



Notice is given under section 1 of the Statistics of Trade Act 1947

Quarterly Acquisitions and Disposals of Capital Assets Survey

Office for National Statistics

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

00001 42990
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 8 July 2016

Dear Sir or Madam,

Please find the Quarter 2 2016 questionnaire for the Quarterly Acquisitions and Disposals of Capital Assets Survey attached. Please complete for the period Quarter 2 2016 (1 April 2016 to 30 June 2016). 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 or alternatively send a nil response via Telephone Data Entry (see question 7).

The Quarterly Acquisitions and Disposals of Capital Assets Survey is a survey of businesses in the UK. It is a quarterly collection of data on net expenditure (cost of acquisitions and proceeds from disposal) on capital assets. It requests information from industries in the private sector, including not-for-profit institutions.

The information is used to measure changes in the economy so the government can develop and monitor economic policy. The data are also widely used by the Bank of England, the European Commission and economic analysts.

We guarantee that while your employment is less than 10, you will receive no more than 5 quarterly questionnaires for this one ONS business survey. You must complete and return all questionnaires on time, after which you will be excluded from all business surveys for at least 3 years. The Annual Survey of Hours and Earnings is not covered by this guarantee.

You are required by law to complete this questionnaire. If you do not complete and return this questionnaire by 8 July 2016, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business to unauthorised persons.

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

Questionnaire return details

To return via fax: 01633 652707

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

Contact numbers

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

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

To complete the questionnaire in Euros 0300 1234 916

For any other queries, please contact the **Survey Team** **0300 1234 916**
or go to www.ons.gov.uk/surveys

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

Survey code: 019 **Reference number:** 4990 0000 000 **Period:** 201606

- Telephone calls may be recorded for training and quality purposes

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Detailed guidance to help complete the questionnaire

This survey collects expenditure on the acquisition, and proceeds from the disposal of capital assets that are used repeatedly to facilitate production, or provide services, for more than one year.

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 re-sale rather than for use within the 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 where you (the lessee) are responsible for repairs and maintenance. Assets owned by the business but leased to another business under an operating lease ie where 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 leases ie where repair and maintenance are carried out by the other business (lessee). Assets acquired under an operating lease ie where responsibility for repair and maintenance are borne by the owner (lessor) of the asset. Asset transfers between businesses 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).
		Depreciation	<ul style="list-style-type: none"> Allowances for depreciation.
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 and other services associated with capital assets must be reported with the asset value.



Section F - Additional Comments and Contact Details

8. In the box below, please comment on any unusual fluctuations in figures, details on adjustments to previous quarterly returns and any revisions that result from changes in your accounting operations.

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9. How long has it taken you to complete this questionnaire?

Include any time spent extracting information from your accounting systems and collating data over and above normal accounting operations. . . . Hours Minutes

10. Please provide details of the person we should contact if we have any queries regarding the information returned on this questionnaire:

Contact Name

Position in business

Telephone Number Ext.

Fax Number

E-mail address

Signature Date

Thank you for completing this questionnaire.

FGA

ADC



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