



# 2000 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 nous appeler sans frais au numéro de téléphone 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 booklet entitled "Statistics Canada Business Surveys".

### 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. The questionnaire(s) can also be faxed back to Statistics Canada at **1 888 883-7999**. Thank you.

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

Name of the primary person completing this questionnaire:		0013	First name		
0026		0054	Last name		
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Miss <input type="radio"/> Ms.					
Title: 0014	E-mail address: 0018		Web site address: 0020		
Telephone number: 0017 (    )	Extension: 0027	Fax number: 0016 (    )		Date completed: YYYY    MM    DD	
Signature: 				0015	
I certify that the information contained herein is complete and correct to the best of my knowledge.					

## Coverage

Please complete this questionnaire for the operation(s) (business unit) described in the pre-printed area on the front page of this questionnaire. Report for Canadian operations only.

## Reporting Instructions

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

1. Please report all dollar amounts in CANADIAN DOLLARS (\$ CDN).
2. All dollar amounts reported should be rounded to the nearest whole dollar (e.g., \$55,417.40 should be reported as \$55,417).
3. All percentages reported should be rounded to the nearest whole percent (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*.

## Reporting Period Information

### Reporting Period

Please report information for your **most recent fiscal period** ending on or before March 31, 2001. Please indicate below the period covered by this questionnaire.

1. From <sup>0011</sup>

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 To <sup>0012</sup>

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2. Do the dates reported above represent a change in your fiscal period?

<sup>0059</sup>  Yes  No

## 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 kept confidential and used for statistical purposes only. **Your responses are not shared with Canada Customs and Revenue Agency (formerly Revenue Canada)**. More details on data-sharing are included in this package.

## 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.

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### 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
<b>Total</b>	<b>100%</b>

### 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: 1 <input type="radio"/> Square feet or 2 <input type="radio"/> Square metres					
0845	City							
0846	Province or Territory	0870	Postal code					
Is this retail location:		0848						
0859 <input type="radio"/> on a street?		Please report the gross leasable area of this retail location <hr/>						
<input type="radio"/> in a shopping centre?								
<input type="radio"/> other (please specify):								
0849								
_____								
_____		<b>Part year operation:</b> please give dates and check the appropriate box(es) if this location only operated for part of the reporting period.						
0850		YYYY	MM	DD	0851	YYYY	MM	DD
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: 1 <input type="radio"/> Square feet or 2 <input type="radio"/> Square metres					
0862	City							
0863	Province or Territory	0893	Postal code					
Is this retail location:		0865						
0828 <input type="radio"/> on a street?		Please report the gross leasable area of this retail location <hr/>						
<input type="radio"/> in a shopping centre?								
<input type="radio"/> other (please specify):								
0899								
_____								
_____		<b>Part year operation:</b> please give dates and check the appropriate box(es) if this location only operated for part of the reporting period.						
0866		YYYY	MM	DD	0867	YYYY	MM	DD
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)

<b>5.3 Name and address of retail location</b>		<b>Total operating revenue</b>		<b>\$ CDN</b>	
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		
Is this retail location:		Please report the gross leasable area of this retail location			
0892 <input type="radio"/> on a street?		0881			
<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 reporting period.			
<input type="radio"/> other (please specify):		0883      YYYY      MM      DD      0884      YYYY      MM      DD			
0830		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			

<b>5.4 Name and address of retail location</b>		<b>Total operating revenue</b>		<b>\$ CDN</b>	
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		
Is this retail location:		Please report the gross leasable area of this retail location			
0917 <input type="radio"/> on a street?		0921			
<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 reporting period.			
<input type="radio"/> other (please specify):		0922      YYYY      MM      DD      0923      YYYY      MM      DD			
0918		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) received from within or outside Canada and 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 debt recovery.

Please report these items in question 2.

2097

### 2. Total non-operating revenue

(e.g., interest income, dividends, insurance and bad debt 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 of 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

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

4019

5565

### 3. Closing inventory of goods purchased for resale (in the same condition as purchased)

### 4. Cost of goods sold

Value of **opening** inventory (reported at question 1) **plus** purchases of goods for resale (reported at question 2) **minus** the value of **closing** inventory (reported at question 3)

5720

## D - Expenses

**Please include:** • all expenses (including expenses for electronic commerce) incurred within or outside Canada and recorded 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 supply expenses;
- purchased energy and water expenses;
- non-returnable containers and other shipping and packaging materials expenses;
- franchise fees;
- 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)
- bad debt expenses;
- purchased service expenses;
- depreciation and amortization;
- other miscellaneous operating expenses.

**Exclude** all interest expenses. Please report this amount at question 2, "Other expenses".

### 2. Other expenses

(e.g., 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 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.

	%
<b>Customers in Canada</b>	8100
1. Individuals and households	
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. Government (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
<b>Total</b>	<b>100%</b>

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.

- questionnaire content
- new questions of interest to your industry
- questionnaire language
- use of business terminology
- clarity of questions (e.g., 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 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**

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As well, please visit our Web site at [www.statcan.ca](http://www.statcan.ca)