

2012 Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual
Concordance Table

Page	Original	Rationale
139	<p>Community Revitalization Levy</p> <p>Within a designated community revitalization levy area, the assessor must assign the appropriate tax liability codes to all assessed property, with the exception of linear property. Where a property has more than one use, the assessor must apportion the assessment to each use and assign the applicable components of the liability code.</p> <p>Assessment baseline: The assessment baseline reflects the assessment, the exemption reason code, and the tax codes, as of December 31 in the year prior to a CRL bylaw coming into effect. The assessor must record the value of property that is tax exempt as "\$0" in the assessment baseline. The tax and exemption reason codes are necessary to distinguish the assessment baseline from the incremental assessment and to exclude the incremental assessment from the equalized assessment and the requisitions.</p> <p>Supplementary assessments that were taxed on in the year prior to a CRL bylaw coming into effect must be included in the assessment baseline. The assessment baseline does not include changes due to a decision of an assessment review board, the Municipal Government Board, and/or the courts that is made after a CRL bylaw comes into effect, with the exception of changes to property classification.</p> <p>Incremental assessment: The assessor must assign the tax code "X" to the incremental assessed value of each taxable property, or "EI" to each property that is exempt from taxation (Table 18).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>For the purpose of reconciling the assessment baseline, the municipality must provide the department a list of each property in the approved CRL area and its assessment baseline as at December 31 of the year prior to the CRL bylaw coming into effect. This list must be provided by January 31 in the year the bylaw comes into effect.</p> </div> <p>The assessor must also assign the CRL regulation number (the Tax Exemption Reason Code - Table 19) to the incremental portion of the assessment.</p> <p>Following are some examples of how the liability codes must be applied to a property's assessment baseline and incremental assessment.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Tax exemption codes, including CRL regulation numbers, are updated in Table 19 of this manual and in the ASSET reference table as required.</p> </div>	<p>The intent of this re-write is to provide information to affected municipalities about the reporting requirements for an Assessment Baseline Report and for reporting through the standard annual return process.</p>

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139	<p>Community Revitalization Levy</p> <p>Once a community revitalization levy area is established the municipality will be required to:</p> <ol style="list-style-type: none"> 1. Provide a Baseline assessment Report; and 2. Report baseline and incremental assessments for each property in the CRL area in the annual return submission. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">Incremental assessment is defined in the <i>MGA</i> and baseline assessment is defined in the municipality's CRL regulation.</div> <p>1. Assessment Baseline Report</p> <p>When a CRL bylaw is approved the municipality must provide a Baseline Assessment Report to the Minister by January 31 of the year the bylaw takes effect. The report will enable the Minister to monitor changes that may occur with the baseline assessment throughout the life span of a CRL. This one-time report will serve as a record of the assessments at the outset of a CRL area.</p> <p>The Baseline Assessment Report must be in Excel (xls) format and must contain the applicable data elements as outlined below for every assessable property within the boundary of the CRL area. In addition, any property in the CRL area that had a supplementary assessment, in the year the bylaw is approved, must be included in the assessment baseline report and must be assigned the applicable data elements.</p> <p><u>Data Elements</u></p> <ul style="list-style-type: none"> • Roll number or account number • Tax code (liability code) • Property description code (liability code) • Exemption Reason Code (liability code) • Total assessment for the property • Pro-rated assessment, when applicable • SUPP (notation of supplementary assessment) <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">The tax code, property description code and exemption reason codes are components of the liability code. More Information on these codes can be found in section 3.6.11 of this manual.</div> <p>The assessments reported for each property must reflect the assessed value recorded on the municipality's tax roll as of December 31 of the year the CRL bylaw is approved. In addition, the reported supplementary assessments must reflect the assessed value that is recorded on the supplementary tax roll as December 31 of the year the CRL bylaw is approved.</p> <p><i>Note:</i> Assessment appeal decisions made after December 31 of the year the bylaw is approved will not result in changes to the baseline assessment reported.</p> <p>Following are some guidelines pertaining to the data elements that must be assigned to property and how this information must be reported on the excel document.</p>	<p>The intent of this re-write is to provide information to affected municipalities about the reporting requirements for an Assessment Baseline Report and for reporting through the standard annual return process.</p>

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Rationale

Property with a single use and tax status

A property that has one use and one tax status will have the following data elements assigned to it, and will be recorded as follows:

Roll Number	Tax Code	Property Description	Exemption Reason	Total Assessment	Prorated Assessment	Notation of SUPP
1257890	T	NR	N/A	508,000	n/a	n/a

Property with multiple uses

Where a property has more than one use, the assessment must be prorated to each use and each of these assessments must be assigned the appropriate data elements.

Roll Number	Tax Code	Property Description	Exemption Reason	Total Assessment	Prorated Assessment	Notation of SUPP
123456	T	NR	N/A	508,000	167,640	n/a
123456	T	R	N/A	508,000	338,310	n/a
123456	T	F	N/A	508,000	2,050	n/a

Property with multiple tax status

Where a property has more than one tax levy (tax status), the assessment must be prorated to each tax status and assigned the appropriate data elements.

Roll Number	Tax Code	Property Description	Exemption Reason	Total Assessment	Prorated Assessment	Notation of SUPP
660661	T	R	N/A	670,000	520,670	
660661	E	NR	MGA351(1)(b)	670,000	149,330	

2. Annual Return Submission - baseline assessment and incremental assessment.

Annually, the baseline assessments and incremental assessments for properties located in a community revitalization levy area must be reported into the ASSET system in the form of the annual return submission (see section 2.0 Annual Return and Information Returns).

All the recording and reporting standards outlined in this manual apply to properties located in a community revitalization levy area; however, the following guidelines and examples relate the assignment of liability codes to a property’s assessment.

Baseline assessment.

The baseline assessment information reported on the annual return may vary from the corresponding information provided in the Baseline Assessment Report. Such changes will occur due to a reduction in the assessed value of the property, a change in property actual use, or a change to any other data element. While changes will be reported in the annual return they will not affect the Assessment Baseline Report.

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	<p><i>Note:</i> The assessed value of a property recorded as a baseline assessment cannot increase above the value reported in the Assessment Baseline Report. Any increase in the values of the baseline assessments are to be recorded as incremental assessments.</p> <p>Incremental assessment: To distinguish incremental assessments from the baseline, the assessor must assign the tax code "X" to the incremental assessed value of each taxable property, or "EI" to each property that is exempt from taxation (Table 18). The assessor must also assign the CRL regulation number (the Tax Exemption Reason Code - Table 19) to the incremental portion of the assessment.</p> <p>Following are examples of how the liability codes must be applied to a property's assessment baseline and incremental assessment.</p>	