

Financial Processing }

Transaction No.

Registration No.

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient *INVOICE date 25/05*
(NB Financial Processing to check whether a dedicated

Text *Dec 21 March 05*

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

05-06 04/05

Expenditure type (Cat5) :

Total £2106.32

* Financial Processing purposes on

Registered by (initials & date)

07/06

Posted by (initials & date)



04/05

ACA2

Member's claim form

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 1340.

Your details

Name in CAPITAL LETTERS

[Redacted Name]

Constituency

Warrington South

[Redacted Address]

Claim details

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 17 / 12 / 04 to 31 / 03 / 05

Total cost of hotel stays
attach all receipts

↓ £ 1035 : 00 . p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 450 : 00 . p

Utilities

£ 101 : 32 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 180 : 00 . p

Cleaning

£ 240 : 00 . p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 100 : 00 . p

▶ please specify household items

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2106 : 32 p

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance

[Redacted area]

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

[Redacted signature]

MP

Date

25th May 2005

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA



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

HELEN SOUTHWORTH

Constituency

Warrington South

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 01/04/04 to 22/06/04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 2664 : 99 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : 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

£ 2664 : 99p

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 overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament

Signature

MP

Date

27 May 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



Member's claim form

Members' Allowances

About filling in this form

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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

HELEN SOUTHWORTH

Constituency

Warrington South

Claim details

Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 01/04/04 to 22/06/04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 2664 : 99 p

Food

£ 450-00p ✓ - 3mths

Utilities

£ 76 : - p

Council Tax/Rates

£ 195 : 85 p

Telephone and telecommunications

£ 150 : - p

Cleaning

£ 150 : - p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 175 : p

▶ please specify

various small household items

Other

£ 120 : p

▶ please specify

TV license

Other

£ : p

▶ please specify

Total

£ 3971 : 84 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 overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

27 July 04

Data protection

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Member's claim form

Members' Allowances

About filling in
this form

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Your details

Name
in CAPITAL LETTERS

HELEN SOUTHWORTH

Constituency

Warrington South

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 17 10 04

to 17 09 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 3661 : 12 p

Food

£ 400 : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 135 : p

Cleaning

£ 150 : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 313 : 04 p

Other

£ 230 : 00 p

▶ please specify removal to new accom.

Other

£ 150 : 00 p

▶ please specify sundry household items

Other

£ 130 : 00 p

▶ please specify curtains & fittings

Total

£ 5169 : 16p

continued on page 2

Details of second home

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

17 Sept 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:

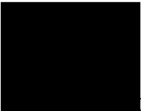
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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

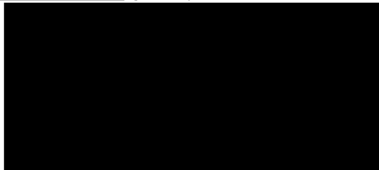
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Members' Allowances Section, Operations Directorate,
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



Mrs H Southworth

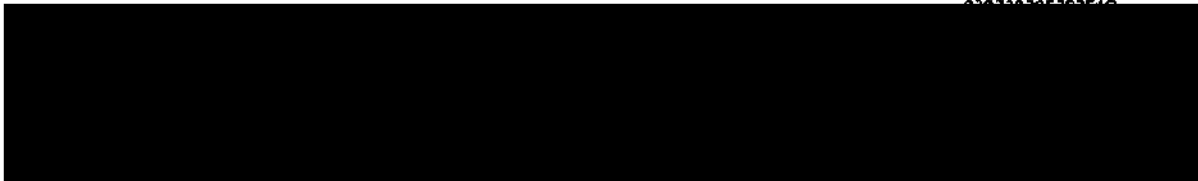
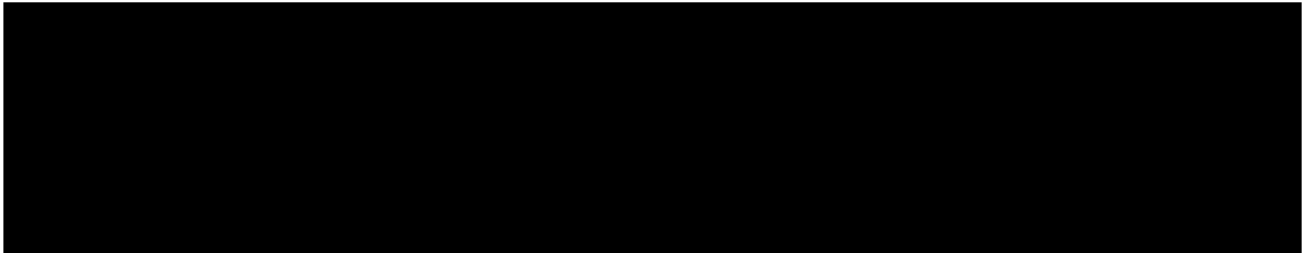


Our Opening Hours are:

8am - 9pm Monday - Friday
9am - 5pm Saturday



Insured Mrs C		Policy Number 		
Annual Premium	Premium Tax Rate	Insurance Premium Tax Amount *	Total Annual Premium	
£ 596.28	5.00%	£ 29.81	£ 626.09	





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

Helen Southworth

Constituency

Warrington South

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 17/06/04

to 17/09/04

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

£ 205 : 00 p

▶ please specify cupboard & side table

Other

£ 180 : 00 p

▶ please specify shelving

Other

£ 100 : 00 p

▶ please specify air filter

Total

£ 485 : 00 p

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

Signature

MP

Date

22nd Sept. 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.

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Send your completed
form to

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



Additional Costs Allowance

Form ACA2
Page 1 of 2

Member's claim form

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 1582.

Your details

Name
(in CAPITAL LETTERS)

HELEN SOUTHWORTH

Constituency

WARRINGTON SOUTH

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 17/09/04

to 17/12/04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 3249 : 99p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : 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

£ : p

Details of second home *(if applicable)*

Address of
second home
for Additional
Costs Allowance

[Redacted area]

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

Signature

[Redacted signature] MP

Date

9 Dec 04

Data protection

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- National Audit Office staff.

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Send your completed forms to

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

Financial Processing }

Transaction No.

Registration No.



Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient *INVOICE date 25/08*
(NB Financial Processing to check whether a dedicate

Text *Sept - Dec. 04*

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

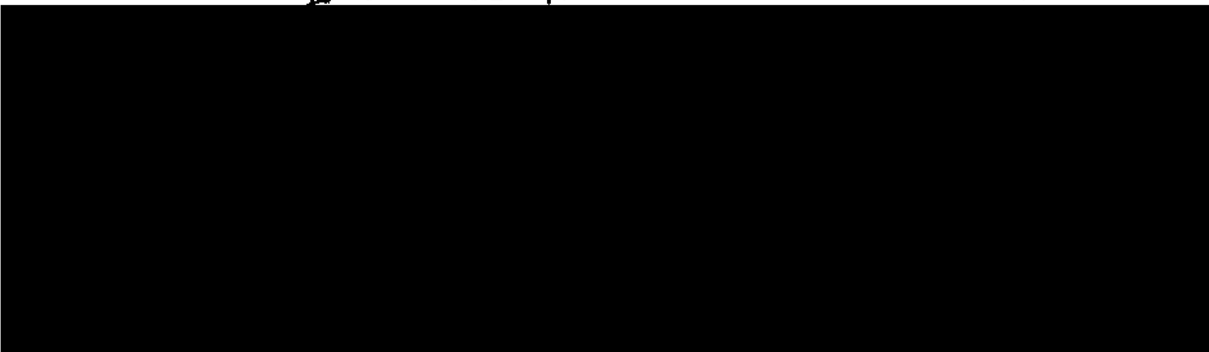
Financial Year/PIRO (Cat2)

04_05 / ~~05_06~~

Expenditure type (Cat5) :



£ Total £1,879.78



** Financial Processing purposes only*

Registered by (initials & date)

[Redacted] *07/06*

Posted by (initials & date)

.....



04/05

Member's claim form

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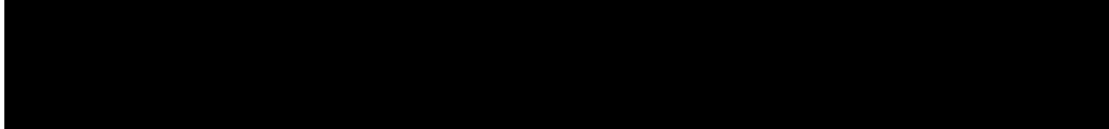
Your details

Name in CAPITAL LETTERS

Helen Southworth

Constituency

Warrington South



Claim details

You can only claim for

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- 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 10/09/04 to 31/12/04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 450 : 00 p

Utilities

£ 135 : 86 p

Council Tax/Rates

£ 703 : 92 p

Telephone and telecommunications

£ 150 : 00 p

Cleaning

£ 240 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 200 : 00 p

please specify various household

Other

£ : p

please specify items.

Other

£ : p

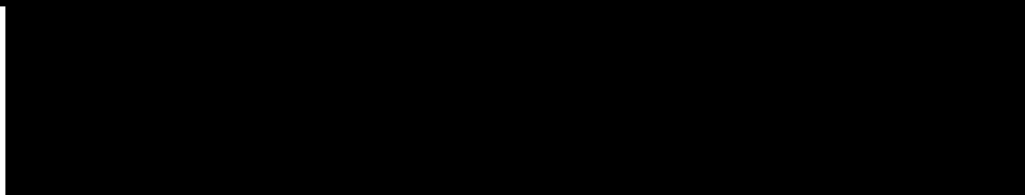
please specify

Total

£ 1879 : 78 p

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

25 May 2005**Data protection**

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Send your completed
form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

COUNCIL TAX DEMAND NOTICE

Date of issue 23 SEP 2004

Miss Helen Southworth

Please quote

Your property has been valued in band [redacted] Details of the calculation of the Council Tax payable are shown below.

WARNING, A MAXIMUM OF TWO REMINDERS WILL BE ISSUED IN ANY TAX YEAR.

Overall percentage increase this year is 3.5 %

	%age Increase	
[redacted]	7.5 %	£402.22
[redacted]	2.4 %	£1382.02

Full amount for the year 1 APR 04 to 31 MAR 05 £1784.24

Amount due for 17 JUN 04 to 31 MAR 05 £1407.84

Amount payable by you 17 JUN 04 to 31 MAR 05 £1407.84
Initial Account

Payment instructions

Total amount due £1407.84