



# Sample 21<sup>st</sup> CCLC Time and Effort Report

## 21<sup>st</sup> CCLC Time and Effort Report

Time and effort reports are required for all staff members who are not 100 percent funded under 21<sup>st</sup> CCLC program grant funds. Customize the pay percentages and line items to your program, and have each staff member complete and turn in this form every month. The program director should keep these records, by employee, in a locked cabinet so they are available if an auditor requests documentation. You can copy this page and make new worksheets so staff members have one for each month.

**Pay Percentages** 75% 21<sup>st</sup> CCLC Program, 25% Title I

**Name:**

March 2018

**Month:**

	TASK	DAY																																
		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		
1	Administration																																	
2	Training																																	
3	Budget																																	
4	Program Development																																	
5	Community Collaboration																																	
6	Marketing																																	
7	Human Resources																																	
8	STARS																																	
9	Holiday																																	
10	Vacation																																	
11	Sick																																	
12	Personal																																	
13	Conference																																	
14	State/National Task Force																																	
15	Staff Meeting																																	
16																																		
17																																		
18																																		
19																																		
20																																		
<b>Totals</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



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Employee Signature

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