FEDERAL FUNDING COMPLIANCE: TIME AND EFFORT MONTHLY LOG

Instruction: Anytime an employee is paid using federal funds, 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 : XYZ School District

Month and Year of Activity : April 2007

Employee Name : Jane Doe

Employee Title : Language Arts Teacher

Funding Source	Time spent performing each activity per day																															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		
Regular Instruction (Fund 001)			3	3	3	3	3			3	3	3	3	3			3	3	3	3	3			3	3	3	3	3			3	63	Language Arts
Title I (Fund 110)			5	5	5	5	5			5	5	5	5	5			5	5	5	5	5			5	5	5	5	5			5	105	Title I Reading
Title II Stipend (Fund 140)			0	0	0	2	1			0	0	0	2	1			0	0	0	2	1			0	0	0	2	1			0	12	Mentor / Academic Coach
																																0	
																																0	
																																0	
																																0	
																																0	
																																0	
																																0	
																																0	
																																0	
																																0	
																																0	
																																0	
Total Hours	0	0	8	8	8	10	9	0	0	8	8	8	10	9	0	0	8	8	8	10	9	0	0	8	8	8	10	9	0	0	8	180	

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

Employee Signature : Jane Doe **Date:** 04/30/2007

Supervisor's Signature : Bill Black **Date:** 4/30/2007