

**ADMINISTRATIVE CIRCULAR NO. 87**  
Office of the Chief Financial Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:**

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

**Subject:** TIME ACCOUNTING CERTIFICATION  
JULY THROUGH DECEMBER 2008

**SECOND NOTICE**

**Department and/or  
Persons Concerned:** Principals, Division and Department Heads

**Due Date:** April 30, 2009

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

**Action Requested:** Review and sign time certification report confirming the job code descriptions performed and time spent for each employee at your site/department. **Return form promptly to the Budget Operations Department, Education Center, Room 3141, Attention: Katheryn Wester.**

**Brief Explanation:** **If you have received a packet from our office then we have not received your time certification report.**

Beginning July 1, 2007, a new process was put in place to obtain time certification information for the district. It is no longer required to have the individual employees sign the time certification report. The principal, division or department head will be responsible for completion of the report. This manager must have first-hand knowledge of the duties of each employee and their funding.

Review the report to insure all positioned employees are listed on the 2008-2009 Time Accounting Certifications report. If any employees are listed in error or employees are missing from the report, please note the discrepancy on the report. **It is imperative that the reports are complete and accurate. Failure to complete the certification report may jeopardize the district's ability to preserve federal or state funding.**

You will receive a copy of this circular with a Time Accounting Certification Report for employees at your site. The electronic distribution of this circular also includes a generic example. **Please maintain a copy of the completed certification report at your site.**

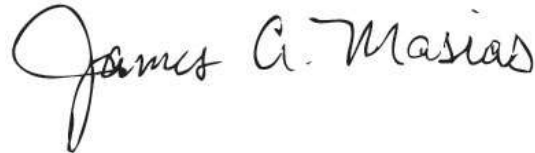
**Actions to be taken**

- Principal/department head reviews report to insure all employees are listed with the appropriate funding and distribution of funding. Note corrections on the report and follow-up with the appropriate PAR to correct any funding errors.

- Principal/department head signs the report and maintains a copy on site. The original certification report is submitted to Katheryn Wester - Budget Operations Department, Education Center, Room 3141, no later than April 30, 2009.

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

**Please note: *If an employee is no longer at your site, this form is still required.***  
*Please do not send the forms back incomplete. If you are able to certify that the employee performed the work under the federal or state categorical program, please sign the certification and clearly indicate that the employee is no longer at your site. The responsible official should still sign and return by the due date.*



James A. Masias  
Chief Financial Officer  
Financial Operations Division

JM:cl

Attachment

Distribution: Lists A, C, D, E and F

Dept	Emplid	Name	Jobcode/Descr	FTE	Resource/Descr	Dist%	Month	Sign Date					
0999	111111	0 Jane Smith	2040 Inschool Resource Tchr	0.500000	30100 Title I Basic Program	100.0%	July	<i>John Doe</i> <i>January 21, 2009</i>					
							August	<i>John Doe</i> <i>January 21, 2009</i>					
							September	<i>John Doe</i> <i>January 21, 2009</i>					
							October	<i>John Doe</i> <i>January 21, 2009</i>					
							November	<i>John Doe</i> <i>January 21, 2009</i>					
							December	<i>John Doe</i> <i>January 21, 2009</i>					
0999	222222	0 Smith Jones	6485 Spec Ed Asst	0.625000	33100 IDEA Part B Local Entitlement	100.0%	July	<i>John Doe</i> <i>January 21, 2009</i>					
							August	<i>John Doe</i> <i>January 21, 2009</i>					
							September	<i>John Doe</i> <i>January 21, 2009</i>					
							October	<i>John Doe</i> <i>January 21, 2009</i>					
							November	<i>John Doe</i> <i>January 21, 2009</i>					
							December	<i>John Doe</i> <i>January 21, 2009</i>					
0999	333333	0 Homer Simpson	1350 Vice Principal	0.300000	00010 Gen Ops / Formula Allocations	25.0%	July	<i>John Doe</i> <i>January 21, 2009</i>					
							333333 0 Homer Simpson	1350 Vice Principal	0.300000	00010 Gen Ops / Position Allocations	25.0%	August	<i>John Doe</i> <i>January 21, 2009</i>
							333333 0 Homer Simpson	1350 Vice Principal	0.700000	73940 Targeted Inst Imp Blk Grrant	50.0%	September	<i>John Doe</i> <i>January 21, 2009</i>
							October	<i>John Doe</i> <i>January 21, 2009</i>					
							November	<i>John Doe</i> <i>January 21, 2009</i>					
							December	<i>John Doe</i> <i>January 21, 2009</i>					
0999	44444	0 Tiny Tim	2030 Inschool Resource Tchr	1.000000	42030 Title III LEP	100.0%	July	<i>John Doe</i> <i>January 21, 2009</i>					
							August	<i>John Doe</i> <i>January 21, 2009</i>					
							September	<i>John Doe</i> <i>January 21, 2009</i>					
							October	<i>John Doe</i> <i>January 21, 2009</i>					
							November	<i>John Doe</i> <i>January 21, 2009</i>					
							December	<i>John Doe</i> <i>January 21, 2009</i>					

\*\*\*\*\*Keep copies of records on site for 7 years from today's date\*\*\*\*\*

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 percent of these activities

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

Signature: John Doe

Date: January 21, 2009

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