**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 budget is done in the Business Office and the process is lead by the School Business Official. There are preliminary budget meetings with the building administrators, BOCES, and the Superintendent of Schools to discuss the needs and programs that the district will focus to meet the needs of the students. The annual budget process starts in January and is finalized by the budget vote in May. The budget is review and reallocation occur to the needs of the school and the needed programs for the students throughout the fiscal year.

The budget development process is done through the Business Official and Superintendent with input by the principals, Directors, and mid managers of the district to needs for the school, children and transportation. The School Board regularly reviews and discusses the direction of the budget for the district, students and facilities from a Preliminary budget until final adoption at the school budget vote. The needs of the building and facilities have input from the Director of Facilities and grounds.

The district does not use a formula to allocate funds. The district is one building that is Pre-K to grade 12 and the funds are allocated to the need of which they have been requested or assigned.

**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?**

The school district has one school that houses Pre-K through grade 12. All the allocations of funds are to the same building.

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

There are not any items that the district finds anomalous or require any additional information.