

### Witness Statement

(CJ Act 1967, s9; MC Act 1980, ss 5A(3)(a)  
and 5B, MC Rules 1981, r 70)



Statement of	Colleen Jean KATES	
Age if under 18	Over 18	(If over 18 insert 'over 18')

This statement (consisting of two pages each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe true.

Dated the 21 day of June 2006

Signature

I have been employed as an Assistant manager at North Bransholme Post Office for 2 and a Half years. Prior to this I was a counter clerk at Greenwich Ave Post Office for 5 months.

My usual duty times were Monday, 9am till 2pm, alternate Tuesdays, 9am till 2pm, all day Friday and alternate Saturday mornings.

I have been off work GRO from January 6<sup>th</sup> 2006. I returned to North Bransholme on Monday May 8<sup>th</sup> 2006 for 3 days to cover for Janet Skinner who was going Away. After these days I was off on holiday, due to return on June 5<sup>th</sup> 2006.

Whilst in charge of the office on May 8<sup>th</sup>, I forgot to check the planned order of cash was due to be delivered to the office the next day. I had to phone and order an emergency supply of notes as we were close to running out. The planned order was mainly made up of coin.

The office has 2 stock units, AA and OOH. The OOH is only used to do the lottery transactions and the cash transferred into AA. We were on individual stocks some time back. Myself and Janet Skinner used AA, Theresa Holmes used BB, Katherine Ayres had CC.

We all had our own user codes and passwords. I kept my password confidential and did not know anyone else's but could possibly guess them.

Signature Signature witnessed by

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(CJ Act 1967, s9; MC Act 1980, ss 5A(3)(a) and 5B, MC Rules 1981, r 70)

Continuation of statement of Colleen Jean KATES

The balance for the office was completed by Janet Skinner, both on a weekly basis and monthly when we went onto Branch Trading. This was done on a Wednesday afternoon when the only staff in the office was Janet Skinner and her daughter Toni on work experience.

Janet Skinner returned from a Post Office seminar just before going onto branch trading. She told myself and Theresa Holmes that there was no need to declare the cash on hand in the office as it would not give an accurate figure until the end of the month when the balance was done. Janet told us to print out a balance snapshot and enter the cash figure off this report as the overnight cash holdings. I did this by spreading the total over the notes and coins and the office would show a clear balance.

Theresa Holmes told me on the telephone that the day after the bank holiday, Tuesday 2<sup>nd</sup> May, she received a phone call from the cash centre. Theresa said that they wanted her to return some cash and that the cash Janet had ordered earlier in the day would not be delivered. Theresa said she told them that there was no money in the office and she needed notes to serve the customers.

When we had individual stock units, we all had to put the money in to cover our own losses. At the end of 2004 or beginning of 2005 Katherine Ayres had a loss of between £400 and £1,100. I knew that Katherine was putting money in a bag to repay this money with whatever she could afford to pay back each week.

When on a shared stock unit, if we had a loss, all the staff would contribute to pay the loss back. Janet would put the money in and we would give her the cash back. When there was a shortage, which wasn't very often, Janet would challenge us and tell us to be careful. She could be quite angry and fiery about the losses.

I have not stolen any money from North Bransholme Post Office and I have no knowledge of where any losses in the branch have happened.

Signature

Signature witnessed by

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