

Reporting and Filing Dates

Document/Requirement	Required by:	Due Date	Completed
Acknowledgement of Fiduciary Duty (new members)	NYS Public Auth Law	once upon taking office	5/15/2024
NYS Approved Board member training (new members)	NYS Public Auth Law	once upon taking office	5/15/2024
Annual election of officers, appoint committees	Articles of Incorporation	Annual meeting	1/16/2024
Annual Review/Readopt mission statement & performance	NYS Public Auth Law	Annual meeting	1/16/2024
Annual Review/Readopt Procurement Policy	NYS Public Auth Law	Annual meeting	1/16/2024
Annual Review of Banking relationships	Auditor request	Annual meeting	1/16/2024
Annual Review/Readopt Personnel & Sexual Harrassment Policy	Internal Annually	Annual meeting	1/16/2024
Annual Review/Readopt Code of Ethics	Internal Annually	Annual meeting	1/16/2024
Conflict of Interest forms/cc: Board & Ethics Officer	Internal Annually	Annual meeting	see reverse
Annual employee reviews	Internal personnel policy	Jan EC meeting	1/16/2024
Annual ABO Board Evaluation Form due 90 days after year end	NYS ABO	1st qtrly meeting	see reverse
2023 FINAL vouchers/payment requests	EOHWC	1/15/2023	1/18/2024
2023 FINAL O&M submittals for work done by municipalities	EOHWC	1/13/2023	1/13/2024
2023 Annual DEC Retrofit Report	DEC	1/31/2023	2/9/2024
2023 Form 1099's	Contractors/IRS	1/31/2023	1/16/2024
2023 4th Qtr 941 and NYS-45	IRS/NYS	1/31/2023	1/19/2024
2023 Form W-3 and W-2's	Employee/IRS	1/31/2023	1/16/2024
2023 Annual DEC Retrofit Report	DEP	within 30 days after submitted to DEC	3/5/2024
2023 Annual DEC Retrofit Report	Putnam/Westch County	within 30 days after submitted to DEC	3/5/2024
2024 Board Evaluations governance reviewed/filed with NYS	ABO	3/31/2024	3/29/2024
2024 Conflict of Interest/Governance reviewed	Auditor	3/31/2024	3/29/2024
2023 Annual Project Accounting Reports (Incl FAD)	DEP/Counties	3/31/2024	Pending
2023 Annual Report (same as posted to NYS ABO 3/31)	BOD/DEP	3/31/2024	Pending
2023 Annual NYSHIP Federal Reporting for Health Benefits	NYBEAS/NYS	4/1/2024	3/28/2024
2023 Annual Audited Financial Reports	DEP/Counties	4/1/2024	4/1/2024
2023 Certified Financial Audit	ABO	4/1/2024	3/29/2024
2023 Annual Report * Includes PAR, bound annual report, misc	ABO	4/1/2024	Pending
2023 Procurement Report	ABO	4/1/2024	3/29/2024
2023 Investment Report	ABO	4/1/2024	3/29/2024
2023 Measurement Report (PAR)-*attach within annual report	ABO	4/1/2024	Pending
2024 Payroll 1st Qtr form 941 and NYS-45	IRS/NYS	4/30/2024	4/10/2024
2024 docs of O&M town inspections/costs to EOHWC	Municipalities	4/30/2024	4/30/2024
2023 O&M payments from municipalities to EOHWC	Municipalities	4/26/2024	5/15/2024
2023 Annual Directors/Alternates/Employees Fincl Disclosure	NYS(Putnam County)	5/15/2024	waiting for update from Put Cty
2023 Federal Form 990	IRS	5/15/2024	4/26/2024
2023 NYS Form CHAR 500 with Audited Financial statements	NYS	11/15/2024	4/29/2024
Annual workers comp audit - 4/12/23- 4/12/24	Hartford Insurance	5/22/2024	5/1/2024
2023 O&M payments to munis	Municipalities	5/31/2024	5/23/2024
2023 Westchester County Invoice for O&M Reimbursement	Westchester County	6/15/2024	Waiting for signature from 2 munis
2023 O&M additional payments to Westchester municipalities	Westchester munis	7/15/2024	
2024 Payroll 2nd Qtr form 941 and NYS-45	IRS/NYS	7/31/2024	7/12/2024
2024 Work plan to DEC (Year 12)	DEC	on hold	
2024 DEC Approved Year 12 Work plan to DEP	DEP	on hold	
2024 Payroll 3rd Qtr form 941 and NYS-45	IRS/NYS	10/31/2024	10/17/2024
2025 Budget	ABO	11/1/2024	10/31/2024

NOTE: Items in bold blue print require the attention of and/or are due from Directors or municipalities.

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