

MEMO

DATE: May 19, 2020

TO: Algonquin College Leadership Team
Business Administrators and Budget Officers

FROM: Teri Kinnunen, Manager, Corporate Budgeting

SUBJECT: First Quarter 2020-21 Financial Projection – Updated Timelines

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

As we continue to work through the First Quarter 2020-21 Financial Projection process, we wanted to provide you with an update regarding the timelines. The close of Adaptive Insights has been extended to **May 29, 2020 @ 4:00 p.m** (previously May 27, 2020). The timelines on our [Finance website](#) has been updated to reflect this change.

An Adaptive Insights drop in session has also been scheduled on Thursday, May 21 @ 10:00 a.m. to answer all your questions related to Adaptive Insights. Please visit [MyAC](#) under Events for the Zoom registration link.

The Algonquin College Executive Team continues to review the potential financial impacts to the College due to the COVID-19 pandemic and as more information or updates become available, we will be sending out further communication over the next two weeks.

Please contact [Teri Kinnunen](#) if you have any questions or concerns, or if you require further information.

Thank you for your cooperation.