

Royal Mail Group**Statement of Witness**

Surname:	MCKENZIE	Forenames:	Alexander		
Maiden Name:		Known As or Alias:	Alex	Title:	Mr.
Address (Home):					
Telephone:					
Address (Business/ care of): C/O Post Office Ltd, Glasgow Mail Centre, 20 Turner Road, Glasgow, G21 1AA					
Telephone: GRO					
Date and place of birth: GRO Edinburgh					
Occupation: Field Advisor					

Witness states:

Post Office Ltd has employed me for 29 years. My current role is that of Field Advisor. Part of my duties is to conduct audits, which involves the verification of cash and stock at Post Offices, within Post Office Ltd. From a combination of records that are maintained by the Audit Team and my own memory I can say that on Wednesday 23rd July 2008, I attended Paible Sub Post Office Branch, Bayhead Shop, Paible, Lochmaddy, North Uist, HS6 5DS.

I arrived with my colleague Mr Doug HEED at approximately 08.30hours. The reason for our attendance was explained to Mr William QUARM, Subpostmaster who was present in the retail area. Mr QUARM allowed us access into the secure area and logged himself on to the Horizon system. I then added myself as a User as per procedures and obtained the following reports from the Horizon system.

Office Snapshot. This details the cash and stock on hand that should be present in the office at the time it is printed, in addition to the business transacted through the branch during a 'said period'.

Balance Snapshot for each stock unit (AA and ATM). This details cash and stock on hand that should be

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present in that stock unit at the time it is printed, in addition to the business transacted through the stock unit during a 'said period'.

Cash declaration (stock unit AA and ATM) for the previous end of day. The branch is required to declare the cash on hand at the end of each day for each stock unit.

Suspense Account. This details any Cash in Pouches made up by the branch and not yet collected by Cash in Transit.

Remittances Out by Product. This details the remittances despatched from the office by product (cheque, Cash in Pouch etc) and destination during the current Trading Period.

Remittances Out by Day. This details the remittances despatched out daily from the office and destination during the current Trading Period. The total for this should equal the total on the Remittances Out by Product report.

Remittances In by Product. This details the remittances received for the office by product (Cash, Foreign Currency and stock) and source during the current Trading Period.

Remittances In by Day. This details the remittances received daily at the office and source during the current Trading Period. The total for this should equal the total on the Remittances In by Product report.

Transaction Corrections outstanding. This details any Transaction Corrections that are outstanding. A Transaction Correction is issued when errors have been identified in the accounts for the office.

Transaction Correction processed. This details the Transaction Correction the office has processed during the current Trading Period.

User Summary. This lists the UserID's of all persons on the Horizon system for the particular office.

Reconciled Transfers. This details any transfers between stock units.

The branch operated two stock units AA and ATM.

The cash and stock in each stock unit was checked and a shortage of £40,277.76 was discovered.

All figures were entered on to the electronic Audit form P32.

Mr QUARM offered no explanation for the shortage but advised us that he had, had some accounting

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problems which dated back to the previous winter.

Myself and Mr HEED then rechecked all the cash and stock discrepancies to verify the initial count.

The cash and stock were placed Special Delivery pouches and remitted out. The pouches were taken to Lochmaddy Post Office to be despatched to the relevant departments.

Mr HEED and I left the branch at about 12:45hours.

Statement noted by:	Job title:
Business/Department:	
On (day, date & time):	
At (Location):	
Also present:	
Statement read and signed by witness (Yes):	

Signature of witness: Signature witnessed by: