



Unified Enterprise Survey - Annual

# 1998 Annual Wholesale Trade Survey

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

Confidential when completed

Si vous préférez recevoir ce questionnaire en français, veuillez appeler au numéro de téléphone indiqué dans la boîte ombragée ci-dessous.

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

0001	Legal Name		
0002	Business Name		
0003	C/O		
0004	No. & Street		
0005	City		
0006	Province	0007	Postal code
0008	Contact Name		
0010	Language preference: <input type="radio"/> English <input type="radio"/> French		

## A - Introduction

### Survey Purpose:

This survey collects the financial and operating data needed to produce statistics concerning your industry. 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. These 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) described on the label above. You should only report for those operations located in Canada.

### 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.

### Returning your questionnaire

**Please complete and return within 30 days of receipt.** Please send the completed questionnaire(s) in the enclosed envelope or, if you wish to send the questionnaire by facsimile, please see **Reporting Instructions**, in **section A**, for further details. Thank you.

**Do you need another questionnaire?**

**Do you have any questions?**


**Please refer to the following telephone number (1-888-881-3666).**

Name of person completing this questionnaire: (please print)

0026	<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Miss <input type="radio"/> Ms.	0013	_____	_____
		First Name	Last Name	

Title  
0014

Telephone # 0017	Ext. 0027	Fax # 0016	Date completed YYYY MM DD
---------------------	--------------	---------------	------------------------------

Signature:  \_\_\_\_\_  
I certify that the information contained herein is complete and correct to the best of my knowledge.

0015	_____	_____	_____
------	-------	-------	-------

**Thank you for your co-operation.**

## Reporting Period Information

### "Business Unit" refers to the operation(s) described on the label.

A business unit is the smallest separate operating part of a business that can report inputs such as material and supplies; energy; goods purchased for resale; whichever purchased services are available at this level; employee earnings; and employment. In addition, it can report outputs such as sales, shipments or revenue, whichever is appropriate, broken down by goods and services. For a wholesaler, or reseller, this would be typically a distribution centre.

A business unit is ordinarily located at one physical location, but in some cases, in order to meet the reporting conditions mentioned above, a business unit can include operations at more than one location.

#### Reporting Period:

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. However, if your fiscal year ends in January, February or March 1999, and you prefer to provide information for your most recent fiscal year, please do so. Please indicate below the period covered by this report.

	YYYY	MM	DD		YYYY	MM	DD		
<b>1. From</b>	0011				<b>To</b>	0012			

#### 2. If you **DID NOT** operate this business unit for the **full year**, please check the appropriate box(es) below:

- 0042  Seasonal operation
- 0032  New business
- 0033  Change of fiscal year end
- 0034  Change of ownership
- 0035  Ceased operations
- 0036  Temporarily closed (Please specify reason):
- 0038  Other (Please specify):

## Business Unit Organization and Joint Venture Activity Information

#### 1. Type of organization (please **check one**):

- 0024 1  Sole proprietorship
- 2  Partnership
- 3  Incorporated company
- 4  Co-operative
- 5  Joint venture
- 6  Government business entity
- 7  Government
- 8  Non-profit organization

#### 2. Did the business unit participate in any **joint ventures** during the reported period?

(A joint venture refers to a specific commercial undertaking entered into jointly by two or more parties or companies who agree to contribute the necessary capital and share in profits or losses of the project in agreed proportions. The association terminates either upon completion of the undertaking or at a specific time).

- 0170  **Yes**  **No** If **No**, please go to section on **Main Business Activity**.

#### 3. If **Yes**, are revenue and expenses for the business unit's share in the joint venture(s) included in this report?

- 0171  **Yes**  **No**

Please provide the names of the joint ventures and the names of the other venture partners. Also, provide the Business Number of any joint ventures that were incorporated.

	Name of joint venture	Venture partners	Revenue Canada Business Number (if applicable)
0180		0181	0182
<b>4.</b>			
<b>5.</b>	Is this joint venture: <input type="radio"/> 0190 1 <input type="radio"/> Incorporated or <input type="radio"/> 2 <input type="radio"/> Unincorporated		
<b>6.</b>	If it is an unincorporated joint venture, please provide the length of time of the joint venture.		
	From <input type="text" value="0191"/> To <input type="text" value="0192"/>		

**If more space is required, please enclose a separate page.**

## Main Business Activity

Please check the **MAIN** activity, at this business unit, which most accurately describes the principal source of operating revenue. (Please check **ONE** only)

1. 0831  **Wholesale Merchant**

Wholesale merchants are engaged in the buying and selling of goods on their own account. (i.e., take title to the goods). In addition, they may provide, or arrange for the provision of, logistics, marketing and support services, including packaging and labelling, breaking bulk, inventory management, shipping, in-store or coop promotions, handling of warranty claims and product training.

Wholesale merchants are known by a variety of trade designations depending on their relationship with suppliers or customers, or the distribution method they employ. Examples include wholesalers, wholesale distributors, drop shippers, rack-jobbers, import-export merchants, buying groups, dealer-owned co-operatives and banner wholesalers.

2. 0832  **Wholesale Agent or Broker**

Wholesale agents and brokers are engaged in the buying and/or selling, on a commission or fee basis, goods owned by others.

Wholesale agents and brokers are known by a variety of trade designations including import-export agents, wholesale commission agents, wholesale brokers, and manufacturer's representatives and agents.

3. 0040  **None of the above** (please describe briefly the nature of your business activity)

0041

---

---

If you have responded '**None of the above**', please refer to the following telephone number (**1-888-881-3666**) and call us for further instructions.

## Data Sharing Agreements

To avoid duplicating survey activity, Statistics Canada has entered into agreements with provincial and territorial statistical agencies for the sharing of data. This is done in accordance with the federal Statistics Act and corresponding provincial and territorial legislation. The data are to be kept confidential and used for statistical purposes only. **Individual responses are not shared with Revenue Canada.** More details are provided on a separate sheet included in this package.

## Reporting Instructions

1. Report all dollar amounts in CANADIAN DOLLARS (**\$ CDN**).
2. All dollar amounts reported should be rounded to whole dollars (e.g. \$8,555,417.40 should be reported as \$8,555,417).
3. Percentages should be rounded to the nearest whole percent (e.g. 37.3% to 37%, 75.8% to 76%).
4. Your best estimates are acceptable when precise figures are not available.
5. Please print clearly.
6. This survey questionnaire can be sent back to Statistics Canada using facsimile communications. If you are reporting by facsimile, please refer to the following fax number (**1-888-883-7999**).

Statistics Canada advises you that there could be 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.

## B - Revenue

- 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 business unit.
- exclude:**
- federal or provincial **sales taxes** collected for remittance to a government agency.

### Total Operating Revenue

	\$ CDN
<b>1. Total operating revenue:</b> Sum of sales of goods purchased for resale (gross sales of new and used goods <b>less</b> returns and discounts. <b>Do not</b> deduct the value of trade-ins), commission revenue, sales of goods produced, repair and maintenance revenue, revenue from rental and leasing, other operating revenue.	2080

### Total Revenue

<b>2. Total revenue:</b> Total operating revenue plus interest income and dividends	2098
---	------

## C - Inventories

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

**The valuation should include** inventory at any warehouse or selling outlet which is treated as part of this business unit. Include inventory in transit in Canada or which you have out on consignment, and **exclude** inventory held abroad or held on consignment for others.

### Inventories of Goods Purchased for Resale

	Value of opening inventory \$ CDN	Value of closing inventory \$ CDN
1. Goods purchased for resale	5560	5565

### Inventories of your Manufacturing Activity, if applicable

	Value of opening inventory \$ CDN	Value of closing inventory \$ CDN
2. Raw materials	5520	5525
3. Goods in process	5510	5515
4. Finished products	5500	5505

### Total Inventories

	Value of opening inventory \$ CDN	Value of closing inventory \$ CDN
5. Sum of above inventories	5550	5555

## D - Purchases of Goods for Resale

### Purchases of Goods for Resale

1. Purchases of **new and used** goods for resale including parts used in generating repair and maintenance revenue.

\$ CDN  
4019

**Include:** freight-in and the value of goods taken in trade, less returns and discounts.

## E - Cost of Goods Sold

### Cost of Goods Sold : Goods Purchased for Resale only

1. Value of **opening** inventory (reported in Section C, on line 1, at cell 5560) **plus** purchases of goods for resale (reported in Section D, on line 1, at cell 4019) **minus** the value of **closing** inventory (reported in Section C, on line 1, at cell 5565).

\$ CDN  
5720

## F - Expenses

**Please include:** all foreign expenses recorded by this business unit.

**exclude:** purchases of goods for resale, income tax and the portion of federal or provincial **sales taxes** refunded by government.

### Total Expenses

\$ CDN  
4699

**Total expenses:** Sum of **Total operating expenses** plus **Interest expenses**

**Total operating expenses includes:**

- employee wages and salaries
- employer portion of employee benefits
- energy expenses
- purchases of materials, components and supplies
- purchased service expenses (e.g. goods transportation, warehousing and storage expenses, telephone and other telecommunications expenses, rental and leasing expenses, insurance premiums, travel expenses, property and business taxes, licences and permits, etc.)
- depreciation and amortization
- inventory adjustments
- other operating expenses.

**Interest expenses includes:**

- interest expenses on capital lease obligations plus all other miscellaneous interest expenses (e.g. interest on loans and interest portion of mortgage payments).

## G - Distribution of Operating Revenue by Type of Customer

Data on your revenue by type of customer will be used to improve information on the origins of demand for goods and services. We recognize that this may be a difficult question to answer, and we welcome your comments on how to improve it.

Please indicate the percentage of "Total operating revenue" (reported in Section B, on line 1) by type of customer.

Customers in Canada:		%
1.	Individuals and households	8100
2.	Public Institutions (e.g. hospitals, schools, universities)	8120
3.	Governments (federal, provincial, territorial and municipal administration)	8130
4.	Financial Businesses (e.g. financial intermediaries including banks, trust companies, financial crown corporations)	8112
5.	Retail Businesses	8116
6.	Wholesale Businesses	8117
7.	Manufacturers	8163
8.	Construction Contractors	8165
9.	Farmers, for farm operations	8169
10.	All other businesses (including non-financial crown corporations)	8115
	Please specify:	
	8172	
	8173	
	8174	
11.	Customers outside Canada (exports)	8140
<b>Total</b>		<b>100%</b>

Name of **person** reporting **Type of Customer information** (if different from name on page 1) (Please print)

8190

First Name Last Name

Telephone number 8192  
(include area code)

## H - Events that may have affected your business unit

Compared to last fiscal year, was there any event(s) that may have caused significant differences in reported values of your business unit during this reporting period?

1. If yes, please check the boxes that best reflect this change.

- |   |   |
|---|---|
| 9930 <input type="radio"/> Longer scheduled work week                         | 9931 <input type="radio"/> Shorter scheduled work week  |
| 9932 <input type="radio"/> Increase in business                               | 9933 <input type="radio"/> Decrease in business   |
| 9934 <input type="radio"/> More overtime                                      | 9935 <input type="radio"/> Less overtime  |
| 9936 <input type="radio"/> Foreign exchange                                   | 9937 <input type="radio"/> Merger/Acquisition   |
| 9938 <input type="radio"/> Layoffs  | 9939 <input type="radio"/> Increase in hiring   |
| 9940 <input type="radio"/> Temporary shutdown                                 | 9941 <input type="radio"/> Permanent shutdown   |
| 9942 <input type="radio"/> Strike   | 9943 <input type="radio"/> Adverse weather or natural disaster  |
| 9944 <input type="radio"/> Change in supplier                                 | 9945 <input type="radio"/> Change in product line   |
| 9946 <input type="radio"/> Price changes, goods and/or services sold (output) | 9947 <input type="radio"/> Price changes, labour and/or raw materials (input)                                 |
| 9948 <input type="radio"/> Changes in industry regulation                     | 9949 <input type="radio"/> Changes in government taxes (duty levies - dumping duties from offshore companies) |

2. 9950  Other, please specify:

## I - Comments

1. How long did you spend collecting the data and completing this form?

9910  hours

2. 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 (e.g. 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.

9920

---

---

---

---

**Lost the postpaid envelope?**

Please refer to the following telephone number (1-888-881-3666)  
or  
the following FAX number (1-888-883-7999).



**Thank you for completing the questionnaire.**

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).