



Republic of Ghana

**GHANA STATISTICAL SERVICE
P.O. BOX GP1098
ACCRA**

5

INTEGRATED BUSINESS ESTABLISHMENT SURVEY (IBES) 2015 (CONSTRUCTION)

(CALENDAR YEAR 2013 OR FINANCIAL YEAR INCLUDING AT LEAST SIX MONTHS OF 2013)

GENERAL INFORMATION

This questionnaire is for construction establishment. A questionnaire must be completed for each establishment. An interviewer will visit each establishment and assist in completing the questionnaire. A copy of the questionnaire may be retained for the establishment's record.

If book figures are not available, carefully prepare estimates will be accepted.

INFORMATION SUPPLIED CONFIDENTIAL

All information supplied is confidential under the Statistical Service Law, P. N. D. C. Law 135. The information shall be used by Statistical Service in the preparation of statistics in accordance with the Statistical Service Law. The information provided shall not be used for the purpose of taxation.

In case of any further enquiries, please contact: 0244865832 / 0243267403 / 0244760080 / 0504833815

INSTRUCTION FOR COMPLETING THIS QUESTIONNAIRE

- a. PLEASE COMPLETE ALL PARTS OF EACH QUESTION INCLUDING TOTALS. DO NOT WRITE IN MARKED **“FOR OFFICE USE”**. READ INSTRUCTION(S) ACCOMPANYING EACH QUESTION BEFORE COMPLETION.
- b. Use a dash (-) where the question is applicable but no data is available.
- c. Where the response to a question is zero, write ‘0’
- d. If a question does not apply, write N/A (i.e. Not Applicable) in the space provided.
- e. All monetary values should be recorded in GH CEDIS except where otherwise indicated in a question.
- f. The accounting period covered by this questionnaire should include at least six (6) months of 2013.

SECTION 1: IDENTIFICATION AND CLASSIFICATION INFORMATION

ESTABLISHMENT REFERENCE NUMBER

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ENUMERATION ZONE NUMBER

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1.1: NAME AND PHYSICAL LOCATION OF ESTABLISHMENT

- 1.1.1 NAME OF ESTABLISHMENT:
- 1.1.2 STREET NAME:
- 1.1.3 SUBURB/AREA:
- 1.1.4 EXACT LOCATION:
.....
- 1.1.5 TOWN NAME:
- 1.1.6 DISTRICT NAME
- 1.1.7 REGION NAME:



PLEASE
AMEND IF
INCORRECT

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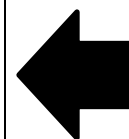
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1.2: OTHER INFORMATION

- 1.2.1: POSTAL ADDRESS:
- 1.2.2: TELEPHONE NUMBER:

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- 1.2.3: E-MAIL ADDRESS:
- 1.2.4 FORM OF ORGANIZATION (e.g. Head Office, Subsidiary, Single establishment):
.....
- 1.2.5: TYPE OF OWNERSHIP (Private, Public, PPP):
- 1.2.6: NATIONALITY OF OWNERSHIP:
- 1.2.7 TYPE OF LEGAL ORGANIZATION (e.g. Limited Liability Co., Partnership etc.):
.....
- 1.2.8 NAME OF CONTACT PERSON:
- 1.2.9 YEAR OF COMMENCEMENT OF BUSINESS



PLEASE
AMEND IF
INCORRECT

1.3 PERIOD OF OPERATION DURING 2013

1.3.1 PERIOD OF OPERATION DURING 2013

Mark (X) in the box that applies

☐ 1

Operated throughout 2013.
(Skip to 1.4.1)

☐ 2

Operated for only part of 2013
(enter number of months).....
and mark (X) in the appropriate boxes for the period of operation.

J	F	M	A	M	J	J	A	S	O	N	D

☐ 3

Establishment did not operate during 2013.

1.4 REASON(S) FOR NOT OPERATING THROUGHOUT THE YEAR

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.....

1.4.1 How many years has the establishment been located at the current address?

1.4.2 What were the reasons for locating at the present address? (Multiple responses are possible)

A	It is close to the place where the founder was born, grew up or has family	
B	Infrastructure (power, roads etc.) is good	
C	It is close to where customers are located	
D	There are many workers that the establishment needs in the vicinity	
E	It is close to important suppliers / raw material	
F	Rents / land prices are cheap	
G	The environment is dynamic / it is close to other successful firms	
H	Other (Specify)	

1.4.3 PERIOD OF NORMAL PRODUCTION

For which of these months was the establishment's production average/normal?
Mark (X) in the appropriate boxes.

J	F	M	A	M	J	J	A	S	O	N	D

1.5 TYPE OF RECORDS OF ACCOUNT KEPT BY ESTABLISHMENT

Does the establishment keep some form of record or accounts? Mark (X) in the box that applies

1

YES

2

NO (*Skip to 1.6*)

1.5.1 ACCOUNTING PERIOD

Please state the accounting period covered by this questionnaire.

From / / 20 to / / 20
(DD/MM/YY)

1.6 PRINCIPAL ACTIVITY

1.6.1: Describe the establishment's principal activity during the 2013 financial year. (*e.g.*

Construction of buildings, construction of roads and bridges, drilling of wells, construction of roofs, etc.)

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FOR OFFICE USE

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1.6.2: Other construction activities during the 2013 financial year

FOR OFFICE USE

1.6.2.1

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1.6.2.2

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1.6.2.3

--	--	--	--

1.6.3: Is the principal activity the same for the 2014 financial year?

Mark (X) in the box that applies

1

YES

2

NO

If No, state the principal activity for the 2014 financial year

.....

FOR OFFICE USE

.....

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.....

[illegible]

State the number of persons engaged in the following categories during the peak period in 2013 in blank boxes on the right.

All persons working for pay by the establishment.

INCLUDE such person whether working full-time or Part-time
INCLUDE employees on sick leave, paid vacation or Holidays.

Employees directly engaged in production or Production related activities in the establishment.

INCLUDE Persons engaged as mason, carpenters, labourers, working foreman, time keepers, equipment operators, mechanics, paid apprentices and job site record keepers

INCLUDE any supervisory personnel whose function is to record or expedite any step in the construction process.

Employees other than operative as define above,
e.g. quantity surveyor, architects, engineers, administrative, clerical and
accounts personnel such as salaried managers, clerks, directors, typists and
supervisory employees above the working foreman level

Proprietors and partners who are actively engaged in management of the establishment and are not paid a salary or wage. (Managers and directors of establishment working for pay should be reported with “other employees”)

INCLUDE all persons undergoing on the job training without pay including unpaid apprentices.

Family members of any of the owners who work in the establishment without regular pay for at least one third of the normal working period

3. **WAGES AND SALARIES (CASH AND IN KIND) PAID TO EMPLOYEES DURING THE 2013 FINANCIAL YEAR**

State all payments, whether in cash or in kind, to employees for work done during the 2013 financial year. In kind refers to the estimated net cost to the employer of those goods and services furnished to employees.

ALL CASH PAYMENTS

- INCLUDE* wages and salaries, other cash payments, e.g. bonuses and cost of living allowances.
- INCLUDE* wages paid during vacation, sick leave and study leave with pay.
- INCLUDE* contributions payable by the employees and deducted by the employer such as the Social Security and National Insurance Trust (SSNIT) contributions, taxes, group insurance premium and the like.

GOODS AND SERVICES PAID IN KIND

- INCLUDE* estimated cost of subsidized housing, transport, medical care, free uniforms, goods and the like.
- EXCLUDE* payments made to contractors supplying contract workers to your establishments.

TYPES OF PAYMENTS	WAGES AND SALARIES
	ALL PAYMENTS IN CASH AND KIND (GH CEDIS)
3.1 Operatives (Direct Construction Workers)	
3.2 Other employees (include directors)	
3.3 TOTAL	

4. **SUPPLEMENTS TO WAGES AND SALARIES DURING THE 2013 FINANCIAL YEAR**

(These items are not included in Question 3)

- INCLUDE* Employer's contribution on behalf of employees to the Social Security and National Insurance Trust (SSNIT), private pension plans, workmen's accident compensation plan and insurance premiums on hospital and medical schemes and the like.

(GH CEDIS)

4.1 Social Security	
4.2 Others	
4.3 TOTAL	

SECTION 3: STOCKS

5. STOCKS OF THIS ESTABLISHMENT DURING THE 2013 FINANCIAL YEAR

- INCLUDE* the value of all stocks held at the establishment itself or in ancillary locations such as warehouses
- INCLUDE* materials owned by this establishment but held by others for processing
- EXCLUDE* materials owned by others but held by this establishment for processing.
- VALUATION* should be at prices specified in the questions, on comparable basis for both beginning and the end of year. Alternatively, book values may be given.

DEFINITIONS

PURCHASER'S PRICE (DELIVERY COST)

The delivered cost at the establishment including the purchase price, charges for transport, the cost of insurance, the value of packaging materials charged for and all taxes and duties on the goods. Discounts or rebate allowed to the purchaser and the value of packing materials returned to supplier should be deducted.

EX – FACTORY PRICE (Producer's price)

The establishment price charged to the consumer.

INCLUDE duties and taxes put on products when they leave the establishment

EXCLUDE any subsidies

TYPE OF STOCK	VALUE OF STOCKS (GH CEDIS)	
	AT BEGINNING OF FINANCIAL YEAR 2013	AT END OF FINANCIAL YEAR 2013
	1	2
5.1 Raw material and supplies (purchaser's price)		
5.2 Work in progress (in purchaser's price)		
5.3 Fuel (in purchaser's price)		
5.4 Finished goods (at ex-factory price)		
5.5 Goods purchased for resale (at ex-factory price)		
5.6 Other (Specify)		
5.7 TOTAL (sum of 5.1 to 5.6)		

SECTION 4: FIXED CAPITAL FORMATION

6. VALUE OF FIXED ASSETS DURING THE 2013 FINANCIAL YEAR

VALUE OF FIXED ASSETS AND DEPRECIATION ALLOWED DURING THE 2013 FINANCIAL YEAR

Enter the book value of fixed assets at the beginning of the financial year and depreciation allowed at current replacement cost of assets used up during the year through normal wear and tear, foreseen obsolescence and the normal rate of accidental damage.

BOOK VALUE OF FIXED ASSETS PURCHASED (Column 1)

INCLUDE the book value of fixed assets acquired by the establishment prior to the 2013 financial year.

FIXED ASSETS PURCHASED (Column 2)

INCLUDE the cost of new fixed assets acquired by the establishment during the 2013 financial year.

SALES OF FIXED ASSETS (Column 3)

INCLUDE the value of sale of fixed assets during the 2013 financial year.

DEPRECIATION OF FIXED ASSETS (Column 4)

INCLUDE depreciation allowed at current replacement cost of assets used up during the year through normal wear and tear, foreseen obsolescence and the normal rate of accidental damage.

BOOK VALUE OF FIXED ASSETS PURCHASED (Column 5)

INCLUDE the book value of fixed assets acquired by the establishment as at the end of 2013 financial year.

VALUATION Value at full cost incurred, that is at delivered cost plus the cost of installation including any fee and taxes but excluding financial costs.

ASSETS	BOOK VALUE AS AT THE BEGINNING OF FINANCIAL YEAR 2013 (GH CEDIS)	FIXED ASSETS PURCHASED IN 2013	VALUE OF SALES OF FIXED ASSETS (GH CEDIS)	DEPRECIATION (GH CEDIS)	BOOK VALUE AS AT THE END OF FINANCIAL YEAR 2013 (GH CEDIS)
	1	2	3	4	5
6.1 Land (undeveloped land)				//////////////////// ////////////////////	
6.2 Residential Buildings					
6.3 Non-Residential Buildings					
6.4 Other construction and land improvements					
6.5 Machinery, plant and other equipment (except for transport & electricity)					
6.6 Generator set & Plant					
6.7 Transport and equipment					
6.8 Furniture, fixtures & office equipment					
6.9 ICT equipment					
6.10 Research & development					
6.11 Computer software					
6.12 Entertainment, Literary and artistic originals					
6.13 Other Intellectual Property product					
6.14 Other (Specify)					
6.15 TOTAL (sum of 6.1 to 6.14)					

SECTION 5: INPUT COSTS

7. QUANTITY AND COST OF PRINCIPAL MATERIALS PURCHASED DURING THE 2013 FINANCIAL YEAR

Complete a separate line for each material purchased. Enter balance of purchases in line 7.10 columns 5, 6 and 7 add total value in line 7.11 columns 5, 6 and 7.

INCLUDE all raw materials, fabricated parts and components, etc. received during the 2013 financial year.

INCLUDE materials and components used in the account production of fixed assets or used by other establishments in making product for this establishment under contract.

INCLUDE fuel that enter the product directly or are used to generate electricity.

EXCLUDE deductible Value Added Tax (VAT)

VALUATION should be in purchaser' prices (defined in question 5)

Materials of DOMESTIC ORIGIN include all materials produced in Ghana. Materials of FOREIGN ORIGIN include all materials imported into Ghana (i.e. produced in a foreign country) irrespective of whether they were purchased in Ghana or not.

DESCRIPTION OF MATERIAL	FOR OFFICE USE	UNIT OF MEASURE	MATERIALS PURCHASED DURING THE 2013 FINANCIAL YEAR					
			TOTAL QUANTITY	AVERAGE UNIT PRICE		TOTAL DELIVERY COST (GH CEDIS)	ORIGIN OF MATERIALS	
				4			DOMESTIC	IMPORTED
				GH CEDIS	P		(GH CEDIS)	(GH CEDIS)
	1	2	3			5	6	7
7.1								
7.2								
7.3								
7.4								
7.5								
7.6								
7.7								
7.8								
7.9								
7.10 All other materials purchased not listed individually above.	///////// ///////// /////////	///////// ///////// /////////	///////// ///////// /////////	///////// ///////// /////////				
7.11 TOTAL (sum of 7.1 to 7.10)	///////// /////////	///////// /////////	///////// /////////	///////// /////////				

8. **FUEL PURCHASED DURING THE 2013 FINANCIAL YEAR**

State in delivery cost (purchaser's price).

INCLUDE fuel for transport and machines (as well as fuel used to generate electricity).

EXCLUDE (a) fuel produced and consumed in the same establishment.

(b) fuel purchased as raw materials to enter into the products of the establishment.

TYPE OF FUEL	FOR OFFICE USE	UNIT OF MEASURE	QUANTITY	DELIVERY COST (GH CEDIS)
	1	2	3	4
8.1 Diesel for generating electricity				
8.2 Diesel for transport equipment and other machines				
8.3 Petrol for generating electricity				
8.4 Petrol for transport equipment and other machines				
8.5 Wood				
8.6 Gas (L.P.G) for generating electricity				
8.7 Gas (L.P.G) for transport equipment's and other machines				
8.8 Charcoal				
8.9 Other (Specify)				
8.10 Total (sum of 8.1 to 8.9)	///////////////// ///////////////// ///////////////// ////////	///////////////// ///////////////// ///////////////// ////////	///////////////// ///////////////// ///////////////// ////////	

9. **PURCHASES DURING THE 2013 FINANCIAL YEAR.**

VALUATION should be in purchasers' prices (define in question 5).

TYPE OF COST	DELIVERY COST (GH CEDIS)
9.1 Purchase of raw materials, supplies, etc. purchased (same as 7.11 col. 5).	
9.2 Purchase of fuel. (same as 8.10 col. 4)	
9.3 Purchase of electricity	
9.4 Purchase of water	
9.5 Purchase of goods for resale	
9.6 Other (Specify)	
9.7 TOTAL (sum of 9.1 to 9.6)	

10. **OTHER OPERATING COST DURING THE 2013 FINANCIAL YEAR.**

Enter the following types of individual costs. This includes:

Labour costs not included in compensation of employees, purchases of provision and supplies for sale in employee facilities. Amount paid for storage or warehousing.

EXCLUDE Purchase of land and other capital goods, bad debts, depreciation and outright purchase of patent and licenses.

DESCRIPTION OF OTHER COST	COST (GH CEDIS)
10.1 Laundry and cleaning services	
10.2 Music and other entertainment expenses	
10.3 Repairs and maintenance paid for on vehicles, buildings etc. to outside firms	
10.4 Cartage and haulage expenses paid	
10.5 Travel expenses (e.g. management, personal etc.)	
10.6 Value of contract and commission work paid	
10.7 Audit, accounting and legal fee	
10.8 Security services paid to other firms	
10.9 Staff training (when done by another establishment)	
10.10 Services of employment agencies	
10.11 Advertising and promotion etc.	
10.12 Bank charges	
10.13 Telephone, telecommunication, and Internet	
10.14 Postage	
10.15 Tax (e.g. Property Tax)	
10.16 Office stationery and supplies	
10.17 Management and consultation fee	
10.18 Rent paid for hiring of furniture, building, plant and machinery, land etc.	
10.19 Interest paid	
10.20 Dividend paid	
10.21 Royalty paid	
10.22 Business licenses, rates on property paid to central or local government etc.	
10.23 Insurance paid	
10.24 Exchange rate losses (losses due to currency depreciation)	
10.25 Loss on sale of fixed assets	
10.26 Payment for hotel organized activities and tours	
10.27 Other (Specify).....	
10.28 GRAND TOTAL	

11. PAYMENT TO SUB-CONTRACTORS FOR WORK DONE

WORK DONE	VALUE (GH CEDIS)
TOTAL payments to sub-contractors for work done	

EXCLUDE cost of raw materials purchased for sub-contractors.

SECTION 6: OUTPUT OF THIS ESTABLISHMENT

12. VALUE OF CONSTRUCTION WORK DONE DURING 2013 FINANCIAL YEAR

Complete a separate line for each construction activity.

INCLUDE work carried out on the basis of contract with investors including work given out to sub-contractors and on the account of the construction establishment itself.

INCLUDE value of construction for which the establishment is a sub-contractor but has been re-subcontracted to others

INCLUDE value of construction done by the establishment during the 2013 financial year for which the establishment has received part payment or no payment

EXCLUDE the value of construction done by the establishment before the 2013 financial year for which payments were received during the 2013 financial year.

12A. VALUE OF CONSTRUCTION WORK DONE AS A MAIN CONTRACT DURING THE 2013 FINANCIAL YEAR

DESCRIPTION OF CONSTRUCTION ACTIVITY	VALUE (GH CEDIS)
12.1 New construction including extensions	////////////////////////////////////
i. Residential building	
ii. Non-Residential buildings	
iii. Other construction work	
iv. TOTAL (sum 12.1i, 12.1ii & 12.1iii)	
12.2 Repair and maintenance	////////////////////////////////////
i. Capital repairs (including restorations and conversions)	
ii. Current repairs and maintenance	
iii. TOTAL (sum 12.2i and 12.2ii)	
12.3 GRAND TOTAL (sum of 12.1iv and 12.2iii)	

12B. VALUE OF CONSTRUCTION WORK DONE AS A SUB CONTRACTOR OR ON OWN ACCOUNT DURING THE 2013 FINANCIAL YEAR.

DESCRIPTION OF CONSTRUCTION ACTIVITY	VALUE (GH CEDIS)
12.4 Value of construction work carried out by construction establishment as a sub-contractor	
12.5 Value of construction work carried out by construction establishment for itself	
12.6 GRAND TOTAL (sum of 12.4 and 12.5)	

12.7 GRAND TOTAL (sum of 12.3 and 12.6)

VALUE (GH CEDIS)	
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13. VALUE OF CONSTRUCTION DONE AND RECEIPTS FOR INDUSTRIAL SERVICES DURING THE 2013 FINANCIAL YEAR.

VALUATION should be at ex-factory prices, (defined in question 5)

DESCRIPTION OF ITEM	VALUE (GH CEDIS)
13.1 Value of construction (same as 12.7)	
13.2 Receipt for contract work done for others with their materials	
13.3 Receipt for repair and installation work done for others	
13.4 Goods sold in the same condition as purchased	
13.5 Value of capital goods produced for used by establishment	
13.6 Other receipts for construction services	
13.7 TOTAL (sum of 13.1 to 13.6)	

14. **RECEIPTS FOR NON CONSTRUCTION ACTIVITIES DURING THE 2013 FINANCIAL YEAR**

Enter receipts from non-construction activities.

EXCLUDE the following: dividend, interest or subsidies received from the sale of used capital goods
(include in capital formation)

DESCRIPTION OF SERVICES	VALUE (GH CEDIS)
14.1 Receipt for rental or lease of building and machinery	
14.2 Commission received	
14.3 Revenue from the operation of employee facilities	
14.4 Receipt for storage of goods, warehousing, cold storage for others	
14.5 Receipt for transport services rendered to others.	
14.6 Other (Specify)	
14.7 TOTAL (sum of 14.1 to 14.6)	

SECTION 7: INTERVIEWER'S REVIEW

The interviewer will review your form for completeness and accuracy in the following section before you complete the certification.

a. COMPLETENESS CHECKS

Mark (X) in the box that applies

Have the following questions been completed?

Question	Yes	No
1.3		
1.5		
1.6		
2.1		
2.4		
3.3		
4.3		
5.7		
6.15		

Question	Yes	No
7.11 col. 5		
8.10 col.4		
9.7		
10.28		
11		
12.7		
13.7		
14.7		

If NO explain in "REMARKS"

REMARKS

.....

Calculate and enter figures for checks (b, c and d)

CHECK	CALCULATIONS REQUIRED	FIGURES FOR CENSUS (GH CEDIS)
b. Average annual wage per employee	Total 3.3 / question 2.1 col. 1a	

c. Value of construction and receipts input costs, wages and salaries

A
VALUE OF CONSTRUCTION & OTHER RECEIPT

Total 5.7 col.1, 13.7 & 14.7

B
INPUT COST AND WAGES AND SALARIES

Total 3.3 & 4.3
 Total 5.7 col.2
 Total 9.7 & 10.28
 Total

Is the answer in box A greater than the total in box B?

Mark (X) in the box that applies.

YES

NO

REMARKS

1

2

(explain the "No" in "Remarks")

.....

.....

d. Source of data

Mark (X) in the applicable box (es)

<input type="checkbox"/> 1	Data derived from financial statements	<input type="checkbox"/> 3	Careful estimates
<input type="checkbox"/> 2	Other documented source	<input type="checkbox"/> 4	Estimates

If more than one box is marked, indicate in space for remarks the question number(s) from each source.

REMARKS

.....

.....

e. This questionnaire was completed by (*Mark (X)* in the box that applies)

<input type="checkbox"/> 1	Respondents	<input type="checkbox"/> 2	Interviewer
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SECTION 8: CERTIFICATION OF THIS QUESTIONNAIRE

- A. Thank you for completing this questionnaire. Please enter any comments which would assist in the interpretation of the information given.

COMMENTS:

.....

.....

.....

- B. NAME OF PERSON SUPPLYING THE INFORMATION TELEPHONE NO.

.....

SIGNATURE:

STAMP

DESIGNATION: DATE:

- C. INTERVIEWER'S NAME:

INTERVIEWER'S ID NO.

DATE OF INTERVIEW

SUPERVISOR'S NAME:

SUPERVISOR'S PHONE NO.

SUPERVISOR'S SIGNATURE:

ZONAL CO-ORDINATOR'S NAME:

ZONAL CO-ORDINATOR'S SIGNATURE.

- D. CLERICAL PROCESSING **(FOR OFFICE USE)**

EDITOR'S NUMBER SIGNATURE:

DATE:

CODER'S NUMBER: SIGNATURE:

DATE:

VERIFIER'S NUMBER SIGNATURE:

DATE:

DATE PASSED FOR DATA ENTRY: SIGNATURE: