

# 2011 Annual Head Office Survey

**This document is confidential when completed.**

If you would prefer completing the electronic version of this questionnaire, please call us toll-free at: **1-800-972-9692**.  
 Si vous préférez recevoir ce questionnaire en français, veuillez nous appeler au numéro sans frais suivant : **1-800-972-9692**.

If necessary, please make address label corrections in the boxes below.

0001	Legal name	0004	Address (number and street)	
0002	Business name			
0021	Title of contact	0005	City	0006
0028	Last name of contact	0003	Country	0007
0008	First name of contact	0010	Language preference	
			1 <input type="radio"/> English	2 <input type="radio"/> French

**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.**

## A - Introduction

### Survey purpose

The Annual Head Office Survey is conducted to improve the accuracy and completeness of statistics on businesses in Canada. Your information may also be used by Statistics Canada for other statistical and research purposes, in conformity with its mandate. Please consult the reporting guide at [www.statcan.gc.ca/guides-e](http://www.statcan.gc.ca/guides-e) for further details.

### 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 must keep the data confidential and use them only for statistical purposes.

### Please return the questionnaire within 30 days.

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

#### Fax or other electronic transmission disclosure

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

Lost the return envelope or need help? Call us at **1-800-972-9692** or mail to:  
 Statistics Canada, Operations and Integration Division, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

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

## Main business activity

A head office is an operating entity which provides support services (accounting, legal, management, payroll, etc.) to other operating entities within the same enterprise.

Please check **the category** that most accurately describes the nature of your head office activities.

### 1. <sup>0336</sup> Head Office

- 1  Centralized administration (corporate, general home or central office)
- 3  Other administration (divisional, branch or district office)
- 5  None of the above – **Please contact us at 1-800-972-9692 before resuming this questionnaire.**

## Reporting period information

1. Please report information for **your 12-month fiscal period** ending between April 1, 2011 and March 31, 2012. Please indicate below the period covered by this questionnaire.

from <sup>0011</sup>  to <sup>0012</sup>

2. If you **did not operate** this head office for a **full year**, please check the reason(s) below:

- <sup>0031</sup> 1  seasonal operations    2  new business    3  change of fiscal year    4  change of ownership    5  ceased operations    6  temporarily inactive

FOR  
INFORMATION  
ONLY



**C - Expenses**

**Include** all expenses within or outside Canada recorded by this **head office ONLY**.

**Include** also all expenses this Head Office may have directly **allocated** to other entities of this enterprise.

**Exclude** GST/HST, PST and TVQ.

	<b>'000 CAN\$</b>
1. Salaries and wages of head office employees <b>ONLY</b> (include overtime and vacation pay). Employees are defined as those workers for whom you completed a Canada Revenue Agency T4 form - Statement of Remuneration Paid.	3010 <input type="text"/>
2. Employer portion of employee benefits (include contributions to provincial and territorial health and education payroll taxes).	3040 <input type="text"/>

Questions 3 to 14 are for services purchased from **external businesses only** (e.g., third parties or non-affiliated enterprises).

**Please exclude** management fees or any other service fees that will be reported at questions 22a and b.

	<b>'000 CAN\$</b>
3. Transportation, shipping (contracted out), warehousing and storage, postage and courier expenses	4179 <input type="text"/>
4. Telephone and other telecommunication expenses	4101 <input type="text"/>
5. Rental and leasing expenses	4115 <input type="text"/>
6. Purchased repair and maintenance service expenses, including janitorial and cleaning services	4175 <input type="text"/>
7. Payments to employment agencies or personnel suppliers	3080 <input type="text"/>
8. Purchased research and development (contracted out)	4251 <input type="text"/>
9. All other professional and business services (e.g., legal and accounting, technical services fee, consulting, education and training)	4315 <input type="text"/>
10. Insurance premiums (e.g., liability, auto, building, equipment)	4350 <input type="text"/>
11. Advertising and promotion expenses	4365 <input type="text"/>
12. Travel, meal and entertainment expenses	4370 <input type="text"/>
13. Royalties and franchise fees	4440 <input type="text"/>
14. All other purchased service expenses not specified above (e.g., property management fees, waste and hazardous material removal fees, financial service fees such as bank charges, credit and debit card commissions).	4500 <input type="text"/>

**C - Expenses (continued)**

		'000 CAN\$
15. Office supply expenses	3301	<input type="text"/>
16. Supply expenses linked to operations, repair and maintenance	3302	<input type="text"/>
17. All other materials, components and supply expenses		
Please specify major item:	3393	3392
	<input type="text"/>	<input type="text"/>
18. Purchased energy and water utility expenses (e.g., electricity, gasoline, fuel oil, diesel fuel, propane, natural gas, water)	4066	<input type="text"/>
19. Amortization and depreciation	4520	<input type="text"/>
20. Property and business taxes, licences and other permits, including building permits and development charges	4410	<input type="text"/>
21. Interest expenses (e.g., interest expenses on capital lease obligations plus all other interest expenses such as interest on loans and the interest portion of mortgage payments)	4630	<input type="text"/>
22. Please note that management fees or any other service fees below cover a variety of industrial, professional, trade and business services, as well as transactions in royalties and licences, but <b>exclude</b> imports and exports of goods, freight and shipping transactions, travel, interest and profit/loss.		'000 CAN\$
a) management fees or any other service fees paid to entities outside Canada	4556	<input type="text"/>
b) management fees or any other service fees paid to entities within Canada	4557	<input type="text"/>
23. All other head office expenses (e.g., allowances for bad debt, write-offs and donations).		
Please specify major item:	4561	4569
	<input type="text"/>	<input type="text"/>
24. <b>Total expenses</b> (sum of questions 1 to 23)	4699	<input type="text"/>

**D - Employment at this head office**

Please report the average number of people employed at this **head office ONLY**, during the reporting period.

**Include** full-time, part-time and temporary employees and employees absent with pay.  
**Exclude** contract and subcontract workers who are not part of your payroll.

number

6000

**E - Events that may have affected your head office**

1. If applicable, were there any events that may have significantly affected the reported values for this head office compared to last fiscal year? Please specify:

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**F - Comments**

1. How long did you spend collecting the data and completing this questionnaire? hour(s)   minutes

2. We invite your comments below. If necessary, please attach a separate page. Please be assured that we review all comments with the intent of improving this survey.

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FOR INFORMATION ONLY

**G - Contact information**

Name of person to contact about this questionnaire:

0026 1  Mr. 2  Mrs. 3  Miss 4  Ms

0054 Last name

0017 Telephone number

0013 First name

0027 Extension number

0014 Title

0016 Fax number

0018 E-mail address

0020 Website address

Signature:

0015 Date completed:

I certify that the information contained herein is complete and correct to the best of my knowledge.

## 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*. The confidentiality provisions of the *Statistics Act* are not affected by either the *Access to Information Act* or any other legislation. Therefore, for example, the Canada Revenue Agency cannot access identifiable survey records from Statistics Canada.

Information from this survey will be used for statistical purposes only and will be published in aggregate form only.

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

### Additional information

In cases where information is reported on an amalgamated basis and relates to operations in more than one province or territory, Statistics Canada may allocate a portion of the reported information to these provincial or territorial operations. The allocated information will be shared in accordance with the **Section 11** or **12** agreements of the *Statistics Act*, as described above.

In cases where there is a separate head office, Statistics Canada may adjust the reported revenues of that head office so that those revenues more fully reflect the value of the services the head office provides. In such cases, there will be a corresponding adjustment to the reported expenses of the units served. The adjusted information will be shared in accordance with the **Section 11** or **12** agreements of the *Statistics Act*, as described above.

**Thank you for completing this questionnaire.**

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

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