**DATE**: July 11, 2014

**TO:** College Leadership Council

Budget Administrators

 Budget Officers

**FROM:** Cathy Dempsey, Director, Finance and Administrative Services

Linda Rees, Chair, College Budget Committee

**SUBJECT: 2015-16 Budget Process (Distribute As Required)**

Please share this memo with the appropriate staff within your department.

The Budget Process began on April 9 with a PC Strategic Plan and Business Planning retreat, followed by a CLC Retreat in early May. Since then, CBC has had several meetings to discuss timelines, process, budget assumptions and strategies in order to achieve a balanced 2015-16 Annual Budget. The attached 2015-16 Business Plan and Budget timeline schedule provides a more detailed outline and timelines for the tasks that must be completed in order to achieve a balanced budget by October 30th. This schedule is subject to change and will be updated as more specific information and timelines are determined.

The Responsibility Center Management (RCM) project is moving forward with the intention to transition from the current budget model to a RCM model after the F2015/16 Annual Budget has been prepared. The 2015/16 Annual Budget will be prepared as per past practice. In parallel with the development of the 2015/16 budget, a test environment for BUS is being created and will allow RCM scenarios of the F2014/15 budget to be reviewed in an RCM format in September. Once the budget for F2015/16 is completed in December, we will use the test BUS environment to create a RCM formatted budget. This will not impact the budget assumptions or targets for the F2015/16 year. However, internal chargebacks between departments will need to be monitored for accurate reporting in the RCM format. We will not begin operationalizing the RCM model (including ‘live’ financial reporting) until the fiscal year that begins April 1, 2015. More information will be forthcoming in the fall on RCM, but for now, there is no impact on the current budget process.

Once CBC has a balanced budget to present to PC, the Area targets will be communicated to Area Vice-Presidents and BUS will be opened so that you can update the detailed budget information for your respective school or department. BUS is expected to be open from mid-November to mid-December.

All communiques and related documents to assist you through this year’s Budget Process will be posted at <http://www3.algonquincollege.com/budget-committee/>.

The Budget Committee is made up of Deans and Directors representing all areas of the College, as well as the Chairs of the College Technologies Committee (CTC) and College Space and Infrastructure Committee (CSIC):

**Linda Rees (Chair)**

Dean, Centre for Continuing and Online Learning

**Duane McNair (Executive Sponsor)**

Vice President, Finance and Administrative Services

**Cathy Dempsey**

Director, Finance and Administrative Services

**Christopher Janzen (CSIC Chair)**

Dean, Faculty of Technology and Trades

**Dave Donaldson**

Dean, School of Business

**Diane McCutcheon**

Director, Labour Relations

**Glenn MacDougall (CTC Chair)**

Director, Learning and Teaching Services

**Jeff MacNab**

Registrar, Registrar’s Office

**John Tattersall**

Director, Physical Resources

**Michael Gawargy**

Director, Information Technology Services

**Peter MacKie**

Director, Sales and Student Recruitment

If you have any questions or concerns, please contact Cathy Dempsey at dempsec@algonquincollege.com or at ext. 7355 or Linda Rees at reesl@algonquincollege.com or at ext. 5140.

Your support in meeting these due dates is greatly appreciated.