2007 Annual Services Report Service Annual Survey

Employment Placement Agencies



FORM

SA-5613T

140 SAS_G

561310

REPORT DUE

Any questions call **1–800–772–7851** M–F, 8:30 a.m. to 5:00 p.m. EST.

Visit our web site: www.census.gov/econhelp/sas

Please correct any error in the name, address, or ZIP Code.

YOUR RESPONSE IS REQUIRED BY LAW

Title 13, U.S. Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau.

YOUR RESPONSE IS CONFIDENTIAL BY LAW

Title 13, U.S. Code, requires that your response may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process.**

YOUR RESPONSE IS IMPORTANT

The services industries account for nearly 70 percent of all economic activity. We conduct this survey to obtain timely, comprehensive and consistent measures needed by policy-makers, businesses, and the public to accurately assess domestic economic performance.

2007

Annual Services Report

- This report should be completed and returned on or before the due date in the preaddressed envelope provided.
- If filing within the required time frame will cause an undue burden and you would like an extension, or if you have any questions, please write to:

U.S. CENSUS BUREAU 1201 East 10th Street Jeffersonville, IN 47132-0001

or call a Census Bureau Representative at 1-800-772-7851, weekdays from 8:30 a.m. to 5:00 p.m., Eastern Standard Time.

1 Report Coverage

This report covers all domestic locations operated by your company and its subsidiaries primarily engaged in listing employment vacancies and in referring or placing applicants for employment. The individuals referred or placed are not employees of the employment agencies.

	oes the above coverage describe this firm's business activity?
0001	Yes – Go to 2
0001	No − Specify the firm's business activity and complete the report where applicable beginning with 🔼 . ——————————————————————————————————
	0002

2 Report Periods

What periods of time will this data represent?

- Report data for the 2007 calendar year if possible.
- For locations that were sold or acquired during the year, only report for the periods that this firm operated the locations.

			Month	Day	Year
		0007			
0006	1 ☐ 2007 calendar year – Go to 3	From			
	2 Other than calendar year – Enter the periods this report will cover				
	(e.g., fiscal years, periods with less than a full calendar	8000			
	year).	То			

3 Operating Revenue

Report the total operating revenue for this firm's locations defined in 1 for the following categories.

- Enter "0" where applicable.Estimates are acceptable.

Exclude:

• Transfers made within the company.

			2007	Operati	ng Rever	nue
1.	Placement of individuals as permanent employees – Recruiting, selecting, and referring candidates to clients to fill positions on a permanent basis. Include testing, interviewing, reference checking, evaluation, and counseling of prospective employees.	3261	Bil.	Mil.	Thou.	Dol.
2.	Placement of individuals as independent contractors – Supplying individual contractors to fill positions based on written contracts that stipulate what deliverables the client is expecting and the terms and conditions of employment.	3262	\$			
3.	Temporary staffing services – Supplying personnel for temporary work assignments where the personnel work under the supervision of the client, but are on your staffing firm's payroll and your firm is legally responsible for their actions.	3263	\$			
4.	Long-term staffing – Supplying personnel for extended work assignments where the personnel work under the supervision of the client , but are on your staffing firm's payroll and your firm is legally responsible for their actions. Exclude revenue from the services of Professional Employer Organizations.	3264	\$			
5.	Temporary staffing-to-permanent placement – Temporary employees who become permanent staff of the client. The employees remains on the payroll of your firm until the hiring decision is made. Include training, counseling, assessment, and resume upgrading.	3265	\$			
6.	All other operating revenue – Revenue not reported in lines 1–5. If this item is greater than 20% of total operating revenue, specify the primary source of the revenue here	1799				
			\$			
7.	TOTAL OPERATING REVENUE – Sum of lines 1–6	1800	\$			

Not Applicable

Operating Expenses

Report operating expenses for this firm's locations as defined in 1 for the following categories.

- Enter "0" where applicable.
 Estimates are acceptable.
 Do not combine data of two or more detail lines.

Exclude:

- Transfers made within the companyCapitalized expenses

- InterestBad debt

•	Income tax Impairment					
Doro	sonnel Costs		200	7 Operati	ng Expei	nses
reis	Soffiler Costs		Bil.	Mil.	Thou.	Dol.
1.	Gross annual payroll – Total annual Medicare salaries and wages for all employees as reported on your firm's IRS Form 941, Employer's Quarterly Federal Tax Return, line 5(c) for the four quarters that correspond to the survey period.	1821	\$	IVIII.	mou.	DOI.
2.	Employer's cost for fringe benefits – Employer's cost for legally required programs and programs not required by law:					
	a. Health insurance – Insurance premiums on hospital plans, medical plans, and single service plans such as dental, vision, prescription drugs plan. Include premium equivalents for self-insured plans and fees paid to third-party administrators (TPAs). Exclude employee contributions.	1841	\$			
	b. Pension plans:					
	1. Defined benefit pension plans – Costs for both qualified and unqualified defined pension plans. Pension plans that specify the benefit to be paid to employees upon retirement, generally either a specific amount or a percentage of compensation. Employer contributions are based on actuarial computations that include the	1842				
	employee's compensation and years of service and are not allocated to specific accounts maintained for employees.		\$			
	 Defined contribution plans – Costs under defined contribution plans. Pension plans that define the employer contributions to a separate account provided for each employee. The employee "benefit" at retirement depends on the amount 	1843		ı		
	contributed and the results of the account's activity. Examples include profits sharing plans, money purchase (e.g., 401k, 403b) and stock bonus plans (e.g., ESOPs)		\$			
	c. Other – Other fringe benefits (e.g., Social Security, workers' compensation insurance, unemployment tax, state disability insurance programs, life insurance benefits, Medicare).	1844	\$			
3.	Temporary staff and leased employee expense – Total costs paid to Professional Employer Organizations (PEOs) and staffing agencies for personnel. Include all charges for payroll, benefits and services.	1823	\$			
Ехр	ensed Materials, Parts and Supplies (not for resale)					
1	Expensed equipment – Expensed computer hardware and other equipment (e.g., copiers,	1824				
4.	fax machines, telephones, shop and lab equipment, CPUs, and monitors). Report packaged software in line 6. Report leased and rented equipment in line 14.		\$			
5.	Expensed purchases of other materials, parts, and supplies – Materials and supplies used in providing services to others; materials and parts used in repairs; office and janitorial supplies; small tools; containers and other packaging materials; and motor fuels	1825	\$			
	ensed Purchased Services					
6.	Expensed purchases of software – Purchases of prepackaged, custom coded, or vendor	1826				
	customized software. Include software developed or customized by others, web-design services and purchases, licensing agreements, upgrades of software; and maintenance fees related to software upgrades and alterations.		\$			

Operating Expenses – (Continued)

Report operating expenses for this firm's locations as defined in 1 for the following categories.

- Enter "0" where applicable.
 Estimates are acceptable.
 Do not combine data of two or more detail lines.

- · Transfers made within the company
- Capitalized expensesImpairment
- Interest
- Bad debt
- Income tax

Expensed Purchased Services (Continued)

7.	Data processing and other purchased computer services – Include web hosting, computer facilities management services, computer input preparation, data storage,		2007	Operati	ng Exper	nses
	computer time rental, optical scanning services, and other computer-related advice		Bil.	Mil.	Thou.	Dol.
	and services, including training. Exclude expensed integrated systems, repair and	1845				
	maintenance of computer equipment, payroll processing and credit card transaction fees, and expenses for telecommunication services (e.g., Internet, connectivity, telephone)		\$			
	toos, and expenses for telescentification convicted (e.g., mornet, conficulty, telephone)					
R	Purchased communication services – Telephone, cellular, and fax services; computer-	1846			1	
0.	related communications (e.g., Internet, connectivity, online), and other wired and wireless	10-10				
	communication services		\$			
9.	Purchased repairs and maintenance to machinery and equipment – Expensed repair and	1848		1		
	maintenance services to machinery, vehicles, equipment, and computer hardware. Exclude materials, parts, and supplies used for repairs and maintenance performed by this	1040				
	firm's employees.		\$			
10.	Purchased repairs and maintenance to buildings, structures, and offices – Include repair and maintenance to integral parts of buildings (e.g., elevators, heating systems).	1010		1	1	
	Exclude materials, parts, and supplies used for repairs and maintenance performed by	1849				
	this firm's employees. Report janitorial and grounds maintenance services in line 20		\$			
		1850				
11.	Purchased electricity - If the cost of electricity is included in lease or rental payments,					
	report in line 15		\$			
12.	Purchased fuels (except motor fuels) – Fuel for heating, power or generating electricity	1851				
	(e.g., natural gas, propane, oil, coal). If the costs are included in lease or rental payments, report in line 15.		\$			
	Teport III IIIIe 13		[Ψ			
40	Makey according to the control and other utility necessaries. Include the cost of horsesters			,		
13.	Water, sewer, refuse removal, and other utility payments – Include the cost of hazardous waste removal. If the costs of these utilities are included in a lease or rental payment, report	1852				
	in line 15.		\$			
14.	Lease and rental payments for machinery, equipment, and other tangible items -					
	Include lease and rental of transportation equipment without operators; and penalties	1853				
	incurred for broken leases. Exclude capital and financing lease agreements and licensing/leasing of software.		\$			
	incertsing/leasing of software		Ψ			
		1854		1		
15	Lease and rental payments for land, buildings, structures, store spaces, and offices -	1004				
13.	Include penalties incurred for broken leases.		\$			
		1830				
16.	Purchased advertising and promotional services – Include marketing and public relations		φ.			
	services.		Φ			
17	Purchased professional and technical services – Include management consulting.	1855				
	accounting, auditing, bookkeeping, legal, actuarial, payroll processing, architectural, engineering,		_			
	and other professional services. Exclude salaries paid to your own employees for these services.		\$			
17.	accounting, auditing, bookkeeping, legal, actuarial, payroll processing, architectural, engineering,		\$			

5	Operating	Expenses -	(Continued)
J	Operaning	Exherises —	Continued

Report operating expenses for this firm's locations as defined in 1 for the following categories.

- Enter "0" where applicable.
 Estimates are acceptable.
 Do not combine data of two or more detail lines.

Exclude:

- Transfers made within the company
- Capitalized expenses Impairment Interest

- Bad debt
- Income tax

Other Operating Exper	nses
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			2007	Operati	ng ∟ xper	ises
18.	Depreciation and amortization charges - Include depreciation charges taken against tangible		Bil.	Mil.	Thou.	Dol.
	assets owned and used by your firm, tangible assets and improvements owned by your firm	1831				
	within leaseholds, tangible assets obtained through capital lease agreements, and amortization charges against intangible assets (e.g., patents, copyrights). Exclude impairment		\$			
	charges against mangible assets (e.g., paterits, copyrights). Exclude impairment		T			
19	Governmental taxes and license fees – Payments to government agencies for taxes and	1832				
10.	licenses. Include business and property taxes. Exclude income taxes, and sales and excise					
	taxes collected from customers		\$			
20.	All other operating expenses – All other operating expenses not reported above, unless specifically excluded in the general instructions at the top of the page. Include	1859				
	office postage and package delivery. Exclude purchases of merchandise for resale	.555				
	and non-operating expenses		\$			
		1900				
			φ.			
21.	TOTAL OPERATING EXPENSES – Sum of lines 1–20					

Not Applicable

7	Not Applicable					
8	E-Commerce Revenue					
	E-commerce includes sales, receipts, and contributions from any transaction completed over network, electronic mail or other online system. Transactions are agreements between buyer ownership of, or rights to use, goods or services. Payment for these goods and services may online.	ers and	sellers	to tran	sfer	
	Did the revenue reported in 2 include any		2007	E-Comm	erce Rev	/enue
	Did the revenue reported in 3 include any e-commerce revenue?	2000 [Bil.	Mil.	Thou.	Dol.
	1 ☐ Yes – What was this firm's e-commerce revenue?		\$			
0011	₂ No – Go to ᠑					
9	Export Revenue					
	An exported service is a service performed for a customer or client (individual, government outside the United States (i.e., outside the 50 States, District of Columbia, U.S. Commonwe Include:	, busin ealth Te	ess est erritorie:	tablishn s, or U.	nent, etc S. posse	c.) locate essions)
	• Services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firms,	subsidi	aries, b	ranche	s, etc.).	
	Exclude:					
	Services provided to domestic subsidiaries of foreign firms.					
			20	07 Expo	rt Reven	ue
	Did the revenue reported in include any revenue from exports?	2100 F	Bil.	Mil.	Thou.	Dol.
	1 ☐ Yes – What was this firm's revenue from exports?		\$			
0009	2 □ No – Go to iii					

10 Not Applicable

Did you have an Employer Identification Number (EIN) change in 2007?	Did you have an Employer Identificati							
Was there a change in ownership or control? Ves - Provide the date of the change and the firm's information. (for multiple mergers, provide each firm's information as an attachment to this report) No - Go to 2 No - Go to 2 Street address		on Number (EIN) change i	2007?				
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(for multiple mergers, provide each firm's information as an attachment to this report) No - Go to P No - Go to P Specify the nature of this change here Specify t	_					,	JU 18	
No - Go to 2 No - Go to 2 Name of company acquired or merged with	(for multiple mergers, provide e	ge and the fi each firm's inf	r m´s intormati ormation as an	on attachment	to this re	port)	L	
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Jeffersonville, IN 47132-0001

Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork @census.gov; use "Paperwork Project 0607-0422" as the subject. Please include form name and number in all correspondence. Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner on the front of this form.

or fax to: 1-800-447-4613

To see aggregate industry results of previous Service Annual Surveys, go to the following website: www.census.gov/econ/www/servmenu.html