

2003 ANNUAL REPORT

Board of Registration for Social Workers in British Columbia

MEMBERS OF THE BOARD

Ray Chapman, RSW	Chair, instructor, Douglas College & private practice
Sherry Baker	Public member
Sharon Coates	Public member
Sharon Coflin, RSW	Project manager, Ministry for Children & Family Development
Fran Grunberg, RSW	Instructor, Langara College
Elaine Halsall, RSW	Social worker, Pacific Centre Family Services
Anne Lindsay, RSW	Private practice
Gayle Read, RSW	Mental health consultant, Ministry for Children & Family Development
Brad Watson, RSW	Program manager, West Coast Family Resources
Gloria Wolfson, RSW	Director of Social Work, University College of the Fraser Valley

The Lieutenant Governor in Council appoints individuals to the Board of Registration on an annual basis pursuant to the provisions of the *Social Workers Act, R.S.B.C. 1979, C.389*. The *Act* provides for a Board of 10 to 12 members, two of whom are public representatives, while the rest are Registered Social Workers. The *Social Workers Act* and Rules define the responsibilities, powers and processes of the Board of Registration.

The Board is grateful to the many Registered Social Workers who contributed to the Board in 2003 by serving on committees with Board members, responding to the consultation requests on social work practice issues, and providing advice in a variety of related areas of interest to the Board.

I COMMITTEES

Inquiry Committee:

Fran Grunberg (Chair), Sherry Baker, Ray Chapman

Private Practice Committee:

Ray Chapman (Chair), Darlynn Gehring, Anne Lindsay, Linda McDonald, Jim Pawson

Finance Committee:

Brad Watson (Chair), Ray Chapman, Gloria Wolfson

Registration Committee:

Gloria Wolfson (Chair), Brad Watson, Elaine Halsall

Quality Assurance Committee:

Elaine Halsall (Chair), Sharon Coates, Sharon Coflin, Lillian Ramsden, Debbie Jones

Adoption Committee:

Delma Hemming (Chair), Lisa Cowie, Joyce Masselink, Brad Watson,

II BOARD ACHIEVEMENTS AND HIGHLIGHTS

In 2003 the Board focused on consolidating changes that had been achieved in the previous year.

There was a significant increase in registration numbers as more employers recognized the value of requiring registration. There is a growing interest in regulatory issues in social work and the Registrar was invited to meetings in Victoria, Kamloops and Kelowna. Further changes in registration issues resulted in the development of detailed application requirements for those claiming knowledge, skills, and abilities substantially equivalent to a social work degree.

The Board continued to publish the Private Practice Roster although it is no longer mandatory. Requirements for approval were tightened up and exceptions to the requirements have been eliminated.

An Adoption Committee was established which took on the task of reviewing the Standards of Practice in Adoption, which are now 5 years old. Once this review is completed, the Committee will develop requirements for an Adoption Specialist Certificate.

The BRSW submitted a request for amendments to the *Social Workers Act* to the Ministry for Children and Family Development at the beginning of the year. We were informed that the Ministry wished to look at broader issues of regulation

throughout the social services sector first and therefore, no amendments reflecting policy issues would be made. Later in the year, the Ministry approved proceeding with a miscellaneous amendment to address ongoing problems when board appointments are delayed or a board member resigns. The Board has determined it will continue to advocate for substantial change to the regulatory framework.

The Board also continued to work towards establishment of clinical registration. Initially the intent was to establish a specialist certificate, but this was changed to establishing a distinct category of registration which would recognize advanced skills in mental health and other clinical work. Work continues towards this goal.

The BRSW was accepted as a member of the Association of Social Work Boards, which comprises regulatory bodies across North America. We were the fourth province to join this organization, which offers resources and consultation on regulatory matters in social work. One of the key resources is a package of exams to be used for different levels of certification. It is the intent of the BRSW to use their clinical exam once our clinical registration class is in place. But we will also take advantage of other educational resources they offer.

III COMPLAINTS

There was one open case at the beginning of 2003. Five new complaints were received in the year. The outcome of these complaints was as follows:

- Two complaints were dismissed by the Inquiry Committee
- There were four open cases at the end of the year.

The Registrar received calls about the practice of some social workers who are not registered. Information was provided about any other complaints review processes that may be available to these callers.

IV PRIVATE PRACTITIONERS APPROVED IN 2003

James Campbell
Barbara Harris

Lynda Lougheed
Ethel Whitty

V REGISTRANT REPORT

There were 1,521 Registered Social Workers as of December 31, 2003. Of these RSWs, 204 registered during the year. Comparable figures for previous years are shown in the following table.

<u>YEAR</u>	<u>RSW'S at year end</u>	<u>YEAR</u>	<u>RSW's at year end</u>
1978	1,079	1991	1,244
1979	1,167	1992	1,237
1980	1,208	1993	1,242
1981	1,255	1994	1,238
1982	1,238	1995	1,202
1983	1,209	1996	1,203
1984	1,176	1997	1,257
1985	1,111	1998	1,270
1986	1,084	1999	1,277
1987	1,107	2000	1,304
1988	1,125	2001	1,361
1989	1,134	2002	1,383
1990	1,199	2003	1,521

VI 2003 FINANCIAL STATEMENTS

The auditors for the Board of Registration are Marsh and Marsh, who provided the Board with regular financial statements during 2003. The year-end report for 2003 is presented in this Annual Report. In order to obtain an accurate understanding of the Board's financial position, the following financial statements should be read as a unit.

BOARD OF REGISTRATION FOR SOCIAL WORKERS
IN BRITISH COLUMBIA
FINANCIAL STATEMENTS
DECEMBER 31, 2003
(Unaudited)

REVIEW ENGAGEMENT REPORT

To: The Members of the Board of Registration for Social Workers in British Columbia:

We have reviewed the statement of financial position of the Board of Registration for Social Workers in British Columbia as at December 31, 2003 and the statements of operations and changes in fund balances and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by management.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

Vancouver, B.C.
January 30, 2004



Chartered Accountants

BOARD OF REGISTRATION FOR SOCIAL WORKERS
IN BRITISH COLUMBIA

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2003

(Unaudited)

	Operating Fund	Operating Reserve Fund	Hearings Fund	Research and Policy Development Fund	Total 2003	Total 2002
Current Assets						
Cash	\$ 92,810	\$ -	\$ -	\$ -	\$ 92,810	\$ 69,553
Certificates of deposit	77,075	-	-	-	77,075	88,968
Accrued interest receivable	2,442	-	-	-	2,442	2,112
Accounts receivable	95	-	-	-	95	1,819
Prepaid expense	971	-	-	-	971	971
	<u>173,393</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>173,393</u>	<u>163,423</u>
Restricted Cash - (Note 3)	-	160,000	67,730	20,000	247,730	175,520
Capital Assets, net - (Notes 2 & 4)	1,224	-	-	-	1,224	1,530
	<u>\$ 174,617</u>	<u>\$ 160,000</u>	<u>\$ 67,730</u>	<u>\$ 20,000</u>	<u>\$ 422,347</u>	<u>\$ 340,473</u>
Current Liabilities						
Accounts payable and accrued charges	\$ 11,204	\$ -	\$ -	\$ -	\$ 11,204	\$ 7,478
Deferred revenue - (Note 5)	48,220	-	-	-	48,220	58,560
	<u>59,424</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>59,424</u>	<u>66,038</u>
Fund Balances						
Unrestricted	115,193	-	-	-	115,193	98,915
Internally Restricted - (Note 6)	-	160,000	67,730	20,000	247,730	175,520
	<u>115,193</u>	<u>160,000</u>	<u>67,730</u>	<u>20,000</u>	<u>362,923</u>	<u>274,435</u>
	<u>\$ 174,617</u>	<u>\$ 160,000</u>	<u>\$ 67,730</u>	<u>\$ 20,000</u>	<u>\$ 422,347</u>	<u>\$ 340,473</u>

Approved by the Directors
 Director

Director

The accompanying notes are an integral part of the financial statements.

BOARD OF REGISTRATION FOR SOCIAL WORKERS
IN BRITISH COLUMBIA
STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2003
(Unaudited)

	Budget 2003	Operating Fund 2003	Operating Fund 2002	Operating Reserve Fund	Equipment Replacement Fund	Hearings Fund	Facilities Fund	Research and Policy Development Fund	Total 2003	Total 2002
Income										
Registration fees	\$ 287,900	\$ 310,821	\$ 294,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 310,821	\$ 294,145
Application fees	13,000	21,100	18,410	-	-	-	-	-	21,100	18,410
Interest and other	7,000	9,177	11,433	-	-	-	-	-	9,177	11,433
	<u>307,900</u>	<u>341,098</u>	<u>323,988</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>341,098</u>	<u>323,988</u>
Expenses										
Office Administration										
Rent	\$ 20,000	\$ 19,936	\$ 19,658	\$ -	\$ -	\$ -	-	-	19,936	19,658
Security	600	282	402	-	-	-	-	-	282	402
Telephone and internet	4,100	3,020	3,356	-	-	-	-	-	3,020	3,356
Computer support	5,000	5,279	1,514	-	-	-	-	-	5,279	1,514
Office supplies	5,000	3,062	3,296	-	-	-	-	-	3,062	3,296
Postage and courier	10,500	11,130	8,971	-	-	-	-	-	11,130	8,971
Office equipment	2,500	4,512	1,932	-	-	-	-	-	4,512	3,446
Office relocation	-	-	-	-	-	-	-	-	-	12,652
Amortization	-	306	382	-	-	-	-	-	306	382
Accounting	2,500	2,167	2,327	-	-	-	-	-	2,167	2,327
Bank and credit card charges	4,500	4,861	4,038	-	-	-	-	-	4,861	4,038
Insurance	1,800	2,749	2,540	-	-	-	-	-	2,749	2,540
Miscellaneous	500	783	301	-	-	-	-	-	783	301
Printing	15,000	12,435	17,205	-	-	-	-	-	12,435	17,205
Promotion	1,000	145	-	-	-	-	-	-	145	-
Professional Activities										
Legal	30,000	15,977	31,959	-	-	-	-	-	15,977	31,959
Consultation	5,000	8,048	14,821	-	-	-	-	-	8,048	14,821
Hearings	7,500	-	12,031	-	-	-	-	-	-	12,031
Subscriptions and memberships	500	783	179	-	-	-	-	-	783	179
Professional development	2,000	1,360	405	-	-	-	-	-	1,360	405
Registrar's travel	3,500	3,938	2,463	-	-	-	-	-	3,938	2,463
Board Activities										
Board travel	25,000	8,562	19,146	-	-	-	-	-	8,562	19,146
Board development	2,000	701	1,825	-	-	-	-	-	701	1,825
Meetings	5,000	5,127	3,059	-	-	-	-	-	5,127	3,059
Staffing										
Salaries	124,800	114,440	107,284	-	-	-	-	-	114,440	107,284
Contract staff	10,000	4,569	6,860	-	-	-	-	-	4,569	6,860
Benefits	19,000	18,362	14,001	-	-	-	-	-	18,362	14,001
Workers' compensation	250	76	76	-	-	-	-	-	76	76
	<u>307,550</u>	<u>252,610</u>	<u>280,031</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>252,610</u>	<u>294,197</u>
Excess of revenue over expenses from operations	350	88,488	43,957	-	-	-	-	-	88,488	29,791
Interfund and other transfers										
Transfer to (from) operating fund	-	(72,210)	10,000	80,000	(5,442)	-	(2,348)	-	-	-
	<u>\$ 350</u>	<u>16,278</u>	<u>53,957</u>	<u>80,000</u>	<u>(5,442)</u>	<u>-</u>	<u>(2,348)</u>	<u>-</u>	<u>88,488</u>	<u>29,791</u>
Fund balances, beginning of year		98,915	44,958	80,000	5,442	67,730	2,348	20,000	274,435	244,644
Fund balances, end of year		<u>\$ 115,193</u>	<u>\$ 98,915</u>	<u>\$ 160,000</u>	<u>\$ -</u>	<u>\$ 67,730</u>	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 362,923</u>	<u>\$ 274,435</u>

The accompanying notes are an integral part of the financial statements.

BOARD OF REGISTRATION FOR SOCIAL WORKERS
IN BRITISH COLUMBIA

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2003

(Unaudited)

	Operating Fund 2003	Operating Fund 2002	Operating Reserve Fund	Equipment Replacement Fund	Hearings Fund	Facilities Fund	Research and Policy Development Fund	Total 2003	Total 2002
Sources of cash									
Receipts from members	\$ 323,305	\$ 322,235	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 323,305	\$ 322,235
Interest and other	8,847	13,964	-	-	-	-	-	8,847	13,964
Uses of cash									
Payments for materials and services	(248,578)	(276,650)	-	-	-	-	-	(248,578)	(290,816)
Interfund transfers									
Transfer to (from) operating fund	(72,210)	10,000	80,000	(5,442)	-	(2,348)	-	-	-
Net increase (decrease) in cash	11,364	69,549	80,000	(5,442)	-	(2,348)	-	83,574	45,383
Cash, beginning of year	158,521	88,972	80,000	5,442	67,730	2,348	20,000	334,041	288,658
Cash, end of year	\$ 169,885	\$ 158,521	\$ 160,000	\$ -	\$ 67,730	\$ -	\$ 20,000	\$ 417,615	\$ 334,041
Represented:									
Cash in bank	\$ 92,810	\$ 69,553	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,810	\$ 69,553
Certificates of deposit	77,075	88,968	160,000	-	67,730	-	20,000	324,805	264,488
	\$ 169,885	\$ 158,521	\$ 160,000	\$ -	\$ 67,730	\$ -	\$ 20,000	\$ 417,615	\$ 334,041

The accompanying notes are an integral part of the financial statements.

BOARD OF REGISTRATION FOR SOCIAL WORKERS
IN BRITISH COLUMBIA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2003

(Unaudited)

Note 1 Nature and Purpose of Organization

The Board of Registration for Social Workers in British Columbia is incorporated under the Social Worker's Act of B.C. as a Not-For-Profit organization. The purpose of the Board is to maintain a register of members and to generally educate, discipline and establish qualifications.

Note 2 Significant Accounting Policies

These financial statements are prepared in accordance with Canadian generally accepted accounting principles applied on a basis consistent with the prior period. Outlined below are those policies the Board considered particularly significant.

Fund Accounting

The Board follows the restricted fund method of accounting.

The Operating Fund reports the assets, liabilities, revenues and expenses related to the Board's registration activities.

The Operating Reserve Fund reports the assets, liabilities, revenues and expenses related to the Board's extraordinary registration activities.

The Equipment Replacement Fund reports the assets, liabilities, revenues and expenses related to the Board's equipment replacement activities. This fund was closed out to the Operating Fund during the current fiscal year.

The Hearings Fund reports the assets, liabilities, revenues and expenses related to the Board's hearings activities.

The Facilities Fund reports the assets, liabilities, revenues and expenses related to the Board's moving costs of its physical offices should the need arise. This fund was closed out to the operating Fund during the current fiscal year.

The Research and Policy Development Fund reports the assets, liabilities, revenues and expenses related to extraordinary costs in the research and policy development of the Board.

Revenue Recognition

Fees

Fees are recognized as revenue of the appropriate fund in the year in which the related expenses are incurred.

Investment Income

Interest income earned on all funds is recognized as revenue to the operating fund in the period the investment income is earned.

Capital Assets

Capital assets are recorded at cost. Amortization is provided for over the estimated useful life of the assets at the following annual rates:

Furniture and equipment	20%	(declining)
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Income Taxes

The Board is exempt from income taxes under the provisions of the Income Tax Act as a Not-For-Profit organization.

BOARD OF REGISTRATION FOR SOCIAL WORKERS
IN BRITISH COLUMBIA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2003

(Unaudited)

Note 3 Restricted Cash

Represents the cash set aside to meet the activities of the restricted funds.

	2003	2002
Operating Reserve	\$ 160,000	\$ 80,000
Equipment Replacement	-	5,442
Hearings	67,730	
Facilities	-	2,348
Research and Policy Development	20,000	20,000
	\$ 247,730	\$ 175,520

Note 4 Capital Assets

	Cost	Accumulated Amortization	Net Book Value 2003	Net Book Value 2002
Furniture and equipment	\$ 17,944	\$ 16,720	\$ 1,224	\$ 1,530

Note 5 Deferred Revenue

Represents 2004 (2003) registration fees received in 2003 (2002).

Note 6 Internally Restricted Net Assets

Major categories of internally imposed restrictions on net assets are as follows:

	2003	2002
Restricted for extraordinary operating costs	\$ 160,000	\$ 80,000
Restricted for replacing equipment	-	5,442
Restricted for hearing charges	67,730	67,730
Restricted for facilities moving costs	-	2,348
Restricted for research and policy development	20,000	20,000
	\$ 247,730	\$ 175,520

Note 7 Lease

The Board of Registration is a co-lessee of premises for a term of five years, ending March 31, 2007. The lease is as follows:

\$ 1,638 per month plus increases in occupancy cost and taxes.

BOARD OF REGISTRATION FOR SOCIAL WORKERS
IN BRITISH COLUMBIA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2003

(Unaudited)

Note 9 Financial Instruments

The Board's financial instruments consist of cash and investments. The carrying amounts of these financial instruments approximates their fair market value due to their short term maturity and capacity of prompt liquidation.

Note 10 Cash and Cash Equivalents

At year-end cash and cash equivalents consisted of the following:

	<u>2003</u>	<u>2002</u>
Cash in bank	\$ 92,810	\$ 69,553
Certificates of deposits	77,075	88,968
Restricted cash	<u>247,730</u>	<u>175,520</u>
	<u>\$ 417,615</u>	<u>\$ 334,041</u>