

TESL ONTARIO



ANNUAL
REPORT
FOR THE YEAR
2002/2003



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**TEACHERS OF ENGLISH AS A SECOND LANGUAGE
ASSOCIATION OF ONTARIO**

MISSION STATEMENT

TESL Ontario provides support and direction to professionals, government bodies and learners involved in English as a Second Language in Ontario.

GOALS AND OBJECTIVES

- To provide opportunities for professional development for all sectors of ESL.
- To ensure excellence in the field of Adult non-credit ESL through TESL Ontario Certification.
- To provide opportunities for linking with other ESL professional organizations, nationally and internationally through various venues such as ***CONTACT***, the TESL Ontario web-site and the TESL Canada newsletter.
- To provide expertise to local, provincial and national government bodies through consultations, representation on committees, etc.
- To promote the development of materials which are appropriate to the needs and the culture of our client groups.
- To operate in a fiscally responsible manner within standard accounting practices.

October 2002

TESL ONTARIO CONFERENCE

BRIDGES TO THE FUTURE NOVEMBER 21-23, 2002 – TORONTO COLONY HOTEL

The 2002 TESL Ontario Conference was attended by 900 participants. 500 attendees were from the LINC sector. 330 registered on-line, up from 108 last year. Although most of those attending were from Ontario, 10 were from other provinces and one was from Australia.

The 2002 TESL Ontario Conference received excellent evaluation marks. Participants indicated under “Global Evaluations” that the conference was either “excellent” or “very good”.

As part of the Conference we were able to present our **Third Annual Research Symposium**:

- Evaluations: Do scores tell the whole story?
- Technology and on-line learning
- Teaching reading to writing
- The LINC program: A behind the scenes look

As in prior years, a Special Research Symposium Issue of *Contact* based on the proceedings was published later in the year. Dr. Robert Courchène served as Guest Editor for the proceedings.

The **Technology Fair 2002** hosted 24 presentations (10 hands-on and 14 demo styles). Internet-related workshops turned out to be the emerging theme of the Technology Fair. A number of theoretical sessions such as the ESL Infusion Web site, and A Look at CALL: Am I Integrating Technology Into My Teaching Practices, were added. Other presentations included new educational software, the use of the Internet as a teaching resource, lab activities for Beginners to Advanced and the Automated Reservation System. The presentation room was fully booked during the 3-day event.

Multicultural Dinner. It was TESL Ontario’s pleasure to have the Honourable Carl DeFaria, Minister of Citizenship, attend our dinner and present a cheque. There was a variety of entertainment, with Ray Blomme playing the piano throughout the dinner, Christine Chan singing, and students from Marc Garneau Collegiate Institute dancing and performing martial arts.

Plenary Speaker. Our Plenary Speaker Reginald Newkirk delivered his plenary address

at the Saturday Luncheon, “Values and Integrity in Organizations: On Creating a High Performance Non-Profit/Civil Society Organization.” Mr. Newkirk embarked on a career devoted to the protection of human rights. For fifteen years he served extensively in this field with the federal, provincial and territorial Human Rights commissions. Incoming President Susan Holmes dedicated our plenary to Kay Eastham.

Conference Assistance. Citizenship and Immigration Canada participated in the TESL Ontario Conference through providing conference assistance funding for 500 LINC Program Coordinators, Supervisors and Instructors. Those individuals work in approximately 200 settlement agencies province-wide.

AFFILIATE CONFERENCES

TESL Ontario affiliate conferences and workshops are designed to meet the professional development needs of ESL Professionals in their particular geographic areas. Selected highlights of these conferences and workshops are listed below:

TESL DURHAM

In October 2002 TESL Durham held its fall meeting at Trafalgar Castle School in Whitby. Rima Banerjee offered a workshop on **Developing Effective Oral Presentation Skills**, and Shelley Eby presented **Working Well with a Mixed-Ability Class**.

TESL Durham's Spring Workshop featured Flora McKinlay who presented **Writing at the Intermediate Level**, helping students improve writing both sentences and paragraphs; followed by a Pronunciation Workshop.

TESL HAMILTON/WENTWORTH

The Fall Annual General Meeting featured Dr. Heather Lotherington's presentation on **E.S.L. Digital Literacies and Educational Quandaries**. This presentation addressed the challenges faced by second language learners with respect to new technology from automated teller machines, to telephone voice mail, to the Internet. She stressed that teaching "digital literacies" is just as important as the ABCs.

Hamilton-Wentworth's Spring 2003 Conference featured 14 concurrent workshops. Examples were **Teacher Pronunciation and Vocabulary** by Kathryn Brillinger, **Teaching Grammar to Higher Levels**, presented by John Iveson, **Assisting Foreign-Trained Professionals** by Robyn Lambe, and **Using Drama to Develop Language Skills**, presented by Melee Hutton, a practical look at the ways drama can enrich an ESL classroom.

TESL KINGSTON

In October 2002 TESL Kingston hosted a workshop, by local teacher Pat Davis, on how to use children's picture books to good effect with Adult ESL students. This popular workshop contained many enlightening ideas and very practical tips.

The Kingston Affiliate hosted a Computer Workshop in February 2003 entitled **Finding Treasures Among The Trash** – a guided tour by Sheena Bromstein of the rich resources on the net, with helpful tips and handouts along the way.

TESL Kingston's May 2003 AGM included a forum for finding out what various ESL-related organizations do in our affiliate area, **The Local ESL Scene: A Panel of Five**

Education Presenters. This was followed by a question and answer period and much fruitful discussion.

TESL LONDON

TESL London's February 2003 **Language for Life** conference featured Plenary Speaker Dr. Joseph Gold who spoke on **Function For Life: A Holistic View of ESL**. For the last twenty or more years, Dr. Gold has been a practicing therapist working with families, couples and individuals. He addressed the frustrations of learning a second language, and shared some of his ideas about the part language and story play in the formation of human identity and in the healthy functioning of humans.

The 24 concurrent sessions presented included **Cultural Adjustments and the Adult ESL Student** by Ron Pauls, **This Hour Has Only Thirty Minutes** by Fran Marshall, **Helping Immigrants Contribute to Economic Growth in Ontario** by Peggy Frederikse and **Putting a price on their heads?: The role of "market forces" in child multilingual development** by Shelley Taylor.

TESL NORTH YORK/YORK REGION

TESL North York held its AGM and Publishers' Display in October 2000. Two concurrent workshops were offered: **Introduction to the Revised LINC 1 – 5 Curriculum Guidelines**, presented by Anna Hajer and Jeffery Robinson, and Oxford University Press presented their new ESL course book **American Headway**, by Julie Wade.

The 2003 Spring Conference provided a choice of four concurrent morning workshops: **Creating and Using Games for your ESL class** with Karen Thomson, **Beyond Comprehension Questions: Teaching Reading Strategies at all Benchmarks** with Kathy Coleman, **ESL Toolbox – Lesson Plans Galore** with Marlene A. Pionteck, and **Working Well with Mixed-Ability Classes**, presented by Shelly Eby. This was followed by four further afternoon concurrent workshops which included **From Theme to Effective Lesson Plan** with Gloria McPherson, and **This Hour Has Only Thirty Minutes** with Fran Marshall.

During the past year, TESL North York/York Region introduced its new website.

TESL OTTAWA

In February 2003 TESL Ottawa presented a computer training session for ESL Teachers by TESL Ontario's webmaster Kevin O'Brien. The theme of the hands-on session was **Using the Internet effectively to find materials to use in your classroom**.

The TESL Ottawa Spring 2003 Spring Conference included **How To Write, Publish & Sell An ESL Textbook** by Marlene Hutchins and **How Can Native English Speakers Teach Successfully in China?** Presented by Fengzhi Li, Associate Professor, Qufu Normal University China. Professor Li introduced her audience to a typical Chinese English language classroom, including useful information about language teaching methodology and the social microcosm of the classroom in China. Anna Kozlowski and Linda Seymour presented **The Importance Of Collocation**. Collocation is a tool for learners to latch on to the speech habits we use automatically.

TESL PEEL/HALTON/ETOBICOKE

Peel/Halton/Etobicoke's Fall 2002 AGM and Professional Development Day featured Patt Hatt, Learning Disability Specialist, as the guest speaker. Workshop selections included **Grammar at higher levels**, presented by John Iverson, **Teaching English Pronunciation With Grammar** by Kathryn Brillinger, **Working with effective ways to integrate the learning of reading and writing for LINC 5 and above** by Carel Schoch, **Stopping the East-West Syndrome: Strategies for vocabulary building and retention in a multi-level ESL Class** by Eileen Foy.

TESL Peel/Halton/Etobicoke presented a Spring Professional Development Day in May 2003. Workshop Selections included **Having Fun in the LINC/ESL Environment**, presented by Loretta Meaker and Barb Krukowski, **Reinforcing ESL Techniques Interactively** by Patima Singh, and **Children, Children, What Do You See**, a demonstration by representatives from the St. Stephen's LINC Program on how much fun language development can be for pre-schoolers with little or no English.

TESL TORONTO

Toronto's Fall Conference took place at New College in October 2002. Eight concurrent sessions were offered, amongst them **ESL Toolbox – Lesson Plans Galore** by Marlene Pionteck, **Low-Tech Classrooms in the Hi-Tech World** by Marina Engelking, and **Language Instruction for Newcomers to Canada, Levels 1-5** by Anne Hajer and Jeffrey Robinson. After the Conference Professor David Mendelsohn, York University, presented **There's More To Being A Good Teacher Than Good Pedagogy**.

TESL Toronto's Spring Conference 2002 included the following workshops: **Heart Health for ESL Learners** by Karen Beckerman and Judy Soong, **Look Who's Changing in the Classroom** by Andrew Taylor, and **Instructor Self-Evaluation** by Mary Jane Walker and Donna Hanson. This particular workshop was designed to help instructors develop a more reflective approach to their teaching and classroom management by exploring three stages in a learner-centred classroom: planning, implementation and evaluation.

TESL WATERLOO-WELLINGTON

The TESL Waterloo-Wellington Affiliate's AGM in the Spring of 2003 featured a workshop by Kathy Simo – **Educating for a Culture of Peace.**

TESL WINDSOR

TESL Windsor held their AGM in the Spring of 2003. It featured several speakers discussing sessions held at the TESL Ontario Conference, TESOL and the Michigan MITESOL Conference.

CONTACT

Contact, TESL Ontario's professional development news magazine, was first established in 1974, and has developed into a sophisticated, theme-based publication that tries to meet the needs of the different ESL constituencies: issues and problems K to Adult, Learner input in our ESL Learners section, feature interviews with people in our field, articles and information relevant to settlement and community agencies, book reviews, conference proceedings, language profiles and focus issues. *Contact* is the only provincial newsletter supporting ESL instructors across all levels – elementary, secondary, credit, non-credit, Adult LINC, Volunteers.

Our exchange of newsletters continues with several community agencies, including the Literacy community for both ESL and Literacy, TESL Affiliates in other provinces and the United States, as well as ESL organizations in Japan, New Zealand, Australia, Venezuela, Cuba and Thailand.

Four issues of *Contact* have been produced in the 2002/03 year. Most *Contact* issues feature, an organizational profile of a settlement agency and highlight emerging groups or issues on immigrants or refugees. Reader participation and input is encouraged through the “Letter to the Editor” column. At this point we would like to acknowledge Cathy Haghghat’s contribution to the success of *Contact* through her Language Profiles which have been published in *Contact* for many years and were an immensely popular feature. Volume 1 of the Language Profiles has now been published in book form, and Volume 1 is available for sale in the Publishers’ area at the Conference.

Volume 28, No. 2, Spring Special Issue 2002, Special Research Symposium Issue

This special issue is a refereed issue of *Contact* and the 116 pages chronicle all of the TESL Ontario Conference 2001 Research Symposium presentations.

Volume 28, No. 3, For the Love of Language – 2001 Conference Proceedings Issue

This is TESL Ontario's regular Conference Proceedings issue, covering key presentations made at the TESL Ontario 2001 Conference.

Volume 28, No. 4, Fall 2002, Back to School Issue

Our large September issue which always goes out joint with the Conference Program. This issue covered the following areas:

- Our ever popular Language Profile – Romanian
- The Pedagogical Challenges for Western ESL Teachers in Asia

- Access to Professions and Trades in Ontario
- Tips to Catch Plagiarists
- Teaching ESL through American Sign Language

Volume 29, No. 1, Winter 2003 – Steering a New Course

This issue highlighted:

- Religion in the Public Schools: A New Series
- Hinduism
- Community Agency Profile: South Asian Family Services
- Kay Eastham Remembered
- Variability in Second Language Writing
- ESL and the Electronic Age: Open-Source Software
- ICT Issues in ESL/FL Teacher Training

Please note that starting with the Conference Proceedings Summer 2003 issue **Contact** is now a web-based publication. To access your issue of **Contact** for viewing or printing, please go to the **Members' Corner** on our website www.teslontario.org and following the directions for registration. Our thanks go to our Editor Brigid Kelso and our Assistance Editor Heather Saunders for efficiently implementing the conversion process.

TESL TRAINING FOR ADULT ESL INSTRUCTORS STANDARDS & CERTIFICATION

Certification of Adult ESL Instructors: As of July 1, 2002, all applicants for instructor certification apply under the new standards. Applications continue to be accepted up to February 1st, June 1st and October 1st in any given year and are reviewed by The Certification Review Board after those dates. Since the last Annual Report, when it was noted that 2450 instructors had been certified to October 2002, the total now stands at 2889 to October 2003.

Certification Chair (on the TESL Ontario Board): Sophie Beare

Certification Review Board: Arnette Gardiner, Vera Beletzan and Jill Cummings.

TESL Training Institution Recognition Advisory Committee: Eleanor Rogers, the Chair of the Committee since its inception, completed her three year term and chaired her last meeting on October 21, 2003. Elizabeth Taborek completed her three-year term in the spring. Their dedication and time commitment has been much appreciated. Nick Elson is the current Chair of TTIRAC and the members are Ellen Cray, Nina Spada and Antonella Valeo.

Appeals Committee: this Committee operates at arm's length and consists of Dana Sheikh, Chair, Hanna Cabaj, Agnes Carlone, and Patti Trussler. David Mendelsohn is the alternate.

Leslie Sheffer, our Certification Consultant, contributes greatly to the smooth and efficient running of TESL Ontario's certification process.

Please consult the Certification Section of our website www.teslontario.org for detailed information on the application process, both individual and institutional, and for a list of TESL Ontario recognized institutions.

TESL ONTARIO'S RELATIONSHIP WITH OTHER ORGANIZATIONS

- **CENTRE FOR CANADIAN LANGUAGE BENCHMARKS – CCLB.** The Centre for Canadian Language Benchmarks was established to promote the coherence, effectiveness and consistency of English As A Second Language Instruction, so that adult learners can become full participants in all aspects of Canadian Society. TESL Ontario is represented on the Board of CCLB to provide leadership and support as the major provider of professional development to practitioners of ESL in Ontario <http://www.language.ca>.
- **ESL/ELD RESOURCE GROUP OF ONTARIO (ERGO).** A representative from ERGO attends our Board meetings and exchanges information. Please refer to the ERGO section on our website www.teslontario.org.
- **CONTINUING EDUCATION SCHOOL BOARD ADMINISTRATORS (CESBA).** Information exchange takes place through having a CESBA representative attend our Board meetings.
- **ONTARIO REGIONAL LINC ADVISORY COMMITTEE (ORLAC) – CITIZENSHIP AND IMMIGRATION CANADA.** We continue to provide professional advice in regard to LINC delivery systems through representation at the Ontario Regional LINC Advisory Committee, which operates under the auspices of the Settlement/Port of Entry Directorate, Citizenship & Immigration Canada. Please refer to the ORLAC section on our website www.teslontario.org.

In the 2002/03 year we have worked together with CIC on a number of projects involving LINC which are administered and coordinated through the TESL Ontario office:

- **LINC-UP**, the Citizenship & Immigration Canada LINC Newsletter project
- **ORLAC**, we continue to facilitate administration regarding regular meetings of the Ontario Regional LINC Advisory Committee
- **LINC CONFERENCE ASSISTANCE** project, which funds the attendance of 500 Coordinators and Instructors at the TESL Ontario Conference.
- **TECHNOLOGY FAIR**, which showcases some of the most effective uses of computer technology and allows conference participants to become familiar with current software developed specifically for ESL instruction and learning.

In addition to the LINC projects listed, Citizenship and Immigration Canada also funded another project, jointly with the Ministry of Education:

- **RESEARCH SYMPOSIUM** – its aim is to provide conference participants at

the TESL Ontario Conference with an opportunity to learn about new research developments in L2 teaching, to discover how these new insights can inform their practice. The papers presented at the symposium will again be published in a special refereed issue of *Contact*.

- **MINISTRY OF EDUCATION AND MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.** A representative from the Ministry of Training, Colleges and Universities sits on our Board and keeps us informed of changes and issues related to ESL. The Ministry of Education funds a portion of the Research Symposium project.
- **MINISTRY OF CITIZENSHIP.** Funding received from this Ministry through the “sectoral support” category of their Newcomer Settlement Program has enabled us to continue with our two most important professional development efforts, the annual TESL Ontario Conference, which provides training and professional development for ESL teachers and interested stakeholders, and *Contact*, our newsmagazine. While we received funding for the 2002/03 year, which this report primarily addresses, we have been informed by the Ministry of Citizenship that, certainly for the 2003/04 year, no funding whatsoever would be forthcoming because only direct services were to be funded. Unfortunately we were given no warning that this change in funding direction was taking place and responded to the application process as usual. We were already four months into our 2003/04 business year when we learned that funding would not be forthcoming. Plans and commitments for the Conference were already well underway and could not be reversed. We are grateful for financial assistance from Citizenship and Immigration Canada in this emergency.
- **TESL CANADA FEDERATION.** The TESL Canada Federation Representative position represents TESL Ontario on the TESL Canada Board.

TESL ONTARIO ADMINISTRATION

TESL Ontario now serves well over 3200 members and has grown both in size and complexity since the advent of provincial certification. The administration of TESL Ontario is carried out by three staff members – the Executive Director, Renate Tilson, the Administrative Assistant, Eva Csiszar, and the Office Assistant., Jean Hamilton.

Under the direction of the Board of Directors, and supervision of the Executive Director, they carry out the functions of office administration, membership support, financial management, project and contract administration, liaison function with Ministries, other agencies and the public, involvement in the TESL Conference, and general technical and administrative support of Board members and Committee chairs. In addition, the TESL Ontario office serves as a complete ESL information and referral source and is responsible for the administration of the Certification function of TESL Ontario.

In order to deal efficiently with our increased membership numbers ,and to keep track of individual certification information we designed and implemented a new custom database. Kevin O'Brien carried out the excellent design work and Eva Csiszar was responsible for implementation and fine-tuning. It was a relatively painless transition thanks to their hard work and skill.

The Board decided earlier in the year that the role of “Recording Secretary” should be carried out by a staff person rather than a member of the Board of Directors. Jean Hamilton has diligently added this new task to her other responsibilities.

TECHNOLOGY AND RESEARCH

This year, our focus was centred on the following issues:

- Hosting TESL Affiliate web sites: When it was brought to our attention that some affiliates may not have the resources to deal with administering and maintaining own web sites, TESL Ontario decided to host affiliate web sites at a fee of \$200 for initial setup, \$180/year for minor updates and \$125 for major update of the site (e.g. revamping the site). So far, we are hosting TESL Peel/Halton/Etobicoke.
- Hosting Affiliate Newsletters online: The Board approved the following rates recommended by Communications Committee:
 1. \$20/year for affiliates with 50 members or less
 2. \$100/year for affiliates with 55-99 members
 3. \$200/year for affiliates with 100-499 members
 4. \$300/year for affiliates with 500-999 members
 5. \$500/year for affiliates with 1000-1499 members
 6. \$600/year for affiliates with 1500-1999 members
- Posting *Contact* online: The first issue of *Contact* became available online on July 30, 03. A member's area was setup on the TESL Ontario web site to provide access to *Contact* to members who would then sign up onetime to setup their user id and passwords to access the secure page. TESL Ontario will work with affiliates to facilitate this transition in a user-friendly manner. TESL Ontario continues to send hard copy issues of *Contact* to those members (upon their request) who are unable to access *Contact* online.
- Aligning advertisement rates in *Contact* and on TESL Ontario Web site.

Initiatives for 03-04

The following are a number of initiatives that we are currently working on:

- Hosting all affiliates on TESL Ontario web site
- Hosting affiliate newsletters on line
- Event casting TESL Ontario conference 03 live (limited sessions) and archiving conference sessions on the Internet in audio and video formats thus making the conference available to ESL community at large
- Providing conference feedback surveys/evaluations via station kiosks with touchscreen monitor.

Our webmaster Kevin O'Brien not only carries out his webmaster duties most diligently, but also contributes his expertise to a number of TESL Ontario projects throughout the year.

TESL ONTARIO BOARD

The volunteer Board of Directors of TESL Ontario is comprised of the core executive members and TESL Ontario's affiliate directors, representing the executive of each of our 12 Affiliates, as well as a representative from the Ministry of Training, Colleges and Universities. In addition we have representatives from ERGO (ESL/ELD Resource Group of Ontario) and CESBA who attend part of our meeting for information-sharing purposes with the two organizations. Our **Contact** Editor also attends board meetings for reporting and information sharing purposes, as does the Executive Director. The affiliate directors represent the executive of each of our 12 Affiliates.

THANK YOU

This has indeed been a very fruitful and exciting year for TESL Ontario. Much of this success would not have been possible without the continued support of so many people who have contributed their time, resources and expertise to this organization.

We thank our funders for their support:

- Citizenship and Immigration Canada
- Ministry of Citizenship
- Ministry of Education

TESL Ontario also wishes to thank its affiliates who over the year have continued to work hard at providing conferences and representing their members' concerns at Board meetings.

A special thank you to the numerous Volunteers who have contributed their time and expertise to areas such as **Contact**, the Web-Site and the annual Conference over the last year.

Last but not least, thank you to our membership for your continued support.

2002/2003 BOARD OF DIRECTORS

NON-AFFILIATE DIRECTORS

President	Susan Holmes
President Elect	Barbara Krukowski
Past President /TESL Canada Representative	Shailja Verma
Secretary-Treasurer	Joyce Ivison
Certification Chair	Sophie Beare
Membership Secretary	Margaret Meyer
Conference Chair	Karen Evans
Public Relations & Issues Chair	Jacqueline Jeffers
Technology & Research Chair	Sharon Rajabi
Member At Large	Namita Aggarwal
Member at Large	Abai Coker
<i>Contact</i> Editor	Brigid Kelso

AFFILIATE DIRECTORS

Durham	Alyson Van Beinum
Hamilton-Wentworth	Lisa Ramacieri
Kingston	David Craig
London	Patti Trussler
Niagara	Charmaine Router
North York/York Region	Claudie Graner
Ottawa	Dorothy Coverdale
Peel/Halton/Etobicoke	Daniela Del Mastro
Sudbury	Gail Tarnowycz
Waterloo-Wellington	Sheila Nicholas
Toronto	Cathy Haight
Windsor	Marilyn Johnston

TESL ASSOCIATION OF ONTARIO

ANNUAL FINANCIAL STATEMENTS

MARCH 31, 2003

TESL ASSOCIATION OF ONTARIO

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MARCH 31, 2003

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Page 6	Notes to the Financial Statements

Julius L. Rédly

CHARTERED ACCOUNTANT

79 Truman Road
North York, Ontario; M2L 2L7
Telephone (416) 443-0990 * Fax (416) 447-2410

AUDITOR'S REPORT

To the members of
TESL Association of Ontario

I have audited the statement of financial position of TESL Association of Ontario as at March 31, 2003 and the statement of operations and net assets for the year then ended. These financial statements are the responsibility of the association's management. My responsibility is to express an opinion on these financial statements.

I conducted an audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatements. An audit includes examination, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many non-profit organizations, TESL Association of Ontario derives part of its revenue contributions from the general public in the form of project administrations, membership fees, certification fees, conferences and meetings which are not susceptible to complete audit verification. Accordingly, my examination was limited to the examination of banking transactions for those activities for the year ended March 31, 2003.

In my opinion, except for the effect of the adjustments, if any, had project administrations, membership fees, certification fees, newsletters, conferences and meetings been susceptible to complete audit verification, these financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2003 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

TORONTO, CANADA
July 30, 2003



Chartered Accountant

TESL ASSOCIATION OF ONTARIO

Incorporated without share capital under the Laws of the
Province of Ontario as a non-profit organization.

STATEMENT OF FINANCIAL POSITIONAS AT MARCH 31, 2003

(with comparative figures as at March 31, 2002)

	<u>ASSETS</u>	
	<u>2003</u>	<u>2002</u>
Current		
Cash on hand and in bank	\$ 57,599	\$ 89,361
Term deposits-including accrued interest	280,178	263,361
Accounts receivable	35,692	14,974
Prepaid expenses	<u>4,000</u>	<u>3,200</u>
Total assets	\$ 377,469 -----	\$ 370,896 -----
	<u>LIABILITIES</u>	
Current		
Accounts payable and accrued charges	\$ 54,588	\$ 59,002
	<u>NET ASSETS</u>	
Per attached -see page 3	<u>322,881</u>	<u>311,894</u>
	\$ 377,469 -----	\$ 370,896 -----

The attached notes form an integral part of these financial statements!

Approved: _____

TESL ASSOCIATION OF ONTARIOSTATEMENT OF OPERATIONS AND NET ASSETSFOR THE YEAR ENDED MARCH 31, 2003

(with comparative figures for the year ended March 31, 2002)

	<u>2003</u>	<u>2002</u>
Revenue		
Contributions		
Projects - per page 4	\$ 364,963	\$ 370,891
Membership fees	198,475	157,690
Certification fees (net)	25,586	16,092
Others	14,014	5,004
Affiliates' mini conferences	39,994	31,127
Interest	<u>10,218</u>	<u>6,425</u>
Total revenue	<u>\$ 653,250</u>	<u>\$ 587,229</u>
Expenses		
Annual TESL Ontario Conference		
- per page 5	\$ 142,599	\$ 126,875
Affiliates' mini-conferences		
- per page 5	47,555	33,389
Other project expenses	79,174	102,686
Salaries and employee benefits	134,926	109,142
Rent, telephone and utilities	23,372	22,061
Memberships and affiliation expenses	55,173	38,008
Contact newsletter	43,217	34,964
Meeting expenses	19,144	14,675
Computer and equipment purchase/rental	31,641	6,766
Stationery, supplies, postage and couriers	19,540	12,654
Website maintenance	10,560	5,605
Office and general	<u>35,362</u>	<u>22,884</u>
Total expenses	<u>\$ 642,263</u>	<u>\$ 529,709</u>
Excess of revenue over expenses for the year	\$ 10,987	\$ 57,520
Net assets - opening balance	<u>311,894</u>	<u>254,374</u>
- closing balance	<u>\$ 322,881</u>	<u>\$ 311,894</u>

TESL ASSOCIATION OF ONTARIO
SCHEDULE OF PROJECT CONTRIBUTIONS
FOR THE YEAR ENDED MARCH 31, 2003

(with comparative figures for the year ended March 31, 2002)

	<u>2003</u>	<u>2002</u>
Project contributions:		
Annual TESL Ontario Conference		
Registration and publishers	\$ 95,464	\$ 85,466
Citizenship and Immigration Canada		
LINC - Conference assistance	<u>130,947</u>	<u>127,590</u>
	\$ 226,411	\$ 213,056
Ministry of Citizenship, Culture and Recreation		
Newcomer Settlement Program	44,259	41,259
Ministry of Education		
Research Symposium	5,000	5,000
Citizenship and Immigration Canada		
LINC - Technology Fair	26,113	25,178
LINC - UP	21,224	22,042
ORLAC	15,656	42,906
Research Symposium	<u>26,300</u>	<u>21,450</u>
	<u>\$ 364,963</u>	<u>\$ 370,891</u>

TESL ASSOCIATION OF ONTARIO
SCHEDULE OF CONFERENCE EXPENSES
FOR THE YEAR ENDED MARCH 31, 2003

(with comparative figures for the year ended March 31, 2002)

	<u>2003</u>	<u>2002</u>
Annual TESL Ontario conference		
Planners' fees	\$ 27,218	\$ 26,445
Conference Assistance - registrants' travel and accommodation	39,157	35,759
Printing, supplies and miscellaneous	24,084	20,029
Rentals	<u>52,140</u>	<u>44,642</u>
	<u>\$ 142,599</u>	<u>\$ 126,875</u>
 Affiliate mini-conferences		
Honoraria and salaries	\$ 10,783	\$ 7,453
Printing, supplies and miscellaneous	12,577	6,153
Meeting expenses	<u>24,195</u>	<u>19,783</u>
	<u>\$ 47,555</u>	<u>\$ 33,389</u>

TESL ASSOCIATION OF ONTARIONOTES TO THE FINANCIAL STATEMENTSMARCH 31, 2003

1. TESL Association of Ontario was established in 1972 as a not-for-profit organization serving the needs of teachers of English as a Second Language and English Literacy Development. In its commitment to professional development and advocacy, TESL Association of Ontario addresses the range of competencies, experiences and issues which influence the success of immigrants, refugees, visa students and others who learn English.
- 2.a. Significant accounting policies:

TESL Association of Ontario uses the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue when received or receivable. Interest income is recognized as earned, based on the accrual method.

 - b. Capital assets are expensed as purchased.
3. These financial statements include the revenues and expenses of the following Affiliates:

Durham	Hamilton-Wentworth
Kingston	London
Niagara	North York-York Region
Ottawa	Peel/Halton/Etobicoke
Sudbury	Waterloo-Wellington
Toronto	Windsor
4. No statement of cash flows is presented as it would not add to the disclosure of these financial statements.
5. TESL Association of Ontario is exempt from income taxes due to its not-for-profit status under the Income Tax Act.
6. TESL Association of Ontario is a month to month tenant, paying a basic annual rent is of \$ 17,760 plus occupancy cost.
7. The operations of TESL Association of Ontario is dependent on the income generated by the project revenues as provided by various Government agencies as well as on membership and certification fees.