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- Knowledge Café PowerPoints are available on our website under the **Webinar Tab**:
- <https://www.questar.org/services/financial/state-aid-financial-planning/webinars/knowledge-cafe/>

Then scroll
down.....

Other Webinars

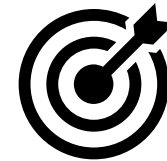
Monthly/Special Webinars focusing on a variety of topics.

The Knowledge Café

- Knowledge Café Zoom Link (Passcode: 319866)
- 2020-21 CTLE Registration Links
- Recorded Sessions and Presentations



PUTTING STUDENTS FIRST



Knowledge Café for January 2021

Sarah Morrison
State Aid Planning

January Agenda

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- ❑ January SBO Calendar
- ❑ Tax Cap Information – Where Do I Find It?
- ❑ What Should I Know About Monthly Financial Reports?
- ❑ Questions and Answers



January SBO Calendar

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Task	Month	Due Date	Filing Requirement	Notes	Priority
Begin tax cap review and preparation	January	1/1/2021	Annually		Recommended Best Practice
Big 5 Districts Independent Audit Reports due	January	1/1/2021	Annually	May be submitted electronically to SED via the NYSED Business portal (Surveys in the NYSED Portal under Office of Audit Services - Survey 1) and to OSC at: afrfile@osc.state.ny.us (See Appendix K)	Required
Complete Surveys 2/3 in the NYSED Portal under Office of Audit Services (Non-Big 5 Districts)	January	1/15/2021	Annually	Upload: Financial Statement Board Approval, Management Letter(s), Extra Classroom Audit and/or Corrective Action Plans. Corrective Action Plans (CAP) refers to CAPs for the Financial Statement, Extra Classroom and Management Letter findings (NOT for Single Audit CAP).	Required
Review Executive Budget Proposal for State Aid and supporting documentation	January	1/15/2021	Annually	Building Aid & Transportation Aid review tax cap implications	Recommended Best Practice
Revisions to state aid claims forms/ST-3 must be submitted to SED by mid-January for changes to be included within February data file which is used for state aid runs under the 2021-22 Enacted budget	January	1/15/2021	Annually	The enacted State Budget for the following year and projections of next year's state aid usually are based on the district data on the Feb. 15th file.	Recommended Best Practice
STAC Statutory File Transmission	January	1/15/2021	Annually	STAC and Medicaid Office is responsible for processing requests for reimbursement for the costs of providing services for certain students, including students with disabilities. Processed STAC data is transmitted to State Aid for incorporation in Private and Public Excess Cost Aid calculations.	Required
School Lunch - bid if applicable (food, kitchenware, paper goods etc.)	January	1/31/2021	Semi-Annually		Recommended Best Practice

January SBO Calendar

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Task	Month	Due Date	Filing Requirement	Notes	Priority
Bureau of Labor Statistics (BLS) Multiple Worksite Report (BLS 3020)	January	1/31/2021	Quarterly	4th Quarter 2020. *January 31, 2021 is a Sunday. Generally, if any due date for filing falls on a Saturday, Sunday, or legal holiday, your return should be filed on the next business day. Please check the instructions of the applicable forms to verify correct due date when available.	Required
File 941 Payroll Tax Reconciliation/NYS-45 Withholding Reports	January	1/31/2021	Quarterly	4th Quarter 2020. *January 31, 2021 is a Sunday. Generally, if any due date for filing falls on a Saturday, Sunday, or legal holiday, your return should be filed on the next business day. Please check the instructions of the applicable forms to verify correct due date when available.	Required
GA-4 Worker's compensation reporting for self-insured plans	January	1/31/2021	Quarterly	4th Quarter 2020. *January 31, 2021 is a Sunday. Generally, if any due date for filing falls on a Saturday, Sunday, or legal holiday, your return should be filed on the next business day. Please check the instructions of the applicable forms to verify correct due date when available.	Recommended Best Practice
Treasurer's Report - Extra Classroom Activity Fund	January	1/31/2021	Quarterly	4th Quarter 2020	Recommended Best Practice
Billings (transportation, use of facilities, health services, parentally placed non-public etc.)	January	1/31/2021	Monthly		Recommended Best Practice
Budget Status Reports to Board of Education including revenue and appropriation status reports	January	1/31/2021	Monthly	Commissioner's Regulations 170.2(p) requires the treasurer to render a budget status report for the BoE and for the use of those staff members assigned responsibility for administration of specific portions of the budget, on at least a quarterly basis (monthly in the event that budget transfers have been made since the last report). The report should include: estimated revenues, revenues received to date, and estimated revenues yet to be received; original appropriations, adjustments and transfers, revised appropriations, expenditures, encumbrances, and unencumbered balances pursuant to CR 170.2(p). Other information may be included as necessary.	Required

January SBO Calendar

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Task	Month	Due Date	Filing Requirement	Notes	Priority
Cash Flow and Fund Balance - review for accuracy	January	1/31/2021	Monthly		Recommended Best Practice
Federal and State Cafeteria Reimbursement Form	January	1/31/2021	Monthly		Recommended Best Practice
File DCERT for any new or continuing 10-month private special education placements	January	1/31/2021	Monthly		Required
Monthly Profit/Loss Statements for School Food Service	January	1/31/2021	Monthly	Perform analysis on prior month's activities	Recommended Best Practice
Payroll Reports – ERS and TRS Payments & Reports	January	1/31/2021	Monthly	ERS: Due the 7th day of the month following the report period. TRS: Due within 10 business days after the end of the previous month.	Recommended Best Practice
Prepare Final Cost Reports for capital construction projects as soon as certified as substantially complete and all outstanding bills are paid	January	1/31/2021	Monthly		Recommended Best Practice
Review BOCES invoices for appropriate services and charges	January	1/31/2021	Monthly		Recommended Best Practice
Review outstanding checks	January	1/31/2021	Monthly		Recommended Best Practice
State and Federal Projects - review for expenditures and revenues. Submit FS-25's request for funds to Grants Finance	January	1/31/2021	Monthly	This is the form that must be submitted to request additional State and Federal grant funds. Districts may only request funds to cover expenses already incurred and 30 days of anticipated expenses. Payments totaling up to 90% of a grant's budget total may be requested	Recommended Best Practice
Submit application for approval of bus/vehicle purchase via SAMS immediately following the delivery of any bus/vehicle purchased to transport students. (Form BP)	January	1/31/2021	Monthly	Districts are no longer required to submit paperwork to the State Aid office to support the information on every bus/vehicle purchase. However, districts must keep substantiating documentation available on file for Records Retention and Disposition Schedule ED-1	Recommended Best Practice

January SBO Calendar

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Task	Month	Due Date	Filing Requirement	Notes	Priority
Treasurer's Report	January	1/31/2021	Monthly	Report on prior month's activities	Recommended Best Practice
Budget Development - Continue	January	1/31/2021	Annually		Recommended Best Practice
ERS bill due no later than February 1st	January	1/31/2021	Annually		Required
Prepare Form W2	January	1/31/2021	Annually		Required
Prepare Forms 1099	January	1/31/2021	Annually		Required
Report, on OSC web-based system, all post retirement compensation paid to retirees of NYS public retirement systems for the prior calendar year. Includes retirees paid as employees, independent contractors or consultants.	January	1/31/2021	Annually	Report may be submitted annually from January through March	Recommended Best Practice
Review Affordable Care Act information reporting requirements that must be provided to the IRS and to employees and ensure deadlines are met.	January	1/31/2021	Annually		Recommended Best Practice
School Calendar - review before winter break to ensure 180 days of session and 900/990 hours of instructional time by end of school year	January	1/31/2021	Annually		Recommended Best Practice
SH900.1 Form - NYSDOL Summary of Work-Related Injuries and Illnesses	January	1/31/2021	Annually	This is a requirement of the U.S./New York State Department of Labor to annually report work related injuries and illnesses. The SH-900.1 report is to be displayed in conspicuous locations for the public to see from February 1st through April 30th. Most likely due 2/1/2021 - 1/31/2021 is a Sunday. See form instructions when available.	Required

Sample Tax Cap Calculation

Where Do I
Get All the
Information
From?

	Tax Cap Calculation		<u>2021-22</u>
A	Prior Year Tax Levy		70,000,000
B	Reserve Amount	-	-
	Prior Year Adjusted Tax Levy		70,000,000
C	Tax Base Growth Factor	x	1.0123
			70,861,000
D	Prior Year PILOTs	+	423,000
			71,284,000
E	Prior Year Capital Tax Levy Exclusion, <i>as adjust</i>	-	1,452,000
F	Prior Year Torts and Judgements	-	-
	Adjusted Prior Year Tax Levy		69,832,000
G	Allowable Growth Factor (Lesser of CPI or 2%)	x	1.0181
			71,095,959
H	PILOTS for Coming Year	-	500,000
			70,595,959
I	Carryover Available	+	-
	Tax Levy Limit		70,595,959
J	Coming Year Torts and Judgements Exclusion	+	-
K	Coming Year Capital Tax Levy Exclusion	+	1,700,000
L	Coming Year Pension Contribution Exclusion	+	N/A
M	Maximum Allowable Levy		72,295,959
N			3.280%

A. Prior Year Tax Levy – Check Against Board Minutes

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Tax Cap Calculation		2021-22
A	Prior Year Tax Levy	70,000,000
B	Reserve Amount	-
	Prior Year Adjusted Tax Levy	70,000,000
C	Tax Base Growth Factor	x 1.0123
		70,861,000
D	Prior Year PILOTs	+ 423,000
		71,284,000
E	Prior Year Capital Tax Levy Exclusion, <i>as adjust</i>	- 1,452,000
F	Prior Year Torts and Judgements	- -
	Adjusted Prior Year Tax Levy	69,832,000
G	Allowable Growth Factor (Lesser of CPI or 2%)	x 1.0181
		71,095,959
H	PILOTs for Coming Year	- 500,000
		70,595,959
I	Carryover Available	+ -
	Tax Levy Limit	70,595,959
J	Coming Year Torts and Judgements Exclusion	+ -
K	Coming Year Capital Tax Levy Exclusion	+ 1,700,000
L	Coming Year Pension Contribution Exclusion	+ N/A
M	Maximum Allowable Levy	72,295,959
N		3.280%

Agenda Item Details


Meeting	Aug 18, 2020 - Regular Meeting of the Board of Education
Category	Reports and Recommendations
Subject	Tax Warrant
Type	Action
Recommended Action	Move that the Board of Education upon the recommendation of the Superintendent of Schools, approve the approve the following tax rolls, tax rates, tax levies and tax warrants by town for the 2020-2021 school year as outlined below

1. Be it resolved that the tax rates per \$1,000 of assessed valuation for 2020-2021 be as follows:

Town	Homestead	Non-Homestead
Niskayuna	\$19.839163	\$26.398067
Glenville	\$23.615808	\$31.081662
Colonie	\$33.023123	\$43.845227
Clifton Park	\$39.132172	\$51.468988

2. Be it further resolved that the school taxes are extended for the tax rolls of this district for the school year 2020-2021 in the amount of \$59,639,263
3. Be it further resolved that the taxes, so extended against the taxable real property within the district as appears on the tax rolls, are hereby levied.
4. Be it further resolved that the Board of Education is to execute the proper warrant for the tax rolls and after the warrants are executed to deliver the same to the tax collectors of the district in the following amounts:

Fiscal impact: \$59,639,263 in Revenue

 Tax Levy - Summary of Tax Warrant-2.pdf (193 KB)

Verify That is What Was Reported

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Tax Cap Calculation		2021-22
A	Prior Year Tax Levy	70,000,000
B	Reserve Amount	-
	Prior Year Adjusted Tax Levy	70,000,000
C	Tax Base Growth Factor	x 1.0123
		70,861,000
D	Prior Year PILOTs	+ 423,000
		71,284,000
E	Prior Year Capital Tax Levy Exclusion, <i>as adjust</i>	- 1,452,000
F	Prior Year Torts and Judgements	- -
	Adjusted Prior Year Tax Levy	69,832,000
G	Allowable Growth Factor (Lesser of CPI or 2%)	x 1.0181
		71,095,959
H	PILOTs for Coming Year	- 500,000
		70,595,959
I	Carryover Available	+ -
	Tax Levy Limit	70,595,959
J	Coming Year Torts and Judgements Exclusion	+ -
K	Coming Year Capital Tax Levy Exclusion	+ 1,700,000
L	Coming Year Pension Contribution Exclusion	+ N/A
M	Maximum Allowable Levy	72,295,959
N		3.280%


A. Prior Year Tax Levy

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[Open Book New York Video](#)




Local Government Spending

See how your county, city, town, village, fire or school district gets and spends tax dollars.




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Look at New York State contracts and see who is doing business with the State.




State Spending

A summary level view of all state spending. Data is updated monthly.



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Find payments made by the State since April 1, 2012. Data is updated daily.



Public Authority Information

Find financial and other information about public authorities.

<https://www.openbooknewyork.com/>




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Local Government Data Search

You can search six reports:

- **Property Tax Cap:** Factors used by local governments to calculate their real property tax levy limit.
- **Revenues and Expenditures:** Local government revenue and expenditure data.
- **Tax Limit:** The maximum amount of real property tax cities, counties and villages may levy.
- **Balance Sheet:** Local government asset, liability and equity data.
- **Debt:** Local government summary of debt related activity. Installment purchase contract data is not available for school districts prior to 2003.
- **Multi-year Compare:** 2 to 5 year presentation of local government Balance Sheet, Revenue, Expenditure, Fund Balance/Net Assets and Budget data by fund.

Report 

☒ Property Tax Cap ☐ Revenues and Expenditures ☐ Tax Limit
☐ Balance Sheet ☐ Debt ☐ Multi-year Compare

Report Type 

☒ Trend ☐ Comparison

Submit

Property Tax Cap Trends

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[Home](#) > [Local Government Introduction](#) > Local Government Trend Search

Local Government Data Search - Trend Report: Tax Cap

Local Government

Class

Name of Local Government 

Fiscal Years - Select up to six years.

<input type="checkbox"/> 2022	<input checked="" type="checkbox"/> 2021	<input checked="" type="checkbox"/> 2020	<input checked="" type="checkbox"/> 2019	<input checked="" type="checkbox"/> 2018	<input type="checkbox"/> 2017	<input type="checkbox"/> 2016	<input type="checkbox"/> 2015
<input type="checkbox"/> 2014	<input type="checkbox"/> 2013	<input type="checkbox"/> 2012	<input type="checkbox"/> 2011	<input type="checkbox"/> 2010	<input type="checkbox"/> 2009	<input type="checkbox"/> 2008	<input type="checkbox"/> 2007

Example of Trend Report

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Trend Report for Adirondack Central School District

	2021	2020	2019	2018
Property Tax Cap (Data elements presented below are "as submitted" by the local government, and have not been modified or certified by OSC)				
Tax Levy Limit (Cap) before Exclusions				
Tax Levy Prior Year	9,925,546	9,925,546	9,752,274	9,798,554
Prior Year Reserve Offset	0	0	0	0
Reserve Amount	0	0	0	0
Tax Base Growth Factor	1.0028	1.0136	1.0000	1.0028
PILOTS Receivable Prior Year	62,453	62,543	105,593	65,638
Tort/Judgment Exclusion Prior Year	0	0	0	0
Capital Tax Levy for Prior Year	178,790	82,807	146,806	301,404
Allowable Levy Growth Factor	1.0181	1.0200	1.0200	1.0126
PILOTS Receivable Current Year	62,453	62,453	62,543	105,593
Available Carryover from Prior Year	152,679	0	0	0
Total Levy Limit before Exclusions	10,105,276	10,178,622	9,842,739	9,605,468
Exclusions				
Tax levy necessary for expenditures resulting from tort orders/judgments over 5% Prior Year Tax Levy	0	0	0	0
Capital Tax Levy for Current Year	149,740	178,790	82,807	146,806
Tax levy for pension contribution expense				
TRS	0	0	0	0
ERS	0	0	0	0
Total Exclusions	149,740	178,790	82,807	146,806
Total Tax Levy Limit, Adjusted for Transfers Plus Exclusions	10,255,016	10,357,412	9,925,546	9,752,274
Reserve Amount Used to Reduce Current Year Levy	0	0	0	0
Proposed Levy for Current Year, Net of Reserve	10,255,016	9,925,546	9,925,546	9,752,274
Total Tax Levy Limit Adjusted for Transfers Plus Exclusions compared to the Prior Year Tax Levy	3.3%	4.4%	1.8%	-0.5%
Difference between Tax Levy Limit Plus Exclusions and Current Year Proposed Levy	0	431,866	0	0
Planning to Override the Cap	No	No	No	No

Details of Previous Tax Cap

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Trend Report for

Central School District

	2021
Property Tax Cap (Data elements presented below are "as submitted" by the local government, and have not been modified or certified by OSC)	
Tax Levy Limit (Cap) before Exclusions	
Tax Levy Prior Year	58,381,872
Prior Year Reserve Offset	0
Reserve Amount	0
Tax Base Growth Factor	1.0061
PILOTS Receivable Prior Year	144,290
Tort/Judgment Exclusion Prior Year	0
Capital Tax Levy for Prior Year	3,237,021
Allowable Levy Growth Factor	1.0181
PILOTS Receivable Current Year	146,908
Available Carryover from Prior Year	0
Total Levy Limit before Exclusions	56,505,542
Exclusions	
Tax levy necessary for expenditures resulting from tort orders/judgment:	0
Capital Tax Levy for Current Year	3,133,721
Tax levy for pension contribution expense	
TRS	0
ERS	0
Total Exclusions	3,133,721
Total Tax Levy Limit, Adjusted for Transfers Plus Exclusions	59,639,263
Reserve Amount Used to Reduce Current Year Levy	0
Proposed Levy for Current Year, Net of Reserve	59,639,263
Total Tax Levy Limit Adjusted for Transfers Plus Exclusions compared to the Prior Year Tax Levy	2.2%
Difference between Tax Levy Limit Plus Exclusions and Current Year Proposed Levy	0
Planning to Override the Cap	No



B. Reserve Amount – From Open Book New York

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	2020	2019	2018
Property Tax Cap (Data elements presented below are "as submitted" by the local government, and have not been modified or certified by OSC)			
Tax Levy Limit (Cap) before Exclusions			
Tax Levy Prior Year	11,347,578	10,994,739	10,786,474
Prior Year Reserve Offset	1,893	0	0
Reserve Amount	0	1,893	0
Tax Base Growth Factor	1.0058	1.0094	1.0090
PILOTS Receivable Prior Year	115,789	104,502	80,697
Tort/Judgment Exclusion Prior Year	0	0	0
Capital Tax Levy for Prior Year	876,392	819,438	812,360
Allowable Levy Growth Factor	1.0200	1.0200	1.0126
PILOTS Receivable Current Year	127,492	115,789	104,502
Available Carryover from Prior Year	0	0	0
Total Levy Limit before Exclusions	10,740,297	10,473,079	10,175,301
Exclusions			
Tax levy necessary for expenditures resulting from tort orders/judgments over 5% Prior Year Tax Levy	0	0	0
Capital Tax Levy for Current Year	994,638	876,392	819,438
Tax levy for pension contribution expense			
TRS	0	0	0
ERS	0	0	0
Total Exclusions	994,638	876,392	819,438
Total Tax Levy Limit, Adjusted for Transfers Plus Exclusions	11,734,935	11,349,471	10,994,739
Reserve Amount Used to Reduce Current Year Levy	0	1,893	0
Proposed Levy for Current Year, Net of Reserve	11,686,736	11,347,578	10,994,739
Total Tax Levy Limit Adjusted for Transfers Plus Exclusions compared to the Prior Year Tax Levy	3.4%	3.2%	1.9%
Difference between Tax Levy Limit Plus Exclusions and Current Year Proposed Levy	48,199	0	0
Planning to Override the Cap	No	No	No

C. Tax Based
Growth Factor

C. Tax Base Growth Factor

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<https://www.tax.ny.gov/research/property/cap.htm>



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New York State's property tax cap

[Guidelines for Implementation](#) (revised 10/11)

[Government Efficiency Plans](#)

[Office of the State Comptroller: Real Property Tax Cap and Tax Cap Compliance](#)

Questions regarding tax base growth factors may be directed by email to [Kristen Forte](#) or [Jason Ayotte](#).

Factors for fiscal years beginning in 2021

- [County tax base growth factors](#)
- [City and town tax base growth factors](#)
- [Village tax base growth factors](#)
- [Special district tax base growth factors](#)
- [School district tax base growth factors](#)



Example of Tax Base Growth Factor by District

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12/2/2020

Tax Base Growth Factors for School Districts
for Fiscal Years Starting in 2021
Sorted by SD Name within County

ORPTS SD Code	School District Name	Tax Base Growth Factor
Albany County		
010100	Albany	1.0029
012001	Berne-Knox-Westerlo	1.0026
012206	Bethlehem	1.0098
192401	Cairo-Durham	1.0084
010300	Cohoes	1.0032
422001	Duanesburg	1.0112
012801	Green Island	1.0030
193201	Greenville	1.0039
013002	Guilderland	1.0043
012615	Menands	1.0090
433801	Middleburgh	1.0039
422401	Niskayuna	1.0024
012605	North Colonie	1.0159

Lowest it can
be is 1.0000

Sample Tax Cap Calculation

D, E, F

All can be
verified from
Open Book
NY

	Tax Cap Calculation		<u>2021-22</u>
A	Prior Year Tax Levy		70,000,000
B	Reserve Amount	-	-
	Prior Year Adjusted Tax Levy		70,000,000
C	Tax Base Growth Factor	x	1.0123
			70,861,000
D	Prior Year PILOTs	+	423,000
			71,284,000
E	Prior Year Capital Tax Levy Exclusion, <i>as adjust</i>	-	1,452,000
F	Prior Year Torts and Judgements	-	-
	Adjusted Prior Year Tax Levy		69,832,000
G	Allowable Growth Factor (Lesser of CPI or 2%)	x	1.0181
			71,095,959
H	PILOTS for Coming Year	-	500,000
			70,595,959
I	Carryover Available	+	-
	Tax Levy Limit		70,595,959
J	Coming Year Torts and Judgements Exclusion	+	-
K	Coming Year Capital Tax Levy Exclusion	+	1,700,000
L	Coming Year Pension Contribution Exclusion	+	N/A
M	Maximum Allowable Levy		72,295,959
N			3.280%

G. Allowable Levy Growth Factor

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https://www.osc.state.ny.us/localgov/realprop/pdf/inflation_allowablegrowthfactors.pdf

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Property Tax Cap

Inflation and Allowable Levy Growth Factors

October 2020

Inflation Factors and Allowable Levy Growth Factors by Fiscal Year

Fiscal Year	Fiscal Years Beginning									
	2017		2018		2019		2020		2021	
	Inflation Factor	Allowable Levy Growth Factor	Inflation Factor	Allowable Levy Growth Factor	Inflation Factor	Allowable Levy Growth Factor	Inflation Factor	Allowable Levy Growth Factor	Inflation Factor	Allowable Levy Growth Factor
Jan 1 - Dec 31	0.68%	1.0068	1.84%	1.0184	2.25%	1.0200	2.07%	1.0200	1.56%	1.0156
Mar 1- Feb 28	0.80%	1.0080	1.99%	1.0199	2.42%	1.0200	1.90%	1.0190	1.46%	1.0146
Apr 1 - Mar 31	0.93%	1.0093	2.05%	1.0200	2.42%	1.0200	1.85%	1.0185	1.43%	1.0143
Jun 1 - May 31	1.15%	1.0115	2.13%	1.0200	2.46%	1.0200	1.78%	1.0178	Coming December 2020	
Jul 1 - Jun 30	1.26%	1.0126	2.13%	1.0200	2.44%	1.0200	1.81%	1.0181	COMING JAN. 2021	

H. PILOTS for Coming Year – use best information available. Your financial statements schedule out larger PILOTS.

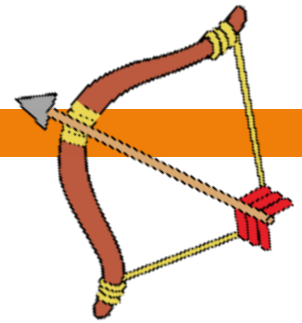
I. Carryover Available – Rare – must have levied less than TAX LEVY LIMIT (not Maximum Allowable Levy)

J. – Rare - >5%
L. – N/A for 21/22

	Tax Cap Calculation		<u>2021-22</u>
A	Prior Year Tax Levy		70,000,000
B	Reserve Amount	-	-
	Prior Year Adjusted Tax Levy		70,000,000
C	Tax Base Growth Factor	x	1.0123
			70,861,000
D	Prior Year PILOTS	+	423,000
			71,284,000
E	Prior Year Capital Tax Levy Exclusion, <i>as adjust</i>	-	1,452,000
F	Prior Year Torts and Judgements	-	-
	Adjusted Prior Year Tax Levy		69,832,000
G	Allowable Growth Factor (Lesser of CPI or 2%)	x	1.0181
			71,095,959
H	PILOTS for Coming Year	-	500,000
			70,595,959
I	Carryover Available	+	-
	Tax Levy Limit		70,595,959
J	Coming Year Torts and Judgements Exclusion	+	-
K	Coming Year Capital Tax Levy Exclusion	+	1,700,000
L	Coming Year Pension Contribution Exclusion	+	N/A
M	Maximum Allowable Levy		72,295,959
N			3.280%

Example of Carryover

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Trend Report for Adirondack Central School District

Property Tax Cap (Data elements presented below are "as submitted" by the local government, and have not been modified or certified by OSC)

Tax Levy Limit (Cap) before Exclusions

Tax Levy Prior Year
Prior Year Reserve Offset
Reserve Amount
Tax Base Growth Factor
PILOTS Receivable Prior Year
Tort/Judgment Exclusion Prior Year
Capital Tax Levy for Prior Year
Allowable Levy Growth Factor
PILOTS Receivable Current Year
Available Carryover from Prior Year
Total Levy Limit before Exclusions

Exclusions

Tax levy necessary for expenditures resulting from tort orders/judgments
Capital Tax Levy for Current Year
Tax levy for pension contribution expense
TRs
ERS
Total Exclusions
Total Tax Levy Limit, Adjusted for Transfers Plus Exclusions
Reserve Amount Used to Reduce Current Year Levy
Proposed Levy for Current Year, Net of Reserve
Total Tax Levy Limit Adjusted for Transfers Plus Exclusions compared to the Prior Year Tax Levy
Difference between Tax Levy Limit Plus Exclusions and Current Year Proposed Levy
Planning to Override the Cap

2020- Levied \$431,866 less than maximum.
Carryover is calculated:
 $\$10,178,622 - \$9,925,546 = \$253,076$ but this is limited to 1.5% of Levy Limit so:
 $\$10,178,622 \times 1.5\% = \$152,679$

2021	2020	2019	2018
9,925,546	9,925,546	9,752,274	9,798,554
0	0	0	0
0	0	0	0
1.0028	1.0136	1.0000	1.0028
62,453	62,543	105,593	65,638
0	0	0	0
178,790	82,807	146,806	301,404
1.0181	1.0200	1.0200	1.0126
62,453	62,453	62,543	105,593
152,679	0	0	0
10,178,622	10,178,622	9,842,739	9,605,468
0	0	0	0
149,740	178,790	82,807	146,806
0	0	0	0
0	0	0	0
149,740	178,790	82,807	146,806
10,255,016	10,357,412	9,925,546	9,752,274
0	0	0	0
10,255,016	9,925,546	9,925,546	9,752,274
3.3%	1.5%	1.8%	-0.5%
0	431,866	0	0
No	No	No	No

K. Coming Year Capital Exclusion Worksheet Available

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The screenshot shows a web browser window with the URL <https://www.questar.org/services/financial/state-aid-financial-planning/topics/>. The page is titled "State Aid Planning" and features a left-hand navigation menu with the following links: SAP Home, Contact Us, 24/7 Resources, Guidebooks, News, Pricing, STAC Service, Topics, Webinars, and Workshops. The "Topics" link is highlighted with a black arrow pointing to it from the left. The main content area displays a list of topics under the heading "BOCES". The "General Business Office/Planning/Budget" topic is highlighted with a black arrow pointing to it from the left. Under this topic, there is a list of resources, with "Property Tax Cap" highlighted in yellow. The list includes:

- ☒ 2020-21 Capital Levy Exclusion/Property Tax Cap Worksheet – January 2020
- New York's Tax Levy "Cap" Formula – January 2016
- The Three Tax Levy Numbers – January 2016
- Today's Contingent Budgets – January 2016

Where Do I Go to File the Tax Cap?

23



Office of the NEW YORK

STATE COMPTROLLER

NYS Comptroller Thomas P. DiNapoli

<https://www.osc.state.ny.us/local-government/property-tax-cap>

[Unclaimed Funds](#) [Retirement](#) [Local Government](#) [State Agencies](#) [State Vendors](#) [Other ▾](#)

[Home](#) / [Local Government](#) / [Real Property Tax Cap and Tax Cap Compliance](#)

[Audits of Local Governments](#)

[Financial Toolkit for Local Officials](#)

[Fiscal Monitoring](#)

[Justice Court Fund](#)

[Local Government Data](#)

[Publications ▾](#)

[Real Property Tax Cap](#)

[Required Reporting](#)

[Resources for Local Officials](#)

[Training](#)



Real Property Tax Cap and Tax Cap Compliance

File Real Property Tax Cap Form or Tax Cap Compliance Form

- [Enrollment Instructions \[pdf\]](#)

Real Property Tax Cap

- [What is the Real Property Tax Cap?](#)
- [Information for Local Governments](#)
- [Information for School Districts](#)
- [Inflation and Allowable Levy Growth Factors \[pdf\]](#)

Tax Cap Compliance

- [General Information for Filing](#)

Remember:

We have a
guidebook on the
Tax Cap too



24

Digging Into Monthly Financial Reports

What a SBO May Need to Know

Monthly/Quarterly Financial Reports

25

- ❑ Treasurer's Reports
 - ❑ Bank Reconciliations
 - ❑ All Funds
- ❑ Budget Status Reports
 - ❑ Revenue Status Report
 - ❑ Appropriations Status Report
 - ❑ All Funds
- ❑ Monthly Profit/Loss Statement for Food Service Fund
- ❑ Budget Transfers Report
- ❑ Extraclassroom Activity Funds

Monthly Treasurer's Cash Report

26

- ❑ The treasurer is required to report to the **board of education monthly on all district funds**.
- ❑ The format of the report is set forth in Section 170.2(o) of the Commissioner's Regulations which requires that the cash balance on hand be shown on the report. This is interpreted to mean total cash balance, which would include checking, money management, savings accounts, Certificates of Deposit or any other of a fund's separate investment monies.
- ❑ The treasurer should report all funds' cash positions in the monthly treasurer's report.

Monthly Treasurer's Cash Report

27

- Commissioner's Regulation 170.2(o) requires a report for each fund showing:
 - i) The cash balance on hand at the beginning of the month,
 - ii) Receipts by source during the month,
 - iii) Total disbursements during the month,
 - iv) The cash balance on hand at the end of the month and,
 - v) Reconciliation with bank statements

What Do I Need to Do as SBO?

28

- Make sure the reports are going to the BOE monthly
 - ▣ Timely
 - ▣ Accurately
 - Someone should be reviewing bank reconciliations and agreeing balances to the Trial Balance and bank statements
 - Amounts agree?
 - All bank accounts included?
 - Deposits in Transit clear timely?
 - Outstanding Checks clearing and/or followed up on?
 - Other adjustments – what are they for?

Budget Status Reports

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- Commissioner's Regulations – 170.2
- *“(p) to require the treasurer to render a report, at least quarterly (monthly in the event that budget transfers have been made since the last report), **for each fund** including no less than the revenue and appropriation accounts required in the annual State budget form.”*

Revenue Status Report

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SCHOOL DISTRICT



Revenue Status Report From 7/1/2020 To 11/30/2020

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Taxes	0.00	0.00	0.00	7,731,502.97	-7,731,502.97
A 1315	Continuing Education Tuition	0.00	0.00	0.00	6,370.00	-6,370.00
A 2230	Day School Tuition	0.00	0.00	0.00	751.05	-751.05
A 2401	Interest & Earnings	0.00	0.00	0.00	796.88	-796.88
A 2700	Reimb of Medicare Part D	0.00	0.00	0.00	153,312.62	-153,312.62
A 2703	Misc. Refund - Prior Year	0.00	0.00	0.00	597.69	-597.69
A 2710	Premium from Obligations on BOND	0.00	0.00	0.00	138,570.79	-138,570.79
A 2770	Unclassified Revenue	0.00	0.00	0.00	320,050.53	-320,050.53
A 2772	E-Rate Revenue	0.00	0.00	0.00	19,544.18	-19,544.18
A 3101	State Aid - Basic	0.00	0.00	0.00	1,409,912.10	-1,409,912.10
A 3101.E	State Aid - Excess Cost	0.00	0.00	0.00	7,365.60	-7,365.60
A 3102	Lottery Aid	0.00	0.00	0.00	622,133.68	-622,133.68
A 3102.V	VLT Lottery Aid	0.00	0.00	0.00	155,247.29	-155,247.29
A 3260	State Aid - Textbooks	0.00	0.00	0.00	10,770.00	-10,770.00
A 4601	Medicaid Reimbursement	0.00	0.00	0.00	6,741.95	-6,741.95
A Totals:		0.00	0.00	0.00	10,583,667.33	-10,583,667.33
Grand Totals:		0.00	0.00	0.00	10,583,667.33	-10,583,667.33

Appropriations Status Report

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SCHOOL DISTRICT

Appropriation Status Detail Report By ST3 Format From 7/1/2020 To 11/30/2020

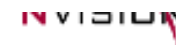


Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A1010.4	Contractual And Other		11,000.00	260.00	11,260.00	445.16	0.00	10,814.84
A1010.45	Materials And Supplies		450.00	0.00	450.00	81.24	0.00	368.76
1010	BOARD OF EDUCATION	*	11,450.00	260.00	11,710.00	526.40	0.00	11,183.60
A1040.16	Noninstructional Salaries		4,044.92	0.00	4,044.92	1,681.67	0.00	2,363.25
1040	DISTRICT CLERK	*	4,044.92	0.00	4,044.92	1,681.67	0.00	2,363.25
10		**	15,494.92	260.00	15,754.92	2,208.07	0.00	13,546.85
A1240.15	Instructional Salaries		186,810.63	0.00	186,810.63	87,849.21	0.00	98,961.42
A1240.16	Noninstructional Salaries		62,948.55	0.00	62,948.55	26,124.55	0.00	36,824.00
A1240.4	Contractual And Other		10,450.00	0.00	10,450.00	758.32	302.64	9,389.04
A1240.45	Materials And Supplies		1,620.00	0.00	1,620.00	0.00	0.00	1,620.00
1240	CHIEF SCHOOL ADMINISTRATOR	*	261,829.18	0.00	261,829.18	114,732.08	302.64	146,794.46
12		**	261,829.18	0.00	261,829.18	114,732.08	302.64	146,794.46
A1310.16	Noninstructional Salaries		196,454.19	0.00	196,454.19	77,914.78	0.00	118,539.41
A1310.4	Contractual And Other		20,850.00	76.93	20,926.93	4,231.21	144.60	16,551.12
A1310.45	Materials And Supplies		1,800.00	0.00	1,800.00	347.88	671.12	781.00
A1310.49	Booes Services		64,873.00	0.00	64,873.00	15,548.66	48,814.64	509.70
1310	BUSINESS ADMINISTRATION	*	283,977.19	76.93	284,054.12	98,042.53	49,630.36	136,381.23
A1320.16	Noninstructional Salaries		1,700.00	0.00	1,700.00	405.89	0.00	1,294.11
A1320.4	Contractual And Other		19,000.00	0.00	19,000.00	13,020.00	0.00	5,980.00
1320	AUDITING	*	20,700.00	0.00	20,700.00	13,425.89	0.00	7,274.11
A1325.16	Noninstructional Salaries		61,564.65	0.00	61,564.65	25,144.46	0.00	36,420.19
A1325.4	Contractual And Other		1,700.00	0.00	1,700.00	330.58	0.00	1,369.42
1325	TREASURER	*	63,264.65	0.00	63,264.65	25,475.04	0.00	37,789.61
A1330.4	Contractual And Other		12,120.00	0.00	12,120.00	730.94	0.00	11,389.06
A1330.45	Materials And Supplies		180.00	0.00	180.00	0.00	0.00	180.00
1330	TAX COLLECTOR	*	12,300.00	0.00	12,300.00	730.94	0.00	11,569.06
13		**	380,241.84	76.93	380,318.77	137,674.40	49,630.36	193,014.01
A1420.4	Contractual And Other		55,000.00	0.00	55,000.00	14,712.51	0.00	40,287.49
1420	LEGAL	*	55,000.00	0.00	55,000.00	14,712.51	0.00	40,287.49
A1430.49	Booes Services		3,000.00	0.00	3,000.00	0.00	3,000.00	0.00
1430	PER SONNEL	*	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00
A1480.4	Contractual And Other		10,840.00	3,500.00	14,340.00	8,650.00	0.00	5,690.00
A1480.49	Booes Services		50,834.00	-3,500.00	47,334.00	6,305.60	25,222.40	15,806.00

Appropriations Status Report

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Appropriation Status Detail Report By ST3 Format From 7/1/2020 To 11/30/2020



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9030	SOCIAL SECURITY	*	808,439.50	0.00	808,439.50	205,798.91	0.00	602,640.59
A9040.8	Workers' Compensation		196,747.00	0.00	196,747.00	63,548.15	0.00	133,198.85
9040	WORKERS' COMPENSATION	*	196,747.00	0.00	196,747.00	63,548.15	0.00	133,198.85
A9050.8	Unemployment Insurance		0.00	0.00	0.00	26,100.92	0.00	-26,100.92
9050	UNEMPLOYMENT INSURANCE	*	0.00	0.00	0.00	26,100.92	0.00	-26,100.92
A9060.8	Hospital, Medical And Dental		3,988,117.77	0.00	3,988,117.77	1,398,589.42	2,609.20	2,586,919.15
9060	HOSPITAL, MEDICAL & DENTAL INS	*	3,988,117.77	0.00	3,988,117.77	1,398,589.42	2,609.20	2,586,919.15
90		**	6,138,339.31	0.00	6,138,339.31	1,694,037.40	2,609.20	4,441,692.71
A9711.6	Serial Bonds - School		0.00	0.00	0.00	123,750.00	0.00	-123,750.00
9711		*	0.00	0.00	0.00	123,750.00	0.00	-123,750.00
A9731.6	Bond Anticipation Notes School		320,000.00	0.00	320,000.00	0.00	0.00	320,000.00
A9731.7	Bond Anticipation Notes School		80,100.00	0.00	80,100.00	13,749.56	0.00	66,350.44
9731		*	400,100.00	0.00	400,100.00	13,749.56	0.00	386,350.44
A9732.6	Bond Anticipation Notes Bus		235,740.00	0.00	235,740.00	0.00	0.00	235,740.00
A9732.7	Bond Anticipation Notes Bus		12,070.00	0.00	12,070.00	0.00	0.00	12,070.00
9732		*	247,810.00	0.00	247,810.00	0.00	0.00	247,810.00
97		**	647,910.00	0.00	647,910.00	137,499.56	0.00	510,410.44
A9901.95	Transfer To Special Aid		20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
9901	TRANSFER TO SPECIAL AID	*	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
99		**	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
9		***	6,806,249.31	0.00	6,806,249.31	1,831,536.96	2,609.20	4,972,103.15
Fund A Totals:			21,897,649.44	650,295.45	22,547,944.89	5,693,362.52	2,280,939.84	14,573,642.53
Grand Totals:			21,897,649.44	650,295.45	22,547,944.89	5,693,362.52	2,280,939.84	14,573,642.53

Trial Balance Report From 7/1/2020 - 11/30/2020

Account	Description	Debits	Credits
A 200	Cash - Checking Pioneer	639,626.81	0.00
A 201	Cash - MMDA Pioneer	7,092,915.64	0.00
A 201.1	Reserve for Debt Cash	30,914.05	0.00
A 210	Petty Cash	75.00	0.00
A 380	Accounts Receivable	0.00	74,947.21
A 391	Due from Other Funds	3,178,592.07	0.00
A 410	Due from State & Federal	61,383.12	0.00
A 440	Due from Other Govts.	187,819.67	0.00
A 521	Encumbrances	2,280,939.84	0.00
A 522	Expenditures	5,693,362.52	0.00
A 599	Appropriated Fund Balance	22,547,944.89	0.00
A 601	Accrued Liabilities	0.00	12,481.45
A 630	Due to Other Funds	0.00	1,097,257.06
A 630TA	Due to Trust & Agency	2,408.40	0.00
A 631	Due to Other Governments	0.00	74,014.00
A 632	Due to Teachers Retirement	0.00	16,683.36
A 637	Due to Emp. Retirement	0.00	104,573.03
A 814	Workers Comp. Reserve	0.00	100,000.00
A 815	Unemployment Ins. Reserve	0.00	60,000.00
A 821	Reserve for Encumbrances	0.00	2,280,939.84
A 827	Retirement Contrib. Reserve	0.00	50,000.00
A 864	Reserve for Tax Certiorari	0.00	33,000.00
A 867	Reserve for Emp. Benefits	0.00	137,220.44
A 884	Reserve for Debt	0.00	86,302.48
A 909	Fund Balance, Unreserved	0.00	3,956,950.92
A 910	Fund Balance, Subseq. Yrs	0.00	500,000.00
A 960	Appropriations	0.00	22,547,944.89
A 980	Revenues	0.00	10,583,667.33
A Fund Totals:		41,715,982.01	41,715,982.01



What to check
for some
piece of mind



Monthly Profit/Loss Statement for Food Service Fund

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- Report gives an overview on how profitable the Food Service programs are or aren't
- Something to discuss with your Food Service Director
- Shortfalls may lead to budgeting for Interfund Transfers in the following year
- In a normal year, uncollectible receivables will need to be funded by the General Fund

Budget Transfers

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170.2 (1) of the Commissioner's Regulation grants the board of education the authority through the following provision:


"To make transfers between and within functional unit appropriations for teachers' salaries and ordinary contingent expenditures, boards of education may, by resolution, authorize the chief school officer to make transfers within limits established by the board."

- What is your policy?
- Reporting done to BOE?

Extraclassroom Activity Funds

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Section 172.3 (Subject Matter of Rules). Such rules and regulations shall require at least the following:

- 
- (a) The method to be followed in establishing an organization.
 - (b) The records of receipts and expenditures to be maintained and the reports to be made at least quarterly to the board of education.
 - (c) The authority to expend moneys shall be distinct and separate from the custody of those moneys.
 - (d) The independent and impartial audit of the district records.
 - (e) The method of disposing of funds of defunct organizations.

Are quarterly reports going to the BOE?

Does the total of all the clubs reconcile to the Extraclassroom Activity Fund cash account(s)?

Summary



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Why are accurate monthly reports so important?

- ✓ They are required by Commissioner's Regs
- ✓ Don't want to lose BOE confidence
- ✓ About to start the 2021-22 budget so having accurate mid-year information for 2020-21 is very important
- ✓ Fund balance projections need good information
- ✓ Year end will be much smoother if caught up during the year
- ✓ Books closed timely help claim forms and ST-3 be filed timely, which ensures State Aid paid timely

Questions?

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State Aid and Financial Planning Service

Questar III BOCES
10 Empire State Boulevard
Castleton, NY 12033
518-477-2635
Option 1 (SAP)

<http://sap.questar.org>
twitter.com/qiisap - @qiisap



Upcoming dates:

1/12/21 – February SBO Calendar
2/23/21 – March SBO Calendar
3/25/21 – April SBO Calendar
4/21/21 – May SBO Calendar
5/26/21 – June SBO Calendar
6/23/21 – July SBO Calendar