

Statutory Instrument No. 56 of 1972

STATISTICS ACT, 1967

(No. 38 of 1967)

**THE STATISTICS (PRODUCTION AND DISTRIBUTION RETURNS)
REGULATIONS, 1972**

(Published on the 23rd June, 1972)

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation
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Regulations made by the Minister of Finance and Development Planning in exercise of the powers conferred upon him by section 14 of the Statistics Act, 1967, and of all other powers thereunto him enabling.

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| Citation | 1. These Regulations may be cited as the Statistics (Production and Distribution Returns) Regulations, 1972. |
| Inter-pretation | 2. In these Regulations unless the context otherwise requires —
“authorised officer” means any person authorised as such by the Government Statistician in writing for the purposes of these Regulations;
“person” means the Manager, Director or Owner of any establishment, or an Officer of a company. |
| Questionnaires | 3. The Government Statistician may cause to be served on such persons as he may deem necessary questionnaires in the form set out in the Schedule to these Regulations. Such questionnaires should be accompanied by an envelope addressed to the Government Statistician, Central Statistics Office, Private Bag 24, Gaborone and marked “Statistics” and “On Botswana Government Service”. |
| Questionnaires to be answered | 4. Any person on whom there is served a questionnaire shall within 30 days after receiving it or within 60 days of the expiration of the period to which it relates, whichever is the later, complete, sign and return such questionnaire to the Government Statistician. |
| Assistance | 5. Notwithstanding anything contained in regulation 4 any person who is unable for any good reason to complete the questionnaire shall not less than 10 days before the date on which he is required under regulation 4 to return the questionnaire to the Government Statistician request the Government Statistician in writing to assist him to complete the questionnaire and any such person shall then furnish verbally the parti- |

culars and information sought in such questionnaire when required to do so by an authorised officer.

6. (1) Any person other than a person who has made a request for assistance in accordance with the provisions of regulation 5 who fails to comply with the provisions of regulation 4 shall be guilty of an offence and liable on conviction to a fine of R1.00 for every day during which such failure continues after conviction. Penalties

(2) Any person who has made a request for assistance in accordance with the provisions of regulation 5 who fails to furnish verbally any particulars or information sought by an authorised officer shall be guilty of an offence and liable on conviction to a fine of R50 and, in the case of continuing failure to a fine of R1.00 for every day during which such failure continues after conviction.

(3) Any person who in any questionnaire or in answer to any question put to him by an authorised officer makes any statement which is false in any material particular shall be guilty of an offence and liable on conviction to a fine of R50.

SCHEDULE
REPUBLIC OF BOTSWANA



STATISTICS ACT, 1967
STATISTICS (PRODUCTION AND DISTRIBUTION
RETURNS) REGULATIONS, 1972
RETURN OF STATISTICS OF PRODUCTION AND
DISTRIBUTION

for the period to

Strictly Confidential

Please Note:

1. This enquiry is strictly confidential in terms of the Statistics Act, 1967. The information you supply will be used for statistical purposes only, and the results will be published as statistical totals and averages only.

2. In terms of the Statistics (Production and Distribution Returns) Regulations, 1972 you are required to complete this form, sign the declaration below, and return it by post within 30 days of receiving it or within 60 days of the period to which it relates, whichever is the later, and return it by that date to the Central Statistics Office, Private Bag 24, Gaborone. No postage is required if mailed within Botswana.

3. If you have any difficulty in completing the form and need assistance, you should write to the Government Statistician at the above address at least 10 days before the above date in order to request assistance from the Government Statistician. The Government Statistician will then supply you with the assistance you need.

4. In terms of the above Regulations, failure to either return the form to the Government Statistician or to notify the Government Statistician that you require assistance in completing the form, is an offence.

5. A worksheet is enclosed with this questionnaire but it is not compulsory for you to return it to the Government Statistician. If you should choose to do so, however, it will be of great assistance.

6. ESTABLISHMENTS COVERED BY THIS FORM:

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7. This form is issued by the Government Officer whose name appears on the covering letter which accompanies this form.

PART A: PRODUCTION ACCOUNT (12) for the period stated on page one, accumulated over all the establishments covered

Input required to run your business	Production from running your business
Opening stock (1a)	
<i>Less</i> closing stock (1b)	Sales of characteristic goods and services (9)
Decrease in stock (1c)	Sales of other products (9)
Purchases of goods and services (1d)	Subsidies received from Government (10)
Salaries and wages paid to non-family employees (2)	
Owner's remuneration and compensation paid to family employees (3)	
Depreciation (4)	
Indirect taxes (5)	
Total Input (6)	
Excess of output over input (7)	
Total (8)	Total Output (11)
Portion of (1d) ÷ (2) + (3) paid in South Africa for services rendered (13)	Portion of (9) received from South Africa for services rendered (13)
Portion of (1d) + (2) + (3) paid to the rest of the world for services rendered (13)	Portion of (9) received from the rest of the world for services rendered (13)

PART B: INCOME AND OUTLAY ACCOUNT (36) for the period
stated on page one, accumulated over all establishments
covered

OUTLAY	INCOME
Withdrawals by owner from all establishments covered (14)	Excess of output over input (27)
Interest paid out (15)	Withdrawals received from subsidiaries not covered (28)
Dividends paid out (16)	Interest received (29)
Land rent paid out (17)	Dividends received (30)
Insurance premiums paid (18)	Land rent received (31)
Insurance claims paid out (19)	Insurance premiums received (32)
Income tax paid (20)	Insurance claims received (33)
Fines and penalties (21)	Current transfers received (34)
Unfunded benefits paid to employees (22)	
Current transfers paid (23)	
Total payments (24)	
Savings (25)	
Total outlay (26)	Total receipts (35)
Portion of (24) paid in South Africa (37)	Portion of (28) to (34) received from South Africa (37)
Portion of (24) paid to the rest of the world (37)	Portion of (28) to (34) received from the rest of the world (37)

PART C: GROWTH OF ASSETS (59) for the period stated on page one, accumulated over all establishments covered.

Net increase (41) in your assets during the period stated	Financed by
Net increase in (N.i.i.) stock (42)	Savings (55)
N.i.i. residential buildings (43)	Depreciation (56)
N.i.i. non-residential buildings (44)	Net capital transfers received (57)
N.i.i. other construction (45)	
N.i.i. land improvement (46)	
N.i.i. transport equipment (47)	
N.i.i. agricultural machinery and equipment (48)	
N.i.i. other machinery and equipment (49)	
Net land purchases (50)	
Net purchases of intangible assets (51)	
Total new assets (52)	
Excess of available finance over purchase of new assets (53)	
Total (54)	Total financing of new assets, excluding loans (58)

Portion of (52) and (53) deposited or paid in South Africa (60)	Portion of (57) received from South Africa (60)
Portion (52) and (53) deposited or paid in the rest of the world (60)	Portion of (57) received from the rest of the world (60)

NOTES FOR PART A:

Throughout this questionnaire, the following method of valuation is used uniformly. Goods and services which are *purchased* are valued at cost, including delivery charges but excluding any customs, excise and sales sales duties paid by the buyer. Goods and services which are *produced* but are either waiting to be sold or are to be used by the firm or are to be given to employees, are valued at the cost of production. Goods and services actually *sold* are valued at market prices, including cost of delivery if delivered by the seller, and including any sales, excise or export duties paid by the seller. All duties paid are to be included in (5). Thus duties paid on *sales* will enter Part A on both sides of the account, but duties paid on purchases will only enter the left hand side.

(1a). "Opening stock" is to be valued as at the start of the period covered. Any deterioration in stock during the period should be shown under Depreciation in item (4).

(1b). "Closing stock" is to be valued at the end of the period.

(1c). Deduct (1b) from (1a). This item should be equal in value to (42) but should have the opposite sign, since (42) is defined to be an increase in stocks rather than a decrease.

(1d). "Goods and services" include items bought for resale; raw materials for manufacturing; building materials for those buildings which are to be sold; small hand tools; farming supplies such as fodder, seed and fertiliser; repairs; fuel and maintenance (but not depreciation) of vehicles; office supplies; water and electricity, telephone, telegraph and postage; rent of buildings(*) and equipment; purchases of professional services such as bank charges, legal expenses, accountant's fees and clearing agent's fees; purchases of sub-contractors' services; purchases of services to livestock; reimbursement of employees' travel and expenses; purchases of livestock.

Exclude purchases of capital goods, rent paid for land (*), and building materials for own construction.

(*) See footnote at bottom of next page.

(2) "Non-family employees" refer to employees who are neither the owner, nor a major shareholder, nor a senior partner, nor members of their immediate families. "Salaries and wages" include bonuses, value of meals and uniforms, fringe benefits such as rent subsidy and private use of office vehicles, wages in kind such as gifts of goods that are for sale, and employer's contribution to pension funds; directors' fees paid to directors who are not major shareholders, senior partners or family employees; manager's salary if he is not a family employee.

Exclude the value of pensions paid to retired employees *out of a pension fund*.

(3) All forms of compensation to the owner or owners and their family employees, with the single exception of owner's drawings, i.e. withdrawals by the owner from the firm. The latter is to be included in (14) on Part B.

(4) "Depreciation" of fixed assets, as usually recorded in the firm's accounts.

(5) "Indirect taxes" do *not* include income tax but do include licences of all kinds; sales, customs, excise and export duties; stamp duty; fees paid to any Government agency.

(6) Add up (1) + (2) + (3) + (4) + (5).

(7) Deduct (6) from (8). If (6) is greater than (8), deduct (8) from (6) and enter results either in brackets or with a minus sign.

(8) Copy from (11).

(9) Most firms have a principal activity and many have a secondary activity. Enter the value of sales from the principal activity under "characteristic goods and services". Enter the secondary activity under "other products". For storekeepers, for instance, the characteristic activity is sale of goods, while both rents received and occasional livestock sales fall under "other products". Hotels include payments for rooms, meals and entertainment as characteristic activity, while sales from a bottle store belonging to the hotel are "other products". Farmers' principal activities are sale of crops and livestock, while fees charged to passengers travelling in farmers' vehicles are "other products". Contractors put construction for others into "characteristic products", construction for themselves into (44) on Part C, and fees received from hire of vehicles into "other products". Manufacturers list sale of goods produced as their "characteristic product". Property owning establishments include gross rents received on their buildings (*) and equipment as their "characteristic product". The "characteristic product" of professional persons is the total value of services rendered.

(*) If you pay or receive a combined rent for land plus buildings, you should estimate (correct to the nearest ten per cent) the portion of the total rent which is due to the building and the portion due to the land. Land rents are recorded in Part B.

- (10) Include any subsidy paid to you by any Government agency.
- (11) Add up (9) + (10).
- (12) The Production Account is used to establish the contribution of each sector of the economy to Gross Domestic Product, and to measure how fast each sector is growing.
- (13) The payments made to persons *abroad* for services rendered (fees to directors, accountants, lawyers, clearing agents; purchase of subcontractors' services) are required in the balance of payments calculations.
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NOTES FOR PART B:

(14) "Withdrawals by owner from all establishments covered" means the total value of cash and stock (at cost) withdrawn by the owner from the group of establishments covered by this questionnaire.

If a withdrawal is made from one establishment to another establishment in the same group, this has no effect on the net withdrawals from the group. Do not include a manager's salary or directors' fees – these are included in either (2) or (3) on Part A.

(15) "Interest paid out" by you on loans the firm has received (from outside the group).

(16) "Dividends paid out" by you when the firm distributes its profits to shareholders outside the group.

(17) "Land Rent paid out" by you for land that is not owned by any of the establishments inside the group.

(18) "Insurance premiums" paid to Insurance Companies.

(19) This item applies to Insurance Companies only.

(20) "Income tax" means income taxes *actually paid* during the period stated. Do not include any income tax that is payable for the period stated but which has not actually been paid.

(21) "Fines and penalties" paid during the period stated.

(22) "Unfunded benefits paid to employees" include any pension, severance pay or other benefits *which are not paid out of a fund* set up for the purpose and which have not already been included in Part A under (2) or (3).

(23) "Current transfers paid" include gifts, donations to charities, ex gratia payments to employees and their families such as funeral payments; scholarships and training allowances given to persons who are not employees. Also include transfers to subsidiaries or head office not covered by

this questionnaire, and bad debts written off. Do not include loans here. See item (53).

(24) Add up (14) + (15) + (16) + (17) + (18) + (19) + (20) + (21) + (22) + (23).

(25) "Savings" are obtained by deducting (24) from (26). If the answer is negative, enter either in brackets or with a minus sign.

(26) Copy from (35).

(27) Copy from (7) on Part A.

(28) Withdrawals of cash or stock (at cost) received from any wholly owned subsidiaries not covered by this questionnaire.

(29) "Interest received" by you on loans the firm has made (to establishments not covered).

(30) "Dividends received" by you from shares your firm owns in establishments not covered.

(31) "Rent received" by you for land that is owned by an establishment within the group, and which was rented out to an establishment outside the group.

(32) This item applies to Insurance Companies only.

(33) "Insurance claims received" by you from Insurance Companies.

(34) "Current transfers received" include gifts and donations received, and current transfers received from any establishment not covered by this questionnaire. A transfer is "current" if it is used to cover current expenses. Do not include loans received here. See item (53).

(35) Add up (27) + (28) + (29) + (30) + (31) + (32) + (33) + (34).

(36) This questionnaire establishes the total available income for each sector of the economy, how it was spent, and how much was saved.

(37) The amounts spent or received from abroad are used in the Balance of Payments calculations.

NOTES FOR PART C:

(41) "Net increase" is calculated as follows: add up all the incoming transactions during the period and deduct all outgoing transactions. If the answer is negative, enter it either in brackets or with a minus sign.

(42) "Increase in stocks" is the excess of stock in trade at the end of the period (as valued at the end of the period) over stock at the beginning of the period (as valued at the beginning of the period). Any writing down of stock that has deteriorated should be included under depreciation. See item (4). Farmers include increase in livestock and increase in produce waiting to be sold. Service stations include increases in spare parts in stock.

Manufacturers include both the increase in raw materials and the increase in finished products waiting to be sold. Builders and contractors include increases in building supplies. Doctors and hospitals include increases in medical supplies.

(43) "Residential buildings" means those which are for income producing purposes or are to be rented to employees. "Net increase" means own construction plus purchases less sales, during the period. The value of land is to be included in (50). It is sufficient if the breakdown between land and buildings is correct to the nearest 10 per cent.

(44) "Non-residential buildings" includes hotels, stores, factories, garages, warehouses, office buildings, restaurants, cafes, schools, churches, clinics, community centres, and extensions or improvements to these. Repairs and maintenance are to be included in (1) on Part A.

Builders and contractors should however only include construction they built for themselves, plus purchases of buildings. Construction by builders for others is to be included by them under "characteristic products" in (9) on Part A.

(45) "Other construction" includes boreholes, dams, wells, weirs, pipe lines, bridges, roads, sewers, mine shafts, air strips, sports fields, parking lots, poles and wiring for telephone and electricity supply; but excludes fencing.

(46) "Land improvement" includes fencing, land reclamation, land clearance; investment in a long term farming proposition such as a new orchard; transfer costs of real estate transactions not included elsewhere

(47) "Transport equipment" includes tractors used primarily for road haulage, plus vehicles, trailers, aircraft and boats which are *not* used primarily for farming, for personal pleasure, or for personal conveyance but have a major business use.

(48) "Agricultural machinery and equipment" includes ploughs, harrows, cultivators, harvestors, threshers, and tractors used primarily for farming.

(49) "Other machinery and equipment" include generators; office machinery, equipment, furniture and furnishings; metal working machinery; mining, construction and other industrial machinery; cranes and fork lift equipment; durable containers and pallets; professional instruments; equipment for hotels, restaurants, schools, hospitals, colleges and other services.

(50) "Land" excludes buildings on it. Where a single price has been paid for both land and buildings, an estimate of the separate values of each should be made, correct to the nearest ten per cent.

(51) "Purchases of intangible assets" are once-and-for-all payments for: goodwill, mining and prospecting concessions, patents, copyrights and trade marks. Do not include here periodic payments - these are covered in Part B.

(52) Add up (42) + (43) + (44) + (45) + (46) + (47) + (48) + (49) + (50) + (51).

(53) Deduct (52) from (54). If (52) is greater than (54), deduct (54) from (52) and enter the result either in brackets or with a minus sign. This item will reflect any excess cash plus the net excess of lending over borrowing. It may be negative if you financed part of your new assets with loans you received.

(54) Copy from (58).

(55) "Savings" are obtained from (25) in Part B.

(56) "Depreciation" is obtained from (4) in Part A.

(57) "Transfers" of cash are classified as "capital" if they are to be used to finance growth in capital assets.

(58) Add up (55) + (56) + (57).

(59) This table is used to establish the growth of capital assets in each sector of the economy.

(60) The questions on payments to and from abroad are used in the Balance of Payments calculations.

Declaration: I, the undersigned, do declare that the particulars entered herein are true and correct to the best of my knowledge and belief.

Date _____ Signature _____

Name _____ Telephone _____

(Block Letters)

Address _____

FOR OFFICIAL USE ONLY: PERIOD -----TO -----

Date sent	Date received	Ref.
		R
		C
		E
		F

H.C.L, HERMANS,
Permanent Secretary,
Ministry of Finance and Development Planning.