

**Employee Time Record Sheet for Mandated Costs**  
**277/96 SCHOOL FACILITIES IMPROVEMENT DISTRICTS (K-14)**  
**FORMATION OF A DISTRICT**  
Form Instructions

The purpose of this time record is to collect information on employee time spent working on programs mandated by the state. *Do not report time on this form that has already been reported on form 1.6B-1.*

Employee Information

Your name, exact job title, time spent, and description of the activity is required by the State Controller to support the annual claim for reimbursement. The department and location information is used to obtain payroll information when necessary for determining the cost of the time spent on the program.

Activity Description:

**Code 1**      Formation of a District

- A.      **RESOLUTION:** Preparing a resolution, and modifications thereof, of intention to form the proposed school facilities improvement district which includes a statement of the intended use of the funds, estimate of the cost of the facilities, map of the boundaries of the district, notice of time and place of hearing.
- B.      **NOTICE:** Providing notice of hearings by publication in a newspaper of general circulation and posting the notice.
- C.      **HEARINGS:** Conducting the hearings in the manner proscribed.

On the back of this sheet is a time sheet to report your participation in the mandated program. Indicate the time spent on each of the reimbursable activities. If your activity generates work product such as policy statements, forms, brochures, meeting agenda materials, please send them along with these forms for our files.

**Employee Time Record Sheet for Mandated Costs  
277/96 SCHOOL FACILITIES IMPROVEMENT DISTRICTS (K-14)  
FORMATION OF A DISTRICT**

District/COE: San Mateo CCCD Fiscal Year: \_\_\_\_\_

Employee Name \_\_\_\_\_ Exact Position Title \_\_\_\_\_

Dept. & Location \_\_\_\_\_ Telephone # \_\_\_\_\_ 12mo/11mo/10mo/hrly  
Work year length

**Reimbursable Activities: Code 1 Formation of a District**

- A. RESOLUTION: Preparing a resolution, and modifications thereof, of intention to form the proposed school facilities improvement district which includes a statement of the intended use of the funds, estimate of the cost of the facilities, map of the boundaries of the district, notice of time and place of hearing.
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- C. HEARINGS: Conducting the hearings in the manner proscribed.

**NOTE: Only one code entry per line.**

Date:	Activity Code Enter Code A - C	Describe Activity:	Time in Hours	Materials Costs & Expenses:

**Attach:** All documentation available to substantiate reported time and expenses. This can include meeting agendas, calendar notes, invoices for printing, supplies, and mailing.

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify (or declare) under penalty of perjury under the laws of the State of California to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only. PLEASE USE BLUE INK

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions, please contact Raymond Chow, at 358-6786.

PLEASE SUBMIT THIS INFORMATION BY \_\_\_\_\_ ; TO Suki Chang.