

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU



FORM
SA-445(B)
(11-12-2002)

2002 BUSINESS EXPENSES SURVEY

QUINQUENNIAL SUPPLEMENT TO THE 2002 ANNUAL RETAIL TRADE SURVEY

DUE DATE

Any questions call
1-800-772-7851

Complete this form and
RETURN TO

U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47132-0001
FAX 1-800-447-4613

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 U.S. Census Bureau. By the same law, **YOUR REPORT IS CONFIDENTIAL.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

In correspondence pertaining to this report, please refer to the identification number (ID) represented by the first 14 digits shown to the left in the label below.

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

REPORTING INSTRUCTIONS — See also separate instruction sheet enclosed.

This report is a supplement to your 2002 Annual Retail Trade Survey report form and should cover the same retail locations. Please read all instructions and complete all items. Report data for the same 2002 reporting period as on your annual survey report form. Except for payroll and contributions for employee benefits, report data for operating expenses incurred during the reporting period, 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 RETAIL LOCATIONS ON DECEMBER 31, 2002

Enter the total number of retail locations covered by this report, including support facilities (such as headquarters, central administrative offices, garages, and warehouses) servicing these locations; or copy from your 2002 Annual Retail Trade Survey report.

Number				
102				

HOW TO REPORT DOLLAR FIGURES

Value figures may be reported in dollars or rounded to thousands.
Example: If a figure is **\$1,179,125,628**
report

- Preferred
- Acceptable

Bil- lions (000)	Mil- lions (000)	Thou- sands (000)	Dol- lars (000)
1	179	125	628
1	179	126	000

Item 2 OPERATING EXPENSES IN 2002, INCLUDING PAYROLL, EXCLUDING INTEREST

EMPLOYEE COMPENSATION

2a. TOTAL ANNUAL PAYROLL IN 2002, BEFORE DEDUCTIONS

Include

Full- and part-time employees working for this company whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Return, and filed under this company's Employer Identification Number(s) (EIN(s)).

Exclude

- Full- and part-time employees whose payroll was filed under a leasing company's EIN, but for whom you maintain day-to-day control of their activities (such as hiring/firing decisions, determining base pay rates, and selecting benefits options).
- Temporary staffing obtained from a temporary help service.

Key	Bil.	Mil.	Thou.	Dol.
202				

PLEASE CONTINUE ON NEXT PAGE

Item 2 OPERATING EXPENSES IN 2002, INCLUDING PAYROLL, EXCLUDING INTEREST - Continued

EMPLOYEE COMPENSATION - Continued

2b. EMPLOYER'S COST FOR FRINGE BENEFITS IN 2002

For employees included in above payroll, 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.

Key	Bil.	Mil.	Thou.	Dol.
204				

2c. CONTRACT LABOR

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 are excluded if supervised by the supplying firm.

205 1 Yes - Report amount →
2 No

Did this firm purchase contract labor services in 2002?

206				
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PURCHASED MATERIALS AND SUPPLIES FOR OWN USE, NOT FOR RESALE

2d. EXPENSED COMPUTER-RELATED SUPPLIES, including hardware and pre-packaged software

Did this firm purchase any computer-related equipment or supplies that were expensed?

301 1 Yes - Report amount →
2 No

302				
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2e. PURCHASED PACKAGING AND CONTAINERS

Did this firm purchase containers or materials used in packaging in 2002?

303 1 Yes - Report amount →
2 No

304				
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2f. INDUSTRY SPECIFIC MATERIALS, PARTS, AND SUPPLIES, FOR OWN USE

Did this firm purchase materials, parts, and supplies specific to your kind of business in 2002 for your own use?

305 1 Yes - Report amount →
2 No

Describe and report the two largest types.

307	
309	

Report amounts →

Key	Bil.	Mil.	Thou.	Dol.
308				
310				

Do not combine entries for lines d, e, f, and g. If records are not available, reasonable estimates are acceptable. **Exclude** items purchased for resale.

306				
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2g. OTHER MATERIALS, PARTS AND SUPPLIES PURCHASED FOR OWN USE, not separately listed above

Did this firm purchase office and janitorial supplies; small tools; and other expensed equipment, parts and supplies in 2002 for your company's own use?

311 1 Yes - Report amount →
2 No

Key	Bil.	Mil.	Thou.	Dol.
312				

UTILITIES COSTS

2h. PURCHASED ELECTRICITY

In 2002, was electricity (1) purchased for any locations by this firm, or (2) included only in lease payments, rent, or other fee?

401 1 Purchased - Report amount →
2 Included only in lease, rent, or other fee

402				
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2i. PURCHASED FUELS

In 2002, 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?

403 1 Purchased - Report amount →
2 Included only in lease, rent, or other fee
3 Not applicable

404				
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2j. WATER, SEWER, REFUSE REMOVAL AND/OR TREATMENT, including hazardous waste; and other purchased utilities, except communication

In 2002, were any of these utilities (1) purchased for any locations by this firm, or (2) included only in lease payments, rent, or other fee?

407 1 Purchased - Report amount →
2 Included only in lease, rent, or other fee

408				
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PURCHASED SERVICES

2k. PURCHASED TRANSPORTATION, SHIPPING, AND WAREHOUSING SERVICES, including postage costs

Did this firm purchase postage, shipping or delivery services, or warehousing or storage in 2002? Exclude the cost of shipping using your own vehicles and employees.

501 1 Yes - Report amount →
2 No

Key	Bil.	Mil.	Thou.	Dol.
502				

PLEASE CONTINUE ON NEXT PAGE

IF NOT SHOWN, PLEASE ENTER YOUR ID NUMBER FROM THE ADDRESS LABEL ON PAGE 1.

ID number

Item 2 OPERATING EXPENSES IN 2002, INCLUDING PAYROLL, EXCLUDING INTEREST — Continued

2I. PURCHASED REPAIR AND MAINTENANCE SERVICES		Key	Bil.	Mil.	Thou.	Dol.						
Did this firm purchase from other firms in 2002 repair and maintenance services which were NOT capitalized?	503 1 <input type="checkbox"/> Yes – Complete lines (1), (2), and (3) 2 <input type="checkbox"/> No – SKIP to item 2m						Do not combine. If records are not available, reasonable estimates are acceptable.					
(1) Repairs and maintenance to buildings, structures, offices, and their integral parts (elevators, etc.)	504											
(2) Repairs and maintenance to machinery and equipment	510											
(3) TOTAL cost of purchased repair and maintenance services in 2002 <i>Sum of lines (1) and (2)</i> →							512					
2m. PURCHASED PRINTING SERVICES												
Did this firm incur any expenses for purchased or contracted printing services in 2002?	513 1 <input type="checkbox"/> Yes – Report amount → 2 <input type="checkbox"/> No						514					
2n. PURCHASED ADVERTISING AND PROMOTIONAL SERVICES												
Did this firm purchase advertising, promotional, marketing, or public relations services in 2002?	515 1 <input type="checkbox"/> Yes – Report amount → 2 <input type="checkbox"/> No						516					
2o. PURCHASED LEGAL SERVICES												
Did this firm purchase any legal services from other firms in 2002? Exclude salaries paid to your own employees for legal services.	517 1 <input type="checkbox"/> Yes – Report amount → 2 <input type="checkbox"/> No						518					
2p. PURCHASED ACCOUNTING, AUDITING, AND BOOKKEEPING SERVICES												
Did this firm purchase any of these services from others in 2002? Exclude salaries paid to your own employees for such services.	519 1 <input type="checkbox"/> Yes – Report amount → 2 <input type="checkbox"/> No						520					
2q. PURCHASED MANAGEMENT CONSULTING, ADMINISTRATIVE SERVICES AND OTHER PROFESSIONAL SERVICES not elsewhere specified <i>Report legal services on line 2o and accounting services on line 2p.</i>												
Did this firm purchase any of these services from others in 2002?	521 1 <input type="checkbox"/> Yes – Report amount → 2 <input type="checkbox"/> No						522					
2r. PURCHASED COMMUNICATIONS SERVICES		Key	Bil.	Mil.	Thou.	Dol.						
Did this firm purchase communications services in 2002?	523 1 <input type="checkbox"/> Yes – Complete lines (1), (2), and (3) 2 <input type="checkbox"/> No – SKIP to item 2s						Do not combine. If records are not available, reasonable estimates are acceptable.					
(1) Cost of computer-related communications Include Internet, connectivity, and online services.	524											
(2) Cost of telephone, cellular phones, FAX, and other communications services	526											
(3) TOTAL cost of purchased communications services in 2002 <i>Sum of lines (1), and (2)</i> →							528					
2s. PURCHASED COMPUTER SERVICES, excluding communications costs specified above												
Did this firm purchase any computer-related services from other firms in 2002?	529 1 <input type="checkbox"/> Yes – Complete lines (1), (2), and (3) 2 <input type="checkbox"/> No – SKIP to item 2t	Key	Bil.	Mil.	Thou.	Dol.						
(1) Cost of custom coded software (expensed) including adaptation of off-the-shelf software	530											
(2) Cost of system support design and services including web design	532											
(3) Cost of data processing and other purchased computer services, except communications	534											

PLEASE CONTINUE ON NEXT PAGE

Item 2 OPERATING EXPENSES IN 2002, INCLUDING PAYROLL, EXCLUDING INTEREST — Continued

PURCHASED SERVICES - Continued

	Key	Bil.	Mil.	Thou.	Dol.
2t. COMMISSIONS EXPENSE Did this firm pay commissions in 2002 to other firms for sale of merchandise on your account? <i>Exclude commissions paid to your own employees reported in item 2a.</i>	535				
1 <input type="checkbox"/> Yes - Report amount → 2 <input type="checkbox"/> No					
2u. COST OF CONTRACT WORK Did this firm pay others in 2002 for contract work for readying your merchandise for sale, such as blending, repacking, or other processing?	537				
1 <input type="checkbox"/> Yes - Report amount → 2 <input type="checkbox"/> No					

OTHER OPERATING EXPENSES

	Key	Bil.	Mil.	Thou.	Dol.
2v. LEASE AND RENTAL PAYMENTS Did this firm make lease or rental payments in 2002? 1 <input type="checkbox"/> Yes - Complete lines (1), (2), and (3) 2 <input type="checkbox"/> No - SKIP to item 2w	601				
(1) Land, buildings, structures, store space, and offices	602				
(2) Machinery, equipment, and other items, excluding computer software	604				
(3) TOTAL lease and rental payments in 2002 — Sum of lines (1) and (2)	608				
2w. COST OF INSURANCE, including business-related premiums, such as liability and excluding costs included with employee fringe benefits Did this firm purchase business-related insurance in 2002?	609				
1 <input type="checkbox"/> Yes - Report amount → 2 <input type="checkbox"/> No					
2x. TAXES AND LICENSE FEES, excluding income, sales, payroll, and excise taxes Did this firm make any payment in 2002 to government agencies for taxes, including real property taxes and tobacco and liquor stamps, and license fees (such as business license fees)?	611				
1 <input type="checkbox"/> Yes - Report amount → 2 <input type="checkbox"/> No					
2y. DEPRECIATION AND AMORTIZATION CHARGES Did this firm record any depreciation and amortization charges in 2002?	613				
1 <input type="checkbox"/> Yes - Report amount → 2 <input type="checkbox"/> No					
2z. OTHER OPERATING EXPENSES, EXCLUDING ITEMS PURCHASED FOR RESALE, TAXES, AND INTEREST IN 2002 - Report amount Describe and report the amount for the largest type.	618				
619 <input type="text"/> Report amount →	620				

Do not combine. If records are not available, reasonable estimates are acceptable.

	Key	Bil.	Mil.	Thou.	Dol.
2aa. TOTAL 2002 OPERATING EXPENSES, INCLUDING PAYROLL, EXCLUDING INTEREST Sum of item 2 expenses in right-most column above, lines 2a-2z. See separate instruction sheet.	622				

Item 3 INTEREST EXPENSE

	Key	Bil.	Mil.	Thou.	Dol.
Did this firm incur any noncapitalized interest expense in 2002, except for intracompany payments (paid to company divisions, subsidiaries, etc.)? Do NOT include this amount in the operating expenses item above.	615				
1 <input type="checkbox"/> Yes - Report amount → 2 <input type="checkbox"/> No					
	616				

EXPLANATIONS — Please use this space or attach a sheet for any explanations that may be essential in understanding your reported data.

801

Item 4 CERTIFICATION — This report is substantially accurate and has been prepared in accordance with instructions.

Name and title of person to contact regarding this report — <i>Print or type</i>				Address — <i>Number and street, city, State, ZIP Code</i>				
901 <input type="text"/>	905 <input type="text"/>			903 <input type="text"/>				
907 <input type="text"/>	Area code	Number		Extension	909 <input type="text"/>	Area code	Number	
Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fax	<input type="text"/>	<input type="text"/>	
E-mail address					913 <input type="text"/>	Month	Day	Year
911 <input type="text"/>					Date completed			