



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

July 13, 2021

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

From: Karen A. Prendergast, Chief Financial Officer *KAP*

Subject: Proposed 2022 Budget Schedule

The NYS Authorities Budget Office (ABO) requires local authorities to submit annual budgets 60 days prior to the start of the fiscal year. The following tentative 2022 budget schedule is designed to meet our November 1, 2021 deadline.

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|------------------------------------|---|
| August 9, 2021: | Budget packages to Department Heads |
| August 20, 2021: | Final date for Budget input by Departments |
| August 21 - September 6, 2021: | Review and compilation by Budget Director |
| September 8 - September 10, 2021: | Review by the Budget Committee |
| September 17, 2021: | Submission to the Board for their review |
| September 29 - September 30, 2021: | Budget work session with the Board |
| October 20, 2021: | Deadline for October 28, 2021 Board Meeting |
| October 28, 2021: | Board resolution to adopt 2022 budgets |
| October 29, 2021: | Submission of Budget to the ABO |

The Budget Committee is comprised of Division Heads, Executive Engineer, Comptroller, and Budget Director. Each Department Head presents their budget for review and discussion to the Committee.

Please review the work session dates, September 30 is a meeting date so the work session would take place in the afternoon.

cc T. McCracken