



2005 Survey of Service Industries: Accounting Services

If necessary, please correct pre-printed information below.



0001	Legal name		0004	Address (number and street)	
0002	Business name		0005	City	
0021	Title of contact		0006	Province/ Territory 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="checkbox"/> English 2 <input type="checkbox"/> French

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.

A - Introduction

Survey Purpose

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

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*.

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 reporting guide for details of these agreements.

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 values are not available from your records, estimates are acceptable.
- For further information about this survey and definitions, please consult the enclosed reporting guide.

Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada. Please see the enclosed reporting guide for more information.

Please return the questionnaire within 30 days.

**Please mail the completed questionnaire in the enclosed envelope
or fax it to Statistics Canada at 1 888 883-7999.**

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

1. Please describe the nature of your business.

0055

2. Please check the **one main activity** which most accurately represents your **principal** source of revenue.

- 0290 Professional accounting services
- 0291 Tax preparation services
- 0292 Bookkeeping, payroll and related services
- 0040 None of the above

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

C - Reporting Period Information

1. Please report information for your **fiscal year** (normal business year) ending between April 1, 2005 and March 31, 2006. Please indicate below the period covered by this questionnaire.

YYYY
MM
DD
YYYY
MM
DD

From 0011

To 0012

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

- 0031 ¹ Seasonal operations
² New business
³ Change of fiscal year
⁴ Change of ownership
⁵ Ceased operations
⁶ Temporarily inactive

**Please complete only the questions that are applicable to your business.
When precise values are not available from your records, estimates are acceptable.**

D - Revenue

		CAN\$
1. Sales (a detailed sales breakdown will be requested in Section F)	2299	
2. Grants and subsidies	2068	
3. Royalties, rights, licensing and franchise fees	2022	
4. Investment income (dividends and interest)	2097	
5. Other revenue (please specify): ²⁰⁰¹	2077	
6. Total revenue (sum of questions 1 to 5)	2098	

E - Expenses

		CAN\$
1.	Salaries and wages of employees who have been issued a T4 statement	3010
2.	Employer portion of employee benefits (include employer contributions to pension, medical/life insurance plans, employment insurance, etc.)	3040
3.	Commissions paid to non-employees	4466
4.	Professional and business service fees (e.g., legal, accounting)	4315
5.	Outsourcing (include work contracted out, freelancers, payments to personnel suppliers, etc.)	3060
6.	Payments for services provided by your head office	4555
7.	Cost of goods sold – if applicable (purchases plus opening inventory minus closing inventory)	5721
8.	Office supplies	3301
9.	Rental and leasing (include rental of premises, equipment, motor vehicles, etc.)	4115
10.	Repair and maintenance (include janitorial services, equipment, motor vehicles, etc.)	4178
11.	Insurance (include professional liability, motor vehicles, etc.)	4350
12.	Advertising, marketing and promotions (report charitable donations at question 22)	4365
13.	Travel, meals and entertainment	4370
14.	Utilities (include gas, heating, hydro, water)	4066
15.	Telephone and other telecommunication expenses	4101
16.	Property and business taxes, licences and permits	4410
17.	Royalties, rights, licensing and franchise fees	4440
18.	Delivery, warehousing, postage and courier	4179
19.	Financial services fees (e.g., bank and credit card charges)	4325
20.	Interest expenses	4630
21.	Amortization of tangible and intangible assets	4520
22.	Charitable donations	4521
23.	Bad debts	4542
24.	All other expenses ⁴⁵³¹ (please specify):	4569
25.	Total expenses (sum of questions 1 to 24)	4699
26.	Corporate taxes (if applicable)	4600
27.	Gains (losses) and other items (include write-offs, foreign exchange, share of partnership income, etc.)	4601
28.	Net profit/loss after tax and other items	2304

F - Industry Characteristics - Accounting Services

Please provide a breakdown of your sales.

Please indicate if you are reporting in **either** Canadian dollars **or** percentages.

9973

1 \$ **OR** 2 %

1. Audit and assurance services		2638	
2. Compilation and review services		2639	
3. General bookkeeping and accounting services		2640	
4. Payroll services		2423	
5. Taxation services for corporate clients		2641	
6. Taxation services for individuals and unincorporated businesses		2642	
7. Other taxation services		2542	
8. Insolvency and receivership services		2544	
9. Consulting services		2643	
10. Other sales (please specify):	2559	2558	
11. Total sales		2305	

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G - Personnel

		Number
1. Number of non-salaried partners and proprietors (if salaried, report only at question 2 below)	6321	<input type="text"/>
2. Number of paid employees (based on year-end T4 payroll summaries)	6339	<input type="text"/>
%		
3. Percentage of paid employees who worked full-time	6328	<input type="text"/>
Number		
4. Number of contract workers (for whom you did not issue a T4 such as freelancers and casual workers)	6320	<input type="text"/>
5. Number of volunteers (including unpaid interns and co-op students) during the reporting period	6014	<input type="text"/>
Number of hours		
6. Total number of hours worked by volunteers during the reporting period	6026	<input type="text"/>

H - Sales by Type of Client

Please provide a percentage breakdown of your sales by type of client.

		%
1. Clients in Canada		
a) Businesses	8112	<input type="text"/>
b) Individuals and households	8100	<input type="text"/>
c) Governments and public institutions (e.g., hospitals, schools)	8233	<input type="text"/>
2. Clients outside Canada	8140	<input type="text"/>
Total		100%

I - Sales by Client Location

Please provide a percentage breakdown of your sales by client location (first point of sale).

		%
1. Newfoundland and Labrador	8400	<input type="text"/>
2. Prince Edward Island	8415	<input type="text"/>
3. Nova Scotia	8405	<input type="text"/>
4. New Brunswick	8410	<input type="text"/>
5. Quebec	8420	<input type="text"/>
6. Ontario	8425	<input type="text"/>
7. Manitoba	8430	<input type="text"/>
8. Saskatchewan	8435	<input type="text"/>
9. Alberta	8440	<input type="text"/>
10. British Columbia	8445	<input type="text"/>
11. Yukon	8455	<input type="text"/>
12. Northwest Territories	8451	<input type="text"/>
13. Nunavut	8452	<input type="text"/>
14. Clients outside Canada	8401	<input type="text"/>
Total		100%

J - International Transactions in Services

Complete this section only if you have purchased royalties, rights and/or services outside Canada (imports), or sold royalties, rights and/or services outside Canada (exports).

Please report in Canadian dollars.

Note: 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.

		CAN\$			CAN\$		
		Import of royalties, rights and/or services purchased outside Canada			Export of royalties, rights and/or services sold outside Canada		
		Royalties and rights		Other services	Royalties and rights		Other services
1.	United States	0509	0538		0548	0558	
2.	Mexico	0510	0539		0549	0559	
3.	United Kingdom	0511	0540		0550	0560	
4.	France	0512	0541		0551	0561	
5.	Other European Union countries ¹	0513	0542		0552	0562	
6.	Africa	0597	0601		0605	0609	
7.	Middle East countries ²	0598	0602		0606	0610	
8.	India	0599	0603		0607	0611	
9.	China	0514	0543		0553	0563	
10.	Japan	0515	0544		0554	0564	
11.	Other Asian Pacific countries ³	0516	0545		0555	0565	
12.	Australia/New Zealand	0600	0604		0608	0612	
13.	All other countries (please specify):	0517	0546		0556	0566	
	0613						
14.	Total	0524	0547		0557	0567	

¹ **Other European Union countries** (defined as Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Netherlands).

² **Middle East countries** (defined as Armenia, Azerbaijan, Bahrain, Georgia, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Palestinian Territory, Qatar, Saudi Arabia, Syrian Arab Republic, United Arab Emirates, and Yemen).

³ **Other Asian Pacific countries** (defined as Brunei Darussalam, Indonesia, Malaysia, Papua New Guinea, Philippines, Singapore, South Korea, Taiwan, Thailand, and Vietnam).

K - Not applicable

L - 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	
			YYYY	MM	DD	
Name of person to contact for further information: 0026		0013	First name			
1 <input type="checkbox"/> Mr. 2 <input type="checkbox"/> Mrs. 3 <input type="checkbox"/> Miss 4 <input type="checkbox"/> Ms		0054	Last name			
E-mail address 0018			Web site address 0020			
Telephone number 0017			Extension number 0027	Fax number 0016		
How long did you spend collecting the data and completing this questionnaire?			9910	Hour(s)	9909	Minutes

M - Comments

We invite your comments below. Please be assured that we review all comments with the intent to improve the survey.

9920 _____

9913 _____

9914 _____

9915 _____

9916 _____

FOR
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ONLY

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

Statistics Canada's publications are available for use in 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**.