

ECONOMIC SURVEYS

ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES 2010

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PREFACE

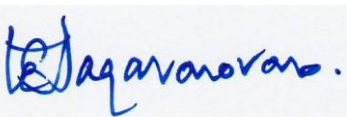
The report provides information on the Administrative and Support Services industry in 2010. The information was gathered from establishments engaged in the Administrative and Support Services business. These activities include a variety of activities that support general business operations only. It excludes information on administrative and support services activities in the informal sector.

The important numbers presented are the macro-economic aggregates such as Gross Output, Intermediate Consumption, Value Added, Compensation of Employees, Consumption of Fixed Capital and Operating Surplus. These aggregates are combined with similar information on other industries to provide an estimate of GDP, which is a measure of our economy's size. Information made available in this report will allow us to work out the industry's contribution to the economy. Information contained in this report constitutes inputs to a national accounts system which basically provides a quantitative image of the whole economy.

Information on the Administrative and Support Services industry would be useful to a good number of users, for instance the;

- 1) Economist who needs to analyze the supply and demand for such services.
- 2) Planner who uses the data to forecast the economy's performance.
- 3) Investor who wishes to have a closer look at opportunities available in the Administrative and Support Services economy.

The cooperation of those businesses who supplied the information presented in this report is hereby acknowledged. The Bureau of Statistics will continue to seek their support as we need to continually provide reliable statistics for evidence based planning. I also would like to thank the staffs who were engaged in the conduct of the survey and the preparation of this report.



Epeli Waqavonovono
Government Statistician

NOTES

1 The interpretation of the symbols used in this report is as follows:

0 Nil return or a figure less than half the given value

2 Total values are subject to rounding errors.

3 Key to Abbreviations:

BR	Business Register
CFC	Consumption of Fixed Capital
COE	Compensation of Employees
FBOS	Fiji Bureau of Statistics
FRCA	Fiji Revenue and Customs Authority
FSIC	Fiji Standard Industrial Classification
GDP	Gross Domestic Product
GFCF	Gross Fixed Capital Formation
GO	Gross Output
IC	Intermediate Consumption
OS	Operating Surplus
SAS	Statistical Analysis System
VA	Value Added

4 VA in the report refers to Gross Value Added

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1 INTRODUCTION

1.1 History of Survey undertaken

A brief description of previous studies done on administrative and support service activities is given below in chronological order.

1970: Census of Distribution and Services

This was Fiji's first ever Census of Distribution and Services to be conducted and was inclusive of the *Administrative and support service activities*. The purpose of conducting this survey was to obtain information on the wholesale, retail and the services activities taking place in Fiji, for which there was hitherto very little official information available to the public.

1984: Census of Distributive Trade and Services

Administrative and support service activities were covered under the scope of this survey.

2002: Census of Real Estate and Business Services

Administrative and support service activities were covered under the scope of this survey that was conducted by the FBOS because of the need by its National Accounts Business Unit to re-base the constant price Gross Domestic Product to 2002.

Since 2002 the survey has been done annually. However from 2008, data on the Real estate activities are being published in the report titled "Real Estate Activities". Business service information is being split into two reports, namely "Professional, Scientific and Technical Activities" and "Administrative and Support Service Activities".

This report contains the results of the establishment survey carried out for Administrative and support service activities for 2010 (refer 2.2 on Coverage and Scope).

1.2 Need for statistics relating to Administrative and Support Service Activities

Administrative and support service activities account for a substantial proportion of the total economic activity, whether in terms of the sector to the GDP or in terms of its share of total employment and gross fixed capital formation. Statistics on the administrative and support service activities industry are therefore needed for the preparation of national accounts so that a meaningful study of the whole economy can be made. The data can also be used to construct the input-output table that shows the inter-connection of the administrative and support service activities industry with other industries. Policy makers too require the data for formulating sound economic and social policies that augment capital formation. In addition, the establishments engaged in the administrative and support service activities industries find the data helpful.

2 METHODOLOGY

2.1 Legal Basis

The Census was conducted under the provisions of the Statistics Act (Cap 71). This Act stipulates the completion of the questionnaire, as well as protects the confidentiality of the information submitted by the establishments.

2.2 Coverage and Scope

The 2010 survey covered all establishments operating in the administrative and support service activities industry defined by the Fiji Standard Industrial Classification (FSIC) 2010 Section N. It is nevertheless possible that some small units not employing regular paid workers may have been omitted due to difficulties in identifying them, but the nature of such units do not affect the overall results in any significant way.

The businesses in the administrative and support service activities include specialized administrative and support service activities. These activities require a high degree of training, and make specialized knowledge and skills available to users (refer Appendix II on Industrial Classification Used).

2.3 Statistical Unit

The unit of reporting was the establishment (refer Appendix I on Concepts and Definitions). In cases where firms operated more than one type of business, efforts were made to obtain accounts for each activity. Where this was not feasible, the firm was classified according to the type of activity that brought in the most revenue.

2.4 The Frame

The frame utilised to survey the establishments engaged in administrative and support service activities in 2010 was the list of establishments maintained by the FBOS. This list is known as the Business Register (BR), which is kept updated on the basis of information supplied to the FBOS by the Fiji Revenue and Customs Authority (FRCA), Fiji National Provident Fund, Registrar of Companies and the City and Town Councils.

2.5 Questionnaire Design

The questionnaire was specifically designed for Administrative and support services industry and sought information on the particulars of the establishment e.g. type of organisation, income, expenditure, stocks, assets and employment (refer Sample Questionnaire attached as Appendix IV).

2.6 Collection and Survey Procedures

The questionnaires were posted on 29\04\2011 and replies were required within a month. Response by the due date was low; therefore personal visits to obtain the questionnaires were made to those establishments that did not respond and to those establishments that required assistance in filling out the questionnaires.

Once the questionnaires were received in the office, scrutiny and editing of data contained in them followed. Errors and omissions if found, called for more correspondence, telephone calls or personal visits in an attempt to obtain complete and correctly filled up returns, which were then placed in files sorted by activity and passed on for data entry.

On completion of data entry, tables were run, data edited and analysed and reports written.

2.7 Data Processing

Data was processed by FBOS' Information Technology Business Unit using Statistical Analysis System (SAS).

2.8 Reference Period

The establishments contacted were to submit details for the calendar year 2010. Where the accounting year differed from the calendar year, establishments were asked to provide information for the accounting year that covered the major part of the calendar year 2010.

2.9 Response Rate

The survey had a response rate of 75 percent.

Establishments which operated during the whole or part of the survey reference period but became untraceable during the survey enumeration period due to closure or removal, were taken as non-respondents. To account for the operations of the non-responding establishments, data were rated-up.

2.10 Rate-up Factors

Data of non-responding establishments were calculated using rate-up factors. The rate-up factors were derived by first sorting out establishments into types or business and then grouping these establishments into 6 "number of persons engaged" size groups of 1-4; 5-9; 10-19; 20- 49; 50-99 and 100+. Using number of persons engaged in each of this group, simple arithmetic means of Value Added were obtained. These arithmetic means were then multiplied by number of persons engaged in each of the non-responding group to estimate their data. The estimated figures for the non-responding units were then added to the figures of the responding units to arrive at the estimated data of the entire administrative and support service activities industry.

The Gross Fixed Capital Formation too has been estimated for non-response. Generally capital formations in small establishments, like the ones who have not responded in our inquiry, are low.

Empirically,

Let n_{ij} be the number of employees in group i of the j establishment of those sampled and let g_{ij} be its corresponding parameter; $i = 1$ to 6 ; $j = 1$ to s , where s is all sample. Then estimate,

$$\hat{G}_{(i)} = \frac{\sum_{i=1}^6 \sum_{j=1}^k g_{ij}}{\sum_{i=1}^6 \sum_{j=1}^k n_{ij}} \left[\sum_{i=1}^6 \sum_{j=1}^k n_{ij} + \sum_{i=1}^6 \sum_{j=k+1}^s n_{ij} \right]$$

where k = number responded
 l = number not responded (which is $s-k$)

3. RESULTS

All data contained in this report are in Fiji Dollars and in current prices.

All tables in this report contain data inclusive of estimates for non-response; exceptions are tables 1 to 5B and 8 to 10 that contain as per survey data.

Results of some sub-classes have been grouped together in order to protect the confidentiality of the information, as stipulated in the Statistics Act 1961 (Cap 71).

3.1 The Survey Response

Table 1: The Survey Response

FSIC 2010		SURVEY FRAME	RETURNS RECEIVED	RESPONSE RATE %
SUB- CLASS	ACTIVITY			
RENTAL AND LEASING ACTIVITIES		258	191	74
77101	Renting and leasing of motor vehicles	112	82	73
77211	Renting and leasing of recreational and sports goods	4	4	100
77221	Renting of video tapes and disks	66	49	74
77301	Renting and leasing of other machinery, equipment and tangible goods	76	56	74
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES		5	5	100
78101	Activities of employment placement agencies	5	5	100
TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		82	61	74
79111	Travel agency activities	32	24	75
79121	Tour operator activities	50	37	74
SECURITY AND INVESTIGATION ACTIVITIES		46	36	78
80101	Private security activities	28	23	82
80201	Security systems service activities	18	13	72
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		33	24	73
81201	Cleaning activities	33	24	73
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		71	53	75
82101	Office administrative and support activities			
82201	Activities of call centers	58	43	74
82901	Business support service activities n.e.c	13	10	77
GRAND TOTAL		495	370	75

3.2 Legal Status of Establishments

Table 2: Legal Status of Establishments

FSIC 2010		Individual Ownership	Partnership	Co-operatives	Private Limited Company	Public Limited Company	Statutory Enterprises	Non-profit Organisation	Total
SUB- CLASS	ACTIVITY								
RENTAL AND LEASING ACTIVITIES		116	6	1	68	0	0	0	191
77101	Renting and leasing of motor vehicles	59	1	0	22	0	0	0	82
77211	Renting and leasing of recreational and sports goods	4	0	0	0	0	0	0	4
77221	Renting of video tapes and disks	25	2	0	22	0	0	0	49
77301	Renting and leasing of other machinery, equipment and tangible goods	28	3	1	24	0	0	0	56
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES		2	0	0	3	0	0	0	5
78101	Activities of employment placement agencies	2	0	0	3	0	0	0	5
TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		34	0	0	27	0	0	0	61
79111	Travel agency activities	14	0	0	10	0	0	0	24
79121	Tour operator activities	20	0	0	17	0	0	0	37
SECURITY AND INVESTIGATION ACTIVITIES		6	2	0	28	0	0	0	36
80101	Private security activities	4	2	0	17	0	0	0	23
80201	Security systems service activities	2	0	0	11	0	0	0	13
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		12	2	0	10	0	0	0	24
81201	Cleaning activities	12	2	0	10	0	0	0	24
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		27	8	0	18	0	0	0	53
82101	Office administrative and support activities								
82201	Activities of call centers	24	7	0	12	0	0	0	43
82901	Business support service activities n.e.c	3	1	0	6	0	0	0	10
GRAND TOTAL		197	18	1	154	0	0	0	370

3.3 Ownership of Establishments

Table 3: Ownership of Establishments

FSIC 2010		FIJI OWNED	BRANCH OF AN OVERSEAS COMPANY	SUBSIDIARY OF AN OVERSEAS COMPANY	TOTAL
SUB-CLASS	ACTIVITY				
RENTAL AND LEASING ACTIVITIES		191	0	0	191
77101	Renting and leasing of motor vehicles	82	0	0	82
77211	Renting and leasing of recreational and sports goods	4	0	0	4
77221	Renting of video tapes and disks	49	0	0	49
77301	Renting and leasing of other machinery, equipment and tangible goods	56	0	0	56
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES		5	0	0	5
78101	Activities of employment placement agencies	5	0	0	5
TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		61	0	0	61
79111	Travel agency activities	24	0	0	24
79121	Tour operator activities	37	0	0	37
SECURITY AND INVESTIGATION ACTIVITIES		30	0	6	36
80101	Private security activities	19	0	4	23
80201	Security systems service activities	11	0	2	13
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		24	0	0	24
81201	Cleaning activities	24	0	0	24
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		51	0	2	53
82101	Office administrative and support activities				
82201	Activities of call centers	41	0	2	43
82901	Business support service activities n.e.c	10	0	0	10
GRAND TOTAL		362	0	8	370

3.4 Size of Establishments

Table 4: Size of Establishments

FSIC 2010		NUMBER OF PERSONS ENGAGED						
SUB-CLASS	ACTIVITY	1-4	5-9	10-19	20-49	50-99	100+	TOTAL
RENTAL AND LEASING ACTIVITIES		135	5	47	2	2	0	191
77101	Renting and leasing of motor vehicles	41	0	41	0	0	0	82
77211	Renting and leasing of recreational and sports goods	4	0	0	0	0	0	4
77221	Renting of video tapes and disks	44	3	2	0	0	0	49
77301	Renting and leasing of other machinery, equipment and tangible goods	46	2	4	2	2	0	56
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES		4	1	0	0	0	0	5
78101	Activities of employment placement agencies	4	1	0	0	0	0	5
TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		27	20	10	0	2	2	61
79111	Travel agency activities	16	8	0	0	0	0	24
79121	Tour operator activities	11	12	10	0	2	2	37
SECURITY AND INVESTIGATION ACTIVITIES		4	6	13	6	6	2	36
80101	Private security activities	1	3	8	4	5	2	23
80201	Security systems service activities	3	3	5	2	0	0	13
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		11	6	7	0	0	0	24
81201	Cleaning activities	11	6	7	0	0	0	24
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		32	10	7	1	1	2	53
82101	Office administrative and support activities							
82201	Activities of call centers	29	9	2	0	1	2	43
82901	Business support service activities n.e.c	3	1	5	1	0	0	10
GRAND TOTAL		213	48	84	9	10	6	370

3.5 Number of Persons Engaged as at 30th June 2010

Table 5 A: Number of Persons Engaged as at 30th June 2010

FSIC 2010		TOTAL WORKING WITH PAY		TOTAL WORKING WITHOUT PAY		TOTAL
SUB-CLASS	ACTIVITY	Local	Expatriate	Working proprietors	Unpaid family workers	
RENTAL AND LEASING ACTIVITIES		1,345	4	120	25	1,494
77101	Renting and leasing of motor vehicles	621	4	77	4	706
77211	Renting and leasing of recreational and sports goods	6	0	2	0	8
77221	Renting of video tapes and disks	190	0	5	12	207
77301	Renting and leasing of other machinery, equipment and tangible goods	528	0	36	9	573
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES		11	0	0	0	11
78101	Activities of employment placement agencies	11	0	0	0	11
TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		724	10	31	1	766
79111	Travel agency activities	108	2	19	1	130
79121	Tour operator activities	616	8	12	0	636
SECURITY AND INVESTIGATION ACTIVITIES		861	2	22	0	885
80101	Private security activities	648	1	13	0	662
80201	Security systems service activities	213	1	9	0	223
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		198	0	26	3	227
81201	Cleaning activities	198	0	26	3	227
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		693	2	24	5	724
82101	Office administrative and support activities					
82201	Activities of call centers	661	2	15	3	681
82901	Business support service activities n.e.c	32	0	9	2	43
GRAND TOTAL		3,832	18	223	34	4,107

Table 5 B: Number of Persons Engaged by Gender

FSIC 2010		GENDER		
SUB-CLASS	ACTIVITY	Male	Female	Total
RENTAL AND LEASING ACTIVITIES		1,055	439	1,494
77101	Renting and leasing of motor vehicles	450	256	706
77211	Renting and leasing of recreational and sports goods	4	4	8
77221	Renting of video tapes and disks	109	98	207
77301	Renting and leasing of other machinery, equipment and tangible goods	492	81	573
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES		6	5	11
78101	Activities of employment placement agencies	6	5	11
TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		465	301	766
79111	Travel agency activities	75	55	130
79121	Tour operator activities	390	246	636
SECURITY AND INVESTIGATION ACTIVITIES		634	251	885
80101	Private security activities	496	166	662
80201	Security systems service activities	138	85	223
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		169	58	227
81201	Cleaning activities	169	58	227
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		376	348	724
82101	Office administrative and support activities			
82201	Activities of call centers	346	335	681
82901	Business support service activities n.e.c	30	13	43
GRAND TOTAL		2,705	1,402	4,107

3.6 Macroeconomic Aggregates

Table 6: Macroeconomic Aggregates (\$)

FSIC 2010		GO	IC	VA	COE	CFC	OS
SUB-CLASS	ACTIVITY						
RENTAL AND LEASING ACTIVITIES		118,676,035	74,982,664	43,693,371	14,596,964	5,411,971	23,684,436
77101	Renting and leasing of motor vehicles	53,721,128	40,336,838	13,384,290	5,700,604	4,689,899	2,993,787
77211	Renting and leasing of recreational and sports goods	897,300	650,195	247,105	70,706	3,563	172,836
77221	Renting of video tapes and disks	13,811,506	6,998,052	6,813,454	2,013,421	1,692	4,798,341
77301	Renting and leasing of other machinery, equipment and tangible goods	50,246,101	26,997,579	23,248,522	6,812,233	716,817	15,719,472
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES		370,627	107,677	262,950	59,479	1,023	202,448
78101	Activities of employment placement agencies	370,627	107,677	262,950	59,479	1,023	202,448
TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		124,480,708	83,214,348	41,266,360	14,566,542	51,400	26,648,418
79111	Travel agency activities	38,504,753	21,171,752	17,333,001	4,753,859	31,959	12,547,183
79121	Tour operator activities	85,975,955	62,042,596	23,933,359	9,812,683	19,441	14,101,235
SECURITY AND INVESTIGATION ACTIVITIES		27,014,440	11,801,779	15,212,661	7,434,041	818,095	6,960,525
80101	Private security activities	16,428,232	7,623,961	8,804,271	5,104,064	676,391	3,023,816
80201	Security systems service activities	10,586,208	4,177,818	6,408,390	2,329,977	141,704	3,936,709
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		10,119,444	5,006,934	5,112,510	2,604,195	393,966	2,114,349
81201	Cleaning activities	10,119,444	5,006,934	5,112,510	2,604,195	393,966	2,114,349
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		20,448,193	9,025,238	11,422,955	4,396,119	1,189,401	5,837,435
82101	Office administrative and support activities						
82201	Activities of call centers	17,253,931	6,684,177	10,569,754	4,213,722	683,424	5,672,608
82901	Business support service activities n.e.c	3,194,262	2,341,061	853,201	182,397	505,977	164,827
GRAND TOTAL		301,109,447	184,138,640	116,970,807	43,657,340	7,865,856	65,447,611

3.7 Gross Fixed Capital Formation

Table 7: Gross Fixed Capital Formation

FSIC 2010		LAND DEVELOPMENT AND IMPROVEMENT	BUILDINGS	PLANT AND MACHINERY	FURNITURE, FIXTURES AND OFFICE EQUIPMENT	TRANSPORT VEHICLE AND RELATED EQUIPMENT	OTHERS	GROSS FIXED CAPITAL FORMATION
SUB-CLASS	ACTIVITY							
RENTAL AND LEASING ACTIVITIES		0	10,000	615,254	73,302	4,199,664	213,223	5,111,443
77101	Renting and leasing of motor vehicles	0	10,000	23,955	20,746	3,447,339	176,344	3,678,384
77211	Renting and leasing of recreational and sports goods	0	0	0	0	0	0	0
77221	Renting of video tapes and disks	0	0	6,778	27,160	0	0	33,938
77301	Renting and leasing of other machinery, equipment and tangible goods	0	0	584,521	25,396	752,325	36,879	1,399,121
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES		0	0	0	5,683	0	0	5,683
78101	Activities of employment placement agencies	0	0	0	5,683	0	0	5,683
TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		0	0	0	15,753	32,213	0	47,966
79111	Travel agency activities	0	0	0	15,753	19,718	0	35,471
79121	Tour operator activities	0	0	0	0	12,495	0	12,495
SECURITY AND INVESTIGATION ACTIVITIES		0	0	40,024	15,200	262,577	0	317,801
80101	Private security activities	0	0	4,400	0	262,577	0	266,977
80201	Security systems service activities	0	0	35,624	15,200	0	0	50,824
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		0	0	38,481	7,698	96,889	51,953	195,021
81201	Cleaning activities	0	0	38,481	7,698	96,889	51,953	195,021
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		0	0	11,437	1,062,377	0	602,964	1,676,778
82101	Office administrative and support activities							
82201	Activities of call centers	0	0	11,437	1,061,177	0	602,964	1,675,578
82901	Business support service activities n.e.c	0	0	0	1,200	0	0	1,200
GRAND TOTAL		0	10,000	705,196	1,180,013	4,591,343	868,140	7,354,692

*Administrative and Support Service Activities 2010
Economic Statistics Division*

3.8 Average Turnover per Establishment

Table 8: Average Turnover per Establishment

FSIC 2010		ESTABLISH- MENT	INCOME FROM SERVICES (as per survey)	AVERAGE TURNOVER PER ESTABLISHMENT
SUB- CLASS	ACTIVITY	NUMBER	\$	\$
RENTAL AND LEASING ACTIVITIES		191	79,159,515	414,448
77101	Renting and leasing of motor vehicles	82	34,773,268	424,064
77211	Renting and leasing of recreational and sports goods	4	786,556	196,639
77221	Renting of video and disks	49	9,413,068	192,103
77301	Renting and leasing of other machinery, equipment and tangible goods	56	34,186,623	610,475
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES		5	356,841	71,368
78101	Activities of employment placement agencies	5	356,841	71,368
TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		61	95,211,665	1,560,847
79111	Travel agency activities	24	29,256,412	1,219,017
79121	Tour operator activities	37	65,955,253	1,782,574
SECURITY AND INVESTIGATION ACTIVITIES		36	21,894,787	608,189
80101	Private security activities	23	15,183,211	660,140
80201	Security systems service activities	13	6,711,576	516,275
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		24	7,123,821	296,826
81201	Cleaning activities	24	7,123,821	296,826
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		53	16,333,539	308,180
82101	Office administrative and support activities			
82201	Activities of call centers	43	14,099,955	327,906
82901	Business support service activities n.e.c	10	2,233,584	223,358
GRAND TOTAL		370	220,080,168	594,811

3.9 Average Turnover per Paid Employee

Table 9: Average Turnover per Paid Employee

FSIC 2010		INCOME FROM SERVICES (as per survey)	PAID EMPLOYEE (as per survey)	AVERAGE TURNOVER PER PAID EMPLOYEE
SUB-CLASS	ACTIVITY	\$	NUMBER	\$
RENTAL AND LEASING ACTIVITIES		79,159,515	1,349	58,680
77101	Renting and leasing of motor vehicles	34,773,268	625	55,637
77211	Renting and leasing of recreational and sports goods	786,556	6	131,093
77221	Renting of video and disks	9,413,068	190	49,542
77301	Renting and leasing of other machinery, equipment and tangible goods	34,186,623	528	64,747
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES		356,841	11	32,440
78101	Activities of employment placement agencies	356,841	11	32,440
TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		95,211,665	734	129,716
79111	Travel agency activities	29,256,412	110	265,967
79121	Tour operator activities	65,955,253	624	105,698
SECURITY AND INVESTIGATION ACTIVITIES		21,894,787	863	25,371
80101	Private security activities	15,183,211	649	23,395
80201	Security systems service activities	6,711,576	214	31,363
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		7,123,821	198	35,979
81201	Cleaning activities	7,123,821	198	35,979
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		16,333,539	695	23,501
82101	Office administrative and support activities			
82201	Activities of call centers	14,099,955	663	21,267
82901	Business support service activities n.e.c	2,233,584	32	69,800
GRAND TOTAL		220,080,168	3,850	57,164

3.10 Average Compensation of Employees per Paid Employee

Table 10: Average Compensation of Employees per Paid Employee

FSIC 2010		COMPENSATION OF EMPLOYEES (as per survey)	PAID EMPLOYEES (as per survey)	AVERAGE COMPENSATION PER PAID EMPLOYEE
SUB-CLASS	ACTIVITY	\$	NUMBER	\$
RENTAL AND LEASING ACTIVITIES		11,281,394	1,349	8,363
77101	Renting and leasing of motor vehicles	4,288,528	625	6,862
77211	Renting and leasing of recreational and sports goods	70,706	6	11,784
77221	Renting of video and disks	1,902,619	190	10,014
77301	Renting and leasing of other machinery, equipment and tangible goods	5,019,541	528	9,507
ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES		59,479	11	5,407
78101	Activities of employment placement agencies	59,479	11	5,407
TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES		10,904,866	734	14,857
79111	Travel agency activities	3,643,480	110	33,123
79121	Tour operator activities	7,261,386	624	11,637
SECURITY AND INVESTIGATION ACTIVITIES		5,875,385	863	6,808
80101	Private security activities	4,192,624	649	6,460
80201	Security systems service activities	1,682,761	214	7,863
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES		1,893,960	198	9,565
81201	Cleaning activities	1,893,960	198	9,565
OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES		3,930,066	695	5,655
82101	Office administrative and support activities			
82201	Activities of call centers	3,789,761	663	5,716
82901	Business support service activities n.e.c	140,305	32	4,385
GRAND TOTAL		33,945,150	3,850	8,817

3.11 2010 Results Compared with 2009 Results

Table 11 2010 Results compared with 2009 Results

AGGREGATES	2009		2010		Percentage change
	\$	Aggregates expressed as % of GO	\$	Aggregates expressed as % of GO	
GO	272,369,079		301,109,447		10.55
IC	169,022,474	62.06	184,138,640	61.15	8.94
VA	103,346,605	37.94	116,970,807	38.85	13.18
COE	39,692,847	14.57	43,657,340	14.50	9.99
CFC	5,730,792	2.10	7,865,856	2.61	37.26
OS	57,922,966	21.27	65,447,611	21.74	12.99
GFCF	4,072,414		7,354,692		80.60
NUMBER ENGAGED	3,651		4,107		12.49

The administrative and support service industry shows a growth of 13.18 percent in Value Added in 2010 compared to 2009. The growth was driven by a 10.55 percent growth in the Gross Output.

For supplementary information on the Administration and Support Service Activities industry reference can be made to Appendix I for Concepts and Definitions, Appendix II for Industrial Classification Used, Appendix III for Composition of Macroeconomic Aggregates, Appendix IV for Sample Questionnaire and Appendix V for Macroeconomic Aggregates using FSIC 2004.

APPENDIX I

CONCEPTS AND DEFINITIONS

All concepts and definitions used in this report are based upon the recommendations of the United Nations. The major concepts and definitions and their treatment are briefly explained below.

<i>Compensation of Employees</i>	Includes payments, whether in cash or in kind, made by the employer during the inquiry period for the work done to all persons included in the count of employees. It includes all cash payments, commissions, bonuses, cost of living allowances and wages paid during periods of vacation and sick leave, contributions in respect of their employees' social security and pension and payments in kind.
<i>Consumption of Fixed Capital</i>	In theory this is the value of the current replacement cost of fixed assets used up during the accounting period as a result of normal wear and tear. The consumption of fixed capital shown in this report is derived from the information supplied by the firm. This is expected to conform largely to the requirements of Income Tax Act and no adjustment is attempted to bring this into conformity with the national accounts definition.
<i>Employment Size Group</i>	This includes paid employment as well as people engaged.
<i>Establishment</i>	An establishment is ideally an economic unit, which engages under single ownership or control, in one, or predominantly one kind of economic activity at a single physical location. An establishment may be part of an enterprise that is involved in more than one kind of economic activity at a single location. The organisation and the record-keeping practices of such an enterprise maybe such that data in respect of the inputs and outputs of the different classes of activity cannot be readily compiled. An example of this problem can be seen in retailing activities, which are combined with running of hotels. In both cases if it is not possible to separate the input-output costs of each activity due to the difficulty in the enterprises accounting system, the activity that brings in the major portion of the income is used as the criterion for classifying such establishments. An establishment could have been a branch of another one, and particulars had to be provided for each such branch establishment whether it was in the same town or district or in a different area.
<i>Fixed Assets</i>	Fixed assets include the value of all physical assets expected to have a productive life of more than one year and intended for use by the establishment. Included are major additions, alterations and improvements to existing fixed assets that extend their normal economic life or raise their productivity.
<i>Foreign Owned</i>	Subsidiary of an overseas company is always considered foreign owned, whereas a branch of an overseas company is only considered foreign owned if 51 per cent of its equity is held abroad.
<i>Gross Fixed Capital Formation</i>	This is the outlay on new and second-hand durable goods less their sales plus their own account capital construction work done on similar goods.
<i>Gross Output</i>	This is the gross value of all goods and services produced during the accounting period. Included here are the income received from sales of food and drinks, accommodation, the value of capital construction for own account and other income.
<i>Intermediate Consumption</i>	Intermediate consumption consists of non-durable goods and services, which have a lifetime of use of less than one year. Compensation of employees do not form part of

	intermediate consumption, but expenditure such as travelling expenses of management personnel are included. Intermediate consumption differs from total purchases of raw materials, fuels etc. by the amount of stock changes of such goods. Valuation of intermediate consumption is at purchasers' value i.e. it is inclusive of all costs incurred by producers in the acquisition of the required goods and services.
<i>Local Owned</i>	All companies with 51 per cent of its equity held in Fiji are considered locally owned.
<i>Number of Employees</i>	This includes all persons who work in the establishment and receive regular pay and persons working away from the establishment when paid by and under the control of the establishment. Also included are salaried managers, and directors of incorporated businesses except when paid solely for their attendance at board of directors meetings.
<i>Operating Surplus</i>	This is the excess of value added by producers over compensation of employees, consumption of fixed capital and net indirect taxes.
<i>Payments in kind</i>	This is defined as the net cost to the employer of those goods and services furnished to employees free of charge or at markedly reduced cost that are clearly and primarily of benefit to the employees as consumers. The item includes food, beverages, clothing (except uniforms for civilians as these are not worn off-duty) and lodging etc..
<i>Statistical Unit</i>	Statistical unit is the Unit for which information is collected.
<i>Unpaid Family Workers</i>	Unpaid family workers are persons living in the household of any of the proprietors of the owning establishment and working in the establishment without regular pay for at least one third of the working time normal to the establishment.
<i>Value Added</i>	Value added is the difference between the gross output and the intermediate consumption. It provides a useful way of measuring without duplication the economic importance of an industry or industrial sector.
<i>Working Proprietors</i>	Working proprietors are owners of establishments who are actively engaged in the work of the establishment. Excluded are silent or inactive partners.

APPENDIX II

INDUSTRIAL CLASSIFICATION USED

SECTION N: ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES from the Fiji Standard Industrial Classification 2010, commonly known as the FSIC 2010 has been used. FSIC 2010 is based on the International Standard Industrial Classification Rev 4.

ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES includes a variety of activities that support general business operations. These activities differ from those in section M, since their primary purpose is not the transfer of specialized knowledge.

DIVISION	GROUP	CLASS	SUB-CLASS	DESCRIPTION
77				RENTAL AND LEASING ACTIVITIES
	771	7710	77101	<p>Renting and leasing of motor vehicles</p> <p>This subclass includes renting and operational leasing of the following types of vehicles e.g. passenger cars (without drivers), trucks, utility trailers and recreational vehicles</p> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> -renting or leasing of vehicles or trucks with driver, see 4922, 49231 -financial leasing, see 64911
	772			Renting and leasing of personal and household goods
		7721	77211	<p>Renting and leasing of recreational and sports goods</p> <p>This sub-class includes renting of recreational and sports equipment e.g. pleasure boats, canoes, sailboats, bicycles, beach chairs and umbrellas and other sports equipment</p> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> -renting of video tapes and disks, see 77221 -renting of other personal and household goods n.e.c., see 77291 -renting of leisure and pleasure equipment as an integral part of recreational facilities, see 93299
		7722	77221	<p>Renting of video tapes and disks</p> <p>This class includes renting of video tapes, records, CDs, DVDs etc.</p>
		7729	77291	<p>Renting and leasing of other personal and household goods</p> <p>This sub-class includes renting of all kinds of household or personal goods, to households or industries (except recreational and sports equipment) e.g.</p> <ul style="list-style-type: none"> -textiles, wearing apparel and footwear -furniture, pottery and glass, kitchen and tableware, electrical appliances and house wares -jewellery, musical instruments, scenery and costumes -books, journals and magazines -machinery and equipment used by amateurs or as a hobby e.g.

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				<p>tools for home repairs -flowers and plants -electronic equipment for household use</p> <p>This sub-class excludes: -renting of cars, trucks, trailers and recreational vehicles without driver, see 77101 -renting of recreational and sports goods, see 77211 -renting of video tapes and disks, see 77221 -renting of motorcycles and caravans without driver, see 77301 -renting of office furniture, see 77301 -provision of linen, work uniforms and related items by laundries, see 96011</p>
	773	7730	77301	<p>Renting and leasing of other machinery, equipment and tangible goods</p> <p>This sub-class includes: -renting and operational leasing, without operator, of other machinery and equipment that are generally used as capital goods by industries e.g. engines and turbines; machine tools; mining and oilfield equipment; professional radio, television and communication equipment; motion picture production equipment; measuring and controlling equipment; other scientific, commercial and industrial machinery -renting and operational leasing of land-transport equipment (other than motor vehicles) without drivers e.g. motorcycles, caravans and campers etc. -renting and operational leasing of water-transport equipment without operator e.g. commercial boats and ships -renting and operational leasing of air transport equipment without operator e.g. airplanes, hot-air balloons -renting and operational leasing of agricultural and forestry machinery and equipment without operator</p> <p>-renting and operational leasing of construction and civil-engineering machinery and equipment without operator e.g. crane lorries; scaffolds and work platforms, without erection and dismantling -renting and operational leasing of office machinery and equipment without operator e.g. computers and computer peripheral equipment; duplicating machines, typewriters and word-processing machines; accounting machinery and equipment like cash registers, electronic calculators etc.; office furniture -renting of accommodation or office containers -renting of containers -renting of pallets -renting of animals (e.g. herds, race horses)</p> <p>This sub-class excludes: -renting of agricultural and forestry machinery or equipment with operator, see 01619, 02401 -renting of construction and civil engineering machinery or equipment with operator, see division 43 -renting of water-transport equipment with operator, see division 50 -renting of air-transport equipment with operator, see division 51</p>

				-financial leasing, see 64911 -renting of pleasure boats, see 77211 -renting of bicycles, see 77211
	774	7740	77401	Leasing of intellectual property and similar products, except copyrighted works This sub-class includes the activities of allowing others to use intellectual property products and similar products (except copyrighted works, such as books or software) for which a royalty payment or licensing fee is paid to the owner of the product (i.e. the asset holder). The leasing of patented entities, trademarks or service marks, brand names, mineral exploration and evaluation, franchise agreements can take various forms, such as permission for reproduction, use in subsequent processes or products, operating businesses under a franchise etc. The current owners may or may not have created these products. This sub-class excludes: -acquisition of rights and publishing, see divisions 58 and 59 -producing, reproducing and distributing copyrighted works (books, software, film), see divisions 58 and 59 -leasing of real estate, see group 68101 -leasing of tangible products (assets), see groups 771, 772, 773 -renting of video tapes and disks, see 77221 -renting of books, see 77291
78				ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES
	781	7810	78101	Activities of employment placement agencies This sub-class includes listing employment vacancies and referring or placing applicants for employment, where the individuals referred or placed are not employees of the employment agencies: -personnel search, selection referral and placement activities, including executive placement and search activities -activities of casting agencies and bureaus, such as theatrical casting agencies -activities of on-line employment placement agencies This sub-class excludes: -activities of personal theatrical or artistic agents or agencies, see 74909
79				TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES
	791			Travel agency and tour operator activities
		7911	79111	Travel agency activities This sub-class includes activities of agencies primarily engaged in selling travel, tour, transportation and accommodation services to the general public and commercial clients

		7912	79121	<p>Tour operator activities</p> <p>This sub-class includes arranging and assembling tours that are sold through travel agencies or directly by tour operators. The tours may include any or all of the following:</p> <ul style="list-style-type: none"> -transportation -accommodation -food -visits to museums, historical or cultural sites, theatrical, musical or sporting events
	799	7990	79901	<p>Other reservation service and related activities</p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> -provision of other travel-related reservation services e.g. reservations for transportation, hotels, restaurants, car rentals, entertainment and sport etc. -provision of time-share exchange services -ticket sales activities for theatrical, sports and other amusement and entertainment events -provision of visitor assistance services e.g. provision of travel information to visitors, activities of tourist guides -tourism promotion activities <p>This sub-class excludes:</p> <ul style="list-style-type: none"> -activities of travel agencies and tour operators, see 79111, 79121 -organization and management of events such as meetings, conventions and conferences, see 82301
80				SECURITY AND INVESTIGATION ACTIVITIES
	801	8010	80101	<p>Private security activities</p> <p>This sub-class includes the provision of guard and patrol services, picking up and delivering money, receipts or other valuable items with personnel and equipment to protect such properties while in transit e.g. armored car services; bodyguard services polygraph services; fingerprinting services; security guard services</p> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> -public order and safety activities, see 84231
	802	8020	80201	<p>Security systems service activities</p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> -monitoring or remote monitoring of electronic security alarm systems, such as burglar and fire alarms, including their maintenance -installing, repairing, rebuilding, and adjusting mechanical or electronic locking devices, safes and security vaults <p>The units carrying out these activities may also engage in selling such security systems, mechanical or electronic locking devices, safes and security vaults.</p> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> -installation of security systems, such as burglar and fire

				alarms, without later monitoring, see 43211 -selling security systems, mechanical or electronic locking devices, safes and security vaults, without monitoring, installation or maintenance services, see 47599 -security consultants, see 74909 -public order and safety activities, see 84231 -providing key duplication services, see 95299
81				SERVICES TO BUILDINGS AND LANDSCAPE ACTIVITIES
	812	8120	81201	Cleaning activities This sub-class includes the activities of general interior cleaning of all types of buildings, exterior cleaning of buildings, specialized cleaning activities for buildings or other specialized cleaning activities, cleaning of industrial machinery, cleaning of the inside of road and sea tankers, disinfecting and extermination activities for buildings and industrial machinery, bottle cleaning and street sweeping. This sub-class excludes: -agricultural pest control, see 01619 -cleaning of new buildings immediately after construction, 43301 -steam-cleaning, sand blasting and similar activities for building exteriors, see 43901 -carpet and rug shampooing, drapery and curtain cleaning, see 96011
	813	8130	81301	Landscape care and maintenance service activities This sub-class includes planting, care and maintenance of: -parks and gardens for: -private and public housing -public and semi-public buildings (schools, hospitals, administrative buildings, church buildings etc.) -municipal grounds (parks, green areas, cemeteries etc.) -highway greenery (roads, train lines and tramlines, waterways, ports) -industrial and commercial buildings -greenery for: -buildings (roof gardens, façade greenery, indoor gardens) -sports grounds (e.g. football fields, golf courses etc.), play grounds, lawns for sunbathing and other recreational parks -stationary and flowing water (basins, alternating wet areas, ponds, swimming pools, ditches, watercourses, plant sewage systems) -plants for protection against noise, wind, erosion, visibility and dazzling -maintenance of land in order to keep it in good ecological condition This sub-class excludes: -commercial production and planting for commercial production of plants, trees, see divisions 01 and 02

				<ul style="list-style-type: none"> -tree nurseries (except forest tree nurseries), see 01301 -maintenance of land to keep it in good condition for agricultural use, see 01619 -construction activities for landscaping purposes, see section F -landscape design and architecture activities, see 71101 -operation of botanical gardens, see 91031
82				OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES
	821	8210	82101	<p>Office administrative and support activities</p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> -provision of a combination of day-to-day office administrative services, such as reception, financial planning, billing and record keeping, personnel and physical distribution (mail services) and logistics for others on a contract or fee basis -a variety of copying, document preparation and specialized office support activities. The document copying/printing activities included here cover only shortrun type printing activities. It includes: <ul style="list-style-type: none"> -document preparation -document editing or proofreading -typing, word processing, or desktop publishing -secretarial support services -transcription of documents, and other secretarial services -letter or resume writing -provision of mailbox rental and other mailing activities (except direct mail advertising) -photocopying -duplicating -blueprinting -other document copying services without also providing printing services, such as offset printing, quick printing, digital printing, prepress services <p>This sub-class excludes:</p> <ul style="list-style-type: none"> -printing of documents (offset printing, quick printing etc.), see 18111 -direct mail advertising, see 73101 -specialized stenotype services such as court reporting, see 82999 -public stenography services, see 82999
	822	8220	82201	<p>Activities of call centers</p> <p>This sub-class includes using human operators, automatic call distribution, computer telephone integration, interactive voice response systems or similar methods, activities of:</p> <ul style="list-style-type: none"> -inbound call centers i.e. answering calls from clients to receive orders, provide product information, deal with customer requests for assistance or address customer complaints -outbound call centers to sell or market goods or services to potential customers, undertake market research or public opinion polling and similar activities for clients
	823	8230	82301	<p>Organization of conventions and trade shows</p> <p>This sub-class includes organization, promotion and/or management of events, such as business and trade shows,</p>

				conventions, conferences and meetings, whether or not including the management and provision of the staff to operate the facilities in which these events take place.
	829	8290	82901	<p>Business support service activities n.e.c.</p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> -activities of collection agencies and credit bureaus for <ul style="list-style-type: none"> -collection of payments for claims and remittance of payments collected to the clients, such as bill or debt collection services -compiling of information, such as credit and employment histories on individuals and credit histories on businesses and providing the information to financial institutions, retailers and others who have a need to evaluate the creditworthiness of these persons and businesses -packaging activities on a fee or contract basis, whether or not these involve an automated process i.e. <ul style="list-style-type: none"> -bottling of liquids, including beverages and food -packaging of solids (blister packaging, foil-covered etc.) -security packaging of pharmaceutical preparations -labeling, stamping and imprinting -parcel-packing and gift-wrapping <p>This sub-class excludes:</p> <ul style="list-style-type: none"> -manufacture of soft drinks and production of mineral water, see 11041 -packaging activities incidental to transport, see 52291
		8299	82999	<p>Other business support service activities n.e.c.</p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> -providing verbatim reporting and stenotype recording of live legal proceedings and transcribing subsequent recorded materials, such as court reporting or stenotype recording services, public stenography services -real-time (i.e. simultaneous) closed captioning of live television performances of meetings, conferences -address bar coding services -bar code imprinting services -fundraising organization services on a contract or fee basis -mail presorting services -repossession services -parking meter coin collection services -activities of independent auctioneers -administration of loyalty programmes -other support activities typically provided to businesses n.e.c.

APPENDIX III

COMPOSITION OF MACROECONOMIC AGGREGATES

1] RENTAL AND LEASING ACTIVITIES

SUB-CLASS	77101	77211	77221	77301	TOTAL
INCOME					
Primary Activity	46,223,003	786,556	12,678,826	46,396,131	106,084,516
Income from services	46,223,003	786,556	12,678,826	46,396,131	106,084,516
Services produced for own use	0	0	0	0	0
Secondary Activity	7,498,125	110,744	1,132,680	3,849,970	12,591,519
Rent	39,510	9,876	40,035	82,569	171,990
Subsidies received	217,188	2,233	85,566	142,729	447,716
Own-account capital construction	0	0	0	0	0
Other income	7,241,427	98,635	395,096	1,021,813	8,756,971
Gross Margin	0	0	611,983	2,602,859	3,214,842
Value of sales of goods	0	0	940,099	2,642,310	3,582,409
Less purchase value goods sold	0	0	16,971	9,640	26,611
Less opening stock of goods for resale	0	0	318,241	132,411	450,652
Plus closing stock of goods for resale	0	0	7,096	102,600	109,696
Gross Output	53,721,128	897,300	13,811,506	50,246,101	118,676,035
Miscellaneous Income	817,566	4,956	16,529	666,082	1,505,133
Insurance claims received	10,738	0	0	429,216	439,954
Profit or loss received from any other business in which you have an interest	9,871	0	0	12,999	22,870
Property income received					
Rent received from land	38,364	0	0	0	38,364
Interest received	105,172	2,356	10,906	123,082	241,516
Dividends received	0	0	0	673	673
Royalty received	0	0	0	0	0
Bad and doubtful debts recovered	0	0	0	0	0
Exchange gain	0	0	0	0	0
Gain on sale of fixed assets	420,263	0	0	0	420,263
VAT charged on goods and services provided	233,158	2,600	5,623	100,112	341,493
TOTAL INCOME	54,538,694	902,256	13,828,035	50,912,183	120,181,168
EXPENDITURE					
Expenditure on materials for use in the business	2,997,776	495,623	3,037,627	4,514,716	11,045,742
Opening stock of materials, fuel, supplies and components	1,733,936	0	410,047	2,862,487	5,006,470
Less closing stock of materials, fuel, supplies and components	113,337	0	114,844	257,358	485,539
Expenditure incurred on fuel, electricity and water	4,953,978	20,082	396,386	6,299,364	11,669,810
Petrol/Automotive diesel fuel	2,645,248	0	70,488	3,333,456	6,049,192
Industrial diesel fuel/Heavy fuel oil	1,349,084	12,635	20,522	2,550,929	3,933,170
Kerosene	91,256	0	0	0	91,256
Liquid petroleum gas	15,951	0	7,574	17,990	41,515

SUB-CLASS	77101	77211	77221	77301	TOTAL
Electricity	803,416	6,879	275,534	348,646	1,434,475
Water	49,023	568	22,268	48,343	120,202
Repairs & maintenance paid for on vehicles, buildings	2,312,933	6,452	369,302	4,555,758	7,244,445
Transport operating cost	2,994,991	0	0	0	2,994,991
Wheel tax/registration fee and license etc	253,624	0	0	0	253,624
Third party insurance	752,456	0	0	0	752,456
Comprehensive insurance	1,203,546	0	0	0	1,203,546
Others	785,365	0	0	0	785,365
Cartage and haulage expenses paid to other firms	307,332	0	42,030	142,814	492,176
Travel expenses	315,003	235	291,309	411,574	1,018,121
Value of contract and commission work done	12,171,413	0	16,895	0	12,188,308
Audit, accounting and legal fee	514,192	3,567	62,664	496,570	1,076,993
Advertising and promotions etc	1,708,805	1,956	109,806	269,740	2,090,307
Bank charges	728,018	3,565	179,643	365,036	1,276,262
Postage, telephone and telecommunication etc	1,700,661	6,894	353,377	930,978	2,991,910
Office stationery and supplies	978,617	78,562	115,060	488,400	1,660,639
Management and consultants fee	1,113,178	1,203	659,636	799,976	2,573,993
Rent paid for furniture, plant and machinery	3,428,868	19,586	780,571	1,215,514	5,444,539
Business insurance	736,618	1,235	115,341	423,460	1,276,654
Other expenditure	1,753,856	11,235	173,202	3,478,550	5,416,843
Intermediate Input	40,336,838	650,195	6,998,052	26,997,579	74,982,664
Miscellaneous Expenditure	1,934,951	5,972	2,177,019	420,786	4,538,728
Insurance claims	0	0	15,706	0	15,706
Property income paid					
Rent paid for land	189,919	0	33,663	0	223,582
Interest paid	747,985	2,451	65,374	317,316	1,133,126
Dividends paid	0	0	1,989,295	0	1,989,295
Royalty paid	0	0	0	0	0
Bad and doubtful debts written off	57,744	0	45,445	0	103,189
Business licenses, rates on property paid to central or local government etc	215,806	3,521	13,440	53,025	285,792
TPAF levy	31,503	0	2,324	10,803	44,630
Exchange losses	0	0	0	0	0
Loss on sale of fixed assets	77,751	0	2,148	0	79,899
VAT paid on supplies of goods and services	614,243	0	9,624	39,642	663,509
Compensation of Employees	5,700,604	70,706	2,013,421	6,812,233	14,596,964
Wages and salaries	5,185,148	65,341	1,896,231	6,181,473	13,328,193
FNPF	504,202	5,365	117,190	460,489	1,087,246
Payment in kind	11,254	0	0	170,271	181,525
Consumption of Fixed Capital	4,689,899	3,563	1,692	716,817	5,411,971
TOTAL EXPENDITURE	52,662,292	730,436	11,190,184	34,947,415	99,530,327

2] **ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES and TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES**

SUB-CLASS	78101	79111	79121	TOTAL
INCOME				
Primary Activity	356,841	37,341,883	84,534,126	122,232,850
Income from services	356,841	37,341,883	84,534,126	122,232,850
Services produced for own use	0	0	0	0
Secondary Activity	13,786	1,162,870	1,441,829	2,618,485
Rent	0	34,175	89,019	123,194
Subsidies received	1,254	0	20,845	22,099
Own-account capital construction	0	0	0	0
Other income	12,532	1,128,695	1,331,965	2,473,192
Gross Margin	0	0	0	0
Value of sales of goods	0	0	0	0
Less purchase value goods sold	0	0	0	0
Less opening stock of goods for resale	0	0	0	0
Plus closing stock of goods for sale	0	0	0	0
Gross Output	370,627	38,504,753	85,975,955	124,851,335
Miscellaneous Income	13,758	391,974	345,868	751,600
Insurance claims received	0	48,058	0	48,058
Profit or loss received from any other business in which you have an interest	0	0	0	0
Property income received				
Rent received from land	5,213	32,270	0	37,483
Interest received	7,522	90,000	14,562	112,084
Dividends received	0	0	0	0
Royalty received	0	0	0	0
Bad and doubtful debts recovered	0	0	0	0
Exchange gain	0	65,750	285,410	351,160
Gain on sale of fixed assets	0	145,896	0	145,896
VAT charged on goods and services provided	1,023	10,000	45,896	56,919
TOTAL INCOME	384,385	38,896,727	86,321,823	125,602,935
EXPENDITURE				
Expenditure on materials for use in the business	14,123	10,584,388	27,682,731	38,281,242
Opening stock of materials, fuel, supplies and components	0	426,869	1,639,192	2,066,061
Less closing stock of materials, fuel, supplies and components	0	394,205	762,326	1,156,531
Expenditure incurred on fuel, electricity and water	25,863	4,613,192	14,601,070	19,240,125
Petrol/Automotive diesel fuel	0	3,862,975	13,174,794	17,037,769
Industrial diesel fuel/Heavy fuel oil	0	164,721	118,177	282,898
Kerosene	0	0	0	0
Liquid petroleum gas	0	78,632	208,407	287,039
Electricity	20,542	433,948	974,934	1,429,424
Water	5,321	72,916	124,758	202,995
Repairs & maintenance paid for on vehicles, buildings	13,421	167,523	1,155,016	1,335,960

SUB-CLASS	78101	79111	79121	TOTAL
Transport operating cost	0	433,132	1,099,667	1,532,799
Wheel tax/registration fee and license etc	0	108,354	245,631	353,985
Third party insurance	0	58,743	113,201	171,944
Comprehensive insurance	0	241,522	635,214	876,736
Others	0	24,513	105,621	130,134
Cartage and haulage expenses paid to other firms	0	43,415	211,232	254,647
Travel expenses	1,400	757,936	3,717,731	4,477,067
Value of contract and commission work done	0	469,523	1,181,812	1,651,335
Audit, accounting and legal fee	9,852	226,977	474,638	711,467
Advertising and promotions etc	1,400	475,201	749,488	1,226,089
Bank charges	1,562	86,984	211,245	299,791
Postage, telephone and telecommunication etc	8,231	470,400	811,101	1,289,732
Office stationery and supplies	3,054	20,843	43,932	67,829
Management and consultants fee	1,050	131,672	439,338	572,060
Rent paid for furniture, plant and machinery	7,800	371,536	740,069	1,119,405
Business insurance	2,400	203,095	132,980	338,475
Other expenditure	17,521	2,083,271	7,913,680	10,014,472
<i>Intermediate Input</i>	107,677	21,171,752	62,042,596	83,322,025
Miscellaneous Expenditure	5,511	679,174	84,015	768,700
Insurance claims	0	9,947	0	9,947
Property income paid				
Rent paid for land	0	8,750	0	8,750
Interest paid	2,003	24,992	14,520	41,515
Dividends paid	0	400,000	0	400,000
Royalty paid	0	0	0	0
Bad and doubtful debts written off	0	61,350	0	61,350
Business licenses, rates on property paid to central or local government etc	1,055	19,663	12,300	33,018
TPAF levy	856	9,231	1,452	11,539
Exchange losses	0	0	0	0
Loss on sale of fixed assets	0	78,065	0	78,065
VAT paid on supplies of goods and services	1,597	67,176	55,743	124,516
<i>Compensation of Employees</i>	59,479	4,753,859	9,812,683	14,626,021
Wages and salaries	48,231	4,476,183	9,420,433	13,944,847
FNPF	11,248	270,145	390,493	671,886
Payment in kind	0	7,531	1,757	9,288
<i>Consumption of Fixed Capital</i>	1,023	31,959	19,441	52,423
TOTAL EXPENDITURE	173,690	26,636,744	71,958,735	98,769,169

3] **SECURITY AND INVESTIGATION ACTIVITIES and SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES**

SUB-CLASS	80101	80201	TOTAL	81201
INCOME				
Primary Activity	15,562,090	9,292,951	24,855,041	9,795,254
Income from services	15,562,090	9,292,951	24,855,041	9,795,254
Services produced for own use	0	0	0	0
Secondary Activity	866,142	1,293,257	2,159,399	324,190
Rent	137,930	5,538	143,468	0
Subsidies and grants received	47,478	38,182	85,660	0
Own-account capital construction	0	0	0	0
Other income	639,728	152,308	792,036	258,363
Gross Margin	41,006	1,097,229	1,138,235	65,827
Value of sales of goods	38,008	1,018,583	1,056,591	75,197
Less purchase value goods sold	18,546	0	18,546	21,781
Less opening stock of goods for resale	17,409	212,123	229,532	50,414
Plus closing stock of goods for sale	38,953	290,769	329,722	62,825
Gross Output	16,428,232	10,586,208	27,014,440	10,119,444
Miscellaneous Income	382,528	2,356	384,884	22,700
Insurance claims received	0	0	0	0
Profit or loss received from any other business in which you have an interest	0	0	0	0
Property income received	0	0	0	
Rent received from land	0	0	0	0
Interest received	273,174	2,356	275,530	5,682
Dividends received	2,000	0	2,000	0
Royalty received	0	0	0	0
Bad and doubtful debts recovered	0	0	0	0
Exchange gain	25,341	0	25,341	4,444
Gain on sale of fixed assets	48,805	0	48,805	1,000
VAT charged on goods and services provided	33,208	0	33,208	11,574
TOTAL INCOME	16,810,760	10,588,564	27,399,324	10,142,144
EXPENDITURE				
Expenditure on materials for use in the business	3,941,304	2,267,308	6,208,612	1,181,704
Opening stock of materials, fuel, supplies and components	19,873	39,478	59,351	76,520
Less closing stock of material, fuel, supplies and components	6,827	18,352	25,179	44,714
Expenditure incurred on fuel, electricity and water	585,675	401,460	987,135	842,461
Petrol/Automotive diesel fuel	431,109	324,709	755,818	506,168
Industrial diesel fuel/Heavy fuel oil	26,688	27,029	53,717	29,607
Kerosene	0	0	0	0
Liquid petroleum gas	19,019	0	19,019	0
Electricity	95,212	41,939	137,151	286,832
Water	13,647	7,783	21,430	19,854
Repairs & maintenance paid for on vehicles, buildings	946,170	50,569	996,739	361,804

SUB-CLASS	80101	80201	TOTAL	81201
Transport operating cost	0	0	0	0
Wheel tax/registration fee and license etc	0	0	0	0
Third party insurance	0	0	0	0
Comprehensive insurance	0	0	0	0
Others	0	0	0	0
Cartage and haulage expenses paid to other firms	1,809	0	1,809	2,793
Travel expense	102,882	44,549	147,431	117,729
Value of contract and commission work done	0	0	0	140,740
Audit, accounting and legal fee	229,506	81,638	311,144	107,995
Advertising and promotions etc	55,038	28,691	83,729	77,451
Bank charges	71,110	77,418	148,528	32,802
Postage, telephone and telecommunication etc	134,215	80,853	215,068	312,465
Office stationery and supplies	44,328	29,081	73,409	67,359
Management and consultants fee	152,512	90,122	242,634	108,977
Rent paid for furniture, plant and machinery	224,866	80,752	305,618	211,065
Business insurance	118,853	58,296	177,149	68,228
Other expenditure	1,002,647	865,955	1,868,602	1,341,555
<i>Intermediate Input</i>	<i>7,623,961</i>	<i>4,177,818</i>	<i>11,801,779</i>	<i>5,006,934</i>
Miscellaneous Expenditure	547,469	5,554	553,023	76,935
Insurance claims	0	0	0	0
Property income paid	0	0	0	
Rent paid for land	364,394	0	364,394	0
Interest paid	115,233	1,330	116,563	6,830
Dividends paid	0	0	0	0
Royalty paid	0	0	0	0
Bad and doubtful debts written off	43,147	0	43,147	24,000
Business licenses, rates on property paid to central or local government etc	248	1,028	1,276	1,823
TPAF levy	2,495	855	3,350	2,363
Exchange losses	0	0	0	0
Loss on sale of fixed assets	0	0	0	40,356
VAT paid on supplies of goods and services	21,952	2,341	24,293	1,563
<i>Compensation of Employees</i>	<i>5,104,064</i>	<i>2,329,977</i>	<i>7,434,041</i>	<i>2,604,195</i>
Wages and salaries	4,723,293	2,158,704	6,881,997	2,432,408
FNPF	377,903	171,273	549,176	171,787
Payment in kind	2,868	0	2,868	0
<i>Consumption of Fixed Capital</i>	<i>676,391</i>	<i>141,704</i>	<i>818,095</i>	<i>393,966</i>
TOTAL EXPENDITURE	13,951,885	6,655,053	20,606,938	8,082,030

4] **OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES**

SUB-CLASS	82101/ 82201	82901	TOTAL
INCOME			
Primary Activity	15,464,457	2,903,659	18,368,116
Fee	15,464,457	2,903,659	18,368,116
Service produced for own use	0	0	0
Secondary Activity	1,789,474	290,603	2,080,077
Rent	76,926	0	76,926
Subsidies received	0	0	0
Own-account capital construction	0	0	0
Other income	79,385	290,603	369,988
Gross Margin	1,633,163	0	1,633,163
Value of sales of goods	1,937,548	0	1,937,548
Less purchase value goods sold	323,044	0	323,044
Less opening stock of goods for resale	171,936	0	171,936
Plus closing stock of goods for sale	190,595	0	190,595
Gross Output	17,253,931	3,194,262	20,448,193
Miscellaneous Income	16,153	12,013	28,166
Insurance claims received	0	0	0
Profit or loss received from any other business in which you have an interest	2,356	2,451	4,807
Property income received	0	0	0
Rent received from land	0	0	0
Interest received	9,586	2,665	12,251
Dividends received	0	0	0
Royalty received	0	0	0
Bad and doubtful debts recovered	0	0	0
Exchange gain	0	0	0
Gain on sale of fixed assets	0	0	0
VAT charged on goods and services provided	4,211	6,897	11,108
TOTAL INCOME	17,270,084	3,206,275	20,476,359
EXPENDITURE			
Expenditure on materials for use in the business	76,779	306,307	383,086
Opening stock of materials, fuel, supplies and components	190,595	0	190,595
Less closing stock of materials, fuel, supplies and components	140,044	0	140,044
Expenditure incurred on fuel, electricity and water	1,310,254	225,817	1,536,071
Petrol/Automotive diesel fuel	393,056	85,634	478,690
Industrial diesel fuel/Heavy fuel oil	179,729	0	179,729
Liquid petroleum gas	0	0	0
Kerosene	0	0	0
Electricity	587,514	125,480	712,994
Water	149,955	14,703	164,658
Repairs & maintenance paid for on vehicles, buildings	263,379	166,639	430,018

SUB-CLASS	82101/ 82201	82901	TOTAL
Transport operating cost	0	0	0
Wheel tax/registration fee and license etc	0	0	0
Third party insurance	0	0	0
Comprehensive insurance	0	0	0
Others	0	0	0
Cartage and haulage expenses paid to other firms	80,465	0	80,465
Travel expenses	273,354	203,176	476,530
Value of contract and commission work done	2,170	0	2,170
Audit, accounting and legal fee	178,347	43,100	221,447
Advertising and promotions etc	76,458	54,935	131,393
Bank charges	74,002	37,968	111,970
Postage, telephone and telecommunication etc	720,138	64,666	784,804
Office stationery and supplies	54,973	28,978	83,951
Management and consultants fee	257,741	41,990	299,731
Rent paid for furniture, plant and machinery	480,328	345,050	825,378
Business insurance	221,273	17,605	238,878
Other expenditure	2,563,965	804,830	3,368,795
<i>Intermediate Input</i>	<i>6,684,177</i>	<i>2,341,061</i>	<i>9,025,238</i>
Miscellaneous Expenditure	307,371	49,543	356,914
Insurance claims	36,035	0	36,035
Property income paid			
Rent paid for land	20,160	38,000	58,160
Interest paid	46,775	2,970	49,745
Dividends paid	0	0	0
Royalty paid	0	0	0
Bad and doubtful debts written off	4,855	0	4,855
Business licenses, rates on property paid to central or local government etc	2,002	1,511	3,513
TPAF levy	36,109	856	36,965
Exchange losses	152,153	0	152,153
Loss on sale of fixed assets	3,891	0	3,891
VAT paid on supplies of goods and services	5,391	6,206	11,597
<i>Compensation of Employees</i>	<i>4,213,722</i>	<i>182,397</i>	<i>4,396,119</i>
Wages and Salaries	3,850,188	159,367	4,009,555
FNPF	357,359	23,030	380,389
Payment in kind	6,175	0	6,175
<i>Consumption of Fixed Capital</i>	<i>683,424</i>	<i>505,977</i>	<i>1,189,401</i>
TOTAL EXPENDITURE	11,888,694	3,078,978	14,967,672

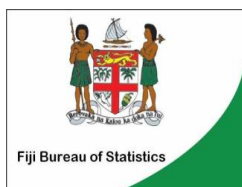
5] **SUMMARY TABLE**

<u>INCOME</u>	
Primary Activity	281,335,777
Fee	281,335,777
Service produced for own use	0
Secondary Activity	19,773,670
Rent	515,578
Subsidies received	555,475
Own-account capital construction	0
Other income	12,650,550
Gross Margin	6,052,067
Value of sales of goods	6,651,745
Less purchase value goods sold	389,982
Less opening stock of goods for resale	902,534
Plus closing stock of goods for sale	692,838
Gross Output	301,109,447
Miscellaneous Income	2,692,483
Insurance claims received	488,012
Profit or loss received from any other business in which you have an interest	27,677
Property income received	
Rent received from land	75,847
Interest received	647,063
Dividends received	2,673
Royalty received	0
Bad and doubtful debts recovered	0
Exchange gain	380,945
Gain on sale of fixed assets	615,964
VAT charged on goods and services provided	454,302
TOTAL INCOME	303,801,930
<u>EXPENDITURE</u>	
Expenditure on materials for use in the business	57,100,386
Opening stock of materials, fuel, supplies and components	7,398,997
Less closing stock of materials, fuel, supplies and components	1,852,007
Expenditure incurred on fuel, electricity and water	34,275,602
Petrol/Automotive diesel fuel	24,827,637
Industrial diesel fuel/Heavy fuel oil	4,479,121
Liquid petroleum gas	91,256
Kerosene	347,573
Electricity	4,000,876

Water	529,139
Repairs & maintenance paid for on vehicles, buildings	10,368,966
Transport operating cost	4,527,790
Wheel tax/registration fee and license etc	607,609
Third party insurance	924,400
Comprehensive insurance	2,080,282
Others	915,499
Cartage and haulage expenses paid to other firms	831,890
Travel expenses	6,236,878
Value of contract and commission work done	13,982,553
Audit, accounting and legal fee	2,429,046
Advertising and promotions etc	3,608,969
Bank charges	1,869,353
Postage, telephone and telecommunication etc	5,593,979
Office stationery and supplies	1,953,187
Management and consultants fee	3,797,395
Rent paid for furniture, plant and machinery	7,906,005
Business insurance	2,099,384
Other expenditure	22,010,267
<i>Intermediate Input</i>	<i>184,138,640</i>
Miscellaneous Expenditure	6,294,300
Insurance claims	61,688
Property income paid	0
Rent paid for land	654,886
Interest paid	1,347,779
Dividends paid	2,389,295
Royalty paid	0
Bad and doubtful debts written off	236,541
Business licenses, rates on property paid to central or local government etc	325,422
TPAF levy	98,847
Exchange losses	152,153
Loss on sale of fixed assets	202,211
VAT paid on supplies of goods and services	825,478
<i>Compensation of Employees</i>	<i>43,657,340</i>
Wages and Salaries	40,957,000
FNPF	2,860,484
Payment in kind	199,856
<i>Consumption of Fixed Capital</i>	<i>7,865,856</i>
TOTAL EXPENDITURE	241,956,136

APPENDIX IV:

SAMPLE QUESTIONNAIRE



Ratu Sukuna House, MacArthur Street, Victoria Parade, Suva

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Suva, FIJI*

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CONFIDENTIAL

DESPATCHED: 29\04\11

2010 SURVEY OF ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES

Please correct any errors
appearing in this label

Dear Sir\Madam,

Enclosed are two copies of the 2010 Survey of Administrative and Support Services Activities questionnaire.

COVERAGE AND SCOPE: It covers establishments engaged in the Survey of Administrative and Support Services Activities Sector classified under the Fiji Standard Industrial Classification 2010's Section M (refer note on page 2). If an establishment's of Administrative and Support Services Activities are combined with other types of business, you should report on the Survey of Administrative and Support Services Activities side of the operations only.

PURPOSE: The census provides an important means of assessing the contribution this sector makes to the economy of Fiji, and indicates the changing composition and structure of the industry. The results of the Survey are used by the Fiji Bureau of Statistics in the estimation of the National Income of Fiji and in the provision of other key indicators.

Reference period: Reference period is the calendar year 2010. If your accounting year is different provide information approximating closest to the calendar year 2010. Limited liability companies are requested to submit a copy of their financial statements with the questionnaire.

COMPULSORY REQUIREMENT: The Survey is conducted under the provisions of the Statistics Act 1961(Cap 71). In accordance with Section 8 subsection 2 of this Act you are required to fill in one copy of the questionnaire and return it to the undersigned on or before 31\05\11. Failure to meet this deadline could result in legal action without further notice.

CONFIDENTIALITY OF INFORMATION: Information supplied will be used by the Department for the preparation of statistics. Any release of information will be in accordance with the Statistics Act and only persons authorised will have access to individual information.

CONTACT PERSON FOR HELP AND ADVICE: Mr. Samuela Buadromo on extension 114 or email sbuadromo@statsfiji.gov.fj

T Bainimarama
Government Statistician

*Administrative and Support Service Activities 2010
Economic Statistics Division*

QUESTIONNAIRE

All relevant questions must be answered with clear and correct figures. Estimates will be accepted where actual data are not available. Values, **excluding VAT**, are to be expressed in Fiji Dollars.

ORGANISATIONAL STRUCTURE

1	Does this business operate at more than one location?			
	Please tick the appropriate box No Yes If yes, please give details below:			
	NAME OF ESTABLISHMENT\BRANCH (1)	PHYSICAL LOCATION OF BUSINESS (2)	MAIN TYPE OF BUSINESS OR ACTIVITY (3)	GROSS TURNOVER (4)
Note: This return is required for the addressed establishment only. In case this is not possible, a combined return with similar main activities may be submitted. If the information can not be provided on this basis, please state the reasons:				
Remark: Please comment here to assist in the interpretation of data supplied:				

ACCOUNTING PERIOD

2	Please state the accounting period: From \ \2010 To \ \2010
---	---

LEGAL STATUS OF ORGANISATION

	Please tick appropriate box			
3	Individual ownership	1	Partnership	2
	001 Co-operative	3	Private Limited Company	4
	Public Limited Company	5	Public or Statutory Body	6
	Non-Profit Organisation	7	Others (specify)	8

FORM OF OWNERSHIP

4	Please tick appropriate box			
	002 Fiji owned	1	Branch of an overseas company	2
	Subsidiary of an overseas company	2	Others (specify)	4

EQUITY PARTICIPATION

5	Please indicate in the appropriate box equity capital held by Fiji Citizens.			
	(a) As at end of 2009 %	(b) As at end of 2010 %		

NATURE OF WORK

6	Please give a brief description of the main activity of the establishment\s covered by this return:			
	003 FOR OFFICIAL USE ONLY			

OPERATING STATUS

7	Please state whether the establishment in question (tick appropriate box)			
	Operated during the whole of the accounting period specified	1		
	Operated during part of the accounting period specified (specify mths)	2		
	Had not commenced business during the accounting period specified	3		

INCOME RECEIVED FROM FEES AND COMMISSIONS

8 This should be the actual fees, net of any discount allowed to the client, for the services rendered.

Include commission received from auction sales, real estate sales and valuation services etc

Exclude VAT charged on goods and services provided.

OTHER INCOME

34 a] Include all claims arising from business insurance. Examples of business insurances are insurance against the risk of buildings, properties and stocks. Exclude life, education or any other personal insurance.

b] Include all claims arising from casualty insurance. Examples of casualty insurance are insurance against the risk of accidents and illness to employees. Claims for life, education or any other form of personal insurance are to be excluded.

INCOME RECEIVED FROM FEES AND COMMISSIONS

8	Please state the amount of fees and commissions received from:		VALUE (\$)	
			FEES	COMMISSIONS
1	Real estate activities with own or leased properties	004		
2	Real estate activities on a fee or contract basis	006		
3	Renting of land transport equipment	008		
4	Renting of water transport equipment	010		
5	Renting of air transport equipment	012		
6	Renting of agricultural machinery and equipment	014		
7	Renting of construction and civil engineering machinery and equipment	016		
8	Renting of office machinery and equipment (including computers)	018		
9	Renting of other machinery and equipment	020		
10	Renting of personal and household goods, including video tapes, CD's, DVD's	022		
11	Hardware consultancy	024		
12	Software consultancy and supply	026		
13	Data processing	028		
14	Data base activities and on line distribution of electronic content	030		
15	Maintenance and repair of office, accounting and computing machinery	032		
16	Other computer related activities	034		
17	Research & experimental development on natural sciences & engineering	036		
18	Research & experimental development on social sciences and humanities	038		
19	Legal activities	040		
20	Accounting, bookkeeping and auditing activities; tax consultancy	042		
21	Market research and public opinion polling	044		
22	Business and management consultancy activities	046		
23	Architectural, engineering activities and related technical activities	048		
24	Technical testing and analysis	050		
25	Advertising	052		
26	Labour recruitment and provision of personal	054		
27	Investigation and security activities	056		
28	Building cleaning and industrial cleaning activities	058		
29	Photographic activities	060		
30	Packaging activities	062		
31	Other Business activities	064		
	Total	066		

OTHER INCOME

			VALUE (\$)
32	Income from sales of goods without transformation (refer question 46)	068	
33	Subsidies and grants received	069	
34	Insurance claims received: a) Business insurance claims received	070	
	b) Casualty insurance claims received	071	
35	Profit or loss received from any other business in which you have an interest	072	
36	Rent received for the hire of building	073	
37	Income from: a) Rent received from land	074	
	b) Interest received	075	
	c) Dividends received	076	
	d) Royalty received	077	
38	Bad and doubtful debts recovered	078	
39	Exchange gain	079	
40	Gain on sale of fixed assets	080	
41	Receipts from industrial services rendered to others eg repairs & maintenance	081	
42	Others (specify).	082	
	Total other income	083	
43	VAT charged on goods and services provided	084	
44	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 066+067+083+084)	085	\$

PURCHASES OF MATERIALS DURING THE YEAR

45 State in detail the total value of all purchases of materials and supplies for use in the operation of your business

46 State in detail expenditure of all materials and related articles purchased for resale during the year.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

47-50 Fuel purchased, other than fuel purchased for resale, including gasoline and other fuel for vehicle etc should be included.

51 This should include the cost of electricity purchased for lighting, air conditioning, refrigeration etc.

OTHER EXPENDITURE

53 Repairs and maintenance costs paid to other firms covers the total costs of current repair and maintenance service provided by such firms on repairs done on vehicles, building etc of the establishment. Current repair and maintenance carried out by an ancillary repair and maintenance unit, which has been treated, as an independent establishment should be included.

54 Cartage and haulage expense includes payment for the transportation of goods and materials within the country. It excludes cost of transport carried out by your own equipment and employees.

56 Contract and commission work done by other establishments on your materials covers payments made by the establishment for contract and commission work done on materials controlled by your establishment.

65 a] Include payment in respect of leased\rented land. If it is not possible to separate payments made for land from building, please include expenditure in Question 63.

PURCHASES OF MATERIALS DURING THE YEAR			VALUE(\$)
45	Expenditure on materials and related articles for use in the business	086	
46	Expenditure on Real Estate activities & business services during the year	087	
	Total	088	

FUEL, ELECTRICITY AND WATER

Please state the expenditure incurred on fuel, electricity and water			VALUE(\$)
47	Petrol/Automotive diesel fuel	089	
48	Industrial diesel fuel/Heavy fuel oil	090	
49	Kerosene	091	
50	Liquid petroleum gas	092	
51	Electricity	093	
52	Water	094	
	Total	095	

OTHER EXPENDITURE			VALUE (\$)
53	Repairs and maintenance paid for on vehicles, buildings etc to outside firms	096	
54	Cartage and haulage expenses paid to other firms	097	
55	Travel expenses (eg management, personal etc)	098	
56	Value of contract and commission work done	099	
57	Audit, accounting and legal fee	100	
58	Advertising and promotion etc	101	
59	Bank charges	102	
60	Postage, telephone and telecommunication etc	103	
61	Office stationery and supplies	104	
62	Management and consultation fee	105	
63	Rent paid for furniture, building, plant and machinery etc	106	
64	Insurance paid: a) Business insurance	107	
	b) Casualty insurance	108	
65	Expenditure on: a) Rent paid for land	109	
	b) Interest paid	110	
	c) Dividends paid	111	
	d) Royalty paid	112	
66	Bad and doubtful debts written off	113	
67	Business licenses, rates on property paid to central or local government etc	114	
68	Training and Productivity Authority of Fiji (TPAF) Levy	115	
69	Exchange losses	116	
70	Fixed asset expenses: a) Loss on sale of fixed assets	117	
	b) Depreciation claimed (to agree with question 80(7))	118	
71	All other costs and expenses	119	
	Total other expenditure (excluding code 111)	120	

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

72 Please note that the information in respect of employment is for the last payweek in June 2010 but the rest of the question requires data for the appropriate accounting year.

Gross wages and salaries includes overtime, sick and holiday pay, bonuses, payments under piece rate schemes, all allowances, severance and redundancy pay, sales commissions paid to own employees and directors fee etc.

Payment in kind is the cost to the employer for providing employees with housing, transport, clothing, food, drinks, fuels, etc free of charge or at a reduced rate.

Expatriates are non-Fiji citizens who stayed in Fiji to work.

Working proprietors include all individual proprietors and partners who are actively engaged in the work of the establishment. Silent or inactive partners should be excluded unless they participate actively in the work of the establishment.

Unpaid family workers include persons living in the household of any of the proprietors of the owning establishment and working in the establishment without regular pay for at least a third of the normal working hours of the establishment.

STOCKS

75 a) All trading stocks (stocks intended for resale) should be included. Stocks of capital goods intended for resale should also be included.

b) This should include stocks of materials used by the business in its operations.

NET EARNINGS AND TAXES PAID

76 This is the net profit of your establishment\enterprise from the profit and loss account. The following method would enable you to check if all the information from the trading, profit and loss account have been entered onto the questionnaire:

	Income [Code 085 + 149(3)]	\$
less	Expenditure [Code 139]	\$
equals	Profit (+)\Loss (-) [Code 149]	\$

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

72		NUMBER EMPLOYED (1)	GROSS WAGES AND SALARIES PAID (2)	EMPLOYER'S CONTRIBUTION TO FNP/ETC (3)	PAYMENT IN KIND (4)
a]	Fiji citizens	121			
b]	Expatriates	125			
	Total	129			
c]	Working without pay				
	i] Working proprietors	133			
	ii] Unpaid family workers	134			
	Total (codes 129(1) +133 +134	135			
d]	From the total number in employment given in code 135, please state:				
	Total Males	136	Total Females	137	

73	VAT paid on supplies of goods and services	138	
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74	GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 088 + 095 + 120 + 129 (2, 3, 4) + 138]	139	\$
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STOCKS

75	Please give the value of stocks held by your establishment		VALUE OF STOCKS (\$)		
			OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
a]	Stock of finished goods bought for resale	140			
b]	Materials, fuel, supplies and components	143			
	Total	146			

NET EARNINGS AND TAXES PAID

			Amount (\$)
76	Net profit\loss of your establishment\enterprise. If this does not agree with question 77, please give reasons _____	149	
77	Taxable income of your establishment\enterprise	150	
78	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	151	
79	Amount of Fiji Income Tax paid\payable by your establishment\enterprise.	152	

FIXED CAPITAL ASSETS

80 Please ensure that: The value given for depreciation should agree with the value given in question 70 b].

80 (5) Own Account Capital Construction: This is the cost of new fixed assets and additions to existing fixed assets made by the establishments own labour for it's own use. Cost should be equivalent to labour costs plus value of materials at cost.

FIXED CAPITAL ASSETS

80			VALUE (\$)							
			Opening Book Value	Purchase of new and second hand assets at cost		Land Development & Improvement	Own Account Capital Construction	Sales of Capital Assets	Depreciation	Closing Book Value
				Locally	from abroad					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)			
A]	Land	153								
B]	Non-Residential Building	161								
C]	Other Structures	169								
D]	Plant and machinery	177								
E]	Other Machinery & Equipment	185								
F]	ICT equipment	193								
G]	Furniture, fixtures and office equipment	201								
H]	Transport vehicles and related equipment	209								
I]	Research & Development	217								
J]	Entertainment, Literacy Or Artistic Originals	225								
K]	Other intellectual property products.	233								
L]	Precious metals and stones	241								
M]	Antiques & other art objects.	249								
N]	Other valuables	257								
O]	Others (specify)	265								
	Total	273								

USE OF INTERNET

The main purpose of this question is to collect information on Internet services, including all goods and services ordered on the WWW or by email.

81	Type of goods or services ordered during the year (1)	Total cost (2)	Was payment made online (WWW or by email) (3)			Was this a Fiji web site (4)		
		281	YES		NO	YES		NO
		282	YES		NO	YES		NO
		283	YES		NO	YES		NO
		284	YES		NO	YES		NO
		285	YES		NO	YES		NO
		286	YES		NO	YES		NO
		287	YES		NO	YES		NO

Signature of person completing the questionnaire: _____ Date _____
 Name _____
 Position _____
 Telephone No _____ Fax No _____
 Email _____

If Chartered Account in private practice, please place a tick in the box

THANK YOU FOR COMPLETING THE QUESTIONNAIRE

*Administrative and Support Service Activities 2010
 Economic Statistics Division*

APPENDIX V: COMPOSITION OF MACROECONOMIC AGGREGATES USING FSIC 2004

FSIC 2004							
SUB-CLASS	ACTIVITY	GO	IC	VA	COE	CFC	OS
RENTING OF MACHINERY AND EQUIPMENT WITHOUT OPERATOR AND OF PERSONAL AND HOUSEHOLD GOODS		64,954,907	34,593,531	30,361,376	8,893,781	724,237	20,743,358
71111	Renting of land transport equipment	6,715,188	3,810,280	2,904,908	1,781,159	35,083	1,088,666
71999	Renting of other transport equipment	2,280,279	634,694	1,645,585	189,744	100,374	1,355,467
Renting of other machinery and equipment		41,250,634	22,552,605	18,698,029	4,841,330	581,360	13,275,339
71211	Renting of agricultural machinery and equipment	640,276	148,326	491,950	24,588	7,325	460,037
71221	Renting of construction and civil engineering machinery and equipment	9,575,850	5,249,471	4,326,379	728,603	73,613	3,524,163
71231	Renting of office machinery and equipment (including computers)	679,355	321,422	357,933	77,525	15,007	265,401
71299	Renting of other machinery and equipment	30,355,153	16,833,386	13,521,767	4,010,614	485,415	9,025,738
Renting of personal and household goods nec		14,708,806	7,595,952	7,112,854	2,081,548	7,420	5,023,886
71301	Renting of personal and household goods nec	897,300	597,900	299,400	68,127	5,728	225,545
71302	Renting of home movies	13,811,506	6,998,052	6,813,454	2,013,421	1,692	5,191,908
Business activities nec		53,932,774	24,173,358	29,759,416	13,129,376	2,254,787	14,375,253
74911	Labour recruitment and provision of personnel	370,627	107,677	262,950	59,479	1,023	202,448
74921	Investigation and security activities	28,579,191	12,359,391	16,219,800	7,798,617	866,409	7,554,774
74931	Building cleaning and industrial cleaning activities	10,119,444	5,006,934	5,112,510	2,604,195	393,966	2,114,349
74951	Packaging activities	3,194,262	2,341,061	853,201	182,397	505,977	164,827
74999	Other Business activities nec	11,669,250	4,358,295	7,310,955	2,484,688	487,412	4,338,855
GRAND TOTAL		118,887,681	58,766,889	60,120,792	22,023,157	2,979,024	35,118,611