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CONFIDENTIAL

DESPATCHED: \_\_/\_\_/\_\_

## 2020 CENSUS OF EDUCATION

Tax Identification Number

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Please correct any errors appearing in this label

Dear Sir/Madam,

Enclosed is a copy of the 2020 Census of Education questionnaire.

**COVERAGE AND SCOPE:** It covers all establishments engaged in the Education Industry classified under the Fiji Standard Industrial Classification 2010, Section P (refer notes on page 2). If an establishment's Education services activities are combined with other types of business, please report only the operations Education services.

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

**COMPULSORY REQUIREMENT:** The Census 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 the questionnaire and return it to the undersigned. 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 authorised person will have access to individual information.

**CONTACT PERSON FOR HELP AND ADVICE:** Ms. Meresiana Ratavola on email mratavola@statsfiji.gov.fj or telephone 331 5822 (ext. 386 247) or direct line 323 0847.

Maria Musudroka [Ms]  
Acting Chief Executive

**NOTE:** Under the Fiji Standard Industrial Classification 2010, Section P Education includes education at any level or for any profession, oral or written as well as by radio and television or other means of communication. It includes education by the different institutions in the regular school system at its different levels as well as adult education, literacy programme and also military schools and academics, prisons schools as well as private educations.

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 cannot be provided on this basis, please provide an explanatory note.

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## **ORGANISATIONAL STRUCTURE**

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- 1 A business can have more than one establishment involved in similar or different activities at different locations. State the location, the type of activity engaged in and the Gross Turnover of each establishment during the year.

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## **FORM OF OWNERSHIP**

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- 5 (1) **Fiji owned:**  
This is an establishment operating in Fiji in which 51% or more equity is held locally.
- (2) **Branch of an overseas company:**  
This is an establishment operating in Fiji which is controlled by or supervised by an overseas head office and which is an integral part of the foreign parent organization. Branch has no equity share capital.
- (3) **Subsidiary of an overseas company:**  
A company is a subsidiary of another if that other company owns this subsidiary wholly or holds more than half the nominal value of the equity share capital of this subsidiary company.

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## **EQUITY PARTICIPATION**

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- 6 Give the proportion of the share capital held by residents of Fiji. Equity share capital held by companies or individuals on behalf of residents of Fiji should also be included.

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## **OPERATING STATUS**

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If you are no longer in business, a **STATUTORY DECLARATION** must be attached with the questionnaire with the words “**CLOSED BUSINESS**” written across the questionnaire and returned to the Fiji Bureau of Statistics. The Statutory Declaration must be signed by a Magistrate or a Barrister\Solicitor, Justice of Peace or a member of the Notary Public acting on your behalf. The Statutory Declaration must state the name of the business, nature of its activity and the date on which it ceased operation.

# 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.

## 1. Organisational Structure

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)	FSIC [FOR OFFICIAL USE ONLY] [001]

## 2. Accounting Period

Please state the accounting period:	From	\	2020	To	\	2020
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## 3. Legal Status of Organisation

Please tick appropriate box					
[002]	Sole Trader	1		Partnership	2
	Private Limited Company	3		Public Limited Company	4
	Co-operative	5		Government Owned Trading Entity	6
	Statutory Boards	7		Central Government	8
	Local Authority owned entity	9		Local Government	10
	Joint Venture and Consortia	11		Non-profit Organisation	12
	Trusts and Estates	13		Consulates and Foreign Embassies	14
	Branch of a Company Incorporated Overseas	15		Societies and Associations	16
	Other Business Type (specify)				17

## 4. International Trade

Please tick appropriate box	Yes	No
Does the establishment import or export any type of goods or services		
If yes, please specify. _____		

## 5. Form of Ownership

Please tick appropriate box					
[003]	Fiji owned	1		Branch of an overseas company	2
	Subsidiary of an overseas company	3		Others (specify)	4

## 6. Equity Participation

Please indicate the equity capital held by Fiji Citizens.	As at end of 2020	%
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**TURNOVER**

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a] **Sales:** This should be the actual selling value net of any discount or rebates allowed the buyer. Also include:

- (i) Value of goods traded in or bartered as part of the sale;
- (ii) Delivery charges and installation costs if borne by the seller; and
- (iii) Inter-branch transfers recorded at cost.

b] **Fee:** This will include payments received in respect of services provided to the households.

**Exclude VAT charged on goods and services provided.**

e] **Government Aid:**

- (i) **Current Grants:** Refer to transfers from Government to cover current costs providing services to household.
- (ii) **Capital Grants:** Transfers from the Government to cover costs incurred for development purposes.

f] **Overseas Aid**

- (i) **Current Grants:** Included here are current transfers from rest of the world either in cash or in kind.
- (ii) **Capital Grants:** Included here are various grants and gifts, either in cash or in kind for development purposes.

g] **Local Aid**

- (i) **Current Grants:** Included here are current transfers from within Fiji (except Government) either in cash or in kind.
- (ii) **Capital Grants:** Included here are various grants and gifts, either in cash or in kind for development purposes.

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**OTHER INCOME**

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- 17 Include all claims arising from business insurance. Examples of business insurance are insurance against the risk of buildings, properties and stocks. Exclude life, education or any other personal insurance.
- 18 Include all claims received arising from casualty insurance. Examples of casualty insurance are insurance against the risk of accidents and illness etc to employees. Claims for life, education or any other form of personal insurance are to be excluded.

## Income

Income and Other Income Derived During the Accounting Period			Value (\$)
7	a] Sales	004	
	b] Fee	005	
	c] Subscription	006	
	d] Fundraising	007	
	e] Government Aid (i) Current Grant	008	
	(ii) Capital Grant	009	
	f] Overseas Aid (i) Current Grant	010	
	(ii) Capital Grant	011	
	g] Local Aid (i) Current Grant	012	
	(ii) Capital Grant	013	
<b>Other Income</b>			
8	Rent & receipts received - building	014	
9	Subsidies and grants received	015	
10	Receipts from industrial services rendered to others	016	
11	Rent & receipts received - plant and machinery	017	
12	Rent & receipts received - transport and related equipment	018	
13	Rent & receipts received - repairs and maintenance	019	
14	Income of sales of goods without transformation (refer question 30)	020	
15	Other income	021	
16	Discount	022	
17	Business insurance claims received	023	
18	Casualty insurance claims received	024	
19	Profit or loss received from any other business in which you have an interest	025	
20	Rent received from land	026	
21	Interest received	027	
22	Dividends received	028	
23	Royalty received	029	
24	Bad and doubtful debts recovered	030	
25	Exchange gain	031	
26	Gain on sale of fixed assets	032	
27	VAT charged on goods and services provided	033	
<b>28</b>	<b>Grand Total of All Income Received ( Codes 004 to 033)</b>	<b>034</b>	

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## **PURCHASES OF MATERIALS DURING THE YEAR**

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- 29 State in detail the total value of all purchases of materials and supplies for use in the operation of the business.
- 30 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.**

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## **FUEL, ELECTRICITY AND WATER**

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- 31-34 Fuel purchased, other than fuel purchased for resale, including gasoline and other fuel for vehicle etc should be included.
- 35 This should include the cost of electricity purchased for lighting, air conditioning, refrigeration etc.

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## **OTHER EXPENDITURE**

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- 37-39 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.
- 40 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.
- 45 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.
- 62 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 53.

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## **COMPENSATION OF EMPLOYEES**

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- 74 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.
- 76 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.

## Expenses

<b>Purchases of Materials and Operating Expenditure</b>		<b>VALUE (\$)</b>
29	Expenditure on materials for use in the business	
	a]	035
	b]	036
	c]	037
30	Expenditure on goods for resale without further processing (refer 14)	038
<b>Fuel, Electricity and Water</b>		
31	Petrol/Automotive diesel fuel	039
32	Industrial diesel fuel/Heavy fuel oil	040
33	Kerosene	041
34	Liquid petroleum gas	042
35	Electricity	043
36	Water	044
<b>Other Expenditure</b>		
37	Repairs and maintenance on vehicles	045
38	Repairs and maintenance on buildings	046
39	Repairs and maintenance on plant and machinery	047
40	Cartage and haulage expenses paid to other firms	048
41	Travel expenses on air transport	049
42	Travel expenses on water transport	050
43	Travel expenses on land transport	051
44	Accommodation charges	052
45	Value of contract and commission work done	053
46	Audit and accounting	054
47	Legal fee	055
48	Advertising and promotion	056
49	Bank charges	057
50	Postage	058
51	Telephone and telecommunication	059
52	Office stationery and supplies	060
53	Rent paid on building	061
54	Rent paid on plant and machinery	062
55	Management and consultation fee	063
56	Business insurance	064
57	Security services	065
58	Cleaning services	066
59	Entertainment expenses	067
60	All other costs and expenses	068
61	Casualty insurance	069
62	Rent paid for land	070
63	Interest paid	071
64	Dividends paid	072
65	Royalty paid	073
66	Bad and doubtful debts written off	074
67	Business licenses and rates paid	075
68	Fiji National University [FNU] levy	076
69	Exchange losses	077
70	Loss on sale of fixed assets	078
71	VAT paid on supplies of goods and services	079
72	Donations made	080
73	Depreciation ( to agree with question 87(8) )	081
<b>Compensation of Employees</b>		
74	Gross wages and salaries	082
75	Employers contribution to FNPF	083
76	Payment in kind	084
77	VAT paid on supplies of goods and services	085
<b>78</b>	<b>Grand Total of Expenditure Incurred [ Codes 035 to 085 excluding 072]</b>	<b>086</b>

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**STOCK**

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- 79 All trading stocks (stocks intended for resale) should be included. Stocks of capital goods intended for resale should also be included.
- 82 This should include stocks of materials used by the business in its operations.

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**LOANS AND ADVANCES**

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- 83 Please provide information relating to any loan or advances taken during the period.

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**NET EARNINGS**

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- 84 This is the net profit of your establishment\enterprise from the profit and loss account.

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**NUMBER OF EMPLOYMENT**

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- 85 Please note that the information in respect of employment is for the last pay week in June 2020.

Operatives includes all employees directly engaged in the activity of the establishment, eg those in fabrication, processing, assembling, shop messengers, warehouse men, packers and repair men etc. Casual workers should also be included here.

Others includes administrators, technical\clerical personnel, eg managers, clerks etc.

Expatriates are non-Fiji citizens who stayed in Fiji.

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.

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**ENVIRONMENT RELATED QUESTIONS**

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- 86 In view of the importance of climate change and disaster related events, the FBoS has embarked on compiling Environment Economic Account to be consistent and comparable with other countries. Therefore, the need to capture these statistics from all sectors within the economy, including all business entities. The information provided by the establishment would help us further improve these accounts which would be used in planning and policy formulation.



**79 – 82. Stocks**

Please give the value of stocks held by your establishment		VALUE OF STOCKS (\$)		
		OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
Finished goods produced by the establishment and intended for sale	087			
Work-in-progress	090			
Finished goods bought for resale	093			
Materials, fuels, supplies and components	096			
<b>Total</b>	<b>099</b>			

**83. Loans and Advances – Closing Balance**

Locally	102	
Abroad	103	
<b>Total</b>	<b>104</b>	

**84. Net Earnings**

		Amount (\$)
Net profit/loss of your establishment/enterprise. [Code (034+101)-086]	<b>105</b>	

**85. Number of Employment**

		NUMBER EMPLOYED
a)	Working with pay	
	Fiji citizens	106
	Expatriates	107
b)	Working without pay	
	i) Working proprietors	108
	ii) Unpaid family workers	109
	<b>Total [Codes 106+107+108+109]</b>	<b>110</b>
c)	The total number in employment by gender	
	i) Total males	111
	ii) Total females	112

**86. Environment Related Questions**

[113]	Please tick the appropriate source of water for the establishments	
	Metered water [WAF]	1
	Rain water	2
	River / Creek	3
	Bore Hole	4
	Others (Please specify .....)	5
[114]	Please tick the appropriate source of energy for the establishments	
	Electricity [EFL]	1
	Electricity [ Own Generation]	2
	(a) Solar	2a
	(b) Hydro	2b
	(c) Diesel / Thermal	2c
	(d) Windmill	2d
[115]	Please indicate the method of solid waste disposal of the establishments	
	Collection by city / town council	1
	Collection by private companies	2
	Private incineration	3
	Private dumpsite	4
	Recycled	5
	Others (Please specify .....)	6
[116]	Please indicate the method of liquid waste disposal of the establishments	
	Connected to sewerage line	1
	Septic tank	2
	Disposal in the sea / river	3
	Others (Please specify.....)	4

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## CAPITAL ASSETS

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87 (8) Please ensure that: The value given for depreciation should agree with the value given in question 73.

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

87 Entertainment Literary/Artistic Originals include:

- (a) Precious stones and metals (e.g. diamonds, non-monetary gold, Platinum and silver);
- (b) Antiques and other art objects (e.g. painting and sculptures);  
and
- (c) Other valuables (e.g. jewellery and collector items).

## 87. Capital Assets

		VALUE (\$)								
		Opening Book Value	Purchase of new and second hand assets at cost		Land Development & Improvement	Own Account Capital Construction	Other Changes	Sales of Capital Assets	Depreciation	Closing Book value
		(1)	Locally (2)	from abroad (3)	(4)	(5)	(6)	(7)	(8)	(9)
Residential buildings	117									
Non- residential buildings	126									
Other structures	135									
Land	144									
Transport vehicles and related equipment	153									
ICT equipment	162									
Furniture, fixtures and office equipment	171									
Other machinery & equipment	180									
Cost of ownerships transfer on non-produced assets	189									
Research & development	198									
Minerals exploration & evaluation	207									
Computer software & databases	216									
Entertainment literary/artistic originals	225									
Renewable energy equipment related	234									
Other intellectual property products	243									
<b>Total</b>	<b>252</b>									

**Person we should contact if any queries arise regarding this form:**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THANK YOU FOR COMPLETING THE QUESTIONNAIRE**



