NATHALIA PRIMARY SCHOOL INVESTMENT POLICY

2012

1. **Basic Belief.**
   Nathalia Primary School Council is responsible for the safe investment of school funds.

2. **Policy Guidelines.**
   2.1. In line with State Government policy all funds received from DEECD will be deposited directly into the Westpac High Yield Investment Account.
   2.2. Payments will not be made directly from the High Yield Investment Account. Funds will be transferred from the investment account into the official account.
   2.3. In order to maximise investment returns the Business Manager will operate the Official Account (10002 working account) with a maximum residual balance of $5000.
   2.4. Due to the risk and complexity of some investments, Nathalia Primary School will adhere to DEECD School Investment Policy Guidelines. Investments will only be made into approved APRA and ADI financial institutions.
   2.5. The Business Manager in consultation with the Principal will determine the level and term of investments other than the High Yield Account.
   2.6. The monthly Finance Report to School Council will include a report on invested funds.
   2.7. An Investment Register will be maintained by the Business Manager. With the exception of the High Yield Account the following details will be recorded:
      - date of lodgement,
      - amount of investment,
      - with whom invested,
      - terms of investment,
      - CASES21 transaction identification number (credit or debit)

CERTIFICATION

This policy was adopted at the School Council meeting held at Nathalia Primary School on February 21st 2012

Signed ..................................................    Signed ..................................................
  School Council President                                      Principal