



Annual Report

March 1, 2020 - February 28, 2021



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.

Mission

To protect the public by ensuring and advancing safe, effective and ethical occupational therapy practice.

Values

The Newfoundland and Labrador Occupational Therapy Board is committed to demonstrating:

Accountability:

We are accountable to the public we serve.

Respect:

We Respect both public and professional perspectives.

Trust:

We act with honesty and integrity.

Collaboration:

We value the opinions of the public, registrants and stakeholders.

Fairness:

We demonstrate impartiality in decisions to ensure fairness to the public and registrants.

Transparency:

We maintain an open and honest communication process.

Leadership:

We proactively regulate the profession and demonstrate best practice in regulation.

Land Acknowledgement

The Newfoundland and Labrador Occupational Therapy Board acknowledges that we are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the histories and cultures of the Beothuk, Mi'kmaq, Innu and Inuit of this province.

Board of Directors

Maria Rotondi (2015), Chairperson
Patricia Moores (2014), Registrar
Courtney Vokey (2019), Treasurer
Susan Penney (2018), Secretary
Sheri-Lynn Ash (2019), Member at Large
Patricia Grainger (2013), Public Representative
Vacant, Public Representative (May 2019)

Staff: Kim Doyle, Executive Director



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Message from Board Chair Maria Rotondi

Reflection on Covid-19

While many activities came to a halt in 2020 as the pandemic unfolded, the work of the Board definitely did not. As with all organizations, the Board had to reschedule several meetings, adapt to a virtual format for all communication and re-establish priorities. Despite these hurdles, the Board worked tirelessly to forge ahead to meet its mandate of public protection by effectively regulating the practice of occupational therapy in the province.

As we all start to develop and adjust to our post-Covid-19 daily routine and the pandemic news gets pushed back in the headlines, we now have time to reflect and absorb everything we have been through since March 2020. The past year has been one of uncertainty and confusion, but we can now see a light at the end of the long tunnel.

To support its members during the most uncertain times of the pandemic, the Board developed resources to assist in delivering safe practice that aligned with public health restrictions and NLOTB legislation and guiding documents. Resources specific to telepractice or virtual care were developed to assist with safe and effective service delivery. These resources are available on the NLOTB website. NLOTB applauds all members for finding ways to work safely while continuing to prioritize the needs of their patients and clients during these difficult times.

Board of Directors

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 Board has continued to meet its mandate since 2019 with one of two public Board member positions occupied. Patricia Grainger has been with NLOTB since 2013 and is in the final year of a maximum 9 year term. Her contributions and commitment to NLOTB is highly valued by the Board. The Board is continuing to work with government to fill the vacant position and to plan for Patricia's replacement at the end of this licensing year. Public representation on the Board is essential to moving our work forward.

I would like to extend a note of appreciation to the entire Board for their work, much of which is done behind the scenes and can often go unnoticed by those not directly involved. Additionally, the Board would like to acknowledge the work of the Executive Director, Kim Doyle. Kim is the backbone of NLOTB and maintains momentum of the operational work and represents NLOTB on many committees including the Association of Canadian Occupational Therapy Regulators (ACOTRO), currently as Vice President. As a Board, we welcome and appreciate feedback or discussion from the membership on any activities of the Board.



Executive Director's Report Kim Doyle

The 2020-2021 licensing year unfolded with the COVID-19 pandemic. There were many challenges to health care services during this time and occupational therapists in Newfoundland and Labrador demonstrated their commitment to delivery of quality client care by adapting their practice and following necessary health restrictions. Many occupational therapy services transitioned to virtual delivery due to the public health restrictions limiting in-person services.

On a provincial level, the Health Regulators Network met weekly in the early stages of the pandemic, with government representation, as we worked through the various stages of the pandemic. Consultation occurred with the regional health authorities regarding practice issues and on a national level, ACOTRO collaborated regarding virtual delivery of care, cross jurisdictional practice and licensing, emergency licensing, private health clinic closures, fieldwork placements, NOTCE delivery and SEAS Competency Assessment delivery.

The pandemic has affected each and every one of us in many ways. Positives for NLOTB include a move to efficient virtual zoom meetings for the Board, enhanced electronic banking and financial oversight and some financial savings with respect to attendance at in person meetings and conferences. Use of technology was forced upon occupational therapists as the only way to provide client services for a period of time and has shown the benefits (and limitations) of this technology in providing occupational therapy services.

A large part of my role as Executive Director is to represent NLOTB with the Association of Canadian Occupational Therapy Regulators (ACOTRO). As part of succession planning I was elected Vice President of ACOTRO in May 2021 as several senior board members will retire in the next 12-18 months. The ACOTRO Annual Report is available for review and highlights the many efforts of ACOTRO including the Labour Mobility Support Agreement, CORECOM (national competency document development), oversight of the National Occupational Therapy Certification Exam and SEAS (Substantial Equivalency Assessment System for internationally educated OT's).

[acotro_annual_report_2020_final.pdf \(acotro-acore.org\)](#)

I would like to thank the Board for their trust and appreciation for the work that I do in my role as Executive Director. It is a pleasure and challenge on a daily basis. I look forward to 2021-2022 as we work to uphold the values of the organization while protecting the public interest by ensuring and advancing safe, effective and ethical occupational therapy practice.



Registrar's Report Patricia Moores

The role of the Registrar of NLOTB, supported by the Registration Committee and the Executive Director, is to manage license registration, renewals, and re-entry to practice, and to develop and review registration-related policies and processes.

For this registration period, 229 licenses were issued. 214 license renewals were processed, 5 licenses were reinstated for OTs previously registered, and 10 new registrants: 9 Canadian trained (3 Dalhousie, 1 Queen's, 1 U of T, 1 McGill and 3 LMSA) and 1 Internationally Educated OT.

Our currency requirement is 600 hours of work, within the scope of practice of occupational therapy, over 3 years. When applying for licensing, OTs are required to self-declare their currency hours (clinical and non- clinical). At times, there are instances where additional information is required to ensure the work meets the currency requirement.

The Registration Committee also supports re-entry to practice. There were no candidates during the Mar 1, 2020- Feb 28, 2021 time period.

Along with these regular registration functions, our focus this past year has been on supporting the Board in navigating some of the unique questions that arose due to COVID, and in creating and updating policies and procedures. Policy and process development and review remains a priority and we have adopted new policies for Professional Liability Insurance and Language Proficiency. Evaluation and updating other registration policies is happening continually.

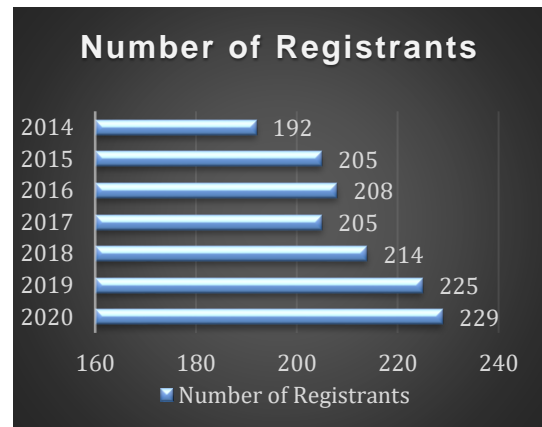
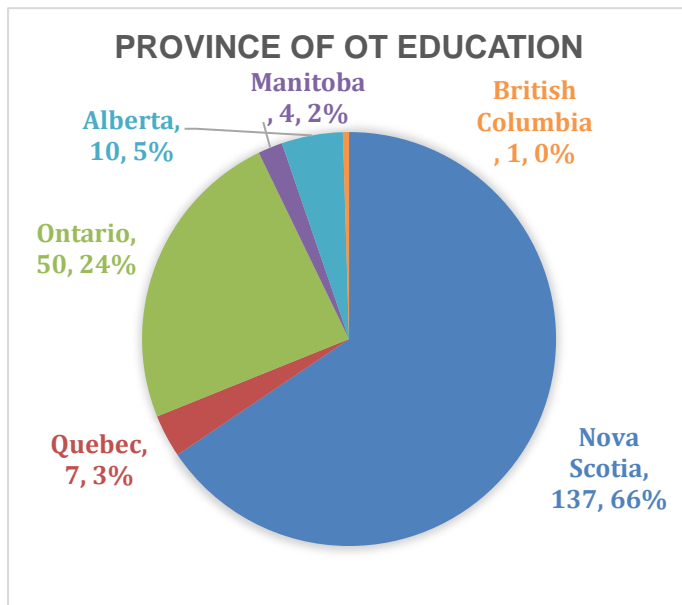
After a lengthy consultation process, the Task Assignment Guidelines were finalized and released. Thanks to all that provided feedback. We are currently working on Regulatory Standards for Student Supervision and anticipate that these will be ready for member consultation in the coming weeks.

In closing, the Registration Committee remains committed to supporting registration and policy development for the upcoming 2021/22 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) Chair
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 (CIHI) 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. More detailed stats for 2020 will be available from CIHI on August 19, 2021. www.cihi.ca



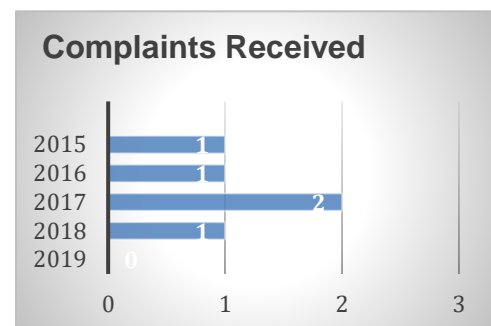
Professional Conduct

Under its public protection mandate, the Board must investigate concerns raised about a registrant's conduct or competence.

Concerns related to the conduct or competence of an occupational therapist or an occupational therapy intervention, may be brought forward by a client/patient or their families, from employers/colleagues of occupational therapists or from the Registrar of the Board.

Under the Occupational Therapy Act (2009) all allegations (complaints/concerns) are received and reviewed by the Chairperson or designate and if not resolved during the initial review are referred on to the Complaints Authorization Committee (CAC) where an investigation will be completed. The CAC may dismiss the complaint, refer the matter for a hearing or take additional action including a caution, counsel or alternate dispute resolution.

NLOTB did not receive any concerns in the 2020 licensing year.



Treasurer's Report Courtney Vokey

On September 14, 2020 the Board approved a Financial Management Policy which outlined financial management strategies to be used by the Board to ensure effective financial management by the Executive Director and the Treasurer. The Board adopts appropriate **risk management** principles and uses internal control measures to mitigate financial risks; controls are proportionate to their associated risk. The Board administers its financial accounts to ensure long-term **sustainability**. The Board is **accountable** to its members for efficient and effective use of its financial resources. The Board aims to be **transparent** with its financial interactions and, as such, provides its members with annual external audit reports. Finally, the Board aims to be **consistent** with its financial practices to support the above stated principles.

NLOTB continues to operate in a fiscally conservative and prudent manner. The annual Audited Financial Statements for NLOTB year March 1, 2020 to March 31, 2021 were completed by Noseworthy and Chapman Chartered Accountants and 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 the Board as of March 31, 2021 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"*. A copy of the Audit Financial is included with the AGM package and will be posted to the website once finalized.

In the 2020-2021 membership year, membership fees collected totaled approximately \$81,365.00. Our expenses for the same membership year were \$70,775.00. NLOTB maintains investment funds of approximately \$113,720.00 These funds are to be used to process complaint hearings and to fund large projects.

Registration fees remained at \$360.00 for 2020-2021 and 2021-2022.

Category	2020-2021 Budget	Actual Year End	Budget for 2021-2022
Teleconference	300	241	300
Insurance	4300	4410	5500
Legal	1000	0	1000
Accounting	2800	2875	3000
Office Supports	2000	2534	3000
IT (Website and Database)	5000	6297	6500
ACOTRO Meetings	7000	1035	5000
ACOTRO membership	750	750	750
Bank Charges	200	153	200
Education fees	2000	0	2000
Education Travel & Expenses	2500	0	2500
Salaries	47000	51870	51000
Continuing Competency	1000	18	1000
Dal Book Prize	250	250	250
Project Contributions	0	0	2500
Total	\$76,100	\$70,433	\$84,000
Revenue	2020-2021	2020-2021	2021-2022
Renewal and Licensing	Budgeted 75,000	Actual 81,365	Budgeted 86,000

Continuing Competency

Continuing competency programs are designed to ensure registrants have the knowledge, skills, judgements and values required to provide quality service to the public.

NLOTB's current continuing competency program includes a self-administered professional portfolio, declaration of currency hours and learning modules. 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. The goal nationally is for all continuing competency programs to have an evaluative component. NLOTB is working with COTNS as they develop a competency assessment for their members.

The Board released its second learning module, *Documenting your Practice* for the 2021 renewal. There were some technical issues with the platform which affected access to the correct question responses throughout the module. We understand that there were some frustrations with this and apologize for same. We will be updating the module and platform and will provide feedback to facilitate learning in the fall. The next learning module will be Conflict of Interest.

We have a lot of work to do in implementing a more comprehensive continuing competency program and will be putting out a call in September for committee members. Please contact any of our board members if you would like to assist us on this committee.

2020 OT Fieldwork Preceptor Acknowledgement

With increasing demands on our OTs, especially throughout the COVID-19 pandemic, the challenges in supporting student fieldwork are well recognized. Preceptorship, however, is crucial to ensuring a supply of skilled OTs to serve the public. Additionally, preceptorship is a valuable way for members to keep current regarding education trends, OT theory and evidence-based practice, all of which are crucial in shaping our profession.

The COVID pandemic brought unique challenges in the delivery of student placements. Our preceptors certainly stepped up to the challenge with enthusiasm and innovation, evidenced particularly in offering a range of innovative project-based and virtual placements.



NLOTB would like to recognize and sincerely thank the following OTs who served as preceptors to OT and OTA students in the 2020 calendar year.

Nadine Beresford	Kelly Fry	Anne Johnston	Corrine Power
Diane Bouwman	Courtney George	Deborah Kean	Amy Prince
Danielle Bussey	Phil Gushue	Emma Kennedy	Marsha Richards
Karen Butler	Joanne Hanlon	Tanya Kenny	Renee Ryan
Heather Callahan	Lori Harte	Kelly Littlejohn	Jane Simmons
Lois Chafe	Karla Hartery	Ashley Newell	Felicia Slaney
Keri Chambers	Lisa Heale	Maire NicNiocaill	Dana Snedden
Kimberly Coombes	Kimberley Hickman	Deborah O'Brien	Terry Stacey
Kenneth Curtis	Rebecca Hickman	Ashley Peach	Nicole Sussex
Jessica Dawe	Renee Hillier	Janice Pelley	Joanne Thorne
Mary Emberton	Danielle Hogan	Cindy Penney	Courtney Vokey
Kaila Erb	Renee Hollett	Susan Penney	Jeff Williams
Philip Evans	Lisa Hutchings	Jessica Pike	
Jennifer Fahey	Kelly Jackson-Pritchett	Andrea Pittman	

NL Occupational Therapy Board

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**NEWFOUNDLAND & LABRADOR
OCCUPATIONAL THERAPY BOARD**

Financial Statements

**Thirteenth Month Period Ended
March 31, 2021**

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD

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Thirteen Month Period Ended March 31, 2021

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INDEPENDENT AUDITOR'S REPORT

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 March 31, 2021, and the statements of revenues and expenditures, changes in net assets and cash flows for the thirteen month period 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 March 31, 2021, and the results of its operations and cash flows for the period 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
August 10, 2021

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD

Statement of Financial Position

March 31, 2021

	2021 <i>March 31</i>	2020 <i>February 29</i>
ASSETS		
CURRENT		
Cash (Note 3)	\$ 313,657	\$ 282,218
Prepaid expenses	1,662	1,662
	\$ 315,319	\$ 283,880
LIABILITIES		
CURRENT		
Accounts payable	\$ 12,432	\$ 4,613
Deferred income	105,375	99,700
	117,807	104,313
NET ASSETS		
General fund	197,512	179,567
	\$ 315,319	\$ 283,880

ON BEHALF OF THE BOARD

Kim Doyle Director

Director

See notes to financial statements

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD**Statement of Revenues and Expenditures****Thirteen Month Period Ended March 31, 2021**

	2021 <i>(13 months)</i>	2020 <i>(12 months)</i>
REVENUES		
Membership fees	\$ 107,205	\$ 104,030
Interest	995	1,916
	108,200	105,946
EXPENDITURES		
Advertising	170	422
Bank charges	154	186
Conference and travel	1,035	12,805
Insurance	4,410	4,200
NLAOT	23,990	26,680
Office and administration	2,564	2,662
Professional fees	2,875	3,134
Registrar fees	48,723	47,936
Telephone	825	900
Website and database	5,509	3,743
	90,255	102,668
EXCESS OF REVENUES OVER EXPENDITURES	\$ 17,945	\$ 3,278

See notes to financial statements

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD

Statement of Changes in Net Assets

Thirteen Month Period Ended March 31, 2021

	2021	2020
	<i>March 31</i>	<i>February 29</i>
NET ASSETS - BEGINNING OF PERIOD	\$ 179,567	\$ 176,289
EXCESS OF REVENUES OVER EXPENDITURES	17,945	3,278
NET ASSETS - END OF PERIOD	\$ 197,512	\$ 179,567

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD**Statement of Cash Flows****Thirteen Month Period Ended March 31, 2021**

	2021 <i>(13 months)</i>	2020 <i>(12 months)</i>
OPERATING ACTIVITIES		
Cash receipts from operations	\$ 113,876	\$ 108,968
Cash paid to suppliers	(82,437)	(108,358)
INCREASE IN CASH	31,439	610
Cash - beginning of period	282,218	281,608
CASH - END OF PERIOD <i>(Note 3)</i>	\$ 313,657	\$ 282,218

See notes to financial statements

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD

Notes to Financial Statements

Thirteen Month Period Ended March 31, 2021

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 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

Thirteen Month Period Ended March 31, 2021

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

	2021	2020
Bank account	\$ 258,249	\$ 282,218
Guaranteed investment certificates	55,408	-
	\$ 313,657	\$ 282,218

4. CAPITAL ASSETS

During the year the Board incurred expenditures related to a new database and website in the amount of \$5,509 (2020 - \$3,743) which have been expensed.

5. REPORTING PERIOD

During the year, the Board approved a change in year-end date from February 28 to March 31 due to a change in legislation. As such, the statement of revenues and expenditures for the 2021 fiscal year reflect a 13-month period.