**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 led by the Superintendent and Business Manager which starts around the 1st of January and continues until the end of March. The School District's Administration (Superintendent, Principal, Supervisor of Buildings/Ground/Transportation, Chairperson of Special Education and Athletic Director), Business Manager and Department Heads are all involved with developing the budget. Input from the department heads is collected to cover the anticipated needs of the students in our single UPK-12 building. The previous year's actual expenses are looked at as well as the current year to date expenses to estimate the expenses for the next year's budget. We have one building with one Principal, who speaks with department Chairs to review student needs. The Building Maintenance Supervisor provides us with the needs of the building for next budget year. The School Board is given the preliminary budget and has the opportunity to have input into it before the draft is presented for approval. The district has only one school building so there is no formula to allocate funds to individual schools.

**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