

**Town of Portland Office of the Assessor**  
**Golf-Course Property**  
**Income and Expense Survey for Calendar Year 2016**  
**DUE June 1, 2017**

Information provided is CONFIDENTIAL, in accordance with Connecticut Law.

Property Name: \_\_\_\_\_

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

Form Preparer/Position: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**General Data**

Golf Course Designer: \_\_\_\_\_

Orientation:     Public             Semi-Private             Private  
Type:             Par-3             Executive             Championship

No. of Holes: \_\_\_\_\_ holes            Total Yardage: \_\_\_\_\_ yards

No. of Memberships: Single: \_\_\_\_\_            Family: \_\_\_\_\_

Which months comprise your winter season? \_\_\_\_\_

Which months comprise your summer season? \_\_\_\_\_

Analysis of Rounds Played				
	Winter Season	Summer Season	Cart Rounds	Annual
Member				
Non-member				
Group/Tournament				
Complimentary				
Total Rounds				

Fee Structure					
	Winter Season		Summer Season		Annual
	a.m.	p.m.	a.m.	p.m.	
Greens Fee with cart					
Greens Fee without cart					
Cart Fee					
Prepaid Cart Fee					
Trail Fee					
Typical Group/Tournament Fee					
Initiation Fee					
Single Membership					
Family Membership					

**Annual Gross Income**

Cart and Greens Fees:	\$ _____
Membership Income:	\$ _____
Tennis Income:	\$ _____
Pro-Shop & Driving Range	\$ _____
Food & Beverage Income	\$ _____
Other	\$ _____
Total Income	\$ _____

**Less: Cost of Goods Sold**

Tennis and Pro-shop	\$ _____
Food:	\$ _____
Beverage:	\$ _____
Other:	\$ _____
Income Before Operating Expenses:	\$ _____

**Annual Operating Expenses:**

Real Estate Taxes	\$ _____
Personal Property Taxes	\$ _____
Property Insurance	\$ _____
Repairs & Maintenance <sup>1</sup>	\$ _____
General/Administrative <sup>2</sup>	\$ _____
Management fee	\$ _____
Reserves	\$ _____
Other (explain)	\$ _____
Total Operating Expenses	\$ _____

**Net Operating Income** \$ \_\_\_\_\_

**Please include a copy of your year end Income Summary.**

Yes    No  
   

Do any of the figures include capital expenditures or extraordinary costs which vary from typical operating expenses? If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete attached schedule A & B **including contact information for lessees** listed on schedule B.

\_\_\_\_\_  
Signature/Position

\_\_\_\_\_  
Date

<sup>1</sup> Includes Repair and Maintenance items such as chemicals/fertilizers, grass/seed, gasoline/oil, utilities, etc.

<sup>2</sup> Includes General and Administrative expenses such as advertising, security, administrative payroll expenses, telephone, etc.