

# MEMO

**DATE:** May 22, 2026

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

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

**SUBJECT:** First Quarter 2026-27 Financial Projection

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

## First Quarter 2026-27 Financial Projection

Finance will be producing a First Quarter 2026-27 Financial Projection report that will identify any changes to the 2026-27 Approved Annual Budget. This report will be presented to the following committees (dates subject to change):

- Algonquin College Executive Team September 2, 2026
- Audit & Risk Management Committee September 23, 2026
- Board of Governors October 26, 2026

For this update, departments are asked to review and ensure that their 2026-27 projections are fully updated and reflected in Adaptive Planning under the version titled **“Q1 Projection 2026–27.”**

As part of the 2026-27 financial projection process, the focus is on developing accurate projections based on current assumptions and available information to support informed decision-making at the College. Timely and complete updates in Adaptive Planning from departments are essential to achieving this objective. During the First Quarter Financial Projection process, the Corporate Planning team may reach out to departments to review and discuss their updated projections for the year.

As per the 2026-27 Quarterly Review Schedule ([click here](#) to access the schedule posted on our Finance website), Adaptive Planning will be available for First Quarter Projection updates during the following periods (dates subject to change):

Open/Close	Date
Adaptive Planning <b>opens</b> for First Quarter	March 24, 2026 @ 9:00 a.m.

Q1 Projection 2026-27 version is <b>locked</b> for data uploads (see below for more details)	June 1, 2026 @ 9:00 a.m.
Q1 Projection 2026-27 version is <b>unlocked</b> for resumption of data entry	June 2, 2026 @ 9:00 a.m.
Adaptive Planning <b>closes</b> for First Quarter	July 31, 2026 @ 4:00 p.m.

## Q1 Projection 2026-27 Version Data Uploads

Current data within the Q1 Projection 2026-27 version in Adaptive Planning will be updated as follows:

Data Type	Data to be Updated
Enrolment	Existing May S26 enrolment projections will be replaced with S26 Day 10 Actuals by the Academic Operations and Planning team.
Tuition, Incidental Fees, and International Premiums	Existing data will be replaced with data downloaded from GeneSIS as of May 11, 2026.
Full-Time Salaries <u>only</u>	Existing data on the Full-Time Salaries sheet will be replaced with data downloaded from Workday as of May 25, 2026. <b>Note:</b> Please review any manual adjustments done within the Annual Budget 2026-27 or Q1 Projection 2026-27 versions on either the Full-Time Salaries Sheet that may have been overwritten or the Adjustment to Salaries Sheet that may not be applicable anymore.

You will note that as per prior years, the data on the Part-Time & Temporary Salaries Sheet will not be updated with current information from Workday but if you would like to request a manual upload of current part-time salary data from Workday, please email [adaptive@algonquincollege.com](mailto:adaptive@algonquincollege.com) with your request.

For detailed instructions on how to update data in the system, please refer to the Adaptive Planning Data Entry User Guide available on the FIN Adaptive Planning Resources Teams site under the [Annual Budget and Quarterly User Guides](#) channel. Adaptive Planning training resources are also available on the FIN Adaptive Planning Resources Teams site under the [Training Materials](#) channel.

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