

MEMO

DATE: September 5, 2023

TO: Algonquin College Leadership Team

CC: Finance Managers and Business Administrators

FROM: Teri Kinnunen, Manager, Corporate Planning

SUBJECT: Second Quarter 2023-24 Strategic Investment Priorities Review Process

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

As part of the Second Quarter 2023-24 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 revenue or expenditures. Requested changes to existing project budgets should be made by visiting the [FIN Strategic Investment Priorities Microsoft Teams site](#) and filling out the “2023-24 Q2 SIP Requests” form available through the *2023-24 Q2 Increase Decrease Deferrals* channel. The August 31, 2023 monthly Strategic Investment Priorities report will be distributed to Strategic Investment Priorities project budget holders by mid-September.

Please complete the “2023-24 Q2 SIP Requests” form and submit by **Wednesday, October 11, 2023**. 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.

New initiatives requiring SIP funding can be submitted through the Operating Plan process. While initiatives may be requested on a continuous basis, it is advised that you begin the process *well in advance* to facilitate budget and resource planning. Please be advised that there is no guarantee that Strategic Investment Priorities funding will be available in fiscal year 2023-24. Please contact [Scott Gonsalves](#) for details on the [Operating Plan process](#).

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