

Field Support Team - Event Capture Form (ECF) - Version 1.2

Date of incident	1/6/2012
Time of incident	08:30:00
Branch code	214420
Branch name	Fazakerley
Branch address	404 Longmoor 0 Liverpool
Postcode	9.9DB
Telephone number	[REDACTED]
Subpostmaster's name	Mr Ali Asker
Is this a Pluralist or Core & Outreach Branch?	Yes, Pluralist
List of additional branches	Tower Hill , Seaforth (wifes office)
Result of additional audit's	Not undertaken as this was a specific issue at this office and concerned the staff not the Postmaster.
Is the branch run by a National Multiple?	No
Name of audit leader / Field Team Member (FTM)	Tim Gordon-Pounder
Name of FTM revealing finding:	Tim Gordon-Pounder
ECF completed by:	Tim Gordon-Pounder
FTM's assisting at audit:	Richard Cross
Other Attendees	Steve Bradshaw , Kevin Ryan
Audit Type code	200 Special Request
Amount of discrepancy	£3,279.07
Shortage or surplus	surplus
Amounts in suspense account	£0.00
How was it discovered and all relevant findings	We completed a Tier 2 audit at the office while the security team dealt with the staff. The above figure is slightly misleading as there is an issue with the scratch cards and I would expect a large Transaction Correction to be issued at the end of the Trading Period. The HOL Figure in the office is +£159.07.

Name of Contract Advisor (CA) dealing	Paul Williams
If CA not available, name of person dealing	N/a
Name of Security Programme Manager (SPM)	Lesley Frankland
If SPM unavailable were Casework contacted, and whom were the findings relayed to	The Spmr was eventually traced and agreed to send his local manager to take control of the Post Office.
Suspended/Not suspended	Not suspended
Other action taken, if not suspended	The Contract Advisor was informed of the audit result and he asked us to correct the HOL system to the figures we found during the audit. This office is showing a gain of £159.07 on their HOL system..
Location of assets	Onsite
If suspended, who did the branch transfer to? If a family member, please state relationship.	n/a
Outcome - amount made good	n/a
Outcome - amount posted to late account	n/a

Note: This form must be completed and emailed within 48 hours of the audit taking place.

Upon completion e-mail to:

John Breeden (North) or Lin Norbury (South), Contract Advisor, Field Team Leader
Angela van-Den-Bogerd and the appropriate Regional Network Manager for the area you work in, post.office.security,
Cathy X MacDonald, Contract Admin Team, if WHS John Dutton

<u>For ITPO</u> <u>Casework use only</u>	
Case Enquiry Category:	1/2/3 months
Compliance Review Dates:	Compliance Review date : (File must be submitted)
Date Received:	
Case Ref:	

Date Actioned:	
Actioned By:	

Cell: B5
Comment: Enter time in 24 hr format eg 13:00

Cell: B15
Comment: Choose from drop down menu

Cell: B18
Comment: If the branch is run by a national multiple partner, please state the name of the company and PO representative /nominee.

Cell: B21
Comment: Manual input needed

Cell: B34
Comment: Indicate how the discrepancy was discovered e.g. admitted misuse, cash / stock inflation, found shortage whilst counting cash etc. Also provide full breakdown of the items in the suspense account, indicating whether or not they are authorised.

Cell: B37
Comment: Manual input needed if different from above or N/A

Cell: B39
Comment: Manual input needed if different than above or N/A

Cell: B40
Comment: Manual input needed. Enter 'suspended' or 'not suspended'

Cell: B41
Comment: Please state any action the CA has indicated may take place e.g. issue warning etc.

Cell: B42
Comment: Please indicate whether or not the funds have been secured on-site or if the branch has been defunded. If the agent has been suspended and the assets have been secured on-site, please state the name of the individual who has the safe keys and their position within the business.

Cell: B44
Comment: Indicate the amount made good and the method e.g. cash or cheque.

Cell: B45
Comment: If posted to late account, please indicate the exact amount