

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

December 16, 2004

OFFICE OF BUILDING SERVICES CIRCULAR NO. 3 - 2004/05

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 2004, 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 19, 2004 through December 16, 2004. A separate P.O. #1 is to be submitted for the fourteen (14) day period covering December 17 through December 30, 2004. For December 31, 2004, a separate, "One 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 "One Day" P.O. #1 will only be to reconcile your net retained expenses for 2004. Reimbursement claims for employees who worked December 31, 2004 cannot be made on this P.O. #1. In order to receive payment, reimbursement claims from December 31, 2004 to January 13, 2005 are to be listed on the fourteen (14) day P.O. #1 dated January 13, 2005.

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

This report will cover November 19 to December 31, 2004. Please note that fifteen (15) extra days, December 17 through December 31, are included in this report. The following P.O. #2 will cover the period January 1, 2004 through January 13, 2005.

Note: All Miscellaneous Expenditures **must** be paid for by December 31, 2004 if claiming in the year-end P.O. #2, i.e., December 31, 2004. If you pay for goods/supplies/services after December 31st, you must claim that expense in the next year, i.e., January 2005 Miscellaneous Expenditure reporting period.

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

This report will cover the fifteen (15) day period from December 17, through December 31, 2004. A separate Space Sheet (P.O. #67) is to be submitted for the period covering January 1, 2005 to January 13, 2005.

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 2004. Excess, if any, should be remitted to the Department of Education. Be sure to list your social security number and the notation "EXCESS 2004" on your check.

NOTE: P.O. #1's FOR THE PAY PERIOD ENDING DECEMBER 16, 2004 MUST BE **HAND DELIVERED** TO 65 COURT STREET, BROOKLYN, ROOM 1003, BY MONDAY, DECEMBER 20, 2004. THE P.O. #1 FOR THE PERIOD FROM DECEMBER 17 TO DECEMBER 30, 2004, MUST BE **HAND DELIVERED** TO 65 COURT STREET, BROOKLYN, ROOM 1003, BY JANUARY 4, 2005. THIS IS NECESSARY TO ENSURE THE TIMELY DELIVERY OF W-2 FORMS. THE "ONE DAY" P.O. #1 FOR DECEMBER 31, 2004, AND THE P.O. #1 FOR DECEMBER 31, 2004 TO JANUARY 13, 2005 CAN BOTH BE **MAILED** TO 65 COURT STREET. P.O. #2's FOR THE PERIOD ENDING DECEMBER 31, 2004 MUST BE **HAND DELIVERED** TO YOUR DEPUTY REGIONAL MANAGER ON PAYDAY JANUARY 13, 2005.

James F. Lonergan
Executive Director
Division of School Facilities