



Newfoundland & Labrador Association of

Social Workers

2018-19 Annual Report

Reaffirming Excellence



Newfoundland & Labrador Association of Social Workers

NLASW is established by legislation as the regulatory body and professional association for social workers in Newfoundland and Labrador.

MISSION

NLASW is committed to advancing and promoting ethical and professional social work practice in the public interest.

VALUES

- Integrity
- Respect
- Collaboration
- Social Justice

VISION

EXCELLENCE IN
SOCIAL WORK

GOALS

Regulation

Regulate the practice of social work fairly and objectively

- Provide an effective registration process through continuous quality improvement
- Provide a fair and transparent professional conduct review process
- Advance a quality assurance program in accordance with the legislation
- Provide leadership and collaboration towards excellence in professional regulation provincially, nationally and internationally

Practice

Advance excellence in the practice of social work

- Provide leadership in the development of practice resources
- Foster the continuing competency of social workers
- Continue to advance the diversity and scope of social work practice
- Collaborate with other organizations to advance the practice of social work
- Advance health and social policy through a social justice framework

Promotion

Promote the profession of social work

- Engage stakeholders through effective communication
- Engage stakeholders in the promotion of social work practice
- Promote the expertise of social workers and the diversity of social work practice
- Promote and recognize social work leadership
- Collaborate with other organizations to advance the social work perspective

OUR STAFF TEAM

Lisa Crockwell, Executive Director & Registrar

Phil O'Neil, Associate Registrar

Annette Johns, Associate Director of Policy and Practice

Adrienne Foley, Coordinator, Communications & Administration

Trina Taylor, Administrative Support Clerk



TABLE OF CONTENTS

Message from the NLASW President and Executive Director/ Registrar.....	3
2018-19 Highlights/Accomplishments.....	4
Our Membership Profile.....	5
2018-19 Key Activities.....	6
2018-19 Embracing Excellence Educational Series.....	9
Student Connection.....	10
NLASW Board and Committee Listing.....	11
Appendix A: Financial Statements	

MESSAGE FROM THE PRESIDENT & EXECUTIVE DIRECTOR/REGISTRAR

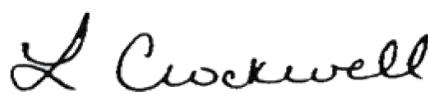
NLASW's 2018-19 Annual Report highlights our accomplishments, activities and financial position for the year ending February 28, 2019. We invite you to learn more in the pages that follow.

A key activity undertaken in 2018-19 was the development of a new strategic plan. The report's theme speaks to the reaffirmation of our core vision *Excellence in Social Work*. This vision is the foundation of our past and current strategic plan and it is this vision which provided the inspiration for our activities in 2018-19 and will continue to do so through to 2021.

The work of NLASW would not be possible without the continued commitment of our members, board of directors, committees and staff. Thank you for all you do to advance *Excellence in Social Work*.



Henry Kielley MSW, RSW
NLASW Board President



Lisa Crockwell MSW, RSW
NLASW Executive Director/Registrar

Henry Kielley, President

Cheryl Mallard, President Elect

Glenda Webber, Past President

Nadine Calloway, Executive Member at Large

Lesley Bishop, Board Member at Large

Cyril McLaughlin, Central Representative (missing from photo)



Richard Lamb, Western Representative

Lana Park, Eastern Representative

Stephanie Mealey, Avalon East Representative

Natalie Hopkins-Andrews, Labrador/Grenfell Representative

Maria Rotondi, Geoff Peters, Rebecca Roome, Minnie Ann Piercey
- Public Representatives

OUR LEADERSHIP TEAM

2018-19

HIGHLIGHTS/ACCOMPLISHMENTS

NLASW's new strategic plan was implemented in 2018-19. The plan was foundational to all aspects of work completed during the fiscal year. Some of the highlights included:

Regulation:

- Requirements related to the new regulations were implemented over the course of the year.
- NLASW's Electronic Social Work Practice Policy was adopted by several social work regulatory bodies across Canada.

Practice:

- NLASW's Embracing Excellence Series offered 20 hours of continuing professional education (CPE) to members.
- A provincial private practice definition was developed.

Promotion:

- A membership engagement survey focused on social policy issues informed and guided NLASW's social policy work in 2018-19.
- The *Did You Know?* Fact Sheet Series was expanded to include 3 additional practice areas.



OUR MEMBERSHIP PROFILE

1624 Total Membership

1553 Active Registrants

71 Non-practicing Members

Growth in the number of Registered Social Workers (RSWs) has been a consistent trend since social work became a regulated profession in 1992.

41%

Employed with
Regional Health
Authorities

32%

Employed with
Department of Child, Seniors &
Social Development

94%

Employment Rate for
Active Registrants

42

Average Age of
Member

2018-19

KEY ACTIVITIES

The year began with input from all levels of the organization into NLASW's strategic plan for 2018-2021. This plan was the guiding force for all activities, achievements and initiatives undertaken by NLASW from March 1, 2018 - February 28, 2019.

Regulation: Regulate the Practice of Social Work Fairly and Objectively

Provide an Effective Registration Process Through Continuous Quality Improvement

- New regulations came into effect in September 2018. Proof of identity and proof of proficiency in the English language for new applicants as well as re-entry to practice provisions were implemented to support requirements as outlined in the regulations.
- The Electronic Social Work Practice section of our website was expanded to include information for clients who receive services electronically from social workers in other jurisdictions. NLASW's Electronic Social Work Practice Policy was reviewed and adopted by several Canadian social work regulatory bodies.

Provide a Fair and Transparent Professional Conduct Review Process

- Complaints Authorization Committee (CAC) training was provided for board members in October 2018 and January 2019.
- NLASW's Disciplinary Panel received training focused on the decision making process.
- Education for employers regarding the Professional Conduct Review process was initiated in 2018-19 and will continue into the next fiscal year.
- NLASW expanded its pool of investigators. Following a call for expressions of interest and interviews, 3 qualified RSWs were selected.

Advance a Quality Assurance (QA) Program in Accordance with the Legislation

- Multiple expressions of interest were received in relation to a call for QA Committee members. The board appointed 5 RSWs from diverse areas of practice.
- The annual CPE audit results reflected the commitment of members to continual learning. The provincial average of CPE credits obtained by audit participants was 67.4, much higher than the minimum annual requirement of 40.

Provide Leadership and Collaboration Towards Excellence in Professional Regulation Provincially, Nationally and Internationally

- NLASW continued to be actively involved with the following organizations - Health Regulators Network of NL, Canadian Council of Social Work Regulators, and Association of Social Work Boards.

Professional Conduct Review 2018-19 Breakdown

Type of Allegation

Competence	7
Confidentiality	1
Integrity/Respect	4
Boundaries	1

Source of Allegation

Employer	8
Client	5

Action

Dismissed	5
Caution and Counsel	3
Alternative Dispute Resolution Agreement	3
Hearing	1
Referred for Investigation	1

2018-19

KEY ACTIVITIES

Practice: Advance Excellence in the Practice of Social Work

Provide Leadership in the Development of Practice Resources

- Practice resources available to NLASW members continued to expand with the release of 3 new publications of the *Ethical Compass* and 2 *Practice Matters*.
- Education regarding the breadth and depth of practice resources produced by NLASW and the application of such resources in everyday social work practice was a focus in 2018-19. Members were encouraged to make these resources part of their everyday 'Social Work Toolkit'.



Foster the Continuing Competency of Social Workers

- NLASW's *Embracing Excellence Continuing Education Series* continued to offer a range of CPE to members. An overview is provided on page 9.
- Ethical consultations were provided to members throughout the year. Themes centred around confidentiality and disclosure, conflicts of interest, electronic practice, employer-colleague issues, and informed consent.
- NLASW's CPE Fund Committee dispersed over \$4300 in funding to 12 applicants in 2018-19.

Continue to Advance the Diversity and Scope of Social Work Practice

- A provincial private practice definition was developed and incorporated into NLASW's *Private Practice Resource Guide*. The definition was developed following consultation and input from RSWs engaged in private practice in NL.

- NLASW continued to advocate for the integration of social workers in the K-12 education system in NL through meetings with the Department of Education and NL Teachers Association.

Collaborate With Other Organizations to Advance the Practice of Social Work



- Meetings with the Dean and Associate Dean of Memorial University's School of Social Work were held in 2018-19 to discuss issues of mutual concern. Moving forward, all parties have committed to meeting regularly throughout the year. NLASW's ongoing involvement with the School of Social Work Advisory Committee, Academic Council and Graduate Studies will also continue.
- NLASW continued to work with the Department of Health and Community Services and the Dean of Memorial University's School of Social Work to advance the social work workforce study.

Advance Health and Social Policy Through a Social Justice Framework

- NLASW's pre-budget submission for 2018-19 advocated for a provincial budget that reflected the social determinants of health (SDOH) framework and focused on the following priority areas - mental health, seniors, poverty reduction, children and families and health care service delivery.
- NLASW provided input as part of the 2019 Accessibility Legislation Engagement Process. Some of the points highlighted for consideration included - using the SDOH framework to inform accessible legislation, policies and programs, building socially inclusive communities and integrating supportive education models that can be flexible based on individual needs.

2018-19

KEY ACTIVITIES

Promotion: Promote the Profession of Social Work

Engage Stakeholders Through Effective Communications

- A membership engagement survey focused on social policy issues was released in 2018-19. Feedback helped guide and inform NLASW's social policy work including 2019's pre-budget submission.
- Key stakeholders including members, students and employers received regular electronic updates filled with NLASW news and activities relevant to the target audience.
- NLASW's number of twitter followers almost doubled in the one year period from February 2018 to 2019.
- Two stellar editions of Connecting Voices were released. A new initiative by the NLASW Editorial Committee requesting member photos of NL scenery/landmarks for inclusion in the publication was a resounding success. This initiative will be continued for future publications.

Engage Stakeholders in the Promotion of Social Work Practice

- In recognition of Social Work Month, a communication package was distributed to social work employers highlighting key messages regarding the diversity of social work practice. Throughout the month, the promotion of social work practice took center stage as RSW's shared their experience and expertise while facilitating education sessions.

Promote the Expertise of Social Workers and the Diversity of Social Work Practice

- NLASW's Promotion of the Profession Committee added 3 additional *Did you Know?* Fact Sheets to their series. In addition to the 26 individual fact sheets, a quick facts sheet was also developed to provide an overview of the profession.

Promote and Recognize Social Work Leadership

- Awards were presented in March 2018 to RSW's Lyla Andrew and Vanessa McEntegart. Lyla received the 2018 Canadian Association of Social Workers (CASW) Distinguished Service Award for NL during a celebration held in Sheshatshiu, a community where she has lived and worked for the past 40 years. Vanessa was presented with the 2018 NLASW Pride in the Profession Award, an award which recognized the passion and pride she holds for the social work profession.

Collaborate with other Organizations to Advance the Social Work Perspective

- NLASW contributed and advanced the social work perspective through ongoing collaboration with the following organizations - CASW, Memorial University School of Social Work, NL Public Health Association, Food Security Network, and Allied Health Network.



Lyla Andrew
2018 CASW
Distinguished Service
Award Winner



Vanessa McEntegart
2018 NLASW Pride in the
Profession Award Winner

2018
AWARD
WINNERS

2018-19 EMBRACING EXCELLENCE EDUCATIONAL SERIES

The NLASW *Embracing Excellence Educational Series* promotes social work excellence through continuing education. As illustrated in the table below, the topics covered under the 2018-19 series were diverse and applicable to a variety of practice settings.

Event Title
Sexual Violence Prevention and Outreach in Nunatsiavut: Working with Community and Sexually Violent Offenders amongst Coastal Labrador's Inuit Population
Is the Bucket Half Full – Examining the Mental Health of Children and Adolescents
The Mindful Social Worker
Mental Health Crisis Team: Memphis Model
Learning to Surf the Emotional Wave: Intro to DBT
Social Work Ethics: Trends and Resources
Before Cannabis Becomes Legal: Social Work Practice within a Changing Drug Culture
Your Social Work Toolkit: Resources to Support Social Work Practice in NL
Seniors Mental Health Matters
Educating Effective Social Workers: Innovative Approaches to Prepare for and Enhance Field Education
CBT: More than a Manual
CPE Policy Information Session
Diversity and Inclusion: Fostering Cultural Competence in Practice

13 NLASW CPE Sessions

= 20 CPE Hours

CASW Webinars + NLASW Sessions

= 44.5 CPE Hours

6

Provincial
NLASW Sessions

4

National NLASW
Webinars

3

Regional
NLASW Sessions

**OUR
CPE
NUMBERS**

STUDENT CONNECTION

Throughout 2018-19, NLASW maintained an ongoing connection with students in the Bachelor of Social Work degree program at Memorial University through a variety of initiatives including:

- **Student Updates.** Three editions of this electronic communication were released in 2018-19 which provided information on NLASW activities and resources to support social work practice in NL.
- **Annual NLASW Student Award.** This award is presented annually to a graduating student who has demonstrated a high level of practice competence and commitment to the profession. The 2018 award recipient was Danielle Curwin.
- **Presentations to current and graduating students.** An overview of NLASW, the profession and registration process was provided. Topics specific to social work practice were also covered including a presentation on ethics.

OUR YEAR IN PICTURES



NLASW BOARD AND COMMITTEE LISTING

NLASW extends a warm thank you to our board, committee members and external representatives for your continued support and commitment throughout 2018-19.

Board of Directors:

President: Henry Kielley
 President Elect: Cheryl Mallard
 Past President: Glenda Webber
 Executive Member at Large: Nadine Calloway
 Board Member at Large: Lesley Bishop
 Labrador/Grenfell Representative: Natalie Hopkins-Andrews
 Western Representative: Richard Lamb
 Central Representative: Cyril McLaughlin
 Eastern Representative: Lana Park
 Avalon East Representative: Stephanie Mealey
 Public Representatives: Geoff Peters, Rebecca Roome
 Minnie Ann Piercey, Maria Rotondi

Executive Committee:

Henry Kielley	Cheryl Mallard
Glenda Webber	Nadine Calloway

Registration Committee:

Lori Hewitt (Chair)	Jason Kelloway
Rosemary Lahey	Shirley Terry
Dean Penney	Doris Burton

Disciplinary Panel:

Suzanne Brake (Chair)	Amy Kendall
Valerie Barrington	Vanessa Mercer-Oldford
Martin Batterson	Catherine Barker-Pinsent
Moir Hennessey	Lisa Zigler
Catherine Morris	Chris Hickey

Ethics Committee:

Charlene Evans (Chair)	Annette Bridgeman
Genevieve Corbin	Jill Peckford
Sandra Farrell	Simone Pelley
Marlene George	Deena Strang
Mary Sheppard	Neysa Sheppard-Decker
Tammy Hicks-Young	Lanie Woodfine
Stefany Squires	Brenda Lee Woodworth

Promotion of the Profession Committee:

Lisa Lake (Chair)	Tara Earle
Elaine Holden	Sherry Mercer
Kim Kelly	Angel Compton-Osmond
Deanne O'Brien	Rick Parsons
Chad Perrin	Alisa Baker
Troy Hollett	Stephanie Mealey
Victoria Holmes	Theresa Neil

Editorial Committee:

Deanne O'Brien (Co-editor)	
Erin Daley	Tammy Hicks-Young
Simone Pelley	June Kirkland-Smith
Amanda Collier	Wendy Maidment

Continuing Education Fund Committee:

Sheri Kennedy (Chair)	Natalie Hopkins-Andrews
Gertie Duggan	

Joint Regional Representative and Communication

Facilitator Committee:

Richard Lamb (Chair)	Lana Park
Cyril McLaughlin	Stephanie Mealey
Natalie Hopkins-Andrews	Melissa Bruce
Mary Williams	Jaspen Barker
Doris Burton	Lorenza Reid
Ivy Burt	Cathy Wheeler-Walsh
Sherri Tiller-Park	Jessica Brennan
Kathy Taylor-Rogers	Nadine Genge
Brenda Gear	Justin Clarke
Colleen Taylor	

Professional Practice Committee (Health):

Irene Pack	Sandy Penney
Bruce Loder	Susan MacLeod

Board of Directors Liaisons:

CASW Representative for NL: Joan Davis-Whelan

Student Representative: Alex Powell

External Representative:

MUN Graduate Studies: Catherine Morris

APPENDIX A: FINANCIAL STATEMENTS

Anthony J. Smith

Chartered Professional Accountant

P.O. Box 299
Bay Roberts, NL
A0A 1G0
Telephone: 709-786-1470
Facsimile: 709-786-7999
Email: tony.smith@nf.sympatico.ca

1.

INDEPENDENT AUDITOR'S REPORT

**To the Members of the
Newfoundland and Labrador Association of Social Workers:**

Opinion

I have audited the financial statements of the Newfoundland and Labrador Association of Social Workers, which comprise the balance sheet as at February 28, 2019, and the statement of operating revenue and expenditure and changes in net assets and internally restricted reserves, and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Newfoundland and Labrador Association of Social Workers as at February 28, 2019, and its financial performance and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles for not-for-profit organizations.

Basis for Opinion

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the organization in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my 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 Canadian generally accepted accounting principles 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 of material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization'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 organization or cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the organization's financial reporting process.

Auditor's Responsibilities for the Audit of Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements are as a whole free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but it 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.

Bay Roberts, Newfoundland and Labrador
May 3, 2019


Chartered Professional Accountant


**NEWFOUNDLAND AND LABRADOR
ASSOCIATION OF SOCIAL WORKERS
Balance Sheet
As at February 28, 2019**

	2019	2018
Assets		
Current		
Cash	\$ 564,305	\$ 722,330
Investments	884,280	680,620
Prepaid expenses	4,486	4,534
	1,453,071	1,407,484
Capital Assets (Note 2)	190,463	190,144
Total Assets	\$ 1,643,534	\$ 1,597,628
Liabilities		
Current		
Accounts payable and accruals	\$ 72,808	\$ 66,330
Statutory payroll remittances	10,598	11,443
Prepaid registration fees	628,409	613,206
	711,815	690,979
Accrued Employee Severance (Note 3)	38,703	36,666
	750,518	727,645
Net Assets		
Unrestricted	271,016	270,997
Internally restricted reserves (Page 3)	622,000	598,986
	893,016	869,983
Total Liabilities and Net Assets	\$ 1,643,534	\$ 1,597,628

On Behalf of the Board:



President



Executive Director/Registrar

See accompanying notes to the financial statements

**NEWFOUNDLAND AND LABRADOR
ASSOCIATION OF SOCIAL WORKERS**

**Statement of Changes in Net Assets
For the Year Ended February 28, 2019**

	2019		2018
	Unrestricted Net Assets	Internally Restricted Reserves	Total
Balance, beginning of year	\$ 270,997	\$ 598,986	\$ 869,983
Excess of revenue over (under) expenditure	87,689	(64,656)	23,033
Allocations to reserves	(87,670)	87,670	-
Balance, end of year	<u>\$ 271,016</u>	<u>\$ 622,000</u>	<u>\$ 893,016</u>

**Statement of Changes in Internally Restricted Reserves
For the Year Ended February 28, 2019**

	2019			2018
	Disciplinary	Building	General Contingency	Total
Balance, beginning of year	\$ 383,004	\$ 65,000	\$ 150,982	\$ 598,986
Revenues	8,250	-	-	8,250
Expenditures	(72,906)	-	-	(72,906)
Allocations to reserve from current year surplus	81,652	3,000	3,018	87,670
Balance, end of year	<u>\$ 400,000</u>	<u>\$ 68,000</u>	<u>\$ 154,000</u>	<u>\$ 622,000</u>

See accompanying notes to the financial statements

**NEWFOUNDLAND AND LABRADOR
ASSOCIATION OF SOCIAL WORKERS
Statement of Operating Revenue and Expenditure
For the Year Ended February 28, 2019**

	2019	2018
Revenue		
Registration fees	\$ 636,309	\$ 620,721
Investment income	12,961	5,984
Miscellaneous (Note 4)	15,530	13,705
	664,800	640,410
Expenditure		
Advertising	1,734	3,882
Amortization	8,536	7,972
Consultant fees	5,100	2,120
Heat and light	3,241	3,389
Information technology maintenance	14,682	20,174
Insurance	5,680	5,513
Interest and bank charges	8,812	8,042
Legal fees	4,212	4,711
Maintenance	6,867	5,157
Memberships, licenses and fees	58,794	56,302
Miscellaneous	950	1,951
Municipal tax	9,363	9,346
Office supplies	6,968	6,388
Photocopying	10,364	10,949
Postage	6,113	5,720
Professional development and training	4,286	7,240
Professional fees	7,877	8,202
Salaries and employee benefits	385,547	385,737
Telephone	9,910	9,776
Travel and meetings	18,075	17,664
	577,111	580,235
Excess of revenue over expenditure for the year	\$ 87,689	\$ 60,175

See accompanying notes to the financial statements

**NEWFOUNDLAND AND LABRADOR
ASSOCIATION OF SOCIAL WORKERS
Cash Flow Statement
For the Year Ended February 28, 2019**

	2019	2018
Cash provided from (used in)		
Operating activities:		
Excess of revenue over expenditure for the year	\$ 87,689	\$ 60,175
Items not involving cash:		
Amortization	8,536	7,972
	96,225	68,147
Changes in non-cash working capital items:		
Prepaid expenses	48	(148)
Accounts payable and accruals	8,515	20,934
Statutory remittances payable	(845)	1,146
Prepaid registration fees	15,203	7,668
	119,146	97,747
Investing activities:		
Purchase of capital assets	(8,855)	-
(Increase) decrease in investments	(203,660)	3,254
	(212,515)	3,254
Financing activities:		
Revenues credited to reserve funds	8,250	24,500
Expenses charged to reserve funds	(72,906)	(53,571)
	(64,656)	(29,071)
Net increase (decrease) in cash and cash equivalents	(158,025)	71,930
Cash and cash equivalents, beginning of year	722,330	650,400
Cash and cash equivalents, end of year	\$ 564,305	\$ 722,330

Cash and cash equivalents consist of cash in bank

See accompanying notes to the financial statements

**NEWFOUNDLAND AND LABRADOR
ASSOCIATION OF SOCIAL WORKERS
Notes to the Financial Statements
For the Year Ended February 28, 2019**

The Newfoundland and Labrador Association of Social Workers (the 'Association') was created on September 1, 1993, with the proclamation of the *Social Workers Association Act* by the Legislature of the Province of Newfoundland and Labrador. New legislation governing the practice of social work was proclaimed on March 31, 2011. The new *Act Respecting the Practice of Social Work* (short title *Social Workers Act*) replaces the previous *Social Workers Association Act*. This *Act* continues to give the Association authority to regulate the practice of social work in the province and to govern the profession in accordance with the legislation. The liability of the membership is limited.

1. Significant Accounting Policies

Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and are in accordance with Canadian generally accepted accounting principles.

Capital assets

Capital assets are recorded at cost. Amortization on assets is calculated using the declining balance method at the rates indicated in note 2.

Financial instruments

The Association initially measures its financial assets and financial liabilities at fair value. It subsequently measures all of its financial assets and financial liabilities at amortized cost. Amortized cost is the amount at which a financial instrument is measured at initial recognition minus principal repayments, plus or minus the cumulative amortization of any difference between that initial amount and the maturity amount, and minus any reduction for impairment. The financial assets and liabilities measured at amortized cost include cash, accounts receivable and accounts payable and accruals.

Internally restricted reserves

Reserves are allocated from operating surpluses to provide for future expenses in relation to disciplinary costs, building expenses and general unforeseen contingencies. The Board of Directors will determine the amount to be allocated to the reserves on an annual basis. Actual expenses will be charged against the reserves.

Investments

Investments consist of guaranteed investment certificates and are recorded at market value unless otherwise indicated.

**NEWFOUNDLAND AND LABRADOR
ASSOCIATION OF SOCIAL WORKERS
Notes to the Financial Statements (Continued)
For the Year Ended February 28, 2019**

1. Significant Accounting Policies (Continued)

Measurement Uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. Estimated life of capital assets is the most significant item that involves the use of estimates.

Revenue recognition

The Association follows the deferral method of accounting for revenues. Registration fees due on February 28th of each year are recognized as revenue in the subsequent year. Other sources of revenue are recognized upon the collection of cash.

2. Capital Assets

			2019	2018
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Land	\$ 125,500	\$ -	\$ 125,500	\$ 125,500
Building - 5%	108,417	60,699	47,718	50,229
Furniture and equipment - 20%	49,044	41,390	7,654	4,760
Computer hardware - 30%	70,176	60,585	9,591	9,655
	<u>\$ 353,137</u>	<u>\$ 162,674</u>	<u>\$ 190,463</u>	<u>\$ 190,144</u>

3. Accrued Employee Severance

The Association accounts for employee severance using the accrual basis of accounting. Severance is payable to qualified employees based on the Association's policies and employment contracts.

**NEWFOUNDLAND AND LABRADOR
ASSOCIATION OF SOCIAL WORKERS
Notes to the Financial Statements (Continued)
For the Year Ended February 28, 2019**

4. Miscellaneous Revenue

	2019	2018
Advertising and promotion	\$ 4,380	\$ 2,270
Application fees	6,100	5,650
Late fees	3,850	4,350
Private practice fees	1,200	1,300
Student membership	-	135
	<u>\$ 15,530</u>	<u>\$ 13,705</u>

5. Financial Risk Management

The Association is potentially exposed to various risks through its financial instruments. The Board of Directors has overall responsibility for the oversight of these risks and reviews the organization's policies on an ongoing basis to ensure that these risks are appropriately managed. As of February 28, 2019, all relevant sources of risk exposure are considered negligible.

6. Comparative Figures

Certain comparative figures have been reclassified to conform to the current year's financial statement presentation.