

DYCD FY14 FISCAL MANUAL: SUMMARY OF CHANGES FROM FY12 MANUAL

On page 9, under Personal Services added “or hourly” in the sentence:

“For DYCD contracts, a full-time employee is defined as one who works 35 hours or more per week, is paid on a salary **or hourly** basis and retains a full-time position with the organization.”

On page 9, under Personal Services, added “generally” to describe definition of part-time employee. Added seasonal to hourly as possible time increments for paying part-time employees. The section now reads:

A part-time employee is **generally** defined as an employee who is scheduled to work less than 35 hours per week **and/or** is paid on an hourly **or seasonal** basis, and retains a part-time employment status with the organization. A part-time employee shall not be claimed as full-time, simply because he/she only works on a DYCD contract.

On Page 9, under Personal Services, added incremental rate increases in minimum wage for 2014-2016. The section now reads:

The current minimum wage in New York City is \$7.25. **That rate will increase to \$8.00 per hour as of January 1, 2014; \$8.75 as of January 1, 2015 and \$9.00 per hour as of January 1, 2016.**

On Page 10, under CBO’s that Provide Their Own Insurance, changed language requirement on insurance form to include “the City of New York” only as additional insured (not the City of New York and DYCD) and added language requiring explicit statements about DOE and NYCHA facilities. The section now reads:

Insurance must be obtained from a company licensed to do business in the State of New York. **The City of New York must be included as additional insured in the Description Box** on the certificate of General Liability. **If the contracted program is located in a New York City Housing Authority or Department of Education facility, NYCHA and/or DOE, as the case may be, must also be included as an additional insured. (See Appendix 3.)** The Risk Management Unit/CAFD must receive written notification within fifteen (15) days if the policy is cancelled during the contract term.

On Page 15, under the Audit Fees section, to clarify the explanation for how audit fees should be budgeted and expensed by CBOs. The sentence now reads:

Audit fees are to be budgeted and expensed in the contract year in which the audit is performed. For example, an audit for contract year 2010 must be budgeted for in contract year 2011.

On Page 24, under Purchasing Requirements/Competitive Bidding, adjusted the bidding requirements for what is now three (rather than four) purchase ranges. The section now reads as follows:

1. Purchases of \$5,000 or less

For purchases with a value of \$5,000 or less, no competitive bids are required. Documentation of the purchase must be maintained by the organization. This documentation must include the name of the vendor, the item purchased, the date and amount paid.

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2. Purchases from \$5,001 - 25,000

Contractor shall conduct sufficient market research and/or competition to support its determination that the price of such purchased goods, supplies, services or equipment is reasonable. Documentation of the market research and the purchase must be maintained by the organization. This documentation must include the name of the entities contacted, the vendor, and the item purchased, the date and amount paid.

3. Purchases \$25,001 or greater

A minimum of three (3) written bids must be obtained for the purchase of goods, supplies or services of similar items where the cost can reasonably be expected to be \$25,001 or greater. The bids must contain a description of the item requested, the time, date, place and form of requested responses, and the name of the employee responsible for securing bids. The bids must be maintained by the organization.

On pages 26-28 DYCD has added a new section of the manual, titled: “POLICIES AND PROCEDURES CREDIT/DEBIT CARDS.” Please be sure to review this section in its entirety and implement any necessary changes to fully comply with the requirements of this section.

On Page 30, under the section on Petty Cash Policy, increased the petty cash fund limit from \$500 to \$1,000 and increased the individual purchase limit from \$100 to \$200.

To facilitate the payment of certain minimal charges that cannot be handled by check, CBOs may establish a Petty Cash Fund for **up to \$1,000.00.**

A Petty Cash Expense **may not exceed \$200 dollars per total purchase.**

On Page 35, under Program Expense Report Summary (PERS) Overview, in the second paragraph added language about when expenses paid for with a credit card should be reported. The paragraph now reads as follows:

DYCD PERS must be prepared on a cash basis. Expenses should be reported on the PERS for the month in which the check was issued **or, in the case of credit or debit cards, the month in which the payment was made.** For example, a PERS submitted for the month of October should reflect checks issued in October.