

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

Reference: W04/40HE  
Date: 16 July 2004  
Response By: 2 July 2004  
Further Information: Hannah Falvey  
Tel: 029 2068 2240  
E-mail: hannah.falvey@hefcw.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 2003/04 academic year should be undertaken in summer 2004 with audit reports submitted to the Council by the end of September 2004. 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 July.

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

Please complete the attached form with details of the external auditor who will be carrying out the audit, ensuring that all fields are completed, and return the form to Hannah Falvey by **2 July 2004**.

Yours Sincerely

Hannah Falvey  
Senior Manager: HE Statistics and Funding

**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: .....  
.....  
.....  
.....

Telephone No: .....

Fax No: .....

E-mail: .....

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