



Seneca Falls Central School District Financial Reserve Fund Narrative Plan

Fiscal Year July 1, 2025 - June 30, 2026

Adoption by the Board of Education in November 2025

District Mission Statement

The mission of the Seneca Falls Central School District is to provide quality educational opportunities and experiences for all students in a safe and positive environment that promotes academic excellence.

Reserve Fund Purpose

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. Saving for future capital needs can reduce or eliminate interest and other costs 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 weather occurrence).

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 a 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 taxpayers 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 purchases 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/lmgg/reservefunds.pdf>

SUMMARY OF FUND BALANCE ACCOUNTS

Reserved	Unreserved
Workers Compensation Reserve	Appropriated Fund Balance
Unemployment Reserve	Unassigned Fund Balance
Encumbrances Reserve	
Employee Retirement System Reserve	
*Teacher Retirement System Reserve	
Tax Certiorari Reserve	
Employee Benefit Accrued Liability	
Capital Building Reserve: Building Construction	
Capital Building Reserve: Turf/Track Replacement	
Capital Bus Reserve	
Capital Technology and Infrastructure	
Insurance	

Workers' Compensation Reserve [General Municipal Law, Section 6-j]**General Fund A814****Overview**

- ✓ The purpose of this reserve fund is to pay for compensation benefits and other expenses authorized by Article 2 of the Workers' Compensation Law, and for payment of expenses of administering this self-insurance program.
- ✓ The reserve may be established by Board of Education action and is funded by budgetary appropriations and such other funds as may be legally appropriated.
- ✓ Within sixty days after the end of any fiscal year, excess amounts may either be transferred to another reserve or the excess applied to the appropriations of the next succeeding fiscal year's budget.

Balance & Analysis

Balance 07/01/24	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/25
\$753,332	\$37,641	(\$120,000)	\$300,000	\$970,973

Balance 07/01/25	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/26
\$970,973	\$29,129	(\$120,000)	\$0	\$880,102

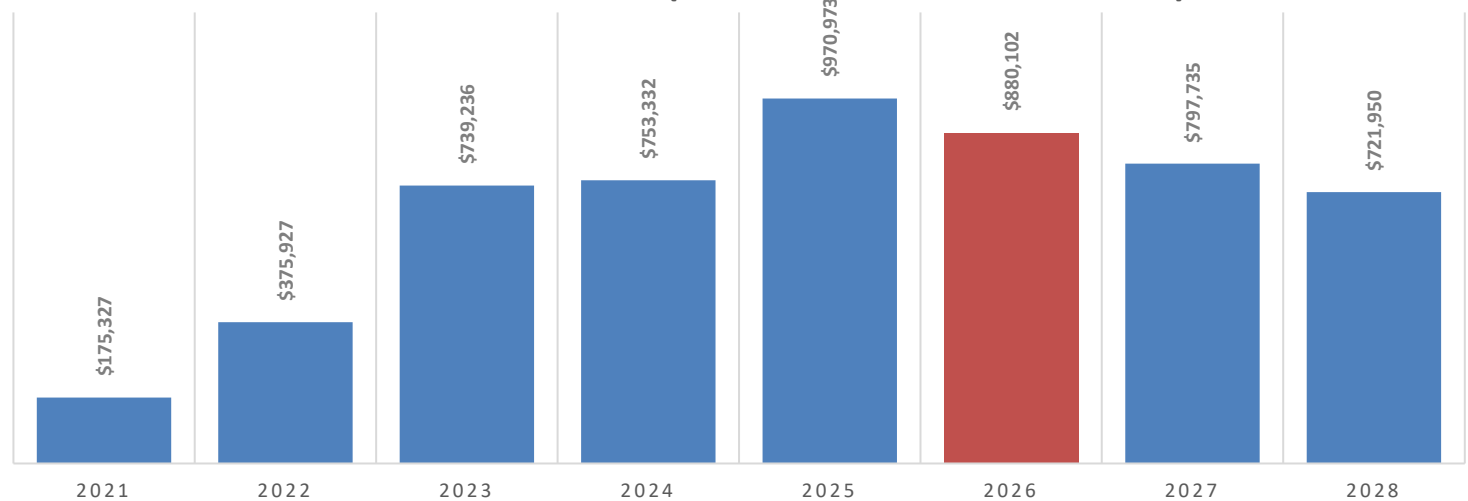
- ✓ Seneca Falls CSD utilizes Seneca County Self-Insurance for its Workers' Compensation Insurance Program. The district does not control these claims and assigned payments. Premiums are based off of 50% of property value of the District and 50% based on Workers' Compensation claims (3-year look back in claims).
- ✓ Since 2020, the annual workers compensation bill has averaged \$164,000. The 2025-26 general fund budget allocated \$150,000 to FY26 annual premium costs. In September, the premium was billed at \$157,663.

**Workers Comp
Premium Costs**

FY 2020	\$117,735
FY 2021	\$124,403
FY 2022	\$164,182
FY 2023	\$183,184
FY 2024	\$217,585
FY 2025	\$185,251
FY 2026	\$157,663

Projected Needs

- ✓ The 4-year rolling average premium is \$185,921.
- ✓ Recommendation: Reduce the general fund allocation in FY26 for Workers' Comp. costs to \$100,000 and the remaining cost will be covered by the Workers' Compensation Reserve. This would require a use of up to \$50,000 to \$90,000 from the reserve.
- ✓ The financial goal is to have 5 years' worth of premium costs in the reserve, estimated at \$930,000.

RESERVE HISTORY (END OF JUNE BALANCES)

Unemployment Reserve [General Municipal Law, Section 6-m]**General Fund A815****Overview**

- ✓ Established by Board of Education resolution
- ✓ Funded by budgetary appropriations, amounts from any other fund authorized by this chapter by resolution subject to referendum, or other sums that may be legally appropriated
- ✓ Voter approval is not needed to expend funds
- ✓ Excess funds may be transferred to other reserves authorized by General Municipal Law and Education Law sixty days before the end of the fiscal year

Balance & Analysis

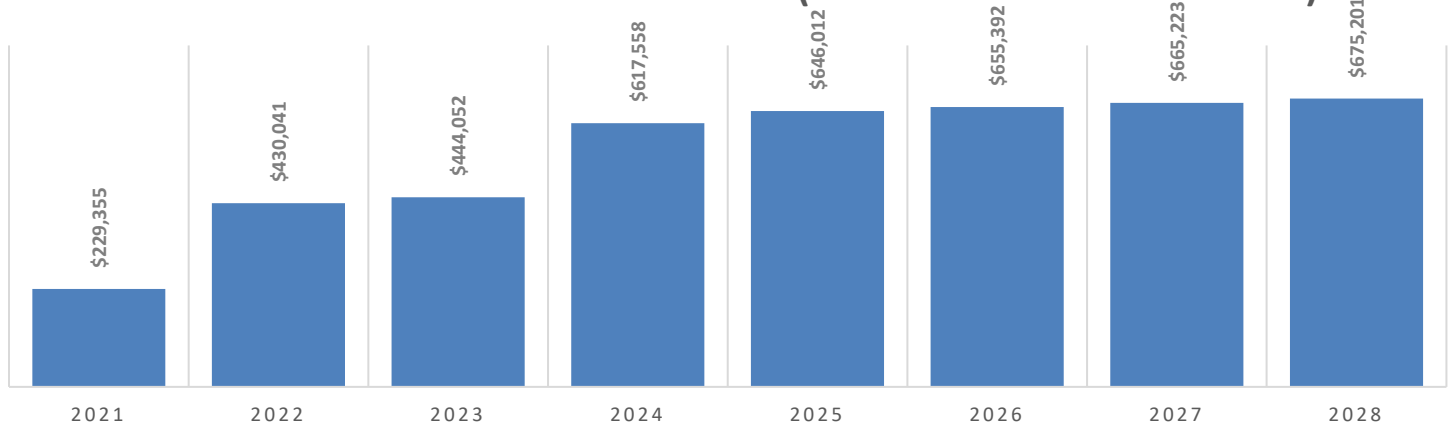
Balance 07/01/24	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/25
\$617,558	\$28,454	-	\$0	\$646,012

Balance 07/01/25	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/26
\$646,012	\$19,380	-	\$0	\$655,392

- ✓ This reserve fund is used to pay the cost of reimbursement to the State Unemployment Insurance Fund for payments made to claimants where the employer has elected to use the benefit reimbursement method.
- ✓ Payments to SFCSD employees that have been placed on layoff status will be made until they resume full-time employment. Federal law continues to extend unemployment benefits to employees. Use of the reserve fund requires BOE action.
- ✓ The maximum weekly benefit increased to \$869 per week. At maximum for 26 weeks, equaling \$22,594.
 - Rate Calculator: <https://ux.labor.ny.gov/benefit-rate-calculator/>

Projected Needs

- ✓ There are currently 22 instructional positions funded by Federal and State grants. That would require \$497,068 in the reserve to cover unemployment costs if those positions were eliminated. There are several non-instructional positions that depend on student enrollment. If those positions were eliminated, that would approximately cost \$225,940 in unemployment. Current unemployment costs are billed to the district at an average of \$15,000 (\$75,000 over 5 years).
- ✓ Due to those scenarios, the reserve goal is set at \$725,000 for 2025-26.

RESERVE HISTORY (END OF JUNE BALANCES)

Employee Retirement System Reserve [General Municipal Law, Article 2 § 6-r]**General Fund A827****Overview**

- ✓ Established by Board of Education
- ✓ Funded by budgetary appropriations, revenues not required by law to be paid into other funds or accounts, transfers from other reserve funds as permitted by law, and such other funds as the board may legally appropriate
- ✓ Voter approval is not needed to expend funds
- ✓ A portion of the funds may be transferred to another reserve fund established pursuant to Education Law §3651 following a public hearing conducted in the manner set forth by in law

Balance & Analysis

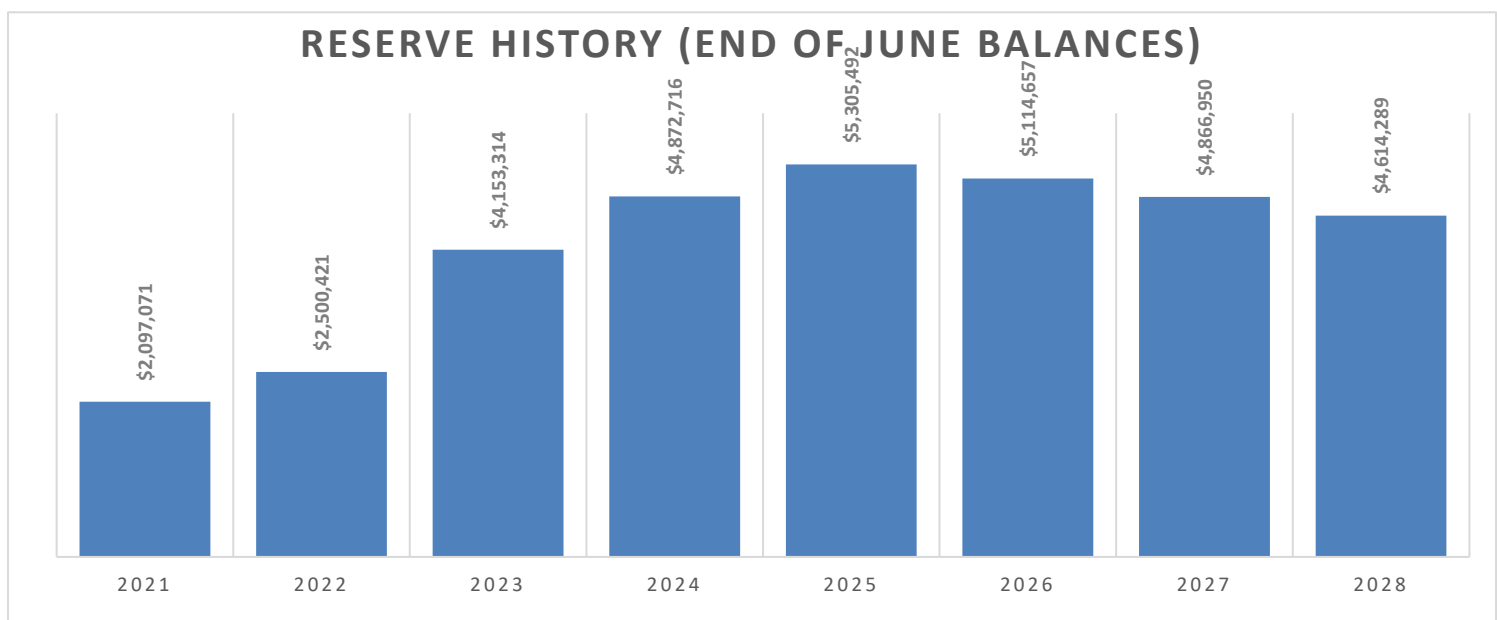
Balance 07/01/24	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/25
\$4,872,716	\$232,776	(\$350,000)	\$550,000	\$5,305,492

Balance 07/01/25	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/26
\$5,305,492	\$159,165	(\$350,000)	\$0	\$5,114,657

- ✓ The ERS Reserve was established by the Board of Education in 2009-10 to cover payments to the Employee (Support Staff) Retirement System.
- ✓ The district's share of the required contributions, based on covered payroll paid for the District's year
 - Ended June 30, 2021: \$349,991 Ended June 30, 2024: \$340,961
 - Ended June 30, 2022: \$385,463 Ended June 30, 2025: \$411,757
 - Ended June 30, 2023: \$294,833 Ending June 30, 2026: \$480,504
 The District allocated up to \$350,000 from the reserve to cover the 2025-26 ERS contributions. The budget will have to cover \$130,504 of the remaining

Projected Needs

- ✓ 2026-27 ERS contributions are estimated to be \$560,000. Reserve usage will increase to \$400,000 annually.
- ✓ The goal is to utilize this reserve to cover annual ERS contributions over the next ten years. This would require a balance of about \$5,600,000 in the ERS reserve.



Teacher Retirement System Reserve [General Municipal Law, Article 2 § 6-r]**General Fund A827****Overview**

- ✓ Established by Board of Education
- ✓ Funded by budgetary appropriations, revenues not required by law to be paid into other funds or accounts, transfers from other reserve funds as permitted by law, and such other funds as the board may legally appropriate
- ✓ Voter approval is not needed to expend funds
- ✓ A portion of the funds may be transferred to another reserve fund established pursuant to Education Law §3651 following a public hearing conducted in the manner set forth by in law

Balance & Analysis

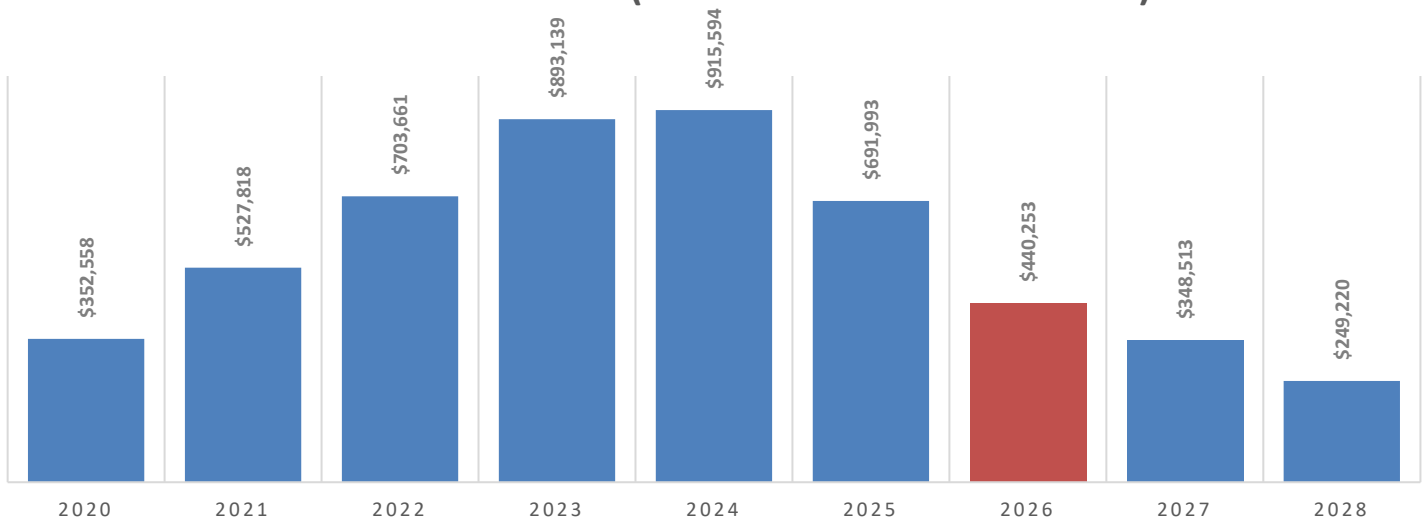
Balance 07/01/24	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/25
\$915,504	\$48,989	(\$272,500)	-	\$691,993

Balance 07/01/25	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/26
\$691,993	\$20,760	(\$272,500)	-	\$440,253

- ✓ In 2019, the Board of Education established a Teacher's Retirement System Reserve as a sub-account in the ERS Reserve. This new reserve is capped at an appropriation of 2% of all prior year salaries (Total allocation cannot exceed 10%). As of FY23, the TRS Reserve could handle an annual contribution (2% cap of \$9,121,008) of \$182,420 and is capped at \$921,101 (10%).
- ✓ Like the ERS reserve, this reserve will support the general fund budget for any large increases in TRS employee contribution rates.

Projected Needs

- ✓ The goal will be to utilize this reserve to cover at least 10% of annual TRS contributions for the next four years.
- ✓ Since district TRS contributions are estimated at \$1,125,000, the reserve fund would need to cover \$112,500.
- ✓ Due to the reserve cap, this reserve could only support 10% of annual contributions for four years. To sustain this reserve longer, the district should consider an equity transfer annually back to the TRS reserve if unallocated funds are available.

RESERVE HISTORY (END OF JUNE BALANCES)

Tax Certiorari Reserve [General Municipal Law, EDN Article 74 §3651 (1-a)]**General Fund A864****Overview**

- ✓ Established by Board of Education resolution
- ✓ Voter approval is not needed to expend funds
- ✓ Utilized to pay judgments and claims arising out of tax certiorari proceedings
- ✓ Established in the amount which might be deemed reasonably necessary to pay judgments and claims
- ✓ Monies not used and/or are not reasonably required to pay judgments or claims are to be returned to the general fund on or before the first day of the fourth fiscal year following deposit into such fund
- ✓ Total of the monies shall be deemed reasonably required to pay any such judgment or claim if the proceeding or claim has not been finally determined, or otherwise terminated or disposed of after the exhaustion of all appeals

Balance & Analysis

Balance 07/01/25	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/26
\$537,621	\$0	-	-	\$537,621

- ✓ Seneca Falls CSD utilizes this reserve to make payments to businesses/residents that receive a legal decision on their behalf related to school property taxes. This reserve does not generate interest.
- ✓ There is a current claim in the court system for Goulds Pumps, Inc for a reduction in assessment value. The FY24 PILOT increased from \$159,660 to \$427,000 plus an additional \$429,941 in 2024-25. The total amount of back taxes owed above the \$159,660 would equal \$537,621. If no payment is required, the district would have to remove the funds after three years.

Insurance Reserve [General Municipal Law, (6-n)]**General Fund A863****Overview**

- ✓ Established by Board of Education resolution
 - ✓ This reserve is used to pay liability, casualty, and other types of uninsured losses, except losses incurred for which the following types of insurance may be purchased: life, accident, health, annuities, fidelity and surety, credit, title residual value, and mortgage guarantee.
 - ✓ The reserve is funded by budgetary appropriations or funds from other reserves subject to permissive referendum.
 - ✓ There is no limit on the amount that may be accumulated in the reserve balance; however, the annual contribution(s) to this reserve may not exceed the greater of \$33,000 or 5 percent of the budget.
- Settled or compromised claims up to \$25,000 may be paid from the reserve without judicial approval

Balance & Analysis

Balance 07/01/24	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/25
\$800,000	\$36,904	-	-	\$836,904

Balance 07/01/25	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/26
\$836,904	\$25,104	-	-	\$862,008

- ✓ Seneca Falls CSD contracts through Utica National for its liability insurance. The umbrella policy has a \$10 million limit. Any claims above \$10 million would require district funds to cover.

Projected Needs

- ✓ The District currently has a pending litigation case that commenced in June 2024.

Employee Benefit Accrued Liability Reserve [General Municipal Law, Article 2 § 6-p]**General Fund A867****Overview**

- ✓ Established by Board of Education
- ✓ Funded by budgetary appropriations, transfers from other reserve funds as permitted by law, and other funds as the school board may be legally appropriate
- ✓ Voter approval is not needed to expend funds
- ✓ Utilized to pay for accrued and accumulated but unused sick leave, personal leave, holiday leave, vacation time, and other benefits earned by employees and payable upon termination
- ✓ Upon determination that this fund is no longer needed the fund may be discontinued and funds may be transferred to another reserve fund as permitted by law

Balance & Analysis

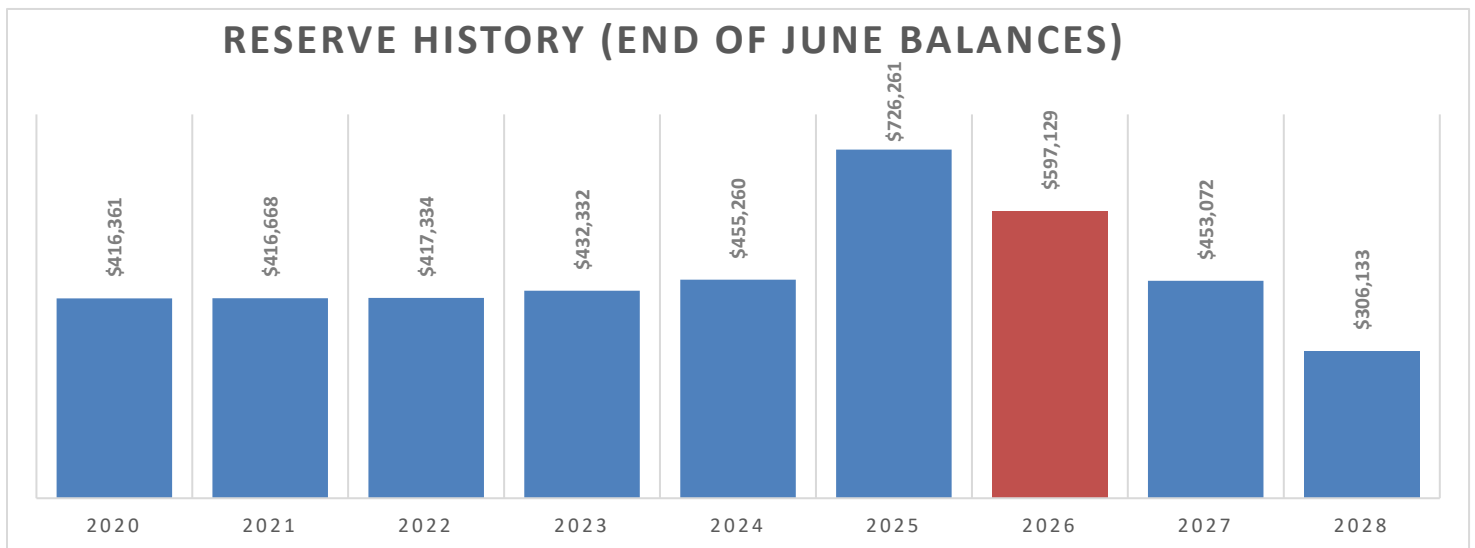
Balance 07/01/24	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/25
\$455,260	\$21,001	-	\$250,000	\$726,261

Balance 07/01/25	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/26
\$726,261	\$26,868	(\$156,000)	-	\$597,129

- ✓ Seneca Falls CSD utilizes this reserve to pay for contractual obligations (payment of unused sick and unused vacation days (SFSSA unit) as part of Local & Enhanced Retirement Incentives) to SFCSD employees at the time of retirement.
- ✓ Retirements of teachers that work 15+ years of service with enhanced retirement incentives can be approximately \$20,000 to \$26,000.

Projected Needs

- ✓ On average, the District has six to seven retirements annually. The current reserve can cover approximately 28 retirements over the next four years.



Capital Building Reserve [EDN Article 74 § 3651 (1)]

Overview

- ✓ SFCSD utilizes this reserve for Capital Improvement Projects for school facilities, buses, and equipment
- ✓ Established by voter approval, can be transferred to other funds only by voter approval
- ✓ States the specific purpose of the fund, the amount, the term of fund, and sources where fund is obtained e.g. budgetary appropriations, unappropriated fund balance, and New York State aid
- ✓ Utilized to pay for any object or purpose for which a school district may issue bonds pursuant to Finance Law
- ✓ Expended only with voter approval and for the purpose for which the fund was established
- ✓ The form of the required legal notice for the vote on establishing and funding the reserve and the form of the proposition to be placed on the ballot are set forth in Section 3651 of Education Law.
- ✓ May be liquidated by approval of voters if determined fund is no longer needed for the original purpose. Proceeds must be applied first to outstanding bond indebtedness than to tax levy

Balance & Analysis

Balance 07/01/24	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/25
\$4,035,552	\$202,307	-	\$2,153,173	\$6,391,032

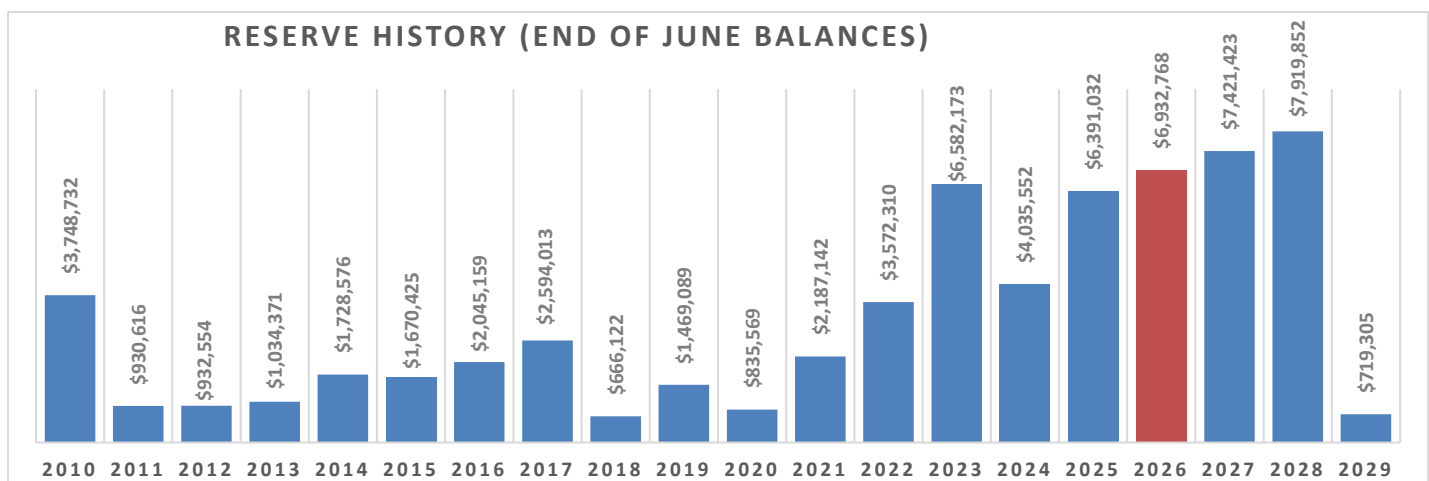
Balance 07/01/25	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/26
\$6,391,032	\$191,736	-	\$350,000	\$6,932,768

- ✓ The purpose of the reserve is to fund site work, additions to, reconstruction, and equipping of its school buildings and facilities maintain health and safety for students and staff. The district has had successful Capital Project referendums for reserve use in 2005, 2010, 2015, 2018, and 2023.
- ✓ The capital reserve was established in March 2013 for up to \$9,500,000, expiring in 2023. Another reserve was established in 2022, expiring in 2032, with a total reserve amount of \$11,500,000 (FY22 balance was rolled in).
- ✓ A separate “Track & Turf” subaccount was established for \$350,000 to assist with future local share costs to upgrade the turf and track.
- ✓ The 2023 Capital Project (\$24,750,000) required \$4,250,000 in local share from the reserve.

Projected Needs

- ✓ As the District prepares for future building enhancements, the capital reserve would need about \$6.3 to 7.3 Million to prepare for a potential \$37.5 to \$43 Million (15-20% annual escalator from 2024) project referendum in 2028. This would require an estimated additional **\$350,000 + interest** in FY26 and FY27 to cover the future project. A capital project mitigates the drop in local share in 2030 to stabilize the local share of projects.

(1)	(2)	(3)	(4)	(5)
Fiscal Year Ending 30-Jun	Current Local Share all Projects	Proposed Capital Project \$24,750,000	2029 Capital Project \$37,500,000	Net Estimated Local Share All Projects
2023	52,731			52,731
2024	57,422			57,422
2025	17,511	40,000		57,511
2026	17,111	39,600		56,711
2027	17,961	36,206		54,167
2028	19,961	35,406		55,367
2029	12,711	47,206		59,917
2030	(47,006)	41,806	64,375	59,176
2031	(23,506)	39,806	42,625	58,926
2032	(15,845)	41,006	30,130	55,291
2033	(18,845)	40,206	37,530	58,891
2034	(18,345)	37,406	40,730	59,791
2035	(19,595)	42,606	36,130	59,141
2036	(17,595)	40,406	33,930	56,741
2037	2,311	41,006	13,930	57,247
2038	2,811	39,206	16,730	58,747
2039	(2,439)	40,006	16,330	53,897
2040	(3,189)	38,206	17,730	52,747



Capital Bus Reserve [EDN Article 74 § 3651 (1)]**General Fund A878****Overview**

- ✓ Established by voter approval
- ✓ States the specific purpose of the fund, the amount, the term of fund, and sources where fund is obtained e.g. budgetary appropriations, unappropriated fund balance, and New York State aid
- ✓ Utilized to pay for any object or purpose for which a school district may issue bonds pursuant to Finance Law
- ✓ Expended only with voter approval and for the purpose for which the fund was established
- ✓ Transferred to other funds only by voter approval
- ✓ May be liquidated by approval of voters if determined fund is no longer needed for the original purpose.
- ✓ Proceeds must be applied first to outstanding bond indebtedness than to tax levy

Balance & Analysis

Balance 07/01/24	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/25
\$2,913,816	\$134,415	(\$616,210)	\$950,000	\$3,382,021

Balance 07/01/25	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/26
\$3,382,021	\$101,460	(\$911,672)	\$500,000	\$3,071,810

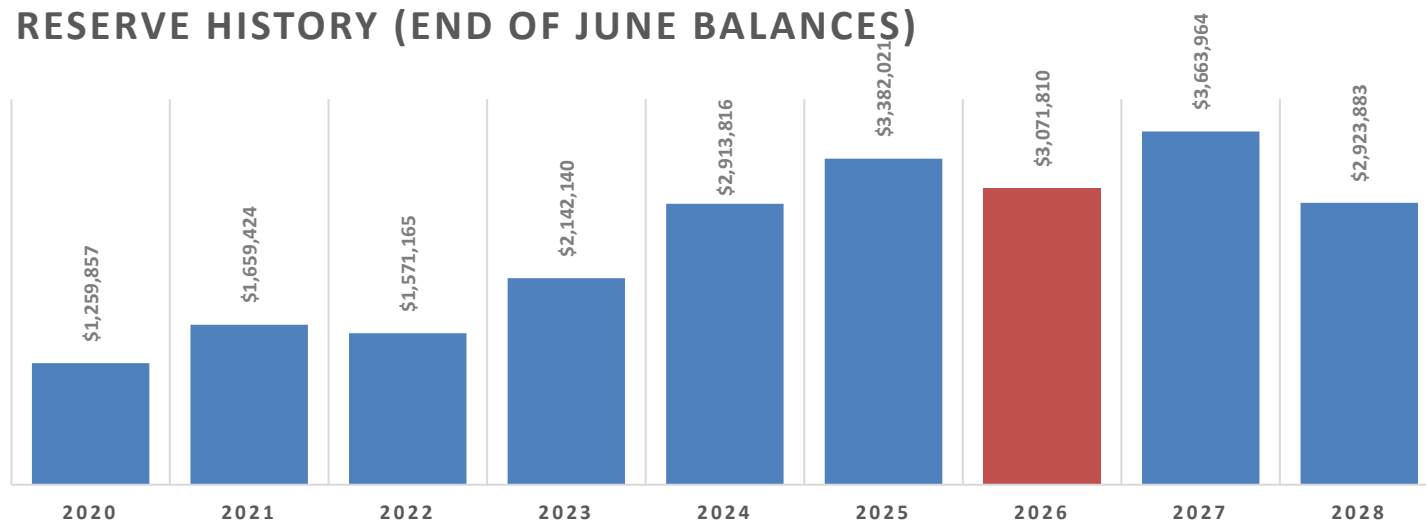
- ✓ Seneca Falls CSD utilizes the Capital Bus Reserve to cover the costs of transportation vehicles. This is used to purchase buses without having to Bond the purchase and eliminate interest payments on the loan.
- ✓ Previously, the reserve was authorized by voters in March of 2013 for \$3.7 Million, expiring February 2023. The Board of Education approved a resolution to establish a new Capital Bus Reserve for ten years, expiring 2032, for \$5,500,000 (FY22 balance was rolled in).

Vehicle Propositions

2022	\$472,451 (3 buses)
2023	\$474,261 (3 buses)
2024	\$616,210 (4 buses)
2025	\$911,672 (5 buses)
2026	\$970,000 (5 buses)
<i>Buy 4 Buses/1 Van,</i>	
2027	No Purchases
2028	\$1,350,000 (2 Buses)

Projected Needs

- ✓ FY26 will see a purchase of 5 buses for \$911,672. An additional SUV was purchased from the general fund.
- ✓ With the 2027 Zero-emission transportation vehicle mandate from NYS looming, the district will be increasing its bus purchases from 4 to 5 (8-year refresh). Current zero-emission buses are currently running around \$475,000 per bus. It will be crucial to start increasing the bus reserve to combat the purchase increases.
- ✓ Due to the large purchase price, it is recommended to have a goal of ten bus purchases in the reserve (\$4,750,000).

RESERVE HISTORY (END OF JUNE BALANCES)

Capital Technology Infrastructure and Equipment Reserve [EDN Article 74 § 3651 (1)]**A878TECH****Overview**

- ✓ The purpose of the Reserve is to finance the purchase of information technology equipment and supplies and/or audiovisual technology equipment and supplies, such as, but not limited to, computers, laptops, classroom display, audio solutions, communication devices, security camera, door access and other infrastructure hardware needed to support these devices.
- ✓ Infrastructure can include, but not limited to, network cabling, servers, switches and building-wide wireless and other communication systems.
- ✓ The Reserve may be funded through budgetary appropriations, sale proceeds of obsolete equipment, and interest earnings.
- ✓ Expended or Transfers only with voter approval and for the purpose for which the Fund was established. May be liquidated by approval of voters if determined fund is no longer needed for the original purpose.

Balance & Analysis

Balance 07/01/24	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/25
\$1,500,000	\$69,195.41	\$1,500,000		\$69,195

Balance 07/01/25	Revenue (Interest)	Appropriated Reserve	Equity Transfer	Balance 06/30/26
\$69,195	\$2,076	-	-	\$71,271

- ✓ The 2023-2030 Technology Infrastructure Long Range Plan (chart below) contains necessary upgrades to the network infrastructure, communication and safety systems, and instructional equipment. Due to the projected costs, the district has established the reserve and funded over a five-year period up to \$2,000,000. Total costs from 2024 to 2030 could potentially be \$3,162,499.
- ✓ The District voters approved the expenditure of \$1,500,000 towards the communication infrastructure. The District signed a cross-contract with Monroe-I BOCES to complete the public address system for \$1,319,957. After BOCES aid reimbursement, this project will only cost approximately \$356,000.
- ✓ Moving forward, the district will look to upgrade its network infrastructure (servers and switches) estimated around \$350,000.

2022-2030 Technology Infrastructure Upgrade Long Range Plan

2022-2030 Technology Infrastructure Upgrade Plan									
Asset Item		2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Instructional Equipment	Student and Teacher Devices	\$ 234,452	\$ 304,201	\$ 160,059	\$ 95,984	\$ 156,616	\$ 207,354	\$ 199,981	\$ 215,292
Network Infrastructure	Cables, Wireless, Servers	\$ 366,228	\$ 294,000	\$ 41,000	\$ 37,500	\$ 25,000	\$ 37,500	\$ 176,734	\$ 110,973
Communication Infrastructure	PA System, VOIP Phones	\$ -	\$ -	\$ -	\$1,125,780	\$ 314,175	\$ -	\$ -	\$ -
Safety Infrastructure	Security Cameras, Door Access	\$ -	\$ -	\$ 35,000	\$ 390,000	\$ 390,000	\$ 15,000	\$ -	\$ -
TOTAL		\$ 600,680	\$ 598,201	\$ 236,059	\$1,649,264	\$ 885,791	\$ 259,854	\$ 376,715	\$ 326,265