



2009/10

Member's claim form

5882292

22 APR 2009

CP 30/4

About filling in this form

- For details of costs you can claim for, see *Green Book* section BNV.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

A 661201  
514602  
~~514500~~

Your details

Name in CAPITAL LETTERS  
Constituency

GEORGE HOWARTH  
KNOWSHAM & SUTTON

Claim details

Notes

M HOWARTH

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 01/04/09 to 20/04/09

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

574631

£ 207 : 04 p

Food

514637

£ 200 : 00 p

10 DAYS

Utilities

£ : p

Council Tax/Rates

514633

£ 224 : 91  
~~893 : 91~~ p

422628  
30/4

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

£ 631 : 95  
~~1300 : 95~~ p

Pay: £631.95

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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]  
[Redacted]  
[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

20 . 4 . 09

**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



City of Westminster

Enquiries by post:  
Westminster City Council, Council Tax, PO Box 165, Erith DA8 9DW  
Send payments to:  
Westminster City Council, PO Box 397, Warrington WA55 1GG  
Tel: 0845 302 3400 8.30am to 6pm Monday to Friday  
Minicom: 0845 070 0281 (call charges will vary)  
Email: WestminsterCouncilTax2@Capita.co.uk



Date of Issue: 16-MAR-2009

MR G HOWARTH	
[REDACTED]	
[REDACTED]	
Account reference	[REDACTED]

Address of property	
[REDACTED]	
Property reference	[REDACTED]

### Council tax demand notice 2009/2010

The property above has been placed in **band F**. For properties in this band within the City of Westminster (not including the Montpelier Square area) the amounts set for the financial year 2009 to 2010 are as follows.

	Percentage (%) change from last year	
City of Westminster	0.0 % Increase	545.71
Greater London Authority	0.0 % Increase	447.52
<hr/>		
Council tax for your property 2009 to 2010	0.0 % Increase	993.23
<hr/>		
Charge for period 01-APR-2009 to 31-MAR-2010		993.23
<b>Adjustments</b>	<b>Period</b>	
Discount 10% : 2nd home/company property	01-APR-2009 31-MAR-2010	-99.32
		<b>Total</b>
		<b>893.91</b>

If you would like us to send your future bills by email, please send a request to [wccctax.dd@capita.co.uk](mailto:wccctax.dd@capita.co.uk), quoting your council tax account number(s) and the email address that you would like them sent to.

If you believe you are no longer entitled to a discount, you must notify the City Council within 21 days or you may be subject to a penalty charge.

The amounts shown below are currently payable by direct debit. **NO FURTHER ACTION IS REQUIRED.**

Date of payment	Amount due	Date of payment	Amount due
01-APR-2009	224.91		
01-JUL-2009	223.00		
01-OCT-2009	223.00		
01-JAN-2010	223.00		

#### Efficiency information

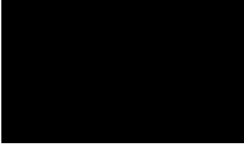
Councils and Fire Authorities must consider economy, efficiency and effectiveness in their actions. An efficiency saving occurs when the cost of an activity falls but its effectiveness does not. By the end of March 2009, efficiency savings since April 2008 are forecast to be:

	Efficiency savings	as a % of 2007/08 spending
Westminster City Council	£16,980,000	4.5%
London Fire and Emergency Planning Authority	£4,724,000	1.1% <sup>3</sup>

These efficiencies equal £135 for the average Band D home.

**PRIVATE AND CONFIDENTIAL**

Mr George Howarth MP



Tel : 020 [REDACTED]  
Fax : 020 [REDACTED]  
Email : [REDACTED]@parliament.uk

24 April 2009

Dear Mr Howarth

**Personal Additional Accommodation Expenditure 2009/2010**

Thank you for your Additional Costs Allowance (now PAAE) claim dated 20 April 2009, a copy of which is attached for ease of reference.

The Department of Resources is unable to allow the whole cost of your yearly Council Tax, totalling £893.91. PAAE is a reimbursement allowance and, therefore, we can only reimburse Members when the costs are incurred.

As the Council Tax invoice shows that this is paid via direct debit, we have reimbursed the first instalment of £224.91, due on 1 April 2009.

The remainder of your claim, totalling £631.95, has been processed for payment and the funds should reach your account within the next few days.

If you have any questions about this matter please contact me or the Enquiry and Advice team on extension [REDACTED]

Yours sincerely



**Assistant Validation Officer**

DIRECTOR GENERAL OF RESOURCES **ANDREW WALKER CPFA**  
DIRECTORATES: **JANET RISSEN** (BUSINESS MANAGEMENT & DEVELOPMENT) **CHRIS RIDLEY MBA FCCA** (FINANCIAL MANAGEMENT)  
**TERRY BIRD** (OPERATIONS) **HEATHER BRYSON MA FCIPD** (HUMAN RESOURCE MANAGEMENT & DEVELOPMENT)  
DEPARTMENT OF RESOURCES HOUSE OF COMMONS LONDON SW1A 0AA

