



Kalinda Primary School No. 5121

Investment Policy

RATIONALE

To maximise school investments in order to achieve the best possible interest rate return on a secured deposit basis, whilst providing flexibility to meet the school's ongoing commitments.

GUIDELINES:

- All school financial assets will be invested with secure financial institutions, presently the Commonwealth Bank, Westpac Banking Corporation and the Victorian Teachers Mutual Bank VTMB, Bank Australia and Bendigo Bank with periodic checks to ensure the school is deriving maximum interest rate returns.
- Details of all investments are to be included in the CASES 21 financial system, with the procedures for properly maintaining the accounts to be completed in accordance with the Department of Education & Training (DET) policy.
- All monies will be receipted through the Official Account. The Principal and the Business Manager will be the only members of staff authorised to transfer money from the High Yield account to the Official Account. The Investment Account Transfer form attached will be used to record all transfers.
- No direct payments to be made from the Investment Account. All monies must first be transferred into the Official Account.
- Investments will be maintained in an Investment Register, which will comprise the following details;
 - Date of Lodgement
 - Name of financial institution
 - Term of investment, interest rate and maturity date.
 - Amount invested.
- *Interest earned during each year is to be allocated according to the acceptance of School Council of a recommendation made by the Resources Committee*

EVALUATION

The school's Investment Policy will be examined on a regular basis, but at least annually, by the Resources Committee to ensure the policy guidelines are being effectively met.

Ratified by School Council 18/02/2019



Kalinda Primary School

Investment Account Transfers

I,.....(Principal)

Signature.....

I,.....(Business Manager)

Signature.....

I,.....(School Council President/Nominee)

Signature.....

agree that the following amount (words and figures)

..... \$.....

Should be transferred from/to the Department of Education & Training (DET)
HIGH YIELD approved institution to Kalinda Primary School OFFICIAL Account.

Should be transferred from/to Kalinda Primary School OFFICIAL Account to
the Department of Education & Training (DET) HIGH YIELD approved institution.

Such investment/transfer is to be reviewed by the School Council at its earliest possible convenience.

Dated this day theday of, 20.....