SKTIR97

REPUBLIC OF INDONESIA

CLASSIFIED

SPECIAL SURVEY ON

SAVINGS AND HOUSEHOLD INVESTMENTS

1997

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 (9):
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 (10):
Fill in the respondent's address, a second visit may be necessary

Question (11) and (12):
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 (13) and (14): Filled in by BPS

Block II: CHARACTERISTICS OF ENUMERATORS

In this block is written the characteristics on the enumerator and the questionnaire supervisor

How to fill in:

Question (1) and (2):
Fill in the name of the enumerator, and the NIP (Nomor Induk Pegawai = Employment Identity Number)

Question (2) and (4):
Fill in the date of enumeration and the enumerator's signature

Question (5) till (8):
Filled in by the supervisor.
Fill in after checking and reconfirm that all contents are correct. The name and the NIP (Nomor Induk Pegawai = Employment Identity Number) 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 are as follows:

Head of the household	- 1
Wife/husband	- 2
Child	- 3
Children in-law	- 4
Grand children	- 5
Parents/parents in-law	- 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): Working is an activity for seeking work in order to obtain or help to obtain earnings or profit as a worker/employee or an employer.
Fill in code 1 if Yes and code 2 if No

Column (8): Fill in the codes of the main work as follows:

Agriculture	- 1
Mining & Quarrying	- 2
Manufacturing Industry	- 3
Electricity, gas & drinking water	- 4
Building	- 5
Trade, hotel & restaurant	- 6
Transportation & Communication	- 7
Finance, rent & establishment services	- 8
Services	- 9

Column (9 till11): Fill in code 1 into the provided box with the main work status of the household members. If the household member is undertaking work as the main work status fill in code 1 into Column 9. If the main work status of household members is worker/government employee, fill in code 1 into Column 10, and fill in code 1 into Column 11 if the main work status is a worker/private employee/BUMN (Badan

Usaha Milik Negara = State Owned Establishment Body or BUMD = Badan Usaha Milik Daerah = Local Area Establishment Body).

Column (12): Fill in the source of income of the household members during a year. The number of income source is the number of field or type of activities of work that is classified as the field of work and the work status.

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 (interest, dividend), transfer (charity, pension) 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.

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 based on the 2 digit codes of KLUI (*Klasifikasi Lapangan Usaha Indonesia* = Classification on Field of Establishments in Indonesia). 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 code of type of work. The type of work is the function/occupation of a person in the place of work. The code of type of work is 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 (5): Fill in the salary and wages in-cash from all fields of work during the past year.

Column (6): Fill in the estimated value of the house lived in that is free of rent based on the current market price during enumeration. If the household pays rent lower than the market price then subtract the difference between the paid rent and the current market price. An official house is a house owned by another person/institution that is occupied due to the household member works for the related person/institution.

Column (7): 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 (8): Fill in the honorarium, over time, bonus and others that were received during the past year.

Salary and 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.

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

Block V. 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 obtain income/profit.

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 based on the 2 digit codes of KLUI (*Klasifikasi Lapangan Usaha Indonesia* = Classification on Field of Establishments in Indonesia). 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 code status of establishments as follows:

Individually is working without anybody's help	- 1
Helped by household members/non permanent workers	- 2
Helped by permanent workers	- 3

Column (5): Fill in the production value of goods/services from each industry/business. The production value that is written in this column covers the main production and other productions.

The production costs are all expenses spent to produce goods or services, not including the costs for household consumption.

Column (6): 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 (7): Fill in the costs of basic and supporting materials, administration costs and other services and indirect taxes not including the contribution to another party, interest capital and land rent.

Column (8): Fill in the decrease of capital goods that is used for business/establishment

Column (9): Fill in the income obtained from the household industry:
Column (5) - Column (6) – Column (7) – Column (8).

Column (10): 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.

Column (11): 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 VI. INCOME BESIDES SALARY/WAGES AND UNDERTAKING WORK DURING THE PAST YEAR.

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 (3). 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). The paid interest is the interest paid to another party due to the debt is not paid for undertaking work.

Question (2): Fill in the dividend value received by the household. The received dividend is the income that origins 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 origins from concession rights author rights and others.

Question (4): Write down in the dotted lines provided in question 5a the value received from profit sharing and the value of profit sharing that is paid in the dotted lines provided in question 5b. The difference between question 5a and 5b is written in the dotted lines provided in column 3. Profit sharing is a part of an income on participating in undertaking a business by not taking any risks.

Question (5): Write down other income besides income that could not be classified into question (1) till (4).

Question (6): Fill in the total questions of (1) to (5).

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

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

The types of income asked are:

Question 1a. **Estimation of renting self-owned house**. The value of renting self-owned 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 2 of this block.

Question 1b. **The estimation of a house self-owned that is occupied by another household free of rent.** A house free of rent that is a part of salary in form of goods is not included here.

Question 2 **Income that does not origin 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.

Question 3 **Total question of 1 till 2**

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.

A. **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: **Receive cash** 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). Prizes in the form of a house and gold bars are filled into question 21.

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. Also included here are inheritance in cash and consumption goods such as inheritance/donation in the form of a motor cycle that are not used for undertaking work. If a household occupies a house free of rent then the estimation of the rent of the residential building is recorded as Other Incoming Transfer.

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

Question 21: **Receive a residential building, land for a residence and gold bars**, covers the income in the form of all three types of goods mentioned. Income here could be in the form of inheritance or others.

Question 22: **Insurance loss claims** covers the income received by the household that origins from the local or overseas insurance company by claiming a loss.

Question 23: **Other 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

B. 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: **Sending 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, sending school fee to a child studying overseas.

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, 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 out building and land for a residence also golden bars**, covers handing out/ give as an inheritance or others

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

Question 43: **Other capital transfers**, covers the transfer by household not for consumption but for investment to another party.

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 Block VIII A and 39 Block VIIIB.

Question 60: **Capital Net transfer**, write the difference between the content of 29 Block VIII A and 49 Block VIII B

BLOCK IX. 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 others. The household consumption expenditures in this block do not include the expenses for household industry.

Group A. Food Expenditures

Write down the household consumption expenditures of this household during the past month and the past year. Filling in the period of the past month could ease filling in the data during the past year.

Group B. Non-Food Expenditures

Question 17: **Bill Payments**. Fill in the expenditures for all types of bills that were paid routinely every month and every year that consists of:

- **a. 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.
- **b. 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 18: **Fuel**. Write the expenses for fuel such as kerosene/gas, gasoline/lubricant, firewood, and coal for household use.

Question 19: **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 20: **Money/school needs.** In this question write in the expenditures for school fee, purchasing school stationery (writing tools, books, uniform, scout uniform, etc).

Question 21: **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 22: **Personal care.** Write the expenditures for personal care such as the expenses for shaving/beauty salon, massage, detergent and toothpaste.

Question 23: **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 24: **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 25: **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 26: **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 27: **Kitchen/household utensil**. Write the expenditures for purchase of kitchen utensils (knife, pots, pans, kettle, spoon, fork and others) and other household utensils (hammer, screw driver, tongs, etc) for household use only.

Question 28: **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 29: **Personal goods**. Write the expenditures for purchasing personal belongings such as wristwatch, eyeglasses, belt, earrings, bracelet, accessories (either made out of gold or not) etc.

Question 30: **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 31: **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 32: **Other services**. Write other expenditures for other services such as tailor services, laundry, etc.

Question 34: **Total question 17 till 33.**

Question 35: **Total expenditures**. Write the total expenditures of question 16 and question 34.

Question 36: **Selling second hand goods besides durable goods**. Write the total value of selling second hand goods such as newspaper, bottles and others.

Question 37: **Total net expenditure** = [Question 35 – Question 36].

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 number of purchased goods and received from another party is written in Column 3. The value of goods purchased is written in column 4 and received from another party is written in Column 5.

The number of goods sold and handed to another party is filled into column 6. The value of sold goods is written in column 7 and those that are handed to another party are written into column 8.

The net values on the change of durable goods ownership is the total of column 4 and 5 subtracted with the total of column 7 and 8 is filled into column 9.

The value of materials used for self-made durable goods is written in the purchase column (column 4)

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 Block X 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. ADDITION AND DECREASE OF PRODUCTION TOOLS DURING THE PAST YEAR

This block records the information on the production tools that are used in the activities of a household industry

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 XI.

If a good is listed as a durable good in Block X then it is no longer recorded as production tools in Block XI. 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 XI.

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 XI has to be related to the coding of the field of work in Block V.

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): Column (2) – Column (3).

Question 2d: Other production tool services such as washing machines (undertaking a launderette), sewing machines (undertaking a tailor) and others.

Question 3: Motorized vehicle/transportation mode such as a car, motorcycle, truck and others.

Question 4: Non-motorized vehicle/transportation mode such as a pedicab, bicycle, carriage and others

Question 5: Non-residential buildings are buildings used for undertaking business as a repair garage, office and others.

Question 6: Undertaking land such as land for agriculture, for offices and others.

Question 7: Others are production tools that have not been covered in the previous question

Question 8: Fill in the total of questions 1 till 7.

BLOCK XII. THE ADDITION AND DECREASE OF RESIDENTIAL BUILDING, LAND AND GOLD DURING THE PAST MONTH.

The objective of this block is to understand the modification of the net ownership of the residential building, land and gold bars, which occurred during the past year.

A residential building cover the residence owned by a household either occupied by themselves or another party. 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 land mentioned in this block is the land used for a residential building, because land used for undertaking a business is considered as a production tool of the related household.

The addition of a building could be through building a new one, purchase, or handed from another party. **The decrease** occur through selling or handing it to another party. Making a building, expanding/major repairs could be conducted either by the household itself or another party.

The value of this building covers all expenses for building materials, other expenses and the worker's wages. 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 and others. Maintenance repairs such as a painting job or changing a broken roof-tile are not covered here. Land addition covers soil excavating, by purchasing or being handed by another party. Land decrease could occur caused by selling or handing out to another party.

How to fill in:

Column 2 and 3: Write the addition and decrease of a residential building and other residential facilities based on the type of addition and decrease that occurred.

Column 4: Write the change of land for residential building based on the types of changes that occurred.

Column 5: Write the change of gold bars based on the changes that occurred

Column 6: Total Column 2, Column 3, Column 4 and Column 5.

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

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.

How to fill in:

Column 1: Fill in the code of type of business that is in Column 3 Block V.

Column 2, Column 4 and Column 6: Fill in the early stock of ready-made goods, semi-made goods and raw materials.

Column 3, Column 5 and Column 7: Fill in the last stock of ready-made goods, semi-made goods and raw materials.

Column 8: Fill in the total of Column 2, column 4 and Column 6

Column 9: Fill in the total of Column 3, Column 5 and Column 7

Column 10: Fill in the difference of Column 9 and Column 8

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 semi-durable goods also what financial instruments does the household use to invest their savings.

The contents of this block are 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 5 household members, if the number of household members are more than 6 people use additional pages or write on the back of the page by giving notes.

How to fill in:

A. INPUT: are all financial transactions that can bring in cash that can be used to pay for consumption and 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 8). 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-loan**, 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 11: **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 12**: Paying main debt installment**, write the amount of main installment paid to a financial institution, cooperative or other body and individuals. The main installment is the amount of installment without interest.

Question 13: **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 14: **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 15: **Paying for arisan** is clear enough

Question 16: **Give money loan**, this question is used to record the transaction of money loan to other households, if the household loans money from a bank or other institutions.

Question 17: **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 18: **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 13 Block XIV.B.

Question 19: **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 contents of this block are the summary of the contents in block XIV.1. This block is to ease the filling of Block XVI.

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.i component C

Total income = total question 1 till question 11

Question 12 = The total of Block XIV.1 component B question 11.1 and 11.4

Question 13 = Block XIV.1 component B question 12

Question 14 = Block XIV.1 component B question 13.1 till 13.2

Question 15 = Block XIV.1 component B question 14

Question 16 = Block XIV.1 component B question 15

Question 17 = Block XIV.1 component B question 16

Question 18 = Block XIV.1 component B question 17

Question 19 = Block XIV.1 component B question 18

Question 20 = Block XIV.1 component B question 19

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. HOUSEHOLD PRODUCTION BALANCE

The objective of this Block is to develop a household production balance, which is the recapitulation contents of Block V. This balance, has two sides that are the right side and the left side. The right side shows the Output or the production of goods/services from undertaking the business conducted by the household, the left side reflects the expenses spent for undertaking the business.

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

BLOCK XVI. INCOME BALANCE AND HOUSEHOLD EXPENDITURES

The objective of Block XV 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 origins 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 XVII. CAPITAL BALANCE AND HOUSEHOLD FINANCE

The objective of Block XVI 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 origins 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 EXPENDITURES has to be the same as the TOTAL INCOME
(LEFT SIDE) (RIGHT SIDE)