**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 Budget requisition 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.

Early April - Budget is presented to the Board of Education for their review.

Late April - Tentative Budget is Adopted by the Board of Education.

Mid May - Budget Hearing is held.

Late 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?**

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