

Newfoundland and Labrador Chiropractic Board



2017 NLCB Annual Report

About the NLCB

The Newfoundland and Labrador Chiropractic Board (NLCB) is comprised of 6 chiropractors elected by the licensed chiropractors in NL and 3 public members appointed by the Minister of Health as well as a registrar as appointed by the board. In 2017 changes to the composition of the board occurred as a result of the expiration of the term of public member Mr. Carl Rose. At present this position remains vacant as the board awaits the appointment of a new public member. The current members of the NLCB are therefore as follows.

Dr. Samuel Rouse, DC- Chair

Dr. Douglas White, DC- Treasurer

Dr. Janice Grace, DC- Secretary

Dr. Janice Manning, DC- Member

Dr. Chris Prior, DC- Member

Dr. Laura Park, DC- Member

Vacant- Public Member

Ms. Wanda Cuff-Young- Public Member

Dr. Beaton Walsh- Public member

Dr. Darrell Wade, DC- Registrar

Mandate of the NLCB

Registration and License

The Registrar is responsible for receiving applications for licensure from qualified candidates, ensuring that the criteria for registration is met by all applicants, and ensuring that current registrants continue to meet the legislated qualifications for licensure on an annual basis. The Registrar is also responsible for keeping a current register of licensed members in the province of Newfoundland and Labrador.

Complaints

The registrar is responsible for fielding enquiries from the public regarding formal and informal complaints relating to the practice of chiropractic in NL. It is the duty of the registrar to resolve complaints within their discretion in the event that both the complainant and respondent are in agreement with this form of resolution. In the event that the registrar is unable to resolve the complaint satisfactorily at their level, the complaint may be referred to the complaints authorization committee. In 2017 the Registrar fielded 2 complaints/enquiries.

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The first pertained to the alleged practice of chiropractic without a license by a non-chiropractor. This enquiry was investigated by the registrar with the assistance of the Royal Newfoundland Constabulary. After numerous attempts to contact the complainant without response, and follow up with the provider who attested to the contrary, it was determined that there was not sufficient evidence to establish the merit of a complaint and proceed through the complaints process. No further action was required.

The second allegation was in relation to an alleged breach of section 13. (1) of the Chiropractors Act which states

One or more chiropractors may incorporate a corporation to provide chiropractic services

(2) The corporation shall be incorporated under the Corporations Act.

(3) The name of the corporation shall meet the requirements of subsection 17(1) of the Corporations Act.

(4) A corporation shall not provide chiropractic services unless it is registered and licensed under this Act.

The allegation related in particular to the alleged purchase and sale agreement of a previously registered chiropractic clinic to a provider who was not licensed or eligible for licensure under the Chiropractors Act. Investigation by the registrar provided information that suggested that referral to the complaints authorization committee was warranted. To date this matter continues to be under the review of the complaints authorization committee.

Meetings of the Board

In 2017 the Members of the NLCB met on April 5, September 28, and November 25th, 2017. As a result the following initiatives were discussed and or implemented.

Canadian Chiropractic Guideline Initiative (CCGI) Update

The NLCB remains committed to the funding of clinical practice guidelines that offer value and enhance both the safety and effectiveness of chiropractic in order to benefit the residents of Newfoundland and Labrador. In 2017 The NLCB committed to continuing to support the CCGI with a contribution of \$50 per licensed chiropractor. Future contributions will be reviewed on an annual basis.

Council on Chiropractic Education(CCE)

The Council on Chiropractic Education Canada(CCEC) has created a reciprocity agreement with the CCE-US to accept US Doctor of Chiropractic Programs(DCPs) accredited by the CCEUS as meeting equivalency standards for the CCE-Canada. This allows the NLCB to continue to accept applicants from US DCPs without the need for further documentation.

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Registration Process for International Applicants

The NLCB continues to receive periodic enquiries under the policy for international applicants that would result in a possible exemption from the sitting of Part A of the CCEB competency examination. The policy continues to serve as a means to reduce barriers for entry to practice for experienced chiropractors who have previously practiced in regulated jurisdictions outside of Canada for a duration of greater than 2 years. In addition it is apparent that the policy continues to preserve the intent to uphold high standards for entry to practice in NL as enquiries from those who do not meet the requirements set forth in this policy have been reasonably denied exemption.

Regulations and Bylaws

The members of the NLCB continue to work with the Department of Health and Community services regarding regulations that require updating in relation to changes to the Chiropractors Act in 2009. Members of the board are also engaged in the process of updating bylaws to coincide with the expected regulatory updates.

Membership

As of December 31, 2017 the register of the NLCB consisted of 68 licensed chiropractors and 1 retired category registrant. This is the result of the addition of two new practitioners. This is the result of the registration of 1 additional member in 2017, the retirement of one member and the non-renewal of one retired member. The NLCB corporate register consists of 26 PCC's as of December 31st, 2017.

Fiscal Position of the Board

The NLCB continues to operate in a fiscally responsible manner with sufficient financial assets to discharge its legislative duties with respect to the regulation of the practice of chiropractic in Newfoundland and Labrador as noted in the 2017 audited financials. The board will continue to monitor licensing fees and make adjustments as appropriate to reflect the financial need of the board in the discharge of its legislated duties.

Respectfully Submitted,

A handwritten signature in blue ink that reads 'Samuel Rouse'.

Dr. Samuel Rouse DC

Chair

Newfoundland and Labrador Chiropractic Board

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Financial Statements

Year Ended December 31, 2017

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

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Year Ended December 31, 2017

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Fred Earle

Chartered Professional Accountant

INDEPENDENT AUDITOR'S REPORT

To the Members of The Newfoundland & Labrador Chiropractic Board

I have audited the accompanying financial statements of The Newfoundland & Labrador Chiropractic Board, which comprise the statement of financial position as at December 31, 2017 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

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 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.

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 The Newfoundland & Labrador Chiropractic Board as at December 31, 2017 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
September 11, 2018



CHARTERED PROFESSIONAL ACCOUNTANT

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Statement of Financial Position

December 31, 2017

	2017	2016
ASSETS		
CURRENT		
Cash	\$ 113,183	\$ 368,636
Term deposits	312,930	12,773
Interest receivable	2,340	54
Prepaid expenses	515	448
	<u>\$ 428,968</u>	<u>\$ 381,911</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 26,798	\$ 3,273
NET ASSETS		
General fund	<u>402,170</u>	<u>378,638</u>
LIABILITIES AND NET ASSETS	<u>\$ 428,968</u>	<u>\$ 381,911</u>

ON BEHALF OF THE BOARD

_____ Director

_____ Director

The notes are an integral part of these financial statements

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Statement of Revenues and Expenditures

Year Ended December 31, 2017

	2017	2016
REVENUES		
Membership fees	\$ 61,200	\$ 60,075
PCC fees	3,000	4,000
Interest income	2,575	899
CFED/CCEB	737	-
Registration fees	250	250
Application fees	150	150
	<u>67,912</u>	<u>65,374</u>
EXPENSES		
NLCA - Registrar fee and office rent	30,000	30,000
AGM expenses	3,834	3,842
Memberships	3,400	3,350
Professional fees	4,009	3,273
Travel, conferences and meetings	1,225	2,023
Insurance	1,169	1,218
Interest and bank charges	743	759
Office	-	100
	<u>44,380</u>	<u>44,565</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 23,532</u>	<u>\$ 20,809</u>

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THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Statement of Changes in Net Assets

Year Ended December 31, 2017

	2017	2016
NET ASSETS - BEGINNING OF YEAR	\$ 378,637	\$ 357,828
Excess of revenues over expenses	<u>23,532</u>	<u>20,809</u>
NET ASSETS - END OF YEAR	<u>\$ 402,169</u>	<u>\$ 378,637</u>

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THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Statement of Cash Flow

Year Ended December 31, 2017

	2017	2016
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 23,532	\$ 20,809
Changes in non-cash working capital:		
Interest receivable	(2,286)	15
Accounts payable	23,525	(2,343)
Prepaid expenses	(67)	142
	<u>21,172</u>	<u>(2,186)</u>
INCREASE IN CASH FLOW	44,704	18,623
Cash - beginning of year	<u>381,409</u>	<u>362,785</u>
CASH - END OF YEAR	\$ 426,113	\$ 381,408
CASH CONSISTS OF:		
Cash	\$ 113,183	\$ 368,636
Term deposits	<u>312,930</u>	<u>12,773</u>
	<u>\$ 426,113</u>	<u>\$ 381,409</u>

The notes are an integral part of these financial statements

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Notes to Financial Statements

Year Ended December 31, 2017

1. DESCRIPTION OF BUSINESS

The Newfoundland and Labrador Chiropractic Board (the "Board") was established as a corporation by the Chiropractors' Act which received Royal Assent on July 1, 1992. The board commenced operation on July 1, 1993.

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 Board.

Cash and cash equivalents

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

Membership fee revenue is recorded using the accrual method of accounting. Fees are recorded as income in the year to which they apply.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organization 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.

Contributed services

Volunteers contribute a significant number of hours each year to assist the organization in carrying out its governance and service delivery activities. The fair value of donated services cannot be reasonably determined and are therefore not reflected in these financial statements.

Income tax

The Board is a not-for-profit organization and is not subject to corporate income tax.

3. RELATED PARTY TRANSACTIONS

Revenue from membership fees includes \$6,300 (2016 - \$6,300) collected from members of the organization who also serve as members of the Board of Directors. These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount established and agreed to by the related parties.

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Notes to Financial Statements

Year Ended December 31, 2017

4. COMMITMENTS

As at December 31, 2017, the Board had commitments of \$500 per month for rental of premises and \$2,000 per month for registrar services.

5. FINANCIAL INSTRUMENTS

The Board'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 Board is exposed to credit risk from its members. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. Given the nature of the Board's activities, the Board does not have material exposure to credit risk.

Fair Value

The Board'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.

Liquidity Risk

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