



# ANNUAL REPORT 2017



# ANNUAL REPORT 2017

Annual General Meeting | Sept. 15, 2018

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**REGISTERED MASSAGE THERAPISTS  
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# CONTENTS

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BOARD OF DIRECTORS	1
MESSAGE FROM THE PRESIDENT	2
MESSAGE FROM THE EXECUTIVE DIRECTOR	3
MESSAGE FROM THE ASSOCIATE DIRECTOR	4
MARKETING & COMMUNICATION HIGHLIGHTS	6
FINANCIAL STATEMENTS	7
Our Mission, Vision and Values	Inside Back Cover

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# BOARD OF DIRECTORS 2017



*Thank you to Dawson, Walter and Stefania for their hard work over the years.*

**CHAIR/PRESIDENT**  
Anne Horng, RMT



**VICE PRESIDENT**  
Damon Marchand, RMT  
Resigned 2018



**SECRETARY/TREASURER**  
Walter Ament, RMT  
Resigned 2018



**DIRECTOR**  
Theresa Draper, RMT



**DIRECTOR**  
James Johnston, RMT



**DIRECTOR**  
Alison Coolican, RMT



**DIRECTOR**  
Sandra Coldwell, RMT



**DIRECTOR**  
Stefania Huzyk, RMT  
Resigned 2018



**DIRECTOR**  
Voula Sourcos, RMT



**DIRECTOR**  
Eric Purves, RMT



**DIRECTOR**  
Lizette Tucker, RMT



## Message from the Chair

*Anne Horng*

As I write this, I am coming into my third year as President and Board Chair of our amazing association. Reflecting back, I am very proud of our achievements over the past few years, but since this is our Annual Report for the fiscal year of October 1, 2016 to September 30, 2017, I'd like to focus on the highlights which have allowed us to continue to grow and adapt to our everchanging society and the health care profession.

Firstly, I would like to congratulate Eric Purves our Master's Grant recipient. This grant was specifically created to enhance and further the RMTBC's support for ongoing education beyond the diplomas awarded by the schools. It is vital that we continue to pursue further education opportunities for RMTs as we focus on regulation, professionalism and becoming health care providers of choice.

In the past we have presented conferences every two years. However, after a very successful Manual Therapy Conference in May of 2016, the association recognized that there was a need and hunger for more information on the hot button issues of the day and their affect on our profession. Subsequently, we presented a sold out one day symposium titled: "Mental Health and the Body" on March 31, 2017. A wide roster of presenters including the renowned psychologist and trauma expert Dr. Gabor Mate gave a variety of speeches that focused on how massage therapy can help address symptoms of mental health trauma.

The association continues to expand its resources for all members and we encourage you to visit the website regularly to access this valuable information that is there to help you in your practice. In addition, your board has worked very hard to look at where we need to assist members with workshops such as Clinical Practice and New Grad information. We continue to explore opportunities to increase the professionalism of our members.

Lastly, I'd like to thank my fellow board members, our Executive Director Brenda Locke and Associate Director Gordon MacDonald and the staff of the association. Their tireless work on our behalf is greatly appreciated.

A handwritten signature in black ink, appearing to read "Anne Horng". To the right of the signature is a small checkmark symbol.



## Message from the Executive Director *Brenda Locke*

The Registered Massage Therapy profession is growing faster than any other health care profession in Canada. As a result of this growth, we welcomed hundreds of new, enthusiastic RMTs into the profession and the Association, and we launched our New Grad seminar to help grads navigate this profession. Experts provide much-needed knowledge about facility leases, practice insurance, and other practical administrative tips at this annual seminar.

2017 saw significant changes to the CMTBCs Quality Assurance (QA) Program that included, for the first time ever, CMTBC mandatory courses on record keeping and social media. We welcomed this additional education for our members because both these issues generate hundreds of calls to the Association's office every year. This change to the QA program reduced the number of continuing education credits now required from external course providers.

Bi-annually the association produces a Recommended Fee Schedule for the profession. This 2017/2018 Fee Schedule was expanded to provide better guidance to members specific to patient billing. Further, the new Fee Schedule changed from a single fee recommendation to a fee range to accommodate the variations in clinics and amongst clinicians. It should be stressed that the fee schedule is a recommendation only – each member should look at their own business model to determine their clinic's fees.

The Clinical Practice Meeting was held in March 2017 and was an opportunity for members who are interested in business and administrative issues to come together to discuss challenges and strategies that work to resolve problems and issues. Legal authorities, insurance professionals and accounting experts were on hand to provide professional advice and guidance.

The RMTBC is part of the Canadian Massage Therapy Alliance (CMTA) and we had the pleasure of participating in the 2017 Annual Meeting in Saskatoon, Saskatchewan. Working with our colleagues across the country, we valued this opportunity to share concerns and challenges. While it is the mandate of the CMTA to support regulation across the country, there was interest by all to develop best practices guidelines on various issues.

On behalf of the Association, in my role as insurance committee co-chair along with the Massage Therapists' Association of Saskatchewan Executive Director, I participated in the Canadian Life and Health Insurers Association Conference (CLHIA) in Montreal, P.Q. The Conference provides a platform for the massage therapy profession to meet with various insurers and discuss issues of mutual concern.

And, in an effort to better understand and participate in workforce planning and development, Gordon MacDonald attended the Canadian Health Human Resource Workforce Network Conference in Ottawa.

The RMTBC is pleased and excited to work with our friends at the Massage Therapy Foundation (MTF) and support the International Journal of Massage Therapy and Bodywork (IJMTB) – certainly a highlight for our Association this year. This relationship has put us in touch with

some of the leading research and researchers in massage therapy and we look forward to building that relationship. On behalf of the Association, I attended and was recognized at the MTF Funders Dinner in Pasadena, California.

2017 saw some significant changes to the RMTBC's Research Department, with the exit of Bodhi Haraldsson, whose amazing work has benefitted RMTBC for the past eight years. Bodhi's vision was the driver of several remarkable conferences and projects organized by RMTBC including the Pain Conference, the Mental Health Symposium, and the Aging Population Conference. Bodhi was instrumental, along with Harriet Hall, in bringing the 2012 Fascia Congress to BC – an event that put our Association and the massage therapy profession in BC on the international map for manual therapy.

Bodhi's vision was behind the creation of RMTBC's seed grant opportunity for research projects, masters' grant and case study awards for students. He developed several protocols for knowledge transfer to members, like the relationship between our Librarian, Kristina Oldenburg, RMTBC Library and the Electronic Health Library of British Columbia (eHLbc), as well as his popular social media site.

Research is Bodhi's passion and perhaps more than that, sharing information that provides effective, ethical, evidence informed treatment to patients with his colleagues is his goal.

That is the legacy that Bodhi has left RMTBC and RMTs as he moves forward with his new venture. Best of luck Bodhi and thank you.

In Bodhi's stead, we welcome Rob Hemsworth as the new lead in our research department. Rob has hit the ground running with a brand-new batch of student case study awards. He is continuing the relationship with the MTF. Rob's passion as an educator will be of assistance as RMTBC works with the American Massage Therapy Association and others on education for our members.

And sometimes, as was the situation in 2017, devastation arrived in the form of the year of emergencies due to BC's wild fires which impacted communities throughout British Columbia, displacing thousands of people from their homes and businesses. The RMTBC provided a small token of support to those members who were directly affected by the evacuations.

I offer my sincerest thanks to the Board for their support on the many issues that arise. I would also like to thank the RMTBC staff and contractors for their hard work over the year to provide services to our members. And mostly, I would like to thank the members of this Association for their confidence in the work we do on your behalf every day. I invite each of you to contact me with any thoughts or concerns you have. We are all here for you; you are the reason why the RMTBC exists.

Kind regards,



## Message from the Associate Director

### *Gordon MacDonald*

This past year has seen a continuance of improving services, practice resources and benefits to members. Technological improvements to streamline collection of data continued in 2017. Continued enhancements to the Association's database have resulted further reductions in manpower during membership renewal. Along with making the renewal process a more seamless activity for both members and staff. Additional changes to the database have allowed for improved tracking of membership issues. This is reflective in the attached charts which show greater detail in the types of information and metric being collected. Detailed metrics will allow the Association management and Board to be evidence informed when making decisions regarding improvements to member services and supports, while also allowing for important common issues that affect the profession to be more readily identified.

In 2017 the staff continued to work with a web developer to redesign the current website. Unfortunately, due to the complexity of the needs of the association such as the integration of the Association's financial system into the website along with other needs previously identified by the Association, including project completion timelines, the developer was unable to meet the Association's expectations. This resulted in a termination of the developer's contract. Given that a substantive amount of work was completed such as a new sitemap by the former developer, this information has been provided to a new website developer who has contracted to complete the website redesign without the need to redo work previously completed. Enhanced functionality for members, stakeholders and staff are a key cornerstone of the website redesign in order to provide for the delivery of such activities as webinars and other on-line resources to members.

The RMTBC delivered eleven (11) webinars in 2017. Examples include webinars on changes to 2017 RMTBC malpractice insurance and support and activities of the professional practice groups (PPGs). Feedback to the webinars has been very favourable and this mode of delivery will continue.

RMTBC staff made 47 legal consultation referrals on behalf of members. These referrals ranged from a legal review of clinic contracts to issues related to practice complaints made to the CMTBC against members by the public.

Over the last year further enhancements were made to the conference and event registration processes. This has allowed for more accurately managed CEC courses, events and the collection of information important to our members. Improvements also resulted in the development of accurate listings of educational service providers as well as improved administration of course and event information for the distribution of attendee/participant certificates and class lists along with improved automation of the issuing of receipts and certificates for CEC events.

The ability for members to renew their memberships directly through the website has continued to result in improved response times for members as well as smoother administrative processes within the office. The 2017-2018 member registration period saw a further increase in the use by members of the on-line registration process as compared to previous years.

Continuing Education and professional development are important resources for an association representing health care professionals. The RMTBC has a proud history of facilitating and organizing quality educational opportunities for our members. In 2017, the RMTBC offered sixteen (16) First Aid and CPR Recertification Sessions across the province. These were attended by over 267 members.

Understanding the needs and issues that are affecting the membership is paramount for organizations such as the RMTBC. To collect this vital information, the Association developed and distributed three (3) surveys to the general membership. These surveys included a survey on ownership of patient files, a survey on the safety of members as it relates to working in their clinic and a survey on the understanding of the current Scope of Practice for RMTs in British Columbia. These surveys play a key role in providing feedback to the Board and the information collected assists in the Board's decision making as it relates to these important issues.

RMTBC staff provided ten (10) school talks in 2017. Given, the location of some schools this number is expected to increase in future years as the Association moves to the use of webinars to reach out to students and schools through the province.

Providing a quality member service experience is a must do for any successful association. Members expect and can rely on the staff of the RMTBC to be there when called upon. In 2017, staff answered over 16,000 calls. These calls range from general inquiries by members of the public regarding locating a therapist, to inquiries concerning malpractice insurance. Over 256 calls regarding practice issues were handled in 2017. A complete breakdown of the calls may be seen in table ?

The Professional Practice Groups (PPG) first introduced in 2014 have been instrumental in assisting the profession to move forward in several areas of practice. The commitment by those members who have joined a PPG demonstrates their interest in furthering research and knowledge gathering in such areas as Sports, Lymphedema, Gerontology, Mental Health, Women's Health, Pain and First Nations Health. To better identify the purpose and activities of these groups, in 2017 the RMTBC retitled the PPGs to now be identified as Advanced Practice Groups (APGs). This aligns their identity the same as those in such professions as physiotherapy and nursing. Further, to improve coordination and support of the work of these groups, the Association in 2017 contracted with Mr. Damian John, former Co-Chair of the First Nations PPG to oversee the activities of the groups. Mr. John's duties include working with RMTBC staff and the APG Chairs to develop policies and procedures to support the APG work. This coordinated approach in policy development, and process will assist the association and APGs to continue their important work which will lead to improved patient outcomes in these areas of practice.

Communication is key component for any membership driven organization. 2017 saw the association create and distribute over 55 E-Newsletters to members and stakeholders. These E-Newsletters allow the RMTBC to send information to members and stakeholders, notifying them of important information such as upcoming Continuing Education

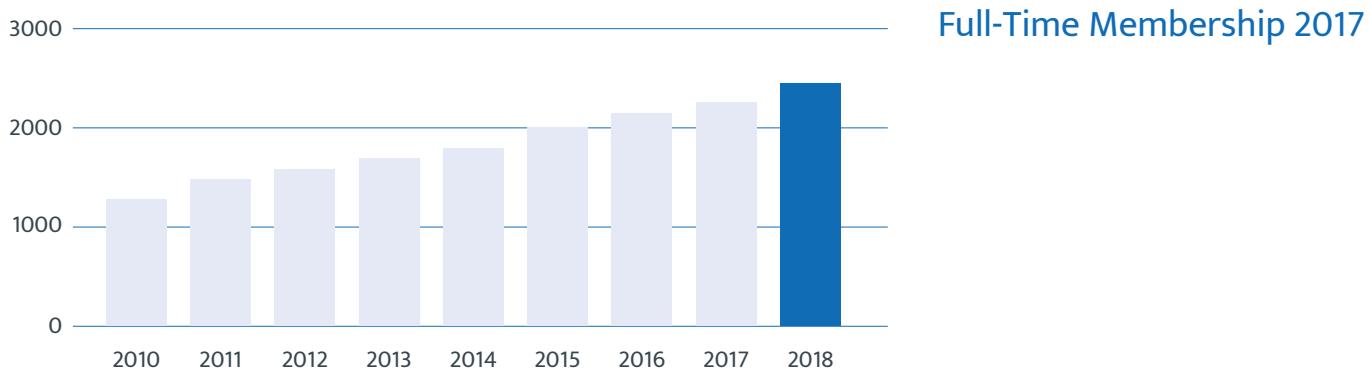
Courses or events, information on malpractice insurance. The E-Newsletter also has standing topics such as the Members Assistance Program (LifeWorks) which help to support the membership and their families.

2017 also saw the continuation of several member affinity programs such as discounted rates at all Sandman Hotels across BC. The agreement also provides a reduced rate for the RMTBC to rent meeting space for

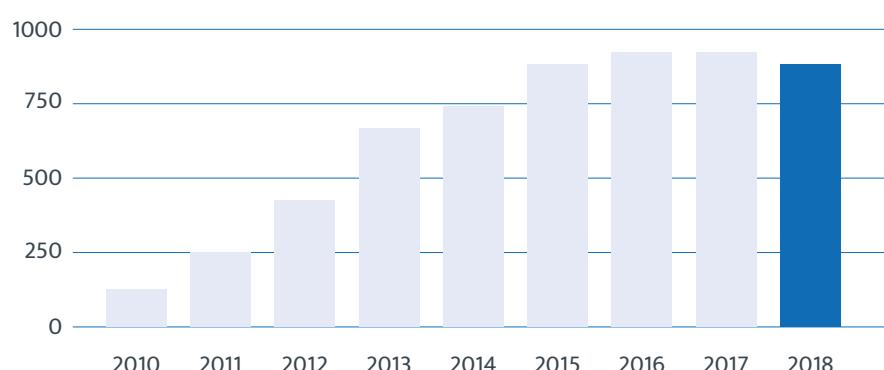
conferences and workshops. Telus Mobility/E-Health, Shaw Business along with Alliance Merchants also joining our affinity programs in 2017.

As mentioned earlier, metrics are an important element of any organization. 2017 saw increase again by 48. In 2017 there was slight decrease in student membership from 914 to 886. The following tables demonstrate the continued growth that has occurred within the profession over the last nine (9) years.

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Associate	24	24	28	27	31	33	33	32	7
Full Time	1378	1614	1716	1805	1919	2058	2202	2358	2422
Honorary	1	3	3		3	3	3	3	21
New Grad Fall	243	121	186	206	239	280	240	153	164
Part Time	358	406	418	441	471	431	431	403	396
School			2		3	3	4	8	8
Senior	68	94	106	127	152	152	185	194	207
Student	136	245	403	662	748	895	974	914	886
Grand Total	2208	2504	2857	3270	3563	3862	4078	4062	4103



Student Membership 2017



# MARKETING & COMMUNICATION

## highlights

- Trade shows and conferences attended included the RCMP Healthy Living Expo, Canuck Place Adventure Day, Burnaby Family Life, the B.C. Truck Loggers Association, Worksafe B.C., the 52<sup>nd</sup> Annual UBC Family Medicine and the Union of British Columbia Municipalities
- Various Sponsorships included the play the “Fighting Season” which focused on recovering from PTSD, January 10-31 at the Vancouver East Cultural Centre which was seen by 3000 people
- We produced five more 10 second tv ads focusing on winter sports including hockey and snowboarding and everyday life including a home nurse, a pregnant mom and a truck driver
- Produced new banners for trade shows (MY RMT Got Me Back...)
- We ran a very successful Transit ad campaign with king size bus boards in communities throughout the province.
- Produced a new members brochure
- Hosted the very successful “Mental Health and the Body” Symposium with over 350 in attendance
- Hosted a very successful AGM in conjunction with the CMTBC

- We became 50% partners in the prestigious International Journal of Therapeutic Massage and Bodywork which becomes the official journal of the RMTBC
- Completion of the What to Expect on Your First Visit to a RMT video with access to the public on our web site

**Left:** Nurse and patient television ad. **Right:** Mental Health and the Body Symposium. **Bottom:** Transit campaign king size bus board.



**MENTAL HEALTH AND THE BODY**  
A Symposium to Explore the Benefits of Massage Therapy to Mental Health  
March 31, 2017  
Anvil Centre,  
New Westminster

## SYMPORIUM PROGRAM



**Registered Massage Therapists'  
Association of British Columbia**

**Financial Statements  
(Unaudited)**

**September 30, 2017**

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**Registered Massage Therapists' Association of British Columbia**

**Financial Statements  
(Unaudited)**

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**September 30, 2017**

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	<b>Page</b>
Review Engagement Report	3
Statement of Financial Position	4
Statement of Changes in Net Assets	5
Statement of Operations	6
Statement of Cash Flows	7
Notes to the Financial Statements	8 - 13



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## **Review Engagement Report**

### **To the Directors of Registered Massage Therapists' Association of British Columbia**

We have reviewed the statement of financial position of Registered Massage Therapists' Association of British Columbia as at September 30, 2017 and the statements of changes in net assets, operations and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the association.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Vancouver, Canada  
August 22, 2018

*Crowe MacKay LLP*  
Chartered Professional Accountants

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## **Registered Massage Therapists' Association of British Columbia**

### **Statement of Financial Position (Unaudited)**

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<u>September 30,</u>	<u>2017</u>	<u>2016</u>
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#### **Assets**

##### **Current**

Cash	\$ 565,162	\$ 893,456
Short-term deposits (note 3)	1,002,582	1,052,582
Accounts receivable	12,815	23,060
Prepaid expenses	42,603	2,250
	<b>1,623,162</b>	1,971,348
<b>Long-term deposits (note 3)</b>	<b>30,000</b>	<b>30,000</b>
<b>Property and equipment (note 4)</b>	<b>14,967</b>	<b>17,606</b>
	<b>\$ 1,668,129</b>	<b>\$ 2,018,954</b>

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#### **Liabilities**

##### **Current**

Accounts payable and accrued liabilities (note 5)	\$ 224,143	\$ 306,252
Deferred revenue (note 6)	533,982	768,691
	<b>758,125</b>	<b>1,074,943</b>

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#### **Net Assets**

<b>Internally restricted (note 7)</b>	<b>848,975</b>	<b>845,247</b>
<b>Unrestricted</b>	<b>61,029</b>	<b>98,764</b>
	<b>910,004</b>	<b>944,011</b>
	<b>\$ 1,668,129</b>	<b>\$ 2,018,954</b>

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#### **Commitments (note 9)**

Approved on behalf of the board:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

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**Registered Massage Therapists' Association of British Columbia**

**Statement of Changes in Net Assets  
(Unaudited)**

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**For the year ended September 30, 2017**

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	2017		
	Total	Internally Restricted	Unrestricted
<b>Balance, beginning of year</b>	<b>\$ 944,011</b>	<b>\$ 845,247</b>	<b>\$ 98,764</b>
Deficiency of revenues over expenditures	(34,007)	-	(34,007)
Interfund transfers (note 10)	-	3,728	(3,728)
<b>Balance, end of year</b>	<b>\$ 910,004</b>	<b>\$ 848,975</b>	<b>\$ 61,029</b>

	2016		
	Total	Internally Restricted	Unrestricted
<b>Balance, beginning of year</b>	<b>\$ 913,135</b>	<b>\$ 781,325</b>	<b>\$ 131,810</b>
Excess of revenues over expenditures	30,876	-	30,876
Interfund transfers (note 10)	-	63,922	(63,922)
<b>Balance, end of year</b>	<b>\$ 944,011</b>	<b>\$ 845,247</b>	<b>\$ 98,764</b>

**Registered Massage Therapists' Association of British Columbia**

**Statement of Operations  
(Unaudited)**

<u>For the year ended September 30,</u>	<u>2017</u>	<u>2016</u>
<b>Revenues</b>		
Memberships	\$ 1,506,641	\$ 1,409,761
Workshop revenue	104,360	380,235
Conference revenue	55,351	109,400
Interest income	12,870	11,861
Member's liability premium received	448,754	425,600
Other income	13,394	7,606
	<b>2,141,370</b>	<b>2,344,463</b>
<b>Expenditures</b>		
AGM	-	5,288
Accounting and legal	115,863	193,613
Amortization	7,649	8,797
Bad debts	1,996	-
Communications	332,481	347,870
Conference (note 11)	18,979	95,696
Credit card processing fees	39,469	40,929
Equipment rental	11,697	4,806
Meals and entertainment	255	-
Member assistance program	23,780	60,934
Member's life insurance premium	47,704	43,895
Member's liability insurance	445,026	373,539
Office	73,783	97,606
Per diem reimbursements	64,707	70,675
Rent	60,645	55,503
Research	90,170	110,323
Salaries and benefits	451,943	395,617
Telephone	20,273	17,696
Travel	44,795	53,579
Workshops	142,241	337,221
	<b>1,993,456</b>	<b>2,313,587</b>
<b>Excess of revenues over expenditures before other item</b>	<b>147,914</b>	<b>30,876</b>
Net GST relating to prior year and this year's transactions not previously remitted (note 12)	181,921	-
<b>Excess (deficiency) of revenues over expenditures</b>	<b>\$ (34,007)</b>	<b>\$ 30,876</b>

See accompanying notes

6

**Registered Massage Therapists' Association of British Columbia**

**Statement of Cash Flows  
(Unaudited)**

<u>For the year ended September 30,</u>	<u>2017</u>	<u>2016</u>
<b>Cash provided by (used for)</b>		
<b>Operating activities</b>		
Excess (deficiency) of revenues over expenditures	\$ (34,007)	\$ 30,876
Item not affecting cash		
Amortization	7,649	8,797
Change in non-cash working capital items	(26,358)	39,673
Accounts receivable	10,245	203
Prepaid expenses	(40,353)	30
Accounts payable and accrued liabilities	(82,109)	233,334
Deferred revenue	(234,709)	271,151
	(373,284)	544,391
<b>Financing activity</b>		
Term deposit to mature after one year	-	(7,045)
<b>Investing activity</b>		
Purchase of property and equipment	(5,010)	(3,913)
<b>Increase (decrease) in cash and cash equivalents</b>	<b>(378,294)</b>	<b>533,433</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>1,946,038</b>	<b>1,412,605</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 1,567,744</b>	<b>\$ 1,946,038</b>
<b>Cash and cash equivalents consist of:</b>		
Cash	\$ 565,162	\$ 893,456
Short-term deposits	1,002,582	1,052,582
	<b>\$ 1,567,744</b>	<b>\$ 1,946,038</b>

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## **Registered Massage Therapists' Association of British Columbia**

### **Notes to the Financial Statements (Unaudited)**

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**September 30, 2017**

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#### **1. Nature of operations**

The Registered Massage Therapists' Association of British Columbia is organized to provide its members educational and practice related services and to promote the interests of its members with the public and government bodies. The Association is incorporated under the Society Act of British Columbia, is a not-for-profit organization and is non-taxable under the Income Tax Act.

#### **2. Significant accounting policies**

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed as follows:

##### **(a) Fund accounting**

The Association follows the deferral method of accounting for contributions.

The Internally Restricted Fund includes a contingency reserve fund and a prudent reserve fund to provide for unusual or unexpected events and circumstances.

The Unrestricted Fund accounts for the Association's general operations of providing educational and practice related services, conferences, and other general sources of income.

##### **(b) Revenue recognition**

Membership fees are recognized as revenue when received or the amount to be received can be reasonably estimated and collection is reasonably assured. Grants received for a specific project or purpose are accounted for as deferred revenue and are recognized in income as related costs are incurred. Revenue from other sources is recognized when the amount is estimatable and collection is reasonably assured.

##### **(c) Cash and cash equivalents**

Cash and cash equivalents consist of cash on hand and bank deposits maturing within a year.

##### **(d) Property and equipment**

Property and equipment are recorded at cost and are being amortized over their estimated useful lives on a declining balance basis. The annual amortization rates are as follows:

Library resources	20%
Furniture and equipment	30%
Computer equipment	30%-55%
Computer software	100%

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## **Registered Massage Therapists' Association of British Columbia**

### **Notes to the Financial Statements (Unaudited)**

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**September 30, 2017**

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#### **2. Significant accounting policies (continued)**

##### **(e) Use of estimates**

The preparation of the financial statements in conformity with Canadian standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

##### **(f) Impairment of long-lived assets**

The Association tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected undiscounted future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent carrying value exceeds its fair value.

##### **(g) Financial instruments**

Financial assets originated or acquired or financial liabilities issued or assumed in an arm's length transaction are initially measured at their fair value. In the case of a financial asset or financial liability not subsequently measured at its fair value, the initial fair value is adjusted for financing fees and transaction costs that are directly attributable to its origination, acquisition, issuance or assumption. Such fees and costs in respect of financial assets and liabilities subsequently measured at fair value are expensed.

The company subsequently measures the following financial assets and financial liabilities at amortized cost:

Financial assets measured at amortized cost include cash, accounts receivable, short and long term deposits.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

At the end of each reporting period, management assesses whether there are any indications that financial assets measured at cost or amortized cost may be impaired. If there is an indication of impairment, management determines whether a significant adverse change has occurred in the expected timing or the amount of future cash flows from the asset, in which case the asset's carrying amount is reduced to the highest expected value that is recoverable by either holding the asset, selling the asset or by exercising the right to any collateral. The carrying amount of the asset is reduced directly or through the use of an allowance account and the amount of the reduction is recognized as an impairment loss in operations. Previously recognized impairment losses may be reversed to the extent of any improvement. The amount of the reversal, to a maximum of the related accumulated impairment charges recorded in respect of the particular asset, is recognized in operations.

## **Registered Massage Therapists' Association of British Columbia**

### **Notes to the Financial Statements (Unaudited)**

**September 30, 2017**

#### **3. Term deposits**

The term deposits bear interest from 0.90% to 3.05% per annum, and mature between October 16, 2017 and November 13, 2018.

	2017	2016
Term deposit # 10, 3.05% interest, maturity date Oct 16, 2017	\$ 22,955	\$ 22,955
Term deposit # 45, 0.90% interest, maturity date Jan 14, 2017	729,627	1,029,627
Term deposit # 42, 1.00% interest, maturity date Mar 08, 2018	250,000	-
 Short-term deposits	 1,002,582	 1,052,582
Term deposit # 41, 1.10% interest, maturity date Nov 13, 2018	30,000	30,000
 Long-term deposits	 30,000	 30,000
	  \$ 1,032,582	  \$ 1,082,582

Term deposit #10 in the amount of \$22,955 (2016 - \$22,955) is held as a collateral for the line of credit (Note 8).

#### **4. Property and equipment**

	2017	2016		
	Cost	Accumulated amortization	Net book value	Net book value
Library resources	\$ 327	\$ -	\$ 327	\$ 408
Furniture and equipment	44,001	33,721	10,280	12,850
Computer equipment	48,751	45,734	3,017	2,962
Computer software	9,855	8,512	1,343	1,386
	 \$ 102,934	 \$ 87,967	 \$ 14,967	 \$ 17,606

#### **5. Accounts payable and accrued liabilities**

	2017	2016
Accounts payable and accrued liabilities	\$ 57,942	\$ 92,691
Government remittances payable	7,886	8,763
GST payable (receivable) (Note 12)	158,315	(782)
Member insurance payable	-	205,580
	 \$ 224,143	 \$ 306,252

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## **Registered Massage Therapists' Association of British Columbia**

### **Notes to the Financial Statements (Unaudited)**

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**September 30, 2017**

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#### **6. Deferred revenue**

Deferred revenue is comprised of \$533,982 (2016 - \$768,691) relating to prepaid membership fees, workshop fees and other unearned amounts received in the current year that are related to expenses to be incurred in the subsequent year.

#### **7. Internally Restricted Net Assets**

The Association has established a \$22,955 (2016 - \$22,955) Member Restricted Contingency Fund, expenditures from which must be approved by the Members.

The Association has also internally restricted \$740,080 (2016 - \$740,080) as Prudent Reserve for other contingencies. The amounts are not available for other purposes without the approval of the Board of Directors.

The Association has established a \$30,151 Research Fund (2016 - \$30,151). Purpose of the Fund is to finance the Research Foundation which will be established.

The Association has established an Insurance Reserve in the amount of \$55,789 (2016 - \$52,061) for insurance related matters for members.

#### **8. Bank loan**

The Association has a line of credit authorized to a maximum of \$22,000, and bears interest at bank's prime lending rate plus 1.25% per annum. The line of credit is secured by a term deposit of \$22,955 held in the name of the Association. As at September 30, 2017, the outstanding balance is \$nil (2016 - \$nil).

#### **9. Commitments**

The Association leases an office under a lease expiring in July 2020. The minimum lease payments for the next three years are:

2018	\$ 50,040
2019	49,102
2020	40,918

#### **10. Interfund Transfers**

During the year, the following amounts were transferred from the Unrestricted Fund

- \$nil (2016 - \$nil) to the Contingency Reserve Fund
- \$nil (2016 - \$nil) to the Prudent Reserve Fund
- \$nil (2016 - \$11,861) to the Research Fund
- \$3,728 (2016 - \$52,061) to the Insurance Reserve

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## **Registered Massage Therapists' Association of British Columbia**

### **Notes to the Financial Statements (Unaudited)**

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**September 30, 2017**

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#### **11. Conference**

The Association has hosted a conference every year for the last 4 years. During fiscal year 2016 the Association hosted an additional conference called the Summit.

#### **12. GST assessment**

In the Spring of 2017, the Association's prior year GST returns were reviewed by Canada Revenue Agency (CRA). The review was concluded early 2018; CRA's decision was that membership dues are GST taxable, as a result \$181,921 in GST and interest became payable.

#### **13. Comparative amounts**

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

#### **14. Financial instruments**

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments.

The financial instruments of the Association and the nature of the risks to which it may be subject are as follows:

(a) Credit risk

Credit risk is the risk that one party to a transaction will fail to discharge an obligation and cause the other party to incur a financial loss. The Association is exposed to credit risk in its cash and cash equivalents as the majority of its cash and cash equivalents are held at one financial institution. The Association limits its credit risk by placing its cash with major financial institutions.

The Association is also exposed to credit risk in the event of non-performance by counterparties in connection with accounts receivable. The Association does not obtain collateral or other security to support the accounts receivable subject to credit risk but mitigates this risk by dealing only with what management believes to be financially sound counterparties and, accordingly, does not anticipate significant losses for non-performance.

(b) Liquidity risk

Liquidity risk is the risk that the Association cannot repay its obligations when they become due to its creditors. The Association's exposure to liquidity risk is dependent on the receipt of funds from its related sources, whether in the form of revenue or advances. The Association reduces its exposure to liquidity risk by ensuring that it documents when authorized payments become due; monitors and manages its cash balance to ensure adequate cash flow is available to repay trade creditors as payments become due.

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**Registered Massage Therapists' Association of British Columbia**

**Notes to the Financial Statements  
(Unaudited)**

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**September 30, 2017**

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**14. Financial instruments (continued)**

**(c) Interest rate risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to interest rate risk from the interest rate differentials between the market rate and the rates used on these financial instruments.

# OUR MISSION

To promote the health and wellness for British Columbians and to advocate and serve RMTBC members while advancing the art, science and practice of massage therapy.

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# OUR VISION

To be a global health care leader by advancing the science and practice of massage therapy.

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# OUR VALUES

In supporting our members and serving our stakeholders, the RMTBC is committed to the following core values:

- *Integrity*
  - *Accountability*
  - *Collaboration*
  - *Excellence*
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**ANNUAL GENERAL MEETING | Saturday, September 15<sup>th</sup> 2018 | Sandman Signature Hotel | Richmond BC**



# **ANNUAL REPORT 2017**