

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

December 18, 2003

OFFICE OF BUILDING SERVICES CIRCULAR NO. 7 – 2003/04

NOTE: All Circulars are to be kept in a permanent file

TO 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 2003, the following schedule changes are noted.

a. **Compensation Report (P.O. #1)**

This report will cover November 21, 2003 through December 18, 2003. A separate P.O. #1 is to be submitted for the thirteen (13) day period covering December 19 through December 31, 2003. 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 report will only be used to reconcile your net retained expenses for 2003. Reimbursement claims for employees who worked from December 19 through December 31, 2003 cannot be made on this P.O. #1. In order to receive payment, reimbursement claims for December 19, 2003 to January 15, 2004 should only be listed on the P.O. #1 dated January 15, 2004.

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

This report will cover November 21 to December 31, 2003. Please note that thirteen (13) extra days, December 19 through December 31, are included in this report. The following report, will cover the period January 1, 2004 through January 15, 2004.

Note: All Miscellaneous Expenditures must be paid for by December 31, 2003 if claiming in the year-end P.O. #2, i.e., December 31, 2003. If you pay for goods/supplies/services after December 31st, you must claim that expense in the next year, i.e., January 2004 Miscellaneous Expenditure reporting period.

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

This report will cover the thirteen (13) day period December 19, through December 31, 2003. A separate Space Sheet (P.O. #67) is to be submitted for the period covering January 1, 2004 to January 15, 2004.

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 2003. Excess, if any, should be remitted to the Department of Education. Be sure to list your social security number and the notation "EXCESS 2003" on your check.

NOTE: P.O. #1 FOR THE PAY PERIOD ENDING DECEMBER 18, 2003 MUST BE **HAND DELIVERED** TO 65 COURT STREET, BROOKLYN, ROOM 1003, ON MONDAY, DECEMBER 22, 2003. THIS IS NECESSARY TO ENSURE THE TIMELY DELIVERY OF THE W-2 FORMS. FOR THE PAY PERIOD ENDING DECEMBER 31, 2003, P.O. #1's FOR THE LAST THIRTEEN (13) DAYS OF 2003, MUST BE **HAND DELIVERED** TO 65 COURT STREET, ROOM 1003, BROOKLYN, ON MONDAY, JANUARY 5, 2004. P.O. #2's FOR THE PERIOD ENDING DECEMBER 31, 2003 MUST BE **HAND DELIVERED** TO YOUR DEPUTY REGIONAL MANAGER ON PAYDAY JANUARY 15, 2004.

James F. Lonergan
Senior Director
Office of Building Services

