

2021



CASLPM

THE COLLEGE OF AUDIOLOGISTS AND
SPEECH-LANGUAGE PATHOLOGISTS
OF MANITOBA

Annual Report

THE COLLEGE OF AUDIOLOGISTS AND SPEECH-LANGUAGE PATHOLOGISTS
OF MANITOBA | 1-333 Vaughan Street, Winnipeg, Manitoba

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April 30, 2022

Honourable Audrey Gordon
Minister of Health
The Legislative Building of Manitoba
450 Broadway
Winnipeg MB R3C 0V8

Dear Minister Gordon:

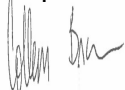
**RE: College of Audiologists and Speech-Language Pathologists of Manitoba
Annual Report 2021**

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 2021 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 2021 is presented in accordance with *The Regulated Health Professions Act*.

Respectfully Submitted,



Colleen J. Braun
Registrar/Executive Director
College of Audiologists and Speech-Language Pathologists of Manitoba

Mission, Core Functions, & Mandate

Mission

The College of Audiologists and Speech-Language Pathologists of Manitoba protects and serves the public by regulating and ensuring competent, safe, ethical practice of audiologists and speech-language pathologists in Manitoba.

Core Functions

The College protects, serves, and regulates 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 profession in Manitoba
- Ensuring the continuing competence of its registrants
- Receiving complaints, conducting investigations and appeals, and taking appropriate disciplinary action

Mandate of the College

The College of Audiologists and Speech-Language Pathologists of Manitoba (CASLPM) regulates two health professions: audiology and speech-language pathology.

Persons who practice audiology or speech-language pathology in the province of Manitoba are regulated under The Regulated Health Professions Act (RHPA), the Practice of Audiology and Practice of Speech-Language Pathology Regulation, the College of Audiologists and Speech-Language Pathologists of Manitoba General Regulation, and the CASLPM By-Laws and practice directions.

Message from the President & Registrar

It is our pleasure to present the CASLPM Annual Report for 2021. The year was filled with challenge and change throughout our industries and within the CASLPM office. Throughout 2021, CASLPM continued to serve and protect the public interest through its registrants, staff, Council, and Council's committees.

Staffing changes at CASLPM resulted in the College operating short-staffed for much of the year. Nevertheless, temporary staff, Council, and committee members worked together to continue to address the needs of registrants and the public. Our former Registrar/Executive Director, Stephanie Gordon, left the College in June 2021 to pursue an opportunity in another province. After an extensive search, Colleen J. Braun joined CASLPM as Registrar/Executive Director in December.

In November 2020, CASLPM Provisional Registrants participated in the first national Canadian Entry to Practice Exam (CETP) for the professions of audiology and speech-language pathology. While it is CASLPM's desire to make participation in this exam mandatory for new applicants to the College, a review of the Practice of Audiology and Practice of Speech-Language Pathology Regulation in early 2021 revealed wording that does not permit CASLPM to make the exam mandatory at this time. Therefore, the College began working towards a review of the Regulation and hopes to work with the government in the future to revise the Regulation to better fit the needs of the College. CASLPM Council believes strongly in the value and integrity of the CETP exam as part of an assessment process for our professions. The exam is responsive to the College's mandate of public protection and provides the opportunity to evaluate the ethical and professional understanding, content, knowledge, and/or learning and practice of a candidate. At the present time, Provisional Registrants are encouraged to write the exam as it is the ideal method for an individual to determine areas of competency and areas for improvement as they begin their career.

In recent years, the College has seen increased interest in registrants wishing to obtain Advanced Competency Certifications. As staff and Council have reviewed the application process, they have identified room for improvement within the programs of study to obtain these competencies. An Advanced Competency working group was formed in the end of 2021 to evaluate the certification program for Swallowing and Voice Restoration Through the Use of Tracheotomy Tubes or Speaking Valves. Other certification programs will be evaluated in the future.

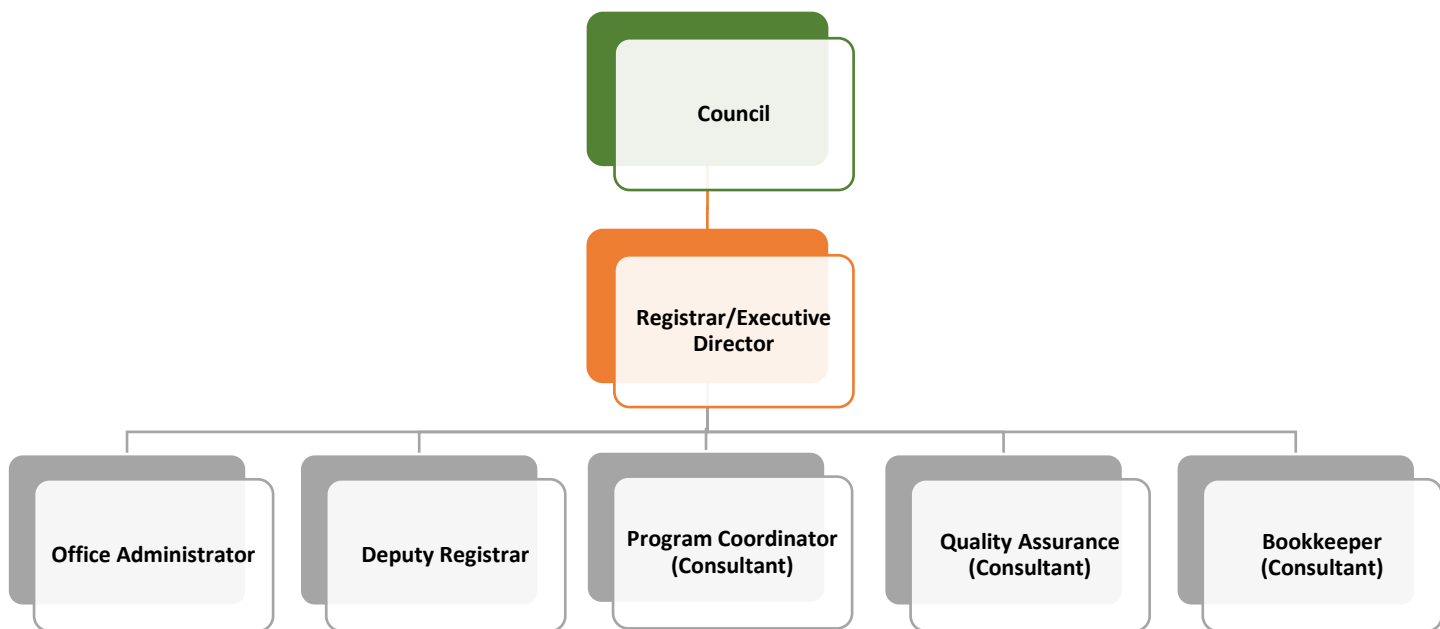
The College continues to meet its mandates, in part due to the significant contributions of Council and committee members. Towards the end of 2021 the Council bid farewell to Public Representative Caitlin Brown who provided much appreciated financial feedback to CASLPM. Caitlin was a valuable member on Council these past three years. CASLPM is grateful for its committed volunteers.

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). Additionally, CASLPM remains an active member of the Canadian Alliance of Audiology and Speech-Language Pathology Regulators, commonly referred to as CAASPR.

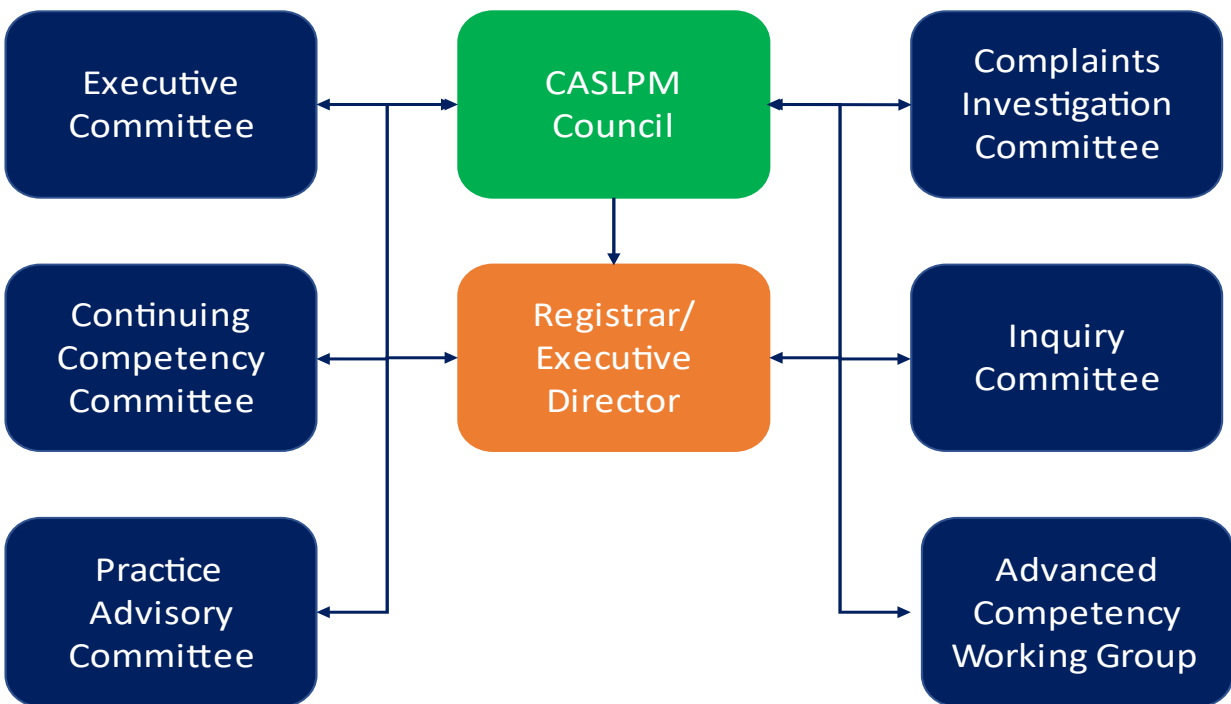
Heather Shpak, President

Colleen J. Braun, Registrar/Executive Director

College Structure, Organizational Chart



College Structure, Council and Committees



Note: Council and the Registrar oversee all committees and working groups

Council & Committee Mandates, Function, and Members

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 has nine (9) members:

- Two (2) audiologists, elected from those registered with the College and eligible for election: One (1) from District One and one (1) from District Two.
- Four (4) speech-language pathologists, elected from those registered with the College and eligible for election: Three (3) from District One and one (1) from District Two
- Three (3) 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

Colita MacTavish (D2)
Andrea Richardson (D1)

Speech-Language Pathologists

Karen Batchelor (D1)
Leslie Goerzen (D2)
Heather Shpak (D1)
Kelly Tye Vallis (D1)

Public Representatives

Caitlin Brown
Margaret Klassen
Roland Street

Council & Committee Mandates, Function, and Members

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

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*.

Melissa Coutu Harju, Public Representative
Mamdoh Gerges, R.Aud
Naomi Letkemann, Public Representative
Andrea Richardson, R.Aud
Kelly Tye Vallis, RSLP
VACANT, RSLP

Complaints Investigation Committee

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

Lori Bastness, RSLP
Lisa Churchward, Public Representative
Patrick DeWarle, R.Aud

Colita MacTavish, R.Aud
Alex Mills, Public Representative
Heather Shpak, RSLP

Continuing Competency Committee

Ensures the continuing competence of the College's registrants through the administration of the Continuing Competency Program. The committee did not conduct practice audits in 2021.

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

Practice Advisory Committee

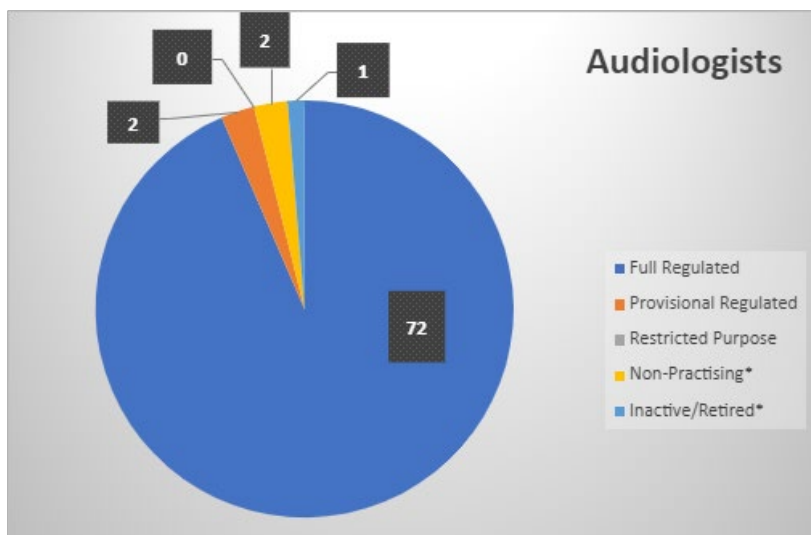
Provides recommendations to Council about audiology and speech-language pathology practice issues.

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

Registration Statistics as at December 31, 2021

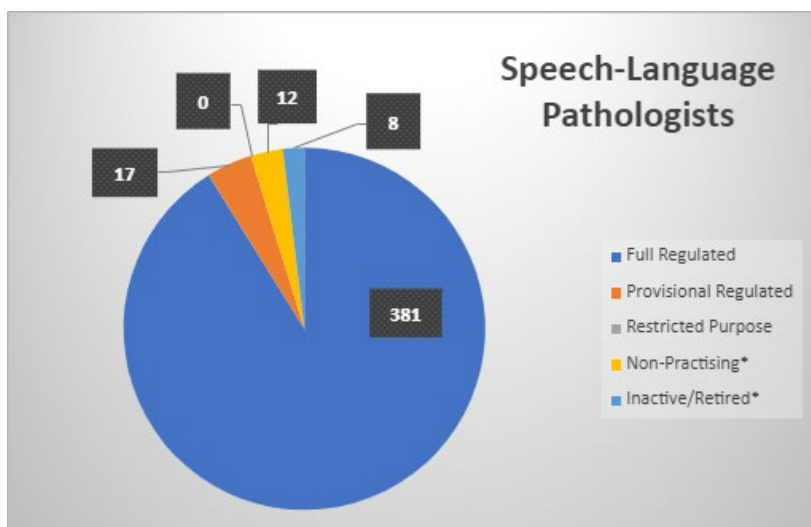
Total Audiologists: 77

Total Practising Audiologists: 74



Total Speech-Language Pathologists: 418

Total Practising Speech-Language Pathologists: 398



** 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.*

2021 Advanced Competency Statistics

Advanced Competency Statistics – 2017 to December 31, 2021

Advanced Competency Certificates: Speech-Language Pathology	2021	2020	2019	2018	2017
1. Fiberoptic Endoscopic Evaluation and Management of Voice Disorders	4	4	7	8	10
2. Fiberoptic Endoscopic Evaluation and Management of Swallowing Disorders	8	8	8	7	10
3. Voice Restoration through the use of Voice Prostheses	4	4	4	4	4
4. Swallowing and Voice Restoration Through the Use of Tracheotomy Tubes or Speaking Valves	25	25	27	26	25
5. Videofluoroscopic Assessment of Adult Swallowing Disorders	42	41	41	40	42
6. Videofluoroscopic Assessment of Pediatric Swallowing Disorders	0	0	0	0	0

Advance Competency Certificates: Audiology	2021	2020	2019	2018	2017
1. Vestibular Assessment and Management	1	0	0	0	0
2. Cochlear Implant Management	4	4	4	4	4

2021 Applications for Registration

Application Type/ Entry Route	Profession		Disposition
	Audiology	Speech- Language Pathology	
Practicing Professional Eligible to apply under Labour Mobility	6	4	10 Full Regulated Registrations granted 10 Certificates of Practice granted
Practicing Professional Restricted Purpose Application	0	0	N/A
Practicing Professional from Unregulated jurisdiction in Canada	0	0	N/A
Practicing Professional Outside the MRA or Internationally Educated	0	1	1 Provisional Regulated Registration granted 0 Certificates of Practice granted
New Graduate Accredited Canadian Program	1	9	10 Provisional Regulated Registrations granted 10 Certificates of Practice granted
New Graduate International Program	1	8	9 Provisional Regulated Registrations granted 9 Certificates of Practice granted
Reinstatement Applications	0	4	4 Certificates of Practice granted
TOTAL Applications in 2021 By Profession	8	26	

All applicants in 2021 applied for both Certificate Registration and Certificate of Practice

Complaints Inquiries & Investigations

The College addresses complaints in a manner consistent with The Regulated Health Professions Act. In 2021, 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. The 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 three active investigations in 2021:

- One complaint was submitted by the Registrar and forwarded to the Complaints Investigation Committee in December 2021. We anticipate the resolution of this complaint in 2022.
- Two complaints were submitted by Registrants and forwarded to the Complaints Investigation Committee in December 2021. The designated complaints panels were under time constraints to conduct meetings at the end of 2021 and are anticipated to meet in 2022.

Complaints update

<i>Year</i>	<i>Complaint Type</i>	<i>Source</i>	<i>Disposition</i>
<i>2021</i>			
3 New Complaints	Competence Professional Misconduct	Registrar Colleagues	Carried forward
<i>2020</i>			
1 New Complaint	Competence	Public	Informal Resolution
<i>2019</i>			
6 New Complaints	Competence Professional Misconduct	Registrar Employer	Informal Resolution

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.

A primary responsibility of the College of Audiologists and Speech-Language Pathologists of Manitoba (CASLPM) is to ensure the continued competence of individual registrants and to enhance the performance of the profession overall. In compliance, the CASLPM has established a standing committee, the Continuing Competency Committee (CCC) that consists of two audiologists, two speech-language pathologists and two public members as directed by the Regulated Health Professions Act (RHPA) and the CASLPM General Regulation 192.

The Continuing Competency Committee has worked to enhance the process related to the Continuing Competency Program (CCP) and reporting, to be in full compliance with the CASLPM 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 is being 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 management system, management of the CCP reporting process will continue to be embedded in the annual renewal process.

The CCP information for Phase 2 was provided to all registrants in September 2021 via broadcast email. This stage was implemented during the October 2021 renewal process.

PHASE 2 October 31, 2021, Registration and Renewal Year

- Registrants must complete the Self-Assessment Tool as prescribed in the Regulation 6.7(1)
- The Self-Assessment Tool will direct the registrant's learning

- Registrants must acknowledge that they have completed 45 credit hours of continuing competency activities within the 3-year period (2019, 2020, 2021), which ends on October 31, 2021, as prescribed in the CASLPM Regulation 6.6
- A new Continuing Competency Activity Tracking Record was developed to assist the registrants in maintaining accurate continuing competency activity records.

The College and CCC further developed the CASLPM Self-Assessment Tool (SAT) for implementation during the 2021 renewal period. The SAT utilizes the descriptors in the Essential Competencies of the National Audiology and Speech-Language Pathology Competency Profiles. The SAT assists in assessing the registrant's practice and provides direction in the selection of appropriate continuing competency activities over the 3-year cycle. This meets the requirement as described in the CASLPM Regulation 6.5.

The SAT is part of a reflective process where the registrant reviews the Role and Competency descriptors (22 in total) to determine their current level of performance in relation to one of four selections:

- I consistently meet the expectation of this indicator (almost all or all the time)
- I usually meet the expectation of this indicator (more than half the time)
- I sometimes meet this expectation of this indicator (less than half the time)
- I rarely meet this expectation of this indicator (almost never or never)

To ensure there was considerable time to allow the registrants to participate in the self-assessment process, the SAT completion date was extended until January 15, 2022. Going forward, this process will be annualized compulsory for each renewal period. This meets the requirement as described in the CASLPM Regulation 6.7. The SAT is embedded within the Alinity computer management system. To assist the registrants, they were given detailed instructions on how to access the SAT within Alinity.

Next steps of the CASLPM CCP staged approach will include the implementation of the RHPA Jurisprudence Module. The Continuing Competency Activity Tracking Record and the RHPA Jurisprudence Module will be embedded within the Alinity computer management system.

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 Advanced Competency #4 (Swallowing and Voice Restoration Through the Use of Tracheotomy Tubes or Speaking Valves) is currently being reviewed by a panel of speech-language pathologists that hold this competency.

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 to assure that the Provisional Regulated Registrant develops a firm foundation for independent professional practice.

The mentoring and 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 of December 31, 2021, 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 December 31, 2021, is provided hereafter as Appendix I.

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

Financial Statements

Year Ended December 31, 2021

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

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Year Ended December 31, 2021**

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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, 2021, 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, 2021, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.

Winnipeg, Manitoba
April 25, 2022

CHARTERED PROFESSIONAL ACCOUNTANTS

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

Statement of Financial Position

December 31, 2021

	2021	2020
ASSETS		
CURRENT		
Cash	\$ 695,660	\$ 613,844
Term deposits	52,261	52,052
Accounts receivable	-	158
Source deductions refundable	1,934	-
Interest receivable	344	184
Prepaid expenses	2,030	2,025
	752,229	668,263
PROPERTY AND EQUIPMENT (Notes 2, 4)	39,256	36,692
	\$ 791,485	\$ 704,955
LIABILITIES		
CURRENT		
Accounts payable	\$ 12,552	\$ 23,962
Employee deductions payable	-	3,011
Goods and services tax payable	15,776	16,084
Deferred income	403,912	395,384
	432,240	438,441
NET ASSETS		
Quality Assurance Reserve (Note 5)	26,062	26,062
Investigations and Inquiries Reserve	34,648	34,648
Legal Expenses Reserve	30,000	30,000
Net Investment in Property and Equipment	39,256	36,692
Unrestricted Net Assets	229,279	139,112
	359,245	266,514
	\$ 791,485	\$ 704,955

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, 2021**

	2021	2020
REVENUES		
Registration and Practice Fees	\$ 428,643	\$ 403,424
Administrative fees	6,573	4,350
Advertising revenue	4,058	2,700
Interest and other income	1,274	1,943
	<u>440,548</u>	<u>412,417</u>
EXPENSES		
Amortization	10,636	10,660
Council and Committee	33,572	23,889
Credit card charges	11,901	10,391
I.T. Expense	20,333	16,881
Insurance	2,784	2,605
Interest and bank charges	1,720	1,944
Legal fees - College	31,962	15,737
Legal fees - Council and Committee	449	20,549
Memberships and licences	4,307	4,025
Office	6,841	7,519
Professional development	-	522
Professional fees (Note 6)	45,162	9,292
Quality Assurance and Practice Audits	1,125	300
Rent and occupancy	31,990	30,732
Salaries, benefits and administration support	141,009	206,844
Telecommunications	4,445	5,084
Travel	(419)	24
	<u>347,817</u>	<u>366,998</u>
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	92,731	45,419
OTHER INCOME (EXPENSES)		
National Activities Net Revenue (Expense) (Note 7)	-	(417)
EXCESS OF REVENUES OVER EXPENSES	\$ 92,731	\$ 45,002

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

**Statement of Changes in Net Assets
Year Ended December 31, 2021**

	2020 Balance	Excess of revenues over expenses	Purchase of Assets	Allocation to Reserves	2021 Balance
Unrestricted	\$ 139,112	\$ 103,367	\$ (13,200)	\$ -	\$ 229,279
Net Investment in Property and Equipment	36,692	(10,636)	13,200	-	39,256
Legal Expenses Reserve Fund	30,000	-	-	-	30,000
Investigations and Inquiries Reserve	34,648	-	-	-	34,648
Quality Assurance Reserve	26,062	-	-	-	26,062
	\$ 266,514	\$ 92,731	\$ -	\$ -	\$ 359,245

	2019 Balance	Excess (Deficiency) 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
Legal Expenses Reserve Fund	-	-	-	30,000	30,000
Investigations and Inquiries Reserve	42,648	-	-	(8,000)	34,648
Quality Assurance Reserve	34,062	-	-	(8,000)	26,062
	\$ 221,512	\$ 45,002	\$ -	\$ -	\$ 266,514

See notes to financial statements

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

**Statement of Cash Flow
Year Ended December 31, 2021**

	2021	2020
OPERATING ACTIVITIES		
Cash receipts from registrants	\$ 448,327	\$ 422,651
Cash paid to suppliers and employees	(351,822)	(356,202)
Interest received	747	2,380
Interest paid	(1,719)	(1,942)
Goods and services tax	(308)	230
	<u>95,225</u>	<u>67,117</u>
INVESTING ACTIVITIES		
Purchase of property and equipment	(13,200)	(23,785)
Purchase of marketable securities	(209)	-
Proceeds on disposal of marketable securities	-	70,765
	<u>(13,409)</u>	<u>46,980</u>
Cash flow from (used by) investing activities	<u>(13,409)</u>	<u>46,980</u>
INCREASE IN CASH FLOW	81,816	114,097
Cash - beginning of year	<u>613,844</u>	<u>499,747</u>
CASH - END OF YEAR	\$ 695,660	\$ 613,844
CASH CONSISTS OF:		
Cash	<u>\$ 695,660</u>	<u>\$ 613,844</u>

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

**Notes to Financial Statements
Year Ended December 31, 2021**

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, 2021**

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, 2021.

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

	2021		2020	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Computer equipment	\$ 43,205	\$ 36,994	\$ 43,205	\$ 34,332
Computer software	82,650	56,461	69,450	50,201
Furniture and fixtures	35,089	28,233	35,089	26,519
Leasehold improvements	16,125	16,125	16,125	16,125
	<u>\$ 177,069</u>	<u>\$ 137,813</u>	<u>\$ 163,869</u>	<u>\$ 127,177</u>
Net book value	\$ 39,256		\$ 36,692	

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:

	2021
i. Quality Assurance, including Practice Audits	\$ 25,000
ii. Legal Expenses	30,000
iii. Investigations and Inquiry Hearings	25,000
	<u>\$ 80,000</u>

6. PROFESSIONAL FEES

	2021	2020
<u>Professional fees</u>		
Accounting fees	\$ 3,979	\$ 3,285
Staff Support/Recruitment	14,816	2,267
Bookkeeping services	21,367	3,740
Communications consulting	5,000	-
	<u>\$ 45,162</u>	<u>\$ 9,292</u>

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7. NATIONAL ACTIVITIES

	<u>2021</u>	<u>2020</u>
National Activities Expenses	\$ -	\$ (417)

8. 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:

2022	\$ 26,366
2023	<u>6,592</u>
	<u>\$ 32,958</u>

9. 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.
