DANDENONG HIGH SCHOOL
INVESTMENT POLICY

Preamble

The Dandenong High School Council has the responsibility to manage school funds and deciding to invest surplus funds to generate maximum interest revenue with institutions that represent low risk.

Purpose

• To ensure maximum interest returns on low-risk investments
• To ensure the cash-flow needs of the school, as outlined in the Cash Flow Budget, are not compromised by the investment of funds into inaccessible accounts

Implementation Steps

• All grants and other payments from the Department of Education and Early Childhood Development [DEECD] are paid directly into the school’s individual ‘at call’ High Yield Investment Account. These funds are then transferred into the school’s Official Account on a needs basis. The interest gained from the High Yield Investment Account is paid directly into that account
• All other revenue received by the school is paid into the Official Account. All payments for goods and services are to be made from the Official Account
• School Council must consider whether or not it should leave excess funds in the High Yield Investment Account, or seek other investment opportunities. The Finance sub-committee of School Council will monitor and make recommendations regarding investment of surplus funds to School Council
• School Council must maintain a manual Investment Register for all investments other than the High Yield Investment Account. The register will detail date of lodgement, investment institution, account number, amount invested, and terms of investment including interest rate, maturity date and interest earned
• When considering investment opportunities, School Council will ensure that funds are only invested with financial institutions which are regulated by the Australian Prudential Regulation Authority (APRA) and are listed by them as an Authorised Deposit – taking Institution (ADIs)
• All investment and changes to investments, including the ‘roll over’ of existing investments, must be approved and minuted by School Council, and authorised by the Principal and a School Council delegate.
• All investments will be made in the name of School Council and be reported through CASES21.
• The cash-flow requirements of the school must be monitored by preparing a cash flow budget to ensure that there are sufficient funds available to meet commitments.
• School Council must not deposit money directly into, or make payments directly from an investment account. All receipts and payments must be made via the Official Account with the exception of interest earned and paid directly into an investment account, funds deposited by DEECD directly into the High Yield Investment Account

Evaluation

A minor evaluation of the Policy will be undertaken annually and a major evaluation will take place every 3 years

School Council Endorsement Date: 20 AUGUST 2013