



2020 Financial Benchmarking Survey

(Based on 2019 data)

**Survey Deadline
April 30, 2020**

Your data will be treated confidentially by the Benchmarking Analytics.
No one from BSA or its staff will have access to individual company data.
Participant data will be aggregated in a way that prevents identification of any individual company.

Please complete the survey and mail or email it no **later than April 30, 2020** to: surveys@benchmarkinganalytics.com
Benchmarking Analytics, P.O. Box 17668, Boulder, Colorado 80308-0668, or fax (720) 890-8719.

INSTRUCTIONS

- Enter the financial statement figures for your **most recently completed fiscal year** (12 months of data).
Full year data is required, but the data need not be audited.
- As an option, you may submit a copy of your balance sheet and income statement instead of answering questions 30 and 32.**
- If you would prefer the Financial Benchmarking Survey in Excel, email Taylor Mackay at tmackay@benchmarkinganalytics.com.
- Questions: Contact Taylor Mackay at Benchmarking Analytics (720) 890-4255 or email tmackay@benchmarkinganalytics.com.
- As a participant, you will receive a **FREE** individual Financial Benchmarking Report delivered in an **Excel® dashboard** analyzing your company. This report offers an interactive, dynamic look at the columns of data to use for benchmarking. Please indicate below who is to receive your company's copy of the dashboard. Please type or print clearly

Name _____

Title _____

Company _____

Mailing Address _____

City, State. ZIP Code _____

Telephone (____) _____

Email Address _____

Currency used to report for this survey — USD / CAD / MXN..... _____

HUMAN RESOURCES

1. Average training hours per employee per year..... _____

2. Number of FTE employees

(Count full-time equivalent employees including owners as appropriate. For example, include an employee who works 20 hours a week for the entire year as .5 employees; one who only worked three months as .25.)

Managers (excluding managers with outside sales responsibility)..... # _____

Outside Sales (including managers with outside sales responsibility)..... _____

Inside Sales..... _____

Warehouse & Delivery _____

Administration _____

All Other Employees (including owners) _____

Total Full-Time Equivalent Employees..... # _____

3. Employee Turnover

Total employees at beginning of year (FTE) _____

+ number of employees hired during the year + _____

– number of employees who have left during the year – _____

Total employees at the end of year (FTE)..... = _____

4. **Benefit Plans Offered**

Employee only medical..... _____
Employee and, if applicable, family medical costs..... _____
Separate dental plan coverage..... _____
Group Term life insurance _____
Accidental death & dismemberment coverage..... _____
Short-term disability _____
Long-term disability..... _____

5. **Workforce Age — % of employees**

18 to 24 _____ %
25 to 34 _____ %
35 to 44 _____ %
45 to 54 _____ %
55 to 64 _____ %
65 and older _____ %
Total Employees 100%

OPERATIONS

6. Percentage of invoice lines shipped on time according to customer promise date _____ %

7. **Do you usually charge for the following services**

VMI Yes No
27/7 Emergency service Yes No
Vending Yes No
Engineering/design Yes No
Expedited delivery Yes No
Field services..... Yes No
Repair..... Yes No

8. **Freight Costs**

Total freight charges paid during the year \$ _____
Freight costs billed to customers..... \$ _____
Net Freight Costs..... \$ _____

9. **Automated / Manual Sales**

% of Sales

Percentage of total sales which were automated sales — E-commerce, EDI, etc. _____ %
Percentage of total sales which were manual sales _____ %
Total Sales 100.0%

10. **Automated / Manual Purchases**

% of Purchases

Percentage of total sales which were automated purchases — E-commerce, EDI, etc..... _____ %
Percentage of total sales which were manual purchases..... _____ %
Total Purchases 100.0%

PURCHASES

- 11. Number of purchase orders issued to material suppliers for the year #
 - 12. Number of purchase order line items for the year #
 - 13. Total purchases — amount paid to suppliers for materials last year \$ _____
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INVENTORY

- 14. Number of unique stockkeeping units (SKU's) inventoried with management controls
– include branches and distribution centers #
 - 15. Percentage of sales which were drop shipped from manufacturer to customer %
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SALES

- 16. Gross sales of all products \$ _____
- 17. Gross bearing sales \$ _____
- 18. Percentage of sales were cash, credit card, or C.O.D. %
- 19. Number of invoices issued to customers for the year #
- 20. Number of invoice line items issued to customers for the year #
- 21. Number of credit memo items issued to customers for the year #
- 22. Number of credit memo line items issued to customers for the year #

23. Sales by Industry Segment	<u>% of Sales</u>
Walk-in / Cash Sales	%
Automotive	%
Mining.....	%
Forest Products — include pulp & paper, saw mills.....	%
Primary Metals — include steel & aluminum.....	%
Food & Beverage	%
Aerospace	%
Railroad.....	%
Agriculture	%
Government	%
Resellers — include sales to other distributors.....	%
Aggregates.....	%
Oil/Gas	%
Manufacturing	%
All other industries not listed above.....	%
Total Sales	100.0%

24. Sales by Product Segment	<u>% of Sales</u>
OEM — Original Equipment Manufacturer.....	%
MRO — Maintenance, Repair & Operations	%
Other	%
Total Sales	100.0%

25. Sales by Product Category

% of Sales

Mechanical Power Transmission Products	_____ %
Bearings	_____ %
Hydraulic and Pneumatic Products	_____ %
Electrical / Electronic Products	_____ %
Motion Control Products – controls & sensors, linear motion products, stepping motors, servos, etc.	_____ %
Safety / Personal Protection Equipment (PPE).....	_____ %
Material Handling / Conveyor Components	_____ %
Services — repair, etc.	_____ %
Training	_____ %
All other products not listed above — tools, lubricants, etc.	_____ %
Total Sales	100.0%

FINANCE

26. Average Accounts Receivable (sum of 12 Month-End Balances ÷ 12) \$ _____
27. Average Inventory (sum of 12 Month-End Balances ÷ 12; LIFO value, if you use LIFO)..... \$ _____
28. Average Accounts Payable (sum of 12 Month-End Balances ÷ 12)..... \$ _____
29. Were you on a LIFO Inventory Valuation System last year? Yes No
- a. If yes, how much was your annual **addition** to LIFO reserves for the year? \$ _____
- b. If yes, how much was your total **ending** LIFO reserve? \$ _____

30. BALANCE SHEET (end of fiscal year)

Assets

Cash & Marketable Securities	\$ _____
Accounts Receivable (trade receivables, less allowance for bad debt)	_____
Inventory	_____
Other Current Assets.....	_____
Total Current Assets (Cash + A/R + Inventory + Other Current Assets).....	\$ _____
Fixed Assets (net of depreciation) & Noncurrent Assets.....	_____
Total Assets (Total Current Assets + Fixed Assets & Other Noncurrent Assets).....	\$ _____

Liabilities and Net Worth

Accounts Payable (trade)	\$ _____
Notes Payable (due within one year).....	_____
Other Current Liabilities (including accruals).....	_____
Total Current Liabilities	\$ _____
Long Term Liabilities (including accumulated deferred taxes)	_____
Loans from Stockholders.....	_____
Net Worth or Owner Equity (include paid-in capital & retained earnings)	_____
Total Liabilities and Net Worth	\$ _____

INCOME STATEMENT

31. Previous fiscal year Net Sales (2018)	\$	_____
32. Income Statement — 12 months of data		
Net Sales — less returns, cash discounts, and allowances & sales taxes	\$	_____
Cost Of Goods Sold — including freight-in, less purchase discounts.....		_____
Gross Profit = Net Sales - Cost Of Goods Sold	\$	_____
Payroll Expenses		
Managers, excluding managers with outside sales responsibility, Salaries & Bonuses	\$	_____
Outside Sales, including mgrs. with sales responsibility, Salaries, Commissions & Bonuses		_____
Inside Sales Salaries, Commissions & Bonuses		_____
Warehouse & Delivery Salaries, Wages & Bonuses.....		_____
Administration Salaries, Wages & Bonuses		_____
All Other Employees, including owners, Salaries, Wages & Bonuses.....		_____
Total Salaries, Wages, Commissions & Bonuses	\$	_____
Payroll Taxes (FICA, unemployment, Workers' Comp.)		_____
Group Insurance (Health/medical insurance, group life)		_____
Employee Benefits (pension, 401(k) & benefits not mandated by the govt.)		_____
Total Payroll Expenses (salaries + payroll taxes + group insurance + benefits)	\$	_____
Other Operating Expenses — rent, utilities, depreciation, vehicles, insurance, etc.....	\$	_____
Total Operating Expenses — Payroll + Other Operating Expenses	\$	_____
Operating Profit = Gross Profit - Operating Expenses	\$	_____
Other Income — interest income, gain on sale of assets, rental income, etc.		_____
Interest Expense — exclude mortgage interest		_____
Other Non-Operating Expenses — including extraordinary expenses.....		_____
Profit Before Taxes	\$	_____
Income Taxes — Local, State, Federal		_____
Net Profit After Taxes	\$	_____