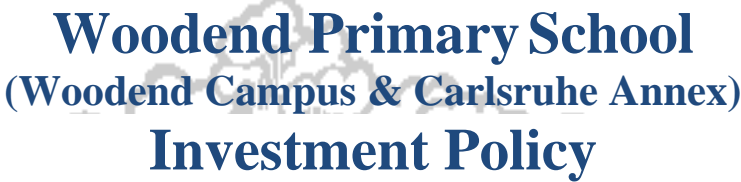


# Woodend Primary School

## (Woodend Campus & Carlsruhe Annex)

### Investment Policy



#### Rationale

An investment policy is a requirement of DET 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.

DET requires the School Council to adopt the 'prudent investor guide' to the institution where investments are made. It must:

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

#### Aims

The purpose of the investment account is to receive the best possible, risk adjusted, rate of interest and ready access to monies as needed to meet commitments.

#### Implementation

- 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 investment of funds and the Principal must authorise the investment.
- All investment accounts will be included in the CASES21 Finance System and the procedures for properly maintaining the accounts will be completed in accordance with DET policy. All monies will be receipted through the High Yield or Official Account.
- The School Council can decide to invest in banks and credit unions. It can invest in bank accepted or endorsed bills of exchange or in negotiable, convertible or transferable certificates of deposit issued by the bank.

#### Evaluation

Investment accounts will be monitored regularly to determine that the best interest rates are being received.

#### Review Cycle

This policy was last reviewed and endorsed in February 2021.

This policy is scheduled to be reviewed and updated in February 2022.