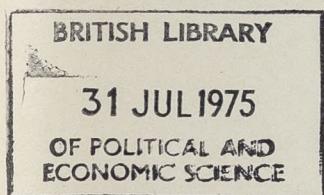


PA495

STATISTICS
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42(GA25)

1972



Business Monitor

A publication of the Government Statistical Service

Report on the Census of Production

Miscellaneous stationers' goods



Department of Industry
Business Statistics Office

HMSO

PA495

Business Monitor

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Special Note for Purchasers

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 divisions 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.

Enquiries:

Business Statistics Office
Cardiff Road
Newport, Gwent
NPT 1XG
Newport 56111 (STD code 0633) ext 2455
Telex 497121/497122
Answer Back BSO Newport

Report on the Census of Production 1972

Miscellaneous stationers' goods

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 1975

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PA102	Stone and slate quarrying and mining
PA103	Chalk, clay, sand and gravel extraction
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PA354	Scientific and industrial instruments and systems
PA361	Electrical machinery
PA362	Insulated wires and cables
PA363	Telegraph and telephone apparatus and equipment
PA364	Radio and electronic components
PA365	Gramophone records and tape recordings Broadcast receiving and sound reproducing equipment
PA366	Electronic computers
PA367	Radio, radar and electronic capital goods
PA368	Electrical appliances primarily for domestic use
PA369	Electrical equipment for motor vehicles, cycles and aircraft Primary and secondary batteries Electric lamps, electric light fittings, wiring accessories, etc.

PA495 MISCELLANEOUS STATIONERS' GOODS

The information in this report relates to establishments classified to the Miscellaneous stationers' goods industry, minimum list heading 495 in the Standard Industrial Classification (revised 1968). The activities of the industry include:-

Manufacturing and assembling of fountain pens and nibs, ballpoint pens and refills, felt and fibre tipped pens, pencils, chalks, crayons and pastels; rubber and date stamps and accessories, office machinery requisites, staplers, pencil sharpeners, writing and duplicating ink.

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

Input and output, 1970, 1971 and 1972

All United Kingdom establishments classified to the industry (a)

	Unit	1970	1971	1972
Enterprises	Number	138	142	128
Establishments	"	151	157	141
Sales of goods produced and work done	£'000	54,406	51,160	57,224
Services rendered to other organisations (b)	"	27		86
Goods merchanted or factored	"	6,119	7,386	6,306
Canteen takings	"	95	59	86
Total sales and work done	"	60,647	58,605	63,701
Increase during the year, work in progress and goods on hand for sale	"	272	392	311
Gross output	"	60,919	58,998	64,012
Cost of purchases	"	27,846	29,784	31,659
Increase during the year, stocks of materials, stores and fuel	"	327	- 368	637
Payments to other organisations for work done on materials given out	"	392	192	348
for transport by road	"	415	385	462
for transport by rail, water, air and Post Office parcel services	"	281	268	252
Total costs	"	28,607	30,997	32,085
Net output	"	32,312	28,000	31,927
Total employment (including working proprietors) (c)	Thousands	12.2	10.5	9.9
Net output per head	£	2,655	2,659	3,223

TABLE 2

Capital expenditure and stocks, 1970, 1971 and 1972

All United Kingdom establishments classified to the industry (a)

	1970	1971	1972	£'000
Capital expenditure (b)				
New building work	685	735	425	
Land and existing buildings				
Acquisitions				
Disposals	20(c)	626(c)	137(c)	
Plant and machinery				
Acquisitions	1,940	1,899	2,628	
Disposals	147	121	345	
Vehicles				
Acquisitions	414	407	466	
Disposals	191	242	224	
Total net capital expenditure (c)	2,681	3,304	2,813	
Increase in stocks and work in progress, 1970, 1971 and 1972 and value of stocks and work in progress at end of 1972				
Materials, stores and fuel				
Work in progress				
Goods on hand for sale				
Total	327	- 368	637	6,756
	160	177	70	2,767
	112	215	241	3,023
	599	24	948	12,546
Increase	Increase	Increase	Value at end of year	

(a) Including estimates for establishments not making satisfactory returns and for establishments employing less than 25 persons.

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

(c) Acquisitions less disposals.

- (a) For 1972, estimates for establishments not making satisfactory returns and for establishments employing less than 25 persons, accounted for 18 per cent of the total figures in which they were incorporated: of this unsatisfactory returns accounted for 9 per cent.
- (b) Amounts charged for hiring out plant, machinery or other goods, for providing transport, or for any technical or other services rendered.
- (c) Average number employed (full and part time; see table 6) during the year (including working proprietors) by the establishment.

TABLE 3

Analysis of establishments by size, 1972

All United Kingdom establishments classified to the industry (a)

Size group (b)	Establishments (c)	Enter- prises (c)	Total employment (b)	Employees		Wages and salaries		Wages and salaries per head		Total sales and work done (e)	Gross output	Net output	Net output per head	Capital expen- diture (net) (f)	Total stocks and work in progress at end of year
				Operatives	Others (d)	Operatives	Others (d)	Operatives	Others (d)						
	Number	Number	Number	Number	Number	£'000	£'000	£	£	£'000	£'000	£'000	£	£'000	£'000
1-10	49	49	259	1,867	611	1,725	1,065	924	1,743	11,281	11,420	6,553	2,526	308	2,267
11-24	38	35	678												
25-49	11	11	353												
50-99	18	17	1,304												
100-199	13	12	1,786												
200-499	8	8	2,394												
500 and over	4	4	3,132												
Total	141	128	9,906	6,915	2,873	7,612	5,291	1,101	1,842	63,701	64,012	31,927	3,223	2,813	12,546

- (a) Including estimates for establishments not making satisfactory returns and for establishments employing less than 25 persons.
- (b) Average number employed (full and part time; see table 6) during the year (including working proprietors) by the establishment.
- (c) Some enterprises control establishments in more than one size group: the sum of the figures for the size groups will therefore exceed the total for the industry.

- (d) Administrative, technical and clerical employees.
- (e) Including sales of goods merchanted or factored, canteen takings and services rendered to other organisations (amounts charged for hiring out plant, machinery or other goods, for providing transport, or for any technical or other services rendered).
- (f) Acquisitions less disposals.

TABLE 4

PA495 5

Regional distribution of employment, net capital expenditure and net output, 1972

All United Kingdom establishments classified to the industry

Area	Average number employed (a)	Net capital expenditure (b)	Net output and employment in the region of establishments with more than 80 per cent of their employment in the region (c)		
			Estimated net output	Average number employed as a percentage of total average number employed in the industry in the region	Net output as percentage of total of the industry in the United Kingdom
Standard regions of England					
North	*	*	*	*	*
Yorkshire and Humberside	*	*	*	*	*
East Midlands	*	*	*	*	*
East Anglia	0.4	4.2	187	6.7	330
South East	7.3	73.3	1,748	62.1	21,692
South West	*	*	*	*	*
West Midlands	*	*	*	*	*
North West	0.4	4.3	*	*	521
England	9.2	92.8	2,431	86.4	23,467
Wales	*	*	*	*	*
Scotland	*	*	*	*	*
Great Britain	9.9	100.0	2,813	100.0	24,424
Northern Ireland	-	-	-	-	-
Unallocated (d)	-	-	-	-	7,503
United Kingdom	9.9	100.0	2,813	100.0	31,927
					100.0

- (a) Average number employed (full and part time; see table 6) during the year (including working proprietors) by the establishment.
- (b) New building work plus acquisitions less disposals of land and existing buildings, plant and machinery and vehicles.
- (c) Where a census return covered addresses in two or more regions an estimate was made of the net output 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 at each address covered by a return was proportionate to employment at the address. The establishment's residual net output was included in unallocated net output.
- (d) Includes estimates of net output for establishments not making satisfactory returns and establishments employing less than 25 employees, and unallocated net output of establishments covering addresses in two or more regions.

TABLE 5

Percentage analysis of twelve-month periods covered by returns received from United Kingdom establishments employing 25 or more persons, 1972

Accounting year ended	Percentage of total returns received		Percentage of total number employed per cent
	per cent	per cent	
1972 April (a)	0.0	0.0	0.0
May	0.0	0.0	0.0
June	4.3	1.5	1.5
July	2.1	1.8	1.8
August	0.0	0.0	0.0
September	2.1	0.3	0.3
October	0.0	0.0	0.0
November	4.3	3.7	3.7
December	70.2	69.4	69.4
1973 January	0.0	0.0	0.0
February	0.0	0.0	0.0
March(b)	17.0	23.3	23.3
	100.0	100.0	100.0

(a) From 6th April

(b) Including returns made for twelve-month period ended 1st to 5th April 1973

TABLE 6

Percentage analysis of employees, by full and part time employment and sex, 1972 (a)

Sex	Full time		All employees
	per cent	per cent	
Male	47	1	48
Female	42	10	52
	89	11	100

Source: Department of Employment

(a) The percentages relate to the numbers employed (excluding working proprietors) in the United Kingdom at mid-June, 1972

TABLE 7

Sales of principal products of the industry by establishments employing 25 or more persons, including sales by establishments classified to other industries, 1972 (a).

	1972	
BALL POINT PENS:		
RETRACTABLE/REFILLABLE	THOUS	217,292(b)
THROWAWAY	£ THOUS	6,844(b)
	THOUS	..
FOUNTAIN PENS, STYLOS, MARKERS:	£ THOUS	..
WITH GOLD NIBS	THOUS	1,143
WITH STAINLESS STEEL NIBS	£ THOUS	1,823
WITH FELT OR FIBRE TIPS UP TO 3MM DIAMETER EXCLUDING THOSE FILLED WITH VOLATILE INK	THOUS	6,266
WITH FELT OR FIBRE TIPS OVER 3MM DIAMETER EXCLUDING THOSE FILLED WITH VOLATILE INK	£ THOUS	1,140
ALL MARKERS IRRESPECTIVE OF SIZE OR POINT CONTAINING VOLATILE INK	THOUS	62,436
	£ THOUS	2,383
PROPELLING AND OTHER MECHANICAL PENCILS	THOUS	29,870
BALL POINT REFILLS	£ THOUS	1,353
CARTRIDGE REFILLS	THOUS	2,013
PARTS OF FOUNTAIN AND STYLOGRAPHIC PENS, PROPELLING AND OTHER MECHANICAL PENCILS	£ THOUS	416
PENCILS, INCLUDING COLOUR PENCILS:	THOUS	40,774
7 INCHES OR MORE LONG	£ THOUS	1,194
UNDER 7 INCHES LONG	THOUS	29,879
	£ THOUS	297
CHALKS, CRAYONS, PASTELS	THOUS	943
PENCIL LEADS	£ THOUS	143,025
OFFICE MACHINERY REQUISITES:	THOUS	1,449
RIBBONS, INKED:	£ THOUS	83,318
COTTON	THOUS DOZ	166
SILK	£ THOUS	143,025
NYLON	THOUS DOZ	81
WIDE COMPUTER RIBBONS	£ THOUS	313
	THOUS DOZ	233
	£ THOUS	662
	THOUS	234
	£ THOUS	1,521

(cont.)

TABLE 7 (cont.)

1972

CARBON PAPER:

TYPEWRITER AND PENCIL:

CONVENTIONAL

SOLVENT

HECTOGRAPH

ONE TIME CARBON PAPER

CARBONLESS COPY PAPER

DUPLICATING STENCILS

DUPLICATING INK AND OTHER OFFICE MACHINERY REQUISITES
(INCLUDING FILM RIBBONS)WRITING INKS (INCLUDING CONCENTRATES ETC.), DRAWING,
MARKING AND SIMILAR INKSRUBBER STAMPS, DATING STAMPS (INCLUDING PLASTIC STAMPS),
INK PADS

STAPLING MACHINES AND PENCIL SHARPENERS

UNCLASSIFIED SALES AND WORK DONE

TOTAL SALES OF PRINCIPAL PRODUCTS OF THE MISCELLANEOUS
STATIONERS' GOODS INDUSTRY (MLH 495) AND WORK DONE

	THOUS SQ M	28,952
	£ THOUS	1,556
SOLVENT	THOUS SQ M	25,318
	£ THOUS	2,596
HECTOGRAPH	THOUS SQ M	12,051
	£ THOUS	1,533
ONE TIME CARBON PAPER	THOUS SQ M	421,338
	£ THOUS	2,665
CARBONLESS COPY PAPER	THOUS SQ M	14,113
	£ THOUS	348
DUPLICATING STENCILS	£ THOUS	5,893
DUPLICATING INK AND OTHER OFFICE MACHINERY REQUISITES (INCLUDING FILM RIBBONS)	£ THOUS	4,962
WRITING INKS (INCLUDING CONCENTRATES ETC.), DRAWING, MARKING AND SIMILAR INKS	£ THOUS	1,012
RUBBER STAMPS, DATING STAMPS (INCLUDING PLASTIC STAMPS), INK PADS	£ THOUS	1,413
STAPLING MACHINES AND PENCIL SHARPENERS	£ THOUS	1,403
UNCLASSIFIED SALES AND WORK DONE	£ THOUS	2,061
TOTAL SALES OF PRINCIPAL PRODUCTS OF THE MISCELLANEOUS STATIONERS' GOODS INDUSTRY (MLH 495) AND WORK DONE	£ THOUS	49,641

Source: Business Monitor (PQ495) - Quarterly Statistics

(a) Sales are deliveries on sale for home or abroad. Forward sales are excluded. Values are not selling values; purchase tax, trade discounts and commissions are excluded.

(b) Throw-away is included with "Retractable/Refillable" for this period.

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 PA 1001 of the Report on the Census of Production for 1972).

GENERAL INFORMATION

Changes made for 1972

There were only minor changes in the scope of certain industry reports compared with 1971. Any such changes are explained in the introductions to the industry reports concerned or by footnotes to the tables.

Industrial classification

The Annual Censuses of Production are conducted on the Business Statistics Office's Production Register. Normally establishments on the Register are classified to industries on the basis of major activity in conformity with the Standard Industrial Classification (revised 1968). Generally an establishment is classified to an industry if its sales of the principal products of that industry accounts for a greater proportion of its total sales than its sales of the principal products of any other industry; classification is generally based on an establishment's returns to the quarterly production inquiry. Where this is not possible—for example where a quarterly production inquiry has not been introduced—the classification of an establishment reflects its return to the Census of Production, 1968. Establishments for which information is not available either from the quarterly inquiries or the 1968 Census are classified on the basis of the description of the business given by the establishments to the Business Statistics Office, for instance, in the course of registration.

Coverage

Detailed census returns were generally sought only from establishments employing on average 25 or more persons, but in some industries where firms employing less than 25 persons account for a relatively high proportion of total employment and output the exemption limit was lowered to 11. Census returns were also sent to establishments whose employment was not known to the Business Statistics Office at the time of dispatch.

TERMS USED IN THE CENSUS REPORT

Average number employed

Establishments 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) all other employees (operatives). Averages could be calculated from 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 establishments) are excluded.

The figures include persons engaged on 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 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 managing and other directors in receipt of a definite wage, salary or commission, 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.

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 (including rounds-men), stores, warehouses, shops and canteens; inspectors, viewers and similar workers; maintenance workers and cleaners. Operatives engaged in outside work of erecting, fitting etc. are also included, but out-workers 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 in the figures for both 1970, 1971 and 1972. Establishments were asked to include in the value of capital expenditure, amounts received under the Local Employment Acts, 1960 to 1971 and any investment grants received under the Industrial Development Act, 1966 or regional development grants under the Industry Act, 1972.

(a) New building work

This represents the cost incurred during the year of new building and other 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 of 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 any 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 of 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.

(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 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, amortization or obsolescence. The proceeds of items disposed of during the year exclude amounts written off for items scrapped.

Enterprise

The term enterprise is used in this report to mean one or more establishments under common ownership or control (as defined in the Companies Act 1948) making returns to the census. An enterprise may consist of a single establishment, or of more than one establishment owned by one legal unit, usually a company, or of a number of establishments owned by a parent company and subsidiary company or companies. Information about the relationship between constituent companies of enterprises was obtained mainly from published sources such as the Stock Exchange Year Book supplemented by information from company reports and information supplied by establishments. The information available is not complete but covers the largest and most important groups of industrial establishments and is believed sufficient to provide a worthwhile basis for analysis.

Establishment

The definition of an establishment in 1970, 1971 and 1972 was that of the Standard Industrial Classification (revised 1968): "the smallest unit which can provide the information normally required for an economic census, for example, employment, expenses, turnover, capital formation". Sometimes activities which are conducted as a single business are carried on at a number of addresses, termed local units. Where the activities of such a business are closely integrated, and detailed census information is not available for each unit, it is treated as a multi-unit establishment and a single return accepted. Separate figures are obtained, however, of employment and net capital expenditure at each unit.

Gross output

Gross output measures the total value of production (including work done) by establishments during the year. It is calculated as follows:—

$$\begin{aligned} & \text{Value of sales and work done} \\ & \text{Plus/Less: Increase/decrease in value of stocks of goods on hand for sale} \\ & \text{Plus/Less: Increase/decrease in value of work in progress} \\ & = \text{Gross output.} \end{aligned}$$

Net output

Net output represents the value added to materials by the process of production (including the margin on selling any merchanted or factored goods). It is calculated as follows:—

$$\begin{aligned} & \text{Gross output} \\ & \text{Less: Purchases adjusted for change in value of stocks of fuel and raw materials} \\ & \text{Less: Payments for work given to other establishments} \\ & \text{Less: Payments for transport} \\ & \text{Less: Net amount of any duties, subsidies, allowances and levies payable} \\ & = \text{Net output.} \end{aligned}$$

Net output per person employed

The figures of 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.

Purchases

Purchases include the cost of materials and components bought for use in production; of fuel and electricity for all purposes; of packaging materials including the cost of returnable cases and containers when first purchased; of workshop materials, office materials and materials for repairs to establishment's own buildings, plants and vehicles when carried out by their own work people included in the returns; 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 merchanting or factoring and canteen supplies are included. Materials supplied by customers for processing are excluded, as are all purchases charged to capital account.

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 an establishment's own separate transport organisations for delivery of materials and fuel are, therefore, excluded. Materials purchased overseas are included at the 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 delivery cost if invoiced "carriage paid home". Materials and fuel transferred from another department of the establishment 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 establishments 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 establishment's asset accounts. Goods sold without being subjected to any manufacturing process (i.e. merchanted or factored) and canteen takings are included.

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 excluding any trade discounts, agents' commissions, allowances for returnable cases, purchase tax, etc.; the net amount charged for packaging materials is included. Goods charged on a delivered basis to customers overseas are included at the f.o.b. value.

Goods produced in one establishment and transferred to another establishment of the same firm not covered by the return were treated as sales by the producing establishment 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.

To the extent that sales of finished products of one establishment constitute the materials purchased by another, total figures of

the value of sales (and of materials and fuel purchased) include an element of duplication. In some industries, e.g. motor vehicle manufacturing, and woollen and worsted, this duplication is substantial; and aggregates for a number of industries contain significant amounts of duplication. For work done on commission, sub-contract work, etc., the value shown is the total amount charged for the work, including the value of any materials bought and used in such work.

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 establishments of the same enterprise not covered by the return.

Standard Industrial Classification

Industry classification is based on the Standard Industrial Classification (revised 1968). It is published by HM Stationery Office together with a separate index in the form of an alphabetical list of industries.

Stocks and work in progress

Values are given of stocks of goods on hand for sale, and of materials and fuel, at the end of the year of return, including any stocks of goods held for merchanting or factoring. Values of the change during the year are also shown. The values include duty in the case of dutiable goods held out of bond.

The value of work in progress at the end of, and the change during the year are 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 payment to other establishments, and to any separate transport organisation of the same establishment 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, coastwise shipping, air, etc. Payments made for sea and air freight on goods sold to customers overseas and on materials and fuel purchased from overseas suppliers are excluded.

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 any payments in kind, travelling expenses, lodging allowances, etc. and employers' contributions to national insurances and pension schemes is excluded.

Work given out

The figures shown represent the total amount paid for work done by other establishments (whether part of the same enterprise or not) on materials supplied to them. 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 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; there may be an apparent slight discrepancy between the sum of the constituent items and the total shown.

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