

# 2013 Annual Survey of Service Industries: Traveller Accommodation

**CONFIDENTIAL once completed.**

Selon nos dossiers votre langue de préférence est l'anglais, si vous préférez recevoir ce document en français, veuillez nous appeler au numéro sans frais suivant : 1-800-972-9692.

Please verify the information for this business's contact person and correct where needed.

	Legal name	
B00101		
	Operating name	
B00102		
	First name	
B00109		
	Last name	
B00111		
	Title	
B00112		
	Address (number and street)	
B00103		
	City	
B00104		
	Province, territory or state	Postal code or zip code
B00105		B00106
	Country	
B00107		

## Business and contact information

Email address

B00113

Preferred language of communication

B00117\_n

☐ English
 ☐ French

Telephone number (including area code)

B00114

Extension number

B00115

Fax number (including area code)

B00116

This information is collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S-19.  
**COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.**

## Introduction

### Survey purpose

This survey collects the financial and operating data needed to develop national and regional economic policies and programs. Your information may also be used by Statistics Canada for other statistical and research purposes. Please access [www.statcan.gc.ca/survey-enquete/index-eng.htm](http://www.statcan.gc.ca/survey-enquete/index-eng.htm) for more information on this survey.

### Security of emails and faxes

Statistics Canada advises you that there could be a risk of disclosure during facsimile or other electronic transmission. However, upon receipt, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*. **Note:** Our online questionnaires are secure, there is no risk of data interception when responding to Statistics Canada's online surveys.

### Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada.

### 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.

Information on confidentiality, data-sharing agreements and record linkages can be found on the last page of this questionnaire.

**Please return the questionnaire within 21 days.**

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

If you are unable to complete within 21 days **OR** if you need help, call us at **1-800-972-9692**.

Statistics Canada  
 Operations and Integration Division  
 150 Tunney's Pasture Driveway  
 Ottawa, Ontario K1A 0T6  
**Visit our website, [www.statcan.gc.ca](http://www.statcan.gc.ca)**

## Reporting instructions

1. Please print in ink.
2. Report all dollar amounts in **thousands of Canadian dollars** ('000 CAN\$).
3. Do not include sales tax.
4. Percentages should be rounded to whole numbers.
5. Consult the reporting guide at [www.statcan.gc.ca/guides-e](http://www.statcan.gc.ca/guides-e) for further information.
6. When precise figures are not available, please provide your best estimates.

## Business activity

1. Statistics Canada uses the **North American Industrial Classification System** to classify the activities of each business. According to our records, this business's **main activity** is classified as:

Is this the **main activity** of this business?

B05002

- ☐ **Yes**, this is the **main activity** of this business. ► Go to question 1b
- ☐ **No**, this is **not the main activity** of this business. ► Go to question 1a

- a) Please provide a brief but precise **description** of this business's **main activity** (e.g., "breakfast cereal manufacturing" or "shoe store" or "software development").

B05003

B05004

- b) Approximately what **percentage of this business's revenue** is generated by this **main activity**?

 %

Are there any other activities that **contribute significantly** (at least 10%) to this **business's revenue**?

B05024

- ☐ **Yes** ► Go to question 1c
- ☐ **No** ► Go to next page

- c) Please provide a brief but precise **description** of this business's **secondary activity** (e.g., "breakfast cereal manufacturing" or "shoe store" or "software development").

B05005

B05006

- d) Approximately what **percentage of this business's revenue** is generated by this **secondary activity**?

 %

## Reporting period information

1. For this survey, please report information for this business's most recent **12 month fiscal period**.

**Note:** For this survey, the **End date** should fall between **April 1, 2013** and **March 31, 2014**.

	YYYY	MM	DD		YYYY	MM	DD
Start date	<input type="text"/>	<input type="text"/>	<input type="text"/>	End date	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

B00301\_r1

☐ seasonal operations

B00301\_r2

☐ new business

B00301\_r3

☐ change of ownership

B00301\_r4

☐ change of fiscal year

B00301\_r5

☐ ceased operations

B00301\_r6

☐ temporarily inactive

B00301\_r7

☐ other reason — please specify:

B00301\_r8

3. Please indicate below, any changes or events that may have affected the reported values for this business compared to the last reporting period (mark all that apply):

B00302\_t1

☐ strike or lockout

B00302\_t2

☐ exchange rate impact

B00302\_t3

☐ price changes in goods or services sold

B00302\_t4

☐ contracting out

B00302\_t5

☐ organizational change

B00302\_t6

☐ price changes in labour or raw materials

B00302\_t7

☐ natural disaster

B00302\_t8

☐ recession

B00302\_t9

☐ change in product line

B00302\_t10

☐ sold business units

B00302\_t11

☐ expansion

B00302\_t12

☐ new/lost contract

B00302\_t13

☐ plant closures

B00302\_t14

☐ acquired business units

B00302\_t15

☐ other changes or events — please specify:

B00302\_t16

## Revenue

- Notes:**
- A detailed breakdown may be requested in other sections.
  - These questions are asked of many different industries. Some questions may not apply to your business.
  - Refer to the reporting guide for detailed instructions.
  - Please report all dollar amounts **in thousands of Canadian dollars**.

What was this business's revenue from each of the following sources?

'000 CAN\$

1. Sales of goods and services <b>Include:</b> sales, commissions, rental and leasing revenue if they are this business's primary revenue source	F43008 \$ <input type="text"/> ,000
2. Rental and leasing (report only if this is a secondary source of revenue; if rental and leasing are your primary revenue source, report in question 1)	F45801 \$ <input type="text"/> ,000
3. Commissions (report only if this is a secondary source of revenue; if commissions are your primary revenue source, report in question 1)	F45701 \$ <input type="text"/> ,000
4. Subsidies <b>Include:</b> grants, donations and fundraising	F47101 \$ <input type="text"/> ,000
5. Royalties, rights, licensing and franchise fees	F47201 \$ <input type="text"/> ,000
6. Dividends	F51101 \$ <input type="text"/> ,000
7. Interest	F51201 \$ <input type="text"/> ,000
8. Other revenue — please specify: <b>Include:</b> intracompany transfers	F51301 \$ <input type="text"/> ,000
F51302 <input type="text"/>	
9. <b>Total revenue</b> (sum of questions 1 to 8)	F40000 \$ <input type="text"/> ,000

## Expenses

- Notes:**
- A detailed breakdown may be requested in other sections.
  - These questions are asked of many different industries. Some questions may not apply to your business.
  - Refer to the reporting guide for detailed instructions.
  - Please report all dollar amounts in **thousands of Canadian dollars ('000 CAN\$)**.

What were this business's expenses for the following items?

	'000 CAN\$
1. Cost of goods sold	
a) opening inventories	F61206 \$ <input type="text"/> ,000
b) purchases <b>Include:</b> raw materials, goods purchased for resale and non-returnable containers <b>Exclude:</b> change in inventories	F61306 \$ <input type="text"/> ,000
c) closing inventories	F61406 \$ <input type="text"/> ,000
d) cost of goods sold (opening inventories <b>plus</b> purchases <b>minus</b> closing inventories)	F61101 \$ <input type="text"/> ,000
2. Employment costs and expenses (for all employees who were issued a T4):	
a) salaries, wages and commissions (report commissions paid to non-employees in question 3)	F61501 \$ <input type="text"/> ,000
b) employee benefits	F61502 \$ <input type="text"/> ,000
3. Subcontracts <b>Include:</b> commissions paid to non-employees <b>Exclude:</b> research and development	F62503 \$ <input type="text"/> ,000
4. Research and development fees <b>Exclude:</b> in-house research and development	F62504 \$ <input type="text"/> ,000
5. Professional and business fees (e.g., legal, accounting, consulting and scientific fees)	F62601 \$ <input type="text"/> ,000
6. Utilities (e.g., electricity, water and gas)	F61801 \$ <input type="text"/> ,000
7. Office and computer related expenses (e.g., office supplies, postage and computer upgrades)	F62505 \$ <input type="text"/> ,000
8. Telephone, Internet and other telecommunication	F61802 \$ <input type="text"/> ,000
9. Business taxes, licences and permits (e.g., beverage tax, business tax, licence fees and property taxes)	F61901 \$ <input type="text"/> ,000
10. Royalties, franchise fees and memberships <b>Exclude:</b> Crown royalties	F62001 \$ <input type="text"/> ,000
11. Crown charges (for logging, mining and energy industries only)	F62506 \$ <input type="text"/> ,000

'000 CAN\$

12. Rental and leasing <b>Include:</b> land, building, equipment and vehicles	F62101 \$ <input type="text"/> ,000
13. Repair and maintenance <b>Include:</b> buildings, equipment and vehicles	F62201 \$ <input type="text"/> ,000
14. Amortization and depreciation	F61601 \$ <input type="text"/> ,000
15. Insurance	F62301 \$ <input type="text"/> ,000
16. Advertising, marketing, promotion, meals and entertainment	F62507 \$ <input type="text"/> ,000
17. Travel, meetings and conventions	F62508 \$ <input type="text"/> ,000
18. Financial services (e.g., bank charges and transaction fees)	F62401 \$ <input type="text"/> ,000
19. Interest expense	F69101 \$ <input type="text"/> ,000
20. Other non-production-related costs and expenses <b>Include:</b> bad debt, loan losses, donations, political contributions and inventory writedown	F62509 \$ <input type="text"/> ,000
21. All other cost and expenses — please specify: <b>Include:</b> intra company expenses	F62511 \$ <input type="text"/> ,000
	F62512 \$ <input type="text"/> ,000
22. <b>Total expenses</b> (sum of lines 1 to 21)	F60000 \$ <input type="text"/> ,000

## Industry characteristics

### Sales

Please provide a breakdown of your sales in thousands of Canadian dollars.

What were this business's sales for each of the following goods and services?

		'000 CAN\$
1. Room or unit accommodation for travellers	F45007	\$ <input type="text"/> ,000
2. Meals and non-alcoholic beverages, prepared and served or dispensed for immediate consumption	F43176	\$ <input type="text"/> ,000
3. Alcoholic beverages, prepared and served or dispensed for immediate consumption	F43177	\$ <input type="text"/> ,000
4. Sale of merchandise (e.g., packaged food and beverages, newspapers, magazines, books, tobacco, cigarettes and souvenirs)	F43178	\$ <input type="text"/> ,000
5. Telephone and Internet access services	F45008	\$ <input type="text"/> ,000
6. Rental of space and equipment (e.g., meeting room rentals, banquet rentals and concessions)	F45805	\$ <input type="text"/> ,000
7. Amusement and recreational services (e.g., golf course, skiing and admissions to live performing arts events)	F45009	\$ <input type="text"/> ,000
8. Other services (e.g., parking and laundry)	F45011	\$ <input type="text"/> ,000
9. Other revenue not elsewhere reported — please specify:		
F43175	F43005	\$ <input type="text"/> ,000
10. <b>Total sales of goods and services</b> (sum of questions 1 to 9)	F43000	\$ <input type="text"/> ,000

### Cost of goods sold

What were this business's costs for the following goods?

		'000 CAN\$
11. Cost of food products used in meal preparation (related to question 2)	F61102	\$ <input type="text"/> ,000
12. Cost of alcoholic beverages used or sold (related to question 3)	F61103	\$ <input type="text"/> ,000
13. Cost of all other merchandise sold (related to question 4)	F61104	\$ <input type="text"/> ,000
14. <b>Total cost of goods sold</b> (sum of questions 11 to 13)	F61100	\$ <input type="text"/> ,000

## Occupancy rate

Please answer the following questions relating to the occupancy of your establishment during your 2013 operating period.

number

B20002

15. **Total number of rooms** in this establishment

B20003

16. Total number of room nights **available** over your 2013 reporting period  
**Exclude:** rooms closed due to repair and renovations

B10005

17. Total number of room nights **sold** over your 2013 reporting period

percentage

B10006

 %

18. Please provide the annual occupancy rate for the 2013 reporting period.

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## Detail on purchased services

Please provide a breakdown of expenses for the following purchased services in **thousands of Canadian dollars**.

### 1. Office and computer related purchased services

'000 CAN\$

	F61308	
a) data processing, hosting and related services	\$	,000
	F61309	
b) business support services <b>Include:</b> reproductions, call centres and debt collection	\$	,000
	F61311	
c) other office and computer related purchased services	\$	,000
	F61310	
<b>Total office and computer related purchased services</b>	\$	,000

### 2. Professional fees and services

'000 CAN\$

	F62402	
a) legal services	\$	,000
	F62403	
b) accounting, tax preparation, bookkeeping and payroll services	\$	,000
	F62404	
c) management, scientific and technical consulting services <b>Include:</b> training	\$	,000
	F62405	
d) office administrative services	\$	,000
	F62406	
e) freight transportation arrangements and customs brokering services	\$	,000
	F62407	
f) brokerage and other insurance related services	\$	,000
	F62408	
g) security brokerage and securities dealing services	\$	,000
	F62409	
h) other purchased professional services	\$	,000
	F62400	
<b>Total professional fees and services</b>	\$	,000

### 3. Rental and leasing services

'000 CAN\$

	F62411	
a) non-residential real estate rental	\$	,000
	F62412	
b) motor vehicle rental and leasing	\$	,000
	F62413	
c) computer equipment rental and leasing	\$	,000
	F62414	
d) office machinery and equipment rental and leasing services <b>Exclude:</b> computer equipment	\$	,000
	F62415	
e) commercial and industrial machinery and equipment renting and leasing services, without operator <b>Exclude:</b> office equipment	\$	,000
	F62416	
f) other rental services	\$	,000
<b>Total rental services</b>	\$	,000

### 4. Repairs and maintenance services

'000 CAN\$

	F62417	
a) security services and investigation	\$	,000
	F62418	
b) waste management and remediation services	\$	,000
	F62419	
c) motor vehicle repair and maintenance services	\$	,000
	F62421	
d) other repair and maintenance services	\$	,000
<b>Total repair and maintenance</b>	\$	,000

### 5. Royalties, franchise fees and membership

'000 CAN\$

	F62002	
a) rights to non-financial intangible assets	\$	,000
	F62603	
b) membership fees or services	\$	,000
	F62003	
c) other royalties, franchise fees and memberships	\$	,000
<b>Total royalties, franchise fees and memberships</b>	\$	,000

## Sales by type of customer

What was this business's breakdown of sales by the following types of client?

### 1. Clients in Canada

percentage

F43008\_c1

a) individuals and households

%

F43008\_c2

b) businesses

%

F43008\_c3

c) governments, not-for-profit organizations and public institutions  
(e.g., hospitals and schools)

%

F43008\_c4

%

### 2. Clients outside of Canada

100%

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## Contact person

### Name of person to contact about this questionnaire:

Last name

B00003

First name

B00004

Title

B00005

Telephone number

B00006

Extension number

B00007

Fax number

B00008

Email address

B00009

Website

B00011

Date completed (yyyy-mm-dd):

B00012

hours

B00013

minutes

B00014

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

## Comments

We invite your comments below.

If necessary, please attach a separate sheet.

Please be assured that we review all comments with the intent of improving the survey.

B00002

## General information

### Confidentiality

#### **Your answers are confidential.**

Statistics Canada is prohibited by law from releasing any information it collects which could identify any person, business, or organization, unless consent has been given by the respondent or as permitted by the *Statistics Act*.

Statistics Canada will use information from this survey for statistical purposes.

### 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. The shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

**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.

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 and to minimize the reporting burden, Statistics Canada may combine it with information from other surveys or from administrative sources.

**Thank you for completing this questionnaire.**

**Please retain a copy for your records.**

**Visit our website, [www.statcan.gc.ca](http://www.statcan.gc.ca)**

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