

REPORT FORMAT

Department Name

Date of Meeting

ATTENDEES

Who was present for the meeting

RECOMMENDATIONS

Recommendations can be one or more bullet points; common number is 3 to 6. If more than 6 use sub-headings

Format each of your recommendations the same. For example, begin each recommendation with a verb.

Note that the Mayor, Council Members and CAO staff review your recommendation. CAO Analysts consult with the Departments and report back to Budget Advocates on most of our recommendations.

DISCUSSION

Discussion may include:

- *Brief overview of what the department does*
- *Relevant financial/budgetary concerns*
- *Core content of the meeting, what you talked about*
- *Use sub-headings as appropriate*
- *Ease of reading is important – use short/medium length paragraphs*
- *May be one to four pages in length*

CONCLUSION (or SUMMARY)

Assessment of the meeting – whatever seems appropriate in a sentence or two or three.

COMMITTEE MEMBERS

At the bottom of the last page list those who have been active with the committee and have worked on the report and follow-up whether or not they attended the Department meeting.

ADDENDA

Only if necessary – any pertinent documents, reports, charts, etc. to explain the foregoing