



# *PEI College of Occupational Therapists*

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

## **AGM AGENDA**

**Meeting Location:** The Local (202 Buchanan Drive, Charlottetown, PEI)

**Date:** June 19<sup>th</sup>, 2024

**Time:** 5:00 pm

<b>Agenda Item</b>	<b>Speaker</b>	<b>Time</b>	<b>Action</b>	<b>Reference Documents</b>
<b>1.0 Call to Order</b>	Allyson	2 min		
<b>2.0 Land Acknowledgement</b>	Allyson	1 min	Motion to accept agenda	
<b>3.0 Approval of Agenda</b>	Allyson	1 min	Motion to accept agenda	AGM Agenda – June 19, 2024
<b>4.0 Approval of Minutes</b>	Allyson	2 min	Motion to approve minutes	Draft AGM Minutes – June 13, 2023
<b>5.0 Reports</b>				
<b>5.1 Chair</b>	Allyson	2 min	Motion to accept report	Chair's Report
<b>5.2 Treasurer</b> <b>5.2.1 Financial Reports</b> <b>5.2.2 Budget 2023/2024</b> <b>5.2.3 Registrar Hours Increase</b>	Michael Colleen Allyson	15 min	Motion to accept reports	Balance Sheet; Profit and Loss by Year; Profit & Loss by Month,  Approved Budget 2024/2025; Approved Registrar Hours Increase
<b>5.3 Registrar</b>	Colleen	5 min	Motion to accept report	Registrar's Report
<b>6.0 New Business</b> <b>6.1 New Council Members</b> <b>6.2 Other</b>	Allyson	2 min		
<b>7.0 Adjournment</b>	Allyson	1 min	Motion to adjourn	None



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June 13, 2023

The Pourhouse, 189 Great George St.

Charlottetown, PEI

P – Present R – Regrets T – Telephone V – Video-conference G – Guest A - Absent								
Colleen MacPherson	P	Daniel MacLeod	P	Elizabeth Younie	P	Yvonne Thompson	P	
Dawna Woodside	P	Donna MacLeod	P	Heather Gauthier	P	Sarah MacDonald	P	
Michael LeBlanc	P	Madeleine Burge	P	Keenan O’Connell	P	Chelsey Walker	P	
Julie Dennis	P	Brittany MacLean	P	Katie Verhulst	P	Michelle Higgins	P	
Nick Sims	P	Paula Shaw	P	Amanda Paynter	P	Elizabeth Younie	P	
Laura MacLean	P	Sarah Dykerman	P	Chad Barkhouse	P	Karla Crawford	P	
Caitlin Roosenboom	P	Allyson McDonell	P	Heather Cutcliffe	P	Mannon Gallant	R	
Jane MacNutt	P	Lindsay Reid	P	Shelley Carmichael	P	Don Love	R	
Adhoc:								

#	Agenda Item	Discussion/Decision /Action	Responsibility
1.0	Call to Order	Dawna called the meeting to order at 6:07pm. Dawna shared a land acknowledgement prior to the start of the AGM.	
2.0	Approval of Agenda	Shelley motioned to approve the AGM agenda for June 13, 2023 as circulated; Yvonne seconded the motion. All in favour, none opposed. Motion carried.	
3.0	Approval of Minutes	Minutes reviewed from AGM meeting held on June 14, 2022. Allyson motioned to approve the AGM minutes for June 14, 2022 as circulated; Karla seconded the motion. All in favour; none opposed. Motion carried.	
4.0	Reports	4.1 Chair’s Report: Dawna reports that the Chair’s Annual Report was previously circulated. Dawna reports PEICOT Council continues to meet regularly, mostly within a virtual platform. Dawna reports that PEICOT has a new Registrar, Colleen MacPherson, effective January 1, 2023. Previous Registrar, Heather Cutcliffe, hired January 1, 2023 to train Colleen in her new role. Dawna reports Heather has been a paid	



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employee of the College for nine years, and thanked her for her service. Dawna highlighted the following from the Chair's Report: PEICOT Registrar has been working on the National Competency Education Module; upcoming MOU on virtual OT practice in Canada; continued PEICOT work on OT support personnel. Dawna motioned that Chair's report be accepted as circulated; Daniel seconded the motion. All in favour; none opposed. Motion carried. Dawna reports that second three-year terms on PEICOT Council for Julie and Dawna are up as of November 2023, and these positions will need to be filled. Dawna encouraged registrants to consider applying to these positions.

#### 4.2 Treasurer's Report:

4.2.1 Financial Reports: Michael reports Financial Report previously circulated. Michael highlighted results of MRSB financial review, which found that PEICOT's finances and accounting practices are in good standing. Michael reports the balance in chequing account as of end of March 2023 is \$51,177.92. Michael motioned that the Treasurer's Report be accepted as circulated; Heather seconded the motion. All in favour; none opposed. Motion carried. Colleen reports that information to be collected re: financial institutions for continuing financial review. This information will be presented to registrants at a later date with a vote to choose a financial institution.

4.2.2 2023/24 Budget: See 4.2.3 Fee increase.

4.2.3 Fee increase: Dawna reports that information previously circulated re: approved budget and outline of need for registration fee increase. Dawna explained that purpose of \$82,000.00 in GICs is to handle potential complaint, and fees to handle 6 months' worth of College operations in case of same, as advised by MSRB. Dawna also highlighted need for funds to cover professional development programs, continuing competencies, ACOTRO activities, salary for Registrar (350 contract hours for the upcoming budget year), updates to website, and data collection for CIHI. As such, an increase in registrant fees is required. Dawna reports that the PEICOT fee increases are in line with that of other provinces. Jane inquiring what continuing education documents will be required. Dawna reports that PEICOT is currently working with other Atlantic regulatory bodies for same, with an online portal in which to submit required documents. Dawna reminded registrants that fees can be claimed on income tax.



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	<p>4.3 Registrar’s Report: Colleen reports that her Registrar’s Annual report was previously circulated. Colleen highlighted that there are currently between 90-103 PEICOT registrants (exact numbers vary taking into account for leaves, return from leaves.). Colleen reports that she has been in discussions with the other OT regulatory bodies in Atlantic Canada re: Quality Assurance (QA) program. This collaboration will allow for lower costs to the individual Colleges, as well will benefit registrants if they move from one Atlantic province to another. Colleen reports that Nova Scotia has the most robust QA program; the other Atlantic provinces have less robust programs. All other provinces in Canada have well established programs. Discussions continue re: access to QA program (i.e. paper or electronic portal), cost to registrants, and how often QA needs to be completed. Colleen reports that the first stages of the QA program will centre on self-relection and goal setting for upcoming learning activities. Colleen reports that the four Atlantic Regulators will present this initiative at the upcoming OT Atlantic Conference. Cost for the QA program is currently estimated at \$30-55/person. Colleen highlighted information re: the ACOTRO MOU for virtual practice, which will alloee for an OT registered in PEI to provide virtual practice to a client in another province without being registered in that province. Jane inquiring if the Atlantic OT Regulatory bodies will be looking to adopt what the Colleges of Physicains in the Atlantic provinces are currently doing with an Atlantic Registry. Colleen reports that this is not a goal for the four Atlantic OT Regulatory Bodies, just the national MOU for virtual practice. Once the MOU is signed,the Registrar will circulate the update to the registrants. Colleen reports that PEICOT is looking into governance training for Council members, in conjunction with the other PEI Regulatory Bodies. Jane inquiring if the Registrar’s positon is still part-time; Colleen confirmed that the PEICOT Registrar’s position continues to be a part-time position . Colleen motioned that Registrar’s Report be accepted as circulated; Laura seconded the motion. All in favour; none opposed. Motion carried.</p>	
<p><b>5.0 New Business</b></p>	<p>5.1 New Council Member: Dawna introduced Laura as as the new PEICOT Council member. 5.2 Other: No other agenda items brought forward.</p>	
<p><b>6.0 Adjournment</b></p>	<p>Dawna motioned that the meeting be adjourned at 6:41pm.</p>	



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Annual General Meeting Minutes

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Chair

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Date

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Registrar

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Date



# **Prince Edward Island College of Occupational Therapists**

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

## **Chair's Annual Report April 1<sup>st</sup>, 2023 – March 31<sup>st</sup>, 2024**

### **Council/Officers**

**Chair:** Allyson McDonell

**Treasurer:** Michael LeBlanc

**Secretary:** Sophie Tonet

**Registrar:** Colleen MacPherson

**Member:** Laura MacLean

**Public Member:** Don Love

**Public Member:** Nick Sims

### **Council Composition/Updates**

Orientation for newly elected Chair, Secretary and ad-hoc member (Laura MacLean) occurred in the winter of 2023. Our public members are approaching the end of their terms.

### **Council Meetings**

Four council meetings were conducted since the previous AGM. They were facilitated using a hybrid model offering both in person and virtual attendance options. When possible, voting was held via email and decisions made between meetings to reduce delays.

### **Chair-related Meetings and Training**

I attended the Annual ACOTRO update with Presidents/Chairs in December 2023 as presented by Elinor Larney, the Registrar and CEO of the College of Occupational Therapists of Ontario. In February 2024, I successfully completed the Governance Training for Council Members course. This course was made possible through funding secured by the PEI Regulated Health Professionals Network and offered through Holland College.

### **Continuing Competency**

#### *Diversity, Equity and Inclusion Module*

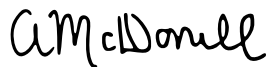
In 2022, ACOTRO led the successful development of the national e-learning module on the "Competencies for Occupational Therapists in Canada". A major change to the revised competencies is the expectation for more culturally safer practice, as found in section: Domain C - "Culture, Equity, and Justice". An ACOTRO working group was tasked with determining how to support registrants with integrating diversity, equity, and inclusion into daily practice. It was proposed that a module be developed. Creation of the module is being led by the College of Occupational Therapists of Ontario with input from a steering group of college representatives from across the country. The aim of the module is to provide foundational concepts and knowledge about culturally safer practice. The module will also draw on practice scenarios that were shared through engagement with subject matter experts/advisory groups and will pose critical reflection questions. There is a cost to participate, which will be offset by a grant secured from Health PEI. I have had the pleasure of being on the steering group since its inception in March 2024 and we have met our milestones to date, putting us on track for the module to be launched in June 2025. The module will be a mandatory requirement for registration. This is consistent with the intended use of the module by other colleges nationally.

### **Occupational Therapy/Activity Workers**

The issues of supervision of OTAs, education requirements of OTAs, scope of practice and use of title were communicated to Health PEI HR, applicable Directors, and union representatives on August 21, 2023 via a letter. This prompted an initial meeting with stakeholders, which occurred in October 2023. At the initial meeting, it was determined that additional meetings were needed with each group to discuss the respective issue affecting the service area. These service specific meetings occurred in late 2023. In January 2024, we invited all registrants, OTAs, and OTA/PTA students to attend an information session. The purpose of the information session was to debrief on the meetings and review the newly adopted Practice Guideline: Task Assignment and Supervision of Occupational Therapist Assistants. Following the information session in January, the presentation was recorded and is now available on the website. We have also been monitoring the job postings, provided feedback, and sought a status update on the meeting action items from Health PEI HR. We were assured Health PEI HR continues to work toward resolving the issues presented.

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

Respectively,

A handwritten signature in black ink that reads "Allyson McDonell". The signature is written in a cursive, flowing style.

Allyson McDonell, OT Reg. (PEI)

June 19, 2024



# PEI College of Occupational Therapists

## Registrar's Report

June 19<sup>th</sup>, 2024

Summary of activities for April 1, 2023 - March 31, 2024

### REGISTRATION:

- ✚ For the registration year April 1<sup>st</sup>, 2023, to March 31<sup>st</sup>, 2024:

Data Element	Descriptor	#	#
Registered OTs		101	101
Resides on PEI		96	96
Resides elsewhere	1 Ontario; 1 NB; 3 NS	5	5
<b>New Registrations in 2023-2024</b>			
		11	11
	Transfers under the Labor Mobility Support Agreement	5	5
	New graduates	6	6
<b>New applicants in 2024-2025 so far...</b>			
	4 new applicants 4 potential new graduates	8	8
<b>NOTES:</b>			
<ul style="list-style-type: none"> <li>✚ The full list of registered registrants appears on the PEICOT website.</li> <li>✚ An Annual Schedule of Fees is available on the website.</li> </ul>			

- ✚ **Database:** Registration renewal and new applicants register within the HMS Database. This is now almost completely paperless other than regulatory history forms.
- ✚ **SEAS:** All Internationally Educated Occupational Therapists (IEOTs) are directed to the Association of Occupational Therapy Regulatory Organizations (ACOTRO) to complete the Substantial Equivalency Assessment System (SEAS). The Competency Assessment (CA) portion of the SEAS has been delivered in a virtual format since the fall of 2020, which means an applicant can now carry out all components of the assessment from their home country.
- ✚ **Leave of absence registration fees:** Council voted to approve pro-rated costs for registration for OTs taking a Leave of Absence. These fees need to be manually changed on the database.
- ✚ **Inquiries to the registrar:**
  - registration requirements – new grads, remote/virtual practice, internationally educated occupational therapists (IEOTs), applicants from other provinces/countries who were educated in Canada.



- registrants seeking practice advice on varying topics i.e. conflict of interest, working with OTAs, reserved activities, etc.
- Other organizations i.e. Health PEI, requesting information.
- ✚ **Registration fees:** The fees support the ongoing activities of the College: ensuring we have contingency funds for a) up to 6 months of operations and b) coverage of a complaint; c) allowing us to participate in national, regional and local discussions/meetings/projects; d) the salary of the registrar; e) director's & officer's and business insurance; f) support for the database and website; g) accounting fees; h) legal fees, i) attendance at regional and national meetings, etc.
- ✚ **Remote (virtual) practice:**
  - PEICOT has signed a Memorandum of Understanding that allows out-of-province occupational therapists to provide remote services to clients residing in PEI as long as the OT is license in another province. This out-of-province OT is required to contact PEICOT registrar to provide information about their services. If a complaint was to occur regarding this out-of-province OT, their own jurisdiction would be responsible for the complaint.
  - OTs who are registered in PEI can provide remote practice to clients outside PEI with some exceptions. Please see website for more detailed information.
- ✚ **Naloxone update:** More information will be shared regarding this update at AGM.

#### COMPLAINTS:

There were no complaints received for the 2023-2024 fiscal year.

#### ADDITIONAL RESPONSIBILITIES:

##### CIHI

- ✚ Submitted 2023 data to Canadian Institute of Health Information (CIHI); error & anomaly reports reviewed/revise, signed off and submitted. Health Human Resources (HHR) Database publication due to be released fall 2023.
- ✚ CIHI has requested each OT College across Canada to collect gender and race-based data as well as collection of more detailed information about OTs education and employment. *"When race-based, ethnic, and Indigenous identity data are collected in health care, they are generally collected from and about patients, not providers. Such data gaps limit knowledge and understanding of how health care providers are impacted by racism and bias in Canada's health care systems and the effects of discrimination on patient outcomes."* Excerpt from *"Rationale for collecting race-based and Indigenous data in Health workforce databases."*
- ✚ CIHI has developed a template to be used in the collection of this data and given to database providers. CIHI has recently offered to fund the changes to each college, providing the funds need to complete this project.
- ✚ PEICOTs Council has yet to approve and if so, funding request will be sent.

#### Atlantic Regulators and Continuing Competency Program

- ✚ The 4 Registrars from the Atlantic provinces have been meeting on a regular basis throughout the past 1.5 years. The goal is to develop a similar Continuing Competence Program (CCP) among the four provinces. Nova Scotia already has a CCP but are looking to update; NB, NFLD and PEI do not have a CCP program and are starting the process.

- ✚ This CCP program will begin for PEICOT registrants this renewal year, February 2025, and the goal is to have registrants complete a self assessment, develop goals and a plan to complete those goals.

#### **Regulated Health Professions Legislation (RHPA)**

- ✚ The College has updated twenty-two (22) policies, one (1) practice standard, one (1) practice guideline and several forms this year to assist with governance and operations. All policies and associated documents can be found on the website and are listed in the attached inventory.
- ✚ All new applicants are required to complete the PEICOT jurisprudence test, eLearning module of Competencies for OTs in Canada (2021), and both Code of Ethics and Documenting your practice as any mandatory education modules.

#### **PEI Regulated Health Professionals Network:**

- ✚ This group met 3 times this year to discuss the changing regulatory requirements and other topics related to regulation of health professionals on PEI. The network secured funding to provide “Governance training” to council members in each health College.

#### **Website/Database/Microsoft 365:**

- ✚ The new website has been completed and is now live. It has detailed steps about how to register with the College; information regarding Remote practice; registration policies, standards and guidelines are linked on the website; as well as a list of registered OTs on PEI.
- ✚ The HMS database was updated for last renewal period. There were some “kinks” to be worked out, however, these appear to have been fixed.
- ✚ The college now using Microsoft 365 – Teams for meetings, OneDrive to secure all documents, and one consistent email for the Registrar.

#### **ACOTRO:**

- Registrar participated in one (1) virtual and three (3) face to face ACOTRO Board meetings to discuss:
  - Remote/ Virtual Practice Position Statement & Memorandum of Understanding
  - Substantial Equivalency Assessment System (SEAS) and gap-filling for IEOTs
  - Re-entry project
  - Labor Mobility Support Agreement
  - National Code of ethics
  - CIHI and raced based data collection
  - Other topics such finances, governance, and strategic planning
- Participated in one (1) virtual AGM with ACOTRO.
- As ACOTRO is an operational board, PEICOT Registrar is a member of the Governance Committee, Exam Oversight Committee, ACOTRO Competency, Quality and Practice Working Group, Communications and Knowledge Management Committee, Code of Ethics working group and the Co-chair of the Re-entry to Practice working group.
- Participated in 25 virtual meetings for ACOTRO for the above committees.
- Code of Ethics – developing a national Code of Ethics
- Re-entry – developing a national/regional system to assist OTs who want to return to work as an OT, work is on-going in the development.
- Diversity, Equity, and Inclusion Learning Module:
  - In the “Competencies for OTs in Canada” (2021) document, domain C focuses on “Diversity, Equity and Inclusion”. A national eLearning module is currently being developed and will be required for the next renewal period in February of 2025.

- Funding for this project has been secured with a **Health PEI grant** that was offered to colleges and associations for education. All costs for this project will be covered by this grant.

**Future Work for Registrar:**

1. Continue to work with the website/database providers on updates
2. Continue to work with Atlantic Regulators on a Continuing Competence Program
3. Continue to participate in the national Re-entry Program working group
4. Continue to participate in national Code of Ethics standard working group
5. Continue to support the development of Diversity, Equity and Inclusion eLearning module
6. Explore opportunities to collaborate regionally and nationally on development/review/updating of standards/ policies/processes to ensure protection of the public & operational viability of the organizations.
7. Continue to engage with the PEI Regulated Health Professions Network.

**Breakdown of Registrar hours for April 1<sup>st</sup>, 2023 -March 31<sup>st</sup>, 2024**

	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Total
<b>Hours</b>	41	37	45.5	22.5	27	36.5	39.5	40	26	47	57.5	52.5	472
<b># of Meetings</b>	6	11	7	5	2	6	6	6	7	8	12	7	83

**Respectfully submitted,**

*Colleen MacPherson*

**Colleen MacPherson  
PEICOT Registrar**



# PEI College of Occupational Therapists

## Schedule of PEICOT Materials

#	Document Title	Location	Next Revision Date
	Regulated Health Professions Act (RHPA)	Website	
	Occupational Therapy Regulations	Website	
	RHPA Reserved Activities Regulations	Website	
	Bylaws	Website	2024-2025
<b>Practice Standard</b>			
	Code of Ethics	Website	Updating
	Practice Standard: Record Keeping	Website	March 2027
<b>Practice Guidelines</b>			
	Practice Guideline: Assignment and Supervision of Occupational therapy Support Personnel	Website	Oct. 2026
	Interim Tele practice Guidelines		Updating
	Reserved Activities Guidelines	Website	Aug 2024
<b>Governance Policies</b>			
1.1	Code of Conduct		Oct. 2026
1.2	Conflict of Interest for Council		April 2027
1.3	Officers Duties & Responsibilities		March 2027
1.4	Policy & Procedure Development		Oct 2026
<b>Administrative Policies</b>			
2.1	Fair Hiring Practice		March 2027
2.2	Document/Record Management for Council		Updating
<b>Registration Policies</b>			
3.1	Approved Examination	Website	Oct. 2025
3.2	Continuing Education Hours	Website	Jan. 2026
3.3	Criminal records Check	Website	Oct 2025
3.4	Criminal records Check – Applicant with Criminal record	Website	March 2026
3.5	Currency Hours	Website	Jan 2026
3.6	Language Proficiency	Website	Oct. 2025
3.7	Provisional Registration - Prior to Successful Completion of Approved Examination	Website	February 2026
3.8	Provisional Registration – Refresher/Re-entry		Updating
3.9	Requirements for Initial Registration		March 2026
3.10	Third Party Requests for Information	Website	January 2027
3.11	Requirements for Renewal of Certificate of Registration	Website	Jan 2026

#	Document Title	Location	Next Revision Date
<b>Financial Policies</b>			
4.1	Registration Fees <ul style="list-style-type: none"> <li>Annual Schedule of Fees</li> </ul>	Website	Jan 2026 March 2025
4.2	Signing Authority <ul style="list-style-type: none"> <li>Signing Authority Chart</li> </ul>		Oct. 2025
4.3	Year End Financial Activities		Jan. 2026
4.4	Investment		Jan. 2026
4.5	Financial Review & Audit		Jan. 2026
<b>Others</b>			
6.1	Terms of Reference		January 2027
	Rules of Order		Updating
<b>FORMS:</b>			
	Supervisor Form for Provisional Registration	Website	Fillable
	Regulatory History Form	Website	Fillable
	Checklist for Private practice	Website	
	Surrendering License Form	Website	
	LMSA form	Website	Fillable
	Complaint Form	Website	Fillable

Prepared June 2024

<u>PEICOT Finances</u>				<b>Budget 2024/2025</b>			
<b>Starting Balance</b>				\$	3,300.00		
<b>Revenue</b>				Renewals March of 2024 for year			
Renewal of Registrations				\$	40,200.00	87 (450) 3(200) 100, 50, 300	
Initial Registrations				\$	3,500.00	10?	
Other Fees (late, LMSA, etc.)				\$	80.00	2x40.00?	
Grants				\$	3,000.00	Health PEI Grant for DEI eLearning Module	
<b>TOTAL REVENUE</b>				<b>\$</b>	<b>46,780.00</b>		
<b>EXPENSES</b>							
Registrar Wages (Heather/Colleen)				\$	20,142.00	Colleen 450 hours approved by Council	
Registrar Travel				\$	7,000.00	(Toronto x2 and Alberta)	
CAOT Conference				\$	1,088.87	(Tuition and 2 day work hours - 12hrs)	
Audit & Accounting				\$	3,000.00	Financial review and Quickbooks)	
Continuing Competency Program				\$	-		
Guild				\$	287.50		
DEI eLearning Module (funded Health PEI)				\$	733.00	paid already	
Honoraria (for public members, others)				\$	2,808.00		
Director's & Officer's Liability Insurance				\$	900.00		
Registrar Training (Pre conference + CNAR)				\$	-	In Ottawa, not attending	
Website & Database Maintenance				\$	1,500.00		
Website and Database updates					n/a		
Website Hosting fees				\$	140.00		
Legal Fees				\$	2,500.00		
ACOTRO Membership Fee				\$	300.00		
Canada Post Box Rental				\$	287.50		
Office Supplies & Postage				\$	500.00		
Bank & Service Charges				\$	115.00		
AGM				\$	150.00		
Zoom/Microsoft				\$	250.00		
IT for Microsoft				\$	200.00		



# PEI College of Occupational Therapists

## Balance Sheet

As of March 31, 2024

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
1060 Chequing Bank Account	60,501.45
<b>Total Cash and Cash Equivalent</b>	<b>\$60,501.45</b>
1300 Prepaid Expense and Deposits	384.35
1501 Accounts Receivable Other	0.00
<b>Total Current Assets</b>	<b>\$60,885.80</b>
Non-current Assets	
Property, plant and equipment	
1820 Furniture & Equipment	1,115.46
1855 Accum amort - Equipment	-312.33
<b>Total Property, plant and equipment</b>	<b>\$803.13</b>
1067 GIC Flex	26,600.25
1068 GIC LT	55,858.22
1510 Grant Receivable	-3,000.00
1550 Accrued Interest	158.85
<b>Total Non Current Assets</b>	<b>\$80,420.45</b>
<b>Total Assets</b>	<b>\$141,306.25</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
2101 Accrued Liabilities	3,600.00
2400 Deferred Revenue	0.00
<b>Total Current Liabilities</b>	<b>\$3,600.00</b>
<b>Total Liabilities</b>	<b>\$3,600.00</b>
Equity	
Retained Earnings	131,113.82
Profit for the year	6,592.43
<b>Total Equity</b>	<b>\$137,706.25</b>
<b>Total Liabilities and Equity</b>	<b>\$141,306.25</b>



# PEI College of Occupational Therapists

## Profit and Loss by Month

April 2023 - March 2024

	APR. 2023	MAY 2023	JUN. 2023	JUL. 2023	AUG. 2023	SEP. 2023
<b>INCOME</b>						
4200 Renewals	400.00	400.00		300.00	300.00	
4210 Initial Registration			450.00	1,050.00	350.00	700.00
<b>Total Income</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$450.00</b>	<b>\$1,350.00</b>	<b>\$650.00</b>	<b>\$700.00</b>
<b>GROSS PROFIT</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$450.00</b>	<b>\$1,350.00</b>	<b>\$650.00</b>	<b>\$700.00</b>
<b>EXPENSES</b>						
5500 Contract Wages	680.40	2,411.57	4,171.68	3,178.68		2,215.62
5510 5510 Honorarium			109.00	153.50		
5605 Licenses & Fees			287.50			
5610 Accounting & Legal			2,351.75			
5655 Insurance	867.00					
5690 Interest & Bank Charges	3.50	3.50	3.50	3.50	3.50	3.50
5695 Meals			300.00	300.00		
5700 5700 Office Supplies		343.56				411.55
5740 5740 Miscellaneous			115.00	100.00		
5750 Website & Database			880.90			
5785 5785 Flights & Accommodations			836.47	653.38		967.86
5790 5790 Mileage	774.18			587.82		
<b>Total Expenses</b>	<b>\$2,325.08</b>	<b>\$2,758.63</b>	<b>\$9,055.80</b>	<b>\$4,976.88</b>	<b>\$3.50</b>	<b>\$3,598.53</b>
<b>PROFIT</b>	<b>\$ -1,925.08</b>	<b>\$ -2,358.63</b>	<b>\$ -8,605.80</b>	<b>\$ -3,626.88</b>	<b>\$646.50</b>	<b>\$ -2,898.53</b>

# PEI College of Occupational Therapists

## Profit and Loss by Month

April 2023 - March 2024

	OCT. 2023	NOV. 2023	DEC. 2023	JAN. 2024	FEB. 2024	MAR. 2024	TOTAL
<b>INCOME</b>							
4200 Renewals					450.00	39,750.00	\$41,600.00
4210 Initial Registration	250.00	250.00			550.00	450.00	\$4,050.00
<b>Total Income</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$40,200.00</b>	<b>\$45,650.00</b>
<b>GROSS PROFIT</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$40,200.00</b>	<b>\$45,650.00</b>
<b>EXPENSES</b>							
5500 Contract Wages	1,633.74	1,768.02	1,790.40		3,267.48	2,573.70	\$23,691.29
5510 5510 Honorarium					490.50		\$753.00
5605 Licenses & Fees					300.00		\$587.50
5610 Accounting & Legal	890.10				1,147.70		\$4,389.55
5655 Insurance							\$867.00
5690 Interest & Bank Charges	3.50	3.50	3.50	3.50	3.50	68.50	\$107.00
5695 Meals			300.00				\$900.00
5700 5700 Office Supplies					436.73		\$1,191.84
5740 5740 Miscellaneous		243.08			209.18		\$667.26
5750 Website & Database							\$880.90
5785 5785 Flights & Accommodations			1,202.52				\$3,660.23
5790 5790 Mileage							\$1,362.00
<b>Total Expenses</b>	<b>\$2,527.34</b>	<b>\$2,014.60</b>	<b>\$3,296.42</b>	<b>\$3.50</b>	<b>\$5,855.09</b>	<b>\$2,642.20</b>	<b>\$39,057.57</b>
<b>PROFIT</b>	<b>\$ -2,277.34</b>	<b>\$ -1,764.60</b>	<b>\$ -3,296.42</b>	<b>\$ -3.50</b>	<b>\$ -4,855.09</b>	<b>\$37,557.80</b>	<b>\$6,592.43</b>

# PEI College of Occupational Therapists

## Quarterly Profit and Loss Summary

April 2023 - March 2024

	APR - JUN., 2023	JUL - SEP., 2023	OCT - DEC., 2023	JAN - MAR., 2024	TOTAL
<b>INCOME</b>					
4200 Renewals	800.00	600.00		40,200.00	\$41,600.00
4210 Initial Registration	450.00	2,100.00	500.00	1,000.00	\$4,050.00
<b>Total Income</b>	<b>\$1,250.00</b>	<b>\$2,700.00</b>	<b>\$500.00</b>	<b>\$41,200.00</b>	<b>\$45,650.00</b>
<b>GROSS PROFIT</b>					
	<b>\$1,250.00</b>	<b>\$2,700.00</b>	<b>\$500.00</b>	<b>\$41,200.00</b>	<b>\$45,650.00</b>
<b>EXPENSES</b>					
5500 Contract Wages	7,263.65	5,394.30	5,192.16	5,841.18	\$23,691.29
5510 5510 Honorarium	109.00	153.50		490.50	\$753.00
5605 Licenses & Fees	287.50			300.00	\$587.50
5610 Accounting & Legal	2,351.75		890.10	1,147.70	\$4,389.55
5655 Insurance	867.00				\$867.00
5690 Interest & Bank Charges	10.50	10.50	10.50	75.50	\$107.00
5695 Meals	300.00	300.00	300.00		\$900.00
5700 5700 Office Supplies	343.56	411.55		436.73	\$1,191.84
5740 5740 Miscellaneous	115.00	100.00	243.08	209.18	\$667.26
5750 Website & Database	880.90				\$880.90
5785 5785 Flights & Accommodations	836.47	1,621.24	1,202.52		\$3,660.23
5790 5790 Mileage	774.18	587.82			\$1,362.00
<b>Total Expenses</b>	<b>\$14,139.51</b>	<b>\$8,578.91</b>	<b>\$7,838.36</b>	<b>\$8,500.79</b>	<b>\$39,057.57</b>
<b>PROFIT</b>	<b>\$ -12,889.51</b>	<b>\$ -5,878.91</b>	<b>\$ -7,338.36</b>	<b>\$32,699.21</b>	<b>\$6,592.43</b>