**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).**

Batavia City School District practices a budget rollover process where principals and department chairs make modifications for purchases into the accounting software which contains new year budget requests. Any staffing changes are requested and presented to the Superintendent and School Business Administrator after looking at enrollment trends. Administrators have access to prior year actual expenditures and then review and approve the rollover budget with any necessary adjustments based on building/department needs. The Board of Education ultimately approves/denies any changes. The budget is then subject to voter approval.

**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?**

Robert Morris houses only the UPK and preschool special education programs. The UPK program is funded by state grants and the preschool special education program will be reimbursed by the county health department.

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