

Economic Activity Return 2024

All information provided is treated as strictly confidential and will be used solely by the Data and Analysis Service to compile aggregate statistics, such as GVA and GDP.

* Mandatory questions are marked with an asterisk.

Please refer to the [additional guidance notes](#) as needed alongside this form.

SECTION 1 - Contact details

Q1.1 Your name*

Q1.2 Your role or job title*

Q1.3 Email address (a confirmation of receipt will be sent to this address for your records)*

Q1.4 Contact phone number (without spaces)*

Q1.5 Name of the employer/enterprise that this Return relates to (this can be a group or individual trading name or a registered entity name)*

Q1.6 Which of the following best describes the constitution of the employer/enterprise?*

- ☐ One or more company/companies
- ☐ One or more sole trader(s)
- ☐ One or more foundation, charity or not-for-profit organisation
- ☐ A combination of two or more of the above options
- ☐ Other

Q1.7 Guernsey/Alderney Company Registry Entity Number(s) (optional)

Q1.8 Income Tax Reference(s) e.g AC XXXXXX, C XXXXXX, B XXXXXX (optional)

These reference numbers are requested (as optional fields), as they will help the Data & Analysis Service to more quickly check the coverage of the information submitted via these Returns compared with the data currently used in GVA and GDP calculations. See section 2 of the

SECTION 2 - sector and employees

Q2.1 Which economic sector does the enterprise mainly operate in?* *More detailed information on which type of activities fall into each sector can be found at <https://gov.gg/ecodes>. E.g. Restaurants, cafes, take-aways, pubs, bars and hotels should all select Hostelry.*

- ☐ Agriculture, horticulture, fishing and quarrying
- ☐ Manufacturing
- ☐ Electricity, gas, steam and air conditioning supply
- ☐ Water supply, sewerage, Waste management and remediation activities
- ☐ Construction
- ☐ Wholesale, retail and repairs
- ☐ Hostelry
- ☐ Transport and storage
- ☐ Information and communication
- ☐ Finance
- ☐ Real Estate activities
- ☐ Professional, business, scientific and technical activities
- ☐ Administration and support service activities
- ☐ Public administration
- ☐ Education
- ☐ Human health, social and charitable work activities
- ☐ Arts, entertainment and recreation
- ☐ Other (please describe below)

Q2.2 Which of these Island(s) within the Bailiwick of Guernsey does the enterprise physically operate from? **(Tick one or both)***

- ☐ Guernsey, Herm, Jethou or Lihou
- ☐ Alderney

Please note that enterprises physically operating from both Alderney and Guernsey need to complete two Returns. The two Returns may have identical information in Sections 1, 2 and 5 but must provide separate figures for Alderney and Guernsey (including Herm, Jethou or Lihou in the latter) in Sections 3 and 4. See section 2 of the [additional guidance notes](#) for further information on this.

Q2.3 How many employees does the Bailiwick of Guernsey-based enterprise employ in Guernsey, Herm, Jethou, Lihou and Alderney?*

- ☐ 1
- ☐ 2 to 5
- ☐ 6 to 10
- ☐ 11 to 25
- ☐ 26 to 50
- ☐ 51 to 100
- ☐ 101 to 250
- ☐ Over 250

Q2.4 Is the Bailiwick of Guernsey-based enterprise part of a wider organisation? *E.g. a branch, subsidiary, head office or head quarters with others operating from the Bailiwick of Jersey, the United Kingdom, Europe or elsewhere**

- ☐ Yes
- ☐ No

SECTION 3 - Income and expenditure in 2022 and 2023

For the questions in Section 3, please provide figures for Bailiwick of Guernsey operations only in GBP sterling. Figures can be for the calendar year or an accounting year ending during the calendar year. Figures can be un-audited or estimated if final audited values are not available at present.

If you need help interpreting any of the questions in this form, please reach out to us by email (dataandanalysis@gov.gg). We will always respond within two working days and will be happy to help you complete the Return as accurately as possible.

Income (turnover)

Total gross income/takings/revenues (turnover) arising from normal trading activities before any deductions, including all: sales, work done, receipts, commission earned and fees. This can include income generated from outside the Islands by Bailiwick of Guernsey based operations. For a more detailed definition, see section 5 in the [additional guidance notes](#).

Q3.1 Total income (turnover) for 2022*

Q3.2 Total income (turnover) for 2023*

Expenditure (costs)

Total operating costs to include staff costs (includes gross wages/salaries paid to employees, employer's and self-employed social security contributions and employer's pension fund contributions) and all other costs (total estimated expenditure on premises, transport, goods, materials and services purchased etc). This can include expenditure made by Bailiwick of Guernsey based operations on goods and services outside the Islands. If you are a sole trader, please do not include the value of any wage/salary you pay yourself as a cost. For a more detailed definition (particularly regarding purchases of capital assets), see section 6 in the [additional guidance notes](#).

Q3.3 Total expenditure for 2022*

Q3.4 Total expenditure for 2023*

Income less expenditure

Please calculate income (as defined above) less expenditure (as defined above) for 2022 and 2023. The values below need to equal your answers to income questions above less your answers to expenditure questions above. Values can be positive (profit) or negative (loss) figures.

It is noted that these figures may differ from taxable profit figures provided to the Revenue Service in relation to the liability of income tax. These figures as defined in this form are required for accurate calculation of national statistics, such as GVA and GDP. Any information you provide in this form is strictly confidential and will be used solely by the Data and Analysis Service to compile aggregate statistics.

Q3.5 Income less expenditure for 2022*

Q3.6 Income less expenditure for 2023*

Accounting year

Q3.7 Do the values you have provided above relate to calendar years (January to December)?*

- ☐ Yes
☐ No

If you answered "No" to Q3.10, which time periods do the values relate to?

SECTION 4 - Income and expenditure in 2024 and 2025

In the questions below, you are asked to provide budget, projected or forecast values for income (turnover) and expenditure (costs) for 2024 and 2025 compared with 2023 (for Bailiwick of Guernsey operations). Please use 2023 as the base reference point throughout.

Projected income (turnover)

Total gross income arising from normal trading activities before any deduction; includes all sales/incomes/gross takings/receipts/turnover/revenues.

Q4.1 How do you expect income (turnover) in 2024 to compare with 2023?*

- ☐ Much lower than 2023
- ☐ Lower than 2023
- ☐ About the same as 2023
- ☐ Higher than 2023
- ☐ Much higher than 2023
- ☐ Don't know
- ☐ Prefer not to say

Q4.2 How do you expect income (turnover) in 2025 to compare with 2023?*

- ☐ Much lower than 2023
- ☐ Lower than 2023
- ☐ About the same as 2023
- ☐ Higher than 2023
- ☐ Much higher than 2023
- ☐ Don't know
- ☐ Prefer not to say

Projected expenditure on employees (staff costs)

Total employment costs includes employees' wages, salaries, bonuses, employer and self-employed social security contributions and contributions to pension and other health or welfare schemes. If you are a sole trader, please do not include the value of any wage/salary you pay yourself within your projected staff costs.

Q4.3 How do you expect expenditure on employees (staff costs) in 2024 to compare with 2023?*

- ☐ Much lower than 2023
- ☐ Lower than 2023
- ☐ About the same as 2023

- ☐ Higher than 2023
- ☐ Much higher than 2023
- ☐ Don't know
- ☐ Prefer not to say

Q4.4 How do you expect expenditure on employees (staff costs) in 2025 to compare with 2023?*

- ☐ Much lower than 2023
- ☐ Lower than 2023
- ☐ About the same as 2023
- ☐ Higher than 2023
- ☐ Much higher than 2023
- ☐ Don't know
- ☐ Prefer not to say

Projected expenditure on other areas (non-staff costs)

All other operating costs (excluding staff costs); total estimated expenditure on premises, transport, goods, materials and services purchased.

Q4.5 How do you expect expenditure on other areas (non-staff costs) in 2024 to compare with 2023?*

- ☐ Much lower than 2023
- ☐ Lower than 2023
- ☐ About the same as 2023
- ☐ Higher than 2023
- ☐ Much higher than 2023
- ☐ Don't know
- ☐ Prefer not to say

Q4.6 How do you expect expenditure on other areas (non-staff costs) in 2025 to compare with 2023?*

- ☐ Much lower than 2023
- ☐ Lower than 2023
- ☐ About the same as 2023
- ☐ Higher than 2023
- ☐ Much higher than 2023
- ☐ Don't know
- ☐ Prefer not to say

SECTION 5 - Confirm and send

Please use this box if you wish to make any comments regarding the information you have provided in this Return e.g. start-ups, mergers or restructuring or if you wish to give feedback on the Return form or process.

Alternatively, if you wish, you can enclose or upload supporting information.

☐

Tick to confirm that all the details provided in this Return are true and complete to the best of your knowledge.*

Returns can be uploaded via <https://gov.gg/economicactivityreturnupload> posted to:

Data and Analysis
Sir Charles Frossard House
La Charroterie
St Peter Port
Guernsey
GY1 1FH

Once we have received your Return, an email confirming receipt will be sent to the email address provided in the contact details section. **Please contact us if you have made a submission but have not received a confirmation email within two weeks.**

All information provided is treated as strictly confidential and will be used solely by the Economic Statistics Supervisor and their Officers in the Data and Analysis Service to compile aggregate statistics, such as GVA and GDP. Neither the Supervisor nor an Officer may cause or permit any other person to access, view or use the information collected for this purpose unless specifically authorised to do so by Section 10 of the Economic Statistics (Guernsey and Alderney) Law 2019 (see www.guernseylegalresources.gg/laws/guernsey-bailiwick/g/government-constitution-and-elections/economic-statistics-guernsey-and-alderney-law-2019/).

The States of Guernsey will process any personal data that you provide, via this form, in accordance with Data Protection (Bailiwick of Guernsey) Law 2017 (see www.guernseylegalresources.gg/laws/guernsey-bailiwick/d/data-protection/). Further information about how your personal data is processed by the States of Guernsey can be found at www.gov.gg/yourdata and in the Data and Analysis Fair Processing Notice, which can be downloaded from; www.gov.gg/data.