

## Reporting and Filing Dates

Updated 5/13/25

Document/Requirement	Required by:	Due Date	Completed
<b>Acknowledgement of Fiduciary Duty (new members)</b>	NYS Public Auth Law	once upon taking office	N/A
<b>NYS Approved Board member training (new members)</b>	NYS Public Auth Law	once upon taking office	N/A
<b>Annual election of officers, appoint committees</b>	Articles of Incorporation	Annual meeting	1/7/2025
<b>Annual Review/Readopt mission statement &amp; performance</b>	NYS Public Auth Law	Annual meeting	1/7/2025
<b>Annual Review/Readopt Procurement Policy</b>	NYS Public Auth Law	Annual meeting	1/7/2025
<b>Annual Review of Banking relationships</b>	Auditor request	Annual meeting	1/7/2025
<b>Annual Review/Readopt Personnel &amp; Sexual Harrassment Policy</b>	Internal Annually	Annual meeting	1/7/2025
<b>Annual Review/Readopt Code of Ethics</b>	Internal Annually	Annual meeting	1/7/2025
<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	1/7/2025
<b>Annual ABO Board Evaluation Form due 90 days after year end</b>	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
<b>2024 FINAL vouchers/payment requests</b>	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	6/4/2025
2024 Annual Report from audit (same as posted to NYS ABO 3/31)	BOD/DEP	3/31/2025	4/14/2025
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	4/15/2025
<b>2024 Certified Financial Audit</b>	ABO	4/1/2025	3/31/2025
2024 Annual Report * Includes PAR, bound annual report, misc	ABO	4/1/2025	6/3/2025
2024 Procurement Report	ABO	4/1/2025	3/12/2025
2024 Investment Report	ABO	4/1/2025	3/31/2025
2025 Payroll 1st Qtr form 941 and NYS-45	IRS/NYS	4/30/2025	4/18/2025
<b>2024 Annual Directors/Alternates/Employees Fincl Disclosure</b>	NYS(Putnam County)	5/15/2025	waiting for update from PC
2024 Federal Form 990	IRS	5/15/2025	5/8/2025
2025 O&M Documentation for 1/11/25- 6/1/25	EOHWC	6/1/2025	6/1/2025
2024 NYS Form CHAR 500 with Audited Financial statements	NYS	11/15/2025	5/9/2025
Annual workers comp audit - 4/12/24- 4/12/25	Hartford Insurance	5/22/2025	4/29/2025
O&M payments to municipalities	Municipalities	5/31/2025	mailing on 6/26/2025
Westchester County Invoice for O&M Reimbursement	Westchester County	6/15/2025	mailing on 6/26/2025
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	
<b>2026 Budget</b>	ABO	11/1/2025	
<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