

Workplace Employment Relations Study 2011

Carried out for the Department for Business, Innovation and Skills*

FINANCIAL PERFORMANCE QUESTIONNAIRE

Please complete and return this questionnaire within two weeks. Return it directly to NatGen by post in the reply-paid envelope provided.



You can also fill out the questionnaire online. Information about how to do this can be found in the accompanying letter.

The information you provide will be used solely for statistical purposes and will be treated in strict confidence in accordance with the Data Protection Act.

Neither individuals nor their workplace will ever be identified in the published results.

Thank you for your help.

1

Where possible, the figures you provide in this questionnaire (for example, about your turnover) should relate only to the workplace address on the accompanying letter. Please let us know whether this is the case by ticking the option that applies to you below.

- The figures relate to this workplace only
- The figures relate to other workplaces also (please specify)

Number of workplaces covered by this return

Approximate share of turnover accounted for by workplace indicated on accompanying letter %

2

Where possible, figures should cover the calendar year 1st January – 31st December 2010. Please let us know whether this is the case by ticking the option that applies to you below.

- The figures cover 1st January – 31st December 2010
- The figures cover another business year (please specify)

	Day	Month	Year
From	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 40px;" type="text"/>
To	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 40px;" type="text"/>

Financial amounts should be rounded up or down to the nearest £1,000, as below.

For example, if your answer is £576,326, round this to £576,000 and fill in the boxes as indicated:

						5	7	6	0	0	0
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If your answer is £672, round this to £1,000 and fill in the boxes as indicated:

							1	0	0	0
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If your answer is less than £500, write NIL in the boxes as indicated:

						N	I	L	0	0	0
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Turnover (excluding VAT)

3

What was the total amount received in respect of sales of goods and services during the period stated in question 2? Please give best estimates where you do not have exact data. Financial amounts should be rounded up or down to the nearest £1,000.

Total turnover £

- Include:**
- Sales of goods of own production
 - Work done on customers' materials
 - Income from services provided
 - Sales of goods purchased and resold without further processing, including retail turnover
 - Progress payments on work in progress

- Exclude:**
- VAT
 - Sales of fixed assets
 - Output for own final use
 - Grants

Employment

4

How many employees were employed, on average, over the period? Please give separate figures for those working full-time (30 hours or more per week) and those working part-time (fewer than 30 hours per week). Please give best estimates where you do not have exact data.

Number of full-time employees

Number of part-time employees

- Include:**
- Employees on permanent, temporary and fixed-term contracts
 - Staff hired on a temporary basis from an employment agency
 - Freelance staff

Value of assets

5

What is the approximate value of buildings, machinery and equipment? Please give best estimates where you do not have exact data. Financial amounts should be rounded up or down to the nearest £1,000.

For owned or rented/leased buildings, please estimate their current market value if sold.

Total value of owned buildings £

Total value of rented/leased buildings £

For all other assets, whether owned or rented/leased, please estimate the cost of purchasing equivalent items, not the cost of replacing them with new, improved items.

Total value of other owned assets £

Total value of other rented/leased assets £

- Include:**
- Motor vehicles and other transport equipment
 - Computer hardware and software
 - Other plant, machinery and equipment

Capital expenditure

6

What was the total capital expenditure over this period? Please give best estimates where you do not have exact data. Financial amounts should be rounded up or down to the nearest £1,000.

Total cost of acquisitions £

Total proceeds from disposals £

- Include:**
- Building work
 - Purchase or sale of land and buildings
 - Motor vehicles and other transport equipment
 - Computer hardware and software
 - Other plant, machinery and equipment

Exclude:

- Any allowances for depreciation

Purchase of goods, materials and services

7 What was the total value of purchases of goods, materials and services over this period? *Please give best estimates where you do not have exact data. Financial amounts should be rounded up or down to the nearest £1,000.*

Total purchases £ 0 0 0

- Exclude:**
- Employment costs
 - Bad debts or depreciation
 - Interest payments
 - Amounts paid for capital items
 - Capitalised building repairs

Employment costs

8 What were the total employment costs over this period? *Please give best estimates where you do not have exact data. Financial amounts should be rounded up or down to the nearest £1,000.*

Total employment costs £ 0 0 0

- Include:**
- Gross wages and salaries (in cash or kind)
 - Employers' National Insurance contributions
 - Contributions to pension funds (including lump sum contributions)
 - Redundancy and severance payments

Research and development

Research and development is creative work undertaken on a systematic basis in order to increase your stock of knowledge, and the use of knowledge to devise new applications.

9 Is any research and development activity carried out at this workplace? *Please tick.*

Yes

No

IF YES: Approximately what percentage of total current expenditure is spent on research and development? %

10 Is any research and development activity carried out elsewhere in this organisation? *Please tick.*

Yes

No

Thank you for taking the time to complete this questionnaire. Please return it directly to NatCen by post in the reply-paid envelope provided.

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