Quarterly Record of Committee Attendance

Return completed form to Finance Department at end of each Quarter

Name of Committee					
Name of Main Councillor Contact					
Quarter Reported Enter Year/Tick Quarter	Year	Jan-Mar	Apr-June	July-Sep	Oct-Dec

Committee Details

Usual Location of Meeting					
Describe Planned Frequency of Committee Meetings					
	For Example. Monthly, monthly with exception of July/August, every other month, quarterly.				
Does your committee meet in a particular week of the month?	Week of the Month Committee Meets---Please Circle				
	1st	2nd	3rd	4th	
Does your committee meet on a particular day of the week?	Day of the Week Committee Meets---Please Circle				
	Mon	Tues	Wed	Thurs	Fri
Enter Meeting Time Frame	Usual Start Time		Usual End Time		

Attendance Record

	Enter Date of Meeting			
				Regrets?/Alternate Councillor
Enter Names of <u>Citizen Appointees</u>	Record Attendance ✓= present; X = Absent			✓= regrets received
Enter Names of <u>Councillor Appointees</u>				

Date Received by/Delivered to Finance Department: _____