



Unified Enterprise Survey - Annual

1999 Survey of Service Industries: Management, Scientific and Technical Consulting

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 appeler au numéro de téléphone indiqué dans la boîte ombragée ci-dessous.

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 |
| 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. These data will be aggregated with information from other sources to produce official estimates of national and provincial economic production in Canada, as well as official estimates of activity by industry. These estimates are used by government for national and regional programs and policy planning as well as by the private sector for industry performance measurement and market development.

Coverage


Please complete this questionnaire for the business unit described in the pre-printed area above. "Business unit" refers to the operation(s) described in the pre-printed area. Report only for those operations located in Canada.

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. However, if you wish to send the questionnaire(s) by facsimile, please consult the **Reporting Instructions** in this section. Thank you.

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

| | | | |
|--|---|---------------------|-----------------------------------|
| Name of the primary person completing this questionnaire: | | | |
| 0026 | <input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Miss <input type="radio"/> Ms. | 0013 | 0054 |
| First name | | Last name | |
| Title: 0014 | | | |
| 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. | | | |



Reporting Period Information

REPORTING PERIOD

Please report information for your most recent **12 month fiscal period**. Please indicate below the period covered by this questionnaire.

1. From ⁰⁰¹¹

| | | | | | | | | | |
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 YYYY MM DD To ⁰⁰¹²

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 YYYY MM DD

2. Did you operate this business unit for the **full year**?

- ⁰⁰⁵⁰ Yes → **If yes**, please go to the **Sole Purpose of this Business Unit** section.
 No → **If no**, please check the appropriate box(es) below.

⁰⁰⁴² Seasonal operation (please provide the dates) From ⁰¹²⁰

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 YYYY MM DD To ⁰¹²¹

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 YYYY MM DD

⁰⁰³² New business (please provide the date) ⁰⁰⁴⁶

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⁰⁰³³ Change of fiscal year end (please provide the new end date) ⁰⁰⁵¹

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⁰⁰³⁴ Change of ownership (please provide the date) ⁰¹²⁵

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⁰⁰³⁵ Ceased operations (please provide the date) ⁰¹¹⁹

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⁰⁰³⁶ Temporarily closed (please specify the date and the reason) ⁰⁰⁴⁹

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⁰⁰³⁷

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⁰⁰³⁸ Other (please specify): ⁰⁰³⁹

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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

| | | | | | | | | | |
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Main Business Activity

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

1. 541611 ⁰²⁶¹ **Administrative Management Consulting Services**
Inclusions: • administrative management consultants (providing advice and assistance on administrative issues such as financial planning and budgeting; equity and asset management; records management; office planning; strategic and organizational planning; site selection; new business start-up; and business process improvement).
Exclusions: • establishments providing office or general administrative services on a day-to-day basis.
- 541611 ⁰²⁶⁶ **General Management Consulting Services**
Inclusions: • general management consultants (providing a **full range** of consulting services which may include: administrative; human resource; marketing; process, physical distributions and logistics; or other management consulting services).
Exclusions: • establishments providing office or general administrative services on a day-to-day basis.
NOTE: Firms with certain management consulting specializations may be classified to one of the following categories **Human Resources and Executive Search Consulting Services** (541612) or **Other Management Consulting Services** (541619).
- 541612 ⁰²⁶² **Human Resources and Executive Search Consulting Services**
Inclusions: • human resource consultants (providing actuarial, benefit and compensation consulting services; employee assessment consulting services; organization development consulting services and personnel management consulting services) and executive search consultants (providing selection and referral of executive personnel for employment by others).
Exclusions: • professional and management development training.
- 541619 ⁰²⁶³ **Other Management Consulting Services**
Inclusions: • freight rate consultants; physical distribution consultants; logistics management consultants; tariff consultants; operations research consultants; telecommunications management consultants; and all other management consultants.
- 541620 ⁰²⁶⁴ **Environmental Consulting Services**
Inclusions: • multi-disciplinary firms (i.e. those hiring scientists, engineers and other technicians) consulting on such topics as the control of environment contamination from pollution, toxic substances and hazardous materials; sanitation consultants; site remediation consultants.
Exclusions: • environmental engineering services and environmental remediation services.
- 541690 ⁰²⁶⁵ **Other Scientific and Technical Consulting Services**
Inclusions: • agricultural consultants, biological consultants, chemical consultants, geological consultants, economic consultants, and all other consultants who provide advice and assistance to other organizations on scientific and technical issues.
Exclusions: • environmental engineering services and environmental remediation 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.

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 to be kept confidential and used for statistical purposes only. **Your responses are not shared with Revenue Canada.** More details on data – sharing are included in this package.

Reporting Instructions

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

1. Report all dollar amounts in CANADIAN DOLLARS (\$ CDN).
2. All dollar amounts reported should be rounded to whole dollars (e.g., \$55,417.40 should be reported as \$55,417).
3. Percentages should be rounded (e.g., 37.3% to 37%, 75.8% to 76%).
4. Please write clearly in ink.
5. 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*.

For information only

B - Revenue

- Please include:**
- all Canadian revenue recorded in your accounts for sales or transfers to other businesses and to other units of your business;
 - all revenue received from outside Canada by this business unit.
- Please exclude:**
- federal or provincial sales taxes collected for remittance to a government agency.

Sales of Goods and Services Produced

| | | \$ CDN |
|---|------|--------|
| 1. Total sales of goods and services produced | | 2299 |
| 2. All other operating revenue Exclude interest income and dividends. Please report this amount in this section at question 4, "Non-operating revenue". | | 2077 |
| Please name major items: | 2071 | |
| | 2072 | |
| | 2073 | |

Revenue Totals

| | | \$ CDN |
|---|--|--------|
| 3. Total operating revenue (add amounts reported in questions 1 and 2 above) | | 2080 |
| 4. Non-operating revenue (e.g., interest income and dividends) | | 2097 |
| 5. Total revenue (add amounts reported in questions 3 and 4 above) | | 2098 |
| 6. Please estimate the percentage of your " Total operating revenue " reported in this section at question 3, that was generated by new or substantially improved services or other products introduced by your business unit during the last three years . | | % |
| | | 2910 |

FOR INFORMATION ONLY

B - 1 Revenue by Type of Good and Service

Please report your "Total sales of goods and services produced" reported in **Section B - Revenue**, at question 1, "Total sales of goods and services produced", by the following categories.

| | \$ CDN |
|---|--------|
| 1. Strategic management and planning, organizational structure and review (advice and operational assistance services concerning business policy and strategy and the overall planning, structuring and control of an organization) | 2460 |
| 2. Financial management consulting services (advice and operational assistance services concerning matters related to financial planning and control) | 2461 |
| 3. Human resources management consulting services (as defined in the Main Business Activity section) | 2462 |
| 4. Executive search services (as defined in the Main Business Activity section) | 2463 |
| 5. Production management consulting services (e.g., effective utilization of materials in the production process; inventory management and control; quality control standards) | 2464 |
| 6. Marketing management consulting services (e.g., analysis and formulation of a marketing strategy; formulation of customer service and pricing policies; organization of the distribution process) | 2465 |
| 7. Market research and public opinion polling services (e.g., market/consumer-behavior analysis, using statistics, econometric models, surveys, etc.; investigation services designed to secure information on public opinions regarding social, economic, political and other issues) | 2466 |
| 8. Economic and social research (e.g., industry studies/analysis, economic analysis, econometric modelling, demographic analyses) | 2467 |
| 9. Public relations services (i.e. services to improve the image and relations of an organization or individual with the general public, government, voters, shareholders and others) | 2468 |
| 10. Other management consulting services | 2469 |
| 11. Computer consultancy services (e.g., selection and development of computer software or hardware; systems analysis, development and integration; and information systems design and modification) | 2470 |
| 12. Education and Training (i.e. services designed to develop qualities and skills in personnel that will enhance productivity and better contribute to organizational goal attainment) | 2475 |
| 13. Environmental consulting services (as defined in the Main Business Activity section) | 2471 |
| 14. Other scientific and technical consulting services (as defined in Main Business Activity section) | 2472 |
| 15. Sales of all other goods and services produced | 2000 |
| Please name major items: | |
| 2001 | |
| 2002 | |
| 2003 | |
| 16. Total (sum of amounts reported at questions 1 to 15 must equal the amount entered in Section B - Revenue , at question 1, "Total sales of goods and services produced") | 2305 |

C - Expenses

Please include: • all expenses within or outside Canada recorded or received by this business unit.

Please exclude: • income tax and the portion of federal or provincial sales taxes refunded by government.

Labour Compensation

| | \$ CDN |
|--|--------|
| <p>1. Wages and salaries of employees</p> <p>Please exclude employer portion of employee benefits from salaries and wages and report these benefits separately at question 2 below.</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Employees are defined as those workers for whom you completed a Revenue Canada T4 - Statement of Remuneration Paid form. • Please report all wages and salaries (including taxable allowances and employment commissions as defined on the T4 - Statement of Remuneration Paid form) before deductions. </div> <p>Include: • those amounts deposited to accounts outside Canada.</p> <p>Exclude: • all payments and expenses associated with outside contract workers and employment agencies or personnel suppliers. Please report these payments on the appropriate line(s) in this section.</p> <p>For example:</p> <ul style="list-style-type: none"> • the cost of a receptionist or filing clerk under direct contract to you. Please report these payments in this section at question 12, "Other professional and business service fees"; • the cost of maintenance or cleaning staff under direct contract to you. Please report these payments in this section at question 6, "Purchased maintenance and repair service expenses including janitorial and cleaning services". • all payments to casual labour without a T4 - Statement of Remuneration Paid form. Please report these payments in this section at question 25, "All other operating expenses". | 3010 |
| <p>2. Employer portion of employee benefits</p> <p>Include: • contributions to health plans, insurance plans, employment insurance, pension contributions, workers' compensation, retiring allowances or lump sum payments to employees upon termination or retirement, etc.</p> <p>Exclude: • contributions to provincial health and education payroll taxes applicable to this business unit. Please report these payments in this section at question 25, "All other operating expenses".</p> | 3040 |
| <p>3. Total labour compensation (add amounts reported at questions 1 and 2 above)</p> | 3041 |

Purchased Service Expenses

Please exclude services that you produce within this business unit.

| | \$ CDN |
|---|--------|
| 4. Telephone and other telecommunication expenses Include: <ul style="list-style-type: none"> • telephone, fax, cellular phone, or pager services for transmission of voice, data or image; • Internet access charge; • purchased cable and satellite transmission of television, radio and music programs. | 4101 |
| 5. Rental and leasing expenses Include office space or other real estate, motor vehicles, computers and peripherals, other machinery and equipment, and other goods. | 4115 |
| 6. Purchased maintenance and repair service expenses including janitorial and cleaning services Include materials, parts and labour. Exclude property management fees. | 4175 |
| 7. Payments to employment agency or personnel supplier (e.g., pay for temporary workers paid through an agency and charges for personnel search services) | 3080 |
| 8. Consulting work sub-contracted to others Include consulting services purchased for clients (e.g., to obtain special expertise in areas such as computer systems) | 3082 |
| 9. Other consulting fees Include consulting services purchased for internal consumption (e.g., office layout consulting services) | 4272 |
| 10. Legal, accounting and auditing fees | 4230 |
| 11. Architectural, engineering, scientific and technical service fees Include land surveying, interior design and drafting. | 4245 |
| 12. Other professional and business service fees Include fees for education and training, research and development, payroll preparation, etc. | 4275 |
| 13. Financial service fees (e.g., bank charges, credit and debit card commissions) Exclude interest expenses. Please report these amounts in this section at question 27, "Other expenses". | 4325 |
| 14. Insurance premiums (e.g., liability, automobile, building, equipment) | 4350 |
| 15. Advertising expenses | 4365 |
| 16. Travel expenses Include passenger transportation, accommodation, meals while travelling, and other travel allowances. | 4366 |
| 17. Meals and entertainment expenses (e.g., performing arts events, sports events) Include purchases for clients. | 4367 |
| 18. Property and business taxes, licences and permits Include: <ul style="list-style-type: none"> • property taxes (except those covered in your rental and leasing expenses); • property transfer taxes; • vehicle licence fees. | 4410 |
| 19. Royalties and franchise fees | 4440 |

Purchases of Materials, Components and Supplies

Exclude capital expenditures

\$ CDN

20. Office supplies

3301

Include: • paper and supplies for photocopier, printer and fax machine; diskettes; writing instruments and other office supplies, etc. Also, **if not capitalized, include** computers, printers, photocopiers, computer software and office furniture, etc.

Exclude: • postage and courier expenses. Please report this amount in this section at question 25, "All other operating expenses".

• telephone and other telecommunication expenses. Please report this amount in this section at question 4, "Telephone and other telecommunication expenses".

3392

21. All other materials, components and supplies

Please name major items:

3393

3394

3395

Other Operating Expenses

\$ CDN

22. Energy expenses (e.g., electricity, gasoline, fuel oil, diesel fuel, propane, natural gas)

4027

Exclude energy expenses that are covered in your rental and leasing expenses. Please report these payments in this section at question 5, "Rental and leasing expenses".

23. Depreciation and amortization (e.g., vehicles, buildings, equipment) (including this business unit's assets and capital lease obligations)

4520

24. Management fees paid to head office and business support units

4555

25. All other operating expenses (e.g., contributions to provincial health and education payroll taxes, allowances for bad debts, donations, and inventory adjustments)

4569

Exclude interest expenses. Please report these amounts in this section at question 27, "Other expenses".

Please name major items:

4561

4562

4563

Expense Totals

\$ CDN

26. Total operating expenses (add amounts reported at questions 3 to 25 above)

4599

27. Other expenses (e.g., interest expenses on capital lease obligations plus all other miscellaneous interest expenses such as interest on loans and the interest portion of mortgage payments)

4630

28. Total expenses (add amounts reported at questions 26 and 27 above)

4699

D - Employment Characteristics

Paid Employees

Please estimate the number of salaried and hourly employees on your payroll in a typical pay period.

Exclude: ● contract workers (i.e., those not on your payroll who were engaged for a specific project or term).
Please allocate this number by the following:

| | Number |
|--|--------|
| 1. Full-time employees Employees who worked the standard work week as observed by the business. | 6310 |
| 2. Part-time employees Employees who worked fewer hours than standard or who worked only for a given period or season. | 6311 |
| 3. Total number of paid employees (add numbers reported at questions 1 and 2 above). | 6312 |

Categories of Paid Employees and Definitions (refer to category definitions below)

Please report each employee only once - if an employee could belong to more than one category, report him/her in the "highest" category in the table (i.e., a professional who is also a manager should be reported as a manager only).

Managers/Editors Those who carry out the functions of management by planning, organizing, coordinating, directing, controlling, staffing and formulating, implementing or enforcing policy, either directly or through other levels of management. Supervisors who do not carry out any of the above functions are not considered to be managers.
Examples: president, senior partners, vice presidents, junior partners, department heads, heads of specific product lines, assistant managers.

Professionals Employees usually requiring an undergraduate university degree or the equivalent. Exclude anyone reported as a manager above.
Examples: consultants, land surveyors, geographers, geologists, engineers, chemists, biologists, other science professionals, lawyers, accountants, computer professionals, editors, marketing and research professionals and project managers and supervisors not in the "Manager" group.

Technical / Trades Employees requiring a community college certificate/diploma, vocational/trades accreditation or equivalent and who are not primarily involved in sales/marketing. Exclude anyone reported as a manager above.
Examples: desktop publishers, computer programmers, lab technicians, draftspersons, GIS technologists.

Marketing / Sales Non-supervisory staff primarily engaged in sales/marketing of products/services. Exclude anyone reported as a manager above.
Examples: sales and marketing staff, telemarketers. Exclude employees whose duties require a university degree or college certification or those whose duties are primarily supervisory.

Administrative, clerical, production and support staff Staff providing clerical/administrative services and staff in production or maintenance positions that require no vocational/trades accreditation or the equivalent in on-the-job training. Exclude anyone reported as a manager above.
Examples: secretaries, receptionists, mail/distribution clerks, cleaning staff and jobs that require no more than one-month's training for someone with no vocational/trade accreditation.

Other If you have employees that do not fit into any of the above categories, please specify their occupation(s).

| | Number |
|--|--------|
| 4. Managers/Editors Include partners and working proprietors. | 6331 |
| 5. Professionals | 6332 |
| 6. Technical/Trades | 6333 |
| 7. Marketing/Sales | 6337 |
| 8. Administrative, clerical, production and support staff | 6334 |
| 9. All others (please specify): 6336 | 6335 |
| 10. Total (the sum of questions 4 to 9 above must equal the number of paid employees reported in this section at question 3, "Total number of paid employees") | 6339 |

Contract Workers

Please report the number of contract workers usually engaged at this business unit (i.e., during a typical pay period).

| | Number |
|---|--------|
| 11. Contract workers individuals engaged only for the duration of a specific project or term | 6320 |

E - Distribution of Operating Revenue by Type of Client

Data on your revenue by type of client will be used to improve information on the origins of demand for goods and services. We recognize that this may be a difficult question to answer, and welcome your suggestions on how to improve it in the **Comments** Section at the end of the questionnaire.

Please indicate the percentage of "Total operating revenue", reported in **Section B - Revenue**, at question 3, "Total operating revenue", by type of client to whom the goods or services were delivered.

| | % |
|---|-------------|
| Clients in Canada | 8100 |
| 1. Individuals and households | 8120 |
| 2. Public Institutions (e.g., hospitals, schools, universities) | 8130 |
| 3. Government (e.g., federal, provincial, territorial and municipal administration) | 8112 |
| 4. Financial businesses (e.g., financial intermediaries including banks, trust companies, financial crown corporations) | 8115 |
| 5. All other businesses (including non-financial crown corporations) | 8140 |
| 6. Clients outside Canada (exports) | |
| Total | 100% |

Name of **person** reporting **Type of Client** information (if different from name on page 1)

8190

First name

Last name

Telephone number 8192
(include area code)

F - Distribution of Operating Revenue by Client Location

Data on your revenue by client location will be used to improve information on the movement of goods and services between provinces and to other countries. We recognize that this may be a difficult question to answer, and welcome your suggestions on how to improve it in the **Comments** Section at the end of the questionnaire.

Please indicate the percentage of "Total operating revenue" reported in **Section B - Revenue**, at question 3, "Total operating revenue", by the location of the client to whom the goods or services were delivered.

| | | % |
|--|------|-------------|
| Clients in Canada | | 8400 |
| 1. Newfoundland | | 8415 |
| 2. Prince Edward Island | | 8405 |
| 3. Nova Scotia | | 8410 |
| 4. New Brunswick | | 8420 |
| 5. Quebec | | 8425 |
| 6. Ontario | | 8430 |
| 7. Manitoba | | 8435 |
| 8. Saskatchewan | | 8440 |
| 9. Alberta | | 8445 |
| 10. British Columbia | | 8455 |
| 11. Yukon | | |
| Northwest Territories | | |
| 12. Northwest Territories (excluding Nunavut) | 8451 | |
| 13. Nunavut | 8452 | |
| 14. Northwest Territories (old boundaries) (add percentages reported at questions 12 and 13 above) | | 8450 |
| Clients outside Canada (exports) | | 8465 |
| 15. United States | | 8470 |
| 16. Mexico | | 8476 |
| 17. All other countries | | |
| Total | | 100% |

G - Events That May Have Affected Your Business Unit

1. Compared to **last fiscal year**, were there any events that may have significantly affected the reported values for this business unit?

- 9929 Yes → **If yes**, please go to question 2.
 No → **If no**, please go to **Section H - Comments**.

2. Please check the box(es) that best reflect this change.

- | | |
|---|---|
| 9930 <input type="radio"/> Longer scheduled work week | 9931 <input type="radio"/> Shorter scheduled work week |
| 9932 <input type="radio"/> Increase in business | 9933 <input type="radio"/> Decrease in business |
| 9934 <input type="radio"/> More overtime | 9935 <input type="radio"/> Less overtime |
| 9936 <input type="radio"/> Foreign exchange | 9937 <input type="radio"/> Merger or acquisition |
| 9938 <input type="radio"/> Layoffs | 9939 <input type="radio"/> Increase in hiring |
| 9940 <input type="radio"/> Temporary shutdown | 9941 <input type="radio"/> Permanent shutdown |
| 9942 <input type="radio"/> Strike | 9943 <input type="radio"/> Weather |
| 9944 <input type="radio"/> Change in supplier | 9945 <input type="radio"/> Change in product line |
| 9946 <input type="radio"/> Price changes, goods or services sold (output) | 9947 <input type="radio"/> Price changes, labour or raw materials (input) |
| 9948 <input type="radio"/> Changes in industry regulation | 9949 <input type="radio"/> Changes in government taxes |
| | 9952 <input type="radio"/> Natural disaster |

3. 9950 Other (please specify):

H - Comments

1. How long did you spend collecting the data and completing this form? hours

2. Comments?

We invite your comments on the following topics or any others related to our business survey program. We appreciate your assistance.

- questionnaire content
- new questions of interest to your industry
- questionnaire language
- use of business terminology
- comprehension of questions (e.g., through definitions, examples of inclusions and exclusions, code sheets, instruction sheets, reporting guides)
- order and flow of questions
- timing of receipt of questionnaire and the period given for response
- other sources of data to further reduce response burden
- potential for electronic data reporting
- general (non-proprietary) business software packages in use

9920

Lost the return envelope?
Please telephone 1 888 881-3666
or
fax 1 888 883-7999.



Thank you for your co-operation.

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