**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 process is lead by the Superintendent and Business Administrator. The other administrators are met with as a group, and by building to discuss/review any specific needs. Each building administrator is given the ability to shift funds between budgetary areas in their building, depending on needs.

Budget packets are distributed to staff in early December. All departments/buildings must submit their completed budgets to the Business Administrator by late January.

The primary responsibility for the completed budget lies with the Business Administrator and Superintendent. All Administrators and Department Heads have an opportunity to participate in the process. The Board is given regular updates from January to budget adoption, and has multiple opportunities to ask questions, etc. Department Head and the Building Administrators represent for each building.

**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