

INSTRUCTIONS FOR COMPLETING THE GOLF PROPERTY INCOME & EXPENSE QUESTIONNAIRE

The following instructions are provided to aid you in filling out the Income and Expense Questionnaire form for Golf properties. If you have any questions, please call our office at 1-800-380-7775.

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General Account Information

Main Assessment Account Number	The property identification number assigned to an individual property by Nova Scotia Land Registry. This number carries with the property, regardless of changes in ownership, and can be found on the request letter accompanying your form.
Golf Course Name	The name for which the entire course is identified as.
Property Location	The street address at which the property is physically located.
Owner	The registered owner of the property.

Golf Course Operation

Length of Course	The combined distance from tee to centre green for all holes in the course.
Architect/Designer of Course	The name of the person/company who designed the course.
Number of Rounds Started	The total number of rounds started during the calendar year.
Number of Members	The total number of Members of the club during the calendar year, including new members.
Number of New Members	The number of new members who joined during the calendar year.

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First Year Course Opened	The first year that the course opened for play.
Land Area Covered by Course	The total acreage of the property that is needed to support the golf course and includes tees, greens, fairways, the rough, and driving ranges.
Days Open	The number of days that the golf course was open during the reporting period.
Average Initiation Fee	Average fee charged during the reporting period to new members upon joining the club.
Average Membership Dues	The average annual fee paid by a player which permits them to play for the golf season.
Average Restaurant Dues	Average fee charged, where applicable, during the reporting period to members for use of the restaurant facilities.

Course Type

Please check the correct boxes where applicable.

Municipal	Golf courses that are owned by a city or local government and are open to the public.
Public	Golf courses that are open to anyone. Membership is not required.
Semi-private, some members	Golf courses with a more open membership policy that allows individuals to join/play with fewer requirements on them. Non-members are welcome and able to play.
Private - equity	Golf courses where membership is required, and the members own a portion of the golf club.
Private - non-equity	Golf courses where membership is required, and the amenities are owned by a party other than the members.

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Number of Holes

For each of the four different types of holes (Championship, Regulation, Executive, Par 3) identify the following information:

No.	Total number of holes on the course.
Par	Standard number of strokes required to complete the course under normal course and weather conditions.
RCGA/Golf Canada Slope Rating	Royal Canadian Golf Association/ Golf Canada rating for the difficulty of the course.
Typical Weekend Fee	The average weekend fee for one round of golf during the reporting period (based on 18 holes).

Facilities Information

The following contains a list of the possible facilities found on the subject property. Please select all options that apply to the subject.

Clubhouse	A building where members meet and which can be used for social events. Enter the total square footage of the structure (all floors).
Maintenance Garage(s)	Building(s) set aside for the repair and maintenance of the property and equipment. Enter the total square footage for the structure(s).
Golf Cart Storage Building(s)	Building set aside for the storage of golf carts. Enter the total square footage for the structure(s).
Heath Club	An area that houses exercise equipment, and amenities related to physical fitness and wellness.
Dining Room	A room in which formal meals are served and eaten.

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Lounge / Bar	A room for leisure activities where beverages are served.
Tennis Courts	Venue for playing tennis.
Banquet Facilities	Large leasable space used to host and cater events.
Pro Shop	Shop that sells equipment and other merchandise related to golfing.
Driving Range	An area equipped with distance markers, clubs, balls, and tees for practicing drives.
Lockers	Lockable compartments for member and guest use.
Other	Please list any additional facilities on the property not included in the above list.

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Financial Information for the fiscal period ending:

The financial reporting period at, or near, the date of valuation (base date) for the given assessment year. All revenue and expense information should be reported for the previous year, ending December 31st, or the most recent fiscal year-end available.

Revenues

Please report the appropriate amount for the following categories:

Total Green Fees	The total revenue for play on a publicly accessible golf course, or for non-member play on a private course during the reporting period. This revenue includes guest fees, tournament fees etc.
Total Membership Dues	The total annual golf fees paid by members for play during the reporting period.
Total Initiation & Transfer Fees	The total revenue paid where applicable for the initiation of new members or charges associated with the transference of members in or out of the club.
Other Club / Locker Revenues	Total other club and locker revenues collected.
Gross Sales Revenue (Pro Shop, Restaurant, etc.)	Any additional income collected from restaurants, concessions, pro shop, driving ranges, and cart rentals, but excluding any membership fees.
Commercial Rents (if Applicable)	Any additional income received during the reporting period from commercial tenants. Please specify leased space that revenue is derived from (e.g. Pro Shop rent if not operated by the club).

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Events - Weddings, etc.	Any additional income collected from the use of the property for event planning such as weddings and other private parties during the reporting period. These revenues would include food and beverage revenues during the events.
Total Revenue	The total income from all sources for the property. This amount should be the sum of all collected revenues listed above.

Gross Sales

Please provide a detailed breakdown of the amount entered in the Gross Sales Revenue field above:

Restaurant / Lounge / Concessions	Revenue from on site restaurants, lounges, or concession stands including the sale of food and beverages. This does not include any revenues related to event planning and reported above.
Pro Shop	Actual income from the sales of goods and services in the pro shop during the reporting period.
Driving Range	Revenue from play at the driving range.
Golf Cart	Revenue from the rental of all carts (power and pull carts), including storage and battery charging fees.
Other	All other golf related revenue.

Expenses

Please report the appropriate amount for the following categories:

Maintenance & Operations	The costs associated with maintaining the structures and course during the reporting period. This amount does not include capital expenditures.
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Management, Admin. & Marketing	Amount paid to a management company or owner for operating the property, expenses related to daily administrative operations, and total expense for advertising and promotional services during the reporting period.
Water	Total expense for all water usage during the reporting period.
Heat and Utilities	Total expense for all utilities during the reporting period. Includes electricity, heat, sewer, and HVAC.
Property Insurance (12 months)	Total property insurance for reporting period (12 months) only.
Other Expense (please specify)	Any additional annual expenses incurred during the reporting period that are not covered in another category (specify the type or source of expense). Does not include depreciation, debt service, or taxes. Do not include Capital Expenditures, see below.
Total Operating Expenses	The total operating expenses for the property. This amount should be the sum of all expenses listed above.
Property Taxes	The total of municipal property taxes paid during the reporting period.

Capital Expenditures

Capital expenditures are investments in remodeling or replacements that materially add to the value of the property, or appreciably prolong its economic life. These outlays would typically improve the book value of the asset. These expenditures are not designed to maintain the income stream, but to improve it, or change it. For assessment purposes, capital expenditures pertain to structural items and improvements to the land only, and do not include the replacement of furniture, fixtures, or equipment. If this section applies to your property please answer yes and list the items considered to be capital improvements. Enter the total amount of the capital cost for this reporting period only. Do not apportion the costs over the life of the component.

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Certification

Name	Name of person completing forms.
Position	Position of person completing forms.
Owner/Employee	I am the owner of the property, or an employee acting on the behalf of the owner.
Agent/Management Company	I am the authorized agent for the owner, or an employee of the authorized management company.
Signature and Email of Signatory	The written signature of the party who completed the form, and certifies it to be true, correct and complete. Include the email address of the party who completed the form.
Phone Number	Phone number of the person who completed the form.
Date	Date of form completion and official certification.