



*Internal Audit*  
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Date: August 16, 2016  
From: Gerardo Moreno  
To: Karen Michel  
RE: Clarification

Below you will find additional information on Prop O reconciliation.

**ACTUALS** – Actual time worked by employees identified on time sheet. Time certified by employee and direct supervisor.

**Funds** –  
01 – General Fund  
22/1 – Prop O Sale 1  
22/2 – Prop O Sale 2  
35 – County School Facilities  
49 – Capital Projects

**PAR Funding** - Position Action Request (PAR) percentage of funding employee is currently charged.

**Diference of 5%** - Per training received with Brunstein & Manasevit, PLCC if there is a difference less than 5% salaries are not required to be adjusted.

If you have any questions, please do not hesitate in contacting me.