**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).**

This district consist of only 2 buildings. Majority of funding is based on grade level salaries. District funds other areas of school as needed during the budget process. Budget process is lead by Superintendent and School Business Administrator along with the Board of Education. Budget information session are set up during budget development and a detail line by line budget is reviewed. The budget is reviewed and receives input from building principals, PPS/Special Education director and program coordinators. Budget development process begins in November each year through the budget adoption. Rollover budget is the starting point then a line by line review each each is reviewed making the necessary changes based on past history, projections and best estimates.

**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?**

no

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

no