



# 2007 Survey of Service Industries: Accounting Services

**This document is confidential when completed.**

Si vous préférez recevoir ce questionnaire en français,  
veuillez nous appeler au numéro sans frais suivant :

**1-888-881-3666.**

If necessary, please make address label corrections in the boxes 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 S-19.

**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. For more information on this survey, please access [www.statcan.ca/english/survey/index.htm](http://www.statcan.ca/english/survey/index.htm).

### 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.

### Confidentiality

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

### Fax or other electronic transmission disclosure

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

**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, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Visit our website at [www.statcan.ca](http://www.statcan.ca)



## B - Main business activity

1. Please describe the nature of your business.

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

0290  Professional accounting services

0291  Tax preparation services

0292  Bookkeeping, payroll and related services

0040  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, 2007 and March 31, 2008. Please indicate below the period covered by this questionnaire.

yyyy	mm	dd	yyyy	mm	dd
0011			0012		
from	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	to	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

2. If the reporting period does not cover a **full year**, please check the reason(s) below:

0031 <sup>1</sup>  seasonal operations    <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

## Reporting instructions

- Report for business unit(s) specified on the label on the front page.
- Complete only the questions that apply to your business.
- When precise figures are not available, please provide your best estimate.
- Report in Canadian dollars. Dollar amounts and percentages should be rounded to whole numbers.
- Consult the enclosed reporting guide for further information.

## D - Revenue

A detailed breakdown may be requested in other sections.

1. **Sales of goods and services** (e.g., rental and leasing income, commissions, fees, admissions, services revenue)  
Report net of returns and allowances.

2299

CAN\$

2. Grants, subsidies, donations and fundraising

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 ( <b>include</b> employer contributions to pension, medical/life insurance plans, employment insurance, etc.)		3040	
3. Commissions paid to non-employees		4466	
4. Professional and business services fees (e.g., legal, accounting)		4315	
5. Subcontract expenses ( <b>include</b> contract labour, contract work and custom work)		3060	
6. Charges for services provided by your head office		4555	
7. Cost of goods sold, <b>if applicable</b> (purchases <b>plus</b> opening inventory <b>minus</b> closing inventory)		5721	
8. Office supplies		3301	
9. Rental and leasing ( <b>include</b> rental of premises, equipment, motor vehicles, etc.)		4115	
10. Repair and maintenance (e.g., property, equipment, vehicles)		4178	
11. Insurance ( <b>include</b> 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 and telecommunications expenses ( <b>include</b> gas, heating, hydro, water, telephone and Internet expenses)		4066	
15. Property and business taxes, licences and permits		4410	
16. Royalties, rights, licensing and franchise fees		4440	
17. Delivery, warehousing, postage and courier		4179	
18. Financial services fees		4325	
19. Interest expenses		4630	
20. Amortization and depreciation of tangible and intangible assets		4520	
21. Bad debts		4542	
22. All other expenses (please specify):	4531		4569
23. <b>Total expenses</b> (sum of questions 1 to 22)		4699	
24. Corporate taxes, if applicable		4600	
25. Gains (losses) and other items (see reporting guide)		4601	
26. <b>Net profit/loss after tax and other items</b> (see reporting guide)		2304	

## F - Industry characteristics

Please provide a breakdown of your sales.

		CAN\$
1.	Auditing and other assurance services	2638
2.	General accounting services (include financial statement compilation services)	2729
3.	Bookkeeping services	2537
4.	Payroll services	2423
5.	Tax preparation and representation services for corporate and other clients	2540
6.	Tax preparation and representation services for individuals and unincorporated businesses	2541
7.	Tax planning and consulting services	2763
8.	Insolvency and receivership services	2544
9.	Management consulting services	2643
10.	Other sales (please specify): <span style="float: right;">2559</span>	2558
11.	<b>Total sales</b> (sum of questions 1 to 10)	2305

## G - Personnel

1.	Number of partners and proprietors, <b>non-salaried</b> (if salaried, report at question 2 below)	6321	number
2.	Paid employees		
a)	average number of paid employees during the reporting period (see reporting guide)	6339	
b)	percentage of paid employees (from question 2a) who worked <b>full time</b>	6328	%
3.	Number of contract workers for whom you did not issue a T4, such as freelancers and casual workers (estimates are acceptable)	6320	number
4.	Number of volunteers during the reporting period (estimates are acceptable)	6014	
5.	Number of hours worked by all volunteers during the reporting period (estimates are acceptable)	6026	number of hours

## 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

b) individuals and households

8100

c) governments, not-for-profit organizations and public institutions (e.g., hospitals, schools)

8233

8140

### 2. Clients outside Canada

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

2. Prince Edward Island

8415

3. Nova Scotia

8405

4. New Brunswick

8410

5. Quebec

8420

6. Ontario

8425

7. Manitoba

8430

8. Saskatchewan

8435

9. Alberta

8440

10. British Columbia

8445

11. Yukon

8455

12. Northwest Territories

8451

13. Nunavut

8452

14. Clients outside Canada (must equal question 2 in section H)

8401

100%

## J and K - Not applicable

FOR  
INFORMATION  
ONLY

## L - Contact information

Name of person to contact about this questionnaire:

0026 1  Mr.      2  Mrs.      3  Miss      4  Ms

0054	Last name	0017	Telephone number
0013	First name	0027	Extension number
0014	Title	0016	Fax number
0018	E-mail address	0020	Website address

Date completed:      yyyy      mm      dd  
0015            

How long did you spend collecting the data and completing the questionnaire?      hour(s)      minutes  
9910       9909

## M - Comments

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

FOR  
INFORMATION  
ONLY

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

Visit our website at [www.statcan.ca](http://www.statcan.ca)