

# MEMO

**DATE:** August 25, 2020  
**TO:** Algonquin College Leadership Team  
**CC:** Cost Center Managers and Field Accountants  
**FROM:** Teri Kinnunen, Manager, Corporate Budgeting  
**SUBJECT:** Second Quarter 2020-21 Strategic Investment Priorities Review Process

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**Please share this memo with the appropriate staff in your department.**

As part of the Second Quarter 2020-21 Financial Projection review process, all Strategic Investment Priorities project budget holders are required to review the status of their projects and advise Finance of changes to the projected expenditures. Requested changes to existing project budgets should be made using the [Increase or Decrease to Existing Funding Request – Strategic Investment Priorities](#) form available on the Finance website.

All updates to existing Strategic Investment Priorities budgets are due on **Friday, September 25, 2020**, and should be submitted to [Lidia Mirakhmedov](#) by email.

Due to limited resources, there will be no call for new Strategic Investment Priorities projects at this time.

If you have any questions or concerns, please contact [Teri Kinnunen](#), Manager, Corporate Budgeting.