

Manual Monthly Transaction Study

Instructions to clarify the key concepts of the monthly transaction study

Introduction

The purpose of the monthly transaction study is to collect quantitative information on what respondents earn, spend, invest, consume, save, lose, give and receive. It does not ask for any qualitative information like backgrounds or reasons for these transactions. That is why it is called 'quantitative'. Qualitative information will be asked in separate interviews with the respondents by myself.

Explanation of general terms

'Relationship'

- In this questionnaire 'relationship' always refers to the kind of relationship of the other to the respondent, and not the respondent to the other. This means that if the respondent is a nephew of the other and thus the other is the uncle of the respondent, you fill in 'uncle' and not 'nephew'.
- It is very important to be precise. Thus add to 'uncle' of which side: for example 'brother to respondent's father'. In this research it is necessary to understand the exact relationships between people!
- Being precise also means: think European! For example, what Ghanaians call 'junior father' is what Europeans call 'uncle' and not 'father'!

'Location':

- here you write all present locations where the person lives, or in which the business operates. If the location is within Ghana, use the specific name of town or neighbourhood. This means that filling in 'Ghana' is not enough. If the location is outside Ghana, then the country name is enough, for example 'UK', or 'Netherlands'.

'Code':

- this is to be filled in afterwards by the researcher (Ashanti: Mirjam, Accra: Lothar).

'what kind', 'which type', or 'kind of ...'

- If the questionnaire asks these details, be very precise and itemise as much as possible.

'Providing service'

- 'Providing service' refers to all types of service, including labour, advice or supervision as forms of actual actions.

'Loan'

- If the questionnaire asks 'was it a loan?', it means that if the person who provided wants the money back, you circle the answer 'yes'. If the money was given as a gift, you circle 'no'.

(Yes / No)

- if the only words in a box are (Yes / No), you just circle the right answer, without adding anything. This also counts for other words which are put like this (..... /). In these cases you always circle the correct answer.

‘Amount’

- When asked for an amount, always put it in cedis. If the respondent answers in another currency, explicitly mention the currency, to avoid misunderstandings!

‘How many’ or ‘no. of....’

Here it is enough to put a digit like ‘7’ or ‘158’. It is not necessary to add anything. Always write something, also if the answer is ‘nothing’, then put ‘0’ or ‘----’.

Explanation of terms and questions related to 'Housing'

'House'

- in this research 'house' means all stages of a house, including for example the plot on which a house is to be built, the design of the house by an architect, and an old house which is in bad condition.

'Investments in housing'

- these include all kinds of investments: consultancy by advisors, (skilled and unskilled) labour, supervision, renovation, small repairs, expansion, gardening, and all other construction activities.

Question 1a:

- 'Amount' and 'Utilised for what' refer to the same investments made. 'Amount' thus represents the value of 'Utilised for'. For example: Amount: '120 000 Cedi', which was utilised: 'new front door'.

'Equipment /materials'

- this refers to items invested in. This is in addition to the above mentioned money and not what that money was used for.

Question 2.a. – 2.c

- If the respondent owns more than 3 houses, please use the additional sheet (2.d. – 2.g.) to complete all the questions for further houses.

Explanation of terms and questions related to 'Businesses'

'Own business'

- this only refers to businesses, not to farms. Investments in farms will be asked in questions 9 to 13.

'Name of business'

- this refers to the actual name of the business, for example '*Three Kings Timber Enterprise*'.

'Kind of business'

- this refers to its function, for example: 'communication centre', 'beauty parlour' or 'chop bar'.

'Kind of investment'

- itemise in words what investments the respondent is making and then add up the values besides each of these investments under 'total amount'.

'When/frequency'

- 'when/frequency' always refers to a support or gift given in the past. If the support was given only once, you fill in the moment (for example, 'January 2003' or 'one week ago'), if it happened more than once you fill in the frequency (for example 'weekly' or 'every year').

'How much profit or loss'

- Here you fill in the total loss or profit. It can only be one of the two per business. If there is no profit and no loss, you fill in '0'.

'Businesses of others'

- This refers to all businesses that are not partially or completely owned by the respondent. This means that it can include a business of the respondent's own brother or best friend.

Question 7.a. – 7.d.

If the respondent owns (partially or completely) more than 4 businesses, please use the additional sheet (7.e. – 7.g) to complete all the questions for any further businesses he or she owns.

Explanation of terms and questions related to 'Farms'

Question 10

- 'No. of adults', 'no. of children'. Adults are people of 12 and older. Children are under 12.

Question 12

- Labour includes all labour, including immediate family labour, own labour, hired permanent labour and hired casual labour.

Question 13

- What did you earn (both in money and kind). Here you fill in all items and foodstuffs that the respondent received (for example 'one cutlass and one bag cassava').

Explanation of terms and questions related to 'Church transactions'

Question 14

How much in total?

- Here you fill in all different donations, for example 'harvest', of 'weekly donations'.
- 'benefits of the group': with this we refer to benefits which come from being part of a particular group in a church.

Explanation of terms and questions related to 'Funerals'

Question 26

Here it is important to list all items and their expenses. Also if respondent mention things that are not in the list of examples in the first column, write every possible thing. If the space is not enough, add an additional sheet.

Question 29

'Organisational donation.': with this we refer to donations such as those that may come from an Old Boys' Association, a Round Table, a committee of a political party, etc.

Question 31

Money remaining from a funeral

- If the money was used for a specific purpose, for example renovating a house or a community project, write to whom the responsibility was given after 'name'. Be precise in describing for what the money was used in that case.

Question 33

'Have you saved any amount to deal with future funerals?'

- This refers to any kind of savings, contributions to family funds, or any other things that enable people to deal with future funerals.

Explanation of terms and questions related to ‘Collective community projects’

Question 35

‘What type of project?’

- ‘Community project’; This refers to any project to which the respondent may contribute which is to the benefit of the community, be this inside or outside his current place of residence.
- Here be precise and fill in the exact type of project, e.g. ‘construction of two public toilets’

‘Did you support it individually or as part of a group’

- ‘Group’ can mean hometown association, family or any other group.

‘Levy, on behalf of how many people’

- If the respondent paid levy for others than only him/herself (for example also the parents and siblings) fill in the total number of people for whom levy was paid.

Extra instructions on the transaction questionnaire:

On specific questions of the interview:

- About 'relationship': if the respondent mentions for example 'my brother' or 'my daughter', then always ask if it is the *real* brother or *real* daughter. Very often it is not!
- About 'health': always specifically ask about membership of church welfare schemes and circle (Yes/No) so that I know that the question was answered.
- Contributions to susu schemes or other saving schemes can be put under the question about saving money at the end of the questionnaire.
- About 'lost property and income': in case the respondent has been ill, always ask for an estimate of the lost income. This can be done by asking for the number of days that the person wasn't able to work and what the person would have earned in these days.
- When 'types of investments' or 'type of support' are asked, always give precise answers. It is not enough to just write 'money', or 'cash', because it doesn't tell me much. I would like to know on what exactly the money was (or will be) spent.
- Under 'other costs' for funerals in own family, you should also try to mention whether the house was renovated, decorated or painted, because this can also be an important part of the costs.

On the list as a whole:

- If an answer is unexpected, especially if it is 'no', try to ask why and make a short note about it in the margin, or at the back of the form.
- Always specify the month for *each* of the transactions! (just write the number of the month: e.g. November is 11, January is 1)
- Always count the exact number of weeks between the previous interview and the present interview. It is not always four!! It is useful to carry an agenda with you, so that you can always check.
- If an interview is delayed, always ask all the questions for the longer period, e.g. five or six weeks. The next interview should be held on the scheduled day again.
- After having conducted the interview for some months now, you have a fair idea about the type of transactions of your respondents. You can therefore skip questions where you are very sure that the answer is 'no'.
- It is important to make notes for yourself about things that should not be forgotten in the next month. Examples are funerals in the own family, remittances that are received but not yet spent, or loans received but not yet repaid. The respondent may think they are already discussed last month! Try therefore to always carry these notes with you and check them during the interviews. In this way you are sure you don't forget to ask about them.
- It is important to always think for yourself whether the answer that the respondent gives is correct and complete. By now you know your respondent quite well so you can detect mistakes in their answers. This requires constant concentration!

Name:

Date: ____ / ____ / ____ (dd / mm / yy)

Monthly transaction study

Questions regarding investments in housing

Own house:

1. Have you, since my last visit, invested in (any of) your house(s) or plot(s)? <i>(this includes small repairs, painting etc, also for family houses)</i>	(Yes / No)
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If you don't own a house, go to question 4.

If you have not invested in a house this month, go to question 2.

1.a. For each of your houses specify how much you invested and on what (itemise):			
House 1		House 2	
Type of house? (family / own) (circle)		Type of house? (family / own) (circle)	
Location:		Location:	
Amount:	Utilised for what:	Amount:	Utilised for what:
	month:		month:

2. Has anyone supported you or invested in your house(s)?	(Yes / No)
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If not, go to question 3.

2.a. For each person who supported you or invested in your house(s): give the name, relationship, where the person lives and the type of investment or support by this person: <i>(including supervising a construction)</i>				
	Person 1	Person 2	Person 3	Person 4
Name:				
Relationship:				
Location of person:				
Type of investment or support:	What kind:	What kind:	What kind:	What kind: (p.t.o.)

(itemise)				
	Total value:	Total value:	Total value:	Total value:
	Was it a loan? (Y / N)	Was it a loan? (Y / N)	Was it a loan? (Y / N)	Was it a loan? (Y / N)
Providing service	What kind:	What kind:	What kind:	What kind:
	(If known) value:	(If known) value:	(If known) value:	(If known) value:
	was it free? (Y / N)	was it free? (Y / N)	was it free? (Y / N)	was it free? (Y / N)

month:

3. Since my last visit, have you rented out (part of) your house(s) or sold any of your house(s)?	(Yes / No)
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If not, go to question 4.

3.a. How much did you receive out of rent? (specify the period for which you received rent)	Amount: For which period:
3.b. How much did you receive out of sale? (if you sold any house, specify location of house)	Amount: Location:

month:

4. Have you paid any rent for any house, for anybody, anywhere, last month?	(Yes / No)
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If not, go to question 5.

4.a. How much rent have you paid last month?	Amount:	For which period:
4.b. Whose house is it?	Name:	
Relationship:	Location:	month:

Houses of others:

5. Since the last visit have you invested in a house of anyone else or supported the person regarding his / her house? (this also includes supervising a construction, spending received overseas money of the owner on the construction, advancing salaries or costs)	(Yes / No)
	month:

If not, go to question 6.

5.a. For each person in whose house you invested: give the name, relationship, where the person lives, the location of the house and the type of help you gave to this person:
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Owner:	Person 1	Person 2	Person 3
Name:			
Relationship:			
Location of the person:			
Location(s) of house(s):			
Type of investment or support: (specify if it was your own money, or give the name of the person whose money you used)	What kind: Total value: was it a loan? (Y / N) Whose money was it?	What kind: Total value: was it a loan? (Y / N) Whose money was it?	What kind: Total value: was it a loan? (Y / N) Whose money was it?
Providing service	What kind: (If known) value: was it free? (Y / N)	What kind: (If known) value: was it free? (Y / N)	What kind: (If known) value: was it free? (Y / N)

Questions regarding investing in businesses (all types of businesses, except farms)

Own business:

6. Since the last visit have you made any investments in business(es) of your own? (<i>this includes co-owned businesses!</i>)	(Yes / No)
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If you don't own a business, go to question 9.

If you have not invested since the past visit, go to question 7.

6.a. Per business, give the name, the kind and the location, the kind of investment and the amount:			
	Business 1	Business 2	Business 3
Name of business:			
Kind of business:			
Location of business:			(p.t.o.)

Kind of investment: (itemise)			
Total amount:	month:	month:	month:

7. How much did you earn from this business last month? Specify per business:			
	Business 1	Business 2	Business 3
Total earned:			
7.a. After comparing your investment and what you earned, how much profit or how much loss did you make from each of these businesses in the past month? Specify per business:			
	Business 1	Business 2	Business 3
Total profit:			
Total loss:			

month:

8. Since the last visit, has anyone invested in or supported your business(es)? (this includes all possible types of support, including for example giving money, items, food or services)	(Yes / No)
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If not, go to question 9.

8.a. For each person who invested in or supported your business, give the name, relationship to you, where the person lives and the type of investment or support:			
	Person 1	Person 2	Person 3
Name:			
Relationship:			
Location of the person:			
Type of investment or support: (itemise)	What kind:	What kind:	What kind:
	Total value:	Total value:	Total value:
	Was it a loan? (Y / N)	Was it a loan? (Y / N)	Was it a loan? (Y / N) (p.t.o.)

Providing service	What kind:	What kind:	What kind:
	(If known) value: was it free? (Y / N)	(If known) value: was it free? (Y / N)	(If known) value: was it free? (Y / N)
Had you provided a service, given a gift or loan to the person providing this service?	(Yes / No)	(Yes / No)	(Yes / No)

month:

For each person whom you provided a gift or loan, specify name, what you provided and what it was utilised for:			
	Person 1	Person 2	Person 3
Name of the person:			
How much did you provide: (If service, what kind of service?)			
What was it utilised for:			
When:			
If more than once: frequency:			

month:

9. Have you received any income out of a paid job last month?	(Yes / No)
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If not, go to question 10.

9.a. How much income have you received last month? Specify for which period you received that income:	Amount: Period:
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10. Have you paid any tax last month?	(Yes / No)
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If not, go to question 11.

10.a. How much tax have you paid last month?	Amount:
10.b. What type of tax was it?	Type:
10.c. Specify for which period that was:	Period:

(if tax is paid, make sure that income and tax are not double-counted)

Businesses of others (all types of businesses, except farms):

11. Since the last visit have you invested in or supported any business of others? (this also includes supervising a business, spending received overseas money from the owner of the business for business activities, advancing any salaries or other costs)	(Yes / No) (p.t.o.)
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If not, go to question 12.

11.a. For each business: whose business is it, how is the owner related to you, what kind of business is this, what is its location and what kind of investment did you make?		
	Business 1	Business 2
Name of owner:		
Relationship to you:		
Name of business:		
Kind of business:		
Location of business:		
<p>Type of investment This may include giving money, lending money, giving items, lending items or any type of support.</p> <p>(specify if it is your own money or give the name of the person whose money you used)</p>	<p>Total amount:</p> <p>Was it a loan? (Y / N)</p> <p>Whose money was it?</p>	<p>Total amount:</p> <p>Was it a loan? (Y / N)</p> <p>Whose money was it?</p>
Providing service	<p>What kind:</p> <p>(If known) value:</p> <p>Was it free? (Y / N)</p>	<p>What kind:</p> <p>(If known) value:</p> <p>Was it free? (Y / N)</p>
Is it the first time you are investing in the business of this person?	(Yes / No)	(Yes / No)
Had this person provided a service or given a gift or loan to you before?	(Yes / No)	(Yes / No)

If none of the persons had provided you anything, go to question 12.

month:

11.b. For each business: What did the person provide to you before (also before a past visit)?		
Owner of business	Person of business 1	Person of business 2
Name:		(p.t.o.)

What did the person provide:		
What was the value of this:		
When:		
If more than once: frequency:		

Questions regarding farming (these questions also regard vegetable gardens)

Own farm and family farm:

12. Have you invested any money in your farm(s) since my last visit?	(Yes / No)
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If you have not invested in your farm since past visit, go to question 14 (about harvest).

If you do not own a farm, go to question 14.b (about livestock).

In which type of farm did you invest this month:	(own farm / family farm / both types) (circle)	
12.a. On an average day how many family members and other <i>unpaid</i> labourers worked on your farm last month? (this includes yourself)	No. of people:	
12.b. On an average day how many hired (and thus <i>paid</i>) labourers worked on your farm last month?	No. of people:	
12.c. How much do you pay one labourer per day?	Daily wage:	
12.d. How many days have you employed labour on your farm last month?	No of days last month:	
12.e. How much have you spent on labour for the whole month?	Total amount:	
12.f. In the past month were you <i>unable</i> to hire the number of labourers that you required?	(unable / able)	
12.g. How many people and how many days were you short of labour in the past month?	Describe the shortage: I needed more labourers for more days.	
12.h. Why were you short of labour?	Describe the reason:	
12.i. What was the result of the shortage?		

13.a. Indicate for each category the amount that you spent on your farm(s):	
Acquire equipment or machinery (cutlass, hoe, etc):	Amount:
Hiring equipment or machinery:	Amount:
Inputs (fertiliser, pesticides, weedicides):	Amount:
Seeds, seedlings:	Amount:
Storage (stock keeping) of crops:	Amount:
Renting land:	Amount:
Acquiring land:	Amount:
Acquiring livestock:	Amount:
Other costs regarding livestock (treatment, shelter):	Amount:

month:

14. Have you harvested any crop(s) last month?	(Yes / No)
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If not, go to question 14.b.

14.a. Specify which crops you harvested last month, the total value of each harvested crop, whether you sold it, and/or how many people you fed with the crops:

Type of crop:	Market value of the whole harvest: (also if not sold, specify value!)	How many people did you feed with the crop last month?	
		No. of adults	No. of children
	Amount: Have you sold it? (Y / N / partly)		
	Amount: Have you sold it? (Y / N / partly)		
	Amount: Have you sold it? (Y / N / partly)		
	Amount: Have you sold it? (Y / N / partly)		
	Amount: Have you sold it? (Y / N / partly)		
	Amount: Have you sold it? (Y / N / partly)		

month:

14.b. Did you sell any of your livestock?	(Yes / No)
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If not, go to question 14.c.

If you don't have livestock, go to question 15.

14.c. How much did you earn through selling livestock?	Amount:
Which animal(s) did you sell?	

14.d. Did your family consume any of your animals or birds?	(Yes / No)
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If not go to question 15.

month:

14.e. How many animals or birds did your family consume?	Which type?	Value of the consumed animal(s)?
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month:

15. Since the last visit, has anyone supported your farming activities or helped you solve problems regarding your farm?	(Yes / No)
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If not, go to question 16 (other person's farm).

15.a. For each person who supported your farm, give the name, relationship to you, where the person lives and the type of investment or support:
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	Person 1	Person 2	Person 3	Person 4
Name:				
Relationship:				
Location of the person:				
Type of	What kind:	What kind:	What kind:	What kind: (p.t.o.)

investment or support: (itemise)	Total value:	Total value:	Total value:	Total value:
	Was it a loan? (Y / N)	Was it a loan? (Y / N)	Was it a loan? (Y / N)	Was it a loan? (Y / N)
Had you provided a service, given a gift or loan to the person providing this service?	(Yes / No)	(Yes / No)	(Yes / No)	(Yes / No)

If not, go to question 16.

month:

15.b. For each person whom you provided a gift or loan, give name, what you provided, what it was utilised for:				
	Person 1	Person 2	Person 3	Person 4
Name of the person:				
How much did you provide: (If service, what kind of service?)				
What was it utilised for:				
When:				
If more than once: frequency:				

month:

Other person's farms:

16. Since the last visit have you supported anyone's farm or invested in any farm of others?	(Yes / No)
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If not, go to question 17.

16.a. For each farm: whose farm is it, how is the owner related to you, what is the location of the farm and the owner, and what kind of investment did you make?	
	Farm 1
Name of owner:	
Relationship to you:	
Location of owner	
Location of farm:	(p.t.o.)

What did you invest in the farm of this person? (itemise)	Total value:	Total value:
Is it the first time you are investing in the farm of this person?	(Yes / No)	(Yes / No)
Had this person provided a service or given a gift or loan to you before?	(Yes / No)	(Yes / No)

If none of the persons had provided you anything, go to question 17.

month:

16.b. For each farm: What did the person provide to you before (also before the last visit)?		
Owner of farm	Person of farm 1	Person of farm 2
Name:		
What did the person provide:		
What was the value of this:		
When:		
If more than once: frequency:		

month:

17. Have you since my last visit been employed on another person's farm? (<i>this includes hired labour and also nnoboa labour</i>)	(Yes / No)
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month:

Questions regarding income and property

18. Have you lost a considerable sum of money, income or property since the last visit? (this may include lost harvest, theft, unfortunate business, natural disaster)	(Yes / No)
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If not, go to question 19.

18.a. For each loss, specify what you lost, how you lost it, whether you were able to replace it and whether anybody assisted you in replacing it:			
Significant loss:	Loss 1	Loss 2	Loss 3
What did you lose?	Value:	Value:	Value:
How did you lose it?			
Were you able to replace it?	(Yes / No)	Yes / No)	(Yes / No)
For each loss, has anyone assisted you in replacing what you have lost?	(Yes / No)	(Yes / No)	(Yes / No)

If nobody assisted you, go to question 19.

month:

18.b. For each person who assisted, give the name, the relationship and the location?				
	Person 1:	Person 2	Person 3:	Person 4:
Name:				
Relationship:				
Location:				
Type of help: (Itemise) Value of help:				
18.c. Have you helped any of the persons above at any point in time?				(Yes / No)

If not, go to question 19.

month:

Person:	Person 1	Person 2	Person 3	Person 4
Name:				
Location:				
Relationship to you:				
What kind of help: (itemise)				
Value of help:				
When/frequency:				

19. Have you paid any amount to a pension scheme, government insurance, private insurance for <i>income or property</i> for yourself or anybody else, since my last visit?	(Yes / No)
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If not, go to question 20.

19.a. For each kind of insurance, please answer whether you are a member of it, how much you paid, how much you received, on what occasion and for what you utilised it:				
Insurance type: <i>(this includes e.g. susu schemes and unions!)</i>	Government insurance scheme	Private insurance scheme	other scheme (specify):	other scheme (specify):
Are you a member of this scheme:	(Yes / No)	(Yes / No)	(Yes / No)	(Yes / No)
Name:				
Location:				
How much have you paid for this scheme since the last visit:	Amount:	Amount:	Amount:	Amount:
How much have you received from this scheme since the last visit:	Amount:	Amount:	Amount:	Amount:
Occasion for which you received it:				
Utilised for what:				month:

Questions regarding illness and health

20. Since my last visit, have you spent anything, for yourself or anyone else (both inside and outside your family) regarding <i>illnesses, other health problems, or childbirth</i> ; or have you supported an ill person in any other way? (this includes giving money, food, items, services)	(Yes / No)
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If not, go to question 22.

20.a. Per ill person, give the name, location, relationship to you, the type of support you provided and its value:				
Ill person:	Person 1	Person 2	Person 3	Person 4
Name:				
Location:				
Relationship to you:				
What did you give or what did you pay: (incl. providing labour):				
	Total value:	Total value:	Total value:	Total value:
20.b. Has anyone helped you pay for any of the things you just mentioned?				(Yes / No)

If not, go to question 21.

month:

20.c. For each person who helped pay, give name, location, relationship and how much the person provided:				
Person who helped pay:	Person 1	Person 2	Person 3	Person 4
Name:				
Location:				
Relationship to you:				
How much did the person provide:				

month:

21. In case of your own illness last month: has anyone substituted your labour?	(Yes / No)
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If not or if you haven't been ill, go to question 22.

21.a. Please give the name, location, relationship and type of labour of the person who substituted for your labour:	
Name:	
Location:	
Relationship to you:	
Type of labour:	

month:

22. Are you or anybody in your family member of any welfare scheme, health insurance scheme, or other scheme from which you can derive benefits for health?	(Yes / No)
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If you or your family members are not a member of any scheme, go to question 23.

22.a. For each type of insurance mentioned below, specify if you are a member of the scheme, how much you contributed and how much you received in the past month:	(p.t.o.)
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Insurance type:	Government scheme	Private health scheme	Church welfare scheme	Other (what?)	Other (what?)
Are you member of this scheme:	(Yes / No)	(Yes / No)	(Yes / No)	(Yes / No)	(Yes / No)
Name of the scheme:					
Location of the scheme:					
How much did you <i>contribute</i> to this scheme:	Amount:	Amount:	Amount:	Amount:	Amount:
You paid for how many people (incl. yourself):					
How much have you <i>received</i> from this insurance scheme:	Amount:	Amount:	Amount:	Amount:	Amount:
Occasion for which you received the amount:					
For which person:					
Utilised for what:					

month:

23. Are you responsible for any outstanding medical/hospital or other health-related bills at this moment, both in and outside your family? (bills which are yet to be paid)	(Yes / No)
--	------------

If not, go to question 24.

23.a. For each bill that is still outstanding, specify how much it is, what it is for and for whose illness:			
Per bill:	Bill 1	Bill 2	Bill 3
How much is this bill:			
What is it for:			
Who was it for: (ill person's name)			
To be paid to whom? (person or institution)			

month:

Questions regarding funerals

Funerals in your own family:

24. Since my last visit, have there been any final rites and the closing of accounts of a funeral in your own family?	(Yes / No)
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If there were no final rites for any funerals in the past month, go to question 26.

24.a. Answer for each funeral, how much money was spent (itemise):	(p.t.o.)
--	----------

	Funeral 1	Funeral 2
Name of deceased person		
Relationship to you:		
Date of death:		
Date of funeral:		
Location of funeral:		
Was any money spent on the following items:		
- Preservation/dressing of the body	(Yes / No)	(Yes / No)
- Common mourning cloth	(Yes / No)	(Yes / No)
- Live music (how many bands?)	(Yes / No) number of bands:	(Yes / No) number of bands:
- Video recording	(Yes / No)	(Yes / No)
- Lodging of distant guests	(Yes / No)	(Yes / No)
- Hiring of special ornaments	(Yes / No)	(Yes / No)
- Describe which ornaments:		
- gifts to guests (not food and drinks)	(Yes / No)	(Yes / No)
Describe what was given to guests:		
- printing	(Yes / No)	(Yes / No)
Describe what exactly was printed and how many pieces:		
- other, specify:	(Yes / No)	(Yes / No)
- Price of the coffin:	Amount:	Amount:
- House renovation / painting:	Amount:	Amount:
	Total amount:	Total amount:

25. How many people attended funeral 1? (circle the right box)	Less than 50	50 - 100	100 - 500	500 - 1000	1000 - 2000	more than 2000
25.a. What was the total amount of donations received for funeral 1?	Amount:					
25.b. Total debt / how much money remained from funeral 1?	Amount:					
25.c. How much did the church donate?	Amount:			Which church:		
25.d. How much did your church fellowship donate?	Amount:					
25.e. Has there been any other organisational donation towards this funeral?	(Yes / No)					
	Name of organisation:	Location of organisation	Donation			
Organisation 1			Amount:			
Organisation 2			Amount:			
25.f. How much have you personally contributed to this funeral?	Amount:					

25.g. How many people attended funeral 2? (circle the right box)	Less than 50	50 - 100	100 – 500	500 – 1000	1000 – 2000	more than 2000
25.h. What was the total amount of donations received for funeral 2?				Amount:		
25.i. Total debt / how much money remained from funeral 2?				Amount:		
25.j. How much did the church donate?	Amount:		Which church:			
25.k. How much did your church fellowship donate?				Amount:		
25.l. Has there been any other organisational donation towards this funeral?						(Yes / No)
	Name of organisation:	Location of organisation		Donation		
Organisation 1				Amount:		
Organisation 2				Amount:		
25.m. How much have you personally contributed to this funeral?				Amount:		

26. Since the last visit, has any debt been cleared that concerned the death of a family member in the past (also before the last visit)?	(Yes / No)
---	------------

If not, go to question 27.

month:

If there was no funeral this month, go to question 28.

26.a. Whose funeral was it? (name of the deceased)					
26.b. How many people were responsible for clearing the debt?					No. of people:
26.c. If the number of people who shared the debt is five or less, fill in the names of the people, their relationships to the deceased person, location and how much the person paid:					
Person who paid:	Person 1	Person 2	Person 3	Person 4	Person 5
Name:					
Relation to deceased:					
Relation to you:					
Location of the person:					
Paid how much:					
Paid for what:					
Paid to whom:					

27. If money remained from funeral 1; to whom was it given and for what it was used?		
Given to whom:	Given to whom:	Given to whom:
Name: Relation to deceased: Relation to you: Location: Purpose:	Name: Relation to deceased: Relation to you: Location: Purpose:	Name: Relation to deceased: Relation to you: Location: Purpose:

27.a. If money remained from funeral 2; to whom was it given and for what it was used?		
Given to whom:	Given to whom:	Given to whom:
Name: Relation to deceased: Relation to you: Location: Purpose:	Name: Relation to deceased: Relation to you: Location: Purpose:	Name: Relation to deceased: Relation to you: Location: Purpose:

28. Does the family owe any money to anyone with regard to any funerals in the past?	(Yes / No)
--	------------

If not, go to question 29.

Specify to whom (person or organisation), the location and relation to the deceased and you:	
Whose funeral:	
Date of the funeral:	
To be paid to whom? (organisation or person):	
Location:	
For what:	Amount to be paid:

29. Since my last visit, have you or your family saved any money or other means to deal with any funerals that might take place in the (near) future?		(Yes / No)
What have you saved? (this includes all types of savings, contributions to funds) value:	Amount: (if in kind, what:)	For what:
For whose funeral is this?	own / other person's (circle)	

month:

Funerals and other ceremonies attended by respondent (outside your own family):

30. Since my last visit have you attended any funerals outside your own family?	(Yes / No)
---	------------

If not, go to question 31.

30.a. For funeral 1, give the name of the deceased, the name of the chief mourner, the relation of the deceased to you, the location of the funeral, how much you donated or what service you provided and whether the deceased or his/her family had helped you before in any way:

Funeral 1: name of the deceased:	
Relation of the deceased to you:	
Because of whom did you go?	
Location of the funeral:	
How much did you donate?	Amount:

If only one funeral, go to question 31.

month:

30.b. For funeral 2, give the name of the deceased, the name of the chief mourner, the relation of the deceased to you, the location of the funeral, how much you donated or what service you provided and whether the deceased or his/her family had helped you before in any way:

Funeral 2: name of the deceased:	
Relation of the deceased to you:	
Because of whom did you go?	
Location of the funeral:	
How much did you donate?	Amount:

If you attended more than two funerals, go to additional sheet.

month:

31. Did you attend any ceremonies like outdoorings, birthdays, weddings or engagements?	(Yes / No)
---	------------

If not, go to question 32. (note for assistants: signal ceremonies in own family!)

	Ceremony 1	Ceremony 2
What type of ceremony?	<u>month:</u>	<u>month:</u>
Whose ceremony was it? (name)		
Relationship to you:		
Location of the ceremony:		
How much or what did you donate?		

Questions regarding church transactions (this includes mosques)

If you don't attend any church, go to question 37.

32. Since the last visit are you still attending the same church?	(Yes / No)
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If yes, go to question 32.b.

32.a. If you changed church, give the name and location of the new church you are attending:
--

Name:	
Location:	

32.b. Have you made any contributions to your church during the past month?	(Yes / No)
---	------------

If not, go to question 33.

32.c. Specify how much you donated in the form of weekly, monthly and special donations:	
weekly donations in church services: <i>(give total for the whole month)</i>	Amount:
Daily donations during worshipping or group meetings <i>(total for the month)</i>	Amount:
donations to fellowships:	Amount:
monthly tithe:	Amount:
donations for a special purpose (including harvests):	Amount:
Total:	Amount:
If there was any special donation, describe the purpose of it:	Purpose:

month:

33. Have you given any financial or other support to <i>individual</i> members of your church (including church leaders) since the last visit? <i>(this includes services like child care)</i>	(Yes / No)
--	------------

If not, go to question 34.

33.a. For each church member that you supported, give the name, location, relationship, the kind of support you gave and indicate if the person has supported you before:				
Church member:	Person 1	Person 2	Person 3	Person 4
Name:				
Location:				
Relationship to you:				
Type of support: (includes money, food, items, (child) care, prayer) itemise:				
	Value:	Value:	Value:	Value:
Had the person supported you before:	(Yes / No)	(Yes / No)	(Yes / No)	(Yes / No)
In what way had the person supported you:				
When:				
If more than once: frequency:				

month:

34. Since the last visit, have you donated any amount to another church?	(Yes / No)
--	------------

If not, go to question 35.

How much did you donate?	Amount:
Which church:	
On what occasion was that?	

month:

35. Have you received any financial or other support from your church since the last visit?	(Yes / No)
---	------------

If not, go to question 36.

35.a. Specify what you received from your church, its value, whether it was a benefit of the group to which you belong and what you used the support for:	
What did you receive: (money, goods or other)	Value:
When/frequency:	
Was it one of the benefits of the group you belong to?	(Yes / No)
What did you use this support for:	

month:

36. Have any <i>individual</i> members of your church given you money or other support like (child) care, prayer or any other support since the last visit?	(Yes / No)
---	------------

If not, go to question 37.

36.a. For each person who supported you, give the name, relationship to you and what they gave, its value, what it was used for and if you had supported these persons before:				
Church member:	Person 1	Person 2	Person 3	Person 4
Name:				
Location:				
Relationship to you:				
What did the person give: (includes money, food, child care, etc) (itemise if not money)	Value:	Value:	Value:	Value:
What did you use it for:				
Had you supported the person before:	(Yes / No)	(Yes / No)	(Yes / No)	(Yes / No)
How have you supported him/her?				
When:				
If more than once: frequency:				

month:

Questions regarding projects to the benefit of communities:

37. Since my last visit have you contributed to or have you been involved in any projects that benefit a community? (at any level, in any location, contributions also include donations to an existing facility)	(Yes / No)
---	------------

If not, go to question 38.

37.a. Specify what type of project it is, its location, whether you supported it individually or as part of a group, what type of support you gave and how much:
--

What type of project:			
Location of the project:			
What type of support did you give? Give value or type of each of the following:			
Support:	Which type: Total value:		
Labour:	Which type:		
Advice:	On what:		
Levy:	Amount:	On behalf of how many people? (including yourself)	
If you gave money or levy, did you receive this amount from an organisation or person?			(Yes / No)

month:

For each person/organisation:	
Name (s):	
Relationship(s) to you:	
Location of the person/organisation(s):	
Amount donated by organisation/person:	

month:

Questions regarding education:

38. Since the last visit, have you paid any amount for education for anybody inside or outside your family, (including yourself)?	(Y / N)	For how many people:
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If not, go to question 39.

Persons for whom you paid:	Location of the person:	How much (amount)?	Paid for what? (fees, chop books, uniforms, other?)
Name 1 Relation			
Name 2 Relation			
Name 3 Relation			
Name 4 Relation			
Name 5 Relation			
Name 6 Relation			

38.b. Since last month, did you receive any financial help for paying these costs? (Yes / No)

If not: go to question 39.

month:

38.c. For each person from whom you received financial help to pay these costs, specify the name, relationship, location and how much support:
--

Name:	
Relationship:	
Location of person:	
How much provided:	

month:

Questions regarding remittances, gifts and loans:

39. Since the last visit have you lent, given or sent any money, gifts, food or items to anyone? (this includes giving a loan to somebody or pay back a loan to someone)	(Yes / No)
--	------------

If not, go to question 40.

	Person 1	Person 2	Person 3	Person 4
To whom? (name)				
Where located?				
Relation:				
What did you give?	Value: Was it a loan? (Y/ N)	Value: Was it a loan? (Y/ N)	Value: Was it a loan? (Y/ N)	Value: Was it a loan? (Y/ N)
Mode of transfer:				
To be used for what? (itemise)				
Had this person supported you in any way before?	(Yes / No)	(Yes / No)	(Yes / No)	(Yes / No)
How did the person support you?				
Value of support to you:				
When ?				
If more than once: frequency:				

40. Since the last visit, did you receive money, gifts, loans, food or items from someone?	(Yes / No)
--	------------

If not, go to question 41.

month:

	Person 1	Person 2	Person 3	Person 4
From whom? (name)				
Where located:				
Relation:				
How much did the person give?	Value: Was it a loan? (Y/ N)	Value: Was it a loan? (Y/ N)	Value: Was it a loan? (Y/ N)	Value: Was it a loan? (Y/ N)
Mode of transfer:				
To be utilised for: (itemise)				
Had you supported this person before?	(Yes / No)	(Yes / No)	(Yes / No)	(Yes / No)
How did you support the person?				
Value of your support:				
When ?				
If more than once: frequency:				

41. Have you been able to save (put aside) any money this month?	(Yes / No)
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How much?	Amount:
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How have you saved it (in bank, susu scheme, elsewhere?)	
--	--

month:

Questions regarding communication

42. Since the last visit how much did you spend (approximately) on the following things:		
International phone calls:	Amount:	To whom: (name, relationship, country)
National calls that have an international purpose: (regarding somebody abroad)	Amount:	To whom:
Letters and packages sent abroad:	Amount:	To whom: (name, relationship, country)
Local travel with an international purpose (regarding somebody abroad):	Amount:	
Aeroplane tickets self: to where? Which purpose?	Amount:	

month:

43. Since the last visit have you received any visitors from abroad, phone calls, letters or other forms of communication from abroad?	(Yes / No)
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If not, you have finished the questionnaire.

43.a. Describe which visitors you received, from whom you received letters/ packages and phone calls:		
Visitors from abroad	Phone calls	Letters and packages
Who visited you? Name, relationship, country?	From how many people: If from 5 persons or less, give the names, relationships and countries:	From how many people: If 5 persons or less, give the names, relationships and countries:

month:

THANK YOU!!

Observations during interview:

(use the 'instructions for notes during TA interview' as a check list for writing these notes!)

Mood and health situation of respondent:

Activities of respondent during interview:

Were any others present at the interview? How did the person(s) influence the interview?

Location of interview:

Were any future plans mentioned? Which?

Did the respondent make any jokes or funny remarks? Please describe them:

If the interview was delayed, what was the reason?

Did the respondent mention any news about people in the Netherlands?

Were any other things discussed? (please mention in detail **everything** that is relevant for the research!)