



## CAULFIELD PRIMARY SCHOOL SCHOOL INVESTMENT POLICY POLICY NO. 4.7

### **Rationale:**

Caulfield Primary School has a responsibility to manage financial investments in accordance with the guidelines established by the Victorian Department of Education and Training.

### **Policy statement:**

- Caulfield Primary School will operate three accounts as follows:
  - The Official Account
  - The High Yield Investment Account and
  - A Bendigo bank account
- All investments will be held in one account called the Westpac High Yield Investment Account (HYIA)
- As needed, funds will be transferred from the HYIA into the official account electronically, after approval by the school principal and one of the school council signatories.
- All moneys collected by the school are to be receipted, entered into CASES 21 and then paid into our Official Account, held with the Commonwealth Bank of Australia.
- The Official Account is always to be in credit. It is not allowed to be overdrawn.
- All cheques that are issued by the school must have two signatories who have the endorsement of the School Council, one of whom must be the school principal.
- At the regular meeting of the School Council, the Finance Convenor will present the Accounts for Payment statement to the meeting for endorsement.
- The school appoints James Macky, Liza Hopkins and Peter Gray to the Management Committee of the Caulfield Primary School Building Fund.
- The Caulfield Primary School Building Fund will be administered in accordance with Terms of Reference (Rules).

<b>Date of approval:</b> 2017	<b>Date of review:</b> 2018
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