



Unified Enterprise Survey - Annual

1999 Annual Wholesale Trade Survey

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	0013	0054
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Miss <input type="radio"/> Ms.	_____	_____
	First name	Last name

Title:
0014

Telephone number: 0017	Extension: 0027	Fax number: 0016	Date completed: YYYY MM DD
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Signature: _____	0015
I certify that the information contained herein is complete and correct to the best of my knowledge.	

Business Unit

A business unit is the smallest separate operating part of a business that can report inputs such as material and supplies; energy; goods purchased for resale; whichever purchased services are available at this level; employee earnings; and employment. In addition, it can report outputs such as sales, shipments or revenue, whichever is appropriate, broken down by goods and services. For a wholesaler, or reseller, this would be typically a distribution centre.

A business unit is ordinarily located at one physical location, but in some cases, in order to facilitate reporting of information, a business unit can include operations at more than one location.

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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To ⁰⁰¹²

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^{MM}

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^{DD}

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If the business unit covered by this questionnaire includes **more than one operation**, please go to the **Main Business Activity** section.

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

- 0050 Yes → **If yes**, please go to the **Main Business Activity** section.
 No → **If no**, please check the appropriate box(es) below.

0042 Seasonal operation (please provide the dates) **From** ⁰¹²⁰

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To ⁰¹²¹

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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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0038 Other (please specify): ⁰⁰³⁹

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Main Business Activity

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

1. 0831 **Wholesale Merchant**

Wholesale merchants are engaged in the buying and selling of goods on their own account. (i.e., take title to the goods). In addition, they may provide, or arrange for the provision of, logistics, marketing and support services, including packaging and labelling, breaking bulk, inventory management, shipping, in-store or co-op promotions, handling of warranty claims and product training.

Wholesale merchants are known by a variety of trade designations depending on their relationship with suppliers or customers, or the distribution method they employ. Examples include wholesalers, wholesale distributors, drop shippers, rack-jobbers, import-export merchants, buying groups, dealer-owned co-operatives and banner wholesalers.

2. 0832 **Wholesale Agent or Broker**

Wholesale agents and brokers are engaged in the buying and/or selling, on a commission or fee basis, goods owned by others.

Wholesale agents and brokers are known by a variety of trade designations including import-export agents, wholesale commission agents, wholesale brokers, and manufacturer's representatives and agents.

3. 0040 **None of the above**

If you responded "None of the above", please call 1 888 881-3666 for further instructions.

4. **Principal Lines of Merchandise and Services**

Please list the principal lines of merchandise and services sold by this business unit and indicate the estimated percentage of operating revenue associated with each one. This information will be used solely to confirm your industrial classification.

	%
4.a. (please specify):	0834
4.b. (please specify):	0836
4.c. (please specify):	0838
4.d. All other lines of merchandise and services	0839
Total	100%

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 revenue (including revenue from electronic commerce) within or outside Canada, recorded by this business unit.

Please exclude: • federal or provincial **sales taxes** collected for remittance to a government agency.

Sales of Goods Purchased for Resale

\$ CDN

1. Total sales of all goods purchased for resale. **Include** all goods purchased from outside this business unit; please report gross sales of new and used goods **less** returns and discounts.
Do not deduct the value of trade-ins.
Include parts used in generating repair and maintenance revenue.

2020

Commission Revenue

\$ CDN

2. Value of goods shipped upon which commissions were earned by you acting as an agent or broker.
3. Commission revenue earned by you acting as an agent or broker (revenue from gross commissions earned from buying and/or selling merchandise on account of others).

2061

2060

Sales of Goods Produced

\$ CDN

4. Sales of goods manufactured as a secondary activity by this wholesaling business unit.

2299

Repair and Maintenance Revenue

\$ CDN

5. Repair and maintenance revenue. **Include** labour receipts from installation and repair work.
Exclude parts used in generating repair and maintenance revenue and report these amounts in this section at question 1, "Total sales of all goods purchased for resale".

2041

Revenue from Rental and Leasing

\$ CDN

6. Revenue from rental or leasing of office space, other real estate, goods and equipment.

2046

Other Operating Revenue

\$ CDN

7. Operating subsidies and grants (include public, private individual and corporate (business) donations and subsidies and grants from non-profit and charitable institutions and foundations, and government agencies).
8. All other operating revenue
Include handling and/or storing goods for others.
Exclude interest income and dividends; please report this amount in this section at question 10, "Total non-operating revenue".

2068

2077

Please list major items:

2071

2072

2073

Revenue Totals

\$ CDN

9. **Total operating revenue** (add amounts reported at questions 1, 3, 4, 5, 6, 7 and 8 above)
10. Total non-operating revenue (e.g., interest income and dividends)
11. **Total revenue** (add amounts reported at questions 9 and 10 above)

2080

2097

2098

C - Inventories

Inventories are to be reported at book value (i.e., the value maintained in the accounting records).

Please include:

- inventory owned by this business unit within or outside Canada (including inventory: at any warehouse, selling outlet, in transit, or out on consignment).

Please exclude:

- inventory held on consignment for others.

Inventories of Goods Purchased for Resale

	Value of opening inventory \$ CDN	Value of closing inventory \$ CDN
1. Goods purchased for resale	5560	5565

Inventories of the Manufacturing Activity at this Wholesaling Business Unit

	Value of opening inventory \$ CDN	Value of closing inventory \$ CDN
2. Raw materials	5520	5525
3. Goods in process	5530	5515
4. Finished products	5500	5505

Total Inventories

	Value of opening inventory \$ CDN	Value of closing inventory \$ CDN
5. Total inventories (add amounts reported at questions 1 to 4 above)	5550	5555

D - Purchases of Goods for Resale

Purchases of Goods for Resale

1. Purchases of **new and used** goods for resale including parts used in generating repair and maintenance revenue. **Include** all goods purchased from outside this business unit, including goods purchased via electronic commerce.
Include freight-in and the value of goods taken in trade, less returns and discounts.

\$ CDN
4019

E - Cost of Goods Sold

Cost of Goods Sold : Goods Purchased for Resale only

1. Value of **opening** inventory (reported in **Section C - Inventories**, at question 1, at cell 5560) **plus** purchases of goods for resale (reported in **Section D - Purchases of Goods for Resale**, at question 1, at cell 4019) **minus** the value of **closing** inventory (reported in **Section C - Inventories**, at question 1, at cell 5565).

\$ CDN
5720

F - Expenses

- Please include:**
- all expenses (including expenses for electronic commerce) within or outside Canada recorded by this business unit.
- Please exclude:**
- purchases of goods for resale, income tax and the portion of federal or provincial sales taxes refunded by government.

Labour Compensation

1. Wages and salaries of employees:

Please **exclude** employer portion of employee benefits from salaries and wages and report these benefits separately at question 2 below.

- 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**.

Include:

- those amounts deposited to accounts outside Canada.

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.

For example:

- the cost of a receptionist or filing clerk under direct contract to you. Please report these payments in this section at question 16, "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 13, "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".

\$ CDN

3010

2. Employer portion of employee benefits

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.

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".

3040

3041

3. Total labour compensation (add amounts reported at questions 1 and 2 above)

Energy and Water Expenses

Exclude energy and water expenses that are covered in your rental and leasing expenses. Please report these payments in this section at question 12, "Rental and leasing expenses".

\$ CDN

4027

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

4065

5. Water

Materials, Components and Supplies Expenses

Exclude capital expenditures.

6. Office supplies

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 these payments in this section at question 25, "All other operating expenses".

- Telephone and other telecommunications expenses. Please report these payments in this section at question 11, "Telephone and other telecommunications expenses".

\$ CDN

3301

7. Operating, maintenance and repair supplies

Include supplies for the operation, maintenance and repair of your equipment, vehicles and buildings.

- Exclude:**
- Purchases of goods for resale and report this amount in **Section D - Purchases of Goods for Resale**, at question 1.
 - Parts used in generating revenue from repair and maintenance, and report this amount in **Section D - Purchases of Goods for Resale**, at question 1.
 - Expenses that are covered in your "Rental and leasing expenses." Please report these payments in this section at question 12, "Rental and Leasing Expenses".
 - Expenses that are covered in your "Purchased maintenance and repair service expenses." Please report these payments in this section at question 13, "Purchased maintenance and repair service expenses including janitorial and cleaning expenses".

3302

8. Raw materials used in the manufacturing of goods, by this business unit

Include cost of transportation (e.g. freight, delivery, shipping and handling) if it is included in the cost of the materials, components and supplies.

Exclude cost of transportation purchased separately and report this amount in this section at question 10, "Goods transportation, warehousing and storage expenses".

3390

9. Non-returnable containers and other shipping and packaging materials

Include lumber, pallets, skids, cartons, boxes, corrugated paper, plastic packaging and other shipping and packaging materials.

3499

Purchased Service Expenses

Please include: • expenses for services purchased from outside this business unit.

Please exclude: • services that you produce within this business unit;
• services that you purchased from your head office or business support units outside this business unit. Please report these amounts in this section at question 24, "Management fees paid to head office and business support units".

	\$ CDN
	4070
10. Goods transportation, warehousing and storage expenses	
11. Telephone and other telecommunication expenses Include: • telephone, fax, cellular phone, or pager services for transmission of voice, data or image; • Internet access charges; • purchased cable and satellite transmission of television, radio and music programs.	4101
12. Rental and leasing expenses Include office space or other real estate, motor vehicles, computers and peripherals, other machinery and equipment, and other goods.	4115
13. Purchased maintenance and repair service expenses including janitorial and cleaning services Include materials, parts and labour.	4175
14. Fees and/or commissions paid to agents and brokers in wholesale and retail trade	4466
15. Payments to employment agency or personnel supplier (e.g., pay for temporary workers paid through an agency and charges for personnel search services)	3080
16. Professional and business service fees (e.g., legal, accounting, architectural, engineering, consulting and other professional and business service fees)	4225
17. 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, "Interest expenses".	4325
18. Insurance premiums (e.g., liability, vehicle, building, equipment)	4350
19. Advertising expenses	4365
20. Travel expenses Include passenger transportation, accommodation, meals while travelling, and other travel expenses.	4366
21. Property and business taxes, licences and permits For example: • property taxes (except those covered in your rental and leasing expenses); • property transfer taxes; • vehicle license fees; • lot levies; • provincial capital taxes; • import duties (except where these are included in the purchase of goods for resale).	4410
	4483
22. Sewage and refuse, sanitation and other environmental protection service expenses	

Depreciation and Amortization (on the assets of this business unit)

\$ CDN

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

4520

Other Expenses

\$ CDN

24. Management fees paid to head office and business support units (e.g., warehouses, sales centres, trucking facilities)

4555

25. All other operating expenses
(e.g., contributions to provincial health and education payroll taxes, bad debts expenses, write-offs, donations)

4569

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

Please list major items:

4561

4562

4563

Expense Totals

\$ CDN

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

4598

27. Interest 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)

4698

G - Distribution of Operating Revenue by Type of Customer

Data on your revenue by type of customer 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 9, "Total operating revenue", by type of customer.

	%
Customers in Canada:	8100
1. Individuals and households	8120
2. Public Institutions (e.g., hospitals, schools, universities)	8130
3. Governments (e.g., federal, provincial, territorial and municipal administration)	8112
4. Financial Businesses (e.g., financial intermediaries including banks, trust companies, financial crown corporations)	8116
5. Retail Businesses	8117
6. Wholesale Businesses	8163
7. Manufacturers	8169
8. Farmers, for farm operations	8115
9. All other businesses (including non-financial crown corporations, construction contractors)	8172
Please specify:	8173
	8174
10. Customers outside Canada	8140
Total	100%

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

8190

First Name Last Name

Telephone number 8192
(include area code)

H - Distribution of Operating Revenue by Customer Location

Data on your revenue by customer 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 9, "Total operating revenue", by the location of the customer to whom the goods were delivered.

		%
Customers in Canada		
1. Newfoundland		8400
2. Prince Edward Island		8415
3. Nova Scotia		8405
4. New Brunswick		8410
5. Quebec		8420
6. Ontario		8425
7. Manitoba		8430
8. Saskatchewan		8435
9. Alberta		8440
10. British Columbia		8445
11. Yukon		8455
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
Customers outside Canada		
15. United States		8465
16. Mexico		8470
17. Other countries relevant to this business unit (please specify country or countries):		8473
8474		
18. All other countries		8476
Total		100%

I - Distribution of Cost of Goods Sold by Supplier Location

Data on your expenditure by supplier 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 "Cost of Goods Sold", reported in **Section E - Cost of Goods Sold**, at question 1, "Cost of Goods Sold : Goods Purchased for Resale only", by the location of the supplier from whom you purchased the goods.

	%
Suppliers in Canada	
1. Newfoundland	8800
2. Prince Edward Island	8815
3. Nova Scotia	8805
4. New Brunswick	8810
5. Quebec	8820
6. Ontario	8825
7. Manitoba	8830
8. Saskatchewan	8835
9. Alberta	8840
10. British Columbia	8845
11. Yukon	8855
Northwest Territories	
12. Northwest Territories (excluding Nunavut)	8851
13. Nunavut	8852
14. Northwest Territories (old boundaries) (add percentages reported at questions 12 and 13 above)	8850
Suppliers outside Canada	
15. United States	8865
16. Mexico	8870
17. Other countries relevant to this business unit (please specify country or countries):	8873
8874	8876
18. All other countries	8876
Total	100%

J - 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 K - 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 |

9950 Other (please specify):

K - 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.

- | | |
|--|--|
| <ul style="list-style-type: none"> • 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) | <ul style="list-style-type: none"> • 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.



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