

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

December 10, 2009

OFFICE OF BUILDING SERVICES CIRCULAR NO. 4-2009/10

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 2009, 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 13, 2009 through December 10, 2009. A separate P.O. #1 is to be submitted for the fourteen (14) day period covering December 11 through December 24, 2009. For December 25 through December 31, 2009, a separate, "Seven 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 "Seven Day" P.O. #1 will only be to reconcile your net retained expenses for 2009. Reimbursement claims for employees who worked December 25 through December 31, 2009 cannot be made on this P.O. #1. In order to receive payment, reimbursement claims from December 25, 2009 to January 7, 2010 are to be listed on the fourteen (14) day P.O. #1 dated January 7, 2010.

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

This report will cover November 13 to December 31, 2009. Please note that twenty one (21) extra days, December 11 through December 31, are included in this report. The following P.O. #2 will cover the period January 1, 2010 through January 7, 2010.

Note: All Miscellaneous Expenditures must be paid for by December 31, 2009 if claiming in the year-end P.O. #2, i.e., December 31, 2009. If you pay for goods/supplies/services after December 31st, you must claim those expenses in the next year, i.e., January 2010 Miscellaneous Expenditure reporting period.

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

Space Sheets, if any, are to be submitted for the following periods; December 11, 2009 through December 24, 2009, December 25, 2009 through December 31, 2009, and January 1, 2010 through January 7, 2010.

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 2009. Excess, if any, should be remitted to the Department of Education. Be sure to list your social security number and the notation "EXCESS 2009" on your check.

NOTE: P.O. #1's FOR THE PAY PERIOD ENDING DECEMBER 10, 2009 MUST BE HAND DELIVERED TO 65 COURT STREET, BROOKLYN, ROOM 1003, BY MONDAY, DECEMBER 14, 2009. THE P.O. #1 FOR THE PERIOD FROM DECEMBER 11 TO DECEMBER 24, 2009, MUST BE HAND DELIVERED TO 65 COURT STREET, BROOKLYN, ROOM 1003, BY MONDAY DECEMBER 28, 2009. THIS IS NECESSARY TO ENSURE THE TIMELY DELIVERY OF W-2 FORMS. THE "SEVEN DAY" P.O. #1 FOR DECEMBER 25 through DECEMBER 31, 2008, AND THE P.O. #1 FOR DECEMBER 25, 2008 TO JANUARY 7, 2010 CAN BOTH BE MAILED TO 65 COURT STREET. P.O. #2's FOR THE PERIOD ENDING DECEMBER 31, 2009 MUST BE HAND DELIVERED TO YOUR DEPUTY DIRECTOR OF FACILITIES ON PAYDAY JANUARY 7, 2010.

John T. Shea
Chief Executive Officer
Division of School Facilities