

Annual Business Survey

Notice is given under Article 14 of the Statistics and Census (Jersey) Law 2018



Ref:

To be completed by....., undertaking code.....

**You are required by law to complete this questionnaire.
Failure to comply with this requirement may result in criminal prosecution.**

Please complete and return this questionnaire by **31 July 2024**.

Please note:

- If figures are not available for either the calendar years 2022 or 2023, your return may cover a business year ending on any date between 6 April 2022 and 5 April 2023 for 2022, and 6 April 2023 and 5 April 2024 for 2023.
- If exact figures are not available, please provide informed estimates.
- Please see the supporting notes for question-specific information.


If you would prefer to complete this questionnaire online, you can do so at the following address:

www.gov.je/AnnualBusinessSurvey

You will need to enter your unique reference code:

Contact for assistance:

Callum Christie

 01534 448742

E-mail: statistics@gov.je

Legal obligations:

- If you provide false information or you do not complete and return this questionnaire, penalties may be incurred under Article 18 of the Statistics and Census (Jersey) Law 2018. Such penalties may make you liable to a fine of level two on the standard scale.
- If you wilfully obstruct or impersonate any person employed or engaged by Statistics Jersey in the exercise of their functions under the Law, penalties may be incurred under Article 19 of the Statistics and Census (Jersey) Law 2018. Such penalties may make you liable to imprisonment for a term of six months and a fine of level three on the standard scale.

Your information is protected under the Statistics and Census (Jersey) Law 2018. The information provided is strictly confidential and will only be used to produce aggregate numbers. Statistics Jersey will not pass your information to anyone outside of Statistics Jersey.

1. What your annual business survey questionnaire should cover:

Please provide figures for Jersey operations only. This should be a **consolidated return** for all sectors of the business that operate in Jersey.

Your business has been selected from the register of undertakings established under Article 38 of the Control of Housing and Work (Jersey) Law 2012. Your completed return should reflect the activities of all legal entities that perform any activity involving work or services under the business licence granted under this law.

Exclude the accounts of trusts or funds that you manage on behalf of others.

2. Period covered by the return

Your return should cover the calendar years 2022 and 2023. If no figures are available for those periods, your return should relate to a business year ending on any date between 6 April 2022 and 5 April 2023 for 2022 and 6 April 2023 and 5 April 2024 for 2023. Please note the periods used if not a calendar year.

If you traded for only part of the year, please provide figures for the period in which you were trading.

 Period covered by the return for **2022**:

	Day	Month	Year
From:	<input type="text"/>	<input type="text"/>	<input type="text"/>
To:	<input type="text"/>	<input type="text"/>	<input type="text"/>

 Period covered by the return for **2023**:

	Day	Month	Year
From:	<input type="text"/>	<input type="text"/>	<input type="text"/>
To:	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Income (excluding GST)
3.1 Total Turnover

Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods and services (including progress payments on work in progress).

2022
£ <input type="text"/>

2023
£ <input type="text"/>

4. Expenditure

Exclude deductible GST but include non-deductible GST.

4.1 Employment Costs

(a) Total employment costs:

2022

2023

How much of the total in 4.1(a) was for the following:

 (b) Gross wages and salaries (in cash or kind). **Exclude** employers' social security contributions and contributions to other pension and welfare schemes:

2022

2023

(c) Employers' social security contributions:

2022

2023

 (d) Contributions to pension funds. **Include** lump sum contributions. Employers' pension contributions should represent actual net amounts rather than notional values:

2022

2023

 (e) Bonus payments. **Include** one-off and commission payments:

2022

2023

4.2 Purchases of Energy, Goods, Materials and Services
Include: all operational costs not included in questions 4.1, 4.3 and 5, e.g. rent, utilities, raw materials, fuel, stationery, maintenance, computer services, marketing, contract cleaning services, staff travel, licensing, etc. Note that international trade costs included in questions 6 and 7 should also be included here.

Exclude: employment costs, stock variation, bad debts or depreciation, interest payments, amounts charged to capital account and capitalised building repairs.

Exclude deductible GST but include non-deductible GST.

2022

2023

4.3 Taxes, Duties and Levies Paid

Total amount payable in taxes, duties or levies to government.

Include: Parish rates, Impôts, vehicle registration duty.

Exclude: GST; taxes already included in the purchases of goods, materials and services; corporation tax; income tax.

2022

2023

5. Capital Expenditure

Exclude deductible GST but include non-deductible GST.

 The amounts entered should include the **purchase costs** and **disposal proceeds** of fixed assets.

Include:

- Land and buildings, including major refurbishment costs
- Non-produced assets, e.g. licences, contracts and patents
- Vehicles
- Computer hardware and software
- Office equipment and furniture
- Tools and special purpose equipment, including plant machinery
- Intellectual property

Exclude: any allowances for depreciation and assets acquired in taking over an existing business or sold as part of a going concern.

(a) Total acquisitions

2022

2023

(b) Total disposals

2022

2023

6. International trade in services (excluding goods): Exports and Imports

If your business has either purchased from or provided services to individuals, enterprises or other organisations based outside of Jersey in the last 12 months, please provide an estimate of the amounts receivable / payable in respect of invoices raised during the period.

 (a) Amounts receivable from individuals, enterprises or other organisations based outside Jersey for **services** provided.

2022

2023

 (b) Amounts payable to individuals, enterprises or other organisations based outside Jersey for **services** provided.

2022

2023

7. International trade in goods (excluding services): Exports and Imports

If your business has either purchased from or provided goods to individuals, enterprises or other organisations based outside of Jersey in the last 12 months, please provide an estimate of the amounts receivable / payable in respect of invoices raised during the period.

- (a) Amounts receivable from individuals, enterprises or other organisations based outside Jersey for **goods** provided.

2022	2023
£ <input type="text"/>	£ <input type="text"/>

- (b) Amounts payable to individuals, enterprises or other organisations based outside Jersey for **goods** provided.

2022	2023
£ <input type="text"/>	£ <input type="text"/>

8. Any relevant comments

Please use the box below if you wish to make any comments regarding the information provided on this return. Please include details of any significant impacts on your data resulting from changes in the accounting approaches you have taken, for example mergers and acquisitions.

9. Declaration and signature

Contact name

Position in business

Telephone number

E-mail address

I confirm that the information given in this survey is true, complete and accurate, to the best of my knowledge.

Signature

Date

Providing false information in this survey is a criminal offence under Article 18 of the Statistics and Census (Jersey) Law 2018.

Please complete and return this questionnaire by **31 July 2024**.

You may find it useful to retain a copy of this questionnaire for future reference, or to answer any questions or queries that may arise.

Notes to help you complete the questionnaire

1. What your annual business survey questionnaire should cover

All activities carried out in Jersey. Any activity outside of Jersey lasting more than one year should be **excluded** from this questionnaire. Any work done in connection with overseas contracts where employees travel abroad regularly for short periods should be **included** and any overseas activity which is deemed to be capital expenditure in that country should be **excluded**.

2. Period covered by the return

Your return should be made for the each of the years ending 31 December 2022 and 31 December 2023. If no figures are available for those periods, the return may be made for your business year. If business year figures are supplied the return should relate to a business year ending on any date between 6 April 2022 and 5 April 2023 for 2022, and 6 April 2023 and 5 April 2024 for 2023.

If you commenced trading during either 2022 or 2023, then your return should cover the period from the commencement of your business until 31 December of that year, or alternatively any date up to 5 April of the following year.

If you ceased trading during either 2022 or 2023, then your return for that year should cover the period 1 January to the date you ceased to trade, or alternatively, from the beginning of your last business year up to the cessation date.

3. Income (excluding GST)

3.1 Total Turnover

Turnover consists of total takings or invoiced sales and receipts of the business in connection with the sale of goods and services. Interest and similar income, "other operating income" and extra-ordinary income should be **excluded** from the total turnover figures as should net proceeds on sales of capital items.

Include:

- All sales of goods (except fixed capital assets), including exports and goods purchased and resold without processing (i.e. merchanted or factored goods)
- Progress payments received for Work in Progress on long-term contracts which have not been identified as stocks on the balance sheet
- Income derived from the renting of property
- Income from sub-contracted activities
- For commission work, the commission / fee is to be included but not the full transaction price;

Exclude:

- GST
- Income recorded as extra-ordinary income in your accounts
- Income recorded as "Other Operating Income" in your accounts
- The sale of capital assets during the period; include these in section 5
- Interest payments received and other similar income
- Grants / subsidies from any source
- Value of insurance claims received
- Income derived from the renting of land (if recorded separately within your accounts)

4. Expenditure

4.1 Employment Costs

(b) Gross Wages and Salaries

Wages and salaries are defined as the total compensation in cash or in kind payable to all employees. State the amount paid before deductions.

Include:

- All overtime payments, bonuses, commissions
- Payments to those temporarily absent (e.g. on holiday, sick or on maternity leave etc.)
- The cost to the employer of all expenses and benefits in kind
- Accrued holiday pay

Exclude:

- Payments to working proprietors, partners and executive directors not in receipt of a regular salary, fee or commission
- Travelling and subsistence expenses; include these in 4.2
- Amounts paid to sub-contractors; include these in 4.2

(c) Employers' social security contributions

Exclude:

- Employees' social security contributions

(d) Contributions to pension funds

Employers' pension contributions should represent actual net amounts rather than notional values.

4.2 Purchases of Energy, Goods, Materials and Services

State the net cost of purchases made during the period of this return whether or not they were used or resold during that period. Valuation should be at full delivered cost. **Exclude** employment costs, stock variation, bad debts or depreciation, all interest payments, amounts charged to capital account and capitalised building repairs. Deductible GST should be **excluded** from the cost but non-deductible GST should be **included**. In the case of imports the cost should **include** import and excise duties (less drawback).

4.3 Taxes, Duties and Levies Paid

Total amount payable in taxes, duties or levies to government.

Include:

- Parish and Island wide-rates
- Impôts/excise duties (e.g. on alcohol, petrol etc.) paid **directly** to the government by your business
- Vehicle registration duty

Exclude:

- GST
- Taxes already included in the purchase of goods, materials and services
- Corporation tax
- Income tax

5. Capital Expenditure

The amounts entered should include the **purchase costs** and **disposal proceeds** of fixed assets.

Include:

- Land and buildings, including major refurbishment costs
- Non-produced assets, e.g. licences, contracts and patents
- Vehicles
- Computer hardware and software
- Office equipment and furniture
- Tools and special purpose equipment, including plant machinery
- Intellectual Property

Values should include non-deductible GST but exclude deductible GST.

6. International trade in services; Exports and Imports

This section relates to imported / exported services only. Exclude the value of any goods imported / exported. Any transactions with individuals, enterprises or other organisations domiciled outside of Jersey are regarded as international transactions. A subsidiary or parent of your company situated in another country is regarded as an international resident and hence transactions in services with these entities should be regarded as international trade in services. Values should already have been included as part of your figures in Sections 3 and 4.2.

Include:

- Consultancy services
- Royalties and licence fees
- Computer services (excluding hardware)
- Management fees
- Insurance and finance services

Exclude:

- Trade in goods; include these in section 7
- Dividend or interest payments
- Transactions in financial assets or liabilities

7. International trade in goods; Exports and Imports

This section relates to imported / exported goods only. Exclude the value of any services imported / exported. Any transactions with individuals, enterprises or other organisations domiciled outside of Jersey are regarded as international transactions. A subsidiary or parent of your company situated in another country is regarded as an international resident and hence transactions in goods with these entities should be regarded as international trade in goods. Values should already have been included as part of your figures in Sections 3 and 4.2.

Goods are specific, tangible commodities.

Include:

- Semi and finished manufactured goods
- Foods, beverages and tobacco
- Basic materials

Exclude:

- Trade in services; include these in section 6