

Appendix 4: Manuals and Forms

This appendix contains instructions for enumerators and respondents involved in the 1991 Household Income and Expenditures Survey (HIES) for the Republic of Palau. The appendix is organized in four parts. Each is preceded by a title page and is intended to stand alone as a source of information for a particular phase of data collection. The first part, titled *Republic of Palau 1991 Household Income and Expenditures Survey: Interviewer Instructions*, contains general information on the HIES -- discussing interviews and diaries, and providing basic guidance to enumerators assigned to the project. The second component, *Republic of Palau 1991 Household Income and Expenditures Survey: Instructions for Self-Reporting*, discusses specific data categories and correct responses to these categories. Component three, titled *Republic of Palau 1991 Household Income and Expenditures Survey: Instructions for Completing Required Forms*, provides guidelines for filling out Daily Expenditures Diaries. The fourth and final component of this manual, *Republic of Palau 1991 Household Income and Expenditures Survey: Coding Scheme and Keying Instructions*, describes the coding scheme employed in the survey and discusses how to access and use software developed for the computerization of data from the diaries and questionnaires.

To avoid confusion when discussing the various forms used in the HIES, particular topics on those forms, alternative responses on the forms, computer keying guidelines, and so on, certain simple conventions were employed when writing this manual. The desired form of a written response, such as a response code on a questionnaire or the wording that a subject should use on a diary, is enclosed in double quotes. A desired response on the computer, in turn, is designated by upper case letters with no quotes. Main categories on a questionnaire or diary are designated by underlined words with all letters in upper case. Finally, a particular key on a computer is designated by words typed in upper case letters, preceded by a *less than symbol* (<) and followed by a *greater than symbol* (>).

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REPUBLIC OF PALAU
1991 HOUSEHOLD INCOME AND EXPENDITURES SURVEY:
INTERVIEWER INSTRUCTIONS

Office of Planning and Statistics

118 -- 1991 Household Income and Expenditures Survey

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Office of Planning and Statistics, Republic of Palau

General

1. Introduction

This compendium of instructions is intended for use by interviewers and other staff working on the 1991 Household Income and Expenditures Survey (HIES) for the Republic of Palau. Its main purpose is to help interviewers understand fully the tasks which they are required to perform. This manual serves as the basic instructional document in the training course for interviewers.

All persons involved in conducting the HIES should study the manual carefully, to ensure that they fully understand the procedures described within. The success of the HIES depends on the efforts of everyone working on the survey, both during the training period and in the field work.

2. Objectives

The major objectives of the HIES are three:

- a) to provide weights for a new Consumer Price Index for Koror, based on the pattern of expenditures by household;
- b) to provide data on the distribution of income and expenditures throughout the republic; and
- c) to provide data to examine aspects of national accounts, particularly regarding income from home production activities and the consumption of goods and food produced at home.

3. Scope and Coverage

Although the HIES will include all of Palau (except Kayangel and the Southwest Islands), limitations of time and project funding make it impossible to contact every household in the republic. In place of contacting all households, the survey will collect information on the demographic, social, and economic characteristics (including income) from *every fourth household* in the republic -- a total of about 500 households. The project also will collect expenditures information from *every eighth household*, totalling roughly 250 households in all.

For each selected household, you will collect certain information about income and expenditures by means of a questionnaire interview. You also will ask about half the households contacted to provide detailed information about their expenditures over a two-week period, which subjects will record in a special Daily Expenditures Diary. Instructors will teach you how to read the maps

necessary to find the households you must contact. As you complete data collection for a particular household you will mark its household number on your map -- to ensure that you contact all houses in the sample.

4. Confidentiality

All information collected in the HIES is *strictly confidential* -- you are not permitted to pass on any information you collect in the course of this survey. Before you begin working on this survey, you will be required to swear an oath before the Chief Justice of the Palau Supreme Court that you will not disclose any matter which comes to your knowledge through your employment on the HIES.

5. Definition of the Survey Period

July 1 - 3	Training of enumerators
July 4 - August 15	Collection of income information, and annual and major expenditures
July 10-13	Distribution of Week 1 diaries
July 15-21	Week 1 survey period for household expenditures
July 19-20	Distribution of Week 2 diaries
July 22-23	Collection of Week 1 diaries, checking them
July 22-28	Week 2 survey period for household expenditures
July 28-29	Collection of Week 2 diaries, checking them
August 23	Main data collection period ends

6. Relations With the Public

Over the course of this project, you will be asking the members of the households you contact to provide a large amount of personal information. These individuals will not be familiar with the questionnaires or the procedures of the HIES, and for these reasons may become nervous or even angry at some point during the survey process. It is your job to adopt a friendly and helpful approach on all occasions, to reduce tension to a minimum.

Do not hurry the interviews, especially at the beginning. Instead, take some time to exchange greetings and explain what the interview is about. Answer as best possible any questions the household members may ask. Do not discuss controversial matters or anything about other households contacted in the survey.

If you think any statement a person makes is incorrect, neither write it down at once nor say it is wrong. Instead, discuss the topic further with the individual until it becomes obvious that the

original statement was wrong; then try to explain the question again and obtain the correct information.

Remember, when leaving a house, to thank the head of household and any other household members for their cooperation and assistance.

Project Organization

1. Division of Responsibilities

The HIES is being conducted by is the Office of Planning and Statistics (OPS). The OPS is responsible for recruiting supervisors and interviewers to work on this survey as well as for all technical aspects of the project. Some of the OPS staff will work as interviewers, but most interviewers will be recruited especially for the survey.

2. Duties of Interviewers

The major duties of the interviewer are to locate the households on the Interviewer Contact Sheet, ensure that selected households have completed the Daily Expenditures Diaries satisfactorily, and collect additional income and expenditures data by means of conducting an interview with each household. In some cases the interviewer will explain to the head of household how to fill out the Individual Record forms, leaving one for each member of the household (as well as the *Instructions for Self-Reporting*) and returning later to review and pick up the completed forms.

3. OPS Responsibilities

The OPS will have the following duties in the HIES:

- a) ensure that all questionnaires and other materials are distributed among the interviewers;
- b) ensure that the interviewer understands which households he or she is responsible for, as indicated on the Interviewer Contact Sheet, and make certain that each of the selected households is included in the survey;
- c) evaluate the progress of work of the interviewer and deal with any problems which arise;
- d) arrange transportation for the interviewer, when required;
- e) arrange payment of the interviewer;
- f) ensure that any instructions issued by the OPS are carried out successfully;
- g) check all completed forms, diaries, and questionnaires to ensure that all questions have been answered and that there are no inconsistencies; and

- h) maintain proper records of the distribution of work and materials to interviewers and their subsequent receipt when completed, and arrange for the safe and prompt dispatch of these records for processing at the OPS.

4. Schedule

Fieldwork for the HIES will occur between July 4 and August 15, 1991, with follow-up work through August 23 of the same year. Interviewers should pace their fieldwork to ensure that they complete all data collection on time.

Fieldwork

1. Survey Sample

The HIES does not cover every household in Palau. Instead, a systematic sample of households has been selected. A random number determined the first house in each state for the sample, after which every fourth house was selected for inclusion in the survey. The interviewer maps show the boundaries for the enumeration area and which houses are to be included. OPS personnel will assist the interviewers in locating each selected household, if necessary. Finding a house should not be difficult as all household heads already are listed on the Interviewer Contact Sheet.

2. Visiting Selected Households

Visits to the 1-in-4 households selected for the collection of demographic, social, and economic data can be made at any time during the enumeration period -- July 4 to August 15, 1991. However, the first visit to the 1-in-8 households selected for the collection of more detailed expenditures data should be made on the Thursday or Friday before the first week of the expenditures survey, and no later than Saturday. Record the day of this initial visit on the Interviewer Contact Sheet.

When you visit a house, you should first check that you have the correct house by asking the name of the head of household. If you find that the name of the head of household living in the house is different from the name shown on the Interviewer Contact Sheet, try to determine why this is so; for example, perhaps the head of household on your list died after the list was prepared or moved to another address. If you are certain that you have the correct house, enumerate the household now living there. Do not try to follow a household which has moved; cross out the original name on the Interviewer Contact Sheet and record the new name.

If no one is present in a house when you first call, come back later. If after several attempts to

establish contact you still are unsuccessful, inform the OPS. If the OPS decides that it will not be possible to obtain interviews at one of the selected houses you should complete a Household Non-Response Sheet, describing fully the efforts made to secure interviews and why you were unsuccessful. Make certain that an OPS staff member signs this sheet. You then will be assigned a substitute household near the original household.

Every time you visit one of the selected houses on your list you should record the date of the visit. This will help track your progress on each household, and will be useful when you need to discuss with OPS any problems encountered.

In the final column of your Interviewer Contact Sheet you should record the final outcome for each household. If you manage to obtain all the required information from a household, write "X" in the appropriate row. If you obtain no information at all from a household, note this fact on the Interviewer Contact Sheet and complete a Household Non-Response Sheet; you then will be assigned a substitute household.

3. Identification Number

Every household in the survey has been assigned a unique identification number, based on the hamlet or village in a particular state. This number appears on the Interviewer Contact Sheet and must be recorded on all survey documents. The identification number consists of two parts: the first part (two digits) represents the Enumeration District (ED), and the second part (three digits) represents the particular household inside the ED.

One important advantage of the identification number is that it is not necessary to record the name of the head of household, or various members of the household, on any survey forms. These details need only be shown once on the Household Control Sheet; after that the identification numbers can be used on all other forms (although the name of each person must appear on his or her Individual Income form). The identification number for a particular person, say person 5 of household 73 in ED 25, is 25-073-05. All other members of that household will have the same first five digits; for instance, the head of the household just identified will be 25-073-01.

4. Introducing the Survey to Subjects

This survey covers all selected households, even if the household is not Palauan. When you first contact a selected household, ask to speak to the head of household. Check the name, show your identification card, and explain that you are working as an enumerator for the Office of Planning and Statistics on the Household Income and Expenditures Survey. Show them a copy of the letter

which they recently should have received from the OPS describing the purpose of the survey and the importance of their assistance in providing information. Explain that their household has been selected randomly, and that all information the subjects provide will be treated as *strictly confidential*. No detailed information about individual households or persons will be released; although results of the survey will be published, they will appear in the form of statistics which combine data from many different households. In the 1-in-8 sample, tell the head of household that you will return to ask a few questions about income and expenditures in the household, but that the main part of the survey is the completion of the Daily Expenditures Diaries. In the 1-in-4 sample, tell the head of household that you will be asking a few questions on that day only.

To inform the head of household further about the HIES, you can mention that these sorts of surveys are conducted by governments in nearly every country of the world. For Koror, the results of the survey will be used to provide the basis for a new Consumer Price Index, which will help the government monitor the effects of changing prices. For the republic as a whole, the survey will provide valuable information on sample households, particularly on how much they earn and how much they spend -- data which cannot be obtained in any other way. This information, in turn, will play an important role in planning the future of Palau.

5. Household Control Sheet

You should begin an interview by completing the Household Control Sheet. First, copy the details for the subject household from the Interviewer Contact Sheet: state, village or hamlet, ED and household numbers, and the name of the head of household as shown on the Interviewer Contact Sheet. Record your name in the space at the top right portion of the sheet.

Next, list all the members of the household, starting with the head of household and listing adults first. Then ask Question 2 about visitors. If any visitors are staying in the house for at least three weeks, record them on the sheet since they will be living with the household throughout the period that the Daily Expenditures Diaries are kept. Finally, make sure that you missed no one; to be certain, ask for the total number of people living in the household to compare against your own calculations.

In some cases the OPS will instruct you to ask the head of household if he or she can provide information for the demographic, social, and economic characteristics of the household. If they agree to do this, write the names of each person on a separate Individual Record form and leave the forms with the head of household, along with a copy of *Instructions for Self-Reporting*. Later, you will return to collect the completed forms, checking to make sure that the head of household understood how to fill them out and provided all requested information before you leave the house.

If the OPS does not tell you to leave the forms, you will be collecting the questionnaire information yourself. In this case, write the name of each person on a separate Individual Record form. After that, use the *Instructions for Self-Reporting* to help you record details of relationship to head, sex, age, migration information, etc. on the Individual Record forms. Record the answer to questions on labor force and income for persons aged 15 years or more only. Remember to use both sides of the form.

Daily Expenditures Diaries

Each household belonging to the 1-in-8 sample will be required to complete Daily Expenditures Diaries for a two-week period. A separate diary will be provided for each of the two weeks. In general it will be best if just one set of diaries is kept for the household, with the expenditures of all household members shown on the same form. However, it is possible that some adult members of the household may wish to maintain their own diaries for the two-week period. If so, supply them with a separate diary -- making it clear to the head of household that this has been done to avoid accidentally double-counting household expenditures. If more than one diary is supplied to a household, you must write on the cover of each diary the identification numbers of the individuals it covers.

At the end of the first visit to a 1-in-8 household, leave a Daily Expenditures Diary for Week 1 and explain to the person who is going to fill in the required information exactly what to do. You can review some of the points listed on the diary's first page. Stress the importance of completing the diary *every day* and of recording *all household expenditures*. Household members must remember to include any food they grew, fish they caught, or other types of seafood they collected. Gifts of cash and goods given or received also should be recorded, as should expenditures by all members of the household and any visitors. On the last page of the diary write the date when you expect to collect it in completed form.

During the first week you should pay frequent visits to the household to ensure that its members are completing the diary properly. If you have any problems in gaining full cooperation from a selected household, consult the OPS. Towards the end of the first week you should leave the diary for the second week; on the following Monday you should collect the completed first week's diary. Check very carefully that the subjects have completed the diary properly. If any of the information provided is not clear, discuss the deficiencies with the person recording expenditures. You must collect the completed diary for the second week during the final visit to the household, which should occur on the Monday or Tuesday following the two-week period.

When checking the Daily Expenditures Diaries each time you visit a household, make certain that a

full description is given of each item purchased and that all home-produced items consumed by the household are recorded correctly (at the bottom of the page for the day they were consumed). If nothing was purchased by the household on a particular day, the appropriate box at the top of the page should be marked. Make certain at the end of the week that the section on gifts given and received (at the end of the diary) has been completed.

Regular and Major Expenditures

You should administer the Individual Record forms and questionnaires for regular and major expenditures either at the beginning *or* at the end of the two-week period for Daily Expenditures Diary. Be sure to write the identification number of the household, your name, and the date on the covers.

The Regular Expenditures questionnaire deals with normal household expenditures, while the Major Expenditures questionnaire deals with more costly, less frequent household expenditures. Explain to the head of household the main reason for using these forms -- namely that although the Daily Expenditures Diaries provide very useful information, especially for items like food which are purchased frequently, they do not necessarily provide a complete picture of less frequent expenditures.

Review the list shown on the first part of the questionnaire for Regular Expenditures with the head of household, item by item, asking how much the household pays for each item and the time period covered by that payment. If the household makes no payment for one of the items, mark the NO box. Do not worry if some items appear both in the Daily Expenditures Diary and in the Regular Expenditures questionnaire; for instance, rent may have been paid during the previous two weeks and therefore should appear both in the diary and in the questionnaire. If the reference period shown for a payment is incorrect, cross it out and insert the correct time period.

The following items should be treated with particular care when filling out a Regular Expenditures questionnaire:

- a) Mortgage/loan repayment: The amount to record is the value of the repayment, not the value of the total mortgage.
- b) Vehicle loan repayment: The amount to record is the value of the repayment, not the value of the vehicle.
- c) Life insurance: The amount to record is the annual premium, not the value of the policy.

- d) Loan repayment: The amount to record is the value of the repayment, not the value of the item purchased. If the household makes any other loan repayments, provide details under OTHER. Note that customs loan repayments are recorded separately.

The other questionnaire for long-term expenditures, the Major Expenditures questionnaire, deals with more costly purchases during the last 12 months. Again, review the list checking off whether or not the household purchased any specified item during the past year. Sometimes people do not remember the exact date when they bought an article; whenever there is any doubt if a purchase was made in the past 12 months, encourage the respondent to refer to pertinent records or documents to clarify matters.

For any purchase, if an old item was traded in record the net amount paid -- that is, the amount paid after the trade-in. Record only items intended for private use; exclude items purchased wholly or mainly for business purposes. All items purchased for private use should be included, whether they are purchased new or second-hand. In the case where a car is bought with a deposit and a loan from the agency or a bank, record separately the deposit and the amount paid towards repayment of the loan during the 12-month period.

Field Edits and Return of Questionnaires

Always make a final check of all your forms while still with the household, to ensure that all items are complete. Later that day, conduct a more thorough check of your questionnaires and forms, making certain that nothing has been missed. Particular points to check include the following:

- a) Is the identification number of a household on every form?
- b) Is your own name on every form?
- c) Have dates of all visits to the household and the outcome been shown on the Interviewer Contact Sheet?
- d) Has the Household Non-response Sheet been completed, giving details of a non-response, if appropriate?
- e) Is the Household Control form complete?
- f) Have both Daily Expenditures Diaries been completed satisfactorily for expenditures by all members of the household? Is all writing legible? Have the diaries been filled in for every day? If there is no expenditure on one day, has the box or the top of the page been marked? Have gifts given and received been recorded?
- g) On the Regular Expenditures and Major Expenditures questionnaires, have the YES/NO boxes for all regular and major purchases been marked?

If these checks reveal that some essential information is missing, you may have to return to the household. If you are in doubt about what to do, contact the OPS. When you have checked all the forms for a household, pass them on to your supervisor in one of the envelopes provided, along with a note stating which forms are enclosed.

Selected HIES Forms

The preceding pages discuss several different forms used in this project. Understanding the use of these forms is crucial to the success of the survey -- both in collecting necessary data and in keeping track of what information has been obtained and what information remains to be collected. We present facsimiles of selected forms below. Notice that an abbreviated number of forms from the Daily Income and Expenditures Diary are presented here; a more detailed treatment of this segment of the HIES, including a complete presentation of pertinent forms, may be found in the *Instructions for Completing Required Forms* manual.

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(FORM A)

REPUBLIC OF PALAU
1991 HOUSEHOLD INCOME AND EXPENDITURES SURVEY
HOUSEHOLD NON-RESPONSE SHEET

State: _____ ED: _____|_____

Village/Hamlet: _____ Household: _____|_____|_____

Name of Interviewer: _____

For each non-responding household, record on the Interviewer Contact Sheet the dates when you visited the household and the reason for non-response in the OUTCOME column. Record on this Non-Response Sheet details of what efforts you made to contact the household, and explain why you could not complete an interview.

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(FORM B)

REPUBLIC OF PALAU
1991 HOUSEHOLD INCOME AND EXPENDITURES SURVEY
HOUSEHOLD CONTROL SHEET

State: _____ ED: _____|_____

Village/Hamlet: _____ Household: _____|_____|_____

Name of Interviewer: _____

Name of Head of Household: _____

(From Interviewer Contact Sheet. If person No. 1 is not the head, explain: _____)

1. Please tell me the names of all the usual members of your household, starting with the Head of Household. Your household includes all people who usually eat and sleep in the household regardless of whether or not they are directly related to the Head. Record the Head first, then the Head's family, then other people.

Person Number	Name
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

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2. Are there any visitors staying in your household? NO +-+ YES +--+ If YES, ask each visitor whether He/She will be staying here for the next 3 weeks. If yes, add the name to the list above, and fill an Individual Form for each visitor. Show Relationship as "Visitor."

3. Is there anyone else? If yes, add name to list above. If more than 10 people in the household, continue on another Household Control Sheet. Write "CONTINUATION" at the top of the new Household Control Sheet. +-----+

4. What is the total number of people living in this household? | |

(FORM C)

1991 Household Income and Expenditures Survey -- 135

```

+-----+
-----+
| 1991 REPUBLIC OF PALAU HOUSEHOLD INCOME AND EXPENDITURES SURVEY - INDIVIDUAL
RECORD |
|-----|
|State| | Village/Hamlet| |Household| |Person
Number| |
|-----+-----|
|NAME | |Sex:| | Date of birth:| / /
19 | |
| +-----+-----| +-----+-----| | |
|---|---|---|---|
|Relationship to head| |Birthplace:| |
| (e.g, head, spouse, | | (Ham/vil, state, country)+-----| |
|---|---|---|---|
| child, parent, etc)| | Citizenship:| |
|-----|
|Father's birthplace +-----| If born outside, +-----| |
|---|---|---|
| (Ham/vil, island) | | year came to Palau to stay |
|-----|
|Mother's birthplace +-----+-----+-----+-----|
|-----|
| (Ham/vil, island) | |Where you lived 1 year ago +-----|
|-----|
|Highest level of +-----|Where you lived 5 years ago +-----| |
|---|---|---|
| education | |If you ever left Palau: +-----|
|-----| |Place of: +-----| Where did you go last
time +-----|
| Primary school +-----| What were you doing +-----|
|-----|
| Secondary school +-----| How long did you stay +-----|
|-----|
| College/University+-----+ What year did you come back +-----|
|-----|
|-----|
| THE REST OF THE QUESTIONS ARE FOR PEOPLE 15 YEARS AND OVER ONLY: (BOTH SIDES
OF FORM!!)|

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136 -- 1991 Household Income and Expenditures Survey

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-----
|-----|
| Work you did last week: Print either (1) Paid employment,          |
| (2) Paid and subsistence, (3) Subsistence, or (4) Did not work    +-----|
|-----|
| If (1) or (2) [Worked for pay], hours you worked last week for pay: +-----|
|-----|
| If worked, what kind of business or industry was it (for example,  |
| retail trade, Department of Education, construction, etc.)        +-----|
|-----|
| If worked, what was your job/occupation (e.g., teacher, secretary) |
|-----|
| If worked, were you working for: (1) Private industry,            +-----|
|-----|
| (2) National government, (3) Local/State govt,                    |
|-----|
| (4) Self-employed, (4) Working without pay for family            +-----|
|-----|
| Did you work for pay at any time during 1990?                      +-----|
|-----|
| If yes, how many weeks?                                           +-----|
|-----|
| If yes, how many hours per week, on average?                      |
|-----|
|-----+-----|
|-----|
| INCOME. In 1990 how much did you:                                  |
|-----|
| Earn from wages, salary, commissions, bonuses or tips?           $+-----|
|-----|
| Earn from your own farm or from fishing (after business expenses)? $+-----|
|-----|
| Earn from any non-farm/non-fishing business?                      +-----+ $+-----|
|-----|
| Receive in Rental income from ownership of land.....$+-----| | |
|---|---|---|
| Rental income from ownership of buildings.$+-----| |
| | Dividend income from ownership of capital.$+-----| |
| | | Interest
income.....$+-----| | Total $+-----| | Receive
in Remittances from customs payments.....$+-----| |
|-----|
| Remittances from relatives overseas.....$+-----+ Total $+-----|
-----

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1991 Household Income and Expenditures Survey -- 137

-----|
| Receive from any other source? +-----+ |
| |
| Pensions (retirement, disability, separation).....\$+-----| Total \$|
| |
| Insurance claims.....\$+-----| |
| |
| Alimony or child support.....\$+-----| |
| |
Social security or other welfare or OTHER.....\$+-----+ +-----
What is the total from all sources? GRAND TOTAL ==>>>>\$
+-----+
-----+

(FORM D1)


```

-----
|-----|
|               |               Sold or Bartered               |
|               |               +-----+               Quantity               |
Quantity      |               |               Quantity | Value | Consumed | Given
|               |               |               |     |         |     |
Away          |               |               |     |         |     |
| Type of      |               +-----+-----+-----+-----+
|-----|
| Produce     | Number| Unit | $XX.XX | Number| Unit | Number|
Unit         |-----|-----|-----|-----|-----|
|-----|
+-----|
|-----|
+-----|
|-----|
+-----|
|-----|
+-----|
|-----|
+-----|
|-----|
+-----|
|-----|
+-----|
|-----|
+-----|
|-----|
+-----|
|-----|
+-----|
|Do you own a boat?      If yes, what year did you buy the boat?      (Year)
|-----|
|               +-----+               If yes, how much did it cost?
$+-----|
|               |               If yes, how much did you spend last month for gas?
|-----|
|-----|
+-----|
|Do you operate a taxi      If yes, what were your gross receipts last month?
$+-----|
| or boat to carry          pay for driver's wages to household
member$+-----|
| passengers?              pay for driver's wages to other people?
$+-----|
|               +-----+              spend for gas, oil, repairs, tires, etc.?
$+-----|

```

140 -- 1991 Household Income and Expenditures Survey

			pay for repayment of loans, if any?	\$
+-----				
			LAST MONTH, were you an operator in wholesale or retail trade, services,	
			construction, real estate, or any other business activity?	
+-----				
			If yes, type of PRIMARY business:	Gross receipts or sales last month....
\$+	-----			
			Wages/salaries paid to household	
member\$+	-----			
			Wages/salaries paid to other people...	
\$+	-----			
			Other operating expenses.....	\$
+-----				
-----+				

(FORM D2)

1991 Household Income and Expenditures Survey -- 141

REPUBLIC OF PALAU	+-----+	ED
1991 HOUSEHOLD INCOME AND EXPENDITURES SURVEY		HH
REGULAR EXPENDITURES	+-----+	

This part of the questionnaire is a summary of regular items of expenditure. Exclude all expenses relating to a business. Check the YES or NO Box for each item to show whether members of the household spent money on any of the following items during the period shown and show the amount spent. If more than one of the particular items was obtained, state the total cost. If no time period is shown, or the period shown is wrong, insert an appropriate time period and the amount spent in that time.

ITEM	Check +-----+ Yes No	Refer- ence Period	Amount in Dollars	Annual Equi- valent	Off- ice Code
HOUSING:					
- Rent (Government).....	+-----+	Month	+-----+	+-----+	3112
- Rent (Private).....	+-----+	Month	+-----+	+-----+	3111
- Mortgage/loan payment.....	+-----+		+-----+	+-----+	3113
- Insurance.....	+-----+		+-----+	+-----+	3114
- Land lease.....	+-----+	Year	+-----+	+-----+	3115
- Building permit.....	+-----+	Year	+-----+	+-----+	3116
- Other (specify).....					
VEHICLES:					
- Loan repayments (car).....	+-----+		+-----+	+-----+	4116
- Vehicle registration.....	+-----+	Year	+-----+	+-----+	4115
- Auto insurance.....	+-----+	Year	+-----+	+-----+	4114
- Driver's license.....		Year			4113
UTILITIES AND OTHER:					
- Electricity.....	+-----+	Month	+-----+	+-----+	3211
- Water.....	+-----+	Month	+-----+	+-----+	3212
- Sewer.....	+-----+	Month	+-----+	+-----+	
- Telephone.....	+-----+	Month	+-----+	+-----+	3213
- Cable TV.....	+-----+	Month	+-----+	+-----+	
- Butane gas.....	+-----+	Month	+-----+	+-----+	
- Wages of household help.....					3116
MEMBERSHIP FEES:					
- Sports/Clubs.....	+-----+	Year	+-----+	+-----+	5821
- Credit cards.....	+-----+	Year	+-----+	+-----+	

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- Other (specify).....			Year			

SCHOOL:						
- Fees/Tuition.....	+---	+---	Year	+---	+---	5911
- Books/Uniforms.....	+---	+---	Year	+---	+---	5914
CHURCH DONATIONS.....	+---	+---	Year	+---	+---	5915
MEDICAL AND LIFE INSURANCE.....	+---	+---		+---	+---	5114
LOAN REPAYMENTS:						
- Customs (Traditional).....	+---	+---		+---	+---	8111
- Other (Specify).....	+---	+---		+---	+---	
ANY OTHER REGULAR EXPENDITURE..						

(FORM E1)

1991 Household Income and Expenditures Survey -- 143

REPUBLIC OF PALAU +-----+ ED
 1991 HOUSEHOLD INCOME AND EXPENDITURES SURVEY | | | HH
 +-----+

MAJOR HOUSEHOLD PURCHASES AND EXPENSES DURING PAST 12 MONTHS

Check the YES or NO box for each item to indicate whether members of the household spent money on any of the following items during the last 12 months. If YES, indicate the total amount spent.

ITEM	Check		Description of each item purchased	Amount in last 12 month	Of- fice Code
	Yes	No			
VEHICLES:					
- Car, Pick-up or Van.....					4111
- Motorcycle.....					4112
- Boat.....					4121
- Other (Specify).....					3114
ELECTRICAL APPLIANCES:					
- Television set.....					5611
- Video cassette player.....					5612
- Radio/Cassette player.....					5613
- Refrigerator.....					3311
- Deep freeze.....					3312
- Washing machine.....					3313
- Clothes dryer.....					3314
- Dishwasher.....					3315
- Stove/Range/Microwave oven...					3317
- Air conditioner.....					3316
- Sewing machine.....					3318
- Other (Specify).....					3213
CLOTHING AND FOOTWEAR.....					2101
HOUSEHOLD EQUIPMENT:					
- Stove (Kerosene).....					3613
- Furniture.....					3401
- Kitchen utensils.....					3612
- Other (Specify).....					
MAJOR HOME REPAIRS OR EXTENSION					
(Total cost of all work done)					

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OTHER MAJOR ITEMS:					
- Outboard motor.....	+	-	+	+	4132
- Lawn mower/Trimmer.....	+	-	+	+	3615
- Other (Specify).....	+	-	+	+	
OVERSEAS TRAVEL.....	+	-	+	+	5700
GIFTS:					
- Remittances overseas.....	+	-	+	+	8212
- Customs payments in Palau....	+	-	+	+	8101

(FORM E2)

REPUBLIC OF PALAU
1991 HOUSEHOLD INCOME AND EXPENDITURES SURVEY
RETURN OF COMPLETED QUESTIONNAIRES

TO: _____
(OPS staff personnel)

FROM: _____
(Interviewer)

ED: ____|____ Household ____|____|____

I am attaching the following documents for this household (indicate number of each):

Household Non-response Sheet...	
Household Control Sheet.....	
First Week Diary.....	
Second Week Diary.....	
Regular Expenditures and Major Household Purchases.....	
Individual Forms.....	

Other (Specify) _____

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Signature

Date

(FORM F)

REPUBLIC OF PALAU
1991 HOUSEHOLD INCOME AND EXPENDITURES SURVEY
DAILY EXPENDITURES DIARY

State: _____ ED: ____/____
Village/Hamlet: _____ Household: ____/____/____
Name of interviewer: _____

ONE WEEK DIARY

Week starting: _____ Ending: _____

CONFIDENTIAL

The information you provide in this book is confidential; it will not be revealed to anyone except the interviewer and the people who are working for the Office of Planning and Statistics. When the survey is completed, the results will be printed in the form of totals only and no information about individual households will be disclosed.

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Office of Planning and Statistics
P.O. Box 100
Koror, Republic of Palau 96940

(FORM G)

Office of Planning and Statistics, Republic of Palau

GIFTS GIVEN

1. During the 7 days you kept this diary, did you or members of your household give any of the following gifts to people outside your household?

Mark yes or no box for each item. If yes, record the item given and the value of the gift.

				Office Use	
Cash?	NO	YES	Amount given \$		
Purchased goods?	NO	YES	if yes, specify		
ITEMS:			item and value		
			Estimated value \$		
			Estimated value \$		
Home produce?	NO	YES	if yes, specify		
ITEMS:			item and value		
			Estimated value \$		
			Estimated value \$		

Note: Home produce includes mats and baskets produced by your household, fruits and vegetables you have grown, fish you have caught, and pigs and poultry you have raised.

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(Form I)

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(Form J)

A FINAL REMINDER

Have you made sure you have included all the expenses incurred by all members of the household?

Have you remembered to include those "easy to forget" items?

For example:

- Beer consumed at a bar
- Meals away from home
- Ice cream and candy for kids
- Taxi and boat fares
- Newspapers and magazines
- Video rentals
- Betelnuts
- Playing on poker machines and video arcade machines
(expense minus [-] winnings)

When you are satisfied that the diary is complete, please hold it until the interviewer calls. He/she expects to come by on _____.
(Date)

Were there any special events, such as weddings, funerals, etc., which made the expenses you recorded in your diaries exceptional?

If yes, please describe briefly:

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The Government of the Republic of Palau is very grateful for your help in this survey. The information you have provided is confidential, but will be of great value to us in our planning for the economic development of the Nation. Our warmest thanks to all members of your household.

(Form K)

REPUBLIC OF PALAU
1991 HOUSEHOLD INCOME AND EXPENDITURES SURVEY:
INSTRUCTIONS FOR SELF-REPORTING

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Office of Planning and Statistics
P.O. Box 100
Koror, Republic of Palau 96940

Completing the Individual Record Form

The information in the following pages will help you fill out the Individual Record form. You need to complete one form for each person in a subject household -- even for those individuals, like children or elderly, who are not earning money. You also need to fill out a form for each visitor in a household who has lived with that household for more than three weeks.

1. General Information

NAME - Write the subject's name as it appears on the Household Control Sheet. Make sure that the identification number on the Individual Record form matches the person's line number on the Household Control Sheet.

SEX - Write "M" for male or "F" for female (or write out "Male" or "Female"), depending on the subject's sex.

DATE OF BIRTH - Write each person's date of birth in the order of month, day, and year. For example, you could record the date of birth for a person born on July 1, 1970 as "July 1, 1970" or "7-1-1970" -- either version is acceptable.

RELATIONSHIP TO HEAD - Record the relationship to the head of household -- that is, to the first person listed on the Household Control Sheet. The first person will be the head, so "Head" must be written in the space for relationship for Person Number 1. If the person who usually is the head of household currently is not in the house for some reason (for example, away on a trip), someone else must be designated as head for purposes of the HIES. For all other persons in the household, record their actual relationship to the head -- for example, wife (or husband), child, parent, etc. If the person is not related to the head, write the applicable response, such as "roomer," "live-in help," etc. Be certain that *all entries* are in terms of relationship to head of household. For example, the wife of a married son living with the son's father (entered as Person 1 -- the head) should be reported as "daughter-in-law" or "son's wife," not "wife."

BIRTHPLACE - If a person was born in Palau, record the hamlet or village and state where born. If the mother went to the hospital to give birth, write the hamlet or village where she usually lived, *not* the hospital location. For persons born elsewhere in the Pacific, record the island or country where the person was born. Use current boundaries and terminology.

CITIZENSHIP AND YEAR WHEN THEY CAME TO STAY - If a person was born in Palau, write "Palauan" for citizenship. If a person was born elsewhere, record that person's citizenship and the year they came to Palau to stay. If the person came to Palau more than once, write the most recent year he or she

came to stay.

FATHER'S AND MOTHER'S BIRTHPLACE - If a person's father was born in Palau, record the hamlet or village and state where he was born. If the father's mother went to the hospital to give birth, record the hamlet or village where she usually lived, *not* the hospital location. For fathers of individuals born outside Palau, record the island or country where the person's father was born. Use current boundaries and terminology.

If a person's mother was born in Palau, record the hamlet or village and state where the person's mother was born. If the mother's mother went to the hospital to give birth, write the hamlet or village where she usually lived, *not* the hospital location. For mothers of individuals born outside Palau, record the island or country where the person's mother was born. Use current boundaries and terminology.

HIGHEST LEVEL OF EDUCATION - Record the highest level of education the subject attained. For example, if the individual entered the tenth grade but did not finish it, write "9th grade." For current students, print the grade enrolled in during the school year that just ended. For persons who have attended college but have not received a degree, enter "some college." For persons who have one or more college degrees, record the highest degree actually obtained. Record the highest level of regular schooling the person has completed. *Exclude vocational training.*

If a person graduated from high school but did not attend college, write "high school grad." If a person successfully completed the twelfth grade but did not receive a diploma or GED credentials, or attend college, enter "12th grade, no diploma." Write "none" for persons who have never attended a *regular* school or have not completed the first year attended. If a person finished only pre-kindergarten or kindergarten, enter the year completed.

If a person attended an ungraded or foreign school, estimate the equivalent grade level completed in the American education system.

PLACE OF SCHOOL - If a person attended *primary school*, write the village or hamlet and state in Palau, *or* island or country, where the school was located. If the person went to more than one school, record the location of the school where they spent the most time. If the person did not attend primary school, put an "X" in the appropriate space.

If a person attended *secondary school*, write the village or hamlet and state in Palau, *or* island or country, where the school was located. If the person attended more than one school, record the location of the school where they spent the most time. If the person did not attend secondary school, put an "X" in the appropriate space.

If a person attended *college or university*, write the village or hamlet and state in Palau, *or* island or country, where the institution was located. If the person attended more than one college or university, record the

location of the institution where they spent the most time. If the person did not attend college or university, put an "X" in the appropriate space.

WHERE DID YOU LIVE ONE YEAR AGO - If a person lived in Palau one year ago, record the hamlet or village and state where the person resided. For persons living outside Palau one year ago, record the island or country where the person resided. Use current boundaries and terminology.

WHERE DID YOU LIVE FIVE YEARS AGO - If a person lived in Palau five years ago, record the hamlet or village and state where the person resided. For persons living outside Palau five years ago, record the island or country where they resided. Use current boundaries and terminology.

IF YOU EVER LEFT PALAU - If a person ever has left Palau, the following information should be collected.

- a) Record the island or country where the person went the *last* time he or she left Palau.
- b) Record what the person was doing while outside Palau -- for example, "attending school," "military service," "medical treatment," etc.
- c) Record how long the person stayed away. If the subject stayed away for 6 years, write "6 years;" if the subject stayed away for 6 months, write "6 months." It is important to record *units of time* -- days, months, or years!
- d) Finally, record the year the person returned from the most recent trip.

THE REMAINING QUESTIONS ARE FOR INDIVIDUALS AGED 15 YEARS OR MORE

2. Labor Force Participation

WORK LAST WEEK - In this question, *last week* means the time period in the full calendar week, from Sunday through Saturday, preceding the week when you fill out this form. Count as *work* at a job or business the following activities.

- a) Paid work as an employee for someone else, including:
 - work for pay *in-kind* (meals, living quarters, etc.), and
 - work at piece rates or for tips.
- b) Work for profit or pay in the person's own business, professional practice, or farm (including cutting copra, or making storyboards or other handicrafts *primarily for sale*).
- c) Work with or without pay in a business or profit-oriented farm operated by a relative.
- d) *Part-time paid work*, such as a few hours after school and baby sitting for pay.

Do not count as work the following activities.

- a) Work around the house, such as a person's own housework, yard work, or assorted odd jobs around the house (cutting grass, cleaning up, etc.).
- b) *Unpaid* baby sitting for family, relatives, or friends.
- c) *Unpaid* volunteer work for church, the Red Cross, etc.
- d) Work done by a *resident of an institution*.

Count as *subsistence activity* any activity in which a person mainly produced goods for his or her own family's use and needs -- such as growing and gathering food, fishing, raising livestock, and making handicrafts for home use.

HOURS WORKED LAST WEEK AT PAID WORK - This question refers to the *actual* number of hours worked *last week*, not the *usual* or *regular* hours. Do not count any time spent in subsistence activities. Also, do not count lunch hours, sick leave, or vacation leave, but do include overtime or extra hours worked last week. If a person had two or more jobs last week, enter the total number of hours worked at all jobs.

The following three general points concern type of WORK LAST WEEK.

- a) If the person had *more than one* job last week, record the job at which he or she worked the most hours during that seven-day period.
- b) The information concerning BUSINESS OR INDUSTRY, JOB/OCCUPATION, and CLASS OF WORKER *must* refer to the same job.
- c) If the person is *now* on active duty in the U.S. Armed Forces, and is on leave in Palau, write "U.S. Armed Forces" in the box for BUSINESS OR INDUSTRY.

BUSINESS OR INDUSTRY - If possible, obtain the name of the company, business or employer.

- a) The full name of the company, business, government agency, or other employer must be entered; do *not* abbreviate company names.
- b) For employers without company names, such as a doctor's office or a construction contractor, write the name of the employer; for self-employed people without a company name, write "self-employed."
- c) For employees of a government agency, report the specific organization for which the person worked. Be sure to state whether the organization is Palau National Government, or state or local government -- for example "Palau Department of Education," "Airai State Government," etc.
- d) When the name of a single individual is given as the employer, write whether the respondent works at a place of business or in a private home. The proper entry here for a domestic worker employed in the home of another person is "private home." The proper entry for a person cleaning a doctor's office which is located in the doctor's own home is "doctor's office."

JOB/OCCUPATION - The entry should describe the kind of work the person actually engages in. An entry is acceptable if it conveys *clearly* and *specifically* what the person does; example acceptable answers include "janitor," "production clerk," "waitress in a restaurant," "Head Start teacher," etc. Please note the following points regarding **JOB/OCCUPATION**.

- a) Sufficient detail is essential; one-word occupational descriptions often are not enough. For example, we need to know what *type* of nurse (or engineer, clerk, teacher, etc.) a person is; practical nurses, registered nurses, and nurses' aides are put in different groups in the survey statistics.
- b) When describing *farm workers*, people who operate their own farm should be reported as "farmer." Individuals who operate a farm for another owner should be reported as "farm manager." Those who supervise other farm workers but report to a farmer or farm manager should be reported by their *major* activity such as "general farm worker," "field worker," etc.
- c) Make sure that the description of a job or occupation is specific! The occupation of "painter" is an example of a term that does not describe occupation adequately (to clarify, one could reply "paint houses" or "paint pictures," as appropriate).

CLASS OF WORKER - Remember that the industry, occupation, and class of worker all are reported for the same job. Be sure that the entries are consistent, keeping the following in mind for different classes of workers.

- a) *Private industry*. This category concerns all people employed by a *private* company or business or by an individual for wages, salary, or commissions. The category also includes compensation with tips, piece rates, or pay *in-kind*, if received from a non-governmental source, regardless of whether the source is a large corporation or a single individual.
- b) *National government or local/state government*. Record the appropriate level of government for employees of public schools, government-owned transportation agencies, utilities, etc. Include persons elected to paid offices.
- c) *Self-employed*. This category refers to work in a person's own business, farm, office, etc. It does *not* include managers or other executives hired to manage a business or farm owned by someone else.
- d) *Working without pay in a family business*. This category refers to work on a farm or in a business operated by a relative. Room and board and a cash allowance do not count as pay for these family workers.

WORK LAST YEAR (IN 1990) - *Exclude subsistence* when answering this question. Work has the same definition as above for **WORK LAST WEEK**. Count part-time as well as full-time paid jobs and active duty in the U.S. Armed Forces.

If the person worked last year, record the number of *weeks worked*. Count as weeks worked any week in which work was done, even for one hour, or any week for which wages or salary were received. Include

weeks on active duty in the U.S. Armed Forces, on paid vacation, or on paid leave. For example, enter "52" for a school teacher who worked 40 weeks and was paid for the whole year. If a year's work is reported in months, multiply the number of full months worked by 4.33 to obtain the number of weeks worked.

HOURS WORKED - Record the hours worked per week. If the number of hours worked varied considerably between weeks during the year, record an approximate average hours worked per week.

3. Income

The following *general rules* apply to parts of the Individual Record form pertaining to income.

- a) *Convert to annual total.* Be certain that the dollar amount represents the total received during the 12 months of 1990 for the particular type of income. For example, if the amount is given in terms of a weekly or monthly payment, find out how many weeks or months it was received in 1990 and convert it to an annual total.
- b) *Use of income tax forms.* You can use answers from an income tax form *if* the person offers them, but do not ask anyone to refer to their income tax form. If you use an income tax form, make certain the amounts you enter are for *the subject* only; many income tax returns show the combined income of husband and wife. Also, remember that certain types of income are *not taxable*, so make sure that any other money earned (for example, from selling fish or handicrafts directly) also is reported.
- c) *What to do if someone is unwilling to answer income questions.* Remember that all answers are *completely confidential*. If someone fears that the income data will be disclosed to other persons or to other government agencies, ensure him or her that all interviewers and OPS personnel are sworn not to disclose any information acquired on this project. No other government agency can examine records collected in the survey. Furthermore, data about individuals never are published -- only statistical summaries of groups of people are published, and then in such a way that no individual can be identified.

If someone thinks that this information should be obtained from tax records, point out that tax returns do not contain *all forms* of income. Note also that tax returns do not contain information on age, family relationship, education, and other data needed to study the social and economic status of Palau's people.

The following *specific points* concern particular questions on the Individual Record form that focus on income.

- a) **WAGES, SALARIES, COMMISSIONS, TIPS** - Wage or salary income is the total amount of money earned by a person working as an employee for a private enterprise (unincorporated business or farm) or a branch of government. Wage or salary income includes *take-home pay plus all deductions* for withholding tax, Social Security, etc. If a person knows only the amount of take-

home pay, try to obtain an estimate of the deductions in order to obtain total wage or salary income.

- b) **FARM OR FISHING INCOME** - Include as total money receipts income received from the sale of farm products or fish, and net income from custom (traditional) farm work or fishing. Exclude expenses for government lease fees, cost of feed, fertilizer, seeds, bulbs, equipment, and so on.
- c) **NON-FARM/NON-FISHING INCOME** - Include as total (gross) money receipts all funds received from goods sold or services rendered *plus* the value of any net inventory increase. *Exclude* business expenses such as cost of merchandise, expenses for rent, utilities (electricity, propane, etc.), and wages and salaries to employees. Do not include money spent for the purchase of buildings or machinery or for permanent improvements of existing buildings or machinery.
- d) **RENTALS, DIVIDENDS, INTEREST** - *Net* rental income from ownership of land or buildings is cash rent received from property *less* the expenses incurred by the landlord in connection with the property. If the person rents to roomers or boarders, include the amount received in rental of buildings -- but exclude amounts for all expenses such as cost of food served to boarders, laundry, etc. Please note that:
 - Dividends are payments made by corporations and mutual funds to stockholders.
 - Interest is money received or credited to a person's account by institutions such as banks or credit unions for the use of that individual's money. Include interest accruing to a savings account, regardless of whether the person actually withdrew any interest.
- e) **REMITTANCES** - Remittances are monies received *periodically* (weekly, monthly, or at some other fairly set time interval) from persons outside the household, such as voluntary contributions by non-resident relatives or friends, money received by parents from children not living with them, and voluntary allotment checks sent by U.S. Armed Forces personnel to relatives not living with them. Remittances from customs payments are traditional payments made to other persons *in Palau*. Remittances from relatives overseas are payments made by persons living *outside Palau*. Exclude occasional gifts or contributions.
- f) **OTHER SOURCES** - Record all other sources of income here.
 - Pensions include money received for retirement, government employee pensions, and disability payments.
 - Insurance claims include money from insurance payments.
 - Alimony includes money received periodically after a divorce or legal separation. Child support includes money received for the support of children not living with one parent as the result of a divorce or legal separation; in some cases, child support may be paid indirectly through the court.
 - Social security includes payments by the national government to individuals after retirement, to survivors, to dependents of deceased insured workers, or to disabled workers; it also includes disability insurance programs which provide funds to retired persons.

- All other income should be recorded in the last category. If the amount is large, *note the source* of the income in the margin of the form.

- g) **TOTAL** - Determine the total from all sources, by summing all the individual income sources.

[REVERSE SIDE OF FORM]

- h) **PAY IN LAST PAY PERIOD** - This question is linked to daily expenditures, so refer to the relationship between earnings and expenditures.
- Gross pay in *last pay period*: record the total pay in the last pay period, including all deductions such as Social Security, taxes, life and medical insurance premiums, etc.
 - Time period: record the time period of the payment -- for example, "bi-weekly," "monthly," etc.
 - Deductions: record the amount of the various deductions listed, and calculate a total.
 - *Net* pay: subtract the total of the deductions from the gross pay to obtain net pay.
 - Wages/Salary in-kind: if an individual received wages or salary in-kind -- for example, free housing or free food -- check the YES box and specify the type of in-kind payment as well as an estimate of how much the payment would be worth.

- i) **FISHING, GROWING CROPS, HANDICRAFTS IN LAST MONTH** - For each of these items, record whether the person caught fish, grew crops or raised animals, or made handicrafts *during the last month*. If the person did any of these, write "Yes" in the appropriate box and record the requested information on the chart in the middle of the page.

For example, if the person caught fish during the month, write "fish" in the space for **TYPE OF PRODUCE**. If the person *sold* the fish, complete the boxes for **QUANTITY** -- either how many fish or, much better, how many pounds (for five pounds, you would write "5" under **NUMBER** and "pounds" under **UNIT**, recording the sales price or estimated value [if traded for something else]). If the person caught fish and ate them, record the amount in the boxes under **QUANTITY CONSUMED**. If the person gave the fish away without payment or trading for something else, record the amount in the boxes for **QUANTITY GIVEN AWAY**. In a similar manner, if the person sold chickens, write "chicken" in the **TYPE OF PRODUCE** box and continue as above for fish. If the person sold a storyboard, record associated information in the appropriate boxes.

- j) **DO YOU OWN A BOAT** - If *the subject* owns a boat, write "Yes" in the box and ask the associated questions. Record what year the person bought the boat, how much he or she paid for it, and how much the person spent *last month* for gas. If a whole household owns a boat, the boat should be reported for *one person only* -- usually the individual who uses it the most. Do not report the boat more than once for the household.
- k) **DO YOU OPERATE A TAXI OR BOAT TO CARRY PASSENGERS** - If a person operates a taxi or boat to carry passengers, write "Yes" in the box, and collect the associated information:

- Record the gross receipts last month.
- Record how much the person paid for drivers' wages to household members.
- Record how much the person paid for drivers' wages to non-household members.
- Record how much the person spent for gas, oil, repairs to the taxi or boat, tires, and other maintenance during the month.
- Record how much the person paid on a loan for the purchase of the boat or taxi during the month, if appropriate.

- 1) BUSINESS OPERATION - If a person was engaged in wholesale or retail trade, services, construction, real estate, or any other business activity during the *last month*, write "Yes" in the appropriate box. If the person operated more than one business last month, record the *primary* business - that is, the business yielding the most profit *last month*. For the business listed:
- Record the gross receipts last month.
 - Record how much the person paid for wages and salaries to household members.
 - Record how much the person paid for wages and salaries to non-household members.
 - Record all other operating expenses.

This completes the Individual Record form for one person. If more persons are recorded on the Household Control form, whether they are adults *or* children, please complete Individual Record forms for *each person in the household*. **THANK YOU FOR YOUR COOPERATION -- KEKMAL MESAUL.**

REPUBLIC OF PALAU
1991 HOUSEHOLD INCOME AND EXPENDITURES SURVEY:
INSTRUCTIONS FOR COMPLETING REQUIRED FORMS

Office of Planning and Statistics
P.O. Box 100
Republic of Palau 96940

Introduction

1. Purpose

The aims of the 1991 Household Income and Expenditures Survey (HIES) of the Republic of Palau are three: a) to provide weights for a new consumer price index for Koror, based on the pattern of expenditures by household; b) to provide data on the distribution of income and expenditures throughout Palau; and c) to provide data for national accounts purposes, particularly regarding income from home production activities and the consumption of goods and services derived from home production activities. Socioeconomic indicators derived from the demographic, social, and economic data gathered by the HIES will provide a useful foundation for the proposed Master Development Plan for the Republic of Palau.

All information collected from your household will be treated as confidential. Only trained interviewers and staff members from the Office of Planning and Statistics will have access to the data gathered. These personnel will swear an oath before the Chief Justice of the Palau Supreme Court to guarantee the confidentiality of any information collected during the survey.

Completing the Daily Expenditures Diary

1. Instructions and Definitions

Before beginning the diary, you should read and fully understand the following instructions and definitions.

- a) Record on the appropriate form every purchase made, gift given away, and gift received by anybody in the household on the same day that the transaction took place. *Do not* wait until the next day to record the transaction.
- b) A *purchase* constitutes anything (food item, clothing article, gasoline, soap, etc.) that you or any member of your household buys for the use of the household as a whole or for the exclusive use of any member of the household, whether purchased with cash or credit.
- c) *Buying on credit* means purchasing without cash -- the cash payment ultimately made on a later date. Record such purchases the day the transaction takes place, not for the future date the cash payment is promised to be made.
- d) *Time payments* are installment payments by you or anyone in the household for a purchase either made entirely on credit or with a partial cash payment at the time of purchase. On the day an installment payment is made, record the cash amount paid under the **CASH** column and the remaining amount yet to be paid under the **CREDIT** column; record the transaction (description of item bought) under the **ITEM DESCRIPTION** column. For example, imagine that your household purchases a VCR for \$250 with a \$50 down payment and four monthly installment payments of \$50

each. Your record of the transaction will be as follows: under the ITEM DESCRIPTION column, write "Time payment -installment on VCR set;" under the NUMBER column, write "1;" under the UNIT column, write "\$250;" under the CASH column, write "\$50;" and under the CREDIT column, write "\$200."

- e) The Daily Expenditures Diary (Forms H1 through H7) has one sheet for each day of the week, starting with Monday and ending with Sunday. Use the appropriate page for that day -- *do not* record items purchased on Monday on the dairy sheet for Tuesday. If you run out of space on a form for any individual day, use the additional space provided on Form H8.
- f) When recording items you purchase, be sure to identify each and every item. For example, if you went shopping on a particular day and bought some groceries, do not just write "groceries" under the ITEM DESCRIPTION column. Instead, identify each item purchased individually, such as "butter," "sugar," etc. If the item has a brand name, write the brand name and type of product. For example, "1.2 liter Kikkoman soy sauce" would be an excellent way of describing an individual item in the list of groceries purchased for a given day. If the space provided for the individual item description is not sufficient, you may use two or more lines to describe the same item.
- g) Regardless of who actually earned the money you or anyone else in your household spends, whether for use by the whole household or for the use of only a few members (or even one member) of the household, each purchase must be recorded properly.
- h) A member of the household means anyone who actually eats and sleeps (stays) at the house in question.
- i) The lower part of Forms H1 through H7 is used for recording the daily consumption of home-produced items. Home-produced items may be anything produced in the home. For example, in the case of food such items might include root crops, livestock, vegetables, fruits, self-caught fish, self-collected shellfish, etc.; in the case of material things, home-produced items may include hand-woven floor mats, baskets, storyboards, spearguns, etc. Make certain that each item is described properly under the ITEM DESCRIPTION column, that the weight or number of pieces of identical items is recorded under the NUMBER column, that the retail unit price is estimated and recorded under the UNIT column, and that the total estimated retail dollar value is calculated and recorded under the ESTIMATED LOCAL RETAIL VALUE column. To calculate the total estimated retail dollar value, multiply the unit price by the number of items or the weight of each item purchased.
- j) *Gifts Given* (Form I) may include any item given, including money, food item, article of clothing, and so on. Items that qualify as gifts include those purchased in a store, home grown (root crops, vegetables, fruits), self-caught or collected (fish, shellfish, crustaceans), or homemade (baskets, mats, spearguns) -- anything that your household or any member of your household gives to another

household or someone not a member of your household for which no money or payment is expected. Note that although payment is not anticipated payment for the gifts given, you nevertheless should record the estimated dollar value of each item given away as a gift.

- k) *Gifts Received* (Form J) may include any item received by your household or any member of your household from another household or someone who is not a member of your household. Do not treat items exchanged among members of your own family as gifts received. For example, if a household member's birthday falls within a week when the Daily Expenditures Diary is kept, the present given to this person should not be recorded as a gift received; however, the expenditure should be recorded on Form H under the ITEM BOUGHT column. See (j) above for items that can be considered as gifts.
- l) MONEY FOR CHILDREN is money given to child members of your household as spending money (allowance). Children's allowance is not to be recorded under gifts given; rather, it should be recorded in the ITEM BOUGHT part of the Daily Expenditures Diary as "children's allowance" under the ITEM DESCRIPTION portion, with the amount of the allowance recorded under the CASH column. The number, unit, and credit columns should be left blank.
- m) USED ITEMS, when purchased, should be recorded as "used" before the description of the item under the ITEM DESCRIPTION column.
- n) If you own a business, include all items taken from stock for use by your household. Describe and record the quantity, unit price, and total retail dollar value in the appropriate columns in the ITEM BOUGHT part of the Daily Expenditures Diary (Forms H1 through H7) as if the items were purchased in another store.
- o) After recording everything you and the other members of your household have bought for the day, read the list of purchases aloud to everyone in your household in an effort to discover anything you or others might have overlooked. The following items often are forgotten: 1) beers consumed at a bar; 2) meals eaten away from home; 3) ice cream, soft drinks or candy bought for kids at the store but not part of groceries purchased; 4) taxi and boat fare; 5) newspapers and magazines; 6) betelnuts; and, 7) coins spent on washing machines and dryers at laundromats, and on games at video arcades.

2. Forms

Following are descriptions of the various forms which comprise the Daily Expenditures Diary.

- a) *Diary Forms*: Forms H1 through H7 comprise seven separate sheets -- one for each day of the week (Monday through Sunday). Each consists of two parts. The upper part, titled ITEMS BOUGHT, is for recording daily purchases. A brief description of each item bought is to be recorded under the

ITEM DESCRIPTION column. Under the QUANTITY column, the sub-columns NUMBER and UNIT are for recording the weight or number of pieces of identical items and the unit price for each. If an item was purchased with cash, the dollar amount of the purchase is to be recorded under the CASH column; in the case of several identical items, record the total amount spent by multiplying the weight or number of individual items by the unit price. If an item is purchased on credit, the dollar amount of the purchase is recorded under the CREDIT column. The space under the OFFICE USE column is reserved for use by the Office of Planning and Statistics (OPS).

The lower part of Forms H1 through H7, titled *Home Produced Consumption*, is for recording the daily consumption of home grown root crops, vegetables, fruits, livestock and related products; self-caught or gathered fish, shellfish and crustacean, and related foods; and homemade mats, baskets, and other goods produced at home. Similarly, account for, price, and value in dollars under the appropriate column each home-produced item consumed on a particular day.

- b) *Form H8*: This form is for recording additional expenditures when there are too many purchases for a particular day to record on Forms H1 through H7. The day that these additional purchases are made must be recorded as the same date recorded on a particular daily form, to indicate that items recorded in Form H8 are part of that day's expenditures.
- c) *Gifts Given*: This form (Form I) is for recording the description and estimated dollar value of gifts that any member of the household or the household as a whole gives to someone not a member of the household during the seven-day period that the Daily Expenditures Diary is kept. A gift could consist of money, food purchased in a store, food grown at home (root crops, vegetables, fruits, livestock, etc.) or self-caught or collected (fish, shellfish, crustacean, etc.), material item purchased in a store, and material item made at home (mats, baskets, spearguns, etc.). For any gift given, appropriate space on Form I is provided for item description, its estimated dollar value, and whether the gift is cash.
- d) *Gifts Received*: This form (Form J) is for recording the description of and estimated dollar value of gifts that any member of your household or the household as a whole receives from someone not a member of your own household during the seven-day period that the Daily Expenditures Diary is kept. For examples of items which could be considered as gift items, see (c) above.
- e) *A Final Reminder*: This form (Form K) serves as a final reminder to ensure that you have recorded all purchases and expenses incurred by each and every member of the household during the seven-day period that the Daily Expenditures Diary is kept. Examples of *easy to forget* items are listed on this form. In addition, note that there is space provided on Form K to record special events such as weddings, funerals, and any Palauan custom-related functions or activities which made the expenses recorded in the Daily Expenditures Diary exceptional. It will be helpful if you record the exact date that such events occurred.

3. Diary Instructions

READ ALL OF THESE INSTRUCTIONS BEFORE STARTING THE DIARY

- a) Record in this book *everything* that each member of your household spends. Also include details of any food you or other members of your household grew and ate.
- b) This diary has one page for each day of the week, starting with Monday and ending with Sunday. Use only the proper page for that day. If you run out of space, use the extra form provided after the form for Sunday. Please list everything your household buys each day -- recording the information as you make the purchase and *no later* than the end of the day of the purchase.
- c) Please write down everything you or someone else in your household buys each day. If you purchase something, record it in the space provided on the day you bought it. If your wife, husband, child, or some other household member makes a purchase, record that product in the same way. Record the information in the above manner even if you do not use your own money. For instance, if you use *household money* -- that is, money belonging to the whole household -- record the information just as you would for your own money. Similarly, record the information consistently whether you are buying something with cash or credit, remembering to use the proper columns to record the information (the CASH columns for cash purchases and the CREDIT columns for credit purchases).
- d) Always record every item, even a small item. For example, do not simply write "groceries;" instead record each item you buy, such as "butter" or "sugar." If the item has a brand name, record the brand and type of product -- for example, "1.2 liter Kikkoman soy sauce." Always try to provide as much information as you can. Each time you write down an item, also write down the quantity of that item purchased *and* show the total cost either in the CASH column or the CREDIT column.
- e) Notice that a separate space is provided on each day's page for HOME PRODUCED CONSUMPTION. Home production consists of items grown at home and also consumed there. For example, if you grew any of your own food, please record how much of each item you used that day; also, record how much you think you would pay if you bought the item in a local store. If someone else in your household grew food consumed by the household, please write down how much of each item your household used that day; once again, record how much you think you would have paid if you bought the item locally. Home production also includes fish and similar foods; if you or members of your household caught fish and ate them yourselves, record the approximate quantity of fish and how much they would have cost to purchase from a local source.
- f) After you write down everything you or the other members of your household bought for a day, read the list aloud to everyone and try to discover any items overlooked. Certain items are easily

forgotten, including: 1) beers consumed at a bar; 2) meals eaten away from home; 3) ice cream, soft drinks or candy bought for kids at the store but not part of groceries purchased; 4) taxi and boat fare; 5) newspapers and magazines; 6) betelnuts; and, 7) coins spent on washing machines and dryers at laundromats, and on games at video arcades. If you discover that items purchased on a given day were not recorded, write them down while you are checking over that day's work.

- g) Do not forget to record money given to children to spend on themselves. Write down "children's money" and the amount in the AMOUNT PAID column. You need not write down what items the children buy with their pocket money, but you can if you wish. However, if you send your child to the store to buy something for you or your household, write down the item purchased and the amount paid.
- h) If on any day included in the Daily Expenditures Diary you pay an installment or part payment on goods you are buying by *time payments*, write down what the item is and how much you paid -- for example, "time payment -- installment on radio set." If you started buying anything by time payment on any of the seven days, record this information on the appropriate day, showing the full price as well as how much you paid on that day -- for example "radio set by time payment costing \$33" or "time payment -- first payment on radio set \$14."
- i) If you purchase any *used items* during the seven days covered by the Daily Expenditures Diary, write "used" before the item when you record it and state the amount paid.
- j) If you *sell or exchange* anything on a day included in the Daily Expenditures Diary, please record all appropriate details in the tables on the Gifts Given or Gifts Received forms.
- k) Please record separately the amount spent on *alcoholic drinks, tobacco, betelnut, and poker machines* during the period covered by the diary.
- l) If you or members of your household *gave gifts of cash or goods* to people outside your household during the period included in the Daily Expenditures Diary, record the gifts accordingly. If cash, write the amount given; if goods, describe the type and approximate quantity given, as well as the estimated value of the gifts.
- m) If you or members of your household *received gifts of cash or goods* from people outside your household during the period included in the Daily Expenditures Diary, record the gifts accordingly. If cash, write the amount received if it is cash; if goods, describe the type and approximate quantity received, as well as the estimated value of the gifts.
- n) If you own a business, please include all items you take from stock for your household's use. Provide the retail selling price of each item under COST.

REMEMBER, EVERYTHING YOU PROVIDE IN THIS DIARY IS CONFIDENTIAL!!

4. Example Diary Forms

The preceding paragraphs discuss the Daily Expenditures Diary for the HIES in some detail, frequently referring to particular diary forms. The following pages contain facsimiles of these forms. Examining these forms, in conjunction with the preceding pages, should provide a more complete understanding of the diary phase of the HIES.

REPUBLIC OF PALAU
1991 HOUSEHOLD INCOME AND EXPENDITURES SURVEY
DAILY EXPENDITURES DIARY

State: _____ ED: ____/____

Village/Hamlet: _____ Household: ____/____/____

Name of interviewer: _____

ONE WEEK DIARY

Week starting: _____ Ending: _____

CONFIDENTIAL

The information you provide in this book is confidential; it will not be revealed to anyone except the interviewer and the people who are working for the Office of Planning and Statistics. When the survey is completed, the results will be printed in the form of totals only and no information about individual households will be disclosed.

180 -- 1991 Household Income and Expenditures Survey

Office of Planning and Statistics
P.O. Box 100
Koror, Republic of Palau 96940

(FORM G)

Office of Planning and Statistics, Republic of Palau

182 -- 1991 Household Income and Expenditures Survey

(Form H1)

196 -- 1991 Household Income and Expenditures Survey

(Form H8)

198 -- 1991 Household Income and Expenditures Survey

(Form I)

200 -- 1991 Household Income and Expenditures Survey

(Form J)

1991 Household Income and Expenditures Survey -- 201

A FINAL REMINDER

Have you made sure you have included all the expenses incurred by all members of the household?

Have you remembered to include those easy to forget items?

For example:

- Beer consumed at a bar
- Meals away from home
- Ice cream and candy for kids
- Taxi and boat fares
- Newspapers and magazines
- Video rentals
- Betelnuts
- Playing on poker machines and video arcade machines
(expense minus [-] winnings)

When you are satisfied that the diary is complete, please hold it until the interviewer calls. He/she expects to come by on _____.
(Date)

Were there any special events, such as weddings, funerals, etc., which made the expenses you recorded in your diaries exceptional?

If yes, please describe briefly:

+-----+
|
|-----|
|
|-----|
|
+-----+

202 -- 1991 Household Income and Expenditures Survey

The Government of the Republic of Palau is very grateful for your help in this survey. The information you have provided is confidential, but will be of great value to us in our planning for the economic development of the Nation. Our warmest thanks to all members of your household.

(Form K)

Office of Planning and Statistics, Republic of Palau

REPUBLIC OF PALAU
1991 HOUSEHOLD INCOME AND EXPENDITURES SURVEY:
CODING SCHEME AND KEYING INSTRUCTIONS

204 -- 1991 Household Income and Expenditures Survey

Office of Planning and Statistics
P.O. Box 100
Koror, Republic of Palau 96940

Coding Scheme

1. Questionnaire Check-in

For purposes of tracking the data collection phase of the 1991 Household Income and Expenditures Survey (HIES) for the Republic of Palau, all questionnaires will be checked in via a computer program called CENTRACK. This program records information on the location of each household for which a questionnaire was completed, as well as basic bookkeeping information (date of data collection) and fundamental household characteristics (number of males and females in a household). An example CENTRACK Entry Form appears at the end of this manual. Required coding information for the CENTRACK form may be found in the Data Dictionary and Coding List, also at the end of this manual.

2. Integrated Microcomputer Processing System (IMPS)

All phases of data storage, editing, and analysis for the HIES employ IMPS, a computer software package developed by the U.S. Bureau of the Census International Statistical Programs Center. Details on IMPS in general, its various capabilities, and both general and specific aspects of its use may be found in the manuals that accompany the software. However, one key piece of information that is project-specific concerns the basic design of a database -- in this case, the HIES database. The essence of the computerized data organization is summarized in the *Data Dictionary* for the database.

The IMPS dictionary for the HIES includes three main components: a component pertaining to *individuals*; a component pertaining to *households*; and a component pertaining to *diaries*. The data dictionary for the HIES database appears at the end of this manual. In addition to providing basic information on the organization of the database, the dictionary also provides information on the coding scheme used in the HIES.

3. Code Lists

Systematic coding is essential for the successful construction of a computerized database. As mentioned immediately above, some of the coding used to construct the HIES database may be found in the Data Dictionary. In addition, there are other codes used to construct the HIES database that are not included in the dictionary: these include general coding information (geographic areas, citizenship, etc.), industry codes, occupation codes, and diary codes used to identify specific purchases. All four coding lists appear at the end of this manual.

Keying Instructions

1. IMPS

In order to key data from the diaries and questionnaires, you must first get into IMPS. The file will be named either HIES or HIES91, and you must use the DOS commands to access it. You should start with the C prompt, which, depending on how your computer is set up, should look similar to C:\>.

From the C prompt, type cd\HIES or cd\HIES91 (once again, depending on how the files on your computer are organized) and press the <ENTER> key. Then type IMPS. Press <ENTER>, then press <ENTER> again. You will see a screen with the IMPS menu on it. Go to the *CENTRY* line with the pointer and press <ENTER>. Then, go to the *EXECUTOR* line and hit <ENTER>. Because you will begin by keying diary data, make sure that the application noted on the screen of your computer is *DIARY*. Then enter the Enumeration District (ED) code on the *BATCH FILE* line if it is new; if the current ED already is displayed, press <F3> to enter the record.

Key in your name, and press <ENTER>. Move the pointer to *ADD TO BATCH* and press <ENTER>. You then will be in the correct record.

2. Keying Diary Forms

a. Front Page

The first data that IMPS requires is geographic information. For this information, key the STATE (which should be coded on the front of the form) and the ED. Note that some enumerators used two digits and some four digits for the ED; if four, ignore the first two digits and key only the *last two*. Finally, key the household number.

b. Daily Expenditures Diary

Next, the computer will go to the *DIARY* screen, a facsimile of which is presented at the end of this manual. You need to key each item on a separate screen; start with the first item, and key one per screen until all items on the form are keyed. You will begin by keying the WEEK (1 or 2) and the DAY (1 to 7 for Monday through Sunday, 8 for gifts given, 9 for gifts received). You must key this for each item.

Then you will enter information on the items purchased. First, key the six-digit item DESCRIPTION. Next, key the AMOUNT of the item bought. If more than 99 of the items were purchased at one time, key 99. Then, key the PRICE in dollars and cents. You must always account for the cents, even if the enumerator or respondent wrote only dollars. Thus, 50 cents will be keyed 50, but \$1 will be keyed 100 and \$10 will be keyed 1000. The price is the unit price, so here you key how much one of the item would cost. If the person only wrote down the total amount spent, *not* the unit price, go to the TOTAL AMOUNT space and key in the total. Otherwise, key the PRICE and then the TOTAL AMOUNT. If there is no total given but you have already keyed in the PRICE, skip this space.

Next, you will enter how the item was acquired. Key in whether the item was bought for CASH (1), for

CREDIT (2), or PRODUCED FOR HOME CONSUMPTION (3).

Once you have finished keying the diary information for a particular item, press <F7> to accept the input data. When you have finished keying all information for a particular item, the computer automatically will prepare you to key the next item. Continue until you have keyed all items in the diary for that household during the week reported.

If you are finished entering data for a particular household, press the <TAB> key at the end and the computer will take you to the screen for the next household. You then will key the geography information for the new household.

When you are finished keying diary data, press <ESC>. IMPS will ask if you want to do another batch. If you do, key YES. Otherwise, press <ESC> again, bringing you back to the *CENTRY* screen. Continue to press <ESC> until you are out of the program.

3. Keying Major and Regular Expenditures Forms

a. Front Page

For Major and Regular Expenditures forms, you will begin by entering data from the front page. As with keying the diary data, IMPS presents a screen requesting the necessary information. First key the STATE (a two-digit number), then the ED (also a two-digit number), then the HOUSEHOLD (a three-digit number). The STATE and ED should not change during the keying of one envelope. However, because an enumerator occasionally is assigned households in more than one ED, it may happen that you have more than one ED to key in an envelope; *check every form to make sure*. Also, sometimes an enumerator will record a four-digit ED. In such a case, just key the *last two digits*.

b. Major and Regular Expenditures

Once you have finished entering the data from the front page, you will key the major and regular expenses. There always should be two forms with a questionnaire, one for each main type of expenditure. If you do not have two, contact Alonso or Francesca to find out what happened. IMPS presents a screen for each main category of expenditure, to facilitate keying and ensure that all necessary information is entered; a facsimile of each screen appears at the end of this manual.

To key major expenditures, first key the pre-printed expenditure code on the right of the form. This always is a four-digit number. The computer automatically will go to the place for the amount; you then will key the amount *in dollars*. If the enumerator recorded the amount in dollars and cents, just key the dollars part, not the cents. If cents are included and the amount is less than 50 cents, round down and only key the amount of dollars listed; if the amount is 50 cents or more, key one dollar more than is recorded in the

dollars column. You will have to press the <ENTER> key when you have keyed the amount because the computer does not know how many digits to expect. You key regular expenditures in the same manner, first entering the four-digit expenditure code and then the amount for each expenditure.

Once you have keyed all of the major and regular expenditures for a household, press the <TAB> key to go to the Individual Forms.

4. Keying Individual Record Forms

Individual Record forms from the HIES contain a great deal of information. To facilitate the keying of this information, IMPS presents a series of three screens for the pertinent data, facsimiles of which appear at the end of this manual.

a. Screen 1

Most of the information on the top line of Screen 1 already is has been entered earlier. You start with the PERSON NUMBER. The PERSON NUMBER is two digits -- so either key 01 or key 1 and press <ENTER>, causing the computer to move to the next field. In general, this is the regular procedure when you key fewer digits than the maximum for the field -- either key the leading zeros or press <ENTER> to move to the next field.

For sex, key 1 for MALE or 2 for FEMALE if the information is not already coded. Do not try to key M or F because the computer will not let you. Next key the BIRTHDATE. Note that the month and the day each have two digits; also, note that you key only the *last two* digits of the year. Then key the BIRTHPLACE, always two digits.

When you key CITIZENSHIP, use only one digit. *If* the person is Palauan, the computer automatically will skip the box for persons born outside the area. However, if the person was born outside Palau, key the two digits that give the place he or she was born.

For WHERE YOU LIVED FIVE YEARS AGO and WHERE YOU LIVED ONE YEAR AGO, key the appropriate two-digit code. If the person is a child, too young for this information, use the arrows to move through the fields.

For IF YOU EVER LEFT PALAU, if there is no information key 0 and the computer will skip to the relationship field. If there is information, key the data recorded -- two digits for WHERE DID YOU GO LAST TIME, one digit for WHAT WERE YOU DOING, two digits for HOW LONG DID YOU STAY, and two digits for WHEN DID YOU COME BACK. Persons who were gone less than one year will be keyed 00.

For RELATIONSHIP, key the one-digit code.

For FATHER'S BIRTHPLACE and MOTHER'S BIRTHPLACE, key the two-digit responses. If someone left one of these blank, use the arrow to move through the fields.

For education-related topics, *note* that the codes are two digits long even though some of the coders only wrote one. As a result, if you are keying ninth grade (for example), key 09, or 9 with <ENTER> or the arrow. If the places of primary and secondary school are blank, use the arrow to move through the fields.

b. Screen 2

This screen should appear only for individuals aged 15 years and over; the computer has been programmed to skip screens 2 and 3 for children under 15 years of age. However, in a few cases, because the person was exactly 15 years old, or nearly 15, you may find that the pages appear anyway. Treat them as if the child did no work -- that is, insert "no data" throughout the form. This should not occur often.

For adults, if the person either did subsistence only (3) or did not work (4), the computer will automatically skip down to the fields concerning work in 1990 and you will continue keying there. However, if the person has "1" or "2" recorded, key in the information about work last week. This information will include two digits for HOURS worked last week, three digits for the INDUSTRY, three digits for OCCUPATION, and one digit for the CLASS OF WORKER.

If the person did not work in 1990, key 2 and the computer will skip to the income questions. If the person worked last year, key 1 and then two digits for the number of weeks worked during the year and two digits for the average number of hours worked per week.

For the INCOME fields, use the arrows to find the appropriate box for the income written in. *Do not* record cents, only dollars. If cents are recorded on the questionnaire, round the amount to the nearest dollar before keying. When you have entered all the amounts, arrow down, and enter the grand total. Then the computer will skip to the next page. You need not enter \$0 amounts -- the computer will do that automatically later.

c. Screen 3

If the person did not work in the last pay period, or the enumerator wrote "0," key 0 and IMPS will move to the next section. If the person did work, key the amount they earned, the one-digit pay period code, the amounts of various deductions (by using the arrow keys to move to the appropriate boxes), and the net pay. Note that you need not enter \$0 amounts -- IMPS will do that automatically when you use the arrow keys to move through those fields. If the enumerator recorded dollars and cents, round the cents to the nearest dollar and key only the dollars. If the person did not receive in-kind payments, key 2 and then use the arrow to move to the next section.

Key 1 or 2 for FISH, CROPS, and HANDICRAFTS caught or produced last month. You will fill in the actual types of produce later in the keying.

If the person did not OWN A BOAT, key 2 and the computer will go to the next section for taxi. If the person did OWN A BOAT, key 1 and then enter the last two digits of the year the boat was purchased, the amount to the nearest dollar (do not key cents) it cost, and the amount spent (rounded to the nearest dollar -- no cents) for gas last month.

If the person did not OWN A TAXI service, key 2 and the computer will skip to the next section. If the person did own a taxi, key 1 and the amounts rounded to the nearest dollar (do not key cents) spent on the different items listed.

If the person did not OWN A BUSINESS, key 2, and the computer will skip to the next section for type of produce. If the person did own a business, key 1, the three-digit code for type of business -- followed by the amounts rounded to the nearest dollar (do not key cents) for each of the items listed.

For each TYPE OF PRODUCE (up to four), you need to type the two-digit code for the type of produce, the one-digit code which tells whether the produce was sold (key 1), used (key 2), or given away (key 3), the four-digit code for the number of items produced (this could be number of cans or pounds of fish or taro), and the amount per item. The computer will calculate the total amount. *If* there are more than four items, use these priorities: key all of the produce sold *first*, then key the produce used for home consumption, and then key what was given away. Unfortunately, the database only has room for four items.

The computer entry for TYPE OF PRODUCE works as follows. If there are no items, key 0 in the TYPE space and the computer will skip to the next form. This also is true for one, two, or three items. For example, if there is only one item, key in the proper information for that single item; where the second item starts, key 0 and the computer will skip to the next person. The same thing occurs if there are two items -- that is, key in information for each item, then key 0 in the TYPE OF PRODUCE space for item 3 to go to the next person.

Finally, and most important, under TYPE OF PRODUCE you *do* key in the dollars and cents. However, you ignore the decimal point. For instance, if fish was sold for \$1.00, key in 100 and press <ENTER>; if it was sold for 50 cents, key 50 and <ENTER>. Remember that for TYPE OF PRODUCE you key both dollars and cents when entering the amount.

5. At the End

The computer will not know when you have keyed the last person. Therefore, when IMPS prompts you with a screen for the next person, press the <TAB> key. You will see a screen for *Diary*; since we are not keying this right now, press <TAB> again. The computer will ask you if you want to accept the questionnaire; key YES. Then it will ask if there is another house. If you discover that there is, continue --

that is, please key all of the houses at once for a particular ED, do not put some of the forms aside for later. After keying the last questionnaire in the ED, you can exit the program by following the directions on the screens. The computer will ask you if you want to code another house; if you do, enter YES -- otherwise, NO. Then, pack up your forms, note on the outside of the envelope that you have keyed them, and sign your name.

CENTRACK Entry Form

Questionnaire Check-in - Phase 1

State: Kayangel
EA: Kayangel

07/05/91

State	EA	HHer	HH	Completed	Households	Males	Females
01	01	008	1	07/04/91	1	3	4
01	01	013	1				
01	01	027	1				
01	01	038	1				
01	01	063	1				

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EN	N	3-4	2		
HH	N	5-7	3		
RECTYPE	N	10	1	INDIVIDUAL	1
				HOUSEHOLD	2
				DIARY	3

Note: / represents a blank character.

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Data Dictionary: HIES91

DATADICT Version

Created: 31/10/91 14:44:14

Record Name: INDIVIDUAL

Record Type: 1

Item (occurs) Subitem (occurs)	Data Type	Position	Item Len.	Value Name	Values
PERSON-NUMBER	N	11-12	2		
SEX	N	13	1	MALE FEMALE	1 2
MONTH-OF-BIRTH	N	14-15	2		
DAY-OF-BIRTH	N	16-17	2		
YEAR-OF-BIRTH	N	18-19	2		
BIRTHPLACE	N	20-21	2	KAYANGEL NGERCHELONG NGARAARD NGIWAL MELEKEOK NGCHESAR NGARDMAU NGAREMLENGUI NGATPANG AIMELIIK AIRAI ANGAUR PELELIU KOROR SONSOROL HATOHOBEI GUAM CNMI YAP CHUUK	01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 20 21 22 23

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POHNPEI	24
KOSRAE	25
FSM-NOT-STATED	26
MARSHALL-ISLANDS	27
AUSTRALIA-NZ	28
OTHER-PACIFIC	29
HAWAII	31
CALIFORNIA	32
US-OTHER	33
US-NS	34
CANADA	35
AMERICA-NS	36
PHILIPPINES	41
JAPAN	42
CHINA	43
TAIWAN	44

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RELATIONSHIP	N	36	1	HEAD	1
				SPOUSE	2
				CHILD	3
				SIBLING	4
				PARENT	5
				IN-LAW	6
				OTHER-RELATIVE	7
				LIVE-IN-HELP	8
				OTHR-NONRELATIVE	9
FA-BIRTHPLACE	N	37-38	2		
MO-BIRTHPLACE	N	39-40	2		
EDUCATION	N	41-42	2	NONE-OR-1-YR	01

220 -- 1991 Household Income and Expenditures Survey

INDUSTRY	N	52-54	3	
OCCUPATION	N	55-57	3	
CLASS-OF-WORKER	N	58	1	PRIVATE-INDUSTRY 1 NATIONAL-GOVT 2 LOCAL-STATE 3 SELF-EMPLOYED 4 WORKING-WO-PAY 5 LESS-THAN-16 0 NOTHING /
LAST-YEAR-WORKED	N	59	1	
WEEKS-WORKED-LY	N	60-61	2	

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Data Dictionary: HIES91

DATADICT Version

Created: 31/10/91 14:44:14

Record Name: INDIVIDUAL

Record Type: 1

Item (occurs) Subitem (occurs)	Data Type	Position	Item Len.	Value Name	Values
HRS-WORKED-LY	N	62-63	2		
WAGES-SALARY	N	64-69	6		
FISH-FARM	N	70-74	5		
OWN-BUSINESS	N	75-79	5		
RENT-LAND	N	80-84	5		
RENTAL-BUILDING	N	85-89	5		
DIVIDENDS	N	90-94	5		
INTEREST	N	95-99	5		
CUSTOMS-REMITTS	N	100-104	5		
OVERSEAS-REMITTS	N	105-109	5		
PENSIONS	N	110-114	5		
INSURANCE	N	115-119	5		
ALIMONY-CHILD-SP	N	120-124	5		
SOCIAL-SECURITY	N	125-129	5		
GRAND-TOTAL	N	130-135	6		
GROSS-PAY	N	136-139	4		

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PERIOD	N	140	1	BI-WEEKLY	1
				MONTHLY	2
				WEEKLY	3
				OTHER	9
				LESS-THAN-16	0
				BLNK	/
SOC-SECURITY	N	141-144	4		
TAX	N	145-148	4		
LIFE-INSURANCE	N	149-152	4		
DEDUCT-OTHERS	N	153-156	4		
NET-PAY	N	157-160	4		

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Data Dictionary: HIES91

DATADICT Version

Created: 31/10/91 14:44:14

Record Name: INDIVIDUAL

Record Type: 1

Item (occurs) Subitem (occurs)	Data Type	Position	Item Len.	Value Name	Values
IN-KIND-PAY	N	161	1	NO-IN-KIND-PAY	2
				HOUSING	3
				FOOD	4
				HOUSE-AND-FOOD	5
				OTHER	9
				LESS-THAN-16	0
				BLNK	/
HOWMUCH	N	162-164	3		
CATCH-FISH	N	165	1		
CROPS-ANIMALS	N	166	1		
HANDICRAFTS	N	167	1		
OWNBOAT-YES-NO	N	168	1	YES	1
				NO	2
BOUGHT-BOAT	N	169-170	2		
BOAT-COSTS	N	171-175	5		
GAS-LAST-MONTH	N	176-178	3		
OWNTAXI-YES-NO	N	179	1	YES	1
				NO	2
TAXI-RECEIPTS	N	180-184	5		
HHMEM-WAGES	N	185-188	4		

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OTHRPERS-WAGES	N	189-192	4		
GASOIL-ETC	N	193-196	4		
LOAN-REPAY	N	197-200	4		
OWNBUSINESS-Y-N	N	201	1	YES	1
				NO	2
BUSINESS	N	202-204	3		
BUSI-RECEIPTS	N	205-208	4		
HHLD-WAGES	N	209-212	4		
OTHRWAGES	N	213-216	4		

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TYPE2	N	232-233	2
SOLD2	N	234	1
NUMB2	N	235-238	4
UNIT2	N	239-242	4
TYPE3	N	243-244	2
SOLD3	N	245	1
NUMB3	N	246-249	4
UNIT3	N	250-253	4

1991 Household Income and Expenditures Survey -- 227

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Data Dictionary: HIES91

DATADICT Version

Created: 31/10/91 14:44:14

Record Name: INDIVIDUAL

Record Type: 1

Item (occurs)	Data		Item			
Subitem (occurs)	Type	Position	Len.	Value Name	Values	
TYPE4	N	254-255	2			
SOLD4	N	256	1			
NUMB4	N	257-260	4			
UNIT4	N	261-264	4			
AGE	N	265-266	2			

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Data Dictionary: HIES91

DATADICT Version

Created: 31/10/91 14:44:14

Record Name: HOUSEHOLD

Record Type: 2

Item (occurs)	Data	Item			
Subitem (occurs)	Type	Position	Len.	Value Name	Values
EXPENSE	N	11-14	4	CLOTHING-FTWEAR	2101:2999
				RENT-PRIVATE	3111
				RENTGOVERNMENT	3112
				MORTGAGELoAN-PAY	3113
				HOME-INSURANCE	3114
				LAND-LEASE	3115
				BUILDING-PERMIT	3116
				HOUSE-REPAIRS	3117
				ELECTRICITY	3211
				WATER	3212
				TELEPHONE	3213
				KEROSENE	3214
				SEWER	3215
				CABLE-TV	3216
				BUTANE-GAS	3217
				REFRIGERATOR	3311
				DEEP-FREEZE	3312
				WASHING-MACHINE	3313
				DRYER	3314
				DISHWASHER	3315
				AIR-CONDITIONER	3316
				STOVE-RANGE-MICR	3317
				SEWING-MACHINE	3318
				ELEC-APP-OTHER	3319
				FURNITURE	3401
				KITCHEN-UTENSILS	3612
				KERO-STOVE	3613
				LAWN-MOWER-TRIMM	3615
				HH-EQUIP-OTHER	3616
				MJR-ITEM-OTHER	3617
				HOME-REPAIRS	3701
				CAR-PICKUP-VAN	4111

MOTORCYCLE	4112
DRIVER-LICENSE	4113
AUTO-INSURANCE	4114
REGISTRATION-VEH	4115
LOANVEHICLE-PAY	4116
BOAT	4121
OUTBOARD-MOTOR	4132
MED-LIFE-INSURAN	5114
TELEVISION	5611
VIDEO-CASSETTE	5612
RADIO-CASSETTE	5613
OVERSEAS-TRAVEL	5700
MEMBER-SPORTS	5821
CREDIT-CARDS	5822
MEM-FEES-OTHER	5823

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Data Dictionary: HIES91

DATADICT Version

Created: 31/10/91 14:44:14

Record Name: HOUSEHOLD

Record Type: 2

Item (occurs)	Data	Item			
Subitem (occurs)	Type	Position	Len.	Value Name	Values

				SCHOOL-FEES-TUIT	5911
				BOOKS-UNIFORMS	5914
				CHURCH-DONATIONS	5915
				CUSTOMS-PAYMENTS	8101
				CUSTM-LOAN-PAYMT	8111
				LOAN-REPAY-OTHER	8112
				REG-ANY-OTHER	8113
				REMITT-OVERSEAS	8212
				WAGES-HH-HELP	9001

YEARLY-COST N 15-19 5

1991 Household Income and Expenditures Survey -- 231

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Data Dictionary: HIES91

DATADICT Version

Created: 31/10/91 14:44:14

Record Name: DIARY

Record Type: 3

Item (occurs)	Data	Position	Item	Value Name	Values
Subitem (occurs)	Type		Len.		
WEEK	N	11	1	FIRST-WEEK	1
				SECOND-WEEK	2
DAY	N	12	1	MONDAY	1
				TUESDAY	2
				WEDNESDAY	3
				THURSDAY	4
				FRIDAY	5
				SATURDAY	6
				SUNDAY	7
				GIVEN-GIFTS	8
				RECEIVED-GIFTS	9
DESCRIPTION	N	13-18	6		
AMOUNT	N	19-20	2		
PRICE	N	21-25	5		
TOT-AMOUNT	N	26-30	5		
CREDIT-CASH	N	31	1	CASH	1
				CREDIT	2
				HOME-PRODUCED	3

Code Lists

PLACES	WHAT THEY DID	CLASS OF WORKER
01 Kayangel	1 Vacation	1 Private industry
02 Ngercheloug	2 Studying	2 National government
03 Ngaraard	3 Medical	3 Local/state government
04 Ngiwal	4 Visiting	4 Self employed
05 Melekeok	9 Other	5 Working without pay
06 Ngchesar	0 Unneeded	
07 Ngardmau		PERIOD
08 Ngaremlengui	RELATIONSHIP	
09 Ngatpang		1 Bi-weekly
10 Aimeliik	1 Head	2 Monthly
11 Airai	2 Spouse	3 Weekly
12 Angaur	3 Child	9 Other
13 Peleliu	4 Sibling	
14 Koror	5 Parent	IN KIND PAY
15 Sonsorol	6 In-law	
16 Hatohobei	7 Other relative	1 No in kind pay
20 Guam	8 Live in help	2 Housing
21 CNMI	9 Other nonrelative	3 Food
22 Yap		4 Housing and food
23 Chuuk	EDUCATION	9 Other
24 Pohnpei		
25 Kosrae	01 None of 1 year	TYPE OF PRODUCE
26 FSM not stated	02 Two	
27 Marshall Islands	03 Three	01 Fish
28 Australia-NZ	04 Four	02 Taro
29 Other-Pacific	05 Five	03 Tapioca
31 Hawaii	06 Six	04 Sweet potato
32 California	07 Seven	05 Papaya
33 US - other state	08 Eight	06 Banana
34 US not stated	09 Nine	07 Coconut
35 Canada	10 Ten	09 Other crop
36 America-NS	11 Eleven	10 Pig
41 Philippines	12 Twelve, no diploma	11 Chicken
42 Japan	13 High school diploma	12 Crab
43 China	14 Some college	13 Lobster
44 Taiwan	15 AS degree	14 Seafood other
45 Korea	16 BA-BS	19 Other animal
49 Asia - other	17 MS-PhD	20 Weave mat or basket
51 Europe	18 Professional	21 Carve storyboard
52 Africa	99 Unknown	22 Sew clothes

88 Elsewhere		29 Manufacture - other
	WORK LAST WEEK	SOLD-CONSUMED-GAVE AWAY
CITIZENSHIP	1 Paid employment	1 Sold or bartered
1 Palauan	2 Paid & subsistence	2 Consumed
2 US	3 Subsistence only	3 Gave away
3 Philippines	4 No work	
4 Korean		
5 Asian other		
6 FSM-Marshalls		
9 Other		

1991 Republic of Palau Income and Expenditures Survey

Industry Codes

Agriculture.....	860	Law Firm.....	841
Airlines.....	421	Marines Resources.....	032
Airport.....	421	Market.....	601
Architect & engineering.....	882	Museum.....	472
Auto mechanic.....	751	Old age.....	870
Auto repair.....	751	PCAA.....	871
Bakery (oven).....	331	Petroleum distribution.....	552
Bank.....	701	PNCC.....	931
Beauty shop.....	772	Power plant.....	450
Business (general).....	571	President's office.....	900
Car rental.....	742	Private home.....	761
Chief (state).....	910	Public defender.....	910
College.....	850	Public Health (hospital)....	831
Congress.....	900	Public safety.....	901
Construction.....	060	Public work (sanitation)....	471
Cultural affairs.....	930	Public works.....	060
Dental clinic.....	820	Rent it shop.....	741
Education.....	842	Restaurant.....	641
Farmer (Crops).....	010	Retail store.....	691
Farm.....	010	Sawmill.....	231
Federal programs.....	922	Shipping agency.....	432
Fisheries.....	032	Social security.....	871
Fishing.....	032	State government.....	900
Forestry service.....	031	Tax office.....	921
Hospital.....	831	Taxi.....	402
Hotel.....	762	Tourist agency.....	432
Housing authority.....	712	Tourist guide.....	810
Immigration.....	910	Travel agent.....	050
JTPA.....	922	Utilities, department of....	452
Judiciary.....	910	Weather bureau.....	930
Land commission.....	712	Wholesale.....	571
Land surveying.....	882	Wood carver.....	241



1991 Republic of Palau Income and Expenditures Survey

Occupation Codes

Accountant.....	023	Judge.....	179
Accounting technician.....	023	Laborer (general).....	869
Administrative assistant....	379	Legal consultant.....	178
Administrative officer.....	015	Legal recorder (OEK).....	005
Administrator.....	014	Maid (domestic).....	407
Agent.....	253	Maintenance (janitor).....	453
Agriculturist.....	077	Manager.....	014
Airline manager.....	020	Marine res - intern.....	223
Airline reservation supervis	303	Mason.....	563
Airline sales.....	303	Mechanical engineer.....	057
Baker.....	436	Mechanic.....	505
Beautician.....	274	Medical clerk.....	319
Biologist.....	078	Medical record account.....	023
Boat operator.....	828	Medical record clerk.....	205
Car washer.....	887	Medical record technician..	205
Carpenter.....	567	Medical service technician..	208
Cashier.....	276	Meter reader.....	366
Chief (Executive).....	022	Nurse practitioner.....	095
Chief (state chief).....	006	Nurse RN.....	095
Clearing ground.....	486	Nutritionist.....	097
Clerk (cashier).....	276	Office aid.....	389
Clerk (secretary).....	313	Petroleum distributor.....	552
Clerk (typist).....	315	Plumber.....	585
Congressman.....	003	PNCC technician.....	523
Cook.....	436	Policeman.....	418
Coordinator.....	389	Power plant operator.....	495
Co-ordination.....	323	Principal.....	014
Dental nurse.....	445	Radio operator.....	459
Dentist.....	085	Salesperson.....	257
Director.....	018	Security guard.....	423
Education specialist.....	152	Steward.....	433
Electronic technician.....	526	Storekeeper.....	243
Equip operator.....	844	Supervisor (office).....	303
Farmer.....	475	Surveyor.....	218
Fire control officer.....	416	Taxi driver (owner).....	809
Fisherman.....	498	Teacher (Elementary).....	156
Foreman Supervisor.....	538	Teacher (High school).....	157
Foreman (construction).....	538	Teller.....	383

Forestry specialist.....	079	Tour guide.....	461
Gardener.....	479	Waiter.....	435
Governor.....	004	Watchman.....	426
Historian.....	205	Welder.....	783
Inspector (immigration).....	036	Wood carver.....	769
Instructor (business).....	135	Wood cutter.....	496
Insurance agency.....	711		

Final Diary List

Abrabang.....	120147	Camera.....	750034	Crisco.....	163998
Accent (Azinomoto) ..	164038	Candles.....	384016	Crunch.....	165183
Air Fare.....	590018	Candy bars.....	162016	Cucumbers.....	143081
Allowance for kids..	844076	Canned goods.....	100198	Cupcakes.....	120113
Aluminum foil.....	382101	Car rental.....	570010	Cups.....	374090
Ant repellent.....	384016	Car repair.....	540195	Curry powder.....	164038
Apple juice.....	142042	Car tint.....	821082	Custom.....	900108
Apples.....	141010	Caramel.....	167016	Dental floss.....	821058
Assorted food.....	100099	Carnation milk.....	110114	Deodorant.....	821157
Avocado.....	141135	Carrot.....	143065	Detergent.....	381012
Azuki.....	210096	Cassette player.....	360107	Diapers.....	420034
Baby juice.....	165167	Catsup.....	164046	Diesel.....	520023
Baby oil.....	811082	Cement.....	314070	Dinner.....	210021
Baby powder.....	821074	Cereal.....	161018	Dish towel.....	330035
Baby wipes.....	382101	Chain saw.....	376012	Dishwashing soap....	378059
Baby's bottle.....	372011	Chair rental.....	393025	Domestic helper.....	391037
Baby's dress.....	420026	Charcoal lighter....	384016	Donation.....	844019
Baby's food.....	165167	Charcoal.....	320044	Doorknob.....	314120
Backpack.....	720060	Cheese balls.....	110023	Doughnuts (tama)....	120154
Bacon.....	132019	Cheeseburger.....	131011	Downy.....	381020
Baking powder.....	164012	Cheese.....	110023	Dress.....	410084
Balloons.....	730010	Chewing gum.....	162016	Drinking water.....	320085
Ballpoint pen.....	383034	Chewing tobacco....	810028	Dryer.....	461194
Ball.....	730010	Chicken wings.....	135020	Egg roll wrapper....	120188
Banana.....	141028	Chicken.....	135095	Eggplant.....	143149
Band-aids.....	620021	Chili pepper.....	143149	Eggs.....	110122
Barbecue sauce.....	164046	Chips.....	165183	Elaus.....	900103
Baskets.....	373035	Chocolate bars.....	162016	Electric bill.....	320051
Bathroom cleaner....	381020	Chocolate milk.....	110098	Electric tape.....	314112
Batteries.....	384016	Chocolate.....	162016	Elastic Rubber.....	450023
Beans.....	143057	Cigarettes.....	810010	Emergency room.....	680017
Beauty shop.....	822015	Cigars.....	810028	Enfamia.....	165167
Beef hash.....	165035	Clams.....	134023	Envelopes.....	383018
Beef stew.....	210096	Clorox.....	381020	Eye Medical Treat...	630020
Beef.....	131995	Clothes line.....	372029	Fabric materials....	450098
Beer.....	151019	Clothes pins.....	372029	Fan.....	350119
Betelnut.....	900101	Clothes pins.....	372029	Fertilizer.....	385013
Belt.....	410159	Cloth.....	450098	Film.....	750059
Bicycle.....	720052	Cocoa.....	164012	Fish hooks.....	720078
Birth certificate..	844050	Coconut oil.....	163105	Fishing line.....	720078
Birthday card.....	283026	Coconut.....	141135	Fish.....	134015
Biscuits.....	120105	Coffeemate.....	163014	Flashlight bulb....	384016
Black pepper.....	164038	Colgate.....	821058	Flashlight.....	378059
Blouse.....	410118	Coloring books.....	730044	Flour.....	161042
Boat fare.....	790014	Comet cleanser.....	381020	Folder.....	831107
Boots.....	410183	Condensed milk.....	110114	Fresh milk.....	110064
Bounce.....	381020	Conditioner.....	821025	Fruit bats.....	900113

Brake fluid.....	520114	Cookies.....	120121	Fruit cocktail.....	141135
Breadfruit.....	900110	Cord.....	383042	Fruit cocktail.....	141135
Bread.....	120097	Corn beef hash.....	165035	Fruit rings.....	141143
Breakfast.....	165019	Corn beef.....	133058	Garlic powder.....	164038
Broom.....	372029	Corn chips.....	210039	Garlic.....	143149
Brush.....	372029	Corn puff.....	165183	Gasoline.....	520015
Bullets.....	720078	Corn.....	143040	Gatorade.....	153122
Burger.....	131011	Cotton balls.....	620021	Ginger.....	164038
Butter.....	110015	Couch.....	340034	Glue.....	383067
Cabbage.....	143131	Crab.....	134023	Grapes.....	141069
Cable TV.....	320101	Cracker.....	165183	Green onions.....	143123
Cakemix.....	161026	Crayons.....	831107	Groceries.....	860015
Cakes.....	120113	Cream.....	110031	Ground beef.....	131011

Hacksaw blade.....	376020	Mantles for lantern.	378059	Pies.....	120162
Hair brush.....	821033	Margarine.....	163022	Pigeon.....	900107
Hair dryer.....	821207	Marker.....	383034	Pineapple.....	141119
Hair dye.....	821025	Matches.....	384016	Pinesol.....	381020
Haircut.....	822098	Materials.....	450098	Pine-sol.....	381020
Ham patties.....	132035	Mats.....	373035	Pipe.....	810044
Hamburger.....	131011	Mayonnaise.....	163048	Pizza.....	165118
Ham.....	132025	Meat, canned.....	133991	Plane fare.....	590018
Handbag.....	410159	Meat.....	133991	Plastic bags.....	382101
Hangers.....	378034	Medical bill.....	600999	Plastic cups.....	382101
Hats.....	410159	Medicine.....	610097	Plastic plates.....	382101
Hinges.....	314120	Milk, powdered.....	110106	Plates.....	374090
Honey.....	162057	Milk shake.....	110114	Playtex.....	821199
Horseradish powder..	143149	Miso.....	164046	Plywood.....	314039
Hospital.....	680017	Mops.....	372029	Popcorn.....	165183
Hot dog.....	133033	Mosquito repellent..	385013	Pork chops.....	132027
House party.....	844019	Moth balls.....	384016	Pork.....	133058
House party.....	900112	Mouse trap.....	378059	Potatoes.....	143016
Ice chest.....	378059	Mr. Clean.....	381020	Pots.....	373035
Ice cream cone.....	110049	Mushrooms.....	143149	Powder soap.....	381012
Ice cream.....	110049	Mushroom.....	143149	Prosobee milk.....	165167
Iced tea.....	153106	Nails.....	314120	Pumpkin.....	143149
Ice-cubes.....	384016	Nappa.....	143149	Pumpkin.....	143149
Icy hot.....	620021	Newspaper.....	710012	Punch.....	153114
Insect spray.....	385013	Nintendo cassettes..	730051	Q-tips.....	620021
Instant coffee.....	153023	Nipples.....	372011	Radish.....	143149
Ivory soap.....	821090	Non-fat milk.....	110072	Ragu sauce.....	164046
Jam.....	162040	Noodles.....	161059	Rakes.....	375014
Jello.....	165142	Notebook.....	831107	Ramen.....	161059
Joy soap.....	381012	Nuts (miich).....	165175	Razor blades.....	821066
Juice.....	145995	Oatmeal cookies.....	120121	Rental of chairs....	393025
Kebui.....	900102	Oats.....	161075	Ribbons.....	383042
Kerosene.....	320044	Oil (for boat).....	520106	Rice crackers.....	120121
Ketsup.....	164046	Oil (for car).....	520106	Rice.....	161067
Key ring.....	410159	Okra.....	143149	Roast beef.....	131094
Kimchee.....	165506	Olives.....	164020	Roller (painting)...	314021
Knife.....	374405	Onions.....	143123	Romax wire.....	314112
Kool-aid.....	153114	Orange juice.....	142018	Roof cement.....	314070
Laundry.....	431996	Oranges.....	141036	Rubbing alcohol.....	620021
Lemonade.....	142034	Outlet.....	314112	Salad oil.....	163105
Lemons.....	141051	Pacifiers.....	372011	Salt.....	164038
Lettuce.....	143024	Paint brush.....	314021	Sandals.....	410183
Light bulbs.....	384016	Paint.....	314013	Sandpaper.....	314120
Lighter.....	810044	Pampers.....	420034	Sandwich bag.....	382101
Lime (Aus).....	900104	Pancakes.....	120170	Sandwich.....	165506
Loan payment.....	900109	Pants.....	410068	Saran wrap.....	382101
Lobster.....	134023	Papayas.....	141135	Sardines.....	134015
Lotion.....	821082	Paper binder.....	450023	Sausage.....	132043

Louver glass.....	314062	Paper cups.....	382101	School regis. fee...	833020
Lubricant.....	520114	Paper plates.....	382101	School supplies.....	831107
Luncheon meat.....	133090	Parcel post fees...	391086	School uniform.....	410175
Lunch.....	165183	Passport.....	790113	Seafood.....	134023
M and Ms.....	162016	Peaches.....	110049	Sengiry.....	143139
Macaroni & cheese...	165043	Peaches.....	141077	Service charge.....	860015
Macaroni.....	161059	Peanut butter.....	163113	Shake N Bake.....	164053
Mackerel.....	134015	Peanuts.....	165175	Shampoo.....	821025
Magazine.....	710020	Pears.....	141085	Sheets & pillows...	330027
Maid.....	391037	Pencils.....	383034	Shirts-T.....	410118
Mango.....	141135	Perfume.....	821116	Shoes.....	410183
Manicure.....	822015	Pickles.....	164020	Short pants.....	410076

Short ribs.....	131607	Toilet.....	314088
Shrimp.....	134023	Tomato sauce.....	164046
Skim milk.....	110072	Tooth picks.....	384016
Slippers.....	410183	Tooth polish powder.....	821058
Soap, powdered.....	381012	Toothbrush.....	821058
Soap facial.....	821017	Toothpaste.....	821058
Social night out.....	770040	Towels.....	330019
Socks.....	410134	Toys.....	730010
Soft drinks.....	153197	Trash bags.....	382101
Solitaire.....	860015	Tire repair.....	540161
Somen.....	167015	Tuition.....	832097
SOS (soy sauce).....	164046	Tuna.....	134015
Soup.....	165159	Turtle shell.....	540997
Soursop.....	141994	Turtle.....	900106
Soy sauce.....	164046	TV.....	360099
Spaghetti sauce.....	164046	Tylenol.....	620013
Spaghetti w/meatball.....	165125	Underwear.....	410126
Spaghetti.....	161059	Utility bills.....	320994
Spam.....	133058	Vegetable oil.....	163105
Spare ribs.....	132050	Vegetables (Greens).....	143115
Spice.....	164038	Veg-all.....	143149
Sponges.....	372029	Vicks drops.....	620013
Spoons.....	374108	Video cassette.....	360214
Spray deodorant.....	821157	Video film.....	770065
Spray starch.....	381020	Video Rental.....	770065
Squash.....	143149	Vinegar.....	164053
Squash.....	143149	Vodka.....	151042
Stayfree.....	821165	Washing.....	461095
Steak.....	131599	Watch.....	430017
Steel wool pads.....	372029	Water hose.....	375014
Steel wool.....	314120	Watermelon.....	141101
Stewed tomato.....	143032	Whole chicken.....	165068
Sugar cane.....	162024	Wine.....	151035
Sugar.....	162024	Yogurt.....	110056
Sun glasses.....	410159	Ziploc bags.....	382101
Sushi.....	134015		
Sushi.....	900105		
Sweet bread.....	120154		
Sweet milk.....	110114		
Sweet potatoes.....	143016		
Syrup.....	162057		
S.O.S. pads.....	381020		
Tabasco.....	143149		
Tableware.....	374298		
Takara.....	900111		
Takuwan.....	143149		
Tangerines.....	141036		
Tang.....	153114		

Tape deck.....	360164
Tapioca pudding.....	165142
Tapioca.....	161075
Taro.....	143149
Taxi fares.....	590042
Tea.....	153106
Telephone bill.....	320077
Tin roof.....	314161
Tire repairs.....	540161
Tires.....	530014
Tissue.....	382093
Tofu.....	165506

Daily Expenditures Diary Coding Screen

REPUBLIC OF PALAU	
OFFICE OF PLANNING AND STATISTICS	
1991 HOUSEHOLD INCOME AND EXPENDITURES SURVEY	DIARY
Week 1 or 2: []	Day of Week: []
	Gifts given = 8, Gifts received = 9
Description of item: []	Item was bought for:
Number of item bought: []	1. Cash
Unit price of item: []	2. Credit []
Total cost of item: []	3. Home produced

Major and Regular Expenditures Coding Screens

REPUBLIC OF PALAU		MAJOR
OFFICE OF PLANNING AND STATISTICS		EXPENSES
1991 HOUSEHOLD INCOME AND EXPENDITURES SURVEY		
Regular or Major Expenditure:	[]	
Annual Cost Equivalent:	[]	

REPUBLIC OF PALAU		REGULAR
OFFICE OF PLANNING AND STATISTICS		EXPENSES
1991 HOUSEHOLD INCOME AND EXPENDITURES SURVEY		
Regular or Major Expenditure:	[]	
Annual Cost Equivalent:	[]	

Individual Record Form Coding Screens

REPUBLIC OF PALAU	
OFFICE OF PLANNING AND STATISTICS	
1991 HOUSEHOLD INCOME AND EXPENDITURES SURVEY	SCREEN 1
State:	[]
Enumeration Area:	[]
Household:	[]

REPUBLIC OF PALAU		
OFFICE OF PLANNING AND STATISTICS		
1991 HOUSEHOLD INCOME AND EXPENDITURES SURVEY		
Person Number: []	Sex: []	Date of Birth: []/[]/19 []
		MN DY
Relationship: []	Birthplace: []	
Father's Birthplace: []	Citizenship: []	
	Born outside, came: 19[]	
Mother's Birthplace: []	Where lived 1 year ago: []	
Highest educational level: []	Where lived 5 years ago: []	
Place of:	If ever left Palau:	
Primary school: []	Where went last time: []	
Secondary school: []	What doing: []	
College/University: []	How long stayed: []	
	What year came back: []	

