

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

December 15, 2005

OFFICE OF BUILDING SERVICES CIRCULAR NO. 4 - 2005/06

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 2005, 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 18, 2005 through December 15, 2005. A separate P.O. #1 is to be submitted for the fourteen (14) day period covering December 16 through December 29, 2005. For December 30 and 31, 2005, a separate, "Two 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 "Two Day" P.O. #1 will only be to reconcile your net retained expenses for 2005. Reimbursement claims for employees who worked December 30 and 31, 2005 cannot be made on this P.O. #1. In order to receive payment, reimbursement claims from December 30, 2005 to January 12, 2006 are to be listed on the fourteen (14) day P.O. #1 dated January 12, 2006.

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

This report will cover November 18 to December 31, 2005. Please note that sixteen (16) extra days, December 16 through December 31, are included in this report. The following P.O. #2 will cover the period January 1, 2006 through January 12, 2006.

Note: All Miscellaneous Expenditures *must* be paid for by December 31, 2005 if claiming in the year-end P.O. #2, i.e., December 31, 2005. If you pay for goods/supplies/services after December 31st, you must claim that expense in the next year, i.e., January 2006 Miscellaneous Expenditure reporting period.

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

Space Sheets, if any, are to be submitted for the following periods; December 16, 2005 through December 29, 2005, December 30, 2005 through December 31, 2005, and January 1, 2006 through January 12, 2006.

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 2005. Excess, if any, should be remitted to the Department of Education. Be sure to list your social security number and the notation "EXCESS 2005" on your check.

NOTE: P.O. #1's FOR THE PAY PERIOD ENDING DECEMBER 15, 2005 MUST BE **HAND DELIVERED** TO 65 COURT STREET, BROOKLYN, ROOM 1003, BY MONDAY, DECEMBER 19, 2005. THE P.O. #1 FOR THE PERIOD FROM DECEMBER 16 TO DECEMBER 29, 2005, MUST BE **HAND DELIVERED** TO 65 COURT STREET, BROOKLYN, ROOM 1003, BY TUESDAY, JANUARY 3, 2006. THIS IS NECESSARY TO ENSURE THE TIMELY DELIVERY OF W-2 FORMS. THE "TWO DAY" P.O. #1 FOR DECEMBER 30 AND 31, 2005, AND THE P.O. #1 FOR DECEMBER 30, 2005 TO JANUARY 13, 2006 CAN BOTH BE **MAILED** TO 65 COURT STREET. P.O. #2's FOR THE PERIOD ENDING DECEMBER 31, 2005 MUST BE **HAND DELIVERED** TO YOUR DEPUTY FACILITIES MANAGER ON PAYDAY JANUARY 12, 2006.

James F. Loneragan
Executive Director
Division of School Facilities

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