

****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: RHONDA L. MESEROLE, ASST. SUP1
Preparer's Telephone Number: 631-244-6530

Shaded Fields Will Calculate	Budgeted 2023-24 (A)	Proposed Budget 2024-25 (B)	Percent Change (C)
Total Budgeted Amount, not including Separate Propositions	102,048,891	106,028,631	3.90 %
A. Proposed Tax Levy to Support the Total Budgeted Amount ¹	63,644,989	65,999,854	
B. Tax Levy to Support Library Debt, if Applicable			
C. Tax Levy for Non-Excludable Propositions, if Applicable ²			
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable			
E. Total Proposed School Year Tax Levy (A+B+C-D)	63,644,989	65,999,854	3.70 %
F. Permissible Exclusions to the School Tax Levy Limit	2,611,849	3,790,790	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions ³	61,033,140	62,397,290	
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)	61,033,140	62,209,064	
I. Difference: (G-H);(negative value requires 60.0% voter approval) ²	0	188,226	
Public School Enrollment	2,496	2,543	1.88 %
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 Estimated 2024-25
(D) (E)

Adjusted Restricted Fund Balance	21,687,376	19,949,470
Assigned Appropriated Fund Balance	6,188,552	5,988,182
Adjusted Unrestricted Fund Balance	3,788,534	4,241,145
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	3.71 %	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	CAPITAL RESERVE	For the cost of any object or purpose for which bonds may be issued.	1,000,000	1,022,524	0
Repair	REPAIR	For the cost of repairs to capital improvements or equipment.	0	0	0
Workers Compensation	WORKERS' COMPENSATION RESERVE	For self-insured Workers Compensation and benefits.	1,120,191	1,120,191	375000
Unemployment Insurance	UNEMPLOYMENT INSURANCE RESERVE	For reimbursement to the State Unemployment Insurance Fund.	1,640,127	1,035,486	650000
Reserve for Tax Reduction	RESERVE FOR TAX REDUCTION	For the gradual use of the proceeds of the sale of school district real property.	0	0	0
Mandatory Reserve for Debt Service	MANDATORY DEBT SERVICE RESERVE	For proceeds from the sale of district capital assets or improvement, restricted to debt service.	511,934	464,355	79182
Insurance	INSURANCE	For liability, casualty, and other types of uninsured losses.	0	0	0
Property Loss	PROPERTY LOSS	To cover property loss.	0	0	0
Liability + (add)	LIABILITY	To cover incurred liability claims.	0	0	0
Tax Certiorari	TAX CERTIORARI	For tax certiorari settlements.	0	0	0
Reserve for Insurance	RESERVE FOR INSURANCE	For unexpended proceeds of	0	0	0

Recoveries	RECOVERIES	insurance recoveries at fiscal year end.			
Employee Benefit Accrued Liability	EBALAR LIABILITY RESERVE	For accrued 'employee benefits' due to employees upon termination of service.	7,782,569	6,505,391	0
Retirement Contribution	RETIREMENT CONTRIBUTION RESERVE	For employer retirement contributions to the State and Local Employees' Retirement System.	5,968,417	6,310,764	1300000
Reserve for Uncollected Taxes	RESERVE FOR UNCOLLECTED TAXES	For unpaid taxes due certain city school districts not reimbursed by their city/county until the following fiscal year.	0	0	0
Single Other Reserve	SUB FUND OF THE RETIREMENT RESERVE - TRS	To fund the Employer retirement contributions of the State and Local Teachers' Retirement System	1,131,274	1,694,767	850000

* **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
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