
**NOVA SCOTIA ASSOCIATION OF
MEDICAL RADIATION TECHNOLOGISTS**

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED FEBRUARY 28, 2018

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Independant Practitioner's Review Engagement Report

To the Members of Nova Scotia Association of Medical Radiation Technologists

We have reviewed the accompanying financial statements of Nova Scotia Association of Medical Radiation Technologists that comprise the balance sheet as at February 28, 2018, and the unaudited statements of revenues and expenditures and operating fund, operational reserve fund, special projects fund, contingency fund and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Nova Scotia Association of Medical Radiation Technologists as at February 28, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

MNP LLP

Chartered Professional Accountants
Licensed Public Accountants

Dartmouth, Nova Scotia
May 24, 2018

NOVA SCOTIA ASSOCIATION OF MEDICAL RADIATION TECHNOLOGISTS

UNAUDITED STATEMENT OF FINANCIAL POSITION

AS AT FEBRUARY 28, 2018

	2018	2017
	\$	\$
A S S E T S		
CURRENT ASSETS		
Cash	476,714	366,594
Short-term investments	33,197	32,383
Accounts receivable	9,057	3,341
Prepaid expenses	4,072	3,743
	<u>523,040</u>	<u>406,061</u>
PROPERTY, PLANT AND EQUIPMENT	-	326
	<u>523,040</u>	<u>406,387</u>
L I A B I L I T I E S		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	29,760	9,744
Deferred revenue (note 4)	240,876	217,713
	<u>270,636</u>	<u>227,457</u>
N E T A S S E T S		
OPERATIONAL RESERVE FUND	30,000	30,000
SPECIAL PROJECTS FUND	50,000	42,551
CONTINGENCY FUND	172,404	106,379
	<u>252,404</u>	<u>178,930</u>
	<u>523,040</u>	<u>406,387</u>

COMMITMENTS (note 7)

APPROVED ON BEHALF OF THE BOARD:

Director

Director

NOVA SCOTIA ASSOCIATION OF MEDICAL RADIATION TECHNOLOGISTS
UNAUDITED STATEMENT OF REVENUES AND EXPENDITURES AND OPERATING
FUND
FOR THE YEAR ENDED FEBRUARY 28, 2018

	2018	2017
	\$	\$
REVENUES		
Member fees	402,122	360,294
Other income	2,952	10,785
	405,074	371,079
EXPENDITURES		
Accounting fees	3,067	3,702
Amortization	326	399
AMRTRC membership fees	4,000	4,000
Bank service charges	385	658
CAMRT assessment	133,313	133,568
Dues and subscriptions	1,660	31
Education and conferences	29,880	18,964
Executive committee and meetings	11,881	21,051
Honorariums and awards	3,424	3,170
Human resource consulting	3,390	-
Insurance	937	1,006
Legal fees	4,160	3,753
Management fees	20,195	17,673
Miscellaneous	-	7,176
Office supplies	4,900	3,808
Public relations	1,748	2,106
Registration fees	7,542	13,409
Rent	6,357	-
Salaries and wages	71,201	61,807
Telephone and website	1,799	3,227
	310,165	299,508
EXCESS OF REVENUE OVER EXPENDITURES BEFORE OTHER ITEMS	94,909	71,571
UNREALIZED GAIN ON INVESTMENTS	814	4,389
EXCESS OF REVENUE OVER EXPENDITURES FOR THE YEAR	95,723	75,960
OPERATING FUND - beginning of year	-	102,970
TRANSFER TO OPERATIONAL RESERVE FUND (note 5)	-	(30,000)
TRANSFER TO SPECIAL PROJECTS FUND (note 5)	(29,698)	(42,551)
TRANSFER TO CONTINGENCY FUND (note 5)	(66,025)	(106,379)
OPERATING FUND - end of year	-	-

NOVA SCOTIA ASSOCIATION OF MEDICAL RADIATION TECHNOLOGISTS
UNAUDITED STATEMENT OF REVENUES AND EXPENDITURES AND OPERATIONAL
RESERVE FUND
FOR THE YEAR ENDED FEBRUARY 28, 2018

	2018	2017
	\$	\$
OPERATIONAL RESERVE FUND - beginning of year	30,000	-
TRANSFER FROM OPERATING FUND (note 5)	-	30,000
OPERATIONAL RESERVE FUND - end of year	30,000	30,000

UNAUDITED STATEMENT OF REVENUES AND EXPENDITURES AND SPECIAL
PROJECTS FUND
FOR THE YEAR ENDED FEBRUARY 28, 2018

	2018	2017
	\$	\$
REVENUE	-	-
EXPENDITURES		
Consulting	22,249	-
DEFICIENCY OF REVENUES OVER EXPENDITURES FOR THE YEAR	(22,249)	-
SPECIAL PROJECTS FUND - beginning of the year	42,551	-
TRANSFER FROM OPERATING FUND (note 5)	29,698	42,551
SPECIAL PROJECTS FUND - end of year	50,000	42,551

UNAUDITED STATEMENT OF REVENUES AND EXPENDITURES AND CONTINGENCY
FUND
FOR THE YEAR ENDED FEBRUARY 28, 2018

	2018	2017
	\$	\$
CONTINGENCY FUND - beginning of year	106,379	-
TRANSFER FROM OPERATING FUND (note 5)	66,025	106,379
CONTINGENCY FUND - end of year	172,404	106,379

NOVA SCOTIA ASSOCIATION OF MEDICAL RADIATION TECHNOLOGISTS
UNAUDITED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED FEBRUARY 28, 2018

	2018	2017
	\$	\$
CASH FLOWS (USED IN) FROM OPERATING ACTIVITIES:		
Cash provided from (used in) operations		
Excess of operating fund revenue over expenditures for the year	95,723	75,960
Deficiency of special projects fund revenue over expenditures for the year	(22,249)	-
Items in income not involving cash		
Amortization	326	399
Unrealized gain on investments	(814)	(4,389)
	72,986	71,970
Change in non-cash working capital balances		
Accounts receivable	(5,716)	2,568
Prepaid expenses	(329)	2,304
Accounts payable and accrued liabilities	20,016	(140,466)
Deferred revenue	23,163	36,760
CHANGE IN CASH	110,120	(26,864)
CASH - beginning of year	366,594	393,458
CASH - end of year	476,714	366,594

NOVA SCOTIA ASSOCIATION OF MEDICAL RADIATION TECHNOLOGISTS

NOTES TO THE UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED FEBRUARY 28, 2018

1. NATURE OF OPERATIONS

Nova Scotia Association of Medical Radiation Technologists has been established pursuant to the Medical Radiation Technologists' Act of the Province of Nova Scotia. The association is a non-profit organization that collects membership fees on behalf of the Canadian Association and provides continuing education and public relation services on behalf of its members. Under the Income Tax Act of Canada, the association is not subject to income taxes.

2. FUND ACCOUNTING

Operating Fund

The Operating Fund accounts for the current operations of the association.

Operational Reserve Fund

The purpose of this fund is to build and maintain an adequate level of unrestricted net assets to fulfill contractual obligations in the event of unforeseen shortfalls. The Operational Reserve Fund is not intended to replace a permanent loss of funds or eliminate an ongoing budget gap.

Special Projects Fund

The purpose of this fund is to build and maintain an adequate level of unrestricted net assets to fund one-time, nonrecurring projects that will build long-term capacity, such as strategic initiatives or investment in infrastructure. NSAMRT intends for the Special Projects Fund, when used, to be replenished.

Contingency Fund

The purpose of this fund is to build and maintain an adequate level of unrestricted net assets to support legal and investigative costs of the complaints process. NSAMRT intends for the Contingency Fund, when used, to be replenished.

3. SIGNIFICANT ACCOUNTING POLICIES

The 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

The association's policy is to disclose bank balances under cash and cash equivalents, including bank balances held at financial institutions.

Short-term Investments

Short-term investments represent mutual and segregated funds which are valued at fair value.

Property, Plant and Equipment

Property, plant and equipment are stated at cost. Amortization is provided for using the declining balance method over the estimated useful lives as follows for the major classes of assets:

Computer	55%
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Revenue Recognition

Membership dues

The association follows the deferral method of accounting for members dues and student exam fees. Members dues and student exam fees are considered unrestricted contributions and are recognized as revenue in the fiscal year to which they relate if the amounts to be received can be reasonably estimated and collection is reasonably assured.

NOVA SCOTIA ASSOCIATION OF MEDICAL RADIATION TECHNOLOGISTS
NOTES TO THE UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED FEBRUARY 28, 2018

3. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Revenue Recognition (continued)

Investment and other income

Unrestricted investment income and other income is recognized as revenue in the period earned.

Unrealized gains and losses on investments

Changes in the fair value of short-term investments is recognized in excess of revenues over expenditures as an unrealized gain or loss.

Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known.

Financial Instruments

Measurement of Financial Instruments

The association initially measures its financial assets and liabilities at fair value.

The association subsequently measures all its financial assets and financial liabilities at amortized cost, except for short-term investments, which are measured at fair value. Changes in fair value are recognized in the statement of revenues and expenditures.

Financial assets measured at amortized cost include cash and accounts receivable.

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

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of any write-down is recognized in the statement of revenues and expenditures. Any previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of any reversal is recognized in the statement of revenues and expenditures.

Transaction Costs

The association recognizes its transaction costs in the statement of revenues and expenditures in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

NOVA SCOTIA ASSOCIATION OF MEDICAL RADIATION TECHNOLOGISTS

NOTES TO THE UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED FEBRUARY 28, 2018

4. DEFERRED REVENUE

Membership fees are for a 12 month period which runs January 1 to December 31. The association defers and recognizes the revenue into the statement of revenues and expenditures based on the months that fall within the fiscal year.

Deferred revenue is comprised of the following:

	2018	2017
	\$	\$
Deferred Provincial membership fees	220,593	217,713
Atlantic conference fees	<u>20,283</u>	<u>-</u>
	<u><u>240,876</u></u>	<u><u>217,713</u></u>

Changes in deferred Provincial membership fees are as follows:

	2018	2017
	\$	\$
Opening balance	217,713	180,953
Provincial membership fees collected during the year	264,712	257,850
Provincial membership fees included in revenue	<u>(261,832)</u>	<u>(221,090)</u>
Ending balance	<u><u>220,593</u></u>	<u><u>217,713</u></u>

5. INTERFUND TRANSFERS

During the year, the board approved the following transfers from the operating fund: \$29,698 to the Special Projects Fund and \$66,025 to the Contingency Fund.

6. FINANCIAL INSTRUMENTS

Risks and Concentrations

The association is exposed to various risks through its financial instruments. The following analysis provides a measure of the association's risk exposure and concentrations at the balance sheet date.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The association's main credit risks relate to its accounts receivable. The association provides credit to its clients in the normal course of its operations.

Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The association is mainly exposed to other price risk.

Other Price Risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The association is exposed to other price risk through its short-term investments.

NOVA SCOTIA ASSOCIATION OF MEDICAL RADIATION TECHNOLOGISTS
NOTES TO THE UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED FEBRUARY 28, 2018

7. COMMITMENTS

Nova Scotia Association of Medical Radiation Technologists and the Nova Scotia Society of Diagnostic Medical Sonographers are awaiting proclamation from the Nova Scotia Legislature that would amalgamate these organizations. It was anticipated that this proclamation was to occur within the last fiscal period, however the amalgamation has yet to be finalized. The assets, liabilities, revenues and expenditures of the Nova Scotia Society of Diagnostic Medical Sonographers are not reflected in the current year's financial statements.

The association's total obligation for the next fiscal year, for an operating lease for occupied premises with a lease term of 12 months, exclusive of realty taxes and other occupancy charges, is \$5,865.