



INVESTMENT POLICY

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Authorised by: **Principal**

Approved by School Council:
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Background

Where the College elects to invest excess funds in investment accounts other than DET's High Yield Investment Account (HYIA) then we are required to annually review and/or develop an Investment Policy. This is required to comply with DET Schools Investment Policy and Guidelines (January 2010) and must be approved by School Council.

Policy

In all matters relating to investment of monies in other than HYIA account, Horsham College School Council will act in the best interests of the school community. Investments will be made to ensure the greatest possible return and be risk free.

The School Council through its Finance sub-Committee will monitor investments and receive reports that detail the following:

- amounts of funds invested
- type of investment(s), with reference to the school's required cash flow during the year
- term of the investment(s)
- changes to investment amounts and /or types
- maturity of an investment and recommendations for reinvestment or utilisation

Requirements

1. All investments, or changes to investments are to be authorised by the Principal and School Council President (or their delegate) and ratified by School Council.
2. All investments to be made with institutions which are regulated by the Australian Prudential Regulation Authority (APRA), and are listed by them as an Authorised Deposit – taking Institution (ADIs) and are of the following types:
 - Cash Management accounts
 - Term deposit accounts
 - Accepted or endorsed bills of exchange
 - Negotiable, convertible or transferrable certificates of deposit
3. Treatment of investments
 - All investment accounts must be:
 - recorded in CASES21 Finance (and, except for the High Yield Investment account)
 - should be in the name of the School Council
 - recorded in an Investment Register
 - Money is not to be deposited directly to, or payments made directly from, an investment account. All receipts and payments must go through the school's Official Account with investment funds transferred to/from the investment account.

- Exceptions to this are:
 - interest earned and paid directly into an investment account
 - funds deposited by the Department directly to the High Yield Investment Account
 - schools with Australian Taxation Office endorsement for Deductible Gift Recipient status to operate a gift deductible trust fund (e.g. school library or building fund).
- On maturity of an investment, the Finance sub-Committee should review the cash requirements of the school and decide whether the funds are to be reinvested or utilised.

4. Investments held are to be recorded in an Investment Register. The following details should be recorded:

- | | | |
|----------------------------------|-------------------|-------------------|
| • Bank account (name and number) | • Investment date | • Maturity date |
| • Bank title | • Interest rate % | • Account balance |
| | | • Account type |