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Business Statistics Office

# Business Monitor

**Report on the  
Census of Production**

**Office machinery**

**HMSO**



A publication of the Government Statistical Service



**PA338**

# **Business Monitor**

A publication of the Government Statistical Service

## **Report on the Census of Production 1979**

### **Office machinery**

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. Business Monitors have a code P (for production) followed first by A (indicating that it is an annual series) or O (occasional) or Q (quarterly) or M (monthly) or R (repetative — i.e. at regular intervals of less than one year but not monthly or quarterly); 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).

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PA338 OFFICE MACHINERY

PA338

The information in this report relates to establishments classified to the Office machinery industry, minimum list heading 338 in the Standard Industrial Classification (revised 1968). The activities of the industry include:—

Manufacturing office machinery and parts thereof including typewriters, duplicating (including small offset litho) machines, adding machines, calculating and tabulating machines, cash registers, electronic desk calculators and other machinery for office use. Dictating machines and electronic computers are excluded.

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

PA338

Output and costs, 1975-1979  
All United Kingdom establishments classified to the industry (a)

	Unit	1975	1976	1977	1978	1979
Enterprises	Number	105	108	103	105	97
Establishments	"	119	121	112	114	106
Sales of goods produced	£ thousand	182,834(b)	167,984(c)	190,467	153,040	155,265
Receipts for work done and industrial services rendered	"	(b)	6,930	13,785	15,339	18,157
Capital goods produced for establishments' own use	"	292	86	158	194	213
Non-industrial services rendered	"	327	(c)	5,227	6,760	8,028
Goods merchanted or factored	"	19,764	17,757	32,605	38,779	43,993
<b>Total sales and work done (d)</b>	"	<b>203,217</b>	<b>192,757</b>	<b>242,242</b>	<b>214,111</b>	<b>225,656</b>
Increase during the year, work in progress and goods on hand for sale	"	610	4,198	10,489	9,206	5,046
<b>Gross output</b>	"	<b>203,828</b>	<b>196,955</b>	<b>252,731</b>	<b>223,317</b>	<b>230,702</b>
Purchases of materials for use in production, and packaging and fuel	"	87,476	84,830	101,855	72,753	67,491
Purchases of goods for merchenting or factoring	"	11,868	8,726	21,700	29,936	27,723
Increase during the year, stocks of materials, stores and fuel	"	2,973	3,801	5,172	1,676	4,035
Cost of industrial services received	"	2,463	4,118	6,502	5,826	4,405
<b>Net output</b>	"	<b>104,995</b>	<b>103,082</b>	<b>127,847</b>	<b>116,479</b>	<b>135,118</b>
Total employment (e)	Thousands	24.0	19.8	19.5	15.6	14.3
<b>Net output per head</b>	£	<b>4,382</b>	<b>5,215</b>	<b>6,571</b>	<b>7,458</b>	<b>9,475</b>
Payments for non-industrial services						
Hire of vehicles, plant and machinery	£ thousand	1,210(f)	312	1,273	1,064	1,847
Rents of industrial and commercial buildings	"	(f)	1,673	2,119	1,966	2,023
Commercial insurance premiums	"	695	808	812	929	1,014
Bank charges	"	106	109	161	193	136
Other non-industrial services (g)	"	3,252	8,478	9,005	8,963	9,167
Licensing of motor vehicles	"	53	72	71	59	75
Rates, excluding water rates	"	1,647	1,944	2,185	1,805	1,810
<b>Gross value added at factor cost</b>	"	<b>98,033</b>	<b>89,686</b>	<b>112,221</b>	<b>101,499</b>	<b>119,047</b>
<b>Gross value added at factor cost per head</b>	£	<b>4,091</b>	<b>4,537</b>	<b>5,768</b>	<b>6,499</b>	<b>8,348</b>

(a) Including estimates for establishments not making satisfactory returns, non-response and establishments not selected for the Census. Satisfactory returns accounted for 89 per cent of employment within the industry.

(b) Receipts for work done and industrial services rendered included in sales of goods produced.

(c) Non-industrial services rendered included in sales of goods produced.

(d) Details of manufacturers' quarterly sales of principal products are published regularly in Business Monitor PQ338.

(e) Average number employed during the year, including full and part-time employees (see table 7) and working proprietors.

(f) Rents of industrial and commercial buildings (not recorded separately) included in hire of vehicles, plant and machinery.

(g) For 1975-1978 transport of goods by road (within the United Kingdom) was not recorded separately. For 1979 the amount payable was £611 thousand.

TABLE 2

PA338

Capital expenditure, 1975-1979  
All United Kingdom establishments classified to the industry (a)(b)

	£ thousand				
	1975	1976	1977	1978	1979
Land and buildings					
New building work	1,554	460	233	239	427
Land and existing buildings					
Acquisitions	376	4	107	75	*
Disposals	72	386	72	33	*
Vehicles					
Acquisitions	195	356	579	648	622
Disposals	36	63	169	391	261
Plant and machinery					
Acquisitions	7,714	7,840	7,172	6,324	6,066
Disposals	475	526	235	340	*
<b>Total net capital expenditure</b>	<b>9,255</b>	<b>7,685</b>	<b>7,614</b>	<b>6,521</b>	<b>6,472</b>

(a) Including estimates for establishments not making satisfactory returns, non-response and establishments not selected for the Census.

(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, 1975-1979  
All United Kingdom establishments classified to the industry (a)

	£ thousand				
	1975	1976	1977	1978	1979
	Increase				Value at end of year
Materials, stores and fuel	2,973	3,801	5,172	1,676	4,035
Work in progress	-1,233	2,303	5,957	1,530	3,382
Goods on hand for sale	1,843	1,895	4,532	7,676	1,664
<b>Total</b>	<b>3,583</b>	<b>7,999</b>	<b>15,661</b>	<b>10,882</b>	<b>9,081</b>

(a) Including estimates for establishments not making satisfactory returns, non-response and establishments not selected for the Census.



TABLE 4

PA338

Analysis of establishments by size, 1979  
All United Kingdom establishments classified to the industry (a)

Size group (b)	Estab-lish-ments	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	£ thousand	£	£ thousand	£	
1-10	55	55	274 )						
11-19	21	19	291 )						
20-49	4	4	140 )	517	470	1,864	3,605	2,464	5,243
50-99	5	4	330 )						
100-199	4	4	527	322	205	1,239	3,848	1,129	5,506
200-299	3	3	714	414	299	1,328	3,208	1,717	5,742
300-499	4	4	1,604	1,129	475	3,662	3,244	1,923	4,048
500-999	6	6	4,437	2,729	1,708	11,214	4,109	8,855	5,184
1,000 and over	4	4	5,943	3,193	2,750	15,806	4,950	15,256	5,548
<b>Total</b>	<b>106</b>	<b>97</b>	<b>14,260</b>	<b>8,304</b>	<b>5,907</b>	<b>35,113</b>	<b>4,228</b>	<b>31,344</b>	<b>5,306</b>

- (a) Including estimates for establishments not making satisfactory returns, non-response and establishments not selected for the Census.
- (b) Average number employed during the year, including full and part-time employees (see table 7) and working proprietors.
- (c) The count of enterprises shown in each row represents the number of enterprises, irrespective of size, owning the establishments shown in the previous column, i.e. the number of enterprises owning the establishments within the size group indicated by the row heading. It should be noted that because an enterprise may own establishments in more than one size group, the sum of the individual enterprise counts may exceed the total for the industry.
- (d) Including working proprietors.
- (e) Administrative, technical and clerical employees.

PA338

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				
							Total	per head
£ thousand	£ thousand	£ thousand	£	£ thousand	£ thousand			
16,879	17,745	8,494	8,207	(j)	(j)	768	4,653	
6,682	6,970	4,544	8,622	11,841(j)	7,581(j)	494	1,623	
10,288	10,348	5,384	7,541	4,863	6,811	453	2,563	
33,434	34,663	18,545	11,562	16,708	10,416	791	9,785	
73,083	73,218	46,215	10,416	39,587	8,922	1,974	31,198	
85,290	87,758	51,936	8,739	46,048	7,748	1,992	50,938	
<b>225,656</b>	<b>230,702</b>	<b>135,118</b>	<b>9,475</b>	<b>119,047</b>	<b>8,348</b>	<b>6,472</b>	<b>100,760</b>	

- (f) The cost of employers' contributions to national insurance, pensions and welfare schemes and the running costs of canteens, is estimated for the industry at £9,216 thousand.
- (g) Sales of goods produced, capital goods manufactured and 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

PA338

Regional distribution of employment, net capital expenditure, net output and gross value added at factor cost, 1979  
All United Kingdom establishments classified to the industry (a)

Area	Total employment (b)		Net capital expenditure (c)		Net output (d)		Gross value added at factor cost (d)	Gross value added at factor cost returned by establishments with 80 per cent or more of their employment in the region as a proportion of total gross value added at factor cost in the region
	Thousands	per cent of United Kingdom	£ thousand	per cent of United Kingdom	£ thousand	£ thousand		
Standard regions of England								
North	*	*	*	*	*	*	*	*
Yorkshire and Humberside	0.1	0.7	24	0.4	1,111	1,022	—	—
East Midlands	*	*	*	*	*	*	*	*
East Anglia	*	*	*	*	*	*	*	*
South East	9.6	67.3	4,639	71.7	99,891	87,272	77.0	77.0
South West	0.6	4.2	553	8.6	4,512	4,095	61.3	61.3
West Midlands	1.0	7.2	378	5.8	8,176	7,161	20.7	20.7
North West	0.3	2.0	218	3.4	2,485	2,266	20.6	20.6
England	12.6	88.3	6,190	95.6	125,178	109,938	—	—
Wales	0.1	1.0	70	1.1	1,190	1,031	—	—
Scotland	*	*	*	*	*	*	*	*
Great Britain	*	*	*	*	*	*	*	*
Northern Ireland	*	*	*	*	*	*	*	*
United Kingdom	14.3	100.0	6,472	100.0	135,118	119,047	—	—

- (a) Including estimates for establishments not making satisfactory returns, non-response and establishments not selected for the Census.  
 (b) Average number employed during the year, including full and part-time employees (see table 7) and working proprietors.  
 (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 of the net output attributable to each address was made by assuming that net output was proportionate to employment. An estimate for each region was obtained by aggregating estimates of net output for addresses located in that region. Gross value added at factor cost is treated similarly.

TABLE 6

PA338

Percentage analysis of twelve-month periods covered by returns received from United Kingdom establishments, 1979

Accounting year ended		Percentage of total returns received	Percentage of total number employed
		per cent	per cent
1979	April (a)	—	—
	May	—	—
	June	4.0	7.4
	July	—	—
	August	—	—
	September	8.0	3.8
	October	—	—
	November	8.0	18.7
	December	48.0	34.3
1980	January	—	—
	February	—	—
	March (b)	32.0	35.8

(a) From 6th April.

(b) Including returns made for twelve-month period ended 1st to 5th April 1980.

TABLE 7

Percentage analysis of employees, by full and part-time employment and sex, 1977(a)

Sex	Full-time	Part-time	All employees
	per cent	per cent	per cent
Male	72	—	72
Female	25	3	28

Source: Department of Employment

(a) The percentages relate to the numbers employed (excluding working proprietors) in the United Kingdom at mid-June, 1977, the latest date for which information is available.



TABLE 8

PA338

Operating ratios, 1978-1979  
All United Kingdom establishments classified to the industry (a)

	Unit	1978	1979
Gross output per head	£	14,300	16,178
Net output per head	£	7,458	9,475
Gross value added per head	£	6,499	8,348
Gross value added as a percentage of gross output	%	45	52
Ratio of gross output to stocks (b)		2.4	2.3
Wages and salaries as a percentage of gross value added	%	61	56
Ratio of operatives to administrative, technical and clerical employees		1.3	1.4
Wages and salaries per administrative, technical and clerical employee	£	4,416	5,306
Wages and salaries per operative	£	3,631	4,228
Net capital expenditure per head	£	418	454
Net capital expenditure as a percentage of gross value added	%	6	5

(a) Including estimates for establishments not making satisfactory returns, non-response and establishments not selected for the Census.

(b) Stocks include materials, stores and fuel, work in progress and goods on hand for sale at the end of the business year.

## 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 - PA 1001 (Introductory Notes) of the Report on the Census of Production, 1979.

## GENERAL INFORMATION

Changes made for 1979  
The Census for 1979 is in line with similar inquiries being conducted in other member countries of the European Community.

The census differed from the 1978 census in three respects. A question on the leasing of capital assets was removed from the form and a question on road transport costs was added. The sample of units in the 10 to 19 employment size band included for the 1978 census was not repeated.

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, 1968 and 1980. It exists to promote uniformity and comparability in the official statistics of the United Kingdom.

Prior to the 1980 revision the general principles followed were those of the International Standard Industrial Classification of all Economic Activities of the United Nations Statistical Office but the United Kingdom SIC has reflected the organisation and structure of industry and trade as it existed in the United Kingdom. For the 1980 revision an attempt was made to align the United Kingdom classification as closely as practicable with NACE, the classification in use by the Statistical Office of the European Community. The SIC is a classification by activity and is not a commodity classification. An index, based on the 1968 SIC for all commodity headings for which sales data are provided in the Quarterly Business Monitors is published in Business Monitor PO 1000.

## 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 (eg steel making or sugar refining). Typically the establishment embraces all the activities carried on at a single address eg 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 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 (BSO) to ensure, by negotiating with respondents, that the return from an establishment does not cover local units in more than one of the countries of the United Kingdom.

Establishments are asked to exclude from their returns particulars relating to any department not engaged in production eg 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 if 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 of production (especially the enterprise analyses of Business Monitor PA 1002) related establishments are combined. An enterprise group is 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. New additions to the register are obtained from various sources including the Department of Employment and HM Customs and Excise. The 1973 Finance Act allows the latter to pass lists of businesses registered for VAT to the BSO. Where necessary details are sought directly from new businesses. Units which cease to trade are removed from the live register.

## Coverage

In recent censuses returns have been required from all establishments employing 20 or more. For the 1979 Census in 68 selected manufacturing industries coverage of establishments in the 20 to 49



employment size band has been reduced to a 1 in 2 sample. This change has relieved some 5,800 firms of the need to complete a census return.

#### 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 average number of persons on the payroll during the year of return. 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. Full-time and part-time employees are included but outworkers (ie 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 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 directors in receipt of a definite wage, salary or commission, managers 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 rents of industrial and commercial buildings, hire of plant, machinery and vehicles (excluding vehicles hired with drivers), commercial insurance premiums, bank charges and amounts paid for professional services, post office services, transport (within the United Kingdom), 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 eg rent of buildings, hire of plant, machinery and vehicles (excluding vehicles hired with drivers), commercial insurance premiums, bank charges and amounts paid for professional services, post office services, transport (within the United Kingdom) 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

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 est-

ablishment'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 at cif plus duty (if applicable). Leasing, renting and hire purchase charges are excluded.

##### Sales of goods produced

Sales for the purposes of the annual censuses 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 establishments' 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 one 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 if 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 VAT) 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 less allowance for returnable cases is included. In industries where products attract Excise Duty the value stated is usually inclusive of duty if sold duty-paid and exclusive of duty if sold in bond or exported.

##### Receipts for work done and industrial services rendered

Figures for work done represent the amount charged for work carried out on materials supplied by a 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 establishment's 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 vehicles 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. 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 (ie 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 under the Social Security Pensions Act, 1975 as well as commercial insurance premiums to provide pensions, superannuation 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.

##### Operating ratios

The operating ratios shown were obtained by dividing the estimate of the industry total for the quantity shown in the numerator by the corresponding estimate for the quantity shown in the denominator. These estimates cover all establishments classified to each industry, including not selected establishments and non-respondents. Within an industry, it is possible to compare ratios for an individual firm with the ratios shown for the relevant industry. However, it is important to bear in mind that various factors may affect the results - for example, differences in definitions, treatment of depreciation (which is not identified in the census data) and varying practice with regard to stock valuation, may affect comparability in some respects.

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