

****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. 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:

<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	<input type="text" value="36,958,678"/>	<input type="text" value="39,679,371"/>	<input type="text" value="7.36"/> %
A. Proposed Tax Levy to Support the Total Budgeted Amount ¹	<input type="text" value="6,551,146"/>	<input type="text" value="6,726,370"/>	
B. Tax Levy to Support Library Debt, if Applicable	<input type="text" value="87,000"/>	<input type="text" value="87,000"/>	
C. Tax Levy for Non-Excludable Propositions, if Applicable ²	<input type="text" value="0"/>	<input type="text" value="0"/>	
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable	<input type="text" value="0"/>	<input type="text" value="0"/>	
E. Total Proposed School Year Tax Levy (A+B+C-D)	<input type="text" value="6,638,146"/>	<input type="text" value="6,813,370"/>	<input type="text" value="2.64"/> %
F. Permissible Exclusions to the School Tax Levy Limit	<input type="text" value="0"/>	<input type="text" value="0"/>	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions ³	<input type="text" value="6,551,146"/>	<input type="text" value="6,726,370"/>	
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)	<input type="text" value="6,551,146"/>	<input type="text" value="6,726,370"/>	
I. Difference: (G-H);(negative value requires 60.0% voter approval) ²	<input type="text" value="0"/>	<input type="text" value="0"/>	
Public School Enrollment	<input type="text" value="976"/>	<input type="text" value="934"/>	<input type="text" value="-4.30"/> %
Consumer Price Index			<input type="text" value="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 (D)	Estimated 2024-25 (E)
Adjusted Restricted Fund Balance	19,056,299	18,587,002
Assigned Appropriated Fund Balance	1,774,000	1,100,000
Adjusted Unrestricted Fund Balance	1,478,347	1,587,175
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	VEHICLES 2020	For the cost of any object or purpose for which bonds may be issued.	1,438,174	0	Planned use for student transport vehicles.
Capital	CONST. 2020	For the cost of any object or purpose for which bonds may be issued.	2,395,040	1,378,239	Planned use for \$998K Cap Proj and \$400K land purchase.
Capital	VEHICLES 2022	For the cost of any object or purpose for which bonds may be issued.	665,000	903,502	Planned use for remainder of purchase of student transport vehicles.
Repair	REPAIR	For the cost of repairs to capital improvements or equipment.	10,134,181	10,134,181	No planned use
Workers Compensation	WORKERS' COMPENSATION	For self-insured Workers Compensation and benefits.	478,975	478,975	No planned use
Unemployment Insurance	UNEMPLOYMENT INSURANCE	For reimbursement to the State Unemployment Insurance Fund.	71,937	71,937	No planned use
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	INSURANCE	For liability, casualty, and other types of uninsured losses.	480,039	480,039	No planned use
Property Loss + (add)		To cover property loss.			
Liability		To cover incurred liability claims.			
Tax Certiorari		For tax certiorari settlements.			
Reserve for Insurance Recoveries		For unexpended proceeds of insurance recoveries at fiscal year end.			
Employee Benefit Accrued Liability	EMPLOYEE BENEFIT ACCRUED LIABILITY	For accrued 'employee benefits' due to employees upon termination of service.	724,494	724,494	No planned use
Retirement Contribution	ERS	For employer retirement contributions to the State and Local Employees' Retirement System.	1,480,490	1,684,575	No planned use
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		957,603	1,130,645	No planned use

*** 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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