



Member's claim form

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name in CAPITAL LETTERS

ANIMY STEEN MP

Constituency

TOTNES

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1 / 11 / 04 to 1 / 11 / 04

Total cost of hotel stays
attach all receipts

£ - : - p

Mortgage payments
(interest only) or rent

£ - : - p

Food

£ 240 : - p

Utilities

£ 498 : 91 p electricity

Council Tax/Rates

£ 459 : 52 p gas

Telephone and telecommunications

£ 10 : 43 p water

Cleaning

£ 210 : - p

Service/maintenance

£ 802 : 00 p Heating Repairs Gardening TIP 725.39 47.50 872.89

Repairs/insurance/security

£ 904 : 43 p

Other

£ 311 : 82 p (BN) please specify

Other

£ 1755 : 89 p Repairs please specify

Other

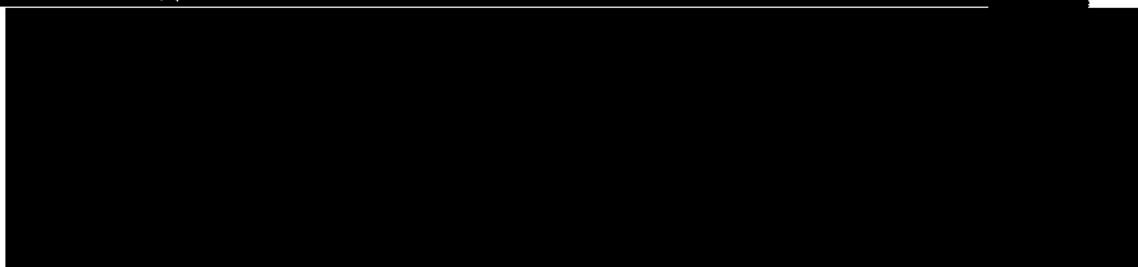
£ [redacted] : [redacted] please specify

Total

£ 5437 : 50 p + 125.39 = 6163.89

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance



Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature



MP

Date

4. V. 04

Data protection

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed
form to

Members' Allowances Section, Operations Directorate,
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

21 April 2004

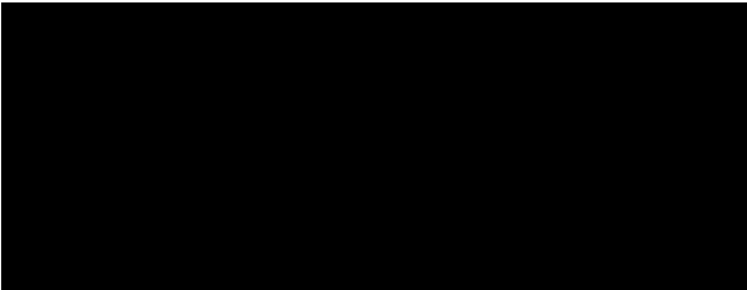
Electricity bill

Please pay

£498.91

MR ANTHONY STEEN MP

For services at



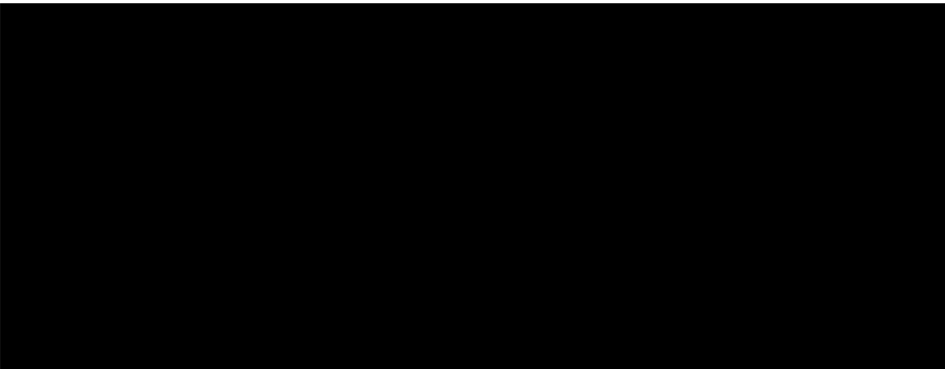
Mr. A. STEEN M.P.



Statement Date : 31/03/2004

Account Number : [REDACTED]

Date	Reference	Debit	Credit	Outstanding	Balance
[REDACTED]					
Amount Due					459.52



Water & Sewerage Services Charges

RE [REDACTED]

WATER SERVICES



Total Amount Due £

10.43

Mr & Mrs Steen

Invoice

Date

31/03/2004

Job No.

SALE

To servicing large oil-fired boiler, supplying and fitting replacement oil pump, photo-electric cell, flexi-oil hose, Tankmaster oil valve, sight gauge and gatevalve. Testing and leaving in working order:

Net Amount

VAT Amount

688.52

113.48

Total Net Amount

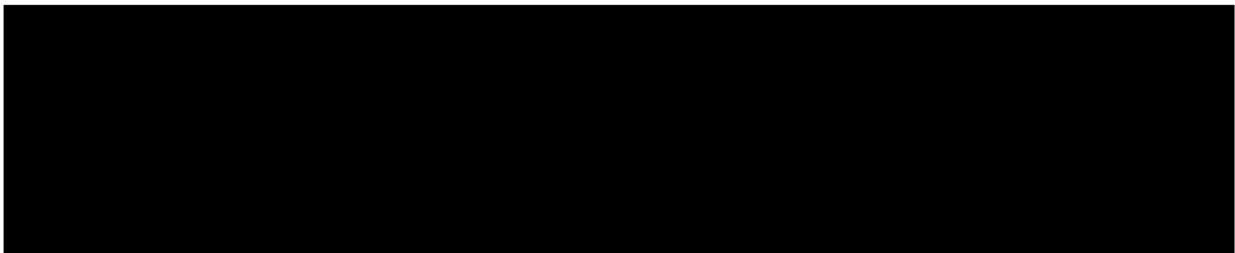
688.52

Total Tax Amount

113.48

Invoice Total

802.00



Mr Anthony Steen M.P.



19th April 2004.

INVOICE

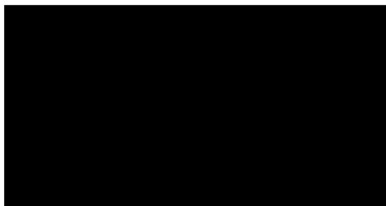
RE:



Repairs and Maintenance at [redacted] to date, since invoice of [redacted]

Labour	£750.00	[redacted]
Materials	£ 154.43	[redacted]
Total	£904.43	

With thanks for your custom





Mr Anthony Steen M.P.



18th April 2004.

INVOICE

RE: 

Repairs and making good in 

Labour	£225.00
Materials	£ 86.82
Grand Total	£311.82

With thanks for your custom



[REDACTED]

M Anthony Steen M.P.

8th April 2004

Making good, repairs and
maintenance to water supply

[REDACTED]

£1755

89

No [REDACTED]

Date: 20.4.04

1 No 3 Yard skip Non-covering @ £100.00

£

p

100 00

SUB TOTAL

100 00

V.A.T. @ 17.5%

17 50

TOTAL

117 50



Member's claim form

Members' Allowances

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Your details

Name
in CAPITAL LETTERS

ANTHONY H JONES MP

Constituency

TOTTENHAM

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 5 April 10 to 1 / 1

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 996 : 05 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 996 : 05 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Postcode

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay over [redacted] for the purpose of performing my duties as a [redacted]

Signature

MP

Date

1. 11. 04

Data protection

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The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed
form to

Members' Allowances Section, Operations Directorate,
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

COUNCIL TAX BILL 2004/2005

MR A STEEN

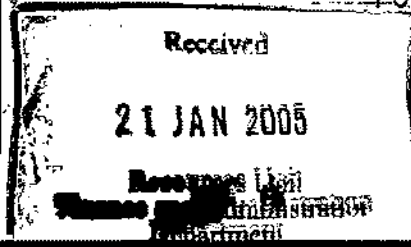
Property Band

AMOUNT DUE

£1992.10



Additional [redacted]
Membr [redacted]



Members' Allowances

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name
in CAPITAL LETTERS

ANTHONY STEEN

Constituency

TOTTENHAM

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please list

Please attach

- receipts or invoices for any hotel cost even if it is less than £250

Period of claim

from 5/11/04 to 31/12/04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ 13,742 = p

This claim exceeds the money left in my ACA

In addition there are certain

In fact, Council Tax + mortgage payments which are not detailed because they cannot be claimed.

I am also aware that by making this claim now there are no further funds available until after the end of this financial year

£13,742.06

Details of second home

Address of
second home
for Additional
Costs Allowance

Postcode

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my

Signature

MP

Date

14.1.05

Data protection

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form to

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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

[REDACTED]

Mr Anthony Steen M.P.

[REDACTED]

18th April 2004.

INVOICE

RE: [REDACTED]

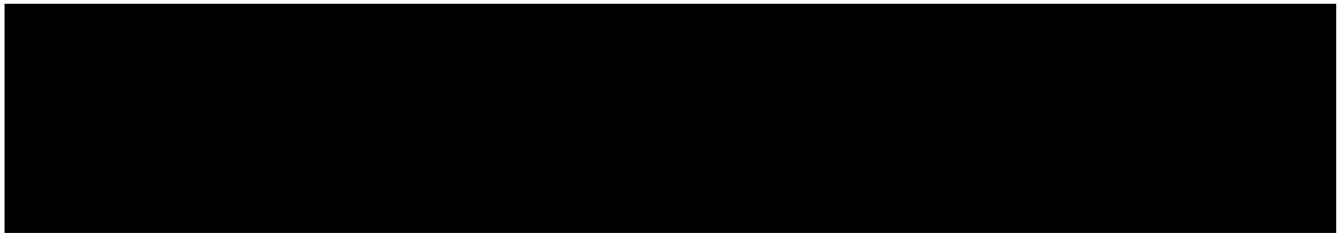
Repairs and making good in [REDACTED]

Labour	£225.00
Materials	£ 86.82
Grand Total	£311.82

With thanks for your custom

[REDACTED]

[REDACTED]



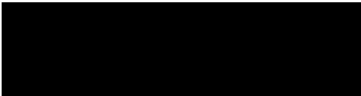
Mr Anthony Steen M.P.



19 June 2004.

INVOICE

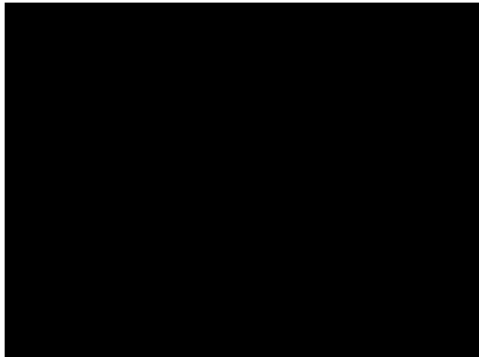
RE:

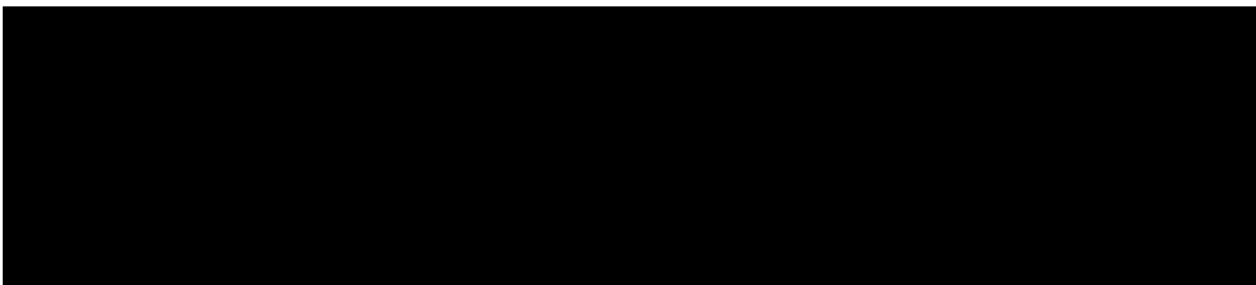


Repairs and Maintenance at [redacted] to date, since invoice of 19.04.04

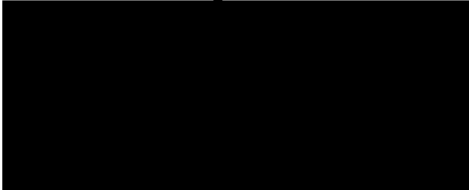
Labour	£562.50	[redacted]
Materials	£ 78.80	
Total	£641.30	

With thanks for your custom





Mr Anthony Steen M.P.



15th August 2004.

INVOICE

RE

Repairs and Maintenance at  se to date, since invoice of 19.06.04

Labour	£450.00	
Materials	£ 32.00	
Total	£482.00	

With thanks for your custom



M Anthony Steen ~~532~~

8 17 / 04 19

To carry out maintenance
work to supply of water

2858 94

Paid cheque 1500 -

Balance due \pounds 1358 94

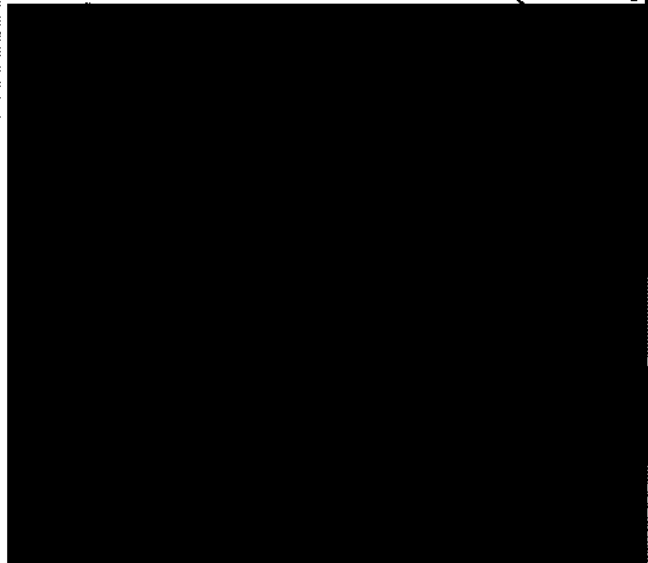


M Anthony Steen MP.

8th April 2004



Making good, repairs and
maintenance to water supply



£1755

89



Invoice

Date

Job No.

31/03/2004

SALE

Net Amount

VAT Amount

688.52

113.48

£760 paid

Total Net Amount

688.52

Total Tax Amount

113.48

Invoice Total

802.00

ORDER No. F.H.C. N°

Date of Supply 12 06 04

Customer *Mr. A. STEEN*

Address

Materials Supplied

1 no CF 9

£ 38.00

+ VAT

6.65

£ 44.65

INVOICE

DATE:
10/12/04

Invoice to;
Mr. A. Steen

Site;

DESCRIPTION	AMOUNT
To repair lead -lite at front of house	
Price as quoted	£ 50.00
Sub Total	£ 50.00
V.A.T @ 17.5%	£ 8.75
TOTAL	£ 58.75

13 September, 2004

Mr A Steen,

INVOICE

For Fencing on two fields to the right of the drive leading down to the stables at Curtisknowle,

Price to include: Materials, disposal of broken posts, hire of straining equipment and labour.

TOTAL TO PAY. £120.00.

Please make cheque payable to Mr. M.P. Studd

Sir. A. Stein

23/09/2004

Service Details

Net Amount VAT Amount

15/09/04 - Visit to investigate fault with High/Low Sensors in borehole. One sensor wire was found to be broken causing it to short circuit. Supply & install new sensors, cable and relay switch as necessary.

220.00

38.50

Total Net Amount

220.00

Total VAT Amount

38.50

Invoice Total

258.50

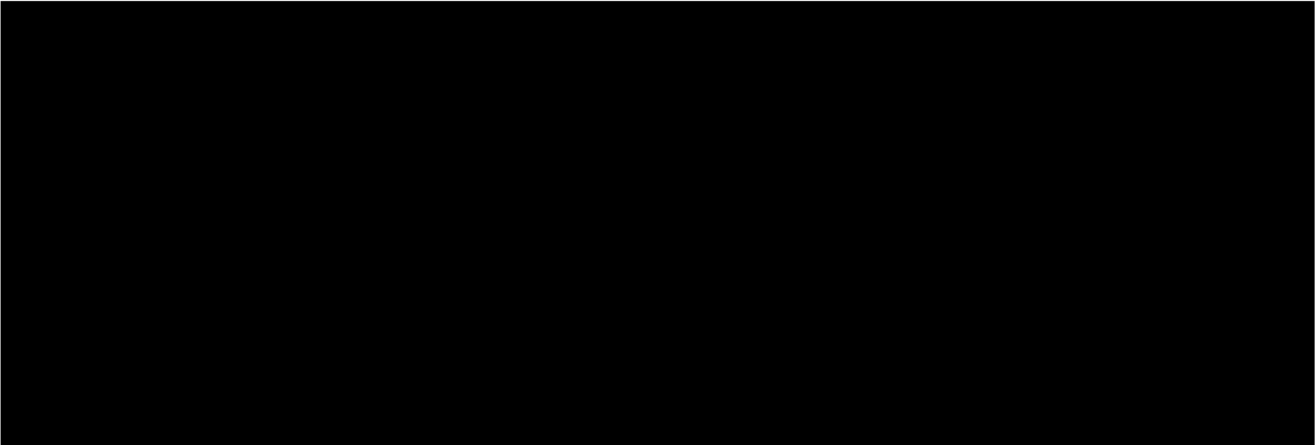


INVOICE

June 7th 2004

To 

Period April 29th to June 7th 2004.



Consultancy 	£280.00
Forest Management, 	£ 90.00
Herbicide and tree tags	£ 35.84
Out of pocket expenses	£ 1.86
Travel 	£ 51.30

Total now due £459.00

Payment to 

Terms, payment within 21 days of invoice date please.

Mr A Steen, MP,





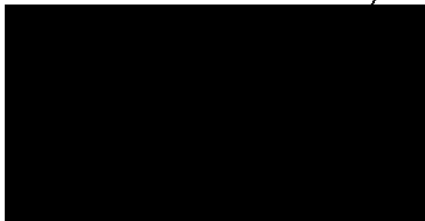
INVOICE

Date : 11TH July 2004

Ref :



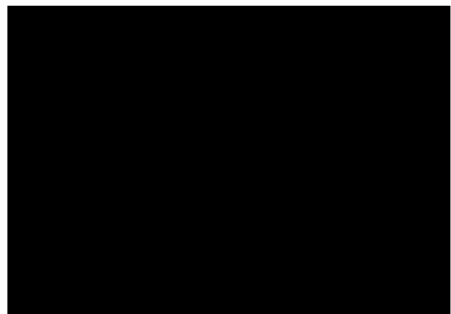
Mr A Steen



To repair leak coming from warming pipe in loft
To clean and re-washer ball-valve in storage tank in loft

TOTAL SUM £30.00

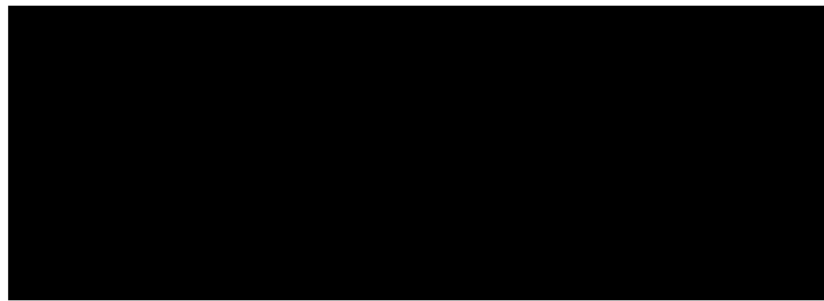
Please make cheques payable to



Many thanks



To pay



Invoice



A Steen MP



Invoice No.



Order No.

Invoice/Tax Date 13/05/2004

○

Order No: Verbal



To works carried out as instructed on Thursday 13th May 2004.

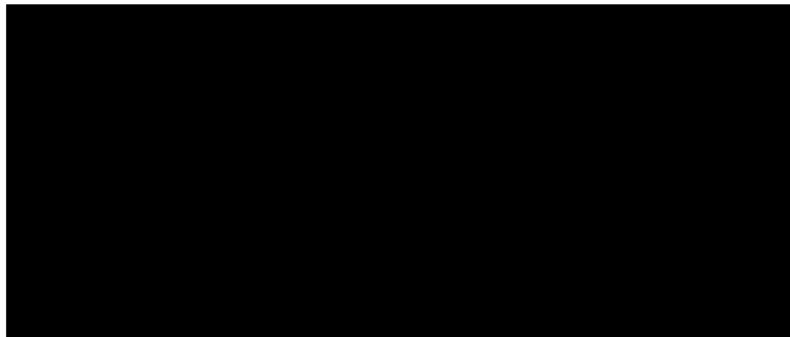
To investigate downstairs toilet and upstairs toilet not flushing away. We discovered the main 100 mm pipe blocked down to septic tank. To High Pressure Water Jet downstream approx 30 metres plus and clear. We suspect a buried manhole to be present. To get gardener to expose and discovered interceptor. To clean and check.

To test and all flows restored.

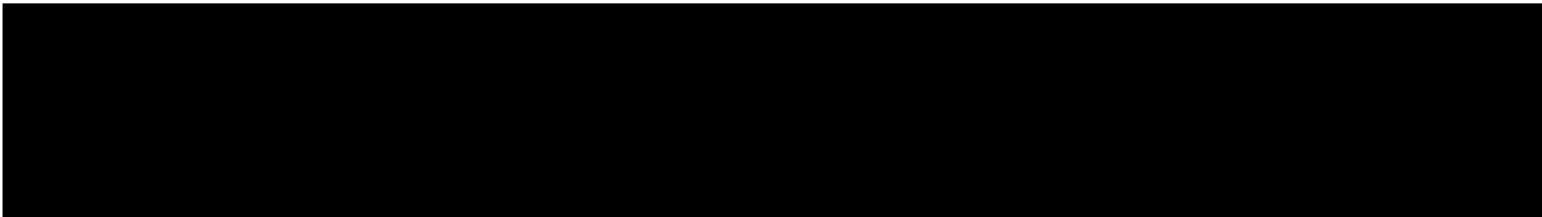


180.00

○



NETT	£180.00
VAT @ 17.5%	£31.50
TOTAL	<u>£211.50</u>



INVOICE

DATE 30/7/03

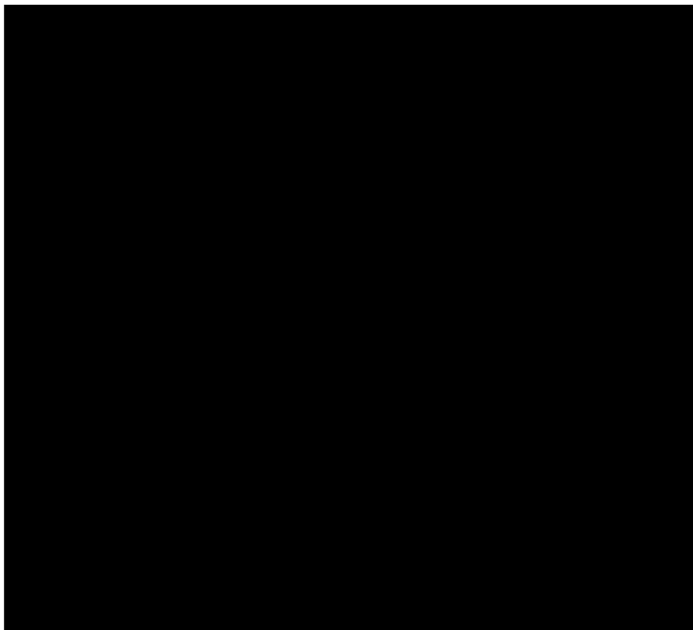


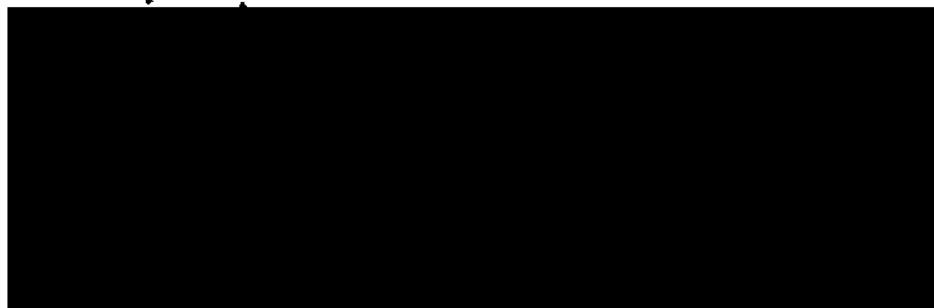
It is cleaning the windows of the above property inside & outside

£160 00

160 00

160 00





INVOICE TO
Customer:

Mr A Steen.



TAX POINT: 22/ 7 / 04

INVOICE No.:

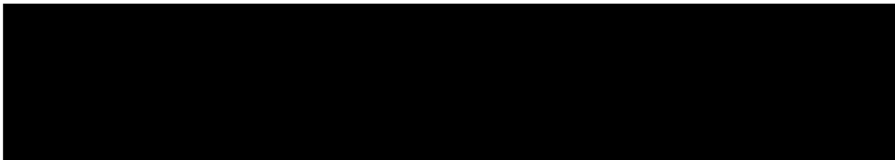


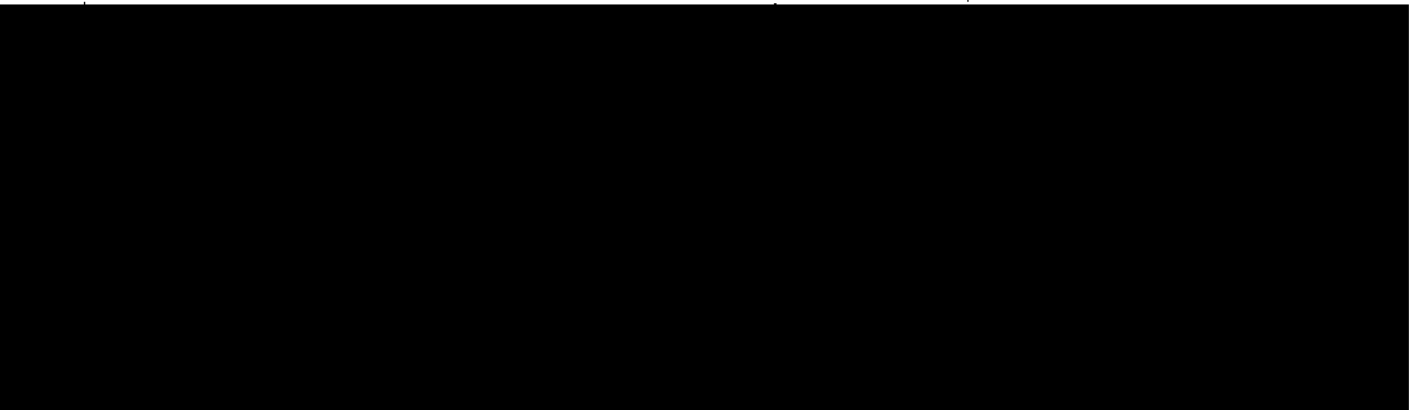
DESCRIPTION OF WORKS:

To supply and fix bathroom lighting
as per price.



LABOUR: £	<u>70</u>	<u>00</u>
MATERIALS: £	<u>212</u>	<u>65</u>
NET TOTAL: £	<u>282</u>	<u>65</u>
VAT @ 17½ %	<u>49</u>	<u>46</u>
TOTAL: £	<u>332</u>	<u>11</u>





INVOICE

Mr Anthony Steen



Number



Date 17 June 2004

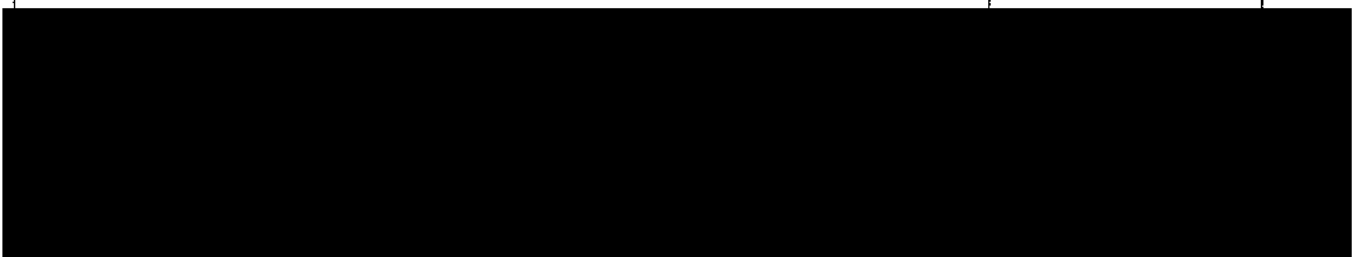


1 Manufactured Fire Dogs and grate
all polished and lacquered

£615.00

Total
VAT @ 17 1/2%
Total Due

£615.00
107.63
£722.63



Mr & Mrs Steen

[Redacted]

INVOICE

Number

Date

23 December 2004

1 K 46 Fire Back
1 Fabricated Ash Pan
Carriage of Fireback from suppliers
Delivery and fitting

£318.04
80.00
54.00
40.00

Total
VAT @ 17 1/2%
Total Due

£492.04
86.11
£578.15

STATEMENT



To: **MR. A STEEN**

A/C No.

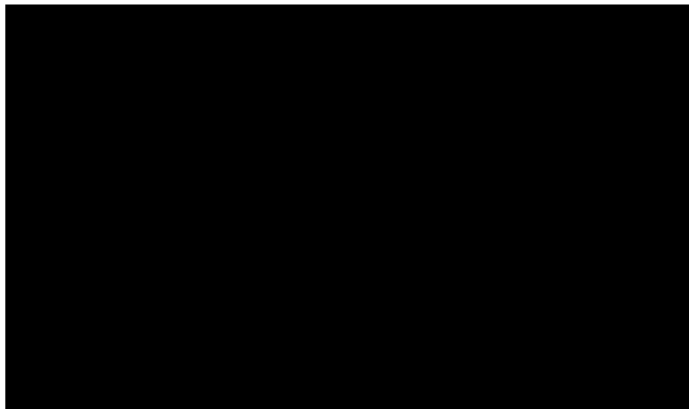
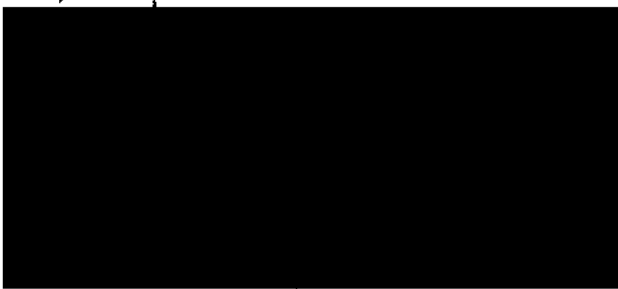
DATE 31.06.2004

PAGE 1

DATE	REF	DETAILS	DEBIT	CREDIT
		To fitter's time attending I	135.00	
		I x thermostat	189.18	

AGED DEBT ANALYSIS				
CURRENT	30 DAYS	60 DAYS	90 DAYS	120 + DAYS
0.00	324.18	0.00	0.00	0.00

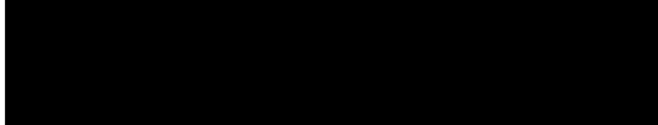
AMOUNT DUE
324.18



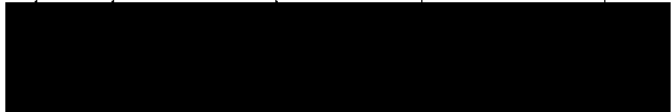
MR A STEEN M P



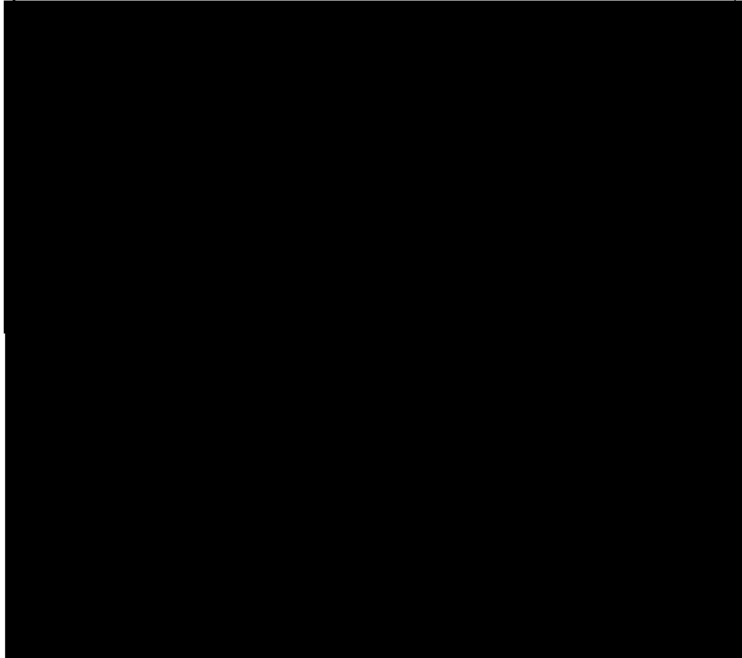
Date/Tax Point : 20/02/2004



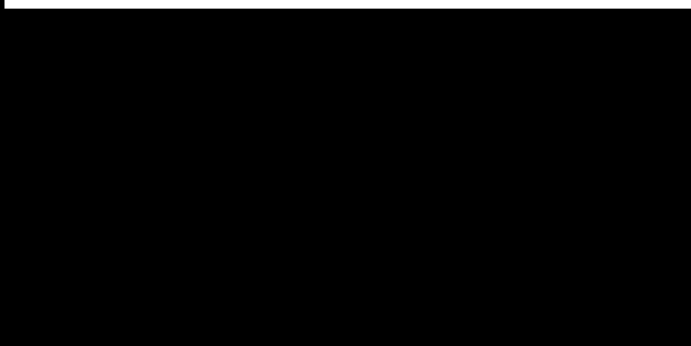
Description	Unit	Quantity	Unit Price	Amount	VAT Code
<p>[Redacted]</p> <p>Automatic order</p> <p>Delivery number [Redacted]</p> <p>Propane</p> <p>For information only if payment made by direct debit</p> <p>Please note that calls may be recorded and monitored for training purposes</p>					



Total excl. of VAT	£	383.63
VAT		19.18
<hr/>		
Total	£	402.81



PAYABLE BY	20/03/2004
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MR A STEEN M.P.

Date/Tax Point :

09/01/2004

Account Number :

Blanket Order

Description	Unit	Quantity	Unit Price	Amount	VAT Code
Automatic order Delivery number Propane For information only if payment made by direct debit					

Total excl. of VAT	£	355.85
VAT		17.79
Total	£	373.64

PAYABLE BY

20/02/2004

MR A STEEN M.P.

Date/Tax Point : 30/06/2004

Account Number :

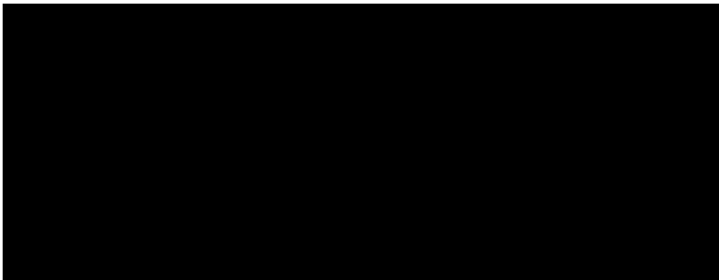
Blanket Order No :

Description	Unit	Quantity	Unit Price	Amount	VAT Code
<p>Delivery number</p> <p>Propene</p> <p>For information only If payment made by <u>direct debit</u></p> <p>Please note that calls may be recorded and monitored for training purposes</p>					

Total excl. of VAT	£	625.50
VAT		31.28
Total	£	656.78

PAYABLE BY

20/07/2004

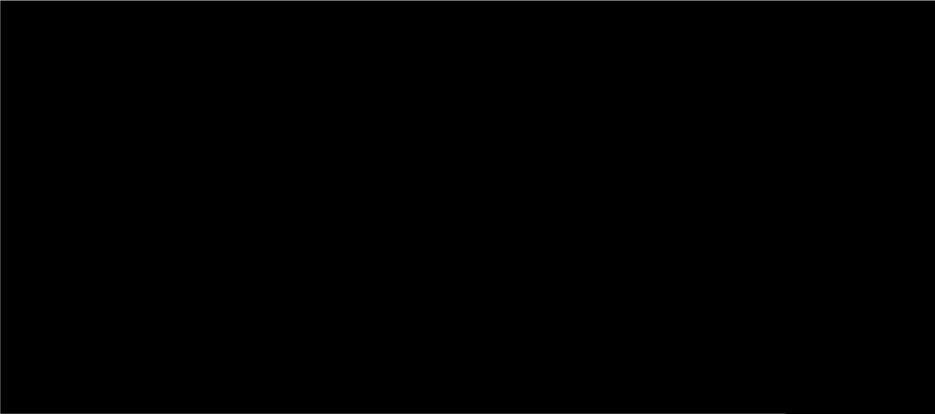
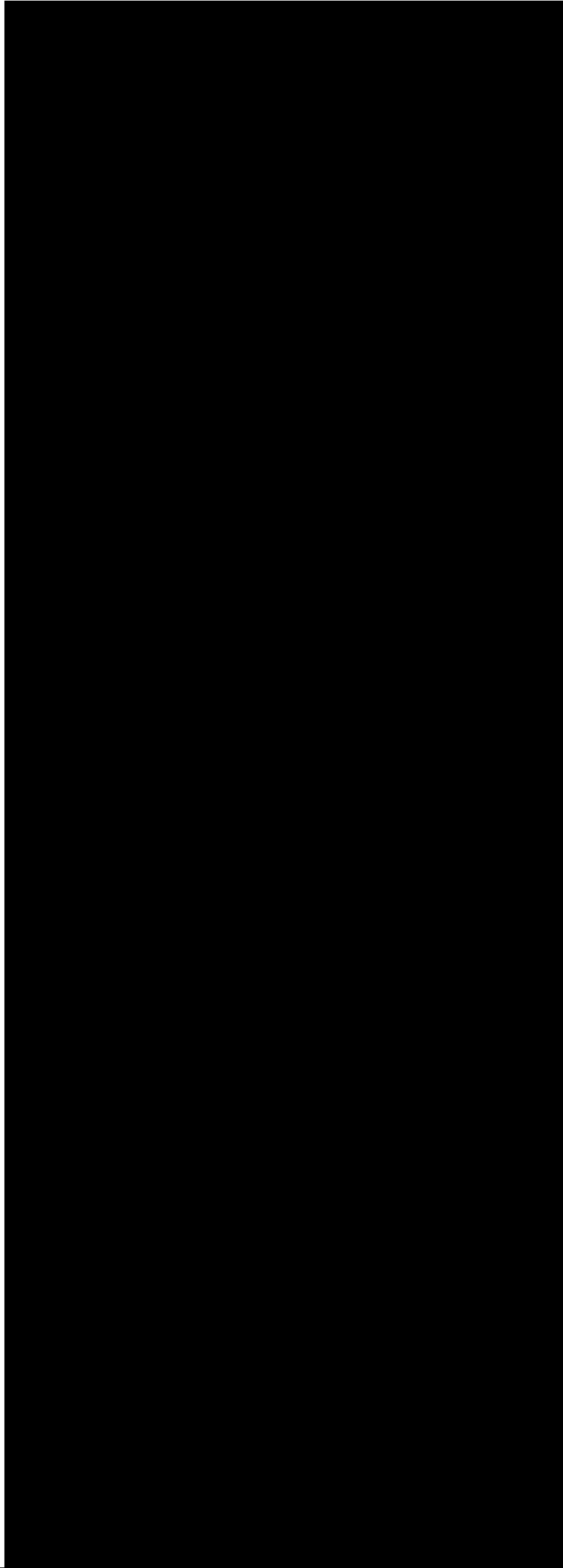


Mr A STEEN M P

Statement Date : 31/12/2004

Account Number :

Date	Reference	Debit	Credit	Outstanding	Balance
		302.72		302.72	302.72
		41.99		41.99	344.71
				Amount Due	344.71



MR A STEEN M.P.

Date/Tax Point : 30/06/2004

Account Number :

Blanket Order No :

Description	Unit	Quantity	Unit Price	Amount	VAT Code
-------------	------	----------	------------	--------	----------

Tank number

Customer Name: MR A STEEN M.P.

Rental Invoice Period : 01/07/2004 to 30/09/2004

For information only if payment made by direct debit

Please note that calls may be recorded and monitored for training purposes

Total excl. of VAT	£	39.99
VAT		2.00
Total	£	41.99

PAYABLE BY

20/07/2004

MR A STEEN M.P.

Date/Tax Point : 31/12/2004

Acc. no.

Blanket Order No :

Description	Unit	Quantity	Unit Price	Amount	VAT Code
Tank number					
Customer Name : MR A STEEN M P					
Address					
Rental Invoice Period : 01/01/2005 to 31/03/2005					

Total excl. of VAT	£	39.99
VAT		2.00
Total	£	41.99

PAYABLE BY

20/01/2005



Page 2 of 2

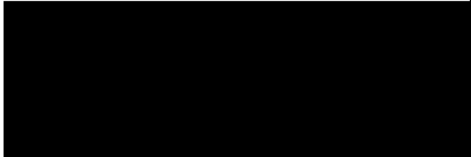
10 January 2005

Electricity bill

MR ANTHONY STEEN MP

Please pay

£660.78



Page 2 of 2

21 July 2004

Electricity bill

Please pay

£292.50

MR ANTHONY STEEN MP

PAID

28.7.04

21 April 2004

Electricity bill

Please pay

£498.91

MR ANTHONY STEEN MP

PAID

6-5-04

Invoice no.

19/08/2004

Account no.

Please quote your account number on all correspondence

INVOICE

Delivery note no.

Order no.

Delivered to:

Mr A Steen

Product code	Description	Units	Quantity	Unit price	Value
2	GAS OIL (35 SECONDS)				

Code	Rate	Net	VAT
6	5.00	£245.28	£12.26

Payment methods, please see overleaf.

Net

245.28

VAT

12.26

Amount due £

Date due

Account no.

Invoice no.

Invoice total

£257.54

22/12/2004

INVOICE

Delivery note no.

Order no.

TS295709

Delivered to:

Mr A Steen

Product code	Description	Units	Quantity	Unit price	Value
1	BURNING OIL (28 SECONDS)				

Code	Rate	Net	VAT
6	5.00	£146.74	£7.33

Net 146.74

VAT 7.33

Amount due £

Date due

Account no.

Invoice no.

Invoice total

£154.07

Invoice no.

27/04/2004

Account no.

INVOICE

Delivery note no.

Order no.

Delivery to

Mr A Steen

Product code	Description	Units	Quantity	Unit price	Value
1	BURNING OIL (28 SECONDS)				

Code	Rate	Net	VAT
	5.00	£88.55	£4.42

Net	88.55
VAT	4.42
Amount due	£ 92.97
Date due	10 May 2004



Invoice no.

15/06/2004

Account no.

INVOICE

Delivery note no.

Order no.

Delivered to:

Mr A Steen

Product code	Description	Units	Quantity	Unit price	Value
2	GAS OIL (35 SECONDS)				

Code	Rate	Net	VAT	Net	Value
6	5.00	£25.75	£1.28	25.75	
				VAT	1.28
				Amount due	£ 27.03

Date due

10 Jul 2004

PAID
1-7-04

Account no.

Invoice no.

Invoice total

£27.03

Water and Sewerage Services Charges

Mr A Steen MP

Are your details correct? If not, please call our Helpline.

Property Reference No:

Period 26/05/2004 To 30/06/2004

Total Amount Due £ 2.27

See overleaf for payment options.

Water and Sewerage Services Charges

Mr A Steen MP



Are your details correct? If not, please call our Helpline.

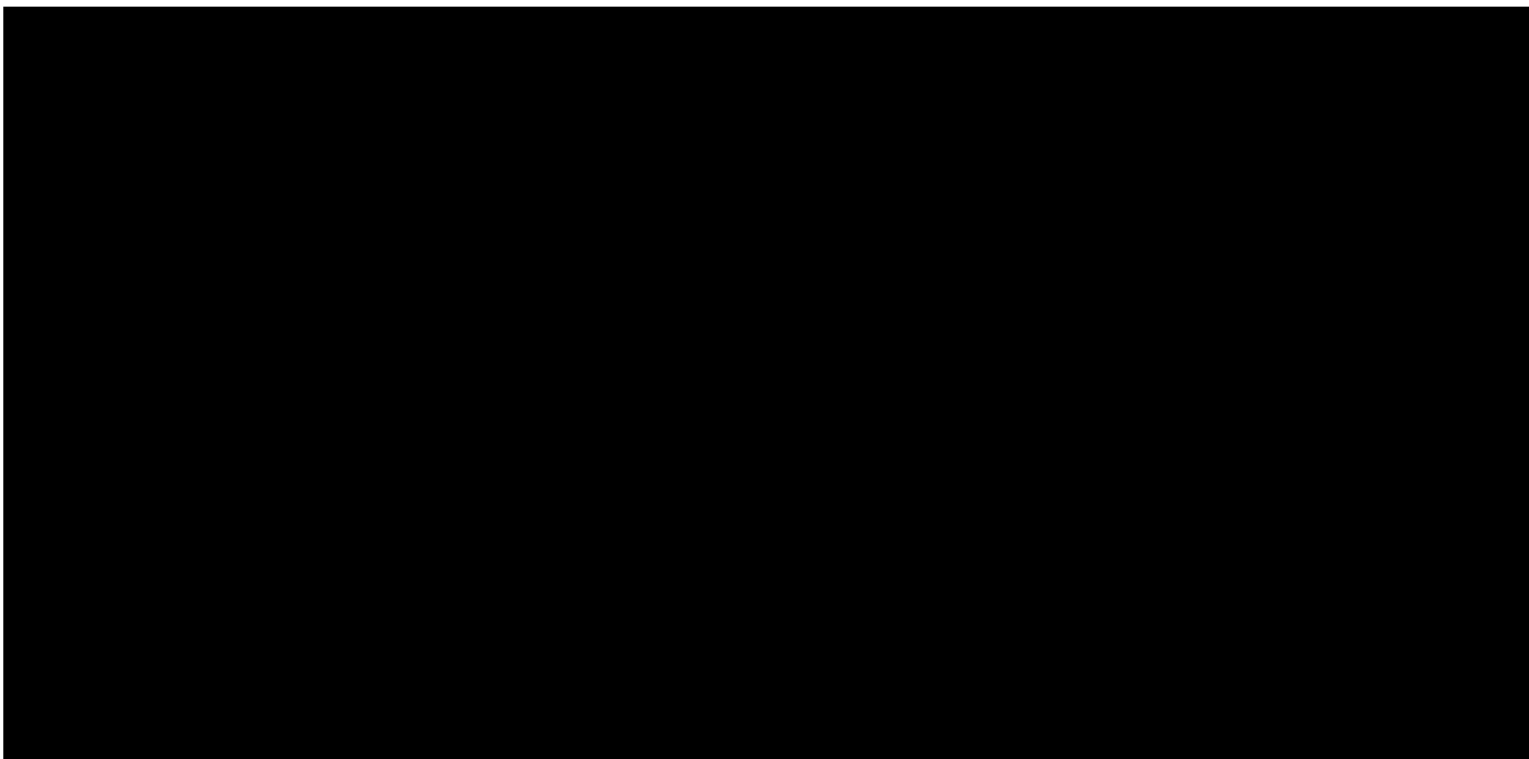
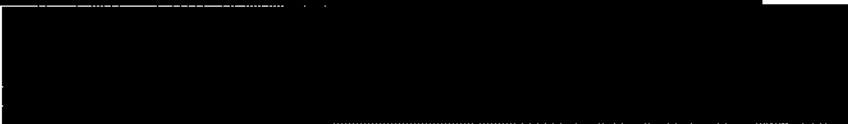
Property Reference No:



Period 25/11/2004 To 30/12/2004

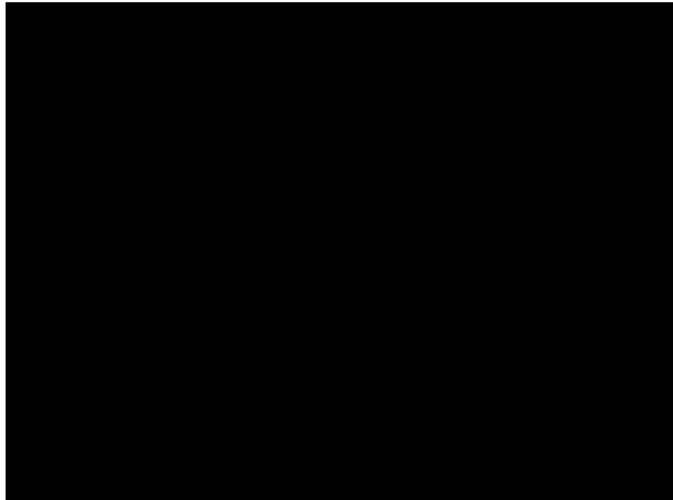


Total Amount Due £ 22.49



Water and Sewerage Services Charges

Mr A Steen MP



Are your details correct? If not, please call our Helpline.

Property Reference No:



Period 01/07/2004 To 26/07/2004

19-8-04

Total Amount Due £

17.33



See overview of payment options

