

## Memorandum

**Date:** 18 February 2021  
**To:** Incumbents, Parish Secretaries, Parish Treasurers and Diocesan Entities  
**From:** Anglican Savings and Development Fund  
**Subject:** **ASDF Banking at Australia Post**  
**Document:** 2021/007

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All ASDF Customers

I refer my letter dated 13 November 2020 detailing impending changes to the ASDF over the counter cash and cheque deposit arrangements.

We have received notification that the establishment of the Australia Post facilities have been completed. Australia Post is now able to accept ASDF over the counter transactions.

When using the Australia Post facilities please note:

1. **Australia Post are currently unable to cash a cheque that is marked not negotiable.** This is relevant for Cheque Encashment only as these cheques can be deposited into your account. Work is underway in an effort to resolve this.
2. **Australia Post should retain the deposit slips.** Australia Post will provide a receipt for your records.

Westpac update:

1. **Westpac over the counter service will cease on the 26 February 2021**
2. Please destroy any Westpac cheques not used and commence using Australia Post cheque paper.

If you have any queries, please contact Zoe Williams at the ASDF office:

Phone: 49263733

Email: [ASDF@newcastleanglican.org.au](mailto:ASDF@newcastleanglican.org.au)

Thank you for your ongoing support and patience.

Kind regards



**Glen Cousins**

Executive Director- Finance