**FAQ: Statement of Account/Proof of Utilization**

The **Statement of account** is the financial evidence that the funding has been spent in accordance with the grant by the grantees or the approved institutions.

The **Proof of Utilization** of awarded funding is required by the Statutes of the Volkswagen Foundation § 3 and § 9.

**FAQs to the audit of use**

| What? | In a Statement of account, the project-related expenditure that:
|       |   ▪ comply with the individual grant letter and
|       |   ▪ comply with the funding principles and
|       |   ▪ have been made within the approved funding period, were accounted for
|       | ⇔ [Link Funding Principles (2014)]
|       | ⇔ [Link Funding Principles (2021)]

| When? | Immediately after the end of each funded project, the Foundation expects a final statement of account without request.
|       | Interim statements of account are only requested if necessary and do not have to be submitted annually.

| Form? | Please use the appropriate form.
|       | ⇔ [Link Formular Statement of account]
|       | The overview of all individual expenditures and revenues (requested on page 3 of the form) is to be attached as an Excel-list or as an SAP/budget monitoring list under specification of the reasons for payment. This list is to be arranged according to the approved cost items.
|       | The form must be signed (analogue or digital) by:
|       | 1. the applicant and
|       | 2. a representative of the bursar’s Office, central administrative department, chartered accountant

| Submission? | The statement of account is to be submitted by e-mail. (Additional submission by post is not required!).

| Payment receipts? | Receipts must only be submitted on request.
|                   | Original invoices and payment receipts must be kept for all individual expenses.
<table>
<thead>
<tr>
<th>Balance remaining?</th>
<th>Granted funds that are/were not used in the project must be repaid to the Foundation without delay. Repayment shall be made to the following account of the Volkswagen Foundation, quoting the file number: IBAN: DE98250500000101044006 SWIFT-BIC: NOLADE2H Credit institution: Norddeutsche Landesbank</th>
</tr>
</thead>
</table>
| Contact:          | Ms Bärbel Erdmann  
erdmann@volkswagenstiftung.de  
Ms Dr. Uta Saß  
sass@volkswagenstiftung.de |