

# MEMO

**DATE:** October 3, 2024

**TO:** Algonquin College Executive Team  
Algonquin College Leadership Team  
Finance Managers, Business Administrators and Budget Officers

**FROM:** Teri Kinnunen, Manager, Corporate Planning

**SUBJECT:** Second Quarter 2024-25 Strategic Investment Priorities Increase, Decrease and Deferral Requests

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

As part of the Second Quarter 2024-25 Financial Projection review process, all Strategic Investment Priorities project budget holders are required to review the status of their projects and advise the Corporate Planning team of changes to the projected revenue or expenditures. As enrolment for 2024-25 is projecting to be less than the 2024-25 Approved Annual Budget, we are asking Strategic Investment Priorities budget holders to carefully review their projects and ensure an accurate projected spend is captured through this process.

Requested changes to existing project budgets should be made by visiting the **FIN Strategic Investment Priorities** Microsoft Teams site and filling out the "[2024-25 SIP Q2 Changes Request](#)" form available through the *2024-25 SIP Q2 Increase Decrease Deferral Requests* channel. Please complete the request form and submit by **Monday, October 21, 2024** and ensure you have provided a copy of your request (you will be able to request a copy via email at the end of the submission process on Teams) to your Vice President or Senior Vice President.

All Strategic Investment Priorities Budget Holders have been provided access to this Teams site but if there are any issues with access, please email [Lidia Mirakhmedov](#) of the Corporate Planning team.

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