

**PAPERWORK REDUCTION ACT  
CHANGE WORKSHEET**

Agency/Subagency: Commerce/Census/SSSD		OMB Control Number 0607-0013
Enter only items that change		
Current Record	New Record	
Agency form numbers(s)	SA-44, SA-44A, SA-44C, SA-44E, SA-44N, SA-44S, SA-45, SA-45C, SA-721A and SA-721E	SA-44, SA-44A, SA-44C, SA-44E, SA-44N, SA-44S, SA-45, SA-45C, SA-721A, SA-721E, SA-722A, SA-722E
Annual reporting and recordkeeping hour burden		
Number of respondents		
Total annual responses		
Percent of these responses collected electronically	%	%
Total annual hours	11,095	12,173
Difference		1,078
Explanation of difference		1,078
Program change		
Adjustment		
Annual reporting and recordkeeping cost burden (in thousands of dollars)		
Total annualized Capital/Startup costs		
Total annual costs (O&M)		
Total annualized cost requested		
Difference		
Explanation of difference		
Program change		
Adjustment		
<b>Other Change**</b> See attached....		
Signature of Senior Official or designee:	Date:	For OIRA Use

\*\*This form cannot be used to extend an expiration date.

In attempts to clarify reporting in the Annual Retail Trade Survey (ARTS) the Census Bureau has decided to make the two forms SA-721A and SA-721E into four forms to better reflect the NAICS codes they represent. The revised SA-721A and SA-721E will continue to request the same information under a new title “Annual Accommodation Report Hotels, RV Parks, Campgrounds and other Accommodations.” The newly created SA-722A and SA-722E forms will request the same information as is collected on the SA-721A and SA-721E but will be titled “Annual Food Services Report Restaurants, Food Service Contractors and Drinking Places.” Both of these new forms have Includes and Excludes that are more specific to the industry they represent.

The Census Bureau also plans to add one data item – total operating expenses – to all the ARTS forms, SA-44, SA-44A, SA-44C, SA-44E, SA-44N, SA-44S, SA-45, SA-45C, SA-721A, SA-721E, SA-722A, and SA-722E. This action is necessary because of the pending integration of the five-year Business Expense Survey (BES) with the ARTS. Beginning with 2007 and once every five years after that, ARTS will also collect up to 25 detailed operating expense items. This data is used by the Bureau of Economic Analysis (BEA) to benchmark input-output (I-O) accounts and the annual industry accounts (includes Gross Domestic Product (GDP)-by-industry accounts and annual I-O accounts). Collecting the total operating expenses every year beginning in 2006 will allow us to get the sales and expense data in-line and on a comparable basis since they will be analyzed together. Then, once every five years when we collect all of the operating expense detail we will have all of the data from previous years to help us keep the totals consistent. In the past when operating expense data have been collected only once every five years companies have tended to over-report their operating expenses and also to include expenses that were not aligned with the sales they reported. Having total operating expenses will also allow us to present an additional measure on the profitability of retailers. Since we already calculate gross margin values we can subtract the operating expenses and calculate profits by industry or percentage of profit based on sales.

This request is to only add the total operating expenses data item. For the 2007 ARTS, forms will be redesigned either with the operating expense detail included as part of the ARTS forms or as a supplement to the existing forms. A request for OMB clearance for the combined forms or for the supplement will be submitted at that time depending on which option we choose.

There are approximately 21,570 retail respondents who report once a year. The revised estimated burden per response is about 34 minutes for all forms (previously about 31 minutes). Because of the availability of the data with other financial data already collected, it is expected that only three additional minutes will be necessary for retail stores to complete this one additional item. The increase in annual reporting burden for retail respondents is 1,078 hours. The following table shows the revised burden by form:

<b>Form</b>	<b><u>Number of Respondents</u></b>	<b><u>Annual Responses</u></b>	<b><u>Hours per Response</u></b>	<b><u>Annual Response Burden</u></b>	<b><u>Respondents Canvassed</u></b>
SA-44	7,649	1	.6699	5,124	EI Reporter in Monthly Sample
SA-44A	7,298	1	.5400	3,941	EI Reporter in Annual Sample only, excludes accounts receivables questions
SA-44C	1,517	1	.6703	1,017	Company Reporter (non-Department Store)
SA-44E	581	1	.7195	418	EI Reporter in Annual Sample only, excludes accounts receivables questions (mail order firms only)
SA-44N	662	1	.6905	457	EI Reporter in Monthly Sample (mail order firms only)
SA-44S	206	1	.6908	142	Company Reporter (non-Department Store)( mail order firms only)
SA-45	9	1	.5956	5	EI Reporter (Department Stores)
SA-45C	33	1	.5955	20	Company Reporter (Department Stores)
SA-721A, SA-721E. SA-722A & SA 722E	3,615	1	.2901	1,049	Accommodation and Food Services
Total	21,570		.5644 (average)	12,173	