

Witness Statement

(CJ Act 1967, s9; MC Act 1980, ss 5A(3)(a)
and 5B, MC Rules 1981, r 70)



Statement of Mr Glyn Burrows

Age if under 18 Over 18 (If over 18 insert 'over 18')

This statement (consisting of five (5) pages each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe true.

Dated the 11th day of April 2003

Signature G Burrows

I am employed by Post Office Ltd a part of the Royal Mail Group as an Audit Manager working within the Security & Audit section and have been so employed for approximately 12 years though have been employed by the Post Office for about 22 years.

The role of the audit team is to carry out routine audits of Post Office Branches in order to carry out verification of cash and stock as well as conduct certain compliance checks. At times audits are specifically requested by the Retail Line Manager or by members of the Investigation section.

On Monday 13th January 2003, I received a phone call from Mr Colin Price a member of the Post Office Ltd Investigation team who requested a special audit to be carried out at Rugeley Post office on Tuesday 14th January 2003.

On Tuesday 14th January 2003, I was part of a team of four auditors who attended Rugeley MSPO, 18 Anson Street, Rugeley WS15 2BF on the request of the Investigation section, this team was lead by myself and I was responsible for overseeing the audit and

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Signature witnessed by M Patel



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Continuation of statement of Glyn Burrows

the input of data into the Horizon computer system in order to complete the office cash account.

One of the initial actions I would perform at such an audit is to log onto the Horizon computer system and request an 'office snapshot' printout. I can confirm that I requested such a printout at 0831 hours on 14th January 2003, I produce this printout as item number GB/01. The office snap shot printout provides a summary of all of the cash and stock which should be held at the office at the time of the printout, it will also provide a summary of all receipts and payments in relation to transactions conducted at the Post Office since the beginning of business on Thursday 9th January 2003 up until the time of the requested printout.

For instance the office snapshot, GB/01, states that the amount of cash that should be present at the office at 0831 hours on 14th January 2003 is £125,458.72. It also provides the sterling value of the amount of Foreign currency that should be on hand at the office at that time of £389,005.30.

It is then a process of verify the cash and stock which is actually on hand at the Post office and seeing if it agrees with the office snapshot.

I was made aware early on during the audit of the office by Mr Manish Patel, of the Investigation team, that several cheques to the value of £638,675.65 had been removed from the Bureau Till by the Police, therefore this amount immediately became a known office shortage as the cheques were physically not on hand at the office.

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CS011A

Version 3.0 11/02



Witness Statement*(CJ Act 1967, s9; MC Act 1980, ss 5A(3)(a) and 5B, MC Rules 1981, r 70)*

Continuation of statement of Glyn Burrows

As each team member verified particular stock units, the results were provided to me and I collated our findings via the P32 accounting sheet on my laptop. In particular, Mr Kevin Orgill carried out a verification of the 'AM' stock unit and Ms Alison Edwards carried out the verification of the Bureau Stock unit (BU).

In relation to the 'AM' stock unit, I was made aware by Mr Orgill that the Horizon snapshot (K0/01) in relation to this stock unit indicated that there should be £282,000 worth of foreign currency, however, this amount was not on hand, there were also some other discrepancies found in this stock unit by Mr Orgill.

As the declared figure £282,000 related to an entry against Foreign currency, it was decided that this amount should be transferred to the Bureau (BU) stock unit as I was already aware that there would be a shortage in this stock due to the removal of the above mentioned cheques. I also provided Alison with a figure in relation to the missing cheques. Alison required this information in order to balance the Bureau stock, the reason for Alison needing this information was that the overall discrepancy would be transferred to our accounting team in Chesterfield known as Late Accounts, who deal with the recovery of assets.

The reason for transferring the amount to late account was that we were not in possession of the cheques and we did not know at the time if when presented the cheques would be honoured. If the cheques were honoured then the amount would be credited to the same late account to be offset against the discrepancy declared during our Audit of accounts.

As each stock unit was verified it would then be 'balanced' and any shortages or

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surplus found were adjusted with the main 'AM' stock unit, which as a result ultimately balanced showing a shortage of £3086.39.

The Bureau stock unit was finalised and showed a shortage of £642,258.79 which was made up of the value of the missing cheques (£638,675.65) plus an additional £3,583.14 which was differences in sterling and currency on hand compared with the Horizon snapshot for that stock unit.

Therefore the audit declared a total shortage for the office of £645,345.18, which was the amount, transferred to Late account.

At 1406 hours I produced another Horizon office snapshot which now showed the new figures following the verification carried out by my team, as a result it can be seen that the amount of cash on hand was now £123,649.03 as opposed to £125,458.72 as indicated on the earlier printout GB/01, a difference of £1,809.69 and the foreign currency on hand as verified by my team was now £22,938.72 as opposed to £389,005.30 as indicated on the earlier printout GB/01, a difference of £366,066.58. I now produce this Horizon snapshot printout as item number GB/02. I can also confirm that the writing that appears at the top of this printout is that of my colleagues Mr Kevin Watkins, which shows the office shortage figure of 645345.18.

As mentioned previously I would also input the relevant data onto an electronic P32a spreadsheet using my laptop computer, which indicates cash and stock figures as well as figures in relation to transactions performed that week. It also shows the final audit balance of the office, which in this case was a shortage of £645,345.18, I now produce a printout of the electronic P32a form as item number GB/03.

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CS011A

Version 3.0 11/02

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Following the day of the audit I completed a written report of the audit and sent a copy to both Mr Mark Irvin (Retail Line Manager) and Mr Manish Patel (Investigation Team manager), I produce a copy of my report as item number GB/04.

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CS011A

Version 3.0 11/02

