

TIME STUDY SHEET

COUNTY COST ALLOCATION PLAN

Name of County:		Department:	
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Complete one time study sheet for each workweek sampled by each employee. Record the number of hours (to the nearest hour) spent on each workday in the performance of central service functions only.

Central service functions include:

1. Recording of all cash receipts
2. Preparation of vouchers and/or purchase orders
3. Preparation of payroll
4. Writing warrants
5. Reconciliation of accounts
6. Maintenance of periodic financial statements
7. Banking of available funds
8. Authorization of warrants

Non-central service functions include:

1. Recording of deeds; marriage licenses; license plate sales
2. Budgeting assistance to the Commissioners only
3. Collection of taxes
4. Posting delinquent notices
5. Investment of funds

At least two Time Studies should be completed for each department

HOURS SPENT PERFORMING CENTRAL SERVICE FUNCTIONS:

Week of:		Year:		Employee Name:	
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	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Central Service Hours:						
Total hours worked during this sample workweek:						

Maintain a copy of each Time Study sheet in the County CAP file and mail a copy to:

rfarmer, llc
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