

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	Year	Jan-Mar	Apr-June	July-Sep	Oct-Dec
Enter Year/Tick Quarter					

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: _____