

Section 11 -- Non-farm Household Enterprise

RESPONDENT: *Head or Spouse, person who knows about business, employees, assets*

Part A: Basic Information

Part B: Information about Employees

- i. Info for all enterprises
- ii. Four Important Employees
- iii. Enterprise operating in past 1 month
- iv. Enterprise in a typical month

Part C: Accounting – General Enterprise

Part D: Accounting – Trade/Wholesale Enterprise

Part E: Accounting – Food Enterprise

Part F: Accounting – SERVICES

Part A: Basic Information

0. Point of verification: In the last year, has any member of this household (7 years and older) been involved in any non-farm employment, where the household member is not someone else's employee? 1. Yes 2. No >>next section 1.	
1. How many businesses are owned by members in this household? 1. number	1. no. _____

Enumerator: please ask these questions to the person who is responsible, or most knowledgeable, about each enterprise.

	Enterprise 1	Enterprise 2	Enterprise 3
2. What is the name of the enterprise?	Name: _____	Name: _____	Name: _____
3. Please list the name(s) of the person(s) who own(s) the enterprise and their household ID number	Name1: _____ ID: _____ Name2: _____ ID: _____	Name1: _____ ID: _____ Name2: _____ ID: _____	Name1: _____ ID: _____ Name2: _____ ID: _____
4. Please list the name of the person who is responsible (if this person is different from the one who owns it) for the enterprise and his/her household ID number (Code 99 if outside the household)	Name: _____ ID: _____	Name: _____ ID: _____	Name: _____ ID: _____
5. ID of household member interviewed	Name: _____ ID: _____	Name: _____ ID: _____	Name: _____ ID: _____
6. What is the main principal activity of this enterprise?			

	Enterprise 1	Enterprise 2	Enterprise 3
7. In which industry does it belong to? (See codebook for ISIC code and write 4 digits)			
8. What is the secondary activity of this enterprise?			
9. In which industry does it belong to? (See codebook for ISIC code and write 4 digits)			
10. How many years, altogether, has this business been in operation? 1. years 2. months	_____y _____m	_____y _____m	_____y _____m

	Enterprise 1			Enterprise 2			Enterprise 3		
11. Please circle the months that this business operated in during the last 12 months: (circle all that apply)	Jan	Feb	March	Jan	Feb	March	Jan	Feb	March
	April	May	June	April	May	June	April	May	June
	July	Aug	Sept	July	Aug	Sept	July	Aug	Sept
	Oct	Nov	Dec	Oct	Nov	Dec	Oct	Nov	Dec
12. Does the income from this enterprise belong entirely to the household? 1. Yes >>15 2. No	1. Yes 2. No			1. Yes 2. No			1. Yes 2. No		
13. What percent of the income from this enterprise belongs to the household? 1. percent	1. _____%			1. _____%			1. _____%		
14. What is your relationship with the main partner outside the household. 1. Relative in village 2. Relative outside the community 3. Non-Relative in community 4. Non-Relative outside community	1 2 3 4			1 2 3 4			1 2 3 4		
15. Is this enterprise registered with any government agency? 1. Registrar General's Department – RG 2. Department of cooperatives – DC 3. District Assembly – DA 4. Other, Specify -- OT 5. No – NO	1. RG 2. DC 3. DA 4. OT _____ 5. NO			1. RG 2. DC 3. DA 4. OT _____ 5. NO			1. RG 2. DC 3. DA 4. OT _____ 5. NO		
16. What was the most serious difficulty in establishing this enterprise? 1. No difficulty – NO 2. Capital / credit – CC 3. Technical know how – TC 4. Government Regulation – GR 5. Other, specify – OT	1. NO 2. CC 3. TC 4. GR 5. OT _____			1. NO 2. CC 3. TC 4. GR 5. OT _____			1. NO 2. CC 3. TC 4. GR 5. OT _____		

	Enterprise 1	Enterprise 2	Enterprise 3
17. What was the main source of capital in setting up this enterprise? 1. Household savings – HS 2. Bank – BA 3. Remittances from abroad – RA 4. Proceeds from family farms – FF 5. Proceeds from family non-farm enterprise – NF 6. Income from family propert(ies) -- IP 7. NGO support – NG 8. District assembly / town development support – DA 9. Church assistance – CA 10. Money lenders – ML 11. Relatives/ Friends – RF 12. Other partners – OP 13. No capital required -- NC 14. Other, specify -- OT	1. HS 2. BA 3. RA 4. FF 5. NF 6. IP 7. NG 8. DA 9. CA 10. ML 11. RF 12. OP 13. NC 14. OT _____	1. HS 2. BA 3. RA 4. FF 5. NF 6. IP 7. NG 8. DA 9. CA 10. ML 11. RF 12. OP 13. NC 14. OT _____	1. HS 2. BA 3. RA 4. FF 5. NF 6. IP 7. NG 8. DA 9. CA 10. ML 11. RF 12. OP 13. NC 14. OT _____
18. What was the nature of this capital? 1. Loan – LO 2. Gift – GI 3. Self- financed – SF 4. Not Applicable -NA	1. LO 2. GI 3. SF 4. NA	1. LO 2. GI 3. SF 4. NA	1. LO 2. GI 3. SF 4. NA

	Enterprise 1	Enterprise 2	Enterprise 3
19. During the last 12 months has this enterprise tried to get credit from any source? 1. Yes, Successfully – YS 2. Yes, Unsuccessfully – YU>>23 3. No – NO >>23	1. YS 2. YU 3. NO	1. YS 2. YU 3. NO	1. YS 2. YU 3. NO
20. During the last 12 months where has this enterprise tried to get credit? <i>(circle all that apply)</i> 1. Bank – BA 2. Other financial agencies – OA 3. Cooperative – CO 4. Money lender – ML 5. Relative/ friend – RF 6. Proceeds from other enterprise – OE 7. Government Agency – GA 8. NGO – NG 9. Community Epicenter – CE 10. Other, specify – OT	1. BA 2. OA 3. CO 4. ML 5. RF 6. OE 7. GA 8. NG 9. CE 10. OT _____	1. BA 2. OA 3. CO 4. ML 5. RF 6. OE 7. GA 8. NG 9. CE 10. OT _____	1. BA 2. OA 3. CO 4. ML 5. RF 6. OE 7. GA 8. NG 9. CE 10. OT _____
21. During the last 12 months, how much, in total has this enterprise borrowed? 1. GH cedis and pesawas	_____ c _____ p	_____ c _____ p	_____ c _____ p
22. How much of the total loans contracted / borrowed during the last 12months has this enterprise repaid? 1. GH cedis and pesawas	_____ c _____ p	_____ c _____ p	_____ c _____ p

23. In the month of (.....) are your sales (H)High (A)Average (L)Low/below average (N) None

	Enterprise 1				Enterprise 2				Enterprise 3			
1. January	H	A	L	N	H	A	L	N	H	A	L	N
2. February	H	A	L	N	H	A	L	N	H	A	L	N
3. March	H	A	L	N	H	A	L	N	H	A	L	N
4. April	H	A	L	N	H	A	L	N	H	A	L	N
5. May	H	A	L	N	H	A	L	N	H	A	L	N
6. June	H	A	L	N	H	A	L	N	H	A	L	N
7. July	H	A	L	N	H	A	L	N	H	A	L	N
8. August	H	A	L	N	H	A	L	N	H	A	L	N
9. September	H	A	L	N	H	A	L	N	H	A	L	N
10. October	H	A	L	N	H	A	L	N	H	A	L	N
11. November	H	A	L	N	H	A	L	N	H	A	L	N
12. December	H	A	L	N	H	A	L	N	H	A	L	N

	Enterprise 1	Enterprise 2	Enterprise 3
24. What is the average level of sales in a HIGH month for this enterprise? 1. GH cedis and pesewas	_____ c _____ p	_____ c _____ p	_____ c _____ p
25. What is the average level of sales in an AVERAGE month for this enterprise? 1. GH cedis and pesewas	_____ c _____ p	_____ c _____ p	_____ c _____ p
26. What is the average level of sales in a LOW month for this enterprise? 1. GH cedis and pesewas	_____ c _____ p	_____ c _____ p	_____ c _____ p
27. What is the average level of costs in a HIGH month for this enterprise? 1. GH cedis and pesewas	_____ c _____ p	_____ c _____ p	_____ c _____ p
28. What is the average level of costs in a AVERAGE month for this enterprise? 1. GH cedis and pesewas	_____ c _____ p	_____ c _____ p	_____ c _____ p

	Enterprise 1	Enterprise 2	Enterprise 3
29. What is the average level of costs in a LOW month for this enterprise? 1. GH cedis and pesewas	_____c _____p	_____c _____p	_____c _____p

PUT ALL LIKE-ASSETS ENBLOCK AND VALUE THEM

	Enterprise 1	Enterprise 2	Enterprise 3
30. Does this enterprise own land and buildings? 1. Yes 2. No >>31	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No
a. What is the value of (...) if you were to sell it today:	_____c _____p	_____c _____p	_____c _____p
b. Expense toward purchase of (...) last 12 months:	_____c _____p	_____c _____p	_____c _____p
c. Expense on repair of (...) last 12 months:	_____c _____p	_____c _____p	_____c _____p
d. Receipts from sale of (...) last 12 months	_____c _____p	_____c _____p	_____c _____p
e. Receipts from renting (...) last 12 months:	_____c _____p	_____c _____p	_____c _____p
f. Household share of (...) : 1. percent	_____ %	_____ %	_____ %
31. Does this enterprise own transport equipment? 1. Yes 2. No >>32	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No
a. What is the value of (...) if you were to sell it today:	_____c _____p	_____c _____p	_____c _____p
b. Expense toward purchase of (...) last 12 months:	_____c _____p	_____c _____p	_____c _____p
c. Expense on repair of (...) last 12 months:	_____c _____p	_____c _____p	_____c _____p
d. Receipts from sale of (...) last 12 months	_____c _____p	_____c _____p	_____c _____p
e. Receipts from renting (...) last 12 months:	_____c _____p	_____c _____p	_____c _____p
f. Household share of (...) : 1. percent	_____ %	_____ %	_____ %
32. Does this enterprise own machinery or	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No

	Enterprise 1	Enterprise 2	Enterprise 3
equipment? 1. Yes 2. No >>33			
a. What is the value of (...) if you were to sell it today:	_____ c _____ p	_____ c _____ p	_____ c _____ p
b. Expense toward purchase of (...) last 12 months:	_____ c _____ p	_____ c _____ p	_____ c _____ p
c. Expense on repair of (...) last 12 months:	_____ c _____ p	_____ c _____ p	_____ c _____ p
d. Receipts from sale of (...) last 12 months	_____ c _____ p	_____ c _____ p	_____ c _____ p
e. Receipts from renting (...) last 12 months:	_____ c _____ p	_____ c _____ p	_____ c _____ p
f. Household share of (...) : 1. percent	_____ %	_____ %	_____ %
33. Does this enterprise own other assets? 1. Yes 2. No >>Next Section	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No
Other Asset 1	1. _____	1. _____	1. _____
a. What is the value of (...) if you were to sell it today:	_____ c _____ p	_____ c _____ p	_____ c _____ p
b. Expense toward purchase of (...) last 12 months:	_____ c _____ p	_____ c _____ p	_____ c _____ p
c. Expense on repair of (...) last 12 months:	_____ c _____ p	_____ c _____ p	_____ c _____ p
d. Receipts from sale of (...) last 12 months	_____ c _____ p	_____ c _____ p	_____ c _____ p
e. Receipts from renting (...) last 12 months:	_____ c _____ p	_____ c _____ p	_____ c _____ p
f. Household share of (...) : 1. percent	_____ %	_____ %	_____ %
Other Asset 2	1. _____	1. _____	1. _____
a. What is the value of (...) if you were to sell it today:	_____ c _____ p	_____ c _____ p	_____ c _____ p
b. Expense toward purchase of (...) last 12 months:	_____ c _____ p	_____ c _____ p	_____ c _____ p
c. Expense on repair of (...) last 12 months:	_____ c _____ p	_____ c _____ p	_____ c _____ p
d. Receipts from sale of (...) last 12 months	_____ c _____ p	_____ c _____ p	_____ c _____ p
e. Receipts from renting (...) last 12 months:	_____ c _____ p	_____ c _____ p	_____ c _____ p
f. Household share of (...) : 1. percent	_____ %	_____ %	_____ %

	Enterprise 1	Enterprise 2	Enterprise 3
Other Asset 3	1. _____	1. _____	1. _____
a. What is the value of (...) if you were to sell it today:	_____c _____p	_____c _____p	_____c _____p
b. Expense toward purchase of (...) last 12 months:	_____c _____p	_____c _____p	_____c _____p
c. Expense on repair of (...) last 12 months:	_____c _____p	_____c _____p	_____c _____p
d. Receipts from sale of (...) last 12 months	_____c _____p	_____c _____p	_____c _____p
e. Receipts from renting (...) last 12 months:	_____c _____p	_____c _____p	_____c _____p
f. Household share of (...): 1. percent	_____ %	_____ %	_____ %

Section 11
: Non-Farm Enterprise

Part B: Information about Employees

Part B: Information about Employees

i. information for all enterprises: Please fill out for one enterprise at a time

	Enterprise 1	Enterprise 2	Enterprise 3
1. How many people are currently working at this enterprise? Include HH members, apprentices, hired labor, AND the person responsible for the enterprise. 1. male _____ 2. female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____
2. How many of these workers are paid? 1. Male _____ 2. Female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____
3. During the last 12 months, how many people have usually worked in this enterprise? Include HH members, apprentices, hired labor, AND the person responsible for the enterprise. 1. male _____ 2. female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____
4. How many of those who “usually worked” are employed FULL TIME? 1. full time male _____ 2. full time female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____
5. How many of those who “usually worked” are CASUAL LABOR? 1. casual labor male _____ 2. casual labor female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____
6. How many of those who “usually worked” are APPRENTICES? 1. apprentices male _____ 2. apprentices female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____
7. How many of those who “usually worked” SKILLED? 1. skilled male _____ 2. skilled female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____
8. How many of those who “usually worked” have formal wage contracts? 1. formal wage male _____ 2. formal wage female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____
9. How many of those who “usually worked” receive paid or sick leave? 1. benefits male _____ 2. benefits female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____	1. no. male _____ 2. no. female _____

Section 11

: Non-Farm Enterprise

Part B: Information about Employees

ii. Now we want to ask about the four most important people who work in each enterprise

	Enterprise 1				Enterprise 2				Enterprise 3			
	a. Worker 1	b. Worker 2	c. Worker 3	d. Worker 4	a. Worker 1	b. Worker 2	c. Worker 3	d. Worker 4	a. Worker 1	b. Worker 2	c. Worker 3	d. Worker 4
10. Report the Name and HH ID of up to four people working the most time in this enterprise, including the person responsible for this enterprise 1. Name & 2. HH ID	1.Name 2. _____ ID	1.Name 2. _____ ID	1.Name 2. _____ ID	1.Name 2. _____ ID	1.Name 2. _____ ID	1.Name 2. _____ ID	1.Name 2. _____ ID	1.Name 2. _____ ID	1.Name 2. _____ ID	1.Name 2. _____ ID	1.Name 2. _____ ID	1.Name 2. _____ ID
11. What is this person's relationship with the owner of the enterprise? 1. Self -SE 2. Spouse -SP 3. Child -CH 4. Grandchild -GC 5. Parent/parent-in-law -PI 6. Son/daughter-in-law -SD 7. Other relative -OR 8. Adopted/ foster/stepchild -AC 9. Apprentice -AP 10. Non-relative -NR	1.SE 2. SP 3. CH 4. GC 5. PI 6. SD 7. OR 8. AC 9. AP 10. NR	1.SE 2. SP 3. CH 4. GC 5. PI 6. SD 7. OR 8. AC 9. AP 10. NR	1.SE 2. SP 3. CH 4. GC 5. PI 6. SD 7. OR 8. AC 9. AP 10. NR	1.SE 2. SP 3. CH 4. GC 5. PI 6. SD 7. OR 8. AC 9. AP 10. NR	1.SE 2. SP 3. CH 4. GC 5. PI 6. SD 7. OR 8. AC 9. AP 10. NR	1.SE 2. SP 3. CH 4. GC 5. PI 6. SD 7. OR 8. AC 9. AP 10. NR	1.SE 2. SP 3. CH 4. GC 5. PI 6. SD 7. OR 8. AC 9. AP 10. NR	1.SE 2. SP 3. CH 4. GC 5. PI 6. SD 7. OR 8. AC 9. AP 10. NR	1.SE 2. SP 3. CH 4. GC 5. PI 6. SD 7. OR 8. AC 9. AP 10. NR	1.SE 2. SP 3. CH 4. GC 5. PI 6. SD 7. OR 8. AC 9. AP 10. NR	1.SE 2. SP 3. CH 4. GC 5. PI 6. SD 7. OR 8. AC 9. AP 10. NR	1.SE 2. SP 3. CH 4. GC 5. PI 6. SD 7. OR 8. AC 9. AP 10. NR
12. How many days did (...) work in this business in the past two weeks 1. days in two weeks	1. _____ days/2wk	1. _____ days/2wk	1. _____ days/2wk	1. _____ days/2wk	1. _____ days/2wk	1. _____ days/2wk	1. _____ days/2wk	1. _____ days/2wk	1. _____ days/2wk	1. _____ days/2wk	1. _____ days/2wk	1. _____ days/2wk
13. Average number of hours that (...) worked during these days? 1. hours per day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day
14. In a typical month, how many days does (...) work on this business? 1. days per month	1. _____ days/month	1. _____ days/month	1. _____ days/month	1. _____ days/month	1. _____ days/month	1. _____ days/month	1. _____ days/month	1. _____ days/month	1. _____ days/month	1. _____ days/month	1. _____ days/month	1. _____ days/month
15. Average number of hours that (...) worked per day in a typical month? 1. hours per day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day	1. _____ hrs/day

Section 11

: Non-Farm Enterprise

Part B: Information about Employees

iii. Now we're going to ask some specific questions about enterprises that were operating at any time during the last 1 month

	Enterprise 1	Enterprise 2	Enterprise 3
16. Was this enterprise operating during the last 1 month? 1. Yes 2. No >> PART B iv	1. Yes 2. No >> PART B iv	1. Yes 2. No >> PART B iv	1. Yes 2. No >> PART B iv
17. How much was paid to people in the following categories who worked over the last month?			
a.) working proprietors 1. male: GH cedis and pesewas 2. female: GH cedis and pesewas	1. male _____ c _____ p 2. female _____ c _____ p	1. male _____ c _____ p 2. female _____ c _____ p	1. male _____ c _____ p 2. female _____ c _____ p
b.) household employees 1. male: GH cedis and pesewas 2. female: GH cedis and pesewas	1. male _____ c _____ p 2. female _____ c _____ p	1. male _____ c _____ p 2. female _____ c _____ p	1. male _____ c _____ p 2. female _____ c _____ p
c.) full-time non-household employees 1. male: GH cedis and pesewas 2. female: GH cedis and pesewas	1. male _____ c _____ p 2. female _____ c _____ p	1. male _____ c _____ p 2. female _____ c _____ p	1. male _____ c _____ p 2. female _____ c _____ p
d.) casual non-household employees 1. male: GH cedis and pesewas 2. female: GH cedis and pesewas	1. male _____ c _____ p 2. female _____ c _____ p	1. male _____ c _____ p 2. female _____ c _____ p	1. male _____ c _____ p 2. female _____ c _____ p
e.) apprentices 1. male: GH cedis and pesewas 2. female: GH cedis and pesewas	1. male _____ c _____ p 2. female _____ c _____ p	1. male _____ c _____ p 2. female _____ c _____ p	1. male _____ c _____ p 2. female _____ c _____ p
18. How many person-days were worked during the last month by each of the following types of worker?			
a.) working proprietors 1. male: days for the month 2. female: days for the month	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
b.) household employees 1. male: days for the month 2. female: days for the month	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____

Section 11

: Non-Farm Enterprise

Part B: Information about Employees

	Enterprise 1	Enterprise 2	Enterprise 3
c.) full-time non-household employees 1. male: days for the month 2. female: days for the month	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
d.) casual non-household employees 1. male: days for the month 2. female: days for the month	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
e.) apprentices 1. male: days for the month 2. female: days for the month	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
19. On average, how many hours per day were worked during the last month by each of the following types of worker?			
a.) working proprietors 1. male: hours per day on average 2. female: hours per day on average	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
b.) household employees 1. male: hours per day on average 2. female: hours per day on average	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
c.) full-time non-household employees 1. male: hours per day on average 2. female: hours per day on average	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
d.) casual non-household employees 1. male: hours per day on average 2. female: hours per day on average	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
e.) apprentices 1. male: hours per day on average 2. female: hours per day on average	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
20. Over the last month, has employment been higher, lower, or the same as in a typical month? 1. Higher >> PART B iv. 2. Lower >> PART B iv. 3. Same >> PART C	1. Higher >> PART B iv. 2. Lower >> PART B iv. 3. Same >> PART C	1. Higher >> PART B iv. 2. Lower >> PART B iv. 3. Same >> PART C	1. Higher >> PART B iv. 2. Lower >> PART B iv. 3. Same >> PART C

Section 11

: Non-Farm Enterprise

Part B: Information about Employees

iv. In a typical month when this business is operating

	Enterprise 1	Enterprise 2	Enterprise 3
21. In a typical month when the business is operating, how much is paid to workers in the following categories?			
a.) working proprietors 1. male: cedis and pesewas 2. femal: cedis and pesewas	1.male _____ c _____ p 2.female _____ c _____ p	1.male _____ c _____ p 2.female _____ c _____ p	1.male _____ c _____ p 2.female _____ c _____ p
b.) household employees 1. male: cedis and pesewas 2. femal: cedis and pesewas	1.male _____ c _____ p 2.female _____ c _____ p	1.male _____ c _____ p 2.female _____ c _____ p	1.male _____ c _____ p 2.female _____ c _____ p
c.) full-time non-household employees 1. male: cedis and pesewas 2. femal: cedis and pesewas	1.male _____ c _____ p 2.female _____ c _____ p	1.male _____ c _____ p 2.female _____ c _____ p	1.male _____ c _____ p 2.female _____ c _____ p
d.) casual non-household employees 1. male: cedis and pesewas 2. femal: cedis and pesewas	1.male _____ c _____ p 2.female _____ c _____ p	1.male _____ c _____ p 2.female _____ c _____ p	1.male _____ c _____ p 2.female _____ c _____ p
e.) apprentices 1. male: cedis and pesewas 2. femal: cedis and pesewas	1.male _____ c _____ p 2.female _____ c _____ p	1.male _____ c _____ p 2.female _____ c _____ p	1.male _____ c _____ p 2.female _____ c _____ p
22. In a typical month when the business is operating, how many person-days were worked by each of the following types of worker?			
a.) working proprietors 1. male: days per month on average 2. female: days per month on average	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
b.) household employees 1. male: days per month on average 2. female: days per month on average	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
c.) full-time non-household employees 1. male: days per month on average	1. male days _____	1. male days _____	1. male days _____

Section 11

: Non-Farm Enterprise

Part B: Information about Employees

	Enterprise 1	Enterprise 2	Enterprise 3
2. female: days per month on average	2. fem days _____	2. fem days _____	2. fem days _____
d.) casual non-household employees 1. male: days per month on average 2. female: days per month on average	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
e.) apprentices 1. male: days per month on average 2. female: days per month on average	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
23. In a typical month when the business is operating, how many hours per day were worked by each of the following types of worker?			
a.) working proprietors 1. male: hours per day on average 2. female: hours per day on average	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
b.) household employees 1. male: hours per day on average 2. female: hours per day on average	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
c.) full-time non-household employees 1. male: hours per day on average 2. female: hours per day on average	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
d.) casual non-household employees 1. male: hours per day on average 2. female: hours per day on average	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
e.) apprentices 1. male: hours per day on average 2. female: hours per day on average	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____	1. male days _____ 2. fem days _____
	>> PART C	>> PART C	>> PART C

Please note, if:

General/Manufacturing Enterprise>> Part C

Trade/Wholesale Enterprise>> Part D

Food Enterprise >> Part E

Service Enterprises >> Part F

Part C: Accounting – General Enterprise

FOR EACH ENTERPRISE ANSWER THE QUESTION IN RELATION TO THE LAST 12MONTHS

Code for unit. 1.Daily 2.Weekly 3.Fortnightly 4.Monthly 5.Quarterly 6.Semi-annually 7.Yearly 8.None

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
1. Raw Materials: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c. _____ p amt/time	_____ c. _____ p amt/time	_____ c. _____ p amt/time
2. Taxes: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c. _____ p amt/time	_____ c. _____ p amt/time	_____ c. _____ p amt/time
3. Bank Fees: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c. _____ p amt/time	_____ c. _____ p amt/time	_____ c. _____ p amt/time
4. Rent on Assets/land and buildings: a.) how often do you spend money on this item (See code above)	a. _____ unit	a. _____ unit	a. _____ unit

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
b.) how many times did you pay (...) during this period c.) amount paid per time	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c. _____ p amt/time	_____ c. _____ p amt/time	_____ c. _____ p amt/time
5. Electricity: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c. _____ p amt/time	_____ c. _____ p amt/time	_____ c. _____ p amt/time
6. Water: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c. _____ p amt/time	_____ c. _____ p amt/time	_____ c. _____ p amt/time
7. Treatment/disposal of waste products: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c. _____ p amt/time	_____ c. _____ p amt/time	_____ c. _____ p amt/time
8. Telephone: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c. _____ p amt/time	_____ c. _____ p amt/time	_____ c. _____ p amt/time

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
9. Articles for Resale: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c. _____ p amt/time	_____ c. _____ p amt/time	_____ c. _____ p amt/time
10. Traveling and Transport: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c. _____ p amt/time	_____ c. _____ p amt/time	_____ c. _____ p amt/time
11. Accident Claims: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c. _____ p amt/time	_____ c. _____ p amt/time	_____ c. _____ p amt/time
12. Fuel and Lubricants: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c. _____ p amt/time	_____ c. _____ p amt/time	_____ c. _____ p amt/time
13. Spare Parts: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
	_____ c _____ p amt/time	_____ c _____ p amt/time	_____ c _____ p amt/time
14. Advertising/Computer services: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c _____ p amt/time	_____ c _____ p amt/time	_____ c _____ p amt/time
15. Training: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c _____ p amt/time	_____ c _____ p amt/time	_____ c _____ p amt/time
16. Uniforms and clothing: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c _____ p amt/time	_____ c _____ p amt/time	_____ c _____ p amt/time
17. Printing/Stationary/Postage: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c _____ p amt/time	_____ c _____ p amt/time	_____ c _____ p amt/time
Other, Specify	a. _____ unit	a. _____ unit	a. _____ unit

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
18. Other 1 a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c. _____ p amt/time	_____ c. _____ p amt/time	_____ c. _____ p amt/time
Other, Specify	2. _____	2. _____	2. _____
19. Other 2: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c. _____ p amt/time	_____ c. _____ p amt/time	_____ c. _____ p amt/time
Other, Specify	a. _____ unit	a. _____ unit	a. _____ unit
20. Other 3: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c. _____ p amt/time	_____ c. _____ p amt/time	_____ c. _____ p amt/time
	a. _____ unit	a. _____ unit	a. _____ unit

Revenues	Enterprise 1	Enterprise 2	Enterprise 3
21. How much money has been received from the sale of goods produced/ manufactured by this enterprise? Total sales of products and by-products in last 12 months? 1. GH cedis & pesawas	_____ c _____p	_____ c _____p	_____ c _____p
22. Has this enterprise been operating in the last 2 weeks? 1. Yes 2. No >> 26	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No
OPERATING LAST 2 WEEKS			
23. How much money has been received from the sale of goods produced/ manufactured by this enterprise? Total sales of products and by-products in last 2 weeks? 1. GH cedis & pesawas	_____ c _____p	_____ c _____p	_____ c _____p
24. What is the value of goods that have been received in kind from the sale of goods produced/ manufactured by this enterprise? Total in kind trade of products and by-products in last 2 weeks? 1. GH cedis & pesawas	_____ c _____p	_____ c _____p	_____ c _____p
25. What is the value of the products consumed by the household from this enterprise during the last 2 weeks? 1. GH cedis & pesawas >>31	_____ c _____p	_____ c _____p	_____ c _____p
NOT OPERATING LAST 2 WEEKS			
26. How much money is usually received from the sale of goods produced/ manufactured by this enterprise? Total sales of products and by-products in usual 2 weeks? 1. GH cedis & pesawas	_____ c _____p	_____ c _____p	_____ c _____p
27. What is the value of goods that have been received in kind usually received from the sale of goods produced/ manufactured by this enterprise? Total in kind trade of products and by-products in usual 2 weeks? 1. GH cedis & pesawas	_____ c _____p	_____ c _____p	_____ c _____p
28. What is the value of the products usually consumed by the household from this enterprise during usual 2 weeks? 1. GH cedis & pesawas	_____ c _____p	_____ c _____p	_____ c _____p

Inventory	Enterprise 1	Enterprise 2	Enterprise 3
Principal finished product			
29. How much of the principal finished product does the enterprise currently possess? 1. product code 2. quantity 3. unit code 4. unit price 5. value	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory
30. How much/ what was the value of the items sold or exported in the past 3 months? 1. quantity 2. value sold 3 months	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory
Secondary finished product	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory
31. How much of the secondary finished product does the enterprise currently possess? 1. product code 2. quantity 3. unit code 4. unit price 5. value	1.----- product code 2.----- quantity 3.----- unit	1.----- product code 2.----- quantity 3.----- unit	1.----- product code 2.----- quantity 3.----- unit

Inventory	Enterprise 1	Enterprise 2	Enterprise 3
	4.----- c -----p unit price 5.-----c -----p total value inventory	4.----- c -----p unit price 5.-----c -----p total value inventory	4.----- c -----p unit price 5.-----c -----p total value inventory
32. How much/ what was the value of the items sold or exported in the past 3 months? 1. quantity 2. value sold 3 months	1. _____ quantity 2. _____c _____ value sold 3 months	1. _____ quantity 2. _____c _____ value sold 3 months	1. _____ quantity 2. _____c _____ value sold 3 months
Principal raw material			
33. How much of the principal raw material does the enterprise currently possess? 1. product code 2. quantity 3. unit code 4. unit price 5. value	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory
34. How much/ what was the value of the items sold or exported in the past 3 months? 1. quantity 2. value sold 3 months	1. _____ quantity 2. _____c _____ value sold 3 months	1. _____ quantity 2. _____c _____ value sold 3 months	1. _____ quantity 2. _____c _____ value sold 3 months
35. How much/ what was the value of the items bought or imported in the past 3 months? 1. quantity 2. value sold 3 months	1. _____ quantity 2. _____c _____ value bought 3 months	1. _____ quantity 2. _____c _____ value bought 3 months	1. _____ quantity 2. _____c _____ value bought 3 months
Secondary raw material			
36. How much of the secondary raw material does the enterprise currently possess? 1. product code 2. quantity 3. unit code 4. unit price 5. value	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p

Inventory	Enterprise 1	Enterprise 2	Enterprise 3
	total value inventory	total value inventory	total value inventory
37. How much/ what was the value of the items sold or exported in the past 3 months? 1. quantity 2. value sold 3 months	1. _____ quantity 2. _____c _____p value sold 3 months	1. _____ quantity 2. _____c _____p value sold 3 months	1. _____ quantity 2. _____c _____p value sold 3 months
38. How much/ what was the value of the items bought or imported in the past 3 months? 1. quantity 2. value sold 3 months	1. _____ quantity 2. _____c _____p value sold 3 months	1. _____ quantity 2. _____c _____p value sold 3 months	1. _____ quantity 2. _____c _____p value sold 3 months
Principal product or work in progress			
39. How much of the principal product work in progress does the enterprise currently possess? 1. product code 2. quantity 3. unit code 4. unit price 5. value	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory
Secondary product or work in progress			
40. How much of the secondary product work in progress does the enterprise currently possess? 1. product code 2. quantity 3. unit code 4. unit price 5. value	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory
Principal Goods for Resale			
	1.----- product code 2.----- quantity 3.----- unit	1.----- product code 2.----- quantity 3.----- unit	1.----- product code 2.----- quantity 3.----- unit

Inventory	Enterprise 1	Enterprise 2	Enterprise 3
	4.----- c -----p unit price 5.-----c -----p total value inventory	4.----- c -----p unit price 5.-----c -----p total value inventory	4.----- c -----p unit price 5.-----c -----p total value inventory
41. How much of the principal goods for resale does the enterprise currently possess? 1. product code 2. quantity 3. unit code 4. unit price 5. value	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory
Secondary Goods for Resale			
42. How much of the secondary goods for resale does the enterprise currently possess? 1. product code 2. quantity 3. unit code 4. unit price 5. value	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory	1.----- product code 2.----- quantity 3.----- unit 4.----- c -----p unit price 5.-----c -----p total value inventory

Part D: Accounting – Trade/Wholesale Enterprise

Where did the raw materials mainly come from? 1. Own produce 2. Purchased 3. Gift 4. Other (specify)	Enterprise 1 1 _____ 2 _____ 3 _____ 4 _____	Enterprise 2 1 _____ 2 _____ 3 _____ 4 _____	Enterprise 3 1 _____ 2 _____ 3 _____ 4 _____
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FOR EACH ENTERPRISE ANSWER THE QUESTION IN RELATION TO THE LAST 12 MONTHS

Code for unit. 1.Daily 2.Weekly 3.Fortnightly 4.Monthly 5.Quarterly 6.Semi-annually 7.Yearly 8.None

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
1. Raw Materials: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	----- c -----p amt/time	----- c -----p amt/time	----- c -----p amt/time
2. Taxes: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	----- c -----p amt/time	----- c -----p amt/time	----- c -----p amt/time
3. Bank Fees: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. [_____] unit	a. [_____] unit	a. [_____] unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	----- c -----p amt/time	----- c -----p amt/time	----- c -----p amt/time

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
4. Rent on Assets/land and buildings: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	----- c -----p amt/time	----- c -----p amt/time	----- c -----p amt/time
5. Electricity: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	----- c -----p amt/time	----- c -----p amt/time	----- c -----p amt/time
6. Water: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	----- c -----p amt/time	----- c -----p amt/time	----- c -----p amt/time
7. Treatment/disposal of waste products: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
	----- c -----p amt/time	----- c -----p amt/time	----- c -----p amt/time
8. Telephone: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	----- c -----p amt/time	----- c -----p amt/time	----- c -----p amt/time
92. Articles for Resale: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	----- c -----p amt/time	----- c -----p amt/time	----- c -----p amt/time
103. Traveling and Transport: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	----- c -----p amt/time	----- c -----p amt/time	----- c -----p amt/time
11. Accident Claims: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
	----- c -----p amt/time	----- c -----p amt/time	----- c -----p amt/time
12. Fuel and Lubricants: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	----- c -----p amt/time	----- c -----p amt/time	----- c -----p amt/time
13. Spare Parts: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	----- c -----p amt/time	----- c -----p amt/time	----- c -----p amt/time
14. Advertising/Computer services: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	----- c -----p amt/time	----- c -----p amt/time	----- c -----p amt/time
15. Training: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
	----- c -----p amt/time	----- c -----p amt/time	----- c -----p amt/time
16. Uniforms and clothing: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	----- c -----p amt/time	----- c -----p amt/time	----- c -----p amt/time
17. Printing/Stationary/Postage: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	----- c -----p amt/time	----- c -----p amt/time	----- c -----p amt/time
Other, Specify	1. _____	1. _____	1. _____
18. Other 1 a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c _____p amt/time	_____ c _____p amt/time	_____ c _____p amt/time
Other, Specify	2. _____	2. _____	2. _____

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
19. Other 2: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	1. _____	1. _____	1. _____
	a. _____ unit	a. _____ unit	a. _____ unit
	_____ c. _____p amt/time	_____ c. _____p amt/time	_____ c. _____p amt/time
Other, Specify	3. _____	3. _____	3. _____
20. Other 3: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____ c. _____p amt/time	_____ c. _____p amt/time	_____ c. _____p amt/time

	Enterprise 1	Enterprise 2	Enterprise 3
Please list five products PURCHASED in the last two weeks. And indicate the total value of those purchases			
Name of Product 1			
21. Product 1: 1. product code (See code book) 2. total expenditure	_____ product code _____c _____p total expenditure	_____ product code _____c _____p total expenditure	_____ product code _____c _____p total expenditure
Name of Product 2			
22. Product 2: 1. product code (See code book) 2. total expenditure	_____ product code _____c _____p total expenditure	_____ product code _____c _____p total expenditure	_____ product code _____c _____p total expenditure
Name of Product 3			
23. Product 3: 1. product code 2. total expenditure	_____ product code _____c _____p total expenditure	_____ product code _____c _____p total expenditure	_____ product code _____c _____p total expenditure
Name of Product 4			
24. Product 4: 1. product code 2. total expenditure	_____ product code _____c _____p total expenditure	_____ product code _____c _____p total expenditure	_____ product code _____c _____p total expenditure
Name of Product 5			
25. Product 5: 1. product code 2. total expenditure	_____ product code _____c _____p total expenditure	_____ product code _____c _____p total expenditure	_____ product code _____c _____p total expenditure

26. All other products: 1. total expenditure	_____c _____p total expenditure	_____c _____p total expenditure	_____c _____p total expenditure
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Revenues	Enterprise 1	Enterprise 2	Enterprise 3
Please list five products SOLD in the last two weeks. And indicate the total value of that sale			
Name of Product 1			
27. Product 1: 1. product code 2. total value sales	_____product code _____c _____p total value sales	_____product code _____c _____p total value sales	_____product code _____c _____p total value sales
Name of Product 2			
28. Product 2: 1. product code 2. total value sales	_____product code _____c _____p total value sales	_____product code _____c _____p total value sales	_____product code _____c _____p total value sales
Name of Product 3			
29. Product 3: 1. product code 2. total value sales	_____product code _____c _____p total value sales	_____product code _____c _____p total value sales	_____product code _____c _____p total value sales
Name of Product 4			
30. Product 4: 1. product code 2. total value sales	_____product code _____c _____p total value sales	_____product code _____c _____p total value sales	_____product code _____c _____p total value sales
Name of Product 5			
31. Product 5: 1. product code 2. total value sales	_____product code _____c _____p total value sales	_____product code _____c _____p total value sales	_____product code _____c _____p total value sales

Revenues	Enterprise 1	Enterprise 2	Enterprise 3
32. All other products: 1. total value sales	_____ c _____ p total value sales	_____ c _____ p total value sales	_____ c _____ p total value sales

Inventories	Enterprise 1	Enterprise 2	Enterprise 3
Name of Product 1			
33. Product 1: 1. product code 2. total value stored	_____ product code _____ c _____ p total value stored	_____ product code _____ c _____ p total value stored	_____ product code _____ c _____ p total value stored
Name of Product 2			
34. Product 2: 1. product code 2. total value stored	_____ product code _____ c _____ p total value stored	_____ product code _____ c _____ p total value stored	_____ product code _____ c _____ p total value stored
Name of Product 3			
35. Product 3: 1. product code 2. total value stored	_____ product code _____ c _____ p total value stored	_____ product code _____ c _____ p total value stored	_____ product code _____ c _____ p total value stored
Name of Product 4			
36. Product 4: 1. product code 2. total value stored	_____ product code _____ c _____ p total value stored	_____ product code _____ c _____ p total value stored	_____ product code _____ c _____ p total value stored
Name of Product 5			
37. Product 5: 1. product code 2. total value stored	_____ product code _____ c _____ p	_____ product code _____ c _____ p	_____ product code _____ c _____ p total value stored

Inventories	Enterprise 1	Enterprise 2	Enterprise 3
	total value stored	total value stored	
38. All other products 1. total value stored	_____ c _____ p total value stored	_____ c _____ p total value stored	_____ c _____ p total value stored

Part E: Accounting – Food Enterprise

Where did the raw materials mainly come from? 1. Own produce 2. Purchased 3. Gift 4. Other (specify)	Enterprise 1 1 _____ 2 _____ 3 _____ 4 _____	Enterprise 2 1 _____ 2 _____ 3 _____ 4 _____	Enterprise 3 1 _____ 2 _____ 3 _____ 4 _____
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FOR EACH ENTERPRISE ANSWER THE QUESTION IN RELATION TO THE LAST 12 MONTHS

Code for unit. 1.Daily 2.Weekly 3.Fortnightly 4.Monthly 5.Quarterly 6.Semi-annually 7.Yearly 8.None

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
1. Raw Materials: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time
2. Taxes: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time
3. Bank Fees: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
4. Rent on Assets/land and buildings: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time
5. Electricity: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time
6. Water: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time
7. Treatment/disposal of waste products: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p	_____c _____p	_____c _____p amt/time

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
	amt/time	amt/time	
8. Telephone: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time
49. Articles for Resale: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time
10. Traveling and Transport: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time
11. Accident Claims: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time
12. Fuel and Lubricants: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time
13. Spare Parts: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time
14. Advertising/Computer services: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time
15. Training: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time
16. Uniforms and clothing: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time
17. Printing/Stationary/Postage: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time
. Other1, Specify	1. _____	1. _____	1. _____
18. Other 1 a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time
Other, Specify	2. _____	2. _____	2. _____

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
19. Other 2: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time
Other, Specify	3. _____	3. _____	3. _____
20. Other 3: a.) how often do you spend money on this item (See code above) b.) how many times did you pay (...) during this period c.) amount paid per time	a. _____ unit	a. _____ unit	a. _____ unit
	b. _____ times/period	b. _____ times/period	b. _____ times/period
	_____c _____p amt/time	_____c _____p amt/time	_____c _____p amt/time

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
21. Please list four most important ingredients. Include 1.) ingredient code; 2.) amount 3.) unit code; 4.) value of the amount purchased in last week?			
Ingredient A 1. code 2. amount purchased 3. unit purchased 4. total purchased	1. _____ ingredient 2. _____ amount 3. _____ unit	1. _____ ingredient 2. _____ amount 3. _____ unit	1. _____ ingredient 2. _____ amount 3. _____ unit

Expenses	Enterprise 1	Enterprise 2	Enterprise 3
	4. _____ c _____ p	4. _____ c _____ p	4. _____ c _____ p
Ingredient B 1. code 2. amount purchased 3. unit purchased 4. total purchased	1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p	1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p	1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p
Ingredient C 1. code 2. amount purchased 3. unit purchased 4. total purchased	1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p	1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p	1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p
Ingredient D 1. code 2. amount purchased 3. unit purchased 4. total purchased	1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p	1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p	1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p
All other ingredients E 1. total value purchased	1. _____ c _____ p	1. _____ c _____ p	1. _____ c _____ p

Revenues	Enterprise ID:	Enterprise 1	Enterprise 2	Enterprise 3
22. How many days during the past week did you prepare meals for sale? 1. days last week		1. _____ days	1. _____ days	1. _____ days
23. In the past week, how much on average did you earn from the sale of meals in one day? 1. cedis & pesawas		1. _____ c _____ p	1. _____ c _____ p	1. _____ c _____ p

Inventories	Enterprise ID:	Enterprise 1	Enterprise 2	Enterprise 3
24. Ingredient A 1. code 2. amount in stock 3. unit in stock 4. total value of stock		1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p	1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p	1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p
Ingredient B 1. code 2. amount in stock 3. unit in stock 4. total value of stock		1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p	1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p	1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p
Ingredient C 1. code 2. amount in stock 3. unit in stock 4. total value of stock		1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p	1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p	1. _____ ingredient 2. _____ amount 3. _____ unit 4. _____ c _____ p
Ingredient D 1. code 2. amount in stock 3. unit in stock		1. _____ ingredient 2. _____ amount	1. _____ ingredient 2. _____ amount	1. _____ ingredient 2. _____ amount

4. total value of stock	3. _____ unit 4. _____ c ____ p	3. _____ unit 4. _____ c ____ p	3. _____ unit 4. _____ c ____ p
All other ingredients E 1. total value of stock	1. _____ c ____ p	1. _____ c ____ p	1. _____ c ____ p
25. What is the cost of the following inputs used in the last 1 week? a.) firewood b.) gas c.) water d.) soap e.) other, specify f.) all other inputs	a. _____ c ____ p b. _____ c ____ p c. _____ c ____ p d. _____ c ____ p e. _____ ____ c ____ p f. _____ c ____ p	a. _____ c ____ p b. _____ c ____ p c. _____ c ____ p d. _____ c ____ p e. _____ ____ c ____ p f. _____ c ____ p	a. _____ c ____ p b. _____ c ____ p c. _____ c ____ p d. _____ c ____ p e. _____ ____ c ____ p f. _____ c ____ p

Part F: Accounting –Services

Part I: Accounting—Services	Enterprise 1		Enterprise 2		Enterprise 3	
	1. How much was earner through the provision of services in the last?					
	1 Month	3 months	1 Month	3 months	1 Month	3 months
Delivery of goods sold	c p	c p	c p	c p	c p	c p
Provision of other services	c p	c p	c p	c p	c p	c p
Rental of buildings	c p	c p	c p	c p	c p	c p
Rental of machinery and transport equipment	c p	c p	c p	c p	c p	c p
Commissions	c p	c p	c p	c p	c p	c p
Royalties, copyrithts, etc., belonging to the enterprise	c p	c p	c p	c p	c p	c p
Storage and handling fees	c p	c p	c p	c p	c p	c p
Inspection and valuation fees	c p	c p	c p	c p	c p	c p
Sale of scrap	c p	c p	c p	c p	c p	c p
Profit of sales and fixed assets	c p	c p	c p	c p	c p	c p
Other (specify)						

END TIME: