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**Financial Statutes of the Student Body  
of the Georg August University Göttingen**

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## **Section I**

### **Basic Principles**

#### **§ 1 Scope of the Financial Statutes**

The Financial Statutes regulate the financial conduct of the student body of the Georg-August University of Göttingen.

#### **§ 2 Principles for the handling of financial resources**

The persons entrusted with the handling of financial resources are obligated to manage the budget in a frugal and economical manner and to follow the Financial Statutes.

#### **§ 3 Meaning of the budget draft**

(1) <sup>1</sup> The basis of the student body's budget management forms the budget draft. <sup>2</sup>The budget draft shall reflect the financial planning associated with the operations and individual activities of the student body and shall fully reflect the obligations and revenues arising from these operations and individual activities.

(2) The budget authorizes the General Student Committee (AStA) as well as other bodies of the student body named in the Financial Statutes to operate in accordance with the regulations of these Financial Statutes.

(3) The budget neither creates nor cancels any entitlements, claims or liabilities.

#### **§ 4 Budget year**

<sup>1</sup> The budget year is the period from April 01 to March 31 of the following year. <sup>2</sup>It is called after the calendar year in which it begins.

## **Section II**

### **Bodies, Procedures and Responsibilities**

#### **§ 5 Responsibility of the Financial Officer**

(1) <sup>1</sup> The Financial Officer is responsible within the AStA for drawing up the proposed budget draft in accordance with these Financial Statutes. <sup>2</sup>The Finance Officer is responsible for managing the finances of the student body and for monitoring the lawful use of funds.

(2) The proposed budget draft shall be prepared by the Finance Officer in timely fashion prior to the beginning of the budget year, but no later than March 31 for the following budget year.

(3) <sup>1</sup> The financial officer of the AStA shall be responsible for budget management and shall supervise the fund management. <sup>2</sup>With the approval of the Student Parliament, members of the AStA, officers and employees may be commissioned in writing to exercise individual powers within the framework of strict budget management that is clear at all times.

(4) <sup>1</sup>Subsections 1 - 3 apply to the Sports Officer according to § 19 subsection 4 Organizational Statutes (OrgS), to the Finance Officer of the Subject Representative Councils (FSR) according to § 26 subsection 3 b) OrgS, to the Speaker of the Subject Representative Council Assembly (FSRV) according to § 38 subsection 1 OrgS, to the Finance Officer of the Council of International Students (RIS) according to § 45 subsection. 3 b) OrgS, for the financial officer of the Teaching Students Representation (LSV) according to § 4 Abs. 2 Teaching Students Representation Regulations (LSVO), for the financial officer of the Representation for Students with Disabilities (VfSB) according to § 4 Abs. 1 of the Representation

for Students with Disabilities Regulations (VfSBO) and, insofar as applicable to them, the subject group speaker according to § 32 subsection 4 OrgS, accordingly. <sup>2</sup> Subject group speakers shall be exempt from the provisions of § 5 subsection 1 sentence 1 and subsection 2. <sup>3</sup> Instead of drawing up a budget, the subject group spokespersons shall submit a brief report on the use of the respective subject group funds to the budget committee of the student parliament.

(5) <sup>1</sup>In relation to resolutions concerning financial matters

- a) of the student parliament and the AStA has the finance officer of the AStA,
- b) of the sports committee has the sports officer,
- c) of the Subject Parliament and the Subject Representation Council of a Subject group has the Finance Officer of the respective Subject Representation Council,
- d) the FSRV has the speaker of the FSRV,
- e) the LSV has the financial officer of the LSV,
- f) the VfSB has the financial officer of the VfSB,
- g) of the International Students' Parliament and the International Students' Council shall have the Financial Officer of RIS.

a right of objection, which they must exercise immediately after the resolution has been passed. <sup>2</sup> If they raises an objection to a resolution, this resolution shall be discussed again and the resolution shall be passed again; the objection shall have a delaying effect. <sup>3</sup> The discussion may take place no earlier than 48 hours after the objection has been raised. <sup>4</sup> There is no right of appeal against the second resolution. <sup>5</sup> If they considers this resolution to be unlawful or to endanger the welfare of the student body due to its financial consequences, they must inform the Presidential Board of the Georg-August-Universität Göttingen immediately, but at the latest within one week after the second resolution has been passed.

(6) <sup>1</sup> The Finance Officer of the AStA shall review the resolutions of the bodies mentioned in subsections 5 b) - f) with regard to their plausibility in relation to the budget draft of the particular body and their legality, in each individual case before entering into a legal obligation relating to the planned spending; if the legal obligation is to be established by the budget draft itself, the Finance Officer of the AStA shall check whether the budget draft is legally conforming, in particular whether it is compatible with the provisions of the Financial Statutes. <sup>2</sup> If the finance officer of the AStA gives his or her approval, the signature of the chairperson of the AStA is also required before entering into a legal obligation. <sup>3</sup> The signature may only be refused if there are doubts about the legal validity. <sup>4</sup> If the Finance Officer refuses to approve a resolution, they shall, at the request of the relevant body, immediately submit the matter to the Budget Committee of the Student Parliament for discussion and final resolution, stating the legal reasons. <sup>5</sup> In order to exclude faulty delays, the financial officer has a maximum of 7 days from the submission of the documents required for the examination. <sup>6</sup> Up to the value limit of EUR 400.00, the bodies named in Para. 5 b) - f) may independently enter into obligations towards third parties "on behalf of the chairperson of the AStA" for their own particular area. <sup>7</sup> The provisions of § 20 shall be complied with. <sup>8</sup> The provisions of § 25 shall apply to any events.

(7) <sup>1</sup> In the event of a change of office of the AStA, the finance officer or a person responsible in accordance with subsection 4, a proper handover of official business must be carried out. <sup>2</sup> This must be documented in writing. <sup>3</sup> A copy of the handover/takeover protocol according to Annex 1 shall be forwarded to the Budget Committee and the Presidential Board of the Georg-August-Universität Göttingen without delay.

## **§ 6 Competence of the Budget Committee**

(1) <sup>1</sup> The Budget Committee prepares the resolution of the student parliament on the budget draft. <sup>2</sup>For this purpose, the Finance Officer shall initially forward the budget draft together with the associated documents to the Budget Committee for its statement. <sup>3</sup>The budget committee may make a recommendation; this is to be forwarded to the student parliament together with the budget documents.

(2) <sup>1</sup> The members of the Budget Committee shall at all times be provided with information on budget management and be allowed to inspect all documents relating to the budget. <sup>2</sup>The documents inspected shall be deemed confidential unless the AStA or the Budget Committee decide otherwise in individual cases.

(3) <sup>1</sup> The Budget Committee shall discuss the annual conclusion and the audit report before they are forwarded to the Student Parliament. <sup>2</sup>It shall adopt a recommendation to the Student Parliament by at least a simple majority. <sup>3</sup>If a resolution of the Budget Committee is not reached within three weeks of being forwarded by the Finance Officer and a timely resolution by the Student Parliament cannot be ensured as a result, the Student Parliament shall pass its resolution on the basis of the report of the Chairperson of the Budget Committee.

(4) <sup>1</sup> The Budget Committee shall, in accordance with the regulations of § 25 subsection 7, review the checklist to be prepared for a major event. <sup>2</sup>In such cases, a member of the University's Finance Department appointed by the responsible member of the Presidential Board shall be included as an advisory member by the Chairperson of the Budget Committee. <sup>3</sup>The Budget Committee shall also elect a member from among the members of the Budget Committee who shall be responsible for checking the checklists required for the implementation of cash and small events and for the settlement of accounts, and their substitutes. <sup>4</sup>Further details on the performance of duties are set out in § 25. <sup>5</sup>This responsible member shall inform the Budget Committee at its next regular meeting of the results of the check for each planned event.

## **§ 7 Competence of the Student Parliament**

(1) <sup>1</sup>The student parliament shall decide on the budget by a majority of its members (absolute majority). <sup>2</sup>The budget resolution must be passed by April 30 at the latest. <sup>3</sup>If the resolution is not passed by the deadline, the Finance Officer shall inform the Presidential Board of the Georg-August-Universität Göttingen by the end of the first working day in May.

(2) If a majority is not found or if crucial issues require further clarification, the Parliament may refer the proposed budget draft to the Budget Committee for consideration; if there is an important reason, such as significant deficiencies, the proposed budget draft may first be referred back to the Finance Officer.

(3) The Student Parliament controls the Finance Officer and the AStA in the implementation of the budget in accordance with the provisions of these Financial Statutes and the Organisation Statutes of the Student Body.

(4) <sup>1</sup> The Budget Committee and the Student Parliament according to § 7 subsections 1 - 3 shall be replaced for their respective areas by the Sports Committee according to § 19 subsection 3 OrgS, the Subject Parliaments according to § 22 OrgS, the FSRV according to § 35 OrgS, the International Students' Parliament according to § 41 OrgS and the LSV according to § 3 LSVO as well as the VfSB according to § 4 VfsBO. <sup>2</sup> The Sports Committee, the Subject Parliaments, the FSRV, the International Students' Parliament and the LSV as well as the VfSB may establish committees for their respective

areas of responsibility to prepare their budgetary decisions; the provisions of § 6 shall apply accordingly.

### **§ 8 Subject to approval by the Presidential Board of the Georg-August University of Göttingen and information obligations towards the Presidential Board**

(1) The budget draft shall be submitted in due time to the Presidential Board of the Georg-August-Universität Göttingen as supervisory authority pursuant to § 108 sentence 1 of the Lower Saxony Budget draft statutes (Niedersächsische Landeshaushaltsordnung - LHO) in conjunction with § 20 subsection 4 NHG and shall require formal approval.

(2) The budget draft shall not enter into force until it has been approved by the Presidential Board of the Georg-August University of Göttingen, but not before the beginning of the budget year for which it has been prepared.

(3) If the Presidential Board of the Georg-August-Universität Göttingen is to be informed about measures according to these regulations or if it has to make a decision, all documents relevant to the matter are to be submitted to it by the responsible entity; in addition, further documents may be requested. If, in individual cases, special procedures have been laid down in these regulations, these must be followed separately.

## **Section III**

### **Budget draft and budget management**

#### **§ 9 Principles of budget management**

(1) <sup>1</sup> The revenues and expenditures / investments of the student body constitute a global budget (Globalhaushalt). <sup>2</sup>The division according to the source of funds and the purpose of use results from the budget draft and is determined via the budget draft.

(2) <sup>1</sup> The budget draft and bookkeeping shall be designed in such a way that the principles of clarity and truth are ensured at all times. <sup>2</sup>Budget draft and accounting shall be based on a revenue and expenditure account. <sup>3</sup>For this purpose, a system is to be chosen for the revenues and expenditures / investments that also allows inexperienced bookkeepers to ensure the principles of clarity and truth.

<sup>4</sup> This system has to allow at least the following distinctions:

- Personnel costs including Allowances for special effort
- Material costs broken down by purpose of use
- Investments
- Revenues by origin.

(3) The dual control principle - i.e. execution and control of execution by two different persons - and the principle of timely recording apply to all payments and bookings.

#### **§ 10 Content of the budget draft**

(1) <sup>1</sup> The budget draft contains the planning for all revenues and expenditures / investments. <sup>2</sup>From this should be recognizable per revenue / expenditure item:

- a) the actual of the last adopted budget year;
- b) budget draft of the current budget year already approved;
- c) the budget of the budget year intended for approval;

(2) The budget draft shall provide information on:

- a) the source and anticipated amount of planned revenues;
- b) the purpose and anticipated amount of planned expenditures;
- c) the significant deviations from the previous budgeting, including a justification/explanation;
- d) fixed assets (in the form of an inventory).

(3) <sup>1</sup> A cost estimate must be prepared for all measures that are carried out on a voluntary basis and that are expected to generate income. <sup>2</sup>This must include all expenses incurred, the anticipated income and a presentation of the coverage. <sup>3</sup>This calculation must be included in the accounting documents.

(4) For the budget draft, the template attached to these Financial Statutes as **Annex 2** shall be used.

(5) Expenditures in the sense of subsection 1 sentence 1, subsection 2 item b) are also allocations of financial resources to other bodies of the student body based on the regulations of the OrgS.

### **§ 11 Provisional budget management**

<sup>1</sup> As long as the budget draft is not in effect, the budget of the previous year shall continue to apply with the proviso that only such expenditures may be made to which the student body is legally obligated or which are necessary for the fulfillment of the tasks of the student body. <sup>2</sup>The upper limit of the authorization within the framework of provisional budget management shall be the estimates for the individual income and expenditure items of the previous year.

### **§ 12 Excessive and unbudgeted expenses**

(1) <sup>1</sup> Expenditures that exceed the appropriation of this position in the budget ( over-budgeted expenditures) or that do not fall under any purpose of the budget ( off-budget expenditures) may only be made if a corresponding saving is made in another position and the Student Parliament has given its prior approval by a majority of its members. <sup>2</sup> Prior approval is not required for unavoidable expenditures, in particular for expenditures that are necessary for the economical continuation of the administration. <sup>3</sup>The Finance Officer shall inform the Student Parliament of this in writing without delay, but at the latest in good time before the end of the budget year.

(2) If it is not possible to proceed in accordance with subsection 1, the provisions concerning the preparation of the budget draft shall apply accordingly to the adoption of a supplement to the budget draft.

### **§ 13 Prohibition of taking out credits, loans and other liabilities**

<sup>1</sup> Loans are not permitted to be taken out. <sup>2</sup>Bonds or obligations in guarantee or similar contracts may not be assumed.

### **§ 14 Commitment in kind and time**

(1) Expenditures may only be made for the purpose designated in the budget draft and only until the end of the budget year.

(2) <sup>1</sup>Measures of the student body (e.g. declarations to third parties) which may commit the student body to expenditure in future budget years are only permissible if the student parliament has given its prior consent by a two-thirds majority. <sup>2</sup>This does not apply to obligations within the framework of ongoing administration which, by their nature, are regularly recurring and whose annual amount does not exceed 100.00 EUR.

### **§ 15 Report on the implementation of the budget draft**

(1) <sup>1</sup>The Finance Officer shall report to the Student Parliament three times per budget year on the execution of the budget. <sup>2</sup>The reports shall be made no later than 6 weeks after the end of the

respective quarter. <sup>3</sup>The report shall be sent to the members of the student parliament at least in text form (e.g. by e-mail) together with the invitation to the meeting of the student parliament at which it is then discussed.

(2) <sup>1</sup> The report and the relevant excerpt from the protocol of the Student Parliament, in which the report is discussed, are to be forwarded by the Financial Officer to the Presidential Board of the Georg-August University of Göttingen within one month after the meeting has been held. <sup>2</sup>The President of the Student Parliament shall ensure that the excerpt from the protocol is available to the Finance Officer in due time.

(3) <sup>1</sup> The Finance Officer shall also report to the Budget Committee at regular intervals. <sup>2</sup>The right of the members of the Budget Committee to receive information pursuant to § 7 subsection 2 sentence 1 shall remain unaffected by this.

(4) If the Financial Officer does not comply with their reporting obligations as stipulated in paragraphs 1 - 3, the Presidential Board of the Georg-August-Universität Göttingen may take appropriate measures towards the student body by way of legal supervision in order to obtain the necessary information.

#### **§ 16 Allowances for special effort**

(1) <sup>1</sup> The members of the AStA, the Presidium of the Student Parliament, the Sports Department and the RIS are entitled to an appropriate allowance for special effort. <sup>2</sup>The amount of the expense allowance shall be determined by the Student Parliament, the Sports Committee or the International Students' Parliament. <sup>3</sup> The Student Parliament can block the payment of the expense allowance for AStA members and members of the Presidium of the Student Parliament, the Sports Committee for members of the Department of Sports and the International Students' Parliament (PaIS) for members of the RIS by resolution of the absolute majority of its members, in particular if one of the office bearers does not properly fulfill his or her duties to a not only insignificant extent, repeatedly or not only temporarily.

(2) The members of the AStA, the Presidium of the Student Parliament, the Sports Department and the RIS may not receive any further remuneration from the student body in addition to their expense allowance as defined in § 17 subsection 3.

#### **§ 17 Salaried employees, administrators, temporary employees and other compensation**

(1) <sup>1</sup> The student body may conclude employment contracts for full-time employees for permanently existing tasks, in particular in administration, in accordance with the legal and collective bargaining provisions applicable to state employees, generally for an unlimited period. <sup>2</sup> The positions must be provided for in the approved budget draft. <sup>3</sup>Job announcements require the approval of the student parliament with a two-thirds majority.

(2) Clerks appointed by the AStA in accordance with § 16 subsection 10 OrgS may receive compensation for their work if this is provided for in the approved budget draft or if a corresponding compensation was decided by the student parliament with a majority of members prior to their appointment.

(3) Compensation for students (so-called temporary employees) on the basis of employment contracts, contracts for work, contracts for services or other contracts with the student body can only be granted if the approved budget of the student body provides for corresponding expenditures and the designated framework has not been exhausted.



(4) <sup>1</sup> Students may not receive any compensation pursuant to subsections 2 and 3 which in total exceeds the amount per month pursuant to § 8 subsection 1 no. 1 SGB IV. In justified exceptional cases, the first sentence may be deviated from with the approval of the Budget Committee by a two-thirds majority.

### **§ 18 Conclusion of contracts, assignment of services**

(1) <sup>1</sup> The purchase of goods and services must be carried out in accordance with the principles of correctness, economic efficiency and frugality. <sup>2</sup>In principle, the Vergaberecht für öffentliche Auftraggeber, die Vergabeordnung für Leistungen (procurement law for public contracting authorities, the Vergabeordnung für Leistungen) (VOL/A) in the currently valid version, applies. <sup>3</sup> In addition, the Anti-Corruption Guideline (AKR) of the Göttingen University Foundation applies. <sup>4</sup>Accordingly, decisions on acquisitions may under no circumstances be connected with related benefits or any other acceptance/granting of advantages.

(2) <sup>1</sup> If the order value exceeds EUR 400, at least three written offers must be obtained for comparison; this is not required if framework agreements are used. <sup>2</sup>The offers must comply with the principle of supplier spread. <sup>3</sup>In principle, the written contract award notice with price comparison list is required. <sup>4</sup>A qualified justification of the selection decision is required.

### **§ 19 Acquisition and disposal of assets**

(1) Assets shall be acquired only to the extent necessary to fulfill the responsibilities of the student body in the foreseeable future.

(2) <sup>1</sup> Assets with an acquisition value of more than EUR 1,000 may only be sold with the consent of the student parliament and at least at book value. <sup>2</sup>This also applies to assets with an acquisition value of between EUR 150.01 and EUR 1,000 that are sold within five years of the acquisition date. <sup>3</sup> Consent is considered to have been granted if the disposal of the asset is provided for in the budget draft of the student body. <sup>4</sup>The main employee of the AStA who is entrusted with the task of bookkeeping shall decide on the disposal of assets with an acquisition value of less than EUR 150.

(3) Assets may only be disposed of if they are not needed in the foreseeable future to fulfill the responsibilities of the student body.

(4) <sup>1</sup>Assets may only be sold at their full value, but at least at their book value. <sup>2</sup>The full value shall be determined by the price that would be obtained in the ordinary course of business in accordance with the nature of the asset in the event of a sale (market price); all circumstances influencing the price, but not unusual or personal circumstances, shall be taken into account. <sup>3</sup>If a market price can be determined, no special valuation is required.

### **§ 20 Grants**

(1) <sup>1</sup> Grants may only be approved if they promote the realization of the tasks of the student body within the meaning of § 20 NHG, in particular the promotion of the political, social and cultural interests of students in higher education and society and the promotion of political education of students (§ 20 subsection 1 sentences 3, 4 NHG). <sup>2</sup>Grants are generally approved to partially finance the to be fulfilled purpose.

(2) <sup>1</sup> Grants may only be awarded to recipients who appear to be in a position to ensure proper business management and to provide evidence that the funds have been used for the intended purpose. <sup>2</sup>Funding shall only be granted upon application.

(3) <sup>1</sup> The application must include a short description of the project to be funded. <sup>2</sup>The name, address and telephone number of the person responsible for the project must be stated. <sup>3</sup>The application must be accompanied by a cost estimate of the expected income and expenses as well as the own share to be made.

(4) <sup>1</sup>Grants for project funding may only be approved for projects that have not yet been started. <sup>2</sup>The student parliament may allow exceptions in individual cases after hearing or reviewing the documents.

(5) <sup>1</sup> In particular, the notice of grant must contain the exact name of the recipient of the grant, the type and amount of the grant, and the exact designation of the purpose of the grant. <sup>2</sup>In it the proof of use must be demanded in accordance with the model used by the student body. <sup>3</sup> To the extent necessary, supporting documents and contracts shall be attached. <sup>4</sup>The proof of use must be provided no later than two months after completion of the measures. <sup>5</sup>The funds shall not be paid out until the grant-notice has become final, which may be speeded up by the recipient of the funds if it waives its right to legal remedy.

(6) <sup>1</sup> The finance officer or the responsible person in accordance with § 5 subsection 4 shall monitor the use of the grant. <sup>2</sup>The person responsible in accordance with sentence 1 shall keep for each financial year, as an annex to the budget, a specially structured overview of the recipients, type, amount and purpose of the grant, the amounts instructed for payment and the obligations entered into, the prescribed time for submission of the proof of use, its arrival and the time of its examination.

(7) The audit of the proof of use includes the appropriate use of the funds and whether the purpose intended by the grant has been achieved.

## **§ 21 Support for members of the student body by granting loans**

(1) <sup>1</sup> Within the framework of its legal mandate, the student body is entitled to advise its members (e.g. in emergency situations through no fault of their own) and also to provide financial support. <sup>2</sup>Financial support, however, may not be provided in the form of a lost, non-repayable grant, but only in the form of a loan that must be repaid in general.

(2) <sup>1</sup>The Finance Officer, together with another member of the AStA, is authorized to issue interest-free loans to students up to an amount to be determined by the Student Parliament for a maximum of three months. <sup>2</sup>The amount of this loan may not exceed the current BAföG rate including all supplements. <sup>3</sup>Upon application by the borrower, the finance officer, together with another member of the AStA, may approve a one-time extension of the small loan for a maximum of three months.

(3) <sup>1</sup> After the loan has been granted, the responsible bodies of the student body must make an effort for the loan to be repaid and encourage the loan recipient (loan debtor) to repay the loan. <sup>2</sup>Accordingly, loan repayments are to be recorded as income. <sup>3</sup>This does not exclude the possibility that, in individual cases, a loan receivable may no longer be considered collectible and realizable and may then be written down ("written off").

## **§ 22 Extension, deferral and waiver of claims**

(1) Claims due to the student body may only be

1. be extended if immediate collection would cause considerable hardship for the debtor and the claim is not jeopardized by the extension,
2. be deferred if it is clear that collection will not be successful or if the costs of collection are disproportionate to the amount of the claim,
3. be waived if collection would cause exceptional hardship for the debtor in the circumstances of the individual case.

(2) <sup>1</sup>Decisions in accordance with subsection 1 shall be made by the student parliament on the proposal of the financial officer. <sup>2</sup>If the decision relates to a claim in accordance with § 21, the Budget Committee shall take the place of the student parliament for the protection of the student concerned and shall decide in a non-public session.

### **§ 23 Travel, travel costs and allowances**

(1) <sup>1</sup> Trips that are financed from student body funds require a corresponding application and must be approved before the trip begins. <sup>2</sup>The AStA, the Department of Sport, the FSR, the FSRV, the RIS, the subject groups (FG), the LSV and the VfSB, on whose behalf a trip is being carried out, are each entitled to submit an application. <sup>3</sup> The persons responsible in accordance with § 5 subsection 4 shall be responsible for granting approval; in the event of the holder of office traveling, the substitute or a person designated for such cases by the body authorized to make applications in accordance with sentence 2 shall take their place; in the event of the subject group spokesperson traveling on their own, the finance officer of the AStA shall take their place. <sup>4</sup> Within the framework of the approval of the trip, the competent body shall examine, in particular, whether there is a need to carry out the trip and whether the use of the requested means of transport is economical, taking into account economic and frugal budget management.

(2) <sup>1</sup> The application for a trip that can be reimbursed according to these regulations is only admissible if, in the case of applications by the AStA, the budget draft of the student body, in the case of applications by the Department of Sports, the budget draft of the General University Sports, in the case of applications by the FSRV, the budget draft of the FSRV, in case of applications of the FSR the budget draft of the respective Subject Representation, in case of applications of the RIS the budget draft of the foreign student council, in case of applications of the LSV the budget draft of the LSV, in case of applications of the VfSB the budget draft of the VfSB provides for expenses for travel costs and the provided framework is not exhausted. <sup>2</sup> In the case of applications from a Subject group, the application is admissible only if the budget of the Subject Group is not exhausted; this must be proven in the application.

(3) <sup>1</sup> Reimbursement of travel expenses may be applied for by any person who, at the time of travel, is a registered student of the Georg-August-Universität Göttingen or an employee within the meaning of § 17 subsection 1, unless the trip can be carried out at no cost to the student body with the help of the Semesterticket (semester ticket) and the student is carrying out the trip on behalf of a part of the student body, which is documented by the travel application. <sup>2</sup> Travel expenses shall be reimbursed within the scope of the approval granted and in accordance with a travel expense regulation to be determined by the student parliament. <sup>3</sup>If there are deviations in the travel expense report compared to the issued approval, these are only reimbursable if they have been confirmed by the person approving the trip with their signature. <sup>4</sup>If the finance officer of the AStA discovers an obviously uneconomical decision on the part of the approving body, the latter must rebuke the incorrect conduct and sanction it by only granting future approvals by the body concerned with the approval of the finance officer of the AStA.

### **§ 24 Reserves**

(1) <sup>1</sup> The student body has to build up a reserve for renewals or extensions of investments up to the amount of 10% of the average annual income (basis of the calculation is the amount of the student body fee), if these cannot be covered by the current budget. <sup>2</sup> A reserve shall be established to enable existing legal obligations to be discharged even beyond the financial years. <sup>3</sup>The maximum amount of this reserve shall be based on the requirements of the purpose. <sup>4</sup>If reserves are formed, they shall be shown separately according to their purpose as part of the description of liquidity in the budget. <sup>5</sup> The various items within the reserve are mutually coverable.

(2) Additions to and withdrawals from reserves shall be recorded in the accounts.

## § 25 Implementation of events

(1) <sup>1</sup> Any event that is to be planned, organized or carried out for a group of people that cannot be specifically determined by the bodies of the student body constitutes an event within the meaning of these Financial Statutes. <sup>2</sup>The following regulations apply to these events, whereby a distinction is made between

- a) **Cash events** ( subsection 2); these are events where cash is handled and where expenses of more than EUR 100 are planned,
- b) **small events** ( subsection 2); these are events where expenditures of between EUR 750 and EUR 8,000 are planned, and
- c) **large events** ( subsection 7); these are events where planned expenditures exceed the amount of 8,000 EUR.

<sup>3</sup> For all other events, the regulations of subsections 2 to 8 are not applicable.

(2) <sup>1</sup>Before entering into a legally binding commitment relating to the planned event, a corresponding checklist must be drawn up in each individual case. <sup>2</sup>On the basis of the checklist, it must be ensured that the financial and organizational plans for this event are

- comply with the criteria of proper financial management,
- comply with the principles of truth and clarity
- include detailed organizational arrangements for the proper conduct and management of events.

<sup>3</sup>These include:

- eine a meaningful preliminary calculation of planned expenses and expected income,
- description of control mechanisms for handling cash, cash security, safekeeping of cash, and safeguarding of physical assets (e.g., inventory in storage),
- Designation of responsible persons to control inventory,
- Designation of responsible persons who ensure traceable documentation of income and expenditure/turnover,
- Designation of persons responsible for drawing up duty rosters for the personnel working at the event and for monitoring and confirming their execution and compliance.

<sup>4</sup> For the creation of the checklist, the form available on the homepage of the AStA is to be used. <sup>5</sup>For each event, responsible persons are to be named, one of whom is the main person responsible.

(3) <sup>1</sup> The checklist, which is to be prepared in accordance with the requirements of subsection 2 and signed by at least two responsible persons, is to be submitted to the Finance Officer of the AStA in each individual case no later than three weeks before the planned date of the event. <sup>2</sup> The checklist is then examined by the AStA's finance officer and the responsible member of the Budget Committee their substitute (§ 6 subsection 4) and requires both of their approval.

(4) <sup>1</sup> Legal relationships related to the planned event may not be entered into until the AStA Finance Officer has notified the primary responsible person in text form that the checklist has been approved.

<sup>2</sup>The notification must be made within a period of 10 calendar days after submission of the checklist.

<sup>3</sup>If one of the persons performing the inspection is themselves responsible, the substitute shall take the place of the person performing the inspection.

(5) <sup>1</sup> If at least one of the persons authorized to inspect the checklist refuses to approve it, the person primarily responsible must be informed of this immediately by the Finance Officer of the AStA. <sup>2</sup>The checklist must be corrected accordingly by the responsible persons and resubmitted for review before the event is held. <sup>3</sup> If approval is again refused, the checklist must be submitted immediately to the Budget Committee for discussion and decision at the request of one of the responsible persons.

(6) <sup>1</sup> The submission of the bill for the respective event must be made to the AStA Finance Officer within 15 working days after the event has taken place. <sup>2</sup> The examination is then carried out by the Finance Officer of the AStA and the responsible member of the Budget Committee or their substitute (§ 6 subsection 4). <sup>3</sup> If a deficit arises for the student body and this deficit is due to a violation of the regulations of the FinO, in particular the specifications of the checklist, the Budget Committee may refuse to hold further events for the respective financial year in the event of a serious or repeated violation by the same body or committee.

(7) <sup>1</sup> In contrast to subsection 3, sentence 2, subsection 4, sentence 1, and subsection 5, major events may only be planned, organized, and carried out if, prior to entering into a legally binding commitment relating to the planned event, the Budget Committee reviews each individual case in compliance with section 6, subsection 4, sentence 2, and informs the person primarily responsible and the Presidential Board of the Georg-August-Universität Göttingen in text form that the financial and organizational plans for this event meet the requirements of subsection 2. <sup>2</sup> Notification of the result of the examination shall be made by the Chairperson of the Budget Committee.

(8) All documents required for the examination shall be submitted by the primary responsible person to the financial officer of the AStA and/or the budget committee.

(9) Insofar as relevant, the regulation of § 9 subsection 3 shall apply accordingly.

## **Section IV**

### **Annual conclusion**

#### **§ 26 Liquidity, payment transactions and accounting**

(1) <sup>1</sup> The annual financial conclusion must be prepared by the end of April in the following financial year. An external auditor in accordance with the HGB shall examine the annual financial statements. <sup>2</sup>The inspection assignment pursuant to sentence 2 shall be issued by 31.01. of the financial year to be examined. <sup>3</sup> The funds for the inspection costs shall be budgeted for in the budget draft for the following financial year. <sup>4</sup>The Budget Committee shall decide on the inspection assignment for the external auditor. <sup>5</sup> Each voting member of the Budget Committee may add up to three questions on the correctness of the annual conclusion to the inspection assignment; a decision of the Budget Committee on this is not required.

(2) <sup>1</sup> The preparation of the annual conclusion shall be accompanied by two sufficiently qualified auditors (revisors) who do not belong to the group of persons pursuant to § 16 subsection 4, 10 OrgS and who are furthermore not members of a university grouping forming the AStA and/or were candidates for one of these groupings in the previous university elections. <sup>2</sup> They shall be appointed by the student parliament. <sup>3</sup>Their task is, in particular, to examine the economic efficiency of the income and expenditure presented via the budget draft and examined in the annual financial statements, and to report on the economic efficiency of the budget management as part of the deliberations of the Budget Committee and the Student Parliament. <sup>4</sup> This report must be submitted by 31 May of the following financial year. <sup>5</sup>The revisors shall also perform the task of Kassenprüfung (financial auditing) in accordance with § 28.

(3) <sup>1</sup> The main points of the annual financial statements shall be recorded by the AStA in a brief report. <sup>2</sup>This report shall contain a comparison of the budget draft and the annual conclusion and a commentary on the most important figures in the annual conclusion; it is part of the annual conclusion.

(4) <sup>1</sup> The Budget Committee shall discuss the annual conclusion and the audit report and forward them to the Student Parliament with a recommendation. <sup>2</sup>The student parliament shall decide on the confirmation of the annual conclusion and the Entlastung (relieve) of the AStA by a majority of its members. <sup>3</sup> The documents pertaining to the resolution according to subsections 1 and 2 shall be sent to the members of the Student Parliament with the invitation to the meeting of the Student Parliament at which they will be discussed.

(5) The resolution of the student parliament on the discharge of the AStA must be passed by 30.06. of the following financial year.

(6) <sup>1</sup> Following the resolution of the Student Parliament, this resolution and the documents belonging to the resolution shall be submitted to the Presidential Board of the Georg-August-Universität Göttingen. <sup>2</sup>The Entlastung (relieve) requires the approval of the Presidential Board of the Georg-August-Universität Göttingen according to § 109 subsection 3 sentence 2 LHO in combination with § 20 subsection 4 NHG.

(7) The documents required for the annual conclusion (invoice receipts, calculations, account data, contracts, etc.) are subject to the usual commercial storage obligations.

## **Section V**

### **Liquidity, payment transactions and accounting**

#### **§ 27 Cashless payment transactions**

(1) <sup>1</sup> The AStA must ensure that the ability to pay is permanently guaranteed through appropriate liquidity planning. <sup>2</sup>An appropriate amount must be kept in the student body's business account for this purpose. <sup>3</sup>The amount of this sum and its calculation shall be shown in the budget draft.

(2) <sup>1</sup> The student body shall maintain an appropriate business account with a bank or Sparkasse located exclusively in Germany for its liquid funds and to conduct payment transactions. <sup>2</sup>This ensures timely account management and deposit protection.

(3) It must be ensured that all payment transactions are conducted exclusively via the business account in accordance with subsection 2.

(4) <sup>1</sup> The handling of cash is to be limited to exceptions. Cash is to be invoiced to a responsible person in accordance with § 30 subsection 2 no later than on the working day following the collection and is to be paid into the business account by this person without delay. <sup>2</sup>For the necessary cash transactions, a cash box with an average maximum amount of EUR 1000.00 may be kept. <sup>3</sup> In justified exceptional cases, it shall be possible to exceed the stock in accordance with sentence 3 at short notice. <sup>4</sup>A record of the income and expenditure of this cash box shall be kept. <sup>5</sup>The documents justifying payment and numbered consecutively (no./year) are to be attached to the respective list. As soon as the cash balance exceeds 1000,00 EUR or a refilling of the cash box becomes necessary, the respective valid write-on list is to be settled immediately. <sup>6</sup>This goes with the associated receipts to the accounting documents.

(5) <sup>1</sup> The cash on hand is to be stored securely in a locked cash box, in a place that cannot be seen (safe, locked desk/cupboard). <sup>2</sup>The keys to the cash container/ safe are kept by a full-time employee. <sup>3</sup>Money items are to be treated as cash and stored in accordance with s.1.

## **§ 28 Inspection of funds**

<sup>1</sup> Each semester, at least one unsolicited cash audit shall be conducted by the appointed revisors in accordance with § 26 subsection 2. <sup>2</sup>A protocol shall be made of the audit. <sup>3</sup>This shall be kept on record.

## **§ 29 Gilt-edged (Mündelsicher) assets**

<sup>1</sup>Unneeded liquidity may be invested in an interest-bearing manner with a bank or Sparkasse based exclusively in Germany until it is used. <sup>2</sup>An investment may only be made in Mündelsicher (gilt-edged). <sup>3</sup>Gilt-edged (Mündelsicher) assets are those for which losses in the value of the investment are virtually excluded, i.e., the investment is protected against the risk of loss due to the insolvency of the account-holding organization, and, in the case of securities (Wertpapiere), additionally that they themselves are protected against losses.

## **§ 30 Authority to sign**

(1) <sup>1</sup> In addition to two full-time employees of the AStA, the Finance Officer shall be authorized to sign for the bank accounts of the AStA. <sup>2</sup>In the event of the absence of the Finance Officer, their substitute shall be authorized to sign.

(2) It shall be ensured that the signing takes place in such a way that in each case a full-time employee and one of the elected representatives referred to in subsection 1 sign jointly (so-called cross-signature procedure).

(3) A list of the bank accounts and the signature cards for them shall be kept with the accounting records.

## **§ 31 Bank Account monitoring regulations**

<sup>1</sup>Account statements shall be drawn at least once a week. <sup>2</sup>They shall be checked for completeness of the business transactions. <sup>3</sup>Differences shall be documented and clarified in the course of the following week. <sup>4</sup>The receipts shall be kept in an orderly manner, in accordance with the current legal requirements.

## **§ 32 Settlements of account**

<sup>1</sup> Settlements must include all items on which the calculation of the measure was based. <sup>2</sup>Each position must be accompanied by the supporting documents and/or the information justifying the position in question. <sup>3</sup>If an individual position is calculated separately, the calculation must be signed by two persons responsible.

# **Section VI**

## **General regulations**

## **§ 33 Participation in private companies**

(1) The student body may found or acquire private-law companies, provided that

- the purpose of the company serves the fulfilment of its tasks,
- the liability is limited to the capital contribution.

<sup>2</sup>Reference is made to § 35.

(2) The student body may only participate in companies in which student bodies hold at least half of the company shares.

(3) <sup>1</sup>The provisions of these Financial Statutes shall apply accordingly to the taking out of credits, loans and bonds. <sup>2</sup> For companies in which the student body holds an interest, the same auditing and reporting obligations to the Presidential Board of the Georg-August-Universität Göttingen, the Landesrechnungshof (State Audit Office), and the student body shall be ensured and maintained within the framework of the partnership agreement or in another suitable manner as those that apply to the financial management of the student body in accordance with these Financial Statutes. <sup>3</sup>A performance audit may be required in particular if there are reasonable grounds for believing that the company is not or is no longer complying with the principles of economy and frugality.

#### **§ 34 Requirements for Participation in private companies**

(1) <sup>1</sup> The founding or purchase of a private-law company requires a prior resolution of the student parliament with a two-thirds majority of its members. <sup>2</sup>This includes

- the purpose of the enterprise,
- the maximum amount of the capital contribution
- the statutes of the company,
- the shareholders.

<sup>3</sup>Third parties cannot deduct any rights from this.

(2) The company's statutes must ensure the student parliament's ability to influence the company by, among other things, creating a supervisory body (supervisory board or board of directors) to which the student parliament can send its own representatives and in which at least half of the members are students.

(3) After approval according to § 35, foundation or purchase shall be executed by the AStA chairperson and the finance officer.

#### **§ 35 Reservation of approval, reporting obligation**

<sup>1</sup> The foundation or purchase of the company shall require the approval of the Presidential Board of the Georg-August University of Göttingen; this shall also apply in the event that approval has not yet been granted prior to the entry into force of these Financial Statutes. <sup>2</sup> For this purpose, the information pursuant to §§ 33, 34 and the company's business plan shall be submitted to the Presidential Board of the Georg-August-Universität Göttingen before the company is founded or purchased. <sup>3</sup>The regulations of the Financial Statutes shall apply accordingly to the budget draft, the budgetary management as well as the annual conclusion and the other reporting obligations on the economic situation of the company.

#### **§ 36 Amendments to the Financial Statutes**

(1) <sup>1</sup> Amendments to the Financial Statutes can only be made with a majority of two-thirds of the members of the Student Parliament. <sup>2</sup>In the case of amendments to the Financial Statutes, the guidelines of the Presidential Board of the Georg-August University of Göttingen for the Financial Regulations of the Student Body (Amtliche Mitteilungen der Georg-August- Universität Göttingen vom 13.12.2010/ Nr. 56) shall be complied with.

(2) <sup>1</sup> Proposals for amendments to these Financial Statutes must be sent with the invitation to the relevant meeting. <sup>2</sup>They must be accompanied by a recommendation of the Budget Committee, which has previously discussed these amendments.

(3) <sup>1</sup> Amendments to the Financial Statutes require the approval of the Presidential Board of the Georg-August-Universität Göttingen. <sup>2</sup>For this purpose, amendments to the Financial Statutes shall be



submitted to the Presidential Board of the Georg-August-Universität Göttingen. <sup>3</sup>In this submission, both the changes themselves and their effects on the financial conduct of the student body shall be explained.

### **§ 37 Appointee of external parties for special tasks**

In matters of unknown law and/or subject matter, the student body shall independently commission external parties (e.g. tax advisors, attorneys) at an early stage, provided this is necessary to ensure the proper fulfillment of tasks.

### **§ 38 Entry into effect**

<sup>1</sup> The amended version of the Financial Statutes of the Student Body of the Georg-August-Universität Göttingen shall enter into force on the day following its publication in the Official Notices I of the Georg-August-Universität Göttingen. <sup>2</sup>Simultaneously, the Financial Statutes of the Student Body as published on March 16, 2011 (Amtliche Mitteilungen Nr. 5/2011, Seite 293), last amended by the Regulations for the Amendment of the Regulations of the Student Body of the Georg-August-Universität Göttingen of February 28, 2013 (Amtliche Mitteilungen I 9/2013, Seite 125), shall cease to be in effect.