

# PERSONAL SERVICES LARGE SAMPLE SURVEY, 2004

↓ *When contacting Stats SA please quote this number*

99010 EN12334348 4  
 Att: PRO QUINN  
 M C VILJOEN  
 t/a NORTHERN PROVINCE CLEANING  
 P O BOX 911  
 FAUNA PARK  
 0787  
 Stats SA's enquiries: MARIETTE VERWEY (012) 310 8629



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

Statistics South Africa (Stats SA) is a government department, responsible for the collection, processing, analysis and interpretation of official statistics.

## Purpose of the survey

The Personal Services Large Sample Survey is a periodic survey that examines the personal activities within both private and public businesses/organisations in the South African economy. Results of the survey are used to compile estimates of the Gross Domestic Product (GDP) and its components, 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). All results to surveys are anonymous and presented in aggregated format.**

## Due date

Please complete this questionnaire and return it in the business reply service envelope or fax it to Stats SA by **15 DECEMBER 2004**. Stats SA recommend that you retain a copy for you 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 - 8639/8629  
310 - 8914/8627
- Fax number: (012) 310 - 8366/ 4609 / 8297
- Email address [PersonalServicesLSS@statssa.gov.za](mailto:PersonalServicesLSS@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	( )
Email address	
Signature	
Date	

Office use only		
Status	Name	Date
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### *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, please round them off to the nearest thousand rand
- Only the South African-based activities of the enterprise shown on the address label should be included on the questionnaire
- If exact figures are not available, provide careful estimates
- 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
- 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

## Part 1 - General information

### 1. Location of the business or head office (if operating more than one branch or establishment)

Registered/legal name .....	
Trading name .....	
Company registration number .....	
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 .....	
Public corporation .....	
Close corporation .....	
Co-operative society .....	
Government enterprise .....	
Non-profit institution/company/organisation.. ..	
Joint venture .....	
Other (specify) .....	

**3. Period covered by this questionnaire.**

*Note*

- This questionnaire must be completed for the financial year of the enterprise which **ends on any date between 1 July 2003 and 30 June 2004, according to your usual reporting schedule**

*Example*

- 1 October 2002 – 30 September 2003
- 1 January 2003 – 31 December 2003
- 1 February 2003 – 31 March 2004
- 1 March 2003 – 29 February 2004
- 1 April 2003 – 31 May 2004

Indicate the period covered by your financial year.....

From	/ /	To	/ /
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Indicate any changes in this enterprise that have occurred since 1 July 2003, e.g. change of financial year, takeover, merger, new location, expansion or closure.

.....

.....

.....

**4. Indicate the activity from which this enterprise derives its main income. (Mark one block)**

**Educational services** .....

*Include*

- Pre-primary education and activities of after-school centres
- Primary and secondary education
- Special education and training of mentally retarded children
- Education by technical colleges and technical institutions
- Education by technikons
- Education by teacher’s training colleges and colleges of education for further training
- Education by universities
- Education by correspondence and private vocational services – own account teachers, motor vehicle driving schools/tutors and music, dancing and other art schools, etc

**Health and social work** .....

*Include*

- Human health activities such as general hospitals, maternity homes, tuberculosis hospitals, psychiatric hospitals, detached operation theatres
- Medical and dental practice activities such as medical practitioner and specialists activities, dentist and specialist dentist activities
- Other human health services activities such as supplementary health services or paramedical staff (practitioners), clinics and related health care, nursing services, chiropractors and other associated health care services
- Veterinary activities
- Social work activities

**Sewage and refuse disposal, sanitation and similar activities .....**

***Include***

- Metal rolling, waste products of industrial production (breakage of metals), (polymers, paper for recycling, glass)

**Activities of membership organisations.....**

***Include***

- Activities of business, and employers' organisations and activities of professional organisations
- Activities of trade unions
- Activities of other membership organisations such as activities of religious and political organisations and activities of other membership organisation

**Motion picture, radio, television and other entertainment activities.....**

***Include***

- Motion picture and video production and distributions
- Related activities – film and tape renting to other industries, booking, delivery and storage
- Motion picture projection by cinemas e.g. Ster-Kinor, Nu Metro, etc
- Motion picture projection by drive-in cinemas
- Radio and television activities such as dramatic arts, music and other arts activities, e.g. SABC TV, ETV, Radio Metro, Jacaranda, Y-FM, etc

**News agency activities .....**

***Include***

- News activities
- Journalism

**Sporting and other recreational activities .....**

***Include***

- Operation of sports arenas and stadiums etc
- Diving rounds, underwater expeditions, sea cruises, training in a scuba diving, etc
- Sports training, e.g. tennis coaching

**Library, archives, museums and other cultural activities .....**

***Include***

- Library and archives activities
- Museums activities and preservation of historical sites and buildings
- Botanical and zoological gardens and nature reserve activities

Other service activities .....

***Include***

- Washing and dry-cleaning of textiles and fur products
- Hairdressing and other beauty treatment, including men's hairdressing, ladies' hairdressing, men's and ladies' hairdressing and beauty treatment
- Funeral and related activities

## Part 2 – Employment

### 5. Number of employees who received salaries and wages for the last pay period ended on or before 30 June 2004

Gender	Full-time	Part-time	Total
Male			
Female			
Total			

***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 for the agreed upon 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

***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 is not included on the main payroll
- Employees who were absent for part or all of the reference period but received payment through the payroll, and 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***

- Subcontractors and consultants who are self employed (include in Question 60)
- Any employees who were not paid during the reference period
- Employees based in South Africa but paid from abroad

## Part 3 - Income items

R '000

6. **Income from services rendered (report net value after discount given).....**

### *Include*

- Tuition and training fees
- Income from workshops and conferences
- Income from contracts, subcontracts and commission, e.g. for research and other activities
- Administration charges received as an agent
- Income received from health services, e.g.
  - Patients fees
  - Hospitalisation
  - Theatre fees
  - Medicines and drugs
- Accommodation/hostel fees
- Income from consulting services
- Subscription and membership fees
- Sewage and refuse disposal, including household and garden waste removal
- Broadcast services
- Rental and transmission facilities
- Management fees or charges from related and unrelated enterprises
- Income and fees received from repairs services
- Income from all services rendered, such as cleaning, laundering, hairdressing and funeral services

### *Exclude*

- Rent, leasing and hiring income (include in Questions 8, 9 and 10)
- Interest income (include in Question 11)
- Value-added tax (VAT)

R '000

7. **Sales of goods (report net value after discount given) .....**

### *Include*

- Medical consumables and medicines
- Income from parts and materials charged in repair
- Resale of goods purchased and sale of own produce
- Food and beverages
- Export sales
- For long-term contracts include progress payments billed
- Customers not invoiced with separate delivery and/or installation charges
- Railage and transport-out
- Export freight charges
- Sales of tickets, e.g. Lotto, Lotto plus and scratch cards and movie tickets
- Income from the sale of such item as funeral caskets, beauty or barber supplies and cleaning supplies

### *Exclude*

- Rent, leasing and hiring income (include these items in Questions 8, 9 or 10)
- Net profit or loss on sales of fixed assets (include in Questions 16 or 67)
- Interest income (include in Question 11)
- Value-added tax (VAT)

R '000

8. **Income from rental and leasing of land, building and other structures**.....**Include**

- Rental from residential and non-residential buildings and equipment
- Shops operating in hospital premises, doctor's rooms, parking and theatre

R '000

9. **Income from operational leasing and hiring of plant, machinery and equipment**.....**Include**

- Income from renting and/or leasing of cleaning and sports equipment, linen and uniforms

**Exclude**

- Payments received under hire purchase arrangements

R '000

10. **Income from operational leasing and hiring of motor vehicles and other transport equipment**.....**Exclude**

- Payments received under hire purchase arrangements

R '000

11. **Interest received** .....**Include**

- Interest from hire purchase arrangements and loans and advances made to related and unrelated enterprises
- Interest on finance leases
- Earnings on discounted bills
- Interest from deposits in banks and non-bank financial institutions
- Interest on decentralisation benefits
- Interest from investments

**Exclude**

- Capital repayments received

R '000

12. **Dividends received**.....

R '000

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

- Payments received under licensing arrangements

R '000

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

R '000

15. Profit from foreign loans as a result of variations in foreign exchange rates or transaction .....

R '000

16. Profit from redemption, liquidation or revaluation of liabilities, at a value lower than the book value, if credited.....

R '000

17. Profit from the sale or realisation for cash or revaluation of liabilities, at a value lower than the book value, if credited .....

**Include**

- Income on non-current investment (increase in students and staff loans)
- Income from the sale or realisation for cash or revaluation of assets at a value higher than book value, if credited
- Income from the redemption, liquidation or revaluation of liabilities, at a value lower than book value, if credited, e.g. foreign exchange profits
- Income from foreign loans as a result of variations in foreign exchange rates/transactions
- Income from share trading
  - Share capital and premiums e.g. ordinary shares, share trust, treasury trust etc
- Income from disposal of assets, operations and trading stocks e.g. resale of ethical/surgical medication and consumables from pharmacists
- Income from disposal of property, plant and equipment

R '000

18. Other income .....

**Include**

- Sundry income
- Bad debts recovered
- Grants and donations

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

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R '000
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R '000

19. Total income (Question 6 to Question 18).....



## Part 4 – Inventories

### Opening values

20. Raw materials or materials for processing, packaging materials, fuel and consumable and maintenance stores, e.g. spares .....	R '000 <input type="text"/>
21. Work in progress (partially completed) .....	R '000 <input type="text"/>
22. Finished goods produced by this enterprise.....	R '000 <input type="text"/>
23. Finished goods not produced by this enterprise but purchased for resale.....	R '000 <input type="text"/>
24. Total opening values (Question 20 to Question 23) .....	R '000 <input type="text"/>

### Closing values

25. Raw materials or materials for processing, packaging materials, fuel and consumable and maintenance stores, e.g. spares .....	R '000 <input type="text"/>
26. Work in progress (partially completed) .....	R '000 <input type="text"/>
27. Finished goods produced by this enterprise.....	R '000 <input type="text"/>
28. Finished goods not produced by this enterprise but purchased for resale.....	R '000 <input type="text"/>
29. Total closing values (Question 25 to Question 28) .....	R '000 <input type="text"/>

## Part 5 - Expenditure items

### 30. Purchases

#### *Exclude*

- Subcontract and commission expenses (include in Question 59)
- Capitalised purchases of materials for capital work done by own employees

R'000

Materials, components, equipments and consumables .....

#### *Include*

- Medical consumables, e.g. bandages, disinfectants, injections and gauze
- Raw materials, components, etc. used in production or operation, including consumables
- Purchases of goods and materials used for repairs, hairdressing and laundry

R '000

Factored goods, intermediate products and partially completed goods from related enterprises, e.g. food and beverages .....

R'000

Fees and allowances .....

#### *Include*

- Fees and allowance to visiting doctors, e.g. physicians
- Speakers and lectures fees or charges for service rendered

R '000

Prizes, national lottery and retailers' commission .....

R '000

Other goods .....

R '000

Other services .....

R'000

**Total purchases** .....

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

**Definition**

- Gross earnings 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
- 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
- Value of any salary sacrificed
- Bonuses
- Payments that were made during the reference period but relate to other pay periods for which no previous provision was made, 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 (include in Question 59)
- Payments paid from abroad to employers or employees based in South Africa
- Severance, termination and redundancy payments (include in Question 32)
- Reimbursement of expenses, e.g. travel, entertainment, meals and other expenses (include in Question 47 and/or 49)
- The imputed value of fringe benefits.
- Tax on fringe benefits
- Entrepreneurial-income for labour input of self employed

R '000

32. Severance, termination and redundancy payments paid.....

**Include**

- Payments of accumulated leave made to employees who finished work during the reference period
- Redundancy payments intended to compensate employees for loss of employment

R'000

33. Advertising expenditure .....

**Include**

- Marketing costs and expenditure on sales promotions

R'000

34. Bank charges other than interest .....

R '000

35. Bursaries and loans to students.....

**Include**

- Bursaries and loans awarded from own funds

**Exclude**

- Bursaries and loans and funds awarded to internal staff (include in question 61)

R '000

36. Bad debts written off.....

R '000

37. Containers and packaging materials .....

R '000

38. Cleaning services .....

R'000

39. 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
- Finance charges on long-term agreement
- Bank overdrafts and acceptances

**Exclude**

- Other bank charges (include in Question 34)
- Capital repayments

R '000

40. Insurance premiums paid .....

R '000

41. Motor vehicle running expenditure, including parts and fuel .....

R '000

42. Paper expenditure .....

R '000

43. Printing expenditure .....

R '000

44. Stationery expenditure.....

R '000

45. Postal, mail and courier .....

R '000

46. Telecommunication services, e.g. telephone, facsimile and internet charges.....

R '000

47. Travelling expenditure.....

R '000

48. Accommodation expenditure .....

R '000

49. Entertainment expenditure .....

R '000

50. Rental of land, building and other structures.....

R '000

51. Municipal payments for services, e.g. water and electricity  
(excluding property taxes) .....

R '000

52. Property taxes paid .....

R '000

53. Regional services council levies .....

R '000

54. Railage and transport out.....

R '000

55. Repairs and maintenance expenditure .....

R '000

56. Royalties, franchise fees, copyright, trade names and trade and patent right paid.....

R '000

57. Operational leasing and hiring of plant, machinery, equipment and vehicles .....

R '000

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

R '000

59. Payment to subcontractors .....

R '000

60. Skills development levy .....

R'000

61. Staff training.....

***Include***

- Payment of outside organisations for staff training
- Staff bursaries and sponsors

R'000

62. Staff amenities .....

***Include***

- Canteens, crèches, gym

R'000

63. Subscription to magazines, newspapers and journals.....

R '000

64. Accounting, management and consultation fees, e.g. auditors fees .....

R '000

65. 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

66. Losses on assets or investments sold or devalued  
(not related to normal trade activities).....

**Include**

- Foreign exchange losses
- Losses from the sale or realisation for cash or revaluation of assets or investments at a value lower than book value, if debited, and stock losses
- Provision for bad debts and discount allowed
- Assets written off
- Losses on share trading
- Loss on disposal of property, plant and equipment

R '000

67. Losses from the redemption, liquidation or revaluation of liabilities at a value higher than book value, if debited, e.g. foreign exchange.....

R '000

68. Other expenditure .....

**Include**

- Donations
- Commission expenses
- Expenses relating to library acquisitions written off
- Professional services, e.g. legal expenses and data processing services
- Permits and licences paid
- Agency fees, e.g. appointments of casual workers
- Catering and laundry
- Refuse disposal

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

R '000

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R '000

69. Total expenditure (Question 30 to Question 68).....

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

<b>70. Net profit or loss before tax</b> (Question 19 minus Question 24 plus Question 29 minus Question 69) .....	R '000 <input type="text"/>
<b>71. Company tax paid or provided for during this financial year</b> .....	R '000 <input type="text"/>
<b>72. Cash dividends paid or provided for</b> .....	R '000 <input type="text"/>
<b>73. Other dividends (capitalisation issues, scrip dividends or capitalisation shares</b> .....	R '000 <input type="text"/>
<b>74. Total dividends paid or provided for during this financial year</b> (Question 72 plus Question 73) .....	R '000 <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

75. **Current assets and investments**.....

### Include

- Debtors, cash, bank balances and other financial assets
- Programs and film rights, e.g. foreign and local programming
- Trade, prepayments and other receivables
- Sports events right
- Cash equivalent
- Closing stock

### Exclude

- Fixed assets and intangible assets (include in Question 76)

R '000

76. **Fixed assets and intangible assets** .....

### Note

- Fixed assets and intangible assets must correspond with Question 81 column, (g) 1 to 9

R'000

77. **Total assets (Question 75 to Question 76)** .....

R '000

78. **Current liabilities** .....

### Include

- Trade and other payables, e.g. local payables and accruals, foreign payables, etc
- Bank overdraft
- Current portion of interest, e.g. bearing borrowings, short-term borrowings

R '000

79. **Long-term liabilities (excluding owners' equity or shareholders' funds)** .....

### Include

- Long term loans

R '000

80. **Owners' equity (total book value shareholders' funds)**.....

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

### 81. 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 consists 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

<p style="text-align: center;">Type of asset</p> <p style="text-align: center;">(a)</p>	<p style="text-align: center;">Book value at the beginning of financial year according to balance sheet</p> <p style="text-align: center;">(b) R '000</p>	<p style="text-align: center;"><i>Plus</i></p> <p style="text-align: center;">Capital expenditure on the erection of <b>new</b> buildings and works; additions to and alterations of existing buildings and works; work in progress capitalised; <b>new</b> 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)</p> <p style="text-align: center;">(c) R '000</p>
1. Land .....		
2. Residential buildings .....		
3. Non-residential buildings .....		
4. Computers and other IT equipment .....		
5. Motor vehicles and other transport equipment .....		
6. Medical instruments, furniture, and other instruments .....		
7. Plant, machine and other office equipment .....		
8. Intangible fixed assets		
8.1 Computer software .....		
8.2 Other .....		
9. Intangible non-produced assets (goodwill, patented entities, etc.).....		
<b>Total</b> .....		



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

Number

82. How many branches does the enterprise have? .....

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83. 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 branches of your enterprise. If your number of branches exceeds the space provided, please duplicate this page and attach it to the questionnaire.

	Town or City	Province	Number of branches per town or city	Salaries, wages and employee benefits  R'000	Number of employees  (Number)	Total Income  R'000 or %	Total Expenditure  R'000 or %
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
e.g.	<i>George</i>	<i>WC</i>	<i>1</i>	<i>500</i>	<i>6</i>	<i>1580</i>	<i>980</i>
	<i>Pretoria</i>	<i>GP</i>	<i>1</i>	<i>800</i>	<i>15</i>	<i>1900</i>	<i>1200</i>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							