**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 Business Manager leads the budget development process. The needs of the students are translated into the budget by establishing what educational needs are most pressing in the upcoming school year. Technology and software purchases are also considered each year to increase the results of the students. The budget process begins in September and concludes in May with the budget vote. The employees involved in the budget process are the Superintendent, School Principal, Athletic Director, Cafeteria Manager, Building Manager, Teachers and the Special Education Department. The school board receives presentations regarding certain sections of the budget beginning in January. From each presentation the Board of Education will make recommendations and ask questions pertaining to the budget. Belleville Henderson CSD is a one building school 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?**

n/a

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

n/a