

HOUSEHOLD BUDGET SURVEY

HOUSEKEEPING EXPENDITURE DIARY (H.B.3)

7 day period
1st 2nd

Record 4				
Reference Number	Area	Hld.	Person	7-day period

STRICTLY CONFIDENTIAL

All particulars given in this survey will be treated as **strictly confidential**.

Please do **not** put your name or address on this diary.

REMEMBER

1. Record each separate purchase and payment – take particular care with beer, spirits, wine and cigarettes.
2. Distinguish any drink consumed with meals out, separately.

The Interviewer will call again on:–

Day	Date	Approx. Time

**CENTRAL STATISTICS OFFICE
SKEHARD ROAD
CORK**

LoCall – 1890 313 414
Phone – Cork (021) 453 5000

HOW TO COMPLETE THIS EXPENDITURE DIARY

General

1. This diary should contain a complete record of everything which **you yourself** pay for; other members of your household are provided with separate diaries.
2. Please record everything that you pay for during the seven days, whether it is paid for out of your own money, housekeeping money, from a loan or any other source, and whether payment is by cash, cheque, postal order, credit card, bankers order or other means. Please remember:
 - (i) Show each item, however small on a separate line and describe it in reasonable detail.
 - (ii) If you buy anything by part exchange, say so and give the amount paid after deducting the amount allowed in part exchange.
 - (iii) If you ask another member of your household or a neighbour to buy things for you, and you pay for them, details of purchases should be included in your own diary.
 - (iv) Purchases made by you on behalf of other people with money supplied by them should not be recorded in your diary.
3. Write down the **actual** payments you make each day even if the goods were delivered previously, or are going to be delivered later. Any goods ordered or delivered but not paid for should be included unless they are acquired through Budget Account or Credit Club (paragraph 6) or Credit Account or Credit Card (paragraph 5).

4. Business Expenses

If any of the expenditure (e.g. motor car, traveling, meals out, hotel expenses) shown in this diary include amounts which will be refunded by an employer or business or organisation or which you will be entering as expenses for income tax purposes, please give particulars on page 16.

5. Credit Account at a Shop or Credit Card

If you have a Credit Account at a shop (e.g. local grocery) or if you have a credit card,

- (i) record any payments made in respect of this account or with the credit card during the week, for example enter "**payment to grocery account – £75.50**" or "**payment of Visa Card account – £30**".
- (ii) also record each item actually acquired each day through this account or with the credit card together with its cost, noting "**account**" or "**credit card**" in brackets.

6. Budget Accounts or Credit Clubs

If you pay anything into a Budget Account, Credit Club etc. during the seven days please

- (i) enter the payments made with a description of the Account or Club into which they are paid;
- (ii) record each article obtained through these accounts or clubs during the seven days, indicating that it is contained from such source and giving its retail value.

7. Installment Buying

If you start buying anything by installments on any of the seven days, say so, record the down payment made and state what you are buying as follows:

HP down payment on TV set £50.00

If during the seven days you pay installments on any goods which you are buying by instalments, give a description of the article and state what you paid, thus:

HP instalment on bicycle £10.00

8. Second-hand Purchases

If you buy any second-hand goods during the seven days please write "**second-hand**" after the description of the item.

9. Postal Orders and Money Orders

If you buy a postal order or money order on any of the seven days please record it on that day noting its value and poundage separately. If you pay for anything by postal order or money order during the seven days write "**by postal order**" or "**by money order**" after the description of the item. If an order is recorded in either of the two diaries, but has not been used by the end of the 14 days covered add a note to this effect.

10. Shopkeepers, Farmers etc.

If your household obtains any food or other goods from its own shop, farm or garden please state the amount of each item which is obtained each day with its approximate value at retail prices. Write "**own produce**" opposite each item from own farm or garden. Write "**not paid/own shop**" after any article obtained from a family shop which has not been paid for in cash.

11. Betting

If you make any bets during the seven days covered by this diary, please state what they are e.g. book-maker, totalisator, bingo, etc and give the amounts.

12. Cash Gifts or Allowances

If you give any gifts or pay any cash allowances during the seven days covered by this diary, please record the amount and indicate to whom it was given.

REFERENCE LIST OF IMPORTANT ITEMS OF EXPENDITURE

Of the hundreds of different items you could buy, the following is only a list of examples. Please check through the list in case it reminds you of any purchase which you have forgotten to record.

Food

Bread, cakes, buns, biscuits, flour.
Breakfast cereals, rice, tapioca, pasta, custard powder.
Beef, veal, mutton, lamb, pork, bacon, poultry, sausages, offal.
Fresh or smoked cod, haddock, plaice, herrings, other fish and tinned salmon, sardines.
Milk, eggs, butter, margarine, cheese, cooking fats and oils.
Tea, coffee, cocoa, chocolate drinks.
Sugar, honey, syrup, jam, marmalade.
Fresh, dried, frozen or tinned peas, beans and other vegetables.
Fresh, dried, frozen or tinned pears, peaches and other fruit.
Bottled or tinned orange, grapefruit, tomato and other fruit juices.
Salt, pepper, sauces, spices, mustard, vinegar.
Sweets, chocolate, ice cream, ice lollies.
Tinned and packet soups.
Baby foods.

Meals out

Meals in restaurants, cafes, canteens, fast food outlets and hotels.
Tea breaks at work.
Snacks, sandwiches, fish and chips.

Tobacco and Drink

Cigarettes, tobacco, cigars, pipes, lighters, lighter fuels.
Beer, ale, stout, wines, spirits, cider.
Soft drinks, cordials, squashes, soda water.

Clothing, Clothing Material, Footwear

Overcoats, raincoats, suits, shirts, skirts, trousers, hats and other outerwear.
Vests, pants, pyjamas, skirts, slips, corsets, brassieres, stockings, tights and other underwear.
Dress material, wool, thread, ribbons.
Boots, shoes, slippers, sandals.
Payments to clothing clubs.

Fuel and light, Household goods and Hardware

Coal, coke, gas, electricity, paraffin and other fuel oil, firewood, candles, nightlights, matches.
Soap, soda, cleaning powders, detergents, polishes.
Paint, distemper, wallpaper.
Dustbins, pails, brushes, brooms, tools, screws, nails.
China, glass, bowls, kettles, saucepans.

Furniture, Furnishings, etc.

Suites or separate articles of furniture.
Radios and hi-fi, television sets or parts, video recorders, pianos, music.
Mattresses, pillows, sheets, blankets, tablecloths, towels, curtains, tea-cloths.
Carpets, rugs, linoleum, mats.
Fires, cookers, vacuum cleaners, refrigerators, wringers, washing machines, sewing machines, irons, electric lamps, bulbs and fittings.
Clocks, watches, jewellery, cutlery, suit-cases, handbags, sports goods.
Repairs to furniture, radio, TV and watches.

Travel

Journeys by rail, bus, air, sea, taxi, including fares to and from work.
Purchase, repairs and running costs of cars, motor cycles, cycles, push-chairs.

Other Expenditure

Cinemas, theaters, concerts, football, cricket, racing, dances.
Books, newspapers, magazines, stationery, toilet paper.
Lipstick, face powder, face cream, mascara, perfumes, shampoos, sanitary towels.
Shaving cream, hair cream, razors and blades.
Hairdressing (including tips), sponges, face cloths, nail brushes.
Cameras, photographic materials, developing and printing of films, hiring of video films.
Flowers, seeds, plants, garden tools, lawnmowers.
Animals and pets.
Toys, games, playing cards.
Stamps, postal orders, telegrams, phone cards, telephone calls.
Shoe repairs, laundry, dyeing and cleaning, domestic help.
Football pools and other betting, Bingo, Lottery etc.
Children's pocket money, birthday presents, money given to charities, raffle tickets.
Payments to chemists, doctors, dentists, oculists, opticians, chiropractors.
Holiday expenses.
Purchase of Savings Certificates, etc.
Payments of allowances and living expenses of dependents outside the household.