

TR No. and Year <b>M070</b>	No of Regd Papers <input type="checkbox"/> POSIS proforma received	Name of Office Region	<b>Howey</b>	Code No. <b>158 644</b>
CAUSE OF CHANGE <input type="checkbox"/> RESIGNATION <input type="checkbox"/> DEATH <input type="checkbox"/> SUSPENSION / DISMISSAL <input type="checkbox"/> CESSATION OF TEMP SUBPOSTMASTER <input type="checkbox"/> CESSATION OF POCL STAFF		Name of former Subpostmaster	<b>LAWRENCE GLYN BAILEY</b>	
		Name of new Subpostmaster Temp Subpostmaster POCL Staff		
From _____	To _____	WK No _____	Deficiency £ _____	Deficiency made good £ _____
			Surplus £ _____	Surplus withdrawn £ _____
ACTION	DATE	ACTION		DATE

**MEDIATION SCHEME**

**CURRENT SUBPOSTMASTERS ACCOUNTS  
WRITE OFF AUTHORITY**

Office Branch Code: 158644-1014474

Office Name: Howey

Applicant Name: Lawrence Glyn Bailey

Case Reference: M070

Amount to be written off: £12,706.06 debit

Date: 24/02/2016

**Summary**

This case formed part of the Mediation Scheme process, a business decision has been made to write off the outstanding debt.

I therefore request that the sum of £12,706.06 debit be authorised for write off.

**Authorised Signatories:**

Signed  **GRO** Former Agents Debt Team Leader

Signed ----- Senior Debt Recovery Manager

Signed ----- Head of Finance Service Centre

SETTLEMENT AGREEMENT

Dated: [14] January 2016

PARTIES

- (1) Post Office Limited whose registered office is at Finsbury Dials, 20 Finsbury Street, London, EC2Y 9AQ ("Post Office").
- (2) Mr Lawrence Glyn Bailey of Camillia House, Howey Old Post Office, Howey, Llandrindod Wells, Powys, LD1 5PT ("Applicant")

BACKGROUND

- (A) The Initial Complaint Review and Mediation Scheme was established to address the concerns of subpostmasters and counter clerks employed by Post Office in relation to Post Office's Horizon IT system and associated issues ("the Scheme").
- (B) The Applicant submitted a complaint to the Scheme with reference number M070 ("the Complaint").
- (C) In the course of the Scheme, Post Office and the Applicant have agreed to settle the Complaint and all other matters and issues between them, whether or not raised through the Scheme, on the terms of this Agreement.
- (D) A term of that resolution is that Post Office has agreed to write off the debt it alleges is owed by the Applicant in the sum of £12,706.06 together with any interest thereon.

1 Defined terms

- 1.1 "Related Parties" means Post Office's past, present or future parent(s), subsidiaries, subsidiaries of its parent(s), group companies, assigns, transferees, representatives, principals, agents, officers, employees or directors.

2 Settlement Terms

- 2.1 Post Office shall, within 7 days, pay the sum of £5,000 (the "Settlement Sum") to the Applicant by way of bank transfer to account below:

2.2 Account Name: Mr L G & Mrs J F Bailey

Sort Code: GRO

Account Number: **GRO**

Name and Address of Bank: **GRO**

- 2.3 In full and final settlement, Post Office releases any and all claims, whether or not presently known to the parties, that it ever had against the Applicant in relation to the Complaint.
- 2.4 In full and final settlement, the Applicant releases any and all claims, whether or not presently known to the parties, that he ever had against Post Office and/or any of its Related Parties in relation to the Complaint.
- 2.5 The Applicant shall sign and send to Post Office the Withdrawal Notice set out in Appendix 1 within 7 days of the date of this Agreement.
- 2.6 The parties shall each bear their own legal costs in relation to the Complaint and this Agreement.
- 2.7 This Agreement is not, and shall not be represented or construed by the parties as, an admission of liability or wrongdoing on the part of any party to this Agreement or any other person or entity.
- 2.8 The terms of this Agreement, and the substance of all negotiations in connection with it, will be confidential to the parties, who shall not disclose them to, or otherwise communicate them to, any third party other than:
  - (a) to the parties' respective auditors, insurers, and solicitors on terms which preserve confidentiality;
  - (b) pursuant to an order of a court of competent jurisdiction;
  - (c) to confirm the fact that the Complaint has been resolved but not the terms of that resolution;
  - (d) where a party breaches confidentiality, the innocent party may reasonably communicate the terms of this Agreement to third parties; or
  - (e) as far as necessary to implement and enforce any of the terms of this Agreement.
- 2.9 This Agreement constitutes the entire understanding and agreement between the parties in relation to the subject matter of this Agreement.
- 2.10 Each party acknowledges that it has not entered into this Agreement in reliance wholly or partly on any warranties, assurances, statements, undertakings, representations or misrepresentations made by or on behalf of the other party

(whether orally or in writing) other than as expressly set out in this Agreement

- 2.11 Nothing in clauses 2.9 or 2.10 shall limit or exclude any liability for fraud.
- 2.12 A Related Party may enforce the terms of this Agreement subject to and in accordance with this clause and the Contracts (Rights of Third Parties) Act 1999.
- 2.13 No other person who is not a party to this Agreement shall have any rights to enforce any of its terms.
- 2.14 This Agreement shall be governed by, and construed in accordance with, English law.
- 2.15 Any dispute arising out of or in connection with this Agreement shall be subject to the exclusive jurisdiction of the Courts of England and Wales.

Signed:

**GRO**

For and on behalf of Post Office

Signed:

**GRO**

Applicant

Name: *Patrick Bowker*

**APPENDIX 1: Withdrawal Notice**

**Withdrawal of application to the Initial Complaint Review and Mediation Scheme ("the Scheme")**

**For the attention of Patrick Bourke, Complaint Review and Mediation Scheme**

Case ref: M070

My complaint has been resolved and I therefore withdraw my application to the Scheme.

Signed

**GRO**

LAWRENCE GLYN BAILEY

Date:

14 January 2016

Customer 1014474  
Company Code 1000

Account group FSPM  
Name M. Lawrence Lynn Buley  
Street  
City  
GRO

TR No. and Year  1014474	No of Regd Papers  POL10/1011/0164 <input type="checkbox"/> POSIS proforma received	Name of Office  Region  Howey - Llandrindod Wells	Code No.  158/644
CAUSE OF CHANGE  <input checked="" type="checkbox"/> RESIGNATION <input type="checkbox"/> DEATH <input checked="" type="checkbox"/> SUSPENSION / DISMISSAL <input type="checkbox"/> CESSATION OF TEMP SUBPOSTMASTER <input type="checkbox"/> CESSATION OF POCL STAFF		Name of former Subpostmaster  Lawrence Glyn Bailey	
		Name of new Subpostmaster Temp Subpostmaster POCL Staff	

From 5.11.05 To 5.1.11 WK No \_\_\_\_\_

Deficiency £ \_\_\_\_\_

Deficiency made good £ \_\_\_\_\_

Surplus £ \_\_\_\_\_

Surplus withdrawn £ \_\_\_\_\_

ACTION	DATE	ACTION	DATE
FA = £13,044.23 dr TPG Cheques = £50.99 cr TPG Harco = £200.00 cr Total o/s £12,706.06 dr.		GRO	
Preliminary enquiries ongoing on FSP's spreadsheet	8.3.11 27.4.11	Sent Steve Bradshaw an email to see if they have a case closure report. Colin Burston said that once the FSP resigns the case has closed.	10.10.11
Sent email to Colin Burston for an update he is on leave until next week.	19.7.11	Rec'd email from Steve FSP was interviewed by the Security team. Her property is up for sale & they have an undertaking from her Sols to repay her debt once it's been sold. He will send me a copy of the letter.	12.10.11
Rec'd email from Colin Burston to say FSP resigned but could not make his promises available due to security problems. Apparently it's Ms Bailey who was behind the losses & this is still being dealt with by POCL.	25.7.11	Rec'd Case Closure report Sent email to Steve Bradshaw asking for a letter of undertaking from FSP's Sols.	1.12.11 7.12.11

ACTION	DATE	ACTION	DATE
Send email to Steve Bradshaw to ask if he has heard anything?	20.1.12	Send Steve an email for an update	17.4.13
Send another email to Steve asking for an update	7.3.12	Send SB email for update 29.7.13 but on leave until 5/8/13.	
Send SB another email for an update	16.8.12	Spoke to SB today he said to send the letter today	29/8/13
Spoke to Steve he said the property has not been sold, FSP had a nervous breakdown, but to remind him at the end of next month to review.		Sent Steve an email to ask if he knew if the Baileys have sold their properties	17/9/13
Send Steve Bradshaw an email to ask if he has an update for me. Steve called back to say remind him 1.12.12 to ring FSP again & maybe send him an Income & Expenditure Form to fill in and chase this up.	12.10.12	Send email to SB for an update	25.11.13
		£12,706.06oe w/o to 73545 Doc Ref 1600019807 M3	26.02.14
Sent an email to SB for an update	14.11.12		
Send Steve yet another email. He called back to say he had spoken to Mrs Bailey & they have got someone to view the property next week. They have decided that if the sale does not go thru they want to change the building into a house altogether. He advised that I write to them in March 2013.	17.1.13		

\*\* Proof Of Delivery - Royal Mail Track and trace

Page 1 of 1



## Your electronic Proof of Delivery

Your item with reference AU063756697GB was delivered from our LLANDRINDOD WELLS Delivery Office on 10/09/13.

Signature of delivery for your item

AU 0637 5669 7GB      SIGNED FOR  


1100

**GRO**

S

Printed name:

[Close window ▾](#)

**CORRESPONDENCE ADDRESS**  
Mrs Kish Brown  
FORMER AGENTS DEBT TEAM  
2<sup>nd</sup> Floor West  
No 1 Future Walk  
Chesterfield  
S49 1PF

**Opening Hours**  
Monday to Friday 8:00am – 5:00pm  
Telephone:  **GRO**  
Email kish.brown@ **GRO**

Private and Confidential,  
Mr L. G. Bailey  
c/o Howey Post Office  
Howey  
LLANDRINDOD WELLS  
LD1 5PT.

Date: 29/08/2013

**FORMER SUBPOST MASTERS ACCOUNT HOWEY POST OFFICE FAD 158 644**

Dear Mr Bailey,

I am writing to you in respect of the recovery of deficiencies found in the accounts at the above Post Office whilst you were sub-postmaster.

The sum of £12,706.06 is due to Post Office Limited to clear the Final Account deficiency.

Your contract with Post Office Limited provides that you are obliged to make good any and all losses incurred during your term of office. The contract also confirms that this obligation continues after your last day of service. Under the Limitation Act 1980 Post Office Limited is entitled to claim any sums due. Please forward a cheque made payable to Post Office Ltd, for the full amount to the address above within 21 days of the date of this letter. Payment may also be made by credit / debit card.

If full payment cannot be made immediately then you must contact this office within 21 days to discuss a repayment plan.

A prepaid envelope is enclosed for your convenience. Should you have any queries regarding this account, please do not hesitate to contact me at the address above or telephone me on the number listed above.

Yours Sincerely



**Kish Brown**

**From:** Kish Brown  
**Sent:** 18 June 2012 14:49  
**To:** Steve Bradshaw  
**Subject:** Re:Mr Lawrence Glynn Bailey (158644)

Hi Steve,  
I know you're probably busy but can you please give me an update on whether this guy has sold his property yet or not?

Regards

Kish Brown  
Former Agents Accounting Team  
No. 1 Future Walk  
CHESTERFIELD  
S49 1PF

**GRO**  
Email: kish.brown@**GRO**

**Kish Brown**

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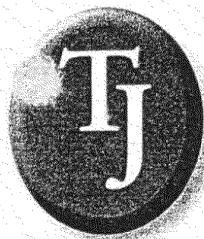
**From:** Kish Brown  
**Sent:** 07 March 2012 14:56  
**To:** Steve Bradshaw  
**Subject:** RE: Lawrency Glyn Bailey - Howey

Hi Steve,  
Just a quick query I am updating my case file and was wondering if you know if the property has been sold or not please?

Regards  
Kish

Customer 1014474  
Company Code 1254  
Name Lawrence Glyn Bailey  
City Llandrindod Wells

Profit Ctr	Stat	Account	DocumentNo	Type	Doc. Date	Lock	LC amnt	Text	Reference	Clrng doc.
- 158644	#	1014474	1600005005	DG	11.12.2010		50.99-	BULK CHEQUES		
- 158644	#	1014474	6000163096	FA	05.01.2011		13,044.23	Final Account-Deficiency		
- 158644	#	1014474	1600005003	DG	05.01.2011		200.00-	HANCO ATM		
*		1014474	6000380265	FA	17.01.2011		87.18-	Final Account-Surplus		
							12,706.06			



Howey 1581644

# TERRY JONES

SOLICITORS & ADVOCATES

Incorporating Jones and Ferriday Solicitors

Abbey House  
Abbey Foregate  
Shrewsbury  
SY2 6BH

Tel: **GRO**  
Fax: **GRO**  
E-mail: [enquiries@terry-jones.co.uk](mailto:enquiries@terry-jones.co.uk)  
[www.terry-jones.co.uk](http://www.terry-jones.co.uk)

DX: **GRO**

Mr Stephen Bradshaw – Fraud Investigator  
Post Office Limited  
Royal Mail House  
3<sup>rd</sup> Floor Clippers Quay  
Salford  
M50 3NW

Your Ref:  
POLTD/1011/0164

Our Ref:  
AJPT/VH/B2926/1

Please ask for:  
Andrew Tench  
Date:  
30 August 2011

Dear Mr Bradshaw

Re: Mrs Joan Bailey

We refer to your recent telephone conversations with Andrew Tench and now write to confirm that we have received a letter signed by both Mr Lawrence Bailey and Mrs Joan Francis Bailey. In that letter, we are told that once a buyer has been found for Camellia House and the business, Terry Jones Solicitors and Advocates will be instructed to act on the sale.

Mr and Mrs Bailey authorise us to pass to Post Office Limited the sum of £12,706.06 from any net proceeds of sale.

We understand that the Post Office are minded to offer Mrs Bailey a caution. It would be appreciated if you could confirm to us the offence likely to be named in the caution form and if you could explain how any caution is likely to be administered.

Yours sincerely

**GRO**

TERRY JONES Solicitors and Advocates

**Kish Brown**

**From:** Jenny Smith on behalf of Jacqueline Whitham  
**Sent:** 01 December 2011 12:01  
**To:** Kish Brown  
**Subject:** FW: Re: Case Closure - POLTD/1011/0164 - Suspects Name - Joan Francis Bailey - Branch - Howey - Branch Code - 158 644

Kish

One of yours

Jen

Jenny Smith  
Former Agents Debt Team  
2nd Floor West  
1 Future Walk  
Chesterfield  
Derbyshire  
S49 1PF

**GRO**

jenny.smith@ **GRO**

**From:** Steve Bradshaw  
**Sent:** 01 December 2011 10:50  
**To:** Colin Burston  
**Cc:** Post Office Security; Lesley Frankland; Jacqueline Whitham  
**Subject:** Re: Case Closure - POLTD/1011/0164 - Suspects Name - Joan Francis Bailey - Branch - Howey - Branch Code - 158 644

**Case Closure Reporting**

Case Closure report must be emailed to Primary Stakeholder and copied to all Secondary Stakeholders & Jacqueline Whitham, on final completion/submitting of case.

Case reference:	POLTD/1011/0164
Date case set up:	20 January 2011
Branch Name: (or other Location)	Howey
Branch Code:	158 644
Main Enquiry Category:	Audit
Enquiry Type:	Cash Loss
Name of Person(s) Interviewed: (if applicable)	Joan Francis Bailey
Subject type / Grade: (Delete as applicable):	SPMR
Case File associated:	Yes
Primary Stakeholder:	Colin Burston
Secondary Stakeholder(s):	Post Office Security - Operational Team Leader
Identified 'Criminal' Loss:	£ 13,044.23
NB: Only losses attributable to fraud and/or where the loss is the result of suspect fraudulent activity, should be recorded. For example if the case is an audit shortage of £50k, but £10k is known to be outstanding/other TCs, then the Identified 'Criminal Loss' is £40k.	
Potential Recovery: (method & dates)	£ Letter of undertaking lodged with solicitor to repay outstanding amount of 312706.06 from proceeds of sale of business.

NB: Potential recoveries include known TCs to be issued, arrangements being made for instalments, ongoing sale of property, etc - ie any known / instigated activity undertaken to pursue recovery, which is in the pipeline.

Actual Recovery: (method & dates)	£338.17 via transaction corrections on 12 Nov 2010 and 01 May 2011 and £87.18 FA surplus on 17 January 2011.
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NB: Actual recoveries include known cash repaid, known cheques repaid, either via funding notification, direct to Late Account, etc - ie any known recovery that has been physically received, as opposed to being in the pipeline.

Confiscation case:	No
SPSO cases: has SPMR been made aware of loss?:	Yes
Is there a Financial Investigation still ongoing?: (if yes, this form must be emailed to relevant Financial Investigator as case will remain open within their remit)	No
Final outcome: (if prosecution include further details below)	Caution to be issued as advised by CLT.
Prosecution Outcome: (include court, date & sentence)	Caution issued on 23 November 2011
Costs / Compensation: (Compensation awarded in multiple partner cases / SPSO assistant cases must be repaid to loser - contact PBA Banking Duty 5309 2381 / 01246 542 381 to ensure compensation cheques dealt with correctly).	N/A
Debarment: (Confirm completed and date forwarded to Intelligence Transaction Manager)	Completed and sent to Corporate Security ON 23 November 2011
Procedural and organizational failings identified - (ensure PROCEDURAL FAILINGS form is also updated & emailed to Stakeholders)	Yes
Procedural and organizational failings discussion held with Stakeholder(s): (discussion must occur prior to closure - outline any solutions, agreed actions, refer to next level if issues remain e.g Crown Office failings via BM/Operations Manager).	Discussed with stakeholder when notification sent.
Are there outstanding issues of a significant nature: (e.g impact, reluctance, refusal to implement solutions, business critical, etc - if yes, the matter should be reported in more detail to Team Leader)	None
Any other comments: (NB: If DWP case then additional closure form is required to be completed)	
Security Advisor in case:	Stephen Bradshaw
Security Programme Manager (Team Leader):	Lesley Frankland
Date Completed	01 December 2011

Regards,  
Steve Bradshaw  
Fraud Investigator

**Kish Brown**

**From:** Steve Bradshaw  
**Sent:** 12 October 2011 15:29  
**To:** Kish Brown  
**Subject:** RE: Re:Howey Mr Bailey

Kish

Telephone conversation of today refers.

Mrs Bailey was interviewed by the Security team. She informs that the premises are up for sale and the outstanding amount will be repaid from the proceeds of the sale. A letter of undertaking has been received from her solicitor and I will send a copy in the post.

Steve

**From:** Kish Brown  
**Sent:** 10 October 2011 14:15  
**To:** Steve Bradshaw  
**Subject:** Re:Howey Mr Bailey

Afternoon Steve,

I just need to pick your brain please regarding Mr Lawrence Bailey, Colin Burston has emailed me to say once Mr Bailey resigned that was the end of the case where POID are concerned but I have not received a Case Closure report for him. The current debt remains as below so I just need to know do I chase this up now or is something else still happening or even a closure report would be useful please.

Regards  
Kish

Profit Ctr	Account	Document...	Ty...	Doc. Date	Lock	Amount in local cur.	Text
	1014474	1600005005	DG	11.12.2010		50.99	BULK CHEQUES
158644	1014474	6000163096	FA	05.01.2011		13,044.23	Final Account-Deficie
158644	1014474	6000380265	FA	17.01.2011		87.18	Final Account-Surplu
	1014474	1600005003	DG	05.01.2011		200.00	HANCO ATM
	1014474				*	12,706.06	
					**	12,706.06	

**Kish Brown**

**From:** Colin Burston  
**Sent:** 10 October 2011 11:58  
**To:** Kish Brown  
**Subject:** RE: Re: Howey (158644)

Kish

No other news once he resigned that was the end of the case and any losses still outstanding would be picked up by Late Account.

Regards

**Colin Burston**

Contract Advisor

**Post Office Ltd – Network Support Team**

Upper Floors, The Markets Branch Office  
6-16 New York Street LEEDS LS2 7DZ

**GRO** or **GRO**



[colin.burston@](mailto:colin.burston@) **GRO**

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---

**From:** Kish Brown  
**Sent:** 07 October 2011 08:41  
**To:** Colin Burston  
**Subject:** RE: Re: Howey (158644)

Morning Colin,

I have not heard anything further about this case have you got an update for me please?

Thanks

Kish

---

**From:** Colin Burston  
**Sent:** 25 July 2011 14:57  
**To:** Kish Brown  
**Subject:** RE: Re: Howey (158644)

Kish

He resigned and did not make his premises available due to security problems. I believe his wife has admitted that she was behind the losses and this is being dealt with by POID.

Regards

**Colin Burston**

Contract Advisor

**Post Office Ltd – Network Support Team**

Upper Floors, The Markets Branch Office  
6-16 New York Street LEEDS LS2 7DZ

**GRO** or **GRO**



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---

**From:** Kish Brown  
**Sent:** 19 July 2011 09:19  
**To:** Colin Burston  
**Subject:** Re: Howey (158644)

Morning Colin,  
I have noticed that the case for Lawrence Glyn Bailey is no longer on the S & I spreadsheet for June, can you please give me an update on it?  
Hope you had a good holiday.

Regards

Kish Brown  
Former Agents Accounting Team  
No. 1 Future Walk  
CHESTERFIELD  
S49 1PF

**GRO**  
Email: kish.brown@ **GRO**

**Kish Brown**

**From:** Kish Brown  
**Sent:** 07 October 2011 08:44  
**To:** Colin Burston  
**Subject:** RE: Re: Howey (158644)

Morning Colin,  
I have not heard anything further about this case have you got an update for me please?  
Thanks  
Kish

---

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 or  GRO



colin.burston@ GRO

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Email: kish.brown@ GRO

## Kish Brown

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Contract Advisor

**Post Office Ltd – Network Support Team**

Upper Floors, The Markets Branch Office  
6-16 New York Street LEEDS LS2 7DZ

**GRO** or **GRO**



[colin.burston@](mailto:colin.burston@) **GRO**

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Kish Brown  
Former Agents Accounting Team  
No. 1 Future Walk  
CHESTERFIELD  
S49 1PF

**GRO**

Email: [kish.brown@](mailto:kish.brown@) **GRO**

## Kish Brown

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Regards

Kish Brown  
Former Agents Accounting Team  
No. 1 Future Walk  
CHESTERFIELD  
S49 1PF  
[REDACTED] GRO  
Email: kish.brown@ [REDACTED] GRO

Customer 1014474  
 Company Code 1254  
 Name Lawrence Glyn Bailey  
 City Llandrindod Wells

Profit Ctr	Stat	Account	DocumentNo	Type	Doc. Date	S	DD	LC amnt	LCurr	Clrng doc.	Text
	#	1014474	1600005003	DG	05.01.2011	#		200.00-	GBP		HANCO ATM
	#	1014474	1600005005	DG	11.12.2010	#		50.99-	GBP		BULK CHEQUES
158644	#	1014474	6000380265	FA	17.01.2011	#		87.18-	GBP		Final Account-Surplus
158644	#	1014474	6000163096	FA	05.01.2011	#		13,044.23	GBP		Final Account-Deficiency
*		1014474						12,706.06	GBP		
**								12,706.06	GBP		

FORMER SUBPOSTMASTERS STATEMENT OF DISCREPANCY

260426

BRANCH NAME : HOWEY BRANCH CODE : 158644

DATE OF DISCREPANCY : 05.01.2011 £ £200.00 CR/~~DR~~

(\*Delete as applicable)

HORIZON ENTRY : £ 140.00 CLIENT DATA TOTAL : £ 340.00

Details of Error: (PLEASE PROVIDE FULL WRITTEN HISTORY OF THE ERROR)

HANCO ATM

HORIZON / HANCO MISBALANCED FROM 01.01.2011 TO 05/01/2011

<u>HORIZON TOTAL</u>	<u>HANCO DISPENSED</u>
	<u>01.01.2011 = 20.00</u>
	<u>02.01.2011 = 60.00</u>
<u>04.01.2011 = 140.00</u>	<u>04.01.2011 = 200.00</u>
	<u>05.01.2011 = 60.00</u>

THEREFORE 200.00 CREDIT TO ACCEPT

Please see attached

NB.Attach all relevant supporting documentation.

FOR INTERNAL USE ONLY

GL/Vendor /DR 627050

\*(Delete as applicable)

Duty Holders Signature :

**GRO**  
**GRO**

Second Validation Signature :

Date Entry on POLFS :

Date TP6 Passed to Former Agent Team :

EVIDENCE TO SUPPORT HANCO ATM TRANSACTION CORRECTION

HANCO ATM DISPENSED

Week 41

Office Nam	Thu	Fri	Sat	Sun	Mon	Tue	Wed	FAD	TOTAL
Howey	£ 150	£ 150	£ 20	£ 60	£ -	£ 200	£ -	1586440	£ 580

YOUR HORIZON ENTRIES

Business D	Item	Net Sales V	Net Sales Volume	Original Sales Value	Original Sales Volume
30/12/2010	Self Fill ATM	-150.00	-1	-150.00	-1
31/12/2010	Self Fill ATM	-150.00	-1	-150.00	-1
04/01/2011	Self Fill ATM	-140.00	-1	-140.00	-1
05/01/2011	Self Fill ATM	60.00	0	-80.00	-1
<b>TOTAL</b>		<b>-380.00</b>			

HANCO	=	580.00
HORIZON	=	380.00
<b>THEREFORE</b>	<b>200.00 credit</b>	

2<sup>nd</sup> Floor  
The Markets Crown Office  
6-16 New York Street  
LEEDS  
LS2 7DZ  
GRO

Mr Laurence Bailey  
Post Office® Howey Branch  
Howey  
Llandrindod Wells  
LD1 5PT

Strictly Confidential

5 January 2011

Dear Mr Bailey

Post Office® Howey branch at [REDACTED] GRO [REDACTED] and satellites at [REDACTED] GRO [REDACTED]  
[REDACTED] GRO

I refer to our recent telephone conversation and confirm that you have been suspended from your Subpostmaster Contract in respect of the above branch with effect from 5 January 2011 until further notice. This suspension is made under section 19, paragraph 4 of your Subpostmaster Contract. It does not mean that your contract has terminated.

During our telephone conversation you indicated that you would be willing to make the above premises available for use by a temporary subpostmaster during your suspension for the purposes of ensuring continuation of Post Office® services. If and when a temporary subpostmaster is appointed by Post Office Ltd, please note that it will be up to you and the temporary subpostmaster to reach agreement over an appropriate payment by the temporary subpostmaster to you in respect of any rent, staff wages, utilities and other relevant expenses.

I would be grateful if you could complete and return to me at the address above the slip set out below confirming your understanding and intention regarding the matters set out in this letter.

Yours sincerely,

**GRO**

Colin Burston  
Contract Manager

Page 2 of 2

To: Colin Burston  
Agent Contract Manager

From: Mr Laurence Bailey  
Post Office® Howey, Hundred House & Llanbadarn Fynydd

I confirm that I Mr Laurence Bailey am willing to make my premises at **GRO** **GRO** available for use by  
**GRO** and satellites at **GRO** any temporary subpostmaster appointed by Post Office Ltd in order to provide Post Office® services  
during my suspension and that I understand that it is my responsibility to come to an agreement with  
any such temporary subpostmaster regarding the use of my premises and any payments for that use  
and for any staff costs.

Signed: \_\_\_\_\_

Name of subpostmaster in capitals:

Date: \_\_\_\_\_

Customer	1014474
Company Code	1254
Name	Lawrence Glyn Bailey
City	Llandrindod Wells

Profit Ctr	Stat	Account	DocumentNo	Type	Doc..Date	S	DD	LC amnt	LCurr	Clrng doc.	Text
158644	#	1014474	1600005005	DG	11.12.2010	#		50,99-	GBP		BULK CHEQUES
158644	#	1014474	6000380265	FA	17.01.2011	#		87,18-	GBP		Final Account-Surplus
158644	#	1014474	6000163096	FA	05.01.2011	#		13,044.23	GBP		Final Account-Deficiency
*		1014474						12,906.06	GBP		
**								12,906.06	GBP		

sw/su A  
TP6

## FORMER SUBPOSTMASTERS STATEMENT OF DISCREPANCY

14.02.2011

BRANCH NAME : HOWEY BRANCH CODE : 158-644

PRODUCT NAME : BULK CHEQUES £ £50.99 CR

\*(Delete as applicable)

DATE OF DISCREPANCY : 11.12.2010

HORIZON ENTRY : £ 481.07 CLIENT DATA TOTAL : £ 430.08

Details of Error: (PLEASE PROVIDE FULL WRITTEN HISTORY OF THE ERROR)

BCV DATED 11.12.2010 TWO CHEQUES RECEIVED AND PROCESSED BY EDS FOR £166.03.

THE AMOUNT CLAIMED (REMEDIED OUT TO EDS) IN RESPECT OF THESE CHEQUES £115.04

A DIFFERENCE OF £50.99 CREDIT ALLOWED.

NB.Attach all relevant supporting documentation.

FOR INTERNAL USE ONLY

GL/Vendor DR 553040

\*(Delete as applicable)

Duty Holders Signature :

Second Validation Signature :

Date Entry on POLFS :

Date TP6 Passed to Former Agent Team : 01.02.2011

**GRO**

Confidential Information.

Date: 13/12/2010 ISBN: GRO FAD Code: 158644  
Serial No: GRO Sort Code: GRO Account No: GRO Amount: 166.03

## BCV - CHEQUES

1586440

DATE OF DESPATCH

111210.

SI

DATE STAMP

Howey  
Howey

Llandrindod Wells  
LD1 5PT



GRO

VOLUME

-2

MAXIMUM 50 CHEQUES

TOTAL VALUE

£ 166 03

DO NOT WRITE OR MARK BELOW THIS LINE

GRO

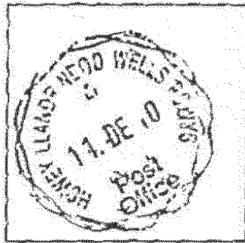
1586440  
131210 000742 00

Confidential Information.

Date: 13/12/2010 ISBN:  GRO FAD Code: 158644  
Serial No:  GRO Sort Code:  GRO Account No:  GRO Amount: 315.04

## BCV - CHEQUES

1586440



**GRO**

SIGNED

DATE STAMP

Howey  
Howey

Llandrindod Wells  
LD1 5PT

VOLUME

- 2

MAXIMUM 50 CHEQUES

TOTAL VALUE

£ 315. 04

DO NOT WRITE OR MARK BELOW THIS LINE

**GRO**

131210 00000000  
131210 0000742 00

**Report Title**

Location	Location	Transaction	Transact	Stock	Employee	Session	Transaction Mode	Item Long	Amount	Adjust Reason
158644	Howey	11/12/2010	11:29:31	AA	JBA001	613312	Remit Out - Processing Centre	Cheque	115.04	
158644	Howey	11/12/2010	11:43:28	AA	JBA001	613317	Stock Adjustment - Positive	Cheque	-115.04	
158644	Howey	11/12/2010	11:43:29	AA	JBA001	613317	Stock Adjustment - Positive	Cash	115.04	
158644	Howey	11/12/2010	11:45:04	AA	JBA001	613319	Remit Out - Processing Centre	Cheque	315.04	

To Colin Burston Contracts Advisor. Paul Dann Former Subpostmaster Account

From Judy Balderson FSA

Date 17 January 2011

Subject Howey 158644

As you are aware the Subpostmaster (Mr Bailey) of the above branch was suspended on 5/1/11 following a large audit shortage. The branch operates an outreach service using luggable kit. Branch code 223644 At the time of the audit at Howey the luggable kit was not working (confirmed with engineer on site). Consequently I returned to the branch on 17/1/11 to complete an audit of the outreach branch.

The result of the audit at the outreach was a surplus of £42.18 pence (£41.21 in cash and 97p in postage). In addition on accessing Howey a credit transactional correction for £45.00 was on site which was accepted. making the **total surplus £87.18**. This surplus was transferred to the late account to be offset against the audit shortage.

A final account was prepared and despatched.

The branch was defunded and all cash and stock returned to the distribution centre. I gave Mr Bailey the safe keys as it was now empty and retained the datestamps.

Both Mr and Mrs Bailey were on site during the audit. They seemed to be under the impression that the audit shortage would reappear somewhere in the paperwork and all would be well. I explained very clearly that even if the money did come back, there would still be the issue of inflating the cash on hand figure to cover the shortage.

If you require any further information please get in touch

Judy Balderson  
Field Support Advisor  
Tel GRO Mobile GRO

TO BE AFFIXED TO THE FRONT OF THE CASH ACCOUNT PRODUCED ON DAY OF TRANSFER /CLOSURE

**FINAL CASH ACCOUNT      OF POSTMASTER/AGENT OF: -**

		<i>Howey</i>	<b>OFFICE</b>
DEFICIENCY IN FINAL ACCOUNT [(from Line (10)86 only)]	£	Due to Transfer* /Temporary Closure* / Permanent Closure* *Delete as applicable Temp. closure due to Suspension* /Robbery* / Other Please state for other _____	
SURPLUS IN FINAL ACCOUNT [from Line (00)40 only]	£ <i>£57.18</i>		
DEFICIENCY MADE GOOD AT FINAL ACCOUNT	£	OFFICE CODE	<i>IS 8 644</i>
SURPLUS WITHDRAWN AT FINAL ACCOUNT (up to £100.00 ONLY)	£	DATE OF FINAL ACCOUNT	<i>17/01/11</i>
<b>OFFICE TRANSFER</b> When the transfer is made during business hours, the time should be stated. The ordinary Cash Account for the rest of the period should contain only transactions subsequent to transfer.		TP10 Blo 1 WEEK No.	Datestamp
Please state if a further Cash Account is due for this accounting week		<i>100 hundred House (Subreach Service)</i>	
<input type="checkbox"/> YES / <input type="checkbox"/> NO			
*Delete as appropriate			
<b>NOTE:</b> If the account is transferred to a New Agent, the total of the cash, stock and vouchers table should be entered at Line 'A' and at Payments line (10)85 'Balance transferred to new account' If the office is closed, the total should be entered on Line 'B'. The cash and stock must be dispersed as follows: <b>Temporary closure</b> - remit all cash and stock (including Game Licences) to parent Distribution Centre and include the value at Payments Line (10)82 'Rems to other offices'. A breakdown of this must be shown in Table 9. <b>Permanent closure</b> - stock must be despatched to NSSC/Chesterfield and include the value at Payments line (10)77 'Stock returns to SSO'. Cash and vouchers must be remitted to the parent Cash Centre and the value included at Payments line (10)82 'Rems to other offices'. A breakdown of the values claimed at Payments line (10)77 and (10)82 must be shown in Tables 8 and 9 respectively.			
The sum of £ <i>nil</i> (being the amount of cash, stock and vouchers shown overleaf at (10)85 Payments. To be charged in the Cash Account of <i>Mon</i> day of period ended <i>17/1/11</i> as balance transferred from old account. I acknowledge receipt of ( <i>3</i> ) keys for the main safe		<b>Signature of Incoming Agent</b>  <b>Signature of Outgoing Agent</b> <i>GRO</i>	
Examined at TP		<b>Signature of</b> <i>GRO</i>	
Transfer noted in TP		<b>Witness to transfer</b> <i>J. B. Alderson RA</i>	
		Tel	<b>GRO</b>

To be retained for six years following completion  
P242 (Revised Dec 2002)

Howey  
10:57 17/01/2011  
Office Snapshot - Office Copy

FAD: 1586440  
TP:10

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

ITEMS & MOP	VALUE	VOLUME
Cash	0.00	
Cash	0.00	
MOP	0.00	
Postage stamp	0.00	
Other Postage Items	0.00	
POSTAGE	0.00	
<b>TOTAL VALUE ITEMS &amp; MOP</b>	<b>0.00</b>	

RECEIPTS	VALUE	VOLUME
Balance B/Fwd	0.00	
Final A/c surplus	87.18	2
Miscellaneous	87.18	
OTHER RECEIPTS	87.18	
Destroy MVL Rang	0.00	4
AP Others	0.00	
AUTOMATED PAYMENTS	0.00	
1st class Large	1.32-	2-
First Class Stamps	1.32-	
Special Lge 1st	1.32	2
Special 97p	0.97-	1-
Special Stamps	0.35	
SAS bk 1st x 12	9.84-	2-
SAS bk 2nd x 12	7.68	2
Christmas 1stBK	9.84	2
Stamp Books - Misc	7.68	
POSTAGE	6.71	
Rem In Auto Dist	3343.38	
Remittance In Detail	3343.38	
Discrepancy OVER Transferred	0.00	
Discrepancy SHORT Resolved	0.00	
<b>TOTAL RECEIPTS</b>	<b>3437.27</b>	

PAYMENTS	VALUE	VOLUME
Cash In Pouches	2135.16	2
Cash In Pouches	12608.94	2-
Out Pouches AUD	74.14	
Out Pouches EUR	943.15	
Out Pouches AED	3.50	
UNCLAIMED PAYMENTS	11493.67	
Rem Out Auto Dist	14930.94	
Remittance Out Detail	14930.94	
Discrepancy SHORT Transferred	0.00	
Discrepancy OVER Resolved	0.00	
Total VALUE ITEMS & MOP	0.00	
Nett discrepancies	0.00	
<b>TOTAL PAYMENTS</b>	<b>3437.27</b>	
Transfers In	0.00	
Transfers Out	0.00	
Balance C/Fwd	0.00	

STOCK VOLUMES	VOLUME
UK TChq	200

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

17/1/11

Please find enclosur £42 for Howey.

The Sub was suspended from the branch

on 5/1/11 but the sub to the outreach  
branch was now working. I returned to the  
branch on 17/1/11 & balanced the outreach  
which resulted in a surplus of £87.18

(including a credit T/c accepted on Howey)

This surplus should be offset against and/or  
shortage revealed on 5/1/11.

Hope this makes sense if not feel free to  
give me a call

regards

Judy Baldes  
FSA

To

**GRO**

**GRO**

## Dawn Wall

**From:** Jo M Welsh  
**Sent:** 05 January 2011 15:20  
**To:** Former\_Agents\_Debt  
**Subject:** HOWEY 158644

Outgoing agent	Branch name	Branch code
1. Name and Branch code	HOWEY	158644
3. Name (in full) of outgoing Agent (BLOCK LETTERS)	MR LAWRENCE GLYN BAILEY	
4. DATE OF APPOINTMENT OF OUTGOING AGENT	05.11.2005	
5. (1) DATE OF CESSATION (2) State whether Trading Statement prepared	05.01.2011	
6. Cause of cessation (see notes overleaf)	SUSPENSION	

Joanna Welsh  
**Customer Service Advisor**  
**Agent Services,**  
**Human Resources**  
Post Office Ltd



HRSC Farnworth, Bolton Mail Centre, Stone Hill Road, Farnworth,  
BOLTON. BL4 9XX

GRO Postline GRO  
 jo.m.welsh@  
GRO  
Post Office HR Help



### **Confidential Information:**

*This email message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorised review, use, disclosure or distribution is prohibited. If you are not the intended recipient please contact me by reply email and destroy all copies of the original message.*

TO BE AFFIXED TO THE FRONT OF THE CASH ACCOUNT PRODUCED ON DAY OF TRANSFER / CLOSURE

**FINAL CASH ACCOUNT      OF POSTMASTER/AGENT OF: -***Howey*      **OFFICE**

DEFICIENCY IN FINAL ACCOUNT [(from Line (10)86 only)]	£ 13044.23	Due to Transfer* /Temporary Closure* / Permanent Closure*, *Delete as applicable
SURPLUS IN FINAL ACCOUNT[from Line (00)40 only]	£	Temp. closure due to Suspension* /Robbery* / Other Please state for other _____

DEFICIENCY MADE GOOD AT FINAL ACCOUNT	£	OFFICE CODE	158644
SURPLUS WITHDRAWN AT FINAL ACCOUNT (up to £100.00 ONLY)	£	DATE OF FINAL ACCOUNT	05/01/11

**OFFICE TRANSFER**

When the transfer is made during business hours, the time should be stated. The ordinary Cash Account for the rest of the period should contain only transactions subsequent to transfer.

*BF 01*  
*TP 09*  
WEEK No.

*5/1/11*  
Datestamp

Please state if a further Cash Account is due for this accounting week

YES /  NO

\*Delete as appropriate

**NOTE:** If the account is transferred to a New Agent, the total of the cash, stock and vouchers table should be entered at Line 'A' and at Payments line (10)85 'Balance transferred to new account'

If the office is closed, the total should be entered on Line 'B'.

The cash and stock must be dispersed as follows:

**Temporary closure** - remit all cash and stock (including Game Licences) to parent Distribution Centre and include the value at Payments Line (10)82 'Rems to other offices'. A breakdown of this must be shown in Table 9.

**Permanent closure** - stock must be despatched to NSSC/Chesterfield and include the value at Payments line (10)77 'Stock returns to SSO'. Cash and vouchers must be remitted to the parent Cash Centre and the value included at Payments line (10)82 'Rems to other offices'.

A breakdown of the values claimed at Payments line (10)77 and (10)82 must be shown in Tables 8 and 9 respectively.

The sum of £ <u>Nil</u> (being the amount of cash, stock and vouchers shown overleaf at (10)85 Payments. To be charged in the Cash Account of <u>Wes</u> day of period ended <u>5/1/11</u> as balance transferred from old account. I acknowledge receipt of ( <u>3</u> ) keys for the main safe	Signature of Incoming Agent
	<i>[Signature]</i>
	Signature of Outgoing Agent
	<b>GRO</b>
Examined at TP	Signature of
	<b>GRO</b>
Transfer noted in TP	Witness to transfer
	<b>GRO</b>
	<i>Tel</i>
	<b>GRO</b>

To be retained for six years following completion  
P242 (Revised Dec 2002)

## TRANSFER REPORT

IMPORTANT - See Notes overleaf

Send to:-  
 Former Subpostmasters Accounts  
 Transaction Processing  
 Post Office Ltd  
 No. 1 Future Walk  
 CHESTERFIELD  
 S49 1PF

Important Message for Auditors  
 Please ensure that this Transfer Report is forwarded to the Former Subpostmasters Accounts team at the address opposite on the day of transfer.

 GRO

ACCOUNTS TO CEASE	OFFICE NAME	OFFICE CODE NO
1. Name and office Code No of (1) Office, (2) Region	(1) Howey	(58644)
2. Name (in full) of officer ceasing (BLOCK LETTERS)	MC LAWRENCE GLYN BAILY	
3. DATE OF APPOINTMENT OF OUTGOING SUBPOSTMASTER	5/11/2005	
4. (1) DATE OF CESSATION (2) State whether Final cash Account prepared	5/11/11 (2) Yes	
5. Cause of cessation. eg resignation, suspension or dismissal, illness, death, cessation of POL staff, temporary Subpostmaster ceased etc (see notes overleaf)	Suspension	
6. If closed for all business, state whether: temporarily, seasonally or permanently	Temp Closn	
ACCOUNTS TO COMMENCE	OFFICE NAME	OFFICE CODE NO
7. Name and Office Code		
8. (1) Name (in full) of Officer commencing (BLOCK LETTERS) (2) If related to Officer ceasing, state relationship	(1)	
9. State whether new Subpostmaster, Subpostmaster reinstated, Temporary acting Subpostmaster, Nominees Subpostmaster, POL staff placed in charge, Conversion from Non-cash-Account Office		
10. Date of commencement		

COMPLETED BY:

Signature .....

Name (please print) .....

Office location P &amp; O SERVICE CENTRE, SALFORD

Telephone Number 5336

Date 30 September 2003

## NOTES

THE TABLE BELOW SHOWS WHETHER A TRANSFER REPORT (P344) AND/OR FINAL CASH ACCOUNT (P242) SHOULD BE PREPARED WHEN A SUBPOSTMASTER CEASES OFFICE OR THERE IS A CHANGE OF OFFICE STATUS:-

CAUSE OF CESSATION	TRANSFER REPORT (P344) TO BE PREPARED	FINAL CASH ACCOUNT (P242) TO BE PREPARED	REMARKS
- Resignation	YES	YES	
- Suspension /Dismissal	YES	YES	IF THE SUBPOSTMASTER IS REINSTATED AFTER SUSPENSION A FURTHER P344 SHOULD BE PREPARED
- Illness (when a relative acts as a temporary Subpostmaster)	YES	NO	WHEN THE SUBPOSTMASTER RESUMES AFTER ILLNESS, A FURTHER P344 SHOULD BE PREPARED
- Death (when a relative acts as a temporary Subpostmaster)	YES	NO	WHEN A NEW SUBPOSTMASTER IS APPOINTED, A FURTHER P344 AND P242 SHOULD BE PREPARED
- Officer in charge (POL staff)	YES	YES	NEITHER FORM NECESSARY ON TRANSFER FROM OIC TO ANOTHER OIC
- Temporary Subpostmaster	YES	YES	
- Nominee Subpostmaster and change of firm	YES	YES	
- Nominee Subpostmaster (no change of firm)	NO	NO	
- Subpostmaster at a Non-Cash Account Office	NO	NO	
<b>Change of office status</b>			
- From a Non-Cash Account Office to an SPSO, MSPO, FPO	NO	NO	
- From an SPSO, MSPO, FPO to a Non-Cash Account office	YES	YES	
- From a BO to an SPSO, MSPO, FPO	NO	NO	

**Retention period: 5 years**

SY  
1:49 05/01/2011

FAD 1586410

Page 1  
TP 00

## Final Branch Trading Statement - Office Copy From 15/12/10 To 05/01/11

	Branch Total	Suspense	SU ATM	SU ATM
Cash On Hand B Fwd	18497.83	0.00	17232.56	1265.23
All Currencies Awaiting Collection B Fwd	0.00	0.00		
Suspense B Fwd	0.00	0.00		
Other MOP B Fwd	95.99		95.99	0.00
ForEx B Fwd	1020.24		1020.24	0.00
Other Postage B Fwd	2501.96		2501.96	0.00
Remittances In Total	27000.00		27000.00	0.00
All Currency Rems from SU's	13628.83	13628.83		
Gains to/from Suspense	0.00	0.00	0.00	0.00
All Currency Pouches Despatched	0.00		0.00	0.00
Transfers In from other SU's	3274.67		1730.00	1544.67
Other Receipts	21558.38		21558.38	0.00
Remittances Out Total	13300.43		13300.43	0.00
All Currency Pouches Despatched via Sus	0.00	0.00		
Losses to/from Suspense	0.00	0.00	0.00	0.00
All Currency Rems to Suspense	13628.83		13628.83	0.00
Transfers Out to other F's	3274.67		1544.67	1730.00
Other Payments	43745.20		42665.20	1080.00
Cash On Hand C Fwd	0.00		0.00	0.00
All Currencies Awaiting Collection C Fwd	13628.83	13628.83		
Suspense C Fwd	0.00	0.00		
Other MOP C Fwd	0.00		0.00	0.00
ForEx C Fwd	0.00		0.00	0.00
Other Postage C Fwd	0.00		0.00	0.00
Total C Fwd	13628.83	13628.83	0.00	0.00
Trading position (+/-)	0.00		0.00	0.00
Discrepancy OVER Transferred	0.00		0.00	0.00
Discrepancy SHORT Transferred	0.00		0.00	0.00
Discrepancy OVER Resolved	0.00		0.00	0.00
Discrepancy SHORT Resolved	0.00		0.00	0.00
Total Branch Adjustments	0.00		0.00	0.00

Mcvey  
13:49 05/01/2011

FAD 1596440

Page 1  
TP 09

Final Branch Trading Statement - Office Copy From 15/12/10 To 05/01/11

Stock Holdings at End of Period

DESCRIPTION	VOLUME	DESCRIPTION	VOLUME	DESCRIPTION	VOLUME
UK TChq	200				
MVL Discs	813				
Transaction Corrections	0				

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:

**GRO**

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