

# Annual Report

March 1, 2019 - February 28, 2020



**NLOTB**

Newfoundland & Labrador  
Occupational Therapy Board

The Newfoundland Labrador Occupational Therapy Board regulates the profession of occupational therapy in the province of Newfoundland and Labrador. The Board is responsible for setting conditions for entry to practice (licensure) and for monitoring members to ensure adherence to the laws, regulations and standards that govern practice.

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# ANNUAL GENERAL MEETING

2019 - 2020 Licensing Year

The Board of Directors of the Newfoundland & Labrador Occupational Therapy Board is pleased to announce that the 2019-2020 Annual General Meeting (AGM) will be held on:

**September 23, 2020**  
**12:00 noon to 2:00 pm**  
**Via zoom**

Topic: [kim.doyle@nlotb.ca](mailto:kim.doyle@nlotb.ca)'s Zoom Meeting

Time: Sep 23, 2020 12:00 PM Newfoundland and Labrador

Join Zoom Meeting

<https://us02web.zoom.us/j/89955863777?pwd=a2lpaTBLV0VPR2dreXBXRUNHc1hOUT09>

Meeting ID: 899 5586 3777

Passcode: 065463

## **2019-2020 Board of Directors**

Maria Rotondi, Chairperson

Patricia Moores, Registrar

Courtney Vokey, Treasurer

Susan Penney, Secretary

Sheri-Lynn Ash, Member at Large

Patricia Grainger, Public Representative

**Staff:** Kim Doyle, Executive Director

## **Chairperson's Report** Maria Rotondi

### **Adapting to Change**

Although this annual report is based on the Board's activities from March 1, 2019 – February 28, 2020, I would be remiss if I did not reference the challenges presented to the entire membership as a result of the Covid-19 global pandemic. The pandemic forced NLOTB members to quickly evaluate their service delivery methods and find creative approaches to work within the constraints of the public health restrictions. It has been fascinating to hear stories of how quickly members have embraced technology and moved toward virtual care service delivery. As Occupational Therapists, we have unique skills in working with patients and clients to adapt to change. We value the challenges associated with adjusting and accepting to new circumstances within activities of daily living. For these reasons, occupational therapists in Newfoundland and Labrador have been at the forefront in new and innovative recommendations for the ever-changing challenges that continually arise as a result of the pandemic. NLOTB applauds all members for finding methods to work safely while continuing to prioritize the needs of their patients and clients during these difficult times.

### **Board of Directors**

Self-regulation is a privilege grounded in the premise of public protection. The Newfoundland and Labrador Occupational Therapy Board of Directors, along with the Executive Director strives to meet the mandate of public protection by effectively regulating the practice of occupational therapy in the province. NLOTB promotes continuous quality improvement as we align with provincial and national mandates.

The NLOTB Board of Directors consists of five elected occupational therapists and two appointed public representatives. All work is completed on a volunteer basis with the assistance of our part time Executive Director, which is a paid position. The Board demonstrates commitment and dedication to supporting the safe and ethical practice of occupational therapy in our province.

The 2019-20 membership year has been a period of transition for the Board. We experienced a change in some key positions including myself moving from position of Treasurer to Chairperson and Patti Moores moving from Member at Large to Registrar replacing Glenda Cokes finishing and Ashley Walsh who both served the maximum term of nine consecutive years on the Board. On behalf of the entire membership I would like to thank them for their time and dedication to the board activities during that nine year period.

We also welcomed new Board members Courtney Vokey into the role of Treasurer; and Sheri-Lynn Ash as our Member at Large. Courtney and Sheri-Lynn have both adapted quickly to the workings of the Board as well as to their specific roles. Thank you to both members for volunteering for these positions.

We continue to lobby government to appoint public members but at present, only one of the two Public Member positions is filled. The Board is assisting government by actively recruiting for a second Public Member. Our single Public Member is Patricia Grainger who continuously provides valuable input and advice to the Board.

Finally, I would also like to send a note of appreciation to our Executive Director, Kim Doyle for the work she does on behalf of the Board. Kim keeps the Board meetings organized and is our representative for the many committees that require NLOTB to be present including the national Association of Occupational Therapy Regulators (ACOTRO). It would be incredibly difficult to continue to progress the workings of the Board without the Executive Director position.

### **Annual Report**

As you read through this report you will see the Board was quite busy this year. The activities that are in progress, as well as those that have been completed, represent many hours of work of the Board and committee members.

The Board has taken great steps in bringing our financial management policies and procedures up to date, which will allow for increased efficiencies and streamlined monitoring. There have been numerous requests for collaboration with external stakeholders such as Academy Canada and Government Task Force Committees that have been fulfilled. Efforts have also gone into operational activities such as website reviews and task assignment guidelines.

As a Board, we welcome and appreciate feedback or discussion from the membership on the activities within the AGM report.

### **Executive Director's Report** Kim Doyle

It has been 6+ months since the 2019-2020 licensing year concluded. Given the magnitude of the events that have unfolded in that time frame and the impact on our professional and personal lives, I would be remiss in not acknowledging this. It seems strange to not launch into all that has happened since March of 2020 when our lives changed due to the Covid-19 global pandemic. As this is the Annual General Meeting of

the 2019-2020 licensing year, I will focus on the events and activity of the Board during that time frame.

The previous membership year ended with the launching of our new website and online licensing system for renewal and registration. These initiatives have substantially improved the efficiency of the licensing process and improved reporting for CIHI, finances and membership data. The members section on the website links to our online licensing system and provides members with access to receipts, license verification and a place to store professional documents. We utilized the e-learning section to complete the Ethics in Practice module for the 2018-2019 renewal. The system also has a Learning Log and storage capacity for associated documents. This is an under-utilized feature and we will be focusing on this in the coming months.

In an effort to continue to improve the efficiency of the running of the organization, NLOTB moved to online banking and is working on updating our financial reporting structure and policies. The board continues to utilize a dual administration approach to financial transactions with a yearly external financial audit.

Review of our Task Assignment Guidelines was initiated in 2019. The draft document is being presented following our AGM on September 23, 2020. Utilization and supervision of Assistants in occupational therapy practice is evolving and an update of our current guideline was required to ensure it reflects the current state. It also provides us with the opportunity for a dialogue to assure OT's understand the process and accountability of assigning a task and supervising the Assistant. I would like to thank the many individuals who contributed to the draft document particularly Glenda Cokes and Patti Moores for their time and multiple reviews. I look forward to the discussion following our AGM.

We continue to work collaboratively with our stakeholders both provincially and nationally on shared matters. The Board continues to contribute to the Health Regulators Network to improve health regulation within our province. Atlantic OT Regulators collaborate on a regular basis and share resources. Nationally, we continue to work with the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) for consistent regulatory practices between provinces.

Please see the link below for the ACOTRO Annual Report 2019 which addresses the many efforts of ACOTRO including the Labour Mobility Support Agreement, CORECOM project (developing one competency document), oversight of the National OT Certification Exam, Substantial Equivalency Assessment System (evaluation of internationally educated OT's), OT Canada Reflection Day, Truth and Reconciliation and OTA/PTA Visioning Project.

## **Registrar's Report** Patricia Moores

The role of the Registrar, supported by the Registration Committee, is to manage license registration, renewals, and re-entry to practice, and to develop and review registration-related policies and processes. Since the midyear transition of the Chair position, and changes in the membership of the Registration Committee, we have picked up where the previous committee work left off.

During the 2019-2020 licensing year, total of 225 licenses processed:

Renewals: 206

New Licenses: 13

License Re-Activation: 5 total

Temporary Initial License: 1

Re-Entry to Practice: 1 completed in May 2019.

We continue to use and fine-tune our new registration platform on the NLOTB website, which has created efficiencies in the registration process. A line-by-line review of the registration process on the website was carried out and updates are in process. Renewals for 2021, completed in January/February, went well with no significant issues. The platform is easy to administer for data and reporting which saves a great deal of manual work and time. Future areas for consideration include closer consideration of the use the data to inform Board decisions and track trends.

Using our new platform, we look forward to offering more e-learning modules at renewal. There was no e-learning module associated with the 2020/21 renewal, but work continues in implementing a documentation module for 2021/22.

NLOTB continues to utilize the Substantial Equivalency Assessment System (SEAS), administered by Association of Canadian Occupational Therapy Regulatory Organizations, to assess internationally educated occupational therapists considering registration in Canada. For the 2019/20 licensing year, we registered 2 internationally educated OTs.

Policy development and review remains a priority and we have made some progress on a number of policies. Professional Liability Insurance, Language Proficiency and

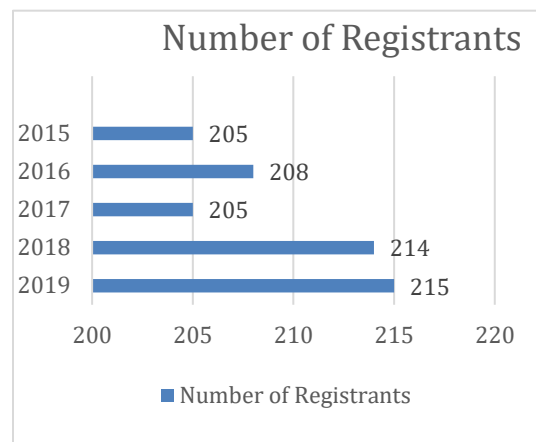
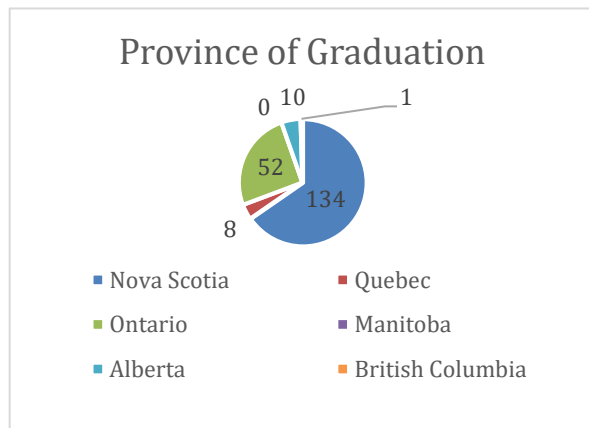
Currency policies are in the final stages of Board approval, and there are others in the queue.

In closing, the Registration Committee remains committed to supporting registration and policy development for the coming 2020/21 licensing year. Thanks to our committee members for their behind-the-scenes support and dedication to protecting the public interest.

**Registration Committee Members 2019-2020:**

- Ashley Walsh (March 1- September 2019)
- Patricia Moores (Sept 2019 – present): Chair
- Susan Penney: NLOTB Member representative
- Andrea Pittman: NLOTB Member Representative
- Jennifer Bouzane: NLOTB Member Representative
- Patricia Grainger: NLOTB Public Representative
- Kim Doyle: Executive Director

NLOTB submits registration data to the Canadian Institute for Health Information on an annual basis. Here is a sampling of registration data available for NLOTB. The data is reflective of the data on the date of collection and fluctuates throughout the year.





## Continuing Competency Program

NLOTB's current continuing competency program includes completion of the Continuing Competency binder on an annual basis. The Executive Director continues to collaborate with the College of OT's of Nova Scotia (COTNS) to develop a more fulsome continuing competency program that is sustainable for NLOTB. Development of learning modules is a component of competence maintenance. The Ethics in Practice module has been developed and utilized for 2018-2019 renewal. A Documenting Your Practice module has been developed and will be a resource for 2020-2021.

The Continuing Competency Committee will be re-instated to develop a plan to move forward.

## Treasurer's Report Courtney Vokey

NLOTB continues to operate in a fiscally conservative and prudent manner. The annual Audited Financial Statements for NLOTB year 2019-2018 were completed by Noseworthy and Chapman Chartered Accountants are available on the NLOTB website for review prior to the AGM. The auditors provided the opinion *that "the accompanying financial statements present fairly, in all material respects, the financial position of NLOTB as of Feb 29, 2020 and the results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for profit organizations"*.

In the 2019-2020 membership year, membership fees collected totaled approximately \$75,00. Our expenses for the same membership year were \$74,600. NLOTB maintains investment funds of approximately \$110,700.00. These funds are to process complaint hearings and large projects.

### Fees

Registration fees remained at \$360.00 for 2019-2020 and 2020-2021. No increase in fees is being recommended for 2021-2022.

Expense Category	2019-2020 Budget	Actual Year End	Budget for 2020-2021
Insurance	\$4200	\$4200	\$4300
Legal (non-complaint)	\$1000	\$489	\$1000
Legal (complaints)	0	0	\$0
Accounting	\$2800	\$2645	\$2800
Office Supports (supplies, advertising, teleconference, website,	\$5100	\$2662	\$5300

ACOTRO fee, CCP binders, Dal Book prize)			
IT (Database, online registration)	\$4000	\$3743	4000
ACOTRO meetings	\$7000	\$7290	\$7000
Bank Charges	\$150	\$187	\$200
Education (fees)	\$1500	\$2212	\$2000
Education (hotel/travel)	\$2000	\$3304	\$2500
Salaries	\$47,000	\$47,936	\$47,000
Other	\$0	\$0	\$0
<b>Expense totals</b>	<b>\$74,750</b>	<b>\$74668</b>	<b>\$76,100</b>
<b>Revenue</b>			
Renewal and Licensing	75,000	\$75,000	
Revenue over Expenses		\$397	

## 2019 Fieldwork Patricia Moores, OT Fieldwork Coordinator

Completion of 1000 hours of supervised fieldwork is a licensing requirement for NLOTB. With increasing demands on our OTs, we recognize the challenges in supporting student fieldwork, however it is a vital component of training and is key to ensuring a supply of OTs to serve the public. Additionally, preceptorship is a valuable way to keep current regarding education trends, OT theory and evidence-based practice, all of which is crucial in furthering the development of our profession.

NLOTB would like to recognize and sincerely thank those who volunteered as preceptors to OTs and OTAs in the 2019 calendar year.

Sheri-Lynn Ash	Nadine Beresford	Kristen Blackmore	Sarah Burt
Heather Callahan	Keri Chambers	Crane, Christina	Curtis, Kenneth
Cathy Davis	Amanda Dermody	Vivian Doody	Deanne Dyke
Mark Flood	Kelly Fry	Phil Gushue	Joanne Hanlon
Lori Harte	Karla Hartery	Kimberley Hickman	Rebecca Hickman
Danielle Hogan	April House	Lisa Hutchings	Kelly Jackson-Pritchett
Deborah Kean	Kelly Littlejohn	Beth Ann Lynch	Lisa McDonald
Ariana McGregor	Ted McGregor	David Mercer	Pamela Moulton
Michelle Mullaley	Ashley Newell	Maire NicNiocail	Deborah O'Brien
Patti O'Keefe	Ashley Peach	Angela Power	Amy Prince
Donna Randell	Renee Ryan	Jane Simmons	Dana Snedden
Maria Snow	Susan Sparkes	Christina Sullivan	Adrienne Thoms
Joanne Thorne	Courtney Vokey	Jennifer Wall	Ashley Walsh
Dawn Walsh			

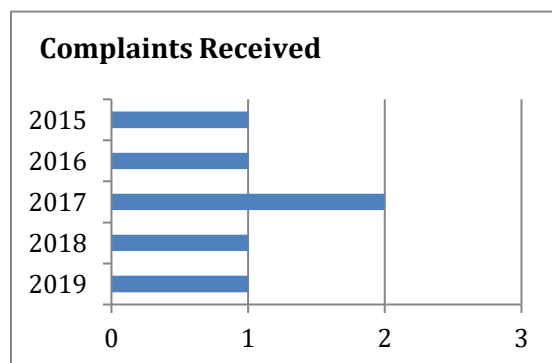
## Complaints and Discipline

Under its public protection mandate, the Board must investigate concerns raised about a registrant's conduct or competence. Concerns related to the conduct of an occupational therapist or an occupational therapy intervention can be brought forward in a variety of ways: from the client/patient or their families who believe they are not receiving appropriate care, from employers or colleagues of occupational therapists or from the Registrar of the Board.

Once the Board receives a written concern, the complainant is contacted for more information or clarification as needed, and the occupational therapist is notified in writing regarding the issue including providing them with a copy of the correspondence.

Under the Occupational Therapy Act (2009) all allegations (complaints) are received and reviewed by the Chairperson or designate and based on the review it is determined if the matter can be resolved or referred on to the Complaints Authorization Committee (CAC). Complaints not resolved by the CAC can be referred to the discipline panel for a hearing.

The Occupational Therapists Act, 2005 states that "the board shall appoint at least 10 licensed occupational therapists who are not directors, one of whom shall be appointed to serve as chairperson, and the minister shall appoint at least 3 persons who are not licensed occupational therapists to represent the public interest, who shall constitute the disciplinary panel". As the board has not held a hearing in many years, appointed discipline panel members are educated just prior to a hearing. NLOTB will be appointing 10 new members to the discipline panel following the AGM.



**NL Occupational Therapy Board**

PO Box 23076, RPO Churchill Square

St. John's, NL A1B 4J9

Canada

Phone: (709) 687-4783, Fax: (709) 383-0135

Website: [www.nlotb.ca](http://www.nlotb.ca)

**NEWFOUNDLAND & LABRADOR  
OCCUPATIONAL THERAPY BOARD**

**Financial Statements**

**Year Ended February 29, 2020**

**NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD**

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**Year Ended February 29, 2020**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Newfoundland & Labrador Occupational Therapy Board

### *Opinion*

We have audited the financial statements of Newfoundland & Labrador Occupational Therapy Board (the Board), which comprise the statement of financial position as at February 29, 2020, 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 Board as at February 29, 2020, 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 Board 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 Board'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 Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board'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.

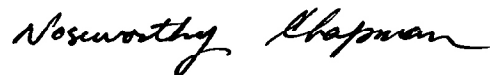
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Independent Auditor's Report to the Members of Newfoundland & Labrador Occupational Therapy Board  
(continued)

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 Board'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 Board'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 Board 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.



Chartered Professional Accountants  
St. John's, NL  
September 14, 2020



**NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD**

**Statement of Financial Position**

**February 29, 2020**

	<i>February 29</i> <b>2020</b>	<i>February 28</i> <b>2019</b>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash ( <i>Note 3</i> )	\$ 282,218	\$ 281,608
Prepaid expenses	1,662	1,662
	<b>\$ 283,880</b>	<b>\$ 283,270</b>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable	\$ 4,613	\$ 10,304
Deferred income	99,700	96,677
	<b>104,313</b>	<b>106,981</b>
<b>NET ASSETS</b>		
General fund	179,567	176,289
	<b>\$ 283,880</b>	<b>\$ 283,270</b>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_ *Director*

\_\_\_\_\_ *Director*

See notes to financial statements

**NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD****Statement of Revenues and Expenditures****Year Ended February 29, 2020**

	<i>February 29</i> <b>2020</b>	<i>February 28</i> 2019
<b>REVENUES</b>		
Membership fees	\$ 104,030	\$ 102,498
Interest	1,916	988
	<b>105,946</b>	103,486
<b>EXPENDITURES</b>		
Advertising	422	170
Bank charges	186	96
Conference and travel	12,805	5,862
Insurance	4,200	4,200
NLAOT	26,680	23,839
Office and administration	2,662	3,197
Professional fees	3,134	6,411
Registrar fees	47,936	47,571
Telephone	900	235
Website and database	3,743	24,277
	<b>102,668</b>	115,858
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 3,278</b>	<b>\$ (12,372)</b>

See notes to financial statements

**NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD**

**Statement of Changes in Net Assets**

**Year Ended February 29, 2020**

	<i>February 29</i> <b>2020</b>	<i>February 28</i> 2019
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 176,289</b>	\$ 188,661
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<b>3,278</b>	(12,372)
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 179,567</b>	\$ 176,289

**NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD****Statement of Cash Flows****Year Ended February 29, 2020**

	<i>February 29</i> <b>2020</b>	<i>February 28</i> <b>2019</b>
<b>OPERATING ACTIVITIES</b>		
Cash receipts from operations	<b>\$ 108,968</b>	\$ 103,706
Cash paid to suppliers	<b>(108,358)</b>	(117,383)
<b>INCREASE (DECREASE) IN CASH</b>	<b>610</b>	(13,677)
Cash - beginning of year	<b>281,608</b>	295,285
<b>CASH - END OF YEAR (Note 3)</b>	<b>\$ 282,218</b>	\$ 281,608

See notes to financial statements

# NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD

## Notes to Financial Statements

Year Ended February 29, 2020

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### 1. DESCRIPTION OF BUSINESS and COVID-19

In Newfoundland and Labrador, the provincial legislature delegated the regulatory authority over Occupational Therapy to the Newfoundland & Labrador Occupational Therapy Board (the "Board"). Regulation is aimed at preventing harm to the public by setting compulsory rules of conduct and standards of practice within the profession.

The objectives of the Board are to set conditions for entry into the profession and to monitor members to ensure adherence to the laws, regulations and standards that govern practice.

The Board is a not-for-profit organization and, as such, is exempt from income tax.

The recent outbreak of the Coronavirus Disease 2019, or COVID-19, has spread across the globe and is impacting worldwide economic activity. This global pandemic poses the risk that the company or its clients, employees, contractors, suppliers, and other partners may be unable to conduct regular business activities for an indefinite period of time. While it is not possible at this time to estimate the impact that COVID-19 could have on the company's business, the continued spread of COVID-19 and the measures taken by the federal, provincial and municipal governments to contain its impact could adversely impact the company's business, financial condition or results of operations. The extent to which the COVID-19 outbreak impacts the company's results will depend on future developments that are highly uncertain and cannot be predicted, including new information that may emerge concerning the spread of the virus and government actions.

### 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).

#### Cash

Cash includes balances with financial institutions, including guaranteed investment certificates maturing within one year.

#### Capital assets

Capital assets are recorded as expenses in the year they are acquired.

#### 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.

#### Revenue recognition

Revenue from membership fees is recognized in the year to which they relate. Membership fees received in advance of the related membership year are recorded as deferred income in the year received.

Interest income is recognized on the accrual basis as earned.

# NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD

## Notes to Financial Statements

Year Ended February 29, 2020

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

#### 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.

### 3. CASH

	<i>February 29</i> <b>2020</b>	<i>February 28</i> 2019
Bank account	\$ 282,218	\$ 172,771
Guaranteed investment certificates	-	108,837
	<b>\$ 282,218</b>	<b>\$ 281,608</b>

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### 4. CAPITAL ASSETS

During the year the Board incurred expenditures related to a new database and website in the amount of \$3,743 (2019 - \$24,277) which have been expensed.