

CHIEF ADMINISTRATIVE OFFICE
CITY OF NEW ORLEANS

LATOYA CANTRELL
MAYOR

GILBERT MONTAÑO
CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM NO. 23-06

TO: All Departments, Boards, Agencies and Commissions

FROM: Gilbert A. Montaño, Chief Administrative Officer

SUBJECT: **2024 OPERATING BUDGET TIMETABLE**

1. PURPOSE

The purpose of this memorandum is to announce the 2024 Operating Budget Timetable.

2. TIMETABLE

Week of June 19th	Budget Kick-Off /Overview of Budget Process
June 26th - July 14th	Training & Agency Budget Development Begins
June 26th - September 1 st	Departments Develop Budgets
Late July – Early August	Mayor’s Community Meetings
Friday, September 1st	Budget Request due to Budget Office
September 5th - October 6th	CAO Budget Hearings
October 6 th - Until Budget Presentation	Final budget decisions and development of budget materials
On or Before November 1 st	2024 Proposed Operating Budget submitted to the City Council or at a Special Council Meeting to be announced

3. EXPIRATION DATE

This Circular Memorandum shall expire on December 31, 2023.

4. INQUIRIES

Any questions concerning the budget timetable should be addressed to Brandye A. DeLarge of the the Budget Office at (504) 658-2587.

