

FORM **B-451(S)**
(9-30-97)
U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
1997 BUSINESS EXPENDITURES SURVEY
QUINQUENNIAL SUPPLEMENT TO THE 1997 ANNUAL TRADE SURVEY REPORT FORM B-451

NOTICE — Response to this inquiry is required by law (title 13, U.S. Code). By the same law, your report to the Census Bureau is **confidential**. It may be seen only by sworn Census employees and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process**.

In correspondenced pertaining to this report, please refer to the Census File Number (the first 12 digits shown to the left in the label below).

DUE DATE — March 12, 1998
Please return your report promptly. In any correspondence, please include a reference to this form number and your 12-digit Census File Number printed in the label to the right.

Any questions call 1-800-772-7851

Complete this form and RETURN TO
BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47132-0001
FAX 1-800-447-4613

PLEASE READ ALL ACCOMPANYING INSTRUCTIONS

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

GENERAL INSTRUCTIONS
This report is a supplement to your 1997 Annual Trade Survey report form B-451 and should cover the same merchant wholesale establishments. Please read all instructions and complete all items. Report data for the same 1997 reporting period as on your annual survey report form. Except for payroll and contributions for employee benefits, report data for operating expenses and capital expenditures incurred during the reporting period (accrual-basis), even though payment may have been made at a later date. If book figures are not available or easily accessible, **carefully prepared estimates are acceptable**.

Item 1	NUMBER OF MERCHANT WHOLESALE ESTABLISHMENTS ON DECEMBER 31, 1997	Number
Enter the total number of merchant wholesale establishments covered by this report, including auxiliary locations (such as warehouses, garages, and central administrative offices) servicing these establishments; or copy from item 2 of your B-451 Annual Trade Survey 1997 report.		201

HOW TO REPORT DOLLAR FIGURES	Value figure may be reported in dollars or rounded to thousands. Example: If a figure is \$1,179,125,628 report	Bil- lions (000)	Mil- lions (000)	Thou- sands (000)	Dol- lars (000)
	• Preferred	1	179	125	628
	Acceptable	1	179	126	000

Item 2	CAPITAL EXPENDITURES IN 1997	Key	Bil.	Mil.	Thou.	Dol.
Did this firm make any capital expenditures (for depreciable assets) in 1997? See separate instruction sheet for explanation.		209				
1 <input type="checkbox"/> Yes - Report amount →						
2 <input type="checkbox"/> No		210				

Item 3A	OPERATING EXPENSES IN 1997, INCLUDING PAYROLL, EXCLUDING INTEREST					
a. Payroll — Total annual payroll in 1997, before deductions		247				
b. EMPLOYER'S COST FOR FRINGE BENEFITS IN 1997 (supplemental labor costs) — Include employer's cost for legally required programs actually paid during the year, such as Social Security, workman's compensation insurance, unemployment tax, and state disability insurance programs; and employer's cost for programs not required by law such as pension plans, stock purchase plans, union-negotiated benefits, life insurance benefits, and insurance premiums on hospital and medical plans.		250				
c. COST OF CONTRACT LABOR (Also known as "outside labor costs") — Contract employees are persons who are not on your payroll but are supplied through a contract with another company to perform specific jobs (e.g., temporary help, leased employees); your company provides day-to-day supervision. Thus, security and janitorial personnel may not apply if supervised by the supplying firm. Did this firm purchase contract labor services in 1997?		253				
1 <input type="checkbox"/> Yes - Report amount →						
2 <input type="checkbox"/> No		254				
d. TAXES AND LICENSE FEES (excluding income, sales, payroll, and excise taxes) — Did this firm make any payment in 1997 to government agencies for taxes, including real property taxes and tobacco and liquor stamps, and license fees (such as business license fees)?		255				
1 <input type="checkbox"/> Yes - Report amount →						
2 <input type="checkbox"/> No		256				
e. COST OF PURCHASED OFFICE SUPPLIES — Did this firm purchase office supplies, stationery, and/or postage in 1997 for purposes other than resale?		264				
1 <input type="checkbox"/> Yes - Report amount →						
2 <input type="checkbox"/> No		265				
f. COST OF PURCHASED PACKAGING, CONTAINERS, AND OTHER MATERIALS — Did this firm purchase materials used in packaging, processing, shipping, and selling of goods in 1997 (i.e., materials purchased other than for resale)?		267				
1 <input type="checkbox"/> Yes - Report amount →						
2 <input type="checkbox"/> No		268				
g. COST OF PURCHASED ADVERTISING SERVICES — Did this firm purchase advertising in 1997?		276				
1 <input type="checkbox"/> Yes - Report amount →						
2 <input type="checkbox"/> No		277				
h. COST OF PURCHASED LEGAL SERVICES — Did this firm purchase any legal services from other firms in 1997? Exclude salaries paid to your own employees for legal services.		224				
1 <input type="checkbox"/> Yes - Report amount →						
2 <input type="checkbox"/> No		225				
i. COST OF PURCHASED ACCOUNTING, AUDITING, AND BOOKKEEPING SERVICES — Did this firm purchase any of these services from others in 1997? Exclude salaries paid to your own employees for such services.		226				
1 <input type="checkbox"/> Yes - Report amount →						
2 <input type="checkbox"/> No		227				
j. COST OF TELEPHONE AND OTHER PURCHASED COMMUNICATION SERVICES (including internet and on-line services, other computer communications, cellular phone, FAX; reasonable estimate acceptable)		286				

Item 3A OPERATING EXPENSES IN 1997 — Continued						
COST OF PURCHASED DATA PROCESSING AND OTHER COMPUTER-RELATED SERVICES, including custom and packaged/leased/licensed software — Did this firm purchase any software or computer-related services from other firms in 1997? 244 1 <input type="checkbox"/> Yes — Complete lines <i>k, l, m, and n</i> 2 <input type="checkbox"/> No k. Cost of purchased or leased <i>pre-packaged</i> computer software (expensed) l. Cost of purchased <i>custom</i> computer software (expensed) m. Cost of data processing and other purchased computer services n. TOTAL cost of purchased computer services and software in 1997 — Sum of lines k, l, and m —————>	Key	Bil.	Mil.	Thou.	Dol.	<i>Do not combine; If records are not available, reasonable estimates are acceptable.</i>
	241					
	242					
	243					
Key Bil. Mil. Thou. Dol.						
240						
COST OF PURCHASED UTILITIES (including electric, heat, water, refuse removal; excluding communications) o. Cost of purchased electricity — In 1997, was electricity (1) purchased for any locations by this firm, or (2) included only in lease payments, rent, or other fee? 281 1 <input type="checkbox"/> Purchased — Report amount —————> 2 <input type="checkbox"/> Included only in lease, rent, or other fee p. Cost of purchased fuels — In 1997, was fuel for heating, power, or generating electricity (1) purchased for any locations by this firm, or (2) included only in lease payments, rent, or other fee? 283 1 <input type="checkbox"/> Purchased — Report amount —————> 2 <input type="checkbox"/> Included only in lease, rent, or other fee 3 <input type="checkbox"/> Not applicable q. Cost of water, sewer, refuse removal (including hazardous waste); and other purchased utilities, except communication — In 1997, were any of these utilities (1) purchased for any locations by this firm, or (2) included only in lease payments, rent, or other fee? 287 1 <input type="checkbox"/> Purchased — Report amount —————> 2 <input type="checkbox"/> Included only in lease, rent, or other fee r. TOTAL cost of utilities (except communications) — Sum of lines o, p, and q —————>	Key	Bil.	Mil.	Thou.	Dol.	<i>Do not combine; If records are not available, reasonable estimates are acceptable.</i>
	282					
	284					
	288					
Key Bil. Mil. Thou. Dol.						
280						
COST OF PURCHASED REPAIR AND MAINTENANCE SERVICES — Did this firm purchase from other firms in 1997 repair and maintenance services which were NOT capitalized? 293 1 <input type="checkbox"/> Yes — Complete lines <i>s, t, and u</i> 2 <input type="checkbox"/> No s. Repairs and maintenance to buildings, structures, offices, and their integral parts (elevators, etc.) t. Repairs and maintenance to machinery and equipment u. TOTAL cost of purchased repair and maintenance services in 1997 — Sum of lines s and t —————>	Key	Bil.	Mil.	Thou.	Dol.	<i>Do not combine; If records are not available, reasonable estimates are acceptable.</i>
	291					
	292					
Key Bil. Mil. Thou. Dol.						
290						
LEASE AND RENTAL PAYMENTS — Did this firm make lease or rental payments in 1997? 273 1 <input type="checkbox"/> Yes — Complete lines <i>v, w, and x</i> 2 <input type="checkbox"/> No v. Land, buildings, structures, store space, and offices w. Machinery, equipment, and other items, excluding computer software x. TOTAL lease and rental payments in 1997 — Sum of lines v and w —————>	Key	Bil.	Mil.	Thou.	Dol.	<i>Do not combine; If records are not available, reasonable estimates are acceptable.</i>
	271					
	272					
Key Bil. Mil. Thou. Dol.						
270						
y. DEPRECIATION AND AMORTIZATION CHARGES — Did this firm record any depreciation or amortization charges in 1997 against buildings, structures, machinery, equipment, or other tangible assets? 263 1 <input type="checkbox"/> Yes — Report amount —————> 2 <input type="checkbox"/> No z. COMMISSIONS EXPENSE — Did this firm pay commissions in 1997 to other firms for sale of merchandise on your account? 295 1 <input type="checkbox"/> Yes — Report amount —————> 2 <input type="checkbox"/> No aa. COST OF CONTRACT WORK — Did this firm pay others in 1997 for contract work for readying your merchandise for sale, such as blending, printing, repacking, or other processing? 297 1 <input type="checkbox"/> Yes — Report amount —————> 2 <input type="checkbox"/> No ab. OTHER OPERATING EXPENSES, EXCLUDING COST OF GOODS SOLD, TAXES, AND INTEREST — Describe the largest single type. 300 ac. TOTAL 1997 OPERATING EXPENSES, INCLUDING PAYROLL, EXCLUDING INTEREST — Sum of lines a through j, n, r, u, x, y, z, aa, and ab — See separate instruction sheet. —————>	Key	Bil.	Mil.	Thou.	Dol.	<i>Do not combine; If records are not available, reasonable estimates are acceptable.</i>
	260					
	296					
	298					
Key Bil. Mil. Thou. Dol.						
990						
Item 3B Not applicable to this form.						
GENERAL INFORMATION AND DETAILED INSTRUCTIONS — See separate instruction sheet enclosed.						
EXPLANATIONS — Please use this space or attach a sheet for any explanations that may be essential in understanding your reported data.						
Item 4 CERTIFICATION — This report is substantially accurate and has been prepared in accordance with instructions.						
Name of person to contact regarding this report — Print or type	Address — Number and street, city, State, ZIP Code			Telephone		
				Area code	Number	
					Extension	
Signature of authorized person	Title			Date		