



2006 Survey of Service Industries: Heritage Institutions

This document is confidential when completed.

Si vous préférez recevoir ce questionnaire en français,
veuillez nous téléphoner 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 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. For more information on this survey, please access 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 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*.

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



B - Main Business Activity

1. Indicate the organization/park's primary heritage activity.

Check **one** only.

- 712119 0702 Museum (except art museum and gallery)
712120 0703 Historic site, building, park or community
712111 0704 Art museum and gallery, non-commercial
712190 0705 Nature park or conservation area
519122 0706 Archives
712119 0707 Exhibition centre
712119 0708 Planetarium
712119 0709 Observatory
712130 0710 Aquarium
712130 0711 Zoo
712130 0712 Botanical garden, arboretum, or conservatory
712190 0713 Other heritage activity 0714
(please specify) : _____
0040 **None of the above** – Please call **1 888 881-3666** for further instructions.

Skip to question 3

2. Indicate the type of museum, or historic site, building, park or community.

Check **one** only.

- 0399 1 Community (local interest)
2 Fort or military
3 Maritime or marine
4 Human history, archaeology, anthropology, or ethnology
5 Science and technology
6 Natural history or natural science
7 Sport or hall of fame
8 Transportation
9 Multidisciplinary
10 Other (please specify) : 0400 _____

3. Indicate if the organization/park has **additional or secondary heritage activities**. If this organization/park has more than one heritage activity or site location, include all activities in all further questions.

Check **all** that apply.

- 0716 No secondary activity
0702a1 Museum (except art museum and gallery)
0704a1 Art museum and gallery, non-commercial
0705a1 Nature park or conservation area
0703a1 Historic site, building, park, or community
0706a1 Archives
0727 Other (please specify) : 0728 _____

4. Indicate the **governing authority** of the organization/park. This question does not refer to the major source of funding but to whom the organization/park reports.

Check **one** only.

- 0404 1 Not applicable
2 Federal government
3 Provincial or territorial government
4 Municipal government (**include** region/county government)
5 Educational organization (**include** all elementary, secondary and post-secondary level institutions)
6 Religious organization
7 For profit institution or business
8 Other

B - Main Business Activity (Continued)

5. Organization structure

a) Is this establishment a not-for-profit organization?

0528 1 Yes

3 No

b) Type of organization

0529 1 Unincorporated

2 Incorporated

3 Other

c) Please check as applicable

0108 1 Registered charity (files a charitable organization tax return)

2 Government agency or quasi-governmental organization

C - Reporting Period Information

1. Please report information for your fiscal year (normal business year) ending between April 1, 2006 and March 31, 2007. Please indicate below the period covered by this questionnaire.

From ⁰⁰¹¹ ^{YYYY} ^{MM} ^{DD} To ⁰⁰¹² ^{YYYY} ^{MM} ^{DD}

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

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 only. Dollar amounts and percentages should be rounded to whole numbers.
- Consult the enclosed Reporting Guide for further information.

D - Revenue

1. Sales of goods and services (e.g., rental and leasing income, commissions, fees, admissions, services revenue)
Report net of returns and allowances. A detailed breakdown will be requested in **Section F**. {if applicable}

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 (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 such as payments to freelancers, personnel suppliers, artists, etc.)	3060
6.	Charges 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 (e.g., property, equipment, vehicles)	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, Internet 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 and depreciation 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 (see Reporting Guide)	4601
28.	Net profit/loss after tax and other items (see Reporting Guide)	2304

F - G - H - I - J - K - Not applicable

L - Contact Information

0015 Date completed
YYYY MM DD

Name of person to contact about this questionnaire:

0026 1 Mr. 2 Mrs. 3 Miss 4 Ms

0013 First name

0054 Last name

0014 Title

E-mail address 0018	Website address 0020
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Telephone number 0017	()	Extension number 0027	Fax number 0016	()
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How long did you spend collecting the data and completing the 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.

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

Visit our website at www.statcan.ca