

FEDERAL FUNDING COMPLIANCE: TIME AND EFFORT MONTHLY LOG

Instruction: Any time an employee is paid from two or more different programs(one of which is federal), a monthly time and effort log is required to ensure the budgeted time and effort is equivalent to the actual time and effort worked on the program.

School District/Charter : ABC School District
 Employee Name : John Doe

Month and Year of Activity : Jan-09
 Employee Title : Paraprofessional Assistant (Special Ed 50% and Title I 50%)

* Time must be documented in hours, not percent (OMB Circular A-87 Time Distribution)

Federal Funding Source	# of Hours																															Total Hours	Scope of Service/Activities	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Special Ed IDEA part B	3.5	3.5	3.5	3.5	3.5			3.5	3.5	3.5	3.5	3.5			3.5	3.5	3.5	3.5	3.5			3.5	3.5	3.5	3.5	3.5			3.5	3.5	3.5	80.5	Special Ed Assistant	
Title I	3.5	3.5	3.5	3.5	2			3.5	3.5	3.5	3.5	3.5			3.5	3.5	3.5	4	3.5			3.5	3.5	3.5	3.5	3.5			3.5	3.5	3.5	79.5	Title I Assistant	
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Total Hours	7	7	7	7	5.5	0	0	7	7	7	7	7	0	0	7	7	7	7.5	7	0	0	7	7	7	7	7	0	0	7	7	7	160		

I certify with my signature that the information submitted is accurate.

Employee Signature : John Doe

Date: 1/31/2009

Supervisor's Signature : Jane S. Smith

Date: 1/31/2009