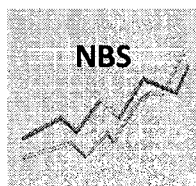


NATIONAL BUREAU OF STATISTICS



HOUSEHOLD BUDGET SURVEY 2013
INTERVIEWER'S HANDBOOK

December 2012

1. PURPOSE AND USES OF A HOUSEHOLD BUDGET SURVEY

1.1 Summary of survey approach

A household budget survey (HBS), is a common survey carried out in most countries of the world, both developed and developing countries, at regular intervals. Seychelles has previously undertaken HBSs in 1978, 1983-84, 1991-92, 1999-2000 and 2006-2007.

The survey is normally held over a 12 month period in order to cover seasonal variation in household expenditure patterns (including expenditure during festive seasons) as well as to spread the interviewing burden over a longer period of time.

Each household will be involved in the survey for one month. In some other countries, each household is interviewed in a panel survey approach over the whole 12-month period, but this places a large response burden on the household and will not be done in Seychelles.

For each household, there are two main parts to the survey - the first involves you completing a questionnaire during the first visit to the household. (Note that if the head of household or other responsible person is not available on your first visit, then you may have to defer the completion of the questionnaire until he/she is available).

The second main part of the survey involves each household keeping a set of diaries of expenditures and of "own consumption" for a period of one month.

The diaries cover expenditure on goods and services bought by all members of the household as well as "own consumption". This means assigning a value for goods consumed during the period, that were produced by themselves

1.2 Summary of uses of survey results

The results of the survey will be used for many different purposes. The National Bureau of Statistics (NBS) will use the results to revise the "**basket of goods and services**" that is used for measuring monthly changes in consumer prices. Each commodity in the basket is given a weight. This weight is derived from the HBS and is based on the relative importance¹ of the commodity to total expenditure incurred by the household on all commodities.

¹ The amount of money / income spent on that item compared to other expenditure items

The NBS will also use the survey results to measure the household consumption component in the national accounts by expenditure estimates. This component can usually only be guessed/approximated as a difference between total production including imports (minus exports) and total non-household consumption by government and investment. The household expenditure survey provides the only reliable source for household final consumption estimates.

Other organisations will also use the survey results. A good example to quote to interested householders relates to wage determination. The government and employers need HBS data to assist in determining what the basic minimum wage should be to support each employee.

The HBS results may also be used:

- (a) to measure income distribution, including poverty levels and to guide government policy in minimising poverty or minimising extremes in income distribution;
- (b) to assess the incidence of government charges on householders and the effect of changing these. For example import tariffs on consumer items have an effect on prices and it is important to know the effect of these charges on household consumption. Similarly, revisions in utility tariffs and fuel prices impact on household budgets.
- (c) to study the characteristics of householders with large health or education expenditures, in order to assist in determining the need for more (or less) government support in these important social areas;
- (d) to measure nutrition levels of food consumed by different types of households, and so on.

2. LEGAL STATUS OF SURVEY

The survey is conducted under the authority of the Statistics Act 2010, and the information obtained from the households is to be treated with the STRICTEST CONFIDENTIALITY.

Under no circumstances will data from the HBS which allows for identification of the respondent, be released to anyone. Only aggregates and other unidentifiable results such as averages will be available outside the NBS, i.e. no information recorded on individual households will be divulged.

You may reassure any respondent on this very important point.

Some respondents might be concerned that their data will be reported to the taxation or other authorities. THIS WILL **NOT** HAPPEN and the respondent should be able to report any and all data to you honestly and in confidence..

If you breach this trust by gossiping or by showing your forms to someone who is not authorised to see them, then you will not only be subject to severe penalties, but you will also be destroying the trust of people and the integrity of the Bureau..

The Statistics Act provides the legal authority for the data to be collected, but it is much better to collect the data with the cooperation of the respondents rather than threatening legal action.

3. DUTIES OF INTERVIEWER

Your job will be to collect the data from the selected households in the area assigned to you. This will require you to collect the main interview data and then to follow up at regular intervals to ensure that the diaries are being correctly maintained. It is recommended that each household be visited at least once a week and in cases where households will require your assistance to complete the diaries, you will have to visit more frequently to minimise problems of recollection and omissions.

3.1 First visit

On your first visit to the household, you should:

- (a) Introduce yourself by giving your name and who you work for. You should always show your NBS identity card;
- (b) Ask to speak to the head of the household or someone fairly senior in the household. If no suitable person is available, find out when they are likely to be available and make an appointment to return later.

- (c) When you meet the head or other responsible person, describe what the survey objectives are and what will be expected from them. Give him/her the NBS letter of explanation at this time. You should seek their cooperation for the period of the survey, including the diary keeping, but point out that you will give them any assistance in completing this work. At this stage, it may also be useful to mention that the respondent may need to refer to documents such as cheque book stubs, receipts, pay slips, guarantee forms for appliances and other documents showing date and purchase prices. These documents will allow the respondent to provide more reliable data and also make sure that expenditures are within the reference period.
- (d) Complete the household roster and other sections of the main interview form (HBS-1), and continue to complete the personal income questionnaire (HBS-2) privately with each person aged 15 years or more. You may have to return at a more convenient time to complete all of this work (especially if some of the income earners are not available). Under no circumstances should you try to collect income details from some person other than the person who is earning the income. On the other hand, it is acceptable to record details for another person if that person is not an income earner (e.g. a student or housewife). A new add-on module (HBS-3) has been introduced. This attempts to measure domestic tourism and has to be completed for all eligible persons (that is all persons who travelled within the domestic territory or abroad during specified reference periods)
- (e) Leave sufficient diaries (HBS-4) for each responsible household member to fill his/her own separately and explain the diaries to each diary keeper. Diary keeping should start on the same day for all the diary keepers in the household. **Do not allow one person to start on one day and another person in the same household to start on a different day.**

If no person in the household is literate, then you will have to visit the household every other day and record each day's expenditure and "own consumption" in the diary on a recall basis each day. If the household is able to maintain its own diaries, then you should visit the household less frequently to check that it is maintaining the diary (or diaries) correctly.

Find out what time of the day is the most convenient time for you to return to assist in maintaining the diaries. Explain that you will return more than once during the diary keeping period.

3.2 Subsequent visits

On subsequent visits, you should check each diary for completeness (are normal regular purchases of milk, fish, meat, bread, bus fare, e-top ups, etc. being reported?) - see the "common purchase" list example in HBS-4 and "own consumption".

Accuracy - (do the amounts spent seem reasonable?)

Clarity of description: is it fresh fish, frozen fish or salted fish? Is "transport fare" relating to bus fare, boat fare, taxi fare or air fare? Do NOT accept entries such as "groceries" or "goods". Record the details of each item bought separately.

3.3 Final visit

On the final visit to the household (at the end of the month), you should collect the completed diaries, then again as in previous visits thank the householders for their assistance, and give them the official thank you letter provided. You should indicate that no further visits should be expected unless there is a problem in understanding some aspect of their completed forms.

3.4 Procedure for recording answers

When completing the forms, please use the blue or black pens provided. Do not, under any circumstances, use a red pen or pencil. Write clearly (in block letters) and ensure that your entries are legible and easily understood.

If you make a mistake, do not rub it out. Cross it out neatly with a single line and put in the correct answer.

If you think that some explanation is required for an unusual payment or if you are not sure how to deal with a particular situation, write notes in the left hand column or at the top or bottom of the page. Avoid writing in the "data processing" area of the right hand column marked 'Office use'.

We turn to some of the concepts used in the survey.

4. THE "HOUSEHOLD UNIT"

4.1 Definition of household

The concept of "household " is very important in a Household Budget Survey. In this survey, we are referring to all those persons who live in the same dwelling and share the same food and household expenses.

A household member is a person who intends to live in that household for a period of at least one month as of day 1 of the diary keeping period.

4.2 Treatment of absent usual members and of visitors

In this survey, you should include as household members all those persons who have been resident in the household for the last month. Usual members who have been absent for more than a month should be excluded if they return during the survey period. Visitors staying for less than a month should also be excluded.

Visitors who have stayed or plan to stay for a month or more should be included in the household schedule and their income and expenditure should be included in the questionnaires.

If a household member leaves the household during diary keeping, you should take the following action:

- (a) If the member returns during diary keeping, then try to obtain details of his expenditure and consumption during the period of his absence;
- (b) If the member will return after diary keeping has ended, then make a note of the absence on the form. You will not be able to get any details for the period of the absence.

The expenditure of non-household members (short term visitors) should be excluded from the diary and from HBS-1.

4.3 The head of household

He/she is normally determined by the household members themselves. If however there is some confusion then you may suggest the following criteria for determining the head (in priority order):

- (a) the household member who is accepted as the head by other household members;
- (b) the household member who is legally responsible for the dwelling (owner or lease holder);
- (c) the household member who is the main income earner;
- (d) the household member who does most of the household shopping ;
- (e) the eldest household member.

5. SUMMARY OF METHODOLOGY AND DESIGN

5.1 Sample design

The pilot survey for the HBS will be relatively small and will be used to test the questionnaires and operational procedures in selected districts simultaneously. In the full scale survey a sample of about 2500 households will be selected to cover all areas of Mahe, Praslin and La Digue. Other islands are excluded from the scope of the survey.

5.2 Workload size

In the full-scale survey, the sample will be broken up into workload of four households per interviewer. Each interviewer will be expected to have sufficient time to interview and monitor diary keeping for these households during the one month period.

5.3 Interview structure and duration

HBS 1 contains several modules. (One set to be completed for the whole household)

HBS-2 is an individual income form to be completed for persons aged 15 years and above

HBS-3 is the domestic tourism questionnaire and should be completed for each person/group of persons in the household who undertook travel for pleasure or other reasons during the indicated specified time frames.

HBS-4 is the diary and collects data on all payments / expenses made by the household during the diary keeping period as well as data on the value of all goods and services consumed by the household which were produced by the household. All items purchased should be recorded here if the item was paid for (or taken on credit) during the diary keeping period, even if a similar expenditure has already been recorded in the HBS-1 form in respect of a different earlier payment.

One HBS-4 form may be given (if desired) to each responsible person in the household in order to ensure privacy of data recording.

Ideally the HBS-1, HBS-2 and HBS-3 will be filled out during the first visit, and completion of the HBS-4 forms will start on the first day of the diary keeping month and end on the last day of the same month.

5.4 Treatment of non-response etc.

If you are unable to obtain complete details (HBS-1, HBS-2 ,s HBS-3 and HBS-4s) for any of the selected households, then you should complete the form HBS-5:- Inability to obtain an interview.

There may be many valid reasons for being unable to get the full details. The selected household might have moved or changed since the last listing.

Or the household may have a death in the family which prevents it from completing diaries;

Or the household may be going on holiday overseas and not be available during the survey period;

More serious reasons include (i) outright refusals to cooperate, (ii) partial refusals (including refusals after parts of the questionnaire have been completed) and (iii) non-contacts.

In the case of non-contacts, you are expected to try to contact the selected household at least six times. You should check with neighbours that the household is not away and at what time the household can usually be contacted.

If you are unable to start the completion of HBS-1, or if refusal occurs before diary keeping starts, then you are permitted to use the next available household in the list so that interview can continue while you are in the area.

If refusal or other inability to complete the survey happens after diary keeping has started, then you will need to discuss the matter with the supervisor. You should still complete a HBS-5 . You should record the number of days not yet completed (i.e. missing) from the diary keeping period in the appropriate space of the HBS-5.

6. CONCEPTS OF EXPENDITURE AND INCOME

6.1 Expenditure

The survey aims at measuring the expenditure of resident households on private consumption. Expenditure associated with operating a business or enterprise is NOT private domestic expenditure and should be excluded. For example, do not include expenditure on road tax for a taxi, boat purchase for a professional fisherman, or electricity for operating a retail store.

If you record these expenditures and later find that they are business expenses, then you should return to these items in the questionnaire and delete them.

If the expense is partly business and partly private (for example, electricity for a retail store with attached private accommodation) then ask the householder to estimate what proportion should be considered to be private, and record this.

At this stage, it may be useful to point out that expenditure data are collected in three main ways in this survey:

- (1) Small, common and easily forgotten expenditures are collected through day-to-day purchases recorded in the diary;
- (2) For large or infrequent expenditures which are not likely to be reported in diaries (such as overseas holiday or wage deductions) and expenditures on education, which occur at a particular time of the year, they are collected by recalling expenditures over the last 12 months, last 3 months or last month;
- (3) Regular expenditures are collected by recording the “last payment” and “period covered”.

When recording expenditure in the last 3 months or last 12 months, care must be taken to make sure that the actual payment occurred during the reference period. Include payments made during the reference period even if the goods or services were acquired

before the reference period or will be acquired after the interview. Exclude payments made before the reference period (or expected to be made after the interview) even though the goods or services were acquired during the reference period.

Finally, with these general comments on the expenditure aspects of the form, you should note that we are collecting expenditures on all items, and not just on new items. The purchase of second hand cars, and other second hand goods should be treated in the same way.

6.2 Income

The concept of income can be quite complex. For the purposes of this survey, we are collecting all receipts into the household.

7. GENERAL COMMENTS ON QUESTIONNAIRES

With all questionnaires, please make sure that you correctly and clearly record the household identifiers in the boxes shown at the top of the first page of the form. In the case of HBS-2 and HBS-3, also include the person number. In the case of HBS-4; give each diary a unique and sequential number within each household (for example diary 1 of 3 diaries, diary 2 of 3 diaries and diary 3 of 3 diaries)

These identifiers are important and essential for data processing and should not be overlooked.

IDENTIFICATION

The first cover page contains some information on identification that is very important.

SECTION A

A01: DISTRICT

Write the district e.g. Mont Buxton

A02: EA

Write in the 4-digit code of the area or sub-district you are working in. This information can be retrieved from the map of your area.

A03: FORM NUMBER

Form number is from the sample list

A04: HOUSE NUMBER

Record the house number that appears on the house list attached to your area map.

A06: NAME OF HEAD OF HOUSEHOLD

Name of the person in charge of the household. Note that the head of the house written on the list could be different from the person staying in the house.

SECTION B

B01: NAME OF INTERVIEWER

Make sure that you always write your name in the space provided.

B02: INTERVIEWER CODE

Always write in your unique interviewer number on each questionnaire you complete as well as your initials in the space provided.

B03: RESPONSE DETAILS

Record the details of each visit to the household. Result codes are at the bottom of table B03

B04: DATE OF INSPECTION OF DIARY

Record grid for each inspection of the diary

SECTION C

This section is for office use only.

MODULE 1: HOUSEHOLD ROSTER

B: NAME

Make sure that the name of every member of the household is registered/recorded and you can ask them for any forms of identification e.g. (ID card, driving license, passport, etc...). If a household member does not have any form of identification, ask the person responding on behalf of the household to give you his/her full name and record those accordingly.

C: RELATION TO HEAD

Make sure the household head is the first person entered. For the other member of the household enter their relationship using the simple code as shown in the legend on Module 1

D: DATE OF BIRTH AND AGE

This is an important question and we do not know how many people know their exact date of birth. Here we must use any forms of identification available. If you cannot get the day/month/year -/month/year is an acceptable substitute. If it is really impossible to get the date of birth, then record the age in years instead (e.g. 58 years). You can, if necessary, estimate the age by making the person recall events.

F: SEX

It is usually clear from the name what sex a person is, but if in doubt ask, especially when it comes to young children. Write M or F.

G: NATIONALITY

It is not sufficient to record Seychellois or Non-Seychellois. We want to record the present nationality, whatever it is. You have been provided with the codes at the bottom of the questionnaire (G). If any nationality is not stated at the bottom, you just write the country name and the country code can be filled in at the office.

H: MARITAL STATUS

You have been provided with the codes at the bottom of the questionnaire (H).

I: EDUCATION LEVEL

Record the education level that each person aged 5 years and over has completed if she/he is currently at school, or the highest school level that they completed if they are no longer in school. There are 8 different codes.

J: IN EMPLOYMENT

This relates to the activity status of the person during the last week. If the person has done any economic activity (including fishing for home consumption, operating a wayside stall, brewing baka or collecting toddy, etc) during the last week or if the person has a formal attachment to a job or enterprise but did not work during the week, then you should treat him/her as employed. You have been provided with the codes at the bottom of the questionnaire (J) and remember to pay close attention to skip instructions

K: STATUS IN EMPLOYMENT

You have been provided with the codes at the bottom of the questionnaire (K) to determine status in employment.

L: INSTITUTIONAL SECTOR

You have been provided with the codes at the bottom of the questionnaire (L). Some sectors may be difficult to determine for borderline cases. If in doubt, record the name of the enterprise.

M: FOR THOSE IN EMPLOYMENT

If employed (codes 1 to 2) then you should record details of the occupation and write the descriptions of occupation using two or more words. Do not write anything in the code column.

N: FOR THOSE IN EMPLOYMENT

If employed (codes 1 to 2) then you should record details of the industry and write the descriptions of the industry using two or more words. Do not write anything in the code column.

Occupation relates to the sort of work that the person is doing, while Industry relates to the type of goods or services produced at the place of work. For example, truck driver

working for an airline company would have an occupation of *truck driver* and an industry of *air transport*.

O: NOT IN EMPLOYMENT

Record for the member who is not in employment criteria (code 3) J. You have been provided with the codes at the bottom of the questionnaire (O).

P: METHOD OF LOOKING FOR WORK

You have been provided with the codes at the bottom of the questionnaire (P).

MODULE 2: DWELLING

The "type of dwelling construction" (3) refers to the materials of walls used in the dwelling, and the answer to this question should be on observation. (You do not need to actually ask the householder).

A room (7) is defined as a roofed area which is enclosed by partitions which go from floor level to above head height (but not necessarily to the ceiling). Enclosed verandahs should be counted as a room, but open verandahs should not. Toilets, bathrooms, pantries, corridors and outdoor kitchens should not be counted in determining the total. Combined sitting-dining rooms should be counted as one room.

Tenancy type (8) distinguishes "owners" from "renters". "Owner" includes those who own the dwelling outright as well as those who are still re-paying a housing loan.

"Renters" are grouped into those renting from Government, those who rent directly from the private sector, and a separate category which would include those who receive free accommodation from their employer or relatives.

Tenancy type may be confusing in the case of those households who are renting from government but who are intending to purchase the dwelling (in which case all prior rents become part of the house loan repayment). For ease of recording, you should treat households as "renting, Government" if they have not as yet signed the house purchase

agreement. Those who have signed this agreement should be recorded as "Owner occupied".

MODULE 3: ACCESS TO UTILITIES, COMMUNICATION, MEDIA

In module 3, we are trying to determine the socio-economic status of the household by considering the household's possession of various facilities, including major durable items, electricity and telephone.

Possession in this case means "ownership" not merely having access.

The item must be in working order or capable of being in working order. Derelict cars, permanently broken televisions or computers etc should not be recorded. However, facilities that are temporarily out of order should be included.

MODULE 4: DURABLES

In module 4, you are asked to record the last payment and period covered. You should be as precise as possible in obtaining and recording these data. If possible (but not if it is likely to endanger the interview), you should ask the respondent to check with actual receipts or other documents (e.g. pay-slips, cheque book stubs, guarantee forms for appliances).

"Period covered" should be recorded as the last 12 months respectively, as appropriate.

MODULE 5: EXPENDITURE ON SEMI-DURABLE, NON-DURABLE GOODS AND SERVICES, EXCLUDING FOOD AND BEVERAGE

Module 5 records expenditure on semi-durables (clothing, small electrical appliances), non-durables (detergents and other household operation items) and services

MODULE 6: MISCELLANEOUS

1. Production for own use:

This part is to find out if any members of the household have done any agricultural activity for their own consumption and whether any surplus was sold. An estimate of the value for both “own consumption” and surplus sold should be recorded. Note: Section 1 relates only to “backyard” type activities, and NOT to farm or fishing activities as a business.

2. Gift

Section 2 covers goods /services given away free to friends, relatives etc relates to gifts, and any other goods that were purchased or home grown but then given to someone outside the household.

Also included are the provisions of services (such as hair cutting, roof repairs, gardening, grass cutting, etc) that the householder has done for others.

These items should be valued at purchaser price (if applicable) or market price (if not previously purchased).

3. Shopping habits

Specify where the household usually does the shopping for groceries and non-durables and where they normally buy fresh fish.

MODULE 7: HOUSEHOLD INCOME

1. Income Bracket

For section 1, show the respondent the income card provided and ask him/her to choose one category that best describes the household income. Note that the income refers to the total earned by all members.

2. Income sources

Section 2 relates to sources of income for the household as a whole (that is covering all income earners). You should record all sources of income that are applicable for the household.

MODULE 8A: HOUSEHOLD INCOME FROM SOCIAL PROTECTION

Section 1 to 4: Permanent income

Section 5 to 9: Temporary income

MODULE 8B: SOCIAL WELFARE ASSISTANCE AND FAMILY SUPPORT SCHEME

This section covers income obtained through welfare assistance (Agency for Social Protection).

MODULE 9: INCOME/ EXPENDITURE (BALANCE SHEET)

Sections 1, 2 and 3 are to be completed by interviewer at the end of the diary keeping period. **(For office use).**

HBS 2: INDIVIDUAL INCOME

HBS 2: A form should be completed for everyone 15 years and above who is receiving any income other than from ASP .

Make sure that all identification details are entered correctly.

HBS 3: DOMESTIC AND OVERSEAS TRIP

To be completed for groups or individuals who have gone on any trip in the 12 months preceding the interview..

HBS 4: DIARY

8.1 General comments

Each household should fill in at least one diary. Provide separate copies of the HBS-4 to individuals aged 15 years or more in the household. Individual diaries should be used as some expenditures (such as on alcohol or tobacco) will not be fully disclosed in the main household diary. If more than one person keeps a diary, then they should all start their diary keeping on the same day.

Front cover

Make sure that you put the identifier codes onto the new diary and record the diary number on the new diary ('diary . . . of . . . diaries'). You will not be able to write in the total number of diaries used by the household until the end of the diary keeping period. At that time, make sure that each diary has a unique and sequential number and that each diary also shows the total number of diaries used so that office processing will be able to detect missing diaries.

The diary starting date on the front cover refers to the starting date for the entire diary keeping period, and not just to the starting date for the current diary (if it is not the first diary for a particular person).

However, the 'end date' does refer to the last day covered by the current diary. This means that the last diary completed by a person will show the start and end date of the entire diary-keeping period, while earlier diaries kept by him will show the same start date but an earlier end date.

Inside pages

The diary pages are designed so that on each pair of open pages, the household will see an 'expenditure' section and a section for 'goods consumed, that was produced by the household. This is to minimise the chance of the second group of items being forgotten.

The diary has columns for 'date', 'item description (including brand)', 'quantity', 'value' and 'office use'. Make sure that all the relevant columns are filled in for each entry.

Date

The diary user should write the date of purchase or consumption in the date column. The form is NOT designed with one page for each day because this might result in too much wasted paper.

Item description

The item description should be clear and unambiguous. More than one word is normally needed to fully describe the item. Look at the example of the commodity classification in appendix B to see the detail of the codes that will be used in office processing, and make sure that the descriptions shown in the diaries are suitable for accurate coding. You should not code the commodities yourself during data collection, but you may be asked to assist in office processing after the survey has ended.

These codes will be entered into the 'office use' column, so please make sure that the householders do not write anything in that column.

Make sure that the household gives as much detail as possible. If a purchase is described as 'groceries' ask for a breakdown into the component commodities.

If money is spent on house repairs, record how much is spent on each commodity (nails, screws, wood, paint, etc) and service (plumber, electrician, mason, carpenter, etc).

Quantity

Quantity is shown after the item description. This information is required for several reasons:

- It helps to clearly identify the commodity being purchased or consumed.
- It will be used to identify the most commonly purchased items/quantity for inclusion in the "basket of goods and services" for the compilation of the monthly consumer price index.
- It helps in explaining unusual values in the "value" column. For example, a large value for rice would be queried unless the quantity purchased was also large (i.e. a bulk purchase).

Value

Value is fairly straightforward. The main thing to watch out for is that the decimal place is clearly shown between "rupee" and "cent".

Own consumption

Similarly, if you are aware from HBS-1 that the household grows its own fruit or vegetables, catches its own fish or raises its own chickens, or other domestic animals for own consumption, then check that these items are included in the "own consumption" section of the diary(ies) for the household. If not, query the household on this topic and record any missed items. Do this check at least twice weekly during diary keeping.

Commodity classification

Appendix B is an extract of the commodity classification, which will be used in the survey to code expenditure items in the diary. You do not need to know this classification, but it is included so that you can see the level of detail being used in the survey. The commodity descriptions in the diary should be sufficient to allow the item to be coded at this level of detail. It would be useful if you could check a few of the items against the classification to see if the description is clear and detailed enough.

GENERAL COMMENTS ON HBS-5: INABILITY TO OBTAIN AN INTERVIEW

The use of this form has been partly discussed under 5.5 above. The form is simple and self-explanatory, and is needed to explain discrepancies between the selected sample of households and the completed questionnaires.

A "missing" set of forms is a serious matter in a sample survey and you should give a full description of the circumstances and reasons for the inability to complete the survey forms as well as a description of what actions you took to overcome the problem (including the number of and times of visits made).

HBS 4: DIARY (EXAMPLE SHEET)

(Record daily expenses for 4 weeks)

| DATE | ITEM DESCRIPTION (GOODS & SERVICES) | How much was purchased? | | | | | | How much was consumed from own production? | | | OFFICE USE |
|-----------|--|-------------------------|---------------------------|--------------|--------------|-------------------------------|-------------------------|--|-----------------------------|--------|------------|
| | | Unit description | Unit type (g, kg, lbs) | No. of units | Total Weight | Total Expenditure (Rupees) | Unit (same as Col 3) | No. of units | Estimated Value (Rupees) | COICOP | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 01-Jul-12 | Parsley | bunch | | 2 | | 20.00 | | | | | |
| 01-Jul-12 | Onions | | kg | 2 | | 24.00 | | | | | |
| 01-Jul-12 | Eggs | | nos | 12 | | 36.00 | | | | | |
| 04-Jul-12 | Corn Flakes | pack | g | 1 | 200 | 45.00 | | | | | |
| 05-Jul-12 | Basmati Premium Rice | pack | kg | 2 | 10 | 250.00 | | | | | |
| 05-Jul-12 | Frozen peas | pack | g | 1 | 500 | 25.00 | | | | | |
| 10-Jul-12 | Baked Beans | can / tin | g | 2 | 800 | 38.40 | | | | | |
| 11-Jul-12 | Bananas (Mignonne) | | | | | | bunch | 5 | 125.00 | | |
| 12-Jul-12 | Bananas (St Jacques) | bunch | nos | 3 | | 50 | | | | | |
| 12-Jul-12 | Breadfruit | | | | | | | | | | |
| 13-Jul-12 | Fish (fresh) | packet | | 2 | | 200.00 | | | | | |
| 13-Jul-12 | Cinema ticket | numbers | | 4 | | 120.00 | | | | | |
| 14-Jul-12 | Bus fare | | nos | 2 | | 16.00 | | | | | |
| 15-Jul-12 | Fuel car (Petrol) | | lts | 10 | | 242.50 | | | | | |
| 15-Jul-12 | Powdered Milk (Kanny) | tin | g | 1 | 400 | 38.50 | | | | | |

HBS 4: DIARY (EXAMPLE SHEET)

(Record daily expenses for 4 weeks)

| DATE | ITEM DESCRIPTION (GOODS & SERVICES) | How much was purchased? | | | | | | How much was consumed from own production? | | | OFFICE USE |
|-----------|--|-------------------------|---------------------------|--------------|--------------|-------------------------------|-------------------------|--|-----------------------------|--------|------------|
| | | Unit description | Unit type (g, kg, lts) | No. of units | Total Weight | Total Expenditure (Rupees) | Unit (same as Col 3) | No. of units | Estimated Value (Rupees) | COICOP | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 01-Jul-12 | Parsley | bunch | | 2 | | 20.00 | | | | | |
| 01-Jul-12 | Onions | | kg | 2 | | 24.00 | | | | | |
| 01-Jul-12 | Eggs | | nos | 12 | | 36.00 | | | | | |
| 04-Jul-12 | Corn Flakes | pack | g | 1 | 200 | 45.00 | | | | | |
| 05-Jul-12 | Basmati Premium Rice | pack | kg | 2 | 10 | 250.00 | | | | | |
| 05-Jul-12 | Frozen peas | pack | g | 1 | 500 | 25.00 | | | | | |
| 10-Jul-12 | Baked Beans | can / tin | g | 2 | 800 | 38.40 | | | | | |
| 11-Jul-12 | Bananas (Mignonne) | | | | | | bunch | 5 | 125.00 | | |
| 12-Jul-12 | Bananas (St Jacques) | bunch | nos | 3 | | 50 | | | | | |
| 12-Jul-12 | Breadfruit | | | | | | | | | | |
| 13-Jul-12 | Fish (fresh) | packet | | 2 | | 200.00 | | | | | |
| 13-Jul-12 | Cinema ticket | numbers | | 4 | | 120.00 | | | | | |
| 14-Jul-12 | Bus fare | | nos | 2 | | 16.00 | | | | | |
| 15-Jul-12 | Fuel car (Petrol) | | lts | 10 | | 242.50 | | | | | |
| 15-Jul-12 | Powdered Milk (Kanny) | tin | g | 1 | 400 | 38.50 | | | | | |

| DISTRICT | EA | HNO | FORM NO |
|----------|----|-----|---------|
| | | | |

[illegible]

HBS 3: TRAVEL - DOMESTIC AND OVERSEAS TRIPS

(To be completed for group or individuals)

| DISTRICT | EA | HNO | FORM NO |
|----------|----|-----|---------|
| | | | |

| TRIPS TAKEN DURING LAST 12 MONTHS (BY QUARTER) | Jan - Mar | Apr - Jun | Jul - Sep | Oct - Dec |
|---|-----------|-----------|-----------|-----------|
|---|-----------|-----------|-----------|-----------|

[illegible]

All other travel expenditure

Accommodation:

[illegible]

Food & drink outside the hotel:

[illegible]

Transportation:

[illegible]

HBS 3: TRAVEL - DOMESTIC AND OVERSEAS TRIPS

(To be completed for group or individuals)

| DISTRICT | EA | HNO | FORM NO |
|----------|----|-----|---------|
| | | | |

| TRIPS TAKEN DURING LAST 12 MONTHS (BY QUARTER) | Jan - Mar | Apr - Jun | Jul - Sep | Oct - Dec |
|---|-----------|-----------|-----------|-----------|
| 4 Recreation and sports: | | | | |
| 4.1 Excursions and tours | | | | |
| 4.2 Sports | | | | |
| 5 Cultural activities: | | | | |
| 5.1 Entertainment | | | | |
| 5.2 Visits to historic sites, museums (admission) | | | | |
| 5.3 Other (Specify) | | | | |
| 6 Shopping: | | | | |
| 7 Miscellaneous expenditure: | | | | |
| 7.1 Wedding ceremony | | | | |
| 7.2 Visa fees | | | | |
| 7.3 Other (Specify) e.g., flowers | | | | |
| | | | | |
| | | | | |

NOTE: Instructions should restrict expenditure to certain types of trips, and ensure that the results can be reconciled (added / subtracted) from corresponding totals on other modules.

I-6 to I-9 only for employers, own account workers and members of producers' cooperative (Check if col. K on Household Roster = 5, 6 or 7)

I wish to find out about your takings/earnings in cash and kind:
(LESS expenses from your business activities)

- I-6 Which of the periods below is convenient for you to report the amount you made as takings/earnings for this period the last time?

| Year | Month | Week |
|------|-------|------|
| | | |

- I-7 How much did you make from your business activities as takings/earnings (in cash or kind) for this period the last time?

| Period Chosen (specify) | (Amount - Rupees) | Range Code |
|-------------------------|-------------------|------------|
| | | |

- I-8 What expenses /costs did you incur in earning I-7 above?

| Period Chosen (specify) | (Amount - Rupees) | Range Code |
|-------------------------|-------------------|------------|
| | | |

(Interviewer: If respondent unable or unwilling to give exact amount, use prompt card to identify a range within which the amount could be included)

- I-9 For how many of these periods were your business activities operating over the last 12 months?
Number of periods

I-10 INCOME FROM NON-EMPLOYMENT (I-10 a to I-10p)

| | | Indicate period | | | | |
|----------|--|-----------------|-----|--------|---------|----------|
| | Do you receive income from any of the following? | No | Yes | Amount | Monthly | Annually |
| I-10 (a) | Lease of property | | | | | |
| I-10 (b) | Rent - Land | | | | | |
| I-10 (c) | Rent - Housing | | | | | |
| I-10 (d) | Rent - Commercial Property | | | | | |
| I-10 (e) | Own agriculture (crops) | | | | | |
| I-10 (f) | Own agriculture (livestock) | | | | | |
| I-10 (g) | Fishing | | | | | |
| I-10 (h) | Remittance - (from abroad) | | | | | |
| I-10 (i) | Remittance - (domestic) | | | | | |
| I-10 (j) | Dividends (e.g., from Shares - Seybrew, SACOS) | | | | | |
| I-10 (k) | Interest | | | | | |
| I-10 (l) | Sale of assets | | | | | |
| I-10 (m) | Winnings from gambling | | | | | |
| I-10 (n) | Insurance claims | | | | | |
| I-10 (o) | Royalties | | | | | |
| I-10 (p) | Other (specify) | | | | | |
| | TOTAL | | | | | |

No Yes

| | | |
|--|--|--|
| | | |
|--|--|--|

I-11 INCOME FROM PENSION ONLY

Complete income form for next eligible person

| Person No. | Person Name | Person No. | District | EA | HNO | Form No. |
|------------|-------------|------------|----------|----|-----|----------|
| | | | | | | |

INDIVIDUAL INCOME FOR THOSE CURRENTLY EMPLOYED - (ALL JOBS)

I am going to ask you a few questions on incomes earned from all jobs/activities during the last week.

This section covers income from employment activities for employees and self-employed persons.

(If not in employment, GO TO I-10) - [NOTE: STILL RELEVANT FOR PENSIONERS Go to I-10]

For Self employed, ask if:

| | Yes | No |
|---------|-----|----|
| License | | |
| TIN | | |

If only in self-employment, go to I-6

INCOME FROM EMPLOYMENT (I-1 to I-9)

I-1 How much were you paid last time as wages or salary, in cash or in kind, for all jobs/activities? (Exclude payment for irregular overtime, bonuses, tips and commissions)

| | (Rupees) | Range Code |
|---|----------|------------|
| In Cash | | |
| In Kind (<i>specify value for food, transport, clothing, housing, etc.</i>) | | |
| TOTAL | | |

Interviewer: Add to get total and confirm with respondent. (If respondent is unable or unwilling to give exact amounts, use the prompt card to identify a range within which the TOTAL pay could lie)

I-2 Which one of the periods indicated below is convenient for you to report the **Total period covered by this pay?**

(Tick appropriate period)

| | Month | Week | Day | Hour | Year |
|--|-------|------|-----|------|------|
| | | | | | |

I-3 **No. of periods (specify)**

I-4 Did you receive any other income from your jobs/activities during this total period?

| | | |
|-----|--|------------|
| Yes | | GO TO I-5 |
| No | | GO TO I-10 |

I-5 How much did you receive as:

| | (Rupees) |
|-------------------------------|----------|
| Bonuses, tips and commissions | |
| Overtime | |