



Notice is given under section 1 of the Statistics of Trade Act 1947



Financial Services Survey: Quarterly Return of Income and Expenditure

Please do not discard this important document - your response is legally required

00001 66120
CONTACT NAME
OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG
***** EXAMPLE PRINT *****

Please write any changes to your name and address in the box below, using black ink

To be completed for: THE BUSINESS NAMED ABOVE

Please complete and return by 17 April 2016

Dear Sir or Madam,

Please find the Quarter 1 2016 questionnaire for the Financial Services Survey: Quarterly Return of Income and Expenditure attached. Please complete for the period Quarter 1 2016 (1 January 2016 to 31 March 2016). If actual figures are not available, please provide informed estimates. Once complete, the questionnaire can be returned by post or fax using the details in the box below.

The information supplied forms part of the UK's National Accounts and Balance of Payments which are used by the Treasury and the Bank of England to monitor the economy.

You are required by law to complete this questionnaire. If you do not complete and return this questionnaire by 17 April 2016, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business to unauthorised persons.

Thank you for your co-operation,
Office for National Statistics

Questionnaire return details

To return via fax: 01633 652707

To return via post: Please use the prepaid envelope provided which is addressed to:
Office for National Statistics, Government Buildings, Cardiff Road, Newport, NP10 8XG

Contact numbers

Er mwyn gwneud cais am ffurflen Gymraeg (To request a questionnaire in Welsh) 0300 1234 921

If you would like to use our Minicom service for the Deaf 01633 815 044

To complete the questionnaire in Euros 01633 455770

For any other queries, please contact **the FSS Team** **01633 455770**
or go to www.ons.gov.uk/surveys

When contacting the office you may be asked for the following information

Survey code: 267 **Reference number:** 4990 0000 000A **Period:** 201603

- Telephone calls may be recorded for training and quality purposes

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Introduction to the Financial Services Survey: Quarterly Return of Income and Expenditure

Purpose of this survey

This survey collects information on the income and expenditure of your business. The information supplied forms part of the UK's National Accounts and Balance of Payments which are used by the Treasury and the Bank of England to monitor the economy.

Coverage

- Include information for the UK business named on the front of this questionnaire.
- Exclude overseas branches, subsidiaries and agencies.
- The UK consists of England, Wales, Scotland and Northern Ireland, but excludes the Channel Islands and the Isle of Man.

Information required

This questionnaire is divided into five sections, which ask for information about:

- Section A** the reporting period
Section B income
Section C expenditure
Section D employee stock options
Section E any substantial changes, completion time and your contact details

Basis for completion

- This questionnaire should be completed on an accruals or mark to market accounting basis and would normally utilise data from the accounting system that is used for the production of your statutory accounts.
- Please provide information only for the accounts of the business named on the front of this questionnaire.

How to complete the questionnaire

- Give the best estimate you can if you do not have exact figures.
- Leave question blank if not applicable (a zero return will be assumed). Do not use 'nil', 'n/a' or draw a line in the data.
- Read accompanying instructions before completing this questionnaire.
- The items listed under Include and Exclude are examples and should not be taken as a complete list of items.
- Round all values to the nearest £0.1 million

For example, £65,375,000 = £ , , 6 5 . 4 m

For example, £88,000 = £ , , 0 . 1 m

- Use the spot rate as at the transaction date if you need to convert from foreign currency to sterling.
- Indicate negative figures by a minus sign

For example, (-17,100,000) = £ - , , 1 7 . 1 m

This questionnaire will be scanned, therefore please:

- complete in **black ink**
- ensure letters and numbers are PRINTED and centred within each box
- do not use commas ,
- do not cross sevens 7 or zeros 0



Section A - Reporting Period

1. Are you able to report for the period Quarter 1 2016 (1 January 2016 to 31 March 2016)?

Yes → Go to section B

No → Go to question 2

0100

2. What are the dates of the quarter that you will be reporting for?

From:

D	D
<input type="text"/>	<input type="text"/>

M	M
<input type="text"/>	<input type="text"/>

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

0101

To:

D	D
<input type="text"/>	<input type="text"/>

M	M
<input type="text"/>	<input type="text"/>

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

0102

Section B - Income

During the reporting period:

3. What was the **total** profit or loss from dealing as principal?

This should be the net figure before expenses, for profit or loss that arises from dealing as principal. Principal dealing is when securities or commodities are bought and sold from the business' own account.

Profit from dealing as principal should include all profit or losses arising from the purchase, sale and holdings of tradeable instruments, including both realised and unrealised profits and losses. For example, if a tradeable bond is not traded, but changes in value, this should be recorded within dealing profits. Items should be reported net on a mark-to-market basis at the end of the reporting period. Where transactions between group entities occur, these should be shown at market value or estimated market value if necessary.

Include:

- market making activity
- realised and unrealised profit/loss

Exclude:

- stamp duty and associated interest
- interest, dividends or income earned from these instruments. These should be reported separately at questions 5, 9 and 10
- fees associated with these instruments
- dividends on short sales (manufactured dividends)
- unrealised gains and losses from the purchase of own debt

To the nearest £0.1 million

£ , , . m 5000

Please give the best estimate you can if you do not have exact figures.

a. of which, profit or loss from dealing in derivative contracts? £ , , . m 5001



MRK

DTU

NJA

NJA

4. Of the total profit or loss reported at question 3, what was the value of spread earnings?

Dealers or market-makers in financial instruments may charge in full or in part for their services by having a spread between their buying and selling prices. The net spread earnings is the difference between the price paid or offered for a tradeable instrument and the price paid on the open market (the mid-market price). This question should capture the difference between the sale or purchase price and the mid-market price of tradeable instruments at the time of the transaction

To the nearest £0.1 million

£ , , . m 5002

NJA

Please give the best estimate you can if you do not have exact figures.

a. of which, spread earnings from derivative contracts?

£ , , . m 5003

NJA

5. What was the value of interest accrued:

Include interest in relation to:

- deposits
- debt securities
- loans
- other accounts receivable

Exclude:

- interest in relation to financial leases. This should be reported at question 6

a. in the UK?

£ , , . m 5004

NHC

b. outside of the UK?

£ , , . m 5005

NHC

i. of which, within the EU?

£ , , . m 5006

NHC

6. What was the value of interest accrued under financial leases?

Include:

- hire purchase.....

£ , , . m 5007

NHC

7. What was the value of amounts receivable under operating leases?

Include:

- rental of: buildings, IT equipment, machinery and vehicles.....

£ , , . m 5008

NHC

8. What was the value of amounts receivable in return for the use of natural resources owned by your business, such as sub-soil assets, crude oil, gas, coal, water abstraction?

Exclude:

- utilities (gas, electricity and water)

£ , , . m 5009

NHC



Section C - Expenditure

During the reporting period:

14. What was the value of interest payable:

Exclude:

- the interest components of amounts payable under financial leases. These should be reported at question 15

To the nearest £0.1 million

- a. in the UK? £ , , . m 6000 NHC
- b. outside of the UK? £ , , . m 6001 NHC
- i. of which, within the EU? £ , , . m 6002 NHC

15. What was the value of interest payable under financial leases?

Include:

- hire purchase.....

£ , , . m 6003 NHC

16. What was the value of amounts payable under operating leases?

Include:

- rental of: buildings, IT equipment, machinery and vehicles.....

£ , , . m 6004 NHC

17. What was the value of amounts payable in return for natural resources used, but not owned by your business, such as sub-soil assets, crude oil, gas, coal, water abstraction?

Exclude:

- utilities (gas, electricity and water). These should be reported at question 23

£ , , . m 6005 NHC

18. What was the value of dividends paid:

- a. in the UK? £ , , . m 6006 NHC
- b. outside of the UK? £ , , . m 6007 NHC
- i. of which, within the EU? £ , , . m 6008 NHC



19. What was the value of fees, commissions and margins incurred for services from providers located:

Include:

- non-deductible VAT
- fees, commissions and margins for all services, e.g. professional fees, legal fees, marketing fees

Exclude:

- deductible VAT

To the nearest £0.1 million

- a. in the UK? £ , . m 6009 NHC
- b. outside of the UK? £ , . m 6010 NHC
- i. of which, within the EU? £ , . m 6011 NHC

20. What was the amount payable for gross wages and salaries to staff on your payroll?

Include:

- bonuses

Exclude:

- all pension and social contributions
- sick pay and redundancy payments. These should be reported at question 21
- charges associated with temporary staff. These should be reported at question 23.a

£ , . m 6012 NHC

21. What was the amount of sick pay and redundancy payments? £ , . m 6103 NHC

22. What was the amount payable for employers National Insurance contributions and contributions to other pension and welfare schemes? £ , . m 6013 NHC

23. What was the value of goods and materials used in the running of the business?

Include:

- gas and electricity bills
- charges associated with temporary staff

Exclude:

- rental of buildings

£ , . m 6014 NHC

a. of which, charges associated with temporary staff? £ , . m 6104 NHC

24. What was the amount of corporation tax payable on taxable profits? £ , . m 6015 NHC

25. What was the value of VAT payable?
Exclude:
● corporation tax £ , . m 6016 NHC

26. What was the value of business rates payable?
Exclude:
● corporation tax £ , . m 6017 NHC



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