



Household Expenditure Survey

June 2009 – June 2010

Personal Diary

Purpose of Collection

You have been included in a survey being conducted by the Australian Bureau of Statistics (ABS) to collect information on expenditure on a day-to-day basis.

Confidentiality

The answers you provide will be treated confidentially. The ABS is required by the *Census and Statistics Act 1905* to maintain the secrecy of all information provided to it. No information will be released in a way that would enable an individual or household to be identified.

Help Available

Please complete this Diary for one full week. If you have any problems with filling in this Diary, please contact the ABS office on () .

Due Date

An ABS interviewer will call on (/ /) (date) at (time) to answer any queries. The interviewer will return on (/ /) (date) at (time) to collect this Diary.

B. Pink
Australian Statistician

Please open this FLAP for important
Diary keeping instructions.

Interviewer use only:

Name

WKLD	PSU	BLK	DWG	HH	PER
<input type="text"/>					

This Diary starts on (/ /)

and finishes on (/ /) inclusive.

TRANSLATION	LANGUAGE	DIARY NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>

Key Points for Diary Keeping

- ✓ **DO** fill in your Diary each day.
- ✓ **DO** include all items paid for by cash, debit card, EFTPOS, cheque, direct debit.
- ✓ **DO** include all items bought on a credit card on the day they are purchased.
- ✓ **DO** include pay deductions such as union fees.
- ✗ **DO NOT** include payments which will be fully refunded by any person or organisation outside the household.
- ✗ **DO NOT** include payments which will be fully charged to your business or farm for taxation purposes.
- ✗ **DO NOT** include details of payments to a member of your household who is also keeping a Diary.

Diary Keeping Tips

Food and Drink

- Record whether fresh, frozen, tinned or dried.
- Record type of fruit and vegetables e.g. apples.
- Record type of meat e.g. lamb chops.
- Specify if meal was eat-in or take-away.
- For eat-in meals, record drinks separately.

Clothing, Footwear, Haircuts

- Record whether men's, women's, girls', boys' or infants'.

Holiday Expenses

- Specify number of nights away in the **Description of item** column and specify all expenses separately rather than as a single item e.g. motel accommodation (3 nights), petrol (3 nights), airfare (3 nights).

Internet Purchases

- Record in Australian dollars if known, otherwise record the currency purchased in e.g. \$15 (US).

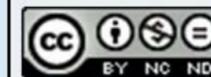
Thank you for your cooperation with this survey.

Your assistance in recording your day-to-day purchases and payments in this Diary is important.

The information collected in this survey and the information from the Diaries will provide valuable data to allow comparisons of the spending patterns of different types of Australian households.

Before you start to fill in this Diary, please read the notes and examples on pages 3-7.

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How to fill in this Diary

Record all payments and purchases during the next week in your Diary:

- Each day, write down **everything** you spend money on. It does not matter how large or small the amount, or whether you used cash, a credit or debit card, or a cheque.
- Don't forget to record any bill payments (e.g. power and phone accounts), including those paid by credit card, BPAY, direct debit, etc.
- If you have attached a docket, **only write the total** docket amount in the Diary.
- Write 'NIL' on the first line if you don't spend anything on a particular day.

The only items which should be excluded are the following:

- **Exclude** details of payments to a member of your household who is also keeping a Diary.
- **Exclude** details of payments which will be **fully refunded** by any person or organisation outside the household.
- **Exclude** details of payments **fully charged** to your business or farm for taxation purposes.

Complete the Diary as follows:

- Record all payments and purchases in **A** apart from those that are more appropriately included in **B** to **F**.
- Record winnings from lottery, TAB, poker machines, etc. in **B**.
- Record payments which will be partly refunded in **C**.
- Record goods and services obtained from or paid for by your employer in **D**.
- Record payments which will be partly charged to your business or farm in **E**.
- Record goods and services obtained from your business or farm in **F**.

Credit Cards

- Record items bought on credit cards (e.g. Mastercard, David Jones card) on the day they are purchased.
- When money is paid off a credit card, record only the type of card and the amount paid.

Payments of accounts other than credit card bills (e.g. newspaper or phone accounts)

- Enter details of items purchased on the day the account is actually paid.
- Give details of **each** item on the account.

How to fill in this Diary

- Show the **type of payment**, e.g. store card, cash, cheque, credit card, pay deduction, EFTPOS, BPAY, direct debit.
- Dockets can be attached. For each docket, write 'Docket attached' in the **Description of item** column and record the total docket amount. If the information on the docket is inadequate, add in the necessary details (see page 6).
- Tick if the product was **ordered over the Internet**.
- Give a full **description of the item**, e.g. boys' haircut, men's suit, tinned cherries, leg of lamb.
 - Each item must be specified individually, e.g. apples, bananas, veal steaks, beef mince, lamb chops.
 - Do not only write 'haircut', 'suit', 'fruit' or 'meat'.
- Show the exact **amount** of the purchase or payment, in dollars and cents, e.g. \$48.60.
- Ensure **drinks** are listed and priced separately from meals in restaurants, clubs, etc.
 - Specify 'eat-in' or 'take-away' for food outlets where meals can be eaten on the premises or taken away.
- Show the weight, volume or number of items in the **quantity** column.
- Record your share of any outlays or payments made on Lotto, bingo, lottery tickets, etc. in **A** on the day they are made.
- Show the **type of store or outlet**. Includes places such as supermarkets, hotels and clubs, sports grounds, service stations, door-to-door sales, coffee shops, take away shops, corner stores, vending machines and theatres.
- Record your share of any winning payouts from Lotto, bingo, lottery tickets, etc. in **B** on the day monies are paid.
- Record total winnings - not winnings less the amount spent.

Poker Machine / Casino Games - Example:

Changed \$20 to play poker machine. (Record in **A**)

Finished playing and left with \$15. (Record in **B**)

TAB, Lottery and Lotto Games, etc. - Example:

Bought Scratchie \$2. (Record in **A**)

Won \$10. (Record in **B**)

Attach docket/s here

Example

MON TUE WED **THUR** FRI SAT SUN

A Payments and purchases						
Type of store or outlet e.g. newsagency	Description of item	Quantity	Tick if ordered over the Internet	Type of payment e.g. cash	Amount paid	
					\$	¢
	JOHNNY'S SUPERMARKETS CARROT LOOSE 0.770 KG @ \$1.98/KG 1.52 MONBULK JAM 680G 3.78 HELGA BREAD 850G 4.59 *THE AUSTRALIAN 1.30 PEELED TOMS 400G 0.99 THICK BBQ SAU 1KG 3.98 FROZEN BEANS 1KG 3.67 BROCCOLI LOOSE 0.515 KG @ \$3.68/KG 1.89 BV LFM 1LT <i>Milk</i> 1.98 D X/SFT 500GR <i>Butter</i> 4.29 JUICE 2 LT <i>Orange</i> 4.97 *VARIETY <i>Party Hats</i> 2.59 CHS/BCN BRD 450GR <i>Bread</i> 3.99 FRUIT & VEG <i>Lemons</i> 1.40 9 BALANCE DUE \$40.94 E.F.T. \$140.94					
Supermarket	Docket attached			EFTPOS	40	94
Telstra	Mobile phone bill (phone banking)			BPAY	46	72
Hardware Store	Picket palings (new fence)	120		Cheque	700	00
Hairdresser	Haircut (boys')	1		Cash	16	00
	Union fees			Payroll deduction	15	40
Department Store	Singlet (girls')	1		Myer Card	9	50
Clothes Store	Lay-by payment on dress (ladies')	1		Cheque	40	00
Pharmacy Direct	Vitamins	1	<input checked="" type="checkbox"/>	Credit card	14	95
Milk bar	Fish and chips (take-away)	2		Cash	13	00
Restaurant	Meals (eat-in)	2		Credit card	48	60
"	Cocktail drinks	2		"	14	00
Hotel	Jug of beer	1		Cash	13	50
"	Cans of beer (take-away)	6		"	14	95
	Pocket money for children			Cash	12	00
Club	Poker machine money			Cash	20	00
Supermarket	No. 14 frozen chicken	1		EFTPOS	7	98
"	Tuna (tinned)	1		"	2	57
"	Leg lamb	1		"	16	18
Service station	Petrol	36 ltrs		Credit card	54	00
Real Estate Agent	Rental payments			Direct debit	310	00

B Winnings from Lottery, TAB, Poker Machines, etc.		
Type of winnings (e.g. TAB, lottery, Tattslotto)	Amount	
	\$	¢
Poker machine winnings	15	00

How to fill in this Diary

- To help make Diary completion easier you may attach dockets to the Diary page. Only the total amount on each docket needs to be written in the Diary.
- Only attach dockets if they contain the type of information shown in the example below.
- If a docket does not provide all the necessary details, either add the necessary details to the docket as shown below, or write the item in the Diary and cross it from the docket.
- Be careful not to write over the price on the docket.

Example of a docket

Type of store or outlet — JOHNNY'S SUPERMARKETS

Detailed description of item (e.g. whether frozen, dried, etc.)

CARROT LOOSE		
0.770 KG @ \$1.98/KG		1.52
MONBULK JAM 680G		3.78
HELGA BREAD 850G		4.59
*THE AUSTRALIAN		1.30
PEELED TOMS 400G		0.99
THICK BBQ SAU 1KG		3.98
FROZEN BEANS 1KG		3.67
BROCCOLI LOOSE		
0.515 KG @ \$3.68/KG		1.89
BV LFM 1LT	<i>Milk</i>	1.98
D X/SFT 500GR	<i>Butter</i>	4.29
JUICE 1 LT	<i>Orange</i>	4.97
*VARIETY	<i>Party Hats</i>	2.59
CHS/BCN BRD 450GR	<i>Bread</i>	3.99
FRUIT & VEG	<i>Lemons</i>	1.40

Amount paid for each item

Add descriptions of items to the docket where not clear

9 BALANCE DUE \$40.94

E.F.T. \$140.94

Type of payment (e.g. whether cash, EFTPOS, etc.) — EFTPOS FROM THE NATIONAL JOHNNY'S SUPERMARKETS

Account details may be crossed from the docket

MERCHANT ID: 22415A
 TERMINAL ID: X1223
 CARD NO: [REDACTED]
 EXPIRY: [REDACTED]

MASTERCARD CHEQUE A/C
 PURCHASE \$40.94
 CASH OUT \$100.00

Record the total purchase amount in **A**

TOTAL AUD \$40.94
 APPROVED 00
 01/05/2009 TRANS 003067

CHANGE \$100.00
 1/5/09

Date of purchase

TOTAL INCLUDES GST \$0.51

Some easily forgotten purchases & payments

- Take-away, restaurant meals
- Beer, wine, spirits
- Ice cream, lollies
- Cigarettes
- Petrol
- Newspapers, magazines
- Theatre, football tickets
- Subscriptions, e.g. to magazines, concerts, etc.
- Newspaper bills / accounts
- Laundry, dry cleaning
- Bus, train, taxi fares
- Fees to doctors, dentists, childminding, (e.g. day care fees, babysitting costs, etc.)
- Repairs (e.g. to motor vehicles, shoes, etc.)
- Bills paid by phone or Internet
- Automatic payments made directly by banks, etc.
- Parking and toll charges
- Club fees and subscriptions
- Children's pocket money
- Donations to charities, churches
- Lottery, TAB, raffle tickets
- Birthday presents (specify item purchased)
- Postal charges
- Items downloaded from the internet (e.g. music, computer software etc.)
- Lay-by payments (specify item)
- Deductions from wages such as tax, union fees
- Superannuation and life insurance

