

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

December 3, 2015

OFFICE OF BUILDING SERVICES CIRCULAR NO. 3 – 2015/16

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."

Adjustment to the 2015 end of year Compensation Report will not be necessary as the normal fourteen (14) day P.O. #1 end date falls on December 31, 2015; therefore, the following schedule is noted.

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

This report will cover the normal fourteen (14) day period from December 18 through December 31, 2015 and is to be submitted *electronically* by January 4, 2016.

*Note:* Due to the calendar year and PO1 period both ending on December 31<sup>st</sup>, 2015, there will be no need to submit a hardcopy PO1 to Custodial Payroll.

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

The final report will cover November 6<sup>th</sup> to December 31, 2015. Please note that Twenty-eight (28) extra days, December 4<sup>th</sup> through December 31<sup>st</sup>, are included in this report.

*Note:* All Miscellaneous Expenditures *must* be paid for by December 31, 2015 if claiming in the year-end P.O. #2, i.e., December 31, 2015. If you pay for goods/supplies/services after December 31<sup>st</sup>, you must claim those expenses in the next year, i.e., the January 2016 Miscellaneous Expenditure reporting period.

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

Space Sheets, if any, are to be submitted for the following periods; December 4<sup>th</sup> through December 31, 2015.

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 2015. Excess, if any, should be remitted to the Department of Education. Be sure to list the last four digits of your social security number and the notation "EXCESS 2015" on your check.

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