

\*\*\*\*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 2021-22 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 26, 2021

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Preparer's Telephone Number: 607-758-4104

<u>Shaded Fields Will Calculate</u>	Budgeted 2020-21 (A)	Proposed Budget 2021-22 (B)	Percent Change (C)
Total Budgeted Amount, not including Separate Propositions	50,170,001	50,848,256	1.35 %
A. Proposed Tax Levy to Support the Total Budgeted Amount <sup>1</sup>	17,751,080	18,107,360	
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)	17,751,080	18,107,360	2.01 %
F. Permissible Exclusions to the School Tax Levy Limit	596,205	748,224	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions <sup>3</sup>	17,751,204	18,107,360	
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)	17,154,875	17,359,136	
I. Difference: (G-H);(negative value requires 60.0% voter approval) <sup>2</sup>	596,329	748,224	
Public School Enrollment	2,240	2,203	-1.65 %
Consumer Price Index			1.23 %

<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 2021-22, includes any carryover from 2020-21 and excludes any tax levy for library debt or prior year reserve for excess tax levy, including interest.

	Actual 2020-21 (D)	Estimated 2021-22 (E)
Adjusted Restricted Fund Balance	3,402,971	3,405,000
Assigned Appropriated Fund Balance	500,000	308,359
Adjusted Unrestricted Fund Balance	165,598	500,000
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	0.33 %	0.98 %

**Schedule of Reserve Funds**

Reserve Type	Reserve Name	Reserve Description *	3/31/21 Actual Balance	6/30/21 Estimated Ending Balance	Intended Use of the Reserve in the 2021-22 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.	1,544,215	1,544,350	No use for 2021/2022
Repair	REPAIR	For the cost of repairs to capital improvements or equipment.	479,273	479,320	If needed for repairs
Workers Compensation	WORKERS COMP	For self-insured Workers Compensation and benefits.	1,284	1,290	If needed for workers comp payments
Unemployment Insurance	UNEMPLOYMENT	For reimbursement to the State Unemployment Insurance Fund.	224,917	224,950	If needed for unemployment payments
Reserve for Tax Reduction	N/A	For the gradual use of the proceeds of the sale of school district real property.	0	0	n/a
Mandatory Reserve for Debt Service	DEBT SERVICE	For proceeds from the sale of district capital assets or improvement, restricted to debt service.	1,543,045	1,543,150	If needed for debt service payments
Insurance	INSURANCE	For liability, casualty, and other types of uninsured losses.	245,575	245,590	If needed for insurance payments
Property Loss	N/A	To cover property loss.	0	0	n/a
Liability <a href="#">+ (add)</a>	N/A	To cover incurred liability claims.	0	0	n/a

Tax Certiorari	TAX CERTIORARI	For tax certiorari settlements.	835,705	835,750	If needed for tax repayments
Reserve for Insurance Recoveries	N/A	For unexpended proceeds of insurance recoveries at fiscal year end.	0	0	n/a
Employee Benefit Accrued Liability	EMPLOYEE BENEFIT	For accrued 'employee benefits' due to employees upon termination of service.	72,779	72,800	If needed for employee benefit payments
Retirement Contribution	RETIREMENT	For employer retirement contributions to the State and Local Employees' Retirement System.	1,284	1,300	No anticipated use of fund
Reserve for Uncollected Taxes	N/A	For unpaid taxes due certain city school districts not reimbursed by their city/county until the following fiscal year.	0	0	n/a
Single Other Reserve	N/A		0	0	n/a

**\* 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 2021-22. Mention any capital expenditures that will need to be voted upon in the upcoming Budget Vote.**

Save	Reset	Save & Ready
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