



Fund Balance & Reserve Funds Plan

Updated May 2023

Tuckahoe UFSD
General Fund
Summary of Reserves & Fund Balance

	6.30.18	6.30.19	6.30.20	6.30.21	6.30.22	6.30.23
Reserves (Restricted Fund Balance)						
Tax Certiorari	3,803,868	3,829,067	3,828,420	4,455,032	4,811,707	TBD
ERS	176,334	231,843	281,992	306,992	407,366	TBD
TRS Sub Fund	-	200,000	300,128	450,128	700,605	TBD
2020 Capital Reserve	-	-	-	500,000	1,550,011	TBD
EBALR	192,737	250,000	259,218	272,618	283,769	TBD
Reserve for Debt Service	-	-	27,344	-	-	
Total Reserves	4,172,940	4,510,910	4,697,103	5,984,770	7,753,458	TBD
Nonspendable Fund Balance	-	-	-	-	-	-
Assigned Fund Balance						
Encumbrances	84,276	83,480	33,573	50,539	114,426	TBD
Amount Designated for Ensuing Year's Operating Budget	1,438,656	1,809,236	2,129,613	1,965,423	1,360,528	1,322,895
Total Assigned Fund Balance	1,522,932	1,892,716	2,163,186	2,015,962	1,474,954	TBD
Unassigned Fund Balance (maximum 4% of ensuing year's budget)	1,361,025	1,419,305	1,456,928	1,723,426	1,529,019	1,604,500
Total Fund Balance	7,056,897	7,822,931	8,317,217	9,724,158	10,757,431	TBD
Operating Surplus or (Deficit)	559,684	766,037	494,285	1,406,942	1,033,273	TBD

Tuckahoe UFSD
Tax Certiorari Reserve

Creation	Created by BOE resolution on 08/04/10
Purpose	To pay judgments & claims in tax certiorari proceedings
Funding Method	Budgetary Appropriations or other funds that may be legally appropriated. Monies held in reserve may not exceed amount necessary to meet anticipated judgments & claims
Use of Reserve	Used to pay judgments & claims No separate BOE or voter authorization needed Note: \$ not expended for judgments & claims in the year deposited, must be returned to General Fund on or before 1st day of the 4th school yr. after deposit of such monies into the reserve unless claim(s) are still open and not finally determined or otherwise terminated or disposed of after the exhaustion of all appeals.
Funding Level	No set dollar limit but cannot exceed amount necessary to meet anticipated judgments & claims As of 6.30.22, tax certiorari reserves are held at 39% of potential exposure
Duration	Commensurate with outstanding claims
Recommendations for Year End	Allocate funds an amount not to exceed \$500,000 if funds are available to do so Liquidate excess tax certiorari reserves from prior years if needed

Financial Activity							
	Actual						
	6.30.18	6.30.19	06.30.20	06.30.21	06.30.22	06.30.23	
Balance, Beginning of Year 07/01	3,906,163	3,803,868	3,829,067	3,828,420	4,455,032	4,811,707	
Additions:							
Establish new assessment year reserve 06/30	500,000	25,199	458,195	744,255	505,745	TBD	
Interest earnings 06/30	40,847	-	43,684	5,745	3,404	TBD	
Uses:							
Payment of settlements 06/30	(174,306)	-	(175,526)	(123,388)	(152,474)	TBD	
Reduction for amounts held in excess of liability 06/30	(468,836)	-	(327,000)				
Balance, End of Year 06/30	3,803,868	3,829,067	3,828,420	4,455,032	4,811,707	TBD	
Increase (Decrease)	(102,295)	25,199	(647)	626,612	356,675		

Tuckahoe UFSD
Retirement Contribution (ERS) Reserve

Creation	Created by BOE resolution on 06/12/17
Purpose	To pay employer retirement contributions to the NYS Employees' Retirement System (ERS), but not Teacher's Retirement System (TRS)
Funding Method	1. Budgetary Approp. or other funds that may be legally appropriated. 2. Revenue not restricted by Law to be paid to another fund or account. 3. Transfers from Tax Certiorari, Capital or Repair Reserves
Use of Reserve	Used to pay employer expenses related to the ERS pension system and to smooth tax levy fluctuations that result from rate changes and cost increases associated with that system. Transfers from or back to other reserve funds require a public hearing with 15 days notice published in official newspaper(s). Requires BOE resolution to spend from this reserve, unless included in the original budget.
Funding Level	No set dollar limit
Duration	No limit
Recommendations for Year End	Allocate an amount not to exceed \$50,000 from year end surplus if funds are available to do so.

Financial Activity						
	Actual					
	6.30.18	6.30.19	6.30.20	6.30.21	6.30.22	6.30.23
Balance, Beginning of Year 07/01	100,000	176,334	231,843	281,992	306,992	407,366
Additions:						
Appropriation from General Fund-Unassigned 06/30	76,263	55,509	50,000	24,823	100,177	TBD
Interest earnings 06/30	71	-	149	177	197	TBD
Uses:						
Appropriation to support operating budget 06/30	-					
Balance, End of Year 06/30	176,334	231,843	281,992	306,992	407,366	TBD
Increase (Decrease)	76,334	55,509	50,149	25,000	100,374	

Tuckahoe UFSD
Retirement Contribution (TRS) Reserve Sub-Fund

Creation	Created by BOE resolution on 05/21/19
Purpose	A sub-fund of the ERS eserve Fund, to fund employer retirement contributions. i.e. any portion of the amount(s) payable by an eligible school district to the NYS Teachers' Retirement System, and/or offset all or some of the amount deducted from the moneys apportioned to the district from the state under Education Law §521 (e.g., collection of employer contributions to TRS).
Funding Method	1. Budgetary Approp. or other funds that may be legally appropriated. 2. Revenue not restricted by Law to be paid to another fund or account. 3. Transfers from Tax Certiorari, Capital or Repair Reserves
Use of Reserve	Used to pay employer expenses related to the TRS pension system and to smooth tax levy fluctuations that result from rate changes and cost increases associated with that system. Transfers from or back to other reserve funds require a public hearing with 15 days notice published in official newspaper(s). Requires BOE resolution to spend from this reserve unless included in the original budget.
Funding Level	The amount of moneys contributed annually to the TRS sub-fund cannot exceed 2% of the total compensation or salaries of all teachers employed by the district who are members of TRS paid during the immediately preceding fiscal year. Nor can the balance of the sub-fund exceed 10% of the total compensation or salaries of all teachers employed by the district who are members of TRS paid during the immediately preceding fiscal year.
Duration	No limit
Recommendations for Year End	Allocate an amount not to exceed \$237,500 from year end surplus if funds are available to do so.

Financial Activity					
	Actual				
	6.30.19	6.30.20	6.30.21	6.30.22	6.30.23
Balance,Beginning of Year 07/01	-	200,000	300,128	450,128	700,605
Additions:					
Appropriation from General Fund-Unassigned 06/30	200,000	100,000	149,812	250,188	TBD
Interest earnings 06/30	-	128	188	289	TBD
Uses:					
Appropriation to support operating budget 06/30	-				
Balance, End of Year 06/30	200,000	300,128	450,128	700,605	TBD
Increase (Decrease)	100,000	100,128	150,000	250,477	

Tuckahoe UFSD
2020 Capital Reserve

Creation	Created by voter authorization on June 9, 2020
Purpose	<p><i>General</i> : To pay the cost of any object or purpose for which bonds may be issued</p> <p><i>Specific</i> : for the purpose of improvements, repairs, reconstruction, and renovation of and additions to School District buildings, facilities, property and athletic fields, including electrical systems, roofs, windows, gutters, doors, masonry, building systems (e.g. fire alarms, PA sound systems, boilers, steam pipes, venting, air conditioning, air handling systems, moisture deterrents, backflow preventers), plumbing systems, kitchens, drainage, health and safety measures (e.g. security cameras, vestibules, electronic access), site work, drainage and irrigation systems, turf, bleachers, parking lots, stairs, sidewalks, pathways, fencing, electronic locks, site lighting, and/or other needs identified in the Five-Year Building Conditions Survey, which capital reserve fund shall be funded through budgetary appropriations, appropriations of undesignated fund balance, transfers when warranted and properly authorized from other reserve funds, revenues not required by law to be paid into any other fund or account.</p>
Funding Method	Capital reserve fund shall be funded through budgetary appropriations, appropriations of undesignated fund balance, transfers from other reserve funds, revenues not required by law to be paid into any other fund or account.
Use of Reserve	Voter approval required to spend from this reserve
Funding Level	Up to \$5,000,000, plus interest earnings
Duration	10 years
Recommendations for Year End	In February 2023 the voters approved the use of \$750,000 from the 2020 Capital Reserve Fund to support the 2023 Capital Project. Remaining undesignated surplus funds be allocated to the 2020 Capital Reserve Fund is available to do so.

Financial Activity				
	Actual			
	6.30.20	6.30.21	6.30.22	06.30.23
Balance, Beginning of Year	-	-	500,000	1,550,011
Additions:				
Appropriation from General Fund-Unassigned		500,000	1,050,011	TBD
Interest earnings			-	-
Uses:				
Appropriation to support capital project			-	(750,000)
Balance, End of Year	-	500,000	1,550,011	TBD
Increase (Decrease)			1,050,011	

Tuckahoe UFSD
Employee Benefit Accrued Liability Reserve (EBALR)

Creation	Created by BOE resolution on 08/20/12
Purpose	To pay accrued benefits due employees upon termination of service for vacation, sick leave, personal leave etc.
Funding Method	Budgetary Appropriations or other funds that may be legally appropriated or funds from other reserves authorized in the GML, subject to permissive referendum
Use of Reserve	Used when an employee separates from the District and payment of accumulated leave is required. BOE Authorization is required to spend from this reserve. Upon termination by BOE, balance not required to satisfy all incurred or accrued liabilities may be transferred to any other reserve fund(s) authorized in the General Municipal Law (GML). May not be used to fund health or other post retirement benefits.
Funding Level	No more than 100% of the accrued liability for unused accumulated leave time at June 30
Duration	No limit
Recommendations for Year End	Allocate an amount not to exceed \$12,500 from surplus fundbalance at year end if funds are available to do so.

Financial Activity						
	Actual					
	6.30.18	6.30.19	6.30.20	6.30.21	6.30.22	6.30.23
Balance, Beginning of Year 07/01	150,428	192,737	250,000	259,218	272,618	283,769
Additions:						
Appropriation from General Fund-Unassigned 06/30	100,000	90,633	7,500	24,858	62,642	TBD
Interest earnings 06/30	1,393	-	1,718	142	222	TBD
Uses:						
Payments of accrued benefits upon employment separation 06/30	(59,084)	(33,370)	-	(11,600)	(51,713)	TBD
Balance, End of Year 06/30	192,737	250,000	259,218	272,618	283,769	TBD
Increase (Decrease)	92,737	57,263	9,218	13,400	11,151	

Tuckahoe UFSD
Reserve for Debt Service

Creation	Creation of the reserve is mandatory as outlined below: School districts upon the cash sale of a capital improvement, financed by obligations that remain outstanding at the time of sale. Also, must be established when school districts have outstanding indebtedness incurred to finance a capital improvement and federal and State aid is received for this improvement, to the extent the aid is not applied directly to the payment of a part of the cost of improvement or to retire indebtedness issued in anticipation of such aid (i.e., revenue anticipation notes).
Purpose	To generally restrict the use of (1) the proceeds of the cash sale of a capital improvement and (2) state and federal aid received for a capital improvement, generally to the retirement of outstanding obligations issued to finance such improvement.
Funding Method	Proceeds from the cash sale of a capital improvement that was financed by obligations that remain outstanding at the time of the sale; State and federal aid received for a capital improvement financed by obligations that are outstanding at the time the aid is received.
Use of Reserve	By budgetary appropriations. Funds may only be used to retire the obligations issued to finance the capital improvement sold or for which State or federal aid is received or other obligations of at least equal weighted average life.
Funding Level	Dependent on Note/Bond Issue
Duration	No limit
Recommendations for Year End	N/A

Financial Activity					
	Actual				
	6.30.19	6.30.20	6.30.21	6.30.22	6.30.23
Balance, Beginning of Year 07/01	-	-	27,344	-	-
Additions:					
Appropriation from Sale of Debt 06/30	-	27,344	-	-	-
Interest earnings 06/30	-	-	-	-	-
Uses:					
Appropriation to support operating budget 06/30	-		(27,344)		
Balance, End of Year 06/30	-	27,344	-	-	-
Increase (Decrease)	(100,000)	27,344	(27,344)	-	

Tuckahoe UFSD Assigned Fund Balance

Note: While not a reserve account, Assigned Fund Balance is equally as important for budget planning purposes

Creation	These funds represent amounts available in fund balance which are set aside for a particular purpose, namely to reduce the tax levy required to support the ensuing years budget or cover outstanding encumbrances at year end
Purpose	<p><u>Appropriated Fund Balance</u> – The Board of Education may approve balancing the following year’s budget with the planned use of currently available fund balance. This planned use is classified as an assignment of fund balance.</p> <p><u>for Encumbrances</u> – The Purchasing Agent for the district has been designated the authority to issued purchase orders on behalf of the district and these purchase orders are an assignment of fund balance.</p>
Funding Method	These funds have been accumulated from excess fund balance in prior years.
Use of Fund Balance	It is recommended that the practice of returning these funds be reduced over time, as budgets permit. As we develop tighter budgets, the amount of excess funds that will be available at year end will diminish. This makes it more difficult to guarantee that funds will be available to be returned in a subsequent year
Funding Level	Over time, it is recommended that the planned amount of assigned fund balance included as a financing source in the budget be reduced
Duration	No limit
Recommendations for Year End	Amounts for Assigned Fund Balance, excluding Encumbrances, were determined as part of the 2023-24 budget process and set at \$1,322,895. Encumbrances will be determined based on outstanding orders placed at year end.

Financial Activity						
	Actual					
	6.30.18	6.30.19	6.30.20	6.30.21	6.30.22	6.30.23
<u>Designated for Ensuing Year's Budget:</u>						
Amount Designated for Ensuing Year's Operating Budget	1,438,656	1,809,236	2,129,613	1,965,423	1,360,528	1,322,895
Encumbrances	84,276	83,480	33,573	50,539	114,426	TBD
Total Assigned Fund Balance	1,522,932	1,892,716	2,163,186	2,015,962	1,474,954	TBD

Tuckahoe UFSD

Unassigned Fund Balance

Note: While not a reserve account, Unassigned Fund Balance is equally as important for budget planning purposes

Creation	Retention of these funds is allowed by law
Purpose	These funds are unrestricted and may be used for any valid purpose
Funding Method	These funds have been accumulated from excess fund balance over the course of years.
Use of Fund Balance	These funds may be used at BOE discretion for emergency purposes, unanticipated expense or revenue shortfall that cannot be addressed in the budget or with other available resources
Funding Level	The maximum legal limit is 4% of the ensuing year's budget, \$1,604,500
Duration	No limit
Recommendations for Year End	Increase Unassigned Fund Balance to 4% of 2023-24 budget: \$1,604,500. 2023-24 Budget = \$ 40,116,060

Financial Activity						
	Actual					
	6.30.18	6.30.19	6.30.20	6.30.21	6.30.22	6.30.23
Unassigned Fund Balance	1,361,025	1,419,305	1,456,928	1,723,426	1,529,019	1,604,500
Ensuing Year's Budget	34,025,550	35,482,700	36,423,300	36,926,600	38,225,500	40,113,060
% Unassigned Fund Balance to Ensuing Year's Budget	4.0%	4.0%	4.0%	4.7%	4.0%	4.0%