

> Guidelines for finances

Please stick to the following rules when doing accounting

Cash payment

- > For high amounts of money (from 1.000,00€ on), please let us know at least three days before because we can only take a certain amount of money per day from each account.
- > Money can only be paid out if you have a payment request signed by the program managers.
- > Please take care that the money is taken from the right project subaccount.
- > If you have cash with you, always carry it in a locked cash box. Never keep the key and the cash box in the same bag! In a hotel, always lock the cash box in a cupboard or safe!
- > Do the travel reimbursement early so that you do not have to keep the money with you for a long time.

Payment in advance

- > Money can only be paid out if you have the payment request.
- > You receive a receipt, the person giving the money has to keep the original, the copy goes to the person receiving money; this is important for the financial reporting.
- > Please take care that the money is taken from the right project subaccount.

Credit cards

- > For everything you do with the credit card a proof is needed whether it is a booking via internet, a cash demand, payment by card or anything else. We always need a proof for the money.

Checklist for accounting

- > Exchange rate added with four digits after the comma in the lists?

- > All receipts are originals?
- > Are all receipts in foreign languages (not German or English) are translated (Date, Amount, Place, what was the money for?)
- > All receipts are numbered according to the lists?
- > Is there enough space for punching?
- > All thermal/heat-sensitive receipts (like the ones you get in the super market) are copied?
- > Are the amounts, dates and places encircled on the receipts?
- > Boarding cards are added?
- > Costs for taxi and car are explained?
- > Is the right allowance per kilometer used for the journey by car? Is the route printed out to proof how long the journey was?
- > Did you check whether receipts for alcohol can be paid by the program?
- > Do you have a proof for the salaries (contract, invoice, receipt)
- > Invoices all have a tax number, invoice number and address of the recipient
- > Is everything mathematically correct? Is the Excel working correctly? Is the remaining sum clear?
- > Do all templates have a logo, title and the name of the responsible person?
- > Is the participants list filled in correctly?

Please always keep the accounting printed out and on the computer!