

Government of Samoa

## Business Activity Survey 2013 Report

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Finance Statistics Division
Samoa Bureau of Statistics
FMFM II Building, $2^{\text {nd }}$ Floor
Telephone: (685) 62006 / (685) 29326
Fax: (685) 24675
PO Box 1151
email: fsd@sbs.gov.ws
website: www.sbs.gov.ws

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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.


## 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.


## 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 (signoff 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 ${ }^{1}$ final Business Register were surveyed.

[^0]
## 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 ${ }^{2}$ elei. 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 ${ }^{3}$ editing 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

[^1]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 had ${ }^{4}$ ISIC 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.
[^2]
### 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 postout 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. Followup 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. The2013 BAS targeted an optimistic $75 \%$ response rate whilst special attention was also given to en sure 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 ${ }^{5}$ Government 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)

[^3]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 <br> Proprietor | Partnershi <br> $p$ | Incorporated <br> Company | Branch of <br> Overseas <br> Company | NGO's <br> 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 <br> $(1-4)$ | Small <br> $(5-9)$ | Medium <br> $(10-25)$ | Large <br> $(26-70)$ | Significant <br> $(>70)$ |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: |
| 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 <br> Proprietor | Regular / <br> Full Time | Casual / <br> Part Time | Unpaid Family <br> Worker | Expatriate <br> 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 | $\begin{gathered} \text { TOTAL } \\ \% \end{gathered}$ | 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 |  <br> Salaries <br> (Thousands \$) |  <br> Salaries <br> (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 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| INDUSTRY |  | Percentage of Total Income by Industry |  |  |  |  |
| Food \& Beverage Manufacturing | 128,420 | 27\% | 70\% | 1\% | 1\% | 1\% |
| Other Manufacturing | 100,787 | 12\% | 78\% | 8\% | 2\% | 1\% |
| Construction | 125,676 | 0\% | 25\% | 69\% | 55 | 1\% |
| Commerce | 1,201,080 | 96\% | 1\% | 1\% | 0\% | 1\% |
| Hotels, Restaurants | 80,579 | 25\% | 7\% | 59\% | 8\% | 2\% |
| Transport \& Storage | 74,520 | 0\% | 19\% | 59\% | 16\% | 5\% |
| Information \& Communication | 136,582 | 4\% | 0\% | 91\% | 0\% | 4\% |
| Finance \& Insurance | 38,337 | 0\% | 13\% | 64\% | 1\% | 23\% |
| Technical \& other Professional Services | 44,882 | 7\% | 4\% | 56\% | 14\% | 19\% |
| Personal \& Other Services | 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 <br> Renta//Lease <br> /Hire exclude land | Other Income |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| ENTERPRISE |  | Percentage of Total Income by Enterprise Type |  |  |  |  |
| Micro (1-4) | 121,821 | 73\% | 3\% | 15\% | 3\% | 5\% |
| Small (5-9) | 132,566 | 49\% | 17\% | 27\% | 3\% | 4\% |
| Medium (10-25) | 314,084 | 72\% | 8\% | 14\% | 3\% | 3\% |
| Large (26-70) | 631,953 | 63\% | 17\% | 16\% | 2\% | 1\% |
| Significant (>70) | 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 Purchas e for Resale | Purchas <br> e of Raw <br> Material <br> s | Taxes, Licenses, Other Fees | Utilities \& Commu nication | Running <br> Expenses, Repairs \& Marketin g | Wages \& Salaries inclusive of NPF, ACC | Other <br> Expense <br> s |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| INDUSTRY |  | Percentage of Total Expenditure by Industry |  |  |  |  |  |  |
| 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 <br> Purchas e for <br> Resale | Purchas e of Raw Material | Taxes, Licenses, Other Fees | Utilities <br> \& Commu nication | Running Expenses, Repairs \& Marketin <br> E | Wages \& Salaries inclusive of NPF, ACC | Other Expense s |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| ENTERPRISE |  | Percentage of Total Expenditure by Enterprise Size |  |  |  |  |  |  |
| 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 <br> (Weights) | Food \& Beverage <br> Manufacturing | Other <br> 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 ${ }^{6}$ intermediate 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.

```
Value Added = Output - Intermediate Consumption + Change in Stock
```

The ${ }^{7}$ Commerce 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.

[^4]Table 13: Value Added by Industry.

| Industries | Number <br> of <br> Enterpri ses | Persons Employe d | Wages \& Salaries (Thousands \$) | Output <br> (Thousands <br> \$) <br> (A) | Intermediate Consumption (Thousands \$) <br> (B) | Change in Stock (Thousands \$) <br> (C) | Value Added at Market Prices (Thousands \$) $(A-B+C)$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 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 Enterpri ses | $\begin{aligned} & \text { Persons } \\ & \text { Employe } \\ & \text { d } \end{aligned}$ | Wages \& Salaries (Thousands \$) | Output <br> (Thousands \$) <br> (A) | Intermediate Consumption (Thousands \$) <br> (B) | Change in Stock (Thousands \$) <br> (C) | Value Added at Market Prices (Thousands \$) (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. Thus ${ }^{8}$ Commerce has roughly maintained its share of GDP and remains the largest industry in the Samoan economy.

[^5]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 ${ }^{9}$ classification 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.

[^6]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.

Value Added = Operating Surplus + 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 |  | $\begin{aligned} & \text { 흘 } \\ & \frac{1}{8} \\ & \ddot{U} \\ & \frac{8}{4} \end{aligned}$ |  |  | $\begin{aligned} & \frac{80}{6} \\ & \frac{6}{6} \\ & \frac{g}{6} \\ & \frac{8}{6} \end{aligned}$ |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Food Es Beverages Manufacturing | 25.0 | 21.4 | 32.1 | 25.0 | 32.1 | 15.1 | 16.1 | 28.6 | 21.1 | 17.9 | 35.71 | 39.3 | 57.1 |
| Other Matrulacluring | 85.9 | so. 8 | 25.6 | 20.5 | ss.s | 15.2 | \$8.5 | 25.6 | 28.2 | 25.6 | 15.6 | 18.7 | 58.8 |
| Comstruction | 25.9 | 22.2 | 18.5 | 14.3 | 18.5 | 51.9 | 18.5 | 22.2 | 296 | 18.5 | 25.9 | 40.7 | 55.6 |
| Conmurice | 81.1 | 29.7 | 37.5 | \$4.2 | 52.2 | 34.5 | \$2.5 | 27.1 | 35.4 | 29.2 | 46.0 | 56.6 | 49.8 |
| Huleh, reslautants | 37.5 | 25.6 | 13.9 | 18.1 | 56.1 | 34.7 | 29.2 | 25.6 | 25.6 | 20.8 | \$4.7 | 55.6 | 76.4 |
| Tiatippuris stordse | 39.5 | \$2.1 | 26.9 | 26.9 | 29.5 | 33.5 | \$4.5 | 25.1 | 410 | 24.4 | 41.0 | 41.0 | 44.9 |
| Information and Commanication | 00 | 25.0 | 12.5 | 12.5 | 50.0 | 50.0 | 12.5 | 0.0 | 12.5 | 0.0 | 50.0 | 25.0 | 25.0 |
| Fitarike and tmburance | 14.9 | 7.1 | 21.4 | 21.4 | 21.4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | \$5. 7 | 14.9 | 28.6 |
| Tectarical and olther Prulessiutial Servies | 20.0 | 20.0 | 16.3 | 16.3 | 28.8 | 45.9 | 16.3 | 15.0 | 20.0 | 10.0 | \$2.5 | 37.5 | 45.8 |
| Peisuralalaid 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 |
| Irercentage of Ah Respondents | sc.u | 21. | 32.1 | 28.1 | 31.5 | 35.8 | 30.2 | 24.4 | 30.4 | 24.1 | 41. | 35.8 | 46.1 |

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 ${ }^{10} 4$ was

[^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 |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fond \& Reverages Manufacturling | 60 | 50 | 40 | 70 | 40 | 50 | 30 | 40 | 40 | 40 |
| Other Manufacturing | 411 | 411 | 411 | 411 | s11 | 411 | 30 | 411 | 411 | 411 |
| Construction | 411 | 411 | $41)$ | 41 | 311 | 411 | 30 | 411 | 411 | 411 |
| commerce | 411 | 411 | 40 | h6) | 411 | 411 | 40 | 411 | 411 | 411 |
| Hotels, restaurants | 40 | 40 | 40 | ha | 411 | 40 | 30 | 40 | 40 | 411 |
| Iransport \& 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 Protessional 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 | 1.0 | 1.0 | 1.0 | 5.0 | 3.0 | 1.0 | 3.0 | 1.0 | 1.0 | 1.0 |
| Average Score for all Respondents | 1.7 | 1.5 | 1.1 | 5.0 | 3.9 | 1.9 | 3.9 | 1.1 | 1.0 | 1.1 |
| 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 Runkinus (1-Excellernl, 2 - Very Guud | -Guud, 4 - | veruye, 5 | Bud, 6 - Ve | Bud, 7 - | (s) |  |  |  |  |  |

## 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.
\(\left.\begin{array}{|l|c|}\hline Percentage of Respondents that Expanded in 2013 by <br>

Industry Group\end{array}\right)\)| $\%$ of Respondents that Expanded in |
| :---: |
| 2013 |$|$| Food \& Beverage Manufacturing | $1.1 \%$ |
| :--- | :--- |
| Other Manufacturing | $0.3 \%$ |
| Construction | $13.7 \%$ |
| Commerce | $2.5 \%$ |
| Hotels, Restaurants | $1.4 \%$ |
| Transport \& Storage | $0.3 \%$ |
| Information \& Communication | $0.6 \%$ |
| Finance \& Insurance | $1.3 \%$ |
| Technical \& other Professional Services | $0.7 \%$ |
| Personal \& Other Services | $23.4 \%$ |
| Overall Percentage |  |

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 <br> 2013 <br> by Industry Group | Own <br> Savings | Family <br> Contribution | Bank <br> Loan | Other - <br> 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 <br>  <br> Salaries per <br> Person <br> Employed | Average <br> 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 <br> Expenses <br> (\$'000) | Total <br> Expenses <br> (\$'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 <br> Differences between Closing and Opening Balances (\$'000) | OPENING |  |  | CLOSING |  |  | TotalClosingStock (31stDecember$2013)$$(\$ ' 000)$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Goods <br> Purchased <br> for Resale <br> (\$'000) | Finished Goods (\$'000) | Raw Materials \& Work in Progress (\$'000) | Goods Purchased for Resale (\$'000) | Finished Goods (\$'000) | Raw <br> Materials <br> \& 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 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | $\begin{gathered} \text { Land } \\ \left(\$^{\prime} 000\right) \end{gathered}$ | Building (\$'000) | Plant \& Machinery (\$'000) | Furnitures, Office Equipments, Fixtures (\$'000) | Transport Vehicles \& Related Euipments (\$'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 <br> 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 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Micro (1-4) | 2 | 5,308 | 65,637 | 19,088 | 11 | 71 | 28 | 49,469 |
| Small (5-9) | 7 | 11,168 | 105,891 | 37,174 | 7 | 66 | 30 | 66,735 |
| Medium (10-25) | 16 | 13,614 | 141,461 | 36,508 | 13 | 78 | 37 | 98,277 |
| Large (26 to 70) | 43 | 13,842 | 221,173 | 69,131 | 8 | 69 | 20 | 76,119 |
| Significant (>70) | 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 <br> Paid in 2013 <br> (\$'000) | Output <br> (\$'000) | Intermediate Consumption (\$'000) | Value Added at 2013 <br> Market Prices (\$'000) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Micro (1-4) | 837 | 1,835 | 906 | 929 | 9,740 | 120,444 | 85,615 | 35,027 |
| Small (5-9) | 188 | 1,243 | 713 | 530 | 13,882 | 131,622 | 86,786 | 46,207 |
| Medium (10-25) | 140 | 2,178 | 1,340 | 838 | 29,652 | 308,101 | 239,213 | 79,515 |
| Large (26 to 70) | 66 | 2,826 | 1,762 | 1,064 | 39,118 | 625,035 | 432,016 | 195,366 |
| Significant (>70) | 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 | 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) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Micro (1-4) | 89,424 | 4,207 | 17,895 | 3,665 | 6,630 | 121,821 |
| Small (5-9) | 64,378 | 22,168 | 36,333 | 4,087 | 5,600 | 132,566 |
| Medium (10-25) | 225,175 | 25,763 | 44,224 | 8,370 | 10,553 | 314,084 |
| Large (26 to 70) | 401,053 | 110,271 | 98,370 | 14,013 | 8,245 | 631,953 |
| Significant (>70) | 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 <br> Expenses <br> (\$'000) | Total <br> Expenses <br> (\$'000) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Micro (1-4) | 66,695 | 5,754 | 3,298 | 4,631 | 5,108 | 10,257 | 15,181 | 110,925 |
| Small (5-9) | 48,810 | 13,200 | 2,845 | 3,421 | 5,004 | 15,209 | 26,331 | 114,820 |
| Medium (10-25) | 184,054 | 19,383 | 8,887 | 6,976 | 10,720 | 31,697 | 42,695 | 304,410 |
| Large (26 to 70) | 306,275 | 75,392 | 51,268 | 9,620 | 13,336 | 41,984 | 56,526 | 554,401 |
| Significant (>70) | 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 <br> Differences between Closing and Opening Balances (\$'000) | OPENING |  |  | CLOSING |  |  | $\begin{array}{r} \text { Total } \\ \text { Closing } \\ \text { Stock (31st } \\ \text { December } \\ 2013) \\ \left(\$^{\prime} 000\right) \end{array}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Goods <br> Purchased for Resale (\$'000) | Finished Goods (\$'000) | Raw Materials \& Work in Progress (\$'000) | Goods <br> Purchased <br> for Resale (\$'000) | Finished Goods (\$'000) | Raw Materials \& Work in Progress (\$'000) |  |
| Micro (1-4) | 198 | 11,692 | 732 | 78 | 11,954 | 573 | 172 | 12,699 |
| Small (5-9) | 1,371 | 5,903 | 543 | 1,371 | 7,279 | 616 | 1,291 | 9,187 |
| Medium (10-25) | 10,627 | 25,468 | 1,533 | 3,487 | 35,641 | 1,165 | 4,309 | 41,114 |
| Large (26 to 70) | 2,347 | 40,577 | 2,432 | 5,592 | 41,886 | 3,241 | 5,821 | 50,948 |
| Significant (>70) | -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 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | $\begin{gathered} \text { Land } \\ \left(\$^{\prime} 000\right) \end{gathered}$ | 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) |
| Micro (1-4) | 41,216 | 27,274 | 2,984 | 17,147 | 7,294 | 541 | 96,456 | 90,775 |
| Small (5-9) | 35,152 | 29,945 | 4,353 | 4,306 | 10,445 | 1,913 | 86,114 | 82,951 |
| Medium (10-25) | 88,144 | 61,174 | 17,419 | 5,175 | 34,786 | 7,777 | 214,475 | 214,048 |
| Large (26 to 70) | 61,907 | 82,457 | 39,792 | 7,461 | 28,653 | 2,691 | 222,961 | 215,113 |
| Significant (>70) | 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 | Micro (1-4) | Small (5-9) | Medium (10-25) | Large (26 to 70) | Significant (>70) | Total |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 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 | Micro (1-4) | Small (5-9) | Medium (10-25) | Large (26 to 70) | Significant (>70) | Total |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 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 | Working Proprietors | $\begin{array}{r} \text { Regular/Full } \\ \text { Time } \end{array}$ | Part Time | Unpaid | Expatriate | Total |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 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 | Working Proprietors | Regular/Full Time | Part Time | Expatriate | Total Wages \& Salaries |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 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 | Micro (1-4) | Small (5-9) | Medium (10-25) | Large (26 to 70) | Significant (>70) | Total |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 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 | Micro (1-4) | Small (5-9) | Medium (10-25) | Large (26 to 70) | Significant (>70) | Total |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 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 Electricity |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 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 | 30.0 | 27.6 | 31.1 | 28.7 | 31.5 | 35.8 | 30.2 | 24.4 | 30.4 | 24.7 | 41.7 | 38.8 | 46.7 |

Table 14: PERCEPTION ON FEES \& CHARGES BY INDUSTRY

| Median Score - Business (Respondents) Perception on Fees \& Charges |  |  |  |  |  | Vehicle Registration Costs |  |  |  | $\begin{aligned} & \text { E } \\ & \text { 弐 } \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \end{aligned}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 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) |  |  |  |  |  |  |  |  |  |  |

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

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

Table 16: HOW BUSINESSES THAT EXPANDED WERE FINANCED BY INDUSTRY

| How Business Expansion were Financed in 2013 by Industry Group | Own Savings | Family Contribution | Bank Loan | Other - Grant |
| :---: | :---: | :---: | :---: | :---: |
| 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 |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  | 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 \$) |  |
| :--- | :--- |
| Percentage |  |
| Beer | Value |
| Soft drinks | $24,109,610$ |
| Snacks including Taro, Banana | $11,874,642$ |
| Cigarettes | $10,516,161$ |
| Ice Cream | $6,264,477$ |
| Sausage | $4,455,166$ |
| Corned meat | $4,282,393$ |
| Salted beef | $3,191,369$ |
| Paints | $2,922,813$ |
| Concrete Blocks | $1,792,724$ |
| Others | $1,443,825$ |
| Coconut cream | $1,315,113$ |
| Roofing iron | $1,229,305$ |
| Total Value | 498,607 |
| Others includes Local Tobacco, Ham and Bacon | $\mathbf{7 3 , 8 9 6 , 2 0 5}$ |

## APPENDIX 1:

## FORM USED IN 2013 BAS



## 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 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 $31^{\text {st }}$ December 2013. For example, if your accounting year is from October to September, please provide information for $1^{\text {st }}$ October 2012 to the $30^{\text {th }}$ 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 $29^{\text {th }}$ 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 SR Muagututia
GOVERNMENT STATISTICIAN


## PART 1:GENERAL INFORMATION

### 1.1 Legal Organisation

Please tick $\lfloor\sqrt{ }$ ) 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) $\qquad$

### 1.2 Type of Ownership

Please tick $\sqrt{ } \sqrt{ }$ )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 $\qquad$ \%
2. Foreign Shares $\qquad$ \%

### 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
$\qquad$ Office use (Village)

2. Faipule District $\qquad$ 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?
$\qquad$
$\qquad$
$\qquad$

## PART 2: EMPLOYMENT

|  | Numbers Employed at 31 <br> December 2013 (including <br> those absent on paid leave) | Total Salaries and wages paid during <br> 2013 (Gross - i.e. before income tax <br> and deductions) |  |  |  |
| :---: | :--- | :---: | :---: | :---: | :---: |
|  | Male |  | Female | Cash (\$) | In-Kind(monetary <br> 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 $\square$ No $\square$

## 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 eemployer 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, Maintenanceand 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: $\qquad$
3.9 TOTAL INCOME
\$
$\square$
$\square$

## PART 4: EXPENSE

(Please state the amounts clearly whether they are in millions or thousands)
4.1 Purchases of goods bought for resale without further processing.

Please specify main type: $\qquad$
4.2 Purchases of Raw Materials and Supplies
4.3 Electricity Bills
4.4 Water Bills
4.5 Communication (phone, fax, internet, postage)
4.6 Motor vehicle running expenses(fuel for business vehicles only)
4.7 Repairs and Maintenance
4.8 Promotion \& Marketing
4.9 Interest paid on loans
4.10 Taxes paid on products (e.g. import duty and excise, Domestic excise;
4.11 Licenses, rates and other fees paid to Government
4.12 Depreciation on buildings and other fixed tangible assets

### 4.13 Salaries and Wages

4.14 NPF Contributions by employer (include also any employer Contribution to other pension and superannuation funds)
4.15 Levies paid by employer to ACC
4.16 Rent/Lease of Land
4.17 Other-Operating Expense (e.g. manufacturing and processing charges, rental/ leasing/ hiring expenses (except for land) insurance premiums, freight and cartage, bad debts, donations and grants, research and development) Please specify main item:
4.18 Non Operating Expenses (Grants, Foreign Exchange losses on Sale or Revaluation of Financial and Capital Assets)

Please specify main item: $\qquad$
4.19 TOTAL EXPENSES

|  |
| :--- |
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PART 5:STOCKS
(Please state the amounts clearly whether they are in millions or thousands)

|  | (Please state the amounts clear | $\begin{aligned} & \text { Opening Stocks at }{ }^{\text {st }} \text { January } \\ & 2013(\$) \end{aligned}$ | $\begin{aligned} & \text { Closing Stocks at } 31^{\text {st }} \text { December } \\ & 2013(\$) \end{aligned}$ |
| :---: | :---: | :---: | :---: |
| 1 | 2 | 3 | 4 |
| 5.1 | Stock of Goods Purchased for Resale |  |  |
| 5.2 | Stock of Finished Goods |  |  |
| 5.3 | Stock of Raw Materials and Work in Progress |  |  |
| 5.9 | TOTAL STOCK |  |  |

## 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.
$\left.\begin{array}{|l|c|c|c|c|c|c|}\hline & & \begin{array}{c}\text { Opening book } \\ \text { value as at } \mathbf{1}^{\text {st }} \\ \text { January 2013 }\end{array} & \begin{array}{c}\text { Additions to } \\ \text { Fixed Assets } \\ \text { during year } \\ \text { (\$) }\end{array} & \begin{array}{c}\text { Own Account } \\ \text { Capital } \\ \text { Formation }\end{array} & \begin{array}{c}\text { Disposals of } \\ \text { Fixed Assets } \\ \text { during year }\end{array} & \begin{array}{c}\text { Depreciation }\end{array} \\ \begin{array}{c}\text { Closing book value } \\ \text { (i.e. total value of fixed } \\ \text { assets minus }\end{array} \\ \text { depreciation) as at 31 }\end{array}\right\}$

PART 7:FINANCIAL ASSETS (STOCKS)
(Please state the amounts clearly whether they are in millions or thousands)

|  |  | $\begin{gathered} \text { Opening Financial Balance } \\ \text { as at } \mathbf{1}^{\text {st }} \text { January } 2013 \\ \$ \end{gathered}$ | Closing Financial Balance as at 31 ${ }^{\text {st }}$ 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 ( $\sqrt{ }$ ) Only the Relevant Issues having a Negative Impact on your Business:

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

## PART 9: BUSINESS ASSISTANCE

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

| 1. Yes | $\square$ | Go to Q9.1 (a) |
| :--- | :--- | :--- |
| 2. | No | $\square$ | 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?
5. Yes
6. No

If Yes please explain the type and Nature of the Technical Assistance?
$\qquad$
$\qquad$
9.2 Is your business a member of any of the following Associations? - Please tick $(\sqrt{ })$ the appropriate box provided.

|  | YES | NO |  |
| :--- | :--- | :---: | :---: |
| $\mathbf{1}$ | Samoa chamber of Commerce |  |  |
| $\mathbf{2}$ | Samoa Association of Manufacturers and Exporters |  |  |
| $\mathbf{3}$ | Samoa Hotels Association |  |  |
| $\mathbf{4}$ | Small Business Enterprise Centre |  |  |
| $\mathbf{5}$ | Savaii Business Association |  |  |
| Others (Please Specify): |  |  |  |
|  |  |  |  |
|  |  |  |  |

9.3 Are you aware of the following Agreements and Assistance Programs? - Please tick $(\sqrt{ })$ the appropriate box provided.

|  |  | YES | NO |
| :---: | :--- | :---: | :---: |
| $\mathbf{1}$ | PICTA (Pacific Islands Countries Trade Agreement) |  |  |
| $\mathbf{2}$ | PACER plus (Pacific Agreement on Closer Economic Relations) |  |  |
| $\mathbf{3}$ | WTO- World Trade Organization |  |  |
| $\mathbf{4}$ | Export Development Scheme |  |  |
| $\mathbf{5}$ | PSSF- Private Sector Support Facility |  |  |
| $\mathbf{6}$ | EIF (Enhanced Integrated Facility) |  |  |

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

|  | Product | Unit ofQuantity | Quantity Sold in 2013 |  |  |  |  | Value of Sales during 2013 | \%'age of Imported Materials |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | Domestic |  | Export |  |  |  |  |
|  |  |  | Quantity | Value (SATS) | Quantity | Value (SATS) | ExportMarket | Total Value (SAT S) | 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 |  |  |  |  |  |  |  |
| 8 | Fruit Juices | liters |  |  |  |  |  |  |  |
| 9 | Coconut Cream | liters |  |  |  |  |  |  |  |
| 10 | Salted Beef | kg |  |  |  |  |  |  |  |
| 11 | Snacks including | kg |  |  |  |  |  |  |  |
| 12 | Honey | kg |  |  |  |  |  |  |  |
| 13 | Concrete <br> 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 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

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 |  |  |  |  | Value of Sales during 2013 | \%'age of Imported <br> Materials |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | Domestic |  | Export |  |  |  |  |
|  |  |  | Quantity | Value (SATS) | Quantity | Value (SAT\$) | Export Market | Total Value (SAT \$) | Percentage (\%) |
|  | 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: $\qquad$

Telephone Number: $\qquad$ Fax Number: $\qquad$

Email address: $\qquad$ P. 0 B


Signature: $\qquad$

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

## 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:
$\qquad$
$\qquad$
$\qquad$

## 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 31 st 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 $1^{\text {st }}$ January 2013 to 31 ${ }^{\text {st }}$ 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 $(\mathrm{H} / \mathrm{H})$. If $\mathrm{H} / \mathrm{H}$ 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.
$4.9 \quad$ 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

| $\begin{array}{ll} \hline \text { 1.1 LEGAL } \\ \text { ORGANISATION } \end{array}$ | SOLE PROPRIETOR (a) | INCORPORATED COMPANY, <br> PARTNERSHIP, <br> Statutory Authority, Branch of Overseas Company, NGOs (b) | BOTH <br> (a) $\&(b)$ |
| :---: | :---: | :---: | :---: |
| $\checkmark \quad$ License (P4.5) | \$220 | \$500 | Plus \$250 Alcohol License |
| 1.2: Type of Ownership | If Private | If Private | If Private, then <br> - $100 \%$ Private Shares |
| 1.3: Origin of Ownership | Local shares $\bullet \quad 100 \%$ |  |  |
| 1.4: Type of Activity |  |  |  |
| $\checkmark$Retail <br> Store/Wholesal <br> $e$ | Retailing (4711) <br> Annual Income $\leq \$ 78,000$ | Wholesale (4630) <br> Annual Income $\geq \$ 78,000$ | Check P3 Income based on the Type of Activity |
| 1.6: Period Covered |  |  | Note down if reporting period is more than 1 yr . 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 <br> Drawings in P4.17ages and is included in P2.9 |  | - Total salaries \& wages (Gross Income) should include: <br> Directors Fees, NPF \& ACC (employees only) <br> Check: P4.13 + P4.14 + P4.15 = P2.9 (Net Income) <br> - Check: No of Employees against Total Salaries \& Wages <br> - If need to estimate NPF and ACC contributions only use the cash component of P2.9 |
| P3:Income |  |  | Check Income against the Type of Activity (1.4 ) <br> P3.2 $=$ P10 (Sales <br> 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???? |
|  |  |  | P4.12 Depreciation $=$ P6 <br> Total Depreciation <br> Depreciation Rates: See P6 |
|  |  |  | - 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 <br> Drawings in P 4.17 is treated as Salaries and Wages and is included in P2.9 |  |  |
| P5: Stocks | Value Work in Progress as |  |  |


| P6: Fixed Assets |  |  |  |
| :---: | :---: | :---: | :---: |
| $\checkmark$ Assets Useful | 1 yr | 8 yrs |  |
| * 6.1 Land | NIL DEPRECIATION | NIL DEPRECIATION | NIL Depreciation (except for land improvement) |
| $*$ $\begin{gathered}\text { Land } \\ \text { Improve } \\ \text { ment }\end{gathered}$ |  | 10\% |  |
| - 6.2 Building |  |  |  |
| * Opening Book Value | \$5,000 | \$10,000 |  |
| * $\begin{aligned} & \text { Depreciat } \\ & \text { ion Rate }\end{aligned}$ | 5\% * 1 year = \$250 | 2.5\% * 8years = \$2,000 |  |
| - 6.3 Plant \& Equipment | 15\% | 20\% |  |
| $\begin{aligned} & \div \text { Opening } \\ & \text { Book } \\ & \text { Value } \\ & \hline \end{aligned}$ | \$1,750 | \$3,500 |  |
| * $\begin{aligned} & \text { Depreciat } \\ & \text { ion Rate }\end{aligned}$ | \$1750*15\% = \$262.50 | \$3,500 * 20\% = \$700 |  |
| $\begin{array}{ll}* \quad & \text { 6.4 Furniture, } \\ & \text { Fixtures \& Off. }\end{array}$ 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 <br> having a Negative <br> 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 <br> Agreements and Government Assistance |  |  |  |
| 9.3 Membership |  |  |  |
| P10: Promotion of Selected Industrial Products |  |  | Value of Sales should be same the same as P3.2 |

## 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. |  |  |  |  |  |
|  | Example <br> No Income, but regular payment from shop for personal use - 500 | Annual Estimate | Calculation | Question | ection |
|  |  | \$6,000.00 | 500*12 |  |  |
| Working Proprietor | monthly |  |  | P2.9 \& P4.13 |  |
|  | No Income, but one off trip to $N Z$ | \$2,500 | \$2,500 |  | P4.18 |
| Step3. Estimate Sales; - weekly average amount and weekend amounts |  |  |  |  |  |
| Weekly Amount | Example | Annual Estimate | Calculation |  |  |
|  | \$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 |  |  |  |  |  |
|  | Example | Annual Estimate | Calculation |  |  |
| 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 |  |  |  |  |
|  |  |  |  |  |  |  |
|  | 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 that 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 |  |  |  |  |
|  | $\begin{array}{lr}\text { Depreciation Rates } & \text { Rate } \\ \text { Land } & 0.00\end{array}$ |  |  |  |  |
|  |  |  | Depreciation Amount in P6 goes to P4.12 |  |  |
|  | Buildings 0.05 |  |  |  |  |
|  | Vehicles 0.20 |  |  |  |  |
|  | Plant \& Machinery 0.10 |  | Addition to Fixed Assets P6 implies Yes to P9.1 |  |  |
|  | Computers | 0.25 | Addition to Fixed Assets P6 comparable to P4.18 |  |  |
|  | Office Equipment 0.25 |  | Dispor |  |  |
|  | Freezer | 0.20 | Disposal of Fixed As | arable to |  |
| 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 |  |  |  |  |  |
| Make Sure Contact detail | 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 person answering the Ouestionnaire is given |  |  |  |  |

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



## 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.

Finance Statistics Division

Samoa Bureau of Statistics (SBS) 2015


[^0]:    ${ }^{1}$ The 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.

[^1]:    ${ }^{2}$ Textile printing of Samoan designs
    ${ }^{3}$ Editing refers to the verification process on the returned questionnaires before it was accepted for data processing

[^2]:    ${ }^{4}$ International Standard Industrial Classification for all Economic Activities - UN Department of Economic and Social Affairs Statistics Division - ISIC/Rev 3

[^3]:    ${ }^{5}$ Government Entities that operated in a competitive market environment

[^4]:    ${ }^{6}$ Intermediate consumption for Commerce would be recalculated as part of the national accounts rebasing exercise
    ${ }^{7}$ It is estimated that Commerce Value Added would be revised

[^5]:    ${ }^{8}$ Commerce is expected to be revised upwards with VA calculated based on operating margins

[^6]:    ${ }^{9}$ In the 1994 BAS there was a large section on Other Industry- This included Technical and Personal Services which have now been defined separately

[^7]:    ${ }^{10}$ In this rating, 4 was both the median and mean for the possible rating of 1 to 7 .

