

## MEMORANDUM

To: Board of Directors, Massachusetts School Building Authority  
From: James A. MacDonald, First Deputy Treasurer, Chief Executive Officer  
John K. McCarthy, Executive Director, Deputy Chief Executive Officer  
Date: February 3, 2021  
Subject: MSBA FY 2021 Budget Expenditures-to-Date

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The following is a summary of the Massachusetts School Building Authority's ("MSBA's") expenditures for FY 2021 spending through January 22, 2021 and reflects approximately 7 months of spending.

FY 2021 spending to date on Salaries and Benefits are \$4,613,573 or 54.6% of the budget. The FY 2021 budget includes the full annual salary for existing employees, assumes 7 new employees for the entire Fiscal Year, 3 new employees for half of the Fiscal Year, and an additional 4.7 positions funded for the Post-Occupancy Evaluation program.

FY 2021 spending to date on General & Administrative Office Expenses is \$173,382 or 45.4% of the budget. The FY 2021 budget provides additional capacity for training a larger number of staff, travel to site for ongoing projects and the Post Occupancy Survey and increases in subscriptions, such as Bloomberg.

FY 2021 spending to date on Occupancy & Utilities is \$759,620 or 59.6% of the budget. The FY 2021 budget reflects monthly payments under the lease and a small amount to cover increases in electricity and real estate taxes. Spending is slightly higher than the benchmark of 57.7% due to the timing of premium payments for MSBA's insurance plans, which are required to be paid in full at the beginning of the fiscal year.

FY 2021 spending to date on Consulting & Professional Support Services is \$210,827 or 71.1% of the budget. The FY 2021 budget provides funding for the MSBA's annual audited financial statements, arbitrage rebate analysis and legal services not specifically related to a bond issue. The spending in this category is higher than the benchmark due to the execution of two bond issues in the first quarter of FY21.

FY 2021 spending to date on Information Technology is \$248,019 or 25.05% of the budget. The FY 2021 budget includes \$600,000 for first year implementation of new financial software, costs related to the cloud, website development, phone, internet, and other licenses and software programs.

The OPEB Trust Committee adopted a smoothing policy in April 2017. The OPEB Trust Committee regularly reviews the effectiveness of the smoothing policy. Here is the language of the current policy:

*To maintain fully funded status, the MSBA will request a budget of \$100,000 unrestricted funds be deposited to the OPEB Trust. Deposits are invested at the beginning of the month, so transfers should be scheduled for the 1st. If a future actuarial report indicates there is an unfunded portion, the MSBA may request a budget allocation annually between \$100,000 to \$500,000 until fully funded status is reached again. MSBA will be reimbursed annually for actual premiums rather than estimated premiums.*

Per the MSBA's current smoothing policy, the recommendation was to transfer \$100,000 to the OPEB Trust in FY 2021. However, an additional \$100,000 was included to provide a cushion for market volatility that may impact the calculation of the MSBA's annual OPEB valuation, which is completed in

December. Pursuant to a vote of the OPEB Trust, the MSBA transferred \$200,000 to the OPEB Trust fund.

FY 2021 spending to date on Project Related Professional Support Services is \$3,656,554 or 71.9%. FY 2021 reflects the categories provided in the discussion of Attachment B below.

FY 2021 spending to date on Cost of Issuance is \$1,326,447 or 132.6% of the budget. The FY 2021 budget included \$1,000,000 as an estimate of expenditures related to the costs associated with issuing new money and/or refunding bonds in FY 2021. The Authority took advantage of favorable market conditions to execute 3 series of bonds; one for new money and two advanced taxable refunding bond issues.

In March 2020, The Authority executed a defeasance, including bonds from the 2015 Series D Bonds and was able to postpone the rebate payment owed on the 2015 Series D Bonds until December 2020 and reduce the estimated amount due by \$300K. The defeasance of these bonds also eliminated an estimated \$3 million rebate payment that would have been due in 2025. The FY 2021 budget reflects an estimated rebate payment of approximately \$1.7 million associated with the 2015 Series D Bonds in December 2020. The amount of the actual rebate payment is calculated when it is due, and may be different than the estimate of the budgeted amount.

FY 2021 spending to date on Prior Grants is \$24,484,357 or 47.7% of the budget. The FY 2021 budget reflects the existing schedule of annual prior grants payments. Prior Grant payments are made quarterly; the first quarterly payments in FY 2021 were processed at the end of September 2020 and Quarter 2 payments were processed at the end of December 2020.

FY 2021 spending to date on Waiting List is \$14,535,071 or 49.2% of the budget. The FY 2021 budget reflects the existing schedule of annual payments, as well as the capacity to fund \$15 million in lump sum payments. Payments for Waiting List Projects are made each year at the end of the first quarter of the fiscal year. Payments for Waiting List projects were made at the end of September 2020.

FY 2021 spending to date on Capital Pipeline Program Grants is \$392,596,447 or 53.1% of the budget. The FY 2021 budget was based on cash flows submitted which show an increase in demand for reimbursement requests from Districts that have projects that are currently in Design Development and Construction Phase as well as funding for Accelerated Repair Program projects.

Attachment B provides additional detail regarding the Capital Pipeline Professional Support Services. FY 2021 spending to date on Commissioning is \$1,910,364 or 63.7% of the budget. FY 2021 budget reflects estimates for existing projects and newly invited projects.

FY 2021 spending to date on Architectural Services is \$291,450 or 39.6% of the budget. FY 2021 budget includes costs associated with Senior Study, Technical Services and the Post Occupancy Evaluation program.

The FY 2021 budget did not include funding for a School Survey. The MSBA is in the beginning planning phases for the next survey, which is not expected to be completed until FY 2022 or later.

FY 2021 spending on Post Occupancy Survey to date is \$102,294 or 29.2% of the budget. The FY 2021 budget includes funding for Post Occupancy, Technical Services, Support Services and/or COVID-19 analysis.

Attachment C includes a chart reflecting FY 2021 spending to date by percentage of the total amount budgeted for each major budget category: Salaries and Benefits, Total Administrative Expenses, Project Related Professional Support Services and Costs of Issuance (COI), and Capital Pipeline Grant payments.