**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).**

A. The Business Manager leads the budget development process. Department heads, Teachers and other staff members submit budget requisitions to the Business Manager. The requests are compiled into budget format. The Business Manager reviews the proposed budget with the Superintendent before it is presented to the Board of Education. Revisions to the proposed budget are made at the request of the Superintendent and during work sessions with the Board of Education. The budget development process begins in the late fall and concludes with the adoption of the budget by the Board of Education in the spring.

B. The Superintendent and Business Manager are involved with the budget development process. The Board of Education makes the final determination as to the budget amount.

C. There is only one building, so no allocation is necessary.

**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.**