**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 starts in November for the next budget cycle. It is the Business Administrator who puts together a balance budget with the input of the Superintendent, Administration, and department chair personnel. The student need are evaluated by the department chair persons request and evaluated by the Administration. The Principals of each school, the Curriculum Director and the PPS Director assist in prioritizing the needs of the district and the students.

In the middle of January the budget is presented to the Audit committee with a status of where the districts budget requests are. The Business Administrator presents the tentative budget to the Board of Education in February and every month until the district has a balanced budget. After each budget presentation the Board of Education discusses the direct of the school programs and the funding to allow these programs to occur.

The method used for budgeting for the district is a bottoms up budget. Request are made through Department chair personnel, evaluated and submitted by each Principal of Administrator. Cost are calculated through mandates the district faces through state and contractual obligations. Final benefits are calculated to projected and approved amounts provided through vendor of the district.

**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?**

With lower enrollment of students there are additional cost that could be spread out to student in larger districts

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

None