

\*\*\*\*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: [emscmgt@nysed.gov](mailto:emscmgt@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:  
Preparer's Telephone Number:

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<u>Shaded Fields Will Calculate</u>	Budgeted 2023-24 (A)	Proposed Budget 2024-25 (B)	Percent Change (C)
Total Budgeted Amount, not including Separate Propositions	135,017,834	138,494,692	2.58 %
A. Proposed Tax Levy to Support the Total Budgeted Amount <sup>1</sup>	108,577,500	108,577,500	
B. Tax Levy to Support Library Debt, if Applicable	0	0	
C. Tax Levy for Non-Excludable Propositions, if Applicable <sup>2</sup>	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)	108,577,500	108,577,500	0.00 %
F. Permissible Exclusions to the School Tax Levy Limit	5,322,636	4,149,584	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions <sup>3</sup>	106,899,310	105,641,519	
H. Total Proposed Tax Levy for School Purposes, <u>Excluding</u> Permissible Exclusions and Levy for Library Debt, Plus Prior Year Tax Cap Reserve (E-B-F+D)	103,254,864	104,427,916	
I. Difference: (G-H); (negative value requires 60.0% voter approval) <sup>2</sup>	3,644,446	1,213,603	
Public School Enrollment	2,792	2,806	0.50 %
Consumer Price Index			4.12 %

<sup>1</sup> Include any prior year reserve for excess tax levy, including interest.

<sup>2</sup> 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.

<sup>3</sup> 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	64,414,761	65,885,368
Assigned Appropriated Fund Balance	0	0
Adjusted Unrestricted Fund Balance	5,400,713	5,539,788
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	CAPITAL RESERVE	For the cost of any object or purpose for which bonds may be issued.	3,208,237	3,368,648	No planned use in 2024-25 SY
Repair	REPAIR RESERVE (ATHLETIC/NON- ATHLETIC)	For the cost of repairs to capital improvements or equipment.	8,058,585	8,461,514	No planned use in 2024-25 SY
Workers Compensation	WORKERS COMPENSATION RESERVE	For self-insured Workers Compensation and benefits.	11,205,068	11,240,321	\$500,000 planned use in 2024-25 SY
Unemployment Insurance	UNEMPLOYMENT INSURANCE RESERVE	For reimbursement to the State Unemployment Insurance Fund.	3,990,497	4,190,022	No planned use in 2024-25 SY
Reserve for Tax Reduction	NOT APPLICABLE	For the gradual use of the proceeds of the sale of school district real property.	0	0	Not Applicable
Mandatory Reserve for Debt Service	RESERVE FOR DEBT	For proceeds from the sale of district capital assets or improvement, restricted to debt service.	1,486,971	0	\$1,486,971 planned use in 2024-25 SY
Insurance	NOT APPLICABLE	For liability, casualty, and other types of uninsured losses.	0	0	Not Applicable
Property Loss	PROPERTY LOSS RESERVE	To cover property loss.	1,918,091	2,013,996	No planned use in 2024-25 SY
Liability + (add)	LIABILITY INSURANCE	To cover incurred liability claims.	2,714,740	2,791,152	No planned use in 2024-25 SY

## RESERVE

Tax Certiorari	NOT APPLICABLE	For tax certiorari settlements.	0	0	Not Applicable
Reserve for Insurance Recoveries	NOT APPLICABLE	For unexpended proceeds of insurance recoveries at fiscal year end.	0	0	Not Applicable
Employee Benefit Accrued Liability	EBALR RESERVE	For accrued 'employee benefits' due to employees upon termination of service.	1,427,270	1,498,633	No planned use in 2024-25 SY
Retirement Contribution	ERS	For employer retirement contributions to the State and Local Employees' Retirement System.	23,647,045	24,206,793	\$592,957 planned use in 2024-25 SY
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	TRS	To fund employer retirement contributions to the NYS Teachers' Retirement System	5,018,598	5,269,528	No planned use in 2024-25 SY

\* **NYSED Reserve Guidance:**

**[http://www.p12.nysed.gov/mgt/serv/accounting/docs/reserve\\_funds.pdf](http://www.p12.nysed.gov/mgt/serv/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.**