

4. APPENDICES

A. Questionnaires used in the survey

CONFIDENTIAL
HIES - 1

KINGDOM OF TONGA

STATISTICS DEPARTMENT

HOUSEHOLD INCOME SURVEY 2000/2001

Survey Quarter:		CBN:		Household number:	
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(The information is being collected under Section 8 of Statistics Act 1978 and will kept strictly confidential and used for statistical purposes only)

Name of Head of Household _____

Name of Village _____

Name of District _____

Name of Division _____

Name and Signature of interviewer: _____

Visit to the Household

Date(s)

1st visit _____

2nd visit _____

3rd visit _____

4th visit _____

5th visit _____

6th visit _____

_____ _____

Final visit _____

SECTION A: HOUSEHOLD COMPOSITION AND ITS CHARACTERISTICS

HIES-1

SURVEY QUARTER:

CBN:

HOUSEHOLD NUMBER:

Person No.	Name	Relationship to Head of Household	Sex	Age	Marital Status	No. of days worked last week	Main Activity	Employment Status	Educational Attainment	MAIN			
										OCCUPATION	C O D E	INDUSTRY	C O D E
	1	2	3	4	5	6	7	8	9	10		11	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

NOTES:

- (2) **RELATIONSHIP TO HEAD OF HOUSEHOLD:** (0) HEAD OF HOUSEHOLD (1) FATHER (2) MOTHER (3) HUSBAND (4) WIFE (5) SON (6) SON-IN-LAW (7) DAUGHTER (8) DAUGHTER-IN-LAW (9) GRANDSON (10) GRANDDAUGHTER (11) AUNT (12) UNCLE (13) BROTHER (14) BROTHER-IN-LAW (15) SISTER (16) SISTER-IN-LAW (17) OTHER (Please specify)

- (3) **SEX** (1) MALE (2) FEMALE

- (5) **MARITAL STATUS** (1) NEVER MARRIED (2) MARRIED (3) WIDOWED (4) DIVORCED (5) SEPARATED (6) DE FACTO

- (7) **MAIN ACTIVITY** (1) WORKING (2) SEEKING WORK (3) DOING HOUSEWORK (4) STUDENT (5) DISABLED (6) INCOME RECIPIENT (7) RETIRED (8) OTHER: (Please specify below the column)

- (8) **EMPLOYMENT STATUS** (1) EMPLOYER (2) SELF-EMPLOYED (3) UNPAID FAMILY WORKER (4) EMPLOYEE GOVERNMENT (5) EMPLOYEE QUASI-GOVERNMENT (6) EMPLOYEE PRIVATE (7) OTHER: (Please specify)

- (9) **EDUCATIONAL ATTAINMENT** (1) PRIMARY (2) SECONDARY (3) TERTIARY (4) NO SCHOOLING

**SECTION B: VALUE OF OUTPUT AND PAYMENTS FOR GOODS AND SERVICES
(LAST ONE YEAR - 12 MONTHS 2000/2001)**

SURVEY QUARTER:	CBN:	HOUSEHOLD NUMBER:	PERSON NUMBER:
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ITEM (1)	Goods produced for Sale in local market or for exports				Goods produced for self consumption				Remarks if any
	Value (2)	Payment for goods & services in cash		Net Income (2)-(3)-(4) (5)	Value (6)	Payment for goods & services in kind		Net Income (6)-(7)-(8) (9)	
		Labour (3)	Goods, transport etc. (4)			Labour (7)	Goods, transport etc. (8)		
1. Agricultural Products eg. Copra coconut, banana, vanilla, watermelon fruits, vegetables and kava tonga etc.				A1				B1	
2. Livestock, poultry and its products				A2				B2	
3. Fish and fish products				A3				B3	
4. Forest products like timber, fuel wood and herbs etc.				A4				B4	
5. Handicrafts eg. Mats, baskets, tapa cloth etc.				A5				B5	
6. Rent for Property				A6				B6	
6.1 Unfurnished residential property									
6.2 Furnished residential property									
6.3 Non-residential property									
TOTAL									

SECTION C: SOURCES OF HOUSEHOLD INCOME AND RECEIPTS FOR THE LAST 12 MONTHS

HIES-1

SOURCES OF INCOME

HOUSEHOLD MEMBER No.

1. Regular with specific frequency (last one year – 12 months)

1.1 Salaries and wages (Gross) received during the year in cash on regular (basis) from employment or as shareholder employee in business, whether received on Daily, Weekly, Fortnightly, ½ monthly or monthly basis for each such earner member of household. Include how much of the 12 months they were employed

2. All other income on regular or irregular basis received in cash by the household (last one year – 12 months) from:

2.1 Pension or superannuation annuity

2.2 Interest (Gross) & Dividends

2.3 Income (net of expenses) from business, commercial, industrial and professional activities excluding withdrawal from working capital (see item 3.4)

2.4 Income (net of expenses) from (resale)/export of handicrafts, mats, baskets, tapa cloth, etc.

2.5 Adhoc jobs/activities irregular type

1. Farm labourer

2. Construction labourer

3. Gardening, grass cutting, lawn cleaning, etc.

4. Other-specify: _____

Other cash receipts (last year – 12 months)

3.1 Remittances from overseas

3.2 Gifts of money as assistance and relief

3.3 Sale of property and other assets including durable items

3.4 Withdrawal from working capital

3.5 Money borrowed from bank

3.6 Money borrowed from other sources

3.7 Withdrawal from savings

3.8 Loaned money received back

3.9 All other receipts (nie) – specify: _____

TOTAL CASH INCOME

Imputed (estimated) non cash income (last year – 12 months)

4.1 Estimated value of wages and salaries received in kind on regular basis in the form of goods, agricultural produce, livestock, poultry and their products and fish, etc. Write estimated amount for the year whether received on daily, weekly, fortnightly, ½ monthly and monthly basis for each earner member of household

4.2 Estimated value to agricultural produce, livestock and poultry items and fish, or goods received by household for adhoc jobs/activities as listed under 2.5

4.3 Estimated value of agricultural produce, livestock and poultry items and fish or goods, etc. received by the household as gift, assistance and relief measure

TOTAL NON-CASH INCOME

GRAND TOTAL

	1	2	3	4	5	6	CODE
1. Regular with specific frequency (last one year – 12 months)							
1.1 Salaries and wages (Gross) received during the year in cash on regular (basis) from employment or as shareholder employee in business, whether received on Daily, Weekly, Fortnightly, ½ monthly or monthly basis for each such earner member of household. Include how much of the 12 months they were employed							
2. All other income on regular or irregular basis received in cash by the household (last one year – 12 months) from:							
2.1 Pension or superannuation annuity							
2.2 Interest (Gross) & Dividends							
2.3 Income (net of expenses) from business, commercial, industrial and professional activities excluding withdrawal from working capital (see item 3.4)							
2.4 Income (net of expenses) from (resale)/export of handicrafts, mats, baskets, tapa cloth, etc.							
2.5 Adhoc jobs/activities irregular type							
1. Farm labourer							
2. Construction labourer							
3. Gardening, grass cutting, lawn cleaning, etc.							
4. Other-specify: _____							
Other cash receipts (last year – 12 months)							
3.1 Remittances from overseas							
3.2 Gifts of money as assistance and relief							
3.3 Sale of property and other assets including durable items							
3.4 Withdrawal from working capital							
3.5 Money borrowed from bank							
3.6 Money borrowed from other sources							
3.7 Withdrawal from savings							
3.8 Loaned money received back							
3.9 All other receipts (nie) – specify: _____							
TOTAL CASH INCOME							
Imputed (estimated) non cash income (last year – 12 months)							
4.1 Estimated value of wages and salaries received in kind on regular basis in the form of goods, agricultural produce, livestock, poultry and their products and fish, etc. Write estimated amount for the year whether received on daily, weekly, fortnightly, ½ monthly and monthly basis for each earner member of household							
4.2 Estimated value to agricultural produce, livestock and poultry items and fish, or goods received by household for adhoc jobs/activities as listed under 2.5							
4.3 Estimated value of agricultural produce, livestock and poultry items and fish or goods, etc. received by the household as gift, assistance and relief measure							
TOTAL NON-CASH INCOME							
GRAND TOTAL							

CBN:			
Household Number:		Number of Diary:	
Person Number:			

KINGDOM OF TONGA
(*PULE'ANGA TONGA*)

HOUSEHOLD EXPENDITURE SURVEY
(*SAVEA KI HE FAKAMOLE 'A E NGA AHI FAMILI*)

2000/2001

STATISTICS DEPARTMENT
NUKU'ALOFA, TONGA

(Note to reader: All the instructions were given in English and Tongan. Only the English version is shown here.)

Instructions on Expenditure

(One Person Only)

Confidential

The information collected in this Survey is essential for Government policies and development projects. What you write here will be kept secret. Your name and where you live will not be told to anyone; and you do not write them in this book. When you give this book back to the person who gave it to you he/she will send it straight to the Statistics Office and only the people doing the Survey will see the book. The things you write will be added with those that other people write and only the totals will be printed.

If you are not sure of anything, ask the person who gave you the book for help.

NAME OF INTERVIEWER:

TELEPHONE NUMBER:

Period:		to	
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HOW TO WRITE IN THIS BOOK

READ ALL THESE NOTES BEFORE YOU WRITE IN THIS BOOK

1. **THIS BOOK IS ONLY FOR WHAT YOU SPEND YOURSELF, NOT FOR WHAT ALL THE FAMILY SPENDS.** It would only have in it what you yourself spend. Do not put in it what other members of your house spend. They will have books themselves.
2. **PLEASE WRITE IN THIS BOOK EVERY DAY EVERYTHING YOU BUY, EXCHANGE OR BARTER OR AS A GIFT ON EACH DAY.** If you pay cash put the amount in **Cash Paid** column, and if you buy on credit enter the amount in **Bought on Credit** column. Should you obtain the item on exchange or barter basis or as a gift, put the estimated current value in **No Cash Paid** column.
3. **PLEASE WRITE DOWN EVERYTHING YOU BUY.** It does not matter if it is for yourself or for your wife, or for your husband, or for your children, or for anyone else; it does not matter if it is paid for out of your money, or out of money for the house, or out of money from any other place and it does not matter whether you **Pay by Cash** or **Buy on Credit** etc.
4. **THERE IS A NEW PAGE FOR EVERY DAY.** Please try to write down what you spend each day on that day or you may forget some things.
5. **HOUSEHOLD CONSUMPTION ITEMS BOUGHT** (1) on Cash Payment or (2) on Credit or (3) on Exchange or Barter or as a gift basis during 2 weeks.

PLEASE SHOW EACH ITEM ON ITS OWN, EVEN A SMALL ITEM. For example, do not write "groceries" but instead write down each of the items bought such as "butter" or "sugar". When you have written down the items you have bought on the day then write down how much you bought either in imperial, metric or other local units and show the cost of it (in the **Cash Paid** column or the **Bought on Credit** column) as applicable. For example:

- If the item is tea, put down how many grams/ounces
- If you put down loaves of bread, say if they are standard size or otherwise
- If you write down tins or packets, write down the size of tins or packets
- If you write down fruit or vegetables or fish, try to show the size if you can

6. **IF YOU PAY DURING THESE TWO WEEKS FOR GOODS USED BEFORE THESE TWO WEEKS BEGAN** put down **Paid Account** and show the amount in **Cash Paid** column.
7. **WHEN YOU HAVE WRITTEN DOWN YOUR ITEMS FOR THE DAY, LOOK AT PAGES 27 TO 30, AND SEE IF YOU HAVE FORGOTTEN ANYTHING YOU HAVE BOUGHT.** You may have bought something and forgotten to write down.
8. **IF YOU GIVE ANY MONEY TO CHILDREN TO SPEND FOR THEMSELVES,** write down "Children's Money" and show the amount in the **Cash Paid** column, **BUT IF YOU SEND YOUR CHILDREN TO THE STORE TO BUY SOMETHING FOR YOU, YOURSELF OR YOUR HOUSEHOLD,** write down the item bought and show the amount paid.
9. **TIME PAYMENTS.** If in any of these 2 weeks you pay any instalments (part payments) on goods which you are buying by time payments, show the item as in the following examples: "Time payment instalments on radio set", and show the amount paid in the **Cash Paid** column."
IF YOU STARTED BUYING ANYTHING BY TIME PAYMENTS in any of these 2 weeks, write it down on the day and show the full price and also write down how much you paid on the day. For example: "Radio set by time payment - full price T\$45.50, first time payment T\$15.25"
10. **USED ITEMS.** If you buy any used items during these 2 weeks, put "used" against that item and show the amount paid.

B. REPAIRS ON HOUSE DURING THESE TWO WEEKS

- If you had a carpenter or plumber or anybody else fix your house during these 2 weeks and you yourself paid for the work he did, put the type of work done and put the amount paid in the **Cash Paid** column. For example: **“Roof repairs - T\$25.00”**
- If you did not pay cash for the house repairs but instead gave the person who fixed your house something in return (like some vegetables you had grown yourself, etc.) then put the amount you think the work would have cost you if you had to pay cash in the **No Cash Paid** column.
- If the house repairs were provided free by the disaster Relief Organisation or any other aid organization then put down the amount the work would have cost in the **No Cash Paid** column. (But if you have already written down these house repairs somewhere else in this book, do not write them down again here.)

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HOUSE REPAIRS IN THESE 2 WEEKS (MONOMONO FALE 'I HE UIKE UA NI)	Cash Paid (Pa'anga ne Totongi)		Bought on Credit (Fakatau Fakamo'ua)		No Cash Paid ('Ikai Totongi Pa'anga)		FOR OFFICE USE ONLY
	T\$	C	T\$	C	T\$	C	

C. RENT FOR HOUSE

If you pay rent for your house, please put down the amount of rent you pay and how often you pay it. For example: **“Rent - monthly T\$40.00”**

(But if you have already written down a payment for rent during these two weeks, then do not write it down again here.)

If you live in your own house, put down in the **Estimated Amount** column the amount of rent you would have to pay if you had to rent it.

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RENT FOR HOUSE (TOTONGI NOFO)	HOW OFTEN PAID (VAHA'A TAIMI 'OKU TOTONGI AI)	Amount (Pa'anga Ne Totongi)		Estimated Amount (Fakafuofua Totongi Nofo)		FOR OFFICE USE ONLY
		T\$	C	T\$	C	

D. OTHER BIG PAYMENTS DURING THE LAST 12 MONTHS

If you have spent T\$50.00 or more during the last 12 months on specific items or on religious and other ceremonies, functions and festivities, etc., and have not entered such expenses elsewhere, please specify those below. For example:

- If you had repairs on your house or bought materials to fix your house or were given a new house then write that down
- If you bought a vehicle (a bicycle, motorcycle, car, horse cart) then write down what kind of vehicle
- If you had repairs to a vehicle and the repairs were worth T\$50.00 or more then write down what kind of vehicle and what kind of repairs, for example: **“Motorcycle - new tyre T\$50.00”**
- If you bought a large animal such as a cow or a horse then write down what kind of animal
- If you paid for a trip to another island then write down what island and what kind of transport, for example: **“Airplanes for 2 people from Tongatapu to Vava’u ”**
- If you yourself paid all or some of the fare for you or someone else to travel to New Zealand or another country then write that down. For example: **“Trip to New Zealand for son - paid some of the fare T\$150.00”**
- If you paid for any insurance during the last year then write what type of insurance. For example:
“Natural disaster insurance for house - T\$56.00”
- Legal expenses not related to business and industry
- Remittances to family members living away or overseas
- Donations, gifts, charities, to church, institutions or individuals

If you paid cash then please show the amount on the **Cash Paid** column

If you bought the item on time payment then please show the full cost in the **Credit** column.

If you did not pay any money but instead gave something in return (like goods that you had grown or made) then put down how much it would have cost to pay cash in the **No Cash Paid** column.

If you were given the item free by an aid organization then put down how much the item would have cost if you had to pay cash in the **No Cash Paid** column.

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OTHER BIG PAYMENTS (T\$50.00 OR MORE) DURING THE LAST 12 MONTHS

(NGAAHI FAKAMOLE LALAHU (T\$50.00 PE LAHI ANGE) LOLOTONGA 'A E MAHINA 'E 12 KUO 'OSI)

ITEM (KOLOA)	QUANTITY (LAHI 'O E KOLOA)	Cash Paid (Pa'anga ne Totongi)		Bought on Credit (Fakatau Fakamo'ua)		No Cash Paid ('Ikai Totongi Pa'anga)		FOR OFFICE USE ONLY
		T\$	C	T\$	C	T\$	C	

(pages 27-28)

ITEMS YOU MIGHT HAVE BOUGHT

Some items you might have bought are listed below. These are for you to read to see if you have bought any of these items but have forgotten. If you find here any items which you bought but which you forgot to write down, please go back now and write them down.

FOOD:

Bread, cakes, buns, flour, doughnuts, breakfast cereals and other cereals, such as tapioca, rice, etc.
Custard powder, tinned corned beef, beef, veal, mutton, lamb, pork, poultry, sausages, bacon and ham, tinned fish, fish (fresh, dried or smoked, shell), milk (fresh, dried, condensed)
Butter, margarine, lard suet and other cooking fats, cheese, eggs, tinned spaghetti, tinned beans, tea, coffee and coffee essence, cocoa
Sugar, syrup, jam, marmalade, honey, lemon curd
Tinned vegetables
Potatoes, breadfruit, taro, yam, sweet potatoes, beans, tomatoes, cabbage, other leafy green and yellow vegetables, root vegetables, vegetables (including tinned)
Tinned fruit
Bananas, pawpaws, citrus fruits, apples, other fresh fruits
Coconuts, all other nuts, drinking nuts
Sweets, chocolate, ice cream
Various other foods such as pickles, sauces, canned soups, jellies
Food for animals or pets
Meals bought away from home
Weetbix, cabin bread

TOBACCO AND DRINKS:

Cigarettes, cigarette tobacco, cigarette papers, pipe tobacco, cigars, pipes, pouches, lighters, lighter fuel, cigarette cases
Beer, ale, stout, wine, spirits
Soft drinks (e.g. Orangeade, lemon squash, etc.)

FUEL AND LIGHT; HOUSEHOLD MATERIALS, NEWSPAPERS, BOOKS, etc.

Kerosene and other fuel oil, electricity, firewood, candles
Matches, soap, soda, cleaning powers, detergents, polishes
Books, newspapers and other reading materials, stationery, toilet paper
Medicinal and toilet goods, cosmetics, sanitary towels, razors
Photographic goods
Flowers, seeds, plants, garden sundries, animals and pets, children's toys

CLOTHING, CLOTHING MATERIALS, FOOTWEAR:

(Men's Women's, Girls', Boys')

Length of material

Trousers, shorts, shirts, singlets, underpants, pyjamas, handkerchiefs, shoes or boots, sandals, socks, shoe repairs, sandshoes, other clothing and footwear
Blouses, skirts, underwear, chemises, nightwear, shoes, sandals, other clothing and footwear

FURNITURE, FURNISHING HARDWARE, etc.

Mattresses, pillows, sheets, blankets, tablecloths, towels, curtaining
Carpet, rugs, linoleum, mats
Fires, cookers, irons, vacuum cleaners, refrigerators, wringers, sewing machines, washing machines
Dustbins, pails, bowls, kettles, saucepans, brushes, brooms, tools, chinaware, glassware
Clocks, watches, jewellery, cutlery, suitcases, handbags, sports goods

TRANSPORT:

Purchase or upkeep of motorcycles, power cycles, cycles, perambulators and cars

TRIPS

Trips to other islands or to other countries (which are not business trips)

INSURANCES

Life insurance or fire insurance or natural disaster insurance

WATER AND POWER CHARGES, etc.

Water rates charges, power charges

HOUSING COSTS:

Rent, house repairs, new house, mortgage repayments

OTHER KINDS OF EXPENDITURE:

Visits to cinemas, concerts, football, cricket, postage, telephone

Hairdressing, shoe repairs, dyeing and cleaning, domestic help

Holiday expenditure apart from fares

Children's pocket money

Contributions to pensions, etc., funds paid direct or by deduction from pay

Income tax paid direct or by deduction from pay

School fees

Giving - to church, or to any other organization

NOTES:

These pages are for you to write down anything that you are unsure about

Note to reader:

Five blank pages were provided for the person to write down any items they were not sure about