



Approved by the Board of National  
Statistics Office of Georgia  
Order #14, 23 March, 2010

## Monitoring of households

### Diary of expenses

First day	<table border="1"><tr><td></td><td></td><td></td></tr><tr><td>Day</td><td>month</td><td>year</td></tr></table>				Day	month	year	Last day	<table border="1"><tr><td></td><td></td><td></td></tr><tr><td>Day</td><td>month</td><td>year</td></tr></table>				Day	month	year	
Day	month	year														
Day	month	year														
The interviewer will visit you to get the diary				<table border="1"><tr><td></td><td></td><td></td></tr><tr><td>Day</td><td>month</td><td>year</td></tr></table>				Day	month	year						
Day	month	year														
<table border="1"><tr><td></td></tr></table>		<table border="1"><tr><td></td></tr></table>		<table border="1"><tr><td></td></tr></table>												
Enumeration Area	Rotation	Household														

According to the “**Law of Georgia on Official Statistics**” 25<sup>th</sup> Article, point first, Geostat is authorized to ask and get all statistical and other kind (including confidential) information from administrative authorities and other physical and judicial person, for implementing its duties.

**The information provided by you is confidential and protected by the “Law of Georgia on Official Statistics” 28<sup>th</sup> Article, point first. It is only used for calculating the general statistical indexes.**

**Thank you for your cooperation!**

## Rules for keeping the diary

- The aim of the Diary of Expenses is to keep the records on the household members' expenses on food and non-food goods and services during a week
- The diary should record household's all expenses during the indicated 7 days period
- The entry for each day should be done separately. Two pages are dedicated to per day notes
- Start recording the new page by indicating the day of a week, as it is shown in the example given below

Second day	Indicate the day of a week		
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- The table on the left page is for recording food purchased by you or harvested from your own land or received from somebody else for free and brought home
- The upper table of the right page is for recording any of your family members' expenses for catering outside
- The lower table of the right page is for recording the list of the non-food items bought by you or obtained for free, also the services rendered to your household members.
- Make records everyday (in order not to forget anything), as clearly, exactly and in details as possible;
- Use additional pages given at the end of the diary if the allocated area is not enough for notes. Indicate the day to which the note is applied for in the corresponding box.
- Do not fill the code box. It will be completed at National Statistics Office of Georgia

### Table 1

- Write down everything you brought home at indicated day, purchased as well as harvested from your own land; items obtained as gifts or as humanitarian assistance for own consumption as well as for selling (in case of own production), for cattle feeding (in case of own production) and for processing
- Write down a detailed description of each item. For instance, do not write down "meat", instead of it specify and write down "beef", "mutton"; Do not write "flour", specify and write "wheat flour", "maize flour", etc.
- Choose and encircle the unit of measurement, which is the most convenient for you. If you bought the product through retailing, try to evaluate the amount of grams or millilitres in each unit;
- If the product is purchased, write down how much GEL have you paid for it
- Please, indicate the origin of the product: encircle whether it is own production, obtained for free or as humanitarian assistance or bought. If it is purchased, encircle where it was purchased;

- Please, indicate the purpose of each product: Encircle whether it is for own consumption, selling (in case of own production) or cattle feeding (in case of own production);
- If you have gathered your harvest at the last day, approximately identify and write down separately what share of whole harvest is foreseen for own consumption, selling and cattle or poultry feeding;
- Do not write down the products foreseen for a party

## **Table 2**

- Write down the information on the expenses made by your household member(s) for catering outside the home (in a canteen, café, street, job, etc.) in this table;
- If your household member had dinner with others and he paid the whole cost of the dinner, enter this expense into the table as well.

## **Table 3**

- Describe non-food goods and services as clearly and in details as possible.
- While writing down expensive goods (automobile, furniture, refrigerator, TV set, etc.) do not miss minor non-food items such as newspaper, soap, toothpaste, cream, needle, matches, kerosene, etc.;
- In case of drugs, please point out its name by all means; in case of cigarettes – indicate whether it is with a filter or not, or whether it is tobacco.
- In case of clothes, please point out whether it is for a woman, man or child (write down the child's age as well), whether they are for summer, winter, spring or autumn clothes.
- In case of transportation, please point out what kind of transport you have used: bus, mini-bus, taxi, underground, train, plane, etc.
- While writing down the services, please, point out in the “Amount” space, how many times you have used these services that day
- Please point out the origin of non-food products and services: encircle whether they are obtained for free or as humanitarian assistance or purchased;
- While recording dairy, Please use the samples given on the next pages as a guide, where the records of various kinds of goods and services are given

Fourth day	Indicate the day of a week	
Expenditures on food products bought for consumption in the household:	Bought: in the shop - 2 loafs of bread, 500 gr each, paid GEL 1; at the market – 2 kg beef, paid GEL 8; 3 bunches of greens, 50 gr each, paid 30 tetri; 10 kg maize, paid GEL 5;	
For feeding of domestic animals:	5 kg maize produced in own land was used for feeding chickens	
Obtained free of charge:	10 kg beans sent from the village	
For catering outside of home:	One household member invited his two friends to the canteen and spent GEL 11,5; the other household member spent GEL 1 on catering at his job;	
Non-food expenditures:	Bought: in the street - a pack of “Pirveli” cigarettes, paid GEL 1; at “bazroba” – winter shoes for a two years old child, paid GEL 9	
	Three household members took a minibus 6 times inside the town, paid GEL 1,80 Bought 10 l of petrol for the car, paid GEL 10; paid Gel 2.4 per person (totally 4 persons) as charge for water supply; obtained free consultation from a doctor being his acquaintance	

**1. Food - purchased, grown on a private land or obtained in a different way, brought home for the purpose of own consumption (including processing and storage), selling or forage (in the case of own production)**

Code	Name of the Product Indicate the products brought at home	unit of measurement (encircle)				Amount	If retailed, point out approximately, how much grams or millilitres are in a unit	If purchased, how much have you paid in total		Product origin: (encircle)						Product purpose: (encircle)		
		kilogram	gram	liter	unit			GEL	Tetri	Own production	Purchased at the market or “bazroba”	Purchased in the shop	Purchased in the street	Humanitarian assistance	Received free of charge	For own consumption	For selling	For forage
	Bread	1	2	3	4	2	500 gr.	1	00	1	2	3	4	5	6	1	2	3
	Beef	1	2	3	4	2		8	00	1	2	3	4	5	6	1	2	3
	Plural greens	1	2	3	4	3	50 gr.	0	30	1	2	3	4	5	6	1	2	3
	maize	1	2	3	4	10		5	00	1	2	3	4	5	6	1	2	3
	haricot	1	2	3	4	10				1	2	3	4	5	6	1	2	3
	maize	1	2	3	4	5				1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3

## Fourth day

### 2. Expenses on catering outside the home

Tick off the box by ☒ and move to the next table if you have nothing to write here

Code	Catering in a canteen, restaurant, etc. Please, describe clearly	If dined, how many persons	How much have you paid in total	
			GEL	Tetri
	Dinner at canteen	3	11	50
	Dinner at job	1	1	0

### 3. Expenses on non-food goods and services

Tick off the box by ☒ and move to the next table if you have nothing to write here

Code	Non-food goods and services. describe as clearly as possible	Measurement unit (write down)	Measurement unit code	Amount	How much have you paid in total		Product origin: (encircle)				
					GEL	Tetri	Purchased at the market or "bazzroba"	Purchased in the shop	Purchased in the street	Humanitarian assistance	Received free of charge
	Tobacco with filter	pack		1	1	00	2	3	4	5	6
	Child's winter boots	pair		1	9	00	2	3	4	5	6
	Transportation			6	1	80	2	3	4	5	6
	Oil	litre		10	10	00	2	3	4	5	6
	charge for water supply	Person(s)		4	9	60	2	3	4	5	6
	Visit to doctor	case		1			2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6

<b>First day</b>	<b>Indicate the day of a week</b>																	
<b>1. Food - purchased, grown on a private land or obtained in a different way, brought home for the purpose of own consumption (including processing and storage), selling or forage (in the case of own production)</b> <i>If the same product has various purposes, split the total amount and write down separately. For example:</i> <ul style="list-style-type: none"> <li>• Milk for consumption (i.e. the amount of milk, which the household should consume in the form of milk as well as matsoni, cheese, etc.)</li> <li>• Milk for selling (i.e. the amount of milk, which the household sells in the form of milk, as well as cheese, matsoni, etc. after milk processing)</li> <li>• or</li> <li>• Maize for own consumption (do not write the maize taken from the storage, write down the harvest brought to the household or bought or obtained for free at that particular day)</li> <li>• Maize for selling (only own harvest)</li> <li>• Maize for forage (brought to the household for cattle feeding, only own harvest)</li> </ul>																		
Tick off the box by <b>V</b> and move to the next table if you have nothing to write here <div style="float: right; border: 1px solid black; width: 20px; height: 20px; margin-top: 5px;"></div>																		
Code	Name of the Product Indicate the products brought at home	unit of measurement (encircle)				Amount	If retailed, point out approximately, how much grams or millilitres are in a unit	If purchased, how much have you paid in total		Product origin: (encircle)						Product purpose: (encircle)		
		kilogram	gram	liter	unit			GEL	Tetri	Own production	Purchased at the market or "bazzoba"	Purchased in the shop	Purchased in the street	Humanitarian assistance	Received free of charge	For own consumption	For selling	For forage
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3

**First day****2. Expenses on catering outside the home**Tick off the box by **V** and move to the next table if you have nothing to write here

Code	Catering in a canteen, restaurant, etc. Please, describe clearly	If dined, how many persons	How much have you paid in total	
			GEL	Tetri

**3. Expenses on non-food goods and services**Tick off the box by **V** and move to the next table if you have nothing to write here

Code	Non-food goods and services. describe as clearly as possible	Measurement unit (write down)	Measurement unit code	Amount	How much have you paid in total		Product origin: (encircle)				
					GEL	Tetri	Purchased at the market or "bazaroba"	Purchased in the shop	Purchased in the street	Humanitarian assistance	Received free of charge
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6

[illegible]



		1	2	3	4				1	2	3	4	5	6	1	2	3
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**Second day**

**2. Expenses on catering outside the home**

Tick off the box by ☐ and move to the next table if you have nothing to write here

Code	Catering in a canteen, restaurant, etc. Please, describe clearly	If dined, how many persons	How much have you paid in total	
			GEL	Tetri

**3. Expenses on non-food goods and services**

Tick off the box by ☐ and move to the next table if you have nothing to write here

Code	Non-food goods and services. describe as clearly as possible	Measurement unit (write down)	Measurement unit code	Amount	How much have you paid in total		Product origin: (encircle)				
					GEL	Tetri	Purchased at the market or "bazaroba"	Purchased in the shop	Purchased in the street	Humanitarian assistance	Received free of charge
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6

[illegible]

		1	2	3	4					1	2	3	4	5	6	1	2	3
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Third day

2. Expenses on catering outside the home

Tick off the box by ☐ and move to the next table if you have nothing to write here

Code	Catering in a canteen, restaurant, etc. Please, describe clearly	If dined, how many persons	How much have you paid in total	
			GEL	Tetri

3. Expenses on non-food goods and services

Tick off the box by ☐ and move to the next table if you have nothing to write here

Code	Non-food goods and services. describe as clearly as possible	Measurement unit (write down)	Measurement unit code	Amount	How much have you paid in total		Product origin: (encircle)					
					GEL	Tetri	Purchased at the market or "bazroba"	Purchased in the shop	Purchased in the street	Humanitarian assistance	Received free of charge	
								2	3	4	5	6
								2	3	4	5	6
								2	3	4	5	6
								2	3	4	5	6
								2	3	4	5	6
								2	3	4	5	6
								2	3	4	5	6
								2	3	4	5	6
								2	3	4	5	6
								2	3	4	5	6
								2	3	4	5	6

						2	3	4	5	6
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<b>Fourth day</b>	<b>Indicate the day of a week</b>	
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**1. Food - purchased, grown on a private land or obtained in a different way, brought home for the purpose of own consumption (including processing and storage), selling or forage (in the case of own production)**

*If the same product has various purposes, split the total amount and write down separately. For example:*

- *Milk for consumption (i.e. the amount of milk, which the household should consume in the form of milk as well as matsoni, cheese, etc.)*
- *Milk for selling (i.e. the amount of milk, which the household sells in the form of milk, as well as cheese, matsoni, etc. after milk processing)*
- *or*
- *Maize for own consumption (do not write the maize taken from the storage, write down the harvest brought to the household or bought or obtained for free at that particular day)*
- *Maize for selling (only own harvest)*
- *Maize for forage (brought to the household for cattle feeding, only own harvest)*

Tick off the box by **V** and move to the next table if you have nothing to write here

Code	Name of the Product Indicate the products brought at home	unit of measurement (encircle)				Amount	If retailed, point out approximately, how much grams or millilitres are in a unit	If purchased, how much have you paid in total		Product origin: (encircle)						Product purpose: (encircle)		
		kilogram	gram	liter	unit					Own production	Purchased at the market or "bazzroba"	Purchased in the shop	Purchased in the street	Humanitarian assistance	Received free of charge	For own consumption	For selling	For forage
								GEL	Tetri									
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3
		1	2	3	4					1	2	3	4	5	6	1	2	3

		1	2	3	4					1	2	3	4	5	6	1	2	3
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**Fourth day**

**2. Expenses on catering outside the home**

Tick off the box by ☐ and move to the next table if you have nothing to write here

Code	Catering in a canteen, restaurant, etc. Please, describe clearly	If dined, how many persons	How much have you paid in total	
			GEL	Tetri

**3. Expenses on non-food goods and services**

Tick off the box by ☐ and move to the next table if you have nothing to write here

Code	Non-food goods and services. describe as clearly as possible	Measurement unit (write down)	Measurement unit code	Amount	How much have you paid in total		Product origin: (encircle)				
					GEL	Tetri	Purchased at the market or "bazroba"	Purchased in the shop	Purchased in the street	Humanitarian assistance	Received free of charge
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6

[illegible]

		1	2	3	4				1	2	3	4	5	6	1	2	3
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**Fifth day**

**2. Expenses on catering outside the home**

Tick off the box by ☐ and move to the next table if you have nothing to write here

Code	Catering in a canteen, restaurant, etc. Please, describe clearly	If dined, how many persons	How much have you paid in total	
			GEL	Tetri

**3. Expenses on non-food goods and services**

Tick off the box by ☐ and move to the next table if you have nothing to write here

Code	Non-food goods and services. describe as clearly as possible	Measurement unit (write down)	Measurement unit code	Amount	How much have you paid in total		Product origin: (encircle)				
					GEL	Tetri	Purchased at the market or "bazroba"	Purchased in the shop	Purchased in the street	Humanitarian assistance	Received free of charge
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6

[illegible]



		1	2	3	4					1	2	3	4	5	6	1	2	3
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**Sixth day**

**2. Expenses on catering outside the home**

Tick off the box by ☐ and move to the next table if you have nothing to write here

Code	Catering in a canteen, restaurant, etc. Please, describe clearly	If dined, how many persons	How much have you paid in total	
			GEL	Tetri

**3. Expenses on non-food goods and services**

Tick off the box by ☐ and move to the next table if you have nothing to write here

Code	Non-food goods and services. describe as clearly as possible	Measurement unit (write down)	Measurement unit code	Amount	How much have you paid in total		Product origin: (encircle)				
					GEL	Tetri	Purchased at the market or "bazroba"	Purchased in the shop	Purchased in the street	Humanitarian assistance	Received free of charge
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6

[illegible]

		1	2	3	4					1	2	3	4	5	6	1	2	3
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**Seventh day**

**2. Expenses on catering outside the home**

Tick off the box by ☐ and move to the next table if you have nothing to write here

Code	Catering in a canteen, restaurant, etc. Please, describe clearly	If dined, how many persons	How much have you paid in total	
			GEL	Tetri

**3. Expenses on non-food goods and services**

Tick off the box by ☐ and move to the next table if you have nothing to write here

Code	Non-food goods and services. describe as clearly as possible	Measurement unit (write down)	Measurement unit code	Amount	How much have you paid in total		Product origin: (encircle)				
					GEL	Tetri	Purchased at the market or "bazroba"	Purchased in the shop	Purchased in the street	Humanitarian assistance	Received free of charge
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6
							2	3	4	5	6

[illegible]

			1	2	3	4					1	2	3	4	5	6	1	2	3
			1	2	3	4					1	2	3	4	5	6	1	2	3

## Addition

### 2. Expenses on catering outside the home

Tick off the box by **V** and move to the next table if you have nothing to write here

Code	Number of the day of a week	Catering in a canteen, restaurant, etc. Please, describe clearly	If dined, how many persons	How much have you paid in total	
				GEL	Tetri

### 3. Expenses on non-food goods and services

Tick off the box by **V** and move to the next table if you have nothing to write here

Code	Number of the day of a week	Non-food goods and services. describe as clearly as possible	Measurement unit (write down)	Measurement unit code	Amount	How much have you paid in total		Product origin: (encircle)				
						GEL	Tetri	Purchased at the market or "bazaroba"	Purchased in the shop	Purchased in the street	Humanitarian assistance	Received free of charge
								2	3	4	5	6
								2	3	4	5	6
								2	3	4	5	6
								2	3	4	5	6
								2	3	4	5	6
								2	3	4	5	6
								2	3	4	5	6
								2	3	4	5	6
								2	3	4	5	6

								2	3	4	5	6
								2	3	4	5	6

**To an interviewer:** While keeping the diary, be more precise about the following things: how completely the data written in the diary is in compliance with the real expenditures of household. Namely, by asking each household member, specify whether they had any additional expenditures during past 7 days not included in the questionnaire. Pay special attention to those expenditures that are made outside the home. For example, expenses on tobacco, petrol, restaurant and pub services and etc. In order to avoid double counting, before entering data into the table below, make sure that those expenses are not already included in the tables above.

Personal Expenses				
Tick off the box by <input type="checkbox"/> V and move to the next table if you have nothing to write here				
Code	The number of a household member from shinda 02	Food and non-food goods and services (describe as clearly as possible)	Expenses of the last week, total	
			GEL	Tetri

[illegible]

**Tick off the box by V and move to the next table if you have nothing to write here**

[illegible]

# Personal Expenses

Tick off the box by **V** and move to the next table if you have nothing to write here

Code	The number of a household member from shinda 02	Food and non-food goods and services (describe as clearly as possible)	Expenses of the last week, total	
			GEL	Tetri

1. Was any household member absent the whole night during these seven days (including temporarily absent members)? – encircle

1 = Yes  
2 = No

Calculate and write down total number of the man/days of absence from dwelling during these seven days if the answer is “Yes”;

Move to the next question if the answer is “No”.

Total number of the man/days of absence	
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**Example:** If a household member was absent during three nights and two another members were absent for two nights each, then the total number of the man/days of absence should be calculated in the following way:  $(1 \text{ member} \times 3 \text{ days}) + (2 \text{ members} \times 2 \text{ days}) = 7 \text{ man/days}$ .

2. How many persons have you treated in your household during these seven days? (Please, calculate the number of man/dinners according to the example) (Parties are not included)

Estimate in GEL

3. How many times have your household members been treated by their friends, relatives or others in their families, canteens, cafés, etc. during these seven days? (Please, calculate the number of man/dinners)

Estimate in GEL

**Example:** If two household members had dinner 3 times and another one had dinner four times during these 7 days, the total number of man/dinners should be calculated in the following way:  $(2 \text{ members} \times 3 \text{ dinners}) + (1 \text{ member} \times 4 \text{ dinners}) = 10 \text{ man/dinners}$

4. Have you given any food-stuffs to your friends, relatives or others during these seven days? (from the food you have brought home for own consumption)

1 = Yes  
2 = No

Please, write down the name and amount of products, if the answer is “yes” (for example, 6 eggs; a bagful of peaches, about 5 kg)

4.1. Code	4.2. The name of food-staff you gave to others	Measurement unit (encircle)				4.3. The amount of products in kg, litres or units	4.4. If amount is in units, write down how many grammes or milliliters is an unit
		kilogram	gram	liter	unit		



		1	2	3	4		
		1	2	3	4		
		1	2	3	4		

**5. Subjective assessment of the interviewer: How reliable is the information given by the respondent?**

1. Information is reliable
2. Information is more or less reliable
3. Information is less reliable
4. Information is not reliable

**The interviewer's comments and notes:**

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