



2008 Survey of Service Industries: Heritage Institutions

This document is confidential when completed.

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

If necessary, please make address label corrections in the boxes below.



0001	Legal name	0004	Address (number and street)	
0002	Business name	0005	City	
0021	Title of contact	0006	Province/territory or state	
0008	First name of contact	0053	Country	0007 Postal code/zip code
0028	Last name of contact	0010	Language preference	1 <input type="checkbox"/> English 2 <input type="checkbox"/> French

This information is collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S-19.

COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.

A - Introduction

Survey purpose

This survey collects the financial and operating data needed to develop national and regional economic policies and programs. For more information on this survey, please access www.statcan.ca/english/survey/index.htm.

Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into agreements with provincial and territorial statistical agencies and other government departments for the sharing of data. The data will be kept confidential and used for statistical purposes only by these organizations. For further details on any data-sharing agreement for this survey, please consult the enclosed reporting guide.

Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada. Please see the enclosed reporting guide for more information.

Fax or other electronic transmission disclosure

Statistics Canada advises you that there could be a risk of disclosure during facsimile or other electronic transmission. However, upon receipt, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*.

Please return the questionnaire within 30 days.

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

Lost the return envelope or need help? Call us at **1-888-881-3666** or mail to:
Statistics Canada, Operations and Integration Division, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Visit our website at www.statcan.ca

B - Main business activity

1. Indicate the organization/park's primary heritage activity. Check **one** only.

- 0704 art museum and gallery, non-commercial
- 0729 history or science museum
- 0708 planetarium
- 0709 observatory
- 0702 other museums (e.g., community museum, artist-run centre, exhibition centre)
- 0706 archives
- 0703 historic site, building or community
- 0705 nature park or conservation area (**include** UNESCO natural heritage parks)
- 0712 botanical garden, arboretum, or conservatory
- 0710 aquarium
- 0711 zoo
- 0713 other heritage activity (please specify) : 0714
- 0040 None of the above — Please call **1-888-881-3666** for further instructions

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

- 0716 no secondary activity
- 0702a1 museum (**exclude** art museum and gallery)
- 0704a1 art museum and gallery, non-commercial
- 0705a1 nature park or conservation area
- 0703a1 historic site, building, park, or community
- 0706a1 archives
- 0727 other (please specify) : 0728

3. If this organization is a park, please indicate if the activities of a campground or other traveller accommodations are **included** in this report.

- 0732 1 yes 3 no 5 not applicable

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

- 0404 1 not applicable
- 2 federal government
- 3 other government
- 4 religious organization or educational organization (**include** all elementary, secondary and post-secondary level institutions)
- 5 for-profit institution or business
- 6 other (e.g., independent board of directors, community organization)

B - Main business activity (continued)

5. Organization structure

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

0528 ¹ yes

³ no

b) Type of organization

0529 ¹ unincorporated

² incorporated

³ other

c) Please check as applicable.

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

² government agency or quasi-governmental organization

C - Reporting period information

1. Please report information for your **fiscal year** (normal business year) **ending between** April 1, 2008 and March 31, 2009. Please indicate below the period covered by this questionnaire.

from ⁰⁰¹¹ ^{yyyy} ^{mm} ^{dd} to ⁰⁰¹² ^{yyyy} ^{mm} ^{dd}

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

0031 ¹ seasonal operations

² new business

³ change of fiscal year

⁴ change of ownership

⁵ ceased operations

⁶ temporarily inactive

Reporting instructions

- Report for business unit(s) specified on the label on the front page.
- Complete only the questions that apply to your business.
- When precise figures are not available, please provide your best estimate.
- Report in Canadian dollars. Dollar amounts and percentages should be rounded to whole numbers.
- Consult the enclosed reporting guide for further information.

D - Revenue

A detailed breakdown may be requested in other sections.

1. **Sales of goods and services** (e.g., rental and leasing income, commissions, fees, admissions, services revenue)

2299

Report net of returns and allowances.

2. Grants, subsidies, donations and fundraising

2068

3. Royalties, rights, licensing and franchise fees

2022

4. Investment income (dividends and interest)

2097

5. Other revenue ²⁰⁰¹
(please specify):

2077

6. **Total revenue** (sum of questions 1 to 5)

2098

CAN\$

E - Expenses

		CAN\$
1. Salaries and wages of employees who have been issued a T4 statement	3010	
2. Employer portion of employee benefits (include employer contributions to pension, medical/life insurance plans, employment insurance, etc.)	3040	
3. Commissions paid to non-employees	4466	
4. Professional and business services fees (e.g., legal, accounting)	4315	
5. Subcontract expenses (include contract labour, contract work and custom work)	3060	
6. Charges for services provided by your head office	4555	
7. Cost of goods sold, if applicable (purchases plus opening inventory minus closing inventory)	5721	
8. Office supplies	3301	
9. Rental and leasing (include rental of premises, equipment, motor vehicles, etc.)	4115	
10. Repair and maintenance (e.g., property, equipment, vehicles)	4178	
11. Insurance (include professional liability, motor vehicles, etc.)	4350	
12. Advertising, marketing and promotions (report charitable donations at question 22)	4365	
13. Travel, meals and entertainment	4370	
14. Utilities and telecommunications expenses (include gas, heating, hydro, water, telephone and Internet expenses)	4084	
15. Property and business taxes, licences and permits	4410	
16. Royalties, rights, licensing and franchise fees	4440	
17. Delivery, warehousing, postage and courier	4179	
18. Financial services fees	4325	
19. Interest expenses	4630	
20. Amortization and depreciation of tangible and intangible assets	4520	
21. Bad debts	4542	
22. All other expenses (include your fundraising expenses not elsewhere reported) (please specify):	4531	4569
23. Total expenses (sum of questions 1 to 22)	4699	
24. Corporate taxes, if applicable	4600	
25. Gains (losses) and other items (see reporting guide)	4601	
26. Net profit/loss after tax and other items (see reporting guide)	2304	

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

L - Contact information

Name of person to contact about this questionnaire:

0026 1 Mr. 2 Mrs. 3 Miss 4 Ms

0054	Last name		0017	Telephone number	
0013	First name		0027	Extension number	
0014	Title		0016	Fax number	
0018	E-mail address		0020	Website address	

Date completed: 0015

yyyy	mm	dd
<input type="text"/>	<input type="text"/>	<input type="text"/>

How long did you spend collecting the data and completing the questionnaire?

hour(s)	minutes
9910 <input type="text"/>	9909 <input type="text"/>

M - Comments

We invite your comments below. Please be assured that we review all comments with the intent of improving the survey.

FOR
INFORMATION
ONLY

9920 _____

9913 _____

9914 _____

9915 _____

9916 _____

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

Visit our website at www.statcan.ca