

4 Capital expenditure

What was the total capital expenditure over this period?

Total cost of acquisitions £ [] [] [] [] [] [] [] [] 000

2192-2199

Total proceeds from disposals £ [] [] [] [] [] [] [] [] 000

2203-2210

- Include: Building work, Purchase or sale of land and buildings, Motor vehicles and other transport equipment, Computer hardware and software, Other plant, machinery and equipment

Exclude: Any allowances for depreciation

5 Purchases of goods, materials and services

What was the total value of purchases of goods, materials and services over this period?

Total purchases £ [] [] [] [] [] [] [] [] 000

2214-2221

- Exclude: Employment costs, Bad debts or depreciation, Interest payments, Amounts paid for capital items, Capitalised building repairs

6 Employment costs

What were the total employment costs over this period?

Total employment costs £ [] [] [] [] [] [] [] [] 000

2225-2232

- Include: Gross wages and salaries (in cash or kind), Employers' National Insurance contributions, Contributions to pension funds (including lump sum contributions), Redundancy and severance payments

7 Research and Development

Research and development is creative work undertaken on a systematic basis in order to increase your stock of knowledge, and the use of knowledge to devise new applications

a) Is any research and development activity carried out at this establishment?

2236

Please tick

[] Yes

[] No

IF YES: Approximately what percentage of total current expenditure is spent on research and development?

[] %

2237-2239

b) Is any research and development activity carried out elsewhere in this organisation?

2240

Please tick

[] Yes

[] No

Thank you for taking the time to complete this form. Please keep it to hand to the NatCen interviewer or, if you prefer, post it directly yourself using the reply-paid envelope provided.



Department of Trade and Industry



Carried out for the Department of Trade and Industry*

FINANCIAL PERFORMANCE QUESTIONNAIRE

Please complete and return this questionnaire within two weeks. You may keep it to hand to the NatCen interviewer or, if you prefer, return it directly by post in the reply-paid envelope provided.

The information you provide will be used solely for statistical purposes and will be treated in strict confidence in accordance with the Data Protection Act. Neither individuals nor their workplace will ever be identified in the published results.

Thank you for your help.

*In collaboration with the Advisory, Conciliation and Arbitration Service (ACAS), the Economic and Social Research Council and the Policy Studies Institute.

Serial No.

[]

P2336



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Notes for the completion of this form

1 Please give best estimates if you do not have exact data.

2 Where possible, figures should relate only to the establishment indicated by the address on the accompanying letter. If the figures provided do not relate solely to this establishment, please specify the scope of your return below.

Scope of this return:

2017

Please tick

- This establishment only
- Other (please specify)

..... **2018-2100**

Number of establishments covered by this return: **2101-2104**

Approximate share of turnover accounted for by establishment indicated on accompanying letter: % **2105-2107**

3 Where possible, figures should cover the calendar year 1st January – 31st December 2003. If no figures are available for that period, please provide information on the most recent business year for which figures are available.

Period covered by the return:

2108

Please tick

- 1st January – 31st December 2003
- Other (please specify)

From

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

2109-2116

To

<input type="text"/>	<input type="text"/>	<input type="text"/>
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2117-2124

4 Financial amounts should be rounded up or down to the nearest £1,000, as below.

For example, if your answer is £576,326, round this to £576,000 and fill in the boxes as indicated:

£

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	5	7	6	000
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If your answer is £672, round this to £1,000 and fill in the boxes as indicated:

£

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	000
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If your answer is less than £500, write NIL in the boxes as indicated:

£

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	N	I	L	000
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1 Turnover (excluding VAT)

What was the total amount received in respect of sales of goods and services during the period stated above?

Total turnover £

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000
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2125-2132

- Include:**
- Sales of goods of own production
 - Work done on customers' materials
 - Income from services provided
 - Sales of goods purchased and resold without further processing, including retail turnover
 - Progress payments on work in progress

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

2 Employment

How many employees were employed, on average, over the period?

Please give separate figures for those working full-time (30 hours or more per week) and those working part-time (fewer than 30 hours per week)

Number of full-time employees

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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2136-2141

Number of part-time employees

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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2142-2147

- Include:**
- Employees on permanent, temporary and fixed-term contracts
 - Staff hired on a temporary basis from an employment agency
 - Freelance staff

3 Value of assets

What is the approximate value of buildings, machinery and equipment?

For owned or rented/leased buildings, please estimate their current market value if sold.

Total value of owned buildings £

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000
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2148-2155

Total value of rented/leased buildings £

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000
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2159-2166

For all other assets, whether owned or rented/leased, please estimate the cost of purchasing **equivalent items**, not the cost of replacing them with new, improved items.

Total value of other owned assets £

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000
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2170-2177

Total value of other rented/leased assets £

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000
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2181-2188

- Include:**
- Motor vehicles and other transport equipment
 - Computer hardware and software
 - Other plant, machinery and equipment

Questions continue overleaf...