



Additional Costs Allowance

ACA2

10 MAR 2008

Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 11 V.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

BARBARA KEELY

Constituency

WORSLEY

Office use only

Costs

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 7, 2, 2008 to 10, 3, 2008

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,515 : 00 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 125 : 00 p

please specify GROUND RENT

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1,640 : 00 p

**Details of second**

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

2/3/2008

**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

[Redacted]

[Redacted]

[Redacted] Ms B M Keeley

[Redacted]

20 April 2007

Dear [Redacted] Ms Keeley

[Redacted]

Thank you for your enquiry into your mortgage account.

I can confirm that, on account [Redacted] your minimum monthly payment is currently £777.28 per month and approximately £646.18 of this is paid towards the interest part of your loan.

I can confirm that, on account [Redacted] your minimum monthly payment is currently £929.03 per month and approximately £926.87 of this is paid towards the interest part of your loan.

The remaining amount is paid towards capital.

[Redacted]

[Redacted]

Please pay **£125.00**

s B M Keeley

**Invoice**

Date of bill: 31 Jan 2008

Account Number

**Statement of Account**

Half Yearly Rent in Advance	Due 1 Mar 2008	£125.00
	Balance brought forward	£0.00
	<b>Total Balance</b>	<b>£125.00</b>

*Amounts preceded by a minus sign indicate credits. Where the total balance is preceded by a minus sign no further action is necessary.*

x



Member's claim form

About filling in this form

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INV.

Your details

Name  
in CAPITAL LETTERS

BARBARA KEELEY

Constituency

WORSLEY

Office u  
Costs/Ca



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 7, 1, 2008 to 6, 2, 2008

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,500 : — 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

£ 1,500 : 00 p ✓

continued on page 2

**Details of second**

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



Date

8-2-2008

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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

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

BARBARA KEELEY

Constituency

WORSLEY

Office use Costs

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 1 / 1 / 2008 to 6 / 1 / 2008

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,550 : - p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 102 : 00 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

£ 1,652 : - p

**Details of second**

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

A black rectangular redaction box covering the signature.

MP

Date

6/1/2008 ✓

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form to

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



[REDACTED]

Ms B M Keeley

[REDACTED]

20 April 2007

[REDACTED] & Ms Keeley

Account Nos [REDACTED]

Thank you for your enquiry into your mortgage account.

I can confirm that, on account [REDACTED] your minimum monthly payment is currently £777.28 per month and approximately £646.18 of this is paid towards the interest part of your loan.

I can confirm that, on account [REDACTED] your minimum monthly payment is currently £929.03 per month and approximately £926.87 of this is paid towards the interest part of your loan.

The remaining amount is paid towards capital.

[REDACTED]

[REDACTED]

Date of Issue: 17-MAR-2007

[Redacted]	
Account reference	[Redacted]

Address of property	
[Redacted]	
Property reference	[Redacted]

### Council Tax demand notice 2007/2008



	Percentage (%) Change From Last Year	
[Redacted]	2.0 % Increase	629.66
[Redacted]	5.3 % Increase	506.47
Council Tax for your property 2007 to 2008	3.4 % Increase	1136.13
<hr/>		
Charge for Period 01-APR-2007 - 31-MAR-2008		1136.13
<b>Adjustments</b>	<b>Period</b>	
Discount 10% : 2nd Home/Company Property	01-APR-2007 31-MAR-2008	-113.61
<b>Total</b>		<b>1022.52</b>



Member's claim form

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 1340.

Your details

Name in CAPITAL LETTERS

BARBARA KEELLY

Constituency

WORSLEY

Office use Cost:

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 1, 12, 2007 to 6, 12, 2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,550 : — p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 102 : — 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

£ 1,652 : — 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

6-12-2007

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Send your completed  
form to

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

[REDACTED]

[REDACTED] Ms B M Keeley

[REDACTED]

[REDACTED]

20 April 2007

[REDACTED] & Ms Keeley

Account Nos [REDACTED]

Thank you for your enquiry into your mortgage account.

I can confirm that, on account [REDACTED] your minimum monthly payment is currently £777.28 per month and approximately £646.18 of this is paid towards the interest part of your loan.

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The remaining amount is paid towards capital.

[REDACTED]

[REDACTED]

Date of Issue: 17-MAR-2007

[Redacted]	
Account reference	[Redacted]

Address of property	
[Redacted]	
Property reference	[Redacted]

### Council Tax demand notice 2007/2008



		Percentage (%) Change From Last Year	
[Redacted]		2.0 % Increase	629.66
[Redacted]		5.3 % Increase	506.47
Council Tax for your property 2007 to 2008		3.4 % Increase	1136.13
Charge for Period 01-APR-2007 - 31-MAR-2008			1136.13
<b>Adjustments</b>		<b>Period</b>	
Discount 10% : 2nd Home/Company Property	01-APR-2007	31-MAR-2008	-113.61
[Redacted]			1022.52



Member's claim form

07/11/2007

About filling in this form

- For details of costs you can claim for, see *Green Book* <sup>ANN</sup>
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

BARBARA KEELLY

Constituency

WALSLEY

Office use only

Costs/Cat 2

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 1, 11, 2007 to 6, 11, 2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,550 : — p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 102 : — 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

£ 1,652 : — p

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

Address  
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



Date

6-11-2008

**Data protection**

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Department of Finance & Administration, House of Commons, London SW1A 0AA



[REDACTED]

Ms B M Keeley

20 April 2007

[REDACTED] & Ms Keeley

Account No [REDACTED]

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The remaining amount is paid towards capital.

[REDACTED]

Date of Issue: 17-MAR-2007

[Redacted]	
Account reference	[Redacted]

[Redacted] s of property	
Property reference	[Redacted]

### Council Tax demand notice 2007/2008



[Redacted]	Percentage (%) Change From Last Year		
		2.0 % Increase	629.66
		5.3 % Increase	506.47
Council Tax for your property 2007 to 2008		3.4 % Increase	1136.13
Charge for Period 01-APR-2007 - 31-MAR-2008			1136.13
<b>Adjustments</b>			
Discount 10% : 2nd Home/Company Property	01-APR-2007	31-MAR-2008	-113.61
[Redacted]			
[Redacted]			1022.52



Member's claim form

03 OCT 2007

About filling in this form

- For details of costs you can claim for, see *Green Book* section 6.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

BARBARA KEENEY ✓

Constituency

WALSLEY

Office use only  
Costs/Cat 2

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 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 22, 09, 07 to 6, 10, 2007

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 1,550 : — p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 102 : — p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 1,647 : 21 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3,299 : 21 p

**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

Date

1-10-2007

**Data protection**

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Send your completed  
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Validation Team, Operations Directorate,  
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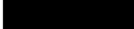



**APPLICATION FOR PAYMENT**  
For

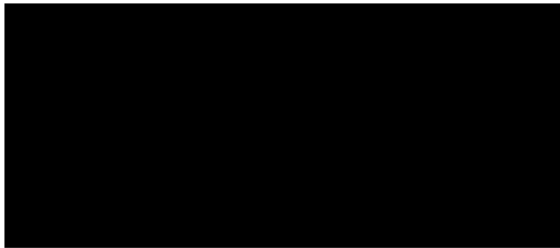


To:  & Mrs B M Keeley

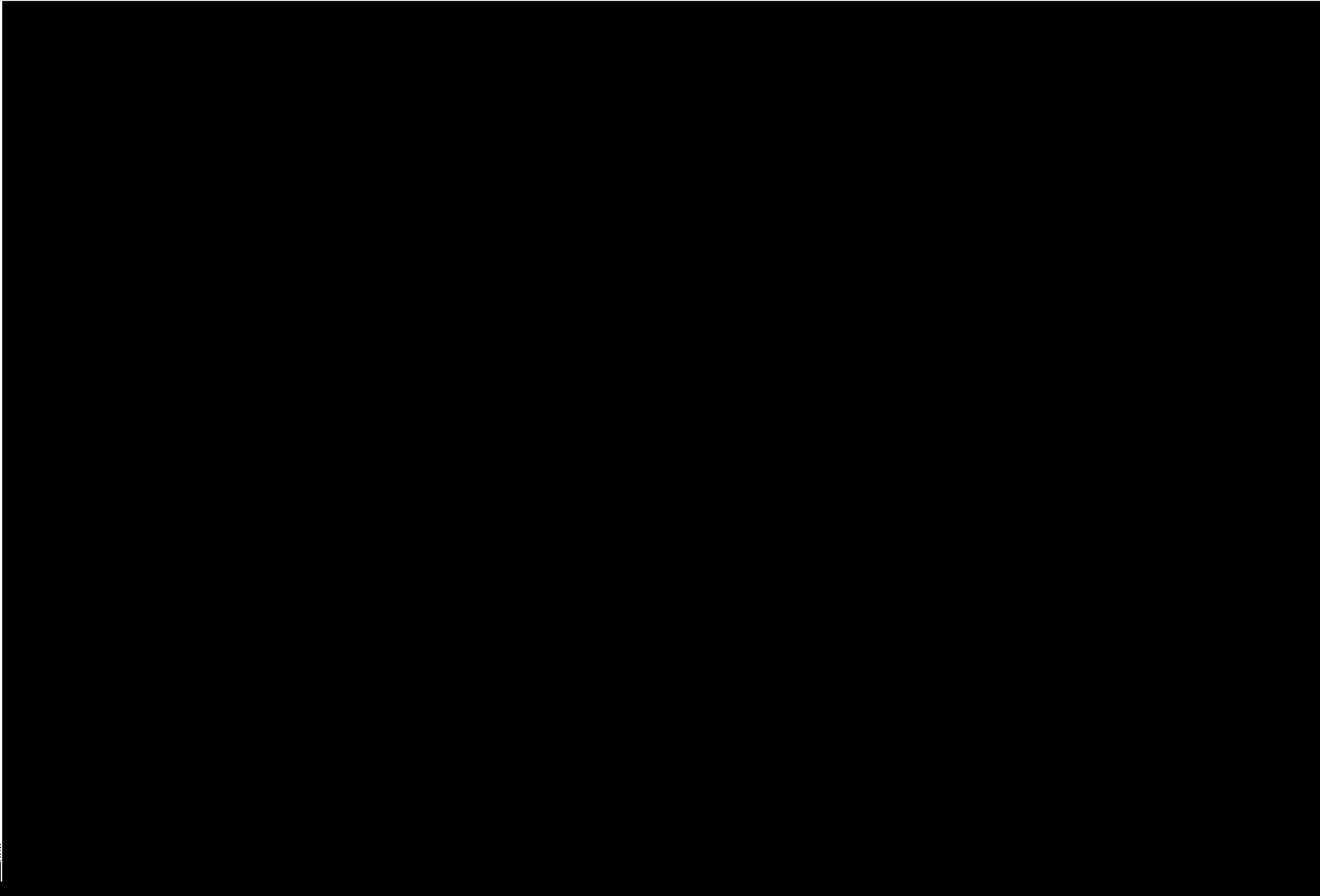


Invoice No:   
Date: 9 Aug 2007  
Account No: 

Payment Due	Description	Period	Amount
1 Sep 2007	Service Charge	1 Sep 2007 to 29 Feb 2008	1,647.21



**Total:** £1,647.21  
**b/fwd balance:** £817.90  
**Total Due:** £2,465.11



[REDACTED]  
[REDACTED] Ms B M Keeley  
[REDACTED]

20 April 2007

Dear [REDACTED] Ms Keeley

Account No [REDACTED]

Thank you for your enquiry into your mortgage account.

I can confirm that, on account [REDACTED] your minimum monthly payment is currently £777.28 per month and approximately £646.18 of this is paid towards the interest part of your loan.

I can confirm that, on account [REDACTED] your minimum monthly payment is currently £929.03 per month and approximately £926.87 of this is paid towards the interest part of your loan.

The remaining amount is paid towards capital.

[REDACTED]

Date of Issue: 17-MAR-2007

Address of property

Account reference

Property reference

### Council Tax demand notice 2007/2008

		Percentage (%) Change From Last Year	
[REDACTED]		2.0 % Increase	629.66
		5.3 % Increase	506.47
Council Tax for your property 2007 to 2008		3.4 % Increase	1136.13
Charge for Period 01-APR-2007 - 31-MAR-2008			1136.13
<b>Adjustments</b>		<b>Period</b>	
Discount 10% : 2nd Home/Company Property	01-APR-2007	31-MAR-2008	-113.61
			1022.52



02 SEP 2007

Member's claim form

About filling in this form

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04 SEP 2007

Your details

Name in CAPITAL LETTERS

BARBARA J KEELEY

Constituency

WALSLEY

Office use  
Costs/Cat 2

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 1, 9, 2007 to 6, 9, 2007

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,550 : — p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 102 : — p ✓

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 286 : 27 p ✓

Repairs/insurance/  
security

£ : p

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Total

£ 1,938 : 27 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

31/03/2007

**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



Ref: [Redacted]  
 Date: [Redacted]  
 Telephone: [Redacted]  
 Extension: [Redacted]

[Redacted] & Mrs B M keeley  
 [Redacted]

Dear Resident,



**STANDING ORDER PAYMENTS**

Please find enclosed a standing order mandate which should be completed in the spaces marked \* and then forwarded to your bank at your earliest opportunity.



The amount detailed on the mandate has been calculated as follows.

		£
Amount Now Due:		1,568.61
Estimated Future Charge(s):		1,568.61
Per period	Service Charge	1,443.61
	Ground Rent	125.00
Administration Fee:		11.75
<b>TOTAL:</b>	<b>£</b>	<b>3,148.97</b>

The total due has been divided by 11 months, resulting in an initial payment of £286.27 followed by monthly payments of £286.27 ending 31 Aug 2007.



Date of Issue: 17-MAR-2007

[REDACTED]	
Account reference	[REDACTED]

Address of property	
[REDACTED]	
Property reference	[REDACTED]

### Council Tax demand notice 2007/2008

[REDACTED]

		Percentage (%) Change From Last Year	
[REDACTED]		2.0 % Increase	629.66
[REDACTED]		5.3 % Increase	508.47
Council Tax for your property 2007 to 2008		3.4 % Increase	1136.13
Charge for Period 01-APR-2007 - 31-MAR-2008			1136.13
<b>Adjustments</b>		<b>Period</b>	
Discount 10% : 2nd Home/Company Property	01-APR-2007	31-MAR-2008	-113.61

[REDACTED] 1022.52

[REDACTED] 0141707

[REDACTED]



Member's claim form

07 AUG 2007

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

BARBARA KEELY

IN

Constituency

WORSLEY

Office use  
Costs

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 1, 8, 2007 to 6, 8, 2007 ✓

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,550 : — p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 102 : — p ✓

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 286 : 27 p ✓

Repairs/insurance/  
security

£ : p

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Total

£ 1,938 : 27 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

6/8/2007 ✓

**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

[REDACTED]  
[REDACTED] & Ms B M Keeley  
[REDACTED]

20 April 2007

Dear Mr Huggett & Ms Keeley

Account Nos [REDACTED]

Thank you for your enquiry into your mortgage account.

I can confirm that, on account [REDACTED] your minimum monthly payment is currently £777.28 per month and approximately £646.18 of this is paid towards the interest part of your loan.

I can confirm that, on account [REDACTED] your minimum monthly payment is currently £929.03 per month and approximately £926.87 of this is paid towards the interest part of your loan.

The remaining amount is paid towards capital.

[REDACTED]

Ref: [REDACTED]

[REDACTED] & Mrs B M keeley

Dear Resident,

**STANDING ORDER PAYMENTS**

Please find enclosed a standing order mandate which should be completed in the spaces marked \* and then forwarded to your bank at your earliest opportunity.

The amount detailed on the mandate has been calculated as follows.

Amount Now Due:		£	1,568.61
Estimated Future Charge(s):			1,568.61
Per period	Service Charge	1,443.61	
	Ground Rent	125.00	
Administration Fee:			11.75
<b>TOTAL:</b>		£	<b>3,148.97</b>

The total due has been divided by 11 months, resulting in an initial payment of £286.27 followed by monthly payments of £286.27 ending 31 Aug 2007.

Date of Issue: 17-MAR-2007

[Redacted]	
Account reference	[Redacted]

Address of property	
[Redacted]	
Property reference	[Redacted]

### Council Tax demand notice 2007/2008

[Redacted]	Percentage (%) Change From Last Year	
	2.0 % Increase	629.66
	5.3 % Increase	506.47
Council Tax for your property 2007 to 2008		1136.13
Charge for Period 01-APR-2007 - 31-MAR-2008		1136.13
<b>Adjustments</b>		
Discount 10% : 2nd Home/Company Property	Period 01-APR-2007 31-MAR-2008	-113.61
[Redacted]		1022.52





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

Robert KEELEY ✓  
Walsley

Constituency

Office use only  
Costs

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 17 2007 to 7 17 2007 ✓

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 1,550 : — p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 102 : — p ✓

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 286 : 27 p ✓

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Total

£ 1,938 : 27 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

9/7/2014

**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



28 JUN 2007

Member's claim form

INV. A

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: BARBARA KEENEY

Constituency: WORSLEY

Office use  
Costs

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

of claim

from 1 14 2007 to 1 16 2007

Total cost of hotel stays £ : p

Mortgage payments (interest only) or rent £ : p

Food £ : p

Utilities £ : p

Council Tax/Rates £ 308 : 52 p

Telephone and telecommunications £ : p

Cleaning £ : p

Service/maintenance £ : p

Repairs/insurance/security £ : p

Other £ : p

Other £ : p

Other £ : p

Total £ 308 : 52 p

{ 1/4/2007 104.52 } Paid.  
1/5/2007 102.00  
1/6/2007 102.00

▶ please specify

▶ please specify

▶ please specify

**Details of second**

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

27/6/2007 V

**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

Date of Issue: 17-MAR-2007

[Redacted]	
Account reference	[Redacted]

Address of property	
[Redacted]	
Property reference	[Redacted]

### Council Tax demand notice 2007/2008

	Percentage (%) Change From Last Year	
[Redacted]	2.0 % Increase	629.66
	5.3 % Increase	506.47
Council Tax for your property 2007 to 2008	3.4 % Increase	1136.13
<hr/>		
Charge for Period 01-APR-2007 - 31-MAR-2008		1136.13
<b>Adjustments</b>	<b>Period</b>	
Discount 10% : 2nd Home/Company Property	01-APR-2007 31-MAR-2008	-113.61
		1022.52

ION IS REQUIRED.



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

Brian Kelly INV [Redacted]

Constituency

Walsley

Office use

Costs

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 1, 6, 2007 to 6, 6, 2007 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,550 : - p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 286 : 27 p ✓

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Total

£ 1,836 : 27 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

Signature

MP

Date

6/6/2007

**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

[REDACTED]

[REDACTED]

Ms B M Keeley

[REDACTED]

20 April 2007

[REDACTED] Ms Keeley

Account Nos [REDACTED]

Thank you for your enquiry into your mortgage account.

I can confirm that, on account [REDACTED] your minimum monthly payment is currently £777.28 per month and approximately £646.18 of this is paid towards the interest part of your loan.

I can confirm that, on account [REDACTED] your minimum monthly payment is currently £929.03 per month and approximately £926.87 of this is paid towards the interest part of your loan.

The remaining amount is paid towards capital.

If you need any further clarification or have any further queries please contact our Customer Services Helpline [REDACTED]

Yours sincerely

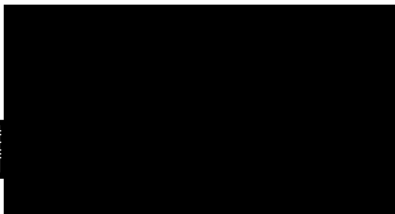
[REDACTED]

[REDACTED]

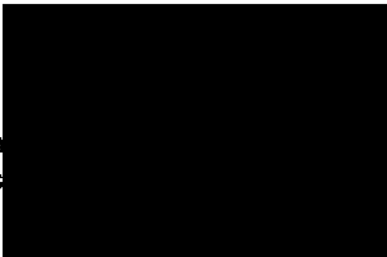
\*To help maintain service quality, some telephone calls may be recorded and monitored.

[REDACTED]





Ref:  
Date:  
Teleph  
Extens



Mrs B M keeley



Dear Resident,



STANDING ORDER PAYMENTS

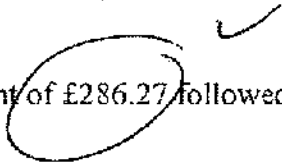
Please find enclosed a standing order mandate which should be completed in the spaces marked \* and then forwarded to your bank at your earliest opportunity.



The amount detailed on the mandate has been calculated as follows.

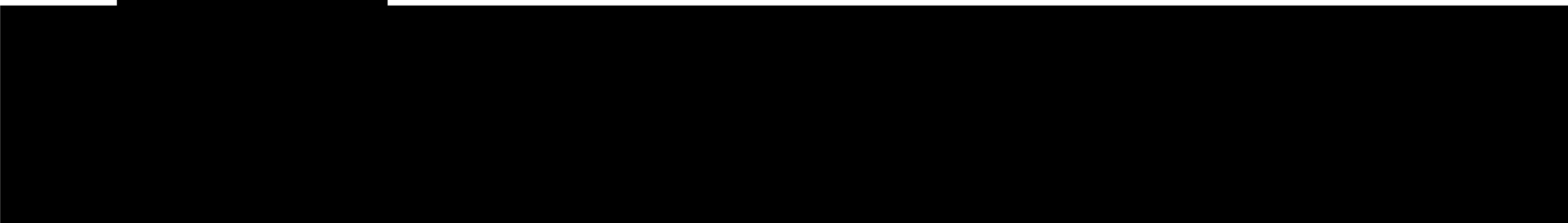
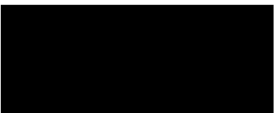
Amount Now Due:		£	1,568.61
Estimated Future Charge(s):			1,568.61
Per period	Service Charge		1,443.61
	Ground Rent		125.00
Administration Fee:			11.75
<b>TOTAL:</b>		£	<b>3,148.97</b>

The total due has been divided by 11 months, resulting in an initial payment of £286.27 followed by monthly payments of £286.27 ending 31 Aug 2007.



Your standing order does not include any future Service Charge Adjustments and will be reviewed annually.

Yours sincerely  
SALES LEDGER DEPARTMENT





Additional Costs Allowance

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

Barbara Kelly

INV. A

Constituency

Office use  
Costs

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 1, 5, 2007 to 16, 5, 2007 ✓

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,550 : — p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 286 : 27 p ✓

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,836 : 27 p

**Details of second**

**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

16/5/2007

**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

[REDACTED]

[REDACTED]

Ms B M Keeley

[REDACTED]

20 April 2007

Dear Mr Huggett & Ms Keeley

Account Nos [REDACTED]

Thank you for your enquiry into your mortgage account.

I can confirm that, on account [REDACTED] your minimum monthly payment is currently £777.28 per month and approximately £646.18 of this is paid towards the interest part of your loan.

I can confirm that, on account [REDACTED] your minimum monthly payment is currently £929.03 per month and approximately £926.87 of this is paid towards the interest part of your loan.

The remaining amount is paid towards capital.

If you need any further clarification or have any further queries please contact our Customer Services Helpline on [REDACTED]

Yours sincerely,

[REDACTED]

Mortgage Administration Department

\*To help maintain service quality, some telephone calls may be recorded and monitored.

[REDACTED]



Ref: [Redacted]  
 Date: 10 [Redacted]  
 Telephone: [Redacted]  
 Extension: [Redacted]



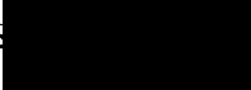
s B M keeley

Dear Resident,

R [Redacted]

**STANDING ORDER PAYMENTS**

Please find enclosed a standing order mandate which should be completed in the spaces marked \* and then forwarded to your bank at your earliest opportunity.



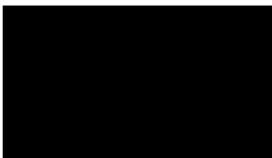
The amount detailed on the mandate has been calculated as follows.

Amount Now Due:		£	1,568.61
Estimated Future Charge(s):			1,568.61
Per period	Service Charge		1,443.61
	Ground Rent		125.00
Administration Fee:			11.75
<b>TOTAL:</b>		£	<b>3,148.97</b>

The total due has been divided by 11 months, resulting in an initial payment of £286.27 followed by monthly payments of £286.27 ending 31 Aug 2007.

Your standing order does not include any future Service Charge Adjustments and will be reviewed annually.

Yours sincerely  
**SALES LEDGER DEPARTMENT**





Member's claim form

27 APR 2007

INV.

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

BARBARA KEELLY

Constituency

WORSLEY

Office use  
Costs

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 1, 4, 2007 to 30, 4, 2007

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 1,550 : — p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 286 : 27 p ✓

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

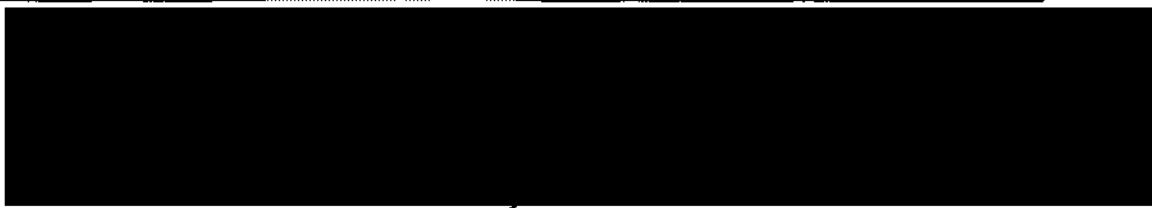
▶ please specify \_\_\_\_\_

Total

£ 1,836 : 27 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

Signature



MP

Date

25/4/2007 ✓

**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

Ref: [REDACTED]  
Date: 16 [REDACTED]  
Telephone [REDACTED]  
Extension [REDACTED]

[REDACTED] & Mrs B M keeley

Dear Resident,  
[REDACTED] ✓

**STANDING ORDER PAYMENTS**

Please find enclosed a standing order mandate which should be completed in the spaces marked \* and then forwarded **to your bank** at your earliest opportunity.

The amount detailed on the mandate has been calculated as follows.

Amount Now Due:		£	1,568.61
Estimated Future Charge(s):			1,568.61
Per period	Service Charge	1,443.61	
	Ground Rent	125.00	
Administration Fee:			11.75
<b>TOTAL:</b>		<b>£</b>	<b>3,148.97</b>

The total due has been divided by 11 months, resulting in an initial payment of £286.27 followed by monthly payments of £286.27 ending 31 Aug 2007.

Your standing order does not include any future Service Charge Adjustments and will be reviewed annually.

Yours sincerely  
**SALES LEDGER DEPARTMENT**