

Administrative Procedure 557

Investment Policy and Guidelines

When excess funds are in the bank it shall be determined whether the investment will be allocated to either the “short-term investment portfolio” or the “long-term investment portfolio”.

Investment of Cash Resources by School-Based Staff

Investment Decision

Does your school have surplus cash resources?	If yes to all, Invest in GIC at bank
Are the surplus cash resources in excess of \$10,000?	
Does the school wish to invest?	
Will the excess funds be available for investment for a period greater than three months?	
Are the surplus cash resources in excess of \$10,000?	If no to all, Does the school wish to invest in a term deposit or GIC with its financial institution? If no, leave all cash in school bank account. If yes, invest in Term Deposit or GIC with school’s financial institution for a period up to six months.
Does the school wish to invest?	
Will the excess funds be available for investment for a period greater than three months?	
Does your school have surplus cash resources?	If no, leave all cash in school bank account