

## For the Income, Consumption and Expenditure Survey 2007/8

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### Example

**Suppose:** a. On the 1<sup>st</sup> of July 1990, a household purchased 2 loaves of bread at 68c each, 3 litres of Milk at 90c per litre, at 90c per litre, 1 kilogram of beef at \$5.60.

b. On the 3<sup>rd</sup> of July, 1990 purchased 5 kilograms of maize meal at 3.90, 2 bottles 9300ml) of soft drinks at 32c each, 12 quarts of beer at \$1.60 each and a packet of Kingsgate cigarettes at 96c.

c. On the same day bought a lounge suite for \$1200.00 and paid a deposit \$200.00.

d. On the 4<sup>th</sup> of July brought home from the garden (own produce)  $\frac{1}{4}$  kilograms of rape.

e. On the same day received as a gift of a dozen of eggs and exchanged 1 kilogram of unshelled groundnuts for 3 kilograms of maize grain.

f. On the 5<sup>th</sup> of July your child buys and consumes Tea worth \$1.20 in a hotel.

[illegible]

## Guidelines for filling in the Daily Record Book

### *The Household*

#### **Record the quantity and value of the following daily:**

- Expenditure on food, beverages, tobacco, clothing, and other personal goods and services by the members of the household at or away from home.
- Own produce-brought into the household for consumption.
- Barter, payments in kind, gifts or any other receipts for consumption.
- Free collection: gathered for household use for consumption e.g fruit, firewood etc.

Please record all the above **expenditures, own produce and receipts of the household**, item by item as soon as possible or at least in the evening each day. Record the items **in whole** as they are received even if it refers to consumption outside the recording month. For example, the total school fees for three months will be recorded if it is paid during the month and not at all if it is paid before or after that month. A large purchase of food at the end of the month will also be recorded in its **whole** even if most of the consumption will take place in the following month.

For items **bought on credit**, the total cash value, the deposit, the instalment and the interest paid need to be recorded as separate items.

For all consumption in conventional eating places like hotels restaurants and take-aways, indicate in the item description column, the type of outlet.

Against each item **consumed, purchased or received for consumption**, please fill in the quantity and the value.

**Quantity** is the total units consumed multiplied by their corresponding units of measurement e.g 1x 2kg, 10x750ml, 2x1 bundle. If you encounter any difficulties in finding the units of measurement e.g weight, volume, values etc of own produce such as vegetables, milk or fruit then ask the enumerator to assist you.

**-Value** is the amount of money you have paid in dollars and cents for that item including sales tax. Estimate the value (local market price) if the item is your own produce, receipt, gift or in exchange for another item (barter) or payment in kind.

The last column is for you to indicate the source of the items you consumed or received. If the item is purchased in urban outlet circle PU, if purchased in non-urban outlet circle PN, if received as a gift circle G, B for barter, PK for payment in kind, O for own produce and T for transfers.

### *Agriculture*

#### **Record daily**

- Sale of crops, fruits, dairy products, poultry, other livestock, fodder crop, fishery, forestry and goods not produced of the household as well as other receipts from agriculture.
- Cost of use of seed, fungicides, fertiliser, packaging material, fodder, fishery costs, purchase of goods for resale maintenance costs, auctions and grading costs and transport costs on agricultural supplies and on output.
- Exchange or barter of agricultural products.

Home consumption, of own products will be recorded in the household daily record book.

Against each sale or use of items, please record the unit, quantity and value and circle the **SO, UO, UP, PR** or the **RS** depending if it is sale or use of.

- Unit is the unit of measurement e.g kilograms (kg) and litres (lit) with up to 2 decimals, bags, etc.
- Quantity is the number of units e.g the number of kg or animals.
- Value is the estimated cost of what is used that day in dollars and cents.

