

\*\*\*\*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: CHRIS VAN COTT  
Preparer's Telephone Number: 631-849-7564

<b>Shaded Fields Will Calculate</b>	<b>Budgeted 2023-24 (A)</b>	<b>Proposed Budget 2024-25 (B)</b>	<b>Percent Change (C)</b>
Total Budgeted Amount, not including Separate Propositions	93,985,727	96,851,654	3.05 %
A. Proposed Tax Levy to Support the Total Budgeted Amount <sup>1</sup>	55,342,314	56,842,099	
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)	55,342,314	56,842,099	2.71 %
F. Permissible Exclusions to the School Tax Levy Limit	1,343,634	1,690,548	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions <sup>3</sup>	53,998,680	55,151,551	
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)	53,998,680	55,151,551	
I. Difference: (G-H);(negative value requires 60.0% voter approval) <sup>2</sup>	0	0	
Public School Enrollment	2,671	2,616	-2.06 %
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      Estimated 2024-25**  
**(D)                                  (E)**

Adjusted Restricted Fund Balance	17,929,548	14,726,187
Assigned Appropriated Fund Balance	2,890,681	2,489,381
Adjusted Unrestricted Fund Balance	3,759,429	3,874,066
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	CAPITAL RESERVE	For the cost of any object or purpose for which bonds may be issued.	4,190,861	1,438,500	4300000
Repair	REPAIR RESERVE	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.	1,931,458	1,772,832	200000
Unemployment Insurance	UNEMPLOYMENT RESERVE	For reimbursement to the State Unemployment Insurance Fund.	449,255	452,218	20000
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 RESERVE FOR DEBT SERVICE	For proceeds from the sale of district capital assets or improvement, restricted to debt service.	110,234	88,234	23000
Insurance	INSURANCE RESERVE	For liability, casualty, and other types of uninsured losses.	0	0	0
Property Loss	PROPERTY LOSS RESERVE	To cover property loss.	0	0	0
Liability + (add)	LIABILITY RESERVE	To cover incurred liability claims.	0	0	0
Tax Certiorari	TAX CERTIORARI RESERVE	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	EMPLOYEE BENEFIT ACCRUED LIABILITY RESERVE	For accrued 'employee benefits' due to employees upon termination of service.	3,924,694	3,781,119	200000
Retirement Contribution	RETIREMET CONTRIBUTION RESERVE	For employer retirement contributions to the State and Local Employees' Retirement System.	4,054,504	3,844,808	450000
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	TEACHERS RETIREMENT SYSTEM SUB RESERVE	For employer retirement contributions to the State and Local Teachers' Retirement System.	3,305,348	3,362,278	0

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