

Survey on Capital and Repair Expenditures Actual 2008

Reporting Guide

Introduction

1. Reports Required

- Reports should be completed for Canadian activities 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 (e.g., \$6,555,444.00 should be rounded to \$6,555);
- Percentages should be rounded (e.g., 37%, 76%, 94%);
- Your best estimates are acceptable when precise figures are not available;
- Pre-printed cell numbers 055 to 904 are for identification purposes only.

3. Return of Questionnaire

By Mail to: Investment and Capital Stock Division,
Statistics Canada,
Ottawa, Ontario K1A 0T6

By Fax at: (613) 951-0196 or toll free at 1 800 606-5393

Statistics Canada advises you that there could be a risk of disclosure during the facsimile or other electronic transmission. However, upon receipt of your information, 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, toll free at 1 800 345-2294 or by e-mail at invest@statcan.gc.ca

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, British Columbia and Yukon. Statistics Canada only enters into section 11 agreements with provincial statistical agencies which have statistic 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 Energy, Mines and Resources Canada, Industry, Science and Technology Canada, Canada Mortgage and Housing Corporation, Environment Canada, Newfoundland Department of Mines and Energy, the Prince Edward Island Department of the Provincial Treasury, Nova Scotia Department of Mines and Energy, New Brunswick Department of Natural Resources, Ontario Ministry of Northern Development and Mines, Manitoba Department of Energy and Mines, Saskatchewan Department of Energy and Mines, British Columbia Ministry of Energy, Mines and Petroleum Resources, the Northwest Territories Bureau of Statistics and the Nunavut Bureau of Statistics. 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 517). 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, 2008 - March 31, 2009.

The following are acceptable report periods for **2008**:

May 2007 - April 2008 (04/08)	Nov. 2007 - Oct. 2008 (10/08)
June 2007 - May 2008 (05/08)	Dec. 2007 - Nov. 2008 (11/08)
July 2007 - June 2008 (06/08)	Jan. 2008 - Dec. 2008 (12/08)
Aug. 2007 - July 2008 (07/08)	Feb. 2008 - Jan. 2009 (01/09)
Sept. 2007 - Aug. 2008 (08/08)	March 2008 - Feb. 2009 (02/09)
Oct. 2007 - Sept. 2008 (09/08)	April 2008 - March 2009 (03/09)

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, machinery and equipment which normally have a life of more than one year and are charged to fixed asset accounts
 - Modifications, acquisitions 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
 - Acquisitions 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**:

- **Include** all capital expenditures without taking into account the capitalization threshold of your department;
- Grants and/or subsidies to outside entities (*e.g., 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) 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

Asset Codes (Column 1)

Capital Expenditures are to be reported by asset type code. The code for each main asset type is located on page 5 and 6 of this guide. These codes are to be used in Section A, Column 1 and Section F, Column 7.

- If you have purchased more than one asset in a particular asset group, report them separately if they had a different expected useful life (*Column 6*), otherwise you may combine the data;
- The use of "Other" codes (*i.e. ending in 99*) is to be avoided, if possible. However, if an "Other" code is used, give a description of the asset on page 4 of the questionnaire;
- In Section A, construction and machinery and equipment type of assets are separated. This is not necessary in Section F;
- If more lines are required for Section A or F, please photocopy the relevant Section(s) and attach to the questionnaire.

New Assets (Column 2)

Report Capital Expenditures for acquisitions of new assets including the portion of work in progress for the current year. **Include imports of used assets** since they represent newly acquired assets for the Canadian economy.

Purchase of Used Canadian Assets (Column 3)

The object of our survey is to measure the acquisitions 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, it only transfers them within the Canadian economy. Report acquisition of used assets separately in this column.

Renovation, Retrofit, Refurbishing, Overhauling and Restoration (Column 4)

Report Capital Expenditures for existing assets being upgraded, renovated, retrofited, refurbished, overhauled or restored.

Expected Useful Life of Assets (Column 6)

Report the expected life of the asset in years.

Section A: Capital and Repair Expenditures (continued)

Row Headings

Land

Capital expenditures for land should **include** all costs associated with the purchase of the land that are not amortized or depreciated. Improvements of land should be reported in Non-Residential Construction.

Residential Construction

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 (*e.g., some student and senior citizens residences*) and associated expenditures on services.

Non-Residential Construction

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.
 - Acquisitions to work in progress;
 - Townsite facilities such as streets, sewers, stores and schools;
 - Buildings that have accommodation units without self contained or exclusive use of bathroom and kitchen facilities (*e.g., some student and senior citizen residences*) and associated expenditures on services;
 - All preconstruction planning and design costs such as engineering and consulting fees and any materials supplied to construction contractors for installation.

Machinery and Equipment

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 and appliances;
 - Computers (*hardware and software*), broadcasting, telecommunications and other information and communication technologies equipment;
 - Motors, generators, transformers;
 - Any capitalized tooling expenses;
 - Acquisitions to work in progress;
 - 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.

Non-Capital Repair and Maintenance Expenditures

This question represents the repair and maintenance of assets in contrast to the acquisition of assets or the renovation of assets.

- 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.

Work in Progress

Work in progress represents accumulated costs since the start of capital projects which are intended to be capitalized upon completion.

Typically capital investment includes any expenditure on an asset in which its' life is greater than one year. Capital items charged to operating expenses are defined as expenditures which could have been capitalized as part of the fixed assets, but for various reasons have been charged to current expenses.

Section B: Year over Year Variation of Capital Expenditures

Complete this section **only if this report shows significant changes** in TOTAL capital expenditures over previous fiscal period. The intent of this section is to reduce possible further inquiries by clarifying the reason(s) for major changes in the capital expenditures reported.

If there has been a launch of a major project or expansion of an existing project, please provide the nature, location, and (if applicable) the name(s)/title(s) of the project in the comment section of the questionnaire.

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 $(160/150) * 100 = 107\%$.

Section D: Cost Components of Expenditures, 2008

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 **totals** from Section A, Boxes A1 + A2, E, C1 + C2 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. 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.

Section E: Assets Acquired Under Capital or Financial Lease

Questions (1, 2 and 3) LEASING

Operating Lease

The lessor bears the risk of ownership and retains a significant "residual" economic interest in the leased property. The lessee has the right to temporary use of the property, for a term shorter than the economic life of the property, in exchange for regular payments. At the end of the lease, the lessee has the option of purchasing the property at fair market value.

Capital or Financial Lease

These leases are similar in that the lessor in effect finances the "purchase" of the leased property by the lessee and retains a security interest in the leased property. The lessee retains the leased property for substantially all of its economic life. The lessee usually has the option at the end of the lease to purchase the property at a "bargain" price.

Section F: Disposal and Sales of Fixed Assets

Selling Price (Column 8)

The total value, or the sales of fixed assets which were disposed of or sold, 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 9)

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.

Age (Column 10)

Report the age of the fixed asset at the time of disposal.

If you have disposed of or sold similar assets of varying ages, report them separately or combine the data and provide a weighted average for the ages.

Construction

Asset Description and Codes

The asset items and categories listed below are groupings of fixed assets generally having a similar function which can apply to various industries.

Construction structures should be classified to an asset according to its principal use unless it is a multi-purpose structure where we would like you to separate the components. The cost of any machinery and equipment which is an integral or built-in feature of the structure (*i.e. elevators, heating equipment, sprinkler systems, environmental controls, intercom systems, etc.*) should be reported as part of that structure as well as landscaping, associated parking lots, etc.

Code	Industrial Building Construction	Code	Transportation Engineering Construction
1001	Plants for manufacturing	1017	Parking lots & parking garages
1008	Maintenance garages, workshops, equipment storage facilities	2202	Highways, roads, streets (include logging roads, signs, guardrails, lighting, landscaping, sidewalks, fences)
1009	Railway shops, engine houses	2203	Runways (include lighting)
1010	Aircraft hangars	2204	Rail track and roadbeds (include signals and interlockers)
1021	Farm buildings	2205	Bridges, trestles, overpasses
1097	Other industrial construction	2206	Tunnels
		2299	Other transportation construction
	Commercial Building Construction		Waterworks Engineering Construction
1004	Laboratories, research & development centres	2401	Reservoirs (include dams)
1006	Warehouses, refrigerated storage, freight terminals	2402	Trunk and distribution mains
1007	Grain elevators and terminals	2412	Water pumping stations and filtrations plants
1011	Service stations (include self-serve & car washes)	2413	Water storage tanks
1012	Automotive dealerships	2499	Other waterworks construction
1013	Office buildings		Sewage Engineering Construction
1014	Hotels, motels, convention centres	2601	Sewage treatment and disposal plants (include pumping stations)
1015	Restaurants, fast food outlets, bars, nightclubs	2602	Sanitary & storm sewers, trunk & collection lines, open storm ditches
1016	Shopping centres, plazas, malls, stores	2603	Lagoons
1018	Theaters, performing arts & cultural centres	2699	Other sewage system construction
1019	Indoor recreational buildings (e.g., sport complex, clubhouse, covered stadiums)		Electric Power Engineering Construction
1022	Bunkhouses, dormitories, camp cookeries, camps	2801	Electric power construction
1202	Student residence (exclude residential construction)		Communication Engineering Construction
1212	Post offices	3002	Cables and lines - coaxial, copper, aluminum, etc (exclude optical fibre) (e.g., aerial, underground and submarine)
2201	Passenger terminals (e.g., air, boat, bus, rail, and other)	3022	Optical fibre (e.g., aerial, underground and submarine)
3001	Broadcasting and communication buildings	3003	Transmission support structures - towers, poles, conduit
1098	Other commercial construction	3099	Other communication construction
	Institutional Building Construction		Oil and Gas Engineering Construction
1201	Schools (include technical, vocational) colleges, universities & other educational buildings	1002	Oil refineries
1203	Churches & other religious buildings	1003	Natural gas processing plants
1204	Hospitals, health centres, clinic & other health care centres (exclude residential construction)	3201	Gas mains and services
1205	Nursing homes, homes for the aged	3202	Pumping stations, oil
1206	Day care centres	3203	Pumping stations, gas
1207	Libraries	3204	Bulk storage
1208	Historical sites	3205	Oil pipelines
1209	Penitentiaries, detention centres & courthouses	3206	Gas pipelines
1210	Museums, science centres, public archives	3299	Other oil & gas facilities
1211	Fire stations, fire halls		Other Engineering Construction
1214	Armouries, barracks, drill halls & other military type structures	1005	Pollution, abatement & control
1299	Other institutional and governmental construction	1020	Outdoor recreational (e.g., parks, open stadiums, golf courses, ski resorts)
	Marine Engineering Construction	1213	Waste disposal facilities
2001	Docks, wharves, piers, terminals (e.g., coal, oil, natural gas, containers, general cargo)	2005	Irrigation & land reclamation projects
2002	Dredging and pile driving	4999	Other engineering construction
2003	Breakwaters		Other Construction
2004	Canals and waterways	5999	Other construction
2099	Other marine construction		

Machinery and Equipment

Asset Description and Codes

The asset items and categories listed below are groupings of fixed assets generally having a similar function that can apply to various industries.

- a) **Machinery and Equipment** are generally housed in structures and can be removed or replaced without significantly altering the structure.

Code	Transportation Equipment	Code	Telecommunications, Cable and Broadcasting
6001	Trucks, truck chassis, vans, sport utility vehicles and major replacement parts used for the transport of goods (exclude off-highway trucks see category 6010)	8107	Broadcasting and radio communication equipment (exclude transmission equipment, see category 8127)
6002	Buses, Bus chassis and major replacement parts	8109	Radar and navigational instruments (e.g., radar and sonar equipment, radio navigational aid apparatus, GPS receivers)
6003	Automobiles, vans, sport utility vehicles and major replacement parts used for the transport of persons (exclude hearses and ambulances, see category 6010)	8116	Network switching equipment-hardware including IP switches (routers) and PBXs used as public switches (exclude switching software, see category 8024)
6004	Trailers and semi-trailers for the transport of goods (include major replacement parts)	8117	Terminal equipment (e.g., PBXs, telephone, handsets, cellular phones, key systems, modems, palm pilots, fax machines, pagers, satellite terminals/dishes, decoders, set-top boxes)
6005	Special purpose motor vehicles and major replacement parts (e.g., mobile cranes, drilling derricks, concrete mixers, snow-blowing vehicles)	8127	Transmission equipment (e.g., transponders, receivers, cross connects, multiplexes, optical electronics, satellite earth stations, cell site equipment, antennas, cable head end equipment and components, cable distribution systems, plant equipment)
6006	Locomotives, rolling-stock, street and subway cars, other rapid transit equipment and major replacement parts	8199	Other communication equipment
6007	Aircraft, helicopters, aircraft engines and major replacement parts (exclude satellites and flight simulators)	Other Machinery and Equipment	
6008	Ships, boats and floating structures (include drilling rigs) and major replacement parts	8005	Other furniture, furnishings and fixtures (e.g., hotels, motels, restaurants, hospitals) or store furnitures and fixtures)
6009	Truck bodies, bus bodies and cargo containers	9001	Gas generators, turbines, internal combustion engines and other motors (exclude motors for transportation equipment) and mechanical power transmission equipment
6010	Other motor vehicles (e.g., off-highway trucks, all-terrain vehicles, hearses, ambulances, motorcycles) (include major replacement parts)	9002	Non-fuel dispensing pumps, air and gas compressors, fans and blowers
6011	Tractors of all types and other field equipment	9003	Air conditioning (exclude portable air conditioners, see category 9099), refrigerating or freezing equipment
Processing Equipment		9004	Industrial or laboratory furnaces and ovens, and furnace burners and related equipment
7101	Filtering or purifying equipment for gases (e.g., air separators, electrostatic filters)	9005	Well drilling and servicing rigs (other than floating, see category 6008)
7102	Filtering or purifying equipment for liquids, (exclude beverages other than water and the preparation of foodstuffs, see category 7107) (e.g., water, sewage treatment, industrial waste treatment)	9007	Fork-lift trucks and warehouse trucks
7103	Packaging and bottling machinery (e.g., cleaning, drying, filling, closing, sealing, capsuling or labelling containers; packing or wrapping)	9008	Construction machinery, mining, oil and gas field machinery; (e.g., moving, grading, excavating, compacting, extracting or boring machinery for earth, minerals, ores or snow) (exclude tractors for agricultural work, see category 6011)
7104	Logging machinery and machinery for making pulp, paper or paperboard	9009	Electric motors and generators
7105	Metal working machinery and equipment (e.g., casting machines, tube and rolling mills, bending, shearing, punching)	9010	Electric transformers, converters, inductors, switch gear and other industrial electric equipment
7106	Machine tools and tool accessories	9011	Optical instruments and apparatus, laboratory, scientific and material-testing equipment (include flight simulators)
7107	Other industry specific processing machinery and equipment (e.g., machinery for the industrial preparation or manufacture of food and beverages, printing machinery, injection-moulding machines)	9012	Instruments and appliances for medical, surgical, dental or veterinary use, or for related purposes
7108	Industrial robots capable of performing a variety of functions by using different tools (exclude material handling equipment, irrigation systems and electric welding machines)	9013	Measuring, checking or automatically controlling instruments and apparatus (exclude gas, water, and electricity meters see category 9099)
7199	Other processing machinery and equipment	9014	Hand tools and power hand tools
Computers, Computer Software and Office Equipment		9015	Capitalized tooling
8001	Computers and related machinery and equipment, (exclude software purchased separately)	9016	Military equipment
8021	Computer software - off the shelf pre-packaged (exclude telecommunication network applications)	9106	Conveyors, elevators, hoisting and loading or unloading machinery
8022	Computer software - custom designed/contracted out (exclude telecommunication network applications)	9099	Other machinery and equipment; (e.g., storage tanks, fire fighting vehicles, portable air conditioners, electric traffic control equipment, gas meters, water meters, electricity meters, central heating boilers, welding equipment)
8023	Computer software - developed in-house/own account (exclude telecommunication network applications)		
8024	Computer software (developed in-house) - for telecommunication network switching equipment		
8003	Office machinery and equipment (exclude telephone equipment)		
8004	Office furniture		
8013	Radios, TVs, stereos, VCRs, DVDs and recorded tapes and discs		