**Education Law §3614 School Funding Allocation Report**

**Part F - Narrative Description**

**Describe the local methodology/approach used to allocate funds to each school in the district during the process of budget development and implementation. 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. In addition, explain any non-formulaic elements impacting each school’s allocation. (Please note that this question asks about the district’s budget process, not about how the district completed the New York State School Funding Transparency Form.)**

The Batavia City School District practices a budget rollover process where principals and department chairs make modifications for purchases into the accounting software which contains new year budget requests. Any staffing changes are requested and presented to the Superintendent and School Business Administrator after looking at enrollment trends. Administrators have access to prior year actual expenditures and then review and approve the rollover budget with any necessary adjustments based on building/department needs. The Board of Education ultimately approves/denies any changes. The budget is then subject to voter approval.

**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?**

The Jackson School houses Universal Pre-Kindgergarten half day students which is largely funded by state grant.

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

Not applicable.

  