**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).**

Budget Process

The budget process is led by district administration which includes the Superintendent, business official, principals and central office administrators. The needs of the students are communicated from the teachers directly to the appropriate administrator, to the Superintendent and business official. The process starts in the fall and is completed with budget adoption in March.

Collaboration with stakeholders

Employees from all levels are contributors to the budget process. Individual teachers directly request necessary items to their supervisors. The school board and the finance committee are participants in the budget process very early on. The board of education receives multiple drafts that include the backup information that created the budget drafts. Principals represent their individual buildings in the budget process.

Formulaic methodology

There is no formulaic methodology for the budget.

**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?**

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

  