


Staff Fiscal Item 1



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

July 8, 2024

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

From: Joyce Tomaka, Chief Financial Officer 

Subject: Proposed 2025 Budget Schedule

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, 2024. The following 2025 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 5, 2024 – Budget packages sent to Department Heads
- August 18, 2024 – Final date for input by departments
- August 19 – September 3, 2024 – Compilation by Business Office Manager
- September 5 – September 9, 2024 – Review by Budget Committee
- September 12, 2024 – Submission to the Board for review
- September 25 – September 26, 2024 – Work session with the Board
- October 7, 2024 – Deadline for October 17, 2024 Board meeting
- October 17, 2024 – Board resolution to adopt 2025 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.

Please review the proposed work session dates and let me know if any changes or accommodations may be needed.

cc C. Eaton
T. McCracken