

ACTIVITY REPORT and FINANCIAL STATEMENT

Institution name	Installations
	<ul style="list-style-type: none">
Number of users constituting the general assembly (including registered and admitted users) : _____	

COMMITTEE COMPOSITION Number : Women _____ Men _____ Last election :

Name	Function	Installation	Status			
			User	Legal rep.	Family	Volunteer
	President.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Vice-pres.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Secretary		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Treasurer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Member		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Member		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Member		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Member		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Member		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Representative(s) on the board of directors

1. _____	2. _____
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Resource Person – Name : _____ Tel. : (____) _____ Extension : _____

MEETINGS Annual general Assembly - Date : ____/____/____ (year/month/day)

Committee meetings	1 to 4 times / year <input type="checkbox"/>	5 to 10 times / year <input type="checkbox"/>	+ than 11 times / year <input type="checkbox"/>
Meetings with management	1 to 4 times / year <input type="checkbox"/>	5 to 10 times / year <input type="checkbox"/>	+ than 11 times / year <input type="checkbox"/>

PRIORITIES AND ACCOMPLISHMENTS FOR THE YEAR 2002-2003 (Annexe information if lacking space)

1.
2.
3.
4.

FINANCIAL STATEMENT

REVENUS		
Balance as of March 31 _____		\$
Annual subsidy		\$
Interests		\$
Other revenue (describe please.)		\$
Line 1	TOTAL (copy to line 9 of page 3) :	\$

EXPENSES RELATED TO MANDATE		
1. Inform users of their rights and obligations.		
	• Information meetings	\$
	• Publications (local newspaper, letter, etc.)	\$
	• Newspaper and magazine (Justice-Santé and including subscriptions)	\$
	• Training and Speakers	\$
	• Conferences	\$
	• Activities (theatre, meetings, etc.)	\$
	• Representation (transportation costs, lodging, etc.)	\$
	• Promotional material (posters, brochures,...)	\$
	• Other expenses (describe)	\$
	•	\$
	•	\$
Line 2	TOTAL :	\$
2. Promotion of improvement of users' living conditions.		
3. Evaluation of users' satisfaction.		
	• Meetings	\$
	• Professionals fees	\$
	• Poles on users' satisfaction	\$
	• Evaluation tools	\$
	•	\$
	•	\$
	•	\$
Line 3	TOTAL :	\$
4. Defence of users' rights and collective interests or, at a user's request, defend his/her interests.		
	• Professional fees	\$
	• Legal advise	\$
	• Materials purchases	\$
	• Activities	\$
	•	
Line 4	TOTAL :	\$

5. Upon request accompany and assist a user in his/her undertakings, including the filing of complaints.		
Transportation costs		\$
Fees		\$
Other expenses (name)		\$
Other expenses (name)		\$
	Number of interventions :	
Line 5	TOTAL :	\$
6. Designate one or two persons as administrators on the institution's board of directors.		
7. Election procedures.		
	• Election costs	\$
	• Recruitment costs	\$
Line 6	TOTAL :	\$

ADMINISTRATION		
	• Publication of operating rules and procedures	\$
	• Production of report	\$
	• Postal fees	\$
	• Paper, office supplies.	\$
	• Transportation, meals, etc.	\$
	• Membership fees (Conseil pour la protection des malades)	\$
	• Acquisitions related to committee activities (computer, printer, etc.)	\$
	• Telephone, fax.	\$
	• Salaries	\$
	• Other expenses (describe)	\$
Line 7	TOTAL :	\$

EXPENSES NOT RELATED TO MANDATE		
	• Leisure activities	\$
	• Immobilisation	\$
	• Other expenses (describe)	\$
	•	\$
Line 8	TOTAL :	\$

SOMMARY		
Line 9	TOTAL REVENU (Inscribe the total from Line 1) :	\$
	TOTAL EXPENSES (Inscribe la total of Lines 2 to 8 inclusively.) :	\$
	Surplus (deficit) BALANCE :	\$
	Bank balance as of March 31 2003 :	_____ \$

USERS' COMMITTEE SUB-COMITTEES		
Title	Mandate	Members
1.		
2.		

PROJECTED OBJECTIVES AND ACTIVITIES FOR _____ (next year) (Annexe information if lacking space)

PRESIDENT'S MESSAGE (Annexe information if lacking space)

President : _____ Telephone (____) ____ - _____ Extension : _____

 (signature)
 Treasurer : _____ Adress : _____

 (signature)
 Date: _____

Note : If desired annexe Users' Committee current publications.