

Reporting and Filing Dates

Updated 3/26/25

<u>Document/Requirement</u>	<u>Required by:</u>	<u>Due Date</u>	<u>Completed</u>
Acknowledgement of Fiduciary Duty (new members)	NYS Public Auth Law	once upon taking office	N/A
NYS Approved Board member training (new members)	NYS Public Auth Law	once upon taking office	N/A
Annual election of officers, appoint committees	Articles of Incorporation	Annual meeting	1/7/2025
Annual Review/Readopt mission statement & performance	NYS Public Auth Law	Annual meeting	1/7/2025
Annual Review/Readopt Procurement Policy	NYS Public Auth Law	Annual meeting	1/7/2025
Annual Review of Banking relationships	Auditor request	Annual meeting	1/7/2025
Annual Review/Readopt Personnel & Sexual Harrassment Policy	Internal Annually	Annual meeting	1/7/2025
Annual Review/Readopt Code of Ethics	Internal Annually	Annual meeting	1/7/2025
Conflict of Interest forms/cc: Board & Ethics Officer	Internal Annually	Annual meeting	See reverse
Annual employee reviews	Internal personnel policy	Jan EC meeting	1/7/2025
Annual ABO Board Evaluation Form due 90 days after year end	NYS ABO	1st qtrly meeting	See reverse
2024-2025 O&M Documentation for 6/2/24 - 1/10/25	EOHWC	1/10/2025	1/10/2025
2024 FINAL vouchers/payment requests	EOHWC	1/17/2025	1/17/2025
2023 O&M Reimbursement to Westchester Municipalities	EOHWC	12/31/2024	submitted to West.Cty 1/23/25
2024 Annual DEC Retrofit Report	DEC	1/31/2025	2/12/2025
2024 Form 1099's	Contractors/IRS	1/31/2025	1/20/2025
2024 4th Qtr 941 and NYS-45	IRS/NYS	1/31/2025	1/17/2025
2024 Form W-3 and W-2's	Employee/IRS	1/31/2025	1/21/2025
2024 Annual DEC Retrofit Report	DEP	within 30 days after submitted to DEC	3/20/2025
2024 Annual DEC Retrofit Report	Putnam/Westch County	within 30 days after submitted to DEC	3/13/2025
2025 Board Evaluations Governance reviewed/filed with NYS	ABO	3/31/2025	3/26/2025
2025 Conflict of Interest/Governance reviewed	Auditor	3/31/2025	3/26/2025
2024 Annual Project Accounting Reports (Incl FAD)	DEP/Counties	3/31/2025	
2024 Annual Report from audit (same as posted to NYS ABO 3/31)	BOD/DEP	3/31/2025	
2024 Annual NYSHIP Federal Reporting for Health Benefits	NYBEAS/NYS	4/1/2025	1/30/2025
2024 Annual Audited Financial Reports	DEP/Counties	4/1/2025	
2024 Certified Financial Audit	ABO	4/1/2025	
2024 Annual Report * Includes PAR, bound annual report, misc	ABO	4/1/2025	
2024 Procurement Report	ABO	4/1/2025	3/12/2025
2024 Investment Report	ABO	4/1/2025	
2024 Measurement Report (PAR)*-attach within annual report	ABO	4/1/2025	
2025 Payroll 1st Qtr form 941 and NYS-45	IRS/NYS	4/30/2025	
2024 Annual Directors/Alternates/Employees Fincl Disclosure	NYS(Putnam County)	5/15/2025	
2024 Federal Form 990	IRS	5/15/2025	
2025 O&M Documentation for 1/11/25- 6/1/25	EOHWC	6/1/2025	
2024 NYS Form CHAR 500 with Audited Financial statements	NYS	11/15/2025	
Annual workers comp audit - 4/12/24- 4/12/25	Hartford Insurance	5/22/2025	
O&M payments to municipalities	Municipalities	5/31/2025	
Westchester County Invoice for O&M Reimbursement	Westchester County	6/15/2025	
O&M additional payments to Westchester municipalities	Westchester munis	7/15/2025	
2025 Payroll 2nd Qtr form 941 and NYS-45	IRS/NYS	7/31/2025	
2025 Work plan to DEC	DEC	on hold	
2025 DEC Approved Year 12 Work plan to DEP	DEP	on hold	
2025 Payroll 3rd Qtr form 941 and NYS-45	IRS/NYS	10/31/2025	
2026 Budget	ABO	11/1/2025	

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

NYS ABO COMPLIANCE SCHEDULE 2025

Updated: 2/25/25

				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:				DONE	DONE	DONE	DONE			
Annabi	Jacqueline	Member	annabipvtb@gmail.com	DONE	DONE	DONE	DONE			
Becker	Richard	Member	richardb@townofcortlandt.com	DONE	DONE	DONE	DONE			
Brancati	Edward	Alternate	ebrancati@mountkisco.ny.gov	DONE	DONE	DONE	DONE			
Byrne	Kevin	Member	kevin.byrne@putnamcountyny.gov	DONE	DONE				emailed request 1/10, 1/29, 2/24	
Calves	Ellen	Member	supervisor@bedfordny.gov	DONE	DONE	DONE	DONE			
Cazzari	Michael	Member	mcs1s@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				emailed request 1/9, 1/29, 2/24	
Cindrich	Michael	Member	mayorcindrich@mountkisco.ny.gov	DONE	DONE	DONE	DONE			
Daley	Joanne	Alternate	jdaley@pawling.org	DONE	DONE	DONE	DONE			
Durante	Nicholas	Member	ndurante@southeast-ny.gov	DONE	DONE	DONE	DONE			
Fitzpatrick	Kevin	Staff	kevin@eohwc.org	Not Required for Employees						
Franzetti	Richard	Alternate	rjf@ci.carmel.ny.us	DONE	DONE	DONE	DONE			
Giguere	Keith	Staff	keith@eohwc.org	Not Required for Employees				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	DONE	DONE	DONE			
Lucas	Warren	Member	Wlucas@northsalemny.org	DONE	DONE	DONE	DONE			
Matera	Linda	Staff	info@eohwc.org	Not Required for Employees				DONE		
McGlasson	Jaime	Member	jmcglasson@townofkentny.gov	DONE	DONE					
Preziosi	Michael	Alternate	michaelp@townofcortlandt.com	DONE	DONE	DONE	DONE			
Rende	Joseph	Member	supervisor@northcastleny.com			DONE	DONE			
Schmitt	James	Member	jschmitt@pawling.org	DONE	DONE	DONE	DONE			
Schoenig	James	Member	jschoenig@brewstervillage-ny.gov	DONE	DONE	DONE	DONE			
Scorrano	Robert	Member	supervisor@somersny.com	DONE	DONE	DONE	DONE			
Neal	Tomann	Alternate	neal.tomann@putnamcountyny.gov	DONE	DONE	DONE	DONE			
Taylor	Lauri	Member	lauritaylor89@gmail.com	DONE	DONE	DONE	DONE			
Tipp	Vitoria	Member	vtipp@mynewcastle.org						sent email to Sabrina 2/24	
Williams	Richard	Member	supervisor@pattersonny.org	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)