

NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF SCHOOL FACILITIES  
OFFICE OF BUILDING SERVICES

December 14, 2006

OFFICE OF BUILDING SERVICES CIRCULAR NO. 4 – 2006/07

NOTE: All Circulars are to be kept in a permanent file

TO ALL CUSTODIAN ENGINEERS

**YEAR-END ADJUSTMENT OF COMPENSATION**

Article II, sub-section 4, "Method of Payment," of the Consolidated Collective Bargaining Agreement states in part, "Such payment periods shall be adjusted at the beginning and end of each calendar year so as to pay the annual day school allowance within the calendar year." To reflect these adjustments in the Custodian Engineer's income and expenditure reports for 2006, the following schedule changes are noted.

a. **Compensation Reports (P.O. #1)**

The first report will cover the normal twenty-eight (28) day period from November 17, 2006 through December 14, 2006. A separate P.O. #1 is to be submitted for the fourteen (14) day period covering December 15 through December 28, 2006. For December 29, 30 and 31, 2006, a separate, "Three Day" P.O. #1 is to be completed. Only indicate the employee's gross wages and any emergency reimbursement claims. Do not fill in F.I.C.A. and accompanying tax columns. The purpose of this "Three Day" P.O. #1 will only be to reconcile your net retained expenses for 2006. Reimbursement claims for employees who worked December 29, 30 and 31, 2006 cannot be made on this P.O. #1. In order to receive payment, reimbursement claims from December 29, 2006 to January 11, 2007 are to be listed on the fourteen (14) day P.O. #1 dated January 11, 2007.

b. **Miscellaneous Expenditure Reports (P.O. #2)**

This report will cover November 17 to December 31, 2006. Please note that seventeen (17) extra days, December 15 through December 31, are included in this report. The following P.O. #2 will cover the period January 1, 2007 through January 11, 2007.

**Note:** All Miscellaneous Expenditures *must* be paid for by December 31, 2006 if claiming in the year-end P.O. #2, i.e., December 31, 2006. If you pay for goods/supplies/services after December 31<sup>st</sup>, you must claim those expenses in the next year, i.e., January 2007 Miscellaneous Expenditure reporting period.

c. **Space Sheets (P.O. #67)**

Space Sheets, if any, are to be submitted for the following periods; December 15, 2006 through December 28, 2006, December 29, 2006 through December 31, 2006, and January 1, 2007 through January 11, 2007.

d. **Year End Excess**

It is recommended that you perform a self-audit by reviewing your accounts receivable (allocation) and your accounts payable (expenditures) following the submission of both your final P.O. #1 and P.O. #2 for calendar year 2006. Excess, if any, should be remitted to the Department of Education. Be sure to list your social security number and the notation "EXCESS 2006" on your check.

**NOTE:** P.O. #1's FOR THE PAY PERIOD ENDING DECEMBER 14, 2006 MUST BE **HAND DELIVERED** TO 65 COURT STREET, BROOKLYN, ROOM 1003, BY MONDAY, DECEMBER 18, 2006. THE P.O. #1 FOR THE PERIOD FROM DECEMBER 15 TO DECEMBER 28, 2006, MUST BE **HAND DELIVERED** TO 65 COURT STREET, BROOKLYN, ROOM 1003, BY TUESDAY, JANUARY 2, 2007. THIS IS NECESSARY TO ENSURE THE TIMELY DELIVERY OF W-2 FORMS. THE "THREE DAY" P.O. #1 FOR DECEMBER 29, 30 & 31, 2006, AND THE P.O. #1 FOR DECEMBER 29, 2006 TO JANUARY 11, 2007 CAN BOTH BE **MAILED** TO 65 COURT STREET. P.O. #2's FOR THE PERIOD ENDING DECEMBER 31, 2006 MUST BE **HAND DELIVERED** TO YOUR DEPUTY FACILITIES MANAGER ON PAYDAY JANUARY 11, 2007.

*James F. Lonergan*  
*Executive Director*  
*Division of School Facilities*