



**THE NEW YORK CITY DEPARTMENT OF EDUCATION**  
**JOEL I. KLEIN, Chancellor**

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OFFICE OF THE CHIEF FINANCIAL OFFICER  
52 Chambers Street, New York, NY 10007

**BRUCE E FEIG**  
*Chief Financial Officer*

## **SCHOOL ALLOCATION MEMORANDUM NO. 5, FY05**

**DATE:** June 22, 2004

**TO:** **SCHOOL PRINCIPALS and  
REGIONAL OPERATION CENTER (ROC) DIRECTORS**

**FROM:** Bruce E. Feig

**SUBJECT: SCHOOL SECRETARY SUPPORT ALLOCATION:  
DISTRIBUTION OF EBANK DC 37 - 5<sup>th</sup> VACATION CHECK**

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Tax levy funds are being allocated to support the August 31, 2004 distribution of the EBANK DC 37 - 5<sup>th</sup> vacation check. The allotment provides four hours of school secretary per session for this purpose. This action was announced in the June 15, 2004, *Principal's Weekly*.

The hourly school secretary allotment is displayed on the attached table. Allocations have been placed in the ROC locations via the Galaxy Transfer Utility System. ROCs will need to schedule funds for the Instructional Region and Alternative HS Programs in the "ILD School Program" locations (*see attachment for location codes*). The allocation category is "Tax Levy Summer". For Citywide Special Education, the allocation category is "Instructional Programs CW".

Attachment  
BEF:MG:BGF:pav

## SCHOOL SECRETARY SUMMER SUPPORT

Region	"ILD School Program" Location (Scheduled by ROC)	ROC	Transfer Utility Location Code	No. of Schools	Allocation* \$90.00	Total by ROC	Comment: SAM#05: Distribution of DC37 5th vacation check	
							Allocation Category	Fund Source
01	96J101	B-Brnx Fordam	96X699	111	\$9,990			
02	96J102	B-Brnx Fordam	96X699	116	10,440	<b>\$20,430</b>	Tax Levy Summer	TAX LEVY SUMMER
03	96J103	C-Qns Linden Pl	96Q698	138	12,420	<b>12,420</b>	Tax Levy Summer	TAX LEVY SUMMER
D75	N/A	C-Qns Linden Pl	96Q698	63	5,670	<b>5,670</b>	Instructional Programs CW	TAX LEVY (ALL OTHER)
04	96J104	D-Qns LIC	96Q699	106	9,540			
05	96J105	D-Qns LIC	96Q699	99	8,910	<b>18,450</b>	Tax Levy Summer	TAX LEVY SUMMER
06	96J106	F-SI Ocean Terr	96R699	101	9,090			
07	96J107	F-SI Ocean Terr	96R699	128	11,520	<b>20,610</b>	Tax Levy Summer	TAX LEVY SUMMER
08	96J108	E-Bkln Liv	96K699	158	14,220			
D79	96KAAA	E-Bkln Liv	96K699	29	2,610	<b>16,830</b>	Tax Levy Summer	TAX LEVY SUMMER
09	96J109	A-Man 7th Ave	96M699	167	15,030			
10	96J110	A-Man 7th Ave	96M699	91	8,190	<b>23,220</b>	Tax Levy Summer	TAX LEVY SUMMER
Total				1,307	\$117,630	<b>\$117,630</b>		

\*Rate = 4hrs x \$22.50 (School Secretary per session rate)