

SKTIR

1994

REPUBLIC OF INDONESIA
CENTRAL BUREAU OF STATISTICS

Confidentiality of the data shall be observed in
accordance to Law No.7/1960 on Statistics

SPECIAL SURVEY ON SAVINGS AND HOUSEHOLD INVESTMENTS

1994

FORM LIST

OBJECTIVES OF SURVEY:

This survey is a *Pelita* (*Pembangunan Lima Tahun* = Five Year Development) Project that aims to obtain information on the source and usage of community funds, specifically on savings and household investments, in the framework of developing National Statistic Balance that is needed by the Government to develop the National Development Plans.

Central Bureau of Statistics
Jakarta – Indonesia

Block I. CHARACTERISTICS OF LOCATION

This block aims to understand the identification of location and the basic characteristics of enumerated households, also to observe the completeness of the questionnaire on the results of the enumeration and to ease the data processing.

How to fill in:

Question (1) till (8): Fill in the name and province code, regency/municipality, sub-regency, village, status of area, enumeration area (*wilcah*), Sample Code Number SKTIR and serial number of household sample based on the Sample List. If the selected location is not included in the *wilcah* list, the identity of the enumeration area (*wilcah*) is filled in with the *RT, RW/RK*.

Question (9): Fill in the respondent's address, a second visit may be necessary

Question (10) and (11): Fill in the name of Head of the Household in Question 10 and the number of household members in Question 11. The contents of Question 11 have to be the same as the last serial number Column (1) in Block III.

Question (12) and (13): Filled in by BPS

Block II: CHARACTERISTICS OF ENUMERATORS

In this block is written the characteristics on enumeration and checking on the questionnaire

How to fill in:

Question (1): Fill in the name of the enumerator, the serial number has to be appropriate to the administrative records at the Local Statistic Office.

Question (2) and (3): Fill in the date of enumeration and the enumerator's signature

Question (4) and (6): Filled in by the investigator. Fill in after checking and reconfirm that all contents are correct. The name and serial number of the investigator has to be appropriate to the administrative records at the Local Statistic Office.

Block III: CHARACTERISTICS OF HOUSHOLD MEMBERS

In this block is written the characteristics of demography and the income source of each household member.

How to fill in:

Column (1): Write the serial number of Household Members

Column (2): Write down the names of household member start from head of the household, wife, children and other household members. Domestic help, personal driver and a gardener that eats and sleeps at their employer's house are considered as household members and the work status are as workers.

Column (3): fill in the code on the relationship of household members in Column (2). The codes of relationship with household member is as follows:

Head of the household	- 1
Wife/husband	- 2
Child	- 3
Children in-law	- 4
Grand children	- 5
Parents/parents in-la w	- 6
Relative	- 7
Domestic help	- 8
Others	- 9

Column (4): Fill in the code of Sex of each household member

Column (5): Write the Age of each household member in years rounded down. For household members aged less than 1 year write 0 and those that are aged 99 years or over write 98.

Column (6): Fill in the code of Attained Education of the household members. **Graduated School** is has attended classes and passed the final examinations of a class or the last education level at a public or private school and obtained a diploma.

Never/has not attended School	- 1
Never/has not graduated Elementary School	- 2
Elementary School	- 3
Public Secondary School	- 4
Vocational Secondary School	- 5
Public High School	- 6
Vocational High School	- 7
Academy	- 8
University	- 9

Column (7) and (9) Do you work/undertaking business

Those that are classified as working is have a work status or those that are employed but temporarily are not working. Working is an activity for seeking work in order to obtain or help to obtain earnings or profit minimum for an hour during the past week. Temporarily not working are those who have a job/ business but during the past week did not work because of several causes such as sick, waiting for harvest, on strike or works less than an hour.

Column (8) is filled in only if a year ago works/undertake business

Column (8): Fill in the codes of working status as follows:

Individually is working without anybody's help	- 1
Helped by family workers/non permanent workers	- 2
Helped by permanent workers	- 4
Family Workers	- 8
Worker/employee	-16

If there are household members that has more than one working status the coding in Column (8) are the total codes of the work status owned by the household members. Example: if a person has a working status as a worker/employee and also is a family worker then the filling of the codes in Column (8) is: 24 (Code 16 added with 8)

Fill in Column (9) the main work status of the household members.

Column (10), (11) and (12) is filled in only if works during the past week

Column (10): Fill in the code of main field of establishments based on the *KLUI* = Classification Code on Field of Establishments (two digits). See page...for the list of KLUI.

Column (11): Fill in the code of main status of work from the household members that are the same as filling in the codes in Column (8).

Column 12: Fill in the code on type of work as follows:

Professional worker, Technician and other related workers.....	- 1
Director and Management worker	- 2
Organizer, Administrative worker and other related workers....	- 3
Sales and Purchase.....	- 4
Services Worker.....	- 5
Agriculture, Husbandry, Forestry, Fishery and Hunting.....	- 6
Production workers and other related workers, Transportation Operator and Unskilled workers.....	- 7

Column (13): Fill in Code 1 if yes and Code 2 if no. The other source of income aside from working for example is owns a production, transfer and other income.

Block IV: SALARY AND WAGES IN-CASH AND IN-GOODS RECEIVED DURING THE PAST YEAR (in thousand rupiahs)

This block is to obtain information on the income of salary and wages in-cash also in-goods. This block is asked only to household members that are workers/employees.

Farm workers, a bricklayer, a shoe repairman, a welder and so on is not classified as a worker and their income is recorded in Block V.1.

How to fill in:

Column (1): Fill in the serial number of household members based on the contents of Block III Column (1).

Column (2): Fill in the name of the household members that is a worker/employee based on the contents in Block III Column (2).

Column (3): Fill in the code of main field of establishments (see codes on page ...), if there are household members that works in more than one field of work, then write in one row the salary and wages of one field of work by still writing the serial number of the related household members in Column (1).

Column (4): Fill in the salary and wages in-cash and in-goods from all field of work during the past year.

Salary/wages is the income received by a worker/employee in the form of cash and or goods paid routinely by the establishment/employer as a reward from the work based on the regulations that occurs in the establishment/institution/employer. Also included here are the main salary/wages, daily needs support, expensive support also other financial supports that are paid in order and continuously such as support /profession support, residential support, consumption and transportation support.

Column (5): Fill in the estimated value of the house lived in that is free of rent based on the current market price during enumeration. A house free of rent is a house owned by another person/institution that is occupied without paying rent due to the household member works for the related person/institution. If the household pays rent lower than the market price then subtract the difference between the paid rent and the current market price.

Column (6): Fill in the salary/wages in-goods that are received such as rice, official clothes, official car, driver provided by the institution/establishment, electricity, water and others.

Column (7): Fill in the honorarium, over time, bonus and others that were received during the past year. Over time are wages paid to workers/employee that has worked more than the limited working hours.

Honorarium is an income as a bonus/gratification, production installments, tip, social support such as family support, birth/death support, etc.

Column (8): are the total contents of Column (4), (5), (6) and (7).

Block V.1 THE INCOME OF HOUSEHOLD INDUSTRY/BUSINESS DURING THE PAST YEAR

This block is used only for recording all income that origins from household industry/business.

The household industry/business is an economic activity that is conducted by household members, either employs/does not employ workers/employees. The objective is to produce goods and services to be sold/switched to other people by taking the risks.

From the field of business, in general home industry/handicraft and community plantations are classified as household business.

Costs are all costs spent to produce goods and services, but do not include the expenses for household consumption.

How to fill in:

Column (1) and (2): Fill in the number and name of household member based on the contents in Block III Column (1) and (2).

Column (3): Fill in the code of main field of establishments (see codes on page ...), if there are household members that works in more than one field of work, then write in one row the salary and wages of one field of work by still writing the serial number of the related household members in Column (1).

Column (4): Fill in the production value of goods/services from each business/establishment. The production value filled in this column covers the main production and other productions.

Column (5): Fill in the salary/wages in-cash and goods that are paid to workers for each type of field of business/establishment (not including the salary/wages paid to family workers that are household members).

Column (6): Fill in other premiere expenditures for rent and payment of interests upon loans that are used for capital of the business/establishment, decrease and indirect taxes for each field of business/establishment

Column (7): Fill in the costs of basic materials from each business such as seedlings, fertilizers, and pesticides for the agriculture sector; purchase of lumber for carpentry, paint, nails in a wood processing industry; expenditures for purchasing soap, powder, electricity bills at a barbershop.

Column (8): Fill in other expenditures such as hiring transportation machinery for agriculture. Including charity for social bodies, etc.

Column (9): Total of (5), (6), (7) and (8).

Column (10): Fill in the difference of Column (4) and Column (9). This column is the income received from each field of business/establishment

Column (11): Fill in the income that was handed to another party besides household members due to the participation in the respondent's household business such as profit sharing, joined capital and others.

Column (12): Fill in the difference of Column (9) with Column (10). The content of this column is the actual income that is actually received by the household.

Block V.2: DIMENSION OF AGRICULTURE LAND USED FOR BUSINESS

This block is used to record the dimension of agriculture land that is used for business. The recording is written in hectares with rounding 4 figures behind the comma.

Possessed Land is land owned by the household members, including land that is being undertaken/owned by another party.

Land that originates from another party is the land possessed by another party that is being undertaken by household members.

Land is at another party is the land possessed by household members that is being undertaken/owned by household members but is rented, shared profit etc.

BLOCK VI. INCOME FROM PRODUCTION OWNERSHIP FACTORS

This objective of this block is to record the income due to the production ownership factors by the household members during the past year, interest, dividend, royalty, rent/contract house, land rent, profit sharing and other income.

How to fill in:

Question (1): Fill in the interest value that is received in the dotted line provided in question 1a and the interest paid in the dotted line of question 1b. Then fill in the difference between question 1a and 1b in the provided place in Column (2). The received interest is the income from the money that is saved/loaned to another party or an institute/body (bank, co-operative and others).

Question (2): Fill in the dividend value received by the household. The received dividend is the income that originates from the establishment's profit that is handed to the shareholders.

Question (3): Fill in the royalty value received by the household. The received royalty is the household income that originates from concession rights author rights and others. The royalty expenditures for a household is always zero.

Question (4): Fill in the income received by the household from renting/contracting a house to another party.

Question (5): Fill in the income received by the household from renting land to another party.

Question (6): Fill in the household income that originates from profit sharing, which is the income of the household participation on undertaking a business.

Question (7): Fill in other income, besides the income that is classified into question (1) to (6).

BLOCK VII. IMPUTATION OF OTHER HOUSEHOLD INCOME DURING THE PAST YEAR

The type of income asked in this block is the imputation of income that originates from the household activities that produce goods and services for their own account consumption.

The types of income asked are:

1. **Estimation of renting own house.** The value of renting own house is estimated based on the market price that is the current price at the local area. The maintenance cost that is done by the household is not added into the imputation of rent but is recorded as income in question 3b of this block.
2. **The estimation of a house free of rent.** A house that is free of rent is a house owned by another person that is used as a residence without paying rent. A house free of rent that is a part of salary in form of goods is not included here.
3. **Income that does not originate from undertaking a business.** In this question the income on goods that is produced by the household for own account consumption. The income that is written is the net income after deducted with the expenses spent to produce the goods.

ATTENTION: The imputation that is written in this block is the net imputation income. For example a household owns a *Jambu* fruit tree that produces fruit with the value of Rp25,000 a year and for its maintenance the tree needs fertilizer that costs Rp.5,000. In Block VII question 3a is written Rp.20,000.

BLOCK VIII. TRANSFER DURING THE PAST YEAR

This block aims to record the household income/expenditures that are transferred, and received/given in-kind. The transfers that are recorded in this block are transfers that are actually received/paid by the household.

Incoming transfer is the income received by the household from another party that is not a rewarding income of production factor, either in cash or goods, each capital goods and durable goods. The incoming transfer recorded in this block covers transfers that origins from the government, establishment, non-profit institution and other households also from overseas.

Question 11: Cash received from:

- a. Government, covers the household income that is the aid/contribution of natural disaster, flood, fire and others. Health support, expensiveness and housing that are handed by the government to their officers are not recorded here because it is a part of salary and wages.
- b. Establishment, covers the aid on natural disasters, contributions on accidents, contributions on funeral and others.
- c. Non-profit institution, covers help or contribution received from a non-profit institution such as charity, donation and others
- d. Other household, cover the help or contributions from other household members such as money sent from parents/relatives/family.
- e. From overseas covers aid or contribution from other countries disregarding the origin of the institution such as Magsasay Award, or other contributions.

Question 12: Receive scholarship/contract duty, covers help or contribution received by the household that aims to support the educational expenditures either domestic or overseas. The funding could origin from the government/government body, private establishment or an individual. Example: Supersemar Scholarship, Foster Parents Program and others.

Question 13: Receive pension, covers the pension that origins from the government, establishment body and from overseas. Compensation because quitting from work before the working period is over is not included here.

Question 14: Accident insurance claim covers the household income that is the loss compensation due to an accident occurred paid by a domestic or an overseas insurance company.

Question 15: Received a lottery prize, covers the household income in the form of lottery coupon. Also included here is prizes obtained from purchasing certain products (gift from the product).

Question 16: Other income transfers. Fill in all other income transfers that are not classified into one of the question 11 till 15 such as receive transfer in the form of rice, fruits and others.

Question 19: Total the contents of all columns 11 till 16.

Question 21: Receive inheritance, covers the household that receives inheritance that origins from other household either from the local or from overseas.

Question 22: Insurance loss claim that covers transfer received by the household that is claim/loss caused by a loss that origins from the local or overseas insurance company.

Question 23: Capital transfer received by the household that is not utilized for consumption, but for investment. Usually the transaction occurs incidentally (not routine).

Question 29: Total the contents of all columns of 21 till 23

Outgoing Transfer is household expenditures without expecting reward in cash or goods, besides durable goods and capital goods to another local or overseas institution.

Question 31: Send money to:

- a. Non-profit institution covers the household aid to institutions that do not seek for profit such as an orphanage foundation and so on.
- b. Other households covers the contribution to other households that are not household members, such as sending money to a child for school fee that lives in another city.

- c. Overseas covers the contribution to an institution/another party that is located overseas, disregarding the recipient such as donation for a natural disaster.

Question 32: Giving Scholarship covers the household expenditures to another party that aims to support educational expenses. Also including all expenses to support the foster children program.

Question 33: Accident Insurance Premium, covers the household expenditures for paying the premium for accident insurance to local also overseas insurance companies.

Question 34: Buying lottery tickets covers the household expenditures for buying various lottery tickets such as SDSB (Sumbangan Dana Sosial Berhadiah = Social Funding Contribution Lottery), gambling and others.

Question 35: Other outgoing transfers, covers all transfers spent by the household to another party that could not be classified into Question 31 till 34 such as television contribution, radio and household taxes.

Question 39: Total the contents of all columns of 31 till 35

Question 41: Handing inheritance covers handing out/giving inheritance by the household to their heir (another party) based on a certain rule/law.

Question 42: Loss Insurance Premium, covers the household expenditures for paying the premium for loss insurance to local also overseas insurance companies.

Question 43: Capital transfer, covers the transfer by household not for consumption but for investment to another institution.

Question 49: Total the contents of all columns of 41 till 43

Question 50: Ongoing Net transfer, write the difference between the content of 19 and 39

Question 60: Capital Net transfer, write the difference between the content of 29 and 49

BLOCK IX.1 HOUSEHOLD CONSUMPTION EXPENDITURES

The question in this block aims to collect information on the consumption expenditures of all household members during the past month and the past year. The expenditures recorded covers the expenses for food consumption, durable goods and half-durable goods and services.

The consumption expenses recorded are not only the consumption inside the house but also including the expenditures outside the house such as eating at restaurants, buying snack and consumption of goods/services that are self-produced. The household consumption expenditures in this block do not include the expenses for household industry.

How to fill in:

Group A

Question 1: Food. Ask the household consumption expenditures of this household during the past year. To ease on filling in this question use the table aid in Block IX.2, and to ease filling in the period of the past year could be helped by a shorter period (a month ago).

Question 2: Payment for bills. Fill in the expenditures for all types of bills that were paid routinely every month, every year that consists of:

- Rent/contract a house
Expenditures spent for renting another person's house including rent in the form of a contract and the estimated rent of the house lived in is self owned based on the market price.
- Electricity, drinking water/telephone
Fill in the payment on the usage of water from the water-company and telephone

- c. Neighborhood association contribution and others.
Fill in the expenses for Neighborhood association contribution, the payment for television and radio contribution is included the transfer block.
- d. Household helpers
Fill in the salary of household helpers that help the work of the household such as doing the laundry, cooking, babysitting and other household work including personal driver and gardener
- e. Magazines/newspaper
Fill in the expenditures for subscribing to magazines, newspaper and other reading materials such as comics.

Question 3: Fuel. Write the expenses for fuel such as kerosene/gas, gasoline/lubricant, firewood, and coal for household use.

Question 4: Transportation expenses. Write the expenses for transportation fee such as for going to the office, to the market, school and others using public transportation.

Question 5: Money/school needs. In this question write in the expenditures for school fee, purchasing school stationery (writing tools, books, uniform, scout uniform, etc).

Question 6: Health. Write the expenditures for health maintenance such as expenses for the doctor, midwife, traditional healer also including the expenses for purchasing medicine either with the doctor's prescription or not.

Question 7: Personal care. Write the expenditures for personal care such as the expenses for shaving/beauty salon, massage, detergent and toothpaste.

Question 8: Recreation, Entertainment and Sport. Write the expenditures for recreation (including lodgings, transportation), entertainment such as to a discotheque, watching movies, renting a video tape and other expenditures for sports such as swimming pool admission tickets, rent a field/fitness center and others.

Question 9: Reparation costs. Write the expenditures for reparation such as minor house reparation; change a broken roof tile, repair a leaking bathtub and so on. Also including major and minor household appliances such as TV, radio, a chair, car, motorcycle, bicycle and others. The person that pays for expenditure costs of house repairs in the case of a contracted house depends on the agreed contract.

Question 10: Others. Write other routine expenditures that are not included in the questions above such as purchasing fertilizer for decorative plants, garden plants, food for pet fish and others.

Question 11: The content is the total of question 1 till 10.

Group B

The questions in this group are non-routine expenditures that were usually spent in more than a month or a year that are asked a month ago.

Question 12: Shoes, sandals, headgear and gloves. Write the expenditures for purchasing shoes, sandals, headgear and gloves that are usually made out of leather, textile, plastic rubber, bamboo and others.

Question 13: Ready-made clothes, material and other textile. Write other expenditures such as ready-made clothes, textile for clothing, household needs (curtain, pillow cover, bed-sheet) and other ready-made textile (tablecloth, handkerchief, etc).

Question 14: Kitchen/household utensil. Write the expenditures for purchase of kitchen utensils (knife, pots, pans, kettle, spoon, fork and others) and other household utensils (hoe, spade, screw driver) for household use only.

Question 15: Children's toys. Write the expenditures for purchasing either electronic of non-electronic children's toys that are usually made out of metal, plastic/rubber, paper and others.

Question 16: Personal goods. Write the expenditures for purchasing personal belongings such as wristwatch, eye glasses, belt, earrings, bracelet, accessories (not made out of gold) and others.

Question 17: Decorative plants, room decoration. Write the expenditures for the needs of purchasing decorative plants not to be sold and all types of goods for room decoration such as ornaments, paintings and others.

Question 18: Party and ritual expenditures. Write the expenditures for a party and rituals that are classified as food and non-food (such as renting furniture, bridal costume, building rental and others).

Question 19: Others. Write all expenditures that are not included into expenditures 1 till 7, such as the payment for services (tailor services, laundry) purchasing film and others.

Question 20: Total question 12 till 19.

Question 21: Total expenditures. Write all expenditures of Group A and Group B or [A11 column (3) and b20 Column (3)].

Question 22: Selling second hand goods besides durable goods. Write the total value of selling second hand goods such as newspaper, bottles and others.

Question 23: Total net expenditure = [21 column (3) – 22 column (3)].

Note: To fill in column 3, multiply column 2 with 12.

BLOCK IX.2 FOOD CONSUMPTION EXPENDITURES

The question in this block aims to help checking the respondent's answer question 1 group A Block I. X. The consumption expenditures in a year could be estimated by the daily, weekly or monthly consumption expenditures. To obtain the yearly consumption, multiply the daily consumption with 365, the weekly consumption with 52 or the monthly consumption with 12. The consumption expenditure in this block is all expenditures for goods that have been consumed.

How to fill in:

Question 1: Rice. Write the value of rice that is purchased by the household. In this question is included received from another party and self produced. The stock that is handed to another party is not included in this question.

Question 2: Cassava: Corn and all types of flour, write the consumption expenditures for the secondary staple food such as cassava, sweet potato, corn, wheat flour, rice flour, tapioca and other flour.

Question 3 and 6 is clear enough

Question 7: Ready-made food and beverage. Write the consumption of ready-made food and beverage such as bread, cake, tinned/bottled food, tinned/bottled beverage and other type of beverages.

Question 8: Ready-made food outside the house. Write the consumption expenditures that are eaten outside the house such as in a restaurant, a stall and other places such as in a vehicle, in a cinema and others, including ready-made food bought and consumed inside the house.

Question 9: Cigarettes, tobacco. Write the expenditures for cigarettes (clove, white, cigar), tobacco, cigarette paper, betel leaves, areca nut, gambier and others.

Question 10: Cooking oil, butter. Write the expenditures for cooking oil (coconut oil, corn oil) butter, including the coconut fruit used for cooking.

Question 11: Other food consumption. Write all other food consumption such as crackers (shrimp crackers or chips), Soya bean sauce, shrimp paste, beverage substance (syrup, chocolate) and others.

Question 12: Total the questions 1 till 12 column (5) and compare with question 1 Block IX.1 (food), if both contents are not the same, ask the respondent once more, correct the answer until both answers match.

BLOCK X. PURCHASE AND SELLING DURABLE GOODS DURING THE PAST YEAR (thousand rupiahs)

This block is used to record the purchase and selling of half durable goods and durable goods. All purchase and selling of durable goods are recorded in this block disregarding the value.

How to fill in:

The purchased goods and received from another party (inheritance/contribution) is written in Column 2 and 3, and sold goods that are handed to another party is written into Column 4 and 5. The net values on the change of durable goods ownership is the difference on the contents of Column 3 and 5 and is filled into Column 6. The change of durable goods ownership is aimed to the consumption and occurred during the referral period that is the past year. For example if during that period there was no purchase or handed from another party then the column of purchase is not filled in. The durable goods that are used for consumption is written in Block X, and the business activities are written in Block XII, if the goods are used together then the classification depends on the most frequent usage.

Specifically for credit payment, if the interest cannot be moved then the whole credit value is considered as consumption, but if the interest could be separated the capital value is entered as consumption and the interest is written in Block VI question 1 b (paid interest).

BLOCK XI. PURCHASE AND SELLING RESIDENTIAL BUILDING, LAND AND GOLD DURING A MONTH AGO.

A residential building, land and gold are types of belongings that are easy to sell compared to the others, that is why it is a choice of household investment. These types of belongings are also related to the income and expenditures, the owning of production factor also the mutation of cash. A residential building also includes other supporting facilities such as a swimming pool, tennis court and others that is located/not located in the residential surrounding.

The objective of this block is to understand the modification of the net ownership of the residential building, land and gold jewelry/bars that occurred during the past year. The ownership modification of residence covers addition and decrease of a building owned by the household. The building owned here is limited to the place used for residence only. The addition of a building could be through building a new one, purchasing, handing to another party and the major reparation/expanding, decrease a building could occur through selling or handing it to another party.

How to fill in:

Question 1: Write the value of building, expanding the building/major repairs and soil excavating. The development of the building could be done by the household itself or by another party such as a building contractor or building workers.

The expansion/major building reparation are only recorded if the usage of the building could be extended such as building renovation, additional storey, expanding rooms or building new rooms. Maintenance repairs such as a painting job or changing a broken roof-tile are not covered here. The value of

this building covers all expenses for building materials, other expenses and the worker's wages. If the building or major repairs are conducted alone then the worker's wages are considered based on the current price/tariff.

Question 2: Write the purchase value of the residential building and land

Question 3: Write the value of contribution from another party in a form of *residential building, land for building and gold*, without having to pay due to the change of ownership of these 3 types of goods.

Question 4: Write the selling price of these 3 types of goods

Question 5: Write the deduction prices of these 3 types of goods either handed over to/contributed to another party or lost. So there are no money received during this transaction.

Question 6: $(Q1 + Q2 + Q3) - (Q4 + Q5)$.

BLOCK XIII. PURCHASE AND SELLING PRODUCTION INSTRUMENTS DURING THE PAST YEAR (in thousand rupiahs)

This block records the information on the production tools that are used in the activities of household industry, the type of production tools that is recorded are already written in the 1994 SKTIR list. If the production tools has not been included in the questionnaire then it is classified into other questions.

In order to determine whether the production tools has to be recorded in this block or not, use the following guide:

- The value of the production tools per unit is relatively larger compared to the output sector that uses it.
- The age of the production tools is over than a year
- The value usually decreases

If the production tools fulfill all criteria above it has to be recorded in this block. On the contrary if the production tools only fulfills one of the criteria above then it does not have to be recorded into Block XII.

If a good is listed as a durable good in Block X then it is no longer recorded as production tools in Block XII. The production tools such as a hoe, shovel and others similar used for household usage only like cleaning the yard or the gutter is recorded as durable goods not production tools. On the contrary tools owned by the respondent and used for undertaking work/business such as a plough, shovel, building tools are recorded in Block XII.

In general the production tools that are asked is already classified based on each type of field of work. In order to ease the interview Block XII has to be related to the coding of the field of work in Block V.1.

How to fill in:

Column (2): Write the purchase value of production tools during the past year including major repairs, self-made and received from another party.

Column (3): Write the value of production tools during the past year, including the production tools that are handed to another party.

Column (4): $\text{Column (2)} - \text{Column (3)}$.

BLOCK XIII. THE CHANGE OF STOCK OF THE HOUSEHOLD BUSINESS DURING THE PAST YEAR

This block covers the early stock and the last stock of goods related to all household business. The stock of consumption goods such as rice, side dishes that are not yet used is not included in this block because conceptually there are no stock for household consumption goods.

Based on the type of goods the stock of household business is classified into:

- a. Ready-made goods are prepared products that are ready to be sold/market. The trading household goods that are not yet sold are considered as ready-made goods.
- b. Half-made goods are goods that are still in the process (not ready) during recording the stock, because the price of half-made goods are not in the market and the value should be calculated by spent expenses (value of material + wages). Half-made goods generally occur in the household/handicraft industry.
- c. Basic materials are materials including supporting materials, that have not been used during recording in the block.

The stock of goods related to household business in this block is also classified into the type/field of household business. The content of this type and the field of business are relative to the content in Block V.I. Examples on stock that are related to household business are as follows:

1. Undertaking agriculture and plantation, the stock of ready-made goods cover the production output that is harvested, and the basic material covers the fertilizer, seedling and pesticide. In this type of business, there is no type of half-made goods stock.
2. Undertaking husbandry, the ready made stock covers all type of raised animals that could be used as capital goods (milking cow, laying chicken, for transportation) also livestock outcome (milk, egg, feathers/fur). The basic material covers food for livestock and medication, there is no type of half-made goods stock.
3. In the industry/handicraft business, the ready-made stock covers all type of industrial outcome such as food, goods made out of textile, wood, stone and cement also metal goods. The stock of half-made goods covers industrial goods that are still in process, and the basic materials covers the goods (material) and supporting material used in the industrial process.
4. In the trading business the ready-made stock covers all types of trading goods that are not yet sold, and the basic material covers the supporting goods such as wrapping and string.

Note:

Not all household industry has a specific record on the stock of goods that are related to their business. If there is difficulty to determine the early stock in a year, example for the trading sector, the enumerator is allowed to write the condition of the stock a month ago, the enumerator should not multiply the value with 12. In this matter in the lower part of Block XII has to be written the content that is related to the estimation of the early stock and the last stock in a period of a month. This method of recording hopefully could visualize the yearly stock pattern, although it does not represents specifically the agriculture product that is determined by the weather.

BLOCK XIV.1 FINANCIAL TRANSACTION DURING THE PAST YEAR

This block aims to gather information on the change of ownership of financial household belongings. If this block is related to the previous blocks, it shows that what is done by the household on their savings and how does a household finance the purchase of durable goods and half durable goods also what financial instruments does the household invest their savings.

The content of this block is the flow value of the mutation of household financial during the past year counted since the enumeration, not the financial belongings (stock price) owned during enumeration. To calculate the financial flow of belongings could be done in 2 ways as follows:

1. Deduct the type of financial belongings during enumeration with the condition of the past year, example: Household A during enumeration had a Tabanas (Tabungan Nasional = National Savings) of Rp.100,000. A year ago the value of the Tabanas was Rp.25,000. So the financial flow of Household A is Rp75,000. Another example is Household B during enumeration owned 100 stock bonds with the value of Rp.1,000,000 (based on the purchase price). A year ago the household only owned 10 stock

bonds that was purchased with the price of Rp85,000. So the financial flow of household B is 90 stock bonds with the price of Rp.915,000.

2. The total transaction that was conducted during the past year, for example if Household C during the past year has paid the credit for the house 12 x Rp.50,000, the financial flow that is recorded in the debt payment is Rp.600,000.

In order to cover all financial household transaction then this block has to be asked to all household members starting from the head of the household, wife, children and so on. Schoolchildren also conduct financial transaction such as save their money at school or in a bank. The pages of this block are provided for 3 household members, if the number of household members is more than 6 person use additional pages or write on the back of the page by giving notes.

How to fill in:

- A. INPUT: are all financial transaction that can bring in cash that can be used to pay for consumption and the investment.

Question 1: Addition of cash, write the difference of the total cash owned during enumeration deducted with the total cash a year ago. Ask this question at the end of this block.

Question 2: Savings withdrawal is withdrawing savings from a bank (public bank, savings bank, development bank, community bank, village rice-barn or the community credit bank), cooperative (Village Cooperative and non Village Cooperative), and others. Savings cover all types of household savings at financial institution or other institution. Savings withdrawal from the bank are personal account, saving account (Tabanas, Taska, Tapelpram, Simpedes, Tahapan, etc) and periodical deposit.

Question 3: Receive debt payment. Write the amount of debt paid to the household (not business debt that is recorded in question A8). The information recorded in this question is the payment of debt after deducted with interest.

Question 4: Selling stock bonds. Write the amount of stock bonds such as danareksa stock certificate, debenture and others.

Question 5: Receive life insurance claim and scholarship insurance, write the amount of life insurance claim and scholarship insurance received by the household.

Question 6: Receive arisan, write the amount of arisan received by the household

Question 7: Money loans, write the amount of money received by the household from a loan either from the bank or a cooperative or other institutions.

Question 8: Trade credit, write the amount of credit received by the household. Trade credit are claims that occur on payment of a non-cash transaction, payment is usually gradually. For example payment received on selling household equipment by credit.

Question 9: Withdraw back capital, write the amount of capital that is withdrawn by the household from a joint-venture business.

Question 10: Mortgage, write the amount of money received by the household from the results of mortgaging goods. Mortgage is borrowing cash with guaranteeing payment with goods.

B. EXPENDITURES

Question 1: Savings is saving money into a financial institution or another body. This question is classified into 4 that are in the Bank, Post Office, Cooperative and other institutions such as the school, scout activities and others.

Question 2: Paying the main installment, write the amount of main installment paid by to a financial institution, cooperative or other body and individuals. The main installment is the amount of installment without interest.

Question 3: Purchase stock bonds, write the value of purchasing all stock bonds owned by the household during the past year, that is written in this question is the value of purchase disregarding whether the price of stock bonds has risen or declined.

Question 4: Paying for life insurance premium, scholarship insurance, write the amount of life insurance premium and scholarship insurance paid by the household. Insurance premium is premium payment by the bearer to an insurance company for a certain period based on the agreement.

Question 5: Paying for arisan is clear enough

Question 6: Give money loan, this question is used to record the transaction of money loan to other households, if the household loans money from a body/institution is recorded in Block XIV.b question 1.

Question 7: Paying trade debts, are all transaction of household trade debts such as car credit, house credit, motorcycle credit and household equipment credit also credit of household consumption. The payment value written is the value of payment without interest, due to trade debts are recorded in Block VI question 1b.

Question 8: Capital business investment, write the amount of money invested for the capital of other people's business or as a joint venture business. The capital business investment that is in the form of PT or NV is not recorded in this question, but is recorded in question 3 Block XIV.B.

Question 9: Redeem mortgage goods, write the amount of money paid by the household to redeem mortgage goods.

Question C: TOTAL B – TOTAL A, write the difference between the total of B with the total of A.

BLOCK XIV.2 SUMMARY OF FINANCIAL TRANSACTION DURING THE PAST YEAR

The content of this block is the summary of the contents in block XIV.1. This block is to ease the filling of Block XV.2.

Question 1 = Block XIV.1 component A question 1.

Question 2 = The total of Block XIV.1 component A question 2.1 till question 2.4

Question 3 = Block XIV.1 component A question 3

Question 4 = The total of Block XIV.1 component A question 4.1 and 4.2

Question 5 = Block XIV.1 component A question 5

Question 6 = Block XIV.1 component A question 6

Question 7 = The total of Block XIV.1 component A question 7.1 and 7.3

Question 8 = Block XIV.1 component A question 8

Question 9 = Block XIV.1 component A question 9

Question 10 = Block XIV.1 component A question 10

Question 11 = Block XIV.1 component C

Total income = total question 1 till question 11

Question 12 = The total of Block XIV.1 component B question 1.1 and 1.4

Question 13 = Block XIV.1 component B question 2

Question 14 = Block XIV.1 component B question 3.1 till 3.2

Question 15 = Block XIV.1 component B question 4

Question 16 = Block XIV.1 component B question 5

Question 17 = Block XIV.1 component B question 6

Question 18 = Block XIV.1 component B question 7

Question 19 = Block XIV.1 component B question 8

Question 20 = Block XIV.1 component B question 9

Total expenditures = Total question 12 till 20.

Attention: The total income has to be the same as the total of expenditures. If it is not the same, please check the contents in Block XIV.1.

BLOCK XV.1 INCOME BALANCE AND HOUSEHOLD EXPENDITURES

The objective of Block XV.1 is to develop an income balance and household expenditures that is a recapitulation of the previous block contents. This balance has two sides that are the right side and the left side. The right side shows the household income that originates from salary/wages surplus of business, transfer of income on the owning also other income that are funding source that is used for consumption and savings. Consumption and savings is detailed on the left side of the balance.

REMEMBER THAT
TOTAL EXPENDITURES has to be the same as the TOTAL INCOME
(LEFT SIDE) (RIGHT SIDE)

BLOCK XV.2 CAPITAL BALANCE AND HOUSEHOLD FINANCE

The objective of Block XV.2 is to develop a household capital balance that is a recapitulation of the previous block contents. This balance has two sides that are the right side and the left side. The right side shows the capital source that originates from savings, net capital transfer, net debt and others that are then used for investment, credit, trade credit, stock bonds and others. Investment, credit, trade credit, stock bonds and others are detailed on the left side of the balance.

REMEMBER THAT
TOTAL ADDITION OF AKTIVA has to be the same as the TOTAL ADDITION OF PASSIVA
(LEFT SIDE) (RIGHT SIDE)

BLOCK XVI. NOTES

**FIELD OF ESTABLISHMENT CODES IN INDONESIA
(TWO DIGITS)**

Agriculture food crop.....-11	Paper industry and paper products, printing and publishing.....-34
Other agriculture crop.....-12	Chemical industry & goods made out of chemical materials, oil, coal, rubber & plastic.....-35
Husbandry.....-13	Non-iron mining goods industry, except oil and coal.....-36
Agriculture and husbandry services.....-14	Basic iron industry.....-37
Forestry and timber.....-15	Goods industry from iron, machinery & it's equipment.....-38
Hunting/catching, wild breeding.....-16	Other manufacturing.....-39
Sea fishery.....-17	Electricity.....-41
Freshwater fishery.....-18	Gas and steam.....-42
Coal mining.....-21	Purification, stock and water distribution-43
Oil and natural gas mining.....-22	Civil building.....-51
Iron ore mining.....-23	Electricity and communication-52
Stone excavation, clay and sand.....-24	Large trading.....-61
Mining and salt quarry.....-25	Retail trading.....-62
Chemical materials mining and mineral fertilizer.....-26	Restaurant.....-63
Mining and other quarry.....-29	
Food, beverage and tobacco industry...-31	
Textile, ready-made clothes and leather-32	
Wood industry and wooden goods, including household furniture.....-33	
	Hotel and lodgings.....-64
	Land transportation, transportation with pipe canal.....-71
	Water transportation.....-72
	Air transportation.....-73
	Storage & supporting transportation services..-74
	Communication.....-75
	Financial institution.....-81
	Insurance.....-82
	Rental/selling and buying land, building & establishment services.....-83
	Governmental services & security defense-91
	Cleaning services and similar types.....-92
	Social and community services.....-93
	Entertainment & cultural services.....-94
	Individual and household services.....-95
	International body and extra territorial.....-96
	Activities with uncertain limits.....-00