**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

1. The budget development process is lead by the Superintendent and the Assistant Superintended of Business & Operations

2. The district evaluates the needs of the entire educations system within Commack UFSD and prepares the budget based on the various factors that are taken into account.

3. The budget process generally begins about two years out from when the budget is due. The budget process in generally an ongoing fluid situation. The budget is a fluid document that is continually evaluated and changed based on needs that are addressed on a daily basis.

B

1. The employees generally involved in the budget process are the Administrative staff in the district office, principals, directors, and those individuals assistants who aid in the gathering and presentation of budget information.

2. The school board reviews and evaluates the budget line by line and discusses with administration to ensure that the district is adhering to the boards goals and direction.

3. Each individual involved in the budgeting process has all of the districts students in mind when preparing the budget. Each building principal and the directors are involved with all of the administrative staff in order to ensure that funds are fairly being maximized for the entire district.

C.

1. No.

2. N/A

**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