

****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 2023-24 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 24, 2023

Form Preparer Name:

BRIGID SIENA

Preparer's Telephone Number:

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<u>Shaded Fields Will Calculate</u>	Budgeted 2022-23 (A)	Proposed Budget 2023-24 (B)	Percent Change (C)
Total Budgeted Amount, not including Separate Propositions	123,913,904	128,739,896	3.89 %
A. Proposed Tax Levy to Support the Total Budgeted Amount ¹	91,180,127	93,522,532	
B. Tax Levy to Support Library Debt, if Applicable	0	0	
C. Tax Levy for Non-Excludable Propositions, if Applicable ²	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)	91,180,127	93,522,532	2.57 %
F. Permissible Exclusions to the School Tax Levy Limit	1,164,489	1,314,072	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions ³	90,015,638	92,208,460	
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)	90,015,638	92,208,460	
I. Difference: (G-H);(negative value requires 60.0% voter approval) ²	0	0	
Public School Enrollment	3,113	3,129	0.51 %
Consumer Price Index			8.0 %

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 2023-24, includes any carryover from 2022-23 and excludes any tax levy for library debt or prior year reserve for excess tax levy, including interest.

	Actual 2022-23 (D)	Estimated 2023-24 (E)
Adjusted Restricted Fund Balance	29,094,563	32,550,634
Assigned Appropriated Fund Balance	3,640,000	3,640,000
Adjusted Unrestricted Fund Balance	4,956,556	5,149,596
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 *	3/31/23 Actual Balance	6/30/23 Estimated Ending Balance	Intended Use of the Reserve in the 2023-24 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 I	For the cost of any object or purpose for which bonds may be issued.	632,767	636,103	FOR USE ON AN AS NEEDED BASIS
Capital	CAPITAL RESERVE II	For the cost of any object or purpose for which bonds may be issued.	4,390,049	6,715,897	FOR USE ON AN AS NEEDED BASIS
Repair	0	For the cost of repairs to capital improvements or equipment.	412,601	414,776	FOR USE ON AN AS NEEDED BASIS
Workers Compensation	0	For self-insured Workers Compensation and benefits.	1,090,829	1,096,579	FOR USE ON AN AS NEEDED BASIS
Unemployment Insurance	0	For reimbursement to the State Unemployment Insurance Fund.	172,729	173,639	FOR USE ON AN AS NEEDED BASIS
Reserve for Tax Reduction	0	For the gradual use of the proceeds of the	0	0	0

sale of school district
real property.

Mandatory Reserve for Debt Service	0	For proceeds from the sale of district capital assets or improvement, restricted to debt service.	0	0	0
Insurance	0	For liability, casualty, and other types of uninsured losses.	0	0	0
Property Loss	0	To cover property loss.	0	0	0
Liability + (add)	0	To cover incurred liability claims.	1,437,826	2,445,405	FOR USE ON AN AS NEEDED BASIS
Tax Certiorari	0	For tax certiorari settlements.	0	0	0
Reserve for Insurance Recoveries	0	For unexpended proceeds of insurance recoveries at fiscal year end.	0	0	0
Employee Benefit Accrued Liability	RESERVE FOR EMPLOYEE BENEFITS	For accrued 'employee benefits' due to employees upon termination of service.	8,657,978	8,053,616	FOR USE ON AN AS NEEDED BASIS
Retirement Contribution	RESERVE FOR RETIREMENT	For employer retirement contributions to the State and Local Employees' Retirement System.	9,442,426	9,242,199	FOR USE ON AN AS NEEDED BASIS
Reserve for Uncollected Taxes	0	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	RESERVE FOR RETIREMENT (TRS)	TO FUND EMPLOYER RETIREMENT CONTRIBUTIONS TO THE NEW YORK STATE TEACHERS' RETIREMENT SYSTEM (TRS)	2,857,359	3,772,420	FOR USE ON AN AS NEEDED BASIS

* **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 2023-24. Mention any capital expenditures that will need to be voted upon in the upcoming Budget Vote.**

Save	Reset	Save & Ready
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