

Financial Training

WiSe 24/25



Legal Framework

- Verfasste Studierendenschaft (Constituted Student Body) = Körperschaft des öffentlichen Rechts (KdöR) (public-law corporation)
- KdöR is part of the state administration
 - Bound by the laws that regulate administrative bodies
 - This applies in particular to the Landeshaushaltsordnung (LHO) (State Budget Regulation) and the resulting provisions
- With FS-Mitteln (student council funds) may not be used to finance teaching activities, as this is the purpose of QSM funds (quality assurance funds)



Where Do You Get the Money From?

- The Verfasste Studierendenschaft receives funds from the university as a share of the student contribution
- A part of this money is allocated to Fachschaften and groups, based on the number of students in a degree program
- These funds can be used for student council activities

Today, you'll learn how to spend this money and how the entire process works



Where is the Money?

- Each Fachschaft has allocated funds
 - Link:
https://www.stura.uni-heidelberg.de/wp-content/uploads/Finanzen/Haushalt/2025/Zuweisungen_FSen_2025.pdf
- However, the money remains in the StuRa's bank account, so you must submit all expenses to the StuRa Finance department—either for reimbursement or direct payment of invoices
- You act as intermediaries
- Each Fachschaft has an ID number, listed in the grouping plan, which must be included in the budget plan, resolutions, and expense reports (more on this later)



What is a Budget Plan?

- The allocated funds for your Fachschaft/group must be planned in a budget plan, balancing income and expense
 - Assign expenditures to specific **categories** (*Sachliche Bindung*), e.g., office supplies, travel costs.
- Ensures transparency and accountability—published on the website for everyone to see
 - Link: <https://www.stura.uni-heidelberg.de/finanzen/haushalt/>
- Helps maintain cost efficiency—long-term planning reduces overall expenses
 - Example Budgetplan: https://www.stura.uni-heidelberg.de/wp-content/uploads/Finanzen/Haushalt/Musterbudgetplan_2025.xlsx



What to Consider when Approving a Budget Plan?

- The budget plan must be discussed and agreed upon within the Fachschaft, as it outlines how funds will be spent
- The committee must be quorum (check attendance, attach a list if necessary) and the meeting must be properly convened
- Send the budget plan as an Excel file via email to the finance department of the StuRa
- Print the budget plan, sign it, and submit it along with the minute paper form to the StuRa finance department



What to Consider When Approving a Budget Plan?

The minutes must include:

- The correct name of the committee and the meeting date (ensuring validity and compliance with deadlines)
- A clear voting result (ensuring legitimacy)
- The budget plan
- Signatures from the majority of Fachschaftsrat (FSR) members

Whenever you are unsure, do not hesitate to contact us at any time !



How to Spend the Funds Properly

- The money remains in the StuRa's account, and you have already submitted and approved your budget plan
- To spend funds, the expense must be approved in a Fachschaft meeting

The minutes must include:

- Your Fachschaft ID number + the budget category from your budget plan
- Amount of the expense
- Correct name of the committee & meeting date (ensuring validity & compliance with deadlines)
- Clear voting result (ensuring legitimacy)
- What expense was approved and why? (Make sure to provide a justification, not just a description)
- Here we do not need the FSR to sign !!



How to Spend the Funds Properly

- Now that you've decided to spend money from a specific budget category, there are three possible scenarios:

1. Reimbursement

- Someone has paid upfront and wants to be reimbursed

2. Invoice Payment by StuRa

- You purchase something on invoice, and StuRa pays directly

3. Advance Payment Request (Vorschussantrag)

- If a large purchase is needed, you can request an advance payment from StuRa



How to Spend the Funds Properly: Reimbursement

1. Collect the receipt/invoice from the person
 - Original receipts must be submitted
 - For online payments, print the invoice as a PDF
2. Provide a proof of payment (bank statement) showing either:
 - The payer's name or IBAN
3. Submit the invoice, proof of payment, meeting minute, and reimbursement form to the StuRa finance department
4. The StuRa will transfer the money to the person that paid



How to Spend the Funds Properly: Invoice Payment by StuRa

If you want to spend money without paying upfront, you can order on invoice:

1. Place the order and request payment by invoice
2. Submit the invoice, the meeting minute, and reimbursement form to StuRa's finance department
3. StuRa will transfer the money directly to the company

Note: Submit everything promptly, as invoices have payment deadlines that must be met!



How to Spend the Funds Properly: Vorschussantrag

- A advance payment request must be submitted one month before the event
- You have to submit the form:
<https://www.stura.uni-heidelberg.de/wp-content/uploads/Finanzen/Formulare/Vorschussantrag.pdf>
- It has to be approved by the Fachschaft in a proper minute.
- The person named on the form will get the money on their account. Any money left over has to go back to StuRa.



How to Spend the Funds Properly: Overview

- All expenses must be approved in a Fachschafts meeting
- Receipts/invoices are required for reimbursement / payment
- You are responsible—process everything quickly so people get their money back on time
- If anything is unclear (especially due to German documents), feel free to ask us—we're happy to help!



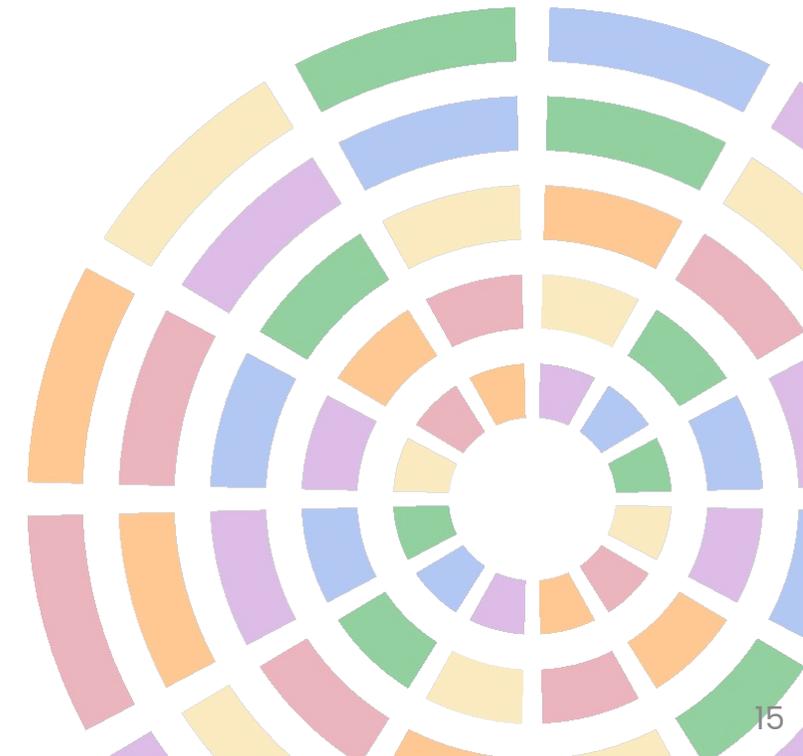
Important Rules for Contracts

- You are not allowed to sign contracts
- Accepting an offer is also a contractual agreement!
- This applies to all services
- Always check with us first before making any agreements
- Submit contracts at least two weeks in advance—otherwise, we cannot guarantee approval



Other Important Things

- Apply for beverage permits in advance:
 - <https://formulare.virtuelles-rathaus.de/servlet/de.formsolutions.FillServlet?sid=DfH8gXkpQV9t9tpRgHhkcA1GthXrnZJf&f=g.pdf&consentComplete=true>
- GEMA fees: Use the StuRa account via the online portal—contact us for details
- Apply for a cash collection point (Geldannahmestelle) before selling anything—check with us first!



Practical: Reimbursement Form

Link:

<https://www.stura.uni-heidelberg.de/wp-content/uploads/Finanzen/Formulare/Finanzabrechnungformular.pdf>

- **H:** Booking number / unique ID for each transaction (*for internal use only, e.g., H205*)
- **Applicant:** Contact person for further questions



The diagram illustrates the layout of the reimbursement form. It features the Stura Heidelberg logo on the left. The form is divided into several sections: a 'POSTEINGANG' (Post Entry) box, a 'FINANZABRECHNUNG' (Financial Statement) box, and a box containing the letter 'H' (highlighted with a red border). Below these is a large light blue box for the 'Antragsteller*in:' (Applicant) field, which is highlighted with a green border. A smaller box below it contains the instruction: 'Für Nachfragen: Name, E-Mail, gerne Tel.-Nr.; Steht hier nichts, kontaktieren wir den*die Finanzverantwortliche*n -bitte schreibt deutlich-'.



Beschließendes Gremium: <input type="checkbox"/> StuRa <input type="checkbox"/> Refkonf <input type="checkbox"/> Präsidium des StuRa <input type="checkbox"/> Doktorandenkonvent <input type="checkbox"/> _____ (Referat/Kommission/Fachschaftsrat der Fachschaft)	Beschlussdatum: <input type="checkbox"/> _____ <input type="checkbox"/> VS-Haushalt (14.12.21) <input type="checkbox"/> zentraler Dauerbeschluss vom _____
Verwendungszweck: Was wurde wofür finanziert / für welche Veranstaltung / welchen Zweck, ...	_____

- **Committee:** According to the Satzung Satzung only certain committees can make financial decisions—typically, the FS-Rat based on a proposal from the Fachschaftsmeeting
- **Date:** Ensures deadline compliance
- **Purpose of use:** Confirms the legitimacy of the expense and tells us what you want to use the money for



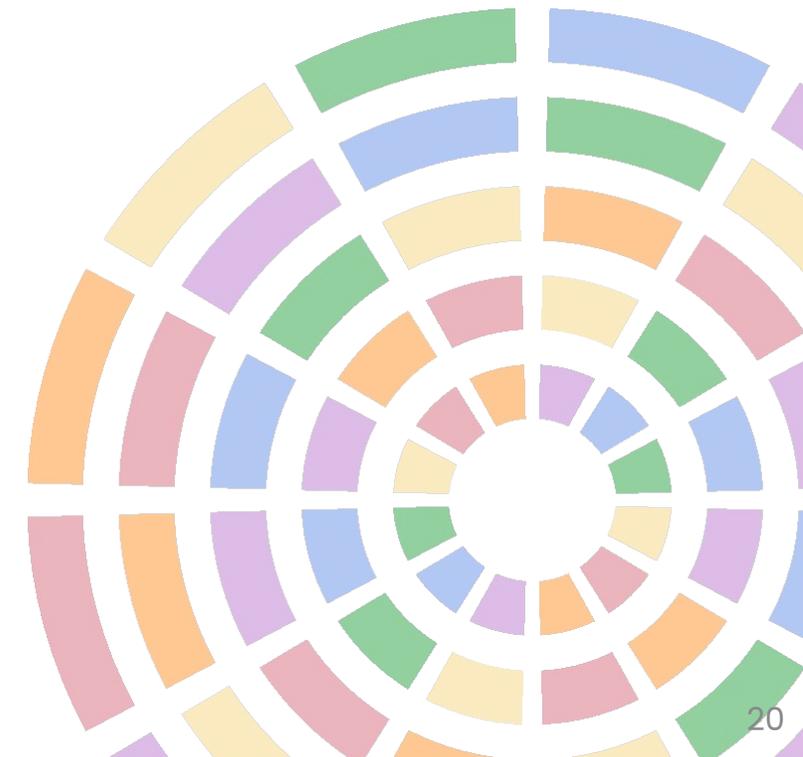
Anlagen <input type="checkbox"/> Protokoll(auszug)/Beschluss <input type="checkbox"/> Rechnung(en) <input type="checkbox"/> ggf. Vertrag <input type="checkbox"/> bei Barzahlung: Zahlungsnachweis(e) (z.B. Quittung) <input type="checkbox"/> bei Überweisung/PayPal: Kontoauszug(e) <input type="checkbox"/>	bei Veranstaltungen/Verpflegung/Reisekosten <input type="checkbox"/> Teilnehmende (ggf. Schätzung): _____ <input type="checkbox"/> Datum/Dauer: _____ <input type="checkbox"/> bei Alkohol: Alkoholberechnung <input type="checkbox"/> bei Fahrten mit Pkw: Route (Routenplaner) <input type="checkbox"/> bei größeren Veranstaltungen: Gesamtübersicht
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- **Attachments (General):** Originals required for verification of accuracy. For reimbursements, a proof of payment is also needed
- **Additional for Evets:** Required for event-related expenses
- **Alcohol Consumption Report:** Use the alcohol expense form ([Link](#))
- **Route Planner:** Specify start and destination points (Google Maps recommended).
- **Overall Summary:** Excel sheet available on the StuRa website ([Link](#))



Alcohol Consumption Table

Name	Anzahl	Flascheninhalt [ml]	Alkoholgehalt [vol. %]	Reinalkohol [g]
Rothaus Bier	236	330	5,1	3177,504
Radler	250	330	2,4	1584
Radler	230	330	2,4	1457,28
Riesling	6	1000	11	528
				0
				0
				0
				0
				0
				0
				0
Gesamt				6746,784
Anzahl der Personen (geschätzt)				250
Gramm Alkohol p/Person				26,987136
Somit wurde die festgesetzte Alkoholkonsumgrenze von 30 g nicht überschritten				



für Anschaffungen über 500 € (netto): Vergleichsangebote

Betrag:
1. _____ € | 2. _____ € | 3. _____ € | 4. _____ € |

Anbieter*in:
1. _____ | 2. _____ | 3. _____ | 4. _____ |

gewähltes Angebot & drei zusätzliche Vergleichsangebote & kurze Übersicht mit Begründung für gewähltes Angebot beifügen

Zahlung aus Rücklagen _____
Abzurechnen unter Posten _____

- **Comparison Offers:** For expenses over 600 euros, you must provide 4 offers: Your chosen offer + 3 comparison offers. Include a justification explaining why you selected this offer.
- **Budget Category:** Indicate the corresponding category from the budget plan (FS-ID + number of the category)



Additional Informations

- Always submit applications stapled together
 - This helps us process them faster, which benefits you too
- Email submission is only allowed in urgent cases and must be sent as a single PDF file.
- Office supplies (e.g., staplers) can be borrowed from us.
- You're welcome to work on documents directly with us—we're happy to help!



Travel Expenses

- Always check with us in advance before planning a trip:
 - Renting a Stadtmobil might be a cheaper option – ask us!
 - Travel costs will only be reimbursed if all private vehicles and other transport methods are approved in advance.
 - Register your trip online using our form before departure:
<https://www.stura.uni-heidelberg.de/finanzen/formulare/dienstreisen/>



Parties and Bigger Events

- The event must be included in the budget plan and approved by us—you may get a project account.
- You still need a FS minute
- Follow all rules (e.g., comparison offers for expenses over €600).
- Submit the reimbursement form with all required attachments.
- Do not forget the GEMA and the Schankgenehmigung



Parties and Bigger Events

- **Contracts:**

- You are not allowed to sign contracts (e.g., for the venue) – they must be signed by the finance department if the StuRa

- **Calls for Proposals:**

- Photographers, bands, and DJs must be advertised in both German and English
- Send the announcement via email to presse@stura.uni-heidelberg.com and to us

- **Comprehensive Approval**

- Approve all costs in one resolution, rather than multiple small approvals (additional approvals are possible but not sufficient alone)
- If multiple Fachschaften are involved, they must all approve the same resolution (separate approvals are possible)



How much Money are You Allowed to Spend on Food?

- **Budget Category 540.XXX:**
 - Max. 12% or a total of €840 from VS contributions (not other income) per Fachschaft—whichever is lower.
- **Budget Category 7XX.XXX:**
 - Parties and External Events: Hospitality expenses must not exceed 40% of the allocated funds (e.g., for a Fachschaft or an autonomous department)



Thank-You Gifts

- As a public authority, we cannot give gifts
 - Exceptions apply in special cases (e-g., when someone receives no honorarium for a lecture)
 - In such cases, a bouquet of flowers or a bottle of wine (max. 50 Euro per person) is allowed with a strong justification
- No thank-you gifts for people simply doing their job
- Always check with the finance team beforehand to confirm the amount and justification



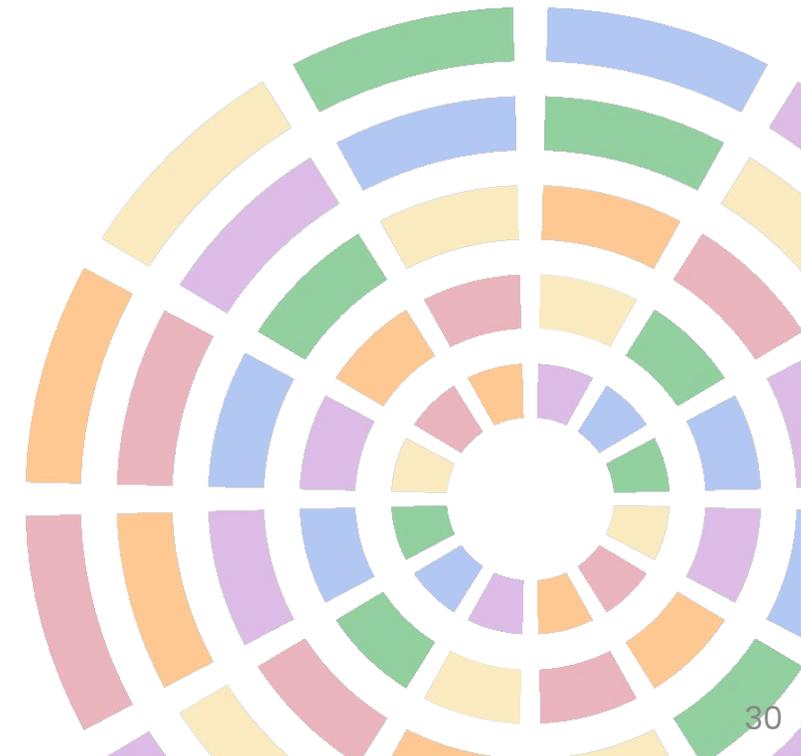
Common Problems

- Social Events (e.g., Summer & Christmas Parties)
 - Food subsidies are very limited (~€1 per person) as these events do not qualify for full catering funding → See hospitality guidelines.
- Catering for Fachschaftsrat Transition Meetings
 - The duration of the meeting must be documented.
 - Hospitality guidelines apply here as well
- Parts of the minute with the relevant informations are sufficient—no need for 10-page minutes
- Expenses over €250 must be pre-approved via our form
 - Link: <https://www.stura.uni-heidelberg.de/finanzen/formulare/dienstreisen/>



Other Important Things

- Submit complete expense reports—each report must include a full minute
- You can process your reports directly at the StuRa office:
 - Print & copy documents
 - We also have snacks, cookies, and coffee
 - Get help from people who can answer your questions!



Other Important Things

- **Food Orders:**

- Some delivery services (e.g., Lieferando) do not provide proper invoices, please do not order from them
- Some pizzerias also issue incomplete invoices
- Since pizza orders are the most common, just ask us and we can tell you our experience with some pizzerias that issue good invoices

- **Office Supplies:**

- If you need anything, just come to StuRa we have for example: Staplers, Paper, Pens, Glue

- **Borrowing Equipment:**

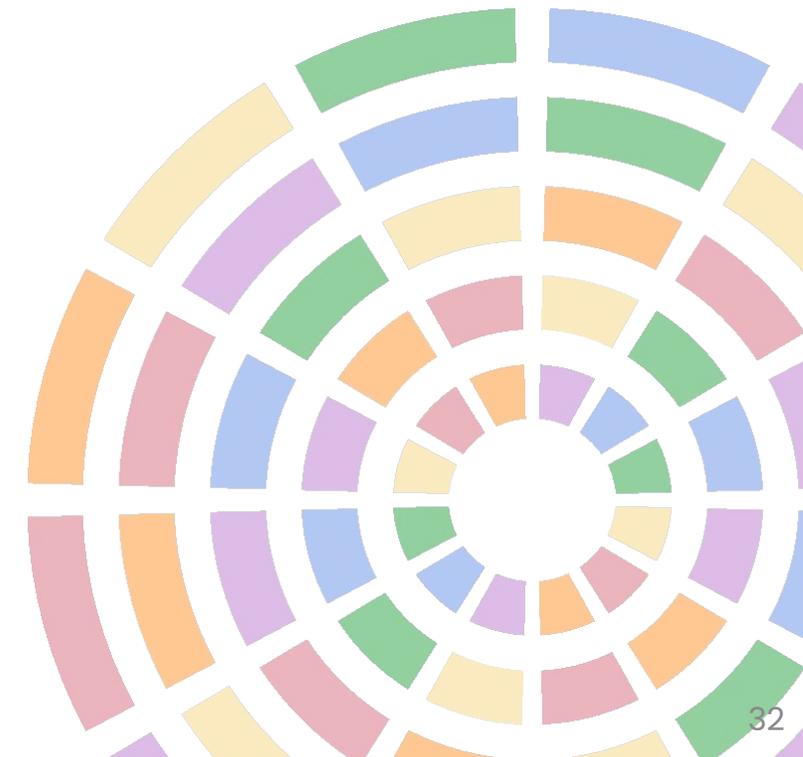
- StuRa has a selection of items available for borrowing:
[Studierendenrat der Universität Heidelberg – Ausleihe \(uni-heidelberg.de\)](https://www.uni-heidelberg.de/studienrat/ausleihe)

- Check here for renting anything, oftentimes the StuRa has the stuff and you can save the money for better things



Other Important Things

- Sum Up – Contactless payment system
- Metro – Wholesale retailer
- Rewe Lieferservice – Rewe delivery service
- Amazon Account – Amazon purchasing account
- Overview of Cabins you can use:
<https://wissen.stura.uni-heidelberg.de/books/feste-und-freizeiten/page/unterkunft-zum-ubernachten>
- Stadtmobil – Car-sharing service



Examples





Sie haben 21,94 EUR an
Triple A Marketing GmbH
gezahlt.

Von

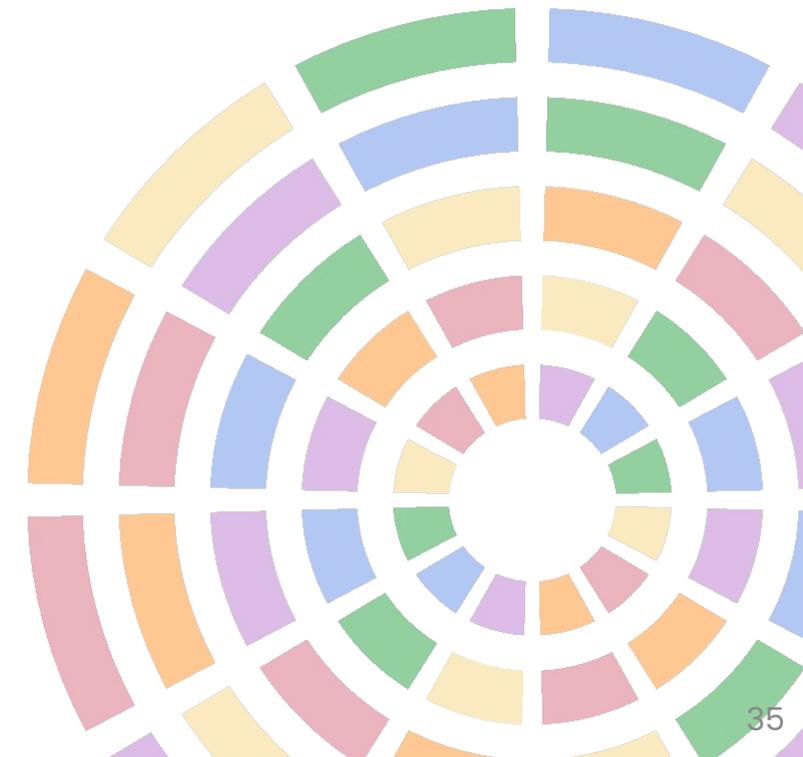
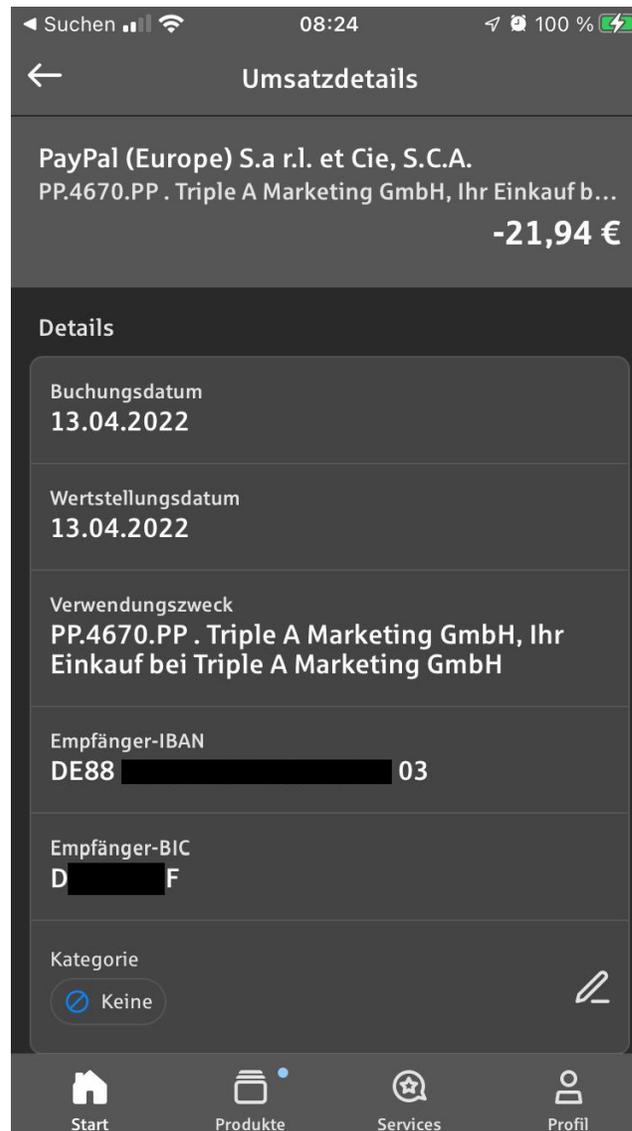
Sparkasse Vorderpfalz 21,94 EUR
....

Transaktionstyp

Kauf

Lieferadresse







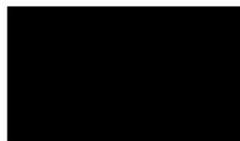
Stuzzico, Kettengasse 1, 69117
Heidelberg, Tel: 015735589820

'ZN31VZ

2021/11/01 18:37

Lieferung

Bestätigte Zeit: 19:20



Pizza, Ø 30cm

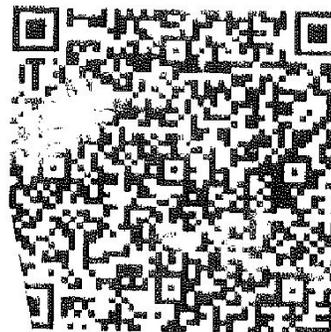
2x Pizza Funghi (vegetarisch) (#16) Ohne Käse (bald)	18,40 €
2x Pizza Caprese (vegetarisch) (#12)	18,00 €
2x Pizza Verdure (vegetarisch) (#11) Ohne Käse (bald)	21,20 €
Lieferskosten	0,00 €
Total	57,60 €

V2.118 Wichtig:

Bestellung wurde online
bezahlt

Bezahlung Online

Anmerkungen: Bitte bei Lieferung
anrufen - wir kommen raus,
danke!



Dies ist keine Rechnung

enRat
berg
erat

