**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).**

Early January, the Superintendent, Assistant Superintendent, Business Manager and Treasurer(Collectively "Administration) meet to review the School Budget Guidelines Form - An explanation of District Budgetary Procedures including but not limited to responsibilities, accuracy of numbers, codes, forms filled out correctly, etc. and the Budget Calendar - listing of Budgetary Dates and deadlines.

Mid January - Administration meets with Building Principals and District Directors to review/explain forms and procedures and to distribute Budget requisition forms.

Mid January - Principals/Directors meet with staff to explain and distribute budget forms.

Mid January - Late February - Building/Department budgets are developed by Principals, Directors and staff.

By Mid March - Administration reviews, revises and/or modifies building/department budgets.

March - All District salaries, Employee Benefits and Debt Service sections of the budget are completed by Business Manager/Treasurer.

March - Revenue estimates - utilizing previous years amounts, current numbers, Governor's budget, Legislative budget and planning services are developed by Business Manager/Treasurer.

Early April - complete budget is presented to Board of Education for their review. At any time in the budget cycle Board of Education members may contact Superintendent for information/input on the budget.

Mid April - Budget adopted by Board of Education.

Early May - Budget Hearing

Mid May - Budget vote.

**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

  