

MEMO

DATE: November 2, 2021
TO: Algonquin College Leadership Team
CC: Cost Center Managers and Field Accountants
FROM: Teri Kinnunen, Manager, Corporate Planning
SUBJECT: Third Quarter 2021-22 Strategic Investment Priorities Review Process

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

As part of the Third Quarter 2021-22 Financial Projection review process, all Strategic Investment Priorities projects budget holders are required to review the status of their projects and advise the Corporate Planning Team of changes to the projected expenditures. Requested changes to existing project budgets must 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 **Thursday, December 2, 2021**, and should be submitted to [Lidia Mirakhmedov](#) by email.

Due to limited financial capacity, there will be no call for new Strategic Investment Priorities projects. **This is also the last opportunity for updates to the 2021-22 financial projections and therefore, we are requesting that each budget holder review closely their anticipated spend before March 31, 2022.**

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