

\*\*\*\*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/mgt/serv/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:   
Preparer's Telephone Number:

Shaded Fields Will Calculate	Budgeted 2023-24 (A)	Proposed Budget 2024-25 (B)	Percent Change (C)
Total Budgeted Amount, not including Separate Propositions	40,095,815	42,162,921	5.16 %
A. Proposed Tax Levy to Support the Total Budgeted Amount <sup>1</sup>	8,814,697	8,990,990	
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)	8,814,697	8,990,990	2.00 %
F. Permissible Exclusions to the School Tax Levy Limit	0	0	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions <sup>3</sup>	9,071,031	9,122,838	
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)	8,814,697	8,990,990	
I. Difference: (G-H); (negative value requires 60.0% voter approval) <sup>2</sup>	256,334	131,848	
Public School Enrollment	1,394	1,372	-1.58 %
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	8,538,718	5,104,597
Assigned Appropriated Fund Balance	1,413,284	1,603,832
Adjusted Unrestricted Fund Balance	1,603,833	1,686,491
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)**
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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.

Capital	A878	For the cost of any object or purpose for which bonds may be issued.	2,837,360	2,850,000	\$2,750,000 FOR 2023 CAPITAL PROJECT EXPENSES
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Repair	A882	For the cost of repairs to capital improvements or equipment.	829,924	831,000	NONE
Workers Compensation		For self-insured Workers Compensation and benefits.			
Unemployment Insurance	A815	For reimbursement to the State Unemployment Insurance Fund.	1,311,044	1,312,500	UP TO \$300,000 TO BALANCE THE 2024-2025 BUDGET
Reserve for Tax Reduction		For the gradual use of the proceeds of the sale of school district real property.			
Mandatory Reserve for Debt Service		For proceeds from the sale of district capital assets or improvement, restricted to debt service.			
Insurance	A863	For liability, casualty, and other types of uninsured losses.	601,604	802,000	NONE
Property Loss	A861	To cover property loss.	13,748	13,800	NONE
Liability + (add)	A862	To cover incurred liability claims.	577,998	580,000	NONE
Tax Certiorari	A864	For tax certiorari settlements.	0	0	NONE
Reserve for Insurance Recoveries		For unexpended proceeds of insurance recoveries at fiscal year end.			
Employee Benefit Accrued Liability	A889	For accrued 'employee benefits' due to employees upon termination of service.	35,297	35,297	NONE
Retirement Contribution	A827	For employer retirement contributions to the State and Local Employees' Retirement System.	2,224,137	2,235,000	UP TO \$500,000 TO PAY NYSLRS INVOICE IN 2024-2025
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 + (add)					

\* **NYSED Reserve Guidance:**  
[http://www.p12.nysed.gov/mgtiserv/accounting/docs/reserve\\_funds.pdf](http://www.p12.nysed.gov/mgtiserv/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
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