

**Nova Scotia College  
of Respiratory  
Therapists Annual  
Report 2018-2019**



# NSCRT Annual Report 2018-2019

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## **Strategic Plan**

### **Priority 1 – Governance for long term viability**

#### *Goals:*

- Increase the member involvement with the College
- Develop a Board and Committee Recruitment Plan that communicates opportunities and requirements necessary to achieve defined goals
- To engage students and new RRTs early in their career
- To engage employers in the membership's professional development

### **Priority 2 – Engaged Membership**

#### *Goals:*

- To increase member knowledge surrounding the responsibilities of the College
- To increase member satisfaction with the College's role
- To develop a member engagement plan

### **Priority 3 – Proactive Partnering**

#### *Goals:*

- To develop planned and structured dialogue to collaborate with post-secondary schools to maximize education opportunities for members
- To explore opportunities for adding value to the community through partnering with related associations
- To leverage relationships with provincial, regional and national health based professional organizations

### **Priority 4 – Recognized Professional Identity**

#### *Goals:*

- To identify and understand the specialized skills RRTs possess
- To develop a messaging strategy to better enable RRTs to work within their optimal scope of practice

## Message from the President and Registrar

On behalf of the Board of Directors (BoD), Committees and staff, we are pleased to present the 2018-2019 NSCRT Annual Report. Once again, this has been a busy and productive year. The College has continued to make progress on many important initiatives.

The College focused on three main activities in 2018-2019: The development of a new continuing competency program (CCP), continuation of improvements in the governance and operations of the College and securing a new accreditation service provider for respiratory therapy education programs across the country.

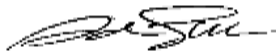
The NSCRT is committed to supporting the evolution of the profession to ensure Nova Scotians receive the highest quality care. Pursuant to this initiative, the NSCRT Credentials Committee began work on the development of a new CCP that supports the development of RTs throughout their career progression. This new program will assist RTs in all practice areas in identifying learning needs and selecting learning goals that can have a true impact on their day to day practice. This new program incorporates an online e-learning module that will help ensure members are maintaining an understanding of current and new legislation, regulation changes, and other relevant subject matter. The entire program will provide a supportive approach to life-long learning for members while fulfilling the College's mandate of protection of the public. Thank-you to both the committee and working group members for their efforts on this project.

Good governance is fundamental to ensuring Nova Scotians receive safe, ethical and quality care from RTs practicing in Nova Scotia. As part of an effort to improve NSCRT operational procedures, the NSCRT BoD approved a standing Governance Committee. The committee has been tasked with reviewing and updating the current role descriptions for the BoD and NSCRT staff. They are also responsible for the review of existing and the development of new bylaws and policies on an annual basis or as required. Committee members were officially appointed late in 2018 with an inaugural meeting planned for early in the 2019-2020 fiscal year.

The NSCRT continues to be an active participant on a national level with, the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB). In 2017 we received notice from the current accreditation service provider for respiratory therapy education programs that they would be discontinuing this

service as of August 31, 2019. In collaboration with our national partners the NSCRT embarked upon a request for proposal to source and secure a new service provider. Accreditation of our respiratory therapy education programs is an essential step to ensuring that programs meet or exceed the evaluation standards that the NARTRB has set, based on the National Competency Framework (NCF). The NCF is used by the educational programs to develop their curriculum, as well as by the CBRC for development of the national credentialing examination.

The needs of today's healthcare system are constantly evolving and as the system adapts to these changes in the healthcare landscape, so must the NSCRT and its members. We are proud of the College's accomplishments in these last 12 months and look forward to continuing to serve the needs of Nova Scotians.



Adam Gillis  
President



Tara Planetta  
Registrar

## Governance

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### NSCRT Board of Directors

Adam Gillis	President
Noel Pendergast	President-Elect
Corry Fitzgerald	Treasurer
Andrew Mott	Public Member
Jasmine Ghosn	Public Member
Lauren Randall	Public Member
Danette McIntyre	Director at Large
Darrah Kennie	Director at Large
Jamie Murphy	Director at Large
Sarah LaRoche	Director at Large
Tara Planetta	Ex-officio – Registrar
Shannon McDonald	Ex-officio – Deputy Registrar

## Report

The Board composition was stable this year with the addition of a new president-elect and the appointment of a third public member. The experience and professional diversity of the Board members enhances the NSCRT's operational capabilities and well positions the Board to make sound decisions that are based on the College's mission and purpose.

Adam Gillis, who has been a long-standing member of the NSCRT BoD, completed the first of two years as President of the NSCRT. Through his leadership and experience, Adam has ensured the Board remains focused on achieving the strategic priorities of the College.

The Board welcomed Lauren Randall as our third public appointee. This appointment fulfills the legislated requirement of 3 public members on the BoD.

The Board met 5 times throughout the fiscal year by conference call and in person. The Executive Committee met twice during the year via conference call. The Board has worked hard to ensure we are meeting the goals detailed in our strategic plan. Board members participated in the yearly self-assessment survey aimed at appraising our effectiveness and identifying areas for improvement. This is intended to ensure responsive and accountable leadership. We believe better Governance leads to better decision-making and more effective regulation.

## Registration

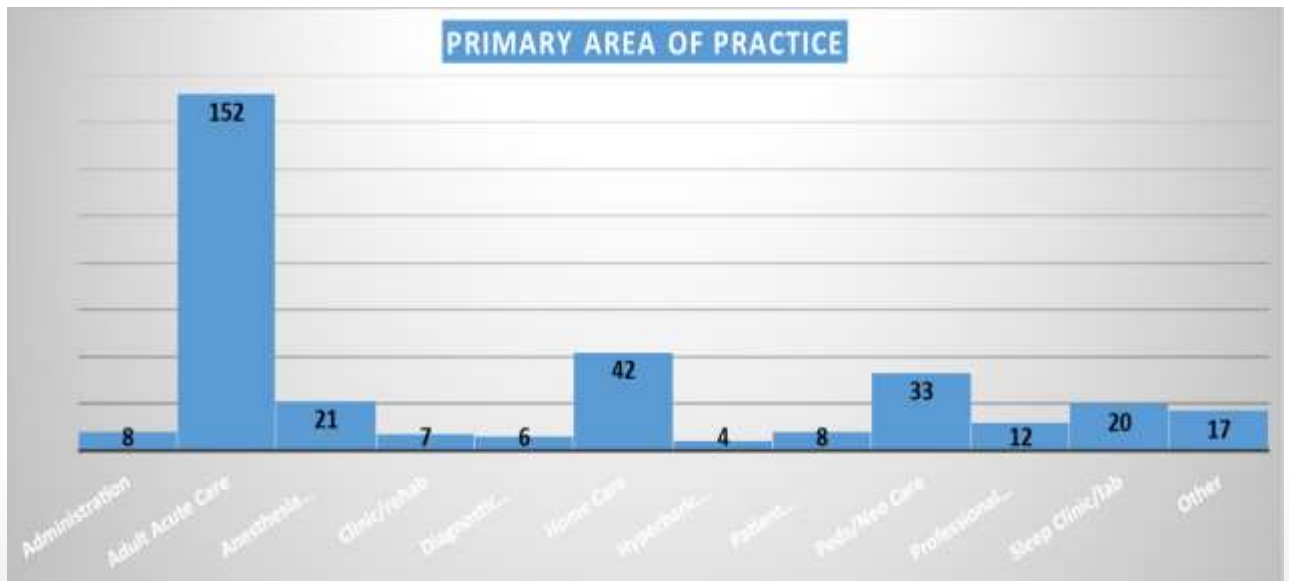
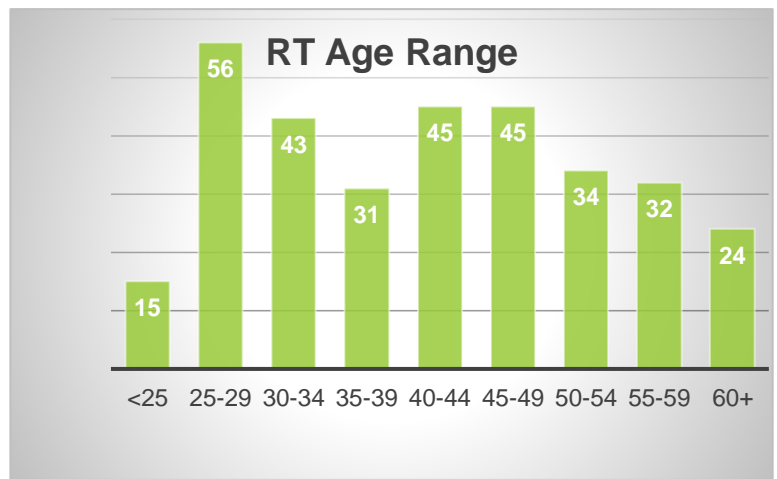
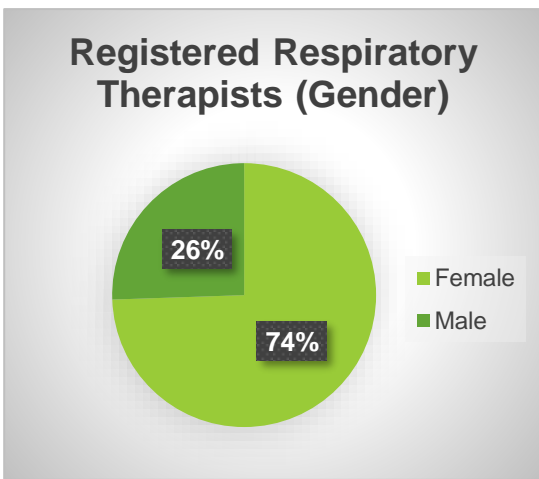
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Membership numbers have remained stable over all in the 2018-2019 fiscal year. Following registration renewal, there were 308 licensed RTs in Nova Scotia. The Registrar oversees approval of applications for registration, according to legislative requirements. When an issue arises with an application, the application is referred to the Credentials Committee for review and consideration before making a recommendation to the Registrar.

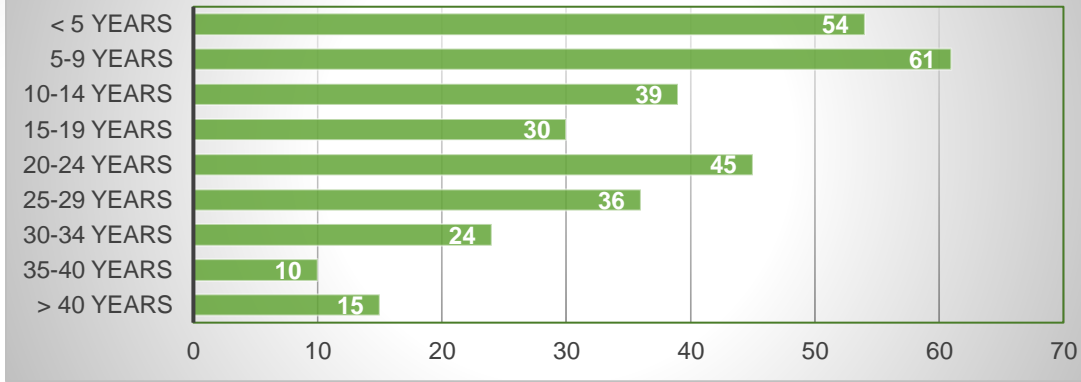
In October of 2018, the College began its first fair registration review under the Fair Registration Practices Act (FRPA). This Act requires the College to maintain registration practices that are transparent, objective, impartial, and procedurally fair. The Registrar works closely with the Review Officer to provide information regarding the registration practices of the College.

The review is expected to be completed early in the 2019-2020 fiscal year. The College will be provided with a final report that includes an inventory of exemplary licensing practices and an Action Plan that identifies opportunities to further improve and enhance registration practices over a 24-month period.

### Statistics and Demographics



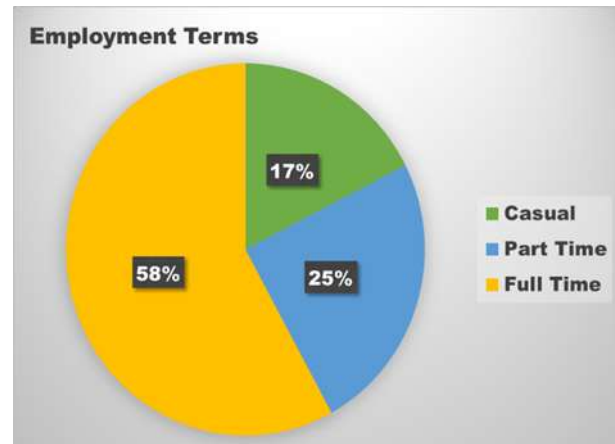
## Years of Practice



## New Registrations 2018-2019



## Employment Terms



## Statutory Committees

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### Complaints Committee

#### Members

Jasmine Ghosn	Chair, Public Member
Tanya Frail	RT Member
Tammy Scott	RT Member
Dawn Oliver	RT Member
Tracy Cushing	RT Member



Under the Respiratory Therapists Act, the Committee has the authority to investigate a complaint and then to decide whether to dismiss the complaint, provide guidance, counsel the member, caution the member, refer the matter to the Professional Conduct Committee or informally resolve the complaint.

The Complaints Committee received one complaint in the 2018-2019 fiscal year. No licensing sanctions were imposed.

## Professional Conduct Committee

### Members

Chastity Bennett	RT Member
Rory Lake	RT Member
Donna Young	RT Member
Andrew Mott	Public Member
Kathy Spurr	RT Member
Laura Betts	RT Member

No files were referred to the professional conduct committee in the 2018-2019 fiscal year.

## Nominations Committee

### Members

Adam Gillis	Chair, RT Member
James Fitzpatrick	RT Member
Laura Betts	RT Member

At the 2018 NSCRT AGM, Noel Pendergast was proclaimed President Elect. With Sarah LaRoche now in her final year as a Director at Large, the nominations committee was realigned by the Board of Directors to correspond with the College's bylaws. One position, Director at Large, is required for the 2019-2020 fiscal year. A call to nominations for the Director at Large position will begin in April 2019.

Respectfully Submitted,  
Adam Gillis  
Chair, Nominations Committee

## Credentials Committee

### Members

Jamie Murphy	Chair, RT Member
Christine Siteman	RT Member
Wendy Conrad	RT Member
Andrew Mott	Public Member
Shannon McDonald	ex-officio
Tara Planetta	ex-officio

In the 2018-2019 fiscal year, the Credentials Committee created two working groups to complete the work on the committee's two large projects: Revision of the NSCRT Continuing Competency Profile (CCP) and the creation of an e-learning module. Both are collaborative projects with the Manitoba Association of Registered Respiratory Therapists (MARRT).

The CCP working group has been designing a new CCP, titled "E-Volve". There will be three required components in the new CCP: a self-assessment tool to identify learning goals, an online learning log and an e-learning module.

The self-assessment tool will be based on the National Competency Framework (NCF) and will assist members in identifying areas for potential growth in their practice. The online learning log is a platform where members will be able to input their education credits, as they pertain to their learning goals. The e-learning module is a web-based educational opportunity to support members and new applicants in maintaining an understanding of current and new legislation, regulation changes, and other relevant subject matter.

The new CCP will be introduced to members in stages. For the 2020-2021 license renewal, the NSCRT will require members to identify two learning goals for the year and complete the e-learning module. In 2021, the NSCRT will roll out the self-assessment tool, which will aide members in selecting

their learning goals. The NSCRT will begin to educate members on the new platforms in Fall 2019.

Respectfully submitted,

Jamie Murphy  
Chair, Credentials Committee

## Professional Practice Committee

### Members

Darrah Kenney	RT Member
Noel Pendergast	RT Member
Mallory Smith	RT Member
Chastity Bennett	RT Member
Lauren Lumsden	RT Member
Shannon McDonald	ex-officio
Tara Planetta	ex-officio

Donna Young resigned as long time Chair of the Committee. The NSCRT is appreciative of Donna's hard work with this Committee over the years and wishes her all the best in her upcoming endeavors.

The Committee continued to work on an Assignment and Delegation Guideline throughout the 2018-2019 fiscal year. The Committee has reached out to team leads and managers across the province to better inform them regarding these activities in RT practice.

The Committee will be completing the Private Practice Guideline in 2019. The Registrar was invited to collaborate with the CSRT in updating the Private Practice Toolkit for inclusion in the document.

The Committee priorities identified for 2019-2021 will be the development of a Documentation Guideline and new Standards of Practice and Code of Ethics.

Respectfully submitted,  
Tara Planetta  
Ex-Officio member, Professional Practice Committee

## Registration Appeals Committee

### Members

Corry Fitzgerald	RT Member
Dawn Oliver	RT Member
Andrew Mott	Public Member

No registration appeals were received by the NSCRT in 2018-2019.

## Operations Report

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The College has experienced significant evolution over the 2018-2019 fiscal year. As the roles and responsibilities of the staff became more defined, the efficiency of the College's processes improved. The College has entered a new stage of growth and maturity.

Clarity regarding individual responsibilities, organizational expectations and the role of the BoD is paramount to the pursuit of regulatory excellence. This year the Board implemented a plan for the provision of ongoing Board development and training beginning with a Board development workshop. This was the first step in ensuring Board members understand their roles and responsibilities with commitment to achieving the vision, purposes and strategies of the College.

As the day to day operations arm of the College, the staff are responsible for informing the BoD of current issues impacting regulatory bodies. To keep abreast of evolving trends and issues in healthcare regulation and to liaise with other regulators, the Registrar attends the Canadian Network of Agencies for Regulation annual conference. In 2018, the conference was held in Banff, AB.

To increase member knowledge and satisfaction surrounding the responsibilities of the College, the staff continue to present to 2<sup>nd</sup> and 3<sup>rd</sup> year RT students at Dalhousie University. Additionally, there was an information session, pertaining to the College's responsibilities, on scheduled NSHA education days in Central Zone. To engage the membership and promote safe and ethical practice by RTs, on November 16, 2018, the College also offered a full day of continuing education, in conjunction with the AGM.

Educating RTs on the role of the College, on best practices and professional responsibilities aligns with our public interest mandate. This ensures RTs know what is expected of them in their day to day professional practice of delivering safe respiratory care.

## External Relations

The NSCRT remains committed to our strategic priority of proactive and ongoing partnering. In 2018-2019 the College actively engaged with multiple external organizations such as the Nova Scotia Regulated Health Professions Network, the National Alliance of Respiratory Therapy Regulatory Bodies, the Fair Registration Practices Review Office and the Lung Association of Nova Scotia (LANS). Collaboration in regulation is an essential component to meeting our regulatory requirements while complying with provincial and national legislation and agreements.

### Provincial

The College was approached by the LANS to discuss two research projects they were initiating: research on smoking in NS and the development of an asset map of services related to the prevention and treatment of COPD across NS. The College identified and made initial contact with members who would be an asset to these projects. Both research projects are in the interest of improving lung health and access to services for members of the public in Nova Scotia.

Staff continue to participate in the activities of the Nova Scotia Regulated Health Professions Network (NSRHPN). This forum provides the opportunity to share best practices and address current and emerging issues that both impact the healthcare system in Nova Scotia and the individual member organizations of the NSRHPN. Some highlights of the work of this group in 2018-2019 include: the sharing of policy templates; development of a consistent message from regulatory bodies for legalization of cannabis which occurred in October 2018; and how best to educate the public on the role of regulators. The Department of Health and Wellness expressed interest in pursuing a NSRHPN endorsed public education plan to establish key messages to educate the public. There is an ongoing concern regarding misleading and false claims presented to the public by unregulated health professions. A public education campaign by the NSRHPN could assist the public in deciding where to seek information from regarding healthcare.

Pursuant to this initiative, NSRHPN members have been sharing strategies for engaging the public. The Network also drafted a document regarding education of the public on what regulators do versus the function of societies or unions.

Staff also participate in meetings of regulators with the Provincial Review Officer for the Fair Registration Practices Act. This forum provides for information sharing related to registration practices, such as: access to regulated professions by internationally educated applicants and professional development opportunities. The most recent meetings have provided insight on how governance for self-regulating bodies can align with government policy priorities related to fairness, diversity and inclusion, immigration and workforce integration.

### National

We continue to engage and collaborate with our colleagues across Canada with the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB).

The primary focus at the national level for 2018-2019 fiscal year was finalization of contract specifications for the successful candidate for the provision of accreditation services for respiratory therapy programs across Canada. The successful candidate was the Health Standards Organization (HSO). HSO is an affiliate of Accreditation Canada, Canada's leading health care accreditation body. HSO delivers objective, credible and outcome-oriented assessment programs using the best standards available. Once a national contract has been signed, HSO will be working closely with the current accreditation service provider, CoARTE, to begin planning the transition.

Telehealth continues to be an emerging trend in the healthcare landscape. The NARTRB has been collaborating on a memorandum of understanding between provinces on the provision of this service across provincial borders. Secondary to variances in legislated requirements regarding complaints/disciplinary processes, the group has made little progress on the document. Moving forward, individual provinces will add a tele-practice question to their registration platforms to inform them of how many members may be providing this service.

At the July 2018 writing of the CBRC examination, the online exam experienced a catastrophic platform failure and the exam administration was cancelled for approximately 388 writers. The online platform is produced by Yardstick Assessment Strategies, a third party contracted to administer the CBRC exam. This platform failure resulted in all candidates requiring a re-write. Writer's, through an insurance claim process, were reimbursed for the cost associated with the exam and associated expenses. They were provided with two new dates to write the exam in August 2018 or could defer until January 2019. This second writing was at no cost to the applicant. The NARTRB and individual provinces fielded several calls both from exam writer's and provincial governments regarding reimbursement and concerns regarding the exam platform. The NARTRB continues to work together with the CBRC to address these concerns.

The NARTRB will require a revision of the National Competency Framework by 2021. Preliminary discussions on process were held at Fall National meetings in November. A more concrete plan for moving forward will occur during spring meetings in Vancouver in May 2019.

# Audited Financial Statements

Peverill & Associates Incorporated

## **Nova Scotia College of Respiratory Therapists**

**FINANCIAL STATEMENTS**

**MARCH 31, 2019**



Peverill & Associates Incorporated

## Nova Scotia College of Respiratory Therapists

MARCH 31, 2019

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# Peverill & Associates Incorporated

## INDEPENDENT AUDITOR'S REPORT

To the Members of:  
Nova Scotia College of Respiratory Therapists

We have audited the accompanying financial statements of Nova Scotia College of Respiratory Therapists which comprise the statement of financial position as at March 31, 2019 and the statements of operations and net assets, and cash flows statement for the year ended March 31, 2019 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 in our audits is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of Nova Scotia College of Respiratory Therapists as at March 31, 2019 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



September 28, 2019  
Lower Sackville, Nova Scotia  
CHARTERED PROFESSIONAL ACCOUNTANTS  
LICENSED PUBLIC ACCOUNTANTS

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~ Founded in 1988 ~  
5 Florence Street, Lower Sackville, Nova Scotia B4C 1J5  
Phone: (902) 865-6580 Fax: (902) 865-6590


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Peverill & Associates Incorporated

**Nova Scotia College of Respiratory Therapists**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT MARCH 31, 2019**

	<u>2019</u>	<u>2018</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash - Current Account	\$ 254,713	\$ 245,328
Guaranteed Investment Certificates	147,048	138,247
Accounts receivable	-	1,076
Prepaid Expenses	<u>11,541</u>	<u>5,282</u>
	<u>413,302</u>	<u>389,933</u>
<b>WEBSITE AND EQUIPMENT (Note 3)</b>	<u>14,038</u>	<u>18,253</u>
	<u>\$ 427,340</u>	<u>\$ 408,186</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 4,530	\$ 2,238
Deferred Membership Fee Revenue	<u>138,075</u>	<u>125,865</u>
	<u>142,605</u>	<u>128,103</u>
<b>NET ASSETS</b>		
<b>CONTINGENCY FUND (Note 2 and 4)</b>	150,000	159,751
<b>OPERATING RESERVE FUND (Note 2)</b>	30,000	30,000
<b>SPECIAL PURPOSE FUND (Note 2 and 4)</b>	45,450	43,719
<b>NET ASSETS</b>	<u>59,285</u>	<u>46,613</u>
	<u>284,735</u>	<u>280,083</u>
	<u>\$ 427,340</u>	<u>\$ 408,186</u>

**APPROVED ON BEHALF OF THE COLLEGE:**

  
 \_\_\_\_\_ President  
  
 \_\_\_\_\_ Treasurer

Nova Scotia College of Respiratory Therapists

STATEMENT OF OPERATIONS AND NET ASSETS  
FOR THE YEAR ENDED MARCH 31, 2019

	<u>2019</u>	<u>2018</u>
<b>RECEIPTS</b>		
New member fees	\$ 6,670	\$ 134,505
License renewal fees	140,923	3,085
Assessment fees	1,500	500
Grant revenue	1,200	1,110
Interest and miscellaneous	<u>10,616</u>	<u>5,930</u>
	<u>160,902</u>	<u>145,130</u>
<b>DISBURSEMENTS</b>		
Accounting	5,764	2,789
Bank charges	1,382	1,434
Committees	563	949
Courier and postage	-	14
Credit card fees	3,549	3,357
Depreciation	5,658	4,421
Dues and subscriptions	6,800	7,500
Educational funding	3,000	4,000
Insurance	3,293	1,715
Legal and Audit	2,742	3,380
Meetings	12,526	11,423
Miscellaneous	-	46
Office expenses	1,377	1,822
Honorariums	1,100	1,700
Registrars	67,126	61,671
Fees	1,841	1,081
Telephone	2,253	2,119
Website maintenance	4,699	757
Rent	3,043	2,476
Training	5,799	1,695
Travel expenses	<u>415</u>	<u>493</u>
	<u>132,930</u>	<u>114,842</u>
<b>EXCESS OF RECEIPTS OVER DISBURSEMENTS</b>	27,979	30,288
<b>NET ASSETS, beginning of year</b>	<u>46,613</u>	<u>39,041</u>
	74,592	69,329
<b>TRANSFER TO SPECIAL PURPOSE FUND (Note 3)</b>	(9,090)	(7,572)
<b>TRANSFER TO CONTINGENCY FUND (Note 3)</b>	<u>(6,217)</u>	<u>(15,144)</u>
<b>NET ASSETS, end of year</b>	<u>\$ 59,285</u>	<u>\$ 46,613</u>

Peverill &amp; Associates Incorporated

**Nova Scotia College of Respiratory Therapists**  
**STATEMENT OF CASH FLOWS**  
**MARCH 31, 2019**

	<u>2019</u>	<u>2018</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash Receipts from Members	\$ 174,195	\$ 140,331
Cash Paid to Suppliers	(153,183)	(111,379)
Interest Paid	<u>(1,382)</u>	<u>(1,434)</u>
	<u>19,630</u>	<u>27,518</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Additions to capital assets	(1,444)	(1,324)
Increase in investments	<u>(8,801)</u>	<u>(3,008)</u>
<b>INCREASE IN CASH</b>	9,385	23,186
<b>CASH, beginning of year</b>	<u>245,328</u>	<u>222,142</u>
<b>CASH, end of year</b>	<u>\$ 254,713</u>	<u>\$ 245,328</u>

## Nova Scotia College of Respiratory Therapists

### NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2019

#### 1. PURPOSE OF THE ORGANIZATION:

The Mission of the Nova Scotia College of Respiratory Therapists is to promote excellence and leadership in the practice of Cardio-Respiratory Care. The College is exempt from income taxes.

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Presentation

The financial statements have been prepared in accordance with Canadian accounting standards for Not-for-Profit organizations.

(b) Cash and cash equivalents

Cash and cash equivalents represent funds on deposit with Canadian financial institutions and guaranteed investment certificates.

(c) Revenue Recognition

Membership dues and assessment revenue are recognized using the accrual basis of accounting. Deferred revenue represents license fees paid during 2019 for the 2020 year.

(d) Equipment

Equipment is recorded at cost. Depreciation is provided annually at rates calculated to write-off the assets over their estimated useful lives as follows:

Website	- 30% diminishing balance
Office equipment	- 20% diminishing balance
Computer	- 30% diminishing balance

## Nova Scotia College of Respiratory Therapists

### NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2019

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

(e) Funds

Contingency Fund

The purpose of the Contingency fund is to maintain reserve funds necessary to fund the legislated obligations of the College. Finance policy determined that 50% of net income would be transferred to the Contingency Fund.

Operating Reserve Fund

The Operating Reserve fund has been established on the premise that it contains funding for three months operating expenses. The amount of the fund was estimated based on a review of the previous five years expenses.

Special Purpose Fund

The Special Purpose fund is maintained to provide funds for projects that have a defined purpose that relates to the objects of the College and the current strategic plan. Finance policy determined that either 25% of net income or an amount determined by the board is transferred to the Special Purpose Fund each year.

(f) Financial Instruments

The College's financial instruments consists of cash and short-term investments, amounts receivable, accounts payable and accrued liabilities. The fair values of these financial instruments approximate their carrying values, unless otherwise stated.

(g) Use of estimates

The preparation of the financial statements in conformity with Canadian accounting standards requires the College's management to make estimates and assumptions that affect the amounts reported in the financial statements and related notes to the financial statements. Actual results may differ from these estimates.

#### 3. EQUIPMENT

	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net 2019</u>	<u>Net 2018</u>
Website	\$ 32,376	\$ 20,017	\$ 12,359	\$ 17,656
Office equipment	596	321	275	343
Computer	<u>2,314</u>	<u>910</u>	<u>1,404</u>	<u>254</u>
	<u>\$ 35,286</u>	<u>\$ 21,248</u>	<u>\$ 14,038</u>	<u>\$ 18,253</u>

Peeverill & Associates Incorporated

## Nova Scotia College of Respiratory Therapists

### NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2019

#### 4. FUND ACTIVITY

	<u>2019</u>	<u>2018</u>
Contingency Fund		
Balance at beginning of the year	\$ 159,751	\$ 144,607
Less: Legal fees	(10,268)	-
Less: Salaries	(4,966)	-
Less: Regus and Other expenses	(734)	-
Allocation from general fund	<u>6,217</u>	<u>15,144</u>
	<u>\$ 150,000</u>	<u>\$ 159,751</u>
Special Purpose Fund		
Balance at beginning of the year	\$ 43,719	\$ 36,147
Less: Guild Software Inc	(7,084)	-
Less: Other	(275)	-
Allocation from General Fund	<u>9,090</u>	<u>7,572</u>
Balance at the end of the year	<u>\$ 45,450</u>	<u>\$ 43,719</u>