



2004 Survey of Head Office and Other Business Support Units

Please correct pre-printed information, **if necessary**, using the corresponding boxes below:



0001	Legal name		0004	Address	
0002	Business name				
0003	C/O		0005	City	0006 Province/Territory or State
0028	Last name of contact		0053	Country	0007 Postal code/ Zip code
0008	First name of contact		0010	Language preference	1 <input type="checkbox"/> English 2 <input type="checkbox"/> French

A - Introduction

Survey Purpose

The survey of head offices and other business support units is conducted to improve the accuracy and completeness of statistics on businesses in Canada. For further details, 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. For further details, please consult the enclosed booklet entitled *Statistics Canada Business Surveys*.

Coverage

Please report only for the business unit(s) identified above.

Return of Questionnaire

Please return the completed questionnaire(s) to Statistics Canada **within 30 days of receipt** by mail, using the enclosed envelope. You can also fax it at **1 888 883-7999**. Lost the return envelope, need help to complete your questionnaire(s)? Call us at **1 888 881-3666**.

Data-sharing Agreements

In an effort to reduce respondent burden, Statistics Canada has entered into agreements with provincial and territorial statistical agencies for the sharing of data. The data are kept confidential and used for statistical purposes only. **Your responses are not shared with Canada Revenue Agency.** For further details, please consult the enclosed booklet entitled *Statistics Canada Business Surveys*.

Fax or Other Electronic Transmission Disclosure

Statistics Canada advises you that there could be a risk of disclosure during the facsimile or other electronic transmission. However, upon receipt, Statistics Canada will provide the guaranteed level of protection afforded to all information collected under the authority of the *Statistics Act*.

0026	Person primarily responsible for completing this questionnaire, if different from above: 1 <input type="checkbox"/> Mr. 2 <input type="checkbox"/> Mrs. 3 <input type="checkbox"/> Miss 4 <input type="checkbox"/> Ms	0017	Telephone number	
		0027	Extension	
0054	Last name	0016	Fax number	
0013	First name	0020	Web site address	
0014	Title	0018	E-mail address	



Reporting Period Information

Please report information for **your most recent available 12-month fiscal period** ending between April 1, 2004 and March 31, 2005. Please indicate below the period covered by this questionnaire.

1. **From** ⁰⁰¹¹ ^{YYYY} ^{MM} ^{DD} **To** ⁰⁰¹² ^{YYYY} ^{MM} ^{DD}

2. If you did not operate this business for a full year, please check the reason(s) below:

⁰⁰³¹ ¹ Seasonal Operation ² New Business ³ Change of Fiscal Year ⁴ Change of Ownership ⁵ Ceased Operations ⁶ Temporarily Inactive

3. Please indicate below, any change that may have occurred in the organization of this business unit during the reported period:

⁰⁰⁴⁷ ¹ Acquired New Business Units ² Disposed of/Sold Business Units

Main Business Activity

Please check **one main activity**, at this business unit, which most accurately describes the **principal** source of operating revenue.

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 Units**
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.

Reporting Instructions

1. Please report all dollar amounts in thousands of CANADIAN DOLLARS (**\$'000 CDN**).
2. Dollar amounts and percentages should be rounded to whole numbers.
3. Please print in ink.
4. **When precise figures are not available, please provide your best estimates.**

Note: Please report information for Head Office related activities or other business support unit(s) only, and **not** your consolidated financial statement. This questionnaire should not include any information that has been reported in other Statistics Canada annual business surveys.

B - Revenue

Please include: – all revenue within or outside Canada recorded in your accounts for sales to other businesses and for transfers to other units of your business.

Please exclude: – GST/HST, PST and TVQ.

1. Did the accounts of this head office or other business support units record revenue during the reported period?

1099 1 Yes 3 No – If no, please go to **Section C**.

Revenue of this Head Office or Other Business Support Units

Revenue from 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 business units affiliated with this head office, 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, bought from business units not affiliated with this head office (i.e., third party) for sale to external clients	2028
4. Sales of services produced by employees of this business unit (e.g., sales of consulting services, data processing, management and administrative services) for sale to external clients	2011
5. Revenue from rental and leasing (e.g., office space or other real estate, goods and equipment) from external clients	2046
6. Other operating revenue (e.g., commissions, royalties, franchise fees) from external clients Please specify major item: 2023	2012
7. Total revenue from external clients (add amounts reported at questions 2 to 6 above)	2013

Revenue from internal clients (e.g., other units of this firm)

Exclude receipts from billings to external clients.

	\$'000 CDN
8. Management fees or any other service fees provided by and paid to this head office by other units of the firm (e.g., legal, advertising, insurance). Please refer to your guide before completing this question.	2014
9. Revenue from royalties and/or franchise fees from internal clients Please specify major item: 1898	1899
10. Revenue from commissions from internal clients	2060
11. All other operating revenue from other units of the firm not reported above from internal clients Please specify major item: 2024	2015
12. Total revenue from internal clients (add amounts reported at questions 8 to 11 above)	2016
13. Total operating revenue (add amounts reported at questions 7 and 12 above)	2080
14. Non-operating revenue (e.g., interest and dividend income)	2097
15. Total revenue of this head office or other business support units (add amounts reported at questions 13 and 14 above)	2098

C - Expenses

Please include: – all expenses within or outside Canada recorded by this business unit.

Please exclude: – GST/HST and TVQ.

Labour Remuneration

	\$'000 CDN
1. Salaries and wages of employees (include overtime and vacation pay) Employees are defined as those workers for whom you completed a Canada Revenue Agency <i>T4 - Statement of Remuneration Paid</i> . Please refer to your guide for inclusions and exclusions before completing this question.	3010
2. Employer portion of employee benefits, include contributions to provincial health and education payroll taxes. Please refer to your guide for other inclusions 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 12. – telephone and other telecommunication expenses. Please report these amounts in this section, at question 13.	3301
5. Operating, repair and maintenance supply expenses 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 14. – expenses that are covered in your repair and maintenance service expenses. Please report these payments in this section, at question 15.	3302
6. All other materials, components and supply expenses	3392

Please name major items:

3393 _____

3394 _____

3395 _____

Book Transfer Value

\$'000 CDN

1964

7. Book transfer value or cost price of goods manufactured and/or assembled by businesses affiliated with this head office, and transferred to this head office for sale to external clients. (The sale of these goods is to be reported in **Section B**, at question 2).

Purchases of Goods for Resale

\$'000 CDN

4025

8. Purchases of goods for resale from external clients (non-affiliated) in the same condition as purchased

Purchased Energy and Water Utilities

\$'000 CDN

4066

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

- Exclude:**
- motor vehicle fuel expenses
 - energy expenses that are covered in your rental and leasing expenses. Please report these amounts in this section, at question 14.

International Activities

Management Fees or Any Other Service Fees Paid or Received Within or Outside Canada

These services cover a variety of industrial, professional, trade and business services, as well as transactions in royalties and licences, but **exclude** imports and exports of goods, freight and shipping transactions, travel and interest or profit/loss.

\$'000 CDN

4556

- 10.a Management fees or any other service fees **paid** to affiliates or third parties outside Canada

4557

- 10.b Management fees or any other service fees **paid** to affiliates or third parties in Canada

4559

11. During the reference period, did you **receive** management fees or any other service fees from outside Canada?

1 Yes

3 No

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 this section, at questions 10.a and 10.b.

\$'000 CDN

4179

12. Transportation, shipping (contracted out), warehousing, storage, postage and courier expenses

Purchased Service Expenses (continued)

\$'000 CDN

13.	Telephone and other telecommunication expenses	4101	
14.	Rental and leasing expenses Include office space or other real estate, motor vehicles, computers and peripherals, other machinery and equipment, and other goods.	4115	
15.	Purchased repair and maintenance service expenses, including janitorial and cleaning services Include materials, parts and labour. Exclude property management fees.	4175	
16.	Payments to employment agencies or personnel suppliers (e.g., pay for temporary workers paid through an agency and charges for personnel search services)	3080	
17.	Purchased research and development expenses (contracted out)	4251	
18.	All other professional and business service (e.g., legal and accounting, technical services fees, consulting, education and training)	4315	
19.	Insurance premiums (e.g., liability, auto, building, equipment)	4350	
20.	Advertising and promotion expenses	4365	
21.	Travel, meal and entertainment expenses	4370	
22.	Royalties and franchise fees	4440	
23.	All other purchased service expenses not specified above (e.g., property management fees, waste and hazardous material removal fees, financial service fees such as bank charges, credit and debit card commissions). Please report interest expenses in this section, at question 30.	4500	
24.	Total purchased service expenses (add amounts reported at questions 12 to 23)	4453	
25.	What percentage, if any, of the amount reported above, at question 24, is allocated to other units of this firm? (The dollar value of these allocated expenses should be included in the amount reported in Section B , question 8).	4454	%

Other Operating Expenses

\$'000 CDN

26.	Amortization and depreciation (include this business unit's assets and capital lease obligations). Please refer to your guide for inclusions before completing this question.	4520	
27.	Property and business taxes, licences and other permits, including building permits and development charges	4410	
28.	All other operating expenses (e.g., allowances for bad debt, write-offs, donations and inventory adjustments) Exclude interest expenses. Please report these amounts in this section, at question 30.	4569	

Please specify major items:

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Expense Totals

		\$'000 CDN
29. Total operating expenses (add amounts reported in this section, at questions 3 to 10b, 24, and 26 to 28)	4599	
30. 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	
31. Total expenses (add amounts reported at questions 29 and 30)	4699	
32. Excluding labour remuneration and purchased services from the amount reported above, at question 29, did you allocate any other head office expenses to other units of this firm?	4621	
4622 1 <input type="checkbox"/> Yes – If yes , please enter the amount allocated.		
3 <input type="checkbox"/> No – If no , please go to Section D .		

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

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 (include 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 business units affiliated with this head office and transferred to this head office for sale to external clients	5541	5542
2. Goods purchased for resale in the same condition as purchased, from business units not affiliated with this head office and sold to external clients (i.e., third party)	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 Units

Please report the average **number** of people employed at this Head Office and any Other Business Support Units, 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. Compared to **last fiscal year**, were there any events that may have **significantly affected the reported values** for this business unit? Please specify:

9965

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G - Comments

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

hour(s)

minutes

9910

9909

2. We invite your comments below. If necessary, please attach a separate page. Please be assured that we review all comments with the intent of improving the survey.

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Signature: _____

I certify that the information contained herein is complete and correct to the best of my knowledge.

0015

YYYY

MM

DD

Thank you for your co-operation.