**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.)**

During the budget process funding for textbooks, supplies and materials for Art, Music, and Athletics are allocated to the schools on a per pupil basis using the next year’s projected enrollment. Contractual services are budgeted on the basis of continuing needs. Other expenses for BOCES, administrative expenses, debt, salary, benefits, and other district wide codes are budgeted by the business office using estimated expenses and prior year actuals. Special Education and ELL expenses are budgeted by the PPS office using individual student projected expenses. This is reflected in both the required staffing levels at the respective buildings as well as in any needed out-of-district program expenses. Building budgets, Transportation, Facilities, Personnel, Board of Ed, Curriculum and Instruction, are all budgeted by the respective administrator in charge, based on a review of projected expenses with reference to prior year’s actual expenses. For most department the 2019-20 budget was built on a zero-based budgeted process. The school buildings are provided a total amount “guide” that is on a per pupil basis with adjustments annually for enrollment changes as well as a CPI increase. Any recommendations for new programs and/or changes in staffing levels are submitted to the Deputy Superintendent. These changes are reviewed with the district cabinet with recommendations ultimately being made to the Board of Education. All equipment requests are accompanied by detailed information in the budget code which specifies if it is new or replacement equipment and, if replacement, a description of what it is replacing. Salaries and benefits increases are based on contractual obligations with modifications for any known specific changes in personnel (i.e. a retirement). From an overall budgeting perspective the major controls regarding the overall framework of the budget include: the NYS tax cap, the projected state aid (initially based on the governor’s budget and ultimately the budget approved by the legislature) as well as a sustainable inclusion of savings (fund balance and/or reserves). We continue to make a concerted effort again to develop a budget that minimizes any variance from the actual expenditures while at the same time including monies for unknown contingencies.

**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?**

Nothing unique about certain schools however our neighborhood model (6, small, K-3 buildings) does result in significant sharing of support staff (PPS and SPED) across buildings.

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

None