**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 development process is through the Business Administrator and has input and works with the other administrators and Superintendent in the school to develop an annual operating budget. The process starts in November of the current school years with school needs and administrators input for curriculum, student and classroom needs. The Board involvement is in February and the budget is finalized in April for May approval from the voters.

The budgets submitted have both school building needs as well as district needs. Principal input a budget request from department heads and leaders within their building within the district. The district level administrators also submit budget requests for their annual needs for PPS, curriculum, district office and non instructional needs. When the tentative budget is completed January / February timeframe the audit committee meets and reviews the proposed budget, and every meeting after the governor's run are available the board is updated in presentation format the budget for expenses and projected revenues.

Budgets are created from a bottom up and federal allocation are derived from the application process. Their is a fairly equal proportion for elementary and middle high school.

**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?**

none

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

none