Important reminders: remaining funds account

The account set up for you is a “summary account”.

All remaining project funds that do not need to be paid back to the donor are credited to the summary account so that the funds continue to be available to you, facilitating the closing of the original project account in due form.

The accounting clerk dedicated to your project will inform you of its closing and of the transfer of remaining funds to the summary account.

General information on your remaining funds account

- Remaining funds accounts are not set up for projects but individuals (project leaders). Funds from an unlimited amount of projects may be transferred to a remaining funds account.
- Expenses must relate to the University, in cases of doubt Section 7.3 will verify them.
- Overdrawing remaining funds accounts and a resulting negative cash balance are not permitted.
- The use of funds is subject to University and legal guidelines such as the civil service labor law, the law on travel expenses (LRKG), public procurement law (VOL/A/B), and guidelines on hospitality, among others.
- No entries can be made without corresponding comprehensible receipts which substantiate the booking.
- Where the account owner ceases to work for the University, positive cash balances may be transferred to the successor following informal request.
- As a standard, positions 835, 843 and 846 are set up on your remaining funds account. Should you require further positions, e.g. for personnel bookings, please request these from your remaining funds account clerk.

For invoices and further questions, please get in touch with your dedicated contact Ms. Galwas (Phone: 7612, email: galwas@verwaltung.uni-bonn.de, available all day on Wednesdays and Fridays).

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