



HOUSE OF COMMONS

ACA  
MAY

05 JUN 2009

PAAE 2

**Member's Reimbursement Form**  
Personal Additional Accommodation Expenditure (PAAE)

Office use only

Costs/Cat2

M MCI NAVA

Allowance 514602

Supp/Res ID

690005

Member's Name (CAPITAL LETTERS)

ANNE MCINTOSH

Constituency (CAPITAL LETTERS)

VALE OF YORK

Claim details

Month/period to be claimed

From 01 05 2009 To 31 05 2009

Subsistence

(No receipts required)

Number of nights spent away from main home

10

@ £25.00 per night £

250

Exp type/  
Cat5  
5K637.

Cost of accommodation

420 312 5P126

Mortgage interest £

514 ---

Hotel £

514 ---

Rent (inc deposits) £

621

514 632

Council Tax/rates £

514 ---

Fixtures, fittings and furnishings

514 637  
514 637  
514 637  
514 637  
514 637

Total £

514 ---

Other household costs

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

514 637  
514 637  
514 637  
514 637  
514 637

Total £

871

514 ---

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £

871

Authorisation and declaration

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature

[Redacted Signature]

Date

30 June 2009

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 HMRC. 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).

About filling in this form.

If you have any questions about this form, please call 020 7219 1340

Send your completed form to:

Operations Directorate, Department of Resources  
House of Commons, London SW1A 0AA





Bringing it all together

Your account number

Bill number

Date  
16 April 2009

If you have a query  
please see reverse for  
our contact details.

ACA

439

MR J HARVEY



# Your BT bill

Red  
2/10/05

for [redacted]

**Total now due £ 108.35**

Please make sure we receive the total now due by  
27 April 2009.

## We've revamped Friends & Family.

See last page of this bill or BT Update  
for more details of great new savings  
on calls to mobiles and international  
numbers with Friends & Family.  
Or go to [www.bt.com/friends](http://www.bt.com/friends)

H1H2

sheet 1 of 4

00025506

Calls to 0845 and 0870 numbers  
are free at the weekend within  
your calling plan call time.  
Excludes indirect access  
and ISP dial up numbers.  
See [www.bt.com/calls](http://www.bt.com/calls)

# Invoice

Date 30th April 2009

45

From [REDACTED]  
[REDACTED]  
To Mrs [REDACTED]  
[REDACTED]

	To garden work at the above address		
	9/4/09	45	00
	22/4/09	45	00
	Paid 10/05/09		
	Claim ACA		
			/
		90	00

# Domestic And Commercial Cleaning

Domestic And Commercial Cleaning

ACA

**Mrs Anne McIntosh**

## Invoice

Number:

Date:

**28 April 2009**

Your reference/order number:

**April Account**

£

**Cleaning service on 7th & 21st April**

**50.00**

**Total**

**50.00**

Rev  
02/05/09

VAT summary

VAT rate	Net	VAT	Gross
15%	43.48	6.52	50.00

**Terms: 7 days from invoice date**

**VAT registration number:**

**The pressures of modern business life often cause the little everyday courtesies to be forgotten. We appreciate your business and thank you for giving us the opportunity to be of service to you.**

MISS A MCINTOSH



✓

ACA

Your account number



Date of issue  
27th April 2009

This is not a tax invoice

0000\_JL0764480\_6150P1\_13743

# your electricity bill

This is the amount you've spent on electricity  
from 22-Jan-2009 to 22-Apr-2009

Please pay us by 11-May-2009

**£38.08** debit

Totally based on our meter reading  
Your usage has been accurately calculated as we've used an up-to-date  
meter reading. This may include adjustments for any previous under or  
over estimating.



Customer Service  
8am-8pm Mon-Fri,  
8am-6pm Sat

**0845 070 4857**



**EMERGENCIES**  
Loss of electricity supply  
**0800 668 877**

Northern Electric Distribution Ltd,  
Manor House, Station Road, New  
Penshaw, Houghton-le-Spring,  
DH4 7LA

## Get £100 discount when you pay by Direct Debit

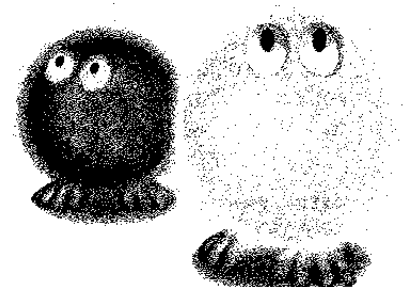
Take a closer look at  
the figures on page 2

Pay for both electricity and gas by monthly Direct Debit throughout  
the year and you could qualify for £100 annual discount, or £20 if you  
pay for just one fuel this way.

Call the number above for more information.

Terms and Conditions apply, subject to availability. See the enclosed booklet for details or call for more information.

We monitor some calls for security and to help with team training. BT customers will be charged a maximum of 4p per minute for this call.  
A call set up fee of 3p per call applies to calls from residential lines. Non BT customers should check the cost of the call with their provider.



*X MORE FORMS PLS. #*  
**HOUSE OF COMMONS**

**- 1 MAY 2009**

**PAAE 2**

**Member's Reimbursement Form**  
 Personal Additional Accommodation Expenditure (PAAE)

*ACT*

Office use only  
 Cost/Cat2  
**MMCINAVA**  
 Allowance 514602

Supp/Res ID  
 [Redacted]  
**658907**

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

*ANNE MCINTOSH*

*VALE OF YORK*

**Claim details**

Month/period to be claimed

From *01042009* To *30042009*

**Subsistence**

(No receipts required)

Number of nights spent away from main home

*8*

@ £25.00 per night £ *200*

Exp type/  
 Cat5  
*637*

**Cost of accommodation**

*5863810*  
*1145*

Mortgage interest	£		514	---
Hotel	£		514	---
Rent (inc deposits)	£	<i>621</i>	514	<i>632</i>
Council Tax/rates	£		514	---

**Fixtures, fittings and furnishings**

£		
£		
£		
£		
£		
£		
Total	£	514

**Other household costs**

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

<i>[Redacted] March Bill</i>	£	<i>50</i>		<input checked="" type="checkbox"/>
<i>Gardening [Redacted] March Bill</i>	£	<i>90</i>		<input checked="" type="checkbox"/>
<i>Insurance on Contracts</i>	£	<i>253.90</i>		<input checked="" type="checkbox"/>
£				
£				
£				
£				
Total	£	<i>1014.90</i>	514	<i>636</i>
		<i>393.90</i>		

*424640 / 13/5/09*

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £ *1014.90*  
*£1,214.90*

**Authorisation and declaration**

- I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature

*[Redacted Signature]*

Date *30/04/09*

**Data Protection**

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Send your completed form to:

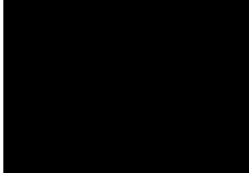
Operations Directorate, Department of Resources  
 House of Commons, London SW1A 0AA



Marcus Hearn House  
65-66 Shoreditch High Street  
London E1 6JL  
t: 020 7739 3444  
f: 020 7739 7888  
e: mail@marcushearn.co.uk  
www.marcushearn.co.uk

## RENEWAL

Miss A McIntosh



ACA April

Dear Client,

The policy detailed below is renewable on payment of the premium on or before the Renewal Date shown.

This Policy meets with the requirements advised to us last year. A new policy document is available upon request.

We would draw your attention to the necessity to advise us of any material alterations to the risk which might affect this policy.

POLICYHOLDER MISS A McINTOSH

INSURERS



POLICY NO.

RENEWAL DATE 30/04/2009

CLASS HOUSEHOLD

Premium	253.90
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TOTAL PREMIUM PAYABLE

£253.90

**THE ABOVE PREMIUM(S) ARE INCLUSIVE OF INSURANCE PREMIUM TAX WHERE APPLICABLE**  
**PLEASE NOTE: No days of grace are allowed by Insurers for renewal. In order that difficulties in the postal service do not result in you being without cover, please forward your remittance immediately**



# Invoice

Date 31st March 2009 36

From [Redacted]

[Redacted]

To Mrs A. [Redacted]

[Redacted]

To garden work on the above address	12/3/09	45 00
	25/3/09	45 00
Paid (15/04/09)		
AFT Mark Side		
		(90 00)

# Domestic And Commercial Cleaning

Domestic And Commercial Cleaning

Paid (13/04/09)

ACA Fard

**Mrs Anne McIntosh**

## Invoice

Number:

Date:

**29 March 2009**

Your reference/order number:

**March Account**

£

**Cleaning service on 11th & 25th March**

**50.00**

**Total**

**50.00**

VAT summary

VAT rate	Net	VAT	Gross
15%	43.48	6.52	50.00

**Terms: 7 days from invoice date**

**VAT registration number:**

**PROMPT PAYMENT IS REQUIRED FOR OUR MARCH INVOICES AS IT IS OUR YEAR END  
THANK YOU**