



## ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

June 22, 2020

To: Commissioners Schad, Carney and LaGree

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 10, 2020:** Distribution of budget packages via email to Department Heads, with 6/30/20 data.

**Friday, August 21, 2020:** Final date for submission of budgets to Business Office Manager.

**August 22 to September 7, 2020:**

Assembling of all budgets by the Budget Department, with corrections being made.

**Tuesday, September 8, and Wednesday, September 9, 2020:**

Reviews by the Budget Committee.

**Friday, September 11 2020:** Submission to the Board for their review.

**Wednesday September 23, 2020:** Budget hearings before the Board – O&M.

**Thursday September 24, 2020:** Budget hearings before the Board – Capital.

**Wednesday October 14, 2020:** Cutoff for Submission of Items for Consideration at October 22, 2020 Board Meeting.

**Thursday, October 22, 2020:** Board adoption of budget.

**Friday, October 23, 2020:** Submission of Final Budget to the State's Authority Budget Office using PARIS.