**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).**

In the Mattituck-Cutchogue School District the Business Official leads the budget process. It is imperative to begin the process as early as possible, starting in September by assessing the needs of the students. Careful consideration is placed on identifying instructional material, technology, security, staffing and ways to update surroundings for the upcoming year. These areas provide an effective way to demonstrate the needs of the students when preparing the budget. To gain a clear picture of the entire needs of the district, the budget process involves participation from all key stakeholders. We actively include the administration team, building and departmental leadership, teacher representatives, and PTA.

The Board of Education in conjunction with the Superintendent, facilitate discussion to foster fiscal responsibility to the community while promoting a safe and nurturing learning environment. There is a careful assessment of the prior year expenditures and the expected revenues that is taken in to account when creating the new budget.

Mattituck-Cutchogue consists of two buildings, one elementary and one Jr./Sr. High school and allocations are based on age appropriate needs. Since the budget is a vehicle for the district to carry out its mission and goals, ongoing review of the budget is crucial.

**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.**