

GCRF11 Income & Expense Data Request Form

Municipality Name:
Address:

Phone Number:
Fax:

Date

«Golf_Course_Name»
«Address»
«City», Alberta
«Postal_Code»

Municipality Roll Number: «Municipality_Roll_Number»
Golf Course Name: «Golf_Course_Name»

200? GOLF COURSE INCOME AND EXPENSE DATA (CONFIDENTIAL)

We are currently in the process of our annual revaluation of golf courses in xxxxxx. These properties may be valued on the basis of their ability to generate income, and as such, relevant information is required.

Under the provisions of Sections 295 of the *Municipal Government Act, (the Act)* you are requested to provide us with the following:

1. A complete copy of your most recent financial statements.
2. Completed Sections A and B on the back of this letter.
3. Lease details of any non-golf course operated commercial space.
4. Cost and details of the most recent capital improvements to the course or buildings.

Please return the information we have requested to the Assessor at the above return address. The data requested is required for analytical purposes in order to ensure and maintain equity in the valuation of similar properties. Please return the information on or before xxx. Failure to provide information has potential consequences as outlined in the *Act*.

If you have any difficulty responding to our request, or have any other questions, please call the undersigned at xxxx

Regards,

Name

For our records and future contact, we would ask that you would complete the section below.

Name: _____ Signature: _____ Date _____
(please print) Owner/Agent

Phone number: _____ Fax number: _____ Email: _____

Contact Person: _____ Telephone Number: _____

Position: _____ Date Form Completed: _____

A. Fee Structure

This section must be completed and returned.

Adult Green Fees - Midweek:

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Adult Green Fees - Weekend:

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Adult First Twilight Green Fee:

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Junior Weekend Green Fee:

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Senior Weekend Green Fee:

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Power Cart Fee:

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Initiation Fee:

--

Adult Membership/Dues Fee:

--

Junior Membership/Dues Fee:

--

Senior Membership/Dues Fee:

--

Maximum Membership:

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Total Annual No. of Rounds:

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Average No. of Weeks Closed:

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General Comments:

B. Income and Expense Information

Please ensure the following information is easily discernable in your financial statements:

- Green Fee Income
- Membership Income
- Initiation Income
- Other income sources such as driving range and cart rental
- Restaurant and Pro Shop Income
- Expense Breakdown- General Administrative, Maintenance and food and beverage

If the above information is not easily discernable, please include the appropriate records that will assist the assessor in accurately allocating income and expenses.