

<b>To:</b>	<b>From:</b>	<b>cc:</b>
Mr Julian Wilson Subpostmaster	David Patrick <b>IN CONFIDENCE</b>	Glenn Chester Contracts Advisor  Steve W R Wright Business Development Manager  Investigation Team Manager  Network Compliance Audit Manager  Outlet Intervention Team
<b>Date:</b> 11/09/08		

## **Audit of Astwood Bank Post Office® branch, Branch Code 346246**

### **Section 1 - Introduction**

An audit of the above branch, led by myself, was undertaken on Thursday 11<sup>th</sup> September 2008. The purpose of this audit was to verify financial assets due to the Post Office® and confirm compliance with a range of Business processes, procedures and regulatory requirements.

Section 2 provides a management summary, including the financial audit result.

Section 3 details a breakdown of the result of the financial audit.

Appendix A details the areas of non-compliance to regulatory matters and Appendix B details areas of non-conformance identified during tests of selected policy and procedures. Both

appendices include the actions agreed with yourself during the closing meeting.

## **Section 2 - Management Summary**

The financial audit revealed a current trading position of £ 27,811.98 short, subject to a reconciliation of some figures (undertaken after the audit). A breakdown of this figure, including any pending transaction corrections or losses being settled centrally, can be found in section 3.

Due to findings revealed at audit, and a decision taken by the Contracts Advisor to temporarily suspend you from your role as subpostmaster pending further enquiries, compliance testing was not carried out on this visit, therefore there are no appendices attached.

## **Section 3 - Result of the Financial Audit**

Financial assets to the value of £25,251.46 were physically verified compared to the amount due to Post Office® of £53063.44.

The difference between these figures is broken down as follows:

£ 27006.01	(-)	Identified as a difference in cash figures
£ 109.70	(-)	Identified as a difference in stock figures
£ 696.27	(-)	Declared discrepancy Wk 24
£ 27811.98		Total shortage

## **Comments and/or Recommendations:**

The shortage of **£27,811.98** was put to the Final account..

