

****Please use Chrome or Firefox browsers when entering the Business Portal to complete the PTRC. Internet Explorer is NOT recommended.****

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 2024-25 Budget Notice to: emscmgts@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 29, 2024

Form Preparer Name: JOANNE MORAN
Preparer's Telephone Number: 518-465-4561

<u>Shaded Fields Will Calculate</u>	Budgeted 2023-24 (A)	Proposed Budget 2024-25 (B)	Percent Change (C)
1. Budgeted Amount, not including Separate Propositions	11,555,886	12,454,645	7.78 %
A. Proposed Tax Levy to Support the Total Budgeted Amount ¹	7,631,281	7,649,284	
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)	7,631,281	7,649,284	0.24 %
F. Permissible Exclusions to the School Tax Levy Limit	330,375	344,268	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions ³	7,300,906	7,305,016	
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)	7,300,906	7,305,016	
I. Difference: (G-H);(negative value requires 60.0% voter approval) ²	0	0	
Public School Enrollment	296	285	-3.72 %
Consumer Price Index			4.12 %

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 2024-25, includes any carryover from 2023-24 and excludes any tax levy for library debt or prior year reserve for excess tax levy, including interest.

(D)

(E)

Adjusted Restricted Fund Balance	867,581	1,027,581
Assigned Appropriated Fund Balance	950,000	900,000
Adjusted Unrestricted Fund Balance	821,114	811,114
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	7.11 %	6.51 %

Schedule of Reserve Funds

Reserve Type	Reserve Name	Reserve Description *	3/31/24 Actual Balance	6/30/24 Estimated Ending Balance	Intended Use of the Reserve in the 2024-25 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 RESERVE	For the cost of any object or purpose for which bonds may be issued.	60,000	100,000	No intended use in 2024-2025
Repair	REPAIR RESERVE	For the cost of repairs to capital improvements or equipment.	219,630	185,630	No intended use for 2024-2025
Workers Compensation	WORKERS COMPENSATION RESERVE	For self-insured Workers Compensation and benefits.	31,603	31,603	No intended use for 2024-2025
Unemployment Insurance	UNEMPLOYMENT RESERVE	For reimbursement to the State Unemployment Insurance Fund.	32,058	32,058	No intended use for 2024-2025
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 SERVICE RESERVE	For proceeds from the sale of district capital assets or improvement, restricted to debt service.	377,470	251,647	Use 125K as revenue as allowable to for debt service payment
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	TAX CERT RESERVE	For tax certiorari settlements.	105,600	105,600	No intended use for 2024-2025
Reserve for Insurance		For unexpended proceeds of			

recoveries at fiscal year end.

Employee Benefit Accrued Liability	EBLAR RESERVE	For accrued 'employee benefits' due to employees upon termination of service.	60,000	0	used in June for departing staff
Retirement Contribution	STATE AND LOCAL RETIREMENT RESERVE	For employer retirement contributions to the State and Local Employees' Retirement System.	257,004	257,004	No intended use for 2024-2025
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	TRS RESERVE	To fund employer contributions to TRS	201,686	256,686	No intended use for 2024-2025

*** 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 2024-25. Mention any capital expenditures that will need to be voted upon in the upcoming Budget Vote.**

2024-2025 Administrative Salary Disclosure

Superintendent - Jennifer Cannavo

Items	Amount
Salary	\$149,350
Cell Phone Allowance	\$900
Benefits	
Required by Law	
Contribution to NYS Teacher Retirement System	10.02% \$14,964.87
Payroll Taxes (FICA and Med)	7.65% \$11,425
Per Employment Contract	\$30,183
Health Insurance -80%	80% \$29,763.07
Dental - \$35 per month	\$420.00
Totals	\$206,823