

Namibia Household Income and Expenditure Survey 2003/04

DAILY RECORD BOOK

WEEK 1

From

--	--

To

--	--

Day Month Day Month

Region

[illegible]

Household sample number

Survey round	
--------------	--

INTERVIEWER number

Name _____

Signature

Date

SUPERVISOR number _____

Name _____

Signature

Date 

How to complete the Daily Record Book

Introduction

- Record transactions as they occur on a daily basis.
- Values of all expenditures (purchases, remittances, taxes, licenses and gifts given out) should be recorded in **Column ⑦**
- Values of all incomes (salary, value of gifts and payments-in-kind received, winnings) should be recorded in **Column ⑧**.
- Do not record transactions between members of the household. Only items purchased or received or sold or given out from/to non-household members should be recorded.
- Be specific in description of items.

Column definitions

The recording form of Daily Record Book has 8 numbered columns. One form is given for each day of the week. Three extra forms are given at the end of the Daily Record Book in order to record extra items for a day in which the household purchased and/or received more than 19 items.

Follow the instructions below in order to complete the forms accurately.

The unnumbered column to the extreme left is for office use only. Do not write anything in this column.

1. In **Column ①** record transactions in specific terms. Do not write meat, but give type of meat, e.g. beef, kudu, mutton, goat, chicken, pork. In case of foods indicate whether fresh, frozen, dried, smoked, etc. Indicate whether the transaction was for a household business. Record for example: **Cigarettes bought for household business; Chicken, fresh, sold from household business.**
2. In **Column ②** record type of transaction, whether in kind (**K**), where no money or cheque changes hands, or cash (**C**), cash or cheque transaction.
3. In **Column ③** record source of food items only. Codes for sources are given at the bottom of the form.
4. In **Column ④** use the units of measurement from the table given to the right. In case of canned or packed or bottled foods give the code for the unit of measurement shown on the can, packet or bottle. If you bought margarine write **g** for unit and the weight **500 or 250** as written on the container.

5. In **Column ⑤** record the total number of units purchased, given out and received. Give the total amount received by all members of the household. Use an extra row in case you forgot a transaction of a household member.

In case of bunch of heap purchases or own produce, where quantities are not known use the food portion scale to measure the weight or the calibrated jug to measure the volume.

6. **Column ⑥** is to be completed **only** in respect of clothing and footwear. Give the code for whom (man, woman, boy, girl or infant) the clothes/shoes were bought. Codes are at the bottom of the page.

7. **Column ⑦** should only be completed in case of expenditure items. These include purchases (all types), fees, rents, domestic services, laundry, telephone and electricity bills paid, gifts and remittances given away, value of own produce consumed by the household, goods exchanged through barter, etc.

Note

In case of Column ⑦, if the values of own produce consumed in the household or gifts given away are not known, give the price you would have paid to purchase the item at the local market.

8. **Column ⑧** is for recording value of receipts. These are salary, rents and interest received, gifts and remittances received, ration received, etc.

How to measure

The scale – The scale is easy to use. Follow the following instructions.

1. Hang the container, containing the item to measure, unto the scale hook. The container should be light, preferably made of light plastic material, such as those used to pack purchases by supermarkets.
2. Hold the scale firmly with your hands and lift the total weight, with the scale preferably up to the level with your eyes.
3. If you cannot bring to eye level ask another person to read it for you. It must leave the ground.
4. Read the units to two decimal places, as indicated on the scale.

Note

1. If you use a heavy container, measure its weight and take away its weight from the total weight before recording on the record book.
2. Do not weigh goods purchased from a shop or supermarkets, of which the weights have already been recorded.
3. Do not weigh anything you feel weighs more than 20 *kg*.

The jug is to be used to measure food liquids, e.g. milk. Do not use it to measure oils or fats. For fats put them in a plastic container and use the scale as detailed above.

The jug – The jug has a capacity of 2000 *ml* or 2 *l*. It is calibrated into 100 *ml* units. The marks shown on the jar are 500 *ml*, 1000 *ml*, 1500 *ml* and 2000 *ml*. In between any two of these figures there are four marks to read *mls* between the 500, 1000, 2500 and 2000. For example the first mark after 500 should read 600 *ml*, the second mark 700 *ml*, the third mark 800 *ml* and the fourth mark 900 *ml*.

Place the jug on a level object, preferably a table, and pour in the liquid of which you want to measure the capacity. If the liquid settles between 700 *ml* and 800 *ml* record either 700 *ml* or 800 *ml* depending on which mark it is near. Do not record 750 *ml* even if it appears to be halfway between the 700 *ml* and 800 *ml*.

Units of measurement to be used for Column ④

	Unit	Abbreviation
Weight	Gram	g
	Kilogram	kg
	Ton	Ton
Length	Centimetre	cm
	Metre	m
Volume	Millilitre	ml
	Litre	l
	Tot (e.g. whisky)	Tot
Other	Number	No
	Dozen	Doz
	Stick (cigarettes)	Stick
	Set (e.g. sofa)	Set
	Plate (food)	Plate
	Packet (e.g. cigarettes)	Packet
	Box (e.g. matches)	Box
	Ream (e.g. paper)	Ream
Conversion	Pair (e.g. shoes)	Pair
	1 kg	= 1000 g
	1 m	= 100 cm
	1 litre	= 1000 ml
	1 dozen	= 12

Example

Assume that a typical household in a day had the following transactions:

1.	1 kg	Fish, frozen	N\$13.95	Bought from a supermarket
2.	1 packet (10 kg)	Mahangu	N\$43.99	Bought from a market
3.	1 packet (of 4)	Batteries	N\$9.90	Bought from a petrol station
4.	1 serving	Braai	N\$6.00	Take away
5.	2 cans (340 ml)	Cool drink	N\$3.00	Bought from a shebeen
6.	1	Bus fare	N\$80.00	Tsumeb - Windhoek
7.	750 g	Spinach, fresh	N\$4.75	Taken from own produce
8.	10 packets	Cigarettes	N\$150	Bought for household business
9.	5 kg	Maize meal	N\$22.65	Ration received from employer
10.	1	Book	N\$35.00	Gift from a friend
11.		Rent	N\$900	Rent paid
12.		Doctor's fees	N\$120	Paid to a doctor
13.		Monthly salary	N\$1400	Received from employer
14.		Remittances	N\$120	Received from relative
15.	20 sticks	Cigarettes	N\$20.00	Sold from household business
16.	1	Shirt (men's)	N\$149.95	
17.	1 (pair of)	Shoes (ladies')	N\$309.90	
18.		Inheritance	N\$5000	
19.	1 (pair of)	Socks (babies')	N\$9.95	

Daily Record of Household Expenditure and Receipts

Monday

Example

For office use	① Description of item <i>In case of food items, indicate whether fresh, frozen, dried, smoked, canned, ready-cooked, etc Indicate whether for household business.</i>		② Type of transaction <i>See below</i>	③ Source of food and beverages <i>See below</i>	④ Unit	⑤ Quantity	⑥ For whom <i>Clothes and footwear only. See below</i>	⑦ Expenditure		⑧ Income	
								N\$	C	N\$	C
	1	Fish, frozen	C	01	kg	1		13	95		
	2	Mahangu	C	02	kg	10		43	99		
	3	Batteries	C		No	4		9	90		
	4	Meal out - braai	C	06	Pla	1		6	00		
	5	Cool drink	C	03	ml	680		3	00		
	6	Bus fare	C		No	1		80	00		
	7	Spinach, fresh	K	10	g	750		4	75		
	8	Cigarettes for business	C		Pack et	10		150	00		
	9	Maize meal ration	K	11	kg	5				22	65
	10	Book, gift from friend	K		No	1				35	00
	11	Rent paid	C					900	00		
	12	Doctor's fees	C					120	00		
	13	Salary received	C							1400	00
	14	Remittance received from relative	C							120	00
	15	Cigarettes sold from business	C		Sti	20				20	00
	16	Shirt	C		No	1	1	149	95		
	17	Shoes	C		Pai	1	2	309	90		
	18	Inheritance	C							5000	00
	19	Socks	C		Pai	1	5	9	95		

If there are more items to record, use the extra sheets at the end of this Daily Record Book

②Type		③Source (from where obtained)				⑥For whom (clothes, footwear only)	
K = In Kind	01 = Supermarket	04 = Bottle store	07 = Restaurant/Hotel	10 = From nature*		1 = Man	4 = Girl (3 - 13 yrs)
C = Cash	02 = Open market/Vendor	05 = Butchery	08 = Petrol station	11 = From employer		2 = Woman	5 = Infant (0 - 2 yrs)
	03 = Shebeen	06 = Take away	09 = Own produce	12 = Other, specify		3 = Boy (3 - 13 yrs)	

*From nature = Picked wild, hunted or fished

Signature of interviewer

Daily Record of Household Expenditure and Receipts

Monday

For office use	① Description of item <i>In case of food items, indicate whether fresh, frozen, dried, smoked, canned, ready-cooked, etc. Indicate whether for household business.</i>	② Type of trans- action <i>See below</i>	③ Source of food and beverages <i>See below</i>	④ Unit	⑤ Quantity	⑥ For whom <i>Clothes and footwear only.</i> <i>See below</i>	⑦ Expenditure		⑧ Income	
							N\$	C	N\$	C
	1									
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									
	16									
	17									
	18									
	19									

If there are more items to record, use the extra sheets at the end of this Daily Record Book

②Type		③Source (from where obtained)				⑥For whom (clothes, footwear only)	
K = In Kind	01 = Supermarket	04 = Bottle store	07 = Restaurant/Hotel	10 = From nature*		1 = Man	4 = Girl (3 - 13 yrs)
C = Cash	02 = Open market/Vendor	05 = Butchery	08 = Petrol station	11 = From employer		2 = Woman	5 = Infant (0 - 2 yrs)
	03 = Shebeen	06 = Take away	09 = Own produce	12 = Other, <i>specify</i>		3 = Boy (3 - 13 yrs)	

*From nature = Picked wild, hunted or fished

Signature of interviewer

Daily Record of Household Expenditure and Receipts

Tuesday

For office use	① Description of item <i>In case of food items, indicate whether fresh, frozen, dried, smoked, canned, ready-cooked, etc. Indicate whether for household business.</i>	② Type of transaction <i>See below</i>	③ Source of food and beverages <i>See below</i>	④ Unit	⑤ Quantity	⑥ For whom <i>Clothes and footwear only. See below</i>	⑦ Expenditure		⑧ Income	
							N\$	C	N\$	C
	1									
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									
	16									
	17									
	18									
	19									

If there are more items to record, use the extra sheets at the end of this Daily Record Book

②Type	③Source (from where obtained)				⑥For whom (clothes, footwear only)	
K = In Kind	01 = Supermarket	04 = Bottle store	07 = Restaurant/Hotel	10 = From nature*	1 = Man	4 = Girl (3 - 13 yrs)
C = Cash	02 = Open market/Vendor	05 = Butchery	08 = Petrol station	11 = From employer	2 = Woman	5 = Infant (0 - 2 yrs)
	03 = Shebeen	06 = Take away	09 = Own produce	12 = Other, specify	3 = Boy (3 - 13 yrs)	

*From nature = Picked wild, hunted or fished

Signature of interviewer

Daily Record of Household Expenditure and Receipts

Wednesday

For office use	① Description of item <i>In case of food items, indicate whether fresh, frozen, dried, smoked, canned, ready-cooked, etc. Indicate whether for household business.</i>	② Type of transaction <i>See below</i>	③ Source of food and beverages <i>See below</i>	④ Unit	⑤ Quantity	⑥ For whom <i>Clothes and footwear only.</i> <i>See below</i>	⑦ Expenditure		⑧ Income	
							N\$	C	N\$	C
								1		
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									
	16									
	17									
	18									
	19									

If there are more items to record, use the extra sheets at the end of this Daily Record Book

②Type		③Source (from where obtained)				⑥For whom (clothes, footwear only)	
K = In Kind	01 = Supermarket	04 = Bottle store	07 = Restaurant/Hotel	10 = From nature*		1 = Man	4 = Girl (3 - 13 yrs)
C = Cash	02 = Open market/Vendor	05 = Butchery	08 = Petrol station	11 = From employer		2 = Woman	5 = Infant (0 - 2 yrs)
	03 = Shebeen	06 = Take away	09 = Own produce	12 = Other, specify		3 = Boy (3 - 13 yrs)	

*From nature = Picked wild, hunted or fished

Signature of interviewer

Daily Record of Household Expenditure and Receipts

Thursday

For office use	①	②	③	④	⑤	⑥	⑦		⑧	
	Description of item	Type of trans- action	Source of food and beverages	Unit	Quantity	For whom Clothes and footwear only.	Expenditure		Income	
	<i>In case of food items, indicate whether fresh, frozen, dried, smoked, canned, ready-cooked, etc Indicate whether for household business.</i>	<i>See below</i>	<i>See below</i>			<i>See below</i>				
	1									
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									
	16									
	17									
	18									
	19									

If there are more items to record, use the extra sheets at the end of this Daily Record Book

②Type		③Source (from where obtained)				⑥For whom (clothes, footwear only)	
K = In Kind	01 = Supermarket	04 = Bottle store	07 = Restaurant/Hotel	10 = From nature*		1 = Man	4 = Girl (3 - 13 yrs)
C = Cash	02 = Open market/Vendor	05 = Butchery	08 = Petrol station	11 = From employer		2 = Woman	5 = Infant (0 - 2 yrs)
	03 = Shebeen	06 = Take away	09 = Own produce	12 = Other, specify		3 = Boy (3 - 13 yrs)	

*From nature = Picked wild, hunted or fished

Signature of interviewer

Daily Record of Household Expenditure and Receipts

Friday

For office use	① Description of item <i>In case of food items, indicate whether fresh, frozen, dried, smoked, canned, ready-cooked, etc Indicate whether for household business.</i>	② Type of trans- action <i>See below</i>	③ Source of food and beverages <i>See below</i>	④ Unit	⑤ Quantity	⑥ For whom <i>Clothes and footwear only. See below</i>	⑦ Expenditure		⑧ Income	
		1								
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									
	16									
	17									
	18									
	19									

If there are more items to record, use the extra sheets at the end of this Daily Record Book

②Type		③Source (from where obtained)				⑥For whom (clothes, footwear only)	
K = In Kind	01 = Supermarket	04 = Bottle store	07 = Restaurant/Hotel	10 = From nature*	1 = Man	4 = Girl (3 - 13 yrs)	
C = Cash	02 = Open market/Vendor	05 = Butchery	08 = Petrol station	11 = From employer	2 = Woman	5 = Infant (0 - 2 yrs)	
	03 = Shebeen	06 = Take away	09 = Own produce	12 = Other, specify	3 = Boy (3 - 13 yrs)		

*From nature = Picked wild, hunted or fished

Signature of interviewer

Daily Record of Household Expenditure and Receipts

Saturday

For office use	①	②	③	④	⑤	⑥	⑦		⑧	
	Description of item	Type of trans- action	Source of food and beverages	Unit	Quantity	For whom Clothes and footwear only.	Expenditure		Income	
	<i>In case of food items, indicate whether fresh, frozen, dried, smoked, canned, ready-cooked, etc Indicate whether for household business.</i>	<i>See below</i>	<i>See below</i>			<i>See below</i>				
	1									
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									
	16									
	17									
	18									
	19									

If there are more items to record, use the extra sheets at the end of this Daily Record Book

②Type		③Source (from where obtained)				⑥For whom (clothes, footwear only)	
K = In Kind C = Cash	01 = Supermarket	04 = Bottle store	07 = Restaurant/Hotel	10 = From nature*		1 = Man	4 = Girl (3 - 13 yrs)
	02 = Open market/Vendor	05 = Butchery	08 = Petrol station	11 = From employer		2 = Woman	5 = Infant (0 - 2 yrs)
	03 = Shebeen	06 = Take away	09 = Own produce	12 = Other, specify		3 = Boy (3 - 13 yrs)	

*From nature = Picked wild, hunted or fished

Signature of interviewer

Daily Record of Household Expenditure and Receipts

Sunday

For office use	① Description of item <i>In case of food items, indicate whether fresh, frozen, dried, smoked, canned, ready-cooked, etc Indicate whether for household business.</i>	② Type of trans- action <i>See below</i>	③ Source of food and beverages <i>See below</i>	④ Unit	⑤ Quantity	⑥ For whom <i>Clothes and footwear only. See below</i>	⑦ Expenditure		⑧ Income	
		1								
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									
	16									
	17									
	18									
	19									

If there are more items to record, use the extra sheets at the end of this Daily Record Book

②Type		③Source (from where obtained)				⑥For whom (clothes, footwear only)	
K = In Kind C = Cash	01 = Supermarket	04 = Bottle store	07 = Restaurant/Hotel	10 = From nature*		1 = Man	4 = Girl (3 - 13 yrs)
	02 = Open market/Vendor	05 = Butchery	08 = Petrol station	11 = From employer		2 = Woman	5 = Infant (0 - 2 yrs)
	03 = Shebeen	06 = Take away	09 = Own produce	12 = Other, <i>specify</i>		3 = Boy (3 - 13 yrs)	

*From nature = Picked wild, hunted or fished

Signature of interviewer

Daily Record of Household Expenditure and Receipts

.....day

Extra sheet 1

For office use	①	②	③	④	⑤	⑥	⑦		⑧	
	Description of item <i>In case of food items, indicate whether fresh, frozen, dried, smoked, canned, ready-cooked, etc Indicate whether for household business.</i>	Type of trans- action <i>See below</i>	Source of food and beverages <i>See below</i>	Unit	Quantity	For whom <i>Clothes and footwear only. See below</i>	Expenditure		Income	
	1									
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									
	16									
	17									
	18									
	19									

②Type	③Source (from where obtained)				⑥For whom (clothes, footwear only)	
K = In Kind C = Cash	01 = Supermarket 02 = Open market/Vendor 03 = Shebeen	04 = Bottle store 05 = Butchery 06 = Take away	07 = Restaurant/Hotel 08 = Petrol station 09 = Own produce	10 = From nature* 11 = From employer 12 = Other, <i>specify</i>	1 = Man 2 = Woman 3 = Boy (3 - 13 yrs)	4 = Girl (3 - 13 yrs) 5 = Infant (0 - 2 yrs)

*From nature = Picked wild, hunted or fished

Signature of interviewer

Daily Record of Household Expenditure and Receipts

.....day

Extra sheet 2

For office use	① Description of item <i>In case of food items, indicate whether fresh, frozen, dried, smoked, canned, ready-cooked, etc Indicate whether for household business.</i>	② Type of trans- action <i>See below</i>	③ Source of food and beverages <i>See below</i>	④ Unit	⑤ Quantity	⑥ For whom <i>Clothes and footwear only. See below</i>	⑦ Expenditure		⑧ Income	
		1								
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									
	16									
	17									
	18									
	19									

②Type	③Source (from where obtained)				⑥For whom (clothes, footwear only)	
K = In Kind	01 = Supermarket	04 = Bottle store	07 = Restaurant/Hotel	10 = From nature*	1 = Man	4 = Girl (3 - 13 yrs)
C = Cash	02 = Open market/Vendor	05 = Butchery	08 = Petrol station	11 = From employer	2 = Woman	5 = Infant (0 - 2 yrs)
	03 = Shebeen	06 = Take away	09 = Own produce	12 = Other, <i>specify</i>	3 = Boy (3 - 13 yrs)	

*From nature = Picked wild, hunted or fished

Signature of interviewer

Daily Record of Household Expenditure and Receipts

.....day

Extra sheet 3

For office use	① Description of item <i>In case of food items, indicate whether fresh, frozen, dried, smoked, canned, ready-cooked, etc Indicate whether for household business.</i>	② Type of trans- action <i>See below</i>	③ Source of food and beverages <i>See below</i>	④ Unit	⑤ Quantity	⑥ For whom <i>Clothes and footwear only. See below</i>	⑦ Expenditure		⑧ Income	
		1								
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									
	16									
	17									
	18									
	19									

②Type	③Source (from where obtained)				⑥For whom (clothes, footwear only)	
K = In Kind C = Cash	01 = Supermarket 02 = Open market/Vendor 03 = Shebeen	04 = Bottle store 05 = Butchery 06 = Take away	07 = Restaurant/Hotel 08 = Petrol station 09 = Own produce	10 = From nature* 11 = From employer 12 = Other, <i>specify</i>	1 = Man 2 = Woman 3 = Boy (3 - 13 yrs)	4 = Girl (3 - 13 yrs) 5 = Infant (0 - 2 yrs)

*From nature = Picked wild, hunted or fished

Signature of interviewer

FOR PROCESSING

	NAME	SIGNATURE	NUMBER	DATE
EDITED (REGIONAL OFFICE)				
CODED (REGIONAL OFFICE)				
CHECKED BY REGIONAL SUPERVISOR				
CHECKED BY HEAD OFFICE MONITOR				
CHECKED (HEAD OFFICE)				
DATA CAPTURED (HEAD OFFICE)				