

**Education Law §3614 School Funding Allocation Report  
Part F - Narrative Description**

- 1. Describe the local methodology/approach used to allocate funds to each school in the district. If schools are allocated funds—either in part or in full—through a formula, outline the nature/mechanics of the formula and the elements impacting each school’s allocation. Actual numbers by building were used when possible. If we did not have an actual amount by building, the number of students in the district was divided into the amount to get a per pupil cost. This amount was then multiplied by the number of students in each building to calculate the cost by building.**

The Budget for the District is started in the Fall of the previous school year. There is no set “formal” formula that is used by the District to determine expenditure allocations. The District is comprised of five instructional buildings and the transportation department. There are two Pre K – 2 buildings, one 3-5 building, a Middle School and a High School.

The budget planning process begins in the Fall of the current school year for the next school year. Information is gathered by the building principals based upon their building needs and discussions with the department heads. Each year is based on zero based budgeting practice and each building level budget is analyzed based on previous expenditures, current needs of the building and planning for future years. This allows the building to prioritize items and still plan for larger purchases that are needed without large increases in the budget each year. The current needs are prioritized as well as the future needs to enhance the academic program of each building.

Each building principal submits the amounts for each building to the Assistant Superintendent for Business who compiles all the information into the District Budget. Any unknown large increases are discussed and ways to provide for the needs of the building as well as develop academic programs are discussed so that needs of the building and budget can be taken into account.

When NYS releases their budget numbers, the budget is finalized and any further reductions/increases go through the Superintendent and the Assistant Superintendent for Business. These are then discussed with the Board of Education as well as other increases to the budget. If items are to be reduced or kept in the budget, there is conversation with the Board of Education and then the building principals.

This process continues until the budget is finalized by the Board of Education and is adopted and voted on by the voters.

- 2. If applicable, is there anything unique about certain schools which explain why per pupil spending at these locations may be significantly higher/lower than the district average?**

Enter response here.

- 3. If applicable, describe any items which the district feels are anomalous in nature and require additional description beyond the Excel entry.**

Enter response here.