

\*\*\*\*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: PHILENE HUDSON  
Preparer's Telephone Number: 518-993-4000

<b>Shaded Fields Will Calculate</b>	<b>Budgeted 2021-22 (A)</b>	<b>Proposed Budget 2022-23 (B)</b>	<b>Percent Change (C)</b>
Total Budgeted Amount, not including Separate Propositions	21,875,000	22,520,000	2.95 %
A. Proposed Tax Levy to Support the Total Budgeted Amount <sup>1</sup>	5,765,920	5,848,949	
B. Tax Levy to Support Library Debt, if Applicable	85,000	85,000	
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)	5,850,920	5,933,949	1.42 %
F. Permissible Exclusions to the School Tax Levy Limit	20,833	15,177	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions <sup>3</sup>	5,880,111	5,895,504	
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)	5,745,087	5,833,772	
I. Difference: (G-H);(negative value requires 60.0% voter approval) <sup>2</sup>	135,024	61,732	
Public School Enrollment	820	819	-0.12 %
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.

<sup>3</sup> 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	5,785,400	5,785,400
Assigned Appropriated Fund Balance	500,000	175,000
Adjusted Unrestricted Fund Balance	875,000	900,800
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 *	3/31/22 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	A878 CAPITAL AND TRANSPORTATION RESERVE	For the cost of any object or purpose for which bonds may be issued.	2,952,733	2,952,733	To fund capital improvements and transportation equipment purchases-\$468,000 planned usage
Repair		For the cost of repairs to capital improvements or equipment.			
Workers Compensation	A814 WORKERS COMP	For self-insured Workers Compensation and benefits.	246,631	246,631	To fund workers compensation costs-no planned usage
Unemployment Insurance	A815 UNEMPLOYMENT RESERVE	For reimbursement to the State Unemployment Insurance Fund.	429,999	429,999	To fund unemployment costs-no planned usage
Reserve for Tax Reduction		For the gradual use of the proceeds of the sale of school district real property.			
Mandatory Reserve for Debt Service		For proceeds from the sale of district 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 A867 EBLAR RESERVES

For accrued 'employee benefits' due to employees upon termination of service.

To fund employee accrued liabilities-no planned usage

Retirement Contribution A827 ERS RESERVE

For employer retirement contributions to the State and Local Employees' Retirement System.

To fund obligations to the Employees Retirement System-no planned usage

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 A828 TRS RESERVE

To fund TRS obligations-no planned usage

**\* 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 2022-23. Mention any capital expenditures that will need to be voted upon in the upcoming Budget Vote.**