

**ADMINISTRATIVE CIRCULAR NO. 100**

Office of the Chief Administrative Officer

**SAN DIEGO CITY SCHOOLS**

**Date:** April 19, 2006

**To:** Principals and Division and Department Heads

**Subject:** TIME ACCOUNTING CERTIFICATION

**Department and/or  
Persons Concerned:** All positioned employees entirely and/or partially funded from federal and state categorical funds

**Due Date:** May 1, 2006

**Reference:** OMB Circular A-87, Education Code Section 52853

**Action Requested:** Complete a monthly certification that documents the duties performed and time spent for each funding source. **Return form to the Budget Operations Department.**

**Brief Explanation:**

All positioned employees funded entirely or partially from a federal or state categorical program must complete the 2005-2006 Time Accounting Certification. **Failure to complete the certifications may jeopardize the district's ability to preserve federal and state funding.**

Under separate cover, you will receive a copy of this circular with individual Time Accounting Certifications for employees at your site who are currently funded entirely or partially from federal or state categorical programs. The electronic distribution of this circular is accompanied by a generic example of the attachment. **Please maintain a copy of the completed certification at the site.**

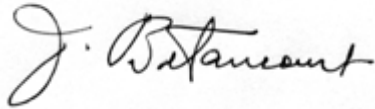
Actions to be taken

- Positioned employees funded entirely or partially from a federal or state categorical program complete the 2005-06 Time Accounting Certification.
- Principal/department head reviews certification for completeness, signs and retains a copy at the site.
- **Principal/department head returns the certifications to Katheryn Wester, Budget Operations Department, Eugene Brucker Education Center, Room 3141, no later than May 1, 2006.**

Questions regarding this procedure should be directed to Debbie Foster, budget supervisor, at (619) 725-7646 or Katheryn Wester, budget technician, at (619) 725-7640.

Scott H. Patterson  
Chief Financial Officer  
Financial Operations Division

APPROVED:

A handwritten signature in black ink, appearing to read "J. Betancourt". The signature is written in a cursive style with a large initial "J".

Jose L. Betancourt  
Chief Administrative Officer

SHP:mr

Attachment

Distribution: Special

**San Diego City Schools  
Time Accounting Certification**

**SAMPLE**

Period: July - December 05

Fiscal Year: 2005 - 2006

Employee I.D.: 654321

School or Dept. name **0003A -- Adams Elementary**

Name: **Jane Johnson**

<u>Resource</u>	<u>Percent of Effort</u>	<u>Describe the duties you perform in each program shown below:</u>
72500 School-Based Coordination Prog	100 %	<i>Implement service-learning projects, coordinate &amp; facilitate operation, strategic planning &amp; needs assessment, cross agency and community leadership, and assure collection of data and implementation of evaluation plan.</i>
	100 %	<b>Total Effort</b>

(Add and date any modifications to your duties during the six month period.)

<u>Month</u>	<u>Employee Signature/Date</u>	<u>Responsible Official Signature*/Date</u>
July, 2005	<i>Jane Johnson 4/17/06</i>	<i>John Doe 4-18-06</i>
August, 2005	<i>Jane Johnson 4/17/06</i>	<i>John Doe 4-18-06</i>
September, 2005	<i>Jane Johnson 4/17/06</i>	<i>John Doe 4-18-06</i>
October, 2005	<i>Jane Johnson 4/17/06</i>	<i>John Doe 4-18-06</i>
November, 2005	<i>Jane Johnson 4/17/06</i>	<i>John Doe 4-18-06</i>
December, 2005	<i>Jane Johnson 4/17/06</i>	<i>John Doe 4-18-06</i>

**RETAIN IN SCHOOL/DEPARTMENT ON-SITE FILE UNTIL JUNE 30,2012**

I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated and I have full knowledge of 100% of these activities.			
<i>Jane Johnson</i>	<i>4/17/06</i>	<i>John Doe</i>	<i>4-18-06</i>
Employee	Date	Responsible Official*	Date

\* Supervisory official having first-hand knowledge of the activity performed by the employee.