

2010 Annual Services Report Service Annual Survey

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



Human Resources and Executive Search Consulting Services

FORM

SA-54161

REPORT DUE

140 SAS_G
541612

Need help or have questions?

Call 1-800-772-7851

M-F, 8:30 a.m. - 5:00 p.m. EST

or

Visit our web site:

www.census.gov/econhelp/sas

or

Write to:

U.S. Census Bureau

1201 East 10th Street

Jeffersonville, IN 47132-0001

(Please correct any errors in name, address, and ZIP Code.)

Internet Reporting

To complete this report online go to: www.census.gov/econhelp/sas
Click on "Census Taker" and enter your username and password to login.

Username:

Password:

YOUR RESPONSE IS REQUIRED BY LAW

Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau.

YOUR RESPONSE IS CONFIDENTIAL BY LAW

Title 13, United States Code, requires that your response 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**.

YOUR RESPONSE IS IMPORTANT

The services industries account for nearly 70 percent of all economic activity. We conduct this survey to obtain timely, comprehensive, and consistent measures needed by policy-makers, businesses, and the public to accurately assess domestic economic performance.

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1 REPORT COVERAGE

This report covers all domestic locations operated by your company and its subsidiaries primarily engaged in providing human resources and executive search consulting services. Activities include providing advice and assistance on issues such as human resource and personnel policies, practices, and procedures; employee benefits planning, communication, and administration; compensation systems planning; wage and salary administration; and executive search and recruitment.

Does the above coverage describe this firm's business activity?

- 0001 Yes - **Go to 2.**
- No - **Specify the firm's business activity and complete the report where applicable beginning with 2.** ↴

0002

2 REPORT PERIODS

What periods of time will this data represent?

- Report data for the 2010 calendar year if possible.
- For locations that were sold or acquired during the year, only report for the periods that this firm operated the locations.

- 0006 2010 calendar year - **Go to 3.**
- Other than calendar year - **Enter the periods this report will cover** (e.g., fiscal years, periods with less than a full calendar year). →

2010		
From		
Month	Day	Year
To		
Month	Day	Year

0007

0008

54161021



3 OPERATING REVENUE

Report the total operating revenue for this firm's locations defined in 1 for the following categories.

- Enter "0" where applicable.
- Estimates are acceptable.
- Do not combine data for two or more detail lines.

Exclude:

- Transfers made within the company.

Management Consulting Services

Report implementation services not combined with consulting services in line 9.

Mark "X" if None

2010 Operating Revenue

	\$ Bil.	Mil.	Thou.	Dol.
3161				
3162				
3163				
3164				
3165				
3166				
3167				
3168				
1560				
1800				

- 1. Strategic management consulting, and consulting combined with implementation** - Providing advice, guidance, and implementation concerning business strategy (e.g., e-commerce) and planning, corporate development and restructuring, and other strategic management consulting services.
- 2. Financial management consulting, and consulting combined with implementation** - Providing advice, guidance, and implementation concerning management accounting and controllership, and other financial management consulting services.
- 3. Marketing management consulting, and consulting combined with implementation** - Providing advice, guidance, and implementation concerning projects related to marketing strategy, market development, and sales management and development.
- 4. Human resources management consulting, and consulting combined with implementation** - Providing advice, guidance, and implementation concerning the development or modification of human resources strategies, policies, practices, and procedures. **Include** consulting on employee pensions and other benefits.
- 5. Operations and supply chain management consulting, and consulting combined with implementation** - Providing advice, guidance, and implementation concerning integrated supply chain management, operations management, and logistics management. Integrated supply chain management **includes** inventory management, warehousing, storage, and distribution services; operations management **includes** systems and procedures improvements; and logistics management **includes** production planning and control.
- 6. Actuarial consulting (except for employee pensions and other benefits)** - Providing advice and guidance concerning actuarial matters such as life insurance. **Exclude** actuarial consulting services related to employee pensions and other benefits
- 7. IT technical design, consulting, and development services -** Providing advice, expert opinion or testimony on IT-related matters (e.g., hardware and software requirements and procurement, systems integration, systems security), and providing technical expertise to design and/or develop an IT solution (e.g., custom application, networks, computer systems). **Exclude** advice on issues related to business strategy such as e-commerce strategy.
- 8. All other consulting revenue** - Revenue from all other services related to consulting.

Other Operating Revenue

- 9. All other operating revenue** - Revenue not reported in lines 1-8. **Include** revenue from implementation services not combined with consulting services, rental or leasing of equipment, and sale or licensing of merchandise. **If this item is greater than 20% of total operating revenue, specify the primary source of the revenue here.** ↘

1560 1799

10. TOTAL OPERATING REVENUE - Sum of lines 1-9. 1800

54161039



4 SOURCE OF MANAGEMENT CONSULTING REVENUE

Report the percent of management consulting revenue by type of consulting.

- Enter "0" where applicable.
- Estimates are acceptable.
- Round percentage items to the nearest whole percent.

Source of Management Consulting Revenue	
2010	
	%
	%
1 0 0	%

1. Pure consulting (without implementation) 3169

2. Consulting and implementation. 3170 +

54161047



8 E-COMMERCE REVENUE

E-commerce includes sales, receipts, and contributions 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.

Did the revenue reported in 3 include any e-commerce revenue?

2010 E-Commerce Revenue			
\$ Bil.	Mil.	Thou.	Dol.

Yes - **What was this firm's e-commerce revenue?** 2000

0011

No - **Go to 9.**

9 EXPORT REVENUE

An exported service is a service performed for a customer or client (individual, government, business establishment, etc.) located outside the United States (i.e., outside the 50 States, District of Columbia, U.S. Commonwealth Territories, or U.S. possessions).

Include:

- Services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firms, subsidiaries, branches, etc.).

Exclude:

- Services provided to domestic subsidiaries of foreign firms.

Did the revenue reported in 3 include any revenue from exports?

2010 Export Revenue			
\$ Bil.	Mil.	Thou.	Dol.

Yes - **What was this firm's revenue from exports?** 2100

0009

No - **Go to 10.**

10 Not Applicable.

54161070



11 CHANGE IN STRUCTURE

Did you have an Employer Identification Number (EIN) change in 2010?

- 0013 Yes - **Enter the new EIN.**
- No - **Continue.**

0015 EIN (9 digits)

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Was there a change in ownership or control?

- 0016 Yes - **Provide the date of the change and the firm's information.**
 (for multiple mergers, provide each firm's information as an attachment to this report)
- No - **Go to 12.**

0018

Month	Year

0017

Name of company acquired or merged with

Street Address

City State ZIP Code

0019 EIN (9 digits)

Specify the nature of this change here. ↴

0035

12 REMARKS - Please provide an explanation for any inconsistent or incomplete data that would aid in understanding this report. For any separate correspondence pertaining to this report, please include the identification number shown in the address label area at the top of the first page.

0027

13 CERTIFICATION - This report is substantially accurate and has been prepared in accordance with the instructions.

0020 Name of person to contact regarding this report (*Please print*) 0024 Title

0021 Address (Number and street) City State ZIP Code

0022 Telephone Area code Number Extension 0023 Fax Area code Number

0026 E-mail address 0025 Date Completed Month Day Year

Return completed form to:
 U.S. CENSUS BUREAU
 1201 East 10th Street
 Jeffersonville, IN 47132-0001

or fax to: 1-800-447-4613

Public reporting burden for this collection of information is estimated to average 5.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0422, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0422" as the subject. Please include form name and number in all correspondence. Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner on the front of this form.

To see aggregate industry results of previous Service Annual Surveys, go to the following website:
www.census.gov/services/index.html

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General Instructions

- Report data on an accrual basis, except for payroll.
- Dollars should be rounded to the nearest dollar.
- If a figure is \$1,030,280,456 it should be reported as →

Bil.	Mil.	Thou.	Dol.
1	030	280	456

Item Specific Instructions - All Firms

Item 3 - Revenue

Include:

- Report gross billings, **except** where noted elsewhere on the form.
- Dues and assessments from members and affiliates.

Exclude:

- Taxes collected directly from customers or clients and paid directly to a local, state, or federal tax agency.

Instructions for Taxable Firms

Item 3 - Revenue

Include:

- Amounts received for work subcontracted to others.
- For locations that were sold or acquired during a year, only report for the periods that this firm operated the locations.
- Revenue from services performed by domestic locations of foreign parent firms, subsidiaries, branches, etc.

Exclude:

- Rents from and revenue of separately operated departments, concessions, etc., which are leased to others.
- Commissions from vending machine operators.
- Revenue of foreign subsidiaries (those located outside the U.S., i.e., outside the 50 states, District of Columbia, U.S. Commonwealth Territories, or U.S. Possessions).

Instructions for Tax-Exempt Firms

Item 3 - Revenue

Include:

- Program service revenue for services provided in the applicable period, whether or not payment was received in the applicable period.
- 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.
- Gross contributions, gifts, and grants (whether or not restricted for use in operations).
- Commissions earned from the sale of merchandise owned by others (including commissions from vending machine operators).
- Gross receipts from fundraising activities.

Exclude:

- Gross receipts of departments or concessions operated by other companies.
- Amounts transferred to operating funds from capital or reserve funds.

Item Specific Instructions - All Firms

Item 5 - Operating Expenses

Line 1 - Gross annual payroll

Include salaries and wages, commissions, dismissal pay, bonuses, employee contributions to Social Security, income tax withholding, union dues, group insurance premiums, savings bonds, cash equivalent in-kind, allowances, holiday pay, vacation pay, sick leave, stock purchase plans, and employee contributions to pension plans. **Exclude** the cost of leased employees, employer's cost for fringe benefits, and temporary staff obtained from temporary help services. For unincorporated businesses, **exclude** profit or other compensation of proprietors or partners.

All other operating expenses

Include travel and entertainment; postage, shipping or delivery services; warehousing and storage services; royalties; security services; janitorial and grounds maintenance services; purchased transportation with operators; and other expenses not reported elsewhere.