Unified Enterprise Survey - Annual **Capital Expenditures** 



# Preliminary Estimate for 2001 and Forecast for 2002 Target date is 30 days from Date of Receipt

Collected under the Authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S-19 Completion of the questionnaire is a legal requirement under this Act Confidential when completed Si vous préférez recevoir ce questionnaire en français, veuillez cocher ou téléphoner.

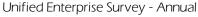
FORM FN2

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Correct pre-printed label information if necessary using the corresponding boxes below	w:
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Legal Name	Mail Contact Name
Business Name	Title
	c/o
	Address: Postal Code
Location	(ZIP) Code
	Telephone ()
Principal Activity	Extension
Type of Ownership (Please see Reporting Guide)	Fax Number
	E-Mail
	For Statistics Canada         Use Only     E-Mail     SMO V.     Bk. F.     Corr.
Introduction	
SURVEY PURPOSE:	
This survey collects data on capital expenditures in Canada. associations, universities and international organizations for poli	The information is used by Federal and Provincial governments and agencies, trade icy development/and as a measure of regional activity.
CONFIDENTIALITY:	
identifiable business without the previous written consent of tha	atistics which would divulge information obtained from this survey that relates to any at business. The data reported on this questionnaire will be treated in strict confidence,
used for statistical purposes and published in aggregate form Access to Information Act or any other legislation.	only. The confidentiality provisions of the Statistics Act are not affected by either the
	$\sim$
Please complete a questionnaire for the operation(s) and lo	ocation(s) described on the address label above. You should only report for those testionnaire(s) in the enclosed envelope to <b>Investment and Capital Stock Division</b> ,
Statistics Canada. Ottawa Ontario K1A 0T6. If you wish to se	end the questionnaire by facsimile. please see Reporting Guide for details. Thank you.
	? Do you need another questionnaire? 951-9815 or 1-800-345-2294
	-0196 or 1-800-606-5393
REPORTING PERIOD:	ur 12 month fiscal period for which the FINAL DAY occurs on or between January 1
and December 31, for each of the following years.	
Please clearly indicate below the period covered by this rep	d you wish to provide information for your most recent fiscal year, please do so. port.
YYYY MM DD	YYYY MM DD
2001 From	
2002 From	
DATA SHARING AGREEMENTS	
	red into agreements with provincial and territorial statistical agencies for the sharing of Act and corresponding provincial and territorial legislation. Details are outlined in the
accompanying Reporting Guide. Please note that Statistics	s Canada does not share any individual responses with Canada Customs and
Revenue Agency.	
Name of person completing this questionnaire: (please p	print)
First Name	Family Name
Title:	
Telephone Number: Ext.:	Fax Number: Date completed:
	YYYY MM DD
Signature: 🛬	
I certify that the information contained herein is con	mplete and correct to the best of my knowledge.
5-4600-350.1: 2001-09-21 STC/STC-475-02500	
Statistics Statistique Canada Canada	Canada

1. Joint venture project a) Is this project a joint ventu 1☐ Yes b) If yes, are you reporting fo			
1☐ Yes b) If yes, are you reporting fo		<ol><li>Construction starting date:</li></ol>	
b) If yes, are you reporting fo		5. Construction starting date:	Month Year
	2 D No or the entire venture?		
1 Yes	2 🗌 No	6. Construction completion dat	e: Month Year
c) List other participants and	their share of the venture:	7. Total project value represen	
		a) Construction	\$000. <b>00</b>
		<u>%</u>	
2. Business activity at this locat	ion:	b) Machinery and equipmen	t \$000. 00
3. Physical address of project:		8. Do you have the value or es	timate of the work put in place on a
		monthly or quarterly basis?	
4. Size of structure(s) (square r	netres):	1□ Yes	2 🔲 No
	,	RY ESTIMATE 2001	
SECTION B: Capital Expe			
	New Assets, Renovation,		
(Include additions to	Retrofit (include used fixed assets if imported)	Purchase of Used Canadian Assets	Total Capital Expenditures (Columns 1 + 2)
work in progress)		(thousands of dollars)	
	(1)	(2)	(3)
Land	100	X X X X X X X X X X X X X X X X X X X	
. Land	000. <b>00</b>	<b>X X X X X X X X X X X X X X</b> 102	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
. Residential Construction	000. <b>00</b>	<sub>000.</sub> <b>00</b>	
. Non-Residential Con-	103	104	105
struction (including for lease to others)	<sub>000.</sub> <b>00</b>	000. <b>00</b>	000.0
Machinery and Equipment		108	1,09
(including for lease to others)	000. <b>00</b>	000.00	000.0
,			076
. What percentage of Box 10	7 is for the purchase of software?		% Zero
SECTION C: Capacity Ut	ilization (Manufacturing only)		
	Month Year		Preliminary Estimate 2001 820
foreduction has started at a			
r production has started, at v	what percentage of its capacity has th	is plant been operating in 2001?	%
<i>(If the year 2001 is not complet</i> Capacity is defined as maximu	ed when you fill in this questionnaire, reputed when you fill in this questionnaire, reputed when you want the The second sec	conditions. With regard to normal co	nditions, please follow the company's
(If the year 2001 is not complete Capacity is defined as maximu operating practices with respe	ed when you fill in this questionnaire, rep um production attainable under normal ect to the use of productive facilities, o	bort for the year to date)	nditions, please follow the company's
(If the year 2001 is not complet Capacity is defined as maximu operating practices with respe substitution of one product for a	ed when you fill in this questionnaire, reputed when you fill in this questionnaire, reputed when you want the The second sec	bort for the year to date) conditions. With regard to normal co vertime, workshifts, holidays, etc. W hich is most similar to the composition	nditions, please follow the company's hen any of your facilities permit the of your 2001 output.
(If the year 2001 is not complet Capacity is defined as maximul operating practices with respension substitution of one product for a this plant has been operating a	ed when you fill in this questionnaire, rep um production attainable under normal, ct to the use of productive facilities, o another, use a product mix at capacity w	bort for the year to date) conditions. With regard to normal co vertime, workshifts, holidays, etc. W hich is most similar to the composition	nditions, please follow the company's Vhen any of your facilities permit the of your 2001 output. the appropriate box)
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## Survey on Capital Expenditures Preliminary Estimate for 2001 and Forecast for 2002

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# **Reporting Guide**

## **General Instructions**

## 1) Reports Required

- Reports should be completed for Canadian operations and locations as described on the label.
- 2) Dollar Amounts and Percentages
  - All dollar amounts reported should be rounded to THOUSANDS OF CANADIAN DOLLARS (e.g. \$6,555,444.00 should be rounded to \$6,555)
  - Percentages should be rounded (e.g. 37%, 76%, 94%)
  - Your best estimates are acceptable when precise figures are not available
  - Pre-printed cell numbers 55 to 860 are for identification purposes

## 3) Returning your Questionnaire

#### By Mail To Investment and Capital Stock Division, Statistics Canada, Ottawa, Ontario K1A 0T6 By Fax At (613) 951-0196 or 1-800-606-5393

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.* 

## 4) Questions?

If you have any questions, please call us at (613) 951-9815 or 1-800-345-2294.

## Data Sharing Agreements

To avoid duplicating survey activity, Statistics Canada has entered into the following data sharing agreements concerning this survey.

**Under section 11** of the *Statistics Act*, Statistics Canada has entered into data sharing agreements with the statistical bureaus of Newfoundland, Nova Scotia, New Brunswick, Quebec, Ontario, Manitoba, Saskatchewan, Alberta and British Columbia. Statistics Canada only enters into section 11 agreements with provincial statistical agencies which have statistics acts similar to the federal act. These agencies have the authority to collect this information and the same provisions for confidentiality and penalties for disclosure of information as the Federal Statistics Act.

**Under section 12** of the *Statistics Act*, Statistics Canada has entered into data sharing agreements with the Prince Edward Island Department of the Provincial Treasury, the Nova Scotia Department of Natural Resources, the Northwest Territories Bureau of Statistics, the Nunavut Bureau of Statistics, the Yukon Bureau of Statistics and Natural Resources Canada. The agreements we have with these agencies require that they keep the information confidential and use it only for statistical and research purposes. Under section 12, respondents may object to the sharing of their information with any of these agencies by giving notice in writing to the Chief Statistician and by returning their letter of objection along with the completed questionnaire in the enclosed envelope.

## Pre-Printed Label

Type of Ownership

Private Sector - less than 50% of the voting rights are controlled by the government

Public Sector – more than 50% of the voting rights are controlled by the government – please specify Federal, Provincial or Municipal

## Definitions

## What are Capital Expenditures

Capital Expenditures are the gross expenditures on fixed assets for use in the operations of your organization or for lease or rent to others. It includes:

- cost of all new buildings, engineering and machinery and equipment which normally have a life of more than 1 year and are charged to fixed asset accounts
- modifications, additions and major renovations
- capital costs such as feasibility studies, architectural, legal, installation and engineering fees
- subsidies
- capitalized interest charges on loans with which capital projects are financed
- work done by own labour force
- additions to work in progress

### How to Treat Leases

- include assets acquired for lease to others, either as a capital lease or as an operating lease
- exclude assets acquired as a lessee through either a capital lease or an operating lease from others

## Information for Government Departments

The following applies to government departments only

- Grants and/or subsidies to outside entities (*i.e. municipalities, agencies, institutions or businesses*) are not to be included
  Departments are requested to exclude from reported figures budgetary items pertaining to any departmental agency and
- proprietary crown corporation as they are surveyed separately
- Federal departments are to report expenditures paid for by the department, regardless of which department awarded the contract
- Provincial departments are to include any capital expenditures on construction (excluding outlays for land) and/or machinery and equipment, for use in Canada, financed from revolving funds, loans attached to revolving funds, other loans, the Consolidated Revenue Fund or special accounts

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# Detach along perforated edge

# DEFINITIONS

## SECTIONS B AND D Capital Expenditures

Report the value of the projects expected to be put in place during the year. Include the **gross expenditures** (including subsidies) on fixed assets for use in the operations of your organization or for lease or rent to others. Include all capital costs such as feasibility studies, architectural, legal, installation and engineering fees as well as work done by your own labour force.

*New Assets, Renovation, Retrofit,* includes both existing assets being upgraded and additions of new assets.

The following explanations, (a) and (b), are NOT applicable to Government Departments:

- (a) **INCLUDE** Capitalized interest charges on loans with which capital projects are financed.
- (b) EXCLUDE If you are capitalizing your leased fixed assets as a lessee in accordance with the Canadian Institute of Chartered Accountants' recommendations, please exclude the total of the capitalization of such leases during the year from capital expenditures.

## Leases

In accordance with the recommendations of the Canadian Institute of Chartered Accountants, leases are divided into two types, operating and capital. For the present, purchases of all capital assets whether for own use or for lease to others, either as a capital lease or as an operating lease should be reported in the appropriate place in Column 1 or 2, Sections A and C. Assets acquired as a lessee through either a capital lease or operating lease from others should not be reported in these columns.

New assets acquired by means of a capital lease *from others* should not be included in Sections A and C, column 1 or 2.

The following notes, (a) to (d) are applicable to Government Departments only:

- (a) Grants and/or subsidies: to outside entities (*i.e.* municipalities, agencies, institutions or businesses), are not to be included.
- (b) Departments are requested to exclude from reported figures budgetary items pertaining to any departmental agency and proprietary crown corporation as they are surveyed separately.
- (c) Federal departments are to report expenditures paid for by their department, regardless of which department awarded the contract.
- (d) Provincial departments are to include any capital expenditures on construction (*excluding outlays for land*) and/or machinery and equipment, for use in Canada, **financed from revolving funds**, loans attached to revolving funds, other loans, the Consolidated Revenue Fund or special accounts.

## Purchase of Used Fixed Assets

**Definition:** Used fixed assets may be defined as existing buildings, structures or machinery and equipment which have been previously used by another organization in Canada that you have acquired during the time period being reported on this questionnaire.

**Explanation:** The objective of our survey is to measure gross annual new additions to fixed assets separately from the acquisition of gross annual used fixed assets in the Canadian economy as a whole.

Hence, the acquisition of a **used fixed Canadian asset** should be reported separately since such acquisitions would not change the aggregates of our domestic inventory of fixed assets, it would simply mean a transfer of assets within Canada from one organization to another.

*Imports of used assets*, on the other hand, should be included with the new assets (*Column 1*) because they are newly acquired for the Canadian economy.

### Work in Progress:

Work in progress represents accumulated or accrued costs on capital projects not completed and which are intended to be capitalized upon completion.

### 1. Land

Capital expenditures for land should include all costs associated with the purchase of the land that are not amortized or depreciated.

## 2. Residential Construction (excluding land)

Report the value of residential structures including the housing portion of multi-purpose projects and of townsites with the following EXCEPTIONS:

- buildings that have accommodation units without self-contained or exclusive use of bathroom and kitchen facilities (e.g., some student and senior citizen residences),
- (2) the non-residential portion of multi-purpose projects and of townsites,
- (3) associated expenditures on services.

The exceptions should be included in the appropriate construction asset (*i.e.*, *non-residential*).

## 3. Non-Residential Construction

Report the total cost incurred during the year of building and engineering construction *(contract and by own employees)* whether for your own use or rent to others. Include also:

- the cost of demolition of buildings, land servicing and of site preparation,
- (2) leasehold and land improvements,
- (3) townsite facilities, such as streets, sewers, stores, schools,
- (4) oil or gas pipelines, including pipe and installation costs,
- (5) all preconstruction planning and design costs such as engineering and consulting fees and any materials supplied to construction contractors for installation,

## 4. Machinery and Equipment

Report total cost incurred during the year of all new machinery, whether for your own use or for lease or rent to others. Any capitalized tooling should also be included. Include progress payments paid out before delivery in the year in which such payments are made. Receipts from the sale of your own fixed assets or allowance for scrap or trade-in should not be deducted from your total capital expenditures. Any balance owing or holdbacks should be reported in the year the cost is incurred.

## SECTION C Capacity Utilization (Manufacturing only)

- Capacity use (utilization) is calculated by taking the actual production level for an establishment (production can be measured in dollars or units) and dividing it by the establishment's capacity production level.
- Capacity production is defined as maximum production attainable under normal conditions.
- To calculate capacity production, follow the establishment's operating practices with respect to the use of productive facilities, overtime, workshifts, holidays, etc.
   For example, if your plant normally operates with one shift of eight hours a day five days a week then capacity will be calculated subject to these conditions and not on the hypothetical case of three shifts a day, seven days a week.

## Example

Plant "A" normally operates one shift a day, five days a week and given this operating pattern, capacity production is 150 units of product "A" for the month. In that month, actual production of product "A" was 125 units. The capacity use for plant "A" is (125/150) \* 100=83%.

Now suppose that Plant "A" had to open for a shift on Saturdays to satisfy an abnormal surge in demand for product "A". Given this plant's normal operating schedule, capacity production remains at 150 units. Actual production has grown to 160 units, though, so capacity use would be (160/150) \* 100=107%.