**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 development process is lead by the Business Official in collaboration with the Superintendent and begins with the approval of a Budget Calendar by the BOE during the annual Reorganization Meeting in July. The calendar sets the timeline for the remainder of the process. Budget Development packets are sent to Department Heads and Teachers on October 1st and due back to the Business Office in mid December. The packets provide instructions to Department Heads and Teachers for requesting materials, supplies, equipment, services, software, textbooks and equipment for their departments/classrooms in the following years. These requests are categorized by want/need. Once returned to the Business Office, all requests are reviewed by the Superintendent, Director of Curriculum/Instruction and Assistant Superintendent, Principal and Director of Pupil Services prior to being considered for submission in the budget. The BOE participates in two Budget Workshops (February and March) prior to adopting the final budget to be presented to our District Voters for final approval. More workshops are added if necessary. As our District is one building, Pre-12, there is not a need for a formula to allocate 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?**

N/A

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

N/A