

INTRODUCTION

The Household Budget Survey conducted by the State Statistical Office will be used to collect data about the revenues, expenditures and the consumption of the households. In addition, the survey shall also help collect some information about the living standard (housing conditions, heating of the residence, stock of consumable goods, minimal funds required to fulfil the needs of the household etc.).

The experiences of the developed countries show that it is best to collect information about household budgets by using diaries. These diaries will have daily records of the monetary expenses for **purchased goods and services** during a period of 15 days. The diary should be maintained by the household member who best knows how the household spends its budget.

Instructions for maintaining the diary

Table 1

This table should indicate **all your purchases** during a period of 15 days, irrespective of whether you purchased these goods using your funds, funds from the family budget, borrowed funds or from any other source and irrespective of whether the payments were made in cash, with a cheque, credit card, post office payment order or some other mean of payment.

Please record your expenses **each day**, so that you will not forget them.

Please record the expense for each good or service separately irrespective of whether they are **big or small**.

Please record each expense, **described in detail**, on a separate line.

Also record the purchases that another person has made you're your funds and on your behalf.

Record only the expenses made for **personal consumption**.

Include the products purchased **on the domestic market as well as abroad**.

Indicate the **units** for each product.

Indicate the value **in MKD**.

Please use additional pages, if necessary.

Use store receipts whenever possible.

Do not record expenses for business, agricultural economy or costs related to family celebrations in hotels or restaurants.

The purchases that you have made for another person outside of your household, with money that this person had provided to you, **should not** be recorded in your diary.

Buying using credit, instalments or deferred payment

If during the reporting period of 15 days you bought something using ***credit or deferred payment***, record the full amount of the purchase regardless of the fact that you will repay the instalments in some future periods. If, on the other hand, during the 15 day period ***when you maintain your diary*** you should pay ***an instalment related to a previously made purchase***, then you ***should not*** record this amount.

Do not forget:

If, during the reporting period of 15 days, you go ***on vacation or a one day shopping abroad***, please record the value of the purchased goods in table1 in MKD and, in the column entitled “purchased abroad” please write the symbol “X”.

If, during the reporting period, ***you go for a vacation in the country or abroad***, please take the diary with you and record all the expenses made every day.

If, during the reporting period, you have paid money for ***hazard games*** (lottery, bingo, betting parlours, casinos etc.) please record them in the diary.

Please remember that each day you should begin a new page in the diary.

At the end of each day please check whether all the expenses have been recorded. Please use the list of goods and services provided on page 5, for reference.

Table 2

In this table you should record data about the ***consumed*** quantities of products which you have produced yourself (garden or agricultural property) as well as ***the consumed*** quantities of agricultural products received as a ***gift***.

Attention: The households that prepare some products (bread, sour milk, pasta, pickled vegetables, jam, juices, brandy, wine) should only record the consumed quantities of the raw materials that were used and that the household has produced or received as a gift.

Table 3

In this table please record data about expenses for ***food and beverages outside the household*** (restaurants, cafés, fast food parlours, company or school commons etc.)

How should you describe the purchased products?

In order to classify them, the products should be described in detail. General descriptions such as cigarettes, cheese or shoes does not say much. The products should be described as in the examples below:

Table 1. Purchased goods and services

Num.	Code (to be filled in the SSO)	Description of the good or service	Quantity	Unit	Paid in MKD	Purchased abroad	Remark
1		Beef meat with bones	2	kg.	500		
2		3 loafs of bread, semi-white	1.5	kg.	75		
3		Male shoes, rubber sole	1	pair	2500	X	
4		Yellow cheese "Trapist"	1.5	kg.	600		
5		Cigarettes "Rodeo"	1	box	50		
6		Petrol MB-96	10	Litres	690		
7		Macaroni	0.5	kg.	30		
8		Haircut			200		
9		Sour milk	0.5	kg.	35		
10		3 chocolate bars	0.3	kg.	135	X	
11		Cooking oil	1	Litres	85		
12		Eggs	30	pieces	210		
13		Canned fish	0.1	kg.	35		
14		Electricity bill	500	kwh	2253		
15		Jar of mayonnaise	0.6	kg.	170		
16		3 bottles of beer	1.5	Litres	105		
17		LCD TV set	1	piece	35000		
18		2 cinema tickets			300		
19		Examination by a specialist physician			400		
20		Drugs			500		

Table 2. Consumed quantities of products that the household has produced

Num.	Code (to be filled in the SSO)	Description of the good or service	Quantity	Unit	Remark
1		Pork with bones	1	kg.	
2		Eggs	5	Pieces	
3		Carp	1.5	kg.	Fished
4		Plums	30	kg.	For jam
5		Tomatoes	2	kg.	
6		Cheese	0.1	kg.	
7		Grapes	500	kg.	For wine and brandy

Table 3. Expenses for food and beverages outside of the household

Num .	Code (to be filled in by SSO)	Place (restaurant, café, commons, pizza parlour, fast food parlour)	Description of the product	Paid in MKD	Remark
1		Pizza parlour	2 pizzas	400	
2		Pizza parlour	2 cokes	120	
3		Burek parlour	1/4 burek	40	
4		School commons	Snack	400	Per month
5		Restaurant	2 meals	1000	Dinner
6		Restaurant	2 beers	200	
7		Sweets shop	1 cake	500	

If you run out of empty rows in the table, i.e. if you have filled in all of the available rows, then use the additional tables at the end of the diary and **indicate the day** when the expenses were made.

Remainder about the daily expenses

There is a multitude of different products that could be purchased commercially. Below is a list containing a small portion of all of those products. Please, review this list at the end of each day in order to remind you of some of the purchases that you might have forgotten to record.

Expenses for:

Food and beverages in the household

1. Flour, sugar, salt
2. Readymade soup, ketchup, sauce
3. Fruit and vegetables
4. Waffles, chips, salted snacks

Cigarettes and beverages

5. Beer, wine, brandy, whiskey and other alcoholic beverages
6. Cigarettes, matches, pipes etc.

Clothes, shoes and jewellery

Heating fuel, electricity

House supplies

7. Cleaning products, napkins, toilet paper etc.
8. Brushes, ladders etc., for maintenance of the apartment

Transport

9. Petrol, parking, road tolls, public transport, taxi

Other costs

10. Newspapers, magazines, notebooks
11. Vitamins, drugs etc.
12. Cosmetics, soaps, pastes, creams etc.
13. Haircuts and hair drying
14. Toys, hobbies, lotteries and other games of chance
15. Administrative costs (administrative stamps etc.)
16. Furniture and house supplies
17. Expenses for various courses (foreign languages, aerobics, driving)

18. Food for domestic animals
19. Tickets for cinemas, sporting events etc.

1. Day one Day of the week..... Date.....

Table 1. Purchased goods and services

Num .	Code (to be filled in by SSO)	Description of the good or service	Quantity	Unit	Paid in MKD	Purchased abroad	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Table 2. Consumed quantities that the household has produced

Num	Code (to be filled in by the SSO)	Description of the product	Quantity	Unit	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Table 3. Expenses for food and beverages outside of the household

Num	Code (to be filled in the SSO)	Place (restaurant, café, commons, pizza parlour, fast food parlour)	Description of the product	Paid in MKD	Remark
1					
2					
3					
4					
5					
6					
7					
8					

2. Day two Day of the week..... Date.....

Table 1. Purchased goods and services

Num .	Code (to be filled in by SSO)	Description of the good or service	Quantity	Unit	Paid in MKD	Purchased abroad	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Table 2. Consumed quantities that the household has produced

Num	Code (to be filled in by the SSO)	Description of the product	Quantity	Unit	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Table 3. Expenses for food and beverages outside of the household

Num	Code (to be filled in the SSO)	Place (restaurant, café, commons, pizza parlour, fast food parlour)	Description of the product	Paid in MKD	Remark
1					
2					
3					
4					
5					
6					
7					
8					

3. Day three Day of the week..... Date.....

Table 1. Purchased goods and services

Num .	Code (to be filled in by SSO)	Description of the good or service	Quantity	Unit	Paid in MKD	Purchased abroad	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Table 2. Consumed quantities that the household has produced

Num	Code (to be filled in by the SSO)	Description of the product	Quantity	Unit	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Table 3. Expenses for food and beverages outside of the household

Num	Code (to be filled in the SSO)	Place (restaurant, café, commons, pizza parlour, fast food parlour)	Description of the product	Paid in MKD	Remark
1					
2					
3					
4					
5					
6					
7					
8					

4. Day four Day of the week..... Date.....

Table 1. Purchased goods and services

Num .	Code (to be filled in by SSO)	Description of the good or service	Quantity	Unit	Paid in MKD	Purchased abroad	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Table 2. Consumed quantities that the household has produced

Num	Code (to be filled in by the SSO)	Description of the product	Quantity	Unit	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Table 3. Expenses for food and beverages outside of the household

Num	Code (to be filled in the SSO)	Place (restaurant, café, commons, pizza parlour, fast food parlour)	Description of the product	Paid in MKD	Remark
1					
2					
3					
4					
5					
6					
7					
8					

5. Day five Day of the week..... Date.....

Table 1. Purchased goods and services

Num .	Code (to be filled in by SSO)	Description of the good or service	Quantity	Unit	Paid in MKD	Purchased abroad	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Table 2. Consumed quantities that the household has produced

Num	Code (to be filled in by the SSO)	Description of the product	Quantity	Unit	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Table 3. Expenses for food and beverages outside of the household

Num	Code (to be filled in the SSO)	Place (restaurant, café, commons, pizza parlour, fast food parlour)	Description of the product	Paid in MKD	Remark
1					
2					
3					
4					
5					
6					
7					
8					

6. Day six Day of the week..... Date.....

Table 1. Purchased goods and services

Num .	Code (to be filled in by SSO)	Description of the good or service	Quantity	Unit	Paid in MKD	Purchased abroad	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Table 2. Consumed quantities that the household has produced

Num	Code (to be filled in by the SSO)	Description of the product	Quantity	Unit	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Table 3. Expenses for food and beverages outside of the household

Num.	Code (to be filled in the SSO)	Place (restaurant, café, commons, pizza parlour, fast food parlour)	Description of the product	Paid in MKD	Remark
1					
2					
3					
4					
5					
6					
7					
8					

7. Day seven Day of the week..... Date.....

Table 1. Purchased goods and services

Num .	Code (to be filled in by SSO)	Description of the good or service	Quantity	Unit	Paid in MKD	Purchased abroad	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Table 2. Consumed quantities that the household has produced

Num.	Code (to be filled in by the SSO)	Description of the product	Quantity	Unit	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Table 3. Expenses for food and beverages outside of the household

Num.	Code (to be filled in the SSO)	Place (restaurant, café, commons, pizza parlour, fast food parlour)	Description of the product	Paid in MKD	Remark
1					
2					
3					
4					
5					
6					
7					
8					

8. Day eight Day of the week..... Date.....

Table 1. Purchased goods and services

Num .	Code (to be filled in by SSO)	Description of the good or service	Quantity	Unit	Paid in MKD	Purchased abroad	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Table 2. Consumed quantities that the household has produced

Num	Code (to be filled in by the SSO)	Description of the product	Quantity	Unit	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Table 3. Expenses for food and beverages outside of the household

Num	Code (to be filled in the SSO)	Place (restaurant, café, commons, pizza parlour, fast food parlour)	Description of the product	Paid in MKD	Remark
1					
2					
3					
4					
5					
6					
7					
8					

9. Day nine Day of the week..... Date.....

Table 1. Purchased goods and services

Num .	Code (to be filled in by SSO)	Description of the good or service	Quantity	Unit	Paid in MKD	Purchased abroad	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Table 2. Consumed quantities that the household has produced

Num	Code (to be filled in by the SSO)	Description of the product	Quantity	Unit	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Table 3. Expenses for food and beverages outside of the household

Num	Code (to be filled in the SSO)	Place (restaurant, café, commons, pizza parlour, fast food parlour)	Description of the product	Paid in MKD	Remark
1					
2					
3					
4					
5					
6					
7					
8					

10. Day ten Day of the week..... Date.....

Table 1. Purchased goods and services

Num .	Code (to be filled in by SSO)	Description of the good or service	Quantity	Unit	Paid in MKD	Purchased abroad	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Table 2. Consumed quantities that the household has produced

Num	Code (to be filled in by the SSO)	Description of the product	Quantity	Unit	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Table 3. Expenses for food and beverages outside of the household

Num	Code (to be filled in the SSO)	Place (restaurant, café, commons, pizza parlour, fast food parlour)	Description of the product	Paid in MKD	Remark
1					
2					
3					
4					
5					
6					
7					
8					

11. Day eleven Day of the week..... Date.....

Table 1. Purchased goods and services

Num .	Code (to be filled in by SSO)	Description of the good or service	Quantity	Unit	Paid in MKD	Purchased abroad	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Table 2. Consumed quantities that the household has produced

Num	Code (to be filled in by the SSO)	Description of the product	Quantity	Unit	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Table 3. Expenses for food and beverages outside of the household

Num	Code (to be filled in the SSO)	Place (restaurant, café, commons, pizza parlour, fast food parlour)	Description of the product	Paid in MKD	Remark
1					
2					
3					
4					
5					
6					
7					
8					

12. Day twelve Day of the week..... Date.....

Table 1. Purchased goods and services

Num .	Code (to be filled in by SSO)	Description of the good or service	Quantity	Unit	Paid in MKD	Purchased abroad	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Table 2. Consumed quantities that the household has produced

Num	Code (to be filled in by the SSO)	Description of the product	Quantity	Unit	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Table 3. Expenses for food and beverages outside of the household

Num	Code (to be filled in the SSO)	Place (restaurant, café, commons, pizza parlour, fast food parlour)	Description of the product	Paid in MKD	Remark
1					
2					
3					
4					
5					
6					
7					
8					

13. Day thirteen Day of the week..... Date.....

Table 1. Purchased goods and services

Num .	Code (to be filled in by SSO)	Description of the good or service	Quantity	Unit	Paid in MKD	Purchased abroad	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Table 2. Consumed quantities that the household has produced

Num ·	Code (to be filled in by the SSO)	Description of the product	Quantity	Unit	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Table 3. Expenses for food and beverages outside of the household

Num ·	Code (to be filled in the SSO)	Place (restaurant, café, commons, pizza parlour, fast food parlour)	Description of the product	Paid in MKD	Remark
1					
2					
3					
4					
5					
6					
7					
8					

14. Day fourteen Day of the week..... Date.....

Table 1. Purchased goods and services

Num .	Code (to be filled in by SSO)	Description of the good or service	Quantity	Unit	Paid in MKD	Purchased abroad	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Table 2. Consumed quantities that the household has produced

Num	Code (to be filled in by the SSO)	Description of the product	Quantity	Unit	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Table 3. Expenses for food and beverages outside of the household

Num	Code (to be filled in the SSO)	Place (restaurant, café, commons, pizza parlour, fast food parlour)	Description of the product	Paid in MKD	Remark
1					
2					
3					
4					
5					
6					
7					
8					

15. Day fifteen Day of the week..... Date.....

Table 1. Purchased goods and services

Num .	Code (to be filled in by SSO)	Description of the good or service	Quantity	Unit	Paid in MKD	Purchased abroad	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Table 2. Consumed quantities that the household has produced

Num	Code (to be filled in by the SSO)	Description of the product	Quantity	Unit	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Table 3. Expenses for food and beverages outside of the household

Num	Code (to be filled in the SSO)	Place (restaurant, café, commons, pizza parlour, fast food parlour)	Description of the product	Paid in MKD	Remark
1					
2					
3					
4					
5					
6					
7					
8					

1. Did you complete the diary?

yes - 1

no - 2

partly - 3

2. Why not, i.e. why partly? _____

3. Do you think that the completion of the diary is difficult?

yes - 1

no - 2

4. When did you write in your diary?

in the morning - 1

in the evening - 2

during the day - 3

5. Was it difficult to remember a particular purchase?

yes - 1

no - 2

6. Did you note any changes in your behaviour or habits because you kept a diary?

yes - 1

no - 2

7. Are you prepared to give the diary you have kept to another person to read?

yes - 1

no - 2

8. Do you think that asking questions about purchases is unpleasant?

yes - 1

no - 2

9. Is your household prepared to participate in a similar survey next year?

yes - 1

no - 2

Remarks:

Thank you for your cooperation in this Survey!