**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 led by the School Business Administrator with oversight from the Superintendent and the Board of Education. The budget is developed based on input from District Administrators and other professional staff. Budget projections are based on contractual obligations, State and federal mandates, projected enrollment, and any other factors that may impact budgetary decisions. The budget development process begins in December and ends once the budget vote results are certified in May or June. A budget development calendar is prepared by the School Business Administrator and presented to the Board in January. The budget development calendar includes the various stages of the budget review process along with the corresponding Board meeting dates.

B. The School Business Administrator leads the budget development process. Departmental budget requests/needs are submitted by the various department heads, and principals. The School Business Administrator meets with the Board of Education at every Board meeting throughout the process to discuss each budget area based on the established calendar. The needs of the individual buildings and departments are represented by the principal or administrator in charge of the building or department.

C. The District is made up of 2 school buildings, and a Pre-K center. The Sag Harbor Elementary School serv

**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?**

Not Applicable

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

Not Applicable

  