



Lake Charm Primary School

Murray Valley Highway

C/- Post Office

LAKE CHARM 3581

Phone 03 54579244 Fax 03 54579450

Principal: Miss Morgen Alexander

INVESTMENT POLICY

Surplus funds to anticipated cash-flow requirements and the immediate needs of school council, are to be invested to generate improved revenue for the school.

Policy is to invest with an institution of low risk, professionally managed and of strong financial state in terms of resources, liquidity and profitability. (Executive Memorandum 97/021,30/4/97).

Investment reviews will consider:

- (a) Level of funds to be invested: Extraneous to needs as determined by school council.
- (b) Investment Term: At Call, or such other period as will allow the school to obtain the best interest, and still meet the anticipated outgoings when expected
- (c) Review Period: 3 months, or at the end of the current investment term if longer
- (d) Reviewed By: School council - changes to be minuted at school council meetings.
- (e) Investment Institution : Institution with most competitive rate, according to our needs.
- (f) Rollover option: Principal and interest upon maturity will be automatically reinvested for a further period of 3 months if no alternative arrangements have been approved.

TREATMENT OF INVESTMENTS

1. All investment accounts to be included on the CASES21 module.
The Department will deposit Grants into the High Yield Account with the Westpac Bank
2. Funds will not be deposited directly into the investment account. All monies received must first be receipted into the official account. An investment transfer may then take place.
3. Payments will not be made directly from the investment account. All payments to be made directly from official account. To redeem funds an investment transfer will occur.
4. An investment register is to be maintained.

This policy was adopted by the Lake Charm Primary School Council on

School Council President : Name: _____

Signature: _____

Review date

This policy shall be reviewed on _____