

Overview

The onus is on the School Council, as trustee for the school funds, to ensure that money is adequately protected by placing it in secure investments.

All investments have an element of risk, with the exception of those that are guaranteed either by the Commonwealth and or State Government in Australia.

Investments

The School Council will ensure that funds are invested in safe securities that attract the best interest rate available.

When the investment matures, the Finance Committee will review the cash requirement of the school and decide whether the funds are to be reinvested or redeemed. All decisions will be reported in the Finance Minutes and presented at the next School Council meeting.

The School Council will regularly monitor the status of all School Council deposits and investments.

Investment Register

For all investments other than the High Yield Account the following details will be recorded

- Date of Lodgement
- Name of Financial Institution
- Term of Investment, interest rate and maturity date
- Amount of Investment

Period of Investments

The period of investments will be determined by cash flow analysis using historical information.

Treatment of Investments

All official investments will be in the name of Healesville High School and will be included on **CASES21 Finance System**. The standard procedure for maintaining such accounts is:

- Except for interest earned, the school will not deposit funds directly into an investment account. All receipts will be processed through the Official Account. Funds can be drawn from the Official Account and invested elsewhere The exceptions are funds deposited by DEECD into the High Yield Account and ATO endorsement to operate a gift deductible trust ie: Library Fund or Building Fund
- The school will not make payment to creditors directly from investment accounts. All payments will be made from the Official Account
- To redeem funds, an investment transfer in CASES21 must be used to show the movement of funds from an investment account to the Official Account

CERTIFICATION

This policy was adopted at the School Council meeting held at Healesville High School in March 2012.

Signed.....

School Council President

Signed

Principal

This policy was last ratified by School Council on

22/02/2017