



Unified Enterprise Survey - Annual

1998 Survey of the Food Services and Drinking Places Industry

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	Postal code
		0007
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) and location(s) described on the address 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	0013		
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Miss <input type="radio"/> Ms.	First Name	Last Name	
Title			
0014			
Telephone #	Ext.	Fax #	Date completed
0017	0027	0016	YYYY MM DD
Signature: _____			0015
I certify that the information contained herein is complete and correct to the best of my knowledge.			

Thank you for your co-operation.

Reporting Period Information

"Business Unit" refers to the operation(s) and/or location(s) described on the address label.

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. For example, if your fiscal period ends March 31, please report for the period April 1, 1997 to March 31, 1998.

1. From ⁰⁰¹¹ | YYYY | MM | DD | To ⁰⁰¹² | YYYY | MM | DD |

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 | _____ |

3. 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. ⁰⁴³⁰ **Full-Service Restaurant**

An establishment where patrons order while seated (e.g. fine dining).

⁰⁴³¹ **Limited Service Eating Place**

An establishment where patrons order or select food or beverages at a counter, food bar, public cafeteria and/or order by phone.

⁰⁴³² **Food Service Contractor**

An establishment primarily engaged in supplying food services under contract for a specific period of time (e.g. to airlines, institutions and government).

⁰⁴³³ **Caterer**

An establishment primarily engaged in providing food services for social events such as parties, weddings or receptions and business events.

⁰⁴³⁴ **Mobile Food Service**

An establishment primarily engaged in preparing and serving food and beverages for immediate consumption from motorized vehicles or non-motorized carts.

⁰⁴³⁵ **Drinking Places**

An establishment engaged in preparing and serving alcoholic beverages and limited food services for immediate consumption (e.g. bars, taverns, pubs, night-clubs). Also includes bars operating video gaming or other gambling machines.

2. 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 (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.

		\$ CDN
Alcoholic beverage service: (include drinks served with meals)		
1.	Beer	1400
2.	Wine	1405
3.	Liquor	1410
4.	Total Alcoholic Beverages	1414
Food and Non-Alcoholic Beverage service: (exclude alcohol and report it above)		1415
5.	Full table food service (Customers are waited upon while seated at table, e.g. fine dining.)	
6.	Counter service (Self serve and/or food and beverages dispensed to customers and eaten in or near premises.)	1420
7.	Take-out service (Customers pick up food and beverages to be eaten away from the premises.)	1425
8.	Drive-through service (Customers drive up and order and consume their purchases away from the premises.)	1430
9.	Delivery service (Food ordered and delivered to customers by vehicle.)	1432
10.	Contract catering service (Food prepared for institutions, government and/or industry.)	1435
11.	Catering (social) (Food prepared for events, parties and functions.)	1440
12.	Mobile food service (Food and beverages prepared and sold from motorized vehicles and non-motorized carts.)	1445

B - Revenue (continued)

	\$ CDN
13. Accommodation revenue (rental of overnight rooms and suites) Exclude: rental of halls, banquet and meeting rooms and report them under "Revenue from sales of other goods and services", on line 15.	1450
14. Sales of merchandise (e.g. gifts, newspapers, cigarettes, etc.)	2028
15. Revenue from sales of other goods and services (e.g. parking, cover charges, coat check, rental of halls and meeting rooms)	2000
Please name major items:	2001
	2002
	2003

Rental or Lease of Office Space, Other Real Estate, Goods and Equipment

	\$ CDN
16. Real estate	2005
17. All other rental or leasing revenue (e.g. equipment, motor vehicle)	2030
Please name major items:	2031
	2032
	2033
18. Franchise fee revenue	2040
19. Commission revenue (e.g. Gross gambling commissions from Video Lottery Terminals, Lottery Tickets)	2060
20. Royalties (Revenue derived from the granting of rights or usage of patents, trademarks or copyrights.)	2065
21. All other operating revenue Exclude: interest income and dividends and report in section B, on lines 23 and 24.	2077
Please name major items:	2071
	2072
	2073
22. Total operating revenue	2080
23. Interest income	2092
24. Dividends	2094
25. Total revenue (add lines 22, 23 and 24 above)	2098

C - Purchases and Inventories

Inventories are to be reported at book values (the value maintained in the accounting records.)

The valuation should: **include inventory** at this business unit and at any warehouse or selling outlet which is treated as part of this business unit and inventory in transit in Canada or on consignment in Canada.

exclude inventory held abroad or held on consignment for others.

	Purchases \$ CDN	Value of opening inventory \$ CDN	Value of closing inventory \$ CDN
1. Merchandise (for resale)	5507	5560	5565
2. Food and non-alcoholic beverages	5537	5530	5535
3. Alcoholic beverages	5547	5540	5545

D - Expenses

Please: **include** all foreign expenses recorded by this business unit.

exclude income tax and the portion of federal or provincial **sales taxes** refunded by government.

	\$ CDN
1. Wages and Salaries of Employees	3010

- 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
- Gratuities
- 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 D.)

For example:

- the cost of janitorial services under direct contract to you should be reported on line 14, "Buildings and structures, **including** janitorial services".
2. Payments to employment agency or personnel supplier (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 D, on line 18, Payments to employment agency or personnel supplier.)
 3. Payments to casual labour without a T4 Supplementary Form. (Please report these payments in section D, on line 32, All other operating expenses).

Otherwise report these payments in section D, on line 32, All other operating expenses.

	\$ CDN
2. Employer portion of employee benefits	3040

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 D, on line 32, "All other operating expenses".

Cost of Materials and Supplies

Exclude: the cost of alcoholic beverages, food and non-alcoholic beverages and merchandise (for resale) and report in Section C, Purchases and Inventories.

\$ CDN

3. Supplies and materials used in the business (e.g. bar supplies, cleaning supplies, plastic utensils, food containers)	3420
4. Office supplies Include: paper; photocopier, printer and fax machine supplies; diskettes; writing utensils and other office supplies, etc. Also, if not capitalized, include computers, computer software and office furniture. Exclude: postage and courier expenses. (Please report these payments in section D, on line 32, "All other operating expenses".) Exclude: capital expenditures.	3301

Energy and Water

Exclude: energy and water expenses that are covered in your rental and leasing expenses. (Please report rental and leasing expenses in the "Purchased Service Expenses" sub-section, in section D, on line 10, "Rental of office space or other real estate").

\$ CDN

5. Energy (e.g. electricity, gasoline, fuel oil, diesel fuel, natural gas, propane)	4027
6. Water	4065

Purchased Service Expenses

Include: only expenses for services purchased from another business or from a separate unit of your business.

Exclude: services that you produce within this business unit.

\$ CDN

7. Purchased delivery service (delivery of food and beverages to customers by private contractor)	3440
8. Telephone and other telecommunications expenses Include: <ul style="list-style-type: none"> • 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 	4101
9. Rental of linens and uniforms	3430
Rental and leasing expenses: 10. Rental of office space or other real estate	4120
11. Motor vehicles (without driver)	4125
12. Other machinery and equipment (without operator)	4135
13. Other goods	4140

Purchased Service Expenses (continued)

Purchased maintenance and repair expenses:		\$ CDN
14.	Purchased maintenance and repair service expenses for buildings and structures, including janitorial services Include: materials and labour. Exclude: property management fees.	4180
15.	Purchased maintenance and repair service expenses for motor vehicles Include: parts and labour.	4210
16.	Purchased maintenance and repair of other machinery and equipment Include: parts and labour.	4215
17.	Purchased maintenance and repair of other goods Include: parts and labour.	4220
18.	Payments to employment agency or personnel supplier (e.g. pay for temporary workers paid through an agency and/or charges for personnel search services)	3080
19.	Legal, accounting and auditing fees	4230
20.	Consulting fees	4270
21.	Financial Service Fees (e.g. bank charges, credit / debit card commissions, etc.) Exclude: interest expenses (report on lines 34 and 35)	4325
22.	Insurance premiums (liability, auto, building, equipment, etc.)	4350
23.	Advertising expenses	4365
24.	Travel, meals and entertainment expenses Include: purchases for clients. Exclude: music and entertainment services provided to customers as part of your business. Please report these payments on the following lines in this section. Line 27, Cable and satellite television / Purchased transmission of television, radio and music programs , and line 28, Services of performing and other artists .	4370
25.	Property and business taxes, licences and permits Include: <ul style="list-style-type: none"> • Property taxes (except those which are covered in your rental and leasing expenses) • Property transfer taxes • Vehicle licence fees • Lot levies 	4410
26.	Royalties and franchise fees	4440
27.	Cable and satellite television / Purchased transmission of television, radio and music programs	4460
28.	Services of performing and other artists	4465

Other Expenses

		\$ CDN
Depreciation and amortization (your own assets including capital lease obligations):		4521
29.	Franchise fees and leasehold improvements	
30.	Buildings, vehicles and equipment Include: depreciation/amortization of capital lease obligations.	4522
31.	Management fees paid to head office and other business support units	4555
32.	All other operating expenses (e.g. contributions to provincial health and education payroll taxes, allowances for bad debts, write-offs, donations, and inventory adjustments) Exclude: interest expenses and report in section D, on lines 34 and 35.	4569
Please name major items:		
	4561	
	4562	
	4563	
33.	Total operating expenses	4599
34.	Interest expenses on capital lease obligations	4610
35.	All other miscellaneous interest expenses (e.g. interest on loans and interest portion of mortgage payments)	4620
36.	Total expenses (add lines 33, 34 and 35 above)	4699

E - Employment

Please report the average number of people employed during the reporting period. Employees are defined as those workers for whom you completed a Revenue Canada T4 Supplementary Form.

Include: full-time, part-time and temporary employees and employees absent with pay.

Do not include: contract workers who are not part of your payroll.

	Number of Employees		
	Full-year	Seasonal	Total
1. Full-time (usually 30 hours or more per week)	6071	6072	6073
2. Part-time (usually less than 30 hours per week)	6074	6075	6076
3. Number of working owners or partners of unincorporated businesses			6079

F - 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="checkbox"/> Longer scheduled work week | 9931 <input type="checkbox"/> Shorter scheduled work week |
| 9932 <input type="checkbox"/> Increase in business | 9933 <input type="checkbox"/> Decrease in business |
| 9934 <input type="checkbox"/> More overtime | 9935 <input type="checkbox"/> Less overtime |
| 9936 <input type="checkbox"/> Foreign exchange | 9937 <input type="checkbox"/> Merger/Acquisition |
| 9938 <input type="checkbox"/> Layoffs | 9939 <input type="checkbox"/> Increase in hiring |
| 9940 <input type="checkbox"/> Temporary shutdown | 9941 <input type="checkbox"/> Permanent shutdown |
| 9942 <input type="checkbox"/> Strike | 9943 <input type="checkbox"/> Adverse weather or natural disaster |
| 9944 <input type="checkbox"/> Change in supplier | 9945 <input type="checkbox"/> Change in product line |
| 9946 <input type="checkbox"/> Price changes, goods and/or services sold (output) | 9947 <input type="checkbox"/> Price changes, labour and/or raw materials (input) |
| 9948 <input type="checkbox"/> Changes in industry regulation | 9949 <input type="checkbox"/> Changes in government taxes (duty levies - dumping duties from offshore companies) |

2. 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 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:

- | | |
|---|---|
| <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, etc.) | <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 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.