



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

0015	_____	_____	_____
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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.

1. From ⁰⁰¹¹

 To 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)

⁰⁰³⁷

0038 Other (Please specify)

⁰⁰³⁹

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.

Sales of Goods Purchased for Resale

	\$ CDN
1. Total sales of goods purchased for resale (Report gross sales of new and used goods less returns and discounts. Do not deduct the value of trade-ins. Include parts used in generating repair and maintenance revenue.)	2020

Commission Revenue

	\$ CDN
2. Value of goods shipped upon which commissions were earned by you acting as an agent or broker.	2061
3. Commission revenue earned by you acting as an agent or broker (Revenue from gross commissions earned from buying and/or selling merchandise on account of others.)	2060

Sales of Goods Produced

4. Sales of goods manufactured by this business unit, if applicable.	2299
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Repair and Maintenance Revenue

5. Repair and maintenance revenue (Include labour receipts from installation and repair work. Exclude parts used in generating repair and maintenance revenue and report these in Section B, on line 1, "Total sales of goods purchased for resale".)	2041
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Revenue from Rental and Leasing

6. Revenue from rental or leasing of office space, other real estate, goods and equipment.	2046
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Other Operating Revenue

7. Other operating revenue Include: e.g. operating subsidies Exclude: interest income and dividends and report these in Section B, on line 9, "Non-operating revenue".	2077
Please list major items:	2071
	2072
	2073

Total Operating Revenue

8. Total operating revenue (Sum of lines 1, 3, 4, 5, 6 and 7.)	2080
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Non-operating Revenue

9. Non-operating revenue (i.e. interest income plus dividends)	2097
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Total Revenue

10. Total revenue (add lines 8 and 9 above)	2098
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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

	\$ CDN
1. Purchases of new and used goods for resale including parts used in generating repair and maintenance revenue. Include: freight-in and the value of goods taken in trade, less returns and discounts.	4019

E - Cost of Goods Sold

Cost of Goods Sold : Goods Purchased for Resale only

	\$ CDN
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).	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.

\$ CDN

3010

1. Wages and Salaries of Employees

- Please report wages and salaries of your employees **before deductions**.
- Employees are defined as those workers for whom you completed a Revenue Canada **T4 Supplementary Form**.
- Include those amounts deposited to **foreign accounts**.

Wages and salaries, for example, **include:**

- Vacation pay
- Directors' fees
- Bonuses (including profit sharing)
- Commissions
- Taxable allowances (e.g. room and board, gifts such as air tickets for holidays, etc.)
- Retroactive wage payments

Exclude:

1. All payments and expenses associated with outside contract workers. (Please report these payments on the appropriate line of the "Purchased Service Expenses" sub-section, in Section F.)

For example:

- the cost of a receptionist or filing clerk under direct contract to you should be reported in section F, on line 14, "Professional and business service fees".
- the cost of maintenance or cleaning staff under direct contract to you should be reported in section F, on line 11, "Purchased maintenance and repair service expenses".

2. Payments to employment agency or personnel suppliers (e.g. pay for temporary workers paid through an agency and/or charges for personnel search services). (Please report these payments in the "Purchased Service Expenses" sub-section, in section F, on line 13, "Payments to employment agencies or personnel suppliers".)

3. Payments to casual labour without a T4 Supplementary Form. Please report these payments in section F, on line 23, "All other operating expenses".

\$ CDN

3040

2. Employer portion of employee benefits

Include payments for:

- Employee life and extended health care insurance plans (e.g. medical, dental, drug and vision care plans)
- CPP/QPP contributions
- Employer pension contributions
- Workers' compensation (provincial plan applicable to this business unit)
- Employment Insurance Premiums (E.I.)
- Retiring allowances or lump sum payments to employees at time of termination or retirement
- All other employee benefits such as childcare and supplementary unemployment benefit (SUB) plans.

Exclude: contributions to provincial health and education payroll taxes (applicable to this business unit). Please report these payments in Section F, on line 23, "All other operating expenses".

Energy

\$ CDN

3. Energy (e.g. electricity, gasoline, fuel oil, diesel fuel, natural gas, propane).

4027

Exclude: energy expenses that are covered in your rental and leasing expenses. Please report these payments in the "Purchased Service Expenses" sub-section, in Section F, on line 10, "Rental and Leasing Expenses".

Purchases of Materials, Components and Supplies

4. Office supplies

3301

Include:

- Paper; photocopier, printer and fax machine supplies; computer software (if not capitalized); diskettes; writing utensils and other office supplies.
- Computers, office furniture and equipment (if not capitalized).

Exclude:

- Postage and courier expenses. (Please report these payments in Section F, on line 23, "All other operating expenses".)
- Telephone and other telecommunications expenses. (Please report these payments in the "Purchased Service Expenses" sub-section, in Section F, on line 9, "Telephone and other telecommunications expenses".)
- Capital expenditures.

5. Operating, maintenance and repair supplies

3302

Include:

- Supplies for the operation, maintenance and repair of your equipment, vehicles and buildings.

Exclude:

- Purchases of goods for resale and report this amount in Section D, on line 1, "Purchases of goods for resale".
- Parts used in generating revenue from repair and maintenance, and report this amount in Section D, on line 1, "Purchases of goods for resale".
- Expenses that are covered in your "Rental and leasing expenses". Please report these payments in the "Purchased Service Expenses" sub-section, in Section F, on line 10, "Rental and leasing expenses".
- Expenses that are covered in your "Purchased maintenance and repair service expenses". Please report these payments in the "Purchased Service Expenses" sub-section, in Section F, on line 11, "Purchased maintenance and repair service expenses".
- Capital expenditures.

6. Raw materials used in the manufacturing of goods, if applicable

3390

Include:

- Cost of transportation (e.g. freight, delivery, shipping and handling) if it is included in the cost of the materials, components and supplies.

Exclude:

- Cost of transportation purchased separately and report it in the "Purchased Service Expenses" sub-section, Section F, on line 8, "Goods transportation, warehousing and storage expenses".

7. Non-returnable containers and other shipping and packaging materials

3499

Include:

- Pallets, skids, cartons, boxes, corrugated paper and other shipping and packaging materials.

Purchased Service Expenses

Include: only expenses for services purchased from outside this business unit.

Exclude: services that you produce within this business unit.

	\$ CDN
	4070
8. Goods transportation, warehousing and storage expenses	
9. Telephone and other telecommunications expenses Include: telephone, fax, cellular phone, or pager services for transmission of voice, data or image, internet access charges.	4101
10. Rental and leasing expenses Include: office space or other real estate, motor vehicles, computers and peripherals, other machinery and equipment, and other goods.	4115
11. Purchased maintenance and repair service expenses Include: janitorial and cleaning services.	4175
	4466
12. Fees paid to agents and brokers in wholesale and retail trade	
	3080
13. Payments to employment agencies or personnel suppliers (e.g. pay for temporary workers paid through an agency and/or charges for personnel search services)	4225
14. Professional and business service fees (e.g. legal, accounting, architectural, engineering, consulting and other professional and business service fees)	4325
15. Financial service fees (e.g. bank charges, etc.) Exclude: interest expenses and report these in Section F, on line 25, "Interest expenses".	4350
16. Insurance premiums (e.g. liability, auto, building, equipment, etc.)	4365
17. Advertising expenses	4366
18. Travel expenses Include: passenger transportation, accommodation, meals while travelling, and other travel expenses.	4410
19. Property and business taxes, licences and permits For example: <ul style="list-style-type: none"> • Property taxes (except those which are covered in your rental and leasing expenses) • Property transfer taxes • Vehicle license fees • Lot levies • Provincial capital taxes • Import duties (except where these are included in the purchase of goods for resale) 	
	4483
20. Sewage and refuse, sanitation and other environmental protection service expenses	

Depreciation and Amortization (on the assets of this business unit)

\$ CDN

4520

21. Total depreciation and amortization

Include depreciation / amortization of your capital lease obligations, vehicles, buildings, machinery, and all other assets.

Inventory Adjustments

\$ CDN

4530

22. Inventory adjustments (e.g. re-evaluations, write-downs, etc.)

Other Operating Expenses

\$ CDN

4569

23. All other operating expenses

(e.g. contributions to provincial health and education payroll taxes, bad debts expense, donations.)

Exclude: interest expenses; report these in Section F, on line 25, "Interest expenses".

Please list major items:

4561

4562

4563

Total Operating Expenses

4599

24. Total operating expenses (sum of all above lines in Section F)

Interest Expenses

4630

25. Interest expenses

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

Total Expenses

4699

26. Total expenses (add lines 24 and 25 above)

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 8) 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
Total		100%

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.