

MEMO

DATE: November 30, 2020

TO: Algonquin College Leadership Team, Cost Centre Managers,
Business Administrators and Budget Officers

FROM: Teri Kinnunen, Manager, Corporate Budgeting

SUBJECT: Annual Budget 2021-22 Preparation

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

Further to the memo dated November 13, 2020, the “*Annual Budget 2021-22*” version in Adaptive Planning will be opening tomorrow for data entry as per the following timelines:

Date	Deliverable
Tuesday, December 1, 2020 8:00 a.m.	Adaptive Planning opens for Annual Budget 2021-22 input
Friday, February 12, 2021 4:00 p.m.	Adaptive Planning closes for Annual Budget 2021-22 input
Monday, April 19, 2021	Presentation of the Draft Annual Budget 2021-22 to the Board of Governors

Area Targets

Area targets for 2021-22 are not anticipated to be communicated until late December. However, as we work through the process during the coming months and new information becomes available, further adjustments to Area targets may be required. Additional communication will be distributed to the Algonquin College Leadership Team as needed.

Process

In advance of Area Targets being distributed, allowing Adaptive Planning to be open for input will provide departments an opportunity to validate information that is pre-populated in the system. We suggest departments review the pre-populated information on the following sheets to ensure accuracy and make any necessary adjustments:

1. Full Time Salaries – Employee Data

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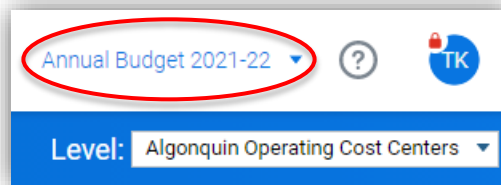
2. Part-Time & Temporary Salaries – Employee Data

Please note that both filled and vacant full-time positions as well as part-time positions effective in Workday as of November 2, 2020 have been loaded into Adaptive Planning.

Two changes to the process that we want to bring to your attention are as follows:

1. **Two versions in Adaptive Planning open at the same time**

Both the *Annual Budget 2021-22* version and the *Q3 Projection 2020-21* version will be open at the same time until the *Q3 Projection 2020-21* version closes on December 18, 2020. When making changes in Adaptive Planning, please ensure that you are using the correct version by selecting it from the drop down in the top right corner.



2. **Annual Budget 2021-22 version will be a three year version**

The Annual Budget 2021-22 will have three fiscal years available for input to meet the requirements of the Academic Services area. However, the non-Academic Areas are not required to input any data into fiscal year 2022-23 or 2023-24. When inputting data, please ensure you are entering data into the correct fiscal year and you can adjust your Display Options to only display fiscal year 2021-22.

Annual Budget 2021-22 User Guide

Finance has prepared an [Annual Budget 2021-22 Preparation User Guide](#).

These instructions provide:

- Budget preparation directions
- Information about revenue, salaries, and operating expenditures
- Key contact information

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Adaptive Planning Training

The Corporate Budgeting team has developed a new training session and user guide on utilizing OfficeConnect to create reports in Excel with live Adaptive Planning data.

OfficeConnect allows you to create reports and templates directly in Excel utilizing the functionality and features of Excel but with the ability to refresh with live data from Adaptive Planning. The next session is scheduled for December 2, 2020 at 2:00 p.m.

Additional sessions for Matrix Reporting and a General Introduction to Adaptive Planning have been scheduled for December. To view the complete schedule of course offerings and to register, please visit the [Employee Learning Catalogue](#).

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