INVESTMENT POLICY

Rationale:
An investment policy is a requirement of the DEECD as part of the Internal Control procedures. It aims to give clear guidelines to the school community, Principal and School Council as to how monies are to be invested on its behalf. The DEECD requires Council to only invest in institutions that:
- Are prudentially sound and secure.
- Are professionally managed.
- Have strong financial status in their reserves, liquidity and profitability.

Purpose:
- To provide direction and guidelines for the conduct of investment of school funds.
- To support the School Council’s management practices and accountability requirements.

Guidelines for Implementation:
1. Funds surplus to the school’s day-to-day needs may be used for this purpose.
2. Transactions will only be with School Council approved financial institutions.
3. Terms of investment must be varied/flexible so as to allow access to funds to meet school needs.
4. The Management & Finance Sub-Committee will oversee the program and report transactions to the School Council at its scheduled meetings.
5. The Principal, in consultation with the Business Manager, will be responsible for the management of the program.
6. All transactions will be reported through CASES21 Finance at each Management & Finance Sub-Committee meeting.
7. Income derived from the program will be used according to the school’s annual Financial Management Plan (School Annual Budget).
8. All investment accounts must be included in CASES21 Finance, and with the exception of the High Yield Investment Account, will be in the name of the School Council.
9. The school will not deposit money directly to or make payments from an investment account. All receipts and payments must go through the Official Account, with the following exceptions:
   - Interest earned and paid directly into an investment account.
   - Funds deposited by the Department directly to the High Yield Investment Account.
   - Schools with Australian Taxation Office endorsement for Deductible Gift Recipient status to operate a gift deductible trust fund (eg. School library or building fund)
10. The Accountable Documents Register records details of all investment accounts, and must be kept up to the date. Details should include:
    - Bank account type and title
    - Amount
    - Interest rate %; interest earned; investment date; maturity date.
11. All investments and changes to investments, including the “roll over” of existing investments, must be approved and minuted by School Council, and authorized by the principal and a school council delegate

Evaluation:
This policy is to be reviewed annually and will be confirmed at the time of setting the ensuing year’s School Annual Budget.