

****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 2020-21 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 27, 2020

Form Preparer Name:

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Preparer's Telephone Number:

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<u>Shaded Fields Will Calculate</u>	Budgeted 2019-20 (A)	Proposed Budget 2020-21 (B)	Percent Change (C)
Total Budgeted Amount, not including Separate Propositions	57,242,648	58,613,144	2.39 %
A. Proposed Tax Levy to Support the Total Budgeted Amount ¹	12,966,483	13,255,227	
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)	12,966,483	13,255,227	2.23 %
F. Permissible Exclusions to the School Tax Levy Limit	42,531	133,165	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions ³	12,923,952	13,122,062	
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)	12,923,952	13,122,062	
I. Difference: (G-H);(negative value requires 60.0% voter approval) ²	0	0	
Public School Enrollment	2,358	2,307	-2.16 %
Consumer Price Index			1.81 %

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 2020-21, includes any carryover from 2019-20 and excludes any tax levy for library debt or prior year reserve for excess tax levy, including interest.

	Actual 2019-20 (D)	Estimated 2020-21 (E)
Adjusted Restricted Fund Balance	4,082,154	1,744,671
Assigned Appropriated Fund Balance	3,270,000	3,632,476
Adjusted Unrestricted Fund Balance	4,996,379	5,946,379
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	8.73 %	10.15 %

Schedule of Reserve Funds

Reserve Type	Reserve Name	Reserve Description *	3/31/20 Actual Balance	6/30/20 Estimated Ending Balance	Intended Use of the Reserve in the 2020-21 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 CONSTRUCTION RESERVE	For the cost of any object or purpose for which bonds may be issued.	2,994,327	655,348	These reserve funds are to be used to finance all, or part of a voter approved capital improvement project. A capital improvement project vote is scheduled during the 2019-20 school year.
Repair		For the cost of repairs to capital improvements or equipment.			
Workers Compensation		For self-insured Workers Compensation and benefits.			
Unemployment Insurance	UNEMPLOYMENT INSURANCE RESERVE	For reimbursement to the State Unemployment Insurance Fund.	7,205	7,238	This reserve fund is used to pay the cost of reimbursement to the NYS unemployment insurance fund for payments made to claimants.
Reserve for Tax Reduction		For the gradual use of the proceeds of the sale of school district real property.			
		For proceeds from the sale of district			

Mandatory Reserve for Debt Service		capital assets or improvement, restricted to debt service.			
Insurance		For liability, casualty, and other types of uninsured losses.			
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	EMP BENEFIT ACC LIAB RESERVE	For accrued 'employee benefits' due to employees upon termination of service.	723,959	724,831	This reserve fund is for payment of accrued employee benefits to be paid out to employees upon separation of service for vacation, sick days, etc.
Retirement Contribution	RETIREMENT CONT RESERVE	For employer retirement contributions to the State and Local Employees' Retirement System.	356,663	357,254	The purpose of this reserve is to fund employer retirement contributions to the NYS & Local Employee Retirement System (ERS).
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 + (add)					

*** NYSED Reserve Guidance:**

http://www.p12.nysed.gov/mgt/serv/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 2020-21. Mention any capital expenditures that will need to be voted upon in the upcoming Budget Vote.**

Save	Reset	Save & Ready
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