



Northern Ireland Annual Business Inquiry Guidance Notes

2. EMPLOYEES

Defined as those persons receiving a salary / wage to carry out permanent, temporary, full time or part-time jobs (or are on a training scheme with a contract of employment). They must be aged 16 or over and their job / training scheme must be based in Northern Ireland. They must be on the payroll on the survey date. Temporary absence on the survey date (e.g. holidays, sickness, maternity leave) does not affect an individual's status as an employee for the purposes of this survey. Similarly, staff (e.g. sales rep) who are mobile should be counted. Please include any Agency staff who are paid directly by you (i.e. on your payroll). If your organisation is an Agency that provides temporary staff for other organisations, please include all staff working in Northern Ireland who are paid directly from your payroll. This may include staff placed by your Agency in other businesses.

3. INCOME (INCLUDING VAT)

3.1 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** figure as should net proceeds on sales of capital items. Figures should be given gross of indirect taxes, duties and levies (**include** VAT) invoiced to the customer.

INCLUDE:

VAT;

All sales of goods (except fixed capital assets) **including** exports and goods purchased and resold without processing;

Provision of goods or services to other parts of your company or organisation, which are not covered by this return. These should be valued as if sold to an independent customer. If you are unable to supply figures on this basis, please value them at transfer cost;

Work done on customers' materials (**including** value of any additional materials added);

Income from construction activity (even if sub-contracted);

Income from all industrial and non-industrial services rendered;

Progress payments received for work in progress on long-term contracts, which have not been identified as stocks on the balance sheet;

Income from postal activities and Post Office Counters Ltd;

Commission on lottery sales;

Income derived from the renting of property;

Amounts received for the right to use patents, trademarks, copyrights etc.,

Receipts from government for goods and services supplied free (or at a subsidised rate) under the National Health Service and similar public services;

Transport, insurance and packaging charges (less amounts for returnable containers) invoiced by your business (even if invoiced separately);

Income from sub-contracted activities;

For commission work (i.e. where you do not hold title to goods sold), the commission/fee is to be **included**, but not the full transaction price. Also to be **included** here are costs incurred and passed on to the customer;

The value of second-hand goods taken in part exchange (such second-hand goods should also be recorded as purchases);

Service charges for credit provided (but not interest charges);

The value of vouchers, tokens and coupons used by customers as a means of payment (but not the sale of such vouchers etc., to customers);

Commission or rental from other businesses trading on your premises (e.g. a shop within a shop etc.);

Income from retail sales over the INTERNET (where you hold title to the goods sold);

Commission from sales over the INTERNET (where you do not hold title to the goods sold);

Repair and installation work on domestic and household appliances only, whether or not in combination with sale of goods;

Retail sale by commission agents.

EXCLUDE:

Output for own final use;

Income recorded as extra-ordinary income in your accounts;

Amounts received from the sale of fixed capital assets;

Amounts received from the sale of patents, trademarks, copyrights etc.,

Grants from any source;

Subsidies from UK public authorities and the European Union (EU);

Value of insurance claims received;

Income derived from the renting of land;

Other operating income;

All trade, cash or other discounts and rebates (i.e. record turnover net of these);

Interest payments received and other similar income.

3.2 SALES AND EXPORT DESTINATIONS

This section and section 3.3 relate to exported goods and services. Any transactions with individuals, enterprises or other organisations domiciled in a country other than the United Kingdom are regarded as international transactions. The United Kingdom is defined as England, Scotland, Wales and Northern Ireland. It does not include the Channel Islands or the Isle of Man. For more detail please see note 3.3.

3.3 EXPORTS OF GOODS AND SERVICES

This section relates to exported goods and services. Any transactions with individuals, enterprises or other organisations domiciled in a country other than the United Kingdom are regarded as international transactions. The United Kingdom is defined as England, Scotland, Wales and Northern Ireland. It does not include the Channel Islands or the Isle of Man.

A subsidiary or parent of your company situated in another country is regarded as an international resident and hence transactions in goods and services with these entities should be regarded as international trade (exports) in goods and services.

The values shown in these boxes should already have been included as part of your figures in Section 3.

EXPORT GOODS INCLUDE:

The total sale value (excluding VAT, but including excise duties (less draw-back)) of goods or materials of your own production directly sold by your business to a company based outside the UK;

This includes the sale of raw materials, components, semi-manufactures, workshop and office material, stationery and consumables, spares and packaging materials;

The total sale value (excluding VAT, but including excise duties (less draw-back)) of goods and materials bought and directly resold without further processing (i.e. merchanted and factored goods that physically leave the UK) to a company based outside the UK;

Any goods sold on a 'sale or return' basis which were subsequently unsold, exclude the cost of those returned.

EXPORT GOODS EXCLUDE:

Goods which are sold to a business elsewhere in the UK and subsequently re-sold by that business as an export.

Trade in services;

Amounts charged to capital account;

Fixed capital assets;

Goods that are sent for or returned for repair.

EXPORT SERVICES INCLUDE:

Repair of construction equipment and computers (but not maintenance);

The hiring out of plant, machinery and other goods (operational leasing);

Consultancy services (e.g. market research, advertising, accountancy and research and development);

Royalties and licence fees;

Telecommunications services;

Computer services (excluding hardware);

Advertising and Commission as an agent (excluding the value of imports/exports of goods);

Merchandising profits and losses (on goods bought and sold abroad without entering the United Kingdom);
Management fees;
Insurance and finance services.

EXPORT SERVICES EXCLUDE:

Trade in goods;
Dividend or interest payments;
Transactions in financial assets or liabilities;
Repairs other than for construction equipment and computers;
Salaries of staff seconded abroad - if period of their absence is less than one year;
Business travel services such as accommodation and meals whilst abroad.

3.6 ENVIRONMENTAL GOODS AND SERVICES

Environmental goods and services refer to the provision of environmental technologies, goods and services. Please only include technologies, goods and services that have been *produced for* the environment ('environmental purpose').

'Environmental purpose' means that the technology, good or service has been produced for the purpose of:

Preventing or minimising pollution, degradation or natural resources depletion
Reducing, eliminating, treating and managing pollution, degradation and natural resources depletion or restoring environmental damage to air, water, waste, noise, biodiversity and landscapes
Carrying out other activities such as measurement and monitoring, control, research and development, education, training, information and communication related to environmental protection and/or resource management.

In order to define whether a technology, good or a service qualifies, the environmental purpose must be the 'main purpose'.

4. VALUE OF STOCKS HELD (EXCLUDING VAT)

Stocks should be valued for balance sheet purposes, i.e. the lower of cost or net realisable value. Where long-term contract balances are **included** in stocks they should be recorded net of progress payments. Where the outcome of the contract is known with reasonable certainty and a proportion of the contract income has been recognised as turnover, progress payments should be disregarded.

INCLUDE:

All stocks, that you own title to, of goods and materials on hand for sale or processing (other than goods supplied to another party with a reservation of title clause if treated as turnover);
All stock owned and held by you in the UK or currently in transit within the UK;
The value of any goods let out on hire, only if they were charged to current account when acquired and do not rank as capital items for taxation purposes;
Products that you own title to in intermediate stages of completion;
Duty on stocks held out of bond;
Long term business contract balances;
Materials, stores and fuel, work in progress and goods on hand for sale. (Work in progress consists of goods and services that have been partially processed, fabricated or assembled by the producer but are not usually sold or turned over to others without further processing);
All stocks purchased for resale without further processing.
All stocks owned and held by you overseas or currently in transit abroad.

EXCLUDE:

Stocks you hold but do not own title to (**including** consignment stock);
Duty on stocks held in bond;
VAT, whether paid on purchases or chargeable on sales;
Products in intermediate stages of completion that do not belong to you;
Land.

7. EXPENDITURE

7.1 EMPLOYMENT COSTS

Wages and salaries are defined as the total compensation in cash or in kind payable to all **employees**. State the amount paid before deductions but less any amounts for which you are reimbursed from government sources.

INCLUDE:

Accrued holiday pay;

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 benefits in kind, (e.g. subsidies to staff canteens, sports club membership, nurseries, health insurance, etc.);

Employers National Insurance contributions;

Employment costs paid to workers employed by the UK company, and workers employed who are based overseas. These costs should only reflect the installation services activity carried out outside the UK, included in section 3;

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

Payments into pension funds providing retirement or death benefits for employees, **including** former employees or their dependents;

Redundancy and severance payments to employees (**including** Golden handshakes).

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 section 7.2;

Amounts paid to sub-contractors. **Include** these in section 7.2;

Payments to homeworkers on piecework rates. **Include** these in section 7.2;

Payments for the services of agency staff. **Include** these in section 7.2;

Top up of pension funds or withdrawals from pension funds; Rebates received from National Insurance Redundancy Fund; Contributions by employers for their own personal pension schemes.

Employment costs that have been reimbursed from government sources due to the coronavirus (COVID-19) pandemic, e.g. the Coronavirus Job Retention Scheme (CJRS), Job Support Scheme (JSS), UK and Devolved Administrations' accredited loans or finance agreements.

7.2 PURCHASE OF GOODS, MATERIALS, ENERGY, WATER 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. Deductible VAT should be **excluded** from the cost but non-deductible VAT should be **Included**. In the case of imports the cost should **include** import and excise duties (less drawback).

INCLUDE:

Any goods resold without modification (i.e. merchantable goods);

Any goods bought on a 'sale or return' basis which were subsequently sold, but exclude the cost of those returned unsold; All fuel costs (e.g. electricity, gas, oil, coal, coke, petrol, diesel etc.,) used in the running of your business;

Purchases of water supplied for use in the running of your business;

Sewerage charges and other costs of effluent and waste disposal;

Other goods and materials such as office materials (stationery and consumables), machine spares and packaging materials charged to you;

The cost of goods and materials purchased for use in the installation, repair or maintenance of customers' goods;

Payments for hiring, leasing or renting plant, machinery and vehicles (if acquired under operational leases) but not if purchased under hire purchase or finance leasing arrangements;

Commercial insurance premiums paid;

Amounts payable to other organisations for transport;

Road transport services purchased for own staff use (e.g. buses, taxis etc.);

Post and telecommunication costs;

Purchases of computer and related services, **including** consultancy charges on computer software and hardware;

Advertising and marketing charges;

Payments to employment agencies for the services of agency staff;

Amounts (except those charged to the capital account) payable to others for the services of accountants, auditors, agents, solicitors and surveyors;

Amounts payable to other organisations and self-employed persons (e.g. for labour they have supplied);

Amounts payable for the right to use patents, trademarks, copyrights etc.
Amounts payable to other organisations for technical research and studies;
Amounts payable for sea, air and freight on goods transported, this should include staff travel;
Building repairs, maintenance and contract cleaning services;
Payments to other businesses within the same group (e.g. service companies);
Bank charges (excluding interest payments);
Rent paid on buildings and dwellings;
Travelling and subsistence expenses;
Royalty payments;
Payments to homeworkers on piecework rates;
Payments to sub-contractors.

EXCLUDE:

All bank and other interest payments;
Bad debts;
Any allowances for depreciation, amortisation or obsolescence;
Employment costs. Include these in 7.1;
Hire purchase and finance leasing payments;
Fines and penalties;
The cost of any items charged to the capital account.

7.3 PURCHASES AND IMPORTS OF GOODS AND SERVICES

This section relates to imported goods and services. Any transactions with individuals, enterprises or other organisations domiciled in a country other than the United Kingdom are regarded as international transactions. The United Kingdom is defined as England, Scotland, Wales and Northern Ireland. It does not include the Channel Islands or the Isle of Man.

A subsidiary or parent of your company situated in another country is regarded as an international resident and hence transactions in goods and services with these entities should be regarded as international trade (imports) in goods and services.

The values shown in these boxes should already have been included as part of your figures in Section 7.

IMPORT GOODS INCLUDE:

The total purchase value (excluding VAT, but including excise duties (less draw-back)) of unfinished goods or materials directly bought by your business from a company based outside the UK;
This includes purchases of raw materials, components, semi-manufactures, workshop and office material, stationery and consumables, spares and packaging materials;
The total purchase value (excluding VAT, but including excise duties (less draw-back)) of goods and materials bought for the purposes of direct resale without further processing (i.e. merchanted and factored goods that physically enter the UK) from a company based outside the UK;
Any goods bought on a 'sale or return' basis which were subsequently unsold, exclude the cost of those unsold.

IMPORT GOODS EXCLUDE:

Goods purchased by another business in the UK from a company based outside the UK and subsequently re-sold onto your business.

IMPORT SERVICES INCLUDE:

Repair of construction equipment and computers (but not maintenance);
The hiring out of plant, machinery and other goods (operational leasing);
Consultancy services (e.g. market research, advertising, accountancy and research and development);
Royalties and licence fees;
Telecommunications services;
Computer services (excluding hardware);
Advertising and Commission as an agent (excluding the value of imports/exports of goods);
Merchanting profits and losses (on goods bought and sold abroad without entering the United Kingdom);
Management fees;
Insurance and finance services.

IMPORT SERVICES EXCLUDE:

Trade in goods;

Dividend or interest payments;

Transactions in financial assets or liabilities;

Repairs other than for construction equipment and computers;

Salaries of staff seconded abroad - if period of their absence is less than one year;

Business travel services such as accommodation and meals whilst abroad.

8(c) AMOUNTS PAYABLE TO GOVERNMENT UNDER THE CLIMATE CHANGE LEVY

The Climate Change Levy (CCL), introduced in April 2001, is charged on industrial and commercial use of various forms of energy (e.g. primary and secondary fuel for lighting, heating, motive power and power for appliances)

EXCLUDE:

Any agreed reductions

9. CAPITAL EXPENDITURE

The generic instructions within this table refer to the whole of question 9. Please see below the table for notes addressing specific industry questions:

Note: information requested may not always be found on a register of capital assets, and should include all assets of any value, even if this is below your Asset Register threshold.

Category	Include	Exclude
Capital assets	<ul style="list-style-type: none"> Assets within the UK. Assets that are used repeatedly to facilitate production, or provision of services, for more than one year. The purchase costs and disposal proceeds of fixed assets, together with any other amounts treated as capital items for taxation purposes. The total capital value of assets that have been bought on hire purchase in the period covered by the survey. 	<ul style="list-style-type: none"> Assets outside the UK. Assets acquired in taking over an existing business or sold as part of a going concern. Assets of a capital nature acquired for re-sale rather than for use within the business e.g. stocks of vehicles held by motor traders. Assets like TV adverts or copyrights. Software licences of up to a year.
Assets transfers and leasing	<ul style="list-style-type: none"> Assets acquired under finance lease i.e. where you (the lessee) are responsible for repairs and maintenance. Assets owned by the business but leased to another business under an operating lease i.e. where you (lessor) are responsible for repairs and maintenance. Any trade or transfer costs invoiced to you separately. 	<ul style="list-style-type: none"> Assets leased to another business under finance leases i.e. where repair and maintenance are carried out by the other business (lessee). Assets acquired under an operating lease i.e. where responsibility for repair and maintenance are borne by the owner (lessor) of the asset. Asset transfers between businesses owned by the same enterprise (except where the asset value is considered to be a 'new' acquisition or disposal within the company accounts).
Interest and instalment payments	Not Applicable	<ul style="list-style-type: none"> Interest and instalment payments under finance leasing arrangements.
Expenditure	<ul style="list-style-type: none"> Non-deductible VAT. Expenditure on replacing assets destroyed in circumstances (e.g. fire), which have given rise to a successful insurance claim. Expenditure on assets acquired for hiring, renting and other leasing purposes, but not finance leasing. Capital expenditure at any site belonging to the business where operations have not yet begun. 	<ul style="list-style-type: none"> Deductible VAT. Capital expenditure on assets for use outside the UK (except ships and aircraft).
Depreciation	Not Applicable	<ul style="list-style-type: none"> Allowances for depreciation.
Receipts	<ul style="list-style-type: none"> Grants and allowances from government sources, statutory bodies or local authorities that have been used to acquire or create assets used in production. Finance relating to Public Private Partnership/ Private Finance Initiative that has been used to acquire assets. 	<ul style="list-style-type: none"> The proceeds from an insurance claim against the loss of fixed assets.

Category	Include	Exclude
Additions and work in progress	<ul style="list-style-type: none"> Progress payment or deposits covering long-term contracts acquiring fixed assets. 	Not Applicable
Work carried out by staff	<ul style="list-style-type: none"> All work of a capital nature carried out by your own staff, including labour costs and the cost of purchases consumed in the work. 	Not Applicable
Services associated with capital assets	<ul style="list-style-type: none"> Professional charges, installation costs and other services associated with capital assets must be reported with the asset value. 	Not Applicable

Furthermore:

INCLUDE:

Land and land improvements or preparation, for own use

Other natural resources and non-produced assets. e.g. sub soil assets, crude oil, coal, water abstraction

Non-produced assets. e.g. goodwill, patents, licences, concessions, contracts, trade dress, mastheads, domain names, collective and certification marks

Existing buildings and structures, for own use or where you are responsible for maintenance

Major refurbishment, new build and construction work, for own use

Construction of structures such as oil wells, platforms, mines, pipes, power lines, transport infrastructure, wind farms, turbines, steel frameworks

Delivery, installation and decommissioning costs

Transport assets and equipment. e.g. new and used vehicles, special purpose vehicles, trailers, ships, boats aircraft and railway rolling stock, motor cycles, bicycles, invalid carriages, parts, accessories and major repairs

Computers and hardware devices. e.g. printers, servers, monitors, keyboards and terminals

Computer software programs and databases

Telecommunication equipment. e.g. phones, fax machines, switchboards, transmitters, CCTV equipment, TV cameras, burglar or fire alarms

Electrical equipment and electronic appliances

Furniture and office equipment

Small tools

General and special purpose equipment

Fabricated products. e.g. textile, leather, plastic and metal products

Intellectual property assets. e.g. recordings, films and performances, manuscripts and publications, plans, instructions and designs

Transfer costs, professional charges, contracts and fees. e.g. surveyors' fees, stamp duty, taxes and legal costs

Mineral exploration and evaluation

EXCLUDE:

Current repair and maintenance costs

Structures that are used primarily as residences (dwellings)

Utilities such as gas, electricity and water

Research and development

Costs of ongoing management of computer software and databases

Works of art. e.g. paintings and sculptures, even if acquired or disposed of by dealers, galleries or museums

Amounts ('cash calls') payable to the operator of the mineral exploration area

Performance related fees paid to/by the club and fees paid to agents for player transfers

11. MAJOR PRODUCTS MANUFACTURED & SERVICES PROVIDED

This section relates to your main business activities in order of contribution to sales.

Please find below a list of product codes and a list of service codes. Please choose which code(s) best apply to your business and add it, along with the business activity description to the boxes provided at question 11. Please ensure that you add all three characters of the product code when completing the question.

PRODUCT CODES

FOOD AND LIVE ANIMALS

- P00** - Live animals other than animals of division 03
- P01** - Meat and meat preparations
- P02** - Dairy products and birds' eggs
- P03** - Fish (not marine mammals), crustaceans, molluscs and aquatic invertebrates, and preparations thereof
- P04** - Cereals and cereal preparations
- P05** - Vegetables and fruit
- P06** - Sugars, sugar preparations and honey
- P07** - Coffee, tea, cocoa, spices, and manufactures thereof
- P08** - Feeding stuff for animals (not including unmilled cereals)
- P09** - Miscellaneous edible products and preparations

BEVERAGES AND TOBACCO

- P11** - Beverages
- P12** - Tobacco and tobacco manufactures

CRUDE MATERIALS, INEDIBLE, EXCEPT FUELS

- P21** - Hides, skins and furskins, raw
- P22** - Oil-seeds and oleaginous fruits
- P23** - Crude rubber (including synthetic and reclaimed)
- P24** - Cork and wood
- P25** - Pulp and waste paper
- P26** - Textile fibres (other than wool tops and other combed wool) and their wastes (not manufactured into yarn or fabric)
- P27** - Crude fertilizers, other than those of division P56, crude minerals (excluding coal, petroleum, precious stones)
- P28** - Metalliferous ores and metal scrap
- P29** - Crude animal and vegetable materials, n.e.s.

MINERAL FUELS, LUBRICANTS AND RELATED MATERIALS

- P32** - Coal, coke and briquettes
- P33** - Petroleum, petroleum products and related materials
- P34** - Gas, natural and manufactured
- P35** - Electric current

ANIMAL AND VEGETABLE OILS, FATS AND WAXES

- P41** - Animal oils and fats
- P42** - Fixed vegetable fats and oils, crude, refined or fractionated
- P43** - Animal or vegetable fats and oils, processed; waxes of animal or vegetable origin; inedible mixtures or preparations of animal or vegetable fats or oils, n.e.s.

CHEMICALS AND RELATED PRODUCTS, N.E.S.

- P51** - Organic chemicals
- P52** - Inorganic chemicals
- P53** - Dyeing, tanning and colouring materials
- P54** - Medicinal and pharmaceutical products
- P55** - Essential oils and resinoids and perfume materials; toilet, polishing and cleansing preparations
- P56** - Fertilizers (other than those of group P27)
- P57** - Plastics in primary forms
- P58** - Plastics in non-primary forms
- P59** - Chemical materials and products, n.e.s.

MANUFACTURED GOODS CLASSIFIED CHIEFLY BY MATERIAL

- P61** - Leather, leather manufactures, n.e.s., and dressed furskins
- P62** - Rubber manufactures, n.e.s.
- P63** - Cork and wood manufactures (excluding furniture)
- P64** - Paper, paperboard and articles of paper pulp, of paper or of paperboard
- P65** - Textile yarn, fabrics, made-up articles, n.e.s., and related products
- P66** - Non-metallic mineral manufactures, n.e.s.
- P67** - Iron and steel
- P68** - Non-ferrous metals
- P69** - Manufactures of metals, n.e.s.

MACHINERY AND TRANSPORT EQUIPMENT

- P71** - Power-generating machinery and equipment
- P72** - Machinery specialized for particular industries
- P73** - Metalworking machinery
- P74** - General industrial machinery and equipment, n.e.s., and machine parts, n.e.s.
- P75** - Office machines and automatic data-processing machines
- P76** - Telecommunications and sound-recording and reproducing apparatus and equipment
- P77** - Electrical machinery, apparatus and appliances, n.e.s., and electrical parts thereof (including non-electrical counterparts, n.e.s., of electrical household-type equipment)
- P78** - Road vehicles (including air-cushion vehicles)
- P79** - Other transport equipment

MISCELLANEOUS MANUFACTURED ARTICLES

- P81** - Prefabricated buildings; sanitary, plumbing, heating and lighting fixtures and fittings, n.e.s.
- P82** - Furniture, and parts thereof; bedding, mattresses, mattress supports, cushions and similar stuffed furnishings
- P83** - Travel goods, handbags and similar containers
- P84** - Articles of apparel and clothing accessories
- P85** - Footwear
- P87** - Professional, scientific and controlling instruments and apparatus, n.e.s.
- P88** - Photographic apparatus, equipment and supplies and optical goods, n.e.s.; watches and clocks
- P89** - Miscellaneous manufactured articles, n.e.s.

COMMODITIES AND TRANSACTIONS NOT CLASSIFIED ELSEWHERE

- P91** - Postal packages not classified according to kind
- P93** - Special transactions and commodities not classified according to kind
- P96** - Coin (other than gold coin), not being legal tender
- P97** - Gold, non-monetary (excluding gold ores and concentrates)

PG1 - GOLD, MONETARY

PG2 - GOLD COIN AND CURRENT COIN

SERVICE CODES

- S01** - Agricultural, Mining and On-site Processing Services
- S02** - Business and Professional Services
- S03** - Communication Services
- S04** - Computer and Information Services
- S05** - Construction Goods and Services
- S06** - Financial Services
- S07** - Insurance Services
- S08** - Merchanting and Other Trade-related Services

S09 - Personal, Cultural and Recreational Services

S10 - Royalties and Licenses

S11 - Technical Services

S12 - Other Trade in Services

13. OWNER BASE

A family business is defined where;

One family holds more than 50% of voting shares and/or;

One family supplies a significant proportion of the senior management and effectively controls the business and/or;

A family or a family relationship influences the enterprise, and the latter is perceived to be a family business