



NEWSLETTER-SYDNEY CATHOLIC SCHOOLS

In this issue:

- *Sydney Catholic Schools—New Account Authorities*
- *CDF Online —What Internet Browser should I be using?*
- *Meet Albert*—The Smart, Sophisticated Eftpos terminal*

THE NEW ACCOUNT AUTHORITY FOR SCHOOLS

The CDF has consolidated the previous Account Authority form and CDF Online Authority into one single account authority for Primary, Secondary Schools and P & F's. A consolidated Supplementary Authority is also available for use when variations to the standing authority are required. The new forms are easier to complete and are now available on the 'Forms and Publications' page of our website www.sydneycdf.org.au. The CDF no longer accepts the old forms so please take the time to familiarise yourself with the new forms, an example of which appears below:



INTERNET BROWSERS?

The CDF recommends the use of Internet Explorer or Mozilla as the most compatible browsers with CDF Online. Google Chrome users will experience issues such as small font size in printed reports or inconsistent date blocks when scheduling batches. The CDF is currently investigating CDF Online issues with Google Chrome and will advise the outcome of these in due course.

ALBERT THE GREAT

Numerous Sydney Catholic Schools are already enjoying the benefits of Albert.* Whilst we doubt it was named after Saint Albert the Great, it does share the Saint's aptitude for mobility and efficient funds transfer. If its time your School switched to Albert*, please don't hesitate to call the CDF to discuss the benefits, the cost and how to apply.



Bring the mobile Albert* to your parents so they can pay anywhere at school. Connects securely through 3G or Wi-Fi.



We know that St Albert the Great helped to restore the finances of the Diocese of Regensburg during the 1200's

HANDY HINTS

- If the Sydney CDF website www.sydneycdf.org.au is down you can use the following url to gain access to the CDF Online login page <https://u4.cdfonline.org.au/sydney/signon/login.aspx>
- The Sydney CDF can assist schools with School Equipment Loans for photocopiers or whiteboards?
- Secondary School Business Managers may be issued with a Mastercard Charge Card* subject to SCS ap-

*This is a service provided through the Commonwealth Bank of Australia

catholicdevelopmentfund
ARCHDIOCESE OF SYDNEY Level 15, Polding Centre, 133 Liverpool Street, Sydney NSW 2000
t: 02 9390 5200 f: 02 9261 1271 e: enquiries@sydneycdf.org.au w: sydneycdf.org.au

ACCOUNT AUTHORITY

CDF Client No.

Sydney Catholic Schools - Primary School

School Name

School Street Address

School Mailing Address (if different)

(02)
Phone No.

Email address

Section 1: ACCOUNTS COVERED UNDER THIS ACCOUNT AUTHORITY and METHOD OF OPERATION

All SCHOOL ACCOUNTS
 TWO TO OPERATE JOINTLY (cheque signing, CDF Online payment authorisations, signed instructions)

Section 2: CDF ONLINE ACCESS

a.) Full Access – allows users to operate/transact on accounts (i.e. initiate and authorise payments), as well as perform other tasks such as maintaining personal payees, downloading account/statement information etc.

Transacting on CDF Online requires the following limits to be established:
Authorisation Limit - Maximum amount (per single transaction or total batch payment amount) that each authorised person, as nominated in Section 3 of this Account Authority, may authorise at any one time. Sydney Catholic Schools (SCS) has set maximum authorisation limits of **\$ 100,000 for primary schools**, and the CDF will apply these maximum default limits, as appropriate.
Daily Account Limit - maximum total aggregate amount per business day that may be debited from a current account, in respect to BPAY and EFT payments made to external third party accounts with other financial institutions. This limit does not apply to Internal account transfers or transfers to other CDF client accounts. Sydney Catholic Schools (SCS) has set maximum daily account limits of **\$ 100,000 for primary school main operating accounts**, and the CDF will apply this maximum default limit for these accounts.

For any OTHER school current accounts operated (i.e. canteen, library, parent group etc.), please specify appropriate Daily Account Limit required below (as applicable):

Account Name and Account Type (e.g. Library account-SS1.3)	Daily Account Limit

b.) Data Entry Access – allows users to perform administrative tasks such as preparing payments and importing batches ready for authorisation, maintaining personal payees, downloading statement information etc., however they will be **unable to authorise payments**.

c.) View Only Access – allows users to perform basic enquiry tasks only such as viewing and downloading account/statement information etc.