**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 process is lead by the Superintendent and Business Administrator. The Superintendent and BA meet with the principals as a group, and individually to discuss particular building needs. Each building is given flexibility to move funds between budgetary areas within their building. The budget packets are distributed in early December, and all building level budgets must be returned to the BA by late January.

The primary responsibility for budget development is with the S and BA. All administrators and department heads are brought into the process as appropriate. The Board is updated at every board meeting from January to adoption in April. The Board has input into areas they may feel need to be addressed and also in terms of what they would like the tax levy to be. Department heads and the administrative team represent for the buildings.

The District does not use a formula for building budgets.

**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?**

Not applicable.

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

Not applicable.