

Memorandum

Date: 7 December 2020
To: Incumbents, Parish Secretaries, Parish Treasurers & Diocesan Entities
From: Diocesan Office
Subject: **Diocesan Office Closed for Business – Christmas/ New Year Missions and ASDF Arrangements**
Document: 2020-020

Dear All

Christmas - Diocesan Office Closed for Business

We wish to advise that the Diocesan Office will be close for business from Thursday 24 December 2020 and will reopen on Monday 4 January 2021.

Missions

If your Parish has any Mission monies to be processed in 2020 would you please ensure that we receive these by **Friday 18 December 2020** as this will be the last day for transactions before closing off for the end of year processing. As in the past, any Mission monies received after this date will be applied to the 2021 Mission target.

Anglican Savings and Development Fund

The ASDF will also be closed for business on the same dates as above, however, ASDF deposits made at the Post Office on or after Friday 20 December 2020 will be processed in the New Year and will not reach your ASDF account until Wednesday 6 January 2021.

The ASDF Online service will be available during the Office closure to electronically transfer funds, check balances etc.

Wishing you all peace and happiness this Christmas.



Glen Cousins
Executive Director - Finance