



Internal Audit
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Date: August 11, 2016
From: Gerardo Moreno
To: Karen Michel
RE: April – June, 2016 – Reconciliation of salaries

Attached you will find salary reconciliation for Planning department staff, for the time period of April – June 2016.

California School Accounting Manual (CSAM) Procedure 905, requires that time documentation for charging salaries and wages to state programs are based on federal time documentation guidelines. The district process for charging time is as follows:

1. Receive time cards from Planning Department
2. Time certification reports are entered into an excel database (quarterly), which calculates actual percentages worked by employees.
3. Quarterly reports are submitted to Finance for posting of actual time worked.

Our office, is currently working on completing a manual of policies and procedures for labor distribution.

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