

SCHEDULE

Dear Respondent,

I, Md. Safiqul Hassan a Faculty Member in the Faculty of Management Studies, Icfai University Tripura, is undertaking a PhD as part of my job requirement from the Department of Commerce, Assam University-Silchar, Assam. My thesis is based on a study of MSMEs of Tripura, having the title “**Financial and Management Accounting Practices in Micro, Small and Medium Enterprises (MSMEs): An analytical study in Tripura.**” I request your kind participation in this research through the completion of the given questionnaire.

Please be assured that all information collected will be treated strictly confidential and shall be used only for academic purposes. No individual identities will be revealed and only aggregate result will be presented. To answer the questions contained in the questionnaire, require just a tick mark [√] or your ranking in the appropriate boxes. Your kind cooperation will be highly appreciated.

Thank you in anticipation.

(MD SAFIQU L HASSAN)

Questionnaire- : Section 1: General Information about the Firm(mark a tick on appropriate box)

1. Years of operations/business

1-3 years	[1]	4-10 years	[2]
More than 10 years	[3]		

2. Who is responsible for managing the business?

Owner	[1]	Manager	[2]
Both	[3]	Member of the family	[4]

3. Gender of Respondent

Male	[1]	Female	[2]
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4. Age of the Respondent

Up to 20 years	[1]	21-40 years	[2]
41-60 years	[3]	61-more	[4]

5. Educational qualification of Respondent

10 th Standard	[1]	H.S (10+2)	[2]
Graduate	[3]	Post Graduate	[4]
Professional	[5]	Others	[6]

6. Manufacturing /Service activities(sector)

Furniture	[1]	Rubber and Plastic	[2]
Food Processing	[3]	Chemicals & chemical products	[4]
Bricks	[5]	Handicrafts	[6]
Basic Metals	[7]	Non- metallic mineral products	[8]
Service provider	[9]	Others (please specify)	[10]

7. Please specify your investment in Plant & Machinery(when you are a manufacturer/preserver of goods)

Not exceeding ₹25lakhs	[1]
More than ₹25 lakhs but not exceeding ₹5crore	[2]
More than ₹5crore but not exceeding ₹10crore	[3]
Not Applicable	[4]

8. Please specify your investment in Equipment (when you are a service provider)

Not exceeding ₹10lakhs	[1]
More than ₹10 lakhs but not exceeding ₹2crore	[2]
More than ₹2crore but not exceeding ₹5crore	[3]
Not Applicable	[4]

9. Annual sales turnover

Up to ₹1, 00, 000	[1]	₹1, 00,001-₹2, 00,000	[2]
₹2, 00,001-₹3, 00,000	[3]	₹3, 00,001-₹4, 00,000	[4]
₹4, 00,001-₹5, 00,000	[5]	More than ₹5 lakhs	[6]

10. Number of employees

Up to 10	[1]	11 to 20	[2]
21 to 30	[3]	31 to 40	[4]
41 to 50	[5]	More than 50	[6]

Section 2-PART-A: Status of Financial Accounting Practices

11. Who is responsible for keeping accounting records in your organization? (Please mark a tick on any one of the following options)	
Owner	1
Manager	2
Accountant	3
Part time accountant	4
Friends /relatives	5

12. How the financial information is recorded? (Please mark a tick on any one of the following options)	
Single entry system	1
Double entry system	2
Indigenous /Mahajani system	3
Keeping in one book/ note book	4
With the help of memory	5

13. Compulsion for your Accounting Practices? (Please mark a tick on any one of the following options)	
To know the business profit or loss	1
To know the business financial position	2
To determine the tax burden/comply with tax department	3
To satisfy the bankers	4
To meet the statutory audit requirement	5
To take future business decision	6
To know the business profit or loss and also to determine the tax burden/comply with tax department	7
All the above	8
Others	9

Perceived Awareness			PART-B <i>14. Financial Accounting Practices followed by your firm</i> (Please mark a tick in an appropriate box of your choice)	How often used?				
				S1	S2	S3	S4	S5
NI	MI	I						
			Cash book					
			Sales books					
			Purchase books					
			Expenses books					
			Provision for depreciation					
			Fixed asset register					
			Stock book for materials					
			Debtors book					
			Creditors book					
			Profit & Loss Account					
			Balance sheet					
			Cash flow analysis					
			Computer for recording business transaction					

NI: Not Important=1, MI: Moderately Important=2, I: Important=3
S1: Never, S2: Rarely, S3: Sometimes, S4: Often, S5: Very often

Perceived Awareness			PART-C 15. Accounting tools used to monitor/track financial performance and profitability of your business (Please mark a tick in an appropriate box of your choice)	How often used?				
N I	M I	I		S1	S2	S3	S4	S5
			Cash & bank balance					
			Profit & Loss account					
			Balance sheet					
			Cash flow analysis					
			Fund flow analysis					
			Comparative financial statement analysis					
			Trend analysis					

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S1: Never, S2: Rarely, S3: Sometimes, S4: Often, S5: Very often

Perceived Awareness			PART-D 16. Uses of Accounting ratios to understand/read the financial statement of your business (Please mark a tick in an appropriate box of your choice)	How often used?				
NI	MI	I		S1	S2	S3	S4	S5
<i>To test the profitability of the firm:</i>								
			Gross profit ratio					
			Operating profit ratio					
			Net profit before and after tax					
			Return on equity					
			Return on capital employed					
<i>To test the liquidity of the firm:</i>								
			Current ratio					
			Acid test ratio					

<i>To test the operational efficiency of the firm:</i>								
			Average collection period					
			Average payment period					
			Days stock held					
			Circulation of working capital					
<i>To test the solvency position of the firm:</i>								
			Gearing ratio					
			Interest coverage ratio					

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S1: Never, S2: Rarely, S3: Sometimes, S4: Often, S5: Very often***

Section 3: Status of Management Accounting Practices

Perceived Awareness			PART-A <i>17. Cost collection system used in your firm</i> (Please mark a tick in an appropriate box of your choice)	How often used?				
				S1	S2	S3	S4	S5
NI	MI	I						
			Job costing					
			Batch costing					
			Contract costing					
			Process costing					
			A separation is made between variable/ incremental costs and fixed/non-incremental costs					
			Using plant- wide overhead rates					
			Departmental or multiple plant wide overhead rates					

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Perceived Awareness			PART-B <i>18. Costing system used in your firm</i> (Please mark a tick in an appropriate box of your choice)	How often used?				
NI	MI	I		S1	S2	S3	S4	S5
			Absorption costing					
			Variable costing					
			Variable and absorption costing					
			Target cost					
			Activity- based costing(ABC)					
			The cost of quality					

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Perceived Awareness			PART-C <i>19. Budgeting system used in your firm</i> (Please mark a tick in an appropriate box of your choice)	How often used?				
NI	MI	I		S1	S2	S3	S4	S5
			Sales budget					
			Purchase budget					
			Production budget					
			Cash flow budget					
			Monthly budget					
			Annual budget					
			Continuous /rolling budget					
			Flexible budget					
			Activity- based budgeting					
			Incremental budgeting					
			Zero-based budgeting					

			Budgeting for planning					
			Budgeting for controlling cost					
			Budgeting for long term(strategic plans) plans					

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Perceived Awareness			PART-D 20. Performance Evaluation system (Please mark a tick in an appropriate box of your choice)	How often used?				
NI	MI	I		S1	S2	S3	S4	S5
Financial measures:								
			Operating income					
			Return on investment					
			Variance analysis					
			Sales growth					
			Operating income & Sales growth					
			Cash flows					
Non-financial measures:								
			Number of customer complaints					
			Survey of customer satisfaction					
			Number of warranty claims					
			On-time delivery					
			Manufacturing lead time/cycle time					
			Defect rate					
			Employee turnover					
			Absentees rates					

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Perceived Awareness			PART-E <i>21. Information used for decision making</i> (Please mark a tick in an appropriate box of your choice)	How often used?				
NI	MI	I		S1	S2	S3	S4	S5
			Cost volume-profit analysis (break-even analysis) for major products.					
			Product profitability analysis					
			Customer profitability analysis					
			Stock control models					
			Evaluation of major capital investments based on discounted cash flow methods (NPV, IRR & PI)					
			Evaluation of major capital investments based on payback period and / or accounting rate of return.					
			Evaluation of major capital investments, non-financial aspects are documented and reported.					
			Evaluating the risk of major capital investment projects by using probability analysis or computer simulation.					
			Calculation and use of cost of capital in discounting cash flow for major capital investment evaluation.					

Perceived Awareness			PART-F <i>22. Use of Accounting for strategic analysis</i> (Please mark a tick in an appropriate box of your choice)	How often used?				
NI	MI	I		S1	S2	S3	S4	S5
			Long range forecasting					
			Target costing in the design of new products?					
			An analysis of the costs incurred in each of the activities in the firm's value chain?					
			Industry analysis					
			Analysis of competitive position					
			Product life cycle analysis					
			Strategic costing in determining the firm's strategy					
			Product Pricing decision					

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S1: Never, S2: Rarely, S3: Sometimes, S4: Often, S5: Very often

SECTION-4: Communication of Accounting information

23. Communication of Financial Accounting/Management accounting information (Please mark a tick in an appropriate box of your choice)	Perceived Awareness		
	NI	MI	I
Detailed management accounting/financial accounting information is available on a systematic, regular, short-term basis (e.g. weekly or monthly).			
Detailed management accounting/financial accounting information is available immediately upon request.			
Detailed management accounting/financial accounting information is updated and made available on a real-time basis.			
Detailed management accounting/financial accounting information is reported directly to line managers.			

NI: Not Important=1, MI: Moderately Important=2, I: Important=3

SECTION-5: Perception of firm's performance

24. During the last three years, in your opinion have the following (Please mark a tick in an appropriate box of your choice)	What is your opinion?				
	S1	S2	S3	S4	S5
Level of productivity					
Product quality					
Sales growth rate					
Operating profit growth rate					
Cash flow growth rate					

S1=Decreased Significantly, S2=Decreased, S3=No Change, S4=Increased and S5= Increased Significantly

SECTION-6: *The functions of Accounting*

<p align="center">25. <i>In your firm, accounting practices have helped management in:</i> (Please mark a tick in an appropriate box of your choice)</p>	What is your opinion?				
	S1	S2	S3	S4	S5
Planning the future strategies, tactics and operations					
Controlling current activities					
Measuring and evaluating performance					
Optimizing the use of firm resources					
Reducing subjectivity in the decision making process					
Improving internal and external communication					

S1= Strongly Disagree, S2= Disagree, S3=Slightly Agree, S4=Agree and S5=Strongly Agree

Thank you very much for your participation

Date:

Place:

(Signature of the Respondent)