

Annex E

Model annual assurance return from institutions

This return is to be submitted as part of the annual accountability returns exercise, the timetable for which will be specified annually in a circular letter. The purpose of the return is to confirm that the institution has met its obligations to HEFCE under the Financial Memorandum. The return also confirms that the institution is complying with its duties as a charity and thus it enables HEFCE to fulfil its responsibility as principal regulator.

The return is in two parts.

- part 1 should be signed by the accountable officer of all HEIs
- part 2 is not required from HEIs that are either not a charity or are registered with and make an annual return directly to the Charity Commission. For all other HEIs, part 2 should be signed by the accountable officer, unless he or she is not a trustee, in which case it should be signed by an appropriately authorised trustee. This means that the return should normally have been approved by the governing body.

Institution

Year ended

Part 1	
Can you confirm that in this period the institution has met its responsibilities to HEFCE (conditions of grant) as set out in the Financial Memorandum?	
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?	
Have there been any material adverse changes that should have been notified during the period that now need to be brought to our attention in line with paragraph 18 and Annex B, paragraphs 14-17, of the Financial Memorandum? If so, please provide details.	

This is to confirm that the data and annual accountability returns submitted to HEFCE conform to the requirements of the Financial Memorandum and published guidance. The data have been subject to effective oversight and management review. Quality assurance has been provided to the audit committee, which in turn has been able to provide assurance to the governing body and myself as accountable officer.

Signed Print name

Date

Part 2

I confirm that, in all material respects, the institution has conducted its affairs during the year in accordance with its status as a charity.

Apart from material adverse changes (see Part 1), the institution has either:

- reported any serious incidents (as defined in Annex B, paragraphs 14-17 and Annex H, paragraphs 8-11); or
- now attaches a report of serious incidents not previously reported.

I confirm that the institution continues to maintain accurate and up-to-date records of all its paragraph 28 connected exempt charities and is in a position to make information about them available to HEFCE on request.

Or

I confirm that the institution has no paragraph 28 connected exempt charities.

[Please delete whichever statement does not apply.]

Signed as a trustee on behalf of all of the trustees:

SignedPrint name

Date