



BOARD OF TRADE

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Report on the Census of Production 1963

9 Biscuits

LONDON: HER MAJESTY'S STATIONERY OFFICE

Price 3s. 6d. net

These notes give the main information needed for interpreting the figures in the industry reports. (More detailed information about the Census is given in a separate booklet - 'Factory Reports' - published by the Board of Trade, 10, Whitehall, London, S.W.1. Price 1s. 6d. net.)

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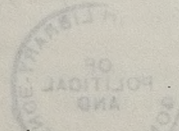
9 Biscuits

Presented by the Board of Trade to Parliament in pursuance of the Statistics of Trade Act 1947 (10 & 11 Geo. 6 Cha. 39 Sec. 7)

Capital Expenditure
(1) New building work.
This represents the cost incurred during the year of new building and other new construction work (including office buildings, canteens and the like used in connection with the business covered by the returns but not dwelling houses for employees). The value is that charged to capital account during the year of return; it includes expenditure on new buildings or the extension or reconstruction of old buildings, repairs of work of a capital nature carried out by firms' own staff, and the cost of any newly constructed buildings purchased. The figures show include any legal charges, stamp duties, agents' commissions, etc.

TERMS USED IN THE CENSUS REPORT
Average number employed
Firms were required to state the number of persons on the payroll (i.e. whose national insurance cards were held by them) on the average during the year of return, whether full-time or part-time employees. Separate figures were required for (a) administrative, technical and clerical employees and (b) operative (see below). Averages could be calculated from figures relating to each week of each calendar month; figures shown in respect of the average number employed relate to the sum of these averages. Firms were also required to state the number of working proprietors (see below) where appropriate and these are included in total employment figures. Outworkers are included.

Notes - continued on pages iii and iv



Notes

These notes give the main information needed for interpreting the figures in the industry reports. (More detailed information about the Census is given in a separate booklet - 'Introductory Notes': Part 1 of the Report on the Census of Production for 1963.)

GENERAL INFORMATION

Changes in the 1963 census

There were few changes resulting from amendments to the Standard Industrial Classification and only minor changes in the scope of certain industry reports compared with 1958. Any such changes are explained in the introductions to the industry reports concerned or by footnotes to the tables.

Industrial Classification

Establishments were classified to industries on the basis of major activity in conformity with the second edition of the Standard Industrial Classification (Consolidated Edition 1963, incorporating Amendment 1). Each industry was basically defined in terms of its principal products, these being of a similar nature or commonly associated in production. Normally, an establishment was classified to an industry if its sales of the principal products of that industry accounted for a greater proportion of its total sales than did its sales of the principal products of any other industry. However, where the application of this rule would have resulted in a change of classification between 1958 and 1963, the establishment was reclassified only if the sales of principal products of the newly predominant industry was more than one third greater than the sales of principal products of the previously predominant industry. This modification of the general rule was introduced for 1958 to avoid discontinuities which would result from marginal changes in sales between successive censuses.

The principle of classification by major output was also normally followed in compiling the analysis by sub-divisions of an industry.

In certain industries, classification was dealt with in a different way. Details of any non-standard treatment are given in the introductions to the relevant industry reports.

TERMS USED IN THE CENSUS REPORT

Average number employed

Firms were required to state the number of persons on the payroll (i.e. whose National Insurance cards were held by them) on the average during the year of return, whether full-time or part-time employees. Separate figures were required for (a) administrative, technical and clerical employees and (b) operatives (see below). Averages could be calculated from figures relating to the last week of each calendar month; figures shown in respect of the average number employed relate to the sum of these averages. Firms were also required to state the number of working proprietors (see below) where appropriate and these are included in total employment figures. Outworkers are excluded.

The figures include persons engaged in merchanting or factoring and canteen workers where particulars in respect of these activities could not be excluded from the return.

Working Proprietors

These include all persons regarded as 'self-employed' for National Insurance purposes, and members of their families who worked in the business without receiving a fixed wage or salary; but persons who worked less than half the normal number of working hours are excluded. For Great Britain, directors working in the business but not in receipt of a definite wage, salary or commission are included under this heading for 1963, but are excluded for 1958. For Northern Ireland, directors of limited companies, other than those paid by fee only, are included for both years. (Directors paid by fee only are not included in any of the employment figures for either year.)

Employees

- (i) Administrative, technical and clerical employees include managers, superintendents and works foremen; research, experimental, development, technical and design employees (other than operatives); draughtsmen and tracers; editorial staff, staff reporters, canvassers, competition and advertising staff; travellers; and office (including works office) employees. For Great Britain, but not for Northern Ireland, they include also managing and other directors in receipt of a definite wage, salary or commission.
- (ii) Operatives include all other classes of employees, that is, broadly speaking, all manual wage earners. They include those employed in and about the factory or works; operatives employed in power houses, transport work, stores, warehouses, shops and canteens; inspectors, viewers and similar workers; maintenance workers; and cleaners. Operatives engaged in outside work of erection, fitting, etc. are also included, but outworkers (i.e. persons employed by the firm who worked in their own homes, etc. on materials supplied by the firm) are excluded. Information about the numbers of outworkers employed was collected only for the gloves industry.

Capital Expenditure

- (i) New building work.

This represents the cost incurred during the year of new building and other new constructional work (including office buildings, canteens and the like used in connection with the business covered by the return but not dwelling houses for employees). The value is that charged to capital account during the year of return; it includes expenditure on new buildings or on the extension or reconstruction of old buildings, the value of work of a capital nature carried out by firms' own staff, and the cost of any newly constructed buildings purchased. The figures shown include any legal charges, stamp duties, agents' commissions, etc.

9 Biscuits

This Report on the Biscuits Industry relates to establishments engaged wholly or mainly in manufacturing biscuits, rusks, shortbread, crispbread, cereal fillers (sausage meal), etc.

This industry corresponds to minimum list heading 213 in the Standard Industrial Classification (Consolidated edition, 1963).

This Report includes an additional table (Table 5 supplement) of information supplied by the Ministry of Agriculture, Fisheries and Food, which supplements the broader figures for sales of biscuits by quantity given in Table 5.

There were no small establishments in this industry in Northern Ireland in 1954, 1958 and 1963.

In interpreting the data in the tables it is essential to bear in mind the notes and definitions which appear on pages (ii), (iii) and (iv).

	1958	1963
Total	1,000	1,000
New building work	1,000	1,000
Land and existing buildings (f)	1,000	1,000
Plant and machinery (g)	1,000	1,000
Vehicles (h)	1,000	1,000

(a) For 1963, estimates for small firms and for firms not making satisfactory returns amounting to about 1 per cent. of the total figures in which they were incorporated. (For 1958 the comparable figure was also 1 per cent.) A summary of the detailed estimates received is given in Table 5.

(b) Including services rendered to other organisations (amounts charged for hiring out plant, machinery and other goods, for providing transport, or for technical or other services rendered).

(c) Administrative, technical and clerical employees.

(d) Including pensions and gratuities paid other than from pension funds.

(e) Excluding expenditure for establishments not yet in production.

(f) Acquisitions less disposals.

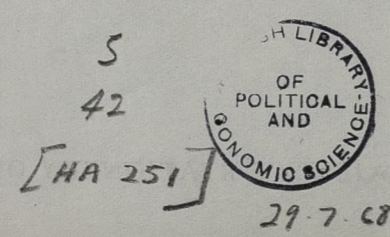


TABLE 2 Summary of returns received from larger firms, 1958 and 1963
Firms employing 25 or more persons: United Kingdom (a)

	Unit	1958	1963	
Number of enterprises	No.	60	38	
Number of establishments	"	95	76	
Gross output	£'000	114,156	134,823	
Net output	"	42,444	56,257	
Net output per head	£	782	1,224	
Sales and work done	goods produced and work done	£'000	108,863	125,060(b)
	merchanted goods and canteen takings	"	4,765	9,465
Index of specialisation (c)	Per cent.	94	92	
Purchases	materials for processing and packaging, and fuel	£'000	68,657	68,142
	goods for merchandising and canteen purchases	"		7,892
Payments to other organisations	for work done on materials given out	"	77	10
	for transport	"	2,940	2,560
Stocks and work in progress				
Goods on hand for sale	change during year	"	+ 490	+ 250
	at end of year	"	3,592	4,143
Work in progress	change during year	"	+ 38	+ 48
	at end of year	"	219	371
Materials, stores and fuel	change during year	"	- 37	+ 37
	at end of year	"	6,676	6,793
Average number employed	total, including working proprietors	No.	54,263	45,945
	operatives	"	44,361	36,172
	other employees (d)	"	9,900	9,756
Wages and salaries	of operatives	£'000	16,277	16,537
	of other employees (d)	"	6,407	7,804
Wages and salaries per head	operatives	£	367	457
	other employees (d)	"	647	800
Employers' contributions to National Insurance (e)	£'000	..	1,132	
Employers' contributions to private pension schemes, etc. (f)	"	..	812	
Capital expenditure (g)				
New building work	"	1,788	574	
Land and existing buildings	acquisitions	"	..	158
	disposals	"	..	51
Plant and machinery	acquisitions	"	4,293	2,415
	disposals	"	174	115
Vehicles	acquisitions	"	1,142	1,537
	disposals	"	398	652

For notes to this table - see page 9/6

TABLE 3 Analysis of larger firms by size of enterprise within the industry, 1963
(i) Output, employment, capital expenditure and stocks

Firms employing 25 or more persons: United Kingdom

Average number employed by the enterprise in the industry (a)	Enter-prises	Estab-lish-ments	Average number employed (a)	Gross output	Net output	Net output per head	Capital expendi-ture (b)	Total value of stocks and work in progress at end of year
25-49	6	6	241	606	210	870	38	84
50-199	6	6	709	1,872	683	963	95	292
200-299	4	5	1,037	2,919	1,097	1,058	108	306
300-499	4	6	1,799	6,312	2,212	1,229	234	722
500-749	3	5	1,671	4,388	2,180	1,293	269	290
750-999	3	5	2,683	5,900	2,425	904	260	500
1000-1499	4	12	4,654	9,877	3,639	782	372	921
1500-1999	3	6	4,773	12,467	4,891	1,025	206	1,061
2000 and over	5	25	28,378	90,682	38,942	1,372	2,284	7,132
Total	38	76	45,945	134,823	56,257	1,224	3,866	11,307

(ii) Employees, wages and salaries, and employers' contributions

Firms employing 25 or more persons: United Kingdom

Average number employed by the enterprise in the industry (a)	Employees		Wages and salaries		Employers' contributions		Wages and salaries per head	
	Oper-atives	Others (c)	Oper-atives	Others (c)	National Insurance (d)	Private pension schemes, etc. (e)	Oper-atives	Others (c)
	Number	Number	£'000	£'000	£'000	£'000	£	£
25-49	208	30	100	28	6	2	482	928
50-199	579	124	271	76	15	5	468	612
200-299	755	279	309	229	23	5	410	820
300-499	1,523	274	627	224	39	14	412	818
500-749	1,417	254	628	271	38	20	443	1,069
750-999	2,049	631	795	471	62	22	388	747
1000-1499	3,849	805	1,534	661	76	57	399	821
1500-1999	3,946	827	1,748	541	113	69	443	655
2000 and over	21,846	6,532	10,523	5,302	759	618	482	812
Total	36,172	9,756	16,537	7,804	1,132	812	457	800

(a) Including working proprietors.

(b) Acquisitions less disposals.

(c) Administrative, technical and clerical employees.

(d) Including both flat rate and graduated contributions.

(e) Including pensions and gratuities paid other than from pension funds. These amounted in total to £285,000.

TABLE 4 Percentage analysis of employees, by age and sex, all firms, 1963: United Kingdom (a)

Ages	Males	Females	All employees
	Per cent.	Per cent.	Per cent.
Under 18	1	8	9
18 and over	33	58	91
All ages	34	66	100

Source: Ministry of Labour

(a) The percentages relate to the numbers employed (excluding working proprietors) at mid-June, 1963.

Footnotes to Table 2.

(a) The following information relates to small firms (employing fewer than 25 persons) in this industry. It includes an estimate for small firms not making satisfactory returns, which account for 2 per cent. of the employment shown for 1963 and 3 per cent. for 1958.

	1958	1963
Number of firms	48	40
Average number employed:		
Working proprietors	} 580 {	54
Other persons employed		445

(b) Including services rendered to other organisations (amounts charged for hiring out plant, machinery and other goods, for providing transport, or for technical or other services rendered).

(c) This is the ratio of total sales of principal products by the industry to total sales of goods produced and work done.

(d) Administrative, technical and clerical employees.

(e) Including both flat rate and graduated contributions.

(f) Including pensions and gratuities paid other than from pension funds.

(g) Excluding expenditure for establishments not yet in production.

TABLE 5 Sales of principal products of the industry by larger firms, including sales by establishments classified to other industries, 1958 and 1963

Firms employing 25 or more persons: United Kingdom

	1958		1963		Enterprises	Entries
	Quantity	Value	Quantity	Value		
	Th.cwt.	£'000	Th.cwt.	£'000	Number	Number
Biscuits for human consumption						
Rusks (infants', diabetic, breakfast, etc.) crispbread, matzos and matzo meal, oatcakes and dry wafers (including cones, cornets, etc.)	551	5,849	628	6,828	41	61
All other biscuits, sweetened and unsweetened, including cabin bread (ships' biscuit) and chocolate coated biscuits other than those sold as chocolate confectionery	9,643	101,735	10,417	113,958	87	135
	..	949				
Cereal filler (sausage meal)	769	2,580	759	2,681	6	13
			..	594		
Other products	..	207	..	32	*	*
Waste products	..	410	..	412	35	57
Work done on commission, sub-contract work, etc.		24		-		
Total		111,555		124,505
Sales in other industries (see Table 6)						
		9,615		9,287		
Principal products of this industry sold by establishments in the industry						
		101,940		115,218	38	63(a)

(a) This figure represents the total number of returns made by larger firms in this industry, which is less than the total number of establishments in Table 2 on account of combined returns covering more than one establishment.

TABLE 5 SUPPLEMENT Total production of biscuits classified by major types, all firms, 1958 and 1963: United Kingdom

	1958		1963	
	Quantity		Quantity	
	Th.cwt.	Th.cwt.	Th.cwt.	Th.cwt.
Chocolate-coated				
Fully	1,335	1,372		
Partially	870	840		
Sweet and semi-sweet	6,242	6,941		
Plain	1,440	1,519		
Rusks	135	186		
Crispbread	259	319		
Matzos	16	20		
Wafers and cones	111	99		
Oatcakes	52	41		
Total	10,460	11,337		

Source: Ministry of Agriculture, Fisheries and Food

TABLE 6 Sales of principal products of the industry by establishments classified to other industries, 1958 and 1963

Firms employing 25 or more persons: United Kingdom

	1958		1963			Principal industries in which produced (a)
	Quantity		Value		Entries	
	Th.cwt.	£'000	Th.cwt.	£'000	Number	
Biscuits for human consumption						
Rusks (infants', diabetic, breakfast, etc.) crispbread, matzos and matzo meal, oatcakes and dry wafers (including cones, cornets, etc.)	17.3	154	13.0	123	35	8
All other biscuits, sweetened and unsweetened, including cabin bread (ships' biscuit) and chocolate coated biscuits other than those sold as chocolate confectionery	696	9,117	557	8,294	84	8, 13
Cereal filler (sausage meal)	127	344	106	276	*	8, 17
			..	594	..	
Total		9,615		9,287	..	

(a) The references given are to the list of industries at the back of this report.

TABLE 7 Sales of other than principal products by larger firms in the industry, 1958 and 1963

Firms employing 25 or more persons: United Kingdom

	1958		1963	
	Quantity	Value	Quantity	Value
	Th.cwt.	£'000	Th.cwt.	£'000
Flour confectionery				
Slab or size cake	297	3,549	427	4,931
Puddings and trifles (excluding meat and fish puddings) not canned, and other flour confectionery (a)	45.9	529	..	1,846
	..	228		
Chocolate and sugar confectionery	110	1,644	154	1,460
Seasonings, stuffings and forcemeat	..	624(b)	68	954
Other goods	..	350	..	563
Services rendered to other organisations (c)		..		88
Total value of goods sold without having been subjected to any manufacturing process (merchanted or factored)	..	4,390	..	8,996
Canteen takings		374		469
Total		11,688(d)		19,307

(a) Described in 1958 as 'Other flour confectionery, including Christmas puddings, uncanned'.

(b) Including farinaceous preparations for use as food in 1958.

(c) Including amounts charged for hiring out plant, machinery or other goods, for providing transport, or for technical or other services rendered to other organisations.

(d) Excluding amounts charged for services rendered to other organisations.

TABLE 8 Production of certain principal products of the industry by larger firms, including production by establishments classified to other industries, 1958 and 1963

This table is not applicable to this industry.

TABLE 9 Purchases of selected principal products of the industry by larger firms, 1963

This table is not applicable to this industry.

TABLE 10 Purchases by larger firms in the industry, 1954 and 1963

Firms employing 25 or more persons: United Kingdom

	1954		1963	
	Quantity	Cost	Quantity	Cost
	Th.tons	£'000	Th.tons	£'000
Materials for processing				
Wheat meal and flour (other than self raising flour and semolina)				
Home milled	..	10,698	..	10,398
Imported	898
Oatmeal, oat flour and other cereal meals and flours	..	383	..	367
Dairy butter and butter fat (a)	..	622	..	2,226
Margarine and compound fat (including shortening)	..	3,044	..	2,562
Lard	..	721	..	347
Refined vegetable and seed oils (b)	..	6,732	..	6,238
Sugar	..	5,209	..	6,740
Syrup and treacle	..	529	..	810
Eggs not in shell	..	450	..	1,018
Chocolate couverture, block chocolate and chocolate powder	..	8,840(c)	..	6,584
Cocoa beans	..	476	..	394
Cocoa butter	..	635	..	1,362
Dried fruits (including candied or dried peel)	..	786	..	1,375
Nuts (including flaked and desiccated coconut)			..	749
Flavouring essences and compounds, and confectioners' colours and other dyes for foods, etc.		(d)	..	1,017
Milk powder			..	520
Tinplate, terneplate and blackplate (e)	1.4	100	1.1	187
Lubricating oils and greases	Th.gal.	11
			31.8	
			Th.cwt.	3
			0.5	4
Replacement parts for firms' own machinery, plant and vehicles, and accessories and consumable tools bought as replacement	..	1,262	..	1,103
All other materials for processing	..	4,059	..	3,983
Packaging materials				
Paper and board				
Boxes, cartons, packing cases, and drums and canisters (with or without metal ends) of paper, cardboard and fibreboard	..	1,859	..	4,815
Wrapping paper (including paper coated with plastics and any laminates incorporating paper but not metal), moulded pulp units, labels and other packaging materials of paper, cardboard and fibreboard (except multiwall sacks)	..	2,913	..	5,274

Continued on next page

TABLE 10 (continued)

	1954		1963	
	Quantity	Cost £'000	Quantity	Cost £'000
Packaging materials (continued)				
Metal				
Cans and boxes	..	2,033	..	1,473
Aluminium collapsible tubes, aluminium foil, and any laminates incorporating aluminium foil and aluminium foil labels and closures			..	732
Other packaging materials of metal including crown corks, wire, foil and any laminates incorporating foil (other than aluminium foil), foil labels and foil closures, tensional steel strappings, etc., but excluding barrels, kegs and drums		(d)	..	156
Containers wholly or mainly of wood, including plywood boxes and drums, baskets and wickerwork crates	..	207(f)	..	24
Transparent cellulose film (including bags)	..	858	..	3,071
Sheet, film, foams, etc., wholly or mainly of polyethylene (including bags and lay flat tubing)		(d)	..	79
All other packaging materials	..	1,255	..	654
Fuel and electricity (g)				
Coal	78.9	319	36.6	216
Coke (including screenings) and manufactured fuel	19.2	70	9.0	33
Derv fuel and motor spirit for use in road vehicles	2,854	550	2,772	516
Other liquid fuels (including creosote/pitch mixtures, etc., and liquefied petroleum gases)	1,764	78	7,469	299
Gas	14,932	769	17,494	1,063
Electricity	82,169	462	162,105	839
Total cost of materials and fuel		55,917		68,142
Goods purchased for merchanting		..		7,513
Canteen purchases		..		379
Total cost of purchases		..		76,034

- (a) Described as 'butter' only in 1954.
- (b) Described as 'refined vegetable oils' only in 1954.
- (c) Excluding chocolate powder in 1954.
- (d) Not recorded separately in 1954.
- (e) Described as 'Tinplate' in 1954.
- (f) Includes timber for making packing cases.
- (g) The total quantity of electricity generated in firms' own establishments in this industry was 1,501 Th. kWh in 1963. Owing to the risk of disclosure of information relating to individual firms the quantity for 1954 cannot be given.

TABLE 11 Transport costs and employment of larger firms, 1963

Firms employing 25 or more persons: United Kingdom

	Unit	1963
Average number employed mainly on transport	No.	2,231
Transport costs		
Wages and salaries	£'000	1,653
Derv fuel and motor spirit	"	516
Payments to other organisations for transport	"	2,560
Costs of operating road goods vehicles		
Insurance	"	75
Vehicle licences	"	96
Depreciation	"	495
Payments to other organisations for repairs and maintenance	"	269
Total	"	5,663

TABLE 12 Payments for certain services, etc. by larger firms, 1963 (a)

Firms employing 25 or more persons: United Kingdom

	Amounts payable
Repairs and maintenance to	£'000
Buildings	213
Road goods vehicles	269
Plant, machinery, and other capital equipment	385
Insurance, licensing and depreciation of road goods vehicles (b)	665
Rates, excluding water rates	632
Hire of plant and machinery	64
Postage, telephone, telegrams and cables	340
Total	2,569

- (a) No deduction is made for these payments to arrive at the figures of net output given in this report.
- (b) For details see Table 11.

TABLE 13 Percentage analysis of twelve-month periods covered by returns from larger firms, 1963

Firms employing 25 or more persons:
United Kingdom

Year ended	Percentage of total number employed	Year ended	Percentage of total number employed
1963	Per cent.	1963 (contd.)	Per cent.
April (a)	4.7	November	0.3
May	2.7	December	61.4
June	2.7		
July	0.0	1964	
August	3.4	January	3.8
September	4.6	February	5.2
October	1.1	March	10.1
		Total	100

(a) Including returns made for twelve-month periods ended 1st to 5th April, 1964.

TABLE 14 Sales of all parts of machinery and plant by larger firms, including sales by establishments classified to other industries, 1958 and 1963

This table is not applicable to this industry.

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Capital Expenditure (continued)

(ii) Land and existing buildings.

The items shown are the capital cost of freeholds purchased and the capital cost or premium payable for leaseholds acquired (excluding the value of any assets acquired in taking over an existing business), and the amounts receivable for any freeholds or leaseholds disposed of. The value is that charged to capital account during the year of return.

(iii) Plant, machinery and vehicles.

The items shown are the value of plant and machinery and of vehicles acquired, both new and second-hand, and the amount received for items disposed of during the year. The value of plant and machinery acquired includes plant, etc. which firms produced for their own use in connection with the business covered by the return. The value of plant, etc. acquired is the expenditure charged to capital account during the year of return less any discounts received, but including the cost of transport and installation. No deduction is made for depreciation, amortisation or obsolescence. The proceeds of items disposed of during the year exclude amounts written off for items scrapped.

Capital expenditure during the year in respect of manufacturing establishments where production had not started before the end of the year is excluded in this report for both 1958 and 1963.

Characteristic Products

The characteristic products of a sub-division are those in terms of which the sub-division is defined. They are products commonly associated in production and are usually similar in nature or manner of production. In most cases the characteristic products of each sub-division are indicated in Table 5 of the industry reports. For those industries for which an analysis by sub-divisions has been made, Table 2 shows the total sales of such characteristic products for each sub-division. The totals include, besides the products which define the sub-division, other items of output assumed to be closely related to them, e.g. waste products and work done.

Enterprise

The term enterprise is used in this report to mean one or more firms under common ownership or control. An enterprise normally consists either of a single firm, or of a parent company together with its subsidiary companies.

Entries

The number of entries shown in Tables 5, 6 and 8 against a particular output or production heading is the number of returns on which figures were recorded for that item.

Establishment

The census was based on the establishment, comprising in most cases the whole of the premises under the same ownership or management at a particular address (e.g. a factory or mine); but firms were asked to exclude from all sections of their returns particulars relating to any department not engaged in production for which they kept a separate set of accounts. Where separate accounts were not kept, they were asked to include merchanting or factoring, canteens operated by them and other

ancillary activities such as bottling, packing and the manufacture of containers for packing their own products, whether or not these activities are carried on at the same address as the works. Building and engineering maintenance departments and selling and transport departments were treated similarly.

Gross Output

The gross output of an industry is the aggregate value of goods made and other work done during the year by the establishments classified to the industry. It is derived by subtracting from the value of sales and work done, the value of stocks of goods on hand for sale and work in progress at the beginning of the year and adding the value at the end of the year.

Larger Firms

These are firms in which twenty-five or more persons were employed on the average during the year.

Net Output

The net output of an industry represents the value added to materials by the process of production. It includes the gross margin on any merchanted or factored goods sold; it constitutes the fund from which wages, salaries, insurance, pensions, hire of plant and machinery, payments for repairs and maintenance, costs of operating road vehicles, rents, rates and taxes, advertising and other selling expenses and all other similar charges have to be met, as well as depreciation and profits. There is no appreciable duplication in net output. Net output has been obtained by deducting from the gross output the cost of purchases adjusted for stock changes, payments for work given out to other firms, and payments for transport.

Normally any customs or excise duty on materials purchased is included in the cost of materials. Similarly, finished goods sold have been valued as they were sold, duty paid or duty free. The amounts of duty, subsidies, allowances and levies receivable or payable, where of substantial importance in the industry, were required to be stated separately, and these items were taken into account when calculating net output.

Net output per person employed

The figures for net output per person employed are derived by dividing the net output by the average number of persons employed (full-time and part-time) on all activities covered by the returns, including operatives, administrative, technical and clerical employees and working proprietors, but excluding outworkers.

Principal Products

The principal products of an industry are those in terms of which the industry is defined. They are products commonly associated in production, and are usually similar in nature or manner of production.

Production

This means the total quantity of a product made during the year, whether sold in the year, added to stock, transferred to another department of the same firm, or used in the manufacture of other products within the business covered by the return. It includes goods produced from materials supplied by other firms.

Purchases

Purchases include the cost of materials and components bought for use in production; of fuel and electricity for all purposes; of packing materials, including the full cost of returnable cases and containers when first purchased; of workshop materials, office materials and materials for repairs to firms' own buildings, plant and vehicles when carried out by their own workpeople included in the return; of consumable tools; and of parts for machinery purchased during the year as replacements. Water charges are also included. In general purchases of goods for merchandising or factoring and canteen supplies are included. Materials supplied by customers for processing are excluded.

The values shown include any duty paid (less rebate, etc.) but exclude trade discounts allowed. The cost of transport is included only if included in the cost of materials as invoiced; amounts paid to transport organisations, including firms' own separate transport organisations, for delivery of materials and fuel are, therefore, excluded. Materials purchased overseas are included at their c.i.f. cost plus any duty payable if the cost of transport from the docks was not included in the invoiced price, but at their full delivered cost if invoiced 'carriage paid home'. Materials and fuel transferred from another department of the firm not covered by the same return are included at the estimated selling value recorded by the other department.

Sales

Sales are in respect of goods made by the business covered by the return, goods made for it by outworkers or by other firms from materials given out to them (sometimes described as goods made on commission) and waste products. Any machinery or other capital items produced for use in the business covered by the return are included, the value being that adopted in the firm's capital asset account. Goods sold without being subjected to any manufacturing process (merchanted or factored) and canteen takings are included as in 1958.

The value shown for sales is the net selling value, defined as the amount charged to customers whether on an ex-works or delivered basis, net of any trade discounts, agents' commissions, allowances for returnable cases, purchase tax, etc.; the net amount charged for packing materials is included. Goods charged on a delivered basis to customers overseas are included at the f.o.b. value. For work done on commission or for the trade the value shown is the net amount charged.

Where goods produced in one department were transferred to another department of the same firm not covered by the return, these transfers were treated as sales by the producing department and valued as far as possible as if they had been sold to an independent purchaser. Goods transferred to wholesale or retail selling organisations for which separate accounts were kept were valued on the same basis. Estimations of a similar kind were also sometimes necessary in valuing transfers between different firms belonging to the same enterprise. To the extent that the sales of finished products of one establishment may constitute the materials purchased by another, total figures of the value of sales (and of materials and fuel purchased) include an element of duplication.

Services rendered

This represents the amounts charged for hiring out plant, machinery and other goods, providing transport, or for any technical or other

services rendered to other organisations. It includes amounts credited for similar services rendered to other departments of the same firm not covered by the return.

Small Firms

These are firms in which fewer than twenty-five persons were employed on the average during the year.

Stocks and Work in Progress

Values are given of stocks of goods on hand for sale, and of materials and fuel, at the beginning and end of the year of return, including any stocks of goods held for merchandising or factoring. The values include duty in the case of dutiable goods held out of bond. The value of work in progress at the two dates is also usually shown. This excludes any progress payments made to sub-contractors, and no deduction is made on account of progress payments received.

Transport Payments

These represent the total amount paid or credited during the year for both outwards transport of finished goods sold and inwards transport of materials and fuel purchased. They include payments to other firms, and to any separate transport organisation of the same firm, not covered by the return, but exclude the value of transport services provided by the business covered by the return. The items included are payments for hired cartage and for inwards and outwards carriage by all forms of inland transport, i.e. railways, road haulage, canals, coast-wise shipping, air, etc. Payments made for sea freight on goods sold to customers overseas and on materials and fuel purchased from overseas suppliers are excluded.

Wages and Salaries

These are the amounts paid during the year to operatives and to administrative, technical and clerical employees. Payments to working proprietors, whether called salaries or not, are excluded; in Northern Ireland this exclusion extends also to payments to directors of limited companies. The values shown include all overtime payments, bonuses and commissions, whether paid regularly or not, and no deduction is made for income tax, insurances, contributory pensions, etc. The value of any payments in kind, travelling expenses, lodging allowances, etc. and employers' contributions to National Insurance and pension schemes is excluded.

Work given out

The figures shown represent the total amount paid for work done by other firms on materials supplied to them, and also by firms' own establishments for which separate returns were made. They do not include payments to individual outworkers or payments for business and other services.

Symbols used

The following symbols are used throughout the report:

- .. Not available
- Nil or negligible (less than half the final digit shown)
- * Figures cannot be shown owing to the risk of disclosing information about individual enterprises.

Rounding of Figures

The figures in the tables have, where necessary, been rounded to the nearest final digit. There may, therefore, be apparent slight discrepancies between the sums of the constituent items and the totals shown.

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