



Annual Business Survey 2021

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

00001 92111
CONTACT NAME
OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG
***** EXAMPLE PRINT *****

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

To be completed for: THE BUSINESS NAMED ABOVE

**Please complete and return by 3 May 2022
or within 2 months of your business year end
Your reporting period should cover 2021 - See section A**

Dear Sir or Madam,

Please find the 2021 questionnaire for the Annual Business Survey (ABS) attached. If actual figures are not available, please provide informed estimates. Once complete, the questionnaire can be returned by post or fax using the details in the box below. The ABS, produced by the Office for National Statistics (ONS), is the key resource for understanding the detailed structure, conduct and performance of businesses across the UK. The information you supply contributes to the National Accounts, which measure the state of the UK economy and are used by government to determine economic policy. The data also influences decisions on company and personal taxation and on interest rates.

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

If you do not complete and return this questionnaire, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). However, we appreciate the difficult trading circumstances experienced by many UK businesses at present and are grateful for any data you can provide. All the information you provide is kept strictly confidential. It is illegal for us to reveal your data, or identify your business, to unauthorised persons.

If it would help, you can request an electronic **PDF version of the questionnaire** by mailing surveycomments@ons.gov.uk and quoting the survey code and reference number from the box below.

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

Questionnaire return details

To return via fax: 01633 652707

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

Contact numbers

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

To complete the questionnaire in Euros 0300 1234 937

For any other queries, please contact the **ABS Survey Team** 0300 1234 937
or go to www.ons.gov.uk/surveys

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

Survey code: 202 **Reference number:** 4990 0000 000 **Period:** 202112

● Telephone calls may be recorded for training and quality purposes



Introduction to the Annual Business Survey (ABS)

Purpose of this survey

The Annual Business Survey (ABS) samples UK businesses and other related establishments according to their employment size and industry sector. The statistics produced help to improve the overall quality of National Accounts and the measurement of Gross Domestic Product (GDP).

In addition to the National Accounts, the ABS is also used by the Scottish Government and Welsh Government in the compilation of both regional country specific Input/Output tables and Indices of Production.

What your Annual Business Survey questionnaire should cover

This survey asks for information on business activity in England, Scotland and Wales but excludes Northern Ireland, the Channel Islands and Isle of Man.

Information required

This questionnaire is divided into nine sections, which ask for about:

Section A - return period

Section B - income

Section C - expenditure

Section D - value of stocks held

Section E - capital assets

Section F - international trade in services

Section G - international trade in goods

Section H - research and development

Section I - comments and contact details

How to Complete the Questionnaire

This questionnaire will be scanned, therefore please:

- Read accompanying notes before completing your return
- Complete in **black ink**
- Ensure letters and numbers are PRINTED and centred within each box
- Do not use commas ,
- Do not cross sevens 7 or zeros 0
- Please round your figures to the nearest £1,000

● For example £16,805 = £

You may find it useful to take a copy of this questionnaire for future reference or to answer any queries that may arise.



Please give values to the nearest £ thousand

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

Your return period should cover the year 2021. If no figures are available for that period, your return should relate to a business year that ends between 6 April 2021 and 5 April 2022.

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

If you traded for only part of the year, please provide figures for the period in which you were trading.

From:

D	D	M	M	Y	Y	Y	Y

¹¹ To:

D	D	M	M	Y	Y	Y	Y

¹²

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

2.1 Total Turnover

Total amount receivable in respect of invoices raised during the period of the return, covering sales of goods and services

Include:

- Progress payments on work in progress
- Turnover from development, construction and related activities carried out by your own staff
- Work done on customer's materials
- Income from work done for you by sub-contractors;
- Income from services provided by you (eg repairs, maintenance, installation and rents)

Exclude:

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

Total turnover £

											000
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 399

2.2 Environmental Turnover

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

Include: goods and/or services produced by your business

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

Exclude: goods and/or services used by your business

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

Yes → Go to question 2.2 (b)

No → Go to **Section C** 80

This section continues overleaf



DTU

EFG

MRK

Please give values to the nearest £ thousand

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

Please one box only

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

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MRN

Section C - Expenditure (see note C)

Employment

3. What was your expenditure on the following?

An employee is anyone aged 16 or over that your organisation pays directly from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- All workers ie permanent, temporary, casual and seasonal workers, paid directly from this business's payroll(s)
- Those temporarily absent but still being paid, for example parental leave, on holiday or sick

Exclude:

- Former employees only receiving a pension
- Self-employed workers
- Subcontractors
- Employment costs that have been reimbursed from government sources due to the coronavirus (COVID-19) pandemic, e.g. the Coronavirus Job Retention Scheme (CJRS), Job Support Scheme (JSS), UK and Devolved Administrations' accredited loans or finance agreements

Total employment costs £ 450

EFG

Costs of Energy, Goods, Materials and Services

4. What was your expenditure on the following?

Note: Please give amounts payable **excluding** employment costs, all interest payments, amounts charged to capital account and capitalised building repairs.

Total purchases of energy, goods, materials and services (include raw materials) £ 499

EFG



Please give values to the nearest £ thousand

Rates, Duties, Levies and Taxes Paid to the Government

5. What was your expenditure on the following?

Include:

- National non-domestic (business) rates
- Vehicle excise duty (also known as road, car or vehicle tax)
- Climate change levy

Exclude:

- VAT
- Tax already included in the purchase of goods, materials and services
- Corporation tax
- Income tax
- Capital gains tax

Total rates, duties, levies and taxes paid £ 4 0 0

EFG

Subsidies Receivable

Include subsidies related to the coronavirus (COVID-19) pandemic e.g. the Coronavirus Job Retention Scheme (CJRS), Job Support Scheme (JSS).

6. Total amounts received in subsidies from UK government sources and the EU £ 4 1 4

EFG

Section D - Value of Stocks Held (see note D)

Value of stocks held **including** Work in Progress but **excluding** VAT and progress payments on long-term contracts.

The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.

7. Total value of all stocks at the beginning of the period £ 5 0 0

EFG

8. Total value of all stocks at the end of the period £ 5 9 9

EFG



Please give values to the nearest £ thousand

Section F - International Trade in Services; Exports and Imports (excluding Goods) *(see note F)*

Include:

- Transactions with branches or subsidiaries of UK businesses that are located outside the UK
- Transactions with a subsidiary or parent of your company located outside the UK

Exclude:

- Transactions with branches or subsidiaries of foreign businesses that are located within the UK
- Goods

10. What was your income from services provided to individuals, enterprises or other organisations based outside the UK? £ 000 1 6 3 EFG

11. What was your expenditure on services provided by individuals, enterprises or other organisations based outside the UK? £ 000 1 6 4 EFG

Section G - International Trade in Goods; Exports and Imports (excluding Services) *(see note G)*

Include:

- Transactions with branches or subsidiaries of UK businesses that are located outside the UK
- Transactions with a subsidiary or parent of your company located outside the UK

Exclude:

- Transactions with branches or subsidiaries of foreign businesses that are located within the UK
- Services

12. Did your business export goods to individuals, enterprises or other organisations based outside the UK? eg raw materials, semi or finished manufactured goods

Yes

No 15

13. Did your business import goods from individuals, enterprises or other organisations based outside the UK? eg raw materials, semi or finished manufactured goods

Yes

No 16

Section H - Research and Development

What is R&D?

Research and Development covers **three** types of activity:

1. Basic research
2. Applied research
3. Experimental development

R&D comprises creative and systematic work undertaken in order to increase the stock of knowledge, and in order to devise new applications of available knowledge. R&D activity **must** have elements of **all of these five** criteria:

1. **Novel** - To be aimed at new findings
2. **Creative** - To be based on original, not obvious, concepts and hypotheses
3. **Uncertain** - To be uncertain about the final outcome
4. **Systematic** - To be planned and budgeted
5. **Transferable/reproducible** - To lead to results that could possibly be reproduced

14. Did the business carry out any in-house research and development in this reporting period or intend to do so in the next?

Yes

No 9



Section I - Comments and Contact Details

Any Relevant Comments

Please use this box if you wish to make any comments regarding the information provided on this return.

Please include details of:

- any significant impacts upon your data resulting from changes to your business (for example, changes to your business structure or type of activity undertaken)
- changes in the accounting approaches you have taken (for example, change of accounting standard such as IFRS, regulatory changes)
- any significant changes upon your data as a result of the coronavirus (COVID-19) pandemic

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PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN

Please use BLOCK CAPITALS

Contact name

Position in business

Name of business

Telephone Number Ext.

Fax Number

E-mail address

Signature Date

Thank you for completing this questionnaire.



NOTES TO HELP YOU COMPLETE THE QUESTIONNAIRE

Please read these notes before completing this questionnaire

WHAT YOUR ANNUAL BUSINESS SURVEY QUESTIONNAIRE SHOULD COVER

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

NOTE A: RETURN PERIOD

If you commenced trading during 2021, then your return should cover the period from the commencement of your business until 31 December 2021 or, alternatively, any date up to 5 April 2022.

If you ceased trading during 2021, then your return should cover the period 1 January 2021 to the date you ceased to trade or, alternatively, from the beginning of your last business year up to the cessation date.

NOTE B: INCOME (EXCLUDING VAT)

2.1 TOTAL TURNOVER

Give the value of all sales made in the year of this return whether or not the goods were produced in the year. The values given should be the 'net selling' value (**ie** the amount charged to customers whether valued 'ex-works' or 'delivered', less VAT, trade and cash discounts etc. and allowances on returned goods). The value stated should **include** duty if the goods are sold duty paid but **exclude** duty if they are sold in bond or exported.

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

Include	Exclude
<ul style="list-style-type: none">● Sales of goods made by you or for you by others from materials supplied by you;● Sales of waste products, residues and scrap;● Amounts received for the right to use patents, trademarks, copyrights etc, manufacturing rights, technical know-how and advertising revenue;● Royalty payments received;● Provision of goods and/or services to other parts of your company or organisation which are not covered by this return. These should be valued as if sold to an independent customer. If you are unable to supply figures on this basis, please value them at transfer cost;● Transport, insurance and packaging charges (less amounts for returnable containers) invoiced by your business (even if invoiced separately);● Progress payments received for Work in Progress on long term contracts which have not been identified as stocks in the balance sheet;● Income derived from the renting of property.	<ul style="list-style-type: none">● Income recorded as extraordinary income in your accounts;● The sale of vehicles previously treated as capital assets during the period. Include these in section E;● Interest payments received and other similar income;● Amounts received from the sale of patents, trademarks, copyrights etc;● Subsidies from UK public authorities and the European Union (EU);● Value of insurance claims received;● Income derived from the renting of land (if recorded separately within your accounts);● Income recorded as "Other Operating Income" in your accounts;● All trade, cash or other discounts and rebates (ie record turnover net of these);● Sales by other businesses operating on your premises (as well as commission received in such sales);● For those in the nuclear fuel industry, exclude any receipts received for fossil fuel premiums;● Dividends received;● Amounts arising from donations and fundraising activities;● The full value of any transfer fees received;● Export rebates received under the EU's Common Agricultural Policy.

NOTE C: EXPENDITURE

3. EMPLOYMENT COSTS

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

Include	Exclude
<ul style="list-style-type: none"> ● Accrued holiday pay; ● All overtime payments, bonuses, commissions; ● Payments to those temporarily absent (eg on holiday, sick, or on parental leave); ● The cost to the employer of all expenses and benefits in kind. These include: assets transferred to employees (i.e. cars, property, goods or other assets); payments made on behalf of employees; mileage allowances and fuel payments (unless the payments are in respect of travelling expenses), subsidies to staff canteens, sports club membership, nurseries and playschemes, health insurance etc; ● Employment costs paid to workers employed by the UK company and workers employed who are based overseas. (These costs should only reflect the installation services activity carried out outside the UK, included in section B); ● Employers' pension contributions should represent actual net amounts rather than notional values; ● Payments into pension funds providing retirement or death benefits for employees, including former employees or their dependants; ● Any "signing on" fees paid to employees. 	<ul style="list-style-type: none"> ● Payments to working proprietors, partners and executive directors not in receipt of a regular salary, fee or commission; ● Travelling and subsistence expenses. Include these in 4; ● Amounts paid to subcontractors. Include these in 4; ● Payments to homeworkers on piecework rates. Include these in 4; ● Payments to employment agencies for the services of agency staff. Include these in 4; ● Top up of pension funds or withdrawals from pension funds; ● Rebates received from National Insurance Redundancy Fund; ● Contributions by employers for their own personal pension schemes; ● Employees' National Insurance contributions; ● Employment costs that have been reimbursed from government sources due to the coronavirus (COVID-19) pandemic, e.g. the Coronavirus Job Retention Scheme (CJRS), Job Support Scheme (JSS), UK and Devolved Administrations' accredited loans or finance agreements. Include these in 6.

4. COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES

State the net cost of purchases made during the period of this return whether or not they were used or resold during that period. Valuation should be at full delivered cost. In the case of imports the cost should **include** import and excise duties (less drawback).

Include	Exclude
<ul style="list-style-type: none"> ● All fuel costs (eg electricity, gas, oil, coal, coke, petrol, diesel) purchased for use in the running of your business; ● Purchases of water used in the running of your business (including water extraction charges); ● Sewerage charges and other costs of effluent and waste disposal; ● Total fees and commissions payable; ● Other goods and materials such as office materials (eg stationery and consumables), machine spares and packaging materials charged to you; ● The cost of goods and materials purchased for use in the installation, repair or maintenance of customers' goods; ● Any goods bought for resale without further processing (ie merchanted goods, goods purchased and resold without modification); ● Any goods bought on a 'sale or return' basis which were subsequently sold but exclude the cost of those returned unsold; ● Payments for hiring, leasing or renting plant, machinery and vehicles (if acquired under operational leases) but not if purchased under hire purchase or finance leasing arrangements; ● Commercial insurance premiums paid; ● Road transport services purchased for own staff use (eg buses, taxis); ● Purchases of computer and related services, including consultancy charges on computer software and hardware and the cost of repair, maintenance and installation of office and computing machinery; ● Purchases of advertising and marketing services (not carried out by your own staff); ● Payments to employment agencies for the services of agency staff; ● Labour recruitment administration costs; 	<ul style="list-style-type: none"> ● All bank and other interest payments; ● Bad debts including future provisions; ● Any allowances for depreciation, amortisation or obsolescence including future provisions; ● Hire purchase repayments. See note E; ● Finance leasing payments. See note E; ● The cost of any items charged to the capital account including building repairs; ● Fines and penalties except those related to congestion charges; ● Amounts charged to capital account including computer hardware, software and programs written by a third party to be used for more than one year. Include these in section E; ● National non-domestic (business) rates. Include these in 5; ● The full value of any transfer fees paid out; ● Amounts payable for repairs and maintenance of household and domestic equipment; ● Mortgage Interest and Mortgage Loan Payments; ● Rent payments on land.

4. COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES (Continued)

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

5. RATES, DUTIES, LEVIES AND TAXES PAID TO THE GOVERNMENT

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

Include	Exclude
<ul style="list-style-type: none"> ● The Climate Change Levy (CCL), introduced in April 2001, is charged on industrial and commercial use of various forms of energy (eg primary and secondary fuel for lighting, heating, motive power and power for appliances). Exclude any agreed reductions; ● Excise duties (eg on alcohol, tobacco, hydrocarbon oil (fuel) duty) when paid directly to government by your business; ● Any business rates or formula rates paid to local authorities or Department of Communities and Local Government (DCLG) – Formula rates paid to DCLG applies to Great Britain only; ● Stamp duties; ● Export levies (eg under the EU's Common Agricultural Policy); ● Regulator Fees - any statutory amounts paid to: Environment Agency (EA), Office of Gas and Electricity Markets (OFGEM), Office of Water Service Regulation (OFWAT) in England and Wales and the Scottish Water and Sewerage Customers Council (SWSCC) in Scotland, Office of Communications (OFCOM) and Office of Rail and Road (ORR); ● Consumer and Credit Act fees; ● Franchise payments to government eg rail franchise premia; ● EU Emissions Trading System; ● CRC Energy Efficiency Scheme (formerly known as Carbon Reduction Commitment); ● Renewable Energy Obligations; ● Sugar levy (paid to the European Union); ● Levies paid to government levy-funded bodies eg Financial Services Compensation Scheme, Agriculture & Horticulture Development Board, Sea Fish Industry Authority etc; ● Aggregates Levy; ● Vehicle Registration Tax (paid upon registering new/imported vehicle for the first time). 	<ul style="list-style-type: none"> ● Water rates and sewerage charges. Include these in 4; ● Operators' licences; ● Petroleum Revenue Tax; ● Taxes already included in the purchase price of goods and services purchased; ● Net payments to trade associations and similar bodies; ● VAT; ● Council Tax (payable via local authorities in respect of your rented property); ● Inheritance Tax; ● Air Passenger Duty; ● Landfill Tax; ● Insurance Premium Tax; ● Lottery Duty; ● Capital Gains Tax; ● Corporation Tax; ● Income Tax; ● Fees & other licences eg Passport, television, boating and fishing; ● Rent payments on land.

6. SUBSIDIES RECEIVABLE

These are amounts receivable from UK government bodies or the EU to reduce the price of products (goods or services) sold into a market environment.

Include	Exclude
<ul style="list-style-type: none"> ● Import and Export refunds (eg under the EU's Common Agricultural Policy); ● Subsidies on payroll or workforce [eg through The Work and Health Programme (formerly known as The Work Programme)] which should also be recorded separately in 6; ● Subsidies introduced due to the coronavirus (COVID-19) pandemic, eg the Coronavirus Job Retention Scheme (CJRS), Job Support Scheme (JSS), which should also be recorded separately in 6. 	<ul style="list-style-type: none"> ● Grants received from any source i.e. UK government bodies, EU, charitable organisations etc. Grants are defined as one-off payments received with the intention to lessen the burden of capital expenditure ie new building work, machinery etc; ● Receipts from government for goods and services supplied free (or at a subsidised rate) under the National Health Service and similar public services; ● Grants to cover historical losses or for the cancellation of debt; ● Grants related to the coronavirus (COVID-19) pandemic.

NOTE D: VALUE OF STOCKS HELD

Inventories should be valued on the basis used in your financial statements **ie** on the basis of UK GAAP (Generally Accepted Accounting Principles) or International GAAP. Where the outcome of the contract is known with reasonable certainty and a proportion of the contract income has been recognised as turnover, progress payments should be disregarded.

Include	Exclude
<ul style="list-style-type: none">● Materials, stores and fuel, Work in Progress and goods on hand for sale (Work in Progress consists of goods and services that have been partially processed, fabricated or assembled by the producer but are not usually sold or turned over to others without further processing);● Raw materials and components purchased for incorporation into products for sale;● Consumable stores;● Semi-processed goods;● Office supplies;● Packaging materials;● Any stocks purchased for resale without further processing (ie merchantable or factored goods);● Show houses completed but not yet sold;● Finished goods, including buildings;● Houses taken in part exchange;● Contracts not yet finalised - commission fees for work carried out;● Building work carried out by yourselves (including finished properties built by yourselves) with the intention to sell;● All stocks owned and held by you or currently in transit within the UK;● All stocks owned and held by you overseas or currently in transit abroad;● The value of any goods let out on hire, only if they were charged to current account when acquired and do not rank as capital items for taxation purposes;● Products in intermediate stages of completion that you own (even if not held by you);● Long term business contract balances (with progress payments treated in line with UK GAAP or International GAAP);● Duty for dutiable goods held out of bond.	<ul style="list-style-type: none">● Stocks you hold that do not belong to you;● Duty on stocks held in bond;● Products in intermediate stages of completion that do not belong to you;● Land.

NOTE E: CAPITAL ASSETS

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

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

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

NOTE F: INTERNATIONAL TRADE IN SERVICES: EXPORTS AND IMPORTS (EXCLUDING GOODS)

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

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

NOTE G: INTERNATIONAL TRADE IN GOODS: EXPORTS AND IMPORTS (EXCLUDING SERVICES)

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

Include	Exclude
<ul style="list-style-type: none"> ● Semi and finished manufactured goods; ● Food, beverages and tobacco; ● Basic materials; ● Oil and other fuel. 	<ul style="list-style-type: none"> ● Trade in services.

