**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 budget development process is lead by the Superintendent and the Assistant Superintendent for Finance. Each school building is provided an equal allocation of expense for materials & supplies and books based on building enrollment. The building principal is charged with allocating those dollars internally, in consultation with the Superintendent. The budget development process begins in December and continues throughout March/April.

(B) Once building allocation have been distributed, the building principals meet with department chairs to determine budget needs for the year. The school board is involved mostly through the board's finance committee.

(C) The allocation formula used for building materials & supplies, subscriptions, and text books/consumables is equalized and based on building enrollment.

**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.**