

INVESTMENT POLICY

Rationale

School Council has a responsibility to manage school funds and in doing so, has a responsibility to invest excess funds in a manner that generates the maximum interest revenue with institutions that represent low risk.

Aims

- To ensure maximum interest returns on low-risk investments.
- To ensure the cash-flow needs of the school are not compromised by the investment of funds into inaccessible accounts.

Implementation

1. All grants and other payments from The Victorian Department of Education are paid into each school's individual 'at call' High Yield Investment Account.
2. All receipts and payments must be made via the Official Account.
3. School Council must consider whether or not it should leave excess funds in the High Yield Investment Account, or seek other investment opportunities. The Finance sub-committee of School Council will monitor the cash-flow requirements of the school and make recommendations regarding investment of excess funds to School Council.
4. School Council must oversee and maintain an Investment Register for all investments other than the High Yield Investment Account. The Investment Register will detail date of lodgement, investment institution, account number, amount invested, and terms of investment including interest rate, maturity date and interest earned.
5. When considering investment opportunities, School Council will ensure that funds are only invested with institutions that are prudentially sound and secure, professionally managed, and have strong financial status in reserves, liquidity and profitability. This includes:-
 - a) any credit union, bank or building society
 - b) bank accepted or endorsed bills of exchange
 - c) negotiable, convertible or transferable certificates of deposit issued by a bank.
6. All investment and changes to investments, including the 'roll over' of existing investments, must be approved and minuted by School Council, and authorised by the Principal and a School Council delegate.
7. All investments will be made in the name of School Council and be reported through CASES 21 (the financial software package mandated by The Victorian Department of Education).

Evaluation

This policy will be reviewed as part of the School's three year review cycle.