



Manufacturing, Construction and Energy Division  
 Annual Survey of Manufactures, 1999  
 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

REFERENCE NUMBER

Form CM 7-6100-6.1

Mailing Address (Please correct if necessary)

Physical Location of Establishment (Please correct if necessary)

**PURPOSE OF THE SURVEY:**

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 (ie. 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.

**COVERAGE:**

Please complete this questionnaire for the operation(s) and location(s) described on the address label above. You should only report for those operations located in Canada.

**PLEASE COMPLETE AND RETURN BY: MAY 15, 2000**

If necessary, please provide your best estimates.

Please keep a completed copy for future reference.

For assistance, call 1-800-386-1276 or 1-800-386-1277.

1.9 **REPORTING YEAR** - This report covers your most recent financial year ending between **January 1, 1999** and **December 31, 1999**.

from	Day	Month	Year	to	Day	Month	Year
		1	9	9		1	9
							9

**CONTACT INFORMATION**

1.5.3	Name and title of person to contact (please print)	1.5.2	Date
1.5.4	Address including postal code (if different from mailing address above)	Telephone	
		Area code	Number
		Ext.	
1.5.5	Postal code	1.4	Telex/Facsimile
		1.4.1	

STC / MCED-310-60195



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

Did the accounts 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 (Expenses).

**PLEASE INCLUDE:**

- Revenue recorded in your accounts for sales or transfers to other businesses and to other units of your business.
- All foreign revenue recorded by this head office (or other business support unit).

**EXCLUDE:**

- Federal or provincial sales taxes collected for remittance to a government agency.

**Operating Revenue from transactions with external clients** (e.g. third party or non-affiliated businesses)  
(Exclude receipts from billings to other units of the firm)

(\$'000 CDN)

1. Sales of Goods manufactured and/or assembled by establishment(s) of your own firm for external clients and transferred to this head office (or other business support unit)	9.1.1	
2. Sales of Goods purchased from outside the firm for resale to external clients in the same condition as purchased.	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	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 3 (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 internal clients**  
(e.g. other units of this firm)

(\$'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 10.</i>	9.9.1	
10. Other operating revenue from transactions with other units of the firm <i>(e.g. intra-company sales and other fees)</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. Non-operating revenue (e.g. interest income and dividends)	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 include: all expenses within or outside Canada recorded by this head office (or other business support unit).

exclude: income tax and the portion of federal or provincial sales taxes refunded by government.

**Expenses for purchased services**

1. Goods transportation, warehousing and storage expenses.	7.8.1	
2. Postage and courier expenses	7.8.2	
3. Telephone and other telecommunications expenses	7.8.3	
4. Rental and leasing expenses	7.8.4	
5. Purchased maintenance and repair services expenses	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, line 30)</i>	7.8.8	
9. Insurance premiums ( <i>liability, auto, building, equipment, etc.</i> )	7.8.9	
10. Advertising expenses	7.8.11	
11. Travel expenses	7.8.12	
12. Meals and entertainment expenses	7.8.13	-
13. Property and business taxes, licenses and permits	7.8.14	
14. Royalties and franchise fees	7.8.15	
15. Other purchased service expenses (please specify) 7.8.17	7.8.16	
16. Total expenses for purchased services (Sum of lines 1 to 15)	7.9	

**Other Expenses**

(\$'000 CDN)

17. Salaries and wages of your employees (before deductions) Transcribe the total of Section E, line 3	7.10.1	
18. Employer portion of employee benefits	7.10.2	
19. Energy (e.g. electricity, natural gas, etc.)	5.11	
20. Value of goods manufactured and/or assembled by establishment(s) of your own firm and transferred to this head office (or other business support unit) for sale	7.1.1	
21. Purchases of goods from outside the firm for resale in the same condition as purchased	7.1.2	
22. Office supplies	7.4	
23. Non-returnable containers and other shipping and packaging materials	6.4	
24. Operating, maintenance and repair supplies	7.5	
25. Depreciation and amortization(your own assets including capital lease obligations)	7.11.1	
26. Management fees paid to affiliates outside Canada	7.11.2	
27. Management fees paid to affiliates in Canada	7.11.3	
28. All other operating expenses(e.g. contributions to provincial health and education payroll taxes, allowances for bad debts, write-offs, donations, and inventory adjustments) (please specify)7.11.5 Exclude:interest expenses and report in Section C, line 30	7.11.4	
29. Total Operating Expenses(Sum of line 16 plus lines 17 to 28)	7.12	
30. Interest expenses	7.13.1	
31. Total Expenses of this Head Office (or other business support unit) (Sum of lines 29 to 30)	7.14	

32. 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)**

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

The valuation should:

**Include:** inventory at this head office (or other business support unit) and at any warehouse or selling outlet which is treated as part of this head office (or other business support unit) and inventory in transit in Canada or on consignment in Canada.

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

		(\$'000 CDN)	
		Value of opening inventory	Value of closing inventory
1. Goods manufactured and/or produced by your firm and transferred to head office (or other business support unit) for sale	2.1		
2. Goods purchased for resale in the same condition as purchased, including raw materials held for manufacturing operations of your own company	2.2		

**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)**

<b>Employees included in this return</b> <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 (please provide for each location in 4 below)			14.3	
3. Total			14.3.1	
4. Employment at other locations - Attach separate sheet if necessary			14.2	
<b>Location of Ancillary Unit</b> (Street and number, municipality name and province)	<b>Principal activity carried on</b>	<b>Statistics Canada use</b>	Gross salaries, wages, commissions, bonuses, etc.  (\$'000 CDN)	Please report the average number of people employed during the reporting period.
		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.**