

Reporting and Filing Dates

Document/Requirement	Required by:	Due Date	Completed
<b>Acknowledgement of Fiduciary Duty (new members)</b>	NYS Public Auth Law	once upon taking office	see reverse
<b>NYS Approved Board member training (new members)</b>	NYS Public Auth Law	once upon taking office	see reverse
<b>Annual election of officers, appoint committees</b>	Articles of Incorporation	Annual meeting	1/16/2024
<b>Annual Review/Readopt mission statement &amp; performance</b>	NYS Public Auth Law	Annual meeting	1/16/2024
<b>Annual Review/Readopt Procurement Policy</b>	NYS Public Auth Law	Annual meeting	1/16/2024
<b>Annual Review of Banking relationships</b>	Auditor request	Annual meeting	1/16/2024
<b>Annual Review/Readopt Personnel &amp; Sexual Harrassment Policy</b>	Internal Annually	Annual meeting	1/16/2024
<b>Annual Review/Readopt Code of Ethics</b>	Internal Annually	Annual meeting	1/16/2024
<b>Conflict of Interest forms/cc: Board &amp; Ethics Officer</b>	Internal Annually	Annual meeting	see reverse
<b>Annual employee reviews</b>	Internal personnel policy	Jan EC meeting	1/16/2024
<b>Annual ABO Board Evaluation Form due 90 days after year end</b>	NYS ABO	1st qtrly meeting	see reverse
<b>2023 FINAL vouchers/payment requests</b>	EOHWC	1/15/2023	1/18/2024
<b>2023 FINAL O&amp;M submittals for work done by municipalities</b>	EOHWC	1/13/2023	1/13/2024
<b>2023 Annual DEC Retrofit Report</b>	DEC	1/31/2023	2/9/2024
<b>2023 Form 1099's</b>	Contractors/IRS	1/31/2023	1/16/2024
<b>2023 4th Qtr 941 and NYS-45</b>	IRS/NYS	1/31/2023	1/19/2024
<b>2023 Form W-3 and W-2's</b>	employee/IRS	1/31/2023	1/16/2024
<b>2023 Annual DEC Retrofit Report</b>	DEP	within 30 days after submitted to DEC	3/5/2024
<b>2023 Annual DEC Retrofit Report</b>	Putnam/Westch County	within 30 days after submitted to DEC	3/5/2024
<b>2024 Board Evaluations governance reviewed/filed with NYS</b>	ABO	3/31/2024	3/29/2024
<b>2024 Conflict of Interest/Governance reviewed</b>	Auditor	3/31/2024	3/29/2024
<b>2023 Annual Project Accounting Reports (Incl FAD)</b>	DEP/Counties	3/31/2024	HOLD
<b>2023 Annual NYSHIP Federal Reporting for Health Benefits</b>	NYBEAS/NYS	4/1/2024	3/28/2024
<b>2023 Annual Audited Financial Reports</b>	DEP/Counties	4/1/2024	4/1/2024
<b>2023 Certified Financial Audit</b>	ABO	4/1/2024	3/29/2024
<b>2023 Annual Report * Includes PAR, bound annual report, misc</b>	ABO	4/1/2024	HOLD
<b>2023 Procurement Report</b>	ABO	4/1/2024	3/29/2024
<b>2023 Investment Report</b>	ABO	4/1/2024	3/29/2024
<b>2023 Measurement Report (PAR)-*attach within annual report</b>	ABO	4/1/2024	HOLD
<b>2024 Payroll 1st Qtr form 941 and NYS-45</b>	IRS/NYS	4/30/2024	4/10/2024
<b>2024 docs of O&amp;M town inspections/costs to EOHWC</b>	munis	4/30/2024	
<b>2023 O&amp;M payments from munis to EOHWC</b>	munis	4/30/2024	
<b>2023 Annual Report (same as posted to NYS ABO 3/31)</b>	BOD/DEP	2nd Qtrly meeting	
<b>2023 Annual Directors/Alternates/Employees Fincl Disclosure</b>	NYS/(Putnam County)	5/15/2024	
<b>2023 Federal Form 990</b>	IRS	5/15/2024	
<b>2023 NYS Form CHAR 500 with Audited Financial statements</b>	NYS	11/15/2024	
<b>2023 Westchester County Invoice for O&amp;M Reimbursement</b>	Westchester County	5/15/2024	
<b>Annual workers comp audit - 4/12/23- 4/12/24</b>	Hartford Insurance	5/22/2024	
<b>2023 O&amp;M payments to munis</b>	munis	5/31/2024	
<b>2023 O&amp;M additional payments to Westchester munis</b>	Westchester munis	6/30/2024	
<b>2024 Payroll 2nd Qtr form 941 and NYS-45</b>	IRS/NYS	7/31/2024	
<b>2024 docs of O&amp;M town inspections/costs to EOHWC</b>	munis	8/31/2024	
<b>2024 Work plan to DEC (Year 12)</b>	DEC	on hold	on hold
<b>2024 DEC Approved Year 12 Work plan to DEP</b>	DEP	on hold	on hold
<b>2024 Payroll 3rd Qtr form 941 and NYS-45</b>	IRS/NYS	10/31/2024	
<b>2025 Budget</b>	ABO	11/1/2024	
<b>2024 docs of O&amp;M town inspections/costs to EOHWC</b>	EOHWC	11/30/2024	
<b>NOTE: Items in bold blue print require the attention of and/or are due from Directors or municipalities.</b>			

L; Admin; ABO Compliance; List of Reporting and Filing Due Dates

NYS ABO COMPLIANCE SCHEDULE 2024

				Due One Time		Due Every Year			
				Fiduciary Acknowledgement	Board member training	Board Eval	Conflict of Interest Forms	Financial Disclosure	Comments
Items:				Within 1 year (new members)		Annual Meeting	Annual Meeting	Due 5/15 each year	
Due Dates:									
Annabi	Jacqueline	Member	annabivtb@gmail.com	DONE	DONE	DONE	DONE		
Becker	Richard	Member	richardb@townofcortlandt.com	DONE	DONE	DONE	DONE		
Brancati	Edward	Alternate	ebrancati@mountkiskonyn.gov	DONE	DONE	DONE	DONE		
Byrne	Kevin	Member	kevin.byrne@putnamcountynyn.gov	DONE	DONE	DONE	DONE		
Calves	Ellen	Member	supervisor@bedfordny.gov	DONE	DONE	DONE	DONE		
Cazzari	Michael	Member	msc1s@ci.carmel.ny.us	DONE	DONE	DONE	DONE		
Charney-Hull	Sabrina	Alternate	scharneyhull@mynewcastle.org	DONE	DONE	DONE	DONE		
Ciarcia	Dan	Alternate	dciarcia@yorktownny.org	DONE	DONE				
Cindrich	Michael	Member	mayorcindrich@mountkiskonyn.gov	DONE		N/A	DONE		Emailed 4/15/24
Daley	Joanne	Alternate	jdaley@pawling.org	DONE	DONE	DONE	DONE		
Durante	Nicholas	Member	ndurante@southeast-ny.gov	DONE	DONE	N/A	DONE		
Fitzpatrick	Kevin	Staff	kevin@eohwc.org	Not Required for Employees			DONE	DONE	
Franzetti	Richard	Alternate	rjf@ci.carmel.ny.us	DONE	DONE	DONE	DONE	DONE	
Giguere	Keith	Staff	keith@eohwc.org	Not Required for Employees			DONE	DONE	
Goncalves	Tony	Member	supervisor@lewisborogov.com	DONE	DONE	DONE	DONE		
Hansan	Kevin	Member	supervisor@townofpoundridge.com	DONE	DONE	DONE	DONE		
Lachterman	Edward	Member	elachterman@yorktownny.org	DONE		N/A	DONE		Emailed 4/15/24
Lapidus	Cory	Staff	cory@eohwc.org	Not Required for Employees			DONE	DONE	
Lucas	Warren	Member	wlucas@northsalemnyn.org	DONE	DONE	DONE	DONE		
Matera	Linda	Staff	info@eohwc.org	Not Required for Employees			DONE	DONE	
McGlasson	Jaime	Member	jmcglasson@townofkentyn.gov	DONE	DONE	DONE	DONE		
Preziosi	Michael	Alternate	michaelp@townofcortlandt.com	DONE	DONE	DONE	DONE		
Rende	Joseph	Member	supervisor@northcastlenyn.com	DONE	DONE	N/A	DONE		
Schmitt	James	Member	jschmitt@pawling.org	DONE	DONE				
Schoenig	James	Member	jschoenig@brewstervillage-ny.gov	DONE	DONE	DONE	DONE		
Scorrano	Robert	Member	supervisor@somersny.com	DONE	DONE	DONE	DONE		
Tamagna	Vincent	Alternate	vincent.tamagna@putnamcountynyn.gov	DONE	DONE	DONE	DONE		
Taylor	Lauri	Member	lauritaylor89@gmail.com	DONE	DONE	DONE	DONE		
Tipp	Vitoria	Member	vtipp@mynewcastle.org			N/A			Emailed 4/16/24
Williams	Richard	Member	supervisor@pattersonnyn.gov	DONE	DONE	DONE	DONE		
Woelfle	Steven	Alternate	swoelfle@somersny.com	DONE	DONE	DONE	DONE		
				Directors/alternates	Directors/alternates	Directors/alternates	All required	All required	

(info from County)