



AgriStability

Guide for 2022 Supplementary Forms for Beekeepers

Taxation year ending
January 1, 2022 through December 31, 2022

Submission deadline
September 30, 2023

A federal-provincial-territorial initiative

Guide for 2022 Supplementary Forms

Forms Availability

Forms are available at www.AFSC.ca, any AFSC branch office, or by calling toll free 1.877.899.AFSC (2372).

The 2022 submission deadline is **September 30, 2023**. Participants who submit their Supplementary Forms after the deadline will have their final AgriStability Benefit reduced by \$500 per month, or part thereof, to a maximum of \$1,500. No penalty will occur if there is no benefit entitlement. Late filed forms are accepted up to December 31, 2023. After December 31, 2023 a participant is no longer eligible for the 2022 program year.

It is the participant's responsibility to ensure that the AgriStability Supplementary Forms are submitted on time and in accordance with the AgriStability Handbook, even if the submission has been completed and/or submitted on their behalf by a third party.

Program Eligibility

In addition to meeting the 2022 Supplementary Forms submission deadline, to be eligible for benefits for the 2022 program year, you must also have:

- Submitted your 2022 AgriStability Fee by **December 31, 2022**;
- Farmed in Canada and reported farm income (or loss) for the income tax purposes for the 2022 program year;
- Completed a minimum of six consecutive months of farming activity, as well as a production cycle;
- Submit a signed AgriStability Participant Declaration either in the current or a prior year: this is a one-time declaration which does not have to be resubmitted every year. However, the Client Declaration renewal on the Supplementary Forms must be signed annually.

General Tips

- Program Year means the taxation year for which forms are submitted coinciding with a participant's fiscal period for that taxation year.
- Missing information may delay the processing of your submission.
- The following information is required at a minimum: accounts receivables, accounts payables and prepaid expenses (if required to adjust information reported on a cash basis). If a participant supplies AFSC with Schedule 2 (bee and honey production worksheet) or Schedule 3 (bee inventory worksheet) that contains production units along with only starting and ending inventories, AFSC will accept the information and process the application as follows:
 - A confirmation letter will be issued to the participant to confirm receipt of the above information. The Program Year application will be assessed as a zero-benefit claim.
 - The information provided will be used to support future claim years and may be subject to verification, audit, and inspection.
 - Although a detailed Calculation of Program Benefits (COPB) statement will not be issued, the confirmation letter will serve as a proxy to the COPB thereby providing 18 months for any future revisions.
- Keep good records. Count and record your inventory on the last day of every fiscal year.
- If you farm within a partnership:
 - and file to Canada Revenue Agency (CRA) on a partnership statement (i.e. individual income and expenses reflect 100 per cent of the farm and your share is determined by a percentage applied to the net income), complete the AgriStability Supplementary Forms to represent 100 per cent of the farm.
 - and do not file to CRA on a partnership statement (i.e. individual income and expenses reflect your share only), complete the AgriStability Supplementary Forms to represent only your share of the farm.
 - as an option, one set of AgriStability Supplementary Forms can be submitted for all partners representing 100 per cent of the farm, **but must include the names and signatures of all partners.**
- Keep a copy of your 2022 AgriStability Supplementary Forms for your records.

Income Tax and AgriStability

- To remain eligible for the AgriStability and AgriInvest Programs, participants must have filed their income tax to Canada Revenue Agency by December 31, 2023.
- Individuals that filed farming income on a T1163 to CRA by the tax deadline do not need to send a copy of their tax to Agriculture Financial Services Corporation (AFSC).
- Individuals not required to file tax need to record their income and expenses on a T1163 and send a copy to AFSC.
- Corporations need to submit for the Program Year a copy of their Financial Statements with notes, T2 Schedule 1 and an Alberta Statement A to AFSC (an Accrual to Tax Worksheet may also be requested).
- Accrual tax filers must also provide detailed information of their breeding stock inventory adjustment used for taxation purposes.

Filling Out The 2022 Supplementary Forms

2022 AgriStability Application Form

Page 1

Please enter your Identification Number (AFSC ID) or your Personal Identification Number (PIN) and enter the year you are applying for.

Client Information: Please enter your Business Name, Business Address and Contact Person

Fiscal Period: Enter your Fiscal Period

Complete this section ONLY if the information has changed or was not previously provided to AFSC for administration of the AgriStability Program.

AgriStability Form Preparer: If not completed by the participant, provide the name of the person that prepared the AgriStability Supplementary Forms on your behalf.

NOTE: AgriStability Form Preparers will receive general information mail outs regarding the AgriStability Program, including notifications relating to seminars and program enhancements. A form preparer is not automatically given the right to act as a representative for the participant. (To authorize a representative refer to *Third Party Form* on www.AFSC.ca)

Page 2

Please enter your Identification Number (AFSC ID or your Personal Identification Number (PIN) and enter the year you are applying for.

Additional Information: Examples of additional information required to process your application:

- Cause of a margin decline or any special circumstances (e.g. drought, disease, etc.);
- Names of other individuals or businesses that you farm with;
- Barter transactions;
- For contracted commodities provide Fair Market Value (FMV) if part or all of fiscal year-end inventory is committed to a determinable price contract.

Additional Information
a) For any other additional information necessary to process your application (e.g. an explanation for a margin decline, share cows fed or any structural change) please use the following space: <u>Low honey production due to drought conditions. Higher deaths than normal due to increased bear activity.</u> _____ _____ _____
b) Please enter your crop insurance AFSC ID number at the top of Schedule 2.

Freedom of Information and Protection of Privacy Act: Please read, sign and date.
Processing will be delayed if the appropriate signatures are not submitted with the Supplementary Forms.

Deferred Income and Receivables

Schedule 1a

Deferred income and receivables represent the income from products or services that have been sold and delivered but for which payment has not yet been received.

- Only fill out Schedule 1a if you report to CRA on a cash basis. This schedule will ensure that only allowable income relating to the Program Year is considered.
- You will need a list of the dollar value of your prior year income received in the Program Year and income from crops and livestock sold in the Program Year but not received until the following year.

Important: The 'Prior Year Income Received In or Deferred to Program Year' reported on your 2022 Supplementary Forms should match the 'Program Year Income Deferred to Future Tax Year or Not Received by Year End' reported on the 2021 Supplementary Forms.

Example: Deferred Income and Receivables

Farmer has a December 31, 2022 taxation year-end

Honey Sales

Sold \$48,000 of honey in December of 2021 and received payment in January 2022; Sold \$150,000 of honey in December of 2022 and received payment in January 2023

Production Insurance Payment

2021 production insurance payment of \$15,000 and received payment in January 2022; 2022 production insurance payment of \$10,000 and received payment in January 2023

DEFERRED INCOME and RECEIVABLES: Schedule 1a CHECK HERE IF NOTHING TO REPORT

DESCRIPTION	PRIOR YEARS INCOME DEFERRED TO PROGRAM YEAR	PROGRAM YEAR INCOME NOT RECEIVED BY YEAR END
Honey Sales: Bulk and Consumer Pack	\$	\$
Honey Sales: Alberta Honey Producers Coop	48,000	150,000
Pollination Services		
Wax, Pollen, Other Sales		
Bee and other bee byproducts		
Rebates		
Production Insurance Benefits - Prior Year	15,000	
Production Insurance Benefits - Current Year		10,000
Other (please describe)		
TOTAL	63,000	160,000

Bee and Bee Byproducts

*Please include wax, pollen, queens, nucs, packaged nucs and hives.

Unpaid Expenses

Schedule 1b

Unpaid expenses are expenses incurred during the year for which the payment has not yet been made and will have to be made the following year.

- Only fill out Schedule 1b if you report to CRA on a cash basis. This schedule will ensure that only allowable expenses relating to the Program Year are considered.
- You will need a list of the dollar value of your unpaid expenses at the start and end of the Program Year. If you have claimed the expense on your tax return it is not an unpaid expense.
- Check your banking information re: cancelled cheques, credit cards, and etransfers in the Program Year to see which ones relate to prior year unpaid bills.
- Check your cancelled cheques written after the Program Year to see which expenses relate to the Program Year.
- Refer to year-end statements from your suppliers.
- Do not include the interest or GST portion of your unpaid expenses on Schedule 1b.

Important: The 'Unpaid Expenses at Beginning of Program Year' reported on your 2022 Supplementary Forms should match the 'Unpaid Expenses at End of Program Year' reported on the 2021 Supplementary Forms.

Example: Unpaid Expenses

Farmer has a December 31, 2022 year-end

Feed

Purchased bees for \$36,000 in April 2021 for the 2021 production year, paid for in January 2022; Purchased bees for \$10,000 in April 2022 for the 2022 production year, paid for in May 2023

Containers

Purchased containers for \$5,000 in November 2021, paid for in February 2022; Purchased containers for \$4,000 in November 2022, paid for in January 2023

ACCOUNTS PAYABLE: Schedule 1b		CHECK HERE IF NOTHING TO REPORT <input type="checkbox"/>
DESCRIPTION	PRIOR YEAR EXPENSE PAID IN PROGRAM YEAR	CURRENT YEAR EXPENSES NOT PAID BY YEAR END
Honey	\$	\$
Bee Purchases	36,000	10,000
Feed: Sugar and Pollen Supplement		
Medical expense: Medicinal Sugar/Bee Repellent		
Freight & Trucking		
Rebates		
Containers	5,000	4,000
Production Insurance Premiums		
Fuel & Oil		
Electricity		
Heating Fuel		
Arms Length Salaries		
Other (please describe)		
TOTAL	41,000	14,000

*Bee Purchases: include Queens, Package Nucs, Nucs and Hives

**Feed: include and raw material used for feed

***Medical Expense: include Formic Acid, Oxalic Acid or Thymovar

Purchased Inputs/Prepaid Expense

Schedule 1c

Purchased inputs are expense items that were paid in advance but will be used for the next crop year.

- Only fill out Schedule 1c if you report to CRA on a cash basis. This schedule will ensure that only allowable expenses relating to the Program Year are considered.
- This schedule must be completed for inputs such as prepared feed, fertilizer and chemicals that are purchased but benefit a different production year.

Important: The 'Program Year Starting Inventory (\$)' reported on your 2022 Supplementary Forms should match the 'Program Year Ending Inventory (\$)' reported on the 2021 Supplementary Forms.

Example: Purchased Inputs

Farmer has a December 31, 2022 year end

Feed Purchases

\$15,000 of feed purchases was applied October 2021 to produce the 2022 production season

\$6,000 of feed purchases was applied October 2022 to produce the 2023 production season

Production Insurance

Purchased and paid for \$15,000 of production insurance in December 2021 for the 2022 crop; Purchased and paid for \$10,000 of production insurance in December 2022 for coverage on the 2023 crop

PURCHASED INPUTS: Schedule 1c		CHECK HERE IF NOTHING TO REPORT <input type="checkbox"/>
DESCRIPTION	PURCHASED IN PRIOR YEAR FOR CURRENT YEAR	PURCHASED IN CURRENT YEAR FOR NEXT YEAR
Honey	\$	\$
Bee Purchases		
Feed: Sugar and Pollen Supplement	15,000	6,000
Medical expense: Medicinal Sugar/Bee Repellent		
Freight & Trucking		
Rebates		
Containers		
Production Insurance Premiums	15,000	10,000
Fuel & Oil		
Arms Length Salaries		
Other (please describe)		
TOTAL	30,000	16,000

All participants who produce or purchase raw commodities such as honey, wax, pollen or honey comb must complete this schedule.

- Ensure that FMV (Fair Market Values) are included for all items.
- There will be no hives for wax production.
- Honey and Pollen productive hives reported will be considered the productive units for the program year.
- Schedule 3 below will further describe these hives.
- For Honey, Wax, Pollen and Honey Comb report the prior years production on the prior year row.
- Opening amount and fair market value less the amount sold or gifted during the year will equal closing inventory.
- Items produced during the fiscal year will be reported on the current year rows. The number of hives and yield per hive will explain the current year production.
- This production, less sold and gifted inventory during the year, will equal closing inventory.

The 'Program Year Starting Inventory' reported on your 2022 Supplementary Forms should match the 'Program Year Ending Inventory' reported on your 2021 Supplementary Forms. If they do not match, please indicate the reason in the notes section on page 2 of the Supplementary Forms.

Example: Bee ByProduct Inventory Worksheet:The following example will help you complete Schedule 2.

Starting Inventory January 1st.

50,000 lbs of honey
 3,500 lbs of wax
 900 lbs of pollen
 12,000 lbs of Honey Comb

Productive Units

2,500 hives including
 250 hives that produced pollen

Annual Production

250,000 lbs of honey
 7,500 lbs of wax
 2,500 lbs of pollen
 20,000 lbs Honey Comb

Ending Inventory December 31st

50,000 lbs of honey
 5,000 lbs of wax
 500 lbs of pollen
 12,000 lbs of prior years Honey Comb
 20,000 lbs of current year Honey Comb

Description	UOM	Opening	Opening FMV	Productive Hives	Yield per Hive	Current Yr Prod'n	Sold during Year	Gifted	Closing Inventory	Closing FMV
Honey										
Prior Year	lbs	50,000	2.00				50,000		0	2.10
Current Year	lbs			2,500	100	250,000	200,000		50,000	2.10
Wax										
Prior Year	lbs	3,500	4.00				3,500		0	3.75
Current Year	lbs			2,500	3	7,500	2,500		5,000	3.75
Pollen										
Prior Year	lbs	900	10.00				900		0	12.00
Current Year	lbs			250	10	2,500	2,000		500	12.00
Honey Comb										
Prior Year	lbs	12,000	8.00						12,000	8.25
Current Year	lbs					20,000			20,000	8.25

Prior Year: Opening - Sold during Year - Gifted = Closing Inventory

Current Year: Current Year Production - Sold during Year - Gifted = Closing Inventory

Please include Fair Market Values

All participants must complete this schedule.

- Gather your livestock production, sales, purchases and inventory records for the Program Year.
- Ensure that livestock sales agree with livestock income reported on your Farm Tax Statement for the Program Year, adjusted for opening and closing deferrals.

Important: The ‘Program Year Starting Inventory’ reported on your 2022 Supplementary Forms should match the ‘Program Year End Inventory’ reported on your 2021 Supplementary Forms.

Example: Livestock Inventory Worksheet

The following cattle operation example will help you in completing Schedule 3:

Nucleus Hives

0 on opening inventory
 10 splits
 90 purchased
 10 sold
 90 transferred into hives
 0 on ending inventory

Hives

1,500 opening inventory
 50 hives were split
 100 hives purchased
 300 deaths
 90 nucs transferred in
 1,440 on ending inventory

- Enter quantity in each column.
- Queens in producing hives are to be reported as hives.
- Queens and Nucs listed separately are intended for sale and not producing this year.
- Nucleus colonies are to be reported as early or not fully productive units.
- Hives are producing units and should align with the numbers reported above.
- Queens, Nucs and hives are to be reported once on this schedule in which ever row describes them most accurately for the production year. Do not enter them on more than one line.

Description	UOM	Opening	Opening Value	Splits	Purchases	Sold	Deaths	Transfer In	Transfer Out	Ending	\$ Value
Queens			50								50
Nucs		0	100	10	90	10			90	0	100
Hives Honey		1,500	100	50	100		300	90		1,440	100
Hives Pollination			100								100

Use this section to describe the production from the hives reported above.

Number of hives not extracted	100	Reason	
Number of hives extracted	1,500	Reason	
Number of hives abandoned	100	Reason	
Number of hives destroyed	100	Reason	

Use this section to describe the honey sales reported above.

Honey Sales: Current Year	UOM	Co-op	Outside Sources	Other	Total Sales
	lbs	175,000	75,000	0	250,000

~ NOTES ~



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