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Business ID:

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Chamber of Commerce Nr:

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Interviewer: \_\_\_\_\_ Telephone: \_\_\_\_\_ Nr.: 

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### ANNUAL REPORT QUESTIONNAIRE 2014

#### COMPANY INFORMATION

Name Company: \_\_\_\_\_

Doing Business As (DBA): \_\_\_\_\_

Company contact person \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### IMPORTANT NOTICE

In accordance with the Statistics Ordinance AB 2013, GT no. 450, the survey will be conducted entirely confidentially and your participation is obligatory.

**IMPORTANT:** The following questionnaire should be completed in conjunction with the supporting explanatory notes on pages 6-8

Please provide detailed specifications of cost of sales and other operational costs on page 9 and 10. The explanatory notes for that section are on page 11.

**INDUSTRY:** 45100-47999      **WHOLESALE & RETAIL TRADE;  
REPAIR OF MOTOR VEHICLES AND MOTORCYCLES**

**ANNUAL REPORT QUESTIONNAIRE 2014**

Business ID:

Sector  Ch. Of Comm.

D.C.  Nr:

**GENERAL QUESTIONS**

1 Main activity: \_\_\_\_\_

2 The fiscal year of this company ran from \_\_\_\_\_ through \_\_\_\_\_ 2014  
*(If the fiscal year did not coincide with the calendar year, please supply data for the years ending in 2014)*

3 Was the company active for the whole fiscal year 2014(not counting vacations)? Yes  No

**PERSONNEL**

	June 2014	Dec 2014
4 Number of <b>full-time</b> paid personnel (on the payroll)	<input type="text"/>	<input type="text"/>
5 Number of <b>part-time (working less than 25 hours a week)</b> paid personnel (on the payroll)	<input type="text"/>	<input type="text"/>
6 Total number of paid personnel on payroll (full-timers plus part-timers)	<input type="text"/>	<input type="text"/>
7 Number of non-paid personnel (owner or members of the family not on the payroll)	<input type="text"/>	<input type="text"/>
8 Average number of personnel (paid plus non-paid)	<input type="text"/>	<input type="text"/>

- 4 Number of **full-time** paid personnel (on the payroll)
- 5 Number of **part-time (working less than 25 hours a week)** paid personnel (on the payroll)
- 6 Total number of paid personnel on payroll (full-timers plus part-timers)
- 7 Number of non-paid personnel (owner or members of the family not on the payroll)
- 8 Average number of personnel (paid plus non-paid)

**PROFIT AND LOSS ACCOUNT 2014**

**All amounts in thousands of guilders**

**INCOME**

**2014**

- 9 Revenue from sales of goods
- 10 Other revenue received
- 11 Total receipts (9 plus 10)**
- 12 \*Cost of sales (**only if applicable**; these are inputs used in the production process; **excluding** costs of personnel; see explanatory notes)
- 13 Gross profit (11 minus 12)**

**COSTS**

- 14 Depreciation on tangible fixed assets
- 15 Gross wages and salaries (own personnel only) and other personnel costs
- 16 Social security contributions by employer
- 17 \*Other operational costs (**excluding** profit tax and turnover tax) of which:
  - 17a - Rent
  - 17b - Utilities
  - 17c - Telephone/fax/internet
  - 17d - Costs of transportation
  - 17e - Marketing costs
  - 17f - Professional services
  - 17g - Other operational costs (see explanatory notes)
  - (excluding** financial expenses & other extraordinary expenses)
- 18 Total costs (14 through 17)**
- 19 Net income from normal operations before taxes (13 minus 18)**

\* A detailed specification is asked on page 9 and 10

**PROFIT AND LOSS ACCOUNT (CONT.)**

All amounts in thousands of guilders

**EXTRAORDINARY INCOME AND EXPENSES**

20 Other extraordinary income		<input type="text"/>	
21 Other extraordinary expense		<input type="text"/>	
		<hr/>	
<b>22 Total extraordinary income/expense (20 minus 21)</b>	(+/-)	<input type="text"/>	→ <input type="text"/>
23 Book <b>profit</b> on sales of the company's capital goods		<input type="text"/>	
24 Book <b>loss</b> on sales of the company's capital goods		<input type="text"/>	
		<hr/>	
<b>25 Total book loss/profit on sales on capital goods (23 minus 24)</b>	(+/-)	<input type="text"/>	→ <input type="text"/>
<b>26 Total other income/expenses (22 plus 25)</b>			(+/-) <input type="text"/>
<b>27 Profit/loss before taxes (19 plus 26)</b>			<input type="text"/>

**The following questions are only applicable for NV's or BV's**

	<b><u>2014</u></b>
28 Profit tax (NV's or BV's only)	<input type="text"/>
29 Retained profits over the fiscal year	<input type="text"/>
30 Dividend to be paid over	<input type="text"/>
31 Dividend benefits/investment income to be received	<input type="text"/>
32 Turnover tax paid	<input type="text"/>

**BALANCE SHEET**

	<b><u>end of 2014</u></b>	<b><u>end of 2013</u></b>
33 Tangible fixed assets <i>(book value after accumulated depreciation from fiscal accounts)</i>	<input type="text"/>	<input type="text"/>

**Please check the end value of the fixed assets as follows:**

**End value 2014 = end value 2013 + investments 2014 -/- disposals 2014 -/- depreciation 2014 +/- book profit(loss)**

34 Balance sheet total (see explanatory notes)	<input type="text"/>	<input type="text"/>
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**INVENTORIES**

35 Own products (finished goods)	<input type="text"/>	<input type="text"/>
36 Work in progress (ALSO on construction projects)	<input type="text"/>	<input type="text"/>
37 Raw and auxiliary materials for production	<input type="text"/>	<input type="text"/>
38 Merchandise (goods purchased for resale)	<input type="text"/>	<input type="text"/>
	<hr/>	<hr/>
<b>39 Total inventories on balance sheet (35 thru 38)</b>	<input type="text"/>	<input type="text"/>

**BALANCE SHEET**

**All amounts in thousands of guilders**

**NOTES TO THE TANGIBLE FIXED ASSETS**

*(Use the depreciation schedule to answer the following questions)*

	Investments	Disposals (proceeds, not bookvalue!)
<b>Investments in/disposals of tangible fixed assets:</b>	<b><u>2014</u></b>	<b><u>2014</u></b>
40 Buildings (including lots)	_ _ _ _	_ _ _ _
41 Other construction and groundwork	_ _ _ _	_ _ _ _
42 Land and sites (unbuilt on)	_ _ _ _	_ _ _ _
43 Transportation equipment	_ _ _ _	_ _ _ _
44 Computers, softwares and databases	_ _ _ _	_ _ _ _
45 Machinery and other business equipment	_ _ _ _	_ _ _ _
46 Research and Development	_ _ _ _	_ _ _ _
	<hr style="border-top: 1px solid black;"/> +	<hr style="border-top: 1px solid black;"/> +
<b>47 Total investments/disposals (40 thru 46)</b>	<b> _ _ _ _ </b>	<b> _ _ _ _ </b>
48 Which part of the investments was produced or installed on own account (see explanatory notes)	_ _ _ _	_ _ _ _
49 <b>of which:</b> wages and salaries of own personnel	_ _ _ _	_ _ _ _
50 <b>of which:</b> overhead/general costs	_ _ _ _	_ _ _ _

Experience has shown that the filling out of the part on investments and disposals poses many problems. You can prevent many questions from the side of STAT by adding to your survey form a copy of the note to the balance sheet in which the movement of the fixed assets is shown. Also a copy of the specification of personnel expenses is highly appreciated.

**ADDITIONAL QUESTIONS**

51 Does this company have an off-shore permit?  
*(a company with an off-shore permit is not allowed to sell goods and services in the former Netherlands Antilles)*

Yes  No

52 Legal organisation  1 N.V. (see question 53)  6 V.O.F.  
 2 B.V. (see question 53)  7 Public Corporation  
 3 Individual proprietorship (with or without personnel)  8 Union  
 4 Foundation  9 Association  
 5 Partnership  0 Other (e.g. C.V.) \_\_\_\_\_

53 What percentage of your (company's) assets is owned by a foreign company? Please specify your answer with the percentage and the country of establishment of the foreign company

%	Country

54 Is there data included in the figures supplied that relate to branches on other islands of the former Netherlands Antilles or in other countries?

Yes  No  Percentage included  %

55 List of other branches or units covered in this survey

Branch/Unit	Chamber of Commerce Nr.	Location	Activity

56 Would you like to receive the forms by email in the future? If yes, please fill out email address.

Yes  No  Email address: \_\_\_\_\_

<b>Contact information for the person filling out this questionnaire</b>	
<b>Name</b>	_____
<b>Tel.</b>	_____
<b>Email</b>	_____
<i>If filled in by accountants office please specify:</i>	
<b>Name office</b>	_____

## EXPLANATORY NOTES

A company is the smallest unit with its own balance sheet and profit and loss account. In terms of the National Accounts a company consists of one or more establishments on the same island. For this purpose foreign branches and branches on the other islands of the former Netherlands Antilles are considered third parties.

- 1 The main activity is the activity which generates the largest revenue, or in which the largest number of employees is engaged. The first criterion is preferred. The main activity will be given a code by STAT.
- 4 Includes all full-time paid personnel on the payroll (loonstaten) of the months under study. Part-time workers on the payroll should be mentioned in **question 5**
- 5 Part-time workers on the payroll (loonstaten) should be mentioned here. Part-time personnel are all personnel working less than 25 hours a week.
- 7 Non-paid personnel: proprietors and family members working in the company who are not on the payroll. These don't include casual laborers cleaning the office or the garden, etc.
- 8 The average number of personnel preferably should be calculated as the average over the 12 months of the financial year. Non-paid personnel should be included in this average.
- 12 For **trade companies**, cost of sales are the goods purchased for resale.  
For **non-trade companies**, cost of sales are inputs used in the production process.  
For example, for a company in the manufacturing industry, i.e. a bakery, cost of sales would be the cost of the flour used as input for cakes etc. Wages and salaries should **not** be included under cost of sales. The costs of own personnel should be mentioned at questions 15 and 16 , whereas work from third parties should be provided under other operational costs (question 17g)
- 14 Mention only the depreciation on tangible fixed assets, **not** the depreciation on goodwill for example.
- 15 Only basic salaries of the company's personnel should be included. Payments to third parties (contractors, employment agencies, etc.) should be included in question 17g (other operational costs). Income of owners should only be included if it is on the payroll. Deduct the sickness benefits which have been received from the social and health insurances (SZV).  
Do not include wage costs pertaining to investments on own account. These should be stated at question 49.  
Other personnel expenses cover overtime pay, staff bonuses, gratuities, dearness and holiday allowances, value of wages in kind (free lodging, free meals, transportation), social events and commissions to own sales staff. Distribution of profits to directors and other personnel should also be mentioned here. Expenses for training and professional working clothes are **not** personnel expenses, these expenses fall under other operational costs (question 17g).
- 16 Social security contributions include the **employers** part of premiums paid to the SZV (AOV/AWW and sickness insurance), and other private insurances paid on behalf of the personnel (e.g. pension premiums and private sickness insurances). Include severance payments (cessantia) if these were paid out directly to the employee.

- 17 Other operational costs include **all other** non-durable goods and services purchased from third parties, with the exception of donations, provisions (e.g. doubtful accounts) or other extraordinary expenses (e.g. difference in prices) etc. Extraordinary, non operational costs, should be filled in at question 21.  
A breakdown is asked at question 17a through 17g in order to be able to further analyze the data, especially the operating result in comparison with previous years. Transportation costs include fuel, lease of company cars (freight is included in question 12)  
Marketing costs concerns all advertising and publicity costs. Professional services include notary, legal services, and accountancy.
- 17g Should **exclude** financial income and expenses such as bank fees, interest etc.
- 20 & 21 Other extraordinary income and expenses include costs such as damages, donations, goodwill release of provisions etc.
- 23 & 24 Look at the notes to questions 40 through 46, concerning the disposals, for the amount that needs to be filled in at these questions.
- 32 Ninety percent of the turnover tax paid or the complete amount is probably included at question 17g (other costs) already. So this question pertains to the complete amount of turnover tax paid over the fiscal year.
- 34 Total assets on the balance sheet are the combined possessions on the balance date.
- 35 to 38 State inventories "net"; after provisions for unmarketable inventories.  
Construction companies should also report work in progress at question 36.

**Use the depreciation schedule to answer the questions about investments and disposals**

- 40 to 46 Investments in tangible fixed assets include the purchase value of all durable means of production (capital goods) purchased during the financial year. Durable means of production are goods which have an expected life of more than 1 year. Capital goods that are leased by way of an operational lease should not be included here. Investments should also include the cost of installations, architect costs, notary and other transfer costs, cost of permanent fixture in buildings, as well as expenses for capital repairs.  
Funds invested during the fiscal year in construction projects which have not yet been delivered should also be included.
- Do **not** include: investments in foreign branches or other islands of the former Netherlands Antilles, take-over of existing firms which will continue their operations unchanged, and investments in intangible assets like goodwill, copyright and patents, also no portfolio investments.
- In the column for ***Disposals*** the total proceeds (sales value) from sales of tangible fixed assets that were in use by the company should be stated. Differences between proceeds of the sale and book value of the capital goods sold should be in question 25.
- 41 Other construction and groundwork includes non-commercial buildings, such as dwellings association buildings, sports facilities, construction of parking lots and asphaltting.

- 42 This refers to land improvements only (inclusive cost of ownership transfer)
- 48 Investments produced or installed on own account include the manufacturing, construction and/or installation of fixed assets (buildings, machinery, installations, etc.) for the company's use (not for sales purposes). In this case, all goods and services obtained from third parties should be deducted. The remaining part of the investments on own account consists of two parts: labour costs of own personnel and overhead costs. This subdivision should be given at questions 49 and 50.
- 53 Purpose of this question is to get an insight at the level at which local companies are owned by foreign companies



## INTERMEDIATE CONSUMPTION DETAILS

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This section asks for a specification of the totals for **cost of sales** and **other operational costs** that were given at **question 12 and 17**. See explanatory notes with these questions on page 11.

This specification can usually be found in the notes to the profit and loss account.

### 1. Specification of the cost as given at **question 12 page 2**.

This specification concerns the various purchases of merchandise, raw and auxiliary materials.

Work from third parties should be provided under question 2 on the next page.

**All amounts in thousands of guilders**

#### ***Merchandise, raw and auxiliary materials***

Agriculture and fisheries products	<input type="text"/>
Food products	<input type="text"/>
Beverages	<input type="text"/>
Tobacco products	<input type="text"/>
Apparel	<input type="text"/>
Leather/leather products and footwear	<input type="text"/>
Textiles (other than apparel)	<input type="text"/>
Jewellery	<input type="text"/>
Domestic appliances	<input type="text"/>
Stone, sand and clay	<input type="text"/>
Non-metallic products	<input type="text"/>
Metal products	<input type="text"/>
Products of wood, cork, straw and plaiting materials	<input type="text"/>
Office, accounting and computing machines; electrical machinery; electronics	<input type="text"/>
Paper and paper products	<input type="text"/>
Transport equipment	<input type="text"/>
Refined petroleum products	<input type="text"/>
Chemical products	<input type="text"/>
Other products not elsewhere specified	<input type="text"/>
<b><i>Other costs:</i></b>	
Import duties	<input type="text"/>
Freight: air	<input type="text"/>
land	<input type="text"/>
sea	<input type="text"/>
Storage charges	<input type="text"/>
Premiums for transportation insurance	<input type="text"/>
	+
<b>Total costs (must be equal to question 12 on page 2)</b>	<input style="background-color: yellow;" type="text"/>

**INTERMEDIATE CONSUMPTION DETAILS**

**2. Specification of other operational costs as given at [question 17 on page 2](#).**

**All amounts in thousands of guilders**

Rent:	buildings	<input type="text"/>
	transportation	<input type="text"/>
	machines	<input type="text"/>
Electricity and cooking gas		<input type="text"/>
Water		<input type="text"/>
Communication (telephone, courier, internet, fax, mobile, and other communication)		<input type="text"/>
Fuel		<input type="text"/>
Parts and accessories of:	computers	<input type="text"/>
	motor vehicles	<input type="text"/>
	other vehicles	<input type="text"/>
Maintenance and repair services of ships		<input type="text"/>
Maintenance and repair of:	buildings	<input type="text"/>
	transportation (excl.ships)	<input type="text"/>
	machines	<input type="text"/>
Hospitality services (e.g. travel and accomodation)		<input type="text"/>
Private education services		<input type="text"/>
Other business activities		<input type="text"/>
Health services		<input type="text"/>
Supporting and auxiliary transport services, travel agencies		<input type="text"/>
Other services: (cleaning, work from third parties, entertainment, other repairs)		<input type="text"/>
Construction materials and services		<input type="text"/>
Food products		<input type="text"/>
Finishing of textiles, wood and paper		<input type="text"/>
Other final products		<input type="text"/>
Life insurance		<input type="text"/>
Non-life insurance		<input type="text"/>
Activities auxiliary to financial intermediation		<input type="text"/>
Other costs not elsewhere specified		<input type="text"/>
		+
<b>Total other costs (must be equal to question 17 on page 2)</b>		<b><input type="text"/></b>

## **EXPLANATORY NOTES : INTERMEDIATE CONSUMPTION DETAILS**

Intermediate consumption or intermediate costs are the operational cost of enterprises. It regards those costs that are being transformed during the production (for example grain that is processed into flour, and in turn flour that is processed into bread) and costs which are completely used up during the process (such as electricity and water). Costs that are not considered as intermediate consumption in national accounts are investments, wages and salaries, social contribution, taxes, depreciation of fixed assets, taxes, social contributions and subsidies.

### **Agriculture and fishery products**

cereals; vegetables; fruits and nuts; seeds; living plants; cut flowers and flower buds (including bouquets, wreaths, baskets); live animals and animal products (excluding meat); fish live and fresh; crustaceans live and fresh (i.e. crabs, lobsters, shrimps); molluscs live and fresh (i.e. oysters, mussels, scallops, clams); raw milk; other animal products (i.e. natural honey)

### **Food products**

meat and meat products; prepared and preserved fish, crustaceans, molluscs and other aquatic invertebrates; prepared and preserved vegetables pulses and potatoes, prepared and preserved fruits and nuts; animal fats; vegetable oils, dairy and egg products; grain mill products, starches and starch products; sugar and molasses; fruit prepared

### **Beverages:**

alcohol, liquors, wines, malt liquors and malt, bottled mineral waters, soft drinks, juices

### **Tobacco products:**

cured stemmed/stripped tobacco leaves, Cigars, cheroots, cigarillos and cigarettes of tobacco or tobacco substitutes, other manufactured tobacco and manufactured tobacco substitutes; "homogenized" or "reconstituted" tobacco; tobacco extracts and essences.

### **Leather/ leather products and footwear**

leather; luggage and handbags of leather; other articles of leather; footwear

### **Textiles**

yarn; thread; textile articles other than apparel (i.e. bed and table linen, curtains, pillows, tarpaulins, carpets)

### **Domestic appliances**

washing machines; dishwashers; fans; stoves; cooking appliances,

### **Stone, sand and clay**

marble and other calcareous monumental or building stone; granite, sandstone and other monumental or building stone; other monumental or building stone; sand; gravel; asphalt; limestone, gypsum, anhydrite, or other calcareous stone of a kind used for the manufacture of lime or cement

### **Non-metallic products**

Bricks; blocks; cement; tiles; plasters; worked marble; other worked monumental or building stone and articles thereof

### **Metal products**

basic iron and steel; products of iron or steel; basic precious metals; other fabricated metal products

### **Products of wood, cork, straw and plaiting materials**

wood; plywood; hardboard; fibreboard; other products of wood (i.e. tableware, kitchenware, wooden frames); articles of cork

### **Office, accounting and computing machines; electrical machinery; electronics**

cash registers, printers, generators; transformers; lighting equipment; televisions; radios

**Paper and paper products**

pulp; paper and paper products; printed matter and related articles; newsprint; hand-made paper and paperboard; cartons; boxes; carbon paper; toilet paper; napkins; sanitary or hospital articles; sanitary towels; books

**Transport equipment**

motor vehicles, trailers and semi-trailers and parts and accessories thereof; ships; boats; aircraft and spacecraft and parts thereof; other transport equipment

**Refined petroleum products**

motor gasoline and aviation gasoline; kerosenes; gas oil; fuel oils; lubricants

**Chemical products**

basic chemicals; paint, ink, medicines, pharmaceutical products, cosmetic products, cleaning preparations; fertilizers and pesticides; other chemical products

**Other operational costs****Private education services**

work-related schooling and training

**Other business activities**

accountancy/bookkeeping, security, consultancy, advice, legal costs, marketing, advertising, research and development