**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 Mount Sinai UFSD budget development process is lead by the Superintendent along with the Assistant Superintendent for Business. The budget is developed on a needs basis of the school enrollment within each school. The district has three buildings within the district that do not duplicate any grade levels. Our Elementary School is K-4, the Middle School is 5-8 and the High School is 9-12. The needs of the students are requested by the teachers in each building to the administrators. All request are justified with supporting documentation if necessary. . The process lasts until the Board of Education adopts the final budget in April at a public hearing. Funds are allocated for equipment, contractual, supplies and textbooks are based on estimated enrollment for the projected budget year.

Public budget workshops are held by the administration and the board to review the proposed budget starting mid January. Adjustments are made to the proposal if necessary. The final budget is adopted at the March or April board meeting. On the third Tuesday in May the public votes to approve the budget.

**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?**

NA

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

NA