



**NATIONAL BUREAU OF STATISTICS/FEDERAL DEPARTMENT
OF COOPERATIVE COLLABORATIVE SURVEY**

COOPERATIVE BASELINE DATA SURVEY, 2007

Type of Society: _____

Registration Number of society: _____

State Name: _____

State Code: _____

Local Government Area: _____

MAIN QUESTIONNAIRE

PART A

GENERAL INFORMATION

1.

Name of society_____
2.

Headquarter Location Address: _____
3.

The Society’s e-mail Address (if any):_____
4.

Date of Registration
Day:_____

Month:_____

Year: _____
5.

Area of Operation

(a)

Village

1

(b)

Ward

2

(c)

LGA

3

(d)

State

4

(e)

National

5
6.

Specific Objective of the society (Multiple response)

(a)

Crop

A

(b)

Livestock

B

(c)

Fishery

C

(d)

Financial

D

(e)

Services

E

(f)

Input supply

F

(g)

Others (Specify)_____

G
7.

Membership strength

S/N	Gender	At Registration	2005	2007
a	Male			
b	Female			
Total				
8.

Number of Leaders

(a)

Male _____

(b)

Female _____

9.	Share Capital (If members buy shares from the society)	
(a)	Less than ₦50,000	1
(b)	₦50,000 Less than ₦100,000	2
(c)	₦100,000 Less than ₦150,000	3
(d)	₦150,000 Less than ₦200,000	4
(e)	₦200,000 Less than ₦400,000	5
(f)	₦400,000 Less than ₦600,000	6
(g)	₦600,000 Less than ₦800,000	7
(h)	₦800,000 Less than ₦100,000,000	8
(i)	₦100,000,000 and above	9

10.	Members Savings	
(a)	Less than ₦50,000	1
(b)	₦50,000 Less than ₦100,000	2
(c)	₦100,000 Less than ₦150,000	3
(d)	₦150,000 Less than ₦200,000	4
(e)	₦200,000 Less than ₦400,000	5
(f)	₦400,000 Less than ₦600,000	6
(g)	₦600,000 Less than ₦800,000	7
(h)	₦800,000 Less than ₦100,000,000	8
(i)	₦100,000,000 and above	9

11.	Members Deposit	
(a)	Less than ₦50,000	1
(b)	₦50,000 Less than ₦100,000	2
(c)	₦100,000 Less than ₦150,000	3
(d)	₦150,000 Less than ₦200,000	4
(e)	₦200,000 Less than ₦400,000	5
(f)	₦400,000 Less than ₦600,000	6
(g)	₦600,000 Less than ₦800,000	7
(h)	₦800,000 Less than ₦100,000,000	8
(i)	₦100,000,000 and above	9

12.	Total Balances	
	(a) Cash_____	
	(b) Bank _____	

- 13.** Main Occupation of people in that area
- (a) Crop Farming 1
 - (b) Livestock Farming 2
 - (c) Fish Farming 3
 - (d) Public Service 4
 - (e) Commerce 5
 - (f) Others (Specify) _____ 6
- 14.** Is the society affiliated to the
- (a) State federation 1
 - (b) State Apex 2
 - (c) Union 3
 - (d) National Apex 4
 - (e) Cooperative Federation of Nigeria 5
 - (f) None 6

PART B STRUCTURE, TYPE AND FUNCTIONS OF COOPERATIVE

- 15.** Which of the following categories does the society belong to?
- (a) Primary 1
 - (b) Secondary 2
 - (c) State Apex 3
 - (d) National apex 4
- 16.** Which of the following activities does the society engage in? (Multiple response)
- (a) Production A
 - (b) Processing B
 - (c) Marketing C
 - (d) Input supply D
 - (e) Storage E
 - (f) Thrift & Credit/Investments F
 - (g) Insurance G
 - (h) Transport H
 - (i) Housing I
 - (j) Consumer J
 - (k) Agro-services K
 - (l) Tractor Hiring Services L
 - (m) Produce and Marketing M
- 17.** Does the society pay annual dues/Membership subscription?
- (a) Yes = 1 (b) No = 2 *(If No Skip to 22)*
- 18.** *If yes, the society pays to which body?*
- (a) Union 1
 - (b) Apex 2
 - (c) Federation (National) 3
- 19** How much? _____

20. When was the last pay?
- | | |
|-------------------------------|---|
| (a) 2007 | 1 |
| (b) 2006 | 2 |
| (c) 2005 | 3 |
| (d) Others (<i>Specify</i>) | 4 |
21. How often?
- | | |
|---------------|---|
| (a) Regular | 1 |
| (b) Irregular | 2 |
- (*Skip to 23 for both*)
22. *If No, why?*
- | | |
|---|---|
| (a) None rendering of service by affiliate body | 1 |
| (b) None Affiliation | 2 |
| (c) None submission for auditing by the society | 3 |
23. What type of service does the society receive from the affiliated body?
- | | |
|-------------------------------------|---|
| (a) Audit | A |
| (b) Education and training | B |
| (c) Information | C |
| (d) Technical support | D |
| (e) None | E |
| (f) Others (<i>Specify</i>) _____ | F |
24. What kind of problems does the society encounter with the affiliated body?
- | | |
|--|---|
| (a) Ineffective Management | A |
| (b) Delay/Non Audit | B |
| (c) Lack of dissemination of information | C |
| (d) Lack of transparency | D |
| (e) None | E |
| (f) Others (<i>Specify</i>) _____ | F |
25. Suggest ways in which these affiliate bodies can best offer their members better services
- | | |
|---|---|
| (a) Speedy Audit of Account | A |
| (b) Education and training | B |
| (c) Information dissemination | C |
| (d) Technical support | D |
| (e) Operation in accordance with cooperative ideals, principles and the law | E |
| (e) Others (<i>Specify</i>) _____ | F |
26. What other agencies or organizations does the society do business with?
- | | |
|-------------------------------------|---|
| (a) Manufacturers | A |
| (b) Finance Houses | B |
| (c) Government Agencies | C |
| (d) International Agencies | D |
| (e) Service Providers | E |
| (f) Others (<i>Specify</i>) _____ | F |
27. What type of business? _____
- _____

28. How often does your society meet?
- | | | |
|-----|------------------------|---|
| (a) | Monthly | 1 |
| (b) | Quarterly | 2 |
| (c) | Annually | 3 |
| (d) | Others (specify) _____ | 4 |
29. How often does your society organize election?
- | | | |
|-----|-------------------|---|
| (a) | Every Year | 1 |
| (b) | Every 2 years | 2 |
| (c) | Every 3 years | 3 |
| (d) | I cannot remember | 4 |
30. Do members attend meetings of the society/union/apex regularly?
- Yes = 1 No = 2 *(If Yes Skip to 32)*
31. *If no, Why?*
- | | | |
|-----|--------------------------------------|---|
| (a) | Ineffective Management | A |
| (b) | Lack of dissemination of information | B |
| (c) | Lack of transparency | C |
| (d) | All of the above | D |
| (e) | Others (Specify) _____ | E |
32. Does the society have books of records?
- Yes = 1 No = 2 *(If No Skip to 39)*
33. Mention the books you keep
- | | | |
|-----|--------------------------|---|
| (a) | Members personal Ledger | A |
| (b) | General Ledger | B |
| (c) | Cash Book | C |
| (d) | Minutes Books | D |
| (e) | Members Pass books | E |
| (f) | Cash Receipts | F |
| (g) | Attendance Register | G |
| (h) | Journals | H |
| (i) | Payment Vouchers | 1 |
| (j) | Cheque Stubs | J |
| (k) | Loan Registers | K |
| (l) | Loan Bonds | L |
| (m) | Members Application Form | M |
| (n) | Others (specify) _____ | N |
34. Who often does the book keeping?
- | | | |
|-----|------------------------|---|
| (a) | President | 1 |
| (b) | General Secretary | 2 |
| (c) | Treasurer | 3 |
| (d) | Financial Secretary | 4 |
| (e) | Paid employee | 5 |
| (f) | Others (Specify) _____ | 6 |
35. Has your society been audited since registration?
- Yes = 1 No = 2 *If No Skip to 39)*

36. *If yes, how often is the society audited?*
- (a) Annual 1
 - (b) Continuous 2
 - (c) Occasional 3
37. How many times since registration?
- (a) 1 – 5 times 1
 - (b) 6 – 10 times 2
 - (c) 11 – 15 times 3
 - (d) 16 – 20 times 4
 - (e) Above 20 times 5
38. Who does the auditing?
- (a) Apex Body 1
 - (b) Government Cooperative Office 2
 - (c) Audit Committee 3
 - (d) Audit Firms 4
39. Who manages the affairs of the society?
- (a). Management Committee 1
 - (b). Paid employees 2
 - (c). Management committee/Paid employee 3
 - (d) Members 4
40. How many paid employee?
- (a) 1 – 5 1
 - (b) 6 – 10 2
 - (c) 11 – 15 3
 - (d) 16 – 20 4
 - (e) 21 and above 5
 - (f) None 6
- 41 List the society's sources of funds
- (a) Entrance fee A
 - (b) Savings B
 - (c) Deposits C
 - (d) Shares D
 - (e) Fines E
 - (f) Grants/Donations F
 - (g) Subscription fee G
 - (h) Interest on loans H
 - (i) Others (Specify) _____ I
42. Which of these types of financial institutions is/are in your area?
- (a) Commercial Banks A
 - (b) Nigeria Agricultural Cooperative and Rural Development Bank B
 - (c) Community Banks C
 - (d) Micro-finance Banks D
 - (e) Cooperative Finance Agencies E
 - (f) Informal groups (esusu, adashe) F

43. Are they easily accessible to cooperatives? Yes = 1 No = 2
(If No Skip to 45)
44. How much Loan have the society assessed from the source in the last 5years?

S/N	financial institutions	Amount
a	Commercial Banks	
b	Nigeria Agricultural Cooperative and Rural development Bank	
c	Community Banks	
d	Cooperative Finance Agencies	
e	Informal groups (esusu, adashe)	

45. Does the society give loan to members? Yes = 1 No = 2
{If No Skip to 48}
46. What is the maximum credit limit? _____
47. What is the recovery rate as at when due?
- | | | |
|-----|---------------|---|
| (a) | Less than 25% | 1 |
| (b) | 25% - 50% | 2 |
| (c) | 50% - 75% | 3 |
| (d) | 75% and above | 4 |

PART C EDUCATION, TRAINING AND INFORMATION

48. Which of the following better express your understanding of cooperatives?
- | | | |
|-----|----------------------------|---|
| (a) | Business organization | A |
| (b) | Social Organization | B |
| (c) | Political association | C |
| (d) | Self-help Organization | D |
| (e) | Philanthropic Organization | E |
49. Why did you join the cooperative?
- | | | |
|-----|---|---|
| (a) | I need to improve my business | 1 |
| (b) | To have access to inputs of production | 2 |
| (c) | To help me market my products | 3 |
| (d) | Because a friend asked me to join | 4 |
| (e) | It offered me an opportunity for political campaign | 5 |
50. Which of these would you like to take place in your cooperative?
- | | | |
|-----|---|---|
| (a) | Basic cooperative education during meetings | A |
| (b) | More frequent extension visits | B |
| (c) | Organizing cooperative fairs/field days | C |
| (d) | Organizing competitions in my locality | D |
51. Does your society often study business well before committing resources?
- | | | |
|-----|------------|---|
| (a) | Very often | 1 |
| (b) | Often | 2 |
| (c) | Less Often | 3 |
| (d) | Never | 4 |

52. Indicate members and employees level of literacy and their numbers

S/N	Education	Member	Employee	Total
a	No Education			
b	Primary 1-6			
c	JSS 1-3			
d	SSS 1-3			
e	Higher Education			
Total				

53. Have members attended any form of training?
Yes = 1 No = 2 (If No, skip to 58)

54. What kind of training?
- (a) Management training A
 - (b) Workshop/Seminars organized by Departments of cooperative B
 - (c) Formal Training at cooperative Colleges/Polytechnics/Institutes/Universities C
 - (d) In-House Workshops/Seminars D

55. Who are the organizers of the training?
- (a) Departments of cooperative A
 - (b) The Society B
 - (c) The Apex Body C
 - (d) NGOs D
 - (e) International Development Agencies E
 - (f) Others (Specify) _____ F

56. Was the training beneficial to the society?
Yes = 1 No = 2 (If yes Skip to 58)

57. If no, what kind of training would be beneficial?
- (a) Management training 1
 - (b) Workshop/Seminars organized by Departments of cooperative 2
 - (c) Formal Training at cooperative Colleges/Polytechnics/Institutes/Universities 3
 - (d) In-House Workshops/Seminars 4
 - (e) Tractor Operator Training 5

58. How does your society access information?
- (a) Internet A
 - (b) Affiliate societies B
 - (c) State/Federal union C
 - (d) State department of cooperatives D
 - (e) Print Media E
 - (f) Electronic Media F
 - (g) Town Crier G
 - (h) Others (Specify) _____ H

PART D AGRICULTURAL ACTIVITIES
(Part D and Part E were for Agricultural Societies only)

59. How are your farmlands owned?
- (a) Collectively 1
- (b) Individually 2
60. How did you acquire your farmland?
- (a) Outright ownership 1
- (b) Mortgage 2
- (c) Lease 3
- (d) Rental 4
- (e) Others (Specify) _____ 5

PART E INPUT AND SOURCES

61. What kind of inputs does your society require?
- (a) Agro-Chemicals
- (b) Tractors services
- (c) Improved seedlings
- (d) Farm Implements
- (e) Finance
- (f) Others (Specify) _____
62. Where do you source your inputs?
- (a) Government
- (b) Banks
- (c) Open Market
- (d) Manufacturers
- (e) International Development Agencies
- (f) NGOs
- (g) Others (Specify) _____
63. Were they delivered on time for use? Yes = 1 No = 2
64. What was the society's estimated input requirement, actually produced and used last year?

[illegible]

- 65 Did the society encounter any problem in the application of these inputs?
Yes = 1 No = 2 (If No Skip to 67)

66. *If yes, what are the problems?*
- | | | |
|-----|-----------------------|---|
| (a) | Inadequate supply | A |
| (b) | Inappropriate supply | B |
| (c) | Untimely supply | C |
| (d) | Inaccessibility | D |
| (e) | High cost | E |
| (f) | Others (Specify)_____ | F |
67. Did your society require any form of technical/educational assistance from your source(s) of supply in the application of these inputs to enhance productivity? Yes = 1 No = 2 *(If No Skip to 69)*
68. *If yes, through what medium was such assistance extended to you?*
- | | | |
|-----|----------------------------------|---|
| (a) | In-House training on the use | A |
| (b) | Agro-Extension services | B |
| (c) | Provision of after sale services | C |
| (d) | Others (specify)_____ | D |

PART F PROCESSING, STORAGE AND MARKETING

69. Does your output require any form of processing? Yes = 1 No = 2
(If No Skip to 74)
70. *If yes, what type?*
- | | | |
|-----|-----------------------|---|
| (a) | Weighing | A |
| (b) | Packaging | B |
| (c) | Branding | C |
| (d) | Storage | D |
| (e) | Others (Specify)_____ | E |
71. Who does this processing for your society?
- | | | |
|-----|-----------------------|---|
| (a) | Society | A |
| (b) | Private Individuals | B |
| (c) | Government | C |
| (d) | Community | D |
| (e) | NGOs | E |
| (f) | Others (Specify)_____ | F |
72. What problems does the society encounter in processing your produce?
- | | | |
|-----|--|---|
| (a) | Unavailability of processing equipment | A |
| (b) | Inappropriate processing equipment | B |
| (c) | Inadequate manpower | C |
| (d) | Inappropriate technology | D |
| (e) | High Cost | E |
| (f) | Others (Specify)_____ | F |
73. Suggest ways these can be solved?
- | | | |
|-----|--|---|
| (a) | Government to subsidize cost | A |
| (b) | Development of local technology | B |
| (c) | Manpower development | C |
| (d) | Improved saving for investment in technology | D |
| (e) | Others (Specify)_____ | E |

74. Where does the society have a ready market for their products?
- | | | |
|-----|---------------|---|
| (a) | Local | 1 |
| (b) | International | 2 |
| (c) | None | 3 |
75. Does the society linked to any cooperative marketing organization?
- Yes = 1 No = 2 *(If No Skip to 78)*
76. *If yes*, is the society satisfied with their services? Yes = 1 No = 2
77. What are the problems encountered in marketing the society's products?
- | | | |
|-----|---------------------------|---|
| (a) | Transportation | A |
| (b) | Pricing | B |
| (c) | Storage | C |
| (d) | Linkage to the market | D |
| (e) | Promotion of the products | E |
| (f) | Others (Specify) _____ | F |
78. How does the society dispose off their produce?
- | | | |
|------|--------------|---|
| (a). | Collectively | 1 |
| (b). | Individually | 2 |
79. What is the volume of the society's business?
- | | | |
|-----|-------------------------------|---|
| (a) | Less than ₦50,000 | 1 |
| (b) | ₦50,000 Less than ₦100,000 | 2 |
| (c) | ₦100,000 Less than ₦150,000 | 3 |
| (d) | ₦150,000 Less than ₦200,000 | 4 |
| (e) | ₦200,000 Less than ₦400,000 | 5 |
| (f) | ₦400,000 Less than ₦600,000 | 6 |
| (g) | ₦600,000 Less than ₦800,000 | 7 |
| (h) | ₦800,000 Less than ₦1,000,000 | 8 |
| (i) | ₦1,000,000 and above | |

PART G INVESTMENT AND FACILITIES

80. Is the society involved in any form of investment? Yes = 1 No = 2
(If No, skip to 83)
81. *If yes*, what type of investment?
- | | | |
|-----|------------------------|---|
| (a) | Land/Housing | A |
| (b) | Stock Market | B |
| (c) | Deposits | C |
| (d) | Others (Specify) _____ | D |
82. What is the duration of such investments?
- Long term (More than 1 Year) (specify) _____
- Short term (1Year and below) (specify) _____

83. Are there any facility (ies) put in place by the government, or Apex organizations within your area, which enable your society, fulfill its mandate?
Yes = 1 No = 2 (*If yes skip to 85*)
84. *If no*, what type of facilities would people in your area want to be put in place?
- | | | |
|-----|-------------------------------------|---|
| (a) | Agro processing facilities | A |
| (b) | Agro input facilities | B |
| (c) | Infrastructural facilities | C |
| (d) | Financial facilities | D |
| (e) | Storage Facilities | E |
| (f) | Tractor Maintenance/Repair facility | F |
| (g) | Others (Specify)_____ | G |
85. General remarks on how best to improve your cooperative society to realize the objects for which it was formed
- _____
- _____
- _____

PART H CONCLUSION

Name of Respondent_____	
Rank (<i>In the Society</i>)_____	Signature/Date_____
Enumerator’s Name_____	Signature/Date_____
Supervisor’s Name_____	Signature/Date_____
Data Entered by:_____	Signature/Date_____