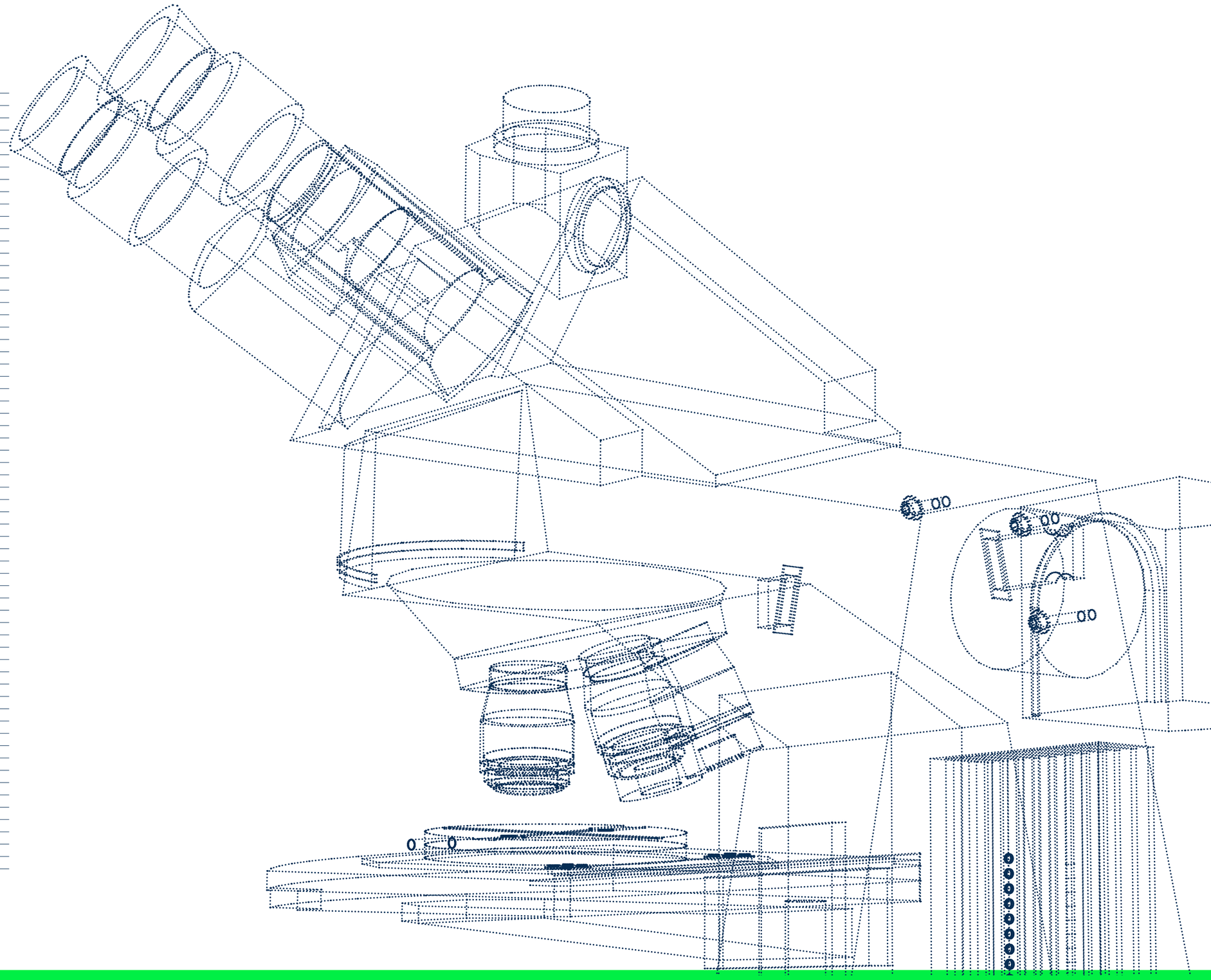
CMLTM

Annual Report 2017



1	Code of Ethics for Medical Laboratory Technologists
2	Social Media Use Advisory
3	Registrar Annual Report
4	Council Chair Annual Report
5	CMLTM 2017 Council
5	Public Representatives Report
6	Structural Organization Chart
6	Functional Organization Chart
7	Complaints Committee Annual Report
8	Continuing Competency Committee Annual Report
9	Board of Assessors Annual Report
9	Nomination Committee Annual Report
9	Inquiry Committee Annual Report
10	Summary Financial Statements

245 Lilac Street
Winnipeg, Manitoba
R3M6B3

CONTACT	Adam Chrobak, Registrar
EMAIL	adam@cmltm.ca
TELEPHONE	204.231.0311
FAX	204.489.7300
TOLL FREE	1.877.331.0311

HOURS OF OPERATION
Monday to Friday
8:00AM – 4:00PM

Code of Ethics for Medical Laboratory Technologists

Adopted from the Canadian Alliance of Medical Laboratory Professional Regulators National Code of Ethics

INTRODUCTION

The Code of Ethics describes the expected ethical obligations and principles that patients, the profession and the public believe will guide the professional and personal conduct of all medical laboratory technologists (MLTs). These principles can be thought of more as exhibited behaviours than the knowledge and skills listed in a Standards of Practice document.

The Code of Ethics, along with the Standards of Practice, defines professionalism in the practice of medical laboratory technology. MLTs adhere not only to the guidelines, but also to the underlying spirit and precepts.

A medical laboratory technologist's fundamental responsibility is to manage the prescribed medical laboratory services for patients in an effort to improve their health. MLTs have professional obligations to work collaboratively with colleagues and other healthcare providers to deliver professional services.

Patient safety and protection is paramount at all times.

The Code of Ethics will:

- *Promote an MLT's recognition of the professional and personal conduct expectations for medical laboratory technology practice.*
- *Represent the minimum standards of professional behaviour and ethical conduct expected of all MLTs.*
- *Apply to MLTs at all times in all dimensions of professional and personal conduct, including technical and nontechnical fields such as education, administration, quality assurance, and research.*

The ethical obligations and principles are not listed in order of importance. They should be balanced against each other and considered in relation to all of the obligations and principles described by the Code of Ethics. Over time, it will evolve in response to regulatory, legal, and ethical expectations and will be adopted only after stakeholder consultation. Legislation, regulations, bylaws, Code of Ethics, Standards of Practice and practice guidelines collectively establish a framework for the practice of ethical and safe medical laboratory technology.

ETHICAL OBLIGATIONS

Medical laboratory technologists demonstrate an application of their ethical obligations through their professional and personal conduct.

Obligations to Patients:

Medical laboratory technologists put their patient(s)' interest(s) above their personal interest(s). MLTs carry out their professional duties competently and with integrity. They respect their patients' individual needs and overall welfare at all times, including the patients' right to freedom of choice in health care provider, free and enlightened consent, and an expectation of confidentiality of all patient information, in accordance with existing legislation.

Obligations to the Public:

Medical laboratory technologists are dedicated to serving the public's health care needs through respectful, accessible, and cooperative interactions with the public and patients, other healthcare providers, and students. MLTs facilitate awareness and understanding of the medical laboratory technology profession.

Obligations to the Profession:

Medical laboratory technologists contribute to the profession's development through collaboration, mentorship, self-development, and support of its institutions. MLTs strive for excellence in their professional practice, and professional and personal conduct through life-long learning. Medical laboratory technologists recognize, disclose, and resolve conflicts of interest to safeguard patient care.

Obligations to the Regulatory Body:

Medical laboratory technologists understand, respect and comply with provincial Acts and regulations, and the Code of Ethics, Standards of Practice, bylaws and practice guidelines approved by their regulatory body. Medical laboratory technologists cooperate and maintain harmonious relations with, and promptly reply to all correspondence from the regulatory body at all times.

Obligations to Oneself:

Medical laboratory technologists are accountable and responsible for their professional and personal conduct. MLTs practice within their scope of professional competence and recognize their professional and personal limitations. Medical laboratory technologists maintain and improve their knowledge, skills, judgement and behaviours to ensure the best possible patient care.

ETHICAL PRINCIPLES

Medical laboratory technologists demonstrate the following ethical principles through the medical laboratory technology services delivered, either alone or in collaboration with a multidisciplinary team, and any services rendered under the MLTs' direction and supervision.

Confidentiality / Privacy / Conflict of Interest

Medical laboratory technologists shall:

- *Respect and protect patient confidentiality and privacy by understanding and complying with applicable privacy legislation and policies regarding the collection, use, and disclosure of confidential information.*
- *Recognize, disclose, and act appropriately to resolve conflicts of interest that arise in the course of professional activities. They will maintain the integrity of personal health information, maintain transparency, and deliver unbiased patient-centered care. MLTs never use confidential information to the detriment of a patient or to benefit themselves or another person.*

Diversity / Respect / Dignity / Consent

Medical laboratory technologists shall:

- *Value, respect and protect the rights, welfare, and dignity of all patients by providing patient care and service with respect for human rights, regardless of, but not limited to race, ethnicity, religion, language, sexual orientation, age and socio-economic status, mental or physical abilities at all times.*
- *Obtain free and informed consent from patients before undertaking any action, in accordance with relevant legislation and policies, recognizing that consent can be withdrawn at any time.*
- *Maintain appropriate professional boundaries with patients, colleagues, and other healthcare providers while delivering patient-centered care.*

 ©2018 College of Medical Laboratory Technologists of Manitoba

Code of Ethics for Medical Laboratory Technologists

Adopted from the Canadian Alliance of Medical Laboratory Professional Regulators National Code of Ethics

Continued from previous page

Safety

Medical laboratory technologists shall:

- *Practice according to established protocols, safety guidelines, relevant current provincial and federal legislation, institutional policies and procedures, and environmental considerations. They do so to protect patients, colleagues, healthcare providers, society, the environment, and themselves from any potential harm while acting in the best interest of the patient.*
- *Promote a culture of safety with colleagues, and other healthcare team members.*

Accountability / Responsibility

Medical laboratory technologists shall:

- *Exercise independent judgment, accept responsibility for their actions and the foreseeable consequences of their actions, and recognize their accountability for the service they provide.*
- *Practice within the scope of their professional competence, recognize the competence of others and seek their assistance as required.*
- *Take appropriate action in responding to situations which may jeopardize patient care or harm the profession, including reporting impaired, incompetent, and/or unethical colleagues in accordance with their legal requirements.*

Professionalism / Behaviours / Attitudes / Professional Development

Medical laboratory technologists shall:

- *Strive for excellence in their professional practice, and in their professional and personal conduct to uphold the integrity of the profession and the public trust.*
- *Communicate effectively with patients, the public, colleagues and other healthcare providers, contributing to a healthy and positive work environment*
- *Maintain and enhance professional practice and augment their knowledge, skills, judgement, and behaviour through self-reflection and self-directed professional development and by demonstrating continued competence*
- *Demonstrate collegiality, mentorship, and sharing of new and emerging professional knowledge.*

Collaboration

Medical laboratory technologists shall:

- *Display integrity and respect in all interactions and collaboration with healthcare providers and others involved in patient care.*
- *Contribute to ongoing improvement in healthcare provision through an application of a process-orientation and focus on quality.*
- *Promote learning by facilitating the sharing of knowledge, skills and judgment processes with colleagues, students, other healthcare professionals, and the public.*

Social Media Use Advisory

College of Medical Laboratory Technologists of Manitoba

Social media has become a common means of exchanging and creating information and sharing ideas and pictures. Social media includes Facebook, Twitter, YouTube, LinkedIn, Myspace, Yelp and Wikipedia. Social media is different from traditional types of media in terms of reach; the speed at which information is shared; the permanence of the information; and the ease at which it is accessed. Once the information is posted, it is rapidly disseminated. Therefore, it is important to recognize the risks of using social media including potential discipline for breaches of patient privacy and for failing to uphold the image of the profession.

CONFIDENTIALITY

- Medical Laboratory Technologists (MLTs) are reminded that their Code of Professional Conduct requires them to protect the confidentiality of all patient information. MLTs should never disclose any patient information on social media as any information could be enough for someone to identify the patient.
- Information on social media should only be accessed on a “need to know” basis.
- MLTs must also comply with privacy legislation in Manitoba and their employer policies regarding social media usage.

PROFESSIONALISM

- MLTs are also reminded that the Code of Professional Conduct requires them to promote the image and status of the profession by maintaining high standards in their professional practice and through active support of their professional body.
- MLTs have the right to express their own opinion but must be aware that anything posted on social media, even if posted off-duty and off-premises, could undermine their profession and could reflect poorly on their profession.
- MLTs must always maintain professional and ethical conduct when using social media. MLTs should not post derogatory remarks or sensitive information about patients, colleagues, supervisors, the workplace or their regulatory body.
- MLTs should maintain professional boundaries with patients at all times and should be careful when considering “friend requests” from patients.

GUIDING PRINCIPLES

- The positive aspects of social media usage are to be embraced. However, the sharing of inappropriate information by MLTs on social media may result in potential discipline from their employer and from the CMLTM for violations of their duties of confidentiality and/or professionalism.

 ©2018 College of Medical Laboratory Technologists of Manitoba

Registrar Annual Report

Adam Chrobak, BSc, MLT

"There are two primary choices in life: to accept conditions as they exist, or accept the responsibility for changing them." – Denis Waitley

CMLTM continues to work to improve its ability to fulfil its regulatory mandate of public protection.

In collaboration with six other health profession regulators CMLTM developed a jurisprudence module on the Regulated Health Professions Act (RHPA). CMLTM Council has made the completion of this jurisprudence module a requirement of registration for all new applicants and for the 2019 renewal of current CMLTM members.

CMLTM has received concerns from employers and members regarding the English language proficiency of new CMLTM members. In response, CMLTM Council has approved a new English Language proficiency policy, BOA-17, that will apply to all new applicants. The implementation of the new policy has resulted in some implications to the current and new Red River College (RRC) medical laboratory sciences (MLS) program. At the same time CMLTM negotiated changes to the exam service agreement with the Canadian Society for Medical Laboratory Sciences (CSMLS) which gives CMLTM final approval for access to the CSMLS MLT exam in Manitoba. As of January 1, 2018 candidates wishing to write the CSMLS MLT exam in Manitoba must be approved by CMLTM.

CMLTM has been working in collaboration with Manitoba Health, Shared Health Manitoba (formally Diagnostic Services of Manitoba (DSM)), and Red River College (RRC) to improve the Manitoba Internationally Educated Medical Laboratory Technologists (MIEMLT) bridging program. There have been significant changes to the entrance requirements for the bridging program including an English language proficiency requirement and the completion of the new communication and professional practice for MLTs course. The first class accepted under the new requirements have shown promising success, where all students passed the CSMLS exam on their first attempt.

On January 22, 2016 the Canadian Medical Association (CMA) announced that as of February 2, 2018 they would no longer be providing accreditation services to a number of allied health education/ training programs, as they have been doing for the last 55 years. A consortium of Canadian allied health regulators and associations issued a request for proposal (RFP) for accreditation service. The consortium has awarded the accreditation services to Accreditation Canada HSO EQual program. As of February 2, 2018 the HSO EQual program will assume the accreditation services of the medical laboratory sciences educational/training programs in Canada.

CMLTM and the other MLT regulators in Canada have a regulatory responsibility to assess the competence of applicants for registration. An important part of this process is the MLT exam and the prior learning assessments which are third party services provided by CSMLS on behalf of CMLTM and the other Canadian MLT regulators.

In collaboration with the Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR), CMLTM has conducted an audit of the CSMLS prior learning assessment (PLA) service. CAMLPR and CSMLS are currently addressing the recommendations from the audit. CAMLPR audits the PLA service on a regular basis to ensure quality and consistent decisions.

CAMLPR is currently developing an audit process for the CSMLS exam service. CAMLPR will audit the CSMLS exam service once the standards and the audit checklist have been finalized and approved by all parties.

CMLTM has worked with the CMLTM lawyers to develop a new declaration for new applications and renewals that consists of nine (9) questions that require a response (yes or no). All members and applicants are reminded that the renewal and application forms are legal documents. Answering falsely will be considered unprofessional conduct and registration will be denied.

Active: General	**914**
Active: Limited	**67**
Conditional	**1**
Inactive	**28**
Inactive: Retired	**37**
Student	**40**
Rejected	**0**
Honorary	**2**
TOTAL	**1089**

 ©2018 College of Medical Laboratory Technologists of Manitoba

Council Chair Annual Report

Brad Collignon, MLT

As we reflect on the past year it is important to celebrate and identify the progress of CMLTM and the Council and where we want to going for the next year.

I would like to thank the membership for a successful and organized Annual General Meeting in September which led us to an energetic Strategic Planning weekend held at the College office. Reflecting on our Vision, Mission and Value statements directs us to achieving a successful year and continues to challenges us in achieving patient safety as well as meeting our membership needs.

I personally would like to thank our outgoing Council members; Barb Lyon (rural) who has served on council for many years including in the vice chair role. Melanie Grafton has stepped down as the Complaints Committee Chair to pursue new professional challenges. On behalf of Council, I would like to welcome Janine McBey as the new Complaints Committee Chair. I would like to welcome Sajjid Janjua (rural) and Tannu Sayed (urban) as new Council members and look forward to engaging with them as we move forward. As for current Council members, Committee members, Committee volunteers and staff your leadership is constantly values and energetic work doesn't go unnoticed.

During the next few months we will all have the opportunity to take Jurisprudence course that will be required for future registration. The College along with many other health care professional groups have committed many hours to develop the program.

Last fall the College office sent out a nine question survey to all of our stakeholders and that information gathered is essential in driving changes within our organization and the community. Please take the time and to fill out any further surveys since your concerns and thoughts because of the value it adds to Council discussions.

Thanks for your continued support as a Medical Laboratory Technologist and all that we do for patient safety.

 ©2018 College of Medical Laboratory Technologists of Manitoba

CMLTM 2017 Council

BRAD COLLIGNON, MLT
Chair

BARB LYONS, MLT
Vice Chair

SANDY BROOKS
Secretary

MARIJAY UMALI
Treasurer

ERIN MARTIN, MLT

OLEKSANDRA MACHYNIA

ROBERT HARVEY
Public Representative
—
Appointed 2008

LEANNE MATTHES
Public Representative
—
Appointed 2016

ROBERT YOUNG
Public Representative
—
Appointed 2008

Public Representatives' Report

The governing Council of the College of Medical Laboratory Technologists of Manitoba (CMLTM) includes three Public Representatives.

The Public Representatives to the CMLTM Council are:

- *Nominated by the Minister of Health*
- *Appointed by Council*
- *Responsible to monitor the public interest from a governance viewpoint within CMLTM*
- *Expected to bring expertise and advisory capabilities to the Council.*

As 2017 comes to a close we wish to record in your Annual Report our following observations:

1. The College of Medical Laboratory Technologists of Manitoba is meeting its obligations as the body charged with regulation of the profession in the public interest. Under Council leadership the responsibilities of the College are met chiefly by the office of the Registrar, the Board of Assessors and supporting Committees.

2. We are impressed with the quality of staff and also of the volunteers involved in the leadership and governance of the College.

3. We generally commend the level of discourse, and the commitment to conscientious governance, that we observe at Council, and in the issues and policy decisions brought to Council. As well as the sensible policy developments being framed by the Council, we congratulate the commitment to annual Strategic Planning activities.

4. We note that over the previous year the College has made many efforts to recruit Committee and Board members from rural Manitoba.

As Public Representatives we can attest that the public College members have been well served by the Council, College staff, and its volunteers over the 2017 year.

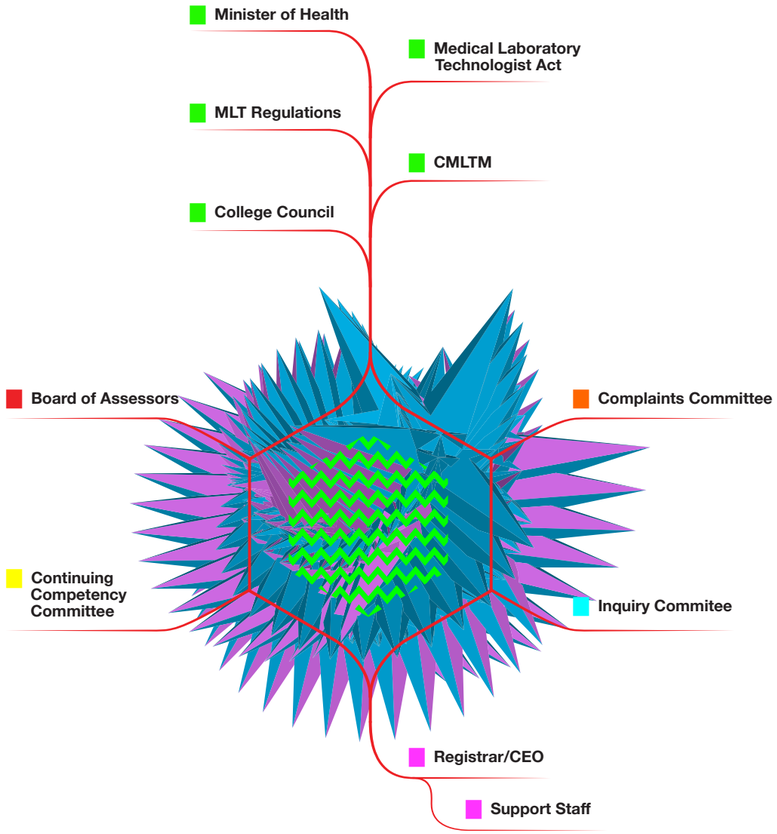
All stakeholders in the College, including the public government and registered MLTs, the patient public, other health care professionals and the leadership of Manitoba Health, may be assured that they are well served by the College of Medical Laboratory Technologists of Manitoba.

Unfortunately 2016 has seen the departure of John Schwandt. As Public Representatives we would be remiss if we didn't give our thanks and appreciation for his insight, dedication and contributions to the Council and CMLTM over the past five years. We wish him well for the future.

 ©2018 College of Medical Laboratory Technologists of Manitoba

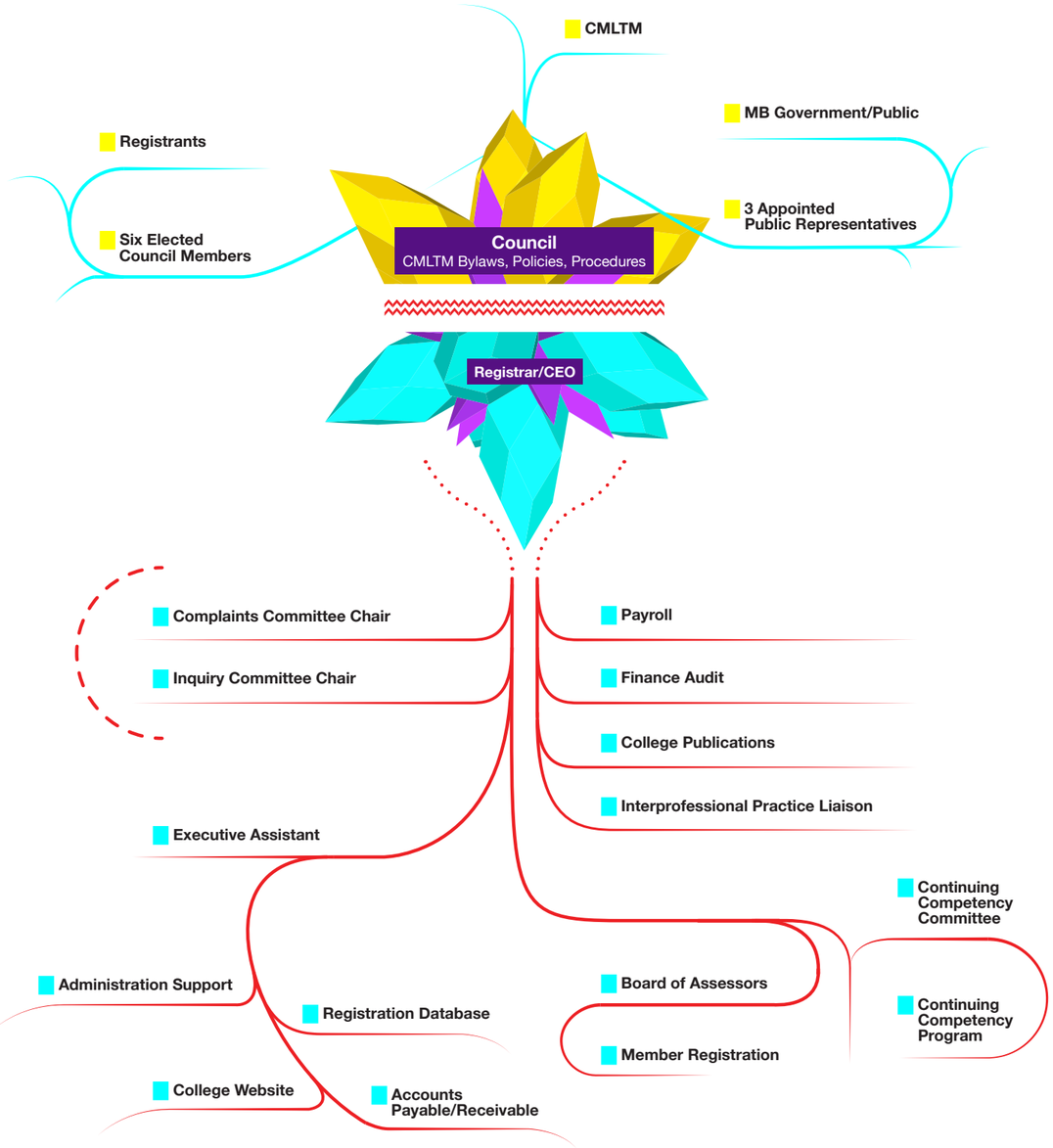
Structural Organization Chart

2017



Fuctional Organization Chart

2017



 ©2018 College of Medical Laboratory Technologists of Manitoba

Continuing Competency Committee Annual Report

Linda Schroeder MLT, Continuing Competence Committee Chair

The mandate of the Continuing Competency Committee is to oversee the College's Continuing Competence Program development, maintenance and members' compliance. The committee reports and makes recommendations to the CMLTM Council. The Council maintains final decision-making power.

2017 COMMITTEE MEMBERS

Danielle Bernier MLT
Tammy Toutant MLT
Henri Beaubien MLT
Linda Schroeder MLT

COMMITTEE ACTIVITY

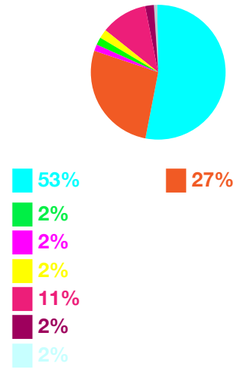
The committee met twice in 2017 and led three audit sessions. Meetings were held to review existing policies, process CE Assessment requests and work on a CE Assessment Policy to outline the process and serve as a guide to a transparent process. At our last meeting of the year we reviewed lessons learned during the audit year and considered improvements based on member survey feedback. In response to AGM concerns regarding audit of new grads we started a review of rules for call to audit that will set the ground work for a new policy to formalize and guide the Registrar in the call for audit process.

CONTINUING COMPETENCY AUDIT

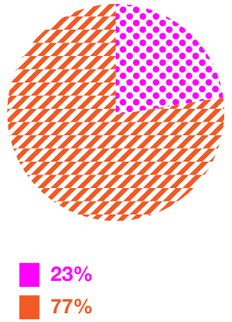
It is the professional responsibility of all members to meet the requirements of the Continuing Competence Program as part of our ongoing commitment to public protection. The CMLTM has set a goal to verify that commitment by randomly auditing a minimum of 20% of practicing members annually. In 2017 we audited 22.6 % (222) of our 982 practicing members' portfolios. The majority (82%) of audited members passed on initial audit. The table and charts below outline the audit findings for the year.

2017 AUDIT RESULTS	MARCH 18	MAY 13	SEPTEMBER 31	TOTAL
Pass	43	39	36	**118**
Pass Less Than 5 Years Practice	15	20	25	**60**
Marginal Pass	2	1	1	**4**
Fail Less Than 5 Years Practice	0	1	2	**3**
Fail Documentation	2	1	2	**5**
Fail Activities	8	9	8	**25**
Fail Documentation and Activities	1	2	2	**5**
Fail Incomplete Submissions	1	1	0	**2**
TOTAL	**72**	**74**	**76**	**222**

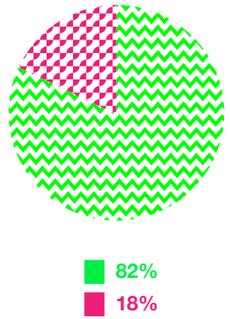
Audited Portfolio Results



Practicing Members Audited



Pass vs. Fail



Less Than 5 Years refers to members with less than 5 years of Canadian Practice. The 5-year minimum practice hours and continuing education hours would not apply to these audits. A fail would be due to missing documentation.

Marginal Pass includes submitted continuing education hours completed in the year of audit that was reassigned to 5 year audit period to meet required hours.

Incomplete submissions refers to portfolios submitted without or improperly completed log sheets that prevents auditing of the portfolio. Submitters are given one month to resubmit properly completed log sheets

 ©2018 College of Medical Laboratory Technologists of Manitoba

Complaints Committee Annual Report

Melanie Grafton, MLT

In 2017, the Complaints Committee was comprised of the following members

- *Rose Nienhuis, MLT*
- *Erin Martin, MLT*
- *Donna Pacholok, Public Representative*
- *Baldev Bedi, Public Representative*
- *Melanie Grafton, MLT, Committee Chair*

The Committee met three (3) times throughout the year and reviewed all 10 of the committee's policies.

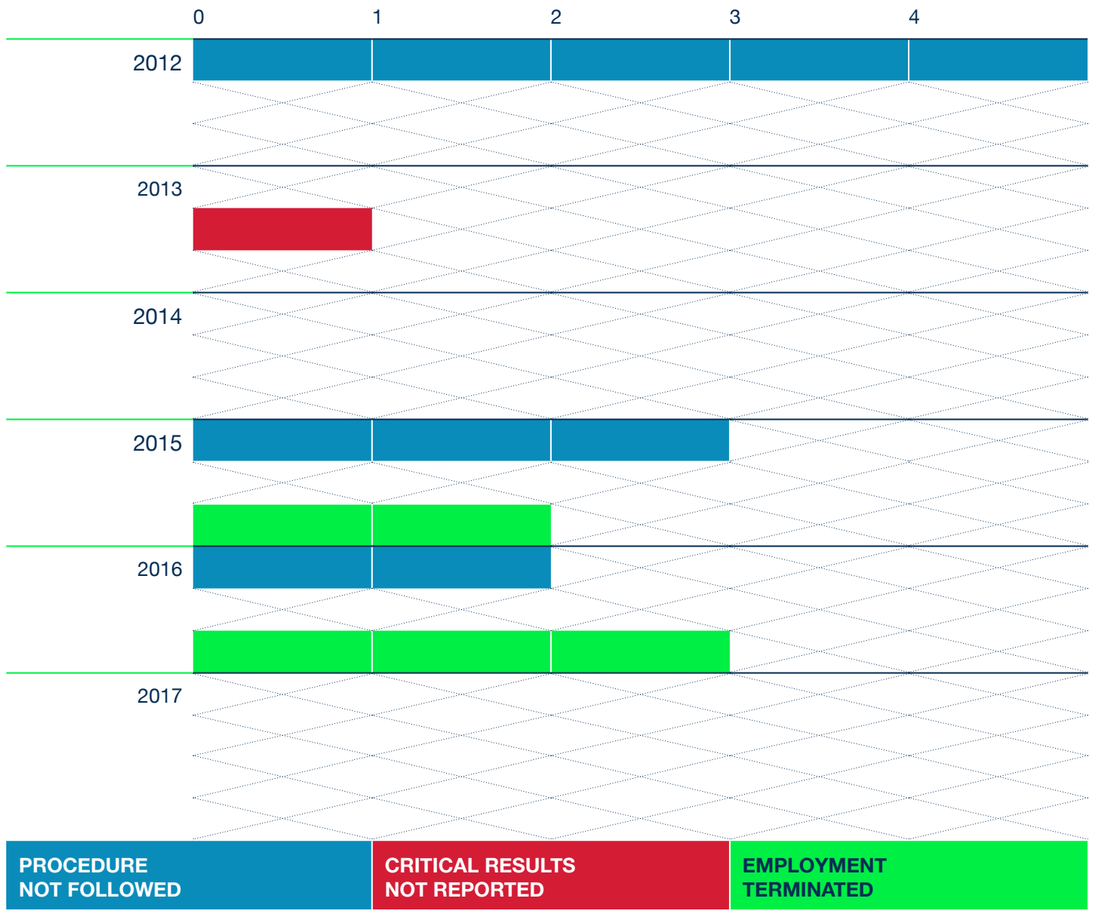
There were no formal complaints forwarded from CMLTM CEO/ Registrar to the Complaints Committee for review during the 2017 calendar year.

Complaints are retained on a member's record for seven (7) years. If a member moves to another province, they are responsible to report the complaint to the new licensing body.

Based upon the complaints seen to date, the Complaints Committee recommends that all members review the Code of Conduct on an annual basis.

To the right is a comparison of the type of complaints managed since 2012.

I would like to remind you that any person may make a complaint to the Registrar of CMLTM if they have a concern over the conduct of a member or past member. All complaints must be received in writing and should contain the name of the Registered Medical Technologist and provide sufficient detail to identify the member, the incident(s) or issues in the complaint. If possible, copies of correspondence, contracts, operating procedures and other documentation that helps to support the complaint should be provided at the time the complaint is submitted. All complaints must be signed and dated.



COMPLAINTS SHOULD BE DIRECTED TO:

CMLTM
Attention Registrar/CEO
245 Lilac Avenue
Winnipeg,MB
R3P 0N5

 ©2018 College of Medical Laboratory Technologists of Manitoba

Board of Assessors Annual Report

Tracey Pronyk-Ward, MLT

In accordance with the Medical Laboratory Technologist's Act, Regulations and By-Laws, the Board of Assessors (BOA) is a standing committee whose mandate is to protect the Public interest by ensuring an Applicant to the College of Medical Laboratory Technologists of Manitoba (CMLTM) is appropriately qualified to practice as a Medical Laboratory Technologist in Manitoba.

During the period January 1, 2017– December 31, 2017 the Board of Assessors reviewed one hundred and seven (107) applications with the following decisions:

CLASSIFICATION	APPROVED
Active General Certificate to Practice	32
Active Limited Certificate to Practice	4
Conditional General Certificate to Practice	33
Conditional Limited Certificate to Practice	1
Conditional Certificates to Practice upgraded to Active	29
Status upgraded from Inactive to Active Certificate to Practice	8

Seven (7) Active General Certificates to Practice were relocations from another province: one (1) from Ontario, three (3) from Saskatchewan, one (1) from British Columbia, one (1) from Newfoundland, and one (1) from Alberta.

Four Active, Limited to Practice, one (1) Cytology, two (3) Clinical Genetics.

The Board of Assessors reviewed the CMLTM refresher courses.

As Chair, I would like to express my sincere appreciation to the members of the Board of Assessors, Gloria Mactavish, Trevor Kotowich and Camille Harrop for their assistance, dedication and commitment over the past year.

Nomination Committee Annual Report

Oleksandra Machynia, MLT

The CMLTM Council is a significant part of the governance and regulation of the practice of medical laboratory technology in Manitoba. The CMLTM Council election process is an important event every year and I would like to take this opportunity to thank everyone who participated in the CMLTM 2017 election process.

CMLTM received three nominations for our open positions on the 2018 CMLTM Council. We had one vacancy for Electoral Division #1, within the City of Winnipeg, and we received one nomination. We had two vacancies for Electoral Division #2, outside the City of Winnipeg, and we received one nomination. Erin Martin as agreed to sit for another term and Council will approve her appointment at the next Council meeting.

CMLTM would like to welcome Tannu Sayed and Sajjid Janjua as new members to the CMLTM Council. Thank you to Erin Martin for agreeing to serve another term. CMLTM would like to encourage all members to consider running for Council in future years.

MEMBERS

Bonnie Grahame, Chair
Tracey Pearson
Leanne Matthes, public representative

The committee met on June 21, 2017. Melanie Grafton, Chair of the Complaints Committee gave an overview of the complaints process where a complaint would be forwarded to the Inquiry Committee.

Our public representative, Leanne Matthes, has left the committee to sit on Council. We are currently without a public representative.

There have been no matters referred to the committee in 2017.

 ©2018 College of Medical Laboratory Technologists of Manitoba

Summary Financial Statements

Independent Auditors' Report

To the Members of College of Medical Laboratory Technologists of Manitoba:

The accompanying summary financial statements, which comprise the summary statement of financial position as at December 31, 2017, and the summary statements of operations, changes in net assets and related note, are derived from the audited financial statements of College of Medical Laboratory Technologists of Manitoba for the year ended December 31, 2017. We expressed an unmodified audit opinion on those financial statements in our audit report dated April 21, 2018.

The summary financial statements do not contain all the disclosures required by Canadian accounting standards for not-for-profit organizations applied in the preparation of the audited financial statements of College of Medical Laboratory Technologists of Manitoba. Reading the summary financial statements, therefore, is not a substitute for reading the audited financial statements of College of Medical Laboratory Technologists of Manitoba.

MANAGEMENT'S RESPONSIBILITY FOR THE SUMMARY FINANCIAL STATEMENTS

Management is responsible for the preparation of a summary of the audited financial statements in accordance with Canadian accounting standards for not-for-profit organizations on the basis described in Note 1 to the summary financial statements.

AUDITORS' RESPONSIBILITY

Our responsibility is to express an opinion on the summary financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standards (CAS) 810, Engagements to Report on Summary Financial Statements.

OPINION

In our opinion, the summary financial statements derived from the audited financial statements of College of Medical Laboratory Technologists of Manitoba for the year ended December 31, 2017 are a fair summary of those financial statements, in accordance with Canadian accounting standards for not-for-profit organizations on the basis described in Note 1 to the summary financial statements.

OTHER MATTER

The summary financial statements as at December 31, 2016 were audited by another firm of public accountants who expressed an opinion without reservation in a report dated May 19, 2017.

Winnipeg, Manitoba
April 21, 2018

Summary Statement of Financial Position

	2017	2016
ASSETS		
Current		
Cash	377,738	389,589
Portfolio Investments	190, 411	208,091
Accounts receivable		1,660
Prepaid expenses	4,376	7,451
	572,525	606,791
Capital Assets	**703,946**	**746,856**
	1,276,471	**1,353,647**
LIABILITIES		
Current		
Accounts payable and accruals	28,251	54,568
Unearned member fees	437,483	435,890
Current portion of term loan due on demand	24,200	24,000
	489,934	514,458
Term loan due on demand	374,772	399,445
	864,706	913,903
NET ASSETS		
Unrestricted	(140,209)	(130,667)
Invested in tangible capital assets	304,974	323,411
Internally restricted	247,000	247,000
	411,765	**439,744**
	1,276,471	**1,353,647**

 ©2018 College of Medical Laboratory Technologists of Manitoba

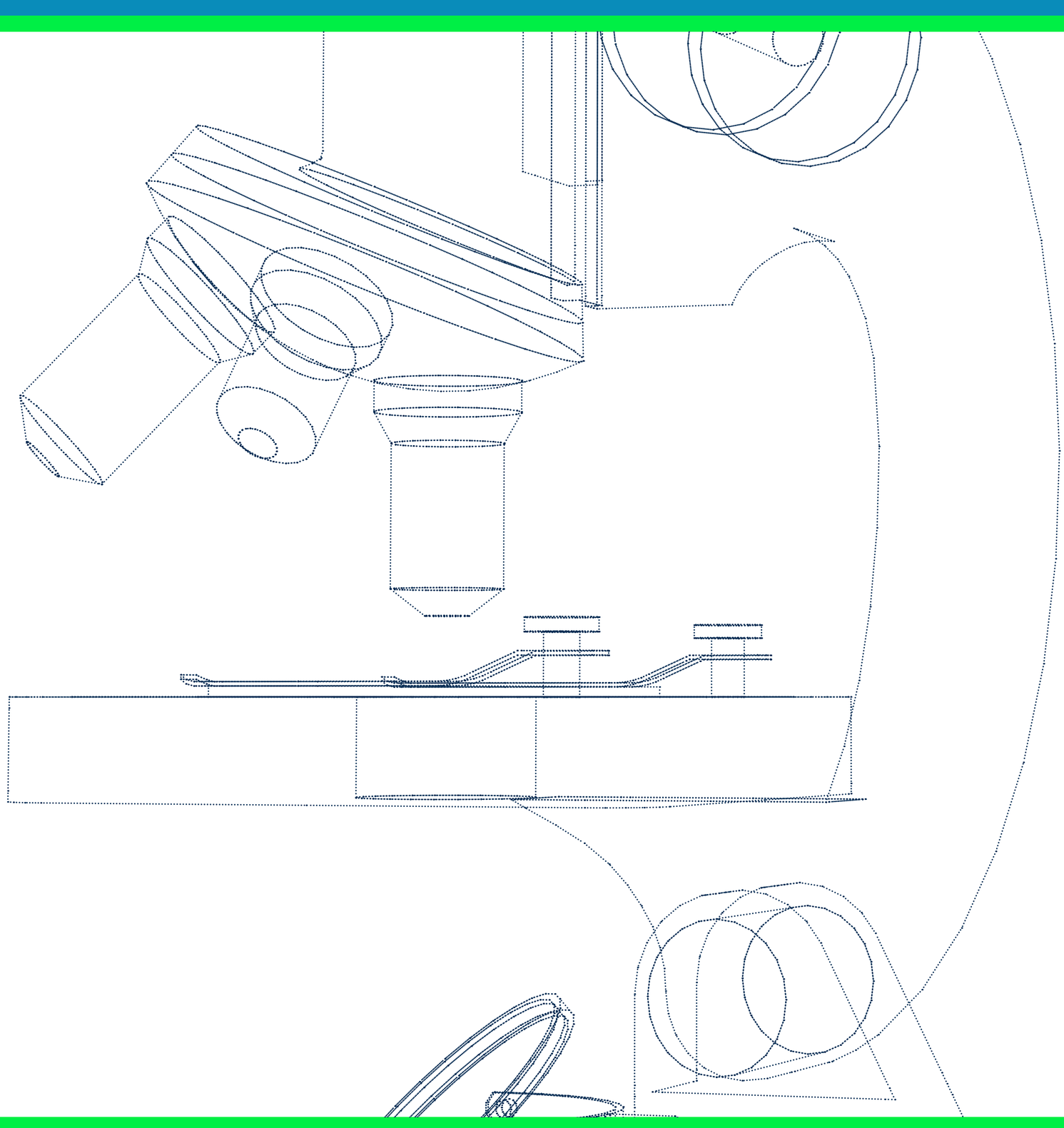
Summary Statement of Operations

REVENUE	2017	2016
Member fees	456,405	461,572
Other income	2,577	3,795
Investment income	16,300	19,683
	475,282	**485,050**
EXPENSES		
Advertising	26,654	29,529
Amortization	42,910	28,214
Bank charges and interest	12,710	16,929
Committee and program expense	37,853	31,523
Database and website costs	21,870	11,059
Interest on term loan due on demand	16,036	16,151
Investment advisor fees	1,995	3,346
MAHRC projects	2,275	1,189
Membership fees	11,518	6,041
Occupancy costs	28,669	22,870
Office	22,840	39,618
Postage	2,588	2,384
Professional development	23,928	7,620
Professional fees	41,034	25,907
Staff and contractors	196,447	152,742
Telephone, internet, and fax	13,934	6,428
	503,261	**401,550**
Excess (deficiency) of revenue over expenses	**(27,979)**	**83,500**

Summary Statement of Changes in Net Assets

	UNRESTRICTED	INVESTED IN CAPITAL ASSETS	INTERNALLY RESTRICTED	2017	2016
Net assets, beginning of year	(130,667)	323,411	247,000	439,744	356,244
Excess (deficiency) of revenue over expenses	30,967	(58,946)		(27,979)	83,500
Payment of interest and principal on term loan	(40,509)	40,509			
Net assets (deficit), end of year	**(140,209)**	**304,974**	**247,000**	**411,765**	**439,744**

 ©2018 College of Medical Laboratory Technologists of Manitoba



CMLTM

Annual Report 2017