

# Royal Mail Group

## List of Exhibits

R v	Miss Alison Loraine HALL
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Court Exhibit Number	Identification Mark	Page Numbers	Short Description of Exhibits
	TB/01	1	Cash check form
	TB/02	2	Record of Conversation
	TB/03	3	Balance Snapshot 01/09/2010
	JR/01	4 - 6	Branch Trading Statement 24/02/10 to 24/03/10
	JR/02	7 - 9	Branch Trading Statement 24/03/10 to 29/04/10
	JR/03	10 - 12	Branch Trading Statement 29/04/10 to 26/05/10
	JR/04	13 - 15	Branch Trading Statement 26/05/10 to 28/06/10
	JR/05	16 - 18	Branch Trading Statement 28/06/10 to 28/07/10
	JR/06	19 - 20	Branch Trading Statement 28/07/10 to 26/08/10
	JR/07	21	Balance Snapshot 17:43hrs 28/07/10
	JR/08	22	Balance Snapshot 20:09hrs 28/07/10
	JR/09	23	Cash declaration 17:39hrs 28/07/10
	JR/10	24	Cash Declaration 19:08hrs 28/07/10
	CK/01	25 - 26	Legal Rights Form GS001 28/09/10
	CK/02	n/a	Master Tape 065759
	CK/03	27 - 37	Tape Summary of Tape 065759
	CK/04	n/a	Master Tape 065760
	CK/05	38 - 41	Tape Summary of Tape 065760
	CK/06	42	Hightown Call Log
	CK/07	43 - 44	Copy and typed copy of C Knight Notebook entry

**CASH/ CHEQUE CHECK**

BRANCH NAME:

CODE:

DATE:

STOCK UNIT (S):

Attach copies of all the relevant reports for each stock.

50p	20p	10p	5p	2p	1p	Unusable	Lottery
250	-	500	-	200	-	60	-
1350	350	340	350	165	184	235	50
30	-	90	-	15	-	2000	2000
12000	8000			40	-	1300	600
29350	59340	20350	5665	184	230	110	-

## CASH DISCREPANCIES

Signed ..... Date .....

1st Sep 10.

TB/02

(2)

Postmistress - Miss Alison Hall.

Explained she was having a problem with her lottery when the cash was counted a discrepancy of £13,624.41

Was found she advised me she had been in touch with Chesterfield and NBSC but hadn't got a ref no spoke to Ray Hart who advised a full Audit will be done. This problem been on going for sometime

Tracey Bedford HOL ADVISER

**GRO**

Alison Hall SPMR

**GRO**

2

TB/03

(3)

Hightown FAD: 5123232  
10:04 01/09/2010 TP:07 BP:01 SU:AA  
Balance Snapshot - Office Copy

\*\*\*\*\*Discrepancies in this Account\*\*\*\*\*  
\*Discrepancy OVER 0.00 \*  
\*Discrepancy SHORT 0.00 \*  
\*-----\*  
\*Nett discrepancy 0.00 \*  
\*-----\*

ITEMS & MOP	VALUE	VOLUME
Cash	21818.60	
Cash	21818.60	
Cheque	121.00	
Cheques	121.00	
MOP	21939.60	
Euro	1610.49	
Fgn Currency Sterling Equ	1610.49	
BUREAU DE CHANGE	1610.49	
Postage stamp	9139.55	
Other Postage Items	9139.55	
POSTAGE	9139.55	
<b>TOTAL</b>	<b>32689.64</b>	

RECEIPTS	VALUE	VOLUME
Balance B/Fnd	43338.26	
Transcash	566.01	11
Bus dep gte £60	5423.28	5
GIRO DEPS/TRANSCASH	5989.29	
Bus cheque dep	0.00	4
GIRO NON CASH ITEMS	0.00	
T'csh fee	20.00	8
GIRO TRANSCASH FEES	20.00	
MPSpit ppns	120.39	6
MPSSml Pkt	155.03	31
MPSSpecial lpm	101.05	15
MPSSstandard Pcl	109.42	17
Pd Std Pcl	84.72	12
Pd Spl lpm	11.00	2
Pd 2nd Letter	0.32	1
Pd 1st Letter	4.30	5
Sig Int Sm Pkt	28.00	6
Mails Receipt	0.00	103
Sat Del Spl 1	4.50	2
MPS 1st Lrg Ltr	13.51	12
MPS 1st Packet	429.87	141
MPS 2nd Lrg Ltr	7.05	7
MPS 2nd Packet	64.99	36
MPS 1RD Lrg Ltr	1.48	2
MPS 1RD Packet	25.16	34
MPS 2RD Lrg Ltr	2.22	3
MPS 2RD Packet	0.74	1
PPd 1st Lrg Ltr	1.62	2
PPd 1st Packet	10.35	2
PPd 2nd Lrg Ltr	0.81	1
MPS Mail Order R	0.00	13
MPS PacketPost R	0.00	4
MPS1st ClassL NW	6.97	17
MPS 1st LL NW	5.28	8
MPS2nd ClassL NW	0.32	1
MPS 2nd LL NW	1.02	2
RSF1st ClassL NW	11.84	16
RSF 1st LL NW	5.18	7
RSF2nd ClassL NW	0.74	1
RSF 2nd LL NW	1.48	2
Airmail Sm Pk	1.31	1
1st Class	4.31	2
Recorded 1st	3.49	1
<b>RM TRANSACTIONS</b>	<b>992.23</b>	
MPSglobalvalue	45.49	1
PclECmpglobalvalue	0.00	1
<b>PF TRANSACTIONS</b>	<b>45.49</b>	
RM LC Inward	0.00	1
RM Lct Collect	0.00	1
<b>CUSTOMER COLLECT FEES</b>	<b>0.00</b>	

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Hightown  
21:20 24/03/2010

FAD 5123232

Page 1  
TP 01

## Final Branch Trading Statement - Office Copy From 24/03/2010 To 24/03/2010

	Branch Total	Suspense	SU AA
Cash on Hand B Fwd	17836.18		17836.18
All Currencies Awaiting Collection B Fwd	0.00	0.00	
Suspense B Fwd	0.00	0.00	
Other MOP B Fwd	0.00		0.00
ForE: B Fwd	2087.54		2087.54
Other Postage B Fwd	1998.04		1998.04
Remittances In Total	35468.44		35468.44
All Currency Rems from SU's	5150.00	5150.00	
Gains to/from Suspense	0.00	0.00	0.00
All Currency Pouches Despatched	5150.00		5150.00
Transfers In from other SU's	0.00		0.00
Other Receipts	219056.75		219056.75
Remittances Out Total	53982.78		53982.78
All Currency Pouches Despatched via SU's	5150.00	5150.00	
Losses to/from Suspense	0.00	0.00	0.00
All Currency Rems to Suspense	5150.00		5150.00
Transfers Out to other SU's	0.00		0.00
Other Payments	197866.45		197866.45
Cash on Hand C Fwd	26615.38		26615.38
All Currencies Awaiting Collection C Fwd	0.00	0.00	
Suspense C Fwd	0.00	0.00	
Other MOP C Fwd	0.00		0.00
ForE: C Fwd	2259.68		2259.68
Other Postage C Fwd	5722.66		5722.66
Total C Fwd	34597.72	0.00	34597.72
Trading position (+/-)	0.00		0.00
Discrepancy OVER Transferred	0.00		0.00
Discrepancy SHORT Transferred	0.00		0.00
Discrepancy OVER Resolved	0.00		0.00
Discrepancy SHORT Resolved	0.00		0.00
Excess Cash Removed	0.00		0.00
Cash Shortage Made Good	0.00		0.00
Total Branch adjustments	0.00		0.00

JL/01

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6  
Hightown  
21:20 24/03/2010

FAD 5123232

52/01  
Page 2  
TP 01

Final Branch Trading Statement - Office Copy From 24/02/2010 To 24/03/2010

## Stock Holdings at End of Period

DESCRIPTION	VOLUME	DESCRIPTION	VOLUME	DESCRIPTION	VOLUME
First Day Env	21	Special 62p	93		
Stamp Card	44	SAS bk 1st :: 12	402		
Post Boxes Mini	1	SAS bk 2nd :: 12	193		
Christmas09 Mini	10	SAS bk 1st :: 6	435		
AlbumCovers Mini	7	1st Large x 4	156		
Smilers2010 Mini	5	2nd Large :: 4	142		
GirlGuiding Mini	5	metrocard Bus W	41		
HouseStewartini	10	Scholars Photocard	51		
RAF Uniforms PP	2	SP Monthly	39		
Royal Navy II	-	SP Photocard	11		
OlympAmpAmpParalimpPP	3	bus dayrover adul	43		
Christmas 09 PP	2	TF Person Photoc	85		
HouseStewarti PP	3	SP Weekly	51		
BatterseaDogs PP	3	B/R dayrover adul	33		
1st class stamp	1012	B/T rover family	52		
1st class Large	165	Metro Photocard	19		
RSF 1st Class	76	Metrocard Bus M	32		
RSF 1st Large	255	Sch Plus Bus M	29		
2nd class stamp	1213	Sch Plus Bus W	62		
2nd class Large	746	PO Phonecard Â£5	27		
Airletter Single	29	PO Phonecard Â£10	20		
SplDel SD2	7	PO Phonecard Â£10	16		
SplDel SD3	45	Postal Orders	675		
SplDel by 9.00am	20	Instants Â£1	1296		
S/a 2nd::100	61	Instants Â£2	190		
50 x 2nd Large	21	Instants Â£5	26		
S/a 1stx100	35	Saving Stamp Â£5	564		
50 x 1st Large	28				
Special 1st	102				
Special 81p	70				

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Hightown  
21:20 24/03/2010

FAD 5123232

Page 3  
TP 01

52/01  
6

Final Branch Trading Statement - Office Copy From 24/02/2010 To 24/03/2010

Transaction Corrections

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I certify that the content of this balancing and trading statement is an accurate reflection of the cash and stock on hand at this branch.

Signature:

\*\*\* END OF REPORT \*\*\*

-52/02

Hightown  
10:09 30/04/2010

FAD 5123032

Page 1  
TP 02

## Final Branch Trading Statement - Office Copy From 24/03/2010 To 29/04/2010

	Branch Total	Suspense	SU AA
Cash on Hand B Fwd	26615.38		26615.38
All Currencies Awaiting Collection B Fwd	0.00	0.00	
Suspense B Fwd	0.00	0.00	
Other MOP B Fwd	0.00		0.00
ForEx B Fwd	2259.68		2259.68
Other Postage B Fwd	5722.66		5722.66
Remittances In Total	28180.00		28180.00
All Currency Rems from SU's	3250.00	3250.00	
Gains to/from Suspense	0.00	0.00	0.00
All Currency Pouches Despatched	3250.00		3250.00
Transfers In from other SU's	0.00		0.00
Other Receipts	211125.40		211125.40
Remittances Out Total	17837.48		17837.48
All Currency Pouches Despatched via SU's	3250.00	3250.00	
Losses to/from Suspense	0.00	0.00	0.00
All Currency Rems to Suspense	3250.00		3250.00
Transfers Out to other SU's	0.00		0.00
Other Payments	221603.57		221603.57
Cash on Hand C Fwd	27310.55		27310.55
All Currencies Awaiting Collection C Fwd	0.00	0.00	
Suspense C Fwd	0.00	0.00	
Other MOP C Fwd	0.00		0.00
ForEx C Fwd	1219.09		1219.09
Other Postage C Fwd	6032.43		6032.43
Total C Fwd	34562.07	0.00	34562.07
Trading position (+/-)	0.00		0.00
Discrepancy OVER Transferred	0.00		0.00
Discrepancy SHORT Transferred	0.00		0.00
Discrepancy OVER Resolved	0.00		0.00
Discrepancy SHORT Resolved	0.00		0.00
Excess Cash Removed	0.00		0.00
Cash Shortage Made Good	0.00		0.00
Total Branch adjustments	0.00		0.00

51/02

Hightown  
10:09 30/04/2010

FAD 5123C32

Page 2  
TP 02

Final Branch Trading Statement - Office Copy From 24/03/2010 To 29/04/2010

## Stock Holdings at End of Period

DESCRIPTION	VOLUME	DESCRIPTION	VOLUME	DESCRIPTION	VOLUME
First Day Env	41	SAS bk 1st :: 12	249		
Stamp Card	98	SAS bk: 2nd :: 12	90		
Post Boxes Mini	1	SAS bk 1st :: 6	357		
Christmas09 Mini	2	1st Large x 4	128		
Smilers2010 Mini	1	2nd Large :: 4	138		
GirlGuiding Mini	1	Metrocard Bus W	31		
HouseStewartMini	10	Scholars Photocard	51		
Accession Mini	10	SP Monthly	39		
KingsStamps Mini	10	SP Photocard	11		
RAF Uniforms PP	2	bus dayrover adul	4		
Royal Navy PP	2	TF Person Photoc	83		
HouseStewarts PP	3	SP Weekly	49		
BatterseaDogs PP	2	B/R dayrover adul	33		
Mammals PP	2	E/T rover family	40		
FestivalStp PP	4	Metro Photocard	19		
1st class stmp	673	Metrocard Bus M	32		
1st class Large	138	Sch Plus Bus M	25		
RSF 1st Class	129	Sch Plus Bus W	45		
RSF 1st Large	251	PO Phonecrd Â£5	26		
2nd class stmp	940	PO Phonecrd Â£10	20		
2nd class Large	715	PO Phonecrd Â£20	16		
Airletter Single	26	Postal Orders	854		
SplDel SDC	1	Instants Â£1	1314		
SplDel SD3	45	Instants Â£2	386		
SplDel by 9.00am	20	Instants Â£5	50		
S/a 2ndx100	19	Saving Stamp Â£5	463		
50 x 2nd Large	20				
S/a 1st:100	18				
50 :: 1st Large	27				
Special 1st	165				

Hightown  
10:09 30/04/2010

FAD 5123232

Page 3  
TP 02

Final Branch Trading Statement - Office Copy From 24/03/2010 To 29/04/2010

Transaction Corrections 5

I certify that the content of this balancing and trading statement is an accurate reflection of the cash and stock on hand at this branch.

Signature:

\*\*\* END OF REPORT \*\*\*

SK/02

9

2

3403

10

Hightown  
08:55 07/06/2010

FAD 5123232

Page 1  
TP 03

## Final Branch Trading Statement - Office Copy From 29/04/2010 To 26/05/2010

	Branch Total	Suspense	SU AA
Cash on Hand B Fwd	27310.55		27310.55
All Currencies Awaiting Collection B Fwd	0.00	0.00	
Suspense B Fwd	0.00	0.00	
Other MOP B Fwd	0.00		0.00
ForEx B Fwd	1219.09		1219.09
Other Postage B Fwd	6032.43		6032.43
Remittances In Total	20302.14		20302.14
All Currency Rems from SUs	0.00	0.00	
Gains to/from Suspense	0.00	0.00	0.00
All Currency Pouches Despatched	0.00		0.00
Transfers In from other SUs	0.00		0.00
Other Receipts	164970.04		164970.04
Remittances Out Total	9620.28		9620.28
All Currency Pouches Despatched via SUs	0.00	0.00	
Losses to/from Suspense	0.00	0.00	0.00
All Currency Rems to Suspense	0.00		0.00
Transfers Out to other SUs	0.00		0.00
Other Payments	182304.67		182304.67
Cash on Hand C Fwd	21569.60		21569.60
All Currencies Awaiting Collection C Fwd	0.00	0.00	
Suspense C Fwd	0.00	0.00	
Other MOP C Fwd	0.00		0.00
ForEx C Fwd	1419.29		1419.29
Other Postage C Fwd	4920.41		4920.41
Total C Fwd	27909.30	0.00	27909.30
Trading position (+/-)	0.00		0.00
Discrepancy OVER Transferred	0.00		0.00
Discrepancy SHORT Transferred	0.61		0.61
Discrepancy OVER Resolved	0.00		0.00
Discrepancy SHORT Resolved	0.61		0.61
Excess Cash Removed	0.00		0.00
Cash Shortage Made Good	0.00		0.00
Total Branch adjustments	0.61-		0.61-



Hightown  
08:55 07/06/2010

FAD 5123232

54/03

Page 2  
TP 03

Final Branch Trading Statement - Office Copy From 29/04/2010 To 26/05/2010

Stock Holdings at End of Period

DESCRIPTION	VOLUME	DESCRIPTION	VOLUME	DESCRIPTION	VOLUME
First Day Env	24	Special 1st	167	Saving Stamp £5	11
Stamp Card	87	Special 60p	64		
Post Boxes Mini	1	Special 67p	104		
Christmas09 Mini	2	Special 88p	75		
Smilers2010 Mini	1	Special 97p	4		
GirlGuiding Mini	1	SAS bk 1st :: 12	144		
HouseStewartMini	20	SAS bk 2nd :: 12	22		
BritainAloneMini	10	SAS bk 1st :: 6	296		
Accession Mini	9	1st Large :: 4	107		
KingsStamp Mini	10	Ind Large :: 4	134		
RAF Uniforms PP	1	Metrocard Bus W	26		
Royal Navy PP	1	Scholars Photocr	51		
HouseStewarts PP	7	SP Monthly	39		
BatterseaDogs PP	1	SP Photocard	11		
Mammals PP	1	bus dayrover adul	42		
Britain Alone PP	3	YP Person Photoc	81		
FestivalStp PP	3	SP Weekly	46		
1st class stmp	480	B/R dayrovr adul	33		
RSF 1st Class	91	B/T rover family	35		
RSF 1st Large	246	Metro Photocard	19		
2nd class stmp	792	Metrocard Bus M	32		
2nd class Large	637	Sch Plus Bus M	23		
Airletter Single	24	Sch Plus Bus W	26		
SplDel SD2	1	PO Phonecard £5	26		
SplDel SD3	45	PO Phonecard £10	20		
SplDel by 9.00am	20	PO Phonecard £20	16		
S/a 2ndx100	4	Postal Orders	788		
50 x 2nd Large	19	Instants £1	1265		
S/a 1stx100	4	Instants £2	71		
50 :: 1st Large	22	Instants £5	138		

5203

Hightown  
08:55 07/06/2010

FAD 5123232

Page 3  
TP 03

Final Branch Trading Statement - Office Copy From 29/04/2010 To 26/05/2010

Transaction Corrections 4

I certify that the content of this balancing and trading statement is an accurate reflection of the cash and stock on hand at this branch.

Signature:

\*\*\* END OF REPORT \*\*\*

18

52/04

13

Hightown  
20:56 28/06/2010

FAD 5123232

Page 1  
TP 04

Final Branch Trading Statement - Office Copy From 26/05/2010 To 28/06/2010

	Branch Total	Suspense	SU AA
Cash on Hand B Fwd	21569.60		21569.60
All Currencies Awaiting Collection B Fwd	0.00	0.00	
Suspense B Fwd	0.00	0.00	
Other MOP B Fwd	0.00		0.00
ForEx B Fwd	1419.29		1419.29
Other Postage B Fwd	4920.41		4920.41
Remittances In Total	37702.96		37702.96
All Currency Rems from SUs	0.00	0.00	
Gains to/from Suspense	0.00	0.00	0.00
All Currency Pouches Despatched	0.00		0.00
Transfers In from other SUs	0.00		0.00
Other Receipts	196478.69		196478.69
Remittances Out Total	6587.72		6587.72
All Currency Pouches Despatched via SUs	0.00	0.00	
Losses to/from Suspense	0.00	0.00	0.00
All Currency Rems to Suspense	0.00		0.00
Transfers Out to other SUs	0.00		0.00
Other Payments	205852.65		205852.65
Cash on Hand C Fwd	38688.36		38688.36
All Currencies Awaiting Collection C Fwd	0.00	0.00	
Suspense C Fwd	0.00	0.00	
Other MOP C Fwd	0.00		0.00
ForEx C Fwd	1922.44		1922.44
Other Postage C Fwd	9039.78		9039.78
Total C Fwd	49650.58	0.00	49650.58
Trading position (+/-)	0.00		0.00
Discrepancy OVER Transferred	2401.51		2401.51
Discrepancy SHORT Transferred	2400.00		2400.00
Discrepancy OVER Resolved	1.51		1.51
Discrepancy SHORT Resolved	0.00		0.00
Excess Cash Removed	0.00		0.00
Cash Shortage Made Good	0.00		0.00
Total Branch adjustments	1.51		1.51

5204

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Hightown  
20:56 28/06/2010

FAD 5123232

Page 2  
TP 04

Final Branch Trading Statement - Office Copy From 26/05/2010 To 28/06/2010

Stock Holdings at End of Period

DESCRIPTION	VOLUME	DESCRIPTION	VOLUME	DESCRIPTION	VOLUME
First Day Env	19	Special 88p	58		
Stamp Card	34	Special 97p	2		
Post Boxes Mini	1	SAS bk 1st x 12	8		
Christmas09 Mini	2	SAS bk 2nd x 12	477		
Smilers2010 Mini	1	SAS bk 1st x 6	616		
GirlGuiding Mini	1	1st Large x 4	66		
HouseStewartMini	10	2nd Large x 4	125		
Accession Mini	9	metrocard Bus W	69		
KingsStamps Mini	10	Scholars Photocr	51		
RAF Uniforms PP	2	SP Monthly	39		
Royal Navy PP	2	SP Photocard	11		
HouseStewarts PP	7	bus dayrover adu	64		
1st class stmp	163	YP Person Photoc	75		
1st class Large	282	SP Weekly	41		
RSF 1st Class	54	B/T rover family	27		
RSF 1st Large	242	Metro Photocard	19		
2nd class stmp	262	Metrocard Bus M	33		
2nd class Large	594	Sch Plus Bus M	19		
Airletter Single	51	Sch Plus Bus W	108		
SplDel SD1	40	PO Phonecrd £5	24		
SplDel SD2	1	PO Phonecrd £10	20		
SplDel SD3	45	PO Phonecrd £20	16		
SplDel by 9.00am	20	Postal Orders	720		
S/a 2ndx100	95	Instants £1	1832		
50 x 2nd Large	19	Instants £2	81		
S/a 1stx100	91	Instants £5	76		
50 x 1st Large	14	Saving Stamp £5	11		
Special 1st	16				
Special 60p	8				
Special 67p	55				

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Hightown  
20:56 28/06/2010

FAD 5123232

Page 3  
TP 04

52/04

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Final Branch Trading Statement - Office Copy From 26/05/2010 To 28/06/2010

Transaction Corrections

3

I certify that the content of this balancing and trading statement is an accurate reflection of the cash and stock on hand at this branch.

Signature:

\*\*\* END OF REPORT \*\*\*

52/05

Hightown  
20:13 28/07/2010

FAD 5123232

Page 1  
TP 05

16

Final Branch Trading Statement - Office Copy From 28/06/2010 To 28/07/2010

	Branch Total	Suspense	SU AA
Cash on Hand B Fwd	38688.36		38688.36
All Currencies Awaiting Collection B Fwd	0.00	0.00	
Suspense B Fwd	0.00	0.00	
Other MOP B Fwd	0.00		0.00
ForEx B Fwd	1922.44		1922.44
Other Postage B Fwd	9039.78		9039.78
Remittances In Total	25897.56		25897.56
All Currency Rems from SUs	4330.97	4330.97	
Gains to/from Suspense	0.00	0.00	0.00
All Currency Pouches Despatched	4310.00		4310.00
Transfers In from other SUs	0.00		0.00
Other Receipts	183207.91		183207.91
Remittances Out Total	25351.23		25351.23
All Currency Pouches Despatched via SUs	4310.00	4310.00	
Losses to/from Suspense	0.00	0.00	0.00
All Currency Rems to Suspense	4330.97		4330.97
Transfers Out to other SUs	0.00		0.00
Other Payments	197737.18		197737.18
Cash on Hand C Fwd	23159.42		23159.42
All Currencies Awaiting Collection C Fwd	20.97	20.97	
Suspense C Fwd	0.00	0.00	
Other MOP C Fwd	0.00		0.00
ForEx C Fwd	3096.83		3096.83
Other Postage C Fwd	9390.42		9390.42
Total C Fwd	35667.64	20.97	35646.67
Trading position (+/-)	0.00		0.00
Discrepancy OVER Transferred	0.00		0.00
Discrepancy SHORT Transferred	0.00		0.00
Discrepancy OVER Resolved	0.00		0.00
Discrepancy SHORT Resolved	0.00		0.00
Excess Cash Removed	0.00		0.00
Cash Shortage Made Good	0.00		0.00
Total Branch adjustments	0.00		0.00

5/2/05  
17

Hightown  
20:13 28/07/2010

FAD 5123232

Final Branch Trading Statement - Office Copy From 28/06/2010 To 28/07/2010

Stock Holdings at End of Period					
DESCRIPTION	VOLUME	DESCRIPTION	VOLUME	DESCRIPTION	VOLUME
First Day Env	25	SAS bk 2nd x 12	380		
Stamp Card	46	SAS bk 1st x 6	471		
Post Boxes Mini	1	1st Large x 4	128		
Christmas09 Mini	2	2nd Large x 4	123		
Smilers2010 Mini	1	metrocard Bus W	60		
GirlGuiding Mini	1	Scholars Photocr	51		
HouseStewartMini	10	SP Monthly	39		
Accession Mini	8	SP Photocard	10		
KingsStamps Mini	10	bus dayrover adu	30		
Royal Navy PP	2	YP Person Photoc	73		
HouseStewarts PP	6	SP Weekly	36		
Olymp&ParalimpPP	4	B/R dayrovr adul	23		
1st class stmp	1011	B/T rover family	22		
1st class Large	337	Metro Photocard	19		
RSF 1st Large	233	Metrocard Bus M	32		
2nd class stmp	1325	Sch Plus Bus M	68		
2nd class Large	559	Sch Plus Bus W	96		
Airletter Single	51	PO Phonecrd £5	23		
Sp1Del SD1	40	PO Phonecrd £10	20		
Sp1Del SD2	1	PO Phonecrd £20	16		
Sp1Del SD3	45	Postal Orders	646		
Sp1Del by 9.00am	20	Instants £1	570		
S/a 2ndx100	77	Instants £2	354		
50 x 2nd Large	19	Instants £5	108		
S/a 1stx100	58				
50 x 1st Large	6				
Special 1st	253				
Special 67p	100				
Special 97p	50				
SAS bk 1st x 12	330				

28

5/2/05

18

Hightown  
20:13 28/07/2010

FAD 5123232

Page 3  
TP 05

Final Branch Trading Statement - Office Copy From 28/06/2010 To 28/07/2010

Transaction Corrections

4

I certify that the content of this balancing and trading statement is an accurate reflection of the cash and stock on hand at this branch.

Signature:

\*\*\* END OF REPORT \*\*\*

52106

5

Hightown  
20:07 25/08/2010

FAD 5123232

Page 1  
TP 06

## Final Branch Trading Statement - Office Copy From 28/07/2010 To 26/08/2010

	Branch Total	Suspense	SU AA
Cash on Hand B Fwd	23159.42	0.00	23159.42
All Currencies Awaiting Collection B Fwd	20.97	20.97	
Suspense B Fwd	0.00	0.00	
Other MOP B Fwd	0.00		0.00
ForEx B Fwd	3096.83		3096.83
Other Postage B Fwd	9390.42		9390.42
Remittances In Total	28230.00		28230.00
All Currency Remts from SUs	19.28	19.28	
Gains to/from Suspense	0.00	0.00	0.00
All Currency Pouches Despatched	20.97		20.97
Transfers In from other SUs	0.00		0.00
Other Receipts	186418.91		186418.91
Remittances Out Total	31419.74		31419.74
All Currency Pouches Despatched via SUs	20.97	20.97	
Losses to/from Suspense	0.00	0.00	0.00
All Currency Remts to Suspense	19.28		19.28
Transfers Out to other SUs	0.00		0.00
Other Payments	175539.27		175539.27
Cash on Hand C Fwd	32044.95		32044.95
All Currencies Awaiting Collection C Fwd	19.28	19.28	
Suspense C Fwd	0.00	0.00	
Other MOP C Fwd	0.00		0.00
ForEx C Fwd	1971.41		1971.41
Other Postage C Fwd	9321.90		9321.90
Total C Fwd	43357.54	19.28	43338.26
Trading position (+/-)	0.00		0.00
Discrepancy OVER Transferred	0.00		0.00
Discrepancy SHORT Transferred	0.00		0.00
Discrepancy OVER Resolved	0.00		0.00
Discrepancy SHORT resolved	0.00		0.00
Excess Cash Removed	0.00		0.00
Cash Shortage Made Good	0.00		0.00
Total Branch adjustments	0.00		0.00

52106

2

Hightown  
20:07 25/08/2010

FAD 5123232

Page 2  
TP 06

28

Final Branch Trading Statement - Office Copy From 28/07/2010 To 25/08/2010

## Stock Holdings at End of Period

DESCRIPTION	VOLUME	DESCRIPTION	VOLUME	DESCRIPTION	VOLUME
First Day Env	22	SAS bk 1st x 12	203		
Stamp Card	46	SAS bk 2nd x 12	314		
Post Boxes Mini	1	SAS bk 1st x 6	424		
Christmas09 Mini	2	1st Large x 4	68		
Smilers2010 Mini	1	2nd Large x 4	120		
GirlGuiding Mini	1	metrocards Bus W	52		
HouseStewartMini	10	Scholars Photocard	51		
Accession Mini	8	SP Monthly	39		
KingsStamps Mini	10	SP Photocard	10		
Royal Navy PP	2	bus dayrover adu	30		
HouseStewarts PP	5	TP Person Photoc	72		
Olympic Paralympic PP	2	SP Weekly	34		
GB RailwaysPP	1	E/R dayrovr adul	22		
1st class stamp	754	E/T rover family	1		
1st class Large	506	Metro Photocard	19		
RSF 1st Large	233	Metrocard Bus M	32		
2nd class stamp	1206	Sch Plus Bus M	68		
2nd class Large	497	Sch Plus Bus W	87		
Airletter Single	50	PO Phonecard £5	20		
SpilDel SD1	40	PO Phonecard £10	20		
SpilDel SD2	1	PO Phonecard £20	16		
SpilDel SD3	45	Postal Orders	592		
SpilDel by 9.00am	20	Instants £1	957		
S/a 2ndx100	62	Instants £2	239		
50 x 2nd Large	18	Instants £5	52		
S/a 1stx100	40				
50 x 1st Large	2				
Special 1st	7				
Special 67p	38				
Special 97p	65				

BPO Collect	1-	0.00
Jacobs	3	30.00
Xmas Club Top Up	1	130.00
PayOffline	1	13.00
Single IND	2	76.00
Insolvency*		
Provident*		
Kirklees		
Budget		
Sheff*		
Kir*		
AP		

30/07

Rightown FAD: 5123232  
17:43 28/07/2010 TP:05 BP:01 SU: AA  
Balance Snapshot - Office Copy

\*\*\*\*\*Discrepancies in this Account\*\*\*\*\*  
\*Discrepancy OVER 0.00 \*  
\*Discrepancy SHORT 0.00 \*  
\*-----\*  
\*Nett discrepancy 0.00 \*  
\*-----\*  
\*Excess Cash Removed 0.00 \*  
\*Cash Shortage Made Good 0.00 \*  
\*-----\*  
\*Nett Cash Adjustment 0.00 \*  
\*-----\*

\*\*\*\*\*

VALUE ITEMS &amp; MOP VOLUME VALUE

Cash		23469.12
Cash		23469.12
MOP		23469.12
Euro		3082.42
Norway Krone		0.44
Fgn Currency Sterling Equ		3081.98
BUREAU DE CHANGE		3081.98
Postage stamp		9080.72
Other Postage Items		9080.72
POSTAGE		9080.72
TOTAL VALUE ITEMS & MOP		35631.82

RECEIPTS	VOLUME	VALUE
Balance B/Fwd		49650.58
Transcash	72	26769.16
Bus dep gte £60	17	29609.27
Bus dep lt £60	5	116.57
GIRO DEPS/TRANSCASH		56495.00
Bus cheque dep	35	0.00
A&L Pers Chq Dep	3	0.00
GIRO NON CASH ITEMS		0.00
T'csh fee	35	87.50
GIRO TRANSCASH FEES		87.50
express24	2	29.98
express48	6	93.94
globalpriority	3	128.27
Parcels		252.19
CARRS - PARCELS		252.19
MPS Mail Order R	79	0.00
MPS 1st Packet	909	2786.19
MPS1st ClassL NW	103	42.23
RSF1st ClassL NW	103	76.22
Mails Receipt	836	0.00
MPS5al Pkt	158	669.87
MPSStandard Pcl	198	1396.15
Pd Std Pcl	119-	842.39-

21

21

22

JR/08

Hightown FAD: 5123232  
 20:09 28/07/2010 TP:05 BP:01 SU: AA  
 Final Balance - Office Copy

\*\*\*\*\*Discrepancies in this Account\*\*\*\*\*  
 \*Discrepancy OVER 13067.24 \*  
 \*Discrepancy SHORT 13067.24 \*  
 \*-----\*  
 \*Nett discrepancy 0.00 \*  
 \*-----\*  
 \*Excess Cash Removed 0.00 \*  
 \*Cash Shortage Made Good 0.00 \*  
 \*-----\*  
 \*Nett Cash Adjustment 0.00 \*  
 \*-----\*

\*\*\*\*\*

VALUE ITEMS &amp; MOP VOLUME VALUE

B6	Cash	23159.42
B7	Cash	23159.42
L	MOP	23159.42
L1	Euro	3096.83
PERS	Fgn Currency Sterling Equ	3096.83
Bc	BUREAU DE CHANGE	3096.83
Bar	Postage stamp	9390.42
Coo	Other Postage Items	9390.42
	POSTAGE	9390.42
	TOTAL VALUE ITEMS & MOP	35646.67

23

\* 32/09

Hightown FAD: 5123232  
17:39 28/07/2010 TP:05 BP:01 SU: AA  
Declared Cash - Office Copy

USER : AH001	DECLARATION ID : 01	
DESCRIPTION	VOLUME	AMOUNT
£20 note [£20.00]		3500.00
£10 note [£10.00]		2700.00
£5 note [£5.00]		565.00
£2 coin [£2.00]		260.00
£1 coin [£1.00]		2126.00
50p coin [£0.50]		609.50
20p coin [£0.20]		176.00
10p coin [£0.10]		94.90
5p coin [£0.05]		105.00
2p coin [£0.02]		13.48
1p coin [£0.01]		20.00
Unusable Note [£0.00]		230.00
<b>TOTAL</b>		<b>10401.88</b>

\*\*\* END OF REPORT \*\*\*

23

24

JK10

*X*  
Hightown FAD: 5123232  
19:08 28/07/2010 TP:05 BP:01 SU: AA  
Declared Cash - Office Copy

USER : AHA001	DECLARATION ID : 01	
DESCRIPTION	VOLUME	AMOUNT
£20 note [£20.00]		3500.00
£10 note [£10.00]		15450.00
£5 note [£5.00]		565.00
£2 coin [£2.00]		260.00
£1 coin [£1.00]		2126.00
50p coin [£0.50]		609.50
20p coin [£0.20]		178.00
10p coin [£0.10]		94.90
5p coin [£0.05]		105.00
2p coin [£0.02]		13.48
1p coin [£0.01]		27.54
Unusable Note [£0.00]		230.00
<b>TOTAL</b>		<b>23159.42</b>

\*\*\* END OF REPORT \*\*\*

24

## Royal Mail Group

This document explains your legal rights.  
It is important that you read and understand it.

Date Shown: 28/09/10

Time: 11.30 Hours

CK/01  
25

Because you are suspected of having committed a criminal offence which may result in a criminal prosecution I must inform you that:

You do not have to say anything, but it may harm your defence if you do not mention when questioned something which you later rely on in court. Anything you do say may be given in evidence.

Do you understand?

**GRO**

(Reply to be written by person being interviewed)

I must also inform you that:

1. You are not under arrest. (1)
2. You are free to leave if you wish. (If the interview is being conducted anywhere other than Royal Mail premises consent must also be obtained from the interviewee and person entitled to grant entry to premises, to carry out the interview there). (1)
3. If you do remain you have the right to legal representation and advice including the right to speak with a Solicitor in private, either in person, on the telephone, or in writing. (The Solicitor will give you advice regarding Legal Aid). (2) I can provide you with assistance in contacting a solicitor if you wish. The interview can be delayed while legal advice is obtained.
4. You are entitled to read the Police and Criminal Evidence Act 1984 Codes of Practice if you wish. The Codes set out your legal rights and the rules governing the conduct of this interview.

Have you read 1 - 4 above?

**YES**

(Reply to be written by person being interviewed)

Do you understand 1 - 4 above?

**YES**

(Reply to be written by person being interviewed)

I wish to speak with a Solicitor as soon as it is practical. (3)

Signed:

**GRO**

or

I do not want to speak with a Solicitor at this time.

Signed:

If you do not wish to have legal advice please give reason why:

---

If you do not want to speak with a Solicitor at this time, you can change your mind at anytime during the interview. (3)

Do you understand?

(Reply to be written by person being interviewed)

Signed:

**GRO**

Date: 28.9.10 Time: 11.30 Hrs

Print Name:

A HALL

(1) To be deleted if the interviewee has been arrested

(2) This sentence to be deleted when the interview is conducted at a police station.

(3) If a solicitor is requested at any stage the interview must be immediately suspended.

25

Reminder of Legal Rights on Continuation of Interview

Time and Date: 28/9/10 - 12.26

CK/01

26

Time and Date: .....

Time and Date: .....

I confirm that I have been reminded that I remain under caution (4) /re-cautioned (4) and reminded of my legal rights. I have also been reminded that I am not under arrest and am free to leave if I wish.

**GRO**

Signed: ..... Timed: 12.26 Dated: 28.9.10

Signed: ..... Timed: ..... Dated: .....

Signed: ..... Timed: ..... Dated: .....

I wish to speak with a Solicitor as soon as practical. (5)

**GRO**

Signed: ..... Timed: 12.26 Dated: 28.9.10

Signed: ..... Timed: ..... Dated: .....

Signed: ..... Timed: ..... Dated: .....

I still do not want to speak to a Solicitor at this time at this time.

Signed: ..... Timed: ..... Dated: .....

Signed: ..... Timed: ..... Dated: .....

Signed: ..... Timed: ..... Dated: .....

If you do not wish to speak with a solicitor please give reason why:

..... Timed: ..... Dated: .....

..... Timed: ..... Dated: .....

..... Timed: ..... Dated: .....

If you do not want to speak to a Solicitor at this time, you can change your mind at any time during the interview. (5)

Signed: ..... Timed: ..... Dated: .....

Signed: ..... Timed: ..... Dated: .....

Signed: ..... Timed: ..... Dated: .....

(4) Delete as appropriate. When there is a break in questioning under caution and there is any doubt that the person being questioned is aware that he remains under caution, the caution shall be given again in full when the interview resumes.

(5) If a solicitor is requested at any stage the interview must be immediately suspended.

26

**Royal Mail Group****ROYAL MAIL GROUP - CONFIDENTIAL**  
**Record of Taped Interview**

CK/03

27

**Short Descriptive Notes****Record of Taped Interview Summary**  
**Full Taped Interview Transcript**

(delete as applicable)

Person interviewed:	ALISON LORRAINE HALL (AH)	Exhibit No:	
Place of Interview:	Innesons Solicitors 20 Albion Street Cleckheaton BD19 3JG	Number of pages:	13
Date of Interview:	28.9.10	Time commenced:	11.37
Tape reference no.:	065759	Time concluded:	12.22
		Duration of Interview:	45 MINUTES
Interviewing Officers:	CHRIS KNIGHT (CK)	PAUL WHITAKER (PW)	
Other persons present:	PAUL NORMANDALE (PN) - SOLICITOR		

Tape counter times	Person speaking	TEXT
		Voice identification of everyone present and the nature of the enquiry explained. Permission to tape record given.
1.30		CK confirmed that prior to the interview the Post Office Legal rights form and Post Office friend forms were completed. AH cautioned and reminded of legal rights.
2.00		AH confirmed she has been the Postmistress at Hightown Post Office since 16 <sup>th</sup> February 2005 which is a 2 position office with 3 staff, herself Kimberley Langley and Marjory Higgins. She has extended the Post Office twice which has an off licence, newsagents and grocery store attached. AH continued the opening hours of the Post Office are 9 – 5.30 Monday to Friday, 9 – 12.30 on Saturday. She did not work at a Post office prior to

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## Royal Mail Gro

ROYAL MAIL - CONFIDENTIAL  
Record of Taped Interview - Continued

CK 03

28

Tape counter times	Person speaking	TEXT
		this.
4.55		AH admits that on Wednesday and Fridays when she is on her own she uses Kim's passwords to do parcels and postage. AH admits that both staff also know her password although they do not use it.
6.00		AH admits they all do end of day reports but she completes the branch trading statement on her own. AH said she locks up the branch apart from when she is on holiday when Kimberley opens up, the last holiday being in August this year. AH said she does the cash declarations although the Clerks know how to do it.
7.27	CK	Obviously the reason we're here is on the 3 <sup>rd</sup> September there was an audit at your branch that highlighted a shortage and the shortage being £14,842.37 ok. I'll just refer to it as £14,000 I won't keep saying all that so so long as you're aware of the amount. Ok can you tell me why there was a cash shortage of £14,000 in the account
	AH	Well I think it's all to do with the scratch cards. I've been having problems with them for a while now and I should have asked for help earlier on and I didn't. I can't see it being anything else. I know sometimes we get discrepancies for missing giros and cheques and stuff but I don't think it's going to add up to that amount.
8.40		AH said it started at the beginning of the year and she has been trying to rectify the matter by telephoning the helpline and lottery line but things have got on top of her. AH said she requested an audit after her holiday having spoken to Glenys at Chesterfield who put her in touch

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## Royal Mail Group

ROYAL MAIL - CONFIDENTIAL  
Record of Taped Interview - Continued

CK103

(29)

Tape counter times	Person speaking	TEXT
		with another lady. AH said she has nothing to hide as she would like the matter sorting out.
10.26	CK	When did it first come to light when did you know that you were having problems?
	AH	It's just the figures the money being down every time I had a transaction correction with the lottery it always put the figures complete, obviously when you get your transaction corrections it changes your figures into your stock and stuff so every time I actually counted what I'd remmed in the figures never showed, never were right and every time I had to put the figures down to what they said I had on hand that's when I was losing all the time and got it all here.
	CK	And you say it would affect your cash?
	AH	Yes affect my cash because I'll give you an example of one thing.
	CK	Yeah I was going to say if you've got something.
	AH	This was the, just probably a couple of days before the audit I'm not sure on the dates. I actually counted my stock what I'd got from what's in the dispensers and the stock said that I had 56 of the £5 ones and the system said I had 59. It said that I'd counted 52 on the £2 ones and the system said I had 133. On the £1 scratch cards I counted 387 and the system told me I had 753 so when I go then to alter the figures of what the systems saying I had that gives me a £528 loss and this is what it keeps telling me to do put the figures right every time you get a transaction correction so to put these.
12.05	CK	Right so how often do you get these then?
	AH	Well to be honest I seem to be getting them after every balance, these are the figures what we've, we've gone through every single remming in

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## Royal Mail Group

ROYAL MAIL - CONFIDENTIAL  
Record of Taped Interview - Continued

CK/03

30

Tape counter times	Person speaking	TEXT
13.26	CK	slip and activation slip from the 29 <sup>th</sup> May 09 up to 21 <sup>st</sup> of the 8 <sup>th</sup> 10 and that's the.
		Right that's fine.
		Yeah and then this is the, this is every time I've got a transaction correction which is from 5 <sup>th</sup> June last year, I've got 18 transaction corrections and this is why the figures don't tally up because every time I get one of these, these transaction corrections I've got to alter my stock to what it says.
		So presumably all of these, the sheet that you've given me just for the benefit of the tape you've give me a sheet that's showing.....
		Shall we mark it sheet number 1?
		....Well if we call it Alison Hall AH01 alright basically it's an A4 sheet and it's got various date periods on and the first one is the 29th of the 5 <sup>th</sup> '09 to the 23 <sup>rd</sup> of the 6 <sup>th</sup> '09. It says 'activated £4,000 paid in £4,330' so just so that I can understand this when I get away from this.
		Obviously the period I understand what the period is?.....
		.....It's like a balance period.....
		When it said activated that's what you've?.....
		.....I've activated I've got every single slip what I've activated on the system and I've got every remming in slip.
13.55	CK	Right, so and..... then the paid in, what does that mean?
		Just show the Officer like you showed me and then he 'cos he.
		This proves that I've actually put them back into the Post Office well these are the, we've got every single day every single day you've got to do this so that shows that I'm putting them back into the system.
		Right.
14.08	AH	That's a slip to say that I've activated all the scratch cards and that's the

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## Royal Mail Group

ROYAL MAIL - CONFIDENTIAL  
Record of Taped Interview - Continued

CK103

(31)

Tape counter times	Person speaking	TEXT
15.45		proof that I'm remming them into the system. Now this, I've only learnt in the last, it was, don't even know what date I'm on, after we came back off the holidays I spoke to somebody called Rebecca I think it's Post Office Limited but she works on the lottery side and I spoke to Rebecca and she said that I've been doing it wrong all this time 'cos I've never had any proper training on the lottery on the Post Office side apart from one guy who came when we started the lottery. Now what I've been doing I've been getting 10 packs of the safe and putting them in my drawer and remming them in into the system so that means I've got so many scratch cards on so I might have 500 at £1 400 at £2 you know and that so all them have been remmed in and then when we need a pack we take it to the shop side and we activate it which are all these and.
	PM	Explain how you activate them.
	AH	Yeah well you've got to activate a pack and then that makes sure you can sell the pack then you know.
	PM	That's activated with the lottery?
16.50	AH	That's activate with the lottery so them's my remming in slips which I've got for every, every one, them's my activation slips to prove that I've activated the pack into the lottery and that's the proof that I've paid the money back into the Post Office so I've been doing that for I don't, well up until this year to August this year when I got told by Rebecca that I shouldn't be doing it that way I should just keep the packs in the drawer not into the system and when I want to activate one I take a pack I activate it and then we rem it into the system so it's on. So this is what.
	AH	AH said the lottery terminal was installed in August 2007 but she did

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## Royal Mail Group

ROYAL MAIL - CONFIDENTIAL  
Record of Taped Interview - Continued

CK/03

32

Tape counter times	Person speaking	TEXT
		not have a loss for the first 2 years.
18.30		AH said she once put £640 of her own money in to balance the accounts and said she has also been out before when she has taken money out then put it back in.
20.46		AH said she could not balance in January but could not remember how much it was out after which the figure got higher and higher. She admits she panicked and should not have let it go on but was scared to ask for help until she eventually asked for the audit.
23.34		AH said she has never ever taken a penny out of the Post Office.
23.43	CK	Right that's fine. The other side of it is obviously that every month you have to create a branch trading statement which as you, as it completes a true record of what transactions you've done and obviously what cash and stock is on hand. Now you're saying that in January it didn't balance, you falsified the account and then since January it's kept going on?
	AH	It's just kept going up and up and up and this is when I've just got to the point where right I need help with this because this is just going.
24.51	CK	What sort of concerns me is you're saying that you put £640 in of your savings but you can't remember when that was?
	AH	I don't know I'd have to have a look for my own bank book.
	CK	Again I'll be up front with you if I had to put £640 in somewhere I would certainly... it would be a date that stuck in my head?
	AH	I just, I'll have to look at my bank book 'cos I took some money out of my

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## Royal Mail Group

ROYAL MAIL - CONFIDENTIAL  
Record of Taped Interview - Continuedclclo3  
(33)

Tape counter times	Person speaking	TEXT
		savings book and I think I actually took the rest out of the business if I can think rightly.
26.20		AH said she does not think the money has been taken out by any of her staff who are aware of the matter. She has not confronted her staff who are sometimes on their own.
27.50		AH explained at the end of the night or the first thing in a morning the staff run off the report for the lottery then she checks the scratch cards and the money which needs paying to the Post Office.
28.47	PW	The cards that have been remmed in that have not been activated are they kept secure and things like that?
	AH	They're usually kept in the post office. I have got 3 at the moment which is in my cigarette kiosk which is locked which is in the bottom which nobody knows are there apart from me and the lady who's working today. They're just ready to activate onto the because we're running low on a few and I didn't want to come out without you know 'cos you they don't like you to have empty containers sort of thing.
29.30	PW	So you're saying, you're quite confident 'cos obviously we're looking at potential accountancy issues in relation to the scratch cards and you're quite confident that you're reconciling them correctly within the shop, you're confident that the.
	AH	I am now I wasn't, I wasn't to be honest. I've learned quite a few things this last couple of weeks even like another thing what I didn't know last Wednesday when the people who have took over they was obviously doing the monthly balance and everything on that Wednesday what's

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Royal Mail Group  
ROYAL MAIL - CONFIDENTIAL  
Record of Taped Interview - Continued

CK103

34

Tape counter times	Person speaking	TEXT
		been done on the Wednesday obviously I balance at half past 5 on a Wednesday afternoon.
	PW	That's just with the lottery.
	AH	But just with the, but obviously the shop's still open while half past 9.
	PW	Right yeah
	AH	So everything what I sell on that Wednesday has been going through on the Thursday morning but I have been told this week last week they said last week that everything what's done on that Wednesday must go in on that balance.
	PW	On the Wednesday right.
	AH	Well they've been doing it on the Thursday morning.
	PW	Right I see.
	AH	So which I didn't know so to me that makes it out like well that's going to be another, are they going to say that I've got another transaction correction because I'm not putting it in on the right day you know and it's.
31.20		AH was asked if she had started doing things differently since January but she said not. She agreed the transaction corrections can be 4 or 5 months old.
35.22		AH said she always counts and checks everything when she balances.
35.47	CK	Right ok so but again what we have said on the flip side of that that for the last 8, 9 months that the cash hasn't been correct has it?
	AH	No it hasn't and it's been my fault but I never, everything was just getting on top of me and I've tried to, if I've looked through these bloody

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Royal Mail Group  
ROYAL MAIL - CONFIDENTIAL  
Record of Taped Interview - Continued

CK103

(35)

Tape counter times	Person speaking	TEXT
		bags of stuff once I must have looked through them 50 times trying to find the money and it all pins down to me to be honest to these transaction corrections what keeps coming through.
36.30		AH said she is not a member of the Federation but should have asked for help.
38.40		AH agreed the cash was about £13,000 prior to the audit.
39.00		AH was shown a branch trading statement dated 24 <sup>th</sup> of 3 <sup>rd</sup> 2010 showing a cash on hand figure of £26,615.38.
39.19	CK	So presumably that figure was not the cash on hand?
	AH	No it wasn't.
	CK	Right it would be something less than that?
	AH	Yes.
	CK	Right I've got these up to the 25 <sup>th</sup> August which is obviously was just a week before the audit so it would be fair to say rather than going through each one of these and showing you them, that each one of these where it says a cash in hand figure?
	AH	It wasn't right no.
	CK	It wasn't what was there?
	AH	No because I just said it was there because I was struggling with all this what was going on trying to find it and.
	CK	But again presumably from what you've been saying we know at the end point it was £14,000.
	AH	Yeah.
	CK	At start point it must have been zero so it either crept up in amounts

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## Royal Mail Group

ROYAL MAIL - CONFIDENTIAL  
Record of Taped Interview - Continued

3603

(36)

Tape counter times	Person speaking	TEXT
	AH	over the 8, 9months or it suddenly became £14,000 after the first month? No it wasn't no.
40.30		AH said although she was concerned she did not raise the matter with anyone and continued to falsify the accounts.
41.50		AH agreed that by covering up the matter she has remained in employment and did it because she was scared. She continued that she has been trying to sort the matter and should have done so before the audit.
42.27	CK	Just so I can cover something off as well obviously prior to coming here I understood there was problems with the audit. I contacted the chap in Chesterfield a Neil Thornycroft who looks after the audit stuff in Chesterfield and what he said to me I've just had a look over, he said in the last 2 years we've issued National Lottery gain 3 <sup>rd</sup> of the 4 <sup>th</sup> 08 to date they've issued £1,000 and £1,052 credit, prize payments 24 <sup>th</sup> of the 4 <sup>th</sup> 08 to date £190.20p debit, scratch cards 23, sorry 23 <sup>rd</sup> of the 6 <sup>th</sup> 08 to date they've issued a £2,200 debit that was a stock credit and what he's saying is from the 1 <sup>st</sup> of the 1 <sup>st</sup> 08 to date you've had 115 stock adjustments at £1,760.00 credit ok. Now the figures he's sort of saying there don't come anywhere near £14,000.
	AH	I know.
	CK	Obviously you've brought paperwork which I'm not in a position to verify or dispute or whatever, I'm reading that out to what he's told me so that I'm being open with you, you know I've made some enquiries, I can go

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## Royal Mail Group

ROYAL MAIL - CONFIDENTIAL  
Record of Taped Interview - ContinuedCK103  
37

Tape counter times	Person speaking	TEXT
		back and say well this is what Miss Hall has said, does that tie in with anything.
	AH	Will they go through these then will they go through all these figures?
	CK	I won't say they'll go through them but they can have a look and try and explain what you're saying, if you're saying you've adjusted stock they can have a look and see.
	AH	I have I've adjusted stock on quite a number of occasions.
	CK	But what I'm saying is, why have you adjusted it, is it through your own?
	AH	No because I've got a transaction correction every time I've got a transaction correction I've had to adjust the stock to what they say I should have.
		Master tape seal signed on number 065759
		Interview terminated at 12.22

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**Royal Mail Group****ROYAL MAIL GROUP - CONFIDENTIAL**  
**Record of Taped Interview**

CK/05

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**Short Descriptive Notes****Record of Taped Interview Summary**  
**Full Taped Interview Transcript**

(delete as applicable)

Person interviewed:	ALISON HALL (AH)	Exhibit No:	
Place of Interview:	Ineson Solicitors 20 Albion Street Cleckheaton BD19 3JG	Number of pages:	4
		Signature of interviewer producing record	
Date of Interview:	28/09/2010	Time commenced:	12.25
Tape reference no.:	065760	Time concluded:	12.37
		Duration of Interview:	12 MINUTES
Interviewing Officers:	CHRIS KNIGHT (CK)	PAUL WHITTAKER (PW)	
Other persons present:	PAUL NORMANDALE (PM) - SOLICITOR		

Tape counter times	Person speaking	TEXT
		Voice identification of everyone present. AH confirmed no questions were asked during the break.
0.40		AH re-cautioned and reminded of legal rights. The reverse side of form GS001 completed and signed - Solicitor present.
2.00		The contents of the previous interview was summarised and AH said the majority of the loss is due to lottery.
3.10	CK	Again I'll ask you the same question the £14,000 £13,500 of cash has at any time, since you've been working at that post office since 2005, have you ever taken any money belonging to the Post Office
	AH	I have not taken anything belonging to the post office not one penny.

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## Royal Mail Group

ROYAL MAIL - CONFIDENTIAL  
Record of Taped Interview - ContinuedCK/05  
39

Tape counter times	Person speaking	TEXT
3.30	CK	Right are you aware of anybody else who's ever taken any money?
	AH	I can't see them that they have no I trust them completely.
	CK	Right that's fine that's fine.
	AH	I'd be shocked if they had.
4.06	PW	Have you ever performed a transaction on Horizon knowing it to be fraudulent you know sort of in regard to your lottery if you like or in regard to anything else?
	AH	No I haven't.
	PW	Paid a bill without putting the money in or things like that?
	AH	No I haven't.
	PW	So it's not actually taking the money but doing something that would cause a loss to the post office?
	AH	No I wouldn't know where to start on it to be honest.
	CK	Right so you're adamant that the £14,000 is nothing that you've done criminally?
	AH	I have not taken a penny out of that post office criminally I wouldn't dare.
	CK	It's something to do with some sort of discrepancy in transactions?
	AH	I think it's to do with a discrepancy with the lottery and I'm hoping that we can come to the bottom of this. I will pay any money back what's owed to Post Office Limited. I am not a thief I will pay anything back but I just want all this to be looked at in detail and because Horizon system's not 100% if I have got all the details here I'd like that to be taken into account please.
7.00		AH said she knew how much to add on to make her accounts balance as she wrote it down on a piece of paper. She said she asked for help

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## Royal Mail Group

ROYAL MAIL - CONFIDENTIAL  
Record of Taped Interview - ContinuedOK/05  
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Tape counter times	Person speaking	TEXT
		when it all got too much.
8.05		AH was shown a cash declaration timed at 17.39 on 28 <sup>th</sup> 7 <sup>th</sup> 2010 showing her cash on hand of £10,401.88 which she said was the day before her holiday. She was shown another one on the same date at 19.08 with a cash figure of £23,151.00, the difference being her £10 notes.
9.13	CK	So would that be?.....
	AH	That's falsifying account isn't it which I've said that I've admitted to that.
10.03	CK	Right Alison I have to inform you that you may have rendered yourself liable to prosecution, you do not have to say anything but it may harm your defence if you do not mention now something which you later rely on in Court, anything you do say may be given in evidence. Do you wish to clarify anything you have said or add anything else before the end of the interview?
10.20	AH	I'm just sorry for all this mess what I've put myself in and Post Office in. I should have asked for help earlier and I think sometimes that we need extra training on these situations because we've never been told how to process a transaction correction which I haven't. I've run that office for 6 years with no problems up until this has started and I have not taken a penny from it and I'm willing to pay any money back what's owed to Post Office Limited and I'm sorry for all this hassle I've caused.
11.10		AH said she will pay the money back from her partner's credit card.
		Explanatory notice regarding the tapes given to AH

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Royal Mail Group

ROYAL MAIL - CONFIDENTIAL  
Record of Taped Interview - Continued

CK105  
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Tape counter times	Person speaking	TEXT
		Master tape seal signed on number 065760. Interview terminated at 12.37

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ciclo

(42)

Hightown Call Log

2908160 Closed 23/09/2010 12:04 None

Summary: PM could not confirm tel. number.

2843742 Closed 09/09/2010 14:33 None

Summary: pm states that its not accepting any cards and ask

2801611 Closed 01/09/2010 08:17 None

Summary: Pm states that site mitigrated last night help icon

2606225 Closed 19/07/2010 14:24 None

Summary: PM states that she has done a pinpad refresh as ad

2604783 Closed 19/07/2010 11:17 None

Summary: pin pad is playing up - being intermittent.

2431573 Closed 07/06/2010 08:54 None

Summary: PM states that her BOP is not feeding paper

2287752 Closed 28/04/2010 17:27 None

Summary: PM states BOP is not taking any paper through and

2010725 Closed 10/02/2010 09:04 None Drake, Simon

Summary: OLS down at site.

1903516 Closed 08/01/2010 13:14 None

Summary: node 2 non polling

1899617 Closed 07/01/2010 13:27 None

Summary: Miss Paul advised the monitor on node 2 (slave cou

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CK/07  
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Notebook Serial Number

1882

Officer Name

Christopher G Knight

This is a typed copy of an entry in my official Notebook.

- Tape recorded interview with Miss Alison HALL, Postmaster of Hightown Post Office® Branch, WF15 8HU. Also present Mr Paul Normandale, Solicitor Ineson, Cleckheaton and Mr Paul Whitaker, Investigator. The interview commenced at 11:37hrs and concluded at 12:37hrs. Two sets of tapes were used and sealed with tape seal number 065759 and 065760. Admissions of False Accounting made denied Theft.

➤

Signed...

**GRO**

Date.... 28<sup>th</sup> September 2010....

Photocopy of Original Entry attached with this sheet (Y/N)

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CC/ST  
(44)

Tape recorded interview  
with Mrs. ALICE WALL  
Resident of HIGSTOWN.  
At Office Branch, WF1.0-8110  
Also present Mr. Paul  
ROMANACHE, SOLICITOR INVESTIGATOR  
Mr. Whitaker, Investigator  
The interview commenced  
at 11:30A and concluded  
at 12:30P. Two sets of  
Copies were made and  
Sealed with Tape Seal  
Number 065769 and  
065760. Admission of  
False Accounting made  
Signed Wall: 20/9/10

**GRO**

**GRO**

LEEDS CROWN COURT

THE QUEEN

v

ALISON LORAIN HALL

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COPY LIST OF EXHIBITS  
AND COPY EXHIBITS

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General Counsel to Royal Mail Group Limited  
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