

PLEASE GIVE VALUES TO THE NEAREST £ THOUSAND WHERE APPROPRIATE

Section A: Return period see note A

Your return period should cover the year 2013. If no figures are available for that period, your return should relate to a business year that ends between 6 April 2013 and 5 April 2014.

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
<input type="text"/>	<input type="text"/>

M	M
<input type="text"/>	<input type="text"/>

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

¹¹ To:

D	D
<input type="text"/>	<input type="text"/>

M	M
<input type="text"/>	<input type="text"/>

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

¹²

Section B: Income see note B

2.1 What was your total turnover from the following excluding VAT?

a. Sale of goods and services in respect of invoices raised during the period

<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"/>
						0	0	0	

³⁹⁹ NFD

b. Of which were goods sold to the general public

<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"/>
						0	0	0	

³⁰⁰ NFD

2.2 What was your income from the following activities?

a. Monies received from Insurance claims

<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"/>
						0	0	0	

³¹⁷ NFD

b. Subsidies received from UK government sources and the EU

<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"/>
						0	0	0	

⁴¹⁴ NFD

c. Of which were subsidies received under The Work Programme

<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"/>
						0	0	0	

⁴³² NFD

d. Other income recorded in your profit/loss account

<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"/>
						0	0	0	

³²⁵ NFD

2.3 Environmental Turnover

a. Did your business produce a good or service with the main aim of protecting the environment?

Yes → Go to question 2.3b

No → Go to question 3 ⁸⁰

b. Please estimate the proportion of your total turnover that relates to the environmental good or service produced.

0 - 24%

25 - 49%

50 - 100% ⁸¹

Please one box only

DTU

NFD

NFD

NFD

NFD

NFD

NFD

MRK

MRM

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Section C: Expenditure see note C

Employment

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 i.e. permanent, temporary, casual and seasonal workers, paid directly from this business's payroll(s)
- Those temporarily absent but still being paid, for example on maternity leave.

Exclude:

- Voluntary workers
- Former employees only receiving a pension
- Self-employed workers
- Working owners who are not paid under PAYE
- Subcontractors

3. What was your expenditure on the following?

a. Gross wages and salaries	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0	446	NFD
b. Employers' National insurance contributions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0	448	NFD
c. Employers' contributions to pensions funds	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0	449	NFD
d. Redundancy and severance payments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0	447	NFD
e. Total employment costs This should be the sum of 3a - 3d	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0	450	NFD

All other expenditure (except employment costs)

Goods, Raw Materials and Energy

4. What was your expenditure on the following?

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

a. Goods and raw materials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0	402	NFD
b. Goods bought for resale	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0	403	NFD
c. Energy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0	427	NFD
(including: electricity, gas, heating oil, petrol, diesel and oil costs)												
d. Water	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0	428	NFD
e. Sewerage and Waste disposal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0	435	NFD
f. Services bought for resale	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0	433	NFD

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Section D: Value of Work in Progress see note D

6a. What was your total value of work in progress at the start of the reporting period?	□□	□□□□	□□□□	0 0 0	501	NFD
6b. What was your total value of work in progress at the end of the reporting period?	□□	□□□□	□□□□	0 0 0	502	NFD

Section E: Capital Expenditure see note E

Include:

- Non-Deductible VAT
- Building work
- Acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc.

Exclude:

- Deductible VAT
- Any allowances for depreciation
- Assets acquired in taking over an existing business or sold as part of an on-going concern.

7. What was your expenditure on the acquisition of the following?						
a. Land	□□	□□□□	□□□□	0 0 0	763	NFD
b. Existing buildings	□□	□□□□	□□□□	0 0 0	764	NFD
c. Computer software developed by your own staff, to be used for more than one year.	□□	□□□□	□□□□	0 0 0	771	NFD
d. Computer software bought in	□□	□□□□	□□□□	0 0 0	610	NFD
e. Other completed work of a capital nature, carried out by own staff, produced for own use	□□	□□□□	□□□□	0 0 0	602	NFD
f. Any other acquisitions	□□	□□□□	□□□□	0 0 0	1108	NFD
<i>(include: machinery, equipment vehicles, construction of new buildings and extensions, and refurbishment and improvements to existing buildings.)</i>						
g. Total Acquisitions	□□	□□□□	□□□□	0 0 0	600	NFD
This should be the sum of 7a - 7f						

8. What was your income generated by the disposal of the following?						
a. Land	□□	□□□□	□□□□	0 0 0	765	NFD
b. Existing buildings	□□	□□□□	□□□□	0 0 0	766	NFD
c. Any other disposals	□□	□□□□	□□□□	0 0 0	1109	NFD
<i>include: machinery, equipment and vehicles</i>						
d. Total disposals	□□	□□□□	□□□□	0 0 0	699	NFD
This should be the sum of 8a - 8c						

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Section F: International Trade in Services see note F

If your business has either purchased from or provided **services** to individuals, enterprises or other organisations based internationally (outside the UK) in the last 12 months please give the amounts **receivable/payable** in respect of invoices raised during this period.

Include:

- Transactions with branches or subsidiaries of UK businesses that are located outside of the UK.

Exclude:

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

9. **What was your income generated from services provided to businesses based outside of the UK?** , , 0 0 0 163

10. **What was your expenditure for services provided by businesses based outside of the UK?** , 0 0 0 164

Section G: International Trade in Goods see note G

If your business has either purchased from or provided **goods** to individuals, enterprises or other organisations based outside the UK in the last 12 months, please answer the questions below.

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.

11. **Did your business export goods to individuals, enterprises or other organisations based outside the UK in the last 12 months? e.g. raw materials, semi or finished manufactured goods**

Yes

No 15

12. **Did your business import goods from individuals, enterprises or other organisations based outside the UK in the last 12 months? e.g. raw materials, semi or finished manufacturing goods**

Yes

No 16

NFD

NFD

MRK

MRK

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**.

SECTION A: RETURN PERIOD

1. PERIOD COVERED BY THE RETURN

If you commenced trading during 2013, then your return should cover the period from the commencement of your business until 31 December 2013 or, alternatively, any date up to 5 April 2014.

If you ceased trading during 2013, then your return should cover the period 1 January 2013 to the date you ceased to trade or, alternatively, from the beginning of your last business year up to the cessation date.

SECTION B: INCOME

2.1 a TOTAL TURNOVER (EXCLUDING VAT)

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

INCLUDE:

- All sales of goods (**except** fixed capital assets) **including** exports and goods purchased and resold without processing;
- Provision of goods 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;
- Work done on customers' materials (**including** the value of any additional materials added);
- Income from construction activity (even if sub-contracted);
- Income from all industrial and non-industrial services rendered;
- Progress payments received for Work in Progress on long-term contracts which have not been identified as stocks on the balance sheet;
- Income derived from the renting of property. Income derived from the renting of land (if recorded separately within your accounts) should be **included** in 2.2d;
- Amounts received for the right to use patents, trade marks, copyrights etc.;
- Receipts from government for goods and services supplied free (or at a subsidised rate) under the National Health Service and similar public services;
- Transport, insurance and packaging charges (less amounts for returnable containers) invoiced by your business (even if invoiced separately);
- Income from sub-contracted activities;
- For commission work (**i.e.** where you do not hold title to goods sold), the commission/fee is to be **included** but not the full transaction price. Also to be **included** here are costs incurred and passed on to the customer;
- The value of second-hand goods taken in part exchange (such second-hand goods should also be recorded as purchases);
- Service charges for credit provided (but not interest charges);
- The value of vouchers, tokens and coupons used by customers as a means of payment (but not the sale of such vouchers etc. to customers);
- Royalty payments received;
- Management fees.

EXCLUDE:

- Output for own final use;
- Income recorded as extra-ordinary income in your accounts;
- Amounts received from the sale of fixed capital assets;
- Amounts received from the sale of patents, trade marks, copyrights etc.;
- Grants from any source;
- Subsidies from UK public authorities and the European Union (EU);
- Value of insurance claims received. Include these in 2.2a;
- Income recorded as "Other Operating Income" in your accounts. Include this in 2.2d;
- All trade, cash or other discounts and rebates (**i.e.** record turnover net of these);
- Income derived from the renting of land (if recorded separately within your accounts). Include this in 2.2d;
- Interest payments received and other similar income;
- Dividends received;
- Amounts arising from donations and fundraising activities;
- The full value of any transfer fees received.

SECTION B: INCOME (Continued)

2.1 b GOODS SOLD TO THE GENERAL PUBLIC

Retail turnover is the identifiable amount attributable to sale (**including** installation) of goods to the general public (and not businesses) for personal or household use.

Where exact figures for wholesale/retail split are not available, informed estimates should be used.

INCLUDE:

- Sales of food, confectionery, drinks, envelopes and other stationery, knitting wool, ornaments, toys and games etc.;
- Installation work on domestic and household appliances only when in combination with sale of goods;
- Retail sale by commission agents;
- Commission on lottery sales;
- Commission from sales of telephone top-up cards;
- For commission work (**i.e.** where you do not hold title to goods sold), the commission/fee is to be included but **not** the full transaction price. Also to be **included** here are costs incurred and passed on to the customer;
- Service charges for credit provided (but not interest charges);
- Receipts from government for goods and services supplied free (or at a subsidised rate) under the National Health Service and similar public services;
- Income from retail sales over the Internet (where you hold title to the goods sold);
- Over the counter supply of drugs, medicines and general supplies;
- Commission received on sales by other businesses operating on your premises (excluding the total value of the sale).

EXCLUDE:

- Income (**including** repair and maintenance) from other businesses;
- Sales, repair and maintenance of motor vehicles, motorcycles, their parts and accessories and of fuel for these;
- Sales of food and drink as a catering activity (**including** staff canteens, take-away food and bar sales);
- Renting and hiring of goods;
- Income from postal activities and Post Office Ltd;
- Sales of services (**e.g.** holidays, cinema and other tickets, membership fees);
- Turnover from work on the structure of a building (**e.g.** decorating, plumbing);
- Sales and maintenance of land and buildings;
- Agricultural merchants - sales to farmers;
- Drugs, medicines and general supplies administered by vets during treatment;
- Installation work on domestic and household appliances when **not** in combination with sale of goods.

2.2 a MONIES RECEIVED FROM INSURANCE CLAIMS

INCLUDE:

- Claims received from all forms of commercial insurance (**e.g.** fire, motor vehicle, accident, transit within the UK, loss of profit). Insurance companies should only record claims made on behalf of own business.

EXCLUDE:

- Claims received from sinking fund policies, policies providing pensions, superannuation or other retirement, sickness, personal, accident, disability or death benefits for employees or their dependants;
- Any claims receivable from re-insurance business written.

2.2 b 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:

- Import and Export refunds (**e.g.** under the EU's Common Agricultural Policy). Include these in 2.2b;
- Subsidies on payroll or workforce [**e.g.** through The Work Programme (formerly known as The Welfare to Work Programme)] which should also be recorded separately in 2.2c.

EXCLUDE:

- 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 **i.e.** 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.

2.2 d VALUE OF OTHER INCOME RECORDED IN YOUR PROFIT/LOSS ACCOUNTS

INCLUDE:

- Income derived from the renting of land (if recorded separately within your accounts);
- Interest and dividends;
- All trade, cash or other discounts and rebates that are recorded in your profit and loss and/or income and expenditure accounts.

SECTION C: EXPENDITURE

3. EMPLOYMENT COSTS

a GROSS WAGES AND SALARIES

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:

- All overtime payments, bonuses, commissions;
- 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 play schemes, health insurance etc. National Insurance, pension and redundancy contributions should be recorded under questions 3 b, c & d respectively;
- 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);
- Any "signing on fees" paid to employees;
- Accrued holiday pay.

EXCLUDE:

- Travelling and subsistence expenses. Include these in 4o;
- Payments to homeworkers on piecework rates. Include these in 4o;
- Redundancy and severance payments. Include these in 3d;
- Payments to employment agencies for the services of agency staff. Include these in 4n;
- All National Insurance contributions. Include Employers' National Insurance contributions in 3b;
- Contributions to other pension and welfare schemes. Include these in 3c.

c EMPLOYERS' CONTRIBUTIONS TO PENSION FUNDS

Employers' pension contributions should represent actual net amounts rather than notional values.

INCLUDE:

- Payments into pension funds providing retirement or death benefits for employees, **including** former employees or their dependants;
- Payments to Welfare Schemes.

EXCLUDE:

- Employers' National Insurance contributions. Include these in 3b;
- Top up of pension funds or withdrawals from pension funds;
- Contributions by employers for their own personal pension schemes;
- Expenditure on leisure, medical, crèche etc. facilities for employees.

d REDUNDANCY AND SEVERANCE PAYMENTS

INCLUDE:

- Golden handshakes.

EXCLUDE:

- Rebates received from National Insurance Redundancy Fund;
- Accrued holiday pay. Include this in 3a.

4. GOODS, RAW MATERIALS AND ENERGY

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. Deductible VAT should be **excluded** from the cost but non-deductible VAT should be **included**. In the case of imports the cost should **include** import and excise duties (less drawback).

a GOODS AND RAW MATERIALS

INCLUDE:

- The cost of raw materials, components, semi-manufactures, workshop and office materials (stationery and consumables), machine spares and packaging materials charged to you;
- Any imports of goods should be valued Free on Board (FOB);
- 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 supplier. 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 sub-contractor;
- The cost of materials purchased for use in the installation, repair or maintenance of customers' goods;
- Purchase of telephone handsets and modems;
- Food and drink used in the preparation of meals and drinks;
- Drugs, medicines and general supplies administered by vets during treatment;
- Building materials you have purchased for your own use.

EXCLUDE:

- Goods or services purchased for resale without processing. Include these in 4b or 4f;
- Transport costs on purchases paid to a third party. Include these in 4j or 4o as appropriate;
- Amounts charged to capital account. Include these in section E.

4. GOODS, RAW MATERIALS AND ENERGY

b GOODS BOUGHT FOR RESALE

INCLUDE:

- Any goods bought on a 'sale or return' basis which were subsequently sold but **exclude** the cost of those returned unsold;
- The purchase price paid for the goods for resale **including** any duties paid by the seller;
- The full purchase price of property bought and sold in the same financial period, without development.

EXCLUDE:

- The cost of materials purchased for use in the installation, repair or maintenance of customers' goods. Include these in 4a;
- Food and drink requiring preparation before sale;
- Any other goods "sold" as part of a service (**e.g.** drugs, medicines and general supplies **including** those administered by vets during treatment). Include these in 4a.
- The full value of any transfer fees paid out;
- Excise duties paid by yourselves. Include these in 2.2 and 5d.

d WATER

INCLUDE:

- Water abstraction application charges;
- Water rates.

EXCLUDE:

- Waste disposal, sewerage and effluent disposal charges. Include these in 4e;
- Bottled water;
- Water abstraction licence fees. **These should not be recorded anywhere in this questionnaire.**

f SERVICES BOUGHT FOR RESALE

INCLUDE:

- Sales of services bought and then sold on to a customer without actually changing the service sold (**e.g.** conference organisers: when a conference hall is hired by yourself but the cost passed on to your client);
- Employment agency costs which are passed on to customers – **Employment agency sector only**;
- Hiring, renting or leasing costs which are passed on to customers – **Hiring, Leasing and Renting sector only**.

SERVICES FOR BUSINESS USE

h HIRING, LEASING OR RENTING PLANT, MACHINERY AND VEHICLES

INCLUDE:

- Rental of telephone handsets and modems;
- Car hire or other vehicle hire without drivers.

EXCLUDE:

- Hire purchase repayments and finance leasing payments. See section E;
- Amounts payable for road vehicles hired with drivers. Include these in 4j.

i COMMERCIAL INSURANCE PREMIUMS

INCLUDE:

- Premiums for all forms of commercial insurance **including** insurance premium tax (**e.g.** fire, motor vehicle, accident, transit within the UK, loss of profit).

EXCLUDE:

- Premiums for sinking fund policies;
- Premiums for policies providing pensions, superannuation or other retirement, sickness, personal accident, disability or death benefits for employees or their dependants. Include these in 3c;
- Employers' National Insurance contributions. Include these in 3b;
- Value of insurance claims received. Include these in 2.2a.

j ROAD TRANSPORT SERVICES

INCLUDE:

- The cost of freight transport by road only;
- Road transport used for furniture removal;
- Road transport services purchased for own staff use (**e.g.** buses, taxis etc.);
- Amounts payable for road vehicles hired with drivers.

EXCLUDE:

- Car hire or other vehicle hire without drivers. Include these in 4h.

4. GOODS, RAW MATERIALS AND ENERGY (Continued)

SERVICES FOR BUSINESS USE (Continued)

k TELECOMMUNICATION SERVICES

INCLUDE:

- Rental charges on telephone services **including** mobile phone services;
- The cost of telephone calls, facsimiles, Internet services and data transmission.

EXCLUDE:

- The cost of all telephone handsets and modem equipment. Purchases of these should be included in 4a, **except** if charged to capital account then these should be included in 7g. Payments for rental of such equipment should be recorded in 4h.

l COMPUTER RELATED SERVICES

INCLUDE:

- Consultancy charges on computer software and hardware;
- Cost of repair, maintenance and installation of office and computing machinery.

EXCLUDE:

- Computer hardware, software and programs written by a third party to be used for more than one year. Include these in section E.

m ADVERTISING AND MARKETING SERVICES

INCLUDE:

- Payments for advertising or marketing campaigns, **including** payments for television or radio media time, newspaper or billboard space;
- Payments for market research and public relations activities carried out by a third party.

EXCLUDE:

- Market research and public relations activities carried out by your own staff.

n EMPLOYMENT AGENCIES

EXCLUDE:

- Employment agency costs which are passed on to customers. Include these in 4f – **Employment Agency sector only**.

o ANY OTHER SERVICES FOR BUSINESS USE

INCLUDE:

- 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 for labour they have supplied;
- Postage (**including** parcel services);
- Amounts payable for the right to use patents, trade marks, 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 repairs, maintenance and contract cleaning services;
- Bank charges (**excluding** interest payments);
- Rent paid on buildings or dwellings;
- Payments to homeworkers on piecework rates;
- Payments for film and programme rights;
- Amounts paid for licensing, inspection and monitoring;
- Staff travel;
- Travelling and subsistence expenses;
- Congestion charges **including** related fines and penalties;
- Royalty payments;
- Payments made to claimants;
- Insurance costs which are passed on to the customer;
- Management fees and/or inter group charges;
- Chamber Fees – **Legal Services sector only**.

4. GOODS, RAW MATERIALS AND ENERGY (Continued)

SERVICES FOR BUSINESS USE (Continued)

o ANY OTHER SERVICES FOR BUSINESS USE (Continued)

EXCLUDE:

- All bank and other interest payments;
- Bad debts **including** future provisions;
- Any allowances for depreciation, amortisation or obsolescence **including** future provisions;
- Employment costs. Include these in 3;
- Hire purchase repayments. See section E;
- Finance leasing payments. See section E;
- The cost of any items charged to the capital account **including** building repairs;
- Fines and penalties **except** those related to congestion charges;
- National non-domestic (business) rates. Include these in section 5a;
- Hiring, renting or leasing costs which are passed on to customers. Include these in 4f – **Hiring, Leasing and Renting sector only**;
- Employment agency costs which are passed on to customers. Include these in 4f – **Employment Agency sector only**;
- Mortgage Interest and Mortgage Loan Payments.

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

a NATIONAL NON-DOMESTIC (BUSINESS) RATES

National non-domestic (business) rates are amounts payable via local authorities in respect of industrial and commercial property.

INCLUDE:

- 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**.

EXCLUDE:

- Water rates. Include these in 4d;
- Sewerage charges. Include these in 4e.

c CLIMATE CHANGE LEVY

The Climate Change Levy (CCL), introduced in April 2001, is charged on industrial and commercial use of various forms of energy (e.g. primary and secondary fuel for lighting, heating, motive power and power for appliances).

EXCLUDE:

- Any agreed reductions.

d OTHER AMOUNTS PAID FOR RATES, DUTIES, LEVIES AND TAXES

INCLUDE:

- Excise duties (e.g. on alcohol, tobacco, petrol) when paid directly to government by your business;
- Council tax (rates payable via local authorities in respect of your rented property);
- Stamp duties;
- Export levies (e.g. under the EU's Common Agricultural Policy);
- Import duties paid;
- Any statutory amounts paid e.g. to either the Environment Agency (EA), Office of the Gas and Electricity Markets (OFGEM) or the Water Regulators – Office of Water Services (OFWAT) in England and Wales and the Scottish Water and Sewerage Customers Council (SWSCC) in Scotland, to enable them to fund their mandatory duties;
- Consumer and Credit Act fees;
- Franchise payments.

EXCLUDE:

- Vehicle Excise Duty (road fund licences);
- Operators' licences;
- Net payments to trade associations and similar bodies;
- Inheritance Tax;
- Air Passenger Duty;
- Insurance Premium Tax;
- Lottery duty.

SECTION D: VALUE OF WORK IN PROGRESS

6. WORK IN PROGRESS (EXCLUDING VAT)

Inventories should be valued on the basis used in your financial statements **i.e.** on the basis of UK GAAP (Generally Accepted Accounting Principles) or International GAAP.

INCLUDE:

- Products that you own title to in intermediate stages of completion;
- Long term business contract balances (with progress payments treated in line with UK GAAP or International GAAP);
- 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.

EXCLUDE:

- Products in intermediate stages of completion that do not belong to you.

Note: Work in Progress consists of goods and services that have been partially processed, fabricated or assembled by the producer but that are not usually sold or turned over to others without further processing. These products **include** Work in Progress belonging to the unit, even if the products in question are in the possession of third parties. Equally, products held by the unit which belong to third parties are **excluded** as are partially completed structures for which the ultimate owner is deemed to have taken ownership, either by the existence of a contract of sale/purchase or because the production is for own use.

SECTION E: CAPITAL EXPENDITURE

7 & 8. CAPITAL EXPENDITURE

The amounts entered should **include** the purchase costs and disposal proceeds of fixed assets, together with any other amounts treated as capital items for taxation purposes.

Do not deduct any amounts received in grants (**including** lottery grants) and/or allowances from government sources, statutory bodies or local authorities. Ideally items should be considered as capital expenditure if their value exceeds £500.

INCLUDE:

- Expenditure on new construction work contracted by you, whether directly with the constructors or arranged by property developers. This covers the construction of new buildings and extensions and improvements to existing buildings (**including** fixtures such as lifts, heating and ventilation systems);
- All work of a capital nature carried out by your own staff. This should cover the provision of any capital asset or item ranked as capital for taxation purposes, **including computer software**. The relevant employment costs and the cost of purchases consumed in the work should be included in 3 and 4 respectively;
- Expenditure on replacing assets destroyed in circumstances (**e.g.** fire) which have given rise to an insurance claim;
- All expenditure on computer software to be used for more than one year. Such software may be purchased on the market or produced for own use;
- The total capital value of any assets that you have bought on hire purchase or acquired (as lessee) under a finance leasing arrangement in the period covered by the return, but not interest and instalment payments;
- Expenditure on assets acquired for hiring, renting and other leasing purposes (but not assets acquired in order to lease to others under finance leasing arrangements);
- All additions, alterations, improvements and renovations which prolong the service life or increase the productive capacity of existing capital goods;
- Capital expenditure at any site belonging to the business where operations have not yet begun;
- Expenditure incurred during the period on additions to capital assets, which is temporarily being carried forward under other headings **e.g.** Work in Progress on capital assets in the course of construction, deposits or other payments on account of capital assets in process of acquisition;
- Plant spares, jigs, dies, patterns, moulds, loose tools and/or special tools;
- All finance costs relating to Public Private Partnerships (PPP's), where they are separately identified and relevant to the PPP. If finance costs cannot be separated, provide estimates assuming the finance costs are included.

EXCLUDE:

- Expenditure on work carried out by sub-contractors that does not relate to capital expenditure;
- All expenditure on dwellings but **include** land intended for new dwellings;
- Assets like goodwill, patents or licence fees;
- The proceeds from an insurance claim against the loss of fixed assets. Include these in 2.2a;
- The capital value of any assets acquired by your business but leased out to others under finance leasing arrangements;
- Items of a capital nature acquired for re-sale rather than for use within the business **e.g.** stocks of vehicles held by motor traders;
- Rentals charged for assets leased by you through operational leasing facilities;
- Assets outside the UK.

The full value of assets acquired or leased in under a finance lease or hire purchase agreement should be **included** but assets leased out on these terms should be **excluded**. A finance lease is a lease that transfers substantially all the risks and rewards of ownership of an asset to the lessee. In this sort of lease, rentals will normally be calculated to allow the lessor to recover the cost of the asset and to make a profit over the period of the lease. This period will normally be equal to the useful life of the asset. Hire purchase arrangements and the provision of operational leasing facilities are **not** regarded as finance leases.

SECTION E: CAPITAL EXPENDITURE (Continued)

7 & 8. CAPITAL EXPENDITURE (Continued)

7 d COMPUTER SOFTWARE BOUGHT IN

INCLUDE:

- Network ware;
- Large databases;
- Word processing packages;
- Spreadsheet packages;
- Specialist packages.

7 e OTHER COMPLETED WORK OF A CAPITAL NATURE, CARRIED OUT BY OWN STAFF. PRODUCED FOR OWN USE

Identify the value charged to capital account for work carried out by your own staff included in 7g. This should cover the provision of any capitalised asset or item ranked as capital for taxation purposes. The relevant employment costs and the cost of purchases consumed in the work should be included in 3 and 4 respectively.

SECTION F: INTERNATIONAL TRADE IN SERVICES

9 & 10. 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 4.

INCLUDE:

- Repair of construction equipment and computers (but not maintenance);
- The hiring out of plant, machinery and other goods (operational leasing);
- Consultancy services (e.g. market research, advertising, accountancy and research and development);
- Royalties and licence fees;
- Telecommunications services;
- Computer services (**excluding** hardware);
- 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;
- Insurance and finance services.

EXCLUDE:

- 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.

SECTION G: INTERNATIONAL TRADE IN GOODS

11 & 12. 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:

- Food, beverages and tobacco;
- Basic materials;
- Oil and other fuel.