

COLLEGE OF MASSAGE THERAPISTS
of Newfoundland & Labrador

Annual Report

2013-2014

COLLEGE OF MASSAGE THERAPISTS of Newfoundland & Labrador

Vision

The College of Massage Therapists of Newfoundland and Labrador is a regulatory authority that establishes the integrity and value of massage therapy as an integral and respected health care profession through nationally established standards and evidence-based outcomes.

Board of Directors 2013-2014

Yolanda Critch, B. Comm - *Registrar*

Jocelyn Kielly, RMT - *Chair*

Samantha Piercey, RMT

Jennifer Earle, RMT

Jessica Brinson Moore, RMT

Allison Power, RMT

Public Members - Roland Parsons & Kimberly Austin

Committees as of March 2014

Education, Quality Assurance, Scope of Practice	Samantha Piercey - <i>Chair</i>
Complaints Authorization	Samantha Piercey
Finance and Administration	Yolanda Critch - <i>Registrar - Chair</i>
Registration and Examination	Jocelyn Kielly - <i>Chair</i> Jennifer Earle - <i>Co-Chair</i>
Communications	Allison Power

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CMTNL Annual Report

2013-2014

Registrar's Report

This year has once again been a very busy one for the CMTNL. Now that we have two public members, we are moving forward with policy changes and additions for the CMTNL. These will be voted on as they are drafted.

We have had several more meetings with Department of Health and the Privacy Commissioners Office to learn more about the Privacy Act. We brought forth several issues such as custodianship. Clarification of issues is still ongoing but we are keeping the lines of communications open.

Our Chair, Jocelyn Kielly and I have also visited the schools and spoken to the current massage therapy students to educate them on the role of the CMTNL and what is expected of them once they are licensed RMT's. The NLMTA and CMTNL have developed a Student Handbook that will contain information on both groups that students would receive upon on registration for the massage therapy program. We are just waiting for approval of the handbook to start printing. We are very positive about working with the NLMTA to make students more aware of our purpose.

Last year we implemented a new policy for all RMT's that required a valid first aid certificate for renewal. We offered several First Aid courses at different times and locations to make it easier to obtain or renew the first aid certificate. The courses went very well and we will continue to offer them in the future. This new regulation was implemented smoothly and successfully.

Yolanda Critch
CMTNL Registrar

COMMITTEE REPORTS

Education, Quality Assurance, Scope of Practice (EQA) Committee

Chair: Samantha Piercey

It's been another busy year with requests for course approval and information. We now have over 230 approved CEU courses. The list can be easily accessed through the website at www.cmtnl.ca. We are nearing the end of another CEU cycle so be sure to check your portfolio and confirm that all things are in order and

You have completed the required CEUs. If you have any questions concerning courses that you would like to do, and they are NOT on the CMTNL website, please feel free to contact me at cmtnl.qualityassurance@gmail.com. As a reminder, Category A CEUs are also given to volunteer members of the CMTNL and NLMTA. The help is always welcome and very much needed.

Kind Regards,
Samantha Piercey
CMTNL

Registration & Examination Committee

This year the exam committee administered 2 OSCE exams as follows:

Date	Number of Candidates	Pass	Fail
April 2013	15	8	7
October 2013	19	9	10

This past year the examination committee has had a successful year running 2 OSCE's. Again two members of the committee traveled to Toronto to attend the CMTO training for the OSCE. All examiners with the committee this year have been asked to sign a 2 year contract that prevents an individual from leaving the exam process and going to an educational institution. This contract also outlines all security measures that must be followed. The Examination committee and the NLMTA are just finishing a student handbook to help students with a better understanding of the profession in the beginning of their program.

This past year the exam chair and the registrar once again meet with all students to explain the exam process and the importance of professional behavior and also the Department of education to review and discuss the success rates of the two massage therapy programs of this province. We will be continuing to build a better relationship with the schools and keeping the Department of Education informed of all examination results.

Jocelyn Kielly, RMT

Complaints Authorization Committee

At this year-end we are still awaiting the appointment of public members to the Board of Directors for the CAC.

There have been no new complaints forwarded by the registrar this year. There is one case still pending from last year, which awaits the appointment of a public member for its resolution.

Communications Committee

During this year a new Chair of Communications was named, Allison Power. The main goal of the communication committee this year maintain our new website and provide more information for both registered massage therapists, the public and students interested in becoming RMT's. An Upcoming Events section has been added and our blog is updated with events that are occurring. The communication committee will continue to make improvements to the website so that we have clear communication between the public, the members and the College.

Finance & Administration Committee

See Financial Documents

PROFILES OF DIRECTORS

Yolanda Critch, B.Comm, Registrar

Yolanda was appointed as Registrar of the CMTNL in October of 2011. She graduated from Memorial University with a Bachelor of Commerce Degree in 1999. Since then she has worked in the Accounting field with small businesses.

Jocelyn Kielly, RMT

Jocelyn has been working as a Registered Massage Therapist since graduating from her program in 2009. She is a board member of the CMTNL, Chair of the Examination committee and proud member of the NLMTA. Her Volunteer efforts seem to increase from year to year and is a strong believer in educating the public on the benefits of Massage Therapy.

Samantha Piercey, RMT

Graduated from the Canadian College of Massage and Hydrotherapy in Newmarket, Ontario in 2001. She started her own business, Natural Therapies, in 2002 and continues to practice there. Is on the board for the local YMCA. She joined the Board of the College in September 2010, and has an active role with the Complaints Authorization Committee, as well as the Education, Quality Assurance, Scope of Practice Committee.

Jessica Brinson Moore, RMT

Jessica graduated from Compu College in February 2009 and has been registered with CMTNL since September 2009. She has been a member of the Board of Directors since February 2013 and is currently involved in the examination process and policy development. She is chair of Communications. Jessica also practices full time at Billard Physiotherapy, a multidisciplinary clinic, in Grand Falls Windsor.



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COLLEGE OF MASSAGE THERAPISTS OF NEWFOUNDLAND AND LABRADOR INC.

Financial Statements

Year Ended March 31, 2014

(Unaudited)

COLLEGE OF MASSAGE THERAPISTS OF NEWFOUNDLAND AND LABRADOR INC.
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Ended March 31, 2014
(Unaudited)

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The notes are an integral part of these financial statements

Fred Earle

Chartered Accountant

REVIEW ENGAGEMENT REPORT

To the Members of College of Massage Therapists of Newfoundland and Labrador Inc.

I have reviewed the statement of financial position of College of Massage Therapists of Newfoundland and Labrador Inc. as at March 31, 2014 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to me by the company.

A review does not constitute an audit and, consequently, I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

St. John's, Newfoundland and Labrador
October 6, 2014

CHARTERED ACCOUNTANT

COLLEGE OF MASSAGE THERAPISTS OF NEWFOUNDLAND AND LABRADOR INC.

3 Church Hill

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Statement of Financial Position

March 31, 2014

(Unaudited)

	2014	2013
ASSETS		
CURRENT		
Cash	\$ 313,111	\$ 274,049
Term deposits	61,266	60,805
Interest receivable	369	350
Prepaid expenses	616	616
	<u>375,362</u>	<u>335,820</u>
CAPITAL ASSETS <i>(Note 3)</i>	493	704
	<u>\$ 375,855</u>	<u>\$ 336,524</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 6,911	\$ 6,666
NET ASSETS		
General fund	368,451	329,154
Invested in capital assets	493	704
	<u>368,944</u>	<u>329,858</u>
	<u>\$ 375,855</u>	<u>\$ 336,524</u>

ON BEHALF OF THE BOARD

_____ Director

_____ Director

Statement of Revenues and Expenditures

Year Ended March 31, 2014 *(Unaudited)*

	2014	2013
REVENUE		
Membership fees	\$ 129,482	\$ 95,815
Examination fees	25,625	38,300
Travel reimbursement	1,275	5,472
	480	584

The notes are an integral part of these financial statements

COLLEGE OF MASSAGE THERAPISTS OF NEWFOUNDLAND AND LABRADOR INC.

Interest income		<u>156,862</u>	<u>140,171</u>
EXPENSES			
Examinations		47,688	38,475
Registrar remuneration		39,978	29,480
Meetings, conferences and travel		5,937	13,121
Board training		5,353	1,352
Office supplies		3,756	1,170
Telephone		3,494	3,917
Professional fees - accounting		3,334	3,334
Bank charges		2,878	2,318
Insurance		1,530	1,528
Printing and photocopy		1,179	531
Miscellaneous		1,162	-
Information technology services		954	236
Postage and delivery		322	389
Amortization		211	302
Professional fees - legal		-	972
		<u>117,776</u>	<u>97,125</u>
EXCESS OF REVENUE OVER EXPENSES		<u>\$ 39,086</u>	<u>\$ 43,046</u>

Statement of Changes in Net Assets
Year Ended March 31, 2014
(Unaudited)

	General Invested in Fund Capital Assets		2014	2013
NET ASSETS - BEGINNING OF YEAR	\$ 329,154	\$ 704	\$ 329,858	\$ 286,812
Excess of revenue over expenses	39,297	(211)	39,086	43,046
NET ASSETS - END OF YEAR	<u>\$ 368,451</u>	<u>\$ 493</u>	<u>\$ 368,944</u>	<u>\$ 329,858</u>

The notes are an integral part of these financial statements

COLLEGE OF MASSAGE THERAPISTS OF NEWFOUNDLAND AND LABRADOR INC.
Statement of Cash Flows
Year Ended March 31, 2014
(Unaudited)

	2014	2013
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$ 39,086	\$ 43,046
Item not affecting cash:		
Amortization of capital assets	211	302
	<u>39,297</u>	<u>43,348</u>
Changes in non-cash working capital:		
Interest receivable	(19)	45
Accounts payable	245	3,331
Prepaid expenses	-	(1)
	<u>226</u>	<u>3,375</u>
INCREASE IN CASH FLOW	39,523	46,723
Cash - beginning of year	<u>334,854</u>	<u>288,131</u>
CASH - END OF YEAR	\$ 374,377	\$ 334,854
CASH CONSISTS OF:		
Cash	\$ 313,111	\$ 274,049
Term deposits	61,266	60,805
	<u>\$ 374,377</u>	<u>\$ 334,854</u>

The notes are an integral part of these financial statements

COLLEGE OF MASSAGE THERAPISTS OF NEWFOUNDLAND AND LABRADOR INC.

Notes to Financial Statements

Year Ended March 31, 2014

(Unaudited)

1. DESCRIPTION OF BUSINESS

The Newfoundland and Labrador Massage Therapists Board was established by the Massage Therapy Act which received Royal Assent on December 13, 2001. The organization commenced active operations on June 01, 2002. The organization was incorporated as College of Massage Therapists of Newfoundland and Labrador Inc. under the Newfoundland Corporations Act on July 27, 2006 as a corporation without share capital.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. Outlined below are those policies considered particularly significant for the Organization.

Cash and short term investments

Cash is defined as cash on hand, cash on deposit, and short term deposits with maturity dates of less than 90 days, net of cheques issued and outstanding at the reporting date.

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 and examination fees are recognized as revenue in the period to which the fees relate.

Contributed services

The College of Massage Therapists of Newfoundland and Labrador Inc. and its members benefit from contributed services in the form of volunteer time for various committees. Contributed services are not recognized in these financial statements.

Measurement uncertainty

COLLEGE OF MESSAGE THERAPISTS OF NEWFOUNDLAND AND LABRADOR INC.

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 include providing for amortization of capital assets. Actual results could differ from these estimates.

(continues)

Notes to Financial Statements Year Ended March 31, 2014 (Unaudited)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Capital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Computer equipment	20%	declining balance method
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Income tax

The College of Massage Therapists of Newfoundland and Labrador Inc. is a not-for-profit organization and is not subject to corporate income tax.

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2014 Net book value	2013 Net book value
Computer equipment	\$ 4,205	\$ 3,712	\$ 493	\$ 704

4. FINANCIAL INSTRUMENTS

The organization's main financial instrument risk exposure is detailed as follows.

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Organization is exposed to credit risk from member fee income. Given the nature of the Organization's activities including requirement of members to be licenced, the organization does not have material exposure to credit risk.

Liquidity Risk

COLLEGE OF MASSAGE THERAPISTS OF NEWFOUNDLAND AND LABRADOR INC.

The organization's liquidity risk represents the risk that the organization could encounter difficulty in meeting obligations associated with its financial liabilities. The organization is, therefore, exposed to liquidity risk with respect to its accounts payable and accrued liabilities. The organization manages liquidity risk by monitoring its cash flows and ensuring that it has sufficient cash available to meet its obligations and liabilities.

Fair Value

The Organization's carrying value of cash and cash equivalents, accounts receivable, and accounts payable approximates its fair value due to the immediate or short term maturity of these instruments.
