

Attachment D-5

2007 Economic Census

Management of Companies and Enterprises Sector

Content for Item 16 – Selected Expenses

11-15 Not Applicable.

16 SELECTED EXPENSES

Report the operating expenses allocated by category.

- Report payments made by this establishment for expenses incurred by other establishments of your enterprise in column 2 (where applicable.)
- Report expenses directly attributable to this establishment in column 1.

Exclude:

- Transfers made within the company
- Capitalized expenses
- Impairment
- Interest
- Bad debt
- Income tax

Line 1 - Employer's cost for legally required programs and programs not required by law. Includes health insurance, pension plans, Social Security, workers' compensation insurance, unemployment tax, state disability insurance programs, life insurance benefits, Medicare, etc. (**Include** fringe benefits for all employees reported in **7**, line A)

Line 2 - Total costs paid to Professional Employer Organizations (PEOs) and staffing agencies for personnel. Include all charges for payroll, benefits and services.

Line 3 - Report packaged software in Line 5. Report leased and rented equipment in Line 13.

Line 4 - 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.

Line 5 - Purchases of prepackaged, custom coded, or vendor 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.

Line 6 - Include computer facilities management services, computer input preparation, data storage, computer time rental, optical scanning services, and other computer-related advice and services, including training. Exclude expensed integrated systems, repair and maintenance of computer equipment, payroll processing and credit card transaction fees, and expenses for telecommunication services (e.g., Internet, connectivity, telephone).

Line 7 - Telephone, cellular, and fax services; computer-related communications (e.g., Internet, connectivity, online), and other wired and wireless communication services.

Line 8 - Expensed repair and maintenance services to machinery, vehicles, equipment, and computer hardware. Exclude materials, parts, and supplies used for repairs and maintenance performed by this firm's employees.

Line 9 - Include repair and maintenance to integral parts of buildings (e.g., elevators, heating systems). Exclude materials, parts, and supplies used for repairs and maintenance performed by this firm's employees. Report janitorial and grounds maintenance services in **Line 19**.

Line 10 - If the cost of electricity is included in a lease or rental payment, report in **Line 14**.

Line 11 - Fuel for heating, power or generating electricity (e.g., natural gas, propane, oil, coal). If the cost of fuels are included in a lease or rental payment, report in **Line 14**.

Line 12 - Include the cost of hazardous waste removal. If the cost of these utilities is included in a lease or rental payment, report in **Line 14**.

Line 13 - Include lease and rental of transportation equipment without operators; and penalties incurred for broken leases. Exclude capital and financing lease agreements and licensing/leasing of software.

Line 14 - Include penalties incurred for broken leases.

Line 15 - Include marketing and public relations services.

Line 16 - Include management consulting, accounting, auditing, bookkeeping, legal, actuarial, payroll processing, architectural, engineering, and other professional services. Exclude salaries paid to your own employees for these services.

Line 17 - Include depreciation charges taken against tangible assets owned and used by your firm, tangible assets and improvements owned by your firm within leaseholds, tangible assets obtained through capital lease agreements, and amortization charges against intangible assets (e.g., patents, copyrights). Exclude impairment.

Line 18 - Payments to government agencies for taxes and licenses. Include business and property taxes. Exclude income taxes and sales and excise taxes collected from customers.

Line 19 - All other operating expenses not reported above, unless specifically excluded in the general instructions. Exclude payroll, purchases of merchandise for resale, and nonoperating expenses.

CONTINUE WITH **16** ON PAGE 5

If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

16 SELECTED EXPENSES - Continued

| | Mark "X" if None | 2007 | | | | Mark "X" if None | 2007 | | | |
|---|--------------------------|-------------------------------------|------|-------|------|--------------------------|--|------|-------|------|
| | | Expenses of this establishment ONLY | | | | | Payments made by this establishment in behalf of other establishments of your enterprise | | | |
| | | \$ Bil. | Mil. | Thou. | Dol. | | \$ Bil. | Mil. | Thou. | Dol. |
| Personnel costs, except payroll | | | | | | | | | | |
| 1. Employer's cost for fringe benefits 0228 | <input type="checkbox"/> | | | | | | | | | |
| 2. Temporary staff and leased employee expense | <input type="checkbox"/> | | | | | | | | | |
| Expensed equipment and materials | | | | | | | | | | |
| 3. Expensed computer hardware and other equipments (e.g., copiers, fax machines, telephones, shop and lab equipment, CPUs, monitors) | <input type="checkbox"/> | | | | | | | | | |
| 4. Expensed purchases of other materials, parts, and supplies | <input type="checkbox"/> | | | | | | | | | |
| Expensed purchased services | | | | | | | | | | |
| 5. Expensed purchase of software | <input type="checkbox"/> | | | | | | | | | |
| 6. Data processing and other purchased computer services 0414 | <input type="checkbox"/> | | | | 0674 | <input type="checkbox"/> | | | | |
| 7. Purchased communication services 0413 | <input type="checkbox"/> | | | | 0673 | <input type="checkbox"/> | | | | |
| 8. Purchased repairs and maintenance to machinery and equipment 0412 | <input type="checkbox"/> | | | | | <input type="checkbox"/> | | | | |
| 9. Purchased repairs and maintenance to buildings, structures, and offices 0411 | <input type="checkbox"/> | | | | 0671 | <input type="checkbox"/> | | | | |
| 10. Purchased electricity 0452 | <input type="checkbox"/> | | | | | | | | | |
| 11. Purchased fuels (except motor fuels) 0451 | <input type="checkbox"/> | | | | | | | | | |
| 12. Water, sewer, refuse removal, and other utility payments 0455 | <input type="checkbox"/> | | | | 0456 | <input type="checkbox"/> | | | | |
| 13. Lease and rental payments for machinery, equipment, and other tangible items 0562 | <input type="checkbox"/> | | | | 0567 | <input type="checkbox"/> | | | | |
| 14. Lease and rental payments for land, buildings, structures, store spaces, and offices 0561 | <input type="checkbox"/> | | | | 0566 | <input type="checkbox"/> | | | | |
| 15. Purchased advertising and promotional services 0417 | <input type="checkbox"/> | | | | 0677 | <input type="checkbox"/> | | | | |
| 16. Purchased professional and technical services | <input type="checkbox"/> | | | | | <input type="checkbox"/> | | | | |

CONTINUE WITH **16** ON PAGE 6

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16 SELECTED EXPENSES - Continued

| | Mark "X" if None | 2007 | | | | Mark "X" if None | 2007 | | | |
|---|--------------------------|-------------------------------------|------|-------|-------------------------------|------------------|--|------|-------|------|
| | | Expenses of this establishment ONLY | | | | | Payments made by this establishment in behalf of other establishments of your enterprise | | | |
| | | \$ Bil. | Mil. | Thou. | Dol. | | \$ Bil. | Mil. | Thou. | Dol. |
| Other operating expenses | | | | | | | | | | |
| 17. Depreciation and amortization charges 0543 | <input type="checkbox"/> | | | | | | | | | |
| 18. Governmental taxes and license fees (Exclude income, sales, and excise taxes) 0419 | <input type="checkbox"/> | | | | 0678 <input type="checkbox"/> | | | | | |
| 19. All other operating expenses (Specify - If more than 50% of TOTAL reported on line 20). 0418 | <input type="checkbox"/> | | | | | | | | | |
| 20. TOTAL OPERATING EXPENSES of this establishment ONLY, excluding payroll (<i>Add lines 1 through 19</i>). 0459 | <input type="checkbox"/> | | | | | | | | | |

17-18 Not Applicable.

19 KIND OF BUSINESS OR ACTIVITY
Principal kind of business or activity in 2007
(Mark "X" only ONE box.)

Corporate managing offices and holding companies

- 0700 551 114 00 1 Corporate, subsidiary, or regional managing office or office of a holding company, providing a range of services to other establishments of the enterprise such as long term strategic and organizational planning, financial management, payroll and personnel management, centralized billing, advertising, and public relations services
- 551 111 00 1 Bank holding company, not engaged in direct management of held company(ies)
- 551 112 00 1 Holding company, excluding bank holding companies, not engaged in direct management of held company(ies)

Other kind of support service or activity

- 777 551 02 1 Research and development - *Specify type of research or product/product line(s) to be developed* ↴
- 0701 518 210 00 B Data processing center or facility
- 777 551 02 3 Warehouses and storage facilities - *Specify type of product or commodity warehoused or stored* ↴
- 0701 777 551 02 4 Local or long distance trucking - *Specify normal distance and type of freight* ↴
- 0701

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