

MEMO

DATE: September 1, 2022
TO: Algonquin College Leadership Team
CC: Business Administrators and Budget Officers
FROM: Teri Kinnunen, Manager, Corporate Planning
SUBJECT: Second Quarter 2022-23 Strategic Investment Priorities Review Process

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

As part of the Second Quarter 2022-23 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 expenditures. Requested changes to existing project budgets should be made by visiting the [FIN Strategic Investment Priorities Microsoft Teams site](#) and filling out the “2022-23 Q2 SIP Requests” form available through the *2022-23 Q2 Increase and Decrease Requests* channel. The August 31, 2022 monthly Strategic Investment Priorities report will be distributed by mid-September.

Please complete the “2022-23 Q2 SIP Requests” form and submit by **Wednesday, October 12, 2022**. Please provide 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.

Due to limited resources, there will be no call for new Strategic Investment Priorities projects at this time. We will again review capacity for new requests during the Third Quarter 2022-23 review process in November 2022.

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