

## TALBOT PRIMARY SCHOOL

### INVESTMENT POLICY

#### OVERVIEW

School Council is responsible for monitoring school funds and deciding how to invest any surplus funds so as to generate revenue for the school. In adopting this policy it is necessary to comply with the "Centralised Treasury and Investment Policy" in instances where investment exceed two million dollars.

School Council members need to recognise that they are acting as trustees of school funds. As such they need to ensure that school moneys are adequately protected by ensuring any investments are placed in secure investments approved by the Australian Prudential Regulation Authority.

School Councils are required to aim to minimise exposure to risk when investing school funds.

#### BANK ACCOUNTS

All bank accounts (except the High Yield Investment Account) must be in the name of the School Council.

Registered signatories will comprise the Principal (mandatory) and a second, co-signatory who is a member of School Council and is approved in that role by School Council. The bursar employed at Talbot Primary School cannot be a bank account signatory, even if approved by School Council.

Bank accounts are not permitted to be overdrawn.

Transfers of moneys between bank accounts must be authorised by the Principal and a report detailing transfers between accounts presented to School Council at its next meeting.

#### OFFICIAL ACCOUNT

Talbot Primary School will maintain one main bank account (Talbot Primary School Official Account). This account is used for the receipt of moneys provided from local and commonwealth governments and from local fund raising such as subject contributions, donations and fund raising activities.

Talbot Primary School chooses to operate this account with the Commonwealth Bank of Australia.

#### HIGH YIELD INVESTMENT ACCOUNT (HYI)

This bank account was established by the Department of Education & Early Childhood Development (DEECD) to assist the school with cash flow planning and where temporary fund flow surpluses exist, to provide the school with an attractive and competitive interest rate on any funds invested while retaining 'on-call' status.

All funding provided by DEECD is paid directly to this bank account.

This account operates as follows:

- The School is able to transfer funds between the Official and HYI accounts at any time
- Surplus funds from the Official Account will be deposited into the HYI to optimise interest revenue
- All payments for goods and services are made from the Official Account
- All other revenue received by the school is to be paid into the Official Account
- Interest paid on moneys invested in the HYI account will be credited to the account
- No account keeping fees are charged on the HYI account

OTHER ACCOUNTS

School Council may authorise the establishment of other bank accounts for specific purposes. In the event that this occurs the School Council will ensure that the account is set up and operated in accordance with DEECD policies and guidelines in place at the time.

Approved by School Council at its meeting on

Signed

President

Principal