



Dear Riverview Parents,

Happy New Year and greetings from the business department! As many of you know, my name is Sheila Lubert, and I serve as the District's Business Manager. This year, I am going to try something new and will be sending emails throughout the budget process to be proactive and provide important information to the school community. My communications will be called the Business Manager's Bulletin. This first correspondence is more detailed, but I will do my best to be concise and informative. We will archive these bulletins on our District website on the "[Business Office](#)" page under "[Business Manager Bulletins](#)."

Please review the information below:

1. **Annual Budget Description** - The annual general fund budget is one of the most important legal documents a school district will develop. Like the state, school districts' fiscal years operate from July 1 to June 30. As the law requires, school districts must pass a budget by June 30<sup>th</sup> each year. This requires a lot of planning and even some estimation since the deadline coincides with the state budget deadline, and school districts do not yet know their allocation from the state when they must develop and pass a budget. All Riverview budgets are located on the "[Business Office](#)" page of our District website, on the right-hand side, under "Budgets."
2. **Budget Process** - Each year, the business manager meets with the administrative and department leadership to determine expected expenditures, and develops a budget that balances fiscal responsibility with program innovation, as well keeps up with the general maintenance of our infrastructure and property. The Business manager reports to the board throughout the school year to apprise them of the progress. The board meeting schedule is included on the [front page of our District website](#). All budget reports are included in green.
3. **Expenditures** - Riverview's overall operating budget for the 2024-2025 school year is exactly \$26,935,000, which represents our expenditures. Approximately 86.50% of our expenditures (\$23,311,399) are non-discretionary, or non-negotiable costs, which are devoted mostly to our work force (salaries, benefits, retirement costs -

\$19,156,172), special education services (\$1,050,515), bonds (\$1,832,007), transportation (\$1,067,120) and property (\$205,585). The other 13.5% of the remaining costs are discretionary, which are mostly made up of books, supplies, equipment, etc. (\$3,623,601). As you can see, most of the budget is non-discretionary, which are costs we are legally obligated to pay.

4. **Revenues** – The revenues, or the amount coming into the district, are made up of local funds (taxes – 70.38%/\$18,956,767), state funds (28.76%/\$7,745,898), and federal funds (.86%/\$232,244). As you can see, most of the \$26,935,000 comes from local taxpayers.
5. **Audits** – Because school districts manage public funds and is a public entity, school districts are audited multiple times a year. For instance, this year, our federal programs, special education department, and our annual budget were all audited. Riverview’s financials are audited *every year*. If Riverview receives over \$750,000 in federal grants, we are audited a second time on those funds. Riverview has maintained very clean audits for many years. This means that Riverview has managed our budget in what an auditor would say is a fiscally responsible manner and in accordance to state laws and local policy. All Annual Financial Statements, or audit reports, are located on our District website on the “[Business Office](#)” page, on the right side, under “Annual Financial Statements.”
6. **Millage Rates** – Riverview’s current millage rate is 24.9409, which is the dollar amount assessed for each \$1,000 of a home’s value. Based on our District’s assessed value (provided by Allegheny County each year), the value of one mill in the 2024-2025 school year equates to \$790,060. This means that if we raise taxes by one mill, the District generates approximately \$790,000 (depending on collections) to pay for current expenditures. Our neighboring districts (such as Fox Chapel, Plum, Penn Hills and Gateway) have a mill value between 1.8 - 4 million. Districts in Allegheny County with a mill value lower than Riverview include Duquesne, Sto-Rox, South Allegheny, Cornell, Brentwood, Wilksburg, Northgate, and East Allegheny. Those rates can be found here: [2024-2025 Allegheny County School Districts – Tax Millage](#).
7. **Budget Timeline** – The budget timeline is set by The Pennsylvania Department of Education (PDE) and states The Board must adopt the final budget by June 30<sup>th</sup>, 2025.
8. **Fund Balance** – This is the only other source of funds that remain in our budget. For those that don’t know, every District has a fund balance, which is a measurement of

available financial resources, broken into the following categories below. Riverview, like all districts in Pennsylvania, is no different. Below are the pockets of money in the fund balance as of June 30, 2024, which our auditor maintains as a recommended and fiscally responsible way to maintain our building and infrastructure and secure funds to pay for unexpected costs. For instance, approximately \$1,500,000 is already earmarked to update our main cooking kitchen at the Jr-Sr HS.

- **Committed Funds** – Anticipated amounts for future costs. For Riverview, these are costs committed to building and infrastructure projects in the amount of **\$5,848,517**
- **Assigned Funds** – Amounts that are intended for a particular purpose. For Riverview, these are monies associated with legal costs and retirement costs in the amount of **\$541,277**
- **Non Spendable** – Funds already devoted to current expenditures. For Riverview, these are costs are designated to the July Health insurance costs in the amount of **\$252,237**
- **Unassigned** – The state of Pennsylvania allows for, and recommends, 8% of all school budgets to be devoted to unassigned and/or unexpected costs. This is essential to maintaining a healthy school budget and keeps us from borrowing money in the event of an emergency (maintenance, contractual obligations, unexpected costs) – **2,154,800 (8% within the permitted and recommended limits)**

I know that this initial email contains a lot of information, but I wanted to provide you with a good foundation and explain some of the main concepts. I will provide additional communications as we continue to build the budget and beyond. All Business Manager Bulletins will be saved and included on the “[Business Office](#)” page of our District website.

Sincerely,

Sheila R. Lubert, PCSBA

Business Manager/Board Secretary