

Statistical Institute of Belize
 Belmopan
 Household Expenditure Survey
 2008/09
 Individual Record of Daily Expenditure

DISTRICT

URBAN/RURAL

CTV

ED

HOUSEHOLD

ROUND

INDIVIDUAL NUMBER

1 Week Period of Expenditure
 From ___/___/___ To ___/___/___
 dd mm yy dd mm yy

Interview Schedule				
Day	Recorded		Date of Visits	Comments/Remarks
	Yes	No		
1				
2				
3				
4				
5				
6				
7				

OFFICE USE ONLY

Interviewer Comment _____ Date _____

Supervisor Comment _____ Date _____

Reviewed by..... Comment _____ Date _____

Edited Coded by... Comment _____ Date _____

Verified by Comment _____ Date _____

Keyed by Comment _____ Date _____

Result:

1. Completed 2. Partially Completed 3. Refused 6. Other (Specify)

INSTRUCTIONS

General Information

This Daily Record is for recording all expenditures incurred by you during the two 7-day periods of record-keeping. Do not include expenditure by those other members of your household who have been provided with separate diaries.

What to Record

Record ALL PURCHASES AND OTHER EXPENSES which you yourself incurred during each of the 14-days, whether or not this is what you usually buy each week.

Include: -

- 1) Every purchase or expense no matter how small or inexpensive it is. Please include everything you pay for. It does not matter whether it is paid for out of income or savings or money previously set aside, whether it is paid for out of your own money, or money obtained from any other source, and whether payment is by cash, cheque, money order or by some other means. Also include all items bought on CREDIT.
- 2) Any supplies drawn from your own shop (excluding home-produced goods), without payment, for use by the household; give an estimate of the value.
- 3) ALL expenses OUTSIDE of the home e.g. meals, snacks and drinks, cigarettes, movies, dances, taxi fares, phone calls, entertainment, contributions etc.

Exclude:-

- 1) All home-produced goods and gifts received
- 2) Any items purchased for someone who is not a part of the household.
- 3) Business or farm operating expenses
- 4) Any goods ordered but not delivered and for which no payments have been made.

How to Record Expenses

Date of purchase: Be SURE to specify the day on which the expenses occurred in the column headed "Date of Purchase". Write the date, month and year (dd/mm/yy) that the item was purchased.

Description of purchase: A complete description of each item purchased is required under the column headed "Description of Purchase", i.e. the name, type and brand e.g. Klim powdered milk, Sports shirt – Boys. It is important to show each item, however small separately. For example, it would be of little use to write "Groceries" without stating what were the actual items bought.

Imported/Locally Produced: Beside the description, indicate whether the item was imported (record '1') or locally produced (record '2'). If you are not sure whether the item was imported or produced locally, write "DK".

Quantity and Measurement Unit: The quantity and measurement unit must be clearly specified. Avoid entries such as one bottle or box. An example of what is required is 750 ml bottle.

Cost: Having written down the exact items bought, on the day in question, whether they were imported or exported and the quantity and unit of quantity, enter the cost of the items under the column headed "Cost".

Name of business: Indicate the name of the business or place from which the item was bought.

Type of business: Indicate the type of business or place from which the item was bought e.g. supermarket, variety store, hardware store, taxi service, bar, etc.

Code: This column is for office use only and should be left blank.

Best Time to Record

Most people find that keeping the diary is easier if they RECORD THEIR PURCHASES AS SOON AS THEY GET HOME FROM THE STORE.

For recurring expenses such as rent, mortgage payments, utility bills and other bills such as doctor and dentist bills, record the amount of the expense on the day the bill is paid.

Keep all bills, sales slips, paper tapes, shopping lists etc. to assist you in keeping good records.

CHECK THE DAILY REMINDER LIST on the back cover page for any expenses you may have forgotten to record.

Example:

Household Expenditure Survey: Individual Diary (HES 3)

Date of Purchase dd/mm/yy	Description of Purchase			1. Imported 2. Locally produced	Quantity	Unit of Quantity	Value/Cost (\$)	Name of Business	Business Type	Item Code (OFFICIAL USE)
	Name	Type	Brand							
1 4/4/2008	Bus fare	BHP-Sengae	Natural Trans	2	1	return	\$8.00	Natural Transport	Transportation	
2 4/4/2008	Meal	Fried Chicken		2	1	plate	\$6.00	Diamond	Restaurant	
3 4/4/2008	Juice	Orange	Davee's	2	500	ml	\$1.00	Diamond	Restaurant	
4 5/4/2008	Taxi	Sengae San Antonio		2	1	way	\$3.00	taxi	Taxi	
5 5/4/2008	Dress Pants	Men's	Van Housier	1	1	pair	\$35.00	Vendor boutique	Boutique	
6 5/4/2008	Socks		Olympic	1	2	pairs	\$5.00	Vendor boutique	Boutique	
7 5/4/2008	Shoes	Football	Arise	1	1	pair	\$40.00	Questwest shoe	Vendor	
8 6/4/2008	Juice		Crystal	1	1		\$2.00	Animal Superstar	Vendor	
9 6/4/2008	Jacobs			2	1	unit	\$1.00	Jacobs Seller	Food Stall	
10 6/4/2008	Chicken	Wings	Quality	2	5	lbs.	\$5.00	Quality	Vendor	
11 7/4/2008	Eggs			2	30	units	\$7.50	Marmolades	Vendor	
12 7/4/2008	Meat		WDS	2	6	oz.	\$1.75	Quality Meats	Vendor	
13 7/4/2008	Car Cleaning Service			1	1	service	\$120.00	Jay Services	Cleaning Service	
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15										
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17										
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NOTE: Examples of Business Type are supermarket, Variety Store, Taxi Service, Bars, Vendor, Cosmetic Store, etc.

Household Expenditure Survey (HES 3): Individual Diary

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		Name	Type	Brand						
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DAILY REMINDER LIST

FOOD AND DRINKS AWAY FROM HOME

Meals – Check the type of meal (lunch, breakfast, dinner, snack/other) and the type of vendor.

Alcohol Beverages – If the purchase is exclusively alcohol, make sure the type is specified.

FOOD AND DRINKS FOR HOME CONSUMPTION

Bread – Specify if white, whole wheat, slice, unsliced etc.

Bakery Products – Specify type such as cupcakes, apple pie, etc.

Beef – Specify the cut of beef and describe, such as ground beef, prime rib, etc.

Pork – Specify the cut and describe, such as pork loin roast, whole ham, etc.

Poultry – Specify whether it is chicken, turkey or other.

Chicken – Specify if whole or parts, such as chicken legs, chicken wings, etc.

Juice, Beverage – Specify type such as orange juice, fruit punch, etc.

Soft Drink – Specify if cola or other type; if not cola, specify if carbonated or noncarbonated.

Coffee – Specify if instant or ground.

Other Food - Give a complete description, such as boxed scalloped potatoes.

CLOTHING, SHOES, JEWELRY, AND ACCESSORIES

Clothing – Specify the type of clothing and give a description of the item.

Shoes – If sport shoes, specify sport such as football boots, softball cleats, etc.

Jewelry – Specify the type of jewelry, such as watches, etc. and the type of material from which it is made, whether gold or silver

ALL OTHER PRODUCTS, SERVICES, AND EXPENSES

Medicine – Specify if prescription or nonprescription.

Doctor Bills – Specify type of doctor, such as dentist, internist, etc.

Soap – Specify hand soap or laundry soap.

Laundry/Dry Cleaning – Specify if coin operated or not coin operated; specify whether household item (such as drapes) or clothing apparel.

Tableware – Specify type, such as china, flatware, silver service pieces, etc.

Dishwasher – Specify whether it is portable or built-in.

Furniture – Specify type such as kitchen chair, living room chair, etc.

Tools – Specify if power or hand tool, such as power saw, etc.

Album – Specify photo album or record album.

Gas – Specify the type of fuel; whether gasoline for vehicles or gas for cooking, etc.

Vehicle – Specify new or used and type and year of vehicle purchased.

Vehicle Registration – Specify district.

Vehicle Repair – Specify type of repair done such as brake work other than brake adjustment, exhaust system repair, etc.

Vehicle Service – Specify the type of service such as oil change, brake adjustment, etc.

Bus, Boat – Specify whether the fare covers travel within a district or between districts.

Tuition – Specify primary school, high school, college, etc.

Books – Specify whether it was part of a book club, a school book, or a non-school book. If the purchase was for school, then specify whether it was college, high school, or other.