

# 2004 SERVICE ANNUAL SURVEY

## SOCIAL ADVOCACY ORGANIZATIONS

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



FORM  
**SA-8133A**

**DUE DATE** ➔

**NOTICE** — Your report to the Census Bureau is **confidential** by law (Title 13, U.S. Code). It 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**.

**RETURN COMPLETED FORM TO**



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

Any questions call  
1-800-772-7851 weekdays,  
8:30 a.m. to 5:00 p.m. EST

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813311        E

*(Please correct any error in 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.

**Item 1      SURVEY COVERAGE**

This report covers all domestic locations operated by your company and its subsidiaries primarily engaged in promoting causes associated with human rights either for a broad or specific constituency. These organizations may solicit contributions and offer memberships to support these causes.

Does this firm have domestic locations providing one of the business activities described in the survey coverage above?

- 0001 1  Yes – Continue with Item 3  
 0002 2  No – Specify your business activity and continue with Item 3, and complete as much of the survey form as possible. ↗

0002

**Item 2      NOT APPLICABLE TO THIS FORM**

**Item 3      REPORT PERIOD**

Mark (X) the one box which best describes the period covered by your report.

If the data reported are for a period other than the "calendar year," please enter the beginning and ending dates.

- 0006 1  Calendar year – Go to Item 4A  
 2  Fiscal year  
 3  Less than 12 months } →

			2004		
			Month	Day	Year
<b>From</b>	<input type="text"/> 0007				
	<input type="text"/> 0008				
<b>To</b>					

**Item 4A REVENUE****Total Operating Revenue** \_\_\_\_\_ →Please refer to the enclosed instruction sheet before making your entries. **An estimate is acceptable if a book figure is not available. Exclude intracompany transfers.**

Key code	2004			
	Bil.	Mil.	Thou.	Dol.
002				

**Item 4B E-COMMERCE RECEIPTS/REVENUE**

E-commerce includes sales and receipts from any transaction completed over an Internet, extranet, EDI network, electronic mail or other online system. Transactions are agreements between buyers and sellers to transfer ownership of, or rights to use, goods or services. Payment for these goods and services may or may not be made online. Please see the General Instruction sheet for further clarification before completing this item.

**An estimate is acceptable if a book figure is not available.**

1. Did your firm have e-commerce receipts/revenue during 2004?

- 1 Yes – Enter the date your firm began e-commerce sales. →
- 2 No – Continue to Item 4C.

0010

Month (i.e., June=06)      Year (i.e., 2004=04)

Month (i.e., June=06)	Year (i.e., 2004=04)

2. What was your firm's e-commerce receipts/revenue for 2004? (**Include** e-commerce receipts/revenue in Item 4A. **Exclude** sales taxes.) →

Key code	2004			
	Bil.	Mil.	Thou.	Dol.
005				

&lt; Please continue to Item 4C. &gt;

**Item 4C OPERATING EXPENSES****1. Cost of Contract Labor**

**Line 1** – Report payments made to suppliers for leased employees and temporary help such as office workers, provided they are **not on your payroll**, but **are supervised** by your firm. **Exclude** payments for services of persons supervised by the supplying firm, such as legal, accounting, janitorial, security, and building maintenance services.

**2. Expensed Materials and Supplies (not for resale)**

**Line 2a** – Report the cost of expensed computer hardware and packaged software. **Include** hardware such as servers, CPUs, monitors, and network devices; computer software purchased under licensing agreements, and computer software license fees; and other expensed business equipment, such as copiers, fax machines, and telephones. **Exclude** leased and/or rented equipment.

**Line 2b** – Report the cost of expensed materials, parts, and supplies, which are used as part of the services you provide. **Include** office and janitorial supplies, small tools, computer-related supplies (such as cartridges and computer paper), packaging and containers, and medical supplies. **Exclude** fuels for motor vehicles, and leased and/or rented materials, parts, and supplies.

**3. Expensed Purchased Services**

**Line 3a** – Report the cost of expensed custom coded software. **Include** computer-related services such as adaptation of off-the-shelf software, system design and support services, web design, and web hosting. **Exclude** computer-related communications costs.

**Line 3b** – Report the cost of data processing, computer consulting, and other purchased computer services. **Include** computer input preparation, data storage, computer time rental, microfilm imaging, and optical scanning services. **Exclude** payroll processing, credit card transaction fees, and fees for the management and operation of your data processing facilities.

**Line 3c** – Report the cost of telephone, cellular, pagers, and fax services; and computer-related communications such as Internet, connectivity, on-line, and other communication services.

**Line 3d** – Report the cost of purchased electricity. If electricity is included in a lease or rental payment, report these costs below.

**Line 3e** – Report the cost of purchased fuels for heating, power, and generating electricity. **Include** the cost of natural gas. If the cost of fuels are included in a lease or rental payment, report these costs below.

**Line 3f** – Report the cost of administrative and professional services such as management consulting, legal, accounting, auditing, bookkeeping, actuarial, payroll processing, marketing, advertising, architectural, engineering, and fees for the management and operation of your data processing facilities.

**Line 3g** – Report lease and rental costs for land, buildings, offices, structures, machinery, and equipment. **Include** lease and rental of transportation equipment without operators; and penalties incurred for broken leases. **Exclude** payments by your firm to your parent company or organization (or any of its subsidiaries) for use of assets owned by them and installment payments for assets obtained through capital lease agreements.

**Line 3h** – **Include** purchased transportation (with operators); travel and lodging; shipping and warehousing; postage and package delivery; water, sewer, and refuse removal; janitorial, security, parking, and grounds maintenance; purchased repair and maintenance; and all other purchased services. **Exclude** annual payroll, employer's contributions to employee benefits plans, fuels for motor vehicles, insurance, depreciation, taxes and licenses, bank charges associated with maintaining accounts, investment and brokerage fees, and credit card transaction fees.

**Line 4b** – **Include** annual payroll on a **cash** basis, employer's contributions to employee benefits plans on a **cash** basis, fuels for motor vehicles, insurance, depreciation, taxes and licenses, bank charges associated with maintaining accounts, investment and brokerage fees, credit card transaction fees, royalties, and all other operating expenses. **Exclude** interest expense.

**An estimate is acceptable if a book figure is not available.**

**Include only purchases from external vendors.**

**Exclude capitalized costs.**

	Key code	2004			
		Bil.	Mil.	Thou.	Dol.
<b>1. Cost of Contract Labor</b>	<b>1287</b>				
<b>2. Expensed Materials and Supplies (not for resale)</b>					
<b>a.</b> Computer and other business equipment and supplies (including packaged software)	<b>1299</b>				
<b>b.</b> Other materials, parts, and supplies	<b>1300</b>				
<b>3. Expensed Purchased Services</b>					
<b>a.</b> Custom coded software (including adaptation of off-the-shelf software) and system design and support services	<b>1302</b>				
<b>b.</b> Data processing and other purchased computer services	<b>1303</b>				
<b>c.</b> Purchased communication services	<b>1282</b>				
<b>d.</b> Purchased electricity	<b>1283</b>				
<b>e.</b> Purchased fuels (except motor fuels)	<b>1304</b>				
<b>f.</b> Purchased management consulting, administrative services, and other professional services	<b>1305</b>				
<b>g.</b> Lease and rental payments	<b>807</b>				
<b>h.</b> All other purchased services	<b>1307</b>				
<b>4. Other Operating Expenses</b>					
<b>a.</b> Contributions, gifts, and grants paid	<b>009</b>				
<b>b.</b> Other operating expenses	<b>1385</b>				
<b>5. TOTAL OPERATING EXPENSES (Sum of lines 1–4)</b>	<b>003</b>				



# SERVICE ANNUAL SURVEY

## Grantmaking, Civic, Professional, and Similar Organizations

### GENERAL INSTRUCTIONS

Your report should be completed and returned in the preaddressed envelope provided on or before the due date. **If the report does not appear to apply to your kind of business or activity, describe your business or activity in Item 1 and complete the remainder of the form as accurately as possible.**

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 the

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

or call our Census Bureau representative in Jeffersonville, Indiana at 1-800-772-7851, weekdays from 8:30 a.m. to 5:00 p.m., eastern time.

**Always include** your identification number, located in the address label, in any correspondence.

IF BOOK FIGURES ARE NOT AVAILABLE, ESTIMATES ARE ACCEPTABLE.

Please read all instructions before making your entries.

Report data for the calendar year specified. If calendar year records are not available, we will accept fiscal year data. Please note, however, that we prefer estimates for the calendar year to book figures covering a different time period. Report all values in dollars (omit cents). Enter "0" in items where appropriate. Please do not combine data for two or more items.

For location(s) sold or acquired during the year specified, report only for the period that the locations were operated by this firm.

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## SPECIFIC INSTRUCTIONS

### Revenue

Except for firms operating on a commission basis, report revenue for all services rendered and any sales of merchandise for the calendar year specified, even though payment may have been received at a later date. **Firms operating on a commission basis should report commissions, fees, and other operating income, not gross billings or sales.**

#### **Include -**

- Program service revenue for services provided in 2004, whether or not payment was received in 2004.
- Gross sales of merchandise, minus returns and allowances.
- Income from interest, dividends, gross rents (including display space rentals and share of receipts from departments operated by other companies), royalties, and other investments.
- Net gains (or losses) from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).

#### **Include - Continued**

- Gross contributions, gifts, and grants (whether or not restricted for use in operations).
- Dues and assessments from members and affiliates.
- Commissions earned from the sale of merchandise owned by others (including commissions from vending machine operators).
- Gross receipts from fundraising activities.

#### **Exclude -**

- Sales and other taxes collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- Gross receipts of departments or concessions operated by other companies.
- Amounts transferred to operating funds from capital or reserve funds.

# **SERVICE ANNUAL SURVEY**

## **Grantmaking, Civic, Professional, and Similar Organizations**

### **SPECIFIC INSTRUCTIONS – Continued**

#### **E-commerce Revenue**

(In the following instructions, online refers to any transaction completed over an Internet, extranet, EDI network, electronic mail or other online system.)

##### ***Include –***

- Revenue from online orders for goods or services placed by a buyer.
- Revenue from online services provided where charges are based on the usage of those services (e.g., commissions or fees from use of computerized reservation systems, financial transaction processing systems, etc.)
- Commissions or fees from the trading of securities or the sale of other financial products online (e.g., insurance, loans, etc.).
- Commissions or fees from selling or from facilitating the sale of third party products (e.g., click-through including referral fees) through your company's Web site.
- Revenue from orders or contracts negotiated online with a buyer and seller on the price and terms for transferring ownership or the rights to use goods or services.
- Revenue from telephone transactions using interactive voice response systems.

##### ***Exclude –*** revenue from:

- Online billings where the order or contract was not negotiated online.
- Delivery of services online where the order or contract was not negotiated online.
- Provision of telecommunications and related infrastructure systems (e.g., data transfer, Web hosting, Internet access) where the order or contract for such services was not negotiated online.
- Orders for goods or services placed by facsimile machine or over switched telephone network.

#### **Expenses**

Report costs incurred during the survey year specified even though payments may have been made at a later date.

##### ***Include –***

- Payroll and employee benefits.
- Interest and rent expenses.
- Supplies used for operating your business, cost of merchandise sold, and other expenses allocated to operations during the year.
- Contracted or purchased services.
- Fees paid to other organizations for fundraising.
- Depreciation expenses.
- Expenses of locations providing support services (e.g., repair services, administrative services, etc.) for your service establishments.
- Program service grants, specific assistance to individuals, and benefits paid to or for members.

##### ***Exclude –***

- Sales and other taxes collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- Outlays for the purchase of real estate (land and buildings); for construction; for additions, major alterations, and improvements to existing facilities; and all other capital expenditures.
- Funds invested.
- Income taxes.
- Assessments (dues) paid to the parent or other chapters of the same organization.
- **For firms engaged in raising funds –** Funds which are transferred to charities or other organizations.