

**SUMMARY Time Sheet for Mandated Costs**  
**277/96 STATE REVENUE BONDS (K-14)**  
**State Revenue 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 activity time on this form if you have already reported the same activity time on the form 1.6 A-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.

On the back of this sheet is a time sheet to report your participation in the mandated program activities. This form is “historical” in nature and is used to reconstruct the total amount of time spent throughout the year on the mandate reimbursable activities.

Activity Description

To assist you in determining the amount of time spent on the program, descriptions of possible items required for this mandate are listed under the relevant reimbursable activity. Indicate the total amount of time, if any, spent for the entire fiscal year on each of the reimbursable activities. If your activity generates work product such as new policy statements, new forms, brochures, meeting agenda materials, please send them along with these forms for our files.

Other Reimbursable Costs

Printing, stationary, postage, and other supply costs are usually reimbursable. Please attach to this form copies of invoices for any expenses incurred.

**SUMMARY Time Sheet for Mandated Costs  
277/96 STATE REVENUE BONDS (K-14)  
State Revenue Bonds**

District/COE: San Mateo CCCD

<u>Employee Name</u>	<u>Exact Position Title</u>
<u>School/Department/Location</u>	<u>Telephone #</u>
	<u>12mo/11mo/10mo/hrly Work year length</u>

**Typical Reimbursable Activities:** FISCAL YEARS - Report Time in **Hours**

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>
10-11	11-12								

**Code 1**     State Revenue Bonds

- A. APPLICATION: Preparing and submitting an application for state funding. Preparing and submitting plans, applications, waivers.

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- B. REPORTS: Preparing and submitting studies, certifications, facility inventories, enrollment projections, and other reports.

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- C. PUBLIC HEARINGS: Conducting public hearings on the plans, applications, and waivers as necessary and making the information available to the public.

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- D. AGREEMENTS: Entering into agreements with state agencies to receive funds for the construction, reconstruction, replacement, and modernization of school facilities

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- E. EXPENDITURES: Obtaining authorization from the state agencies to expend funds.

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- F. CONSTRUCTION: Selecting of schoolsites, securing of appraisals, and purchasing land. Contracting for architectural and construction services and materials. Leasing portable and relocatable classrooms.

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- G. DOCUMENTATION: Maintain documentation required by the state agencies.

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- H. DISPUTE RESOLUTION: Participating in administrative (hearings) and civil (arbitration, mediation, litigation) processes to resolve compliance disputes.

**TOTAL HOURS:** \_\_\_\_\_

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.