



Swinburne Senior Secondary College

Investment Policy

Policy Statement

School Council aims to maximise returns from surplus funds while ensuring their security through low risk investments in government guaranteed institutions.

Guidelines

In order to manage risk, investments will only be made with financial institutions that are evaluated as prudentially sound and secure; professionally managed; and strong in financial status, in reserves, liquidity and profitability.

Implementation

The Finance Committee will review grants, locally raised funds and expenditures on a monthly basis. Excess funds will be identified and invested to generate income for the school.

All investments, or changes to investments will be approved by the School Council and authorised by the Principal and a School Council delegate.

Investment accounts will be in the name of the School and be reported through CASES21 Finance.

School Council will establish and maintain an Investment register which will record:

- date of lodgement
- instruction of investment institution
- amount invested
- terms of investment, including period, percentage rate, maturity date.

Investments will be formally reviewed at school council meetings and the following items reviewed:

- the level of funds invested
- the term of investments
- the type of investments in relation to the school's cash flow needs.

Evaluation and review

School Council will review the investment policy annually.

Certification

This policy was adopted at the School Council meeting held at

_____ on the _____ day of _____

Principal

School Council President