



2015–2016 Annual Report

ALBERTA COLLEGE OF OCCUPATIONAL THERAPISTS



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The Alberta College of Occupational Therapists regulates the profession of Occupational Therapy in the Province of Alberta, ensuring the public receives competent, ethical Occupational Therapy services.

The practice of Occupational Therapy is set out in Health Professions Act, RSA 2000 cH-7 (HPA) Schedule 15, section 3:

In their practice, Occupational Therapists do one or more of the following:

- a) in collaboration with their clients, develop and implement programs to meet everyday needs in self-care, leisure and productivity,*
- b) assess, analyze, modify and adapt the activities in which their clients engage to optimize health and functional independence,*
- c) interact with individuals and groups as clinicians, consultants, researchers, educators and administrators, and*
- d) provide restricted activities authorized by the regulations.*

The Alberta Society of Occupational Therapists formed in 1950, organizing the profession in Alberta. In 1975 the Society adopted a new constitution and evolved into the Alberta Association of Registered Occupational Therapists (AAROT). By 1990 the *Occupational Therapy Profession Act*, RSA 1987 cO-2.5 was proclaimed and in force.

On October 5, 2006, Schedule 15 of the HPA and the *Occupational Therapists Profession Regulation AR 217/2006* (the Regulations) were proclaimed to be in force by Order in Council of the Alberta Legislature. Upon proclamation AAROT was continued as the Alberta College of Occupational Therapists (ACOT) and

the Occupational Therapy Profession Act was repealed.

The Alberta College of Occupational Therapists is governed by a council of Occupational Therapists elected by their peers, an ex-officio academic representative selected from the University of Alberta Department of Occupational Therapy and members of the public appointed by the Alberta government.

The Registrar oversees regulatory and administrative activities (HPA s19). The College has four additional staff members who report directly to the Registrar and volunteer members assist in committee and advisory roles. Under section 27 of the HPA, the College isn't approved to set professional fees, provide guidelines on professional fees nor negotiate professional fees on behalf of its members.

This is the ninth annual report of the Alberta College of Occupational Therapists, reporting the year ended February 29, 2016. It is an official document of the Alberta College of Occupational Therapists, and has been approved by the Council of the College.



2014-15 Council



Martin Anderson
President (Peace River)



Elizabeth Taylor
Vice-President (Edmonton)



Kelly McIlroy
(Sherwood Park)



Susanne Lesniak Walton
(Edmonton)



Kent Tsui
(Fort McMurray)



Kerstin Hurd
(Calgary)



Kurt Paterson
Public Member (Edmonton)



Nancy Bochar
Public Member (St. Albert)



Sharon Brintnell
U of A Ex-Officio
(Edmonton)

College Staff



Maggie Fulford
Registrar



Patricia Wheadon
Assistant Registrar



Kirsten Ash
Executive Assistant



Meron Gebremikael
Financial Assistant



Mallory Foreman
Administrative Assistant

Nominations Committee

Martin Anderson, Chair
Council of the Whole

Complaint Review Committee

Sandra Impey (Grande Prairie)

Tim Hall (Edmonton)

Fay Der (Calgary)

Rosalie Freund Heritage (Edmonton)

Linda Bradley (Calgary)

Lois Neumier (Edmonton)

Janet Smith (Edmonton)

Rosemary Koziel (Calgary)

Betsey Williams (Edmonton)

Kim Omar (Edmonton)

Mary Culshaw (Calgary)

Probir Roy (Calgary)

Simrit Dhillon (Calgary)

Ryan Sommer (Edmonton)



President's Report

As president of ACOT I am proud to present the annual report. It is an honor to have been elected to council and appointed to the presidency of ACOT and to serve Albertans in this way. I would like to take this opportunity to mention some of our current projects and to acknowledge all of those who make our work as a college possible.

This is ACOT's 10th anniversary and so we both celebrate and reflect on our accomplishments and plans for the future. Celebrating our anniversary is a wonderful opportunity for the college membership to connect and to recommit to our work as a profession in providing safe and competent service. I look forward to meeting with the membership over the next year as we roll out a series of celebrations around the province.

Over the last year we have been in a process of strategic planning. We thank those members who supported our work by responding to our recent survey. We are taking your input seriously and so watch this space as we work towards improving the services provided by our college with an emphasis on our engagement of the public and membership.

In developing our strategic plan we have had an opportunity to reflect on the way that so many people contribute to the work of the college. This includes a range of people who participate in different ways and I will take some time to acknowledge all of you. I would especially like to acknowledge those members of the public who come to ACOT seeking protection from professional errors or misconduct. I would like to acknowledge our registrar and all of the staff at the ACOT office. I would like to acknowledge each elected and public member of council. And I would like to acknowledge each and every member of ACOT.

Being a professional is a huge privilege and responsibility. We are obligated to provide ethical and competent Occupational Therapy services. As a college we work to protect the public. When a member of the public approaches us with a concern it is important that we recognize the bravery of that act. Each complaint results in a systematic review and, if the issue warrants, an investigation. Each investigation serves as an opportunity for the profession to reflect on our service to the public and therefore serves to improve the profession. And so I say, thank-you to those members of the public and professional colleagues that bring professional practice issues to our attention.

The staff at ACOT are the face of the college. They are warm and welcoming and supportive of the public who make enquiries and guide and support those who seek a solution to practice issues. The intention is to have a system that makes the process of reporting an issue to the ACOT as easy and simple as possible. Additionally ACOT staff are an important link for our college membership who seek clarification on practice issues. On behalf of the entire college membership I say thank you to the Registrar and staff at ACOT.

Over the last five years I have worked with a number of councilors through the ACOT council and each of you have challenged me to grow as a professional leader. You all give of your time and energy and not everyone will be aware of your commitment. The contributions that each of you make is appreciated.

Finally I would like to acknowledge the participation of the members of our college. Each and every member is responsible for their own practice and for monitoring the professional conduct of their peers. The majority of work that is done by the college, in protecting the public, is done by our members. Each of the members works to help to provide services in an ethical and effective manner. At times professional practice offers challenges that require particular reflection. We appreciate that members bring these practice challenges to their peers and to the college and that they demonstrate such a commitment to overcoming these practice challenges in ways that protect the interests of their clients.

Thank you to all of you.

Martin Anderson MSc OT

Registered Occupational Therapist

ACOT President



Public Members' Messages

As public members on the Alberta College of Occupational Therapists (ACOT) Council, it is our privilege to provide you with comments and insight into the role of public members and the work of the ACOT Council. We encourage all members to read the important information in this 2016 Annual Report.

The primary mandate of the College is to protect and serve the public, clients, and regulated Members by setting standards of practice, creating and enforcing a continuing competence program, and ensuring complaints about unprofessional conduct are responded to and addressed promptly. The College regulates and guides the profession to ensure Occupational Therapists are competent, ethical, and professional practitioners.

There is no question that the College is fulfilling its obligations under the Health Professions Act. As such, regulated Members have enjoyed the privilege of self-governance that the legislation offers since 2006.

In the fall of last year, we saw two council member finish their terms and two new council members as well as a new public member join council, providing valuable insights and energy to our council meetings. We would encourage all members to consider putting their name forward to serve either on Council or one of the Council committees.

This year, council has started a strategic planning process, which we will be able to report on further in next year's report. Council has also worked on increasing their knowledge of both financial reporting and the role of council as outlined in the Health Professions Act. In addition, we are reviewing our governance practices to ensure that we take advantage of any opportunities for improvement.

With the support from dedicated, knowledgeable, experienced, and capable ACOT staff, the operations of the College function effectively. These committed and engaged professional staff are key in implementing the activities and plans of the Council and they do so in a fair, reasonable, and efficient manner.

We have very much enjoyed working with the staff and elected members of ACOT Council, who have proven to be very proactive and responsive to the members of the College.

Kurt E. Paterson, CPA, CA, FCIP

Public Member

Nancy Bochar

Public Member

Governance

Standards of Practice, Code of Ethics and Bylaws

Under the HPA, the Council is responsible for governing the profession in the public's interest. They do this through the development of Standards of Practice, Codes of Ethics and Bylaws. No amendments were made or major activities noted concerning these areas during this reporting period.

Other Initiatives

ACOTRO

The College is a member of the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO). ACOTRO is the national association of provincial Occupational Therapy regulatory bodies, whose mandates are the protection of the public. ACOTRO members work collaboratively to:

- advance quality Occupational Therapy regulation
- develop and promote a national strategy for consistent and congruent regulatory practices for the profession
- promote interprovincial and international labour mobility and workforce planning
- promote national and international networking and information sharing of regulatory issues and positions

For several years, ACOTRO has been committed to promoting access to the profession for qualified Internationally Educated Occupational Therapists (IEOTs) through a number of shared initiatives, including the Substantial Equivalency Assessment System (SEAS) that launched in summer of 2015.

Occupational Therapists who have completed their OT education outside of Canada—including Canadians who travelled outside of Canada for their OT education—and want to register for practice anywhere in Canada (except Quebec), must now first apply to the ACOTRO to complete SEAS. Applicants apply to the Alberta College of Occupational Therapists only *after* ACOTRO has determined they have met the substantial equivalency requirement. ACOTRO will also grant successful applicants access to the National Occupational Therapist Certification Examination.

SEAS has four main components:

- Academic Credential Assessment Review (ACAR)
- Curriculum and fieldwork review through the Profession-Specific Credential Assessment (PSCA)
- Jurisprudence Knowledge Assessment Test (JKAT)
- Competency Assessment Interview



New Website

The Alberta College of Occupational Therapists is excited to announce the launch of its new website! In keeping with the mandate of the College to protect the public, the website was designed to be readable, multi-device friendly, visually accessible and easy to navigate—so all Albertans can easily access the information they need. The new website also features pictures and quotes from Occupational Therapists and their clients in Alberta. As well, new “members only” features offer the ability to reprint past official tax receipts and view past currency hours.

We hope that you spend some time with the new website (www.acot.ca) and find it both user-friendly and informative!

Registration Of College Members

The College issues practice permits to Alberta Occupational Therapists in two categories. Depending on the circumstances of application, Occupational Therapists are registered on the College’s General Register or Provisional Register.

Occupational Therapists

A registered Occupational Therapist in Alberta holds a General Register permit to practice. They have demonstrated and provided documented proof of the combined knowledge, skills, attitudes and judgment required to provide professional services, as defined by the Health Professions Act.

Provisional Occupational Therapists

A Provisional Occupational Therapist practices under the supervision of an Occupational Therapist registered on the General Register of the College.

Provisional permits are valid for up to one year, and can be granted to Occupational Therapists who are:

1. New graduates in the process of completing application requirements (the applicant may be waiting for conferment of their degree, completion of the national certification exam, or submission of examination results to the College).
2. Re-entering the profession after a period of absence and unable to demonstrate the currency of their practice. They may be required to write or re-write the national certification exam, complete a supervised practicum and complete any coursework or training requirements identified during the competency assessment.

3. IEOT applicants who have been assessed on the basis of substantial equivalence but may be waiting to write the national certification exam or complete a supervised practicum.

	at February 28, 2015	at February 28, 2016
Total on the General Register	1966	1998
Total on the General Register with condition	0	0
Total on the Provisional Register	12	9
Total on the Courtesy Register	0	1
Total Members	1978	2008

A total of 2008 members renewed their registration. During the 2015-2016 registration year, 196 new applications were processed, including Courtesy permits, new graduates and new members from outside of Alberta and Canada. In the same period, 166 registrations were cancelled for various reasons (e.g. leave of absence, moving out of province and retirement). No applicants were denied registration in the 2015-2016 year.

Courtesy Register

Occupational Therapists who normally reside outside of Alberta but wish to teach or provide Occupational Therapy services temporarily in the province must register with the Alberta College of Occupational Therapists.

Applicants will have an unrestricted practice permit with another licensing/registering organization and have a time limitation attached to their tenure in Alberta. Other applicants may be registered on the Courtesy Register at the discretion of the Registrar. During the reporting period, one 30-day courtesy permit was issued.

Registration must be completed prior to the start of any temporary employment in Alberta.

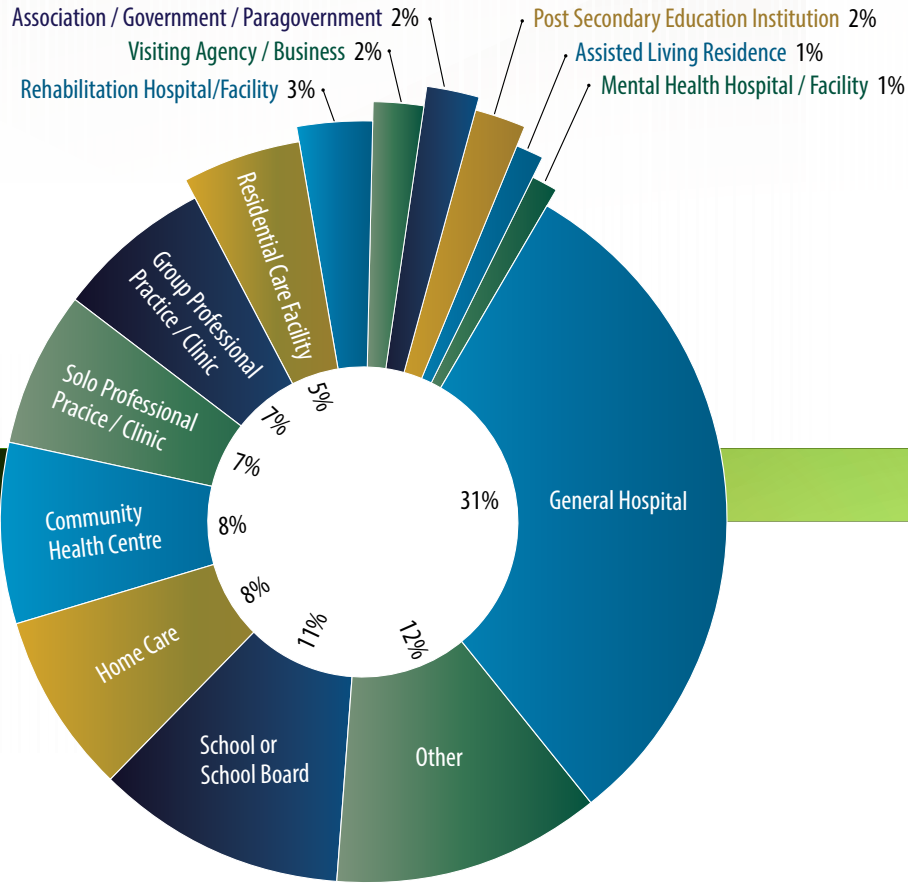
Reviews by Council

During the 2015-2016 year there were no reviews by Council.

Demographics of Registered Members 2015-2016

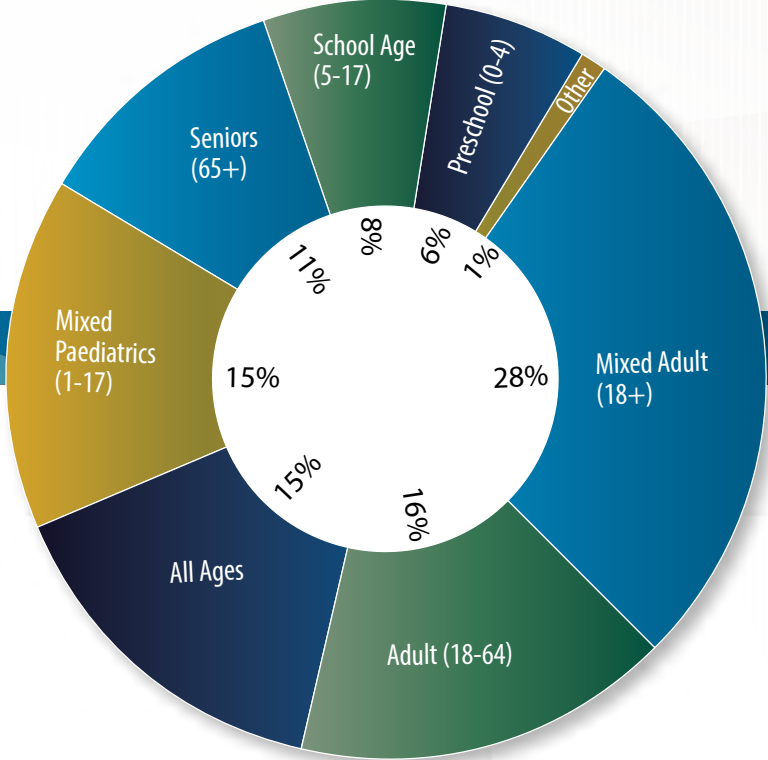
PRACTICE SETTING

% of Occupational Therapists work in a



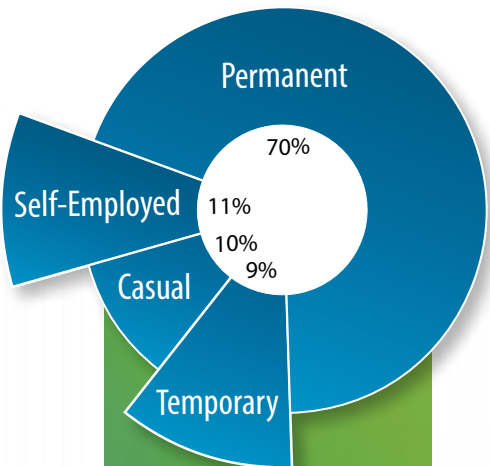
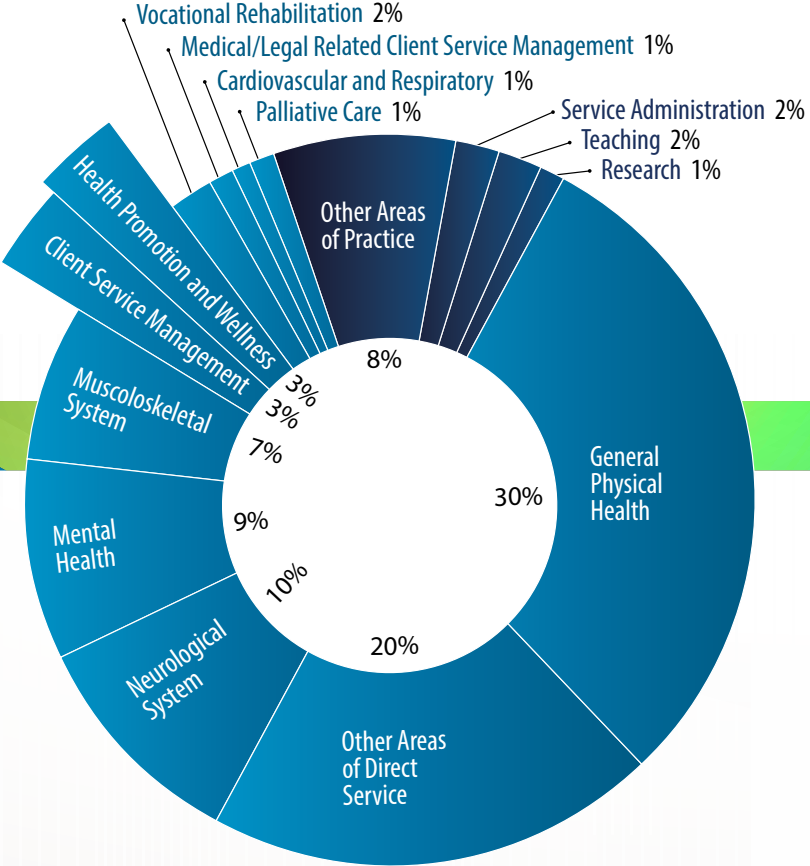
CLIENT AGE RANGE

% of Occupational Therapists work with

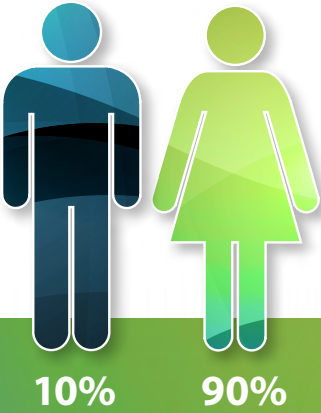


AREA OF PRACTICE

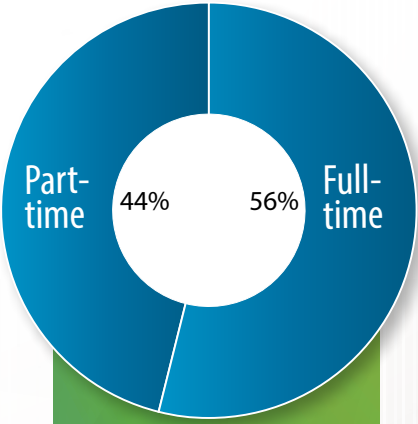
■ % of Occupational Therapists provide direct service in
 ■ % of Occupational Therapists work in



EMPLOYMENT CATEGORY
 % of Occupational Therapists fall within the



GENDER
 % of Occupational Therapists are of



EMPLOYMENT STATUS
 % of Occupational Therapists have

Continuing Competence Programs

Competence – the combined knowledge, skills, attitudes and judgement required to provide professional services
(Health Professions Act RSA 2000 cH-7 s1(1)(f))

Annual participation in the Continuing Competence Program is mandatory for every Occupational Therapist practicing in Alberta, as set out in the *Health Professions Act RSA 2000 cH-7 p3* and the *Occupational Therapists Profession Regulation AR217/2006 s13*.

A practice challenge log, self-assessment questionnaire, log of activities and a competence portfolio (documenting all competence activities) shape the program.

With every year, regulated members reflect on their practice challenges, complete the self-assessment and identify practice challenges to be addressed. This process maintains and enhances their competence as an Occupational Therapist professional, while periodic review of regulated members' plans ensuring compliance.

Occupational Therapists must meet the requirements of the Continuing Competence

Program if they wish to apply to the College to renew their practice permit. To comply, regulated members annually document their personal continuing competence plan, including self-assessment, a practice challenge log and an online log of activities. This must be completed before applying online for the annual permit renewal. Regulated members who don't fulfil the requirements of the Continuing Competence Program aren't eligible to renew their practice permits.

If the Competence Committee, Registration Committee or Registrar believe a regulated member has intentionally provided false or misleading information about his or her continuing competence program, they must refer that information to the College's complaints director (*Health Professions Act RSA 2000 cH-7 s51.1(1)*).

Complaints and Discipline

Complaint Receipt and Disposition

	Source of Complaint				Status
	Number	Employer	Colleague	Public	
Complaints carried forward from 2015-2016	2	1	1	0	#60, #68-Same respondent, complaints on hold, respondent under medical care, permit not renewed.
Complaints Received during 2015-2016	3	1	0	2	#69 - Disagreement on timelines and cost. Dismissed. #70 - Alleged unprofessional conduct. No evidence present. Dismissed. #71 - Complaint withdrawn by complainant.
Total number of complaints investigated in 2015-2016					0
Complaints closed in 2015-2016					3 (#69, #70, #71)
Complaints carried forward to 2016-2017					2

Summary of Complaints Since Proclamation in October 2006

36 complaints received by the College	2 in 2006-2007	
	4 in 2007-2008	
	5 in 2008-2009	
	3 in 2009-2010	
	3 in 2010-2011	
	4 in 2011-2012	
	4 in 2012-2013	
	1 in 2013-2014	
	7 in 2014-2015	
	3 in 2015-2016	
36 complaints assessed by the College	16	complaints dismissed by the Complaints Director, no further action
	9	Informal resolution
	7	complaints referred to the alternate complaints resolution process for mediation and resolved
	2	complaint on hold
	2	complaint withdrawn

No hearings were held during the 2015-2016 year, and the College has never dealt with a regulated member under Section 118, Assessing Incapacity.



Financial Statements of Alberta College of Occupational Therapists

For the year ended February 28, 2016



Management Responsibility Statement

The management of Alberta College of Occupational Therapists is responsible for preparing the financial statements, the notes to the financial statements and other financial information contained in this annual report.

Management prepares the financial statements in accordance with Canadian generally accepted accounting principles. The financial statements are considered by management to present fairly the management's financial position and results of operations.

The College, in fulfilling its responsibilities, has developed and maintains a system of internal accounting controls designed to provide reasonable assurance that management assets are safeguarded from loss or unauthorized use, and that the records are reliable for preparing the financial statements.

The financial statements have been reported on by W. Dale Somerville Professional Corporation, Chartered Professional Accountants, the members' auditor. His report outlines the scope of his examination and his opinion on the financial statements.

Maggie Fulford
President Registrar
June 24, 2016

Martin Anderson
President
June 24, 2016

Independent Auditor's Report

To the Members of Alberta College of Occupational Therapists:

I have audited the accompanying financial statements of Alberta College of Occupational Therapists, which comprise the statement of financial position as at February 28, 2016, and the statements of changes in net assets, operations, and cash flows 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

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I 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 College'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 College'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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of Alberta College of Occupational Therapists as at February 28, 2016, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Edmonton, Alberta
June 24, 2016

Chartered Professional Accountant



Statement of Financial Position

February 28, 2016

	2016	2015
ASSETS		
Current		
Cash	\$ 3,223,427	\$ 2,923,436
Prepaid expenses	19,062	11,524
	<u>3,242,489</u>	<u>2,934,960</u>
Capital assets (Note 3)	109,471	124,566
	<u>\$ 3,351,960</u>	<u>\$ 3,059,526</u>
LIABILITIES AND NET ASSETS		
Current		
Accounts payable and accrued charges	\$ 49,434	\$ 46,097
Source deductions payable	570	-
Membership dues received in advance (Note 4)	1,093,400	1,062,600
Accrued wages payable	1,022	-
	<u>1,144,426</u>	<u>1,108,697</u>
Net assets - invested in property and equipment	110,803	125,897
Net assets - internally restricted	1,000,000	1,000,000
Net assets - unrestricted	1,096,731	824,932
	<u>2,207,534</u>	<u>1,950,829</u>
	<u>\$ 3,351,960</u>	<u>\$ 3,059,526</u>

The accompanying notes form part of these financial statements
Approved on behalf of the Board

Statement of Changes in Net Assets

Year ended February 28, 2016

	Invested in Property and Equipment	Internally Restricted	Unrestricted	Total 2016	Total 2015
Balance – beginning of year	\$ 125,897	\$ 1,000,000	\$ 824,932	\$ 1,950,829	\$ 1,631,746
Excess of revenues over expenditures	-	-	256,705	256,705	319,083
Purchase of equipment	9,225	-	(9,225)	-	-
Amortization	(23,879)	-	23,879	-	-
Loss on disposal of assets	(440)	-	440	-	-
Balance – end of year	<u>\$ 110,803</u>	<u>\$ 1,000,000</u>	<u>\$ 1,096,731</u>	<u>\$ 2,207,534</u>	<u>\$ 1,950,829</u>

The accompanying notes form part of these financial statements

Statement of Operations

Year ended February 28, 2016

	2016 Actual	2016 Budget	2015 Actual
Revenues	\$ 1,188,666	\$ 1,225,677	\$ 1,183,556
Expenditures			
Salaries, wages and benefits	449,843	442,450	411,902
Administration	206,977	210,375	200,809
College activities	147,250	350,500	151,155
Council activities	97,051	90,500	69,677
Amortization	23,879	-	23,404
Administrative legal costs	6,521	12,000	7,526
	931,521	1,105,825	864,473
Excess of revenues over expenditures before other items	257,145	119,852	319,083
Other Expenses			
Loss on disposal of capital assets	440	-	-
Excess of revenues over expenditures for the year	\$ 256,705	\$ 119,852	\$ 319,083

The accompanying notes form part of these financial statements

Statement of Cash Flows

Year ended February 28, 2016

Sources (uses) of cash

Cash flows from operating activities

Excess of revenues over expenditures for the year
Adjustments for:
Amortization
Loss on disposal of capital assets

Change in non-cash working capital items

Prepaid expenses
Accounts payable and accrued charges
Source deductions payable
Membership dues received in advance
Accrued wages payable

Cash flows from investing activity

Purchase of capital assets

Increase in cash

Cash – beginning of year

Cash – end of year

2016	2015
\$ 256,705	\$ 319,083
23,879	23,404
440	-
281,024	342,487
(7,538)	11,699
3,338	(17,154)
570	-
30,800	48,650
1,022	-
309,216	385,682
(9,225)	(24,493)
299,991	361,189
2,923,436	2,562,247
\$ 3,223,427	\$ 2,923,436

The accompanying notes form part of these financial statements

Notes to the Financial Statements

February 28, 2016

1. NATURE OF OPERATIONS

Alberta College of Occupational Therapists is incorporated under the Health Professions Act of Alberta (as of October 5, 2006). Its principal activities include public protection, registration and ongoing renewal of Occupational Therapists, overseeing professional conduct of Occupational Therapists and providing for the professional needs of its members and the development and maintenance of standards of practice of Occupational Therapy in Alberta.

The College is a nonprofit organization and accordingly, it is exempt from payment of income taxes.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations. The precise determination of many assets and liabilities is dependent on future events. As a result, the preparation of financial statements for a period involves the use of estimates and approximations which have been made using careful judgment. Actual results could differ from those estimates and approximations. The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of the accounting policies summarized as follows.

(a) Cash and cash equivalents

Cash and cash equivalents are defined as cash and highly liquid investments, consisting primarily of term deposits, with terms to maturity of three months or less at the date of purchase.

(b) Capital assets

Amortization is recorded using the straight-line method over the estimated remaining useful lives of the assets, as determined by management, using the following rates:

Office equipment	20%
Furniture and fixtures	10%
Computer equipment	30%
Computer software	50%

Amortization of leasehold improvements is recorded over the remainder of the initial term of the lease plus the term of the first renewal option.

(c) Revenue recognition

The College follows the restricted fund method of recognizing revenue.

Annual memberships expire at the end of February. Membership revenue is recognized in the membership year to which it relates. Revenue arising from membership fees which are received during the current period and which relate to the following fiscal year is deferred.

(d) Use of estimates

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 amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty. The effect of changes in such estimates on the financial statements in future periods could be significant. Accounts specifically affected by estimates in these financial statements are capital assets where significant estimates pertain to the physical and economic lives of property and equipment, accounts receivable where estimates are necessary in the determination of the recoverability of accounts receivable and accrued wage settlement where estimates are necessary in the determination of the probability and quantum of wage settlements payable to former employees.

(e) Financial instruments

The College's financial instruments consist of cash, accounts receivable, guaranteed income certificates, treasury bills and accounts payable. Unless otherwise noted, the fair value of these financial instruments approximates their carrying values.

The College is exposed to interest risk on its investments in treasury bills and guaranteed income certificates to the extent of fluctuation in market interest rates. Unless otherwise noted it is management's opinion that the College is not exposed to significant interest, currency or credit risks.

(f) Statement of cash flows

The College is using the indirect method in its presentation of the statement of cash flows.

3. CAPITAL ASSETS

	2016			2015
	Cost	Accumulated amortization	Net	Net
Office equipment	\$ 12,602	\$ 12,056	\$ 546	\$ -
Furniture and fixtures	55,322	43,097	12,225	16,449
Leasehold improvements	151,482	77,628	73,854	84,004
Computer equipment	23,399	20,093	3,306	2,940
Computer software	132,114	112,574	19,540	21,173
	<u>\$ 374,919</u>	<u>\$ 265,448</u>	<u>\$ 109,471</u>	<u>\$ 124,566</u>

4. MEMBERSHIP DUES RECEIVED IN ADVANCE

2016	2015
<u>\$ 1,093,400</u>	<u>\$ 1,062,600</u>

Deferred revenue arises when the College receives payment from members for membership dues in the current year for the subsequent year.

5. COMMITMENTS

The College is committed under the terms of an operating lease for office space commencing December 1, 2008 at the rate of \$3,465 per month for the first five years, and \$3,937 per month for the subsequent five years, with a 5 year option to renew. In addition, the College is committed to its share of operating costs which are estimated by the landlord at \$1,774 per month.

The College is committed under the terms of an operating lease for a photocopier commencing October 24, 2016 at the rate of \$907 per quarter for five years.

6. FUND BALANCES

	Balance beginning of year	Excess revenue (expense)	Intra fund transfers	From (To) Capital fund	Balance end of year
Unrestricted	\$ 824,932	\$ 256,705	\$ -	\$ (9,225)	\$ 1,097,316
Reserve	1,000,000	-	-	-	1,000,000
Invested in Property & Equipment	125,897	-	-	9,225	110,218
	<u>\$ 1,950,829</u>	<u>256,705</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,207,534</u>

The internally restricted reserve fund is reserved for: litigation, to provide for expenses related to any civil actions; contingencies, to provide the College with short-term funding for day-to-day operations in the event of unforeseen circumstances; and professional conduct, to provide the College with short-term funding for investigative and disciplinary costs in the event that actual investigative and disciplinary costs exceed the budgeted amount in a fiscal year.

Transfers from the unrestricted fund to capital fund were for purchases of capital assets during the year.

7. SUPPLEMENTARY CASH FLOW INFORMATION

During the year, the College received \$20,557 (2015 - \$26,240) in interest.

8. CONTRIBUTED SERVICES

Volunteers contribute services to assist the College in carrying out its activities. Because of the difficulty in determining their amount or fair value, contributed services are not recognized in the financial statements.

9. FINANCIAL INSTRUMENTS RISKS AND UNCERTAINTIES

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments.

(a) Fair value

The fair value of current financial assets and current financial liabilities approximates their carrying value due to their short-term maturity dates.

(b) Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The College has no foreign currency transactions and therefore is not exposed to currency risk.

(c) Market risk

Market risk is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices, whether the factors are specific to the instrument or all instruments traded in the market. The College is exposed to market risk on its savings account interest rates. The College has invested in low risk investments to mitigate this risk. In the opinion of management the interest rate risk exposure to the College is low and is not material.

(d) Credit risk

Credit risk is the risk that one party to a transaction will fail to discharge an obligation and cause the other party to incur a financial loss. At February 28, 2016 the College had no accounts receivable. In the opinion of management the credit risk exposure to the College is low and is not material.

(e) Concentration risk

Concentration risk is the risk that a member or customer has more than ten percent of the total accounts receivable balance and thus there is a higher risk to the business in the event of a default by one of these customers. Concentrations of credit risk relates to groups of counterparties that have similar economic or industry characteristics that cause their ability to meet contractual obligations to be similarly affected by changes in economic or other conditions. The College had no accounts receivable at February 28, 2016. In the opinion of management the concentration risk exposure to the College that is associated with their members or customers is low and is not material.

(f) Liquidity risk

Liquidity risk is the risk that the College cannot repay its obligations when they become due to its creditors. The College reduces its exposure to liquidity risk by ensuring that it documents when authorized payments become due. The College had a large cash balance relative to its accounts payable at February 28, 2016. In the opinion of management the liquidity risk exposure to the College is low and is not material.

(g) Cash flow risk

Cash flow risk is the risk that future cash flows associated with a monetary financial instrument will fluctuate in amount. In the opinion of management the cash flow risk exposure to the College is low and is not material.

(h) Interest rate risk

Interest rate risk is the risk that the College has interest rate exposure on its bank indebtedness. The College had no bank indebtedness at February 28, 2016. In the opinion of management the interest rate risk exposure to the College is low and is not material.

(i) Other price risk

The College has no competitors and is a regulated body requiring membership in Alberta. In the opinion of management the other price risk exposure to the College is low and is not material.





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