

**NEW BRUNSWICK COLLEGE OF DENTAL
HYGIENISTS – L'ORDRE DES HYGIÉNISTES
DENTAIRES DU NOUVEAU-BRUNSWICK**

Financial Statements

As at June 30, 2016

**NEW BRUNSWICK COLLEGE OF DENTAL HYGIENISTS -
L'ORDRE DES HYGIÉNISTES DENTAIRES DU NOUVEAU-BRUNSWICK
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As at June 30, 2016

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INDEPENDENT AUDITORS' REPORT

To the Members of
NEW BRUNSWICK COLLEGE OF DENTAL HYGIENISTS
L'ORDRE DES HYGIÉNISTES DENTAIRES DU NOUVEAU-BRUNSWICK

We have audited the accompanying financial statements of the **NEW BRUNSWICK COLLEGE OF DENTAL HYGIENISTS - L'ORDRE DES HYGIÉNISTES DENTAIRES DU NOUVEAU-BRUNSWICK**, which comprise the statement of financial position as at June 30, 2016 and the statements of operations and changes in net assets 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.

Auditors' 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 auditors' 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 auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the **NEW BRUNSWICK COLLEGE OF DENTAL HYGIENISTS - L'ORDRE DES HYGIÉNISTES DENTAIRES DU NOUVEAU-BRUNSWICK** as at June 30, 2016, and its financial performance and cash flows for the year ended in accordance with Canadian accounting standards for not-for-profit organizations.

Boudreau Albert Savoie and Associates
Chartered Professional Accountants

Dieppe, New Brunswick
September 25, 2016

**NEW BRUNSWICK COLLEGE OF DENTAL HYGIENISTS -
L'ORDRE DES HYGIÉNISTES DENTAIRES DU NOUVEAU-BRUNSWICK**


Statement of financial position

As at June 30, 2016

	2016	2015
Assets		
Current		
Cash	\$ 178,415	\$ 174,860
Short term investments (note 3)	90,935	92,634
Prepaid expenses	2,446	2,083
	271,796	269,577
Long-term investments (note 3)	60,558	10,329
Equipment (note 4)	6,046	7,953
	\$ 338,400	\$ 287,859
Liabilities		
Current		
Accounts payable and accruals (note 5)	\$ 12,718	\$ 11,228
Deferred registration fees	94,490	80,844
	107,208	92,072
Net assets		
Restricted (note 6)	130,000	80,000
Unrestricted	95,146	107,834
Invested in equipment	6,046	7,953
	231,192	195,787
	\$ 338,400	\$ 287,859
Lease commitment (note 7)		

Approved on behalf of the Board


Director


Director

See accompanying notes to the financial statements

**NEW BRUNSWICK COLLEGE OF DENTAL HYGIENISTS -
L'ORDRE DES HYGIÉNISTES DENTAIRES DU NOUVEAU-BRUNSWICK**

Statement of changes in net assets

For the year ended June 30, 2016

	Restricted (Note 6)	Unrestricted	Invested in equipment	2016	2015
Balance beginning of year	\$ 80,000	\$ 107,834	\$ 7,953	\$ 195,787	\$ 173,516
Excess of revenues over expenditures	-	35,405	-	35,405	22,271
Transfer between funds	50,000	(50,000)	-	-	-
Transfer on purchases of equipment	-	(642)	642	-	-
Transfer for loss on disposal of equipment	-	192	(192)	-	-
Transfer for amortization of equipment	-	2,357	(2,357)	-	-
Balance ending of year	\$ 130,000	\$ 95,146	\$ 6,046	\$ 231,192	\$ 195,787

**NEW BRUNSWICK COLLEGE OF DENTAL HYGIENISTS -
L'ORDRE DES HYGIÉNISTES DENTAIRES DU NOUVEAU-BRUNSWICK**

Statement of operations

For the year ended June 30, 2016

	2016	2015
Revenue		
Registration fees	\$ 188,498	\$ 169,597
Expenses		
Salaries and benefits	74,746	73,703
Council meeting expenses	14,963	10,354
Council members honorarium	9,625	9,650
Consulting fees	9,024	8,741
Website costs	6,852	3,746
Legal and accounting	6,357	4,976
Rent	5,356	5,356
Interest and bank charges	5,119	2,829
CDAC fees and other memberships	4,629	3,388
Conference expenses	4,225	5,154
Insurance	3,561	3,299
Telephone	3,097	2,795
Printing and office expenses	2,732	11,283
Amortization	2,357	2,273
Courier and postage	1,360	3,694
	154,003	151,241
Other income (expenses)		
Interest revenue	866	1,202
Grant	236	2,713
Loss on disposal of assets	(192)	-
Excess of revenues over expenditures	\$ 35,405	\$ 22,271

See accompanying notes to the financial statements

**NEW BRUNSWICK COLLEGE OF DENTAL HYGIENISTS -
L'ORDRE DES HYGIÉNISTES DENTAIRES DU NOUVEAU-BRUNSWICK**

Statement of cash flows

For the year ended June 30, 2016

	2016	2015
Operating activities		
Excess of revenues over expenditures	\$ 35,405	\$ 22,271
Items not involving cash:		
Loss on disposal of assets	192	-
Amortization	2,357	2,273
	37,954	24,544
Net changes in working capital accounts		
Prepaid expenses	(363)	207
Grant receivable	-	393
Accounts payable and accruals	1,490	(1,567)
Deferred registration fees	13,646	1,143
	14,773	176
	52,727	24,720
Investing activities		
Purchase of investments	(48,530)	(1,202)
Purchase of equipment	(642)	(2,956)
	(49,172)	(4,158)
Increase in cash and equivalents	3,555	20,562
Cash and equivalents, beginning	174,860	154,298
Cash and equivalents, ending	\$ 178,415	\$ 174,860

**NEW BRUNSWICK COLLEGE OF DENTAL HYGIENISTS -
L'ORDRE DES HYGIÉNISTES DENTAIRES DU NOUVEAU-BRUNSWICK**

Notes to financial statements

For the year ended June 30, 2016

1. STATUS AND NATURE OF OPERATIONS

The New Brunswick College of Dental Hygienists (the College) is a not-for-profit organization incorporated under the Business Corporation Act of the Province of New Brunswick. Its principal activity is to ensure that, for the public's interest, the profession of dental hygiene is practiced by its members in accordance with standards set by the College. The College is not subject to income taxes.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with the Canadian accounting standards for not-for-profit organizations and are based on the following significant accounting policies:

Revenue recognition

The College follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Licensing fees are recognized as revenue over the period of time to which they relate.

Cash and cash equivalent

Cash and cash equivalents includes cash on hand, demand deposits, deposits held on call with banks, and other short-term highly liquid investments which are readily convertible to known amounts of cash. The College considers securities with original maturities of three months or less to be readily convertible to known amounts of cash.

Equipment

The equipment are recorded at cost. Equipment are amortized over their useful lives at the following rates and methods:

Computer equipment	30%	declining balance method
Office equipment	20%	declining balance method
Computer software	100%	declining balance method

The College reviews the carrying value of equipment on an ongoing basis, taking into consideration any events or circumstances which might have impaired the carrying value. If it is determined that the carrying amount is not recoverable, the asset is written down to its estimated fair value.

Equipment acquired during the year are amortized at one half of their stated rates.

**NEW BRUNSWICK COLLEGE OF DENTAL HYGIENISTS -
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Notes to financial statements

For the year ended June 30, 2016

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Financial instruments

Financial instruments are recorded at fair value when acquired or issued. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Restricted funds

The Council's executives have established a disciplinary fund and a reserve fund to be used for specific spending. The reserve fund is to be used for operational contingencies and the disciplinary fund, for carrying their mandated Discipline & Complaints work of the College. Funds will be transferred from the unrestricted funds by Council motion. All interests earned in restricted investments will be transfer to the unrestricted fund. When expenses are incurred, transfer will be made from the unrestricted funds to cover such costs.

3. INVESTMENTS

Short-term investments consist of:

- a GIC for \$30,265, which include \$265 of reinvested interest, bearing interest at 1.05% maturing on November 26, 2016. The investment's original cost of \$30,000 was purchased for the reserve fund.
- a GIC for \$50,202, which include \$202 of reinvested interest, bearing interest at 0.60% maturing on August 24, 2016. The investment's original cost of \$50,000 was purchased for the disciplinary fund.
- a GIC for \$10,468, which include \$468 of reinvested interest, bearing interest at 1.35% maturing on July 8, 2016. This investment is not restricted.

Long-term investments consist of:

- a GIC for \$50,013, which include \$13 of reinvested interest, bearing interest at 1.35% maturing on August 22, 2017. The investment's original cost of \$50,000 was purchased for the disciplinary fund.
 - a GIC for \$10,545, which include \$545 of reinvested interest, bearing interest at 0.90% maturing on September 4, 2017. This investment is not restricted.
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**NEW BRUNSWICK COLLEGE OF DENTAL HYGIENISTS -
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Notes to financial statements

For the year ended June 30, 2016

4. EQUIPMENTS

	Cost	Accumulated amortization	2016 Net book value	2015 Net book value
Computer equipment	\$ 5,984	\$ 3,924	\$ 2,060	\$ 3,135
Office equipment	8,416	4,751	3,665	4,581
Computer software	2,254	1,933	321	237
	\$ 16,654	\$ 10,608	\$ 6,046	\$ 7,953

5. ACCOUNTS PAYABLE AND ACCRUALS

	2016	2015
Accounts payable and accruals	\$ 5,570	\$ 4,500
Payroll withholdings	7,148	6,728
	\$ 12,718	\$ 11,228

6. RESTRICTED NET ASSETS

The restricted net assets include the following two funds:

Reserve Fund for \$30,000 (2015 - \$30,000)
Disciplinary Fund for \$100,000 (2015 - \$50,000)

7. LEASE COMMITMENT

The College leases its office under a long-term lease that expires on October 31, 2018. Under the lease, the College is required to pay future amounts in total of \$12,719, at a monthly rate of \$395 plus HST.

During the year, the College acquired a new lease agreement for a new printer that expires in January, 2021. The total future repayment amounts is \$3,219, at a quarterly rate of \$156 plus HST.

The total installments over the next five years are the following:

2017	\$6,166
2018	6,166
2019	2,532
2020	716
2021	\$358

**NEW BRUNSWICK COLLEGE OF DENTAL HYGIENISTS -
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Notes to financial statements

For the year ended June 30, 2016

8. FINANCIAL INSTRUMENTS

Fair value

The College's carrying value of current financial assets and current financial liabilities approximates its fair value due to the immediate or short term maturity of these instruments

Liquidity Risk

Liquidity risk is the risk that the College will encounter difficulty in meeting the obligations associated with its financial liabilities. The College is exposed to this risk mainly in respect of its accounts payable. There was no significant change in exposure from the prior year.
