



Unified Enterprise Survey - Annual

2000 Survey of Service Industries: Accounting and Bookkeeping

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 appeler sans frais au numéro de téléphone suivant : 1 888 881-3666.

For Information Only

Correct pre-printed information if necessary using the corresponding boxes below:

0001	Legal name	0004	Number and street		
0002	Business name	0005	City	0006	Province or State
0003	C/O	0053	Country	0007	Postal code/Zip code
0008	First name of contact	0028	Last name of contact		
0052	Please report for:	0010	Language preference 1 <input type="radio"/> English 2 <input type="radio"/> French		

A - Introduction

Survey Purpose

This survey collects the financial and operating data needed to produce statistics concerning your industry. For more information on survey purpose, 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**, used for statistical purposes and published in aggregate form only. The confidentiality provisions of the *Statistics Act* are not affected by either the *Access to Information Act* or any other legislation.

Please return the completed questionnaire(s) in the enclosed envelope **within 30 days** of receipt. The questionnaire(s) can also be faxed back to Statistics Canada at **1 888 883-7999**. Thank you.

If you need further information or help, please call 1 888 881-3666.

Name of the primary person completing this questionnaire:		0013	[Grid for name]		
0026		0054	[Grid for name]		
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Miss <input type="radio"/> Ms.		First name			
		Last name			
Title: 0014	E-mail address: 0018		Web site address: 0020		
Telephone number: 0017 ()	Extension: 0027	Fax number: 0016 ()		Date completed: YYYY MM DD	
Signature: _____			0015		
I certify that the information contained herein is complete and correct to the best of my knowledge.					

Coverage

Please complete this questionnaire for the business unit(s) described in the pre-printed area on the front page of this questionnaire. Report only for the operation(s) located in Canada.

Reporting Instructions

When precise figures are not available, your best estimates are acceptable.

1. Please report all dollar amounts in CANADIAN DOLLARS (\$ CDN).
2. All dollar amounts reported should be rounded to the nearest whole dollar (e.g., \$55,417.40 should be reported as \$55,417).
3. All percentages reported should be rounded to the nearest whole percent (e.g., 37.3% to 37%, 75.8% to 76%).
4. Please include all electronic commerce transactions.
5. Please write clearly in ink.
6. This survey questionnaire can be faxed back to Statistics Canada at **1 888 883-7999**.

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

Reporting Period Information

Reporting Period

Please report information for your **most recent available 12-month fiscal period** ending between January 1, 2000 and March 31, 2001. Please indicate below the period covered by this questionnaire.

1. From ⁰⁰¹¹ YYYY MM DD To ⁰⁰¹² YYYY MM DD

2. Do the dates reported above represent a change in your fiscal year?

0059 Yes No

3. Were any of the operating units of this business unit temporarily or seasonally inactive during the reporting period?

0061 Yes No

4. Has this business unit acquired any operating units during the reporting period?

0064 Yes No

5. Has this business unit disposed of/sold any operating units during the reporting period?

0066 Yes No

Data-sharing Agreements

To avoid duplicating survey activity, Statistics Canada has entered into agreements with provincial and territorial statistical agencies for the sharing of data. This is done in accordance with the federal *Statistics Act* and corresponding provincial and territorial legislation. The data are kept confidential and used for statistical purposes only. **Your responses are not shared with Canada Customs and Revenue Agency (formerly Revenue Canada).** More details on data-sharing are included in this package.

Business Unit Organization

1. 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

Sole Purpose of this Business Unit

1. Is the sole purpose of this business unit to provide services to your parent company, an affiliated company or a professional practice?

- 0029 Yes → **If yes**, please name the company or professional practice. No → **If no**, please go to the **Main Business Activity** section.

0030

Main Business Activity

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

Please check **one** only.

1. 541212 0290 **Offices of Accountants**
(CA, CMA or CGA)
- 541213 0291 **Tax Preparation Services**
- 541215 0292 **Bookkeeping, Payroll and Related Services**

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.

B - Revenue

		Nfld.	P.E.I.	N.S.	N.B.	Qc
		\$ CDN	\$ CDN	\$ CDN	\$ CDN	\$ CDN
1. Total sales of goods and services	2299					
2. All other operating revenue	2077					
specify major items: 2071						
2072						
3. Total operating revenue (sum of 1 and 2)	2080					
4. Non-operating revenue (e.g., interest income and dividends)	2097					
5. Total revenue (sum of 3 and 4)	2098					
B - 1 Revenue Distribution by Type of Services						
Assurance and Accounting Services						
6. Financial auditing	2531					
7. Accounting review with compilation	2533					
8. Accounting review without compilation	2534					
9. Other assurance (not reported above)	2553					
10. Compilation of financial statements	2535					
11. Other accounting and bookkeeping services	2536/ 2537					
Tax Services						
12. Corporate tax planning and consulting	2539					
13. Corporate tax preparation and review	2540					
14. Individual and non-corporate tax preparation	2541					
15. Commodity taxes, preparation and planning	2542					
16. Other taxation services	2543					
17. Insolvency and receivership services	2544					
Consulting Services						
18. Strategic management and planning	2546					
19. Financial management consulting	2547					
20. Human resource management and planning	2548					
21. Executive search (including outplacement)	2549					
22. Marketing management	2550					
23. Production management	2551					
24. Computer consultancy	2554					
25. Other management consulting (e.g., training)	2552					
26. Business process outsourcing	2556					
27. Personal financial planning	2557					
28. All other revenue from services (not reported above)	2000					
specify major items: 2001						
2002						
29. Total *(sum of 6 to 28)	2305					

* should equal question 3 above

B - Revenue

Ont.	Man.	Sask.	Alta.	B.C.	Yukon	N.W.T.	Nunavut	Total
\$ CDN	\$ CDN	\$ CDN	\$ CDN	\$ CDN	\$ CDN	\$ CDN	\$ CDN	\$ CDN

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For information only

C - Expenses

		Nfld.	P.E.I.	N.S.	N.B.	Qc
		\$ CDN	\$ CDN	\$ CDN	\$ CDN	\$ CDN
1. Wages and salaries	3010					
2. Employer portion of employee benefits	3040					
3. Telephone and telecommunication	4101					
4. Rental and leasing - premises, vehicles, equipment	4115					
5. Maintenance, repair and janitorial services	4175					
6. Payments to employment agency or personnel supplier	3080					
7. Accounting services sub-contracted outside	3081					
8. Legal, accounting and auditing fees	4230					
9. Consulting fees	4270					
10. Other professional and business service fees	4275					
11. Financial service fees (e.g., bank charges)	4325					
12. Insurance premiums	4350					
13. Advertising	4365					
14. Travel	4366					
15. Meals and entertainment	4367					
16. Property and business taxes, licences and permits	4410					
17. Royalties and franchise fees (include affiliation fees)	4440					
18. Office supplies (exclude postage and courier)	3301					
19. Energy (e.g., electricity, gasoline, fuel oil, natural gas)	4027					
20. Depreciation (e.g., vehicles, buildings)	4520					
21. Management fees paid to head office	4555					
22. Computer maintenance	4351					
23. Reference material	4352					
24. Software licences	4353					
25. Continuing education	4354					
26. Interest expenses (both long and short term)	4630					
27. All other operating expenses (e.g., postage)	4569					
specify major items: 4561						
4562						
28. Total expenses (sum of 1 to 27)	4699					
Employment		Number	Number	Number	Number	Number
1. Total number of paid employees	6312					
2. Number of part-time employees (included above)	6311					
Distribution by occupational group						
3. Partners (non-salaried)	6321					
4. Managers	6331					
5. Professionals not included above (include students)	6332					
6. Technical/Trades	6333					
7. Marketing/Sales	6337					
8. Administration/Support	6334					
9. All others (please specify): 6336	6335					
10. Total distribution by occupational group (sum of 4 to 9)	6339					
11. Contract workers employed during the year	6320					