

Ref:

ANNUAL BUSINESS SURVEY 2017

All information provided is treated as **strictly confidential**In completing the survey form please refer to the **additional notes** on the reverse of this page▶ **Information relates to calendar year 2017: from 1st January to 31st December 2017 (see note 1)**▶ **Provide figures for JERSEY business operations only:****1**

Total turnover excluding GST (see note 2)
also called revenue, commission earned, fees,
total sales and work done

£

2

Employment costs (see note 3)

Include:

- Gross wages or salaries (in cash or in kind)
- Employers' Social Security contributions
- Contributions to pension funds
- Redundancy and severance payments

£

3

Costs of goods, materials, services and utilities (see note 4)

Exclude:

- Employment costs
- Stock variation
- All interest payments
- Capital expenditure

£

Additional information

Exceptional circumstances

List any exceptional circumstances that may have affected the figures provided for this survey.

For example:

Accounting periods other than calendar year 2017
Company mergers or restructuring

Contact details for queries:

Name: Position in company: Telephone: Email: Please return the completed questionnaire by **Thursday 20th September 2018**, see reverse for details

Notes on completing the Annual Business Survey

1. Dates of return:

Please report information for calendar year ending 31st December 2017. If this is not possible please indicate the period covered by this return in the “Exceptional circumstances” section.

If your business commenced trading during 2017 then your return should cover the period from the commencement of your business until 31st December 2017. If your business ceased trading during 2017 then your return should cover the period from 1st January 2017 to the date your business ceased.

2. Total turnover, for your Jersey business operations only.

(also called “Revenue”) is defined as total sales and work done.

Turnover consists of total takings or invoiced sales and receipts of the business in connection with the sale of goods and services.

Please exclude GST and the sale of fixed capital assets.

3. Employment costs; for your Jersey business operations only.

Include: all overtime payments, bonuses, commissions, payments in kind, benefits in kind, holiday pay, employer's social security contributions, payments into pension funds by employers and redundancy payments less any amounts reimbursed for this purpose from government sources.

Do not deduct income tax, employees' social security or pension contributions.

Exclude: payments to working proprietors, travelling expenses, lodging allowances.

4. Costs of goods, materials, services and utilities, for Jersey business operations only.

Also called “Cost of Sales”, it is defined as 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, *including GST*.

Include: purchases of goods bought for resale; other goods and materials such as office materials, machine parts, packaging; purchases of computer and related services, advertising and marketing services, payments to employment agencies; payments for the services of accountants, auditors, consultants, solicitors, surveyors; payments to sub-contractors and self-employed persons; fees and commissions payable; amounts payable for freight of goods transported; building repairs, maintenance and cleaning services; rent paid on buildings; payments for hiring, leasing or renting plant, machinery and vehicles; repairs, installations and maintenance of plant, machinery and vehicles; post and telecommunication costs; all fuel, electricity and water costs.

Exclude: employment costs; stock variation; bad debts or depreciation; all bank and other interest payments; capital expenditure. **Capital expenditure** is defined as the purchase costs and disposal proceeds of fixed assets, together with any other amounts treated as capital items for taxation purposes.

Returning this questionnaire

Please return this questionnaire by Thursday 20th September 2018

► **Return by freepost** using the enclosed freepost envelope or to the following address:

Business reply service, Licence No: J.E. 65,
Statistics Unit P.O. Box 140,
Cyril Le Marquand House,
The Parade, St. Helier, JE1 1AE

► **Email to** statistics@gov.je

For assistance please contact Dan Edmunds at statistics@gov.je or on 01534 440417

This questionnaire is available to either download or complete online at

www.gov.je/annualbusinessinquiry

Thank you