1. **STATEMENT OF BELIEF:**
The Drouin Secondary college Council’s policy for investment of College funds ensures that they are managed in such a way as to maximise the opportunity to gain as much interest as possible, whilst at the same time ensuring the funds are secure and are consistent with Department policy.

2. **OBJECTIVE:**
2.1 To monitor College funds and decide if there is the opportunity to invest surplus funds to generate interest revenue for the College.
2.2 To invest with institutions having a low risk.
2.3 To maximise the recurrent funds available for investment.

3. **IMPLEMENTATION:**
3.1 Prepare a budget to determine cash requirements in any given period and surplus funds available for investment.
3.2 Primarily hold investments with the DE&T provided ‘High-Yield Accounts’.
3.3 Any further investments should be with institutions who:
   - 3.3.1 Are financially sound, secure and APRA approved;
   - 3.3.2 Are professionally managed;
   - 3.3.3 Have strong financial status in its reserves;
   - 3.3.4 Demonstrate liquidity and profitability
3.4 All payments must be made from the Official Account. No payments are to be made to creditors from investment accounts. Whenever funds are moved from an investment account to the Official Account, an ‘investment transfer’ must be completed on CASES (the computer system used by all government schools in Victoria to record financial, student, personnel and other information).
3.5 Investments are to be recorded in an Investment Register. The following details should be recorded:
   - 3.5.1 Date of lodgement;
   - 3.5.2 With whom invested;
   - 3.5.3 Terms of investment i.e. period, percentage rate and maturity rate;
   - 3.5.4 The amount invested;
3.6 The Principal and Business Manager are responsible for investing funds after College Council has given approval.

This policy will be reviewed by the Education Policy Committee as part of the school’s one-year cycle.