

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

Reference: W05/56 HE  
Date: 17 October 2005  
Response By: 4<sup>th</sup> November 05  
Further Information:  
Emma Morris  
Tel: 02920 682292  
Email: emma.morris@hefcw.ac.uk

#### **FINANCIAL CONTINGENCY FUNDS 2004/05: 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 2004/05 institutions were able to carry forward up to 10% of their total Financial Contingency Funds income for that year – that is, funds allocated in 2004/05 plus funds brought forward from 2003/04 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 2005/06 (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 by no later than 4 November 2005. Please contact me if there are any queries arising from this letter.

Yours sincerely

Emma Morris  
STRATEGIC PROJECTS OFFICER