



MEMORANDUM

TO: Parish Priests, Parish Secretaries, Principals, Bursars & Business Managers
FROM: David O'Dwyer - Manager, Catholic Development Fund
DATE: 9 October 2024
SUBJECT: Catholic Development Fund closure over Christmas/New Year

The Catholic Development Fund's operating arrangements over the Christmas closure of Archdiocesan offices are advised below.

The **CDF office will close at 3.00pm** on Friday 20th December, and reopen on Thursday 2nd January 2025.

Please note:

- Electronic funds transfers and direct debit payments (including FatZebra payments) will be processed **up to 2.00pm** on Friday 20th December 2024.
- Loan repayments will be processed on Tuesday 24th December 2024, with an effective date of the 25th.
- Interest will be debited/credited to accounts on Tuesday 24th December 2024, with an effective date of the 25th.
- Electronic funds transfers and direct debit payments (including FatZebra payments) will be processed up to 11:00am on Monday 23rd, Tuesday 24th, Friday 27th, Monday 30th, and Tuesday 31st December.
- Direct debit payments from external bank accounts that fall due on a public holiday will be processed on the business day prior rather than the next business day.
- Increases to CDF Online daily limits, for any extra salary/creditor payments, should be emailed to cdf@adelaide.catholic.org.au as soon as possible. CDF Online authorisation limits (for school staff) can only be actioned by CDF Online Administrators (at schools). Changes to account signatories, including online authorisers, to be effective from 2025 should be advised to CDF as soon as possible.

Please also note that any transactions processed via CDF Online outside of the above dates and timeframes may still be processed but will not be reflected in your CDF account with the correct date. Therefore, such transactions may cause you account reconciliation issues.

For assistance between Monday 23rd – Tuesday 31st December, CDF can be contacted by email only, at cdf@adelaide.catholic.org.au.

On behalf of the CDF team, I wish you and your families a safe and very joyous Christmas.



David O'Dwyer
Manager, Catholic Development Fund