



State and Federal Programs
INFORMATIONAL BULLETIN #0007

DATE: July 1, 2022
TO: Site Administrators
RE: **STATE AND FEDERAL PROGRAMS TIME ACCOUNTING**

Each year, the district receives millions of dollars from organizations, including the federal government, that sponsor SUSD educational activities. As stewards of these funds, it is our obligation to comply with federal and state and district requirements to certify staff effort that the intended results of these funding sources are achieved.

The district is required to ensure the district is properly charging salaries and wages that are reasonable, necessary and allowable in accordance with applicable funding source requirements for all employees whose salaries and wages are paid, in part or in full, from restricted resources, both federal and state.

The district's Time Accounting Guidelines, Personnel Activity Reports (monthly log) and instruction are available on the on Personnel Activity Reporting/Time Accounting webpage and in PDF format at: <https://www.stocktonusd.net/Page/10561>.

These guidelines have been reviewed by the California Department of Education and accepted as they meet the requirement set forth in the Code of Federal Regulations (CFR) and California School Accounting Manual (CSAM).

SPSA and Time Accounting

Throughout the SPSA development process, position(s) may have been funded that meet the Time Accounting criteria. As a supervisor of these position(s), there are specific responsibilities that must be met on a monthly or semi-annual basis to ensure the position can continue to be funded using restricted resources. A memo to the employee identifies the staff who is required to complete the monthly PAR.

Time Accounting Training

At least annually, State and Federal Programs staff conduct Time Accounting Training. This training is available on the district's Personnel Activity Reporting/Time Accounting webpage at: <https://www.stocktonusd.net/Page/10561>.

Questions and Technical Support:

Questions and additional information on Personnel Activity Reporting/Time Accounting pertaining to Title I, II, III funding can be emailed to: timeaccounting@stocktonusd.net.