

CANADIAN MASSAGE THERAPY COUNCIL FOR ACCREDITATION

FINANCIAL STATEMENTS

DECEMBER 31, 2023

Independent Auditor's Report

To the Directors of Canadian Massage Therapy Council for Accreditation

Opinion

We have audited the financial statements of Canadian Massage Therapy Council for Accreditation (the "Council"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Council as at December 31, 2023, 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.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Council in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the ability of the Council to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Council or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the financial reporting process of the Council.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Financial Statements (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 internal control of the Council.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the ability of the Council to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.



Toronto, Ontario
May 22, 2024

Chartered Professional Accountants
Licensed Public Accountants

CANADIAN MASSAGE THERAPY COUNCIL FOR ACCREDITATION

Statement of Financial Position

December 31	2023 \$	2022 \$
ASSETS		
Current assets		
Cash	98,798	441,923
Short term investments (note 3)	360,097	-
Accounts receivable	110,788	60,466
Prepaid expenses	3,507	3,117
HST recoverable	28	8,880
	573,218	514,386
LIABILITIES		
Current liabilities		
Accounts payable and accrued liabilities (note 6)	20,463	74,280
Deferred revenue	-	7,900
	20,463	82,180
NET ASSETS		
Internally restricted for operational reserve (note 8)	250,000	-
Internally restricted for special projects (note 9)	100,000	-
Unrestricted	202,755	432,206
	552,755	432,206
	573,218	514,386

The accompanying notes are an integral part of these financial statements

Approved on behalf of the Board:

Director 

Directo 

CANADIAN MASSAGE THERAPY COUNCIL FOR ACCREDITATION

Statement of Operations

Year ended December 31	2023 \$	2022 \$
Revenues		
Annual fees from provincial regulators (note 5)	441,206	442,187
Annual fees from schools and programs	136,053	98,855
Preliminary accreditation fees	9,200	19,000
Site visit fees	105,376	96,100
Interest income	16,314	1,745
	<u>708,149</u>	<u>657,887</u>
Expenses		
Management and administrative fees (note 6)	417,500	378,870
Board and committee meetings	26,215	29,643
Professional fees	16,630	22,194
Office and general	40,267	28,640
Preliminary accreditation	4,800	14,400
Site visit (note 7)	61,706	80,171
Insurance	6,625	6,666
Bad debt	13,857	2,925
	<u>587,600</u>	<u>563,509</u>
Excess of revenues over expenses for year	<u>120,549</u>	<u>94,378</u>

CANADIAN MASSAGE THERAPY COUNCIL FOR ACCREDITATION

Statement of Changes in Net Assets

Year ended December 31

	Internally restricted for operational reserve \$	Internally restricted for special projects \$	Unrestricted \$	2023 Total \$
Balance, beginning of year	-	-	432,206	432,206
Excess of revenues over expenses	-	-	120,549	120,549
Internal restrictions (notes 8 and 9)	250,000	100,000	(350,000)	-
Balance, end of year	<u>250,000</u>	<u>100,000</u>	<u>202,755</u>	<u>552,755</u>

	Unrestricted \$	2022 Total \$
Balance, beginning of year	337,828	337,828
Excess of revenues over expenses	<u>94,378</u>	<u>94,378</u>
Balance, end of year	<u>432,206</u>	<u>432,206</u>

The accompanying notes are an integral part of these financial statements

CANADIAN MASSAGE THERAPY COUNCIL FOR ACCREDITATION

Statement of Cash Flows

Year ended December 31	2023 \$	2022 \$
Cash flows from operating activities		
Excess of revenues over expenses for year	120,549	94,378
Adjustment to determine net cash provided by (used in) operating activities		
Interest capitalized to short-term investments	(10,097)	-
	110,452	94,378
Change in non-cash working capital items		
Decrease (increase) in accounts receivable	(50,322)	13,232
Increase in prepaid expenses	(390)	(349)
Decrease (increase) in HST recoverable	8,852	(2,466)
Increase (decrease) in accounts payable and accrued liabilities	(53,817)	13,760
Increase (decrease) in deferred revenue	(7,900)	7,900
	6,875	126,455
Cash flows from investing activities		
Purchase of short-term investments	(350,000)	-
Net change in cash	(343,125)	126,455
Cash, beginning of year	441,923	315,468
Cash, end of year	98,798	441,923

The accompanying notes are an integral part of these financial statements

CANADIAN MASSAGE THERAPY COUNCIL FOR ACCREDITATION

Notes to Financial Statements

December 31, 2023

Nature and description of the organization

Canadian Massage Therapy Council for Accreditation (the "Council") was incorporated under the Canada Not-for-profit Corporations Act on July 22, 2014. The Council is the professional accreditation agency of the massage therapy profession in Canada whose purpose is to provide a mechanism for quality assurance and continuing quality improvement of entry-level massage therapy education programs across Canada.

The Council is a not-for-profit organization, as described in Section 149(1)(l) of the Income Tax Act, and therefore is not subject to income taxes.

1. Significant accounting policies

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

(a) Revenue recognition

Annual fees

Annual fees are recognized as revenue in the fiscal year to which they relate. The annual year of the Council coincides with that of the fiscal year of the Council, being January 1 to December 31. Annual fees received in advance of the fiscal year to which they relate are recorded as deferred revenue.

Preliminary accreditation fees

Preliminary accreditation fees are recognized as revenue as significant components of the preliminary accreditation process are completed. Preliminary accreditation fees received in advance of significant components of the preliminary accreditation process having been completed are recorded as deferred revenue.

Site visit fees

Site visit fees are recognized as revenue upon completion of site visit assessments. Site visit fees received in advance of the completion of a particular site visit assessment are recorded as deferred revenue.

Interest income

Interest income, comprised of interest from cash and short-term investments, is recognized on an accrual basis.

(b) Short-term investments

Short-term investments consist of guaranteed investment certificates with maturity dates ranging from 91 days to twelve months from the date of acquisition.

CANADIAN MASSAGE THERAPY COUNCIL FOR ACCREDITATION

Notes to Financial Statements (continued)

December 31, 2023

1. Significant accounting policies (continued)

(c) Related party transactions

A party is considered related to the Council if such party or the Council has the ability to, directly or indirectly, control or exercise significant influence over the other's financial and operating decisions, or if the Council and such party are subject to common control or common significant influence. Related parties may be individuals or other entities.

Transactions with related parties are initially measured at cost, determined using undiscounted cash flows.

(d) Financial instruments

Measurement of financial assets and liabilities

The Council initially measures its financial assets and financial liabilities, with the exception of financial instruments originated or exchanged in a related party transaction, at fair value adjusted by the amount of transaction costs directly attributable to the instrument.

The Council subsequently measures all of its financial assets and financial liabilities, with the exception of related party financial assets, at amortized cost.

Related party financial assets are subsequently measured at cost less impairment.

Amortized cost is the amount at which a financial asset or financial liability is measured at initial recognition minus principal repayments, plus or minus the cumulative amortization of any difference between that initial amount and the maturity amount, and minus any reduction for impairment.

Financial assets measured at amortized cost include cash, short-term investments and accounts receivable.

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

CANADIAN MASSAGE THERAPY COUNCIL FOR ACCREDITATION

Notes to Financial Statements (continued)

December 31, 2023

1. Significant accounting policies (continued)

(d) Financial instruments (continued)

Impairment

At the end of each year, the Council assesses whether there are any indications that a financial asset measured at amortized cost may be impaired. Objective evidence of impairment includes observable data that comes to the attention of the Council, including but not limited to the following events: significant financial difficulty of the issuer; a breach of contract, such as a default or delinquency in interest or principal payments; and bankruptcy or other financial reorganization proceedings.

When there is an indication of impairment, the Council determines whether a significant adverse change has occurred during the year in the expected timing or amount of future cash flows from the financial asset.

When the Council identifies a significant adverse change in the expected timing or amount of future cash flows from a financial asset, it reduces the carrying amount of the financial asset to the greater of the following:

- the present value of the cash flows expected to be generated by holding the financial asset discounted using a current market rate of interest appropriate to the financial asset; and
- the amount that could be realized by selling the financial asset at the statement of financial position date.

Any impairment of the financial asset is recognized in income in the year in which the impairment occurs.

When the extent of impairment of a previously written-down financial asset decreases and the decrease can be related to an event occurring after the impairment was recognized, the previously recognized impairment loss is reversed to the extent of the improvement, but not in excess of the impairment loss. The amount of the reversal is recognized in income in the year the reversal occurs.

(e) Contributed services

The work of the Council is dependent on the voluntary service of many individuals. Since these services are not normally purchased by the Council and because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

CANADIAN MASSAGE THERAPY COUNCIL FOR ACCREDITATION

Notes to Financial Statements (continued)

December 31, 2023

1. Significant accounting policies (continued)

(f) Management estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make judgments, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets and liabilities and 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 year. Actual results may differ from the estimates, the impact of which would be recorded in future years.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the year in which the estimates are revised and in any future years affected.

2. Financial instrument risk management

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

The financial instruments of the Council and the nature of the risks to which those instruments may be subject, are as follows:

Financial instrument	Risks				
	Credit	Liquidity	Market risk		
			Currency	Interest rate	Other price
Cash	X			X	
Short-term investments	X			X	
Accounts receivable	X				
Accounts payable and accrued liabilities		X			

Credit risk

The Council is exposed to credit risk resulting from the possibility that parties may default on their financial obligations, or if there is a concentration of transactions carried out with the same party, or if there is a concentration of financial obligations which have similar economic characteristics that could be similarly affected by changes in economic conditions, such that the Council could incur a financial loss..

The maximum exposure of the Council to credit risk is as follows:

	2023	2022
	\$	\$
Cash	98,798	441,923
Short-term investments	360,097	-
Accounts receivable	110,788	60,466
	<u>569,683</u>	<u>502,389</u>

CANADIAN MASSAGE THERAPY COUNCIL FOR ACCREDITATION

Notes to Financial Statements (continued)

December 31, 2023

2. Financial instrument risk management (continued)

Credit risk (continued)

The Council reduces its exposure to the credit risk of cash and short-term investments by maintaining balances with a Canadian financial institution.

Accounts receivable is presented net of an allowance for doubtful accounts in the amount of \$13,857 (2022 - \$1,148).

Liquidity risk

Liquidity risk is the risk that the Council will not be able to meet a demand for cash or fund its obligations as they come due.

The liquidity of the Council is monitored by management to ensure sufficient cash is available to meet liabilities as they become due.

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 is comprised of currency risk, interest rate risk and other price risk.

Currency risk

Currency risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instrument will fluctuate due to changes in foreign exchange rates.

The Council is not exposed to currency risk.

Interest rate risk

Interest rate risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instrument will fluctuate due to changes in market interest rates.

Other price risk

Other price risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate because of changes in market prices (other than those arising from currency risk or interest rate risk), whether those changes are caused by factors specific to the individual instrument or its issuer or factors affecting all similar instruments traded in the market.

The Council is not exposed to other price risk.

Changes in risk

There have been no significant changes in the risk profile of the financial instruments of the Council from that of the prior year with the exception of the credit and interest rate risk associated with the purchase of short-term investments.

CANADIAN MASSAGE THERAPY COUNCIL FOR ACCREDITATION

Notes to Financial Statements (continued)

December 31, 2023

3. Short-term investments

Guaranteed investment certificate with an effective interest rate of 4.45% maturing May 2024.

4. Credit facility

The Council has available a revolving demand facility up to a maximum of \$25,000. The facility bears interest at prime rate plus 1.70% and is secured by a first priority general security agreement.

There are no financial covenants attached to the facility.

The facility was not drawn upon as at December 31, 2023 or December 31, 2022.

5. Annual fees from provincial regulators

	2023	2022
	\$	\$
College of Massage Therapists of Ontario ("CMTO")	293,286	297,770
College of Massage Therapists of British Columbia ("CMTBC")	121,740	118,734
College of Massage Therapists of New Brunswick ("CMTNB")	16,600	16,065
College of Massage Therapists of Newfoundland and Labrador ("CMTNL")	9,580	9,618
	<u>441,206</u>	<u>442,187</u>

The ability of the Council to carry out its mandate is dependent on the financial support of provincial regulators, in particular that of CMTO. Annual fees from CMTO account for 45% (2022 - 48%) of the total revenues of the Council.

Effective January 1, 2022, CMTBC, CMTNB and CMTNL entered into funding agreements with the Council to provide annual fees until December 31, 2024. Effective January 1, 2024, CMTO entered into a funding agreement with the Council to provide annual fees until December 31, 2024.

6. Related party transactions

During the year, the Council paid management and administrative fees in the amount of \$417,500 (2022 - \$378,870) to a company controlled by the Executive Director of the Council.

Included in accounts payable and accrued liabilities at December 31, 2023 is an amount of nil (2022 - \$35,677) in respect of management and administrative fees.

These related party transactions were carried out in the normal course of operations.

7. Site visit

Site visit expenses are presented net of travel reimbursements recovered during the year in the amount of \$68,803 (2022 - \$67,299).

CANADIAN MASSAGE THERAPY COUNCIL FOR ACCREDITATION

Notes to Financial Statements (continued)

December 31, 2023

8. **Net assets internally restricted for operational reserve**

The Board of Directors of the Council has internally restricted net assets to support operations.

In the current year, subject to the direction of the Board of Directors, a transfer of \$250,000 was approved from unrestricted net assets to net assets internally restricted for operational reserve.

The internal restriction is subject to the direction of the Board of Directors.

9. **Net assets internally restricted for special projects**

The Board of Directors of the Council has internally restricted net assets to support special projects.

In the current year, subject to the direction of the Board of Directors, a transfer of \$100,000 was approved from unrestricted net assets to net assets internally restricted for special projects.

The internal restriction is subject to the direction of the Board of Directors.

10. **Commitments**

Pursuant to a services agreement, effective January 20, 2022, the Council is committed to purchase management and administrative services, from a company controlled by the Executive Director of the Council, until December 31, 2026. The annual commitment under such agreement is subject to the approval of the Board of Directors each year. The annual commitment for 2024 is \$474,375.

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