



Elwood Primary School No 3942

Scott St., Elwood 3184
Telephone 9531 2762 Fax 9531 5497

PROGRAM: INVESTMENTS

POLICY NO: 15

DATE : February 2011

PURPOSE

1. To satisfy Department of Education and Early Childhood Development (DEECD) requirements
2. To state appropriate practice in the management of any investments

BROAD GUIDELINES

1. Investments are made with institutions which
 - are prudentially sound and secure
 - are professionally managed
 - have strong status in their reserves, liquidity and profitability and comply with the Australian Prudential Regulation Authority (APRA)
2. As a guide schools are able to invest as follows
 - by depositing funds in any bank, credit union or building society
 - in bank accepted or endorsed bills of exchange
 - in negotiable, convertible or transferable certificates of deposit issued by a bank

IMPLEMENTATION

1. Council, via Finance sub committee, monitors funds and decides if there is an opportunity to invest surplus funds to generate interest revenue for the school
2. Investment and their maturity profiles must be made with consideration of the school's cash flow projections and, at all times, ensure that school cash requirements are not compromised.
3. Council must formally minute, prior to the investment of funds and thereafter, regularly its practices *re the level of funds invested e.g. investment rates and dollar limit; the term of the investment; the types of investment; with reference to the school's required cash flow during the year.*
4. Management of the investment account must be in accordance with DEECD instructions [see Memo 97/021] and be handled via CASES 21
5. Transfers of monies must always be via the school's official account.
6. Investments held are recorded in an Investment Register, which contains the following details: *Date of lodgment, With whom invested, Terms of investment, Percentage rate and maturity date, Amount invested.*
7. Council examines this policy annually, in February.

REVIEW

According to instructions from DEECD and/or auditor