

Financial regulations of the Student Convention of the BUW (2016)

Based on § 73 paragraph 2 sentence 1 no. 5 Thüringer Hochschulgesetz (ThürHG) (=thuringian higher education act) from the 21st of December 2006 (GVBl. S. 601), last changed because of article 5 of the act from the 22nd of June 2011 (GVBl. S. 99) the student body of the BUW issues the following financial regulations: The student council resolved the financial regulations on the 25th of January 2016.

§ 1 Basic principles

- (1) The financial regulations apply to the economic management of the student body of the BUW. Financial and economic management must be carried out using the principles of efficiency and economy.
- (2) The financial year is the calendar year.

§ 2 Budget manager, cashier in charge

- (1) At its constituent meeting, the Student Convention appoints a budget officer, a deputy budget officer, and a treasurer. The budget officer and his/her deputy must be members of the student body. The treasurer should be a member of the student body. The election shall be by secret ballot by § 18 (2) of the statutes.
- (2) The budget manager is the head of the finance department.
- (3) The budget officer is responsible for drawing up and implementing the budget and preparing the annual financial statements, while the treasurer is responsible for bookkeeping and handling payment transactions. If the person responsible for the budget considers a decision by a body of the student body to be unlawful, he or she must object in writing. The objection has a suspensive effect. The body against whose resolution the objection is directed can deliberate again and decide on the objection.

§ 3 Budget plan

- (1) The Finance Department draws up the budget no later than six weeks before the start of the financial year and presents it to the Student Convention. The Student Convention adopts it with a two-thirds majority of its members.
- (2) The Rector examines the adopted budget for its legality and approves it. In the event of objections, the Rector may reject the budget within six weeks of its submission and request amendments. If no rejection is received within this period, together with a request for amendment, the budget is deemed to have been approved. The approved budget is made public by the Student Convention.
- (3) If the financial year has begun without an approved budget, only legally justified obligations may be fulfilled based on the previous year's budget and unavoidable

expenditure may be incurred up to the amount of one-twelfth of the appropriations budgeted in the previous budget.

(4) Paragraphs 1 to 3 shall apply accordingly to budget amendments under paragraph 2 or supplements to the budget.

(5) The budget contains all expected income and expenditure. It must be divided into titles. Revenue and expenditure titles are to be allocated with a binding purpose and with an amount rounded to the nearest 10 euros. Expenditure titles are mutually coverable up to 50 % of the respective amount.

(6) The budget is drawn up by the ThürStudFVO, Annex 1.

§ 4 Proof of assets

(1) The balance of financial assets at the beginning of the financial year, the changes during the financial year, and the balance at the end of the financial year must be shown in the budget. The evidence may be combined with the accounting of income and expenditure.

(2) Assets with an acquisition value of more than EUR 100 must be recorded in an inventory. Additions and disposals during the financial year must be shown separately.

§ 5 reserves

(1) The student body may build up reserves. The sum of the reserves formed may not exceed 20% of the annual fee income. Reserves shall be interest-bearing, available if required, without the possibility of loss, and invested for a maximum of one year.

(2) The formation of reserves can be waived by resolution of the StuKo.

§ 6 loan

Loans are only granted in the form of project advances. The following requirements must be met before disbursement:

1. Maximum amount of EUR 2,000
2. Maximum term of 12 months
3. Submission of an economic and financing plan
4. Approval of the Student Convention by a simple majority
5. Conclusion of a written contract in which the modalities of repayment is bindingly regulated.

§ 7 Borrowing, guarantees, and other loan collateral

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

§ 8 payments, rebookings

(1) Payments are ordered in writing by the financial officer on the relevant proof (receipt). If a payment is assigned to the wrong title, it must be documented in the correct title (transfer order).

(2) The document must contain at least the following information

1. the name of the title according to the budget
2. the date of payment
3. the person authorized to receive or liable to pay, including the full address
4. in the case of cashless payment, the bank details
5. the reason for payment, if this is not evident from the invoice
6. the note on the determination of factual and arithmetical accuracy by paragraphs 4 and 5 and
7. the amount

(3) The rebooking order must contain at least

1. the note "Rebooking order"
2. the incorrect title
3. the information according to paragraph 2 no. a, b, f, and g.

(4) The determination of factual correctness certifies in particular that

1. the delivery and service was necessary and has been carried out properly and completely by the underlying agreement
2. the information contained in the document and its annexes is correct and complete,
3. budget funds are available for this purpose.

The determination of arithmetical correctness certifies that all information in the document and its annexes based on a calculation is correct. It also extends to the estimates on which the calculation is based and the calculation documents relating to the transaction that are not attached to the document.

(5) The endorsement for the determination of factual and arithmetical correctness is made by a handwritten signature under the statement “factually and arithmetically correct”. If the amount to be accepted or paid out is not clear beyond doubt or has changed as a result of a calculation, the statement shall read “factually and arithmetically correct in the amount of ...”.

(6) Speakers and initiatives can freely dispose of the annual budget allocated to them within the scope of their project or task area and in compliance with the accounting regulations.

(7) Payment transactions are processed cashless via current accounts. A cash box is not set up.

(8) Cash cards, checkbooks, receipt pads, transfer forms, account statements, and proof of financial investments must be kept under lock and key by the cashier in charge. Those involved in the locking process must store the keys carefully and protect them from unauthorized access.

§ 9 Travel expenses

(1) Travel expenses incurred during the performance of the student committees' duties can be reimbursed within the scope of the student body's budget funds provided for this purpose.

(2) For journeys made by regular means of transportation, the necessary travel costs incurred will be reimbursed up to the cost of the lowest class.

(3) If a cab or rental car was used for valid reasons, the necessary travel costs incurred shall be reimbursed. If there are no valid reasons, no higher travel expense allowance may be granted than for the use of a private motor vehicle by § 9 Para. 4.

(4) For distances traveled by the passenger in a private motor vehicle, a mileage allowance of 10 cents, or 7 cents in the case of a two-wheeled motor vehicle, is granted for each kilometer driven. The route must be plausibly demonstrated.

(5) Any fare reductions and other benefits are to be taken into account. Travel costs will not be reimbursed if the means of transportation can be used free of charge.

(6) When using public transportation, tickets must be kept as receipts. Payment amounts for private carpooling must be receipted. For journeys by private motor vehicle, the fuel receipt in conjunction with the route description must be kept as a receipt; this may be waived for short distances where refueling is not necessary.

§ 10 accounting

(1) All payments must be recorded in chronological order (cash book). Proof of payments by title must be kept in the cash book by forming monthly totals for each title.

(2) All payments are to be posted separately by financial year and for the financial year in which they were received or made.

(3) All payments must be entered in the cash book, broken down into income and expenditure, regularly, at least weekly, with the following details

1. the serial number
2. the date of entry
3. a reference that establishes the link with the receipt
4. the title,
5. the amount and
6. the type of payment (cashless, check, cash).

(4) Incorrect entries must be deleted, adding the name and date, and corrected under a serial number.

(5) The person responsible for the cash register keeps the cash book. They should determine the total income and expenditure every month using the cash book. The difference between income and expenditure is the target cash balance. The target cash balance should be reconciled monthly with the actual cash balance resulting from the credit balances in the current accounts and taking into account the reserves. Discrepancies must be clarified immediately. A status report must be submitted to the Student Convention.

§ 11 Giro accounts

(1) In the case of transfers from current accounts, the cashier or, if he/she is unable to do so, a deputy (if available) is authorized to dispose of the funds.

(2) The person responsible for the cash register checks account statements immediately for accuracy and certifies the check by making a handwritten note on the account statement.

(3) Balances that are temporarily not required are to be invested in an interest-bearing, secure manner and made available as required. The investment decision is made by the Finance Officer together with the Student Convention.

§ 12 accounting principles

(1) The financial results must be presented in the annual financial statements by the budget officer within six weeks of the end of the financial year and submitted to the Student Convention for approval.

(2) In the budget overview for the annual financial statements (by Annex 3 of the ThürStudFVO), the following must be stated separately for income and expenditure by the order of the budget

1. the actual result,
2. the estimated budget appropriations,
3. the excess or shortfall resulting from the comparison of numbers 1 and 2,
4. the unbudgeted revenue,
5. the additional expenditure resulting from the use of cover eligibility, its justification and the source of cover, and
6. the sums resulting from numbers 1 to 5 in each case

The difference between actual income and actual expenditure must be compared with the cash balance at the end of the financial year. Any resulting budget deficit or surplus must be shown. An existing budget deficit is to be offset in the current financial year by releasing reserves; an existing budget surplus is generally to be allocated to reserves in the financial year.

(3) The statement of assets is part of the annual financial statements. The inventory records for tangible assets must be attached to the annual financial statements.

§ 13 Discharge, announcement of the audit

(1) The Student Convention shall discharge the Finance Officer by resolution, taking into account the internal audit report and the opinion of the Finance Officer. The resolution, together with the annual financial statements, the internal audit report, and the opinion of the Finance Officer, must be submitted by the Student Convention to the Rector for approval without delay.

(2) The result of the audit must be announced immediately by the Student Convention to the university public using a notice.

§ 14 safekeeping

Budgets, receipts, and books must be kept in a safe and orderly manner for six years after approval of the discharge.

§ 15 comes into effect

These Financial Regulations shall enter into force on the first day of their adoption by the Student Convention. At the same time, the financial regulations of the Bauhaus-Universität Weimar student body dated July 16, 2012, shall expire.

Weimar, 25.01.2016 (translation: 05.09.2024)