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PERSONAL AND IN CONFIDENCE

Mr Lee Castleton
Post Office® Marine Drive branch
14 South Marine Drive
Bridlington YO15 3DB

14.05.04

Dear Lee

Re: Entries at top of Final Balance



I am writing to clarify the entries at the top of the final balance. The final balance shows the discrepancies in that balance period. During the week, if snap shots are taken then the NET discrepancy is brought forward from the previous week. If you look back to when the office was balancing you will see that the NET loss or gain flows through into the next week, until a final balance is produced. The final balance shows the discrepancies for that cash account week.

Transferring an amount into table 2a in the suspense account means that the system then puts the loss to one side and you continue with a straight balance.

On the first week that you transferred the loss into the suspense account, the previous weeks Net loss flowed through, as would be seen if snapshots were taken. Then when a final balance is produced the discrepancies are shown for that week. You produced a perfect balance e.g. no loss or gain, therefore the net discrepancy was nil.

On the week that you transferred the second amount into the suspense account, you had a further loss so the net discrepancy was this further loss. That is why the two final balances don't look similar.

Please also find enclosed a copy of the interview notes.

Yours sincerely

GRO

Cath Oglesby
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