

# **FAMILY RESOURCES SURVEY**

**1999/2000**

## **PROMPT CARDS**

**P-A110**

**P1840**

**CARD A**

- 1. White**
- 2. Black - Caribbean**
- 3. Black - African**
- 4. Black - Other Black Groups**
- 5. Indian**
- 6. Pakistani**
- 7. Bangladeshi**
- 8. Chinese**
- 9. None of these**

## CARD B

1. **Own it outright**
2. **Buying it with the help of a mortgage or loan**
3. **Pay part rent and part mortgage (shared ownership)**
4. **Rent it**
5. **Live here rent-free** (including rent-free in a relative's /friend's property; excluding squatting)
6. **Squatting**

**CARD C**

**Company licence** - some organisations or employers let out accommodation allowing people to live there for a specified period

**College licence** - some colleges let out accommodation allowing students or staff to live there for a specified period

**Non-exclusive occupancy agreement or licence** - the tenant agrees to share the accommodation with any person the landlord may name

**Holiday let** - the accommodation is let for holiday purposes only

**Low season let** - the tenants agree to leave when the accommodation is needed for holiday purposes

## CARD D

**Heating**

**Lighting**

**Hot water**

**Fuel for cooking**

**TV Licence fees**

## **CARD E**

**To make improvements or extensions to this property**

**To help purchase a major item like a car, boat, caravan,  
or second home**

**To get a better, or fixed, interest rate**

**In connection with a business**

**To buy out another person's share in the property**

**For essential repairs to make the property fit for  
occupation**

**Some other purpose**

**COUNCIL TAX BANDS - ENGLAND**

1. **Band A** up to £40,000
2. **Band B** £40,001 - £52,000
3. **Band C** £52,001 - £68,000
4. **Band D** £68,001 - £88,000
5. **Band E** £88,001 - £120,000
6. **Band F** £120,001 - £160,000
7. **Band G** £160,001 - £320,000
8. **Band H** £320,001 +
9. **Household accommodation not valued separately**

**COUNCIL TAX BANDS - SCOTLAND**

1. **Band A** up to £27,000
2. **Band B** £27,001 - £35,000
3. **Band C** £35,001 - £45,000
4. **Band D** £45,001 - £58,000
5. **Band E** £58,001 - £80,000
6. **Band F** £80,001 - £106,000
7. **Band G** £106,001 - £212,000
8. **Band H** £212,001 +
9. **Household accommodation not valued separately**



**CARD F****COUNCIL TAX BANDS - WALES**

1. **Band A** up to £30,000
- f
2. **Band B** £30,001 - £39,000
3. **Band C** £39,001 - £51,000
4. **Band D** £51,001 - £66,000
5. **Band E** £66,001 - £90,000
6. **Band F** £90,001 - £120,000
7. **Band G** £120,001 - £240,000
8. **Band H** £240,001 +
9. **Household accommodation not valued separately**

## CARD G

### **25% OR 50% STATUS DISCOUNT BECAUSE:**

**...There is only one adult living here**

**This household includes:**

**a severely mentally impaired person**

**a person aged 18 or over who is still at school**

**a student**

**student nurses**

**apprentices**

**YT trainees**

**care workers**

## CARD H

**Ground rent**

**Feu duties (applies in Scotland)**

**Chief rent**

**Service charge**

**Compulsory or regular maintenance charges**

**Site rent (applies to caravans only)**

**Factoring (payments to a land steward)**

**Any other regular payments**

**Insurance cover (including cover provided by an employer, or a pension plan):**

**Personal accident**

**Private medical**

**Permanent health insurance**

**Critical illness cover**

**Friendly society sickness benefit**

**To provide an income while in hospital**

**Nursing home/ long-term care**

**Any other sickness insurance**

**Unemployment / Redundancy**

## CARD J

1. **Car** (include 3-wheel vehicles & cars converted for invalid use)
2. **Van** (include light vans, pick-ups, landrovers & jeeps)
3. **Motorcycle**
4. **Moped** (include scooters, invalid tricycles)
5. **Some other motor vehicle**

**Help with personal care .....**

(e.g. dressing, bathing, washing, shaving, cutting nails, feeding, using the toilet)

**Physical help .....**

(e.g. with walking, getting up and down stairs, getting into and out of bed)

**Other sorts of personal help .....**

(e.g. preparing meals, giving medicines, changing dressings)

**Help with paperwork or financial matters .....**

(e.g. writing letters, dealing with bills, handling money, banking, filling in forms)

**Other practical help .....**

(e.g. shopping, laundry, housework, gardening, doing odd-jobs around the home, taking out for a walk or drive, taking to see friends or relatives, visiting, talking to, playing cards or games, keeping an eye on him/her to see he/she is all right)

- I am unable to work at the moment
  - I am restricted in the amount or type of work I can (or could) do
  - I am not restricted in the amount or type of work I can (or could) do
- } BECAUSE OF ILLNESS,  
INJURY OR DISABILITY

**Youth Training (YT)**

**Training for Work (TfW)**

**Work Trial**

**Project Work**

**Career Development Loans/Youth Credits**

**New Deal for 18-24 year olds**

**Any other training scheme**



**REASON FOR EARLY RETIREMENT:**

**Because of my own ill-health**

**Ill-health of a family member, other relative or friend**

**Compulsory redundancy / dismissed**

**I had reached my employer's fixed retirement age**

**I was offered reasonable financial terms to retire early or take  
voluntary redundancy**

**To spend more time with my family**

**I wanted to give up work / wanted a change**

**Other reason - involving own choice**

**Other reason (none of the above)**

**Employee**

**OR:**

**Running a business or a professional practice**

**Partner in a business or a professional practice**

**Working for myself**

**A Sub-Contractor (includes SC60)**

**Doing freelance work**

**Self employed in some other way**

**Statutory Sick Pay**

**Statutory Maternity Pay**

**Income Tax refund**

**Mileage allowance or fixed allowance for motoring**

**Motoring expenses refund**

**Items relating to this accommodation only:**

**Rent**

**Mortgage payments**

**Council Tax**

**Water/sewerage rates**

**Insurance on structure**

**Gas**

**Electricity**

**Telephone**

**Any other business expenses**

**relating to this accommodation (please specify)**

**Luncheon Vouchers**

**Free Meals (Including free canteen at work)**

**Subsidised canteen**

**Free or subsidised goods (incl. store vouchers)**

**Childcare provisions and/or childcare vouchers**

**Free or subsidised medical insurance**

**(for yourself or your family)**

**Shares or share options**

**Payment of school fees for family members**

**Provision of a phone for personal use as well as work**

**Any other benefits in kind**

**Money from the work account:**

- used for payments to yourself and any other personal spending,
- used to pay domestic bills (including standing orders),
- transferred to a private account,
- used for any other NON-business use?

**Do you (or your employer) pay contributions to:**

**a personal or private pension fund, or  
retirement annuity**

**a company or occupational pension scheme  
run by my employer**

**none of these**

**Contributions are taken out of my pay each week or month**

**The scheme is non-contributory but I do pay something** -  
to make additional provision for myself or my dependents

**The scheme is non-contributory.** No-one takes money off  
my pay each week or month.



## **CARD V**

**Child Benefit**

**Guardian's Allowance**

**Invalid Care Allowance**

**Retirement Pension (National Insurance), or  
Old Person's Pension**

**Widow's Pension or Widowed Mother's Allowance (NI)**

**War Disablement Pension or War Widow's Pension**

**Severe Disablement Allowance**

**Disability Working Allowance / Disabled Persons Tax  
Credit**

## **CARD W**

**Disability Living Allowance  
(Care Component)**

**Disability Living Allowance  
(Mobility Component)**

**Attendance Allowance**

**Jobseekers Allowance (Unemployment Benefit)**

**Income Support**

**Family Credit / Working Families Tax Credit**

**Incapacity Benefit (Invalidity or Sickness Benefit)**

**Maternity Allowance**

**Industrial Injuries Disablement  
Benefit**

## **CARD Y**

**Family Credit / Working Families Tax Credit - paid in a lump sum**

**A grant from the Social Fund for funeral expenses**

**A grant from the Social Fund for maternity expenses**

**A Social Fund Loan or Community Care grant**

**A Back to Work Bonus**

**Widow's Payment (lump sum)**

**Extended Payment of Housing Benefit/rent rebate or Council Tax Benefit (4 week payment only)**

**Any National Insurance or State benefit not mentioned earlier**

**Mortgage interest**

**Rent arrears**

**Fees for nursing home or  
residential care**

**Gas or electricity bills**

**Service charges for heating or fuel**

**Water charges**

**Council Tax arrears**

**Fines**

**Maintenance payments**

**CARD AA**

**Unemployment/redundancy insurance**

**Trade Union sick pay or strike pay**

**Private medical scheme**

**Personal accident insurance**

**Permanent health insurance**

**Hospital savings scheme**

**Friendly Society sickness benefit**

**Any other sickness insurance**

**Employee pension from your previous employer**

**Widow's employee pension**

**Personal pension**

**Pension as a member of a Trade Union or  
Friendly Society**

**Annuity (includes home income plan or equity release)**

**Payment from trust or covenant**

**Rent from any property**

**Royalties, for example from land, books  
or performances**

**Income as a sleeping partner in a business**

**Occupational pension from an overseas government  
or company, paid in foreign currency**



## CARD DD

**Repairs, maintenance and renewals (do not include capital improvements)**

**Interest on a loan to purchase the property**

**Rent, rates, insurances paid on the property**

**Legal and professional costs relating to the purchase**

**The cost of services provided (cutting grass, maintenance etc.)**

## CARD EE

**A regular allowance from a friend or relative outside the household**

**A regular allowance from an organisation**

**Allowance from a Local Authority for a foster child**

**Allowance from a Local Authority for an adopted child**

## CARD FF

- 1. Babysitter**
- 2. Mail order agent**
- 3. Odd job, occasional work or professional advice**

**ACCOUNTS:**

1. **Current account** with a bank or building society or other organisation
2. National Savings Bank (Post Office):  
- **Ordinary account**
3. National Savings Bank (Post Office):  
- **Investment account**
4. **TESSA** (Tax Exempt Special Savings Account)
5. **ISA** (Individual Savings Account)
6. **Savings account, investment account/bond**, any other account with bank, building society or other organisation

**INVESTMENTS:**

**Government Gilt-edged stock (inc. War Loan)**

**Unit Trusts or Investment Trusts**

**Stocks, shares, bonds, debentures or  
any other securities**

**PEP (Personal Equity Plan)**

## CARD II

**National Savings Capital Bonds**

**Index-linked National Savings Certificates**

**Fixed interest National Savings Certificates**

**Pensioner's Guaranteed Income Bonds**

**Save-As-You-Earn (National Savings/Bank/Building Society)**

**Premium Bonds**

**National Savings Income Bonds**

**National Savings Deposit Bonds**

**FIRST Option Bonds**

**Yearly Plan**

## CARD JJ

- 1. Less than £1,500**
- 2. From £1,500 up to £3,000**
- 3. From £3,000 up to £8,000**
- 4. From £8,000 up to £20,000**
- 5. Over £20,000**

**Regular Income after tax from:**

**Jobs**

**Pensions**

**Benefits**

**Maintenance**

**Savings and Investments**



## CARD LL

1. £1- 50
2. £51- 100
3. £101 - 250
4. £251 - 500
5. £501 - 1000
6. £1001 - 2000
7. £2001 - 3000
8. £3001 - 5000
9. £5001 - 10000
10. £10001 - 20000
11. £20001- 30000
12. £30001 or over

- Some benefits are means-tested, where the claimant's (and partner's) earning, savings and other income (including some benefits), are taken into account when a claim is made. These are marked with 'm'. Here, it is the **benefit unit** that receives the money, so 2 adults in the same BU should not both be in receipt of the same means-tested benefit.
- Where a benefit can be paid by order book, the order book number(s) are shown. Some benefits are paid on more than one book number, depending on whether it is paid in its own right or in combination with other benefits.
- weekly rates are shown for certain benefits (mainly those not means tested). Rates are not usually shown if they vary according to age, number of dependants etc, or have a basic rate plus various premiums or allowances.

**Attendance Allowance** book 10, 13 or 14  
is paid to disabled persons aged 65 or over living at home who need looking after because of their disability. There are two rates; a lower rate for attendance during day OR night (£35.40); and a higher rate for day AND night (£52.95). Note that respondents can get AA even if no one is actually giving them the care they need.

**Back To Work Bonus**  
People who have received Income Support or Jobseeker's Allowance for 13 or more weeks and who work less than 16 hours a week can accrue a bonus to be paid when they come off the benefit and go into full time work. The amount accrued depends on how much is earned over the disregard level.

**Child Benefit** book 5  
is paid for each child under 16 yrs of age, or aged 16-18 and still in full-time further (but not higher) education. Usually received by the mother. Three rates apply: £14.40 for the only/ elder/eldest child of a couple, £17.10 for the only/elder/eldest child of a lone parent (not applicable to claims beginning after July 1998), £9.60 for each subsequent child.

**Christmas Bonus**  
Recipients of a number of benefits automatically receive this. It should not be recorded anywhere on FRS.

**Community Care Grant from the Social Fund** m  
is mainly for priority groups who get Income Support eg. elderly or disabled people, families under stress, people leaving institutional care.

**Council Tax Benefit (CTB)** m  
is paid by the local authority to the people who are liable for the tax - usually the householder(s). It is either a **main benefit** if householders have a low income, or a **second adult rebate** if there are other adults in the household who are not liable, do not pay rent to the householder, and have a low income. CTB should not be confused with CT *exemptions* (eg. for student households), or *discounts* (eg. for one-adult households). People on Income Support or income-based Jobseeker's Allowance will usually get the benefit. For properties in Bands F-H the maximum benefit is limited to that for Band E, if the claim began after April 1998. For tenants in multi-occupied accommodation (eg. bedsits) the landlord is usually liable for the tax, and adds an amount to the rent; here, the tenant will not be able to get CTB.

**Disability Living Allowance** book 7, 10, 13 or 14  
is paid to persons under 66 who need help with personal care and/or with getting around. DLA can be paid even if no-one is giving the care needed. There are two components:  
(i) **Care Component** which covers things like washing, dressing, using the toilet, cooking a main meal. Paid at one of 3 rates: Higher (£52.95), Middle (£35.40), or Lower (£14.05).  
(ii) **Mobility Component** for persons who can't walk or have difficulty in walking. Paid at Higher (£37.00) or Lower (£14.05) rates.

**Disability Working Allowance (DWA)** book 14 m  
is for persons aged 16 or over who have an illness or disability which limits their earning capacity. Claimants must be working 16 hours a week or more on average and also be receiving one other disability or illness benefit. From October 1999 it is replaced by Disabled Person's Tax Credit, though some awards will last up to March 2000.

**Disabled Person's Tax Credit**  
Replaces DWA in October 1999. Administered by the Inland Revenue, but paid in the same way, by cheque or credit transfer.

**Extended Payment of Housing Benefit or Council Tax Benefit**  
These benefits may be received for a further 4 weeks by people aged under 60 when they start working full-time following a period of at least 6 months being unemployed, on a Govt Training scheme, or on Income Support as a lone parent or carer.

**Family Allowance** is the old name for **Child Benefit**.

**Family Credit** book 8 m  
tops-up low wages for people with at least one child under 16 (or under 19 if in f/t education). The claimant, or partner, must be working at least 16 hrs a week. From October 1999 it is replaced

by Working Families Tax Credit, though some awards will last until March 2000.

**Funeral Expenses** m  
A grant from the Social Fund can be obtained if the respondent or partner gets Income Support, income-based Jobseeker's Allowance, Family Credit / Working Families Tax Credit, Housing Benefit, DWA / Disabled Person's Tax Credit, Housing Benefit or Council Tax Benefit.

**Guardian's Allowance** book 5  
is claimed for a child who is in effect an orphan and who lives with the claimant, or whom they help to maintain, whether or not they are the legal guardian. Rate for only, elder/ eldest child is £9.90; for subsequent children £11.35.

**Housing Benefit** m  
is the general term for benefits to help with rent. It is paid by the local authority. Council tenants on HB get a *rent rebate* which means that their rent due is reduced by the amount of rebate. Note that they are responsible for their own water charges so those on 100% rent rebate do pay a weekly or fortnightly amount to the Council to cover these and other charges, where other charges are involved. Private tenants and Housing Association tenants usually receive Housing Benefit (or *rent allowance*) personally, although sometimes it is paid direct to the landlord. People on Income Support or income-based Jobseeker's Allowance usually get maximum Housing Benefit.

**Incapacity Benefit** book 14  
is paid to people who have been medically assessed as incapable of working, if they have paid enough National Insurance contributions. People ineligible for Statutory Sick Pay (SSP) may receive it. If a person is/was receiving SSP, Incapacity Benefit replaces it after 28 weeks. There are three basic rates depending on the period and severity of incapacity and a number of supplements may be received. Medical assessments to review eligibility may be carried out periodically.

**Income Support (IS)** book 11, 10, 14 m  
is the main benefit for adults with a low income who are not eligible for Jobseeker's Allowance and are not working 16 hours a week or more on average. It is made up of *personal allowances* for each member of the benefit unit, *premiums* for any special needs, and *housing costs*, principally for mortgage interest payments. Those on IS are likely to be getting Housing Benefit (if in rented accommodation) and Council Tax Benefit (if liable). Often paid to top up other benefits, or earnings from p/t work.

**Industrial Injuries Disablement Benefit** book 12

is provided for employees injured at work or suffering from an industrial disease. The amount depends on degree of disablement. Those whose disablement is assessed as 95% also get **Constant Attendance Allowance** at one of four rates, and may also be eligible for **Exceptionally Severe Disablement Allowance**. Also see **Reduced Earnings Allowance**.

#### **Invalid Care Allowance** *book 13*

is a weekly benefit for people aged 16-65 who are not earning more than £50 a week, and who give regular and substantial care (for 35+ hrs per week) to a severely disabled person who themselves gets either DLA or Attendance Allowance.

#### **Incapacity Benefit**

was replaced in April 1995 by **Incapacity Benefit**.

#### **Jobseeker's Allowance**

replaced Unemployment Benefit and Income Support for unemployed people in October 1996. The claimant must be out of work or working less than 16 hours a week, actively seeking work and have an agreement with the Employment Service. There are two types: contribution-based, dependent on the amount of NI contributions paid, and income-based, dependent on income and savings. There are fixed age-related allowances, plus for income-based JSA only, extra allowances and premiums.

#### **Maternity Allowance** *book 13*

is for women who have paid enough Class 1 or 2 NI contributions but are not entitled to Statutory Maternity Pay because, for example, they are self-employed or recently changed jobs. Payment can be made for a period of 18 weeks beginning 11 weeks before the baby is due (later if still working). Lower rate £51.70; Higher Rate £59.55; plus increase for dependants.

#### **Maternity Expenses** *m*

A grant from the Social Fund for maternity expenses is available if the respondent or partner is getting either Income Support, DWA / Disabled Person's Tax Credit or Family Credit / Working Families Tax Credit. One-off payment of £100.

#### **Old Person's Pension** *book 10 or 13*

also called the Over 80 Pension, is payable when a person reaches 80 and does not get a NI Retirement Pension or whose NI pension is less than the Over 80 Pension.

#### **One Parent Benefit**

In April 1997, this was replaced by a new lone parent rate of **Child Benefit**, which is only applicable if the claim began before July 1998.

#### **Reduced Earnings Allowance**

is paid to people who cannot return to their regular occupation or do work of the same standard due to disablement caused before October 1990 by industrial accident or disease. It should be included in the 'other state benefits' category.

#### **Retirement Pension (National Insurance)** *book 10 or 13*

is paid to women aged 60 or over and to men aged 65 or over. This is the normal State pension and is the same for men and women who have paid their own NI contributions at the standard rate, and for widows on their husband's NI contributions. The pension may be deferred, for at most 5 years; if so, extra increments will be paid. Persons on this pension may also get Income Support and so you should always check the pension book for details. If there is no pension book because payments are made directly into the bank, ask to see the pension notification form. The majority of pensioners you interview will be getting this pension.

#### **Severe Disablement Allowance** *book 14*

is paid from the 29th week of illness to persons of working age who do not qualify for Incapacity Benefit. Persons getting this can also claim Income Support. Be careful not to confuse this benefit with Incapacity Benefit.

#### **Sickness Benefit**

was replaced in April 1995 by **Incapacity Benefit**.

#### **Social Fund Loans**

Repayable interest free loans are available: **Budgeting Loans** to those on Income Support to help spread budgeting costs for certain items and **Crisis Loans** to people who cannot meet short term expenses in an emergency.

#### **Statutory Maternity Pay (SMP)**

is received by employees during maternity leave. It is paid by the employer. The respondent must have been in the same job for at least 26 weeks and earning enough to have to pay NI contributions. SMP can be paid for up to 18 weeks. The employer may also add 'made-up' pay. It should only be recorded in the last/usual pay. £59.55

#### **Statutory Sick Pay (SSP)**

is paid by employers to employees who earn enough to have to pay NI contributions. It is paid after 4 consecutive sick days for a maximum of 28 weeks in any spell or linked spells of sickness. (After 28 weeks, or if the employer's obligation to pay SSP ends before then, the respondent will usually transfer on to Incapacity Benefit). The employer may also add 'made-up' pay. It should only be recorded in the last/usual pay.

#### **Supplementary Benefit**

was replaced by **Income Support** in 1988.

#### **Unemployment Benefit**

was replaced by **Jobseeker's Allowance** in October 1996

#### **War Pension** *book 6*

for claimants who were injured or disabled in the Armed Forces between 1914 and 1921 or any time after 2 Sep 1939.

#### **War Widow's Pension**

is payable to widow/ers and children of someone killed in the Armed Forces or who died as a result of injury sustained in the Armed Forces.

#### **Widows' Benefits** are: *book 13*

**Widowed Mother's Allowance**, a weekly basic benefit (called Widow's Allowance) plus an allowance for each dependent child for whom the mother gets Child Benefit. The child(ren) must be the child(ren) of the widow and her late husband.

**Widow's Pension**, a weekly benefit for women aged 45-65 (or 40-65 if widowed before 11 April 1988), paid when their husband dies or when their Widowed Mother's Allowance ends.

**Widow's Payment**, a lump sum (£1000) paid at the time of death to widows aged under 60 yrs (or over 60 if the husband was not getting retirement pension), provided that the husband had paid enough NI contributions.

#### **Working Families Tax Credit**

Replaces Family Credit (see above) in October 1999. Administered by the Inland Revenue, but paid in the same way, by cheque or credit transfer.

#### **Other Benefits** may include:

Cold Weather Payments, to certain groups on Income Support. Earnings Top-up, to people on low income working 16+ hours per week. Reduced Earnings allowance - see above.

April 1999

*Family Resources Survey*  
£1 55

# Interviewers' Pocket Guide to Benefits

*Note: this Guide is for **interviewer use only**. It is not intended to be an authoritative statement on benefits; it is designed to give FRS interviewers a basic picture of benefits for which details are required from respondents to the survey.*

**The FRS asks adults about all liquid assets - that is, money held in accounts and investments - because these financial holdings can affect people's eligibility for means-tested Benefits.**

There is a huge variety of financial products available. For convenience, the FRS distinguishes 3 main types:

- **Accounts** - cash holdings for day to day use and for longer term saving
- **Investments** in the financial markets, eg. PEPs, Unit Trusts, stocks and shares
- **National Savings** investments, issued by the Department of National Savings to finance Government borrowing

### After Tax or Before Tax?

Accounts and investments typically pay interest *after tax* ('net of tax') - ie. the bank, building society, investment fund, etc. deducts the tax due and pays it directly to the Inland Revenue. Sometimes the interest after tax may not be separately identified on a statement/passbook – the gross interest and the tax deducted will be shown, but not the net interest. There is a question to cover the different possibilities: whether the interest recorded is after tax, or before tax but tax has been / will be paid, or before tax because the person is a non-taxpayer.

Most **National Savings** products pay interest *before tax* ('gross'), ie. without deduction of tax.

A few products are *tax-free*, not subject to tax at all: eg. the PEP, TESSA, ISA, SAYE, and National Savings Certificates. Non-taxpayers, - eg. children, students, non-working spouses, some retired people - can fill in a special form to register their accounts with the Inland Revenue, and thereby receive the interest gross of tax. On other investments, or on accounts not registered, non-taxpayers may be able to claim back the tax deducted, from the Inland Revenue.

### A Note on 'Bonds'

There are at least 3 financial products called 'bonds'.

Best-known are **National Savings** products, such as Income Bonds, Pensioners Guaranteed Income Bonds, Childrens Bonus Bonds. On FRS these are recorded separately from other investments.

Friendly Societies, insurance companies, and more recently banks and building societies issue 'bonds',

whereby large sums are deposited, long-term, to earn high rates of interest. On FRS these are not counted as investments - they cannot be bought and sold on the financial markets - and so are included with bank/building society, etc. **savings accounts**.

Less common than either of the above are the bonds issued by private companies ('corporate bonds'), and by foreign governments, local authorities and others in order to raise money. Because investors can usually trade these securities on the financial markets, they are counted as **investments** on FRS, along with other holdings of stocks, shares, etc.

## ■ Accounts, on CARD GG

### **Current Account with Bank or Building Society**

is used for day to day transactions and will have a cheque book and/or bank card. Any interest will normally be minimal. The majority of respondents will have a current account.

### **National Savings Bank/Post Office Ordinary Account**

Interest is credited to the account on 31 December each year. Interest is paid before tax, and is taxable except for the first £70 earned each year (£140 if joint holding).

### **National Savings Bank/ PO Investment Account**

Similar to the Ordinary account, but interest rate is higher, and 1 month's notice is required for withdrawals. Interest is credited to the account annually, on 31 Dec, gross of tax.

### **Tax Exempt Special Savings Account (TESSA)**

Usually arranged via a bank or building society, these accounts last for five years and, provided the savings are left there for that time, interest earned will be tax free. From April 1999 no new TESSAs can be taken out, but those opened before then will be able to run their course. Up to £9,000 may be deposited gradually over the 5 years. Interest is usually credited to the account once a year. Up to March 1999, at the end of the 5 years, a follow-on TESSA could be opened, and up to the full £9,000 deposited at once. From April 1999 the capital from a maturing TESSA may be transferred into a TESSA Individual Savings Account

– these should be counted as an ISA (see below), not a TESSA.

### **Individual Savings Account (ISA)**

Introduced in April 1999, ISAs are tax-shelters from which the income is tax-free. There are 3 components – cash, securities (stocks, shares, units trusts etc) and life insurance – which may be held singly (known as 'mini ISAs') or collectively (known as 'maxi ISAs' and must include securities). Annual subscription limits apply to each component, one each of which may be opened per tax year. Additionally, one TESSA-ISA may be opened with the capital from a maturing TESSA (see above). TESSA-ISAs should be counted as ISAs, not TESSAs; the securities component similarly should be counted as an ISA, not recorded at the question on stock market investments.

### **Savings account/bond with Building Society, High Street Bank, or 'other'**

Savings (or 'deposit') accounts/bonds are not normally used for day to day transactions, and typical features are a minimum deposit and a period of notice for withdrawals. Interest can be paid yearly, half-yearly, quarterly, or monthly.

## ■ Investments, on CARD HH

### **Government Gilt-Edged Stock (incl War Loan)**

'Gilts' raise money for the UK Government by offering a secure ('gilt-edged') investment, usually over a fixed period and with a fixed rate of interest, although some are index-linked. Gilts can be bought and sold. At the end of the fixed term the holder is repaid the original purchase price. Interest is paid half-yearly, before tax if bought from the National Savings Stock Register. The *value* of the gilt is its current market price.

For FRS it is important to get the name of the gilt (eg. 'Treasury 7.25%') and the year in which it will be repaid, called the redemption date (a very few stocks are undated).

The certificates will give this information. Note that gilts held in a PEP should be coded as a **PEP**.

### **Unit Trusts**

are a collective, managed investment in the financial markets. Investors buy 'units' of a fund that invests in shares, stocks, gilts, etc. Interest (the 'dividend') is paid net

of tax, usually half yearly, but some schemes pay a monthly income, or reinvest the interest. There are many types of scheme. The value of the units is the amount of money they would raise if they were sold (the 'bid' price). In the Assets block, enter the full name of the company and the investment. Note: a Unit Trust holding via a PEP should be coded as a **PEP**.

### Investment Trusts

are pooled schemes similar to Unit Trusts. The difference is that the Trust is a company, and investors hold shares in that company, rather than directly in its various investments. For FRS purposes, the value of a shareholding is its current market price. Note: if held in a PEP, then code under **PEP**.

### Stocks, Shares, Bonds, Debentures, other securities

are types of investment usually bought and sold on the financial markets. A **share** is a single unit of ownership in a company. (The units are of equal value, hence 'equities'.) '**Stocks**' is the general term for various types of security issued by companies to attract investment in the form of loans. **Bonds** and **debentures** are two such types of stock; others include unsecured loan stock and convertible loan stock. (Bonds issued by foreign governments and local authorities should also be recorded here.)

Unlike shares, whose dividend earnings may fluctuate, stocks give a fixed-interest return. They are issued for a set period, during which time they can be traded by investors; at the end of the period they are redeemed at the original price.

Dividends on shares and interest on bonds and other loans is typically paid half-yearly, net of tax. The value of these holdings is their current price on the financial markets. Note: if held in a PEP, then code under **PEP**.

[Note: A few investors may hold stocks and shares that cannot be publicly traded, eg. in 'private' companies not listed on the Stock Exchange. If so, in the Assets block enter the price of the investment, and the date of purchase.]

### A PEP (personal equity plan),

designed to encourage people to invest in UK and EC companies, a PEP is a tax-sheltered, managed investment in the financial markets of a lump sum or regular savings. From April 1999, no new PEPs may be taken out, but those open before then may continue to be kept. Many types of

PEP were available; some hold shares in a single company, but usually the investment is spread over many companies and different markets. PEPs can include holdings in Unit Trusts, Investment Trusts, bonds, and gilts. Any dividend earnings and growth in value are free of tax.

## National Savings investments, on CARD II

### National Savings Capital Bonds

Minimum purchase £100, maximum holding £250,000. Interest is fixed for 5 years, and is credited annually, gross (before tax), but is taxable.

### National Savings Certificates

Two types of investment for lump sum savings of £100 or more: Fixed Interest, and Index-linked certificates (where the value is linked to changes in the Retail Prices Index). Maximum earnings are obtained after five years. Interest on both investments is tax-free.

### Pensioner's Guaranteed Income Bond

is available only to people over 60 yrs. It gives a fixed interest rate over 5 years, with income paid monthly, before (gross of) tax, but is taxable. Minimum investment £500.

### Save-As-You-Earn (National Savings/Bank/Building Society)

A 5- or 7-year regular monthly savings scheme. For employees, it can also be linked to a company share option scheme; at the end of the term, the employee can either use the savings to buy the shares in their company, or take the accumulated investment. The interest rate is fixed over the term, and the interest is tax-free. SAYE ended in Nov 1994, but previous schemes remain valid.

### Premium Bonds

don't earn interest, but are entered in a monthly draw for tax-free money prizes.

### National Savings Income Bonds

Minimum purchase £2,000, maximum £250,000, sole or joint. Interest is paid monthly, before tax (but taxable), into a bank/building society or similar account.

### National Savings Deposit Bonds

Deposit bonds are no longer available, but earlier bonds are still valid.

### 'FIRST' Option bonds

an accumulating lump sum investment of between £1000 and £250,000. Interest is paid net of tax, and credited annually. The rate is reviewed each year, and holders have the option to withdraw or continue.

### Yearly Plan

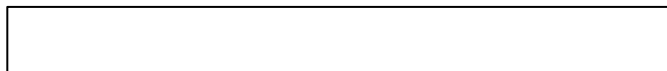
Yearly plan certificates can still be held, though new applications stopped in January 1995. Under the scheme monthly standing order payments of £20 were made (to a max. of £400); after 12 months a Yearly Plan certificate was issued. The certificates earn tax free interest, paid monthly, and reach maturity value after 4 years. After the 4th year interest is paid 3-monthly at a lower rate.

*Children are not asked about individual accounts held or the income from them, just whether they have any savings and the total amount held (banded). This would include any of the types mentioned above, plus Children's Bonus Bonds.*

### Children's Bonus Bonds

can be bought for any child under 16. A 5-year accumulating investment of between £25 and £1000: low interest for 4 years, but with a large 'bonus' in the final year. The interest is tax free

April 1998



Note: this Guide is for **interviewer use only**. It is not intended to be an authoritative statement on savings and investments; it is designed to give FRS interviewers a basic picture of savings and investments for which details are required from respondents to FRS.