

Message

From: Susan Anderson [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=SUSAN.ANDERSONBFA9B28F-6F9E-4DE1-991B-03AF2A60F810]
Sent: 12/09/2014 14:21:03
To: Gary Groogan [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Gary.groogan78a58e7e-60e1-43bd-96d5-96462316ead7]; Robert Findlay [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Robert.findlay6ab7c597-d8df-44b1-9fb2-df0ff2275679]; Craig Tuthill [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Craig.tuthill9ca599f0-b4c2-4690-82c4-9eae47d105a3]; Dawn Wall [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Dawn.Wall556c848c-9d7b-479f-8b23-0990b419312e]; Drew McBride [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Andrew.mcbride4e4f8d2c-7a6c-47cf-8ac5-dec5a6dc5d2e]; grapevineanalysis [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Grapevineanal034f1719-3e90-4c31-948b-fc4c6abccbd6722]; Contract Admin Team [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Network.contracts.s28fe8267-fa6a-4125-bb32-84e15b92f8]; Post Office Security [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DI2000-IV81V1365B2C]; Paul X Williams [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Paul.williams5db7cda1-83a4-4c1f-bcdc-d870adee2cec]; John Breeden [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=John.breeden3e12944e-d07b-479d-8b19-52890f8655e0]
CC: Alicia Hassam [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Alicia.hassamd61849fd-51b4-499b-8b24-c77b3f7c2a2d]; Alexander Todd [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Alex.todd7d35edcb-be7e-4ea6-93fb-f1099a354def]; Sheila Mccann [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Sheila.mccann7b8c2d72-878d-4d96-b040-42d87c8aa2ce]
Subject: Event Capture From - 285840 - Glenmoriston - 2014-09-09

An event capture form has been logged, please find the details below.

Financial Audit Tool > Event Capture Form



This form must be completed within 48 hours of the audit taking place.

If the loss is above £1000 then this should be completed.

The Event Capture form will be sent to the RSM/RGM, ASM/CSCSM and Contracts Advisor, plus any email addresses you paste or type in below (separate with a ;)

craig.tuthill [GRO]; dawn.wall [GRO]; drew.mcbride [GRO]; grapevineanalysis [GRO];
 [GRO]; contract.admin.team [GRO]; post.office.security [GRO];
 paul.x.williams [GRO]

Field Team Leader

Regional Manager

alicia.hassam [GRO]

sheila.mccann [GRO]

RSM/RGM

ASM/CSCSM

gary.groogan [GRO]

Regional Contracts Advisor

Contracts Advisor

john.breedon	GRO	robert.findlay	GRO
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Time of incident: 09:15 Date of Audit: 09/09/2014

Branch Code: 285840 Branch Address: Glenmoriston Stores

Branch Name: Glenmoriston Invermoriston

SPMR/Operator: Mr Frank Kershaw Holt

Phone: GRO Inverness

National Multiple: N/A Inverness-shire

Contracts Advisor: robert.findlay GRO Postcode: IV63 7YA

Key Contacts: Area Security Manager: Helen Dickinson - Phone: GRO Security Manager: Robert

Person dealing with this if the CA is not available: Paul Williams

Audit Lead:

FTM revealing finding:

ECF Completed by:

FTMs assisting:

Other Attendees: None

Audit Type code: 110 - Risk Based Audit

Discrepancy: -£30,244.79

Shortage or surplus: shortage

How the audit discrepancy was discovered and all relevant findings

On arrival at the branch I completed a cash check which revealed a discrepancy of £40264.76. On the previous nights cash declaration there was £20,000 of £100 and £20,200 of £50 notes however these were not on hand. I then completed a full check of all cash and stock in the branch and discovered various discrepancies.

Cash - £40,264.76 short

Stock - £1899.37 short

Postage 1p - £1 - £2170.97 surplus

Currency - £19.80 surplus

Net Discrepancy from previous balance period - £9842.53 surplus

Core/Outreach Links (where applicable)

Branch Code	Branch Name	Core/Outreach	Result	Made Good (£)
			Discrepancy (£)	
		Select...		

Suspended?

Other action if not suspended

If SPM was unavailable were Casework contacted, and who were the findings relayed to: Paul Williams Robert Daily, Helen Dickinson & Dave Posnett

If suspended who did they transfer the branch to? If a family member please state relationship: Branch not transferred

was made good by cheque and a 'without prejudice' receipt issued at the time of the audit.

was made good by cash and a 'without prejudice' receipt issued at the time of the audit.

has been sent to 'Late Account' Product & Branch Accounting and is to be settled in accordance with terms agreed with your Contracts Advisor.

was withdrawn at the time of the audit.

will be settled centrally as per standard procedure.

Date/Time sent (auto populated upon sending):