



Household Expenditure Survey

7 July 2003 – 3 July 2004

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.

Collection Authority

The information asked for is collected under the authority of the *Census and Statistics Act 1905*. Your completed Diary remains confidential to the Australian Bureau of Statistics.

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 () (time) to answer any queries. The interviewer will return on () (time) at () (time) to collect this Diary.

D. Trewin
Australian Statistician

Please open this FLAP for important
Diary keeping instructions.

Interviewer use only:

Name											
WKLD	PSU	BLK	DWG	HH	PER						
This Diary starts on						(/)					
and finishes on						(/) inclusive.					
TRANSLATION						LANGUAGE				DIARY NUMBER	

Key Points for Diary Keeping

- ✓ **DO** fill in your Diary each day.
- ✓ **DO** include all items paid for by cash, debit card, EFTPOS, cheque.
- ✓ **DO** include all items bought on a credit card on the day they are purchased.
- ✓ **DO** include pay deductions such as union fees, Pay TV 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).

Thank you for your assistance with this survey.

We now seek your assistance in recording your day-to-day purchases and payments in this Diary.

The information you have already given 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.

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.
- 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 and Debit Cards

- Record items bought on credit cards (e.g. Mastercard, David Jones) or using debit cards (e.g. Commonwealth Bank Keycard) 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 cards:

- For accounts which **do not** involve a credit card, e.g. newspaper or milk 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.
- A docket can be attached. 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, small leg of lamb.
- Each item must be specified individually, e.g. apples, bananas, veal, mince, lamb chops. Do not only write 'fruit' or 'meat'.
- Show the exact **amount** of the purchase or payment, in dollars and cents, e.g. \$48.60.
- Drinks are listed and priced separately from meals in restaurants, clubs, etc.
- Eat-in or take-away is specified 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, milk bars, 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**)

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 @ \$1.68/KG	1.29				
	MONBULK JAM 680G	2.39				
	HELGA BREAD 750G	2.95				
	*CANNED TOMES 400G	1.10				
	PEELED TOMES 400G	0.99				
	THICK BBQ SAU 1KG	3.98				
	FROZEN BEANS 1KG	1.57				
	BROCCOLI LOOSE					
	0.515 KG @ \$3.58/KG	1.89				
	BV LFM 1LT Milk	1.68				
	D X/SFT 500GR Butter	2.29				
	JUICE 1 LT Vegetable	2.95				
	*VARIETY Party Hats	1.99				
	CHS/BCN BRD 450GR Bread	3.99				
	FRUIT & VEG Lemons	1.40				
	9 BALANCE DUE	\$30.46				
	E.F.T.	\$130.46				
Supermarket	Docket attached			EFTPOS	30	46
Brickworks	Clay pavers (paving repairs)	30		Cash	30	00
Hardware Store	Picket palings (new fence)	120		Cheque	600	00
Hairdresser	Haircut (boys')	1		Cash	12	00
	Union fees			Payroll deduction	15	40
Department Store	Singlet (girls')	1		Coles Myer Card	5	50
Clothes Store	Lay-by payment on dress (ladies')	1		Cheque	40	00
Pharmacy Direct	Vitamins	1	✓	Bankcard	14	95
Milk bar	Fish and chips (take-away)	2		Cash	11	00
Restaurant	Meals (eat-in)	2		Bankcard	48	60
"	Cocktail drinks	2		"	14	00
Club	Jug of beer	1		Cash	10	00
"	Cans of beer (take-away)	6		"	11	95
	Pocket money for children			Cash	10	00
Club	Poker machine money			Cash	20	00
Supermarket	No. 14 frozen chicken	1		EFTPOS	5	98
"	Tuna (tinned)	1		"	2	57
"	Leg lamb	1		"	13	16
Service station	Petrol	36 ltrs		Bankcard	32	00

B Winnings from Lottery, TAB, Poker Machines, etc.

Type of winnings (e.g. TAB, lottery, Tattsлото)	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 docket amount 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 @ \$1.68/KG 1.29 MONBULK JAM 680G 2.39 HELGA BREAD 750G 2.95 *CANBERRA TIMES 1.10 PEELED TOMS 400G 0.99 THICK BBQ SAU 1KG 3.98 FROZEN BEANS 1KG 1.57 BROCCOLI LOOSE
Amount paid for each item	0.515 KG @ \$3.68/KG 1.89 BV LFM 1LT <i>Milk</i> 1.68 D X/SFT 500GR <i>Butter</i> 2.29 JUICE 1 LT <i>Vegetable</i> 2.95 *VARIETY <i>Party Hats</i> 1.99 CHS/BCN BRD 450GR <i>Bread</i> 3.99 FRUIT & VEG <i>Lemons</i> 1.40
Add descriptions of items to the docket where not clear	
Type of payment (e.g. whether cash, EFTPOS, etc.)	9 BALANCE DUE \$30.46 E.F.T. \$130.46 EFTPOS FROM THE NATIONAL JOHNNY'S SUPERMARKETS MERCHANT ID: 22415A TERMINAL ID: X1223 CARD NO: XXXXXXXXXX EXPIRY: XX/XX/XX MASTERCARD PURCHASE \$30.46 CASH OUT \$100.00
Account details may be crossed from the docket	
Record the total purchase amount in A	TOTAL AUD \$30.46 APPROVED 00 19/03/02 13:45 TRANS 003067 CHANGE \$100.00 9 006 3067 107 13:44 19/03/02 *TAXABLE ITEMS TOTAL INCLUDES GST \$0.28
Date of purchase	

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.
- Milk 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
- 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
- Door-to-door sales
- Lay-by payments (specify item)
- Deductions from wages such as tax, union fees
- Automatic payments made directly by banks, etc.
- Superannuation and life assurance

 Attach docket/s here

DAY 1

MON TUE WED THUR FRI SAT SUN




Please unfold the side flap to refer to the notes

A Payments and purchases

[illegible]

A

 Attach docket/s here

DAY 2

MON TUE WED THUR FRI SAT SUN



Please unfold the side flap to refer to the notes

A Payments and purchases

[illegible]

Payments and purchases (continued)[illegible]

- If not enough space, record additional items on page 22.

B

Winnings from Lottery, TAB, Poker Machines, etc.

- See the examples on pages 4 and 5.

Type of winnings (e.g. TAB, lottery, Tattsлото)	Amount	
	\$	¢

Interviewer use only

✍ Attach docket/s here

DAY 3

MON TUE WED THUR FRI SAT SUN



Please unfold the side flap to refer to the notes

A Payments and purchases

[illegible]

A

[illegible]

- If not enough space, record additional items on page 22.

B

- See the examples on pages 4 and 5.

Type of winnings (e.g. TAB, lottery, Tattslotto)	Amount	
	\$	¢

Interviewer use only
