

Annex E: Annual assurance return

The purpose of this return is to confirm that the designated officer has met his or her obligations to HEFCE under the Financial Memorandum (HEFCE 2008/19). The return is based on Annex E of the Financial Memorandum. When completed, it should be signed by the designated officer (head of institution), copied to the institution's governing body and returned by post to:

Annual accountability returns, HEFCE, Northavon House, Coldharbour Lane, BRISTOL BS16 1QD

to arrive by **Tuesday 1 December 2009**.

Text boxes may be expanded to the required length. For guidance on completing this return please see 'Annual accountability returns 2009' (HEFCE 2009/35), to which this return is an annex.

Institution	
Year ended	31 July 2009
Return completed by designated officer (enter name of head of institution)	
Can you confirm that in this period the institution has met its responsibilities to HEFCE (conditions of grant) as set out in paragraphs 11-29 of the Financial Memorandum (HEFCE 2008/19)?	
In particular, can you confirm that the institution has effective arrangements for the management and quality assurance of data submitted to the Higher Education Statistics Agency, HEFCE and other funding bodies (as set out in the Financial Memorandum)?	
Can you confirm that the institution has complied with the funding rules (for example, with HEFCE's definition of non-completion) as set out in the circular for the relevant returns?	
Have there been any changes of senior officer in the period that have not been notified to HEFCE, including the chairs of the governing body and audit committee and the heads of finance and internal audit?	

Has there been any confirmed instance of serious weakness, such as fraud, that should have been notified as required under the HEFCE Code of Practice (Annex B of Financial Memorandum)? If so, please provide details.

In signing this return the designated officer confirms that the HEI has returned all the accountability documents, as outlined in paragraph 49 of the annual accountability returns publication (HEFCE 2009/35), and that they are accurate, adhere to the published guidance and have been through the appropriate approval processes.

Signed.....

Name.....

Date.....