



Republic of Ghana

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GHANA STATISTICAL SERVICE
P.O. BOX GP1098
ACCRA

**INTEGRATED BUSINESS
ESTABLISHMENT SURVEY (IBES) 2015**

**(PRODUCTION AND DISTRIBUTION OF
ELECTRICITY AND WATER)#**

(CALENDAR YEAR 2013 OR FINANCIAL YEAR INCLUDING AT LEAST SIX MONTHS OF 2013)

GENERAL INFORMATION

This questionnaire is for all establishments engaged in the production and distribution of electricity and water. A questionnaire must be completed for each establishment. An interviewer will visit each establishment and assist in completing the questionnaire. A copy of the questionnaire may be retained for the establishment's record.

If book figures (records) are not available, carefully prepared estimates will be accepted.

INFORMATION SUPPLIED IS CONFIDENTIAL

All information supplied is confidential under the Statistical Service Law, P. N. D. C. Law 135. The information shall be used by Statistical Service in the preparation of statistics in accordance with the Statistical Service Law. The information provided shall not be used for the purpose of taxation.

In case of any further enquiries, please contact: 0244865832 / 0243267403 / 0244760080 / 0504833815

INSTRUCTION FOR COMPLETING THIS QUESTIONNAIRE

- a. PLEASE COMPLETE ALL PARTS OF EACH QUESTION INCLUDING TOTALS. DO NOT WRITE IN SPACES MARKED **“FOR OFFICE USE”**. READ INSTRUCTIONS ACCOMPANYING EACH QUESTION BEFORE COMPLETING.
- b. Use a dash (-) where the question is applicable but no data is available.
- c. Where the response to a question is zero, write ‘0’.
- d. If a question does not apply, write N/A (i.e. Not Applicable) in the space provided.
- e. All monetary values should be recorded in GH CEDIS except where otherwise indicated in a question.
- f. The accounting period covered by this questionnaire should include at least six (6) months of 2013.

SECTION 1: IDENTIFICATION AND CLASSIFICATION INFORMATION

ESTABLISHMENT REFERENCE NUMBER

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ENUMERATION ZONE NUMBER

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1.1: NAME AND PHYSICAL LOCATION OF ESTABLISHMENT

1.1.1 NAME OF ESTABLISHMENT:

1.1.2 STREET NAME:

1.1.3 SUBURB/AREA:

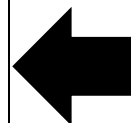
1.1.4 EXACT LOCATION:

.....

1.1.5 TOWN NAME:

1.1.6 DISTRICT NAME:

1.1.7 REGION NAME:



PLEASE
AMEND IF
INCORRECT

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1.2: OTHER INFORMATION

1.2.1 POSTAL ADDRESS:

1.2.2 TELEPHONE NUMBER:

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1.2.3 E-MAIL ADDRESS:

1.2.4 FORM OF ORGANIZATION (e.g. Head Office, Subsidiary, Single establishment):

.....

1.2.5 TYPE OF OWNERSHIP (Private, Public, PPP):

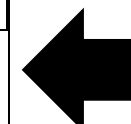
1.2.6 NATIONALITY OF OWNERSHIP:

1.2.7 TYPE OF LEGAL ORGANIZATION (e.g. Limited Liability Co., Partnership etc.):

.....

1.2.8 NAME OF CONTACT PERSON:

1.2.9 YEAR OF COMMENCEMENT OF BUSINESS



PLEASE
AMEND IF
INCORRECT

1.3 PERIOD OF OPERATION DURING 2013

1.3.1 PERIOD OF OPERATION DURING 2013

Mark (X) in the box that applies

 1

Operated throughout 2013.
(Skip to 1.4.1)

 2

Operated for only part of 2013
(enter number of months).....
and mark (X) in the appropriate boxes for the period of operation.

J	F	M	A	M	J	J	A	S	O	N	D

 3

Establishment did not operate during 2013.

1.4 REASON(S) FOR NOT OPERATING THROUGHOUT THE YEAR

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.....
.....

1.4.1 How many years has the establishment been located at the current address?

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1.4.2 What were the reasons for locating at the present address? (Multiple responses are possible)

A	It is close to the place where the founder was born, grew up or has family	
B	Infrastructure (power, roads etc.) is good	
C	It is close to where customers are located	
D	There are many workers that the establishment needs in the vicinity	
E	It is close to important suppliers / raw material	
F	Rents / land prices are cheap	
G	The environment is dynamic / it is close to other successful firms	
H	Other (specify)	

1.4.3 PERIOD OF NORMAL PRODUCTION

For which of these months was the establishment's production average/normal?
Mark (X) in the appropriate boxes.

J	F	M	A	M	J	J	A	S	O	N	D

1.5 TYPE OF RECORDS OF ACCOUNT KEPT BY ESTABLISHMENT

Does the establishment keep some form of record or accounts? Mark (X) in the box that applies

1 YES

2 NO (*Skip to 1.6*)

1.5.1 ACCOUNTING PERIOD

Please state the accounting period covered by this questionnaire.

From / / 20 to / / 20
(DD/MM/YY)

1.6 PRINCIPAL ACTIVITY

1.6.1: Describe the establishment's principal activity during the 2013 financial year.

Mark (X) in the appropriate box

1 Generation and distribution of electricity

2 Production and distribution of water.

1.6.2: Other activities during the 2013 financial year

1.6.2.1

1.6.2.2

1.6.2.3

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1.6.3: Is the principal activity the same for the 2014 financial year?

Mark (X) in the box that applies

1 YES

2 NO

If No, state the principal activity for the 2014 financial year

.....

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.....

FOR OFFICE USE

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SECTION 2: EMPLOYMENT AND EARNINGS

2. PERSONS ENGAGED

State the number of persons engaged in the following categories during the pay period nearest to 30 June, 2013.

2.1 EMPLOYEES

All persons working for and paid by the establishment.

INCLUDE such persons whether working full-time or part-time

INCLUDE employees on sick leave, paid vacation and study leave with pay.

2.1.1 OPERATIVES (DIRECT PRODUCTION EMPLOYEES)

Employees directly engaged in production or production related to activities in the establishment.

INCLUDE persons engaged in fabricating, processing or assembling, mechanics who attend to the machines, shop cleaning personnel, warehousemen, packers, shop-testing and record keeping personnel and paid apprentices.

INCLUDE any supervisory personnel whose function is to record or expedite any step in the production process.

EXCLUDE supervisory employees above the working foreman level.

2.1.2 OTHER EMPLOYEES

Employees other than operatives as defined above, e.g. administrative, clerical and accounts personnel such as salaried managers, clerks, typists and salesmen,

2.2 UNPAID WORKERS

2.2.1 WORKING PROPRIETORS AND ACTIVE BUSINESS PARTNERS

Proprietors and partners who are actively engaged in the management of the establishment and are not paid a salary or wage, (managers and directors of corporations working for pay should be reported with "other employees"

2.2.2 LEARNERS

EXCLUDE all persons undergoing on the job training without pay, including unpaid

2.2.3 CONTRIBUTING FAMILY WORKERS

Family members of any of the owners who work in the establishment without pay for at least one-third of the normal working period.

2.3 NATIONAL SERVICE PERSONS

2.4 TOTAL (sum of 2.1; 2.2 and 2.3)

2013 PAY PERIOD NEAREST TO 30 JUNE 2013		
TOTAL	MALE	FE- MALE
//////////	//////////	//////////
//////////	//////////	//////////
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3. WAGES AND SALARIES (CASH AND IN KIND) PAID TO EMPLOYEES DURING THE 2013 FINANCIAL YEAR

State all payments, whether in cash or in kind, to employees for work done during the 2013 financial year. In kind refers to the estimated net cost to the employer of those goods and services furnished to employee free of charge or at markedly reduced cost.

ALL CASH PAYMENTS

- INCLUDE* Wages and salaries, other cash payments, e.g. bonuses and cost of living allowance.
- INCLUDE* Wages paid during vacation, sick leave and study leave with pay
- INCLUDE* Contribution payable by the employees and deducted by the employer such as the Social Security and National Insurance Trust (SSNIT) contributions, taxes, group insurance premium and the like.

GOODS AND SERVICES PAID IN KIND

- INCLUDE* Estimated cost of subsidized housing, transport, medical care, free uniforms, goods and the like

TYPE OF PAYMENTS	WAGES AND SALARIES
	ALL PAYMENTS IN CASH AND KIND (GH CEDIS)
3.1 All Cash Payment	
3.2 Goods and Services paid in kind	
3.3 TOTAL	

4. SUPPLEMENTS TO WAGES AND SALARIES DURING THE 2013 FINANCIAL YEAR

- INCLUDE* Employer's contribution on behalf of employees to the Social Security and National Insurance Trust (SSNIT), private pension plans, workmen's accident compensation plan and insurance premiums on hospital and medical schemes and the like.

(GH CEDIS)

4.1 Social Security	
4.2 Others	
4.3 TOTAL	

SECTION 3: STOCKS

5. STOCKS OF THIS ESTABLISHMENT DURING THE 2013 FINANCIAL YEAR

INCLUDE the value of all stocks held at the establishment itself or in ancillary locations such as warehouses

INCLUDE materials owned by this establishment but held by others for processing

EXCLUDE materials owned by others but held by this establishment for processing.

VALUATION should be at prices specified in the questions, on comparable basis for both beginning and the end of year. Alternatively, book values may be given.

DEFINITIONS

PURCHASER' PRICES

The delivered cost at the establishment including the purchase price, charges for transport, the cost of insurance, the value of packaging materials charged for and all taxes and duties on the goods. Discounts or rebate allowed to the purchaser and the value of packing materials returned to supplier should be deducted.

EX – FACTORY PRICE (Producers' prices)

The establishment price charged to the consumer.

INCLUDE duties and taxes put on products when they leave the establishment

EXCLUDE any subsidies

TYPE OF STOCK	VALUE OF STOCKS (GH CEDIS)	
	AT BEGINNING OF FINANCIAL YEAR 2013 1	AT END OF FINANCIAL YEAR 2013 2
5.1 Raw material and supplies (at current replacement cost in purchases prices)		
5.2 Work in progress (in purchasers' prices)		
5.3 Fuel (in purchaser's prices")		
5.4 Finished goods (at ex-factory prices)		
5.5 Goods purchased for resale (at ex-factory prices)		
5.6 Other (Specify)		
5.7 TOTAL (sum of 5.1 to 5.6)		

SECTION 4: FIXED CAPITAL FORMATION

6. VALUE OF FIXED ASSETS DURING THE 2013 FINANCIAL YEAR

VALUE OF FIXED ASSETS AND DEPRECIATION ALLOWED DURING THE 2013 FINANCIAL YEAR

Enter the book value of fixed assets at the beginning of the financial year and depreciation allowed at current replacement cost of assets used up during the year through normal wear and tear, foreseen obsolescence and the normal rate of accidental damage.

BOOK VALUE OF FIXED ASSETS PURCHASED (Column 1)

INCLUDE the book value of fixed assets acquired by the establishment prior to the 2013 financial year.

FIXED ASSETS PURCHASED (Column 2)

INCLUDE the cost of new fixed assets acquired by the establishment during the 2013 financial year.

SALES OF FIXED ASSETS (Column 3)

INCLUDE the value of sale of fixed assets during the 2013 financial year.

DEPRECIATION OF FIXED ASSETS (Column 4)

INCLUDE depreciation allowed at current replacement cost of assets used up during the year through normal wear and tear, foreseen obsolescence and the normal rate of accidental damage.

BOOK VALUE OF FIXED ASSETS PURCHASED (Column 5)

INCLUDE the book value of fixed assets acquired by the establishment as at the end of 2013 financial year.

VALUATION Value at full cost incurred, that is at delivered cost plus the cost of installation including any fee and taxes but excluding financial costs.

ASSETS	BOOK VALUE AS AT THE BEGINNING OF FINANCIAL YEAR 2013 (GH CEDIS)	FIXED ASSETS PURCHASED IN 2013	VALUE OF SALES OF FIXED ASSETS (GH CEDIS)	DEPRECIATION (GH CEDIS)	BOOK VALUE AS AT THE END OF FINANCIAL YEAR 2013 (GH CEDIS)
	1	2	3	4	5
6.1 Land (undeveloped land)				//////////////////// ////////////////////	
6.2 Residential Buildings					
6.3 Non-Residential Buildings					
6.4 Other construction and land improvements					
6.5 Machinery, plant and other equipment (except for transport & electricity)					
6.6 Generation set & Plant					
6.7 Transport and equipment					
6.8 Furniture, fixtures & office equipment					
6.9 ICT equipment					
6.10 Research & development					
6.11 Computer software					
6.12 Entertainment, Literary and artistic originals					
6.13 Other Intellectual Property product					
6.14 Other specify					
6.15 TOTAL (sum of 6.1 to 6.14)					

SECTION 5: INPUT COSTS

7. QUANTITY AND COST OF PRINCIPAL MATERIALS PURCHASED DURING THE 2013 FINANCIAL YEAR

Complete a separate line for each material purchased. Enter balance of purchases in line 7.10 columns 5, 6 and 7 add total value in line 7.11 columns 5, 6 and 7.

INCLUDE all raw materials, fabricated parts and components, etc. received during the 2013 financial year.

INCLUDE materials and components used in the account production of fixed assets or used by other establishments in making product for this establishment under contract.

INCLUDE fuel that enter the product directly or are used to generate electricity.

EXCLUDE deductible Value Added Tax (VAT)

VALUATION should be in purchaser' prices (defined in question 5)

Materials of DOMESTIC ORIGIN include all materials produced in Ghana. Materials of FOREIGN ORIGIN include all materials imported into Ghana (i.e. produced in a foreign country) irrespective of whether they were purchased in Ghana or not.

DESCRIPTION OF MATERIAL	FOR OFFICE USE	UNIT OF MEASURE	MATERIALS PURCHASED DURING THE 2013 FINANCIAL YEAR					
			TOTAL QUANTITY	AVERAGE UNIT PRICE		TOTAL DELIVERY COST (GH CEDIS)	ORIGIN OF MATERIALS	
				4			DOMESTIC	IMPORTED
				GH CEDIS	P		(GH CEDIS)	(GH CEDIS)
1	2	3			5	6	7	
7.1								
7.2								
7.3								
7.4								
7.5								
7.6								
7.7								
7.8								
7.9								
7.10 All other materials purchased not listed individually above.	////////////////	////////////////	////////////////	////////////////	////////////////			
7.11 TOTAL (sum of 7.1 to 7.10)	////////////////	////////////////	////////////////	////////////////	////////////////			

8. FUEL PURCHASED DURING THE 2013 FINANCIAL YEAR

State in delivery cost (purchaser's price).

INCLUDE fuel for transport and machines (as well as fuel used to generate electricity).

EXCLUDE (a) fuel produced and consumed in the same establishment.

(b) fuel purchased as raw materials to enter into the products of the establishment.

TYPE OF FUEL	FOR OFFICE USE	UNIT OF MEASURE	QUANTITY	DELIVERY COST (GH CEDIS)
	1	2	3	4
8.1 Diesel for generating electricity				
8.2 Diesel for transport equipment and other machines				
8.3 Petrol for generating electricity				
8.4 Petrol for transport equipment and other machines				
8.5 Wood				
8.6 Gas (L.P.G) for generating electricity				
8.7 Gas (L.P.G) for transport equipment's and other machines				
8.8 Charcoal				
8.9 Other (specify)				
8.10 Total (sum of 8.1 to 8.9)	//////////////////// //////////////////// ////////////////////	//////////////////// //////////////////// ////////////////////	//////////////////// //////////////////// ////////////////////	

9. PURCHASES DURING THE 2013 FINANCIAL YEAR.

VALUATION should be in purchasers' prices (define in question 5).

TYPE OF COST	DELIVERY COST (GH CEDIS)
9.1 Purchase of raw materials, supplies, etc. purchased (same as 7.11 col. 5).	
9.2 Purchase of fuel. (same as 8.10 col. 4)	
9.3 Purchase of electricity	
9.4 Purchase of water	
9.5 Purchase of goods for resale	
9.6 Other (Specify)	
9.7 TOTAL (sum of 9.1 to 9.6)	

10. OTHER OPERATING COST DURING THE 2013 FINANCIAL YEAR.

Enter the following types of individual costs. This includes:

Labour costs not included in compensation of employees, purchases of provision and supplies for sale in employee facilities. Amount paid for storage or warehousing.

EXCLUDE Purchase of land and other capital goods, bad debts, depreciation and outright purchase of patent and licenses.

DESCRIPTION OF OTHER COST	COST (GH CEDIS)
10.1 Laundry and cleaning services	
10.2 Music and other entertainment expenses	
10.3 Repairs and maintenance paid for on vehicles, buildings etc. to outside firms	
10.4 Cartage and haulage expenses paid	
10.5 Travel expenses (e.g. management, personal etc.)	
10.6 Value of contract and commission work paid	
10.7 Audit, accounting and legal fee	
10.8 Security services paid to other firms	
10.9 Staff training (when done by another establishment)	
10.10 Services of employment agencies	
10.11 Advertising and promotion etc.	
10.12 Bank charges	
10.13 Telephone, telecommunication, and Internet	
10.14 Postage	
10.15 Tax (e.g. Property Tax)	
10.16 Office stationery and supplies	
10.17 Management and consultation fee	
10.18 Rent paid for hiring of furniture, building, plant and machinery, land etc.	
10.19 Interest paid	
10.20 Dividend paid	
10.21 Royalty paid	
10.22 Business licenses, rates on property paid to central or local government etc.	
10.23 Insurance paid	
10.24 Exchange rate losses (losses due to currency depreciation)	
10.25 Loss on sale of fixed assets	
10.26 Payment for hotel organized activities and tours	
10.27 Other (Specify).....	
10.28 GRAND TOTAL	

SECTION 6 SALES AND OTHER RECEIPTS OF THIS ESTABLISHMENT

11. VALUE OF SALE OF ELECTRICITY AND WATER DURING THE 2013 FINANCIAL YEAR

- a. To be covered only if establishment's principal activity is the generation and distribution of electricity.

Enter the quantity and value of electric energy produced from each source by the establishment during the 2013 financial year.

INCLUDE: all duties and taxes levied on the establishment but passed on to the customer.

ELECTRICITY

SOURCE	(FOR OFFICE USE)	QUANTITY (‘000 KWh)	VALUE (GH CEDIS)
	1	2	3
11.1a Hydro-electric power			
11.2a Thermal plant			
11.3a Solar			
11.4a Other (Specify):			
11.5a TOTAL (sum of 11.1a to 11.4a)			

- b. To be covered only if establishment's principal activity is production and distribution of water.

Enter the quantity and value of water produced by the establishment during the 2013 financial year.

INCLUDE all duties and taxes levied on the establishment but passed on to the customer.

SOURCE	(FOR OFFICE USE)	QUANTITY (‘000)	VALUE (GH CEDIS)
	1	2	3
11.1b Treated water			
11.2b Mechanize boreholes, wells, etc.			
11.3b Other (Specify):			
11.4b TOTAL (sum of 11.1b to 11.3b)			

12. VALUE OF SALES AND RECEIPTS FOR INDUSTRIAL SERVICES (DISTRIBUTION) DURING THE 2013 FINANCIAL YEAR.

VALUATION should be at ex-factory prices, (defined in question 5).

DESCRIPTION OF ITEM	VALUE (GH CEDIS)
12.1 Value of sale of electricity and water (same as 11.4 <i>a</i> or <i>b</i> , column 2)	
12.2 Receipt for contract work done for others on their materials.	
12.3 Receipt for repair and installation work done for others.	
12.4 Other receipt for industrial services.	
12.5 Sale of goods expressly bought to be sold in the same condition as purchased.	
12.6 Value of capital goods produced for establishment's own use	
12.7 TOTAL (sum of 12.1 to 12.6).	

13. OTHER RECEIPTS DURING THE 2013 FINANCIAL YEAR

Enter receipts from non-industrial services.

EXCLUDE the following: interest for subsidies received from the sale of used capital goods (included in capital formation)

DESCRIPTION OF SERVICES	VALUE (GH CEDIS)
13.1 Receipt for rental or lease of building and machinery	
13.2 Commission received	
13.3 Revenue from the operation of employee facilities	
13.4 Receipt for storage of goods, warehousing and cold storage for others.	
13.5 Receipt for transport services rendered to other, (other than delivery of own products)	
13.6 Dividend received	
13.7 Other (specify)	
13.8 TOTAL (sum of 13.1 to 13.7)	

14. INDUSTRIAL CAPACITY UTILIZATION

Give an estimate of percentage UTILIZATION of optimum or full production capacity (with existing plant and machinery).

PERCENT

SECTION 7: INTERVIEWER'S REVIEW

The interviewer will review the questionnaire for completeness and accuracy in the following section before you complete the certification.

a. **COMPLETENESS CHECKS**

Mark (X) in the box that applies. Have the following questions been completed?

Question	Yes	No
1.3		
1.6		
2.4		
3.3		
4.3		
5.7		
6.15		
7.11		

Question	Yes	No
8.10 col 4		
9.7		
10.28		
11.5a		
11.4b		
12.7		
13.8		
14		

**If No, explain in "REMARKS"*

REMARK

.....

.....

Calculate and enter figures for checks (a, b and c).

CHECK	CALCULATIONS REQUIRED	FIGURES FOR CENSUS ('000 CEDIS)
b. Average annual wage per employee	Total 3.3 /(sum of questions 2.1)	

c. **Sales, other receipts, input costs, wages and salaries**.

SALES

RECEIPTS, INPUT COSTS, WAGES AND SALARIES

A

B

Total 5.7 col.1, 12.7 & 13.8

Total 3.3 & 4.3
Total 5.7 col.2
Total 9.7 & 10.28
Total

Is the answer in box A greater than the total in box B?

Mark (X) in the box that applies.

YES

NO (Explain the "No" in "Remarks")

1

2

REMARKS
.....
.....

d. Source of data
Mark (X) in the applicable box(es)

- | | | | |
|----------------------------|--|----------------------------|-------------------|
| <input type="checkbox"/> 1 | Data derived from financial statements | <input type="checkbox"/> 3 | Careful estimates |
| <input type="checkbox"/> 2 | Other documented sources | <input type="checkbox"/> 4 | Estimates |

If more than one box is marked, indicate in space for remarks the number(s) from each source.

REMARKS
.....

e. This questionnaire was completed by (*Mark (X) in the box that applies.*)

- | | | | |
|----------------------------|---------|----------------------------|-------------|
| <input type="checkbox"/> 1 | Respond | <input type="checkbox"/> 2 | Interviewer |
|----------------------------|---------|----------------------------|-------------|

SECTION 8: CERTIFICATION OF THIS QUESTIONNAIRE

A. Thank you for completing this questionnaire. Please enter any comments which would assists in the interpretation of the information given.

COMMENTS:
.....
.....

B. NAME OF PERSON SUPPLYING THE INFORMATION TELEPHONE NUMBER
.....
SIGNATURE:
STAMP
DESIGNATION: DATE:

C. INTERVIEWER'S NAME
INTERVIEWER'S ID NO.
DATE OF INTERVIEW
SUPERVISOR'S NAME
SUPERVISOR'S PHONE NO.
SUPERVISOR'S SIGNATURE:.....
ZONAL CO-ORDINATOR'S NAME:
ZONAL CO-ORDINATOR'S SIGNATURE

D. CLERICAL PROCESSING (FOR OFFICFE USE)
EDITOR'S NUMBER SIGNATURE:
DATE:
CODER'S NUMBER..... SIGNATURE:.....
DATE
VERIFIER'S NUMBER SIGNATURE:.....
DATE
DATE PASSED FOR DATA ENTRY SIGNATURE