

MEMO

DATE: September 24, 2024

TO: Finance Managers, Business Administrators and Budget Officers

FROM: Teri Kinnunen, Manager, Corporate Planning

SUBJECT: Second Quarter 2024-25 Financial Projection – Adaptive Planning Update

Please cascade this information to the appropriate team members in your Area.

Further to the memo dated July 19, 2024, we would like to provide an update related to the Second Quarter 2024-25 Financial Projection.

As per the 2024-25 Quarterly Review Schedule ([click here](#) to access the schedule posted on our Finance website), Adaptive Planning will be available for Second Quarter Projection updates during the following periods and please note the change highlighted in yellow:

Open/Close	Date
Adaptive Planning opens for Q2	July 23, 2024 @ 9:00 a.m.
Adaptive Planning locks for Data Updates	September 26, 2024 @ 9:00 a.m.
Adaptive Planning unlocks for continuation of Q2	September 27, 2024 @ 9:00 a.m.
Adaptive Planning closes for Q2	October 10, 2024 @ 4:00 p.m.

As noted above, the Q2 Projection 2024-25 version will be temporarily locked effective September 26th at 9:00 a.m. with only the **tuition, incidental and international premium data being updated**. As mentioned during the Finance Support Working Group meeting on September 19, 2024, based on feedback received, Full-Time Salary data will not be updated and departmental specific update requests can be submitted to adaptive@algonquincollege.com. Also, the F24 domestic and international enrolment was updated by the Academic Operations and Planning team on September 19, 2024.

Questions or concerns can be directed to the Corporate Planning Team by contacting Teri Kinnunen (kinnunt@algonquincollege.com).