

**To: Heads of higher education  
institutions in Wales and Principals of  
directly funded further education colleges**

Reference: W03/37HE  
Date: 9 September 2003  
Response By: 20 June 2003  
Further Information: Hannah Falvey  
Telephone 029 2068 2240  
hestats@elwa.ac.uk

Dear

**ANNUAL AUDIT OF HIGHER EDUCATION FUNDING DATA**

I am writing to confirm that an independent external audit of the Higher Education funding data supplied during the 2002/03 academic year should be undertaken in summer 2003 with audit reports submitted to the Council by the end of September 2003. The audit may be carried out by external auditors of your choice - these need not be your current appointed external auditors.

The form of the audit of funding data will be broadly the same as last year. Auditors' notes for guidance will be issued in late June.

In order to provide the Council with assurances on the standards and practices adopted in relation to these audits, ELWa's Audit Service may be inspecting the papers relating to the funding data audit during the routine audit of institutions.

I should be grateful if you would inform us of the independent external auditors who will be carrying out the audit by returning the enclosed slip to Leon Lewis by **20 June 2003**.

Please contact me (029 2068 2240) if you require any further information.

Yours sincerely

Hannah Falvey  
Data Analysis Manager - HE

**INSTITUTION:** .....

The details of the independent external auditors who will be carrying out the audit of the Higher Education Funding data at this institution are as follows:

Name of Auditor: .....

Company Name: .....

Address: .....

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Telephone No: .....

Fax No: .....

E-mail: .....

Signed: ..... Date: .....  
(Head of Institution)