

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

December 6, 2012

OFFICE OF BUILDING SERVICES CIRCULAR NO. 2 - 2012/13

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 2012, 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 7 through December 20, 2012. For December 21 through December 31, 2012, a separate, "Eleven 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 "Eleven 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 "Eleven Day" P.O. #1 will only be to reconcile your net retained expenses for 2012. Reimbursement claims for employees who worked December 21 through December 31, 2012 cannot be made on this P.O. #1. In order to receive payment, reimbursement claims from December 21, 2012 to January 3, 2013 are to be listed on the P.O. #1 dated January 3, 2013.

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

The final report will cover November 9 to December 31, 2012. Please note that twenty-five (25) extra days, December 7 through December 31, are included in this report. The following P.O. #2 will cover the period January 1 through January 3, 2013.

**Note:** All Miscellaneous Expenditures **must** be paid for by December 31, 2012 if claiming in the year-end P.O. #2, i.e., December 31, 2012. 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 2013 Miscellaneous Expenditure reporting period.

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

Space Sheets, if any, are to be submitted for the following periods; December 7 through December 31, 2012, and January 1 through January 3, 2013.

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 2012. Excess, if any, should be remitted to the Department of Education. Be sure to list your social security number and the notation "EXCESS 2012" on your check.

*John T. Shea*  
Chief Executive Officer  
Division of School Facilities