



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

BARBARA FOLLETT

Constituency

STEVENAGE

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 01 / 01 / 2005 to 31 / 01 / 2005 ✓

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 375 : 00 p

Utilities

£ 526 : 85 p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 59 : 98 p

Cleaning

£ 188 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 1076 : 20 p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 2276 : 03 p

continued on page 2

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

10th Feb 2005

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

FOLLETT

Electricity bill

19 January 2005

Please pay

£526.85

..... Your account and bill number

MRS B FOLLET

_____ Date

23 December 2004

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

bill

Total now due

£ 59.98

Invoice

Tax Point Date 30/11/2004

Service description for period 19/12/2004 - 18/03/2005

Tax Rate

Tax Value

Nett

Premises: 1 Contract

17.50

27.90

159.40

Payment is due on 19/12/2004

Total Excl.

159.40

VAT

27.90

Total Due

187.30

Invoice

17/Jan/05

Follett.

14/Jan/05

For the cleaning of the windows at the above address

£ 80.00

Sub Total	£ 80.00
VAT	£ 14.00
TOTAL	£ 94.00

Invoice

Follett

24/Dec/04

For the cleaning of the windows at the above address

£ 80.00

Sub Total	<u>£ 80.00</u>
VAT	<u>£ 14.00</u>
TOTAL	<u>£ 94.00</u>



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Your details

Name
in CAPITAL LETTERS

BARBARA FOLLETT

Constituency

SZENEVASE

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 / 11 / 2004

to 31 / 12 / 2004 X 2

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 750 : 00 p

Utilities

£ 540 : 17 p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 205 : 76 p

Cleaning

£ 188 : 00 p

Service/maintenance

£ 60 : 00 p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2929 : 64 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

7. 1. 2005

Data protection

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- National Audit Office staff.

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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

FOLLETT

Electricity bill

15 October 2004

Please pay

£321.74

2 December 2004

Follett,

Your gas bill for this period is

£218.43

Please pay now. Thank you.

FOLLETT

Date
3 May 2004

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

Bill for

Total now due £ 48.35

Your account and bill number

B FOLLETT MP

Date
3 May 2004

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

Bill

Total now due

£ 97.43

Your account and bill number

B FOLLET

Date

23 September 2004

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

bill

for

Total now due

£ 59.98

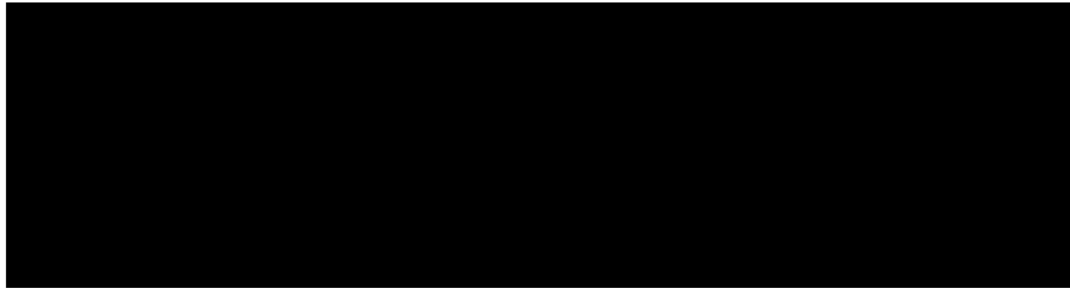
WINDOW CLEANING



CARPET CLEANING

SPRING CLEANING

15/Nov/04

Invoice No



<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/Nov/04	 Follett, 	£ 80.00

Sub Total	<u>£ 80.00</u>
VAT	<u>£ 14.00</u>
TOTAL	<u>£ 94.00</u>

WINDOW CLEANING

CARPET CLEANING

SPRING CLEANING

Invoice No

[REDACTED]

[REDACTED]

[REDACTED]

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	[REDACTED] Follett [REDACTED]	
3/Dec/04	For the cleaning of the windows at the above address	£ 80.00

Sub Total	<u>£ 80.00</u>
VAT	<u>£ 14.00</u>
TOTAL	<u>£ 94.00</u>

[REDACTED]

Follett

INVOICE

Site ref:

Invoice date: 12/11/2004

Quote Ref:

1 Automatic watering system. System draindown	51.06
Terms Payment due on receipt of invoice. Thank you.	
	£ 51.06
VAT @ 17.5%	£ 8.94
<u>TOTAL</u>	<u>£ 60.00</u>

STATEMENT

Payment received to date	£ -
Balance due:	£ 60.00



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Your details

Name in CAPITAL LETTERS

BARBARA FOUSTY

Constituency

STEVENAGE

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 01/09/2004 to 31/10/2004

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 750 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 408 : 35 p

Cleaning

£ 282 : 00 p

Service/maintenance

£ 187 : 30 p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 5856 : 15 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

*November 21st 2004***Data protection**

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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

Your account and bill number

B FOLLET

Date

1 November 2004

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

bill

Total now due

£ 61.85

Your account and bill number

B FOLLET

Date
1 November 2004

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

bill

Total now due £ 215.35

Your account and bill number

B FOLLETT MP

Date
1 November 2004

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

Bill for

Total now due £ 48.35

Your account and bill number

B FOLLETT MP

Date
1 November 2004

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

Bill for

Total now due £ 82.80

WINDOW CLEANING


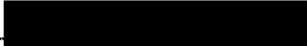
CARPET CLEANING

SPRING CLEANING

Invoice No



25/Oct/04

<u>Date</u>	<u>Description</u>	<u>Amount</u>
22/Oct/04	 Follett, 	£ 80.00
	For the cleaning of the windows at the above address	£ 80.00

Sub Total	£ 80.00
VAT	£ 14.00
TOTAL	£ 94.00

WINDOW CLEANING

CARPET CLEANING

SPRING CLEANING

4/Oct/04

Invoice No

[REDACTED]

[REDACTED]

[REDACTED]

Date Description Amount

[REDACTED] Follett [REDACTED]

1/Oct/04 For the cleaning of the windows at the above address £ 80.00

Sub Total	<u>£ 80.00</u>
VAT	£ 14.00
TOTAL	<u>£ 94.00</u>

WINDOW CLEANING

CARPET CLEANING

SPRING CLEANING

14/Sep/04

Invoice No

[REDACTED]

[REDACTED]

[REDACTED]

Date Description Amount

[REDACTED] Follett, [REDACTED]

10/Sep/04 For the cleaning of the windows at the above address £ 80.00

Sub Total £ 80.00
VAT £ 14.00
TOTAL £ 94.00

Invoice

Follett

Tax Point Date 31/08/2004
Account Number [REDACTED]

Page 1 of 1

Service description for period 19/09/2004 - 18/12/2004

Premises: 1 Contract: [REDACTED]

Tax Rate	Tax Value	Nett
17.50	27.90	159.40

Payment is due on 19/09/2004

Total Excl.	159.40
VAT	27.90
Total Due	187.30

Follett

5th October 2004

RENEWAL INVOICE

Client No	[REDACTED]
Transaction	[REDACTED]
Policyholder	[REDACTED] Follett
Type of Policy	Home Contents
Insurer	[REDACTED]
Policy Number	[REDACTED]
Insurance Period	12 Months from 29th October 2004
Premium	3,744.00
Insurance Tax	167.20
AMOUNT DUE	£ 3,931.20

£546 = [REDACTED]

— NOT CLAIMED AS A.C.A.

£3385.20 = [REDACTED]

£3931.20

→ £2866.00
plus 143.30 SB Insurance Tax
£3029.30 CLAIMED AS A.C.A.

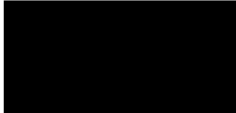


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Members' Allowances

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this form

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Your details

Name
in CAPITAL LETTERS

BARBARA FOLLETT

Constituency

STEVENAGE

Claim details

Notes

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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 01 / 07 / 2004 to 31 / 08 / 2004

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 750 : 00 p

Utilities

£ 350 : 40 p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 491 : 78 p

Cleaning

£ 188 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ [redacted] p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

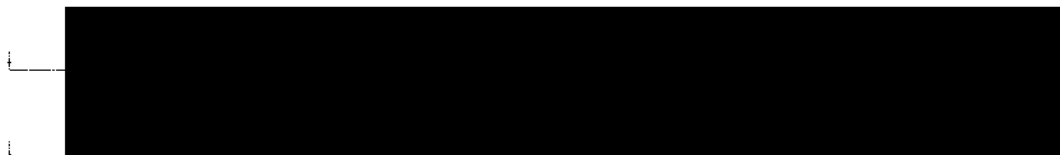
▶ please specify _____

Total

£ 3558 : 06 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

24. 12. 04

Data protection

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YOUR GAS BILL

13 August 2004

FOLLETT

0.11

Follett,

Your gas bill for this period is

£43.40

Please pay now. Thank you.

Date

15 July 2004

Your [REDACTED] Gas HomeCare Agreement

Three Star Central Heating Care	£
• Boiler - Keston	221.00
Gas Appliance Care	86.00
• Fire -	
Total Annual Charge	<u>307.00</u>

Electricity bill

13 July 2004

FOLLETT

Please pay

£115.94

Your account and bill number

BEOLLET

Date
1 August 2004

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

RECEIVED

bill

Total now due

£ 62.33

Your account and bill number

B FOLLETT MP

Date
1 August 2004

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

Bill

Total now due

£ 48.35

Your account and bill number

B FOLLETT MP

Date
1 August 2004

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

Bill

Total now due

£ 133.18

Your account and bill number

B FOLLET

Date
1 August 2004

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

bill

Total now due £ 247.92

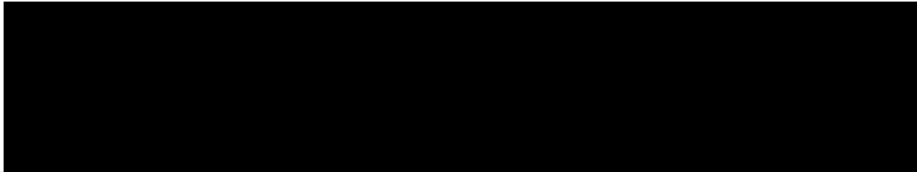
WINDOW CLEANING

CARPET CLEANING

SPRING CLEANING

20/Jul/04

Invoice No



Date Description Amount

Follett, [Redacted]

16/Jul/04 For the cleaning of the windows at the above address £ 80.00

Sub Total	<u>£ 80.00</u>
VAT	<u>£ 14.00</u>
TOTAL	<u>£ 94.00</u>

WINDOW CLEANING

CARPET CLEANING

SPRING CLEANING

23/Aug/04

Invoice No



TO



Date Description Amount

 Follett. 

20/Aug/04 For the cleaning of the windows at the above address £ 80.00

Sub Total £ 80.00
VAT £ 14.00
TOTAL £ 94.00



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: BARBARA FOLLETT

Constituency: STEVENAGE

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 / 2004 to 30 / 06 / 2004

Total cost of hotel stays: £ _____ : _____ p
attach all receipts

Mortgage payments (interest only) or rent: £ _____ : _____ p

Food: £ 1125 : 00 p

Utilities: £ 982 : 34 p

Council Tax/Rates: £ 1210 : 00 p

Telephone and telecommunications: £ 350 : 19 p

Cleaning: £ 376 : 00 p

Service/maintenance: £ 595 : 60 p

Repairs/insurance/security: £ _____ : _____ p

Other: £ _____ : _____ p ▶ please specify _____

Other: £ _____ : _____ p ▶ please specify _____

Other: £ _____ : _____ p ▶ please specify _____

Total: £ 5865 : 81 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

20.7.2004

Data protection

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

YOUR GAS BILL

3 June 2004

Follett,

Your gas bill for this period is

£294.57

Please pay now. Thank you.

FOLLETT

Electricity bill

21 April 2004

Please pay

£504.61

FOLLETT

Your water services bill for the year 1 April 2004 to 31 March 2005

Current
charges

£366.32

Amount to pay by
1st April 04

£183.16

FOLLETT

Property reference

Percentage (%) Change From Last Year

5.2 % Increase
7.5 % Increase

727.34
482.66

Council Tax for your property 2004 to 2005

6.1 % Increase

1210.00

Charge for Period 01-APR-2004 - 31-MAR-2005

1210.00

Adjustments

Period

Total

1210.00

Your account and bill number

B FOLLET

Date

22 June 2004

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

bill

Total now due

£ 59.98

Your account and bill number

B FOLLET

Date
3 May 2004

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

bill

Total now due

£ 228.45

..... Your account and bill number

B FOLLET

_____ Date

3 May 2004

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

RECEIVED
3 REC

●

bill

Total now due

£ 61.76

This invoice is payable immediately.

WINDOW CLEANING

CARPET CLEANING

SPRING CLEANING

5/Jul/04

Invoice No



<u>Date</u>	<u>Description</u>	<u>Amount</u>
-------------	--------------------	---------------

[REDACTED] Follett **[REDACTED]**

2/Jul/04	For the cleaning of the windows at the above address	£ 80.00
----------	------------------------------------------------------	---------

Sub Total	<u>£ 80.00</u>
VAT	<u>£ 14.00</u>
TOTAL	<u>£ 94.00</u>

WINDOW CLEANING

CARPET CLEANING

SPRING CLEANING

14/Jun/04

Invoice No

[REDACTED]

[REDACTED]

[REDACTED]

Date Description Amount

[REDACTED] Follett [REDACTED]

11/Jun/04 For the cleaning of the windows at the above address £ 80.00

Sub Total	£ 80.00
VAT	£ 14.00
TOTAL	£ 94.00

WINDOW CLEANING

CARPET CLEANING

SPRING CLEANING

10/May/04

Invoice No



RECEIVED 14 PM: 2004



Date Description Amount

 Follett, 

7/May/04 For the cleaning of the windows at the above address £ 80.00

Sub Total	£ 80.00
VAT	£ 14.00
TOTAL	£ 94.00

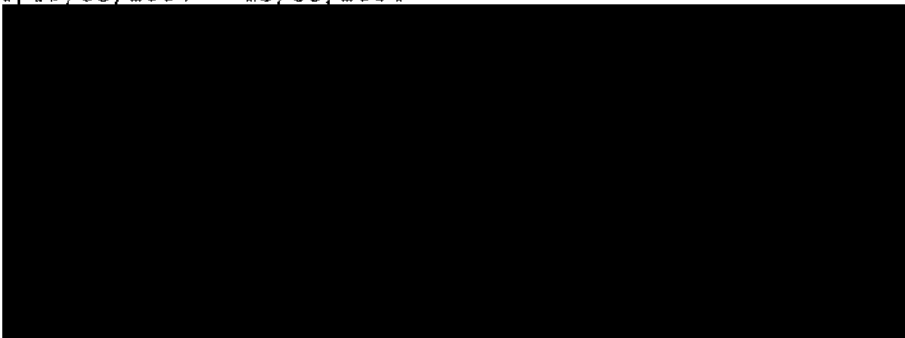
INVOICE

Pest Control

Follett

PAGE 1

TAX POINT DATE	5/02/2004
INVOICE DATE	5/02/2004
ACCOUNT NUMBER	
INVOICE NUMBER	

CONTRACT JOB NO	ITEM	PERIOD OF SERVICE AND DESCRIPTION	VAT RATE	AMOUNT EXCL. VAT
	1	19/03/2004 - 18/06/2004 	17.50 %	159.40
Total VAT @ 17.50 %			Total Excl VAT	159.40
27.90			Total VAT	27.90
			TOTAL DUE £	187.30

Invoice

Pest Control

Follett

Invoice Number

Tax Point Date

01/06/2004

Account Number

Page 1 of 1

Service description for period 19/06/2004 - 18/09/2004

Premises: 1 Contract:

Tax Rate

Tax Value

Nett

17.50

27.90

159.40

Payment is due on 19/06/2004

Total Excl.

159.40

VAT

27.90

Total Due

187.30

Date

6 May 2004

Your [REDACTED] Gas HomeCare Agreement

Three Star Central Heating Care

• Boiler -

Total Annual Charge

£

221.00

221.00