**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. Budget development Process- The budget development process is lead by the School Business Administrator. The School Business Administrator works closely with the Superintendent, Building Principal, and the Special Education Director to insure educational needs are met school wide. The District uses zero based budgeting to develop the instructional portion of the budget to insure each teacher receives the resources needed for that year to meet student needs. The budget process begins in January of each school year and ends in mid April when the board adopts the final budget.

B. Collaboration with Stakeholders -Aside from the Business Administrator, the principal meets with teachers and other staff to review their requisitions and educational needs for the school year. They make sure that funds are allocated appropriately and are allocated based on student needs. The Business Administrator meets with transportation, maintenance, and food service to determine their needs. The budget is reviewed line by line with the Board of Education. Any major changes to the budget are explained to the Board. The Superintendent reviews all portions of the budget and provides input for district wide needs.

C.The District, as it only has one building, does not use a formula to allocate funds.

**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?**

N/A

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

N/A