Purpose

The purposes of this policy is to:

- Provide guidelines for making investment decisions within the College;
- Provide a framework for ratifying and overseeing investment practices within the College.

Investment Policy Aim

The aim of investment practices within the College is to optimise income for the College at a minimum risk, within appropriate guidelines, and specifically Executive Memorandum S296-2008

Guidelines

1. All school funds shall be held in accounts that are low risk, and attract the best possible interest rates.
2. When making investment decisions, College values of ‘Community’ will be considered.
3. When investments mature the following process shall be followed:
   - The Principal and/or Business Manager shall monitor cash flow in the Official Account to ensure sufficient funds are available, if so re-invest funds for a term that meets the needs of cash flow projections, at the time of re-investment additions to or deduction from the Official Account may be made according to cash flow projections at the time;
   - New investments may be initiated by the Principal and/or Business Manager should cash flow projections indicate funds are available;
   - A detailed record of all investments shall be maintained in an investment register, with a separate account created on CASES for each investment;
   - A written report of the status of all investments shall be presented on a monthly basis to the School Finance Committee and School Council for ratification by each body.
RATIFIED BY COLLEGE COUNCIL

___________________________________    Date: ___/___/___

College Council President

Review Date   May 2017