INVESTMENT POLICY

PURPOSE

To ensure maximum interest returns on low-risk investments.

SCOPE

This policy applies to all school staff who are involved in cash management and determining funds for investment.

This policy should be read in conjunction with the Department's investment policy and guidelines as outlined in the School Financial Guidelines.

POLICY

All grants and other payments from the Department of Education are paid into our school's individual 'at call' High Yield Investment Account.

These funds, plus locally-raised funds, are then transferred into Aitken Hill Primary School's Official Account on a needs basis.

Aitken Hill Primary School council must consider whether or not it should leave excess funds in the High Yield Investment Account, or seek other investment opportunities. The school council will monitor and make recommendations regarding investment of targeted funds.

Financial institutions will be evaluated and investments will be made with institutions which are:

- prudentially sound and secure
- professionally managed
- strong in financial status, in reserves, liquidity and profitability

To ensure the cash flow needs of the school are not compromised by the investment of funds into inaccessible accounts.

All invested funds must be targeted for specific purposes.

School council must maintain an 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, Aitken Hill Primary School council will apply the 'prudent investor test' and 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.

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 Aitken Hill Primary School must be monitored to ensure that there are sufficient funds available to meet commitments.

Aitken Hill Primary 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, except:

- interest earned and paid directly into an investment account
- funds deposited by Department directly into the High Yield Investment Account
- schools with ATO endorsement to operate a gift deductible trust fund (e.g. school library or building fund).

FURTHER INFORMATION AND RESOURCES

- Department of Treasury and Finance
- School Financial Guidelines – Schools investment policy and guidelines
- List of Authorised Deposit Taking Institutions

Proposed amendments to this policy will be discussed with Business Manager, Leadership Team, Finance subcommittee, school council.

REVIEW CYCLE

This policy will be reviewed annually by the school council to confirm/enhance investment opportunities.

This policy was last approved by school council February 2026 and is scheduled for review in February 2027.