



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**

April 17, 2019

To: Terrence D. McCracken, Secretary to the Authority  
From: Robert J. Lichtenthal, Jr., Deputy Director *RJL*  
Subject: Proposed 2020 Budget Preparation Timeline Memo(s)

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Attached is a memo from me and one from Steven V. D'Amico, Business Office Manager, regarding the proposed 2020 Budget Preparation Timeline.

I am asking that this package be submitted to the Board of Commissioners for discussion as a Staff Item at the May 6, 2019 Board meeting agenda.



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**

April 17, 2019

To: Commissioners Schad, Carney and Jones  
From: Robert J. Lichtenthal, Jr., Deputy Director   
Subject: Proposed 2020 Budget Preparation Timetable

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Attached to this cover memo is a memo from Steven V. D'Amico, Business Office Manager, laying out a proposed 2020 Budget Preparation Timeline. Mr. D'Amico and I worked together on this timeline.

After reviewing last year's timeline it was decided that adding a few weeks to the front of the schedule would be advantageous and that change is reflected in this timeline.



## ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

April 15, 2019

To: Commissioners Schad, Carney and Jones

From: Steven V. D'Amico, Business Office Manager

Subject: Proposed Budget Preparation Timetable for 2020 Budget

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In order to comply with the State's Authority Budget Office requirement that local authorities submit their budget, using the PARIS system, no less than 60 days prior to the start of the fiscal year, I have prepared the following tentative budget preparation timetable for your review and approval:

- Monday, August 19, 2019:** Distribution of budget packages via email to Department Heads, with 7/31/19 data.
- Friday, September 6, 2019:** Final date for submission of budgets to Business Office Manager.
- September 7 to September 23, 2019:**  
Assembling of all budgets by the Budget Department, with corrections being made.
- Tuesday, September 24, and Wednesday, September 25, 2019:**  
Reviews by the Budget Committee.
- Friday, October 4, 2019:** Submission to the Board for their review.
- Tuesday October 15, 2019:** Budget hearings before the Board – O&M.
- Thursday October 17, 2019:** Budget hearings before the Board – Capital.
- Wednesday October 23, 2019:** Cutoff for Submission of Items for Consideration at October 31, 2019 Board Meeting.
- Thursday, October 31, 2019:** Board adoption of budget.
- Thursday, October 31, 2019:** Submission of Final Budget to the State's Authority Budget Office using PARIS.