

### DECIMALISATION INSTRUCTIONS FOR POSTAL STAFF

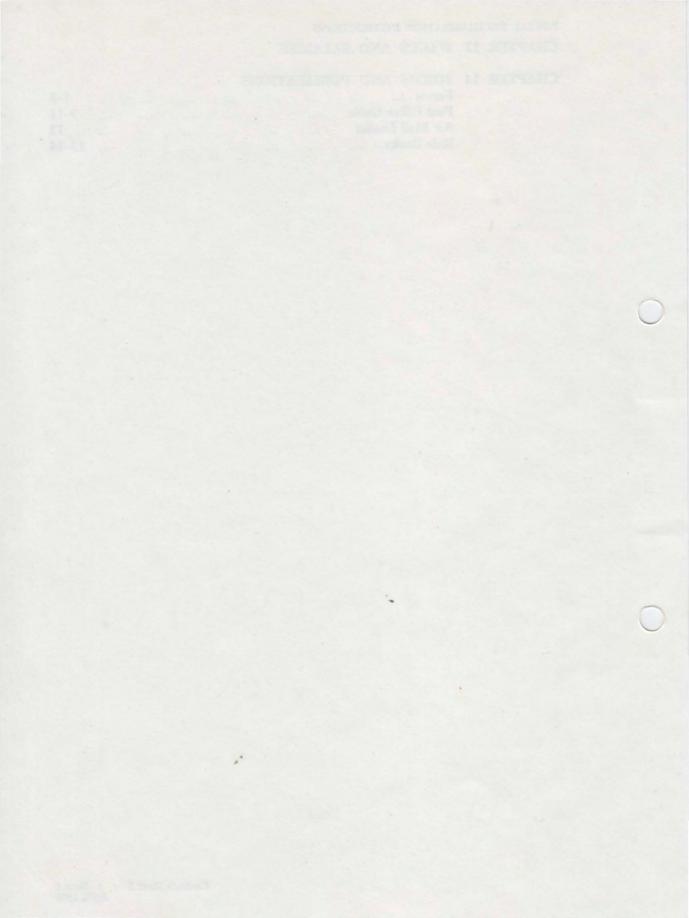
	C	ONTEN	ITS				Pa	ra Nos.
	Scope of Decimal In	struction	ns					
CHAPTER								
	<b>Changeover Date</b>							1
	Changeover Period							2
	Closure of PO Coun							3
	Bank Notes and Coi							4
	Expression of Amou							5-6
	Conversion Tables						•••	7-10
	Conversion Tables							7-10
CHAPTER	2 CASH TRANSACT	TIONS	DUR	ING	THE	CHANG	EO	VER
	DANUMA							
CHAPTER		~						
	Services during Bank							1-5
	Treatment of cheque		10 Feb	ruary	1971			6-8
	<b>Regulation of Balance</b>							9
	Reconciliation of Ba	nk Bala	nces					10-11
								12
	Decimal Coins							13
CHAPTER	4 DECIMAL CASH AND ACCOUNT		STOC	K-RI	EQUIS	ITIONS		
	Requisitioning							2-6
	Accounting							7-11
	<b>Outward Remittance</b>							12-22
	Security							23
CHAPTER	5 £sd STOCK — AC	COUN	FING	ANI	) DIS	POSAL		
	Counter Balance Pro	cedure-	-Crow	n Of	fices			1-5
	Accounting—All Sub	ordinate	e Offic	es				6-10
	Accounting-Head C	)ffices						11-23
CHAPTER								
	The New Low Value							1-2
	Special Philatelic Ar	rangeme	ents					3
	£sd Stamps							4-7
								8
	Stamp Rolls and Star	mp Bool	ks					9
	<b>Regional Stamps</b>							10-11
	Stamped Stationery							12-16
	"To Pay" Labels							17-19
	Philatelic Bureau and	I Specia	l Arra	ngem	ents			20
CHAPTER '	REMITTANCE SE	RVICE	S					
	Money Orders							1-3
	Postal Orders							4-16

CHAPTER	8	GIRO TRANSACTIONS						
		General						1
		<b>Conversion of £sd Documen</b>	ts					2-3
		Change Giving						4
		Deposits of Cheques/Money						
		Authorised Giro Accounts						5
		Recording and Balancing						6
		According and Datasting						
CHAPTER	9	SAVINGS SERVICES						
	-	General Instructions						1-3
		National Savings Bank - L						4-9
			Varrants					10
			ayment					11
			rror Pa					12
			'Old'' E				•••	13-15
			New" ]					15-15
		Purchase of National Saving					ns	21-24
		National Savings Certificate	e and SA	AYE KO	epayme	nt		
		Warrants						25
		Savings Stamps						26-27
		Government Stock and Bone	ds					28
CHAPTER	10	OTHER COUNTER SEI						
		Payment of Pensions and A						1-3
		<b>Refundment of Prescription</b>						4
		Payment of Telephone Acco	unts at	PO Co	unters			5-10
		Local Taxation and Motor	Vehicle	Licence	es			11-13
		<b>Broadcast Receiving Licence</b>	es					14-17
		National Insurance Stamps						18-22
		TI ID CL						23
		FDD Parcels (Head or Bran			s Only			24-26
CHAPTER	11	MAILS SERVICES						
		Inland Unpaid and Underpa	id Corre	esponde	ence			1-8
		Overseas Incoming Unpaid				ponden		9-14
		<b>Rural Postmen's Credit Sto</b>						15-20
		<b>Collection of Miscellaneous</b>						21-24
		Business Reply						25-26
		Postage Forward Parcel Ser						27-28
		Counter Services —Postage						
		Sorting Offices — Postage I			mey }			29-33
		Cash on Delivery Service		Casu	)			34-42
		Cash on Denvery Service						34-44
CHAPTER	12	MACHINES						
CHAI IEK	14	Counter Scales						1-6
								7-14
		Accounting Machines						
		Coin Handling Machines						15-19
		Adding Machines						20
		Adding Listing Machines				•••		21-24
		Coin Weighing Equipment						25
		General Information					•••	26
		Stamp Selling and other Sel	f Servic	e Macl	nines			27-28
		Franking Machines						29-45

### CHAPTER 13 WAGES AND SALARIES

### CHAPTER 14 FORMS AND PUBLICATIONS

Forms	 	 	 	1-8
<b>Post Office Guide</b>	 	 	 	9-11
Air Mail Leaflet	 	 	 	12
Rule Books	 	 	 	13-14



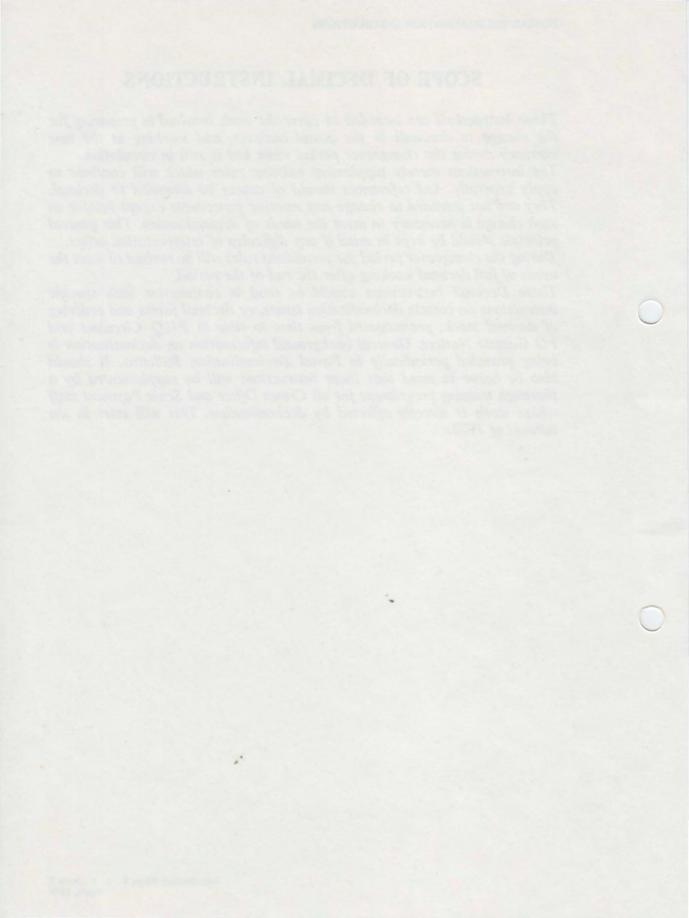
### SCOPE OF DECIMAL INSTRUCTIONS

These instructions are intended to cover the work involved in preparing for the change to decimals in the postal business, and working in the new currency during the changeover period when £sd is still in circulation.

The instructions merely supplement existing rules which will continue to apply generally. £sd references should of course be amended to decimal. They are not intended to change any existing procedures except insofar as such change is necessary to meet the needs of decimalisation. This general principle should be kept in mind if any difficulty of interpretation arises. During the changeover period the permanent rules will be revised to meet the

needs of full decimal working after the end of the period.

These Decimal Instructions should be read in conjunction with specific instructions on certain decimalisation issues, eg decimal forms and ordering of decimal stock, promulgated from time to time in PHQ Circulars and PO Gazette Notices. General background information on decimalisation is being provided periodically in Postal Decimalisation Bulletins. It should also be borne in mind that these Instructions will be supplemented by a thorough training programme for all Crown Office and Scale Payment staff whose work is directly affected by decimalisation. This will start in the autumn of 1970.



## CHAPTER 1 INTRODUCTION

#### CHANGEOVER DATE

1. The United Kingdom will change over to decimal currency on Monday 15 February 1971 (D-Day). The pound will remain the major unit of currency but will be divided into 100 new pence instead of into 20 shillings each of 12 pence. The lowest value coin in circulation will be the new halfpenny. From D-Day the Post Office will operate wholly in the new decimal system.

#### THE CHANGEOVER PERIOD

2. This is the period following D-Day during which businesses will work either in £p or in £sd and in which both old and new currencies will be legal tender. This period is necessary to allow conversion of machines which record £sd amounts or are operated by £sd coins, and will last up to 18 months. In practice it will probably be substantially less than this. The Post Office, and Banks and the majority of large organisations will go over to decimals on D-Day itself and most remaining businesses will change then or soon after.

#### CLOSURE OF PO COUNTERS ON SATURDAY 13 FEBRUARY 1971

3. To ease the conversion to decimal working over the decimal weekend and to ensure that offices are ready for D-Day, Post Office counters will be closed to the public on Saturday 13 February 1971, and, where applicable, on Sunday 14 February. Among the important tasks to be completed on that day will be the withdrawal of all £sd stock and coin (except 1s. and 2s. pieces) and their replacement by decimal stock and coin; replacement of forms which do not have a bridging version; final conversion of office machines and completion of the final £sd cash account which in this instance will cover the eight days ending Saturday 13 February 1971.

#### BANK NOTES AND COINS

4. The following notes and coins will be legal tender during the changeover period:

THO	Tonowing notes	and	oms will be legal tender during t
4.1	Bank notes	£20	)
		£10	The second second second
		£5	These notes are unchanged.
		£1	
4.2	£sd coins	6d	$(2\frac{1}{2}p)$
		3d	$(1\frac{1}{4}p)$
		1d	$\binom{5}{12}p$
4.3	Decimal coins	50p	(10s)
		10p	(2s)
		5p	(1s)
		2p	(4·8d)
		1p	(2·4d.)

 $\frac{1}{2}p$  (1.2d)

#### EXPRESSION OF AMOUNTS IN DECIMAL CURRENCY

#### 5. Points to remember are:

5.1 The pound will not be changed and the  $\pounds$  symbol will remain. Amounts in whole pounds should be written as follows: eg  $\pounds$ 5 or  $\pounds$ 5.00.

5.2 The letter 'p' is the symbol for the new penny and should be placed after the amount, eg 27p.

5.3 The new halfpenny should always be expressed as a vulgar fraction eg  $53\frac{1}{2}$ p, NOT as a decimal place of a pound or a new penny.

5.4 The decimal point will be the sign for separating units and in handwritten amounts should be placed opposite the middle of the figure. In typed documents the full stop is an acceptable alternative if the machine has no decimal point.

5.5 When the decimal point is used the  $\pounds$  symbol should always appear as well but the 'p' sign should not be used. Thus the ' $\pounds$ ' and 'p' should never appear in the same expression.

5.6 When the £ sign is used for an amount that also includes new pence there should always be two figures following the decimal point and one or more between the £ sign and the decimal point, eg £2.09. (Where the amount does not include pounds noughts must be used, eg £0.56).

5.7 New pence alone should not be used to express amounts above  $\pounds 1$ : eg 120p, 165p ARE WRONG;  $\pounds 1 \cdot 20$  and  $\pounds 1 \cdot 65$  ARE RIGHT.

5.8 When speaking of amounts of over £1 it will be useful to get into the habit of using the word 'pound' eg 'one pound sixty' rather than 'one sixty' which could be confusing.

6. Special requirements will apply when making out bank cheques, Girocheques and other payable instruments in decimals.

When handwritten:

Figures Words £29-00 Twenty-nice pounds only £29-26 Twenty-nice pounds 26 £29-08 Twenty-nice pounds 08 £0-26 Twenty-Six pence

Use a hyphen instead of the decimal point.

When printed or typed (but see para 5.4 above for typewriters without a decimal point).

Figures	Words
£29.08	Twenty-nine pounds 08
£0·26	Twenty-six pence

#### **CONVERSION TABLES**

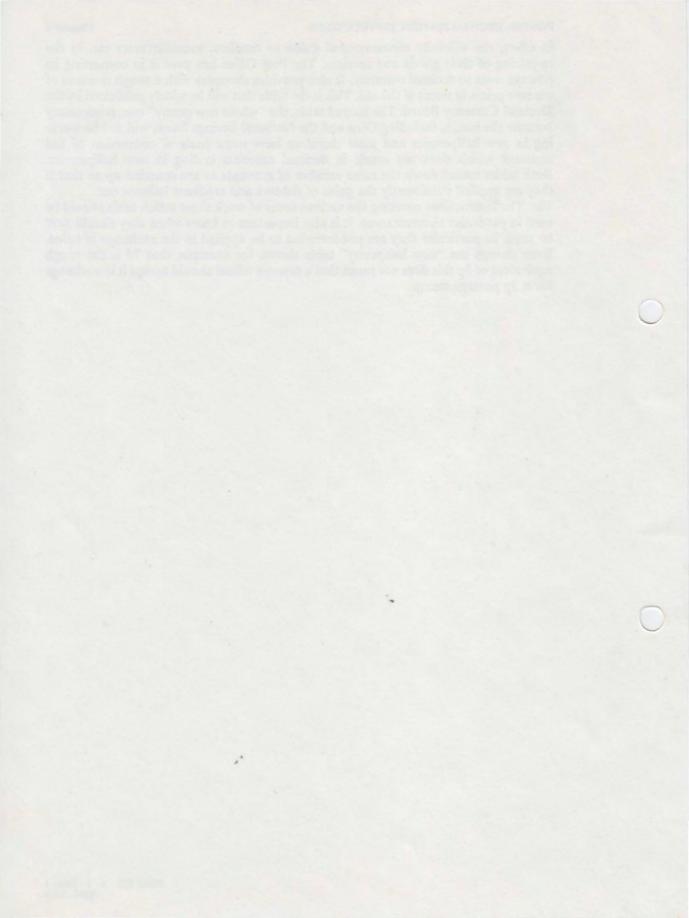
7. A sum which consists only of pounds is, of course, the same in decimal currency as in £sd. When exact shillings are involved conversion becomes necessary but it is easy and can always be done upon an exact basis, one shilling being exactly equal to 5p. But when pence are involved as well, conversion is less easy. No £sd amount that is not a multiple of sixpence has an exact decimal equivalent.

8. A penny is 5/12 of a new penny and some conversions not involving a cash transaction will, in fact, be done on this basis. But in most cases, especially where an amount that is liable to be paid in cash is concerned, this basis of conversion is not practicable and to convert amounts of old pence into new pence they have to be adjusted slightly by rounding upwards or downwards. To ensure that this rounding is carried out in a consistent way is the purpose of conversion tables.

9. There are two main conversion tables, the "new halfpenny" one and the "whole new penny" one shown at Chapter I Appendices A and B respectively. The former is,

in effect, the officially recommended guide to retailers, manufacturers etc. in the re-pricing of their goods and services. The Post Office has used it in converting its postage rates to decimal currency. It also provides shoppers with a rough measure of the new prices in terms of the old. This is the table that will be widely publicised by the Decimal Currency Board. The second table, the "whole new penny" one, is necessary because the banks, including Giro and the National Savings Bank, will not be working in new halfpennies and must therefore have some basis of conversion of £sd amounts which does not result in decimal amounts ending in new halfpennies. Both tables round down the same number of amounts as are rounded up so that if they are applied consistently the gains of debtors and creditors balance out.

10. The Instructions covering the various areas of work show which table should be used in particular circumstances. It is also important to know when they should NOT be used. In particular they are not intended to be applied in the exchange of coins. Even though the "new halfpenny" table shows, for example, that 7d is the rough equivalent of 3p this does not mean that a counter officer should accept it in exchange for a 3p postage stamp.

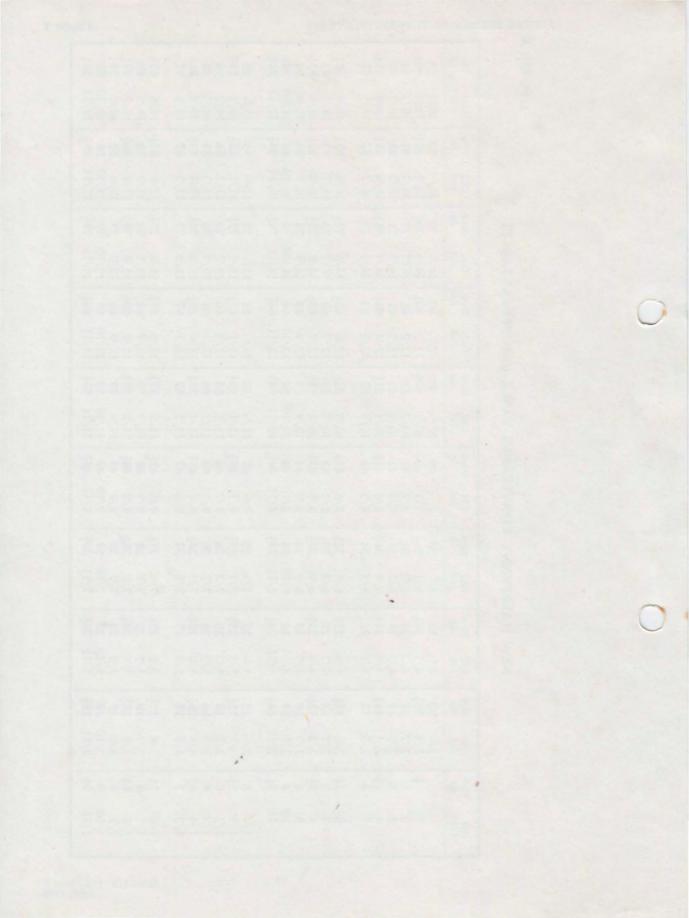


APPENDIX A

	distance of the local	And in case of the local division of the loc	and the second se	
New £p	90 91 91 92 92	921 93 93 94 94 94	95 951 96 96 96	971 98 99 99 99 99
Old £sd	18/- 18/1 18/2 18/2 18/4 18/5	18/6 18/7 18/8 18/9 18/10 18/11	19/- 19/1 19/2 19/3 19/4	19/6 19/7 19/8 19/8 19/10 19/10
New £p	80 80 <sup>1</sup> / <sub>2</sub> 81 81 81 82	821 832 832 84 84 84 84 84 84	85 85 86 86 86 86 87 87 87	871 882 882 899 891 892
DId	$\frac{16/-}{16/2}$ $\frac{16/2}{16/2}$ $\frac{16/2}{16/4}$ $\frac{16/4}{16/5}$	16/6 16/7 16/3 16/9 16/10 16/11	17/- 17/1 17/2 17/3 17/3 17/5	17/6 17/7 17/9 17/9 17/9 17/10
New £p	70 <sup>1</sup> / <sub>2</sub>	72 <sup>1</sup> 73 73 73 74 74 74 74 74	75 752 76 76 77 77	771 78 778 79 79 79 20
old fsd	14/- 14/1 14/2 14/3 14/4	14/6 14/7 14/8 14/9 14/10 14/11	15/2 15/2 15/2 15/3 15/5	15/6 15/7 15/7 15/9 15/10 15/11
New £p	60 61 61 61 61 61 61 61 61	62 <sup>1</sup> 63 <sup>1</sup> 64 <sup>1</sup> 64 <sup>2</sup> 64 <sup>2</sup>	65 66 66 66 66 67 2	671 682 692 692 692
Old £sd	12/- 12/1 12/2 12/3 12/4	12/6 12/7 12/8 12/8 12/9 12/10	13/-13/1 13/2 13/3 13/5 13/5	$\begin{array}{c} 13/6\\ 13/7\\ 13/8\\ 13/9\\ 13/10\\ 13/11\\ 13/11\end{array}$
New £p	50 <sup>2</sup> 51 <sup>2</sup> 51 <sup>2</sup> 51 <sup>2</sup>	52 <sup>2</sup> 53 <sup>2</sup> 54 <sup>2</sup> 54 <sup>2</sup>	55 56 56 57 2 56 2 57	572 582 592 592
Old £sd	10/-10/1 10/1 10/2 10/4 10/5	10/6 10/7 10/8 10/9 10/10	11/-11/2 111/2 111/2 111/3 111/5	11/6 11/7 11/8 11/8 11/10 11/10
New £p	40 41 41 41 41 41 42	42 <sup>1</sup> 42 <sup>1</sup> 42 <sup>1</sup> 42 <sup>1</sup> 42 <sup>1</sup> 44 <sup>1</sup> 44 <sup>1</sup>	45 45 46 46 46 47 2	47½ 48½ 49 49 49 49
bsf	8/1 8/2 8/5 8/5 8/5	8/6 8/7 8/8 8/9 8/10 8/11	9/1 9/2 9/3 9/5	9/6 9/7 9/8 9/10 9/10
New £p	30 31 31 31 31 31 2 31 2 30 2 30 2 30 2	32 <sup>1</sup> 33 <sup>2</sup> 34 <sup>1</sup> 34 <sup>1</sup>	35 35 36 36 36 36	37 <u>1</u> 38 <u>1</u> 39 <u>1</u> 39 <u>1</u>
blo	6/1 6/2 6/3 6/5 6/5	6/6 6/7 6/9 6/10 6/11	7/1 7/2 7/2 7/5 7/5	7/7 7/7 7/7 7/9 7/10
New £p	201 211 211 211 211	22 <sup>1</sup> 23 <sup>1</sup>	25 25 26 26 26 27 27	27 <u>1</u> 28 <u>1</u> 29 <u>1</u> 29 <u>1</u>
old £sd	4/4 4/2 4/2 4/5	4/6 4/7 4/8 4/9 4/10 4/11	5/2 5/2 5/2 5/2	5/6 5/7 5/7 5/7 5/10 5/11
New £p	10 <sup>1</sup> 11 <sup>1</sup> 12 <sup>1</sup>	12½ 13½ 13½ 144 144	15 15 <sup>1</sup> 16 16 17	174 182 182 192 194
pp	222222	2/10 2/10 2/10 2/11	3/5 3/5 2/5 2/2 3/2 2/2 3/2 2/2	3/6 3/7 3/9 3/10 3/10
Old				
New Ol Es	2 T T T T	12 m 12 m 14 m 14 m 14 m 14 m 14 m 14 m	1000000	27 27 28 26 26 26 26 26 26 26 26 26 26 26 26 26

NEW HALFPENNY CONVERSION TABLE (SHOPPERS' TABLE)

Sheet 1/3 : : Issue 1 April, 1970



APPENDIX B

WHOLE NEW PENNY CONVERSION TABLE (BANKING TABLE)

Ep Ep	0	0	-	-	2	32	3	0	3	4	94	2	4	95	9	9	5	5	6	00	8	6	66	0
Zw	6	6	6	6	6	6							6	6	6	6	6	6						-
Old £sd	18/-	18/1	18/2	18/3	18/4	18/5	18/6	18/7	18/8	18/9	18/10	18/11	19/-	19/1	19/2	19/3	19/4	19/5	19/6	19/7	19/8	19/9	19/10	10/11
New £p	80	80	81	81	82	82	83	83	83	84	84	82	85	85	86	86	87	87	87	88	88	68	68	00
Old fsd	16/-	16/1	16/2	16/3	16/4	16/5	16/6	16/7	16/8	16/9	16/10	16/11	-/11	17/1	17/2	17/3	17/4	17/5	17/6	17/71	17/8	17/9	17/10	11/11
New	70	70	11	11	12	12	73	73	73	74	74	75	75	75	76	76	11	H	17	78	78	61	61	80
Old £sd	14/-	14/1	14/2	14/3	14/4	14/5	14/6	14/7	14/8	14/9	14/10	14/11	15/-	15/1	15/2	15/3	15/4	15/5	15/6	15/7	15/8	15/9	15/10	15/11
New	09	09	61	61	62	62	63	63	63	64	64	65	65	65	99	99	67	19	67	89	68	69	69	70
Old	12/-	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11	13/-	13/1	13/2	13/3	13/4	13/5	13/6	13/7	13/8	13/9	13/10	13/11
New	50	50	51	51	52	52	53	53	53	54	54	22	55	55	56	56	57	21	57	58	58	59	59	(UY
61d	10/-	10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	11/-	11/11	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11
Sew Ep	40	40	41	41	42	42	43	43	43	44	44	42	45	45	46	46	47	47	47	48	48	49	49	20
Did	8/-	8/1	8/2	8/3	8/4	8/5	8/6	1/8	8/8	8/9	8/10	8/11	-/6	9/1	9/2	9/3	9/4	9/5	9/6	L/6	9/8	6/6	9/10	9/11
New £p	30	30	31	31	32	32	33	33	33	34	34	35	35	35	36	36	37	31	37	38	38	39	39	40
bid	-/9	6/1	6/2	6/3	6/4	6/5	9/9	6/7	6/8	6/9.	6/10	0/11	-/L	1/1	7/2	7/3	7/4	1/5	9/L	L/L	7/8	6/L	7/10	7/11
Sew Ep	20	20	21	21	22	22	23	23	23	24	54	2	25	25	26	26	27	27	27	28	28	29	29	30
Old £sd	4/-	4/1	4/2	4/3	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	5/-	5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8	5/9	5/10	5/11
New £p	10	10	11	11	12	12	13	13	13	14	14	cI	15	15	16	16	11	17	17	18	18	19	19	20
fisd *	2/-	2/1	2/2	2/3	2/4	2/5	2/6	2/7	2/8	2/9	2/10	11/7	3/-	3/1	3/2	3/3	3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11
fp fp		0	1	1	7	7	3	3	3	4	41	0	5	5	9	01		L	2	00	00	6	6	10
pio fsd		-	2	3	4	2	9	L	00	6	10		1/-	1/1	1/2	1/3	1/4	c/1	1/6	1/7	1/8	1/9	1/10	1/11

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			C

I THE LAW PARTY

### **CHAPTER 2**

### CASH TRANSACTIONS DURING THE CHANGEOVER PERIOD

1. Although the country as a whole will have dual currency working during the changeover period each individual business undertaking will be working in one currency only. In the case of the Post Office this will be decimal currency. All its postal services will be priced and all cash transactions recorded in £p.

2. However some other businesses will work in £sd for all or part of the changeover period; and £sd currency will continue in circulation. Successful cash handling during this period will depend upon keeping the two kinds of currency apart. Confusion will result if officers handling money try to switch mentally from one system to the other. Conversions will be necessary on documents but they must be avoided in the actual handling of cash and the fact that one new penny equals  $2 \cdot 4$  old ones should rarely be needed in practice.

3. The fact that all Post Office charges and rates will be expressed in decimals does not mean that £sd cannot be accepted over PO counters. The exact £sd equivalent of a £p amount can be accepted in payment. But it must be the exact equivalent. An £sd equivalent arrived at by rounding in accordance with a conversion table is **NOT** acceptable. Neither, normally, is an £sd amount slightly higher than the decimal amount payable even though change is not demanded, eg 5d is not acceptable for a 2p (4.8d) stamp (but see para 10).

4. In practice this means that banknotes and 50p coins (which are, of course, unchanged) and 2s and 1s coins (which are the exact equivalent of 10p and 5p coins) are fully acceptable in payment of an amount due in  $\pounds p$ . So also is the sixpence which, whilst it does not correspond to a  $\pounds p$  coin, does have an exact decimal value of  $2\frac{1}{2}p$ . The remaining  $\pounds sd$  coins—the threepenny piece and the old penny—are only acceptable if tendered in multiples of sixpence. Neither they nor the sixpence should be given out in change (except as indicated in para 8 below) but should be kept separately from the  $\pounds p$  currency and later transferred to a supervising officer or remitted to the Head Office (see para 7 below).

5. To summarise the position:

Notes	£20 £10 £5	
Decimal Coins	£1 50p 10p or 2s 5p or 1s 2p 1p	are acceptable without any restrictions
	$\frac{1}{2}p$	)
£sd coins	6d 3d 1d	are acceptable only IN MULTIPLES OF 6d. and will not be given out again in change.

6. Notices summarising these arrangements will be available and should be prominently displayed at all counters. They will take the following form:

Chapter 2

#### THE POST OFFICE WORKS IN DECIMALS We accept your £sd currency BUT

- 1. Old pennies and threepenny pieces can be used only in multiples of sixpence.
- 2. We do not exchange coins.
- 3. Sixpences, threepenny pieces and pennies will not be given in change.

7. Pennies, threepenny pieces and sixpences received over the counter should NOT be mixed with decimal coins in the counter drawer cash insert. It may be convenient to use the old type of cash bowl for storing them but any other form of container will do for this purpose. When the officer leaves his position for any reason the bowl or other container must be locked away in the same way as other cash. At the end of a period of counter duty the maximum possible number of whole shillings should be converted to their decimal equivalent and transferred to a supervising officer in suitable amounts. Any residue of £sd coins should be retained in the counter stock until the next period of duty. At SPSO's the coins should be remitted or paid into the Bank periodically.

8. Where there are public telephone kiosks which have not been converted to accept decimal coinage,  $\pm$ sd sixpenny pieces or pennies should, if possible, be given out on request in exchange for decimal (or larger  $\pm$ sd) coins in multiples of  $6d/2\frac{1}{2}p$ . The Telecomms business will give priority to the conversion of call offices in and around Post Offices.

9. The following example shows how a decimal transaction should be made: if a customer asks for a 2p stamp and

a. Offers 2p

No change necessary

- b. Offers 6d or coins making up 6d
- c. Offers £1, 50p, 10p (2s), 5p (1s)
- d. Offers 5d

e. Offers 2d

i o minge mereoni

Change of  $\frac{1}{2}$ p should be given

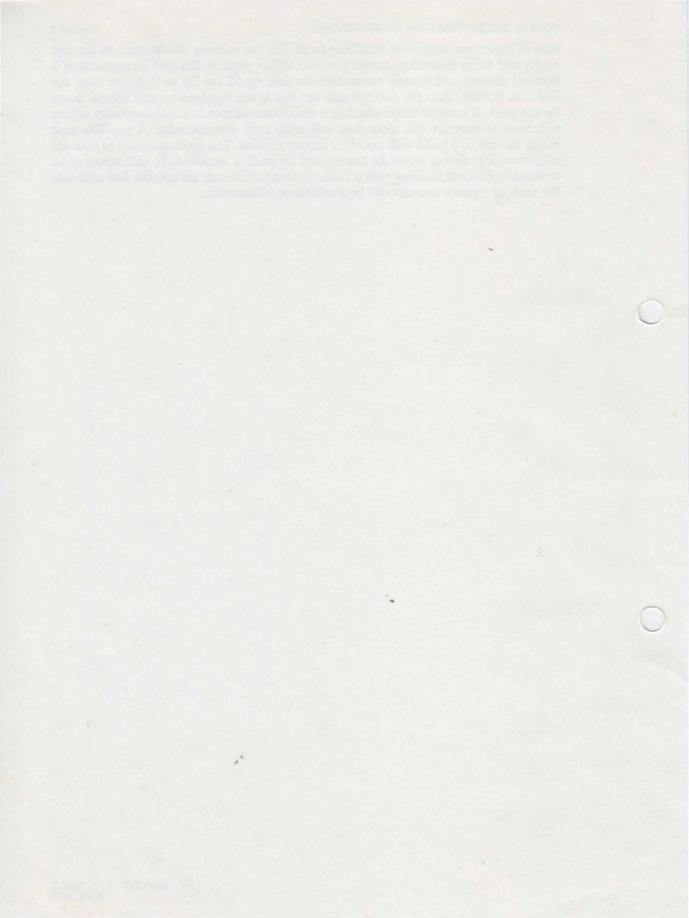
Change should be 98p, 48p, 8p, 3p respectively. The counter clerk should explain politely that in order for him to be able to give correct change another 1d is necessary. If the customer cannot tender this he should be asked if he has a higher value coin or a note for which the exact change could be given.

Customers who claim that they are unable or unwilling to do either see para 10.

The counter clerk should explain that this is not sufficient.

10. The principle explained in the preceding paragraphs of accepting £sd only in multiples of 6d will be adopted not only by the postal business but by most other trading organisations handling cash transactions. It will also be one of the main themes of decimalisation publicity. The vast majority of customers will therefore readily accept it. Nevertheless, there may be the very exceptional customer who insists upon his right to pay a **HIGHER** £sd amount (not a multiple of 6d) than the decimal amount due, eg 5d for a 2p stamp. In such cases the counter officer should, in the first instance, follow the instructions in para 9 above, ie ask for the £sd amount tendered to be made up to the next 6d so that exact change can be given. But in the

case of customers unable or unwilling to do this the counter officer may, in the last resort and at his discretion, accept the next higher payable £sd sum in payment of a decimal amount not exactly convertible to £sd, eg 5d for 2p or 9/8d for 48p. An £sd sum LOWER than the decimal amount due is not legal tender and should never be accepted. It must be emphasised that the circumstances in which a counter officer will need to exercise this discretion will arise only exceptionally. A possible case might be that of a child with no other money on him. The great majority of counter officers will probably never be confronted by such a situation. It will however be covered in decimal training and a table showing minimum acceptable £sd amounts for each new pence amount will be available at all counters.



### **CHAPTER 3**

### BANKING

#### SERVICES DURING BANK CLOSURE PERIOD

1. Banks will be closed on Thursday and Friday, 11 and 12 February 1971 as well as Saturday 13 February.

2. Cash required on Wednesday 10 February can be drawn in the usual way. Cash for the remainder of the week may be obtained at the same time unless this is undesirable for security or other reasons. In this case prior arrangements should be made with the bank for drawing during the closure period. If this is done a cheque for the total amount required must be presented to the bank on Wednesday, 10 February, dated that day. The normal pattern of cash remittance deliveries to SPSO's need not be disturbed.

3. Similar arrangements must be made for offices which obtain cash by the bank transfer system, ie a cheque to cover Thursday and Friday's needs (as well as Wednesday) must be sent to them in time for it to be deposited at their bank on Wednesday.

4. Surplus cash can be paid in during the closure period. Prior arrangements must be made with the bank and the following conditions must be observed:

The amounts must be expressed in decimal and the credit slip must be dated 15 February as credit will not be given until that date.

There must be a minimum total of £200.

If £1 notes are included there must be at least 100 of them.

Coin should be bagged in multiples of

$$50p - \pounds 10$$
  
silver -  $\pounds 5$   
 $3d - 10/- (50p)$   
copper -  $5/- (25p)$ 

25n together in multiples of £1.

5. All cheques received on Wednesday, 10 February, should be paid into the bank on that day if possible, a special visit being made if necessary. This will enable them to be credited in the normal time.



Sheet 3/1 : : Issue 1 April, 1970

#### TREATMENT OF CHEQUES AFTER 10 FEBRUARY

6. Any cheques written before 15 February and received after 10 February, expressed in £sd, must be converted to £p before they are paid in. The "whole penny" conversion table must be used. The £sd amount must not be crossed through. The decimal amount should be written near the £sd amount, preferably above it and, where possible in a different coloured ink ((See illustration above).

7. Cheques, Girocheques, money orders and other payable instruments dated 15 February or later expressed in £sd are in theory invalid and should be refused. However in practice local banks and Giro will for a while after D-Day have discretion to accept them and will not normally refuse to do so solely on the grounds that they are written in £sd. Any such cheques coming to hand should therefore be treated in the same way as £sd cheques dated prior to D-Day.

8. All cheques drawn after 10 February must be prepared in £p, ie if they are not in whole £s they should be completed as follows:

For odd amounts more than £1:

Twenty-nine pounds 08 — £29-08

For odd amounts less than £1:

Twenty-six pence — £0-26

On handwritten cheques the hyphen must be used between the figures, not a decimal point. There must always be at least one figure before the hyphen, an "0" if appropriate, and two figures after the hyphen eg -08 or -26. Halfpennies must not be used on cheques. (See also Chapter 1 para 6 "Expression of Amounts in Decimal Currency").

#### **REGULATION OF BALANCES**

9. Great care must be taken on or before Wednesday, 10 February, to assess the amounts of £sd cash needed for the remainder of that week. It must be ensured that adequate amounts are covered by the cheques given to the banks on 10 February. Requirements for £p cash needed for commencement of business on 15 February and for subsequent days should have been assessed and provided for separately. As there will be no normal banking transactions after 10 February there will be no need to complete forms P1021 after that day until Monday 15 February. On the Monday the normal system should be resumed, all cheques paid in by 10 February being regarded as cleared. Any paid in after 10 February and those paid in on 15 February will not be cleared until Thursday 18 February.

#### RECONCILIATION OF BANK BALANCE

10. Use of P2062 should continue during the bank closure period and the "in bank" figure for the cash account period ending Saturday 13 February (see Chapter 1 para 3) should be the balance calculated in the usual way. Cheques received but not paid in during the closure period will form part of the Cashier's balance.

11. The balance, and the value of individual outstanding cheques, must then be converted to decimal in preparation for the next week's account. There will possibly be a difference between the converted total of individual cheques and the converted overall total and this amount must be brought to account in accordance with instructions to be issued later. Similar differences may arise after 15 February between the bank balance calculated locally and that shown on the bank statement. Provided such discrepancies can reasonably be attributed to conversion roundings they can be ignored.

#### £sd COINS (1d, 3d AND 6d)

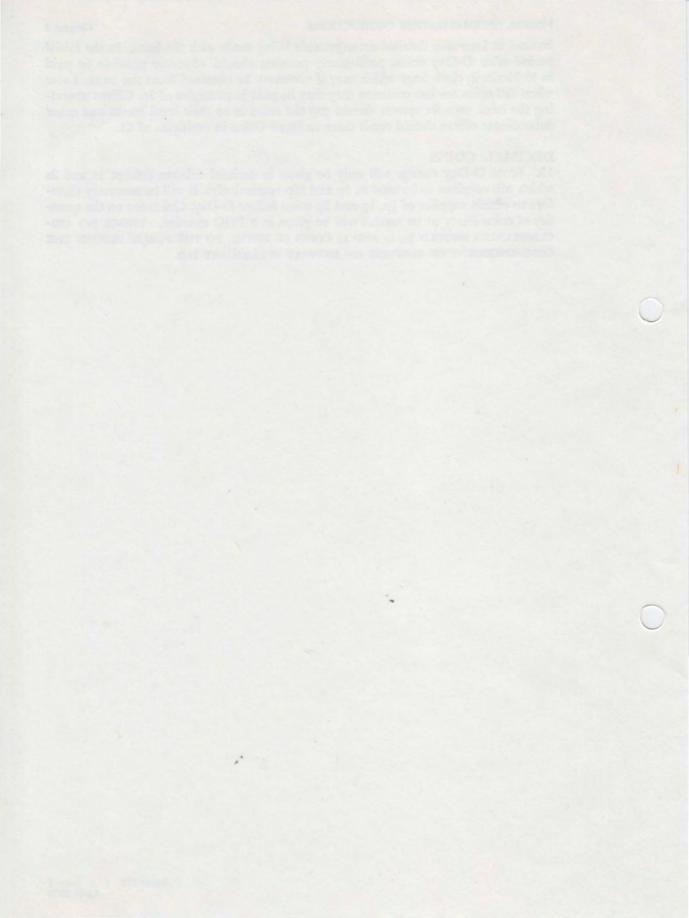
12. After 15 February these coins may be accepted from the public in multiples of 6d but not paid out—(see Chapter 2 paras 3 and 4). The accumulation should be

Chapter 3

banked at intervals, detailed arrangements being made with the bank. In the initial period after D-Day coins, particularly pennies, should wherever possible be paid in to banks in cloth bags which may if necessary be obtained from the bank. Later when £sd coins are less common they may be paid in multiples of 5p. Offices operating the bank transfer system should pay the coins in to their local banks and other subordinate offices should remit them to Head Office in multiples of £1.

#### DECIMAL COINS

13. From D-Day change will only be given in decimal coinage (except 1s and 2s which will continue to be used as 5p and 10p respectively). It will be necessary therefore to obtain supplies of  $\frac{1}{2}$ p, 1p and 2p coins before D-Day. Guidance on the quantity of coins likely to be needed will be given in a PHQ circular. UNDER NO CIR-CUMSTANCES SHOULD  $\frac{1}{2}$ p, 1p AND 2p COINS BE ISSUED TO THE PUBLIC BEFORE THE COMMENCEMENT OF BUSINESS ON MONDAY 15 FEBRUARY 1971.



### **CHAPTER 4**

### DECIMAL CASH AND STOCK : REQUISITIONS, REMITTANCES AND ACCOUNTING

1. These instructions apply only outside the Inner London Area; separate instructions for Inner London Area offices will be issued by the London Postal Region.

#### REQUISITIONING

#### **Decimal Stock**

2. The general timetable for the issue of decimal stock is contained in a PHQ circular. Head Postmasters will also be advised by means of PO Gazette notices when to requisition their initial requirements of decimal stock from SupD.

3. Some items will be placed on sale in dual currency or decimal form during 1970 and will not be included in the initial distribution of decimal items; Postal Orders; certain licences; National Savings Stamps issued in dual currency form; High Value postage stamps and High Value To Pay labels issued in decimal form. These items, and the items already in whole pounds, will be valid both before and after D-Day.

4. Decimal requisition forms, stock books, remittance forms, transfer forms etc. will be available before decimal stock is received. An initial distribution on class of office basis will be made.

#### **Decimal** Coin

5. On D-Day itself, and perhaps for a few days afterwards in areas where many businesses continue to operate in £sd, counter officers may well find that although they are giving out change in £p they are getting back mainly £sd in the course of normal transactions. There will therefore be a need to ensure that ample initial supplies of decimal copper coins are available at all PO counters. This may present some difficulties in the case of offices, particularly SPSO's, which are unable to draw supplies of coins from local banks. Requirements will need to be carefully estimated well in advance. Care should also be taken to order sufficient numbers of bags for remitting these coins. The fact that the sixpence will not be used in change-giving should be taken into account in preparing such estimates.

NOTE: Guidance on estimating initial requirements of coin will be provided by means of a PHQ circular.

6. Arrangements for the supply of bronze decimal coins should be agreed with the bank locally. (See Chapter 3 para. 13). Initial supplies will be packed in £20 containers and when these have to be broken down to make up remittances, etc., the coins will have to be bagged by the Post Office. When the coins are in general circulation they will be supplied by the Banks in blue linen bags containing £20 and in the following paper coin bags.

Denomination	Colour of bag	Value of contents
Mixed <sup>1</sup> / <sub>2</sub> p 1p 2p	Blue	50p
1p	Brown	25p
1p	Red	50p
2p	Green	£1

#### ACCOUNTING

**Decimal Stock** 

On receipt of decimal stock bring to account from the invoices (that exceptionally

will be sent separately) without opening the parcels of stock. If parcels are received open or with seals broken the contents must be checked immediately. Retain the parcels unopened until the stock is required for preparing remittances. If any discrepancy is found at that stage report it in the normal way.

8. HEAD OFFICES should prepare and despatch remittances for subordinate offices so that they are received in time for use on D-Day. If remittances are made up well in advance of despatch continue to hold as part of the main stock pending despatch. If necessary prepare local records to maintain details of items made up in remittances and items retained in bulk as main stock.

9. If any subordinate Crown Offices have adequate strong room accommodation send remittances, made up in whole £s, to them in advance to lessen pressure nearer D-Day.

#### **Decimal** Coin

10. Head Offices should bring decimal coin to account in the normal way on receipt from the Bank but store separately from £sd coin.

11. Where opportunity offers, cash remittances for subordinate offices should be made up before the decimal week-end ensuring that the total amount of the different coins is in whole £s. Cash remittances made up in this way should be kept separately from the main cash although their value should be included as part of the main cash until despatch.

#### OUTWARD REMITTANCES

#### General

12. The withdrawal of £sd cash and stock from subordinate offices and the despatch of decimal stock and cash to them will involve a heavy programme of remittance runs over the decimal week-end. This will need careful planning well in advance.

13. In planning decimal remittance delivery and collection routes and timetables it will obviously be economical to deliver the new cash and stock to a subordinate office and convey the redundant  $\pounds$ sd cash and stock back to the Head Office on the return journey. This will not be possible in all cases but it should be at least one of the objectives of remittance planning, especially for rural areas where the distances involved are greater. It is very important that the security arrangements should not be overlooked and that due regard is paid to the guidance set out in Appendix to A & PRD Circular 181/68 and Appendix E to PHQ Circular 39/69 (CHQ Circular 18/69).

14. In view of the bulk likely to be involved, remittances of cash and stock should normally be made up separately.

#### **Decimal Stock**

15. Decimal stock remittances for subordinate offices should, wherever practicable, be made up in advance (see para 8). The value of each type of stock should be a multiple of 5p(1/-) so that it can readily be converted to £sd. To this end remit stamps only in multiples of 10 (one row). Ensure also that the total value of the whole remittance is in whole £s.

16. In the case of subordinate Crown Offices where strongroom accommodation is adequate, decimal stock remittances may be despatched well in advance of D-Day. (NB Christmas stocks should if necessary be taken into account). These should be brought to account in the normal way. It may also be possible for salaried offices to hold remittances for nearby scale payment offices, but they should remain as part of the Head Office stock until despatched to the SPSO.

17. Other decimal stock remittances made up but not despatched should be kept

18. At subordinate offices decimal stock remittances should be checked and brought to account on the day of receipt in the normal way. Amounts of less than £1 should be converted to shillings as necessary.

19. At credit stock offices the value of decimal stock should be treated as a temporary increase in the credit stock until the £sd equivalent can be withdrawn.

20. At subordinate Crown Offices (and at the Head Office counter) show any remittances received before D-Day as part of the stock held by the Postmaster or Officer in Charge. Make up individual counter stocks in advance as far as possible ready for use on D-Day. Hold and record these stocks as part of the main stock pending formal transfer. Where practicable standard packs of decimal cash and stock should be prepared so that each counter clerk will be supplied with the same amount. This may lead to alteration in the value of fixed stocks and these should be brought back to normal as soon as possible.

#### **Decimal Cash**

21. Where possible, decimal cash remittances may also be despatched in advance to subordinate Crown Offices where strongroom accommodation is adequate. These remittances should be brought to account in the normal way.

22. In the case of subordinate offices which normally use the bank transfer system for obtaining supplies of cash, ascertain from the bank concerned whether or not decimal coins can be supplied and, if so, on what date. If satisfactory arrangements can be made, taking security and storage into account, send the necessary cheque in time for presentation at the bank on the agreed date. If suitable arrangements cannot be made, make up direct remittances as for other offices.

#### SECURITY

23. In cases where Head Offices' strong room accommodation is insufficient for decimal stocks even after sending decimal remittances to Salaried and Branch Offices the possibility of holding some of the bulkier items at Subordinate Crown Offices with surplus strong room capacity should be considered. Where even this expedient seems unlikely to ensure that strong room/safe accommodation is available for all stock due to be so protected the Regional Director should be informed so that the possibility of inter Head Office storage arrangements may be considered.

### **CHAPTER 5**

### **£SD STOCK**—ACCOUNTING AND DISPOSAL

#### COUNTER BALANCE PROCEDURE—CROWN OFFICES

1. The objective is to achieve a balance after close of duty on Friday, 12 February 1971 in such a way that the £sd cash and stock can be readily segregated and a new decimal carried forward figure provided for the next balance. Therefore all counter clerks, including those holding fixed stamp stocks, will be required to prepare a special form P119B in addition to the normal balancing forms.

2. The additional P119B should be used to enter details of all items of cash and stock which will not be used on and after D-Day. The following should be entered on this form instead of:

(a) table 9 of P2565B or P119B. cheques

6d, 3d and 1d coins (in whole shillings) warrants

(b) table 10 of P2565B or P119B

low value £sd postage stamps (the high value stamps, 10p, 20p, 50p and  $\pounds 1$  will not be affected)

£sd Inland Revenue stamps

(except those in multiples of £1 which are not affected)

£sd National Insurance stamps unsold £sd stamped stationery

The form should be totalled and summarised. All Purpose and Banking duties should carry the Grand Total to Table 2 of P2565B. Fixed stamp stock duties should carry the Grand Total to "cash paid in for renewals" on the balancing form P119B.
 The balance should then be completed in the usual way. The entries in Tables 9 and 10 of P2565B and on the normal P119B will refer only to cash and stock which will continue to be used on and after D-Day.

5. When a balance has been achieved the special P119B and the relative cash and stock listed on it should be handed to the responsible officer (eg Cashier, officer in charge) and a discharge obtained. The totals of cash and stock remaining on charge to the counter clerk should be converted into decimal currency where necessary by the new halfpenny table and the total in decimals will be the Balance Brought Forward figure for the next balance.

#### ACCOUNTING-ALL SUBORDINATE OFFICES

6. After close of business on Friday 12 February withdraw all 1d, 3d and 6d coins and all £sd stock (see list in para 2). The different types and values of stock must be kept separate.

6.1 Remit cash in whole pounds and put remaining coins back in the till but separate from decimal coins.

6.2 On this occasion part sheets and loose stamps need not be made up into whole sheets etc. Instead they should be enveloped, each type and denomination separately, the envelope sealed and marked to show the nature and £sd value of the contents.

6.3 Enter details of the stock onto form P119B or P119(a)B in triplicate and total the form. Enclose one copy of the form as the remittance letter to Head Office(s), or salaried offices as instructed, send the second copy to Head Office(s) or Salaried Offices separately under cover and retain the third copy as the local record. Mark the remittance "£sd stock".

7. This will be the last Cash Account in £sd. Prepare the office balance and complete the Cash Account as usual. The aim should then be for all subordinate offices to remit cash and stock to the Head Office or Salaried Office as appropriate on Saturday 13 February. Head/Salaried Offices should bring such remittances to account in their final £sd Cash Account.

8. Before this date all uncharged receipts and unclaimed payments should be cleared as far as possible so as to reduce the number of conversions required. If necessary make up an ordinary remittance to Head Office on Friday 12 February.

9. The completed balance carried forward will then contain only items which are exactly convertible to decimal except for some or all of the following:

unclaimed payments uncharged receipts any surplus or shortages odd amounts of coin retained 'To Pay' labels

Postal Order poundage

These items will need conversion by reference to the new halfpenny conversion table before transfer to the new decimal Cash Book which must be brought into use on Monday 15 February. All further accounting will then be in decimal.

10. After D-Day, £sd coins will still be received from the public. Remit these in whole £s or pay them into the bank whenever a suitable quantity has built up.

#### ACCOUNTING—HEAD OFFICES

11. Withdraw all £sd coin from the main cash after close of business on Friday 12 February made up to the nearest whole £.

12. Check cash remittances as they are received from subordinate offices and enter the amounts in a separate column on P16D. Bring the remittances to account in the normal way. Where it is not possible to complete the check of inward remittances before completion of this account, priority should be given to the checking of the cash remittances; the total value of the stock remittances may be accepted subject to subsequent check.

13. Amalgamate the remittance cash with the £sd cash already withdrawn and hold it separately. If cloth bags of £sd copper (one value) can be made up these need not be broken down into paper bags. Pay them into the bank as soon as possible.

14. Withdraw all £sd stock from the main stock and use form P119B to record the values of the different items. Total the form.

15. Using the forms P119B/P119(a)B received separately from subordinate offices, enter the value of the stock remittances received from these offices on form P16D. Ensure that a form is received from every office. On this occasion the entries will not be in whole £s.

16. From the same forms obtain the total value of postage stamps, I R stamps, and N I stamps and add these to the totals of similar stamps withdrawn from the main stock.

17. Prepare the Cash Account showing the total value of remittances received from subordinate offices in the usual way.

18. Include the value of cash remittances with the main cash in Table 7 as usual. 19. Show the total value of £sd stock, both from remittances and from the main stock, as a bulk figure at Line L of Table 7, noting the item "£sd stock" (the stock shown at other lines in the Table will then be decimal or convertible stock).

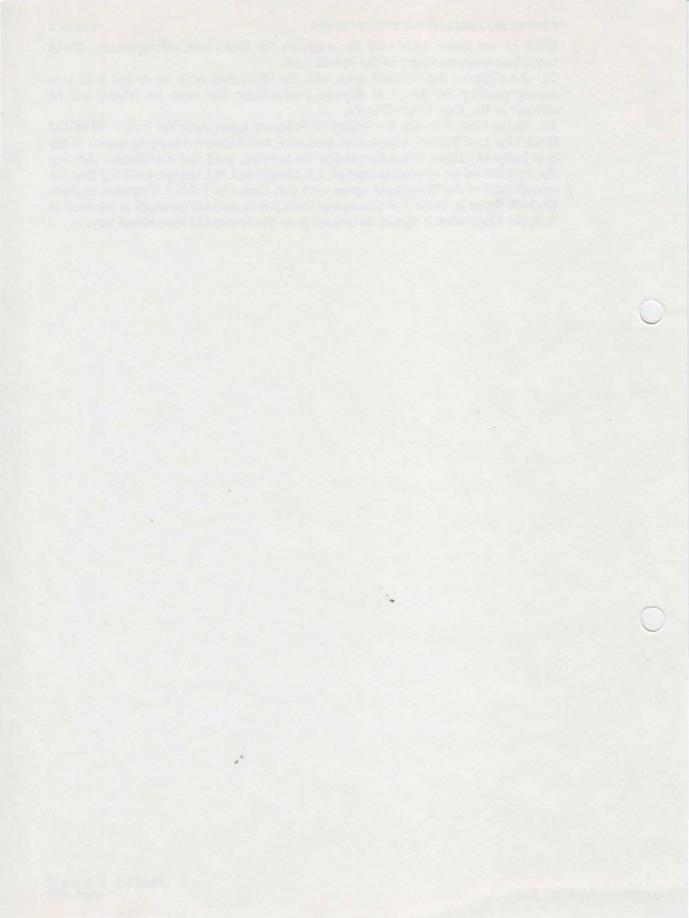
20. Complete and despatch the account in the usual way.

21. As soon as possible check the contents of the stock remittances against forms P119B/P119(a)B enclosed with them. Settle any discrepancies and ensure that the

totals on the forms agree with the totals on the forms received separately. Make any adjustments necessary to the overall total.

22. Amalgamate the returned stock with the withdrawn main stock and hold separately pending the receipt of disposal instructions. The dates for returns will be advised in the Post Office Gazette.

23. In the Cash Account for Friday 19 February again show the bulk total of £sd stock Line L of Table 7, adjusted as necessary, and converted to £p by means of the new halfpenny table. When forwarding the account, send also a statement showing the separate values of postage stamps, I R stamps and N I stamps, ensuring that the overall total of the three items agrees with that shown in Table 7. Continue to show the bulk figure in Table 7 of subsequent Cash Accounts until the stock is returned to Supplies Dept when it should be cleared from the account in the normal way.



### **CHAPTER 6**

### **POSTAGE STAMPS**

#### THE NEW LOW VALUE STAMPS

1. The new "low value" range comprises 12 denominations:

žp	5p
lp	6p
1 <u>1</u> p	7 <u>1</u> p
2p	9p
$2\frac{1}{2}p$	
3p	
$3\frac{1}{2}p$	
4p	
1	

The new stamps are printed in sheets of 200 (10 by 20).

The new stamps will be on sale generally, at all counters on and from D-Day.

2. The value of a sheet or part-sheet of stamps can be easily obtained as follows:

NO OF STAN	MPS	VALUE OF 1 STAMP	VALUE
Full sheet	200 (10×20)	хр	£2x
Half sheet	100 (10×10)	xp	£x
Quarter sheet	50 (5×10)	xp	$\pounds \frac{X}{2}$

#### Thus,

a full sheet of 3p stamps is worth  $\pounds(2 \times 3) = \pounds 6$ 

a half sheet of 3p stamps is worth  $\pounds(3) = \pounds 3$ 

a quarter sheet of 3p stamps is worth  $f_2^3 = f_1 \cdot 50$ 

The total value of the full sheet of stamps will be printed on each sheet.

#### SPECIAL PHILATELIC ARRANGEMENTS

3. In order to reduce philatelic pressure at counters on D-Day, the new stamps will be made available to the general public on Wednesday 10 February 1971:

3.1 from the Philatelic Bureau (all advance orders received by post).

3.2 at all Philatelic Sales Counters in minimum quantities of  $\frac{1}{4}$  sheets (the offices concerned will be given separate instructions on the sale of and accounting for decimal stamps before D-Day).

3.3 at all Head Offices and at other offices with philatelic posting boxes in special packets. These special packets will each contain a complete set of the 12 new

stamps and will have an exact £sd value at which they will be sold before D-Day. It should be noted that on and from Wednesday 10 February the new stamps will be acceptable in prepayment of postage (see Chapter 11, para 2), but special philatelic posting box facilities will ONLY be available on D-Day. Items bearing the new stamps and posted in these boxes will receive a special "Decimalisation Day" handstamp cancellation.

#### £sd STAMPS

4. All old (£sd) low value stamps must be withdrawn from sale at close of business on Friday 12 February (except for those (a) in rural postmen's credit stocks, which should be withdrawn after delivery on Saturday 13 February; and (b) at the Philatelic Bureau and Special Philatelic Counters—see para 20). Disposal instructions will be issued separately.

5. £sd stamps will continue to be valid in pre-payment of postage at the rates in force immediately before D-Day. This arrangement will probably continue for the

duration of the changeover period but would need to be reviewed if there were a tariff change within this period.

6. To decide whether postage paid in £sd is correct the total value of £sd stamps (and not the value of each individual stamp) should be converted to decimals by reference to the new halfpenny table. The value of any decimal stamps also affixed should of course be added to the converted value of the £sd stamps (see also Chapter 11).

7. As £sd stamps will continue to be valid during the changeover period, they should not be accepted in exchange for either decimal stamps or cash. The Post Office will however repurchase £sd stamps under the normal conditions (application on form P674G).

#### HIGH VALUE STAMPS

8. Decimal high value stamps are being issued on 17 June 1970. The values are 10p, 20p and 50p—and the £1 stamp will continue to be issued. Each sheet contains 100 stamps. No changes in the treatment of these are involved after D-Day.

#### STAMP ROLLS AND STAMP BOOKS

9. All £sd stamp rolls and stamp books must be withdrawn from counter sale at close of business on Friday 12 February. (As regards stamp rolls and 2/- booklets in stamp selling machines, see Chapter 12 para 27.) The new decimal stamp rolls and books should be put on sale on and from D-Day. Details will follow later.

#### **REGIONAL STAMPS**

10. All £sd Regional stamps must be withdrawn at close of business on Friday 12 February, in accordance with para 4.

11. New decimal Regional stamps will be issued within a few months of D-Day. The denominations and issue date will be announced later. In the meantime, decimal definitive stamps will be used for the relevant values throughout the United Kingdom (and in the Isle of Man).

#### STAMPED STATIONERY

12. There will be no change in the range of stamped stationery items sold in Post Offices after decimalisation. Decimal postage, registration and stationery charges will be conversions of the current rates, in accordance with the official new halfpenny conversion table. Details will follow.

13. Decimal stationery (like £sd stationery) will be made up in packets of 10. (This includes K envelopes). Equivalent discount rates to those operating for £sd stationery, will be given for decimal stationery. Details will follow.

14. Items of decimal stamped stationery will be introduced a few weeks in advance of D-Day, as £sd stocks are exhausted. UNTIL D-DAY, THEY WILL BE SOLD AT THE SAME PRICE AS THE £sd STOCK WHICH THEY SUPERSEDE. AFTER D-DAY, THIS £sd SELLING PRICE WILL BE CONVERTED TO DECIMALS BY REFERENCE TO THE NEW HALFPENNY TABLE. A list to help in this conversion will be issued later.

15. After close of business on Friday 12 February the value of decimal stock on hand must be re-assessed in decimal terms. Further instructions on this will be issued when decimal tariffs are known.

NOTE: Old and new rates will be marked on the bands of the packets. Instructions concerning differences in balance sheets due to decimalisation will be issued later.

16. After close of business on Friday 12 February, any £sd stock still on hand must be withdrawn from sale and replaced by new decimal stock. Disposal instructions will be issued separately.

#### "TO PAY" LABELS

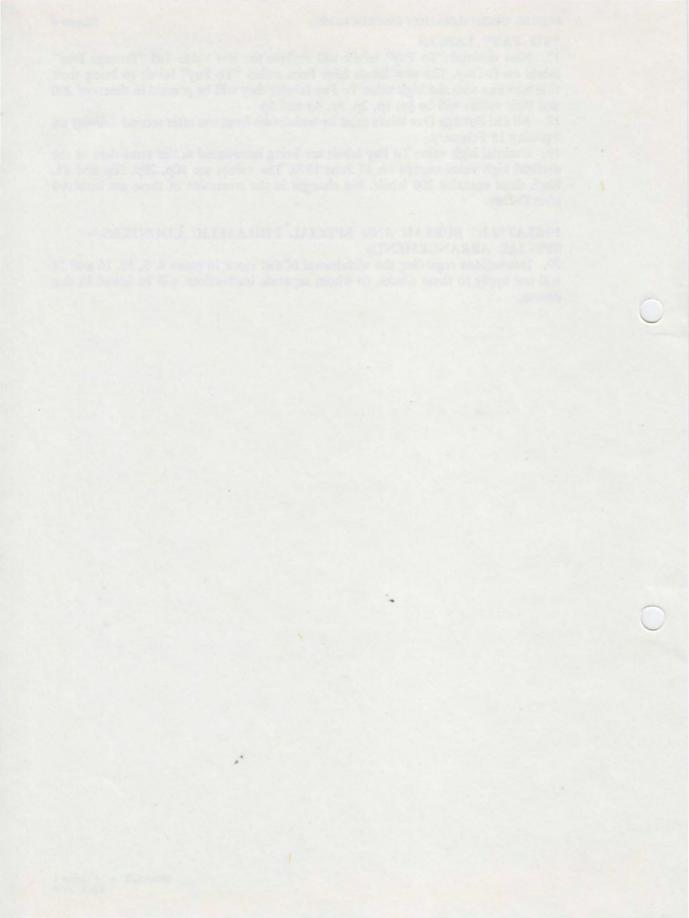
17. New decimal "To Pay" labels will replace the low value £sd "Postage Due" labels on D-Day. The new labels have been called "To Pay" labels to bring their title into line with the high value To Pay labels; they will be printed in sheets of 200 and their values will be  $\frac{1}{2}$ p, 1p, 2p, 3p, 4p and 5p.

18. All £sd Postage Due labels must be withdrawn from use after second delivery on Monday 15 February.

19. Decimal high value To Pay labels are being introduced at the same time as the decimal high value stamps on 17 June 1970. The values are 10p, 20p, 50p and £1. Each sheet contains 200 labels. No changes in the treatment of these are involved after D-Day.

#### PHILATELIC BUREAU AND SPECIAL PHILATELIC COUNTERS— SPECIAL ARRANGEMENTS

20. Instructions regarding the withdrawal of £sd stock in paras 4, 9, 10, 16 and 18 will not apply to these offices, to whom separate instructions will be issued in due course.



# CHAPTER 7 REMITTANCE SERVICES

## MONEY ORDERS (PO RULES C.5 AND C.6)

1. From 15 February 1971 all MOs should be expressed in decimal currency and application forms should be completed in decimal currency. Decimal poundage and charges will apply from D-Day.

2. The new halfpenny should not be used in amounts shown on MOs. Where poundage or supplementary charges include a new halfpenny it should be expressed in the new pence column of the relative form as the vulgar fraction  $\frac{1}{2}$  and not as  $\cdot 005$  (see Chapter 1 paragraph 5 on Expression of Amounts in Decimal Currency).

3. For Money Orders, made out in £sd before D-Day and received from D-Day onwards, convert the £sd amount to decimals according to the whole new penny table showing the decimal amount, in a different coloured ink if possible, and pay out in decimal currency. (See Chapter 3 paragraph 6 and illustration below). The amount shown on any other relative documents should be amended to decimal currency and entered in decimal currency on the accounting forms. (See also para 14)

BRITISH MONEY ORDER THIS ORDER IS NOT NEGOTIABLE AND SHOULD BE PRESENTED FOR PAYMENT WITHIN SIX MONTHS.	011
To the Broad Street 60 American POINTS	
Pay to the person named in my advice the sum of <u>112-87</u>	S.P. Orr
Juvelve Poundo 17/5 £12-17-5 TWENTER	
	JU ale
Tuning Otheer	onic
() () () () () () () () () ()	<b>50</b>
	Date
McCORQUODALE & CO., LTD. GP. 615	VER

## POSTAL ORDERS (PO RULES C2(a))

4. During summer 1970 postal orders with denominations and poundages printed in both £sd and decimal will be introduced. The guinea order will be withdrawn from sale prior to D-Day. There will be no dual currency version of this order, nor of the 1s 6d, 2s 6d, 3s 6d or 4s 6d denominations.

5. From D-Day only dual currency orders and/or decimal currency orders will be on sale and should be sold at the decimal rates. Decimal  $2\frac{1}{2}p$ .,  $12\frac{1}{2}p$ .,  $17\frac{1}{2}p$ . and  $22\frac{1}{2}p$ . orders will be introduced on D-Day. Not more than 2 decimal currency stamps from  $\frac{1}{2}p$  up to a total value of  $4\frac{1}{2}p$  may be affixed to any denomination of postal order.

NOTE: From D-Day the value of decimal stamps affixed to an order may include odd new halfpennies.

6. From D-Day postal order amounts expressed in £sd must in accordance with the, Decimal Currency Act, 1969, be converted to decimal currency by the whole new penny table.

7. Accounting and other forms suitable for both old and new currencies will be in use prior to D-Day. On and from D-Day complete such forms eg P490 and P492 in decimal currency. For accounting purposes form P490 will show the decimal conversion equivalent of £sd orders of the odd sixpence and guinea denominations and also the decimal  $7\frac{1}{2}$ p,  $12\frac{1}{2}$ p,  $17\frac{1}{2}$ p and  $22\frac{1}{2}$ p orders. For example the dual currency form will include denomination lines for 1s 6d/7p and 2s 6d/13p as well as lines for  $7\frac{1}{2}$ p and  $12\frac{1}{2}$ p; and will also include a line for £1 1s 0d/£1.05.

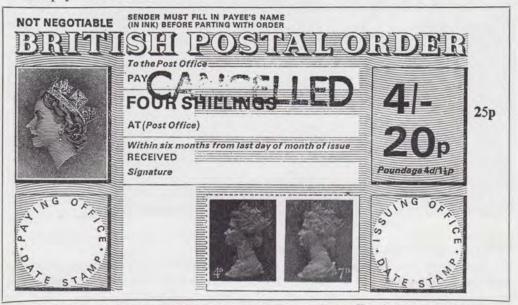
8. Postal orders not listed on a machine list or form P490B presented for payment on and after D-Day should be treated as follows:

8.1 Dual and decimal currency orders without stamps affixed — pay the decimal value.

8.2 £sd orders without stamps affixed — convert each order to decimals by the whole penny table and write this amount on the postal order before paying it.

8.3 Decimal postage stamps — when affixed to dual or decimal currency orders pay the total decimal value: when affixed to £sd orders convert the value of each order by the whole new penny table and add the decimal stamp value. Write the total decimal value on the order and pay that amount.

 $8.4 \pm sd$  postage stamps — when affixed to dual currency or  $\pm sd$  orders convert the total  $\pm sd$  value of each order including the stamps to decimal currency by the whole new penny table; when affixed to a decimal order convert the value of the stamps to decimal currency by the whole new penny table and add it to the decimal value of the order. Write the total decimal amount on each order and pay that amount.



 $8.5 \, \text{\pounds sd}$  and decimal postage stamps — when affixed to a dual currency or £sd order, convert the total £sd value of each order, including the £sd stamp to decimals by the whole new penny table and add the decimal stamp value; when affixed to a decimal order convert the value of the £sd stamp to decimal currency by the whole new penny table and add it to the decimal value of the order including the decimal stamp. Write the total decimal amount on each order and pay that amount.

9. Commission on out of date postal orders (POR C2(a) VI refers):

9.1 On and after D-Day the commission on an out of date dual or decimal currency order should be the decimal poundage shown on the order.

9.2 Out of date £sd postal orders presented for payment after D-Day should have their poundages converted as follows:

10. Form P490 should continue to be used on and after D-Day. For each denomination total the decimal value actually paid (see paragraph 8 above). Enter the face value of the orders of each denomination in the appropriate column (number times denomination). Enter the difference between these 2 totals in the appropriate stamp column. Following this Chapter is a list of mixed £sd and dual currency postal orders with a mixture of £sd and £p stamps affixed and an illustration of a form P490B showing how these orders and stamps should be entered.

11. Where business firms (or banks not operating the P2662/3 voucher system) have used the form P490, values of orders claimed, and wholly decimal stamp totals, should be checked, but no stamp check need be made where £sd or foreign stamps appear. The banks will not claim any odd  $\frac{1}{2}p$  in the total.

12. Banks may also present some of their postal orders with machine lists in denomination order but excluding any odd  $\frac{1}{2}p$  in the amounts claimed for individual orders. This method is acceptable.

13. Some banks not operating the P2662/3 voucher system may, for a short period following D-Day, list postal orders bearing £sd stamps on a separate form P490 from that used for postal orders without stamps or bearing decimal stamps. No objection should be raised to this, neither should any objection be raised if a bank has simply converted the total value of orders with £sd stamps paid in to it in bulk instead of converting each postal order separately, eg a conversion of £1.40 may be accepted for  $8 \times 3s$  6d orders instead of the £1.36 that would result from converting each order separately.

14. The banks have also asked that where the P2662/3 voucher system does not operate they should, irrespective of the amount involved, be given a Girocheque for postal orders and money orders handed in on Thursday, 11 February 1971. On this occasion a Girocheque should be drawn on the Head Office account for any amount of 5s 0d or more and sent by post to the Branch Bank. The cheque should be made out in £sd even though it may not reach the bank until D-Day. The amount should be charged in the relative SPSO account of 13 February as a Remittance from Head Office.

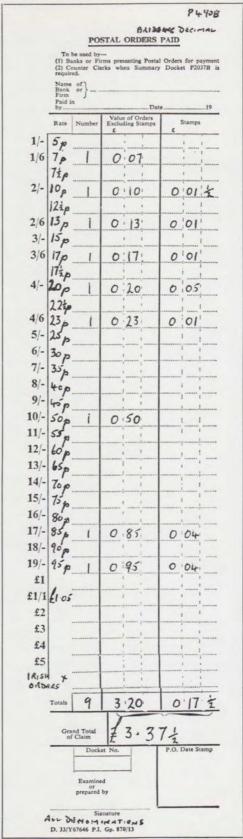
15. The Irish Republic is decimalising its currency on the same date and in the same way as the United Kingdom. A new series of decimal currency orders will be placed on sale from D-Day. Unlike the British postal order values below £1 will be expressed as decimals of a pound and not as new pence, eg British 25p, Irish  $\pounds 0.25$ . Pay £sd Irish Orders and amounts in respect of £sd Irish postage stamps presented on and after D-Day in accordance with paragraph 8.

16. For British postal orders issued overseas presented for payment in the United Kingdom from D-Day pay in accordance with paragraph 8. The equivalent values in British decimal currency of overseas postage stamps affixed to orders are shown in the Post Office Guide.

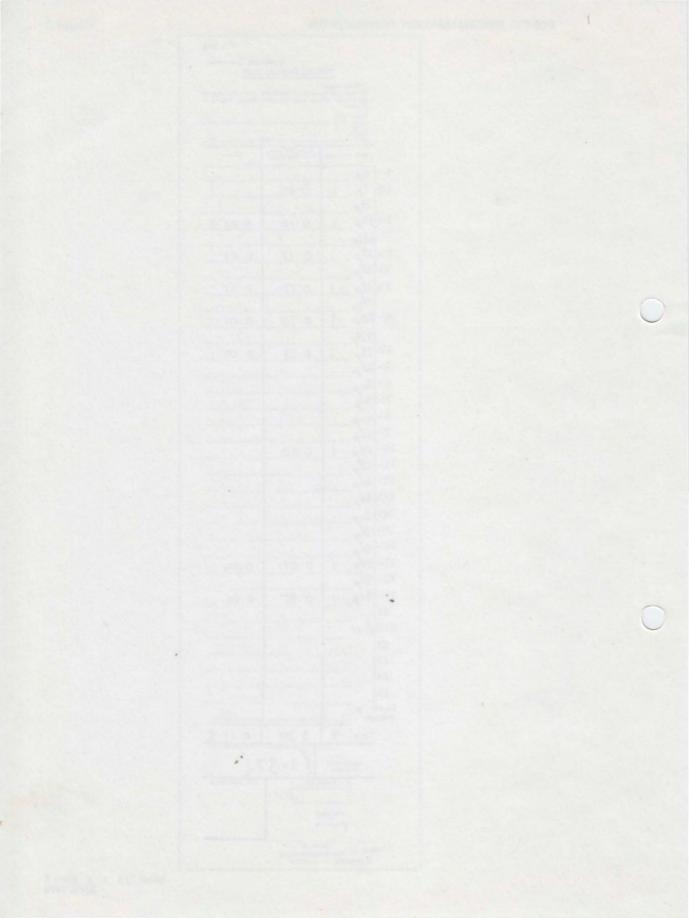
--VALUE OF STAMPS 01 01 01 01 40 17 00000 00 0 VALUE OF ORDERS 95 850 223 95 20 ENTRIES ON P490B 000000000 3 ON 6 GRAND TOTAL £3.371 7p 110p 117p 117p 23p 23p 23p 95p 95p RATE PPP PPP PPP P TOTALS 1s 2s 2s 3s 3s 4s 4s 110s 110s 110s 110s AMOUNT ENTERED ON ORDER 14p 18p 25p 24p d66 7p DECIMAL 1<u>2</u>p d 2p STAMPS 2d 2d pg £sd 2s 6d £sd
3s 6d £sd
4s -d Dual Currency 10s -d Dual Currency 17s-d Dual Currency 19s -d Dual Currency 2s -d Dual Currency TYPE OF ORDER 4s 6d £sd 1s 6d £sd ×××××× × × ×

Chapter 7

10



Sheet 7/3 : : Issue 1 April, 1970



## **CHAPTER 8**

## **GIRO TRANSACTIONS**

## GENERAL

1. On and after 15 February 1971 all Giro transactions must be carried out in decimal currency only. The new halfpenny will be excluded from all transactions and fees. The existing rules for counter procedures and accounting instructions will continue to apply. The £sd values shown will, however, need to be converted to decimal by reference to the whole new penny table in all cases, except for the fee for inpayments which will be amended to \_\_\_\_\_p. The fee for withdrawals on demand that is deducted by the Giro Centre will be amended to \_\_\_\_\_p.

## CONVERSION OF £SD DOCUMENTS

### Documents Prepared and/or Dated Before D-Day

2. Any valid £sd Giro transaction documents prepared and/or dated before D-day but handled at post office counters on and after D-day will need to be converted to decimals by the whole new penny table before payment can be accepted or made. Conversion to decimals should normally be made by the counter officer but if it has already been carried out by the customer it must be checked. The decimal value should be written boldly immediately above the £sd amount box, preferably in a different coloured ink but if there is no space there it should be entered below or near the amount box. The £sd entry should NOT be struck out. Care must be taken to avoid writing in code lines or obliterating other information.

An example of a correctly amended transaction document is illustrated below.

RATES 1971-72 NSTALMENT 1971	Generational Giro Bootle Lancs GIR 0AA
Amount Due £ 48 6 8	credit CITY OF SOUTHFORD         17th Feb. 1974           Giro account no         223 4560           Assessment No.         amount           R48-33         by transfer from Giro a/c no.           76543212345         £ 48 6 8
	13 A 13 A 13 A 18, MOUNTFORD CRESCENT SOUTHFORD, GLOS. signature/s Q. Cleuro.
ee reverse of form.	The space below this line must be left clear for machine processing at the National Giro Centre
	A72234560

## Documents Dated after D-Day

3. The majority of documents dated after D-Day should be in decimal but some £sd documents will continue to be presented at counters. The counter officer should make the conversion as in para 2 above but customers making

## INPAYMENTS ON PO INPAYMENT FORMS G20 SELF DEPOSITS WITHDRAWALS ON DEMAND

must be reminded that all future transactions should be in decimal.

## CHANGE-GIVING

4. After D-Day £sd coins may of course continue to be accepted as deposits or inpayments, (see Chapter 2 para 4 on "Change-giving"). Transactions must however be recorded in whole new pence.

## DEPOSITS OF CHEQUES, MONEY ORDERS ETC TO CERTAIN AUTHORISED GIRO ACCOUNTS

5. Cheques, money orders etc tendered as Giro deposits under the special arrangements made with certain business organisations (PO Gazette dated 8 October 1969 refers) should continue to be forwarded to the National Giro Centre without examination at the counter. Any conversion of the amounts to decimal will be carried out at the National Giro Centre.

## RECORDING AND BALANCING (GIRO COUNTER PROCEDURES CHAPTERS VII AND VIII)

6. From D-Day all entries on daily and weekly records will be in decimal and balancing will be carried out in decimal. Error notices raised for weeks prior to the 15 February 1971 will be in decimal although the £sd equivalent of the amount of the error will also be shown for convenience.

## **CHAPTER 9**

## SAVINGS SERVICES

## GENERAL INSTRUCTIONS

1 The following instructions are intended to cover only the changes required for decimalisation; in the absence of instructions on a particular point, the existing rules should be followed. The instructions will remain in effect until carried to the appropriate permanent instructions (PO Rules C4, C3A and C3).

2. All entries made in bank books and on accounting documents will be in decimal from 15 February 1971. When making decimal entries in bank books and on documents where three cash columns are provided the pounds will be entered in the first column and new pence in the second column leaving the third column vacant. The decimal point will not be used where columns are provided.

3. The Department for National Savings will not work in new halfpennies (except for the encashment of National Savings Stamps, see paragraph 26) and wherever it is necessary in any savings transaction to convert to decimals an amount expressed in £sd the conversion should always be made by using the whole new penny conversion table.

## NATIONAL SAVINGS BANK

### **Deposits from D-Day**

4. Cash deposits in £sd. From D-Day deposits can be made only in pounds and whole new pence. Depositors presenting £sd or mixed coins should be asked to tender an amount exactly convertible to decimals — ie in multiples of sixpence. Change should be given in new pence eg to make a deposit of 34p, 7s. (equivalent 35p) should be accepted and 1p given in change; for a deposit of 62p, 12s 6d (equivalent  $62\frac{1}{2}p$ ) should be accepted and  $\frac{1}{2}p$  given in change. See also Chapter 2 of these Instructions.

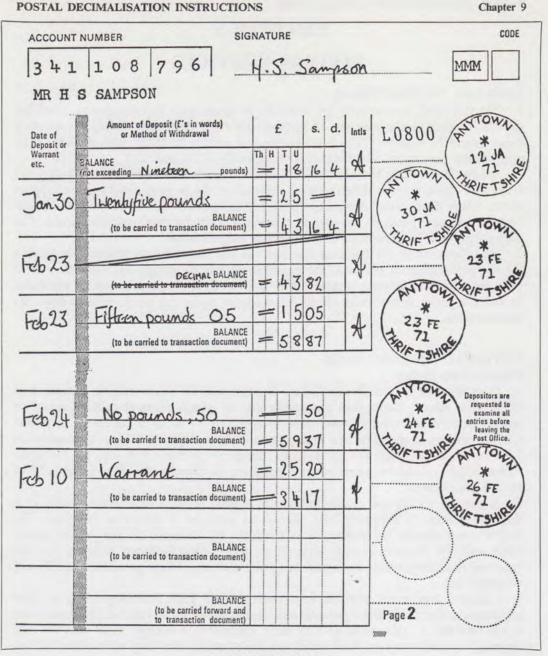
5. A deposit by cheque drawn in £sd (or similar order which is acceptable as a deposit) before 15 February 1971 should be accepted if otherwise in order. The £sd amount should be converted to decimals by reference to the whole penny table and the decimal amount entered on the cheque (without deleting the £sd amount) near the amount box, preferably above it and, where possible, in a different coloured ink.

6. Cheques and other payable instruments dated 15th February 1971 or later expressed in £sd are in theory invalid and should generally be refused. However local banks will for a while after D-Day have discretion to accept these and will not normally refuse to accept them solely on the grounds that they are written in £sd. Any such cheques coming to hand should be treated in the same way as £sd cheques dated prior to D-Day.

7. A deposit by two or more cheques. The £sd amount of each cheque should be converted separately (using the whole penny conversion table) and the decimal total taken as the amount of the deposit.

8. A deposit by part cheque and part cash. The cash and cheque parts should be dealt with separately according to the foregoing instructions and the decimal total taken as the amount of the deposit.

9. Enter the decimal deposit in the transaction space of the bank book by writing the number of whole pounds in words followed by the new pence in figures. Make the entry in the figures columns as in 2 above (see examples in illustration 1 overleaf).

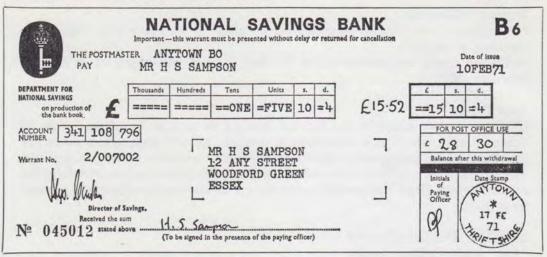


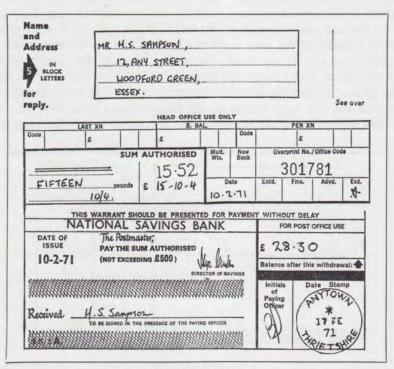
#### **ILLUSTRATION 1**

NOTE: See special instructions below for first decimal transaction on or after 15 February 1971.

## Warrants and Crossed Warrants

10. Warrants, Overprinted Authorities and Crossed Warrants issued in £sd before D-Day and presented on or after 15 February 1971 will require conversion to decimal before payment can be made or the crossed warrant accepted for deposit or other purposes. Do not delete the £sd amount, but convert to decimals by the whole penny table and write the decimal amount near the amount in figures box





**ILLUSTRATION 2** 

preferably above it and, where possible, in a different coloured ink, taking care not to over-write any information.

(See examples in illustration 2 above).

Make the appropriate entries, in the bank book, and on the account sheet SB2D in decimal. Although the entry in the book will be made in decimal the date in column one will be the date of issue of the warrant and not the date of payment (C4 VIII 15). NOTE: See special instructions below for first decimal transaction on or after 15 February 1971.

Chapter 9

### **Payment on Demand**

11. Payments on demand presented on or after 15 February 1971, should be expressed in decimals.

NOTE: See special instructions below for first decimal transaction on or after 15 February 1971.

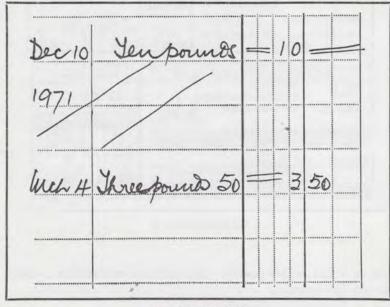
### **Error Papers**

12. Error papers issued in £sd but not brought to account by offices before 15 February 1971 will require conversion to decimal. DO NOT DELETE THE £sd ENTRY but convert the adjusting entry only on the error paper and write the decimal amount, where possible in a different coloured ink, immediately below the box containing the adjusting entry. Enter the amount in decimal on the appropriate side of the account sheet SB2D.

## SPECIAL INSTRUCTIONS

### "Old" Bank, Ordinary Series

13. First transaction on or after 15 February 1971. When the first entry on or after 15 February 1971 is to be made in an "Old" Bank book which has not been balanced and converted to decimal, two lines must be left so that the £sd balance can be converted to decimal and inserted in the bank book when it is next examined at Savings Bank Headquarters. As a precaution against fraudulent misuse of this space, double lines should be ruled diagonally through the FIRST AND SECOND columns of the space. Then make the transaction entry as described in the general instructions above. Where the entry to be made is the first entry for the year and the bank book has not been balanced for the previous year, the year should be written in bold figures in the top vacant space in column 1. See illustration 3 below.



#### **ILLUSTRATION 3**

14. *Examination of bank books*. Depositors who wish to forward their bank books to Savings Bank Headquarters for the SOLE PURPOSE of having the £sd balance converted to decimal should, if possible, be discouraged. It can be explained that because of the number of accounts involved this work will be spread over a

considerable period and will be done as books are examined at Headquarters in the normal course.

15. Requests to close account. Where there are requests from depositors on or after D-Day to close their accounts by withdrawal on demand (where the balance is under £20 and the bank book has not been examined at Savings Bank Headquarters since D-Day), extra care will be needed in arriving at the balance due—especially those with entries in both currencies. It will first be necessary to ascertain the decimal equivalent of the £sd balance in the book at D-Day by means of the whole penny table. By adding or deducting the amounts of subsequent decimal deposits and withdrawals the decimal balance due will be calculated. If the amount to close the account is in excess of £20 the depositor should be asked to forward the bank book with the notice of withdrawal to Savings Bank Headquarters.

## "New" Bank

16. Opening an account. From 15 February 1971, amounts should be expressed in decimal on the declaration and initial deposit slip/receipt (SB3CP/3PP). Ensure that the amount on the declaration as written by the depositor is correctly expressed in decimals.

17. First transaction on or after 15 February 1971. "New" Bank books presented on or after 15 February 1971 showing a £sd balance will require conversion to decimal at the counter before the first decimal transaction can take place. Carry out the conversion as follows:

17.1 Draw double diagonal lines through the transaction and amount spaces immediately below the last £sd balance.

17.2 On the next line enter the current date in the date column and the word **DECIMAL** before the printed word **BALANCE**. Delete the words "(to be carried to transaction document)" if present.

17.3 Convert the last  $\pounds$  balance to decimals by the whole penny table and enter the amount in figures, writing the pounds in the  $\pounds$  column and the new pence in the shillings column. (Do not write any part of the decimal amount in the old pence column.)

17.4 Initial and date stamp the entry.

17.5 Make the transaction entry in the book as described in the general Instructions above, calculate and enter in the book the new decimal balance and make the appropriate entry in the "Balance after this deposit/withdrawal" box on the transaction document.

(An example of a converted balance and subsequent transaction is shown in illustration 4 overleaf)

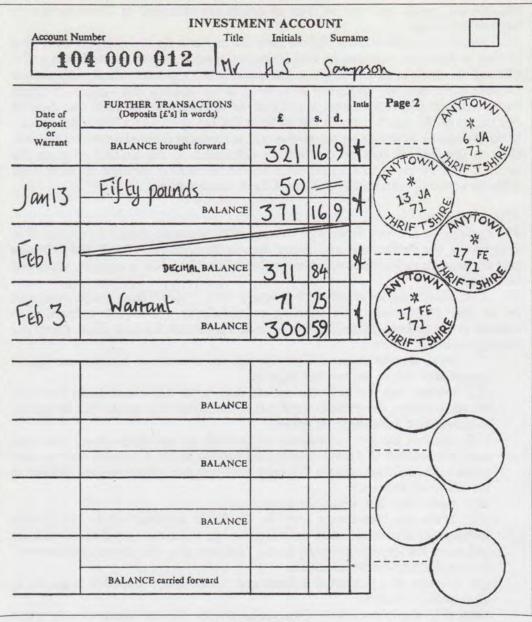
NOTE 1 If the conversion of the balance fills the last space on the page, carry the new decimal balance forward to the next page before entering the decimal transaction.

NOTE 2 A request from a depositor for the balance in his book to be converted should not be refused even though an immediate transaction may not be required.

18. Second decimal transaction. In checking the balance entered at the previous transaction the conversion should also be checked.

## **Investment Accounts**

19. Opening an account. From 15 February 1971 amounts should be expressed in decimal on the declaration and initial deposit slip/receipt (2007P/2007CP). Ensure that the amount on the declaration as written by the depositor is correctly expressed in decimals.



#### **ILLUSTRATION 4**

20. *Existing accounts* (first transaction on or after 15 February 1971). The conversion procedure to be followed is identical to that laid down in paragraph 17 of the special instructions for New Bank books.

An example of a converted balance and subsequent transaction is shown in Illustration 4 above.

# PURCHASE OF NATIONAL SAVINGS CERTIFICATES AND GIFT TOKENS

21. *Payment in cash.* During the changeover period, £sd coins, decimal coins and mixed £sd and decimal coins may be accepted for the purchase of savings certificates and gift tokens. But £sd coins can only be accepted in multiples of 6d.

22. Payment by cheque or other payable instrument. From D-Day where the amount of a payable instrument contains odd shillings and pence it should be converted to decimal currency by the whole penny conversion table. Do not delete the £sd amount but enter the decimal amount near the amount in figures box, preferably above it and where possible, in a different coloured ink. The balance of the purchase if any should be made up in cash assessed on the basis of the decimal amount.

23. Payment by two or more cheques. The £sd amount of each cheque should be converted separately (using the whole penny conversion table) and the decimal total taken as the amount of the payment.

24. Payment by part cheque and part cash. The cash and cheque parts should be dealt with separately according to the foregoing instructions.

Cheques and similar orders or warrants dated on or after 15 February 1971 are invalid if drawn in £sd but see Chapter 3, para 7.

## NATIONAL SAVINGS CERTIFICATE AND SAYE REPAYMENT WARRANTS

25. Warrants issued in £sd before D-Day and presented on or after 15 February 1971, if they are not out of date and are otherwise in order, should be converted to decimal by reference to the whole penny conversion table and paid in decimal currency. Do not delete the £sd amount but enter the decimal amount paid near the amount in figures box, preferably above it and, where possible, in a different coloured ink.

**NOTE:** A warrant used for reinvestment should be converted to decimals before the holder is paid any balance in cash or is asked for cash to make up the amount to the total amount he wishes to invest.

## SAVINGS STAMPS

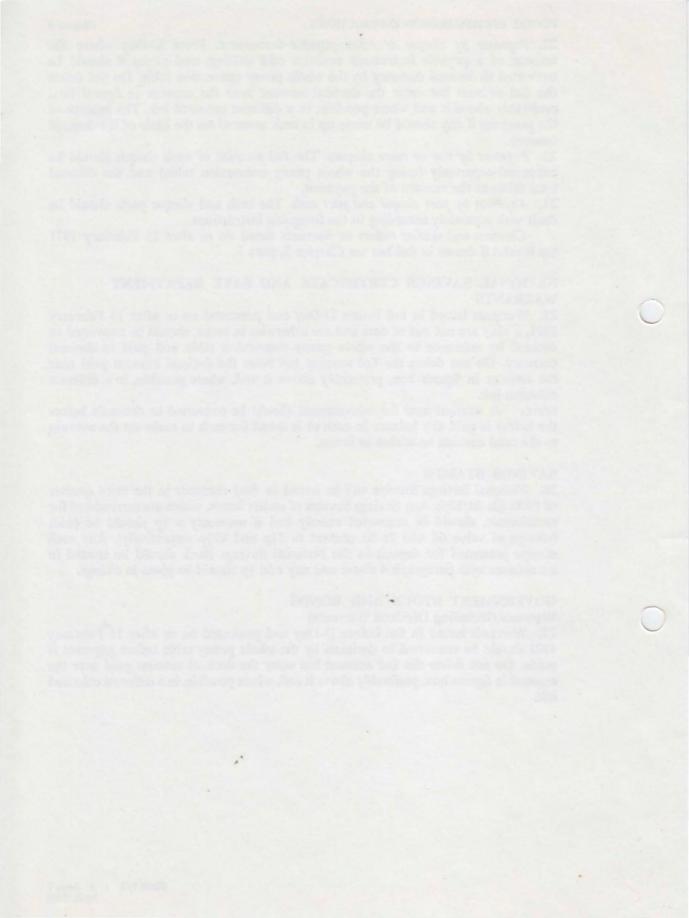
26. National Savings Stamps will be issued in dual currency in the third quarter of 1970. (2s 0d/10p). Any Savings Stamps of earlier issues, which are surrendered for encashment, should be converted exactly and if necessary a  $\frac{1}{2}$ p should be paid, (stamps of value 6d and 2s 6d convert to  $2\frac{1}{2}$ p and  $12\frac{1}{2}$ p respectively). Any such stamps presented for deposit in the National Savings Bank should be treated in accordance with paragraph 4 above and any odd  $\frac{1}{2}$ p should be given in change.

### GOVERNMENT STOCK AND BONDS

Warrants (Including Dividend Warrants)

e.

27. Warrants issued in £sd before D-Day and presented on or after 15 February 1971 should be converted to decimals by the whole penny table before payment is made. Do not delete the £sd amount but enter the decimal amount paid near the amount in figures box, preferably above it and, where possible, in a different coloured ink.



## **CHAPTER 10**

## **OTHER COUNTER SERVICES**

## PAYMENT OF PENSIONS AND ALLOWANCES (POR C2 X11)

1. Issuing authorities will request payees, either by inserting an interleaved sheet in order books or by some other means, to cash before 15 February 1971, all orders expressed in £sd. Orders dated 15 February, 1971 and later will show the amount payable in decimal currency only.

2. For a variety of reasons, some payees will inevitably present books containing orders expressed in £sd on and after 15 February 1971. In these instances payment must be made in decimal currency by converting the £sd amount on the basis of the whole new penny conversion table and if there is more than one docket each should be converted separately. To aid in subsequent accounting for these orders, the actual amount paid should be entered on the orders in decimal currency by the paying officers.

3. The procedure laid down in POR C2 XII for disposal of paid orders should be followed in the normal way. Forms P2311B, P2311(a)B, P2490G and P88 will have been amended to make them suitable for entering amounts in decimal currency. Amounts in respect of all orders paid on and after 15 February, 1971 must be entered in £p only.

### **REFUNDMENT OF PRESCRIPTION CHARGES**

4. The prescription charges operative from D-Day will be announced later.

## PAYMENT OF TELEPHONE BILLS AT PO COUNTERS

5. The total amounts to be paid on telephone bills issued during the quarter before D-Day until 19 February 1971, will be shown in both £sd and £p. The number of bills sent out during the week 15-19 February 1971 will be kept to a minimum. Bills issued after 19 February 1971 will show only decimal amounts.

6. The decimal amounts shown on bills will be calculated on the basis of the whole penny conversion table and the new halfpenny will not be used.

7. Bills bearing £sd and £p totals tendered for payment before D-Day should be charged the £sd amount and those paid after D-Day should normally be charged the decimal amount shown (but see para 9 below).

8. If a bill prepared in £sd only (ie prepared prior to the quarter before D-Day) is tendered at the counter for cash payment after D-Day the £sd total should be converted in accordance with the whole penny conversion table and the decimal amount charged.

9. As stated in paras 7 and 8 above customers paying telephone accounts after D-Day should normally be asked to pay the amount shown in decimal currency even though a £sd amount is also shown on the bill. Where a customer insists on offering the £sd amount it should be explained that the PO is working in decimals and the decimal amount is the one which should be paid. Rather than refuse payment altogether however, the exact £sd amount shown on the bill should be accepted. In this case the decimal amount should still be entered in the summary form T372B.

NOTE: This is the only instance where a counter clerk must accept a £sd payment not a multiple of 6d. The reason for this is that in law tender of the exact £sd amount discharges a debt to the Post Office.

10. £sd coins can, of course, be accepted (in multiples of 6d) in payment of decimal amounts (see Chapter 2 para 4).

## LOCAL TAXATION AND MOTOR VEHICLE LICENCES Fixed Value Licences

11. These licences have the amount due printed on them. All licences issued on and after 15 February 1971 must be accounted for in decimal currency. The following licences are for amounts in whole £s. There will be no change in the transaction and accounting procedure as laid down in POR C7 I.

Game (Red)	£6
Game (Green)	£4
Game (Blue)	£4
Occasional Game	£2
Game Dealer	£4
Gamekeeper	£4

The Dog Licence is at present 7s 6d  $(37\frac{1}{2}p)$ . It will be printed in a "bridging" version (showing the amount due in £sd and in decimal currency) and introduced prior to D-Day. The transaction and accounting procedure laid down in POR C 7 I should be followed in the normal way.

### **Open Licences**

12. The amount due in respect of the following licences is not printed on them. The amount is calculated and entered on the licence by the counter officer.

Two or more Dogs Pack of Hounds

(7s 6d per dog)

inds (7s 6d per hound)

Motor Vehicle (depending on class and period)

On and after 15 February 1971 the amount due in respect of licences for two or more dogs or a pack of hounds will be calculated at  $37\frac{1}{2}p$  for each animal licenced and the total entered on the licence in decimal currency. The various tax rates for motor vehicle licences are at present in whole pounds and shillings. On and after 15 February 1971 the rates shown on the licences should be entered in decimals and obtained by converting the amount shown on the expiring licence (1/- = 5p). All open licences issued on and after 15 February 1971 must be accounted for in decimal currency. The transaction and accounting procedure laid down in POR C 7 I and C8 should be followed in the normal way.

13. All forms used in the handling, stocking, issue and accounting of licences have been amended to make them suitable for entering amounts in decimal currency.

## BROADCAST RECEIVING LICENCES

14. Sound licences will continue until 31 March 1971.

15. The present £6 monochrome and £11 colour television licences will be unchanged on D-Day.  $\pounds 6.50$  monochrome and  $\pounds 11.50$  colour television licences will be introduced on 1.4.71.

16. On and from D-Day credit for a monochrome television licence being surrendered for a coloured television licence will be 50p for each unexpired month of a £6 licence and 54p for each unexpired month of a £6.50 licence being surrendered. A refund table (normally printed on the reverse of the back cover of licence books) will be produced on a card printed tumbler fashion for licences value £6 and £6.50 in dual currency.

17. Concessionary rates for blind persons will be straight conversions by the new halfpenny table of the existing amounts— $\pounds 4.75$  in the case of monochrome television licences and  $\pounds 9.75$  in the case of colour television licences.

### NATIONAL INSURANCE STAMPS

18. All £sd stamps will be withdrawn from sale after close of business on Friday 12 February 1971. They will be replaced by new stamps showing the replacement values in decimal currency which will be on sale on and from D-Day. It should be noted that because the DHSS have had to convert both the employers and the employees contribution into separate payable decimal amounts the stamp values will not necessarily be the conversion table equivalent of the old £sd values (see para 19 below).

NOTE: Normally, when National Insurance stamps are replaced by a new series, the old stamps remain on sale for a period of 8 weeks. As there is no general increase in the rates, this procedure will not be necessary on this occasion.

19. Because decimal rates will not necessarily be an exact, or even a conversion table equivalent of the old £sd rates there will be fractional differences in the amounts to be paid by employers. To cover this possible source of controversy, the Department of Health and Social Security will publish a special table of corresponding values in the press and will also provide explanatory leaflets for distribution at all Post Offices. 20. Where necessary, customers should be advised that the PO sells only decimal stamps but that the Department of Health and Social Security will accept either £sd or corresponding decimal stamps on National Insurance cards, to meet either outstanding or current payments.

21. There will be the same number of rates, ie 35. The size of the stamps has not been changed but the size of the box containing the rate is larger to allow more space for the expression of the rate in decimal currency, eg £4.42 instead of 88s 5d. 22. The new stamps have been printed in sheets of 200 (10×20): each sheet will measure  $9\frac{3}{4}'' \times 14\frac{1}{8}''$  (The £sd sheets of 240 measure  $9\frac{3}{4}'' \times 17\frac{1}{2}''$ ).

### INLAND REVENUE STAMPS (POR C 7)

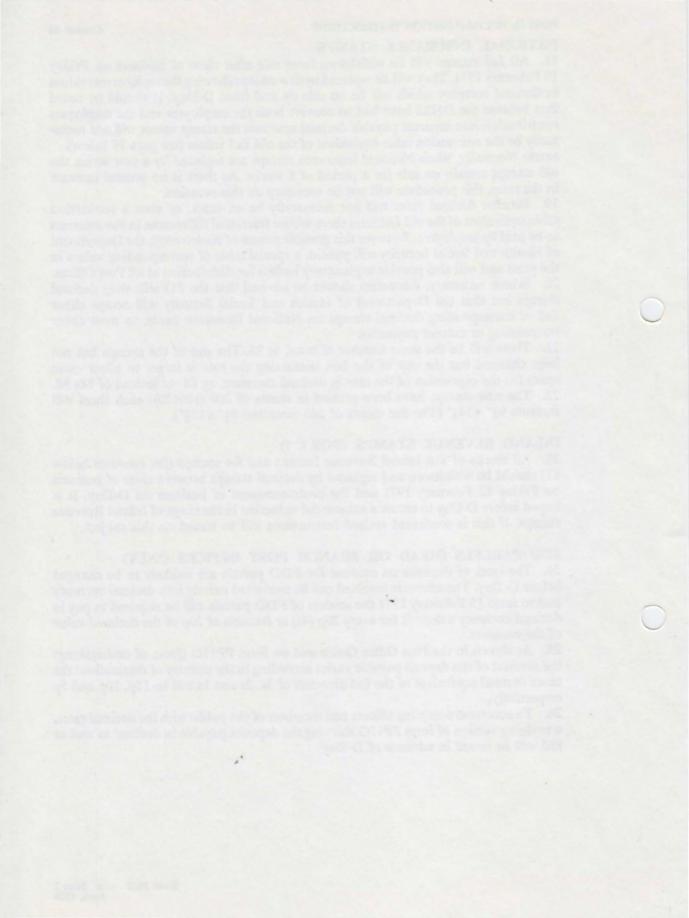
23. All stocks of  $\pounds$ sd Inland Revenue Stamps and fee stamps (for amounts below  $\pounds$ 1) should be withdrawn and replaced by decimal stamps between close of business on Friday 12 February 1971 and the commencement of business on D-Day. It is hoped before D-Day to secure a substantial reduction in the range of Inland Revenue stamps. If this is confirmed revised Instructions will be issued on this subject.

## FDD PARCELS (HEAD OR BRANCH POST OFFICES ONLY)

24. The rates of deposits on account for FDD parcels are unlikely to be changed before D-Day. The amounts involved can be converted exactly into decimal currency and so from 15 February 1971 the senders of FDD parcels will be required to pay in decimal currency a deposit for every 20p (4s) or fraction of 20p of the declared value of the contents.

25. As shown in the Post Office Guide and on form PP17G (form of undertaking) the amount of the deposit payable varies according to the country of destination: the exact decimal equivalent of the £sd amounts of 3s, 2s and 1s will be 15p, 10p and 5p respectively.

26. To accustom accepting officers and members of the public with the decimal rates, a bridging version of form PP17G showing the deposits payable in decimal as well as £sd will be issued in advance of D-Day.



# CHAPTER 11

## **MAILS SERVICES**

## INLAND UNPAID AND UNDERPAID CORRESPONDENCE

1. For a few days before D-Day and throughout the changeover period both £sd and decimal stamps will be valid for the pre-payment of postage. The following instructions for assessing and collecting surcharges take into account the various situations liable to arise from the existence of two forms of stamps and after D-Day of currency.

### 10 February to 14 February 1971

2. Decimal stamps will be put on sale at some offices (see Chapter 6) from Wednesday 10 February 1971. Customers will be asked not to use them before D-Day in pre-payment of postage but this request may not always be heeded. Any items coming to hand with decimal or a mixture of decimal and £sd stamps affixed between 10 and 14 February should NOT be surcharged. Unpaid items or those bearing deficient £sd postage should be surcharged in the normal way.

### 15 February to 21 February 1971

3. At Offices of Posting. To give customers and staff time to become accustomed to the new decimal values UNDERPAID items (with £sd, decimal or a mixture of stamps affixed) should NOT be surcharged.

For items completely UNPAID the normal surcharging procedure should apply—viz items whether superscribed 'First Class' or not should be diverted into the 'Second Class' stream and surcharges (in decimals) should be raised at the second class rate.

4. At Offices of Delivery.

4.1 Unpaid items or items bearing deficient £sd postage coming to hand for delivery on 15 February will have been posted before decimal postage rates applied and will have the surcharge denoted in £sd. Because few customers will have decimal coins, especially on the first delivery, these surcharges should continue to be collected in £sd.

4.2 From 16 February surcharges should be indicated and collected in decimal (for acceptance of  $\pounds$ sd coins, see para 7.2) where the surcharge is still shown in  $\pounds$ sd it should be converted to decimal by the new halfpenny table.

### From 22 February 1971

5. The normal surcharging procedure will apply for all items whether unpaid or underpaid. The appropriate surcharge should be raised and collected in £p.

At Offices of Posting. The method of assessing the amount of surcharge will be:
 6.1 Unpaid items. The surcharge will be a straightforward calculation of double the decimal deficiency.

6.2 Underpaid items bearing decimal stamps only. As 6.1 above.

6.3 Underpaid items bearing £sd stamps only. Convert the total value of the £sd stamps to decimals by using the new halfpenny conversion table and surcharge double the decimal deficiency.

6.4 Underpaid items bearing a mixture of £sd and decimal stamps. Convert the total value of the £sd stamps to decimals by using the new halfpenny conversion

#### Chapter 11

table and add to this amount the value of the decimal stamps affixed. Surcharge double the decimal deficiency.

For example:

An item is posted bearing a mixture of stamps: 2 @ 1d and 1 @ 2p where the Second class postage should be 5p.

- a. Convert the total  $\pounds$ sd stamp value: 2d = 1p
- b. Add it to the decimal stamp value: 1p + 2p = 3p

c. Surcharge double the decimal deficiency:  $2 \times 2p = 4p$ 

## 7. At Offices of Delivery

7.1 Any items coming to hand for delivery with a surcharge marked in £sd should have this converted to decimal currency by reference to the new halfpenny table before being taken out on delivery.

7.2 The decimal amount due should be collected when surcharged items are delivered. Payment of a decimal amount in £sd is possible providing 6d or a multiple of 6d is tendered. 6d is EXACTLY equivalent to  $2\frac{1}{2}p$  and exact change can be given. A customer who attempts to pay a decimal surcharge in £sd coins which are not a multiple of 6d should be told that they cannot be accepted since it would not be possible to give exact change. He should be invited to make up the £sd amount to an exact multiple of 6d. (See Chapter 2 para 9 'Change Giving').

8. All stocks of £sd postage due labels should be replaced by decimal To Pay labels after the second delivery on 15 February 1971.

(A summary of inland surcharging arrangements is shown at the end of this Chapter.)

## OVERSEAS INCOMING UNPAID AND UNDERPAID CORRESPONDENCE

9. This instruction relates solely to the collection at the time of delivery of surcharges on unpaid/underpaid correspondence from abroad. Special instructions are being issued to Offices of Exchange (OEs) on the calculation of surcharges on and after D-Day.

10. Inward OEs will continue to show on incoming unpaid/underpaid correspondence from abroad the amount of the surcharge to be collected at the delivery point. 11. OEs will commence showing surcharges in decimal currency on 15 February 1971 (D-Day). This means that the first overseas items marked for surcharge in decimal currency will normally reach the delivery point on 16 February.

12. Surchargeable items delivered on 15 February itself will therefore have surcharges shown in £sd and such surcharges should be collected in that currency as in para 4.1.

13. In the case of items surcharged in £sd which reach the delivery point on 16 February or after, surcharges should be converted to decimal currency by the halfpenny conversion table and the decimal amount written on the item near the original £sd sum.

14. A customer can pay a surcharge with £sd coinage, provided it is tendered in multiples of 6d, so that exact decimal change can be given.

## RURAL POSTMEN'S CREDIT STOCK

15. Supervising officers responsible for despatching any postman who holds a credit stock must ensure that his stock of £sd stamps and cash is withdrawn in full and replaced by a fresh stock of decimal stamps and coin before delivery on 15 February 1971 is commenced.

16. The postman should be supplied with a suitable quantity of  $\frac{1}{2}p$ , 1p and 2p coins for change giving and his credit stock should be increased accordingly. 25p credit stocks should generally be increased by 10p, and 50p stocks by 20p. They should be accounted for as part of the stock of "Postage Stamps etc" and "Cash" or at a Head Office as "Supplies to Sub-postmasters etc on credit". The suggested increases are only intended as rough guides and should be adjusted to suit local conditions at the Head Postmasters' discretion. The necessity of maintaining credit stocks at the higher level should be reviewed regularly after 31 March 1971. When quantities of decimal coins are no longer required for change-giving purposes the credit stocks should be reduced to their former level.

17. A receipt for the new stock, expressed in decimal form (eg 35p), must be given by the credit stock holder on form P644.

18. Withdrawn £sd stamps and coin must be passed promptly to the stock holder (eg the Sub-Postmaster or at a Head Office, the Cashier) against a discharge.

19. If a purchaser is unable to tender payment in decimal currency the postman should request him either to buy quantities of stamps in multiples of  $2\frac{1}{2}p$  (equals 6d) or to tender £sd coins in multiples of 6d. ( $2\frac{1}{2}p$ ). By this means the exact amount of change in decimal currency can be given. (See Chapter 2 para 9 'Change Giving'). 20. Before each subsequent delivery is commenced, postmen should pay in all £sd coin received on the previous delivery and obtain decimal stamps and coin in exchange.

## COLLECTION OF MISCELLANEOUS CHARGES ON PARCELS (CUSTOMS DUTY, CUSTOMS CLEARANCE, COD, RETURN CHARGES)

21. Separate instructions are being issued to Offices of Exchange (OEs) about the preparation of decimal versions of these charges.

22. Parcels and packets from abroad on which any of the above charges are payable by the addressee will reach the delivery office bearing a docket (OE94, OE95, OE96, OE97, OE106, OE107, OE108 or OE109) indicating the amount to be collected from the addressee.

23. OEs will enter such charges in decimal currency on and from 15 February 1971 (D-Day). Any parcels or packets coming to hand on or after that date bearing £sd charges should, before they are taken out on delivery, have these converted to decimal currency by the halfpenny conversion table, the decimal amount being written immediately above the £sd amount.

24. From 15 February transactions will normally be in decimal currency but, if a customer wishes to pay a charge in £sd coinage, he should be asked to tender in multiples of 6d so that exact decimal change can be given, if necessary.

### BUSINESS REPLY (SUPPLEMENTING HPM P V)

25. From D-Day BR correspondence will be priced in decimal currency. A line should be drawn under the last £sd entry on P991 and the residual credit (which represents old halfpennies) made up into shillings and pence before being converted to decimal by the halfpenny table (See illustration 5 overleaf). These new pence will then need to be converted to new BR units by multiplying by . . . (Details to follow). To avoid confusion the new balance or debit should be carried to column 1 or column 5 of a fresh form P991.

26. Some BR items which have been posted before D-Day may come to hand for delivery after D-Day. Such items should be accounted for as if they had been posted at the equivalent decimal postage rate. The decimal rate of the BR service fee to be charged for each of these items will be notified in due course. To avoid undue pressure

during the changeover, the fresh forms P991 should be prepared as far as possible in advance and maintained in separate binders, but not until a new print of form P991, revised to cater for decimal currency, has been received.

BUSINESS REPLY SERVICE ACCOUNT Payment in Advance (Minimum from each licencee 10/-) (4/64) 11/64 2952 P88009-33/45258 107m H&S(P)Ltd Gp849 6.2.71 2400 Date of Payment No. of §d. Units paid for 2400 Br. fwd .:--Name Name Remaining Requests Telephone Address 08L Address 620 Totals for 9 . 8 Feb No = ō P Date 97 11 5 . . further 255 credut Packets Deliveries payments 1 52 -0020 A \_ 0 -Id. Units 0 1780 5 pi 200 5 20 20 20 be 0 5 sent 10 1740 Cumulative Total of 4d. Units expended 5 1780 new to:--P 0 prince Br. (wd.:---Payment No, of id. Units paid Initial Payment in advance The totalling of Col. 4 (Units) will prov means of checking the cumulative total. Date charged in Revenue Schedule No. of halfpennies Totals Et Date 5 9+ No. of Packets Feb. 240 6.2 UN ā 1971 No. of #d. Units expended 0 11 ride a Delete if not required Total of Id. Units expended ready Date P992X Sent BC. Twd .:-Date of Payment No. of ±d. Units paid for Totals FURTHER PAYMENTS IN ADVANCE Licence No Date Received No. of Packets Deliveries No. of Units No. of td. Units expended Date charged in Revenue Schedule Cumulative Total of Id. Units expended

# ILLUSTRATION 5

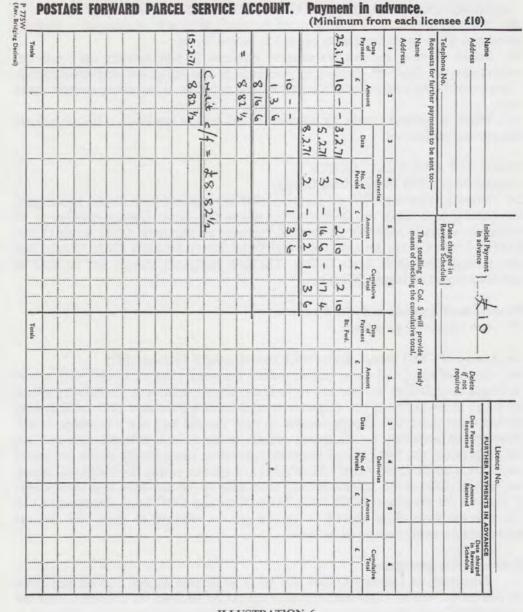
## POSTAGE FORWARD PARCEL SERVICE (SUPPLEMENTING HPM P XXVI)

27. From D-Day Postage Forward Parcel Service parcels will be priced in decimal currency. A line should be drawn under the last entry on P775 and the residual credit converted to decimals by the halfpenny conversion table. The pounds total will remain unchanged. (See illustration 6 overleaf).

P 991W (Revd. 14514/63)

### Chapter 11

28. To avoid confusion the new balance or debit should be carried to column 1 or column 5 of a fresh form P775. To avoid undue pressure during the changeover, the fresh forms P775 should be prepared as far as possible in advance and maintained in separate binders, but not until a new print of form P775, revised to cater for decimal currency, has been received.



## **ILLUSTRATION 6**

COUNTER SERVICES—POSTAGE PREPAID IN MONEY SORTING OFFICES—POSTAGE PAID IN CASH (POR B 1(a))

1

29. No special accounting instructions are necessary as decimal rates will apply from D-Day.

30. Deferred postings paid for in advance and submitted in batches before D-Day, some or all of which are likely to be despatched after D-Day, should be charged for

Chapter 11

at the rate applicable at the time of despatch. Posters of such items should make payment on the basis that all items will be charged at the same rate—the £sd rate or the equivalent decimal rate WHICHEVER IS THE HIGHER. Where, upon completion of the posting, the poster is found to have overpaid, arrangements for reimbursement of the overpayment should be made without delay.

## POSTAGE CREDIT AND DEPOSIT ACCOUNTS (HPM P III)

31. Postings despatched on or after 15 February 1971 will be charged at decimal rates even if the items have been handed in before D-Day.

32. Before entering the relative amount on form P830W convert the "Amount outstanding to date" to decimal by reference to the halfpenny conversion table. Then enter the decimal value of the posting and bring the outstanding amount up to date.

33. When, in normal course, an account is next sent to the account holder express the amount in decimal.

## CASH ON DELIVERY SERVICE

Acceptance of COD Parcels from D-Day

34. From 15 February 1971 no parcel/packet or registered item should be accepted for posting as a Cash on Delivery item unless the Trade Charge amount to be collected is clearly indicated in decimal currency on the three COD forms (Label P187G, Trade Charge Money Order and Debit Note). Decimal Trade Charge fees and postage will apply from D-Day. The new halfpenny should not be used in amounts shown on inland TCMOs.

### Expression of amounts in decimal currency

35. See Chapter 1 paragraph 5.

### Acceptance of COD parcels during week commencing 8 February 1971

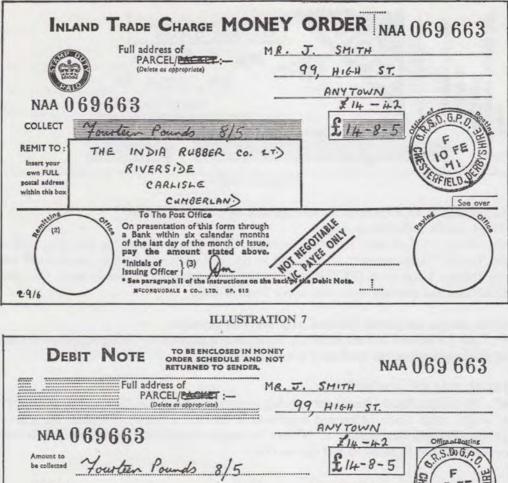
36. Some of the COD items posted during the week prior to D-Day will not be delivered until D-Day or later and to facilitate the procedures at the delivery offices all COD items accepted for despatch on and from 8 February 1971 until D-Day should show the Trade Charge amount in both the old and new currencies. It will therefore be necessary for accepting officers to enter in a different coloured ink where possible the full decimal currency equivalent immediately above (or where necessary, slightly to the left of) the original £sd amount (using the whole new penny conversion table) unless this has already been done by the customer. (See illustrations 7, 8 and 9 for specimens of TCMOs, Debit Note and COD label respectively). In this context large users should be encouraged in advance to show the decimal equivalent on orders prepared by them.

### **Delivery office procedures**

37. Treatment at Delivery Offices will be as at present except that on and from 15 February 1971 no COD parcel/packet should be released for delivery unless the Label P187G and the relative Debit Note show the amount due to be collected in decimal currency. Unless they have already been attended to at the Office of Acceptance the conversions will be the responsibility of the officer to whom the Debit Notes are transferred prior to the delivery of the parcels/packets.

### Collection of Trade Charges-Change Giving

38. This subject is covered in Chapter 2 (Cash transactions etc) and in the separate pamphlet for use by postmen.



Sender of Parcel :—	TO BE SENT TO PAYEE.		10 71
	affixed here	FOR FOR Ordertothesender date-stamp thi Debit Note in spac (5) and enclose With the Mone Order Schedul	e (5)

### **ILLUSTRATION 8**

## **Issue of Trade Charge Money Orders**

39. On and from 15 February 1971 the officer responsible for the despatch of Trade Charge Money Orders should, as now, follow the procedure laid down in PO Rules B 7 VIII 6. In addition he should, before despatching the Trade Charge Money Order, ensure that the value is expressed in decimal currency. Where the conversion was not executed at the office of acceptance and the Debit Note only has been converted (at the delivery end under under the terms of Para 37) the conversion should be checked (using the whole new penny conversion table) and the correct full decimal currency amount entered, in a different coloured ink where possible, on the Trade Charge Money Order immediately above the original £sd figures.



**ILLUSTRATION 9** 

## Acceptance of COD parcels for destinations abroad from D-Day (Head and Branch Offices only)

40. From 15 February 1971, no overseas COD parcel should be accepted unless the Trade Charge amount is indicated in decimal currency on the parcel itself, on the Trade Charge card (PP72B) and on the despatch note, if one is used. Decimal COD fees and postage rates will apply from D-Day.

## COD charges on parcels received from overseas countries

41. As mentioned in paragraph 21, separate instructions are being issued to Offices of Exchange about the necessary conversions.

## HIGH VALUE PACKETS

42. A revised Ready Reckoner is being prepared setting out charges due for HVPs in weight steps up to 14 lbs and expressed in decimal currency. Towards the end of 1970 copies will be supplied to HPmrs for use at the counter accepting points and to the banks authorised to use the service.

SUM	SUMMARY OF INLA	INLAND SURCHARGING ARRANGEMENTS	ARRANGEMENTS
DATE	POSTAGE	OFFICE OF POSTING	OFFICE OF DELIVERY
10-14 February 1971	Unpaid Underpaid with: 1 £sd stamps 2 Decimal stamps 3 £sd and decimal stamps }	Normal Procedure—in £sd Normal Procedure—in £sd No Surcharge	Normal Procedure—collect in £sd Normal Procedure—collect in £sd No Surcharge
15-21 February 1971	Unpaid Underpaid with: 1 Decimal stamps 2 £sd stamps 3 Decimal and £sd stamps	Normal Procedure—in decimal No Surcharge	Normal Procedure but: on 15 February—collect in £sd from 16-21 Feb.—collect in decimal No Surcharge
From 22 February 1971	Unpaid Underpaid with: 1 Decimal stamps 2 £sd stamps	Normal Procedure—in decimal Normal Procedure—in decimal Convert £sd to decimal Then Normal Procedure—in decimal	Normal Procedure-in decimal Normal Procedure-collect in decimal
	3 £sd and decimal stamps	Convert £sd to decimal Add decimal stamps Then Normal Procedure—in decimal	

NOTE: For overseas surcharging arrangements, see paragraphs 9-14.

## POSTAL DECIMALISATION INSTRUCTIONS

	3				
			1		

# CHAPTER 12 MACHINES

## COUNTER SCALES

1. Rate-bands bearing tariffs expressed in decimal currency will be prepared well in advance for all Auto Scales. As for normal tariff revisions, the rate-bands for parcel scales (Scales Auto Nos. 2, 2A, 2B and 3) will generally be affixed by counter staff and Sub-Postmasters. Engineering staff will deal with those for packet scales (Scales Auto Nos. 4A and 4B).

### Scales Auto Nos. 2, 2A, 2B and 3

2. Instructions will be issued nearer D-Day, about the fixing of rate-bands to these scales. This operation must be carried out between the close of business on Friday 12 February 1971 and the commencement of business on 15 February 1971. If any difficulty is experienced in affixing rate-bands, arrangements should be made for Engineering staff to perform the task.

### Scales Auto Nos. 4A and 4B

3. Owing to the volume of work that will be imposed on Engineering staff at the time, the fixing of rate-bands to these scales (and possibly any of those listed in para 2 above) will be phased. Scales at some offices may of necessity have the decimal rate-bands affixed up to two weeks before D-Day. At the same time a notice will be



NCR CLASS 32 MACHINE

attached to these scales informing the public that the decimal rates will not be effective until 15 February 1971 and that the existing £sd rates will continue to apply until then. 4. From the time scales are fitted with the decimal rate-bands until D-Day, the existing cards P166(a)G and P2623E should be used by counter staff to assess the £sd tariffs. Leaflets PL287 and PL286, which contain the £sd charges shown in counter scale rate-bands, should be freely available for reference by the public. A note to this effect will be included in the notice attached to the scales. The tariffs shown on the new rate-bands must NOT be charged until 15 February 1971.

5. Before the commencement of business on 15 February 1971 all the £sd tariff cards must be withdrawn, and the temporary notice on the scales removed. The rate-bands on Auto Scales will become immediately effective and thereafter all charges must be made in decimal currency.

6. For obvious reasons, non-automatic scales will be unaffected by the changeover to decimal currency.

## ACCOUNTING MACHINES

7. By November 1970 all office machines in use should be capable of either dual currency working, or of being modified by the manufacturer, on site, to work in decimals.

### NCR Class 32 Machines

8. These machines are used, mainly in the larger HPOs for the preparation of payroll. Local managers will be advised in sufficient time to allow them to make the necessary arrangements with the manufacturer for factory modification. Standby machines will be provided.



9. By November 1970 the replacement or modification programme will be completed. Two categories of NCR 32 machines will then exist:

9.1 those that have been modified in readiness for decimal working, (known as 'point range' machines) and require further on site conversion.

9.2 machines that can be switched to decimal working by the operator, known as 'lever' machines. These machines can be identified by a lever at the side of the keyboard (See illustration above.)

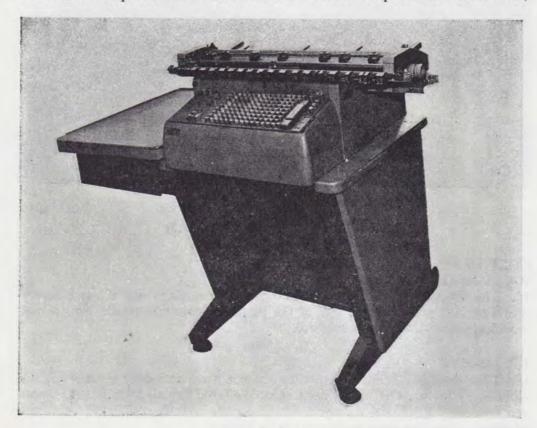
10. Local managers with 'point range' machines will need to contact their local NCR agent to arrange for the final on site modification to be done during the two weeks preceding D-Day. To allow the manufacturer time to carry out this work, two weeks pay in advance will be made prior to D-Day at those offices equipped with 'point range' machines. (See Chapter 13 on 'Salaries and Wages').

11. The machines should not be changed repeatedly from £sd to £p. In any case it is essential that the machine registers be cleared twice before any switching is carried out. To switch the machine it is necessary to operate two levers, one located as shown in the illustration, and the other located to the right of the printer. Where any doubt exists as to how the switching should be carried out the local NCR maintenance technician should be consulted.

## NCR Class 33 Machines

12. These machines are used on specialised work where a large number of machine registers are required.

13. None of these machines can be switched to decimal working by the operator and each will require modification in the manufacturer's depot. When so modified,



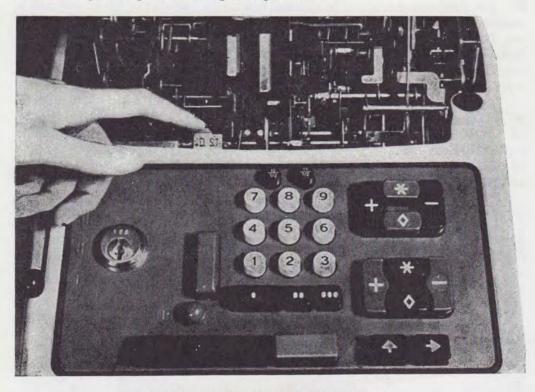
NCR CLASS 33 MACHINE

a final on site conversion will be carried out by NCR, at a date specified by the local Post Office manager. The machine will then function only in decimals.

### British Olivetti Audit 413 Machines

14. These machines are used in the smaller HPOs for the preparation of payrolls. All can be switched to decimal working by the operator. The changeover switch is located under the top cover. (See illustration). To change currency follow the sequence below:

Clear the registers by the usual totalling routine. Switch machine off and remove top cover. Operate dual currency switch—away from the operator to select £sd or towards the operator to select decimal. Replace top cover and switch machine on. Clear the registers again, before operating the machine.



OLIVETTI AUDIT 413 MACHINE SHOWING LOCATION OF CHANGEOVER SWITCH

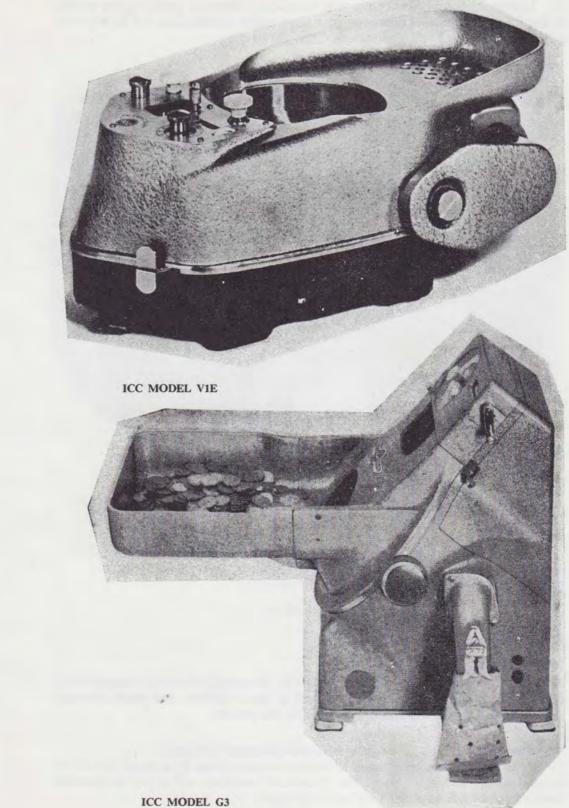
## COIN HANDLING MACHINES

ICC Model VIE

15. This machine, illustrated below, is capable of counting coins of any currency providing it is pre-set to the size of the particular coin concerned. No decimal modification will therefore be required.

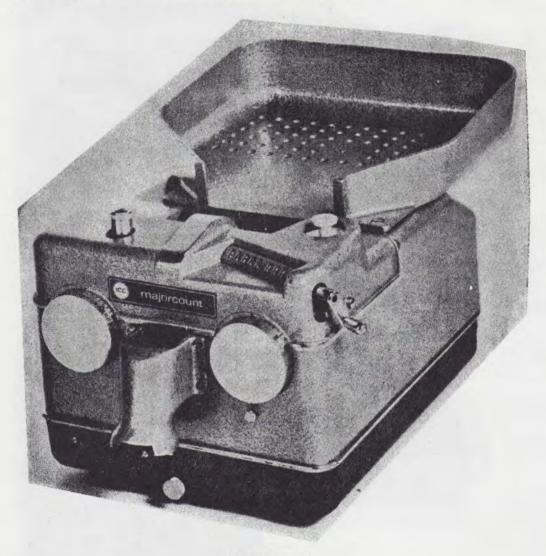
### ICC Model G3

16. These machines cannot be modified to count decimal currency and will be replaced by November 1970 with one capable of counting all coins in the current and decimal range. Local managers should dispose of these machines to the best advantage when they have no further use for them.



## ICC Model V3

17. This machine is capable of counting coins of any currency, providing it is pre-set to the size of the particular coin concerned. A minor modification will be required and arrangements will be made to carry this out on site.



ICC MODEL V3

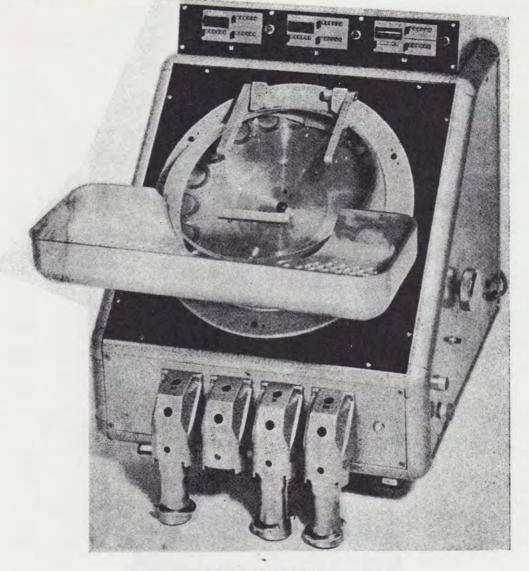
## ICC Model B3BC (Illustrated overleaf)

## ICC Model B2BC (Not illustrated)

18. These machines will be modified on site by the manufacturers to count decimal coins. Once modified, they cannot be used to count shillings and pence. Further details will be supplied to individual offices in due course.

### Vacuumatic 4C2 (Fixed Coin Chute) Machines (Illustrated overleaf)

19. Arrangements are being made to replace these machines by a model capable of being used for decimal currency. The Vacuumatic machines will be left in situ until local managers consider that they can be scrapped.



ICC MODEL B3BC (THE ICC MODEL B2BC IS OF SIMILAR APPEARANCE)

## **ADDING MACHINES**

#### Sumlock 'Plus' Machines, Models 506S, 509S, 512S

20. It is intended that plastic shields, for masking the ten shillings, shillings and pence keys, will be made available by November 1970. General conversion of adding machines is not intended, but where the remaining decimal capacity of a machine is insufficient then arrangements will be made to replace the machine.

## ADDING LISTING MACHINES

## Summa Quanta Machines (British Olivetti)

21. These are electrically operated machines. All the newer machines can be switched to decimals by means of a small lever situated on the underside of the machine. These models can be identified by the case colour, (two tone grey) and have serial numbers starting with 54, 57 or 58. All other models require factory modification and will be replaced by switchable models by November 1970.

Chapter 12



VACUUMATIC 4C2 MACHINE



"PLUS" ADDING MACHINE SHOWING LOCATION OF SHIELD MASKING SHILLINGS AND PENCE KEYS

## Summa Prima Machines (British Olivetti)

22. These are hand operated machines and are similar in appearance to 'Summa Quanta' machines (see 21). All the newer machines can be switched to decimals by means of a small lever situated on the underside of the machine. Machines without this facility will be replaced by November 1970.

SUMMA QUANTA MACHINE

UNDERSIDE OF MACHINE SHOWING DECIMAL CHANGEOVER SWITCH

## **Elettrosumma Machines (British Olivetti)**

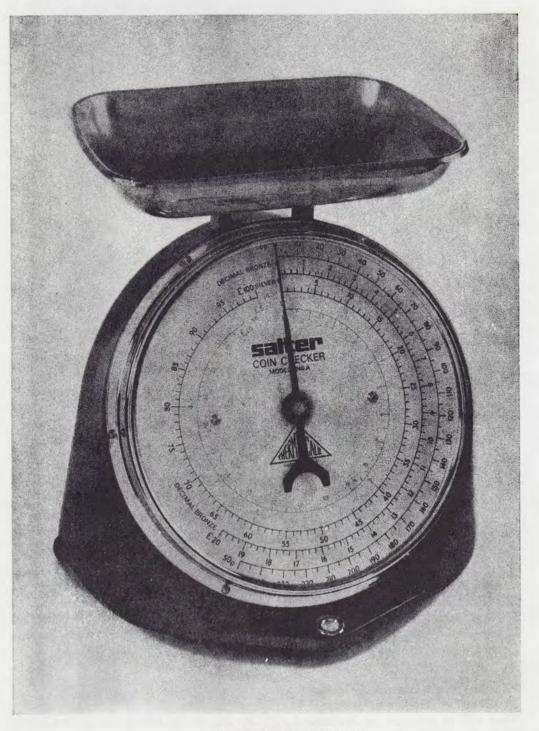
23. These heavy duty, electrically operated machines, are similar in appearance to Summa Quanta machines and are used only where continuous machine operation is required. Changeover to decimals is effected in a similar way to the Summa Quanta. (Para 21 refers).

#### NCR Burroughs and Addo Machines

24. None of these machines can be economically modified to decimal working. They will be replaced by November 1970 by one of the Olivetti range machines. (Paras 21 and 22 refers).

## COIN WEIGHING EQUIPMENT Salter Coin Checker

25. Dial type coin weighing equipment will be modified by the provision of new dial faces, pointers and springs. Arrangements will be made for the manufacturer to modify the machines.



SALTER COIN CHECKER

#### GENERAL INFORMATION

#### STAMP-SELLING AND OTHER SELF-SERVICE MACHINES

27. Existing stamp-selling machines except the 2/- stamp booklet machine will before D-Day have been replaced by a new type of machine which can dispense up to 5 stamps of mixed denominations for a single coin. Before D-Day the machines will dispense five stamps— $1 \times 4d$ ;  $1 \times 3d$ ;  $2 \times 2d$ ; and  $1 \times 1d$  for a shilling or a five new penny coin. The changeover to decimal currency will involve replacement of the existing roll by a decimal stamp roll. At the same time the 1/- sticker should be removed to reveal the 5p price. This should be done as near as convenient to midnight 14/15 February 1971. The machine will not require adjustment. The books in the 2/- stamp booklet machine will need to be replaced by 10p booklets in a similar way. 28. Some of the other self-service machines eg postal order and stamped envelopes machines will be retained. They will be modified for decimal working before D-Day.

# COIN-BOX COLLECTIONS

Details will follow later.

## FRANKING MACHINES

#### General

29. From D-Day the values shown in franking impressions made by machines already adapted to decimal working will be read as new pence. Credit will be renewable from that date at the rate of  $200 \times \frac{1}{2}p$  or  $100 \times 1p$  units (according to the model) to the £. Unexpended credit as at D-Day in decimal machines will need to be ascertained, the difference in value between the old  $\frac{1}{2}d/1d$  and new  $\frac{1}{2}p/1p$  units calculated and an adjusting payment obtained from the users.

30. Some users (see para 39) will not have converted their machines to decimal working by D-Day but will be allowed, until such time as credit is exhausted, to frank correspondence after that date with £sd impressions at rates, calculated in accordance with the standard  $\frac{1}{2}p$  conversion table, equivalent to the new decimal tariffs.

### **Obtaining Meter Readings as at D-Day**

31. A week before D-Day Head/District Postmasters should write as per Draft A to the user of each decimalised machine enclosing a specimen control card P662 pre-addressed for return after completion to the office at which the machine is normally set. The HPO copy of the licence will normally show whether the machine has been adapted to decimal working but reference should be made to the record card (buff for decimal machines, white for those not yet converted) in cases of doubt.

#### **Checking of Control Cards**

32. Forms P662 received in respect of the week ending 13 February 1971 should be checked against the relative record cards in accordance with current rules but urgent follow-up action should be taken by telephone to obtain any control cards not received, by 17 February 1971.

33. Any apparent discrepancies in the completion of a control card should also be taken up urgently with the licensee by telephone especially if usage during this particular week appears abnormal in relation to earlier usage.

34. If, despite every effort, a licensee fails to furnish a control card for week ending 13 February 1971 an estimate of the meter readings should be prepared using whatever guides are available (ie previous control cards and/or earlier record card entries).

## Calculating Unexpended Credit and Additional Amount Due to Post Office (Decimal Machines Only)

35. Using the last entry on the control card as the basis of the calculation, the additional amount due to the Post Office in respect of the increased value of the units still in credit should be calculated as follows and checked by a second officer (a supervisor wherever possible):

Multiply the number of units remaining $\emptyset$ by $\frac{1}{2}p^*/1p^*$			1	£
Multiply the number of units remaining $\emptyset$ by $\frac{1}{2}d^*/1d^* = \pounds$	s	d (converted by $\frac{1}{2}p$ table)	=	£

Amount due £

\* Delete as appropriate.

0

- i. Reading of credit (descending) meter in the case of locking machines.
  - ii. Reading of credit (descending) meter plus the unit value of any used cards in the case of value card machines.
- Last total deposits figure (as shown on record card) minus totaliser (ascending) meter reading in the case of non-locking machines.

36. A note should be made in the remarks column of the record card against the last entry before D-Day. "Decimal adjustment due  $\pounds$ ....." and a line drawn under the whole entry.

37. Account forms (Draft B) should then be prepared at the meter office and despatched to licensees as soon as possible. Where, exceptionally, it has been necessary to estimate the unexpended credit (see para 30) this should be indicated on both the account form and record card.

38. In the case of those machines authorised to be re-set at SPSOs the account forms should be prepared and despatched by the parent Crown Office.

#### Payment

39. Licensees are asked on the account form to make the adjusting payment on the next occasion that credit is renewed or, separately, within one month whichever is the earlier. If the customer renews his credit within the month without offering to make the adjusting payment he should be reminded verbally of the outstanding account.

40. When the account is paid particulars should be entered on the next line of both the Post Office and user's copies of the record card. The "date", "payment" and "entered by" (or "set by") columns should be completed and a note made in the remarks column "Decimal adjustment". Such payments must also be entered on form P1076 and brought to account in the same way as credit renewals. Separate entries should however be made in respect of any credit renewal made at the same time.

41. Where the adjusting payment has been made at a SPSO specially authorised to set machines it should be forwarded by the Sub Postmaster to the parent Crown Office in the same way as a credit renewal, after an appropriate entry has been made on the licensee's copy of the record card.

42. If an account has not been settled within six weeks of rendering no further action need be taken if the amount involved is less than £1, even though credit may be renewed later. Otherwise, telephone enquiry should be made of the licensee and if the account still remains unsettled after two months a report should be made to the HPmr enclosing the current record card and relevant form P662.

Head Postmasters should then send a written reminder and take such other follow-up action as is necessary to secure payment. Some discretion should be exercised by Head Postmasters but generally speaking any failures to obtain the balance due or cases of disputed amounts where the sum involved exceeds £10 should be referred to the RD for advice.

#### Use of Unconverted Machines after D-Day

43. The licensee of a machine not converted to decimal working will not be permitted to purchase fresh credit after D-Day but will be allowed to use up any unexpended credit by prepaying correspondence at the equivalent £sd rate. No adjusting payment in respect of unexpended credit will be required in such cases.

44. When credit is exhausted in a locking machine no difficulty should arise in preventing further useage until the machine is converted but steps should be taken in the case of Roneo Neopost non-locking machines to ensure the regular receipt of forms P662. As soon as residual credit is seen to have been exhausted the licensee must be informed that no further postings will be accepted until the machine has been converted.

45. When such machines are subsequently converted notification, together with new record cards, will be received from the Supplying Company. The Suppliers will have reduced the credit (descending) register, if there is one, to zero and the ascending register to either zero or a nominal figure and the licensee will be required to make a fresh credit payment before resuming use of the machine. If the Supplier's notification shows that there was unexpended credit in the machine at the time of conversion the amount should be refunded to the licensee in the same way as if the machine had been permanently withdrawn. If, in the case of a non-locking machine, credit has been overspent, the licensee must be asked for the outstanding amount.

Draft 'A'

Dear Sirs,

## DECIMAL CURRENCY-FRANKING MACHINES

Upon the change-over to decimal currency it will be necessary to make an adjustment to the credit remaining in your franking machine(s) to take account of the higher value of the penny or half-penny units. No adjustment will be made to the meters themselves, but an account will be sent to you in due course for the difference between the credit remaining as shown in 1d or  $\frac{1}{2}$ d units and the higher value these units will assume on 15 February 1971.

In order to calculate this difference in value we shall need to know the final reading(s) of your meter(s) before any items are franked for posting on or after 15 February 1971. You normally furnish such information to us by means of the weekly control card (specimen attached) and we intend to use the relevant entry on this card as the basis of our calculations.

Accordingly, I should be grateful if you would take particular care to see that the card prepared in respect of the week ending Saturday, 13 February 1971 is accurately and fully completed and promptly forwarded to the Post Office where you normally make payment.

Yours faithfully, Head Postmaster.

Draft 'B'

Dear Sirs,

## ADJUSTMENT OF CREDIT-FRANKING MACHINE No.....

On the basis of the information you supplied on the control card for week ending 13 February 1971, the amount due to the Post Office in respect of the increased value of the units still in credit in the above machine immediately prior to the change to decimal currency has been calculated as follows:

Multiply the number of units remaining  $\emptyset$  by  $\frac{1}{2}p^*/1p^* = \pounds$ Multiply the number of units remaining  $\emptyset$  by  $\frac{1}{2}d^*/1d^* = \pounds$  s d (converted by  $\frac{1}{2}p$  table) =  $\pounds$ 

Amount due £

\* Delete as appropriate

Reading of credit (descending) meter in case of machines equipped with one; otherwise arrived at as follows:

Last total deposits (as shown on record card)

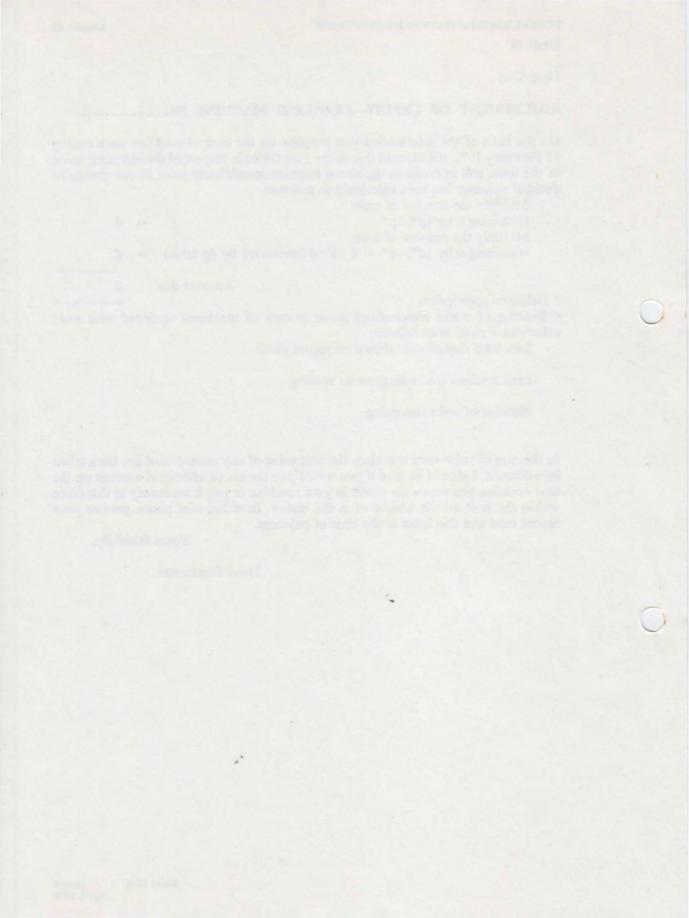
LESS totaliser (ascending) meter reading

Number of units remaining

In the case of value card machines the unit value of any unused card has been taken into account. I should be glad if you would pay the above additional amount on the next occasion you renew the credit in your machine or pay it separately at this office within the next month whichever is the earlier. In either case please present your record card and this letter at the time of payment.

Yours faithfully,

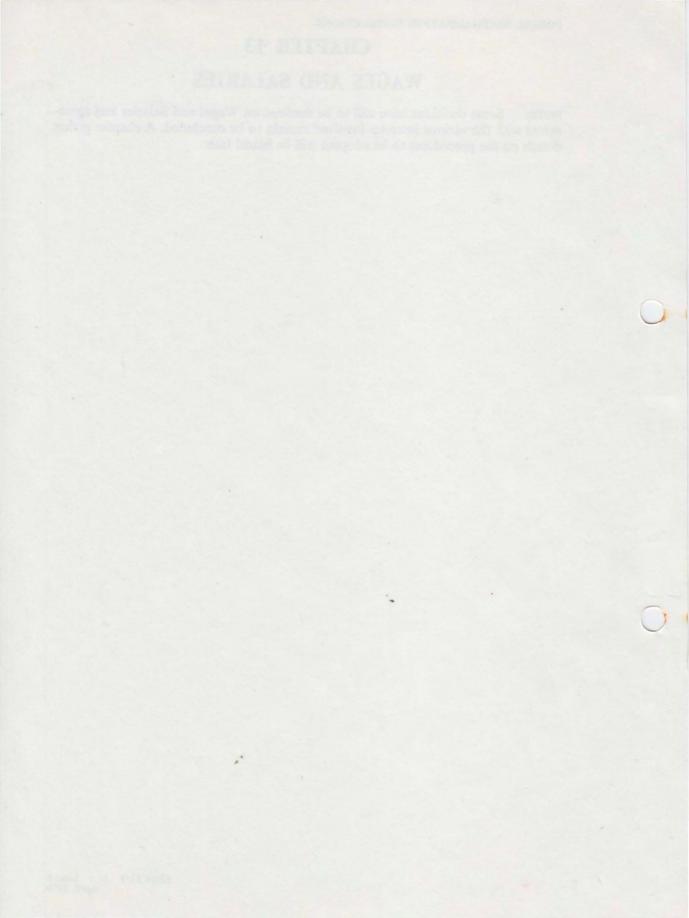
Head Postmaster.



## **CHAPTER 13**

# WAGES AND SALARIES

**NOTE:** Some decisions have still to be finalised on Wages and Salaries and agreements with the various interests involved remain to be concluded. A chapter giving details on the procedures to be adopted will be issued later.



## **CHAPTER 14**

# FORMS AND PUBLICATIONS

## FORMS

1. Since, under the decimal system, there are only two units of currency, the £ and the new penny, instead of 3 for £sd, pounds, shillings and pence, only 2 columns will be required on forms with cash columns.

2. To avoid wastage and reduce the amount of work around D-Day "bridging" forms, which can be used for both £sd and decimal amounts, will wherever possible be introduced in advance of D-Day, as stocks of current forms are exhausted. The differences between current and bridging forms are:

2.1 where there are at present vertical ruled lines they will be replaced by vertical dotted lines: from D-Day pounds should be entered in the first column, new pence in the second and new halfpence in the third.

2.2 the 's' and 'd' signs will be omitted and only the '£' sign will remain over the left hand column.

3. "Bridging" forms will subsequently be replaced by completely decimal forms at a convenient reprint after D-Day when existing stocks have been exhausted.

4. Forms for which a bridging version would not be suitable eg those showing a specific £sd amount, should be replaced by final decimal forms which should be brought into use on D-Day. Old stock should be made waste.

5. The changes in forms with cash columns are illustrated below:

(	OLD		BRIDO	GING	FINAL DECIMA
£	S	d	£	£	£
68	18	_	68 18 -	68 90	68 90
105	12	6	105 12 6	$105 \ 62 \ \frac{1}{2}$	105 621
174	10	6	174 10 6	174 52 1	174 521

#### **BEFORE D-DAY**

AFTER D-DAY

6. There are a variety of types of cash boxes in forms at present but these will be replaced as soon as possible and before D-Day by open boxes not divided internally and with only the ' $\pounds$ ' sign shown.

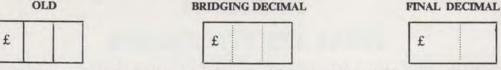


Some forms (eg SB 2G) will continue to be sub-divided internally by dotted lines to simplify carrying column totals from another form (eg SB 2D).



**Chapter 14** 

£



7. Open spaces on forms for the insertion of figures will be similarly standardised before D-Day to a '£' sign followed by a blank space.

NEW

£....

OLD

£ S d £ : :

8. Forms which allow for the manuscript insertion of words ie ".....pounds .....shillings.....pence"

will be replaced before D-Day by ones which do not specify pounds, shillings and pence, ie they will simply read:

"The sum of (in words)....."

## POST OFFICE GUIDE

9. A decimal version of the PO Guide will come into force on 15 February, 1971. This should be delivered in mid-November 1970 together with Supplement No. 1 and distribution to H/DPmrs of both official and sale copies will then begin. Although the Guide will not, of course, take effect until 15 February, 1971 it is intended that it should be available at all working points and in training schools, and to be on sale to the public at the beginning of January 1971 so that both Post Office staff and customers (particularly business ones) have time to get to know well beforehand the new charges and how services are affected.

10. In view of the foregoing there will not be a normal July edition of the PO Guide in 1970-the July 1969 edition will continue in use until 14 February 1971.

11. A notice announcing availability of the February 1971 edition will appear in the Post Office Gazette (all editions)- probably in November 1970-and will contain instructions for dealing with the old and new editions.

### AIR MAIL LEAFLET

12. The January 1971 edition of the Air Mail Leaflet will remain effective until 14 February 1971, with any necessary amendments to posting times appearing in the POST OFFICE GAZETTE as usual. A new edition, dated 15 February 1971 (D-Day) will be brought out, giving postage rates in decimal form only. Although intended for use only from 15 February the supplies will be sent to offices several days before D-Day, so that distribution can be made before the decimal weekend. This should help to accustom users to decimal rates. This edition will remain in force until the end of March 1971, thereafter normal monthly issues will be resumed.

## **RULE BOOKS**

13. These instructions are intended to supplement the existing rules which will continue to apply generally. They are not intended to change any existing rules except where it is necessary to meet the needs of decimalisation.

14. During the changeover period the permanent rules will be revised to meet the needs of full decimal working after the end of the period. However in the meantime HQ Depts, Regions and offices should examine the rules to see what amendments are required. By D-Day the most obvious references to £sd amounts either in the text or in draft type forms should be amended in manuscript to decimal notation.



