

**STATISTICS ACT
(Cap. 17:01)**

**SURVEY OF HOUSEHOLD INCOME AND EXPENDITURE (1993/4)
REGULATIONS, 1993
(Published on 17th September, 1993)**

ARRANGEMENT OF REGULATIONS

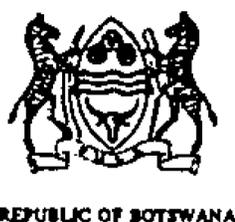
REGULATION

1. Citation
 2. Authorization to conduct a survey
 3. Purpose of survey
 4. Conduct of survey
 5. Penalties
- Schedule

IN EXERCISE of the powers conferred on the Minister of Finance and Development Planning by section 15 of the Statistics Act, the following Regulations are hereby made —

- | | |
|--|--|
| Citation | 1. These Regulations may be cited as the Survey of Household Income and Expenditure (1993/4) Regulations, 1993. |
| Authorization to conduct a survey | 2. The Government Statistician may direct any authorized officer to conduct a survey on the income and expenditure of households in Botswana in accordance with these Regulations. |
| Purpose of survey | 3. The purpose of the survey is, amongst other things, to determine the income distribution for households in both rural and urban areas in order to better assess the inequality of income distribution, and to estimate the levels of household incomes by region, household structure, source of income and other socio - economic variables to assist in the formulation of an effective incomes policy. |
| Conduct of survey | 4. The authorized officer may ask every person interviewed, for purposes of the survey, such questions as are necessary to obtain, of that person, the information required in the questionnaires set out in the Schedule hereto. |
| Penalties | 5. Any person who fails or who refuses to answer any question put to him for purposes of these Regulations shall be guilty of an offence and shall be liable to a fine of P100,00 and, in the case of a continuing offence, to a fine of P5,00 for every day during which the offence continues. |

SCHEDULE



STRICTLY CONFIDENTIAL

Central Statistics Office
Private Bag 0024
Gaborone

1993/4 Household Income and Expenditure Survey

Collected under the Statistics Act (Cap 17:01)

Book 1 : Household Questionnaire

General Identification

1 Stratum	<input type="text"/>						
2 District	<input type="text"/>	<input type="text"/>					District Name _____
3 Block Number	<input type="text"/>	<input type="text"/>	<input type="text"/>				Locality Name _____
4 Dwelling Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
5 Household Serial No.	<input type="text"/>						

6 Name of Household Head

7 Name of Enumerator code

8 Name of Supervisor

9 Enumerator's Log for this Household Questionnaire

Section	A	B	C	D	E
Date Completed					
Section	F	G	H	I	
Date Completed					

You must start with Section A: Demographic Particulars, which you will find on the two centre pages of this questionnaire (pages 8 and 9) with a continuation on page 10. After completing Section A, complete the rest of the questionnaire in the following order:

Section B:	Sources of Household Income	Page
Section C:	Housing	2
Section D:	Household Enterprises	3
Section E:	Crops, Livestock etc	4 and 5
Section F:	Employment Earnings and Deductions	6 and 7
Section G:	Major Expenditure in Past Year	11
Section H:	Regular Monthly Payments	12 and 13
Section I:	Miscellaneous	14
		15

Section B: Sources of Household Income

Before asking for specific details about your household income, we would like to know from which of the following sources your household derived income,

- a) during the past 30 days
- b) during the past 12 months

The first column of boxes is for indicating the various sources of income during the past 30 days. The second column is for indicating the different income sources during the past 12 months.

Enumerator: please tick whichever boxes (if any) apply

	sources of income during past 30 days	sources of income during past 12 months	/a
1 Cash wage / salary from employment	<input type="checkbox"/>	<input type="checkbox"/>	/a Note that the "past 12 months" refers to the 12 months up to the present day. It does not refer to the last calendar year.
2 Business income	<input type="checkbox"/>	<input type="checkbox"/>	
3 Rental income	<input type="checkbox"/>	<input type="checkbox"/>	
4 Pension	<input type="checkbox"/>	<input type="checkbox"/>	
5 Interest on savings	<input type="checkbox"/>	<input type="checkbox"/>	
6 Sale of own produce	<input type="checkbox"/>	<input type="checkbox"/>	
7 Sale of livestock	<input type="checkbox"/>	<input type="checkbox"/>	
8 Remittances from inside Botswana	<input type="checkbox"/>	<input type="checkbox"/>	
9 Remittances from outside Botswana	<input type="checkbox"/>	<input type="checkbox"/>	
10 Cash gifts received	<input type="checkbox"/>	<input type="checkbox"/>	
11 Cash loans received (incl salary advance)	<input type="checkbox"/>	<input type="checkbox"/>	
12 Earnings in kind (e.g. food, clothing)	<input type="checkbox"/>	<input type="checkbox"/>	
13 Assistance from drought relief	<input type="checkbox"/>	<input type="checkbox"/>	

If none of the boxes 1–11 in the first column have been ticked, please ask the household how they obtained the money they needed during the past 30 days to meet their expenditure requirements.

Record their answer below:

Section C: Housing, Household Possessions and Cattle Ownership

This section of the questionnaire asks a few general questions about your dwelling, your personal possessions and cattle ownership.

1. HOUSING Answer every part of this question by coding 1 for Yes or 2 for No.	a) Do you own this dwelling? Yes = 1, No = 2 b) Do you pay service levy? Yes = 1, No = 2 c) Do you pay any rent for this dwelling? Yes = 1, No = 2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																																																				
2. NUMBER OF ROOMS Including all structures occupied by you and your household, how many living rooms are available to you? (Note - exclude toilet, bathroom, kitchen, pantry, hall, storeroom)			<input type="checkbox"/>																																																			
3. WATER SUPPLY Which of these is your main source of water?	Piped water inside building code 1 Standpipe within plot/lotwapa code 2 Standpipe outside plot/lotwapa code 3 Well or borehole code 4 River or stream code 5 Other (specify _____) code 6	<input type="checkbox"/>																																																				
4. FUELS FOR HEATING, COOKING AND LIGHTING What are the principal fuels used by your household for heating, cooking and lighting? Note: If there is no heating for the inside of the dwelling, indicate what form of heating is used outside the dwelling	Circle one number in each column: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;">heating</th> <th style="width: 10%; text-align: center;">cooking</th> <th style="width: 10%; text-align: center;">lighting</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>mains electricity</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>solar-powered electricity</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">heat cook light</td> </tr> <tr> <td>electricity from portable generator</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> </tr> <tr> <td>gas</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> <td></td> </tr> <tr> <td>paraffin</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td></td> </tr> <tr> <td>wood/charcoal</td> <td style="text-align: center;">6</td> <td style="text-align: center;">6</td> <td style="text-align: center;">6</td> <td></td> </tr> <tr> <td>coal</td> <td style="text-align: center;">7</td> <td style="text-align: center;">7</td> <td style="text-align: center;">7</td> <td></td> </tr> <tr> <td>candles</td> <td></td> <td></td> <td style="text-align: center;">8</td> <td></td> </tr> <tr> <td>other</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		heating	cooking	lighting		mains electricity	1	1	1		solar-powered electricity	2	2	2	heat cook light	electricity from portable generator	3	3	3		gas	4	4	4		paraffin	5	5	5		wood/charcoal	6	6	6		coal	7	7	7		candles			8		other					<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
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wood/charcoal	6	6	6																																																			
coal	7	7	7																																																			
candles			8																																																			
other																																																						
5. HOUSEHOLD POSSESSIONS For each of these items, please indicate how many (if any) you and your household own or have the use of. Record the number of items, entering "0" for none. Note that these need not be OWNED by you or your household. They may be borrowed or provided free by an employer or landlord.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>bicycle</td><td style="width: 50px;"></td><td>television</td><td></td></tr> <tr><td>donkey cart</td><td></td><td>refrigerator / freezer</td><td></td></tr> <tr><td>sledge</td><td></td><td>washing machine</td><td></td></tr> <tr><td>dug-out canoe</td><td></td><td>air conditioner</td><td></td></tr> <tr><td>van, pick-up, bakkie</td><td></td><td>electric / gas cooker</td><td></td></tr> <tr><td>motorcycle</td><td></td><td>stereo hi-fi system</td><td></td></tr> <tr><td>car</td><td></td><td>video cassette recorder</td><td></td></tr> <tr><td>truck</td><td></td><td>personal computer</td><td></td></tr> <tr><td>tractor</td><td></td><td>telephone</td><td></td></tr> <tr><td>fish net</td><td></td><td></td><td></td></tr> <tr><td>grinding machine</td><td></td><td></td><td></td></tr> <tr><td>radio</td><td></td><td></td><td></td></tr> <tr><td>sewing machine</td><td></td><td></td><td></td></tr> </table>	bicycle		television		donkey cart		refrigerator / freezer		sledge		washing machine		dug-out canoe		air conditioner		van, pick-up, bakkie		electric / gas cooker		motorcycle		stereo hi-fi system		car		video cassette recorder		truck		personal computer		tractor		telephone		fish net				grinding machine				radio				sewing machine				<input type="checkbox"/> <input type="checkbox"/>
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sewing machine																																																						
6. CATTLE OWNERSHIP In total, how many cattle are owned by the usual members of your household? →			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">No. of cattle</th> <th style="width: 40%;">tick one box</th> </tr> </thead> <tbody> <tr><td>None</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>1 - 9</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>10 - 19</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>20 - 39</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>40 - 59</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>60 - 79</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>80 - 99</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>100 - 149</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>150 - 199</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>200+</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table>	No. of cattle	tick one box	None	<input type="checkbox"/>	1 - 9	<input type="checkbox"/>	10 - 19	<input type="checkbox"/>	20 - 39	<input type="checkbox"/>	40 - 59	<input type="checkbox"/>	60 - 79	<input type="checkbox"/>	80 - 99	<input type="checkbox"/>	100 - 149	<input type="checkbox"/>	150 - 199	<input type="checkbox"/>	200+	<input type="checkbox"/>																													
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Include cattle owned by people who normally live with you but are temporarily away and haven't been listed in Section A. Do not include cattle owned by people who are only temporarily members of your household. Include all types of cattle: bulls, oxen, cows, tollies, heifers and calves. Include cattle that are mafisa'd out, provided they are owned by you or other usual members of your household. Do not include cattle that your household is looking after for someone else.																																																						

Section D: Household Enterprises

This section asks for information about household businesses or enterprises.

A household business or enterprise exists if any member of the household is:

- a) self-employed
or b) works informally with a few other family members and/or a few paid staff

If your household is involved in the running of such a business or enterprise, please provide details below for every enterprise.

These activities may be full-time or part-time or they may be in addition to any full-time work in which you are involved as an employee.

Please list below all such businesses in which you and the other members of your household are engaged.

The type of business may be amongst the following. The codes shown are the 'enterprise codes' - to be used in answer to Question 2. If the particular business is not listed, describe the type of business in words - in answer to Q1 - but leave the code box empty.

- | | | |
|---|--|--|
| 01 selling cattle/goats/sheep | 10 selling / processing of animal products | 19 making/selling furniture |
| 02 selling poultry | 11 brewing/selling beer | 20 tinmithing |
| 03 selling milk/eggs | 12 making craftwork: baskets/wooden utensils | 21 blacksmithing |
| 04 selling maize / millet / sorghum | 13 making/selling clothes | 22 vehicle repair/panel beating |
| 05 selling fruit / vegetables | 14 cooking and/or selling food | 23 taxi service (for moving people or goods) |
| 06 catching / selling fish | 15 street vendor (retailing) | 24 traditional doctor |
| 07 gathering/selling thatch/poles/reeds | 16 general dealers | 25 plumbing |
| 08 gathering / selling firewood | 17 hawker | 26 property rentals |
| 09 gathering / selling phone | 18 haircutting / hairdressing | 27 shoe repair |

		Business Number	1	Business Number	2	Business Number	3	
Q1	Description of Enterprise (describe the exact activity using at least two words) Enter the appropriate code from the list above (or leave blank if the type of business is not listed above)	→	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	
Q2	Which household member is the main entrepreneur in this business? Give serial number from Section A. If main entrepreneur is currently not a member of this household, enter code XX.	→	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	
Q3	Sex of main entrepreneur, Male = 1; Female = 2	→	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	
Q4	What are the serial numbers of any other household members who have helped in the business during the past month? (use serial numbers assigned in Section A)	→	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	
Q5	What is the ownership of this business? 1 - sole ownership / self-employed 2 - owned jointly by members of this household only 3 - partnership 4 - co-operative other (specify)	→	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	
Q6	When did this business start? State the month in numbers, i.e. Jan=01, Feb=02, Mar=03,... Dec=12; and record the last two digits of the year, e.g. record "87" for 1987	month year	<input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>	month year	<input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>	month year	<input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>	
Q7	For how many months out of the past 12 months has the business operated?	→	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	
Q8	On average how many days each month does the business operate?	→	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	
Q9	Please state the number of people who worked last month in each business	Type of worker	M	F	T	M	F	T
		Working proprietors	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
		Unpaid family workers	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
		Paid workers	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
	Total	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	

continued

Section D: Household Enterprises (continued)

In the table below amounts may be recorded to the nearest Pula only. e.g. if, in an average month, raw materials costing P552-60 are purchased for the business, record this as P553.

Q10 BUSINESS EXPENDITURE For each business, on average how much do you spend each month on the following:	Business Number 1	Business Number 2	Business Number 3
SUPPLIES			
Raw materials			
Stock purchases			
Other supplies			
RUNNING EXPENSES			
Rent			
Electricity / Gas			
Water			
Wood			
Charcoal / paraffin (or kerosene)			
Telephone			
Transport			
Wages - cash (last month)			
Loan repayments			
Payments in kind, e.g. food (last month)			
Taxes and licences			
Other			
(specify)			
TOTAL EXPENDITURE			
Q11 BUSINESS INCOME			
What is the approximate total value of sales and/or other income from this business in an average month?			

Enumerator Check: Total Income less Expenditure for an average month will usually be plus and not minus

Note that even if you have, in Section D, recorded details of an average month's business income and expenditure you must still record details in Book 2 of the actual day-to-day business receipts and expenses during the whole of the survey month.

End of Section D

Section E: Agricultural Income and Expenditure During Past Year

Crops, Vegetables and Fruit

During the past year has your household grown any:

Crops? Yes = 1; No = 2

Vegetables? Yes = 1; No = 2

Fruit? Yes = 1; No = 2

If YES to either, please provide the following information on any crops, vegetables or fruit that you have sold or kept for household consumption. Record amounts to the nearest Pula. You do not need to record the number of these.

		SALES		OWN PRODUCE CONSUMED	
Type of Crop/ Fruit / Vegetable		Approximate amount received from sales during past year (Pula)	Code	Approximate value of own produce consumed during year (Pula)	Code
Maize			3 0 0 0 2		3 0 1 0 6
Millet			3 0 0 0 0		3 0 1 1 2
Sorghum			3 0 0 0 1		3 0 1 1 0
Sunflower			3 0 0 0 3		3 0 1 6 4
Groundnuts			3 0 0 0 4		3 0 1 5 8
Beans/Pulses			3 0 0 0 5		3 0 1 6 9
Watermelons			3 0 0 0 6		3 0 1 5 5
Other					
please					
specify					

Livestock

Have you or any other members of your household OWNED any cattle or other livestock either here or elsewhere in Botswana during the past year? Code Yes = 1; No = 2

cattle

goats

sheep

other (specify) _____

donkeys, mules, horses

pigs

poultry

--

Note: Domestic animals (pets) such as dogs and cats are not livestock and should not be listed

If YES to any of the above types of livestock, please provide the following information on livestock you have sold or consumed during the past year. Record amounts to the nearest Pula. You do not need to record the number of these.

		SALES		OWN PRODUCE CONSUMED	
Type of livestock		Approximate amount received from sales during past year (Pula)	Code	Approximate value of own produce consumed during year (Pula)	Code
Live cattle			3 1 0 0 0		
Slaughtered cattle			3 1 0 0 0		3 1 1 2 0
Dead cattle (excl slaughtered)			3 1 0 0 0		3 1 1 2 0
Goats			3 1 0 0 1		3 1 1 2 2
Sheep			3 1 0 0 1		3 1 1 2 1
Donkeys, Mules, Horses			3 1 0 0 1		3 1 1 2 4
Pigs			3 1 0 0 1		3 1 1 2 4
Poultry			3 1 0 0 2		3 1 1 2 5
Other					
please					
specify					

continued

Section E: Agricultural Income and Expenditure During Past Year
(continued)

OTHER MAJOR AGRICULTURAL INCOME DURING PAST YEAR

Please also give details of all other agricultural income during the past year
e.g. income from ploughing for other farmers

Source of income	Total received (cash and in kind) during past year (Pula)	Code

MAJOR EXPENDITURE ON AGRICULTURE DURING PAST YEAR

What major expenditure on agriculture have you had during the past year?

	Total expenditure (Pula)	Code
Construction and repair costs		4 0 0 0 4
Business taxes, licences etc		4 0 0 0 5
Purchase of livestock for re-sale		4 1 0 0 0
Rates payable on property you own		4 7 0 0 1
Capital purchase of transport, equipment etc		4 8 0 0 0
Other (specify)		

End of Section E

Section A: Demographic Particulars (continued)

PERSON NO.	MAIN WORK		Thinking about the last week when you worked, and taking into account all your jobs did you work full-time? (As a guide, assume 35 hours a week or more to be full-time) Yes=1 Next Person No=2 Go To 17	Would you like to have worked more hours than you did last week? Yes=1 Go To 18 No=2 Next Person	Why didn't you work longer? No more work available code 1 Wasn't available to do work any more hours code 2 Other code 3 (please specify reason)
	OCCUPATION What sort of work did you do in this job? Use two or more words to describe occupation If you did more than one job of work in the past 30 days, describe the main job, i.e. the job on which you worked most hours.	and... INDUSTRY If you worked as an employee, what kind of products are made by your employer, or what sort of service does your employer provide? Please use at least two words			
1	14	15	16	17	18
0 1					
0 2					
0 3					
0 4					
0 5					
0 6					
0 7					
0 8					
0 9					
1 0					
1 1					
1 2					
1 3					
1 4					
1 5					
1 6					
1 7					
1 8					
1 9					
2 0					
2 1					
2 2					
2 3					
2 4					
2 5					
2 6					
2 7					

Section F: Employment Earnings and Deductions (during the past 30 days)

For those persons coded 01, 02 or 03 under Section A column 12, please enter here itemised details of their total earnings and deductions from all the work they did last month.

Record amounts in Pula and tsebe. For example, total earnings of P647-25 should be recorded as:

Use one column to record each person's earnings and at the top of each column enter that person's serial number from Section A.

Note that only the first two columns have sufficient space to record amounts in excess of P9,999.99

Persons whose income is paid wholly or partially outside Botswana need not give details of such payments. However, details of money transferred into Botswana should be recorded in Section I on page 15.

Person's Serial Number →							
Income		P	t	P	t	P	t
Gross wage or salary							
Back pay / bonuses / overtime							
Car allowance							
Other allowances amount:							
specify type of allowance →							
Other allowances amount:							
specify type of allowance →							
Business income / profits (approx)							
Value of wages in kind	mealie meal						
	other food						
	clothing						
	blankets						
	other goods						
specify →							

Deductions from wage / salary

Income tax							
House rent							
Car insurance							
Repayment of loans	car loan(s)						
	house loan/mortgage						
	educational bond						
	other loans						
	specify →						
other loans							
specify →							
Pension contributions							
Trade Union dues/subscriptions							
Contribution to medical aid scheme							
Other deductions							
specify →							

Section G: Major Expenditure In Past Year

During the past year what major expenditure have you (or other members of your household) incurred?

Include also purchases made more than a year ago but where repayments of instalments are still being made.

Remember you should include the purchase of second-hand goods as well as new goods.

Only personal and household expenditure to be included. Expenditure in connection with a business trip, which is paid for or refunded by an employer must not be included.

Record all expenditures to the nearest Pula.

Category	Item	EITHER State total purchase price (if bought outright) (Pula)	OR if paying monthly instalments			OFFICE USE ONLY	
			Initial deposit if purchased during past year (Pula)	Monthly payment (Pula)	For how many of the past 12 months have instalments been paid?	Amount to enter (Pula)	Code
Furniture							
Household appliances and equipment (e.g. cookers, refrigerators, stereo, computers, video cassette recorders)							
Photographic equipment (cameras, video cameras)							
Purchase of car(s) or other vehicle(s)							
Major repairs or additions to dwellings							
Purchase of house or land							
excluding business costs paid for by an employer	Jewellery						
	Air fares						
	Hotel* / Holiday accommodation						
	Total cost of package holidays						
	Vehicle servicing / repairs						
	Vehicle rental *						
	Fees for professional services						

During the past year did you sell:	Date sold	Amount received (Pula)	Of which, how much (if any) had to be used to repay loan? (Pula)	OFFICE USE ONLY	
				Amount to enter (Pula)	Code
Any motor vehicle(s)?					
Any property or land?					

continued

Section G: Major Expenditure In Past Year (continued)

Medical Expenditure (non-refundable)

List below the total medical costs that you and your household have paid for during the past SIX months on major items only and for which you will NOT be re-imbursed by an employer or medical aid scheme. If the medical aid scheme requires you to pay a certain amount for every claim, you should record below the amount paid by you. For instance, if the total cost of surgery was P1,500 and medical aid paid P1,350 and you paid P150 then you should record against 'Cost of surgery' the amount paid by you - P150.

Include medical costs incurred outside as well as inside Botswana.

	Total amount paid by you (Pula)	Code
Consultations with private doctor		
Consultations with traditional doctor		
Consultations with spiritual healers		
Dental treatment		
Cost of surgery		
Accommodation in private hospital or clinic		
Consultation with optician, cost of eye tests		
Cost of spectacles, contact lenses etc		
Purchase of drugs and medicines (excl painkillers, cough mixture, other common medicines)		
Other major medical expenses (specify)		

Expenditure on Education

List below details of the household's educational expenditure during the past year. This should include school fees and college fees, pre-school fees, university fees and other school fees (sports, feeding, books etc). Also record any expenditure on educational trips, school uniforms, correspondence school fees etc

Include expenditure on education both inside and outside Botswana (e.g. many children attend a boarding school outside Botswana)

DO NOT INCLUDE fees that have been or will be re-imbursed by your employer or other organisation.

It may be easier to list school fees separately for each person.

School Fees

Type of educational institution e.g. pre-school, primary school, secondary school, college, university, private tuition, correspondence course	Last amount paid by household (excl any payment made by employer) (Pula)	Period covered by this payment For example: e.g. month, term or year	Equivalent monthly amount (Pula)	Code
1				
2				
3				
4				
5				

Other Educational Expenditure in Past Year

Item	Expenditure during past 12 months	Code
School uniforms		
Sports / feeding / books		
School transport		
PTA fees		
Educational trips		

End of Section F

Section H: Regular Payments

Regular Monthly Payments

If household pays for anything on a monthly basis, record their last payment and how many months it covered. e.g. If they paid P267 for electricity but this was for 3 months, record "P267-00" under "Last Payment" and "3 months" under "Period Covered"

		Last Payment		Period Covered e.g. 1 month, 6 months, 1 yr	FOR OFFICE USE ONLY	
		P	t		Pula	CODE
House rent						10400
Repayment of mortgage or other housing loan ^{/a}						10402
SHHA OWNERS ONLY	Service Levy					10403
	Repayment of building/material loan					10406
Electricity						10440
Water						10430
Telephone						10731
Medical Aid / Healthcare subscriptions						10631
Repayment of car / vehicle loan						10707
Repayment of furniture loan						10509
Repayment of other loans	(specify)					
Car insurance premium (if paid monthly)						10719
Life insurance premium (if paid monthly)						27000
Monthly payment into savings scheme						27003
Domestic Services	Maid / Domestic worker					10561
	Gardener					10564
	Security Guard / Nightwatchman					10563
	Security Monitoring System					10566
Other regular monthly payments	(specify)					

^{/a} Incl regular payments made under the tenant purchase scheme

Regular Annual Payments

During the past 12 months what single annual payments have members of your household made on the following:

		Amount		FOR OFFICE USE ONLY	
		P	t	Pula	CODE
Annual insurance premiums:	buildings insurance				10407
	household contents insurance				10564
	mortgage protection policy				27000
	life insurance				27000
	car/vehicle insurance				10719
other insurance →					
policies (specify) →					
Other annual payments	annual road tax				10718
	sports / recreational club subscriptions				10852
	local authority rates (property owners only)				10404
	licences for sport, hobbies				10857
	membership fees for professional associations				10944
other (specify) →					
→					

Section I: Miscellaneous

Transfer of Cash / Goods from relatives or friends

One very important source of income for many households is 'remittances'. This is when friends or relatives (who are not, at present, members of your household) send you money by post or give you cash. Not only might you get money from remittances; you might also be given goods / presents by friends or relatives when they visit you. Even if they are related to you, you must still think of the cash and goods received from them as being transfers into your household.

Please estimate the total cash and goods received from friends and relatives during the past three months, six months, seven months, ten months or whatever period you find easiest to remember.

		Amount (to nearest Pula)	Over how many months were these amounts received	OFFICE USE ONLY	
				Amount to be entered	Code
Cash transfers/gifts from:	urban Botswana				90100
	rural Botswana				90200
	outside Botswana				90300
Value of goods received from:	urban Botswana				91100
	rural Botswana				91200
	outside Botswana				91300

Benefits in kind

Please tick whichever of the following are provided free (or are paid for) by your employer – or for which you pay only a nominal amount.

	Tick if provided	Approx monthly payments by you (if any) (Pula)	Total value of benefits (if known) (Pula)	OFFICE USE ONLY	
				Net benefit to household (Pula)	Code
accommodation					5 2 4 0 0
car or other vehicle					5 2 7 0 0
a second car or other vehicle					5 2 7 0 0
fuel for car					5 2 7 1 2
services of					5 2 5 6 5
	security guard				5 2 5 6 5
	maid				5 2 5 6 1
					5 2 5 6 4
gardener					5 2 5 6 4
swimming pool					5 2 8 2 3
water					5 2 4 3 0
electricity					5 2 4 4 0
medical aid subscription					5 2 6 3 1
school fees					5 2 8 7 9

Use of money outside Botswana

If you have money outside Botswana please record details below of:

- Any money your household transferred into Botswana last month (e.g. to supplement local income, pay for school fees etc)
- Any of your money outside Botswana that, during the past month, has been used to pay for goods and services purchased outside Botswana – provided these goods and services have been for the benefit of your household in Botswana.
e.g. use of foreign money (incl credit cards) used on shopping trips or holidays in neighbouring countries.

Foreign Currency	Pula equivalent	Code



REPUBLIC OF BOTSWANA

STRICTLY CONFIDENTIAL

Central Statistics Office
Private Bag 0024
Gaborone

1993/4 Household Income and Expenditure Survey

Collected under the Statistics Act, CAP 17:01

Book 2: Daily Record of Expenditure, Receipts, Own Produce Consumed and Business Transactions

HOUSEHOLD IDENTIFICATION

ST	DIST	BLOCK	DWELLG	H/H

This notebook is for keeping a daily record, for one complete month, of:

- household expenditure and other disbursements
- household income and other receipts
- business receipts and expenses
- goods or services given or received in kind

In addition a daily record is also to be kept, but for one week only, of:

- own produce consumed (or used) by the household.

The data can be collected in one of two ways:

- the enumerator can visit the household each day and ask for the information which he records in this notebook
- or - the household can themselves record the necessary information onto "supplementary" sheets, then the enumerator will call every few days to check on progress and to transfer the data to this notebook.

PLEASE USE PENCIL ONLY FOR WRITING IN THIS NOTEBOOK AND WRITE NEATLY

The numbered boxes that follow are provided as a check-list for the enumerator's use.

1 <input style="width: 20px; height: 20px;" type="checkbox"/>	6 <input style="width: 20px; height: 20px;" type="checkbox"/>	11 <input style="width: 20px; height: 20px;" type="checkbox"/>	16 <input style="width: 20px; height: 20px;" type="checkbox"/>	21 <input style="width: 20px; height: 20px;" type="checkbox"/>	26 <input style="width: 20px; height: 20px;" type="checkbox"/>	31 <input style="width: 20px; height: 20px;" type="checkbox"/>
2 <input style="width: 20px; height: 20px;" type="checkbox"/>	7 <input style="width: 20px; height: 20px;" type="checkbox"/>	12 <input style="width: 20px; height: 20px;" type="checkbox"/>	17 <input style="width: 20px; height: 20px;" type="checkbox"/>	22 <input style="width: 20px; height: 20px;" type="checkbox"/>	27 <input style="width: 20px; height: 20px;" type="checkbox"/>	
3 <input style="width: 20px; height: 20px;" type="checkbox"/>	8 <input style="width: 20px; height: 20px;" type="checkbox"/>	13 <input style="width: 20px; height: 20px;" type="checkbox"/>	18 <input style="width: 20px; height: 20px;" type="checkbox"/>	23 <input style="width: 20px; height: 20px;" type="checkbox"/>	28 <input style="width: 20px; height: 20px;" type="checkbox"/>	
4 <input style="width: 20px; height: 20px;" type="checkbox"/>	9 <input style="width: 20px; height: 20px;" type="checkbox"/>	14 <input style="width: 20px; height: 20px;" type="checkbox"/>	19 <input style="width: 20px; height: 20px;" type="checkbox"/>	24 <input style="width: 20px; height: 20px;" type="checkbox"/>	29 <input style="width: 20px; height: 20px;" type="checkbox"/>	
5 <input style="width: 20px; height: 20px;" type="checkbox"/>	10 <input style="width: 20px; height: 20px;" type="checkbox"/>	15 <input style="width: 20px; height: 20px;" type="checkbox"/>	20 <input style="width: 20px; height: 20px;" type="checkbox"/>	25 <input style="width: 20px; height: 20px;" type="checkbox"/>	30 <input style="width: 20px; height: 20px;" type="checkbox"/>	

IMPORTANT:

The information contained in this notebook is strictly confidential and is not to be divulged to anyone other than the household who provided the data or to employees of the Central Statistics Office

	Name	Date
Enumerator - first visit		
Enumerator - last visit		
Checked by Supervisor		
Received at C.S.O.		
Editing Completed		
Editing Checked		
Sent for Data Entry		
Returned from Data Entry		

