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Survey of Small Business Finances: Follow-up Questionnaire

*This questionnaire is to be completed by the primary owner of the firm. Please provide an answer for each question by checking the appropriate box or recording an answer. If you answer questions #6 and #7, you do NOT need to provide an answer to question #8. Additional clarification of terms and questions is provided on the back, if necessary. Please return the completed page to the National Opinion Research Center in the enclosed postage paid envelope. **Thank You!***

1.	Was the business in operation under the direction of one or more of the current owners during December 1998?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Is this the headquarters or main office of your firm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Does another company own 50% or more of the firm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Is your firm a for-profit organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Is your firm owned by a local, state, or federal government agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	How many <u>owners</u> worked in your firm during a typical pay period in 1998? (If you are not sure of the precise number, please give an estimate.)	Number: _____
7.	Other than owners, how many individuals worked for your firm during a typical pay period in 1998? (If you are not sure as to the precise number, please give an estimate.)	Number: _____
8.	<p><i>If you did not provide an answer to 6 or 7 above, please answer this question:</i></p> <p>Please indicate the approximate number of individuals, including owners, that worked for your firm during a typical pay period in 1998?</p>	<input type="checkbox"/> Less than 5 <input type="checkbox"/> Between 5 and 9 <input type="checkbox"/> Between 10 and 19 <input type="checkbox"/> Between 20 and 49 <input type="checkbox"/> Between 50 and 99 <input type="checkbox"/> Between 100 and 499 <input type="checkbox"/> Greater than or equal to 500 <input type="checkbox"/> Don't Know
9.	What is the principal activity of the business? That is, what does the business do or make?	_____ _____ _____ _____

1. Your firm would apply if it was in business for any part of December 1998, even for one day, under the current ownership.
2. This refers to the office in which financial decisions are made. Other locations of the firm such as a branch office, retail outlet, warehouse, or the like do not fit this criteria unless the headquarters of the firm is also located there. In some cases, the headquarters will also be the residence of the owner.
3. This applies to your firm if it is a subsidiary of another firm, as long as that other firm does not own 50% or more of the business. This does not apply if a holding company owns 50% or more of your firm. A holding company is a corporation that owns enough stock in another corporation to influence its board of directors, and therefore control its policies and management.

A franchise is a right granted by a large business chain (e.g. fast-food company) allowing an investor to operate an outlet for its product or service by using its chain name and management know-how. Being franchised does not necessarily mean over 50% ownership by another company. Therefore, franchised firms could be included.
4. Most businesses are "for-profit" firms. For-profit firms may report either profits (revenues are larger than expenses), or losses (expenses are larger than revenues) in any given year. Even if a firm has losses, it is probably a for-profit enterprise. The key factor is whether profits go to the owners. If so, the firm is for-profit.

In order to be a non-profit or not-for-profit firm, the business must be recognized by the IRS as non-profit. Examples of non-profit firms are membership organizations such as business associations, labor organizations, civic and social organizations, religious groups, political groups, and collective or cooperative organizations.
5. Firms owned by local (city, county), state, or federal government, or by government agencies do not apply. Firms that do apply might include fire departments, police departments, sewage or public utilities such as gas and electric companies. If they are privately owned (although they may hold a government contract or charter to provide these services), they fit the criteria. Furthermore, private firms that do work for or have business contracts with government agencies are also eligible.
6. This question establishes the number of owners actively working at the firm, not the number of people who own the firm. A firm may have multiple owners, where none or only some of which work at the firm.
7. Individuals working for the firm should be counted if they were on the payroll or not. Individuals, including friends and family, are considered as working for the firm if they are on the payroll, or if taxes and FICA contributions were deducted from gross pay, or if they received profits, sales commissions or payment in the form of other non-monetary goods and services, such as room and board, from the firm. Contractors and people provided by a temp agency, even if they work on the premise of the firm, are generally NOT considered employees. Finally, full-time and part-time employees are counted in the same way. One full time and three part time individuals is equal to four employees (1 + 3).
8. If you don't know or don't want to provide the exact number of workers, you may select a range instead.
9. Principal activities can include services as well as the manufacturing of a product. For example, if "Selling" - wholesale or retail?; if "Domestic Labor" - in own home or outside?; if "Manufacturing" - what product?; if "Oil Business" - is that drilling, refining, manufacturing by-products, selling, etc.?; if "Lumber" - is that logging, sawmills, selling, etc.?; if "Automotive" - is that manufacturing, repair, sales, etc.?; if "Textiles" - is that manufacture of fabrics or materials or apparel and finished goods?.