

					PU	PN	G	B	P	O	T	POC	
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Guidelines for filling in the Daily Record Book

The Household

Record the quantity and value of the following daily:

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

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

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

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

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

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

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

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

