



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

July 1, 2022

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

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

Subject: Proposed 2023 Budget Schedule

The NYS Authorities Budget Office (ABO) requires local authorities to submit a budget 60 days prior to the start of the fiscal year. The following 2023 budget schedule is designed to have the final budget adopted at the October meeting; our submission deadline is November 1, 2022.

August 8, 2022:	Budget packages to Department Heads
August 21, 2022:	Final date for Budget input by Departments
August 22 - September 5, 2022:	Compilation by Business Office Manager
September 7 - September 9, 2022:	Review by the Budget Committee
September 15, 2022:	Sent to the Board for their review
September 28 - September 29, 2022:	Budget work session with the Board
October 10, 2022:	Deadline for October 20, 2022 Board Meeting
October 20, 2022:	Board resolution to adopt 2023 budgets

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

Please review the work session dates – we can make any changes or accommodations you need.

cc T. McCracken