

COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA

2017 ANNUAL REPORT

TABLE OF CONTENTS	
MISSION AND VISION	3
COLLEGE DIRECTORY	4
COLLEGE OF DENTAL TECHNOLOGISTS STRUCTURE	5
PRESIDENT'S/EXECUTIVE DIRECTOR'S REPORT	6
REGISTRAR'S REPORT	7
CONTINUING COMPETENCY REPORT	9
COMPLAINTS DIRECTOR REPORT	10
PUBLIC MEMBERS' REPORT	11
FINANCIAL STATEMENTS	0 12
	0



VISION

DENTAL TECHNOLOGISTS AND DENTAL TECHNICIANS PROVIDE A SUPPORTING ROLE TO OTHER HEALTHCARE PROFESSIONALS AND THE COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA TAKE THIS VERY SERIOUSLY. IN OUR ROLE TO PROVIDE SUPPORT, PROTECTION OF THE PUBLIC IS PARAMOUNT. WITH THE ADVANCE OF TECHNOLOGY, ACCESSIBILITY TO WORLDWIDE DENTAL TECHNOLOGY IS A REALITY. THE MEMBERS OF THE COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA MUST BE LEADERS IN THEIR FIELD. THE COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA WILL ASSIST OUR MEMBERS THROUGH OUR LEADERSHIP AND RELATIONSHIPS WITH GOVERNMENT AND OTHER HEALTHCARE PROFESSIONALS.

Contact information

3

College of Dental Technologists of Alberta #7 9343-50th Street Edmonton, Alberta T6B 2L5 Website: www.cdta.ca E-mail: membersinfo@cdta.ca Telephone: (780) 469-0615

COUNCIL – JANUARY -MAY

 (\bigcirc)

President	Gary Wakelam, RDT
Vice President	Jason Lohr, RDT
Treasurer	Clarence Spring, RDT
Council Member	Brian Cook, RDT
Council Member	Garry Fedoretz, RDT
Council Member	Alisa Lafontaine, DT
Public Member	Douglas Cooper
Public Member	Tony Mclellan

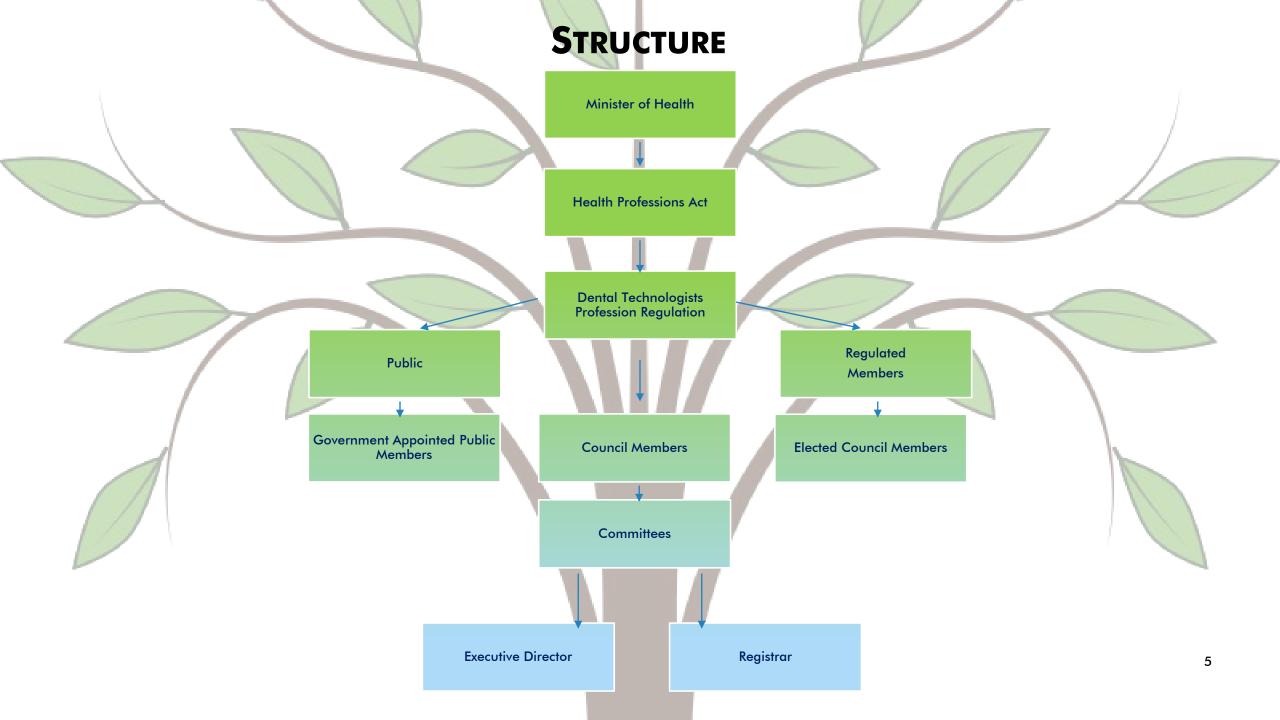
COUNCIL- MAY -DECEMBER

President
Vice President
Treasurer
Council Member
Council Member
Council Member
Public Member
Public Member

Vacant Marinela Seremetkoska, RDT Pam Rehm, RDT Isabelle Peltonen, RDT Grant Maier, RDT Douglas Cooper Tony Mclellan

Brian Cook, RDT

STAFF						
Executive Director	Bob Westlake, RDT					
Competency Manager	Bob Westlake, RDT					
Registrar/Office Manager	Tara Tremblay					
Complaints Director	Raymond Giguere, RDT/Bob Westlake, RDT					
Hearings Director	Ed Nehring, RDT					
Legal Counsel	Richard Fraser QC					
Auditor	Bergeron & Co					
IT Services	Semper IT					



Message from the President and Executive Director

Introduction:

The College of Dental Technologists of Alberta (the CDTA) is committed to providing the utmost in Quality care to the profession by ensuring its members abide by a strict Standards of Practice and Code of Ethics. Also, the CDTA furthers its commitment to the Profession by offering two General Member Meetings per year to its Regulated and Non-regulated members. This ongoing commitment ensures that the College continues to operate in an open and transparent manner.

Newly elected Council

The College of Dental Technologists would like to thank the previous Council for their hard work and dedication to the Profession. The College is pleased with the election results, having achieved gender and regional balance across the Province. The College has moved forward with several initiatives including: The approval of a new Operational Policy document, The approval of a new Privacy Policy; and, Development of new IPC and Patient care courses on target to be approved in early 2018.

National Partnership

The CDTA is an active member of The Canadian Alliance of Dental Technology Regulators (CADTR). This National organization focuses on common concerns within the Profession on standards, labor mobility, and Regulation. As a major initiative, the CADTR has begun a 2-year project starting with an environmental scan and work toward a National standard for the examination and registration of applicants to the profession. To this end, a search for a project manager has begun.

Alberta Federation of Regulated Health Professions

The Alberta Federation of Regulated Health Professions is an organization consisting of 29 Health Professions in the province of Alberta. Through its work, the Federation has many interest groups such as:

- Complaint Process Working Group
- Registration Interest Group
- Continuing Competence Interest Group
- Hearings Director Interest Group

The College has gained invaluable information and insight in a collaborating with these groups in support of our governance mandate as regulators.

Proposed Regulation changes

In 2015, the College of Dental Technologists submitted proposed changes to regulations for the profession. As with most Professions, the combination of advanced technology and increasing demands on our Regulated Members means we must evolve to offer better service to the Dental community and ultimately a better outcome for patients.

Brian Cook, President

Bob Westlake, Executive Director

REGISTRAR'S REPORT

A Dental Technologist/Technician is a Regulated Health Care Professional who is knowledgeable and skilled in the fabrication, duplication, alteration or repair of dental prosthetics and orthodontic devices which are prescribed by a Dentist or Denturist. All Dental Technologists/Technicians must be registered with the College of Dental Technologists of Alberta (CDTA) and must work within their designated scope of practice under the Health Professions Act.

The CDTA's primary regulatory role is the protection of the public and is accomplished by carrying out the roles of the College set out in the Health Professions Act and the Dental Technologists Profession Regulation.

Applications for Registration

The CDTA ensures that it only qualifies Dental Technologists/Technicians who are registered and meet the requirements to provide safe and effected professional service. Candidates applying for registration must fulfill the requirements as indicated in the Health Professions Act and Dental Technologists profession Regulation in order to proceed with an application for Registration with the College.

NAIT graduates

Prior to May 8, 2015, graduates from the Dental Technology Program at NAIT qualified for registration with the College of Dental Technologists of Alberta without being required to complete additional examinations. Students commencing the program September 2016 and afterwards will be subject to Practical Examinations administered by the College prior to licensure. Throughout their registration in the Dental Technology Program at NAIT students are encouraged to become student members of the College to stay apprised of ongoing developments in the Profession.

Practicum Students

The Practicum student program is approved by Council and is a minimum of two years in duration. The successful candidate must: successfully complete the practicum student program, pass the practical exam as administered by the College, and submit a current criminal record check prior to be granted a practice permit with the College. There are currently 12 students registered in the practicum student program.

Examinations

The College of Dental Technologists conducts a practical exam under the Health Professions Act.

The practical exam is used primarily to;

Assist in the evaluation process for the Practicum Student Program, and;

Determine equivalency for Candidates from other jurisdictions not covered under TILMA.

The following table provides statistical information regarding the Practical Examinations

	CANDIDATES	CANDIDATE PASS RATES	APPLICANTS REGISTERED
Dental Technologist	0	0	0
Dental Technician	1	1	1
Practicum Student	1	1	1
Educational Student	0	0	0
Regulated member	13	10	10
International			
qualifications			

Substantial Equivalency:

In addition to the above, the College has received two applications from individuals with substantial equivalency during the 2017 registration year.

Registration Numbers 2016 2015 2017 Dental Technologist 224 253 278 Dental Technologist RAA 62 62 68 **Dental Technician** 160 171 184 13 15 15 Dental Technician RAA Practicum Student 12 13 21 18 **Educational Student** 10 13 Inactive Regulated 31 26 35 Inactive Regulated **Educational Student Practicum Student Dental Technician RAA Dental Technician** Dental Technologist RAA **Dental Technologist** 100 300 0 50 150 200 250

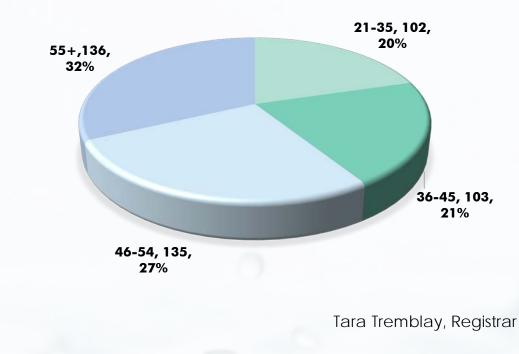
2015 2016 2017

Application Reviews

One applicant requested an application review of the Registration, Education and Competency Committee. The Council review upheld the decision of the Registration, Education and Competency Committee.

Demographic makeup

The following chart indicates age demographics with respect to Regulated Members:



REGULATED MEMBER AGE

Program credits

15 On and after January 1 immediately following the coming into force of Schedule 6 to the Act, regulated members are required to obtain 60 hours of continuing competence program credits in each 5-year period."

Competence Activities

16 Program credits may be obtained through the following continuing competence activities if approved by Council:

(a) attendance at a dental related scientific or clinical course

designed to enhance the professional development of

regulated members;

(b) presentation of a continuing competence activity to a

dental group;

(c) attendance at a study club;

(d) successful completion of an examination set by the

College or an examination from another dental organization recognized by the Council;

(e) participation, preparation or presentation of a research

paper or abstract at an approved educational function;

(f) publication of a research paper in a peer-refereed journal;

(g) attendance at formally organized sessions or activities

sponsored or approved by the Council concerning functions of the Council, such as professional development, code of ethics or standards of practice;

(h) attendance at formally organized sessions

concerning

issues relevant to the practice of dental technology; (i) research and innovation that extends beyond the technologists or technicians current practice;

(j) self-directed study;

(k) successful completion of a challenge examination approved by the Council;

(I) other activities approved by the Council.

Rules

17(1) The Council may establish rules governing(a) the program credits that may be earned for each continuing competence activity,

(b) additional continuing competence activities for which

program credits may be earned in a 5-year period, (c) the number of program credits earned for each continuing

competence activity,

(d) requirements for program credits to be earned from

s (e) limits on the number of program credits that may be

earned from specific continued competence

activities in a

5-year period, and

(f) other rules as required governing the continuing competence program.

(2) The Registrar must provide copies of the rules and the

amendments to the rules established under

subsection (1), on

request, to the Minister of Health, the regional health authorities and any other person.

Evidence

18 At the request of the Registrar regulated members must submit

evidence of successful completion of the continued competence

activities to meet the required program credits. The Registration, Education and Competency Committee are responsible for the monitoring of members' compliance on continuing competency requirements as stated above. Regulated Members in the profession must submit the number of hours of Continuing Competence activities as a requirement for registration.

Continuing Education Audit 19

The CDTA conducted our second Audit in as many years of Continuing Education of Regulated members. Audited members were chosen at random based on the last digit of their registration number as outlined in the Audit policy, this year's Audit included all members with Registration numbers ending in "3". Of the 59 members Audited, 53 were found to be in full compliance. 4 members complied with the Audit and payed the fine for non-compliance. 2 members were sent a second notice and a second fine and were suspended from practice. Of the remaining two members, one member complied with the Audit and payed the fines following suspension, leaving 1 member that remains suspended and will not be allowed to renew until he fully complies.

Bob Westlake, Continuing Competency director

COMPLAINTS

Self-regulation is a privilege that the College of Dental Technologists does not take lightly. As part of the College's mandate, the College is charged with the responsibility to protect the Public from unprofessional conduct of its regulated members.

Common examples of unprofessional conduct include:

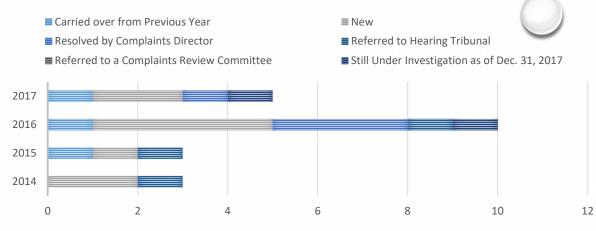
•

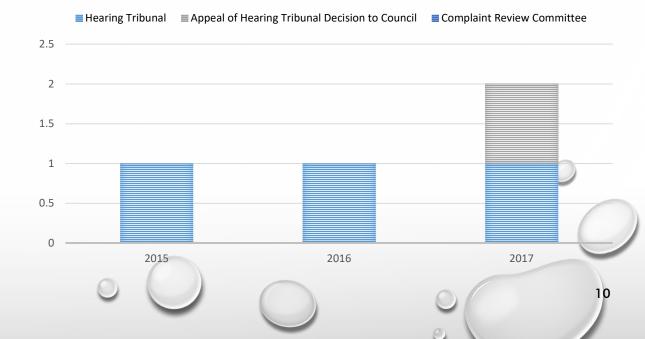
Displaying lack of knowledge or a lack of skill or judgement in the provision of professional services

- Contravening the HPA, Regulation, Code of Ethics or Standards of Practice
- Contravening other legislation that applies to the profession
- Representing that a person was a regulated member in good standing, while the person's registration or practice permit was suspended or cancelled
- Misrepresenting the conditions on a person's registration or practice permit
- Failing or refusing to cooperate with the requirements of a continuing competence program or the instructions of the Competence Committee
- Failing or refusing to cooperate with an investigator
- Any conduct that harms the integrity of the Profession

Complaints directed to the College of Dental Technologists are dealt with in accordance with part 4 of the Health Professions Act.

COMPLAINTS RECEIVED





PUBLIC MEMBER'S REPORT

INTRODUCTION

THE COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA (CDTA) IS A SELF-REGULATING PROFESSION PURSUANT TO THE HEALTH PROFESSIONS ACT OF ALBERTA (HPA). THE HPA REQUIRES THAT COUNCILS OF SELF-REGULATING COLLEGES BE COMPRISED OF ELECTED MEMBERS FROM WITHIN THEIR PROFESSION AS WELL AS A RATIO OF PUBLIC MEMBERS. IN THE CASE OF THE COLLEGE OF DENTAL TECHNOLOGISTS, TWO PUBLIC MEMBERS ARE REQUIRED TO REPRESENT AND SERVE THE PUBLIC INTEREST AS MEMBERS OF THE COLLEGE COUNCIL. THIS "ARM'S LENGTH" PUBLIC REPRESENTATION ON THE COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA ALLOWS FOR BALANCE AND TRANSPARENCY WITHIN THE PROFESSION AND ENSURES THAT THE PUBLIC INTEREST, PARTICULARLY IN MATTERS OF HEALTH AND SAFETY, IS ALWAYS PARAMOUNT WITHIN THE PROFESSION.

DOUGLAS COOPER WAS APPOINTED BY ORDER-IN-COUNCIL TO SERVE AS A PUBLIC MEMBER ON THE COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA AS OF OCTOBER 2014. DR. ANTHONY MCCLELLAN WAS APPOINTED BY ORDER-IN-COUNCIL TO SERVE AS A PUBLIC MEMBER IN MARCH 2017.

PUBLIC MEMBERS REPORT 2017

THE PUBLIC MEMBERS COMMEND THE CDTA COUNCIL AND THE CDTA MEMBERSHIP, AS WELL AS THE EXECUTIVE DIRECTOR AND EXECUTIVE OFFICE MANAGER/REGISTRAR, IN THEIR EFFORTS TO MAINTAIN FISCAL ACCOUNTABILITY AND QUALITY STANDARDS FOR THEMSELVES AND THE PUBLIC THEY SERVE, WITH THE GOAL OF BRINGING A STABLE AND SUSTAINABLE SELF-REGULATING PROCESS TO THEIR PROFESSION.

THE PUBLIC MEMBERS BELIEVES THE CDTA CONTINUES TO SUCCESSFULLY TRANSITION FROM PRIVATE ENTREPRENEURSHIP TO THAT OF A SELF-REGULATED PROFESSION SUBJECT TO THE HIGH STANDARDS OF THE HPA.

THE PUBLIC MEMBERS CONTINUE TO COMMEND THE COUNCIL FOR THEIR REVIEW OF AND AMENDMENTS TO BYLAWS WITH AN UNDERSTANDING THAT THE BYLAWS SERVE NOT ONLY THE MISSION STATEMENT OF THE COLLEGE BUT ALSO THE SPIRIT OF THE HPA. THE COLLEGE CONTINUES TO BE RECEPTIVE TO PUBLIC SENTIMENT BASED ON THE VIEWS RAISED BY THE PUBLIC MEMBERS. THE PUBLIC MEMBERS COMMEND THE CURRENT MEETING SCHEDULE OF THE ENTIRE COUNCIL WHICH ENSURES THAT THE BUSINESS OF THE COLLEGE IS CONDUCTED IN A TIMELY AND TRANSPARENT FASHION.

THE PUBLIC MEMBERS RECOMMEND CONTINUING LEGAL INPUT FROM THE SAME LEGAL COUNSEL TO ENSURE CONSISTENCY AND TO ASSIST THE COLLEGE IN THE FOLLOWING AREAS: BYLAWS, CODE OF ETHICS, STANDARDS OF PRACTICE, AND OPERATING POLICIES AS ALIGNED WITH THE HPA. THE PUBLIC MEMBERS COMMEND AND ENCOURAGE THE COUNCIL TO CONTINUE ITS COLLABORATION WITH THE CANADIAN ALLIANCE OF DENTAL TECHNOLOGY REGULATORS. THE PUBLIC MEMBERS COMMEND THE COUNCIL AND CDTA FOR THE DEVELOPMENT OF THEIR COMPETENCY PROFILE AND STANDARDS FOR DT EDUCATIONAL PROGRAMS. THE PUBLIC MEMBERS ENCOURAGE THE COUNCIL TO CONTINUE TO DEVELOP RELATIONSHIPS WITH EDUCATIONAL AND TRAINING INSTITUTES TO INSURE ARTICULATION BETWEEN PROFESSIONAL PREPARATION PROGRAMS AND NECESSARY COMPETENCIES AS IDENTIFIED BY THE COLLEGE AND MEMBERSHIP GROWTH THROUGH MULTIPLE AND VARIED PATHWAYS OF ENTRANCE INTO THE PROFESSION. THE PUBLIC MEMBERS CAUTION/ENCOURAGE THE COUNCIL AND COLLEGE TO DEVELOP TIMELY RESPONSES TO DEMOGRAPHIC AND TECHNOLOGICAL CHANGES THAT IMPACT THE PROFESSION. THE PUBLIC MEMBERS CONTINUE TO CAUTION/ENCOURAGE COUNCIL AND THE CDTA MEMBERSHIP TO MAINTAIN FOCUS ON THE GOALS REQUIRED WITHIN A SELF-GOVERNING COLLEGE, TO ENSURE RESOURCES ARE DIRECTED TOWARDS MEETING THE ENDS OF A FULLY FUNCTIONING REGULATORY BODY. THIS WOULD INCLUDE BUDGETING FOR COMPLAINTS AND THE DISCIPLINARY PROCESS AS WELL AS ESTABLISHING APPROPRIATE OVERSIGHT MECHANISMS. IN ADDITION TO BUDGETING FOR COST FACTORS INTEGRAL TO A SUSTAINABLE PROFESSIONAL SELF-REGULATING BODY. COUNCIL IS ENCOURAGED TO DEVELOP POLICIES TO SUPPORT PROFESSIONAL DEVELOPMENT AND TRAINING FOR STAFF AND COUNCIL MEMBERS. IT WOULD BE ADVANTAGEOUS TO HELP FURTHER EDUCATE CDTA MEMBERS AND THE PUBLIC ABOUT THE PRIVILEGE CDTA MEMBERS HOLD IN BELONGING TO A PROFESSIONAL COLLEGE UNDER THE HEALTH ACT.

THE PUBLIC MEMBERS ARE ENCOURAGED BY THE IMPLEMENTATION OF FAIR AND REASONABLE HONORARIUMS FOR COUNCIL AND COMMITTEE MEMBERS. THIS FACILITATES MORE ACTIVE PARTICIPATION OF ALL REGISTERED MEMBERS IN THE GOVERNANCE, OPERATION, AND TRANSPARENCY OF THE PROFESSION.

THE PUBLIC MEMBERS WERE IN ATTENDANCE AT THE MOST RECENT AGM, MAY 13, 2017 AND COMMEND COUNCIL AND THE MEMBERSHIP FOR THE COLLEGIAL ATMOSPHERE THEY BROUGHT TO THE MEETING.

PUBLIC MEMBERS' INVOLVEMENT

BOTH PUBLIC MEMBERS PARTICIPATED IN DRAFTING PROGRAM APPROVAL STANDARDS FOR DENTAL TECHNOLOGY EDUCATION PROGRAMS.

CONCLUSION

THE PUBLIC MEMBERS HAVE ENJOYED WORKING WITH THE COLLEGE AND ITS MEMBERSHIP DURING THEIR TIME WITH THE COLLEGE.

RESPECTFULLY SUBMITTED TO COUNCIL EFFECTIVE THE 21ST OF MARCH 2018.

DOUGLAS COOPER CDTA PUBLIC MEMBER

ANTHONY MCLELLAN CDTA PUBLIC MEMBER

INDEPENDENT AUDITORS REPORT

To the Members of College of Dental Technologists of Alberta

We have audited the accompanying financial statements of College of Dental Technologists of Alberta, which comprise the statement of financial position as at December 31, 2017 and the statements of operations, changes in net assets, and cash flows for the year then ended and a summary of significant accounting policies and other explanatory in formation.

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 arc 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 qualified audit opinion.

Basis for Qualified Opinion

In common with many not-for-profit organizations. The college derives revenues from membership dues and fees, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our audit of these revenues was limited to the amounts recorded in the records of the college. and we were unable to determine whether any adjustments might be necessary to revenues, excess (deficiency) of revenues over expenditures, cash flows from operating activities, assets or net assets (deficit) for the year ended December 31, 2017 and December 31. 2016. Our audit opinion on the financial statements for the year ended December 31, 2016 was modified accordingly because of the possible effects of this scope limitation.

Qualified Opinion

In our opinion except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph the financial statements present fairly, in all material respects, the financial position of College of Dental Technologists of Alberta as at December 31, 2017, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not -for-profit organizations.

Bergeron & Co. Chartered Professional Accountants

COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA STATEMENT OF OPERATIONS For the year ended December 31, 2017

	<u>2017</u>	<u>2016</u>
REVENUES		
Membership dues	\$ 408,281	\$ 424,476
Educational revenue	14,850	9,945
Interest, assessment, and other revenue (Note 7)	4,722	4,485
	427,853	438,906
EXPENSES		
Wages and benefits	157,593	153,029
Professional fees	94,174	85,532
Insurance	61,160	60,880
Rent (Note 8)	34,787	32,681
Postage & courier	15,363	17,410
Interest and bank charges	15,092	15,327
Travel	9,567	9,963
Computer & Internet services	7,893	7,491
Education expenses	7,790	6,040
Conference and seminars (Note 9)	7,234	8,972
Telephone	6,706	5,096
Office and general	6,580	3,404
Membership and subscriptions	5,561	5,120
Amortization of tangible assets	3,556	3,711
Training		350
	433,056	415,006
(DEFICIENCY) EXCESS OF REVENUES		
OVER EXPENSES	<u>\$ (5,203)</u>	<u>\$ 23,900</u>

See accompanying Notes to Financial Statements

COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA STATEMENT OF CHANGES IN NET ASSETS For the year ended December 31, 2017

		Invested in		Total	Total
NET ASSETS	<u>Restricted</u>	capital assets	Unrestricted	2017	<u>2016</u>
Balance, beginning of year	\$ -	\$ 9,762	\$ 459,50	\$ 469,312 \$	445,412
(Deficiency) excess of revenues over expenses	-	(3,556)	(1,647)	(5,203)	23,900
Investment in capital assets		5,604	(5,604)		
Balance, end of year	<u>\$</u>	<u>\$ 11,810</u>	<u>\$ 452,299</u>	<u>\$ </u>	469,312

COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA STATEMENT OF CHANGES IN NET ASSETS For the year ended December 31, 2017

	ASSETS		2017		<u>2016</u>
CURRENT					
Cash and cash equivalents		\$	772,492	\$	843,113
Prepaid expenses			69,360		14,289
TOTAL CURRENT ASSETS			841,852		857,402
TANGIBLE CAPITAL ASSETS (Note 4)			11,810		9,762
TOTAL ASSETS		\$	853,662	<u>\$</u>	867,164
	LIABILITIES				
CURRENT					
Accounts payable and accrued liabilities		\$	20,928	\$	26,267
Deferred revenues (Note 6)			368,625		371,585
TOTAL LIABLLITIES			389,553		397,852
	NET ASSETS				
Net assets invested in capital assets			11,810		9,762
Unrestricted net assets			452,299		459,550
TOTAL NET ASSETS			464,109		469,312
TOTAL LIABILITIES & NET ASSETS		<u>\$</u>	853,662	_\$	867,164

COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA CASH FLOW STATEMENT For the year ended December 31, 2017

OPERATING ACTIVITIES			
(Deficiency) excess of revenues over expenses	\$ (5,	203) \$	23,900
Add (deduct):			
Charges to income not involving cash	3	,556	3,711
Amortization			
Net Change in non-cash working capital			
balances related to operations			
Prepaid Expenses	(55,	071)	540
Accounts payable and accrued liabilities	(5,	339)	4,460
Deferred revenues	(2,	960)	(16,905)
	(65,	<u> </u>	15,706
INVESTING ACTIVITIES			
Purchase of tangible capital assets:			
-Computer hardware	(5,	<u>604)</u>	(894)
(DEDCREASE INCREASE IN CASH AND CASH EQUIVALENTS		,621)	14,812
CASH AND CASH EQUIVALENTS, beginning of year	843	3,113	828,301
CASH AND CASH EQUIVALENTS, end of year	<u>\$ 772</u>	<u>,492</u> <u>\$</u>	843,113

1. PURPOSE OF THE NOT-FOR-PROFIT ORGANIZATION

The College of Dental Technologists of Alberta is constituted under the provisions of the Health Professions Act of Alberta. The purpose of the College is to regulate the profess ion of Dental Technologists and Dental Technicians in Alberta pursuant to the Act and Regulations of the Act, and to administer and manage the affairs of the College consistent with the Bylaws, Standards of Practice and Code of Ethics.

The College is a not -for-profit organization and is therefore exempt from income tax.

2. ACCOUNTING POLICIES

These financial statements were prepared in accordance with Canadian accounting standards for not -for-profit organizations (ASNPO) and include the following significant accounting policies:

Cash and cash equivalents

a) Cash and cash equivalents are comprised of amounts on deposit at financial institutions and money market investments that are readily convertible to cash.

Tangible capital assets

b) Purchased tangible capital assets are recorded at cost. Contributed tangible capital assets are recorded at fair value at the date of contribution. Amortization

is recorded at the following rates, which have been established by estimates of useful lives. Additions during the current year are amortized at one-half their normal rates, and no amortization is taken in the year of disposition. Amortization expense is reported in the statement of operations

Computer hardware	30%	declining balance
Computer software	40%	declining balance
Furniture and fixtures	20%	declining balance

When a tangible capital asset no longer has any long-term service potential for the organization, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations.

Financial instruments

a) Financial assets and liabilities are measured initially at fair value, except for certain related party transactions which am measured at carrying amount or exchange amount as appropriate. Subsequent measurement is at amortized cost.

Financial assets measured at amortized cost consist of cash.

Financial Liabilities measured at amortized cost consists of accounts payable and accrued liabilities.

Management's use of estimates

- a) When preparing financial statements according to ASNPO, the College makes estimates and assumptions relating to:
 - Reported amounts of revenue and expenses;
 - Reported amounts of assets and liabilities; and
 - Disclosure of contingent assets and liabilities

Management's assumptions are based on a number of factors, including historical experience, current events and actions that the organization may undertake in the future, and other assumptions that they believe are reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions. Estimates were used when accounting for certain items, such as the useful lives of capital assets and impairment of long—lived assets.

Education, assessment and administrative revenues are recorded as revenue when received or receivable it is measurable and when the collectability is reasonably assured.

Investment income, which is reported on an accrual basis, includes interest income. Membership fees are recognized as revenue for the period in which it relates to.

Contributed materials and services

a) Volunteers contribute many hours per year to assist the organization in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements. Contributed materials are recognized at their fair value.

3. FINANCIAL INSTRUMENTS

The college is exposed to various risks through its financial instruments. The following described the exposures to those risks, how they arise, any changes in risk exposure from the previous period, and any concentrations of risk.

Credit risk:

Credit risks arise from its cash and cash equivalents. Cash and cash equivalents are deposited with reputable, major financial institutions to limit the credit risk exposure.

Interest rate risk:

The College is exposed to interest rate risk with respect to the following financial instruments: cash and cash equivalents. Changes in interest rates can affect the fair value of investments and the cash flows related to interest income and expense.

4. TANGIBLE CAPITAL ASSETS

			Acci	umulated		Net	<u>Book Valu</u>	<u>.e</u>	
	Cost		<u>Amortization</u>			<u>2017</u>		<u>2016</u>	
Computer hardware	\$	71,769	\$	63,995	\$	7,774	\$	4,301	
Computer software		19,163		18,163		1,000		1,666	
Furniture and fixtures		24,448		21,452		3,036		3,795	
	<u>\$ 1</u>]	15,420	<u>\$</u>	103,610	<u>\$</u>	11,810	<u>\$</u>	9,762	

5. BANK OPERATING LOAN

The college has arranged for an operating line of credit with TD Canada Trust authorized to \$ 50,000. The line of credit is secured by a General Security Agreement covering all assets of the college and interest is payable monthly on any outstanding balance at bank prime plus 3.85%.

The college also has two credit cards with authorized limits of \$ 5,000 each bearing interest of 19.99 %.

6. **DEFERRED REVENUES**

7.

	Opening	Funds received	Fu	nds used		Ending
Membership dues	<u>\$ 371,585</u>	<u>\$ 396,501</u>	<u>\$</u>	399,461	<u>\$</u>	368,625
INTEREST, ASSESSMENT	'S AND OTHER INCOME					
			2017		2016	
			<u>2017</u>		<u>2016</u>	
Interest income		\$	2,954	\$	2,580	
Administrative income			808		975	
Advertising income			960		930	
C		\$	4,722	\$	4,485	

8. LEASE COMMITMENTS

The college has entered into a lease agreement for office premises expiring on February 28, 2019, with an option to renew for a further five years. Minim um lease payments for the current term of the lease are as follows:

2018	\$	16,704
2019	<u>\$</u>	2,784
	<u>\$</u>	19,488

9. RELATED PARTY TRANSACTIONS

Members of the executive council have received honoraria totaling \$ 1500 (2016 - \$ 3,715) these transactions were made in the normal course of business and were measured at the exchange amount which is the amount established and agreed to by the related parties.

10. COMPARATIVE INFORMATION

Certain corresponding figures have been reclassified to conform with the current year's presentation.

VOLUNTEERS

			Dwayne Lesko		Isabelle Peltonen	
Mattio Ferrara		Jason Lohr	Mitch Carr	Caitlin Brown		
		cy Watkin	WATKIN GARRY F		Fedoretz	
♪ Grant Maier	Monty Jensen	/	Amanda Wight	ANT	HONY SAWCHUK	
	Ed Nehring		Mar	Marinela Seremetkoska		
Hoffman Panemen	0	Heather	Sheremeta		Raymond Giguere	
	Patricia Farrar					
Clarence S		Gary Wakelam Mary-Jane Scragg Alisa Lafontaine				
		Anita Stewa	art	Brian Cook		
	PAM REHM Christ	a Davis	Ratana Tek	Т	eagan Bonjour	