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# OFFICE AND STORE MACHINERY MANUFACTURERS

1961

The list of firms normally included in this report  
has been omitted from this issue, along with  
certain tables. See introductory text for details.

## ANNUAL CENSUS OF MANUFACTURES

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## SYMBOLS

The interpretation of the symbols used in the tables throughout this publication is as follows:

... figures not appropriate or not applicable.

— nil or zero.

## EXPLANATORY NOTES

This report is one in a series of about 140 publications which present the results of the 1961 Census of Manufactures. Most reports in this series refer to specific industries, but there are summary reports for Canada and the provinces and for major industry groups. Implementation of the new definition of the establishment in the 1961 Census has resulted in certain changes and necessitated some adjustments to the statistics for previous years in order to maintain comparability of the data. (See following note on "Establishment".)

Industry statistics given in these reports refer to number of establishments, employees, salaries and wages, cost of materials, supplies, fuel and electricity, gross value of shipments, inventories and value added by manufacturing. Details of materials used and products shipped are also given. Descriptions of the principal industry statistics, with special reference to 1961, are as follows:

### Period Covered

Firms are asked to submit figures for the calendar year, if at all possible, and most reports are on this basis. Financial year reports for periods differing from the calendar year are accepted in instances where the firms find it impossible to supply calendar year data from accounting records. However the data on employees, salaries and wages are requested on a calendar year basis in all cases.

### Establishment

The reporting unit in the Census of Manufactures is the **establishment**. Beginning with the 1961 Census, the establishment is defined as follows:

The smallest unit which is a separate operating entity capable of reporting all the following:

- Materials and supplies used,
- Goods purchased for resale as such,
- Fuel and power consumed,
- Number of employees and their pay,
- Inventories,
- Shipments or sales.

The establishment is to be distinguished from smaller subdivisions or departments which do not have records which permit them to report all items required of an establishment. Prior to 1961, some establishments were required to submit two or more separate reports when they were engaged in operations which were classifiable to different industries. Beginning with 1961, separate reports for such operations will be required only in cases where accounting records can provide all the elements of principal statistics enumerated above. Special reporting arrangements were made with respondents when the acceptance of combined reports would have seriously affected the statistics for particular industries or areas. Where continuity of industry statistics was affected by this change in reporting procedures, adjustments to the data were made back to 1957 in order to maintain comparability of the series for recent years.

A manufacturing establishment is typically a factory, mill or plant principally engaged in manufacturing operations. Prior to 1961, the Census of Manufactures attempted to cover the manufacturing activities of all establishments, whether or not they were principally engaged in manufacturing operations. Beginning with the 1961 Census, establishments (accounting entities) which are not primarily engaged in manufacturing are no longer included as manufacturing establishments in the basic industry statistics. Again adjustments to the industry statistics were made to reflect the removal of such reporting units for the period 1957-1960. These reporting units are now listed as establishments in other Bureau industry surveys, such as Wholesale Trade, Construction, etc. In order, however, to maintain complete coverage of certain commodity items produced mainly in manufacturing establishments, many non-manufacturing establishments are now surveyed for commodity shipments only and the latter are included in those tables of industry reports showing shipments of certain commodities "from all industries".

Many firms have more than one manufacturing establishment. Such firms are requested to submit a separate Census of Manufactures report for each manufacturing establishment which can meet the reporting requirements described earlier.

Prior to 1961, the main emphasis in the Census of Manufactures was on manufacturing activity whereas, beginning with 1961, each establishment reports on the total operations carried out within its accounting boundaries (except income from investments such as rent, interest and dividends). However, data on different activities (manufacturing, selling, construction by own labour force etc.) are requested separately. The 1961 statistics in this report are confined to manufacturing activity in order to maintain comparability with previous years. In the 1962 reports it is planned to show both 1961 and 1962 data on the "total activity" basis in addition to the data on manufacturing operations.

### Employees

Administrative and office employees include all executives and supervisory officials such as presidents, vice-presidents, secretaries, treasurers, etc., together with managers, professional and technical employees, superintendents and factory supervisors above the working foremen level, and clerical employees. Working owners and partners are also included in this category but will be shown separately in subsequent years.

Production and related workers include all other factory workmen whether paid on a monthly, weekly, hourly or piece-work basis. Working foremen doing work similar to that of the employees they supervise are included, as are maintenance, handling, warehousing and delivery staff. Employees on new construction work, in retail or wholesale operations, on outside piece work, etc., are not included.

Production workers are reported by months, an average for the year being obtained by summing the monthly figures and dividing by twelve. This procedure is followed even though the plant did not operate in all months. Figures on employment refer to the calendar year whether or not some establishments reported other data on a financial year basis.

### **Salaries and Wages**

Salaries and wages refer to gross earnings of the employees described above, including salaries, wages, commissions, bonuses, the value of room and board where provided, deductions for income tax and social services such as sickness and unemployment insurance, pensions, etc., as well as any other allowances forming part of the employees' wages. Payments for overtime are included.

Salaries refer to amounts paid to administrative and office employees. Withdrawals by working owners or partners for normal living expenses for self and family are included with salaries, but will be shown separately in subsequent years. Wages refer to the amounts paid to production and related workers as defined above. Data on earnings refer to the calendar year whether or not some establishments reported other data on a financial year basis.

### **Cost of Fuel and Electricity**

Figures for fuel refer to amounts actually used (including fuel used in cars and trucks), not to purchases unless the quantities are the same. Values refer to the laid-down cost at the establishment including freight, duty, etc.

### **Materials and Supplies Used**

Figures represent quantities and laid-down cost values, at the establishment, of materials, supplies and components actually used during the year whether purchased from others or received as transfers from other plants of the reporting company. Amounts paid to other manufacturers for work done on materials owned by the reporting company are included. Returnable containers or any other items charged to capital account are not included. Fuels are not included. Goods bought from others or received as transfers from other plants or reporting companies for resale without further processing are not included. Maintenance and repair supplies not chargeable to capital account are included.

### **Factory Shipments**

Factory shipments generally refer to shipments of goods made from own materials either in the reporting establishments or by other manufacturers on the basis of a charge to the reporting establishment for work done. All products and by-products shipped from the establishment are included whether for domestic use, export, or for government departments. Transfer shipments to sales outlets, distributing warehouses or to other manufacturing units of the reporting firm which are treated as separate establishments are included. Goods bought or received as transfers and resold without further processing are not included. Values are requested

on f.o.b. establishment basis, and do not include sales tax or excise duties. Values of containers not returnable are included. Amounts received in payment for work done on materials owned by others are included.

In a few industries such as shipbuilding, aircraft, etc., where work on principal products extend over a relatively long period, the value of production is recorded rather than the value of shipments. For those industries production is computed from the value of deliveries of complete units during the year plus the value of work done during the year on unfinished units less the value of work done in previous years on finished units delivered in the year under review.

### **Inventories**

Values represent the book value of manufacturing inventory. Figures consist of inventory at the plant and at warehouses or selling outlets which are treated as extensions of the plants for the purpose of reporting shipments.

### **Value added by Manufacturing**

Value added is compiled by deducting the cost of materials, fuel and electricity consumed from the value of production (value of shipments adjusted for changes in the value of inventories of finished goods and goods in process). Value added is sometimes referred to as net production.<sup>1</sup>

### **Standard Industrial Classification**

The revised Standard Industrial Classification which was introduced with the 1960 Census of Manufactures provides for a breakdown of the universe into 140 industries arranged in 20 major groups compared with 135 industries in 17 major groups in the old classification which was used in the compilations for the years 1949 to 1959 inclusive. Full details are contained in the Standard Industrial Classification Manual, Catalogue No. 12-501, which is available from either the Queen's Printer or the Dominion Bureau of Statistics. Reporting establishments are classified or allotted to specific industries on the basis of the value of principal products made or shipped.

Establishments engaged solely in repair work are not included in manufacturing industries (except in the case of furniture, shipbuilding, boat building, aircraft and railroad rolling stock industries) but establishments principally engaged in assembling parts into complete units are included.

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<sup>1</sup> To arrive at the National Accounts concept of "gross domestic product at factor cost", it would be necessary to subtract also the cost of advertising, insurance and other business costs which are not collected in the annual Census of Manufactures. Value added figures for the primary industries, manufacturing and construction are published in D.B.S. publication 61-202, Survey of Production.

### Short Forms

Since 1949, in order to ease the reporting burden for smaller firms, a one-page short form has been used asking only for certain principal items of shipments. For purposes of publication, missing data were estimated on the basis of appropriate ratios. For the 1959 and 1960 censuses the general limit for short forms was raised from \$50,000 to \$100,000 value of shipments and a new intermediate form was used. This form is a shortened version of the long form in that some of the general questions were pared down and the detailed lists of materials and products were limited to the more important items. The general limits for firms in this category were set at between \$100,000-\$500,000 value of shipments, but in the case of both the short and inter-

mediate forms there are lower cut-offs for a number of industries in which the smaller firms account for a larger share of total shipments.

In the 1961 Census, in addition to the question on shipments of goods of own manufacture, questions on employment and payroll and on total revenue were added on all short forms. The other elements of principal statistics, viz. value of materials, fuel and electricity, and inventories, are generally estimated by using ratios based on the change in the value of shipments from year to year. This is to permit the complete compilation of basic industry statistics by industry and by geographic location. The proportion of the estimated data is generally less than 5 per cent of the total in each category of principal statistics.



## OFFICE AND STORE MACHINERY MANUFACTURERS

1961

Data presented in this report reflect implementation of the revised Standard Industrial Classification (S.I.C.) and the New Establishment Concept which are being used by the Dominion Bureau of Statistics in its compilation of 1961 industry statistics—see items "Standard Industrial Classification" and "Establishment" in the Explanatory Notes section of this report. For statistical purposes the industry titled Office and Store Machinery Manufacturers in the revised Standard Industrial Classification covers the operations of establishments primarily engaged in manufacturing office and store machinery such as typewriters, cash registers, coin-operated vending machines, mechanical computing machines, and scales and balances. Establishments **primarily** engaged in manufacturing electronic computers, data processors and control devices, are included in Industry 339—Manufacturers of Miscellaneous Electrical Products.

The introduction of the new definition of establishment (reporting units) in the 1961 Census of Manufactures has resulted in certain changes and necessitated some adjustments to the statistics. In

the case of the industry under review such changes were of a minor nature.

As a result of increased work loads and staff shortages it has been necessary to suspend publication of certain tables normally contained in this report. It is planned to resume publication of these tables in the 1962 reports. In general the tables affected are the following: Directory of firms—Imports—Exports—Capital and Repair Expenditures.

**Note:** Due to lack of inventory data, figures for value added by manufacture prior to 1954 were obtained by subtracting the cost of materials used, including fuel and electricity from the total value of factory shipments. In 1954 and 1955 the "value added" adjustment incorporated the increase or decrease to shipments values resulting from changes in the value of inventories over the period. For these two years, the adjustments that were made used only the change in finished product inventory owned by manufacturers. Beginning with 1956 the calculation of the "Value added" figure was further adjusted to take into account the "Goods in process" as well as the finished goods held at plant or plant warehouse.

**TABLE 1. Principal Statistics: Office and store Machinery Manufacturers by Provinces, 1957 - 61**

Basis: Revised Standard Industrial Classification and New Establishment Concept.

Year and Province	Estab- lish- ments	Em- ployees	Salaries and wages	Cost of fuel and electricity at plant	Cost at plant of materials used	Value added by manufacture <sup>1</sup>	Value of factory shipments
	number		dollars				
<b>1957</b>							
Quebec .....	4	} 758	2, 192, 847	44, 095	2, 035, 604	<sup>1</sup>	6, 401, 611
British Columbia .....	1						
Ontario .....	15	3, 114	12, 123, 493	191, 062	25, 833, 076		56, 266, 756
<b>Canada .....</b>	<b>20</b>	<b>3, 872</b>	<b>14, 316, 340</b>	<b>235, 157</b>	<b>27, 868, 680</b>		<b>62, 668, 367</b>
<b>1958</b>							
Quebec .....	6	} 543	1, 650, 466	42, 874	1, 684, 078	2, 997, 623	5, 103, 839
British Columbia .....	1						
Ontario .....	16	2, 624	11, 916, 119	198, 886	20, 027, 136	28, 097, 801	49, 385, 323
<b>Canada .....</b>	<b>23</b>	<b>3, 167</b>	<b>13, 566, 585</b>	<b>241, 760</b>	<b>21, 711, 214</b>	<b>31, 095, 424</b>	<b>54, 489, 162</b>
<b>1959</b>							
Quebec .....	6	} 360	1, 064, 760	40, 323	1, 572, 916	2, 695, 246	4, 184, 939
British Columbia .....	1						
Ontario .....	15	2, 744	13, 526, 547	219, 797	25, 371, 386	27, 751, 485	51, 564, 483
<b>Canada .....</b>	<b>22</b>	<b>3, 104</b>	<b>14, 591, 307</b>	<b>260, 120</b>	<b>26, 944, 302</b>	<b>30, 446, 731</b>	<b>55, 749, 422</b>
<b>1960</b>							
Quebec .....	5	} 293	1, 145, 343	36, 761	1, 237, 937	2, 848, 210	4, 094, 644
British Columbia .....	1						
Ontario .....	16	2, 995	14, 415, 072	210, 584	35, 319, 375	34, 120, 955	69, 441, 600
<b>Canada .....</b>	<b>22</b>	<b>3, 288</b>	<b>15, 560, 415</b>	<b>247, 345</b>	<b>36, 557, 312</b>	<b>36, 969, 165</b>	<b>73, 536, 244</b>
<b>1961</b>							
Quebec .....	5	318	1, 150, 477	31, 841	1, 289, 041	3, 854, 616	4, 989, 661
Ontario .....	20	3, 114	15, 441, 316	251, 719	39, 965, 058	44, 645, 179	82, 833, 730
<b>Canada .....</b>	<b>25</b>	<b>3, 432</b>	<b>16, 591, 793</b>	<b>283, 560</b>	<b>41, 254, 099</b>	<b>48, 499, 795</b>	<b>87, 823, 391</b>

<sup>1</sup> Because of lack of inventory data, "Value added" is not available for 1957.**TABLE 2. Inventories:<sup>1</sup> Office and Store Machinery Manufacturers, 1961**

Province	Raw materials and supplies	Goods in process	Finished goods of own manufacture	Total
	dollars			
Opening:				
Quebec .....	515, 665	69, 197	1, 083, 274	1, 668, 136
Ontario .....	12, 408, 730	6, 378, 902	9, 389, 826	28, 177, 458
<b>Canada .....</b>	<b>12, 924, 395</b>	<b>6, 448, 099</b>	<b>10, 473, 100</b>	<b>29, 845, 594</b>
Closing:				
Quebec .....	606, 574	244, 386	1, 093, 922	1, 944, 882
Ontario .....	13, 632, 277	6, 443, 786	11, 353, 168	31, 429, 231
<b>Canada .....</b>	<b>14, 238, 851</b>	<b>6, 688, 172</b>	<b>12, 447, 090</b>	<b>33, 374, 113</b>

<sup>1</sup> (a) Book value of all manufacturing inventories owned and held at plant and plant warehouses.

(b) The opening inventory for 1961 differs from the closing inventory for 1960 because of the receipt of revised data, the inclusion of new establishments, the removal of figures for establishments which did not operate in 1961, changes in classification and the implementation of the New Establishment Concept.

TABLE 3. Factory Shipments: Office and Store Machinery Manufacturers, 1961

Item	Quantity shipped	Value of factory shipments
	No.	\$
Adding machines .....	8,336	1,509,082
Typewriters — Standard .....	35,222	4,189,306
Portable .....	36,957	2,160,497
Electric .....	17,953	5,477,841
Other office machinery, including cash registers, calculating machines, card sorting machines, accounting machines etc. (excluding parts) .....	...	53,937,477
Scales .....	11,860	3,898,900
Parts for office, store and business machinery .....	...	5,895,138
All other products .....	...	5,474,257
Amount received for repair work .....	...	5,555,962
Less adjustments for value of sales taxes, excise duties, and outward transportation charges which were not deducted from individual commodity items detailed above .....	...	275,069
<b>Total</b> .....	...	<b>87,823,391</b>

Note: Data given in the above table reflect totals by firms classified as "Office and Store Machinery Manufacturers" see text for definition. These products may have been made also as minor products of firms classified to other industries, so the figures in this table do not necessarily represent the total Canadian production of the items which are listed. For the total figures of some of the major items, see Table 3.

TABLE 4. Materials Used: Office and Store Machinery Manufacturers, 1961

Material	Quantity	Cost at works
		\$
Castings (rough and semi-finished received from foundry):		
Iron (gray and malleable) .....	ton 261	90,846
Steel .....	" 14	7,523
Steel (except alloy and tool steel):		
Bars .....	" 67	17,264
Plates (3/16 in. and thicker) .....	" 11	2,030
Sheets (under 3/16 in.) .....	" 392	100,259
Structural shapes, unfabricated (channels, angles, etc.) .....	" 501	152,437
Alloy and tool steel in all forms (including stainless) .....	...	129,057
Other iron and steel .....	...	179,569
Non-ferrous metals in all forms:		
Aluminum — Castings .....	lb. 30,622	42,636
Other forms .....	" 95,992	51,836
Brass and bronze .....	" 2,488	1,437
Lead .....	" 20,561	2,622
Nickel .....	" 115	96
Zinc .....	" 139,514	40,293
Other non-ferrous metals .....	...	2,359
Other materials and supplies:		
Paints and varnishes .....	...	16,894
Lumber .....	M bd. ft. 48	5,638
Shipping containers .....	...	303,694
All other materials <sup>1</sup> (including components) .....	...	40,107,609
<b>Total</b> .....	...	<b>41,254,099</b>

<sup>1</sup> No detailed information on materials used was collected from small establishments. The total estimated value of materials used by these establishments is \$673,888 and this amount is included in "All other materials".

**TABLE 5. Factory Shipments of Office and Store Machinery (from All Industries), 1961**

Item	Quantity shipped	Value of factory shipments
	No.	\$
Accounting machines .....	1	1
Adding machines .....	8,336	1,509,082
Addressing and mailing machines .....	1	1
Cash registers .....	1	1
Calculating machines .....	1	1
Card-sorting and tabulating machines .....	1	1
Duplicating machines .....	1	1
Meat-slicing machines .....	839	365,152
Scales:		
For stores, homes and offices .....	89,284	1,323,937
Industrial:		
Bench or portable type .....	4,334	1,035,380
Built-in or pit type .....	934	1,907,201
Typewriters:		
Standard, including long carriage .....	35,222	4,189,306
Portable .....	36,957	2,160,497
Electric .....	17,953	5,477,841
Time recording, job recording and time stamping machines .....	1	1
Other office and business machinery .....	...	53,518,484
Other store machinery .....	...	243,516
Parts for office, store and business machinery .....	...	5,895,138

<sup>1</sup> Included with "Other office and business machinery" to avoid disclosure of individual firms.

**TABLE 6. Principal Statistics classified according to Type of Ownership: Office and Store Machinery Manufacturers, 1961**

Type	Estab-lish-ments	Em-ployees	Salaries and wages	Cost of fuel and electricity at plant	Cost at plant of materials used	Value of factory shipments
	number		dollars			
Individual ownership .....	2	3,432	16,591,793	283,560	41,254,099	87,823,391
Incorporated companies .....	23					
<b>Totals .....</b>	<b>25</b>	<b>3,432</b>	<b>16,591,793</b>	<b>283,560</b>	<b>41,254,099</b>	<b>87,823,391</b>

**TABLE 7. Principal Statistics grouped according to Selling Value of Factory Shipments: Office and Store Machinery Manufacturers, 1961**

Establishments reporting factory shipments	Estab-lish-ments	Em-ployees	Salaries and wages	Cost of fuel and electricity at plant	Cost at plant of materials used	Value of factory shipments
	number		dollars			
\$ 10,000 to \$ 99,999 .....	4	23	82,990	3,100	74,616	200,564
100,000 " 199,999 .....	4	54	246,759	6,004	234,588	578,281
200,000 " 499,999 .....	5	111	495,253	15,322	907,912	1,739,548
1,000,000 and over .....	12	3,244	15,766,791	259,134	40,036,983	85,304,990
<b>Totals .....</b>	<b>25</b>	<b>3,432</b>	<b>16,591,793</b>	<b>283,560</b>	<b>41,254,099</b>	<b>87,823,391</b>

TABLE 8. Employees and their Earnings: Office and Store Machinery Manufacturers, 1961

Province	Employees					Earnings		
	Supervisory and office		Production workers		Total	Supervisory and office	Production workers	Total
	Male	Female	Male	Female				
	number					dollars		
Quebec .....	92	58	133	35	318	550,390	600,087	1,150,477
Ontario .....	615	322	1,792	385	3,114	5,089,611	10,351,705	15,441,316
Canada .....	707	380	1,925	420	3,432	5,640,001	10,951,792	16,591,793

TABLE 9. Production Workers, By Months: Office and Store Machinery Manufacturers, 1961

Month	Establishment reporting monthly detail <sup>1</sup>	
	Male	Female
January .....	1,852	394
February .....	1,858	399
March .....	1,872	408
April .....	1,831	409
May .....	1,824	411
June .....	1,832	412
July .....	1,787	404
August .....	1,816	419
September .....	1,809	397
October .....	1,822	403
November .....	1,835	410
December .....	1,849	409
Average for establishments reporting monthly detail .....	1,835	405
Average estimated for small establishments <sup>2</sup> .....	90	15
Average for all establishments .....	1,925	420

<sup>1</sup> The number of production workers by months was collected only for large establishments.

<sup>2</sup> The monthly detail of production workers was not collected from small establishments. Only annual averages were collected from these establishments.

TABLE 10. Fuel and Electricity Used: Office and Store Machinery Manufacturers, 1961

Kind	Quantity	Cost at plant
		\$
1. Establishments reporting commodity detail: <sup>1</sup>		
Bituminous coal:		
(a) From Canadian mines .....	ton 410	4,948
(b) Imported .....	" 127	1,557
Anthracite coal .....	" 1,132	13,075
Gasoline, including gasoline used in cars and trucks .....	Imp. gal. 11,538	4,792
Fuel oil .....	" 856,656	81,531
Liquefied petroleum gases .....	" 31,905	6,381
Natural gas .....	M cu. ft. 21,246	22,386
Electricity purchased .....	kwh. 12,761,294	130,336
2. Estimate for establishments for which no data were collected: <sup>2</sup>		
Cost of fuel and electricity .....	...	18,554
3. All establishments:		
Total cost of fuel and electricity .....	...	283,560

<sup>1</sup> Large establishments.

<sup>2</sup> Small establishments.

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