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1976

Business Statistics Office

# Business Monitor

## Report on the Census of Production

### Manufactured stationery

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A publication of the Government Statistical Service

PA483

# Business Monitor

A publication of the Government Statistical Service

## Report on the Census of Production 1976

### Manufactured stationery

Presented by the Secretary of State for Industry  
to Parliament in pursuance of the Statistics of Trade Act 1947  
(10 & 11 Geo.6 Cha.39 sec 7)

Department of Industry  
Business Statistics Office

London: Her Majesty's Stationery Office

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Commencing with the 1971 Census, the Census of Production reports are being numbered in a uniform series embracing all industrial inquiries in the Business Monitor series. These Business Monitors have a code P (for production) followed first by A (indicating that it is an annual series) or Q (quarterly) or M (monthly): and then by a number indicating the minimum list heading, or sub-division of a minimum list heading, of the Standard Industrial Classification (revised 1968).

The Census of Production (PA) reports are available on standing order (details on application to Her Majesty's Stationery Office, P.O. Box 569, London SE1 9NH. Telephone 01-928 6977), although they are not included in the global subscription arrangements for the Business Monitor series.

#### Government Statistical Service

A service of statistical information and advice is provided to the Government by specialist staffs employed in the statistics division of individual Departments. Statistics are made generally available through their publications and further information and advice on them can be obtained from the Departments concerned.

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PA483 MANUFACTURED STATIONERY

The information in this report relates to establishments classified to the Manufactured stationery industry, minimum list heading 483 in the Standard Industrial Classification (revised 1968). The activities of the industry include:—

Manufacturing writing pads, envelopes, manuscript books, account books, office and school stationery, cardboard files, index cards, and tabulating machine cards.

In interpreting the data in the tables it is essential to bear in mind the notes and definitions which commence on page (iii).

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TABLE 1

PA483

Output and costs, 1973 - 1976  
All United Kingdom establishments classified to the industry (a)

	Unit	1973	1974	1975	1976
Enterprises	Number	484	479	491	499
Establishments	"	524	520	532	547
Sales of goods produced	£ thousand	227,900	306,011	332,954	360,295
Receipts for work done and industrial services rendered	"	(b)	(b)	(b)	263
Capital goods produced for establishments' own use	"	205	313	158	139
Non-industrial services rendered	"	689	1,208	1,199	1,407
Goods merchanted or factored	"	26,776	41,098	33,632	35,951
<b>Total sales and work done (c)</b>	"	<b>255,570</b>	<b>348,631</b>	<b>367,943</b>	<b>398,056</b>
Increase during the year, work in progress and goods on hand for sale	"	2,940	8,338	4,240	5,548
<b>Gross output</b>	"	<b>258,510</b>	<b>356,969</b>	<b>372,183</b>	<b>403,605</b>
Purchases of materials for use in production, and packaging and fuel	"	101,801	153,116	148,580	166,458
Purchases of goods for merchenting or factoring	"	19,901	29,592	24,034	25,875
Increase during the year, stocks of materials, stores and fuel	"	6,443	14,210	-4,884	6,177
Cost of industrial services received	"	5,387	7,389	6,455	8,630
<b>Net output</b>	"	<b>137,864</b>	<b>181,081</b>	<b>188,229</b>	<b>208,818</b>
Total employment (d)	Thousands	46.8	47.8	44.4	41.4
<b>Net output per head</b>	£	<b>2,945</b>	<b>3,790</b>	<b>4,242</b>	<b>5,046</b>
Payments for non-industrial services					
Rents, hire of plant and machinery (e)(f)	£ thousand	1,584	1,924	2,136	2,175
Commercial insurance premiums	"	1,190	1,422	1,684	1,989
Bank charges	"	211	240	248	237
Other non-industrial services (g)	"	8,686	12,199	14,023	16,487
Licensing of motor vehicles	"	127	151	208	228
Rates, excluding water rates	"	2,139	3,079	3,687	4,302
<b>Gross value added at factor cost</b>	"	<b>123,928</b>	<b>162,066</b>	<b>166,244</b>	<b>183,401</b>
<b>Gross value added at factor cost per head</b>	£	<b>2,648</b>	<b>3,392</b>	<b>3,746</b>	<b>4,432</b>

(a) Including estimates for establishments not making satisfactory returns, non-response and establishments exempt because of size. Satisfactory returns accounted for 77 per cent of employment within the industry.

(b) Included with sales of goods produced.

(c) Details of manufacturers' sales of principal products are published regularly in Business Monitor PQ483.

(d) Average number employed, including full and part-time employees (see table 7) and working proprietors.

(e) 1973 figures include hire of vehicles.

(f) For 1973-1975 rents of industrial and commercial buildings were not recorded separately. For 1976, the amount payable was £1,388 thousand.

(g) 1974-1976 figures include the cost of hiring goods vehicles.

TABLE 2

PA483

Capital expenditure, 1973 - 1976  
All United Kingdom establishments classified to the industry (a)(b)

	£ thousand			
	1973	1974	1975	1976
Land and buildings				
New building work	665	2,773	2,285	1,555
Land and existing buildings				
Acquisitions	1,232	149	599	392
Disposals	623	490	206	532
Vehicles				
Acquisitions				
Motor cars	1,735	2,381 )		
Other vehicles	286	442 )	2,375	2,934
Disposals				
Motor cars	678	788 )		
Other vehicles	47	29 )	781	1,025
Plant and machinery				
Acquisitions	8,621	9,284	10,122	12,936
Disposals	431	624	454	1,056
<b>Total net capital expenditure</b>	<b>10,761</b>	<b>13,099</b>	<b>13,942</b>	<b>15,204</b>

(a) Including estimates for establishments not making satisfactory returns, non-response and establishments exempt because of size. Satisfactory returns accounted for 77 per cent of employment within the industry.

(b) Capital expenditure in respect of manufacturing establishments where production had not commenced before the end of the year, is included.

TABLE 3

Stocks and work in progress, 1973 - 1976  
All United Kingdom establishments classified to the industry (a)

	£ thousand			
	1973	1974	1975	1976
			Increase	Value at end of year
Materials, stores and fuel	6,443	14,210	-4,884	36,498
Work in progress	2,089	1,953	-589	11,578
Goods on hand for sale	851	6,385	4,829	26,140
<b>Total</b>	<b>9,384</b>	<b>22,547</b>	<b>-644</b>	<b>74,215</b>

(a) Including estimates for establishments not making satisfactory returns, non-response and establishments exempt because of size. Satisfactory returns accounted for 77 per cent of employment within the industry.

TABLE 4

PA483

Analysis of establishments by size, 1976  
All United Kingdom establishments classified to the industry (a)

Size group (b)	Estab-lish-ments (c)	Enter-prises (c)	Employment			Wages and salaries (f)			
			Total (d)	Opera-tives	Others (e)	Operatives		Others (e)	
						Total	per head	Total	per head
Number	Number	Number	Number	Number	Number	£ thousand	£	£ thousand	£
1 - 10	165	156	817 )						
11 - 19	54	54	796 )	9,224	3,094	21,354	2,315	9,697	3,134
20 - 49	162	161	5,207 )						
50 - 99	82	80	5,835 )						
100 - 199	49	48	6,518	4,670	1,842	11,044	2,365	6,067	3,294
200 - 299	13	13	3,127	2,432	695	6,265	2,576	2,340	3,367
300 - 399	5	5	1,646	1,081	565	2,747	2,541	1,820	3,221
400 - 499	6	6	2,780	1,962	818	5,216	2,658	2,335	2,854
500 - 1,499	7	7	4,880	3,341	1,539	9,000	2,694	4,751	3,087
1,500 and over	4	4	9,774	5,541	4,233	14,667	2,647	13,678	3,231
<b>Total</b>	<b>547</b>	<b>499</b>	<b>41,380</b>	<b>28,251</b>	<b>12,786</b>	<b>70,292</b>	<b>2,488</b>	<b>40,688</b>	<b>3,182</b>

- (a) Including estimates for establishments not making satisfactory returns, non-response and establishments with fewer than 20 employees.
- (b) Average number employed, including full and part-time employees (see table 7) and working proprietors.
- (c) The sum of the figures for the size groups may exceed the total for the industry because some enterprises control establishments in more than one size group.
- (d) Including working proprietors.
- (e) Administrative, technical and clerical employees.

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Total sales and work done (g)	Gross output	Net output	Gross value added at factor cost		Net capital expenditure (h)	Total stocks and work in progress at end of year	
			Total	per head			
							£ thousand
£ thousand	£ thousand	£ thousand	£	£ thousand	£ thousand		
111,105	112,453	57,113	4,513	(j)	(j)	4,262	16,202
64,440	65,803	32,435	4,976	78,211(j)	4,079(j)	2,690	12,844
32,987	33,744	17,504	5,598	15,365	4,914	1,724	7,014
17,031	17,455	7,815	4,748	6,655	4,043	498	3,992
26,391	26,265	12,838	4,618	11,475	4,128	1,032	6,331
49,310	50,166	23,569	4,830	20,471	4,195	1,303	9,056
96,792	97,718	57,544	5,887	51,223	5,241	3,695	18,776
<b>398,056</b>	<b>403,605</b>	<b>208,818</b>	<b>5,046</b>	<b>183,401</b>	<b>4,432</b>	<b>15,204</b>	<b>74,215</b>

- (f) The cost of employers' contributions to national insurance, graduated pensions, other pensions and welfare schemes and the running costs of canteens, is estimated for the industry at £13,391 thousand. In addition, the remuneration of outworkers on returns received was £175 thousand.
- (g) Sales of goods produced, capital goods manufactured, buildings constructed by establishments for their own use, work done, industrial and non-industrial services rendered and merchanted goods.
- (h) New building work plus acquisitions less disposals of land and existing buildings, vehicles and plant and machinery.
- (j) Gross value added data relate to establishments employing 1-199.

TABLE 5

PA483

Regional distribution of employment, net capital expenditure, net output and gross value added at factor cost, 1976  
All United Kingdom establishments classified to the industry

Area	Total employment (a)		Net capital expenditure (b)(c)		Net output, gross value added and employment in the region from returns received from establishments with more than 80 per cent of their employment in the region (d)		
	Thousands	per cent of United Kingdom	£ thousand	per cent of United Kingdom	Net output £ thousand	Gross value added at factor cost £ thousand	Employment as a percentage of total regional employment in the industry
Standard regions of England							
North	0.7	1.7	279	1.8	1,003	864	42.3
Yorkshire and Humberside	2.3	5.5	811	5.3	5,952	5,079	54.6
East Midlands	1.9	4.7	1,021	6.7	1,556	1,399	18.5
East Anglia	1.5	3.7	629	4.1	1,696	1,506	24.7
South East	17.9	43.3	5,502	36.2	58,309	51,682	59.5
South West	1.3	3.1	578	3.8	5,852	5,066	74.7
West Midlands	5.5	13.3	3,006	19.8	22,152	19,991	77.5
North West	5.0	12.1	1,338	8.8	11,037	9,847	51.6
England	36.2	87.4	13,164	86.6	107,558	95,434	57.4
Wales	0.7	1.6	409	2.7	2,059	1,720	78.5
Scotland	4.0	9.6	1,205	7.9	14,153	12,558	82.5
Great Britain	40.8	98.6	14,778	97.2	123,770	109,711	60.2
Northern Ireland	0.6	1.4	427	2.8	1,495	1,199	89.9
Unallocated (e)	—	—	—	—	83,552	72,491	—
United Kingdom (b)	41.4	100.0	15,204	100.0	208,818	183,401	—

- (a) Average number employed, including full and part-time employees (see table 7) and working proprietors.
- (b) Including estimates for establishments not making satisfactory returns, non-response and establishments with fewer than 20 employees.
- (c) New building work plus acquisitions less disposals of land and existing buildings, vehicles and plant and machinery.
- (d) Where a census return covered addresses in two or more regions an estimate was made of the net output and gross value added attributable to the region only where more than 80 per cent of the establishment's employees were located in the region. The estimate was made by assuming that net output and gross value added at each address covered by a return was proportional to employment at the address.
- (e) Unallocated net output and gross value added covering establishments with addresses in two or more regions, plus estimates for unsatisfactory returns, non-response and establishments exempt because of size.

TABLE 6

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Percentage analysis of twelve-month periods covered by returns received from United Kingdom establishments employing 20 or more persons, 1976

Accounting year ended		Percentage of total returns received per cent	Percentage of total number employed per cent
1976	April (a)	3.4	2.2
	May	1.3	0.3
	June	4.3	4.5
	July	1.7	0.9
	August	3.4	1.7
	September	6.0	3.3
	October	3.0	4.3
	November	2.6	1.8
	December	34.2	42.4
1977	January	7.7	12.7
	February	2.1	0.7
	March (b)	30.3	25.0

(a) From 6th April.

(b) Including returns made for twelve-month period ended 1st to 5th April 1977.

TABLE 7

Percentage analysis of employees, by full and part-time employment and sex, 1976(a)

Sex	Full-time	Part-time	All employees
	per cent	per cent	per cent
Male	54	1	55
Female	34	10	45

Source: Department of Employment

(a) The percentages relate to the numbers employed (excluding working proprietors) in the United Kingdom at end June, 1976.

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## Notes

These notes give the main information needed for interpreting the figures in the Industry Business Monitors: more detailed information about the census is given in a separate Business Monitor - PA1001 (Introductory Notes) of the Report on the Census of Production, 1976.

## GENERAL INFORMATION

### Changes made for 1976

The Census for 1976 is in line with similar inquiries being conducted in other member countries of the European Economic Communities. There was a small number of changes in the scope of the industry reports compared with 1975. These include separate headings for:

- Sales of goods produced
- Receipts for work done and industrial services rendered
- Amounts paid for hire of plant and machinery
- Amounts paid for rent of industrial and commercial buildings

Specific changes are explained in the introductions to the industry reports or by footnotes to the tables.

Suppression of information relating to individual undertakings

Section 9(5)(b) of the Statistics of Trade Act 1947 states - "The following provisions shall have effect with respect to any report, summary or other communication to the public of information obtained under the foregoing provisions of this Act - in compiling any such report, summary or communication the competent authority shall so arrange it as to prevent any particulars published therein from being identified as being particulars relating to any individual person or undertaking except with the previous consent in writing of that person or the person carrying on that undertaking, as the case may be; but this provision shall not prevent the disclosure of the total quantity or value of any articles produced, sold or delivered; so, however, that before disclosing any such total the competent authority shall have regard to any representations made to them by any person who alleges that the disclosure thereof would enable particulars relating to him or to an undertaking carried on by him to be deduced from the total disclosed."

If a figure involved disclosure the contributor concerned was sometimes asked to give permission for its publication. In the majority of cases permission was given. When it was refused and where contributors were not approached the figure has been suppressed, either by combining it with other figures, or as in the regional tables, by omitting the figure altogether.

### Symbols used

The following symbols are used throughout the PA series of Business Monitors:

- .. not available
- nil or less than half the final digit shown
- \* figures cannot be shown owing to the risk of disclosing information about individual enterprises
- R revised

### Rounding of figures

Figures in the tables have, where necessary, been rounded to the nearest final digit. Where figures have been so rounded, the sum of the constituent items may not always agree exactly with the total shown.

## Industrial classification

The United Kingdom Standard Industrial Classification (SIC) was first issued in 1948 and was subsequently revised in 1958 and 1968. It exists to promote uniformity and comparability in the official statistics of the United Kingdom. The general principles followed are those of the International Standard Industrial Classification of all Economic Activities of the United Nations Statistical Office but the United Kingdom SIC reflects the organisation and structure of industry and trade as it exists in the United Kingdom. The SIC is a classification by activity and is not a commodity classification. However, an index of all commodity headings for which sales data are provided in the Quarterly Business Monitors, is published in Business Monitor PQ1000.

## Statistical units

The statistical unit for the purpose of the Census is the establishment which is defined in the SIC as the smallest unit which can provide the information normally required for an economic census, for example, employment, expenses, turnover, capital formation. Usually the principal activities carried on in an establishment fall within a single heading of the classification (e.g. steel making or sugar refining). Typically the establishment embraces all the activities carried on at a single address e.g. a farm, a mine or a factory, including those which are ancillary to the principal activities. Frequently distinct activities characteristic of different industries are carried on at one address, but normally these are not classified separately and the whole establishment is classified according to the main activity. If, however, the required range of data can be provided for each activity, each is taken to constitute a separate establishment. Sometimes activities which are conducted as a single business are carried on at a number of addresses. Where this is so, businesses are asked to provide the full range of separate information in respect of each address; whether or not the activities are different. Their activities may, however, be integrated to such an extent that they constitute a single establishment. In the latter case the establishment is defined to cover the combined activities at these addresses (termed local units). Separate figures are obtained of employment and net capital expenditure at each unit in order to compile regional tables.

Efforts are made by the Business Statistics Office to ensure, by negotiating with respondents, that the return from an establishment does not cover local units or addresses in more than one of the countries of the United Kingdom. Further information about the statistical unit is appeared in an article "The statistical unit in business inquiries" in Statistical News No.13 May 1971.

Establishments are asked to exclude from their returns particulars relating to any department not engaged in production e.g. merchandising, transport, warehousing, for which they keep a separate set of accounts. Transfers of goods produced to such departments are treated as sales and respondents are asked to value them as far as possible as sold to an independent purchaser. Where separate accounts are not kept they are asked to include details of all these activities in their return. Particulars relating to head offices mainly engaged in the administration of the production units within the scope of the census were included. Where more than one return was made the information in respect of the head office was apportioned among them. For certain purposes in the annual censuses

production (especially the enterprise analyses of Business Monitor PA1002) related establishments are combined. For these purposes an enterprise group may be defined as a business consisting of either a single establishment or two or more establishments under common ownership or control. Bringing together establishments into enterprise groups is also necessary for the purpose of ensuring that there will be no disclosure of the activities of any one enterprise group. Information about the relationship of establishments, the changing structure of groups of companies and about common ownership links is obtained from many sources, including the Stock Exchange Year Book, company reports, press reports and information supplied by individual establishments.

## THE REGISTER

The register permits a questionnaire to be sent direct to the reporting establishment on which the latter can include information relating to all the manufacturing (or local) units which it comprises.

The inquiries provide a major source of information for keeping the register continuously up-to-date and act as a check on its detail and structure. For the establishments on the register making returns to the quarterly inquiries, the industrial classification is derived from an analysis of their sales of commodities and is reviewed annually. Employment data are entered on the register from returns to the annual census of production. In cases where an establishment does not make a return to these inquiries the employment data are based on information provided by the Department of Employment from the annual censuses of employment. Establishments with 20 or more employees are included in the censuses each year and the information they supply to the census is supplemented by the returns that those with 25 or more employees provide to the quarterly inquiries. Information about establishments with fewer than 20 employees in most industries is less securely based, but increasing use has been made of data on these small establishments supplied by the Department of Employment. One benefit of using this information is an improvement in the estimates of the number of smaller establishments and enterprises, but there is little effect on other aggregates (e.g. employment, output, net capital expenditure).

## Coverage

A return was required in the 1976 Census from each establishment with 20 or more employees. Each establishment is classified to an industry, as defined in the SIC, whose principal products form the major part of the establishment's sales.

## Regions

The regions defined in Table 5 take account of the boundary changes arising out of the Local Government Act 1972 and the Local Government Act (Scotland) 1973. These changes came into effect in April 1974 in England and Wales and May 1975 in Scotland.

## TERMS USED IN THE CENSUS REPORT

### Average number employed

Establishments were required to state the number of persons on the payroll on average during the year of return, whether full-time or part-time employees. Separate figures were required for:

- (a) administrative, technical and clerical employees
- (b) all other employees (operatives)

Averages could be calculated from the figures relating to the last week of each calendar month. Establishments were also required to state the

number of working proprietors where appropriate and these are included in total employment figures. Outworkers (i.e. persons employed by establishments who worked in their own homes etc. on materials supplied by the establishment) are excluded. The figures include persons engaged on merchandising 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 wage or salary; but such persons who worked less than half the normal number of working hours are excluded. Directors working in the business but not in receipt of a definite wage, salary or commission are included under this heading: directors paid by fee only are not included.

## Employees

Administrative, technical and clerical employees include directors in receipt of a definite wage, salary or commission, managers, superintendents and works foremen; research and design employees (other than operatives); draughtsmen, editorial staff, advertising staff, travellers and all office employees. Operatives include all other classes of employees, that is, broadly speaking, all manual wage earners. They include operatives employed in power stations, transport (including roundsmen), warehouses, stores, shops and canteens, inspectors, maintenance workers and cleaners. Operatives engaged in outside work of erecting, fitting etc. are also included, but outworkers are excluded.

## Capital expenditure

Capital expenditure during the year in respect of manufacturing units where production had not started before the end of the year is included. Establishments were asked not to deduct from the value of capital expenditure amounts received or expected to be received in grants or allowances from the Government or any statutory body or local authority. Establishments with 100 or more employees were asked to include a total net capital expenditure figure for each calendar year.

### (a) New building work

This represents the cost incurred during the year of new building and other constructional work to be used in connection with the business covered by the return. The value is that charged to capital account during the year of return; it includes expenditure on new buildings and on the extension or reconstruction of old buildings, the value of works of a capital nature carried out by the establishment's own staff and the cost of any newly constructed buildings purchased. Figures shown include legal charges, stamp duties, agents' commissions, etc.

### (b) 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 assets acquired in taking over an existing business), and the amounts receivable for freeholds or leaseholds disposed of. The value is that charged to capital account during the year of return.

### (c) 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. Deductible value added tax is excluded but non-deductible value added tax on motor cars acquired is included. No deduction is made for depreciation, amortization or obsolescence. The proceeds of items disposed of during the year exclude amounts written-off for items scrapped.

#### Cost of industrial services

This includes amounts payable to other firms for work done on materials supplied by the establishment, payments for repairs and maintenance (including those in respect of rented buildings) and amounts paid to other firms for contracts which have been sublet. Payments to outworkers are excluded.

#### Cost of non-industrial services

This includes rent of industrial and commercial buildings, hire of plant and machinery, commercial insurance premiums, bank charges and amounts paid for professional services, post office services, transport, advertising etc. Amounts payable on royalties for the right to use patents, trademarks, copyrights etc., manufacturing and quarrying rights and technical "know-how" are also included.

#### Gross output

In the calculation of gross output the value of total sales and work done is increased by the rise (or reduced by the fall) during the year in the value of work in progress and goods on hand for sale.

#### Net output

Net output, a customary census measure, is calculated by deducting from gross output the cost of purchases (reduced by the rise, or increased by the fall, during the year of stocks of materials etc.) and the cost of industrial services received, and where applicable, duties etc.

#### Net output per head

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

#### Gross value added at factor cost

Gross value added at factor cost is calculated by deducting from net output the cost of non-industrial services (e.g. rent of buildings, hire of plant and machinery, commercial insurance premiums, bank charges and amounts paid for professional services, post office services, transport and advertising), rates (excluding water rates) and the cost of licensing motor vehicles. This estimate of gross value added approaches more closely than census net output to the definition of net output or value added in national accounts statistics.

#### Gross value added at factor cost per head

The figures of gross value added at factor cost per head are derived by dividing the gross value added by the average number of persons employed (full and part-time) on all activities covered by the returns, including operatives, administrative, technical and clerical employees and working proprietors, but excluding outworkers.

Purchases include the cost of raw materials,

components, semi-manufactured goods and workshop materials; of replacement parts and consumable tools not charged to capital account; of packaging materials of all types; of stationery and printed matter; of fuel, electricity and water; of materials to be used by the establishment or given out to other establishments for the production of machinery or other capital items for the establishment's own use; of materials for use by the establishment when working on goods supplied by customers; and of food, etc. for any canteen covered by the establishment's return. Transfers of goods to the establishment from another department of the same firm not covered by the establishment's return are included at a cost corresponding to the estimated selling value recorded by the other department. Amounts payable to transport firms or credited to the firm's own transport department for delivery of materials are excluded, as are all purchases of machinery and plant charged to capital account. Purchases of goods for merchanting or factoring have been collected separately since 1973. The values shown exclude VAT. They include, in addition to the actual purchase price, the value of packaging material charged to the establishment. The value of returned goods or packaging material returned to suppliers and any trade discounts are excluded. Materials purchased duty-paid are included at their duty-paid value, less any drawback, rebate, etc. The cost of transport is included only if it is included with the purchase price in the firm's accounts. Imported goods are included at their full delivered cost. If in the firm's accounts the transport from docks or airport is not included in the cost of goods purchased, the cost is entered as c.i.f. plus duty (if applicable). Leasing, renting and hire purchase charges are excluded.

#### Sales of goods produced

Sales for the purposes of the annual census means deliveries on sale of goods made by establishments in the United Kingdom covered by the inquiry. Sales of goods made for these establishments by outworkers or by other establishments from materials given out to them and sales of waste products are included. New building work and machinery or other capital items produced by establishments for hiring out or leasing are regarded as sales, the value included in the return being that adopted in the establishment's capital asset accounts. Forward sales and canteen takings are excluded. All sales in the period of the inquiry are included irrespective of when the goods were manufactured. Goods produced in an establishment and transferred either to ancillary departments not engaged in production for which there are separate accounts, or to another establishment of the same firm not covered by the return, are treated as sales by the producing establishment and valued as far as possible as they had been sold to an independent purchaser. Goods transferred to wholesale or retail selling organisations, for which separate accounts are kept are valued on the same basis. The value shown for sales is the "net selling value" defined as the amount (excluding value added tax) charged to customers whether on an ex-works or delivered basis, after any trade discounts and agents' commissions have been deducted. The cost of packing materials allowance for returnable cases is included. Industries where products attract Excise Duty value stated is usually inclusive of duty if sold duty-paid and exclusive of duty if sold in bonded stores or exported.

#### Work done and industrial services rendered

Figures for work done represent the amount charged for work carried out on materials supplied by customer and include repair work. Within certain

industries this heading covers a wide variety of activities, for example, within the food sector - butter packed on commission; within the textile industries - making up of garments, fur dressing and textile finishing; within printing and publishing - preparatory work on type-setting, block making and binding. Work done is also significant in the electrical machinery and heavy engineering industries, covering erection, installation and repair and jobbing work. Other activities within this heading include exploration work, research and development, glass cutting and dressing and planing of timber.

Industrial services rendered include repairs and maintenance, installation work, and technical research and studies for other organisations.

Capital goods produced for establishments' own use This includes all work of a capital nature carried out during the year by the establishments' own staff for their own use.

#### Non-industrial services rendered

This includes rents received for commercial and industrial buildings, amounts charged for hiring out plant, machinery and other goods and amounts charged to other organisations for the provision of transport. It also includes amounts received for the right to use patents, trademarks, copyrights etc., manufacturing and quarrying rights and technical "know-how" and revenue from such staff facilities as canteens.

#### Goods merchanted or factored

Merchant goods are those (excluding canteen sales) sold without having been subjected to any manufacturing process by the seller.

#### Stocks and work in progress

Values are given of stocks of goods on hand for sale and of materials, stores and fuel, at the end of the year of return and of the change during the year, including any stocks of goods held for merchanting or factoring. Work in progress is defined as materials which have been partially processed by the establishment but which are not usually sold or transferred to another establishment without further processing. The values include the cost of materials consumed and labour used, together with a margin of overhead costs and profits. Progress payments made to sub-contractors are excluded and progress payments received from other organisations are not deducted.

#### Wages and salaries

These are 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. 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 redundancy payments less any amounts reimbursed from Government sources is included. The value of any payments in kind, travelling expenses etc. is excluded.

#### Remuneration paid to outworkers

The remuneration paid to outworkers (i.e. persons employed by the establishment who do their work in their own homes) is generally on a piece-work basis. Only amounts paid to outworkers whose names appear on the establishment's payroll are included. Amounts paid to outworkers by sub-contractors are excluded.

#### Employers' insurance and welfare contributions

This item includes employers' contributions to national insurance and graduated pensions (and/or earnings related basic contributions under the

Social Security Act, 1973) as well as commercial insurance premiums to provide pensions, super-annuation or other retirement benefits, sickness benefits, personal accident benefits, disability or death benefits for employees or former employees or their dependants. Contributions to the running costs of canteens, social centres, children's and holiday homes, etc. for employees, former employees and their dependants are also included.



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