



Kinglake Primary School.

McMahons Road, Kinglake. Victoria. 3763.

Telephone: 03 5786 1284 Fax: 03 5786 1725

Email: kinglake.ps@edumail.vic.gov.au

Website: www.kinglakeps.vic.edu.au

ABN NO: 54 262 976 525

INVESTMENT POLICY

- All official investment accounts are to be in the name of School Council and must be included on CASES Finance.
- All receipts are to go through the Official Account. Once receipted into the Official Account funds can be transferred into an Investment account if deemed necessary.
- All investments, or changes to investments, should be approved by School Council and authorised by the Principal and a School Council delegate.
- School Council has the responsibility to monitor the investment of school funds and review this annually.
- Investments held are to be recorded in an Investment Register. The following should be recorded :
 - Date of lodgement
 - With whom invested
 - Terms of investment (eg. Period, % rate)
 - Amount invested
- All funds and grants from DEECD are deposited directly into the school's High Yield Investment account. (Bank of Melbourne)
- All transfers from the High Yield Account to the Official Account to be ratified at a School Council Meeting.

Kinglake Primary School Policy. Reviewed Ratified by School Council.: _____
