



## 2006 Survey of Service Industries: Consulting Services

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

# Reporting Guide

This guide is designed to assist you as you complete the 2006 Survey of Service Industries. If you need more information, please call the Statistics Canada Help Line at the number below.

**Help Line: 1 888 881-3666**

### Your answers are confidential.

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada. All Statistics Canada employees take an oath of secrecy and face severe penalties for any breach of confidentiality. The collected information cannot be disclosed under the *Access to Information Act* or any other Act. **The Canada Revenue Agency cannot access any individual survey records from Statistics Canada.**

All survey results are carefully screened before publication to ensure they cannot be used to derive information about a particular business.

FOR  
INFORMATION  
ONLY

### Table of Contents

	Page
<b>B - Main Business Activity</b> .....	2
<b>C - Reporting Period Information</b> .....	3
<b>D - Revenue</b> .....	3
<b>E - Expenses</b> .....	4
<b>F - Industry Characteristics</b> .....	7
<b>G - Personnel</b> .....	8
<b>H - Sales by Type of Client</b> .....	8
<b>I - Sales by Client Location</b> .....	9
<b>J - International Transactions in Services</b> .....	9
<b>K - Provincial/Territorial Distribution</b> .....	9
<b>General Information</b> .....	9
Survey Purpose .....	9
Data-sharing Agreements .....	9



## B - Main Business Activity

### 1. Please describe the nature of your business

To ensure that you have received the appropriate questionnaire, you are asked to describe the nature of your business. The description should briefly state the main activities of your business unit.

### 2. Please check the one main activity which most accurately represents your main source of revenue

Below is a description of each main activity.

#### Administrative management consulting and general management consulting services

- a) Administrative management consultants provide advice and assistance to separate organizations on the following types of administrative activities.

##### Includes:

- financial planning and budgeting;
- equity and asset management;
- records management;
- office planning;
- strategic and organizational planning;
- site selection;
- new business start-up;
- business process improvement.

##### Excludes:

- business units that do not provide consulting services to other businesses;
- business units providing office or general administrative services on a day-to-day basis;
- mutual fund managers;
- investment brokers;
- portfolio management and wealth management services;
- property management services.

- b) General management consultants provide a variety of consulting services to other businesses.

##### Includes:

- administrative consulting;
- marketing consulting;
- physical distribution consulting and logistics consulting;
- other management consulting services.

##### Excludes:

- business units providing mostly human resource consulting services;
- business units that do not provide consulting services to other businesses;
- business units providing office or general administrative services on a day-to-day basis;
- mutual fund managers;
- investment brokers;
- portfolio management and wealth management services;
- property management services.

#### Human resource and executive search consulting services

- a) Human resource consultants provide actuarial, benefit and compensation consulting services.

##### Includes:

- employee assessment consulting services;
- labour relation consulting services;
- personnel management consulting services;
- advice and assistance on human resource management issues such as human resource and personnel policies, practices and procedures;
- employee benefits planning, communication and administration;
- compensation systems planning as well as salary and wage administration.

- b) Executive search consultants provide selection and referral of executive personnel for employment by others.

##### Excludes:

- business units that do not provide services to other businesses;
- professional and management development training.

#### Other management consulting services

##### Includes:

- freight rate consultants;
- physical distribution consultants;
- logistics management consultants;
- tariff consultants;
- operations research consultants;
- telecommunications management consultants;
- all other management consultants.

**Excludes:**

- business units that do not provide consulting services to other businesses;
- health and fitness consultants;
- forestry consultants;
- personal trainers;
- property management services;
- Information technology (IT) consultants.

**Environmental consulting services**

These business units provide advice and assistance to other organizations on environmental issues, such as the control of environmental contamination from pollutants, toxic substances and hazardous materials. Environmental consultants may employ a multi-disciplinary staff of scientists, engineers and other technicians, with expertise in areas such as air and water quality, asbestos contamination, remediation, and environmental law. Environmental consultants may identify environmental problems, measure and evaluate environmental risks, and recommend environmental solutions.

**Includes:**

- environmental consultants;
- sanitation consultants;
- consultants for other on site remediation.

**Excludes:**

- business units that do not provide consulting services to other businesses;
- forestry consulting services;
- environmental engineering services;
- environmental remediation services.

**Other scientific and technical consulting services**

These business units provide advice and assistance to other organizations on scientific and technical issues.

**Includes:**

- agricultural consultants;
- biological consultants;
- chemical or geological consultants;
- safety and security consultants;
- waste management consultants;
- economic consultants.

**Excludes:**

- environmental engineering and environmental remediation services;
- safety training;

- forestry consultants.

**C - Reporting Period Information**

Please report information for your **fiscal year** (normal business year) **ending between** April 1, 2006 and March 31, 2007. Please indicate the reporting period covered by this questionnaire.

**D - Revenue****1. Sales of goods and services (e.g., rental and leasing income, commissions, fees, admissions, services revenue). Report net of returns and allowances.**

Sales of goods and services are defined as amounts derived from the sale of goods and services (cash or credit), falling within a business's ordinary activities. Sales should be reported net of trade discount, value added tax and other taxes based on sales.

**Includes:**

- sales from Canadian locations (domestic and export sales);
- transfers to other business units or a head office of your firm.

**Excludes:**

- transfers into inventory and consignment sales;
- federal, provincial and territorial sales taxes and excise duties and taxes;
- intercompany sales in consolidated financial statements.

**2. Grants, subsidies, donations and fundraising**

Please report contributions that are allocated to the current operations of the reporting period.

**Includes:**

- non-repayable grants, contributions and subsidies from all levels of government;
- revenue from private sector (corporate and individual) sponsorships, donations and fundraising.

**3. Royalties, rights, licensing and franchise fees**

A royalty is defined as a payment received by the holder of a copyright, trademark or patent. Please report revenue received from the sale or use of all intellectual property rights of copyrighted musical, literary, artistic or dramatic works, sound recordings or the broadcasting of communication signals.

**4. Investment income (dividends and interest)**

Investment income is defined as the portion of a company's income derived from its investments, including dividends and interest on stocks and bonds.

**Includes** interest from:

- foreign sources;
- bonds and debentures;
- mortgage loans;
- G.I.C. interest;
- loan interest;
- securities interest and deposits with bank interest.

**Excludes:**

- equity income from investments in subsidiaries or affiliates; these amounts should be reported in **Section E**, at question 27.

### 5. Other revenue (please specify)

**Includes:**

- amounts not included in questions 1 to 4 above.

### 6. Total revenue

The sum of questions 1 to 5.

## E - Expenses

### 1. Salaries and wages of employees who have been issued a T4 statement

Please report all salaries and wages (including taxable allowances and employment commissions **as defined** on the T4 – Statement of Remuneration Paid) before deductions for this reporting period.

**Includes:**

- vacation pay;
- bonuses (including profit sharing);
- employment commissions;
- taxable allowances (e.g., room and board, vehicle allowances, gifts such as airline tickets for holidays);
- severance pay.

**Excludes:**

- all payments and expenses associated with casual labour and outside contract workers; please report these amounts in this section, at question 5.

### 2. Employer portion of employee benefits (include employer contributions to pension, medical/life insurance plans, employment insurance, etc.)

**Includes** contributions to:

- health plans;
- insurance plans;
- employment insurance;

- pension plans;
- workers' compensation;
- contributions to any other employee benefits such as child care and supplementary unemployment benefit (SUB) plans;
- contributions to provincial and territorial health and education payroll taxes.

### 3. Commissions paid to non-employees

Please report commission payments to outside workers without a T4 – Statement of Remuneration Paid.

**Includes:**

- commission payments to independent real estate agents and brokers.

### 4. Professional and business service fees (e.g., legal, accounting)

**Includes** the following fees:

- legal;
- accounting and auditing;
- consulting;
- education and training;
- data processing;
- research and development;
- architect;
- appraisal;
- management and administration.

### 5. Outsourcing (include work contracted out such as payments to freelancers, personnel suppliers, artists, etc.)

Outsourcing refers to the purchasing of services from outside of the company rather than providing them in-house.

**Includes:**

- hired casual labour and outside contract workers.

### 6. Charges for services provided by your head office

**Includes:**

- parent company reimbursement expenses and interdivisional expenses.

### 7. Cost of goods sold – if applicable (purchases plus opening inventory minus closing inventory)

Report cost of purchased goods that were resold during the reporting period. If applicable, report cost of goods and material used in manufacturing of sold products.

**Includes:**

- goods purchased for resale: purchases during the period (including freight-in) **plus** opening inventory **less** closing inventory;
- materials used in manufacturing of products sold: report **only** the material component of cost of finished manufactured goods that were sold during the reporting period.

**Excludes:**

- direct and indirect labour costs (salaries, wages, benefits, and commissions);
- overhead and all other costs normally charged to cost of goods sold, such as depreciation, energy costs, utilities, sub-contracts, royalties, transportation, warehousing, insurance, rental and leasing; these expenses should be reported elsewhere in the detailed categories provided.

**8. Office supplies****Includes:**

- office stationery and supplies, paper and other supplies for photocopiers, printers and fax machines;
- diskettes and computer upgrade expenses.

**Excludes:**

- postage and courier;
- telephone, Internet and other telecommunication expenses (please report this amount in this section, at question 15).

**9. Rental and leasing (include rental of premises, equipment, motor vehicles, etc.)****Includes:**

- lease rental expenses, real estate rental expenses, condominium fees and equipment rental expenses;
- motor vehicle rental and leasing expenses;
- computer and peripheral expenses;
- studio lighting and scaffolding, and other machinery and equipment expenses;
- fuel and other utility costs covered in your rental and leasing contracts.

**10. Repair and maintenance (e.g., property, equipment, vehicles)**

**Includes** expenses for the repair and maintenance of:

- buildings and structures;
- vehicles (including vehicle fuel);
- machinery and equipment;
- security equipment;

- costs related to materials, parts and external labour associated with these expenses.

Also **includes** janitorial and cleaning services and garbage removal.

**11. Insurance (include professional liability, motor vehicles, etc.)****Includes:**

- professional and other liability insurance;
- motor vehicle and property insurance;
- executive life insurance;
- bonding, business interruption insurance and fire insurance.

Insurance recovery income should be deducted from insurance expenses.

**12. Advertising, marketing and promotions (report charitable donations at question 22)****Includes:**

- newspaper advertising and media expenses;
- catalogues, presentations and displays;
- meeting and convention expenses;
- tickets for theatre, concerts and sporting events for business promotion;
- fundraising expenses.

**13. Travel, meals and entertainment****Includes:**

- passenger transportation, accommodation and meals while travelling;
- other travel allowances as well as meal, entertainment and hospitality purchases for clients.

**14. Utilities (include gas, heating, hydro, water)****Includes:**

- diesel, fuel wood, natural gas, oil and propane;
- sewage.

**Excludes:**

- energy expenses covered in your rental and leasing contracts;
- vehicle fuel.

**15. Telephone, Internet and other telecommunication expenses****Includes:**

- charges for telephone, fax, cellular phone or pager services;

- Internet access charges and expenses for cable and satellite transmission of television, radio and music programs.

#### 16. Property and business taxes, licences and permits

##### Includes:

- property taxes paid directly and property transfer taxes;
- vehicle licence fees;
- beverage taxes and business taxes;
- trade licence fees;
- membership fees and professional licence fees.

#### 17. Royalties, rights, licensing and franchise fees

##### Includes:

- amounts paid to holders of patents, copyrights, performing rights and trademarks;
- gross overriding royalty expenses and direct royalty costs;
- resident and non-resident royalty expenses;
- franchise fees.

#### 18. Delivery, warehousing, postage and courier

##### Includes:

- amounts paid for courier, customs, delivery and installation;
- distribution, ferry charges and cartage;
- freight and duty, shipping, warehousing and storage.

#### 19. Financial service fees (e.g., bank and credit card charges)

##### Includes:

- explicit service charges for financial services;
- credit and debit card commissions and charges;
- collection expenses and transfer fees;
- registrar and transfer agent fees;
- security and exchange commission fees;
- other financial service fees.

##### Excludes:

- interest expenses.

#### 20. Interest expenses

Please report the cost of servicing your company's debt.

##### Includes interest on:

- short-term and long-term debt;

- capital leases;
- bonds and debentures and mortgages.

#### 21. Amortization and depreciation of tangible and intangible assets

##### Includes:

- direct cost depreciation of tangible assets and amortization of leasehold improvements;
- amortization of intangible assets (e.g., amortization of goodwill, deferred charges, organizational costs, and research and development costs).

#### 22. Charitable donations

Please report charitable or political donations.

#### 23. Bad debts

A bad debt is the portion of receivables deemed uncollectible, typically from accounts receivable or loans.

##### Includes:

- allowance for bad debts.

Bad debt recoveries are to be netted from bad debt expenses.

#### 24. All other expenses (please specify)

##### Includes:

- amounts not included in questions 1 to 23.

#### 25. Total expenses

The sum of questions 1 to 24.

#### 26. Corporate taxes (if applicable)

##### Includes:

- federal, provincial and territorial current income taxes and federal, provincial and territorial provision for deferred income taxes.

#### 27. Gains (losses) and other items

##### Includes:

- realized gains/losses on disposal of assets and realized gains/losses on sale of investments;
- foreign exchange gains/losses, subsidiary/affiliate share of income/losses and other division income/losses;
- joint venture income/losses and partnership income/losses;
- unrealized gains/losses, extraordinary items, legal settlements, and other unusual items;
- write-offs.



## 28. Net profit/loss after tax and other items

Total revenue **less** Total expenses **minus** Corporate taxes **plus** Gains (losses) and other items.

## F - Industry Characteristics

### 1. General, administrative and strategic management consulting services

#### Includes:

- advice and operational assistance services concerning business policy and strategy;
- overall planning, structuring and control of an organization.

### 2. Financial management consulting services

#### Includes:

- advice and operational assistance services concerning matters related to financial planning and control.

### 3. Marketing management consulting services

#### Includes:

- analysis and formulation of marketing strategies;
- formulation of customer service and pricing policies;
- organization of the distribution process.

### 4. Operations management consulting services

#### Includes:

- advice and operational assistance for effective utilization of materials in the production process;
- inventory management and control;
- quality control standards.

### 5. Human resources management consulting services

#### Includes:

- human resources consultants providing actuarial advice;
- benefit and compensation consulting services;
- employee assessment consulting services;
- organizational development consulting services;
- personnel management consulting services.

### 6. Executive search services

#### Includes:

- selection and referral of executive personnel for employment by others.

### 7. Other management consulting services

#### Includes:

- freight rate consultants;
- physical distribution consultants;
- logistics management consultants;
- tariff consultants;
- operational research consultants;
- telecommunication management consultants;
- all other management consultants.

### 8. Economic consulting services

#### Includes:

- industry studies/analyses;
- economic analysis;
- econometric modelling;
- demographic analysis.

### 9. Information technology consulting services

#### Includes:

- provision of advice or expert opinion on technical matters related to the use of information technology (IT);
- advice on hardware and software requirements and procurement;
- systems integration;
- systems security;
- provision of expert testimony on IT related issues.

### 10. Environmental consulting services

#### Includes:

- advice and operational assistance on the control of environment contamination from pollution, toxic substances and hazardous materials;
- sanitation and site remediation.

### 11. Waste management consulting services

#### Includes:

- advice and operational assistance relating to landfill sites, incinerators, or other treatment or disposal facilities for non-hazardous waste.

### 12. Agricultural, fishery and biological consulting services

#### Includes:

- livestock breeding consulting;
- dairy herd consulting;

- hydrology consulting;
- agronomy consulting services.

### 13. Energy, mining, geological and geophysical consulting services

#### Includes:

- design or advisory services related to oil and gas extraction;
- user needs analysis;
- business case development;
- software evaluation and selection;
- application development;
- project management.

### 14. Safety and security consulting services

#### Includes:

- advice and assistance on safety and security issues such as the type of alarm or security system needed;
- defence consultants.

#### Excludes:

- the installation or maintenance of alarm or security systems.

### 15. Other scientific and technical consulting services

#### Includes:

- chemical consultant services;
- health management consultants;
- import and export trade consultants;
- other consultants who provide advice and assistance to other organizations on scientific and technical issues.

## G - Personnel

To fully measure the contribution of all human capital in this industry, we require information on the number of owners, partners and proprietors as well as the number and classification of workers.

### 1. Number of non-salaried partners and proprietors (if salaried, report only at question 2 below)

For unincorporated businesses, please report the number of partners and proprietors for whom earnings will be the net income of the partnership or proprietorship.

### 2. a) Number of paid employees (based on year end T4 payroll summaries)

#### Includes:

- all employees who were issued a T4 for the period covered by this survey.

#### Excludes:

- non-salaried partners and proprietors reported at question 1 above.

### b) Percentage of paid employees who worked full time

Full-time employment consists of persons who usually work 30 hours or more per week. Please specify the percentage of paid employees who have been working full time by rounding the percentage to the nearest whole number.

### 3. Number of contract workers (for whom you did not issue a T4, such as freelancers and casual workers)

Contract workers are not employees, but workers contracted to perform a specific task or project in your organization for a specific duration, such as self-employed persons, freelancers and casual workers. These workers are not issued a T4 information slip. Please report the number of contract workers employed by your organization during the fiscal year.

### 4. Number of volunteers (including unpaid interns and co-op students) during the reporting period (estimates are acceptable)

Please report the number of unpaid workers employed by your organization during the fiscal year.

#### Includes:

- unpaid interns and co-op students.

### 5. Total number of hours worked by volunteers during the reporting period (estimates are acceptable)

Please report the number of hours recorded by your organization for the work performed by volunteers during the fiscal year.

## H - Sales by Type of Client

This section is designed to measure which sector of the economy purchases your services.

Please provide a percentage breakdown of your sales by type of client.

Please ensure that the sum of percentages reported in this section equals 100%.



## 1. Clients in Canada

### a) Businesses

Percentage of sales sold to the business sector should be reported here.

**Includes:**

- sales to Crown corporations.

### b) Individuals and households

Please report the percentage of sales to individuals and households who do not represent the business or government sector.

### c) Governments and public institutions (e.g., hospitals, schools)

Percentage of sales to federal, provincial, territorial and municipal governments should be reported here.

**Includes:**

- sales to hospitals, schools, universities and public utilities.

## 2. Clients outside Canada

Please report the share of total sales to customers or clients located outside Canada including foreign businesses, foreign individuals, foreign institutions and/or governments.

**Includes:**

- sales to foreign subsidiaries and affiliates.

## I - Sales by Client Location

Please provide a percentage estimate of your total sales (first point of sale) by client location.

Please ensure that the sum of percentages reported in this section equals 100%.

## J - International Transactions in Services

This section is intended to measure the value of **imported services** purchased outside Canada as well as the value of **exported services** to clients/customers outside Canada. Such services cover a variety of industrial, professional, trade and business services, as well as royalties and licences.

**Excludes:**

- imports and exports of goods.

## K - Provincial/Territorial Distribution

This section is intended to collect information on the locations operated by your business during the reporting period.

Please report the number of permanent business units/locations operating in Canada during the reporting period. Business unit is defined as the lowest level of the firm for which separate records are kept for such details as revenue, expenses and employment.

Please report data for the provinces or territories in which you have business units.

Please indicate if you are reporting in **either** Canadian dollars **or** percentages.

## General Information

### Survey Purpose

Statistics Canada conducts this survey to obtain detailed and accurate data on this industry, which is recognised as being an important contributor to the Canadian economy. Your responses are critically important to produce reliable statistics used by businesses, non-profit organizations and all levels of government to make informed decisions in many areas.

The information from this survey can be used by your business to benchmark your performance against an industry standard, to plan marketing strategies or to prepare business plans for investors. Governments use the data to develop national and regional economic policies and to develop programs to promote domestic and international competitiveness. The data are also used by trade associations, business analysts and investors to study the economic performance and characteristics of your industry.

### Data-sharing Agreements

To avoid duplicating surveys and to ensure more uniform statistics, Statistics Canada has entered into data-sharing agreements with many provincial and territorial statistical agencies.

The objective of these data-sharing agreements is to share data from some surveys for those business establishments operating within their respective jurisdictions. **These agreements require that the shared data be used only for statistical purposes and be kept confidential.** Survey participants are always informed at the time of collection if a sharing agreement applies to a particular survey.

There are two types of data-sharing agreements that exist under the *Statistics Act*.

**Agreements under Section 11** of the *Statistics Act* allow the sharing of information from the Unified Enterprise Survey program with the statistical agencies of Newfoundland and Labrador, Nova Scotia, New Brunswick, Quebec, Ontario, Saskatchewan, Alberta, British Columbia and Yukon. These statistical agencies have been established under provincial and territorial legislation authorizing them to collect this information on their own or jointly with Statistics Canada. Their legislation also provides the same confidentiality protection and outlines similar penalties for disclosure of confidential information as the federal *Statistics Act*.

**Agreements under Section 12** of the *Statistics Act* allow the sharing of information from the Unified Enterprise Survey program with the statistical agencies of Prince Edward Island, the Northwest Territories and Nunavut. All these Section 12 agreements require that the information be kept strictly confidential.

Under Section 12, you may refuse to share your information with any of these agencies by writing a letter of objection to the Chief Statistician of Canada and returning it with your completed questionnaire. Please specify those agencies from which data shall be withheld.

**Please note that Statistics Canada does not share any individual survey information with the Canada Revenue Agency.**

For more information about these data-sharing agreements, please contact Statistics Canada at **1 888 881-3666** or visit our website at **[www.statcan.ca](http://www.statcan.ca)**.

FOR  
INFORMATION  
Thank you!  
ONLY