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

**Part F - Narrative Description**

**(A) Describe the local methodology/approach used to allocate funds to each school in the district during the process of budget development and implementation. (B) Please also describe the role(s) of all relevant stakeholders in such budgetary processes and decision-making. (C) Finally, if schools are allocated a significant portion of their 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.**

**Specifically, the Division of Budget and the State Education Department would consider a complete response to this question to include explicit answers to the questions included in the rubric below, including a substantive discussion on the translation of students needs into the district's budget (at least 1 sentence per question, when applicable).**

A. The budget process is let by the Superintendent of Schools in conjunction with the business administrator, principals, teachers, and board of education. The needs of the students are communicated from the teachers, to the administrators who are vital to the process. The budget process starts in Fall of each year and lasts until the budget is passed by the voters in May. B. All instructional staff is included in the process. The Board of Education has a finance committee that meets to discuss the overall long range planning and is presented with budget drafts and information from January to approval in March. The needs of the individual buildings are presented by the principals. c. there is no specific formula used to allocated funds, the principals all meet to determine needs.

**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?**

We have two elementary buildings one of which has 400 students and one has 100 so although the budget is off balance, it is because of the student population.

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