



Additional Costs Allowance

PAAE 2  
ACA2

Member's claim form

24 MAR 2009

MK 47548 SP 6/1/09

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 647404  
514602

Your details

Name in CAPITAL LETTERS

David Luffley

Constituency

Bury St Edmunds

Office use only

Costs/Cat 2: M RUFFDBU

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

5877329  
JF  
3/4

Period of claim

from 1/04/09 to 30/04/09

Total cost of hotel stays  
attach all receipts

£ : p

514632

Mortgage payments  
(interest only) or rent

£ 800 : 00 p

Food

£ : p

514636

Utilities

£ 26 : 00 p

(see attached)

514633

Council Tax/Rates

£ 131 : 75 p

(see attached)

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

£ 957.75 p

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

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

[Redacted]

[Redacted]

Postcode

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay on [Redacted] the purpose of performing my duties as [Redacted]

Signature

[Redacted Signature]

Date

20/3/09

**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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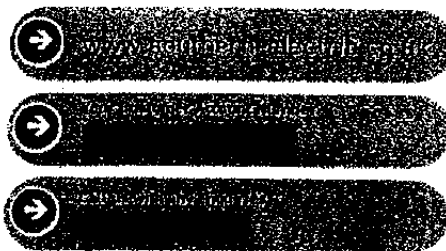
**Send your completed form to**

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



**Southern Electric**

energy made better



MR D RUFFLEY MP



**electricity**

Customer Service Centre

PO Box 94

Portsmouth

PO6 2UT



475

Your customer account number: [REDACTED]

Our reference: [REDACTED]

13 October 2008

Dear Mr Ruffley

**Important confirmation of the set-up of your new payment plan  
Instruction, including future payment schedule**

I am pleased you have chosen this easy and convenient way to pay your bills with the benefit of our direct debit discount.

I confirm we have arranged to collect £26.00 from your bank starting from 31 October 2008, and on the 31st of each month in the future.

I understand the account name is RUFFLEY, your sort code is [REDACTED] and your bank account number is [REDACTED]

If these details are wrong, or change at any time in the future, please phone us straight away on 0800 912 3000. You have the right to cancel your Direct Debit at any time. A copy of the Direct Debit Guarantee is on the back of this letter.

For your information, the collections will be made using the Originator Identification Number [REDACTED] and reference number [REDACTED]

As part of our commitment to customer service we review the payments you make towards your account regularly. We aim to ensure your payments are just enough to cover the electricity you will use in the next year. If you receive a statement based on an estimated meter reading, remember you can provide us with your own reading quickly and easily by phoning our Meterline on 0800 220 995. The line is open 24 hours a day, 7 days a week and all calls are free. This will help us to ensure our review is based on the most up-to-date information.

If your circumstances change and you think the amount of electricity you use will be different, please let us know and we will review your payments accordingly.

Please remember, if you used to pay by standing order, you will need to contact your bank to cancel your monthly payments, otherwise you may be paying us twice.

Yours sincerely



Carole Bampton  
Customer Service

# ST EDMUNDSBURY BOROUGH COUNCIL

SWITCHBOARD TEL: 01284 763233

COUNCIL TAX ENQUIRIES TEL: 01284 757275

REVENUES, WEST SUFFOLK HOUSE, WESTERN WAY,  
BURY ST EDMUNDS, IP33 3YU



St Edmundsbury  
BOROUGH COUNCIL

Date of Issue

10-MAR-2009

MR DAVID RUFFLEY

Account Number

[REDACTED]

## COUNCIL TAX BILL 2009/10

Reason For Bill : Annual Calculation

Re:

HOW THE TAX IS APPLIED AT FOR BAND D			%
Suffolk County Council	1100.16		2.4
St Edmundsbury B C	171.99		0.0
Bradfield Combust & Stanning	28.18		-3.8
Suffolk Police Auth	156.06		4.3

Parish Number [REDACTED]  
Council Tax Band D  
Disabled Band [REDACTED]  
Property Reference [REDACTED]

FULL AMOUNT DUE FOR THE YEAR IS £ 1456.39 2.2

Charge For Period  
10% Discount Second Home

Band D	01-APR-2009 31-MAR-2010	1456.39
	01-APR-2009 31-MAR-2010	-145.64

If your circumstances have changed your discount may be affected. Please let us know of any changes.



Your Direct Debit payments will be made automatically - FOR INFORMATION ONLY

TOTAL AMOUNT DUE £ 1310.75

FIRST INSTALMENT DUE ON 01/04/2009  
9 OTHER INSTALMENTS DUE FROM 01/05/2009 TO 01/01/2010

1 X 131.75  
9 X 131.00

INSTALMENTS TO BE PAID BY: DIRECT DEBIT PAYMENT MONTHLY

Table showing level of efficiency savings due to be made in St Edmundsbury by end of March 2009

	Saving	As a % of 2007-08 spending	Savings per Band D property
Suffolk County Council	£43,556,000	10.4%	£177
St. Edmundsbury Borough Council	£1,612,000	5.8%	£223