

**To: Heads of higher education  
institutions in Wales**

Reference: W04/67HE  
Date: 15 October 2004  
Response By: 1 November 2004  
Further Information: Nichola Amor  
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**FINANCIAL CONTINGENCY FUNDS 2003/04: UNSPENT ALLOCATION**

As you will be aware, each year the Council issues, on behalf of the Welsh Assembly Government, Financial Contingency Funds to institutions with HE provision. In 2003/04 institutions were able to carry forward up to 10% of their total Financial Contingency Funds income for that year – that is, funds allocated in 2003/04 plus funds brought forward from 2002/03 plus any interest earned.

In line with the guidelines issues by the Assembly, I am now writing to request the return of:

- (i) Table 9: Calculation of funds which institutions may carry over to 2004/05 (Annex A);
- (ii) Any funds over the 10% allowed which need to be returned to the Council (Annex B).

Also included is Annex C, to be completed only if there are any changes to bank account details previously submitted.

All of these annexes should be returned to Nichola Amor by no later than 1 November 2004. Any queries arising from this letter should also be directed to Nichola (tel: 029 2068 2295/email: nichola.amor@hefcw.ac.uk).

Yours sincerely

Ann Hughes  
Head of Funding & Research