



Workplace Employment Relations Study 2011

Carried out for the Department for Business, Innovation and Skills*

FINANCIAL PERFORMANCE QUESTIONNAIRE

Please complete and return this questionnaire within two weeks. Return it directly to NatGen by post in the reply-paid envelope provided.



You can also fill out the questionnaire online. Information about how to do this can be found in the accompanying letter.

The information you provide will be used solely for statistical purposes and will be treated in strict confidence in accordance with the Data Protection Act.

Neither individuals nor their workplace will ever be identified in the published results.

Thank you for your help.

*In collaboration with Acas, UK Commission for Employment and Skills, the Economic and Social Research Council, and the National Institute of Economic and Social Research.

1

Where possible, the figures you provide in this questionnaire (for example, about your turnover) should relate only to the workplace address on the accompanying letter. Please let us know whether this is the case by ticking the option that applies to you below.

- The figures relate to this workplace only
- The figures relate to other workplaces also (please specify)

Number of workplaces covered by this return

Approximate share of turnover accounted for by workplace indicated on accompanying letter %

2

Where possible, figures should cover the calendar year 1st January – 31st December 2010. Please let us know whether this is the case by ticking the option that applies to you below.

- The figures cover 1st January – 31st December 2010
- The figures cover another business year (please specify)

	Day	Month	Year
From	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
To	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

Financial amounts should be rounded up or down to the nearest £1,000, as below.

For example, if your answer is £576,326, round this to £576,000 and fill in the boxes as indicated:

						5	7	6	0	0	0
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If your answer is £672, round this to £1,000 and fill in the boxes as indicated:

							1	0	0	0
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If your answer is less than £500, write NIL in the boxes as indicated:

						N	I	L	0	0	0
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Turnover (excluding VAT)

3

What was the total amount received in respect of sales of goods and services during the period stated in question 2? Please give best estimates where you do not have exact data. Financial amounts should be rounded up or down to the nearest £1,000.

Total turnover £

- Include:**
- Sales of goods of own production
 - Work done on customers' materials
 - Income from services provided
 - Sales of goods purchased and resold without further processing, including retail turnover
 - Progress payments on work in progress

- Exclude:**
- VAT
 - Sales of fixed assets
 - Output for own final use
 - Grants

