

STATISTICS (FARMING PRODUCTION AND ACCOUNTS) REGULATIONS

(under section 15)

(24th July, 1970)

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation
2. Interpretation
3. Questionnaires to be answered by farmers
4. Offence

Schedule

S.I. 58, 1970.

1. Citation

These Regulations may be cited as the Statistics (Farming Production and Accounts) Regulations.

2. Interpretation

In these Regulations "farmer" means any person who is, or at any time after the 1st July, 1969, was, engaged in farming operations on his own account on land registered in the Deeds Registry.

3. Questionnaires to be answered by farmers

Any farmer on whom there is served by the Statistician-in-Charge, Agricultural Statistics Unit-

(a) a questionnaire in Form 1 set out in the Schedule together with an envelope addressed to the Statistician-in-Charge, Agricultural Statistics Unit, Private Bag 0093, Gaborone, and marked "Statistics" and "On Botswana Government Service"; or

(b) a questionnaire in Form 2 in the Schedule together with an envelope described above, shall complete such questionnaire and post it in such envelope to the Statistician-in-Charge, Agricultural Statistics Unit, at the address aforementioned within 30 days of receiving it in the case of a questionnaire in Form 1, and in the case of a questionnaire in Form 2 within 60 days of receiving it:

Provided that any farmer who is unable for any reason to complete any such questionnaire which has been served upon him shall furnish verbally the particulars and information sought in such questionnaire when required to do so by an authorized officer.

4. Offence

Any farmer, not being a person unable to complete a questionnaire referred to in regulation 3, who after such a questionnaire together with the prescribed envelope has been served upon him by the Statistician-in-Charge, Agricultural Statistics Unit, fails without reasonable cause to complete and post the questionnaire to the Statistician-in-Charge, Agricultural Statistics Unit, within the time prescribed by the said regulation, shall be guilty of an offence and liable to a fine not exceeding P50 and, in the case of a continuing offence, to a fine of P2 for every day during which such offence continues.

SCHEDULE

Form 1

STRICTLY

CONFIDENTIAL Agricultural Statistics Unit,
Private Bag 0093,
Gaborone.

REPUBLIC OF BOTSWANA

STATISTICS ACT

(Cap. 17:01)

STATISTICS (FARMING PRODUCTION AND ACCOUNTS) REGULATIONS

To:

Please give your correct postal address here if it is different from the address used:

THIS FORM MUST BE COMPLETED AND RETURNED NOT LATER THAN

RETURN OF LAND HOLDING AND CROP PRODUCTION

Please read the notes and instructions carefully.

General Notes

1. The return refers to your holding in the block only.
2. You are required to complete all sections of the return.
3. If you operate another farm in any of the other Freehold Farm Blocks in Botswana a separate return must be completed in respect of your holding in each Block.

A. LAND HOLDING

According to the records held by the Agricultural Statistics Unit, you hold the Farming Rights for the land listed below:

Farm Number	Name of Farm	Area	Tenure
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Question 1:

If there is any additional land for which you hold Farming Rights derived from any source as at 30th June, 20 , PLEASE ADD IT TO THE ABOVE LIST giving the Farm Number, Area and Tenure.

Question 2: If there is any land listed above for which you do NOT hold Farming Rights as at 30th June, 20 , PLEASE DELETE IT and attach details of the name and address of the present holder.

- Notes:
1. "Farming Rights" implies the exclusive right to use the land for farming purposes.
 2. Land leased TEMPORARILY, e.g. for grazing, however, is regarded as part of the holding of the lessor (landlord) and NOT as part of that of the lessee (tenant). "TEMPORARILY" means for less than 12 months.
 3. Delete land which you have SOLD or LEASED for a year or more to other farmers, etc. including land which was leased to you but for which the lease has now expired.

B. CROP PRODUCTION

Question 1

Did you grow any temporary crops on your holding during the last crop season? (Please tick appropriate box) YES NO

If YES, please complete the table below and state units in which AREA is measured _____ (Acres or Morgen)

Crop	Grown? Yes or No	If grown, please give the AREA	(state here Units)
------	------------------	--------------------------------	--------------------

Planted	Harvested	Irrigated	Fertilised	State
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Quantity

Harvested

Wheat		bags	100 kg	
Millet	" "	" "		
Sorghum	" "	" "		
Maize	" "	" "		
Beans & Cowpeas			" "	
Potatoes		Pockets	"	
Onions		Pockets	"	
Cotton		Bales	"	
Groundnuts (unshelled)			Bags	"
Sunflower		Bags	"	
Tobacco		kg	"	
Commercial Veg.		kg	"	

Others (Specify)

Notes: 1. In the first column please answer YES if you grew the specified crop whether for sale, stock feed or other purpose, and whether or not harvested.

2. Please give the area planted, harvested, irrigated and fertilised, for each crop grown, and the quantity harvested. "Fertilised" implies the use of kraal manure, NPK fertilisers or soil dressings.

3. Please write NIL if the area or quantity is zero.

4. If the crop has not yet been completely harvested please give an estimate of the total area and quantity to be harvested in all.

Question 2

Do you grow any citrus? YES NO (Please tick appropriate box)

If YES, please state (i) Total number of trees at 30th June

.....
(ii) Total number of mature trees (i.e. fruit bearing)

(iii) Quantity of fruit harvested this year. (See Note 4 above)

..... pockets ()

C. DECLARATION

I hereby declare that the information given on this return is complete and true to the best of my knowledge and belief.

Name and address of person to whom queries should be addressed:

Signature _____
Tel. No. _____

Form 2

REPUBLIC OF BOTSWANA
STRICTLY
CONFIDENTIAL
STATISTICS ACT
(Cap. 17:01)
STATISTICS (FARMING PRODUCTION AND ACCOUNTS) REGULATIONS
Agricultural Statistics Unit,
Private Bag 0093,
Gaborone.

To: Please give your correct postal address here if it is different from the address used:

THIS FORM MUST BE COMPLETED AND RETURNED NOT LATER THAN

RETURN OF FARM ACCOUNTS AND STOCKS

Please read the notes and instructions carefully.

General Notes:

- 1. This return refers to all your farming activities in Botswana.
- 2. You are required to complete all sections of the return except where it is indicated to the contrary.

A. OTHER BUSINESS ACTIVITIES

Do you, as an individual owner, partnership, company, etc. operate a dairy, butchery or any other business (e.g. trading store, transport business, separately from your farm? (i.e. for which separate accounts are maintained).

YES NO Please tick the appropriate box

IF YES, (a) do NOT include income and expenditure, etc. in respect of these businesses

anywhere on this return.

(b) do NOT complete Part F of this return.

(c) GIVE DETAILS BELOW of the name, location and type of business(es) operated:

B. GROSS RECEIPT FROM FARM ACTIVITIES FOR YEAR ENDING 30th JUNE, 20

Notes: 1. Please write NIL when no sales of a particular item have been made.

2. Please INCLUDE in this section any goods and services GIVEN in exchange and their value. Goods and services RECEIVED in exchange must be entered in Part D.

3. Please EXCLUDE capital income from the disposal of capital assets.

Question 1. Please state quantity sold, giving units (in kg if possible) and total RECEIPTS from the sale of all Agricultural and Livestock Products PRODUCED on the farm (exclude sales of produce NOT produced on the farm, i.e. bought and resold - see Question 5 below).

Item	Quan. sold	Quan. Units (Pula)	Item	Quantity sold	Quan. Units
Receipts (Pula)					
(i) TEMPORARY CROP PRODUCTION CEREALS: PRODUCTION			(ii) PERENNIAL (Permanent) CROP		
FRUIT					
Wheat					
Millet					
Sorghum					
Maize					
Other cereals					
By-Products					
e.g. Straw, Stover, etc.			Citrus Fruit		
Other Fruit and edible nuts					
OTHER Permanent Crops (specify)					
LEGUMES:					
Beans & Cow- peas					
Other legumes					
By-Products					
e.g. Straw, pods, etc.			(iii) LIVESTOCK PRODUCTS		
Manure					
Whole Milk					
Wool & Hair					
Eggs					
ROOT CROPS:					
Potatoes					
Onions					
Other roots & by-products			(iv) FARM SLAUGHTER PRODUCTS		
Meat & Edible					
Offals					
Cattle Hides:					
(a) Wet					
(b) Dry					

Sheep Skins
 Goat Skins
 Other by-products
 INDUSTRIAL
 CROPS:
 Cotton
 Groundnuts
 (unshelled)
 Sunflower
 Tobacco
 Other Industrials
 (v) FARM DAIRY PRODUCTS
 Cream
 Butterfat
 Skimmed Milk
 Cheese
 OTHER
 Temporary
 Crops:
 Commercial
 Vegetables
 Others
 (specify)
 Agric. & Livestock
 produce not
 elsewhere
 specified
 Receipts

Question 2. Please state total RECEIPTS for providing the following Agricultural Services to other farmers on a fee or contract basis.

Receipts (Pula)

- (i) FOR CROP PRODUCTION e.g. for clearing land, ploughing, sowing, spraying, fertilising, irrigating, harvesting, threshing, etc.
- (ii) FOR PRODUCTION OF LIVESTOCK AND LIVESTOCK PRODUCTS, e.g. looking after cattle or other stock, mating, dipping, milking, shearing, etc.
- (iii) FOR THE UPKEEP AND OPERATION OF AGRICULTURAL ASSETS e.g. upkeep of fences, irrigation channels, etc.
- (iv) FOR RENTAL OF AGRICULTURAL MACHINERY & EQUIPMENT WITH OPERATING STAFF * e.g. tractors, combines etc.
- (v) FOR ANY OTHER AGRICULTURAL SERVICES (please specify)

Question 3.

Please give details of sales of CATTLE, SHEEP and GOATS during the year ending 30th June, 19

Notes on Question 3

- (i) SALES TO BMC (i) Receipts of sales to BMC are to be given NET after Govt. Cattle Levy, Insurance and Railage costs have been deducted. Other deductions should not be taken off and must be shown in Part D.
- (ii) Breeding stock is Bloodstock kept for stud purposes.

Question 4.

Please give the number and total RECEIPTS from the sale of other livestock during the year ending 30th June.

Cattle Sheep Goats
 Number
 Receipts from sale P P P
 Bonus P P P

Please state station at which stock for BMC are loaded

(ii) SALES TO OTHER ABATTOIRS AND BUTCHERIES

Number
 Gross Receipts P P P
 (iii) SALES TO OTHER FARMERS, Number Receipts (Pula)
 TRADERS, etc. Number Receipts Horses

Breeding Stock
 CATTLE Mature Beasts
 Immatures (Pula) Donkeys & Mules
 SHEEP Pigs
 GOATS Poultry

DO NOT INCLUDE RECEIPTS here if separate a/cs are maintained (see Part A). Other Livestock

Question 5.

Please state GROSS RECEIPTS from the sale of all goods, produce, skins, etc. NOT produced on the farm - i.e. bought and resold by you (expenditure on goods which are resold must be included under Part D, Question 3).

Question 6.

Please state total RECEIPTS obtained from the renting out (leasing of TEMPORARY GRAZING land to other farmers (Temporary means for less than one year).

Question 7

Please state total RECEIPTS obtained from-

(i) Commercial hunting and trapping (include sales of mopane worms, etc. but exclude trade in game skins (see Question 5) and sport): P_____

(ii) Forestry, logging or fishing: P_____

(iii) Sale of the following goods produced on the farm:

Stone..... P_____

Clay, Sand or Gravel..... P_____

Manufactured goods..... P_____

Electricity and Water..... P_____

(iv) Providing the following services to others:

Construction work.....

(including maintenance of buildings, etc.) P_____

Providing Transport..... P_____

Renting buildings.....

(but not land) P_____

Renting machinery and equipment (without..... operating staff)

Maintaining machinery and equipment..... P_____

P_____

Other services rendered

(including safaris, business services, etc). P_____

C. ADDITIONAL GOODS AND SERVICES PRODUCED BUT NOT SOLD

Question 1

Please state value of produce PRODUCED on the farm which is consumed in the owner's house or exchanged for articles for private use:

P_____

Question 2

Please state total estimated value of maintenance work carried out on the farm on own account:

(i) on farm buildings, etc.

..... P_____

(ii) on vehicles, machinery and other equipment

..... P_____

(iii) Do NOT include value of construction and major improvements: see Part E, Question 3 (b).

Note: This section does not cover any cash transaction.

Question 3

Please state the estimated value of the following PROVIDED FREE to employees or manager-

(i) produce PRODUCED ON THE FARM

..... P_____

(ii) water and electricity PRODUCED ON THE FARM

..... P_____

(iii) rental of living quarters belonging to you

..... P_____

(in the case of subsidies give the value of the subsidy and include payments made to you by employees in the appropriate place in Part B).

D. EXPENDITURE ON FARM OPERATION FOR YEAR ENDING 30th JUNE, 20.....

- Notes:
1. Please write NIL when a particular item of expenditure has not been incurred.
 2. Please INCLUDE in this section any goods and services RECEIVED in exchange and their value. Goods and services GIVEN in exchange must be entered in Part B.
 3. Please INCLUDE expenditure on materials and wages, etc. incurred in carrying out developments and improvements yourself (See Part E, Question 3 (b))
 4. Please EXCLUDE capital expenditure on the acquisition of capital assets, and wear and tear allowance (depreciation) - see Part E.
 5. DO NOT INCLUDE expenditure on items for private or domestic use of owners.

Question 1

Please state expenditure on the acquisition of LIVESTOCK: No. Expenditure (Pula)

- CATTLE Breeding Stock
- Mature Beasts
- Immatures
- Sheep
- Goats
- Other
- Livestock (specify)

Question 2.

Please give expenditure on the following goods (excluding goods bought for employees or for resale):

(i) SEED:

Seeds, Seedlings, etc. for temporary and permanent crops..... P_____

Eggs for hatching, insemination, etc. P_____

(ii) STOCK FEED:

Primary (unprocessed) Agricultural feed grasses, crop..... P _____
by-products Processed Agricultural Feed e.g. bonemeal..... P _____
Phosphates + Additives e.g. saltlicks..... P _____

Question 4

Please state expenditure on the leasing of TEMPORARY GRAZING land from other land holders
..... P _____

Question 5

Please give expenditure on the following services provided to you by others:

(i) AGRICULTURAL SERVICES (please refer to Part B of Question 2):

For Crop Production

..... P _____

For production of livestock and livestock products (e.g. for the grazier scheme but excluding
veterinary services) P _____

For upkeep and operation of agric. assets

..... P _____

For rental of agric. machinery and equipment (with operating staff)

..... P _____

For any other agric. services

..... P _____

(ii) OTHER SERVICES:

Veterinary Services

..... P _____

Maintenance of buildings

..... P _____

Maintenance of vehicles and equipment and machinery

..... P _____

Rental of machinery and equipment Transport Costs

..... P _____

Rent of buildings and premises (but not land)

..... P _____

(iii) FERTILIZERS:

Nature Organic Fertilizers-

Compost, manure, etc.

Commercial Fertilizers-

NPK fertilizers and soil dressings

P _____

P _____

(iv) PEST AND DISEASE CONTROL MEANS:

Fungicides, Insecticides, Pesticides and Weedkillers.....

P _____

(v) POWER AND WATER:

Electricity

Water

(only if purchased as such)

..... P _____

P _____

Fuel including Petrol and Oil and lubricants P _____

(vi) MISCELLANEOUS GOODS:

Hand tools and small farm equip.

P _____

Packing materials for marketing

..... P_____

Veterinary Requisites

..... P_____

Materials for own construction + maintenance of buildings, etc. P_____

Spare parts, etc. for maintenance of vehicles, machinery and equip. P_____

All other goods

..... P_____

* Please give expenditure on goods bought for resale P_____

ALL OTHER SERVICES: (personal business expenses, telephone, post, bank charges (not interest), accountant's fees, agents fees, advertising, etc.)

P_____

Question 6

Please give all CASH expenditure on (or in respect of) employees:

(i) Wages, salaries, bonuses and other cash payments P_____

(ii) Cost of rations and clothing BOUGHT by you for employees P_____

(iii) Other cash repayments made by you for the benefit of employees

..... P_____

e.g. Medical fees, insurance, cost of housing, rent, water and electricity if paid by you.

Question 7

Please state expenditure on the following Government licences and indirect taxes.

1. Export Duty (exclude BMC Govt. Levy)

..... P_____

2. Vehicle licences (exclude personal vehicles)

..... P_____

3. All other duties and licences

..... P_____

E. CAPITAL ASSETS AND DEPRECIATION

Question 1

Please state the TOTAL VALUE of SALES and PURCHASES of the following capital assets during the year ending 30th June, 20 :

(i) FARMS Sales

(Pula) Pur-
chases

(Pula)

Land only

Buildings and other fixed assets
(excluding machinery and equipment)

(ii) MACHINERY AND EQUIPMENT

Transport Equipment

Agricultural Machinery and

Equipment

Other Machinery and Equipment

Question 2

Please state the total DEPRECIATION (WEAR and TEAR ALLOWANCE) claimed for the year ending 30th June, 20 .

Question 3

Please give (for year ending 30th June, 20)

(a) TOTAL PAYMENTS made to building contractors or others for carrying out construction work or other developments and improvements on the farm.

(b) TOTAL estimated VALUE of construction, etc. CARRIED OUT BY YOURSELF on the farm, for which the expenditure on materials and wages, etc. are included in Part D. (Please give value of all developments and improvements irrespective of any arrangements you may make for tax purposes).

Construction
or improvement of: (a) Payments to
Contractors (b) Value of
own construction

- (i) Farm Buildings
- (ii) Dams, Boreholes and Irrigation schemes
- (iii) Fences
- (iv) Other Construction
- (v) Land Improvement and Orchard Development, etc.

F. MISCELLANEOUS INCOME AND EXPENDITURE

Notes: 1. This Part is to be completed by all farmers EXCEPT those who operate a dairy, butchery or any other business separately from the farm. (See Part A.)

2. Do NOT include any PRIVATE or DOMESTIC transactions, except in (vii).

3. Individual owners who do not maintain a farm account separate from their personal account need not complete (iii) or (vii) below.

Please give the following miscellaneous INCOME and EXPENDITURE connected with your farming activities (for year ending)::

Income (Pula) Expenditure (Pula)

- (i) RENT (lease) of LAND within Botswana to/from others (excluding land rented for temporary grazing).
- (ii) INTEREST ON LOANS received/paid e.g. on bank overdraft (exclude repayment of capital).
- (iii) DIVIDENDS received from investments/paid to shareholders.
- (iv) CASUALTY INSURANCE claims paid to you/premiums paid by you (for farm vehicles, fires, etc.)
- (v) FINES AND PENALTIES (not personal fines) paid to Govt. or Local Council.
- (vi) OTHER INCOME/EXPENDITURE received/paid on farm a/c (excluding Income Tax (direct tax) and withdrawals by the owners) e.g. contractor's penalties, subscription to Union, write off of bad debts, etc.
- (vii) Total NET CASH WITHDRAWALS made by the owners from farm a/c, i.e. all personal or domestic payments made from farm a/c less personal income paid into the a/c.

G. STOCK (Produce and Livestock) ON HAND AS AT 30th JUNE, 19

Question 1

Please give the total value of gathered and marketable produce on hand but not yet sold, at its estimated current market value.....

P_____

Also, please give the total value as at 30th June (last year)..... P_____

Question 2.

Please give the NUMBER and estimated value of all LIVESTOCK belonging to this holding as at 30th June, 20.....

(Include all stock whether on your land or not. Do not include any stock which is on your land but which does not belong to you).

Question 3.

STOCK RECONCILIATION (Cattle and Small Stock). Please complete the following table showing the changes in your cattle and small stock holding between 1st July, 20..... and 30th June, 20.....

Number

Cattle Sheep and Goats

- (i) Total on hand as at 1/7/

Number	Value
CATTLE	INCOMINGS
Bulls	
Oxen	
Cows	
Tollies (one and two yrs)	
Heifers (one and two yrs)	
Bull calves (under one yr)	
Bull calves (over one yr)	(a) Purchased or Received in exchange
	(b) Live births (exclude still births)
	(c) Other incomings (gifts, etc.)
SHEEP	Total
Full Grown	
Lambs (under one yr)	Outgoings
	(d) Sold for cash or Given in exchange
	(e) Farm Slaughters
	(f) Deaths (disease, accident, etc.)
	(g) Other losses
	(ii) Total on hand (as at 30/6/)
GOATS	
Full Grown	
Kids (under one yr)	
OTHER	
Horses	
Donkeys and Mules	
Pigs	
Poultry	
Total Value	Total

Also, please give total value of livestock on hand as at
 P _____

Question 4

Please state the estimated VALUE of cattle, small stock and other livestock for (c), (f) and (g) above.

Cattle	Sheep & Goats	Other livestock
--------	---------------	-----------------

- (c) Other incomings
- (e) Farm slaughters
- (f) Deaths (disease, accidents, etc.)
- (g) Other losses P P P

H. DECLARATION

I hereby declare that the information given on this return is complete and true to the best of my knowledge and belief.

Signature

Name and Address of person to whom queries should be addressed:

Tel. No. _____