



CASLPM

THE COLLEGE OF AUDIOLOGISTS AND
SPEECH-LANGUAGE PATHOLOGISTS
OF MANITOBA

Annual Report 2019

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Honourable Cameron Friesen
Minister of Health, Seniors and Active Living
Room 302
The Legislative Building of Manitoba
450 Broadway
Winnipeg MB R3C 0V8

Dear Minister Friesen:

**RE: College of Audiologists and Speech – Language Pathologists of Manitoba
Annual Report 2019**

I am pleased to present the Annual Report of the College of Audiologists and Speech – Language Pathologists of Manitoba (the College), including the Financial Review for the 2019 fiscal year.

The College operates to regulate the professions of audiology and speech – language pathology in Manitoba under the authority of *the Regulated Health Professions Act* of Manitoba.

The Annual Report 2019 is presented in accordance with *The Regulated Health Professions Act*.

Respectfully Submitted,

“Original signed by”

Stephanie Gordon, RDH, BA, MPH
Registrar/Executive Director,
College of Audiologists and Speech – Language Pathologists of Manitoba

The President's & Registrar's Report

THE COLLEGE

It is our pleasure to present the CASLPM Annual Report for 2019. There have been many changes at the College in the past year. However, you can be assured that through its Registrants, Council and Council's committees, and staff, CASLPM continues to serve and protect the public interest.

One of our most significant changes this year was in our Registrar/Executive Director. Lori McKietruk departed the College in early 2019 and had served in her role as CASLPM Registrar since its inception in 2014. During Lori's tenure with the College, she led the organization in becoming the first health profession regulatory body to fall under *The Regulated Health Professions Act*; this was a great achievement for the organization. Lori was integral in creating legislation, policies, and practice directions for CASLPM. The College wishes Lori the best in her future endeavours.

During the CASLPM's transition and search for a new Registrar, Acting Registrar Leslie Goerzen and Interim Registrar, Deborah Schoenhofer led the College through multiple projects and a busy registration period. The commitment of both leaders during this transition were invaluable and the Council thanks them for their hard work and the dedication to CASLPM.

We would also like to acknowledge the significant contributions of the Council members who left in 2019. Shelley Irvine Day joined Council in 2016 and was President from December 2018 to August 2019. She brought years of experience as a Speech-Language Pathologist, an MBA, years of experience in upper level management, a tireless work ethic, and an unwavering commitment to the College. Nancy Eason was also a Speech-Language Pathologist. She joined Council in 2018 and left in the fall of 2019 to pursue new career opportunities out of province. She worked on various committees and was a great colleague. Thank you. You both made a difference.

The College also recognizes the commitment, vision, and passion of other members of the CASLPM team including Barb Kryzanowski, Corey Wilson, and Claire Herbert. These staff members were the heart and soul of the office during the transition and their contribution did not go unnoticed.

In October 2019, and after an exhaustive search with the support of Summit Search Group, it was with great excitement that the Council introduced its new Registrar/Executive Director, Stephanie Gordon. Stephanie has seven years of being in the equivalent role at the College of Dental Hygienists of Manitoba. Furthermore, she was previously the Manager of the Dental Program at Niagara Region Public Health and has recently completed her Master's Degree in Public Health at the University of Waterloo where she received multiple prestigious awards including the James Rossiter Canadian Institutes of Health Research (CIHR) Award and the CIHR Public Health Professional Master's Award. Stephanie has extensive experience with community engagement and policy development.

She has held multiple executive positions on boards including the National Dental Hygiene Certification Board, the Ontario Association of Public Health Dentistry Board, and the St. Mary's Academy School Board. Through these experiences Stephanie has developed comprehensive strategic plans while ensuring the mission, vision and priorities of the organization were achieved. The Council welcomes Stephanie to her new position.

In 2019, Council dedicated considerable time reviewing and amending the budget and fee schedules for upcoming years. As such, Council approved pro-rated fees for new graduates applying for registration with CASLPM. Council is committed to operating the College as efficiently and effectively as possible and as a result of this thorough review several budget adjustments were made. These changes are being closely monitored to evaluate their measurement effectiveness. Future budgets will be amended based on this review.

Finally, the College furthered its mandate to serve and protect the public interest by unveiling its strategic plan. The plan focuses on three main areas: increasing public awareness of the College and its Registrants; enhancing the Registrant's quality of practice, and improving the efficiency and effectiveness of College processes and procedures.

PROVINCIAL COLLABORATION

The College has continued to work with other healthcare regulators in the Province of Manitoba through its membership and contributions to the Manitoba Alliance of Health Regulatory Colleges. The College has been a trailblazer as the first College under *The Regulated Health Professions Act*. As more Colleges come under this omnibus legislation, the College will continue to work collaboratively within the Province.

The College has also continued to work with the Office of the Manitoba Fairness Commissioner to ensure compliant, fair, and transparent registration processes for internationally educated applicants.

NATIONAL COLLABORATION

The College of Audiologists and Speech-Language Pathologists of Manitoba is a member of the Canadian Alliance of Audiology and Speech-Language Pathology Regulators, commonly referred to as CAASPR.

The nine regulated jurisdictions in Canada are: Newfoundland, New Brunswick, Nova Scotia, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, and British Columbia. Congratulations to Nova Scotia whose SLP and Audiology College officially formed on November 5th 2019.

The regulators work together to advance the regulation of the professions, focusing on projects that require collective actions.

CAASPR has also established a National Entry-To-Practice examination (CETP) for both audiology and speech-language pathology. This exam will be based on the National Competency Profile packages. The first administration of these examinations is scheduled for the fall of 2020 and will be administered twice per year starting in 2021. This will be a significant addition to the requirements for registration as either an Audiologist or Speech-Language Pathologist in Manitoba and every other regulated province in Canada.



The addition of a mandatory, non-exemptible, Entry-To-Practice examination will advance the registration process across Canada by providing a tool to fairly and consistently measure an applicant's knowledge, skill and judgement. This measure is in alignment with the Canadian Free Trade Agreement and the Agreement on Internal Trade (AIT) which facilitates the free flow of goods, services and people including regulated health professionals across and between all provinces and territories.

Thank you,

Florent Gaudry, *President*
Stephanie Gordon, *Registrar/Executive Director*

The Mandate

The College serves and protects the public interest through:

- conducting the affairs of the College in a transparent, objective, impartial and fair manner
- setting standards for practice
- registering qualified Audiologists and Speech-Language Pathologists who wish to practice their professions in Manitoba
- ensuring the continuing competence of its Registrants
- receiving complaints, conducting investigations and appeals, and taking appropriate disciplinary action

College Structure and Organizational Chart

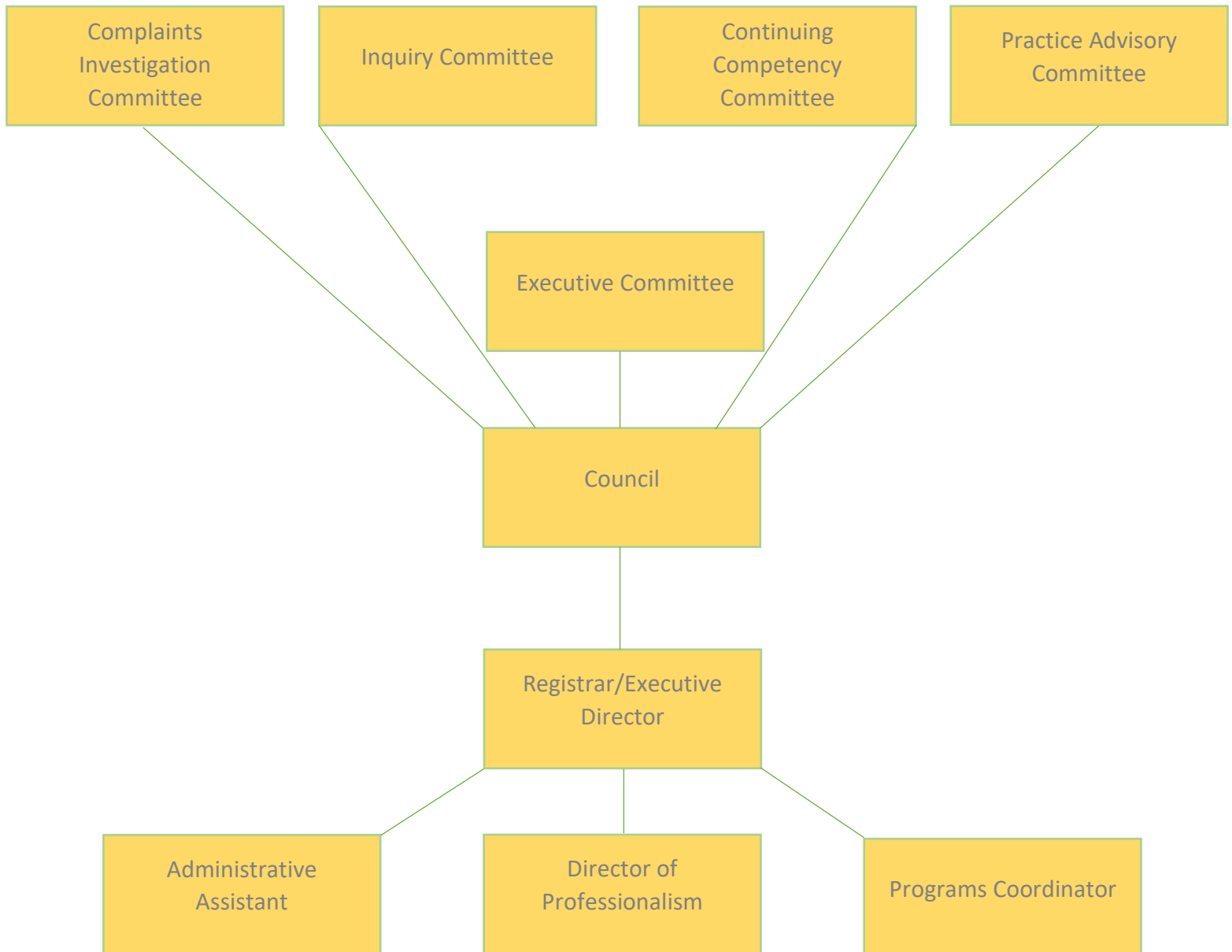


Chart as of December 31st 2019

College Structure

COUNCIL

The functions of the College are achieved under the direction of Council. Council sets policy and governs the College in the public interest.

Council is made up of 9 members:

- Two Audiologists, elected from those registered with the College and eligible for election: one each from District One and District Two
- Four Speech-Language Pathologists, elected from those registered with the College and eligible for election: three from District One, and one from District Two
- Three Public Representatives, appointed by the Minister of Health

Council members attend Council meetings each year and serve on statutory and standing Committees of the College.

Audiologists		Speech-Language Pathologists		Public Representatives
Florent Gaudry	District 1	Heather Shpak	District 1	Roland Street
Colita MacTavish	District 2	Kelly Tye Vallis	District 1	Caitlin Brown
		Leslie Goerzen	District 2	Margaret Klassen
		Caitlin Buchel	District 1	

Table as of December 31st 2019

College Structure - Committees

Complaints Investigation Committee

Reviews complaints in a fair and impartial manner in accordance with *The Regulated Health Professions Act*.

Heather Shpak, *RSLP*
Colita MacTavish, *R. Aud*
Alex Mills, *Public Representative*
Dwayne Grantham, *Public Representative*
Vacant, *RSLP*
Vacant, *R. Aud*

Inquiry Committee

Conducts hearings and makes findings about professional conduct or suitability of a Registrant to practice in accordance with *The Regulated Health Professions Act*.

Caitlin Buchel, *RSLP*
Lori Bastness, *RSLP*
Florent Gaudry, *R. Aud*
Mamdoh Gerges, *R. Aud*
Negrych Letkemann, *Public Representative*
Melissa Coutu Harju, *Public Representative*

Continuing Competency Committee

Ensures the continuing competence of the College's registrants through the administration of the Continuing Competence Program. In 2019 the committee did not conduct practice audits.

Leslie Goerzen, *RSLP* Elizabeth Grauer, *RSLP* Caitlin Brown, *Public Representative*
Colita MacTavish, *R. Aud* Garry Kranjc, *R. Aud* Roland Street, *Public Representative*

Practice Advisory Committee

Provides recommendations to Council about Audiology and Speech-Language Pathology practice issues.

Florent Gaudry, *R. Aud* Leslie Goertzen, *RSLP* Margaret Klassen, *Public Representative*
Shelly Lopez, *R. Aud* Kelly Ring-Whiklo, *RSLP* Roland Street, *Public Representative*

Executive Committee

Review recommendations of standing committees and otherwise ensures the organization of Council.

Florent Gaudry, *R. Aud*
Caitlin Buchel, *RSLP*
Caitlin Brown, *Public Representative*

Table as of December 31st 2019

Registration

Registration Statistics as of 31st December 2019

Registration Category	Audiologists	Speech-Language Pathologists
Full Regulated	66	382
Restricted Purpose	0	0
Provisional Regulated	2	15
Non-Practising*	3	8
Inactive/Retired*	2	11
Total	73	416

**Those in the non-practising and inactive/retired categories are not eligible for a certificate of practice. All other registrants held a certificate of practice.*



Registration

Advanced Competency Statistics, 2015 - December 31st 2019

Advanced Competency Certificates: Speech – Language Pathology	2019	2018	2017	2016	2015
1. Fiberoptic Endoscopic Evaluation and Management of Voice Disorders	7	8	10	4	10
2. Fiberoptic Endoscopic Evaluation and Management of Swallowing Disorders	8	7	10	9	15
3. Voice Restoration through the use of Voice Prostheses	4	4	4	3	6
4. Swallowing and Voice Restoration through the use of Tracheotomy Tubes or Speaking Valves	27	26	25	19	29
5. Videofluoroscopic Assessment of Adult Swallowing Disorders	41	40	42	33	42
6. Videofluoroscopic Assessment of Pediatric Swallowing Disorders	0	0	0	0	0

Advance Competency Certificates: Audiology	2019	2018	2017	2016	2015
1. Vestibular Assessment and Management	0	0	0	0	1
2. Cochlear Implant Management	4	4	4	4	5

Registration

Applications for Registration, 2019

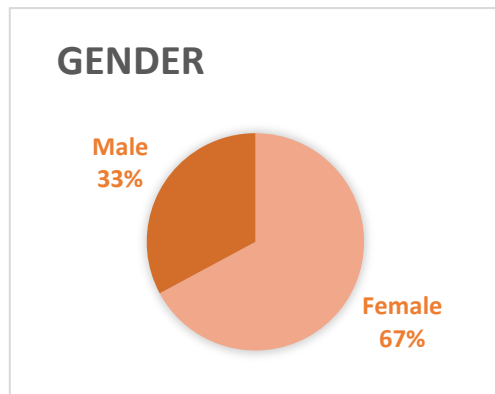
Application Type / Entry Route	Profession		Disposition
	Audiology	Speech – Language Pathology	
Practicing Professional Eligible to apply under Labour Mobility	1	2	3 Full Regulated Registrations granted 3 Certificates of Practice granted
Practicing Professional Restricted Purpose Application	1	0	1 Restricted Purpose Registration granted
Practicing Professional from Unregulated jurisdiction in Canada	0	1	1 Full Regulated Registration granted 1 Certificate of Practice granted
Practicing Professional Outside the MRA or Internationally Educated	0	2	2 Full Regulated Registrations granted 2 Certificates of Practice granted
New Graduate Accredited Canadian Program	0	8	8 Provisional Regulated Registrations granted 8 Certificates of Practice granted
New Graduate International Program	0	6	6 Provisional Regulated Registrations granted 6 Certificates of Practice Granted
Reinstatement Applications	2	2	4 Certificates of Practice Granted
TOTAL Applications in 2019 By Profession	4	21	

All applicants in 2019 applied for both Registration and a Certificate of Practice

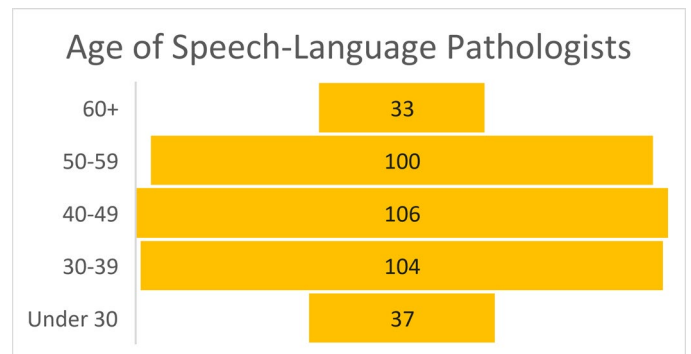
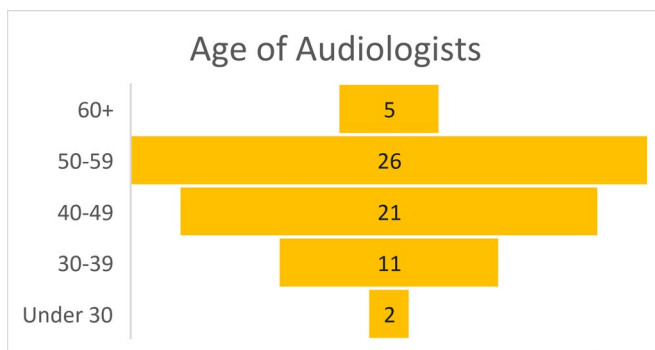
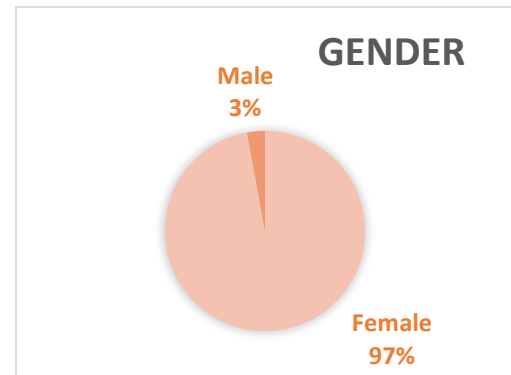
Registration

Demographics of Practising Registrants

Audiologists

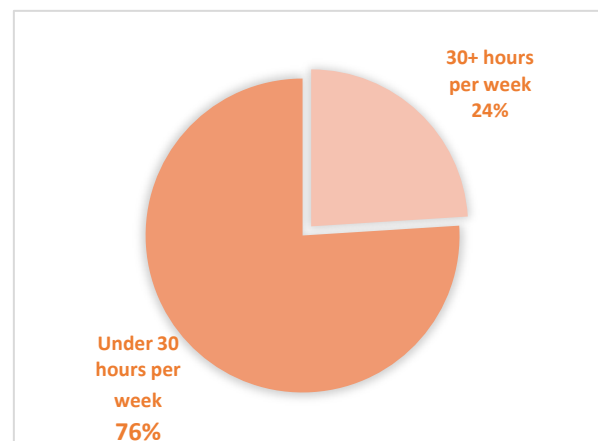
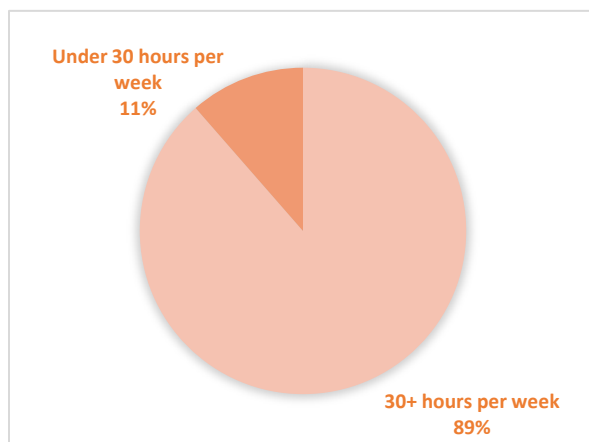


Speech-Language Pathologists



The average age of an Audiologist is 48

The average age of a Speech-Language Pathologist is 44



Complaints Investigation, Inquiry

The College addresses complaints in a manner consistent with *The Regulated Health Professions Act*. In 2019, the Council of the College continues to use the Complaints Investigation Procedures Manual, which addresses the complaints process from the initial complaint to the decision(s) of the Complaints Investigation Committee. This manual serves to protect the public by emphasizing the timely, fair and transparent handling of complaints by both the Registrar and the Complaints Investigation Committee.

Complaints 2017-2019

Year	Complaint Type	Source	Disposition
2019			
6 New Complaints	Competence, Professional Misconduct	Registrar/ Employer	Carried Forward and Informal Resolution by the Registrar
2018			
New Complaint	Competence, Professional Misconduct	Public	Informal Resolution by the Registrar
Complaint Carried Forward	Professional Misconduct	Employer	Undertakings Accepted by the Complaints Investigation Committee
2017			
New Complaint	Professional Misconduct	Employer	Carried Forward
New Complaint	Professional Misconduct	Public	Dismissed by the Registrar

Continuing Competency Program

All Full Regulated, Provisional Regulated and Non-Practising Regulated Registrants of the College are required to meet the obligations of the Continuing Competency Program.

Participation in Continuing Competency Activities is one aspect of the Continuing Competency Program. Participation in a minimum of 45 hours of Continuing Competency Activities is required in a three-year cycle.

The College is working in partnership with seven other regulatory colleges in Manitoba to develop jurisprudence learning modules. These will be formatted as e-Learning modules; one new module will be introduced annually as a component of the obligations of the Continuing Competency Program.

Advanced Competency Certification

The CASLPM General Regulation, Part 4: Specialized Health Care Services and Reserved Acts, requires that certain specialized health care services may be performed by a Registrant of the College only if that Registrant holds an Advanced Competency Certificate authorizing the Registrant to provide the specialized health care service.

There are two specialized health care services in the practice of Audiology:

1. Vestibular Assessment and Management
2. Cochlear Implant Management

There are six specialized health care services in the practice of Speech-Language Pathology:

1. Fiberoptic Endoscopic Evaluation and Management of Voice Disorders
2. Fiberoptic Endoscopic Evaluation and Management of Swallowing Disorders
3. Voice Restoration through the use of Voice Prostheses
4. Swallowing and Voice Restoration through the use of Tracheotomy Tubes or Speaking Valves
5. Videofluoroscopic Assessment of Adult Swallowing Disorders
6. Videofluoroscopic Assessment of Pediatric Swallowing Disorders

The number of Registrants who hold Advanced Competency Certification is included in the Registration Summary in this report.

A Registrant who holds an advanced competency certificate must complete at least four hours of competency activities specific to that advanced certification before the certificate's expiry or renewal date to maintain certification. These activities contribute to the overall total of 45 hours required.

Provisional Mentorship Program

The Provisional Mentorship Program is a key component of quality assurance of the College of Audiologists and Speech-Language Pathologists of Manitoba. By meeting the requirements of the Provisional Mentorship Program, (completing a Self-Assessment Survey, identifying Learning Targets and completing a Learning Plan), a Provisional Regulated Registrant initiates the first steps of the ongoing obligations to the Continuing Competency Program of the College. These initial steps become part of the current three-year cycle in the Continuing Competency Program. The Continuing Competency Program promotes self-awareness through self-assessment of current practice issues, informs ongoing learning, and contributes to continued quality assurance and improvement in practice across one's career.

During the Provisional Mentorship Program, the role of the Mentor is to provide the Provisional Regulated Registrant with guidance and support in the process of self – reflection to assist the Provisional Regulated Registrant in professional growth and skill development and to assure that the Provisional Regulated Registrant develops a firm foundation for independent professional practice.

The mentoring assessment process is consistent with the quality assurance process planned across the career and sets the stage for career-long learning.

College By-Laws

As per the RHPA, Section 222(6), the College By-Laws can be confirmed annually by the registrants of the College.

Most recently, the College By-Laws were confirmed by the registrants of the College attending the Annual General Meeting, 22nd May 2019.

Financial Report

The College of Audiologists and Speech-Language Pathologists of Manitoba engaged Dean R. Jenkyns, Chartered Accountant Ltd. to conduct a review of the Statement of Financial Position of the College as at 31st December 2019, and the Statement of Operations, Changes in Net Assets and Cash Flow therein.

The review was made in accordance with Canadian generally accepted standards for review engagements for not-for-profit organizations.

The review did not constitute an audit, and no formal audited opinion was provided.

The complete Financial Statements of the College for the fiscal year ending 31st December 2019 is provided at Appendix I.



**COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE PATHOLOGISTS OF
MANITOBA**

Financial Statements

Year Ended December 31, 2019

**COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE PATHOLOGISTS OF
MANITOBA**

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Year Ended December 31, 2019**

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JENKYNS SMITH

CHARTERED PROFESSIONAL
ACCOUNTANTS LLP

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of College of Audiologists and Speech - Language Pathologists of Manitoba

We have reviewed the accompanying financial statements of College of Audiologists and Speech - Language Pathologists of Manitoba (the College) that comprise the statement of financial position as at December 31, 2019, and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

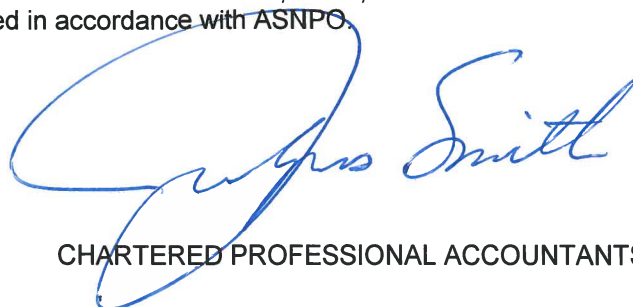
A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of College of Audiologists and Speech - Language Pathologists of Manitoba as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.

Winnipeg, Manitoba
May 7, 2020



CHARTERED PROFESSIONAL ACCOUNTANTS

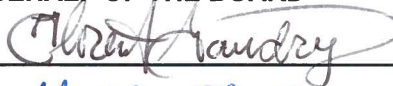
**COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE PATHOLOGISTS OF
MANITOBA**


Statement of Financial Position

December 31, 2019

	2019	2018
ASSETS		
CURRENT		
Cash	\$ 499,747	\$ 451,184
Term deposits	123,002	122,796
Accounts receivable	2,487	2,535
Interest receivable	622	677
Prepaid expenses	1,949	1,919
	<u>627,807</u>	579,111
PROPERTY AND EQUIPMENT (Notes 2, 4)	<u>23,568</u>	32,528
	<u>\$ 651,375</u>	<u>\$ 611,639</u>
LIABILITIES		
CURRENT		
Accounts payable	\$ 29,821	\$ 30,896
Employee deductions payable	(1,534)	3,742
Goods and services tax payable	15,854	17,771
Deferred income	385,722	382,950
	<u>429,863</u>	435,359
NET ASSETS		
Quality Assurance Reserve	34,062	27,062
Investigations and Inquiries Reserve	42,648	35,648
Net Investment in Property and Equipment	23,567	32,528
Unrestricted Net Assets	<u>121,235</u>	81,042
	<u>221,512</u>	176,280
	<u>\$ 651,375</u>	<u>\$ 611,639</u>

ON BEHALF OF THE BOARD

 Director

 Director

See notes to financial statements

**COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE PATHOLOGISTS OF
MANITOBA**

Statement of Revenues and Expenditures

Year Ended December 31, 2019

	2019	2018
REVENUES		
Registration and Practice Fees	\$ 420,706	\$ 378,272
Administrative fees	7,521	6,906
Advertising revenue	2,664	6,650
Interest and other income	1,962	1,939
	<u>432,853</u>	<u>393,767</u>
EXPENSES		
Amortization	15,147	15,287
Council and Committee	16,362	21,858
Credit card charges	10,366	10,173
I.T. Expense	13,152	12,844
Insurance	2,514	2,457
Interest and bank charges	2,224	1,455
Investigations and Inquiry Hearings	1,530	-
Legal fees - College	12,899	9,488
Memberships and licences	3,395	6,616
Office	7,749	10,081
Professional development	443	4,817
Professional fees	11,656	27,513
Provincial activities	-	160
Quality Assurance and Practice Audits	1,923	938
Rent and occupancy	30,800	29,169
Salaries and benefits	249,135	236,082
Telecommunications	3,041	3,106
Travel	12	4,291
	<u>382,348</u>	<u>396,335</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	50,505	(2,568)
OTHER INCOME (EXPENSES)		
National Activities Net Revenue (Expense) (Note 5)	<u>(5,273)</u>	<u>10,050</u>
EXCESS OF REVENUES OVER EXPENSES	\$ 45,232	\$ 7,482

**COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE PATHOLOGISTS OF
MANITOBA**

**Statement of Changes in Net Assets
Year Ended December 31, 2019**

	2018 Balance	Excess of revenues over expenses	Purchase of Assets	Allocation to Reserves	2019 Balance
Unrestricted	\$ 81,042	\$ 60,379	\$ (6,186)	\$ (14,000)	\$ 121,235
Net Investment in Property and Equipment	32,528	(15,147)	6,186	-	23,567
Quality Assurance Reserve	27,062	-	-	7,000	34,062
Investigations and Inquiries Reserve	35,648	-	-	7,000	42,648
	<u>\$ 176,280</u>	<u>\$ 45,232</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 221,512</u>

	2017 Balance	Excess (Deficiency) of revenues over expenses	Purchase of Assets	Allocation to Reserves	2018 Balance
Unrestricted	\$ 89,770	\$ 23,707	\$ (9,435)	\$ (23,000)	\$ 81,042
Net Investment in Property and Equipment	38,380	(15,287)	9,435	-	32,528
Quality Assurance Reserve	21,000	(938)	-	7,000	27,062
Investigations and Inquiries Reserve	19,648	-	-	16,000	35,648
	<u>\$ 168,798</u>	<u>\$ 7,482</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 176,280</u>

**COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE PATHOLOGISTS OF
MANITOBA**

**Statement of Cash Flow
Year Ended December 31, 2019**

	2019	2018
OPERATING ACTIVITIES		
Cash receipts from customers	\$ 433,711	\$ 446,918
Cash paid to suppliers and employees	(376,635)	(374,795)
Interest received	2,017	1,670
Interest paid	(2,221)	(1,456)
Goods and services tax	(1,917)	1,098
Cash flow from operating activities	<u>54,955</u>	<u>73,435</u>
INVESTING ACTIVITIES		
Purchase of property and equipment	(6,186)	(9,435)
Proceeds on disposal of property and equipment	-	340
Purchase of marketable securities	(206)	(897)
Cash flow used by investing activities	<u>(6,392)</u>	<u>(9,992)</u>
INCREASE IN CASH FLOW	48,563	63,443
Cash - beginning of year	<u>451,184</u>	<u>387,741</u>
CASH - END OF YEAR	\$ 499,747	\$ 451,184
CASH CONSISTS OF:		
Cash	<u>\$ 499,747</u>	<u>\$ 451,184</u>

COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE PATHOLOGISTS OF MANITOBA

Notes to Financial Statements

Year Ended December 31, 2019

1. PURPOSE OF THE COLLEGE

The College of Audiologists and Speech - Language Pathologists of Manitoba (the "College") is a not-for-profit organization incorporated provincially under the Corporations Act of Manitoba. The College is a not-for-profit and Management has determined that they are exempt from payment of income tax under Section 149(1) of the Income Tax Act.

The College operates to regulate the professions of audiology and speech-language pathology in Manitoba under the authority of the Regulated Health Professions Act (RHPA) of Manitoba.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Revenue recognition

College of Audiologists and Speech - Language Pathologists of Manitoba follows the restricted fund method of accounting for contributions.

Restricted contributions related to general operations are recognized as revenue of the General Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Conference revenue and Administrative fees are recognized as revenue of the General Fund when the conferences are held and administrative fees are paid.

(continues)

**COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE PATHOLOGISTS OF
MANITOBA**

**Notes to Financial Statements
Year Ended December 31, 2019**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

Net Assets

- a) Net assets invested in property and equipment represents the organization's net investment in property and equipment which is comprised of the unamortized amount of property and equipment purchased with restricted funds.
- b) Internally restricted net assets are funds which have been designated for a specific purpose by the organization's Board of Directors.
- c) Unrestricted net assets comprise the excess of revenue over expenses accumulated by the organization each year, net of transfers, and are available for general purposes.

Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization. Property and equipment is amortized over its estimated useful life at the following rates and methods:

Computer equipment	30%	declining balance method
Furniture and fixtures	20%	declining balance method
Leasehold improvements and Registration system (software)	5 years	straight-line method

The College regularly reviews its property and equipment to eliminate obsolete items. Government grants are treated as a reduction of property and equipment cost.

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

3. FINANCIAL INSTRUMENTS

The College is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the College's risk exposure and concentration as of December 31, 2019.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The College is exposed to credit risk from customers. In order to reduce its credit risk, the College reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The College has a significant number of customers which minimizes concentration of credit risk.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The College is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long-term debt, obligations under capital leases, contributions to the pension plan, and accounts payable.

**COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE PATHOLOGISTS OF
MANITOBA**

**Notes to Financial Statements
Year Ended December 31, 2019**

4. PROPERTY AND EQUIPMENT

	2019		2018	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Computer equipment	\$ 40,745	\$ 31,057	\$ 36,142	\$ 27,891
Computer software	49,650	44,768	49,650	34,838
Furniture and fixtures	33,565	24,567	31,981	22,516
Leasehold improvements	16,125	16,125	16,125	16,125
	\$ 140,085	\$ 116,517	\$ 133,898	\$ 101,370
Net book value	\$ 23,568		\$ 32,528	

5. NATIONAL ACTIVITIES

	2019	2018
National Activities Recovery	\$ 4,274	\$ 21,809
National Activities Expenses	(9,547)	(11,759)
Net Revenue (Expense)	\$ (5,273)	\$ 10,050

6. LEASE COMMITMENTS

The College leases premises under a long term lease that expires on March 31, 2023. Under the 5 year lease, the College is required to pay a base rent of \$17.63 per square foot for 1,361 square feet with an annual escalation rate of 2% per year for the next five years which will take affect each year on April 1st.

The annual minimum lease payments are as follows:

2020	\$ 25,342
2021	25,849
2022	26,366
2023	6,592
	\$ 84,149