

\*\*\*\*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 2022-23 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 25, 2022

Form Preparer Name:  
Preparer's Telephone Number:

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<u>Shaded Fields Will Calculate</u>	Budgeted 2021-22 (A)	Proposed Budget 2022-23 (B)	Percent Change (C)
Total Budgeted Amount, not including Separate Propositions	28,671,998	30,346,400	5.84 %
A. Proposed Tax Levy to Support the Total Budgeted Amount <sup>1</sup>	7,282,753	7,428,408	
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			
E. Total Proposed School Year Tax Levy (A+B+C-D)	7,282,753	7,428,408	2.00 %
F. Permissible Exclusions to the School Tax Levy Limit	663,622	733,851	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions <sup>3</sup>	6,619,131	6,694,557	
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)	6,619,131	6,694,557	
I. Difference: (G-H);(negative value requires 60.0% voter approval) <sup>2</sup>	0	0	
Public School Enrollment	980	950	-3.06 %
Consumer Price Index			4.7 %

<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.

- 3 For 2022-23, includes any carryover from 2021-22 and excludes any tax levy for library debt or prior year reserve for excess tax levy, including interest.

	Actual 2021-22 (D)	Estimated 2022-23 (E)
Adjusted Restricted Fund Balance	4,532,968	5,032,968
Assigned Appropriated Fund Balance	513,200	513,200
Adjusted Unrestricted Fund Balance	2,236,396	2,236,396
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	7.80 %	7.37 %

**Schedule of Reserve Funds**

Reserve Type	Reserve Name	Reserve Description *	3/31/22 Actual Balance	6/30/22 Estimated Ending Balance	Intended Use of the Reserve in the 2022-23 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	For the cost of any object or purpose for which bonds may be issued.	0	500,000	2024-26 CAPITAL PROJECT
Repair		For the cost of repairs to capital improvements or equipment.			
Workers Compensation		For self-insured Workers Compensation and benefits.			
Unemployment Insurance	UNEMPLOYMENT RESERVE	For reimbursement to the State Unemployment Insurance Fund.	112,242	112,242	PANDEMIC RELATED JOB DISPLACEMENTS
Reserve for Tax Reduction		For the gradual use of the proceeds of the sale of school district real property.			
Mandatory Reserve for Debt Service	DEBT RESERVE	For proceeds from the sale of district capital assets or improvement, restricted to debt service.	405,605	405,605	CURRENT CAPITAL PROJECT IS FULLY FUNDED & EXPENSED AT THIS TIME
Insurance		For liability, casualty, and other types of uninsured losses.			
Property Loss + (add)		To cover property loss.			

Liability + (add)	ENCUMBERANCE CARRY OVER	To cover incurred liability claims.	1,594	0	CLOSE OUT ALL POs AT YEAR END
Tax Certiorari	TAX CERTIORARI	For tax certiorari settlements.	71,143	71,143	NO TAX LIABILITY IDENTIFIED AT THIS TIME
Reserve for Insurance Recoveries		For unexpended proceeds of insurance recoveries at fiscal year end.			
Employee Benefit Accrued Liability	EBLAR	For accrued 'employee benefits' due to employees upon termination of service.	2,893,225	2,793,225	GASB-75 REQUIREMENTS; PRESENTLY UNDER FUNDED
Retirement Contribution	RETIREMENT RESERVE-ERS	For employer retirement contributions to the State and Local Employees' Retirement System.	1,177,705	1,177,705	FUNDING SET ASIDE TO ADDRSS EMPLOYEE RETIREMENT LIABILITIES IMPACT ON FUTURE BUDGETS AND TAX LEVY IMPLCIATIONS.
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	RETIREMENT RESERVE-TRS	For employer retirement contributions to the State Teachers' Retirement System.	278,653	378,653	TO FUND EMPLOYER CONTRIBUTIONS TO THE NYS TRS.

\* **NYSED Reserve Guidance:**  
[http://www.p12.nysed.gov/mgt/serv/accounting/docs/reserve\\_funds.pdf](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 2022-23. Mention any capital expenditures that will need to be voted upon in the upcoming Budget Vote.**

Save	Reset	Save & Ready
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