**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 is based on projected enrollment and anticipated student need. The budget process begins in November with per union requested staffing, supply and field trip expenses. Ongoing meetings with each department help to determine non-reoccurring needs and anticipated costs which align with the needs of the district and fulfillment of the mission and vision of Germantown CSD. Budgets are monitored and analyzed on an ongoing basis throughout the school year. The BOE is involved with the long term budget planning, especially with larger building expenses and capital improvements & repairs. The BOE also approves all budget transfers over $20,000.

**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