



# CASLPM

THE COLLEGE OF AUDIOLOGISTS AND  
SPEECH-LANGUAGE PATHOLOGISTS  
OF MANITOBA

## **Annual Report 2020**

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Honourable Heather Stefanson  
Minister of Health and Seniors Care  
The Legislative Building of Manitoba  
450 Broadway  
Winnipeg MB R3C 0V8

Dear Minister Stefanson:

**RE: College of Audiologists and Speech – Language Pathologists of Manitoba  
Annual Report 2020**

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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 2020 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 2020 is presented in accordance with *The Regulated Health Professions Act*.

Respectfully Submitted,

“Original signed by”

Stephanie Gordon, 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 2020. 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.

The year 2020 will forever be remembered as the start of the COVID-19 global pandemic. Just like other Canadian organizations, the College had to adapt to operating in a pandemic beginning in March 2020. The education session planned for the College Council in March 2020 had to be cancelled and from that point forward, all Council and Committee meetings were held virtually. The College office was closed to drop-in visitors to protect College staff and the public. Staff at the College monitored public health orders and disseminated relevant information to the registrants.

In response to inquiries, three members of Council formed an Ad-Hoc Committee to research and draft a document titled "Guidance for Practising During a Pandemic". Additionally, Manitoba's Health Regulatory Colleges worked together to produce the "Guidance on Telepractice" document.

Although speech-language pathologists and audiologists had to learn to work differently during the pandemic, our registrants have continued to work in their various locations to the best of their ability and continue to effectively serve their clients.

The College continues to meet its mandates due to all of the significant contributions of council and committee members who donate their time and expertise in the interest of protecting the public. We would like to thank Florent Gaudry who joined Council in 2017 and was President from January 2020 to October 2020. He brought years of experience as an audiologist in a public healthcare setting to the organization. The Council would also like to thank Caitlin Buchel, an independent speech-language pathologist, who joined Council in 2014 and left in January of 2020. 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. The staff members of the College are the heart and soul of the office and their contributions did not go unnoticed.

In 2020, Council dedicated considerable time reviewing and amending the budget and fee schedules for upcoming years. 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.



## 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 (MAHRC). 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 with its counterparts. MAHRC's focus of 2020 was to strengthen the governance structure by formalizing the organization. This process involved determining the structure at an operational and governance level and the creation of a funding model. This work continues to be on-going.

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.

After many years of preparation, the first National Entry-to-Practice examination (CETP) for audiology and speech-language pathology was offered in November 2020. While the intent of this exam was to have all regulated jurisdictions in Canada offer the inaugural exam, some regulatory bodies chose not to have their applicants write the exam in 2020. Nevertheless, Newfoundland, New Brunswick, Nova Scotia, Manitoba, and Saskatchewan moved forward with the inaugural exam. A total of 58 individuals wrote the exam with 17 writers in Manitoba.

The College of Audiologists and Speech-Language Pathologists of Manitoba sees great value in a national, mandatory, non-exemptible, entry-to-practice examination. The College will continue to work with regulators across Canada as we hope that the exam truly will become mandatory in all provinces.

Thank you,

Heather Shpak, *President*

Stephanie Gordon, *Registrar/Executive Director*

# College Structure and Organizational Chart

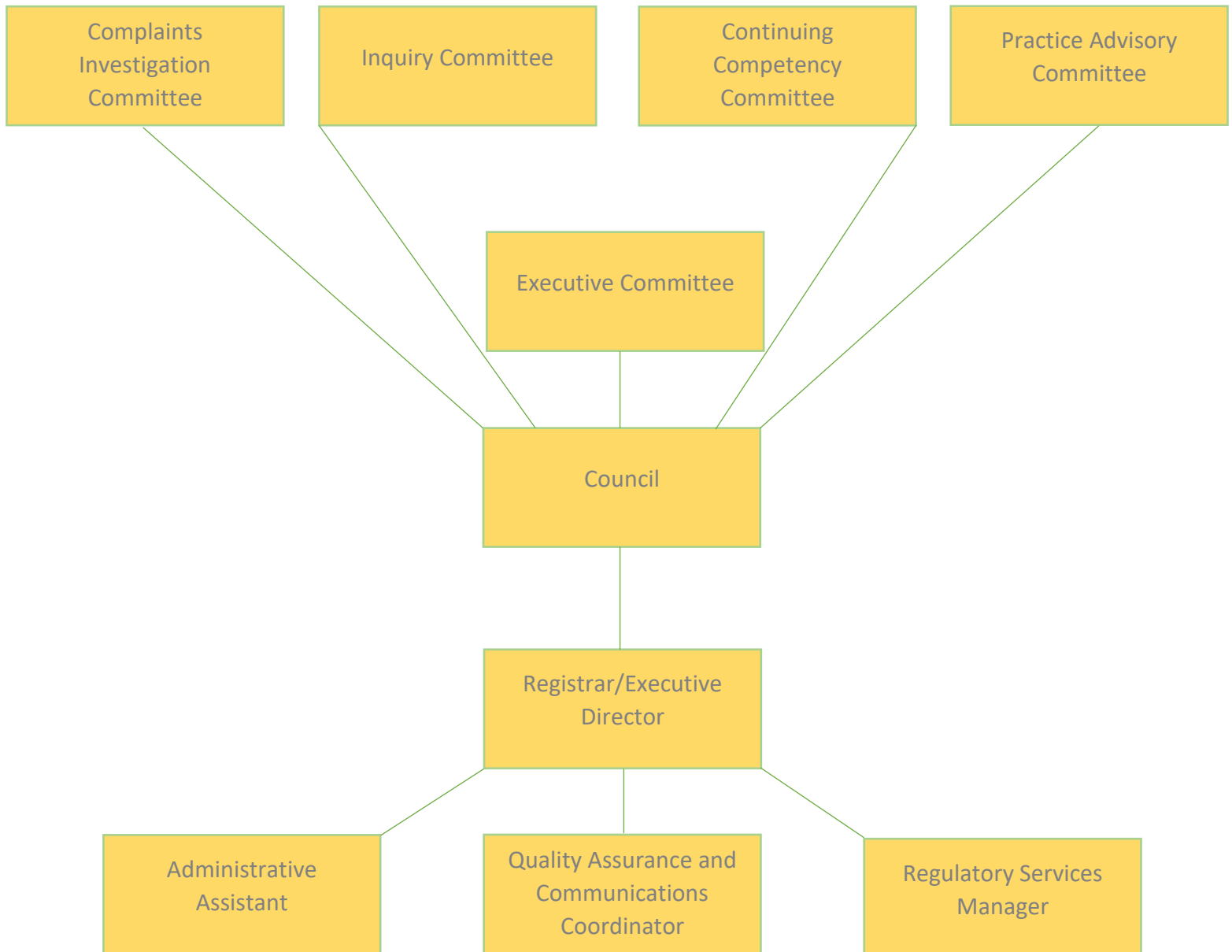


Diagram as of December 31 2020

# 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 from District One, and one from 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
Andrea Richardson 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
	Vacant	District 1	

As of December 31<sup>st</sup> 2020

## 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*  
Lisa Churchward, *Public Representative*  
Lori Bastness, *RSLP*  
Patrick DeWarle, *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*.

Kelly Tye Vallis, *RSLP*  
Vacant, *RSLP*  
Andrea Richardson, *R. Aud*  
Mamdoh Gerges, *R. Aud*  
Naomi Negrych, *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 2020 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.

Andrea Richardson, *R. Aud* Kelly Tye Vallis, *RSLP* Margaret Klassen, *Public Representative*  
Stephanie Lau, *R. Aud* Bea Castaneda, *RSLP* Roland Street, *Public Representative*

### Executive Committee

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

Heather Shpak, *RSLP, President*  
Colita MacTavish, *R. Aud, Vice-President*  
Roland Street, *Public Representative*

Committees as of December 31 2020

## Registration

### Registration Statistics as of 31<sup>st</sup> December 2020

Registration Category	Audiologists	Speech-Language Pathologists
Full Regulated	<b>64</b>	<b>378</b>
Restricted Purpose	<b>0</b>	<b>0</b>
Provisional Regulated	<b>5</b>	<b>18</b>
Non-Practising*	<b>3</b>	<b>7</b>
Inactive/Retired*	<b>2</b>	<b>14</b>
<b>Total</b>	<b>74</b>	<b>417</b>

*\*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, 2016- December 31<sup>st</sup> 2020

<b>Advanced Competency Certificates: Speech – Language Pathology</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
1. Fiberoptic Endoscopic Evaluation and Management of Voice Disorders	4	7	8	10	4
2. Fiberoptic Endoscopic Evaluation and Management of Swallowing Disorders	8	8	7	10	9
3. Voice Restoration through the use of Voice Prostheses	4	4	4	4	3
4. Swallowing and voice restoration through the use of tracheotomy tubes or speaking valves	25	27	26	25	19
5. Videofluoroscopic Assessment of Adult Swallowing Disorders	41	41	40	42	33
6. Videofluoroscopic Assessment of Pediatric Swallowing Disorders	0	0	0	0	0

<b>Advance Competency Certificates: Audiology</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
1. Vestibular Assessment and Management	0	0	0	0	0
2. Cochlear Implant Management	4	4	4	4	4

# Registration

## Applications for Registration, 2020

Application Type / Entry Route	Profession		Disposition
	Audiology	Speech – Language Pathology	
<b>Practicing Professional Eligible to apply under Labour Mobility</b>	1	3	3 Full Regulated Registrations granted 3 Certificates of Practice granted 1 Not Approved
<b>Practicing Professional Restricted Purpose Application</b>	0	0	NA
<b>Practicing Professional from Unregulated jurisdiction in Canada</b>	0	0	NA
<b>Practicing Professional Outside the MRA or Internationally Educated</b>	0	0	NA
<b>New Graduate Accredited Canadian Program</b>	3	7	10 Provisional Regulated Registrations granted 10 Certificates of Practice granted
<b>New Graduate International Program</b>	0	7	7 Provisional Regulated Registrations granted 7 Certificates of Practice Granted
<b>Reinstatement Applications</b>	0	0	4 Certificates of Practice Granted
<b>TOTAL Applications in 2020 By Profession</b>	4	17	

All applicants in 2020 applied for both Registration and a Certificate of Practice

## Complaints Investigation, Inquiry

The College addresses complaints in a manner consistent with *The Regulated Health Professions Act*. In 2020, the Council of the College continued 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.

There were two active investigations in 2020:

- One complaint was carried forward from 2019. At the beginning of 2020, the registrant was asked to complete undertakings recommended by the panel. It is noted that it has taken extra time for the registrant to complete these undertakings due to the COVID-19 pandemic restrictions. We appreciate the work and dedication of the panel. We anticipate that this will be completed soon.
- One new complaint was submitted by a public member, regarding professional misconduct. It was resolved informally by the panel.

There were challenges for several registrants who reside outside of Winnipeg in completing the Criminal Record Check/Vulnerable Sector checks during the pandemic. The RCMP offices were closed and/or not processing routine checks. A signed statutory declaration stating that there are no criminal records, charges or convictions etc. was accepted by the CASLPM office until they could provide the necessary checks. We appreciate the office staff's creativity in addressing this situation so that registrants would not be prevented from practicing.

### Complaints 2018-2020

Year	Complaint Type	Source	Disposition
<b>2020</b>			
1 New Complaint	Competence	Public	Carried Forward
<b>2019</b>			
6 New Complaints	Competence, Professional Misconduct	Registrar/ Employer	Carried Forward and Informal Resolution by the Registrar
<b>2018</b>			
New Complaint	Competence, Professional Misconduct	Public	Informal Resolution by the Registrar
Complaint Carried Forward	Professional Misconduct	Employer	Undertakings Accepted by the Complaints Investigation Committee



# 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.

The Continuing Competency Committee (CCC) has worked to enhance the process related to the Continuing Competency Program (CCP) and reporting, to be in full compliance with the General Regulation 192. The College Council had previously approved the use of the National Audiology and Speech-Language Pathology Competency Profiles as the basis for the CCP. Expansion of the CCP will be implemented using a **staged** approach, to ensure that registrants are increasing their knowledge and awareness of the requirements and reporting. With the upgrade to the Alinity database, management of the CCP reporting process will continue to be embedded in the annual renewal process.

The CCP information was provided to all registrants in September 2020 via broadcast email. Detailed requirements and descriptions of the stages of implementation over the next 4 years were included. The first stage was implemented during the October 2020 renewal process.

## **PHASE 1 October 31, 2020 Registration and Renewal Year**

- Registrants must acknowledge and declare that they have read the profession specific National Competency Profiles
- Registrants must acknowledge year 2 learning activities 45 credits hours within the 3-year cycle (2019-2020-2021) Ends October 31, 2021 as prescribed in the CASLPM Regulation 6.6

Declaration of Continuing Competency Activities is one aspect of the CCP. Registrants acknowledged participation in learning activities that would accumulate toward the 45 credit hours in the 3-year cycle.

The College and CCC has further developed the Self-Assessment Tool for implementation during the 2021 renewal period. The CASLPM Self- Assessment Tool will utilize the descriptors in the Essential Competencies of the National Audiology and Speech-Language Pathology Competency Profiles. The Self-Assessment Tool will assist in assessing the registrant's practice and provide direction in the selection of appropriate continuing competency activities over the next 3-year cycle. This meets the requirement as described in the regulation 6.5 and will be implemented as part of the renewal process in **Phase 2**.

## **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 Disorder
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 on – going 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.

## 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 31<sup>st</sup> December 2020, 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 31<sup>st</sup> December 2020 is provided at Appendix I.



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

**Financial Statements**

**Year Ended December 31, 2020**

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

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Year Ended December 31, 2020**

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**JENKYNS SMITH**

CHARTERED PROFESSIONAL  
ACCOUNTANTS LLP

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## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

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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, 2020, 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, 2020, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.

Winnipeg, Manitoba  
April 7, 2021



CHARTERED PROFESSIONAL ACCOUNTANTS



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

**Statement of Financial Position**

**December 31, 2020**

	2020	2019
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 613,844	\$ 499,747
Term deposits	52,052	123,002
Accounts receivable	158	2,487
Interest receivable	184	622
Prepaid expenses	2,025	1,949
	<u>668,263</u>	<u>627,807</u>
PROPERTY AND EQUIPMENT (Notes 2, 4)	<u>36,692</u>	<u>23,568</u>
	<u><b>\$ 704,955</b></u>	<u><b>\$ 651,375</b></u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable	\$ 23,962	\$ 29,821
Employee deductions payable	3,011	(1,534)
Goods and services tax payable	16,084	15,854
Deferred income	395,384	385,722
	<u>438,441</u>	<u>429,863</u>
<b>NET ASSETS</b>		
Quality Assurance Reserve (Note 5)	26,062	34,062
Investigations and Inquiries Reserve	34,648	42,648
Legal Expenses Reserve	30,000	-
Net Investment in Property and Equipment	36,692	23,567
Unrestricted Net Assets	<u>139,112</u>	<u>121,235</u>
	<u>266,514</u>	<u>221,512</u>
	<u><b>\$ 704,955</b></u>	<u><b>\$ 651,375</b></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, 2020**

	2020	2019
<b>REVENUES</b>		
Registration and Practice Fees	\$ 403,424	\$ 420,706
Administrative fees	4,350	7,521
Advertising revenue	2,700	2,664
Interest and other income	1,943	1,962
	<u>412,417</u>	<u>432,853</u>
<b>EXPENSES</b>		
Amortization	10,660	15,147
Council and Committee	23,889	16,362
Credit card charges	10,391	10,366
I.T. Expense	16,881	13,152
Insurance	2,605	2,514
Interest and bank charges	1,944	2,224
Investigations and Inquiry Hearings	-	1,530
Legal fees - College	15,737	12,899
Legal fees - Council and Committee	20,549	-
Memberships and licences	4,025	3,395
Office	7,519	7,749
Professional development	522	443
Professional fees	7,025	11,656
Quality Assurance and Practice Audits	300	1,923
Rent and occupancy	30,732	30,800
Salaries and benefits	209,111	249,135
Telecommunications	5,084	3,041
Travel	24	12
	<u>366,998</u>	<u>382,348</u>
<b>EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	<b>45,419</b>	<b>50,505</b>
<b>OTHER INCOME (EXPENSES)</b>		
National Activities Net Revenue (Expense) (Note 6)	<u>(417)</u>	<u>(5,273)</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$ 45,002</b>	<b>\$ 45,232</b>

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

**Statement of Changes in Net Assets  
Year Ended December 31, 2020**

	2019 Balance	Excess of revenues over expenses	Purchase of Assets	Allocation to Reserves	2020 Balance
Unrestricted	\$ 121,235	\$ 55,662	\$ (23,785)	\$ (14,000)	\$ 139,112
Net Investment in Property and Equipment	23,567	(10,660)	23,785	-	36,692
Quality Assurance Reserve	34,062	-	-	(8,000)	26,062
Investigations and Inquiries Reserve	42,648	-	-	(8,000)	34,648
Legal Expenses Reserve Fund	-	-	-	30,000	30,000
	<b>\$ 221,512</b>	<b>\$ 45,002</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 266,514</b>

	2018 Balance	Excess (Deficiency) 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
	<b>\$ 176,280</b>	<b>\$ 45,232</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 221,512</b>

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

**Statement of Cash Flow  
Year Ended December 31, 2020**

	2020	2019
<b>OPERATING ACTIVITIES</b>		
Cash receipts from registrants	\$ 422,651	\$ 433,711
Cash paid to suppliers and employees	(356,202)	(376,635)
Interest received	2,380	2,017
Interest paid	(1,942)	(2,221)
Goods and services tax	230	(1,917)
	<u>67,117</u>	<u>54,955</u>
Cash flow from operating activities		
<b>INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(23,785)	(6,186)
Purchase of marketable securities	-	(206)
Proceeds on disposal of marketable securities	70,765	-
	<u>46,980</u>	<u>(6,392)</u>
Cash flow from (used by) investing activities		
<b>INCREASE IN CASH FLOW</b>	<b>114,097</b>	<b>48,563</b>
Cash - beginning of year	<u>499,747</u>	<u>451,184</u>
<b>CASH - END OF YEAR</b>	<b>\$ 613,844</b>	<b>\$ 499,747</b>
<b>CASH CONSISTS OF:</b>		
Cash	<u>\$ 613,844</u>	<u>\$ 499,747</u>

# COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE PATHOLOGISTS OF MANITOBA

## Notes to Financial Statements Year Ended December 31, 2020

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### 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.

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### 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)*

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

**Notes to Financial Statements  
Year Ended December 31, 2020**

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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.

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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, 2020.

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.

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**4. PROPERTY AND EQUIPMENT**

	<b>2020</b>		<b>2019</b>	
	<b>Cost</b>	<b>Accumulated amortization</b>	<b>Cost</b>	<b>Accumulated amortization</b>
Computer equipment	\$ 43,205	\$ 34,332	\$ 40,745	\$ 31,057
Computer software	69,450	50,201	49,650	44,768
Furniture and fixtures	35,089	26,519	33,565	24,567
Leasehold improvements	16,125	16,125	16,125	16,125
	<b>\$ 163,869</b>	<b>\$ 127,177</b>	<b>\$ 140,085</b>	<b>\$ 116,517</b>
Net book value	<b>\$ 36,692</b>		<b>\$ 23,568</b>	

**5. RESTRICTED RESERVE FUNDS**

College Reserve Funds shall be maintained to cover extraordinary expenses relating to unforeseen legal costs that may arise from the College's role in protecting the public interest. Funds may also be utilized to fund any unforeseen emergency events or situations. Restricted Reserve Funds shall be established for the following applications and maintained at the stated levels:

	<b>2020</b>
i. Quality Assurance, including Practice Audits	\$ 25,000
ii. Legal Expenses	30,000
iii. Investigations and Inquiry Hearings	25,000
	<b>\$ 80,000</b>

**6. NATIONAL ACTIVITIES**

	<b>2020</b>	<b>2019</b>
National Activities Recovery	\$ -	\$ 4,274
National Activities Expenses	(417)	(9,548)
Net Revenue (Expense)	<b>\$ (417)</b>	<b>\$ (5,274)</b>

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**7. 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:

2021	\$	25,849
2022		26,366
2023		6,592
		<hr/>
	\$	<u>58,807</u>

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**8. COVID-19**

In March 2020, the World Health Organization declared a global pandemic due to the novel coronavirus outbreak (COVID-19). The outbreak has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of travel bans, self-imposed quarantine periods and social distancing, have caused material disruption to businesses globally resulting in an economic slowdown. The extent to which COVID-19 impacts the future financial results of the College will depend on future developments, which are highly uncertain and cannot be predicted, including new information which may emerge concerning the severity of COVID-19 and actions taken to contain the virus or its impact, among others.

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