



Additional Costs Allowance

08/09 ✓

ACA2

26 MAR 2008

Member's claim form

378101 ✓

Page 1 of 2

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.

INV. A

514602 ✓

514500 ✓

Your details

Name in CAPITAL LETTERS

ANN KEEN

Constituency

Brentford & Isleworth

Office use only

Cost/Cat 2 M KEENABR

Supp/Res ID

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.

5819978

M 2/4/8

Period of claim

from 01/04/08

to 30/04/08 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1318:02 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

£ 1318:02 p

= Mortgage (see AICs Keen MP)

354157

2/4/08

**Details of second home** *if applicable*

**Address of second home**  
*for Additional Costs Allowance*

[Redacted address]

Postcode [Redacted]

**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] MP

Date 22-3-08 ✓

**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



Additional Costs Allowance

ACA2

08/09

- 4 JUN 2008

Member's claim form

413601

Page 1 of 2

MK

About filling in this form

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INV. A

514602

514500

Your details

Name in CAPITAL LETTERS

ANN KEEN

Constituency

Barnstaple, Teignmouth SW 31862 JW 13.06.08

Office use only

Cost/Cat 2

M KEENABR

Supp/Res ID

[Redacted]

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.
- 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 01, 05, 08 to 30, 06, 08 x 2

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 2636.04 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

£ 2636.04 p

Mortgage Interest on letter 7/31

May 885.70  
1750.34

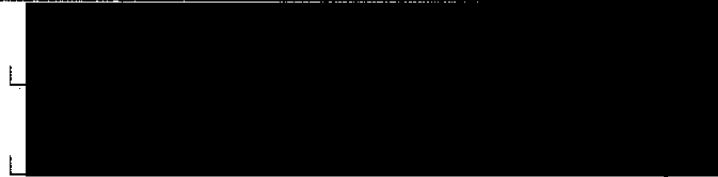
June 885.70  
1750.34

5272.08

ANN KEEN 2636.04  
ALAN KEEN 2636.04

**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

Signature



MP

Date

1-6-08

**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



08/09

Member's claim form VALIDATION

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.

10 JUN 2008 RECEIVED

Your details

Name in CAPITAL LETTERS

ANN KEEN

Constituency

Devon & Telsworth

Office use only

Costs

M K E E N A B R

Supp/Res ID

[Redacted]

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.

423105 INV. A 514602 514500

Period of claim

from 01/04/08 to 30/06/08

Total cost of hotel stays attach all receipts

£ : p

5833549 RS 23/06/08

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 308.26 p = 2

See Ann Keen's claim form for receipts invoices etc

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 1071.07 p ✓

369280 500 24/6

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1379.33 p ✓

**Details of second home** *If applicable*

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]

Postcode

[Redacted]

**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]

MP

Date

13-6-08

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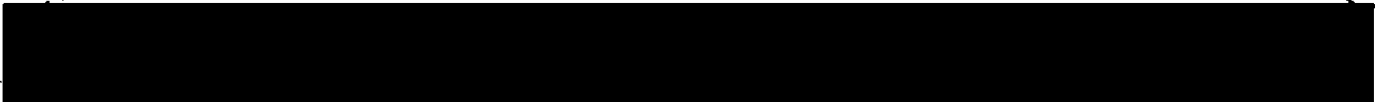
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form to

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

1

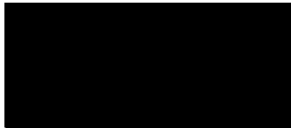


Tel: [Redacted] Email: [Redacted]

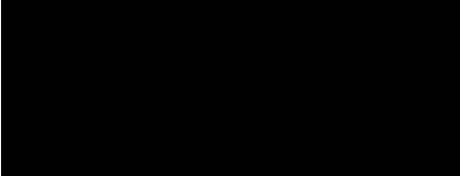
Date: 13<sup>th</sup> June 2008

**SERVICE CHARGE DEMAND**

Mr D Alan Keen & Mrs Ann L Keen



Landlord:



Property: [Redacted]  
Our Reference: [Redacted]

Date	Description	Amount (£)	VAT
	Service Charge for the year 2008	3,930.89	
	(Less amount billed for Jan'08 to Jun'08)	(1,912.45)	
01/07/2008	Remaining Service Charge due for 2008	2,018.44	
01/07/2008	Electricity Balancing Charge for Dec'07 to May'08 (28,675 - 26,499 = 2,176 units used @ 5.6p less £ 160.22 billed on 22/12/07)	(38.36)	
01/07/2008	Estimated Electricity for the period Dec'07 to May'08	162.07	
<b>Amount due on 1 July 2008:</b>		<b>2,142.15</b>	

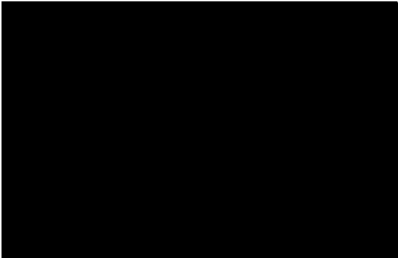
PLEASE NOTE £100 PLUS VAT BEING ADMIN FEE WILL BE ADDED TO THE ABOVE AMOUNT IF PAYMENT IS NOT RECEIVED WITHIN 30 DAYS OF THE ABOVE DUE DATE. FURTHER CHARGES MAY BE INCURRED IF YOUR SERVICE CHARGE REMAINS UNPAID THEREAFTER.

NOTICE IS HERBY GIVEN THAT FOR THE PURPOSES OF SECTIONS 47 & 48 OF THE LANDLORD AND TENANT ACT 1987 THE LANDLORD'S NAME AND ADDRESS DETAILS ARE SHOWN ABOVE. (Summary of tenants' rights and obligations are printed overleaf.)

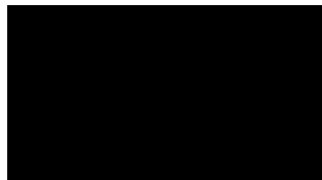
Please return this remittance slip with your payment - If a receipt is required please provide a SAE

**REMITIANCE SLIP**

Address for service of notices including notices in proceedings:



Mr D Alan Keen & Mrs Ann L Keen



**Balance Enclosed** £ 2,142.15

Please ensure cheque is made payable to [Redacted]

The bank details for electronic or telephone banking are:-

Sort code [Redacted]  
Account number [Redacted]  
IBAN [Redacted]  
BIC [Redacted]

# Council Tax Bill for 2008/09

# Lambeth

2

Your Account number

MR DAVID ALAN KEEN & MRS ANN KEEN

Date:  
12 March 2008

Account enquiries:  
Call 0845 300 0328

012673

Your PayPoint reference:



This property is in valuation band G. The 2008/09 council tax for this band is £2058.52 (an increase of 4.0% on 2007/08)  
The tax comprises: London Borough of Lambeth £1542.15 (an increase of 4.8%)  
Greater London Authority £516.37 (an increase of 2.0%)

Council tax for period 01.04.2008 to 31.03.2009 £2058.52

**Amount payable for 2008/2009** **£2058.52**

Your payment method: **direct debit.** Payments for 2008/2009 will be debited directly from your bank account on, or shortly after, these dates:

15.04.2008	£204.52	15.09.2008	£206.00
15.05.2008	£206.00	15.10.2008	£206.00
15.06.2008	£206.00	15.11.2008	£206.00
15.07.2008	£206.00	15.12.2008	£206.00
15.08.2008	£206.00	15.01.2009	£206.00

$$= £616.52 \div 2 = £308.26$$

1.10.230208.MBL164

012673



**Bank Giro Credit**

Reference (Customer number)

Credit Account Number

Amount due (standard fee payable at PO counter)

135  
80

[Redacted]

357 6507

£

CHEQUE ACCEPTABLE

Cashier's stamp and initials

Signature \_\_\_\_\_ Date \_\_\_\_\_

MR DAVID ALAN KEEN & MRS ANN KEEN

NATWEST  
COLLECTION ACCOUNT  
L. B. LAMBETH  
COUNCIL TAX ACCOUNT

Cash

Cheque

£	

57-65-07

Please do not write or mark below this line and do not fold this counterfoil





Additional Costs Allowance

ACA2

Member's claim form

371341  
30  
04/07/08

01 JUL 2008

500408

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.

INV. A

514602

514500

Your details

Name in CAPITAL LETTERS

ANN KEEN

Constituency

Braintree, Isleworth

Office use only

Costc

M KEENABR

Supp/Res ID

[Redacted]

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 01/07/08 to 31/07/08

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 1318.02 p

(interest only) or rent

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

£ 1318.02 p

ASHC letter rates 7/3/08  
58356.27  
JE  
3/7

885.76  
1750.34  
2636.10/2  
1318.02

**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 June 2008

**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



Member's claim form

18 JUL 2008

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.

INV. A 517508  
 514602  
 514500

Your details

Name in CAPITAL LETTERS

ANN KEEN

Constituency

Brentford Isleworth

Office use only

Costs

M KEENABR

Supp/Res ID

[Redacted]

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.
- 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

RR  
 5839068  
 JW  
 24-07-08  
 374983  
 AH 24/7/08

Period of claim

from 1 / 1 July 2008 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

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 1071:07 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1071:07 p

continued on page 2

\* Shares flat with Alan Keen, split costs, service charge is half of £2142.15 \*

1/2 yearly to 31/10/08  
 see copy memo attached to Ann Keen's claim

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

[Redacted address]

Postcode

[Redacted 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

[Redacted signature]

MP

Date

17/7/08

**Data protection**

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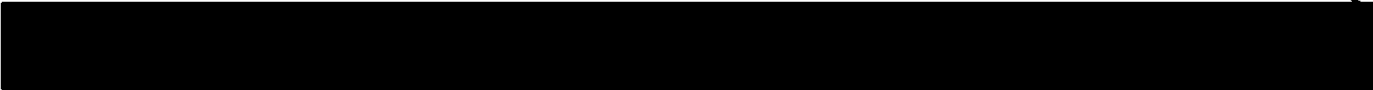
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Send your completed  
form to

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

1



Tel: [redacted] Email: [redacted]

Date: 13<sup>th</sup> June 2008

**SERVICE CHARGE DEMAND**

Mr D Alan Keen & Mrs Ann L Keen

Landlord: [redacted]



Property: [redacted]  
Our Reference: [redacted]

Date	Description	Amount (£)	VAT
	Service Charge for the year 2008 <i>(Less amount billed for Jan'08 to Jun'08)</i>	3,930.89 <u>(1,912.45)</u>	
01/07/2008	Remaining Service Charge due for 2008	2,018.44	
01/07/2008	Electricity Balancing Charge for Dec'07 to May'08 <i>(28,675 - 26,499 = 2,176 units used @ 5.6p less £ 160.22 billed on 22/12/07)</i>	(38.36)	
01/07/2008	Estimated Electricity for the period Dec'07 to May'08	162.07	
<b>Amount due on 1 July 2008:</b>		<b><u>2,142.15</u></b>	

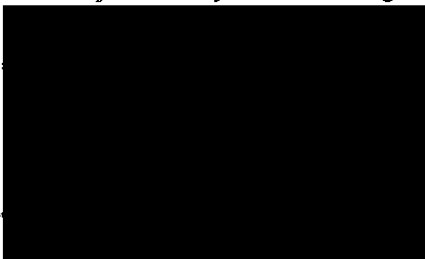
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NOTICE IS HERBY GIVEN THAT FOR THE PURPOSES OF SECTIONS 47 & 48 OF THE LANDLORD AND TENANT ACT 1987 THE LANDLORD'S NAME AND ADDRESS DETAILS ARE SHOWN ABOVE. (Summary of tenants' rights and obligations are printed overleaf.)

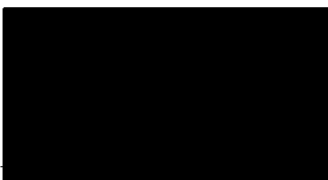
Please return this remittance slip with your payment - If a receipt is required please provide a SAE

**REMITTANCE SLIP**

Address for service of notices including notices in proceedings:



Mr D Alan Keen & Mrs Ann L Keen



**Balance Enclosed**                      **£ 2,142.15**

Please ensure cheque is made payable to [redacted]

The bank details for electronic or telephone banking are:-

Sort code [redacted]  
Account number [redacted]  
IBAN [redacted]  
BIC [redacted]



Member's claim form

31 JUL 2008

522003

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.

514602  
514500

INV. A

Your details

Name in CAPITAL LETTERS

ANN KEEN

Constituency

Bournemouth - Gosport

Office use only

Costs

M KEEN ABR

Supp/Res ID

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.

5840700  
55 4-8-08

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 01/08/08 to 31/08/08

Total cost of hotel stays  
attach all receipts

£ : p

(A) See ANN KEEN'S claim form for details (any) attached

Mortgage payments (interest only) or rent

£ 1155.74 p

Food

£ : p

(B) Bounced for - See ANN KEEN'S claim for 1/4/08 to 30/6/08 for details

Utilities

£ : p

3% Apl - Aug

Council Tax/Rates

£ 614.26 p

Not claimed 308.26  
05 AUG 2008  
July Aug 2008 x £103  
206.00  
614.26

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

£ 1770:00 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

27-7-08**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

**PRIVATE AND CONFIDENTIAL**

Mr & Mrs Alan Keen MP



Tel : 0207 219 [REDACTED]  
Fax : 0207 219 [REDACTED]  
Email : [REDACTED]@parliament.uk

1 August 2008

Dear Mr & Mrs Keen

**Additional Costs Allowance (ACA) 2008/2009**

Thank you for your ACA claims dated 1-31 August 2008, copies of which are enclosed for ease of reference.

I note that the mortgage interest has increased and therefore I should be grateful if you would provide us with copies of documentation from your lender in support of this and any future changes to the interest rate. This will help to avoid delays in the processing of future claims.

I can confirm that your claims have now been processed and the funds should reach your account within the next few days.

If you have any questions regarding this matter please contact me on the numbers listed above.

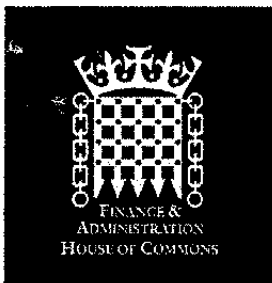
Yours sincerely



**Validation Officer**







Member's claim form

27 AUG 2008

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.

532002

Your details

Name in CAPITAL LETTERS

ANN KEEN

INV. A

Constituency

Doncaster & Rotherham

514602

514500

Office use only

Costc

M KEEN A BR

Supp/Res ID

[Redacted]

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.

380834  
S.S 1.9.08

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 01/09/08

to 30/09/08

Total cost of hotel stays  
attach all receipts

£ : p

£ 1263.93 p

£ 2527.86 ÷ 2

(interest only) or rent

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 103: - p

£ 206 ÷ 2 =  
£ 103 each.

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

£ 1366.93 p

5844109  
29/8

**Details of second home** *if applicable*

**Address of second home**  
for Additional Costs Allowance

[Redacted Address]

Postcode

[Redacted 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**

[Redacted Signature]

MP

**Date**

24-8-08

**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.

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**Send your completed form to**

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



HOUSE OF COMMONS  
LONDON SW1A 0AA

27 AUG 2008

Fees Office  
House of Commons  
LONDON  
SW1A 0AA

Attn of Validation Section

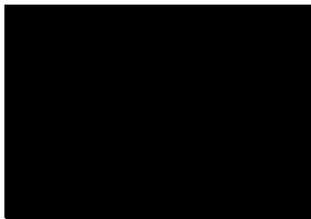
26<sup>th</sup> August 2008

Dear Madam/Sir

We enclose our Additional Costs Allowance Claims for the Month of September.

We thank you for accepting our claim forms for the month of August but recall that you wrote stating that the mortgage interest rate had increased and that you required proof of the new rate. At the moment, we are unable to find the letter from HSBC stating the new rate but you will see that the new rate is less not more than that previously claimed. We will forward a copy of the letter as soon as we are able to find it but confirm that the amount claimed this month is reduced, as can be seen by comparing with previous figures, so we trust you will be able to process the enclosed claim forms in the meantime.

Yours sincerely



Feltham & Heston



Brentford & Isleworth



Member's claim form

17 OCT 2008

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

ANN KEEN

INV. A 554101

Constituency

Barnet, Hendon

514602

514500

Office use only

Costc

M KEENABR

Supp/Res ID

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.

5849687
JE

Please list

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

13/10

Please attach

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

Period of claim

from 01, 10, 08

to 31, 10, 08

386850

S-S 13/10/08

Total cost of hotel stays

£ : p

attach all receipts

1 Mortgage Interest

1677.52

85.33

2527.85

Mortgage payments (interest only) or rent

£ 1263.93 p

ANN KEEN

1263.92

ANN KEEN

1263.93

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 103 : - p

2 Council Tax

206.00

ANN KEEN

103.00

ANN KEEN

103.00

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

£ 1366: 93 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

4/10/08

**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



Member's claim form

31 OCT 2008

About filling in this form

- For details of costs you can claim for, see Green Book section 31 NV.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

565907  
514602  
514500

Your details

Name in CAPITAL LETTERS

ANN KEEN

Constituency

~~South West~~ Brecon & Radnorshire

Office use only

Costs

M K E E N A B R

Supp/Res ID

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.
- 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

390652  
404/11

Period of claim

from 01/11/08 to 30/11/08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1263.93 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 103.- p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ 1366.92 p

① Mortgage Interest 1677.52  
850.33  
2527.85

ANN KEEN 1263.92  
ANN KEEN 1263.93

② Council Tax 206.00  
ANN KEEN 103.00  
ANN KEEN 103.00

5853085  
CC 3/4

**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

29/10/08

**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



# Member's claim form

5857391 SP

1/12. 395608  
JLP

## 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 ANN KEEN INV. A 579706

Constituency Brentford & Isleworth 514602

514500

## Claim details

Notes

MKEENA BR

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 01/12/08 to 31/12/08

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 1192.37 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 103.- 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

£ 1295:37 p ✓

See Ann Keen's claim for details.



**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]

Postcode

[Redacted]

**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.

Signature

[Redacted]

MP

Date

25/11/08

**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

23 DEC 2008

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.

595309

Your details

Name in CAPITAL LETTERS

ANN KEEN INV. A

Constituency

Beaconsfield - Islwyn  
514602  
514500

Claim details

Notes

MKEENABR

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 01/01/09

to 31/03/09

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1192.37 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 103.- p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 1263.89 p \*

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2559.26 p

Mortgage interest, Council Tax  
Semi Reg - Retail  
see Ann Keen claim  
attached

400603 p 31/12/09

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

[Redacted address]

Postcode

[Redacted 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

[Redacted signature]

MP

Date

22/12/08

**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

**SERVICE CHARGE DEMAND**

Mr D Alan Keen & Mrs Ann L Keen

Property: [REDACTED]  
Our Reference: [REDACTED]

Due date	Description	Amount (£)	VAT
01/01/2009	Service Charge [REDACTED] below)	[REDACTED]	
01/01/2009	Electricity Balancing Charge for May 08 to Nov 08 (See readings and workings below)	51.14	
01/01/2009	Estimated Electricity Charge from Nov 08 - May 08	296.60	
<b>Amount payable by 21 Jan 2009:</b>		<b>2,527.77</b>	<b>÷ 2 = £1263.88</b>

**Electricity Meter Readings**

Resale of Landlord Supply of Electricity for Domestic Use - Section 44 of the Electricity Act 1989

Date	Meter Readings	Units used 178 Days	Units used from May'08 - Aug'08 105 Days	Units used from Sept'08 - Nov'08 73 Days	At previous rate to 1/08/2008 5.6p inc. 5% VAT	At current rate from 1/09/2008 10.7p inc 5% VAT	Total Cost	Previously invoiced on account	Balancing Charge
12/11/2008	31447	2772	1635	1137	91.57	121.64	213.21	(162.07)	51.14
18/05/2008	28675								

Y = Yearly Reading; E = Estimated Reading due to no actual meter reading possible; F = Faulty Meter and estimated usage used

COST AREA	BUDGET FOR YEAR £	YOUR PERCENT CONTRIBUTION %	INVOICE FOR HALF-YEAR ON ACCOUNT £
Common Parts	651,840	0.2680%	806.47
Residential & Leisure	851,182	0.3070%	1,191.44
Car Spaces	131,006	-%	-
Internal Sinking Fund	75,000	0.3070%	115.13
External Sinking Fund	50,000	0.2680%	67.00
			<b>2,180.03</b>

PLEASE NOTE £100 PLUS VAT BEING ADMIN FEE AND INTEREST WILL BE ADDED TO THE ABOVE AMOUNT IF PAYMENT IS NOT RECEIVED WITHIN 21 DAYS OF THE ABOVE DUE DATE. FURTHER CHARGES MAY BE INCURRED IF YOUR CHARGES REMAIN UNPAID THEREAFTER.

NOTICE IS HEREBY GIVEN THAT FOR THE PURPOSES OF SECTIONS 47 & 48 OF THE LANDLORD AND TENANT ACT 1987

Please return this remittance slip with your payment - If a receipt is required please provide a SAE

**REMITTANCE SLIP**

Address for service of notices including notices in proceedings: [REDACTED]

Mr D Alan Keen & Mrs Ann L Keen

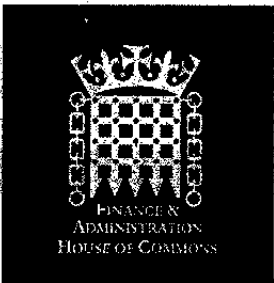
Balance due by transfer	<b>£2,527.77</b>
Processing fee if paying by cheque	<b>£100.00</b>
<b>Total Balance Enclosed</b>	<b>£2,627.77</b>

Please ensure cheques is made payable to [REDACTED]

The bank details for electronic or telephone banking are:-

Sort code [REDACTED]  
Account number [REDACTED]

IBAN [REDACTED]  
BIC [REDACTED]



Additional Costs Allowance

4/2/09

ACA2

587 5867297 SP

02 FEB 2009

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.

614606

Your details

Name in CAPITAL LETTERS

ANN KEEN

INV. A

Constituency

Barnet & Islington

514602

514500

Office use only

Costc/Cat 2

M KEENABR

Supp/Res ID

[Redacted]

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 01/02/09

to 28/02/09

Total cost of hotel stays attach all receipts

£ : p

£ 1192.37 p ✓

(interest only) or rent

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

£ 1192.37 p ✓

406284 CC 05/02

**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

Signature



MP

Date

30/1/09

**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