

# 2024 WICPA SCHOOL DISTRICT AUDIT CONFERENCE

YOUR SOURCE FOR KEY UPDATES & INSIGHTS ON TIMELY ISSUES

# **HIGHLIGHTED TOPICS:**



#### **GASB UPDATE**

Get an overview of the upcoming GASB standards and their impact for school district auditors Capital & • Operational = Referenda

#### RECENT TRENDS IN WISCONSIN SCHOOL FINANCE

Learn about the revenue sources school districts can utilize under revenue limits and the state biennial budget, as well as using referendum-approved dollars to balance operating budgets



#### **DPI UPDATE**

Get updates on DPI reporting, auditor compliance with DPI regulatory requirements and other information affecting 2023-2024 audits

## WEDNESDAY, MAY 22 | WICPA OFFICE & WICPA CPE LIVESTREAM

# 2024 WICPA SCHOOL DISTRICT AUDIT CONFERENCE

# MATERIALS AT A GLANCE

The following materials are from the afternoon sessions of the 2024 WICPA School District Audit Conference held on Wednesday, May 22, including:

- Ethics & Decision Making
- Recent Trends in Wisconsin School Finance: The Increasing Need for Capital & Operational Referenda

# VIEW THOUSANDS OF ADDITIONAL IN-PERSON AND ONLINE CPE OPPORTUNITIES AT WICPA.ORG/CPECATALOG

# 2024 WICPA GOLF DUTING

FRIDAY, SEPT. 20 – Ironwood Golf Course, Sussex

4-PERSON SCRAMBLE \$95 per Golfer

\$95 per Golfer \$380 per Foursome

#### **REGISTRATION INCLUDES**

18 Holes of Golf With Cart Practice Greens & Driving Range Continental Breakfast & Lunch Beverage Vouchers Hole & Event Contests Entry in Prize Drawings

#### SCHEDULE 8:30 a.m.

Registration & Breakfast

**9:00 a.m.** Practice Greens & Driving Range

**10:00 a.m.** Shotgun Start

**4:00 p.m.** Reception & Appetizers HOLE & EVENT PRIZES

\$1,000+ in Drawing Prizes\$500+ in Individual Prizes\$500+ in Team Prizes\$500 Inside the Circle Contest



Scan the QR code or visit wicpa.org/GolfOuting to register.

# WICPA Career Center



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Whether you're looking for a new career or a new employee, the WICPA's Career Center can help you make the most of your search.



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# Hello

Let's make the connection.

# A GREAT WAY FOR WICPA MEMBERS TO COLLABORATE

**WICPA Connect** is your exclusive members-only networking and knowledge base designed to connect you with WICPA members and resources.

- Network with peers and grow your contact list using the member directory of more than 7,000 members.
- Post questions to find out from fellow members who have the expertise or may have been in the same situation.
- Personalize your profile by adding your interests, education, experience, honors and even your photo.

- Contribute and download resources such as documents, whitepapers, articles, reports, guides and more.
- Share your knowledge and expertise by answering questions and offering your insights and ideas to fellow members.
- Customize your experience with controls for profile visibility, discussion signatures, notifications and more.

## As a WICPA member, you already have a profile on WICPA Connect.

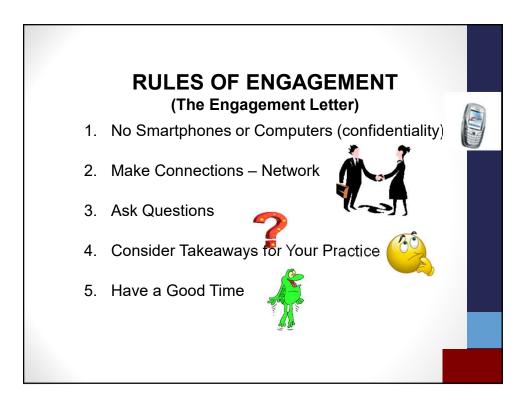
Simply go to wicpa.org/connect and sign in using your existing website login information.

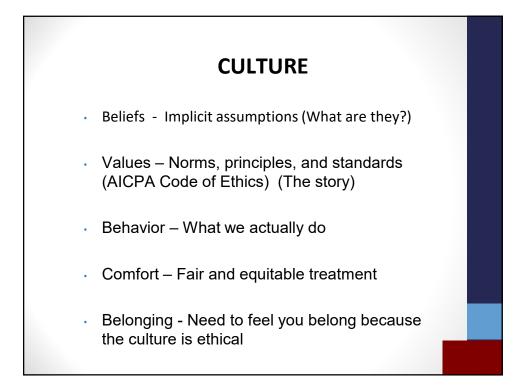
12:20 – 2:20 p.m.

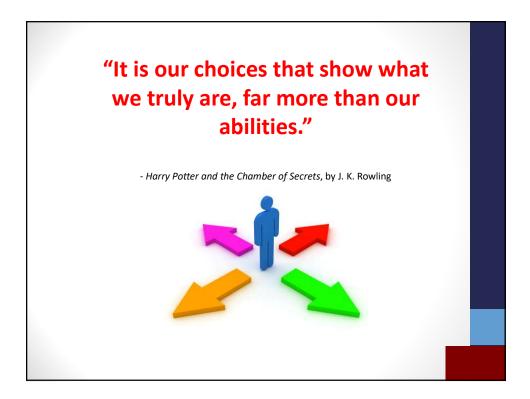
# **Ethics & Decision Making**

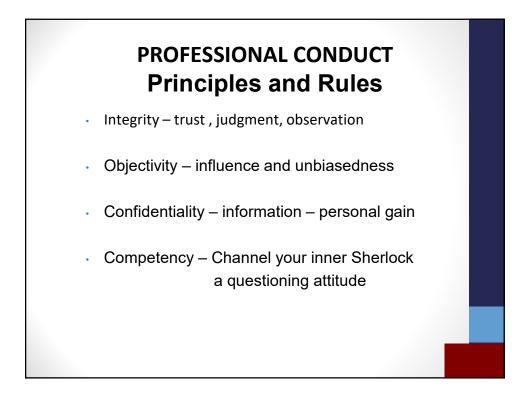
**George Heyman, CPA, CGMA,** Professor Emeritus of Accounting & Economics, Oakton Community College

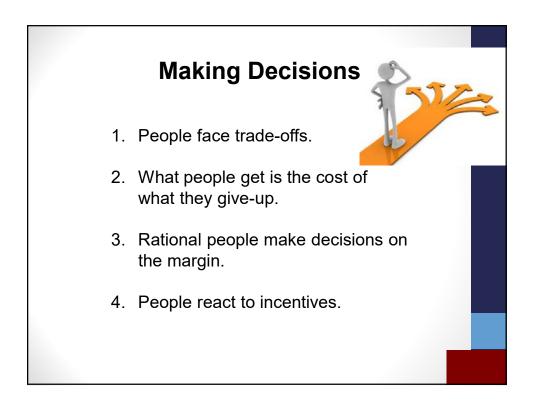












Ethical decisions include: observation and prediction

# SHERLOCK HOLMES

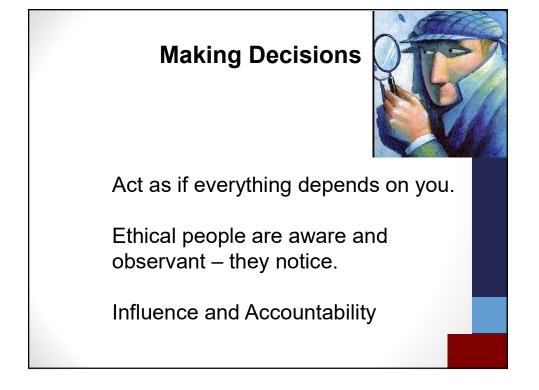
KNOWLEDGE

OBSERVATION

DEDUCTIVE REASONING

INQUIRY

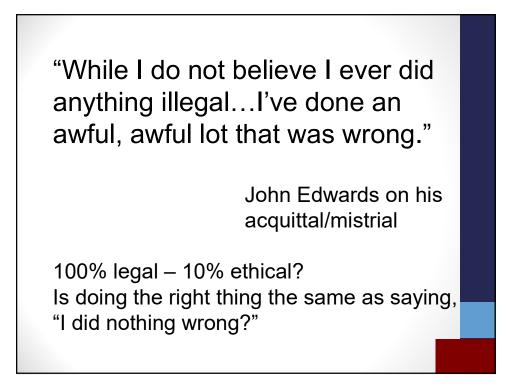


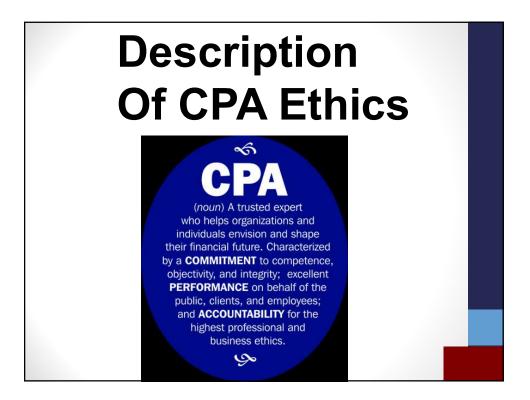


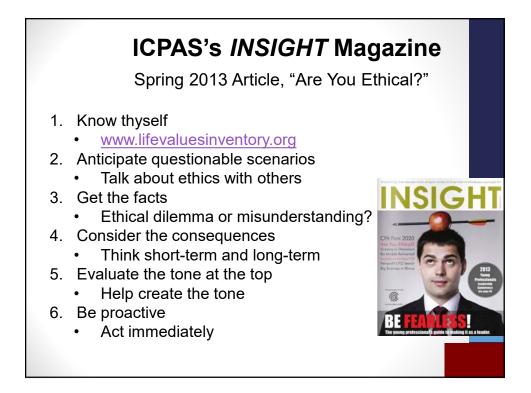












# **ACCOUNTING ETHICS**

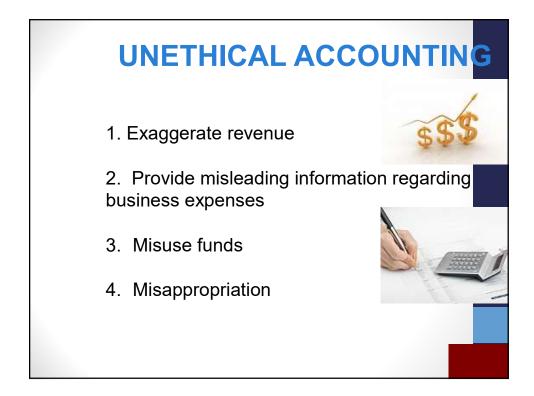
Accounting means financial information

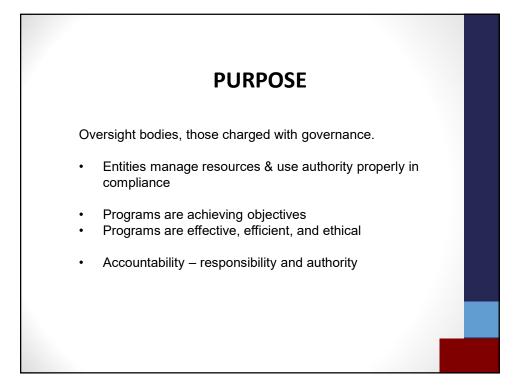
Reliable financial information helps educated investors and aids in decision-making

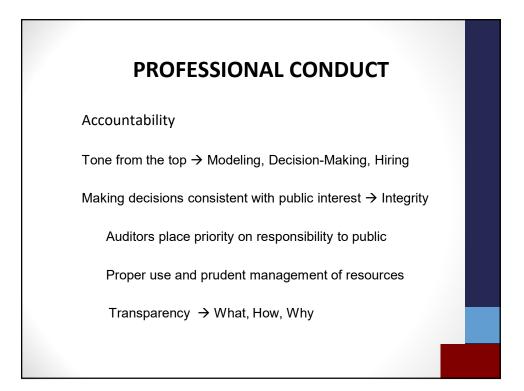
We are the guardians of reliable financial information

Accountability – authority and responsibility







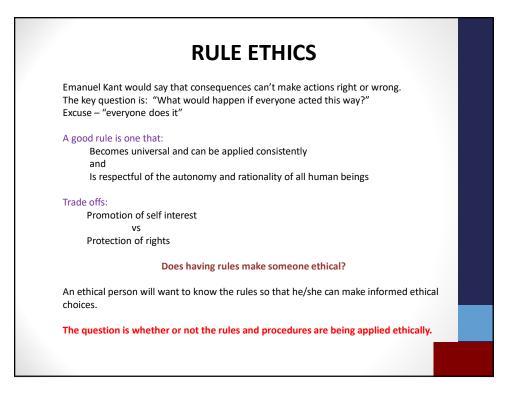


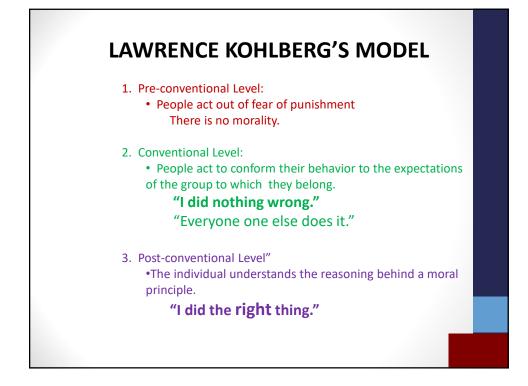
# ETHICAL BACKGROUND

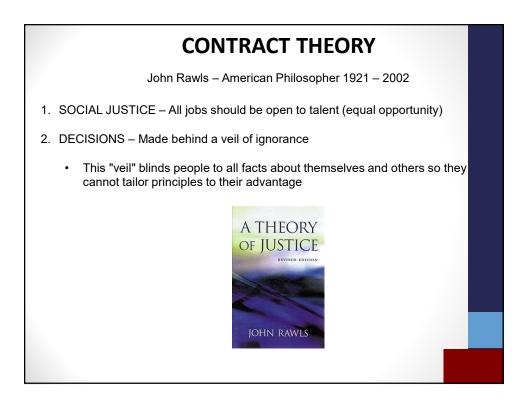
Ethics – From the Greek ethos, meaning character. Ethics is the study of how we make decisions

Intent and expectations

Ethics are the values by which human beings live in relation to other human beings, themselves and/or nature.







# DISCRIMINATION

(1.400.10, 2.400.10, 3.400.10)

Violates any antidiscrimination laws

Includes sexual and other types of harassment

Is an act discreditable.

# PSYCHOLOGY

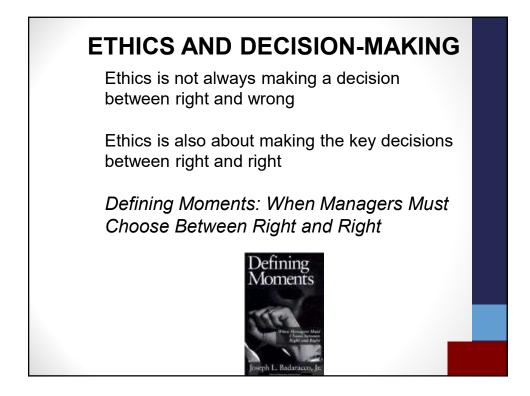
Ann Tenbrunsel – Current Notre Dame Researcher

Business professionals rationalize a "business" decision instead of an "ethical" decision; framework is everything

Business Decision What might I gain? How will it affect the future?

Ethical Decision Is this decision fair? Will people be hurt?







# **Ethical Challenges**

**JUSTICE?** The process or result of using laws to fairly judge people accused of crimes. The quality of being fair or just. Were they treated with justice?

Punish or change behavior?

# **Ethical Behavior**

**GOLDEN RULE** 

Do unto others as you would have them do unto you.

What you want may not be what others want or need.

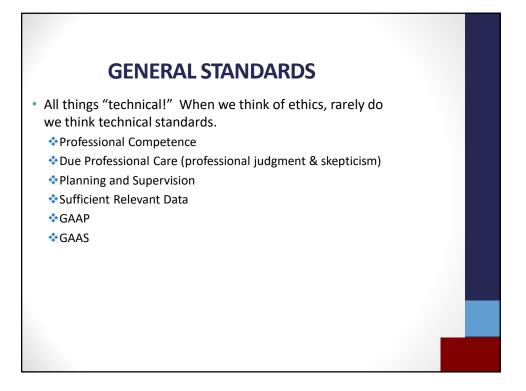
We would want people to ask us what we want or need so we should ask them.

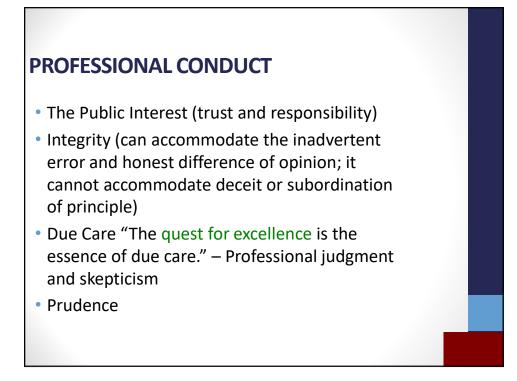
Fairness is not equality. I am short.

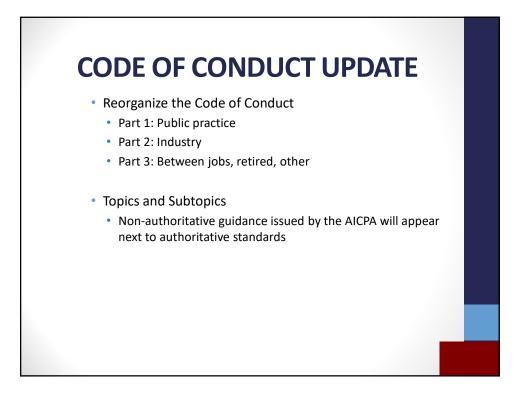
# THE CODE OF PROFESSIONAL CONDUCT

- 1. Principles are ideal standards and are not enforceable. (Based in Philosophy)
- Rules of Conduct are minimal standards of ethical conduct stated as specific rules. They are enforceable. (Ex. Independence)\*
- 3. Interpretations of rules of conduct. Not enforceable but you must justify departure. (Ex. Can an auditor accept a gift?)
- 4. Ethical rulings. Published explanations of questions asked to the AICPA. Not enforceable but you must justify departure.

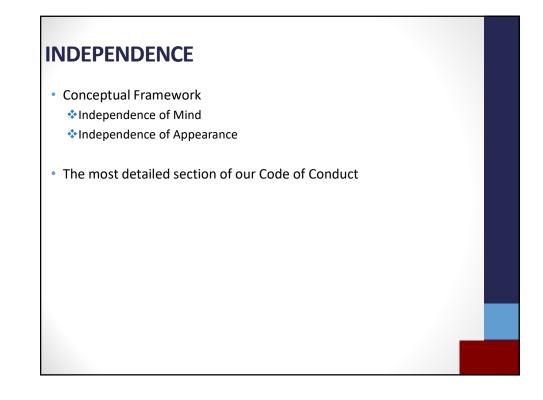
# <section-header> GENERAL STADDARDS Internal auditor's rules of conduct: Integrity - perform with honesty, diligence and responsibility Objectivity - appearance and fact Confidentiality - prudent in use of information (protect it.) Competency - necessary knowledge, skills and experience. Professional Behavior













# Public – Ethical Conflicts Threats to Independence

- Adverse Interest members interest opposed to employer (ex. Lawsuit against client)
- Advocacy promote employer interest or position (IPO, expert witness, tax)
- Familiarity too accepting of a person's word or sympathetic to a person (Close relationship)

#### Warning Unconscious biasness

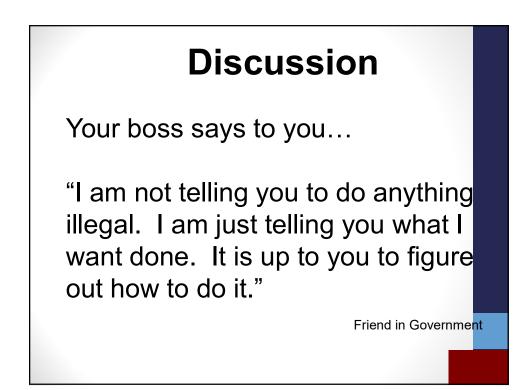
(Initial reaction - You can not tell me what to do! OR Don't tell me what to do.)

Self-interest – benefit financially or otherwise (Loan)

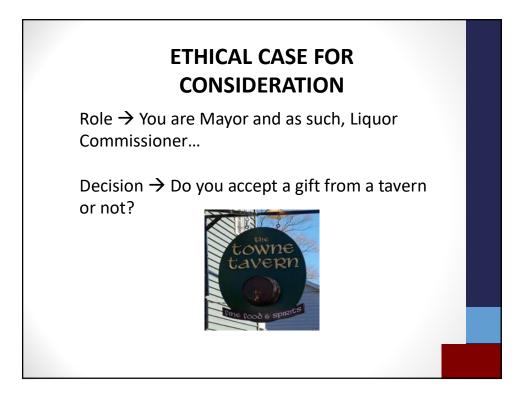
# Public – Ethical Conflicts Threats to Independence (2)

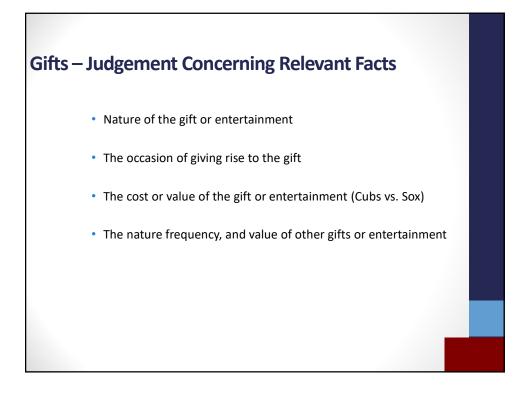
- Self-review will not evaluate work appropriately (previously made judgments)
- Undue influence a member will subordinate his/her judgment and integrity to an individual due to that individual's position, reputation, or aggressive (dominating) personality
- Management Participation (old 101-3) Directorship, client employees, responsible for client internal control

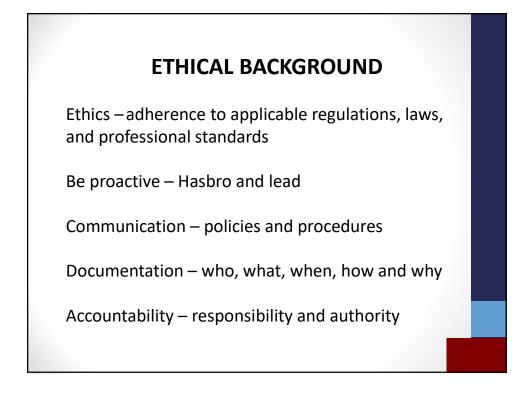






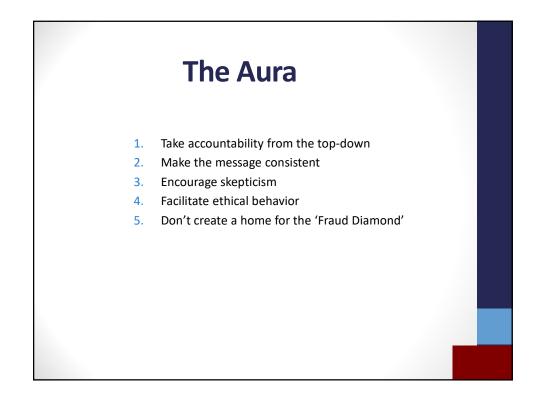


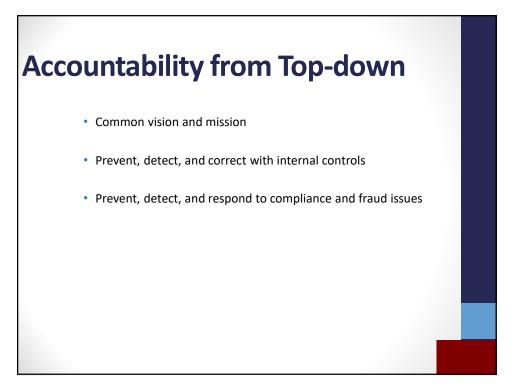


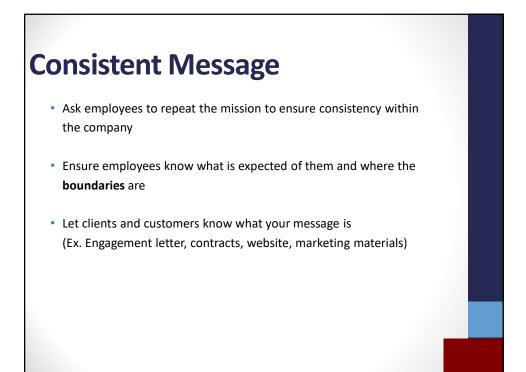


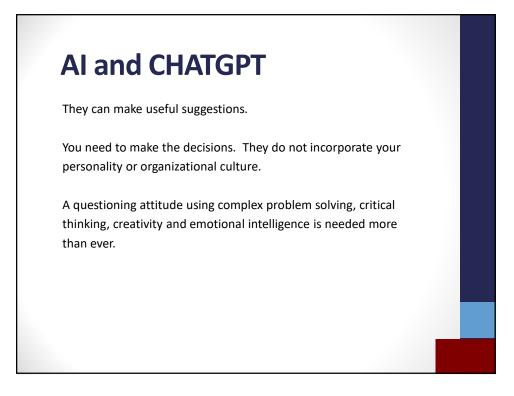


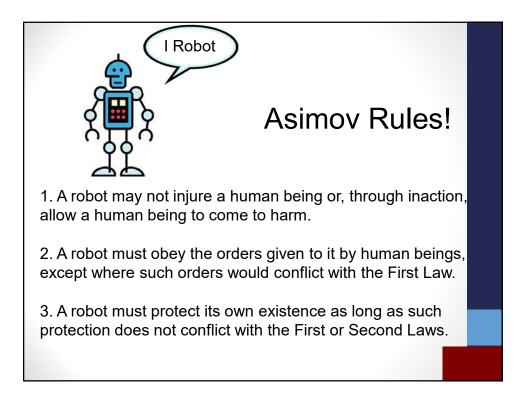


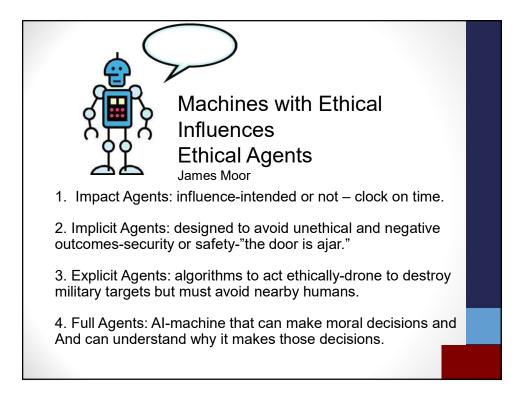


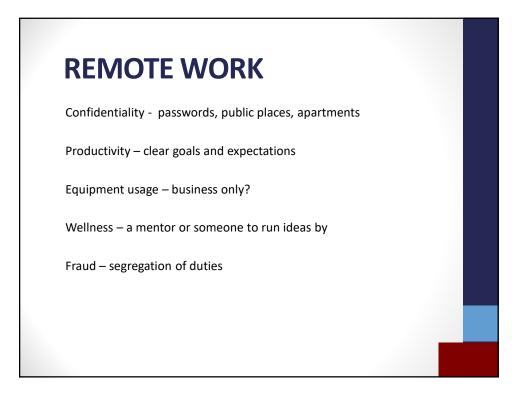


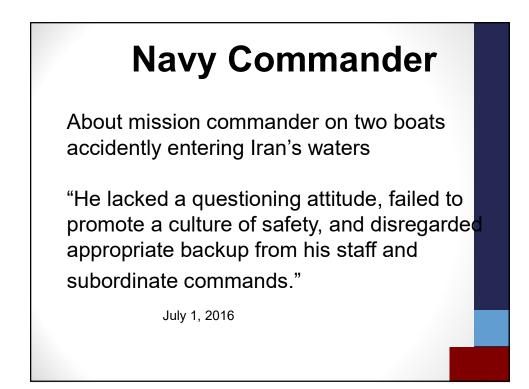


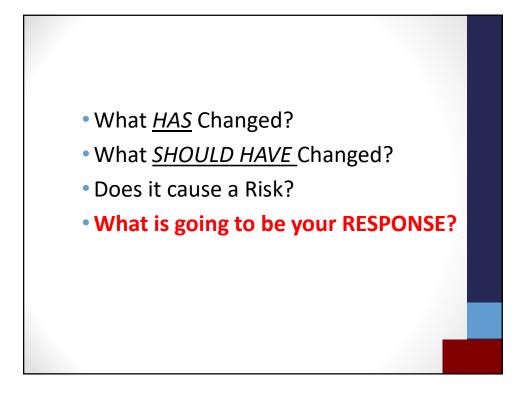






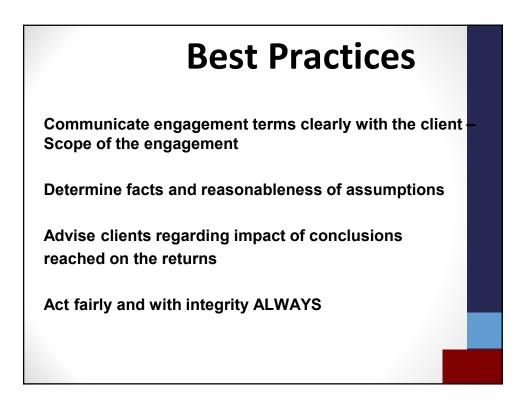


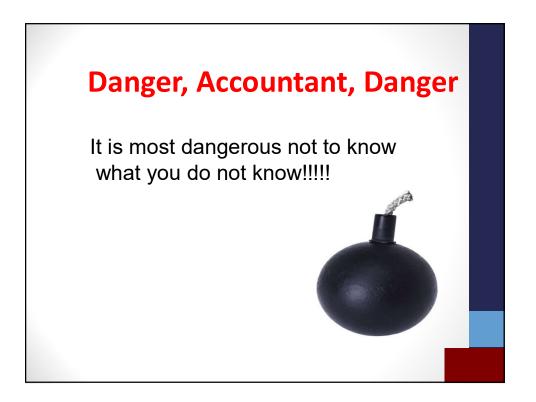


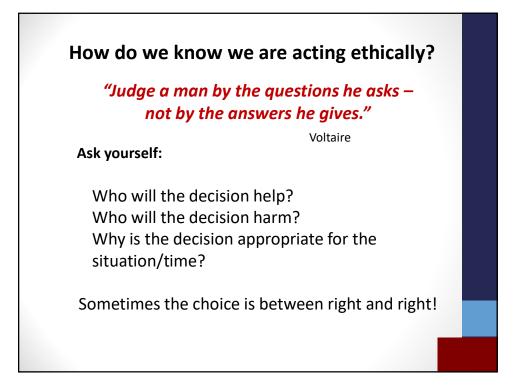


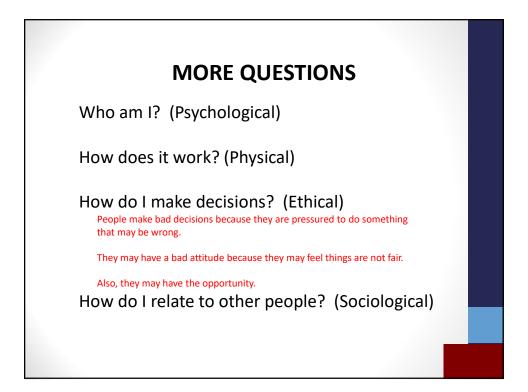
One of The Largest <u>Pitfalls</u> to Performing Engagements in an <u>Effective</u> and <u>Efficient</u> Manner.....? **Making** 

# **Assumptions!**









## Four step ethical decision framework

Step 1: Identify the dilemma and assess the potential risk to the organization, others and yourself.

- What is the dilemma?
- What is the potential risk to others (clients, coworkers, your family, etc.)?
- What is the potential risk to the organization?
- What is the potential risk to you?

## Four step ethical decision

#### framework

Step 2: Consider several alternative actions and the potential outcomes and consequences of each action.

- What section(s) of the Code of Ethics and Professional Conduct is/are applicable?
- What internal policies and/or laws are applicable? (If unsure, consult the helpline or ethics officer.)
- What questions should be asked early on in dealing with this dilemma?
- What internal resources can you use for guidance? Who should be notified?

Tabulate alternates – what are the options? If it feels right, it probably is; if it feels dubious, it probably is.

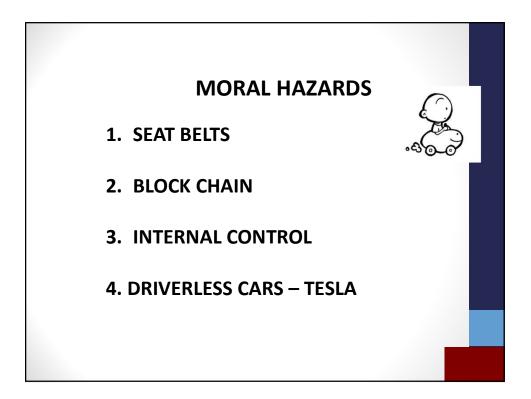
# Four step ethical decision framework

Step 3: Decide on the best course of action and implement it. (Consider the "evaluation tests" in Step 4.)

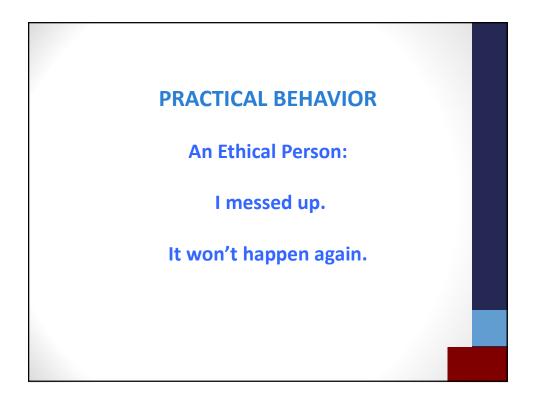
• What is the best course of action?

Step 4: Evaluate the results of your actions.

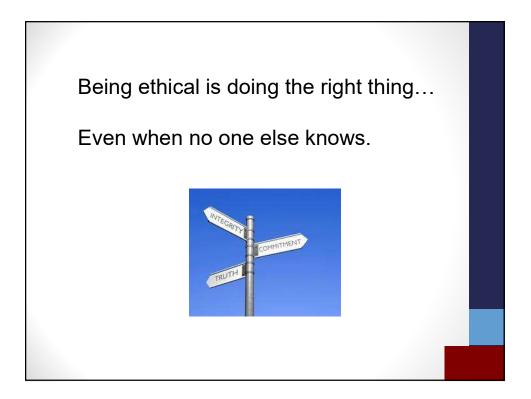
- Could you tell your family or friends what you did? Would your Mom be proud of your choice?
- If your decision and actions were placed on the front page of the *Times* or the *Journal*, would the story portray a flattering portrait of you?
- · Have you obeyed the letter and the spirit of the law?
- How will you know if you have made the right decision?

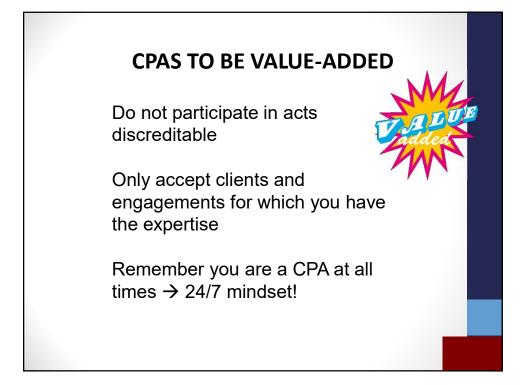














#### 2:30 – 3:30 p.m.

## Recent Trends in Wisconsin School Finance: The Increasing Need for Capital & Operational Referenda

Jordan Masnica, Vice President, Baird Public Finance Elise Murn, Vice President, School Business Specialist, Baird Public Finance.





Baird Public Finance 777 East Wisconsin Avenue Milwaukee, WI 53202

### Meet the Baird School Finance Team



Brian Brewer Managing Director 414-298-7030 bbrewer@rwbaird.com



Debby Brunett Director 715-552-3567 dbrunett@rwbaird.com



**Mike Clark** Managing Director 414-765-7326 mdclark@rwbaird.com



Jordan Masnica Vice President 414-298-7501 jmasnica@rwbaird.com



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**Dennis Birr** School Business Specialist 608-415-1254 dbirr@rwbaird.com



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**Todd Hajewski** School Business Specialist 414-298-1974 thajewski@rwbaird.com



Elise Murn School Business Specialist 414-298-2324 emurn@rwbaird.com



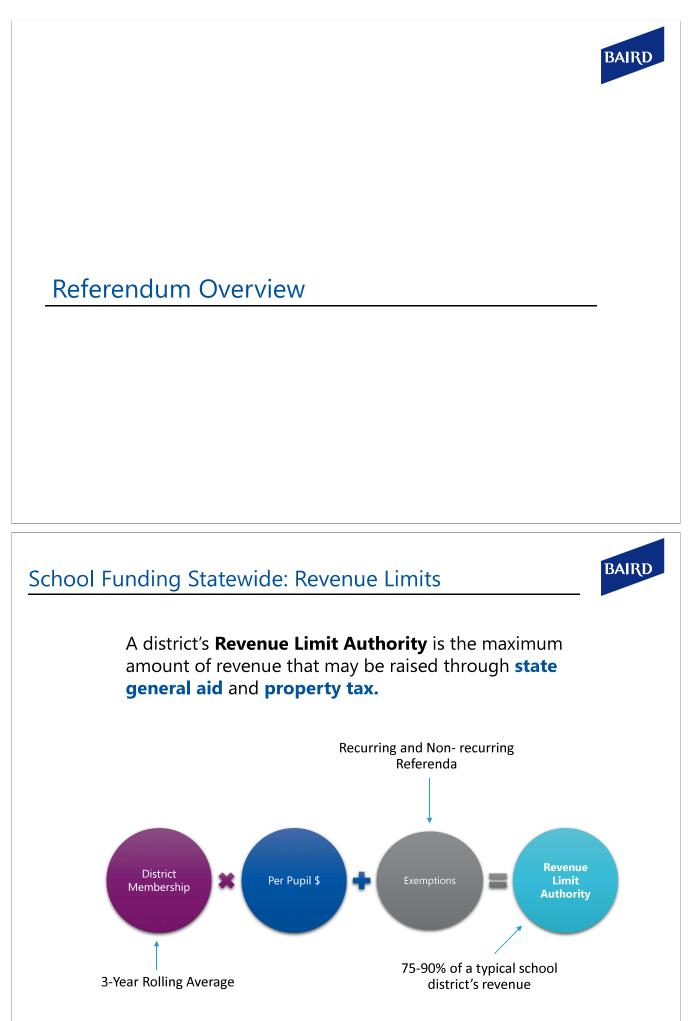
Kim Zabel School Business Specialist 414-298-5264 kzabel@rwbaird.com

## BAIRD

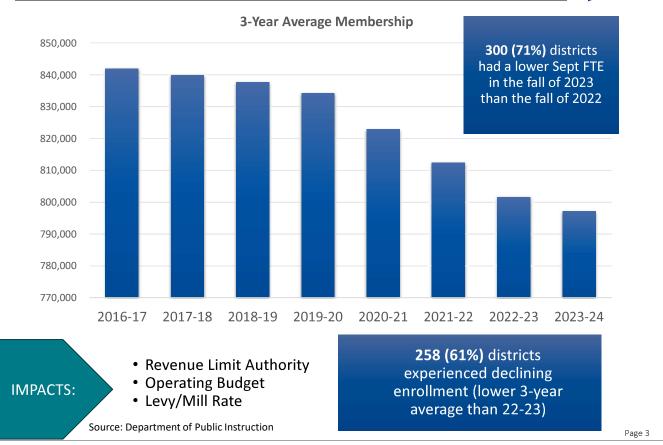
Discover the Baird Difference

BAIRD

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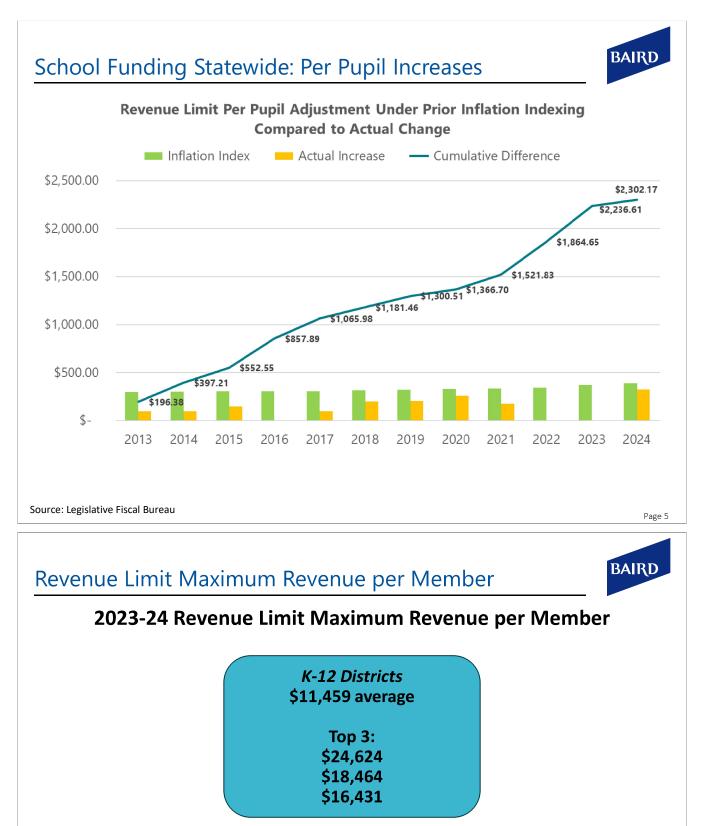
#### School Funding Statewide: Per Pupil Increases

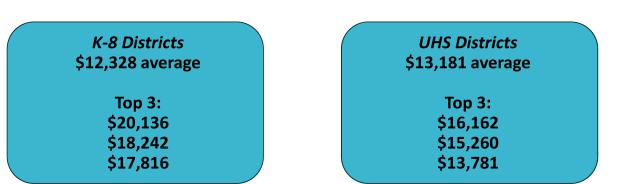
#### Revenue Limit Per Pupil Adjustment Under Prior Inflation Indexing Compared to Actual Resource Change

	Per Pupil Adjustment Under Prior Indexing	Actual Combined Resource Change	Difference
2008-09	\$274.68	\$274.68	\$0.00
2009-10	274.68	200.00	-74.68
2010-11	281.00	200.00	-81.00
2011-12	288.59	-554.00*	-842.59
2012-13	296.38	100.00	-196.38
2013-14	300.83	100.00	-200.83
2014-15	305.34	150.00	-155.34
2015-16	305.34	0.00	-305.34
2016-17	308.09	100.00	-208.09
2017-18	315.48	200.00	-115.48
2018-19	323.05	204.00	-119.05
2019-20	329.19	263.00	-66.19
2020-21	334.13	179.00	-155.13
2021-22	342.82	0.00	-342.82
2022-23	371.96	0.00	-371.96

\* While the 5.5% per pupil reduction amount varied among districts, the statewide average reduction was \$554.

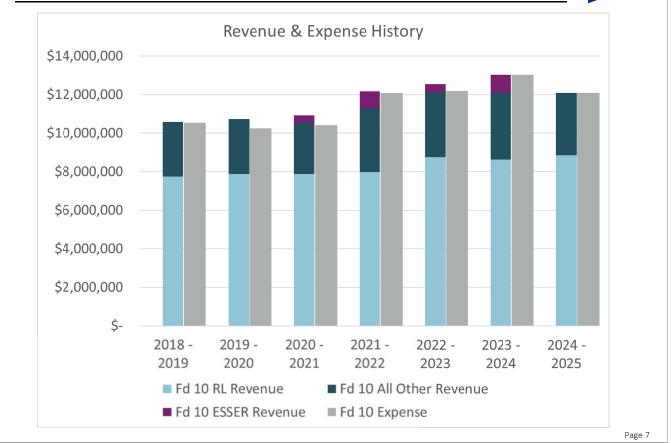
NOTE: 2023-24 estimate of \$392.79 and 2024-25 estimate of \$403.00 Source: Legislative Fiscal Bureau as of 01/2023 BAIRD





Source: Department of Public Instruction

## ESSER FUNDING SUMMARY: REVENUE



#### BAIRD Referendum 101 A referendum asks for voter approval to increase the taxing authority of the School District for the purposes of Operations or Debt **Debt/Capital** Referendum Referendum Community **Approved Debt** Service Tax Levy Levy (Fund 39) (Fund 80) **Revenue Limit Prior Year Levy** Tax Levy Chargeback Total (Funds 10, 38 & and Other 41) School **Operational** Levy Referendum

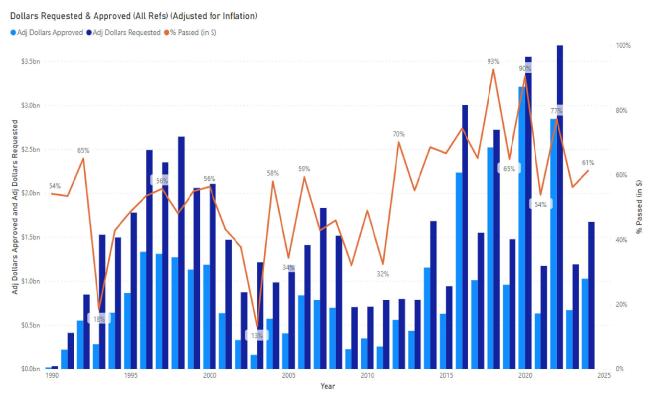
## Types of Referendums

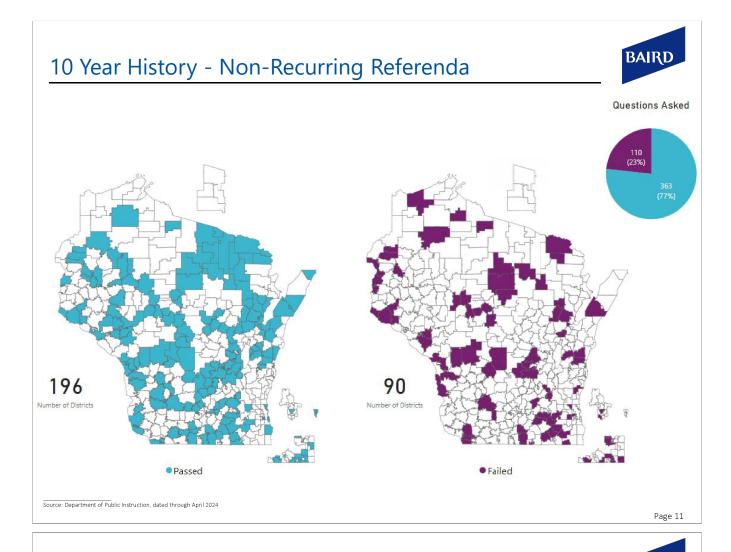


BAIRD

	Debt	Operational Refer									
	Referendum	Referendum Recurring									
Purpose	Large Capital Projects	Operating Costs	Operating Costs								
Term	Up to 20-Year Loans	Unlimited Levy added to base of Revenue Limit	Annual Levy with a sunset								
		Recurring Exemption	Non-Recurring Exemption								

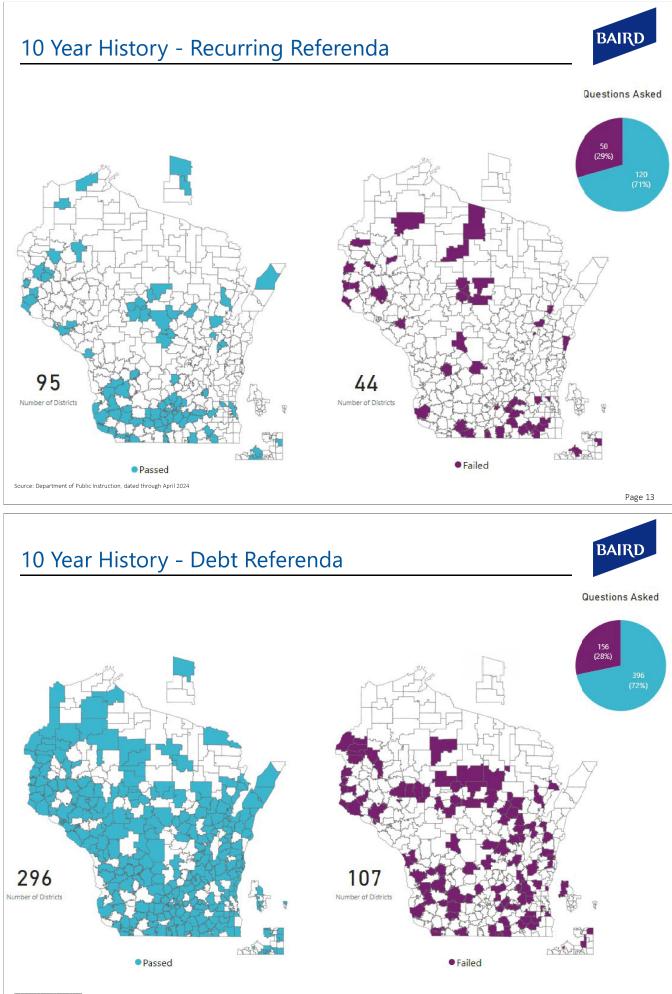
## Historical Referendum Trends





#### BAIRD Dependency on Operational Referendum Districts that have at least 10% of their revenue limit supplemented by non-recurring operating referendum 120 100 100 80 80 72 71 68 66 55 57 60 46 39 40 -36 20 0 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024

Source: Department of Public Instruction \*Numbers based on Base Revenue Limit figure for each year, per the Revenue Limit Worksheet





#### Based on Month (Since 2000)

		Issue [	Debt		Non-rec	urring	Recurring				
	Pass					Pass			Pass		
Election Month	Failed	Passed	Percentage	Failed	Passed	Percentage	Failed	Passed	Percentage		
February	44	68	60.7%	27	47	63.5%	30	23	43.4%		
April	270	369	57.7%	192	379	66.4%	121	103	45.9%		
August/September	19	22	53.7%	14	21	60.0%	8	6	42.9%		
November (Non-Presidential)	39	123	75.9%	22	72	76.6%	16	32	66.7%		
November (Presidential)	43	113	72.4%	21	52	71.2%	13	36	73.5%		
Special (No longer an option)	105	87	45.3%	33	56	62.9%	50	35	41.2%		
Total	520	782	60.0%	309	627	66.9%	238	235	49.6%		

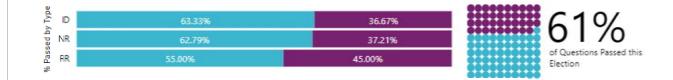
Source: Department of Public Instruction, dated through April 2024

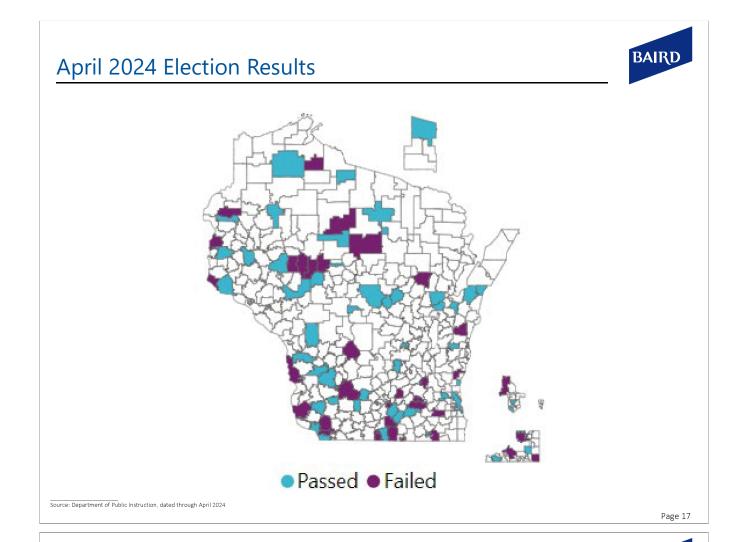
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BAIRD

### April 2024 Election Results

Туре		Passed	Failed	Total
Issue Debt	# of ?s	19	11	30
	Total	\$473.3M	\$326.6M	\$799.9M
Non-Recurring	# of ?s	27	16	43
	Total	\$193.0M	\$138.6M	\$331.6M
Recurring	# of ?s	11	9	20
	Total	\$290.3M	\$31.9M	\$322.1M
Total	# of ?s	57	36	93
	Total	\$956.5M	\$497.1M	\$1,453.6M





## NR/RR/ID Information

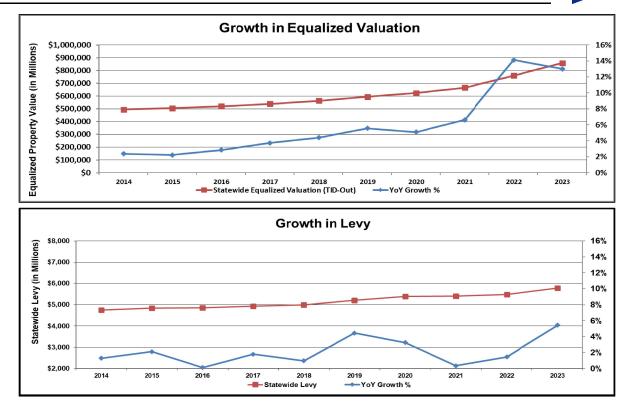
		Issue [	Debt		Non-rec	urring	Recurring				
			Pass			Pass			Pass		
Election Year	Failed	Passed	Percentage	Failed	Passed	Percentage	Failed	Passed	Percentage		
2000	45	67	59.8%	16	17	51.5%	23	26	53.1%		
2001	49	35	41.7%	13	16	55.2%	33	20	37.7%		
2002	35	24	40.7%	13	11	45.8%	18	2	10.0%		
2003	44	13	22.8%	13	8	38.1%	24	5	17.2%		
2004	17	32	65.3%	9	16	64.0%	13	10	43.5%		
2005	25	17	40.5%	14	16	53.3%	13	10	43.5%		
2006	22	40	64.5%	22	32	59.3%	11	10	47.6%		
2007	25	31	55.4%	18	22	55.0%	14	9	39.1%		
2008	27	30	52.6%	23	32	58.2%	19	10	34.5%		
2009	14	13	48.1%	17	19	52.8%	10	3	23.1%		
2010	16	26	61.9%	18	19	51.4%	8	2	20.0%		
2011	20	13	39.4%	10	22	68.8%	1	4	80.0%		
2012	11	29	72.5%	10	19	65.5%	3	4	57.1%		
2013	16	19	54.3%	11	21	65.6%	3	1	25.0%		
2014	18	33	64.7%	15	39	72.2%	7	8	53.3%		
2015	19	27	58.7%	9	31	77.5%	0	4	100.0%		
2016	18	64	78.0%	9	38	80.9%	5	20	80.0%		
2017	17	23	57.5%	8	21	72.4%	6	8	57.1%		
2018	9	75	89.3%	5	46	90.2%	2	19	90.5%		
2019	10	16	61.5%	4	23	85.2%	1	6	85.7%		
2020	6	43	87.8%	5	37	88.1%	5	15	75.0%		
2021	17	19	52.8%	8	19	70.4%	3	5	62.5%		
2022	17	57	77.0%	10	59	85.5%	6	17	73.9%		
2023	11	18	62.1%	22	22	50.0%	4	6	60.0%		
2024	14	21	60.0%	17	28	62.2%	11	12	52.2%		
Total	522	785	60.1%	319	633	66.5%	243	236	49.3%		

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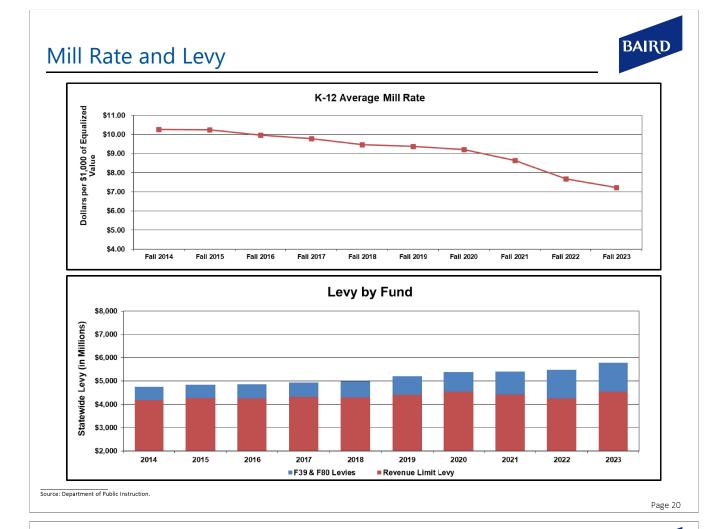
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## As A Result...

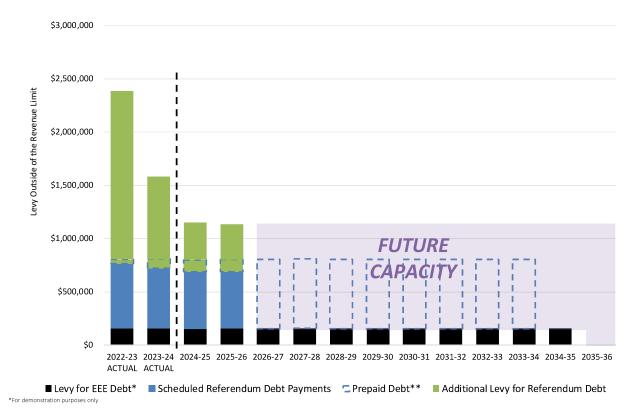




Source: Department of Public Instruction.







## Cash Defeasance – High Escrow Earnings

ESCROW REQUIREMENTS										
Cash Defeasance - Final										
Period Ending	Interest	Principal Redeemed	Total							
04/01/2024	8,450.00		8,450.00							
10/01/2024	8,450.00		8,450.00							
04/01/2025	8,450.00	520,000	528,450.00							
	25,350.00	520,000	545,350.00							

Bond Proceeds: Cash Requirement	527,995.00
cash Requirement	527,995.00
	527,995.00
Uses:	
Refunding Escrow Deposits:	
SLGS Purchases	514,845.00
Cost of Issuance:	
Baird Consulting	5,000.00
Bond Counsel	4,500.00
Escrow Agent	1,150.00
CPA Verification	2,500.00
	13,150.00
	527,995.00

Bond Defeasance				
Dr. 38/39 E 000 675 281000 000	Long-Term Bond Principal	520,000		
Dr. 38/39 E 000 685 281000 000	Long-Term Bond Interest	(5,155)		
Dr. 38/39 E 000 690 281000 000	Other Debt Retirement-Closing Costs	13,150		
Cr. 38/39 R 000 968 500000 000	Debt Premium-Non-Refinancing Debt		-	
Cr. 38/39 B 000 000 711000 000	Cash		527,995	
		527,995	527,995	JE IN BALANCE

\*For demonstration purposes only

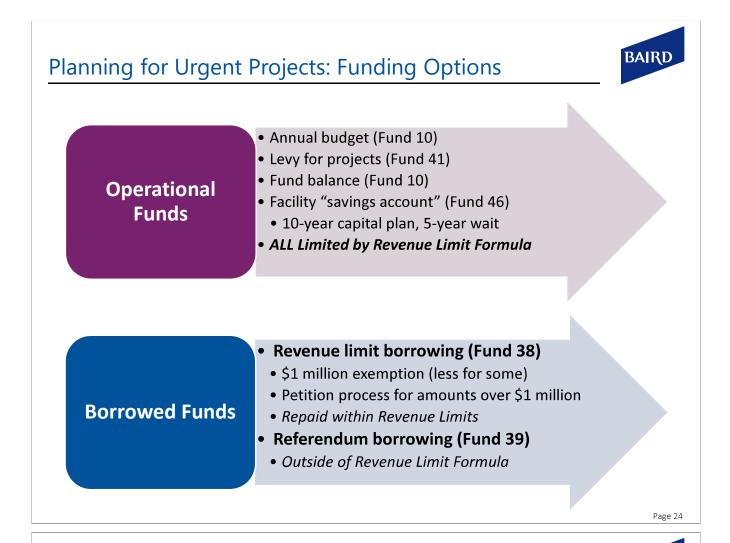
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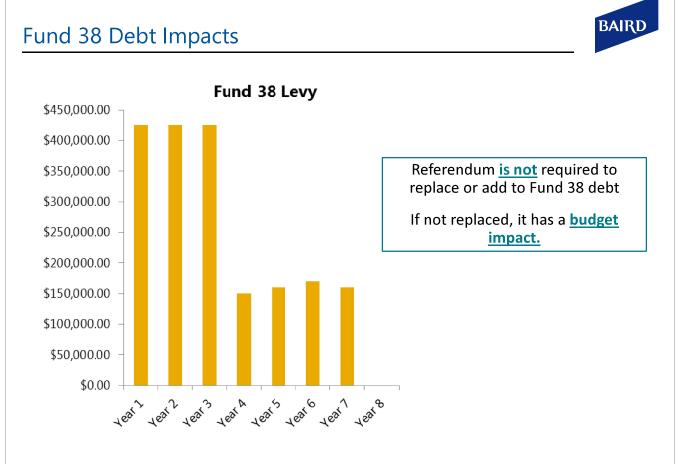
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## Fund 80 and Fund 50

ool & Weight Room spreadsheet for % of Fund 80 use														
	Hrs per													
DMMUNITY - Pool & Weight Room Open Hours	day	7	8	9	10	11	12	1	2	3	4	5	6	Totals
ondays: WR: 6-7:30 AM & 3:30-9:00 PM/Pool: 6-7:30 AM & 7-9 PM - 10.5 hours	10.5	52.5	42	42	52.5	42	42	52.5	42	52.5	42	42	42	546
esdays: WR: 6-7:30 AM & 3:30-9:00 PM/Pool: 6-7:30 AM & 7-9 PM - 10.5 hours	10.5	52.5	42	42	52.5	42	42	52.5	42	52.5	42	42	42	546
ednesdays: WR: 6-7:30 AM & 3:30-5:30 PM/Pool: 6-7:30 AM - 8.5 hours	8.5	42.5	34	34	42.5	34	34	42.5	34	42.5	34	34	34	442
ursdays: WR: 6-7:30 AM & 3:30-9:00 PM/Pool: 6-7:30 AM & 7-9 PM - 10.5 hours	10.5	52.5	42	42	52.5	42	42	52.5	42	52.5	42	42	42	546
idays: WR: 6-7:30 AM/Pool: 6-7:30 AM - 3 hours	3	15	12	12	15	12	12	15	12	15	12	12	12	156
otal Community Use	43	215	172		215	172		215		215	172	172	172	2,236
ours		744	744	720	744	720	744	744	696	744	720	744	720	8,784
rcent Community Use/Month		28.90%	23.12%	23.89%	28.90%	23.89%	23.12%	28.90%	24.71%	28.90%	23.89%	23.12%	23.89%	25%
**Formula for hours per mo	nth is #hrs	per day >	days c	f the mo	onth**									
How to offset costs but qualif	y		$\sum$					/		$\bigwedge$				
within decision tree?														







## Sample Debt Impact to Budget

						_	_						
		*	SCENARIO 1			*	ĸ		SCENARIO 2			*	
		*	\$1,400,000		*	ĸ	\$	1,600,000	)	*			
		*	G.O. PROMISSORY NOTES		*	ĸ		ROMISSORY		*			
		EXISTING *	Dated: July 10, 2024		COMBINED *	ĸ		ed: July 10, 2		COMBINED *			
LEVY	YEAR	FUND 38 *	* (First Interest: March 1, 2025)		FUND 38 *	ĸ		terest: March		FUND 38 * YEAR			
YEAR	DUE	DEBT SERVICE *	PRINCIPAL	NET INT.	TOTAL	DEBT SERVICE *	*	PRINCIPAL	NET INT.	TOTAL	DEBT SERVICE	*	DUE
		*	(3/1)	(3/1 & 9/1)		*	ĸ	(3/1)	(3/1 & 9/1)			*	
		*	,	AIC=		*	ĸ	( / /	AIC=			*	
		*		4.47%		*	ĸ		4.47%			*	
		*				*	ĸ					*	
2023	2024	\$48,263 *				\$48,263 *	ĸ				\$48,263	*	2024
2024	2025	\$46,958 *	\$70,000	\$19,372	\$89,372	\$136,329 *	ĸ	\$90,000	\$17,002	\$107,002	\$153,959	*	2025
2025	2026	\$45,653 *	\$25,000	\$67,819	\$92,819	\$138,471 *	ĸ	\$35,000	\$76,856	\$111,856	\$157,509	*	2026
2026	2027	*	\$70,000	\$65,325	\$135,325	\$135,325 *	ĸ	\$80,000	\$73,838	\$153,838	\$153,838	*	2027
2027	2028	*	\$75,000	\$61,519	\$136,519	\$136,519 *	ĸ	\$85,000	\$69,506	\$154,506	\$154,506	*	2028
2028	2029	*	\$80,000	\$57,450	\$137,450	\$137,450 *	ĸ	\$90,000	\$64,913	\$154,913	\$154,913	*	2029
2029	2030	*	\$85,000	\$53,119	\$138,119	\$138,119 *	ĸ	\$95,000	\$60,056	\$155,056	\$155,056	*	2030
2030	2031	*	\$90,000	\$48,525	\$138,525	\$138,525 *	ĸ	\$100,000	\$54,938	\$154,938	\$154,938	*	2031
2031	2032	*	\$95,000	\$43,669	\$138,669	\$138,669 *	ĸ	\$105,000	\$49,556	\$154,556	\$154,556	*	2032
2032	2033	*	\$100,000	\$38,550	\$138,550	\$138,550 *	ĸ	\$110,000	\$43,913	\$153,913	\$153,913	*	2033
2033	2034	*	\$105,000	\$33,169	\$138,169	\$138,169 *	ĸ	\$120,000	\$37,875	\$157,875	\$157,875	*	2034
2034	2035	*	\$110,000	\$27,525	\$137,525	\$137,525 *	ĸ	\$125,000	\$31,444	\$156,444	\$156,444	*	2035
2035	2036	*	\$115,000	\$21,619	\$136,619	\$136,619 *	ĸ	\$130,000	\$24,750	\$154,750	\$154,750	*	2036
2036	2037	*	\$120,000	\$15,450	\$135,450	\$135,450 *	ĸ	\$140,000	\$17,663	\$157,663	\$157,663	*	2037
2037	2038	*	\$125,000	\$9,019	\$134,019	\$134,019 *		\$145,000	\$10,181	\$155,181	\$155,181		2038
2038	2039	*	\$135,000	\$2,869	\$137,869	\$137,869 *	ĸ	\$150,000	\$3,188	\$153,188	\$153,188		2039
		*				*	*					*	
		\$140,873 *	\$1,400,000	\$564,997	\$1,964,997	\$2,105,869 *	* \$	51,600,000	\$635,677	\$2,235,677	\$2,376,549	*	
			1										

Hypothetical example for demonstration purposes only

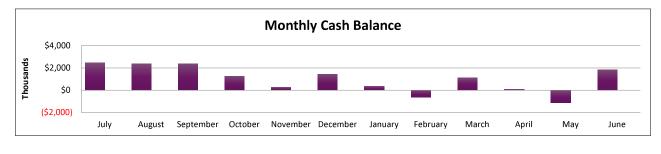
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### Manage Cash Flow

- Get cash in-hand as soon as possible
  - Why?
    - Limit cash flow borrowing needs
    - · Increase funds available for investments
  - How?
    - Have a cash flow estimate
    - Budget management and cash management are two different things
    - Focus on revenue timing:
      - More frequent grant claims
      - Shared service agreements
      - Transited revenue, i.e. Medicaid or transit of categorical aid
      - Managing bill payment due date



## Inflation Reduction Act of 2022



- Federal legislation passed in 2022
- Offers a number of clean energy and clean vehicle tax credits for eligible projects
- Even though school districts do not pay taxes and are not typically eligible for tax credits, "applicable entities" may elect direct payments instead of tax credits for eligible projects or eligible equipment purchases
  - "Applicable entities" include states and political subdivisions

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## Inflation Reduction Act of 2022

- To receive direct payments, applicable entities will need to:
  - Identify a capital project or capital equipment purchase that is eligible for one of the available credits
  - Complete the project or acquire the equipment
  - Complete pre-filing registration with the IRS before the tax return is due
  - File a timely tax return to claim the direct payments
  - Receive the direct payment
- More to come on the filing specifics when additional guidance is released by the Treasury

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