

Dinjerra Primary School

Investment Policy

Rationale:

As trustees of school funds, Councils have an opportunity to invest any surplus funds to generate interest revenue for the school. However Councils have the responsibility to seek secure investments with little or no risk and has a further obligation to ensure there is sufficient access to the funds when they are needed.

All investments are to be lodged in the name of the School Council. Investments will be subject to periodic review by the School Council for compliance with school goals and priorities. This review should ensure that all accounts are held within the terms of the School's Investment Policy.

Aims:

School Council will determine the funds to be invested based on:

- the recommendations of the Finance Committee.
- All investment decisions to be minuted.
- Allocation of interest to specific program{s}
- Where investments are made by transferring amounts from the Official Account a properly authorised cheque should be drawn.
- When funds are invested, details of the date of lodgement, type of investment and the amount invested are to be recorded on the payments side of the cash receipts/payments from which the funds are being transferred.
- On maturity, funds not being reinvested are to be transferred to the account from which the funds were originally drawn.
- School funds are only invested with financial institutions (specifically Banks and Credit Unions), which are regulated by the Australian Prudential Regulation Authority (APRA) and are listed by them as an Authorised Deposit – taking Institutions (ADIs).
- The terms of the investments will take into account the future needs of the school and possible emergency requirements.

Implementation:

All investments are to be recorded in an Investment Register. The following details must be recorded:

- Date of lodgement
- Name of investment institution
- terms of investment - period, percentage rate and maturity date
- amount
- source of money invested - government provided or locally raised funds or both.
- Certificates or other evidence of investments must be kept in a secure place.

Investments are not to interfere with the normal flow of funds for education purposes.

Evaluation:

This policy will be reviewed as part of the school's annual review cycle.

This policy was last ratified by School Council on

14th February 2017