



**Annual Enterprise Survey  
1998 Annual Survey of Manufactures  
Head Office and Other Business  
Support Units**

Si vous préférez recevoir ce questionnaire en français, veuillez cocher la case et retourner à la Division des opérations et de l'intégration, Statistique Canada Ottawa, K1A 0T6 ou téléphoner au 1-800-386-1276  
1-800-386-1277

Identification Section:  
For Statistics Canada use (pre-printed Respondent & Mailing Information)

↑  
Mailing Address (Please correct if necessary)

↑  
Physical Location of Establishment (Please correct if necessary)

**A Introduction**

**SURVEY PURPOSE:**

This survey of head offices and other business support units is conducted to improve the accuracy and completeness of statistics on businesses in Canada. Head office units, by purchasing services and performing general administrative functions for the enterprise as a whole, account for significant expenses and employment. These data must be included in the statistics for the whole economy.

Other business support units (i.e. those which provide specialized functions in support of other units of the firm) have a similar importance to general economic statistics. Such support units include warehouses, sales centres, trucking facilities, data processing facilities, research and development centres, etc.

Some head offices and support units undertake additional actions, such as allocating their expenses to other operating units, or generating revenue, either through transactions with other operating units, or with external clients. These issues are vital to providing a complete picture of how the firm performs and they are covered by the content of this survey form.

These data will be aggregated with information from other sources to produce official estimates of national and provincial economic production in Canada, as well as official estimates of activity by industry. Those estimates are used by government for national and regional programs and policy planning and by the private sector for industry performance measurement and market development.

**PLEASE COMPLETE AND RETURN BY: JUNE 04, 1999**

If necessary, please provide best estimates. For assistance, call 1-800-386-1276 or 1-800-386-1277.

**REPORTING PERIOD:**

For the purpose of this survey, please report information for your 12 month fiscal period for which the FINAL DAY occurs on or between January 1, 1998 and December 31, 1998.

1.9 From DD MM YYYY To DD MM YYYY

Name of person completing this questionnaire: (please print) 1.5.3 \_\_\_\_\_

Address (if different from above) 1.5.4 \_\_\_\_\_

1.5.5 Postal Code \_\_\_\_\_

1.4 Telephone with area code \_\_\_\_\_ 1.4.1 Fax with area code \_\_\_\_\_

Signature: \_\_\_\_\_ Date Completed: 1.5.2 DD MM YYYY

STC / MCED-310-60195

**AUTHORITY:**

This annual survey is conducted under the authority of the *Statistics Act*, Revised Statutes of Canada 1985, Chapter S19. Completion of this questionnaire is a legal requirement under the *Statistics Act*.

**CONFIDENTIALITY:**

Statistics Canada is prohibited by law from publishing any statistics which would divulge information obtained from this survey that relates to any identifiable business without the previous written consent of that business. The data reported on this questionnaire will be treated in strict confidence, used for statistical purposes and published in aggregate form only. The confidentiality provisions of the *Statistics Act* are not affected by either the *Access to Information Act* or any other legislation.

**DATA SHARING AGREEMENTS:**

To avoid duplication of information collection and to ensure more uniform statistics, Statistics Canada has entered into agreements with various government departments and agencies for the sharing of data from this survey for statistical purposes only. Please note that Statistics Canada does not share any individual responses with Revenue Canada.

Section 11 of the *Statistics Act* provides for the joint collection and sharing of information with provincial statistical agencies which 1) have been established under provincial legislation providing substantially the same provisions for confidentiality and penalties for disclosure of confidential information as the federal *Statistics Act* and 2) have the provincial or territorial legislative authority to collect this information on their own. Section 11 agreements are in effect with the provincial statistical agencies of Newfoundland, New Brunswick, Nova Scotia, Quebec, Ontario, Manitoba, Saskatchewan, Alberta and British Columbia in respect of establishments located within the boundaries of their respective province.

Agreements have also been made under Section 12 of the *Statistics Act*, to provide for the joint collection and sharing of information with a federal, provincial or territorial government department. Under Section 12, you may refuse to share your information with any of these departments by writing to the Chief Statistician and returning your letter of objection along with the completed questionnaire. Please specify those agencies or departments from which data shall be withheld. Section 12 agreements, which require that the information be kept confidential and used only for statistical and research purposes, are in effect with the following departments for establishments operating within their respective jurisdictions: For establishments in all manufacturing industries, with 1) Natural Resources Canada, 2) the Prince Edward Island Department of Finance and Tourism and 3) the Executive Council of the Northwest Territories. For establishments in Non-Ferrous Metal (except Aluminum) Smelting and Refining, Clay Building Material and Refractory Manufacturing, Cement Manufacturing and Lime Manufacturing, with 1) the Newfoundland and Labrador Department of Natural Resources, 2) the New Brunswick Department of Natural Resources and Energy, 3) the Quebec Ministry of Natural Resources, 4) the Ontario Ministry of Northern Development and Mines, 5) the Manitoba Department of Energy and Mines and 6) the British Columbia Ministry of Energy, Mines and Petroleum Resources; the agreements with these agencies also allow them to use the information in accordance with the provisions of their governing legislation. For establishments in Sawmills (except Shingle and Shake Mills), Hardwood Veneer and Plywood Mills, Softwood Veneer and Plywood Mills, Wood Preservation, Particle Board and Fibreboard Mills, Waferboard Mills, Mechanical Pulp Mills, Chemical Pulp Mills, Paper (except Newsprint) Mills, Newsprint Mills and Paperboard Mills, with the Ontario Ministry of Natural Resources.

**TO RETURN THIS BY FAX, CALL: 1-800-386-1278.**

Statistics Canada advises you that there is a risk of disclosure during the facsimile communication process. However upon receipt of your facsimile, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*.

**REPORTING INSTRUCTIONS:**

1. All dollar amounts reported should be rounded to THOUSANDS OF CANADIAN DOLLARS (\$'000 CDN) (e.g. \$8,555,400.00 should be rounded to \$8,555).
2. Your best estimates are acceptable when precise figures are not available.
3. **DO NOT COMPLETE SHADED AREAS.**

OFFICE USE ONLY	
1.1	

**B Revenue of this Head Office (or other business support unit)**

Did the books of this head office (or other business support unit) record revenue during the reporting period?

9.0.10 1  Yes 2  No

If No, please go to Section C.

Please report Revenues excluding federal or provincial sales taxes collected for remittance to a government agency.

**Operating Revenue from transactions with other businesses - (i.e. external clients)**  
(Exclude receipts from billings to other units of the firm)

(\$'000 CDN)

1. Sales of Goods manufactured and/or assembled by the firm for external clients	9.1.1	
2. Sales of Goods purchased for resale (i.e. bought from other businesses for sale to external clients)	9.1.2	
3. Rental revenue from assets on your books produced by manufacturing and/or logging establishments of your firm (unless already included in other Survey of Manufactures and/or Survey of Forestry reports of your firm).	9.5	
4. Sales of Services produced by the firm for external clients (e.g. sales of consulting services, data processing, management and administration services, etc.)	9.6	
5. Revenue from lease or rental of property (lands, buildings, offices, etc.)	11	
6. Revenue from lease or rental of machinery and equipment other than that included in section B, line 4 (i.e. from machinery of all kinds, engines, trucks of all types, trailers, other equipment, etc.)	12	
7. Other operating revenue from transactions with external clients (e.g. commissions, royalties and franchise fees, etc.)	9.6.1	
8. Total Operating Revenue from transactions with other businesses (i.e. external clients) (Sum of lines 1 to 7)	9.8	

**Operating Revenue from transactions with other units of the firm - (i.e. internal clients)**

(\$'000 CDN)

9. Management fees (only) paid to this unit by other units of the firm <i>Report all other fees for services in section B, line 11.</i>	9.9.1	
10. Other operating revenue from transactions with other units of the firm <i>(e.g. sales, commissions, royalties and franchise fees, etc.)</i>	9.9.2	
11. Total Operating Revenue from transactions with other units of the firm (i.e. internal clients) (Sum of lines 9 and 10)	9.10	
12. Total Operating Revenue (Sum of lines 8 and 11)	9.11	
13. Interest and dividend revenue	9.12	
14. Total Revenue of this Head Office (or other business support unit) (Sum of lines 12 and 13)	9.13	

**C Expenses of this Head Office (or other business support unit)**

Please exclude income tax.

Please report Expenses excluding the portion of federal or provincial sales taxes refunded by government.

**Expenses for purchased services (i.e. purchased from other businesses)**

(\$'000 CDN)

		Total expense
1.	Goods transportation, warehousing and storage expenses.	7.8.1
2.	Postage and courier expenses <i>Include local messenger and delivery expenses</i>	7.8.2
3.	Telephone and other telecommunications expenses <i>Include</i> <i>Telephone, fax, cellular phone, or pager services for transmission of voice data or image</i> <i>Internet access charges</i> <i>Purchased cable and satellite transmission of television, radio and music programs</i>	7.8.3
4.	Rental and leasing expenses <i>Include office space or the real estate, motor vehicles, computers and peripherals, other machinery and equipment, and other goods</i>	7.8.4
5.	Purchased maintenance and repair services expenses <i>Include materials, parts and labour</i> <i>Include janitorial and cleaning services</i>	7.8.5
6.	Professional and business service fees	7.8.6
7.	Payments to employment agency or personnel supplier. (e.g. pay for temporary workers paid through an agency and / or charges for personnel search services)	7.8.7
8.	Financial service fees (e.g. bank charges, etc.) <i>Exclude interest expenses (report on section C, lines 30 and 31)</i>	7.8.8
9.	Insurance premiums (liability, auto, building, equipment, etc.)	7.8.9
10.	Service fees related to insurance (e.g. claims adjustment services, actuarial services, etc.)	7.8.10
11.	Advertising expenses	7.8.11
12.	Travel expenses <i>Include passenger transportation, accomodation, meals while travelling, and other travel allowances</i>	7.8.12
13.	Meals and entertainment expenses <i>Include purchases for clients.</i>	7.8.13
14.	Property and business taxes, licenses and permits, <i>Include</i> <i>Property taxes (except those which are covered in your rental and leasing expenses)</i> <i>Property transfer taxes</i> <i>Vehicle licence fees</i> <i>Lot levies</i> <i>Lease fees to governments, e.g.:</i> <i>Access to Shoreline</i> <i>Stumpage fees</i>	7.8.14
15.	Royalties and franchise fees	7.8.15
16.	Other services purchased from other businesses	(please specify) 7.8.17 7.8.16
17.	<b>Total expenses for purchased services (Sum of lines 1 to 16)</b>	<b>7.9</b>

(\$'000 CDN)

18. Salaries and wages of your employees (before deductions)	7.10.1	
19. Employer portion of employee benefits	7.10.2	
20. Energy (e.g. electricity, natural gas, etc.)	5.11	
21. Value of goods manufactured and/or assembled by establishment(s) of your own firm and transferred to this head office (and other units included in this report) for sale	7.1.1	
22. Purchases of goods from outside the firm for resale in the same condition as purchased	7.1.2	
23. Office supplies	7.4	
24. All other operating supplies and materials <i>Include Computer software expenses.</i>	7.5	
25. Depreciation and amortization <i>Include amortization of capital lease obligations.</i>	7.11.1	
26. Management fees paid to affiliates abroad (i.e. outside Canada)	7.11.2	
27. Management fees paid to affiliates in Canada	7.11.3	
28. Other operating expenses - (e.g. bad debts, write-offs and inventory adjustments) (please specify) 7.11.5 _____ <i>Exclude income tax.</i>	7.11.4	
<b>29. Total Operating Expenses (Sum of lines 17 to 28)</b>	<b>7.12</b>	
30. Interest expenses on capital lease obligations	7.13.1	
31. Other interest expenses <i>Only include interest portions of mortgage payments.</i>	7.13.2	
<b>32. Total Expenses of this Head Office (or other business support unit) (Sum of lines 29 to 31)</b>	<b>7.14</b>	

33. Excluding purchased services (which were itemized above), did you allocate any other expenses (e.g. overhead, general administration, etc.) to other units of the firm?

7.15	1 <input type="checkbox"/> Yes - Please enter the amount allocated	7.16	
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2  No - Please go to Section D.

**D Inventory of this Head Office (or other business support unit)**

*Include inventory in transit in Canada or on consignment in Canada.*

*Exclude inventory held abroad or held on consignment for others.*

*Inventories are to be reported at book values (the values maintained in the accounting records).*

Head Office Inventories		(\$'000 CDN)	
		Value of opening inventory	Value of closing inventory
1. Goods manufactured and/or produced by your firm and transferred to Head Office for sale	2.1		
2. Goods purchased for resale in the same condition as purchased	2.2		

**Inventories at plants or warehouses that are on the accounts of this Head Office**

3. Raw Materials	2.1.3		
4. Goods in Process	2.1.5		
5. Other Inventory (specify) _____	2.3		

For information only

**E Employment at this Head office (or other business support unit)**

Employees included in this return <i>Include full-time, part-time and temporary employees and employees absent with pay. Do not include contract workers who are not part of your payroll.</i>			Gross salaries, wages, commissions, bonuses, etc. (\$'000 CDN)	Please report the average number of people employed during the reporting period.
1. At this location			14.1.9	
2. At other locations:			Gross salaries, wages, commissions, bonuses, etc. (\$'000 CDN)	Please report the average number of people employed during the reporting period.
Location of Ancillary Unit (Street and number, municipality name and province)	Principal activity carried on	Statistics Canada use		
		14.1.1		
		14.1.1		
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**F Significant changes from the previous year**

Compared to last fiscal year, was there any event(s) which have **significantly affected** your business during the reported period?

If yes, please check as many boxes as apply to explain significant changes in the numbers from last year.

		Employment/ Wages & Salaries	Output
15.1	1. Change in legal structure		
15.2	2. New plant/closed plant		
15.3	3. Plant expansion/contraction		
15.4	4. Organizational change (downsizing, reengineering, integration, delayering)		
15.5	5. Adverse weather, natural disaster or fire		
15.6	6. Change in competitive environment		
15.7	7. New contract/Loss of contract		
15.8	8. Foreign exchange		
15.9	9. Change in the overtime		
15.10	10. Shutdown		
15.11	11. Contracting out		
15.12	12. Automation		
15.13	13. Labour dispute		
15.14	14. Changes in bonus payments, drawings, or severance payments		
15.15	15. Change in product line		
15.16	16. Price changes, goods and/or services sold		
15.17	17. Price changes, labour and/or raw materials		
15.18	18. Other, please specify		

**G Respondent's comments section**

1. How long did you spend collecting the data and completing this form? 15.0.1 \_\_\_\_\_ hours

**Comments?**

We invite your help in improving our business survey program. Your comments on the following range of suggested topics along with your more general remarks would be greatly appreciated:

- questionnaire content
- new questions of interest to your industry
- questionnaire language
- use of business terminology
- comprehension of questions (through definitions, examples of inclusions and exclusions, code sheets, instruction sheets, reporting guides, etc.)
- order and flow of questions
- timing of receipt of questionnaire and the period given for response
- other sources of data to further reduce response burden
- potential for electronic data reporting
- general (non-proprietary) business software packages in use.

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Lost the postpaid envelope? Our mailing address is:  
 Operations and Integration Division, Statistics Canada, Ottawa, K1A 0T6.  
 Or call 1-800-386-1276 and we'll send you another envelope.  
 Or see page - 2 - to FAX us the completed questionnaire  
**Thank you for completing the questionnaire.**