**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 Highland Falls-Fort Montgomery Central School District does not use a specific formula for the allocation of funds to each school building. The budget development process is lead by the Assistant Superintendent for Business. While preparing for the annual operating budget, in October, the Assistant Superintendent for Business distributes budget worksheets to the Principals of each building, Director of PPS and the Director of Facilities. They in turn meet with their faculty and staff to determine their student and building needs. Once budget worksheets are finalized in December, The Principals, Director of PPS and Director of Facilities meet with the Assistant Superintendent for Business, Superintendent and Assistant Superintendent for Curriculum, Instruction and Technology. to review their building needs in more detail. Once finalized, the Board of Education is presented with the recommended budget. The Budget Presenations are held every Thursday in March. There are multiple budget meetings that take place afterwards in order to review, discuss and finalize the budget for adoption by the Board in April.

**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?**

The Highland-Falls Fort Montgomery CSD has three school buildings. The breakdown of the buildings are as follows: PreK-2, 3-8, 9-12.

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