

****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:
Preparer's Telephone Number:

Shaded Fields Will Calculate	Budgeted 2019-20 (A)	Proposed Budget 2020-21 (B)	Percent Change (C)
Total Budgeted Amount, not including Separate Propositions	<input type="text" value="144,430,212"/>	<input type="text" value="147,124,895"/>	<input type="text" value="1.87"/> %
A. Proposed Tax Levy to Support the Total Budgeted Amount ¹	<input type="text" value="104,541,394"/>	<input type="text" value="106,852,122"/>	
B. Tax Levy to Support Library Debt, if Applicable	<input type="text"/>	<input type="text"/>	
C. Tax Levy for Non-Excludable Propositions, if Applicable ²	<input type="text"/>	<input type="text"/>	
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable	<input type="text"/>	<input type="text"/>	
E. Total Proposed School Year Tax Levy (A+B+C-D)	<input type="text" value="104,541,394"/>	<input type="text" value="106,852,122"/>	<input type="text" value="2.21"/> %
F. Permissible Exclusions to the School Tax Levy Limit	<input type="text" value="4,735,455"/>	<input type="text" value="4,501,190"/>	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions ³	<input type="text" value="99,805,939"/>	<input type="text" value="102,350,969"/>	
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="99,805,939"/>	<input type="text" value="102,350,932"/>	
I. Difference: (G-H);(negative value requires 60.0% voter approval) ²	<input type="text" value="0"/>	<input type="text" value="37"/>	
Public School Enrollment	<input type="text" value="5,791"/>	<input type="text" value="5,825"/>	<input type="text" value="0.59"/> %
Consumer Price Index			<input type="text" value="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	10,313,169	11,319,954
Assigned Appropriated Fund Balance	1,650,000	1,650,000
Adjusted Unrestricted Fund Balance	5,777,209	5,884,996
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 *	3/31/20 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		For the cost of any object or purpose for which bonds may be issued.	<input type="text"/>	<input type="text"/>	
Repair	RESERVES FOR REPAIR	For the cost of repairs to capital improvements or equipment.	581,309	1,441,309	For repair cost, as approved by the Board.
Workers Compensation	WORKER'S COMP	For self-insured Workers Compensation and benefits.	1,248,874	1,748,874	As a revenue source.
Unemployment Insurance	UNEMPLOYMENT	For reimbursement to the State Unemployment Insurance Fund.	1,048,472	1,048,412	As a revenue source.
Reserve for Tax Reduction		For the gradual use of the proceeds of the sale of school district real property.	<input type="text"/>	<input type="text"/>	
Mandatory Reserve for Debt Service	RESERVE FOR DEB	For proceeds from the sale of district capital assets or improvement, restricted to debt service.	9,762	9,762	As a revenue source.
Insurance		For liability, casualty, and other types of uninsured losses.	<input type="text"/>	<input type="text"/>	
Property Loss + (add)		To cover property loss.	<input type="text"/>	<input type="text"/>	
Liability		To cover incurred liability claims.	<input type="text"/>	<input type="text"/>	

Tax Certiorari		For tax certiorari settlements.	<input type="text"/>	<input type="text"/>	
Reserve for Insurance Recoveries		For unexpended proceeds of insurance recoveries at fiscal year end.	<input type="text"/>	<input type="text"/>	
Employee Benefit Accrued Liability	RETIREMENT CONTRIBUTION RESERVE	For accrued 'employee benefits' due to employees upon termination of service.	3,984,481	2,311,256	For compensated absences, as needed.
Retirement Contribution	RETIREMENT CONTRIBUTION RESERVE	For employer retirement contributions to the State and Local Employees' Retirement System.	383,869	2,383,869	To fund employer retirement contributions to the New York State Employees' 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.	<input type="text"/>	<input type="text"/>	
Single Other Reserve	TRS CONTRIBUTION RESERVE	For employer contributions to the NYSTRS.	392,234	2,392,234	To fund employer retirement contributions to the New York State Teachers' Retirement System (TRS.)

*** 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 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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