

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

December 11, 2008

OFFICE OF BUILDING SERVICES CIRCULAR NO. 2 - 2008/09

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 2008, 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 14, 2008 through December 11, 2008. A separate P.O. #1 is to be submitted for the fourteen (14) day period covering December 12 through December 25, 2008. For December 26 through December 31, 2008, a separate, "Six Day" P.O. #1 is to be completed. 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 "Six Day" P.O. #1 will only be to reconcile your net retained expenses for 2008. Reimbursement claims for employees who worked December 26 through December 31, 2008 cannot be made on this P.O. #1. In order to receive payment, reimbursement claims from December 26, 2008 to January 8, 2009 are to be listed on the fourteen (14) day P.O. #1 dated January 8, 2009.

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

This report will cover November 14 to December 31, 2008. Please note that twenty (20) extra days, December 12 through December 31, are included in this report. The following P.O. #2 will cover the period January 1, 2009 through January 8, 2009.

**Note:** All Miscellaneous Expenditures must be paid for by December 31, 2008 if claiming in the year-end P.O. #2, i.e., December 31, 2008. 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 2009 Miscellaneous Expenditure reporting period.

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

Space Sheets, if any, are to be submitted for the following periods; December 12, 2008 through December 25, 2008, December 26, 2008 through December 31, 2008, and January 1, 2009 through January 8, 2009.

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 2008. Excess, if any, should be remitted to the Department of Education. Be sure to list your social security number and the notation "EXCESS 2008" on your check.

**NOTE:** P.O. #1's FOR THE PAY PERIOD ENDING DECEMBER 11, 2008 MUST BE HAND DELIVERED TO 65 COURT STREET, BROOKLYN, ROOM 1003, BY MONDAY, DECEMBER 15, 2008. THE P.O. #1 FOR THE PERIOD FROM DECEMBER 12 TO DECEMBER 25, 2008, MUST BE HAND DELIVERED TO 65 COURT STREET, BROOKLYN, ROOM 1003, BY MONDAY DECEMBER 29, 2008. THIS IS NECESSARY TO ENSURE THE TIMELY DELIVERY OF W-2 FORMS. THE "SIX DAY" P.O. #1 FOR DECEMBER 26 through DECEMBER 31, 2008, AND THE P.O. #1 FOR DECEMBER 26, 2008 TO JANUARY 8, 2009 CAN BOTH BE MAILED TO 65 COURT STREET. P.O. #2's FOR THE PERIOD ENDING DECEMBER 31, 2008 MUST BE HAND DELIVERED TO YOUR DEPUTY DIRECTOR OF FACILITIES ON PAYDAY JANUARY 8, 2009.

*John O'Connell*  
Executive Director  
Division of School Facilities