



Unified Enterprise Survey

Annual Survey of Manufactures, 2002



Guidelines and Instructions

What is the Annual Survey of Manufactures and why is it important?

The Annual Survey of Manufactures is conducted annually by Statistics Canada to obtain important information on the manufacturing sector of the Canadian economy. Manufacturing establishments in Canada are required to provide information on such aspects of their operations as shipments, cost of materials, consumption of fuel, inventory levels and salaries and wages. The information for all establishments is then grouped and aggregated to provide indicators for each of the more than 200 individual industries constituting the Canadian manufacturing sector.

Data collected in the Annual Survey of Manufactures are important because in the aggregate they measure production of this major industrial sector in Canada, providing an indication of the well being of each industry, and its contribution to the Canadian economy. To protect the confidentiality of data provided by respondents, only data in aggregate form are available for use.

Your assistance in completing the enclosed Annual Survey of Manufactures questionnaire is vital to the collection and production of timely and accurate manufacturing statistics. If you experience difficulties in completing this questionnaire, please do not hesitate to call us at **1 888 881-3666**.

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Statistics Canada / Statistique Canada

Canada



Who uses manufacturing statistics?

Results from the Annual Survey of Manufactures help Statistics Canada in compiling key data on the Canadian economy, such as the Gross Domestic Product. The total value of manufactured shipments is used along with inventories to calculate production statistics, whereas the aggregate of shipments for individual products, along with external trade data, is used to estimate the apparent Canadian market for particular commodities.

The data are also published and are used by the business community, trade associations, municipal, provincial and federal governments, international organizations and private citizens. Major uses include analyzing market share, forecasting demand for new products, comparing establishment performance with that of the industry, preparing industrial and regional development plans, and establishing trade and tariff policies.

Is it a legal requirement to complete this questionnaire?

Yes. The Annual Survey of Manufactures is collected under the authority of the *Statistics Act, Revised Statutes of Canada, 1985, Chapter S19*. This Act stipulates that the completion of questionnaires issued under the Act is compulsory.

Is the information provided kept confidential?

Yes. Under the provisions of the *Statistics Act*, Statistics Canada is prohibited by law from publishing or releasing outside Statistics Canada, in any manner, any statistics which would divulge information obtained from this survey relating to any identifiable business without the previous written consent of that business (there are some exceptions under the data-sharing agreements described in the

next paragraph). The data reported on this questionnaire will be treated in strict confidence, used for statistical purposes only, 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.

Data-Sharing Agreements

To avoid duplication of information collection and to ensure more uniform statistics, Statistics Canada has entered into agreements with various government departments and agencies for the sharing of data from this survey **for statistical purposes only. Please note that Statistics Canada does not share any individual responses with Canada Customs and Revenue Agency.**

Section 11 of the federal *Statistics Act* provides for the joint collection and sharing of information with provincial statistical agencies which: 1. Have been established under provincial legislation providing substantially the same provisions for confidentiality and penalties for disclosure of confidential information as the federal *Statistics Act*; 2. Have the provincial or territorial legislative authority to collect this information on their own. **Section 11** agreements are in effect with the provincial statistical agencies of Newfoundland and Labrador, New Brunswick, Nova Scotia, Quebec, Ontario, Manitoba, Saskatchewan, Alberta and British Columbia in respect of establishments located within the boundaries of their respective province.

Agreements have also been made under **Section 12** of the *Statistics Act*, to provide for the joint collection and sharing of information with a federal, provincial or territorial government department. Under **Section 12**, you may refuse to share your information with any of these departments by writing to the Chief Statistician and returning your letter of objection along with the



completed questionnaire. Please specify those agencies or departments from which data shall be withheld.

Section 12 agreements which require that the information be kept confidential and used only for statistical and research purposes, are in effect with the following departments for establishments operating within their respective jurisdictions for all manufacturing industries with:

1. Natural Resources Canada
2. Prince Edward Island Department of Finance and Tourism
3. Executive Council of the Northwest Territories
4. Nunavut Bureau of Statistics

For establishments in Non-Ferrous Metal (except Aluminum) Smelting and Refining, Clay Building Material and Refractory Manufacturing, Cement Manufacturing and Lime Manufacturing, with:

1. Newfoundland and Labrador Department of Natural Resources
2. New Brunswick Department of Natural Resources and Energy
3. Quebec Ministry of Natural Resources
4. Ontario Ministry of Northern Development and Mines
5. Manitoba Department of Energy and Mines
6. British Columbian Ministry of Energy, Mines and Petroleum Resources

The agreements with these agencies also allow them to use the information in accordance with the provisions of their governing legislation.

For establishments in Sawmills (except Shingle and Shake Mills), Hardwood Veneer and Plywood Mills, Softwood Veneer and Plywood Mills, Wood Preservation, Particle Board and Fibreboard Mills, Waferboard Mills, Mechanical Pulp Mills, Chemical Pulp

Mills, Paper (except Newsprint) Mills, Newsprint Mills and Paperboard Mills, an agreement has been reached with the Ontario Ministry of Natural Resources.

Section 17 of the federal *Statistics Act* allows for the disclosure of a list of individual establishments, firms or businesses showing information including the establishments' names and addresses, products produced and specific ranges of numbers of employees engaged by them. The disclosure of these lists **may** be authorized in order to aid analysts in the interpretation of data from the Annual Survey of Manufactures. If you wish your company name to be omitted from any such list, address a letter to the Chief Statistician stating your objection and return your letter with the completed questionnaire.

Guidelines

General Remarks

This booklet is designed to assist you in completing the questions on the Annual Survey of Manufactures questionnaire. It provides further clarification of each question by section to enable complete and accurate responses. Guidelines are itemized to coincide with the number appearing in front of the question on the questionnaire. The questions on the questionnaire as well as the guidelines in this booklet are grouped into eight sections. The sections are:

- A - Introduction**
- B - Revenue**
- C - Expenses**
- D - Inventories**
- E - First Destination of Shipments**
- F - Employment by Location**
- G - Events that may have affected your Business Unit**
- H - Comments**

Two of the manufacturing industries receive specialized questionnaires,



which are different from the general Annual Survey of Manufactures questionnaire. For these, the Guidelines and Instructions booklet are mainly similar, except for the following. Establishments in the **Printing Industry**, one of the manufacturing industries, receive a questionnaire entitled 'Annual Survey of Printing and Related Support Activities', which has an added question in the description of main business activity under **Section A**. Establishments in the **Sawmills Industry** receive a questionnaire entitled "Annual Survey of Sawmills" (except Shingle and Shake Mills), which has additional questions in **Section C** and additional inventory items in **Section D**.

The data requested can generally be obtained from the establishment's accounting records and financial statements. Other sources of information may include the employment and payroll records, and production and purchasing department records. Completed questionnaires must be returned within **30 days** of receipt. If you experience difficulty in completing the questionnaire or **if you are not sure how to respond to a specific question, please call us at 1 888 881-3666** and someone will be happy to assist you. Please quote the reference number on the first page of the questionnaire in all communications.

Questionnaires can also be faxed back to Statistics Canada at **1 888 883-7999**. Statistics Canada advises you that there is a risk of disclosure during the facsimile communication process. However, when your fax is received Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*.

Key Definitions

Please use the following concepts when completing the Annual Survey of Manufactures questionnaire.

This questionnaire should be completed for a single establishment. The **establishment** is the smallest operating unit in your business, which can report the following items:

- The value of shipments or sales;
- The cost of materials and supplies purchased;
- The cost of energy and water utility purchased;
- The opening and closing inventories;
- The first destination of shipments;
- The number of employees and their salaries and wages.

Generally, the establishment corresponds to a plant, mill or factory. However, the establishment may comprise more than one plant if your accounting records do not permit separate questionnaires for each one. An establishment may also include ancillary or support units, such as sales offices or warehouses. Please include combined data for these support units in the questionnaire, and provide employment detail about the individual units in **Section F - Employment by Location** of the questionnaire.

Your business may have one or more establishments defined in this way. If it is a **single-establishment firm**, it should normally receive only one Annual Survey of Manufactures questionnaire. However, if the business has a head office located in a municipality other than the one in which the plant is located, then the firm should also fill out a separate questionnaire for the **Survey of Head Office and Other Business Support Units** (a Head Office questionnaire).

If it is a **multi-establishment firm**, a separate questionnaire should be completed for each establishment. Each questionnaire should cover all the activities of the establishment concerned, including any ancillary or support units which serve only that establishment.



In addition, each separate administrative or head office unit that relates primarily to the firm's manufacturing establishments should complete a Head Office questionnaire. The activities of ancillary or support units which serve more than one establishment should also be reported on a Head Office questionnaire (even if there is no separate head office as such). If you are in doubt about the best way to report, or you are not sure what questionnaires are being completed by other units of your firm, please telephone for assistance at **1 888 881-3666**.

Reporting Instructions

When precise figures are not available please provide your best estimates.

Report all monetary values in Canadian funds, rounded to the nearest thousand dollars (e.g., \$55,417.40 should be rounded to \$55). Percentages should be rounded (e.g., report 37.3% as 37% and 75.8% as 76%).

A - Introduction

Main Business Activity - line 2

Please describe the main business activity of your establishment generating the largest portion of value of shipments during the reporting period. This information is used to verify that your establishment is coded to the applicable industry.

It is not uncommon for an establishment to change its product mix during the year. Since Statistics Canada classifies establishments on the basis of activities that manufacture their principal products, it is important to give some indication of the major activity of the establishment during the reporting year. Please report here whether the principal activity is manufacturing, sales, etc. and the major products which you shipped, for example, "manufacturer of automotive parts" or "some

manufacturing but primarily wholesaler of men's clothing".

If you received the "Annual Survey of Printing and Related Support Activities" questionnaire an additional line 3 asks to indicate the specific type of printing or related activity. This, again, should be based on the largest portion of value of shipments during the reporting period.

Reporting Period Information - line 4

This question is equivalent to line 5 on the Printing questionnaire. The reporting period for the Annual Survey of Manufactures is the establishment's **most recent available 12-month fiscal period ending between January 1, 2002 and March 31, 2003**. Please check the appropriate circle to indicate any fiscal year or operational changes.

B - Revenue

Section B-1 covers outputs (i.e., products and services) resulting from manufacturing activities and corresponds directly to **Section C-2** which covers the related inputs (i.e., raw materials, containers, etc.) used for manufacturing activities. Non-manufacturing revenues are to be reported in **Sections B-2** and **B-3**.

Shipments should only include those from Canadian locations, transfers to other establishments or a head office of your firm, sales of goods that were shipped earlier on consignment, and shipments to foreign countries for which custom export entry forms (e.g., B-13A or CF7501) has been prepared.

Excluded should be shipments to inventories or on consignment which should be reported as inventory until actually sold.

B-1 Manufacturing Outputs

The information to be reported in **Section B-1** should relate only to **goods manufactured from own materials**,



either at this establishment or by other manufacturers in Canada on the basis of a charge to this establishment

(these charges, i.e., the related expense, should be reported in **Section C-2**, line 13).

In the case where manufacturers normally install products of their own manufacture as an extension of the processing operations, the value of shipments should represent the **installed value of the products**. In addition to revenue from shipments of products and by-products, revenue which was received from custom and repair work should also be included (**Section B-1**, lines 6 and 7). It is important to note that goods reported as shipped should **not** be included in inventory (**Section D**). However, consignment shipments should be reported as inventory until actually sold.

Single-establishment firms

If your firm operates **one** establishment (plant) plus **one or more** stock or storage warehouses **at other locations** (including rented space in public warehouses), reported shipments should consist of shipments out of warehouse plus direct plant shipments to customers. **Do not include** current plant shipments to own warehouses. **Include** warehouse inventory with plant inventory (**Section D**). Operational statistics of such warehouses i.e., employment, payroll, etc., should be included in this establishment questionnaire.

Multi-establishment firms

If you are a manufacturing establishment of a multi-establishment firm that ships goods to **other manufacturing establishments of the firm** (regardless of location in Canada) for sale or further processing, or to sales branches or selling warehouses which are either separate ancillary units or part of the head office, please report these shipments at book transfer value (see Valuation, lines 1 and 2). In such a

case operational data (materials, employment, etc.) of these trading establishments that you shipped to should **not** be included in any line of this questionnaire.

Valuation - lines 1 and 2

Shipments should be reported at final selling price, normally equated to sales. If you cannot report value of shipments and you report production as a proxy for shipments, please indicate this at line 1. In this case, inventory data must be reported in **Section D - Inventories**, lines 2 and 3.

Please also indicate whether you report at final selling price or any alternate valuation at line 2.

If you are a **single establishment firm**, shipments must be reported at **your** final selling price.

If you are part of a **multi-establishment firm**, shipments to your company's establishments outside the manufacturing industry (i.e., that are not manufacturing establishments) must be reported at your final selling price.

Shipments to other manufacturing establishments, sales branches, selling warehouses or head offices of your firm should be reported at the value shown on your books of account (i.e., book transfer value). Shipments received from other establishments in your company must be reported as expense at the same book transfer value and as revenue at final selling price.

Shipments of goods of own manufacture - line 3 (by commodity)

When reporting shipments for the twelve-month period, give the quantity when required and the net selling values of all products and by-products in thousands of Canadian dollars. The values reported **should be net of** returned sales, discounts, sales allowances, sales taxes, excise duties



and taxes, and charges for outward transportation by common or contract carriers. If the accounting records of the establishment do not provide the value of shipments by individual commodity, **net** of the above items, please report the total of these items in **Section B-1**, line 5.

Do not deduct outward transportation charges or delivery expenses incurred by the establishment's own carriers (providing they do not constitute separate establishments) and the value of non-returnable containers from the value of shipments.

Establishments which manufacture **large commodities**, that normally require extended periods of time and large sums of money to complete, should only report the value of work done for which **payment has been received during the reporting period (e.g., progress payments)**.

- NOTE:** (i) If you report portions of the value of this type of larger product (reflected by payments received) over a number of periods, **do not** report the **total value** of these products upon completion (this would, over time, result in double counting).
- (ii) **Quantities should not** be reported for products where the reported value reflects only a portion of the total value of the completed product.

Information regarding progress payments should be reported at line 17 of **Section B-1**.

In summary, for shipments of goods of own manufacture, please

Include:

- Domestic and export shipments;
- Transfers to other establishments in your company;

- Shipments **from** owned inventories and sales **from** goods on consignment;
- Charges for installation of manufactured goods where installation is part of sale;
- Book value of goods shipped for rental.

Exclude:

- Shipments into inventory and on consignment;
- Shipping charges by common or contract carriers;
- Discounts and returns;
- Federal and provincial sales taxes and excise duties and taxes;
- Sales of goods purchased for resale, wholesale, retail.

Sales exclusions - line 5

If not excluded from the commodity values at line 3, please report returned sales, discount, sales allowances, sales taxes, excise duties and taxes and charges for outward transportation by common or contract carriers.

Custom and repair work - lines 6 and 7

These lines are intended to account for any revenues received for "custom" or repair work done on products or materials which you do not own.

B-2 Shipments of Goods Purchased for Resale

Total value of shipments of goods purchased for resale - line 9 (in the same condition as purchased)

Here sales of purchased goods are required. Please report shipments of commodities that have not been processed or altered in your establishment and that have been purchased and resold in the same condition.

As in the case of shipments of goods of own manufacture, the **net selling value** is to be reported, i.e., net of returned sales, discounts, sales allowances,

sales taxes, excise duties and excise taxes and charges for transportation by common or contract carriers. Please ensure that the corresponding inputs (expenses) are reported in **Section C-5**, line 32, "Goods purchased for resale" (in the same condition as purchased).

Shipments of goods purchased for resale should also include: 1. Sales of any products transferred to you from other establishments of your company sold in the same condition as transferred; 2. All sales of resale goods from inventory or consignment.

Major resold products - line 10

The commodity description of the **major products** falling in this category together with the percentage (estimated if not available) that each major product contributes to the total value reported is required here.

B-3 All Other Operating Revenue

Rental and leasing revenue - line 11

Some manufacturing establishments, by the nature of their product, obtain part of their operating revenue from the lease or rental of **manufactured products**. Such revenue should be reported here. If this type of revenue is accruing to the head office it should be reported on the Head Office questionnaire but please ensure that it is reported only once, i.e., **either** on the questionnaire of the manufacturing establishment **or** on the Head Office questionnaire. In some cases manufacturing establishments **purchase** machinery and equipment which is subsequently leased or rented to other establishments (including those of own firm) or to the general public. This type of revenue should also be included here.

As well, you are asked to supply the amount of any revenue accruing from the rental or lease of **real property**, whether or not any buildings involved have been produced by this establishment.

All other operating revenue not specified above - line 13

Operating revenue not reported elsewhere should be included here. This should include revenue from operations performed **by your own labour force**, other than sales of manufactured goods, resales, rental, leasing and subsidies. Examples are service revenues, commissions on sales, revenues from contracted shipping, royalties and franchise fees, operation of cafeterias and lunch counters, outside installation or construction work **not related** to your own products, sale of used materials (**excluding** sale of fixed assets) and research and development work.

Non-operating revenue - line 15

Please report any other revenue not generated by regular current operations of the establishment, such as interest and dividend income.

Progress payments - line 17

See comments on large commodities at line 3. The value of progress payments relating to current production should be included in the commodity shipments information at line 4 of **Section B-1**. The value of current progress payments **only** should be reported in this question, as well as the proportions of Canadian and foreign sources.

C - Expenses

C-1 Labour Remuneration

Salaries and wages of employees - line 1

Figures reported for salaries and wages should be gross, before any deductions from employees for income tax and employee contributions for sickness, accident, pension, insurance, or other benefits. **Do not include** fringe benefit contributions by the employer, which should be reported at line 2 "Employer portion of employee benefits", in this section.



Note: Please report the **same** value provided here in **Section F - Employment by Location**, at the Total - all locations line at the bottom of the Gross salaries and wages, commissions, bonuses, etc. column.

For salaries and wages,

Include:

- Overtime payments;
- Vacation pay;
- Directors' pay;
- Bonuses (including profit sharing);
- Commissions paid to **regular employees** such as your manufacturer's agents;
- Taxable allowances (e.g., room and board, gifts such as air tickets for holidays);
- Retroactive wage payments;
- Any other allowance forming part of the employees' earnings.

Exclude:

- Amounts paid out to other establishments for labour costs only. This should be reported in **Section C-2**, line 13, "Amounts paid to other business units and to contractors";
- All payments and expenses associated with outside contract workers. Please report these payments at the appropriate line of the Purchased Service Expenses, **Section C-4**.

For example:

- The cost of a receptionist or filing clerk under direct contract to you should be reported in **Section C-4**, line 26, "All other professional and business service fees";
- The cost of maintenance or cleaning staff under direct contract to you should be reported in **Section C-4**, line 23, "Purchased maintenance and repair service expenses including janitorial and cleaning services";

- Payments to employment agencies or personnel suppliers, (e.g., pay for temporary workers paid through an agency and charges for personnel search services). Please report these payments in **Section C-4**, line 24, "Payments to employment agencies or personnel suppliers";
- Payments to casual labour without a T4 - Supplementary Form. Please report these payments in **Section C-5**, line 38, "All other operating expenses";
- Monies withdrawn by working owners and partners of unincorporated businesses;
- Directors' fees or distribution of profits to shareholders of incorporated companies.

Employer portion of employee benefits - line 2

Include:

- Payments for employee life and extended health care insurance plans (e.g., medical, dental, drug and vision care plans);
- CPP/QPP contributions;
- Employer pension contributions;
- Workers' compensation (provincial plan applicable to this business unit);
- Employment Insurance Premiums (E.I.);
- Retiring allowances or lump sum payments to employees at time of termination or retirement;
- All other employee benefits such as childcare and supplementary unemployment benefit (SUB) plans.

Exclude:

- Payments by employees (i.e., deductions from pay) for these benefits;
- Contributions to provincial health and education payroll taxes (applicable to this establishment). Please report these contributions separately in this section, at line 4.

Provincial health and education payroll taxes - line 4

Taxes, premiums or levies on total payroll paid to provincial governments.

Include:

- Ontario Employer Health Tax;
- Employers' contribution to the "Québec health services fund";
- Manitoba Levy for Health and Education;
- Newfoundland and Labrador Payroll Tax.

C-2 Manufacturing Inputs

Raw materials, components and containers, supplies etc., purchased and used in manufacturing operations

Please report cost of raw materials, containers, and supplies purchased and owned by your establishment and used in its manufacturing operations. **Only commodity items or physical goods should be included and not costs of services or overhead charges** such as advertising, insurance, depreciation, interest, contract services, etc. In reporting the cost of the various items **purchased**, give the laid-down value at the establishment, i.e., the amounts (after discounts) actually paid or payable. The GST should be excluded. If you are a part of a multi-establishment firm and receive semi-processed goods as transfers from other establishments of your firm for further processing, please report these semi-processed goods in **Section C-2**, line 6. The cost of such goods should be equivalent to the transfer value reported by the shipping establishment plus any transportation and handling charges paid by this establishment to common or contract carriers.

Basis of valuation - line 5

If it is impossible to report **purchases** as requested, please indicate what basis of valuation is used. Purchases from other establishments in your

company should be recorded at transfer price.

Purchases of raw materials and components - line 6 (by commodity)

Please report the cost of raw materials by the individual commodities used in manufacturing. Where quantity information is requested, please provide this information from your records or, if not recorded, provide your best estimate. Any fuel purchased as an input into the manufacturing process, as a feedstock or processing material (e.g., crude oil processed into gasoline), or for any other non-energy purpose **should be** reported at this line. **Do not include** fuel used for energy purposes, (e.g., for office or plant heating), should be reported in **Section C-3**, line 15.

Non-returnable containers and other shipping and packaging materials - line 10

In addition to containers purchased and used as such, any raw materials, purchased and used as packaging materials or in the construction of containers, should also be reported at this line. Care should be taken that such raw materials, if any, are not reported at line 6. **Do not include** returnable containers.

Cost of supplies used to operate, maintain and repair buildings and equipment - line 12

Such supplies should comprise those used by the establishment in the operation, maintenance and repair of machinery, equipment and buildings; exclude all supplies which are chargeable to fixed assets accounts. Also, **do not include** the cost of repairs or other types of maintenance done by outside contractors or items entered elsewhere at line 6 or in **Section C-5**.



Amount paid to other business units and to other contractors for work done on materials owned by this business unit - line 13

Many establishments provide materials to other establishments or individuals for the production of products on a so-called "custom basis". Please report the amount that the reporting establishment pays to such other establishments or individuals for work of this nature. **Do not include** payments to individuals working on their own premises using machinery, equipment and materials provided by this establishment since such persons should be treated as employees.

C-3 Purchased Energy and Water Utility Expenses

Please report information on all purchased energy, water utility expenses and electricity consumed by the establishment **for energy purposes only**, both in its manufacturing and non-manufacturing operations. Any fuel purchased to be used **as an input into the manufacturing process as a feedstock or processing material** (e.g., crude oil processed into gasoline) or for **any other non-energy purposes should not** be reported here but rather in **Section C-2**, line 6, "**Manufacturing Inputs**". Answers to the detailed questions should cover amounts used by the establishment in all vehicles, plant and office operations, and any support units which are part of this establishment. Please **include** transportation, duties, etc. which form part of the laid-down cost at the establishment. Do not report fuel **consumed** as fuel **purchased** unless the amounts are substantially the same (or unless you can only report consumption).

C-4 Purchased Service Expenses

In this section, please **include** expenses for services purchased from external businesses and other

establishments of a multi-establishment firm and **exclude** services that you produce within this establishment. Lines 19-29, in this section are numbered 22-32 in the Sawmills questionnaire, while 31 is equivalent to 33.

Transportation, warehousing and storage expenses of purchased goods - line 19

Include (if not reported in laid-down cost):

- Payments for transportation of purchased goods;
- Railway transport services of freight;
- Road transport services of freight;
- Moving services of goods in use with the company, e.g., office furniture;
- Transport services via pipeline;
- Coastal and transoceanic water transport services of freight;
- Inland water transport services of freight;
- Air transport services of freight;
- Rental services of truck, vessels for coastal and transoceanic transport, inland water vessels or aircraft, with operator (freight);
- Refrigerated storage services;
- Bulk liquid or gas storage services;
- Other storage or warehousing services.

Exclude:

- Delivery services by Postal and Courier Services (report these payments in **Section C-4**, "Purchased Service Expenses", line 20, Postage and courier expenses).

Postage and courier expenses - line 20

Include local messenger and delivery expenses, as well as:

- Postal services related to letters or parcels;



- Post office counter services;
- All other postal services, including services provided by ground transportation;
- Courier services.

Telephone and other telecommunication expenses - line 21

Include telephone, fax, cellular phone, or pager services for transmission of voice, data or image. Also include Internet access charges and purchased cable and satellite transmission of television, radio and music programs. Also **include** the following:

- Wired telecommunication services;
- Wireless telecommunication services;
- Satellite telecommunication services;
- On-line access services;
- On-line information provision services.

Rental and leasing expenses - line 22

Include:

- Rent of office space or other real estate;
- Motor vehicles (without driver);
- Computers and peripherals (without operator);
- Other machinery and equipment (without operator);
- Rental or leasing services concerning other goods (video tape, televisions, furniture, etc.).

Exclude:

Rental and leasing of vehicles, machinery and equipment **with driver or operator** and report those costs with the associated function. For example: Rental services concerning transported by motor vehicles **with operator** should be reported in **Section C-4**, line 19, "Goods transportation, warehousing and storage expenses of purchased goods".

Purchased maintenance and repair service expenses including janitorial and cleaning services - line 23

Include materials, parts and labour, janitorial and cleaning services sweeping and snow removal services. Also **include** purchased maintenance and repair service expenses for:

- Buildings and structures;
- Motor vehicles;
- Other machinery and equipment;
- Other goods (e.g., fabricated metal products or furniture repair services).

Exclude:

Property management fees should be reported in **Section C-4**, line 31, "All other purchased service expenses not specified above".

Payments to employment agencies or personnel suppliers - line 24 (e.g., pay for temporary workers paid through an agency and charges for personnel search services)

Include:

- Executive search services;
- Employment agency services;
- Office support personnel services;
- Domestic help personnel services;
- Other commercial or industrial workers services;
- Medical personnel services;
- Other personnel services.

All other professional and business service fees - line 26

Include:

- Legal fees;
- Accounting and auditing fees;
- Architectural fees;
- Engineering fees;
- Scientific and technical service fees;
- Information technology consulting fees;



- Other consulting fees (management, technical and scientific);
- Veterinary fees;
- Fees for human health services;
- Education and training fees;
- Data processing fees;
- Payroll preparation fees;
- Research and development expenses;
- All other professional and business service fees.

Insurance premiums - line 27 (e.g., liability, auto, building, equipment)

Include:

- Life insurance and individual pension services;
- Accident and health insurance services;
- Motor vehicle, marine, aviation and other transport insurance services;
- Other property insurance services;
- Freight insurance services;
- General liability insurance services;
- Credit and surety insurance services;
- Other non-life insurance services;
- Reinsurance services.

Exclude:

- Payments on behalf of employees which are considered to be taxable benefits. Please report these payments in **Section C-1**, line 2, "Employer portion of employee benefits";
- Premiums paid directly to your Head Office, if applicable. Please include this amount in this section at line 35, "Management fees or any other service fees paid to head office and other business support units".

Advertising and promotion expenses - line 28

Include:

- Planning, creating and placement services of advertising;
- Purchase or sale of advertising space or time, on commission;
- Other advertising services;
- Trade fair and exhibition organization services.

Travel, meals and hospitality expenses - line 29

(i) Travel

Include passenger transportation, accommodation, meals while traveling, and other travel allowances. Please also **include:**

- Hotel and motel lodging services;
- Railway, road, water or air transport services of passengers;
- Rental services of passenger cars, buses and coaches with operator;
- Taxi services;
- Travel agency services.

(ii) Meals and hospitality expenses

Include purchases for clients, as well as:

- Meal serving services;
- Beverage serving services for consumption on the premises;
- Motion picture and video tape projection services.

Royalties and franchise fees - line 30

Include:

- Lease fees to governments (e.g., access to shoreline, stumpage fees);
- Franchise fees;
- Patents;
- Trademarks;
- Copyrights.

C-5 All Other Operating Expenses

Lines 32-41 in this section and the remainder of **Section C** are numbered 34-43 in the Sawmills questionnaire.

Goods purchased for resale - line 32

Please report the laid-down cost to your establishment of goods purchased for resale in the same condition as purchased. If there are inventories held please ensure they are reported in **Section D - Inventories**, at line 4, "Goods purchased for resale". Please report sales of these items in **Section B-2**, line 9, "Total value of shipments of goods purchased for resale".

Office supplies - line 33

This question should account for all office supplies purchased and used by the establishment for both manufacturing and non-manufacturing operations.

Property and business taxes, and licences and other permits including building permits and development charges - line 36

Include:

- Property taxes - except those which are covered in your rental and leasing expenses;
- Property transfer taxes;
- Large corporation capital tax;
- Vehicles licence fees;
- Lot levies;
- Building permits and development charges.

Total depreciation and amortization expenses on this business unit's assets and on capital lease obligations - line 37

Please report the portion of cost of capital and intangible assets allocated to current operations.

Note: (at end of **Section C**) Self assessment for provincial sales tax occurrence is used in

estimating aggregate tax content of inputs.

D - Inventories

Inventories are to be reported at the **value maintained in the accounting records (book value) and should include inventory at the plant and at any warehouse or selling outlet which is treated as part of this establishment.** Inventories should only include any inventory held or in transit in Canada or on consignment in Canada as well as goods owned and held in inventory abroad, but should **not** include any goods held on consignment from others. If the method of valuation used by your establishment has changed, please advise us on the questionnaire and identify the method now being used.

Raw materials, purchased components and supplies - line 1

This line is equivalent to lines 1 and 2 on the Sawmills questionnaire.

Please report inventory of materials to be used in manufacturing, including inventory of fuel purchased to be used as an input into the manufacturing process as a feedstock or processing material (e.g., crude oil processed into gasoline). Also include packaging materials.

The inventory of raw materials should **not** include any raw material intended for resale in the same condition as purchased. Such inventory should be included in this section, at line 4.

Goods in process - line 2

This line is equivalent to lines 3 and 4 on the Sawmills questionnaire.

Goods in process consist of partially completed goods. Establishments which manufacture larger products that normally require extended periods of time and large sums of money to complete, should report **the portion that**



represents the value of work done for which no payment has been received. The **value of work done** should reflect the value maintained in the accounting records. Alternatively, the value of work done can be based on an estimate of the work completed during the reporting period as a percentage of the total value of the completed product.

Finished products - line 3

This line is equivalent to lines 5 and 6 on the Sawmills questionnaire.

Report only goods of own manufacture of this establishment at this line. If accounting records do not distinguish between goods of own manufacture and goods purchased for resale please provide your best estimate of the distribution between lines 3 and 4 of this section and note on the questionnaire the action taken.

Goods purchased for resale - line 4

This line is equivalent to line 7 on the Sawmills questionnaire.

This inventory pertains to all goods which are purchased for resale without further processing by the establishment. This inventory is owned by this establishment and held at the plant (and at any warehouse or selling outlet which is treated as an extension of this establishment) in transit in Canada, or on consignment in Canada. Please note that the **purchases** and **shipments** of such goods are to be reported in **Section C-5**, line 32 and **Section B-2**, line 9, respectively.

Other Inventory - line 5

This line is equivalent to line 8 on the Sawmills questionnaire.

This inventory is intended to cover, for example, materials and supplies used on new construction by own labour force or in the production of machinery and equipment for own use by own labour force, cafeteria supplies, safety supplies, fuel for energy purposes, etc.

Packaging material inventory should be included with inventory reported at line 1, in this section.

Unfilled Orders

This question is asked to assess the total demand for manufactured products. It is designed to cover the backlog of unfilled orders (i.e., orders not shipped, regardless of the work already done on them and of stock from which they can be filled) apart from amounts due to normal shipping time lag. If exact figures cannot be obtained from accounting records, please provide a reasonable estimate of the amount of such backlog at the end of your fiscal year.

E - First Destination of Shipments

Data on your revenue by first destination of shipments will be used to improve information on the movement of goods and services between provinces and to other countries. Please provide the distribution of "Total manufacturing outputs" as reported in **Section B - Revenue**, line 8, **by destination**, either in Canadian dollar amounts (in thousands of Canadian dollars), or where not available, as percentages of total outputs. For physical shipments to Head Offices, Sales Offices, wholesalers or other distributors, please report the first destination i.e., the location at which the distributor received these goods. For overseas shipments or transcontinental shipments, please do not consider United States transit depots as destinations. If total manufacturing outputs in **Section B - Revenue**, line 8 includes the value of goods that were not physically shipped (e.g., book transfers), please treat these as within province shipments.



F - Employment by Location

General Guidelines

The information requested in this section is designed to account for all personnel on the payroll of the establishment, including those working in ancillary units which form part of the establishment. Please provide the information **for the same time period** used in the reporting of other operational data.

Employment at this location

Major activity

(i) Manufacturing

Please report data on workers engaged in processing and assembling. Include those employed in: storing, handling, packing, warehousing, etc.; inspecting (including quality control); maintenance, repair, janitorial, watchman services and working foremen doing work similar to that of employees they supervise. Also include those engaged in erecting or installing for customers, only when such work is carried out as an extension of your manufacturing operations and is not performed by a separate establishment.

(ii) Non-manufacturing

This **includes** all employees designated as executive, administrative, clerical/office and sales staff. Head Office employees should be reported on a separate Head Office questionnaire (a) if the head office is at a different location than this establishment (even if that location is within the same municipality) or (b) if the head office is at the same location but serves more than one establishment and maintains separate records. Otherwise, head office employees should be included under "non-manufacturing".

Please also include employees on the payroll of the establishment and

engaged in such non-manufacturing activities as: cafeterias or restaurant counters operated by this establishment; new construction; major repairs or alterations of buildings; machinery and equipment for the use of the establishment, when such work is chargeable to the fixed assets accounts.

Gross salaries and wages, commissions, bonuses, etc.

Figures reported for salaries and wages should be gross, before any deductions from employees for income tax and employee contributions for sickness, accident, pension, insurance, or other benefits, all of which should be included. **Do not include** fringe benefit contributions by the employer. For further definition, inclusions and exclusions, see **Section C-1**, line 1, "Salaries and wages of employees", in this booklet.

Note: The Total-all locations at the bottom of the Gross salaries and wages, commissions, bonuses, etc. column should be the **same** value as that reported in **Section C-1** line 1, "Salaries and wages of employees".

Average number employed during the reporting period

To calculate the average number employed, add the number of employees in the last pay period of each month of the reporting period and divide this sum by the number of months (usually twelve). Please do this calculation separately for each major activity in each location.

Employment at other locations

This section asks for employment data for other locations similar to those requested for the main location. Please provide a separate set of data for each separate location. Locations are pre-printed, please note if any locations were deleted. If you have added any locations, or if any locations were not



pre-printed, please provide the information on these.

G - Events that may have affected your Business Unit

If this has been an unusual year for some reason or if there were any events that affected any of the reported data, such as a strike, closure, major contract received or change in prices, please indicate this here on the questionnaire, or on a separate sheet of paper.

H - Comments

Please let us know the time required to complete this form and note any comments.

Before returning this questionnaire

Before returning this questionnaire please check it over for completeness and accuracy. The following checklist will reduce the probability of an enquiry by Annual Survey of Manufactures staff:

Are there any omissions?

Are the values provided for the following reasonable?

- Average salaries;
- Average wages;

- Ratio of value of shipments to raw material costs;
- Changes this year over last year.

The previous year's return and values prevailing in the industry are indicators of reasonableness.

For further information and assistance

Remember, if you are experiencing difficulty in completing the questionnaire or if you are not sure about how to respond to a specific question, please call us at **1 888 881-3666** and someone will be happy to assist you.

Please keep a copy of this questionnaire accessible

In case you receive an enquiry from our staff. It will also serve as a guide to completing next year's questionnaire.



Unit of Quantity Conversion Table

Imperial	Abbreviation	Metric
Barrel (35 gal. petroleum)	barrel	0.15899 m ³
Board Feet (Logs), Thousand	M.ft.b.m.	4.53000 m ³
Board Feet (Lumber), Thousand	M.Bd.Ft.	2.35974 m ³
British Thermal Unit	Btu	1.05506 kj
Carat	ct.	0.20000 g
Cord	cd.	2.40693 m ³
Cubic foot	cu.ft.	0.02832 m ³
Cubic yard	cu.yd.	0.76455 m ³
Cunit (wood chips)	cunit	2.83168 m ³
Foot	ft.	0.30480 m
Gallon	gal.	4.54609 l
Gallon (U.S.)	gal. (US)	3.78541 l
Hundredweight	cwt.	45.35924 kg
Ounce	oz.	28.34952 g
Pound	lb.	0.45359 kg
Roof Square	rf. sq.	9.29030 m ²
Square foot	sq. ft.	0.09290 m ²
Square yard	sq. yd.	0.83613 m ²
Ton	ton	0.90718 ton
Ton	ton	907.18474 kg
Yard	yd.	0.91440 m

Metric	Abbreviation	Imperial
Cubic metre	m ³	1.30795 cu. yd.
Cubic metre	m ³	0.41547 cd.
Cubic metre	m ³	0.35315 cunit
Cubic metre	m ³	0.22075 M.ft.b.m.
Cubic metre	m ³	0.42378 M.Bd.Ft.
Gigajoule	gj	947,817.1199 Btu
Gram	g	0.03527 oz.
Gram	g	5.00000 ct
Joule	j	0.00095 Btu
Kilogram	kg	2.20462 lb.
Litre	l	0.21997 gal.
Metre	m	1.09361 yd.
Metre	m	3.28084 ft.
Metric ton	ton	1.1023 (short) ton
Metric ton	ton	2,204.62262 lb
Square metre	m ²	1.19599 sq. yd.
Square metre	m ²	0.10764 rf. sq.



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**Data from the Annual Survey of
Manufactures**

Marketing and Dissemination

Telephone: **(613) 951-9497**

Toll free: **1 866 873-8789**

E-mail: manufact@statcan.ca

**Thank you for your cooperation.
Remember, all data provided
are kept confidential.**

Si vous préférez recevoir ce document en français, veuillez nous téléphoner au
numéro sans frais suivant : **1 888 881-3666**.