

FINANCIAL INVESTMENT POLICY

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 DET policy and procedures.

Our College will:

- To comply with all DET 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 DET 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 DET 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 DET 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 Productivity and Finance Committee report.
- Noted recommendations concerning the Investment account will be recorded as part of the Council or Productivity and Finance Committee minutes.
- 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.

Centralised Treasury Investment Requirements

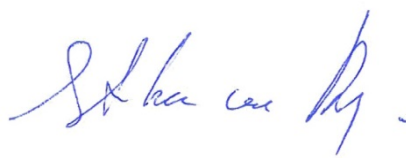
As part of the State's approach to financial risk management, the Government has established the Treasury Corporation of Victoria ('TCV') and Victorian Funds Management Corporation ('VFMC') as centralised agencies to manage the borrowing, investing and financial market activities of public sector entities which include government schools.

Government schools are required to undertake all investing with TCV or VFMC subject to the following exceptions:

- where the investment is cash on hand in a transactional bank account with an Authorised Deposit-taking Institution (ADI);
- where a Public Sector Agency is operating a bank overdraft as part of its normal transactional banking operations;
- where amounts invested by the Public Sector Agency with an ADI, excluding cash on hand in a transactional bank account, do not in aggregate exceed \$2 000 000;
- where, following consultation with the Public Sector Agency's portfolio Minister, the Treasurer has in writing approved otherwise.

Evaluation

This policy will be reviewed as part of the College's review cycle.

Date Implemented	Week 3 – Term 2 - 2014
Approval Authority (Signature and date)	 03/05/16
Dates Reviewed	Week 7 – Term 4 – 2014 Week 3 – Term 1 – 2015 Week 3 – Term 1 – 2016 Week 3 – Term 2 – 2016
Responsible for Review	Productivity & Finance Committee
Next Review Date	Week 3 – Term 1 – 2017