**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 budget development is created with the Audit/Finance Committee and the Superintendent leads the process with the Business Manager. Three board members are part of the Audit/Finance Committee along with the Superintendent and Business Manager.

The budget development process begins with setting the budget calendar in October and discussing the process with the Audit/Finance Committee. The Business Manager meets with supervisors of transportation and maintenance as well as building principals to discuss the process and to hear what their budgets needs may be. The building principals meet with teacher team leaders to review the needs of the students and what new materials are need for the next school year.

**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?**

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