### Policy: Investment

<table>
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<th>Date of Review: November 2016</th>
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<td>Responsible for review:</td>
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<td>Bright P-12 College Council Policy</td>
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<td>Date Approved: 25th November 2015</td>
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<td>Approving Authority: College Council</td>
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#### Associated Processes:

<table>
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<th>Reference Guide:</th>
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<td>Required by DET</td>
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#### Associated Documents:

1. Schools investment policy and guidelines
2. Centralised Treasury and Investment Policy

### Policy Statement

School councils have full responsibility for monitoring school funds and deciding if there is the opportunity to invest surplus funds to generate interest revenue for the school. Due to the risk and complexity associated with some investments, schools should aim to minimize their exposure to risk when investing school funds.

### Principles/Objectives

1.1 **Bright P-12 College Council** is able to invest surplus funds to generate revenue for the College however to maximize the funds available for investment, it is essential to prepare a cash flow budget to determine cash requirements in any given period before investment.

1.2 **Bright P-12 College** will ensure we comply with the Centralised Treasury and Investment Policy.

1.3 **Bright P-12 College** will ensure that school funds are only invested with: financial institutions (specifically Banks and Credit Unions), which are regulated by the Australian Prudential Regulation Authority (APRA), and are listed by them as an Authorised Deposit-taking Institution (ADIs).

1.4 **Bright P-12 College** will only invest in the following types of products with these institutions:
   - Cash Management accounts
   - Term deposit accounts
   - Accepted or endorsed bills of exchange
   - Negotiable, convertible or transferrable certificates of deposit

1.5 **Bright P-12 College Finance Committee** will determine the level, term and type of the investment with reference to a prepared Cash Flow Budget and report back to College Council.
1.6 Bright P-12 College Finance Committee will monitor the investment/s on a regular basis for compliance with the Investments Policy and report back to College Council.

1.7 All investments, or changes to investments, will be approved by College Council and authorised by the principal and a school council delegate.

1.8 All investment accounts must be
   - recorded on CASES21 Finance (and, except for the High Yield Investment Account)
   - should be in the name of the School Council
   - recorded in an Investment Register.

1.9 Schools should not deposit money directly to, or make payments directly from, an investment account. All receipts and payments must go through the school’s Official Account with investment funds transferred to/from the investment account. Exceptions to this are:
   - interest earned and paid directly into an investment account
   - funds deposited by the Department directly to the High Yield Investment Account
   - schools with Australian Taxation Office endorsement for Deductable Gift Recipient status to operate a gift deductible trust fund (e.g. school library or building fund).

1.10 On maturity of an investment, the College Council will review the cash requirements of the school and decide whether the funds are to be reinvested or utilised.

1.11 Where schools choose not to use the HYIA as the sole investment instrument, details of all other investments must be recorded in a manual investment register using headings such as:
   - Bank account (name and number)
   - Bank title
   - Account type
   - Interest rate %
   - Investment date
   - Maturity date
   - Account balance
   - Deposits
   - Withdrawals

1.12 The Investment Register must be updated with any changes to invested monies and regularly reconciled with bank statements and certificates.

1.13 Keep the register up-to-date to facilitate end of year reporting requirements.

1.14 Schools should retain the following information in regards to investment of funds:
- School council minutes containing approval of investment policy, approval of investments and details of changes to investment account particulars
- The school’s approved ‘School Council Investment Policy’
- Investment register
- Bank statements or certificates
- Relevant CASES21 Finance reports

Roles and Responsibilities

1.4 The Principal is responsible for:
- The implementation of Bright P-12 College policies and procedures.
- Assisting the Business Manager in preparation of the Cash Flow
- Assisting College Council Finance Committee in the identification of surplus funds that can be invested.
- Ensure Bright P-12 College Council comply with the Centralised Treasury and Investment Policy.
- Authorise all investments, or changes to investments

1.5 The Bright P-12 College Council is responsible for:
- Systematic review of College Council Policies and procedures
- Monitoring College Council Investments to comply with the Investments Policy
- Approve all investments, or changes to investments, and authorize by a school council delegate.
- On maturity of an investment, review the cash requirements of the school and decide whether the funds are to be reinvested or utilised.

1.6 The Business Manager is responsible for:
- Complying with Bright P-12 College Council Policies and procedures
- Assisting the Principal in preparation of the Cash Flow
- Assisting College Council in the identification of surplus funds that can be invested
- Recording investments on CASES
- Upkeep of the Investment Register
- Collection and retention of appropriate records