



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**  
July 6, 2026

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

From: Joyce Tomaka, Chief Financial Officer

Subject: Proposed 2027 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, 2026. This year, although the due date falls on a Sunday, we historically submit shortly after the October Board meeting—currently scheduled for October 15<sup>th</sup>.

The following 2027 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 3, 2026 – Budget packages sent to Department Heads
- August 16, 2026 – Final date for input by departments
- August 17 – 31, 2026 – Compilation by Finance
- September 3 – 8, 2026 – Review by Budget Committee
- September 10, 2026 – Submission to the Board for review
- Work session with the Board:
  - September 19, 2026 – after conclusion of the regularly scheduled Board Meeting
  - September 20, 2026 – TBA if additional time is necessary
- October 5, 2026 – Deadline for October 15, 2026 Board meeting
- October 15, 2026 – Board resolution to adopt 2027 Budget

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

For the last two years, the work session with the Board has taken place after the conclusion of the September Board meeting. I have proposed that timing for this year's work session with the Board. Historically we haven't needed more than one day, but I've included it in the schedule as TBD in the event more time is necessary.

Please review the proposed schedule and let me know if any changes are necessary.

cc C. Eaton  
J. Hibit