



Flemington Primary School

INVESTMENT POLICY

Rationale (Purpose)

An investment policy is a requirement of the Department of Education as part of internal Control procedures. It aims to give clear unequivocal guidelines to the school community, Principal and Council as to how monies are to be invested on its behalf.

The Department of Education requires the School Council to adopt the Prudent Investor Guide to the investment institution of their choice as follows:

- prudentially sound and secure
- professionally managed
- has strong financial status in its reserves, liquidity and profitability.

Guidelines

Only low risk investments are to be undertaken.

Cashflow of the school is to be such that cash in the official account is enough to meet commitments.

The School Council must approve the type of investments. Funds can be invested in banks, building societies or credit unions. Funds can also be invested in bank accepted or endorsed bills of exchange or in negotiable, convertible or transferable certificates of deposit issued by a bank.

All investment accounts will be included in the CASES financial system and the procedures of properly maintaining the accounts will be completed in accordance with Department of Education policy. In particular, no direct deposits into investment accounts except for interest earned on those accounts. All monies will be receipted through the Official Account. No direct payments from the investment account will be made. The monies must first be transferred into the Official Account.

A report on the Investments will be provided to each School Council meeting.