**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 Averill Park Central School District Board of Education and Central Office Administration follow the following guidelines in developing the annual operating budget in consultation with Building Principals, Department Leaders, Staff and Community Members.

BUDGET GUIDELINES

1) The budget will support a quality educational program while maintaining fiscal responsibility.

2) Budget expenditures will be in alignment with the vision, mission, and goals developed by representatives of the faculty, staff, students, community, and Board of Education.

3) Community input will be solicited and taken into account during the development of the budget.

4) Information about the budget will be made readily available to the community. The Superintendent of Schools and Assistant Superintendent for Business will be available to answer questions about the budget.

5) Long-term fiscal stability and predictability will be maximized through the development and regular updating of short-term and long-term plans for school improvement, maintenance of the physical plant, and needed equipment purchases.

6) Energy conservation, recycling, and reusing will be practiced wherever possible.

7) Available grant money will be utilized to maximize long-term benefit to the school (e.g., purchase of equipment) and minimize dependence on grants for fundamental needs.

8) Professional and support staff salaries will be in keeping with experience, educational background, responsibilities, and appropriate salary standards to support a quality staff.

9) Projections on state aid, equalization rates, and regulatory changes that may affect the budget process will be carefully monitored.

10) Every effort will be made to keep tax rates stable and within limits defined by any rises in the cost of living index and inflation.

11) A three-year projection of the district's financial status will be prepared each year before adoption of the next year's proposed budget.

12) These guidelines will be reviewed and updated annually.

**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