

## ALBERTA SCHOOL FOUNDATION FUND – REFUND POLICY

### Introduction

The following policy guidelines apply to refund requests under the Alberta School Foundation Fund (ASFF) resulting from assessment adjustments for 1999 and subsequent requisition years. Each request will be evaluated on its own merits based on the guidelines below.

In some cases, depending on the timing of an assessment adjustment, the ASFF may issue a credit to the account of the municipality instead of a refund. For example, if a hardship adjustment is approved during the requisition year, a credit is applied to the municipality's account and the remaining quarterly payments are reduced accordingly. This is determined on a case-by-case basis.

### Policy Guidelines

#### Equalized Assessment Corrections

- **Municipal Government Board (MGB) Decisions** - Adjustments that occur as a result of a change in the valuation of taxable assessment by the MGB are eligible for a refund with respect to the following year's equalized assessment. Because the equalized assessment process uses the previous year's taxable assessment, the loss will be reflected in the equalized assessment prepared for the following tax year.

**Application for refund must be made within six months of the MGB decision.**

- **Equalized Assessment Adjustments** - Adjustments to a prior year's taxable assessment that result in a change to the current year's equalized assessment will be adjusted in accordance with the resulting change to the equalized assessment and to the ASFF requisition amount.

These adjustments can occur as a result of decisions of an Assessment Review Board (ARB) and/or assessor changes.

**Requests for adjustments must be submitted by December 31 of the current year unless an extension has been provided.**

- **Prior Years' Equalized Assessment Corrections** - In such instances where the current year and past years' ASFF requisitions are affected by corrections made to prior years' equalized assessments, only the current year's requisition will be collected/refunded upon. This applies only to corrections to the equalized assessments resulting from errors or omissions (assessor changes) in the reporting or recording of the prior years' equalized assessment. Changes to past years' requisitions resulting from Municipal Government Board or Assessment Review Board decisions will be collected/refunded.

### Net Loss of Taxable Assessment

- **Hardship Adjustment** - Municipalities that experience a net loss of taxable assessment, in the year of the requisition, may be eligible to apply for a hardship refund under this policy. Refunds will only be recommended if the net loss in the taxable assessment exceeds two per cent of the requisitioning assessment category of Residential/Farm land or Non-Residential. **Only the amount over two percent will be refunded by the ASFF.**

A municipality may accumulate the losses in taxable assessments in the current year.

**Requests must be submitted by December 31 of the current year.**

In the case of MGB decisions, municipalities are eligible to apply for a hardship refund relating to the affected year's taxable assessment. A refund will be considered if the loss of taxable assessment relating to the MGB decision is in excess of two per cent.