

NEWFOUNDLAND AND LABRADOR COLLEGE OF PHYSIOTHERAPISTS

P.O. Box 21351 St. John's, Newfoundland and Labrador, CANADA A1A 5G6

Phone : 709-753-6527 Fax : 709-753-6526 E-mail: registration@nlcpt.com Website: <http://nlcpt.com/>

July 27st, 2020

Hon. John Haggie
Minister of Health and Community Services
P.O. Box 8700
1st Floor, West Block, Confederation Building
St. John's, NL A1B 4J6

Re: Newfoundland and Labrador College of Physiotherapists 2019 Annual Report and Council Positions

Dear Dr. Haggie,

As required through our legislation, please find enclosed our 2020 Annual Report including our Chairperson's Report, Executive Director/Registrar's Report, Committee Reports, Treasurer's Report and Financial Report for the Newfoundland and Labrador College of Physiotherapists.

The Council positions for 2020 are as follows:

Council Positions:

Chairperson: Bill Maher

Vice Chairperson: Rachelle Ryan

Treasurer: Emma House

Secretary: Kelli O'Brien

Members at Large: Nora Chisholm

Raeleen Baggs

Stephanie Spencer

Public Members: (2 public members, appointed by the minister, required under the Act)

1. Kerri Smith
2. Vacant Position

Executive Director/Registrar: Michael Kay

Committee Positions:

Complaints Authorization Committee: Rachelle Ryan, Bill Maher, Nora Chisholm

PTA Advisory Committee (CONA): Bill Maher

CAPR (Canadian Alliance of Physiotherapist Regulators) Representative: Kelli O'Brien

Membership Committee: Michael Kay(Chair); Raeleen Baggs, Rebecca Cahill, Kerri Smith

Legislative Review Committee: Deb Noseworthy (Chair), Sue Quinton, Lori Paterson

Policy Review Committee: Michael Kay(Chair), Judy Kay, Lori Manuel

Continuing Competency Committee: Michael Kay (Chair), Nicole Peters, Tracy Penny, Tom Farrell, Sonya Hoskins, Lisa Durnford, Brooke Wiseman, Caroline Sullivan

Disciplinary Panel:

Registered Physiotherapist Members:

1. Marcel Billard
2. Lori Collins
3. Mike Mulrooney
4. Cheryl Faseruk
5. Kathy Winsor
6. Heather Foley
7. Elizabeth Porter
8. Michelle O'Brien
9. Susan Quinton
10. Vacant

Appointed Public members:

1. Lester Watton
2. Doug Neary
3. April Carey
4. Ruby Constantine
5. Darren Pitcher

I trust this information is satisfactory. If you require any further information, please feel free to contact me.

Yours truly,

Michael Kay
Executive Director/Registrar



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**2020 Annual General Meeting
Chairperson's Report**

It is my privilege to provide the Chairperson's Report for the 2020 Annual General Meeting. Our staff and volunteer council members continue to address professional practice issues as our profession marches forward in an ever-evolving landscape. As usual, regulatory responsibilities and issues continue to represent a large proportion of the work completed daily by office staff and those serving on council. I would encourage everyone to read through the reports that have been circulated from the various committees to gain a greater understanding of the breadth of work being done on behalf of the membership.

The last quarter of this year has brought many challenges to us all on both a personal and professional level. The COVID-19 pandemic has resulted in a disruption of practice for many of our members. For others it has resulted in change of practice and frontline work in unsettling circumstances. I would like to take this opportunity to acknowledge all registrants and to wish you well in the coming year.

I would like to acknowledge the work of Mike Kay who assumed the role of Registrar and Executive Director of the Newfoundland and Labrador College of Physiotherapists this past year. Mike's efforts to provide leadership to the profession in his role have been tremendous in these past few months. Mike has worked with council to implement new guidelines for virtual care so that access to physiotherapy services remained an option despite social distancing public health measures. In addition, clear guidelines have been developed by council to support our private practice membership as they open their clinics for patient flow on June 8, 2020 during what is still an evolving public health emergency.

In addition, all Council members are to be commended for their dedicated work on behalf of the College. A special thank you to our public member, Kerri Smith, who has given generously of her time and intellect in support of College activities. Without Council's continued dedication we would not be able to fulfill our mandate. It has been a pleasure to work with each of you.

Each year council focuses on a variety of important projects. A vast amount of time is given by council members, staff, and volunteers from the membership to keep things moving forward and I would like to thank everyone for their contribution. As new committees and projects emerge, we continue to require more volunteers to help share the workload. I encourage anyone who might be interested in becoming involved to contact our office.

It has been a privilege to serve on council this year. It is my final year on Council and I would encourage membership to consider volunteering for a term or two to assist in the important work of self-regulation of our profession. After the AGM, members of council will determine the positions for each member for the upcoming year.

Respectfully

Mike Davis

Chair of the Newfoundland and Labrador College of Physiotherapists.



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2020 Annual General Meeting

EXECUTIVE DIRECTOR / REGISTRAR'S REPORT

When accepting this position and before starting in September I had designed a basic manual – a roadmap of what to do and how to do it, based on the detailed work and sound preparation of my predecessor Jo Crossan. Unfortunately, circumstances changed almost immediately, starting with a required move of our office. So - the plan underwent numerous revisions. That signalled what would seem to be an important part of the position – flexibility in the midst of a range of challenges. It seemed from the outset that we were destined to have an interesting year – culminating in an AGM during a pandemic.

The work of the College cannot be done without dedication of the Council and I am certainly grateful and express sincere thanks to all the members for all their work. In addition to the issues and projects highlighted, I have kept the Council up to date with a myriad of documents and papers from various groups and concerns. Developing work, in addition to the required business, plus a range of communications from NL registrants has kept us all involved.

A special thanks to Jo for her past dedication to the position and the profession. I believe it was Jo's suggestion to bring me in weekly last summer to prepare me for taking over the position. The training and her insights were invaluable.

Council met for a total of eight times in person during the year to review, discuss issues, vote on policy matters and drive the strategic direction of the College's work. During the pandemic we met on-line 3 times, plus several check in discussions.

Pandemic Response The global COVID-19 pandemic reached NL in early March. We all watched how things unfolded in January and February but didn't quite grasp the repercussions nor the enormity of the problem until the second week in March. The NLCP did not have an active role in working with the NL Government's Pandemic Response but did indirectly communicate to the Chief Medical Officer of Health through the NLHRN. The College posted key communications on the website. Council was called on to address a number of communications, exemptions and requests that came forward during this extraordinary time.

There is one vacant Council position this year. This position has come open as a result of the completion of a second term by Mike Davis. It is difficult to fully recognize an individual's longtime service in a position such as this in writing and online. Mike has made significant contributions over the last 6 years, particularly with the Complaint Authorization Committee and the Chairperson role. Thank you Mike for all your work and commitment. Usually we have a special certificate of recognition that we present in person at the AGM, however, I will ensure that it is mailed or delivered on behalf of the College.

I have continued to represent the College at both Provincial and National levels through:

NL Health Professions Regulatory Network:

The NLHPRN is comprised of 16 regulated health professions in Newfoundland and Labrador which meets on a quarterly basis to discuss and share topics of mutual interest. Since mid-March the network has met almost weekly to review common issues and provide advice and direction. I have found members to be valuable resources in highlighting approaches to a range of regulatory issues. The annual education session scheduled for early May has been postponed.

Canadian Alliance of Physiotherapy Regulators: Typically this group meets 3-4 times per year primarily to share information. You will know it primarily as a credentialing and assessment agency that provides Evaluation Services on behalf of the Colleges. I was able to attend one face to face meeting and the rest of the meetings have been on line and increased in frequency during the pandemic.

Topics discussed:

- Pan Canadian approach for Letters of Good Standing
- Cross border Physiotherapy
- Emerging digital practice
- Implications of the Cayton Report
- Jurisprudence
- Pandemic issues
- Examination procedures

Office Management:

I would like to acknowledge the work done by our office support specialist Lorne Warren and Jonathan Miller our IT expert. They have been on call throughout the year and especially during the registration time period. As you know, Pay Pal decided to apply the same restrictions and security requirements to the College, as they do for business. While important of course – we just didn't have the documents they expected since we are a non - profit organization. This took some time to sort out and I believe the extra work and time should ensure an efficient registration for 2020-2021. It is certainly easier when renewing to do both completion of the form and payment at the same time.

REGISTRAR'S REPORT

A considerable part of the dual position is taken up by Registrar responsibilities.

Registration:

Registrants to Dec.31st, 2019:

- Total 316
- Active 290
- Inactive 19

Conditional Registrants

- Seven registrants remain Conditional Registration (P.C.E. Candidates) during 2020
- Six have been successful in P.C.E. and were granted Active status.
- Five were unsuccessful in the CC portion of PCE and are scheduled for exam in November 2020

Physiotherapy Clinics

- 45 clinics registered in 2019

Canadian Institute of Health Information (CIHI): The College continues to collaborate with CIHI and provides the data collection on NL registrants' demographics in order that CIHI can develop a report on Physiotherapy across the country. Our 2019 submission was submitted, and errors corrected. Thank you to Jonathan Miller, for his assistance in uploading data.

Discipline:

Discipline continues to require a significant amount of the College's available human and financial resources. One case this year has been adjudicated by a Discipline panel.

Two complaints from public were resolved by the Registrar.

Two complaints went to the CAC and have been resolved.

One complaint is in the process for review by the CAC.

One allegation has just been received which will be reviewed and likely go to the CAC.

Overall accomplishments:

1. Office move to 3rd floor – same building
2. Cross Border Agreement on website
3. National standards on website
4. Ethics document on the website
5. Completed new CCC Portfolio Audit with preliminary meetings via teleconference
6. Refillable Portfolio now on website
7. Successful registration – fewer late issues this year. Implemented Cross Border Temporary registrations
8. Pandemic response – early on utilized with permission the Tele-rehabilitation Guidelines and posted these on the website.
9. Plan in place to consider changes for the Registration Committee as outlined in report.

A major goal for me has been to respond to all communications personally and within a reasonable timeframe. I would encourage members to call the office for information or to seek clarification on any matter of concern.

Respectfully submitted,

Michael Kay

Michael Kay
Executive Director/Registrar



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2020 Annual General Meeting

MEMBERSHIP COMMITTEE REPORT

The Membership Committee, a standing committee of the College, is comprised of the Registrar; a Council member, representing the public; a College member representing the administrative perspective and a College member who is a recent graduate who successfully completed the Physiotherapy Competency Examination (PCE). The Registrar is currently the Chairperson.

This year the following individual were part of the Committee: Rachelle Ryan, Raeleen Baggs, Rebecca Cahill, Kerri Smith, Michael Kay

The objectives of the Membership Committee are:

To make recommendations to the Registrar regarding issues arising from registration of members. Examples of issues include but not limited to Physiotherapy Competency Examination (PCE) failure, continuing competency issues or re-entry.

To research registration information and practices in other provinces and to maintain current knowledge of the PCE.

To provide input on policy development regarding registration of members.

Key items we have been discussing:

1. Change of name to: Registration Committee to indicate that there are not really members, physiotherapists are all registered and the focus is on registration and licensing issues.
2. Criminal Reference Check to occur every 5 years
3. Inactive to Active registration
4. Active registration for physiotherapist from UK
5. License for physiotherapist working in NB as well
6. Temporary Registration: Cross Border; and in future: New MOU on Digital Practice
7. Change of LOGS to Regulatory History Form
8. Conditional registrants – participating in Mentorship program, extension of same given pandemic
9. New graduates – likely delayed in obtaining license because of exam.

Based on the Membership Committees discussion changes are suggested to Council that would deal with items: 1, 2, 7.

A more detailed discussion is being considered for Temporary Registration and Digital Practice in the fall.

Respectfully submitted

Michael Kay

Michael Kay, ED/ Registrar



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CONTINUING COMPETENCE COMMITTEE REPORT - MAY 2020

Committee members: Michael Kay, Tom Farrell, Tracy Penney, Nicole Peters, Sonja Hoskins, Lisa Durnford, Brooke Wiseman

Most of last year was taken to revise the portfolio, prepare, develop a scoring system, train the assessors, randomly select registrants to submit, and provide education for the registrants about the nature of the portfolio submission and to answer questions and concerns.

This year based on the feedback received a mandatory Self Assessment specifically for non-clinicians was implemented and reviewed.

The actual goal setting section (Part 2) became a voluntary submission only. Nevertheless they were considered a valuable part of the portfolio. Goals give direction, purpose, heighten performance and determine priorities to list just a few benefits. Members were advised to utilize a SMART model in writing them: the specific nature of goals means you know exactly what you are striving for, including measurable criteria, and might answer the question: how will I know when I have reached my goal? Assessors reviewed Part 2 as part of the portfolio but did not score.

Part 3 Continuing Education Hrs remains a mandatory section and provides an insight into the range of evidence utilized in work and clinical practice. References utilized in reflection could be included. Registrants can list other areas of self-directed education. This may include formal presentations, educational events, courses, providing education, or research. Regular work tasks such as rounds, team meetings, the full duration of a student placement, the length(weeks/hours) of a mentorship, or volunteer trainer for sports team would not be accepted as competency hours.

In past years the CCC did not require a specific number of education hours. This became an issue when members submitted either no hours or a very low number of hours. The CCC proposed and the Executive accepted 200 hours over 5 yrs. This recognizes that there may be years, when an individual's continuing education hours might be lower than that person's usual average. The expectation of the CCC is that continuing education and references identified in Part 3 would have relevance to clinical practice area, specific goals or work role.

A primary goal for the college is protection of the public and the portfolio assessment is part of that commitment. It ensures that physiotherapists are taking steps to maintain skill and knowledge.

This year as a result of phone conferences held in the fall/winter, individual registrants gave us feedback – two issues we have acted on already:

1. a letter was sent to each registrant who was requested to submit a portfolio
2. a fillable document is now on the website.

Results:

70 portfolios requested

67 submissions were returned within the deadline

1 SL; 1 maternity leave; 1 missing

Of 67 submissions reviewed: 1 was considered Inadequate

Others: 34 Comprehensive; 25 Well done; 08 Adequate

Some individuals found their own way to change the document and complete/fill/ type in themselves, which was perfectly acceptable.

Physiotherapists should consider the following:

Registered physiotherapists need to keep their portfolios up to date all the time, not just when they think they are due for a review or the month or week before they are requested

Webinars and courses are common important sources of education. These are valuable and can certainly be included as part of your submissions.

Registered Physiotherapists are still responsible for knowing the requirements to maintain their licence and registration.

Aside from the requirement to submit us a copy; using and building your portfolio has inherent value in reflecting on your practice and planning for the future. The hope of the CCC and Council is that individuals will make the best use of the tool and develop it to their unique needs.

Since physiotherapists have to be registered to practice and each member signs the declaration statement on the application for registration indicating they will maintain their professional portfolio; the portfolio and subsequent assessment is an important part of maintaining your licence.

Thanks very much to my fellow committee members for taking time to serve on the committee and carry out reviews to make meaningful change to the portfolio evaluation system.

Michael Kay

Michael Kay, Chair of the Continuing Competence Committee



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Complaints Authorizing Committee (CAC)

Annual General Meeting 2020 Report

Since the 2019 AGM, the CAC has investigated 2 complaints involving registered NLCP members. The results of those investigations and the CAC's decision were reviewed with the council, the complainants, and therapists involved and these cases are now complete. At present, there is one complaint where investigation is pending.

Rachelle Ryan
Chair, Complaints Authorizing Committee
NLCP



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2020 Annual General Meeting

CANADIAN ALLIANCE OF PHYSIOTHERAPY REGULATORS REPORT

The Canadian Alliance of Physiotherapy Regulators (CAPR) is the pan-Canadian federation of provincial and territorial regulators of the practice of physiotherapy in Canada. As a new Board member of CAPR representing NLCPT, I have participated in an orientation session, 1 in person meeting and one virtual meeting in 2019.

The work of the Board is focused on governance. A key function of which is monitoring the Strategic plan. Full details on the CAPR Strategic Plan can be on the website: <https://www.alliancept.org/about-capr/strategic-plan/>. Summary is provided below:

Vision Every physiotherapist is a competent and ethical physiotherapist.

Mission To support the physiotherapy community in protecting the public.

Values Serving the Public Interest, Good governance, Excellence, Integrity, Collaboration and Transparency

Strategic Objectives:

Ensure Excellence in Evaluation Services

Engage Stakeholders

Cultivate Regulatory Excellence

During 2019, significant efforts continued with implementation of the strategic objectives outlined in the CAPR 2018-2022 Strategic Framework. Some areas focused upon included:

1. Business Modernization: Significant change and efforts have taken place to build the new electronic records management system. It is anticipated that the new system will be launched in-house for CAPR staff in spring of 2020. It is expected that by fall of 2020 client self service portal will enable individuals to apply, pay and update profiles online.
2. Launching of new competency-based exam blueprint:
CAPR publicly launched a new Physiotherapy Competency Examination (PCE) competency-based blueprint in August of 2019. Details can be found at <https://www.alliancept.org/announcement/capr-launches-new-pce-competency-based-blueprint/?parent=board> .

3. Engagement of stakeholders

During 2019, CAPR worked collaboratively with Canadian regulators and physiotherapy educators to try to gain better understanding of professionalism as a result of trend of increasing number of concerns relating to professional behaviour. Through productive discussions in 2019, there has been a commitment to create a national vision for professionalism, to develop common nomenclature for data collection and to work together to better educate students and registrants about professionalism. Stay tuned for updates on this work.

CAPR website is frequently updated with interesting national and international regulatory news, I would encourage members to find out more at <http://www.alliancept.org>. Please note that CAPR is also on Facebook and LinkedIn.

Respectfully submitted,

Kelli O'Brien

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS

Financial Statements

Year Ended December 31, 2019

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS

Index to Financial Statements

Year Ended December 31, 2019

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Revenues and Expenditures	3
Statement of Financial Position	4
Statement of Changes in Net Assets	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 9

INDEPENDENT AUDITOR'S REPORT

To the Members of Newfoundland & Labrador College of Physiotherapists

Opinion

We have audited the financial statements of Newfoundland & Labrador College of Physiotherapists (the College), which comprise the statement of financial position as at December 31, 2019, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at December 31, 2019, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the College in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with 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.

In preparing the financial statements, management is responsible for assessing the College's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the College's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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Independent Auditor's Report to the Members of Newfoundland & Labrador College of Physiotherapists
(continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the College's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

St. John's, Newfoundland and Labrador
July 20, 2020


CHARTERED PROFESSIONAL ACCOUNTANTS

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS**Statement of Revenues and Expenditures****Year Ended December 31, 2019**

	2019	2018
REVENUES		
Member dues	\$ 107,501	\$ 103,085
EXPENSES		
Executive director	43,478	50,092
Legal fees	17,837	18,883
Office	8,894	6,972
Memberships	7,229	7,185
Rental	6,553	6,537
Meetings and conventions	5,943	4,744
Audit fees	4,970	5,260
Interest and bank charges	2,996	2,561
Gifts and honoraria	2,600	2,925
Telephone	2,258	2,236
Insurance	1,795	1,591
Amortization	476	547
	105,029	109,533
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	2,472	(6,448)
OTHER INCOME		
Interest income	1,561	1,221
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 4,033	\$ (5,227)

See notes to financial statements

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS**Statement of Financial Position****December 31, 2019**

	2019	2018
ASSETS		
CURRENT		
Cash	\$ 120,661	\$ 101,842
Term deposits	33,831	48,429
Prepaid expenses	786	762
	155,278	151,033
CAPITAL ASSETS (Note 3)	1,453	1,335
	\$ 156,731	\$ 152,368
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 7,873	\$ 7,543
NET ASSETS	148,858	144,825
LIABILITIES AND NET ASSETS	\$ 156,731	\$ 152,368

APPROVED BY TREASURER_____
Treasurer

See notes to financial statements

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS**Statement of Changes in Net Assets****Year Ended December 31, 2019**

	2018 Balance	Excess of revenues over expenses	2019 Balance
General Fund	\$ 114,825	\$ 4,033	\$ 118,858
Contingency Reserve Fund	30,000	-	30,000
	\$ 144,825	\$ 4,033	\$ 148,858

	2017 Balance	Deficiency of revenues over expenses	2018 Balance
General Fund	\$ 120,052	\$ (5,227)	\$ 114,825
Contingency Reserve Fund	30,000	-	30,000
	\$ 150,052	\$ (5,227)	\$ 144,825

See notes to financial statements

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS**Statement of Cash Flows****Year Ended December 31, 2019**

	2019	2018
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ 4,033	\$ (5,227)
Item not affecting cash:		
Amortization of capital assets	476	547
	4,509	(4,680)
Changes in non-cash working capital:		
Accounts payable	328	2,989
Prepaid expenses	(24)	(17)
	304	2,972
Cash flow from (used by) operating activities	4,813	(1,708)
INVESTING ACTIVITY		
Purchase of capital assets	(592)	-
INCREASE (DECREASE) IN CASH FLOW	4,221	(1,708)
Cash - beginning of year	150,271	151,979
CASH - END OF YEAR	\$ 154,492	\$ 150,271
CASH CONSISTS OF:		
Cash	\$ 120,661	\$ 101,842
Term deposits	33,831	48,429
	\$ 154,492	\$ 150,271

See notes to financial statements

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS

Notes to Financial Statements

Year Ended December 31, 2019

1. PURPOSE OF THE COLLEGE

Newfoundland and Labrador College of Physiotherapists is governed by the Physiotherapy Act, 2006, and the Legislature of the Province of Newfoundland and Labrador. The College is a corporation without share capital for the purpose of Part XXI of the Corporations Act.

The Act gives the College authority to regulate itself as a professional body. The objectives of the College are to promote, encourage, and improve the status of Physiotherapists and to maintain, improve, and increase the knowledge, ability, and competence of its members.

The College is not subject to income tax under section 149(1) of the Income Tax Act of Canada.

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.

Comparative figures

Certain comparative amounts have been reclassified to conform to the current year's presentation.

Revenue recognition

a) Income from membership fees is recognized as income on a cash basis.

b) Interest income is recognized on an accrual basis.

Contributed services

The operations of the College depend on the contribution of time by volunteers. The fair value of services cannot be reasonably determined and are therefore not reflected in these financial statements.

Investments

Investments are measured on a fair market value basis.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

(continues)

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS

Notes to Financial Statements

Year Ended December 31, 2019

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

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a declining balance basis at the following rates and methods:

Computer equipment	30%
Furniture and fixtures	20%

The College regularly reviews its capital assets to eliminate obsolete items. Government grants are treated as a reduction of capital assets cost.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Computer equipment	\$ 5,885	\$ 4,545	\$ 1,340	\$ 1,194
Furniture and fixtures	598	485	113	141
	\$ 6,483	\$ 5,030	\$ 1,453	\$ 1,335

4. COMMITMENTS

The College has a lease commitment for office space of \$527. The lease will expire in July 2021.

5. CONTINGENCY RESERVE FUND

In 2008, the College internally restricted \$18,000 for the purpose of a reserve fund to cover potential legal and related costs as might arise from future disciplinary proceedings. In 2013, the board of directors voted to increase the legal reserve to \$30,000.

6. OTHER MATTERS

The College was named in a lawsuit by an individual who is requesting an accommodation to re-write a qualifying exam and special and general damages of an unspecified amount. Management is of the opinion that it is too early in the litigation process to place any value on this claim and need it not be recorded as a provision.

7. FINANCIAL INSTRUMENTS

The College is exposed to various risks through its financial instruments. These risks are routinely monitored and managed by the Board. The following analysis provides information about the College's risk exposure and concentration as of December 31, 2019.

(continues)

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS

Notes to Financial Statements

Year Ended December 31, 2019

7. FINANCIAL INSTRUMENTS *(continued)*

(a) Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the College manages exposure through its normal operating and financing activities.

Unless otherwise noted, it is management's opinion that the College is not exposed to significant other price risks arising from these financial instruments.

July 20, 2020

Newfoundland & Labrador College of Physiotherapists
PO Box 21351
RPO Macdonald Drive
St. John's Newfoundland A1A 5G6

Attention: Ms. Emma House, Treasurer

Dear Ms. House:

This letter has been prepared to assist you with your review of the financial statements of Newfoundland & Labrador College of Physiotherapists for the year ending December 31, 2019. We look forward to meeting with you and discussing the matters outlined below.

Audit Status

We have completed the audit of the financial statements, with the exception of the following items:

1. Receipt of a signed representation letter by management;
2. Receipt of a letter from your external legal counsel regarding any litigation or claims;
3. Completing our discussions with the [*Board of Directors - Audit Committee*];
4. Obtaining evidence of the Board's approval of the financial statements;
5. [*Other – specify.*]

Once these items have been completed, we will date and sign our auditor's report.

Significant Matters Arising

Changes to Audit Plan

There were no changes to the audit plan (as previously presented to you) other than the following:

- a) The College did not adequately maintain internal financial statements using the accounting software sage 50 during the year. This was not realized until we began our initial audit work. To remedy this, the College engaged a third party to complete last years financial records. This work was completed and passed in for the firm to complete its audit.

Other Matters

We have not identified any other significant matters that we wish to bring to your attention at this time.

Comments on Accounting Practices

Accounting Policies

The significant accounting policies used by the entity are outlined in Note X to the financial statements.

- There were no significant changes in accounting policies

Comments on Accounting Practices - *Accounting Policies* (continued)

- We did not identify any alternative accounting policies that would have been more appropriate in the circumstances
- We did not identify any significant accounting policies in controversial or emerging areas.

Significant Accounting Estimates

The following significant estimates/judgments are contained in the financial statements:

1. Book value of capital assets

Based on audit work performed, we are satisfied with the estimates made by management.

Significant Financial Statement Disclosures

We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention.

Written Representations

In a separate communication, as attached, we have requested a number of written representations from management in respect to their responsibility for the preparation of the financial statements in accordance with Canadian generally accepted accounting principles.

Other Audit Matters of Governance Interest

We did not identify any other matters to bring to your attention at this time.

We would like to thank management and staff for the assistance they provided to us during the audit.

We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you and respond to any questions you may have.

This letter was prepared for the sole use of those charged with governance of Newfoundland & Labrador College of Physiotherapists to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Encl.

Confidential

Newfoundland & Labrador College of Physiotherapists
PO Box 21351
RPO Macdonald Drive
St. John's Newfoundland A1A 5G6

Attention: Ms. Emma House, Treasurer

Dear Emma:

You have requested that we audit the financial statements of Newfoundland & Labrador College of Physiotherapists, which comprise the statement of financial position as at December 31, 2019, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, as well as a summary of significant accounting policies and other explanatory information.

We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

Our Responsibilities

We will conduct our audit of Newfoundland & Labrador College of Physiotherapists in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance as to whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence of the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

We may also communicate other matters identified during the audit that, in our opinion, are of sufficient importance to merit management's attention.

Form and Content of the Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

To the Directors of Newfoundland & Labrador College of Physiotherapists

. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

We have audited the accompanying financial statements of Newfoundland & Labrador College of Physiotherapists, which comprise the statement of financial position as at December 31, 2019, and the statements of revenues and expenditures, changes in net assets and cash flows 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, 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Newfoundland & Labrador College of Physiotherapists as at December 31, 2019 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Newfoundland & Labrador College of Physiotherapists as at December 31, 2019 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

Management's Responsibilities

Our audit will be conducted on the basis that management [*and, where appropriate, those charged with governance*] acknowledge and understand that they are responsible for:

- a) The preparation and fair presentation of the financial statements in accordance with the Canadian accounting standards for not-for-profit organizations;

- b) 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; and
- c) Providing us with:
 - i) Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
 - ii) Access to all information of which management is aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters; and
 - iii) Additional information that we may request from [management] for the purpose of the audit.

As part of our audit process:

- a) We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [*and, where appropriate, those charged with governance*] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b) We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of Newfoundland & Labrador College of Physiotherapists unless:

- We have been specifically authorized with prior consent;
- We have been ordered or expressly authorized by law or by the *Code of Professional Conduct/Code of Ethics*; or
- The information requested is (or enters into) public domain.

In performing our services, we will send messages and documents electronically. You acknowledge that electronic communication carries the possibility of inadvertent misdirection, interception or non-delivery of confidential material, or infection by a virus. If you do not consent to our use of electronic communications, please notify us in writing.

We do not accept responsibility and will not be liable for any damage or loss caused in connection with the interception or corruption of an electronic communication.

Use of Information

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the basis that:

1. You represent to us that management has obtained any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation; and
2. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit opinion are solely for the use of Newfoundland & Labrador College of Physiotherapists and those to whom our report is specifically addressed by us. We make no representations of any kind to any third party in respect of these financial statements, and we accept no responsibility for their use by any third party.

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us.

If you require our consent in this regard, management agrees to provide, on a timely basis, a draft of the other information for our review prior to the issuance of the audit report.

Reproduction of Auditor's Engagement Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the engagement are the property of our firm, constitute confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any damage or loss incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our firm's policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, the audit engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement.

Other Services

In addition to the audit services referred to above, we will, as allowed by the *Code of Professional Conduct /Code of Ethics*, prepare your charity returns and other special reports as required. Management will provide the information necessary to complete these returns/reports and will file them with the appropriate authorities on a timely basis.

Governing Legislation

This engagement letter is subject to, and governed by, the laws of the Province of Newfoundland and Labrador. The Province of Newfoundland and Labrador will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Dispute Resolution

You agree that:

- a) Any dispute that may arise regarding the meaning, performance or enforcement of this engagement will, prior to resorting to litigation, be submitted to mediation; and
- b) You will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement.

Any mediation initiated as a result of this engagement shall be administered within the Province of Newfoundland and Labrador by [name of mediation organization], according to its mediation rules, and any ensuing litigation shall be conducted within such province, according to provincial law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

Indemnity

Newfoundland & Labrador College of Physiotherapists hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our firm (and its partners, agents or employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of (or in consequence of):

- a) The breach by Newfoundland & Labrador College of Physiotherapists, or its directors, officers, agents or employees, of any of the covenants made by Newfoundland & Labrador College of Physiotherapists herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by our firm.
- b) The services performed by us pursuant to this engagement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the negligence of our firm. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by your College.

Time Frames

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by Newfoundland & Labrador College of Physiotherapists of its obligations.

Billing

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.00% per month or 12.00% (APR) per annum. We reserve the right to suspend our services or to withdraw from this engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable HST) incurred.

Communications

In connection with this engagement, we may communicate with you or others via telephone, facsimile, post, courier and email transmission. As all communications can be intercepted or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from: communications, including any consequential, incidental, direct or indirect; special damages, such as loss of revenues or anticipated profits; or disclosure or communication of confidential or proprietary information.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Newfoundland & Labrador College of Physiotherapists shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to form, or have not formed, an opinion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may disclaim an opinion on the financial statements. If this occurs, we will communicate the reasons and provide details.

Not Liable For Any Failures or Delays Beyond Our Control

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your College of its obligations.

Conclusion

This engagement letter includes the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your College.

Yours truly,

Richard Bartlett, CPA, CGA
Partner
richard@pinsent.ca

PINSENT BARTLETT, CHARTERED PROFESSIONAL ACCOUNTANTS

Acknowledged and agreed to on behalf of Newfoundland & Labrador College of Physiotherapists by:

Date signed

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS

PO Box 21351
RPO Macdonald Drive
St. John's, Newfoundland
A1A 5G6

July 20, 2020

Confidential

Pinsent Bartlett, Chartered Professional Accountants
Suite 209, 21 Pippy Place
P.O. Box 8411
St. John's Newfoundland and Labrador A1B 3N7

Attention: Morris Pinsent, CPA, CGA

Dear Sir:

This representation letter is provided in connection with your audit of the financial statements of Newfoundland & Labrador College of Physiotherapists for the year ended December 31, 2019, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

In making the representations outlined below, we took the time necessary to appropriately inform ourselves on the subject matter through inquiries of entity personnel with relevant knowledge and experience, and, where appropriate, by inspecting supporting documentation.

We confirm that (to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves):

Financial Statements

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated April 20, 2020 for:

-) Preparing and fairly presenting the financial statements in accordance with Canadian accounting standards for not-for-profit organizations;
-) Providing you all relevant information, such as:
 - i) Accounting records, supporting data and other relevant documentation,
 - ii) Minutes of meetings (such as shareholders, board of directors and audit committees) or summaries of actions taken for which minutes have not yet been prepared, and
 - iii) Information on any other matters, of which we are aware, that is relevant to the preparation of the financial statements
-) Ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements; and
-) Designing and implementing such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We have also communicated to you any deficiencies in the design and implementation or the maintenance of internal control over financial reporting of which management is aware.

Fraud and Non Compliance

We have disclosed to you:

- a) All of our knowledge in relation to actual, alleged or suspected fraud affecting the entity's financial statements involving:
 - i) Management;
 - ii) Employees who have significant roles in internal control; or

- iii) Others where the fraud could have a material effect on the financial statements;
- b) All of our knowledge in relation to allegations of fraud or suspected fraud communicated by employees, former employees, analysts, regulators or others;
- c) All known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements that should be considered when preparing the financial statements;
- d) All known, actual, or possible litigation and claims that should be considered when preparing the financial statements; and
- e) The results of our risk assessments regarding possible fraud or error in the financial statements.

Related Parties

We confirm that there were no related-party relationships or transactions that occurred during the period.

Subsequent Events

All events subsequent to the date of the financial statements and for which Canadian accounting standards for not-for-profit organizations requires adjustment or disclosure have been adjusted or disclosed.

Commitments and Contingencies

There are no commitments, contingent liabilities/assets or guarantees (written or oral) that should be disclosed in the financial statements. This includes liabilities arising from contract terms, illegal acts or possible illegal acts, and environmental matters that would have an impact on the financial statements.

Adjustments

We have reviewed, approved and recorded all of your proposed adjustments to our accounting records. This includes journal entries, changes to account coding, classification of certain transactions and preparation of, or changes to, certain accounting records.

Misstatements

We believe the effects of uncorrected misstatements are immaterial, individually and in aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to this letter.

General

1. The financial statements referred to above present fairly, in all material respects, the financial position of the college as at December 31, 2019, and the results of its operations and its cash flows for the year then ended, in accordance with Canadian accounting standards for not-for-profit organizations.
2. We have made available to you all financial records and related data and all minutes of the meetings of members, directors and committees of directors.
3. We have reviewed, approved and recorded all of the following:
 - a) Adjusting journal entries you prepared or changed;
 - b) Account codes you determined or changed;
 - c) Transactions you classified; and
 - d) Accounting records you prepared or changed.
4. We have responded fully to all inquiries made to us and have made available to you all accounting and financial records and related data of the college during your audit.
5. We believe the effects of the uncorrected financial statement misstatements summarized in the accompanying schedule are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.
6. We believe that the significant assumptions used in arriving at the fair values of financial instruments as measured and disclosed in the financial statements are reasonable and appropriate in the circumstances.
7. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.
8. The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.

9. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.
10. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
11. The college has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements. This includes:

- a) Appropriate provisions for idle, abandoned, destroyed or obsolete assets or where site restoration costs will be necessary; and
 - b) Impairments in the value of goodwill or intangible assets.
12. We have disclosed to you, and the college has complied with, all aspects of contractual agreements that would have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
 13. There have been no events subsequent to the balance sheet date up to the date hereof that would require recognition or disclosure in the financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and the related notes.
 14. There are no material unrecorded assets or contingent assets (such as claims relating to patent infringements or unfulfilled contracts whose value depends on satisfying conditions regarded as uncertain), that have not been disclosed to you.
 15. We have disclosed to you all significant estimates and fair value measurements. We are of the opinion that:
 - a) The measurement methods used are permitted under Canadian accounting standards for not-for-profit organizations and appropriate in the circumstances;
 - b) The underlying assumptions are reasonable and reflect management's best estimates considering existing market information;
 - c) The method of valuation has been applied consistently;
 - d) The assumptions are consistent with management's intended courses of action; and
 - e) Financial statement disclosures are in accordance with Canadian accounting standards for not-for-profit organizations.
 16. The minute books of the college are a complete record of all meetings and resolutions of members and directors throughout the period and to the present date.

Yours truly,

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS

Ms. Emma House, Treasurer

July 20, 2020

Date signed

Newfoundland & Labrador College of Physiotherapy

Year End: December 31, 2019

Trial Balance

Completed by	Reviewed by
AM-L 2020-06-18	MP 2020-07-14

6.3

Account	Prelim	Adj's	Reclass	Rep	Rep 12/18	%Chg
1050 Savings Account	114,606.02	0.00	0.00	114,606.02	68,731.48	67
1060 Cash Account	6,054.50	0.00	0.00	6,054.50	33,110.27	-82
111.1000 Cash and short term depos	120,660.52	0.00	0.00	120,660.52	101,841.75	18
1070 Guaranteed Investment Certificate	0.00	0.00	0.00	0.00	30,429.46	-100
1100 GIC	33,831.08	0.00	0.00	33,831.08	18,000.00	88
113.1181 Term deposits	33,831.08	0.00	0.00	33,831.08	48,429.46	-30
1300 Prepaid Expenses	0.00	0.00	0.00	0.00	762.48	-100
1301 Prepays	664.10	121.43	0.00	785.53	0.00	0
128.1484 Prepaid expenses	664.10	121.43	0.00	785.53	762.48	3
1710 Computer Equipment	5,292.37	592.48	0.00	5,884.85	5,292.37	11
157.1774.01 Computer equipment	5,292.37	592.48	0.00	5,884.85	5,292.37	11
1820 Office Furniture & Equip	1,190.48	-592.48	0.00	598.00	598.00	0
157.1787 Furniture and fixtures	1,190.48	-592.48	0.00	598.00	598.00	0
1720 Accum. Amort. - Computer Equip.	-4,455.86	-89.08	0.00	-4,544.94	-4,097.66	11
158.1775.01 Computer equipment - a	-4,455.86	-89.08	0.00	-4,544.94	-4,097.66	11
1825 Accum. Amort. - Office Furniture &	-544.31	59.18	0.00	-485.13	-456.91	6
158.1788 Furniture and fixtures - acc	-544.31	59.18	0.00	-485.13	-456.91	6
2100 Accounts Payable	-2,671.82	0.00	0.00	-2,671.82	-2,944.88	-9
2120 Accruals	-5,200.00	0.00	0.00	-5,200.00	-4,600.00	13
215.2620 Accounts payable	-7,871.82	0.00	0.00	-7,871.82	-7,544.88	4
3560 Retained Earnings - Previous Year	-114,824.61	0.00	0.00	-114,824.61	-120,051.68	-4
280.0001 Partner #1 capital, beginnir	-114,824.61	0.00	0.00	-114,824.61	-120,051.68	-4
3570 Legal Fund	-30,000.00	0.00	0.00	-30,000.00	-30,000.00	0
280.0002 Partner #2 capital, beginnir	-30,000.00	0.00	0.00	-30,000.00	-30,000.00	0
4100 Membership Fees	-104,602.61	-2,898.04	0.00	-107,500.65	-103,085.04	4
311.8000.01 Other trade sales #1	-104,602.61	-2,898.04	0.00	-107,500.65	-103,085.04	4
4020 Interest Earned	-1,561.40	0.00	0.00	-1,561.40	-1,220.52	28
321.8100 Interest income (OI)	-1,561.40	0.00	0.00	-1,561.40	-1,220.52	28
5660 Amortization Expense	445.60	29.90	0.00	475.50	547.29	-13
521.8670 Amortization of tangible as	445.60	29.90	0.00	475.50	547.29	-13
5685 Insurance	1,749.78	44.79	0.00	1,794.57	1,591.36	13
523.8690 Insurance	1,749.78	44.79	0.00	1,794.57	1,591.36	13

Newfoundland & Labrador College of Physiotherapy

Year End: December 31, 2019

Trial Balance

Completed by	Reviewed by
AM-L 2020-06-18	MP 2020-07-14

6. 3-1

Account	Prelim	Adj's	Reclass	Rep	Rep 12/18	%Chg
5690 Interest & Bank Charges	98.05	2,898.04	0.00	2,996.09	2,559.97	17
525.8710 Interest and bank charges	98.05	2,898.04	0.00	2,996.09	2,559.97	17
5695 Membership Fees	7,395.45	-166.22	0.00	7,229.23	7,184.82	1
527.8761 Memberships	7,395.45	-166.22	0.00	7,229.23	7,184.82	1
5410 Wages & Salaries	0.00	0.00	0.00	0.00	3,166.05	-100
5700 Office Supplies	1,400.55	0.00	0.00	1,400.55	838.79	67
5710 Professional Fees	7,493.79	0.00	0.00	7,493.79	2,967.00	153
529.8810 Office	8,894.34	0.00	0.00	8,894.34	6,971.84	28
5610 Accounting & Legal	4,970.00	0.00	0.00	4,970.00	5,260.00	-6
531.8860 Professional fees	4,970.00	0.00	0.00	4,970.00	5,260.00	-6
5602 Legal Fees	17,836.99	0.00	0.00	17,836.99	18,883.18	-6
531.8861 Legal fees	17,836.99	0.00	0.00	17,836.99	18,883.18	-6
5760 Rent	6,552.71	0.00	0.00	6,552.71	6,537.36	0
533.8910 Rental	6,552.71	0.00	0.00	6,552.71	6,537.36	0
5740 Meetings	5,942.59	0.00	0.00	5,942.59	4,744.02	25
545.9201 Meetings and conventions	5,942.59	0.00	0.00	5,942.59	4,744.02	25
5780 Telephone	2,258.30	0.00	0.00	2,258.30	2,235.86	1
547.9225 Telephone	2,258.30	0.00	0.00	2,258.30	2,235.86	1
5670 Executive Director	43,478.25	0.00	0.00	43,478.25	50,091.93	-13
581.9270.01 Operating expense #1	43,478.25	0.00	0.00	43,478.25	50,091.93	-13
5680 Gifts & Honoraria	2,600.00	0.00	0.00	2,600.00	2,925.00	-11
581.9270.04 Operating expense #4	2,600.00	0.00	0.00	2,600.00	2,925.00	-11
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>
Net Income (Loss)	3,941.95			4,033.48	-5,227.07	-177

Newfoundland & Labrador College of Physiotherapists

Year End: December 31, 2019

Adjusting Journal Entries

Date: 2019-01-01 To 2019-12-31

Completed by	Reviewed by
AM-L 2020-06-18	MP 2020-07-14

6.4

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
1	2019-12-31	Computer Equipment	1710	U. 2	592.48			
1	2019-12-31	Accum. Amort. - Computer Equip.	1720	U. 2		89.08		
1	2019-12-31	Office Furniture & Equip	1820	U. 2		592.48		
1	2019-12-31	Accum. Amort. - Office Furniture &	1825	U. 2	59.18			
1	2019-12-31	Amortization Expense	5660	U. 2	29.90			
To adjust accum amortization and move printer purchase to correct account								
2	2019-12-31	Prepays	1301	L. 2		44.79		
2	2019-12-31	Prepays	1301	L. 2	166.22			
2	2019-12-31	Insurance	5685	L. 2	44.79			
2	2019-12-31	Membership Fees	5695	L. 2		166.22		
To adjust prepaids								
3	2019-12-31	Membership Fees	4100	A. 5		2,898.04		
3	2019-12-31	Interest & Bank Charges	5690	A. 5	2,898.04			
adjust for bank fees on paypal transactions								
					3,790.61	3,790.61		
Net Income (Loss)			4,033.48					