



WARRAGUL NORTH PRIMARY SCHOOL

INVESTMENT POLICY

1.0 Rationale:

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

2.0 Aims:

2.1 To ensure maximum interest returns on low-risk investments.

2.2 To ensure the cash flow needs of the school are not compromised by the investment of funds into inaccessible accounts.

3.0 Implementation:

3.1 All grants and other payments from the Department of Education and Training (DET) are paid into our school's individual 'at call' High Yield Investment Account (HYIA).

3.2 Funds are transferred from the HYIA into the WNPS Official Account on a needs basis.

3.3 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 and make recommendations regarding investment of targeted funds to school council.

3.4 School Council must maintain a manual Investment Register for all investments other than the High Yield Investment Account. The register will detail date of lodgement, investment institution, account number, amount invested, and terms of investment including interest rate, maturity date and interest earned.

3.5 When considering investment opportunities, school council will ensure that funds are only invested with institutions that are government guaranteed. "The Financial Claims Scheme (FCS) applies to deposits held in all authorised deposit-taking institutions (ADIs) incorporated in Australia. This includes banks of all sizes, credit unions and building societies. Under the FCS, the Government guarantees deposits up to a cap of \$250,000 per account-holder, per ADI." (Australian Securities and Investments Commission)

3.6 All investment and changes to investments, including the 'roll over' of existing investments, must be noted by school council.

3.7 New investments must be approved and minuted by School Council and authorised by the Principal and a School Council delegate.

3.8 All investments will be made in the name of school council and be reported through the DET administration system (CASES21).

3.9 The cash-flow requirements of the school must be monitored to ensure that there are sufficient funds available to meet commitments.

3.10 School Council must not deposit money directly into, or make payments directly from an investment account. All receipts and payments must be made via the Official Account with the exception of interest earned and paid directly into an investment account and funds deposited directly by DET into the High Yield Investment Account.

3.11 It should be noted that DET policy stipulates that where holdings are in excess of \$2,000,000 (not including the balance held in the Official account), the amount over \$2,000,000 is to be deposited with Treasury Corporation of Victoria (TCV).

4.0 Evaluation:

4.1 This policy will be reviewed by School Council annually.

This policy was ratified by School Council on:	16th November, 2010
This policy was reviewed by School Council on:	21st June, 2011
This policy was amended by School Council on:	16th May, 2012

This policy was amended by School Council on:	16th May, 2013
This policy was amended by School Council on:	20th May, 2014
This policy was amended by School Council on:	19th May, 2015
This policy was amended by School Council on:	22nd June, 2016
This policy was amended by School Council on:	16th May, 2017
This policy was amended by School Council on:	15th May, 2018
This policy was reviewed by School Council on:	21st May, 2019