



*Accountants'  
Guide to the*

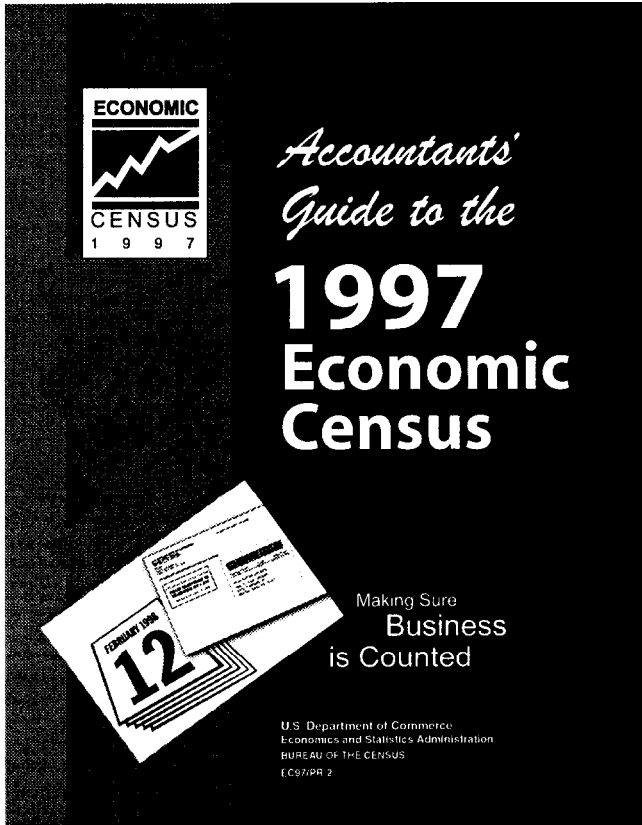
# 1997 Economic Census

Making Sure  
Business  
is Counted

U.S. Department of Commerce  
Economics and Statistics Administration  
BUREAU OF THE CENSUS

EC97/PR-2

# Accountants' Guide to the 1997 Economic Census...



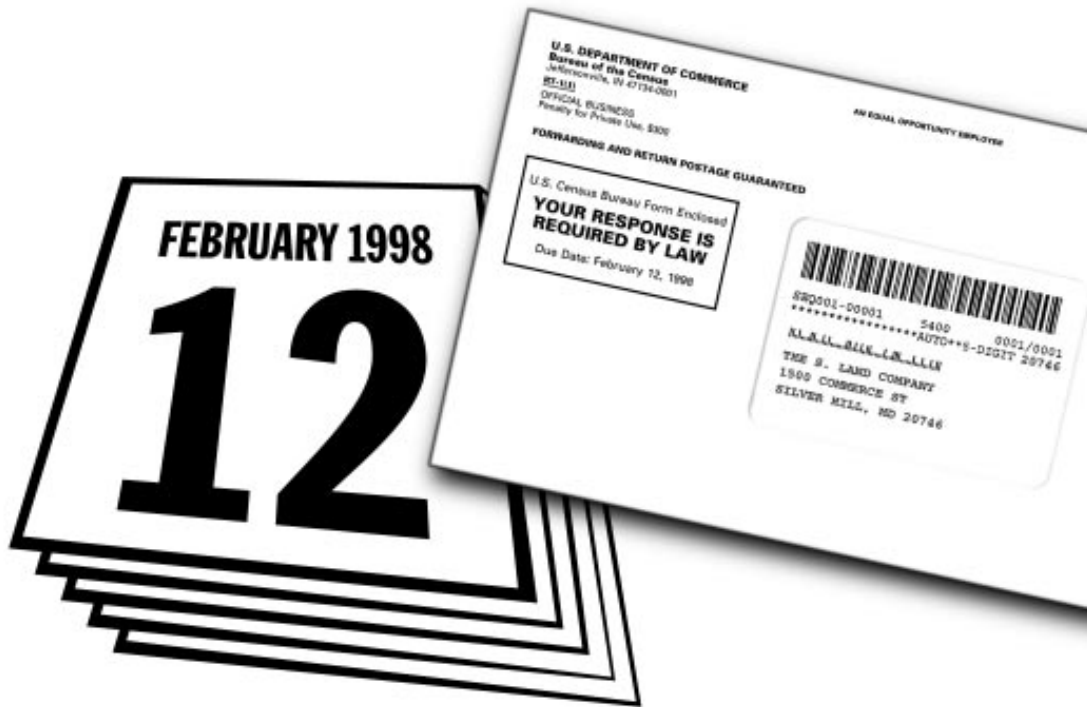
EC97/PR-2  
Issued November 1997



**U.S. Department of Commerce**  
**William M. Daley, Secretary**  
**Economics and Statistics Administration**  
**Lee Price, Under Secretary**  
for Economic Affairs  
**BUREAU OF THE CENSUS**  
**Martha Farnsworth Riche, Director**

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# The Economic Census. Put it on your calendar.



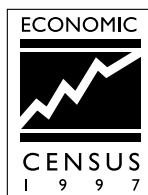
**W**e realize your time is valuable. Most businesses can complete their economic census form in about an hour. The information you provide will help build economic indicators, like the GDP, that America uses to chart its future.

In December 1997, 5 million businesses will receive an economic census form. If you get one, fill it out. **Send it in by February 12.** Your company's response is confidential, it's important, and it's required by law.

Make sure your business is counted. Help us provide the information America needs.

To learn more, visit our web site: [www.census.gov/econ97](http://www.census.gov/econ97).

For assistance or questions about your form, call **1-800-233-6136**.



## Make Sure Your Business is Counted

# Questions Frequently Asked About the Economic Census

## What is the economic census?

The Economic Census gathers detailed information about the Nation's economy once every 5 years.

In December 1997, the Census Bureau will mail economic census questionnaires to more than 5 million businesses, possibly including your business clients with paid employees. We will combine the important information that these businesses provide with that supplied by other businesses, and publish summary reports on industries and geographic areas from the national to the local level.

These reports are central to the work of economic policymakers, the business community, researchers, and directly or indirectly, the general public.

**The 1997 Economic Census introduces the North American Industrial Classification System (NAICS).** Census forms will reflect the old Standard Industrial Classification System, but data will be published on the NAICS basis. The 1997 Economic Census reports will be the first in North America based on this new classification system.

There are nearly 500 versions of the census form, each tailored to the particular industries or types of activity. The content of the forms was developed in consultation with representative trade associations and other data users; data suppliers; accounting organizations; and the Office of Management and Budget.

## What is the legal authority for the economic census?

Title 13, United States Code, requires firms to complete census questionnaires sent to them.

Title 13 directs the Census Bureau to publish no data that reveal the identity or activities of any individual or company. Individual responses may be seen only by sworn Census Bureau employees, and are exempt from the Freedom of Information Act. The law also protects from disclosure any photocopies of the census questionnaires that a company retains in its own records.

## Will my client receive a census form?

All large companies will receive census forms.

Your client **probably** will not receive a form —

If it has no employees. Fifteen million companies with no employees will not receive a census form. This alleviates the burden on small businesses.

If it is an entity owned by another company. In that case, the census form requiring information on your client's activity most likely will go to the "parent" company.

The economic census measures activity at the "establishment" level, generally, **a single physical location**. Companies operating more than one establishment will receive a separate form for **each** physical location. All of these questionnaires will be mailed to the company headquarters.

*(This differs from reporting for financial and income tax purposes, where the reporting unit may be a legal entity consisting of more than one establishment.)*

In some industries, companies will receive separate forms that consolidate certain activities on a statewide basis. In such cases, a **separate form** covering each state in which the company operates will cover **all** of the establishments in the state.

## When will the forms be mailed? When are they due?

The Census Bureau will mail economic census questionnaires in mid-December 1997. Completed reports are due February 12, 1998.

**What period is covered?**

Each form requests data for calendar year 1997. Your fiscal year is acceptable if it includes both March and October of 1997. However, **employment and payroll** still should relate to the **calendar** year.

**Can my client's company be excused?**

No. Federal law requires every company that receives a census form to complete and return it.

**Can I use estimates?**

Yes. We accept estimates where the information requested is not readily available from actual business records.

**What If I do not have some records for my client's business?**

Your client may need to supply certain operating statistics, such as product lines, kinds of service, or merchandise lines, from records that are not available to you. In such cases, give your client a copy of the form to supply the required data, and then consolidate the information onto one form.

*Please, remind your client that estimates are acceptable, as indicated above.*

**What if the form does not apply?**

If you receive a form that does not seem to apply to your client's operations, **complete all items that do apply** and return the form along with a description of the activity actually performed.

**Can I submit the completed form electronically?**

Yes, in some cases. Electronic reporting can reduce your client's cost to complete the economic census, and we are offering electronic options in selected industries. Available formats include EDI (Electronic Data Interchange) and diskette-based reporting. The best tools are available for **retail trade, foodservices** and **accommodations** businesses.

If you are interested in reporting for your client on electronic media (regardless of industry) please contact:

Electronic Reporting Staff  
U.S. Census Bureau  
Washington, DC 20233-6100  
Telephone: 301-457-4125  
email: [ers@census.gov](mailto:ers@census.gov)

**How do I request an extension?**

If you require additional time to complete the economic census form for your client, call the toll-free help line: 1-800-233-6136

- *Please, do not call to request an extension before your clients receive census forms.*
- *Have ready the 11-digit Census File Number (CFN).*

**How will the 1997 forms differ from the ones my client's firm completed for 1992?**

Many census forms have been shortened and ask fewer questions.

The company summary report, Form ES-9100, has been dropped.

Questions on some forms are changed to accommodate the North American Industrial Classification System.

The questionnaires for various sectors have been made more standardized.

For the first time, sample forms are available on the Internet.

**Alert!**

**Make a file copy of the completed census forms for your client's records before returning them to the Census Bureau!**

# What Will My Client Receive, and When?

*Economic census forms will be mailed in December 1997. The due date is February 12, 1998.*

**The economic census mailing package will contain:**

An **inventory list** of all establishments that constitute your client's company and its subsidiaries. The list will identify the specific forms that must be completed for its economic activity in 1997. If any corrections are necessary, you may convey them to us by telephone or email, or by returning a corrected list via FAX.

A **separate questionnaire for each establishment** of your client's company. The numbers and types of report forms your client's company receives will depend on the company's size and diversity.

*(Remember: businesses without paid employees will not receive a form.)*

## How Can I Use the World Wide Web to Learn More About the 1997 Economic Census, so I am Better Able to Complete the Census Forms my Client's Company May Receive?

The Census Bureau's web site has a page devoted to the economic census:

<http://www.census.gov/econ97>.

You can use this site to learn more about the economic census and about why it is important to the Nation — and to your client. The economic census web page provides links to

**Key dates in the economic census**

**Sample forms**

**Questions and answers about the economic census**

**Information about the new North American Industry Classification System**

**The latest census results, for 1997 (when available) and 1992**

There also is a link to the **Economic Briefing Room**, which provides up-to-the-minute information about the U.S. economy.

### **System Requirements**

The 1997 Economic Census web page provides a link to sample copies of every questionnaire being used in the census. The list is organized by **form number** within **sector**.

Sample forms are stored as page images in PDF format. You need an Internet browser to retrieve the files, and PDF reader software (available for free downloading from the World Wide Web) to view the files. Once files are downloaded to the reader you can view them on screen, or print them on a local printer. Most census forms are legal length (8-1/2" by 14"). If your printer has letter size paper (8-1/2" by 11") you can print the forms on a single sheet by checking "Shrink to fit" at the bottom of the print window.

Remember: please complete and return **ONLY** the forms we send to your client, even if the company is involved in a different activity. And, please **do not complete a census form until we send one to your client**.



# Major Data Items at a Glance

Collected at the establishment level,  
by industry group

Item	Service-sector industries (except wholesale)	Wholesale trade	Manufacturing, mining, construction
<b>Employment:</b>			
All employees	■	■	■
Production or construction workers			■
Worker hours			■ M ■ MI
By principal activity		■	
<b>Labor costs:</b>			
Total payroll	■	■	■
Worker wages			■
Supplemental costs			■
<b>Measures of output:</b>			
Total value	■	■	■
Detailed products or lines of service	■	■	■
Class of customer	■ RS	■	
Type of structure			■ C
<b>Expenses:</b>			
Total	■ S	■	
Cost of materials, parts, etc.			■
Cost of fuels			■
Energy consumed			■ M
Cost of electricity			■
Products bought for resale		■	■ M ■ MI
Purchased services			
Advertising		■	■ M
Rental payments			■
Legal services			■ M
Accounting services			■ M
Data processing services			■ M
Refuse removal			■ M
Communication services			■
Purchased repairs			■ C ■ M
<b>Assets, Capital expenditures, inventories:</b>			
Capital expenditures, total			■
Structures			■ M
Equipment			■ M
Depreciable assets, gross value			■
Value of inventories		■	■

- Data are collected for this industry group
- C Construction only
- M Manufacturing only
- MI Mining only
- R Retail trade only
- S Services only

# Basic Data Items

There are nearly 500 different 1997 Economic Census forms, each tailored to specific industries and activities. The sample forms on the following pages, which cover services and construction, illustrate the format that is common to nearly every census form.

You can retrieve sample copies of **any** census questionnaire from the Census Bureau's World Wide Web site, [www.census.gov/econ97](http://www.census.gov/econ97) (see page 5). The number and types of forms that we send to your client's company will be determined by the number of establishments it operates and its principal activities. **Your client will receive a separate census form for each physical location (establishment).** The examples below are for illustration only. Since some concepts differ across industries, each individual form or questionnaire package provides detailed instructions.

## Item Description

### Number of employees as of March 12, 1997

Manufacturing, mining, and construction forms also may ask for workers and worker hours by quarter.

### Annual payroll (in thousands of dollars)

Manufacturing, mining, and construction forms also may ask for worker wages by quarter.

### Measure of output (value, in thousands of dollars)

Sales – retail trade; drinking places and foodservices and accommodations; wholesale trade

Receipts/revenue – service industries; finance and insurance industries, and real estate and rental and leasing industries; transportation, information; utilities

Value of shipments – manufacturing; mineral industries

Value of construction work done – construction

### Detailed output measures (value, in thousands of dollars)

Merchandise lines – retail trade; drinking places and foodservices and accommodations

Commodity lines – wholesale trade

Receipts/revenue lines – service industries; finance and insurance industries, and real estate and rental and leasing industries; transportation, information; utilities

Products – manufacturing; mineral industries

Type of construction – construction industries

## Estimates

Estimates are acceptable for any of the information requested if actual data records are not available.

## Sample Inquiry

(Examples shown are from a retail trade questionnaire)

<b>Item 6. EMPLOYMENT</b>	Number		
<b>Number of paid employees for pay period including March 12, 1997</b> (Include both full- and part-time employees)	032		

<b>Item 5. PAYROLL</b>	Mil.	Thou.	Dol.
<b>Payroll in 1997, BEFORE DEDUCTIONS</b>	030		
<b>a. Annual</b>			
<b>b. First quarter (January–March)</b>	031		

<b>Item 4. DOLLAR VOLUME OF BUSINESS</b>	Mil.	Thou.	Dol.
<b>Sales of merchandise and other operating receipts for 1997</b> (Exclude sales or other taxes collected)	010		

<b>Item 10. MERCHANDISE LINES</b>				
<b>Report sales for each merchandise line sold by this establishment, either as a dollar figure or as a whole percent of total sales.</b> (See <i>HOW TO REPORT DOLLAR FIGURES</i> on page 1 and <i>HOW TO REPORT PERCENTS</i> below)				

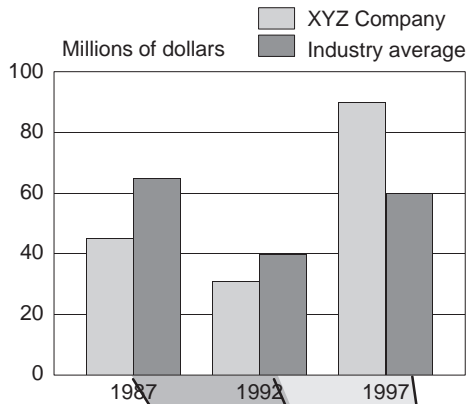
<b>HOW TO REPORT PERCENTS</b>	If figure is <b>38.76%</b> of total sales:	Mil.	Thou.	Dol.	Per-cent
	• <b>Report whole percents</b>				<b>39</b>
	<i>Not acceptable</i>				<b>38.76</b>

Merchandise lines	Census use	<b>ESTIMATES are acceptable. Report dollars OR percents.</b>			
		Mil.	Thou.	Dol.	Per-cent
<b>1. Automotive tires, tubes, batteries, parts, accessories</b> (Report parts installed in repair on line 23a)	230	231			232
<b>a. New automobile tires and tubes</b>	<b>0745</b>				
<b>b. New truck and bus tires</b> (include industrial, off-the-road, and farm tractor tires)	<b>0746</b>				
<b>c. Retreaded automobile tires</b>	<b>0747</b>				
<b>d. Retreaded truck and bus tires</b> (include industrial, off-the-road, and farm tractor tires)	<b>0748</b>				



# How Do Businesses Use Census Data?

**Average Sales per Location:  
1987-1997**

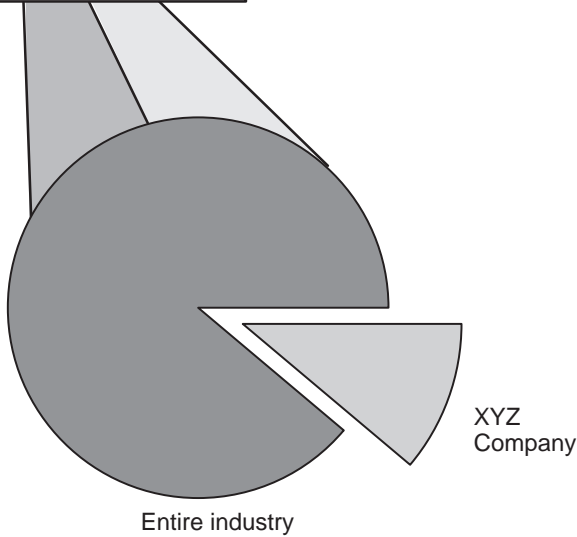
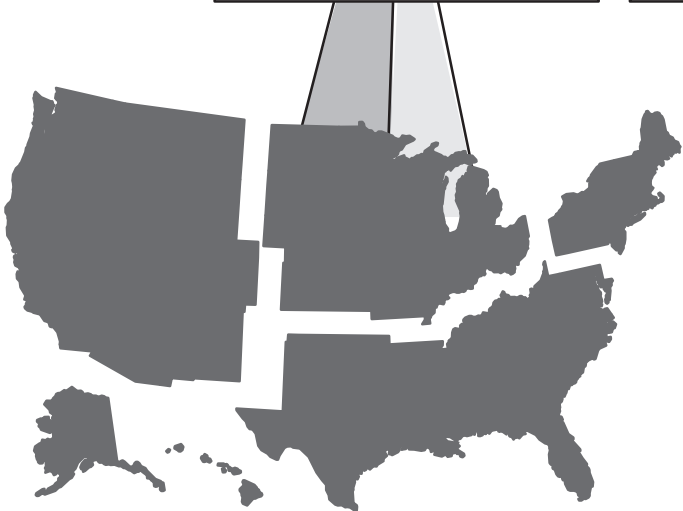


**Compare their performance to industry averages**

**Select new sites, locate new markets**

**Lay out sales territories, set sales targets**

**Calculate market share**





# 1992 CENSUS OF RETAIL TRADE EATING, DRINKING

OMB No. 0607-0719: Approval Expires 06/30/94

**DUE DATE: FEBRUARY 15, 1993**

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS  
1201 East 10th Street  
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:  
1-800-233-6136

CB-5801

*Please read the accompanying instructions before answering the questions.*

Census use	

(Please correct any errors in name, address, and ZIP Code.)

**YOUR RESPONSE IS REQUIRED BY LAW.** Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

**Item 1. EMPLOYER IDENTIFICATION NUMBER**

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1  Yes 2  No - Report current EI No. below

(9 digits) \_\_\_\_\_

HOW TO REPORT DOLLAR FIGURES	Dollar figures should be rounded to thousands of dollars.		
	Mil- lions (000)	Thou- sands (000)	Dol- lars (000)
Example: If a figure is \$1,125,628.79 report	1	126	
	1	125	629

*Preferred*      *Acceptable*

**Item 2. PHYSICAL LOCATION**

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1  Yes 2  No - Report physical location below

Number and street \_\_\_\_\_

City, town, village, etc. \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**Item 4. DOLLAR VOLUME OF BUSINESS**

Sales of merchandise and other operating receipts for 1992 (Exclude sales or other taxes collected)

Mil.	Thou.	Dol.
010		

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1  Yes 3  No legal boundaries  
2  No 4  Do not know

**Item 5. PAYROLL**

Payroll in 1992, BEFORE DEDUCTIONS

a. Annual

Mil.	Thou.	Dol.
030		

c. In what type of municipality is this establishment physically located?

096 1  City, village, or borough  
2  Town or township  
3  Other - Specify \_\_\_\_\_  
4  Do not know

b. First quarter (January-March)

Number
031

d. In what county is this establishment physically located?

**Item 6. EMPLOYMENT**

Number of paid employees for pay period including March 12, 1992 (Include both full- and part-time employees)

032 \_\_\_\_\_

**Item 3. OPERATIONAL STATUS**

a. How many months during 1992 was this establishment actively operated?

002 \_\_\_\_\_

b. Which of the following best describes this establishment's status at the end of 1992? Mark (X) only ONE box.

001 1  In operation  
2  Temporarily or seasonally inactive  
3  Ceased operation - Give date at right  
4  Sold or leased to another operator - Give date at right AND enter name, etc., below

Name of new owner or operator	Figures only	
	Month	Year

Number and street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**Item 7. KIND OF BUSINESS**

What was this establishment's PRINCIPAL kind of business in 1992? Mark (X) only ONE box.

Restaurant (full menu provided with waiter/waitress service and patrons seated) . . . . .  581211

Refreshment place or other quick service eating place providing a limited menu of food items (hamburgers, chicken, etc.) . . . . .  581241

Fast food . . . . .  581242

Food bar . . . . .  581243

Pizza shop (including delivery-only locations) . . . . .  581244

Drinking place (tavern, bar, nightclub, etc.) . . . . .  581301

Cafeteria (sales primarily to general public) . . . . .  581231

Social caterer (banquets, weddings, etc.) . . . . .  581221

Industrial/institutional/in-plant feeding . . . . .  581251

Ice cream/soft serve shop . . . . .  581261

Frozen yogurt shop . . . . .  581271

Dairy products store . . . . .  545101

Convenience food store . . . . .  541121

Mobile food service (ice cream, sandwiches, snacks, and meals distributed from trucks, carts, or other vehicles) . . . . .  596323

Doughnut shop, pastry shop, bakery . . . . .  546113

Merchandise vending machine operator . . . . .  596201

Liquor store (retail package store) . . . . .  592101

ITEM 7 CONTINUED ON PAGE 2

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

**Item 7. KIND OF BUSINESS - Continued** 070

Social or fraternal organization operating bar or restaurant for members . . . . .  864100  
 Dinner theater . . . . .  581212  
 Other kind of business - Describe . . . . .  777777

**Item 8. METHOD OF SELLING**

**What was this establishment's PRINCIPAL method of selling in 1992? Mark (X) only ONE box.**

Selling at this establishment . . . . . 235  1  
 Mail order (include catalog selling and home shopping via television or computer) . . . . .  2  
 Telemarketing . . . . .  3  
 Direct selling (include selling from house-to-house and nonfixed or temporary locations) . . . . .  4  
 Operating merchandise vending machines . . . . .  5

**Item 9.** Not applicable to this report

**Item 10. MERCHANDISE LINES**

Report sales for each merchandise line sold by this establishment, either as a dollar figure or as a whole percent of total sales. (See HOW TO REPORT DOLLAR FIGURES on page 1 and HOW TO REPORT PERCENTS below)

**HOW TO REPORT PERCENTS**

If figure is **38.76%** of total sales:

• Report whole percents → **39**  
 Not acceptable → 38.76

Merchandise lines	Census use	ESTIMATES are acceptable. Report dollars OR percents.			
		Mil.	Thou.	Dol.	Per-cent
<b>1. Meals, snacks, sandwiches, nonalcoholic beverages generally served for immediate consumption (include ice cream and yogurt served for immediate consumption)</b>	230	231			232
<b>a. Food/nonalcoholic beverages prepared for carryout and consumption off the premises</b>	<b>121</b>				
<b>b. Food/nonalcoholic beverages prepared for consumption on the premises</b>	<b>122</b>				
<b>c. Sum of lines 1a and 1b</b>	<b>120</b>				
<b>2. Alcoholic drinks (served at this establishment)</b>					
<b>a. Distilled spirits</b>	<b>131</b>				
<b>b. Wine</b>	<b>132</b>				
<b>c. Beer and ale</b>	<b>133</b>				
<b>d. Sum of lines 2a through 2c</b>	<b>130</b>				
<b>3. Packaged liquor, wine, and beer</b>	<b>140</b>				
<b>4. Groceries and other food items for human consumption off the premises (include bottled, canned, or packaged soft drinks; candy; gum; etc.)</b>	<b>100</b>				
<b>5. Tobacco products and accessories (exclude sales from vending machines operated by others)</b>	<b>150</b>				
<b>6. Automotive fuels</b>	<b>720</b>				
<b>7. Automotive lubricants (oil, greases, etc.)</b>	<b>730</b>				
<b>8. All other merchandise (Report receipts for services on line 9)</b>	<b>890</b>				
Specify principal lines and estimated sales below					
<b>a.</b>	<b>891</b>				
<b>b.</b>	<b>892</b>				
<b>c.</b>	<b>893</b>				

**Item 10. MERCHANDISE LINES - Continued**

Merchandise lines	Census use	ESTIMATES are acceptable. Report dollars OR percents.			
		Mil.	Thou.	Dol.	Per-cent
<b>9. All nonmerchandise receipts (include receipts from rentals, storage, and other services provided to customers) EXCLUDING SALES AND OTHER TAXES</b>					
<b>a. Receipts from coin-operated amusement machines (exclude receipts from coin-operated machines operated by others)</b>	<b>913</b>				
<b>b. Receipts from service charges</b>	<b>916</b>				
<b>c. All other nonmerchandise receipts (include receipts from customers for room rentals, delivery, etc.)</b>	<b>971</b>				
<b>d. Sum of lines 9a through 9c</b>	<b>900</b>				
<b>10. TOTAL (Should equal item 4 if reporting in dollars)</b>	<b>990</b>				<b>100%</b>

**Item 11. SPECIAL INQUIRIES**

**a. Type of food service**

Mark (X) the ONE primary type of service offered at this location (the type of service from which this establishment derives the largest share of its sales).

(1) Table, booth and/or counter seats with waiter or waitress service . . . . . 328  1  
 (2) Order and pay at counter with separate inside seating provided . . . . .  2  
 (3) Take out/drive through . . . . .  3  
 (4) Delivery . . . . .  4  
 (5) Cafeteria line with separate inside seating provided . . . . .  5  
 (6) Other - Describe . . . . .  6

**b. Estimated average expenditure per person per meal - Mark (X) only ONE box.** 329

(1) Under \$2.00 . . . . .  1  
 (2) \$2.00 - \$4.99 . . . . .  2  
 (3) \$5.00 - \$6.99 . . . . .  3  
 (4) \$7.00 - \$9.99 . . . . .  4  
 (5) \$10.00 - \$14.99 . . . . .  5  
 (6) \$15.00 - \$29.99 . . . . .  6  
 (7) \$30.00 or more . . . . .  7

**c. Did this establishment provide any seats for customers in 1992?** 331

1  Yes  
 2  No  
 If "Yes," complete d and e  
 If "No," skip to f

Number

**d. How many customers could be seated in this establishment at one time in 1992?** 332

**e. Did a waiter or waitress take most orders while the patron was seated in 1992?** 330

1  Yes  
 2  No

**f. Did this establishment use a trade name authorized by a franchisor in 1992?** 333

1  Yes  
 2  No  
 If "Yes," complete (1) and (2)  
 If "No," skip to g

Name

**(1) Please specify the trade name authorized by the franchisor in 1992.** 334

**(2) Was this establishment OWNED OR OPERATED by the franchisor in 1992?** 335

1  Yes  
 2  No

<p>FORM <b>CB-5801</b> U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS</p> <p style="text-align: center;"><b>1992 CENSUS OF RETAIL TRADE EATING, DRINKING</b></p>	<p><b>Enter the 11-digit CENSUS FILE NUMBER as shown on this report (See label on page 1)</b></p>																																																																																																				
<p><b>Item 11. SPECIAL INQUIRIES – Continued</b></p> <p><b>g. Mark (X) the ONE box which best describes the principal menu-type (specialty) of this establishment.</b></p> <p style="text-align: right;">336</p> <p>(1) Italian (<i>Report pizza on line (7)</i>) . . . . . 1 <input type="checkbox"/></p> <p>(2) Mexican . . . . . 2 <input type="checkbox"/></p> <p>(3) Chinese . . . . . 3 <input type="checkbox"/></p> <p>(4) Other ethnic specialty . . . . . 4 <input type="checkbox"/></p> <p>(5) Seafood . . . . . 5 <input type="checkbox"/></p> <p>(6) Steak . . . . . 6 <input type="checkbox"/></p> <p>(7) Pizza . . . . . 7 <input type="checkbox"/></p> <p>(8) Chicken . . . . . 8 <input type="checkbox"/></p> <p>(9) Hamburger . . . . . 9 <input type="checkbox"/></p> <p>(10) Sandwich/sub shop . . . . . 10 <input type="checkbox"/></p> <p>(11) Other food specialty (barbeque, vegetarian, ice cream/yogurt shop, etc.) . . . . . 11 <input type="checkbox"/></p> <p>(12) American (none of the above food types should account for more than 50% of the menu) . . . . . 12 <input type="checkbox"/></p> <p><b>h. Estimated percent of total food and beverage sales by day-part</b> (<i>Report in whole percents ESTIMATES ARE ACCEPTABLE</i>)</p> <p style="text-align: right;">337</p> <p>(1) (6:00 a.m. – 11:00 a.m.) . . . . . 338</p> <p>(2) (11:00 a.m. – 5:00 p.m.) . . . . . 339</p> <p>(3) (5:00 p.m. – 11:00 p.m.) . . . . . 340</p> <p>(4) (11:00 p.m. – 6:00 a.m.) . . . . . 341</p> <p><b>i. Was this establishment operated as a concession in a stadium, arena, or other recreation or amusement place at which food is made available to the general public in 1992?</b></p> <p>1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No</p>	<p><b>Item 14. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION – Continued</b></p> <p><b>d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in item 1) AT THE END OF 1992?</b></p> <p style="text-align: right;">Number 079</p> <p>If more than one, provide the <b>physical location</b> address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.</p> <p><b>Estimates are acceptable</b> if book figures are not available.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name</td> <td style="width: 10%;">1992</td> <td style="width: 10%;">Mil.</td> <td style="width: 10%;">Thou.</td> <td style="width: 10%;">Dol.</td> </tr> <tr> <td>Number and street</td> <td>Sales</td> <td></td> <td></td> <td></td> </tr> <tr> <td>City State ZIP Code</td> <td>Annual payroll</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kind-of-business description</td> <td colspan="4">Paid employees for pay period including March 12</td> </tr> <tr> <td colspan="5" style="text-align: right;"><b>Census use</b></td> </tr> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name</td> <td style="width: 10%;">1992</td> <td style="width: 10%;">Mil.</td> <td style="width: 10%;">Thou.</td> <td style="width: 10%;">Dol.</td> </tr> <tr> <td>Number and street</td> <td>Sales</td> <td></td> <td></td> <td></td> </tr> <tr> <td>City State ZIP Code</td> <td>Annual payroll</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kind-of-business description</td> <td colspan="4">Paid employees for pay period including March 12</td> </tr> <tr> <td colspan="5" style="text-align: right;"><b>Census use</b></td> </tr> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name</td> <td style="width: 10%;">1992</td> <td style="width: 10%;">Mil.</td> <td style="width: 10%;">Thou.</td> <td style="width: 10%;">Dol.</td> </tr> <tr> <td>Number and street</td> <td>Sales</td> <td></td> <td></td> <td></td> </tr> <tr> <td>City State ZIP Code</td> <td>Annual payroll</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kind-of-business description</td> <td colspan="4">Paid employees for pay period including March 12</td> </tr> <tr> <td colspan="5" style="text-align: right;"><b>Census use</b></td> </tr> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name</td> <td style="width: 10%;">1992</td> <td style="width: 10%;">Mil.</td> <td style="width: 10%;">Thou.</td> <td style="width: 10%;">Dol.</td> </tr> <tr> <td>Number and street</td> <td>Sales</td> <td></td> <td></td> <td></td> </tr> <tr> <td>City State ZIP Code</td> <td>Annual payroll</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kind-of-business description</td> <td colspan="4">Paid employees for pay period including March 12</td> </tr> <tr> <td colspan="5" style="text-align: right;"><b>Census use</b></td> </tr> </table>	Name	1992	Mil.	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<p><b>Item 12.</b> Not applicable to this report</p> <p><b>Item 13. LEGAL FORM OF ORGANIZATION</b></p> <p><b>Which of the following best describes this establishment's legal form of organization during 1992? Mark (X) only ONE box.</b></p> <p>003 1 <input type="checkbox"/> Individual owner (sole proprietorship)</p> <p>2 <input type="checkbox"/> Partnership</p> <p>3 <input type="checkbox"/> Cooperative association (taxable)</p> <p>4 <input type="checkbox"/> Cooperative association (tax-exempt)</p> <p>5 <input type="checkbox"/> Government – <i>Specify</i> _____</p> <p>0 <input type="checkbox"/> Corporation (<i>Do not mark if any form of cooperative association</i>)</p> <p>9 <input type="checkbox"/> Other – <i>Specify</i> _____</p>	<p><b>Item 14. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION</b></p> <p><b>a. Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?</b></p> <p>1 <input type="checkbox"/> Yes – <i>Complete this item</i> 2 <input type="checkbox"/> No – <i>Skip to item 15</i></p> <p><b>b. Is this company owned or controlled by another company?</b></p> <p>097 1 <input type="checkbox"/> Yes → 2 <input type="checkbox"/> No</p> <p>Enter name, address, and EI Number of the owning or controlling company</p> <p>EI No. (9 digits) _____</p> <p><b>c. Does this company own or control any other company or companies?</b></p> <p>098 1 <input type="checkbox"/> Yes → 2 <input type="checkbox"/> No</p> <p>Enter name, address, and EI Number of the owned or controlled company</p> <p>EI No. (9 digits) _____</p>																																																																																																				
<p><b>REMARKS – Please use this space for any explanations that may be essential in understanding your reported data.</b></p>																																																																																																					
<p><b>Item 15. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.</b></p> <p><b>Period covered by this report</b> FROM: Mo.   Year TO: Mo.   Year</p> <p>Name of person to contact regarding this report – <i>Print or type</i></p> <p>Title</p> <p>Telephone Area code Number Extension</p> <p>Signature of authorized person Date</p>																																																																																																					

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS





**DUE DATE: FEBRUARY 15, 1993**

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Return your completed form to:

BUREAU OF THE CENSUS  
1201 East 10th Street  
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:  
1-800-233-6136

**CC-1718**

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*Please read the accompanying instruction guide before answering the questions.*

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Census use only

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(Please correct any error in name, address, and ZIP Code)

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**YOUR RESPONSE IS REQUIRED BY LAW.** Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

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**Item 1. EMPLOYER IDENTIFICATION NUMBER**

Is the Employer Identification (EI) Number shown in the label the SAME as that used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094  Yes  
 No - Enter current EI Number (9 digits) →

**Item 3. OPERATIONAL STATUS**

a. How many months during 1992 did this firm or organization actively operate this establishment? Number of months  
002

b. Mark (X) the ONE box which best describes this establishment at the end of 1992

001  In operation  
 Temporarily or seasonally inactive  
 Ceased operation - Give date → 

Month	Day	Year

  
 Sold or leased to another operator - Give date → 

Month	Day	Year

 AND enter name, etc., below ↗

Name of new owner or operator \_\_\_\_\_

Number and street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

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**Item 2. PHYSICAL LOCATION** - Answer parts a-d (P.O. boxes or rural routes are not physical locations.)

a. Is this establishment's physical location the same as the address shown in the label?

093  Yes  
 No - Enter physical location below ↗

Number and street \_\_\_\_\_

City, town, village, etc. \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095  Yes     No legal boundaries  
 No         Do not know

c. In what type of municipality is this establishment located?

096  City, village, or borough  
 Town or township  
 Other or do not know

d. In what county is this establishment located?

**Item 4. ORGANIZATIONAL STATUS** - Mark (X) the ONE box which best describes this establishment during 1992

003  Individual proprietorship  
 Partnership  
 Cooperative association (taxable)  
 Cooperative association (tax-exempt)  
 Government - Specify \_\_\_\_\_  
 Corporation (Do not mark if any form of cooperative association)  
 Other - Specify \_\_\_\_\_

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**If this company is not primarily engaged in construction activities as shown on the Kind of Construction Activities List enclosed, please complete items 5, 6, and 12, describe your business in item 13; and enter your name and telephone number in item 21.**

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**Item 5. EMPLOYMENT IN 1992** - Your answers should be based on all employees included on your Employer's Quarterly Federal Tax Return, Treasury Form 941. Do not include your subcontractors or their employees.

**During the pay periods including the 12th of March, May, August, and November 1992 -**

	Number of employees of this establishment during the pay periods including the 12th of -			
	March 1992	May 1992	August 1992	November 1992
a. how many construction workers were on the payroll of this establishment?				
INCLUDE -				
• Apprentices				
• Working foremen				
• Equipment operators and mechanics				
• Journeymen				
• Job-site record keepers				
• Others engaged directly in construction				
• Craftsmen				
• Laborers				
• Truck drivers and helpers				
b. how many other employees were on the payroll of this establishment?				
INCLUDE -				
• Supervisors above working foremen				
• Office staff				
• Executives				
• Architects				
• Others engaged in nonconstruction activities				
• Personnel staff				
• Engineers				
• Accounting staff				
• Purchasing agents				
c. how many total employees were on the payroll of this establishment?				
Sum lines a and b				

YOUR RESPONSE IS REQUIRED BY LAW.

CONTINUE ON PAGE 2 →

SAMPLE CONSTRUCTION SECTOR FORM

13

<b>HOW TO REPORT DOLLAR FIGURES</b> <i>Report dollars rounded to thousands.</i> Example: If a value is \$1,025,739.00 – REPORT → If a value is "0" (or less than \$500.00) – MARK (X) →		Millions	Thou-	Mark
		(000)	sands	(X) if
		<b>1</b>	<b>026</b>	<input type="checkbox"/> 0
				<input checked="" type="checkbox"/> 0
<b>Item 6. PAYROLL IN 1992 BEFORE DEDUCTIONS</b>				
<b>What were the annual payroll costs to this establishment for –</b> <i>Exclude fringe benefits listed in item 8.</i>		<b>Key</b>	Mil.	Thou.
<b>a. construction workers</b> (as defined in item 5a)?		117		<input type="checkbox"/> 0
<b>b. other employees</b> (as defined in item 5b)?		118		<input type="checkbox"/> 0
<b>c. all employees?</b> <i>Sum lines a and b</i>		119		<input type="checkbox"/> 0
<b>Item 7. FIRST QUARTER PAYROLL</b>				
<b>What were the first quarter payroll costs (January to March) for all employees before deductions in 1992?</b>		120	Mil.	Thou.
				<input type="checkbox"/> 0
<b>Item 8. FRINGE BENEFITS</b>				
<b>What were your employer costs of this establishment in 1992 for –</b>			Mil.	Thou.
<b>a. legally required fringe benefits?</b> <i>Include employer payments for Social Security, unemployment compensation, workman's compensation, and State disability programs, if required.</i>		121		<input type="checkbox"/> 0
<b>b. voluntarily provided fringe benefits?</b> <i>Include such items as payments for life insurance, medical insurance, pensions, welfare benefits, and union-negotiated benefits.</i>		122		<input type="checkbox"/> 0
<b>c. all fringe benefits?</b> <i>Sum lines a and b</i>		123		<input type="checkbox"/> 0
<b>Item 9. CONSTRUCTION WORK SUBCONTRACTED OUT</b>				
<b>What was the total cost to this establishment for construction work subcontracted out in 1992?</b> <i>Exclude the cost of materials purchased by this establishment for subcontractors.</i>		124	Mil.	Thou.
				<input type="checkbox"/> 0
<b>Item 10. MATERIALS, COMPONENTS, AND SUPPLIES</b>				
<b>What were the job-site, general office, and all other costs to this establishment for materials, components, and supplies in 1992?</b> <i>Include the cost of materials purchased by this establishment for subcontractors. Exclude the cost of –</i>		125	Mil.	Thou.
<ul style="list-style-type: none"> <li>items purchased by this establishment that were installed in a building but were not part of its structure, such as production machinery, furniture, etc.</li> <li>items listed in item 11.</li> </ul>				<input type="checkbox"/> 0
<b>Item 11. SELECTED COSTS</b>				
<b>What were the job-site, general office, and all other costs to this establishment in 1992 for –</b> <i>Where items are combined on your books, separate estimates are preferred.</i>			Mil.	Thou.
<b>a. purchased electricity?</b>		126		<input type="checkbox"/> 0
<b>b. natural gas and manufactured gas (propane)?</b>		127		<input type="checkbox"/> 0
<b>c. gasoline and diesel fuel – ON highway?</b>		128		<input type="checkbox"/> 0
<b>d. gasoline and diesel fuel – OFF highway?</b>		129		<input type="checkbox"/> 0
<b>e. all other fuels and lubricants, including heating oils, lubricating oils and greases?</b>		130		<input type="checkbox"/> 0
<b>f. communication services, including telephone, data transmission, telegraph, telex and teletype, and related service contracts?</b>		131		<input type="checkbox"/> 0
<b>g. purchased maintenance and repair of construction equipment and tools; machinery; office equipment, furniture, and fixtures; and vehicles, including related service contracts?</b>		132		<input type="checkbox"/> 0
<b>h. purchased maintenance and repair of buildings, job-site trailers, and other structures?</b> <i>Exclude janitorial services.</i>		133		<input type="checkbox"/> 0
<b>i. the rental or lease of construction equipment and tools; machinery; office equipment, furniture and fixtures; and vehicles?</b> <i>Exclude capital leases (leases with a contract to own at the end of the lease).</i>		134		<input type="checkbox"/> 0
<b>j. the rental or lease of buildings, job-site trailers, and other structures?</b> <i>Exclude capital leases (leases with a contract to own at the end of the lease).</i>		135		<input type="checkbox"/> 0
<b>Item 12. DOLLAR VALUE OF BUSINESS DONE IN 1992</b>				
<b>For this establishment in 1992 –</b>			Mil.	Thou.
<b>a. (1) what were the receipts (or billings) for contract construction work done for others?</b> <i>Exclude the cost of items purchased by this establishment that were installed in a building but were not part of its structure, such as production machinery, furniture, etc.</i>		136		<input type="checkbox"/> 0
<b>(2) what was the estimated dollar value of speculative construction work done on residential and other building projects which you sold or intended to sell, rent, or lease?</b>  <i>INCLUDE the estimated dollar value of –</i> <ul style="list-style-type: none"> <li>all improvements to land associated with these building projects done by or for you in 1992.</li> <li>work actually done in 1992, whether buildings were sold or not.</li> <li>subdividing and preparing your own land into lots.</li> </ul> <i>EXCLUDE the estimated dollar value of –</i> <ul style="list-style-type: none"> <li>land. Even though land would generally be included in the value of your building project, the value of the land is not considered construction work done.</li> </ul>		137		<input type="checkbox"/> 0
<b>(3) what was the estimated dollar value of construction work done for this establishment's own use, i.e., not intended for sale, rent, or done under contract for others?</b>		138		<input type="checkbox"/> 0
<b>(4) what was the total dollar value of construction work done?</b> <i>Sum lines (1) through (3)</i>		139		<input type="checkbox"/> 0
<b>b. what were the receipts for all other business activities done by this establishment in 1992?</b> <i>INCLUDE –</i>		140		<input type="checkbox"/> 0
<ul style="list-style-type: none"> <li>architectural services</li> <li>construction management services</li> <li>engineering services</li> <li>manufacturing</li> <li>mining</li> <li>rental or lease of properties</li> <li>real estate commissions and management fees</li> <li>rental of construction machinery or equipment to others</li> <li>retail trade</li> <li>transportation</li> <li>wholesale trade</li> <li>other business activities</li> </ul>				
<b>c. what was the total dollar value of all business done by this establishment in 1992?</b> <i>Sum lines 12a(4) and 12b</i>		141		<input type="checkbox"/> 0

CONTINUE ON PAGE 3 →



Please enter your 11-digit Census File Number from the address label on page 1		Census File Number						
<b>HOW TO REPORT PERCENTAGES</b> Report percents rounded to whole percents. Example: If figure is 38.8% – REPORT			Percent <b>39</b> %					
<b>Item 13. KIND OF BUSINESS IN 1992</b>		201 Code	Percent of total business done					
<b>What percent of the amount that you reported in item 12c</b> (the total dollar value of business done in 1992) <b>was due to –</b>								
<b>a. each of the following construction activities?</b> (As reported in item 12a)								
Building sprinkler system installation contractor	7102		%					
Heating, ventilation, and air conditioning contractor	7101		%					
Mechanical contractor	7107		%					
Plumbing contractor	7108		%					
Refrigeration contractor	7109		%					
Septic system installation contractor	7110		%					
Steam fitting and piping contractor	7111		%					
Sheet metal contractor	7613		%					
Other kinds of construction – Refer to list of construction activities – Specify kind(s) of construction and enter code(s)			%					
<b>b. each of the following other business activities?</b> (As reported in item 12b)								
Engineering services	9914		%					
Manufacturing – products manufactured and sold to others – Specify kind	9915		%					
Retail trade – Specify kind	9920		%					
Wholesale trade – Specify kind	9922		%					
Other business activities – Specify kind	9999		%					
<b>The sum of the percentages reported should equal 100%.</b>			<b>100</b> %					
<b>Item 14. TYPE OF CONSTRUCTION</b>								
<b>What percent of the amount you reported in item 12a(4)</b> (the dollar value of construction work done by this establishment in 1992) <b>involved the following types of construction?</b> Report these percentages in column (1) of the table below. Then in columns (2), (3), and (4) allocate this percent according to the three categories of construction. The sum of columns (2) through (4) should equal the entry in column (1). Refer to the Instruction Guide for a step by step example and for definitions of the three categories of construction.								
Type of construction	Percent of dollar value of construction work done	Three categories of construction						
		New construction	Additions, alterations, or reconstruction	Maintenance and repair work				
	<b>Key</b> (1)	<b>Key</b> (2)	<b>Key</b> (3)	<b>Key</b> (4)				
<b>BUILDING CONSTRUCTION</b>								
Single-family houses, detached	301	%	401	%	501	%	601	%
Single-family houses, attached, including townhouses and townhouse type condominiums	302	%	402	%	502	%	602	%
Apartment buildings with two or more units, including rentals, apartment type condominiums, and cooperatives	303	%	403	%	503	%	603	%
Hotels, motels, and tourist cabins	304	%	404	%	504	%	604	%
Other residential buildings – Specify kind	305	%	405	%	505	%	605	%
Office buildings	306	%	406	%	506	%	606	%
Other commercial buildings, such as stores, restaurants, and automobile service stations	307	%	407	%	507	%	607	%
Industrial buildings	308	%	408	%	508	%	608	%
Warehouses	309	%	409	%	509	%	609	%
Religious buildings	310	%	410	%	510	%	610	%
Educational buildings	311	%	411	%	511	%	611	%
Hospitals and institutional buildings	312	%	412	%	512	%	612	%
Farm buildings, nonresidential	313	%	413	%	513	%	613	%
Amusement, social, and recreational buildings	314	%	414	%	514	%	614	%
Other nonresidential buildings – Specify kind	319	%	419	%	519	%	619	%
<b>NONBUILDING CONSTRUCTION</b>								
Outdoor swimming pools	332	%	432	%	532	%	632	%
Tunnels: highways, pedestrian, railroad, etc.	340	%	440	%	540	%	640	%
Urban mass transit: subways, trolleys, streetcars, and light rail systems	350	%	450	%	550	%	650	%
Power and cogeneration plants, except nuclear	354	%	454	%	554	%	654	%
Power plants, nuclear	353	%	453	%	553	%	653	%
Sewers, sewerlines, septic systems, and related facilities	347	%	447	%	547	%	647	%
Sewage treatment plants	355	%	455	%	555	%	655	%
Water mains and related facilities	357	%	457	%	557	%	657	%
Water treatment plants	365	%	465	%	565	%	665	%
Pipeline construction other than sewer or waterlines	348	%	448	%	548	%	648	%
Blast furnaces, petroleum refineries, chemical complexes, etc.	352	%	452	%	552	%	652	%
Other nonbuilding construction – Specify kind	399	%	499	%	599	%	699	%
<b>TOTAL value of construction work done in 1992</b> (Sum of columns (2), (3), and (4) should equal 100%)								
	<b>100</b> %		400	%	500	%	600	%
<b>Item 15. OWNERSHIP OF CONSTRUCTION PROJECTS</b>								
<b>What percent of the amount you reported in item 12a(4)</b> (the dollar value of construction work done by this establishment in 1992) <b>was on projects owned by the following?</b>								
Private businesses and individuals		<b>Key</b>		<b>Percent</b>				
State and local governments		801		%				
Federal Government		802		%				
		803		%				
<b>TOTAL value of construction work done in 1992</b>								
				<b>100</b> %				
<b>Item 16. CONSTRUCTION WORK DONE AS A SUBCONTRACTOR</b>								
<b>What percent of the amount that you reported in item 12a(4)</b> (the dollar value of construction work done by this establishment in 1992) <b>represents work you did as a subcontractor?</b> Enter "0" if you did not work as a subcontractor.								
		<b>Key</b>		<b>Percent</b>				
		805		%				

CONTINUE ON PAGE 4 →

**Item 17. STATES IN WHICH CONSTRUCTION WORK WAS DONE IN 1992**

What percent of the amount that you reported in item 12a(4) (the dollar value of construction work done by this establishment in 1992) occurred in each State?

Code	State	Percent	Code	State	Percent	Code	State	Percent	Code	State	Percent	Code	State	Percent	Code	State	Percent
701	Ala.	%	712	Fla.	%	722	La.	%	731	Nebr.	%	740	Okla.	%	750	Vt.	%
702	Alaska	%	713	Ga.	%	723	Maine	%	732	Nev.	%	741	Oreg.	%	751	Va.	%
704	Ariz.	%	715	Hawaii	%	724	Md.	%	733	N.H.	%	742	Pa.	%	753	Wash.	%
705	Ark.	%	716	Idaho	%	725	Mass.	%	734	N.J.	%	744	R.I.	%	754	W. Va.	%
706	Calif.	%	717	Ill.	%	726	Mich.	%	735	N. Mex.	%	745	S.C.	%	755	Wis.	%
708	Colo.	%	718	Ind.	%	727	Minn.	%	736	N.Y.	%	746	S. Dak.	%	756	Wyo.	%
709	Conn.	%	719	Iowa	%	728	Miss.	%	737	N.C.	%	747	Tenn.	%	<b>Total construction work done</b>		<b>100%</b>
710	Del.	%	720	Kans.	%	729	Mo.	%	738	N. Dak.	%	748	Tex.	%			
711	D.C.	%	721	Ky.	%	730	Mont.	%	739	Ohio	%	749	Utah	%			

**Item 18. ASSETS, CAPITAL EXPENDITURES, AND DEPRECIATION IN 1992**

What was the dollar value of assets, capital expenditures, and depreciation for this establishment in 1992?

Please read lines a - g in the table below before starting to answer. Report the value for buildings, etc. in column (1); for construction equipment, etc. in column (2); and the total in column (3). The sum of columns (1) and (2) should equal the total in column (3). The sum of lines a through d minus line e should equal line f.

	Dollar Value of Depreciable Assets											
	Buildings, job-site trailers, additions, and related facilities <i>Excludes land</i> (1)				Construction equipment and tools; machinery; office equipment, furniture and fixtures; and vehicles (2)				TOTAL Sum columns (1) and (2) (3)			
	Key	Mil.	Thou.	Mark (X) if "0"	Key	Mil.	Thou.	Mark (X) if "0"	Key	Mil.	Thou.	Mark (X) if "0"
<b>a. Gross value of depreciable assets (usually original costs) at the BEGINNING of 1992</b>	811			<input type="checkbox"/> 0	812			<input type="checkbox"/> 0	813			<input type="checkbox"/> 0
<b>b. Capital expenditures for NEW depreciable assets in 1992</b> (excluding new automobiles, trucks, etc. intended primarily for highway use)	814			<input type="checkbox"/> 0	815			<input type="checkbox"/> 0	816			<input type="checkbox"/> 0
<b>c. Capital expenditures for NEW automobiles, trucks, etc. intended primarily for highway use in 1992</b>					817			<input type="checkbox"/> 0	818			<input type="checkbox"/> 0
<b>d. Capital expenditures of USED depreciable assets in 1992</b> (including used automobiles, trucks, etc.)	819			<input type="checkbox"/> 0	820			<input type="checkbox"/> 0	821			<input type="checkbox"/> 0
<b>e. Gross value of depreciable assets sold, retired, scrapped, destroyed, etc. in 1992</b>	822			<input type="checkbox"/> 0	823			<input type="checkbox"/> 0	824			<input type="checkbox"/> 0
<b>f. Gross value of depreciable assets at the END of 1992</b> (should equal lines a + b + c + d - e)	825			<input type="checkbox"/> 0	826			<input type="checkbox"/> 0	827			<input type="checkbox"/> 0
<b>g. Depreciation charges for 1992</b>	828			<input type="checkbox"/> 0	829			<input type="checkbox"/> 0	830			<input type="checkbox"/> 0

**Item 19. INVENTORIES OF THIS ESTABLISHMENT AT END OF YEAR**

What was the value of inventories for this establishment at the end of 1991 and 1992 for materials and supplies?

NOTE: Exclude work in progress and finished units not sold.

	End of 1991				End of 1992			
	Key	Mil.	Thou.	Mark (X) if "0"	Key	Mil.	Thou.	Mark (X) if "0"
	831			<input type="checkbox"/> 0	832			<input type="checkbox"/> 0

Answer item 20 only if your Census File Number (CFN), shown in the address label of this report form, begins with a zero.

**Item 20. OWNERSHIP OR CONTROL - If more space is needed, attach a separate sheet.**

**a. Does another domestic company own more than 50% of the voting stock of this company OR have the power to direct the management and policies of this company?**

097  Yes - Enter owning or controlling company's name, address, ZIP Code, and EI number →

No

Name		EI Number	
Number and street			
City		State	ZIP Code

**b. Does this company own more than 50% of the voting stock of any other domestic companies OR have the power to direct the management and policies of any other domestic companies?**

098  Yes - Enter owned or controlled company's name, address, ZIP Code, and EI number →

No

Name		EI Number	
Number and street			
City		State	ZIP Code

**COMMENTS** - Please use this space for any explanation that may be essential in understanding your reported data.

**Item 21. CERTIFICATION - Print or type**

<b>Period covered by this report</b>	FROM: Mo.   Year	TO: Mo.   Year	Name of person to contact regarding this report		
Contact person's position or title	Telephone	Area code	Number	Extension	
<b>This report is substantially accurate and has been prepared in accordance with the instructions.</b>				Signature	Date

PLEASE PHOTOCOPY THIS REPORT FOR YOUR RECORDS

## How to use this booklet

**In December, more than 5 million businesses nationwide will receive 1997 Economic Census forms.**

This booklet will help you complete census forms for your clients.

These topics are covered:

- How the economic census will be conducted.
- The legal requirement to report and the guarantee of confidentiality.
- Changes since the last census was conducted.

We answer some of the questions accountants ask most frequently about the economic census—

- Will my client receive a form?
- Can my client be excused?
- How can I get an extension for my client?
- Can I use estimates?
- What non-financial data will I need to get from my client?

The table on page 6 lists the statistics that companies in various industries will be required to report.

Basic measures (employment, payroll, and sales or receipts), are requested on nearly every form. Other items, such as assets, inventories, and product shipments, are collected only from certain industries.

If your client receives a census form, it will relate to the specific industry or activities in which the business operates. In this booklet, however, we are supplying samples from the service sector and the construction sector.

Many of your clients may choose to complete the census form on their own. In such cases, the information in this booklet may come in handy, if they call on you for assistance.

If you need help with Economic Census forms, call our toll-free help line:

**1-800-233-6136**

You also may call this number to request a filing extension *after your clients receive their census forms.*

**Be sure to have your client's Census File Number ready when you call.**

**If you publish a newsletter for your business clients, you can alert them:**

- Economic Census forms are coming in December
- Response is required by law
- Completed forms are due February 12, 1998

**If you maintain a web site, you can link to the Economic Census web site, [www.census.gov/econ97](http://www.census.gov/econ97). This page contains details your clients will need:**

- Samples of all economic census forms
- Key dates
- Information about the new North American Industry Classification System
- Links to Economic Census results

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*The Census Bureau prepared this booklet with the help of the America Institute of Certified Public Accountants (AICPA), the National Society of Accountants (NSA). We wish to thank these organizations for their continuing guidance and support over the years.*

**To request additional copies of this booklet, write:**

1997 Economic Census  
U.S. Census Bureau  
Room 2565-3  
Washington, DC 20233-6100

Telephone: 301-457-2547  
FAX: 301-457-2058  
email: [econ97@census.gov](mailto:econ97@census.gov)

## Important Notes

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- Census forms will arrive in December 1997.
- The economic census covers activity during calendar year 1997.
- Forms are due February 12, 1998.
- Response is required by law.
- All data are confidential.
- Reasonable estimates are acceptable.
- Make a file copy of the completed economic census form for your client's records.
- To request an extension, call 1-800-233-6136 after January 1, 1998.