Duanesburg Central School District  
Extra Curricular Account Activity for the Month ended 10/31/19

<table>
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<tr>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>BEGINNING BALANCE</th>
<th>RECEIPTS</th>
<th>DISBURSEMENTS</th>
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|                |                     | $38,615.75        | $8,295.58 | $12,942.04    | $33,969.29|

Grand Total: $33,969.29

Reconciliation with Bank Statements:

- ECA Checking: $34,002.84
- Less: Other Debits
- Add: Deposits in transit: $978.75
- Add: other Credits: $180.00
- Less: Outstanding Checks: $(1,192.30)

Unreconciled Difference: $(0.00)

I certify that the above balances are in agreement with the bank statements, as reconciled:

[Signature]

ECA Treasurer, Duanesburg Central School District
## Reserve Fund Analysis Report

### Reserve Fund Report

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<th>BUDGET CODE</th>
<th>RESERVE NAME</th>
<th>YEAR ESTABLISHED</th>
<th>BALANCE 06/30/2017</th>
<th>TRANSFERS IN 06/30/2018</th>
<th>WITHDRAWLS 06/30/2018</th>
<th>BALANCE 06/30/2019</th>
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### Balance of Reserve Funds

- **Insurance**: $733,000
- **Retirement Contributions**: $1,045,483
- **TRS Retirement**: $0
- **Tax Certiorari**: $160,000
- **Unemployment**: $180,233
- **Workers Compensation**: $75,000
- **Benefit Reserve**: $33,123
- **Property Loss**: $62,159
- **Reserve for Capital**: $2,852,163

**Total Budget**: $15,630,232

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**Percent Reserved**

- 2017-2018: 15.25%
- 2018-2019: 22.84%
- **Total**: 29.63%
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| **DUANESBURG CENTRAL SCHOOL DISTRICT**  
**CLAIMS AUDITOR CHECKLIST** | **YES** | **NO** | **COMMENTS** |
| 1. Were authorized signatures noted for the Receipting Copy of Packing Slip and the Purchase copy? | √ |   |   |
| 2. Did amount on check equal the Invoice amount? (Mathematical Accuracy) | √ |   |   |
| 3. Was Invoice price within approximately 15% of Purchase Order amount? | √ |   |   |
| 4. Checked for duplicate payments? (previously paid invoice from vendors have been checked to be sure payment is not a duplication). | √ |   |   |
| 5. Were Conference Request forms properly Approved by the Superintendent, properly Documented and summarized? | √ |   |   |
| 6. Were Receipts evident for travel, hotel, and meals? Vouchers for travel must contain purpose of travel, dates and points of travel, and approved rate. | √ |   |   |
| 7. Were vouchers properly itemized? Vouchers for personal service, such as chaperones, referees; etc. must contain purpose, date of service, length of service, and approved rate. | √ |   |   |
| 8. Were late charges deducted from claims? | √ |   |   |
| 9. Did the invoice date precede the Purchase Order date? | √ |   | **See Comments** |
| 10. Was there evidence of violation of bid law? |   | √ |   |
| 11. Are all checks properly accounted for? | √ |   |   |
| 12. Were all purchase discounts taken? | √ |   |   |
| 13. Was there evidence of Sales Tax paid? |   | √ |   |
14. Did Petty Cash Report have receipts Attached there to? N/A
15. Check Register was found accurate? √
16. Did Requisition accompany a blanket Invoice for non-contractual Items? √

Additional comments:

Check #36136 (vendor: NYS School Boards Assoc.)
The PO was issued 11/04 which was after the invoice was generated (11/01).

I hereby certify that the schedule of claims, GF Warrant No. A10 has been audited.

Capital Warrant No. __________________ Dated 11/3/19 __________________ have been audited.

Stephanie Long ___________________________ Claims Auditor Date 11/3/19

Signature ____________________________________________________

Print Name ___________________________________ Substitute Claims Auditor Date ___________
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### Duanesburg Central School District


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**Warrant Total:** 46,356.22

**Vendor Portion:** 46,356.22

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**Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims, 63 in number, in the total amount of $46,356.22. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/3/19

[Signature]

Date  
Claimant Auditor
**DUANEYSBURG CENTRAL SCHOOL DISTRICT**  
**CLAIMS AUDITOR CHECKLIST**

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| 9. | ✓   | ✓  | [see comments]  
| 10. | ✓  |    |          |
| 11. | ✓  |    |          |
| 12. | ✓  |    |          |
| 13. |    | ✓  |          |
14. Did Petty Cash Report have receipts attached there to?  
   \[N/A\]

15. Check Register was found accurate?  
   \[\checkmark\]

16. Did Requisition accompany a blanket invoice for non-contractual items?  
   \[\checkmark\]

Additional comments:

Vendor: Apalachee Salt - PO was issued 11/20/19 which was after date of invoice (11/14/19)

I hereby certify that the schedule of claims, GF Warrant No. All has been audited.

Capital Warrant No. All Dated 11/26/19

Stephanie Long

Claims Auditor Date 11/26/19

Signature__________________________________________

Print Name_______________________________________ Substitute Claims Auditor Date ______
Duanesburg Central School District

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Vendor Portion: 8,841.54

Certification of Warrant
To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of $8,841.54. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

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Duanesburg Central School District

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Number of Transactions: 63

Certificate of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, in number, in the total amount of $360,134.92. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/26/19

[Signature]

Claims Auditor
USED TO LEVY SCHOOL TAX

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BEFORE MAKING RETURNS:
The following Affidavit must be made and sworn to by the Collector during the life of the Warrant; i.e., before the Warrant has expired or its' last renewal expires.

AFFIDAVIT OF COLLECTOR

State of New York

County of Schoharie

betty buffing, being duly sworn, deposes and says that his or her Post Office address is 133 School Dr. Delanson, NY 12053 and that the foregoing List of Unpaid Taxes for property in this School District has not been paid to him or her, nor any part thereof; the he or she has not been able to find any person or persons who would pay the aforesaid taxes; that the foregoing is a true and correct copy of all unpaid taxes in the said District; and that after diligent effort he or she has not been able to collect the same.

Signature of Collector

Signature of Notary Public

Name and address of Treasurer, if District has elected one other than the Collector. New York State Education Law requires that the check shall be sent to the District Treasurer if no one has been elected.

Name of Treasurer of District

Address

CERTIFICATE OF TRUSTEE

The undersigned, pursuant to Section 1330 of the Real Property Tax Law of the State of New York, does hereby certify that I have compared the foregoing List of Assessments and Taxes with the original School Tax Roll and find it to be correct.

Signature of Trustees

Dated the 10th day of December 2019

NOTE:
Section 1330 of the Real Property Tax Law requires that the Trustee shall file with the County Treasurer not later than November 15th the Return Tax Claim bearing the Affidavit of the Collector and the Certificate of the Trustee.

Section 1330 of the Real Property Tax Law requires that within 15 days after the Tax List and Warrant is returned to the Trustee by the Collector, for comparison with the Return Tax Claim, the original School Tax Warrant shall be filed with the Town Clerk in the Town in which the Collector resides.
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<th>C</th>
<th>D</th>
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<th>F</th>
<th>G</th>
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Amount of fees (if any) received by Tax Collector............$ -0-

0.00 difference

Date tax claim return to county November 13, 2019
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**2110** TEACHING-REGULAR SCHOOL

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11/20/2019 12:46 PM
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<th>Detail Description</th>
<th>Approval Status</th>
<th>Transfer Out</th>
<th>Transfer In</th>
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</thead>
<tbody>
<tr>
<td>356</td>
<td>10/29/2019</td>
<td>adjustments for BOCES and payroll</td>
<td></td>
<td>Not Required</td>
<td></td>
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</tr>
<tr>
<td>A 1310.490-20-00</td>
<td>Bus Adm BOCES Services</td>
<td></td>
<td></td>
<td></td>
<td>15,000.00</td>
<td></td>
</tr>
<tr>
<td>A 2110.490-00-00</td>
<td>Regular Education BOCES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15,000.00</td>
</tr>
<tr>
<td>A 2250.150-10-00</td>
<td>Special Education Instr Salary</td>
<td></td>
<td></td>
<td></td>
<td>30,000.00</td>
<td></td>
</tr>
<tr>
<td>A 2250.150-30-00</td>
<td>PHC Instr Salary ES</td>
<td></td>
<td></td>
<td></td>
<td>30,000.00</td>
<td></td>
</tr>
<tr>
<td>A 2815.160-10-00</td>
<td>Health Non-Instr Salaries</td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>A 2815.160-30-00</td>
<td>Health Non-Instr Salaries ES</td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Grand Totals:</strong></td>
<td>45,100.00</td>
<td>45,100.00</td>
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</table>

Number of Budget Transfers: 1

### Account Distribution Totals

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 1310.490-20-00</td>
<td>Bus Adm BOCES Services</td>
<td>0.00</td>
<td>15,000.00</td>
</tr>
<tr>
<td>A 2110.490-00-00</td>
<td>Regular Education BOCES</td>
<td>15,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>A 2250.150-10-00</td>
<td>Special Education Instr Salary</td>
<td>30,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>A 2250.150-30-00</td>
<td>PHC Instr Salary ES</td>
<td>0.00</td>
<td>30,000.00</td>
</tr>
<tr>
<td>A 2815.160-10-00</td>
<td>Health Non-Instr Salaries</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>A 2815.160-30-00</td>
<td>Health Non-Instr Salaries ES</td>
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Fund A Totals: 45,100.00 45,100.00

Grand Totals: 45,100.00 45,100.00
# Revenue Status Report From 7/1/2019 To 10/31/2019

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Budget</th>
<th>Adjustments</th>
<th>Revised Budget</th>
<th>Revenue Earned</th>
<th>Unearned Revenue</th>
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<tbody>
<tr>
<td>A1001</td>
<td>Real Property Taxes</td>
<td>7,181,268.65</td>
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<td>7,181,268.65</td>
<td>7,181,268.65</td>
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<td>A1085</td>
<td>Star Reimbursement</td>
<td>890,832.35</td>
<td>0.00</td>
<td>890,832.35</td>
<td>890,832.35</td>
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<tr>
<td>A1090</td>
<td>Interest &amp; Penalties On Taxes</td>
<td>8,500.00</td>
<td>0.00</td>
<td>8,500.00</td>
<td>3,237.87</td>
<td>5,262.13</td>
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<tr>
<td>A2401</td>
<td>Interest And Earnings</td>
<td>10,000.00</td>
<td>0.00</td>
<td>10,000.00</td>
<td>3,970.26</td>
<td>6,029.74</td>
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<tr>
<td>A2413</td>
<td>Rental Of Real Property - Boces</td>
<td>1,000.00</td>
<td>0.00</td>
<td>1,000.00</td>
<td>0.00</td>
<td>1,000.00</td>
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<tr>
<td>A2655</td>
<td>Sale Of Excess Material</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>4,751.50</td>
<td>-4,751.50</td>
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<tr>
<td>A2690</td>
<td>Other Compensation For Loss</td>
<td>0.00</td>
<td>0.00</td>
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<td>222.12</td>
<td>-222.12</td>
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<td>A2700</td>
<td>Medicare Part D</td>
<td>0.00</td>
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<td>32,010.46</td>
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<td>A2701</td>
<td>Boces-Refund Prior Years Expense</td>
<td>25,000.00</td>
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<td>A2703</td>
<td>Other-Refund Prior Years Expense</td>
<td>45,000.00</td>
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<td>45,000.00</td>
<td>7,767.36</td>
<td>37,232.64</td>
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<tr>
<td>A2770</td>
<td>Other Unclassified Revenues</td>
<td>145,500.00</td>
<td>0.00</td>
<td>145,500.00</td>
<td>1,050.26</td>
<td>144,449.74</td>
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<tr>
<td>A3101</td>
<td>Basic Formula Aid</td>
<td>5,333,459.00</td>
<td>0.00</td>
<td>5,333,459.00</td>
<td>383,858.56</td>
<td>4,949,600.44</td>
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<tr>
<td>A3101.1</td>
<td>Excess Cost Aid</td>
<td>1,438,984.00</td>
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<tr>
<td>A3102</td>
<td>Lottery Aid</td>
<td>685,000.00</td>
<td>0.00</td>
<td>685,000.00</td>
<td>789,516.86</td>
<td>-104,516.86</td>
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<tr>
<td>A3102.1</td>
<td>Lottery Grant</td>
<td>290,113.00</td>
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<td>290,113.00</td>
<td>72,528.23</td>
<td>217,584.77</td>
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<td>A3102.2</td>
<td>Commercial Gaming Grant</td>
<td>40,000.00</td>
<td>0.00</td>
<td>40,000.00</td>
<td>0.00</td>
<td>40,000.00</td>
</tr>
<tr>
<td>A3103</td>
<td>Boces Aid</td>
<td>554,601.00</td>
<td>0.00</td>
<td>554,601.00</td>
<td>0.00</td>
<td>554,601.00</td>
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<tr>
<td>A3260</td>
<td>Textbook Aid</td>
<td>43,000.00</td>
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<td>43,000.00</td>
<td>10,785.00</td>
<td>32,215.00</td>
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<tr>
<td>A3262</td>
<td>Computer Software Aid</td>
<td>11,000.00</td>
<td>0.00</td>
<td>11,000.00</td>
<td>0.00</td>
<td>11,000.00</td>
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<tr>
<td>A3262.1</td>
<td>Computer Hardware Aid</td>
<td>11,593.00</td>
<td>0.00</td>
<td>11,593.00</td>
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<tr>
<td>A3263</td>
<td>Library Loan Program</td>
<td>5,101.00</td>
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<td>5,101.00</td>
<td>0.00</td>
<td>5,101.00</td>
</tr>
<tr>
<td>A4601</td>
<td>Medicaid</td>
<td>25,000.00</td>
<td>0.00</td>
<td>25,000.00</td>
<td>0.00</td>
<td>25,000.00</td>
</tr>
</tbody>
</table>

**A Totals:** 16,744,952.00 0.00 16,744,952.00 9,381,799.48 7,363,152.52

**Grand Totals:** 16,744,952.00 0.00 16,744,952.00 9,381,799.48 7,363,152.52
### DUANCESBURG CENTRAL SCHOOL DISTRICT

#### TREASURER'S MONTHLY REPORT
For The Month Ended October 31st, 2019

<table>
<thead>
<tr>
<th>Available Cash Balance as Reported at the End of Preceding Month</th>
<th>General</th>
<th>School Lunch</th>
<th>Federal</th>
<th>Scholarships</th>
<th>Trust &amp; Agency</th>
<th>Total</th>
<th>Capital Fund Checking</th>
<th>Dental Reserve Checking</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$8,074,475.72</td>
<td>$11,124.32</td>
<td>$80,531.52</td>
<td>$55,758.99</td>
<td>$116,653.92</td>
<td>$5,527,981.46</td>
<td>$49,437.70</td>
<td>$317,532.92</td>
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</table>

#### Add:

- Receipts: Collected During the Month:
  - Real Property Taxes: 2,741,533.00
  - Penalties on Taxes: 3,237.87
  - Star Reimbursement: 0.00
  - State & Federal Aid: 931,985.09
  - Interest & Earnings on Investments: 3,004.89
  - Tuition & Charges for Services: 0.00
  - Sales: 0.00
  - Payroll & Interfund Transfers: 0.00
  - Miscellaneous Receipts: 36,744.28
  - Redeem/Decrease Investments: 0.00

- Total Receipts: 3,716,505.13

#### Less:

- Disbursements: Used During the Month:
  - By Check: 489,222.39
  - By Phone, Wire, Payroll Transfer: 587,735.58

- Total Disbursements: 1,076,958.02

<table>
<thead>
<tr>
<th>Available Cash Balance At End of Month</th>
<th>General</th>
<th>School Lunch</th>
<th>Federal</th>
<th>Scholarships</th>
<th>Trust &amp; Agency</th>
<th>Total</th>
<th>Capital Fund Checking</th>
<th>Dental Reserve Checking</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$10,714,022.88</td>
<td>$10,288.92</td>
<td>$40,286.27</td>
<td>$55,758.99</td>
<td>$151,646.43</td>
<td>$10,971,975.49</td>
<td>$24,944.00</td>
<td>$323,072.76</td>
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</tbody>
</table>

#### Reconciliation with Bank Statement:

Balance per bank statements:

- Checking: $10,098,566.79
- NBT Lunch Cking: 36,339.76
- Deposit Acct: 1,237,679.24
- Transfer Account: 38,648.91

Total: $11,411,234.70

Less: Outstanding Checks: ($438,092.64)
Add: Deposits in Transit: $696.83
Other Credits: $0.00
Other Debits: Due to ECA account: $0.00
Less: ERS outstanding: ($1,863.40)

Adjusted Bank Balance: $10,971,975.49

Unreconciled Difference: $0.00

I certify that the above balances are in agreement with the bank statements, as reconciled.

Treasurer, Duancesburg Central School District
To be approved by Board of Education on December 10, 2019

Substitute Teachers through BOCES Substitute Service – These people have been screened by BOCES Substitute Service:

Benjamen Philips

Michael Rufo

Meghan Watson
Duanesburg Central School District
2020-2021 SCHOOL YEAR BUDGET PLANNING CALENDAR
Board of Education Meetings & Budget Work Sessions ~ 6:30 p.m. Joe Bena Auditorium (open to public)

The Board will tentatively adopt the budget on April 7th so your input is important prior to that date. Duanesburg CSD web site is www.duanesburg.org

Tuesday, Nov. 12, 2019 ~ Board of Education Meeting - (Review Budget Planning Calendar for adoption on Dec. 10)

Tuesday, Dec. 10 ~ Board of Education Meeting - Adopt Budget Planning Calendar, Budget discussion & establish parameters

Tuesday, Jan. 14, 2020 ~ Board of Education Meeting – Budget work/discussion

Tuesday, Jan. 28 ~ Board of Education Meeting – Budget work/discussion

Tuesday, Feb. 11 ~ BOE Meeting/Budget Work Session

Tuesday, Feb. 25 ~ BOE Meeting/Budget Work Session

Friday, Feb. 28 ~ Submit Tax Levy limit to the Office of State Comptroller by March 1

Tuesday, March 10 ~ BOE Meeting & Budget Work Session

Tuesday, March 24 ~ BOE Meeting & Community Budget Presentation

Friday, April 3 ~ Gazette Legal Notice #1 of 4 at least 45-49 days before Meeting, to be published 4 times

Tuesday, April 7 ~ Board of Education Meeting - Adopt Budget

Wednesday, April 8 ~ Submit Property Tax Report Card to SED & local newspaper (within 24 hours of adoption)

Monday, April 20 ~ Last day to submit Board of Education Petitions. Two 3-year term seats are open: Camille Siano Enders and Jennifer Sexton and one 1-year term to fulfill the vacancy left by the resignation of Joshua Menzies, currently filled by Henry “Dirk” Felton, whose term shall expire on June 30, 2021. Petitions are due by 5:00 p.m. at the Central Office.

Tuesday, April 21 ~ Drawing for Board of Education Candidate Ballot position, NYS Education Law 2032 2b, day after petitions are due

Wednesday, April 22 ~ Gazette Legal Notice #2 of 4

Wednesday, April 22 ~ Special Board of Education Meeting to vote on BOCES Admin. Budget – time to be determined/Central Office

Wednesday, April 29 ~ Absentee Ballot applications available on line and at Central Office

Tuesday, May 5 ~ Public Budget Hearing (Presentation of Adopted Budget) followed by Board of Ed. Meeting – Adopted Budget available to public

Wednesday, May 6 ~ Gazette Legal Notice #3 of 4

Tuesday, May 12 ~ “Meet the Candidates” Night @ 7:00 pm, Joe Bena Auditorium, sponsored by PTA

Friday, May 8 ~ Mail Budget Notice (Budget Newsletter)

Monday, May 18 ~ Gazette Legal Notice #4 of 4

Tuesday, May 19 ~ Annual Budget Vote/BOE Election – 1:00 to 9:00 pm/ES Lobby followed by a brief BOE meeting to announce budget and BOE election results.

Adopted by BOE:
** Anticipated Executive Session in Central Office conference room following Regular Board meeting with no action anticipated being taken after. **

DUANESBURG CENTRAL SCHOOL DISTRICT
TOWN OF DUANESBURG

November 12, 2019  Board Meeting  6:30 P.M. in Joe Bena Auditorium

Mission
We will provide students of every ability the support, dedication, quality instruction and experiences they need as they strive to fulfill their dreams and aspirations for the future.

Board Goals
1. To provide opportunities to improve overall student success by developing and recognizing student achievement in all areas.
2. Ensure and secure the district’s fiscal stability while delivering exceptional educational results at a cost appropriate to the community's economic condition.
3. Continue to nurture, support and improve the school district culture of a safe, welcoming and inclusive climate with a strong emphasis on effective strategies that support all students.
4. Continually evaluate, maintain and improve facilities that address the current and future needs of our district and provide students, employees and community members with an inviting, safe, efficient and modern infrastructure.
5. Continually explore methods to provide concise, clear and consistent two-way communication among all school and community members.
6. Identify and partner with resources that will assist us in the fulfillment of our mission.

ROLL CALL:  Pres. Camille Siano Enders  VP Deb Grier  Jennifer Sexton
Shayne Mitchell  Teresa Wood-Irvin  Dianne Grant  Henry “Dirk” Felton

MEETING CALLED TO ORDER at 6:32 p.m. by President Siano Enders.

Also Present: Superintendent Macri, Business Official Rivenburg, Principal Conover, Principal Marvin, Athletic Director Hardenstine

SALUTE TO THE FLAG

AGENDA CHANGES – additions and/or deletions


PRINCIPALS’ REPORTS/UPDATES
✓ Principal Conover – last Thursday, the 4th grade went to GE Research in Niskayuna
✓ Principal Marvin – The students performed the play, “Seussical” & did a great job.
   Next Friday there will be a PD day & Michelle Irons, math coach, will work with teachers.
   HS teachers are putting on a Thanksgiving dinner
   Eagles Outlet was painted last week, getting close for a soft opening by Christmas. Many donations have been received.
✓ AD Hardenstine – XC teams – girls placed 8th & boys 4th overall
   Andy Drescher was a section champion along with state champion, received the State Sportsmanship award.
Swim team placed 3rd in section. Abby O’Donnell swam the 100 back & 200 IM at states. Girls’ soccer chose the Wounded Warriors & at the ES Veteran’s ceremony, presented a $600 check. Awards ceremony this Thursday at 5:30. The Booster Club does the dinner. Sports committee met-discussed rebranding the gym, where the stage used to be. Idea presented to Student Council.

STUDENT LIAISON – Abby O’Donnell – Student Council will work with Sports Committee & put info out to other students for their input on rebranding the gym. There will be a poster competition on what our branding will be. There will be a Christmas Giving Tree to a local charity & will collect donations. The whole swim team went to sectionals.

PRIVILEGE OF THE FLOOR

SUPERINTENDENT’S STATUS REPORT/UPDATE
✓ Superintendent Macri – Jeff Ziegler is in the audience
   NYSED & Board of Regents is looking at the graduation process/requirements and will be discussing the Regents exams & Special Education segment

PRESENTATION/APPROVAL OF BOE MINUTES FOR ACTION:
   Recommendation that the Board of Education approve the minutes of the October 22, 2019 meeting as submitted.

Motion by Board Member Grant, seconded by Board Member Mitchell.

In favor: 7
Opposed: 0       Motion Carried

NEW BUSINESS: BOE STANDING COMMITTEE REPORT – (2019-20 MEMBERS)
Audit Committee – Dianne Grant (chair), Teresa Wood-Irvin – Met 10/29, audit was wonderful; met everything, we’re in good financial standing.
Buildings & Grounds Committee – Shayne Mitchell (chair), Jennifer Sexton – Mtg scheduled for 11/18 8:30-10:00.
Education Committee – Jennifer Sexton (chair), Teresa Wood-Irvin, Deb Grier – Met 11/12 to review goals, staffing, curriculum for 202/2021 school year.
Employee Relations Committee – Camille Siano Enders (chair), Deb Grier, Dianne Grant – Met 11/5, working on negotiating contracts
Policy Committee – Teresa Wood-Irvin (chair), Shayne Mitchell – Met 10/28 and are still working through the 7000 policy section.
Public Relations Committee – Deb Grier (chair), Jennifer Sexton – no mtg

FINANCIAL ITEMS:
   1. Accept Claims Auditor’s Comments on October 16 & 30, 2019 reports.

<table>
<thead>
<tr>
<th>Description</th>
<th>#</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Warrant</td>
<td>8</td>
<td>$119,318.04</td>
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<tr>
<td></td>
<td>9</td>
<td>425,119.60</td>
</tr>
<tr>
<td>Capital Warrant</td>
<td>3</td>
<td>$24,500.00</td>
</tr>
</tbody>
</table>
Motion by Board Member Wood-Irvin, seconded by Board Member Grant.

In favor: 7
Opposed: 0
Motion Carried

2. Accept External Audit Reports.

Recommendation that the Duanesburg Board of Education accept the external Audit Reports as provided and recommended by the business official.

Motion by Board Member Felton, seconded by Board Member Mitchell.

In favor: 7
Opposed: 0
Motion Carried

3. Accept Audit Response Management Letter.

Recommendation that the Duanesburg Board of Education accept the Audit Management Response letter as recommended by the superintendent and business official.

Motion by VP Grier, seconded by Board Member Sexton.

In favor: 7
Opposed: 0
Motion Carried

4. Approve Agreement with Guilderland CSD.

Recommendation that the Duanesburg Board of Education approve the agreement between Guilderland Central School District and Duanesburg Central School District for September 1, 2019 – June 30, 2020 as recommended by the business official. This agreement shall not be binding on the parties until authorized and signed by each party’s respective representatives.

Motion by Board Member Sexton, seconded by Board Member Felton.

In favor: 7
Opposed: 0
Motion Carried

OTHER ITEMS:

1. Approve CSE minutes.

Recommendation that the Duanesburg Board of Education approve the CSE minutes of October 16, 17, 22, 23, 24, 25, 28 & 31, 2019 meetings as submitted.

Motion by Board Member Wood-Irvin, seconded by Board Member Grant.

In favor: 7
Opposed: 0
Motion Carried

Recommendation that the Board of Education approve the following revised policy as recommended by the superintendent:

   District-Wide School Safety Plan

Motion by Board Member Mitchell, seconded by VP Grier.

In favor: 7
Opposed: 0       Motion Carried

PERSONNEL ITEMS:

1. Accept Resignation.

Recommendation that the Board of Education accept the resignation of Michele Reyes, substitute bus monitor, effective October 11, 2019.

Motion by Board Member Sexton, seconded by VP Grier.

In favor: 7
Opposed: 0       Motion Carried

2. Approve Appointment of Interim Superintendent of Schools.

BE IT RESOLVED, that the Board of Education of the Duanesburg Central School District hereby appoints Jeffery Ziegler as Interim Superintendent of Schools, commencing November 12, 2019, until such time a full time superintendent is chosen, but no later than June 30, 2020, and approves the agreement dated November 12, 2019.

Motion by Board Member Sexton, seconded by Board Member Mitchell.

In favor: 7
Opposed: 0       Motion Carried

OATH OF OFFICE TO INTERIM SUPERINTENDENT OF SCHOOLS – District Clerk Junge administers the Oath of Office to Jeffery Ziegler

3. Approve Appointments.

Recommendation that the Duanesburg Board of Education approve the following appointments as recommended by the superintendent and athletic director. ECA appointments are for the applicable 2019-20 school year/sport season - beginning with pre-season practice and ending at the conclusion of the season, including sectional play. All appointments are “employees at will” and the appointment at this time does not guarantee employment for the entire school season term/year.

   BOCES Substitute list

   J Adam Cole   Varsity Softball Coach
   Ryan Patrie   Modified Wrestling Coach
Motion by VP Grier, seconded by Board Member Grant.

In favor: 7  
Opposed: 0  
Motion Carried

4. Approve appointment.

BE IT RESOLVED that the Board of Education of the Duanesburg Central School District hereby appoints Karen Lancto to the position of Human Resource/Payroll effective November 18, 2019. Such appointment is a probationary appointment, in effect for 52 weeks, effective November 18, 2019.

Motion by Board Member Wood-Irvin, seconded by Board Member Sexton.

In favor: 7  
Opposed: 0  
Motion Carried

DISCUSSION:

2020-21 Budget planning calendar – ok to approve at 12/10/19 mtg
Policy 7440 – Student Voter Registration and Pre-Registration - 1st read – should we add “absentee” info to policy?

Motion by VP Grier, seconded by Board Member Sexton, to enter into executive session to discuss contract negotiations with no anticipated action being taken after.

In favor: 7  
Opposed: 0  
Motion Carried

Recess and move of executive meeting to the Central Office Conference room at 7:36 p.m.

INTO ANTICIPATED EXECUTIVE SESSION at 7:42 p.m.

OUT OF EXECUTIVE SESSION at 8:38 p.m.

Motion by Board Member Sexton, seconded by Board Member Grant.

In favor: 7  
Opposed: 0  
Motion Carried

Meeting adjourned at 8:39 pm.

Motion by Board Member Grant, seconded by VP Grier.

In favor: 7  
Opposed: 0  
Motion Carried
PERSONNEL ITEM:

5. Approve Appointments.

Recommendation that the Duanesburg Board of Education approve the following appointments as recommended by the superintendent and athletic director. ECA appointments are for the applicable 2019-20 school year/sport season - beginning with pre-season practice and ending at the conclusion of the season, including sectional play. All appointments are “employees at will” and the appointment at this time does not guarantee employment for the entire school season/term/year.

Alexandria Tedeschi    Cheerleading Coach
Philip Carducci        Modified Boys’ Basketball Coach

Motion by VP Grier, seconded by Board Member Sexton.

In favor: 7
Opposed: 0          Motion Carried
PERSONNEL ITEM:

6. Approve Appointment.

Recommendation that the Duanesburg Board of Education approve the following appointment as recommended by the superintendent. The appointment is pending fingerprint clearance. All appointments are “employees at will” and the appointment at this time does not guarantee employment for the entire school term/year.

Jacob Carlson  Part-time Hourly Cleaner including weekends/substitute effective 11/16/19

Motion by Board Member Grant, seconded by Board Member Wood-Irvin.

In favor:  7  
Opposed:  0  
Motion Carried
Dates to remember:

November  
15   K-12 Report Cards Posted
21   K-12 Evening Parent-Teacher Conferences, 6 – 8:30 p.m.
22   Staff Development Day – No Students
   K-6 Parent-Teacher Conferences
27-29  Thanksgiving Recess – No School

December   
5    Bus Drill
   ES Winter Concert, 6:30 pm, Joe Bena Auditorium
6    Bus Drill rain date
10   BOE meeting, 6:30 pm, Joe Bena Auditorium
17   Jr/Sr HS Winter Concert, 6:30 pm, Joe Bena Auditorium
19   ES Holiday Sing-Along
20   K-12 Interim reports posted
23-1/3  Holiday Recess – No School

January  
6    School reopens

Respectfully submitted,

Celeste E Junge
District Clerk

SUBJECT: STUDENT VOTER REGISTRATION AND PRE-REGISTRATION

The District recognizes the importance of voting and civic engagement. As such, the District seeks to encourage student voter registration and pre-registration. A person who is at least sixteen years of age and who is otherwise qualified to register to vote may pre-register to vote, and will then be automatically registered to vote upon reaching the age of eligibility as provided by law.

The District promotes student voter registration and pre-registration through the following means:

a) Collaborating with county boards of elections to conduct voter registration and pre-registration in the District's high school(s); and

b) Encouraging voter registration and pre-registration at various student events throughout the year.

c) Create opportunities for students to pre-register/register on line during the school day.

d) Place a link on the district’s website for students and community members to access online voter registration.

e) Utilize district communication throughout the school year to remind individuals of ability to pre-register/register and use absentee ballot.

f) Student leadership groups such as Student Council and Participation in Government will create programs/opportunities to encourage pre-registration/registration.

The completion and submission of voter registration or pre-registration forms will not be a course requirement or graded assignment for District students.

Election Law § 5-507

1st Read & review: 11/12/19
2nd Read and Adoption: 12/10/19
Overview

The New York State Comptroller’s guidance on the Reserve Fund describes the importance of Reserve Funds for good financial management.

“Saving for future projects, acquisitions, and other allowable purposes is an important planning consideration for local governments and school districts. Reserve funds provide a mechanism for legally saving money to finance all or part of future infrastructure, equipment, and other requirements. Reserve funds can also provide a degree of financial stability by reducing reliance on indebtedness to finance capital projects and acquisitions. In uncertain economic times, reserve funds can also provide officials with a welcomed budgetary option that can help mitigate the need to cut services or to raise taxes. In good times, money not needed for current purposes can often be set aside in reserves for future use.”

The establishment and funding of reserves is an important consideration in the maintenance of a sound financial plan for any school district. Strict adherence to state laws is required to ensure reserves are both legal and appropriate. Adequately funded reserves are vital to the long-term health and stability of the school district.

The Duanesburg Central School District believes that the judicious use of reserves reduces long-term borrowing costs, smooths large fluctuations in tax rates, and minimizes the possibility of mid-year budget cuts which could have a direct impact on students. We believe it is in the best interest of students, staff, and taxpayers to prudently establish and use reserves to weather the financial storms and uncertainties that can occur throughout a school year.

Since New York State law mandates that expenditures can be no greater than the budget approved by the voters in May each year, Duanesburg Central School District budgets conservatively to ensure that unanticipated expenditures do not result in mid-year cuts that could have an immediate impact on students and/or staff. This practice has allowed the District to weather revenue reductions, state aid holdbacks, increases in expenditures such as transportation or Special Education, and other negative adjustments without impacting instructional programs. However, conservative budgeting can also result in budget surpluses at year-end. The Board of Education reviews budget surpluses via the annual Fund Balance Report and determines the best use of these surpluses including transfers to voter or Board approved reserves, or to a reduction in the ensuing year tax levy.

Legally established reserves can provide many benefits to the school district and to its taxpayers. However, these reserves can also cause confusion when not utilized and/or their purpose is not clearly understood by the community.

Reserves

As stated, the Board is responsible for appropriately managing the financial affairs of the District. Reserves may be established by the Board in accordance with applicable laws. Money set aside in reserves must be used in compliance with statutory provisions which determine how reserves are established and how they may be funded, expended, and/or discontinued. Generally, school districts are not limited as to how much money can be held in reserves. However, reserve balances must be reasonable.

Funding reserves at greater than reasonable levels contributes to real property tax levies that are higher than necessary because the excessive reserve balances are not being used to fund operations. The Board is responsible for developing a formal plan for the use of its reserves, including anticipated use and need of reserve funds and how and when disbursements should be made. By maintaining excessive and/or
unnecessary reserves, the Board and District officials may miss opportunities to lower the property tax burden and/or funds from being used to meet District needs.

**Best Practices for Reserves**

1. Familiarize yourself, the administrative team and the Board of Education as to the purpose and rules of Reserves Funds. Attached are Reserve Funds available to school districts and BOCES. But not all school districts or BOCES can establish each of the listed funds. For example, the big five school districts, school districts with more than 125,000 inhabitants, cannot use the Insurance Reserve Fund, Employee Benefit Accrued Liability Reserve Fund or the Retirement Contribution Reserve Fund. Only a BOCES can use the Career Education Instructional Equipment Reserve Fund.

2. Share the New York State Comptroller’s guidance document with interested parties. The document can be found at the link noted below in the resource section.

3. Review your district’s reserve funds annually to assure that the funding level is appropriate based on the prescribed purpose of the Reserve Fund. Share an update with the Superintendent and Board of Education.

4. When establishing a Reserve Fund, document the reasons and the dollar amount. Keep a record of discussion with the Board of Education and any Board action. Keep the documentation in the business office.

5. Share information with your external auditor during the school year as you make changes to Reserve Funds.

6. If the district changes the level of funding in a reserve fund, document the reasons, inform the Board of Education and keep a copy of the resolution in the business office.

**Resources**

- New York State Office of State Comptroller guidance document: This document outlines all of the Reserves available to municipalities and school districts.
  - [http://osc.state.ny.us/localgov/pubs/lgmg/reservefunds.pdf](http://osc.state.ny.us/localgov/pubs/lgmg/reservefunds.pdf)

- New York State Office of State Comptroller Local Government and School Accountability Accounting Releases: The state may create new reserves or clarify requirements related to a reserve. This information is released in a bulletin. Bulletins can be found at this link:
  - [http://osc.state.ny.us/localgov/pubs/releases/pastreleases.htm](http://osc.state.ny.us/localgov/pubs/releases/pastreleases.htm)

The following is a report/analysis of the End of Year status and internal controls over Reserve Funds at Duanesburg Central School District:
Summary of Reserve Funds for Budget Year
The district funded the Capital Reserve fund and created a TRS Reserve Fund at the end of the fiscal year. There was no usage of Reserve funds in the 2018-19 general budget.

Reserve for Encumbrances (Also known as Fund Balance)

Funding Goal - Each year the reserve amount is equal to the outstanding purchase order obligations to be satisfied in the following school year.

Purpose – This reserve allows outstanding encumbrances remaining at the end of a school year to be carried over to the next school year.

Funding Methods – The funding is realized from revenue gleaned from the prior school year.

Use of Reserve – The reserve is used to liquidate purchase orders and requisitions from prior school years.

Monitoring of Reserve – The reserve will be monitored by the Superintendent and Business Official.

Caution – This reserve exists only for so long as there exists and encumbrance (e.g. P.O.) to match the funds in the reserve.

Tax Certiorari Reserve

This fund is no longer carrying a balance as established by BOE. No judgements or claims existing at this time.

Employees Benefit Accrued Liability Reserve (EBLAR)

Funding Goal – Not to exceed actuarial projections prepared by State Aid Planning.

Funding Level – The current amount of the fund is $33,123 (Fixed per guidance promulgated by the New York State Comptroller’s Office). If the District determines that such an account is no longer needed or is overfunded, monies may be transferred to a reserve fund established under Education Law §3651, but only to the extent that the monies in the employee benefit accrued liability reserve fund exceed a sum sufficient to pay all liabilities incurred or accrued against the employee benefit accrued liability fund, as certified to the governing board by the fiscal and legal officers of the local government prior to the discontinuance of the fund. Consequently, the Business Official and Superintendent, working in concert with the external auditor and the board of education, will transfer excess EBLAR reserve funds to the Retirement Contribution (ERS) or unemployment reserves pending BOE approval.

Purpose – The purpose of this fund is to pay accrued benefits due to employees upon termination of service for vacation, sick, leave, personal leave, etc.

Funding Methods – The source from which the funds will be obtained can include all of the following: unappropriated fund balance from the general fund as determined by the Board of Education, interest income related to the investment of monies in the fund, and any other additional monies thereafter authorized by the voters of the District.
Use of Reserve – This reserve is used to pay for employee compensated absences upon termination of employment from the school district. Recent amendments to General Municipal Law allows for use of the reserve as a revenue to cover the amount equivalent to a district’s remaining gap elimination adjustment or the dollar value of excess funding remaining in the fund as determined by the Comptroller.

Monitoring of Reserve – The reserve is monitored by the Superintendent and Business Official.

Employee Retirement Contribution (ERS) Reserve Fund

Funding Goal – A minimum funding level equivalent to the value of five consecutive years as of the close of the current year.

Funding Level – The current funding level is $1,045,483.

Purpose - This reserve is used to pay for district expenses to the NYS Employee’s Retirement System only.

Funding Methods – Funds are placed in this reserve from excess fund balance.

Use of Reserve – Funds are to be appropriated against ERS billings for the current budget year.

Monitoring of Reserve – This reserve is monitored by the Superintendent and Business Official.

Teacher Retirement Contribution (TRS) Reserve Fund (Sub Fund)

Funding Goal – Annual contribution 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. A maximum level of funding will not exceed 10% of the total compensation or salaries of all teachers employed by the district who are members of TRS paid during the immediate preceding fiscal year.

Funding Level – The current funding level is $99,565.

Purpose - This reserve is used to pay for district expenses to the NYS Teacher’s Retirement System only.

Funding Methods – Funds are placed in this reserve from excess fund balance.

Use of Reserve – In the event of TRS budget shortfalls funds are to be appropriated against TRS billings for the current budget year.

Monitoring of Reserve – This reserve is monitored by the Superintendent and Business Official.

Unemployment Insurance Reserve

Funding Goal – Currently, reserve balance represents approximately 2.46% of the 2018-19 budgeted salaries.

Funding Level – This reserve is funded at $180,233.
Purpose – This reserve can be used to pay the cost of reimbursement to the New York State Unemployment Insurance Fund for unemployment benefit payments to claimants.

Funding Methods – This reserve may be established by a board resolution and funded by budgetary appropriations or other funds as may be legally appropriated.

Use of Reserve – In accordance with the law, this reserve may be used at the discretion of the Superintendent and Business Official specifically to offset expenses tied to unemployment insurance claims related to employee attrition.

Monitoring of Reserve – This reserve is monitored by the Superintendent and Business Official.

Property Loss Reserve

Funding Goal – An amount that is deemed adequate to offset any minor property loss that occurs.

Funding Level – This reserve is funded at $62,159.

Purpose – This reserve is available to cover property loss and liability claims.

Funding Methods – This may be funded by budgetary appropriations or other funds such as excess fund balance. The total amount of the appropriated reserve cannot exceed 3% of the annual budget.

Use of Reserve – In accordance with law, this reserve may be used without referendum to offset expenses related to property loss.

Monitoring of Reserve – This reserve is monitored by the Superintendent and Business Official.

Workers’ Compensation

Funding Goal – An amount that is deemed adequate to offset the costs of workers’ compensation benefits for the District.

Funding Level – This reserve will be funded as deemed appropriate.

Purpose – This reserve is to pay compensation and benefits, medical, hospital or other expenses authorized by Article 2 of the Workers’ Compensation Law and to pay the expenses of administering a self-insurance program.

Funding Methods – This reserve will be funded from excess fund balance or by budgetary appropriations.

Use of Reserve – This reserve will be used for pay for workers’ compensation benefits.

Monitoring of Reserve – This reserve is monitored by the Superintendent and Business Official.

The District has a balance of $75,000 in this reserve as of June 30, 2019. In fiscal year 2018-19 our expenses did not exceed our budget. The reserve remained with approximately one year of expenses. As Workers’ compensation expenses can rise or fall sharply from year to year we feel the budgeted level is sufficient at this time to meet current year’s needs. In the instance where claims may rise/fall sharply again, an analysis will be made on the reasonableness of the balance of the reserve.
**Insurance**

*Funding Goal* – An amount that is deemed adequate to offset costs of uninsured losses, claims, actions, or judgments.

*Funding Level* – This reserve will be funded as deemed appropriate.

*Purpose* – This reserve is to fund certain uninsured losses, claims, actions, or judgments for which the local government is authorized or required to purchase or maintain insurance, with a number of exceptions. An insurance reserve fund may also be used to pay for expert or professional services in connection with the investigation, adjustment, or settlement of claims, actions, or judgments.

*Funding Methods* – This reserve will be funded from excess fund balance or by budgetary appropriations.

*Use of Reserve* – This reserve will be used to pay for uninsured losses, claims, actions or judgments.

*Monitoring of Reserve* – The reserve is monitored by the Superintendent and Business Official.

The District has a balance of $733,000 in this reserve as of June 30, 2019.

**Capital Reserve**

*Funding Goal* – To be used in future Capital Project work through the use of fund balance which will reduce the need for district borrowing.

*Funding Level* – This reserve’s current funding amounts to $2,852,163.

*Purpose* – This reserve is available to cover property loss and liability claims.

*Funding Methods* – This may be funded by budgetary appropriations or other funds such as excess fund balance. The current total amount of the appropriated reserve cannot exceed $6,000,000 as set by voters in May 2018.

*Use of Reserve* – In accordance with law, this reserve may be used upon a voter approval with specified purpose related to capital work.

*Monitoring of Reserve* – This reserve is monitored by the Superintendent and Business Official.

**Duanesburg Central School District: Statutory Reserve Fund Analysis Report - attached**