

**Employee Time Record Sheet for Mandated Costs**  
**277/96 STATE REVENUE BONDS (K-14)**  
**State Proposition Bonds**  
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-2.*

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 2**     State Proposition Bonds (K-14)

- A.     **BOARD RESOLUTION:** Preparing and adopting a governing board resolution which authorizes use of state revenue bonds for the construction of facilities.
- B.     **APPLICATION:** Preparing and submitting an application for state funding. Preparing and submitting plans, applications, and waivers.
- C.     **REPORTS:** Preparing and submitting studies, certifications, facility inventories, enrollment projections, and other reports.
- D.     **PUBLIC HEARINGS:** Conducting public hearings on the plans, applications, and waivers as necessary and making the information available to the public.
- E.     **AGREEMENTS:** Entering into agreements with state agencies to receive funds for the construction, reconstruction, replacement, and modernization of school facilities
- F.     **EXPENDITURES:** Obtaining authorization from the state agencies to expend funds.

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 STATE REVENUE BONDS (K-14)
State Proposition Bonds

District/COE: San Mateo CCCD Fiscal Year:

Employee Name Exact Position Title

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

Reimbursable Activities: Code 2 State Proposition Bonds (K-14)

- A. BOARD RESOLUTION: Preparing and adopting a governing board resolution for use of state bonds.
B. APPLICATION: Preparing and submitting an application for state funding, plans, applications, and waivers.
C. REPORTS: Preparing and submitting studies, certifications, inventories, projections, and other reports.
D. PUBLIC HEARINGS: Conducting public hearings on the plans, applications, and waivers as necessary and making the information available to the public.
E. AGREEMENTS: Entering into agreements with state agencies to receive funds for the construction, reconstruction, replacement, and modernization of school facilities
F. EXPENDITURES: Obtaining authorization from the state agencies to expend funds.

NOTE: Only one code entry per line.

Table with 5 columns: Date, Activity Code (A-F), 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 358-6742.

PLEASE SUBMIT THIS INFORMATION BY ; TO Suki Chang.