

**PARKE, GUPTILL & COMPANY, LLP**

3175 Sedona Court, #A, Ontario, CA 91764

Phone 909-944-7222 - Fax 909-944-7250

**2012 EMPLOYEE COMPENSATION SURVEY**

Compensation relates only to full-time employees (32 hrs/wk or more). Please do not record part-time employees.

**NAME OF DEALERSHIP:** \_\_\_\_\_

1. Description of Your Facility:  
 County where dealership is located: \_\_\_\_\_  
 Single franchise dealer - list name: \_\_\_\_\_  
 Multiple franchise dealer - list types of franchises: \_\_\_\_\_

2. Unit Sales for 2011:  
 \_\_\_\_\_ Total new units sold / leased at retail, regardless of make  
 \_\_\_\_\_ Total fleet units sold  
 \_\_\_\_\_ Total used retail units sold

3. Total dollar amount of dealership sales: \$ \_\_\_\_\_

4. Total number of full-time employees on 12/31/11: \_\_\_\_\_  
 Average number of full-time salespersons at one time: \_\_\_\_\_

5. Compensation (**only consider full-time, full-year positions; no part-time**)  
 (1) Use actual W-2 or estimated annual wages **per person**.  
 (2) Use high, medium and low amounts for positions with multiple employees (i.e., vehicle salespersons).  
 The salary amount(s) should equate to the amount paid for **1 full-time employee working the entire year**.

| <u>New &amp; Used Vehicle Departments</u> | (1)                | (2) and (3)                              |        |     |
|---|--------------------|--|--------|-----|
|   | Actual or Est. W-2 | Approximate annual salary or hourly rate |        |     |
|   |                    | High                                     | Medium | Low |
| General manager                           |                    |  |        |     |
| General sales manager                     |                    |  |        |     |
| New vehicle sales manager                 |                    |  |        |     |
| Used vehicle sales manager                |                    |  |        |     |
| Internet sales manager                    |                    |  |        |     |
| Fleet sales manager                       |                    |  |        |     |
| Lease sales manager                       |                    |  |        |     |
| F & I manager                             |                    |  |        |     |
| Vehicle salesperson                       |                    |  |        |     |
| Internet salesperson                      |                    |  |        |     |
| Closer                                    |                    |  |        |     |
| Dealer trade - inventory management       |                    |  |        |     |
| Business Dev. Center (BDC) manager        |                    |  |        |     |

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| <u>Service Department</u>           | (1)                   | (2) and (3)                              |        |     |
|-------------------------------------|-----------------------|--|--------|-----|
|                                     | Actual or<br>Est. W-2 | Approximate annual salary or hourly rate |        |     |
|                                     |                       | High                                     | Medium | Low |
| General service director            |                       |  |        |     |
| Service manager                     |                       |  |        |     |
| Shop foreman                        |                       |  |        |     |
| Dispatcher                          |                       |  |        |     |
| Service writer                      |                       |  |        |     |
| Service technician                  |                       |  |        |     |
| <u>Body Shop Department</u>         |                       |  |        |     |
| Body shop manager                   |                       |  |        |     |
| Body shop technician / painter      |                       |  |        |     |
| <u>Parts Department</u>             |                       |  |        |     |
| Parts manager                       |                       |  |        |     |
| Assistant parts manager             |                       |  |        |     |
| Counter person                      |                       |  |        |     |
| Shipping / receiving clerk          |                       |  |        |     |
| Pick-up and delivery driver         |                       |  |        |     |
| <u>Accounting / HR Department</u>   |                       |  |        |     |
| Controller / business manager       |                       |  |        |     |
| Office manager                      |                       |  |        |     |
| Human resources manager             |                       |  |        |     |
| Contract / DMV clerk or combination |                       |  |        |     |
| A/R / A/P clerk or combination      |                       |  |        |     |
| Cashier                             |                       |  |        |     |
| Payroll clerk                       |                       |  |        |     |
| Receptionist                        |                       |  |        |     |
| Warranty clerk                      |                       |  |        |     |
| Computer system / IT administrator  |                       |  |        |     |

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6. Association Membership Affiliations (check all that apply):

- CNCDA (California New Car Dealers Association)
- GLANCDCA (Greater Los Angeles New Car Dealers Association)
- NCDA (New Car Dealers Association of San Diego County)
- OCADA (Orange County Automobile Dealers Association)
- SMCDA (Southland Motor Car Dealers Association)
- NADA

7. Employee Benefits:

- Do you maintain signed written compensation agreements for management personnel?
- Do you maintain signed written compensation agreements for sales personnel?
- Do you provide a comprehensive employee manual for all employees?
- Is health insurance available for all employees?
- Is life insurance available for all employees?
- Is dental insurance available for all employees?
- Do you provide a 401(k) plan? If so, do you provide a match?
- Do you provide a Section 125 cafeteria plan?
- Do you maintain a written policy regarding overtime?

It is critical to the integrity of this survey that each of the instructions be followed. If you have any questions, please call Joyce Giordano at (909) 944-7222.

So we may properly address the confidential mailing of our published survey results, please complete:

Owner or principal:

last name

first name

middle initial

Facility name:

Address:

Email address:

Information on person completing this questionnaire:

Name:

last name

first name

middle initial

Email address:

Phone number:

Title:

- Controller
- Business mgr.
- Office manager

- HR manager
- Other: