

## Staff Fiscal Item 1



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

July 11, 2025

To: Jerome D. Schad, Chair  
Peggy A. LaGree, Vice Chair  
Michele M. Iannello, Treasurer

From: Joyce Tomaka, Chief Financial Officer

Subject: Proposed 2026 Budget Schedule

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The New York State Authorities Budget Office (ABO) requires local authorities to submit their budget 60 days prior to the start of their fiscal year. As a calendar year entity, our submission deadline is November 1, 2025. This year, although the due date falls on a Saturday, we historically submit shortly after the October Board meeting—currently scheduled for October 16<sup>th</sup>.

The following 2026 Budget schedule has been developed with that submission deadline in mind to ensure we can adopt the final budget at the October Board meeting:

- August 4, 2025 – Budget packages sent to Department Heads
- August 17, 2025 – Final date for input by departments
- August 18 – September 2, 2025 – Compilation by Business Office Manager
- September 4 – September 8, 2025 – Review by Budget Committee
- September 11, 2025 – Submission to the Board for review
- Work session with the Board – proposed options:
  - Option 1: September 24 – September 25, 2025
  - Option 2: September 18 – September 19, 2025
- October 6, 2025 – Deadline for October 16, 2025 Board meeting
- October 16, 2025 – Board resolution to adopt 2026 Budget

The Budget Committee is comprised of Division Heads, Executive Engineer, Comptroller, and Business Office Manager. Each Department Head will present their budget for review and discussion to the Budget Committee.

I've included two options for this year's work session with the Board. Last year, due to a conflict with the originally scheduled work session date, we held the work session after the conclusion of the September Board meeting. Option 2 offers similar timing to hold the work session after the regularly scheduled September 18<sup>th</sup> Board meeting.

Please review the proposed work session dates and we can discuss which option is preferred at the meeting.

cc C. Eaton  
T. McCracken