**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).**

We have one school building where all of the district offices are housed, therefore there is no separation of funds between buildings. The budget process begins in November and goes until the budget is adopted by the Board of Education in April. The Treasurer and the Superintendent hold budget workshops January, February and March with the BOE to proceed through the details. The Treasurer begins to build the budget by preparing folders for each teacher and department which include a summary page of previous year's allocated amount per code, new copies of requisitions and our central supply closet request form. The classroom teachers and department heads have the opportunity to request supplies, trainings, textbooks, technology, contractual services and items as necessary. These folders are returned to the Treasurer in January to be entered into the budget module. Other figures such as Bond/Debt service, employee benefits and other necessary expenses are also calculated by the Superintendent and Treasurer. After this information is compiled the budget totals are prepared as well as the tax cap and state aid funds as they available. If cuts are necessary they are made. The budget is adopted and the folders are returned to the staff for verification if and when the budget is passed by the voters.

**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?**

The District is unique in that we are one building housing all of the district offices and students.

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