

# **DEVELOPMENT OF SERVICES STATISTICS**

## **REPORT ON THE PILOT TEST OF THE COMPUTER SERVICES INDUSTRY SURVEY**

Department of Statistics  
Auckland  
NEW ZEALAND

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## 1 EXECUTIVE OVERVIEW

This paper describes the computer services industry survey pilot test, summarises the results obtained, identifies the survey design information learned and recommends developments for the future.

### Summary

- The pilot test highlighted problems with the collection of detailed income categories based on the CPC (the international Central Product Classification).
- Improved questionnaire design was identified as one way of overcoming this problem while still collecting the detailed CPC data.
- The pilot test revealed weaknesses in our current classification of some units to the ISIC. The detailed commodity data collected provides an opportunity to review the classification of units in these industries.
- The pilot test allowed a comparison of import/export data collected from an industry based survey, collecting income and expenditure data, such as computer services, with a specialised balance of payments survey of services trade which is confined to the collection of balance of payments data items.
- The pilot test showed possible weaknesses in the population of the specialised Balance of Payments trade in services survey and a poor match in the data collected from the two surveys.
- The paper recommends that the 1990-91 Annual Enterprise Survey collect detailed income commodity data and export/import data for the computer services industry. This will be a first step in providing users with more meaningful data for the industry.

## 2 INTRODUCTION

New Zealand together with other organisations represented on the Voorburg Group on service statistics are working on a joint project to improve the relevance and usefulness of Statistics on the Services Industry. The computing services industry has been chosen as the model for this project.

The industry was chosen for the model as it is

- (a) a rapidly expanding industry
- (b) statistics derived from the survey would be used by members of the industry and government and
- (c) the computing industry was seen as a "challenge" as the activity of the industry does not all fall within one area of the ISIC.

The questionnaire was designed to test a variety of aspects including the ISIC/CPC, NZSIC, the collection of data on the international and internal trade in services and the ability of respondents to provide detailed data for their various sources of services income, related expenses and employment.

The CPC is the international Central Product Classification system. The income categories used in the pilot test are based on a proposed Canadian extension to the CPC.

The results of the pilot tests in the various countries will contribute to the defining of international standards for the collection of services statistics to ensure that these statistics are comparable between countries. These standards are already defined for the more traditional goods producing (e.g. manufacturing, agriculture) industries.

### 3 QUESTIONNAIRE USED IN THE PILOT TEST

A copy of the questionnaire used in the pilot test is attached in Appendix One.

The pilot questionnaire was developed in 1990 by:

- (a) Following Statistics Canada proposals for a draft questionnaire.
- (b) Integration with the standard business services questionnaire used in the Department of Statistics Annual Enterprise Survey.
- (c) Consultation with a range of computing industry companies, user associations and appropriate academic institutions.
- (d) Discussions at the meeting of the Voorburg Group on Service Statistics held in Paris in October 1990.

The draft questionnaire collects the following details which are in addition to the standard Annual Enterprise Survey questions.

- (1) Employment data
  - totals
  - divided into computing staff and other

Items 2 to 6 in the questionnaire.
- (2) Income
  - a very detailed breakdown by type of activity/service (Based on the CPC.)

Items 14 to 35 in the questionnaire.
- (3) Expenses
  - a detailed breakdown of computer services related expenses.

Items 46 to 52 in the questionnaire.
- (4) Fixed assets
  - separate item (80) for computers.
- (5) Floor space
  - item 84.
- (6) Value of exports and imports
  - items 85 to 104.
- (7) Software research and development
  - items 120 to 124.

### 4 PILOT TEST SAMPLE

The Departments Business Directory provided the frame for the computer services pilot test. The pilot test was conducted in conjunction with the Annual Enterprise Survey, which is an economy wide sample survey collecting financial and economic data. Annual Enterprise questionnaires are completed by each accounting unit within enterprises selected in the survey. The sample selection unit is the enterprise, the data collection unit is the accounting unit. Over 99% of enterprises have only one accounting unit. The multi accounting enterprises are the very large enterprises involved in a range of significantly different industrial activities.

The following sections of this paper refer to the units covered by the pilot test as enterprises. The enterprises included in the pilot test sample were all single accounting unit enterprises.

The sample of enterprises (from the Business Directory) surveyed with the pilot test questionnaire were:

- (a) Enterprises classified to

<b>NZSIC</b>	<b>ISIC (Rev 3)</b>	
83231	7230	Computer Bureau
83232	7220	Software Development
83233	7210	Computer Consultancy
83234	7240	Data Banks

- (b) selected in the standard Annual Enterprise Survey sample and
- (c) supplemented with an additional range of enterprises with computing imports and/or exports from the quarterly International Trade in Services Survey operated by the Balance of Payments section.

## 5 QUESTIONNAIRE DATA

- 5.1 The aggregated results for the income section are attached in appendix two. The data is a straight summation of the responses processed by 15 June 1991. No allowance has been made for sample selection weights.

The 131 responses had the following NZSIC/ISICs:

<b>NZSIC</b>	<b>ISIC (Rev 3)</b>	<b>Number</b>
83231	7230	29
83232	7220	54
83233	7210	43
83234	7240	5
<b>Total</b>		<b>131</b>

The 131 responses covered the full size range of enterprises in terms of full time equivalent employees. From one person businesses to the very large.

### 5.2 Other Information Obtained from the Pilot Test

This section is based on:

- (i) Comments supplied by respondents.
- (ii) Comparisons of completed questionnaires with annual financial accounts.
- (iii) Comments supplied by staff processing the questionnaires.
- (iv) A detailed "common sense" examination of the questionnaires.

This part of the paper concentrates on those sections of the questionnaire that are an extension to the standard Annual Enterprise Survey questions. See section 3 items 1 to 7.

#### 5.2.1 Employment data.

No significant identifiable problems with this section. Points to note are:

- (a) Respondents are able to split their staff between "computing" and other. Because there was no detailed definition of computing included, this data did not help identify businesses to Computing Services or Wholesale/Retail Trade.

- (b) One respondent with no employment data had all work carried out by contractors. Contractors may conduct a significant part of the work in the industry i.e. computer services firms supplying services to other computer services firms. To avoid any double counting with the employment question an instruction could be added to the question to exclude "contractors/employees of other businesses".
- (c) The question may be improved by adding a "predominant" clarification to the computing question. i.e. "Predominantly engaged in computing".  
Some of the workforce will be engaged in both computing and other tasks (e.g. sales, administration).

#### 5.2.2 Stocks questions.

Approximately 25% of the respondents recorded stock values. The majority (78% of opening stocks) of these were goods purchased for resale. This reflects a significant number of firms with retailing/wholesaling activities. See the SIC classification section 6 below.

No significant problems with the completion of this section.

#### 5.2.3 Income questions. (Items 14 to 34)

The major problems identified with the pilot test were in this section of the questionnaire.

Approximately 10% of the respondents could not provide the detail requested. These respondents were medium to large sized firms.

The sales of a significant group of respondents take the form of providing a "group" of the individual services listed in the pilot test questionnaire. For example one sale will include hardware, software, training, maintenance and upgrades. The \$ values for each component are only sometimes identified by the seller (our respondent). This one sale covers a number of our individual questions.

The data in Appendix Two is as supplied by respondents except where no attempt was made by the respondent to sub-divide income from a "group" of goods and services. The income from this group of services has been recorded under the variable titled system integrators. Where respondents estimated the split the data has been recorded under the relevant variable.

Statistics Canada have also identified a similar problem with the operation of their computer services survey and documented the situation in a paper presented to the 26th session of the UN Economic and Social Council Statistical Commission during 4-13 February 1991. They have called the units that provide a package of services "system integrators" and defined them as units that perform a number of activities including - needs analysis, development of systems specifications, sales of system components, custom software design and development, testing and tuning during the implementation phase of the project, systems documentation, training etc.

The New Zealand pilot test identified similar units, but failed to always collect meaningful data from them.

Some examples from the pilot test include:

- (a) Combination of items 21 and 22. Custom software development services with systems analysis and programming services.
- (b) Combination of items 26 and 27. Data processing and tabulation services with data entry services.

- (c) Combination of items 17 and 18. Packaged software with computer hardware sales.
- (d) Combination of items 20 and 21. Systems and technical consulting services with custom software development services.

Respondents who had these problems tended to be the medium and large sized businesses. The very small firms (1 or 2 person) appeared to have less problems with the questions. These businesses provide a very specific service rather than an all encompassing range of services.

Other points raised in the pilot test include:

- (i) Where should commission received for the sale of hardware be entered?
- (ii) Desk top publishing as a source of income. This should be included in the printing/publishing SIC.

#### 5.2.4 Expenditure section.

The level of disaggregation noted above was also mentioned by respondents in this section. But the problem is not nearly as significant as for the income section.

For example some respondents could not split Purchases of Goods for resale between items 49 and 50. (Computer hardware/and other goods).

#### 5.2.5 Fixed assets section.

No significant problems.

Some questionnaires that had been completed inhouse from sets of financial accounts however had errors in the allocation of assets to the various categories. A knowledge of brand names and terminology used in the industry can be required to code the computer services questionnaire from sets of annual accounts.

#### 5.2.6 Floor Space question.

108 of the 131 respondents completed this question. This item is one that very few respondents will have recorded in a readily accessible reference document. The non-response level would be expected with a question like this.

#### 5.2.7 Export and import data.

21 respondents supplied data for the export question and 36 supplied data for the import section.

A significant percentage of the export figure was supplied by one respondent in item 93 (other goods and services). This entry was described as software development by the respondent.

Points noted from the pilot test include:

- (i) The export of software development; should this be specified under the appropriate existing item. (Professional computer services (item 87) or other computer services (item 91) or made a separate item?)
- (ii) Some enterprises import or export via a third party.
- (iii) Other enterprises recorded an export of training services and exports of a development fee.

- (iv) The system integrators problem again which was initially identified in the income section. Some enterprises provide a package of services which cover several of the questionnaire items.

#### **Comparison with data collected in the Balance of Payment Statistics.**

The data collected in the pilot test questionnaire on import and export data was compared with data collected in the Balance of Payments International Trade In Services And Royalties Survey (ITS).

It should be noted that the ITS only collects data on services. The computer services pilot test collected data on both goods and services. The categories of services also differ, the ITS collects information only on the broad headings of:

- (a) computer services
- (b) computer software royalties/licences.

The comparison gave the following results.

48 enterprises in the computer services pilot test had transactions with the rest of the world recorded in the import/export question.

All respondents in the pilot test which reported data to the ITS survey reported Exports/Imports in the pilot test.

#### **Of these 48:**

- 15 are in the ITS sample.
- 23 are in the ITS population, but not selected in the sample.
- 10 are not in the ITS survey population.

A detailed comparison of the data from both surveys was conducted for the 15 enterprises that are in both surveys. 2 enterprises had a reasonable direct match in the data returned in both surveys.

A further 11 enterprises had a possible match between the 2 surveys if an allowance is made for the computer services questionnaire collecting aggregated data for royalties/licences with goods in the various import/export questions.

For example the ITS recorded a \$ amount for the import of computer services, the pilot test recorded a larger \$ amount for the import of software.

#### **This comparison shows that:**

1. The computer services questionnaire does have the potential to collect import and export data on services.
2. Good questionnaire design will be required to ensure that separate data is obtained for services and goods. Respondents must be guided into splitting services from goods.
3. The computer services population (i.e. complete ISIC industries) may supply more comprehensive import/export statistics than the ITS survey population (which is only a filtered subset of the ISIC industries, see below).

Of the 10 enterprises identified as importers/exporters from the pilot test, but not in the ITS population two are being included in the ITS population and the other 8 are being further investigated for future inclusion in the ITS population. The ITS population is derived from an indicator question asked in the Annual Business

Directory Update Survey. This survey is sent annually to all enterprises on the Departments Business Directory and collects data to update and confirm items such as name and address, industrial classification, employment as well as asking indicator questions (tick here) on trade in services, goods etc.

The comparison between the two surveys has identified potential gaps in the ITS population. The advantage of a data collection on export/import data from the computer services questionnaire is that the data collection covers the complete population of all inscope enterprises, some of which will be importing/exporting. While the ITS survey is totally reliant on the initial filter question. If the filter question is not completed or incorrectly completed enterprises will be missed from the ITS population.

#### 5.2.8 **Balance sheet data and dividends questions.**

No particular problems associated with the computer services pilot test.

#### 5.2.9 **Software Research and development section.**

36 respondents completed this section. No major problems were identified.

##### **Points to note are:**

- (a) One respondent noted they carried out R&D but had no record of the expenditure.
- (b) Experience with the operation of 1990 Research and Development Survey has shown that the most difficult area to define true R&D is the software area. The lack of a detailed definition of software R&D in the computer services pilot test would tend to indicate that the R&D on software was overstated based on our experience of operating a specialised R&D survey.

A comparison of the data from the two survey sources reflected this overstatement. Five respondents in the computer services pilot test with significant R&D expenditure reported zero R&D expenditure in the specialised R&D survey.

The best solution may be to confine the collection of R&D data to the specialised R&D survey. The specialised survey allows the detailed definition of what is R&D in the computer services industry to be specified and is processed by staff who have a detailed knowledge of R&D activities. The highest quality data will be collected from the R&D survey.

## **6 SIC Classification**

The detailed income questions asked provided the opportunity to compare the industry allocated by the Business Directory to industries derived from the income data collected in the pilot survey.

The examination did highlight a grey area in the classification system between computer services and the distribution sector. A number of enterprises appeared to derive most of their income from the sales of hardware (purchased for resale) and/or packaged software. Further investigation of these units shows that a significant level of resources (i.e. computer professionals) are used in the selling/marketing process. An integral part of the firms operations is the expert computer knowledge required to successfully sell the product. The ISiC states that these firms should be classified in ISIC 51/52 (distribution).

A further area of possible classification problems is between ISIC 7210 hardware consultancy and 7220 software consultancy and supply. Some units do both and the Business Directory ISIC classification (from a brief activity description) can be refined with the use of the CPC data. The use of the CPC data allows the coding of these units to their correct ISIC.



## 7. Discussion

### 7.1 Adequacy of the derived form of the CPC used in the pilot test.

The income section of the pilot test questionnaire presented the most problems to respondents. As detailed above in 5.2.3.

The "system integrators", units providing a range of services that cross CPC classifications had difficulty in supplying the data requested.

There are several possible solutions to this problem:

- (a) A "collapse" of the CPC codes to a level where the system integrators have only one income code to complete.

This is simple for the respondents but does not provide any information of the component parts of the system integration contracts or for classifying units to their primary activity.

- (b) An addition to the CPC codes for a special item to cover the outputs of the system integrators.

Again this simplifies the questionnaire for the respondent but severely restricts the value of the data produced by any survey. The data obtained for each of the existing CPC codes would be largely meaningless as there would also be an unknown addition from the system integrators item.

- (c) **Improved questionnaire design.**

Reference to the pilot test questionnaire shows that the income question was a simple list of the items and an appropriate dollar figure was expected for each. The pilot test shows that this was partially unsuccessful.

A much better alternative, that used with the Canadian computer services questionnaire and with the collection of detailed commodity data from the retail sector in the New Zealand Annual Enterprise Survey, is to collect a total dollar income item from computer services and a supplementary question collects an estimated breakdown of this total by the various CPC commodities. The supplementary question can be in terms of percentages or dollars (which ever is easiest for the respondent) and appropriate notes can be supplied defining the various commodities. "System integrators" can also be asked to estimate the split of their income into the various sources.

This format will ensure that we obtain a correct total income figure and at least an estimate of the breakdown by commodity. The use of explanatory notes with each commodity will also assist significantly with the interpretation of the questions.

### 7.2 Export and import questions.

Reasonable data appeared to be collected in this section. The pilot test questionnaire however collected an amalgamation of goods and associated services in the import/export question.

1. The computer services questionnaire does have the potential to collect import and export data on services.
2. Improved questionnaire design will be required to ensure that separate data is obtained for services and goods. The system integrators must be guided into splitting services from goods.
3. The computer services type of survey may supply more comprehensive import/export statistics than the ITS survey.

### 7.3 Industry Classification.

Section 6 details some of the difficulties in ISIC classifying within computer services and between computer services and distribution.

## 8 Proposals

- A. An expanded data collection for the computer services industry is continued with the Annual Enterprise Survey for the 1990-91 year.
- B. This data collection should concentrate on the collection of the detailed income data using the separate commodity question discussed above and the same list of CPC codes.

This detailed commodity data will provide data for users on the output of the industry and assist with the classification of units.

- C. The 1990-91 survey will collect import/export data. The questionnaire design will be improved to ensure that separate data is obtained for services and goods.
- D. The R&D module of the survey is dropped. The specialised R&D survey operated by the Department provides a superior data source.
- E. The classification of enterprises to industries ISIC 7210 and ISIC 7220 is reviewed with the use of detailed CPC data collected in the survey.

G. Mead  
Economic Survey Development

July 1991

Appendix TwoIncome Section

	value \$000		NZ Dollars
	SUM	PCT-SUM	
variable			
pack s/w ,own design,systems & user tool	4940.04	0.8	
pack s/w ,own design,application s/w	30091.95	4.8	
royalties from s/w	1727.97	0.3	
pack s/w resold	8613.38	1.4	
hardware sales (resold)	72034.89	11.5	
h/w instalation consultancy services	5124.55	0.3	
systems & technical consult services	6353.10	1.0	
custom s/w dev services	33475.24	5.3	
systems analysis & prog services	18391.15	2.9	
computer facilities management services	13090.43	2.1	
systems maintenance services	2196.89	0.3	
other professional services	4437.79	0.7	
data processing & tabulation services	276400.64	43.9	
data entry services	1741.96	0.3	
other computer processing services	3645.38	0.6	
database services	42465.89	6.8	
computer repair & maintenance	4863.58	0.8	
h/w leasing and/or rental	8205.99	1.3	
network services	27660.52	4.4	
training services	1754.97	0.3	
other computer services	5545.58	0.9	
SYSTEM INTEGRATORS	34299.93	5.5	
services to related parties	1456.37	0.2	
interest	3141.13	0.5	
dividends,donations etc	1674.44	0.3	
Govt cash grants			
other	15199.15	2.4	
extraordinary gains	535.55	0.1	
ALL	629068.45	100	

TABLE 1.1 Summary Statistics, for Computer Service Firms, by Province, 1988<sup>1</sup>

TABLEAU 1.1 Statistiques sommaires, pour les entreprises offrant des services informatiques, par province, 1988<sup>1</sup>

	Canada	Newfound- land Terre- Neuve	Prince Edward Île-du- Prince- Édouard	Nova Scotia Nouvelle- Écosse	New Brunswick Nouveau- Brunswick	Québec
Number of firms - Nombre d'entreprises	9,381	34	7	81	8	2,103
Number of paid employees - Nombre de salariés	51,363	425	10	254	325	13,688
Revenue (\$ thousands) - Recettes (\$ milliers):						
Total revenue - Recettes totales	4,815,347	34,320	604	26,456	37,576	1,014,122
Revenue from within Canada - Recettes de sources canadiennes	4,200,366	34,320	604	x	37,576	968,264
Revenue from outside Canada - Recettes de sources étrangères	414,981	.	.	x	.	45,858
Expenses (\$ thousands) - Dépenses (\$ milliers):						
Salaries, wages and employee benefits - Salaires, rémunérations et avantages sociaux	1,781,590	14,456	283	8,338	8,370	429,808
All other expenses - Toutes autres dépenses	2,404,297	17,344	245	13,164	20,663	511,608
Total operating expenses - Total des dépenses d'exploitation	4,185,887	31,800	528	22,503	30,033	941,216
Key Ratios and Averages - Ratios et moyennes clés:						
Firms (% of Canada) - Entreprises (% du Canada)	100.0	0.4	0.1	0.8	0.7	22.4
Revenue (% of Canada) - Recettes (% du Canada)	100.0	0.7	.	0.8	0.3	22.0
Revenue per firm (\$'000) - Recettes par entreprise (\$'000)	492.0	1009.4	86.3	326.6	616.0	482.2
Foreign revenue (%) - Recettes étrangères (%)	9.0	.	.	x	.	4.5
Employees per firm - Salariés par entreprise	5	13	1	4	4	7
Average salary (\$'000) - Salaire moyen (\$'000)	34.7	34.1	28.3	26.4	26.7	31.4
Operating margin (%) - Marge d'exploitation (%)	8.3	7.3	12.6	14.8	20.0	7.2
	Ontario	Manitoba	Saskatchewan	Alberta	British Columbia <sup>2</sup> Colombie-Britannique <sup>2</sup>	
Number of firms - Nombre d'entreprises	4,596	160	110	1,004	1,223	
Number of paid employees - Nombre de salariés	26,187	624	1,550	3,608	4,581	
Revenue (\$ thousands) - Recettes (\$ milliers):						
Total revenue - Recettes totales	2,670,068	54,100	154,560	231,423	392,075	
Revenue from within Canada - Recettes de sources canadiennes	2,320,379	x	x	228,474	384,570	
Revenue from outside Canada - Recettes de sources étrangères	349,709	x	x	2,949	7,505	
Expenses (\$ thousands) - Dépenses (\$ milliers):						
Salaries, wages and employee benefits - Salaires, rémunérations et avantages sociaux	838,944	20,894	55,907	108,974	144,886	
All other expenses - Toutes autres dépenses	1,382,679	29,190	98,518	113,287	207,600	
Total operating expenses - Total des dépenses d'exploitation	2,382,622	50,083	154,425	220,181	352,485	
Key Ratios and Averages - Ratios et moyennes clés:						
Firms (% of Canada) - Entreprises (% du Canada)	49.0	1.7	1.2	10.7	13.0	
Revenue (% of Canada) - Recettes (% du Canada)	57.9	1.2	3.3	5.0	8.5	
Revenue per firm (\$'000) - Recettes par entreprise (\$'000)	580.7	338.1	1405.3	230.5	320.8	
Foreign revenue (%) - Recettes étrangères (%)	13.1	x	x	1.3	1.9	
Employees per firm - Salariés par entreprise	6	4	14	4	4	
Average salary (\$'000) - Salaire moyen (\$'000)	37.6	33.5	38.1	29.6	31.6	
Operating margin (%) - Marge d'exploitation (%)	10.8	7.4	0.1	4.9	10.1	

<sup>1</sup> Based upon province of head office for multi-provincial companies. - D'après la province du siège social pour les entreprises ayant des emplacements dans plus d'une province.

<sup>2</sup> Includes Yukon and Northwest Territories. - Y compris le Yukon et les Territoires du Nord-Ouest.

# Annual Enterprise Survey 1989-90

YES/ **CS**

For further information or assistance  
contact the Department's Enterprise  
Survey Section at:-

AUCKLAND

Please correct any errors in name or address

If the balance date shown  
is **NOT CORRECT**,  
please contact the Business  
Surveys Section immediately

**INFORMATION TO BE SUPPLIED** - This questionnaire must be completed for the activities of the business or practice described in the above address panel.

**COMPULSORY REQUIREMENT** - The taking of this survey has been approved by the Minister of Statistics and the return of this questionnaire duly filled in and signed is a compulsory requirement under the Statistics Act 1975.

**CONFIDENTIALITY OF INFORMATION SUPPLIED** - The information supplied will be used by the Department in the preparation of statistics. Any release of information will only be in accordance with the Statistics Act 1975. Only persons authorised by the Act will have access to the individual information.

**PURPOSE** - The purpose of this survey is to collect statistics for business services of all types. Part of the Enterprise Survey for 1989-1990. Aggregated results of the survey are available to business and other organisations for planning and decision making purposes. The results are also used by the Department of Statistics in the preparation of National Accounts, price indexes and related measures of national income.

- Complete and keep the duplicate copy of this questionnaire for your records.
- Give whole dollar amounts only.
- Reasonable estimates are acceptable where separate figures cannot otherwise be obtained.



GOVERNMENT STATISTICIAN

Kuzmich  
STATISTICIAN

Item	Accounting Year
1	<p>Please state the accounting period covered by this questionnaire:- From ...../...../19..... to ...../...../19.....</p> <p>If the accounting year was more than or less than 12 months, please give reasons:</p> <p>.....</p> <p>.....</p> <p>.....</p>

Office Use Only	
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0002	

Item	Employment Numbers						
	as at mid-February 1990.			Males		Females	
				Computing (1)	All Other	Computing (1)	All Other
2	*Working Proprietors and Partners	– Full-time	0030				
3		– Part-time (2)	0031				
4	*Paid Employees	– Full-time	0032				
5		– Part-time (2)	0033				
6	TOTAL of items 2 to 5		0035				
(1) Include Computing Professionals, Computer Service Managers, Computing and related equipment operators, data entry operators.							
(2) Part-time is defined as those working less than 30 hours per week.							

Item		Employment Payments			
		Enter payments made to or on behalf of working proprietors in column (1) and to or on behalf of paid employees in column (2).		(1) Working proprietors and partners	(2) Paid employees
		INCLUDE ANY CAPITALISED SALARIES AND WAGES			
7	* Levies paid to the Accident Compensation Corporation (ACC Levies)	\$	0071		
8	* Employer contributions to superannuation, pension and welfare schemes	\$	0072		
9	* All salaries and wages paid (INCLUDE severance and redundancy payments, sick and holiday pay, and other employment related expenses)	\$	0073		
10	TOTAL of items 7 to 9		\$ 0075		

Item	Income and Expenditure		
	<b>Stocks:</b>	* Value of stocks at the end of the accounting year.	\$
11		- Goods purchased for resale	\$ 0116
12		- Goods used in the operation	\$ 0117
13		- Other stocks	\$ 0115
	<b>Sales, rental, leasing and/or licensing income:</b>		
		* Packaged software products (of own design):	
14		- systems and user tools software	\$ 0266
15		- application software	\$ 0267
16		* Royalties from software	\$ 0268
17	<b>Sales of:</b>	* Packaged software sales (resold)	\$ 0321
18		* Computer hardware sales (purchased for resale)	\$ 0322
	<b>Gross income from:</b>	* Professional computer services:	
19		- consultancy services related to the installation of hardware	\$ 0323
20		- systems and technical consulting services	\$ 0324
21		- custom software development services	\$ 0325
22		- systems analysis and programming services	\$ 0326
23		- computer facilities management services	\$ 0327
24		- systems maintenance services (excl. software maintenance)	\$ 0328
25		- other professional computer services	\$ 0329
		* Computer processing services:	
26		- data processing and tabulation services	\$ 0330
27		- data entry services	\$ 0331
28		- other computer processing services	\$ 0332
29		* Database Services (Electronic information services)	\$ 0333
30		* Computer repair and maintenance services	\$ 0334
31		* Computer hardware leasing and/or rental services	\$ 0335
32		* Network services	\$ 0336
33		* Computer related training services	\$ 0337
34		* Other computer services (Specify main type)	\$ 0338
35		* Services to related parties not included above (research and development charges, management fees, etc.)	\$ 0339
36		* Interest	\$ 0301
37		* Dividends, donations, insurance claims, patent fees and bad debts recovered	\$ 0270
38		* Direct Government cash grants and subsidies (specify main type)	\$ 0277

39	* GST income (enter net amount received) <b>NOTE: You should complete this item only if your accounts are GST inclusive, ie Income and Expenditure amounts include GST.</b>	\$	0310	
40	* All other income (specify main type)	\$	0320	
41	Gains Before Tax from Extraordinary Transactions (Outside the Normal Course of Business) e.g. Sale of assets, exchange transactions (specify main type)	\$	0345	
42	<b>TOTAL of Items 11 to 41</b> <span style="float: right;"><b>This is Total (A)</b></span>	\$	0500	
43	<b>Stocks:</b> * Value of stocks at the beginning of the accounting year.			
44	- Goods purchased for resale	\$	0516	
45	- Goods used in the operation	\$	0517	
46	- Other stocks	\$	0515	
47	<b>Purchases, rental, leasing and/or licensing expenditure:</b>			
48	* Packaged software products	\$	0657	
49	* Royalties paid for software	\$	0658	
50	<b>Purchases of:</b> * Electricity and fuel, all types, including fuel for motor vehicles	\$	0570	
51	* Purchases of goods for resale:			
52	- Computer hardware	\$	0721	
53	- Other goods	\$	0722	
54	* Computer services, include the types of services in Items 19 to 35			
55	- For own use	\$	0723	
56	- As a sub-contractor	\$	0724	
57	* Telecommunication services	\$	0725	
58	<b>Operating Expenses:</b> * Employment payments. INCLUDE salaries and wages, ACC levies, superannuation contributions, severance and redundancy payments, sick and holiday pay. <b>EXCLUDE CAPITALISED SALARIES AND WAGES.</b>	\$	0651	
59	* Depreciation as charged in the books of account, including depreciation on finance leased assets	\$	0652	
60	* Renting, hiring and leasing of machinery and equipment	\$	0659	
61	* Renting, hiring and leasing (other than finance leasing) of land and buildings	\$	0653	
62	* Rates, land tax, and other local/central Government fees and levies (excluding withholding tax payments on superannuation and pension schemes)	\$	0663	
63	* Withholding tax payments on superannuation and pension schemes (not included in item 58)	\$	0665	
64	* Business insurance premiums	\$	0666	
65	* Interest	\$	0667	
66	* Donations, patent fees and bad debts	\$	0668	
67	* Legal, accounting, security and similar business services	\$	0674	
68	* Advertising payments to other businesses			
69	- in New Zealand		0678	
70	- overseas		0679	



BS/ES/CS

66	* Repairs and maintenance to your buildings by other businesses	\$	0683	
67	* GST expense (enter net amount paid) <b>Note: You should complete this item only if your accounts are GST inclusive, ie income and Expenditure amounts include GST.</b>	\$	0710	
68	* Fringe Benefit Tax	\$	0715	
69	* Services from related parties (not included above)	\$	0726	
70	* All other operating expenses (specify main type)	\$	0720	
71	Losses Before Tax From Extraordinary Transactions (Outside the Normal Course of Business) e.g. Sale of assets, exchange transactions (specify main type):	\$	0845	
72	<b>TOTAL of items 43 to 71</b>	<b>This is Total (B)</b>	\$	0923
73	Net Profit/Loss Before Tax	<b>Subtract TOTAL (B) from TOTAL (A)</b> <b>— leaves TOTAL (C) which is either:</b>		
		Profit	\$	0924
		or Loss	\$	0925
If the profit (or loss) does not agree with the net profit/loss before tax as shown on your accounting records, give reasons:				

Item	Fixed Assets: Book Value, Additions and Disposals				
	<b>INCLUDE</b> (1) All fixed assets as shown in your books of account (2) All fixed assets operated by your business under finance lease arrangements  <b>EXCLUDE</b> Expenditure on maintenance and on tangible assets such as goodwill				
			ADDITIONS to fixed assets during the accounting year	DISPOSALS of fixed assets during the accounting year	BOOK VALUE of fixed assets at the end of the accounting year
74	Land	\$	1001		
75	Buildings — Residential	\$	1003		
76	— Non-residential	\$	1004		
77	Other construction	\$	1007		
78	Motor vehicles and other transport equipment	\$	1013		
79	Furniture and fittings	\$	1029		
80	Computer equipment	\$	1032		
81	Other plant, machinery and equipment	\$	1030		
82	All other Fixed Assets (specify main addition during the year)	\$	1034		
83	<b>TOTAL of items 74 to 82</b>	\$	1050		

This is Total (D)

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Item	Floorspace		
84	<p>Enter below the floor space occupied by this business at the end of the accounting year.</p> <p>Definition of floorspace:  Floorspace includes any area not exposed to the elements; any area that has a floor, roof and solid walls.  It does NOT include outside parking areas and outside display areas.  NOTE: 1,000 square feet equals 93 square metres.</p> <p style="text-align: right;"><b>TOTAL floorspace</b> sq.m.</p> <p>This information is required for town and regional planning.</p>		
	<table border="1" style="float: right;"> <tr> <td style="width: 100px; text-align: center;">1335</td> <td style="width: 100px;"></td> </tr> </table>	1335	
1335			

Item	Value of Exports and Imports of Goods and Services By This Business During the Accounting Year				
	<b>Exports:</b>				
85	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Sales, rental, leasing and/or licensing income: Packaged software products</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1340</td> <td style="width: 10%;"></td> </tr> </table>	* Sales, rental, leasing and/or licensing income: Packaged software products	\$	1340	
* Sales, rental, leasing and/or licensing income: Packaged software products	\$	1340			
86	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Computer hardware (purchased for resale)</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1341</td> <td style="width: 10%;"></td> </tr> </table>	* Computer hardware (purchased for resale)	\$	1341	
* Computer hardware (purchased for resale)	\$	1341			
87	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Professional computer services</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1342</td> <td style="width: 10%;"></td> </tr> </table>	* Professional computer services	\$	1342	
* Professional computer services	\$	1342			
88	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Computer processing services</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1343</td> <td style="width: 10%;"></td> </tr> </table>	* Computer processing services	\$	1343	
* Computer processing services	\$	1343			
89	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Data base services (Electronic information services)</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1344</td> <td style="width: 10%;"></td> </tr> </table>	* Data base services (Electronic information services)	\$	1344	
* Data base services (Electronic information services)	\$	1344			
90	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Other computer services</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1345</td> <td style="width: 10%;"></td> </tr> </table>	* Other computer services	\$	1345	
* Other computer services	\$	1345			
91	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Computer hardware leasing and/or rental services</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1346</td> <td style="width: 10%;"></td> </tr> </table>	* Computer hardware leasing and/or rental services	\$	1346	
* Computer hardware leasing and/or rental services	\$	1346			
92	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Services to related parties not included above (research and development charges, management fees, etc.)</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1347</td> <td style="width: 10%;"></td> </tr> </table>	* Services to related parties not included above (research and development charges, management fees, etc.)	\$	1347	
* Services to related parties not included above (research and development charges, management fees, etc.)	\$	1347			
93	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Other goods and services (specify main type)</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1348</td> <td style="width: 10%;"></td> </tr> </table>	* Other goods and services (specify main type)	\$	1348	
* Other goods and services (specify main type)	\$	1348			
94	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">TOTAL (Items 85 to 93)</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1350</td> <td style="width: 10%;"></td> </tr> </table>	TOTAL (Items 85 to 93)	\$	1350	
TOTAL (Items 85 to 93)	\$	1350			
	<b>Direct Imports:</b>				
95	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Purchases, rental, leasing and/or licensing expenditure: Packaged software products</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1355</td> <td style="width: 10%;"></td> </tr> </table>	* Purchases, rental, leasing and/or licensing expenditure: Packaged software products	\$	1355	
* Purchases, rental, leasing and/or licensing expenditure: Packaged software products	\$	1355			
96	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Computer hardware (purchased for resale)</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1356</td> <td style="width: 10%;"></td> </tr> </table>	* Computer hardware (purchased for resale)	\$	1356	
* Computer hardware (purchased for resale)	\$	1356			
97	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Professional computer services</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1357</td> <td style="width: 10%;"></td> </tr> </table>	* Professional computer services	\$	1357	
* Professional computer services	\$	1357			
98	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Computer processing services</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1358</td> <td style="width: 10%;"></td> </tr> </table>	* Computer processing services	\$	1358	
* Computer processing services	\$	1358			
99	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Data base services (Electronic information services)</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1359</td> <td style="width: 10%;"></td> </tr> </table>	* Data base services (Electronic information services)	\$	1359	
* Data base services (Electronic information services)	\$	1359			
100	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Other computer services</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1360</td> <td style="width: 10%;"></td> </tr> </table>	* Other computer services	\$	1360	
* Other computer services	\$	1360			
101	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Computer hardware leasing and/or renting services</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1361</td> <td style="width: 10%;"></td> </tr> </table>	* Computer hardware leasing and/or renting services	\$	1361	
* Computer hardware leasing and/or renting services	\$	1361			
102	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Services from related parties not included above (research and development charges, management fees, etc.)</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1362</td> <td style="width: 10%;"></td> </tr> </table>	* Services from related parties not included above (research and development charges, management fees, etc.)	\$	1362	
* Services from related parties not included above (research and development charges, management fees, etc.)	\$	1362			
103	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">* Other goods and services (specify main type)</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1363</td> <td style="width: 10%;"></td> </tr> </table>	* Other goods and services (specify main type)	\$	1363	
* Other goods and services (specify main type)	\$	1363			
104	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">TOTAL Direct Imports (Items 95 to 103)</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">1365</td> <td style="width: 10%;"></td> </tr> </table>	TOTAL Direct Imports (Items 95 to 103)	\$	1365	
TOTAL Direct Imports (Items 95 to 103)	\$	1365			

Item	Balance Sheet Data			As At Balance Date This Year	
	Please complete as at Balance date this year. All amounts should be at net Book Value				
105	Shareholders Funds/Accumulated Funds/Proprietor's Capital, including all reserves and long term provisions (with the exception of depreciation)	+ \$ OR - \$	1061  1071		
106	Term Liabilities including Deferred Tax, debentures etc.	\$	1062		
107	Current Liabilities including overdrafts, accounts payable, provision for tax and provision for dividends.	\$	1063		
108	Other Liabilities (Please specify main type)	\$	1064		
109	<b>TOTAL Capital and Liabilities.</b>	\$	1065		
110	Fixed Assets, including land, buildings, vehicles, machinery and equipment. (This item should agree with Total (D) of item 83)	\$	1072		
111	Investments, including shares in associates and subsidiaries and other shares, mortgages, debentures etc.	\$	1073		
112	Intangible Assets, including goodwill, patents etc.	\$	1074		
113	Current Assets, including cash and bank balances, short term investments, accounts receivable, stock, debit balances (if any) in Profit and Loss Appropriation accounts, etc.	\$	1075		
114	Other Assets (Please specify main type)	\$	1076		
115	<b>TOTAL Assets (to equal Total Capital and Liabilities of Item 109)</b>	\$	1077		

Item	Dividends Received and Paid During the Accounting Year				
	Enter the Cash Value of dividends received or paid during the accounting year by the business named on the questionnaire label.				
116	Dividends Received	- Cash dividends	\$	1085	
117		- Bonus shares issued in lieu of dividends	\$	1086	
118	Dividends Paid	- Cash dividends	\$	1087	
119		- Bonus shares issued in lieu of dividends	\$	1088	

Item	Software Research and Development		
120	* Has this organisation been involved, in this accounting year, in software research and development for the purpose of marketing software products?  Yes <input type="text"/> No <input type="text"/>		
	Give an estimate of the expenses incurred in the conduct of software research and development:		
121	* Salaries and wages (include benefits)	\$	1370
122	* Capital expenditure on plant, equipment, machinery, vehicles, buildings and other assets used in carrying out R&D during the accounting period. If assets are also used for production please only give the portion used for R&D.	\$	1371
123	* Other development expenses (specify main type)	\$	1372
124	<b>TOTAL (Items 120 to 123)</b>	\$	1375
125	* Did this business capitalise the above development expenses? Yes <input type="text"/> No <input type="text"/> Part of <input type="text"/>		<div>Office Use Only</div> <div>1376 <input type="text"/></div>

Thank you for completing this questionnaire.  
Please write here any comments that would help the department to interpret the information you have given.

To assist processing staff it would be appreciated if you would send with this questionnaire, a copy of your accounts for the period covered (eg trading account, profit and loss account, balance sheet).

If you want your accounts returned tick this box.

☐

Signature of person filling in this questionnaire: ..... Date ..... / ..... /19..

Name: .....

Position (Manager, Accountant etc): .....

Telephone Number: .....

Area Code: .....

If Chartered Accountant in public practice please tick box:

☐