



PEI College of Occupational Therapists

*PO Box 2248, Stn Central
Charlottetown, PE C1A 8B9*

AGM AGENDA

Meeting Location: Pourhouse (189 Great George St., Charlottetown)

Date: June 13th, 2023

Time: 6:00 pm

Agenda Item	Speaker	Time	Action	Reference Documents
1.0 Call to Order	Dawna	2 min		
2.0 Approval of Agenda	Dawna	1 min	Motion to accept agenda	AGM Agenda – June 14, 2022
3.0 Approval of Minutes	Dawna	2 min	Motion to accept minutes	Draft AGM Minutes – June 14, 2022
4.0 Reports				
4.1 Chair	Dawna	2 min	Motion to accept report	Chair's Report
4.2 Treasurer 4.2.1 Financial Reports 4.2.2 Budget 2023/2024 4.2.3 Fee Increase	Michael Colleen Dawn	15 min	Motion to accept reports	Balance Sheet; Profit and Loss by Year; Profit & Loss by Month, Approved Budget 2023/2024; Approved Fee Increase
4.3 Registrar	Colleen	5 min	Motion to accept report	Registrar's Report
5.0 New Business 5.1 New Council Member 5.2 Other	Dawna	2 min	New Council Member	
4.0 Adjournment	Dawna	1 min	Motion to adjourn	None



Prince Edward Island College of Occupational Therapists

PO Box 2248, Station Central, Charlottetown, PE C1A

Annual General Meeting Minutes

June 14, 2022

The Pourhouse (above the Old Triangle), 189 Great George St.

Charlottetown, PEI

P – Present R – Regrets T – Telephone V – Video-conference G – Guest A - Absent									
Heather Cutcliffe	P	Daniel MacLeod	P	Nollaig Bonar	P	Colleen MacPherson	R		
Dawna Woodside	P	Donna MacLeod	P	Heather Gauthier	R	Marj Hackett	R		
Michael LeBlanc	P	Brittany MacLean	P	Manon Gallant	R				
Julie Dennis	P	Amanda Paynter	P	Nick Sims	R				
Don Love	P	Paula Shaw	P	Alida Love	R				
Charlotte Groeneweg	P	Sandra Aguila	P	Michelle Arsenault	R				
Caitlin Roosenboom	P	Allyson McDonell	P	Tanya Goodwin	R				
Yvonne Thompson	P	Lindsay Reid	P	Melissa Myers	R				
Ad Hoc:									

#	Agenda Item	Discussion/Decision /Action	Responsibility
1.0	Call to Order	Dawna called the meeting to order at 5:36pm. Daniel MacLeod shared a land acknowledgement prior to the start of the AGM.	
2.0	Approval of Agenda	Dawna motioned to approve the AGM agenda for June 14, 2022 as circulated; Yvonne Thompson seconded the motion. All in favour, none opposed. Motion carried.	
3.0	Approval of Minutes	Minutes reviewed from AGM meeting held on June 16, 2021. Sandra motioned to approve the AGM minutes for June 14, 2021; Allyson seconded the motion. All in favour; none opposed. Motion carried.	
4.0	Reports	4.1 Chair's Report: Dawna motioned that Chair's report be accepted as circulated; Yvonne seconded the motion. All in favour; none opposed. Motion carried. Dawna announced that Heather will be retiring from her role as Registrar as of the end of December 2022. Dawna thanked Heather for her many years of dedication to PEICOT, as well as her contributions to the various regulatory bodies and committees that she served on.	



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	<p>4.2 Treasurer’s Report: Heather highlighted items from the Treasurer’s Report, including the results of the financial review as carried out by MSRB, who are happy with the PEICOT accounting practices and found the financial information accurate. Due to COVID, there was no out of province travel for the Registrar with year.</p> <p>4.2.1 Financial Reports: Heather reports the current bank balance is \$66,645.26, which includes \$31,700 of renewal fees and one initial registration fee. Heather highlighted the three new financial policies, including one on investments, one on year-end activities, and one on financial review and audit.</p> <p>4.2.2 2022/23 Budget: Heather reports that the projected budget for 2022-2023 is \$34, 880. Heather motioned that the Treasurer’s Report be accepted as circulated; Daniel seconded the motion. All in favour; none opposed. Motion carried.</p> <p>4.3 Registrar’s Report: Heather highlighted information from the Registrar’s Report, including 16 new registrations in the last year, which is significant as in the past, the average was around 10. Heather motioned that Registrar’s Report be accepted as circulated; Yvonne seconded the motion. All in favour; none opposed. Motion carried.</p>	
<p>5.0 New Business</p>	<p>5.1 Appointment of Accounting Firm: Heather motioned that MRSB be retained as the PEICOT accounting firm for the 2022-2023 year, as per our current policy; Allyson seconded the motion. All in favour; none opposed. Motion carried.</p> <p>5.2 Other: Dawna reported an upcoming vacancy in the PEICOT Council, and encouraged Registrants to apply to the vacancy.</p>	
<p>6.0 Adjournment</p>	<p>Dawna motioned that the meeting be adjourned at 5:56 pm; Julie seconded the motion. All in favour; none opposed. Motion carried.</p>	



Prince Edward Island College of Occupational Therapists

PO Box 2248, Station Central, Charlottetown, PE C1A

Annual General Meeting Minutes

June 14, 2022

The Pourhouse (above the Old Triangle), 189 Great George St.

Charlottetown, PEI

Chair

Date

Registrar

Date



Prince Edward Island College of Occupational Therapists

PO Box 2248, Stn Central, Charlottetown, PEI C1A 8B9

Chair's Annual Report April 1st, 2022 – March 31st, 2023

College Council Membership

Council/Officers

Chair: Dawna Woodside

Member: Michael LeBlanc

Treasurer: vacant

Public Member: Don Love

Secretary: Julie Dennis

Public Member: Nick Sims

Registrar: Heather Cutcliffe

The College was not been able to fill an empty council seat this past year as the Treasurer position was not filled following Manon Gallant's leave last year. Michael LeBlanc will be taking on Treasurer role in 2023-24 and there has been an expression of interest for his council seat.

Meetings

For a few different reasons, meetings continued to be held via teleconference. Some decisions were managed via email.

Registration

The College hired a new Registrar in 2022 - Colleen MacPherson. She started in September and was appointed as registrar on January 1st. She will replace Heather Cutcliffe who is retiring in June after serving over 9 years with the College. Colleen has spent a number of months shadowing and meeting with Heather. The registration process continues to evolve administratively. A fixed renewal period for registration has been effective in improving efficiencies for both the Registrar and registrants.

Continuing Competency/Quality Assurance

The Registrar continues to be involved in a number of regional and national regulatory initiatives at national and regional regulatory meetings. Some notable achievements are:

National Competency Document

This document was created by a national committee with input from a number of partners. The College approved the document in April 2022. A national steering committee has started work on the implementation of this document.

Continuing Education/Learning Modules

The national e-learning module on the "Competencies for Occupational Therapists in Canada" was launched this year and all registrants renewing their registration were required to complete the module as a requirement for registration. Additional

education modules are being created through a collaborative initiative with other Atlantic Provinces.

Remote/Virtual Practice

Work continued provincially and nationally on a remote/virtual practice document and memorandum of understanding.

Occupational Therapy/Activity Workers

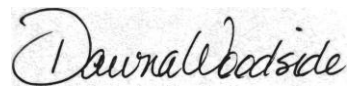
Issues continue around supervision of Occupational Therapy support staff and use of title (activity worker, OT worker, etc.). Data is being collected on these support workers in long term care and the Hillsborough Hospital with a plan to communicate and clarify the situation with unions and the public service commission.

Policies

The College continues to develop and refine governance and operational policies and processes over the past year. Notably, three new policies were developed: 1) Fair Hiring Processes, 2) Financial Review and Audits, and 3) Document/Record Management.

Many thanks to all the Council members for their time and work with the College this year.

Respectively submitted by,



Dawna Woodside, OT Reg. (PEI)

Chair, Prince Edward Island College of Occupational Therapists

June 8, 2023



**Registrar's Annual Report
Activity Summary April 1st, 2022 – March 31st, 2023**

June 13th, 2023

Registration Activities:

- For the registration year April 1st, 2022 to March 31st, 2023 there were one hundred and three (103) Occupational Therapists registered with the College. Other data includes:

Data Element	Descriptor			# (%)
Special Register numbers	Time Limited Registration (3 or 6 months)			3 (3%)
General Register numbers	Full Registration			100 (97%)
Lives on PEI				93 (90%)
Lives elsewhere in Canada	4 – NS	2 – NB	4 - ON	10 (10%)
TOTAL				103
Initial Registrations	Transfers under the Labor Mobility Support Agreement			4 (58%)
	New graduates			3 (42%)
	Other			
TOTAL				7
Other Data	50% of registrants are between 20 & 40 years of age			
	64% of registrants graduated from Dalhousie University			

- Registration renewal occurs on-line and initial registration continues to be a paper process; the tension between paper & on-line processes continues and will be a reality for at least the next year.
- Inquiries to the registrar included emails and phone calls regarding the following questions:
 - registration requirements for PEI – new grads, internationally educated occupational therapists (IEOTs), applicants from other provinces/countries who were educated in Canada
 - therapists seeking information on virtual practice, liability insurance, etc.
 - therapists seeking practice advice on varying topics i.e. conflict of interest, working with OTAs, etc.
 - other organizations re becoming a college, policies/processes/Bylaws, financial requirements & processes, etc.
- Since May 1st, 2015, all Internationally Educated Occupational Therapists (IEOTs) are directed to the Association of Occupational Therapy Regulatory Organizations (ACOTRO) to complete the Substantial Equivalency Assessment System (SEAS). The Competency Assessment (CA) portion of the SEAS has been delivered in a virtual format since the fall of 2020, which means an applicant can now carry out all components of the assessment from their home country.
- The full list of registered registrants appears on the PEICOT website; this includes a listing of Time-Limited registrations. The full list of occupational therapists carrying out private practice is available on the PEI OT Society website.
- The registration fee supports the ongoing activities of the College: ensuring we have contingency funds for a) up to 6 months of operations and b) coverage of a complaint; c) allowing us to participate in national, regional and local discussions/meetings/projects; d) the salary of the registrar; e) director's & officer's and business insurance; f) support for the database and website; g) accounting fees; h) legal fees, i) attendance at regional and national meetings, etc.
- An Annual Schedule of Fees is available on the website.

Complaints Activities:

- There were no complaints received for the 2022-2023 fiscal year.

Additional Responsibilities:

CIHI

- Submitted 2022 data to Canadian Institute of Health Information (CIHI); error & anomaly reports reviewed/revise, signed off and submitted. Health Human Resources (HHR) Database publication due to be released fall 2023.
- Participated in a review of new minimum data set for eight data providers (OT, PT, RN, LPN, NP, etc.); plan is to phase in the new data set as organizations are able to fund changes to their databases.
- Participating in national discussions regarding collection of gender and race-based data; CIHI has developed a template. Ideally all OT regulators will gather the same data and begin this process at the same time, a timeline has not been confirmed.

Atlantic Regulators

- This group met four times (May, July, November and March) during the past fiscal year and focused their discussions on collaboration with a goal to work on “Atlantic Activities” such as a) confirming a continuing competency/quality assurance framework and next steps; b) harmonizing and updating standards/guidelines/policies; and c) continuing to develop education modules for the region. A work plan will be developed at the June 2023 meeting.

Regulated Health Professions Legislation (RHPA)

- The College has continued to develop materials to assist with governance and operations. All policies and associated documents can be found on the website and are listed in the attached inventory.
- All new applicants are required to complete the jurisprudence test and any mandatory education modules.
- All registrants who renew their certificate of registration are required to complete a mandatory education module prior to the expiration of the renewal period – for 2023-2024 this was the National elearning module on the Competencies for Occupational Therapists (2021).

Foreign Qualifications Recognition (FQR)

- The 2017 FQR project proved to be an integral step to the CORECOM project in bringing CAOT, ACOTUP and ACTRO representatives together to create a charter and action plan to develop a single competency document for the occupational therapy profession in Canada and replace the four existing competency documents. The new “Competencies for Occupational Therapists in Canada” was released in December 2021.
- There was no education day/half-day this year, because of the CNAR Conference being held on PEI in October 2022.

Other

- Two (2) meetings were held by the PEI Regulated Health Professionals Network to discuss the changing regulatory requirements and other topics. One (1) meeting was held with the Premier and Minister of Health with this group and labor leaders to discuss retention, recruitment and regulatory concerns.
- Registrar corresponded with representative of Speech Language Pathology re process and challenges of self-regulation and shared PEICOT materials; also responded to a request for details on the financial requirements for PEICOT from the PEI College of Dietitians (policies, processes, etc.).

ACOTRO Summary:

- Participated in one (1) virtual and three (3) face to face ACOTRO Board meetings to discuss strategic planning, Remote/ Virtual Practice Position Statement & Memorandum of Understanding, Substantial Equivalency Assessment System, Re-entry project, Labor Mobility Support Agreement, gap-filling for IEOTs, implementation of “Competencies”, Finances, Governance (policies, etc.) etc.; and one (1) virtual AGM.
- Participated in thirty-four (34) virtual meetings to discuss additional ACOTRO work, including: orientation to ACOTRO, Exam Oversight Committee meetings, governance committee meetings, CAOT Academic Credentialing

Council meetings (ACOTRO rep on ACC), president’s meeting, SEAS Annual presentation, CIHI meetings, CAOT presentation meetings, etc.

- Member of Planning Committee for the Canadian Network of Agencies for Regulation Conference; participated in four (4) teleconferences and reviewed 48+ abstracts. This is the key Canadian regulatory learning activity and provides an opportunity to network with other regulators, hear key issues/trends from leaders in regulation and attend concurrent sessions on hot/relevant topics. The CNAR conference was held in PEI in October of 2022, both the outgoing and incoming registrars attended the preconference & conference.
- Participated in five (5) national elearning module steering committee meetings from March to September 2022; purpose: to finalize processes for implementation of the education module for all occupational therapists on the “Competencies for Occupational Therapists in Canada” (2021).
- Participated in four (4) Examination Oversight Committee meetings to review, revise and approve policies related to the National Certification Exam (NOTCE)
- Participated in ten (10) Academic Credentialing Council (ACC) meetings, all virtual meetings to review the accreditation reports of various programs, review and revise policies, and to participate in the continued review of ACC’s governance structure.
- The PEICOT registrar presented at the ACOTRO sponsored session at the 2022 CAOT Hybrid Conference in Whistler, BC along with two other members of ACOTRO – this activity required numerous planning meetings.

Future Work for Registrar

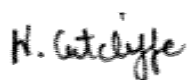
1. Implementation of the Competencies over the next two years.
2. Continue to participate in national approach to refresher/re-entry programs.
3. Explore opportunities to collaborate regionally and nationally on development/review/updating of standards/policies/processes to ensure protection of the public & operational viability of the organizations.
4. Continue as active member of ACOTRO.
5. Continue to engage with Foreign Qualifications Recognition and the PEI Regulated Health Professions Network.
6. Confirm & implement continuing competency/quality assurance program.

Breakdown of hours for 2022-2023

Registrar Hours April 1-March 31 of fiscal year	Hours							
	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
	287	245	369	315.25	304	295.50	310	454.5 (HC) + 187.75 (CMP)
ACOTRO Meetings								
Board meetings	5	3	4	5	4	5	5	5
Teleconferences	18	47	33	43	38	45	53	34

The change in hours, a net increase of 380.25 hours, is directly related to the transition and support of the new registrar over the planned 6 months to ensure they would have an opportunity to be involved in the primary regulatory activities for the College. As well there was an increase in Atlantic Regulator meetings and several complex scenarios that required consultation with other regulators and PEICOT’s legal advisor.

Respectfully submitted,



Heather Cutcliffe, OT Reg. (PEI)
Former Registrar, PEICOT



Colleen MacPherson, OT Reg. (PEI)
Registrar, PEICOT

Appendix A

Inventory of PEICOT Materials

Purpose/Type	Document Title	Location
Guiding Documents	Bylaws (revised March/21) Code of Ethics (revised November/19) Occupational Therapists Regulations (revised May/20) Interim Virtual Practice Guidelines Reserved Activities under the Regulated Health Professions Act Practice Guideline: Assignment and Supervision of Occupational Therapy Support Personnel Regulated Health Professions Act Rules of Order	Website
Governance Policies	Code of Conduct Conflict of Interest Executive Officers Duties & Responsibilities Policy & Procedure Development	Website
Registration Policies & Processes	Approved Examination (updated May/20) Continuing Education Hours Criminal records Check Criminal records Check – Applicant with Criminal record Currency Hours Inservice Guidelines Inservice Sign-in Sheet Language Proficiency Provisional Registration - Prior to Successful Completion of Provisional Registration – Refresher Registration Requirements for Initial Application & Checklist Requirements for Renewal of Certificate of Registration (updated Feb/22) Third Party Requests for Information	Website
Administrative Policies	Fair Hiring Practice	
Financial Policies/ Processes	Annual Schedule of Fees Investment Registration Fees Signing Authority & Signing Authority Chart Financial Review & Audit	
Processes	Complaint Refresher - Clinical Refresher - Non-Clinical	Website Registrar Registrar
Other Documents	ACOTRO FAQ re Use of Title in Retirement Competencies for Occupational Therapists in Canada - Eng & Fr Terms of reference Template	Website
Forms	Labor Mobility Support Confirmation Form Initial Registration Form Regulatory History Form	Website
Exam/Test	Jurisprudence Test	Registrar



Prince Edward Island College of Occupational Therapists

PO Box 2248, Stn Central, Charlottetown, PEI C1A 8B9

Information Note to PEICOT Registrants

Date: June 9, 2023
To: PEICOT Registrants
Prepared By: PEI College of Occupational Therapists Council
Re: Approved Budget 2023-2024
Approved Fee Increase for 2024-2025 & 2025-2026 fiscal years

Notes re: Approved Budget 2023-2024

1. **Starting Balance** - projected to be balance of \$14000 reflects the monies in the PEICOT bank account on March 31, 2023 – this was determined by reviewing the February statement minus all wages, travel and other costs for March of 2023
2. **Renewal of Registration** is based on numbers of active practicing OTs minus those who are on a leave of absence or choose to surrender their registration (retire, move out of the province, don't renew their registration, etc.) – this number is projected to be 90
3. **Initial Registrations** – there have been at least 4 individuals register each year for the past 5 years (new graduates, new applicants, etc.)
4. **Other Fees** – There are typically two people who require completion of a Labor Mobility Support Agreement Confirmation Form and provision of appropriate documents – the fee for this is set by ACOTRO at \$40.
5. **Registrar Wages** - The biggest expense for PEICOT is wages for the Registrar. This is a pivotal role in the organization as this individual is responsible for all activities related to registration, finances, complaints, continuing competence, correspondence and representation provincially/regionally and nationally. The contract wages for the 2023-2024 year are based on 350 hours for the new Registrar and 20 hours for the previous Registrar to complete the transition through to the annual general meeting.
6. **Registrar Travel** – This amount reflects travel to Toronto for the December & February meetings (these are held at the COTO offices at no cost to our organizations) and Saskatoon for the May meeting. The May meeting is held wherever the CAOT Conference is – next year this will be Halifax. It should be noted that there was no travel for the Registrar during COVID, which helped offset the costs of the overlap between the outgoing and incoming Registrars.

7. **Audit & Accounting** – This amount reflects a review for the 2022-2023 fiscal year, the fee for QuickBooks and time spent with an MRSB employee for training & the year-end changes to the accounts following the review.
8. **Continuing Competency Module** – The projected cost to have a continuing education module hosted by vendor (Guild) – topic will likely be Conflict of Interest.
9. **Honoraria** – Reflects honorariums provided to public members based on 6 meetings.
10. **Director’s & Officer’s Liability Insurance & Business Insurance** – The cost of the insurance policies is projected to remain the same as last year.
11. **Registrar Training** - There are few opportunities for education for the Registrar other than regulatory conferences and workshops, e.g., CNAR or CLEAR. The current Registrar has stated that her preference would be to participate in Atlantic meetings and activities e.g. OT Atlantic and collaborative meetings this next fiscal year as opposed to attendance at the CNAR conference & pre-conference in Vancouver in October of 2023.
12. **Website & Database Maintenance** – The projected costs reflect maintenance changes to both the database and website, e.g., adding new text or documents, removing old language/pictures under the various tabs.
13. **Website Hosting Fees** - Unchanged from last year.
14. **Legal Fees** – The projected amount reflects an increase as the scenarios presented by registrants and other partners have increased in complexity and in number.
15. **ACOTRO Membership Fee** – The projected amount reflects the increase that was implemented in November; the levels were adjusted in February to best consider small organizations such as PEICOT.
16. **Canada Post Box Rental** – Unchanged from last year.
17. **Office Supplies & Postage** – Unchanged from last year.
18. **Bank & Service Charges** - Unchanged from last year.

It should be noted that the closing balance shows a downward trend and reflects the monies available for planned or unplanned projects or activities.

Notes to Registrants re: Approved Registration Fee Increases

Fee increases:

- For 2024-2025, a \$50 increase to \$450
- For 2025-2026, a \$50 increase to \$500
- Other fees will be adjusted accordingly e.g., time-limited registration

Rational: PEICOT currently has \$82,000 set aside in a GIC for managing complaints and maintaining operations for a legally recommended 6 months. However, the College had to consider the following information and factors in its decision to increase fees and prevent any depletion of its current financial reserve:

1. The College needs to prepare for new costs that include:
 - a. Changes to PEICOT's database – There are new national minimum data set standards that will cost the College at least \$1-\$2000 a year in upgrades. The changes enable organizations to provide more useful and accurate data to CIHI.
 - b. Implementation of continuing competency/quality assurance activities – there are growing requirements around ensuring registrants are maintaining their competence. To minimize costs, the Atlantic provinces plan to use a similar framework, e.g., self-assessment, professional development activities record, mandatory education modules, etc. Since registrants will need to submit documents, they will need access to a portal. The cost of this is estimated to be \$33 -\$50 per registrant – a cost which would have to be absorbed by PEICOT.
 - c. Contribution to ACOTRO activities – e.g., national e-learning modules, finalizing the re-entry project, national guidelines/standards, etc. PEICOT's contribution tends to be in-kind participation of the Registrar on committees (as we have limited monies to contribute to these projects) but this still costs the College in terms of Registrar time and travel.
 - d. Increase in Registrar hours – There are increasing demands on the Registrar's time so contract wages will be increased to 350 hours per year. Increasing demands include: 1) an increase in the complexity work, 2) an increase in time-sensitive work (responding to registrant questions, issues from other jurisdictions and the changing regulatory environment, 3) increase in document work (developing new documents and competing others current), 4) increase in "in-kind" contributions to national and regional projects.
 - e. Website review and update - required to ensure the information on the site is transparent, timely and accurate e.g., links, registration information, forms, etc.
2. A survey of other Atlantic regulators found the following:

- a. They typically set aside \$150K to \$250K to manage the costs of a contested hearing as even an investigation of a complaint can cost them as much as \$50,000
 - b. Their rate of complaints per year is on the rise e.g., 1 per year in NL & NB to 3 or more.
 - c. Both NS & NL are going to be increasing their fees; Note: NB is a dual organization – their fees are determined by the registrants.
3. A jurisdictional scan indicates our fee increases are in line with many other provincial regulatory organizations.

PEI College of Occupational Therapists
Profit and Loss

April 1, 2022 - March 31, 2023

	<u>Total</u>
INCOME	
4200 Renewals	71,000.00
4210 Initial Registration	3,000.00
4220 LMSA	40.00
Total Income	\$ 74,040.00
GROSS PROFIT	\$ 74,040.00
EXPENSES	
5500 Contract Wages	28,816.51
5510 5510 Honorarium	708.50
5605 Licenses & Fees	817.50
5609 Professional Development	2,616.25
5610 Accounting & Legal	5,601.42
5655 Insurance	852.00
5690 Interest & Bank Charges	103.00
5695 Meals	1,505.00
5700 5700 Office Supplies	370.70
5760 Rental Fees	363.40
5785 5785 Flights & Accommodations	8,602.43
5790 5790 Mileage	486.75
Total Expenses	\$ 50,843.46
PROFIT	\$ 23,196.54

The Profit & Loss statement provides a record of all activities (income, expenses, etc.) and gives you net profit over that time frame.

Registrar:

Colleen MacPherson

Treasurer/Chair:

Michael DeBene

Date: April 24th, 2023

PEI College of Occupational T

Profit and Loss

April 1, 2022 - March 31, 2023

	Apr. 2022	May 2022	Jun. 2022	Jul. 2022	Aug. 2022	Sep. 2022
INCOME						
4200 Renewals	37,225.00					
4210 Initial Registration			450.00	350.00	1,050.00	700.00
4220 LMSA					40.00	
Total Income	\$ 37,225.00	\$ 0.00	\$ 450.00	\$ 350.00	\$ 1,090.00	\$ 700.00
GROSS PROFIT	\$ 37,225.00	\$ 0.00	\$ 450.00	\$ 350.00	\$ 1,090.00	\$ 700.00
EXPENSES						
5500 Contract Wages	1,086.10	1,086.10	1,086.10	1,086.10	1,086.10	1,086.10
5510 5510 Honorarium		109.00	272.50	109.00		
5605 Licenses & Fees			287.50			
5609 Professional Development						2,616.25
5610 Accounting & Legal			4,364.25			
5655 Insurance	836.00				16.00	
5690 Interest & Bank Charges	3.50	3.50	3.50	3.50	3.50	3.50
5695 Meals		300.00				
5700 5700 Office Supplies						230.32
5760 Rental Fees			86.25			
5785 5785 Flights & Accommodations		1,801.80				
5790 5790 Mileage						
Total Expenses	\$ 1,925.60	\$ 3,300.40	\$ 6,100.10	\$ 1,198.60	\$ 1,105.60	\$ 3,936.17
PROFIT	\$ 35,299.40	-\$ 3,300.40	-\$ 5,650.10	-\$ 848.60	-\$ 15.60	-\$ 3,236.17

The Profit and Loss statement provides a record of all activities (income, expenses, etc.) and gives you net profit c

Registrar:

Colleen MacPherson

Treasurer/Chair:

Michael J. Benne

Date: April 24, 2023

Therapists

23

Oct. 2022	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	Mar. 2023	Total
	200.00		100.00		33,475.00	71,000.00
					450.00	3,000.00
						40.00
\$ 0.00	\$ 200.00	\$ 0.00	\$ 100.00	\$ 0.00	\$ 33,925.00	\$ 74,040.00
\$ 0.00	\$ 200.00	\$ 0.00	\$ 100.00	\$ 0.00	\$ 33,925.00	\$ 74,040.00
1,086.10	2,863.31	1,086.10		12,819.90	4,444.50	28,816.51
				218.00		708.50
			300.00		230.00	817.50
						2,616.25
			624.45	612.72		5,601.42
						852.00
3.50	3.50	3.50	3.50	3.50	64.50	103.00
	200.00	375.00		315.00	315.00	1,505.00
		140.38				370.70
		277.15				363.40
	1,067.88	1,463.20		2,764.75	1,504.80	8,602.43
					486.75	486.75
\$ 1,089.60	\$ 4,134.69	\$ 3,345.33	\$ 927.95	\$ 16,733.87	\$ 7,045.55	\$ 50,843.46
-\$ 1,089.60	-\$ 3,934.69	-\$ 3,345.33	-\$ 827.95	-\$ 16,733.87	\$ 26,879.45	\$ 23,196.54

over that time frame.

March renewals for 2023-2024 year

Extra hours + wages = February