



2000 Survey of Head Office and Other Business Support Units

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 of head offices and other business support units is conducted to improve the accuracy and completeness of statistics on businesses in Canada. For more information on survey purpose, please consult the enclosed guide.

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	[Grid for name]		
0026		0054	[Grid for 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	[Grid for date]		
I certify that the information contained herein is complete and correct to the best of my knowledge.					

Main Business Activity

Please check the **main** activity, at this Head Office or Other Business Support unit.

Please check **one** only.

1. 551114 0336 **Head Office**
- 1 Centralized administration (corporate, general home or central office)
 - 3 Other administration (divisional, branch or district office)

- 0337 **Other Business Support Unit**
- 1 Research, development and testing laboratories
 - 3 Ancillary operations (sales, distribution, warehousing, trucking, etc.)

Please specify: 0045 _____

Please describe **in detail** the nature of your business activity:

0338

2. 0040 **None of the above**
- Please list the main activities of this business unit and indicate the estimated percentage of total operating revenue associated with each one:

0041

Note:

If you responded "None of the above", please call **1 888 881-3666** for further instructions.

B - Revenue

- Please include:**
- all Canadian revenue (including electronic commerce) recorded in your accounts for sales or transfers to other businesses and to other units of your business;
 - all revenue (including electronic commerce) received from outside Canada by this business unit.

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

1. Did the accounts of this head office or other business support unit record revenue during the reported period? 1099 1 Yes
3 No → If No, please go to **Section C - Expenses.**

Revenue of this Head Office or Other Business Support Unit

Revenue from transactions with external clients

(e.g., third party or non-affiliated businesses)

Exclude receipts from billings to other units of the firm.

	\$'000 CDN
2. Sales of goods manufactured and/or assembled by this business unit or other business units, and transferred to this head office for sale to external clients	2010
3. Sales of goods purchased for resale in the same condition as purchased (i.e., bought from other businesses for sale to external clients)	2028
4. Sales of services produced by employees of this business unit for external clients (e.g., sales of consulting services, data processing, management and administration services)	2011
5. Revenue from rental and leasing of office space or other real estate, machinery and equipment	2046
6. Other operating revenue from transactions with external clients (e.g., revenue from rental and leasing, commissions, royalties, franchise fees)	2012
7. Total revenue from external clients (add amounts reported at questions 2 to 6 above)	2013

Revenue from transactions with internal clients

(e.g., other units of this firm)

8. Management fees or any other service fees (e.g., legal, advertising, insurance) provided by and paid to this head office by other units of the firm.	2014
9. Other operating revenue from transactions with other units of the firm (e.g., revenue from commissions, royalties, franchise fees)	2015
10. Total revenue from internal clients (add amounts reported at questions 8 and 9 above)	2016
11. Total operating revenue (add amounts reported at questions 7 and 10 above)	2080
12. Non-operating revenue (e.g., interest income and dividends)	2097
13. Total revenue of this head office or other business support unit (add amounts reported at questions 11 and 12 above)	2098

C - Expenses

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

Please exclude: • GST/HST and TVQ (Quebec).

C-1 Labour Remuneration

	\$'000 CDN
1. Wages and salaries of employees (include overtime and vacation pay) Employees are defined as those workers for whom you completed a Canada Customs and Revenue Agency (formerly Revenue Canada) T4 - Statement of Remuneration Paid form. Please refer to your guide for inclusions and exclusions before completing this question.	3010
2. Employer portion of employee benefits Please refer to your guide for inclusions and exclusions before completing this question.	3040
3. Total labour remuneration (add amounts reported at questions 1 and 2 above)	3041

Materials, Components and Supply Expenses

Please **exclude** capital expenditures.

	\$'000 CDN
4. Office supply expenses Include: • paper and supplies for photocopiers, printers and fax machines; 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 amounts in this section at question 13, "Postage and courier expenses"; • telephone and other telecommunication expenses. Please report these amounts in this section at question 14, "Telephone and other telecommunication expenses".	3301

Materials, Components and Supply Expenses (continued)

\$'000 CDN

5. Operating, maintenance and repair supply expenses

3302

Include: • supplies for the operation, maintenance and repair of your equipment, vehicles and buildings.

Exclude: • expenses that are covered in your rental and leasing expenses. Please report these payments in this section at question 15, "Rental and leasing expenses";

- expenses that are covered in your maintenance and repair service expenses. Please report these payments in this section at question 16, "Purchased maintenance and repair service expenses, including janitorial and cleaning services".

3392

6. All other materials, components and supply expenses

Please name major items:

3393

3394

3395

Purchases of Goods for Resale

\$'000 CDN

7. Purchases of goods for resale (in the same condition as purchased)

4025

Purchased Energy and Water Expenses

\$'000 CDN

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

4066

Exclude energy expenses that are covered in your rental and leasing expenses. Please report these amounts in this section at question 15, "Rental and leasing expenses".

Non-returnable Containers and Other Shipping and Packaging Material Expenses

\$'000 CDN

9. Total cost of non-returnable containers and other shipping and packaging materials

3499

Management Fees Paid to Affiliates Outside or Within Canada

	\$'000 CDN
10. Management fees or any other service fees paid to affiliates outside Canada	4556
11. Management fees or any other service fees paid to affiliates in Canada	4557

Purchased Service Expenses

The expenses in this section are for services purchased from **external businesses only** (e.g., third parties).

Please exclude purchased services that have been reported in questions 10 and 11, "Management fees or any other service fees paid to affiliates outside Canada" and "Management fees or any other service fees paid to affiliates in Canada", respectively.

	\$'000 CDN
12. Purchased goods transportation, warehousing and storage expenses	4070
13. Postage and courier expenses	4085
14. Telephone and other telecommunication expenses	4101
15. Rental and leasing expenses Include office space or other real estate, motor vehicles, computers and peripherals, other machinery and equipment, and other goods.	4115
16. Purchased maintenance and repair service expenses, including janitorial and cleaning services Include materials, parts and labour. Exclude property management fees.	4175
17. Payments to employment agencies or personnel suppliers (e.g., pay for temporary workers paid through an agency and charges for personnel search services)	3080
18. Purchased research and development expenses (contracted out)	4251
19. All other professional and business service fees (e.g., legal and accounting, technical service fees, consulting, education and training)	4315
20. Insurance premiums (e.g., liability, auto, building, equipment)	4350
21. Advertising and promotion expenses	4365
22. Travel, meals and hospitality expenses	4370
23. Royalties and franchise fees	4440
24. All other purchased service expenses not specified above (e.g., property management fees, waste and hazardous material removal, financial service fees such as bank charges, credit and debit card commissions) Please report interest expenses at question 31, "Other expenses".	4500
25. Total purchased service expenses (add amounts reported at questions 12 to 24)	4453
26. Proportion of purchased service expenses allocated to other units of this firm	%
(the expenses allocated to other units of this firm should be reported by those units in the "Expenses Section" of their industry specific questionnaire, "Management fees or any other service fees". The management fees received by this head office from other units of this firm, should be reported in this questionnaire as revenue in Section B , "Revenue from transactions from internal clients ")	4454

Other Operating Expenses

	\$'000 CDN
27. Depreciation and amortization (including this business unit's assets and capital lease obligations) Please refer to your guide for inclusions before completing this question.	4520
28. Property and business taxes, and licences and other permits including building permits and development charges	4410
29. All other operating expenses (e.g., contributions to provincial health and education payroll taxes, allowances for bad debt, write-offs, donations, and inventory adjustments) Exclude interest expenses. Please report these amounts in this section at question 31, "Other expenses".	4569
Please name major items:	4561 4562 4563

Expense Totals

	\$'000 CDN
30. Total operating expenses	4599
31. 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
32. Total expenses (add amounts reported at questions 30 and 31)	4699
33. Excluding purchased services (that were identified above), did you allocate any other expenses (e.g., overhead, general administration) to other units of the firm? 4622 <input type="radio"/> Yes → If Yes , please enter the amount allocated. <input type="radio"/> No → If No , please go to Section D - Inventories of this Head Office or Other Business Support Unit .	4621

D - Inventory of this Head Office or Other Business Support Unit

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

Please exclude: • inventory held on consignment for others.

	Value of opening inventory \$'000 CDN	Value of closing inventory \$'000 CDN
1. Goods manufactured and/or produced by your firm and transferred to head office or other business support unit for sale	5541	5542
2. Goods purchased for resale in the same condition as purchased, including raw materials held for manufacturing operations of your own company	5543	5544
3. Total inventories (add amounts reported at questions 1 and 2)	5550	5555

E - Employment at this Head Office or Other Business Support Unit

Please complete, if applicable, the enclosed Head Office Supplement associated with this section. For information regarding this supplement, please refer to the enclosed guide.

Please report the average **number** of people employed at this Head Office and any other Business Support Unit, if applicable, during the reporting period.

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

Exclude contract and subcontract workers who are not part of your payroll.

Number
6299

F - Events That May Have Affected Your Business Unit

1. In order to reduce the possibility of further inquiries, please check the box(es) that best describe the reasons for significant changes in your operations from previous reporting period.

9953 New contract/loss of contract

9954 Organizational change

9955 Plant expansion/contraction

9945 Change in product line

9956 Change in bonus payments and/or severance pay

9957 Contracting out

9961 Reduced activity due to weather, natural disaster or fire

9958 Strike/lockout

9959 Layoffs due to automation

9944 Change in supplier(s)

9936 Exchange rate impact

9960 Change in taxes/tariffs

9947 Price changes, labour or raw materials (input)

9946 Price changes, goods or services sold (output)

2. Please elaborate on the above or provide any other explanations that may be essential in understanding your reported data:

9962

G - Comments

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

9918

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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