

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 1st, 2019

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 2018 Annual Report and Council Positions

Dear Dr. Haggie,

As required through our legislation, please find enclosed our 2019 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 2019 are as follows:

Council Positions:

Chairperson: Mike Davis

Vice Chairperson: Rachelle Ryan

Treasurer: Emma House

Secretary: Kelli O'Brien

Members at Large:

Bill Maher

Nora Chisholm

Raeleen Baggs

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

1. Kerri Smith

2. Vacant Position

Executive Director/Registrar: Josephine Crossan

Committee Positions:

Complaints Authorization Committee: Mike Davis, Bill Maher, Nora Chisholm

PTA Advisory Committee (CONA): Mike Davis

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

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

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

Policy Review Committee: Chair: Judy Kay, Lori Manuel

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

Disciplinary Panel:

Registered Physiotherapist Members:

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

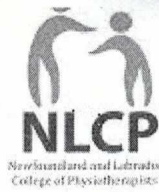
Disciplinary Panel appointed public members:

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,


Josephine Crossan
Executive Director/Registrar



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/>

2019 Annual General Meeting

CHAIRPERSON'S REPORT

This past year has been another busy time for the Newfoundland and Labrador College of Physiotherapists. Our staff and volunteer council members have continued their work on several initiatives as we move ahead with projects from last year and prepare for upcoming changes. As usual, regulatory responsibilities and issues continue to represent a large proportion of the work completed on a daily basis 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.

More so this year than any other I would like to acknowledge Josephine Crossan, our registrar and executive director, for all the work she does. As you are all aware, she will be retiring from her position at the end of this summer and we have already spent a lot of time as a council preparing for this change. In the many years that Jo has worked for the college she has gained invaluable experience and knowledge in the regulation of our profession on both a provincial and national level which will certainly be missed. During my time on council, it has been a pleasure to work with Jo and I certainly feel that her input has been absolutely essential to the completion of so many initiatives. It will certainly be an interesting time for the NLCP as we move forward into the next chapter and I'm sure everyone will join me in sending her our best wishes in her retirement.

At this time I would also like to welcome Mike Kay into the position of registrar and executive director of the Newfoundland and Labrador College of Physiotherapists. In the past, Mike has been involved with council in a variety of roles and he brings a great deal of experience to this role. We are all looking forward to working with Mike when he takes over the role in the Fall.

Further, I think it's important to acknowledge our government appointed public members, John Riche and Kerri Smith. For most of his term John has been our only public member and we were very pleased to have Kerri join us in the Fall. Kerri played a key role in our recruitment process for a new executive director/registrar and she has already become an active member in council operations. John has served on council for several years and has brought a great deal of experience and valuable insight to our discussions and decisions. John has now completed his term on council and I would like to thank him for all of his contributions.

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.

One big project which I would like to highlight is the revamping of the Continuing Competency Profile documents. Since running a pilot review in 2018, our continuing competency committee has been busy adapting our existing profile to reflect the wide variety of professional roles fulfilled by our membership. Mike Kay continues to chair this committee and I encourage you to read his report for more information on the work they have done and continue to do.

As I conclude my report I would like to acknowledge each individual council member;

- Ryan Johnston as treasurer,
- Deb Noseworthy as our outgoing Canadian Alliance of Physiotherapy Regulators representative,
- Mike Davis as a member at large and complaints authorization committee member,
- Kelli O'Brien as our secretary and incoming Canadian Alliance of Physiotherapy Regulators representative
- Bill Maher as member at large
- Emma House as member at large
- Cassie Chisholm as member at large
- John Riche and Kerri Smith as public members

I would like to thank each of you for all the time you have given to council this past year. Without your continued dedication we would not be able to fulfill our mandate. It has been a pleasure to work with each of you. We have several members finishing their term on council this year and I look forward to working with new members as they join us.

It has been a privilege to serve on council again this year. After the AGM, members of council will determine the positions for each member for the upcoming year.

Respectfully submitted by

Rachelle Ryan

Chair of the Newfoundland and Labrador College of Physiotherapists.

NEWFOUNDLAND AND LABRADOR COLLEGE OF PHYSIOTHERAPISTS

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

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

2019 Annual General Meeting

EXECUTIVE DIRECTOR / REGISTRAR'S REPORT

The winds of change continue to blow across the NLCP!

First for myself, it has been a long goodbye, but the time has come now to pass the reins over to our new incoming Ed/Registrar Mike Kay.

To ensure the successful and efficient handover of my position, Mike will begin training for the month of May and then work along with me through the summer months assuming the position September 1st 2019.

I wish Mike the very best and it is comforting to know that I am leaving the College in good hands and I am sure that he will move the College on to greater achievements in the future.

Council met for a total of eight times during the year to review, discuss issues, vote on policy matters when able, and drive the strategic direction of the College's work.

There are two vacant Council positions coming up this year.

Ryan Johnston has resigned after serving 7 years on Council leaving a vacancy of a two-year term. Rachelle Ryan has completed a further three-year term and has agreed to put her name forward once more.

This year, the College will award Certificates of recognition to Ryan Johnston, Catherine Pilgrim and John Riche our public government appointed Council member.

Thanks to John for completing a three-year term and serving on our Complaints Authorization Committee and to Catherine for completing two years on Council and Continuing Competence Committee.

A special mention to Ryan at this time who has served Council in the past as Chair, Vice Chair and most recently Treasurer.

Last but not in least, I would like to extend a heartfelt thanks to the College Council, committee members, and volunteers for their dedication and hard work over the past year.

As I reflect on the last ten years in this position, it has been a distinct privilege to serve the College from both a professional and personal perspective.

The College, and what it stands for, will continue to be in my thoughts and very close to my heart.

I have continued to represent the College at both Provincial and Federal levels as follows:

Health Professions Regulatory Network:

This 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

This year the network hosted an education session just recently on April 30th 2019 titled:

Complaints Authorization Committee Decision Making

Session highlights included:

- Overview of Decision Options
- What are Reasonable Grounds
- Issuing a Caution/Counsel or referring to the Disciplinary Panel
- Issuing an Interim Suspension/Restriction
- Case Studies

Three of our Council members , Mike Kay myself ,and three of our Discipline Panel members attended which was most informative and made more enjoyable as the venue was in the new spectacular M.U.N Signal Hill Campus.

Health regulators building. Consultant's report finalised, next step to consult an architect and ARNNL have advised that they are getting closer to needing a definite commitment from those members that wish to participate.

Office Management:

My heartfelt thanks to our office support and Jonathan Miller our IT support for once again making online registration a reality and on time for the 2019-2020 registration renewal. The process is easier for our members with this year 94% using the PayPal payment option. The office still operates part time. Even with increased efficiency and the elimination of some of the manual procedures, it still presents a challenge to provide the level of service expected by our increasing membership.

REGISTRAR'S REPORT

As always, a large portion of my dual part-time position is increasingly taken up by my duties as Registrar. This past year registration and discipline that are the key elements in ensuring our mandate of public protection again took up most of the time.

Registration:

Registrants to Dec.31st, 2018:

- Total 322
- Active 315
- Inactive 7

Conditional Registrants

- Nine applicants granted Conditional Registration (P.C.E. Candidates) during 2018
- Six have been successful in P.C.E. and were granted Active status.
- One failed candidate is attempting the exam again in June 2019
Two members are attempting the November 2019 exam

Physiotherapy Clinics

- 46 clinics registered in 2017

Registrar's Committee Meetings:

This standing committee of the Alliance met face to face at the Alliance AGM in May 2018 and December 2018 with additional teleconferences, scheduled through the year. Some of the topics dealt with throughout the year:

- Pan Canadian approach for Letters of Good Standing
- Physiotherapist role in assessment and management of concussion
- Central document suppository
- Harmonised Registration categories and processes

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 could develop a report on Physiotherapy across the country.

Our 2018 submission, was submitted on time, and accepted with minimum anomalies thanks to our IT support Jonathan Miller for his assistance.

Discipline:

Discipline continues to deplete a considerable amount of the College's available human and financial resources

Apart from my involvement as Registrar with the current case investigated by the CAC throughout the year, and which will now proceed to an Adjudication Tribunal, I dealt with the following:

One complaint was satisfactorily concluded and file closed, in 2018.

Two complaints are still currently in process.

Although the College does not have jurisdiction over business agreements, from a public interest perspective there are still things to consider. This would include ownership of patients' charts, documentation, advertising and issues of employment and billing practices.

I encourage members to call the office for information and clarification on any matter of concern so that they can make informed decisions.

Respectfully submitted,

Josephine Crossan
Executive Director/Registrar

2019 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 Board of Director in 2018 I attended 2 face to face meetings and teleconferences through the year as well as sat on the Governance Committee until May 2018.

In the annual report I like to remind College members of the work of CAPR. Below is an overview of the current CAPR Strategic plan which can be found in detail on the website: <https://www.alliancept.org/about-capr/strategic-plan/>

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

2018 focused upon implementation of the CAPR 2018-2022 Strategic Framework. Some key areas focused upon included:

1. Launching of the IT modernization project: By the end of 2020 there will be modernization of the current systems. The goal is to create one seamless, electronic information management system. There will be one single source of information for each CAPR client – which will link current separate credentialling and exam databases. This will have a significant impact of improved experiences and efficiencies for clients and overall business of CAPR.

2. Developing the new competency-based exam blueprint: In 2018 the Competency Profile for Physiotherapists in Canada was used as the basis to update CAPR's Physiotherapy Competency Exam Blueprint. In 2020 the administration of exams based on this new blueprint in will begin. CAPR aims to have the blueprint publicly posted in May 2019. Stay tuned!
3. Ongoing stakeholder engagement and communication

Other ongoing 2018 highlights with the Evaluation Services continuing to run smoothly and effectively with credentialing wait times within benchmarks and continuing excellence in administration of the exams.

Keep in mind the CAPR website is frequently updated with interesting national and international regulatory news and is on Facebook so find out more at <http://www.alliancept.org>. There has been interesting Facebook posts including information for internationally-educated physiotherapists to learn how to start their physiotherapy career journey in Canada, free webinars about credentialing applications, an interesting resource from Physiotherapy Alberta regarding principles guiding disclosure of treatment risks and The College of Physical Therapists of British Columbia recently posted a webinar recording about how emerging evidence shows that clinical outcomes can be shaped by patient and therapist relationships.

As I leave CAPR I send my sincere gratitude to Council and all College members for their support. It has been an honor and a privilege to serve as the College's appointed Director and to be a part of CAPR.

Respectfully submitted,

Deb Noseworthy

2019 Annual General Meeting

LEGISLATIVE REVIEW COMMITTEE REPORT

The Legislative Review Committee (LRC) did not meet in the past year. At the time of this report it is acknowledged that the current committee would need some collaboration with the Council to determine current/future focus and direction of this committee.

The Legislative Review Committee members currently include Susan Quinton, Jennifer Burt and Deb Noseworthy. I send thanks to both Susan and Jennifer for putting their names forward to volunteer their time with this committee.

Respectfully submitted,
Deb Noseworthy
Chairperson

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/>

Newfoundland College of Physiotherapists: 2018-19 AGM Report Complaints Authorization Committee

Summary of Activity:

- The CAC activity in 2018-19 was limited to the investigation and summary findings of the one ongoing complaint from the public regarding a registered member of the College.
- Following an exhaustive investigation into the original allegation from the public regarding the members practice and an investigation of the merits of the defense presented by the registrant, the CAC presented the registrar with findings recommending the matter be dealt with as a formal complaint and be moved to the tribunal stage for an agreed statement of facts and appropriate sanction.
- The CAC currently has no on going investigations stemming from forwarded complaints.

Chair: Michael Davis

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/>

CONTINUING COMPETENCE COMMITTEE REPORT - MAY 2019

Committee members: Michael Kay, Tom Farrell, Tracy Penney, Nicole Peters

As a result of the concerns identified by the Continuing Competence Committee(CCC) to the Executive last year a review of portfolios was postponed.

Subsequently the CCC met numerous times to review elements of the portfolio. It became clear that in the intervening time since the NLCP established a portfolio review, additional changes occurred both in the evidence pertaining to practice and how other regions were evaluating competence.

Changes were added to the portfolio assessment process to reflect that new direction.

Part 1A is a **mandatory** Self Reflection Tool and provides a key step in maintaining competency. This section is directed towards Physiotherapists involved in clinical care directly. This is a new format but it is not an entirely new concept. Most members will be familiar with case study format, clinical reasoning and analytical review from their advanced work in the clinic and through their Professional Association.

In order to meet the needs of Physiotherapists whose work is in a management, consultant or an administrator position, a unique competency self assessment that is a narrative based submission, was developed – Part 1B Essential Competency Self Assessment. This is mandatory for all Physiotherapists who are not working in a clinical role.

The actual goal setting section (Part 2) is now a voluntary submission only. Goals give direction, purpose, heighten performance and determine priorities to list just a few benefits. Members are 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?

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/work/reviews highlighted in Part 1A or Part1B may be included here. Members would also list other areas of self-directed education. This may include formal presentations, educational events, courses, providing education, or research.

Previously, the CCC did not require a specific number of continuation 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 individuals' 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.

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 valuable sources of education. These are valuable and useful in reviewing 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 the executive 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, Chair of the Continuing Competence Committee

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/>

2019 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.

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.

The Membership Committee was not required to convene this past year to consider and advise Council on any issue.

Council this coming year will need to replace both Ryan Johnston and John Riche as they both have resigned from their respective College positions.

Thank you this past year to the members of the Membership Committee John Riche, public representative; Raeleen Baggs, administration representative; Rebecca Cahill our new recent PCE graduate and Ryan Johnston representing the Council of the College .

Respectfully Submitted

Josephine Crossan

Registrar

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS

Financial Statements

Year Ended December 31, 2018

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS

Index to Financial Statements

Year Ended December 31, 2018

	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 Flow	6
Notes to Financial Statements	7 - 9

INDEPENDENT AUDITOR'S REPORT

To the Members of Newfoundland & Labrador College of Physiotherapists

We have audited the accompanying financial statements of Newfoundland & Labrador College of Physiotherapists, which comprise the statement of financial position as at December 31, 2018 and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, 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.

(continues)

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

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, 2018 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.

St. John's, Newfoundland and Labrador
May 13, 2019

PINSENT BARTLETT
CHARTERED PROFESSIONAL ACCOUNTANTS

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS

Statement of Revenues and Expenditures

Year Ended December 31, 2018

	2018	2017
REVENUES		
Member dues	\$ 103,085	\$ 103,386
EXPENSES		
Executive director	50,092	41,833
Legal fees	18,883	8,224
Memberships	7,185	6,945
Office	6,972	5,717
Rental	6,537	6,625
Audit fees	5,260	4,860
Meetings and conventions	4,744	6,021
Gifts and honoraria	2,925	2,600
Interest and bank charges	2,561	323
Telephone	2,236	2,390
Insurance	1,591	1,496
Amortization	547	567
	109,533	87,601
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	(6,448)	15,785
OTHER INCOME	1,221	105
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FOR THE YEAR	\$ (5,227)	\$ 15,890

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS

Statement of Financial Position

December 31, 2018

	2018	2017
ASSETS		
CURRENT		
Cash	\$ 101,842	\$ 104,384
Term deposits	48,429	47,595
Prepaid expenses	762	745
	151,033	152,724
PROPERTY, PLANT AND EQUIPMENT <i>(Note 3)</i>	1,335	1,882
	\$ 152,368	\$ 154,606
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 7,543	\$ 4,554
NET ASSETS	144,825	150,052
LIABILITIES AND NET ASSETS	\$ 152,368	\$ 154,606

ON BEHALF OF THE BOARD

Director

See notes to financial statements

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS

Statement of Changes in Net Assets

Year Ended December 31, 2018

	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

	2016 Balance	Deficiency of revenues over expenses	2017 Balance
General Fund	\$ 104,162	\$ 15,890	\$ 120,052
Contingency Reserve Fund	30,000	-	30,000
	\$ 134,162	\$ 15,890	\$ 150,052

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS**Statement of Cash Flow****Year Ended December 31, 2018**

	2018	2017
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ (5,227)	\$ 15,890
Item not affecting cash:		
Amortization of property, plant and equipment	547	567
	(4,680)	16,457
Changes in non-cash working capital:		
Accounts payable	2,989	(740)
Prepaid expenses	(17)	(81)
	2,972	(821)
Cash flow from (used by) operating activities	(1,708)	15,636
INVESTING ACTIVITY		
Purchase of property, plant and equipment	-	(2,008)
INCREASE (DECREASE) IN CASH FLOW	(1,708)	13,628
Cash - beginning of year	151,979	138,351
CASH - END OF YEAR	\$ 150,271	\$ 151,979
CASH CONSISTS OF:		
Cash	\$ 101,842	\$ 104,384
Term deposits	48,429	47,595
	\$ 150,271	\$ 151,979

See notes to financial statements

NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS

Notes to Financial Statements

Year Ended December 31, 2018

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, 2018

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

Property, plant and equipment

Property, plant and equipment is stated at cost or deemed cost less accumulated amortization. Property, plant and equipment is amortized over its estimated useful life on a declining balance basis at the following rates and methods:

Computer equipment	30%
Furniture and fixtures	20%

The College regularly reviews its property, plant and equipment to eliminate obsolete items. Government grants are treated as a reduction of property, plant and equipment cost.

Property, plant and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

3. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Computer equipment	\$ 5,292	\$ 4,098	\$ 1,194	\$ 1,706
Furniture and fixtures	598	457	141	176
	\$ 5,890	\$ 4,555	\$ 1,335	\$ 1,882

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 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, 2018.

(continues)

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. The College is exposed to interest rate risk primarily through the interest rates available on its term deposits.