

INVESTMENT

PURPOSE

The School Council will maximise the earnings on excess funds where available, by investing in prudentially sound and secure investment institutions, which are professionally managed and have strong financial status in reserves, liquidity and profitability.

IMPLEMENTATION

1. Only low risk investments are to be undertaken. With the introduction of the High Yield Account by the Department, the school will access this service as a matter of course, but may look to alternate investments if beneficial.
2. Cash flow of the school is to be such that cash in the Official Account is enough to meet commitments.
3. The Finance Committee must approve the investment funds and the Principal must authorise the investment.
4. All investment accounts will be included in the CASES financial systems and the procedures for properly maintaining the accounts will be in accordance with Department of Education and Early Childhood Development policy. All monies will be receipted into the Official Account, with the exception of any interest income or Department funding receipts, which may be credited directly to the investment account. (High yield Account) No direct payments from the investment account will be made. The monies must first be transferred into the Official Account
5. Trust accounts approved by the Australian Taxation Office established by the School for specific purposes will be able to receive direct deposits.
6. Investments will be recorded in an investment register or an electronically recorded CASES linked program maintained by the Business Manager.
7. The register will contain:
 - Date of lodgement
 - Name of Institution
 - Terms of Investment: period, percentage rate & maturity rate
 - Amounts invested
8. The School Council can decide to invest in banks, building societies or credit unions. It can invest in accepted or endorsed bills of exchange or in negotiable, convertible or transferable certificates of deposits issued by a bank.
9. Registered signatories at the bank for these accounts must comprise the principal as a mandatory signatory, and a second co-signatory who must be a member of school council and approved by council as a signatory. The business manager, registrar or bursar employed by the school cannot be nominated as a signatory to school accounts, even if that person is a school council member.

Ratified by School Council: 29th March 2021

Next review date: March 2022