

# Survey on Capital and Repair Expenditures Actual 2012

## 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 are for identification purposes only.

#### 3. Return of Questionnaire

**By Mail to:** Statistics Canada,  
150 Tunney's Pasture Driveway, Distribution Center - SC-0702  
Ottawa, Ontario K1A 0T6

**By Fax at:** toll free at 1-888-883-7999

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 toll free at 1-877-604-7828 or by e-mail at [Invest@statcan.gc.ca](mailto:Invest@statcan.gc.ca)

#### 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.

**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, as well as Natural Resources Canada, Industry, Canada, Environment Canada, Newfoundland and Labrador Department of Natural Resources, Nova Scotia Department of Natural Resources, New Brunswick Department of Natural Resources, Ontario Ministry of Northern Development, Mines and Forestry, Manitoba Department of Innovation, Energy and Mines, British Columbia Ministry of Energy, and British Columbia Ministry of Forests, Mines and Lands. The agreements we have with these agencies require that they keep the information confidential and use it only for statistical and research purposes.

Further to the section 12 agreement with the Saskatchewan Department of Energy and Resources, Statistics Canada is collecting the information for itself pursuant to the *Statistics Act* and on behalf of the Saskatchewan Department of Energy and Resources pursuant to The Mineral Resources Act (Saskatchewan). In this case, respondents do not have the right to object to sharing their information since the party to the Agreement is authorized by law to require the respondent to provide the information.

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, Statistics Canada may combine it with information from other surveys or from administrative sources.

## 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, 2012 - March 31, 2013.

The following are acceptable report periods for **2011**:

May 2011	-	April 2012	(04/12)	Nov. 2011	-	Oct. 2012	(10/12)
June 2011	-	May 2012	(05/12)	Dec. 2011	-	Nov. 2012	(11/12)
July 2011	-	June 2012	(06/12)	Jan. 2012	-	Dec. 2012	(12/12)
Aug. 2011	-	July 2012	(07/12)	Feb. 2012	-	Jan. 2013	(01/13)
Sept. 2011	-	Aug. 2012	(08/12)	March 2012	-	Feb. 2013	(02/13)
Oct. 2011	-	Sept. 2012	(09/12)	April 2012	-	March 2013	(03/13)

## 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 engineer and consulting fees and any materials supplied to construction contractors for installation, etc.

#### 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, 2011

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.

CONSTRUCTION			
Code	INDUSTRIAL AND COMMERCIAL	Code	SEWAGE SYSTEMS
1005	Pollution abatement and control	2601	Sewage treatment and disposal plants including pumping stations
1006	Warehouses, refrigerated storage, freight terminals	2602	Sanitary and storm sewers, trunk and collection lines, open storm ditches and laterals
1008	Maintenance garages, workshops, storage facilities	2699	Other sewage system construction
1013	Office buildings		
1022	Bunkhouses, dormitories, camp cookeries, camps		
1097	Other industrial construction		
	<b>MARINE CONSTRUCTION</b>		<b>ELECTRIC POWER</b>
2001	Docks, wharves, piers, terminals ( <i>coal, oil, natural gas, container, general cargo</i> )	2801	Electric power construction
2099	Other marine construction		
	<b>TRANSPORTATION</b>		<b>MINING</b>
2202	Highways, roads, streets, including logging roads ( <i>also include signs, guardrails, lighting, landscaping, sidewalks, fences</i> )	3401	Mine buildings including headframes, ore bins, ventilation structures, backfill plants and other surface buildings
2204	Rail track and roadbeds including signals and interlockers	3402	Mine buildings for beneficiation treatment of minerals ( <i>excluding smelters and refineries</i> )
2299	Other transportation	3403	Mine shafts, drifts, crosscuts, raises, declines, stoping, etc. ( <i>Report for structures only; for rock work components, see form MIN-EX3R, NRCan, line 14.23.</i> )
	<b>WATERWORKS</b>	3404	Tailing disposal systems, settling ponds
2402	Trunk and distribution mains		
2412	Water pumping stations and filtration plants		
2413	Water storage tanks		
2499	Other waterworks construction	5999	Other construction ( <i>not specified elsewhere</i> )
			<b>OTHER CONSTRUCTION</b>

## 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.

### MACHINERY AND EQUIPMENT

Code	TRANSPORTATION EQUIPMENT	8117	Terminal equipment - PBX's telephone handsets, cellular phones, key systems, modems, palm pilots, fax machines, pagers, satellite terminals/dishes, decoders, set-top boxes
6001	Trucks and other motor vehicles ( <i>excluding off-highway trucks, see category 6010</i> ) designed for the transport of goods	8127	Transmission equipment - transponders, receivers, cross connects, multiplexes, optical electronics, satellite earth stations, cell site equipment, antennas, cable head end equipment and components, cable distribution system plant equipment
6003	Automobiles	8199	Other telecommunication cable and broadcasting equipment; e.g., satellite dishes, radar
6004	Trailers and semi-trailers for the transport of goods		
6006	Locomotives, rolling-stock, street and subway cars, and other rapid transit equipment		
6007	Aircraft, helicopters, aircraft engines and major replacement parts ( <i>exclude satellites and flight simulators</i> )		
6010	Other motor vehicles and vehicles not mechanically propelled; e.g., off-highway trucks, all-terrain vehicles	9001	Gas generators, turbines, internal combustion engines and other motors for other than transportation equipment
6099	Other transportation equipment; e.g., buses, ships, engines, tires for motor vehicles	9002	Pumps, air compressors and fans
	<b>PROCESSING EQUIPMENT</b>	9003	Air conditioning ( <i>excluding portable air conditioners, see category 9099</i> ), refrigerating or freezing equipment
7106	Machine-tools and accessories	9004	Industrial or laboratory furnaces and ovens and furnace burners and related equipment
7109	Machinery for sorting, screening, separating, washing, crushing, grinding, mixing or kneading mineral substances in solid form	9005	Well drilling and servicing rigs ( <i>other than floating</i> )
7199	Other processing equipment	9106	Pulling, lifting, handling, loading or unloading machinery
	<b>OFFICE TYPE AND COMMUNICATIONS MACHINERY AND EQUIPMENT</b>	9007	Fork-lift trucks and warehouse trucks
8001	Computers and related machinery and equipment ( <i>excluding software purchased separately</i> )	9008	Moving, grading, excavating, compacting, extracting or boring machinery for earth, minerals, ores or snow ( <i>excluding trac-laying tractors and other tractors, see category 9099</i> )
8021	Computer software - off the shelf pre-packaged ( <i>excluding telecommunication network applications</i> )	9009	Electric motors and generators
8022	Computer software - custom designed / contracted out ( <i>excluding telecommunication network applications</i> )	9010	Electric transformers, static converters, inductors, switch gear and similar electric equipment
8023	Computer software - developed in-house / own account ( <i>excluding telecommunication network applications</i> )	9011	Optical instruments and apparatus, instruments and apparatus designed for certain specifically defined uses ( <i>surveying, meteorology, drawing, calculating, etc.</i> ) and machines for testing materials
8024	Computer software - for telecommunication network switching equipment	9012	Instruments and appliances for medical, surgical, dental, veterinary use or for related purposes
8003	Office machinery and equipment ( <i>excluding telephone equipment</i> )	9013	Measuring, checking or automatically controlling instruments and apparatus ( <i>excluding gas, water and electricity meters, see category 9099</i> ) and navigational instruments
8004	Office furniture	9014	Hand tools
8005	Other furniture, lamps and lighting fittings; e.g., hotel, motel, restaurant and store furniture	9099	Other machinery and equipment; e.g., storage tanks, tractors for agricultural or forestry work, portable air conditioners, electric traffic control equipment, gas meters, water meters, electricity meters, weigh scales, central heating boilers, bedding
8013	Radios, TVs, stereos, VCRs, DVDs and recorded tapes and discs		
	<b>TELECOMMUNICATIONS, CABLE AND BROADCASTING</b>		
8107	Broadcasting and radio communication equipment ( <i>exclude transmission equipment, see category 8127</i> )		
8109	Radar and navigational instruments ( <i>example; radar and sonar equipment, radio navigational aid apparatus, GPS receivers</i> )		
8116	Network switching equipment - hardware including IP switches ( <i>routers</i> ) and PBX's used as public switches ( <i>exclude switching software, see category 8024</i> )		