

2004 ANNUAL CAPITAL EXPENDITURES SURVEY

Industry Category Codes:

Printed above are the industries in which we believe your company operates. If necessary, correct the above industry category code(s) to reflect your company's operations.

Refer to the list of industry codes and descriptions beginning on page 6 of the Instructions, Definitions, and Codes List manual.

(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 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.

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 at the top of this page.

FROM THE DIRECTOR
U.S. CENSUS BUREAU

We are conducting the Annual Capital Expenditures Survey and would like your help by completing the enclosed survey form.

The U.S. Census Bureau's Annual Capital Expenditures Survey is a key source of information about our country's economic performance. Business investment in structures and equipment is an important component of the gross domestic product. Investment data also are useful for identifying business opportunities, product development, and strategic planning.

Title 13 of the United States Code requires you to answer this survey; it also requires us to keep your response confidential and use the information you provide for statistical purposes only. Your responses are immune from legal process.

We realize that completing this survey is a burden for you. However, your response is important in providing accurate data about our Nation's economic performance. We have limited the survey sample to the fewest possible number of representative firms, and we accept estimates if book figures are not available.

Please review the instructions, complete the form, and return it within 30 days. The instructions can assist you on how to report for each item. Returning your form promptly helps us keep follow-up costs down. If you have any questions or comments, please call us toll-free at **1-800-528-3049**.

Thank you in advance for your cooperation.

Sincerely,



Charles Louis Kincannon

Enclosure

DEFINITIONS AND GENERAL INSTRUCTIONS

PLEASE REFER TO THE ENCLOSED INSTRUCTIONS, DEFINITIONS, AND CODES LIST MANUAL BEFORE COMPLETING THE SURVEY.

- **SURVEY SCOPE** – This survey collects capital expenditures data for nonfarm companies, organizations, and associations operating within the United States. This includes churches and other non-profit organizations, government owned but privately operated organizations, tribal business operations, and agricultural services. Agricultural production should be excluded.
- **SURVEY PERIOD** – Report data for calendar year 2004. **Refer to page 1 of the instruction manual if your records are on a fiscal year basis.**
- **If your company ceased operations during the survey year, complete the form for the period of time the company was in operation.**

- Reasonable estimates are acceptable.

- Report dollar values rounded to thousands.

Example: If figure is \$179,125,628.00 report →	Mil	Thou
	179	126

- Please complete and return the form in the envelope provided by the due date shown on the top of the page with your mailing address. **To request another survey form or an extension of time for filing, call 1-800-528-3049.**
- To return the form by FAX, fax to **1-800-438-8040**.
- **If you have any questions regarding this survey or need help completing it, call 1-800-528-3049.**

DEFINITIONS AND GENERAL INSTRUCTIONS

ITEM 1A – DOMESTIC DEPRECIABLE ASSET DATA

DEPRECIABLE ASSETS – New and used buildings, structures, machinery, and equipment for which depreciation or amortization accounts are ordinarily maintained. The value of land development and improvements, as well as exploration and development of mineral properties, are included.

- Exclude*
- Cost of land and depletable assets such as mineral and timber rights;
 - Assets of foreign operations;
 - Assets leased to others under capital lease arrangements;
 - Patents, copyrights, trademarks, franchises, and goodwill.

CAPITAL EXPENDITURES – All capitalized costs during 2004 for both new and used structures and equipment chargeable to asset accounts, and for which depreciation or amortization accounts are ordinarily maintained.

- Include*
- Expenditures for major additions, alterations, and capitalized repairs to existing structures, whether performed by a contractor or completed in-house;
 - Gross additions during the year to construction-in-progress accounts for projects lasting more than one year, even if the asset was not in use and not yet depreciated;
 - Capitalized computer software;
 - Capitalized cost of assets produced or purchased then leased as the lessor under operating leases;
 - Capital costs for feasibility studies, architectural, legal, installation, and engineering fees;
 - Cost of assets acquired under capital leases entered into during the survey year;
 - Expenditures for capitalized improvements made to assets leased from others (leasehold improvements);
 - Expenditures for developmental and exploratory drilling activities, including intangible drilling costs;
 - Capitalized interest charges on loans with which capital projects are financed, if consistent with the Statement of Financial Accounting Standards Board (FASB) Number 34;
 - Value of assets expensed as permitted under Section 179 of the U.S. Internal Revenue Code;
 - Expenditures for land development and improvement, including demolition of buildings, land servicing, and site preparation.

- Exclude*
- Expenditures for structures or equipment by subsidiaries and branches located outside the United States;
 - Value of structures built or work performed by your enterprise on contract to others;
 - Items chargeable as current operating expenses such as cost of maintenance, normal repairs, and supplies;
 - Expenditures for goodwill, patents, or copyrights;
 - Payments to others for structures and equipment acquired under operating leases or rented;
 - Expenditures for property which is leased to others as part of a capital (full-payout or equity) lease arrangement.

OTHER ADDITIONS AND ACQUISITIONS – Additions to your depreciable asset accounts, including depreciable assets acquired through mergers and acquisitions, if not considered capital expenditures.

ITEM 1B – GROSS SALES, OPERATING RECEIPTS, AND REVENUES

- Include*
- Gross sales, operating receipts, and revenues from taxable operations as well as total revenues from tax-exempt activities. See page 4 of the instruction manual for additional details regarding this item.

ITEM 1A ASSETS AND CAPITAL EXPENDITURES FOR 2004

Report capital expenditures for all domestic operations of your enterprise, including subsidiaries and divisions. For this report, the terms enterprise and company are used interchangeably. **Include operations of subsidiary companies, where there is more than 50 percent ownership, as well as companies which the enterprise has the power to direct or cause the direction of management and policies.** If you cannot report consolidated data for the entire enterprise, call **1-800-528-3049** to arrange for special handling. If your company was purchased by another company during 2004, complete the form for the part of the year prior to the sale, and enter the name and address of the new owner in the "Ownership Information" section on page 7.

		(1)	
		Millions	Thousands
Example: if figure is \$179,125,628.00 report →		179	126

Row	Description <i>(Refer to Page 4 of Instructions)</i>	Millions	Thousands
10	Acquisition cost of depreciable assets (structures and equipment) at beginning of year		
11	Total capital expenditures <i>(If "None", enter "0")</i>		
12	Other additions and acquisitions <i>(Please specify in the "Remarks" on page 7)</i>		
13	Acquisition cost of retirements and dispositions of depreciable assets during the year	<	>
14	Acquisition cost of depreciable assets (structures and equipment) at year end <i>(Row 10+11+12-13=14)</i>		
15	Accumulated depreciation and amortization at year end		

ITEM 1B GROSS SALES, OPERATING RECEIPTS, REVENUE AND CHARITABLE CONTRIBUTIONS RECEIVED

Row	Description	(1) Industry category code	(2)	
			Millions	Thousands
16	Gross domestic sales, operating receipts, and revenue for the entire company <i>(Refer to page 4 of Instructions)</i>			

DEFINITIONS AND GENERAL INSTRUCTIONS

ITEM 2 – DOMESTIC CAPITAL EXPENDITURES DATA

Complete Item 2 for the capital expenditures reported in Item 1A, Row 11.

STRUCTURES – Report the capitalized cost of buildings and structures, and all necessary expenditures to acquire, construct, and prepare the structure for its intended use.

- Include*
- Major additions, alterations, and capitalized repairs to existing structures, whether performed by a contractor or completed in-house;
 - Gross additions during the year to construction-in-progress accounts for projects lasting more than one year;
 - Machinery and equipment which are an integral or built-in feature of the structure;
 - Expenditures for land development and improvements such as demolition of buildings, site preparation, and land servicing;
 - Facilities which are built into or fixed to the land such as sidewalks, streets, parking lots, airfields, piers, telephone and power lines, sewers, and petroleum and gas pipelines;
 - Exploration and development of mineral properties such as drilling gas wells, construction of offshore drilling platforms; digging and shoring mines, mine shafts, and mining exploration.

- Exclude*
- Cost of land and depletable assets;
 - Normal maintenance and repairs to existing structures or service facilities.

EQUIPMENT – Report the capitalized cost of machinery and equipment used in the production and distribution of goods and services, and in office functions.

- Include*
- Furniture and fixtures;
 - Transportation equipment such as automobiles, trucks, tractors, aircraft, and ships;
 - Office equipment and machines, including computers;
 - Production machinery;
 - Capitalized computer software.

- Exclude*
- Expenditures for items that are expensed, such as office supplies;
 - Expenditures for machinery or equipment which are housed in structures and **cannot** be removed or replaced without significantly altering the structure. Examples include electrical work, elevators, heating and cooling systems, and overhead hoists and cranes. See Item 2, STRUCTURES on page 3 of the instruction manual for additional types of equipment to be included as structures.

OTHER – Report capital expenditures for assets acquired in 2004 that cannot be classified under structures or equipment. **(Do not report furniture and fixtures, capitalized computer software, and motor vehicles as OTHER; these are considered equipment for this survey.)**

- Exclude*
- Cost of land and depletable assets;

Note: Allocate construction-in-progress, leasehold improvements, and capitalized interest as structures and equipment where applicable. If you cannot allocate these expenditures as structures or equipment, report them as OTHER and provide a description in Item 3.

ITEM 2 Report the following domestic capital expenditures data for the entire company. (Refer to page 4 of Instructions)							Mil	Thou	
CAPITAL EXPENDITURES							Example: if figure is \$179,125,628.00 report →		
Row	CAPITAL EXPENDITURES (Refer to page 2 of Instructions)	Structures (1)		Equipment (2)		Other (3)		Total (Add columns 1+2+3) (4)	
		Mil	Thou	Mil	Thou	Mil	Thou	Mil	Thou
20	Capital expenditures for NEW structures and equipment (Include major additions, alterations, and capitalized repairs to existing structures)								
21	Capital expenditures for USED structures and equipment								
22	TOTAL capital expenditures (Add Rows 20+21)								
								Total should equal Item 1A, Row 11	

ITEM 3 List the items included in "Other". Report in thousands of dollars. Furniture and fixtures, computers, capitalized computer software, and motor vehicles should be reported as equipment. Leasehold improvements should be considered structures or equipment based on what is being improved.							(1)	(2)
Row	Description of Capital Expenditures						Mil	Thou
30								
31								

ITEM 4 For new capital expenditures reported in Item 2, Row 20, Column (4), report the estimated cost of assets acquired under CAPITAL LEASE arrangements entered into during the year. Exclude payments for operating leases and capitalized costs of leasehold improvements. (Refer to page 5 of the Instructions)							(1)	
Row							Mil	Thou
41	TOTAL →							

ITEM 5 CAPITALIZED COMPUTER SOFTWARE (Refer to page 5 of Instructions)							Total (Add columns 1+2+3) (4)		
Row		Prepackaged (1)		Vendor-customized (2)		Internally-developed (3)		Mil	Thou
		Mil	Thou	Mil	Thou	Mil	Thou		
50	Report capital expenditures for computer software developed or obtained for internal use during the year. Include amounts in Item 1A and Item 2.								

REPORTING PERIOD COVERED

a. Do the reported data cover the calendar year 2004?

95 1 YES

2 NO – *Specify period covered* → 3

FROM		
Month	Day	Year

TO		
Month	Day	Year

OWNERSHIP INFORMATION

a. Was this company in operation on December 31, 2004?

96 1 YES

2 NO – *Give date operations ceased* → 3

Month	Day	Year

b. Did the ownership of this company change during the year ending December 31, 2004?

97 1 YES

Specify date of change → 3
AND fill in c. below

2 NO

Month	Day	Year

c. Name of new operator/company

Contact name at new company

Number and street address

Contact telephone number (*Include Area Code*)

City

State

ZIP Code

REMARKS

Please explain any large or unusual changes to your company's reported domestic capital expenditures.

ELECTRONIC REPORTING OPTION – If a secure, web-based, user-friendly application were available for reporting electronically, would you be interested in using it?

98

1 YES

2 NO

CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report
(Please print or type)

Telephone number

FAX number

Area code

Number

Ext.

Area code

Number

()

| | | | - | | | | | | | | | |

| | | |

()

| | | | - | | | | | | | | | |

Signature of authorized official

E-mail address

Date

Please be sure to correct any name, address, and ZIP Code errors on the imprinted address on page 1 of this form booklet.

PLEASE RETURN YOUR COMPLETED FORM TO

U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001

OR

FAX the form to 1-800-438-8040

THANK YOU FOR YOUR COOPERATION AND ASSISTANCE IN THIS SURVEY.