

# MEMO

**DATE:** July 24, 2025

**TO:** Algonquin College Executive Team  
Algonquin College Leadership Team  
Finance Managers and Budget Officers

**FROM:** Teri Kinnunen, Acting Director, Corporate Planning

**SUBJECT:** Second Quarter 2025-26 Financial Projection

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Please cascade this information to the appropriate team members in your Area.

## Second Quarter 2025-26 Financial Projection

Finance will be producing a Second Quarter 2025-26 Financial Projection report that will identify any changes to the 2025-26 Approved Annual Budget. This report will be presented to the following committees (dates subject to change):

- Algonquin College Executive Team November 8, 2025
- Audit & Risk Management Committee November 18, 2025
- Board of Governors December 8, 2025

For this update, we are asking departments to complete a detailed review and ensure their 2025-26 projections are updated and reflected within Adaptive Planning by making updates to the version titled **Q2 Projection 2025-26**. During this Second Quarter Financial Projection process, the Corporate Planning team may reach out to departments to discuss their updated projections for the year.

As per the 2025-26 Quarterly Review Schedule ([click here](#) to access the schedule posted on our Finance website), Adaptive Planning will be available for Second Quarter Projection updates during the following periods (dates subject to change):

Open/Close	Date
Adaptive Planning <b>opens</b> for Second Quarter	July 22, 2025 @ 9:00 a.m.
Adaptive Planning <b>locks</b> for data updates	September 22, 2025 @ 9:00 a.m.
Adaptive Planning <b>unlocks</b> for continuation of Second Quarter	September 23, 2025 @ 9:00 a.m.
Adaptive Planning <b>closes</b> for Second Quarter	October 17, 2025 @ 4:00 p.m.

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As noted above, the Q2 Projection 2025-26 version will be temporarily locked effective September 22, 2025 at 9:00 a.m. to update the following data:

Data Element	Update Details
Program tuition rates, incidental fees and international premiums	Updated with data from GeneSIS as of September 4, 2025
F25 domestic and international enrolment	Updated with F25 Actuals

Based on feedback received, Full-Time Salary data will not be updated however, departmental specific update requests can be submitted to [adaptive@algonquincollege.com](mailto:adaptive@algonquincollege.com).

## Adaptive Planning Support

For detailed instructions on how to update data in the system, please refer to the User Guides available on the **FIN Adaptive Planning Resources** Teams site under the [Annual Budget and Quarterly User Guides channel](#).

Any Adaptive Planning questions related to the financial planning portion of the model can be directed to [adaptive@algonquincollege.com](mailto:adaptive@algonquincollege.com). A Corporate Planning team member will then be in contact with you to assist with your questions.

Other general questions or concerns can be directed to the Corporate Planning Team by contacting Teri Kinnunen ([kinnunt@algonquincollege.com](mailto:kinnunt@algonquincollege.com)).