******Please use Chrome or Firefox browsers when entering the Business Portal to complete the PTRC. Internet Explorer is NOT recommended.*******

Note: Some data elements of the Property Tax Report Card have been revised or renamed to more closely follow the Property Tax Cap calculations districts complete on the Office of the State Comptroller website. Please see the Help text above for definitions. Additional guidance on the Property Tax Levy Limit is available on the Office of Educational Management Services website:
http://www.p12.nysed.gov/mgtserv/propertytax/taxcap/**.**

Please also submit an electronic version (PDF or Word) of your school district's 2024-25 Budget Notice to: emscmgts@nysed.gov. This will enable us to help correct any formula or data entry discrepancy quickly.

Notice: The Enacted Budget allows school districts to establish a reserve fund for NYS Teachers' Retirement System Contributions, effective immediately. This reserve, if applicable, should be reported in the Schedule of Reserves under 'Other Reserve' and with a description that says: "To fund employer retirement contributions to the New York State Teachers' Retirement System (TRS.)"

Form Due - April 29, 2024

Form Preparer Name:	WILLIAM THIEL
Preparer's Telephone Number:	716-677-3121

Shaded Fields Will Calculate	**Budgeted 2023-24 (A)**	**Proposed Budget 2024-25 (B)**	**Percent Change (C)**
Total Budgeted Amount, not including Separate Propositions	147,816,452	156,020,575	5.55 %
A. Proposed Tax Levy to Support the Total Budgeted Amount[1]	68,631,182	69,966,619	
B. Tax Levy to Support Library Debt, if Applicable	0	0	
C. Tax Levy for Non-Excludable Propositions, if Applicable[2]	0	0	
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable	0	0	
E. Total Proposed School Year Tax Levy (A+B+C-D)	68,631,182	69,966,619	1.95 %
F. Permissible Exclusions to the School Tax Levy Limit	2,748,595	2,505,569	
G. School Tax Levy Limit, Excluding Levy for Permissible Exclusions[3]	65,882,587	67,461,050	
H. Total Proposed Tax Levy for School Purposes, Excluding Permissible Exclusions and Levy for Library Debt, Plus Prior Year Tax Cap Reserve (E-B-F+D)	65,882,587	67,461,050	
I. Difference: (G-H);(negative value requires 60.0% voter approval)[2]	0	0	
Public School Enrollment	5,900	5,900	0.00 %
Consumer Price Index			4.12 %

[1] Include any prior year reserve for excess tax levy, including interest.

[2] Tax levy associated with educational or transportation services propositions are not eligible for exclusion under the School Tax Levy Limit and may affect voter approval requirements.

[3] For 2024-25, includes any carryover from 2023-24 and excludes any tax levy for library debt or prior year reserve for excess tax levy, including interest.

	Actual 2023-24 (D)	Estimated 2024-25 (E)
Adjusted Restricted Fund Balance	23,258,848	19,779,828
Assigned Appropriated Fund Balance	3,855,532	6,389,121
Adjusted Unrestricted Fund Balance	5,912,658	6,240,823
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	4.00 %	4.00 %

Schedule of Reserve Funds

Reserve Type	Reserve Name	Reserve Description *	3/31/24 Actual Balance	6/30/24 Estimated Ending Balance	Intended Use of the Reserve in the 2024-25 School Year (Limit 200 Characters)**
Capital	2021 BUS RESERVE	For the cost of any object or purpose for which bonds may be issued.	2,059,819	1,299,837	$759,982 subject to voter approval.
Capital	2021 CAPITAL RESERVE	For the cost of any object or purpose for which bonds may be issued.	4,657,517	2,157,517	$2,500,000 authorized in 2023 vote
Repair		For the cost of repairs to capital improvements or equipment.			
Workers Compensation	WORKERS COMPENSATION RESERVE	For self-insured Workers Compensation and benefits.	4,778,891	3,778,891	$1,000,000 for workers compensation claims
Unemployment Insurance	UNEMPLOYMENT RESERVE	For reimbursement to the State Unemployment Insurance Fund.	971,251	841,251	$130,000 for unemployment claims
Reserve for Tax Reduction		For the gradual use of the proceeds of the sale of school district real property.			
Mandatory Reserve for Debt Service	DEBT SERVICE	For proceeds from the sale of district capital assets or improvement, restricted to debt service.	2,625	2,625	NA
Insurance		For liability, casualty, and other types of uninsured losses.			
Property Loss + (add)		To cover property loss.			
Liability		To cover incurred liability claims.			

Note: Be sure to click on the Save button at the bottom after each additional Reserve you add under Capital, Property Loss, Liability, or Other Reserve.

Tax Certiorari	TAX CERTIORARI RESERVE	For tax certiorari settlements.	487,258	487,258	NA
Reserve for Insurance Recoveries		For unexpended proceeds of insurance recoveries at fiscal year end.			
Employee Benefit Accrued Liability	EMPLOYEE BENEFIT RESERVE	For accrued 'employee benefits' due to employees upon termination of service.	4,088,336	3,971,731	$1,000,000 for employee benefits accrued
Retirement Contribution	EMPLOYEE RETIREMENT	For employer retirement contributions to the State and Local Employees' Retirement System.	2,064,416	1,706,416	$985,000 for ERS contributions
Reserve for Uncollected Taxes		For unpaid taxes due certain city school districts not reimbursed by their city/county until the following fiscal year.			
Single Other Reserve	TEACHER RETIREMENT	For employer contributions to the Teacher Retirement System	4,148,735	3,748,735	$1,727,123 for TRS contributions

*** NYSED Reserve Guidance: http://www.p12.nysed.gov/mgtserv/accounting/docs/reserve_funds.pdf**

OSC Reserve Guidance: http://osc.state.ny.us/localgov/pubs/listacctg.htm#reservefunds

****Provide a brief, but specific, statement of the planned use and appropriation for the reserve in SY 2024-25. Mention any capital expenditures that will need to be voted upon in the upcoming Budget Vote.**

Save | Reset | Save & Ready