

Anlage 05/01: Annual financial statement for initiatives and committees

by post to:

Allgemeiner Studentischer Ausschuss
der Europa-Universität Viadrina
Große Scharrnstraße 59
15230 Frankfurt (Oder)

Annual financial statement for initiatives and committees
personal information of the applicant:

name of the initiative or organization:	
last name, first name:	

street, house number:	
postal code, place of residence:	

email address:	
phone number:	

account information of the applicant:

account owner:	
IBAN:	
BIC:	

annual financial statement (typically from may 1st to april 30th):

accounting period:	
total income:	
of which, initiative funding (asta):	
of which, project funding (asta):	
of which, donations/funding from third parties:	
of which, surpluses from projects or events:	
total expenses:	
surplus/deficit:	

Note: Project-specific income and expenses should be marked with a reference to the respective project. This refers to projects that received funding from the AStA.

Follow-up application:

Is a follow-up application being submitted for the upcoming term?	
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Checklist for the applicant to confirm:

The financial statement has been created in a tabular (Excel) format and in chronological order.	
For each bank transaction and item in the statement, there is a legible copy of the receipt.	
All receipts are consecutively numbered and sorted according to the items listed in the financial statement.	
For receipts in Polish currency, the applicable exchange rate on the day of the transaction has been indicated and converted into euros. The purpose of the expenditure is described in German.	
The exact purpose of each expenditure is indicated.	
Pfand have been marked on the receipts and deducted.	
No alcohol or medication has been purchased with student union funds. No donations were made with student union funds.	
For the entire accounting period, bank statements are provided, legible, and sorted by date.	
Income from donations or funding from other institutions is identified, and the corresponding funding approval letters are attached.	
Income from admission fees or participation fees for trips and overnight stays is listed accordingly, with supporting evidence (bank statements), and the number of participants is provided.	
Project-specific income and expenses are marked accordingly.	
Cash balances are listed in a cash report (cash book).	
All cash expenditures have been acknowledged with the recipient's signature, indicating the purpose of the expenditure. For honorarium payments, corresponding contracts are available.	
The annual financial statement has been sent digitally in PDF format to asta-finanzen@europa-uni.de and asta-verwaltung@europa-uni.de , and a printed, complete, and signed version has been submitted to the AStA.	
A final report for the year has been attached to the annual financial statement.	
Original receipts are properly filed and kept for potential inspection at the address mentioned above.	

Note: If no new application for the following year is submitted, a final statement for the period from May 1st to June 30th must be submitted to the ASTA without being requested.

Declaration:

All information is true and was provided to the best of our knowledge and belief. We understand that in the case of false or incomplete information, funding may be suspended, and in serious cases, legal action may be taken by the student body.

place, date

signature of the chairperson or treasurer