



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

July 5, 2018

To: Commissioners Schad and Carney

From: Steven V. D'Amico, Business Office Manager

Subject: Proposed Budget Preparation Timetable for 2019 Budget

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:

Tuesday, September 4, 2018: Distribution of budget packages via email to Department Heads, with 7/31/18 data.

Friday, September 14, 2018: Final date for submission of budgets to Business Office Manager.

September 15 to October 1, 2018: Assembling of all budgets by the Budget Department, with corrections being made.

Tuesday, October 2, and Wednesday, October 3, 2018:

Reviews by the Budget Committee.

Friday, October 5, 2018: Submission to the Board for their review.

Tuesday October 16, 2018: Budget hearings before the Board – O&M.

Thursday October 18, 2018: Budget hearings before the Board – Capital.

Wednesday October 24, 2018: Cutoff for Submission of Items for Consideration at November 1, 2018 Board Meeting.

Thursday, November 1, 2018: Board adoption of budget.

Thursday, November 1, 2018: Submission of Final Budget to the State's Authority Budget Office using PARIS.