

**Manchester-Shortsville Central School District**  
**Board of Education Reserve Plan Document**  
**Fiscal Year July 1, 2023- June 30, 2024**

**Our Mission**

We will challenge all learners and work in partnership with students, parents and community to achieve high standards.

**Our Vision**

Every employee of the District plays a vital role in the success of our students. With uncompromising commitment in the pursuit of excellence, we will meet the unique needs of every student, regardless of social advantage, race or gender and ensure he or she has a safe learning environment and acquires necessary foundational skills. We will promote healthy habits and provide challenging, real-world learning experiences. We will cultivate student ownership for goal-setting, learning and citizenship by partnering with families and community groups. We will promote a learning environment of critical thinking, creative problem-solving, self-direction and collaboration in order to maximize each student's ability and potential to succeed in an ever-changing, highly technical and diverse world. Together, we will develop and maintain the highest level of ethical and professional practice, demonstrating a culture of respect, cooperation, and pride, with care and dignity for all.

**Our Beliefs and Core Values**

**EXCELLENCE**-Challenge and learning are the goals and rewards.

**LEADERSHIP**-We are all leaders and role models.

**DIGNITY for ALL**-Everyone is treated with dignity and contributions are heard, valued and encouraged.

**COMMUNICATION**-Open and honest dialogue ensures that we are all working towards a common goal.

**COLLABORATION**-Working together is critical to our success.

**CONTINUOUS IMPROVEMENT**-We are all accountable for continually improving our practice.

**STUDENTS FIRST**-We are responsive to the needs of *all* students.

**RESOURCEFULNESS**-We seek out educational opportunities within and beyond the walls of our school.

**FISCAL RESPONSIBILITY**-We use our resources responsibly.

**PRIDE**-We respect ourselves, each other and our school.

## INTENDED USE OF RESERVES

Reserve funds, like other savings plans, are mechanisms for accumulating cash for future capital outlays and other allowable purposes. The practice of planning ahead and systematically saving for capital acquisitions and other contingencies is considered prudent management. Savings for future capital needs can reduce or eliminate interest and other cost associated with debt issuances. Similarly, certain reserve funds can be utilized to help protect the budget against known risks (a potential lawsuit) or unknown risks (a major ice storm).

Most reserve funds are established to provide resources for an intended future use. An important concept to remember is that a reserve fund should be established with clear intent or plan in mind regarding the future purpose, use and, when appropriate, replenishment of funds from the reserve. Reserve funds should not be merely a “parking lot” for excess cash or fund balance. Local governments and school districts should balance the desirability of accumulating reserves for future needs with the obligation to make sure tax payers are not overburdened by these practices. There should be a clear purpose or intent for reserve funds that aligns with statutory authorizations.

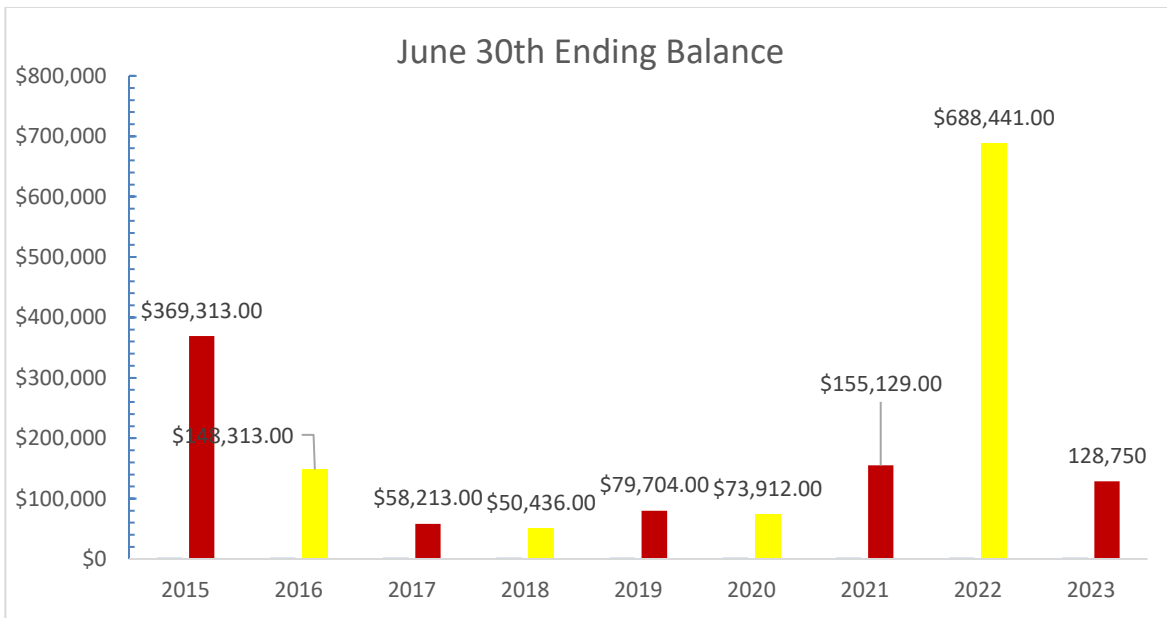
Each statute that authorizes a reserve fund sets forth a particular underlying purpose for the fund. For example, provisions of the General Municipal Law (the GML) and the Education Law allow municipalities and school districts, respectively, to establish capital reserves for future equipment purposes and capital improvements. The GML also authorizes the establishment of an employee benefit accrued liability reserve for the payment of the monetary value of accumulated, unused leave time to employees upon separation from service. Planning today and saving incrementally for expected future events can help mitigate the financial impact of major, nonrecurring or unforeseen expenditures on your annual operating budget. Establishing and funding allowable reserve funds for a clear purpose can help smooth out spikes in the annual budget and in the real property tax levy.

*Source: Office of the New York State Comptroller-Local Management Guide for Reserves*

<http://www.osc.state.ny.us/localgov/pubs/lmg/reservefunds.pdf>

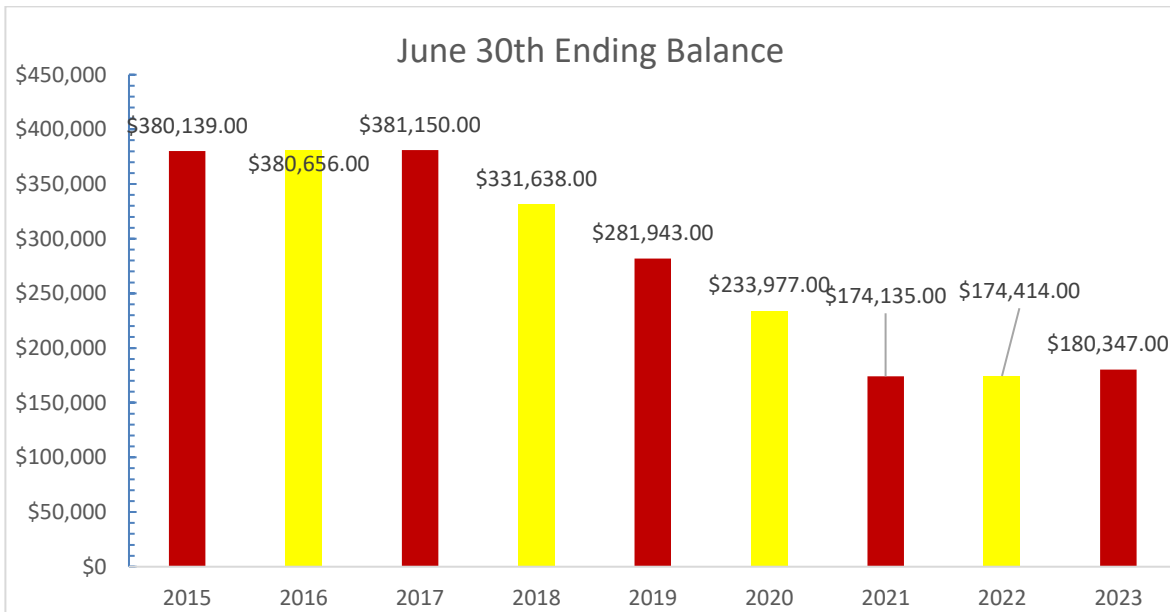
## RESERVE FOR ENCUBRANCES

A “Reserve for Encumbrances” is not a “reserve” in the traditional sense of reserves. This reserve is utilized to hold funds that are committed towards purchases or services from the following fiscal year for which no balance sheet liability exists as the good or services have not been received, or billed. This value will fluctuate from year to year depending on various factors like the regular ongoing purchasing cycle and supplier’s ability to deliver products in a timely fashion. Significant additions or deletions to this reserve at year end can cause large fluctuations in overall fund balance. The District will try to minimize its use at year end so that balances remain stable and consistent.



## WORKERS' COMPENSATION RESERVE

Purpose: To fund Workers' Compensation expenses, related medical expenses, and self-insurance administrative costs. The reserve was established through board resolution on November 13<sup>th</sup>, 2013. This reserve is an operational reserve; meaning that the funds contained within may be utilized to offset current year anticipated workers' compensation expenditures. (General Municipal Law, §6j).



**Ideal Balance:** The equivalent of two years of annual expenditure. The budgeted expenditure for 2023-2024 is \$103,614. The funding for this reserve is within the recommended range.

## CAPITAL RESERVE

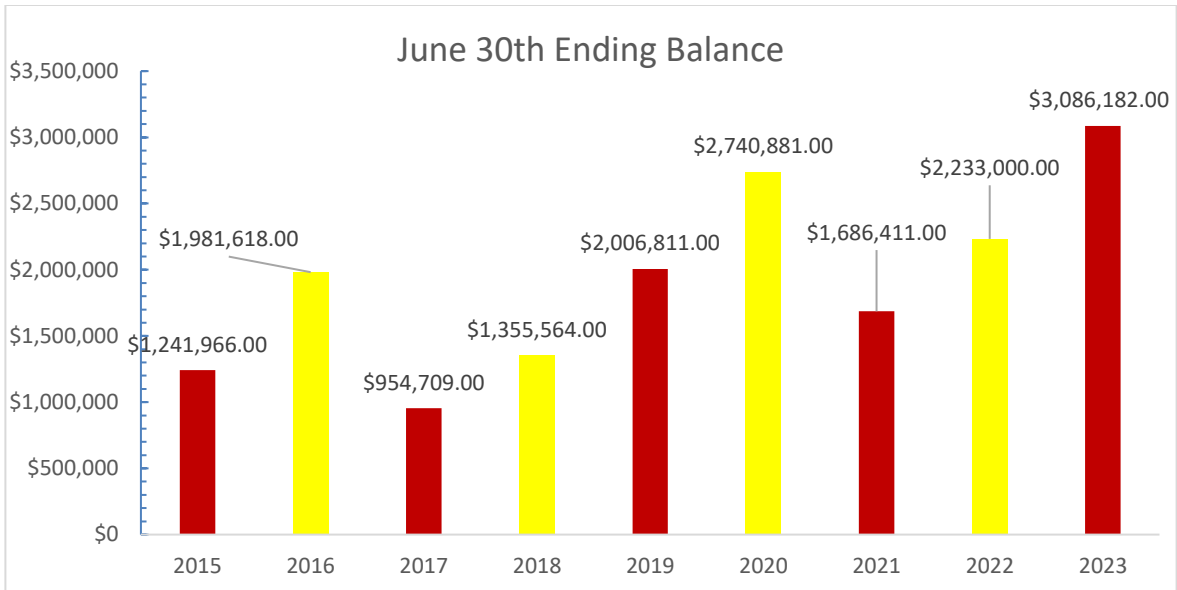
Purpose: The Capital Reserve Fund is used to pay the cost of any object or purpose for which bonds may be issued. Voter authorization is required for both the establishment of the reserve and for payments from the reserve. The form of the required legal notice for the vote on establishing the reserve and the form of the proposition to be placed on the ballot are set forth in §3651 of the Education Law. The reserve is intended to reduce the impact to District residents of capital projects.

A new reserve was established in April 2017 as follows:

### Establish Capital Reserve

A motion by Edward Clark, seconded by Eric Schaertl, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to establish a reserve fund pursuant to Education Law Section 3651 to be known as the Capital Reserve Fund, for the purpose of financing, in whole or in part, additions, alterations, renovations, or other improvements to said School District's buildings and facilities, including the acquisition and installation of machinery, equipment, apparatus, or furnishings required for the purposes of such buildings and facilities, playgrounds, athletic fields, recreation areas, parking areas, roadways, sidewalks, and other site improvements connected to such buildings and facilities, with the ultimate amount of such reserve fund not exceeding Five Million Dollars (\$5,000,000) plus any accrued earnings on amounts deposited in such reserve fund, the probable existence of said reserve fund being ten (10) years, but said reserve fund to continue in existence for its stated purpose until liquidated in accordance with Education Law, and the source from which funds shall be obtained for said reserve fund being (a) the transfer of the entire balance held in said District's existing Capital Reserve Fund established in March of 2009 pursuant to Education Law Section 3651 (such balance being in the current approximate amount of \$1,981,618; (b) current and future unappropriated fund balances from the General Fund of the School District, as directed by the Board of Education, (b) any other appropriations authorized by the voters from time to time, and (c) fund balances transferred from other reserve funds of the School District, as may be authorized by the Board of Education or the voters from time to time.

Balance June 30, 2023: \$3,086,182. With this funding, the District has funded \$,217,998 of the maximum \$5 million cap. We will continue to fund this reserve to offset expenditures and cost associated with the next capital project thus offsetting the local share of the project.



**Ideal Balance - May not exceed the voter authorized limit, plus accumulated interest earnings. The voters approved a new \$8 million-dollar capital reserve in 2023.**

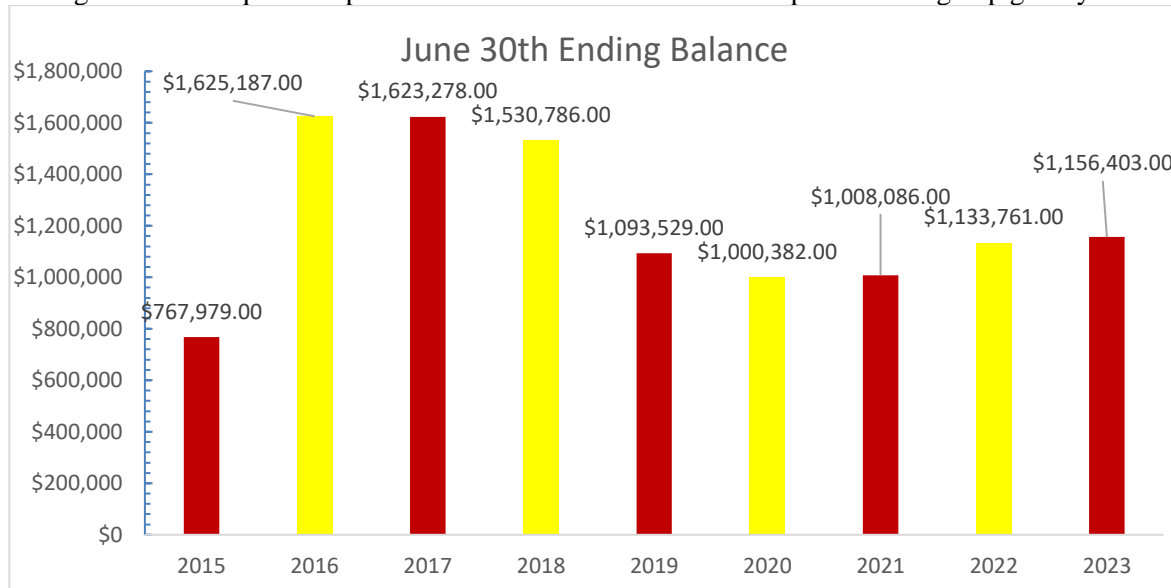
## BUS RESERVE

Purpose: The Bus Reserve Fund is a capital reserve specified to be used to pay for bus purchases. Voter authorization is required for both the establishment of the reserve and payments from the reserve. The form of the required legal notice for the vote on establishing the reserve and the form of the proposition to be placed on the ballot are set forth in §3651 of the Education Law. The reserve will be used to offset local impact to District residents for the acquisition of transportation department vehicles. The District has adopted a bus replacement plan and intends to sustain the reserve so that the plan may be upheld.

The Reserve was established in May, 2018 as follows:

A motion by Eric Schaertl, seconded by Richard Vienna, and unanimously approved: RESOLVED, that the Board of Education of the Manchester-Shortsville Central School District, County of Ontario, New York, is hereby authorized to create/continue a Capital Reserve Fund pursuant to Section 3651 of the Education Law (to be known as the "Bus Purchase Reserve Fund"), with the purpose of such fund being to finance acquisition of buses and costs incidental thereto, the ultimate amount of such fund to be Five Million Dollars (\$5,000,000), plus earnings thereon, the probable term of such fund to be ten (10) years, and the source from which the funds shall be obtained for such Reserve is (i) the transfer of the entire balance held in said District's existing Bus Reserve Fund established in May of 2012 pursuant to Education Law Section 3651 (such balance being in the current approximate amount of \$1,369,348), (ii) amounts from budgetary appropriations from time to time, and (iii) unappropriated fund balance made available by the Board of Education from time to time, all to the extent permitted by law. From this fund, the District is hereby authorized to purchase three (3) 63-passenger diesel buses not to exceed \$381,000 and one (1) 30-passenger wheelchair bus, not to exceed \$74,000, during the 2018-2019 school year and expend payment from the bus reserve.

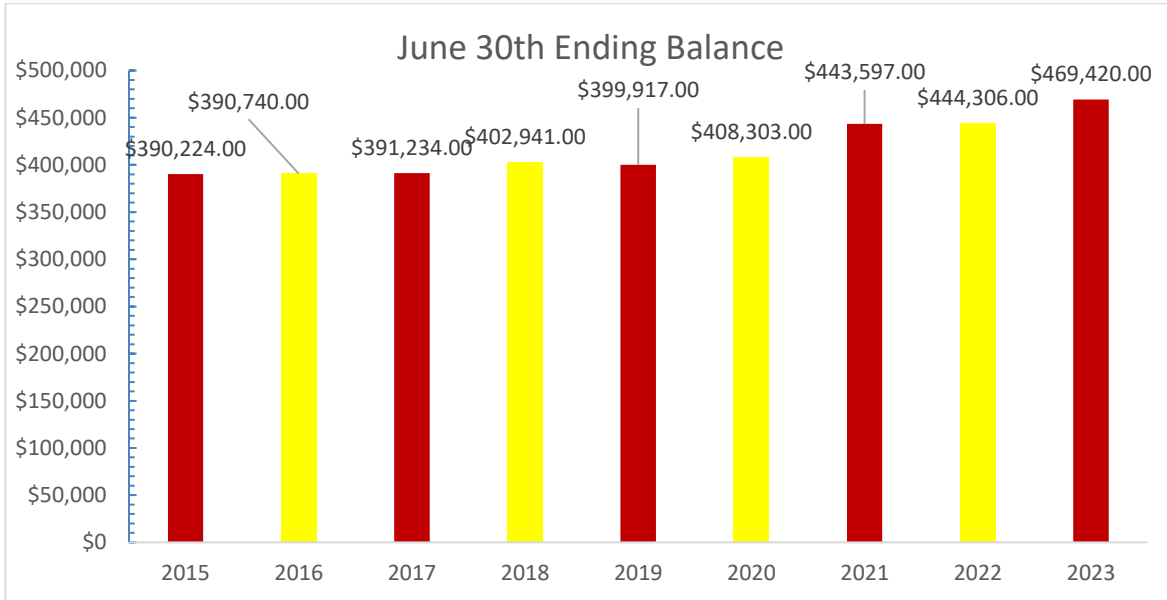
Balance June 30, 2023: \$1,133,761. The District has used \$2,901,369 of the \$5,000,000 maximum funding for the 2018 Bus Reserve. The District continues to use the Bus Reserve to purchase buses each year to avoid occurring debt from financing. Starting with the 2018-2019 school year we have moved to a five-year replacement schedule. So, more funds will be used. With the legislation to require the purchase of alternative buses the cost per bus will go up greatly.



Ideal Balance – The balance may not exceed the voter authorized limit, plus accumulated interest earnings.

## UNEMPLOYMENT INSURANCE RESERVE

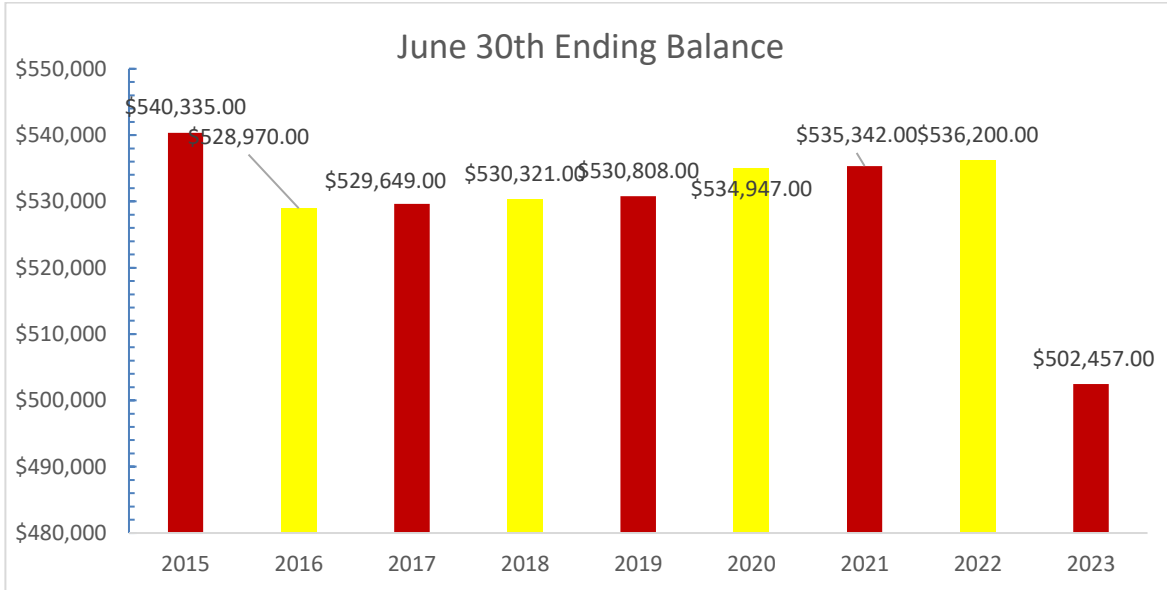
Purpose: To pay the cost of reimbursement to the State Unemployment Insurance Fund for payments made to claimants where the school district uses the benefit reimbursement method. (General Municipal Law, §6-m). This reserve was established by the Board of Education under resolution and has been in existence for several years. It too is an operational reserve in that funds are utilized to offset current year anticipated unemployment claim expenditures.



Ideal Balance: Approximately 1 % of payroll. The budgeted payroll expenditure for the 2023-2024 school year is \$9,763,811.

## LIABILITY RESERVE

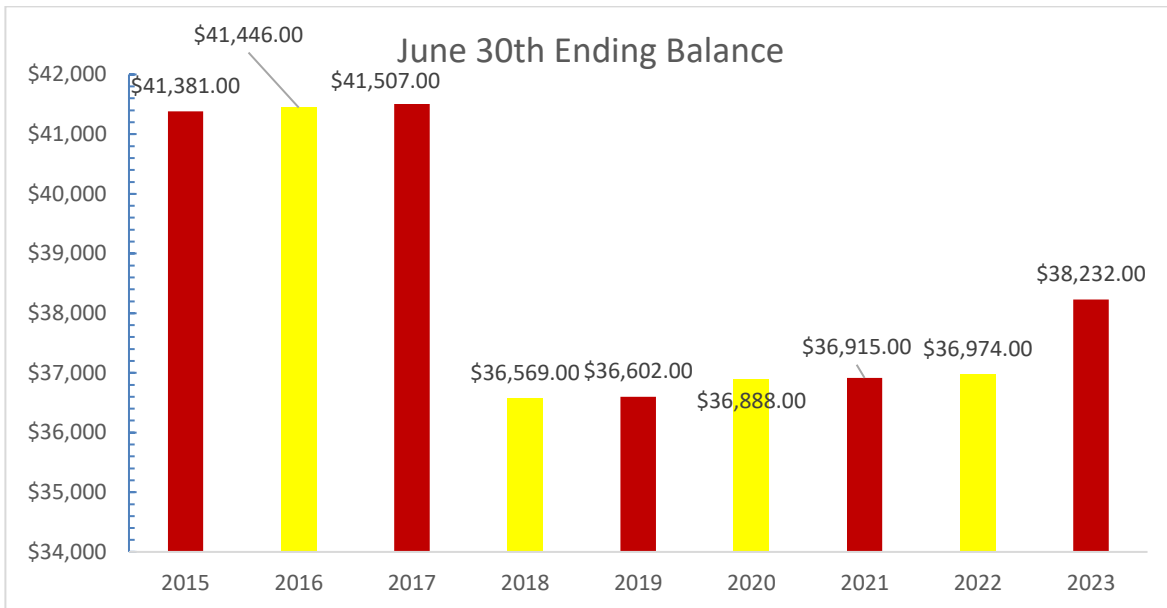
**Purpose:** The District has established this reserve to pay for property loss and liability claims incurred. Separate funds for property loss and liability claims are required, and this reserve may not in total exceed 3% of the annual budget or \$15,000, whichever is greater. (Education Law, §1709, Subdivision 8-c).



**Ideal Balance:** 3% of the budget. The 2023-2024 budget is \$22,332,392. Therefore, the ideal contribution for this reserve would be less than \$669,972. Although our current coverage for cyber security is \$250,000, we still have significant exposure. Mandated credit monitoring costs alone, currently run around \$175 per name annually. The District will analyze the amount of funds needed to adequately but not overfund this reserve. The District will continue to monitor that this reserve is at the correct funding in coming budgets.

## INSURANCE RESERVE

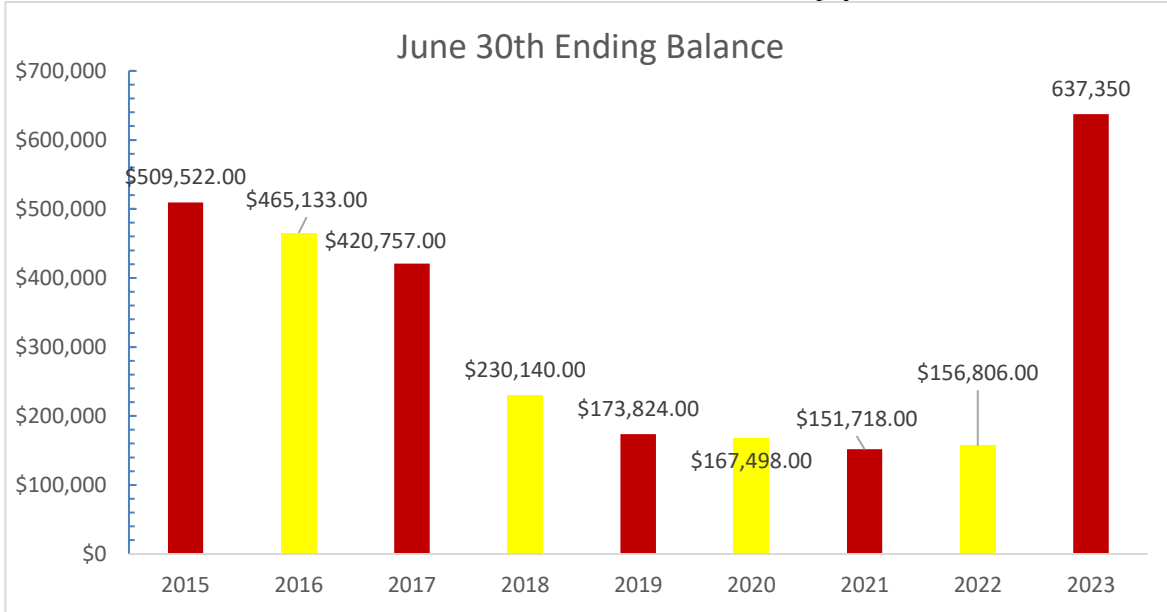
Purpose: This reserve fund is used to pay for property loss and liability claims incurred. The reserve was established in 2012-2013 by board resolution. Annual contribution is limited to greater of \$125,000 or 5% of the budget. This reserve is an operational reserve; meaning that the funds contained within may be utilized to offset claims incurred. (Education Law, §1709, Subdivision 8-c).



**Ideal Balance:** 5% of the budget. The 2023-2024 budget is \$22,332,392. Therefore, the ideal contribution for this reserve would be \$1,116,620. It is realized that in these financially challenging times, this level of contribution is not realistic.

## DEBT SERVICE FUND

Purpose: The District has established a fund for debt service as allowed by the *School District Accounting and Reporting Manual* published by the office of the State Comptroller. This fund is used to segregate funds required for debt payments as well as to transfer the interest earned on proceeds of long-term debt as required. The purpose of the fund is to hold interest earned from borrowed funds during construction period and unexpended funds from completed capital projects. It is intended to be used to offset the local cost of future debt service payments.



Ideal Balance - Should not exceed outstanding bonded debt. The District appropriated and/or budgeted funds for the 2023-2024 school year in the amount of \$50,000. As such, the balance as of July 1, 2023 will be reduced by this amount.

## TAX CERTIORARI RESERVE

Purpose: The governing board of any school district, by resolution, may establish a reserve to refund taxes of the current year in tax certiorari proceedings. Establishing or expending the reserve does not require voter approval. Amounts not necessary to refund taxes must be returned to the unreserved fund balance of the general fund by the first day of the fourth fiscal year following the year for which the reserve was created unless claims are still open and not finally determined or otherwise terminated or disposed of after the exhaustion of all appeals. (Education Law §3651, Sub.1a, 3a)

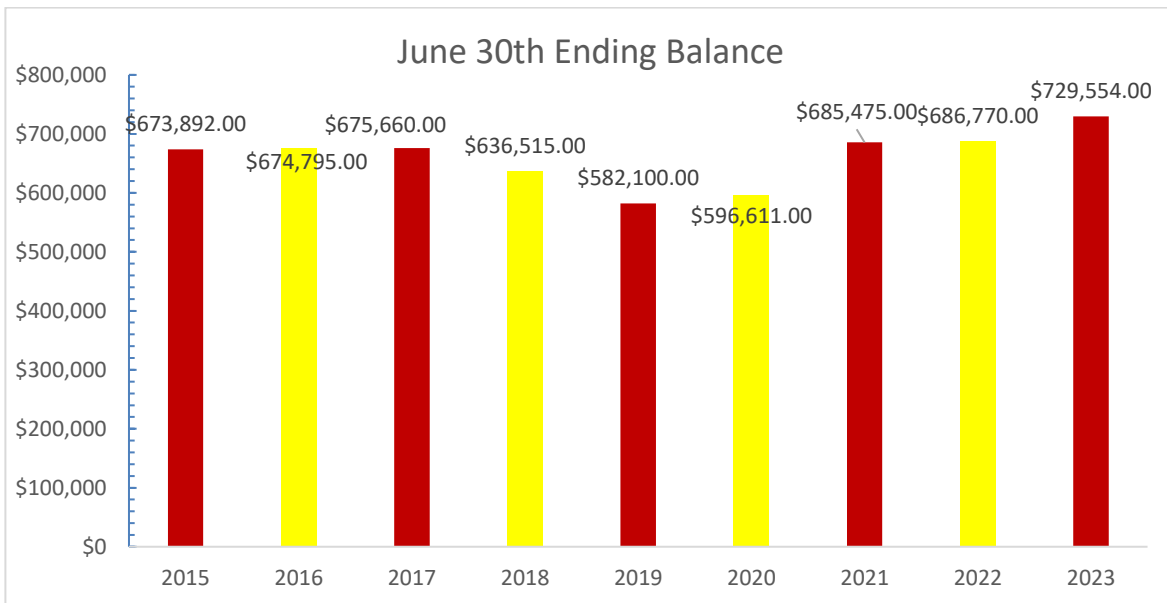
Balance June 30, 2016-2023: \$0

Balance June 30, 2015: \$68,220

Ideal Balance – The equivalent of pending tax certiorari claims. The District does not have any large pending tax certiorari claims at this time.

## RETIREMENT CONTRIBUTION RESERVE

Purpose: The governing board of a school district, by resolution, may establish a reserve for the purpose of financing retirement contributions made to the NY State and Local Employees' Retirement System. Establishing or expending the reserve does not require voter approval. Expenditures may only be made pursuant to a board resolution and must be used to finance retirement contributions (General Municipal Law, §6-1). This reserve is an operational reserve and will be used to support ERS expenditures incurred each year.



**Ideal Balance:** Approximately 5 years of planned ERS expenditures. The current projection for 2023-2024 is approximately \$231,158. The reserve is allotted appropriately in line with budgeting practices.

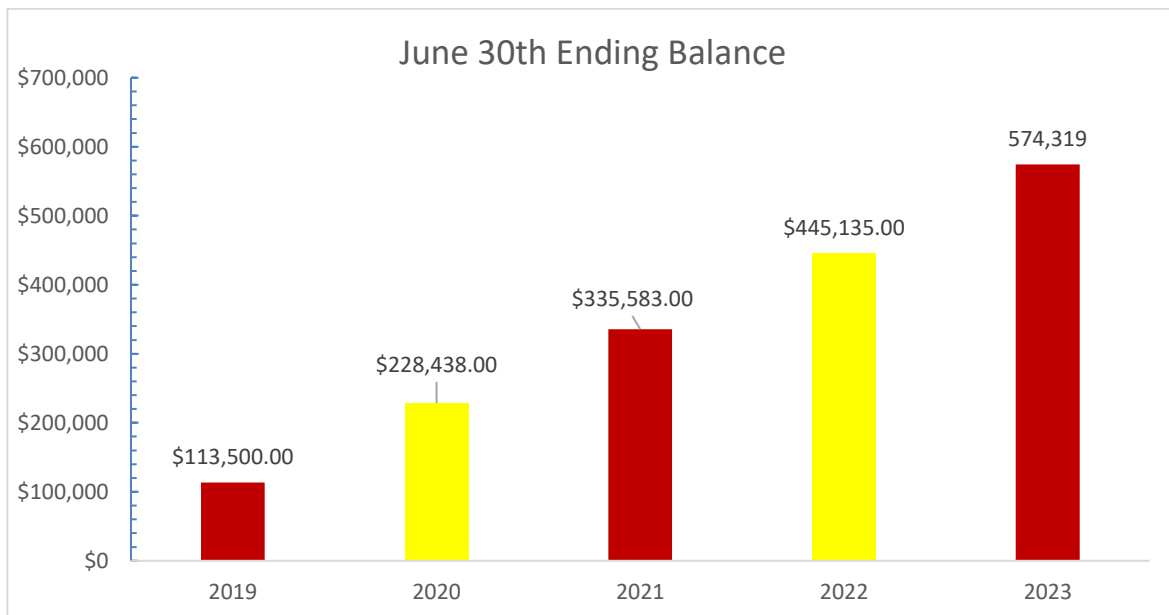
## TRS RETIREMENT CONTRIBUTION RESERVE

**Purpose:** Broaden the existing statute on Retirement Contribution Reserve Funds to authorize NYSTRS eligible participating employers (i.e., public school districts and BOCES, except those in a city with a population of 125,000 or more) to establish a retirement contribution reserve sub-fund for the collection of required employer contributions for NYSTRS. Authorize expenditures, transfers and termination of the sub-fund by Board of Education or Trustee resolution. Require monies set aside in the sub-fund be used to finance required contributions to NYSTRS, and/or to offset all or a portion of the amount deducted from monies apportioned through state aid. Require the chief fiscal officer of said employer to provide a detailed report of the operation and condition of the fund to the Board of Education or Trustees within 60 days of the end of the fiscal year. • Maintain the mechanisms for funds to be deposited, secured and invested. Preserve other legal requirements set forth in General Municipal Law Section 6-r.

The Reserve was established in June, 2019 as follows

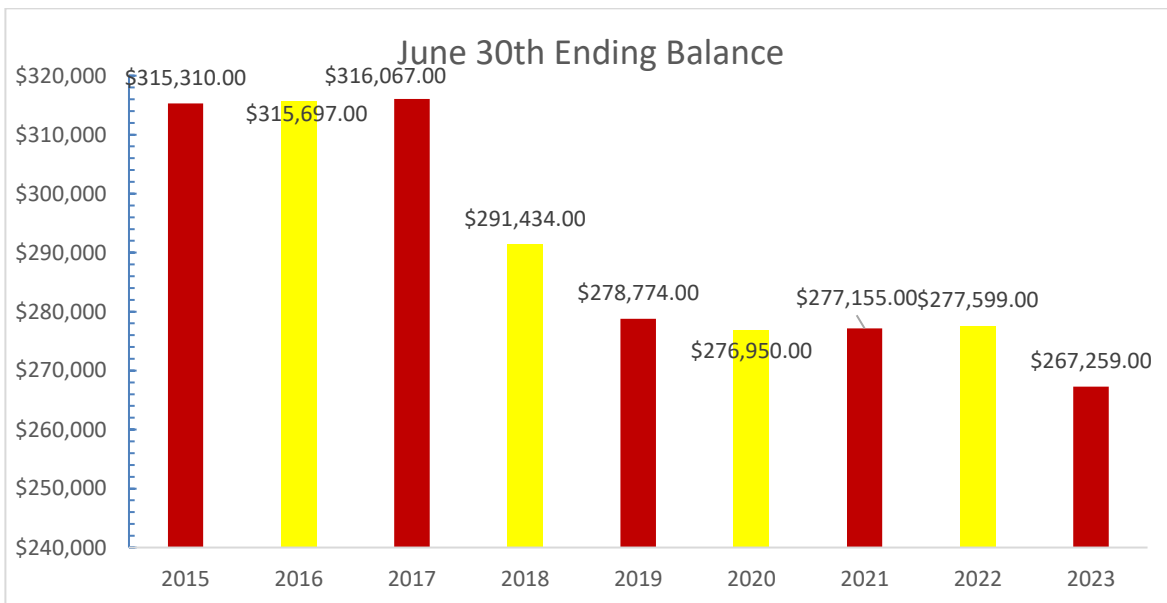
A motion by Richard Vienna, seconded by Heather Bachman, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to establish a Retirement Contribution Reserve TRS Sub Fund. RESOLUTION ESTABLISHING RETIREMENT CONTRIBUTION RESERVE SUB-FUND FOR TRS CONTRIBUTIONS WHEREAS, the Manchester-Shortsville Central School District (the "District") established a Retirement Contribution Reserve Fund pursuant to General Municipal Law ("GML") § 6-r to fund contributions to the New York State and Local Employees' Retirement System; and WHEREAS, the Board of Education (the "Board") has determined it is also appropriate to establish a subfund within the Retirement Contribution Reserve Fund to fund contributions to the New York State Minutes of June 12, 2019 BOE Meeting Page 5 Teachers' Retirement System ("TRS") pursuant to GML § 6-r. NOW THEREFORE, BE IT RESOLVED, by the Board of Education of the Manchester-Shortsville Central School District, pursuant to GML § 6-r.

**Ideal Balance:** Allow eligible employers to reserve in a fiscal year an amount not to exceed 10% of the total compensation or salaries of all teachers in their employ who are members of NYSTRS for the immediately preceding fiscal year. The total salary for eligible TRS employees was \$6,939,627. 2022-2023 was the fifth year of the reserve and the District put in 2% maximum allowed by law.



## EMPLOYEE BENEFIT ACCRUED LIABILITY RESERVE

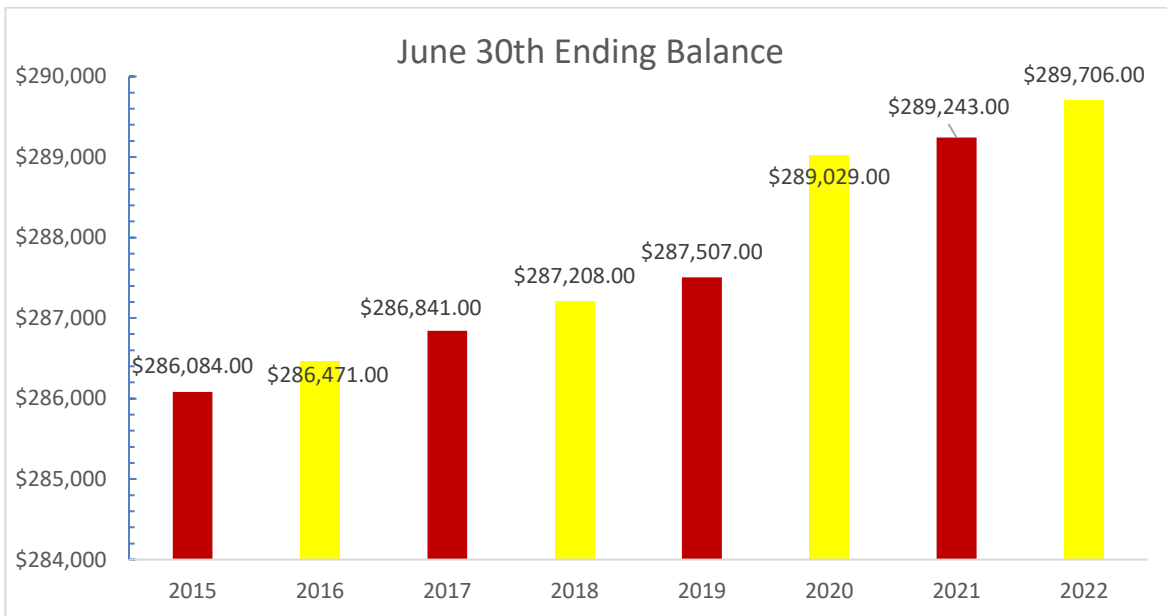
**Purpose:** The governing board of any school district, by resolution, may establish a reserve for the purpose of funding the monetary value of accrued but unused sick leave, personal leave, vacation time, and any other forms of payment of accrued but unliquidated time earned by employees. Establishing or expending the reserve does not require voter approval. Expenditures may only be made for allowed cash payments earned by employees due upon their termination of employment (General Municipal Law, §6-p).



**Ideal Balance:** Equivalent to the calculated total of compensated absences calculation less any monies expended from the general fund for this purpose. As of the June 30, 20223 reporting, compensated absences balances are \$176,883

## REPAIR RESERVE

Purpose: Must be used to pay the cost of repairs to capital improvements or equipment, which repairs are of a type not recurring annually. The Board of Education, without voter approval, may establish a repair reserve fund by a majority vote of its members. Voter approval is required to fund this reserve (Opinion of the New York State Comptroller 81-401). Expenditures from this reserve may be made only after a public hearing has been held, except in emergency situations. If no hearing is held, the amount expended must be repaid to the reserve fund over the next two subsequent fiscal years. (General Municipal Law, §6-d



**Ideal Balance:** District feels that this reserve is funded at the necessary level in case a significant event occurs like the loss of a section of a roof or the damage occurring when a microburst came through Manchester-Shortsville in 2015 causing over \$100,000 in damage. We continue to monitor the appropriate funding in this reserve.

**ASSIGNED FUND BALANCE/RESERVE FOR SUBSEQUENT  
YEAR/DESIGNATED FOR EXPENDITURES**

For the 2023-2024 school year the District appropriated \$0 of unassigned fund balance toward its budget due to partial restoration of Foundation Aid. The District anticipates further restoration of Foundation Aid and does not plan to use any Assigned Fund Balance for the 2024-2025 school year.

**UNASSIGNED FUND BALANCE**

The District intends to retain unexpended funds in this reserve up to or below the legal limit of 4% of the upcoming year's budget.

## Manchester-Shortsville CSD Reserve Fund Strategy

Over the long run the District will continue to use conservative budgeting practices which will likely result in excess revenues over expenditures at the end of the fiscal year. The District wishes to avoid draconian cuts in programs in the midst of a weak economic climate. The District anticipates additional state aid and mandate relief in future years to reduce the amount of fund balance needed to support the budget. Through the management of its reserves the District hopes to achieve the following:

- Maintenance of educational programming during economic downturns
- Cash flows that will eliminate the need to issue Revenue Anticipation Notes in the event state or federal aid is not paid timely
- Cash flows that will allow increased investing earnings
- The ability to take advantage of opportunities as they arise, relevant to school district operations, that could result in better efficiencies, facilities/capital improvements, and instruction that are a savings to the tax payers in the long run
- Consistencies and improvements in its education program
- A long-term plan for preserving its infrastructure and school buildings
- The ability to maintain a stable tax levy
- The ability to maintain and/or improve its bond rating which will save taxpayers at both the local and state level

In terms of its mission and responsibility to manage its fiscal affairs prudently, the Board of Education considers all of the goals above to be critical to its philosophy in managing reserves.

### 2023-2024 Reserve Fund Use Priorities

- Appropriated Fund Balance \$0
- Debt Service \$ 50,000

#### June 30, 2024

- Proposition in May Transfer Repair Reserve to Capital Reserve \$ 290,000
- Appropriated for 2024-2025 Budget \$ 0
- Transfer from Liability Reserve \$ 10,000
- Transfer Workers Comp to Capital \$ 50,000
- Transfer Unemployment to Capital \$ 350,000
- Capital Project Reserve \$1,000,000
- Bus Reserve \$ 600,000
- Unassigned Fund Balance 4%

### 2024-2025 Reserve Fund Use Priorities

- Appropriated Fund Balance \$0
- EBLAR \$100,000
- Debt Service \$150,000

#### June 30, 2025

- Establish New 8 Million Dollar Capital Bus Reserve
- Appropriated for 2025-2026 Budget \$ 75,000
- Transfer from Liability Reserve \$ 10,000
- Capital Project Reserve \$1,050,000
- Bus Reserve \$ 650,000
- TRS Reserve 1% of TRS Salaries
- Unassigned Fund Balance 4%

### 2025-2026 Reserve Fund Use Priorities

- Appropriated Fund Balance \$ 75,000
- Debt Service \$ 75,000
- Retirement Contribution \$ 10,000
- Unemployment Reserve \$ 30,000
- EBLAR \$ 10,000
- Workers Compensation Reserve \$ 25,000

#### June 30, 2026

- Appropriated for 2026-2027 Budget \$125,000
- Transfer from Liability Reserve \$ 10,000
- Capital Project Reserve \$350,000
- Bus Reserve \$950,000
- Retirement Contribution \$10,000
- Unemployment Reserve \$10,000
- TRS Reserve 1% of TRS Salaries
- Unassigned Fund Balance 4%