

Policy Statement

Upwey High School seeks to maximise the return on any of its surplus funds without exposure to undue investment risk.

Guidelines

- I.1 Upwey High School Council has a responsibility to manage school funds prudentially and in doing so, has a responsibility to invest surplus funds in a manner that generates the maximum interest revenue placed in secure investments with institutions that represent low risk.
- I.2 All investments must take into account Upwey High School's cash flow requirements.
- I.3 The type, level and term of invested funds must be regularly monitored by the Upwey High School Council.
- I.4 All investments of surplus funds held by the Upwey High School must be recorded in an investment register.
- I.5 All movements of investment funds must pass through the Upwey High School's Official Account. The exceptions to this will be any interest earned or investment institution fees deducted and funds deposited by DET directly in the HYIA. Where the Upwey High School operates investment accounts approved by the Australian Taxation Office where the donations are tax deductible for the donor, movements into and out of investment accounts may be direct.

Program

- 2.1 The Business Manager will invest any surplus funds in Upwey High School Council approved investment instruments and only with Upwey High School Council approved institutions.
 - 2.1.1 When considering investment opportunities, School Council will ensure that funds are only invested with institutions that are prudentially sound and secure, professionally managed, and have strong financial status in reserves, liquidity and profitability and are regulated by the Australian Prudential Regulation Authority (APRA) and are listed by them as an Authorised Deposit – taking Institution (ADIs).
- 2.2 On an ongoing basis, the Business Manager will assess the cash flow requirements of Upwey High School. Depending on the cash flow requirements, the Business Manager will determine if there are surplus funds available for investment, or whether there is a requirement to retire existing investments to meet any financial liabilities.
- 2.3 The cash flow requirements of the school must be monitored to ensure that there are sufficient funds available to meet commitments as they fall due. The Department of Education and Training (DET) recommends that School Council should maintain cash reserves that are 25% of the annual Student Resource Package cash grant or \$100,000, whichever is greater, to enable the school to meet budget variations and commitments that may occur.
- 2.4 Investments will be manually recorded in an investment register maintained by the Business Manager of the school. The register will contain:
 - Date of lodgement
 - Name of institution
 - Terms of investment: period, percentage rate, maturity date and interest earned
 - Amount invested
 - Type of investment
- 2.5 A reconciliation of Upwey High School's investment funds must be made between the investment register, investment statements, and the Upwey High School's accounting records. This reconciliation is to be completed each month and signed by the Principal of Upwey High School.

Investment Policy



- 2.5.1 All deposits and withdrawals of investment funds must be approved by the Business Manager and authorised by the Principal and a delegate of Upwey High School Council. Once approved, the transfer of funds must be through Upwey High School's Official Account.

Links

<http://www.education.vic.gov.au/Documents/school/principals/finance/Fin%20Schools%20investment%20policy%20and%20guidelines-pol-v1.3.pdf>

Evaluation

This policy will be reviewed annually or as required by developments in relevant legislation.

Policy reviewed by:	Finance Committee, November 2009
Date ratified by School Council:	December 2009
Policy reviewed by:	Finance Committee, November 2010
Date ratified by School Council:	December 2010
Policy reviewed by:	Finance Committee, November 2011
Date ratified by School Council:	December 2011
Policy reviewed by:	Finance Committee, 14 November 2012
Date ratified by School Council:	21 November 2012
Policy reviewed by:	Finance Committee, 13 November 2013
Date ratified by School Council:	20 November 2013
Policy reviewed by:	Finance Committee, 13 November 2014
Date ratified by School Council:	19 November 2014
Policy reviewed by:	Finance Committee, 25 November 2015
Date ratified by School Council:	25 November 2015