**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).**

The School Business Manager leads the budget delopment process which starts in December and last until April. Being a small 1 building district, all staff are involved in the budget process. We do not have instructional department heads, so all instrcutional staff requisition what supplies, textbooks and equipment their students need for the year. The principal reviews and approves their requests. The heads of Transportation, Caferteria, and Building & Grounds work with the Business Manager to complete their part of the budget.

The BOE oversees the budget process at each monthly regular meeting & at 2-3 scheduled budget workshops. The BOE sets parameters of where the district wants to be financially (ex. remaining below Tax Cap Calcuation, percent of budget increase, percent of tax levy increase....). The BOE also approves any new programs or projects.

Being a 1 building district the district, there is no formulaic methodology.

**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?**

N/A

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

N/A

  