



Property Income Questionnaire – Golf Course  
2022 Reassessment

Contact Information

SECTION 1

Tax Map Number \_\_\_\_\_

Property Address \_\_\_\_\_

Owner's Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Property Sale, Renovation, Appraisal

SECTION 2

- |    |  |     |    |
|----|--|-----|----|
| 1. | Was this property purchased in the past five years?        | Yes | No |
| 2. | Was this property offered for sale in the past five years? | Yes | No |
| 3. | Was this property appraised in the past five years?        | Yes | No |
| 4. | Was this property renovated in the past five years?        | Yes | No |

**Note:** If an appraisal has been completed on the subject property, please forward a copy of the report with this submission.

If an appraisal has not been completed within the last 5 years complete the following declaration:

I hereby declare that there has not been an appraisal completed for any purpose on this property in the past five years.

Print Name \_\_\_\_\_ Signature: \_\_\_\_\_

Date \_\_\_\_\_

Financial Details **SECTION 3**

Details are to be provided by Owners for each of the three (3) years 2017, 2018, and 2019 ending December 31st. A copy of the Statement of Operations (the Income and Expense portion of the Annual Financial Statements) must accompany this form upon submission.

<i>For the Fiscal or Operating Year Ending</i>				
<b>Revenues</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Office Use Only</b>
Income from Golf Operations				
Income from Food & Beverages				
Green Fees				
Cart Rentals				
Membership Fees				
Range Revenues				
Lessons				
Pro Shop Sales				
Other Revenue (i.e., VLTs)				
Total Gross Revenue				
<b>Cost of Sales</b>				
Golf Operations				
Food & Beverages				
Net Revenue				

**FIN – Property Income Questionnaire – Golf Course –  
Reassessment**

**Finance and Administration**

Financial Details Continued

**SECTION 3**

<b>Expenses</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Office Use Only</b>
Wages & Benefits				
Administration				
Pro Shop Supplies				
Food & Beverages				
Marketing				
Turf Operations/Course Maintenance				
Professional Fees				
Repair & Maintenance				
Utilities				
Insurance				
Property Tax				
Other Expenses				
Total Operating Expenses before mortgage interest, depreciation or amortization, capital cost allowance, inter-company rental arrangements and other non-operating expenses.				

**Revenues**

**Income From Food & Beverage** – Food, alcoholic beverages and non-alcoholic beverages from all sources including banquets and tournaments.

**Green Fees** – Semi Private or Public Courses – The amount of revenue received for play on a publicly accessible golf course. Include guest fees, package deals, tournaments, etc.

**Cart Rentals** – Revenue from rental of power cart and pull carts, trail fees for member’s carts, annual or package cart rentals, storage and battery charging fees.

**Membership fees** – Semi Private or Public Courses – Membership Fees/Dues - the annual fee paid by a player which permits them to play for the current golf season.

**Range Revenue** – Revenue earned from play and pay at a driving range and/or revenue from driving range memberships.

**Lessons** – Revenue from golf lessons booked and recorded as revenue by the club. This should be netted against any commission paid to the golf professional. In cases where the revenue is taken by the golf professional, then it should not be reported by the club, but please note that this is the case.

**Pro Shop Sales** – Revenue from sale of golf balls, clubs, head covers, clothing, shoes, and other wearables/accessories. Non-golf-related revenue from sale of non-golf specific merchandise (i.e. artwork, souvenirs, etc.). In cases where the revenue is taken by a golf professional, it should not be reported by the club, but please note that this is the case.

**Other Revenue** – All other revenue. Please provide a breakdown.

**Cost of Sales**

**Pro Shop** – The direct cost of purchases to supply the Golf Shop with golf merchandise for re-sale.

**Food and Beverage** – The direct cost of purchases of food ingredients, alcoholic beverages and non-alcoholic beverages for re-sale.

Note: wages and benefits of staff should not be included in these categories.

**Expenses**

**Wages and Benefits** – From all sources, including management, direct labour and associated benefit cost such as EI, CPP, WSIB, employer health tax, vacation pay, staff on-site accommodations, staff meals, clothing allowance, and the like. Including Pro Shop and Food and Beverage staff.

**Administration** – Dues and subscriptions, all telecommunication costs, automotive cost for travel /education/training, office supplies, computer supplies, donations, bank credit card charges. -

**Pro Shop Supplies** – All consumable costs associated with the operation of the golf shop, for example uniforms for golf shop personnel, scorecards, pencils.

**Food & Beverage** – All consumable costs associated with the operation of food & beverage, for example uniforms, napkins.

**Marketing** – All charges for promotional advertising, including internet, print, radio and television advertising.

**Turf Operations/Course Maintenance** – Cost associated with turf cost including fertilizer, pesticides, aggregates, fuel (gas and oil to operate the turf equipment). Should not include costs to purchase or lease equipment.

**Professional Fees** – All charges related to external consultants; legal and accountants/auditors including travel and disbursements.

**Repairs and Maintenance** – Includes all expenses related to repair buildings and associated furniture and fixtures. Should not include capital expenditures.

**Utilities** – All utilities associated with the operation of the facilities including hydro, propane, gas, heating oil, water and sewage, cable and satellite.

**Insurance** – All types of insurance related to the operations and buildings of a golf course. Excluded is insurance related to employee benefits which is accounted for under Fringe Benefits by department.

**Other Expenses** – All other expenses. Please provide a breakdown.

**Operating Leases** – A contract that allows for the use of an asset but does not convey the rights of ownership of the asset. It must be accounted for as a rental expense.

**Exclusions** – None of the expense categories should include any interest payments, mortgage payments, loan payments, amortization, depreciation, capital improvements or purchases of capital assets.

**Chattels and Personal Property**

**If Owned:**

Details of ownership to include the depreciated cost of the following equipment and/or furnishings; golf carts, maintenance equipment, kitchen equipment and clubhouse furnishings.

**If Leased or Leased to Own:**

Details of leases to include term and payments for the following equipment and/or furnishings, golf carts, maintenance equipment, kitchen equipment and clubhouse furnishings.

If the property has transacted through a share sale or asset purchase (within the last 5 years), provide relevant details including amount, vendor, purchaser, date and a schedule of items included in transaction.

Capital improvements made within the last three years, including the nature of the improvements and the related costs.

A current rent roll (if applicable) indicating any tenants, their leased areas, lease commencement date, lease term, base rent, percentage rent and tenant inducements (free rent and/or finishing allowances).

**Declaration**

**SECTION 5**

By signing this form, I declare that the above information is correct to the best of my knowledge.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

**Collection Notice**

**SECTION 6**

The information on this form is collected by the City of St. John's under the authority of the Assessment Act, 2006 and will be used for property valuation and assessment purposes. The City of St. John's is committed to the protection of personal information under the Access to Information and Protection of Privacy Act, 2015. The City will only access, use, and disclose your personal information with your consent or where it is permitted or required by law.

Please send completed form to:

City of St. John's  
Assessment Division  
Finance & Administration  
P.O. Box 908, 10 New Gower Street  
St. John's, NL A1C 5M2

For further information:  
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