



# 2005 Survey of Head Office and Other Business Support Units

This information is 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 téléphoner au numéro sans frais suivant : 1 888 881-3666.

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

0001	Legal name		0004	Address			
0002	Business name		0005	City		0006	Province/Territory or State
0003	C/O		0053	Country		0007	Postal code/ Zip code
0028	Last name of contact		0008	First name of contact			
0052	Please report for		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 reporting guide.

### Data-sharing Agreements

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 Customs and Revenue Agency.** For further details, please consult the enclosed booklet entitled *Statistics Canada Business Surveys*.

### Coverage

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

### 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*.

### Fax or Other Electronic Transmission Disclosure

Statistics Canada advises you that there could be a risk of disclosure during facsimile or 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*.

## Return of Questionnaire

**Please return the completed questionnaire 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? Call us at **1 888 881-3666**.

0026	Person primarily responsible for completing this questionnaire, if different from above:		0017	Telephone number	
	1 <input type="checkbox"/> Mr. 2 <input type="checkbox"/> Mrs. 3 <input type="checkbox"/> Miss 4 <input type="checkbox"/> Ms		0027	Extension number	
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 12-month fiscal period** ending between April 1, 2005 and March 31, 2006. Please indicate below the period covered by this questionnaire.

1. **From** <sup>0011</sup>  <sup>YYYY</sup>  <sup>MM</sup>  <sup>DD</sup>  **To** <sup>0012</sup>  <sup>YYYY</sup>  <sup>MM</sup>  <sup>DD</sup>

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

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

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

<sup>0047</sup> <sup>1</sup>  Acquired New Business Units    <sup>2</sup>  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 <sup>0336</sup> **Head Office**  
<sup>1</sup>  Centralized administration (corporate, general home or central office)  
<sup>3</sup>  Other administration (divisional, branch or district office)

<sup>0337</sup> **Other Business Support Units**  
<sup>1</sup>  Research, development and testing laboratories  
<sup>3</sup>  Ancillary operations (sales, distribution, warehousing, trucking, etc.)

Please specify: <sup>0045</sup> \_\_\_\_\_

Please describe in detail the nature of your business activity:

<sup>0338</sup> \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. <sup>0040</sup>  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:

<sup>0041</sup> \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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 CAN\$**).
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.

		<b>'000 CAN\$</b>
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 <b>external clients</b>	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 <b>external clients</b>	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 <b>external clients</b>	2011	
5. Revenue from rental and leasing (e.g., office space or other real estate, goods and equipment) from <b>external clients</b>	2046	
6. Other operating revenue (e.g., commissions, royalties, franchise fees) from <b>external clients</b>	2012	
Please specify major item: <span style="float: right;">2023</span>		
7. <b>Total revenue from external clients</b> (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.

		<b>'000 CAN\$</b>
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 <b>internal clients</b>	1899	
Please specify major item: <span style="float: right;">1898</span>		
10. Revenue from commissions from <b>internal clients</b>	2060	
11. All other operating revenue from other units of the firm not reported above from <b>internal clients</b>	2015	
Please specify major item: <span style="float: right;">2024</span>		
12. <b>Total revenue from internal clients</b> (add amounts reported at questions 8 to 11 above)	2016	
13. <b>Total operating revenue</b> (add amounts reported at questions 7 and 12 above)	2080	
14. Non-operating revenue (e.g., interest and dividend income)	2097	
15. <b>Total revenue of this head office or other business support units</b> (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 CAN\$
1. Salaries and wages of employees ( <b>include</b> overtime and vacation pay)	3010	
<p>Employees are defined as those workers for whom you completed a Canada Customs and Revenue Agency <i>T4 - Statement of Remuneration Paid</i> . Please refer to your guide for inclusions and exclusions before completing this question.</p>		
2. Employer portion of employee benefits, <b>include</b> contributions to provincial health and education payroll taxes. Please refer to your guide for other inclusions before completing this question.	3040	
3. <b>Total labour remuneration</b> (add amounts reported at questions 1 and 2 above)	3041	

### Materials, Components and Supply Expenses

Please **exclude** capital expenditures.

		'000 CAN\$
4. Office supply expenses	3301	
<p><b>Include:</b> – paper and supplies for photocopiers, printers and fax machines, diskettes, writing instruments and other office supplies, etc. <b>Also, if not capitalized, include</b> computers, printers, photocopiers, computer software and office furniture, etc.</p> <p><b>Exclude:</b> – postage and courier expenses. Please report these amounts in this section, at question 12.</p> <p>– telephone and other telecommunication expenses. Please report these amounts in this section, at question 13.</p>		
5. Operating, repair and maintenance supply expenses	3302	
<p><b>Include:</b> – supplies for the operation, repair and maintenance of your equipment, vehicles and buildings.</p> <p><b>Exclude:</b> – expenses that are covered in your rental and leasing expenses. Please report these payments in this section, at question 14.</p> <p>– expenses that are covered in your repair and maintenance service expenses. Please report these payments in this section, at question 15.</p>		
6. All other materials, components and supply expenses	3392	

Please name major items:

3393

\_\_\_\_\_

3394

\_\_\_\_\_

3395

\_\_\_\_\_

## Book Transfer Value

1964 '000 CAN\$

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

4025 '000 CAN\$

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

## Purchased Energy and Water Utilities

4066 '000 CAN\$

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.

4556 '000 CAN\$

- 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.

4179 '000 CAN\$

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

## Purchased Service Expenses (continued)

		'000 CAN\$
13.	Telephone and other telecommunication expenses	4101
14.	Rental and leasing expenses <b>Include</b> 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 <b>Include</b> materials, parts and labour. <b>Exclude</b> 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.	<b>Total purchased service expenses</b> (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 <b>Section B</b> , question 8).	4454
	<b>%</b>	

## Other Operating Expenses

		'000 CAN\$
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)  <b>Exclude</b> interest expenses. Please report these amounts in this section, at question 30.	4569

Please specify major items:

4561 \_\_\_\_\_

4562 \_\_\_\_\_

4563 \_\_\_\_\_

## Expense Totals

		'000 CAN\$
29. <b>Total operating expenses</b> (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. <b>Total expenses</b> (add amounts reported at questions 29 and 30)	4699	
32. <b>Excluding</b> 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 <b>yes</b> , please enter the amount allocated.		
3 <input type="checkbox"/> No – If <b>no</b> , please go to <b>Section D</b> .		

## 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 CAN\$	Value of closing inventory '000 CAN\$
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. <b>Total inventories</b> (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.

6299

**Number**

**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.

## 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:

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## G - Comments

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

Hour(s)

Minutes

9910

9909

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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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9913

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9914

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9915

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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.**