



COLLEGE OF DIETITIANS
OF ALBERTA

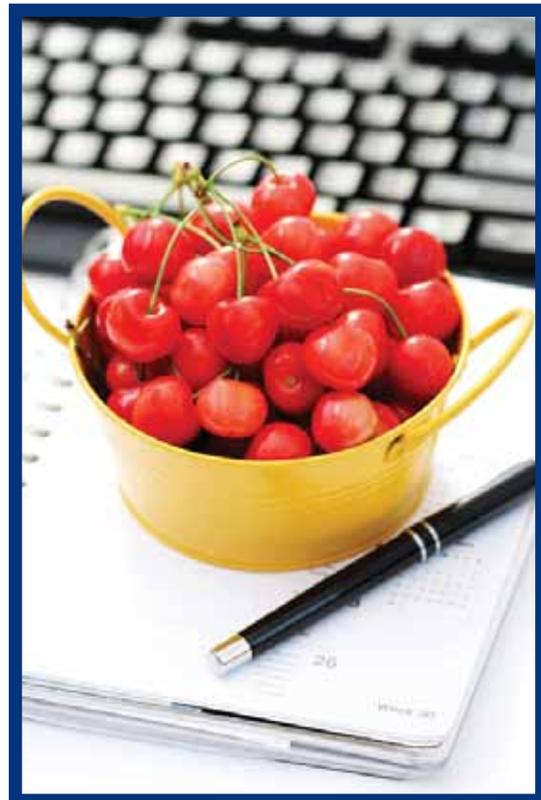
ANNUAL REPORT 2010

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MESSAGE FROM THE PRESIDENT AND EXECUTIVE DIRECTOR

As we reflect on another busy year that saw the College surpass the 1000 member mark, we look to next year with anticipation as 2012 will mark ten years since the College of Dietitians of Alberta came under the *Health Professions Act*. We have come a long way in our evolution as a regulatory body and we strive to continue that evolution in the interest of public protection. The past year was marked with significant changes both from a technology perspective, changes to Council, development of tools for members and our work on a national level.

The College launched a new website in December of 2010. Our new website provides an expanded Members' section with job and continuing education postings along with additional information for the general public.

To complement the launch of online registration renewal introduced in early 2010, we added online Continuing Competence Program (CCP) this past registration period to streamline the renewal process for members. The introduction of the online CCP program was met with positive feedback from members pleased with the ease of registration renewal.

In 2010 the College presented its first online webinar, an initiative to provide information to members on regulatory issues. Webinars were introduced in response to members having difficulty attending in-person workshops due to busy schedules. The online webinars are archived on the College website for any members unable to participate in the live presentations.

Continuing with our advancements in introducing new technologies to the College, we are currently piloting a software program that will allow international applicants to perform a self assessment comparison to our competencies online from their home country. This will allow foreign trained applicants to be informed of potential upgrading or practicum requirements that may be required for registration upon arriving in Canada. This initiative is a result of a partnership between the College and the Foreign Qualifications Recognition initiative of Alberta Employment & Immigration.

In response to members' requests and in an effort to assist members in their daily practice and in the interest of public protection the College established a professional liability insurance program with Sheppard Insurance Services that allows members to access affordable liability insurance through the College website.

The College of Dietitians of Alberta is committed to recognizing the hard work of its members. To this end the College is currently developing recognition awards for preceptors and will explore other categories of recognition. To recognize the hard work and commitment of students, Council will establish a bursary program to begin in 2012. Details on these awards will come to members later this year.

The recipient for the 2010 *Mary Mitchell Award* was Maureen McKay, former Coordinator for the Integrated Dietetic Internship Program at the University of Alberta. The *Mary Mitchell Award* is presented to individuals for outstanding contribution to the development of the College.

To further recognize and promote the exceptional job that Registered Dietitians do, the College will launch an awareness campaign in the fall of 2011. The campaign is designed to highlight awareness of the work of Registered Dietitians and their important contributions to the healthcare of Albertans.

Activity on a national level has also been busy. In 2010 Veterans' Affairs Canada announced insurance coverage for their members would be extended to include dietetic services.

Also nationally, the College along with the Canadian Alliance of Dietetic Regulatory Bodies continues its work with the Partnership for Dietetic Education and Practice (PDEP), a collaborative initiative among regulators, educators and the professional association to work on areas of mutual focus including the development of a national set of competencies for dietetic practice and education. The ongoing Integrated Competency project is well into its second phase.



In 2010 Alberta dietitians joined their colleagues from across Canada to participate in a validation survey for the initial phase of the competency project. The validation resulted in the release of the draft Job Task Statements for the Entry Level Dietitian in June 2010. The PDEP competency working group is now developing performance indicators to complement the first phase. Completion of this project is slated for early 2012 with validation conducted in mid to late 2011.

In 2010, Public Member of Council John Stokdijk stepped down from Council following his second term. John, who served on Council for six of the nine years the College has been regulated, was instrumental in shaping the College and his contributions are invaluable.

We would like to express our gratitude to the staff and volunteer committees whose invaluable contributions assist the College in its mandate of public protection. Thank you for your tireless effort and continued support.

Sincerely,



JOANNE PENSON-BOUCHER,
PRESIDENT

A handwritten signature in black ink that reads "Penson-Boucher".



DOUG COOK,
EXECUTIVE DIRECTOR &
REGISTRAR

A handwritten signature in black ink that reads "Doug Cook".



PUBLIC MEMBERS' REPORT

It is our pleasure to report that the College of Dietitians of Alberta (CDA) has worked effectively to fulfill all of its responsibilities as designated by the *Health Professions Act*. All proceedings have been conducted professionally and ethically.

Through its actions, we believe CDA is committed to working with Alberta Health Services to contribute to the best possible health care for Albertans. The CDA continues to work nationally with other dietetic regulatory bodies, educators, and the professional association to develop national competencies to provide consistency in dietetic practice in Canada, and in assessing internationally prepared dietitians.

The CDA and its staff conduct business professionally and in accordance with a strategic plan that is reviewed regularly by Council members.

We are pleased to have participated as public members of CDA.

Craig Hrynchuk, Public Member

Gerri Nakonechny, Public Member

ABOUT THE COLLEGE

The College of Dietitians of Alberta is a non-profit self governing public body created under the *Health Professions Act* to regulate the practice of dietetics in the public interest. The College, established in 2002, ensures that members have the proper education and training to provide professional, competent and ethical dietetic services. The College currently regulates the practice of over 1000 Registered Dietitians in Alberta who work in various settings such as hospitals, private clinics, primary care networks, long-term care facilities and community health centres.

CDA STAFF

Doug Cook, Executive Director, Registrar & Complaints Director

Shannon Mackenzie, Professional Practice Coordinator

Lisa Omerzu, Executive Assistant & Registration Coordinator



COLLEGE COUNCIL



College of Dietitians of Alberta Council:

Back row from left: Annette Li, RD, President Elect, Michael Seibel, RD, Gerri Nakonechny, Public Member, Doug Cook, Executive Director, Karen Villetard, RD, Craig Hrynchuk, Public Member, Monica Storey, RD, Julie Lacasse, RD.

Front row from left: Lisa Omerzu, Executive Assistant, Debra Buffum, RD, Robin Anderson, RD, Past-President, Joanne Penson-Boucher, RD, President.

Absent: Diana Mager, RD.

MARY MITCHELL AWARD RECIPIENT



Heidi Bates, Director, University of Alberta Integrated Dietetic Internship

Shannon Mackenzie, Professional Practice Coordinator, CDA

Maureen McKay, RD, Recipient of the Mary Mitchell Award



THE ROLE OF THE COLLEGE

In defining the role of a college, the *Health Professions Act* states:

“3(1) A college

- (a) must carry out its activities and govern its regulated members in a manner that protects and serves the public interest,
- (b) must provide direction to and regulate the practice of the regulated profession by its regulated members,
- (c) must establish, maintain and enforce standards for registration and of continuing competence and standards of practice of the regulated profession,
- (d) must establish, maintain, and enforce a code of ethics,
- (e) carry on the activities of the college and perform other duties and functions by the exercise of the powers conferred by this Act, and
- (f) may approve programs of study and education courses for the purposes of registration requirements.”

MISSION, VISION, VALUES

MISSION

The Mission of the College of Dietitians of Alberta is to protect Albertans by regulating the competent practice of Registered Dietitians and Registered Nutritionists.

VISION

The College of Dietitians of Alberta is a thriving regulatory body.

The College achieves the trust, confidence and respect of the public, government, Registered Dietitians and Registered Nutritionists by governing with integrity and fairness, building partnerships and communicating effectively.

ORGANIZATIONAL VALUES

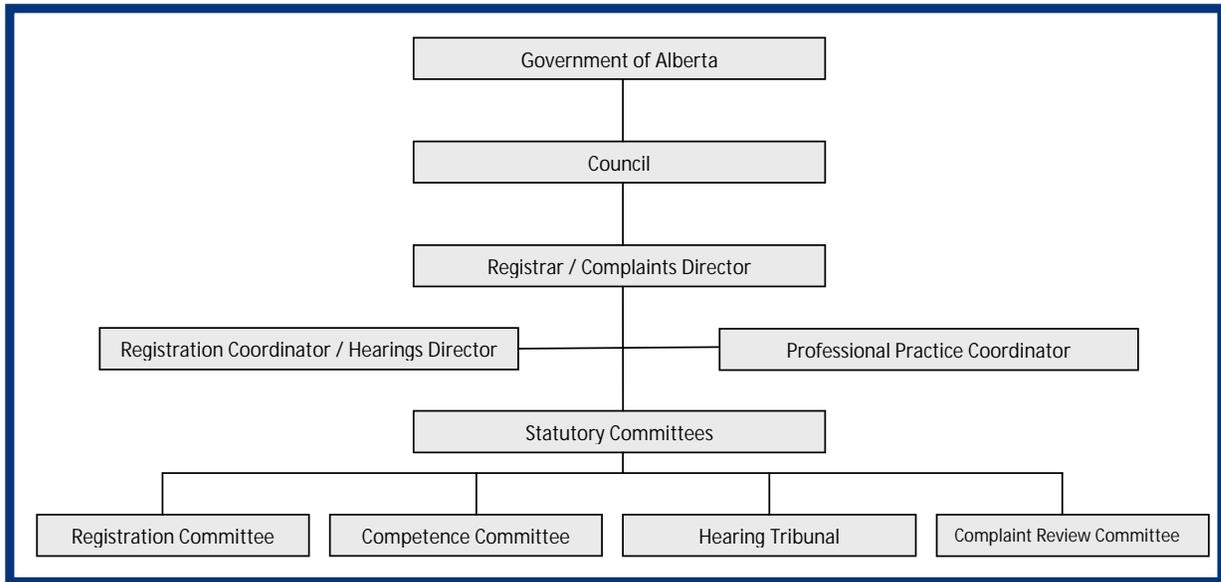
The Values of the College of Dietitians of Alberta are:

- Integrity
- Accountability
- Effectiveness
- Respect
- Transparency



ORGANIZATIONAL STRUCTURE

The organizational structure of the College is set out below. The Council, Committees and positions are established in accordance with the *Health Professions Act* and the *College of Dietitians of Alberta Bylaws*.



COUNCIL

The Council is elected by the membership and is responsible for the governance and management of the regulatory and business affairs of the College. The Council is accountable to the Government, the Privacy Commissioner and the Ombudsman as well as the public. A key mechanism for public protection in legislation requires that twenty-five percent of the voting members of Council are public members appointed by Government. The Council establishes the mission, vision and policy direction for the College. The Council also hears appeals referred to it under the *Health Professions Act* and appoints the Registrar, Complaints Director and Hearings Director.

REGISTRAR / COMPLAINTS DIRECTOR

The Registrar performs duties designated in legislation, as well as those delegated by the Council of the College. The Registrar also serves as Complaints Director. The Complaints Director receives and investigates complaints of unprofessional conduct and determines whether the complaint should be dismissed due to lack of evidence, referred to the Alternate Complaint Resolution process or referred to a hearing.

REGISTRATION COORDINATOR / HEARINGS DIRECTOR

The Registration Coordinator coordinates registration and renewal processes and also serves as the Hearings Director of the College. The Hearings Director establishes a Hearing Tribunal or a Complaint Review Committee from the list of members appointed by Council and coordinates scheduling, production of notices and records for the hearing.

PROFESSIONAL PRACTICE COORDINATOR

The Professional Practice Coordinator is responsible for the professional practice initiatives of the College including the Continuing Competence Program, member communications, workshops, webinars, presentations and educational sessions.



REGISTRATION COMMITTEE

The Registration Committee is appointed by Council and reviews applications that are referred by the Registrar and determines whether applicants are eligible for registration and whether any upgrading of academic or practical qualifications is required. The Committee also reviews applications for reinstatement of registration that result from disciplinary action.

COMPETENCE COMMITTEE

The Competence Committee is appointed by Council and reviews competence programs referred by the Professional Practice Coordinator and determines whether criteria established by Council for competence programs have been met or whether any follow up or remedial action is required.

MEMBERSHIP LIST FOR COMPLAINT REVIEW COMMITTEES OR HEARING TRIBUNALS

The Council appoints members to the Membership List. Two or more members from the Membership List are appointed to a Hearing Tribunal to hear evidence, determine findings and appropriate sanctions when a complaint is referred to a Hearing Tribunal. The same number of members may also be appointed to a Complaint Review Committee to ratify a settlement resulting from an Alternate Complaint Resolution Process or to review the dismissal of a complaint if requested by a complainant. The number of public members set out in legislation, are required to sit on a Hearing Tribunal or Complaint Review Committee.



REGISTRATION REPORTS

REGISTRATION STATISTICS (REPORTED AT APRIL 1, 2011)

	2008/09	2009/10	2010/11
General Register	904	945	962
Temporary Register	27	13	25
Total	931	958	987

RESIGNATIONS (EFFECTIVE APRIL 1, 2011)

	2008/09	2009/10	2010/11
Moved out of Province	21	12	16
No longer working in the field of dietetics	5	5	10
Retired	4	6	12
Reason unspecified	-	-	-
Total	30	23	38

CANCELLATIONS (EFFECTIVE APRIL 1, 2011)

	2008/09	2009/10	2010/11
Failure to renew	2	9	2
Non-compliance with the Continuing Competence Program	-	-	-
Other	-	-	-
Total	2	9	2



NEW REGISTRANTS

(APRIL 1, 2010 – MARCH 31, 2011)

Entry Route	2008/09	2009/10	2010/11
Accredited program applicants	70	42	54
International applicants	4	3	4
MRA applicants	9	9	13
Other	-	-	-
Total	84	54	71

The College received a total of seventy-eight complete applications of which seventy-one were approved between April 1, 2010 and March 31, 2011.

Fifty-four applications were received from graduates of accredited Canadian programs and approved.

Four international applicants were approved for registration for 2010/2011. Four new applications were received from internationally trained graduates. Three new applications were received from return to practice applicants. Seven applicants were referred to the Registration Committee for review of eligibility. Six applicants required academic upgrading and/or internship. One application was approved to the General Register. Therefore six applicants are still currently completing the requirements for registration.

The College received thirteen applications under the Mutual Recognition Agreement (MRA) with other Canadian Dietetic Regulators. All thirteen applications were approved for registration.

CANADIAN DIETETIC REGISTRATION EXAMINATION

The Canadian Dietetic Registration Examination (CDRE) is a national registration examination administered by the College and its regulatory counterparts in other provinces. Successful completion of the CDRE is required in Regulation under the *Health Professions Act* for registration with the College. The examination is held each year in May and November. Examination committees composed of Registered Dietitians from across the country work with a testing agency to develop questions, answers and set the pass score.

CDRE Provincial Statistics	2008	2009	2010
Candidates	69	58	46
Passing	69	58	46
Failing	0	0	0
% passing	100%	100%	100%



RESTRICTED ACTIVITIES

In order to become authorized, regulated members document and verify they have achieved the competence established to perform a restricted activity. Once competence has been demonstrated and authorized by the College, members are issued a practice permit listing each restricted activity they may perform.

Currently 239 authorizations have been issued. The distribution of restricted activity authorizations at April 1, 2011 is:

Restricted Activity	2008/09	2009/10	2010/11
Prescribing parenteral nutrition (including schedule 1 drugs)	174	179	168
Prescribing or administering oral contrast agents	4	3	3
Inserting or removing gastrostomy / jejunostomy tubes	1	3	3
Performing psychosocial interventions	27	31	28
Distributing drugs regulated by a drug schedule	36	39	37
Total	242	255	239

The College provides the Alberta College of Pharmacists and Alberta Blue Cross with a list of regulated members who have prescribing authorities under the legislation.



CONTINUING COMPETENCE PROGRAM REPORT

The Continuing Competence Program (CCP) of the College focuses on maintaining professional competence related to practice. The key elements of the CCP are self assessment, development of a competence plan including identification of competence goals and activities, and evaluation of the outcome of the competence plan of practice.

The CCP was implemented in 2002 / 2003 in response to the *Health Professions Act* requirement that all Colleges have a CCP in place. All CCP documents were evaluated by the College in the first year of the program. At that time, a Continuing Competence Committee was also established with the mandate to review member programs referred by the College and to develop an improvement checklist form to offer guidance to members for future CCP submissions. The Continuing Competence Committee has since met on a yearly basis to review those programs referred by the College and provide recommendations for member feedback.

Changes were implemented for the 2010/11 CCP submission year. The College implemented online CCP submission negating the need to submit manual forms. Changes were also made to the review and audit process. A percentage of the membership is randomly selected for review with ten percent of those reviewed selected for audit. Each members CCP is reviewed a minimum of once every three years. The audit process requires members to submit all documentation and proof of activities for their CCP activities over the past year.

A summary of the previous years' program statistics is as follows:

Continuing Competence Committee Program Reviews	2008/09	2009/10	2010/11
Total Number of CCP Participants *	861	909	934
Number of CCP submissions reviewed	135	366	221
Number of CCP submissions selected for audit	-	-	19**
Programs referred to Continuing Competence Committee	106	96	-
Approved	41	7	-
Recommendations for improvement: no member follow up required	55	59	-
Recommendations for improvement: follow up required	6	30	-

* Total number of CCP participants does not reflect total number of CDA members as CCP participation is not required for applicants after October 1 of reporting year.

** Following revised CCP review/audit process as outlined above (numbers to be reported in 2011)

Changes to the CCP were communicated to members in the following ways:

- An email was sent to each member outlining online CCP program changes prior to registration renewal.
- Information regarding program changes has been posted on the members section of the College website.



COMPLAINTS DIRECTOR'S REPORT

The College of Dietitians of Alberta is committed to protecting the public interest and ensuring trust in the profession through high standards of professional conduct and competency. The complaints process is an important aspect of self-regulation that gives a voice to patients and employers to provide feedback and/or concerns about College members.

The College responds to all written complaints from members of the public, employers, or members of the profession about the practice or conduct of regulated members of the College, objectively and confidentially. The complaints process ensures fairness to both the complainant and the practitioner. Complaints are thoroughly investigated and a decision is made to refer the complaint to a discipline hearing or to dismiss it. Complaints that are dismissed are typically because of a lack of or insufficient evidence. If dismissed, a complainant has 30 days to appeal.

The Chart below provides an overview of the complaints received by the College in the registration year which begins with April 1, 2010.

	New Complaints received 2010/2011	Carried over from 2009/2010	Complaints in progress effective April 1, 2011
Employers /Peers	3	0	0
Public	0	0	0
Regulatory Body	0	0	0

COMPLAINT DISPOSITION

	2010/2011
Dismissed	1
Referred to Investigation	0
Referred to Hearing	0
Resolved Informally	2



COMPLAINTS DIRECTOR'S REPORT

Section 128 (5) of the *Health Professions Act (HPA)* prohibits a person from using a title, abbreviation, or initials that are protected under a schedule to the Act, alone or in combination with other words that implies the person is a regulated member of a college under the Act. Registered Dietitian, Registered Nutritionist, Dietitian and RD are protected under Schedule 23 of the *Health Professions Act*. Section 128 (10) also prohibits persons from using the term “registered” in a manner that implies that they are a regulated member under the *Health Professions Act* unless the person is in fact a regulated member or is authorized to use the term “registered” by some legislation.

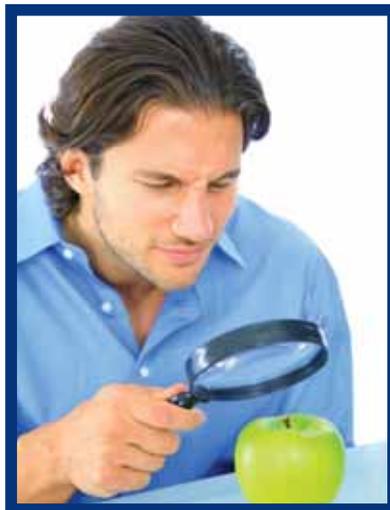
The College responds to complaints from members of the public or the profession regarding misuse of the titles protected under sections 128 to 130 of the *Health Professions Act*.

Once contacted by the College, the individual must respond indicating that they are prepared to discontinue use of the protected title and provide the College with evidence that the protected title has been removed from advertisements, pamphlets, business cards or other materials. Continued use of protected titles is an offense under section 129 of the *HPA*, and could result in prosecution and a fine up to \$2,000.00, or a court injunction.

The Chart below provides an overview of the complaints received by the College in the registration year which begins April 1, 2010.

Protected Title Misuse Complaint Received	2008	2009	2010
Registered Dietitian, Registered Nutritionist, Dietitian or the initials RD	3	3	2
Other*	-	-	-
Total	3	3	2

* May include but not limited to misuse of one or more of the following titles: Registered Nutrition Consultant (RNC), Registered Holistic Nutritionist (RHN), Registered Nutrition Consulting Practitioner (RNCNP), Registered Dietary Technologist (RDT)



FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2011

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INDEPENDENT AUDITORS' REPORT

To the Members of
COLLEGE OF DIETITIANS OF ALBERTA

We have audited the accompanying financial statements of College of Dietitians of Alberta which comprise the statement of financial position as at March 31, 2011 and the statements of operations and net assets 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 generally accepted accounting principles, 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 College of Dietitians of Alberta as at March 31, 2011, and its financial performance for the year then ended in accordance with Canadian generally accepted accounting principles.

Edmonton, Alberta May 30, 2011

SVS Group LLP
CHARTERED ACCOUNTANTS



STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2011

		2011	2010
	ASSETS		
CURRENT			
Cash in accounts - allocated (financial reserve/deferred fees)		\$ 189,265	\$ 265,727
Cash in accounts - unallocated		323,124	234,507
Total cash in accounts		512,389	500,234
Term deposits - allocated (financial reserve/deferred fees)		819,910	728,773
Accounts receivable		-	768
Prepaid expenses and deposit		31,672	19,933
		1,363,971	1,249,708
CAPITAL ASSETS (Note 3)		9,568	12,306
		\$ 1,373,539	\$ 1,262,014
	LIABILITIES		
CURRENT			
Accounts payable and accrued liabilities		\$ 59,173	\$ 43,097
Deferred membership fees		497,175	489,300
Deferred exam fees		12,000	5,200
Deferred grant revenue		-	6,128
		568,348	543,725
	NET ASSETS		
FINANCIAL RESERVE		500,000	500,000
CAPITAL ASSETS RESERVE		9,568	12,306
GENERAL UNRESTRICTED RESERVE		295,623	205,983
		805,191	718,289
		\$ 1,373,539	\$ 1,262,014



STATEMENT OF NET ASSETS

FOR THE YEAR ENDED MARCH 31, 2011

	2011	2010
FINANCIAL RESERVE		
Balance, beginning of year	\$ 500,000	\$ 500,000
Transfer from general reserve (Note 5)	-	-
Balance, end of year	\$ 500,000	\$ 500,000
CAPITAL ASSETS RESERVE		
Balance, beginning of year	\$ 12,306	\$ 16,103
Purchase of capital assets	1,196	1,245
Amortization of capital assets	(3,934)	(5,042)
Balance, end of year	\$ 9,568	\$ 12,306
GENERAL UNRESTRICTED RESERVE		
Balance, beginning of year	\$ 205,983	\$ 196,966
Purchase of capital assets	(1,196)	(1,245)
Amortization of capital assets	3,934	5,042
Transfer to financial reserve (Note 5)	-	-
Excess of revenue over expenses for the year	86,902	5,220
Balance, end of year	\$ 295,623	\$ 205,983



STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, 2011

	2011	2010
REVENUE		
Membership fees	\$ 524,097	\$ 504,662
Interest income	17,210	4,476
Penalties and miscellaneous	13,300	11,596
Registration fees	9,524	6,557
	564,131	527,291
EXPENSES		
Amortization	3,934	5,042
Audit and bookkeeping	8,283	8,954
Bank charges and interest	17,675	15,651
College projects/development	52,078	85,242
Equipment lease (photocopier)	2,848	2,496
Insurance	6,146	6,160
Legal	3,224	18,676
Meetings	30,471	26,157
Memberships, dues and resources	9,473	9,485
Office supplies and services	15,365	10,254
Professional and board development	3,158	6,105
Rent	43,553	43,445
Repairs and maintenance	271	-
Stationery, printing and postage	5,154	6,997
Telephone and fax	8,598	6,547
Wages and benefits	266,998	270,860
	477,229	522,071
EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR	\$ 86,902	\$ 5,220



NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2011

1. NATURE OF OPERATIONS

The College is established under legislation created to protect the public by registering qualified professional dietitians, setting standards, monitoring competency and investigating and acting on complaints.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles. Because a precise determination of many assets and liabilities is dependent upon future events, the preparation of financial statements for a period necessarily involves the use of estimates which have been made using careful judgement. These financial statements have, in management's opinion, been prepared within the reasonable limits of materiality and the framework of the significant accounting policies summarized below:

(a) Financial Instruments

The College's financial instruments consist of cash in accounts, term deposits and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the College is not exposed to significant interest, currency or credit risks arising from these financial instruments and their carrying value represents fair value.

(b) Capital Assets

Capital assets are stated at cost. Amortization is recorded using the declining balance method at the following annual rates:

Computer equipment	30/45%
Office furniture	20%

(c) Revenue Recognition

The College follows the deferral method of accounting for revenue. Therefore, revenue is recognized as revenue in the year in which the related expenses are incurred. Accordingly, membership fees received at the year end for the annual term commencing immediately after the year end have been deferred and will be recognized in the fiscal period to which they relate.

(d) Contributed Services

Volunteer services contributed on behalf of the College in carrying out its operating activities are not recognized in these financial statements due to the difficulty of determining their fair value.



NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2011

3. CAPITAL ASSETS

			2011	2010
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Computer equipment	\$ 47,803	\$ 43,512	\$ 4,291	\$ 5,710
Office furniture	34,364	29,087	5,277	6,596
	\$ 82,167	\$ 72,599	\$ 9,568	\$ 12,306

4. COMMITMENTS

The College is committed to a lease for office premises to September 1, 2012. The minimum monthly lease payments required are \$2,683 with nominal annual increases.

The College has also entered into an operating lease for photocopying equipment until March 2015. The minimum annual lease payments required are \$2,376 annually.

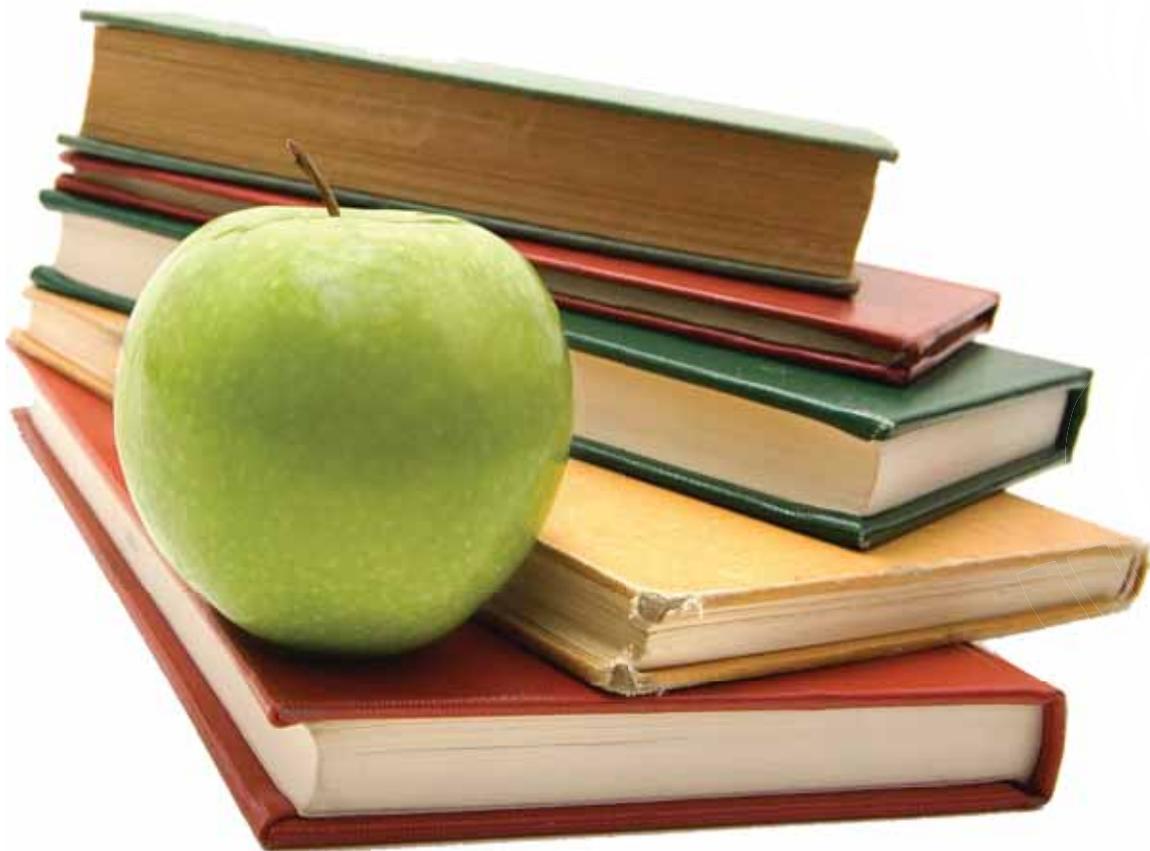
5. FINANCIAL RESERVE

The Council established a financial reserve to provide for continued operations for one year if there are unexpected interruptions in cash flow or unexpected expenses. As well, the financial reserve is intended to provide funds to cover the costs of any unexpected disciplinary hearings. The Council has set an objective of \$500,000 for the financial reserve. Transfers to/from the financial reserve require Council approval.

6. STATEMENT OF CASH FLOW

A statement of cash flow was not presented since the cash flow information would not provide any meaningful information.







**COLLEGE OF DIETITIANS
OF ALBERTA**

www.collegeofdietitians.ab.ca