



2003 Survey of Service Industries: Accounting and Bookkeeping

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 **1 888 881-3666**.

If necessary, please correct pre-printed information below.

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

A - General Information

Survey Purpose

This survey collects the financial and operating data needed to develop national and regional economic policies and programs.

Data-sharing Agreements

In an effort to reduce reporting 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. Please see the enclosed information booklet for details of the agreements.

Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada.

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 all information collected under the authority of the *Statistics Act*.

Reporting Instructions

- Report for **all** operation(s) and/or location(s) pre-printed in the above address area. If it is not possible to report for the above business unit(s), please explain the reason(s) in the Comments section at the end of the questionnaire.
- When precise figures are not available, please provide your best estimates.
- For further information about this survey and definitions, please consult the enclosed information booklet.

Return of Questionnaire

Please mail the completed questionnaire(s) in the enclosed envelope or fax it to Statistics Canada at 1 888 883-7999 within 30 days of receipt.

Lost the return envelope or need help? Call us at **1 888 881-3666** or mail to:
Statistics Canada, Operations and Integration Division, 120 Parkdale Avenue, Ottawa, Ontario K1A 0T6

B - Main Business Activity

Please describe the nature of your business.

0055 _____

Please check below the industry which represents the principal source of operating revenue.

- 0290 Offices of Accountants
0291 Tax Preparation Services
0292 Bookkeeping, Payroll and Related Services
0040 **None of the above**

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

For further information, please refer to the enclosed information booklet.

C - Reporting Period Information

Please report information for your **fiscal year** (normal business year) ending between April 1, 2003 and March 31, 2004. Please indicate below the period covered by this questionnaire.

0011 Year Month Day 0012 Year Month Day
1. From _____ **To** _____

2. If you did not operate this business unit 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 this fiscal year:

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

If you have had any other changes in your business within the year, please describe these changes in the Comments section at the end of the questionnaire.

D - Business Unit Organization

Type of organization (please check **one** only):

- 0024 1 Unincorporated sole proprietorship 2 Unincorporated partnership 3 Incorporated company
4 Co-operative 5 Joint venture 6 Government business entity
7 Government 8 Non-profit organization

E - Revenue

		\$ CDN
1. Audit engagements	2531	
2. Review engagements	2533	
3. Compilation engagements	2535	
4. Other assurance services	2553	
5. Bookkeeping and payroll services	2537	
6. Corporate tax planning	2539	
7. Corporate tax preparation	2540	
8. Individual and non-corporate tax services	2541	
9. Commodity and other tax services	2542	
10. Insolvency and receivership services	2544	
11. Strategic management consulting services	2546	
12. Financial management consulting	2547	
13. Human resource and executive search services	2548	
14. Marketing services	2550	
15. Production management consulting services	2551	
16. Other management consulting	2552	
17. Other sales and services produced. <i>(Please specify major items):</i>	2000	
2001		
18. Total operating revenue <i>(sum of items 1 to 17)</i>	2080	
19. Investment and other income <i>(e.g., interest and dividend income / capital gains)</i>	2097	
20. Total revenue <i>(sum of items 18 and 19)</i>	2098	
Distribution of Operating Revenue by Client Location <i>(report the percentage of provincial operating revenue (question 18 above) sold to clients outside the province)</i>		Percentage
21. Newfoundland and Labrador	8400	
22. Prince Edward Island	8415	
23. Nova Scotia	8405	
24. New Brunswick	8410	
25. Quebec	8420	
26. Ontario	8425	
27. Manitoba	8430	
28. Saskatchewan	8435	
29. Alberta	8440	
30. British Columbia	8445	
31. Yukon	8455	
32. Northwest Territories	8451	
33. Nunavut	8452	
34. United States	8465	
35. Mexico	8470	
36. Central and South America	8462	
37. European Union Countries	8477	
38. Other European Countries	8463	
39. Africa	8464	
40. Middle East	8466	
41. Asia	8471	
42. Australia, New Zealand	8467	
43. All other countries	8476	
44. Total		100%

F - Expenses

		\$ CDN	
1.	Total salaries and wages	3010	
2.	Employer portion of employee benefits	3040	
3.	Total labour remuneration (sum of 1 and 2)	3041	\$ CDN
4.	Temporary help and employment agency services	3080	
5.	Telephone and other telecommunication expenses	4101	
6.	a) Rental and leasing of offices and warehousing	4120	
	b) Rental and leasing of equipment and vehicles	4140	
7.	Maintenance and repair services purchased	4175	
8.	Accounting work subcontracted to others	3081	
9.	Legal, audit and other professional fees	4230	
10.	Interest expenses (both long and short-term)	4630	
11.	Financial service fees and other banking charges	4325	
12.	Insurance premiums	4350	
13.	Advertising	4365	
14.	Travel, conference, meal and entertainment expenses	4370	
15.	Office supplies	3301	
16.	Energy costs (gas, oil, electricity)	4027	
17.	Property and business taxes, licences and permits	4410	
18.	Delivery, courier and postage expenses	4085	
19.	Depreciation and amortization	4520	
20.	Education, training and reference materials	4348	
21.	Write-offs, valuation adjustments, capital losses	4349	
22.	All other expenses. (Please specify major items):	4569	
	4561		
	4562		
23.	Total expenses (sum of 3 to 22)	4699	

G - International Activities

Commercial 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.

		\$ CDN	
1.	During the reference period, please estimate the value of commercial services your business purchased from outside Canada	4450	

H - Personnel Characteristics

Number

1. Number of partners and working proprietors (<i>non-salaried</i>)	6321	
2. Paid employees		
Number of paid employees (<i>count of employees should be based on year-end T4 payroll summaries</i>)		
a) Professionals (include managers and students)	6332	
b) Technical and trades	6333	
c) Administrative, support staff and other	6330	
Total number of paid employees (<i>sum of items a to c</i>)	6339	
3. Percentage of paid employees that worked full-time	6328	%
4. Employee turnover		
a) Number of employees hired during the reporting period	6329	
b) Number of employees that resigned or were dismissed during the reporting period	6338	
5. Number of contract workers hired during the year (<i>individuals engaged only for the duration of a specific project</i>)	6320	

I - Distribution of Operating Revenue by Type of Client

Please indicate the percentage of "Total operating revenue" (reported in section E, at question 18) by the type of client to whom the services were delivered.

1. Clients in Canada	Percentage
a) Individuals and households	8100
b) Businesses	8110
c) Public institutions (<i>e.g., hospitals, schools, universities</i>)	8120
d) Governments (<i>federal, provincial, territorial and municipal administration</i>)	8130
2. Clients outside Canada (exports) - (<i>should equal sum of 34 to 43 in section E, Revenue</i>)	8140
Total	100%

J - Certification

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

Signature of authorized person	Title 0014	0015 Date		
		Year	Month	Day
Name of person to contact for further information 0026 1 <input type="radio"/> Mr. 2 <input type="radio"/> Mrs. 3 <input type="radio"/> Miss 4 <input type="radio"/> Ms.	0013	First name		
	0054	Last name		
E-mail address: 0018	Web site address: 0020			
Telephone number: 0017 ()	Extension: 0027	Fax number: 0016 ()		
How long did you spend collecting the data and completing this questionnaire?		9910 hour(s)	9909 minutes	

K - Comments

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

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Thank you for completing this questionnaire. Please retain a copy for your records.

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

If you need help, please contact us at **1 888 881-3666**.

For information only