

Filed on behalf of the:	Claimant
Witness:	C OGLESBY
Statement:	1
Exhibits:	CO 1
Date made:	21/01/2006

IN THE HIGH COURT OF JUSTICE

Claim No: HQ05X02706

QUEENS BENCH DIVISION

BETWEEN:-

POST OFFICE LIMITED

Claimant/Part 20 Defendant

-and-

LEE CASTLETON

Defendant/Part 20 Claimant

WITNESS STATEMENT OF CATHERINE OGLESBY

This is the Exhibit CO1 referred to in the Witness statement of Catherine Oglesby

dated *21 January 2006*

To :	From :	cc :
Head of Area		

Date :

Audit of Marine Drive

The following control gaps were identified at the audit of the above named branch on 23.03.2003

- Personal cheques on hand incorrectly treated
- Misuse of monies
- Cash and stock not secured during lunchtime if not on premises
- Safe left open
- Safe keys left in safe door and not secured
- Unauthorised amounts held in suspense account (>£1000>8 weeks)
- Cash not listed accurately over £500
- Travellers cheques not kept in safe
- Foreign currency not held securely
- Procedures for adjusting losses and gains were not adhered to

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Mr L Castleton
Post Office@ Marine Drive branch
14, South Marine Drive
Bridlington
YO15 3DB

23.03.04

Dear Mr Castleton
Re: SUSPENSION

This is to confirm that your contract for services as Subpostmaster at Post Office@ Marine Drive branch has been suspended with effect from 23 March 2004.

The suspension is precautionary pending further investigations and your remuneration will cease from this date. Any outstanding remuneration will also be withheld for the period of the suspension and the question of payment of remuneration to you for this period will be determined in accordance with Section 19 paragraph 6 of your Contract For Services on the termination of the period of suspension.

I will contact you again about this matter as soon as possible.

Yours sincerely

GRO

Lesley J Joyce
Contract Manager

Post Office Ltd
Darlington Area Office
Crown Street
Darlington
DL1 1AN

GRO

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PERSONAL AND IN CONFIDENCE

Mr Lee Castleton
Post Office® Marine Drive branch
14 South Marine Drive
Bridlington
YO15 3DB

26.04.04

Dear Mr Castleton

Re: SUSPENSION OF CONTRACT FOR SERVICES

I wrote to you on 23 March 2004 confirming the suspension of your contract for services as subpostmaster of Post Office® Marine Drive Branch.

I am now considering the summary termination of your contract for services on the grounds that the audit at your office on 23 March 2004 resulted in a total shortage of £25,758.75. You had reported to me large, unexplained losses over the preceding period of 12 weeks. You were unable to make good the losses and therefore the decision was made to suspend you from your contract for services due to the obvious risk to Post Office Ltd funds. There are a number of obligations set out within the Subpostmasters contract for services, one of which being retention of the appointment is dependant on the branch being well managed and the work performed properly to the satisfaction of Post Office Ltd, the Subpostmasters contract section 1, paragraph 5 and section 12, paragraph 12 refers. This is in accordance with Section 1, paragraph 10, of your Contract For Services, which provides that the Agreement may be determined at any time in case of breach of conditions by you, or non-performance of your obligations or non-provision of Post Office services.

I would now like to give you the opportunity to put forward any reasons why I should not pursue this course of action. You can do this by requesting a personal interview or submitting a response to the charge(s). In either case you should inform me of your intentions, in writing by 5 May 2004.

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Re: SUSPENSION OF CONTRACT FOR SERVICES

I have provisionally set aside the morning of Monday 10 May 2004, at the Area Managers Office in Darlington, should you choose a personal interview. If this date is inconvenient we will of course re-arrange.

Should you choose a personal interview, you may be accompanied at the interview by a friend, who must be a fellow subpostmaster, or a registered Sub Office Assistant or a Consignia employee or an official/ representative of the National Federation of Subpostmasters. You also have the right to request and receive all information relating to the aforementioned charge.

Yours sincerely

Cath Oglesby
Retail Line Manager

Post Office Ltd
Operations
Darlington Area Office
Crown Street
Darlington DL1 1AN

To: Cath Oglesby
Retail Line Manager

*I wish to attend for interview

*I wish to submit written representation

*** Delete as appropriate**

Signed: _____

Date: _____

L. CASTLETON

S

GRO

28. 04. 04

DEAR Mrs Oglesby / Mrs Joyce.

I am writing to you
in reply to your letter dated 26. 04. 04.

I would like to point out that the audit took place at this office at my request. I felt I was in a situation that nothing was being done and I felt I needed more people involved. This was asked for on the advise of a friend of mine who is also a Sub post master. I would also like you to consider the amount of phone calls and requests that were made throughout that twelve week period asking for help, advise and information. Whenever I have received any requests from anybody wishing to help, I have always furnished your company with any paperwork, documents or information. I would also like to point out that I have never refused or been unable to make good the losses. But would like to know

whether these losses actually exist or if as I believe they are a figment of a computer's imagination.

I would like you to send me any and all information relating to the aforementioned charge. I would also like you

to send me

1. a full list of all software updates since Jan 16th 2004 to now 28.04.04. Including date of download, reason for download, description of Program and any problems with the software since its installation to any machine
2. list of all calls to Horizon and NSBC from this office since 16th Jan 2004 to now including who made the call, who they relate to, and reason for call, what action was taken after call was made.
3. list of all calls to Horizon and NSBC from any office in relation to computer balance problems that seem unexplained.
4. list of any Horizon problems which are either on-going or have been dealt with including suspense account problems. What action was taken and description of the work.

5. A DETAILED LIST OF THE REQUIREMENTS OF AN RLM IN SUCH A CASE. THE REASON ACTIONS WERE TAKEN AND WHEN THESE ACTIONS WERE TAKEN.
6. CONTRACTUAL OBLIGATIONS OF HORIZON WITH RESPECT TO HOW AND WHEN HORIZON SHOULD ACT WHEN A FAULT ON THE SYSTEM IS SUSPECTED.
7. WHAT ACTION IS TAKEN WITH DATA AT 'CLEAR DESKTOP' WITHIN HORIZON. WHERE IT IS STORED AND WHETHER THIS DATA HAS BEEN CHECKED, IF IT HAS BEEN CHECKED WHAT WAS THE DATA WHO CHECKED IT AND WHAT WAS THE OUTCOME.
8. COULD I ALSO HAVE A DETAILED BREAKDOWN OF WHAT IS CHECKED DURING A HORIZON SYSTEM CHECK WHEN SYSTEM CHECKS HAVE BEEN DONE ON MACHINES IN THIS OFFICE WHO DID THE CHECKS AND WHAT WAS FOUND IN THE RESULTS OF THE TESTS. ALSO THE DATES AND TIMES OF THE CHECKS.
9. LIST OF BT LINE FAULTS SINCE 16th JAN 04 ON THIS PHONE LINE FROM 16th JAN 2004. ANY WORK REQUIRED AND REASON FOR WORK.
10. I WOULD ALSO LIKE TO KNOW IF THE COMPUTER SYSTEM HERE HAS BEEN OFF OVER THE PERIOD OF MY SUSPENSION. THE REASON FOR THEM BEING OFF. THE ACTIONS TAKEN INCLUDING A DETAILED LIST OF

ANY SOFTWARE CHANGES OR REPAIRS REQUIRED
TO BRING THE SYSTEM ON-LINE AGAIN.

I HAVE VERBALLY ASKED FOR THIS
INFORMATION ON TWO PREVIOUS OCCAISIONS. I
BENEVE THAT ALL OF THIS INFORMATION IS
REQUIRED TO GIVE ME AN INSIGHT INTO HOW THIS
SYSTEM WORKS. AS I HAVE ASKED PREVIOUSLY
PLEASE, PLEASE HELP ME TO HELP MYSELF I FEEL
COMPLETELY OUT OF THE 'LOOP'. BUT I ONLY
WISH TO HELP TO UNRAVEL THIS.

LOOKING FORWARD TO YOUR
RESPONSE

YOURS FAITHFULLY

GRO

P.S. COULD YOU ALSO SEND ME THE BALANCE
DATA SHEETS THAT ARE COMPILED AT CHESTERFIELD
SO THAT I CAN COMPARE. I AM SURE THIS HAS ALREADY
BEEN DONE BUT I WOULD JUST WARE TO COMPARE
THEM MYSELF.

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PERSONAL AND IN CONFIDENCE

Mr Lee Castleton
Post Office® Marine Drive branch
14 South Marine Drive
Bridlington
YO15 3DB

06.05.04

Dear Lee

Please find enclosed the following:

- Copy of – Suspension letter – dated 23.03.04
- Copy of - Reasons to urge letter – dated 26.04.04
- Copy of e-mail from Fujitsu and logs of calls to Network Business Support Centre and HSH
- Copy of e-mail from Andrew Price
- Copy of Horizon System User Guide, Office Administration, System failure Subsections 12 and 13
- Copy of Audit report

Yours sincerely

Cath Oglesby
Retail Line Manager

Post Office Ltd
Operations
Darlington Area Office
Crown Street
Darlington DL1 1AN

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Re: SUSPENSION OF CONTRACT FOR SERVICES

PERSONAL AND IN CONFIDENCE

Mr Lee Castleton
Post Office@ Marine Drive branch
14 South Marine Drive
Bridlington
YO15 3DB

USH Calls

Call	Opened	Closed	Affected Site	Problem Text	Closure Text	Resolution
E-0401280325	28-Jan-04	28-Jan-04	213337	Caller states that discrepencys are going through on the system. And this has been the case for 3 weeks in a row. Week 1: £1103 down. Week 2: 4230.97 down. Week 3 (today): approx. £2500.	Call Close by Dane Meah: NBSC issue. Transferred for investigation.	RS14
E-0401290358	29-Jan-04	29-Jan-04	213337	pm reports the is having problems on his system connected to rems, every time he rems in it leaves him with a discreapncy and he been to the nbsc and back to us and now wants his system investigating	Call Close by Mary Rainbow: pm reports ongoing problems on system with discrepancies - pm transferred to nbsc for further assistance	RS14
E-0402020111	2-Feb-04	2-Feb-04	213337	cath nbsc) pm states that he has desktop intialisation failed on node 2.	Call Close by Ben Horseman: counter 2 successfully rolled out at release date 2.9	RS13
E-0402130261	13-Feb-04	13-Feb-04	213337	pm states that he has a rem issue	Call Close by John Lockyear: pm has a nbsc issue	RS14
E-0402130267	13-Feb-04	13-Feb-04	213337	Marie @ NBSC - PM adv his system is doubling up cash declarations and cutting off cheques they still appear the next day	Call Close by Tony Law: PM states his checques keep carrying over from the day before. advised pm to call back if happens again as only happened the once on the 11th and cannot check event log to see if he cut off as pm rolled over since then. ref gi	RS14
E-0402160081	16-Feb-04	16-Feb-04	213337	Marie @ NBSC ~PM calling to advise that both counters were @ POLO this morning, but are rebooting OK now	Call Close by David Lawrence: Pm rebooted OK	RS15
E-0402160628	16-Feb-04	16-Feb-04	213337	Pat @ NBSC - PM adv he needs OBSC check	Call Close by Tony Law: PM adv he needs OBSC checked. OBSC Checked - result given	RS14
E-0402250454	25-Feb-04	25-Feb-04	213337	clerk reports that they have been having problems on the system when balancing that seems to be related to stock remmed in through the week	Call Close by Mary Rainbow: clerk reports problems with the balance that appear to be linked to stock remmed in - clerk will call back tonight if further assistance required	RS14
E-0402250553	25-Feb-04	25-Feb-04	213337	NBSC - PM has called the NBSC regarding problems with her balance.	Call Close by Robert Congerton: pmhtcc	RS14

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Call	Opened	Closed	Affected Site	Problem Text	Closure Text	Resolution
E-0402250565	25-Feb-04	25-Feb-04	213337	JANE @NBSC called re closed call.	Call Close by Nicola Goodson: jane@nbsc called regarding call that was closed advised jane about previous call, ref given call closed	RS14
E-0402251077	25-Feb-04	28-Feb-04	213337	pm reporting that they are getting large discrepancies for the last few weeks.	Call Close by Kujinder Bhachu: sussanna has spoken to the pm, explained that there was no software problem found. explained that this office has been alerted to julie welsh for the discrepancies problem. pmhtcc.	RS13
E-0403040165	4-Mar-04	4-Mar-04	213337	rim reports discrepancies in the office	Call Close by Hayley Minnis: nbsc issue	RS14
E-0403040524	4-Mar-04	4-Mar-04	213337	Line manager states the PM is still getting large discrepancies and wants to know whats going on.	Call Close by Elspeth Neilson: Line manager reporting large discrepancies. Advised that the discrepancies are not caused by software/hardware, as stated in closed call E0402251077.	RS14
E-0403230583	23-Mar-04	23-Mar-04	213337	Auditor wants to know when BU was swapped at this office.	Call Close by Jacqueline Wilcock: Auditor wanted to know when BU was changed. Advised 2/02/04.	RS14
E-0403230628	23-Mar-04	23-Mar-04	213337	brett @ nbsc wants a osp for the auditor. mobile number is [REDACTED] GRO	Call Close by David Dawe: osp given to the auditor ref offered	RS14
E-0404010718	1-Apr-04	1-Apr-04	213337	pm states the screen has frozen	Call Close by Adam Goldstein: pm states the system has frozen advised pm to reboot ref no given	RS03
E-0404190387	19-Apr-04	19-Apr-04	213337	RLM states there has been discrepancies on the system since the base unit was wapped in Feb. RLM wants to know why this is. RLM states she thinks there is something wrong with the system and wants the system to be checked from our end.	Call Close by Elspeth Neilson: RLM wanted the system to be checked as there have been discrepancies. Advised that events are normal and healthcheck passed. Advised to contact NBSC for balancing advice. Ref no given.	RS14
E-0404210187	21-Apr-04	21-Apr-04	213337	pm states that the gateway was saying to enter the pmmc and is now on a blue screen	Call Close by David Dawe: pm had a blue screen advised that the screen is normal and the pm will call back if not changed in the next 20 mins ref offered	RS14
E-0404230660	23-Apr-04	23-Apr-04	213337	pm states that he wondered if he can get a list of his calls - and of software?	Call Close by John Lockyear: pm would like a list of calls and software updates referred to nbsc	RS04

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Call	Opened	Closed	Affected Site	Problem Text	Closure Text	Resolution
E-0404260747	26-Apr-04	27-Apr-04	213337	Failed ADSL switch package. Cannot ascertain if ADSL cable is plugged in. Please investigate.	Call Close by Naseema Yasmin: Call closed.	RS13

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Date Taken	FAD Code	Office Name	Brief Description	Detailed Description	Reason
19/01/2004	213337	Marine Drive	CASH TO HEMEL	LISA WASN'T TOO SURE OF THE CORRECT PROCEDURE-IS NOW AWARE	SEE DD
20/01/2004	213337	Marine Drive	15 SALES REPORT	PM HAS NOT RECEIVED A COPY OF HIS SALES REPORT FOR LAST PERIOD (8) HOW CAN ONE OF THESE BE ORDERED	SPOKE TO SALES SUPPORT WHO GAVE NO FOR MANAGEMENT INFO TEAM ON 53322514.ADVISED THE REPORTS WERE LATE BEING DISPATCHED AND PM SHOULD RECEIVE IT BY THE END OF THE WEEK AT THE LATEST.LEFT MESSAGE WITH PM'S WIFE
20/01/2004	213337	Marine Drive	COUNTER NEWS	1 X WEEK 41/03 REQUIRED	DETAILS LOGGED
21/01/2004	213337	Marine Drive	DESCREPANCY	PM HAS CASH ACCOUNT DESCREPANCY OF #4294.67.	SPMR STILL HAS LOSS AND HAS LOGGED CALL WITH SUSPENSE
22/01/2004	213337	Marine Drive	CAPO	CUSTOMER IS DEAF AND DUMB, CAPO CARD HAS ARRIVED IN WRONG NAME , BERNISE INSTEAD OF DENISE. HUSBAND IS PERM AGENT BUT BANKING TEAM WILL NOT SPEAK TO HIM. CUSTOMER HAS SENT LETTER TO EDS EXPLAINING SITUATION AND STILL IGNORED. PM WANTED TO SPEAK TO EDS	KB
22/01/2004	213337	Marine Drive	DISCREPANCY	PM HAS A LOSS OF #4000, HE WAS IN THE OFFICE UNTIL 11:00 LAST NIGHT AND COULD NOT FIND ANYTHING.	WENT THROUGH ALL THE BALANCE CHEQUES WITH PM, HE HAD CHECKED THE REMS IN AND OUT, HIS CASH STOCK AND P&A AND HE WAS UNABLE TO FIND THE LOSS. ADVISED I WOULD PASS THROUGH TO SUSPENSE.
22/01/2004	213337	Marine Drive	WEEK 43 #4230.97 LOSS UNAUTHORISED	WEEK 43 #4230.97 LOSS UNAUTHORISED UNKNOWN ERROR	UNKNOWN ERROR
27/01/2004	213337	Marine Drive	SPMR MEETING	IS THE MEETING AT SCARBOROUGH THE SAME AS THE ONE AT OTHER PLACES	KB YES IT WILL COVER THE SAME TOPICS
28/01/2004	213337	Marine Drive	15 SYSTEM QUERY	PM SAYS SINCE BROADBAND INSTALLED EVERYTIME HE RECEIVES STOCK INTO OFFICE HE IS SHOWING SHORT BY SAME AMOUNT HAS CHECKED TO MAKE SURE REMMED IN PROPERLEY BUT STILL SHOWING 2500.00 SHORT AMOUNT OF STOCK REMNEEDS CB TO CHECK IF ACCOUNTING OR SYSTEM PROB	ADVISED PM THAT IF HE FEELS THAT THIS IS A TECHNICAL PROBLEM TO CALL HSH BUT AFTER TALKING TO PM HE IS ENTERING ALL TRANS OK SO THIS COULD BE THE CASE ADVISED HIM TO BALANCE AND ROLL FOR A DEFINITE FIGURE THEN TO CALL HSH IF NO JOY CALL TP TO SEE LOG
28/01/2004	213337	Marine Drive	MONEYGRAM	IS THERE A SERVICE A CUSTOMER CAN SEND MONEY TO SOMEONE IN ANOTHER PART OF THE COUNTRY	KB

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Date Taken	FAD Code	Office Name	Brief Description	Detailed Description	Resolution
29/01/2004	213337	Marine Drive	CASH ACCOUNT DISCREPENCY	IS SHOWING A LOSS OF #2523.12. SAYS THAT THIS IS THE THIRD DISCREPENCY IN AS MANY WEEKS.	CHECKED THROUGH FIGURES USING TRANSACTION LOG BY MODE AND ALSO AMOUNT LOOKED AT REMMS DECLARATION AND CASH FLOW NO TRACE OF THE DISCREPANCY CREATED CALL FOR SUSPENSE ACCOUNT TEAM.
29/01/2004	213337	Marine Drive	HORIZON	PM WOULD LIKE TO HAVE HIS TRANSACTIONAL ARCHIVES LOOKED AT MORE CLOSELY TO TRY TO IDENTIFY WHAT IS GOING WRONG WITH HIS OFFICE. HE IS HAVING A LOT OF LOSSES OVER THE LAST THREE WEEKS AND THINKS THAT THERE IS A SYSTEM FAULT WITH HIS REMMITTANCES.	I HAVE FOLLOWED KB INSTRUCTIONS AND SENT AN EMAIL TO ADELE KILCOYNE SO PM CAN STUDY HIS ARCHIVES TO TRY TO IDENTIFY WHAT HAS GONE WRONG ALL DETAILS ARE IN THE LOG
29/01/2004	213337	Marine Drive	WK44 #6754.09 LOSS UNAUTHORISED	WK44 #6754.09 LOSS UNAUTHORISEDUNIDENTIFIED	WK44 #6754.09 LOSS UNAUTHORISED
30/01/2004	213337	Marine Drive	AUTOMATED PAYMENTS	CMRS ACCOUNT HAS NOT BEEN CREDITED WITH PAYMENT	KB
30/01/2004	213337	Marine Drive	WK44 #6754.09 LOSS esc	WK44 #6754.09 LOSS UNAUTHORISED Cath PM sates that he cannot indentify what has caused the loss and is unable to Make Good. The PM states he made good a Loss of #1100.00 in WK42. Please contact the office to resolve and reply with any action taken.	HASRDSHIP HAS BEEN APPLIED FOR. AWAITING RETURN OF I&E FORM
02/02/2004	213337	Marine Drive	HSH	DESKTOP INITIAISATION FAILED OPERATIONAL VIOLATION HAS BEEN DETECTED	PASSED TO HSH REF E-0402020111
03/02/2004	213337	Marine Drive	NETWORK NOMINATIONS.	PM QUERYING WHETHER NOMINATIONS ARE BEING TAKEN FOR PRE PAY MOBILE PHONE VOUCHERS.	PROCESS MAP.
03/02/2004	213337	Marine Drive	Switchboard	NUMBER FOR GIROBANK	KB
03/02/2004	213337	Marine Drive	Switchboard	TELEPHONE NUMBER FOR HANCO HELPDESK.	KB.
04/02/2004	213337	Marine Drive	ONCH	THE PROCESS FOR A ONCH REPORT	AS KB
06/02/2004	213337	Marine Drive	CARD ACCOUNT	PID HAS THE OLD ADDRESS ON	KB
09/02/2004	213337	Marine Drive	NATIONAL SAVINGS	A CUSTOMER WISHES TO TRANSFER #3000 FROM HER ORDINARY ACCOUNT TO OPEN AN INVESTMENT ACCOUNT SHE HAS ALREADY HAD A CASH WITHDRAWAL TODAY CAN I PROCESS THIS AND WHICH FORM IS USED	KB
10/02/2004	213337	Marine Drive	REM OUT	HOW TO REM OUT COIN	KB
11/02/2004	213337	Marine Drive	DISABLED CUSTOMER	PM CUSTOMER WHO HAS A DISABLED SON AND IS AN APPOINTEE AT THE MOMENT AND HAS BEEN TOLD THAT SHE CANNOT BE AN APPOINTEE FOR HER SON	KBASE
12/02/2004	213337	Marine Drive	CARD ACCOUNT	PM WOULD LIKE TO KNOW THE PROCEDURE ON OPENING A CARD ACCOUNT	COM 7

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Date Taken	FAD Code	Office Name	Brief Description	Detailed Description	Resolution
12/02/2004	213337	Marine Drive	WEEK 46 #8243.10 LOSS UNAUTHORISED	WEEK 46 #8243.10 LOSS UNAUTHORISED ACCUMULATED LOSS OVER LAST 4 WEEKS. HARDSHIP APPLIED FOR	AMOUNT ENTERED IN SUSPENSE PENDING COMPLETION OF HARDSHIP PAPERS
13/02/2004	213337	Marine Drive	CW PERSONAL BANKING	HOW DO I PAY OUT ON A CAPITAL BANK LLOYDS TSB CHEQUE MADE OUT TO POST OFFICE LTD	ADVISED PM THAT HE SHOULD NOT PAY OUT CASH FOR THIS CHEQUE, IT SHOULD ONLY BE USED TO PAY FOR PRODUCTS OR SERVICES.
13/02/2004	213337	Marine Drive	HARDSHIP	LOSS #8243.10 WEEK 46 - ACCUMULATED OVER LAST 4 WEEKS. CHASED I&E 27/02. FURTHER LOSS #3509.68 WEEK 48. AMOUNT ADDED TO SUSPENSE. TOTAL LOSS NOW #11752.78. CATH OGLESBY AWARE AND VISITING TO ASSIST PM IN COMPLETING FORMrang to chase 25/03 PM suspended??	SPOKE TO CATH OGLESBY 25/03 PM HAS BEEN SUSPENDED AND LOSS TRANSFERRED TO LATE ACCOUNT
13/02/2004	213337	Marine Drive	HSH	PM WOULD LIKE TO ARRANGE SYSTEM CHECK DUE TO SMALL FAULTS WITH SYSTEM	HSH TONY
16/02/2004	213337	Marine Drive	CAPO	CARD CANNOT BE READ BY SYSTEM WHAT TO DO	KB
16/02/2004	213337	Marine Drive	CARD ACCOUNT WITHDRAWAL	SYSTEM UNAVAILABLE CAN THEY DO A WITHDRAWAL	KB
16/02/2004	213337	Marine Drive	HORIZON	HORIZON	KB 0628
16/02/2004	213337	Marine Drive	Switchboard	PM WANTS TO SPEAK TO HSH FROZEN SCREENS 0081	KB
19/02/2004	213337	Marine Drive	Switchboard	What are the Telephone numbers for Transaction Processing	KB
21/02/2004	213337	Marine Drive	CARD ACCOUNT	PM ASKING HOW TO DEAL WITH DEATH OF CARD HOLDER	KB
24/02/2004	213337	Marine Drive	Page RLM	CAN CATH OGLESBY PLEASE CALL PM REGARDING THE PREVIOUS CONVERSATION ABOUT THE ONGOING SYSTEM PROBLEM . PM INSISTS YOU ARE AWARE THANKS	rim cath oglesby advised @ 11:40am,
25/02/2004	213337	Marine Drive	CB TUESDAY HORIZON	PM HAS BEEN HAVING TERRIBLE PROBLEMS WITH THE SYSTEM AND THERE BALANCE FOR ABOUT 6 WEEKS NOW-SHE HAS BEEN ONTO HORIZON WHO PROMISED THEY WOULD DO A SYSTEM CHECK-PM WANTED TO KNOW WHETHER THEY HAD DONE IT OR STARTED IT BUT HORIZON DOESNT SEEM TO BE SEE LOG	SANDRA SPOKE TO HSH TEAM LEADER WHO ARE NOW LOOKING INTO THIS FOR PM. RANG PM ON TUESDAY AND SHE CONFIRMED HSH HAD BEEN IN TOUCH. GAVE CALL REF AND ASKED HER TO CALL BACK IF SHE HAD ANY FURTHER PROBLEMS
25/02/2004	213337	Marine Drive	Switchboard	PM WANTED TO SPEAK TO HSH REGARDING SYSTEM PROBLEMS	TRANSFERED TO HSH-

Date Taken	FAD Code	Office Name	Brief Description	Detailed Description	Resolution
26/02/2004	213337	Marine Drive	CASH ACCOUNT DISCREPANCY	THE OFFICE HAS A DISCREPANCY AND IS WANTING A CALL FROM SERVICE SUPPORT REF H13071268 #9509.68 SHORTAGE AND WOULD LIKE TO USE THE SUSPENSE ACCOUNT	ADVISED PM THE SUSPENSE ACCOUNT TEAM WILL DEAL WITH UNTIL PM ROLLS INTO THE CORRECT CAP SPOKE TO CLAIRE SHE ADVISED HSH ARE STILL INVESTIGATING THE PROBLEM
26/02/2004	213337	Marine Drive	SMARTPOST	PM IS ENTERING A SMARTPOST ITEM ON THE SYSTEM, IT IS AN AIRSURE GOING TO THE USA WITH A VALUE OF #300. THE PM PUTS THE VALUE IN BUT THE PRICE DOES NOT INCREASE. WHY?	WENT THROUGH THE PROCEDURE FOR SMARTPOST AND PM WAS ENTERING HIGH VALUE AT THE START OF THE TRANSACTION SO IT SETS THE PRICE AT THE HIGH VALUE COMPENSATION RATE.
26/02/2004	213337	Marine Drive	WEEK 48 #3509.68 LOSS UNAUTHORISED	WEEK 48 #3509.68 LOSS UNAUTHORISED UNKNOWN ERROR. HAS AN ONGOING PROBLEM WHICH HSH ARE INVESTIGATING. PM IS COMPLETING I&E FORM TO START HARDSHIP PROCESS FOR PREVIOUS DISCREPANCIES. THIS AMOUNT ENTERED IN SUSPENSE TO INCLUDE IN HARDSHIP PROCESS	UNAUTHORISED BUT ENTERED IN SUSPENSE PENDING HARDSHIP
03/03/2004	213337	Marine Drive	CAPO	CUSTOMER ASKED FOR NAME CHANGE ON CAPO CARD , WRONG NAME ON , SAME NAME ON NEW CARD	KB
04/03/2004	213337	Marine Drive	45 DISCREPANCY PROBLEMS	RLM KATH OGLESBY HAS CALLED HSH AS THE OFFICE ARE CONSTANTLY SHOWING LOSSES EVERY WEEK AND THINKS THIS MAY BE DOWN TO SOFTWARE AS THE AMOUNT IS GETTING WORSE EACH WEEK, HSH HAS PUT HER STRAIGHT THROUGH HERE WITHOUT CHECKING ANY INCIDENTS, SEE LOG	PM SENT IN CASH ACCOUNTS FOR WEEKS 41 42 43. WENT THROUGH THESE WITH TL ANDREW PRICE BUT NOTHING SHOWED. THE LOTTERY ERRORS WERE DUE TO ENTERING WED FIGURES ON THURSDAY.PM SAID HE WOULD WORK MANUAL ALONG SIDE HORIZON AND IF ANYTHING SHOWS HE WOULD CALL
08/03/2004	213337	Marine Drive	CASH DECLARATION	PO IS ASKING ABOUT THE CASH DECLARATION ON THE SYSTEM AS HE HAS 7,579.00 CAN SARAH PENNINGTON TAKE THE CALL AS SHE HAS BEEN DEALING WITH THIS ONE	PM SENDING SNAPSHOTS FROM SAT AND TODAY THROUGH
08/03/2004	213337	Marine Drive	DWP	What to do with impounded DWP Pension and Allowance dockets	ADVISED PM DWP MAKES POLICY NOT POCL
08/03/2004	213337	Marine Drive	PREMIUM BONDS	WHO SHOULD THE CHQ BE PAYABLE TO FOR PREMIUM BONDS	KB
09/03/2004	213337	Marine Drive	BU DE CH	THE PROCESS FOR A BUY BACK PREORDER ACCOUNTING AND DESPATCH	AS KB
10/03/2004	213337	Marine Drive	Switchboard	TELEPHONE NUMBER FOR CHESTERFIELD.	KB.

Date Taken	FAD Code	Office Name	Brief Description	Detailed Description	Function
15/03/2004	213337	Marine Drive	CARD ACCOUNT WITHDRAWALS	THE BALANCE ON THE CARD ACCOUNT IS LESS THAN WHAT IS IN THE ACCOUNT, WHAT DO WE DO???	KB
15/03/2004	213337	Marine Drive	Switchboard	do we have address for NAIRN po	kb
18/03/2004	213337	Marine Drive	Switchboard	PM WANTED OFFICE DETAILS FOR FAD 225840	KB
22/03/2004	213337	Marine Drive	CAPO	PM WANTED TO KNOW HOW TO ISSUE A VAULT CARD TO A CUSTOMER	OFFICE PROCESS MAP
23/03/2004	213337	Marine Drive	HORIXON	AUDITOR WANTS TO KNOW IF OFFICE HAD NEW BASE UNIT	PM WILL TRY HORIZON
23/03/2004	213337	Marine Drive	LOSSES	auditor wanted to know if there were any losses authorised from about week 40.	advised there are 3 losses and all are unauthorised
23/03/2004	213337	Marine Drive	OSP SITE DOWN	OSP FOR CHRIS TAYLOR TEL 07702/918014	hr david ref sap642223dhhsh david ref e-GRO requestor advised
23/03/2004	213337	Marine Drive	Reopened	OFFICE CLOSURE	Advised parties
23/03/2004	213337	Marine Drive	REOPENING	OFFICE WILL BE OPEN TOMORROW AT 9AM WEDNESDAY 24TH MARCH 04 AS NORMAL	see link id H13135176
23/03/2004	213337	Marine Drive	Switchboard	AUDITOR WANTS TO SPEAK TO HSH TO CONFIRM HE HAD A NEW BASE UNIT FITTED	TRANSFERED TO HSH-TANYA WOULD NOT TAKE THE CALL.....
24/03/2004	213337	Marine Drive	BUREAU DE CHANGE	DECLARE BUREAU	CN45/03 ADVISED TO SELECT EDIT F10 HUNG UP
30/03/2004	213337	Marine Drive	PSA NS&I BONDS	SPOKEN TO SPM, RUTH SIMPSON(RELIEF). TAKEN NS & I DETAILS AND WILL PASS TO CUSTOMER WHEN/IF THEY COME IN.	SEE DD
31/03/2004	213337	Marine Drive	ROD LICENCE	WHAT IS CONCESSION NUMBER FOR A DISABLED LICENCE	AS KB
01/04/2004	213337	Marine Drive	REVAL	HOW DO YOU CORRECT ERRORS	KB
01/04/2004	213337	Marine Drive	REVALUATION	OFFICE IS STILL IN CAP 01 AS SHE IS A LOTTERY OFFICE WITH ONLY 1 STOCK UNIT. PM CANNOT BALANCE AND ROLLOVER AS SYSTEM IS SAYING SHE HAS NEGATIVE/REVALUED STOCK FIGURES.	ADVISED PM TO COMPLETE REVALUATION WHILST STILL IN CAP 01. SO THE SYSTEM WILL ALLOW HER THEN TO ROLLOVER INTO WEEK 02.
02/04/2004	213337	Marine Drive	STAMPS	OFFICE HAS RECIEVED OCEANLINERS WITH THE INCORRECT PRICE , WHAT CAN I DO	TOLD PM TO REM IN , AND CONTACT HEMMEL TO NOTIFY
13/04/2004	213337	Marine Drive	Switchboard	OFFICE ADDRESS	AS KB
15/04/2004	213337	Marine Drive	Page RNM	RLM-PLEASE CONTACT PM ASAP URGENT,PM SAYS YOU KNOW ALL ABOUT IT,BUT WOULD NOT GO INTO ANY FURTHER DETAIL.	rlm cath oglesby left message on voicemail @ 1453
19/04/2004	213337	Marine Drive	Switchboard	TEL NO FOR NATIONAL SAVINGS	K/BASE
19/04/2004	213337	Marine Drive	Switchboard	TEL NO FOR TP	K/BASE
20/04/2004	213337	Marine Drive	Page RNM	PM WANTS TO SPEAK TO RLM REGARDING A PROBLEM THAT SHE IS ALREADY DEALING WITH	rlm cath oglesby left message on voicemail @ 1428

Date Taken	FAD Code	Office Name	Brief Description	Detailed Description	Resolution
21/04/2004	213337	Marine Drive	CHANGE TO OPENING HOURS	First day of service will be:21.04.04The opening hours will be:Monday:09:00 to 17:30 Tuesday:09:00 to 17:30 Wednesday:09:00 to 17:30 Thursday:09:00 to 17:30 Friday:09:00 to 17:30 Saturday:09:00 to 12:30	DETAILS LOGGED
22/04/2004	213337	Marine Drive	Page RLM	CAN RLM CONTACT OFFICE REG PROBLEM YOU ARE ALREADY DEALING WITH	left msg on cath oglsbys mobile @ 10.26
22/04/2004	213337	Marine Drive	POST OFFICE LTD	MR CASTLETON MY SON IN LAW AND DAUGHTER HAVE BEEN IN SUSPENED AND END OF MONTH AND HAS PUT SOMEONE ELSE IN AND ARE LOOSING BUSINESS, CATH OGLESBY I WANT TO SPEAK TO SOME ONE HIGHER? <input type="text" value="GRO"/>	PASSED MESSAGE TO AREA OFFICE FOR HOA TO GET IN TOUCH WITH MR FRANKS
22/04/2004	213337	Marine Drive	Switchboard	MEMBER OF THE PUBLICA PM'S FATHER IN LAW	K/BASE
23/04/2004	213337	Marine Drive	15 Switchboard	PM IS WANTING TO KNOW IF THERE IS ANYWAY OF PRINTING ALL THE CALLS HE AS DONE TO NBSC OFF THE SYSTEM AND SEND THEM TO HIM	ADVISED SPMR IF HE WOULD LIKE INFORMATION REGARDING CALLS MADE TO NBSC HE SHOULD MAKE HIS REQUEST IN WRITING TO ADELE KILCOYNE - NBSC - CORTONWOOD DRIVE - BRAMPTON - BARNSELY - S73 0UF

System failure

12 Equipment Failure Checklist (dealing with equipment failure)

When you experience a problem with equipment, there are a number of checks that you must make before calling the Horizon System Helpdesk.

Please note: If any of these initial checks fails, call the Horizon System Helpdesk see subsection 19; Help Desks.

- Please follow the actions below carefully, according to the relevant equipment failure:

12.1 Processor failure

When the processor has failed:

- Check whether the processor is receiving power.

Please note: If the processor is not receiving power, it is silent and displays no green lights on the front panel.

If the power cable has become unplugged or pulled loose from the mains supply at the wall socket:

- Reconnect the power cable
- Restart the workstation (node) see System Administration; System initialisation; Restarting a workstation or see System Administration; System initialisation; Replacement of a Gateway workstation.

If possible:

- Check whether the power cable has become unplugged or pulled loose from the processor
- If this has occurred, call the Horizon System Helpdesk.

Please note: Do not try to reconnect the power cable in this instance.

If the cable connections are correct but the processor is silent and displaying no lights:

- Check whether the processor's on/off switch has been switched off. This may happen, for example, if the switch is knocked accidentally. If the processor is switched off, press the on/off switch to switch it back on, see System Administration; System initialisation; Restarting a workstation
- Check whether the monitor screen is plugged into the processor and is displaying a green light above its on/off switch (in which case the processor is faulty), if this is the case call the Horizon System Helpdesk.

If the processor is displaying lights but appears not to be operating:

- Check whether the light nearest the on/off switch (on the right hand side of the processor) which indicates that the processor is switched on and is receiving power, remains steadily on

- Check whether the light next to the power light, which indicates computer activity, is in one of the following conditions:
 - flashing on and off in bursts of activity (this will happen when the processor has just been switched on and is preparing itself for use)
 - flashing briefly from time to time (this will happen when the processor is ready for use)
- Make a note of the condition of the lights since you will need to relay this information to the Horizon System Helpdesk
- Call the Horizon System Helpdesk.

If you need to carry out transactions and the processor is still not working:

- Check whether there is another workstation on which you can complete the transaction.

If there is another workstation available:

- Complete the transaction using the other workstation.

If another workstation is not available:

- Complete the transaction manually without entering any information onto the system
- Recover the transactions when the workstation is restored, using the relevant fallback procedure.

12.2 ISDN (Horizon telephone communication connection) line faults

When you experience difficulty with the ISDN communication line:

- Check whether the ISDN Network Termination Equipment (NTE) box is displaying a green light.

Please note: The NTE box is the grey BT box (telephone point) about six by four inches in size fixed to the wall of your office.

If the light on the NTE box is not on:

- Call the Horizon System Helpdesk.

If the light on the NTE box is on:

- If your office has a hub which forms the Local Area Network (LAN), check that this is displaying at least three green lights.

Please note: The hub is mounted on the inside lid of a small steel cabinet which is positioned approximately one metre from the floor, close to the ISDN point.

If any of the lights are not on:

- Call the Horizon System Helpdesk.

If the lights are on:

- Check whether the ISDN/LAN cables have become loose or disconnected.

System failure

If a cable is loose or disconnected:

- Call the Horizon System Helpdesk.

Please note: Do not try to reconnect the power cable in this instance.

If you need to make a payment for the Order Book Control Service and the ISDN (NTE) fault has not been rectified:

- Follow the manual procedures for encashment see Transactions - Serve Customer - Part two; OBCS Pension & Allowances; OBCS during system failure.

12.3 Monitor (including touch screen) failure

When the monitor/touch screen has failed:

- Check whether a green light is visible below the right hand corner of the screen (this light indicates whether the monitor is switched on).

Please note: Even though the screen may not be working, the keyboard may still function. Make sure that you do not accidentally press any keys on the keyboard as this will register on the system.

If the green light is not on:

- Check that the power switch by the light is in the 'on' position
- Leave the power switch in the 'on' position
- If possible, check whether the cable between the screen and the processor has been unplugged or has pulled loose.

If the cable is loose or disconnected:

- Call the Horizon System Helpdesk

Please note: Do not try to reconnect the power cable in this instance.

- Check whether the processor is working correctly by performing the processor checks (see paragraph 12.1; page 39).

Please note: The power for the monitor is supplied from the processor so if the processor is not powered, the monitor will not be powered either.

If the green light is on but the monitor screen is blank:

- Make sure that the contrast or brightness has not been turned down (the contrast and brightness controls are to the left of the power switch).

If the green light is on but the monitor screen shows nothing but white noise, becomes monochrome or has developed a peculiar colour tint:

- If possible, check whether the cables to the processor are properly connected (the cables plug into a socket at the opposite corner of the processor to the power switch).

System failure

If the cables are loose or disconnected:

- Call the Horizon System Helpdesk (see paragraph 19.1; page 76).

Please note: Do not try to reconnect the power cable in this instance.

If the screen appears to be operating:

- Check whether the touch controls are working.

If the screen appears to be operating but the touch controls are not working:

- Check whether the cables from the touch screen control unit at the back of the monitor have not been unplugged or pulled loose from the system unit.

If the cables are loose or disconnected:

- Call the Horizon System Helpdesk (see paragraph 19.1; page 76).

Please note: Do not try to reconnect the cables in this instance.

If you need to carry out transactions and the monitor is still not working:

- Complete the transaction using an alternative workstation, if one is available
- If another workstation is not available, complete the transaction manually without entering any information onto the system.

For information on completing the transaction manually, see the appropriate procedure as shown below:

- for the AP Fallback procedure see Transactions - Serve Customer - Part one; Automated Payments; Automated Payments during system failure

For all other transactions, refer to the appropriate booklet of the Counters Operations Manual.

If you need to carry out transactions and the touch screen is still not working:

- Continue with the transaction using the keyboard instead of the icons on the touch screen.

Please note: The icons on the screen perform the same functions as the function keys F1 to F16, along the bottom left of the keyboard. The corresponding keys are shown on these icons.

Every screen button has a key board equivalent that is shown on the button. Some of these are underlined which means that they are selected by pressing and holding the alt key and the pressing the underlined character.

An example of this is 'deleting from the transaction stack of more than 3 items. UP to 3 items the T1, T2 & T3 keys can be used. When a larger transaction stack is opened, up to 9 buttons are displayed (T1, T2, T3, 0, 1, 2, 3, 4, 5) The 0, 1, 2, 3, 4, 5 can only be selected on the keyboard using the Alt key.

12.4 Bar-code reader failure

When the bar-code reader has failed:

- Check that the light beam is working correctly.

System failure

When you point the bar-code reader at an object and pull the trigger, a flat beam of light should come out of the front of the reader and shine on the object.

Please remember: Never point the bar-code reader at your eyes.

If the reader is not giving out a light:

- Check that the cable from the bar-code reader is correctly plugged into the signal port and DC power supply port at the back of the system unit.

If the cable is loose or disconnected:

- Call the Horizon System Helpdesk (see paragraph 19.1; page 76).

Please note: Do not try to reconnect the cable in this instance.

If the reader is giving out a light:

- Check whether the reader beeps when you scan a bar-code.

Please note: The bar-code reader light can function with only the power connected, but without a signal connection it will not be able to transmit the bar-code to the computer. A beep indicates that the bar-code has been read successfully.

If the bar-code reader does not beep:

- Check the reliability of the scanner by trying to scan several bar-codes.

Please note: In extreme light or dark, when there is interference, or when the scanner window has become clouded or dirty, the scanner's reliability may decrease. This means that the bar-code reader will not always be able to read bar-codes easily.

If the bar-code reader requires a few attempts to read a bar-code:

- Call the Horizon System Helpdesk (see paragraph 19.1; page 76).

If you need to carry out a transaction and the bar-code reader is still not working:

- Enter the bar-code manually by using the keyboard

Please note: All Horizon procedures that use bar-codes contain instructions advising you what to do if the bar-code cannot be read due to bar-code failure. You may alternatively complete the transaction using another workstation, if one is available.

12.5 Magnetic Card reader failure

If the Magnetic Card reader is not reading a card:

- Check that you have placed the card in the reader correctly (the magnetic strip should be visible and at the bottom of the card when entered)
- Check that the card you are trying to read is not faulty (e.g. the magnetic strip is not damaged or broken)
- Try reading the original card again.

If the Magnetic Card reader still cannot recognise the original card:

- Enter the card details on the keyboard.

If, on its next use with a different card, the Magnetic Card reader does not recognise the card:

- Call the Horizon System Helpdesk (see paragraph 19.1; page 76).

If you need to carry out a transaction and the Magnetic Card reader is still not working:

- Enter the card number manually

Please note: All Horizon procedures that use Magnetic Cards contain instructions advising you what to do if the Magnetic Card reader fails. You may alternatively complete the transaction using another workstation, if one is available.

12.6 Keyboard failure

When the keyboard is not working:

- Check whether there are lights lit on the keyboard.

If no lights are on:

- Press the Caps Lock key
- Check that the Caps Lock light comes on.

Please note: Pressing the key a second time turns the light back off again.

If the Caps Lock light does not come on when you press the Caps Lock key:

- Check that the keyboard is plugged into the system unit.

If the cable is loose or disconnected:

- Call the Horizon System Helpdesk (see paragraph 19.1; page 76).

Please note: Do not try to reconnect the cable in this instance.

If you need to carry out a transaction and the keyboard is still not working:

- Continue with the transaction using the touch screen as follows:
 - if you need to enter letters and numbers, touch the Alphanumeric icon to display the on-screen keyboard
 - to accept an entry, touch the ✓ icon
 - to remove the whole entry, touch the ✕ icon
 - to delete one character, touch the ⬅ icon

12.7 Smart Card reader failure

When the Smart Card reader has failed:

- Make sure the card is not damaged
- Make sure you have entered the card the right way round (if not, re-try).

System failure

If the card is not damaged and is entered correctly:

- Contact the Horizon System Helpdesk.

Please note: You should complete the transactions using another workstation, if one is available.

12.8 Counter printer failure

When the counter printer has failed:

- Check that all the cables are connected and in place.

If any cables are loose or disconnected:

- Call the Horizon System Helpdesk (see paragraph 19.1; page 76)

Please note: Do not try to reconnect the cables in this instance.

- Make a note of which lights are lit on the counter printer (including what colour they are and whether they are flashing).

If the ready light is flashing:

- Check that the printer lids are on properly
- Check whether there are consumables in the counter printer.

If the counter printer needs more consumables

- Try to replace the consumables (see paragraph 17.1; page 65).

If the counter printer is making any unusual sounds:

- Make a note of any sounds that the counter printer makes.

If there is still a problem with the counter printer following the preliminary checks:

- Call the Horizon System Helpdesk (see paragraph 19.1; page 76)
- Be ready to give the Helpdesk operator details of the state of the lights and any sounds made by the counter printer.

If a customer needs a receipt and the counter printer is still not working:

- Complete a manual receipt.

For information on writing manual receipts for:

- an AP transaction see Transactions - Serve Customer - Part one; Automated Payments; Completing manual receipts
- an EPOSS transaction refer to the appropriate Counters Operations Manual booklet

If you need to print a report and the counter printer is still not working:

- Wait until the counter printer is restored or another workstation becomes available.

Please note: If a printer fault cannot be rectified in time for information to be sent to a client you should use a manual summary where one is available (for example for Girobank).

Please remember: The report can be previewed on screen.

12.9 Office printer failure

When the office printer has failed:

- Check that all the cables are connected and in place.

If any cables are loose or disconnected:

- Call the Horizon System Helpdesk (see paragraph 19.1; page 76)

Please note: Do not try to reconnect the cables in this instance.

- Make a note of which lights are lit and on which equipment, including:
 - whether they are flashing
 - what colour they are
- Check whether there are consumables in the printer.

If the printer needs more consumables

- Try to replace the consumables see paragraph 17.3; page 66 and see paragraph 17.4; page 68.

If the printer is making any unusual sounds:

- Make a note of any sounds that the printer makes.

If there is still a problem with the printer following the preliminary checks:

- Call the Horizon System Helpdesk (see paragraph 19.1; page 76)
- Be ready to give the Helpdesk operator details of the state of the lights and any sounds made by the printer.

If you need to print a report and the printer is not working:

- Leave outstanding office reports until the printer is functioning again
- Preview client summary reports and the cash account report on screen (this will enable them to be re-printed as soon as the printer is working again)

Please note: Mandatory reports must be printed and despatched as soon as possible after the printer is working, see Balancing; Miscellaneous; Reprinting an office report. If a printer fault cannot be rectified in time for information to be sent to a client you should use a manual summary where one is available (for example for Girobank).

System failure

12.10 Power failure

When an electricity power failure prevents you from carrying out transactions:

- Report the failure to the Horizon System Helpdesk as soon as possible (see paragraph 19.1; page 76)
- Complete transactions manually until power is restored.

For information on completing transactions manually see the appropriate procedure as shown below:

- for the AP Fallback procedure, see Transactions - Serve Customer - Part one; Automated Payments; Automated Payments during system failure

For all other transactions, refer to the appropriate booklet of the Counters Operations Manual.

12.11 Electronic scales failure

When you cannot enter the weight of an item on the system after an item is placed on the electronic scales attached to the Horizon System:

- Check that the scales have been switched on.

If the scales are switched on and are still not working:

- Report the fault to your normal electronic scales fault contact
- Continue the transaction by using electronic scales at an alternative counter position.

If there are no alternative sets of electronic scales available:

- Weigh the item on the manual scales
- Enter the weight of the item on the system using either the touch screen or the keyboard.

For information on using manual scales to mail an inland or overseas item, see Transactions - Serve Customer - Part three booklet; Using the scales; Calculating postage rates on the Horizon system using the weight obtained from the scales

If the normal electronic scales fault contact cannot repair the fault:

- Report the failure to the Horizon System Helpdesk as soon as possible. (see paragraph 19.2; page 76).

12.12 Repairing of faults

Hardware faults

When you report a hardware fault to the Horizon System Helpdesk (eg. a keyboard fault) and the operator allocates an engineer to your office:

- Keep a note of the arrival time the Helpdesk operator gives, so that you know when to expect them

Please note: If a courier is required to bring you a new part for the system, the operator will give you details about the arrival of the part.

System failure

- Admit the engineer to your office, following existing security procedures

Please note: If the engineer does not have a POCL security pass, you must ask them for their Horizon security pass.

- Direct the engineer to the faulty equipment

When the engineer has completed their work, you will be asked if you are satisfied that the fault is fixed.

- Check whether the equipment is now working correctly

Please note: If you are not satisfied that the equipment is working correctly, advise the engineer, who should re-examine the fault. If the equipment continues to malfunction while the engineer is present, contact the Horizon System Helpdesk (see paragraph 19.1; page 76).

- Check whether the equipment has been damaged

If the equipment has been damaged:

- Ask the engineer to write a report, giving the details of the damage
- Sign the engineer's report, detailing the action taken.

Network faults

When there have been network faults (eg. when you are unable to contact other systems) and the system has displayed a warning message:

You will receive a telephone call from the Horizon System Helpdesk when these faults have been rectified.

- Check whether the Horizon system is then working.

If the system is not working:

- Contact the Horizon System Helpdesk (see paragraph 19.1; page 76), quoting your existing call reference number.

Software faults

When there have been software faults (ie your hardware is functioning but the system is not doing the things you would expect):

- Contact the Horizon System Helpdesk (see paragraph 19.1; page 76)
- Follow the instructions of the Horizon System Helpdesk operator
- Check whether the Horizon system is working.

If the Horizon system is still not working:

- Inform the Helpdesk operator
- Follow further instructions from the Helpdesk.

System failure

12.13 Service Visit Report (SVR)

Whenever an engineer is sent to your office, on completion of his work, the office manager (or representative) will be required to sign the engineers Service Visit Report (SVR).

The SVR is a 3 part form which should be separated as follows:

- the engineer keeps the first part
- the second part is kept by your office
- the third part is a feedback questionnaire to be completed by your office and sent to ICL Pathway

12.14 What to do if the system does not respond as you expect

If product details do not match:

If selected product details do not match what is expected (eg. the wrong price is displayed):

- Check that the product details are correct (eg. from Counter News, etc.)

If you have entered the product details correctly:

- Contact the Horizon System Helpdesk.

If you are unable to enter a product or PLU:

If you are unable to enter a product due to the icon or PLU selection not being available:

- Confirm whether the product should be available at your office by:
 - using references from previous transactions
 - referring to details in Counter News, etc

If the transaction is not acceptable in your office:

- Cancel the transaction.

If the transaction is acceptable at your office:

- Complete the transaction manually
- Contact the Horizon System Helpdesk.

13 Identifying lost transactions following a system failure

If the Horizon system fails for any reason transaction information may be lost. This could either be information about a transaction that was in progress at the time of the failure or information about transactions that were completed and which has become corrupted as a result of the system failure.

As soon as the system is restored you must identify any lost transactions so that they can be recovered correctly.

The system will prompt you for recovery of lost Automated Payments transactions when it is restarted. For information on recovery of Automated Payments transactions see Transactions - Serve Customer - Part one; Automated Payments; Recovery of Automated Payments.

However you will have to identify and recover lost EPOSS and OBCS transactions yourself using the procedure below.

Daily Transactions

For example: Girobank, BT bills, National Savings, manual summaries used for despatch of documents.

- Produce a summary, and if dockets already despatched, cut off their Horizon reports
- Compare the manually summarised dockets with the automated summary
- Enter any manual summarised dockets despatched on to the Horizon system and produce automated summaries, and then cut off as per normal procedures
- Enter any transactions not entered, identified by available dockets, by bulk input. For information on bulk input of transactions, see Transactions - Serve Customer - Part three; System failure & recovery; Entering bulk transactions following system failure.

Weekly Transactions

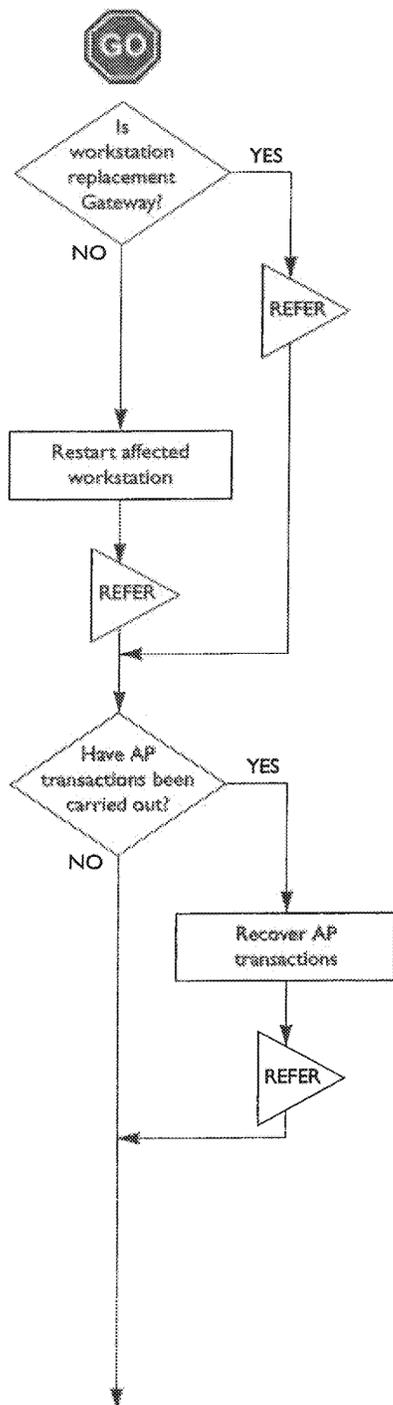
- Produce summaries, cut off summaries if required
- Identify the dockets concerned and reconcile with the relevant summary
- Dockets not identified on summary require entry on to the Horizon system by bulk input. For information on bulk input of transactions, see Transactions - Serve Customer - Part three; System failure & recovery; Entering bulk transactions following system failure.

Transactions without summary (infrequent) and stock sales

- Select balancing/stock unit balance snapshot
- Print balance snapshot. For information on producing a stock unit balance snapshot, see Balancing; General stock unit activities; Producing a stock unit balance snapshot
- Compare your dockets and stock with the balance snapshot
- Adjust stock to reflect the actual position
- Enter onto Horizon system any non-stock transactions not on balance snapshot.

System failure

14 Recovery procedures after system failure



When you need to follow recovery procedures after a system failure for the workstation (node):

- Decide whether a Gateway workstation has been replaced

If the workstation is a replacement Gateway workstation:

For information on starting a replacement Gateway workstation, see System Administration; System initialisation; Replacement of a Gateway workstation.

If the workstation is not a replacement Gateway workstation:

- Restart the affected workstation (node).

For information on restarting a workstation see System Administration; System initialisation; Restarting a workstation.

The Horizon system will prompt you for AP recovery.

- Check whether any AP transactions have been carried out during system failure

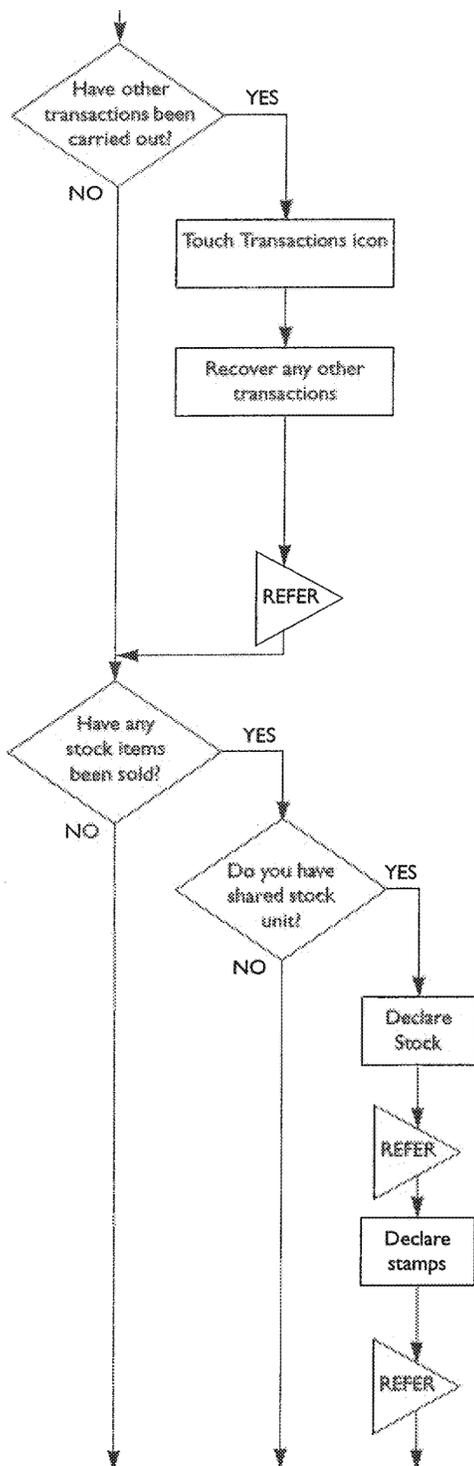
If any AP transactions have been carried out during system failure:

- Recover the AP transactions.

For information on AP transaction recovery see Transactions - Serve Customer - Part one; Automated Payments; Recovery of Automated Payments

Please note: AP transactions should be recovered at the earliest opportunity.

System failure



- Check whether any other transactions have been carried out during system failure

If any other transactions have been carried out during system failure:

- Touch the Transactions icon

- Recover any payment, receipt or transfer transactions carried out during system failure.

Please note: Any other procedures, such as order book receipt, that were delayed due to the system being unavailable should be completed.

For information on entering a large number of transactions onto the system after system failure, see Transactions - Serve Customer - Part three; System failure & recovery; Entering bulk transactions following system failure.

- Check whether any stock items have been sold during system failure

If stock has been sold during system failure:

- Decide whether you have a shared stock unit.

If you have a shared stock unit:

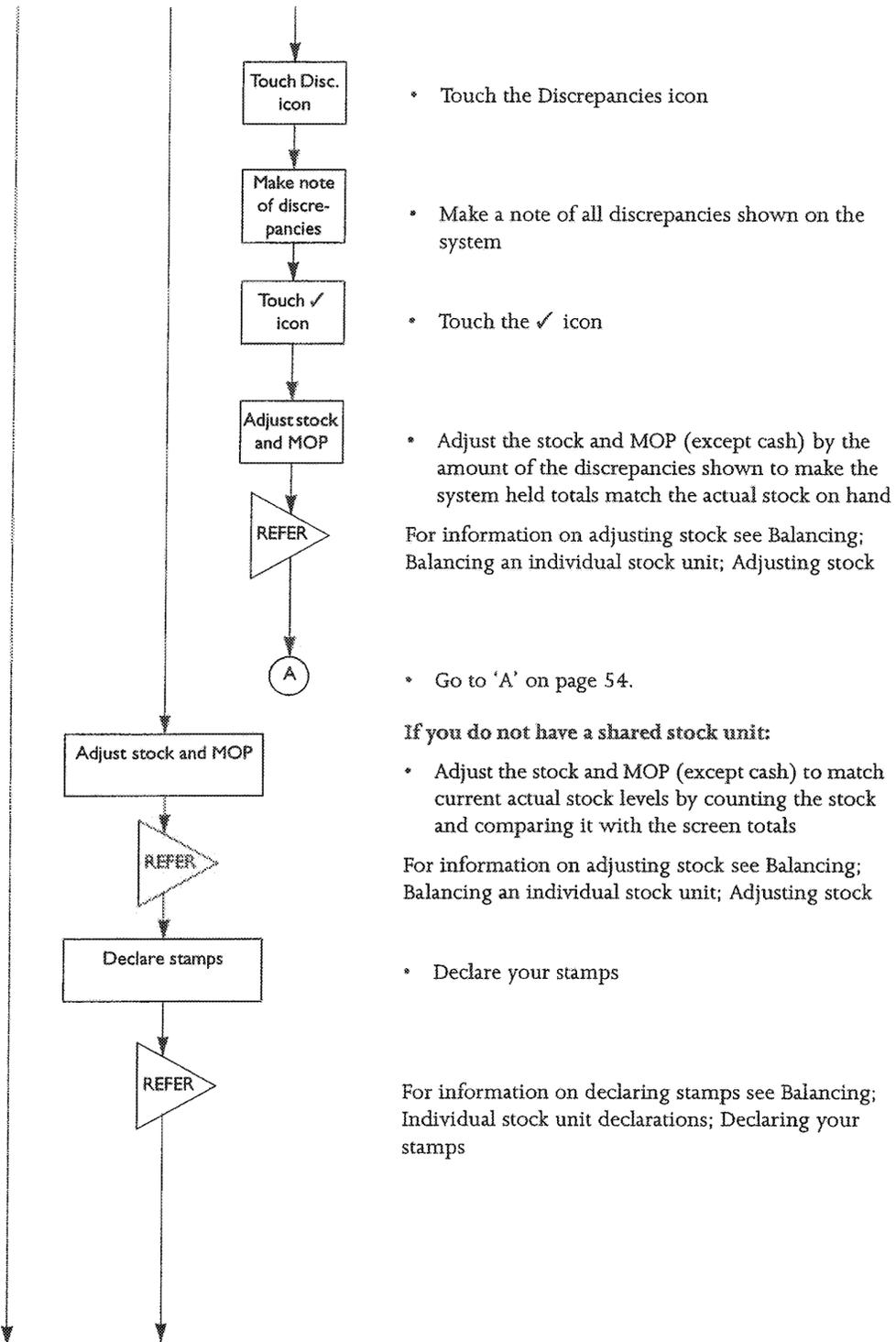
- Declare stock item and Methods of Payments (except cash) for all parts of the stock unit

For information on declaring stock for a shared stock unit, see Balancing; Shared stock unit declarations; Declaring stamps and stock.

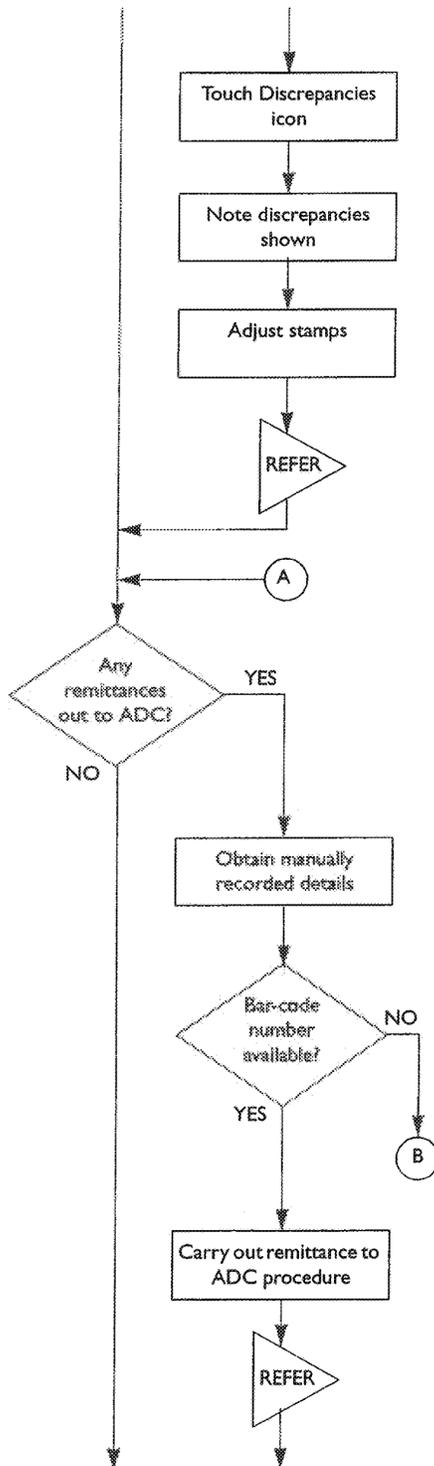
- Declare all stamps for all parts of the stock unit

For information on declaring stamps for a shared stock unit see Balancing; Shared stock unit declarations; Declaring stamps and stock

System failure



System failure

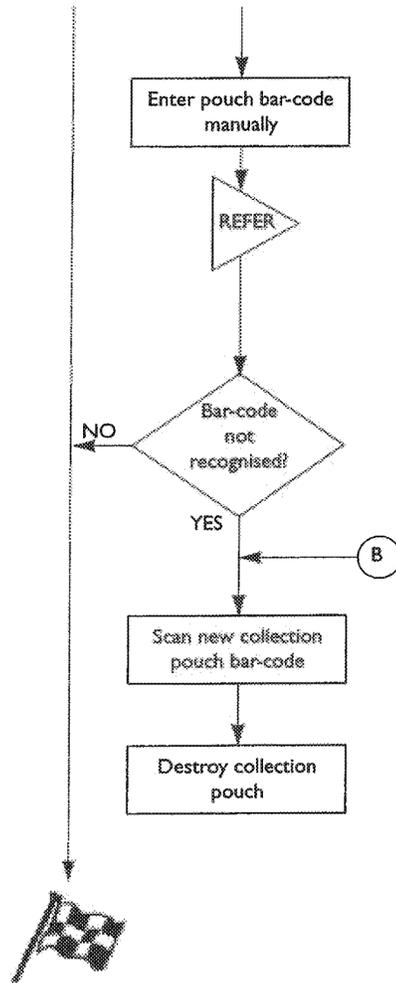


- Touch the Discrepancies icon
 - Make a note of all discrepancies shown by the system
 - Adjust the stamps by the amount of the discrepancies shown to make the system held totals match the actual stock on hand
- For information on adjusting stock see Balancing; Balancing an individual stock unit; Adjusting stock

- Check whether any remittances to the ADC have taken place during the system failure
- If any remittances to the ADC have taken place during system failure:
- Obtain the manually recorded details, including a list of all items in the remittance and the bar-code number of the pouch
 - Decide whether the manually recorded pouch bar-code number is available
- If the manually recorded pouch bar-code is not available:
- Go to 'B' on page 55.
 - Carry out the remittance to the ADC procedure

For information on remittances to the ADC, see Transactions - Other - Part one; Transfers & remittances; Dealing with remittances to the Automated Distribution Centre

System failure



- Enter the pouch bar-code number manually.

For information on entering a pouch bar-code manually, see Transactions - Other - Part one; Transfers & remittances; Entering a remittance bar-code number manually.

- Examine the screen to see if the system is displaying a message telling you that the bar-code has not been recognised

If the system is displaying a message telling you that the bar-code has not been recognised:

- Scan a new collection pouch bar-code
- Destroy the collection pouch.

1-905142301

14

GRO

RE: MARINE DENVE P.O.

GRO

05 MAY 2004
RECEIVED

Dear Sir/Madam,

I'm just writing to say how disappointed and
d. justed at the treatment of Mr. Lee Bartleton
and Mrs. Christine Hair of the above office.

I'll be honest with you and tell you I'm
Christine's mother. I've never seen her upset, like
the way she is at the moment.

It's bad enough that they've both had to
come out of the office, but to see their
customers having to stand in endless queues, *
knowing they both could have served them
at once. People are asking questions of them.
They're having to just be polite and not
go into details. They feel guilty, when
they know that they have nothing
to hide. They haven't done anything
wrong. What happened to justice,
INNOCENT TIL PROVEN GUILTY.

3

filling forms in, telling them were to enquire
things etc. Lots of them won't be able to
get to another office.

Please can you seriously listen to
Lee & Christine when they come to the
meeting. Neither of them have anything
to hide. I don't know how this has
happened, but please can you try to
set it all out with them.

Thanking you for reading this,
Hope you can help us all,
Yours

GRO

MRS. AUDREY THIRSK.

8

Cath Oglesby
05/05/2004 15:59

To: Jean Sokell/e/POSTOFFICE@GRO
cc:
Subject: Marine Drive

Jean,

Please print.

----- Forwarded by Cath Oglesby/e/POSTOFFICE on 05/05/2004 15:58 -----



Andrew Price
20/04/2004 11:57

To: Cath Oglesby/e/POSTOFFICE@GRO
cc:
Subject: Marine Drive

Cath,

I have asked both Sarah Pennington and Andrew Wise to provide a form of words and actions taken whilst dealing with the PM at the above branch:-

When I spoke to the PM at Marine Drive he was unsure what was causing these errors. He told me that he has been using the slave machine for his rem's and I assured him that wouldn't cause a problem as long as he was attached to the correct stock unit.

The PM thought there would be some errors relating to National Lottery, I phoned the Lottery team at Transaction Processing who confirmed that there were some errors relating to Lottery, but for every charge error there was a corresponding claim error, this was due to the lottery figures been entered on Horizon in the wrong CAP.

PM was also concerned that when entering the lottery figures, it was as though the terminals were not communicating, but if that was the case the PM would have large number of errors on every report and product.

The PM sent cash account information to NBSC and it was looked at by Andrew Wise, he was unable to find any errors. The only amount questioned was a large amount on the cheques to processing centre which Andrew was able to confirm was a cheque payment for the purchase of Premium Bonds. The PM was advised there was nothing more we could do and we suggested he works a manual system at the side of Horizon to see if any problems were highlighted.

Also when doing the rem's the PM should take a snapshot before and after to see if any problems were occurring when doing a remittance.

Andrew Wise and I both feel that the Horizon system is working properly and we are unable to help the PM any further.

I hope this information helps, please contact me if you want to clarify anything.

Regards
Andrew

Service Support Team Leader
Network Business Support Centre
Cortonwood Business Park
BARNSELY
S73 0UF

GRO

Richard,

I have had a chat with Anne, she used the message store viewing to investigate this. If you want copies of extracts for the particular incorrect declarations please submit an ad hoc request requesting this information. Hope this helps, see below:

NO TRANSACTION DATE AND TIME WAS PROVIDED FOR THIS ACTION USING CURRENT DATE

AND TIME By Anne Chambers at 26-feb-2004 15:16:00 Category 94 - Advice and guidance given I have checked various things on the system. All the internal

reconciliation checks are ok. Cheques are being handled correctly (except for 10th Feb when the clerk forgot to cut off the report - but this didn't cause a discrepancy). Cash declarations look ok, they usually use drawer id 11. Occasionally they have used a different drawer id, this can lead to amounts apparently doubling on the cash flow report, and should be avoided. But again it will not cause a discrepancy. Checking the cash transactions on

the system against the declarations shows that they are not working particularly accurately (i.e. at the end of the day the cash they declare in

the drawer is tens, hundreds or thousands of pounds astray from what has been recorded on the system). It is possible that they are not accurately recording all transactions on the system. There is no evidence whatsoever of

any system problem. I've mentioned this outlet to Julie Welsh (Customer Services) who will try to get POL to follow it up, but in the meantime please tell the PM that we have investigated and the discrepancies are caused by the difference between the transactions they have recorded on the system and the cash they have declared, and are not being caused by the software or hardware.

Julie Welsh
Service Delivery Manager HSH
Business Service Management, Post Office Account

FUJITSU SERVICES
Lovelace Road
Bracknell
Berks
RG12 8SN

Tel:
Mob :
Fax:

GRO

Internal:

GRO

Internal:

GRO

E-mail: julie.welsh@**GRO**
Web: <<http://services.fujitsu.com>>

Please note change of e mail address with effect from 1st April 2004 to:
julie.welsh@**GRO**

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MARINE DRIVE INTERVIEW 10 MAY 04

Attendees: Mr Lee Castleton Subpostmaster
Mrs Chrissie Train Post Office assistant
Cath Oglesby RLM
Lesley J Joyce CM

Cath opened the interview by introducing everyone, explained the reasons for the interview, the roles of those in attendance, read out the charge and said it was LC's opportunity to give any explanations or reasons as to why his contract for services should not be terminated. (LC asked to tape the interview but was informed he could not but could take notes and be copied these notes)

CO then went on to give a summary of events which led to the suspension of LC on 23 March 04 due to an unexplained shortage of £25,758.75.

During the 12 weeks prior to audit LC had several large unexplained losses. LC was suspended as a precautionary measure to try and investigate where the losses were occurring. CO asked LC if he would allow his premises to be used to conduct PO services and he agreed.

LC's thoughts have always been that the Horizon system was to blame for the shortages so the only thing that was changed in the office was the 'people'. All the current staff came out of the office and a temporary Postmaster, Ruth Simpson, was allowed to run the branch, during the 4 weeks that RS was in place the cash accounts showed no large losses.

The system did crash on her and was re-booted but this did not affect the balance. She had problems with the AP card reader but was not allowed to change the kit under the circumstances. No problems occurred while remming in or with Lottery.

When RS finished Greg was appointed as temp Postmaster, again no problems with balances or with any of the above.

CO Went on to discuss actions she had taken:-

Horizon-Asked for a system check twice

1-During the time of large losses-----everything okay

2-During RS time

“

3-Asked what upgrades had there been since week 39, the HSH said upgrades happened all the time, to different offices and they were unable look at individual offices.

4-All the events on the software system checked back to 1 March 04, no abnormalities.

Chesterfield

1-Contacted them on a number of occasions regarding any outstanding error notices

APS-None up to week 3

Lottery small error on prizes

Girobank

Checked all the weeks up to week 02-no issues

LC Agreed with all of the above. He asked CO what she considered was an acceptable amount for cash account losses.

CO Said it varied for different office's but £20 per week was reasonable. CO opened the discussion to LC to give reasons for the losses.

LC Said that he had not taken any money and that he trusted his staff 100% not to have taken anything. He said that he had asked for 10 bits of information in the letter he sent but only received 1 item. He had asked Fujitsu for help and the NBSC and no one had got back to him, they were not prepared to help. He had spent hours each night with CT looking at the balances. He said that a remote test would not turn up on a software check, he understood there were a lot of problems with Horizon and the system, he had a lot of problems at the office with re-boots etc, so why did this happen if nothing was wrong with the system. No one would tell him what tests were done, I don't know what 'clear desk top' means. I have had a lot of e-mails from Postmasters who have problems with Horizon.

CO Replied that she had only received his letter on the night of wed 5th May which was only 2 working days prior to the interview and she was working on getting him the information he requested. She had suggested several things for him to do in the office such as individual balances and the idea that staff could be responsible but he would not take any measures or listen to this point of view. CO then said it would be helpful to go through the individual balances, week by week methodically and look at the suspense accounts. CO clarified LC understanding of how the cash account worked with regards to balances and losses and gains. LC Confirmed he understood.

CO Then goes into detail with balances, error notices, losses etc and the evidence she has with snapshots and declared cash. (Copies of all this information is provided with a list of all the results of the balance)

CO Asked LC to clarify if he made the error notices good but he could not remember. She clarified when the shortages were first put in the c/a. CO stated that not all the information such as snapshots were provided and LC said they were probably in the box.

CO refers LC to some of the cash declarations which have been manually altered or written on, specifically to week 47 and the declaration on 12 Feb 04 which had a figure of aprox £7000 written on the bottom of the cash declaration. Both LC and CT looked but although LC said he thought it was CT writing she was not certain. CO said this was very important as although the c/a for week 46 showed a loss of £8243.10 the following snapshots and declared cash did not evidence this. She explains:-

Snapshot at 17.27 on Fri 13 Feb shows you need £92095.36, cash declaration shows you have £99128.40, a gain of £7033.44.

Sat 14 Feb shows you need £95896.59, cash declaration shows you have £102706.10, a gain of £6809.51.

Mon 16 Feb snapshot shows you need £77958.28, cash declarations show you have £84909.54, a gain of £6951.26

Tuesday 17 Feb snapshot shows you need £68163.08, cash declaration shows you have £84909.54, a gain of £6776.77

HOWEVER The c/a on wed shows the cash is an exact match for the cash required on the balance-Where has this surplus gone?

LC Has no explanation and says it must be something to do with Horizon.
CO Goes on to give other examples where shortages in subsequent weeks do not then match the snapshot and declaration. (Evidence provided)
CO and LC then have a long discussion about the discrepancies shown on the snapshot and CO says she will clarify after interview.
CO asks again where the gains which are evident and which are hand written on the cash declaration could have gone.

LC says he does not know but he has not taken the money.

CO Says that the Horizon system works as a double entry system and everything she has looked at works through. Originally LC had said that the system was doing something when the rem's were put through but the evidence does not show this. She had asked LC to run a snapshot after close of business, input the rem and then run another snapshot to see if figures were altered and asks LC if he had done this.

LC Says that he did not have time to do this, it had been a nightmare, he feels it is a computer problem and no-one has helped him. 5 months is a long time to try and remember what happened and what went on. He mentions other offices that have told him about problems with cheque listings and P&A dockets. He said that no-one had visited from Horizon to look at his problems and balances.

CO Explained that Horizon would not attend his office due to poor balances, they would need evidence of a problem which he was unable to provide, she also mentioned that she had given him advice and spent hours and hours on this case and his cash accounts. She asked LC if he could show her a figure that the Horizon system had changed which did not make sense or could prove his allegations.

LC Said no but he did know an office where it had changed a figure on Girobank although the office did receive corresponding error notices.

CO asked LC to confirm he had not taken the money

LC No. He asks to see the c/a's for weeks 1,2,3,4 which CO provides to him and says he can have copies.

CO asks if there is anything else he wants to add.

LC says he would like the explanation on the discrepancies, which CO agrees to provide.

CO told LC that she was still waiting for a response from Horizon regarding the checks on the software. As soon as they were available she would let him know the out come.

CO Ends the interview by thanking those in attendance.

PERSONAL AND IN CONFIDENCE

Mr Lee Castleton

Post Office@ Marine Drive branch

GRO

14.05.04

Dear Lee

Re: Entries at top of Final Balance

I am writing to clarify the entries at the top of the final balance. The final balance shows the discrepancies in that balance period. During the week, if snap shots are taken then the NET discrepancy is brought forward from the previous week. If you look back to when the office was balancing you will see that the NET loss or gain flows through into the next week, until a final balance is produced. The final balance shows the discrepancies for that cash account week.

Transferring an amount into table 2a in the suspense account means that the system then puts the loss to one side and you continue with a straight balance.

On the first week that you transferred the loss into the suspense account, the previous weeks Net loss flowed through, as would be seen if snapshots were taken. Then when a final balance is produced the discrepancies are shown for that week. You produced a perfect balance e.g. no loss or gain, therefore the net discrepancy was nil.

On the week that you transferred the second amount into the suspense account, you had a further loss so the net discrepancy was this further loss. That is why the two final balances don't look similar. Please also find enclosed a copy of the interview notes.

Yours sincerely

Cath Oglesby
Retail Line Manager
Post Office Ltd
Operations
Darlington Area Office
Crown Street
Darlington DL1 1AN

PERSONAL AND IN CONFIDENCE

Mr Lee Castleton
Post Office® Marine Drive branch

GRO

17.05.04

Dear Lee



I am writing following our meeting on Monday 10 May 2004, in which you put forward reasons why your contract for services should not be summarily terminated.

I have reviewed the papers relating to this case very carefully and have taken into account the points you have put forward.

After consideration I have decided to summarily terminate your contract for services as Subpostmaster of Post Office® Marine Drive branch from the date of your suspension, 23 March 2004, on the grounds that you have had several large unexplained losses at your office totalling £25,758.75. You were unable to make the losses good, which is in breach of your Contract For Services. There are a number of obligations set out within the Subpostmasters contract for services, one of which is that the branch is well managed and the work performed to the satisfaction of Post Office Ltd. I do not feel that you have achieved your obligations.

Please refer to your contract for services section 1, paragraphs 5 and 10 and section 12, paragraph 12.

You may, if you wish, appeal against my decision. If it is your intention to appeal, you should notify me, in writing by 31 May 2004. The format of the appeal can either be a personal interview or written submission. Should you wish to progress this avenue, I will arrange for the appeal to be heard by a member of Post Office Ltd Appeals Authority.

Post Office Ltd
Darlington Area Office
Crown Street
Darlington
DL1 1AN

GRO

Post Office Ltd
Registered in England and Wales number: 2154540
Registered Office: 80-86 Old Street
London EC1V 9NN

The Post Office and the Post Office symbol are registered trade marks of Post Office Ltd in the UK and other countries.

253 47.

Please sign and return one copy of this letter immediately in the envelope provided. A second copy is enclosed for your retention.

Yours sincerely

GRO

Cath Oglesby
Retail Line Manager

GRO



To: Cath Oglesby
Retail Line Manager

I have noted the content of this letter.

If I decide

GRO

know separately.

Signed:

Date:

20-05-04

Mr L. Castleton.

GRO

23rd May 2004.

Dear Cath,

I would like to APPEAL AGAINST YOUR DECISION TO TERMINATE MY CONTRA DATED FROM 23rd MARCH 2004. PLEASE COULD YOU ORGANISE FOR A HEARING TO TAKE PLACE.

I would also like to REFER TO MY LETTER DATED 28-04-04 IN WHICH I ASKED FOR TEN PIECES OF INFORMATION RELATING TO THIS COMPUTER FAULT. COULD YOU PLEASE FORWARD THIS INFORMATION TO ME AS SOON AS POSSIBLE.

GRO

15

Mr. L. Castleton

GRO1st JUNE 2004,

Dear Mr Mellars-facer,

I am writing to you following my telephone conversation with your P.A. Paula today. I am sorry you have nothing to say to me. I am sorry you would not take my call.

I have written to you previously. That letter remains unanswered. Your message to me through Paula stated you wished me to ring Cath Oglesby to obtain any further information. I rang Cath today and she told me that obtaining the information I have repeatedly asked both of you for is outside her capability. Could you please tell me who I need to talk to? This information should be easily and readily obtainable. I can see no reason for you to withhold any of this information yet you seem intent on doing so. Please could you furnish me with the information I require.

yours faithfully

GRO

In Strictest Confidence

Mr L Castleton

GRO

02.06.04

Dear Lee

I am in receipt of your letter dated 24th May 2004 and the fax you sent yesterday. I was not avoiding talking to you, I just had nothing to add to our previous conversation.

Also, I was attempting to draw together information to reply to your letter.

I am aware that the majority of your points were discussed prior to, or at interview. I will reply to your requests in the order that you put them in.

1. There have been numerous downloads to all branches since January 2004. The details of these are not available from the Horizon helpdesk.
2. You have already been given a copy of the call logs.
3. This information is not available because of Data Protection regulations.
4. This information is not available because of Data Protection regulations.
5. The Retail Line Manager has to protect Post Office Ltd assets. The decision to suspend a Subpostmaster as a precautionary measure is taken after advice on the issue in question has been given.
6. Horizon's remit is primarily as a helpdesk and source of information. They are not there to visit if a branch misbalances. Balances since your suspension have been within acceptable limits.
7. You mentioned 'clear desktop' at interview, but did not elaborate on what you meant. I am unclear on its relevance.
8. Horizon will not provide this information.
9. You will need to get this information yourself from BT.
10. You were given this information at interview.

I am told that you have been sent a copy of the notes of the interview. All information we are able to give you, you now have. You have appealed against the decision to terminate your contract. This appeal will now be arranged as soon as possible.

Yours sincerely

David Mellows-Facer
Head of Area

Post Office Ltd
Darlington Area Office
Crown Street
Darlington
DL1 1AN

Tel: **GRO**
Fax:

cc: Cath Oglesby, Retail Line Manager
Lesley Joyce, Contracts Manager

OFFICE NAME: Marine Drive

2003/2004

Week No 39

ADDRESS:

GRO

HORIZON

Cash Account (Final)

TELEPHONE:

GRO

Week Ended: 23/12/2003

OFFICE CODE: 213 337 7

30

DATE STAMP



TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT

SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER

GRO

EXAMINED IN TP: _____

TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER OF TRANSACTIONS

50	£ p	Date	91	
26			72	*****2
27			79	
28			78	
29			82	
30			81	
31			73	
32			65	
33			66	
34			71	
35			83	
36			75	
37			80	
38			67	
TABLE 2(a) AUTHORISED CASH SHORTAGES			76	*****27
50			88	
			74	*****3
			87	*****1
			85	
			89	
			94	
46			90	
47			84	
48			77	
49			91	*****5
TABLE 3 UNCHARGED RECEIPTS			68	
50			69	
			92	
			93	
			70	
			63	
			64	
			57	*****18
			58	
			59	
			60	
			61	
			62	
			86	
			95	
			10	
			15	
			20	
			25	
			30	*****2
			35	*****9
			40	
			45	
			50	
			55	
			26	
			27	
			28	
			29	
DISCREPANCIES TABLE				
07				
01				
02	*****0.70			

Cont...

TABLE 10(g) NUMBER OF TRANSACTIONS (Cont)

91	
31	
32	
33	
34	
36	
37	
38	
39	
41	
42	
43	
44	
46	
47	
48	
49	
51	
52	
53	
54	
56	
96	
01	
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03	
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05	
06	
07	
08	
09	
11	
12	
13	
14	
16	
17	
18	
19	
97	
98	
99	
OFR	
TABLE 5 CASH, STOCK ETC. IN HAND	
20	£ p
50	126,841.04 Cash
51	Cheques
52	Fgn Curr Sterl Equiv
53	Game Licences
54	105.60 Philatelic Items
57	3,038.29 Postage Stps
99	Disc Whsle Stps
84	
83	
55	
56	
64	Home Help / Care Stps
77	MoneyGram/PO Phonecard
68	811.50 PO Face Value
69	84.20 PO Fees
10	London Boroughs Scheme
81	Coronation Crown
67	Queen Mother £5 Crown
76	
66	
58	60.00 Vehicle Lic Stps
60	614.00 TV Lic Stps
61	Water Authy Stps
75	
85	
11	B Gas Svgs Stps
78	SEEBBoard Svgs Stps
82	IOBOX Vouchers

Cont..

TABLE 5 CASH, STOCK ETC. IN HAND (Cont)

20	£ p
86	
91	MTV2Go £4.99 Content Cards
89	MTV2Go £9.99 Content Cards
79	
05	34.00 Littlewoods S/Cs
01	
13	£20 T-Mobile Prepay
17	£10 T-Mobile Prepay
18	£15 Orange Prepay
19	£5 Orange Prepay
24	£10 Orange Prepay
25	£5 Vodafone Prepay
20	£15 Vodafone Prepay
26	£25 Vodafone Prepay
27	£10 Vodafone Prepay
28	£5 Virgin Prepay
29	£10 Virgin Prepay
30	£20 Virgin Prepay
31	30.00 £5 PO Calling Card
06	50.00 £10 PO Calling Card
07	160.00 £20 PO Calling Card
08	200.00 £10 PO Calling Card Intrl
02	£10 O2 Prepay
03	£20 O2 Prepay
04	
09	
16	
22	
23	
40	
41	
42	
43	
44	
45	
46	
47	
12	
21	
32	
33	
34	
35	
36	
37	
38	
39	
49	
59	
62	
63	
65	
70	
73	
80	
87	
90	
15	1,430.00 Nat Loft Instant
71	Unclaimed Payments
14	Cash Shortages (2a)
74	133,458.63 Sub Total
	Less Uncharged Receipts
72	133,458.63 TABLE 5 TOTAL

OFR

TABLE 10(F) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90	
04	1
06	2 Business Deps GTE £60
13	3
32	4 PSB Purchased
02	7 B Gas/Utility Toash
27	18 Bar Coded Toash
28	19
29	20
30	21
31	22 Transcash Giro
34	23 Bus Dep LT £60
35	24 Local Rent/Council Tax
36	25 A&L Personal Cash Dep
33	5 Personal Chq Dep
01	6 Bns Chq Only Dep
03	8 Cncl Tax Cds/Vchr
17	9 Rent Vouchers
18	10 Rent Cards
12	17
40	30
08	11
38	12 LINKSAVE
09	13 Bns Cash Wdls
10	14 A&L Personal Wdl
45	35 Bus Wdl LTE £1000
11	15
15	16 Change Giving
OFR	
TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD	
70	£ p
36	Game Licences
03	Philatelic Items
15	1st Class Stps
16	2nd Class Stps
07	Other Postage Items
08	Stamp Bks Vending
09	Stamp Bks Other
32	Self Ad Stps 1st Class
33	Self Ad Stps 2nd Class
52	Disc Whole Stps
47	
55	Comm PO Fee Band 7
05	
06	
28	Home Help /Care Stps
22	MoneyGram/PO Phonecard
04	PO Face Value
19	PO Fee Band 1
20	PO Fee Band 2
18	PO Fee Band 3
40	PO Fee Band 4
41	PO Fee Band 5
42	PO Fee Band 6
74	London Boroughs Scheme
37	Coronation Crown
60	Queen Mother £5 Crown
34	
70	
10	Vehicle Lic Stps
12	TV Lic Svg Stps
13	Water Authy Stps
17	
73	
48	B Gas Svg Stps
25	SEEBoard Svg Stps
90	IOBOX Vouchers
38	

70	£ p
83	MTV2Go £4.99 Content Cards
82	MTV2Go £9.99 Content Cards
80	
53	Littlewoods S/C
01	
66	£20 T-Mobile Prepay
67	£10 T-Mobile Prepay
61	£15 Orange Prepay
62	£5 Orange Prepay
35	£10 Orange Prepay
39	£5 Vodafone Prepay
31	£15 Vodafone Prepay
43	£25 Vodafone Prepay
44	£10 Vodafone Prepay
45	£5 Virgin Prepay
46	£10 Virgin Prepay
49	£20 Virgin Prepay
50	£5 PO Calling Card
26	£10 PO Calling Card
27	£20 PO Calling Card
29	£10 PO Calling Card Intrl
02	£10 O2 Prepay
11	£20 O2 Prepay
14	
64	
65	
56	
57	
68	
69	
91	
71	
72	
92	
75	
76	
77	
21	
85	
23	
24	
30	
86	
87	
51	
54	
58	
59	
89	
94	
78	
79	
81	
95	
93	
84	
63	Nat Lott Instant Win
OFR	
TABLE 9 REMITTANCES TO ADC	
80	£ p
01	Cash
02	Cheques/Other
43	Fgn Curr Sterl Equiv
20	
21	
22	
23	
OFR	

Cont...

Marine Drive
17:50:11 23/12/2003

EAD 2133377

Page 1
CAP 39

Postage Labels - Office Copy

CONFIRMED

SU/BF	User	Volume	Value
AA/01	LCA001	33	67.98
AA/01	CTR002	9	48.38
AA/01	RSP001	27	99.23
AA/01	SPR001	5	3.15
AA/01	CTR001	84	242.34

REJECTED SUMMARY

SU/BP	User	Volume	Value
AA/01	CTR001	1	0.00

REJECTED LABEL DETAILS

SU/BP	User	Volume	Value	Label ID
AA/01	CTR001	1	0.00	2-1143783-1

I confirm all rejected labels listed above have been inspected by me and are associated with this report. I have taken action to investigate levels of rejected labels and taken necessary remedial action where appropriate.

Signed _____ Name _____ Position _____

** Retain this form with associated rejected labels for 2 years **

*** END OF REPORT ***

Marine Drive
17:49 23/12/2003

FAD 2133377

Page 1
CAP 39

PO Encashed - Office Copy

SU /BP	DATE	TIME	VOLUME	FACE VALUE	STAMPS	TOTAL VALUE
AA/01	18/12/2003	16:25	1	2.00	0.00	2.00
AA/01	22/12/2003	16:51	2	26.00	0.00	26.00
OFFICE TOTALS:			3	28.00	0.00	28.00

*** END OF REPORT ***

Marine Drive
17:46 23/12/2003

FAD 2133377

Page 1
CAP 39

Working Family/Disabled Persons/IR Child Benefit - Office Copy

PRODUCT	SU/BP	VOLUME	VALUE
IR CB	AA/01	17	384.85
IR CB	AA/01	34	1393.15
TOTAL IR CB		51	1778.00
SUMMARY TOTAL		51	1778.00

*** END OF REPORT ***

Marine Drive
17:44 23/12/2003

FAD 2133377

Page 1
CAP 39

Green/Violet Girocheques - Office Copy

SU /BP	DATE	TIME	VOLUME	VALUE	MILK TOKENS
AA/01	18/12/2003	16:29	8	606.42	0
AA/01	23/12/2003	14:45	11	2111.07	2
AA/01	19/12/2003	16:39	11	1373.71	0
AA/01	20/12/2003	11:58	7	730.16	0
AA/01	22/12/2003	15:21	7	1169.51	0

OFFICE TOTALS:

44 5990.87 2

*** END OF REPORT ***

OFFICE NAME: Marine Drive

2003/2004
HORIZON

Week No 40

ADDRESS:

GRO

Cash Account (Final)

TELEPHONE:

GRO

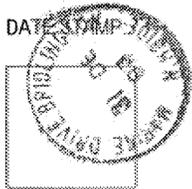
Week Ended: 30/12/2003

OFFICE CODE:

213 337 7

30

DATE STAMP:



TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT

GRO

SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER:

EXAMINED IN TP:

TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER OF TRANSACTIONS

50	£ p	Date	91
26		Unpaid Cheques A	72
27		Unpaid Cheques B	79
28		Unpaid Cheques C	78
29			82
30		Vouchers	81
31		Shortages In REMS etc	73
32		Burglary etc Losses	65
33		POL Chq pension homes	66
34			71
35		Migration	83
36			75
37			80
38			67
TABLE 2(a) AUTHORISED CASH SHORTAGES			76 ***** 3
50			88
46		Cash Shortages A	74
47		Cash Shortages B	87
48		Cash Shortages C	85
49		Cash Shortages D	89
TABLE 3 UNCHARGED RECEIPTS			94
50			90
60			84
61			77
62			91 ***** 11
63		Pre-purchase	68
64		Cash Surplus A	69
65		Cash Surplus B	92
66		Surpluses in Rems etc	93
67			70
68		Migration	63
71			64
72			57 ***** 8
DISCREPANCIES TABLE			58
07			59
01 ***** 0.16	Surplus		60
02	Shortage		61
			62
			86
			95
			10
			15
			20
			25
			30 ***** 1
			35 ***** 5
			40 ***** 2
			45
			50
			55
			26
			27
			28
			29

Cont...

TABLE 10(g) NUMBER OF TRANSACTIONS (Cont)

TABLE 5 CASH, STOCK ETC. IN HAND (Cont)

91	20	£	p
31	86		
32	91		MTV2Go £4.99 Content Cards
33	89		MTV2Go £9.99 Content Cards
34	79		
36	05	33.00	Littlewoods S/Cs
37	01		
38	13		£20 T-Mobile Prepay
39	17		£10 T-Mobile Prepay
41	18		£15 Orange Prepay
42	19		£5 Orange Prepay
43	24		£10 Orange Prepay
44	25		£5 Vodafone Prepay
46	20		£15 Vodafone Prepay
47	26		£25 Vodafone Prepay
48	27		£10 Vodafone Prepay
49	28		£5 Virgin Prepay
51	29		£10 Virgin Prepay
52	30		£20 Virgin Prepay
53	31	25.00	£5 PO Calling Card
54	06	50.00	£10 PO Calling Card
56	07	160.00	£20 PO Calling Card
96	08	200.00	£10 PO Calling Card Intntl
01	02		£10 O2 Prepay
02	03		£20 O2 Prepay
03	04		
04	09		
05	16		
06	22		
07	23		
08	40		
09	41		
11	42		
12	43		
13	44		
14	45		
16	46		
17	47		
18	12		
19	21		
97	32		
98	33		
99	34		
	35		
	36		
	37		
	38		
	39		
	49		
	59		
	62		
	63		
	65		
	70		
	73		
	80		
	87		
	90		
	15	2,347.00	Nat Loft Instant Unclaimed Payments
	71		Cash Shortages (2a)
	14	90,525.64	Sub Total
	74		Less Uncharged Receipts
	72	90,525.64	TABLE 5 TOTAL
	OFR		
OFR			
TABLE 5 CASH, STOCK ETC. IN HAND			
20	£	p	
50	83,482.56		Cash
51			Cheques
52			Fgn Curr Steri Equiv
53			Game Licences
54	101.00		Philatelic Items
57	2,863.93		Postage Stps
99			Disc Whsle Stps
84			
83			
55			
56			
64			Home Help / Care Stps
77			MoneyGram/PO Phonecard
68	662.50		PO Face Value
69	69.65		PO Fees
10			London Boroughs Scheme
81			Coronation Crown
67			Queen Mother £5 Crown
76			
66			
58	15.00		Vehicle Lic Stps
60	516.00		TV Lic Stps
61			Water Authy Stps
75			
85			
11			B Gas Svgs Stps
78			SEERBoard Svgs Stps
82			IOBOX Vouchers

Cont...

RECEIPTS

RECEIPTS (Cont)

30	Numbers	00	£ p	
		01	133,459.33	Balance Brought Fwd
		02		POL Chg E/N Wk No(s)
		20		Philatelic U/R
		05	1,137.75	NS & I Deposits inc E/N
		04		Postal Order U/R
11		08		
15	29	11	6,926.72	Giro Inpayments
		12	19.50	Giro Transcash Fees
09		07		Int. Driving Permits
39		13		Irish Passport Fees
10		06		Rod Licences Sales
		15		Temp First Licences
		10		Elec Key Recharge
		22		Postage U/R
19		19		V10 Motor Vehicle
20				V11 Lic Rnw Fees
21		58		DVLA Premium Service
		84		Irish Passport Charges
		03		Disc Whisle Slps U/R
		75		Travel Insurance
		59		Local Schemes
23		85		Postage Label Underpaid
80		73		
		09	4,998.82	AP/Pers Bank
		74		
		71		Chq Prize Pay Bal Entry
		99		Nat Lott Game
		30	1,604.00	Instant Win Activate
		81	960.00	Moneygram Send
41		94		B de Ch Commission
26		86		B de Ch Revakuation
		70		Trav Chqs Sales
69		60		Business Purchases
89		79		Pre-order Fgn Exch
94		96		
87		76		
99		78		
84		89		
58		51		Postage Label Parcelforce
82		87		Redirection Business
48		31		Redirection Social
78		97		TV Licence Fees
95		77		
17		14		Debit Card Refunds
		98		Redist Nat Lott Cards
		66		CARRS - Parcels
85		93		UKPS Fees
86		95		UKPS Charges
90		46		Franking Sunrise
91		64		Other Letters Sunrise
18	3	17	140.00	A & L Deposits
		36		Rems from ADC table 6
		68		Counters Rev Sched
		39		Loan To PO (not BOs)
		40		Final Account Surplus
		24		Game Licences
		25		Philatelic
		28		Postage
		72		Discount Whisle Slps
		55		
		54		
		26		

30	Numbers	00	£ p	
		27		Home Help / Care Slps
		52		MoneyGram/PO Phonecard
		48		PO Face Value
		34		PO Fees
		21		London Boroughs Scheme
		82		Coronation Crown
		18		Queen Mother £5 Crown
		33		
		47		
		32		Vehicle Lic Slps
		38		TV Lic Svg Slps
		35		Water Authy Slps
		37		
		44		
		56		
		83		B Gas Svg Slps
		53		SEEBord Svg Slps
		61		IOBOX Vouchers
		62		
		63		MTV2Go £4.99 Content Cards
		67		MTV2Go £9.99 Content Cards
		49		
		90		Littlewoods S/Card
		01		
		11		£20 T-Mobile Prepay
		20		£10 T-Mobile Prepay
		21		£15 Orange Prepay
		17		£5 Orange Prepay
		18		£10 Orange Prepay
		24		£5 Vodafone Prepay
		25		£15 Vodafone Prepay
		19		£25 Vodafone Prepay
		26		£10 Vodafone Prepay
		27		£5 Virgin Prepay
		89		£10 Virgin Prepay
		06		£20 Virgin Prepay
		28		£5 PO Calling Card
		29		£10 PO Calling Card
		31		£20 PO Calling Card
		32		£10 PO Calling Card Intl
		33		£10 O2 Prepay
		12		£20 O2 Prepay
		13		
		14		
		15		
		16		
		22		
		23		
		34		
		35		
		36		
		37		
		38		
		39		
		52		
		53		
Cont...		OFR		

Cont...

RECEIPTS (Cont)

TABLE 12 PARCEL TRAFFIC

30	02	£ p
	00	
	01	
	02	
	03	
	04	
	05	
	06	
	07	
	08	
	09	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
	18	
	19	
	OFR	
	01	£ p
31	54	Foreign currency sales margin
	55	Foreign currency purchase margin
	56	
34	57	E Vouchers
37	58	E Top Ups
38	59	Postage Label BFPO Parcels
83	80	
42	81	Postage Label Special Del. By 9
43	82	
44	83	
45	84	Bureau Commission
46	85	
47	86	
71	87	
72	88	
12	63	
22	64	
49	65	
50	66	
51	67	
52	68	
53	69	
54	74	
55	75	
56	76	
57	77	
59	78	
50	79	
1	90	
	91	
	92	
64	93	
65	94	
66	95	
67	96	
	40	Giro E/N BTA Wk No
24	41	Postage Label 1st Class
25	42	Unpaid Chqs from TP
27	43	Postage Label 2nd Class
28	44	Postage Label Special Delivery
36	45	Postage Label Air Mail
03	60	Postage Label Surface Mail
04	62	Postage Label Royal Mail Parcels
	61	Giro Rent
	70	
	71	
	72	
	73	
		RECEIPTS TOTAL

90 Numbers	90	£ p
86	387	20.40 Inland Stamped
88	089	0.00 Inland Meter Posted
92	093	0.00 Internat Stamped
94	095	0.00 Internat Meter Posted
	OFR	
	OFR	
	TABLE 6 REMITTANCES FROM ADC	
	60	£ p
	14	Cash
	15	Cheques
	16	Fgn Curr Sterl Equiv
	01	
	19	
	31	
	32	
	OFR	
	TABLE 6(a) STOCK RECEIPTS FROM ADC	
	61	£ p Postage
	08	1st Class Stps
	09	2nd Class Stps
	23	Other Postage Items
	48	Stamp Books Vending
	22	Stamp Books Other
	10	Self Ad Stps 1st Class
	11	Self Ad Stps 2nd Class
	50	
	51	
	52	
	53	
	54	
		Postal Order Fees
	37	Band 1
	38	Band 2
	77	Band 3
	07	Band 4
	05	Band 5
	06	Band 6
	55	Comm Band 7
	OFR	
	TABLE 5(b) STOCK IN HAND BREAKDOWN	
	50	£ p Postage
	11	1st Class Stps
	12	2nd Class Stps
	01	Other Postage Items
	02	Stp Bks Vending
	10	Stp Bks Other
	13	Self Ad Stps 1st Class
	15	Self Ad Stps 2nd Class
	90	
	91	
	92	
	93	
	94	
		Postal Order Fees
	03	Band 1
	04	Band 2
	14	Band 3
	16	Band 4
	19	Band 5
	21	Band 6
	95	Comm Band 7

OFR OFR

OFR

TABLE 10(f) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90		1
04		1
069	2 Business Deps GTE £60
13		3
322	4 PSB Purchased
02		7 B Gas/Utility Tcash
27		18 Bar Coded Tcash
28		19
29		20
30		21
3116	22 Transcash Giro
342	23 Bus Dep LT £60
35		24 Local Rent/Council Tax
36		25 A&L Personal Cash Dep
331	5 Personal Chq Dep
01		6 Bns Chq Only Dep
03		8 Cncl Tax Cds/Vchr
17		9 Rent Vouchers
18		10 Rent Cards
12		17
40		30
08		11
38		12 LINK SAVE
09		13 Bns Cash Wdls
10		14 A&L Personal Wdl
1111	35 Bus Wdl LTE £1000
		15
		16 Change Giving
OFR		
TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD		
70		£ p
36		Game Licences
03		Philatelic Items
15		1st Class Stps
16		2nd Class Stps
07		Other Postage Items
08		Stamp Bks Vending
09		Stamp Bks Other
32		Self Ad Stps 1st Class
33		Self Ad Stps 2nd Class
52		Disc Whisle Stps
47		
55		Comm PO Fee Band 7
05		
06		
28		Home Help /Care Stps
22		MoneyGram/PO Phonecard
04		PO Face Value
19		PO Fee Band 1
20		PO Fee Band 2
18		PO Fee Band 3
40		PO Fee Band 4
41		PO Fee Band 5
42		PO Fee Band 6
74		London Boroughs Scheme
37		Coronation Crown
60		Queen Mother £5 Crown
34		
70		
10		Vehicle Lic Stps
12		TV Lic Svg Stps
13		Water Authy Stps
17		
73		
48		B Gas Svg Stps
25		SEEBboard Svg Stps
90		IOBOX Vouchers
38		

70		£ p
83		MTV2Go £4.99 Content Cards
82		MTV2Go £9.99 Content Cards
80		
53		Littlewoods S/C
01		
66		£20 T-Mobile Prepay
67		£10 T-Mobile Prepay
61		£15 Orange Prepay
62		£5 Orange Prepay
35		£10 Orange Prepay
39		£5 Vodafone Prepay
31		£15 Vodafone Prepay
43		£25 Vodafone Prepay
44		£10 Vodafone Prepay
45		£5 Virgin Prepay
46		£10 Virgin Prepay
49		£20 Virgin Prepay
50		£5 PO Calling Card
26		£10 PO Calling Card
27		£20 PO Calling Card
29		£10 PO Calling Card Intrl
02		£10 O2 Prepay
11		£20 O2 Prepay
14		
64		
65		
56		
57		
68		
69		
91		
71		
72		
92		
75		
76		
77		
21		
85		
23		
24		
30		
86		
87		
51		
54		
58		
59		
89		
94		
78		
79		
81		
95		
93		
84		
63		Nat Lott Instant Win
OFR		
TABLE 9 REMITTANCES TO ADC		
80		£ p
01		Cash
02		Cheques/Other
43		Fgn Curr Sterl Equiv
20		
21		
22		
23		
OFR		

Cont...

Marine Drive
17:39 30/12/2003

FAD 2133377

Page 1
CAP 40

Working Family/Disabled Persons/IR Child Benefit - Office Copy

PRODUCT	SU/BP	VOLUME	VALUE
IR CB	AA/01	15	240.75
IR CB	AA/01	50	1840.50
IR CB	AA/01	1	28.30
TOTAL IR CB		66	2109.55
SUMMARY TOTAL		66	2109.55

*** END OF REPORT ***

Marine Drive
17:43:41 30/12/2003

FAD 2133377

Page 1
CAP 40

Postage Labels - Office Copy

CONFIRMED

SU/BP	User	Volume	Value
AA/01	LCA001	23	54.11
AA/01	RSP001	13	26.70
AA/01	CTR001	45	103.10

REJECTED SUMMARY

SU/BP	User	Volume	Value
AA/01	RSP001	2	0.00
AA/01	CTR001	3	0.00

REJECTED LABEL DETAILS

SU/BP	User	Volume	Value	Label ID
AA/01	RSP001	1	0.00	1-863431-1
AA/01	RSP001	1	0.00	1-863437-1
AA/01	CTR001	1	0.00	2-1151155-1
AA/01	CTR001	1	0.00	2-1151510-1
AA/01	CTR001	1	0.00	2-1151775-1

I confirm all rejected labels listed above have been inspected by me and are associated with this report. I have taken action to investigate levels of rejected labels and taken necessary remedial action where appropriate.

Signed _____ Name _____ Position _____

** Retain this form with associated rejected labels for 2 years **

*** END OF REPORT ***

Page: 1 Office code: 2133377 Week No: 41 Week Ending: 07/01/2004

Date: 08/01/2004 Time: 07:50

OFFICE NAME: Marine Drive

2003/2004

Week No 41

ADDRESS:

GRO

HORIZON

Cash Account (Final)

TELEPHONE:

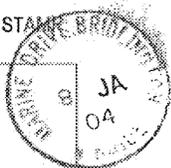
GRO

Week Ended: 07/01/2004

OFFICE CODE: 213 337 7

30

DATE STAMP



TO BE SIGNED BEFORE DESPATCH OF CASH ACCO

GRO

SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER:

EXAMINED IN TP: _____

TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER OF TRANSACTIONS

50	£ p	Date	91	
26			72	***** 1
27			79	
28			78	
29			82	
30			81	
31			73	
32			65	
33			66	
34			71	
35			83	
36			75	
37			80	
38			67	
TABLE 2(a) AUTHORISED CASH SHORTAGES				
50			76	***** 14
46			88	
47			74	
48			87	
49			85	
TABLE 3 UNCHARGED RECEIPTS				
50			89	
60			94	
61			90	
62			84	
63			77	
64			91	***** 14
65			68	
66			69	
67			92	
68			93	
71			70	
72			63	
DISCREPANCIES TABLE				
07			64	
01			57	***** 8
02			58	
			59	
			60	
			61	
			62	
			86	
			95	
			10	
			15	
			20	
			25	
			30	***** 2
			35	***** 7
			40	
			45	
			50	
			55	
			26	
			27	
			28	
			29	

Cont...

TABLE 10(g) NUMBER OF TRANSACTIONS (Cont)

91	
31	
32	
33	
34	
36	
37	
38	
39	
41	
42	
43	
44	
46	
47	
48	
49	
51	
52	
53	
54	
56	
96	
01	
02	
03	
04	
05	
06	
07	
08	
09	
11	
12	
13	
14	
16	
17	
18	
19	
97	
98	
99	
OFR	
TABLE 5 CASH, STOCK ETC. IN HAND	
20	£ p
50	43,757.92 Cash
51	Cheques
52	Fgn Curr Sterl Equiv
53	Game Licences
54	96.14 Philatelic Items
57	5,335.11 Postage Stps
99	Disc Whsle Stps
84	
83	
55	
56	
64	Home Help / Care Stps
77	MoneyGram/PO Phonecard
68	1,700.50 PO Face Value
69	167.35 PO Fees
10	London Boroughs Scheme
81	Coronation Crown
67	Queen Mother £5 Crown
76	
66	
58	85.00 Vehicle Lic Stps
60	334.00 TV Lic Stps
61	Water Authy Stps
75	
85	
11	B Gas Svgs Stps
78	SEEBoard Svgs Stps
82	IOBOX Vouchers

Cont...

TABLE 5 CASH, STOCK ETC. IN HAND (Cont)

20	£ p
86	
91	MTV2Go £4.99 Content Cards
89	MTV2Go £9.99 Content Cards
79	
05	31.00 Littlewoods S/Cs
01	
13	£20 T-Mobile Prepay
17	£10 T-Mobile Prepay
18	£15 Orange Prepay
19	£5 Orange Prepay
24	£10 Orange Prepay
25	£5 Vodafone Prepay
20	£15 Vodafone Prepay
26	£25 Vodafone Prepay
27	£10 Vodafone Prepay
28	£5 Virgin Prepay
29	£10 Virgin Prepay
30	£20 Virgin Prepay
31	20.00 £5 PO Calling Card
06	40.00 £10 PO Calling Card
07	160.00 £20 PO Calling Card
08	200.00 £10 PO Calling Card Intrl
02	£10 O2 Prepay
03	£20 O2 Prepay
04	
09	
16	
22	
23	
40	
41	
42	
43	
44	
45	
46	
47	
12	
21	
32	
33	
34	
35	
36	
37	
38	
39	
49	
59	
62	
63	
65	
70	
73	
80	
87	
90	
15	2,243.00 Nat Lotf Instant
71	Unclaimed Payments
14	Cash Shortages (2a)
74	54,170.02 Sub Total
	Less Uncharged Receipts
72	54,170.02 TABLE 5 TOTAL

OFR

RECEIPTS

RECEIPTS (Cont)

30	Numbers	00	£	p	
		01	90,525.48		Balance Brought Fwd
		02			POL Chg E/N Wk No(s)
		20			Philatelic U/R
		05	495.20		NS & I Deposits inc E/N
		04			Postal Order U/R
11		08			
15	53	11	25,240.78		Giro Inpaymts
		12	39.70		Giro Transcash Fees
09		07			Int. Driving Permits
39		13			Irish Passport Fees
10		06			Rod Licences Sales
		15			Temp First Licences
		10			Elec Key Recharge
		22			Postage U/R
19		19			V10 Motor Vehicle
20					V11 Lic Rnw Fees
21		58			DVLA Premium Service
		84			Irish Passport Charges
		03			Disc Whisle Stps U/R
		75			Travel Insurance
		59			Local Schemes
23		85			Postage Label Underpaid
80		73			
		09	7,734.14		AP/Pers Bank
		74			
		71			
		99	1,215.00		Chq Prize Pay Bal Entry
		30	1,960.00		Nat Lott Game
		81			Instant Win Activate
41		94			Moneygram Send
26		86			B de Ch Commission
		70			B de Ch Revakation
69		60			Trav Chqs Sales
89		79			Business Purchases
94	2	96	3,100.00		Pre-order Fgn Exch
87		76			
99		78			
84		89			
58		51			Postage Label Parcelforce
82		87			Redirection Business
48		31			Redirection Social
78	1	97	86.99		TV Licence Fees
95		77			
17		14			Debit Card Refunds
		98			Redist Nat Lott Cards
		66			CARRS - Parcels
85		93			UKPS Fees
86		95			UKPS Charges
90		46			Franking Sunrise
91		64			Other Letters Sunrise
18	3	17	150.00		A & L Deposits
		36			Rems from ADC table 6
		68			Counters Rev Sched
		39			Loan To PO (not BOs)
		40			Final Account Surplus
		24			Game Licences
		25	5.50		Philatelic
		28	3,134.65		Postage
		72			Discount Whisle Stps
		55			
		54			
		26			

Cont...

30	Numbers	00	£	p	
		27			Home Help / Care Stps
		52			MoneyGram/PO Phonecard
		48			PO Face Value
		34	1,400.00		PO Fees
		21	129.00		London Boroughs Scheme
		82			Coronation Crown
		18			Queen Mother £5 Crown
		33			
		47			
		32			
		38	200.00		Vehicle Lic Stps
		35			TV Lic Svg Stps
		37			Water Authy Stps
		44			
		56			
		83			B Gas Svg Stps
		53			SEEBoard Svg Stps
		61			IOBOX Vouchers
		62			
		63			MTV2Go £4.99 Content Cards
		67			MTV2Go £9.99 Content Cards
		49			
		90			Littlewoods S/Card
		01			
		11			£20 T-Mobile Prepay
		20			£10 T-Mobile Prepay
		21			£15 Orange Prepay
		17			£5 Orange Prepay
		18			£10 Orange Prepay
		24			£5 Vodafone Prepay
		25			£15 Vodafone Prepay
		19			£25 Vodafone Prepay
		26			£10 Vodafone Prepay
		27			£5 Virgin Prepay
		89			£10 Virgin Prepay
		06			£20 Virgin Prepay
		28			£5 PO Calling Card
		29			£10 PO Calling Card
		31			£20 PO Calling Card
		32			£10 PO Calling Card Intnt
		33			£10 O2 Prepay
		12			£20 O2 Prepay
		13			
		14			
		15			
		16			
		22			
		23			
		34			
		35			
		36			
		37			
		38			
		39			
		52			
		53			

Cont...

OFR

RECEIPTS (Cont)

TABLE 12 PARCEL TRAFFIC

30	02	£ p
	00	
	01	
	02	
	03	
	04	
	05	
	06	
	07	
	08	
	09	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
	18	
	19	
	OFR	
	01	£ p
31	54	Foreign currency sales margin
32	55	Foreign currency purchase margin
	56	
	57	E Vouchers
37	58	E Top Ups
38	59	Postage Label BFPO Parcels
83	80	Link Cash Deposits
42	81	Postage Label Special Del. By 9
43	82	Link Cheque Deposits
44	83	
45	84	Bureau Commission
46	85	
47	86	
71	87	
72	88	
12	63	
22	64	
49	65	
50	66	
51	67	
52	68	
53	69	
54	74	
55	75	
56	76	
57	77	
59	78	
60	79	
1	90	
2	91	
	92	
54	93	
65	94	
66	95	
67	96	
	40	Giro E/N BTA Wk No
24	61	41 89.38 Postage Label 1st Class
25	42	Unpaid Chqs from TP
27	38	43 47.40 Postage Label 2nd Class
28	9	44 40.55 Postage Label Special Delivery
36	20	45 54.22 Postage Label Air Mail
03	1	60 8.20 Postage Label Surface Mail
04	12	62 60.46 Postage Label Royal Mail Parcels
	61	Giro Rent
	70	
	71	
	72	
	73	
		136,116.65 RECEIPTS TOTAL

90 Numbers	90	£ p	
86	11	87	60.46 Inland Stamped
88	0	89	0.00 Inland Meter Posted
92	0	93	0.00 Inland Stamped
94	0	95	0.00 Inland Meter Posted
	OFR	OFR	
			TABLE 6 REMITTANCES FROM ADC
		60	£ p
		14	Cash
		15	Cheques
		16	Fgn Curr Sterl Equiv
		01	
		19	
		31	
		32	
	OFR		
			TABLE 6(a) STOCK RECEIPTS FROM ADC
		61	£ p Postage
		08	1,120.00 1st Class Stps
		09	404.80 2nd Class Stps
		23	235.85 Other Postage Items
		48	Stamp Books Vending
		22	774.00 Stamp Books Other
		10	Self Ad Stps 1st Class
		11	600.00 Self Ad Stps 2nd Class
		50	
		51	
		52	
		53	
		54	
			Postal Order Fees
		37	Band 1
		38	10.00 Band 2
		77	32.00 Band 3
		07	40.00 Band 4
		05	11.00 Band 5
		06	36.00 Band 6
		55	Comm Band 7
	OFR		
			TABLE 5(b) STOCK IN HAND BREAKDOWN
		50	£ p Postage
		11	1,317.40 1st Class Stps
		12	1,010.40 2nd Class Stps
		01	1,249.07 Other Postage Items
		02	Stp Bks Vending
		10	798.24 Stp Bks Other
		13	420.00 Self Ad Stps 1st Class
		15	540.00 Self Ad Stps 2nd Class
		90	
		91	
		92	
		93	
		94	
			Postal Order Fees
		03	4.75 Band 1
		04	20.50 Band 2
		14	37.60 Band 3
		16	50.00 Band 4
		19	20.90 Band 5
		21	33.60 Band 6
		95	Comm Band 7

OFR

OFR

OFR

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Page 1
CAP 41

Working Family/Disabled Persons/IR Child Benefit - Office Copy

PRODUCT	SU/BP	VOLUME	VALUE
IR CB	AA/01	10	319.15
IR CB	AA/01	31	1187.80
IR CB	AA/01	10	249.50
IR CB	AA/01	23	531.75
		-----	-----
TOTAL IR CB		74	2288.20
		-----	-----
SUMMARY TOTAL		74	2288.20

*** END OF REPORT ***

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PO Encashed - Office Copy

Page 1
CAP 41

SU /BP	DATE	TIME	VOLUME	FACE VALUE	STAMPS	TOTAL VALUE
AA/01	05/01/2004	16:34	2	22.00	0.50	22.50
OFFICE TOTALS:			2	22.00	0.50	22.50

*** END OF REPORT ***

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Page 1
CAP 41

Green/Violet Girocheques - Office Copy

SU /BP	DATE	TIME	VOLUME	VALUE	MILK TOKENS
AA/01	31/12/2003	15:22	5	552.80	0
AA/01	02/01/2004	15:43	6	767.85	0
AA/01	05/01/2004	16:39	6	138.08	0
AA/01	06/01/2004	16:39	4	217.74	0
AA/01	07/01/2004	16:37	7	652.13	0

OFFICE TOTALS:

28 2328.60 0

*** END OF REPORT ***

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Page 1
CAP 41

Postage Labels - Office Copy

CONFIRMED

SU/BP	User	Volume	Value
AA/01	RSP001	35	69.83
AA/01	CTR002	3	7.21
AA/01	LCA001	21	65.78
AA/01	CTR001	82	157.39

REJECTED SUMMARY

SU/BP	User	Volume	Value
AA/01	CTR001	2	0.00

REJECTED LABEL DETAILS

SU/BP	User	Volume	Value	Label ID
AA/01	CTR001	1	0.00	2-1152359-1
AA/01	CTR001	1	0.00	2-1157883-1

I confirm all rejected labels listed above have been inspected by me and are associated with this report. I have taken action to investigate levels of rejected labels and taken necessary remedial action where appropriate.

Signed _____ Name _____ Position _____

** Retain this form with associated rejected labels for 2 years **

*** END OF REPORT ***

OFFICE NAME: Marina Drive

2003/2004

Week No 42

ADDRESS:

GRO

HORIZON

Cash Account (Final)

TELEPHONE:

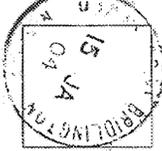
GRO

Week Ended: 14/01/2004

OFFICE CODE: 213 337 7

30

DATE STAMP:



TO BE SIGNED BEFORE DESPATCH OF CASH ACCO

GRO

SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER

EXAMINED IN TP: _____

TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER OF TRANSACTIONS

50	£ p	Date	91	
26			72	*****4
27			79	
28			78	
29			82	
30			81	
31			73	
32			65	
33			66	
34			71	
35			83	
36			75	
37			80	
38			67	
TABLE 2(a) AUTHORISED CASH SHORTAGES				
50			76	*****19
			88	
			74	
			87	*****1
			85	
			89	
			94	
46			90	
47			84	
48			77	
49			91	*****8
TABLE 3 UNCHARGED RECEIPTS				
50			68	
			69	
			92	
			93	
			70	
			63	
			64	
			57	*****16
60			58	
61			59	
62			60	
63			61	
64			62	
65			86	
66			95	
67			10	
68			15	
71			20	
72			25	
DISCREPANCIES TABLE				
07			30	
			35	*****3
			40	
			45	*****1
			50	
			55	
01			26	
02			27	
			28	
			29	

Cont..

RECEIPTS

RECEIPTS (Cont)

30	Numbers	00	£	p	
		01	54,170.49		Balance Brought Fwd
		02			POL Chg E/N Wk No(s)
		20			Philatelic U/R
		05	3,421.63		NS & I Deposits inc E/N
		04			Postal Order U/R
11		08			
15	56	11	56,596.02		Giro Inpayments
		12	47.85		Giro Transcash Fees
09		07			Int. Driving Permits
39		13			Irish Passport Fees
10	1	06	2.75		Rod Licences Sales
		15			Temp First Licences
		10			Elec Key Recharge
		22			Postage U/R
19		19			V10 Motor Vehicle
20					V11 Lic RnwL Fees
21		58			DVLA Premium Service
		84			Irish Passport Charges
		03			Disc Whisle Stps U/R
		75			Travel Insurance
		59			Local Schemes
23		85			Postage Label Underpaid
80		73			
		09	7,276.14		AP/Pers Bank
19		74			
0		71			
		99			Chq Prize Pay Bal Entry
		30	1,217.00		Nat Lotf Game
		81			Instant Win Activate
41		94			Moneygram Send
26		86			B de Ch Commission
		70			B de Ch Revaluation
69		60			Trav Chqs Sales
89		79			Business Purchases
94		96			Pre-order Fgn Exch
87		76			
99		78			
84		89			
58	1	51	26.85		Postage Label Parcelforce
82		87			Redirection Business
48	1	31	14.05		Redirection Social
78	2	97	144.99		TV Licence Fees
95		77			
17		14			Debit Card Refunds
		98			Redist Nat Lotf Cards
		66			CARRS - Parcels
85		93			UKPS Fees
86		95			UKPS Charges
90		46			Franking Sunrise
91		64			Other Letters Sunrise
18	5	17	800.00		A & L Deposits
		36	51,520.00		Rems from ADC table 6
		68			Counters Rev Sched
		39			Loan To PO (not BOs)
		40			Final Account Surplus
		24			Game Licences
		25	8.50		Philatelic
		28			Postage
		72			Discount Whisle Stps
		55			
		54			
		26			

Cont...

30	Numbers	00	£	p	
		27			
		52			Home Help / Care Stps
		48			MoneyGram/PO Phonecard
		34	50.00		PO Face Value
		21	7.50		PO Fees
		82			London Boroughs Scheme
		18			Coronation Crown
		33			Queen Mother £5 Crown
		47			
		32			
		38			Vehicle Lic Stps
		35	200.00		TV Lic Syg Stps
		37			Water Authy Stps
		44			
		56			
		83			B Gas Svg Stps
		53			SEEBoard Svg Stps
		61			IOBOX Vouchers
		62			
		63			MTV2Go £4.99 Content Cards
		67			MTV2Go £9.99 Content Cards
		49			
		90			Littlewoods S/Card
		01			
		11			
		20			£20 T-Mobile Prepay
		21			£10 T-Mobile Prepay
		17			£15 Orange Prepay
		18			£5 Orange Prepay
		24			£10 Orange Prepay
		25			£5 Vodafone Prepay
		19			£15 Vodafone Prepay
		26			£25 Vodafone Prepay
		27			£10 Vodafone Prepay
		89			£5 Virgin Prepay
		06			£10 Virgin Prepay
		28			£20 Virgin Prepay
		29	50.00		£5 PO Calling Card
		31			£10 PO Calling Card
		32			£20 PO Calling Card
		33			£10 PO Calling Card Intrial
		12			£10 O2 Prepay
		13			£20 O2 Prepay
		14			
		15			
		16			
		22			
		23			
		34			
		35			
		36			
		37			
		38			
		39			
		52			
		53			
Cont...		01			

RECEIPTS (Cont)

TABLE 12 PARCEL TRAFFIC

30	02	£ p
	00	
	01	
	02	
	03	
	04	
	05	
	06	
	07	
	08	
	09	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
	18	
	19	
	OFR	
	01	£ p
31	54	Foreign currency sales margin
32	55	Foreign currency purchase margin
33	56	
34	57	E Vouchers
37	35 58	E Top Ups 325.00
38	59	Postage Label BFPO Parcels
83	80	Link Cash Deposits
42	1 81	Postage Label Special Del. By 9 7.65
43	82	Link Cheque Deposits
44	83	
45	84	Bureau Commission
46	85	
47	86	
71	87	
72	88	
12	63	
22	64	
49	65	
50	66	
51	67	
52	68	
53	69	
54	74	
55	75	
56	76	
57	77	
59	78	
60	79	
1	90	
2	91	
3	92	
64	93	
65	94	
66	95	
67	96	
	40	Giro E/N BTA Wk No
24	108 41	Postage Label 1st Class 171.37
25	42	Unpaid Chqs from TP
27	33 43	Postage Label 2nd Class 38.93
28	14 44	Postage Label Special Delivery 57.97
36	26 45	Postage Label Air Mail 75.08
03	1 60	Postage Label Surface Mail 4.00
04	10 62	Postage Label Royal Mail Parcels 57.38
	61	Giro Rent
	70	
	71	
	72	
	73	
		176,291.15 RECEIPTS TOTAL

90 Numbers	90	£ p	
86	10 87	57.38	Inland Stamped
88	0 89	0.00	Inland Meter Posted
92	1 93	26.85	Internat Stamped
94	0 95	0.00	Internat Meter Posted
	OFR	OFR	
	TABLE 6 REMITTANCES FROM ADC		
	60	£ p	
	14	51,520.00	Cash
	15		Cheques
	16		Fgn Curr Sterl Equiv
	01		
	19		
	31		
	32		
	OFR		
	TABLE 6(a) STOCK RECEIPTS FROM ADC		
	61	£ p	Postage
	08		1st Class Slips
	09		2nd Class Slips
	23		Other Postage Items
	48		Stamp Books Vending
	22		Stamp Books Other
	10		Self Ad Slips 1st Class
	11		Self Ad Slips 2nd Class
	50		
	51		
	52		
	53		
	54		
			Postal Order Fees
	37	2.50	Band 1
	38	5.00	Band 2
	77		Band 3
	07		Band 4
	05		Band 5
	06		Band 6
	55		Comm Band 7
	OFR		
	TABLE 5(b) STOCK IN HAND BREAKDOWN		
	50	£ p	Postage
	11	1,071.00	1st Class Slips
	12	921.40	2nd Class Slips
	01	1,094.82	Other Postage Items
	02		Slp Bks Vending
	10	606.24	Slp Bks Other
	13	392.00	Self Ad Slips 1st Class
	15	500.00	Self Ad Slips 2nd Class
	90		
	91		
	92		
	93		
	94		
			Postal Order Fees
	03	6.75	Band 1
	04	20.50	Band 2
	14	33.60	Band 3
	16	34.00	Band 4
	19	18.70	Band 5
	21	14.40	Band 6
	95		Comm Band 7

OFR

OFR

OFR

TABLE 10(F) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90		
04	1	
06	2 Business Deps GTE £60	
13	3	
32	4 PSB Purchased	
02	7 B Gas/Utility Tcash	
27	18 Bar Coded Tcash	
28	19	
29	20	
30	21	
31	22 Transcash Giro	
34	23 Bus Dep LT £60	
35	24 Local Rent/Council Tax	
36	25 A&L Personal Cash Dep	
33	5 Personal Chq Dep	
01	6 Bns Chq Only Dep	
03	8 Cncl Tax Cds/Vchr	
17	9 Rent Vouchers	
18	10 Rent Cards	
12	17	
40	30	
08	11	
38	12 LINKSAVE	
09	13 Bns Cash Wlds	
10	14 A&L Personal Wdl	
15	35 Bus Wdl LTE £1000	
1	15	
15	16 Change Giving	
15		
OFR		
TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD		
70		£ p
36	Game Licences	
03	Philatelic Items	
15	1st Class Stps	
16	2nd Class Stps	
07	Other Postage Items	4.05
08	Stamp Bks Vending	
09	Stamp Bks Other	
32	Self Ad Stps 1st Class	
33	Self Ad Stps 2nd Class	
52	Disc Whsie Stps	
47		
55	Comm PO Fee Band 7	
05		
06		
28	Home Help /Care Stps	
22	MoneyGram/PO Phonecard	
04	PO Face Value	
19	PO Fee Band 1	
20	PO Fee Band 2	
18	PO Fee Band 3	
40	PO Fee Band 4	
41	PO Fee Band 5	
42	PO Fee Band 6	
74	London Boroughs Scheme	
37	Coronation Crown	
60	Queen Mother £5 Crown	
34		
70		
10	Vehicle Lic Stps	
12	TV Lic Svg Stps	
13	Water Authy Stps	
17		
73		
48	B Gas Svg Stps	
25	SEEBoard Svg Stps	
90	IOBOX Vouchers	
38		

70		£ p
83	MTV2Go £4.99 Content Cards	
82	MTV2Go £9.99 Content Cards	
80		
53	Littlewoods S/C	
01		
66	£20 T-Mobile Prepay	
67	£10 T-Mobile Prepay	
61	£15 Orange Prepay	
62	£5 Orange Prepay	
35	£10 Orange Prepay	
39	£5 Vodafone Prepay	
31	£15 Vodafone Prepay	
43	£25 Vodafone Prepay	
44	£10 Vodafone Prepay	
45	£5 Virgin Prepay	
46	£10 Virgin Prepay	
49	£20 Virgin Prepay	
50	£5 PO Calling Card	
26	£10 PO Calling Card	
27	£20 PO Calling Card	
29	£10 PO Calling Card Intnl	
02	£10 O2 Prepay	
11	£20 O2 Prepay	
14		
64		
65		
56		
57		
68		
69		
91		
71		
72		
92		
75		
76		
77		
21		
85		
23		
24		
30		
86		
87		
51		
54		
58		
59		
89		
94		
78		
79		
81		
95		
93		
84		
63	Nat Lotf Instant Win	
OFR		
TABLE 9 REMITTANCES TO ADC		
80		£ p
01	Cash	525.52
02	Cheques/Other	
43	Fgn Curr Stert Equiv	
20		
21		
22		
23		
OFR		

Cont...

Marine Drive
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Page 1
CAP 42

Working Family/Disabled Persons/IR Child Benefit - Office Copy

PRODUCT	SU/BF	VOLUME	VALUE
IR CB	AA/01	7	162.00
IR CB	AA/01	52	1967.05
IR CB	AA/01	1	16.05
TOTAL IR CB		60	2145.10
SUMMARY TOTAL		60	2145.10

*** END OF REPORT ***

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CAP 42

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SU /BP	DATE	TIME	VOLUME	FACE VALUE	STAMPS	TOTAL VALUE
AA/01	09/01/2004	17:19	10	113.50	0.45	113.95
AA/01	10/01/2004	11:25	10	188.00	0.00	188.00
OFFICE TOTALS:			20	301.50	0.45	301.95

*** END OF REPORT ***

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CAP 42

Green/Violet Girocheques - Office Copy

SU /BP	DATE	TIME	VOLUME	VALUE	MILK TOKENS
AA/01	13/01/2004	16:33	20	1292.16	2
AA/01	14/01/2004	15:55	5	756.05	0
AA/01	09/01/2004	13:07	13	1458.80	0
AA/01	10/01/2004	11:25	6	833.55	0
AA/01	12/01/2004	17:09	5	698.42	0
AA/01	14/01/2004	17:23	2	95.80	0
OFFICE TOTALS:			51	5134.78	2

*** END OF REPORT ***

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Page 1
CAP 42

Postage Labels - Office Copy

CONFIRMED

SU/BP	User	Volume	Value
AA/01	LCA001	23	52.87
AA/01	RSP001	28	66.37
AA/01	CTR001	142	316.24
AA/01	LCA003	1	3.75

REJECTED SUMMARY

SU/BP	User	Volume	Value
AA/01	LCA001	2	0.00
AA/01	CTR001	2	0.00

REJECTED LABEL DETAILS

SU/BP	User	Volume	Value	Label ID
AA/01	LCA001	1	0.00	1-874339-1
AA/01	LCA001	1	0.00	1-874345-1
AA/01	CTR001	1	0.00	2-1159250-1
AA/01	CTR001	1	0.00	2-1164301-1

I confirm all rejected labels listed above have been inspected by me and are associated with this report. I have taken action to investigate levels of rejected labels and taken necessary remedial action where appropriate.

Signed _____ Name _____ Position _____

** Retain this form with associated rejected labels for 2 years **

*** END OF REPORT ***

Page: 1 Office code: 2133377 Week No: 43 Week Ending: 21/01/2004

OFFICE NAME: Marine Drive

ADDRESS:

GRO

2003/2004
HORIZON
Cash Acc

Post Office Ltd.
Your Receipt

GRO

TELEPHONE: GRO

Week Ended: 21/01/2004

OFFICE CODE: 213 337 7

30

VAT REG No. 243 1700 02
20/01/2004 11:40
SESSION : 2-1171889-1

DATE STAMP:



TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT

SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER:

EXAMINED IN TP:

TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER

50	E p	Date	91
26	Unpaid Cheques A		72
27	Unpaid Cheques B		79
28	Unpaid Cheques C		78
29			82
30	Vouchers		81
31	Shortages in REMS etc		73
32	Burglary etc Losses		65
33	POL Chq pension homes		66
34			71
35	Migration		83
36			75
37			80
38			67
			76 ***** 10
			88
			74 ***** 1
			87 ***** 5
			85
			89
			94
			90
			84
			77
			91 ***** 11
			68
			69
			92
			93
			70
			63
			64
			57 ***** 18
			58
			59
			60
			61
			62
			86
			95
			10
			15
			20
			25
			30 ***** 4
			35 ***** 6
			40 ***** 2
			45
			50
			55
			26
			27
			28
			29
			4
			6
			2
			4
			2,230.97
			4
			2,230.97

POL E/N Rec		
1	£ 360.00	360.00
POL E/N Rec		
1	£ 520.00	520.00
POL E/N Rec		
1	£ 534.00	534.00
POL E/N Pay		
1-	£ 65.00	65.00-

TOTAL DUE TO POST OFFICE 1349.00
Cash FROM CUSTOMER 1349.00
BALANCE 0.00

Thank You

Special Delivery Items
UKFA Contingency
Airsure
International signed for
Swiftair

Parcelforce by noon

Disc Whise Packs
Postmans Pouches
SORN
B Gas Recon/Discon
Camebot Vouchers
TVL U75 Pre-Application

Pre-order Buy Back

Home Shop Returns

Standard Life SHP Apps
PCL Smartcard Applications
MVL Postal Applications

SWEBLEB

LINK Balance Enquiries
Card Account balance enquiries
A & L Balance Enquiries
Special Delivery by 9.00am

Cont...

PAYMENTS

PAYMENTS (Cont)

40	Numbers	10	£ p		40	Numbers	10	£ p		
		56		Loan Wdi (SPSO/MSP0)	32	28	34	2,094.39	Card Account withdrawals	
		57	65.00	POL CL E/N Wk No(s)	39		40		Card Account emergency payments	
30		30		Mono/Blind TV Refunds			98		ATM Withdrawals	
		62	1,275.00	NS & I Wdrws/Pymnts inc E/N			67		Giro Rent Bal Entry	
04	637	66	64,102.93	p Pensions and	40		41		Final Account Deficiency	
11	24			a Allowances			86		Balance Due to Post Office	
12	12			mt Paid			85	71,663.02		
31	48	31	1,425.30	Inland Rev Tax Credits			OFR			
06	3	68	26.90	a Postal Orders			11		£ p	
16				b Paid						
07	209	71	7,033.12	Green Giro Cheques						
17	11			mt			20			
29		84					21			
08	9	72	788.83	Giro Outpayments			22			
		11		Travel Incoe Refund			23			
		16		Nat Lott Inst DEACT	01		30			
		49	426.00	All Nat Lott Prizes	23		31			
25		83			27		32		Euronet Self Fill ATM	
67		37		Mid/West Lothian Payments	43		33		Hanco Self Fill ATM	
		20		Littlewoods Prizes	45		34		A&L Self Fill ATM	
80		18			47		35		TRM Self Fill ATM	
		42	22,573.60	Cheques to CHEC	56		36		Encashed TCs to FRTS	
		52		Postal Order D/R	57		37			
		10	200.00	Auto Pay/Pers bank	58		38			
		12		Philatelic D/R	59		39			
18		44		Canadian Money Orders	60		40			
		43		Postage D/R	61		41			
19		46		Encashed OB Cheques	64		42			
		45		Disc. Whsl Stps D/R	65		43			
21		60		Asylum Seekers Vouchers	66		44			
79		01		Debit Cards	68		45			
81	6	04	174.13	Debit Card Payments	69		46			
24		36			70		47			
83		06			71		48			
		77	45.17	Stock to ADC table 8	72		49			
62		96		Moneygram Receive	73		50			
41		32		London Boroughs Scheme	74		51			
		50		Bur de Change- Reval	75		52			
		97		TCs to First Rate	76		53			
02		21		Business Sales	77		54			
		13		PO Fgn Exchange Out	78		55			
		82	9,464.27	Rems to ADC table 9	90		56			
55		55		Co-op Business Chq Cashed	91		57			
		69		MVL Stamps Redmd	03		58			
		73		TV Lic Svgs Redmd	13		59			
		65		Water Authy SS Redmd	14		60			
86		61		PPA Prescription Refunds	20		61			
		05		B Gas Stps Redmd	22		62			
		70		SEEBoard Stps Redmd	26		63			
87		79			92		64			
		25			38		65			
		81		SWEB Stps Redmd	42		66			
15		78			44		67			
05		24			46		68			
33		94		UKPS Passport Fee Refund	48		69			
34		80		UKPS Passport Charge Refund	49		70			
		95		International Reply Coupons	50		71			
		26	0.56	Vouchers Sent To TP	51		72			
		27		Promotional Vouchers	52		73			
28	1	28	30.00	A & L Withdrawals	54		74			
		29		Giro E/Ns BTA WK NOs	82		75			
35	6	33	225.00	LINK Withdrawals	85		76			
36		35		Unpaid Cheques to TP	93		77			
									181,613.22	PAYMENTS TOTAL

Cont ...

OFR

OFR

Marine Drive
17:40:18 21/01/2004

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CAP 43

Postage Labels - Office Copy

CONFIRMED

SU/BP	User	Volume	Value
AA/01	LCA001	43	92.17
AA/01	RSP001	27	53.62
AA/01	CTR001	113	215.21

REJECTED SUMMARY

SU/BP	User	Volume	Value
AA/01	RSP001	1	0.00
AA/01	CTR001	1	0.00

REJECTED LABEL DETAILS

SU/BP	User	Volume	Value	Label ID
AA/01	RSP001	1	0.00	1-883739-1
AA/01	CTR001	1	0.00	2-1169307-1

I confirm all rejected labels listed above have been inspected by me and are associated with this report. I have taken action to investigate levels of rejected labels and taken necessary remedial action where appropriate.

Signed _____ Name _____ Position _____

** Retain this form with associated rejected labels for 2 years **

*** END OF REPORT ***

Marine Drive
17:39 21/01/2004

FAD 2133377

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CAP 43

PO Encashed - Office Copy

SU /BP	DATE	TIME	VOLUME	FACE VALUE	STAMPS	TOTAL VALUE
AA/01	19/01/2004	17:09	1	15.00	0.00	15.00
AA/01	20/01/2004	16:12	2	5.70	0.00	5.70
AA/01	21/01/2004	15:37	4	6.20	0.00	6.20
OFFICE TOTALS:			7	26.90	0.00	26.90

*** END OF REPORT ***

Marine Drive
17:35 21/01/2004

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Page 1
CAP 43

Working Family/Disabled Persons/IR Child Benefit - Office Copy

PRODUCT	SU/BP	VOLUME	VALUE
IR CB	AA/01	40	1287.90
IR CB	AA/01	8	137.40
TOTAL IR CB		48	1425.30
SUMMARY TOTAL		48	1425.30

*** END OF REPORT ***

OFFICE NAME: Marine Drive

2003/2004
HORIZON

Week No 44

ADDRESS:

GRO

Cash Account (Final)

TELEPHONE:

GRO

Week Ended: 28/01/2004

OFFICE CODE: 213 337 7

30

DATE STAMP



TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT

SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER:

GRO

EXAMINED IN TP: _____

TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER OF TRANSACTIONS

50	E p	Date	91	
26			72 1
27			79	
28			78	
29			82	
30			81	
31			73	
32			65	
33			66	
34			71	
35			83	
36			75	
37			80	
38			67	
TABLE 2(a) AUTHORISED CASH SHORTAGES			76 13
50			88	
46			74	
47			87 4
48			85	
49			89	
TABLE 3 UNCHARGED RECEIPTS			94	
60			90	
61			84	
62			77	
63			91 15
64			68	
65			69	
66			92	
67			93	
68			70	
71			63	
72			64	
DISCREPANCIES TABLE			57 12
07			58	
01			59	
02			60	
			61	
			62	
			86	
			95	
			10	
			15	
			20	
			25	
			30 2
			35 7
			40	
			45	
			50	
			55	
			26	
			27	
			28	
			29	

Cont...

RECEIPTS

RECEIPTS (Cont)

30	Numbers	00	£ p	
		01	71,663.02	Balance Brought Fwd
		02		POL Chg E/N Wk No(s)
		20		Philatelic U/R
		05	2,960.37	NS & I Deposits inc E/N
		04		Postal Order U/R
11		08		
15	59	11	31,433.35	Giro Inpayments
		12	43.50	Giro Transcash Fees
09		07		Int. Driving Permits
39		13		Irish Passport Fees
10		06		Rod Licences Sales
		15		Temp First Licences
		10		Elec Key Recharge
		22		Postage U/R
19		19		V10 Motor Vehicle
20				V11 Lic Rnw Fees
21		58		DVLA Premium Service
		84		Irish Passport Charges
		03		Disc Whisle Stps U/R
		75		Travel Insurance
		59		Local Schemes
23		85		Postage Label Underpaid
80		73		
		09	9,426.62	AP/Pers Bank
		74		
		71		
		99		Chq Prize Pay Bal Entry
		30	1,564.00	Nat Lott Game
		81		Instant Win Activate
41		94		Moneygram Send
26		86		B de Ch Commission
		70		B de Ch Revaluation
69		60		Trav Chqs Sales
89		79		Business Purchases
94	1	96	10.00	Pre-order Fgn Exch
87		76		
99		78		
84		89		
58	3	51	131.65	Postage Label Parcelforce
82		87		Redirection Business
48		31		Redirection Social
78		97		TV Licence Fees
95		77		
17		14		Debit Card Refunds
		98		Redist Nat Lott Cards
		66		CARRS - Parcels
85		93		UKPS Fees
86		95		UKPS Charges
90		46		Franking Sunrise
91		64		Other Letters Sunrise
18	3	17	120.00	A & L Deposits
		36	27,350.00	Rems from ADC table 6
		68		Counters Rev Sched
		39		Loan To PO (not BOs)
		40		Final Account Surplus
		24		Game Licences
		25	6.10	Philatelic
		28	1,155.30	Postage
		72		Discount Whisle Stps
		55		
		54		
		26		

30	Numbers	00	£ p	
		27		
		52		Home Help / Care Stps
		48		MoneyGram/PO Phonecard
		34	755.00	PO Face Value
		21	64.50	PO Fees
		82		London Boroughs Scheme
		18		Coronation Crown
		33		Queen Mother £5 Crown
		47		
		32		
		38	100.00	Vehicle Lic Stps
		35	400.00	TV Lic Svg Stps
		37		Water Authy Stps
		44		
		56		
		83		B Gas Svg Stps
		53		SEEBoard Svg Stps
		61		IOBOX Vouchers
		62		
		63		MTV2Go £4.99 Content Cards
		67		MTV2Go £9.99 Content Cards
		49		
		90		Littlewoods S/Card
		01		OFR
		11		£20 T-Mobile Prepay
		20		£10 T-Mobile Prepay
		21		£15 Orange Prepay
		17		£5 Orange Prepay
		18		£10 Orange Prepay
		24		£5 Vodafone Prepay
		25		£15 Vodafone Prepay
		19		£25 Vodafone Prepay
		26		£10 Vodafone Prepay
		27		£5 Virgin Prepay
		89		£10 Virgin Prepay
		06		£20 Virgin Prepay
		28		£5 PO Calling Card
		29		£10 PO Calling Card
		31	100.00	£20 PO Calling Card
		32		£10 PO Calling Card Intrl
		33		£10 O2 Prepay
		12		£20 O2 Prepay
		13		
		14		
		15		
		16		
		22		
		23		
		34		
		35		
		36		
		37		
		38		
		39		
		52		
		53		

Cont...

Cont... OFR

RECEIPTS (Cont)

TABLE 12 PARCEL TRAFFIC

30	02	£ p
	00	
	01	
	02	
	03	
	04	
	05	
	06	
	07	
	08	
	09	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
	18	
	19	
	OFR	
	01	£ p
31	54	Foreign currency sales margin
32	55	Foreign currency purchase margin
	56	
	57	E Vouchers
37	58	E Top Ups
38	59	Postage Label BFPO Parcels
83	80	Link Cash Deposits
42	81	Postage Label Special Del. By 9
43	82	Link Cheque Deposits
44	83	
45	84	Bureau Commission
46	85	
47	86	
71	87	
72	88	
12	63	
22	64	
49	65	
50	66	
51	67	
52	68	
53	69	
54	74	
55	75	
56	76	
57	77	
59	78	
60	79	
1	90	
2	91	
3	92	
64	93	
65	94	
66	95	
67	96	
	40	Giro E/N BTA Wk No
24	41	Postage Label 1st Class
25	42	Unpaid Chqs from TP
27	43	Postage Label 2nd Class
28	44	Postage Label Special Delivery
36	45	Postage Label Air Mail
03	60	Postage Label Surface Mail
04	62	Postage Label Royal Mail Parcels
	61	Giro Rent
	70	
	71	
	72	
	73	
		RECEIPTS TOTAL

90 Numbers	90	£ p	
86	14	87	70.86 Inland Stamped
88	0	89	0.00 Inland Meter Posted
92	1	93	66.80 Internat Stamped
94	0	95	0.00 Internat Meter Posted
OFR		OFR	
TABLE 6 REMITTANCES FROM ADC			
	60	£ p	
	14	27,350.00	Cash
	15		Cheques
	16		Fgn Curr Sterl Equiv
	01		
	19		
	31		
	32		
OFR		OFR	
TABLE 6(a) STOCK RECEIPTS FROM ADC			
	61	£ p	Postage
	08		1st Class Stps
	09		2nd Class Stps
	23	507.30	Other Postage Items
	48		Stamp Books Vending
	22	168.00	Stamp Books Other
	10	280.00	Self Ad Stps 1st Class
	11	200.00	Self Ad Stps 2nd Class
	50		
	51		
	52		
	53		
	54		
			Postal Order Fees
	37	2.50	Band 1
	38		Band 2
	77	8.00	Band 3
	07	30.00	Band 4
	05		Band 5
	06	24.00	Band 6
	55		Comm Band 7
OFR		OFR	
TABLE 5(b) STOCK IN HAND BREAKDOWN			
	50	£ p	Postage
	11	1,013.32	1st Class Stps
	12	753.20	2nd Class Stps
	01	1,368.39	Other Postage Items
	02		Stp Bks Vending
	10	381.24	Stp Bks Other
	13	448.00	Self Ad Stps 1st Class
	15	240.00	Self Ad Stps 2nd Class
	90		
	91		
	92		
	93		
	94		
			Postal Order Fees
	03	4.75	Band 1
	04	14.50	Band 2
	14	26.40	Band 3
	16	46.00	Band 4
	19		Band 5
	21	24.00	Band 6
	95		Comm Band 7
OFR		OFR	

OFR

OFR

OFR

TABLE 10(f) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90		
04	1	
06	2 Business Deps GTE £60	
13	3	
32	4 PSB Purchased	
02	7 B Gas/Utility Tcash	
27	18 Bar Coded Tcash	
28	19	
29	20	
30	21	
31	22 Transcash Giro	
34	23 Bus Dep LT £60	
35	24 Local Rent/Council Tax	
36	25 A&L Personal Cash Dep	
33	5 Personal Chq Dep	
01	6 Bns Chq Only Dep	
03	8 Cndl Tax Cds/Vchr	
17	9 Rent Vouchers	
18	10 Rent Cards	
12	17	
40	30	
08	11	
38	12 LINKSAVE	
09	13 Bns Cash Wlds	
10	14 A&L Personal Wdl	
7	35 Bus Wdl LTE £1000	
	15	
	16 Change Giving	
OFR		
TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD		
70		£ p
36	Game Licences	
03	Philatelic Items	
15	1st Class Stps	
16	2nd Class Stps	
07	Other Postage Items	
08	Stamp Bks Vending	
09	Stamp Bks Other	
32	Self Ad Stps 1st Class	
33	Self Ad Stps 2nd Class	
52	Disc Whsle Stps	
47		
55	Comm PO Fee Band 7	
05		
06		
28	Home Help /Care Stps	
22	MoneyGram/PO Phonecard	
04	PO Face Value	
19	PO Fee Band 1	
20	PO Fee Band 2	
18	PO Fee Band 3	
40	PO Fee Band 4	
41	PO Fee Band 5	
42	PO Fee Band 6	
74	London Boroughs Scheme	
37	Coronation Crown	
60	Queen Mother £5 Crown	
34		
70		
10	Vehicle Lic Stps	
12	TV Lic Svg Stps	
13	Water Authy Stps	
17		
73		
48	B Gas Svg Stps	
25	SEEBoard Svg Stps	
90	IOBOX Vouchers	
38		

70		£ p
83	MTV2Go £4.99 Content Cards	
82	MTV2Go £9.99 Content Cards	
80		
53	Littlewoods S/C	
01		
66	£20 T-Mobile Prepay	
67	£10 T-Mobile Prepay	
61	£15 Orange Prepay	
62	£5 Orange Prepay	
35	£10 Orange Prepay	
39	£5 Vodafone Prepay	
31	£15 Vodafone Prepay	
43	£25 Vodafone Prepay	
44	£10 Vodafone Prepay	
45	£5 Virgin Prepay	
46	£10 Virgin Prepay	
49	£20 Virgin Prepay	
50	£5 PO Calling Card	
26	£10 PO Calling Card	
27	£20 PO Calling Card	
29	£10 PO Calling Card Intntl	
02	£10 O2 Prepay	
11	£20 O2 Prepay	
14		
64		
65		
56		
57		
68		
69		
91		
71		
72		
92		
75		
76		
77		
21		
85		
23		
24		
30		
86		
87		
51		
54		
58		
59		
89		
94		
78		
79		
81		
95		
93		
84		
63	Nat Lott Instant Win	
OFR		
TABLE 9 REMITTANCES TO ADC		
80		£ p
01	2,379.48	Cash
02		Cheques/Other
43		Fgn Curr Sterl Equiv
20		
21		
22		
23		
OFR		

Cont....

Marine Drive
17:50:45 28/01/2004

FAD 2133377

Page 1
CAP 44

Postage Labels - Office Copy

CONFIRMED

SU/BP	User	Volume	Value
AA/01	LCA001	73	123.18
AA/01	CTRO02	2	5.44
AA/01	RSP001	33	95.94
AA/01	CTRO01	123	391.96

REJECTED SUMMARY

SU/BP	User	Volume	Value
AA/01	LCA001	2	0.00
AA/01	CTRO01	3	0.00

REJECTED LABEL DETAILS

SU/BP	User	Volume	Value	Label ID
AA/01	LCA001	1	0.00	1-888601-1
AA/01	LCA001	1	0.00	2-1180826-1
AA/01	CTRO01	1	0.00	2-1173743-1
AA/01	CTRO01	1	0.00	2-1173753-1
AA/01	CTRO01	1	0.00	2-1175270-1

I confirm all rejected labels listed above have been inspected by me and are associated with this report. I have taken action to investigate levels of rejected labels and taken necessary remedial action where appropriate.

Signed _____ Name _____ Position _____

** Retain this form with associated rejected labels for 2 years **

*** END OF REPORT ***

Marine Drive
17:47 28/01/2004

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Page 1
CAP 44

Working Family/Disabled Persons/IR Child Benefit - Office Copy

PRODUCT	SU/BP	VOLUME	VALUE
IR CB	AA/01	9	289.35
IR CB	AA/01	38	1541.20
.....			
TOTAL IR CB		47	1830.55
.....			
SUMMARY TOTAL		47	1830.55

*** END OF REPORT ***

Marine Drive
17:50 28/01/2004

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CAP 44

PO Encashed - Office Copy

SU /BP	DATE	TIME	VOLUME	FACE VALUE	STAMPS	TOTAL VALUE
AA/01	24/01/2004	11:30	4	16.95	0.00	16.95
AA/01	26/01/2004	16:18	1	0.70	0.00	0.70
AA/01	28/01/2004	17:02	5	41.80	0.00	41.80
OFFICE TOTALS:			10	59.45	0.00	59.45

*** END OF REPORT ***

OFFICE NAME: Marine Drive

2003/2004
HORIZON

Week No 45

ADDRESS:

GRO

Cash Account (Final)

TELEPHONE: GRO

Week Ended: 04/02/2004

OFFICE CODE: 213 337 7 30

DATE STAMP:



TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT

SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER:

GRO

EXAMINED IN TP: _____

TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER OF TRANSACTIONS

50	£ p	Date	91	
26	Unpaid Cheques A		72	E111 Certificates
27	Unpaid Cheques B		79	OB Chqs
28	Unpaid Cheques C		78	NS ISA Cash Cross Warr
29			82	Citibank M Order
30	Vouchers		81	
31	Shortages in REMS etc		73	Parcelforce by 9 & 10
32	Burglary etc Losses		65	Parcelforce 24/48
33	POL Chq pension homes		66	Internat Datapost
34			71	Low Cover
35	Migration		83	Medium Cover
36			75	High Cover
37			80	Contract Parcels Inland
38			67	Contract Parcels Internat
TABLE 2(a) AUTHORISED CASH SHORTAGES			76	Special Delivery Items
			88	UKPA Contingency
			74	Airsure
50			87	International signed for
			85	Swiftair
			89	
			94	
46	Cash Shortages A		90	Parcelforce by noon
47	Cash Shortages B		84	
48	Cash Shortages C		77	Disc Whlse Packs
49	Cash Shortages D		91	Postmans Pouches
TABLE 3 UNCHARGED RECEIPTS			68	SORN
			69	BGas Recon/Discon
			92	Camebot Vouchers
			93	TVL U75 Pre-Application
50			70	
			63	Pre-order Buy Back
			64	
60			57	Home Shop Returns
61			58	
62			59	Standard Life SHP Apps
63	Pre-purchase		60	PCL Smartcard Applications
64	Cash Surplus A		61	MVL Postal Applications
65	Cash Surplus B		62	
66	Surpluses in Rems etc		86	
67			95	
68	Migration		10	
71			15	SWEB/LEB
72			20	
DISCREPANCIES TABLE			25	
			30	LINK Balance Enquiries
			35	Card Account balance enquiries
			40	A & I. Balance Enquiries
			45	Special Delivery by 9.00am
07			50	
			55	
01	Surplus		26	
02	Shortage	6,730.01	27	
			28	
			29	

Cont..

TABLE 10(g) NUMBER OF TRANSACTIONS (Cont)

91	
31	
32	
33	
34	
36	
37	
38	
39	
41	
42	
43	
44	
46	
47	
48	
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12	
13	
14	
16	
17	
18	
19	
97	
98	
99	
OFR	
TABLE 5 CASH, STOCK ETC. IN HAND	
20	£ p
5059,291.86 Cash
51	Cheques
52	Fgn Curr Sterl Equip
53	Game Licences
54104.81 Philatelic Items
573,186.65 Postage Stps
99	Disc Whske Stps
84	
83	
55	
56	
64	Home Help / Care Stps
77	MoneyGram/PO Phonecard
68596.50 PO Face Value
6968.35 PO Fees
10	London Boroughs Scheme
81	Coronation Crown
67	Queen Mother £5 Crown
76	
66	
5830.00 Vehicle Lic Stps
60366.00 TV Lic Stps
61	Water Authy Stps
75	
85	
11	B Gas Svgs Stps
78	SEEBoard Svgs Stps
82	IOBOX Vouchers

Cont..

TABLE 5 CASH, STOCK ETC. IN HAND (Cont)

20	£ p
86	
91	MTV2Go £4.99 Content Cards
89	MTV2Go £9.99 Content Cards
79	
0528.00 Littlewoods S/Cs
01	
13	£20 T-Mobile Prepay
17	£10 T-Mobile Prepay
18	£15 Orange Prepay
19	£5 Orange Prepay
24	£10 Orange Prepay
25	£5 Vodafone Prepay
20	£15 Vodafone Prepay
26	£25 Vodafone Prepay
27	£10 Vodafone Prepay
28	£5 Virgin Prepay
29	£10 Virgin Prepay
30	£20 Virgin Prepay
3140.00 £5 PO Calling Card
06110.00 £10 PO Calling Card
07160.00 £20 PO Calling Card
08200.00 £10 PO Calling Card Inrntl
02	£10 O2 Prepay
03	£20 O2 Prepay
04	
09	
16	
22	
23	
40	
41	
42	
43	
44	
45	
46	
47	
12	
21	
32	
33	
34	
35	
36	
37	
38	
39	
49	
59	
62	
63	
65	
70	
73	
80	
87	
90	
151,914.00 Nat Lott Instant
71	Unclaimed Payments
14	Cash Shortages (2a)
66,096.17 Sub Total
74	Less Uncharged Receipts
7266,096.17 TABLE 5 TOTAL

OFR

RECEIRTS (Cont)

TABLE 12 PARCEL TRAFFIC

30	02	£ p		
	00			
	01			
	02			
	03			
	04			
	05			
	06			
	07			
	08			
	09			
	10			
	11			
	12			
	13			
	14			
	15			
	16			
	17			
	18			
	19			
	OFR			
	01	£ p		
31	54	Foreign currency sales margin		
32	55	Foreign currency purchase margin		
33	56			
	57	E Vouchers		
37	58	E Top Ups		
38	59	Postage Label BFPO Parcels		
83	80	Link Cash Deposits		
42	81	Postage Label Special Del. By 9		
43	82	Link Cheque Deposits		
44	83			
45	84	Bureau Commission		
46	85			
47	86			
71	87			
72	88			
12	63			
22	64			
49	65			
50	66			
51	67			
52	68			
53	69			
54	74			
55	75			
56	76			
57	77			
59	78			
60	79			
61	90			
62	91			
64	93			
65	94			
66	95			
67	96			
	40	Giro E/N BTA Wk No		
24	87	41	127.62	Postage Label 1st Class
25	42			Unpaid Chqs from TP
27	30	43	36.61	Postage Label 2nd Class
28	4	44	15.02	Postage Label Special Delivery
36	24	45	111.18	Postage Label Air Mail
03	60			Postage Label Surface Mail
04	13	62	61.00	Postage Label Royal Mail Parcels
	61			Giro Rent
	70			
	71			
	72			
	73			
		155,530.61		RECEIPTS TOTAL

90 Numbers	90	£ p		
86	16	87	85.95	Inland Stamped
88	0	89	0.00	Inland Meter Posted
92	0	93	0.00	Internat Stamped
94	0	95	0.00	Internat Meter Posted
	OFR		OFR	
	TABLE 6 REMITTANCES FROM ADC			
	60		£ p	
	14	40,520.00		Cash
	15			Cheques
	16			Fgn Curr Sterl Equiv
	01			
	19			
	31			
	32			
	OFR			
	TABLE 6(a) STOCK RECEIPTS FROM ADC			
	61		£ p	Postage
	08			1st Class Stps
	09			2nd Class Stps
	23			Other Postage Items
	48			Stamp Books Vending
	22			Stamp Books Other
	10			Self Ad Stps 1st Class
	11			Self Ad Stps 2nd Class
	50			
	51			
	52			
	53			
	54			
				Postal Order Fees
	37			Band 1
	38			Band 2
	77			Band 3
	07			Band 4
	05			Band 5
	06			Band 6
	55			Comm Band 7
	OFR			
	TABLE 5(b) STOCK IN HAND BREAKDOWN			
	50		£ p	Postage
	11	818.44		1st Class Stps
	12	628.40		2nd Class Stps
	01	1,224.49		Other Postage Items
	02			Stp Bks Vending
	10	223.32		Stp Bks Other
	13	252.00		Self Ad Stps 1st Class
	15	40.00		Self Ad Stps 2nd Class
	90			
	91			
	92			
	93			
	94			
				Postal Order Fees
	03	2.25		Band 1
	04	11.50		Band 2
	14	19.20		Band 3
	16	27.00		Band 4
	19			Band 5
	21	8.40		Band 6
	95			Comm Band 7

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PAYMENTS			PAYMENTS (Cont)		
40	Numbers	10	£	p	
		56			Loan Wdl (SPSO/MSP0)
		57			POL Cl E/N Wk No(s)
30		30			Mono/Blind TV Refunds
		62	766.	79	NS & I Wdrws/Pymnts inc E/N
04	617	66	62,515.	33	p Pensions and
11	32				a Allowances
12	10				mt Paid
31	41	31	1,391.	30	Inland Rev Tax Credits
06	2	68	12.	70	a Postal Orders
16					b Paid
07	56	71	5,643.	29	Green Giro Cheques
17	9				mt
29		84			
08	10	72	793.	26	Giro Outpayments
		11			Travel Insee Refund
		16			Nat Lott Inst DEACT
		49	1,004.	00	All Nat Lott Prizes
25		83			
67		37			Mid/West Lothian Payments
		20	1.	00	Littlewoods Prizes
80		18			
		42	6,142.	34	Cheques to CHEC
		52			Postal Order D/R
		10	200.	00	Auto Pay/Pers bank
		12			Philatelic D/R
		44			Canadian Money Orders
		43			Postage D/R
19		46			Encashed OB Cheques
		45			Disc. Whsl Slips D/R
21		60			Asylum Seekers Vouchers
79		01			Debit Cards
81	7	04	248.	76	Debit Card Payments
24		36			
83		06			
		77			Stock to ADC table 8
62		96			Moneygram Receive
41		32			London Boroughs Scheme
		50			Bur de Change- Reval
		97			TCs to First Rate
02		21			Business Sales
		13			PO Fgn Exchange Out
		82			Rems to ADC table 9
55		55			Co-op Business Chq Cashed
		69			MVL Stamps Redmd
		73	320.	00	TV Lic Svgs Redmd
		65			Water Authy SS Redmd
86		61			PPA Prescription Refunds
		05			B Gas Stps Redmd
		70			SEEBboard Stps Redmd
87		79			
		25			
		81			SWEB Stps Redmd
		78			
		24			
		94			UKPS Passport Fee Refund
34		80			UKPS Passport Charge Refund
		95			International Reply Coupons
		26	0.	56	Vouchers Sent To TP
		27			Promotional Vouchers
28	5	28	450.	00	A & L Withdrawals
		29			Giro E/Ns BTA WK NOS
35	10	33	595.	95	LINK Withdrawals
36		35			Unpaid Cheques to TP
Cont ...					

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TABLE 10(f) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90		
04	1	
06	2 Business Deps GTE £60	
13	3	
32	4 PSB Purchased	
02	7 B Gas/Utility Tcash	
27	18 Bar Coded Tcash	
28	19	
29	20	
30	21	
31	22 Transcash Giro	
34	23 Bus Dep LT £60	
35	24 Local Rent/Council Tax	
36	25 A&L Personal Cash Dep	
33	5 Personal Chq Dep	
01	6 Bns Chq Only Dep	
03	8 Cncl Tax Cds/Vchr	
17	9 Rent Vouchers	
18	10 Rent Cards	
12	17	
40	30	
08	11	
38	12 LINKSAVE	
09	13 Bns Cash Wdls	
10	14 A&L Personal Wdl	
45	35 Bus Wdl LTE £1000	
01	15	
3	16 Change Giving	

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TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD

70		£ p
36	Game Licences	
03	Philatelic Items	
15	1st Class Stps	
16	2nd Class Stps	
07	Other Postage Items	
08	Stamp Bks Vending	
09	Stamp Bks Other	
32	Self Ad Stps 1st Class	
33	Self Ad Stps 2nd Class	
52	Disc Whske Stps	
47		
55	Comm PO Fee Band 7	
05		
06		
28	Home Help /Care Stps	
22	MoneyGram/PO Phonecard	
04	PO Face Value	
19	PO Fee Band 1	
20	PO Fee Band 2	
18	PO Fee Band 3	
40	PO Fee Band 4	
41	PO Fee Band 5	
42	PO Fee Band 6	
74	London Boroughs Scheme	
37	Coronation Crown	
60	Queen Mother £5 Crown	
34		
70		
10	Vehicle Lic Stps	
12	TV Lic Svg Stps	
13	Water Authy Stps	
17		
73		
48	B Gas Svg Stps	
25	SEEBoard Svg Stps	
90	IOBOX Vouchers	
38		

70		£ p
83	MTV2Go £4.99 Content Cards	
82	MTV2Go £9.99 Content Cards	
80		
53	Littlewoods S/C	
01		
66	£20 T-Mobile Prepay	
67	£10 T-Mobile Prepay	
61	£15 Orange Prepay	
62	£5 Orange Prepay	
35	£10 Orange Prepay	
39	£5 Vodafone Prepay	
31	£15 Vodafone Prepay	
43	£25 Vodafone Prepay	
44	£10 Vodafone Prepay	
45	£5 Virgin Prepay	
46	£10 Virgin Prepay	
49	£20 Virgin Prepay	
50	£5 PO Calling Card	
26	£10 PO Calling Card	
27	£20 PO Calling Card	
29	£10 PO Calling Card Inintl	
02	£10 O2 Prepay	
11	£20 O2 Prepay	
14		
64		
65		
56		
57		
68		
69		
91		
71		
72		
92		
75		
76		
77		
21		
85		
23		
24		
30		
86		
87		
51		
54		
58		
59		
89		
94		
78		
79		
81		
95		
93		
84		
63	Nat Lott Instant Win	

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TABLE 9 REMITTANCES TO ADC

80		£ p
01	Cash	
02	Cheques/Other	
43	Fgn Curr Sterl Equiv	
20		
21		
22		
23		

OFR

Cont....

Marine Drive
17:50:45 04/02/2004

FAD 2133377

Page 1
CAP 45

Suspense Account - Office Copy

WARNING - Check the C/Fwd column for negative values. If present refer to the Horizon User Guide for instructions on how to proceed

SU	Date	Product	Volume	Value	B/Fwd	C/Fwd
RD Cheques		A				
TOTAL			0	0.00	0.00	0.00
RD Cheques		B				
TOTAL			0	0.00	0.00	0.00
RD Cheques		C				
TOTAL			0	0.00	0.00	0.00
Vouchers						
TOTAL			0	0.00	0.00	0.00
Shortages in Rems etc						
TOTAL			0	0.00	0.00	0.00
Burglary etc losses						
TOTAL			0	0.00	0.00	0.00
POL Cheques						
TOTAL			0	0.00	0.00	0.00
Migration UP						
TOTAL			0	0.00	0.00	0.00
Cash Shortages		A				
TOTAL			0	0.00	0.00	0.00
Cash Shortages		B				
TOTAL			0	0.00	0.00	0.00
Cash Shortages		C				
TOTAL			0	0.00	0.00	0.00
Cash Shortages		D				
TOTAL			0	0.00	0.00	0.00
Prepurchases						
TOTAL			0	0.00	0.00	0.00
Cash Surpluses not yet adjusted		A				
TOTAL			0	0.00	0.00	0.00
Cash Surpluses not yet adjusted		B				

Marine Drive
17:50:45 04/02/2004

FAD 2133377

Page 2
CAP 45

Suspense Account - Office Copy

WARNING - Check the C/Fwd column for negative values. If present refer to the
Horizon User Guide for instructions on how to proceed

SU	Date	Product	Volume	Value	B/Fwd	C/Fwd
TOTAL			0	0.00	0.00	0.00
Surpluses in Rems etc						
TOTAL			0	0.00	0.00	0.00
Migration UR						
TOTAL			0	0.00	0.00	0.00

*** END OF REPORT ***

Marine Drive
17:44 04/02/2004

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Page 1
CAP 45

Green/Violet Girocheques - Office Copy

SU /BP	DATE	TIME	VOLUME	VALUE	MILK TOKENS
AA/01	29/01/2004	16:09	5	307.29	0
AA/01	02/02/2004	17:07	14	886.54	3
AA/01	04/02/2004	16:10	10	1312.55	0
AA/01	30/01/2004	13:23	9	1302.45	2
AA/01	31/01/2004	11:52	10	1241.83	0
AA/01	03/02/2004	15:54	8	592.63	4
OFFICE TOTALS:			56	5643.29	9

*** END OF REPORT ***

Marine Drive
17:45 04/02/2004

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Page 1
CAP 45

Working Family/Disabled Persons/IR Child Benefit - Office Copy

PRODUCT	SU/BP	VOLUME	VALUE
IR CB	AA/01	40	1353.75
IR CB	AA/01	1	37.55
TOTAL IR CB		41	1391.30
SUMMARY TOTAL		41	1391.30

*** END OF REPORT ***

Marine Drive
17:48:51 04/02/2004

FAD 2133377

Page 1
CAP 45

Postage Labels -- Office Copy

CONFIRMED

SU/BP	User	Volume	Value
AA/01	LCA001	60	143.55
AA/01	RSP001	13	33.13
AA/01	CTR002	10	21.73
AA/01	CTR001	76	160.67

REJECTED SUMMARY

SU/BP	User	Volume	Value
AA/01	LCA001	2	0.00
AA/01	CTR001	1	0.00

REJECTED LABEL DETAILS

SU/BP	User	Volume	Value	Label ID
AA/01	LCA001	1	0.00	1-899473-1
AA/01	LCA001	1	0.00	2-1182281-2
AA/01	CTR001	1	0.00	2-1187139-1

I confirm all rejected labels listed above have been inspected by me and are associated with the associated rejected labels. I have taken action to investigate levels of rejection and necessary remedial action where appropriate.

Signed: **GRO** Name: CASLETON Position: SPM

** Retain this form with associated rejected labels for 2 years **

*** END OF REPORT ***

Marine Drive
17:48 04/02/2004

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Page 1
CAP 45

PO Encashed - Office Copy

SU /BP	DATE	TIME	VOLUME	FACE VALUE	STAMPS	TOTAL VALUE
AA/01	30/01/2004	16:51	1	2.00	0.00	2.00
AA/01	02/02/2004	17:05	1	0.70	0.00	0.70
AA/01	04/02/2004	16:15	1	10.00	0.00	10.00
OFFICE TOTALS:			3	12.70	0.00	12.70

*** END OF REPORT ***

OFFICE NAME: Marine Drive

2003/2004
HORIZON

Week No 46

ADDRESS: **GRO**

Hester
GRO
GRO

Cash Account (Final)

TELEPHONE: **GRO**

Week Ended: 11/02/2004

OFFICE CODE: 213 337 7 30

DATE STAMP: TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT

GRO

SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER:

EXAMINED IN TP:

Suspense ref H. 13041710



TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER OF TRANSACTIONS

50	E p	Date	91	
26	Unpaid Cheques A		72 2
27	Unpaid Cheques B		79	
28	Unpaid Cheques C		78	
29			82	
30	Vouchers		81	
31	Shortages in REMS etc		73	
32	Burglary etc Losses		65	
33	POL Chq pension homes		66	
34			71	
35	Migration		83	
36			75	
37			80	
38			67	
TABLE 2(a) AUTHORISED CASH SHORTAGES			76 9
50			88	
46	Cash Shortages A		74	
47	Cash Shortages B		87 3
48	Cash Shortages C		85	
49	Cash Shortages D		89	
TABLE 3 UNCHARGED RECEIPTS			94	
50			90	
60	Pre-purchase		84	
61	Cash Surplus A		77	
62	Cash Surplus B		91 6
63	Cash Surplus B		68	
64	Surpluses in Rems etc		69	
65			92	
66			93	
67			70	
68	Migration		63	
71			64	
72			57 25
DISCREPANCIES TABLE			58	
07			59	
01	Surplus		60	
02	Shortage	8,243.10	61	
			62	
			86	
			95	
			10	
			15	
			20	
			25	
			30 1
			35 15
			40 1
			45	
			50	
			55	
			26	
			27	
			28	
			29	

L12

Cont...

TABLE 10(g) NUMBER OF TRANSACTIONS (Cont)

TABLE 5 CASH, STOCK ETC. IN HAND (Cont)

91	20	£	p
31	86		
32	91		MTV2Go £4.99 Content Cards
33	89		MTV2Go £9.99 Content Cards
34	79		
36	05	28.00	Littlewoods S/Cs
37	01		
38	13		£20 T-Mobile Prepay
39	17		£10 T-Mobile Prepay
41	18		£15 Orange Prepay
42	19		£5 Orange Prepay
43	24		£10 Orange Prepay
44	25		£5 Vodafone Prepay
46	20		£15 Vodafone Prepay
47	26		£25 Vodafone Prepay
48	27		£10 Vodafone Prepay
49	28		£5 Virgin Prepay
51	29		£10 Virgin Prepay
52	30		£20 Virgin Prepay
53	31	40.00	£5 PO Calling Card
54	06	110.00	£10 PO Calling Card
56	07	160.00	£20 PO Calling Card
96	08	200.00	£10 PO Calling Card Intrl
01	02		£10 O2 Prepay
02	03		£20 O2 Prepay
03	04		
04	09		
05	16		
06	22		
07	23		
08	40		
09	41		
11	42		
12	43		
13	44		
14	45		
16	46		
17	47		
18	12		
19	21		
97	32		
98	33		
99	34		
	35		
OFR	36		
TABLE 5 CASH, STOCK ETC. IN HAND	37		
20	38		
	39		
50	49	33,100.41	Cash
51	59		Cheques
52	62		Fgn Curr Sterl Equiv
53	63		Game Licences
	65		
54	70	89.41	Philatelic Items
57	73	3,184.47	Postage Stps
99	80		Disc Whole Stps
84	87		
	90		
83	15	1,817.00	Nat Lott Instant
55	71		Unclaimed Payments
56	14		Cash Shortages (2a)
64		40,961.99	Sub Total
77	74		Less Uncharged Receipts
68			
69	72	40,961.99	TABLE 5 TOTAL
77			
68			
69			
10			
81			
67			
76			
66			
58		235.00	Vehicle Lic Stps
60		548.00	TV Lic Stps
61			Water Authy Stps
75			
85			
11			3 Gas Svgs Stps
78			SEEBoard Svgs Stps
82			IOBOX Vouchers
	OFR		

Cont...

331
126.

RECEIPTS (Cont)

TABLE 12 PARCEL TRAFFIC

30		02		£ p	90 Numbers	90	£ p		
	00				86	23	87	117.69	Inland Stamped
	01				88	0	89	0.00	Inland Meter Posted
	02				92	0	93	0.00	Internal Stamped
	03				94	0	95	0.00	Internal Meter Posted
	04				OFR				
	05				OFR				
	06				TABLE 6 REMITTANCES FROM ADC				
	07					60		£ p	
	08					14	7,740.00		Cash
	09					15			Cheques
	10					16			Fgn Curr Sterl Equiv
	11					01			
	12					19			
	13					31			
	14					32			
	15				OFR				
	16				TABLE 6(a) STOCK RECEIPTS FROM ADC				
	17					61		£ p	Postage
	18					08			1st Class Stps
	19					09			2nd Class Stps
						23	204.20		Other Postage Items
	31	54	Foreign currency sales margin			48			Stamp Books Vending
	32	55	Foreign currency purchase margin			22	372.00		Stamp Books Other
		56				10			Self Ad Stps 1st Class
		57	E Vouchers			11	200.00		Self Ad Stps 2nd Class
	37	47	E Top Ups	375.00		50			
	38	58	Postage Label BFPO Parcels			51			
	83	80	Link Cash Deposits			52			
	42	81	Postage Label Special Del. By 9			53			
	43	82	Link Cheque Deposits			54			
	44	83							Postal Order Fees
	45	84	Bureau Commission			37	7.50		Band 1
	46	85				38	10.00		Band 2
	47	86				77	16.00		Band 3
	71	87				07	20.00		Band 4
	72	88				05	22.00		Band 5
	12	63				06	24.00		Band 6
	22	64				55			Comm Band 7
	49	65			OFR				
	50	66			TABLE 5(b) STOCK IN HAND BREAKDOWN				
	51	67				50		£ p	Postage
	52	68				11	639.52		1st Class Stps
	53	69				12	547.80		2nd Class Stps
	54	74				01	1,310.75		Other Postage Items
	55	75				02			Stp Bks Vending
	56	76				10	434.40		Stp Bks Other
	57	77				13	112.00		Self Ad Stps 1st Class
	59	78				15	140.00		Self Ad Stps 2nd Class
	60	79				90			
	61	90				91			
	62	91				92			
	64	93				93			
	65	94				94			Postal Order Fees
	66	95				03	7.50		Band 1
	67	96				04	14.00		Band 2
		40	Giro E/N BTA Wk No			14	30.40		Band 3
	24	155	Postage Label 1st Class	208.73		16	32.00		Band 4
	25	42	Unpaid Chqs from TP			19	22.00		Band 5
	27	66	Postage Label 2nd Class	73.49		21	22.80		Band 6
	28	6	Postage Label Special Delivery	26.05		95			Comm Band 7
	36	32	Postage Label Air Mail	84.92					
	03	1	Postage Label Surface Mail	8.90					
	04	23	Postage Label Royal Mail Parcels	119.69					
		61	Giro Rent						
		70							
		71							
		72							
		73							
				139,785.21					RECEIPTS TOTAL

OFR OFR

OFR

TABLE 10(f) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90		
04		1
06	*****16	2 Business Deps GTE £60
13		3
32	*****3	4 PSB Purchased
02		7 B Gas/Utility Toash
27		18 Bar Coded Toash
28		19
29		20
30		21
31	*****16	22 Transcash Giro
34	*****11	23 Bus Dep LT £60
35		24 Local Rent/Council Tax
36	*****1	25 A&L Personal Cash Dep
33	*****4	5 Personal Chq Dep
01	*****6	6 Bns Chq Only Dep
03		8 Cndl Tax Cds/Vchr
17		9 Rent Vouchers
18		10 Rent Cards
12		17
40		30
08		11
38		12 LINKSAVE
09		13 Bns Cash Wdls
10		14 A&L Personal Wdl
15	*****11	35 Bus Wdl LTE £1000
		15
		16 Change Giving
OFR		
TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD		
70		£ p
36		Game Licenses
03		Philatelic Items
15		1st Class Slps
16		2nd Class Slps
07		Other Postage Items
08		Stamp Bks Vending
09		Stamp Bks Other
32		Self Ad Slps 1st Class
33		Self Ad Slps 2nd Class
52		Disc Whsle Slps
47		
55		Comm PO Fee Band 7
05		
06		
28		Home Help /Care Slps
22		MoneyGram/PO Phonecard
04		PO Face Value
19		PO Fee Band 1
20		PO Fee Band 2
18		PO Fee Band 3
40		PO Fee Band 4
41		PO Fee Band 5
42		PO Fee Band 6
74		London Boroughs Scheme
37		Coronation Crown
60		Queen Mother £5 Crown
34		
70		
10		Vehicle Lic Slps
12		TV Lic Svg Slps
13		Water Authy Slps
17		
73		
48		B Gas Svg Slps
25		SEEBoard Svg Slps
90		IOBOX Vouchers
38		

70		£ p
83		MTV2Go £4.99 Content Cards
82		MTV2Go £9.99 Content Cards
80		
53		Littlewoods S/C
01		
66		£20 T-Mobile Prepay
67		£10 T-Mobile Prepay
61		£15 Orange Prepay
62		£5 Orange Prepay
35		£10 Orange Prepay
39		£5 Vodafone Prepay
31		£15 Vodafone Prepay
43		£25 Vodafone Prepay
44		£10 Vodafone Prepay
45		£5 Virgin Prepay
46		£10 Virgin Prepay
49		£20 Virgin Prepay
50		£5 PO Calling Card
26		£10 PO Calling Card
27		£20 PO Calling Card
29		£10 PO Calling Card Intntl
02		£10 O2 Prepay
11		£20 O2 Prepay
14		
64		
65		
56		
57		
68		
69		
91		
71		
72		
92		
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76		
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21		
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78		
79		
81		
95		
93		
84		
63		Nat Lott Instant Win
OFR		
TABLE 9 REMITTANCES TO ADC		
80		£ p
01	*****1,983.26	Cash
02	*****4.05	Cheques/Other
43		Fgn Curr Start Equiv
20		
21		
22		
23		
OFR		

Cont....

Marine Drive
08:27 12/02/2004

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CAP 46

Remittances Out by Product - Office Copy

MODE	PRODUCT	SU/BP SESSION	TOTAL VALUE
Rem Out Data Cen	Cheque	AA/01 1-904175-1	977.86
Rem Out Data Cen	Cheque	AA/01 1-907865-1	1884.78
Rem Out Data Cen	Cheque	AA/01 1-910168-1	455.32
Rem Out Data Cen	Cheque	AA/012-1189848-1	1561.95
Rem Out Data Cen	Cheque	AA/012-1190625-1	392.62
Rem Out Data Cen	Cheque	AA/012-1194126-1	1258.25
		TOTALS:	6530.78
Rem Out Data Cen	TOTALS:		6530.78
Rem Out Auto Dist	Cash	AA/01 1-908564-1	1983.26
		TOTALS:	1983.26
Rem Out Auto Dist	Vch to CRU	AA/01 1-908576-1	4.05
		TOTALS:	4.05
Rem Out Auto Dist	TOTALS:		1987.31
TOTAL:			8518.09

*** END OF REPORT ***

Marine Drive
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Page 1
CAP 46

Remittances In by Product - Office Copy

MODE	PRODUCT	SU/BP	SESSION	TOTAL VALUE
Rem In Auto Dist	Cash	AA/01	1-903673-1	5240.00
Rem In Auto Dist	Cash	AA/01	1-908260-1	2500.00
		TOTALS:		7740.00
Rem In Auto Dist	Post Stamp	AA/01	1-908971-1	200.00
		TOTALS:		200.00
Rem In Auto Dist	AL Single	AA/01	1-908971-1	4.20
		TOTALS:		4.20
Rem In Auto Dist	MVL Stmp	AA/01	1-908971-1	250.00
		TOTALS:		250.00
Rem In Auto Dist	PO 50p	AA/01	1-908971-1	5.00
		TOTALS:		5.00
Rem In Auto Dist	PO £1	AA/01	1-908971-1	20.00
		TOTALS:		20.00
Rem In Auto Dist	PO £3	AA/01	1-908971-1	30.00
		TOTALS:		30.00
Rem In Auto Dist	PO £4	AA/01	1-908971-1	40.00
		TOTALS:		40.00
Rem In Auto Dist	PO £15	AA/01	1-908971-1	300.00
		TOTALS:		300.00
Rem In Auto Dist	PO Fee 50p	AA/01	1-908971-1	2.50
		TOTALS:		2.50
Rem In Auto Dist	PO Fee £1	AA/01	1-908971-1	5.00
		TOTALS:		5.00
Rem In Auto Dist	PO Fee £3	AA/01	1-908971-1	5.00
		TOTALS:		5.00
Rem In Auto Dist	PO Fee £4	AA/01	1-908971-1	5.00
		TOTALS:		5.00
Rem In Auto Dist	PO Fee £15	AA/01	1-908971-1	22.00
		TOTALS:		22.00
Rem In Auto Dist	TV £2 stmp	AA/01	1-908971-1	400.00
		TOTALS:		400.00
Rem In Auto Dist	S/a100x2nd	AA/01	1-908971-1	200.00
		TOTALS:		200.00
Rem In Auto Dist	SAS 1x12	AA/01	1-908971-1	168.00
		TOTALS:		168.00
Rem In Auto Dist	SAS 2x12	AA/01	1-908971-1	120.00
		TOTALS:		120.00
Rem In Auto Dist	SAS 1x6	AA/01	1-908971-1	84.00
		TOTALS:		84.00
Rem In Auto Dist	Gift PO £5	AA/01	1-908971-1	100.00
		TOTALS:		100.00
Rem In Auto Dist	Gift PO£10	AA/01	1-908971-1	200.00
		TOTALS:		200.00
Rem In Auto Dist	Gift PO£20	AA/01	1-908971-1	400.00
		TOTALS:		400.00
Rem In Auto Dist	G POfee £5	AA/01	1-908971-1	16.00
		TOTALS:		16.00
Rem In Auto Dist	G POfee£10	AA/01	1-908971-1	20.00
		TOTALS:		20.00
Rem In Auto Dist	G POfee£20	AA/01	1-908971-1	24.00
		TOTALS:		24.00
Rem In Auto Dist	TOTALS:			10360.70
TOTAL:				10360.70

*** END OF REPORT ***

Marine Drive
08:26:15 12/02/2004

FAD 2133377

Page 1
CAP 46

Postage Labels - Office Copy

CONFIRMED

SU/BP	User	Volume	Value
AA/01	LCA001	47	96.24
AA/01	CTR002	18	31.65
AA/01	RSP001	20	51.65
AA/01	CTR001	167	283.56
AA/01	LCA003	31	58.68

REJECTED SUMMARY

SU/BP	User	Volume	Value
AA/01	CTR002	1	0.00
AA/01	LCA003	1	0.00
AA/01	CTR001	1	0.00

REJECTED LABEL DETAILS

SU/BP	User	Volume	Value	Label ID
AA/01	CTR002	1	0.00	1-905000-1
AA/01	LCA003	1	0.00	2-1188310-1
AA/01	CTR001	1	0.00	2-1194584-1

I confirm all rejected labels listed above have been inspected by me and are associated with this report. I have taken action to investigate levels of rejected labels and taken necessary remedial action where appropriate.

Signed _____ Name _____ Position _____

** Retain this form with associated rejected labels for 2 years **

*** END OF REPORT ***

Marine Drive
08:24 12/02/2004

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Page 1
CAP 46

PO Encashed - Office Copy

SU /BP	DATE	TIME	VOLUME	FACE VALUE	STAMPS	TOTAL VALUE
AA/01	09/02/2004	16:36	9	51.95	0.42	52.37
AA/01	06/02/2004	16:57	5	9.20	0.00	9.20
AA/01	07/02/2004	11:11	1	7.00	0.08	7.08
AA/01	10/02/2004	16:03	2	0.45	0.00	0.45
OFFICE TOTALS:			17	68.60	0.50	69.10

*** END OF REPORT ***

Marine Drive
08:20 12/02/2004

FAD 2133377

Page 1
CAP 46

Working Family/Disabled Persons/IR Child Benefit - Office Copy

PRODUCT	SU/BP	VOLUME	VALUE
IR CB	AA/01	2	91.00
IR CB	AA/01	49	1984.85
TOTAL IR CB		51	2075.85
SUMMARY TOTAL		51	2075.85

*** END OF REPORT ***

OFFICE NAME: Marine Drive

2003/2004

Week No 47

ADDRESS:

GRO

HORIZON

Cash Account (Final)

TELEPHONE: GRO

Week Ended: 18/02/2004

OFFICE CODE: 213 337 7

30

DATE STAMP:

TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT

GRO

SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER:

EXAMINED IN TP:

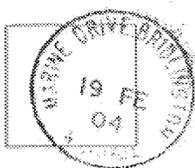


TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER OF TRANSACTIONS

50	E p	Date	91	
26			72	E111 Certificates
27			79	OB Chqs
28			78	NS ISA Cash Cross Warr
29			82	Citibank M Order
30			81	
31			73	Parcelforce by 9 & 10
32			65	Parcelforce 24/48
33			66	Internat Datapost
34			71	Low Cover
35			83	Medium Cover
36			75	High Cover
37			80	Contract Parcels Inland
38			67	Contract Parcels Internat
TABLE 2(a) AUTHORISED CASH SHORTAGES			76	Special Delivery Items
			88	UKPA Contingency
			74	Airsure
			87	International signed for
			85	Swiftair
			89	
			94	
			90	Parcelforce by noon
46	8,243:10	Cash Shortages A	84	
47		Cash Shortages B	77	Disc White Packs
48		Cash Shortages C	91	Postmans Pouches
49		Cash Shortages D	68	SDRN
TABLE 3 UNCHARGED RECEIPTS			69	BGas Recon/Diskon
			92	Camelot Vouchers
			93	TVL U75 Pre-Application
			70	
			63	Pre-order Buy Back
			64	
			57	Home Shop Returns
			58	
			59	Standard Life SHP Apps
			60	PCL Smartcard Applications
			61	MVL Postal Applications
			62	
			86	
			95	
			10	
			15	SWEB/EB
			20	
			25	
			30	LINK Balance Enquiries
			35	Card Account balance enquiries
			40	A & L Balance Enquiries
			45	Special Delivery by 9.00am
DISCREPANCIES TABLE			50	
			55	
01		Surplus	26	
02		Shortage	27	
			28	
			29	

Cont..

RECEIPTS (Cont)

TABLE 12 PARCEL TRAFFIC

30	02	£ p	90 Numbers	90	£ p		
	00		86	15	87	72.33	Inland Stamped
	01		88	0	89	0.00	Inland Meter Posted
	02		92	1	93	26.20	Internat Stamped
	03		94	0	95	0.00	Internat Meter Posted
	04						
	05						
	06						
	07						
	08						
	09						
	10						
	11						
	12						
	13						
	14						
	15						
	16						
	17						
	18						
	19						
	OFR						
	01	£ p					
31	54	Foreign currency sales margin					
32	55	Foreign currency purchase margin					
33	56						
34	57	E Vouchers					
37	66	58	555.00				
		59					
83	80	Link Cash Deposits					
42	81	Postage Label Special Del. By 9					
43	82	Link Cheque Deposits					
44	83						
45	84	Bureau Commission					
46	85						
47	86						
71	87						
72	88						
12	63						
22	64						
49	65						
50	66						
51	67						
52	68						
53	69						
54	74						
55	75						
56	76						
57	77						
59	78						
60	79						
61	90						
62	91						
63	92						
64	93						
65	94						
66	95						
67	96						
	40	Giro E/N BTA Wk No					
24	118	41	171.28				Postage Label 1st Class
25	42	Unpaid Chqs from TP					
27	26	43	31.89				Postage Label 2nd Class
28	8	44	36.43				Postage Label Special Delivery
36	17	45	53.23				Postage Label Air Mail
03	1	60	3.80				Postage Label Surface Mail
04	15	62	74.69				Postage Label Royal Mail Parcels
	61	Giro Rent					
	70						
	71						
	72						
	73						
		174,944.22	RECEIPTS TOTAL				

90 Numbers	90	£ p	
86	15	87	72.33
88	0	89	0.00
92	1	93	26.20
94	0	95	0.00

OFR

OFR

TABLE 6 REMITTANCES FROM ADC

60	£ p	
14	70,000.00	Cash
15		Cheques
16		Fgn Curr Sterl Equiv
01		
19		
31		
32		

OFR

TABLE 6(a) STOCK RECEIPTS FROM ADC

61	£ p	Postage
08	319.20	1st Class Stps
09		2nd Class Stps
23		Other Postage Items
48		Stamp Books Vending
22		Stamp Books Other
10		Self Ad Stps 1st Class
11		Self Ad Stps 2nd Class
50		
51		
52		
53		
54		

OFR

TABLE 5(b) STOCK IN HAND BREAKDOWN

50	£ p	Postage
11	741.44	1st Class Stps
12	479.40	2nd Class Stps
01	1,239.01	Other Postage Items
02		Stp Bks Vending
10	220.08	Stp Bks Other
13		Self Ad Stps 1st Class
15		Self Ad Stps 2nd Class
90		
91		
92		
93		
94		

03	04	14	16	19	21	95	£ p	Postage
03	04	14	16	19	21	95	3.75	Band 1
							10.00	Band 2
							22.40	Band 3
							20.00	Band 4
							18.70	Band 5
							10.80	Band 6
								Comm Band 7

OFR OFR

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TABLE 10 (f) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90		
04	1	
06	2 Business Deps GTE £60	
13	3	
32	4 PSB Purchased	
02	7 B Gas/Utility Tcash	
27	18 Bar Coded Tcash	
28	19	
29	20	
30	21	
31	22 Transcash Giro	
34	23 Bus Dep LT £60	
35	24 Local Rent/Council Tax	
36	25 A&L Personal Cash Dep	
33	5 Personal Chq Dep	
01	6 Bns Chq Only Dep	
03	8 Crcl Tax Cds/Vchr	
17	9 Rent Vouchers	
18	10 Rent Cards	
12	17	
40	30	
08	11	
38	12 LINKSAVE	
09	13 Bns Cash Wcls	
10	14 A&L Personal Wdl	
45	35 Bus Wdl LTE £1000	
1	15	
5	16 Change Giving	

70	£ p
83	MTV2Go £4.99 Content Cards
82	MTV2Go £9.99 Content Cards
80	
53	Littlewoods S/C
01	
66	£20 T-Mobile Prepay
67	£10 T-Mobile Prepay
61	£15 Orange Prepay
62	£5 Orange Prepay
35	£10 Orange Prepay
39	£5 Vodafone Prepay
31	£15 Vodafone Prepay
43	£25 Vodafone Prepay
44	£10 Vodafone Prepay
45	£5 Virgin Prepay
46	£10 Virgin Prepay
49	£20 Virgin Prepay
50	£5 PO Calling Card
26	£10 PO Calling Card
27	£20 PO Calling Card
29	£10 PO Calling Card Intnl
02	£10 O2 Prepay
11	£20 O2 Prepay
14	
64	
65	
56	
57	
68	
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89	
94	
78	
79	
81	
95	
93	
84	
63	Nat Lot Instant Win

OFR

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD

70	£ p
36	Game Licences
03	Philatelic Items
15	1st Class Stps
16	2nd Class Stps
07	Other Postage Items
08	Stamp Bks Vending
09	Stamp Bks Other
32	Self Ad Stps 1st Class
33	Self Ad Stps 2nd Class
52	Disc Whsle Stps
47	
55	Comm PO Fee Band 7
05	
06	
28	Home Help /Care Stps
22	MoneyGram/PO Phonecard
04	PO Face Value
19	PO Fee Band 1
20	PO Fee Band 2
18	PO Fee Band 3
40	PO Fee Band 4
41	PO Fee Band 5
42	PO Fee Band 6
74	London Boroughs Scheme
37	Coronation Crown
60	Queen Mother £5 Crown
34	
70	
10	Vehicle Lic Stps
12	TV Lic Svg Stps
13	Water Authy Stps
17	
73	
48	B Gas Svg Stps
25	SEEBoard Svg Stps
90	IOBOX Vouchers
38	

70	£ p
83	
82	
80	
53	
01	
66	
67	
61	
62	
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79	
81	
95	
93	
84	
63	Nat Lot Instant Win

OFR

TABLE 9 REMITTANCES TO ADC

80	£ p
01	Cash
02	Cheques/Other
43	Fgn Curr Sterl Equiv
20	
21	
22	
23	

OFR

Cont...

Marine Drive
18:02:21 18/02/2004

FAD 2133377

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CAP 47

Suspense Account - Office Copy

WARNING - Check the C/Fwd column for negative values. If present refer to the
Horizon User Guide for instructions on how to proceed

SU	Date	Product	Volume	Value	B/Fwd	C/Fwd
RD Cheques		A				
TOTAL			0	0.00	0.00	0.00
RD Cheques		B				
TOTAL			0	0.00	0.00	0.00
RD Cheques		C				
TOTAL			0	0.00	0.00	0.00
Vouchers						
TOTAL			0	0.00	0.00	0.00
Shortages in Rems etc						
TOTAL			0	0.00	0.00	0.00
Burglary etc losses						
TOTAL			0	0.00	0.00	0.00
POL Cheques						
TOTAL			0	0.00	0.00	0.00
Migration UP						
TOTAL			0	0.00	0.00	0.00
Cash Shortages		A				
AA 13/02/04 Loss A to Table 2a			1	8,243.10		
TOTAL			1	8,243.10	0.00	8,243.10
Cash Shortages		B				
TOTAL			0	0.00	0.00	0.00
Cash Shortages		C				
TOTAL			0	0.00	0.00	0.00
Cash Shortages		D				
TOTAL			0	0.00	0.00	0.00
Prepurchases						
TOTAL			0	0.00	0.00	0.00
Cash Surpluses not yet adjusted		A				
TOTAL			0	0.00	0.00	0.00
Cash Surpluses not yet adjusted		B				

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07:54:46 19/02/2004

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Page 1
CAP 47

Postage Labels - Office Copy

CONFIRMED

SU/BP	User	Volume	Value
AA/01	LCA001	42	89.53
AA/01	RSP001	18	79.05
AA/01	CTR002	1	1.74
AA/01	CTR001	125	227.20

REJECTED SUMMARY

SU/BP	User	Volume	Value
AA/01	CTR001	2	0.00

REJECTED LABEL DETAILS

SU/BP	User	Volume	Value	Label ID
AA/01	CTR001	1	0.00	2-1201986-1
AA/01	CTR001	1	0.00	2-1202614-1

I confirm all rejected labels listed above have been inspected by me and are associated with the necessary remedial action where appropriate. I have taken action to investigate levels of necessary remedial action where appropriate.

Signed

GRO

Name CASTLETON Position SPM

** Retain this form with associated rejected labels for 2 years **

*** END OF REPORT ***

Marine Drive
18:02:21 18/02/2004

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Page 2
CAP 47

Suspense Account - Office Copy

WARNING - Check the C/Fwd column for negative values. If present refer to the
Horizon User Guide for instructions on how to proceed

SU	Date	Product	Volume	Value	B/Fwd	C/Fwd
TOTAL			0	0.00	0.00	0.00
Surpluses in Rems etc						
TOTAL			0	0.00	0.00	0.00
Migration UR						
TOTAL			0	0.00	0.00	0.00

*** END OF REPORT ***

Marine Drive
07:54 19/02/2004

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CAP 47

PO Encashed - Office Copy

SU /BP	DATE	TIME	VOLUME	FACE VALUE	STAMPS	TOTAL VALUE
AA/01	13/02/2004	16:58	2	40.00	0.00	40.00
AA/01	14/02/2004	11:19	4	60.00	0.00	60.00
AA/01	16/02/2004	16:12	3	24.80	0.19	24.99
AA/01	17/02/2004	16:53	4	31.50	0.00	31.50
AA/01	18/02/2004	17:58	1	41.00	0.00	41.00
OFFICE TOTALS:			14	197.30	0.19	197.49

MISSING

*** END OF REPORT ***

Marine Drive
07:50 19/02/2004

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Page 1
CAP 47

Working Family/Disabled Persons/IR Child Benefit - Office Copy

PRODUCT	SU/BP	VOLUME	VALUE
IR CB	AA/01	6	117.80
IR CB	AA/01	42	1318.20
TOTAL IR CB		48	1436.00
SUMMARY TOTAL		48	1436.00

*** END OF REPORT ***

Marine Drive
07:49 19/02/2004

FAD 2133377

Page 1
CAP 47

Green/Violet Girocheques - Office Copy

SU /BP	DATE	TIME	VOLUME	VALUE	MILK TOKENS
AA/01	12/02/2004	15:55	9	852.11	2
AA/01	13/02/2004	13:48	10	1226.28	0
AA/01	14/02/2004	11:19	5	628.69	0
AA/01	17/02/2004	16:52	10	1447.36	7
AA/01	18/02/2004	18:07	6	420.70	0

— missing

OFFICE TOTALS:

40 4575.14 9

*** END OF REPORT ***

109.30
109.30
86.50
37.08
73.52
5.00

6 420.70

353

147.

OFFICE NAME: Marine Drive

2003/2004
HORIZON

Week No 48

ADDRESS:

GRO

Cash Account (Final)

TELEPHONE:

GRO

Week Ended: 25/02/2004

OFFICE CODE:

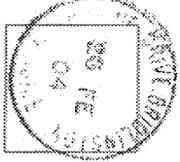
213 337 7

30

GRO

DATE STAMP:

TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT



SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER: _____

EXAMINED IN TP: _____

TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER OF TRANSACTIONS

50	E p	Date	91
26	Unpaid Cheques A		72 * * * * * 1
27	Unpaid Cheques B		79
28	Unpaid Cheques C		78
29			82
30	Vouchers		81
31	Shortages In REMS etc		73
32	Burglary etc Losses		65
33	POL Chq pension homes		66
34			71
35	Migration		83
36			75
37			80
38			67
TABLE 2(a) AUTHORISED CASH SHORTAGES			76 * * * * * 10
50			88
			74
46 * * * * * 8,243.10	Cash Shortages A		87 * * * * * 4
47	Cash Shortages B		85
48	Cash Shortages C		89
49	Cash Shortages D		94
TABLE 3 UNCHARGED RECEIPTS			90
50			84
			77
60	Pre-purchase		91 * * * * * 11
61	Cash Surplus A		68
62	Cash Surplus B		69
63	Surpluses in Rems etc		92
64			93
65			70
66			63
67	Migration		64
68			57 * * * * * 22
71			58
72			59
DISCREPANCIES TABLE			60
01	Surplus		61
02 * * * * * 3,509.18	Shortage		62
			86
			95
			10
			15
			20
			25
			30 * * * * * 1
			35 * * * * * 15
			40
			45
			50
			55
			26
			27
			28
			29

Cont..

TABLE 10(g) NUMBER OF TRANSACTIONS (Cont)

91
31
32
33
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48
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56
96
01
02
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98
99
OFR
TABLE 5 CASH, STOCK ETC. IN HAND
20
50
51
52
53
54
57
99
84
83
55
56
64
77
68
69
10
81
67
76
66
58
60
61
75
85
11
78
82

TABLE 5 CASH, STOCK ETC. IN HAND (Cont)

20
86
91
89
79
05
01
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17
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26
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73
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87
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15
71
14
74
72
OFR

Cont..

RECEIPTS

RECEIPTS (Cont)

30	Numbers	00	£	p	
		01	96,123.28		Balance Brought Fwd
		02	862.32		POL Chg E/N Wk No(s)
		20			Philatelic U/R
		05	709.50		NS & I Deposits inc E/N
		04			Postal Order U/R
		08			
11		11	36,978.34		Giro Inpymts
15	50	12	29.00		Giro Transcash Fees
		07			Int. Driving Permits
09		13			Irish Passport Fees
39		06			Rod Licences Sales
10		15			Temp First Licences
		10			Elec Key Recharge
		22			Postage U/R
19		19			V10 Motor Vehicle
20					V11 Lic Rnwvl Fees
21		58			DVLA Premium Service
		84			Irish Passport Charges
		03			Disc Whsls Stps U/R
		75	48.00		Travel Insurance
		59			Local Schemes
23		85			Postage Label Underpaid
80		73			
		09	14,636.15		AP/Pers Bank
29		74			
30		71			
		99			Chq Prize Pay Bal Entry
		30	1,692.50		Nat Lott Game
		81	1,200.00		Instant Win Activate
41		94			Moneygram Send
26		86			B de Ch Commission
		70			B de Ch Revaluation
69		60			Trav Chqs Sales
89		79			Business Purchases
94	2	96	1,400.00		Pre-order Fgn Exch
87		76			
99		78			
84		89			
58		51			Postage Label Parcelforce
82		87			Redirection Business
48		31			Redirection Social
78	1	97	116.00		TV Licence Fees
95		77			
17		14			Debit Card Refunds
		98			Redist Nat Lott Cards
		66			CARRS - Parcels
85		93			UKPS Fees
86		95			UKPS Charges
90		46			Franking Sunrise
91		64			Other Letters Sunrise
18	2	17	185.00		A & L Deposits
		36	1,020.00		Rems from ADC table 6
		68			Counters Rev Sched
		39			Loan To PO (not BOs)
		40			Final Account Surplus
		24			Game Licences
		25	35.40		Philatelic
		28	2,961.80		Postage
		72			Discount Whsls Stps
		55			
		54			
		26			

Cont...

30	Numbers	00	£	p	
		27			Home Help / Care Stps
		52			MoneyGram/PO Phonecard
		48			PO Face Value
		34	970.00		PO Fees
		21	96.50		London Boroughs Scheme
		82			Coronation Crown
		18			Entente Cordiale Coin
		33			
		47			
		32			
		38	250.00		Vehicle Lic Stps
		35	400.00		TV Lic Svg Stps
		37			Water Authy Stps
		44			
		56			
		83			B Gas Svg Stps
		53			SEEBoard Svg Stps
		61			IOBOX Vouchers
		62			
		63			MTV2Go £4.99 Content Cards
		67			MTV2Go £9.99 Content Cards
		49			
		90			Littlewoods S/Card
		OFR			
		01			
		11			£20 T-Mobile Prepay
		20			£10 T-Mobile Prepay
		21			£15 Orange Prepay
		17			£5 Orange Prepay
		18			£10 Orange Prepay
		24			£5 Vodafone Prepay
		25			£15 Vodafone Prepay
		19			£25 Vodafone Prepay
		26			£10 Vodafone Prepay
		27			£5 Virgin Prepay
		89			£10 Virgin Prepay
		06			£20 Virgin Prepay
		28			£5 PO Calling Card
		29			£10 PO Calling Card
		31			£20 PO Calling Card
		32			£10 PO Calling Card Intntl
		33			£10 O2 Prepay
		12			£20 O2 Prepay
		13			
		14			
		15			
		16			
		22			
		23			
		34			
		35			
		36			
		37			
		38			
		39			
		52			
		53			
Cont...		OFR			

TABLE 10(F) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90		
04		1
0622	2 Business Deps GTE £60
13		3
321	4 PSB Purchased
02		7 B Gas/Utility Tcash
27		18 Bar Coded Tcash
28		19
29		20
30		21
3120	22 Transcash Giro
347	23 Bus Dep LT £60
35		24 Local Rent/Council Tax
36		25 A&L Personal Cash Dep
331	5 Personal Chq Dep
01		6 Bns Chq Only Dep
03		8 Cncl Tax Cds/Vchr
17		9 Rent Vouchers
18		10 Rent Cards
12		17
40		30
08		11
38		12 LINKSAVE
09		13 Bns Cash Wdls
10		14 A&L Personal Wdl
4510	35 Bus Wdl LTE £1000
11		15
15		16 Change Giving

70	£ p	
83		MTV2Go £4.99 Content Cards
82		MTV2Go £9.99 Content Cards
80		
53		Littlewoods S/C
01		
66		£20 T-Mobile Prepay
67		£10 T-Mobile Prepay
61		£15 Orange Prepay
62		£5 Orange Prepay
35		£10 Orange Prepay
39		£5 Vodafone Prepay
31		£15 Vodafone Prepay
43		£25 Vodafone Prepay
44		£10 Vodafone Prepay
45		£5 Virgin Prepay
46		£10 Virgin Prepay
49		£20 Virgin Prepay
50		£5 PO Calling Card
26		£10 PO Calling Card
27		£20 PO Calling Card
29		£10 PO Calling Card Intntl
02		£10 O2 Prepay
11		£20 O2 Prepay
14		
64		
65		
56		
57		
68		
69		
91		
71		
72		
92		
75		
76		
77		
21		
85		
23		
24		
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86		
87		
51		
54		
58		
59		
89		
94		
78		
79		
81		
95		
93		
84		
63		Nat Lott Instant Win

OFR

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD

70	£ p	
36		Game Licences
03		Philatelic Items
15		1st Class Stps
16		2nd Class Stps
07		Other Postage Items
08		Stamp Bks Vending
09		Stamp Bks Other
32		Self Ad Stps 1st Class
33		Self Ad Stps 2nd Class
52		Disc Whole Stps
47		
55		Comm PO Fee Band 7
05		
06		
28		Home Help /Care Stps
22		MoneyGram/PO Phonecard
04		PO Face Value
19		PO Fee Band 1
20		PO Fee Band 2
18		PO Fee Band 3
40		PO Fee Band 4
41		PO Fee Band 5
42		PO Fee Band 6
74		London Boroughs Scheme
37		Coronation Crown
60		Entente Cordiale Coin
34		
70		
10		Vehicle Lic Stps
12		TV Lic Svg Stps
13		Water Authy Stps
17		
73		
48		B Gas Svg Stps
25		SEEBoard Svg Stps
90		IOBOX Vouchers
38		

91		
71		
72		
92		
75		
76		
77		
21		
85		
23		
24		
30		
86		
87		
51		
54		
58		
59		
89		
94		
78		
79		
81		
95		
93		
84		
63		Nat Lott Instant Win

OFR

TABLE 9 REMITTANCES TO ADC

80	£ p	
0120,538.75	Cash
02		Cheques/Other
43		Fgn Curr Sterl Equiv
20		
21		
22		
23		

OFR

Cont...

Post Office Ltd.
Your Receipt

Marine Drive

GRO

VAT REG No. 243 1700 02
25/02/2004 18:19
SESSION : 1-925036-1

POL E/M Rec		
1	@ 862.32	862.32
TOTAL DUE TO POST OFFICE		862.32
Cash	FROM CUSTOMER	862.32
BALANCE		0.00

Thank You

Marine Drive
18:17:19 25/02/2004

FAD 2133377

Page 1
CAP 48

Suspense Account - Office Copy

WARNING - Check the C/Fwd column for negative values. If present refer to the Horizon User Guide for instructions on how to proceed

SU	Date	Product	Volume	Value	B/Fwd	C/Fwd
RD Cheques		A				
TOTAL			0	0.00	0.00	0.00
RD Cheques		B				
TOTAL			0	0.00	0.00	0.00
RD Cheques		C				
TOTAL			0	0.00	0.00	0.00
Vouchers						
TOTAL			0	0.00	0.00	0.00
Shortages in Rems etc						
TOTAL			0	0.00	0.00	0.00
Burglary etc losses						
TOTAL			0	0.00	0.00	0.00
POL Cheques						
TOTAL			0	0.00	0.00	0.00
Migration UP						
TOTAL			0	0.00	0.00	0.00
Cash Shortages		A				
TOTAL			0	0.00	8,243.10	8,243.10
Cash Shortages		B				
TOTAL			0	0.00	0.00	0.00
Cash Shortages		C				
TOTAL			0	0.00	0.00	0.00
Cash Shortages		D				
TOTAL			0	0.00	0.00	0.00
Prepurchases						
TOTAL			0	0.00	0.00	0.00
Cash Surpluses not yet adjusted		A				
TOTAL			0	0.00	0.00	0.00
Cash Surpluses not yet adjusted		B				

361

154

Marine Drive
18:17:19 25/02/2004

FAD 2133377

Page 2
CAP 48

Suspense Account - Office Copy

WARNING - Check the C/Fwd column for negative values. If present refer to the
Horizon User Guide for instructions on how to proceed

SU	Date	Product	Volume	Value	B/Fwd	C/Fwd
TOTAL			0	0.00	0.00	0.00
Surpluses in Rems etc						
TOTAL			0	0.00	0.00	0.00
Migration UR						
TOTAL			0	0.00	0.00	0.00

*** END OF REPORT ***

Marine Drive
18:18:09 25/02/2004

FAD 2133377

Page 1
CAP 48

Postage Labels - Office Copy

CONFIRMED

SU/BP	User	Volume	Value
AA/01	LCA001	71	160.84
AA/01	RSP001	27	37.75
AA/01	CTR001	106	218.69

REJECTED SUMMARY

SU/BP	User	Volume	Value
AA/01	CTR001	4	0.00

REJECTED LABEL DETAILS

SU/BP	User	Volume	Value	Label ID
AA/01	CTR001	1	0.00	2-1205948-1
AA/01	CTR001	1	0.00	2-1207867-1
AA/01	CTR001	1	0.00	2-1207901-1
AA/01	CTR001	1	0.00	2-1210291-1

I confirm all rejected labels listed above have been inspected by me and are associated with this report. I have taken action to investigate levels of rejected labels and taken necessary remedial action where appropriate.

Signed _____ Name _____ Position _____

** Retain this form with associated rejected labels for 2 years **

*** END OF REPORT ***

Marine Drive
18:13 25/02/2004

FAD 2133377

Page 1
CAP 48

Working Family/Disabled Persons/IR Child Benefit - Office Copy

PRODUCT	SU/BP	VOLUME	VALUE
IR CB	AA/01	52	1701.85
IR CB	AA/01	2	123.25
TOTAL IR CB		54	1825.10
SUMMARY TOTAL		54	1825.10

*** END OF REPORT ***

Marine Drive
18:16 25/02/2004

FAD 2133377

Page 1
CAP 48

PO Encashed - Office Copy

SU /BP	DATE	TIME	VOLUME	FACE VALUE	STAMPS	TOTAL VALUE
AA/01	25/02/2004	15:21	3	32.00	0.00	32.00
AA/01	20/02/2004	16:59	2	6.25	0.00	6.25
AA/01	24/02/2004	17:10	3	4.50	0.00	4.50
OFFICE TOTALS:			8	42.75	0.00	42.75

*** END OF REPORT ***

OFFICE NAME: Marine Drive

2003/2004

Week No 49

ADDRESS:

GRO

HORIZON

Cash Account (Final)

TELEPHONE:

GRO

Week Ended: 03/03/2004

OFFICE CODE: 213 337 7

30

DATE STAMP:

TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT

GRO

SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER:

EXAMINED IN TP:



TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER OF TRANSACTIONS

50	£ p	Date	91	
26			72	***** 2 E111 Certificates
27			79	OB Chqs
28			78	NS ISA Cash Cross Warr
29			82	Citibank M Order
30			81	
31			73	Parcelforce by 9 & 10
32			65	Parcelforce 24/48
33			66	Internat Dalapost
34			71	Low Cover
35			83	Medium Cover
36			75	High Cover
37			80	Contract Parcels Inland
38			67	Contract Parcels Internat
			76	***** 11 Special Delivery Items
			88	UKPA Contingency
			74	***** 1 Airsure
			87	***** 1 International signed for
			85	Swiftair
			89	
			94	
			90	Parcelforce by noon
			84	
			77	Disc Whlse Packs
			91	***** 9 Postmans Pouches
			68	SORN
			69	BGas Recon/Discon
			92	Camelot Vouchers
			93	TVL U75 Pre-Application
			70	
			63	Pre-order Buy Back
			64	
			57	***** 22 Home Shop Returns
			58	
			59	Standard Life SHP Apps
			60	PCL Smartcard Applications
			61	MVL Postal Applications
			62	
			86	
			95	
			10	
			15	SWEBALEB
			20	
			25	
			30	***** 1 LINK Balance Enquiries
			35	***** 17 Card Account balance enquiries
			40	***** 3 A & L Balance Enquiries
			45	Special Delivery by 9.00am
			50	
			55	
			26	
			27	
			28	
			29	
TABLE 2(a) AUTHORISED CASH SHORTAGES				
50	28 Sol			
46 11,752.78			
47				
48				
49				
TABLE 3 UNCHARGED RECEIPTS				
50				
60				
61				
62				
63				
64				
65				
66				
67				
68				
71				
72				
DISCREPANCIES TABLE				
07				
01				
02 3,512.26			

Cont...

367

160.

TABLE 10(g) NUMBER OF TRANSACTIONS (Cont)

91	
31	
32	
33	
34	
36	
37	
38	
39	
41	
42	
43	
44	
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18	
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97	
98	
99	
OFR	
TABLE 5 CASH, STOCK ETC. IN HAND	
20	£ p
50	72,712.62 Cash
51	Cheques
52	Fgn Curr Sterl Equiv
53	Game Licences
54	138.41 Philatelic Items
57	4,186.20 Postage Stps
99	Disc Whsie Stps
84	
83	
55	
56	
64	Home Help / Care Stps
77	MoneyGram/PO Phonecard
68	768.00 PO Face Value
69	82.80 PO Fees
10	London Boroughs Scheme
81	Coronation Crown
67	Entente Cordiale Coin
76	
66	
58	180.00 Vehicle Lic Stps
60	570.00 TV Lic Stps
61	Water Authy Stps
75	
85	
11	B Gas Svgs Stps
78	SEEBboard Svgs Stps
82	IOBOX Vouchers

TABLE 5 CASH, STOCK ETC. IN HAND (Cont)

20	£ p
86	
91	MTV2Go £4.99 Content Cards
89	MTV2Go £9.99 Content Cards
79	
05	21.00 Littlewoods S/Cs
01	
13	£20 T-Mobile Prepay
17	£10 T-Mobile Prepay
18	£15 Orange Prepay
19	£5 Orange Prepay
24	£10 Orange Prepay
25	£5 Vodafone Prepay
20	£15 Vodafone Prepay
26	£25 Vodafone Prepay
27	£10 Vodafone Prepay
28	£5 Virgin Prepay
29	£10 Virgin Prepay
30	£20 Virgin Prepay
31	10.00 £5 PO Calling Card
06	100.00 £10 PO Calling Card
07	160.00 £20 PO Calling Card
08	200.00 £10 PO Calling Card Intntl
02	£10 O2 Prepay
03	£20 O2 Prepay
04	
09	
16	
22	
23	
40	
41	
42	
43	
44	
45	
46	
47	
12	
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36	
37	
38	
39	
49	
59	
62	
63	
65	
70	
73	
80	
87	
90	
15	2,620.00 Nat Lott Instant
71	Unclaimed Payments
14	11,752.78 Cash Shortages (2a)
	93,501.81 Sub Total
74	Less Uncharged Receipts
72	93,501.81 TABLE 5 TOTAL
OFR	

Cont..

TABLE 10(f) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90 ⁿ	
04	1
06	2 Business Deps GTE £60
13	3
32	4 PSB Purchased
02	7 B Gas/Utility Tcash
27	18 Bar Coded Tcash
28	19
29	20
30	21
31	22 Transcash Giro
34	23 Bus Dep LT £60
35	24 Local Rent/Council Tax
36	25 A&L Personal Cash Dep
33	5 Personal Chq Dep
01	6 Bns Chq Only Dep
03	8 Chcl Tax Cds/Vchr
17	9 Rent Vouchers
18	10 Rent Cards
12	17
40	30
08	11
38	12 LINKSAVE
09	13 Bns Cash Wdls
10	14 A&L Personal Wdl
15	35 Bus Wdl LTE £1000
5	15
5	16 Change Giving

70	£ p
36	Game Licences
03	Philatelic Items
15	1st Class Stps
16	2nd Class Stps
07	Other Postage Items
08	Stamp Bks Vending
09	Stamp Bks Other
32	Self Ad Stps 1st Class
33	Self Ad Stps 2nd Class
52	Disc Whisle Stps
47	
55	Comm PO Fee Band 7
05	
06	
28	Home Help /Care Stps
22	MoneyGram/PO Phonecard
04	PO Face Value
19	PO Fee Band 1
20	PO Fee Band 2
18	PO Fee Band 3
40	PO Fee Band 4
41	PO Fee Band 5
42	PO Fee Band 6
74	London Boroughs Scheme
37	Coronation Crown
60	Entente Cordiale Coin
34	
70	
10	Vehicle Lic Stps
12	TV Lic Svg Stps
13	Water Authy Stps
17	
73	
48	B Gas Svg Stps
25	SEEBoard Svg Stps
90	IOBOX Vouchers
38	

70	£ p
83	MTV2Go £4.99 Content Cards
82	MTV2Go £9.99 Content Cards
80	
53	Littlewoods S/C
01	
66	£20 T-Mobile Prepay
67	£10 T-Mobile Prepay
61	£15 Orange Prepay
62	£5 Orange Prepay
35	£10 Orange Prepay
39	£5 Vodafone Prepay
31	£15 Vodafone Prepay
43	£25 Vodafone Prepay
44	£10 Vodafone Prepay
45	£5 Virgin Prepay
46	£10 Virgin Prepay
49	£20 Virgin Prepay
50	£5 PO Calling Card
26	£10 PO Calling Card
27	£20 PO Calling Card
29	£10 PO Calling Card Intntl
02	£10 O2 Prepay
11	£20 O2 Prepay
14	
64	
65	
56	
57	
68	
69	
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71	
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94	
78	
79	
81	
95	
93	
84	
63	Nat Lott Instant Win

80	£ p
01	Cash
02	Cheques/Other
43	Fgn Curr Sterl Equiv
20	
21	
22	
23	

Cont...

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CAP 49

Green/Violet Girocheques - Office Copy

SU /BP	DATE	TIME	VOLUME	VALUE	MILK TOKENS
AA/01	27/02/2004	16:47	5	545.60	0
AA/01	02/03/2004	16:41	6	667.65	4
AA/01	26/02/2004	16:08	11	1579.64	4
AA/01	01/03/2004	17:27	7	806.16	1
AA/01	03/03/2004	15:06	15	1616.41	0

OFFICE TOTALS:

44 5215.46 9

*** END OF REPORT ***

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Page 1
CAP 49

Working Family/Disabled Persons/IR Child Benefit - Office Copy

PRODUCT	SU/BP	VOLUME	VALUE
IR CB	AA/01	1	16.05
IR CB	AA/01	49	1632.60
IR CB	AA/01	8	385.95

TOTAL IR CB		58	2034.60

SUMMARY TOTAL		58	2034.60

*** END OF REPORT ***

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PO Encashed - Office Copy

Page 1
CAP 49

SU /BP	DATE	TIME	VOLUME	FACE VALUE	STAMPS	TOTAL VALUE	
AA/01	02/03/2004	16:41	3	25.25	0.00	25.25	
AA/01	01/03/2004	17:27	2	9.00	0.49	9.49	
OFFICE TOTALS:				5	34.25	0.49	34.74

*** END OF REPORT ***

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Page 1
CAP 49

Postage Labels - Office Copy

CONFIRMED

SU/BP	User	Volume	Value
AA/01	LCA001	33	72.85
AA/01	RSP001	18	36.22
AA/01	CTR002	7	9.74
AA/01	CTR001	169	297.23

REJECTED SUMMARY

SU/BP	User	Volume	Value
AA/01	CTR001	2	0.00

REJECTED LABEL DETAILS

SU/BP	User	Volume	Value	Label ID
AA/01	CTR001	1	0.00	2-1214187-3
AA/01	CTR001	1	0.00	2-1216751-1

I confirm all rejected labels listed above have been inspected by me and are associated with this report. I have taken action to investigate levels of rejected labels and taken necessary remedial action where appropriate.

Signed _____ Name _____ Position _____

** Retain this form with associated rejected labels for 2 years **

*** END OF REPORT ***

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CAP 49

Suspense Account - Office Copy

WARNING - Check the C/Fwd column for negative values. If present refer to the Horizon User Guide for instructions on how to proceed

SU	Date	Product	Volume	Value	B/Fwd	C/Fwd
RD Cheques		A				
TOTAL			0	0.00	0.00	0.00
RD Cheques		B				
TOTAL			0	0.00	0.00	0.00
RD Cheques		C				
TOTAL			0	0.00	0.00	0.00
Vouchers						
TOTAL			0	0.00	0.00	0.00
Shortages in Rems etc						
TOTAL			0	0.00	0.00	0.00
Burglary etc losses						
TOTAL			0	0.00	0.00	0.00
POL Cheques						
TOTAL			0	0.00	0.00	0.00
Migration UP						
TOTAL			0	0.00	0.00	0.00
Cash Shortages		A				
AA 27/02/04 Loss A to Table 2a			1	3,509.68		
TOTAL			1	3,509.68	8,243.10	11,752.78
Cash Shortages		B				
TOTAL			0	0.00	0.00	0.00
Cash Shortages		C				
TOTAL			0	0.00	0.00	0.00
Cash Shortages		D				
TOTAL			0	0.00	0.00	0.00
Prepurchases						
TOTAL			0	0.00	0.00	0.00
Cash Surpluses not yet adjusted		A				
TOTAL			0	0.00	0.00	0.00
Cash Surpluses not yet adjusted		B				

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CAP 49

Suspense Account - Office Copy

WARNING - Check the C/Fwd column for negative values. If present refer to the
Horizon User Guide for instructions on how to proceed

SU	Date	Product	Volume	Value	E/Fwd	C/Fwd
TOTAL			0	0.00	0.00	0.00
Surpluses in Rems etc						
TOTAL			0	0.00	0.00	0.00
Migration UR						
TOTAL			0	0.00	0.00	0.00

*** END OF REPORT ***

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Page: 1 Office code: 2133377 Week No: 50 Week Ending: 10/03/2004

Date: 11/03/2004 Time: 08:14

OFFICE NAME: Marine Drive

2003/2004

Week No 50

ADDRESS:

GRO

HORIZON

Cash Account (Final)

TELEPHONE:

GRO

Week Ended: 10/03/2004

OFFICE CODE:

213 337 7

30

DATE STAMP:

TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT

GRO

SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER:

EXAMINED IN TP:



TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER OF TRANSACTIONS

50	£ p	Date	91
26		Unpaid Cheques A	72
27		Unpaid Cheques B	79
28		Unpaid Cheques C	78
29			82
30		Vouchers	81
31		Shortages in REMS etc	73
32		Burglary etc Losses	65
33		POL Chq pension homes	66
34			71
35		Migration	83
36			75
37			80
38			67
TABLE 2(a) AUTHORISED CASH SHORTAGES			76
50			88
46	11,752.78	Cash Shortages A	74
47		Cash Shortages B	87
48		Cash Shortages C	85
49		Cash Shortages D	89
TABLE 3 UNCHARGED RECEIPTS			94
50			90
60			84
61			77
62			91
63		Pre-purchase	68
64		Cash Surplus A	69
65		Cash Surplus B	92
66		Surpluses in Rems etc	93
67			70
68		Migration	63
71			64
72			57
DISCREPANCIES TABLE			58
07			59
01		Surplus	60
02	10,653.11	Shortage	61
			62
			86
			95
			10
			15
			20
			25
			30
			35
			40
			45
			50
			55
			26
			27
			28
			29

Cont...

TABLE 10(g) NUMBER OF TRANSACTIONS (Cont)
91

31
32
33
34
36
37
38
39
41
42
43
44
46
47
48
49
51
52
53
54
56
96
01
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19
97
98
99

OFR
TABLE 5 CASH, STOCK ETC. IN HAND
20 £ p

50	49,374.15	Cash
51		Cheques
52	145.00	Fgn Curr Steri Equiv
53		Game Licences

54	138.91	Philatelic Items
57	4,270.13	Postage Stps
99		Disc Whsle Stps
84		

83		
55		
56		
64		Home Help / Care Stps
77		MoneyGram/PO Phonecard
68	1,053.50	PO Face Value
69	106.80	PO Fees
10		London Boroughs Scheme
81		Coronation Crown
67		Entente Cordiale Coin
76		
66		
58	290.00	Vehicle Lic Stps
60	454.00	TV Lic Stps
61		Water Authy Stps
75		
85		
11		B Gas Svgs Stps
78		SEEBoard Svgs Stps
82		IOBOX Vouchers

TABLE 5 CASH, STOCK ETC. IN HAND (Cont)
20 £ p

86		
91		MTV2Go £4.99 Content Cards
89		MTV2Go £9.99 Content Cards
79		
05	21.00	Littlewoods S/Cs
01		
13		£20 T-Mobile Prepay
17		£10 T-Mobile Prepay
18		£15 Orange Prepay
19		£5 Orange Prepay
24		£10 Orange Prepay
25		£5 Vodafone Prepay
20		£15 Vodafone Prepay
26		£25 Vodafone Prepay
27		£10 Vodafone Prepay
28		£5 Virgin Prepay
29		£10 Virgin Prepay
30		£20 Virgin Prepay
31	5.00	£5 PO Calling Card
06	100.00	£10 PO Calling Card
07	160.00	£20 PO Calling Card
08	200.00	£10 PO Calling Card Intrl
02		£10 O2 Prepay
03		£20 O2 Prepay
04		
09		
16		
22		
23		
40		
41		
42		
43		
44		
45		
46		
47		
12		
21		
32		
33		
34		
35		
36		
37		
38		
39		
49		
59		
62		
63		
65		
70		
73		
80		
87		
90		
15	2,492.00	Nat Lott Instant
71		Unclaimed Payments
14	11,752.78	Cash Shortages (2a)
	70,563.27	Sub Total
74		Less Uncharged Receipts
72	70,563.27	TABLE 5 TOTAL

OFR

Cont...

RECEIPTS

RECEIPTS (Cont)

30	Numbers	00	£ p
		01	97,014.07
		02	
		20	
		05	332.48
		04	
11		08	
15	46	11	45,445.17
		12	29.00
09		07	
39		13	
10		06	
		15	
		10	
		22	
19		19	
20			
21		58	
		84	
		03	
		75	
		59	
23		85	
80		73	
		09	9,037.14
29		74	
0		71	
		99	
		30	2,006.50
		81	
41		94	
26		86	
		70	0.69
69		60	
89		79	
94	2	96	800.00
87		76	
99		78	
84		89	
58	1	51	22.70
82		87	
48	1	31	6.45
78		97	
95		77	
17		14	
		98	
		66	
85		93	
86		95	
90		46	
91		64	
18	4	17	825.00
		36	2,740.00
		68	
		39	
		40	
		24	
		25	10.40
		28	852.00
		72	
		55	
		54	
		26	

30	Numbers	00	£ p
		27	
		52	
		48	
		34	730.00
		21	66.50
		82	
		18	
		33	
		47	
		32	
		38	150.00
		35	
		37	
		44	
		56	
		83	
		53	
		61	
		62	
		63	
		67	
		49	
		90	
		OFR	
		01	£ p
		11	
		20	£20 T-Mobile Prepay
		21	£10 T-Mobile Prepay
		17	£15 Orange Prepay
		18	£5 Orange Prepay
		24	£10 Orange Prepay
		25	£5 Vodafone Prepay
		19	£15 Vodafone Prepay
		26	£25 Vodafone Prepay
		27	£10 Vodafone Prepay
		89	£5 Virgin Prepay
		06	£10 Virgin Prepay
		28	£20 Virgin Prepay
		29	£5 PO Calling Card
		31	£10 PO Calling Card
		32	£20 PO Calling Card
		33	£10 PO Calling Card Intnl
		12	£10 O2 Prepay
		13	£20 O2 Prepay
		14	
		15	
		16	
		22	
		23	
		34	
		35	
		36	
		37	
		38	
		39	
		52	
		53	
Cont...		OFR	

Cont...

RECEIPTS (Cont)

TABLE 12 PARCEL TRAFFIC

30	02	£ p
	00	
	01	
	02	
	03	
	04	
	05	
	06	
	07	
	08	
	09	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
	18	
	19	
	OFR	
	01	£ p
31	54	Foreign currency sales margin
32	55	Foreign currency purchase margin
33	56	
34	57	E Vouchers
37	58	E Top Ups
38	59	Postage Label BFPO Parcels
83	80	Link Cash Deposits
42	81	Postage Label Special Del. By 9
43	82	Link Cheque Deposits
44	83	
45	84	Bureau Commission
46	85	
47	86	
71	87	
72	88	
12	63	
22	64	
49	65	
50	66	
51	67	
52	68	
53	69	
54	74	
55	75	
56	76	
57	77	
59	78	
60	79	
61	90	
62	91	
63	92	
64	93	
65	94	
66	95	
67	96	
24	41	Giro E/N BTA Wk No
25	42	Postage Label 1st Class
27	43	Unpaid Chqs from TP
28	44	Postage Label 2nd Class
36	45	Postage Label Special Delivery
03	60	Postage Label Air Mail
04	62	Postage Label Surface Mail
		Postage Label Royal Mail Parcels
	61	Giro Rent
	70	
	71	
	72	
	73	
		161,200.46 RECEIPTS TOTAL

90 Numbers	90	£ p	
86	19	87	80.56 Inland Stamped
88	0	89	0.00 Inland Meter Posted
92	1	93	22.70 Inland Stamped
94	0	95	0.00 Inland Meter Posted
OFR		OFR	
TABLE 6 REMITTANCES FROM ADC			
	60	£ p	
	14	2,740.00	Cash
	15		Cheques
	16		Fgn Curr Sterl Equiv
	01		
	19		
	31		
	32		
OFR		OFR	
TABLE 6(a) STOCK RECEIPTS FROM ADC			
	61	£ p	Postage
	08		1st Class Slips
	09		2nd Class Slips
	23		Other Postage Items
	48		Stamp Books Vending
	22	372.00	Stamp Books Other
	10	280.00	Self Ad Slips 1st Class
	11	200.00	Self Ad Slips 2nd Class
	50		
	51		
	52		
	53		
	54		
			Postal Order Fees
	37	7.50	Band 1
	38	15.00	Band 2
	77		Band 3
	07	20.00	Band 4
	05		Band 5
	06	24.00	Band 6
	55		Comm Band 7
OFR		OFR	
TABLE 5(b) STOCK IN HAND BREAKDOWN			
	50	£ p	Postage
	11	941.36	1st Class Slips
	12	697.00	2nd Class Slips
	01	1,197.05	Other Postage Items
	02		Slp Bks Vending
	10	426.72	Slp Bks Other
	13	588.00	Self Ad Slips 1st Class
	15	420.00	Self Ad Slips 2nd Class
	90		
	91		
	92		
	93		
	94		
			Postal Order Fees
	03	9.50	Band 1
	04	16.50	Band 2
	14	22.40	Band 3
	16	25.00	Band 4
	19	15.40	Band 5
	21	18.00	Band 6
	95		Comm Band 7

OFR

OFR

OFR

PAYMENTS

PAYMENTS (Cont)

40	Numbers	10	£ p	
		56		Loan Wdf (SPSQ/MSPQ)
		57		POL CL E/N Wk No(s)
30		30		Mono/Blind TV Refunds
		62	325.84	NS & I Wdrws/Pymnts inc E/N
04	600	66	61,010.31	p Pensions and
11	34			a Allowances
12	14			mt Paid
31	53	31	1,830.85	Inland Rev Tax Credits
06	12	68	106.55	a Postal Orders
16				b Paid
07	139	71	5,317.36	Green Giro Cheques
17	1			mt
29		84		
08	16	72	1,532.78	Giro Outpayments
		11		Travel Insce Refund
		16		Nat Lotf Inst DEACT
		49	413.20	All Nat Lotf Prizes
25		83		
67		37		Mid/West Lothian Payments
		20	1.00	Littlewoods Prizes
80		18		
		42	2,746.19	Cheques to CHEC
		52		Postal Order D/R
		10	100.00	Auto Pay/Pers bank
		12		Philatelic D/R
8		44		Canadian Money Orders
		43		Postage D/R
19		46		Encashed OB Cheques
		45		Disc. Whsl Slps D/R
21		60		Asylum Seekers Vouchers
79		01		B de Change Credit/Debit Card
81	12	04	265.34	Debit Card Payments
24		36		
83		06		
		77		Stock to ADC table 8
62		96		Moneygram Receive
41		32		London Boroughs Schemes
		50		Bur de Change- Reval
		97		TCs to First Rate
02		21		Business Sales
		13		PO Fgn Exchange Out
		82	1,012.27	Rems to ADC table 9
55		55		Co-op Business Chq Cashed
		69		MVL Stamps Redmd
		73	218.00	TV Lic Svgs Redmd
		65		Water Authy SS Redmd
86		61		PPA Prescription Refunds
		05		B Gas Slps Redmd
		70		SEEBboard Slps Redmd
87		79		
		25		
		81		SWEB Slps Redmd
5		78		
5		24		
33		94		UKPS Passport Fee Refund
34		80		UKPS Passport Charge Refund
		95		International Reply Coupons
		26	2.68	Vouchers Sent To TP
		27		Promotional Vouchers
28	6	28	336.27	A & L Withdrawals
		29		Giro E/Ns BTA WK NOs
35	3	33	170.00	LINK Withdrawals
36		35		Unpaid Cheques to TP

40	Numbers	10	£ p	
32	48	34	4,595.44	Card Account withdrawals
39		40		Card Account emergency payments
		98		ATM Withdrawals
		67		Giro Rent Bal Entry
40		41		
		86		Final Account Deficiency
		85	81,216.38	Balance Due to Post Office
				OFR
				11 £ p
				20
				21
				22
				23
01		30		
23		31		
27		32		Euronet Self Fill ATM
43		33		Hanco Self Fill ATM
45		34		A&L Self Fill ATM
47		35		TRM Self Fill ATM
56		36		Encashed TCs to FRTS
57		37		
58		38		
59		39		
60		40		
61		41		
64		42		
65		43		
66		44		
68		45		
69		46		
70		47		
71		48		
72		49		
73		50		
74		51		
75		52		
76		53		
77		54		
78		55		
90		56		
91		57		
03		58		
13		59		
14		60		
20		61		
22		62		
26		63		
92		64		
38		65		
42		66		
44		67		
46		68		
48		69		
49		70		
50		71		
51		72		
52		73		
54		74		
82		75		
85		76		
93		77		

Cont...

161,200.46 PAYMENTS TOTAL

OFR

OFR

TABLE 10(f) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90	
04	1
06	2 Business Deps GTE £60
13	3
32	4 PSB Purchased
02	7 B Gas/Utility Teash
27	18 Bar Coded Teash
28	19
29	20
30	21
31	22 Transcash Giro
34	23 Bus Dep LT £80
35	24 Local Rent/Council Tax
36	25 A&L Personal Cash Dep
33	5 Personal Chq Dep
01	6 Bns Chq Only Dep
03	8 Cnci Tax Cds/Vohr
17	9 Rent Vouchers
18	10 Rent Cards
12	17
40	30
08	11
38	12 LINKSAVE
09	13 Bns Cash Wdls
10	14 A&L Personal Wdl
45	35 Bus Wdl LTE £1000
1	15
5	16 Change Giving

OFR

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD

70	£ p
36	Game Licences
03	Philatelic Items
15	1st Class Stps
16	2nd Class Stps
07	Other Postage Items
08	Stamp Bks Vending
09	Stamp Bks Other
32	Self Ad Stps 1st Class
33	Self Ad Stps 2nd Class
52	Disc Whole Stps
47	
55	Comm PO Fee Band 7
05	
06	
28	Home Help /Care Stps
22	MoneyGram/PO Phonecard
04	PO Face Value
19	PO Fee Band 1
20	PO Fee Band 2
18	PO Fee Band 3
40	PO Fee Band 4
41	PO Fee Band 5
42	PO Fee Band 6
74	London Boroughs Scheme
37	Coronation Crown
60	Entente Cordiale Coin
34	
70	
10	Vehicle Lic Stps
12	TV Lic Svg Stps
13	Water Authy Stps
17	
73	
48	B Gas Svg Stps
25	SEEBoard Svg Stps
90	IOBOX Vouchers
38	

70	£ p
83	MTV2Go £4.99 Content Cards
82	MTV2Go £9.99 Content Cards
80	
53	Littlewoods S/C
01	
66	£20 T-Mobile Prepay
67	£10 T-Mobile Prepay
61	£15 Orange Prepay
62	£5 Orange Prepay
35	£10 Orange Prepay
39	£5 Vodafone Prepay
31	£15 Vodafone Prepay
43	£25 Vodafone Prepay
44	£10 Vodafone Prepay
45	£5 Virgin Prepay
46	£10 Virgin Prepay
49	£20 Virgin Prepay
50	£5 PO Calling Card
26	£10 PO Calling Card
27	£20 PO Calling Card
29	£10 PO Calling Card Intl
02	£10 02 Prepay
11	£20 02 Prepay
14	
64	
65	
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89	
94	
78	
79	
81	
95	
93	
84	
63	Nat Lotf Instant Win

OFR

TABLE 9 REMITTANCES TO ADC

80	£ p
01	947.18 Cash
02	Cheques/Other
43	65.09 Fgn Curr Sterf Equiv
20	
21	
22	
23	

OFR

Cont....

Marine Drive
17:50:18 10/03/2004

FAD 2133377

Page 1
CAP 50

Suspense Account - Office Copy

WARNING - Check the C/Fwd column for negative values. If present refer to the Horizon User Guide for instructions on how to proceed

SU	Date	Product	Volume	Value	B/Fwd	C/Fwd
RD Cheques		A				
TOTAL			0	0.00	0.00	0.00
RD Cheques		B				
TOTAL			0	0.00	0.00	0.00
RD Cheques		C				
TOTAL			0	0.00	0.00	0.00
Vouchers						
TOTAL			0	0.00	0.00	0.00
Shortages in Rems etc						
TOTAL			0	0.00	0.00	0.00
Burglary etc losses						
TOTAL			0	0.00	0.00	0.00
POL Cheques						
TOTAL			0	0.00	0.00	0.00
Migration UP						
TOTAL			0	0.00	0.00	0.00
Cash Shortages		A				
TOTAL			0	0.00	11,752.78	11,752.78
Cash Shortages		B				
TOTAL			0	0.00	0.00	0.00
Cash Shortages		C				
TOTAL			0	0.00	0.00	0.00
Cash Shortages		D				
TOTAL			0	0.00	0.00	0.00
Prepurchases						
TOTAL			0	0.00	0.00	0.00
Cash Surpluses not yet adjusted		A				
TOTAL			0	0.00	0.00	0.00
Cash Surpluses not yet adjusted		B				

Marine Drive
17:50:18 10/03/2004

FAD 2133377

Page 2
CAP 50

Suspense Account - Office Copy

WARNING - Check the C/Fwd column for negative values. If present refer to the
Horizon User Guide for instructions on how to proceed

SU	Date	Product	Volume	Value	B/Fwd	C/Fwd
TOTAL			0	0.00	0.00	0.00
Surpluses in Rems etc						
TOTAL			0	0.00	0.00	0.00
Migration UR						
TOTAL			0	0.00	0.00	0.00

*** END OF REPORT ***

Marine Drive
17:49 10/03/2004

FAD 2133377

Page 1
CAP 50

PO Encashed - Office Copy

SU /BP	DATE	TIME	VOLUME	FACE VALUE	STAMPS	TOTAL VALUE
AA/01	04/03/2004	16:26	2	18.00	0.50	18.50
AA/01	05/03/2004	17:01	3	19.50	0.50	20.00
AA/01	08/03/2004	17:05	6	18.05	0.50	18.55
AA/01	09/03/2004	16:46	5	44.50	0.00	44.50
AA/01	10/03/2004	16:44	1	5.00	0.00	5.00
OFFICE TOTALS:			17	105.05	1.50	106.55

*** END OF REPORT ***

Marine Drive
17:51:07 10/03/2004

FAD 2133377

Page 1
CAP 50

Postage Labels - Office Copy

CONFIRMED

SU/BP	User	Volume	Value
AA/01	LCA001	75	141.92
AA/01	RSP001	29	77.53
AA/01	CTR002	3	3.17
AA/01	CTR001	186	393.69

REJECTED SUMMARY

SU/BP	User	Volume	Value
AA/01	LCA001	2	0.00
AA/01	CTR001	7	0.00

REJECTED LABEL DETAILS

SU/BP	User	Volume	Value	Label ID
AA/01	LCA001	1	0.00	1-933676-1
AA/01	LCA001	1	0.00	1-939675-1
AA/01	CTR001	1	0.00	2-1220824-1
AA/01	CTR001	1	0.00	2-1222242-1
AA/01	CTR001	1	0.00	2-1222526-1
AA/01	CTR001	1	0.00	2-1223938-1
AA/01	CTR001	1	0.00	2-1223944-1
AA/01	CTR001	1	0.00	2-1224779-1
AA/01	CTR001	1	0.00	2-1225593-1

I confirm all rejected labels listed above have been inspected by me and are associated with this report. I have taken action to investigate levels of rejected labels and taken necessary remedial action where appropriate.

Signed _____ Name _____ Position _____

** Retain this form with associated rejected labels for 2 years **

*** END OF REPORT ***

Marine Drive
17:44 10/03/2004

FAD 2133377

Page 1
CAP 50

Working Family/Disabled Persons/IR Child Benefit - Office Copy

PRODUCT	SU/BP	VOLUME	VALUE
IR CB	AA/01	50	1770.45
IR CB	AA/01	3	60.40
TOTAL IR CB		53	1830.85
SUMMARY TOTAL		53	1830.85

*** END OF REPORT ***

390

183

OFFICE NAME:

Marine Drive

2003/2004

Week No

51

ADDRESS:

GRO

HORIZON

Cash Account (Final)

TELEPHONE:

GRO

Week Ended: 17/03/2004

OFFICE CODE:

213 337 7

30

DATE STAMP:

TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT

SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER: _____

EXAMINED IN TP: _____

TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER OF TRANSACTIONS

50	E p	Date	91	
26			72	E111 Certificates
27			79	OB Chqs
28			78	NS ISA Cash Cross Warr
29			82	Citibank M Order
30			81	
31			73	Parcelforce by 9 & 10
32			65	Parcelforce 24/48
33			66	Internal Datapost
34			71	Low Cover
35			83	Medium Cover
36			75	High Cover
37			80	Contract Parcels Inland
38			67	Contract Parcels Internat
			76	Special Delivery Items
			88	UKPA Contingency
			74	Airsure
			87	International signed for
			85	Swiftair
			89	
			94	
			90	Parcelforce by noon
			84	
			77	Disc White Packs
			91	Postmans Pouches
			68	SORN
			69	BGas Recon/Discon
			92	Camekot Vouchers
			93	TVL U75 Pre-Application
			70	
			63	Pre-order Buy Back
			64	
			57	Home Shop Returns
			58	
			59	Standard Life SHP Apps
			60	PCL Smartcard Applications
			61	MVL Postal Applications
			62	
			86	
			95	
			10	
			15	SWEB/LEB
			20	
			25	
			30	LINK Balance Enquiries
			35	Card Account balance enquiries
			40	A & L Balance Enquiries
			45	Special Delivery by 9.00am
			50	
			55	
			26	
			27	
			28	
			29	
			26	
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			27	
			28	
			29	
			26	

RECEIPTS

RECEIPTS (Cont)

30	Numbers	00	£ p	
		01	81,216.38	Balance Brought Fwd
		02		POL Chg E/N Wk No(s)
		20		Philatelic U/R
		05	603.40	NS & I Deposits inc E/N
		04		Postal Order U/R
		08		
11				
15	44	11	24,591.52	Giro Inpayments
		12	27.55	Giro Transcash Fees
09		07		Int. Driving Permits
39		13		Irish Passport Fees
10		06		Rod Licences Sales
		15		Temp First Licences
		10		Elec Key Recharge
		22		Postage U/R
19		19		V10 Motor Vehicle
20				V11 Lic Rnwfl Fees
21		58		DVLA Premium Service
		84		Irish Passport Charges
		03		Disc Whske Stps U/R
		75		Travel Insurance
		59		Local Schemes
23		85		Postage Label Underpaid
80		73		
		09	10,401.20	AP/Fers Bank
29		74		
		71		
		99		Chq Prize Pay Bal Entry
		30	1,331.50	Nat Lott Game
		81		Instant Win Activate
41		94		Moneygram Send
26		86		B de Ch Commission
		70	0.49	B de Ch Revaluation
69		60		Trav Chqs Sales
89		79		Business Purchases
94	1	96	100.00	Pre-order Fgn Exch
87		76		
99		78		
84		89		
58		51		Postage Label Parcelforce
82		87		Redirection Business
48	2	31	64.80	Redirection Social
78	1	97	116.00	TV Licence Fees
95		77		
17		14		Debit Card Refunds
		98		Redist Nat Lott Cards
		66		CARRS - Parcels
85		93		UKPS Fees
86		95		UKPS Charges
90		46		Franking Sunrise
91		64		Other Letters Sunrise
18	4	17	522.00	A & L Deposits
		36	25,000.00	Rems from ADC table 6
		68		Counters Rev Sched
		39		Loan To PO (not BOs)
		40		Final Account Surplus
		24		Game Licences
		25		Philatelic
		28		Postage
		72		Discount Whiske Stps
		55		
		54		
		26		

30	Numbers	00	£ p	
		27		
		52		Home Help / Care Stps
		48		MoneyGram/PO Phonecard
		34		PO Face Value
		21		PO Fees
		82		London Boroughs Scheme
		18		Coronation Crown
		33		Entente Cordiale Coin
		47		
		32		
		38		Vehicle Lic Stps
		35		TV Lic Svg Stps
		37		Water Authy Stps
		44		
		56		
		83		B Gas Svg Stps
		53		SEEBoard Svg Stps
		61		IOBOX Vouchers
		62		
		63		MTV2Go £4.99 Content Cards
		67		MTV2Go £9.99 Content Cards
		49		
		90		Littlewoods S/Card
			OFR	
			01	£ p
		11		
		20		£20 T-Mobile Prepay
		21		£10 T-Mobile Prepay
		17		£15 Orange Prepay
		18		£5 Orange Prepay
		24		£10 Orange Prepay
		25		£5 Vodafone Prepay
		19		£15 Vodafone Prepay
		26		£25 Vodafone Prepay
		27		£10 Vodafone Prepay
		89		£5 Virgin Prepay
		06		£10 Virgin Prepay
		28		£20 Virgin Prepay
		29		£5 PO Calling Card
		31		£10 PO Calling Card
		32		£20 PO Calling Card
		33		£10 PO Calling Card Intntl
		12		£10 O2 Prepay
		13		£20 O2 Prepay
		14		
		15		
		16		
		22		
		23		
		34		
		35		
		36		
		37		
		38		
		39		
		52		
		53		
Cont...			OFR	

Cont...

RECEIPTS (Cont)

TABLE 12 PARCEL TRAFFIC

30	02	£ p
	00	
	01	
	02	
	03	
	04	
	05	
	06	
	07	
	08	
	09	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
	18	
	19	
	OFR	
	01	£ p
31	54	Foreign currency sales margin
32	55	Foreign currency purchase margin
	56	
	57	E Vouchers
7	58	E Top Ups
8	59	Postage Label BFPO Parcels
83	80	Link Cash Deposits
42	81	Postage Label Special Del. By 9
43	82	Link Cheque Deposits
44	83	
45	84	Bureau Commission
46	85	
47	86	
71	87	
72	88	
12	63	
22	64	
49	65	
50	66	
51	67	
52	68	
53	69	
54	74	
55	75	
56	76	
57	77	
59	78	
60	79	
61	90	
62	91	
63	92	
64	93	
65	94	
66	95	
67	96	
	40	Giro E/N BTA Wk No
24	41	Postage Label 1st Class
25	42	Unpaid Chqs from TP
27	43	Postage Label 2nd Class
28	44	Postage Label Special Delivery
36	45	Postage Label Air Mail
03	60	Postage Label Surface Mail
04	62	Postage Label Royal Mail Parcels
	61	Giro Rent
	70	
	71	
	72	
	73	
		144,905.92 RECEIPTS TOTAL

90 Numbers	90	£ p	
86	10 87	48.49	Inland Stamped
88	0 89	0.00	Inland Meter Posted
92	0 93	0.00	Internat Stamped
94	0 95	0.00	Internat Meter Posted
	OFR	OFR	
			TABLE 6 REMITTANCES FROM ADC
	60	£ p	
	14	25,000.00	Cash
	15		Cheques
	16		Fgn Curr Sterl Equiv
	01		
	19		
	31		
	32		
	OFR		
			TABLE 6(a) STOCK RECEIPTS FROM ADC
	61	£ p	Postage
	08		1st Class Slips
	09		2nd Class Slips
	23		Other Postage Items
	48		Stamp Books Vending
	22		Stamp Books Other
	10		Self Ad Slips 1st Class
	11		Self Ad Slips 2nd Class
	50		
	51		
	52		
	53		
	54		
			Postal Order Fees
	37		Band 1
	38		Band 2
	77		Band 3
	07		Band 4
	05		Band 5
	06		Band 6
	55		Comm Band 7
	OFR		
			TABLE 5(b) STOCK IN HAND BREAKDOWN
	50	£ p	Postage
	11	809.76	1st Class Slips
	12	667.00	2nd Class Slips
	01	1,090.58	Other Postage Items
	02		Slp Bks Vending
	10	231.36	Slp Bks Other
	13	532.00	Self Ad Slips 1st Class
	15	360.00	Self Ad Slips 2nd Class
	90		
	91		
	92		
	93		
	94		
			Postal Order Fees
	03	8.75	Band 1
	04	11.50	Band 2
	14	20.80	Band 3
	16	16.00	Band 4
	19	14.30	Band 5
	21	6.00	Band 6
	95		Comm Band 7

OFR

OFR

OFR

TABLE 10(f) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90	
04	1
06	2 Business Deps GTE £60
13	3
32	4 PSB Purchased
02	7 B Gas/Utility Tcash
27	18 Bar Coded Tcash
28	19
29	20
30	21
31	22 Transcash Giro
34	23 Bus Dep LT £60
35	24 Local Rent/Council Tax
36	25 A&L Personal Cash Dep
33	5 Personal Chq Dep
01	6 Bns Chq Only Dep
03	8 Cncl Tax Cds/Vchr
17	9 Rent Vouchers
18	10 Rent Cards
12	17
40	30
08	11
38	12 LINKSAVE
09	13 Bns Cash Wdis
10	14 A&L Personal Wdl
45	35 Bus Wdl LTE £1000
1	15
5	16 Change Giving

70	£ p
83	MTV2Go £4.99 Content Cards
82	MTV2Go £9.99 Content Cards
80	
53	Littlewoods S/C
01	
66	£20 T-Mobile Prepay
67	£10 T-Mobile Prepay
61	£15 Orange Prepay
62	£5 Orange Prepay
35	£10 Orange Prepay
39	£5 Vodafone Prepay
31	£15 Vodafone Prepay
43	£25 Vodafone Prepay
44	£10 Vodafone Prepay
45	£5 Virgin Prepay
46	£10 Virgin Prepay
49	£20 Virgin Prepay
50	£5 PO Calling Card
26	£10 PO Calling Card
27	£20 PO Calling Card
29	£10 PO Calling Card Intntl
02	£10 O2 Prepay
11	£20 O2 Prepay
14	
64	
65	
56	
57	
68	
69	
91	
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94	
78	
79	
81	
95	
93	
84	
63	Nat Lott Instant Win

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD

70	£ p
36	Game Licences
03	Philatelic Items
15	1st Class Stps
16	2nd Class Stps
07	Other Postage Items
08	Stamp Bks Vending
09	Stamp Bks Other
32	Self Ad Stps 1st Class
33	Self Ad Stps 2nd Class
52	Disc Whsle Stps
47	
55	Comm PO Fee Band 7
05	
06	
28	Home Help /Care Stps
22	MoneyGram/PO Phonecard
04	PO Face Value
19	PO Fee Band 1
20	PO Fee Band 2
18	PO Fee Band 3
40	PO Fee Band 4
41	PO Fee Band 5
42	PO Fee Band 6
74	London Boroughs Scheme
37	Coronation Crown
60	Entente Cordiale Coin
34	
70	
10	Vehicle Lic Stps
12	TV Lic Svg Stps
13	Water Authy Stps
17	
73	
48	B Gas Svg Stps
25	SEE:Board Svg Stps
90	IOBOX Vouchers
38	

76	
77	
21	
85	
23	
24	
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86	
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79	
81	
95	
93	
84	
63	Nat Lott Instant Win

OFR

TABLE 9 REMITTANCES TO ADC

80	£ p
01	Cash
02	Cheques/Other
43	Fgn Curr Sterl Equiv
20	
21	
22	
23	

OFR

Cont....

OFFICE NAME: Marine Drive
ADDRESS:

2003/2004 Week No 52
HORIZON
Cash Account (Final)

GRO

TELEPHONE: GRO
OFFICE CODE: 213 337 7

Week Ended: 24/03/2004

30



TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT

SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER:

GRO

EXAMINED IN TP: _____

TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER OF TRANSACTIONS

50	£ p	Date	91
26		Unpaid Cheques A	72 2
27		Unpaid Cheques B	79
28		Unpaid Cheques C	78
29			82
30		Vouchers	81
31		Shortages In REMS etc	73
32		Burglary etc Losses	65
33		POL Chq pension homes	66
34			71 2
35		Migration	83
36			75
37			80
38			67
TABLE 2(a) AUTHORISED CASH SHORTAGES			76 4
50			88
			74
			87 1
			85
			89
			94
46		Cash Shortages A	90
47		Cash Shortages B	84
48		Cash Shortages C	77
49		Cash Shortages D	91
TABLE 3 UNCHARGED RECEIPTS			68
50			69
			92
			93
			70
			63
			64
60			57 17
61			58
62			59
63		Pre-purchase	60
64		Cash Surplus A	61
65		Cash Surplus B	62
66		Surpluses in Rems etc	86
67			95
68		Migration	10
71			15
72			20
DISCREPANCIES TABLE			25
07			30 1
			35 14
			40
			45
			50
			55
01		Surplus	26
02	2.14	Shortage	27
			28
			29

CASH R

Cont..

TABLE 10(g) NUMBER OF TRANSACTIONS (Cont)

91	
31	
32	
33	
34	
36	
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43	
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16	
17	
18	
19	
97	
98	
99	
OFR	
TABLE 5 CASH, STOCK ETC. IN HAND	
20	£ p
50	55,232.49 Cash
51	Cheques
52	176.83 Fgn Curr Sterl Equiv
53	Game Licences
54	124.36 Philatelic Items
57	3,405.97 Postage Stps
99	Disc Whsle Stps
84	
83	
55	
56	
64	Home Help / Care Stps
77	MoneyGram/PO Phonecard
68	340.00 PO Face Value
69	42.75 PO Fees
10	London Boroughs Scheme
81	Coronation Crown
67	Entente Cordiate Coin
76	
66	
58	205.00 Vehicle Lic Stps
60	152.00 TV Lic Stps
61	Water Authy Stps
75	
85	
11	B Gas Svgs Stps
78	SEEBoard Svgs Stps
82	IOBOX Vouchers

TABLE 5 CASH, STOCK ETC. IN HAND (Cont)

20	£ p
86	
91	MTV2Go £4.99 Content Cards
89	MTV2Go £9.99 Content Cards
79	
05	19.00 Littlewoods S/Cs
01	
13	£20 T-Mobile Prepay
17	£10 T-Mobile Prepay
18	£15 Orange Prepay
19	£5 Orange Prepay
24	£10 Orange Prepay
25	£5 Vodafone Prepay
20	£15 Vodafone Prepay
26	£25 Vodafone Prepay
27	£10 Vodafone Prepay
28	£5 Virgin Prepay
29	£10 Virgin Prepay
30	£20 Virgin Prepay
31	£5 PO Calling Card
06	90.00 £10 PO Calling Card
07	160.00 £20 PO Calling Card
08	200.00 £10 PO Calling Card Intrnl
02	£10 O2 Prepay
03	£20 O2 Prepay
04	
09	
16	
22	
23	
40	
41	
42	
43	
44	
45	
46	
47	
12	
21	
32	
33	
34	
35	
36	
37	
38	
39	
49	
59	
62	
63	
65	
70	
73	
80	
87	
90	
15	527.00 Nat Lotf Instant
71	Unclaimed Payments
14	Cash Shortages (2a)
74	60,675.40 Sub Total
	Less Uncharged Receipts
72	60,675.40 TABLE 5 TOTAL
OFR	

Cont...

PAYMENTS

PAYMENTS (Cont)

40	Numbers	10	£ p
		56	Loan Wdt (SPSQ/MSPQ)
		57	POL CL E/N Wk No(s)
30		30	Monc/Blind TV Refunds
		62	NS & I Wdrws/Pymnts inc E/N
04	483	66	p Pensions and
11	25		a Allowances
12	10		mt Paid
31	27	31	Inland Rev Tax Credits
06	7	68	a Postal Orders
16			b Paid
07	53	71	Green Giro Cheques
17	1		mt
29		84	
08	8	72	Giro Outpayments
		11	Travel Insoe Refund
		16	Nat Lott Inst DEACT
		49	All Nat Lott Prizes
25		83	
67		37	Mid/West Lofhian Payments
		20	Littlewoods Prizes
80		18	
		42	Cheques to CHEC
		52	Postal Order D/R
		10	Auto Pay/Pers bank
		12	Philatelic D/R
8		44	Canadian Money Orders
		43	Postage D/R
9		46	Encashed OB Cheques
		45	Disc. Whsl Stps D/R
21		60	Asylum Seekers Vouchers
79		01	B de Change Credit/Debit Card
81	3	04	Debit Card Payments
24		36	
83		06	
		77	Stock to ADC table 8
62		96	Moneygram Receive
41		32	London Boroughs Scheme
		50	Bur de Change- Reval
		97	TCs to First Rate
02		21	Business Sales
		13	PO Fgn Exchange Out
		82	Rems to ADC table 9
55		55	Co-op Business Chq Cashed
		69	MVL Stamps Redmd
		73	TV Lic Svgs Redmd
		65	Water Authy SS Redmd
86		61	PPA Prescription Refunds
		05	B Gas Stps Redmd
		70	SEEBoard Stps Redmd
87		79	
		25	
		81	SWEB Stps Redmd
15		78	
05		24	
33		94	UKPS Passport Fee Refund
34		80	UKPS Passport Charge Refund
		95	International Reply Coupons
		26	Vouchers Sent To TP
		27	Promotional Vouchers
28	4	28	A & L Withdrawals
		29	Giro E/Ns BTA WK NOs
35	4	33	LINK Withdrawals
36		35	Unpaid Cheques to TP

Cont

40	Numbers	10	£ p
32	61	34	Card Account withdrawals
39		40	Card Account emergency payments
		98	ATM Withdrawals
		67	Giro Rent Bal Entry
40		41	
		86	Final Account Deficiency
		85	Balance Due to Post Office
			OFR
		11	£ p
		20	
		21	
		22	
		23	
01		30	
23		31	
27		32	Euronet Self Fill ATM
43		33	Hanco Self Fill ATM
45		34	A&L Self Fill ATM
47		35	TRM Self Fill ATM
56		36	Encashed TCs to FRTS
57		37	
58		38	
59		39	
60		40	
61		41	
64		42	
65		43	
66		44	
68		45	
69		46	
70		47	
71		48	
72		49	
73		50	
74		51	
75		52	
76		53	
77		54	
78		55	
90		56	
91		57	
03		58	
13		59	
14		60	
20		61	
22		62	
26		63	
92		64	
38		65	
42		66	
44		67	
46		68	
48		69	
49		70	
50		71	
51		72	
52		73	
54		74	
82		75	
85		76	
93		77	

...163,273.84 PAYMENTS TOTAL

OFR

OFR

TABLE 10(i) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90		70		£	p
04		1	83		MTV2Go £4.99 Content Cards
0624	2 Business Deps GTE £60	82		MTV2Go £9.99 Content Cards
13		3	80		
32		4 PSB Purchased	53		Littlewoods S/C
02		7 B Gas/Utility Tcash	01		
27		18 Bar Coded Tcash	66		£20 T-Mobile Prepay
28		19	67		£10 T-Mobile Prepay
29		20	61		£15 Orange Prepay
30		21	62		£5 Orange Prepay
3113	22 Transcash Giro	35		£10 Orange Prepay
349	23 Bus Dep LT £60	39		£5 Vodafone Prepay
35		24 Local Rent/Council Tax	31		£15 Vodafone Prepay
36		25 A&L Personal Cash Dep	43		£25 Vodafone Prepay
338	5 Personal Chq Dep	44		£10 Vodafone Prepay
015	6 Bns Chq Only Dep	45		£5 Virgin Prepay
03		8 Cndl Tax Cds/Vchr	46		£10 Virgin Prepay
17		9 Rent Vouchers	49		£20 Virgin Prepay
18		10 Rent Cards	50		£5 PO Calling Card
12		17	26		£10 PO Calling Card
40		30	27		£20 PO Calling Card
08		11	29		£10 PO Calling Card Intnl
38		12 LINKSAVE	02		£10 O2 Prepay
09		13 Bns Cash Wdls	11		£20 O2 Prepay
10		14 A&L Personal Wdl	14		
458	35 Bus Wdl LTE £1000	64		
1		15	65		
5		16 Change Giving	56		
OFR			57		
TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD			68		
			69		
			91		
			71		
			72		
			92		
			75		
			76		
			77		
			21		
			85		
			23		
			24		
			30		
			86		
			87		
			51		
			54		
			58		
			59		
			89		
			94		
			78		
			79		
			81		
			95		
			93		
			84		
			63		Net Loft Instant Win
			OFR		
			TABLE 9 REMITTANCES TO ADC		
			80		£
					p
			01		Cash
			02		Cheques/Other
			43		Fgn Curr Sterl Equiv
			20		
			21		
			22		
			23		
			OFR		

Cont...

OFFICE NAME: Marine Drive

2004/2005
HORIZON

Week No 01

ADDRESS:

GRO

Cash Account (Final)

TELEPHONE:

OFFICE CODE: 213 337 7

30

Week Ended: 31/03/2004

DATE STAMP:

TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT

GRO

SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER:

EXAMINED IN TP:



TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER OF TRANSACTIONS

50	E p	Date	91
26	Unpaid Cheques A		72 2
27	Unpaid Cheques B		79
28	Unpaid Cheques C		78
29			82
30	Vouchers		81
31	Shortages In REMS etc		73
32	Burglary etc Losses		65
33	POL Chq pension homes		66
34			71
35	Migration		83
36			75
37			80
38			67
TABLE 2(a) AUTHORISED CASH SHORTAGES			76 10
			88
			74
			87 4
			85
50			89
			94
46	Cash Shortages A		90
47	Cash Shortages B		84
48	Cash Shortages C		77
49	Cash Shortages D		91
TABLE 3 UNCHARGED RECEIPTS			68
			69
			92
			93
			70
50			63
			64
60			57 21
61			58 1
62			59
63	Pre-purchase		60
64	Cash Surplus A		61
65	Cash Surplus B		62
66	Surpluses in Rems etc		86
67			95
68	Migration		10
71			15
72			20
DISCREPANCIES TABLE			25
			30 1
			35 25
			40
			45
07			50
			55
01	Surplus		26
02	Shortage		27
			28
			29
			72 2
			E111 Certificates
			OB Chqs
			NS ISA Cash Cross Warr
			Citibank M Order
			Parcelforce by 9 & 10
			Parcelforce 24/48
			Internat Datapost
			Low Cover
			Medium Cover
			High Cover
			Special Delivery Items
			UKPA Contingency
			Airsure
			International signed for
			Parcelforce by noon
			Disc Whise Packs
			Postmans Pouches
			SORN
			BGas Recon/Discon
			Camelot Vouchers
			TVL U75 Pre-Application
			Home Shop Returns
			Standard Life SHP Apps
			PCL Smartcard Applications
			MVL Postal Applications
			SWEB/EP
			LINK Balance Enquiries
			Card Account balance enquiries
			A & L Balance Enquiries
			Special Delivery by 9.00am

Cont...

RECEIPTS

RECEIPTS (Cont)

30	Numbers	00	£	p	
		01	60,677.54		Balance Brought Fwd
		02			POL Chg E/N Wk No(s)
		20			Philatelic U/R
		05	409.11		NS & I Deposits inc E/N
		04			Postal Order U/R
11		08			
15	48	11	27,898.44		Giro Inpaymts
		12	34.80		Giro Transcash Fees
09		07			Int. Driving Permits
39		13			Irish Passport Fees
10	1	06	11.50		Rod Licences Sales
		15			Temp First Licences
		10			Elec Key Recharge
		22	55.31		Postage U/R
19		19			V10 Motor Vehicle
20					V11 Lic RnwI Fees
21		58			DVLA Premium Service
		84			Irish Passport Charges
		03			Disc Whisle Stps U/R
		75			Travel Insurance
		59			Local Schemes
23		85			Postage Label Underpaid
80		73			
		09	6,509.71		AP/Pers Bank
29		74			
		71			
		99			Chq Prize Pay Bal Entry
		30	1,772.50		Nat Lott Game
		81			Instant Win Activate
41		94			Moneygram Send
26		86			
		70	0.21		B de Ch Revaluation
69		60			Trav Chqs Sales
89		79			Business Purchases
94		96			Pre-order Fgn Exch
87		76			
99		78			
84		89			
58	2	51	53.60		Postage Label Parcelforce
82		87			Redirection Business
48	2	31	64.80		Redirection Social
78	1	97	116.00		TV Licence Fees
95		77			Royal Mail Prepaid Fee
17		14			Debit Card Refunds
		98			Redist Nat Lott Cards
		66			CARRS - Parcels
85		93			UKPS Fees
86		95			UKPS Charges
90		46			Franking Sunrise
91		64			Other Letters Sunrise
18	4	17	245.00		A & L Deposits
		36	2,740.00		Rems from ADC table 6
		68			Counters Rev Sched
		39			Loan To PO (not BOs)
		40			Final Account Surplus
		24			Game Licences
		25			Philatelic
		28	989.35		Postage
		72			Discount Whisle Stps
		55			
		54			
		26			

30	Numbers	00	£	p	
		27			
		52			Home Help / Care Stps
		48			MoneyGram/PO Phonecard
		34	1,000.00		PO Face Value
		21	94.00		PO Fees
		82			London Boroughs Scheme
		18			
		33	250.00		Entente Cordiale Coin
		47			
		32			
		38			Vehicle Lic Stps
		35	400.00		TV Lic Svg Stps
		37			
		44			
		56			
		83			
		53			SEEBoard Svg Stps
		61			
		62			
		63			
		67			
		49			
		90			Littlewoods S/Card
		OFR			
		01			£ p
		11			
		20			£20 T-Mobile Prepay
		21			£10 T-Mobile Prepay
		17			£15 Orange Prepay
		18			£5 Orange Prepay
		24			£10 Orange Prepay
		25			£5 Vodafone Prepay
		19			£15 Vodafone Prepay
		26			£25 Vodafone Prepay
		27			£10 Vodafone Prepay
		89			£5 Virgin Prepay
		06			£10 Virgin Prepay
		28			£20 Virgin Prepay
		29			£5 PO Calling Card
		31			£10 PO Calling Card
		32			£20 PO Calling Card
		33			£10 PO Calling Card Intnl
		12			£10 O2 Prepay
		13			£20 O2 Prepay
		14			
		15			
		16			
		22			
		23			
		34			
		35			
		36			
		37			
		38			
		39			
		52			
		53			
Cont...		OFR			

TABLE 10(f) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90		
04	1	
06	2 Business Deps GTE £60	16
13	3	
32	4 PSB Purchased	2
02	7 B Gas/Utility Tcash	
27	18 Bar Coded Tcash	
28	19	
29	20	
30	21	
31	22 Transcash Giro	29
34	23 Bus Dep LT £60	1
35	24 Local Rent/Council Tax	
36	25 A&L Personal Cash Dep	
33	5 Personal Chq Dep	4
01	6 Bns Chq Only Dep	
03	8 Crcl Tax Cds/Vchr	
17	9 Rent Vouchers	
18	10 Rent Cards	
12	17	
40	30	
08	11	
38	12 LINKSAVE	
09	13 Bns Cash Wdls	
10	14 A&L Personal Wdl	2
45	35 Bus Wdl LTE £1000	12
	15	
	16 Change Giving	

OFR		
TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD		
70		£ p
36	Game Licences	
03	Philatelic Items	
15	1st Class Stps	
16	2nd Class Stps	
07	Other Postage Items	
08	Stamp Bks Vending	
09	Stamp Bks Other	
32	Self Ad Stps 1st Class	
33	Self Ad Stps 2nd Class	
52	Disc Whsle Stps	
47		
55	Comm PO Fee Band 7	
05		
06		
28	Home Help /Care Stps	
22	MoneyGram/PO Phonecard	
04	PO Face Value	
19	PO Fee Band 1	
20	PO Fee Band 2	
18	PO Fee Band 3	
40	PO Fee Band 4	
41	PO Fee Band 5	
42	PO Fee Band 6	
74	London Boroughs Scheme	
37		
60	Entente Cordiale Coin	
34		
70		
10	Vehicle Lic Stps	
12	TV Lic Svg Stps	
13		
17		
73		
48		
25	SEEBboard Svg Stps	
90		
38		

70		£ p
83		
82		
80		
53	Littlewoods S/C	
01		
66	£20 T-Mobile Prepay	
67	£10 T-Mobile Prepay	
61	£15 Orange Prepay	
62	£5 Orange Prepay	
35	£10 Orange Prepay	
39	£5 Vodafone Prepay	
31	£15 Vodafone Prepay	
43	£25 Vodafone Prepay	
44	£10 Vodafone Prepay	
45	£5 Virgin Prepay	
46	£10 Virgin Prepay	
49	£20 Virgin Prepay	
50	£5 PO Calling Card	
26	£10 PO Calling Card	
27	£20 PO Calling Card	
29	£10 PO Calling Card Infrt	
02	£10 O2 Prepay	
11	£20 O2 Prepay	
14		
64		
65		
56		
57		
68		
69		
91		
71		
72		
92		
75		
76		
77		
21		
85		
23		
24		
30		
86		
87		
51		
54		
58		
59		
89		
94		
78		
79		
81		
95		
93		
84		
63	Nat Lott Instant Win	

OFR		
TABLE 9 REMITTANCES TO ADC		
80		£ p
01	Cash	
02	Cheques/Other	
43	Fgn Curr Sterl Equiv	177.04
20		
21		
22		
23		

Cont....

OFFICE NAME: Marine Drive

2004/2005
HORIZON

Week No 02

ADDRESS:

GRO

Cash Account (Final)

TELEPHONE: GRO

Week Ended: 07/04/2004

OFFICE CODE: 213 337 7

30

DATE STAMP:

TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT



SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER: _____

EXAMINED IN TP: _____

TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER OF TRANSACTIONS

50	E p	Date	91
26	Unpaid Cheques A		72 E111 Certificates
27	Unpaid Cheques B		79 OB Chqs
28	Unpaid Cheques C		78 NS ISA Cash Cross Warr
29			82 Citibank M Order
30	Vouchers		81
31	Shortages in REMS etc		73 Parcelforce by 9 & 10
32	Burglary etc Losses		65 Parcelforce 24/48
33	POL Chq pension homes		66 Internat Datapost
34			71 * * * * * 1 Low Cover
35	Migration		83 Medium Cover
36			75 * * * * * 1 High Cover
37			80
38			67
TABLE 2(a) AUTHORISED CASH SHORTAGES			76 * * * * * 11 Special Delivery Items
50			88 UKPA Contingency
			74 Airsure
			87 * * * * * 1 International signed for
			85
			89
			94
46	Cash Shortages A		90 Parcelforce by noon
47	Cash Shortages B		84
48	Cash Shortages C		77 Disc Whlse Packs
49	Cash Shortages D		91 Postmans Pouches
TABLE 3 UNCHARGED RECEIPTS			68 SORN
50			69 BGas Recon/Discon
			92 Camelet Vouchers
			93 TVL U75 Pre-Application
			70
			63
			64
			57 * * * * * 16 Home Shop Returns
60			58
61			59 Standard Life SHP Apps
62			60 PCL Smartcard Applications
63	Pre-purchase		61 MVL Postal Applications
64	Cash Surplus A		62
65	Cash Surplus B		86
66	Surpluses in Rems etc		95
67			10
68	Migration		15
71			20
72			25
DISCREPANCIES TABLE			30 LINK Balance Enquiries
07			35 * * * * * 37 Card Account balance enquiries
			40 A & L Balance Enquiries
			45 Special Delivery by 9.00am
			50
			55
01 * * * * * 19.38	Surplus		26
02	Shortage		27
			28
			29

Cont...

409

202

RECEIPTS

RECEIPTS (Cont)

30	Numbers	00	£ p	
		01	28,790.08	Balance Brought Fwd
		02		POL Chg E/N Wk No(s)
		20		Philatelic U/R
		05	1,320.62	NS & I Deposits inc E/N
		04		Postal Order U/R
11		08		
15	42	11	24,640.04	Giro Inpayments
		12	29.00	Giro Transcash Fees
09		07		Int. Driving Permits
39		13		Irish Passport Fees
10	8	06	120.00	Rod Licences Sales
		15		Temp First Licences
		10		Elec Key Recharge
		22		Postage U/R
19		19		V10 Motor Vehicle
20				V11 Lic Rnw Fees
21		58		DVLA Premium Service
		84		Irish Passport Charges
		03		Disc Whisle Slps U/R
		75		Travel Insurance
		59		Local Schemes
23		85		Postage Label Underpaid
80		73		
		09	10,844.64	AP/Pers Bank
29		74		
30		71		
		99		Chq Prize Pay Bal Entry
		30	1,909.50	Nat Lott Game
		81		Instant Win Activate
		94		Moneygram Send
41		86		
26		70	0.86	B de Ch Revatuation
		60		Trav Chqs Sales
69		79		Business Purchases
89		96		Pre-order Fgn Exch
94		76		
87		78		
99		89		
84		51		Postage Label Parcelforce
58		87		Redirection Business
82		31		Redirection Social
48		78	242.00	TV Licence Fees
95	2	97		Royal Mail Prepaid Fee
17		77		Debit Card Refunds
		14		Redist Nat Lott Cards
		98		CARRS - Parcels
		66		UKPS Fees
85		93		UKPS Charges
86		95		Franking Sunrise
90		46		Other Letters Sunrise
91		64		A & L Deposits
18	1	17	125.00	Rems from ADC table 6
		36	48,500.00	Counters Rev Sched
		68		Loan To PO (not BOs)
		39		Final Account Surplus
		40		Game Licences
		24		Philatelic
		25	84.60	Postage
		28	1,011.00	Discount Whisle Slps
		72		
		55		
		54		
		26		

30	Numbers	00	£ p	
		27		Home Help / Care Slps
		52		MoneyGram/PO Phonecard
		48		PO Face Value
		34	100.00	PO Fees
		21	10.00	London Boroughs Scheme
		82		
		18		Entente Cordiale Coin
		33		
		47		
		32		
		38		Vehicle Lic Slps
		35		TV Lic Svg Slps
		37		
		44		
		56		
		83		
		53		SEEBoard Svg Slps
		61		
		62		
		63		
		67		
		49		
		90		Littlewoods S/Card
		OFR		
		01	£ p	
		11		£20 T-Mobile Prepay
		20		£10 T-Mobile Prepay
		21		£15 Orange Prepay
		17		£5 Orange Prepay
		18		£10 Orange Prepay
		24		£5 Vodafone Prepay
		25		£15 Vodafone Prepay
		19		£25 Vodafone Prepay
		26		£10 Vodafone Prepay
		27		£5 Virgin Prepay
		89		£10 Virgin Prepay
		06		£20 Virgin Prepay
		28		£5 PO Calling Card
		29		£10 PO Calling Card
		31		£20 PO Calling Card
		32		£10 PO Calling Card Intntl
		33		£10 O2 Prepay
		12		£20 O2 Prepay
		13		
		14		
		15		
		16		
		22		
		23		
		34		
		35		
		36		
		37		
		38		
		39		
		52		
		53		
Cont....		OFR		

Cont....

RECEIPTS (Cont)

TABLE 12 PARCEL TRAFFIC

30		02		£ p	90 Numbers		90		£ p		
		00			86	*****	13	87	*****	76.33	Inland Stamped
		01			88	*****	0	89	*****	0.00	Inland Meter Posted
		02			92	*****	0	93	*****	0.00	Internal Stamped
		03			94	*****	0	95	*****	0.00	Internal Meter Posted
		04			OFR						
		05			OFR						
		06			TABLE 6 REMITTANCES FROM ADC						
		07					60			£ p	
		08					14	****	48,500.00		Cash
		09					15				Cheques
		10					16				Fgn Curr Sterl Equiv
		11					01				
		12					19				
		13					31				
		14					32				
		15			OFR						
		16			TABLE 6(a) STOCK RECEIPTS FROM ADC						
		17					61			£ p	Postage
		18					08	*****	532.00		1st Class Stps
		19					09				2nd Class Stps
							23	*****	311.00		Other Postage Items
							48				Stamp Books Vending
							22	*****	168.00		Stamp Books Other
							10				Self Ad Stps 1st Class
							11				Self Ad Stps 2nd Class
							50				
							51				
							52				
							53				
							54				
					Postal Order Fees						
							37				Band 1
							38				Band 2
							77				Band 3
							07	*****	10.00		Band 4
							05				Band 5
							06				Band 6
							55				Comm Band 7
					OFR						
					TABLE 5(b) STOCK IN HAND BREAKDOWN						
							50			£ p	Postage
							11	*****	1,074.92		1st Class Stps
							12	*****	676.83		2nd Class Stps
							01	*****	1,386.91		Other Postage Items
							02				Stp Bks Vending
							10	*****	161.76		Stp Bks Other
							13	*****	336.00		Self Ad Stps 1st Class
							15	*****	63.00		Self Ad Stps 2nd Class
							90				
							91				
							92				
							93				
							94				
					Postal Order Fees						
							03	*****	5.00		Band 1
							04	*****	11.50		Band 2
							14	*****	26.40		Band 3
							16	*****	23.00		Band 4
							19	*****	9.90		Band 5
							21				Band 6
							95				Comm Band 7
					OFR						
							61			£ p	
							70				Giro Rent
							71				
							72				
							73				
									118,748.92		RECEIPTS TOTAL

OFR OFR

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TABLE 10(f) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90		
04		1
0613	2 Business Deps GTE £60
13		3
32x3	4 PSB Purchased
02		7 B Gas/Utility Tcash
27		18 Bar Coded Tcash
28		19
29		20
30		21
31x23	22 Transcash Giro
34x1	23 Bus Dep LT £60
35		24 Local Rent/Council Tax
36x2	25 A&L Personal Cash Dep
33x8	5 Personal Chq Dep
01		6 Bns Chq Only Dep
03		8 Cncl Tax Cds/Vchr
17		9 Rent Vouchers
18		10 Rent Cards
12		17
40		30
08		11
38		12 LINKSAVE
09		13 Bns Cash Wdis
10x3	14 A&L Personal Wdi
45x10	35 Bus Wdi LTE £1000
11		15
15		16 Change Giving

70	£ p
83	
82	
80	
53	Littlewoods S/C
01	
66	£20 T-Mobile Prepay
67	£10 T-Mobile Prepay
61	£15 Orange Prepay
62	£5 Orange Prepay
35	£10 Orange Prepay
39	£5 Vodafone Prepay
31	£15 Vodafone Prepay
43	£25 Vodafone Prepay
44	£10 Vodafone Prepay
45	£5 Virgin Prepay
46	£10 Virgin Prepay
49	£20 Virgin Prepay
50	£5 PO Calling Card
26	£10 PO Calling Card
27	£20 PO Calling Card
29	£10 PO Calling Card Inintl
02	£10 O2 Prepay
11	£20 O2 Prepay
14	
64	
65	
56	
57	
68	
69	
91	
71	
72	
92	
75	
76	
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89	
94	
78	
79	
81	
95	
93	
84	
63	Nat Lotf Instant Win

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TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD

70	£ p
36	Game Licences
03	Philatelic Items
15	1st Class Stps
16	2nd Class Stps
07	Other Postage Items
08	Stamp Bks Vending
09	Stamp Bks Other
32	Self Ad Stps 1st Class
33	Self Ad Stps 2nd Class
52	Disc Whisle Stps
47	
55	Comm PO Fee Band 7
05	
06	
28	Home Help /Care Stps
22	MoneyGram/PO Phonecard
04	PO Face Value
19	PO Fee Band 1
20	PO Fee Band 2
18	PO Fee Band 3
40	PO Fee Band 4
41	PO Fee Band 5
42	PO Fee Band 6
74	London Boroughs Scheme
37	
60	Entente Cordiale Coin
34	
70	
10	Vehicle Lic Stps
12	TV Lic Svg Stps
13	
17	
73	
48	
25	SEEBoard Svg Stps
90	
38	

83
82
80
53
01
66
67
61
62
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29
02
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14
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92
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81
95
93
84
63

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TABLE 9 REMITTANCES TO ADC

80	£ p
01	Cash
02	Cheques/Other
43	Fgn Curr Sterl Equiv
.....156.72	
20	
21	
22	
23	

OFR

Cont....

TABLE 10(g) NUMBER OF TRANSACTIONS (Cont)		TABLE 5 CASH, STOCK ETC. IN HAND (Cont)	
91		20	£ p
31		86	
32		91	
33		89	
34		79	
36		05	19.00 Littlewoods S/Cs
37		01	
38		13	£20 T-Mobile Prepay
39		17	£10 T-Mobile Prepay
41		18	£15 Orange Prepay
42		19	£5 Orange Prepay
43		24	£10 Orange Prepay
44		25	£5 Vodafone Prepay
46		20	£15 Vodafone Prepay
47		26	£25 Vodafone Prepay
48		27	£10 Vodafone Prepay
49		28	£5 Virgin Prepay
51		29	£10 Virgin Prepay
52		30	£20 Virgin Prepay
53		31	£5 PO Calling Card
54		06	70.00 £10 PO Calling Card
56		07	160.00 £20 PO Calling Card
96		08	200.00 £10 PO Calling Card Intrnl
01		02	£10 O2 Prepay
02		03	£20 O2 Prepay
03		04	
04		09	
05		16	
06		22	
07		23	
08		40	
09		41	
11		42	
12		43	
13		44	
14		45	
16		46	
17		47	
18		12	
19		21	
97		32	
98		33	
99		34	
		35	
OFR		36	
TABLE 5 CASH, STOCK ETC. IN HAND		37	
£ p		38	
50	29,178.38	39	Cash
51		49	Cheques
52		59	Fgn Curr Sterl Equiv
53		62	Game Licences
		63	
54	191.77	65	Philatelic Items
57	4,388.16	70	Postage Stps
99		73	Disc Whsle Stps
84		80	
		87	
83		90	
55		15	125.00 Nat Lott Instant
56		71	Unclaimed Payments
64		14	Cash Shortages (2a)
77		74	36,625.56 Sub Total
68	1,145.00		Less Uncharged Receipts
69	121.25	72	36,625.56 TABLE 5 TOTAL
10			
81		OFR	
67	250.00		
76			
66			
58	315.00		Vehicle Lic Stps
60	462.00		TV Lic Stps
61			
75			
85			
11			
78			SEEBBoard Svgs Stps
82			

Cont...

RECEIPTS

RECEIPTS (Cont)

30	Numbers	00	£ p	
		01	23,799.18	Balance Brought Fwd
		02		POL Chg E/N Wk No(s)
		20		Philatelic U/R
		05	401.74	NS & I Deposits inc E/N
		04		Postal Order U/R
11		08		
15	30	11	46,199.28	Giro Inpayments
		12	13.05	Giro Transcash Fees
09		07		Int. Driving Permits
39		13		Irish Passport Fees
10	8	06	164.00	Rod Licences Sales
		15		Temp First Licences
		10		Elec Key Recharge
		22		Postage U/R
19		19		V10 Motor Vehicle
20				V11 Lic Rnw Fees
21		58		DVLA Premium Service
		84		Irish Passport Charges
		03		Disc Whse Stps U/R
		75		Travel Insurance
		59		Local Schemes
23		85		Postage Label Underpaid
80		73		
		09	5,013.65	AP/Pers Bank
29		74		
30		71		Chq Prize Pay Bal Entry
		99		Nat Lott Game
		30	3,146.00	Instant Win Activate
		81		Moneygram Send
41		94		
26		86		
		70	11.52	B de Ch Revaluation
69		60		Trav Chqs Sales
89		79		Business Purchases
94		96		Pre-order Fgn Exch
87		76		
99		78		
84		89		
58		51		Postage Label Parcellorce
82		87		Redirection Business
48		31		Redirection Social
78		97		TV Licence Fees
95		77		Royal Mail Prepaid Fee
17		14		Debit Card Refunds
		98		Redist Nat Lott Cards
		66		CARRS - Parcels
85		93		UKPS Fees
86		95		UKPS Charges
90		46		Franking Sunrise
91		64		Other Letters Sunrise
18	2	17	360.00	A & L Deposits
		36	32,040.00	Rems from ADC table 6
		68		Counters Rev Sched
		39		Loan To PO (not BOs)
		40		Final Account Surplus
		24		Game Licences
		25	6.70	Philatelic
		28	1,296.00	Postage
		72		Discount Whse Stps
		55		
		54		
		26		

30	Numbers	00	£ p	
		27		Home Help / Care Stps
		52		MoneyGram/PO Phonocard
		48		PO Face Value
		34	745.00	PO Fees
		21	64.50	London Boroughs Scheme
		82		
		18		Entente Cordiale Coin
		33		
		47		
		32		
		38	300.00	Vehicle Lic Stps
		35	400.00	TV Lic Svg Stps
		37		
		44		
		56		
		83		
		53		SEEBoard Svg Stps
		61		
		62		
		63		
		67		
		49		
		90		Littlewoods S/Card
		OFR		
		01	£ p	
		11		£20 T-Mobile Prepay
		20		£10 T-Mobile Prepay
		21		£15 Orange Prepay
		17		£5 Orange Prepay
		18		£10 Orange Prepay
		24		£5 Vodafone Prepay
		25		£15 Vodafone Prepay
		19		£25 Vodafone Prepay
		26		£10 Vodafone Prepay
		27		£5 Virgin Prepay
		89		£10 Virgin Prepay
		06		£20 Virgin Prepay
		28		£5 PO Calling Card
		29		£10 PO Calling Card
		31		£20 PO Calling Card
		32		£10 PO Calling Card Intnl
		33		£10 O2 Prepay
		12		£20 O2 Prepay
		13		
		14		
		15		
		16		
		22		
		23		
		34		
		35		
		36		
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		38		
		39		
		52		
		53		

Cont... OFR

Cont...

RECEIPTS (Cont)

TABLE 12 PARCEL TRAFFIC

30	02	£ p	90 Numbers	90	£ p	
	00		86	87	50.19	Inland Stamped
	01		88	89	0.00	Inland Meter Posted
	02		92	93	0.00	Internat Stamped
	03		94	95	0.00	Internat Meter Posted
	04					
	05					
	06					
	07					
	08					
	09					
	10					
	11					
	12					
	13					
	14					
	15					
	16					
	17					
	18					
	19					
	OFR					
	01	£ p				
	31	54				
	32	55				
	33	56				
	34	57				
	35	58				
	36	59				
	37	60				
	38	61				
	39	62				
	40	63				
	41	64				
	42	65				
	43	66				
	44	67				
	45	68				
	46	69				
	47	70				
	48	71				
	49	72				
	50	73				
	51	74				
	52	75				
	53	76				
	54	77				
	55	78				
	56	79				
	57	80				
	58	81				
	59	82				
	60	83				
	61	84				
	62	85				
	63	86				
	64	87				
	65	88				
	66	89				
	67	90				
	68	91				
	69	92				
	70	93				
	71	94				
	72	95				
	73	96				
	74	97				
	75	98				
	76	99				
	77	00				
	78	01				
	79	02				
	80	03				
	81	04				
	82	05				
	83	06				
	84	07				
	85	08				
	86	09				
	87	10				
	88	11				
	89	12				
	90	13				
	91	14				
	92	15				
	93	16				
	94	17				
	95	18				
	96	19				
	97	20				
	98	21				
	99	22				
	00	23				
	01	24				
	02	25				
	03	26				
	04	27				
	05	28				
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	31	54				
	32	55				
	33	56				
	34	57				
	35	58				
	36	59				
	37	60				
	38	61				
	39	62				
	40	63				
	41	64				
	42	65				
	43	66				
	44	67				
	45	68				
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	49	72				
	50	73				
	51	74				
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	56	79				
	57	80				
	58	81				
	59	82				
	60	83				
	61	84				
	62	85				
	63	86				
	64	87				
	65	88				
	66	89				
	67	90				
	68	91				
	69	92				
	70	93				
	71	94				
	72	95				
	73	96				
	74	97				
	75	98				
	76	99				
	77	00				
	78	01				
	79	02				
	80	03				
	81	04				
	82	05				
	83	06				
	84	07				
	85	08				
	86	09				
	87	10				
	88	11				
	89	12				
	90	13				
	91	14				
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	97	20				
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	02	25				
	03	26				
	04	27				
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	06	29				
	07	30				
	08	31				
	09	32				
	10	33				
	11	34				
	12	35				
	13	36				
	14	37				
	15	38				
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	18	41				
	19	42				
	20	43				
	21	44				
	22	45				
	23	46				
	24	47				
	25	48				
	26	49				
	27	50				
	28	51				
	29	52				
	30	53				
	31	54				
	32	55				
	33	56				
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	35	58				
	36	59				
	37	60				
	38	61				
	39	62				
	40	63				
	41	64				
	42	65				
	43	66				
	44	67				
	45	68				
	46	69				
	47	70				
	48	71				
	49	72				
	50	73				
	51	74				
	52	75				
	53	76				
	54	77				
	55	78				
	56	79				
	57	80				
	58	81				

TABLE 10(F) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90		
04		1
0619	2 Business Deps GTE £60
13		3
321	4 PSB Purchased
02		7 B Gas/Utility Tcash
27		18 Bar Coded Tcash
28		19
29		20
30		21
3110	22 Transcash Giro
34		23 Bus Dep LT £60
35		24 Local Rent/Council Tax
36		25 A&L Personal Cash Dep
334	5 Personal Chq Dep
01		6 Bns Chq Only Dep
03		8 Crcl Tax Cds/Vchr
17		9 Rent Vouchers
18		10 Rent Cards
12		17
40		30
08		11
38		12 LINKSAVE
09		13 Bns Cash Wdls
10		14 A&L Personal Wdl
4511	35 Bus Wdl LTE £1000
1	15
		16 Change Giving

OFR

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD

70 £ p

36	Game Licences
03	Philatelic Items
15	1st Class Stps
16	2nd Class Stps
07	Other Postage Items
08	Stamp Bks Vending
09	Stamp Bks Other
32	Self Ad Stps 1st Class
33	Self Ad Stps 2nd Class
52	Disc Whsle Stps
47	
55	Comm PO Fee Band 7
05	
06	
28	Home Help /Care Stps
22	MoneyGram/PO Phonecard
04	PO Face Value
19	PO Fee Band 1
20	PO Fee Band 2
18	PO Fee Band 3
40	PO Fee Band 4
41	PO Fee Band 5
42	PO Fee Band 6
74	London Boroughs Scheme
37	
60	Entente Cordiale Coin
34	
70	
10	Vehicle Lic Stps
12	TV Lic Svg Stps
13	
17	
73	
48	
25	SEEBboard Svg Stps
90	
38	

Cont...

70 £ p

83	
82	
80	
53	Littlewoods S/C
01	
66	£20 T-Mobile Prepay
67	£10 T-Mobile Prepay
61	£15 Orange Prepay
62	£5 Orange Prepay
35	£10 Orange Prepay
39	£5 Vodafone Prepay
31	£15 Vodafone Prepay
43	£25 Vodafone Prepay
44	£10 Vodafone Prepay
45	£5 Virgin Prepay
46	£10 Virgin Prepay
49	£20 Virgin Prepay
50	£5 PO Calling Card
26	£10 PO Calling Card
27	£20 PO Calling Card
29	£10 PO Calling Card Intl
02	£10 O2 Prepay
11	£20 O2 Prepay
14	
64	
65	
56	
57	
68	
69	
91	
71	
72	
92	
75	
76	
77	
21	
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89	
94	
78	
79	
81	
95	
93	
84	
63	Nat Lot Instant Win

OFR

TABLE 9 REMITTANCES TO ADC

80 £ p

011,386.00	Cash
02		Cheques/Other
43608.37	Fgn Curr Sterl Equiv
20		
21		
22		
23		

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TABLE 10(g) NUMBER OF TRANSACTIONS (Cont)

91

31	
32	
33	
34	
36	
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39	
41	
42	
43	
44	
46	
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16	
17	
18	
19	
97	
98	
99	

OFR
TABLE 5 CASH, STOCK ETC. IN HAND
20
£ p

50	33,748.95	Cash
51		Cheques
52		Fgn Curr Steri Equip
53		Game Licences
54	162.54	Philatelic Items
57	3,652.11	Postage Stps
99		Disc Whsle Stps
84		
83		
55		
56		
64		Home Help / Care Stps
77		MoneyGram/PO Phonecard
68	796.00	PO Face Value
69	88.90	PO Fees
10		London Boroughs Scheme
81		
67	250.00	Entente Cordiale Coin
76		
66		
58	265.00	Vehicle Lic Stps
60	318.00	TV Lic Stps
61		
75		
85		
11		
78		SEEBoard Svgs Stps
82		

Cont...

TABLE 5 CASH, STOCK ETC. IN HAND (Cont)

20

86		
91		
89		
79		
05	19.00	Littlewoods S/Cs
01		
13		£20 T-Mobile Prepay
17		£10 T-Mobile Prepay
18		£15 Orange Prepay
19		£5 Orange Prepay
24		£10 Orange Prepay
25		£5 Vodafone Prepay
20		£15 Vodafone Prepay
26		£25 Vodafone Prepay
27		£10 Vodafone Prepay
28		£5 Virgin Prepay
29		£10 Virgin Prepay
30		£20 Virgin Prepay
31		£5 PO Calling Card
06	70.00	£10 PO Calling Card
07	160.00	£20 PO Calling Card
08	190.00	£10 PO Calling Card Intntl
02		£10 O2 Prepay
03		£20 O2 Prepay
04		
09		
16		
22		
23		
40		
41		
42		
43		
44		
45		
46		
47		
12		
21		
32		
33		
34		
35		
36		
37		
38		
39		
49		
59		
62		
63		
65		
70		
73		
80		
87		
90		
15	35.00	Nat Lott Instant
71		Unclaimed Payments
14		Cash Shortages (2a)
	39,755.50	Sub Total
74		Less Uncharged Receipts
72	39,755.50	TABLE 5 TOTAL

OFR

RECEIPTS (Cont)

30	02	£ p
	00	
	01	
	02	
	03	
	04	
	05	
	06	
	07	
	08	
	09	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
	18	
	19	
	OFR	
	01	£ p
31	54	Foreign currency sales margin
32	55	Foreign currency purchase margin
	56	
	57	E Vouchers
37	42	E Top Ups 340.00
38	59	Postage Label BFPD Parcels
83	1 80	Link Cash Deposits 28.48
42	1 81	Postage Label Special Del. By 9 6.95
43	1 82	Link Cheque Deposits 90.00
44	83	
45	84	Bureau Commission
46	85	
47	86	
71	87	
72	88	
12	63	
22	64	
49	65	
50	66	
51	67	
52	68	
53	69	
54	74	
55	75	
56	76	
57	77	
59	78	
60	79	
61	90	
62	91	
63	92	
64	93	
65	94	
66	95	
67	96	
	40	Giro E/N BTA Wk No
24	96	41 163.66 Postage Label 1st Class
25	42	Unpaid Chqs from TP
27	74	43 91.43 Postage Label 2nd Class
28	13	44 60.35 Postage Label Special Delivery
36	40	45 122.53 Postage Label Air Mail
03	60	Postage Label Surface Mail
04	8	62 53.75 Postage Label Royal Mail Parcels
	61	Giro Rent
	70	
	71	
	72	
	73	
		114,391.26 RECEIPTS TOTAL

OFR

OFR

TABLE 12 PARCEL TRAFFIC

90 Numbers	90	£ p
86	8 87	53.75 Inland Stamped
88	0 89	0.00 Inland Meter Posted
92	0 93	0.00 Internat Stamped
94	0 95	0.00 Internat Meter Posted
	OFR	OFR
	TABLE 6 REMITTANCES FROM ADC	
	60	£ p
	14	37,370.00 Cash
	15	Cheques
	16	Fgn Curr Sterl Equiv
	01	
	19	
	31	
	32	
	OFR	
	TABLE 6(a) STOCK RECEIPTS FROM ADC	
	61	£ p Postage
	08	1st Class Stps
	09	2nd Class Stps
	23	80.00 Other Postage Items
	48	Stamp Books Vending
	22	Stamp Books Other
	10	Self Ad Stps 1st Class
	11	Self Ad Stps 2nd Class
	50	
	51	
	52	
	53	
	54	
		Postal Order Fees
	37	Band 1
	38	Band 2
	77	Band 3
	07	Band 4
	05	Band 5
	06	Band 6
	55	Comm Band 7
	OFR	
	TABLE 5(b) STOCK IN HAND BREAKDOWN	
	50	£ p Postage
	11	1,116.64 1st Class Stps
	12	503.37 2nd Class Stps
	01	1,601.70 Other Postage Items
	02	Stp Bks Vending
	10	290.40 Stp Bks Other
	13	140.00 Self Ad Stps 1st Class
	15	Self Ad Stps 2nd Class
	90	
	91	
	92	
	93	
	94	
		Postal Order Fees
	03	6.00 Band 1
	04	14.50 Band 2
	14	20.80 Band 3
	16	35.00 Band 4
	19	6.60 Band 5
	21	6.00 Band 6
	95	Comm Band 7
	OFR	

TABLE 10(f) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90		
04		1
06	***** 11	2 Business Deps GTE £60
13		3
32		4 PSB Purchased
02		7 B Gas/Utility Toash
27		18 Bar Coded Toash
28		19
29		20
30		21
31	***** 36	22 Transcash Giro
34	***** 1	23 Bus Dep LT £60
35		24 Local Rent/Council Tax
36	***** 1	25 A&L Personal Cash Dep
33	***** 6	5 Personal Chq Dep
01		6 Bns Chq Only Dep
03		8 Chcl Tax Cds/Vchr
17		9 Rent Vouchers
18		10 Rent Cards
12		17
40		30
08		11
38		12 LINKSAVE
09		13 Bns Cash Wdls
10		14 A&L Personal Wdl
45	***** 9	35 Bus Wdl LTE £1000
		15
		16 Change Giving

70	£	p
83		
82		
80		
53		Littlewoods S/C
01		
66		£20 T-Mobile Prepay
67		£10 T-Mobile Prepay
61		£15 Orange Prepay
62		£5 Orange Prepay
35		£10 Orange Prepay
39		£5 Vodafone Prepay
31		£15 Vodafone Prepay
43		£25 Vodafone Prepay
44		£10 Vodafone Prepay
45		£5 Virgin Prepay
46		£10 Virgin Prepay
49		£20 Virgin Prepay
50		£5 PO Calling Card
26		£10 PO Calling Card
27		£20 PO Calling Card
29		£10 PO Calling Card Intrl
02		£10 O2 Prepay
11		£20 O2 Prepay
14		
64		
65		
56		
57		
68		
69		
91		
71		
72		
92		
75		
76		
77		
21		
85		
23		
24		
30		
86		
87		
51		
54		
58		
59		
89		
94		
78		
79		
81		
95		
93		
84		
63		Nat Lotl Instant Win

OFR

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD

70	£	p
----	---	---

36		Game Licences
03	***** 10.58	Philatelic Items
15		1st Class Stps
16		2nd Class Stps
07		Other Postage Items
08		Stamp Bks Vending
09		Stamp Bks Other
32		Self Ad Stps 1st Class
33		Self Ad Stps 2nd Class
52		Disc Whole Stps
47		
55		Comm PO Fee Band 7
05		
06		
28		Home Help /Care Slps
22		MoneyGram/PO Phonecard
04		PO Face Value
19		PO Fee Band 1
20		PO Fee Band 2
18		PO Fee Band 3
40		PO Fee Band 4
41		PO Fee Band 5
42		PO Fee Band 6
74		London Boroughs Scheme
37		
60		Entente Cordiale Coin
34		
70		
10		Vehicle Lic Stps
12		TV Lic Svg Stps
13		
17		
73		
48		
25		SEEBoard Svg Stps
90		
38		

OFR

TABLE 9 REMITTANCES TO ADC

80	£	p
01		Cash
02		Cheques/Other
43		Fgn Curr Sterl Equiv
20		
21		
22		
23		

Cont....

OFFICE NAME: Marine Drive

2004/2005

Week No 05

ADDRESS:



HORIZON

Cash Account (Final)

TELEPHONE:

GRO

Week Ended: 28/04/2004

OFFICE CODE: 213 337 7

30

DATE STAMP:

TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT



SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER:



EXAMINED IN TP:

TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER OF TRANSACTIONS

50	£ p	Date	91	
26			72	***** 4 E111 Certificates
27			79	OB Chqs
28			78	NS ISA Cash Cross Warr
29			82	Citibank M Order
30			81	
31			73	Parcelforce by 9 & 10
32			65	Parcelforce 24/48
33			66	Internat Datapost
34			71	Low Cover
35			83	Medium Cover
36			75	High Cover
37			80	
38			67	
TABLE 2(a) AUTHORISED CASH SHORTAGES				
76			76	***** 8 Special Delivery Items
88			88	UKPA Contingency
74			74	Airsure
87			87	International signed for
85			85	
89			89	
94			94	
46			90	Parcelforce by noon
47			84	
48			77	Disc Whise Packs
49			91	Postmans Pouches
TABLE 3 UNCHARGED RECEIPTS				
68			68	SORN
69			69	BGas Recon/Discon
92			92	Camekot Vouchers
93			93	TVL U75 Pre-Application
70			70	
63			63	
64			64	
57			57	***** 22 Home Shop Returns
60			58	
61			59	Standard Life SHP Apps
62			60	PCL Smartcard Applications
63			61	MVL Postal Applications
64			62	
65			62	
66			86	
67			95	
68			10	
71			15	SWEBAEB
72			20	
DISCREPANCIES TABLE				
30			30	***** 1 LINK Balance Enquiries
35			35	***** 25 Card Account balance enquiries
40			40	***** 2 A & L Balance Enquiries
45			45	***** 1 Special Delivery by 9.00am
50			50	
55			55	
01			26	
02			27	
			28	
			29	
			14.76	Surplus
				Shortage

Cont...

TABLE 10(g) NUMBER OF TRANSACTIONS (Cont)

91	
31	
32	
33	
34	
36	
37	
38	
39	
41	
42	
43	
44	
46	
47	
48	
49	
51	
52	
53	
54	
56	
96	
01	
02	
03	
04	
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06	
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16	
17	
18	
19	
97	
98	
99	
OFR	
TABLE 5 CASH, STOCK ETC. IN HAND	
20 £ p	
50	53,411.78 Cash
51	Cheques
52	8.09 Fgn Curr Sterl Equiv
53	Game Licences
54	162.54 Philatelic Items
57	3,206.27 Postage Stps
99	Disc Whske Stps
84	
83	
55	
56	
64	Home Help / Care Stps
77	MoneyGram/PO Phonocard
68	1,065.50 PO Face Value
69	110.15 PO Fees
10	London Boroughs Scheme
81	
67	250.00 Entente Cordiale Coin
76	
66	
58	465.00 Vehicle Lic Stps
60	146.00 TV Lic Stps
61	
75	
85	
11	
78	SEEBBoard Svgs Stps
82	

TABLE 5 CASH, STOCK ETC. IN HAND (Cont)

20	£	p	
86			
91			
89			
79			
05	19.00		Littlewoods S/Cs
01			
13			£20 T-Mobile Prepay
17			£10 T-Mobile Prepay
18			£15 Orange Prepay
19			£5 Orange Prepay
24			£10 Orange Prepay
25			£5 Vodafone Prepay
20			£15 Vodafone Prepay
26			£25 Vodafone Prepay
27			£10 Vodafone Prepay
28			£5 Virgin Prepay
29			£10 Virgin Prepay
30			£20 Virgin Prepay
31			£5 PO Calling Card
06	60.00		£10 PO Calling Card
07	160.00		£20 PO Calling Card
08	190.00		£10 PO Calling Card Intntl
02			£10 O2 Prepay
03			£20 O2 Prepay
04			
09			
16			
22			
23			
40			
41			
42			
43			
44			
45			
46			
47			
12			
21			
32			
33			
34			
35			
36			
37			
38			
39			
49			
59			
62			
63			
65			
70			
73			
80			
87			
90			
15	645.00		Nat Lott Instant
71			Unclaimed Payments
14			Cash Shortages (2a)
	59,899.33		Sub Total
74			Less Uncharged Receipts
72	59,899.33		TABLE 5 TOTAL

OFR

Cont...

RECEIPTS

RECEIPTS (Cont)

30	Numbers	00	£ p	
		01	39,755.48	Balance Brought Fwd
		02		POL Chg E/N Wk No(s)
		20		Philatelic U/R
		05	1,300.00	NS & I Deposits inc E/N
		04		Postal Order U/R
11		08		
15	52	11	55,742.86	Giro Inpaymts
		12	26.10	Giro Transcash Fees
09		07		Int. Driving Permits
39		13		Irish Passport Fees
10	1	06	11.50	Rod Licences Sales
		15		Temp First Licences
		10		Elec Key Recharge
		22		Postage U/R
19		19		V10 Motor Vehicle
20				V11 Lic Rnwfl Fees
21		58		DVLA Premium Service
		84		Irish Passport Charges
		03		Disc Whske Stps U/R
		75		Travel Insurance
		59		Local Schemes
23		85		Postage Label Underpaid
80		73		
		09	9,374.48	APPers Bank
39		74		
0		71		
		99		Chq Prize Pay Bal Entry
		30	2,366.00	Nat Lott Game
		81	720.00	Instant Win Activate
		94		Moneygram Send
41		96		
26		70	0.01	B de Ch Revaluation
		60		Trav Chqs Sales
69		79		Business Purchases
89		96	2,912.00	Pre-order Fgn Exch
94	3	76		
87		78		
99		89		
84		51		Postage Label Parcellorce
58		87		Redirection Business
82		31		Redirection Social
48		97	242.00	TV Licence Fees
78	2	77		Royal Mail Prepaid Fee
95		14		Debit Card Refunds
17		98		Redist Nat Lott Cards
		66		CARRS - Parcels
		93		UKPS Fees
85		95		UKPS Charges
86		46		Franking Sunrise
90		64		Other Letters Sunrise
91		17	485.00	A & L Deposits
18	4	36	38,520.00	Rems from ADC table 6
		68		Counters Rev Sched
		39		Loan To PO (not BOs)
		40		Final Account Surplus
		24		Game Licences
		25		Philatelic
		28	485.00	Postage
		72		Discount Whiske Stps
		55		
		54		
		26		

Cont...

30	Numbers	00	£ p	
		27		Home Help / Care Stps
		52		MoneyGram/PO Phonocard
		48		PO Face Value
		34	670.00	PO Fees
		21	56.00	London Boroughs Scheme
		82		
		18		Entente Cordiale Coin
		33		
		47		
		32		
		38	300.00	Vehicle Lic Stps
		35		TV Lic Svg Stps
		37		
		44		
		56		
		83		
		53		SEEBoard Svg Stps
		61		
		62		
		63		
		67		
		49		
		90		Littlewoods S/Card
		01		OFR
		11		£20 T-Mobile Prepay
		20		£10 T-Mobile Prepay
		21		£15 Orange Prepay
		17		£5 Orange Prepay
		18		£10 Orange Prepay
		24		£5 Vodafone Prepay
		25		£15 Vodafone Prepay
		19		£25 Vodafone Prepay
		26		£10 Vodafone Prepay
		27		£5 Virgin Prepay
		89		£10 Virgin Prepay
		06		£20 Virgin Prepay
		28		£5 PO Calling Card
		29		£10 PO Calling Card
		31		£20 PO Calling Card
		32		£10 PO Calling Card Intnl
		33		£10 O2 Prepay
		12		£20 O2 Prepay
		13		
		14		
		15		
		16		
		22		
		23		
		34		
		35		
		36		
		37		
		38		
		39		
		52		
		53		
Cont...		OFR		

RECEIPTS (Cont)

30	02	£ p
	00	
	01	
	02	
	03	
	04	
	05	
	06	
	07	
	08	
	09	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
	18	
	19	
	OFR	£ p
	01	
31	54	Foreign currency sales margin
32	55	Foreign currency purchase margin
33	56	
34	57	E Vouchers
37	58	E Top Ups
38	59	Postage Label BFPO Parcels
83	80	Link Cash Deposits
42	81	Postage Label Special Del. By 9
43	82	Link Cheque Deposits
44	83	
45	84	Bureau Commission
46	85	
47	86	
71	87	
72	88	
12	83	
22	64	
49	65	
50	66	
51	67	
52	68	
53	69	
54	74	
55	75	
56	76	
57	77	
59	78	
60	79	
71	90	
72	91	
73	92	
64	93	
65	94	
66	95	
67	96	
	40	Giro E/N BTA Wk No
24	81	41 138.62 Postage Label 1st Class
25	42	Unpaid Chqs from TP
27	36	43 37.56 Postage Label 2nd Class
28	6	44 25.32 Postage Label Special Delivery
36	37	45 101.75 Postage Label Air Mail
03	60	Postage Label Surface Mail
04	8	62 43.57 Postage Label Royal Mail Parcels
	61	Giro Rent
	70	
	71	
	72	
	73	
		153,815.73 RECEIPTS TOTAL

TABLE 12 PARCEL TRAFFIC

90 Numbers	90	£ p	
86	87	42.42	Inland Stamped
88	89	0.00	Inland Meter Posted
92	93	0.00	Internat Stamped
94	95	0.00	Internat Meter Posted
	OFR	OFR	
	TABLE 6 REMITTANCES FROM ADC		
	60	£ p	
	14	38,520.00	Cash
	15		Cheques
	16		Fgn Curr Sterl Equiv
	01		
	19		
	31		
	32		
	OFR		
	TABLE 6(a) STOCK RECEIPTS FROM ADC		
	61	£ p	Postage
	08		1st Class Stps
	09		2nd Class Stps
	23	2.00	Other Postage Items
	48		Stamp Books Vending
	22	378.00	Stamp Books Other
	10		Self Ad Stps 1st Class
	11	105.00	Self Ad Stps 2nd Class
	50		
	51		
	52		
	53		
	54		
			Postal Order Fees
	37		Band 1
	38	5.00	Band 2
	77	16.00	Band 3
	07		Band 4
	05	11.00	Band 5
	06	24.00	Band 6
	55		Comm Band 7
	OFR		
	TABLE 5(b) STOCK IN HAND BREAKDOWN		
	50	£ p	Postage
	11	965.16	1st Class Stps
	12	377.79	2nd Class Stps
	01	1,397.36	Other Postage Items
	02		Stp Bks Vending
	10	465.96	Stp Bks Other
	13		Self Ad Stps 1st Class
	15		Self Ad Stps 2nd Class
	90		
	91		
	92		
	93		
	94		
			Postal Order Fees
	03	4.25	Band 1
	04	14.00	Band 2
	14	32.00	Band 3
	16	29.00	Band 4
	19	16.50	Band 5
	21	14.40	Band 6
	95		Comm Band 7

OFR

OFR

OFR

TABLE 10 (f) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90		
04	1	
06	2 Business Deps GTE £60	
13	3	
32	4 PSB Purchased	
02	7 B Gas/Utility Tcash	
27	18 Bar Coded Tcash	
28	19	
29	20	
30	21	
31	22 Transcash Giro	
34	23 Bus Dep LT £60	
35	24 Local Rent/Council Tax	
36	25 A&L Personal Cash Dep	
33	5 Personal Chq Dep	
01	6 Bns Chq Only Dep	
03	8 Cncl Tax Cds/Vchr	
17	9 Rent Vouchers	
18	10 Rent Cards	
12	17	
40	30	
08	11	
38	12 LINKSAVE	
09	13 Bns Cash Wdls	
10	14 A&L Personal Wdl	
45	35 Bus Wdl LTE £1000	
1	15	
15	16 Change Giving	
OFR		
TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD		
70		£ p
36	Game Licences	
03	Philatelic Items	
15	1st Class Stps	
16	2nd Class Stps	
07	Other Postage Items	
08	Stamp Bks Vending	
09	Stamp Bks Other	
32	Self Ad Stps 1st Class	
33	Self Ad Stps 2nd Class	
52	Disc Whsle Stps	
47		
55	Comm PD Fee Band 7	
05		
06		
28	Home Help /Care Stps	
22	MoneyGram/PO Phonecard	
04	PO Face Value	
19	PO Fee Band 1	
20	PO Fee Band 2	
19	PO Fee Band 3	
40	PO Fee Band 4	
41	PO Fee Band 5	
42	PO Fee Band 6	
74	London Boroughs Scheme	
37		
60	Entente Cordiale Coin	
34		
70		
10	Vehicle Lic Stps	
12	TV Lic Svg Stps	
13		
17		
73		
48		
25	SEEBboard Svg Stps	
90		
38		

Cont....

70		£ p
83		
82		
80		
53	Littlewoods S/C	
01		
66	£20 T-Mobile Prepay	
67	£10 T-Mobile Prepay	
61	£15 Orange Prepay	
62	£5 Orange Prepay	
35	£10 Orange Prepay	
39	£5 Vodafone Prepay	
31	£15 Vodafone Prepay	
43	£25 Vodafone Prepay	
44	£10 Vodafone Prepay	
45	£5 Virgin Prepay	
46	£10 Virgin Prepay	
49	£20 Virgin Prepay	
50	£5 PO Calling Card	
26	£10 PO Calling Card	
27	£20 PO Calling Card	
29	£10 PO Calling Card Intntl	
02	£10 O2 Prepay	
11	£20 O2 Prepay	
14		
64		
65		
56		
57		
68		
69		
91		
71		
72		
92		
75		
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89		
94		
78		
79		
81		
95		
93		
84		
63	Nat Lott Instant Win	
OFR		
TABLE 9 REMITTANCES TO ADC		
80		£ p
01	Cash	
02	Cheques/Other	
43	Fgn Curr Start Equiv	
20		
21		
22		
23		
OFR		

OFFICE NAME: Marine Drive
ADDRESS: **GRO**

2004/2005 Week No **06**
HORIZON
Cash Account (Final)

TELEPHONE: **GRO**
OFFICE CODE: 213 337 7

Week Ended: 05/05/2004

DATE STAMP:

30 TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT

SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER: _____

EXAMINED IN TP: _____

GRO



TABLE 2 UNCLAIMED PAYMENTS

TABLE 10(g) NUMBER OF TRANSACTIONS

50	£ p	Date	91	
26			72	*****1
27			79	
28			78	
29			82	
30			81	
31			73	
32			65	
33			66	
34			71	
35			83	
36			75	
37			80	
38			67	
TABLE 2(a) AUTHORISED CASH SHORTAGES			76	*****14
46	*****100.00		88	
47			74	*****2
48			87	
49			85	
TABLE 3 UNCHARGED RECEIPTS			89	
60			94	
61			90	
62			84	
63			77	
64			91	
65			68	
66			69	
67			92	
68			93	
71			70	
72			63	
DISCREPANCIES TABLE			64	
01	*****103.11		57	*****7
02			58	
			59	
			60	
			61	
			62	
			86	
			95	
			10	
			15	
			20	
			25	
			30	*****1
			35	*****29
			40	
			45	
			50	
			55	
			26	
			27	
			28	
			29	

Cont...

TABLE 10(g) NUMBER OF TRANSACTIONS (Cont)	
91	
31	
32	
33	
34	
36	
37	
38	
39	
41	
42	
43	
44	
46	
47	
48	
49	
51	
52	
53	
54	
56	
96	
01	
02	
03	
04	
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06	
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97	
98	
99	
OFR	
TABLE 5 CASH, STOCK ETC. IN HAND	
20	£ p
50	47,241.21 Cash
51	Cheques
52	91.13 Fgn Curr Sterl Equiv
53	Game Licences
54	61.01 Philatelic Items
57	3,059.93 Postage Stps
99	Disc Whsie Stps
84	
83	
55	
56	
64	Home Help / Care Stps
77	MoneyGram/PO Phonecard
68	1,058.00 PO Face Value
69	112.95 PO Fees
10	London Boroughs Scheme
81	
67	250.00 Entente Cordiale Coin
76	
66	
58	370.00 Vehicle Lic Stps
60	190.00 TV Lic Stps
61	
75	
85	
11	
78	SEEBBoard Svgs Stps
82	

TABLE 5 CASH, STOCK ETC. IN HAND (Cont)	
20	£ p
86	
91	
89	
79	
05	19.00 Littlewoods S/Cs
01	
13	£20 T-Mobile Prepay
17	£10 T-Mobile Prepay
18	£15 Orange Prepay
19	£5 Orange Prepay
24	£10 Orange Prepay
25	£5 Vodafone Prepay
20	£15 Vodafone Prepay
26	£25 Vodafone Prepay
27	£10 Vodafone Prepay
28	£5 Virgin Prepay
29	£10 Virgin Prepay
30	£20 Virgin Prepay
31	£5 PO Calling Card
06	60.00 £10 PO Calling Card
07	160.00 £20 PO Calling Card
08	170.00 £10 PO Calling Card Inintl
02	£10 O2 Prepay
03	£20 O2 Prepay
04	Littlewoods Scratchcards
09	
16	
22	
23	
40	
41	
42	
43	
44	
45	
46	
47	
12	
21	
32	
33	
34	
35	
36	
37	
38	
39	
49	
59	
62	
63	
65	
70	
73	
80	
87	
90	
15	538.00 Nat Lott Instant
71	Unclaimed Payments
14	100.00 Cash Shortages (2a)
	53,481.23 Sub Total
74	Less Uncharged Receipts
72	53,481.23 TABLE 5 TOTAL
OFR	

Cont..

RECEIPTS

RECEIPTS (Cont)

30	Numbers	00	£ p	
		01	59,884.57	Balance Brought Fwd
		02		POL Chg E/N Wk No(s)
		20		Philatelic U/R
		05	750.00	NS & I Deposits inc E/N
		04		Postal Order U/R
11		08		
15	38	11	89,144.86	Giro Inpymts
		12	26.10	Giro Transcash Fees
09		07		Int. Driving Permits
39		13		Irish Passport Fees
10	3	06	39.00	Rod Licences Sales
		15		Temp First Licences
		10		Elec Key Recharge
		22		Postage U/R
19		19		V10 Motor Vehicle
20				V11 Lic Rnw'l Fees
21		58		DVLA Premium Service
		84		Irish Passport Charges
		03		Disc Whsle Slps U/R
		75		Travel Insurance
		59		Local Schemes
23		85		Postage Label Underpaid
80		73		
		09	10,150.04	AP/Pers Bank
29		74		
30		71		
		99		Chq Prize Pay Bal Entry
		30	2,334.50	Nat Lott Game
		81		Instant Win Activate
41		94		Moneygram Send
26		86		
		70	0.15	B de Ch Revaluation
69		60		Trav Chq Sales
89		79		Business Purchases
94	5	96	1,250.00	Pre-order Fgn Exch
87		76		
99		78		
84		89		
58		51		Postage Label Parcelforce
82		87		Redirection Business
48		31		Redirection Social
78	1	97	121.00	TV Licence Fees
95		77		Royal Mail Prepaid Fee
17		14		Debit Card Refunds
		98		Rediat Net Lott Cards
		66		CARRS - Parcels
85		93		UKPS Fees
86		95		UKPS Charges
90		46		Franking Sunrise
91		64		Other Letters Sunrise
18	3	17	195.00	A & L Deposits
		36	10,500.00	Rems from ADC table 6
		68		Counters Rev Sched
		39		Loan To PO (not BOs)
		40		Final Account Surplus
		24		Game Licences
		25		Philatelic
		28	911.00	Postage
		72		Discount Whsle Slps
		55		
		54		
		26		

30	Numbers	00	£ p	
		27		
		52		Home Help / Care Slps
		48		MoneyGram/PO Phonecard
		34	350.00	PO Face Value
		21	32.00	PO Fees
		82		London Boroughs Scheme
		18		
		33		Entente Cordiale Coin
		47		
		32		
		38		Vehicle Lic Slps
		35	160.00	TV Lic Svg Slps
		37		
		44		
		56		
		83		
		53		SEEBoard Svg Slps
		61		
		62		Littlewoods Scratchcards
		63		
		67		
		49		
		90		Littlewoods S/Card
		OFR		
		01	£ p	
		11		£20 T-Mobile Prepay
		20		£10 T-Mobile Prepay
		21		£15 Orange Prepay
		17		£5 Orange Prepay
		19		£10 Orange Prepay
		24		£5 Vodafone Prepay
		25		£15 Vodafone Prepay
		19		£25 Vodafone Prepay
		26		£10 Vodafone Prepay
		27		£5 Virgin Prepay
		89		£10 Virgin Prepay
		06		£20 Virgin Prepay
		28		£5 PO Calling Card
		29		£10 PO Calling Card
		31		£20 PO Calling Card
		32		£10 PO Calling Card Intnl
		33		£10 O2 Prepay
		12		£20 O2 Prepay
		13		
		14		
		15		
		16		
		22		
		23		
		34		
		35		
		36		
		37		
		38		
		39		
		52		
		53		
Cont....		OFR		

Cont....

RECEIPTS (Cont)

TABLE 12 PARCEL TRAFFIC

30	02	£ p
	00	
	01	
	02	
	03	
	04	
	05	
	06	
	07	
	08	
	09	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
	18	
	19	
	OFR	
	01	£ p
31	54	Foreign currency sales margin
32	55	Foreign currency purchase margin
33	56	
34	57	E Vouchers
37	58	E Top Ups
38	59	Postage Label BFPO Parcels
83	80	Link Cash Deposits
42	81	Postage Label Special Del. By 3
43	82	Link Cheque Deposits
44	83	
45	84	Bureau Commission
46	85	
47	86	
71	87	
72	88	
12	63	
22	64	
49	65	
50	66	
51	67	
52	68	
53	69	
54	74	
55	75	
56	76	
57	77	
59	78	
60	79	
61	90	
65	94	
66	95	
67	96	
	40	Giro E/N BTA Wk No
24	41	Postage Label 1st Class
25	42	Unpaid Chqs from TP
27	43	Postage Label 2nd Class
28	44	Postage Label Special Delivery
36	45	Postage Label Air Mail
03	60	Postage Label Surface Mail
04	62	Postage Label Royal Mail Parcels
	61	Giro Rent
	70	
	71	
	72	
	73	
		176,597.97 RECEIPTS TOTAL

90 Numbers	90	£ p	
86	10 87	50.66	Inland Stamped
88	0 89	0.00	Inland Meter Posted
92	0 93	0.00	Internet Stamped
94	0 95	0.00	Internet Meter Posted
	OFR	OFR	
			TABLE 8 REMITTANCES FROM ADC
	60	£ p	
	14	10,500.00	Cash
	15		Cheques
	16		Fgn Curr Sterl Equiv
	01		
	19		
	31		
	32		
	OFR		
			TABLE 6(a) STOCK RECEIPTS FROM ADC
	61	£ p	Postage
	08		1st Class Slips
	09		2nd Class Slips
	23	288.00	Other Postage Items
	48		Stamp Books Vending
	22	378.00	Stamp Books Other
	10	140.00	Self Ad Slips 1st Class
	11	105.00	Self Ad Slips 2nd Class
	50		
	51		
	52		
	53		
	54		
			Postal Order Fees
	37		Band 1
	38	10.00	Band 2
	77		Band 3
	07	10.00	Band 4
	05		Band 5
	06	12.00	Band 6
	55		Comm Band 7
	OFR		
			TABLE 5(b) STOCK IN HAND BREAKDOWN
	50	£ p	Postage
	11	472.08	1st Class Slips
	12	148.05	2nd Class Slips
	01	1,533.00	Other Postage Items
	02		Slp Bks Vending
	10	661.80	Slp Bks Other
	13	140.00	Self Ad Slips 1st Class
	15	105.00	Self Ad Slips 2nd Class
	90		
	91		
	92		
	93		
	94		
			Postal Order Fees
	03	3.25	Band 1
	04	23.00	Band 2
	14	27.20	Band 3
	16	32.00	Band 4
	19	14.30	Band 5
	21	13.20	Band 6
	95		Comm Band 7
	OFR		

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TABLE 10(f) GIROBANK TRANSACTION BREAKDOWN

TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD (Cont)

90		
04	1	
06	2 Business Deps GTE £60	
13	3	
32	4 PSB Purchased	
02	7 B Gas/Utility Toash	
27	18 Bar Coded Toash	
28	19	
29	20	
30	21	
31	22 Transcash Giro	
34	23 Bus Dep LT £60	
35	24 Local Rent/Council Tax	
36	25 A&L Personal Cash Dep	
33	5 Personal Chq Dep	
01	6 Bns Chq Only Dep	
03	8 Cncl Tax Cds/Vchr	
17	9 Rent Vouchers	
18	10 Rent Cards	
12	17	
40	30	
09	11	
38	12 LINKSAVE	
09	13 Bns Cash Wdls	
10	14 A&L Personal Wdl	
45	35 Bus Wdl LTE £1000	
1	15	
5	16 Charge Giving	

70	£ p
83	
82	
80	
53	Littlewoods S/C
01	
66	£20 T-Mobile Prepay
67	£10 T-Mobile Prepay
61	£15 Orange Prepay
62	£5 Orange Prepay
35	£10 Orange Prepay
39	£5 Vodafone Prepay
31	£15 Vodafone Prepay
43	£25 Vodafone Prepay
44	£10 Vodafone Prepay
45	£5 Virgin Prepay
46	£10 Virgin Prepay
49	£20 Virgin Prepay
50	£5 PO Calling Card
26	£10 PO Calling Card
27	£20 PO Calling Card
29	£10 PO Calling Card Intrl
02	£10 O2 Prepay
11	£20 O2 Prepay
14	Littlewoods Scratchcards
64	
65	
56	
57	
68	
69	
91	
71	
72	
92	
75	
76	
77	
21	
85	
23	
24	
30	
86	
87	
51	
54	
58	
59	
89	
94	
78	
79	
81	
95	
93	
84	
63	Net Lot! Instant Win

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TABLE 8 STOCK RETURNS TO ADC/CHESTERFIELD

70	£ p	
36		Game Licences
03	101.53	Philatelic Items
15	326.20	1st Class Stps
16	152.25	2nd Class Stps
07	23.50	Other Postage Items
08		Stamp Bks Vending
09		Stamp Bks Other
32		Self Ad Stps 1st Class
33		Self Ad Stps 2nd Class
52		Disc Whole Stps
47		
55		Comm PO Fee Band 7
05		
06		
28		Home Help /Care Stps
22		MoneyGram/PO Phonecard
04		PO Face Value
19		PO Fee Band 1
20		PO Fee Band 2
18		PO Fee Band 3
40		PO Fee Band 4
41		PO Fee Band 5
42		PO Fee Band 6
74		London Boroughs Scheme
37		
60		Entente Cordiate Coin
34		
70		
10		Vehicle Lic Stps
12		TV Lic Svg Stps
13		
17		
73		
48		
25		SEEBoard Svg Stps
90		
38		

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TABLE 9 REMITTANCES TO ADC	
80	£ p
01	Cash
02	Cheques/Other
43	Fgn Curr Sterl Equiv
20	
21	
22	
23	

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Cont....

PRIMA TO ENTRY of TEST
ITEM IN SUSPENSE A/c

Marine Drive FAO: 2133377
10:22 05/05/2004 CAP:06
Office Snapshot - Office Copy

*****Discrepancies in this Account*****
*Discrepancy OVER 14.76 *
*Discrepancy SHORT 0.00 *
* ----- *
*Nett discrepancy 14.76 *
* ----- *

VALUE STOCK & MOP	VOLUME	VALUE
Cash		41777.87
Cash		41777.87
Cheque		50.85
Cheques		50.85
MOP		41828.72
Norway Krone		8.09
Fgn Currency Sterling Equ		8.09
BUREAU DE CHANGE		8.09
TV stmp £2	104	208.00
BBC TV LICENCE STAMP		208.00
Pres Pack		31.55
Stamp Card	23	6.90
Mini Sheets		22.56
PHILATELIC ITEMS		61.01
1st class stmp	1770	495.60
First Class Stamps		495.60
2nd class stmp	772	162.12
Second Class Stamps		162.12
Postage stmp		1509.22
Airletter Pack	2	4.60
Airletter Single	12	5.04
Int rep coupon	7	4.20
SplDel SD1	2	8.10
SplDel SD2	5	20.25
Other Postage Items		1551.41
S/a 2ndx100	5	105.00
Second Class S/A Stmps		105.00
S/a 1stx100	5	140.00
First Class S/A Stmps		140.00
SAS bk 1st x 12	102	342.72
SAS bk 2nd x 12	53	133.56
SAS bk 1st x 6	77	129.36
Stp bk euro x 6	36	86.40
Stamp Books - Misc		692.04
POSTAGE		3146.17
PO phonecrd £10	6	60.00
PO phonecrd £20	8	160.00
PO Holidaycrd £10	17	170.00
PO Branded Call Cards		390.00
PHONE CARDS		390.00
PO 50p	7	3.50
PO £1	7	7.00
PO £2	19	38.00
PO £3	14	42.00
PO £4	13	52.00
PO £5	14	70.00
PO £6	7	42.00
PO £7	14	98.00
PO £8	8	64.00
PO £9	7	63.00
PO £10	17	170.00
PO £15	13	195.00
PO £20	11	220.00
Face Value		1064.50
PO fee 50p	7	1.75
PO fee £1	7	1.75
PO fee £2	19	9.50
PO fee £3	14	7.00
PO fee £4	13	6.50
PO fee £5	14	11.20
PO fee £6	7	5.60
PO fee £7	14	11.20
PO fee £8	8	8.00
PO fee £9	7	7.00
PO fee £10	17	17.00
PO fee £15	13	14.30
PO fee £20	11	13.20
Fees		114.00

POSTAL ORDERS		1178.50
E Cordiale Coin	50	250.00
COMM COIN LOOSE £5		250.00
Instants £1	330	330.00
Instants £3	44	132.00
Instants £5	14	70.00
NAT LOT INSTANT WIN GAM		532.00
Wood lotto	19	19.00
LITTLEWOOD SCRATCHIES		19.00
MVL stmp	76	380.00
MVL SAVINGS STAMP		380.00
TOTAL STOCK & MOP		48001.49

RECEIPTS	VOLUME	VALUE
Balance B/Fwd		59884.57
A&L Pers Csh Dep	1	22.00
Transcash	23	60511.51
Bus dep gte £60	10	18057.35
GIRO DEPS/TRANSCASH		78590.86
A&L Pers Chq Dep	1	0.00
GIRO NON CASH ITEMS		0.00
T'csh fee	16	23.20
GIRO TRANSCASH FEES		23.20
Ord a/c dep	2	100.00
Inv a/c dep	2	630.00
NS & I DEPOSITS		730.00
Nat lot game	6	1673.00
Lottery Games		1673.00
OTHER RECEIPTS		1673.00
Colour TV Mon AP	1	121.00
Colour TV Licence Fee		121.00
TV LICENCES		121.00
Coarse 8 day	2	16.00
RDD LICENCES		16.00
BdeC p/o sales	4	1150.00
PO Foreign Exch In		1150.00
BUREAU DE CHANGE - IN		1150.00
Barclay cash dep	1	70.00
Barclays		70.00
LTSB cash dep	1	100.00
Lloyds TSB		100.00
PERSONAL BANKING CASH DEPOSITS		170.00
Coop chq dep	1	0.00
Co-op		0.00
PERSONAL BANKING CHQ DEPOSITS		0.00
A&L CASH DEP	3	195.00
Alliance & Leicester Deposits		195.00
NB CASH DEPOSITS		195.00
NS&I Cheque Dep	1	90.00
NS&I Cheque Deposit		90.00
NB CHEQUE DEPOSITS		90.00
CA BAL ENQ	27	0.00
Card account Balances		0.00
LTSB Bal Enquiry	1	0.00
Lloyds TSB Balances		0.00
NB BALANCE ENQ		0.00
CA CHANGE PIN	2	0.00
Card account PIN Changes		0.00
NB CHANGE PIN		0.00
O2 eTop Up £10	4	40.00
O2 eTop Up £20	2	40.00
TM eTop Up £10	1	10.00
Ong eTop Up £5	1	5.00
Ong eTop Up £10	1	10.00
Vfn eTop Up £5	10	50.00
Vfn eTop Up £10	3	30.00
Virg eTop Up £10	1	10.00
E Top Up Sales		195.00

E TOP UPS		195.00
BT pymt card	36	441.00
Powergen	2	15.00
TV easy entry crd	18	126.20
Yorks water crd	13	159.07
budget payment	1	30.00
FCS coll	1	5.00
BG b/code	2	158.50
Sec tst debt col	1	250.00
BG pymt	21	322.05
Powergen	2	68.85
Powergen	2	12.23
BG-STplan	1	12.00
BG-AH plan	1	20.00
YE bill	29	2311.05
YE pymt crd	3	17.00
YE paycrd	24	390.50
YE gas bdgt	10	173.00
YE gas pymt	1	10.00
Yorks water pymt	6	78.83
Chevin Hsg Grp	2	134.07
Powergen	6	143.30
TV Licensing	4	68.66
Girobank Freepay	3	60.00
Direct Auto Fin	1	247.00
Powergen	2	26.00
Powergen	1	146.57
British Telecom	1	25.45
British Gas	10	88.50
NANWEB	1	14.00
M. C. S. Ltd	1	20.00
TV Licensing	7	847.00
NPOWER	3	402.44
POLC	1	0.00
POLC	1	0.50
Littlewoods	2	40.00
One Tel))	2	42.02
Centrica	1	7.67
Card Account	6	0.00
ISAdeposit	1	1020.00
allpay.net	1	126.00
AP Others		8059.46
Siemens Metering	48	344.00
AP Smart Quantum		344.00
YE tkns	38	365.00
YEG Dereg Tokens	24	185.00
AP Tokens		550.00
AUTOMATED PAYMENTS		8953.46
Post Label 1	72	127.55
Post Label 2	67	65.64
Post Label A	31	102.29
Post Label SD	11	60.70
Post Label P	9	46.38
Postage Label Prints		402.56
RejPost Label 1	0	0.00
Postage Label Rejects		0.00
POSTAGE LABEL		402.56
Rem In Client		0.00
Rem In Auto Dist		11953.00
REMITTANCES IN		11953.00
Reval Up		0.00
TOTAL RECEIPTS		164147.65

PAYMENTS	VOLUME	VALUE
Bwdrw1 lte f1000	11	1143.50
GIRO WITHDRAWALS		1143.50
IR Child Benefit	33	1325.30
IR Child Benefit		1325.30
INLAND REVENUE		1325.30
Ord a/c wdrwl	7	587.60
NS & I WITHDRAWALS/PAYMENTS		587.60
P&A 6 war pens	1	148.13
P&A 7 disability	16	2868.45
Allowances		3016.58
P&A 10 com ben	50	6549.81
P&A 11 inc spt	40	3011.90
P&A 12 ind inj	3	139.65
P&A 13 ret pens	223	19309.78
P&A 14 inv ben	55	6588.46
Pensions		35599.60
P & A milk tkn	10	0.00
Milk Tokens P & A		0.00
PENSIONS&ALLOWANCES		38616.18
PO ord paid	8	41.00
Postal Order Cashed Ord		41.00
PO stmp pd	3	1.38
Postal Ord Cashed Stmp		1.38
POSTAL ORDERS PAID		42.38
TV stmp rdm	2	170.00
RBC TV Licence Stamp Rdm		170.00
SAVING STAMPS REDEEMED		170.00
Oth vchr to tp	2	0.56
Miscellaneous		0.56
OTHER PAYMENTS		0.56
Nat lot cash pre	7	839.00
NATIONAL LOTTERY PRIZES		839.00
Green giro	22	2821.66
Green GiroCheques		2821.66
Green giro milk	1	0.00
Milk Tokens - Green		0.00
GREEN/VIOLET GIROCHEQUES		2821.66
RdeC p/o chng	4	6.03
PO Foreign Exch Out		6.03
BUREAU DE CHANGE - OUT		6.03
A&L CASH WDL	3	320.00
A&L CASH WDL	3	20.00
Alliance & Leic. Withdrawals		340.00
Barclays Wdrwl	1	15.00
BARCLAYS WDRWL	2	150.00
Barclays Withdrawals		165.00
CA CASH WDL	40	3684.00
CA WD LIMIT	24	2773.90
Card account Withdrawals		6457.90
LTSE Cash wdr1	1	80.00
LTSE Cash wdr1	6	620.00
Lloyds TSB Withdrawals		700.00
NB CASH WITHDRAWAL WITH PIN		7662.90
Switch	3	39.93
Solo	1	2.38
Visa Debit	2	67.68
DEBIT CARD ONLINE PAYMENTS		109.99
Rem Out Data Cen		62232.34
Rem Out Client		0.00
Rem Out Auto Dist		603.48
REMITTANCES OUT		62835.82
Reval Down		0.00
Total Stock & MoP		48001.49
Nett discrepancies		14.76-
TOTAL PAYMENTS		164147.65
Transfers In		0.00
Transfers Out		0.00
Balance C/Fwd		47986.73

*** END OF REPORT ***

**AFTER ENTRY OF TEST
FROM IN SUPPLYER A/c**

Marine Drive FAD: 2133377
10:26 05/05/2004 CAP:06
Office Snapshot - Office Copy

*****Discrepancies in this Account*****
*Discrepancy OVER 14.76 *
*Discrepancy SHORT 0.00 *
*Nett discrepancy 14.76 *

VALUE STOCK & MOP	VOLUME	VALUE
Cash		41665.53
Cash		41665.53
Cheque		55.85
Cheques		55.85
MOP		41721.38
Norway Krone		8.09
Fgn Currency Sterling Equ		8.09
BUREAU DE CHANGE		8.09
TV stmp £2	104	208.00
BBC TV LICENCE STAMP		208.00
Pres Pack		31.55
Stamp Card	23	6.90
Mini Sheets		22.56
PHILATELIC ITEMS		61.01
1st class stmp	1770	495.60
First Class Stamps		495.60
2nd class stmp	772	162.12
Second Class Stamps		162.12
Postage stmp		1509.22
Airletter Pack	2	4.60
Airletter Single	12	5.04
Int rep coupon	7	4.20
SplDel SD1	2	8.10
SplDel SD2	5	20.25
Other Postage Items		1551.41
S/a 2ndx100	5	105.00
Second Class S/A Stmps		105.00
S/a 1stx100	5	140.00
First Class S/A Stmps		140.00
SAS bk 1st x 12	102	342.72
SAS bk 2nd x 12	53	133.56
SAS bk 1st x 6	76	127.68
Stp bk euro x 6	36	86.40
Stamp Books - Misc		690.36
POSTAGE		3144.49
PO phonecrd £10	6	60.00
PO phonecrd £20	8	160.00
PO Holidaycrd £10	17	170.00
PO Branded Call Cards		390.00
PHONE CARDS		390.00
PO 50p	7	3.50
PO £1	7	7.00
PO £2	19	38.00
PO £3	14	42.00
PO £4	13	52.00
PO £5	14	70.00
PO £6	7	42.00
PO £7	14	98.00
PO £8	8	64.00
PO £9	7	63.00
PO £10	17	170.00
PO £15	13	195.00
PO £20	11	220.00
Face Value		1064.50
PO fee 50p	7	1.75
PO fee £1	7	1.75
PO fee £2	19	9.50
PO fee £3	14	7.00
PO fee £4	13	6.50
PO fee £5	14	11.20
PO fee £6	7	5.60
PO fee £7	14	11.20
PO fee £8	8	8.00
PO fee £9	7	7.00
PO fee £10	17	17.00

PO fee £15	13	14.30
PO fee £20	11	13.20
Fees		114.00
POSTAL ORDERS		1178.50
E Cordiale Coin	50	250.00
COMM COIN LOOSE £5		250.00
Instants £1	330	330.00
Instants £3	44	132.00
Instants £5	14	70.00
NAT LOT INSTANT WIN GAM		532.00
Lwood lotto	19	19.00
LITTLEWOOD SCRATCHIES		19.00
MVL stmp	74	370.00
MVL SAVINGS STAMP		370.00
TOTAL STOCK & MOP		47882.47

RECEIPTS	VOLUME	VALUE
Balance R/Fwd		59884.57
A&L Pers Csh Dep	1	22.00
Transcash	23	60511.51
Bus dep gte £60	10	18057.35
GIRO DEPS/TRANSCASH		78590.86
A&L Pers Chq Dep	1	0.00
GIRO NON CASH ITEMS		0.00
T'csh fee	16	23.20
GIRO TRANSCASH FEES		23.20
Urd a/c dep	2	100.00
Inv a/c dep	2	630.00
NS & I DEPOSITS		730.00
Nat lot game	6	1673.00
Lottery Games		1673.00
OTHER RECEIPTS		1673.00
Colour TV Non AP	1	121.00
Colour TV licence fee		121.00
TV LICENCES		121.00
Coarse 8 day	2	16.00
ROD LICENCES		16.00
BdeC p/o sales	4	1150.00
PO Foreign Exch In		1150.00
BUREAU DE CHANGE - IN		1150.00
Barclay cash dep	1	70.00
Barclays		70.00
LTSB cash dep	1	100.00
Lloyds TSB		100.00
PERSONAL BANKING CASH DEPOSITS		170.00
Coop chq dep	1	0.00
Co-op		0.00
PERSONAL BANKING CHQ DEPOSITS		0.00
A&L CASH DEP	3	195.00
Alliance & Leicester Deposits		195.00
NR CASH DEPOSITS		195.00
NS&I Cheque Dep	1	90.00
NS&I Cheque Deposit		90.00
NR CHEQUE DEPOSITS		90.00
CA BAL END	27	0.00
Card account Balances		0.00
LTSB Bal Enquiry	1	0.00
Lloyds TSB Balances		0.00
NR BALANCE END		0.00
CA CHANGE PIN	2	0.00
Card account PIN Changes		0.00
NR CHANGE PIN		0.00
O2 eTop Up £10	4	40.00
O2 eTop Up £20	2	40.00
TM eTop Up £10	1	10.00
Ong eTop Up £5	1	5.00
Ong eTop Up £10	1	10.00
Vfn eTop Up £5	10	50.00
Vfn eTop Up £10	3	30.00
Virg eTop Up £10	1	10.00
E Top Up Sales		195.00
E TOP UPS		195.00
BT pymt card	36	441.00
Powergen	2	15.00
TV easy etry crd	18	126.20
Yorks water crd	13	159.07
budnet payment	1	30.00

E TOP UPS		195.00
RT pymt card	36	441.00
Powergen	2	15.00
TV easy etry crd	18	126.20
Yorks water crd	13	159.07
budget payment	1	30.00
FCS coll	1	5.00
BG b/code	2	158.50
Sec tst debt col	1	250.00
BG pymt	22	327.05
Powergen	2	68.85
Powergen	2	12.23
BG-Siplan	1	12.00
BG-AH plan	1	20.00
YE bill	29	2311.05
YE pymt crd	3	17.00
YE paycrd	24	390.50
YE gas bdgt	10	173.00
YE gas pymt	1	10.00
Yorks water pymt	6	78.83
Chevin Hsg Grp	2	134.07
Powergen	6	143.30
TV Licensing	4	68.66
Girobank Freepay	3	60.00
Direct Auto Fin	1	247.00
Powergen	2	26.00
Powergen	1	146.57
British Telecom	1	25.45
British Gas	10	88.50
NANWEB	1	14.00
M. C. S. Ltd	1	20.00
TV Licensing	7	847.00
NPOWER	3	402.44
POLC	1	0.00
POLC	1	0.50
Littlewoods	2	40.00
One Tel))	2	42.02
Centrica	1	7.67
Card Account	6	0.00
ISAdeposit	1	1020.00
allpay.net	1	126.00
AP Others		8064.46
Siemens Metering	48	344.00
AP Smart Quantum		344.00
YE tkns	38	365.00
YEG Dereg Tokens	24	185.00
AP Tokens		550.00
AUTOMATED PAYMENTS		8958.46
Post Label 1	72	127.55
Post Label 2	67	65.64
Post Label A	31	102.29
Post Label SD	11	60.70
Post Label P	9	46.38
Postage Label Prints		402.56
RejPost Label 1	0	0.00
Postage Label Rejects		0.00
POSTAGE LABEL		402.56
Rem In Client		0.00
Rem In Auto Dist		11953.00
REMITTANCES IN		11953.00
Reval Up		0.00
TOTAL RECEIPTS		164152.65

PAYMENTS	VOLUME	VALUE
Wdrwl lte f1000	11	1143.50

PAYMENTS	VOLUME	VALUE
Wdrwl lte f1000	11	1143.50
GIRO WITHDRAWALS		1143.50
IR Child Benefit	33	1325.30
IR Child Benefit		1325.30
INLAND REVENUE		1325.30
Ord a/c wdrwl	7	587.60
NS & I WITHDRAWALS/PAYMENTS		587.60
P&A 6 war pens	1	148.13
P&A 7 disability	16	2868.45
Allowances		3016.58
P&A 10 com ben	50	6549.81
P&A 11 inc spt	40	3011.90
P&A 12 ind inj	4	163.67
P&A 13 ret pens	223	19309.78
P&A 14 inv ben	55	6588.46
Pensions		35623.62
P & A milk tkn	10	0.00
Milk Tokens P & A		0.00
PENSIONS&ALLOWANCES		38640.20
PO ord paid	8	41.00
Postal Order Cashed Ord		41.00
PO stap pd	3	1.38
Postal Ord Cashed Stap		1.38
POSTAL ORDERS PAID		42.38
TV stap rdm	2	170.00
BBC TV Licence Stamp Rdm		170.00
SAVING STAMPS REDEEMED		170.00
Oth vchr to tp	2	0.56
Miscellaneous		0.56
OTHER PAYMENTS		0.56
Loss a 2a in	1	100.00
UNCLAIMED PAYMENTS		100.00
Nat lot cash pze	7	839.00
NATIONAL LOTTERY PRIZES		839.00
Green giro	22	2821.66
Green GiroCheques		2821.66
Green giro milk	1	0.00
Milk Tokens - Green		0.00
GREEN/VIOLET GIROCHEQUES		2821.66
BdeC p/o chng	4	6.03
PO Foreign Exch Out		6.03
BUREAU DE CHANGE - OUT		6.03
A&L CASH WDL	3	320.00
A&L CASH WDL	3	20.00
Alliance & Leic. Withdrawals		340.00
Barclays Wdrwl	1	15.00
BARCLAYS WDRWL	2	150.00
Barclays Withdrawals		165.00
CA CASH WDL	40	3684.00
CA WD LIMIT	24	2773.90
Card account Withdrawals		6457.90
LTSB Cash wdrwl	1	80.00
LTSB Cash wdrwl	6	620.00
Lloyds TSB Withdrawals		700.00
NB CASH WITHDRAWAL WITH PIN		7662.90
Switch	3	39.93
Solo	1	2.38
Visa Debit	2	67.68
DEBIT CARD ONLINE PAYMENTS		109.99
Rem Out Data Cen		62232.34
Rem Out Client		0.00
Rem Out Auto Dist		603.48
REMITTANCES OUT		62835.82
Reval Down		0.00
Total Stock & MoP		47882.47
Nett discrepancies		14.76-
TOTAL PAYMENTS		164152.65

Transfers In	0.00
Transfers Out	0.00
Balance C/Fwd	47867.71

*** END OF REPORT ***

Marine Drive
16:24:53 05/05/2004

FAD 2133377

Page 1
CAP 06

Suspense Account - Office Copy

WARNING - Check the C/Fwd column for negative values. If present refer to the Horizon User Guide for instructions on how to proceed

SU	Date	Product	Volume	Value	B/Fwd	C/Fwd
RD Cheques		A				
TOTAL			0	0.00	0.00	0.00
RD Cheques		B				
TOTAL			0	0.00	0.00	0.00
RD Cheques		C				
TOTAL			0	0.00	0.00	0.00
Vouchers						
TOTAL			0	0.00	0.00	0.00
Shortages in Reqs etc						
TOTAL			0	0.00	0.00	0.00
Burglary etc Losses						
TOTAL			0	0.00	0.00	0.00
FOL Cheques						
TOTAL			0	0.00	0.00	0.00
Migration UP						
TOTAL			0	0.00	0.00	0.00
Cash Shortages A						
	05/05/04	Loss A to Table 2a	1	100.00		
TOTAL			1	100.00	0.00	100.00
Cash Shortages B						
TOTAL			0	0.00	0.00	0.00
Cash Shortages C						
TOTAL			0	0.00	0.00	0.00
Cash Shortages D						
TOTAL			0	0.00	0.00	0.00
Repurchases						
TOTAL			0	0.00	0.00	0.00
Cash Surpluses not yet adjusted A						
TOTAL			0	0.00	0.00	0.00
Cash Surpluses not yet adjusted B						

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Marine Drive
10:24:53 05/05/2004

FAD 2133377

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CAF 06

Suspense Account - Office Copy

WARNING - Check the C/Fwd column for negative values. If present refer to the
Horizon User Guide for instructions on how to proceed

SU	Date	Product	Volume	Value	B/Fwd	C/Fwd
TOTAL			0	0.00	0.00	0.00
Surpluses in Kems etc						
TOTAL			0	0.00	0.00	0.00
Migration UK						
TOTAL			0	0.00	0.00	0.00

*** END OF REPORT ***

SNAPSHOT BEFORE £100
REMOVED FROM SUSPENSE AG

Marine Drive FAD: 2133377
14:15 07/05/2004 CAP:07
Office Snapshot - Office Copy

*****Discrepancies in this Account*****
*Discrepancy OVER 103.11 *
*Discrepancy SHORT 0.00 *
*
*Nett discrepancy 103.11 *
*

VALUE STOCK & MOP	VOLUME	VALUE
Cash		40481.71
Cash		40481.71
Cheque		369.25
Cheques		369.25
MOP		40850.96
Norway Krone		8.24
Poland New Zloty		9.97
Slovakia Koruna		72.92
Fgn Currency Sterling Equ		91.13
BUREAU DE CHANGE		91.13
TV stmp £2	71	142.00
BBC TV LICENCE STAMP		142.00
Pres Pack		67.55
Stamp Card	23	6.90
Mini Sheets		44.34
PHILATELIC ITEMS		118.79
1st class stmp	1450	406.00
First Class Stamps		406.00
2nd class stmp	603	126.63
Second Class Stamps		126.63
Postage stmp		1448.13
Airletter Pack	2	4.60
Airletter Single	12	5.04
Int rep coupon	7	4.20
SplDel SD1	2	8.10
SplDel SD2	5	20.25
Other Postage Items		1490.32
S/a 2ndx100	5	105.00
Second Class S/A Stmps		105.00
S/a 1stx100	5	140.00
First Class S/A Stmps		140.00
Special 1st	950	266.00
Special 2nd	1000	210.00
Special Europe	100	40.00
Special 47p	100	47.00
Special 68p	100	68.00
Special 42p	100	42.00
Special Stamps		673.00
SAS bk 1st x 12	81	272.16
SAS bk 2nd x 12	48	120.96
SAS bk 1st x 6	67	112.56
Stp bk euro x 6	35	84.00
Stamp Books - Misc		589.68
POSTAGE		3530.63
PO phonecrd £10	6	60.00
PO phonecrd £20	8	160.00
PO Holidaycrd £10	17	170.00
PO Branded Call Cards		390.00
PHONE CARDS		390.00
PO 50p	6	3.00
PO £1	7	7.00
PO £2	17	34.00
PO £3	13	39.00
PO £4	13	52.00
PO £5	12	60.00
PO £6	6	36.00
PO £7	14	98.00
PO £8	7	56.00
PO £9	7	63.00
PO £10	15	150.00
PO £15	12	180.00
PO £20	7	140.00

Face Value		918.00
PO fee 50p	6	1.50
PO fee £1	7	1.75
PO fee £2	17	8.50
PO fee £3	13	6.50
PO fee £4	13	6.50
PO fee £5	12	9.60
PO fee £6	6	4.80
PO fee £7	14	11.20
PO fee £8	7	7.00
PO fee £9	7	7.00
PO fee £10	15	15.00
PO fee £15	12	13.20
PO fee £20	7	8.40
Fees		100.95
POSTAL ORDERS		1018.95
E Cordiale Coin	50	250.00
COMM COIN LOUSE £5		250.00
Instants £1	290	290.00
Instants £3	31	93.00
Instants £5	17	85.00
NAT LOT INSTANT WIN GAM		468.00
Lwood lotto	19	19.00
LITTLEWOOD SCRATCHIES		19.00
MVI stmp	72	360.00
MVL SAVINGS STAMP		360.00
TOTAL STOCK & MOP		47239.46

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23

RECEIPTS	VOLUME	VALUE
Balance B/Fwd		53278.12
Transcash	6	197.00
Bus dep gte f60	6	12081.40
GIRO DEPS/TRANSCASH		12278.40
T'cash fee	3	4.35
GIRO TRANSCASH FEES		4.35
Ord a/c dep	1	161.21
Inv a/c dep	1	400.00
NS & I DEPOSITS		561.21
Nat lot game	1	117.50
Lottery Games		117.50
OTHER RECEIPTS		117.50
E111	2	0.00
Special Delivery	3	0.00
TABLE 10G		0.00
BdeC p/o sales	2	450.00
PO Foreign Exch In		450.00
BUREAU DE CHANGE - IN		450.00
Cahoot cash dep	1	90.00
Cahoot		90.00
LTSB cash dep	1	64.89
Lloyds TSB		64.89
PERSONAL BANKING CASH DEPOSITS		154.89
A&L CASH DEP	1	125.00
Alliance & Leicester Deposits		125.00
NB CASH DEPOSITS		125.00
NS&I Cheque Dep	1	90.00
NS&I Cheque Deposit		90.00
NB CHEQUE DEPOSITS		90.00
CA BAL END	5	0.00
Card account Balances		0.00
LTSB Bal Enquiry	1	0.00
Lloyds TSB Balances		0.00
NB BALANCE END		0.00
O2 eTop Up £10	1	10.00
TM eTop Up £10	1	10.00
Ong eTop Up £5	2	10.00
Ong eTop Up £10	1	10.00
Ong eTop Up £50	1	50.00
Vfn eTop Up £5	7	35.00
Vfn eTop Up £10	1	10.00
E Top Up Sales		135.00
E TOP UPS		135.00
BT pymt card	13	137.64
TV easy etry crd	3	13.40
Yorks water crd	2	47.83
BG b/code	1	170.94
BG pymt	6	116.00
BG-AH plan	1	20.00
YE bill	5	291.83
YE pymt crd	2	12.00
YE paycrd	7	72.50
YE gas bdgt	4	57.00
YE gas pymt	1	30.00
Powergen	2	33.00
Televiue Direct	1	63.00
TV Licensing	1	10.00
British Gas	1	5.00
Card Account	1	0.00
allpay.net	2	20.00
AP Others		1100.14
Siemens Metering	12	97.00
AP Smart Quantum		97.00
YE tkns	11	70.00
YEG Dereg Tokens	5	35.00
AP Tokens		105.00
AUTOMATED PAYMENTS		1302.14
Post Label 1	36	59.92
Post Label 2	5	6.94
Post Label A	7	12.37
Post Label SD	2	11.75
Post Label P	7	37.64
Postage Label Prints		128.62
RejPost Label 1	0	0.00
Postage Label Rejects		0.00
POSTAGE LABEL		128.62
Rem In Client		0.00
Rem In Auto Dist		733.60
REMITTANCES IN		733.60
Reval Up		0.00
TOTAL RECEIPTS		69358.83

PAYMENTS	VOLUME	VALUE
A&L Pers Csh W/d	1	100.00
Bwdrl lta f1000	3	76.93
GIRO WITHDRAWALS		176.93
IR Child Benefit	6	288.10
IR Child Benefit		288.10
INLAND REVENUE		288.10
Ord a/c wdrwl	2	200.00
NS & I WITHDRAWALS/PAYMENTS		200.00
P&A 7 disability	3	610.20
Allowances		610.20
P&A 10 com ben	43	5653.13
P&A 11 inc spt	14	971.49
P&A 12 ind inj	1	24.02
P&A 13 ret pens	90	7781.80
P&A 14 inv ben	22	2015.54
Pensions		16445.98
P & A milk tkn	5	0.00
Milk Tokens P & A		0.00
PENSIONS&ALLOWANCES		17056.18
PO ord paid	2	26.00
Postal Order Cashed Ord		26.00
PO stamp pd	1	0.49
Postal Ord Cashed Stamp		0.49
POSTAL ORDERS PAID		26.49
Nat lot cash pre	2	492.40
NATIONAL LOTTERY PRIZES		492.40
Green giro	14	1424.64
Green GiroCheques		1424.64
GREEN/VIOLET GIROCHEQUES		1424.64
BdeC p/o chng	2	2.25
PO Foreign Exch Out		2.25
BUREAU DE CHANGE - OUT		2.25
A&L CASH WDL	2	200.00
Alliance & Leic. Withdrawals		200.00
CA CASH WDL	13	1265.00
CA WD LIMIT	5	622.18
Card account Withdrawals		1887.18
LTSB Cash wdrwl	2	160.00
Lloyds TSB Withdrawals		160.00
NB CASH WITHDRAWAL WITH PIN		2247.18
Switch	3	26.00
DEBIT CARD ONLINE PAYMENTS		26.00
Rem Out Data Cen		282.31
Rem Out Client		0.00
Rem Out Auto Dist		0.00
REMITTANCES OUT		282.31
Reval Down		0.00
Total Stock & MoP		47239.46
Nett discrepancies		103.11-
TOTAL PAYMENTS		69358.83
Transfers In		0.00
Transfers Out		0.00
Balance C/Fwd		47136.35

*** END OF REPORT ***

SNAPSHOT AFTER X100
REMOVED FROM SUSPENSE ACC

Marine Drive FAD: 2133377
14:20 07/05/2004 CAP:07 BP:01 SU: AA
Balance Snapshot - Office Copy

*****Discrepancies in this Account*****
*Discrepancy OVER 103.11 *
*Discrepancy SHORT 0.00 *
*
*Nett discrepancy 103.11 *
*

VALUE STOCK & MDP	VOLUME	VALUE
Cash		40643.16
Cash		40643.16
Cheque		369.25
Cheques		369.25
MDP		41012.41
Norway Krone		8.24
Poland New Zloty		9.97
Slovakia Koruna		72.92
Fun Currency Sterling Equ		91.13
BUREAU DE CHANGE		91.13
TV stmp £2	71	142.00
RBC TV LICENCE STAMP		142.00
Stamp Card	23	6.90
Pres Pack		67.55
Mini Sheets		44.34
PHILATELIC ITEMS		118.79
1st class stmp	1450	406.00
First Class Stamps		406.00
2nd class stmp	603	126.63
Second Class Stamps		126.63
Postage stmp		1448.13
Airletter Pack	2	4.60
Airletter Single	12	5.04
Int rep coupon	7	4.20
SplDel SD1	2	8.10
SplDel SD2	5	20.25
Other Postage Items		1490.32
S/a 2ndx100	5	105.00
Second Class S/A Stmps		105.00
S/a 1stx100	5	140.00
First Class S/A Stmps		140.00
Special 1st	950	266.00
Special 2nd	1000	210.00
Special Europe	100	40.00
Special 47p	100	47.00
Special 68p	100	68.00
Special 42p	100	42.00
Special Stamps		673.00
SAS bk 1st x 12	81	272.16
SAS bk 2nd x 12	48	120.96
SAS bk 1st x 6	67	112.56
Stp bk euro x 6	35	84.00
Stamp Books - Misc		589.68
POSTAGE		3530.63
PO phonecrd £10	6	60.00
PO phonecrd £20	8	160.00
PO Holidaycrd £10	17	170.00
PO Branded Call Cards		390.00
PHONE CARDS		390.00
PO 50p	6	3.00
PO £1	7	7.00
PO £2	17	34.00
PO £3	13	39.00
PO £4	13	52.00
PO £5	12	60.00
PO £6	6	36.00
PO £7	14	98.00
PO £8	7	56.00
PO £9	7	63.00
PO £10	15	150.00
PO £15	12	180.00
PO £20	7	140.00
Face Value		918.00
PO fee 50p	6	1.50
PO fee £1	7	1.75
PO fee £2	17	8.50
PO fee £3	13	6.50
PO fee £4	13	6.50
PO fee £5	12	9.60
PO fee £6	6	4.80
PO fee £7	14	11.20

PO fee £8	7	7.00
PO fee £9	7	7.00
PO fee £10	15	15.00
PO fee £15	12	13.20
PO fee £20	7	8.40
Fees		100.95
POSTAL ORDERS		1018.95
E Cordiale Coin	50	250.00
COMM COIN LOOSE £5		250.00
Instants £3	31	93.00
Instants £1	290	290.00
Instants £5	17	85.00
NAT LOT INSTANT WIN GAM		468.00
Lwood lotto	19	19.00
LITTLEWOOD SCRATCHIES		19.00
MVL stmp	72	360.00
MVL SAVINGS STAMP		360.00
TOTAL STOCK & MDP		47400.91

RECEIPTS	VOLUME	VALUE
Balance B/fwd		53278.12
Bus dep gte f60	6	12081.40
Transcash	7	247.00
GIRO DEPS/TRANSCASH		12328.40
T'csh fee	4	5.80
GIRO TRANSCASH FEES		5.80
Inv a/c dep	1	400.00
Ord a/c dep	1	161.21
NS & I DEPOSITS		561.21
Nat lot game	1	117.50
Lottery Games		117.50
OTHER RECEIPTS		117.50
Special Delivery	3	0.00
Elll	2	0.00
TABLE 10G		0.00
BdeC p/o sales	2	450.00
PO Foreign Exch In		450.00
BUREAU DE CHANGE - IN		450.00
Cahoot cash dep	1	90.00
Cahoot		90.00
LTSB cash dep	1	64.89
Lloyds TSB		64.89
PERSONAL BANKING CASH DEPOSITS		154.89
A&L CASH DEP	1	125.00
Alliance & Leicester Deposits		125.00
NB CASH DEPOSITS		125.00
NS&I Cheque Dep	1	90.00
NS&I Cheque Deposit		90.00
NB CHEQUE DEPOSITS		90.00
CA BAL END	5	0.00
Card account Balances		0.00
LTSB Bal Enquiry	1	0.00
Lloyds TSB Balances		0.00
NB BALANCE END		0.00
02 e/lop Up £10	1	10.00
1M e/lop Up £10	1	10.00
Ong e/lop Up £5	2	10.00
Ong e/lop Up £10	1	10.00
Ong e/lop Up £25	0	0.00
Ong e/lop Up £50	1	50.00
Vfn e/lop Up £5	7	35.00
Vfn e/lop Up £10	1	10.00
E Top Up Sales		135.00
E TOP UPS		135.00
B1 pymt card	13	137.64
TV easy etry crd	3	13.40
Yorks water crd	2	47.83
BG b/code	1	170.94
BG pymt	6	116.00
BG-AH plan	1	20.00
YE bill	5	291.83
YE pymt crd	2	12.00
YE paycrd	7	72.50
YE gas bdgt	4	57.00
YE gas pymt	1	30.00
Powergen	2	33.00
Televue Direct	1	63.00
TV Licensing	1	10.00
British Gas	1	5.00
Card Account	1	0.00
.allpay.net	2	20.00
AP Others		1100.14
Siemens Metering	13	102.00
AP Smart Quantum		102.00
YE tkns	11	70.00
YCG Dereg Tokens	6	40.00
AP Tokens		110.00
AUTOMATED PAYMENTS		1312.14
Post Label 1	36	59.92
Post Label 2	5	6.94
Post Label A	7	12.37
Post Label SD	2	11.75
Post Label P	7	37.64
Postage Label Prints		128.62
RejPost Label 1	0	0.00
Postage Label Rejects		0.00
POSTAGE LABEL		128.62
Transfers In		0.00
Rem In Client		0.00
Rem In Auto Dist		733.60
REMITTANCES IN		733.60
Reval Up		0.00
TOTAL RECEIPTS		69420.28

PAYMENTS	VOLUME	VALUE
Bwdrl lte f1000	3	76.93
A&L Pers Csh W/d	1	100.00
GIRO WITHDRAWALS		176.93
IR Child Benefit	6	288.10
IR Child Benefit		288.10
INLAND REVENUE		288.10
Ord a/c wdrwl	2	200.00
NS & I WITHDRAWALS/PAYMENTS		200.00
P&A 7 disability	3	610.20
Allowances		610.20
P&A 10 com ben	43	5653.13
P&A 11 inc spt	14	971.49
P&A 12 ind inj	1	24.02
P&A 13 ret pens	90	7781.80
P&A 14 inv ben	22	2015.54
Pensions		16445.98
P & A milk tkn	5	0.00
Milk Tokens P & A		0.00
PENSIONS&ALLOWANCES		17056.18
PO ord paid	2	26.00
Postal Order Cashed Ord		26.00
PD stmp pd	1	0.49
Postal Ord Cashed Stmp		0.49
POSTAL ORDERS PAID		26.49
Loss a 2a out	1-	100.00-
UNCLAIMED PAYMENTS		100.00-
Nat lot cash pre	2	492.40
NATIONAL LOTTERY PRIZES		492.40
Green giro	14	1424.64
Green GiroCheques		1424.64
GREEN/VIOLET GIROCHEQUES		1424.64
BdeC p/o chng	2	2.25
PO Foreign Exch Out		2.25
BUREAU DE CHANGE - OUT		2.25
A&L CASH WDL	2	200.00
Alliance & Leic. Withdrawals		300.00
CA CASH WDL	13	1265.00
CA WD LIMIT	5	622.18
Card account Withdrawals		1887.18
LTSB Cash wdrwl	2	160.00
Lloyds TSB Withdrawals		160.00
NB CASH WITHDRAWAL WITH PIN		2247.18
Switch	3	26.00
DEBIT CARD ONLINE PAYMENTS		26.00
Transfers Out		0.00
Rem Out Data Cen		282.31
Rem Out Client		0.00
Rem Out Auto Dist		0.00
REMITTANCES OUT		282.31
Reval Down		0.00
Total Stock & MoP		47400.91
Nett discrepancies		103.11-
TOTAL PAYMENTS		69420.28
Balance C/Fwd		47297.80

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CAP 07

Suspense Account - Office Copy

WARNING - Check the C/Fwd column for negative values. If present refer to the
Horizon User Guide for instructions on how to proceed

SU	Date	Product	Volume	Value	B/Fwd	C/Fwd
RD Cheques		A				
TOTAL			0	0.00	0.00	0.00
RD Cheques		B				
TOTAL			0	0.00	0.00	0.00
RD Cheques		C				
TOTAL			0	0.00	0.00	0.00
Vouchers						
TOTAL			0	0.00	0.00	0.00
Shortages in Rems etc						
TOTAL			0	0.00	0.00	0.00
Burglary etc losses						
TOTAL			0	0.00	0.00	0.00
EOL Cheques						
TOTAL			0	0.00	0.00	0.00
Migration UP						
TOTAL			0	0.00	0.00	0.00
Cash Shortages		A				
AA	07/05/04	Loss A redeemed	1	100.00-		
TOTAL			1	100.00-	100.00	0.00
Cash Shortages		B				
TOTAL			0	0.00	0.00	0.00
Cash Shortages		C				
TOTAL			0	0.00	0.00	0.00
Cash Shortages		D				
TOTAL			0	0.00	0.00	0.00
Prepurchases						
TOTAL			0	0.00	0.00	0.00
Cash Surpluses not yet adjusted		A				
TOTAL			0	0.00	0.00	0.00
Cash Surpluses not yet adjusted		B				

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CAP 07

Suspense Account - Office Copy

WARNING - Check the C/Fwd column for negative values. If present refer to the
Horizon User Guide for instructions on how to proceed

SU	Date	Product	Volume	Value	B/Fwd	C/Fwd
TOTAL			0	0.00	0.00	0.00
Surpluses in Reams etc						
TOTAL			0	0.00	0.00	0.00
Migration UR						
TOTAL			0	0.00	0.00	0.00

*** END OF REPORT ***

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