



Cranbourne East Primary School Investments Policy 2014

RATIONALE

The Cranbourne East Primary School Council has established the following policy for investment of school funds to ensure that the school funds are managed in such a way as to attract the maximum interest rate available.

GOALS

- To monitor school funds and decide if there is the opportunity to invest surplus funds to generate interest revenue for the school.
- To invest with institutions having a low risk.
- To maximise the funds available for investment.

IMPLEMENTATION

- Prepare a cash flow budget to determine cash requirements in any given period and surplus funds available for investment.
- Invest with institutions, which are:
 - prudentially sound and secure,
 - professionally managed, and
 - have strong financial status in its reserves, liquidity and profitability.
- All investments must be included on CASES21 Finance.
- All investments must be lodged in the name of the School Council except for the High Yield Investment Account.
- School Council must ensure the investment account provides sufficient access to funds when needed.
- All receipts and payments must go through the Official Account with the following exceptions:
 - Interest earned and paid into an investment account.
 - Funds deposited by DEECD to the High Yield Investment Account.
- To redeem funds an investment transfer should be completed to shift funds from the investment account to the Official Account.
- Investments in accounts other than the High Yield Investment Account are to be recorded in an Investment Register. The following details should be recorded:
 - Bank Account
 - Bank Title
 - Amount
 - Account Type
 - Interest Rate
 - Investment Date
 - Maturity Date
 - Interest earned

- All investment, or changes to investments, should be approved by School Council and authorized by the Principal and a School Council delegate.
- As a guide, the school will be able to invest as follows:
 - By depositing funds in any credit union, bank or building society,
 - In bank accepted or endorsed bills of exchange, and
 - In negotiable, convertible or transferable certificates of deposits issued by a bank.

EVALUATION

- The school will receive the greatest amount of interest possible taking into account the need to invest with a financial institution that is prudently sound and secure.
- School Council will monitor investments for compliance with this policy.
- School Council will review this policy annually.

Ratified by School Council: 26th February 2014
This policy is to be reviewed annually