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**ANIMAL SHELTER AND ADOPTION SOCIETY FOR ST. PAUL & AREA
BOX 422, ST. PAUL, AB T0A 3A0
(780) 645 – 2262 or (780) 210 – 0858 (Cell)**

November 9, 2018

County of St. Paul No. 19
5015 – 49 Avenue
St. Paul, AB T0A 3A4

Re: Property Tax Exemption for Roll #10806701, NE 6-58-10-W4, Lot 1, Block1, Plan 0829109

Dear County of St. Paul Council:

The Animal Shelter and Adoption Society for St. Paul & Area are requesting the property tax exemption for the aforementioned property under Section 362(1)(n)(iii). We are incorporated in Alberta as a society under the *Societies Act*, and therefore meet the requirements of a non-profit organization.

The facility and the property is owned and operated by the Animal Shelter and Adoption Society for St. Paul & Area for carrying on charitable activities. These activities include housing stray, lost, abandoned and surrendered domestic animals. These animals will either be returned to owner or placed for adoption. All resources are used for animal husbandry and wages for employees who care for the animals: as well as, providing beneficial information to the general public and community about spaying and neutering and responsible pet ownership. Providing a facility for stray animals reduces potential dangers for the community. Public access to the facility will not be restricted by any membership requirements. Public access to the facility will be available from 1 pm to 6 pm daily, except on statutory holidays.

If the council requires additional information, please do not hesitate to contact myself at (780) 645 – 5540 (daytime) or (780) 645-4606 (evening).

Sincerely,



Suzanne Gueth
Treasurer
Animal Shelter and Adoption Society for St. Paul & Area

Application for Property Tax Exemption Non Profit Organization

**Application deadline September 30th of
the year preceding the taxation year**

| FOR OFFICE USE ONLY | | | | | | | | | |
|--|--------------|----------------|---------------------|----------------|---------------|---------------------------|-----------------|---------------|--|
| Property Roll Identifier 10806701 | | | | | | Taxation Year 2019 | | Date | |
| Legal Description | Lot 1 | Block 1 | Plan 0829109 | Part NE | Sec. 6 | Township 58 | Range 10 | Mer. 4 | |
| Municipal Property Address | | | | | | | | | |
| Total Assessment | | | Land Assessment | | | Building Assessment | | | |

PART 1 – PROPERTY INFORMATION (Required by November 30th of the year preceding the taxation year)

| | | | |
|--|--|--|--|
| Name of property owner ANIMAL SHELTER & ADOPTION SOC. FOR ST. PAUL | | Telephone Number (Bus) (780) 645-2262 | Telephone Number (Res) cell (780) 210-0858 |
| Address of property owner Box 422 ST. PAUL, AB T0A 3A0 | | Postal Code | Fax Number (780) 645-6676 |
| Address of property for which exemption is requested RA: 58032 Rge Rd 105 (NE6-58-10-W4, Lot 1, BIKI, 0829109) | | | |
| Portion/Area of the property held by the organization | | <input checked="" type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is: | |
| Is there an agreement in place that confirms the portion of the property held by the organization? | | <input type="checkbox"/> Yes If yes, provide expiry date _____ (mm / dd / yyyy) <input checked="" type="checkbox"/> No | |
| | | Date organization took occupancy (mm / dd / yyyy) | |

PART 2 – ORGANIZATION INFORMATION

| | | | |
|---|--|--|-------------------------------------|
| Name of organization operating the facility ANIMAL SHELTER & ADOPTION SOCIETY ST. PAUL | | Telephone Number (Bus) (780) 645-2262 | Fax Number (780) 645-6676 |
| Act under which organization is registered as a non-profit organization Alberta Societies Act | | Registration Number 509611521 | |
| Organization's objectives/purposes 1. Provide a shelter for lost, abandoned or surrendered domestic animals from the Town & County of St. Paul community. 2. Provide adoption services to potential "new" pet owners. 3. Promote benefits of spaying & neutering pets including information about responsible pet ownership and care. 4. Provide emergency shelter for abused pets / strays seized by bylaw officials. 5. Provides safer community by having a facility available for stray animal populations. | | | |
| (a) Are the resources of this organization devoted to the above objectives/purposes? | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation | |
| (b) Are there any monetary gains or benefits received by the organization as a result of its provision of services? | | <input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No | |
| (c) Does your organization expect to move from this property during the following year(s)? | | <input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No | |
| (d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages? | | <input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No | |
| (e) Are the organization's services similar to any other organization and /or business? | | <input type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input checked="" type="checkbox"/> No | |

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to _____

(Municipality Contact Information)

PART 3 – RETAIL COMMERCIAL OR LICENSED AREADoes the organization have a retail commercial area at this location? ☐ Yes ☒ NoIf yes, do you operate this area? ☐ Yes ☐ No

What goods or services are sold at the retail commercial area?

For what purpose is the net income from the retail commercial area used?

Has an area within the facility been issued a gaming/liquor license? ☐ Yes If yes, enclose copy ☒ No Class Area (Sq.Ft)**PART 4 – PROPERTY USE INFORMATION specific to a non profit organization**

What facilities are on the property?

1. Main Building for Shelter to house cats and quarantined animals.
2. C-can to house dogs.
3. Quonset for storage
- 4.

What times are they accessible to the general public?

1pm to 6pm daily except statutory holidays

What are the membership requirements including fees?

No membership required to access facility

Describe the purpose for which the facility is used.

Animal Shelter to house animals

Describe the typical beneficiary and where they reside.

Residents of Town & County of St. Paul

Are there any restrictions in place preventing anyone from using the facility? ☐ Yes ☒ No

If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members? ☒ General Public ☐ Members**PART 5 – CONTACT INFORMATION**

| | | | |
|---|--|--|--|
| Contact Name Suzanne Gueth | Position with Organization Treasurer | Telephone Number (Bus) (780) 645-5540 | Telephone Number (Res) (780) 645-4606 |
| Mailing Address for non profit organization Box 422 St. Paul, AB | | Postal Code T0A 3A0 | Fax Number (780) 645-6676 |
| President of Organization Anna Leskiw | Telephone Number (Bus) (780) 645-3464 | Telephone Number (Res) (780) 645-4363 | Fax Number (780) 645-3461 |
| Treasurer of Organization Suzanne Gueth | Telephone Number (Bus) (780) 645-5540 | Telephone Number (Res) (780) 645-4606 | Fax Number (780) 645-6676 |

PART 6 – REQUIRED INFORMATION – please ensure the following are submitted as attachments

- 1) **Certificate of Incorporation**, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 2) Copies of:
 - The organizations most current financial statements,
 - Certificate of Title (if applicable),
 - The current lease agreement with the property owner (if applicable),
 - A plan showing the area leased.
- 3) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 4) Any available brochures, newsletters or other pertinent information relative to the organization.
- 5) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Anna Leskiw
Name (Please Print)

Oct 16/18
Date

President
Position


Signature

CORPORATE ACCESS NUMBER: 509611521



SOCIETIES ACT

**CERTIFICATE
OF
INCORPORATION**

**ANIMAL SHELTER & ADOPTION SOCIETY FOR ST. PAUL & AREA
WAS INCORPORATED IN ALBERTA ON 2001/11/01.**



Animal Shelter & Adoption Society for St. Paul & Area
Balance Sheet As at 31/10/2018.

ASSETS

Current Assets

| | | |
|-----------------------------|-------------|------------------|
| Bingo Acct Shares | 108.95 | |
| General Savings (S/N Dep) | 0.04 | |
| General Savings #2 | 2.75 | |
| BUILDING SAVINGS #3 | 12,318.49 | |
| General Account Shares | 111.07 | |
| Bingo Chequing | 36,252.51 | |
| General Chequing | 3,499.11 | |
| Casino Account | 327.90 | |
| Casino Acct Shares | <u>1.17</u> | |
| Total Cash | | 52,621.99 |
| UFA Equity | | <u>39.27</u> |
| Total Current Assets | | <u>52,661.26</u> |

Capital Assets

| | | |
|-------------------------------|-------------------|-------------------|
| Building | | 151,547.81 |
| Land | | 102,118.02 |
| Net Leasehold Improvements | | 0.00 |
| Office Furniture & Equipment | 38,544.50 | |
| Accum. Amort. -Furn. & Equip. | <u>-17,723.96</u> | |
| Net - Furniture & Equipment | | 20,820.54 |
| Net Computers | | <u>0.00</u> |
| Total Capital Assets | | <u>274,486.37</u> |

TOTAL ASSETS 327,147.63

LIABILITIES

Current Liabilities

| | |
|----------------------------------|-------------|
| Total Receiver General | 0.00 |
| GST Owning (Refund) | <u>0.00</u> |
| Total Current liabilities | <u>0.00</u> |

Long Term liabilities

| | |
|------------------------------------|-------------|
| Total Long Term liabilities | <u>0.00</u> |
|------------------------------------|-------------|

TOTAL LIABILITIES 0.00

EQUITY

Owners Equity

| | |
|-----------------------------------|-------------------|
| Retained Earnings - Previous Year | 298,372.79 |
| Current Earnings | <u>28,774.84</u> |
| Total Owners Equity | <u>327,147.63</u> |

TOTAL EQUITY 327,147.63

LIABILITIES AND EQUITY 327,147.63

Animal Shelter & Adoption Society for St. Paul & Area
Income Statement 01/03/2018 to 31/10/2018

REVENUE

Sales Revenue

| | |
|---------------------|------------------|
| Sales - Dogs | 2,019.18 |
| Sales - Cats | 575.00 |
| Drop-off Fees | 290.00 |
| Sales - Merchandise | 310.00 |
| At Large Fines | 330.00 |
| Donations | 35,909.60 |
| Memberships | 60.00 |
| Fundraising Revenue | 1,318.30 |
| Bingo Revenue | 19,816.18 |
| Net Sales | <u>60,628.26</u> |

Other Revenue

| | |
|----------------------------|-----------------|
| Interest Revenue | 75.75 |
| Grants - Town | 4,000.00 |
| Total Other Revenue | <u>4,075.75</u> |

TOTAL REVENUE

64,704.01

EXPENSE

Cost of Goods Sold

| | |
|---------------------------------|-----------------|
| Fundraising Expenses | 166.15 |
| Nevada Expenses | 376.64 |
| Bingo Expenses | 1,444.25 |
| Veterinary Expenses | 2,930.02 |
| Total Cost of Goods Sold | <u>4,917.06</u> |

Payroll Expenses

| | |
|------------------------------|------------------|
| Wages & Salaries | 17,219.91 |
| Total Payroll Expense | <u>17,219.91</u> |

General & Administrative Expenses

| | |
|--|------------------|
| Insurance | 2,624.00 |
| Interest & Bank Charges | 355.21 |
| Office Supplies | 157.50 |
| Society Memberships & Dues | 35.00 |
| Licences and Permits | 1,084.00 |
| Rent | 2,600.00 |
| Repair & Maintenance | 1,318.80 |
| Telephone | 487.75 |
| Travel | 1,608.00 |
| Utilities | 2,642.72 |
| Training/Courses | 385.00 |
| Property Taxes | 494.22 |
| Total General & Admin. Expenses | <u>13,792.20</u> |

TOTAL EXPENSE

35,929.17

NET INCOME

28,774.84