



### Reporting Guide

#### General Instructions

##### 1) Reports Required

- Reports should be completed for Canadian operations and locations as described on the pre-printed label.

##### 2) Dollar Amounts and Percentages

- All dollar amounts reported should be rounded to THOUSANDS OF CANADIAN DOLLARS (example, \$6,555,444.00 should be rounded to \$6,555)
- Percentages should be rounded (example; 37%, 76%, 94%)
- Your best estimates are acceptable when precise figures are not available.
- Pre-printed cell numbers 055 to 860 are for identification purposes

##### 3) Returning your Questionnaire

**By Mail To**                      **Investment and Capital Stock Division,**  
**Statistics Canada,**  
**Ottawa, Ontario K1A 0T6**

**By Fax At**                         **(613) 951-0196 or 1-800-606-5393**

Statistics Canada advises you that there could be a risk of disclosure during the facsimile communication process. 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*.

##### 4) Questions?

If you have any questions, please call us at **(613) 951-9815 or 1-800-345-2294**.

#### Data Sharing Agreements

To avoid duplicating survey activity, Statistics Canada has entered into the following data sharing agreements concerning this Survey.

**Under section 11** of the *Statistics Act*, Statistics Canada has entered into data sharing agreements with the statistical bureaus of Newfoundland and Labrador, Nova Scotia, New Brunswick, Quebec, Ontario, Manitoba, Saskatchewan, Alberta and British Columbia. Statistics Canada only enters into section 11 agreements with provincial statistical agencies which have statute acts similar to the federal act. These agencies have the authority to collect this information and the same provisions for confidentiality and penalties for disclosure of information as the Federal Statistics Act.

**Under section 12** of the *Statistics Act*, Statistics Canada has entered into data sharing agreements with the Prince Edward Island Department of the Provincial Treasury, the Nova Scotia Department of Natural Resources, the Northwest Territories Bureau of Statistics, the Nunavut Bureau of Statistics, the Yukon Bureau of Statistics and Natural Resources Canada. The agreements we have with these agencies require that they keep the information confidential and use it only for statistical and research purposes. Under section 12, respondents may object to the sharing of their information with any of these agencies by giving notice in writing to the Chief Statistician and by returning their letter of objection along with the completed questionnaire in the enclosed envelope.

"To reduce response burden and to ensure more uniform statistics, Statistics Canada has entered into an agreement under section 12 of the *Statistics Act* with the Canadian Radio-television and Telecommunications Commission (the CRTC) for the sharing of information from this survey pertaining to the telecommunications services industry (NAICS 5133). Subsection 12(2) of the *Statistics Act* provides that where a respondent gives notice in writing to the Chief Statistician that the respondent objects to the sharing of the information by Statistics Canada, the information not be shared with the department or corporation unless the department or corporation is authorized by law to require the respondent to provide the information. The CRTC is authorized by law to require the respondent to provide the information under section 37 of the *Telecommunications Act*. Information provided to the CRTC will be treated in accordance with the requirements of section 39 of the *Telecommunications Act*."

### Pre-Printed Label

#### Type of Ownership

- Private**     – less than 50% of the voting rights are controlled by the government
- Public**      – more than 50% of the voting rights are controlled by the government  
 – **specify** Federal, Provincial or Municipal

### Fiscal Year End

For the purpose of this survey, please report information for your 12 month fiscal period for which the FINAL DAY occurs on or between April 1, 2001 - March 31, 2002.

The following are acceptable report periods for **2001**:

May 2000 - April 2001 (04/01)	Nov. 2000 - Oct. 2001 (10/01)
June 2000 - May 2001 (05/01)	Dec. 2000 - Nov. 2001 (11/01)
July 2000 - June 2001 (06/01)	Jan. 2001 - Dec. 2001 (12/01)
Aug. 2000 - July 2001 (07/01)	Feb. 2001 - Jan. 2002 (01/02)
Sept. 2000 - Aug. 2001 (08/01)	March 2001 - Feb. 2002 (02/02)
Oct. 2000 - Sept. 2001 (09/01)	April 2001 - March 2002 (03/02)

## Definitions

### What are Capital Expenditures

Capital Expenditures are the **gross expenditures** on fixed assets for use in the operations of your organization or for lease or rent to others.

#### Include:

- cost of all new buildings, engineering and machinery and equipment which normally have a life of more than one year and are charged to fixed asset accounts
- modifications, additions and major renovations
- capital costs such as feasibility studies, architectural, legal, installation and engineering fees
- subsidies
- capitalized interest charges on loans with which capital projects are financed
- work done by own labour force
- additions to work in progress

### How to Treat Leases

- **include** assets acquired for lease to others, either as a capital, financial or as an operating lease
- **exclude** assets acquired as a lessee through either a capital, financial or an operating lease from others

### Information for Government Departments

The following applies to government departments only

- Grants and/or subsidies to outside entities (example; municipalities, agencies, institutions or businesses) are not to be included
- Departments are requested to exclude from reported figures budgetary items pertaining to any departmental agency and proprietary crown corporation as they are surveyed separately
- Federal departments are to report expenditures paid for by the department, regardless of which department awarded the contract
- Provincial departments are to include any capital expenditures on construction (exclude outlays for land) and/or machinery and equipment, for use in Canada, financed from revolving funds, loans attached to revolving funds, other loans, the Consolidated Revenue Fund or special accounts

## Section A

## Capital and Repair Expenditures

### Column Headings

#### New Assets, Renovation, Retrofit (Column 1)

Report Capital Expenditures for new assets and renovations and retrofits of existing assets. **Include imports of used assets** since they represent newly acquired assets for the Canadian economy.

#### Purchase of Used Canadian Assets (Column 2)

The object of our survey is to measure the addition of new fixed assets separately from used fixed assets in the Canadian economy as a whole. This is because the acquisition of used assets does not increase the total inventory of fixed assets, only transfers them within the Canadian economy. Report acquisition of used assets separately in this column.

#### Non-Capital Repair and Maintenance Expenditures (Column 4)

This question represents the repair and maintenance of assets in contrast to the acquisition of assets in Columns 1 and 2.

#### Include:

- gross non-capital repair and maintenance expenditures on non-residential buildings, other structures and on machinery and equipment
- value of repair work done by your own employees as well as payments to persons outside your employ
- building maintenance such as janitorial services, snow removal and sanding
- equipment maintenance such as oil changes and lubrication of vehicles and other machinery

#### Disposals/Sales/Write-Downs of Fixed Assets Total Selling Price (Column 5)

Report the total value, or the sum of all disposal, sales or write-down transactions for those fixed assets which were disposed of, sold, retired, destroyed or otherwise discarded (include write-downs) even if traded in for credit in the acquisition or purchase of new fixed assets. When land and buildings are sold together, please report the selling price of the land separately, along with other land sales.

#### Gross Book Value (Column 6)

This value should represent total capital expenditures for an asset, at and since the time of original construction or purchase, including all subsequent capital expenditures for the purpose of modernization, expansion, etc. Any subsidies received should not be subtracted.

## Row Headings

**Land (Row 1)**

Capital expenditures for land should include all costs associated with the purchase of the land that are not amortized or depreciated. Improvements in land should be reported in Row 3.

**Residential Construction (Row 2)**

Capital expenditures incurred during the reporting period for residential structures (*on a contracted basis and/or by your own employees*).

- **include** the housing portion of multi-purpose projects and of townsites
- **exclude** buildings that have accommodation units without self contained or exclusive use of bathroom and kitchen facilities (example; some student and senior citizens residences) and associated expenditures on services. Report these in Row 3.

**Non-Residential Construction (Row 3)**

Capital expenditures incurred during the reporting period for **non-residential building and engineering construction** (*on a contracted basis and/or by your own employees*) whether for your own use or rent to others.

**Include:**

- manufacturing plants, warehouses, office buildings, shopping centres, etc.
- roads, bridges, sewers, electric power lines, underground cables, etc.
- the cost of demolition of buildings, land servicing and site preparation
- leasehold and land improvements

**Machinery and Equipment (Row 4)**

Capital expenditures incurred during the reporting period for **machinery and equipment**, whether for your own use or for lease or rent to others.

**Include:**

- automobiles, trucks, professional and scientific equipment, office and store furniture, appliances
- motors, generators, transformers
- any capitalized tooling expenses
- progress payments paid out before delivery in the year in which such payments are made
- any balance owing or holdbacks should be reported in the year the cost is incurred

**Work in Progress**

Work in progress represents accumulated or accrued costs during the year on capital projects not completed and which are intended to be capitalized upon completion.

## Section B

## Changes in Capital Expenditures Plans

Complete this section only if this report shows significant changes from the capital expenditures reported previously on the "Preliminary Estimate 2001" questionnaire. The intent of this section is to clarify the reason(s) for major changes in the capital expenditures reported and thereby reduce possible further inquiries.

## Section C

Capacity Utilization (*Manufacturing Companies Only*)

**Capacity utilization** is the percent of maximum production that the manufacturing plant is operating at. It is calculated by taking the actual production level for an establishment (*measured in dollars or units*) and dividing it by its **capacity production** (*defined as the establishment's maximum production under normal conditions*).

To calculate **capacity production**, follow the establishment's operation practices with respect to the use of productive facilities, overtime, workshifts, holidays, etc. For example, if your plant normally operates with one shift of eight hours a day, five days a week, then capacity will be calculated subject to these conditions and not on the hypothetical case of three shifts a day, seven days a week.

**Example :**

Plant "A" normally operates one shift a day, five days a week and given this operating pattern capacity production is 150 units of product "A" for the month. In that month actual production of product "A" was 125 units. The capacity utilization rate for plant "A" is  $(125/150) * 100 = 83\%$

Now suppose that plant "A" had to open a shift on Saturdays to satisfy an abnormal surge in demand for product "A". Given this plant's normal operating schedule, capacity production remains at 150 units. Actual production has grown to 160 units, so capacity utilization would be  $(160/150) * 100 = 107\%$ .

This section requests a breakdown of expenditures for work performed by contractors hired by the company and for work performed by the company's own employees.

**Total (column 1)**

Copy **amounts** from Section A, Boxes A, E, C and F. These are the amounts to be divided between contractors and company's own workers.

**Value of Work Performed by Contractors (column 2)**

Work performed by contractors are contract billings or equivalent including holdbacks.

**Value of Own Account Work (column 3)**

In addition to own account work, include all materials and supplies provided free to contractors and all architects, engineering and consultants fees and similar services.

**Salaries and Wages (column 4)**

Show the total value of salaries and wages paid to your employees that you subsequently capitalized. Salaries and wages are gross earnings before deductions such as income tax and include incentive bonuses and vacation pay but exclude fringe benefits.

**Materials and supplies (column 5)**

Report total cost of materials and supplies used by your own employees and those provided free to contractors relating to the expenditures reported.

**Other Charges (column 6)**

Examples of other charges are insurance, power, telephone and also architectural, legal, and engineering fees considered to be applicable to the expenditures reported.