OFFICE FOR

NATIONAL
STATISTICS

Social Survey Division

Family Expenditure Survey
1997-98

DIARY QUESTIONNAIRE
& Instructions to Interviewers
& Editing Notes

TABLE DIARY

10 5   Id **PAB_DONE**
                APPLIES TO ALL

> **Has coding been completed, verification done if required, and page 38 keyed?**

Yes	1
No	2
Nil expenditure both weeks	5
Nil expenditure Week 1 only	6
Nil expenditure Week 2 only	7

TABLE: EXPEND

20 5   **EXPEND_ItemNum**
                APPLIES TO ALL
                        Item (row) number
                        1 249

20 10   It1/It2/It3 **Day** (*)
                APPLIES TO ALL UNLESS PAB_DONE CODED 5

> **If entry for a day in diary, key the day number.**
> 1 14

20 15   It1/It2/It3 KeyText (**EXPEND_KEYTEXT0**)
                APPLIES IF DAY = 1-14

> **Key text as necessary**

TABLE: EXPEND

20 20   Itl/It2/It3 KeyText code (**EXPEND_KEYTEXT1**)
APPLIES IF 20 15 = RESPONSE

Computer-assisted code field

(codes entered from dictionary of expenditure items, matching text keyed at 20 15)

01 01 01 Rent
01 01 02 Mortgage instalment payment
01 01 03 Mortgage endowment policy
01 01 04 Mortgage protection policy
01 01 05 Council tax (GB), Rates (NI)
01 01 06 Water rates
01 01 07 Service charges
01 01 08 Structural insurance
01 01 09 Contents insurance
01 01 10 Ground rent
01 02 01 Outright purchase of/deposit on main dwelling
01 02 02 Caravan and mobile home purchase/decoration
01 03 01 Central heating installation
01 03 02 Central heating maintenance
01 03 03 Capital improvements
01 03 04 Repairs, decorations, replacements
01 04 01 Central heating installation
01 04 02 Double glazing, kitchen units, sheds, etc
01 05 01 Doors, baths, electrical and other fittings
01 05 02 Tools
01 05 03 Paint, wallpaper, timber
01 05 04 Maintenance equipment hire, small materials
01 06 01 Purchase of second dwelling
01 06 02 Second dwelling rent
01 06 03 Second dwelling c tax,water,mortgage,insurance
01 06 04 Second dwelling electricity account payments
01 06 05 Second dwelling gas account payments
01 06 06 Second dwelling telephone account payments
01 06 07 Second dwelling TV licences
02 01 01 Gas account payment
02 01 02 Gas board budgeting payment
02 01 03 Gas slot meter payment
02 02 01 Electricity account payment
02 02 02 Electricity board budgeting payment

TABLE   EXPEND
EXPEND_KEYTEXT1 (cont)

02 02 03 Electricity slot meter payment
02 03 01 Coal and coke
02 03 02 Central heating oil
02 03 03 Calor gas,paraffin,wood
02 03 04 Bottled gas
03 01 01 bread
03 01 02 biscuits
03 01 03 cakes, pastries, fruit pies and puddings
03 01 04 pastry, mixes for cakes, puddings, pastry etc
03 01 05 breakfast cereals
03 01 06 flour, rice and other cereals
03 01 07 pasta - dried or fresh
03 01 08 pasta - cooked (not ready meals)
03 02 01 fresh milk
03 02 02 other milk and cream
03 02 03 yoghurt and milk based desserts
03 02 04 cheese
03 03 01 eggs
03 04 01 butter
03 04 02 margarine
03 04 03 cooking oils and fats
03 05 01 beef and veal (uncooked)
03 05 02 lamb (uncooked)
03 05 03 pork (uncooked)
03 05 04 ham and bacon (uncooked)
03 05 05 sausages (uncooked)
03 05 06 poultry (uncooked)
03 05 07 offal and other uncooked meat
03 05 08 tinned and bottled meat and meat products
03 05 09 cold, ready-to-eat meats and meat products
03 05 10 meat and poultry pies and pasties
03 05 11 meat dishes ready prepared
03 05 12 meat type not specified (uncooked)
03 06 01 fish (uncooked) and shellfish
03 06 02 processed fish (smoked,dried,canned,bottled)
03 06 03 fish (prepared) and fish products
03 06 04 fish dishes ready prepared
03 07 01 potatoes (raw)
03 07 02 processed potatoes and products (not snacks)
03 07 03 fresh vegetables and salad
03 07 04 processed and frozen vegetables

TABLE EXPEND
EXPEND_KEYTEXT1 (cont)

03 07 05 pulses, dried and processed
03 07 06 vegetable dishes ready prepared
03 08 01 fresh fruit
03 08 02 processed fruit (excl dried)
03 08 03 dried fruit and nuts
03 09 01 sugar
03 09 02 jams, jellies, preserves
03 09 03 sweets and chocolates
03 09 04 Kit Kats
03 10 01 tea
03 10 02 coffee
03 10 03 food drinks
03 10 04 fruit juice,drinks and squash (not carbonated)
03 10 05 carbonated drinks
03 10 06 mineral water (still and sparkling)
03 11 01 ice cream and sorbets
03 11 02 crisps and savoury snacks
03 11 03 pickles, sauces, flavourings, herbs
03 11 04 soup
03 11 05 savoury quiches, flans, pizzas, pancakes, pies
03 11 06 vegetable protein,vegetarian rissoles,mixes
03 11 07 other convenience foods n o s
03 11 08 diet foods,
03 11 09 baby foods (not milk)
03 11 10 payment for food - items not specified
03 11 12 sandwiches filled rolls and baguettes
03 12 01 Hot take-away meals eaten at home
03 12 02 Cold take-away meals eaten at home
03 13 01 Meals bought and eaten at workplace
03 13 02 State school meals
03 14 01 Hot food eaten on premises
03 14 02 Cold food eaten on premises
03 14 03 Hot food eaten off premises
03 14 04 Cold food eaten off premises
03 14 05 Confectionery eaten off the premises
03 14 06 Ice cream eaten off the premises
03 14 07 Soft drinks drunk off the premises
03 15 01 Hot food other outlets
03 15 02 Cold food other outlets
03 15 03 Confectionery other outlets
03 15 04 Ice cream other outlets

TABLE   EXPEND
EXPEND_KEYTEXT1 (cont)

```
03 15 05  Soft drinks other outlets
03 16 01  school dinner (child)
03 16 02  hot meal/snack away from home (child)
03 16 03  cold meal/snack away from home (child)
03 17 01  food stamps
04 01 01  beer and lager
04 01 02  cider
04 01 03  table wines (and wine n o s)
04 01 04  champagne and sparkling wines
04 01 05  fortified wines
04 01 06  spirits, liqueurs
04 01 07  alcoholic soft drinks
04 01 08  alcohol from off-licence, n o s
04 02 01  beer and lager
04 02 02  cider
04 02 03  table wines (and wine n o s)
04 02 04  champagne and sparkling wines
04 02 05  fortified wines
04 02 06  spirits, liqueurs
04 02 07  alcoholic soft drinks
04 02 08  alcohol at licensed premises, n o s
05 01 01  Cigarettes
05 01 02  Pipe tobacco + tobacco n o s
05 01 03  Cigars
06 01 01  Men's outerwear
06 01 02  Women's outerwear
06 01 03  Boys' outerwear (aged 5-15)
06 01 04  Girls' outerwear (aged 5-15)
06 01 05  Infants' outerwear (under 5)
06 02 01  Men's underwear
06 02 02  Women's underwear
06 02 03  Children's and infants' underwear (under 16)
06 03 01  Men's accessories
06 03 02  Women's accessories
06 03 03  Children's/infants' accessories (under 16)
06 04 01  Men's footwear
06 04 02  Women's footwear
06 04 03  Children's and infants' footwear (under 16)
06 04 04  Footwear n o s
06 05 01  Haberdashery
06 05 02  Clothing materials, charges, expenses n o s
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TABLE EXPEND
EXPEND_KEYTEXT1 (cont)

07 01 01 Furniture, including beds and mattresses
07 01 02 Soft floor coverings
07 01 03 Hard floor coverings
07 01 04 Bedding
07 01 05 Curtains, cushions, towels
07 02 01 Electric cookers, combined electric/gas cookers
07 02 02 Electric washing machines, spin dryers
07 02 03 Electric refrigerators, freezers
07 02 04 Dishwashers, microwaves other major appliances
07 02 05 Electrical tools
07 02 06 Minor electrical equipment
07 02 07 Gas cookers
07 02 08 Other gas appliances
07 02 09 Electric consumables
07 02 10 Repairs to gas and electric materials
07 02 11 Gas and electric appliances spare parts
07 03 01 Kitchen utensils and equipment
07 03 02 Kitchen disposables
07 03 03 China, glass, pottery
07 03 04 Fancy / decorative goods
07 03 05 Other household hardware and appliances
07 03 06 Matches
07 04 01 Detergents, washing-up liquid, washing powder
07 04 02 Disinfectants,polishes,other cleaning materials
07 05 01 Toilet paper
07 06 01 Pet food
07 06 02 Pet purchase, accessories, vets' fees
07 07 01 Garden equipment (not furniture)
07 07 02 Garden tools and accessories
07 07 03 Plants,flowers,seeds,fertilizers, insecticides
07 07 04 Garden furniture
07 08 01 Household goods, n o s
08 01 01 Domestic help
08 01 02 Child care payments
08 01 03 Nursery, creche, playschools
08 01 04 Cleaning and dyeing
08 01 05 Laundry, laundrette
08 01 06 Repairs to footwear
08 01 07 Repairs to personal goods
08 02 01 Postage and poundage
08 02 02 Telephone purchase

TABLE. EXPEND
EXPEND_KEYTEXT1 (cont)

08 02 03 Telephone account
08 02 04 Telephone coin and other payments
08 02 06 Mobile phone account payments
08 02 07 Answering machines, fax machines, modems
08 03 01 Trade union and professional organisations
08 03 02 Subscriptions leisure activities
08 03 03 Subscriptions sports and social clubs
08 03 04 Other subscriptions
08 04 01 Bank and post office counter charges
08 04 02 Bank service charges
08 04 03 Stamp duty, certificates and licences
08 04 04 Conveyancing/est agents/surveyors/furniture removals
08 04 05 Legal fees paid to banks
08 04 06 Legal fees paid to solicitors
08 04 07 Other professional fees inc court fines
08 04 08 Funeral expenses
08 05 01 Contract catering
08 05 02 Rental/hire of electrical/household equipment
09 01 01 Toilet soap
09 01 02 Toiletries (disposable)
09 01 03 Toilet requisites (durable)
09 01 04 Hair products
09 01 05 Cosmetics and related accessories
09 02 01 Jewellery, watches and other personal effects
09 02 02 Leather and travel goods
09 03 01 Baby toiletries and accessories (disposable)
09 03 02 Baby equipment (exclude prams and pushchairs)
09 03 03 Prams, pushchairs, pram accessories
09 04 01 NHS prescription charges and payments
09 04 02 Medicines and medical goods - not NHS
09 04 03 NHS medical, dental and optical fees
09 04 04 Private medical, dental and optical fees
09 05 01 Purchase Specs,lenses,prescrip sunglasses
09 05 02 Accessories/repairs to specs/lenses
09 06 01 Hairdressing,beauty treatments,wigs etc
09 07 01 Personal goods, n o s
10 01 01 New car or van outright purchase
10 01 02 Second hand car outright purchase
10 01 03 Car leasing payments
10 01 04 New/second hand motorcycle purchase
10 01 05 New car/van loan or hp (H/hold qre)

TABLE: EXPEND
EXPEND_KEYTEXT1 (cont)

10 01 06 Second hand car/van loan/hp (H/hold qre)
10 01 07 New/second hand motorcycle loan/hp (H/hold qre)
10 02 01 Car or van repairs and servicing
10 02 02 Car or van spare parts
10 02 03 Car or van accessories and fittings
10 02 04 Motor cycle repairs and service
10 02 05 Motor cycle accessories/spares
10 03 01 Petrol
10 03 02 Diesel oil
10 03 03 Other motor oils
10 04 01 Vehicle insurance
10 04 02 Vehicle tax
10 04 03 AA and RAC subscriptions
10 04 04 Driving lessons
10 04 05 Anti-freeze,battery water,cleaning materials
10 04 06 Parking fees, tolls and permits
10 04 07 Garage rent, other costs (exc fines)
10 04 08 Motoring fines and penalties
11 01 01 Purchase of boats, wheelchairs, trailers
11 01 02 Accessories, repairs to boats, wheelchairs
11 01 03 Bicycle purchase
11 01 04 Bicycle accessories, repairs, other costs
11 02 01 Railway and tube season tickets
11 02 02 Railway + tube fares other than season tickets
11 02 03 Bus and coach season tickets
11 02 04 Bus and coach fares other than season tickets
11 02 05 Combined fare season tickets
11 02 06 Combined fares other than season tickets
11 02 07 Air fares (within UK)
11 02 08 Air fares (International)
11 02 09 Water travel
11 02 10 School travel
11 03 01 Taxis and hired cars with drivers
11 03 02 Hire of self-drive cars
11 03 03 Other personal travel
12 01 01 Television sets
12 01 02 Satellite dish purchase
12 01 03 Satellite dish installation
12 01 04 Video recorders
12 01 05 Audio equipment, CD players
12 01 06 Personal computers, printers and calculators

TABLE EXPEND
EXPEND_KEYTEXT1 (cont)

12 01 07 Musical instruments
12 01 08 Records,CDs,cassettes,discs, (inc rental)
12 01 09 Accessories for audio equipment
12 01 10 Blank, pre-recorded video cassettes (inc rental)
12 01 11 Repairs, insurance of TV, video, audio, computers
12 01 12 Computer software and games cartridges
12 01 13 Console computer games
12 01 14 Spare parts for TV, video, audio, computers
12 02 01 Sports,camping and outdoor goods and equipment
12 03 01 Newspapers
12 03 02 Magazines and periodicals
12 03 03 Books
12 03 04 Personal stationery
12 04 01 Toys, hobbies, games
12 04 02 Photographic/optical equipment
13 01 01 Cinemas
13 01 02 Live entertainment theatre, concerts, shows
13 01 03 Admissions to clubs, dances, discos, bingo
13 01 04 Social events and gatherings
13 01 05 Participant sports, excluding subscriptions
13 01 06 Spectator sports - admission charges
13 02 01 TV licences
13 02 02 TV rental, slot meter payments
13 02 03 TV/video/satellite rental hardware
13 02 04 Satellite TV subscription to channels
13 02 05 Cable TV connection
13 02 06 Cable TV subscription
13 03 01 Fees/maintenance educational courses
13 03 02 Fees/maintenance non-household member
13 03 03 Fees for leisure classes
13 03 04 Ad hoc school expenditure
13 04 01 Holidays in UK (accommodation)
13 04 02 Holidays abroad (accommodation)
13 04 03 Timeshares/holiday homes overseas
13 04 04 Money spent abroad
13 04 05 Duty free goods bought in UK
13 04 06 Non-package travel ins /holiday money-friend
13 04 07 Commission travellers cheques/currency
13 05 01 Football pools stakes
13 05 02 Bingo stakes, excluding admission
13 05 03 Lottery (not National/Irish Lottery)stakes

TABLE: EXPEND
EXPEND_KEYTEXT1 (cont)

13 05 04 Bookmaker, tote, other betting stakes
13 05 06 Irish Lottery stakes
13 05 07 National Lottery instants/scratchcards
13 05 08 National Lottery stakes - SATURDAY DRAW
13 05 09 National Lottery stakes - MIDWEEK DRAW
13 05 10 National Lottery stakes - BOTH DRAWS
14 01 01 Savings, investments (exc AVCs)
14 01 02 Private personal pension
14 01 03 Additional Voluntary Contributions
14 01 04 Money set aside for payment of bills
14 01 05 Superannuation deduct subsid employee job
14 01 06 Widow's/dependant's/orphan's fund
14 02 01 Life, death, non-house endowment
14 02 02 Private medical insurance
14 02 03 Accident,sickness,redundancy,other insurance
14 03 01 Pocket money to children
14 03 02 Cash gifts to those outside household
14 03 03 Charitable donations and subscriptions
14 03 04 Money sent abroad
14 03 05 Maintenance or separation allowance
14 03 06 Money to other spenders/other H/hold items
14 03 07 Residential care for blind, sick, elderly
14 04 01 Credit/charge/store card account payment
14 04 02 Credit/charge/store card interest payment
14 04 03 Credit card etc annual standing charge payment
14 04 04 Loan instalment payment
14 04 05 Hire purchase instalment payment
14 04 06 Club instalment payment
14 04 07 Pay off loan to clear other debt (H/hold qre)
14 05 01 Income tax payment
14 05 02 National Insurance contribution
14 06 01 Household items and bills, n o s ,overdrafts

TABLE   EXPEND

20 25   It1/It2/It3 **Paid1** (*)
APPLIES IF DAY = 1-14
What is total amount paid?
ENTER PENCE
1 99999997

20 30   It1/It2/It3 **Credit** (*)
APPLIES IF ADULT DIARY AND DAY = 1-14
Was the item bought with a credit, charge, shop or store card?

Yes   1
No   5

20 35   It1/It2/It3 **Qualif** (*)
APPLIES AS 20 30 BUT IS PERMITTED BLANK IF, AS IN MOST CASES,
THERE IS NO QUALIFIER
Key qualifier code

Own shop/farm   1
Non-business expense   2

20 40   It1/It2/It3 **ChildD** (*)
APPLIES IF ADULT DIARY AND DAY = 1-14
AND (KEYTEXT CODE = 03 13 02 OR 11 02 10 OR 14 03 01) BUT
PERMITTED BLANK IF NOT APPLICABLE

Code 1 if this item is for a child keeping a diary
DO NOT CODE IF DIRECT PAYMENT BY PARENT OF DINNER
MONEY TO SCHOOL OR OF BUS/RAIL FARE TO BUS/RAIL
COMPANY
Yes   1

(The code applies if school dinner money, school travel money or
pocket money is entered in an adult diary and is given to a child in the
household who is also keeping a diary)

TABLE   EXPEND

20 45   It1/It2/It3 **Refnd1** (*)

APPLIES AS 20 30 BUT IS PERMITTED BLANK IF, AS IN MANY CASES, THERE IS NO REFUND FOR BUSINESS

Key amount refunded or claimed for business, or to be abated (from Household/Income questionnaires)
ENTER PENCE
IF NONE, PRESS ENTER
1 999997

20 50   It1/It2/It3 **NtAmt1** (*)

APPLIES AS 20 30

Net amount paid
0 99999997

(calculated field (Paid1) - (Refnd1))

20 55   It1/It2/It3 **Shop** (*)

APPLIES IF ADULT DIARY AND DAY = 1-14
AND KEYTEXT CODE IS IN THE FOLLOWING RANGES
((KeyText code >' 01 04') AND (KeyText code < 01 06')) OR ((KeyText code >' 02 03') AND (KeyText code <' 02 04'))
OR ((KeyText code >' 03 01') AND (KeyText code <' 03 12'))
OR ((KeyText code >' 04 01') AND (KeyText code <' 04 02'))
OR ((KeyText code >' 05 01') AND (KeyText code <' 08 01'))
OR ((KeyText code >' 09 01') AND (KeyText code <' 10 01'))
OR ((KeyText code >' 10 02 01') AND (KeyText code <' 10 04'))
OR (KeyText code =' 10 04 05')
OR ((KeyText code >' 11 01') AND (KeyText code <' 11 02'))
OR ((KeyText code >' 12 01') AND (KeyText code <' 13 01'))
OR ((KeyText code >' 13 05 04') AND (KeyText code <' 13 06'))

TABLE   EXPEND
Shop (cont)

Was the item bought at one of the shops on the SHOP CARD ?
IF YES, code which one
IF NO, code 2

Not a shop on SHOP	2
Aldi	5
Argos	6
Asda	7
B & Q	8
Bainbridge	9
British Home Stores	10
Bonds	11
Boots	12
British Gas	13
Budgens	14
Burton	15
C & A	16
Caleys	17
ColeBrothers	18
Coop	19
David Gregg	20
Debenhams	21
Dixons	22
Dorothy Perkins	23
Farmfoods	24
Food Giant	25
Gateway	26
George Henry Lee	27
Granada	28
Heelas	29
Iceland	30
Jessop	31
John Lewis	32
Knight & Lee	33
KwikSave	34
Leos	35
Littlewoods	36
LoCost	37
Marks and Spencer	38
MFI	39
Morrisons	40

Mothercare	41
Netto	42
Normans Superwarehouse	43
Pioneer	44
Peter Jones	45
Presto	46
Robert Sayle	47
Safeway	48
Sainsburys	49
Savacentre	50
Shoprite	51
Somerfield/Solo	52
Supedrug	53
Tesco	54
Threshers	55
Trewins	56
Tyrrell & Green	57
Victoria Wine	58
Waitrose	59
WHSmith	60
William Low	61
Woolworths	62
Stewarts (NI only)	63
Wellworth (NI only)	64
Car boot sale	65
Do-It-All	66
Homebase	67
Index Catalogue shop	68
Texas	69
Charity shop	70
Jumble sale	71
Crazy Prices (NI only)	72
Curleys (NI only)	73
Dunnes Stores (NI only)	74
Supervalu (NI only)	75
Westside Stores (NI only)	76

20 5 - 20 55 repeated for up to 248 further rows

TABLE INTCRED

The table contains the following questions for up to 5 entries

30 5   **INTCRED Itemnum**
            15

30 10   Cred **AnyInt** (*)
            APPLIES IF DAY = 1-14 AND ADULT DIARY BUT MAY BE BLANK IF
            QUESTION NOT APPLICABLE

            **Code 1 if box 1 on page 38 has been completed for interest on
            credit cards, etc**

            Yes   1

30 15   Cred **PayInt** (*)
            APPLIES IF AnyInt= 1

            What is the amount of interest paid on this row?
            DO ONE ROW AT A TIME
            ENTER PENCE
                1 999997,

30 20   Cred **IntCod** (*)
            APPLIES IF AnyInt = 1

            CODE 14 04 02 is entered

TABLE WINNINGS

The table contains the following questions, for up to 6 entries

40 5 **W WINNINGS_ITEMNUM**
16

40 10 **W AnyWin** (*)
APPLIES IF DAY = 1-14 AND ADULT DIARY BUT MAY BE BLANK IF
QUESTION NOT APPLICABLE

Code 1 if box 2 on page 38 been completed for winnings

Yes 1

40 15 **W PayWin** (*)
APPLIES IF AnyWin = 1

What is the amount of winnings on this row?
DO ONE ROW AT A TIME
ENTER PENCE
1 99999997

40 20 **W WinTyp** (*)
APPLIES IF AnyWin = 1

Enter winnings code
National Lottery Saturday draw 1
National Lottery Wednesday draw 2
National Lottery both draws 3
National Lottery Instants/scratchcards 4
Irish Lottery 5
Lotteries except National/Irish 6
Football pools 7
Bingo 8
Bookmaker, other betting 9
THIS CODE NOT TO BE USED 10

TABLE WINNINGS

40 25   W WinCod (*)
        APPLIES IF AnyWin = 1

        IF WinTyp = 1 WinCod = 13 06 08
        IF WinTyp = 2 WinCod = 13 06 09
        IF WinTyp = 3 WinCod = 13 06 10
        IF WinTyp = 4 WinCod = 13 06 07
        IF WinTyp = 5 WinCod = 13 06 06
        IF WinTyp = 6 WinCod = 13 06 03
        IF WinTyp = 7 WinCod = 13 06 01
        IF WinTyp = 8 WinCod = 13 06 02
        IF WinTyp = 9 WinCod = 13 06 04
        (WinTyp code 10 will not be used)

FES DIARY : **INTERVIEWERS INSTRUCTIONS**

Contents   Page

1. Placing the Diary

! The Diary should be started immediately after the interview. If this is not possible, it should be started no later than two days after the interview.

! All spenders in a household should start their diary on the same day.

! Each diary should be the individual spender's own account of their expenditure during the fortnight.

! Please assist with any difficulties and make additional calls if necessary.

! A blind person or anyone unable to write should be included as a spender. If their expenditure record is kept by someone else in the household, check their accuracy by going through the details with the spender him or herself. Alternatively, you may enter their expenditure details yourself.

! Please draw the attention of respondents to the notes at the beginning of the diary, the example pages and the reminder list at the end of the booklet.

2. What the Diary covers

2.1 The diary covers all amounts of money spent during the two weeks, including items covered in the household schedule, e.g. insurance payments and gas or electricity bills.

2.2 Each item of expenditure should be listed separately, with its price.

2.3 The respondent should include all items paid for in cash, by debit card (e.g.Switch or Connect), credit card (e.g. Visa or Access), charge card (e.g.American Express) or a shop or store card (e.g. John Lewis or A&N).

2.4 The Diary should not include goods acquired but not yet paid for, e.g. on a budget account or from a mail order club. But, payments into these accounts should be shown.

2.5 Information is also collected on the shop or other outlet from which an item was purchased (see Section 3.11).

3   General points for completing the Diary

3.1   Each item should be entered on a separate line and individually priced. The type of items that need to be identified are described on the following pages and the coding frame is attached as an appendix to the instructions.
It is always better to have too much rather than too little detail.

3.2   When recording amounts:
- do not write in , and p signs
- enter 00 in the pence column where amounts are given in , s only
- ensure that all entries are within the columns
- ensure that the >office use only' column is left blank.

3.3   Till receipts may be used for supermarket purchases but check that:
- each item is clearly identified in sufficient detail for coding
- the price of each item is given
- the receipt identifies if goods were obtained with a credit card.

If all of this information is shown, staple the receipt to the appropriate page.
Till receipts with inadequate detail will be referred back to you.

3.4   Clarify all ambiguous or incomplete descriptions, such as
- insurance : travel, house, car etc.
- video : video tape or video recorder; hire or purchase
- club : entrance fee, membership fee or other charge; type of club

3.5   **Money transfers and pocket money**
Respondents should not record money transfers to or from other members of the household, except for pocket money given to children.

3.6   **Luncheon vouchers**
Where luncheon vouchers are used, record the total cost of the item. e.g. meal costs , 2.50, luncheon vouchers used have value of , 1.20, additional cost is , 1.30. Record , 2.50.

3.7   **Grocery accounts**
If a grocery account will be paid during the fortnight, ask the informant to try to list each item and price separately.

If the respondent can itemise
S/he should list each item purchased on the account separately on the day the bill is paid. (This may be a whole month's groceries.)

If the respondent cannot itemise

S/he should note down on each day any items obtained on this account. Where possible they should enter the amount to be paid for the purchase to the left of the , p column, and note that goods are "on account". On the day that the account is paid, the informant should enter the total amount of the grocery account with a note indicating that the bill cannot be itemised.

3.8   **Food stamps**

Ensure that purchase of food stamps is identified separately from food purchases.

3.9   **Shopkeepers and farmers**

If shopkeepers and farmers consume goods which they would normally sell commercially, these goods must be entered.

Informant pays for the goods

Record the amount paid.

Informant does not put money in the till

Enter the price s/he would have sold the goods for. (For farmers, this may be an approximation.) The words "own shop" or "own farm" should be entered beside the item, to indicate that no cash was actually paid out.

3.10   **Items bought on credit or charge cards etc.**

Any item acquired but not yet paid for by credit card, charge card, shop card or store card should be recorded with its price and the number ›3' should be ringed in the ›Credit' column. NB. Any interest on these cards should appear on page 38 of the diary.

Code 3 should <u>not</u> be ringed if the items were acquired with a bankers cheque card or debit card (e.g. Switch or Connect). These are similar to cash transactions because the bank account is automatically debited.

3.11   **Business refunds**

Where a full or partial refund is being claimed against an item listed in the diary, the amount to be refunded should be recorded in the final column of the diary. The amount paid should <u>not</u> be adjusted to allow for the refund.

Probe to check whether any employer refunds mentioned at QREFUNDS in the Household Questionnaire or items to be set against tax by the self-employed should be coded as refunds in the diary.

3.12   **Shop name**

The name (or type) of the shop or store where a purchase is made must be recorded for all shop-bought items except take-away food and food/ meals consumed away from home.

For purchases at small corner shops or market stalls, the term "local shop" or "stall" is sufficient. Purchases at car boot sales should be listed as "car boot". Multiples should be identified by name (see full list below).

The name of outlet is not required for services such as payment of a gas bill, leisure classes etc. where there is no purchase as such.

The current (March 1997) coding list for shops includes the following.

Aldi	Dorothy Perkins	Netto
Argos	Farmfoods	Normans Warehouse
Asda	Food Giant	Pioneer
B&Q	Gateway	Peter Jones
Bainbridge	George Henry Lee	Presto
British Home Stores	Granada	Robert Sayle
(BHS)	Heelas	Safeway
Bonds	Homebase	Sainsbury's
Boots	Iceland	Savacentre
British Gas	Index Catalogue Shop	Shoprite
(showrooms)	Jessop	Somerfield
Budgens	John Lewis	Superdrug
Burton	Knight & Lee	Tesco
C & A	Kwiksave	Texas
Caleys	Leos	Threshers
Cole Brothers	Littlewoods	Trewins
Co-op	Lo-cost	Tyrrell & Green
David Gregg	Marks & Spencer	Victoria Wine
Debenhams	MFI	Waitrose
Dixons	Morrisons	WH Smith
Do-It-All	Mothercar	William Low
		Woolworths

General descriptions	*Northern Ireland only*	
Local shop	Stewarts	Dunnes Stores
Stall (market)	Wellworth	Supervalu
Car boot sale	Crazy Prices	Westside Stores
Charity shop	Curleys	
Jumble sale		

4. **Layout of the diary**

Left hand pages

! Food and drink brought home (excluding take away meals)

! Take away meals and snacks eaten at home

Right hand pages

! Meals, snacks and drinks consumed away from home, including

! those bought at work or school
! those bought at a cafe, restaurant, hotel, pub, sandwich bar, fast food outlet etc.
! those bought at a shop, supermarket, kiosk (including sandwiches, confectionery, ice cream, alcohol and soft drinks)

! Regular purchases including:
newspapers, cigarettes, stamps, stationery,
cosmetics, toiletries

! Clothing and footwear

! Any other payments including:
petrol, parking and other motoring expenses; bus and rail fares; household bills; household and leisure goods;day trips; entertainment; National Lottery and scratch cards;domestic help; hairdressing; baby goods; medicines; presents; charities, etc.

In summary: recording food and drink purchases

Food consumed at home:
bought from a general retail outlet — Section 1
bought from a specific take-away food outlet — Section 2

Food consumed away from home:
bought and consumed at school or workplace canteen — Section 3A
bought and consumed at a food outlet — Section 3B
bought at any outlet - consumed off the premises
(but not at home) — Section 3C

5.   Food and drink brought home

5.1   **Exclude from this section:**
          Take away meals brought home
          Meals on wheels   *(see Section 6)*

5.2   **Shop names**
          The name of the shop where the item was bought must be entered in the box provided.

5.3   **Till receipts**
          Till receipts may be used but you must check that they give adequate detail for coding the items. A total food bill which does not describe items is unacceptable and will be returned to you for a breakdown of expenditure.

5.4   **Level of detail**
          See also the coding frame at the end of these instructions.

Meat and Poultry
Meat and poultry. State type of meat and whether cooked or uncooked:
e.g. ham (cooked), sausages (uncooked), chicken (uncooked).

NB. Ensure that type of meat is specified for mince
e.g. turkey mince, beef mince, lamb mince

Meat products or prepared meat/ poultry dishes, state type of product:
e.g. luncheon meat, chicken pie, shepherd₅s pie, moussaka.

Fish
Uncooked fish. Record whether fresh, smoked, dried, canned etc. There is no need to record the type of fish: e.g. fish (fresh), fish (tinned), etc.

Prepared fish and fish products. Give a description of the product:
e.g. breaded scampi, cod mornay

Vegetables (including tomatoes)
State type of vegetable and whether fresh, frozen, tinned, bottled or dried:
e.g. onions (fresh), tomatoes (tinned), peas (frozen), instant potato.

Prepared vegetable dishes. State type of product:
e.g. vegetable lasagne, hash browns

Pasta (uncooked)
State whether fresh, dried or tinned:
e.g. lasagne (uncooked), spaghetti hoops (tinned).

Fruit
State whether fresh, dried, tinned, bottled or frozen.
There is no need to specify type of fruit.

Milk
State whether fresh, dried, tinned, baby milk or cream.
Milk bills. Please check whether items other than milk are included. If so, list each item separately with its price.

Drinks
Itemise separately tea, coffee, food drinks (e.g. drinking chocolate).

For fruit and other soft drinks, state whether fruit juice, fruit squash and whether the drink is carbonated (e.g. orangeade or lemonade).
Mineral water. There is no need to distinguish between still and sparkling water.

Alcohol
State the <u>type</u> of alcohol.
e.g. beer, table wine, sparkling wine, sherry, port, spirits or liqueurs
NB. Please check that all off-license purchases of alcohol have been included

6.   Take away meals and snacks eaten at home

This section covers all hot and cold food bought at a catering establishment and taken home to eat. This will include any meals delivered to the home, such as pizzas and meals on wheels. The respondent should give a brief description of the meal (e.g. Chinese take away) and tick whether it was bought hot or cold.

7.   Meals, snacks and drinks bought and consumed away from home

NB. This section includes alcoholic drinks CONSUMED AWAY FROM HOME

7.1   Section A covers meals, snacks and drinks bought and eaten at a
                  workplace, staff canteen or at school.

           Meals and snacks.
           State where the food was eaten. We do not need details of the type of food.
           e.g. Meal/snack at workplace or school meal.

           Alcohol should be separately itemised by type of drink.

7.2   Section B covers meals, snacks and drinks bought at a catering outlet and eaten on the premises. It does <u>not</u>
           cover take-away meals eaten at home (Section 6) or food bought at a retail outlet and consumed away from
           home (Section 7.3) The outlet covered by this section might be a cafe, restaurant, hotel, pub, fish and chip
           shop, sandwich bar, burger bar or pizza parlour etc.

           State whether >meal=, or >snack= or >soft drink=, etc.
           Tick box to show whether food was purchased as hot or cold.

           Alcohol should be shown separately from food and the type of drink(s) stated (e.g. beer, wine etc.).
           If this is not possible, make a note to the effect that the price of the meal included alcoholic drink and try to
           get a description of what drink was consumed.

7.3   Section C covers food or drink purchased from a retail outlet (shop, supermarket) or a kiosk, etc. which is
           eaten off the premises but not brought home; for example, a sandwich bought from Marks and Spencer
           which is eaten at the office.
           State the type of food or drink, e.g. sandwich, confectionery, ice cream, beer, soft drink.
           Tick box to indicate whether food was purchased hot or cold.

8.   Regular purchases

8.1   Include and itemise separately items such as:
          Newspapers, magazines or books,
          stamps or stationery,
          cleaning materials or detergents,
          cosmetics or toiletries,
          household paper goods,
          small electrical items such as bulbs and batteries

8.2   Give the name of the shop where the item was purchased.

9.   Clothing and footwear

9.1   State type of item and enter, as appropriate, in the column for male, female or child (under 16). For child's
          clothing, give the age of the child.

9.2   Give the name of the shop where purchased.

10.   Any other payments

10.1   Include the following types of item

Motoring expenses
State type of vehicle.
Itemise separately petrol, diesel, engine oil, parking fees, spare parts; servicing; subscriptions to motoring
organisations.

Travel costs
State type of transport and type of fare
e.g. bus or rail fare; one day travelcard; season tickets for train.

Household goods
For items such as cookers, fires, refrigerators and water heaters, state whether payments are deposits, instalments or
full payments.
State whether the appliance is fuelled by gas, electricity, etc.

Home maintenance, improvements and installations
Probe whether payments are to contractor or for DIY.
If DIY, obtain a breakdown of the costs of materials.

Expenditure on other dwellings
Where there is expenditure on another dwelling, note whether this is a permanent second dwelling, e.g. holiday home, or accommodation to which all or part of the household will be moving, i.e. a new main dwelling.

Specify type of expenditure on other dwelling in full and note ≽second home≼, ≽new main home≼ by each item.
For **timeshares**, specify whether in the UK or abroad.

Health expenditure
Itemise expenditure on prescriptions, spectacles, medical goods.
State whether payments to doctors, dentists, opticians, osteopaths, etc. are NHS or private.

Household services
Itemise payments for gardeners, window cleaners, baby sitters, child minders, nursery and playschool expenditure, hairdressing, cleaning, repairs to goods.

Gifts and presents
If a gift/present is not cash specify the item purchased.

Pocket money
There is no need to record exchange of **cash** between adult spenders in the household, but pocket money to children should be entered with the child≽s person number (and a ≽d≼ written beside the amount if the child is keeping a diary).

Betting, bingo, etc.
Include all betting stakes, race cards, bingo charges.
Show separately admission charges for bingo, horse and greyhound race meetings etc.
Any <u>winnings</u> from betting should be entered on page 38 of the Diary

National Lottery
List scratchcard payments separately from entry to the two weekly draws.
Identify whether each entry for the draw is for Wedsnesday or Saturday (or both).

Entries in the diary should show the money spent on scratchcards or draws. Do NOT subtract winnings and show the net amount spent: this is a particular problem for scratchcards.

Any <u>winnings</u> should be entered on page 38 of the Diary.

Entertainment

Include admission charges and state what for:

e.g. cinema, theatre, disco, night club, concerts, football and other sports events, museum, stately home, theme park, car boot sale etc.

Itemise other purchases separately; e.g. programme, guide book,

Clubs

This is a difficult area. Vague answers will cause problems for coders.

Specify what the payment covers, e.g. is >golf club= a payment for membership, green fees, a five iron etc.

Leisure classes and tuition

If any payments are entered in the diary which do not appear at QEDFEES2 in the Household Schedule, check for any payments made in the 3 months before the interview and ensure these are entered at QEDFEES2.

If no payments were made in the previous 3 months, note Afirst payment@ against the diary entry.

Household bills

Any household bills paid during the fortnight should be entered, including items covered in the Household Questionnaire.

Amounts set aside to pay future bills should be noted as >set aside=.

Slot meter payments

State whether for gas, electricity, etc.

Deposits

State what the deposit was for and whether it was towards a cash purchase or a credit acquisition.

Instalments on credit agreement, mail order and insurance premiums

If any payments entered in the record book do not appear in the household questionnaire, check whether instalments were being paid at the date of the interview. If they were being paid, enter details at the relevant question on the Household Schedule; if not, note in the Diary that it is a Anew commitment@.

10.2   **Shop name**

For all purchases from shops or stores give the name of the shop. For small corner shops, the term Alocal shops@ is sufficient. Also identify Acharity shop@, Ajumble sale@ Acar boot@.

11.   Interest on credit cards

11.1   Payments to credit card accounts.
          If a credit card, charge card, store card, or shop card account is partly or fully paid during the 14 days
          record keeping period, any interest shown on the account should be recorded in Box 1 on page 38. Any
          annual standing charge shown on the account should be excluded.

12.   Holiday expenditure

12.1   For all holiday expenditure, state **where** the holiday will be taken.

12.2   **Advance holiday payments**
All expenditure in preparation for the holiday, should be recorded if it occurs during the 14 days. e.g. deposit or final
payment; purchase of travellers cheques or currency

Bank charges for travellers cheques or foreign currency should be shown separately.

12.3   **Holidays starting AND ending during record keeping**

If in the UK
Respondents should be asked to keep diaries as if they were at home, i.e. itemise all expenditure.

If holiday is abroad
Informants should be asked to record daily totals spent and should make it clear in which currency totals are
recorded.

12.4   Holidays starting during record keeping BUT ending after record keeping period finishes.

If in the UK
Attempts should be made to persuade informants to keep records while away for the relevant days.

If abroad
Respondents should be asked to record on page 42:
          The date of departure.
          The number of days they will be outside the UK.
          The amount of travellers cheques and currency (, equivalent) of any ordinary bank cheques they will write
          outside the UK.
          The estimate of any credit card purchases they will obtain outside the UK.

13.   Special circumstances

13.1   At the end of record-keeping, details of special circumstances should be recorded on page 42.

          Examples include someone leaving unexpectedly or visitors staying.

14.   Checks

14.1   Complete the checks on regular expenditure on page 43 at the checking and final calls using the reminder prompt card.

14.2   Further information required
          Page 44 is for you to note what further information you require from the informant. Pre-carbonised pads of this section are available if required.

15.   Examples of common problems - items which need more thorough probing

INSURANCE - is not an acceptable description, the type of insurance must be stated e.g. Life, Endowment, Contents. Please state if the diary entry is the first payment.

TILL RECEIPTS - meaningless descriptions must be checked out e.g. Flntr Kokomo, Oyster Leg, F/F Red Pack, these items cannot be correctly coded. Probe out any generic descriptions, e.g. alcohol, vegetables, produce.

FRUIT & VEGETABLES - please note whether tinned/frozen/fresh.

MEAT - is not an adequate description, the client requires a full breakdown of type of meat, in the case of a butchers pack, lamb, beef, pork must be identified.

NATIONAL LOTTERY - please show scratchcards separately. For entries for the draws, please state which draw is entered i.e. Wednesday, Saturday or both draws.

AUMBRELLA@PAYMENTS - for example >Child=s school wear , 65.00, Marks and Spencer , 24.00= must be broken down to the separate items.

ROUND OF DRINKS - please probe type of drinks i.e. beer, cider, sherry and explain more obscure descriptions e.g. two dogs, shark bite, decoda.

SOCIAL ENTERTAINMENT - please identify type of entertainment, and, for example are drinks included?

DIRECT DEBIT - do not enter these in the diary as they should be part of the Household Questionnaire.

CREDIT CARD - often the Credit column is ringed in the diary, even though it is indicated in the Household that the informants do not have a credit card. Please remember that if there is an entry at Q1 for interest on page 38 there should be a credit card payment during the diary keeping period.

BUSINESS PURCHASES - do not include any item purchased for business purposes.

COOKERS - it must be stated if these are gas/electric/solid fuel.

PRESENTS/GIFTS/HOUSEHOLD GOODS - these terms are not acceptable. Please specify exactly what was purchased.

MEANINGLESS ENTRIES AT Section 6 - please make sure any entries can be coded correctly e.g. >deposit at China Fleet Club= , 38.00=.

YOUTH DIARIES - do not ring/circle the 1 box on the back of Youth Diaries unless there is a clear explanation.

FES DIARY : KEYING AND EDITING INSTRUCTIONS

Contents   *Page*

1. **Introduction to FES for new editors**

The Family Expenditure Survey is a continuous sample survey of household expenditure, which has been carried out since 1957.

Over 7,000 households in Great Britain and Northern Ireland participate in the survey each year.

The survey's main purpose since it began has been to provide information on spending patterns for the Retail Prices Index (RPI).

The RPI is used widely as a measure of the rate of increase in the price of goods and services that people buy, i.e. the rate of inflation.

The pattern of household expenditure is measured on the FES in two ways.

A questionnaire covering regular expenses such as rent, mortgages, insurance, fuel, vehicles, loans, holidays and education costs is completed for each household.

Each person aged 16 or over is required to keep a diary for a fortnight in which they record everything that they pay for. Children aged 7-15 are also asked to keep a diary, although a refusal by a child does not invalidate the information collected for the adults in the household.

FES respondents are also asked to give information about their income on an Income Questionnaire. This is used to measure the take-up of state benefits and to predict the effect on households of changes to taxes and benefits.

Information for the Household and Income Questionnaires is captured by field interviewers on laptop computers using Computer Assisted Personal Interviewing (CAPI). The average interview lasts for an hour and a half.

Expenditure over a two week period is then recorded by respondents in a paper diary. Interviewers call back on the respondents after 3-5 days to ensure that diaries are being completed accurately.

At the end of the fortnight the field interviewers return to the household to pick up the diaries. At this stage they attempt to resolve any discrepancies relating to incomplete or ambiguous information.

The diaries are then sent direct to the Telephone Unit in Titchfield where they are booked in and placed in covers.

Fact sheets containing key information from the household and income questionnaires are attached to the covers. The fact sheets show the household composition, whether child benefit or income support is received and other useful pieces of information which may assist coding.

The diaries are passed to TU coders for keying and, in 10% of cases, verification.

Keyed diaries are sent to FES Field Office, Drummond Gate, London, for editing of the Household and Income Questionnaires. A batch of keyed paper diaries is usually sent up to London every day, although the transfer of the keyed electronic diaries from the TU to London takes place only once or twice a week.

2.   Layout of paper diary pages

Adults (those aged 16 and over) use a paper diary in which different types of expenditure are recorded in separate sections. The layout of diaries for children aged 7-15 is much simpler: items are not categorized by type of expenditure.

The layout of adult diaries is as follows:
Left hand pages

1   Food and drink brought home
            (including alcohol brought home; excluding take aways)

2   Take away meals and snacks **eaten at home**
            (includes take aways delivered and meals on wheels)

Right hand pages

3   Food from catering establishments including meals, snacks and drinks (including alcohol) bought
            and consumed **away from home**:

            3A   those bought at work or at school and whether hot or cold
                        (including school dinner money)

            3B   those bought at a cafe, restaurant, hotel, pub, and other catering establishments by where
                        consumed and whether hot or cold

            3C   those bought at a shop, kiosk and other non-catering outlet, and whether hot or cold
                        (including confectionery, ice cream and soft drinks which need to be separately coded)

            *(The amount of detail required for the take away meals and meals out is partly to allow
            comparison of data with other estimates such as those from the National Food Survey.)*

4   Regular purchases
            (this includes newspapers, cigarettes, stamps, stationery, cosmetics, toiletries)

5   Clothing and footwear, by sex and, if under 16, age.

6   Any other payments including National Lottery; motoring expenses; fares; household bills; day
            trips; entertainment; household and leisure goods; domestic help; hairdressing; baby goods;
            presents; charities, etc.

3.1   Responsibility for keying and editing the diaries

The diary input and editing is in CAPI. One editor is responsible for coding and keying monetary amounts. In 10% of cases a second editor will verify the monetary values. The cases to be verified are determined by supervisors and will be selected using a program called PICK (see separate instructions in TU).

The first editor is responsible for keying the monetary amounts, including refunds, from the paper diary into the   Blaise questionnaire.

The expenditure item codes are selected by the first editor using computer-assisted coding. Most items will be coded from a coding dictionary; but take away food and meals bought/ consumed away from home and all alcohol items **must** be coded using the hierarchical coding frame.

In 10% of cases a second editor is responsible for re-keying the monetary amounts in order to verify accuracy of the initial keying.

The **first** editor also runs range checks for improbably large amounts, and on the paper diary identifies codes which replicate household expenditure items.

Accuracy is of paramount importance. If you are uncertain about any aspect of keying or verification, or have doubts about the veracity of information on the paper diary, please discuss with your supervisor immediately: do not guess.

3.2   London contacts

Any problems with keying or editing the paper diary should be referred by a supervisor to the FES team in London:

The contacts are:

Procedure/diary design: **FES Research**
                                            Pete Betts (ext 5437)
                                            Dave Wood (ext 5443)

Coding advice/
Currency conversion: **FES Field (editing)**
                                            Peter Braj-Dyal (ext 5426)

Flow of cases/persistent
interviewer problems: **FES Field Officers**
                                            Chris Ash (ext 5447)
                                            Adam White (ext 5449)

Technical problems with
fact sheets/reports: **SCB**
                                            Steve Edwards (ext 5348)

4.   Keying instructions

<u>4.1</u>   <u>Accessing case and keying serial number</u>

Editor 1 should take these steps:

At the start of a shift check the white board for any updates.

Before starting to code a diary CHECK:

-       that the number of items to be keyed will not exceed 249;

-       whether till receipts mention any coupons;

-       if there are more than 249 items or coupons are used take the case back to your team leader for
        advice.

Ensure that the serial number on the hard cover and the fact sheet agrees with the number in the Interviewer
Use box on the front page of the paper diary. If it does not, refer to your team leader.

Follow local instructions for getting to the Blaise menu.

On the menu screen select **<Examine form>**.

This will bring up a screen with four variables which are the complete serial number for the case:

AreaNum	(this is the quota number)
AddrNum	(this is the address number within the quota)
HHNum	(this is the household number at the address)
PerNum	(this is the number of the person within the household)

You are then ready to enter the serial number. Please do this **very carefully** as any errors may lead to a lot
of additional work for both SCB and editing staff.

Enter the number shown in the area box on the paper diary at **AreaNum** on the Blaise diary, not from the
front of the folder.

Enter the number in the Ser box on the paper diary at **AddrNum** on the Blaise diary.

Enter the number in the Hld box on the paper diary at **HHNum** on the Blaise diary. This number will usually be 1 and should not be greater than 3. If the number shown on the paper diary is 0 check with your team leader (it will usually mean that the number should be keyed as 1).

Enter the number in the Per box on the paper diary at **PerNum** on the Blaise diary. For adults the number will be 1-10, for those under 16 the number will be 11-20. Take **extra** care when keying the person number because you will be routed to different questions depending on whether an adult or a child's person number is keyed.

If you have entered a serial number which is not on the database a message will come up **"Key not found".** Contact your team leader who will ring London for advice.

If you have entered a correct serial number additional questions will appear on screen:

     PABEd1 (this is the first editor's number)
     PABEd2 (this is the second editor's number)
     CheckMe1   (this is for running the range checks)
     IntBox   (this is routed on under 16 diaries only)
     PAB_DONE   (this indicates the current status of the case)

At **PABEd1** enter your own interviewer authority number
(numbers outside the range 4000-4999 will not be accepted).

Leave **PABEd2** blank by pressing the Enter/Return key.

At **CheckMe1** you will be asked if you want checks switched on. Code 2 (no) at this stage, but remember you **must** run the checks before signing off the case.

At **CheckMe1** an error message will appear. Suppress this (Shift + F3) at this stage.

IntBox will be routed if you are working on a diary of a 7-15 year old (ie if you have keyed 11-20 at **PerNum**). Look at the back cover of the child's diary to check whether the number "1" has been ringed at the top of the page - if it has, the field interviewer should have made a note to the effect that they believe that the child's usual pattern of expenditure was altered because they were actually keeping a diary.

Whether or not there is a note, if the number "1" is ringed code 1 at **IntBox** and attach a query slip to the outside of the hard file cover to bring it to the attention of London editors.

PAB_DONE should be coded 2 (no) at this stage. PAB_DONE must never be coded 1 (yes) until initial coding has been completed. On completion of coding, editor 1 should return to **CheckMe**, re-code this to 1 (yes) and run the edit checks by pressing END (see 4.4 below). When these have been run and resolved return to PAB_DONE and code 1 (yes), or 5, 6 or 7 (if nil expenditure).

4.2   *Keying expenditure items: general procedures*

Detailed notes about incomplete and unclear data are covered in section 6.

Every row of the diary starts by you entering the diary day (1-14)

You must press ENTER to confirm any answer **unless** the answer completely fills the answer field, in which case you will jump to the next question. If you accidentally press ENTER after one of these answers, you will jump too far. If you think this has happened, arrow up to check that the previous question has been filled.

We must not have any empty rows in between filled rows in the Blaise diary. If you miss a row completely it is acceptable to fill it in using information from later in the paper diary, preferably from the same day, but if this is not possible from a later day (in which case the correct number must be entered at the variable **Day**).

If you have to do this write a clear note in red ink on the paper diary at the point where the transferred item has been keyed to ensure that the verifying editor does not key items out of sequence.

Generally, if you key anything into the Blaise diary out of sequence to the paper diary it is **essential** that you make a clear note or amendment on the paper diary so that the verifier knows what you have done.

If a paper diary entry needs to be amended, it should be crossed through in red and re-written, in red. Do not use Tippex or pencil. These entries all have to be signed by a team leader either in the diary or on the query sheet.

Queries that stop you carrying on with a diary should be referred to the team leader. Other items or queries needing initialling should be put on a query sheet to be dealt with by the team leader when the rest of the diary has been coded.

Specific points about completing questions on the Blaise diary are covered below. If anything is not satisfactorily covered or you are in any doubt about procedures, please check with your supervisor.

_4.3_   _Where and how to key expenditure information_

Questions on the Blaise questionnaire

Day   This is where the day of payment is entered.

KeyText This is where the description of the item is entered and computer-assisted coding is used to assign the correct expenditure code.

Paid1   This is where the amount paid for the item is keyed.

Credit   This records whether an item was paid for with a credit, charge, shop or store card.

Qualif   This is used to identify goods consumed by shopkeepers or farmers from their own business, and non-business refundable expenditure, such as an informal payment of a bus fare or a meal by a friend.

ChildD   This is routed only on adult diaries (ie if PerNum is keyed 1-10) and only if the codes for school meals, state school travel or pocket money are selected. The field is coded if money is being given to a child in the household who is keeping a diary.

Refnd1   This codes the amount of expenditure, if any, that is refunded for business purposes. The field is also used by London editors for abatement (reduction or deletion) of amounts because of information recorded in the Household or Income questionnaires.

Shop   This records where the item was purchased. It applies to most expenditure items, but is not routed for meals out or services (housing costs, utilities, etc.). It is not routed on diaries for those under 16.

Paid2   These fields are only used by the verifying editor.
Refnd2

Day

At this question enter the day in the fortnight that an item is bought, e.g. for a purchase on page 8 of the paper diary you would key 1 at **Day.**

If there is no purchase for a particular day do not enter a number at Day and do not leave a blank row between filled rows.

Enter a description of the diary item, eg cooked ham, mens shoes.

Press ENTER.

You will be taken into the computer-assisted coding (CAC) box.

<u>Using the coding dictionary</u>

For certain types of purchase you may then access the coding dictionary to get a match for what you have keyed by pressing F1.

The best match may be the answer the cursor alights on. However, there may be a better match among other answers close by - if so, move the cursor to this. When you have chosen the correct match press ENTER.

At the foot of the CAC box a 6 digit code will appear with a broad classification of the type of expenditure that you have selected. It is important that you check this as some words may be classified under more than one expenditure heading, eg "nuts" may be food, materials for home maintenance ("nuts and bolts"), or even coal.

If you are satisfied that your coding choice is correct press ENTER. The code will automatically be entered in the second **KeyText** box.

Wrong code selected

If, after selecting the code you realize that you have described the item wrongly and therefore picked the wrong code:

Return to the KeyText field containing the code and press the SPACEBAR once. This will delete the code and return you to the hierarchical coding frame top level. To edit the text description press F2; this will place the cursor against the word "description" at the foot of the CAC box. Key in the correct description, then press ENTER, then F1 to find a correct match.

Incomplete code

Occasionally, if you mis-key, you may see this message at the foot of the CAC box:

< Incomplete code OK? Y/N >

Always key N (no). An incomplete code is never acceptable.

If you are unsure how to proceed, refer to your supervisor immediately.

The coding dictionary (F1) may be used for the following types of expenditure ONLY:

Those in sections 1 on the left hand page and sections 4, 5 and 6 on the right hand page of the paper diary, viz.

1.   Food and drink brought home (except alcohol)
4.   Regular purchases
5.   Clothing and footwear
6.   Any other payments today

The coding dictionary MUST NOT be used to code items in sections 2 and 3 of the adult paper diary, or items identified as school meals or hot or cold meals/snacks on a child's diary.

Using the hierarchical coding frame

On an adult diary, take away meals (section 2 of paper diary) and food and drink bought and consumed away from home (sections 3A, 3B and 3C) must be coded using the hierarchical coding frame. You should also use the hierarchical coding for any alcoholic drinks in section 1 or 3.

Hierarchical coding may also be used to assign a code for an item in any other section which cannot be found using dictionary coding.

With hierarchical coding, when the CAC box comes up, you code from this instead of hitting F1.

There are three levels of codes. The first is the broad area of expenditure (e.g. 03 for food); the second is the sub-category of expenditure (e.g. 03.12 for take away meals eaten at home); the third is the detailed individual code (e.g. 03.12.01 for hot take away meals eaten at home). Occasionally, not all hierarchical codes at one level will appear on the same screen; use PageDown to access the continuation screen.

In adult diaries (PerNum 1-10) for items in section 2 and 3 of the paper diary, type 03 for food. This will bring you to the second level of codes. Type second level codes as follows:

Item	Category	Second level code
2	Take away meals eaten at home	12
3A	Meals bought at work, school	13
3B	Meals bought at catering establishment	14
3C	Meals bought at shop/other outlet	15

After keying the second level code you will be taken to the third level. Enter the correct third level code.
Check that the full six number code at the foot of the CAC box is correct. For example, a hot take away meal eaten at home should be code 03.12.01. If you are satisfied that the code is correct press ENTER.

Using the hierarchical coding frame (cont)

With alcohol the key distinction is between alcohol bought at off-licensed premises and alcohol which is both bought and consumed on licensed premises. Alcohol brought home will be in section 1 of the paper diary, alcohol consumed away from home will be in section 3A, 3B or 3C.

Children's diaries

The following items in childen's diaries must be coded hierarchically:

school meals	03.16.01
hot meal/snack away from home	03.16.02
cold meal/snack away from home	03.16.03

If it is not clear whether a meal is at school or not, a decision should be made based on whether it is a school day and the price.

Items such as ice creams, sweets and soft drinks should not be coded 03.16 but should be coded using the dictionary (F1).

Adult codes 03.12, 03.13, 03.14 and 03.15 must not be used in children's diaries.

If, before pressing ENTER, you find that you have selected the wrong code you can return to the higher level codes by pressing the BACKSPACE key, and then select the correct code.

Items in the wrong place

Respondents sometimes put items in the wrong section of the paper diary. This is only really a problem if the item needs to be coded hierarchically, ie for take aways and meals away from home. Items in those categories do not need to be transferred to the appropriate place on the paper diary. Just write the correct code next to it in red.

To avoid keying and verification problems, you are advised to check each page of the paper diary for correct placing of items **before** you start keying that day.

No expenditure

Occasionally there will be no expenditure at all perhaps because a partner is housebound and the other pays for everything; or a child who is keeping a diary doesn't actually spend anything.

Check page 42 of the paper diary to see if the interviewer has explained the circumstances. If there is no explanation refer to your supervisor, who should contact Research in London for advice if necessary.

If you have a diary with nil expenditure don't key anything on the main diary pages but go back to **PAB_DONE** and code 5 "Nil expenditure".

Sometimes there will be no expenditure either in Week 1 (days 1-7) or Week 2 (days 8-14). In this case, key the expenditure in the usual way. On completion return to **PAB_DONE** and code either 6 (Nil expenditure Week 1) or 7 (Nil expenditure Week 2).

Inadequately described items

Instructions for these are covered in section 6.

<u>**Paid1**</u>

Enter the payment shown in the "amount paid" column for the item in Paid1. The amount should be entered in pence, eg £52.30 should be keyed as 5230.

If there is a doubt as to whether the amounts recorded are £s or pence, refer to your supervisor.

Check whether money spent abroad is in £ sterling or foreign currency. If it is the latter, you will need to ring Peter Dyal (ext 5426) who will work out the conversion to £ sterling. Do **not** key any amount that is in foreign currency, until this has been converted to £ sterling.

If the amount paid is missing, refer to your team leader.

Often a till receipt will have been attached to the paper diary but items not transferred to the diary pages. This is acceptable but **only** if there is sufficient detail to identify the exact type of purchase, the date of purchase, the shop, the amount and whether a credit card was used. Till receipts with insufficient detail should be referred to your team leader who will arrange for the case to be returned to the field interviewer.

If items from a till receipt have been duplicated in the paper diary, cross through the paper diary entries and code from the till receipts.

<u>**Credit**</u>

Check the column headed "CREDIT" on the paper diary to see whether the item was bought with a credit, charge, shop or store card.

If the number 3 is ringed against the item in the paper diary, key 1 at **Credit**; if not key **5 (no).**

If there is any indication that the item was purchased with a **debit card**, such as Barclays Connect or Switch, code 5, not 1.

This question is used to identify self-supply items, ie those obtained from a self-employed respondent's own business, and non-business refundable expenditure.

Code 1 should be used where the words "own shop" or "own farm" have been entered against the item to indicate that a shopkeeper or farmer consumed items from his or her own business but did not actually pay out any cash.

Code 2 should be used for items which have been or will be refunded, but for informal rather than business reasons.

Examples include payments for meals, snacks, tea clubs, fares and other expenses by a respondent which are to be refunded by someone who is not an employer and which a self-employed person is not claiming against income tax.

Code 2 should also be used for items which are acquired on account, e.g. monthly accounts, grocery accounts, but where the account itself is not paid during the fortnight.

If in doubt whether the refund is for business or not, contact Peter Dyal or Dave Wood.

If neither code 1 or 2 applies, leave the field empty by keying ENTER.

ChildD

This will be routed only if you are in an adult diary and if you have selected pocket money (14.03.01), school dinner money (03.13.02) or school travel (11.02.10) at **KeyText.**

Field interviewers have been instructed to enter the letter "D" in an adult diary if any of these items are being given to a child in the household aged 7-15 who is keeping a diary. If "D" is not entered look at the fact sheet to see if the child is keeping a diary; if it is, enter a "D" in red next to the entry.

If the money is given to a child keeping a diary key 1 (yes) at ChildD; otherwise press ENTER.

<u>**Refnd1**</u>

These questions cover refunds of **business expenditure.**
The FES excludes business expenditure, so this needs to be identified in the diary.

If there is a item entered in the REFUNDS column of the paper diary, check first whether this is non-business, i.e. is it an informal refund which should be entered at **Qualif?**
If it should, enter at **Qualif**, delete from the REFUND column on the paper diary and make a note to inform the verifier.

Insurance claims and local authority grants are not business expenses. If these are mentioned, accept the amount at **Paid1** but do not enter at **Refnd1.** Delete these from the refund column of the paper diary if shown there.

If the item seems to be a legitimate business expense, enter the amount refunded at **Refnd1.**

If there is no business expenditure, simply press ENTER.

This field is also used by editors in London if diary items have to be abated because of information in the Household or Income questionnaires.

Detailed instructions for abatements by London editors are covered in section 7.

<u>**Shop**</u>

This question allows RPI to compare expenditure patterns at major stores with those at smaller outlets.

This question is now routed for most expenditure items but not for take-away meals, meals consumed away from home or services.

Check the name of the shop entered by the respondent. If it is on the shop card list of codes, select the appropriate code number.

2	Not a shop on SHOP CARD
5	Aldi
6	Argos
7	Asda
8	B & Q
9	Bainbridge
10	British Home Stores
11	Bonds
12	Boots
13	British Gas
14	Budgens
15	Burton
16	C & A
17	Caleys
18	Cole Brothers
19	Co-op
20	David Gregg
21	Debenhams
22	Dixons
23	Dorothy Perkins
24	Farmfoods
25	Food Giant
26	Gateway
27	George Henry Lee
28	Granada
29	Heelas
30	Iceland
31	Jessop
32	John Lewis
33	Knight & Lee
34	Kwik Save
35	Leos
36	Littlewoods
37	Lo-cost
38	Marks and Spencer
39	MFI
40	Morrisons
41	Mothercare
42	Netto
43	Normans Superwarehouse
44	Pioneer
45	Peter Jones
46	Presto
47	Robert Sayle
48	Safeway
49	Sainsburys
50	Savacentre

51	Shoprite
52	Somerfield
53	Superdrug
54	Tesco
55	Threshers
56	Trewins
57	Tyrrell & Green
58	Victoria Wine
59	Waitrose
60	WHSmith
61	William Low
62	Woolworths
63	Stewarts (NI only)
64	Wellworth (NI only)
65	Car boot sale
66	Do-it-All
67	Homebase
68	Index Catalogue Shop
69	Texas
70	Charity Shop
71	Jumble Sale
72	Crazy Prices (NI only)
73	Curleys (NI only)
74	Dunnes Stores (NI only)
75	Supervalu (NI only)
76	Westside Stores (NI only)

If the description is local shop, market, milkman, or similar code 2 (no).

If the respondent has failed to record the point of purchase check where these items are usually bought and code accordingly. If this is unclear, code 2 (no).

<u>**AnyMore (and running out of space)**</u>

The Blaise diary allows for 249 separate items, split into 3 blocks of 83 rows. If you key more than 83 items, you will come to a question called **AnyMore** asking whether there are more items to enter. If there are, code 1 and you will reach the next block (where rows are numbered B1-83). If there are more than 166 entries you will come to another AnyMore question which if coded 1 will bring you to block C (rows numbered C1-83).

If you have more than 249 separate items in the paper diary, you will have no more rows in the Blaise diary. This will not happen often, but if it does, contact your team leader who will reduce the number of items by coding items that are the same to one rather than to multiple entries - where this is possible.

<u>**AnyInt**</u>
<u>**AnyWin**</u>

When all expenditure for each day of the paper diary has been keyed Editor 1 will need to key any interest on credit cards or winnings shown on page 38 of the paper diary.

Check page 38 to see if interest or winnings is recorded.
If there are no entries return to **CheckMe** to run range checks.

If there is an entry on page 38 you will need to jump to the tables for interest and/or winnings on the Blaise questionnaire.

After keying the final diary purchase press Ctrl-F1. **"Question number?"** will appear at the bottom of the screen. Key 1, then press ENTER twice. This will take the cursor to the question **AnyInt.**

Do not enter 1 at the question "XJUMP" - leave blank.

<u>**AnyInt**</u>

If any interest on credit card accounts is shown on page 38 of the paper diary, key 1 at **AnyInt.** Use a separate row for each interest payment. If there is no interest page down to **AnyWin** if there are winnings; otherwise save the case by pressing Ctrl+ENTER.

<u>**PayInt**</u>

If AnyInt is coded 1 enter the amount of interest at PayInt.

<u>**IntCod**</u>

The computer will assign the correct code.

<u>**AnyWin**</u>

After completing AnyInt/PayInt PAGE DOWN (PgDn) to AnyWin. If any winnings from betting are shown on page 38 of the paper diary key 1 at AnyWin. Use a separate row for each type of winnings.

<u>**PayWin**</u>

If AnyWin is coded 1 enter the amount of winnings at PayWin.

<u>**WinTyp**</u>

Enter the following codes at WinTyp:

1	National Lottery Saturday draw	6	Lotteries, except National/Irish
2	National Lottery Wednesday draw	7	Football pools
3	National Lottery both draws	8	Bingo
4	National Lottery Instants/	9	Bookmaker, other betting
	scratchcards	10	THIS CODE NOT TO BE USED
5	Irish Lottery		

Code 10 must not be used. It has been included in case we need to add an additional code during the year.

<u>**WinCod**</u>

The computer will assign the correct code.

4.4   *Running checks*

When all diary entries have been keyed, including those on page 38, Editor 1 should return to the serial number screen and run the **CheckMe** checks by re-coding CheckMe to 1(yes) and pressing the END key.

Various checks on monetary ranges or accuracy of expenditure codes may be generated.

Range checks

There are range checks on most monetary values.
Although the ranges are fairly broad, checks may come up if an unusually large amount is keyed for an item. Any item less than 0.10p will also be checked.

The standard wording of the check is **< Should cost between   x and   y >.**

Look at the amounts that have been keyed and check these against the paper diary. Is the amount likely to be correct? For example, did the respondent have a big monthly shop or were goods being purchased for a wedding or party?

If the amount is correct, suppress the check and note on your error sheet that you have done so.

If the amount seems improbable refer to your team leader.

Expenditure code checks

Certain codes are checked because the main source of data for these is the Household Questionnaire. The codes checked include insurances, credit payments and educational courses.

If these are mentioned in the diary it is necessary to flag these so that a London editor can check whether corresponding amounts are recorded in the Household Questionnaire.

The check reads
< IF KEYTEXT = RESPONSE
Flag entry in paper diary and
check for entry in Household Questionnaire >

If you encounter this check, note which line of the diary it relates to and the item covered. On the paper diary place an adhesive sticker with the line number (e.g. A68) at the top of the appropriate page to enable a London editor to cross check the entry with the Household Questionnaire.

Then suppress the check.

4.5   PAB_DONE and Saving diary form

When the checks have been run, the PAB_DONE code should be changed to 1, 5, 6 or 7, depending on whether there is expenditure recorded each week.

Key Ctrl+ENTER to save the form.

A screen will appear with two options:

> < Stay in questionnaire >
> < Exit via Admin block >

If you need to stay in the questionnaire to check something, select the first option and you will be taken back to the serial number screen for the case.

Otherwise select the second option. You will then see the message
> < End of questionnaire reached
> Stop interview? Y/N   >

Select Y (yes).

You will then be taken to the serial number of the next case on the database. Do **not** go into this case unless it is the one you are due to work on next. Usually, you will have to key in the serial number of your next case (the number on screen will be overwritten when you start keying).

Before starting work on another case write your own authority number and date on the line "CODER" which is half way down on the front of the hard diary cover.

To return to the main diary menu at this stage press ESC.
The main menu will appear: at this you should select Exit.

When leaving a diary which is not complete, use <CTRL-ENTER> to exit. Ensure that the front of the diary has your Interviewer Number and initials, the date and details of what has been completed so far. If completing queries on a diary that has been coded by someone else do not change the interviewer number; but when the queries have been resolved, change PAB_DONE to 1, complete the bottom of the query sheet with YOUR IntNo, initials and the date ; then tick PAB DONE 1.

Staple the range check sheet and any query sheets into the back of the diary with the range check sheet on top.

5.   Verification instructions

5.1   Verification: general procedures

Verification must be not be carried out by the same editor who did the keying. 10% of all cases must be verified. The criteria for selecting cases for verification are determined by the supervisors and will be changed each month.

There is one stage of verification. This is a check on the keying of the monetary amounts and involves re-keying all amounts and refunds.

Any discrepancies found when verifying must be resolved with your team leader.

5.2   *Verification of monetary amounts*

Editor 2 should call up the case (see section 4.1)

Arrow to the question **PABEd2** and enter your authority number.

At **CheckMe1** code 2 and suppress the error that comes up (SHIFT+F3). The CheckMe checks should have been carried out by editor 1.

PAB_DONE should be re-coded 2 (No) until verification is completed.

On the first diary line arrow across to **Paid2,** which should be empty. If it is already filled, refer to supervisor.

Begin re-keying the amount paid for each item in the paper diary in the **Paid2** field.

Also, re-key any amount in the REFUND column on the paper diary in the **Refnd2** field.

Check the paper diary carefully for any notes made by editor 1 which indicate that amounts have been keyed out of sequence or are different to the amount originally recorded.

If the amount you key differs from what was keyed first time, an error message will appear.

Check in the paper diary which is the correct amount, take the cursor to the question shown in the error message which is incorrect (either **Paid1** or **Paid2,** or **Refnd1** or **Refnd2**), press ENTER and then amend the erroneous figure.

Items wrongly keyed by editor 1 should be noted on a separate error sheet.

If an item was completely missed by editor 1, enter the item on the next vacant row under the correct **Day.** You will have to complete all fields for the item including the CAC field and the verification. Make a note of the omission on your error sheet.

On completing the main diary verification, check whether there are entries on page 38 of the paper diary for credit card interest or winnings. If there are entries, jump to the table **AnyInt** (Ctrl+F1, key 1, then ENTER twice) and PageDown to **AnyWin** to ensure details have been recorded. If page 38 data have not been recorded, key them and note the omission on your error sheet.

Then press HOME to return to the serial number screen.

5.3   *Signing off the case*

When verification is completed and all discrepancies
resolved return to the serial number screen by pressing HOME.

Change the code at **PAB_DONE** to:

      1   if there is expenditure in both weeks of the diary

      5   if there is no expenditure in either week

      6   if there is no expenditure in week 1

      7   if there is no expenditure in week 2.

Save and exit from the case by keying Ctrl+Enter.

On the front of the hard cover of the diary enter your authority number and the date on the line marked
"CHECKER".

6. Incomplete information and coding points

This section covers some of the problems you may encounter where information in the paper diary is incomplete or cannot be readily coded to specific codes. A fuller guide to coding points will be found in the A-Z document.

6.1 Food and drink brought home

Items which have the same expenditure code

If there is one amount covering several items on a single line which all have the **same** expenditure code, no action is required, i.e. code the total amount. If the items are on separate lines code individually and split the price accordingly.

Items which have different expenditure codes

The action taken will depend on the type of expenditure.

Expenditure code 03.11.10 (food not defined) must only be used sparingly when it is impossible to determine what an item is. The supervisor should attempt to find out what the item is by ringing the shop (if a phone number is on the till receipt) or contacting the field interviewer.

Meat
If a respondent buys a bulk buy of various meats (e.g. for barbecues) the interviewer is supposed identify which types of meat were bought. You will then apportion the cost according to the formula in the A-Z. Meat not specified 03.05.12 should only be used where the individual types of meat are not specified.
Mince should be coded to beef mince unless clearly described as some other type of mince.

Grocery accounts
If a bill for a grocery account is paid during the fortnight and has been itemized on the paper diary, code items separately but delete the total amount (if shown). If the grocery account is **not paid** during the fortnight any items acquired on such an account should be coded 2 at **Qualif.** If a non-itemized bill has been paid in the fortnight but the items acquired have not been listed, the case will need to be referred back to the field interviewer.

Fruit and vegetables as a single entry
If fruit and vegetables are given as one total, divide the amount equally between fresh fruit and fresh vegetables.

Food stamps
The **purchase** of a food stamp should be coded 03.17.01.

Christmas hampers
This is usually an instalment payment in which case 14.01.01 will apply. If the purchase is definitely an outright purchase code 03.11.10. If in doubt refer up.

6.2 Regular purchases

Items which have same expenditure code

If there is one amount covering several items which all have the **same** expenditure code, no action is required, i.e. code the total amount.

Items which have different expenditure codes

The following expenditure codes must be used **very sparingly.** If you do use them, flag the case up.

07.08.01 Household goods, n.o.s.
09.07.01 Personal goods, n.o.s.

_6.3_   _Take away meals brought home_

If the respondent has not ticked whether the meal is hot or cold, code food items as hot and soft drinks as cold unless this is obviously unlikely.

6.4   *Meals bought and consumed away from home*

Meals bought and consumed at workplace, school

This includes purchases at a workplace the respondent is visiting, ie not his own, and should also include subsidized meals for students.

If "mess bill" is mentioned for someone in HM Forces and food and alcohol have not been separated, allocate 2/3 of the amount to food at workplace and 1/3 to alcohol on licensed premises.

Meals bought and consumed at catering establishment

Alcohol bought with a meal out should have been entered separately in the alcohol section, eg wine with meal. If it is mentioned as being taken with the meal but the amount has not been split allocate 2/3 to the meal out and 1/3 to alcohol on licensed premises, n.o.s.

If it is not clear whether alcohol is included, refer up for advice.

6.5   *Alcohol*

Round of drinks at pub should be coded as alcohol at licensed premises, n.o.s. (04.02.08).

alcoholic lemonades, hooch, etc. should be coded 04.01.07 or 04.02.07.

6.6   *Private Catering*

This section covers the codes to be used for catering expenses for weddings, parties, anniversaries, funerals, etc.

Different codes are used for contract catering, catering provided by the household, catering for funerals, etc.

Contract catering

Catering by contractors should be coded 08.05.01 **except** for funerals which should be coded to funeral expenses (08.04.08).

Catering provided by the household

Catering provided by the household should have been itemized (eg separate amounts for bread, cakes, champagne, etc.). If expenditure has not been itemized, the case will need to be referred back to the field interviewer.

Cheese and wine and Christmas parties

If expenditure has not been itemized, the case will need to be referred back to the field interviewer.

Children's parties

If contract catering code 08.05.01; otherwise code 13.01.04.

6.7   *Clothing and footwear*

If sex, or age of child under 16, is not given and cannot be deduced the case should be referred back to the field interviewer.

6.8   *Cash gifts*

Cash gift to person in household

Cash gifts to adults - code 14.03.06
Pocket money to children under 16 - code 14.03.01
(NB: this code cannot be used in a youth - under 16s - diary)
Wages for au pairs and domestic help (except child care) - code 08.01.01

Cash gift to person outside household

If a specific item or present is bought it must be coded to the item. If this is not stated, refer back to the field interviewer to find out what was bought.

A cash gift should be coded 14.03.02.

A gift voucher (purpose not specified) should also be coded 14.03.02.

Informal cash loans

Cash loans in the lender's diary should be deleted.
A repayment of a cash loan should be coded 14.04.06.

6.9 *Expenditure abroad*

Definition

Abroad includes the Isle of Man, Channel Islands and the Irish Republic.
Always check page 42 of the paper diary as, if a holiday was taken, the respondent should have noted:
- the total amount of money taken away
- the dates and duration of the holiday.

Business trips

Travel and accommodation expenditure should be refunded. If it is not claimed as a refund, refer to Research for a decision.

Package holiday and accommodation costs

Code 13.04.02 for:
Package holiday deposit and full payment
Accommodation costs for non-package holidays
Campsite fees

Timeshares

Timeshare purchase and accommodation costs should be coded 13.04.03.

Duty free purchases

Duty free purchases in the UK should be coded 13.04.05
Duty free purchases abroad should be coded 13.04.04.

Foreign currency or travellers cheques

Any amounts of foreign currency must be converted to sterling. Ring Peter Dyal (ext 5426) for advice.

The currency and cheques should be coded 13.04.04.
Commission on these should be coded 13.04.07.
If commission is not given estimate 2.50 or 1% of the total amount.
If the holiday starts **after** record-keeping the total value of the foreign currency and travellers cheques (excluding commission) should be **deleted.**

Money spent abroad

Money actually spent abroad, excluding items mentioned above, should be coded 13.04.04.

If a holiday starts **during** diary keeping but ends **after** the fourteenth day of the diary you will need to apportion the money taken abroad according to the number of days spent abroad in the fortnight.

Example:

A person takes £300 in travellers' cheques, leaves the UK on the 9th day of record-keeping and is away for 7 days.

Assume all the money is spent. So average daily expenditure will be
£300 / 7 = £42.86.

As the respondent is away for 6 days of record-keeping (days 9-14) the amount spent during record-keeping will be 6 x £42.86 = £257.16.

If there is insufficient information to calculate money spent abroad refer to Research.

<u>**6.10**</u>   <u>**Vehicles**</u>

Vehicle payments

An outright purchase of a vehicle in the diary should be coded:

10.01.01 for a new car
10.01.02 for a second hand car
10.01.03 for a new or second hand motor cycle

A loan instalment payment for a vehicle should be coded 14.04.04.

A hire purchase down payment or repayment for a vehicle should be coded 14.04.05.

<u>**6.11**</u>   <u>**Mail order payments**</u>

Only payments made to the mail order organization should be entered in the diary. If the cash price of an item obtained through mail order has been entered, it should be deleted. If in doubt, refer to your supervisor.

6.12   Any other payments

Items which have same expenditure code

If there is one amount covering several items which all have the **same** expenditure code, no action is required, i.e. code the total amount.

Items which have different expenditure codes

The following expenditure codes must be used only sparingly; if you do use them, flag up the case.

07.08.01 Household goods, n.o.s.
09.07.01 Personal goods, n.o.s.
14.06.01 Other household expenditure

If there is one amount covering items that have **different** codes, enter items separately and divide the price by the number of items.

6.13   Vouchers

If a voucher is used to reduce a bill, all items covered by the voucher should be reduced in proportion to the value of the voucher (assuming that the interviewer or respondent have not already done so). Refer up ambiguous cases.

7.   **Diary procedures for London editors**

This section covers linkage and abatement procedures to be carried out by London editors.

The main tasks to be carried out by London editors involving the diary are:

to resolve any outstanding coding queries

to ensure that household expenditure codes in the diary have equivalent entries in the Household questionnaire

to carry out any abatement of diary items because of answers at the business refunds questions in the Household or Income questionnaires.

Diary assignment

A case, including the relevant diaries, will be assigned to London editors by the senior supervisor.

Outstanding coding queries

Titchfield coders will usually have resolved queries with London before sending the case up. But there may be some points which cannot be sorted out until an editor has gone into the Household or Income questionnaires, eg should a child's travel to school be coded as state or private school travel?

These queries will be noted on the front of the paper diary or, occasionally, on the diary pages. The London editor assigned the case must resolve any queries and, if necessary, amend any erroneous diary code.

Linkage

There are a number of checks in the diary on codes which relate to household expenditure items, such as rent, mortgages, insurances, vehicle expenditure and credit repayments.

The checks warn that if a payment is made in the diary, a corresponding payment would be expected in the household questionnaire. The checks are activated at Titchfield at the **CheckMe** question and are flagged by a Titchfield coder with a red or blue adhesive sticker.

Where such a payment has been flagged the London editor should go into the Household questionnaire to see whether there is an entry at the relevant question. If the diary entry is described as a first payment it may be assumed that there will not be a Household questionnaire entry. If, however, there is a diary entry but no corresponding household payment, and no satisfactory explanation for the discrepancy, the case must be referred up to the supervisor who will decide whether the case should go to Research.

The most frequent examples of discrepancies between diary entries and corresponding Household questionnaire items are:

> Loan, hire purchase and mail order payments in the diary without such payments at QLOANS, QHP or QCLUB.

> Fees for leisure classes not mentioned in household.

> Insurance premiums in diary but no corresponding entry of the same type in the household.

> Rent and mortgage payments not in household because diary payments relate to a second dwelling.

If you cannot resolve the discrepancy, refer to supervisor, **do not guess.**

Abatements

Diary items may be abated because of answers at QREFUNDS in the Household Questionnaire, or at c_EMPJB1.Malinpay or d_Slfjb.SeBusExp in the Income Questionnaire.

The purpose is to abate (reduce or delete) diary expenditure so that

business refunds from an employer are eliminated from the diary

for self-employed people, expenditure which can be claimed as business for tax purposes is eliminated from the diary

The amounts by which you abate will depend on whether this is an employer refund (QREFUNDS in the Household questionnaire), mileage allowance (c_EMPJB1.Malinpay in the Income questionnaire) or self-employed tax claim (d_Slfjb.SeBusExp in the Income questionnaire).

Specific instructions for the amounts by which to abate are given respectively at the instructions for these questions in the Household and Income questionnaire instructions.

Abatements are carried out at the **Refnd1** question in the diary.
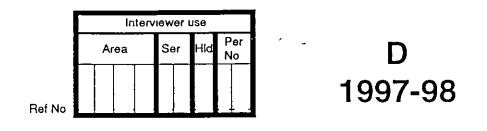
8.   Suggestions and Procedural changes

As you work on the diary you may see gaps in the coding dictionary where additional codes are required. Suggestions for new dictionary entries should be sent to Pete Betts at the end of each week.

If advice is required about specific codes your supervisor should discuss with Dave Wood (ext 5443), or, in her absence, Pete Betts (ext 5437).

Specific coding decisions of general interest should be E-mailed by Titchfield to all supervisors in London and Titchfield. Any procedural changes will also be notified by Pete Betts on a diary decision form.

FAMILY EXPENDITURE SURVEY

Interviewer use			
Area	Ser	Hld	Per No

Ref No

D
1997-98

Diary of Spending

Please read the notes and look at the examples on page 2 - 7 before you start completing your diary

If you are not sure how to record any information please talk to our interviewer

All the particulars you give in this diary will be treated in **STRICT CONFIDENCE**
Please do not put your name or address on it

The interviewer will call again on

DAY	DATE	TIME

How to complete your Diary

- As the information you give is used when calculating the Retail Prices Index it is important to provide details of **each** item you buy

- Write down everything you personally pay for during the fourteen days by cash, cheque, postal order, credit card, shop or store card, debit card, or luncheon voucher

- If you have a till receipt which does not list the items you purchased please try to remember what you bought and record each item with its price Please **do not** just put a total covering a lot of different items because, if you do, we may not be able to use the information

- Make your entries as soon as possible after you get home to make sure you don't forget anything

- Show each item, however small, on a separate line

- After each item enter the amount you spent on it

- If you use a voucher or coupon to save money on your shopping bill, please state which items are covered by the voucher or coupon

- If you ask someone else to buy things for you, but you pay for them, include these purchases in your Diary

- If you purchase an item with a credit card (eg Access or Visa), a charge card (eg American Express) or a shop or store card (eg John Lewis), enter the item and the amount paid and then ring the number 3 in the box to the right of the amount paid

- Do **not** ring the number 3 if you purchase an item with a debit card such as Switch or Barclays Connect - just enter the item and the amount paid

- If any item will be claimed as a business expense from, or will be refunded by, a business or organisation, enter the amount to be refunded or claimed in the column headed "REFUNDS" If the item is not to be claimed or refunded, leave the "REFUNDS" column blank

- If you pay anything into a budget account or mail order club, write "payment into budget account (or mail order club)" and then the amount you pay in Don't record the goods you obtain from these clubs

- If you are buying anything on hire purchase or credit sale write down the item and the amount of your payment If you start buying anything on h p during the fortnight note whether this is a **first** or **down** payment

- For all food brought home, regular purchases, clothing or any other items bought at a shop or supermarket write down in the box provided the name of the shop where the item was bought If it is a small, corner shop write "Corner shop" If it is from a car boot sale write "Car boot"

- If you give someone a present of **money** or pocket money for them to spend as they choose please state who received the money If the money is for a specific purpose, such as school dinner or travel money, please state the purpose and who received the money

- If you buy someone a **gift** (e g for Christmas or a birthday) please state **what the item is**, don't just use the word gift or present

Please remember to start a new page for each day of your Diary

Use the left hand pages for

- Food and drink brought home

- take away meals and snacks eaten at home

Please see the examples on page 4 and the notes on page 6

Use the right hand pages for

- meals, snacks, alcohol and non-alcoholic drinks bought and **consumed away from home**, including

    - those bought at work or at school

    - those bought at a cafe, restaurant, hotel, pub, sandwich/burger/pizza bar, etc, including separately meals out and alcohol

    - those bought at a shop, supermarket, kiosk, including sandwiches, confectionery, ice cream and soft drinks

- Regular purchases including
    newspapers, cigarettes, stamps, stationery, cosmetics, toiletries

Please see

the examples

on page 5

and the notes

on page 7

- Clothing and footwear

- Any other payments including
    petrol, parking and other motoring expenses,
    bus and rail fares, household bills, day trips, entertainment,
    household and leisure goods, domestic help, hairdressing,
    baby goods, medicines, presents, pocket money,
    charities, National Lottery, etc

Use page 38 to record

- Interest shown
    on a credit/charge/shop/store card
    account you **pay** during the fortnight

- Any winnings from betting you receive during the
    fortnight

On pages 39-41 there is a reminder list of items

Please check the list as it may remind you of things
you have forgotten to put in the Diary

On page 42

Complete the grid if you go on holiday abroad

1 Food and drink BROUGHT HOME (except take away food (section2))	Name of shop where bought	Amount paid £	p	CREDIT Ring if bought with credit, charge or shop card	REFUNDS Amount refunded or claimed as business £	p
Chicken (uncooked)	Sainsburys	4	15	3		
Fish cakes	"	1	80	3		
Potatoes (fresh)	"		97	3		
Kidney beans (tinned)	"		49	3		
Fruit (fresh)	"	1	40	3		
Lasagne (dried)	"		70	3		
Pasta sauce	"		90	3		
Ravioli (tinned)	"		69	3		
Corn flakes	"	1	40	3		
Bread	"		55	3		
Cakes	"	1	30	3		
fruit yoghurts	"	1	10	3		
Teabags	"		92	3		
Potato crisps	"	1	20	3		
Whiskas	"		84	3		
Lamb (uncooked)	"	4	06	3		
Sausages (uncooked)	"	1	10	3		
Milk bill - fresh milk	Milkman	3	20	3		
- eggs	"	1	10	3		
Table Wine	Victoria Wine	3	99	③		
Whisky	"	8	99	③		
				3		
				3		
				3		
				3		
				3		
				3		
				3		
				3		
				3		
				3		
				3		

2 Take away meals and snacks EATEN AT HOME
(include meals delivered to home, eg pizzas, and meals on wheels)

Brief description	Please tick Hot	Cold					
Pizza	✓		3	99	3		
					3		
					3		

PLEASE LIST ALL ITEMS BOUGHT AND AMOUNTS PAID DO NOT JUST ENTER TOTALS FOR SUPERMAKET BILLS

	Amount paid		CREDIT Ring if bought with credit charge or shop card	REFUNDS Amount refunded or claimed as business	
	£	p		£	p

3 Meals, snacks and drinks including alcohol CONSUMED AWAY FROM HOME

A. Bought at workplace, canteen, staff dining room, school

	£	p			
Meal at work	2	20	3		
School dinner money for son	2	00	3		
			3		

B Bought at public house, cafe, restaurant, hotel, fish and chip shop, sandwich bar (list individually beer, table wine, sparkling wine, sherry, port, spirits)

	Where consumed		Please tick			£	p			
	On premises	Off premises	Hot	Cold						
	RING									
Meal out	①	2	✓			25	52	③		
Table wine	①	2				8	95	3		
Pint of lager	①	2				1	95	3		
	1	2								

C Bought at shop or other outlet (list individually confectionery, ice cream, and drinks)

Brief description	Please tick		£	p			
	Hot	Cold					
Sandwich		✓	1	20	3		
Can of beer			1	10	3		
Chocolate bar		✓		21	3		

4 Regular purchases
eg newspapers, cigarettes, stamps, stationery, cosmetics, toiletries (If you have included these in section 1 do not repeat here)

	Name of shop where bought	£	p			
Newspaper	Local newsagent		45	3		
Cigarettes	"	2	40	3		
Toothpaste	Boots		93	③		
Toilet rolls	"	1	69	③		
Kitchen towels	"	1	90	③		
Deodorant	"	1	75	③		

5 Clothing and footwear

For Male (describe item)	For Female (describe item)	Age (if under 16)	Name of shop where bought	£	p			
Jacket			John Lewis	49	99	3		
	Shoes	8	"	8	99	3		
						3		

6 Any other payments today
include petrol, parking fees, fares, household bills, day trips, entertainment, other betting, household goods, pocket money, charities, holidays,
National Lottery list entry to Saturday, midweek or both draws separately, also list scratchcards separately

	Name of shop where bought	£	p			
Petrol	Sainsburys	18	50	③		
Parking fee	-	2	00	3		
Admission to football match	-	8	00	3		
National Lottery (Saturday draw)	Woolworths	2	00	3		
Daughter's riding lesson (first payment)	-	15	00	3		
China ornaments	Car boot	16	27	3		
Pocket money to son	-	10	00	3		

1. HOW TO DESCRIBE THE FOOD AND DRINKS YOU BRING HOME

For some food items we need a detailed description   Look at the examples on pages 4 and 5 as well as these notes

Meat and poultry
If uncooked state type of meat and uncooked
eg beef (uncooked), sausages (uncooked), chicken (uncooked)

If cooked or prepared meat dish state type of product
eg luncheon meat, chicken pie, shepherd's pie, moussaka

Fish
If uncooked, smoked, dried, canned or bottled fish no need to state
type of fish, just state fish (uncooked), fish (tinned), etc

If prepared fish dish state type of product eg breaded scampi, cod mornay

Vegetables (including tomatoes)
State type of vegetable and whether fresh, frozen, tinned, bottled or dried
eg onions (fresh), tomatoes (tinned), peas (frozen), instant potato

If prepared vegetable dish state type of product eg frozen vegetable lasagne

Pasta
State whether fresh, dried or tinned eg spaghetti hoops (tinned)

Fruit
No need to specify type of fruit, just state whether fresh, tinned, bottled ,
dried or frozen

Milk
State whether fresh, dried, tinned, baby milk or cream If you pay a milk bill
which includes items other than milk give the price of each item

Alcohol
State type, eg beer, table wine, sparkling wine, sherry, port, spirits or
liqueurs

Drinks (except alcohol)
Itemize separately tea, coffee, food drinks, fruit juice and squash,
carbonated drinks (eg lemonade) and mineral water

2.   TAKE AWAY MEALS AND SNACKS EATEN AT HOME

This section covers all hot and cold food bought at a catering establishment
and taken home to eat This will include any meals delivered to your home
such as pizzas and meals on wheels Give a description of the meal
(eg Chinese take away) and tick whether it is bought hot or cold

3. MEALS, SNACKS, ALCOHOL AND OTHER DRINKS CONSUMED AWAY FROM HOME

A. In section A include meals, snacks and drinks bought **and** eaten at a workplace, staff canteen or at school. Just state "Meal/snack at workplace" or "school meal"

B. In section B include all meals, snacks and drinks **including alcohol** bought at a cafe, restaurant, hotel, pub, fish and chip shop, sandwich bar, burger bar, pizza parlour or other catering establishment. State whether "meal", "snack", "beer", "soft drink", etc and tick whether eaten on or off the premises and whether purchased hot or cold. Please show individually any alcohol purchases by **type** of alcohol, e g beer, table wine, sparkling wine, sherry, port, spirits, etc

C In section C include any food or drink which is purchased from a shop, supermarket, kiosk, etc which is eaten **off** the premises but **not** brought home, for example, a sandwich bought from Marks and Spencer which is eaten at the office. State the type of food, eg sandwich, confectionery, ice cream, soft drink and tick whether purchased hot or cold. Please show any alcohol purchases by TYPE of alcohol, e g beer, spirits

4. REGULAR PURCHASES

Include here daily purchases such as newspapers, cigarettes and stamps. Also include items you buy regularly for the household such as soap and detergents, deodorants, make-up and other cosmetics, toiletries, polishes and cleaning materials, kitchen rolls, stationery, light bulbs and batteries. If you have included any of these items in section 1 as part of your shopping bill, **do not** repeat them here

5. CLOTHING AND FOOTWEAR

Describe clothing item, tick whether for male or female and, if bought for a child under 16, give the child's age

6. ANY OTHER PAYMENTS may include:

- **Travel costs and regular household payments**
  Include petrol, parking fees, parts, bus and rail fares and season tickets, payments for rent, mortgage, water rates, council tax, electricity and gas (including slot meters), telephone (including coin boxes), insurance premiums, h p instalments, TV and video rental, video cassettes. Also payments for window cleaner, home help, child minder, hairdresser, laundry, dry cleaning, prescriptions, medicines, subscriptions, charity donations

- **Entertainment and Social activities**
  Include admission to Bingo, cinema, theatre, clubs and discos, football and other sports, theme parks, museums, exhibitions and stately homes, guide books and programmes, betting, items bought at car boot sales

- **Leisure classes and insurance premiums**
  If this is your first payment for the class or the first insurance premium, write "first payment" after the item

- **Presents of money or pocket money and gifts**
  If you give money, please state who received the money
  If you buy a gift please state what the item is

- **Holiday expenses and business trips**
  If on holiday in the UK give each day's expenditure as fully as possible. If you are going abroad, please complete the grid on page 42

- **National Lottery**
  Please describe any National Lottery purchases in detail
  "National Lottery Wednesday draw" for a ticket bought for the Wednesday draw,
  "National Lottery Saturday draw" for a ticket to be entered in the Saturday draw,
  "National Lottery both draws" if the ticket is for the Wednesday and Saturday
  "National Lottery scratchcards" for National Lottery instants/scratchcards

MON TUE WED THU FRI SAT SUN   Date

RECORD OF EXPENDITURE   FIRST DAY

		Amount paid		CREDIT Ring if bought with credit charge or shop card	REFUNDS Amount refunded or claimed as business	
1 Food and drink BROUGHT HOME (except take away food (section2))	Name of shop where bought	£	p		£	p
				3		
				3		
				3		
				3		
				3		
				3		
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				3		
				3		

2 Take away meals and snacks EATEN AT HOME
(include meals delivered to home, eg pizzas, and meals on wheels)

Brief description	Please tick					
	Hot	Cold				
					3	
					3	
					3	

PLEASE LIST ALL ITEMS BOUGHT AND AMOUNTS PAID DO NOT JUST ENTER TOTALS FOR SUPERMARKET BILLS

FIRST DAY *(continued)*

	Amount paid £ p	CREDIT Ring if bought with credit charge or shop card	REFUNDS Amount refunded or claimed as business £ p

3 Meals, snacks and drinks including alcohol CONSUMED AWAY FROM HOME

   A Bought at workplace, canteen, staff dining room, school

3
3
3

   B. Bought at public house, cafe, restaurant, hotel, fish and chip shop, sandwich bar (list individually beer, table wine, sparkling wine, sherry, port, spirits)

Where consumed		Please tick	
On premises	Off premises	Hot	Cold
	RING		
1	2		
1	2		
1	2		
1	2		

3
3
3
3

   C Bought at shop or other outlet (list individually confectionery, ice cream, and drinks)

Brief description	Please tick	
	Hot	Cold

3
3
3

4 Regular purchases

eg newspapers, cigarettes, stamps, stationery, cosmetics, toiletries (If you have included these in section 1 do not repeat here)

Name of shop where bought

3
3
3
3
3
3

5 Clothing and footwear

For Male (describe item)	For Female (describe item)	Age (if under 16)

Name of shop where bought

3
3
3

6 Any other payments today

include petrol, parking fees, fares, household bills, day trips, entertainment, other betting, household goods, pocket money, charities, holidays,
National Lottery list entry to Saturday, midweek or both draws separately, also list Scratchcards separately

Name of shop where bought

3
3
3
3
3
3
3

MON TUE WED THU FRI SAT SUN   Date

RECORD OF EXPENDITURE   FOURTEENTH DAY

1 Food and drink BROUGHT HOME (except take away food (section2))	Name of shop where bought	Amount paid £	p	CREDIT Ring if bought with credit, charge or shop card	REFUNDS Amount refunded or claimed as business £	p
				3		
				3		
				3		
				3		
				3		
				3		
				3		
				3		
				3		
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				3		

2 Take away meals and snacks EATEN AT HOME
(include meals delivered to home, eg pizzas, and meals on wheels)

Brief description	Please tick Hot	Cold					
					3		
					3		
					3		

PLEASE LIST ALL ITEMS BOUGHT AND AMOUNTS PAID DO NOT JUST ENTER TOTALS FOR SUPERMARKET BILLS

Amount paid		CREDIT Ring if bought with credit, charge or shop card	REFUNDS Amount refunded or claimed as business
£	p		£ p

3 Meals, snacks and drinks including alcohol CONSUMED AWAY FROM HOME

A Bought at workplace, canteen, staff dining room, school

		3	
		3	
		3	

B Bought at public house, cafe, restaurant, hotel, fish and chip shop, sandwich bar (list individually beer, table wine, sparkling wine, sherry, port, spirits)

Where consumed		Please tick	
On premises	Off premises	Hot	Cold
RING			
1	2		
1	2		
1	2		
1	2		

		3	
		3	
		3	
		3	

C Bought at shop or other outlet (list individually confectionery, ice cream, and drinks)

Brief description	Please tick	
	Hot	Cold

		3	
		3	
		3	

4 Regular purchases
eg newspapers, cigarettes, stamps, stationery, cosmetics, toiletries (If you have included these in section 1 do not repeat here)

Name of shop where bought

		3	
		3	
		3	
		3	
		3	
		3	

5 Clothing and footwear

For Male (describe item)	For Female (describe item)	Age (if under 16)

Name of shop where bought

		3	
		3	
		3	

6 Any other payments today
include petrol, parking fees, fares, household bills, day trips, entertainment, other betting, household goods, pocket money, charities, holidays,
National Lottery list entry to Saturday, midweek or both draws separately, also list Scratchcards separately

Name of shop where bought

		3	
		3	
		3	
		3	
		3	
		3	
		3	

Q1 (A) Have you PAID a credit/charge/shop/store card account during the fortnight?

Yes ⟶ go to B

No ⟶ go to Q2

(B) Was any INTEREST shown on the account?

Yes ⟶ enter the interest below

No ⟶ go to Q2

Date of payment	Name of credit/charge/shop/store card	Amount of INTEREST (not total account payment) £ p

Q2 WINNINGS

Please give details of any winnings you have received during the 14 days covered by this booklet.

	Winnings in last fourteen days £ p
Football pools	
Bingo	
UK National Lottery (weekly draw)	
UK National Lottery (scratchcard)	
Irish National Lottery	
Other lotteries	
Other betting (bookmaker betting shop totalisator etc)	

REMINDER LIST

Of the hundreds of different things it is possible to buy, the following is only a list of examples
Please look through this list in case it reminds you of any purchases which you have forgotten to record

Food and drink brought home

Cooked and uncooked meat and poultry	- beef, beefburgers, lamb, pork, bacon, ham, kebabs, liver, kidneys, sausages, chicken, turkey, canned meat, corned beef, liver sausage, pork pie, sausage roll, scotch eggs, shepherds pie, chicken kiev, faggots, moussaka, beefburgers
Fish	- fresh, smoked, frozen, canned or bottled
Vegetables and tomatoes	- fresh, frozen, canned, bottled or dried, potato powder, potato waffles
Fruit	- fresh, canned, bottled, dried, fruit pies, fruit desserts
Milk products	- fresh, other milk and cream, milk baby foods, cheese yoghurt
Eggs, butter, margarine	- cooking oils, low fat spreads
Bakery purchases	- croissants, flour, biscuits, cakes, bun, crumpets, eclairs, scones
Rice, breakfast cereals pasta	- cereal bars, muesli, spaghetti, ravioli lasagne
Sauces, flavourings, etc	- apple and cranberry sauce, baking powder, curry powder, gravy, herbs, marmite, fresh ginger, garlic, mayonnaise, mustard, oxo, pepper, salad cream salt, spices, tomato ketchup, vinegar
Sugar, jam, marmalade	- Syrup, lemon curd, honey

Pet food

Regular purchases, eg newspapers, cigarettes, stamps, stationery, cleaning materials
cosmetics, toiletries, batteries, light bulbs

Newspapers	-	magazines
Books	-	albums, book tokens, diaries, maps
Cigarettes	-	matches, pipe tobacco, cigars, lighters, ashtrays
Postage	-	stamps, postal orders, parcel post charges
Cosmetics	-	after shave lotion, baby cream and lotion, deodorants, eye shadow, face powder, hair conditioner, lipstick, perfume, talcum powder
Toiletries	-	comb, face flannel, hairbrush, manicure sets, nail file, paper tissues, razors, razor blades, shampoos, shaving cream, toothpaste, toilet paper
Soap, detergents	-	washing powder, washing-up liquid
Polishing and cleaning materials	-	shoe polishing materials, disinfectants fabric conditioner, air freshener
Small electrical items	-	batteries, fuses, light bulbs, plugs, adaptors
Stationery	-	pens, writing paper, envelopes, string
Kitchen items	-	kitchen rolls, bin liners, aluminium foil, greaseproof paper, plastic cutlery, paper napkins

Clothing, clothing materials and footwear

Haberdashery	-	belts, buttons, handkerchiefs, needles, pins, ties, zips
Dress material	-	wool, thread, patterns
Payments to clothing clubs		

Other payments

Fares	-	bus, rail, air and taxi fares, passes and season tickets
Motoring	-	petrol, oil, anti-freeze, car polish, car wash, battery water, driving licences, MOT tests, parking fees, tolls and fines, vehicle and bicycle purchase, spare parts, and accessories including windscreen wipers, headlamp bulbs, plugs, car sponge, jack, wrench, servicing and accident repairs
Regular bills	-	rent, mortgage, water rates, council tax
Insurance Premiums	-	life, death, endowment, structure and contents personal possessions, freezer, car
Fuel bills and purchases	-	gas and electricity bills and slot meter payments, electronic keys, coal, paraffin, candles

Other payments

Telephones	- purchase, account payments, coin boxes, telephone cards
TV, radio, video recorders, home computers	- purchase, rental and repair, video cassettes
Bedding, furniture, curtains and floor coverings	- blankets, sheets, duvets, pillows, mattresses, suites of furniture, carpets, rugs
Kitchen and dining equipment	- cookers, microwaves, refrigerators, washing machines, toasters, tableware, cutlery
Household appliances	- gas or electric fires, vacuum cleaners, electric lamps, irons, drills, hair dryers, smoke alarms
Clocks, watches, jewellery	- purchase and repair
Domestic help	- child minders, baby sitters, window cleaners, chimney sweeps, home helps, gardeners, hedge and tree pruners, cleaners
Gardening	- lawn mowers, hoses, hedge clippers, watering cans, seeds, flower pots, weedkiller, fertilizer
Home improvements and maintenance	- payments to contractor, DIY, paint, wallpaper, tiles, glues, tools, screws, nails, ladders, brushes
Photography	- cameras, films, developing charges
Leather and travel goods	- suitcases, handbags, umbrellas, wallets
Entertainments and sport	- cinemas, clubs, dances, discos, theatres, concerts, admission to football, cricket, horse and greyhound racing, fishing and sports equipment, theme parks, museums and stately homes, programmes and guide books, car boot sales, youth clubs, National Lottery weekly draw, National Lottery Scratchcards
Leisure classes	- driving lessons, classes in cookery, dancing, D-I-Y, riding, aerobics, keep fit, yoga, swimming, music
Subscriptions	- magazines, AA, RAC, National Trust, R S P B, Ramblers
Health	- aspirins, cotton wool, prescriptions, sanitary towels, spectacles, payments to chemists, doctors, dentists, opticians, chiropodists, osteopaths, physiotherapists, etc
Nursery charges	- Day nursery, creche, nursery school/class
Laundry and dry cleaning	
Hairdressing	
Holiday expenses	- accommodation, travel, car hire, duty free purchases, travellers' cheques, foreign currency
Pocket money, presents	
Donations to charity, raffle tickets	- church collections, entrance to jumble sale, bazaar, etc
Maintenance payments, alimony	
Legal and financial services	- payments to barristers, solicitors, notaries, accountants, bank charges

HOLIDAYS

If you go on holiday during the 2 weeks please give this information
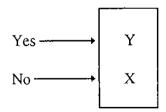
If you go on holiday in the UK
• Keep your diary as if you were at home

If you go on holiday outside the UK
(including to Isle of Man, Channel Islands and Irish Republic)
please complete this grid (give an estimate if necessary)

Date you leave UK	
Date you return	
Country of visit	
Amount of travellers cheques taken	
Amount of foreign currency taken	
Amount of £ sterling taken	
Amount to be spent abroad using credit cards	
Amount of money brought home	

SPECIALCIRCUMSTANCES

Were there any special circumstances, such as visitors staying with you or temporary absences of members of your household during the past two weeks?

Yes ⟶ Y

No ⟶ X

If yes, please make a note here about the special circumstances

INTERVIEWER USE

Are any of these items paid regularly, (ie several times a week, weekly, fortnightly, monthly etc and likely to appear in the diary)? SHOW REMINDER CARD

Each box allows for several ticks or spender numbers	Pays		Diary Wk 1		Diary Wk 2		Comments/ checked etc	
	No	Yes	paid	unpaid	paid	unpaid		
Milkman								
Newsagent								
Football pools								
Window cleaner								
Other specify (tallymen, mail order, etc)								
Insurances* QLIFE/Linstype							Checked	
QMEDINS/Minstype								
Electricity meter QSERVICE/Elec Pay								
Gas meter QSERVICE/Gas Pay								
TV meter								
Classes QEDFEES1* QEDFEES 2,							Checked	
QEDFEES 3								

*If this is a first premium/payment note this in diary beside the payment If not a first payment, check that entries appear at relevant questions on Household schedule enter as necessary

CREDIT CARDS

Checked

Has code 3 been ringed for items purchased with credit card, chargecard, shop card or store card?

If card account has been paid during record-keeping, has interest been shown on page 38 of diary?

FINAL CALL AND FINAL CHECKS BEFORE POSTING	FINAL CALL	BEFORE POSTING
Completed diary for each spender? checked >		

Please return completed documents in this order

"E" forms, permission to recall card and any multi-household sheet attached to person 1's Diary

Diaries for other household members in person number sequence

FURTHERINFORMATION

It would be helpful if you could have the following
information and/or documents available for the
interviewer when they call next time

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Social Survey Division, ONS
1 Drummond Gate, London, SW1V 2QQ

Interviewer use			
Area	Ser	Hd	Child's Per No (11-19)
			1

FAMILY EXPENDITURE SURVEY
YOUNG PERSON'S DIARY

THIS DIARY IS CONFIDENTIAL

This diary begins on

and ends on

How to complete your diary

- Write down everything you buy

  except
  things you buy for other people with <u>their</u> money

- Show each item, however small, on a separate line

- After each item enter the amount you spend on it

- Remember to complete your diary each day

- If you are not sure whether to include something, make a note and ask the interviewer

- If you buy a meal at school, just write "school meal"

- If you buy a meal or snack away from home at a restaurant, cafe, chip shop or other takeaway, simply write "hot meal" or "cold meal"

Here are some examples of things you might buy

- bus/train fare including to and from school,

- phone calls,

- crisps, sweets, chocolate, ice creams, cans of fizzy drink, cola, lemonade, squash and any other drinks,

- hot or cold meals/snacks away from home,

- school meals,

- T-shirts, jackets, jeans, shoes, trainers, tracksuits, sweatshirts, leggings,

- sportswear, sports equipment, bicycle accessories,

- admission to football and other sports matches, programmes, football scarves, supporters' clubs,

- subs for brownies, cubs, scouts, girls' brigade and other groups,

- riding, swimming, skating and other lessons,

- hobbies such as model making, fishing, photography,

- discos, concerts, youth clubs, cinemas, amusement arcades,

- personal stereo, records, CDs, tapes, computer games, video cassettes,

- magazines, comics, books, pens, posters, stickers,

- toys, board games,

- make-up bags, handbags,

- eye shadow, mascara, mousse, nail varnish, soap, deodorants,

- nngs, earrings, necklaces, bracelets, hairbands,

- presents and cards for birthdays, Mother's/Father's Day, Valentine's Day, Christmas

MON TUES WED THUR FRI SAT SUN   **Date**

Day 1

What did you spend the money on? **LEAVE OUT THINGS YOU BUY FOR OTHER PEOPLE WITH _THEIR_ MONEY**	How much did you pay?	
	£	p

What did you spend the money on?	How much did you pay?	
LEAVE OUT THINGS YOU BUY FOR OTHER PEOPLE WITH _THEIR_ MONEY		
Have you remembered everything today?	£	p

MON TUES WED THUR FRI SAT SUN   **Date**

Day 14

What did you spend the money on? **LEAVE OUT THINGS YOU BUY FOR OTHER PEOPLE WITH <u>THEIR</u> MONEY**	How much did you pay?	
	£	p

30

What did you spend the money on? **LEAVE OUT THINGS YOU BUY FOR OTHER PEOPLE WITH <u>THEIR</u> MONEY** Have you remembered everything today?	How much did you pay?	
	£	p

3J

Interviewer Code `1`

Social Survey Division, OPCS
St Cathennes House
10 Kingsway
London, WC2B 6JP

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