

# POSTAL DECIMALISATION BULLETIN N° 2



*Note: Consultation has proceeded with the Staff Associations on many aspects of decimalisation including in particular that of training arrangements and instructions. Nevertheless some of the procedures described in this Bulletin have yet to be cleared with the various Staff Associations.*

## **CONTENTS**

Banking in Decimal

Giro

National Savings Bank

Dual Pricing on Postal Orders

New Decimal Stamps

The Decimal "Frank"

Postal Decimalisation Instruction Book

Training

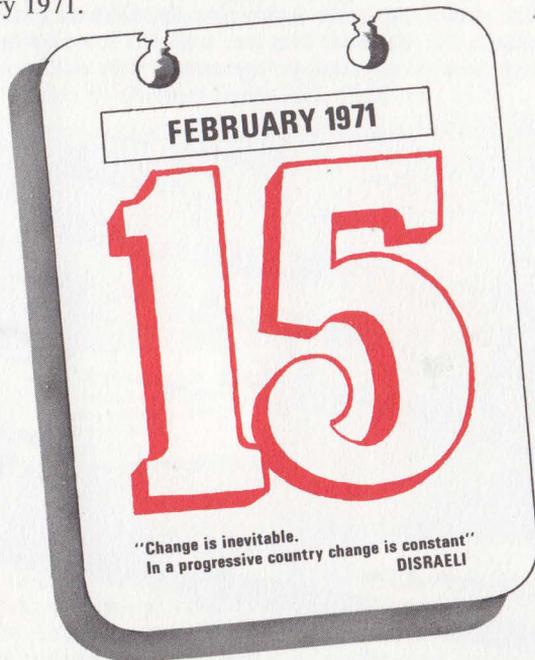
*The new decimal high-value stamps are shown on the front cover. The stamps will be issued on June 17, 1970, and will be treated as 2s (10p), 4s (20p) and 10s (50p) until D-Day. The £1 stamp will be unchanged.*

Bulletin No. 1 outlined the reasons for the change to decimal currency, how the new system will work and broadly how the Postal Business has been organised to plan the changeover.

This Bulletin provides more detailed information on the banking systems' changeover to decimals, the effect on the range of postage stamps and franking machines, and decimal training plans.

## **Important points to remember are:**

The Post Office will change over to decimals on D-Day, 15 February 1971.



From D-Day the Post Office will give change only in decimal currency. £sd coins will be accepted only in multiples of 6d.

To prepare for the changeover, all Post Office counters, including Sub-Post offices, will be closed on Saturday 13 February 1971.

# BANKING IN DECIMAL

The banks will begin decimal working on D-Day and in order to convert all machinery and accounts to decimal they will be closed on Thursday 11th and Friday 12th February 1971.

Special arrangements will have to be made to draw or deposit cash or cheques at banks on these days.

## Remember

-cheques will continue to be made out in £sd until D-Day. From D-Day, of course, cheques will be made out only in decimal – and no new halfpennies will be used. Cheques made out in decimal before D-Day are invalid and those made out in £sd after D-Day are invalid.

What happens to cheques made out in £sd before D-Day but not presented until after D-Day? These will be acceptable – and, indeed, there might be quite a few for the first day or two – but before payment can be made the amount will have to be converted to decimals by the whole new penny conversion table.

21-45

12.2. 1971

60-21-45



FIRST COUNTY RURAL BANK

Pay MR. H. S. Sampson £12-17 or Order

Twelve Pounds 3/6d £12-3-6

T. ATKINS

T. Atkins

⑈356022⑈ 60⑈2145⑈ 39380964⑈ 11

*Note:* The £sd amount is not deleted. The decimal amount is written close to the £sd amount, preferably above it and in a different colour.

# GIRO



Giro, in common with the banks, will change over to decimal currency on 15th February 1971. Giro account balances will need to be converted to decimal by the morning of D-Day ready to receive the first decimal transactions which will arrive in the post on that day.

The National Giro Centre, like post offices, will close for business on the Saturday before D-Day. This will allow time for all the account balances and other records to be converted to decimal. All Giro account records are kept on magnetic tape in the computers at the National Giro Centre and this will make it possible to prepare in advance computer programs which will convert £sd balances to decimal accurately and at great speed in accordance with the whole new penny table.

Shortly before D-Day, Giro will write to all account holders telling them of the plan to change and asking them to prepare their transaction forms in decimal from 15th February 1971.

**GIRO** the Post Office National Giro  
Booth Lane L3 0AA

**CANCELLED** Girocheque 72-00-00  
15th Feb 1971

pay cash or order

at (name of post office) \_\_\_\_\_

amount (write in full) Twelve pounds 50 £12-50

60 000 0001 (3)

J B CARRINGTON  
6 HOBART HOUSE  
RAVENBOURNE GDNS  
LIVERPOOL  
L20 9LG

signature/s *J B Carrington*

The space below this line must be left clear for machine processing at the National Giro Centre

⑈ 7 2 4 2 2 0 ⑈ 60000000⑈

From D-Day – because Post Offices will be working wholly in decimal – transactions at Post Offices will have to be conducted in decimal. For these reasons Giro expects that a high proportion of transactions received will be expressed in the new currency within a few days of D-Day, but there will be – inevitably – some problems caused by £sd transactions overlapping into the decimal period. For instance, transactions carried out at Post Offices in £sd on the Friday before D-Day will be applied to the accounts on Monday after the balances have been converted to decimal.

To deal with these and other overlapping transactions, £sd transactions will be converted to decimal by computer before they are applied to the accounts. This will cut out the tedious job of clerical conversion and ensure complete accuracy.

All documents issued from the National Giro Centre, such as statements of account and authenticated Girocheques, will be expressed in decimal from D-Day and it is foreseen that the transition from the old currency to the new will be effective within a very short time.

60 000 0001

STATEMENT OF ACCOUNT  
Number

Summary

Previous balance

Total debits

Total credits

Current balance

26FEB71

15FEB71

26FEB71

£50.08  
46.29  
72.15  
£75.94

GIRO

16FEB P 4220 SELF DEBITS  
18FEB S 2143211  
23FEB T 6031234  
26FEB T SALARIES

84.86 SOC  
8 845.80  
CREDITS

12.50  
28.00  
5.78  
72.15

J B CARRINGTON  
6 HOBART HOUSE  
LIVERPOOL  
L20 9LG

800



# NATIONAL SAVINGS BANK

The National Savings Bank also goes decimal on D-Day.

In the "Old Bank" book it has been necessary to devise new methods of calculating interest, to arrange procedures and timetables for such major tasks as the conversion of balances in NSB's records, and to plan the conversion or replacement of some 800 machines.

For the "New Bank" book – accounts for which the bank book has a blue plastic cover – complex changes in computer processes are necessary and the heavy load of amendments to computer programs is being tackled with the help of NDPS.

Other tasks have included the design of conversion tables, the redesign of large numbers of forms and the preparation of plans for staff training.

Publicity for NSB's new procedures and forms is being prepared; it is clear that the more the public are made aware of the forthcoming changes the smoother will be the transition. Full advantage will be taken of all possible ways of publicising the National Savings Bank's plans for covering the changeover. A description of the alteration in the Bank's procedures has been included in the booklet issued by the Decimal Currency Board on banking.

The special requirements of savings groups have been assessed and plans made with the National Savings committees to deal with conversion as it affects industrial schemes, school banks and similar groups.

## Points to remember

From D-Day all NSB transactions will be carried out in decimal currency.

The new halfpenny will not be used.

During the changeover period the old shillings and pence can be accepted for deposit, provided that they are presented in multiples of sixpence. A decimal amount can then be recorded and if necessary decimal change given. For example, if 6s 6d is tendered, 32p can be accepted for deposit and  $\frac{1}{2}$ p given in change.

# SAVINGS BANK DIVISION — DEPOSIT

Please enter in **BLOCK LETTERS** the Account Particulars exactly as printed in the Bank Book.

Office, code words, or letters (if any)

No.

3 4 1 1 0 8 7 9 6

Date 30 Month APRIL Year 1971

AMOUNT DEPOSITED

£15 - 27

## FOR POST OFFICE USE

Amount of Cheque £

cash 1 cheque 2

BALANCE AFTER THIS DEPOSIT

£125 - 52

1. Account particulars checked.
2. Amount checked.
3. Entered in Bank Book.
4. Balance (if in book) entered above.

Initials *BS*

Date Stamp

ANYTOWN \* 30 AP 71 THRIFTSHIRE

DNS

Deposit to account of (NAME and ADDRESS IN BLOCK LETTERS)

MR J. EVERYMAN

Mr., Mrs., Miss, etc., Initials and Surname

Address 99 HIGH ST. ANYTOWN, THRIFTSHIRE

S.B. 2CP. (6/69)

Although NSB warrants will be issued in decimal form from D-Day, some warrants already issued in £sd will still be in the hands of customers and will be presented at Post Office counters after D-Day. Counter clerks will convert them according to the whole new penny conversion table. Crossed warrants issued in £sd and paid into banks on or after D-Day will also require conversion to decimal.

To keep the number of conversions at the counter to a minimum, and to help the joint stock banks, a request will be sent out with each warrant and crossed warrant issued during a short period preceding D-Day asking for presentation before that date if possible.

“New Bank” books, including Investment Account books, in which a balance is recorded at each transaction, will have the £sd balance in the book converted to decimal at the Post Office counter at the first transaction on or after D-Day. The way to make decimal entries in a “New Bank” book is shown below. (The same procedure will apply to Investment Accounts books).

ACCOUNT NUMBER		SIGNATURE		CODE								
3	4	1	1	0	8	7	9	6	H.S. Sampson		MMM	
MR H S SAMPSON												
Date of Deposit or Warrant etc.	Amount of Deposit (£'s in words) or Method of Withdrawal	£	s.	d.	Intls							
Jan 30	Twentyfive pounds	18	16	4	AF	L0800						
	(to be carried to transaction document)	=	25	=		ANYTOWN * 30 JA 71 THRIFTSHIRE						
Feb 23	BALANCE	=	43	16	4	ANYTOWN * 23 FE 71 THRIFTSHIRE						
	(to be carried to transaction document)	=	43	82		ANYTOWN * 23 FE 71 THRIFTSHIRE						
Feb 23	DECIMAL BALANCE	=	15	05		ANYTOWN * 23 FE 71 THRIFTSHIRE						
	(to be carried to transaction document)	=	15	05								

“Old Bank” books, in which a balance is not recorded at each transaction, will be converted to decimal when they are next received in the Savings Bank in normal course. Meanwhile, transactions in decimal currency can take place. Sufficient space should be left in the book for the conversion entry to be made later.

An illustration follows of the method of doing this.

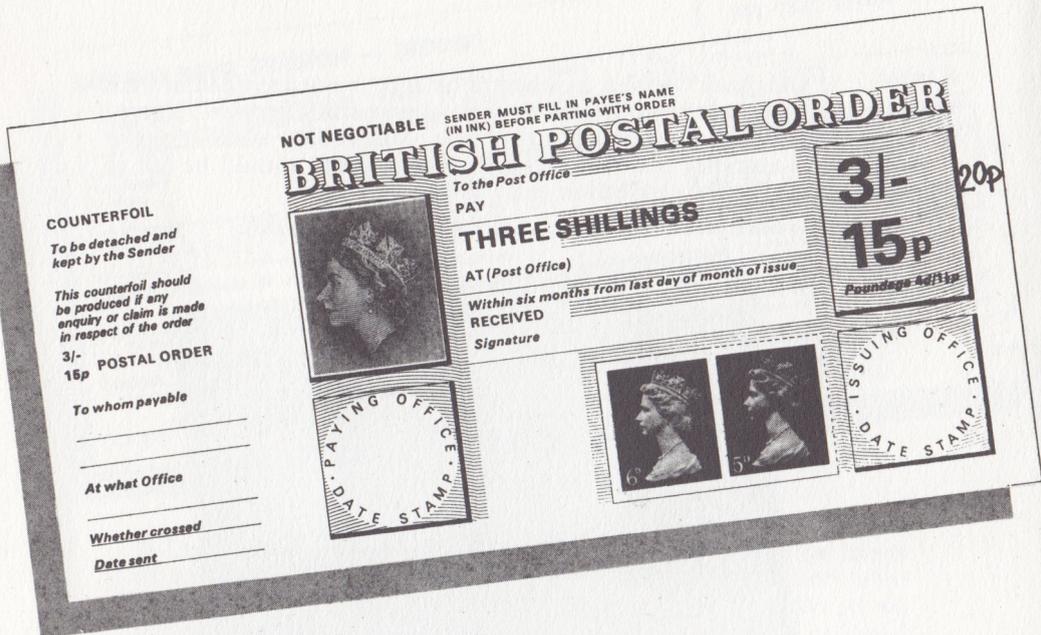
Dec 10	Ten pounds	= 10
<hr/>		
1971		
Mar 4	Three pounds 50	= 3 50

These changes will flow naturally from the transaction being undertaken and the layout of the forms involved, and counter clerks will find the changes increasingly easier to apply as they become used to them.

## DUAL PRICING ON POSTAL ORDERS

To keep the changeover to decimals as simple as possible, changes in procedure will be kept to a minimum and some aspects of Post Office services will go over to decimal in advance of D-Day. The introduction of “bridging” forms and decimal high-value stamps are two examples. Another will be Postal Orders.

During the summer of 1970, “bridging version” Postal Orders with denominations and poundages shown in both £sd and decimal will be introduced. At the same time the 1s 6d, 2s 6d, 3s 6d and 4s 6d Orders will be withdrawn from sale. There will be no place in decimal currency for the guinea and the guinea Order, too, will be withdrawn by D-Day.



Before D-Day the dual-priced Orders will be treated just like £sd ones but from D-Day they will become decimal Orders.

## NEW DECIMAL STAMPS

Planning for the new definitive stamps, showing decimal values is now almost complete. These stamps will be issued in two stages – the high-value stamps, shown on the front cover of the Bulletin, on 17th June 1970, and the low-value set (in special packs only until D-Day) on Wednesday 10th February 1971. There will be no basic change in design as the present attractive designs have been introduced only in the last year or two.

There will be four high-value stamps, the same number as at present but with slightly different values: 10p (2s), 20p (4s), 50p (10s) and £1. THE THREE NEW DENOMINATIONS will be issued on 17th June 1970 to reduce the number of new items of stock to be distributed, and issued around D-Day. A “dual currency” set, showing both £sd and decimal values was considered but discarded for the following reasons:

Such a set would have to be replaced after D-Day by a truly decimal set – but high-value stamps are expensive items for collectors and there would be a danger of losing their goodwill if new ones were issued too often;

By June 1970, everybody should be well used to 10p and 50p coins;

The decimal high-value stamps, together with the decimal coins, should help us all to get used to some simple decimal figures in preparation for the adjustment we shall have to make at D-Day.

A low value set could not be issued earlier than 1971, as only three of the present stamps (6d, 1s and 1s 6d) will have exact decimal equivalents. The least confusing way to issue the new low values will be as a single issue just before D-Day. Philatelists will thus be able to buy the new stamps before D-Day and so ease the pressure on counters on that day.

The new low-value set will contain about 12 stamps. In preparing the set, great care has been taken to ensure that the colours will be a positive aid in identifying the different values. Further details will be given in the next Bulletin.

## THE DECIMAL 'FRANK'

The major decimalisation problem with franking machines was to ensure that they did not print £sd amounts after D-Day – but there are nearly 80,000 franking machines in use and it would have been impossible to have all these changed on D-Day.

The solution, as many people will already know, has been to modify the die design so as to show values in figures only, enabling the same dies to be used both before and after D-Day. For convenience the new design has been called an “all-pence” die.



Before D-Day values of, say, 1s, 1s 4d and 8s 4d, will be shown as 12, 16 and 100 respectively and it will be necessary to regard them as £sd amounts in pence when checking postage paid or when reading the impression for any other accounting purpose.

After D-Day the figures will represent new pence. The meters on the franking machines themselves register the appropriate number of

halfpenny units, thus, for an impression of 1s 2d, or 14p, the meter will read 28 units and will remain unchanged.

All the franking machines now being licensed are designed for decimal working and are fitted with the "all-pence" die. Machines licensed before the dies were redesigned need to be changed to print "all-pence" values and the franking machine companies are now engaged on a big conversion programme.

This means that all units bought at the old price before D-Day will have to be revalued from D-Day at the new rate. Meter users will be asked to give readings of their machines at the close of business on 13th February. These readings will be used to calculate the number of unused units still held in the machine and the difference between the total value in £sd of the units remaining and their total value in £p will be charged to the meter licensee.

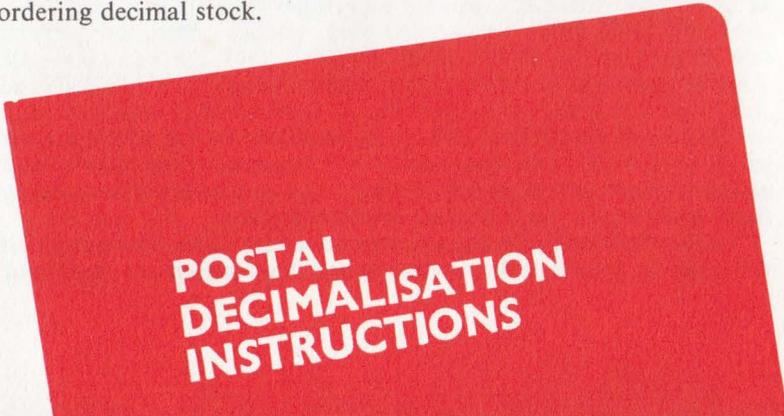
## **POSTAL DECIMALISATION INSTRUCTION BOOK**

To help staff whose work will be affected by decimalisation, a loose-leaf booklet is being produced which should provide the answer to any decimalisation queries. It will show how to plan for the changeover, how to use £sd and decimal currency during the changeover period and how postal services are affected.

Existing Post Office rules will still apply generally but the booklet will give guidance on questions which will arise solely because of decimalisation. By the end of the changeover period the rules will be revised for completely decimal working.

Postal Regions and staff associations have commented on the first draft of the booklet and the final version will be issued in March/April 1970. By that time a local decimal planning officer in most Head Office areas will have been appointed; it will be his job to ensure that the changeover in his area is as smooth as possible.

The booklet will form the main reference for postal staff but decimal information will also be issued from time to time in further Bulletins and circulars, for example on decimal forms and on ordering decimal stock.



**POSTAL  
DECIMALISATION  
INSTRUCTIONS**

# TRAINING

You will have gathered from the information already provided on decimalisation that training will play an important part in the successful changeover to decimals, especially for Post Office counter staff whose work is the area of Post Office activity most affected by decimalisation. We decided at an early stage that P & TOs, Sub Postmasters and Sub Office Assistants should be given priority in training.

A mock "decimal counter" was set up in early 1969 to try out our original ideas and identify areas where further research was required. After hundreds of transactions, it was concluded that there were three main areas in which training would be required:

General knowledge – what the new coins will be, which £sd ones will still be in circulation, and the basic decimal arithmetic;

Cash handling – how both types of coinage can continue to be used during the changeover period, and change-giving principles;

Changes in procedure – new decimal stamps, expression of amounts in decimals and use of conversion tables. There should be



little difficulty in these areas but it will be necessary to become familiar with them.

With these factors in mind the next step was to decide which would be the best method of giving training and when it would be most practicable to give it. Ideally, training would be most effective if everybody could be brought into Regional Training Schools immediately before D-Day, but with 80,000 staff to train it would obviously be impossible to do this. Our conclusion was that programmed learning, combined with a large amount of practical training at Head Office level, was the answer.

Three programmes were written: "Introduction to Decimalisation", "Change-Giving" and "Changes in Procedure". These were taken to each Region in October 1969, and tried out on a sample of P & TOs, Sub Postmasters and Sub Office Assistants with a wide age range and varied periods of service.

The results of these experiments were most encouraging; at the end of each exercise, despite initial reservations and lack of knowledge about the new decimal system, most staff felt confident and surprised at the simplicity of decimal working. This should be the experience of all staff when they have completed their decimal training. An important point to emerge from these experiments was that the fundamental principle of accepting £sd coins (1d, 3d and 6d) only in multiples of 6d is very easily grasped and makes cash transactions in £sd very simple.

One plan on which we are working is to organise the staff in groups of up to 12 with one instructor and give the training by programmed learning. Much of the programme will give plenty of practice in handling decimal coins. When to give training is always difficult to assess but we feel that some training before Christmas and the remainder just prior to D-Day would be the most beneficial. The experience gained from Giro training has been taken into account in producing the proposed decimal training programme which is still being discussed with the Staff Associations.

While priority for decimal training has been given to the needs of counter P & TOs, Sub Postmasters and Sub Office Assistants, consideration is also being given to other P & TO duties such as accounts, wages and salaries and finance. Programme 1, "Introduction to Decimalisation", will probably be adequate in these cases, together with some practical work.



