR);</li> <li>● Consumer and Credit Act fees;</li> <li>● Franchise payments to government eg Rail franchise premia;</li> <li>● EU Emissions Trading System;</li> <li>● CRC Energy Efficiency Scheme (formerly known as Carbon Reduction Commitment);</li> <li>● Renewable Energy Obligations;</li> <li>● Sugar levy (paid to the European Union);</li> <li>● Levies paid to government levy-funded bodies eg Financial Services Compensation Scheme, Agriculture &amp; Horticulture Development Board, Sea Fish Industry Authority etc.</li> <li>● Landfill Tax (<b>sewerage/refuse disposal companies only</b>)</li> </ul>	<ul style="list-style-type: none"> <li>● Water rates and sewerage charges. <b>Include</b> these in 3 (b);</li> <li>● VAT;</li> <li>● Council tax (payable via local authorities in respect of your rented property);</li> <li>● Operators' licences;</li> <li>● Net payments to trade associations and similar bodies;</li> <li>● Inheritance Tax;</li> <li>● Air Passenger Duty;</li> <li>● Insurance Premium Tax;</li> <li>● Lottery duty;</li> <li>● Capital Gains Tax;</li> <li>● Corporation Tax;</li> <li>● Income Tax;</li> <li>● Fees &amp; other licences eg Passport, television, boating and fishing.</li> </ul>

## NOTE D: CAPITAL ASSETS

4. The generic instructions within this table refer to the whole of section D.

**Note:** information requested may not always be found on a register of capital assets, and should **include** all assets of any value, even if this is below your Asset Register threshold.

<b>Include</b>		<b>Exclude</b>	
<b>Capital assets</b>	<ul style="list-style-type: none"> <li>Assets within the UK.</li> <li>Assets that are used repeatedly to facilitate production, or provision of services, for more than one year.</li> <li>The purchase costs and disposal proceeds of fixed assets, together with any other amounts treated as capital items for taxation purposes.</li> <li>The total capital value of assets that have been bought on hire purchase in the period covered by the survey.</li> </ul>	<b>Capital assets</b>	<ul style="list-style-type: none"> <li>Assets outside the UK.</li> <li>Assets acquired in taking over an existing business or sold as part of a going concern.</li> <li>Assets of a capital nature acquired for resale rather than for use within the business <b>eg</b> stocks of vehicles held by motor traders.</li> <li>Assets like TV adverts or copyrights.</li> <li>Software licences of up to a year.</li> </ul>
<b>Assets transfers and leasing</b>	<ul style="list-style-type: none"> <li>Assets acquired under finance lease <b>ie</b> where you (the lessee) are responsible for repairs and maintenance.</li> <li>Assets owned by the business but leased to another business under an operating lease <b>ie</b> where you (lessor) are responsible for repairs and maintenance.</li> <li>Any trade or transfer costs invoiced to you separately.</li> </ul>	<b>Assets transfers and leasing</b>	<ul style="list-style-type: none"> <li>Assets leased to another business under finance leases <b>ie</b> where repair and maintenance are carried out by the other business (lessee).</li> <li>Assets acquired under an operating lease <b>ie</b> where responsibility for repair and maintenance are borne by the owner (lessor) of the asset.</li> <li>Asset transfers between businesses owned by the same enterprise (<b>except</b> where the asset value is considered to be a 'new' acquisition or disposal within the company accounts).</li> </ul>
		<b>Interest and instalment payments</b>	<ul style="list-style-type: none"> <li>Interest and instalment payments under finance leasing arrangements.</li> </ul>
<b>Expenditure</b>	<ul style="list-style-type: none"> <li>Non-deductible VAT.</li> <li>Expenditure on replacing assets destroyed in circumstances (<b>eg</b> fire) which have given rise to a successful insurance claim.</li> <li>Expenditure on assets acquired for hiring, renting and other leasing purposes, but not finance leasing.</li> <li>Capital expenditure at any site belonging to the business where operations have not yet begun.</li> </ul>	<b>Expenditure</b>	<ul style="list-style-type: none"> <li>Deductible VAT.</li> <li>Capital expenditure on assets for use outside the UK (<b>except</b> ships and aircraft).</li> </ul>
		<b>Depreciation</b>	<ul style="list-style-type: none"> <li>Allowances for depreciation.</li> </ul>
<b>Receipts</b>	<ul style="list-style-type: none"> <li>Grants and allowances from government sources, statutory bodies or local authorities that have been used to acquire or create assets used in production.</li> <li>Finance relating to Public Private Partnership / Private Finance Initiative that has been used to acquire assets.</li> </ul>	<b>Receipts</b>	<ul style="list-style-type: none"> <li>The proceeds from an insurance claim against the loss of fixed assets.</li> </ul>
<b>Additions and work in progress</b>	<ul style="list-style-type: none"> <li>Progress payment or deposits covering long-term contracts acquiring fixed assets.</li> </ul>		
<b>Work carried out by staff</b>	<ul style="list-style-type: none"> <li>All work of a capital nature carried out by your own staff, <b>including</b> labour costs and the cost of purchases consumed in the work.</li> </ul>		
<b>Services associated with capital assets</b>	<ul style="list-style-type: none"> <li>Professional charges, installation costs and other services associated with capital assets must be reported with the asset value.</li> </ul>		

**NOTE E: INTERNATIONAL TRADE IN SERVICES****5 & 6. SERVICES: EXPORTS AND IMPORTS (EXCLUDING GOODS)**

The UK is defined as England, Scotland, Wales and Northern Ireland. It does not include the Channel Islands or the Isle of Man. A subsidiary or parent of your company situated in another country is regarded as an international resident and hence transactions in services with these entities should be regarded as international trade in services. The values shown in these boxes should already have been **included** as part of your figures in Sections B and C.

<b>Include</b>	<b>Exclude</b>
<ul style="list-style-type: none"> <li>● Repair of construction equipment and computers (but not maintenance);</li> <li>● The hiring out of plant, machinery and other goods (operational leasing);</li> <li>● Consultancy services (<b>eg</b> market research, advertising, accountancy and research and development);</li> <li>● Royalties and licence fees;</li> <li>● Telecommunications services;</li> <li>● Computer services (<b>excluding</b> hardware);</li> <li>● Advertising and commission as an agent (<b>excluding</b> the value of imports/exports of goods);</li> <li>● Merchanting profits and losses (on goods bought and sold abroad without entering the UK);</li> <li>● Management fees;</li> <li>● Insurance and finance services.</li> </ul>	<ul style="list-style-type: none"> <li>● Dividend or interest payments;</li> <li>● Transactions in financial assets or liabilities;</li> <li>● Repairs other than for construction equipment and computers;</li> <li>● Salaries of staff seconded abroad - if the period of their absence is more than one year;</li> <li>● Business travel services such as accommodation and meals whilst abroad.</li> </ul>

**NOTE F: INTERNATIONAL TRADE IN GOODS****7 & 8. INTERNATIONAL TRADE IN GOODS: EXPORTS AND IMPORTS (EXCLUDING SERVICES)**

A subsidiary or parent of your company situated in another country is regarded as an international resident and hence transactions with these entities should be regarded as international trade in goods. The UK is defined as England, Scotland, Wales and Northern Ireland. It does not include the Channel Islands or the Isle of Man. Goods are specific, tangible commodities:

<b>Include</b>	<b>Exclude</b>
<ul style="list-style-type: none"> <li>● Foods, beverages and tobacco;</li> <li>● Basic materials;</li> <li>● Oil and other fuel.</li> </ul>	