

How do you get the semester allowance (ASVZ) as a foreign student association?

The ASVZ must be applied for at the AStA. As the subsidy is paid in advance, the application should be submitted on the first day of the semester if possible.

There are two conditions for the disbursement: Firstly, it must be used for the benefit of the students of the CAU Kiel, not just the members of the association. Secondly, a correct statement of accounts for the previous semester (Due to the change in modality, exceptions apply for the winter semester 2008/2009 - please contact the International Relations Officer, the International Contacts Officer or the Finance Officer for more information).

Correct billing includes:

1. initial balance (this means everything, cash, in the account, savings book, sewn into the student council couch, etc.) on the first day of the semester
2. + all income (chronological)
- all issues (chronological order)
3. = Closing balance (again: all) on the last day of the semester

The statement must be clear and comprehensible. For everyone and without the need for further explanations. For the sake of simplicity, no thematic subdivisions should be made, just a chronological list of all payment transactions in the semester. It should be clear what was done with the money and how much money the association has.

Vouchers:

They must be attached for the opening balance, all income and expenditure and the closing balance. The receipts must be numbered consecutively so that they can be quickly categorized in the statement. Receipts for payment transactions serve as proof of responsible handling of students' money. They are to be issued by the recipient and must contain the following information:

- Amount
- Recipient
- Intended use
- Date

A brief example of a simple calculation is attached. It is only intended to provide an understanding of the required system, not to represent a realistic example.

For the General Student Committee (departments):

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Cash book of the association X**Summer semester 2009**

<i>Date</i>	<i>Intended Use</i>	<i>Revenue</i>	<i>Issue</i>
01.04.2009	Transfer from WS08/09 (Voucher 1)	654,32 €	
05.04.2009	ASVZ SS09 ASStA (2)	300,00 €	
30.04.2009	Plenary ASV meeting (3)		20,00 €
25.05.2009	ASV evening expenses (4-11)		950,00 €
26.05.2009	Revenue ASV evening	750,00 €	
15.07.2009	Catering ASV meeting (12)		20,00 €
29.08.2009	ASV barbecue evening expenses (13-16)		150,00€
02.09.2009	Proceeds ASV barbecue evening	75,00 €	
30.09.2009	End of semester (17)	<u>639,32 €</u>	

In this example, it is assumed that all of the association's funds are in one place and are not, for example, split between an account, cash box and savings book. In this case, more documents are of course required for the opening balance and closing balance.