



2023 Annual Return for Agricultural Societies

Regulatory Deadline for Submission:

February 15, 2024

For Assistance and to Submit Please Contact:

Monika.Warring@gov.ab.ca

**Monika Warring
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Agriculture and Forestry
#106, 4709 – 44 Avenue
Stony Plain, AB
T7Z 1N4
780-968-3517**



Annual Return Checklist

Agricultural Society Name

Please use and submit this annual return checklist along with all of the other applicable documents on the list. All of these items are required as per the *Agricultural Societies Act* (Section 26.1) and the *Agricultural Societies Regulation* (Section 4).

- Directors List
- 2023 Activities Report
- Copy of the minutes of the most recent AGM
- Copy of the minutes of the 2nd most recent AGM (as adopted at the most recent AGM)
- AGM membership sign-in sheet (to verify quorum was achieved)
- Financial Statements
 - Must be approved at the annual general meeting by your membership
 - Must be signed by **two directors** of the agricultural society and the **accountant**
 - Must be a review engagement or audit report prepared by a professional accounting firm

Statement of Certification

We certify that:

- We are authorized to complete the Annual Return.
- That the information provided in the Annual Return is, to the best of our knowledge, true, complete and correct.

Date (yyyy-mm-dd)

Print Director's Name

Director's Signature

Date (yyyy-mm-dd)

Print Director's Name

Director's Signature

The personal information that you provide on this form and any attachments will be used for the purpose of administering the Agricultural Societies Program. Your personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of the Act. If you have any questions about the collection, use or disclosure of your personal information, please contact the Agricultural Societies Program at: Room 106, 4709 44 Avenue, Stony Plain, AB T7Z 1N4; 780-968-3517; for toll free access, dial 310-0000 followed by telephone number.



Directors List

All fields marked with an * are Mandatory.

*Agricultural Society Name		
*Mailing address of Agricultural Society (<i>This is where correspondence will be mailed.</i>)		
*Town/City	*Postal Code	*Telephone Number (<i>Ag. Society</i>)
Fax Number	*Email Address	

Agricultural Society Primary Contact

*Name (<i>first name, last name</i>)		*Position
*Telephone Number (<i>Office</i>)	*Cellphone Number	*Email Address

Board of directors: # of directors required by your bylaws _____

The board of directors listed were elected/appointed at the meeting held on: _____
Date (*yyyy-mm-dd*)

Officers/Executive of the Board:

1 President

Title	Name (<i>first name, last name</i>)	
Mailing Address		City
Postal Code	Phone Number	Email Address

2 Vice President

Title	Name (<i>first name, last name</i>)	
Mailing Address		City
Postal Code	Phone Number	Email Address

3 Treasurer

Title	Name (<i>first name, last name</i>)	
Mailing Address		City
Postal Code	Phone Number	Email Address

4 Secretary

Title	Name (<i>first name, last name</i>)		
Mailing Address			City
Postal Code	Phone Number	Email Address	

5 Additional Executive (Title)

Title	Name (<i>first name, last name</i>)		
Mailing Address			City
Postal Code	Phone Number	Email Address	

Other Directors:

6

Title	Name (<i>first name, last name</i>)		
Mailing Address			City
Postal Code	Phone Number	Email Address	

7

Title	Name (<i>first name, last name</i>)		
Mailing Address			City
Postal Code	Phone Number	Email Address	

8

Title	Name (<i>first name, last name</i>)		
Mailing Address			City
Postal Code	Phone Number	Email Address	

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Title	Name (first name, last name)		
Mailing Address			City
Postal Code	Phone Number	Email Address	

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Title	Name (first name, last name)		
Mailing Address			City
Postal Code	Phone Number	Email Address	

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Title	Name (first name, last name)		
Mailing Address			City
Postal Code	Phone Number	Email Address	

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Title	Name (first name, last name)		
Mailing Address			City
Postal Code	Phone Number	Email Address	

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Title	Name (first name, last name)		
Mailing Address			City
Postal Code	Phone Number	Email Address	

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Title	Name (first name, last name)		
Mailing Address			City
Postal Code	Phone Number	Email Address	

Agricultural Society Name: _____

Please use the following table to categorize the activities that your agricultural society engaged in **2023**. This information is required as per the Agricultural Societies Regulation.

Event or Program					
Agricultural	Category Number <i>(for internal use only)</i>	Total # of Events	Total # of Volunteers	Total # of Volunteer Hours	Total Number of Attendees
Rodeos	1				
Farmers Markets	2				
Horse Events	3				
Livestock Shows/Sales	4				
4 H (Meetings, Speeches, etc.)	5				
Ag Education/Farm Safety	6				
Other	7				
QUALITY OF LIFE					
Community Events (fairs, concerts, seasonal celebrations, special events, etc.)	10				
Sports (hockey, curling, ball tournaments, etc.)	11				
Facility Rentals (Weddings, Dances, Funerals, etc.)	12				
Other	13				
GOVERNANCE					
Board/Executive/Committee Meetings	20				
AGM/General Membership Meetings/Special Meetings	21				
AAAS (Conference, Regional Meetings, etc.)	22				
Board Governance/Leadership Development (training)	23				
Other	24				



Annual General Meeting Membership Sign-In Sheet

Agricultural Society Name	AGM Date (yyyy-mm-dd)
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The sign-in sheet is used to provide evidence that quorum was achieved as per Section 4(3)(d) of the Agricultural Societies Regulation.

#	Member Name (please PRINT)	Mailing Address	Signature
	Example: John Doe	Box 123, Acme, AB T0E 0E0	
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#	Member Name (please PRINT)	Mailing Address	Signature
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#	Member Name (please PRINT)	Mailing Address	Signature
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