Policy Statement
To ensure that all available funds are managed, monitored and accounted for, to gain the best available investment return in safe securities, in accordance with DEECD policy and procedures.

Our College will:
- To comply with all DEECD financial regulations.
- To maintain an accurate and transparent record of the College’s Investments.

Implementation:
- The Official account, which is to be used for all receipts, payments and investment transfers, is to be maintained at a minimum level to cover immediate commitments.
- All remaining funds to be invested to maximise the best available interest rate.
- All investment accounts will be linked directly to the official account and all account withdrawals to be via the official account.
- Investment rates of the DEECD created High Yield account held with Westpac will be monitored and compared with current Term Deposits rates to ascertain which are the better rates for longer term investing.
- An Investment Register is to be maintained and presented to Council for ratification on a Monthly basis. The register will state:
  Name of institution
  Date of lodgement/withdrawal
  Terms of investment – sum, period, rate, maturity date,
  CASES21 Transaction number and balance of account.
  - Interest on term investments to be paid directly to the Investment account when possible and recorded when paid in CASES21 GL receipts.
  - The Business Manager is authorised on behalf of the Principal to make necessary transfers between the Official and Investment accounts.
  - All investment transactions shall be entered into DEECD finance system - CASES21.
  - The Bank Movements Report and bank reconciliations will be submitted as proof of entry each month.
  - Electronics transactions are to be performed strictly in accordance with DEECD policy.
  - The banking process may be reviewed at any time to ensure continued quality of service and competitive investment rates.
Council will review the status of the Investment account monthly as part of the Finance Committee report.

Noted recommendations concerning the Investment account to be recorded as part of the Council Finance report.

The Investment policy is to be presented to the Council at the start of each year.

The College may only invest/hold accounts in APRA (Australia Prudential Regulation Authority) banks or institutions.

**Evaluation**

This policy will be reviewed as part of the College’s four year review cycle.

<table>
<thead>
<tr>
<th>Date Implemented</th>
<th>Week 3 – Term 2 - 2014</th>
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<tbody>
<tr>
<td>Approval Authority (Signature and date)</td>
<td>[Signature] 23/5/2014</td>
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<tr>
<td>Date Reviewed</td>
<td>Week 3 – Term 2 - 2014</td>
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<tr>
<td>Responsible for Review</td>
<td>Finance Committee</td>
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<tr>
<td>Review date</td>
<td>Week 3 – Term 1 – Each Year</td>
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