



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*.

Business Unit Organization and Joint Venture Activity Information

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

- 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 this business unit participate in any joint venture(s) during the reporting 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 → **If yes**, please go to question 3. No → **If no**, please go to the **Main Business Activity** section.

3. Are detailed revenue and expenses for the business unit's share in the joint venture(s) included in this questionnaire?

- 0171 Yes No

4. Please provide the name of the joint venture.

0180

5. Is this joint venture:

- 0190 Incorporated? **If incorporated**, please go to question 6.
 Unincorporated? **If unincorporated**, please go to question 7.

6. Revenue Canada Business Number of joint venture (if incorporated)

0179

7. If it is an unincorporated joint venture, please provide the length of time of the joint venture.

From 0191

YYYY	MM	DD

 To 0192

YYYY	MM	DD

8. Venture partner(s) and their Revenue Canada Business Number(s) (if incorporated)

	Venture partners	Revenue Canada Business Number(s) (if incorporated)
0181		0182
9.		
10.		
11.		

Note: If you participated in more than one joint venture or if more space is required, please enclose a separate page.

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	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:		Please report the gross leasable area of this retail location			
0859 <input type="radio"/> on a street?					
<input type="radio"/> in a shopping centre?					
<input type="radio"/> other (please specify):		Part year operation: please give dates and check the appropriate box(es) if this location only operated for part of the recording period.			
0849		0850	YYYY	MM	DD
		From		0851	YYYY
				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	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:		Please report the gross leasable area of this retail location			
0828 <input type="radio"/> on a street?					
<input type="radio"/> in a shopping centre?					
<input type="radio"/> other (please specify):		Part year operation: please give dates and check the appropriate box(es) if this location only operated for part of the recording period.			
0899		0866	YYYY	MM	DD
		From		0867	YYYY
				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		\$ CDN	
0826	Business name	0891			
0827	Address	Please indicate the gross leasable area, either in:			
0878	City	1 <input type="radio"/> Square feet or 2 <input type="radio"/> Square metres			
0879	Province or Territory	0882	Postal code	Please report the gross leasable area of this retail location	
Is this retail location:		0881			
0892 <input type="radio"/> on a street?		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 _____			
<input type="radio"/> in a shopping centre?					
<input type="radio"/> other (please specify):					
0830 _____					

5.4 Name and address of retail location		Total operating revenue		\$ CDN	
0912	Business name	0919			
0913	Address	Please indicate the gross leasable area, either in:			
0914	City	1 <input type="radio"/> Square feet or 2 <input type="radio"/> Square metres			
0915	Province or Territory	0916	Postal code	Please report the gross leasable area of this retail location	
Is this retail location:		0921			
0917 <input type="radio"/> on a street?		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 _____			
<input type="radio"/> in a shopping centre?					
<input type="radio"/> other (please specify):					
0918 _____					

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.

\$ CDN

2080

1. Total operating revenue

Please **include** for example:

- gross sales of all goods purchased for resale (in the same condition as purchased);
- gross sales of all goods manufactured on own account;
- commission revenue or fees earned from selling merchandise on account of other (e.g., pre-owned clothing, automobiles and gasoline sold on consignment);
- repair and maintenance revenue;
- revenue from rental or leasing office space, other real estate, and goods and equipment (e.g., videos and rug shampoo equipment);
- revenue and commissions from other services (e.g., from selling lottery and bus tickets, phone cards, fax and/or photocopying services);
- operating subsidies and grants;
- all other miscellaneous operating revenue.

Please **exclude** for example:

- interest income;
- dividends;
- insurance and bad debts recovery.

(Please report these items in question 2)

2097

2. Total non-operating revenue (e.g., interest income and dividends, insurance and bad debts recovery)

2098

3. Total revenue (add amounts reported at questions 1 and 2 above)

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

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.

\$ CDN

4598

1. Total operating expenses

Please **include** for example:

- employee wages and salaries;
- employer portion of employee benefits;
- materials, components and supplies expenses;
- energy and water expenses;
- non-returnable containers and other shipping and packaging materials expenses;
- franchise fees;
- management fees and expenses paid to head office and business support units;
- bad debts expenses;
- purchased service expenses;
- depreciation and amortization;
- other miscellaneous operating expenses.

Please **exclude** all interest expenses and report them in question 2.

2. 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)

4630

4698

3. Total expenses (add amounts reported at questions 1 and 2 above)

For information only

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 1, "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	
	8140
6. Customers outside Canada	
Total	100%

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

8190

First name Last name

Telephone number 8192
(include area code)

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.

- | | |
|--|--|
| <ul style="list-style-type: none"> • 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) | <ul style="list-style-type: none"> • 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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