

<b>Division:</b> Corporate Finance Division (CFD)			
<b>Service Statement Title:</b> Provide financing and investing services		<b>End User(s) of Service:</b> Faculty/Department staff	
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<b>Service Description:</b> Investment of funds for Faculty Foundations in accordance with the requirements of the governing Boards and trust deeds, manage authorised special interest funds on behalf of Faculties/Departments, obtain loans and manage them through competitive processes for items that satisfy capital project/budget requirements and foreign exchange management.			
<b>Key Performance Indicators for this Service</b>			
<b>KPI:</b> 100% of investment reports (for investments held in excess of \$250,000) are provided to the Faculties on a quarterly basis. <b>Measured by:</b> Reports provided to the Faculties within 6 weeks after the end of each quarter.			
<b>Activity/Sub Service</b>	<b>Corporate Finance Responsibilities</b>	<b>Faculty Responsibilities</b>	<b>Other Information</b>
Investment of Faculty Foundations funds and authorised special interest funds in accordance with the requirements of the Governing Boards and Trust Deeds	Provide prompt advice on investment options. Manage authorised special interest funds on behalf of faculties/Departments Provide concise reports for all investments held in excess of \$250,000 quarterly. Reports will clearly show the balance of funds held, income earned and deductions taken from the investment during the specified period. Provide prompt and concise communication to Faculties in the event of proposed operational changes to their investment funds.	Provide the following information to determine the investment options: <ul style="list-style-type: none"> <li>Cash received and expected to be received</li> <li>Proposed use of funds</li> <li>Term of use</li> <li>Annual funding requirement</li> </ul> Ensure Faculties comply with established Foundation requirements	<b>Service Availability</b> Business operating hours  <b>First point of contact</b> Treasurer ex 55924 <b>Problem escalation in event of service difficulty</b> <ol style="list-style-type: none"> <li>Treasurer ex 55924</li> <li>Divisional Director ex 55309</li> </ol> <b>External Dependency</b> Fund Managers provide investment reports on time. <b>References</b> <a href="http://www.adm.monash.edu/finance/">http://www.adm.monash.edu/finance/</a> for policy & procedures
Foreign exchange management	Provide accurate and prompt information to clients on foreign exchange risk hedging options Ensure immediate execution of client required hedging transaction on approval by Faculty/Department.	Provide early advice of potential requirements including amounts and timing Provide prompt advice of any change in circumstances Ensure appropriate authorised confirmation of approval to transact before requested transaction to take	<b>Service Availability</b> Business operating hours  <b>First point of contact</b> Funds management Officer ex 55941 <b>Problem escalation in event of service difficulty</b> <ol style="list-style-type: none"> <li>Funds Management Officer ex 55941</li> <li>Treasurer ex 55924</li> <li>Divisional Director ex 55309</li> </ol>

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		place	
Transactional banking	Provide advice on banking arrangements to ensure compliance with Monash policy and practice.	Provide accurate requirement statements which are in keeping with Monash policy and procedure	<p><b>Service Availability</b> Business operating hours</p> <p><b>First point of contact</b> Divisional Director for approval</p> <p><b>Problem escalation in event of service difficulty</b></p> <ol style="list-style-type: none"> <li>1. Treasurer ex 55924</li> <li>2. Divisional Director ex 55309</li> </ol> <p><b>References</b> <a href="http://www.adm.monash.edu/finance/">http://www.adm.monash.edu/finance/</a> for policy &amp; procedures</p>