

28.02.2026

Unofficial translation

Financial statutes of the student body of the Georg-August-University of Göttingen (FinO)

Table of contents

I. Basics

- § 1 Scope of the financial statutes (FinO)
- § 2 Principles for the handling of financial resources
- § 3 Significance of the budget draft
- § 4 budget year

II. Organs, procedures and responsibilities

- § 5 Responsibilities of the finance officer
- § 6 Powers of the budget committee (HHA)
- § 7 Responsibilities of the student parliament (StuPa)
- § 8 Approval by the presidential board of the Georg-August-University of Göttingen and information obligations towards the presidential board

III. Budget draft and budget management

- § 9 Principles of budget management
- § 10 Contents of the budget draft
- § 11 Provisional budget management
- § 12 Expenditure in excess of the budget and unplanned expenditure
- § 13 Prohibition on taking out loans, borrowings, and other liabilities
- § 14 Material and temporal constraints
- § 15 Report on the implementation of the budget draft
- § 16 Allowance for special efforts
- § 17 Employees covered by collective agreements, clerks, temporary staff, and other remuneration
- § 18 Conclusion of contracts, awarding of service
- § 19 Acquisition and disposal of assets

§ 19a Inventory list

§ 20 Grants

§ 21 Support of the student body through the granting of loans

§ 22 Deferral, write-off, and remission of claims

§ 23 Travel, travel expenses, and other expenses

§ 24 Reserves

§ 25 Organisation of events

IV. Annual financial statements

§ 26 Annual financial statements and audit

V. Liquidity, payment transactions, and accounting

§ 27 Cashless payments

§ 28 Cash audit

§ 29 Safe investment of assets

§ 30 Signatory authority

§ 31 Regulations on accounting monitoring

§ 32 Statement of account

VI. General provisions

§ 33 Participation in private-law companies

§ 34 Requirements for participation in private-law companies

§ 35 Reservation of approval, reporting, and obligation

§ 36 Amendments to the financial statutes

§ 37 Commissioning of external parties for special tasks

§ 38 Entry into force

I. Basics

§ 1 Scope of the financial statutes (FinO)

The financial statutes govern the financial conduct of the student body of Georg-August-University of Göttingen.

§ 2 Principles for the handling of financial resources

Persons entrusted with the handling of financial resources are obliged to manage the budget in a frugal and economical manner and to comply with the financial statutes.

§ 3 Significance of the budget draft

- (1) ¹The budget draft forms the basis for the student body's financial management. ²It reflects the financial planning relating to the activities and individual activities of the student body and fully reflects the obligations and income resulting from these activities and individual activities.
- (2) The budget draft authorises the General Student Committee (AStA) and other student bodies named in the FinO to manage their finances in accordance with the provisions of these financial statutes.
- (3) The budget draft neither establishes nor cancels claims, receivables or liabilities.

§ 4 budget year

¹The budget year is in the period from 1st April to 31st March of the following year. ²It is designated according to the calendar year in which it begins.

II. Organs, procedures and responsibilities

§ 5 Responsibilities of the finance officer

- (1) ¹The finance officer is responsible within the AStA for drawing up the budget draft in accordance with the FinO. ²He/She is responsible for managing the finances of the student body and monitoring the lawful use of funds.
- (2) The budget draft will be drawn up by the finance officer in good time before the start of the budget year, but no later than 31st March for the following budget year.
- (3) ¹The AStA's finance officer is responsible for budget management and oversees cash management. ²Within the framework of strict and transparent budget management, members of the AStA, officers and employees may be assigned individual powers in writing with the approval of the student parliament.
- (4) Subsections 1-3 apply to:
 - a. the sports officer pursuant to § 19 IV OrgS,
 - b. the finance officer of the subject representation councils (FSR) pursuant to § 26 III b OrgS,
 - c. the chair of the subject representation council's assembly (FSRV) pursuant to § 38 I OrgS,
 - d. the finance officer of the international student's council (RIS/ISC) pursuant to § 45 III b OrgS,

- e. the finance officer of the teaching student's representation pursuant to § 4 II LSVO,
 - f. the finance officer of the representation for students with disabilities (VfSB) pursuant to § 4 I VfSBO,
 - g. and, if applicable, the subject group speaker (FGS) pursuant to § 32 IV OrgS
- ²FGS are exempt from the provisions of § 5 I S.1, 2. ³Instead of drawing up a budget draft, the FGS must submit a short report on the use of the respective subjects group funds via the AStA's finance officer to the budget committee of the student parliament.

(5) ¹Decisions 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 (FSP) and the FSR of a subject has the finance officer of the respective FSR,
- d. of the FSRV has the speaker of the FSRV,
- e. of the LSV has the finance officer of the LSV,
- f. of the VfSB has the finance officer of the VfSB,
- g. of the international students parliament and the international students council has the finance officer of the international students council

a right of objection, which he or she must exercise immediately after the resolution has been passed. ²If he or she objects to a resolution, this resolution must be discussed again and the resolution must be passed again; the objection has suspensive effect. ³The consultation may take place no earlier than 48 hours after the objection has been lodged. ⁴There is no right of objection against the second decision. ⁵If he or she considers this decision to be unlawful or, due to its financial implications, detrimental to the welfare of the student body, he or she must notify the presidential board of the Georg-August-University of Göttingen immediately, at the latest within one week of the second decision being taken.

- (6) ¹The AStA's finance officer checks the resolutions of the organs referred to in § 5 b–g in the event that a value limit of EUR 400.00 in terms of their plausibility with regard to the budget draft of the respective body and their legality, in each individual case before entering into a legally binding obligation relating to the planned expenditure; if the legal obligation is to be established by the budget draft itself, the finance officer of the AStA examines whether the budget is lawful, in particular whether it is compatible with the provisions of the FinO. ²If the AStA's finance officer gives his or her consent, the signature of the chair of the AStA is also required before entering a legal obligation. ³The signature may only be refused if there are concerns about its legal admissibility. ⁴If the finance officer refuses to approve a resolution, he or she must, at the request of the respective organ, immediately submit the matter to the StuPa's budget committee (HHA) for consultation and final decision, stating the legal reasons. ⁵In order to rule out culpable delays, the finance officer has a maximum of 7 days from the submission of the documents required for the audit. ⁶Up to a value limit of EUR 400.00, the organs mentioned in § 5 b–g may, for their own respective areas, independently enter obligations towards third parties 'on behalf of the chairperson of the AStA'. ⁷The provisions of § 20 must be observed. ⁸The provisions of § 25 apply to events.

- (7) ¹In the event of a change of office of the AStA, the finance officer or a person responsible under § 4, a proper handover of official duties must be carried out. ²This must be documented in writing. ³A copy of the handover/takeover protocol in accordance with

Attachment 1 must be forwarded to the HHA and the presidential board of the Georg-August-University of Göttingen without delay.

§ 6 Powers of the budget committee (HHA)

- (1) ¹The budget committee prepares the StuPa's decision on the budget. ²To this purpose, the finance officer first forwards the draft budget together with the relevant documents to the HHA for comment. ³The HHA may issue a recommendation; this has to be forwarded to the StuPa together with the budget drafts documents.
- (2) ¹Members of the HHA must be granted information about budget management and access to all documents relating to the budget at any time. ²The documents inspected have to be treated as confidential, unless the AStA or the HHA decide otherwise in individual cases.
- (3) ¹The HHA discusses the annual financial statements and the audit report before they are forwarded to the StuPa. ²It must submit a recommendation to the StuPa, which must be approved by at least a simple majority. ³If a resolution of the HHA is not passed within three weeks of being submitted by the finance officer and it is therefore not possible to ensure that the StuPa passes a resolution within the deadline, the StuPa shall pass its resolution on the basis of the report by the chair of the HHA.
- (4) ¹The HHA reviews the checklist to be prepared for a major event in accordance with the provisions of § 25 VII. ²In such cases, a member of the university's finance department, appointed by the relevant member of the executive committee, will be included as an advisory member by the chairperson of the HHA. ³The HHA also elects a member from among the members of the budget committee who is responsible for reviewing the checklists required for the implementation of cash and small events and for accounting, as well as their deputy. ⁴Further details on the performance of duties are set out in § 25. ⁵This responsible member informs the HHA at its next regular meeting of the review results for each planned event.

§ 7 Responsibilities of the student parliament (StuPa)

- (1) ¹The StuPa decides on a budget with a majority of its members (absolute majority). ²The resolution of the budget draft must be adopted by 30th April. ³If the resolution is not reached within the deadline, the finance officer must inform the presidential board of Georg-August-University of Göttingen by the end of the first working day in May.
- (2) If no majority is reached or if crucial issues require further clarification, Parliament may refer the draft budget to the HHA for consultation; if there is an important reason, such as significant deficiencies, the draft budget may first be referred back to the finance officer.
- (3) The StuPa supervises the finance officer and the AStA in the execution of the budget draft in accordance with the provisions of this FinO and the OrgS.
- (4) ¹The HHA and StuPa pursuant to § 7 I-III are replaced in their respective areas by the Sports Committee (SportA) pursuant to § 19 III OrgS, the FSPs pursuant to § 22 OrgS, the FSRV pursuant to § 35 OrgS, the ISP pursuant to § 41 OrgS and the LSV pursuant to § 3 LSV, as well as the VfSB pursuant to § 4 VfSBO. ²The SportA, FSPs, FSRV, ISP, LSV and VfSB may establish committees for their respective areas of responsibility to prepare their budgetary decisions; the provisions of § 6 apply accordingly.

§ 8 Approval by the presidential board of the Georg-August-University of Göttingen and information obligations towards the presidential board

- (1) The budget draft must be submitted to the presidential board of the Georg-August-University of Göttingen as the supervisory authority in accordance with § 108, Sentence

1 of the Lower Saxony State Budget Regulations (LHO) in conjunction with § 20 IV NHG in good time and requires formal approval.

- (2) The budget draft only comes into force after approval by the presidential board of Georg-August-University of Göttingen, but at the earliest at the beginning of the budget year for which it was drawn up.
- (3) ¹If the presidential board of Georg-August-University of Göttingen is to be informed about measures under these statutes or if it must make a decision, the competent authority must submit all documents relevant to the matter to it; further documents may also be requested. ²If specific procedures have been laid down in these statutes for individual cases, these must be observed separately.

III. Budget draft and budget management

§ 9 Principles of budget management

- (1) ¹The income and expenditure/investments of the student body constitute a global budget. ²The breakdown by source of funds and intended use is determined by the budget draft and is established on the basis of this.
- (2) ¹The budget draft and accounts have to be organised in such a way as to ensure that the principles of clarity and accuracy are upheld at all times. ²Budget draft and accounting are based on an income and expenditure calculation. ³To this purpose, a system should be chosen for income and expenditure/investments that allows even inexperienced accountants to ensure the principles of clarity and truthfulness. ⁴This system must at least allow for the following distinctions:
 - a. Personal costs including allowance for special efforts,
 - b. Material cost broken down by intended use,
 - c. Investments,
 - d. Revenue by source.
- (3) All payments and bookings are subject to the dual control principle – i.e. execution and control of execution by two different persons – and the principle of prompt recording.

§ 10 Contents of the budget draft

- (1) ¹The budget draft contains the planning for all income and expenditure/investments. ²The following should be clearly identifiable for each income/expense item:
 - a. the last budget year for which figures are available;
 - b. the budget draft already adopted for the current budget year;
 - c. the budget draft for the budget year proposed for adoption.
- (2) The budget draft provides information on:
 - a. the source and estimated amount of the planned revenue,
 - b. the intended use and the estimated amount of the planned expenditure,
 - c. the main deviations from the previous budget planning, including a justification/explanation,
 - d. the fixed assets (in the form of a list).
- (3) ¹A calculation must be made for all measures that are conducted voluntarily and are expected to generate income. ²This must include all anticipated expenses, projected

income, and a statement of coverage. ³This calculation must be included with the accounting records.

- (4) The template attached to this FinO as **Annex 2** must be used for the budget draft.
- (5) Expenditure within the meaning of paragraph I S. 1, II b also includes allocations of financial resources to other organs of the student body on the basis of the provisions of the OrgS.

§ 11 Provisional budget management

¹As long as the budget draft is not in force, the previous year's budget draft continues to apply, with the proviso that only those expenditures may be made which the student body is legally obliged to make or which are necessary for the fulfilment of the student body's tasks. ²The upper limit of the authorisation within the framework of provisional budget management is set by the estimates for the individual revenue and expenditure items of the previous year.

§ 12 Expenditure in excess of the budget and unplanned expenditure

- (1) ¹Expenditure exceeding the budgeted amount for this item (unplanned expenditure) or expenditure not covered by any budgetary purpose (unforeseen expenditure) may only be incurred if a corresponding saving is made in another item and the StuPa has given its prior approval by a majority of its members. ²Prior approval is not required for unavoidable expenses, in particular for expenses that are necessary for the economical continuation of administration. ³The finance officer must inform the StuPa of this in writing without delay, at the latest before the end of the budget year.
- (2) If a procedure in accordance with paragraph 1 is not possible, the provisions for the preparation of the budget draft apply to the decision on a supplementary budget draft.

§ 13 Prohibition on taking out loans, borrowings, and other liabilities

¹Loans may not be taken out. ²Guarantees or obligations in guarantee or similar contracts may not be assumed.

§ 14 Material and temporal constraints

- (1) Expenditure may only be incurred for the purpose specified in the budget draft and only until the end of the budget year.
- (2) ¹Measures taken by the student body (e.g. declarations to third parties) that may oblige the student body to incur expenditure in future budget years are only permissible if the StuPa has given its prior approval by a two-thirds majority. ²This does not apply to obligations within the scope of ongoing administration which, by their nature, recur regularly and whose annual amount does not exceed EUR 100.00.

§ 15 Report on the implementation of the budget draft

- (1) ¹The finance officer reports to the StuPa three times during the budget year on the implementation of the budget draft. ²The reports must be submitted no later than 6 weeks after the end of the respective quarter. ³The report must be sent to the members of the StuPa at least in text form (e.g. by email) together with the invitation to the StuPa meeting at which it will be discussed.
- (2) ¹The report and the relevant excerpt from the StuPa protocol in which the report is discussed must be forwarded by the finance officer to the presidential board of Georg

August University of Göttingen within one month of the meeting. ²The President of the StuPa must ensure that the extract from the protocol is made available to the Finance Officer in good time.

- (3) ¹The finance officer also reports to the HHA at regular intervals. ²The right of members of the HHA to obtain information pursuant to § 7 II S. 1 remains unaffected by this.
- (4) If the finance officer fails to comply with the reporting obligations set out in paragraphs I-III, the presidential board of the Georg-August-University of Göttingen may take appropriate measures vis-à-vis the student body by way of legal supervision in order to obtain the necessary information.

§ 16 Allowance for special efforts

- (1) ¹The members of the AStA, the Presidium of the StuPa, the Sports Department and the RIS are entitled to appropriate allowances for special efforts. ²The amount of the allowance is determined by the StuPa, the SportA or the PaIS. ³The StuPa may block the payment of allowances for AStA members and members of the StuPa Presidium, the SportA for members of the Sports Department and the PaIS for members of the RIS by a resolution passed by an absolute majority of its members, in particular if one of the office holders repeatedly or not only temporarily fails to perform his or her duties properly to a not insignificant extent.
- (2) The members of the AStA, the Presidium of the StuPa, the Sports Department and the RIS may not receive any remuneration from the student body beyond their expense allowance within the meaning of § 17 III.

§ 17 Employees covert by collective agreements, clerks, temporary staff, and other remuneration

- (1) ¹The student body may conclude employment contracts for full-time employees for permanent tasks, particularly in administration, in accordance with the statutory and collective agreement provisions applicable to state employees, generally for an indefinite period. ²The posts must be provided for in the approved budget draft. ³Job advertisements require the approval of the StuPa with a two-thirds majority.
- (2) Clerks appointed by the AStA in accordance with § 16 X OrgS may receive remuneration for their work if this is provided for in the approved budget draft or if a corresponding remuneration was decided by the StuPa with a majority of its members prior to their appointment.
- (3) Remuneration for students (so-called temporary staff) on the basis of employment contracts, service contracts or other contracts with the student body can only be granted if the approved budget draft of the student body provides for corresponding expenses and the allocated funds have not been exhausted.
- (4) ¹Students may not receive remuneration pursuant to paragraphs II and III that exceeds the amount specified in § 8 I Nr. 1 of SGB IV per month. ²In justified exceptional cases, deviations from S. 1 may be made with the approval of the HHA by a two-thirds majority.
- (5) ¹The data protection officer and any persons employed to support the data protection officer or engaged under a service contract have to receive remuneration commensurate with their duties and responsibilities, to be regulated in separate contracts. or persons engaged under a service contract must receive appropriate remuneration commensurate

with their duties and responsibilities, to be regulated in separate contracts, if the approved budget draft of the student body provides for such expenditure or with the consent of the StuPa. ²The assumption of contractual obligations in accordance with S. 1 requires the consent of the StuPa; §14 II s. 1 must be observed.

§ 18 Conclusion of contracts, awarding of service

- (1) ¹The purchase of goods and services must be conducted in accordance with the principles of regularity, economy, and efficiency. ²In general, public contracting authorities are subject to public procurement law and the current version of the German Public Procurement Regulations for Services (VOL/A). ³In addition, the Anti-Corruption Policy (AKR) of the University of Göttingen Foundation applies. ⁴Procurement decisions must therefore under no circumstances be linked to associated payments or other advantages being accepted or granted.
- (2) ¹For orders worth more than EUR 400, at least three written offers must be obtained for comparison; this is not necessary when using framework agreements. ²The offers must comply with the principle of supplier diversification. ³In general, a written award notice with a price comparison table is required. ⁴A qualified justification for the selection decision is required.

§ 19 Acquisition and disposal of assets

- (1) Assets should only be acquired if they are necessary for the fulfilment of the student body's tasks in the foreseeable future.
- (2) ¹Assets with a purchase value of more than EUR 1,000 may only be sold with the consent of the StuPa and at least at their book value. ²This also applies to assets with a purchase value of between EUR 150.01 and EUR 1,000 that are sold within five years of the date of purchase. ³Consent is generally deemed to have been given if the sale of the asset is provided for in the student body's budget draft. ⁴The full-time employee of the AStA responsible for accounting decides on the disposal of assets with a purchase value of less than EUR 150.
- (3) Assets may only be sold if they are not required for the fulfilment of the student body's tasks in the foreseeable future.
- (4) ¹Assets may only be sold at their full value, but at least at their book value. ²The full value is determined by the price that could be achieved in the ordinary course of business for the sale of the item based on its condition (market price); all circumstances that influence the price must be taken into account, but not unusual or personal circumstances. ³If a market price can be determined, no special valuation is required.

§ 19a Inventory list

- (1) ¹The full-time employee of the AStA who is responsible for managing the secretariat must keep an inventory list on the instructions of the finance officer. ²This should be broken down by items belonging to the AStA, the individual student councils and subject groups, and the event centre. ³Items belonging to other bodies are kept together with the items belonging to the AStA.
- (2) Items that can be used independently, have a useful life of more than one year and have a purchase value of EUR 250 or more must be listed in the inventory.
- (3) ¹Items that cannot be used independently with a purchase value of EUR 250 or more must be added to the asset register under the item to which they are assigned. ²If an item that

cannot be used independently cannot be clearly assigned to an inventoried item, it shall be treated as an independently usable item in accordance with paragraph II.

- (4) ¹A copy of the original invoice for all inventoried items must be kept at the AStA office. ²The inventoried items must be assigned an inventory number in the order in which they were acquired.
- (5) The removal of an inventoried item from the student body's possession must be documented in writing, kept at the AStA office, and noted in the inventory list.
- (6) ¹Inventoried items will be marked as the property of the student body with their inventory number in accordance with paragraph IV, S. 2. ²The inventory number has to be assigned by the person responsible for maintaining the inventory list in accordance with paragraph I. ³The persons responsible under § 5 must ensure that the items belonging to the respective body are marked in accordance with S. 1.
- (7) At the end of the budget year, the inventory of the respective institutions has to be reconciled by the persons responsible under § 5 with the inventory list referred to in paragraph I; any discrepancies must be clarified.
- (8) When handing over the duties of the AStA's finance officer to a successor, the completeness of the inventoried items must be checked.

§ 20 Grants

- (1) ¹Grants may only be approved if they promote the fulfilment of the tasks of the StuPa within the meaning of § 20 NHG, in particular the promotion of the higher education policy, social and cultural interests of students in higher education and society and the promotion of political education among students (§ 20 I S. 3, 4 NHG). ²Grants are generally approved to partially finance the purpose to be fulfilled.
- (2) ¹Grants may only be awarded to recipients who appear to be capable of sound financial management and who are able to provide evidence that the funds have been used for their intended purpose. ²Funding will only be granted upon application.
- (3) ¹The application must include a brief description of the project to be funded. ²The name, address, and telephone number of the person responsible for the project must be stated therein. ³The application must be accompanied by a cost estimate of the anticipated income and expenditure, as well as the personal contribution to be made.
- (4) ¹Grants for project funding may only be approved for projects that have not yet commenced. ²The StuPa may grant exceptions in individual cases after hearing or reviewing the documents.
- (5) ¹The grant notification must contain, in particular, the exact name of the recipient, the type and amount of the grant, and the exact description of the purpose of the grant. ²Proof of use must be provided in accordance with the template used by the student body. ³Supporting documents and contracts must be enclosed to the extent necessary. ⁴Proof of use must be provided no later than two months after completion of the measures. ⁵The funds will only be paid out once the grant decision has become final, which can be expedited by the recipient if they waive their right to appeal.
- (6) ¹The finance officer or the person responsible in accordance with § 5 IV must monitor the use of the grant. ²The person responsible under S. 1 must keep a specially structured overview for each budget year as an annex to the quarterly reports and annual financial statements, showing the recipients, type, amount and purpose of the grant, the amounts

ordered for payment and the commitments entered into, the prescribed date for the submission of the statement of account, its receipt and the date of its examination.

- (7) The verification of the proof of use covers the appropriate use of the funds and whether the purpose intended with the grant has been achieved.

§ 21 Support of the student body through the granting of loans

- (1) ¹Within the scope of its statutory 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 them with financial support. ²However, financial support may not be granted in the form of a lost, non-repayable grant, but only in the form of a loan that must in principle be repaid.
- (2) ¹The finance officer, together with another member of the AStA, is authorised to grant students interest-free loans up to an amount to be determined by the StuPa for a maximum period of three months. ²The amount of this loan may not exceed the current BAföG rate, including all supplements. ³At the request of the borrower, the finance officer, together with another member of the AStA, may grant a one-time extension of the small loan for a maximum of three months.
- (3) ¹After the loan has been granted, the relevant student body bodies must endeavour to ensure that the loan is repaid and must urge the borrower (debtor) to repay the loan. ²Corresponding loan repayments have to be recorded as income. ³This does not rule out the possibility that, in individual cases, a loan receivable may have to be regarded as no longer recoverable and realisable and may then be written off.

§ 22 Deferral, write-off, and remission of claims

- (1) Claims to which the student body is entitled may only be
- be deferred if immediate collection would cause considerable hardship for the debtor and the claim is not jeopardised by the deferral,
 - be dismissed if it is clear that recovery will be unsuccessful, or if the costs of recovery are disproportionate to the amount of the claim,
 - be waived if, in the individual case, collection would cause particular hardship for the debtor.
- (2) ¹Decisions pursuant to paragraph I are made by the StuPa upon the recommendation of the finance officer. ²If the decision concerns a claim under § 21, the StuPa of the HHA, which decides in a closed session, will be replaced by the protection of the student concerned.

§ 23 Travel, travel expenses, and other expenses

- (1) ¹Trips financed by funds of the student body require a corresponding application and must be approved before the trip begins. ²The AStA, the Sports Department, the FSR, the FSRV, the RIS, the Fachgruppen (FG), the LSV and the VfSB, on whose behalf a trip is being organised, are eligible to apply. ³The persons responsible for granting approval are those specified in § 5 IV; in the event of the office holder travelling themselves, their deputy or a person designated for such cases by the body authorised to submit applications in accordance with S. 2 takes their place; in the event of the FGs travelling themselves, the AStA's finance officer takes their place. ⁴When approving the trip, the competent organ must, in accordance with the principles of sound financial management and economy, examine in particular whether the trip is necessary and whether the use of the means of transport requested is economical.
- (2) ¹Applications for travel eligible for reimbursement under these regulations are only admissible if, in the case of applications from the AStA, the budget draft of the student body, in the case of applications from the Sports Department, the budget draft of the

Department of Sports, in the case of applications from the FSRV, the budget draft of the FSRV, in the case of applications from an FSR, the budget draft of the respective student council, in the case of applications from the RIS, the budget draft of the International Student Body, in the case of applications from the LSV, the budget draft of the LSV, in the case of applications from the VfSB, the budget draft of the VfSB provides for travel expenses and the allocated budget has not been exhausted. ²In the case of applications from an FG, the application is only admissible if the FG's budget has not been exhausted; this must be demonstrated in the application.

- (3) ¹Any person who is a registered student at the Georg-August-University of Göttingen or an employee within the meaning of § 17 I at the time of travel may apply for reimbursement of travel expenses, provided that the trip can be undertaken at no cost to the student body with the help of the semester ticket and that the student is undertaking the trip on behalf of a organ of the student body, which is documented by the travel application. ²Travel expenses will be reimbursed within the scope of the authorisation granted and in accordance with the Travel Expense Regulations of the Student Body of the Georg-August-University of Göttingen (RKO) to be decided by the StuPa. ³If there are any discrepancies between the travel expense report and the approval granted, these are only reimbursable if they have been confirmed by the person who approved the trip with their signature. ⁴If the AStA's finance officer discovers that the approving organ has made an obviously uneconomical decision, they must reprimand and sanction the erroneous behaviour by stipulating that future approvals by the body concerned may only be granted with the consent of the AStA's finance officer.

§ 24 Reserves

- (1) ¹The student body has to establish a reserve fund for renovations or expansions of investments up to 10% of average annual income (calculated on the basis of student body contributions), provided that these cannot be covered by the current budget. ²A reserve must be created that allows existing legal obligations to be met even beyond the budget years. ³The maximum amount of this reserve is determined by the requirements of the purpose. ⁴If reserves are formed, they must be shown separately according to their purpose in the presentation of liquidity in the budget draft. ⁵The various items within the reserve are mutually coverable.
- (2) Transfers to reserves and withdrawals from reserves must be documented in the accounts.

§ 25 Organisation of events

- (1) ¹Any event that is planned, organised, or conducted by the student body for a group of people that cannot be specifically determined constitutes an event within the meaning of these financial regulations. ²The following provisions apply to these events, whereby a distinction is made between
- Cash events** (paragraph 2); these are events where cash is managed and where expenditure in excess of EUR 100 is planned.
 - Small events** (paragraph 2); these are events with planned expenditure of between EUR 750 and EUR 8,000, and
 - Large-scale events** (paragraph 7); these are events whose planned expenditure exceeds EUR 8,000.
- ³The provisions of paragraphs 2 to 8 do not apply to all other events.
- (2) ¹Before entering into any legally binding agreement relating to the planned event, a corresponding checklist must be drawn up in each individual case. ²The checklist must be used to ensure that the financial and organisational planning for this event

- a. comply with the criteria of sound financial management,
- b. uphold the principles of truth and clarity,
- c. include detailed organisational arrangements for the proper execution and handling of the event.

³These include:

- a. a meaningful preliminary calculation of planned expenditure and expected income,
- b. Explanations of control mechanisms for handling cash, cash register security, cash storage and securing tangible assets (e.g. stock in storage),
- c. Appointment of persons responsible for checking the stock,
- d. Appointment of persons responsible for ensuring that income and expenditure/turnover are documented in a comprehensible manner,
- e. Appointment of persons responsible for drawing up duty rosters for the staff deployed at the event and for monitoring and confirming their implementation and compliance.

⁴The form available on the AStA homepage should be used to create the checklist.

⁵Responsible persons must be appointed for each event, one of whom must be the main person in charge.

- (3) ¹The checklist drawn up in accordance with the provisions of paragraph 2 must be signed by at least two responsible persons and submitted to the AStA's finance officer at least three weeks before the planned date of the event in each individual case. ²The checklist is then reviewed by the AStA's finance officer and the responsible member of the HHA or their deputy (§ 6 IV) and requires the approval of both parties.
- (4) ¹Legal relationships relating to the planned event may only be entered into once the AStA's finance officer has notified the person primarily responsible of their approval of the checklist in writing. ²The notification must be made within ten calendar days of submission of the checklist. ³If one of the persons conducting the audit is themselves a responsible person, they will be replaced by their respective deputy.
- (5) ¹If at least one of the persons authorised to audit refuses to give their consent, the person in charge must be informed immediately by the AStA's finance officer. ²The checklist must be amended accordingly by the responsible persons and resubmitted for review before the event takes place. ³If approval is again refused, the checklist must be submitted immediately to the HHA for consultation and decision-making at the request of one of the responsible persons.
- (6) ¹The statement of accounts for the respective event must be submitted to the AStA's finance officer within fifteen working days of the event taking place. ²The audit is then conducted by the AStA's finance officer and the responsible member of the HHA or their deputy (§ 6 IV). ³If a deficit arises for the student body and this deficit is attributable to a violation of the provisions of the FinO, in particular the requirements of the checklist, the HHA may, in the event of a serious or repeated violation by the same body or committee, refuse to allow further events to be held for the respective budget year.
- (7) ¹Notwithstanding paragraph III, S. 2, paragraph IV, S. 1, and paragraph V, large events may only be planned, organised and carried out if, before entering into a legally binding agreement relating to the planned event, the HHA has reviewed each individual case in accordance with § 6, IV S. 2, and the person primarily responsible and the Presidential board of the Georg-August-University of Göttingen are notified in writing that the financial and organisational planning for this event meets the requirements of paragraph II. ²The chairperson of the HHA will announce the results of the examination.
- (8) All documents required for auditing must be submitted to the AStA's finance officer or the HHA by the person primarily responsible.

- (9) Where applicable, the provision of § 9 III applies accordingly.

IV. Annual financial statements

§ 26 Annual financial statements and audit

- (1) ¹The annual accounts must be prepared by the end of April in the following budget year. ²An external auditor in accordance with the German Commercial Code (HGB) audits the annual financial statements. ³The audit mandate referred to in S. 2 must be issued by 31st January of the budget year to be audited. ⁴The funds for the audit costs have to be included in the budget draft for the following budget year. ⁵The HHA decides on the audit mandate for the external auditor. ⁶Each voting member of the HHA may add up to three questions regarding the correctness of the annual financial statements to the audit mandate; a resolution by the HHA on this matter is not required.
- (2) ¹The preparation of the annual financial statements must be supervised by two sufficiently qualified auditors who do not belong to the group of persons specified in § 16 IV and X of the OrgS and who are not members of a university group forming the AStA and/or who did not stand as candidates for one of these groups in the previous university elections. ²They are appointed by the StuPa. ³Its task is, in particular, to examine the economic efficiency of the income and expenditure presented in the budget and audited in the annual financial statements, and to report on the economic efficiency of budget management within the framework of advising the HHA and the StuPa. ⁴This report must be submitted by 31st May of the following budget year. ⁵The auditors also perform the task of cash auditing in accordance with § 28.
- (3) ¹The main points of the annual financial statement must be recorded by the AStA in a brief report. ²This report contains a comparison of the budget draft and the annual accounts and comments on the most important figures in the annual accounts; it forms an integral part of the annual accounts.
- (4) ¹The Budget Committee discusses the annual financial statements and the audit report and forwards them to the StuPa with a recommendation. ²The StuPa decides on the approval of the annual financial statements and the discharge of the AStA by a majority of its members. ³The documents pertaining to the resolution in accordance with paragraphs I and II have to be sent to the members of the StuPa together with the invitation to the StuPa meeting at which they will be discussed.
- (5) The StuPa's resolution on the discharge of the AStA must be passed by 30th June of the following budget year.
- (6) ¹Following the StuPa's decision, this decision and the accompanying documents must be submitted to the Presidential board of the Georg-August-University of Göttingen. ²The discharge requires the approval of the Presidential board of the Georg-August-University of Göttingen in accordance with § 109 III S. 2 LHO in conjunction with § 20 IV NHG.
- (7) The documents required for the annual financial statements (invoices, calculations, account data, contracts, etc.) are subject to commercial retention periods.

V. Liquidity, payment transactions, and accounting

§ 27 Cashless payments

- (1) ¹The AStA must ensure that solvency is permanently guaranteed through appropriate liquidity planning. ²A corresponding amount must be kept in the student body's business

account for this purpose. ³The amount and its calculation must be shown for information purposes in the budget draft.

- (2) ¹The student body maintains a corresponding business account with a bank or savings bank (Sparkasse) based exclusively in Germany for its liquid funds and for the execution of payment transactions. ²This 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 paragraph 2.
- (4) ¹The use of cash should be limited to exceptional cases. ²Cash must be accounted for to a responsible person in accordance with § 30 II no later than the working day following receipt and deposited by that person into the business account without delay. ³A cash register with an average maximum balance of EUR 1,000.00 may be kept for necessary cash transactions. ⁴In justified exceptional cases, it is possible to exceed the stock level specified in sentence 3 for a short period of time. ⁵A list of entries must be kept for the income and expenditure of this fund. ⁶The payment-related, consecutively numbered receipts (serial no./year) must be attached to the respective list. ⁷As soon as the cash balance exceeds EUR 1,000.00 or the cash register needs to be refilled, the applicable credit note list must be settled immediately. ⁸This is filed with the relevant supporting documents in the accounting records.
- (5) ¹Cash holdings must be kept securely in a locked container in a place that is not visible (safe, locked desk/cupboard). ²The keys to the cash box/safe are kept by a full-time employee. ³Items of monetary value should be treated as cash and stored accordingly, as described in S. 1.

§ 28 Cash audit

¹At least one unannounced cash audit must be carried out each semester by the appointed auditors in accordance with § 26 II. ²A report must be drawn up on the examination. ³This is to be added to the file.

§ 29 Safe investment of assets

¹Unused liquidity may be invested at interest-bearing accounts with banks or savings banks based exclusively in Germany until it is required. ²Investments may only be made in a manner that is gilt-edged. ³Investments are considered gilt-edged if losses in value are practically impossible, i.e. the investment is protected against the risk of loss due to the insolvency of the account-holding organisation and, in the case of securities, if these are also protected against losses.

§ 30 Signatory authority

- (1) ¹In addition to two full-time employees of the AStA, the finance officer is authorised to sign for the AStA's accounts. ²In the absence of the finance officer, their representative will be authorised to sign.
- (2) It must be ensured that the signing takes place in such a way that, in every case, a full-time employee and one of the elected representatives referred to in paragraph 1 sign jointly (known as the "Kreuzverfahren" (cross-signing procedure)).
- (3) A list of accounts and the signature cards for them must be kept with the cash records.

§ 31 Regulations on accounting monitoring

¹Bank statements must be printed at least once a week. ²They must be checked for completeness of business transactions. ³Differences must be documented and clarified during the following week. ⁴The documents must be stored in an orderly manner in accordance with the applicable legal provisions.

§ 32 Statement of account

¹Invoices must include all items that formed the basis for calculating the cost of the measure. ²Each item must be accompanied by supporting documents and/or information justifying the respective item. ³If an individual item is to be invoiced separately, the invoice must be signed by two responsible persons.

VI. General provisions

§ 33 Participation in private-law companies

- (1) ¹The student body may establish or acquire private-law companies, provided that
 - a. the purpose of the company serves the fulfilment of its tasks,
 - b. liability is limited to the capital contribution.²Reference is made to § 35.
- (2) The student body may only participate in companies in which student bodies hold at least half of the shares.
- (3) ¹The provisions of this FinO apply accordingly to the taking out of credits, loans and guarantees. ²For companies in which the student body holds a stake, the same auditing and reporting obligations towards the Presidential board of the Georg August University of Göttingen, the State Audit Office and the student body as apply to the student body's budget management in accordance with these FinO must be ensured and upheld within the framework of the articles of association or by other appropriate means. ³An examination of economic efficiency 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 economic efficiency and thrift.

§ 34 Requirements for participation in private-law companies

- (1) ¹The establishment or acquisition of a private-law company requires a prior resolution by the student parliament with a two-thirds majority of its members. ²This includes:
 - a. the purpose of the company,
 - b. the maximum amount of capital contribution,
 - c. the company's statutes,
 - d. the shareholders.³Third parties cannot derive any rights from this.
- (2) The company's statutes must ensure that the StuPa has influence over the company, among other things by creating a supervisory body (supervisory or administrative board) to which the StuPa can send its own representatives and in which at least half of the members are students.
- (3) After approval in accordance with § 35, the establishment or acquisition will be carried out by the AStA chairperson and the finance officer.

§ 35 Reservation of approval, reporting, and obligation

¹The establishment or acquisition of the company requires the approval of the Presidential board of the Georg-August-University of Göttingen; this also applies in cases where approval had not yet been granted before this FinO came into force. ²To this end, the

information specified in §§ 33, 34, as well as the company's business plan, must be submitted to the Presidential board of the Georg-August-University of Göttingen prior to the establishment or acquisition of the company. ³The provisions of the Financial statutes apply mutatis mutandis to the budget draft, budget management, annual accounts and other reporting obligations concerning the economic situation of the company.

§ 36 Amendments to the financial statutes

- (1) ¹Amendments to the FinO can only be made with a two-thirds majority of the members of the StuPa. ²In the event of changes to the FinO, the guidelines of the Presidential board of the Georg-August-University of Göttingen for the financial regulations of the student body (Official Announcements of Georg August University Göttingen dated 13 December 2010/No. 56) must be observed.
- (2) ¹Proposals to amend these financial regulations must be sent out with the invitation to the relevant meeting. ²They must be accompanied by a recommendation from the HHA, which has previously discussed these changes.
- (3) ¹Amendments to the FinO require the approval of the Presidential board of the Georg-August-University of Göttingen. ²Amendments to the FinO must be submitted to the Presidential board of the Georg-August-University of Göttingen for this purpose. ³This template should be used to justify the changes themselves and explain their impact on the student body's financial management.

§ 37 Commissioning of external parties for special tasks

In matters involving unfamiliar legal and/or technical areas, the student body engages external experts (e.g. tax advisors, solicitors) at an early stage and independently, provided this is necessary to ensure the proper performance of its duties.

§ 38 Entry into effect

¹The FinO of the student body of the Georg-August-University of Göttingen comes into effect on the day after its publication in the Official Announcements I of Georg August University Göttingen. ²At the same time, the financial regulations of the student body in the version published on 16 March 2011 (Official Notices No. 5/2011, page 293), last amended by the announcement dated 23 May 2024 (Official Announcements I No. 18 dated 23 May 2024, p. 443), ceases to be in force.

Attachment 1

Handover/takeover protocol dated DD.MM.YYYY

Former Finance Officer	New Finance Officer
(Name)	(Name)
(Street)	(Street)
(Postcode, town)	(Postcode, town)
(Telephone)	(Telephone)
(Mail)	(Mail)

		Signature of former Finance Officer	Signature of new Finance Officer
Account	Account balance		
Current account no. XXXX at X Bank	XXXX,XX EUR		
Lockers No. XXX at X Bank	XXXX,XX EUR		
Savings account no. XXXX at X Bank	XXXX,XX EUR		
Possibly Deposit documents	XXXX,XX EUR		
Cash register	Cash balance		
	XXXX,XX EUR		
Keys			
Office	Received		
Safe	Received		
XXXXXX	XXXXXX		
Passwords			
Computer-Password	Changed		
Lockers-Password	Communicated verbally		
XXXXXX	XXXXXX		
Inventory			
Inventory	Checked for completeness		

The following documents have been handed out:

Document/object	+/-	Document/object	+/-
Correspondence with the Presidium		employment contracts	
Budget drafts (for the current year and the previous 2 years)		Semester ticket agreements (if available)	
Annual financial statements Balance sheets Cash audit reports		Audit reports from external bodies	
Final cash count		Decisions on budget management	
Cash book, custody book		Lists and overviews to be maintained	
lists of items		Handling the accounting system	
Overview of the status of income and expenditure as of (date of handover)		Minutes of the handover of cash transactions	
Receivables and liabilities		Other contracts	
Access regulations, powers of attorney		Work instructions and forms	

Place/Date: _____, the _____ (here is the date supposed to be)

Signature former Finance Officer:

Signature new Finance Officer:

Attachment 2

Until now a translation of attachment 2 is not available. However the attached appendix was only a sample and does not have to be followed. Nevertheless, a similar structure is recommended.

In case of any questions please reach out to the external affairs department:

aussen@asta.uni-goettingen.de

or the financial department:

finanzen@asta.uni-goettingen.de

the German version can be found below