



Unified Enterprise Survey - Annual

1999 Annual Retail Store 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.

This document is 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 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
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. 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 as well as by the private sector for industry performance measurement and market development.

Coverage

Please complete this questionnaire for the business unit described in the pre-printed area above. "Business unit" refers to the operation(s) described in the pre-printed area. Report only 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.

Please return the completed questionnaire(s) in the enclosed envelope **within 30 days** of receipt. However, if you wish to send the questionnaire(s) by facsimile, please consult the **Reporting Instructions** in this section. Thank you.

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

Name of the primary person completing this questionnaire:

0026	0013	0054
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Miss <input type="radio"/> Ms.	_____	_____
	First name	Last name

Title:
0014

Telephone number: 0017	Extension: 0027	Fax number: 0016	Date completed: YYYY MM DD
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Signature: _____	0015
I certify that the information contained herein is complete and correct to the best of my knowledge.	

Business Unit

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 facilitate reporting of information, a business unit can include operations at more than one location.

Reporting Period Information

Reporting Period

Please report information for your most recent **12 month fiscal period**. Please indicate below the period covered by this questionnaire.

1. From ⁰⁰¹¹

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To ⁰⁰¹²

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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. **Your responses are not shared with Revenue Canada.** More details on data-sharing are included in this package.

Reporting Instructions

When precise figures are not available, your best estimates are acceptable.

1. Report all dollar amounts in CANADIAN DOLLARS (\$ CDN).
2. All dollar amounts reported should be rounded to whole dollars (e.g., \$55,417.40 should be reported as \$55,417).
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*.

Main Business Activity

1. Is this business unit primarily a store retailer?

Definition of store retailers: store retailers operate fixed point-of-sale locations, located and designed to attract a high volume of walk-in customers. In general, retail stores have extensive displays of merchandise and use mass-media advertising to attract customers. They typically sell merchandise to the general public for personal or household consumption, but some also serve business and institutional clients.

0840 Yes → If yes, please go to question 2.

No → If no, please list the main activities of this business unit and indicate the estimated percentage of total operating revenue associated with each one and call **1 888 881-3666** for further instructions.

0041

2. Principal Lines of Merchandise and Services

Please list the principal lines of merchandise and services sold by this business unit and indicate the estimated percentage of total operating revenue associated with each one. This information will be used to confirm the industrial classification of this business unit.

	%
2.a. (please specify): 0833	0834
2.b. (please specify): 0835	0836
2.c. (please specify): 0837	0838
2.d. All other lines of merchandise and services	0839
Total	100%

3. Is this business unit a franchise operation? 0841 Yes No

Definition of a franchise: a person, group of persons, partnership or incorporated company granted a contractual privilege permitting the sale of a product, use of a trade name or provision of a service within a specific territory and/or in a specified manner.

4. How many retail locations does this business unit cover?

Definition of a retail location: a business location (usually a store) in which the principal activity is the sale of merchandise and related services to the general public for household or personal consumption.

0842 Number of locations _____, if 5 or more locations, please call **1 888 881-3666** for further instructions.

Location Details

5. Please report the following information for **each** of the retail locations covered by this questionnaire

5.1 Name and address of retail location		Total operating revenue		\$ CDN					
0843	Business name	0858							
0844	Address	0847	Please indicate the gross leasable area, either in:						
0845	City		1 <input type="radio"/> Square feet or 2 <input type="radio"/> Square metres						
0846	Province or Territory	0870	Postal code						
Is this retail location:		0848	Please report the gross leasable area of this retail location						
0859 <input type="radio"/> on a street?			_____						
<input type="radio"/> in a shopping centre?		Part year operation: please give dates and check the appropriate box(es) if this location only operated for part of the recording period.							
<input type="radio"/> other (please specify):		0850	YYYY	MM	DD	0851	YYYY	MM	DD
0849 _____		From	_____		To	_____			
_____		0852 <input type="radio"/> Seasonal operation	0854 <input type="radio"/> Ceased operation						
_____		0853 <input type="radio"/> New location	0909 <input type="radio"/> Change of ownership						
		0908 <input type="radio"/> Change in fiscal year end	0855 <input type="radio"/> Temporarily closed						
		0856 <input type="radio"/> Other (please specify):	0857 _____						

5.2 Name and address of retail location		Total operating revenue		\$ CDN					
0860	Business name	0874							
0861	Address	0864	Please indicate the gross leasable area, either in:						
0862	City		1 <input type="radio"/> Square feet or 2 <input type="radio"/> Square metres						
0863	Province or Territory	0893	Postal code						
Is this retail location:		0865	Please report the gross leasable area of this retail location						
0828 <input type="radio"/> on a street?			_____						
<input type="radio"/> in a shopping centre?		Part year operation: please give dates and check the appropriate box(es) if this location only operated for part of the recording period.							
<input type="radio"/> other (please specify):		0866	YYYY	MM	DD	0867	YYYY	MM	DD
0899 _____		From	_____		To	_____			
_____		0868 <input type="radio"/> Seasonal operation	0821 <input type="radio"/> Ceased operation						
_____		0869 <input type="radio"/> New location	0907 <input type="radio"/> Change of ownership						
		0906 <input type="radio"/> Change in fiscal year end	0822 <input type="radio"/> Temporarily closed						
		0932 <input type="radio"/> Other (please specify):	0823 _____						

Location Details (continued)

5.3 Name and address of retail location	Total operating revenue
0826 Business name	\$ CDN 0891
0827 Address	Please indicate the gross leasable area, either in: 1 <input type="radio"/> Square feet or 2 <input type="radio"/> Square metres
0878 City	
0879 Province or Territory 0882 Postal code	Please report the gross leasable area of this retail location
Is this retail location: 0892 <input type="radio"/> on a street? <input type="radio"/> in a shopping centre? <input type="radio"/> other (please specify): 0830 _____ _____ _____	
Part year operation: please give dates and check the appropriate box(es) if this location only operated for part of the recording period.	
0883 YYYY MM DD	0884 YYYY MM DD
From _____	To _____
0885 <input type="radio"/> Seasonal operation	0889 <input type="radio"/> Ceased operation
0886 <input type="radio"/> New location	0911 <input type="radio"/> Change of ownership
0910 <input type="radio"/> Change in fiscal year end	0890 <input type="radio"/> Temporarily closed
0887 <input type="radio"/> Other (please specify): 0888 _____	

5.4 Name and address of retail location	Total operating revenue
0912 Business name	\$ CDN 0919
0913 Address	Please indicate the gross leasable area, either in: 1 <input type="radio"/> Square feet or 2 <input type="radio"/> Square metres
0914 City	
0915 Province or Territory 0916 Postal code	Please report the gross leasable area of this retail location
Is this retail location: 0917 <input type="radio"/> on a street? <input type="radio"/> in a shopping centre? <input type="radio"/> other (please specify): 0918 _____ _____ _____	
Part year operation: please give dates and check the appropriate box(es) if this location only operated for part of the recording period.	
0922 YYYY MM DD	0923 YYYY MM DD
From _____	To _____
0924 <input type="radio"/> Seasonal operation	0928 <input type="radio"/> Ceased operation
0925 <input type="radio"/> New location	0929 <input type="radio"/> Change of ownership
0926 <input type="radio"/> Change in fiscal year end	0930 <input type="radio"/> Temporarily closed
0927 <input type="radio"/> Other (please specify): 0931 _____	

B - Revenue

Please include: • all revenue (including revenue from electronic commerce) within or outside Canada, recorded by this business unit.

Please exclude: • federal or provincial sales taxes collected for remittance to a government agency.

Revenue from Sales of Goods

	\$ CDN
1. Total sales of goods purchased for resale (in the same condition as purchased) Please 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
2. Total sales of goods manufactured on own account	2299
3. Commission revenue or fees earned from selling merchandise on account of others (e.g., pre-owned clothing, automobiles and gasoline sold on consignment)	2060

Revenue from Sales of Services

	\$ CDN
4. Repair and maintenance revenue Include labour receipts for installations, warranty and repair work. Exclude parts used in generating repair and maintenance revenue and report these in this section at question 1, "Total sales of goods purchased for resale".	2041
5. Revenue from rental or leasing of goods and equipment (e.g., videos and rug shampoo equipment)	2037
6. Revenue and commissions from other services (e.g., from selling lottery and bus tickets, phone cards, fax and/or photocopying services)	2038

Other Operating Revenue

	\$ CDN
7. Operating subsidies and grants Include public, private individual and corporate (business) donations, as well as subsidies and grants from non-profit and charitable institutions and foundations, and government agencies.	2068
8. All other operating revenue Include placement fees for displaying items in web sites, store windows, catalogues; rental or leasing of office space and other real estate; revenue from shipping and handling charges that are not included in the price of the merchandise; fees and commissions from concessions, etc. Exclude interest income and dividends; please report this amount in this section at question 10, "Non-operating revenue".	2077
Please list major items:	2071
	2072
	2073

Revenue Totals

	\$ CDN
9. Total operating revenue (add amounts reported at questions 1 to 8 above)	2080
10. Non-operating revenue (e.g., interest income and dividends, insurance and bad debts recovery)	2097
11. Total revenue (add amounts reported at questions 9 and 10 above)	2098

C - Inventories and Cost of Goods Sold (Goods Purchased for Resale only)

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: at any warehouse, selling outlet, in transit, or out on consignment).

Please exclude:

- inventory held on consignment for others.

	Value of inventory \$ CDN
	5560
1. Opening inventory goods purchased for resale (in the same condition as purchased)	
2. Purchases of new and used goods for resale including parts used in generating repair and maintenance revenue	4019
Include freight-in and the value of goods taken in trade, less returns and discounts.	
	5565
3. Closing inventory goods purchased for resale (in the same condition as purchased)	
4. Cost of goods sold Value of opening inventory (reported in this section at question 1) plus purchases of goods for resale (reported in this section at question 2) minus the value of closing inventory (reported in this section at question 3)	5720

For information only

D - Expenses

- Please include:**
- all expenses (including expenses for electronic commerce) within or outside Canada recorded or received by this business unit.
- Please exclude:**
- purchases of goods for resale, income tax and the portion of federal or provincial sales taxes refunded by government.

Labour Compensation

		\$ CDN
<p>1. Wages and salaries of employees</p> <p>Please exclude employer portion of employee benefits from salaries and wages and report these benefits separately at question 2 below.</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Employees are defined as those workers for whom you completed a Revenue Canada T4 - Statement of Remuneration Paid form. • Please report all wages and salaries (including taxable allowances and employment commissions as defined on the T4 - Statement of Remuneration Paid form) before deductions. </div> <p>Include:</p> <ul style="list-style-type: none"> • those amounts deposited to accounts outside Canada. <p>Exclude:</p> <ul style="list-style-type: none"> • all payments and expenses associated with outside contract workers and employment agencies or personnel suppliers. Please report these payments on the appropriate line(s) in this section. <p>For example:</p> <ul style="list-style-type: none"> • the cost of a receptionist or filing clerk under direct contract to you. Please report these payments in this section at question 16, "Professional and business service fees"; • the cost of maintenance or cleaning staff under direct contract to you. Please report these payments in this section at question 14, "Purchased maintenance and repair service expenses including janitorial and cleaning services". • all payments to casual labour without a T4 - Statement of Remuneration Paid form. Please report these payments in this section at question 27, "All other operating expenses". 	3010	
<p>2. Employer portion of employee benefits</p> <p>Include:</p> <ul style="list-style-type: none"> • contributions to health plans, insurance plans, employment insurance, pension contributions, workers' compensation, retiring allowances or lump sum payments to employees upon termination or retirement, etc. <p>Exclude:</p> <ul style="list-style-type: none"> • contributions to provincial health and education payroll taxes applicable to this business unit. Please report these payments in this section at question 27, "All other operating expenses". 	3040	
<p>3. Total labour compensation (add amounts reported at questions 1 and 2 above)</p>	3041	

Energy and Water Expenses

Exclude energy and water expenses that are covered in your rental and leasing expenses. Please report these payments in this section at question 13, "Rental and leasing expenses".

\$ CDN
4066

4. Total energy and water expenses (e.g., electricity, gasoline, fuel oil, diesel fuel, propane, natural gas, water)

Non-returnable Containers and Other Shipping and Packaging Material Expenses

\$ CDN
3402

5. Cartons, boxes and cases of corrugated paper or paperboard

3408

6. Plastic packaging

3403

7. All other non-returnable containers and other shipping and packaging materials

3499

8. Total expenses for non-returnable containers and other shipping and packaging materials (add amounts reported at questions 5 to 7 above)

Materials, Components and Supplies Expenses

Exclude capital expenditures.

\$ CDN
3301

9. Office supplies

Include:

- paper and supplies for photocopier, printer and fax machine; diskettes; writing instruments and other office supplies, etc. Also, **if not capitalized**, include computers, printers, photocopiers, computer software and office furniture, etc.

Exclude:

- postage and courier expenses; please report these payments in this section at question 27, "All other operating expenses";

- telephone and other telecommunications expenses; please report these payments in this section at question 12, "Telephone and other telecommunications expenses".

3302

10. Operating, maintenance and repair supplies

Include:

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

Exclude:

- purchases of goods for resale; please report this amount in **Section C - Inventories and Cost of Goods Sold**, at question 2, "Purchases of new and used goods for resale";

- parts used in generating revenue from repair and maintenance; please report this amount in **Section C - Inventories and Cost of Goods Sold**, at question 2, "Purchases of new and used goods for resale";

- expenses that are covered in your Rental and leasing expenses; please report these payments in this section at question 13, "Rental and leasing expenses";

- expenses that are covered in your purchased maintenance and repair service expenses; please report these payments in this section at question 14, "Purchased maintenance and repair service expenses including janitorial and cleaning services".

Purchased Service Expenses

Please include: • expenses for services purchased from outside this business unit.

Please exclude: • services that you produce within this business unit;
• services that you purchased from your head office or business support units outside this business unit. Please report these amounts in this section at question 25, "Management fees and expenses paid to head office and business support units".

	\$ CDN
	4070
11. Goods transportation, warehousing and storage expenses	4101
12. Telephone and other telecommunications expenses Include: • telephone, fax, cellular phone, or pager services for transmission of voice, data or image; • Internet access charge; • purchased cable and satellite transmission of television, radio and music programs.	4115
13. Rental and leasing expenses Include office space or other real estate, motor vehicles, computers and peripherals, other machinery and equipment, and other goods.	4175
14. Purchased maintenance and repair service expenses including janitorial and cleaning services Include materials, parts and labour.	3080
15. 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
16. Professional and business service fees (e.g., legal, accounting, architectural, engineering, consulting and other professional and business service fees)	4325
17. Financial service fees (e.g., bank charges, credit and debit card commissions) Exclude interest expenses; please report these amounts in this section at question 29, "Interest expenses".	4350
18. Insurance premiums (e.g., liability, auto, buildings, equipment)	4365
19. Advertising expenses	4366
20. Travel expenses Include passenger transportation, accommodation, meals while travelling, and other travel expenses.	4410
21. Property and business taxes, licences and permits Include: • property taxes (except those 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).	4466
22. Fees (commissions) paid to agents and brokers in wholesale and retail trade	

Depreciation and Amortization

	\$ CDN
	4520
23. Total depreciation and amortization Include this business unit's assets and capital lease obligations, e.g., vehicles, buildings, machinery.	

Other Expenses

	\$ CDN
	4441
24. Franchise fees	4555
25. Management fees and expenses paid to head office and business support units	4467
26. Bad debts expenses	4569
27. All other operating expenses (e.g., contributions to provincial health and education payroll taxes, donations) Exclude interest expenses; please report these amounts in this section at question 29, "Interest expenses".	

Please list major items:

4561

4562

4563

Expense Totals

	\$ CDN
	4598
28. Total operating expenses (add amounts reported in this section at questions 3, 4, 8 and 9 to 27 above)	4630
29. Interest expenses (i.e., interest expenses on capital lease obligations plus all other miscellaneous interest expenses such as interest on loans and the interest portion of mortgage payments)	4698
30. Total expenses (add amounts reported at questions 28 and 29 above)	

E - Distribution of Operating Revenue by Type of Customer

Data on revenue by type of customer will be used to improve information on origin of demand for goods and services. We recognize that this may be a difficult question to answer, especially for retail trade, and your best estimates will be acceptable. We welcome your suggestions on how to improve it in the **Comments** section at the end of the questionnaire.

Please indicate the approximate percentage of "Total operating revenue", reported in **Section B - Revenue**, at question 9, "Total operating revenue", by type of customer to whom the goods or services were delivered.

Customers in Canada	%
1. Individuals and households	8100
2. Private Businesses (e.g., retail businesses, wholesale businesses, manufacturers, construction contractors, farmers for farm operations, financial intermediaries including banks, trust companies and financial crown corporations)	8170
3. Public Institutions (e.g., hospitals, schools, universities)	8120
4. Governments (e.g., federal, provincial, territorial and municipal administration)	8130
5. All other customers in Canada	8115
Please specify: 8172	
8173	
8174	
6. Customers outside Canada	8140
Total	100%

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

8190

First name	Last name
------------	-----------

Telephone number (include area code) 8192

F - Events That May Have Affected Your Business Unit

1. Compared to **last fiscal year**, were there any events that may have significantly affected the reported values for this business unit?

- 9929 Yes → **If yes**, please go to question 2.
 No → **If no**, please go to **Section G - Comments**.

2. Please check the box(es) 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 or 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"/> Weather |
| 9944 <input type="radio"/> Change in supplier | 9945 <input type="radio"/> Change in product line |
| 9946 <input type="radio"/> Price changes, goods or services sold (output) | 9947 <input type="radio"/> Price changes, labour or raw materials (input) |
| 9948 <input type="radio"/> Changes in industry regulation | 9949 <input type="radio"/> Changes in government taxes |
| | 9952 <input type="radio"/> Natural disaster |

3. 9950 Other (please specify):

G - Comments

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

2. Comments?

We invite your comments on the following topics or any others related to our business survey program. We appreciate your assistance.

- 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)
- 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 return envelope?
Please telephone 1 888 881-3666
or
fax 1 888 883-7999.



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