



# Annual Survey of Manufactures, 2003

Collected under the authority of the *Statistics Act, Revised Statutes of Canada, 1985, Chapter S19.*

Completion of this questionnaire is a legal requirement under this Act.

This document is confidential when completed.

Si vous préférez recevoir ce questionnaire en français, veuillez nous téléphoner au numéro sans frais suivant : **1 888 881-3666**.

Correct pre-printed information if necessary using the corresponding boxes below:



0001	Legal name	0004	Number and street		
0002	Business name	0005	City	0006	Province or State
0003	C/O	0053	Country	0007	Postal code/Zip code
0008	First name of contact	0028	Last name of contact		
0052	Please report for:	0010	Language preference 1 <input type="radio"/> English 2 <input type="radio"/> French		

## A - Introduction

### Survey Purpose

This survey collects the financial and operating data needed to produce statistics concerning your industry. For more information on survey purpose, please consult the enclosed "Guidelines and Instructions" booklet.

### 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. **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.

Please return the completed questionnaire in the enclosed envelope or fax it to Statistics Canada at **1 888 883-7999**, **within 30 days** of receipt. For information about "Fax or Electronic Transmission Disclosure", please refer to the enclosed booklet "Guidelines and Instructions". Thank you.

**If you need further information or help, please call 1 888 881-3666.**

Name of the primary person completing this questionnaire:		0013	_____		
0026	1 <input type="radio"/> Mr. 2 <input type="radio"/> Mrs. 3 <input type="radio"/> Miss 4 <input type="radio"/> Ms.	0054	_____		
Title:		0014	E-mail address:		0018
Telephone number:		0017	Fax number:		0016
Extension:		0027	Date completed:		0015
Signature:		_____			
I certify that the information contained herein is complete and correct to the best of my knowledge.					

## Coverage

Please include in this questionnaire the data for all locations listed in **Section F, "Employment by Location"**, page 11.

## Main Business Activity

1. Please check the **main** activity at this business unit that most accurately describes the **principal** source of operating revenue. Please check **one** only.

0140 1  Manufacturing                      2  Retail/Wholesale                      3  Services                      4  Other

2. Briefly describe your main business activity: 0141 \_\_\_\_\_

3. Is this a change from last year? 0142 1  Yes                      3  No

If your main business activity is not manufacturing, then please call **1 888 881-3666** for further instructions.

## Reporting Period Information

### Reporting Period

Please report information for your **most recent available 12-month fiscal period** ending between January 1, 2003 and March 31, 2004. Please indicate below the period covered by this questionnaire.

4. From <sup>0011</sup>


 YYYY MM DD To <sup>0012</sup>


 YYYY MM DD

5. Do the dates reported above represent a change in your fiscal year?

0059 1  Yes                      3  No

6. Were any of the operating units of this business unit temporarily or seasonally inactive during the reporting period?

0061 1  Yes                      3  No

7. Has this business unit acquired any operating units during the reporting period?

0064 1  Yes                      3  No

8. Has this business unit disposed of/sold any operating units during the reporting period?

0066 1  Yes                      3  No

## Data-sharing Agreements

To avoid duplicating survey activity, Statistics Canada has entered into agreements with provincial and territorial statistical agencies and with other government departments for the sharing of data. This is done in accordance with the federal *Statistics Act* and corresponding provincial and territorial legislation. The data are kept confidential. **YOUR RESPONSES ARE NOT SHARED WITH CANADA CUSTOMS AND REVENUE AGENCY.** Details on data-sharing are included in the enclosed "Guidelines and Instructions" booklet.

## Reporting Instructions

### When precise figures are not available, please provide your best estimates.

1. The enclosed "Guidelines and Instructions" booklet is designed to assist in the completion of this questionnaire. Instructions are numbered to correspond to the numbers on the questionnaire.
2. Report all dollar amounts rounded to the nearest thousand CANADIAN DOLLARS (**\$'000 CDN**) (e.g., \$55,417.40 should be rounded to \$55).
3. Percentages should be rounded (e.g., 37.3% to 37%, 75.8% to 76%).
4. Please write clearly in ink.
5. This survey questionnaire can be faxed back to Statistics Canada at **1 888 883-7999**.

Statistics Canada advises you that there could be a risk of disclosure during the facsimile transmission. 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*.

## B - Revenue

- Please include:**
- all revenue from domestic or export shipments received by this business unit;
  - all revenue from shipments to other units of this business.

- Please exclude:**
- federal and provincial sales taxes, excise duties, excise taxes, shipping charged by common or contract carriers, discounts, sales allowances and returned sales;
  - all revenue of business units located outside Canada.

### B-1 Manufacturing Outputs

1. Manufacturing outputs are reported as:

- 2056 1  Shipments    2  Production  
 3  Other (please specify): 2057 \_\_\_\_\_

2. Are you reporting at final selling price?

- 2058 1  Yes    3  No

If "No", please specify basis of valuation:

2063 \_\_\_\_\_

3. Shipments of goods of own manufacture	Commodity code for Statistics Canada use	Unit of measure	Quantity shipped	Value of shipments (\$'000 CDN)
3.1 Christmas trees, fresh	0604 91 10	Number	xxxxx	xxxxx
3.2 Concrete patio slabs	6810 19 20	Thousand	xxxxx	xxxxx
3.3 Parts of engines	8409		xxxxx	xxxxx
3.4 All other products shipped (please specify major items separately):	xxxxx	xxxxx	xxxxx	xxxxx
xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
<b>4. Total shipments of goods of own manufacture</b>				25999

## B-1 Manufacturing Outputs (continued)

	\$'000 CDN
5. If you were unable to <b>exclude</b> the shipping charged by common or contract carriers, sales taxes, excise taxes, discounts, sales allowances and returned sales from the value of the individual products in the Shipments of goods of own manufacture section, please report that amount here.	2074 ( )
6. Amount received for <b>custom work</b> (done on materials and products <b>owned by others</b> including other business units of your own company)	2053
7. Amount received for <b>repair work</b> (done on materials and products <b>owned by others</b> including other business units of your own company)	2059
8. <b>Total manufacturing outputs</b> (add amounts reported at lines 4 to 7)	2054

## B-2 Shipments of Goods Purchased for Resale

	\$'000 CDN
9. <b>Total value of shipments of goods purchased for resale</b> (in the same condition as purchased). Purchases of such goods should be reported at line 32, page 8.	2028
10. Specify below the major product lines, and percent of total shipments of goods purchased for resale as reported at line 9.	
	%
Product 1	2026
Product 2	2027
Product 3	2069
All other products	2076
<b>Total</b>	<b>100%</b>

## B-3 All Other Operating Revenue

	\$'000 CDN
11. Rental and leasing revenue	2046
12. Operating subsidies from governments (exclude capital grants)	2068
13. All other operating revenue not specified above (e.g., revenue from contracted shipping, royalties and franchise fees). Please report interest and dividend income at line 15.	2077

## Revenue Totals

	\$'000 CDN
14. <b>Total operating revenue</b> (add amounts reported at lines 8, 9 and 11 to 13)	2080
15. Non-operating revenue (e.g., interest and dividend income)	2097
16. <b>Total revenue</b> (add amounts reported at lines 14 and 15, this amount should equal the "Total Revenue" as shown in your Income Statement)	2098
17. <b>Progress Payments</b>	
The following two questions are applicable to business units which manufacture products that normally require extended periods of time and large sums of money to complete (such as ships, turbines):	
17.1 Amount included in <b>Section B-1, "Manufacturing Outputs"</b> , at line 4 that represents payment for work done and not shipped	2064
17.2 Percent of line 17.1 received from: Canadian sources 2066 _____% Other countries 2067 _____%	

## C - Expenses

**Please include:**

- all expenses within or outside Canada recorded by this business unit.

**Please exclude:**

- GST/HST, TVQ;
- all expenses incurred by business units located outside Canada.

**Note:** If you are **unable** to exclude GST/HST, TVQ from your expense details, please check here.

→ 3001 1

### C-1 Labour Remuneration

\$'000 CDN

1. Salaries and Wages of employees (**include** overtime and vacation pay). Amount reported here should be the same as the Total - all locations, on page 11, bottom of **Section F - Employment by location**.

3010

Employees are defined as those workers for whom you completed a Canada Customs and Revenue Agency **T4 - Statement of Remuneration Paid** form. Please refer to your "Guidelines and Instructions" booklet for inclusions and exclusions before completing this question.

3040

2. Employer portion of employee benefits. Please refer to your "Guidelines and Instructions" booklet for inclusions and exclusions before completing this question.

3041

3. **Total labour remuneration** (add amounts reported at lines 1 and 2)

4. Provincial health and education payroll taxes

3042

- Include:**
- Ontario Employer Health Tax;
  - Quebec Health Fund Services Contribution;
  - Manitoba Levy for Health and Education;
  - Newfoundland and Labrador Payroll Tax.

### C-2 Manufacturing Inputs

**Please exclude:**

- materials or components **produced** by this business unit for its own use.

5. Manufacturing inputs are reported as:

3003 1  Purchased 2  Usage

3  Other (please specify): 3004 \_\_\_\_\_

6. Purchases of raw materials and components	Commodity code for Statistics Canada use	Unit of measure	Quantity	Cost at this business unit (\$'000 CDN)
6.1 Natural sands (excluding silica and quartz sands)	2505 90	Metric tons	xxxxx	xxxxx
6.2 Crushed sandstone	2517 10 44	Metric tons	xxxxx	xxxxx
6.3 Zinc oxide	2817 00 10			xxxxx
6.4 Wire of iron or non-alloy steel	7217	Metric tons	xxxxx	xxxxx

## C-2 Manufacturing Inputs (continued)

6. Purchases of raw materials and components	Commodity code for Statistics Canada use	Unit of measure	Quantity	Cost at this business unit (\$'000 CDN)
6.5 Pulpwood, coniferous (softwood)	4403 20 30	Cubic metres, logs	xxxxx	xxxxx
6.6 All other raw materials and components (please specify major items separately): xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
<b>7. Total purchases of raw materials and components</b>				15999
<p><b>Recycling of raw materials and components</b></p> <p>8. Are any recycled or waste materials used as substitutes for virgin raw materials at this business unit? 3308 1 <input type="radio"/> Yes 3 <input type="radio"/> No</p> <p>9. If yes, please specify which of the following recycled or waste materials are used as inputs: 3309 1 <input type="radio"/> paper/fibre 2 <input type="radio"/> metal 3 <input type="radio"/> plastic 4 <input type="radio"/> glass 5 <input type="radio"/> other</p>				
<b>10. Containers and shipping materials</b>	Commodity code for Statistics Canada use	Cost at this business unit (\$'000 CDN)		
10.1 Pallets, box pallets and skids, of wood	4415 20 10	xxxxx		
10.2 All other containers and other shipping and packaging materials (please specify major items):	xxxxx	xxxxx		
xxxxx	xxxxx	xxxxx		
xxxxx	xxxxx	xxxxx		
xxxxx	xxxxx	xxxxx		
<b>11. Total purchased non-returnable containers and other shipping and packaging materials (add amounts reported in Containers and shipping materials)</b>				35999
<b>12. Cost of supplies used to operate, maintain and repair buildings and equipment</b>				3302
<b>13. Amount paid to other business units and to other contractors for work done on materials owned by this business unit (i.e., custom and repair work)</b>				4046
<b>14. Total manufacturing inputs (add amounts reported at lines 7 and 11 to 13)</b>				3310

### C-3 Purchased Energy and Water Utility Expenses

- Please exclude:**
- energy and water expenses that are covered in your rental and leasing expenses. Please include these payments in **Section C-4, "Purchased Service Expenses"**, at line 22, "Rental and leasing expenses";
  - all product inputs and feedstock. Please report these payments in **Section C-2, "Manufacturing Inputs"**, at appropriate commodity detail at lines 6 and 7, "Total purchases of raw materials and components".

	Quantity	\$'000 CDN
<b>15. Energy and Water Expenses:</b>	4079 '000 KWH	4030
15.1 Electricity		
15.2 Gasoline		4032
15.3 Light fuel oil (nos. 2 and 3)		4072
15.4 Heavy fuel oil (nos. 4, 5 and 6)		4073
15.5 Diesel fuels		4041
15.6 Liquefied petroleum gases (propane, butane, etc.)		4074
15.7 Natural gas		4045
15.8 Coal		4071
15.9 All other energy types (e.g., steam, oxygen) (please specify major items): 4057		4060
15.10 Water utilities		4065
<b>16. Total purchased energy and water utility expenses</b> (add all amounts reported in Energy and Water Expenses)		4066

17. If total purchases are zero, is it because fuel and electricity are included in rent?

4077 1  Yes 3  No

18. Did this business unit generate any energy used as a replacement for purchased energy (e.g., heat, electricity, steam)?

4078 1  Yes 3  No

### C-4 Purchased Service Expenses

	\$'000 CDN
19. Transportation, warehousing and storage expenses of purchased goods	4070
20. Postage and courier expenses	4085
21. Telephone and other telecommunication expenses	4101
22. Rental and leasing expenses <b>Include</b> office space or other real estate, motor vehicles, computers and peripherals, other machinery and equipment, and other goods.	4115
23. Purchased maintenance and repair service expenses including janitorial and cleaning services <b>Include</b> materials, parts and labour. <b>Exclude</b> property management fees.	4175
24. Payments to employment agencies or personnel suppliers (e.g., pay for temporary workers paid through an agency and charges for personnel search services)	3080

## C-4 Purchased Service Expenses (continued)

	\$'000 CDN
	4251
25. Purchased research and development expenses (contracted out)	
26. All other professional and business service fees (e.g., legal and accounting, technical service fees, consulting, education and training)	4315
27. Insurance premiums (e.g., liability, auto, building, equipment) <b>Exclude</b> premiums paid directly to your head office, if applicable. Please report this amount in this section at line 35, "Management fees or any other service fees paid to head office and other business support units".	4350
	4365
28. Advertising and promotion expenses	
	4370
29. Travel, meals and hospitality expenses	
	4440
30. Royalties and franchise fees	
31. All other purchased service expenses not specified above (e.g., property management fees, waste and hazardous material removal, financial service fees such as bank charges, credit and debit card commissions). Please report interest expenses at line 40 in the Expense Totals section.	4500

## C-5 All Other Operating Expenses

	\$'000 CDN
32. Goods purchased for resale (in the same condition as purchased). Sale of such goods should be reported at line 9, page 4.	4025
33. Office supplies	3301
34. All other materials, components and supplies <b>Exclude</b> those purchases charged to Fixed Asset Accounts.	3392
35. Management fees or any other service fees (e.g., legal, advertising, insurance) paid to head office and other business support units (e.g., warehouses, sales centres, trucking facilities)	4555
36. Property and business taxes, and licences and other permits including building permits and development charges	4410
37. Total depreciation and amortization expenses on this business unit's assets and on capital lease obligations (if applicable to this business unit)	4520
38. All other operating expenses <b>Include</b> all expenses not elsewhere specified (e.g., allowances for bad debts, donations, and inventory adjustments). Please report interest expenses at line 40 in the Expense Totals section.	4569

## Expense Totals

	\$'000 CDN
39. <b>Total operating expenses</b> (add amounts reported at lines 3, 4, 14, 16 and 19 to 38)	4599
40. Other expenses (e.g., interest expenses such as interest on loans, the interest portion of mortgage payments and all other interest expenses including those associated with capital lease obligations)	4630
41. <b>Total expenses</b> (add amounts reported at lines 39 and 40, this amount should equal the "Total Expenses" as shown in your Income Statement)	4699

**Note:** If you self-assess for provincial sales taxes, please check here. → 3002 1



## D - Inventories

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

**Please include:**

- inventory **owned** by this business unit within or outside Canada (including inventory held at any warehouse, selling outlet, in transit, or on consignment).

**Please exclude:**

- inventory held on **consignment** for others.

	Value of opening inventory \$'000 CDN	Value of closing inventory \$'000 CDN
1. Raw materials, purchased components and supplies	5520	5525
2. Goods in process	5510	5515
3. Finished products	5500	5505
4. Goods purchased for resale (in the same condition as purchased)	5560	5565
5. Other inventory (please specify): 5556 _____	5557	5558
6. <b>Total inventories</b> (add amounts reported at lines 1 to 5)	5550	5555

7. Do you use **Just-in-time** systems as a strategy to reduce inventories and costs?

5559 1  Yes 3  No

## Unfilled Orders

	\$'000 CDN
1. Report the value of unfilled orders on the <b>last day</b> of your fiscal year. Please refer to the attached "Guidelines and Instructions" booklet for further instructions.	5554

## E - First Destination of Shipments

Data on your revenue by first destination of shipments will be used to improve information on the movement of goods and services between provinces and to other countries. Please provide the distribution of "Total manufacturing outputs", reported in **Section B - Revenue**, at line 8 by destination. If dollar amounts (in thousands of Canadian dollars) are not available, please report in percentage.

Destination		\$'000 CDN	OR	%
1.	Newfoundland and Labrador	8600		8400
2.	Prince Edward Island	8615		8415
3.	Nova Scotia	8605		8405
4.	New Brunswick	8610		8410
5.	Quebec	8620		8420
6.	Ontario	8625		8425
7.	Manitoba	8630		8430
8.	Saskatchewan	8635		8435
9.	Alberta	8640		8440
10.	British Columbia	8645		8445
11.	Yukon	8655		8455
12.	Northwest Territories	8651		8451
13.	Nunavut	8652		8452
14.	United States	8665		8465
15.	Mexico	8670		8470
16.	European Union Countries <sup>1</sup>	8677		8477
17.	Asian Pacific Countries <sup>2</sup>	8678		8478
18.	All other countries	8676		8476
<b>Total</b> (if you are reporting in dollars, the sum of lines 1 to 18 must equal the amount reported in <b>Section B - Revenue</b> , at line 8, "Total manufacturing outputs")		8680		<b>100%</b>

<sup>1</sup> Austria, Belgium, Denmark, France, Finland, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal, Spain, Sweden and the United Kingdom

<sup>2</sup> Australia, Brunei, China, Hong Kong, Indonesia, Japan, Malaysia, New Zealand, Papua New Guinea, Philippines, Singapore, South Korea, Taiwan, Thailand and Vietnam

## F - Employment by Location

Fill in as many locations as applicable to your business unit. Please **include** any additional locations that are not listed below on a separate sheet.

### Employees in manufacturing operations include those on the payroll of this establishment in:

- manufacturing operations;
- product installation;
- logging, quarrying, mining activity (integrated operations, where applicable);
- construction for own use;
- production of machinery for own use.

### Employees in non-manufacturing operations include those on the payroll of this establishment in:

- executive, administrative, sales and research staff.

### Employment at this location:

Statistics Canada Use	Location (street and number, municipality name, province and postal code)	Major activity	Gross salaries and wages, commissions, bonuses, etc. (\$'000 CDN)	Average number employed during the reporting period
		Manufacturing	6175	6176
		Non-manufacturing	6177	6178

### Employment at other locations included in this questionnaire:

Statistics Canada Use	Location (street and number, municipality name, province and postal code)	Major activity	Gross salaries and wages, commissions, bonuses, etc. (\$'000 CDN)	Average number employed during the reporting period
		Manufacturing	6175	6176
		Non-manufacturing	6177	6178
		Manufacturing	6175	6176
		Non-manufacturing	6177	6178
		Manufacturing	6175	6176
		Non-manufacturing	6177	6178
		Manufacturing	6175	6176
		Non-manufacturing	6177	6178
		Manufacturing	6175	6176
		Non-manufacturing	6177	6178
<b>Total - all locations</b> (add amounts and numbers reported in this section). Dollar value reported here should be the same as in question 1, page 5.			6181	6000

## G - Events that may have affected your Business Unit

In order to reduce the possibility of further inquiries, please check the box(es) that best describe the reason(s) for significant changes in your operations from previous reporting period.

- |  |   |
|--|---|
| 1. 9953 <input type="radio"/> New contract/loss of contract                          | 9958 <input type="radio"/> Strike/lockout                                 |
| 9954 <input type="radio"/> Organizational change                                     | 9959 <input type="radio"/> Layoffs due to automation                      |
| 9955 <input type="radio"/> Plant expansion/contraction                               | 9944 <input type="radio"/> Change in supplier(s)                          |
| 9945 <input type="radio"/> Change in product line                                    | 9936 <input type="radio"/> Exchange rate impact                           |
| 9956 <input type="radio"/> Change in bonus payments and/or severance pay             | 9960 <input type="radio"/> Change in taxes/tariffs                        |
| 9957 <input type="radio"/> Contracting out   | 9947 <input type="radio"/> Price changes, labour or raw materials (input) |
| 9961 <input type="radio"/> Reduced activity due to weather, natural disaster or fire | 9946 <input type="radio"/> Price changes, goods or services sold (output) |

2. Please elaborate on the above or provide any other explanations that may be essential in understanding your reported data:

9962

9963

9964

## H - Comments

1. How long did you spend collecting the data and completing this questionnaire? (e.g., 1 hour 30 minutes)

9910

9909

hour(s)

minutes

2. We invite your comments below. If necessary, please attach a separate page. Please be assured that we review all comments with the intent of improving the survey.

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>questionnaire content</li><li>new questions of interest to your industry</li><li>questionnaire language</li><li>use of business terminology</li><li>clarity of questions (e.g., definitions, examples of inclusions and exclusions, code sheets, instruction sheets, reporting guides)</li></ul> | <ul style="list-style-type: none"><li>order and flow of questions</li><li>timing of receipt of questionnaire and the period given for response</li><li>other sources of data to further reduce response burden</li><li>potential for electronic data reporting</li><li>general (non-proprietary) business software packages in use</li></ul> |
|--|--|

99201

99202

99203

99204

99205

### Lost the return envelope?

Please telephone 1 888 881-3666 OR fax the questionnaire back to us at 1 888 883-7999

OR

mail your questionnaire to Statistics Canada, Operations and Integration Division,  
120 Parkdale Ave., Ottawa, Ontario K1A 0T6

**Thank you for your co-operation**

Statistics Canada's publications are available for use in Statistics Canada's regional offices and all major libraries. As well, please visit our Web site at [www.statcan.ca](http://www.statcan.ca)