

2013 Annual Retail Trade Survey

CONFIDENTIAL once completed.

Selon nos dossiers votre langue de préférence est l'anglais, si vous préférez recevoir ce document en français, veuillez nous appeler au numéro sans frais suivant : 1-800-858-7921.

Please verify the information for this business's contact person and correct where needed.

B00101

B00102

B00109

B00111

B00112

B00103

B00104

B00105 B00106

B00107

Business and contact information

Email address

B00113

Preferred language of communication

B00117_n

English

French

Telephone number (including area code)

B00114

Extension number

B00115

Fax number (including area code)

B00116

This information is collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S-19. COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.

Introduction

Survey purpose

This survey collects the financial and operating data needed to develop national and regional economic policies and programs. Your information may also be used by Statistics Canada for other statistical and research purposes. Please access www.statcan.gc.ca/survey-enquete/index-eng.htm for more information on this survey.

Security of emails and faxes

Statistics Canada advises you that there could be a risk of disclosure during 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*. **Note:** Our online questionnaires are secure, there is no risk of data interception when responding to Statistics Canada's online surveys.

Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada.

Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and other government organizations, which have agreed to keep the data confidential and use them only for statistical purposes.

Information on confidentiality, data-sharing agreements and record linkages can be found on the last page of this questionnaire.

Please return the questionnaire within 21 days.

Please mail the completed questionnaire in the enclosed envelope or fax it to Statistics Canada at 1-888-883-7999.

If you are unable to complete within 21 days **OR** if you need help, call us at **1-800-858-7921**.

Statistics Canada
 Operations and Integration Division
 150 Tunney's Pasture Driveway
 Ottawa, Ontario K1A 0T6
Visit our website, www.statcan.gc.ca

Reporting instructions

1. Please print in ink.
2. Report all dollar amounts **in thousands of Canadian dollars ('000 CAN\$)**.
3. Do not include sales tax.
4. Percentages should be rounded to whole numbers.
5. Consult the reporting guide at www.statcan.gc.ca/guides-e for further information.
6. When precise figures are not available, please provide your best estimates.

Business activity

1. Statistics Canada uses the **North American Industrial Classification System** to classify the activities of each business. According to our records, this business's **main activity** is classified as:

Is this the **main activity** of this business?

B05002

- Yes**, this is the **main activity** of this business. ► *Go to question 1b*
- No**, this is **not the main activity** of this business. ► *Go to question 1a*

- a) Please provide a brief but precise **description** of this business's **main activity** (e.g., "breakfast cereal manufacturing" or "shoe store" or "software development").

B05003

B05004

- b) Approximately what **percentage of this business's revenue** is generated by this **main activity**? %

Are there any other activities that **contribute significantly** (at least 10%) to this **business's revenue**?

B05024

- Yes** ► *Go to question 1c*
- No** ► *Go to next page*

- c) Please provide a brief but precise **description** of this business's **secondary activity** (e.g., "breakfast cereal manufacturing" or "shoe store" or "software development").

B05005

B05006

- d) Approximately what **percentage of this business's revenue** is generated by this **secondary activity**? %

Reporting period information

1. For this survey, please report information for this business's most recent **12 month fiscal period**.

Note: For this survey, the **End date** should fall between **April 1, 2013** and **March 31, 2014**.

	YYYY	MM	DD		YYYY	MM	DD
Start date	<input type="text"/>	<input type="text"/>	<input type="text"/>	End date	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. If the reporting period **does not cover a full year**, please check the reason(s) below (mark all that apply):

B00301_r1 <input type="checkbox"/> seasonal operations	B00301_r5 <input type="checkbox"/> ceased operations
B00301_r2 <input type="checkbox"/> new business	B00301_r6 <input type="checkbox"/> temporarily inactive
B00301_r3 <input type="checkbox"/> change of ownership	B00301_r7 <input type="checkbox"/> other reason — please specify:
B00301_r4 <input type="checkbox"/> change of fiscal year	B00301_r8 <input type="text"/>

3. Please indicate below, any changes or events that may have affected the reported values for this business compared to the last reporting period (mark all that apply):

B00302_t1 <input type="checkbox"/> strike or lockout	B00302_t9 <input type="checkbox"/> change in product line
B00302_t2 <input type="checkbox"/> exchange rate impact	B00302_t10 <input type="checkbox"/> sold business units
B00302_t3 <input type="checkbox"/> price changes in goods or services sold	B00302_t11 <input type="checkbox"/> expansion
B00302_t4 <input type="checkbox"/> contracting out	B00302_t12 <input type="checkbox"/> new/lost contract
B00302_t5 <input type="checkbox"/> organizational change	B00302_t13 <input type="checkbox"/> plant closures
B00302_t6 <input type="checkbox"/> price changes in labour or raw materials	B00302_t14 <input type="checkbox"/> acquired business units
B00302_t7 <input type="checkbox"/> natural disaster	B00302_t15 <input type="checkbox"/> other changes or events — please specify:
B00302_t8 <input type="checkbox"/> recession	B00302_t16 <input type="text"/>

Revenue

- Notes:**
- A detailed breakdown may be requested in other sections.
 - These questions are asked of many different industries. Some questions may not apply to your business.
 - Refer to the reporting guide for detailed instructions.
 - Please report all dollar amounts **in thousands of Canadian dollars.**

What was this business's revenue from each of the following sources?

	'000 CAN\$
1. Sales of products and services Exclude: GST/HST, PST and QST	F43008 \$ <input type="text"/> ,000
2. Rental and leasing	F45801 \$ <input type="text"/> ,000
3. Commissions	F45701 \$ <input type="text"/> ,000
4. Subsidies Include: grants, donations and fundraising	F47101 \$ <input type="text"/> ,000
5. Royalties, rights, licensing and franchise fees	F47201 \$ <input type="text"/> ,000
6. Dividends	F51101 \$ <input type="text"/> ,000
7. Interest	F51201 \$ <input type="text"/> ,000
8. Other revenue — please specify: Include: intracompany revenue	
<input type="text"/>	F51302 \$ <input type="text"/> ,000
<input type="text"/>	F51301 \$ <input type="text"/> ,000
9. Total revenue (sum of questions 1 to 8)	F40000 \$ <input type="text"/> ,000

Expenses

- Note:**
- A detailed breakdown may be requested in other sections.
 - These questions are asked of many different industries. Some questions may not apply to your business.
 - Refer to the reporting guide for detailed instructions.
 - Please report all dollar amounts **in thousands of Canadian dollars**.

What were this business's expenses for each of the following items?

		'000 CAN\$
1.	Cost of goods sold	
	a) opening inventories	F61206 \$ <input type="text"/> ,000
	b) purchases Include: raw materials, goods purchased for resale and non-returnable containers Exclude: change in inventories	F61306 \$ <input type="text"/> ,000
	c) closing inventories	F61406 \$ <input type="text"/> ,000
	d) cost of goods sold (opening inventories plus purchases minus closing inventories)	F61101 \$ <input type="text"/> ,000
2.	Employment costs and expenses (for all employees who were issued a T4):	
	a) salaries, wages and commissions (report commissions paid to non-employees in question 3)	F61501 \$ <input type="text"/> ,000
	b) employee benefits	F61502 \$ <input type="text"/> ,000
3.	Subcontracts Include: commissions paid to non-employees Exclude: research and development	F62503 \$ <input type="text"/> ,000
4.	Research and development Exclude: in-house research and development	F62504 \$ <input type="text"/> ,000
5.	Professional and business fees (e.g., legal, accounting, consulting, scientific fees)	F62601 \$ <input type="text"/> ,000
6.	Utilities (e.g., electricity, water and gas)	F61801 \$ <input type="text"/> ,000
7.	Office and computer related expenses (e.g., office supplies, postage, computer upgrades)	F62505 \$ <input type="text"/> ,000
8.	Telephone, Internet and other telecommunication	F61802 \$ <input type="text"/> ,000
9.	Business taxes, licences and permits (e.g., beverage tax, business tax, licence fees, property taxes)	F61901 \$ <input type="text"/> ,000
10.	Royalties, franchise fees and memberships Exclude: Crown royalties	F62001 \$ <input type="text"/> ,000

“000 CAN\$

11. Crown charges (for logging, mining and energy industries only)	F62506 \$ [] ,000
12. Rental and leasing Include: land, building, equipment and vehicles	F62101 \$ [] ,000
13. Repair and maintenance Include: buildings, equipment and vehicles	F62201 \$ [] ,000
14. Amortization and depreciation	F61601 \$ [] ,000
15. Insurance	F62301 \$ [] ,000
16. Advertising, marketing, promotion, meals and entertainment	F62507 \$ [] ,000
17. Travel, meetings and conventions	F62508 \$ [] ,000
18. Financial services (e.g., bank charges and transaction fees)	F62401 \$ [] ,000
19. Interest expense	F69101 \$ [] ,000
20. Other non-production-related costs and expenses Include: bad debt, loan losses, donations, political contributions and inventory writedown	F62509 \$ [] ,000
21. All other cost and expenses — please specify: Include: intra company expenses	F62511 \$ [] ,000
	F62512
	\$ [] ,000
22. Total expenses (sum of lines 1 to 21)	F60000 \$ [] ,000

Industry characteristics

Selected sales information

Please provide the following sales in thousands of Canadian dollars.

'000 CAN\$

- | | |
|---|--|
| 1. Sales of all goods purchased for resale, net of returns and discounts
Include: parts used for repair and maintenance (report the labour portion of repair and maintenance at question 3 below)
Exclude: sales and revenue from concessions | F43003
\$ <input type="text"/> ,000 |
| 2. Sales of goods manufactured as a secondary activity by this retailing business unit | F43002
\$ <input type="text"/> ,000 |
| 3. Labour revenue from repair and maintenance
(report parts at question 1 above) | F45902
\$ <input type="text"/> ,000 |
| 4. Revenue from rental and leasing of goods and equipment | F45802
\$ <input type="text"/> ,000 |
| 5. Revenue from rental of real estate | F45804
\$ <input type="text"/> ,000 |

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Detail on purchased services

Please provide a breakdown of expenses for the following purchased services in thousands of Canadian dollars.

1. Office and computer related purchased services

'000 CAN\$

	F61308	\$ <input type="text"/> ,000
a) data processing, hosting and related services		
	F61309	\$ <input type="text"/> ,000
b) business support services Include: reproductions, call centres and debt collection		
	F61311	\$ <input type="text"/> ,000
c) other office and computer related purchased services		
Total office and computer related purchased services	F61310	\$ <input type="text"/> ,000

2. Professional fees and services

'000 CAN\$

	F62402	\$ <input type="text"/> ,000
a) legal services		
	F62403	\$ <input type="text"/> ,000
b) accounting, tax preparation, bookkeeping and payroll services		
	F62404	\$ <input type="text"/> ,000
c) management, scientific and technical consulting services Include: training		
	F62405	\$ <input type="text"/> ,000
d) office administrative services		
	F62406	\$ <input type="text"/> ,000
e) freight transportation arrangements and customs brokering services		
	F62407	\$ <input type="text"/> ,000
f) brokerage and other insurance related services		
	F62408	\$ <input type="text"/> ,000
g) security brokerage and securities dealing services		
	F62409	\$ <input type="text"/> ,000
h) other purchased professional services		
Total professional fees and services	F62400	\$ <input type="text"/> ,000

3. **Rental and leasing services**

'000 CAN\$

	F62411	
a) non-residential real estate rental	\$,000
	F62412	
b) motor vehicle rental and leasing	\$,000
	F62413	
c) computer equipment rental and leasing	\$,000
	F62414	
d) office machinery and equipment rental and leasing services Exclude: computer equipment	\$,000
	F62415	
e) commercial and industrial machinery and equipment renting and leasing services, without operator Exclude: office equipment	\$,000
	F62416	
f) other rental services	\$,000
Total rental services	\$,000

4. **Repairs and maintenance services**

'000 CAN\$

	F62417	
a) security services and investigation	\$,000
	F62418	
b) waste management and remediation services	\$,000
	F62419	
c) motor vehicle repair and maintenance services	\$,000
	F62421	
d) other repair and maintenance services	\$,000
Total repair and maintenance	\$,000

5. **Royalties, franchise fees and membership**

'000 CAN\$

	F62002	
a) rights to non-financial intangible assets	\$,000
	F62603	
b) membership fees or services	\$,000
	F62003	
c) other royalties, franchise fees and memberships	\$,000
Total royalties, franchise fees and memberships	\$,000

Sales by type of customer

What was this business's breakdown of sales by the following types of client?

1. Clients in Canada

percentage

F43008_c1

a) individuals and households

%

F43008_c2

b) businesses

%

F43008_c3

c) governments, not-for-profit organizations and public institutions
(e.g., hospitals and schools)

%

F43008_c4

2. Clients outside of Canada

%

100%

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Distribution of operating revenue by method of sale

Please provide a percentage breakdown of your operating revenue by method of sale.

percentage

1. In-store sales

F43166

%

2. E-commerce
(e.g., sales generated through online Internet orders)

F43167

%

3. Catalogue and mail-order or telephone

F43168

%

4. All other methods — please specify:

F43169

F43171

%

100%

For Information Only

Details on this business's locations

1. Complete for all business locations operating during the same reporting period.
2. Enter all locations not listed.
3. If reporting for part year operations, please provide the requested details.

Please verify the location address and correct where needed.

Store ID / Outlet number

B00124_I

Operating name

B00102_I

Address (number and street)

B00119_I

Province or territory

B00122_I

City

B00121_I

Postal code

B00123_I

Total operating revenue

F47001_I

\$,000

Was this business location operational for the full year?

B00305_b_I

- Yes**, full-year operation **No**, part-year operation

What were this location's operational start and end dates?

YYYY MM DD

B00201_I

end date

B00202_I

YYYY MM DD

What was the reason(s) for part-year operation (mark all that apply)?

B00301_r1_I1

seasonal operation

B00301_r2_I1

new store

B00301_r3_I1

change of fiscal year

B00301_r4_I1

change of ownership

B00301_r5_I1

ceased operations

B00301_r6_I1

temporarily closed

B00301_r7_I1

moved

Statistics Canada reviews all feedback.

We invite your comments pertaining to this business location.

B00001_I

Details on this business's locations

1. Complete for all business locations operating during the same reporting period.
2. Enter all locations not listed.
3. If reporting for part year operations, please provide the requested details.

Please verify the location address and correct where needed.

Store ID / Outlet number

B00131_I

Operating name

B00129_I

Address (number and street)

B00121_I

Province or territory

B00127_I

City

B00126_I

Postal code

B00128_I

Total operating revenue

F47004_I

\$,000

Was this business location operational for the full year?

B00306_b_I

- Yes**, full-year operation **No**, part-year operation

What were this location's operational start and end dates?

YYYY

MM

DD

B00208_I

end date

YYYY

MM

DD

B00209_I

What was the reason(s) for part-year operation (mark all that apply)?

B00307_r1_I1

seasonal operation

B00307_r2_I1

new store

B00307_r3_I1

change of fiscal year

B00307_r4_I1

change of ownership

B00307_r5_I1

ceased operations

B00307_r6_I1

temporarily closed

B00307_r7_I1

moved

Statistics Canada reviews all feedback.

We invite your comments pertaining to this business location.

B00015_I

General information

Confidentiality

Your answers are confidential.

Statistics Canada is prohibited by law from releasing any information it collects which could identify any person, business, or organization, unless consent has been given by the respondent or as permitted by the *Statistics Act*.

Statistics Canada will use information from this survey for statistical purposes.

Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and other government organizations, which have agreed to keep the data confidential and use them only for statistical purposes. Statistics Canada will only share data from this survey with those organizations that have demonstrated a requirement to use the data.

Section 11 of the *Statistics Act* provides for the sharing of information with provincial and territorial statistical agencies that meet certain conditions. These agencies must have the legislative authority to collect the same information, on a mandatory basis, and the legislation must provide substantially the same provisions for confidentiality and penalties for disclosure of confidential information as the *Statistics Act*. Because these agencies have the legal authority to compel businesses to provide the same information, consent is not requested and businesses may not object to the sharing of the data.

For this survey, there are **Section 11** agreements with the provincial and territorial statistical agencies of Newfoundland and Labrador, Nova Scotia, New Brunswick, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, British Columbia, and the Yukon. The shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

Section 12 of the *Statistics Act* provides for the sharing of information with federal, provincial or territorial government organizations. Under **Section 12**, you may refuse to share your information with any of these organizations by writing a letter of objection to the Chief Statistician and returning it with the completed questionnaire. Please specify the organizations with which you do not want to share your data.

For this survey, there are **Section 12** agreements with the statistical agencies of Prince Edward Island, the Northwest Territories and Nunavut.

For agreements with provincial and territorial government organizations, the shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

Record linkages

To enhance the data from this survey and to minimize the reporting burden, Statistics Canada may combine it with information from other surveys or from administrative sources.

Thank you for completing this questionnaire.

Please retain a copy for your records.

Visit our website, www.statcan.gc.ca



For Information Only

