

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

December 6, 2013

OFFICE OF BUILDING SERVICES CIRCULAR NO. 3 - 2013/14

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 2013, the following schedule changes are noted.

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

The first report will cover the normal fourteen (14) day period from December 6 through December 19, 2013. For December 20 through December 31, 2013, a separate, "Twelve Day" P.O. #1 is to be completed in hard copy only and is to be mailed to Custodial Payroll at 65 Court St. (Do not attempt to submit this "Twelve Day P.O. #1 electronically.") Please indicate the employee's gross wages, any emergency reimbursement claims, and if applicable, the total deductions for all reduced rate employees. Do not fill in F.I.C.A. and accompanying tax columns. The purpose of this "Twelve Day" P.O. #1 will only be to reconcile your net retained expenses for 2013. Reimbursement claims for employees who worked December 20 through December 31, 2013 cannot be made on this P.O. #1. In order to receive payment, reimbursement claims from December 20, 2013 to January 2, 2014 are to be listed on the P.O. #1 dated January 2, 2014.

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

The final report will cover November 8 to December 31, 2013. Please note that twenty-six (26) extra days, December 6 through December 31, are included in this report. The following P.O. #2 will cover the period January 1 through January 2, 2014.

Note: All Miscellaneous Expenditures must be paid for by December 31, 2013 if claiming in the year-end P.O. #2, i.e., December 31, 2013. If you pay for goods/supplies/services after December 31st, you must claim those expenses in the next year, i.e., January 2014 Miscellaneous Expenditure reporting period.

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

Space Sheets, if any, are to be submitted for the following periods; December 6 through December 31, 2013, and January 1 through January 2, 2014.

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 2013. Excess, if any, should be remitted to the Department of Education. Be sure to list your social security number and the notation "EXCESS 2013" on your check.

John T. Shea
Chief Executive Officer
Division of School Facilities