



ANNUAL REPORT

College of Dental Hygienists of Manitoba
2012/2013



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Message from the Chair and Registrar/ Executive Director



Stephanie Gordon, RDH, BA
CDHM Registrar/Executive
Director

Patti Hawthorn, RDH
CDHM Chair

On behalf of the Council and administrative staff of the College of Dental Hygienists of Manitoba (CDHM), we are proud to present our 2012/2013 Annual Report which summarizes the many activities performed by the College during this period. We submit this report to our members and to Manitoba Health.

With its revised design and content, our annual report not only highlights the successes of the College over the past year but also exhibits the accomplishments of the preceding five years. The College achieved many important milestones since its establishment in April 2008. This is the result of the hard work and dedication of many focused individuals and would not have been realized without the commitment of many innovative dental hygienists.

The College and the Council is excited to be celebrating the 5th anniversary of the proclamation of *The Dental Hygienists Act*. This self-regulation model truly exists only in Canada and is admired and aspired to by members of our profession world-wide. Notably, as a regulatory body we are mandated by the provincial government to meet the requirements set forth in the legislation and to maintain a balance of the 'needs' vs. the 'wants' of the profession. We embrace the principles of good governance in generating fair and consistent decisions, acting always and only in the interests of the public.

In the past five years the College has hired the Registrar/Executive Director and administrative staff, established the inaugural Board of Assessors, created Continuing Competency and Clinical Assessment Programs, produced the CDHM Connections newsletter, launched a website, opened its first office location, and has begun preparing for the new *Regulated Health Professions Act* (which will eventually bring all 22 regulated health professions in Manitoba under one act).

Activities at the College the past fiscal year included not only the registration of our membership and management of the Continuing Competency Program, but also efforts to engage our members by providing information related to access to care, alternative practice settings and professional practice guidelines. We value the importance of attending workshops and sessions to expand our knowledge of how to govern our organization effectively and efficiently and aim to build successful alliances with professional organizations whose focus is also on protection of the public.

The path we have taken in achieving the status of a regulatory body has not been without labour or bumps along the way. Those dental hygienists with vision and perseverance helped pave the road to where we are today – and that is something to celebrate!

We invite you to join us at the CDHM Annual General Meeting on October 19, 2013 as we acknowledge the past and look to the future. We are excited to be celebrating the 5th year anniversary of the College with you!

Public Members' Message



As one of three public representatives appointed to the College of Dental Hygienists of Manitoba, I have been honored to serve in this capacity. I have always had a strong appreciation for the role of the dental hygienist in the clinical sense, and must say it has been quite an enlightening and great experience to participate and observe at this level. I am pleased to inform the public and the members that the work of the board is driven by the mandate to operate in the best interest of the public. Discussion is always open and democratic, and the decisions reflect best practices. I wish to compliment the work of the Registrar/Executive Director, the Council members and the administrative staff on their work ethic and their ability to collaborate and provide the highest quality service. I look forward to celebrating the 5th year anniversary of the CDHM at the Annual General Meeting in October 2013.

Respectfully submitted,

Kelly Tye Vallis

Kelly Tye Vallis, M.S., SLP
Public representative on the CDHM Council

ABOUT THE PRACTICE OF DENTAL HYGIENE

The practice of dental hygiene is the promotion of oral health through oral health education and the assessment and treatment of teeth and adjacent tissues using preventive or therapeutic means. Key responsibility areas include: health promotion, education, clinical therapy, research, being a change agent and administration.



WHO WE ARE AND HOW WE WORK

OUR PAST AND PRESENT

The University of Manitoba School of Dental Hygiene graduated its first dental hygiene class in 1965. This program, now and in the past, is the only institution in Manitoba that provides dental hygiene education. However, dental hygienists have been providing dental hygiene care to Manitobans since about the mid-fifties. With the achievement of our own legislation, dental hygiene became a self-regulated profession on April 15, 2008. The profession is currently regulated under the *Dental Hygienists Act* and *Regulations* of Manitoba. However, new umbrella legislation, titled the *Regulated Health Professions Act*, received royal assent in June 2009 and will eventually bring all regulated health professions under one act.

THE MISSION OF THE COLLEGE

The College of Dental Hygienists of Manitoba (CDHM) exists so that the public will have safe, competent dental hygiene care and expertise that contributes to oral and overall health using cost effective stewardship of resources.

THE ROLE OF THE COLLEGE

The *Dental Hygienists Act* and accompanying regulations give us the power to:

- determine who is eligible to practice dental hygiene in Manitoba;
- protect the title of 'registered dental hygienist,' 'oral hygienist' and/or 'dental hygienist' to be used only by registered members of the College;
- require registrants to meet or exceed the standards for registration and renewal;
- ensure that all applicants have successfully written or have been 'grand-parented' into the National Dental Hygiene Certification Exam (NDHCE);
- require registrants to adhere to current jurisdictional legislation and regulations encompassing: the Practice Standards, the Code of Ethics, the Competencies, Practice Guidelines and Policies of the College related to relevant profession and practice settings;
- set and administer the Continuing Competency program;
- investigate and resolve complaints about dental hygienists and determine appropriate discipline when warranted.

THE ORGANIZATIONAL STRUCTURE OF THE COLLEGE

Council

According to our governing legislation and by-laws, the Council will consist of at least nine persons who are either members of the College or public representatives. At least one-third of the members of the Council must be public representatives who are appointed to the Council by the Minister of Health. Consequently, the Council is comprised of six elected members and three appointed public representatives.

The Council manages and conducts the business affairs of the College and exercises the rights, powers and privileges of the College in the name and on behalf of the College. Additionally, it directs, controls and inspires the organization through the careful establishment of broad written policies reflecting the Council's values and perspectives. The CDHM Council operates under the Carver Model of Governance®. Under this model, the Council is responsible for long-term strategy and leadership and the Registrar/Executive Director is responsible for executing the strategy.

The CDHM's mission statement, objectives, governance and management policies provide direction to both Council and staff. The Council creates policies that:

- establish objectives for the College;
- guide the Council's own conduct and performance;
- delegate authority to the Registrar/Executive Director;
- set out a system for monitoring operations and achievement of objectives.



Council held four business meetings and an Annual General Meeting between May 1, 2012 and April 30, 2013 to fulfill the responsibility of managing and conducting the business of the College.

Members: *Back row, left to right* – Betty-Ann Zegarac, Kelly Tye-Vallis, Terry Phillips (Vice-Chair), Tess Newton, Alayna Gelley. *Front row, left to right* – Patti Hawthorn (Chair), Andrea Fruehm, Karren Sigurdson. *Missing from photo* – Janice Johnson, Salme Lavigne.



Registrar/Executive Director

The Registrar/Executive Director performs all duties designated to that position by the legislation and those other duties delegated by the Council.

Registrar/Executive Director: Stephanie Gordon

Board of Assessors

The Board of Assessors (BOA) consists of three College members who are appointed by the Registrar/Executive Director. This board considers and decides upon applications for registration. The BOA can deny, approve or place conditions on registration.

Members: Janis Gojda, Lila Jorheim MacInnes, Tara Kinchen, Natasha Kravtsov

Complaints Committee

The Council must appoint a Complaints Committee consisting of a member of the College who is to be the chair of the committee, one or more other members of the College and one or more persons from the public representative roster provided by the Minister of Health. At least one-third of the persons appointed to the committee must be public representatives. The Complaints Committee investigates and makes decisions regarding complaints that can be brought to the College's attention by the public, dentists, other registrants and the Registrar/Executive Director.

Members: Edith Daniels, Lisa Grayson, Cindy Isaak-Ploegman (Chair).

Inquiry Committee

The Council must appoint an Inquiry Committee consisting of a dental hygienist who is a member of the College who is to be the chair, one or more other members of the College or former members of the College, and one or more persons from the public representative roster provided by the Minister of Health. At least one-third of the persons appointed to the committee must be public representatives.

Members: Kim Boyce (Chair), Nita Orbeta, Marla Rubin

Continuing Competency Reviewers

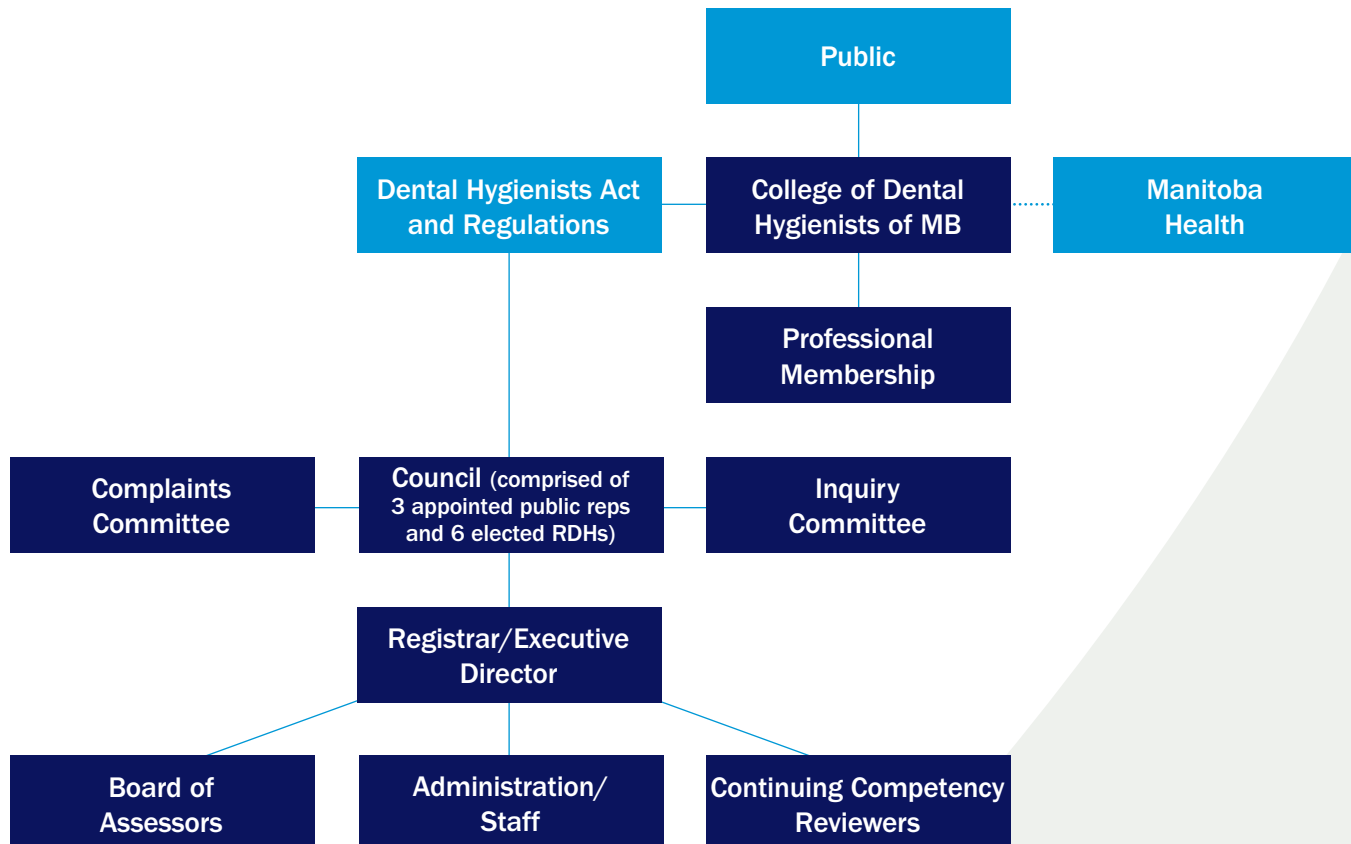
The Continuing Competency Reviewers develop and monitor the Continuing Competency Program to protect the public by helping to ensure members are competent to practise.

Members: Laura MacDonald, Harriet Rosenbaum, Marcia Rushka, Sheryl Slosower (Chair)

College Administrative Staff

College administrative staff is responsible for enforcing the Act and achieving the College's objectives through application of policies and guidelines established by the Council.

Staff: Stephanie Gordon, Registrar/Executive Director; Donna Dowie, Administrative Assistant to the Registrar; Sheryl Slosower, Continuing Competency Program Coordinator; Mickey Wener, Extended Practice Coordinator; Tara Kinchen, Newsletter Editor





WHAT WE DO

WE PROTECT THE PUBLIC

Safeguarding the public interest is the first and foremost priority of the College. The public places the utmost trust in health care professionals to provide safe, effective quality care. Three committees ensure this mandate:

- The Complaints Committee
- The Board of Assessors
- The Inquiry Committee

The College upholds this mandate by managing complaints, investigations and disciplinary

processes in accordance with the legislation. A thorough review and consideration of each complaint ensures an unbiased and impartial process for clients and dental hygienists involved in the complaints proceedings. All complaints are brought forward to the Registrar/ Executive Director and are subsequently referred to the Complaints Committee for review and decision. Examples of complaints that have been submitted to the College include: individuals practising illegally, fraudulent documents, lack of professionalism, practising beyond one's scope of practice and breaches in infection control.

Complaints Information and Decisions

| | 08/09 | 09/10 | 10/11 | 11/12 | 12/13 |
|---|-------|-------|-------|-------|-------|
| Number of new complaints received | 3 | 1 | 0 | 2 | 4 |
| Number of complaints carried forward from previous years | 0 | 1 | 0 | 0 | 4 |
| Number of complaints closed | 2 | 2 | 0 | 0 | 0 |
| Number of complaints open as of April 30 | 1 | 0 | 0 | 0 | 4 |
| Number of complaints withdrawn | 0 | 0 | 0 | 1 | 0 |
| Number of appeals | 0 | 0 | 0 | 0 | 1 |
| Number of RDHs with conditions placed on their registration | 0 | 0 | 0 | 0 | 0 |
| Number of Illegally practising persons | 1 | 0 | 0 | 1 | 0 |
| Number of RDH's with a censure placed | 1 | 1 | 0 | 0 | 0 |

| BOA Information and Decisions | 08/09 | 09/10 | 10/11 | 11/12 | 12/13 |
|--|--------------|--------------|--------------|--------------|--------------|
| Number of new applications approved | NA | 52 | 49 | 54 | 33 |
| Number of new applications denied | NA | 0 | 1 | 0 | 1 |
| Number of applications revoked | NA | 0 | 0 | 1 | 0 |
| Number of appeals | NA | 0 | 0 | 2 | 1 |
| Number of RDH's with conditions placed on registration | NA | 0 | 0 | 4 | 1 |
| Number of RDH's with conditions met | NA | 0 | 0 | 2 | 3 |

Through the review of applications and renewals, the BOA has the ability to place conditions on the registration of dental hygienists. If the BOA does not approve an application for registration or approves an application subject to conditions, it must give notice to the applicant in writing, with reasons for its decisions, and must advise the applicant of the right to appeal its decision to the Council. Examples of conditions that may be placed by the BOA include: specific practice hour requirements, additional continuing competency submissions, direct supervision and additional fines/fees.

The Inquiry Committee is a committee that further investigates and coordinates the panel and hearings related to conduct or complaints referred to it by the Complaints Committee. To date, the College has not had to exercise the use of this committee.

WE REGISTER DENTAL HYGIENISTS

The College has a systematic and comprehensive registration process that must be met by the registrant prior to the dental hygienist being able to practise the profession of dental hygiene in Manitoba. In accordance with the by-laws, the Council must appoint a Board of Assessors (BOA) to consider and decide on applications for registration. Before making a decision, the BOA carefully reviews a dental hygienist's education, training, and relevant practice experience, and confirms that s/he has met all of the

requirements mandated by the *Dental Hygienists Act*. As well, the BOA considers any outstanding investigations, disciplinary actions or practice restrictions from other jurisdictions to ensure that only qualified, competent and ethical dental hygienists are approved for registration.

The Role of Dental Hygienists as College Members

Dental hygienists fund the College through their annual fees; can participate in College meetings; can serve on any College committee; and have the right to vote at the Annual General Meeting to elect members to Council and amend bylaws. Dental hygienists may therefore be considered the "owners" of the College.

However, *The Dental Hygienists Act* makes it very clear the primary role of the College is to protect the interests of the public—not dental hygienists. The College therefore does not act as an advocate nor "voice" for the profession. Rather, that role is typically assumed by the Manitoba Dental Hygienists Association.

Regulated Member Statistics

The Dental Hygienists Regulation establishes a practising, a non-practising, a temporary and a student register.

The data below demonstrates a 7.5% increase in the number of College registrants between 2010 and 2013.

| Regulated members as of April 30, 2013 | 09/10 | 10/11 | 11/12 | 12/13 |
|---|--------------|--------------|--------------|--------------|
| Number of practising registrants | 587 | 599 | 629 | 641 |
| Number of non-practising registrants | 52 | 55 | 57 | 53 |
| Number of student registrants | 53 | 48 | 48 | 52 |
| Number of temporary registrants | 0 | 1 | 1 | 0 |
| Total | 692 | 703 | 735 | 746 |

| New Registrations Completed as of April 30, 2013 | 09/10 | 10/11 | 11/12 | 12/13 |
|---|--------------|--------------|--------------|--------------|
| Number of graduates from University of Manitoba | 28 | 24 | 28 | 19 |
| Number of other Canadian graduates | 24 | 23 | 24 | 13 |
| Number of international graduates | 0 | 2 | 2 | 1 |
| Total | 52 | 49 | 54 | 33 |

| Noteworthy Statistics of RDH's in percentages (%) | 09/10 | 10/11 | 11/12 | 12/13 |
|--|--------------|--------------|--------------|--------------|
| Members who have passed or have been grand-parented into the NDHCE | 88% | 90% | 91% | 91% |
| University of Manitoba graduates | 80% | 76% | 77% | 77% |
| MDHA/CDHA Membership | 84% | 84% | 85% | 86% |

Included Practice Authorization

Registrants who have provided the Registrar/ Executive Director with evidence that they are competent to perform included practices set out in the *Dental Hygienists Regulation* are authorized to perform those activities.

| Percentage (%) of practising RDHs on Applicable Rosters | 09/10 | 10/11 | 11/12 | 12/13 |
|--|--------------|--------------|--------------|--------------|
| Extended Practice RDH's who can perform dental hygiene procedures in alternative practice settings | 83% | 79% | 79% | 79% |
| Administering local anesthetic by injection | 64% | 62% | 62% | 66% |
| Performing orthodontic procedures in collaboration with a dentist | 46% | 44% | 42% | 42% |
| Performing restorative procedures in collaboration with a dentist | 56% | 53% | 50% | 48% |

WE ENSURE THE COMPETENCE OF OUR MEMBERS

The Continuing Competency Program (CCP) encourages lifelong learning through the continuous acquisition of knowledge, skills and judgment, so as to better provide safe, competent care to the public. The focus of the CCP is targeted lifelong learning based on the individual assessment of practice needs along with ongoing engagement in one's profession.

Once the practice need is determined, the learner takes responsibility for setting goals, identifying resources for learning, reflecting on and evaluating one's learning, and implementing the change into practice, with the ultimate objective of improving and transforming practice.

The Continuing Competency Reviewers measure the compliance and receipt of all CCP submissions.

Continuing Competency Program Statistics

| Totals | 10/11 "Learning Year" | 11/12 | 12/13 |
|---|-----------------------|-----------------|-------|
| Number of audit letters sent | 607 | 103 | 88 |
| Number of submissions received on time (April 30) | 601 | 101 (2 excused) | 85 |
| Number of submissions past due | 6 | 1 | 3 |
| Number of deficient submissions | 0 | 11 | NA |
| Number of insufficient documents | 0 | 0 | NA |

To assist the registrants with the implementation of the Continuing Competency program, library workshops are conducted by the University of Manitoba Dental Librarian, Janet Rothney. Evidence-based practice requires understanding new concepts and developing new skills. Hence, the College aided the members by gaining accessibility to the University library for all its registrants, whereby the librarian conducts yearly workshops on evidence-based searching. Several workshops were held in February and March 2013. This year, Ms. Rothney reports there has been an improvement in the searching skills of the registrants, which is encouraging to both the College and the membership.

WE PREPARE FOR THE REGULATED HEALTH PROFESSIONS ACT

Currently there are 21 statutes dealing with regulated health professions in Manitoba. The Regulated Health Professions Act (RHPA) will replace these statutes, bringing all 22 health professions – including dental hygienists – under one act.

The RHPA Working Group has been working diligently to prepare for the new act, and to present a proposal to government on how members can use their skills to further contribute to the oral health of Manitobans.

All regulated health professions have been invited to participate in the development of regulations for the new act. The Colleges have

been meeting over the past year to form a provincial group – the Manitoba Alliance of Regulated Health Colleges. This group intends to work together for the development of consistent regulations for all the regulated health disciplines.

Among other tasks, the CDHM RHPA Working Group is reviewing all the dental hygiene legislation, regulations and scope of practice of all provinces and territories in Canada in order to identify the relevant contemporary practises in other jurisdictions.

CDHM RHPA Working Group tasks in progress include:

- a draft "Scope of Practice Statement" to be forwarded to Council;
- review of registration categories and requirements;
- identification of changes in future acts;
- review of entry to practice education with regard to potential changes to our current acts;
- compilation of evidence-based literature for each selected act;
- development of a glossary to promote consistency in the interpretation of vocabulary in the profession;
- reviewing other national education and examination requirements.

COLLEGE OF DENTAL HYGIENISTS OF MANITOBA FINANCIAL STATEMENTS

APRIL 30, 2013



Independent Auditor's Report

To the Members of the College of Dental Hygienists of Manitoba

We have audited the accompanying financial statements of College of Dental Hygienists of Manitoba, which comprise the statement of financial position as at April 30, 2013 and the statements of operations and changes in net assets and of 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

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of College of Dental Hygienists of Manitoba as at April 30, 2013 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Other matters

As reported in Note 9, the 2012 comparative figures shown on the financial statements have been reviewed and not audited by another firm of accountants.

Winnipeg, Manitoba
August 13, 2012

CERTIFIED GENERAL ACCOUNTANTS

**COLLEGE OF DENTAL HYGIENISTS OF MANITOBA
STATEMENT OF FINANCIAL POSITION**

AS AT APRIL 30, 2013

| | ASSETS | | |
|---------------------------------------|--------------------|-------------------|-------------------------------------|
| | | <u>2013</u> | 2012 (Unaudited) (See note 9) |
| CURRENT | | | |
| Bank | | \$ 239,204 | \$ 201,481 |
| Prepaid expenses and deposits | | <u>2,112</u> | <u>1,610</u> |
| | | 241,316 | 203,091 |
| CAPITAL ASSETS , notes 2 and 3 | | <u>35,446</u> | <u>39,295</u> |
| | | <u>\$ 276,762</u> | <u>\$ 242,386</u> |
| | LIABILITIES | | |
| CURRENT | | | |
| Account payable | | \$ 5,681 | \$ 592 |
| Deferred revenue, note 6 | | <u>192,827</u> | <u>183,222</u> |
| | | 198,508 | 183,814 |
| | NET ASSETS | | |
| NET ASSETS | | | |
| Invested in capital assets | | 35,446 | 39,295 |
| Unrestricted net assets | | <u>42,808</u> | <u>19,277</u> |
| | | <u>78,254</u> | <u>58,572</u> |
| | | <u>\$ 276,762</u> | <u>\$ 242,386</u> |

Subsequent events, note 7

Approved on behalf of the Board:

S. Hawthorn

The accompanying notes are an integral part of these statements.

**COLLEGE OF DENTAL HYGIENISTS OF MANITOBA
STATEMENT OF OPERATIONS**

FOR THE YEAR ENDED APRIL 30, 2013

| | <u>2013</u> | 2012 (Unaudited) (See note 9) |
|--|------------------|-------------------------------------|
| REVENUES | | |
| Registration fees | \$ 279,633 | \$ 244,357 |
| Application fees | 6,820 | 5,000 |
| Interest | 2,551 | 1,742 |
| Other | 5,054 | 8,190 |
| | <u>294,058</u> | <u>259,289</u> |
| EXPENSES | | |
| Accounting | 10,551 | 5,723 |
| Accreditation | 5,387 | 7,366 |
| Advertising and promotion | 250 | 788 |
| Amortization | 9,655 | 10,954 |
| Annual general meeting | 5,798 | 5,975 |
| Bank charges and interest | 63 | 152 |
| Committees | 7,459 | 8,969 |
| Consulting services | 8,811 | 7,794 |
| Insurance | 2,481 | 2,825 |
| Legal fees | 21,302 | 16,386 |
| Memberships and subscriptions | 767 | 1,225 |
| Newsletter | 2,241 | 1,641 |
| Office | 14,145 | 11,395 |
| Professional development | 9,210 | 9,933 |
| Rent and utilities | 22,314 | 22,178 |
| Salaries and benefits | 148,523 | 143,386 |
| Telephone and Internet | 2,762 | 2,987 |
| Website | 2,657 | 1,898 |
| | <u>274,376</u> | <u>261,575</u> |
| EXCESS OF REVENUE OVER EXPENSES | <u>\$ 19,682</u> | <u>\$ (2,286)</u> |

The accompanying notes are an integral part of these statements.

**COLLEGE OF DENTAL HYGIENISTS OF MANITOBA
STATEMENT OF MEMBERS' SURPLUS**

FOR THE YEAR ENDED APRIL 30, 2013

| | Unrestricted | Invested in capital assets | Unrestricted 2012 (Unaudited) (See note 9) | Invested in capital assets 2012 (Unaudited) (See note 9) |
|---|------------------|-------------------------------|---|--|
| | <u>2013</u> | <u>2013</u> | | |
| Members' surplus and fund balances, opening balance | \$ 19,277 | \$ 39,295 | \$ 163,358 | \$ 50,249 |
| Change in accounting policy, note 8 | <u>-</u> | <u>-</u> | <u>(152,749)</u> | <u>-</u> |
| As restated | 19,277 | 39,295 | 10,609 | 50,249 |
| Excess of revenues over expenses | 19,682 | - | (2,286) | - |
| Interfund transfers | <u>3,849</u> | <u>(3,849)</u> | <u>10,954</u> | <u>(10,954)</u> |
| Members' surplus and fund balances, closing balance | <u>\$ 42,808</u> | <u>\$ 35,446</u> | <u>\$ 19,277</u> | <u>\$ 39,295</u> |

The accompanying notes are an integral part of these statements.

**COLLEGE OF DENTAL HYGIENISTS OF MANITOBA
STATEMENT OF CASH FLOW**

FOR THE YEAR ENDED APRIL 30, 2013

| | <u>2013</u> | 2012 (Unaudited) (See note 9) |
|--|-------------------|-------------------------------------|
| Cash provided by (used in) operating activities: | | |
| Cash received from members | \$ 296,060 | \$ 279,830 |
| Interest received | 2,551 | 1,742 |
| Grants and other receipts | 5,054 | 8,190 |
| Cash paid to suppliers and employees | <u>(260,136)</u> | <u>(250,029)</u> |
| Net cash provided by (used in) operating activities | 43,529 | 39,733 |
| Cash provided by (used in) investing activities: | | |
| Purchase of capital assets | (5,806) | - |
| Net increase in cash | 37,723 | 39,733 |
| Cash, beginning of year | <u>201,481</u> | <u>161,748</u> |
| Cash, end of year | <u>\$ 239,204</u> | <u>\$ 201,481</u> |

The accompanying notes are an integral part of these statements.

COLLEGE OF DENTAL HYGIENISTS OF MANITOBA NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED APRIL 30, 2013

1. PURPOSE

The College of Dental Hygienists of Manitoba (CDHM) is the self-regulating body for the profession in Manitoba. The College provides services to its membership and governs its members in a manner that serves and protects the public interest.

The College was incorporated under The Dental Hygienists Act of Manitoba. As a not-for-profit organization, the College is exempt from tax under the Income Tax Act.

2. SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Presentation

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

b) Revenue recognition

The College follows the restricted fund method of accounting for revenues. Member registration fees are recognized in the year to which they relate on a pro rata basis. Accordingly, member fees for the subsequent fiscal year are deferred and recognized as revenue in the applicable year. All other revenue is recognized as revenue of the fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Interest is recognized as revenue when earned.

c) Capital assets

The capital assets are recorded at cost. Amortization has been recorded in the accounts to amortize the cost of the capital assets over their estimated useful lives and the rates applied are as follows:

| | |
|------------------------|-------------------------|
| Computer and software | 20% diminishing balance |
| Equipment | 20% diminishing balance |
| Leasehold improvements | 20% straight-line |

No amortization is recorded in the accounts in the year of acquisition.

d) Fund accounting

The Organization follows the restricted fund method of accounting for contributions.

The General Fund accounts for the Organization's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.

The Capital Asset Fund reports the assets, liabilities, revenues, and expenses related to the Organization's tangible capital asset expansion campaign.

e) Use of estimates

The preparation of financial statements in accordance 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, and the reported amounts of revenue and expenses. The main estimates include estimated useful lives of tangible capital assets, impairment of long-lived assets, accrued liabilities, employee future benefits, and disclosure of contingencies.

**COLLEGE OF DENTAL HYGIENISTS OF MANITOBA
NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED APRIL 30, 2013

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

f) Donated services

The work of the College is dependent on the voluntary service contributed by many members. Donated services are not recognized in the financial statements because of the difficulty in determining their fair value.

3. CAPITAL ASSETS

| | <u>Cost</u> | <u>Accumulated Amortization</u> | <u>Net Book Value</u> | |
|-------------------------|------------------|-------------------------------------|-----------------------|------------------|
| | | | <u>2013</u> | <u>2012</u> |
| Computers and software | \$ 19,810 | \$ 7,768 | \$ 12,042 | \$ 7,794 |
| Furniture and equipment | 28,505 | 14,063 | 14,442 | 18,053 |
| Leasehold improvements | <u>22,432</u> | <u>13,470</u> | <u>8,962</u> | <u>13,448</u> |
| | <u>\$ 70,747</u> | <u>\$ 35,301</u> | <u>\$ 35,446</u> | <u>\$ 39,295</u> |

4. LEASE COMMITMENTS

The organization is committed under a lease agreement for the premises. The minimum annual commitment for lease payments is as follows:

| | |
|------|--------|
| 2014 | 14,300 |
| 2015 | 2,383 |
| 2016 | - |
| 2017 | - |
| 2018 | - |

5. FINANCIAL INSTRUMENTS

CDHM's financial instruments consist of cash, accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest currency, or credit risks arising from these financial instruments. The fair value of the instruments approximates their carrying values, unless otherwise noted.

Credit risk

CDHM maintained cash with reputable and major financial institutions. The organization does not have any significant credit risk.

Currency risk

CDHM does not have any significant currency risk.

Interest rate risk

CDHM does not have any significant interest rate risk.

Fair value

CDHM's cash, accounts payable and accrued liabilities are short term financial instruments whose fair value approximates their carrying values.

**COLLEGE OF DENTAL HYGIENISTS OF MANITOBA
NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED APRIL 30, 2013

6. DEFERRED REVENUE

| | <u>2013</u> | <u>2012</u> |
|---------------------------------|-------------------|-------------------|
| Balance, beginning of year | \$ 183,222 | \$ 152,747 |
| Prior year accrual reversed | (183,222) | (152,747) |
| Amount received during the year | 289,240 | 274,830 |
| Amount recognized as revenue | <u>(96,413)</u> | <u>(91,608)</u> |
| Balance, end of year | <u>\$ 192,827</u> | <u>\$ 183,222</u> |

7. SUBSEQUENT EVENTS

On May 27, 2013, the Council approved the creation of three reserve funds, totaling \$70,000. The funds are as follows:

| | |
|--------------------------------------|------------------|
| Operational contingency reserve fund | \$ 50,000 |
| RHPA reserve fund | 10,000 |
| Registrar reserve fund | <u>10,000</u> |
| | <u>\$ 70,000</u> |

8. CHANGE IN ACCOUNTING POLICY

Effective August 21, 2013, CDHM changed its method of revenue recognition from a cash basis in which revenue is recognized in the year it is received to the deferral method of revenue recognition, as the council believes this method should result in a more realistic allocation of revenue. The change has been applied on a retrospective basis and the financial statements of the prior year have been restated, as follows:

| | <u>2012</u> |
|--------------------------------------|-------------|
| Deferred revenue | \$ 183,222 |
| Sales | 259,289 |
| Net income | (2,286) |
| Retained earnings, beginning of year | 60,858 |
| Retained earnings, end of year | 58,572 |

9. COMPARATIVE FIGURES

Certain of the prior year's figures have been reclassified to conform with the current year's presentation. The comparative information is unaudited and was reported on by another firm of accountants.



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