**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,B) The District uses a zero based budget approach. All teachers complete requisitions in January of what is needed in their classroom to complete their curriculum for the next school year. The completed requisitions are submitted to the building principals for review and approval. After the principals sign off on the requisitions, they are reviewed by the Superintendent and Business Official. Questionable purchases are reviewed with the Principals and/or teacher, if justified the req is approved and the funds are placed in the budget. The budget is reviewed and approved by the Board prior to being submitted to the taxpayers for approval.

C) There is no formula used in allocating funds between schools.

**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.**