

ADMINISTRATIVE CIRCULAR NO. 35
Office of the Chief Financial Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 22, 2008

To: Principals and Division and Department Heads

Subject: TIME ACCOUNTING CERTIFICATION
JANUARY THROUGH JUNE 2008-**SECOND NOTICE**

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

Due Date: **October 31, 2008**

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 promptly to the Budget Operations Department, Education Center, Room 3141, Attention: Katheryn Wester.**

Brief Explanation:

All site Principals/Administrators must complete and return the 2007-2008 Time Accounting Certifications for all positioned employees funded entirely or partially from a federal or selected state categorical program. **Failure to complete the certification may jeopardize the district's ability to preserve federal and state funding.**

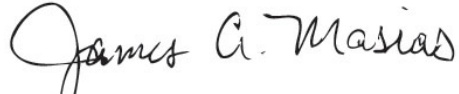
You will receive a copy of this circular with individual Time Accounting Certifications for employees at your site who are currently funded entirely or partially from federal or state categorical programs. The electronic distribution of this curricular also includes a generic example. **Please maintain copies of the completed certification forms at your site.**

Actions to be taken

- Site Principals/Administrators must complete the 2007-2008 Time Accounting Certifications for all positioned employees funded entirely or partially from a federal or state categorical program Principal/department head reviews form for completeness, signs and retains a copy at the site.
- Principal/department head returns the certification to Katheryn Wester, Budget Operations Department, no later than October 31, 2008.

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 on behalf of the employee and clearly indicate that the employee is no longer at your site and available to sign. The responsible official should still sign and return by the due date.*

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.

A handwritten signature in black ink that reads "James A. Masias". The signature is written in a cursive style with a large initial "J" and "M".

James A. Masias
Chief Financial Officer

JAM:mcr

Attachment

Distribution: Special