



2001 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) described on the address label above. 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

For information only

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

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, 2001 and March 31, 2002. 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 comment 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

		Nfld.	P.E.I.	N.S.	N.B.	Qc.
		\$ CDN	\$ CDN	\$ CDN	\$ CDN	\$ CDN
1. Audit engagements	2531					
2. Review engagements	2533					
3. Compilation engagements	2535					
4. Other assurance services	2553					
5. Bookkeeping 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. (Please specify major items): 2001	2000					
18. Total Operating Revenue (sum of items 1 to 17)	2080					
19. Investment and other income (capital gains, etc.)	2097					
20. Total Revenue (sum of items 18 and 19)	2098					
Sales to clients outside the province (report the percentage of provincial operating revenue (line 18 above) sold to clients outside the province)		%	%	%	%	%
21. Newfoundland	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. Yukón	8455					
32. North West 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 sales outside province (%)	8479					

F. Expenses

		Nfld.	P.E.I.	N.S.	N.B.	Qc.
1. Total salaries and wages	3010					
2. Employer portion of employee benefits	3040					
3. Total labour remuneration (sum of 1 and 2)	3041					
4. Temporary help and employment agencies services	3080					
5. Telephone and other telecommunications	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 services fees and other banking charges	4325					
12. Insurance premiums	4350					
13. Advertising	4365					
14. Travel, conferences, meals and entertainment	4370					
15. Office supplies	3301					
16. Energy costs (gas, oil, electricity)	4027					
17. Property and business taxes, licenses and permits	4410					
18. Delivery, courier and postage	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. Personnel Characteristics

		Nfld.	P.E.I.	N.S.	N.B.	Qc.
1. Number of partners and working proprietors (non-salaried)	6321					
2. Paid employees						
Number of paid employees (count of employees should be based on year-end T4 payroll summaries)						
a) Professionals	6332					
b) Technical and trades	6333					
c) Administrative, support staff and other	6330					
Total number of paid employees (sum of items a to c)	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 (individuals engaged only for the duration of a specific project)	6320					

H. Distribution of Operating Revenue by Type of Client

Please indicate the percentage of "Total operating revenue, total Canadian operations" (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 (*hospitals, schools, universities, etc.*)

8120

d) Governments (*federal, provincial, territorial and municipal administration*)

8130

2. Clients outside Canada (exports)

8140

Total

100%

I. 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

0013

First name

0026

1 Mr. 2 Mrs. 3 Miss 4 Ms.

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

J. Comments

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.

9920

9916

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**.