**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).**

A. Budget development process with led by the Assistant Superintendent for Business and Business Administrator with direct oversight from the Superintendent of Schools

The needs of students are translated into a budget by proper paperwork, allocation to correct account code, and a system of checks and balances is managed to ensure revenues come in and are assigned, and expenditures needed to support students are effectively assessed.

Budget development process begins in November and lasts about 6 months up to budget is voted on by our community.

B. Administrators are involved with the budget development process. They advocate for their schools and departments, respectively.

The role of the school board is to ensure our budget development meets their needs, and we keep them informed formally at public Board of Education meetings, and informally they are kept aware with weekly Board packet letters

**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?**

N/A

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

N/A