

000012

Witness Statement

Post Office Ltd

Criminal Justice Act 1967, Section 9; Magistrates Court Act 1980,
sub section, 5A(3)(a) and 5B; Criminal Procedure Rules 2005, Rule
27.1

| | | | |
|--|------------------|-------------------------------|--|
| Statement of | Stephen BRADSHAW | | |
| Age if under 18 | Over 18 | (If over 18 insert 'over 18') | |
| <p>This statement (consisting of 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.</p> <p>Dated the 18th day of June 2012</p> <p>Signature</p> <p>Further to my statement dated 4 April 2012.</p> <p>All Post Office Branches use a fully automated computerised accounting system known as Horizon and each counter position has a computer terminal, a visual display unit, keyboard, barcode scanner, printer and a pin pad.</p> <p>Each Post Office is recognised by a unique code under which all their individual transactions are recorded. The code for Birkenshaw Post Office is 163 306. This system records all transactions input by a counter clerk working at a counter position against their individual office code. All clerks are required to log onto this system using their own User ID and unique password. This User ID can then identify which clerk conducted a particular transaction. The User ID is normally the first letter of their Christian name and the first two letters of their surname followed by 001. For example John Smith will be User ID JSM001.</p> <p>The system records all transactions carried out by the staff at a Post Office branch. For example: when a clerk sells a book of stamps the stock is reduced by one book of stamps</p> | | | |

Signature

Signature witnessed by

000013

Witness Statement

Criminal Justice Act 1967, Section 9; Magistrates Court Act 1980, sub section. 5A(3)(a) and
5B; Criminal Procedure Rules 2005, Rule 27.1

Continuation of statement of Stephen BRADSHAW

and the cash is increased by the value of the stamps. The system records all transactional data inputted by a counter clerk during an accounting period and provides daily and weekly records enabling sub postmasters and counter clerks to produce a balance of cash and stock on hand.

A balance is a reconciliation of cash and stock levels on hand in a stock unit or in a branch at the end of a Trading Period (TP) with receipt and payment transaction totals for the same period. The TP is the amount of time between balances for the stock unit or branch. The period of time which a branch account covers is normally the start of business on a

Thursday morning to close of business the following Wednesday evening, this is known as a Balance Period (BP) and a TP will cover a number of BP's (normally four or five in total)

There are twelve Branch Trading Periods in a year, running from April through to March and are identified by a number, for example BP1. Each Branch Trading Period follows a cycle of 5 weeks, 4 weeks and 4 weeks.

All Post Office branches are required to balance and complete a Branch Trading Statement at the end of each Branch Trading Period. The Branch Trading Statement is a signed declaration of the cash and stock held at the branch at the end of the Trading Period. The Branch Trading Statement is also a summary of the volume and value of the receipt and payment transactions, which have been carried out in the branch during the period on behalf

Signature

Signature witnessed by

POL011A

Version April 2012

000014

Witness Statement

Criminal Justice Act 1967, Section 9; Magistrates Court Act 1980, sub section: 5A(3)(a) and
5B; Criminal Procedure Rules 2005, Rule 27.1

Continuation of statement of Stephen BRADSHAW

of Post Office Ltd and its clients. It is a legal document that must be signed, kept in the branch and produced on request for audit purposes.

All Post Office branches on a weekly basis will generally transfer the cash and stock from one Balancing Period to the next Balancing Period. However this is not compulsory and the cash and stock may be transferred at the end of Branch Trading Period (after the four or five week cycle) into the next Branching Trading Period.

Before you can produce a stock unit balance, there are certain activities that must be completed. The Horizon system will identify which activities are outstanding and will prevent you from completing the stock unit balance until they are completed. There are some differences between the activities that are necessary for an individual stock balance and those involving a shared stock unit balance.

A description of a balance is as follows:

During each BP – the branch will:

- Produce counter daily summaries and reconcile the associated documents with the summary.
- Produce counter weekly summaries and reconcile the associated documents with the summary.
- Check the suspense account (Uncharged Receipts / Unclaimed payments) to ensure that the correct values are carried forward.
- Enter any non-accounting data (transaction information that would not otherwise appear)
- All stock units will then be rolled over into the next balancing period.
- At the end of the four or five week balancing period a trading statement is produced.
- The trading statement shows the current position and the account activity in the Post

Signature

Signature witnessed by

POL011A

Version April 2012

000015

Witness Statement

Criminal Justice Act 1967, Section 9; Magistrates Court Act 1980, sub section. 5A(3)(a) and
5B; Criminal Procedure Rules 2005, Rule 27.1

Continuation of statement of Stephen BRADSHAW

Office branch since the last trading statement was produced.

A shared stock unit was used at Birkenshaw Post Office branch. A shared stock unit is when more than one individual is attached to the stock unit and they all have access to the cash and stock in order to serve customers.

Description of a Balancing a Shared Stock Unit.

If the Post Office branch uses a shared stock unit they must make separate declarations for postage for each individual till, if there is postage in each till.

- Count and declare the volume of stock and the value of stamps on hand by denomination.
- Count and declare the breakdown of cash on hand.
- Log off all users except the user who will complete the balance.
- Touch the Discrepancies icon to display any discrepancies in the stock unit.
- If there are any discrepancies, check the declarations against the physical stock or cash to ensure that the declarations are correct.
- Produce the trial balance report.
- Check the trial balance report against vouchers and stock, as appropriate to ensure correct values are reported.
- Correct any transactions if necessary.
 - reversing a transaction.
 - entering a new transaction
 - reversing an incorrect transaction and entering a correct transaction.
- Produce a Stock Unit Balance report and select next BP or next TP option roll the stock unit into the next balance or Branch Trading Period.
- Date stamp and sign the Stock Unit Report and keep in the branch for two years.

It is a mandatory requirement to make daily accurate cash declaration on the horizon system.

Section 12 of the sub postmaster's contract deals with the Responsibility for Post Office Stock and Cash.

Sub section 12 and 13 of this contract deal with Losses.

Signature

Signature witnessed by

POL011A

Version April 2012

000016

Witness Statement

Criminal Justice Act 1967, Section 9; Magistrates Court Act 1980, sub section. 5A(3)(a) and
5B; Criminal Procedure Rules 2005, Rule 27.1

Continuation of statement of Stephen BRADSHAW

12. The sub postmaster is responsible for all losses caused through his own negligence, carelessness or error and also for losses of all kinds caused by his assistants. Deficiencies due to such losses must be made good without delay.

13. The financial responsibility of the Sub postmaster does not cease when he relinquishes his appointment and he will be required to make good any losses incurred during his term of office which may subsequently come to light.

Sub section 14 of this contract deals with Gains.

14. Surpluses may be withdrawn provided that any subsequent charge up to the amount withdrawn is made good immediately.

I now produce Section 12 of the sub postmaster's contract as SB/22

Signature

Signature witnessed by

POL011A

Version April 2012