



Statistics
Canada

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Ottawa, Canada
K1A 0T6

<http://www.statcan.ca>

June 20, 2001

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Dear business manager:

Thank you for participating in Statistics Canada's Survey on Financing of Small and Medium Enterprises. We will use your answers to produce statistics that will help the federal government to improve policies and programs designed to promote small and medium businesses.

As one last step in this survey exercise, we require some basic financial data for your firm. Please complete the enclosed questionnaire and fax it back to Statistics Canada according to the instructions provided at the end of the form.

Please be assured that Statistics Canada will keep your responses to this survey strictly confidential. We will not be releasing information to anyone – including other government departments – that would directly or indirectly reveal information relating to your individual company.

We hope we can count on your co-operation. Preliminary survey results will be available from Statistics Canada (www.statcan.ca) and Industry Canada (strategis.ic.gc.ca) in the fall of this year.

Should you have any questions, please contact our survey operations staff toll-free at 1 866 257-4406.

Yours sincerely,

for Robert Lussier
Director
Small Business and Special Surveys Division

Canada



Survey on Financing of Small and Medium Enterprises 2000

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Confidential when completed.

Collected under authority of the Statistics Act, revised Statutes of Canada, 1985, Chapter S19

Si vous préférez avoir ce questionnaire en français, s.v.p. téléphonez au 1 800 257 4406

Language of questionnaire^{UUU1}

English
 French

Please correct pre-printed label information if necessary:					
Legal Name				0002	
Business Name				0003	
No. & Street				0004	
City	0005	Province	0006	Postal Code	0007

Survey Introduction

The Government of Canada has launched an initiative to produce a complete set of statistics on the financing of small- and medium-sized enterprises (SMEs).

As part of this initiative, Statistics Canada is surveying small- and medium-sized enterprises from across the country to find out what kinds of debt and equity financing they use, and to collect information on any recent attempts to obtain new financing. The survey results will be provided to Industry Canada as part of an on-going study on the financing of SMEs.

By law, Statistics Canada is required to keep your answers **confidential** and to use them strictly for statistical purposes. Only aggregate data -- such as totals and averages -- that do not reveal information relating to individual companies will be given to Industry Canada and the general public.

To minimize reporting burden, Statistics Canada may access financial information reported by your business to the Canada Customs and Revenue Agency (CCRA) and link this information to your survey responses. The CCRA data will be used strictly for statistical purposes and the CCRA will not be given access to the responses of this survey.

Your participation in this voluntary survey will be important to the accuracy of the survey results.

Important Instructions

1. This questionnaire should be completed by the person who is most familiar with the financing of the business.
2. Answers provided should relate to the consolidated operations owned and controlled by this business in Canada.
3. Please return the completed questionnaire **within 15 days** of receipt.
4. If you require additional information, please call 1 866 257-4406 and quote the survey identifier on the label above.

We thank you in advance for your co-operation.

Reporting Period

Q1. Financial data reported on this questionnaire should relate to the business' FISCAL PERIOD that ended PRIOR TO MARCH 31st, 2001. Please indicate the start and end dates for this period.

Start Date ⁰⁰¹

YYYY MM DD

End Date ⁰⁰²

YYYY MM DD

Legal Status and Ownership

Q2. What was the legal status of the business at the end of the fiscal period?

⁰⁰³

Mark ONE only

¹ Incorporated, privately held

² Incorporated, publicly-held

³ Unincorporated sole proprietorship

⁴ Unincorporated partnership

⁵ Unincorporated joint venture

Q2.1 If privately-held corporation, indicate percentage of owners' equity held by:

The business manager(s)/operator(s) ⁰⁰⁴ %

Friends or relatives of the business manager(s)/operator(s) ⁰⁰⁵ %

Parent company (companies) ⁰⁰⁶ %

Private investors from Canada who are unrelated to the firm or its owners ("angel" investors from Canada) ⁰⁰⁷ %

Private investors from outside Canada who are unrelated to the firm or its owners ("angel" investors from outside Canada) ⁰⁰⁸ %

Employees of the business (other than business managers) ⁰⁰⁹ %

Canadian venture capital funds ⁰¹⁰ %

Foreign venture capital funds ⁰¹¹ %

Others (Specify below) ⁰¹²¹ ⁰¹² %

⁰¹³¹ ⁰¹³ %

⁰¹⁴¹ ⁰¹⁴ %

⁰¹⁵¹ ⁰¹⁵ %

TOTAL

100 %

Financial Statement Data for Fiscal Period

Q3. Indicate the following financial data for the fiscal period specified in Q1.

Round to the nearest dollar and report in Canadian funds.

Income Statement Data			
1	Sales of goods and/or services <i>Net of sales and excise taxes, trade discounts and returns and allowances</i>	\$	016 .00
2	All other revenues <i>Including investment revenue, rental revenue, operating subsidies, commission revenues and any other operating revenue not considered sales of goods or services</i>	\$	017 .00
3. Total revenues	<i>Add lines 1 and 2</i>	\$	018 .00
4. Net profit/loss before income taxes	<i>The profit or loss resulting from normal business operations, recorded before income taxes, extraordinary items and other income not related to normal operations. For unincorporated firms, the owners' or partners' salaries and withdrawals are included.</i>	\$	019 .00
5	Total interest expenses and bank charges <i>Include all interest expense and discounts paid by the business, such as real estate mortgages, chattel mortgages, mortgage bonds, advances and demand loans, bank interest, etc.</i>	\$	020 .00
Balance Sheet Data			
6	Current assets <i>Total of cash and other resources that are expected to be realized in cash, or sold or consumed within one year, or within the normal operating cycle of the business, whichever is longer.</i>	\$	021 .00
7	All other assets <i>Net value of all assets not considered current assets. Includes good will and net fixed assets.</i>	\$	022 .00
8. Total assets	<i>Add lines 6 and 7</i>	\$	023 .00 → \$.00 024
9	Current liabilities <i>Debt that is expected to be paid within one year, or within the normal operating cycle, whichever is longer.</i>	\$	025 .00
10	All other liabilities <i>Any debt not included under current liabilities</i>	\$	026 .00
11. Total liabilities	<i>Add lines 9 and 10</i>	\$	027 .00 → \$.00 028
12	Retained earnings <i>The accumulated UNDISTRIBUTED EARNINGS and profits derived from all sources, including capital or extraordinary gains and losses</i>	\$	029 .00
13	Non-repayable contributions <i>Accumulated value of grants or subsidies from government or community assistance programs</i>	\$	030 .00
14	Owners' equity <i>Total value of owners' stake in the business</i>	\$	031 .00
15. Total Equity	<i>Add lines 12, 13 and 14 (should also equal line 8 less line 11)</i>	\$	032 .00 → \$.00 033

Profile of Liabilities Outstanding at Fiscal Period End

Q4 Of the total liabilities reported in question Q3, how much was owed in the form of:

1. Loans, mortgages, lines of credit or other debts from chartered banks, excluding credit cards			
\$ <input style="width: 80%;" type="text" value=" .00"/>	⁰³⁴ Specify name(s) of institutions included in this amount (ex: Royal Bank, Canada Trust, CIBC, National Bank)	1. 2. 3. 4.	0341 0342 0343 0344
2. Loans, mortgages, lines of credit or other debts from credit unions or caisses populaires, excluding credit cards			
\$ <input style="width: 80%;" type="text" value=" .00"/>	⁰³⁵ Specify name(s) of institutions included in this amount (ex: Desjardins)	1. 2. 3. 4.	0351 0352 0353 0354
3. Credit card amounts outstanding			
\$ <input style="width: 80%;" type="text" value=" .00"/>	⁰³⁶ Specify FULL name(s) of cards included in this amount (ex: Royal Bank Visa, Bank of Montreal Mastercard, Sears credit card)	1. 2. 3. 4.	0361 0362 0363 0364
4. Credit obtained from crown corporations, federal, provincial or community lending programs			
\$ <input style="width: 80%;" type="text" value=" .00"/>	⁰³⁷ Specify name(s) of institutions or programs included in this amount (ex: Business Development Bank, Alberta Treasury Branch)	1. 2. 3. 4.	0371 0372 0373 0374
5. Lease obligations included as liabilities on the balance sheet			
\$ <input style="width: 80%;" type="text" value=" .00"/>	⁰³⁸ Specify types of equipment/assets being leased (ex: computers, manufacturing machinery, vehicles)	1. 2. 3. 4.	0381 0382 0383 0384
6. Loans from individuals included as liabilities on the balance sheet			
\$ <input style="width: 80%;" type="text" value=" .00"/>	⁰³⁹ Specify types of individuals included in this amount	<input type="radio"/> ⁰³⁹¹ Relatives of business owners <input type="radio"/> ⁰³⁹² Friends of business owners <input type="radio"/> ⁰³⁹³ Business owners <input type="radio"/> ⁰³⁹⁴ Other individuals	
7. Trade credit owing to suppliers			
\$ <input style="width: 80%;" type="text" value=" .00"/>	⁰⁴⁰ Specify types of equipment/assets purchased on credit (ex: computers, manufacturing machinery, vehicles, inventory)	1. 2. 3. 4.	0401 0402 0403 0404
8. Other liabilities showing on the balance sheet but not included in items 1 through 7 above			
\$ <input style="width: 80%;" type="text" value=" .00"/>	⁰⁴¹ Briefly describe the sources and amounts included	1. 2. 3.	⁰⁴³ \$ <input style="width: 80%;" type="text" value=" .00"/> ⁰⁴⁴ \$ <input style="width: 80%;" type="text" value=" .00"/> ⁰⁴⁵ \$ <input style="width: 80%;" type="text" value=" .00"/>

\$ ⁰⁴²

TOTAL of items 1 through 8 above

Profile of Liabilities Outstanding at Fiscal Period End (cont'd)

Q5 Please verify that:

Total liabilities reported on balance sheet in Q3 <small>046</small> \$ _____ .00	=	Total of all liabilities reported in Q4 <small>047</small> \$ _____ .00
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Financing of Business During Fiscal Period

Q6 For each source of financing listed below, indicate:

- 1) Whether it was a source of funds used to finance the business during the fiscal period.
- 2) If YES, how important it was to keeping the business in operation (during the fiscal period).

NOTE: Include any source used, *regardless of whether it was authorized or obtained in a prior year.*

	1		2		
	Source of funds during fiscal period?		Level of importance		
	YES	NO	VERY IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT
<i>Commercial loans or lines of credit from banks, credit unions, caisses populaires or other financial institutions</i>	048 <input type="radio"/>	<input type="radio"/>	064 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Commercial credit cards</i>	049 <input type="radio"/>	<input type="radio"/>	065 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Government lending agencies/grants</i>	050 <input type="radio"/>	<input type="radio"/>	066 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Retained earnings</i>	051 <input type="radio"/>	<input type="radio"/>	067 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Trade credit owing to suppliers</i>	052 <input type="radio"/>	<input type="radio"/>	068 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Leasing</i>	053 <input type="radio"/>	<input type="radio"/>	069 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Loans from employees</i>	054 <input type="radio"/>	<input type="radio"/>	070 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Personal savings of business owner(s)</i>	055 <input type="radio"/>	<input type="radio"/>	071 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Personal lines of credit of business owner(s)</i>	056 <input type="radio"/>	<input type="radio"/>	072 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Personal credit cards of business owner(s)</i>	057 <input type="radio"/>	<input type="radio"/>	073 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Personal loans to business owner(s)</i>	058 <input type="radio"/>	<input type="radio"/>	074 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Loans from friends or relatives of business owner(s)</i>	059 <input type="radio"/>	<input type="radio"/>	075 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Loans from individuals unrelated to the firm or its owner ("angels")</i>	060 <input type="radio"/>	<input type="radio"/>	076 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Investments from individuals unrelated to the firm or its owner ("angels")</i>	061 <input type="radio"/>	<input type="radio"/>	077 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Factoring (sale or transfer of accounts receivable)</i>	062 <input type="radio"/>	<input type="radio"/>	078 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Other sources of financing used during fiscal period (Specify)</i>	063 <input type="radio"/>	<input type="radio"/>	079 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Financing of Business Start-up

Q7 How did the current owners take possession of the business?

⁰⁸⁰ **Mark one only**

- | | | |
|---|---|---|
| <input type="radio"/> ¹ Bought/acquired from a family member | ➔ | Skip directly to survey conclusion (page 7) |
| <input type="radio"/> ² Bought/acquired from a non-family member | ➔ | Skip directly to survey conclusion (page 7) |
| <input type="radio"/> ³ Started from scratch | ➔ | Continue with question Q8 |
| <input type="radio"/> ⁴ Other (Specify) <input style="width: 200px; height: 20px;" type="text"/> | ➔ | Skip directly to survey conclusion (page 7) |

Q8 When did the business first start selling products and services?

⁰⁸¹ **Mark one only**

- | | |
|---|---|
| <input type="radio"/> ¹ During the year 2000 | |
| <input type="radio"/> ² During 1999 | |
| <input type="radio"/> ³ During 1998 | |
| <input type="radio"/> ⁴ During 1997 | |
| <input type="radio"/> ⁵ During 1996 | |
| <input type="radio"/> ⁶ Prior to 1996 | ➔ Skip directly to survey conclusion (page 7) |

Q9 ...can be skipped if you answered PRIOR TO 1996 in Question Q8.

For the sources of financing listed below, indicate:

- 1) Whether the source was used to finance the START-UP of the business PRIOR TO THE FIRST SALE OF PRODUCTS OR SERVICES
- 2) For those sources that were used, indicate how important each was to the start up of the business.

	1		2		
	Used to finance start-up?		Level of importance		
	YES	NO	VERY IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT
Commercial loans or lines of credit from banks, credit unions, caisses populaires or other financial institutions ⁰⁸²	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ³
Commercial credit cards ⁰⁸³	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ³
Government lending agencies/grants ⁰⁸⁴	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ³
Trade credit owing to suppliers ⁰⁸⁵	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ³
Leasing ⁰⁸⁶	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ³
Loans from employees ⁰⁸⁷	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ³
Personal savings of business owner (s) ⁰⁸⁸	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ³
Personal lines of credit of business owner(s) ⁰⁸⁹	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ³
Personal credit cards of business owner(s) ⁰⁹⁰	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ³
Personal loans of business owner(s) ⁰⁹¹	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ³
Loans from friends or relatives of business owner(s) ⁰⁹²	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ³
Loans from individuals unrelated to the firm or its owners ("angels") ⁰⁹³	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ³
Investments from individuals unrelated to the firm or its owners ("angels") ⁰⁹⁴	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ³
Other (Specify) <input style="width: 200px; height: 20px;" type="text"/> ⁰⁹⁵¹	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ¹	<input type="radio"/> ²	<input type="radio"/> ³

Thank you for your co-operation

A. Please indicate the name and contact information for the person who was primarily responsible for filling out this form.

Name 1101

Position Title 1102

Phone number () - 1103 Fax number () - 1104

B. Return your completed questionnaire to Statistics Canada by fax to: 1 888 859 0376

IMPORTANT NOTE: 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.

The questionnaire can also be mailed to:

Operation and Integration Division
Statistics Canada
Main Building - Room 1205, 761-3874
120 Parkdale Ave.
Ottawa, ON
K1A 0T6

C. Any comments you have regarding this questionnaire can be noted in the space below.

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