



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

GORDON BROWN

Constituency

KIRKCALDY AND COWDENBEATH

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 01 / 04 / 05 to 30 / 06 / 05
less 05/04/05 to 05/05/05

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 25 : 00 p

Food

£ 438 : 00 p

Utilities

£ \_\_\_\_\_ p

Council Tax/Rates

£ 944 : 16 p

Telephone and telecommunications

£ 124 : 18 p

Cleaning

£ 869 : 27 p

Service/maintenance

£ 387 : 91 p

Repairs/insurance/security

£ 684 : 55 p

Other

£ 66 : 00 p

Other

£ : p

Other

£ : p

Total

£ 2916 : 07 p

Handwritten calculations: 1030 less 1/2th = 1030 - 85.84 = 74.33 + 49.85 = (723.97 + 520 + 60) x 2/3 = (usually 587.07) insurance TV x 2 months

**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

19/07/05

**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.

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).

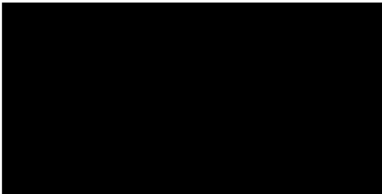
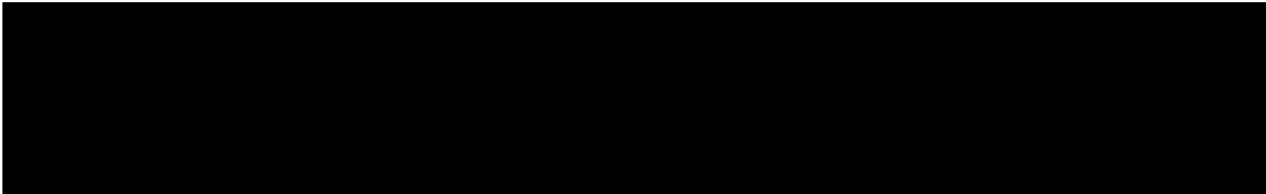
Send your completed  
form to

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

RECEIPT FOR CLEANING SERVICES, APR-JUN 2005

PAYMENTS RECEIVED FROM GORDON [REDACTED] BROWN FOR CLEANING SERVICES AT [REDACTED]

Date	Amount
July [REDACTED]	£241.30
August [REDACTED]	£241.30
September [REDACTED]	£241.30
<b>TOTAL</b>	<b>£723.90</b>



2/3rds

+ dryclean £20

+

windows 60

---

2/3rds = 869.27

Date of Issue: 15-MAR-2005

MR G BROWN

Address of property (if different)

**Council Tax demand notice  
2005 to 2006**

Charge for Period 01-APR-2005 - 31-MAR-2006

1030.00

Adjustments

Period

*£412 April/May/June/July*

**Total**

1030.00

**INVOICE: SERVICE CHARGE, PROPERTY OWNER'S  
INSURANCE & GROUND RENT**

13<sup>th</sup> June 2005

Mr Gordon Brown

Property: \_\_\_\_\_

The quarterly Service Charge, Insurance Premium and the Ground Rent for the above property are due on 24<sup>th</sup> June 2005.

Service Charge from 24/06/05 to 29/09/05	581.87	<i>2/3rd = 387.91</i>
Property Owner's Insurance from 24/06/05 to 29/09/05	96.82	<i>less 1/3rd = 64.55</i>
Ground Rent from 24/06/05 to 29/09/05	<u>37.50</u>	<i>less 1/3rd = £25.00</i>
Total due	716.19	

MR G BROWN

\_\_\_\_ Date  
**5 April 2005**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Total now due**      **£ 74.78**

\_\_\_\_\_  
\_\_\_\_\_  
*2 B rds = £49.85*

Your account and bill number

MR G BROWN

Date  
24 May 2005

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

**Total now due**                      **£ 111.49**

2/3rds = £ 74.33

[REDACTED]

**INVOICE: SERVICE CHARGE, PROPERTY OWNER'S  
INSURANCE & GROUND RENT**

11<sup>th</sup> March 2005

[REDACTED]

Mr Gordon Brown

[REDACTED]

Property: [REDACTED]

The quarterly Service Charge, Insurance Premium and the Ground Rent for the above property are due on 25<sup>th</sup> March 2005.

Service Charge from 25/03/2005 to 24/06/2005	581.87
Property Owner's Insurance from 25/03/2005 to 24/06/2005	96.82
Ground Rent from 25/03/2005 to 24/06/2005	<u>37.50</u>
Total due	716.19

[REDACTED]





Additional Costs Allowance

20 Nov 2005

ACA2

01 NOV 2005

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

GORDON BROWN

Constituency

KILKICKEY & COWDON BEATH

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, 7, 05

to 30, 09, 05 x3

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 37 : 50 p

Food

£ 650 : 00 p

Utilities

£ ~~107~~ 369.94 p

63.99 + 107.53 (elec) + 262.41

Council Tax/Rates

£ \_\_\_\_\_ : \_\_\_\_\_ p

Telephone and telecommunications

£ 98 : 99 p

63.99 + 34.98

Cleaning

£ 1403 : 90 p

723.97 + 520 + 60

Service/maintenance

£ 581 : 07 p

581.07

Repairs/insurance/security

£ 96 : 82 p

64.55 INSURANCE 96.82

Other

£ 99 : 00 p

▶ please specify

Other

£ 15 : 00 p

▶ please specify

light bulbs

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify

Total

£ 3352 : 22 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

26.10.05

**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

MR G BROWN

**Your water services bill for the year 1 April 2005 to 31 March 2006**

Amount to pay by  
1st April 05

**£262.41**

14 July 2005

**ESTIMATED  
Electricity bill**

Please pay

**£107.53**

MR G BROWN MP

MR G BROWN

Date  
**5 July 2005**

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

**Total now due**

**£ 34.98**

MR. G BROWN

Date  
**23 August 2005**

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

**Total now due**

**£ 63.99**

[REDACTED]

[REDACTED]

**INVOICE: SERVICE CHARGE, PROPERTY OWNER'S  
INSURANCE & GROUND RENT**

15<sup>th</sup> September 2005

[REDACTED]

Mr Gordon Brown

[REDACTED]

Property: [REDACTED] ✓

The quarterly Service Charge, Insurance Premium and the Ground Rent for the above property will fall due on 29<sup>th</sup> September 2005

Service Charge from 29/09/05 to 25/12/05	581.87
Property Owner's Insurance from 29/09/05 to 25/12/05	96.82
Ground Rent from 29/09/05 to 25/12/05	<u>37.50</u>
Total due	716.19

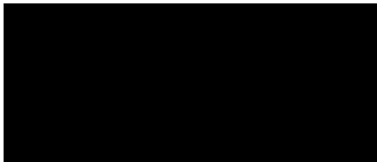
**RECEIPT FOR CLEANING SERVICES, JUL-SEPT 2005**

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PAYMENTS RECEIVED FROM GORDON [REDACTED] BROWN FOR CLEANING SERVICES AT [REDACTED] ✓

Date	Amount	
July 05	£241.30	/
August 05	£241.30	/
September 05	£241.30	/
<b>TOTAL</b>	<b>£723.90</b>	

X 3







02 MAR 2005

Member's claim form

C5\_06.

About filling in this form

- For details of costs you can claim for, see *Green Book* section 10.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

GORDON BROWN

Constituency

KIRKCAUDY AND COWDENBEATH

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 01/01/06 to 31/03/06 X3

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 37 : 50 p ✓

Food

£ 650 : 00 p ✓

Utilities

£ 374 : 38 p ✓ 98.50 + 275.88

Council Tax/Rates

£ \_\_\_\_\_ p

Telephone and telecommunications

£ 83 : 70 p ✓ 83.70

Cleaning

£ 1403 : 90 p 723.96 + 520 + 60

Service/maintenance

£ 581 : 87 p ✓ 581.87

Repairs/insurance/security

£ 90 : 14 p ✓ 90.14

Other

£ 108 : 00 p ✓ ▶ please specify 36 x 3mins [redacted] TV

Other

£ 1396 : 00 p ✓ ▶ please specify internal redecoration

Other

£ \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Total

£ 4725 : 49 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

26/04/2006

**Data protection**

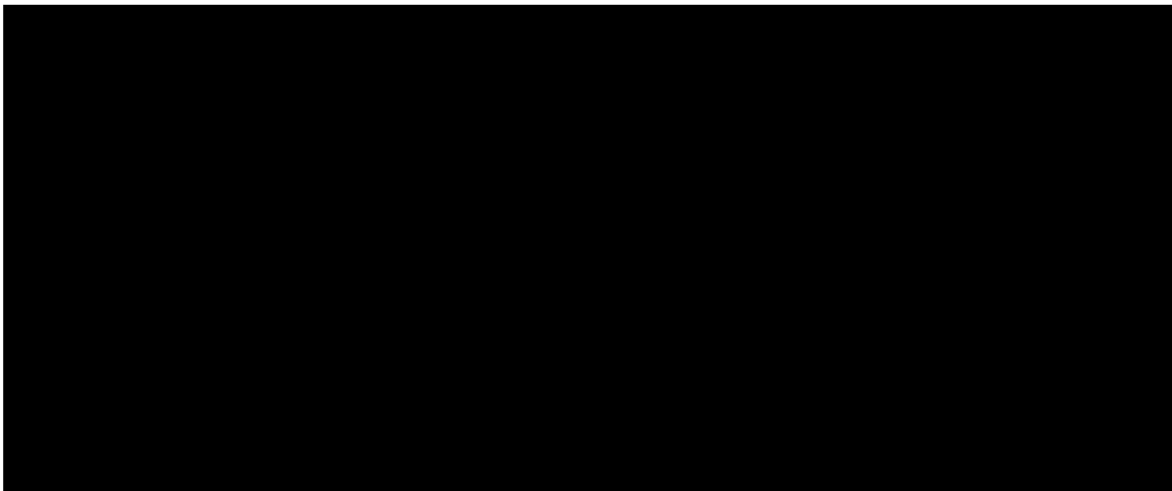
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**Send your completed  
form to**

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



19.4.06

Mr [redacted] G Brown  
[redacted]

INVOICE

RE: Internal redecoration.

To supply all materials in order to carry out the following works.

Ceilings.

To make good to all ceilings and apply two coats of Dulux brilliant white emulsion.

Wall.

To apply two coats of sealant to all the marked areas, followed by two coats of Dulux vinyl emulsion.

Woodwork.

To wash all woodwork and apply two coats of Dulux Satinwood.

To rearrange the two bedrooms as discussed.

To supply one man at £ 140.00 per day for 7 days. £ 980.00

To supply one man at £ 100.00 per day for 2 days. £ 200.00

Materials total. £ 216.00

Amount required. £1396.00

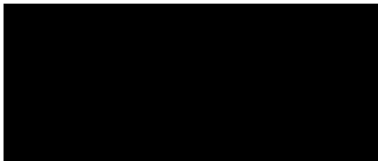
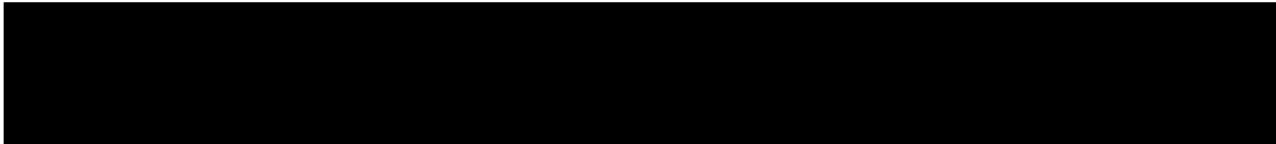


**RECEIPT FOR CLEANING SERVICES, JAN-MAR 2006**

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PAYMENTS RECEIVED FROM GORDON [REDACTED] BROWN FOR CLEANING SERVICES AT [REDACTED]

Date	Amount
Jan 06	£241.30
Feb 06	£241.30
Mar 06	£241.30
<b>TOTAL</b>	<b>£723.90</b>



**ESTIMATED  
Electricity bill**

13 January 2006

Please pay

**£98.50**

MR G BROWN MP

MR G BROWN

Your water services bill for the year 1 April 2006 to 31 March 2007

Amount to pay by  
1st April 06

**£275.88**

[REDACTED]

[REDACTED]

**INVOICE: SERVICE CHARGE, PROPERTY OWNER'S  
INSURANCE & GROUND RENT**

10<sup>th</sup> March 2006

[REDACTED]

Mr Gordon Brown

[REDACTED]

Property: [REDACTED]

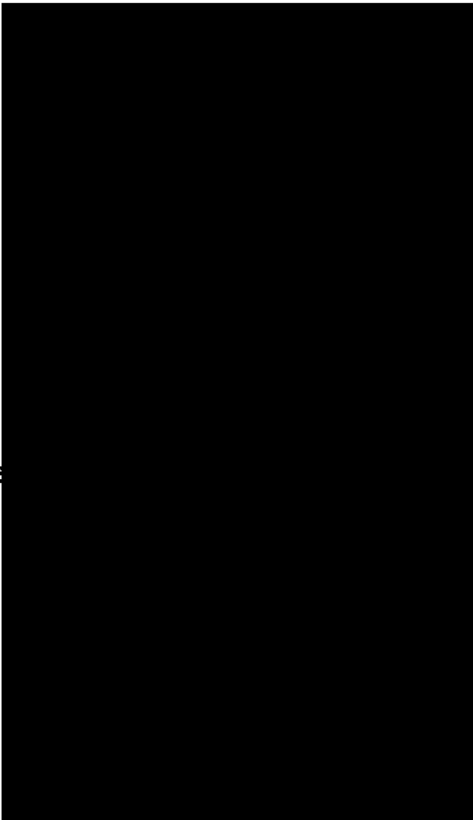
The quarterly Service Charge, Insurance Premium and the Ground Rent for the above property are due on 25<sup>th</sup> March 2006.

Service Charge from 25/03/2006 to 24/06/2006	581.87
Property Owner's Insurance from 25/03/2006 to 24/06/2006	90.14
Ground Rent from 25/03/2006 to 24/06/2006	<u>37.50</u>
Total due	709.51

Financial Processing }

Transaction No.

Registration No.



**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient**

(NB Financial Processing to check whether a dedicate

**Text**

**Invoice No.** 17/5/05

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

~~04\_05~~ / 05\_06

**Expenditure type (Cat5) :**



Please pay £ 4569-70

\* Validation purposes only (please tick to indicate compliance)

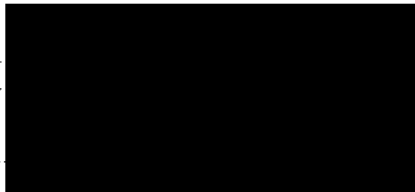
Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 <sup>nd</sup> home address
Budget checked
Claim signed
Claim correctly dated

✓
✓
✓
✓
✓
✓

\* Financial Processing purposes only

Registered by (initials & date) .....

Posted by (initials & date) .....







# 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

GORDON BROWN

Constituency

KIRKCALDY AND COWDENBEATH

## 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 / 05

to 31 / 06 / 05

less 05/04/05 TO 05/05/05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 4569 : 70 p

4471 + 98.70

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 4569 : 70 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

17-05-05

**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:

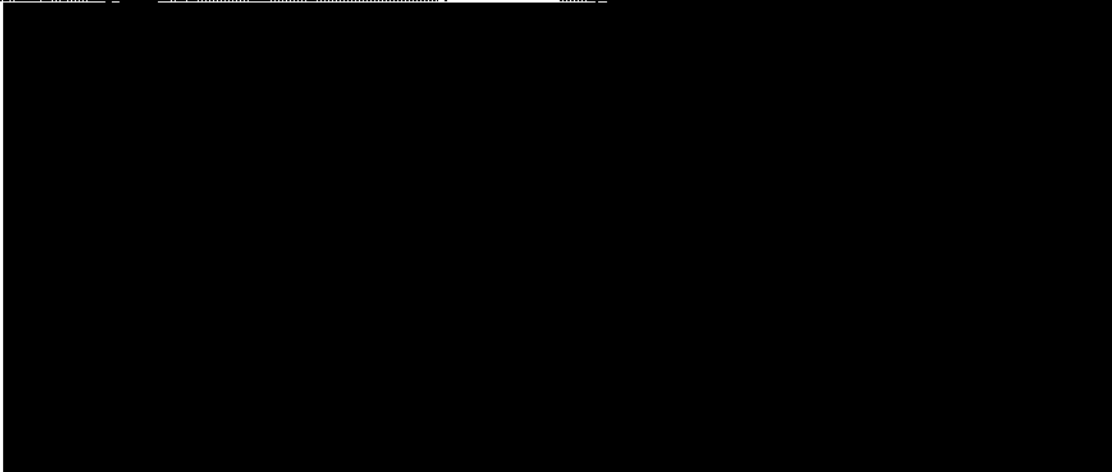
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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



16.5.05


Mr G Brown



### INVOICE

For works carried out at the above address and in accordance with your instructions:-

To fix units in the kitchen as instructed.	£ 3000.00
To supply and make a false wall to the kitchen.	£ 180.00
To supply and fix tiles as instructed.	£ 275.00
To supply and pay for the electrician.	£ 340.00
To supply and fix new valve to the storage tank.	£ 60.00
To decorate the kitchen as instructed.	£ 275.00
To get rid of the fridge as instructed.	£ 40.00
To apply floor levelling screed to the kitchen floor.	£ 60.00
To supply window cleaner.	£ 105.00
To supply and window locks.	£ 80.00
To buy extra tiles.	£ 56.00
 Total amount required.	 £ 4471.00



Mr [REDACTED] Brown

30.1.05

**ESTIMATE**

To supply all necessary labour and materials in order to carry out the following works:-

RE: Kitchen Refurbishment & Lounge partition.

To supply all materials and build a stud partition wall in the lounge as discussed.

To remove the old kitchen units and cart away.

To re fix the new kitchen and worktops as discussed including all pipe work,

To supply and fix one new waste disposal unit.

Would all cost.

£ 4710.00

[REDACTED]

£1700 paid  
on previous days  
1/1/5 — 31/3/5

Date:

Order No:

Client:

Mr. [redacted]

Ref:

Address:



Pro-Forma: / /

Invoice No: / /

Tel (work):

Informed:

Tel (home):

Message  Answerphone

ORDER

PLEASE NOTE:

We cannot guarantee the subsequent supply of any item ordered, either from the original batch, or from further batches. Please make certain that you have enough tiles to complete your project before you start.

SEVILLE ALBANA CREAM  
10x10cm

Quantity

Unit Price

Per

£

p

26000

£49.35

m<sup>2</sup>  
70

£98.70

Written order required

Written order received

Received in good condition:

Date:

Sign:

No. of boxes:

Print:

No. of packs:

VAT

TOTAL  CC  CHQ  CASH

£98.70

Deposit  CC  CHQ  CASH

Balance  CC  CHQ  CASH



# Member's claim form

23 JAN 2006

## Members' Allowances

About filling in this form

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## Your details

Name in CAPITAL LETTERS

GORDON BROWN MP

Constituency

KIRKCALDY & COWDENBEATH

## 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 invoice for any hotel cost even if it is less than £250.

Period of claim

from 01/01/2005 to 31/12/2005

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 37:50 p

Food

£ 650:00 p

Utilities

£ 71:18 p

Council Tax/Rates

£ \_\_\_\_\_ p

Telephone and telecommunications

£ 118:20 p

Cleaning

£ 1303:97 p

Service/maintenance

£ 581:87 p

Repairs/insurance/security

£ 96:82 p

Other

£ 99:00 p

▶ please specify \_\_\_\_\_

Other

£ 126:50 p

▶ please specify TV licence

Other

£ 32:00 p

▶ please specify light bulbs/halogen

Total

£ 3117:04 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

Signature

Date

18.01.2006

**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.

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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

[REDACTED]

[REDACTED]

**INVOICE: SERVICE CHARGE, PROPERTY OWNER'S  
INSURANCE & GROUND RENT**

13<sup>th</sup> December 2005

[REDACTED]

Gordon Brown Esq.

[REDACTED]

Property [REDACTED] ✓

The quarterly Service Charge, Insurance Premium and the Ground Rent for the above property will fall due on 25<sup>th</sup> December 2005.

Service Charge from 25/12/05 to 25/03/06

581.87

Property Owner's Insurance from 25/12/05 to 25/03/06

96.82

Ground Rent from 25/12/05 to 25/03/06

37.50

Total due

716.19

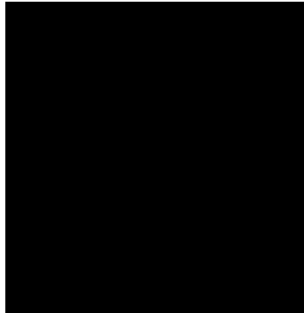


10 October 2005

**ESTIMATED  
Electricity bill**

Please pay

**£71.18**



MR G BROWN MP



MR G BROWN

Date  
**4 October 2005**

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

**Total now due                    £ 34.50**

MR G BROWN

Date  
23 November 2005

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

**Total now due**

**£ 83.70**

**RECEIPT FOR CLEANING SERVICES, OCT-DEC 2005**

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PAYMENTS RECEIVED FROM GORDON [REDACTED] BROWN FOR CLEANING SERVICES AT FLAT [REDACTED]

Date	Amount
July [REDACTED]	£241.30
August [REDACTED]	£241.30
September [REDACTED]	£241.30
<b>TOTAL</b>	<b>£723.90</b>



[REDACTED]

[REDACTED]