

# ACCOMODATION LARGE SAMPLE SURVEY, 2004

↓ *When contacting Stats SA please quote this number*

--



↑ *Please correct any errors in the above address label*

## Purpose of the survey

The Accommodation Large Sample Survey is a periodic survey covering the activities of a sample of private enterprises operating in the accommodation sector in South Africa. Results of the survey are used to compile estimates of the Gross Domestic Product (GDP) and its components such as Tourism Satellite Account (TSA) as well as private consumption expenditure, which are used to monitor and develop government policy. These statistics are also used by the private sector in analyses of comparative business and industry performance.

## Collection authority

The information required is collected under Section 16 of the Statistics Act, 1999 (Act No. 6 of 1999). Your co-operation is sought in completing and returning this questionnaire by the due date. **The provision of the information sought is compulsory.**

## Confidentiality

According to Section 17 of the Statistics Act, 1999 (Act No. 6 of 1999), your completed questionnaire remains confidential to Statistics South Africa (Stats SA). **Your responses are not shared with any individual institution e.g. South African Revenue Services.**

## Due date

Please complete this questionnaire and return it in the business reply service envelope or fax it to Stats SA by **30 September 2004**. Stats SA recommend that you retain a copy to consult in the event of a query.

## Help available

If you have problems completing this questionnaire, or find that it will be difficult for you to meet the due date, please contact us at:

- Telephone number: (012) 310– 8234 / 8926
- Fax number: (012) 310–8366 / 8598 / 2139
- E-mail address: *Accomodationlss@statssa.gov.za*
- Postal address: Statistics South Africa  
Private Bag X44  
Pretoria  
0001

*Person whom Stats SA should contact if any queries arise regarding the completed questionnaire*

Name	
Position or title	
Telephone number	(     )
Fax number	(     )
E-mail address	
Signature	
Date	

Office use only		
Status	Name	Date
Received		
Checked		
Captured		
Edited		

***Please note***

- All figures should exclude value added tax (VAT)
- Report all monetary values in **thousands of rands** (R '000). Where the values in your accounts are not expressed in thousands of rands, round them off to the nearest thousand rand
- Only the South African-based activities of the enterprise shown on the label should be included on the questionnaire
- If exact figures are not available, provide careful estimates
- An enterprise is a legal unit or a combination of legal units that includes and directly controls all functions necessary to carry out its production activities
- The items listed under '**Include**' and '**Exclude**' are only examples and should not be taken as a complete list of items to be included or excluded
- Information reported in this questionnaire should comply with South African accounting standards
- The information provided by you will be treated confidentially. Enterprises are classified by industry and only aggregated data are published

**Part 1 – General Information****1. Location of the establishment**

Registered name .....

Trading name .....

Street number .....

Street name .....

Municipality or city/town .....

Postal Code .....

**2. Indicate your type of ownership or type of organisation**

Individual .....

Partnership .....

Public company.....

Private company.....

Close corporation.....

Co-operative society.....

Government enterprise.....

Non-profit institution.....

Other (specify).....

### 3. Period covered by this questionnaire

*Note*

- This questionnaire must be completed for your financial year **ended** on any date between **1 July 2003** and **30 June 2004**

Indicate the period covered by this questionnaire ..... 

From
/ /

To
/ /

Indicate any changes in this enterprise that occurred since 1 July 2002, e.g. change of financial year, takeover, merger, new location, expansion or closure.

.....
.....
.....

### 4. Indicate the main type of establishments under this enterprise

Bed and breakfast .....	
Guest house.....	
Hotel .....	
Lodge .....	
Self-catering .....	
Caravan park and camping site.....	
Other (specify) .....	

## PART 2 – Stay Units

*Definition*

- Stay unit** describes the unit of accommodation that is available to be charged out to guests for example, a powered site in a caravan park or a room in a hotel.

5. Total number of stay units available on the last night of the month .....	Number
6. Total number of stay units sold .....	Number

## Part 3 – Employment

### 7. Number of employees who received salaries and wages for the last pay period ended on or before 30 June 2003

#### *Definitions*

- **Employees** are those people employed by the business/organisation who received payment (in salaries, wages, commission, piece rates or payments in kind) for any part of the reference period (excluding independent contractors)
- **Full-time employees** are those employees (permanent, temporary or casual) who usually work the agreed hours for a full-time employee in a specific occupation. If agreed hours do not apply, employees are regarded as full-time employees if they work 35 hours or more per week
- **Part-time employees** are those employees (permanent, temporary or casual) who are not full-time employees as defined above or who normally work less than 35 hours per week

Gender	Full Time	Part Time	Total
Male			
Female			
Total			

#### *Include*

- Directors (who received a salary, who did not receive a salary, who received a fee)
- Executive, managerial, casual and any other employee who received payment but who are not included on the main payroll
- Employees who were absent for part or all of the reference period but who received payment through the payroll, including those who commenced or terminated employment
- Employees absent on paid leave or on leave without payment
- People paid by commission only, with no salary or wage component
- Employees who received payment through the payroll from the Compensation Commissioner's Compensation Fund
- Employees based abroad but paid from South Africa

#### **Exclude**

- Any employees **not** paid during the reference period
- Employees based in South Africa but paid from abroad

## Part 4 – Income items

8. Income from accommodation .....

R '000

#### *Include*

- Only amounts charged per rooms

#### *Exclude*

- Meals (include in Question 9)

R '000

9. **Income from restaurant and bar sales** .....**Include**

- Meals
- Liquor sales and tobacco products
- Banqueting

**Exclude**

- Room income

R '000

10. **Income from services rendered (report net value after discounts given)** .....**Include**

- Income and fees from repairs or services
- Amounts received for installations, erections or assembly
- Audit, bookkeeping, consulting and other professional services

**Exclude**

- Net profit on sales of fixed assets
- Interest received (include in Question 12)
- Export freight charges and transport-out

R '000

11. **Income from the rental and leasing of land, buildings and other structures** .....**Exclude**

- Payments received under hire purchase arrangements

R '000

12. **Interest received** .....**Include**

- Interest on finance leases
- Earnings on discounted bills
- Interest from deposits in banks and non-bank financial institutions
- Interest on decentralisation benefits

**Exclude**

- Capital repayments received

R '000

13. **Royalties, franchise fees, copyright, trade names and trade and patent rights received** .....**Include**

- Payments received under licensing arrangements

R '000

14. **Subsidies and incentives received from government** .....

R '000

15. **Insurance claims received** .....**Include**

- Claims on damages, theft or loss of office equipments and property

R '000

16. Other income .....

- Include**
- Profit from the redemption, liquidation or revaluation of liabilities, at a value lower than book value, if credited, eg foreign exchange profits
  - Profit from the sale or realisation for cash or revaluation of assets at a value higher than book value, if credited
  - Net profit on foreign loans as a result of variations in foreign exchange rates or transactions
  - Net profit on share trading
  - Capital profit
  - Sundry income

- Exclude**
- Extraordinary profit or loss, i.e. not associated with the operations of this enterprise and of a non-recurring nature
  - Exclude income from research services

Specify the nature and amount of the two largest items included in 'Other income'

R '000

.....  
.....

.....  
.....

R '000

17. Total income (Question 8 to Question 16) .....

**Part 5 – Expenditure items**

R '000

18. Purchases .....

R '000

19. Interest paid .....

- Include**
- Interest on bank loans
  - Interest on loans made to this enterprise from related and unrelated enterprises
  - Interest paid in respect of finance leases
  - Interest paid on loans from partners
  - Expenses associated with discounted bills
  - Interest on debentures
  - Interest on derivatives

- Exclude**
- Other bank charges
  - Capital repayments

R '000

20. Total gross salaries and wages paid during the financial year .....

**Definition**

- Gross salaries and wages are payments for ordinary-time, standard or agreed hours and overtime hours during the financial year for all permanent, temporary, casual, managerial and executive employers and employees, before taxation and other deductions

**Include**

- Salaries and/or fees paid to directors, executives and managers
- Net entrepreneurial income to the labour input of the self-employed
- Commissions paid
- Employer's contribution to pension, provident, medical aid, sick pay and other funds, e.g. Unemployment Insurance Fund and the Commissioner's Compensation Fund
- Payments paid from South Africa to employers or employees based abroad
- Payments for all types of leave
- Incentive payments for piecework or profit-sharing schemes
- Fringe benefits paid in cash, e.g. housing, mortgage and rent subsidies, and transport and cell phone allowances
- Allowances and penalty payments
- Value of any salary sacrificed
- Bonuses
- Payments that were made during the reference period but relate to other pay periods, e.g. annual leave, thirteenth cheque and leave gratuity payments

**Exclude**

- Payments to subcontractors and consultants who are self-employed and not part of this enterprise
- Payments paid from abroad to employers or employees based in South Africa
- Severance, termination and redundancy payments
- Reimbursement of expenses, e.g. travel, entertainment, meals and other expenses
- The imputed value of fringe benefits
- Fringe benefits tax

R '000

22. Royalties, franchise fees, copyright, trade names and trade and patent rights paid

R '000

23. Paper, printing and stationary expenditure .....

R '000

24. Postal, courier and telecommunication services .....

R '000

25. Travelling, accommodation and entertainment expenditure .....

R '000

26. Staff training (skill development levy) .....

R '000

27. Rental of land, buildings and other structures, including water and electricity services payments .....

R '000

28. Bank charges .....

R '000

29. Security services (including IT security services) .....

R '000

30. Advertising expenditure .....

R '000

31. Railage and transport-out .....

R '000

32. All repairs and maintenance expenditure .....

R '000

33. Depreciation provided for during this financial year .....

**Note**

- Report depreciation or provision for depreciation as recorded in your financial management accounts on buildings, machinery, equipment, office equipment, computers, motor vehicles and other transport equipment

R '000

34. Other expenditure .....

**Include**

- Donations, bursaries and sponsorships
- Motor vehicle running expenditure, including parts and fuel
- Payment to outside organisations for staff training
- Subcontract and commission expenses
- Professional services, e.g. audit services, legal expenses and data processing services
- Regional Service Council levies
- Severance, termination and redundancy payments
- Subscriptions and membership fees

Specify the nature and amount of the two largest items included in 'Other expenditure'

R '000



R '000

35. Total expenditure (Question 18 to Question 34) .....



**Part 6 – Profit or loss, company tax and dividends**

	R '000
36. Net profit or loss before tax (Question 17 minus Question 35) .....	<input type="text"/>
	R '000
37. Company tax paid or provided for during this financial year .....	<input type="text"/>
	R '000
38. Cash dividends paid or provided for .....	<input type="text"/>
	R '000
39. Other dividends (capitalisation issues, scrip dividends or capitalisation shares)...	<input type="text"/>
	R '000
40. Total dividends paid or provided for during this financial year (Question 38 to Question 39) .....	<input type="text"/>

**Part 7 – Assets and liabilities****Note**

- Report the total book value of assets and liabilities as at the end of the financial year

	R '000
41. Current assets .....	<input type="text"/>

**Include**

- Debtors, cash and shares
- Closing stocks

**Exclude**

- Fixed assets and intangible assets (include in Question 42)

	R '000
42. Fixed assets and intangible assets.....	<input type="text"/>

**Note**

- Fixed assets and intangible assets must correspond with Question 46, column (g) 1 to 7

	R '000
43. Total assets (Question 41 to Question 42) .....	<input type="text"/>
	R '000
44. Liabilities (excluding owners' equity or shareholders' funds) .....	<input type="text"/>
	R '000
45. Owners' equity (total book value of shareholders' funds) .....	<input type="text"/>

## Part 8 - Book value of assets and capital expenditure

### 46. Book value of assets and capital expenditure on fixed assets and intangible assets

#### Notes

- The value of land and buildings must be shown separately and should be estimated, if necessary (Exclude own private dwelling or living unit thereof)
- Purchases of land and existing buildings and used plant, machinery and vehicles which were not imported, should be included in column (d)
- The value of used plant, machinery and vehicles imported by your enterprise or on your behalf, should be included in column (c)
- Major improvements, additions or extensions to fixed assets, machinery, transport equipment and structures, which improve their performances and increase their capacity or prolong their expected working lives, count as fixed capital formation and should be included in column (c)
- Intangible fixed assets are non-financial produced fixed assets that mainly consist of mineral exploration, computer software, entertainment, literary or artistic originals intended to be used for more than one year
- Intangible non-produced assets are assets that entitle their owners to engage in certain specific activities or to produce certain specific goods or services and to exclude other institutional units from doing so, except with the permission of the owner, e.g. patented entities or purchased goodwill

Type of asset  (a)	Book value at the beginning of financial year according to balance sheet  (b) R '000	<i>Plus</i> Capital expenditure on the erection of new buildings and works; additions to and alterations of existing buildings and works; work in progress capitalised; new plant and machinery; used plant and machinery if imported by you or on your behalf (whether paid to outside contractors or concerns or done by your enterprise itself) (c) R '000
1 Land .....		
2 Buildings .....		
3 Computers and other IT equipment .....		
4 Transport equipment .....		
5 Plant, machinery and other office equipment .....		
6 Intangible fixed assets		
61 Computer software .....		
62 Other .....		
7 Intangible non-produced assets (goodwill, patented entities, etc)		
<b>Total .....</b>		



**Part 9 - Geographical distribution of the activities of this enterprise**

Number

--

47. How many accommodation establishments does the enterprise have? .....

48. In the table below indicate the distribution of employment, salaries and wages, bonuses, grants, fringe benefits, income and expenditure of this enterprise on a branch level and indicate in which town or city and province each branch is situated

- Notes*
- Show the number of employees as on the last pay period of the reporting period to which this questionnaire relates
  - If exact figures are not available, provide estimates on a percentage basis
  - This part must be completed for all the establishments of your enterprise. If your number of establishments exceeds the space provided, please duplicate these two pages and attach them to the questionnaire

Enterprise (a)	Number of establishments per enterprise (b)	Province (c)	All employees		
			Number of employees (d)	Salaries and wages, bonuses, grants and fringe benefits paid to employees during the reporting period	
				R '000 (e)	or % of total salaries and wages etc (f)

Eg

<i>Hotel</i>	<i>1</i>	<i>GP</i>	<i>8</i>	<i>400</i>	<i>40</i>
<i>Lodge</i>	<i>1</i>	<i>GP</i>	<i>12</i>	<i>600</i>	<i>60</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

**Example**

- Consider, as an example, an enterprise consisting of two establishments, with 20 employees whose total salaries and wages is R1 million
- The total income and expenditure of the enterprise is R3 million and R2,6 million respectively
- The two establishments are a hotel and a lodge in Gauteng respectively
- The hotel has eight employees whose salaries and wages are R400 000
- Exact figures for the income and expenditure according to branch are not available. However, the lodge generated approximately 40% of the total income and was responsible for approximately 42% of the total expenditure
- The information of the two establishments should be completed as shown in the table below

Total income		Total expenditure	
Total income R '000 (g)	or % of total income (h)	Total expenditure R '000 (i)	or % of total expenditure (j)
<b>1200</b>	<b>40</b>	<b>1092</b>	<b>42</b>
<b>1800</b>	<b>60</b>	<b>1508</b>	<b>58</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			