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Exhibit Number
Identifying Mark: TGP/P1**IN CONFIDENCE**

To:	From:	cc:
Paul X Williams Contracts Advisor	Tim Gordon- Pounder Field Advisor	Lesley Frankland Fraud Team Manager Karen Walker Area Sales Manager David Patrick Field Support Team Leader Branchsupportteam@ GRO
Date: 5 th September 2012		

Audit of Post Office® Fazakerley, Branch Code 214420.

On the 6th January 2012, accompanied by my colleague Richard Cross I conducted an audit of the above named branch. Also present were Steve Bradshaw & Kevin Ryan from the Security Team.

The purpose of this audit was to verify financial assets due to the Post Office®.

We arrived at the branch at 08.15 am and introduced ourselves to a member of staff on the shop counter, she referred us to the Post Office counter where a member of staff was sat in the dark behind the counter. I recognised this member of staff from a previous visit.

We introduced ourselves and explained the reason for our visit and we were allowed access to the secure area.

The other member of staff arrived at approximately 08:45 and I asked them to open the safes so we could complete the audit.

I had contacted the Network Business Support Centre (NBSC) at approximately 08.30 am and advised that an audit would be performed at the branch, and that it would remain closed until its conclusion. The nominated branches offered were: Longmoor Lane and Walton Vale and a notice placed on display at the branch detailing this information. I also asked the NBSC to notify the Outlet Intervention Office that an audit was being performed and that the branch would remain closed until its conclusion.

The audit revealed a surplus in the branch of £559.07. A breakdown of the audit result and details of the audit findings are as follows:

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Identifying Mark: **GRO**

£	457.01	(+)	Identified as a difference in cash figures
£	97.95	(+)	Identified as a difference in stock figures
£	4.21	(+)	Discrepancy as per office snapshot
£	559.07	(+)	Total surplus

We conducted the audit as per the audit process manual.

At 15.30 I reported my preliminary figure for the audit to the Contract Advisor and that I would email him the audit report, to confirm the final figure once I had completed it; I was able to do this on the 8th January 2012 at 20.30 pm and reported an overall surplus in the branch of £559 07 (as above). Some of this surplus could be partly explained by £200 of ATM retracts that hadn't been enveloped and kept separate as per ATM instructions.

After speaking on the telephone to the Sub Postmaster, Mr Asker (who was in Sheffield) I advised him that I needed someone to take control of the keys from me; he told me he would send a member of staff from one of his other branches (who I had met at a previous audit) and I advised her to call the NBSC the next day to confirm when the branch would be re-opening.

No Compliance Tests were carried out at this audit because there where no staff left to test.

An extra report would not normally be produced after an audit that did not result in a loss or gain over £1000. I wrote this report after a request from the Security Section on 5th September 2012 and it is a true account of the audit.

If you require any additional information, please contact me on the telephone number below

Tim Gordon-Pounder
Lead Auditor

