

Reporting and Filing Dates

Updated: 5/14/26

<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	4/14/2026
NYS Approved Board member training (new members)	NYS Public Auth Law	once upon taking office	
Annual election of officers, appoint committees	Articles of Incorporation	Annual meeting	1/6/2026
Annual Review/Readopt mission statement & performance	NYS Public Auth Law	Annual meeting	1/6/2026
Annual Review/Readopt Procurement Policy	NYS Public Auth Law	Annual meeting	1/6/2026
Annual Review of Banking relationships	Auditor request	Annual meeting	1/6/2026
Annual Review/Readopt Personnel & Sexual Harrassment Policy	Internal Annually	Annual meeting	1/6/2026
Annual Review/Readopt Code of Ethics	Internal Annually	Annual meeting	1/6/2026
Conflict of Interest forms/cc: Board & Ethics Officer	Internal Annually	Annual meeting	See reverse
Annual employee reviews	Internal personnel policy	Annual meeting	1/6/2026
Annual ABO Board Evaluation Form due 90 days after year end	NYS ABO	Annual meeting	See reverse
2025 O&M Documentation for 6/2/25 - 12/31/25	EOHWC	1/15/2026	1/15/2026
2025 FINAL vouchers/payment requests	EOHWC	1/16/2026	1/2/2026
2025 Annual DEC Retrofit Report	DEC	1/31/2026	1/31/2026
2025 Form 1099's	Contractors/IRS	1/31/2026	1/21/2026
2025 4th Qtr 941 and NYS-45	IRS/NYS	1/31/2026	1/16/2026
2025 Form W-3 and W-2's	Employee/IRS	1/31/2026	1/26/2026
2025 Annual DEC Retrofit Report	DEP	within 30 days after submitted to DEC	3/17/2026
2025 Annual DEC Retrofit Report	Putnam/Westch County	within 30 days after submitted to DEC	3/16/2026
2025 O&M Invoices/Notices	Municipalities	3/31/2026	3/10/2026
2026 Board Evaluations Governance reviewed/filed with NYS	ABO	3/31/2026	3/9/2026
2026 Conflict of Interest/Governance reviewed	Auditor	3/31/2026	3/9/2026
2025 Annual Project Accounting Reports (Incl FAD)	DEP/Counties	3/31/2026	
2025 Annual Report from audit (same as posted to NYS ABO 3/31)	BOD/DEP	3/31/2026	3/31/2026
2025 Annual NYSHIP Federal Reporting for Health Benefits	NYBEAS/NYS	3/31/2026	3/20/2026
2025 Annual Audited Financial Reports	DEP/Counties	4/1/2026	3/31/2026
2025 Certified Financial Audit	ABO	4/1/2026	3/31/2026
2025 Annual Report * Includes PAR, bound annual report, misc	ABO	4/1/2026	
2025 Procurement Report	ABO	4/1/2026	3/12/2026
2025 Investment Report	ABO	4/1/2026	3/31/2026
2026 Payroll 1st Qtr form 941 and NYS-45	IRS/NYS	4/30/2026	4/20/2026
2025 Annual Directors/Alternates/Employees Fincl Disclosure	NYS(Putnam County)	5/15/2026	5/15/2026
2025 Federal Form 990	IRS	5/15/2026	5/5/2026
Annual workers comp audit - 4/12/25- 4/12/26	Hartford Insurance	5/22/2026	5/14/2026
O&M payments to municipalities	Municipalities	5/31/2026	
2026 O&M Documentation for 1/1/26- 6/1/26	EOHWC	6/1/2026	
2026 Payroll 2nd Qtr form 941 and NYS-45	IRS/NYS	7/31/2026	
2026 Payroll 3rd Qtr form 941 and NYS-45	IRS/NYS	10/31/2026	
2026 Budget	ABO	11/1/2026	
2025 NYS Form CHAR 500 with Audited Financial statements	NYS	11/15/2026	5/11/2026
Year 14 Work plan to DEC	DEC	12/31/2026	
DEC Approved Year 14 Work plan to DEP	DEP	30 days after submittal to DEC	

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

NYCDEP/SWP-113 Schedule

First invoice due when contract registers.

First Annual Budget due 90 days after the first invoice is sent.

Subsequent invoices will be due according to DEP schedule

