

Financial Processing }

Transaction No. ...

Registration No. ...

Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)

Text MAR 05

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :

** Financial Processing purposes only*

Registered by (initials & date)

16 bpv

Posted by (initials & date)

4-5



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

MARIA FRANCIS MP

Constituency

RATLEIGH

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 / 03 / 05

to 31 / 03 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1,516 : 66 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 49 : 53 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 39 : 97 p

▶ please specify REPLACEMENT ALARM CLOCK/RADIO

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,606 : 16 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

Date

4 APRIL 2005

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:

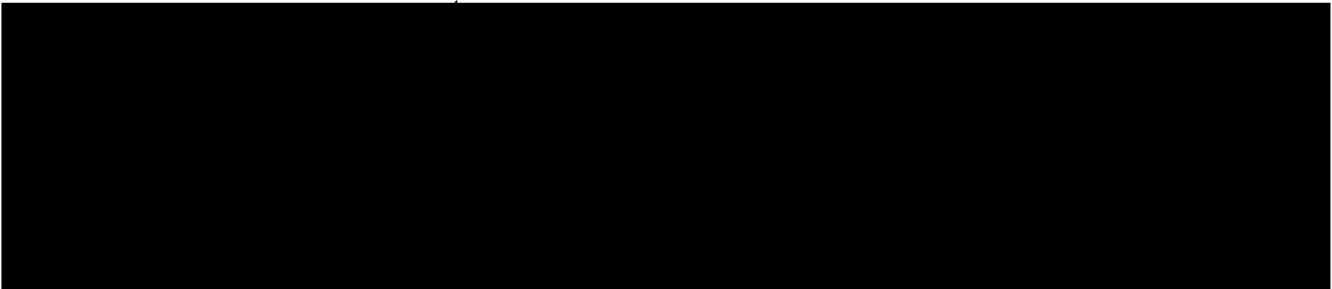
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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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



TENANT'S BANK DETAILS:

To: [Redacted] Bank Plc

Address: [Redacted]

Sort Code No: [Redacted]

Account No: [Redacted]

Account Name: [Redacted]

Reference No: [Redacted]

PLEASE PAY THE FOLLOWING BANK:

[Redacted]

Sort Code No: [Redacted]

Account No: [Redacted]

Account Name: Hill-Mathieson & Partners (Client Account)

PLEASE MAKE THE INITIAL PAYMENT OF (AMOUNT IN WORDS)

one thousand five hundred & sixteen
Pounds 66p
(£1,516.66)

ON THE 1st DAY OF November 2001

AND THEREAFTER ON THE 1st DAY OF EACH MONTH UNTIL FURTHER NOTICE.

TENANT'S NAME: M. Francois

TENANT'S SIGNATURE: [Redacted] DATE: 1 Oct 2001

Your account and bill number

MR MARK FRANCOIS

Date
8 February 2005

Bill for 0

Total now due

£ 49.53

A/C CLEARED BY CHEQUE FOR £49.53 ON
27 FEB 2005



Member's claim form

Members' Allowances

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Your details

Name
in CAPITAL LETTERS

MARIE FRANCOIS MP

Constituency

RAYLEIGH

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 / 02 / 05 to 28 / 02 / 05 ✓

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1,516 : 66 p ✓

Food

£ : p

Utilities

£ 26 : 66 p

Council Tax/Rates

£ 117 : 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

£ 1,660 : 32 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

Date

10 FEBRUARY 2005**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
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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



TENANT'S BANK DETAILS:

To:

Bank Plc

Address:

Sort Code No:

Account No:

Account Name:

Reference No:



PLEASE PAY THE FOLLOWING BANK:



PLEASE MAKE THE INITIAL PAYMENT OF (AMOUNT IN WORDS)

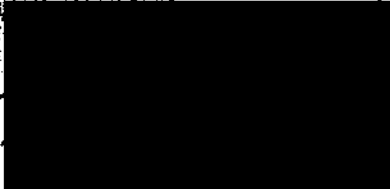
one thousand five hundred & sixteen Pounds 66p
(£1,516.66)

ON THE 15th DAY OF November 2001

AND THEREAFTER ON THE 15th DAY OF EACH MONTH UNTIL FURTHER NOTICE.

TENANT'S NAME: M. Francois

TENANT'S SIGNATURE:



DATE: 1 Oct 2001

Account number

Page 2 of 2

30 December 2004

MR M FRANCOIS

Electricity bill

Please pay

£26.66

Your account

Last bill	£7.68 cr
Account balance	£7.68 cr

This bill

Account balance	£7.68 cr
Electricity charges	£32.71
VAT @ 5%	£1.63
Total	£26.66

A/C CLEARED BY CHEQUE FOR £26.66 ON 30 JAN 2005

Date of Issue 25 OCT 2004

Mr M Francois

Please quote

Your property has been valued in band [redacted] Details of the calculation of the Council Tax payable are shown below.

WARNING, A MAXIMUM OF TWO REMINDERS WILL BE ISSUED IN ANY TAX YEAR.

Overall percentage increase this year is	3.5 %	%age Increase	
		7.5 %	£294.96
		2.4 %	£1013.48

Full amount for the year 1 APR 04 to 31 MAR 05 £1308.44

Amount due for 1 APR 04 to 31 MAR 05	£1308.44
Discount 1 APR 04 to 31 MAR 05 at 25.00% Code 01	£327.11-

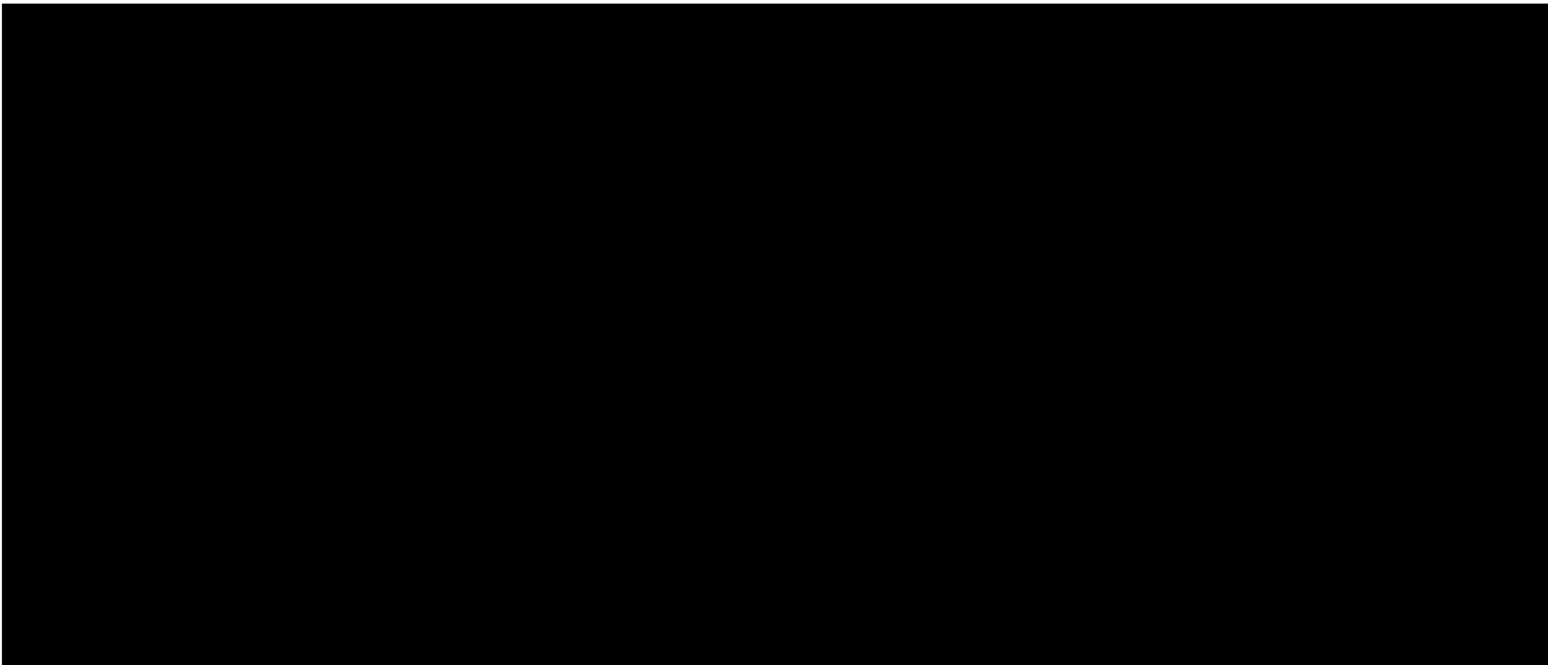
Amount payable by you 1 APR 04 to 31 MAR 05 £981.33

Revised Account due to a change in Method of Payment.

Payment instructions	10JAN04 to 31MAR04	£212.39
	Payments to 25OCT04	£725.72-

Total amount due £468.00

£117.00 15NOV04
 £117.00 15DEC04
 £117.00 15JAN05
 £117.00 15FEB05





Member's claim form

Members' Allowances

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 1592.

Your details

Name
in CAPITAL LETTERS

MARU FRANCOIS MP

Constituency

RAYLEIGH

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 / 05

to 31 / 01 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1,516 : 66 p ✓

Food

£ 169 : 26 p ✓

Utilities

£ : p ✓

Council Tax/Rates

£ 117 : 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

£ 1,802 : 92 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

10 JANUARY 2005

Data protection

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Send your completed
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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

BANKERS ORDER FORM

TENANT'S BANK DETAILS:

To:

Bank Plc

Address:

Sort Code No:

Account No:

Account Name:

Reference No:

PLEASE PAY THE FOLLOWING BANK:

Account Name: Hill-Mathieson & Partners (Client Account)

PLEASE MAKE THE INITIAL PAYMENT OF (AMOUNT IN WORDS)

one thousand five hundred & sixteen
Pounds 66p
(£1,516.66)

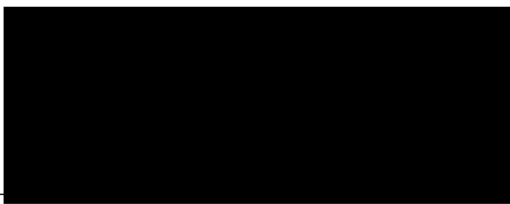
ON THE 15th DAY OF November 2001

AND THEREAFTER ON THE 15th DAY OF EACH MONTH UNTIL FURTHER NOTICE.

TENANT'S NAME: M. Francois

TENANT'S SIGNATURE:

DATE: 1 Oct 2001



	€
BF STROGANOFF	1.78
BF STROGANOFF	1.78
BF STROGANOFF	1.78
HOT POT	1.78
HOT POT	1.78
HOT POT	1.78
LAMB DINNER	2.28
CHICKEN DINNER	2.28
LAMB DINNER	2.28
CHICKEN DINNER	2.28
TREBOR MINTS *	1.62
CUP-A-SOUP	0.65
LAMB DINNER	2.28
CLEMENTINES	1.49
S/WICH BISCUIT *	1.04
RIGATONI PASTA	1.57
PILLAR CANDLE *	2.99
FRESH MILK	0.58
MCVITIES BISCU *	1.52
DRIED MILK	1.13
STK/MUSH PIES	1.37
PEP.HOT 5PK	1.94
KIT KAT *	0.98
PEPERAMI	1.94
MCVITIES BISCU *	1.52
G.SMITH BAG	1.18
TOBLERONE *	4.79
PITTA BREAD	0.38
MATURE CHEEDAR	3.58
KNORR CUBES	1.16
KNORR CUBES	1.16
KNORR CUBES	1.16
KITCHEN TOWEL *	1.58
POT NOODLE	2.42
PRE_PACKED HAM	0.74
TROPICANA *	1.62
TROPICANA *	1.62
SUB-TOTAL	60.81



TOTAL SAVINGS	-0.68

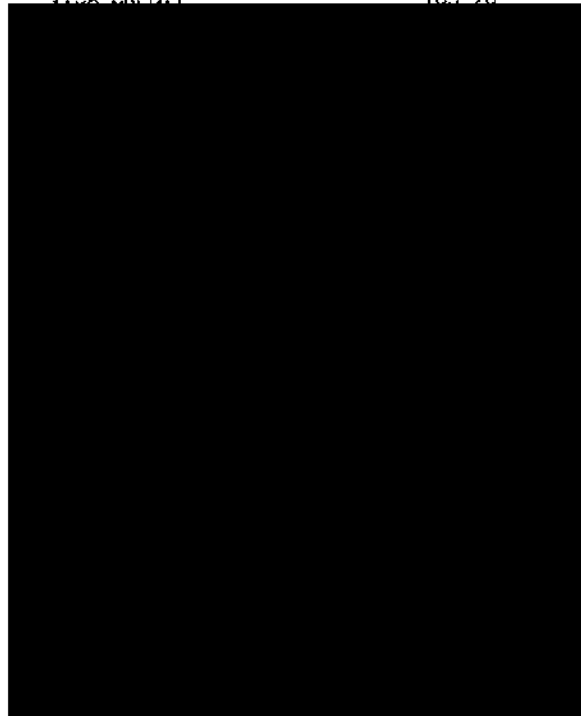
TOTAL TO PAY	60.13
MONTANA BARS *	2.49
PKLD ONIONS	1.80
SUGAR	1.35
CARTE NOIRE	4.64
WINE GUMS *	1.16
L/GRAIN RICE	4.99
SHOWER CLEANER *	0.95
SHAMPOO *	2.80
SHAMPOO *	2.80
SHAMPOO *	2.20
T.CLOTHS *	1.99
SPONGE CLOTHS *	1.99
FACE WIPES *	2.23
SUB-TOTAL	91.52

SHAMPOO & COND BOGOF -2.80

ADDITIONAL SAVINGS -2.80

TOTAL TO PAY	88.72
FAIRY LIQUID *	1.14
MR MUSCLE *	1.87
COMFORT *	1.04
BOUNTY K/TOWEL *	1.32
SWING B/LINERS *	1.95
A/SHAVE GEL *	3.49
NUROFEN **	1.49
BIC DISP RAZOR *	2.89
SPRKLING WATER *	2.49
CENTRUM **	8.19
BENYLIN **	5.93
NUROFEN **	1.49
OLBAS OIL 28ML+*	3.46
SHAVE FOAM *	1.66
SHAVE FOAM *	1.66
BODY SPRAY *	1.88
BODY SPRAY *	1.88
SHOEPOLISH *	1.58
LISTERINE 500M *	2.63
DURACELL BATTS *	3.47
MENS FACE WASH *	3.98
CHEWING GUM *	1.49
SHOE LACES *	0.99
NUROFEN **	1.49
EAREX EAR DROP+*	2.37
INK CARTRIDGES *	1.78
CLIPS & PINS *	0.97
SHAVE OIL *	2.50
SWING B/LINERS *	1.95
BATTERY *	1.99
BIC DISP RAZOR *	2.89
BIC DISP RAZOR *	2.89
STYPTIC PENCIL *	1.25
TOOTHBRUSH *	2.49

TOTAL 169.26
VISA CREDIT 169.26



Date of issue 25 OCT 2004

Mr M Francois

Please quote

Your property has been valued in band [REDACTED] Details of the calculation of the Council Tax payable are shown below.

WARNING, A MAXIMUM OF TWO REMINDERS WILL BE ISSUED IN ANY TAX YEAR.

Overall percentage increase this year is 3.5 %

	%age Increase
[REDACTED]	7.5 % £294.96
[REDACTED]	2.4 % £1013.48

Full amount for the year 1 APR 04 to 31 MAR 05 £1308.44

Amount due for 1 APR 04 to 31 MAR 05 £1308.44

Discount 1 APR 04 to 31 MAR 05 at 25.00% Code 01 £327.11-

Amount payable by you 1 APR 04 to 31 MAR 05 £981.33

Revised Account due to a change in Method of Payment.

Payment instructions

10JAN04 to 31MAR04	£212.39
Payments to 25OCT04	£725.72-

Total amount due £468.00

£117.00 15NOV04
£117.00 15DEC04
£117.00 15JAN05
£117.00 15FEB05



Additional

Form ACA2

Page 1 of 2

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

MARK BRANCOU MP

Constituency

RAYLEIGH

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 / 12 / 04 to 31 / 12 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1,516 : 66 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 234 : 00 p (x 2 MONTHS, NOV '04 + DEC '04)

Telephone and telecommunications

£ 46 : 49 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

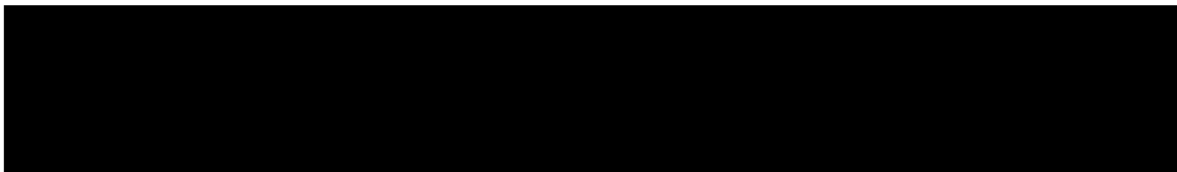
Total

£ 4,797 : 15 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

13 DECEMBER 2004

Data protection

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Send your completed
form to

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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

Date of issue 25 OCT 2004

Mr M Francois



Please quote 4

Your property has been valued in band [redacted] Details of the calculation of the Council Tax payable are shown below.

WARNING, A MAXIMUM OF TWO REMINDERS WILL BE ISSUED IN ANY TAX YEAR.

Overall percentage increase this year is 3.5 %

%age Increase

7.5 %	£294.96
2.4 %	£1013.48

Full amount for the year 1 APR 04 to 31 MAR 05 £1308.44

Amount due for 1 APR 04 to 31 MAR 05 £1308.44

Discount 1 APR 04 to 31 MAR 05 at 25.00% Code 01 £327.11-

Amount payable by you 1 APR 04 to 31 MAR 05 £981.33

Revised Account due to a change in Method of Payment.

Payment instructions	10JAN04 to 31MAR04	£212.39
	Payments to 25OCT04	£725.72-

Total amount due £468.00

£117.00 15NOV04
 £117.00 15DEC04
 £117.00 15JAN05
 £117.00 15FEB05

Your account and bill number

MR MARK FRANCOIS

Date
8 November 2004

Bill for

Total now due

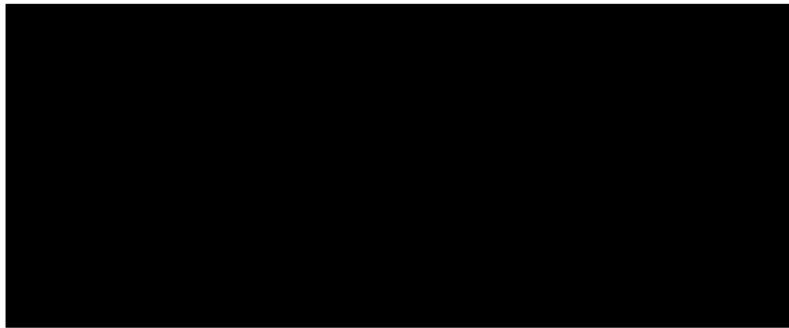
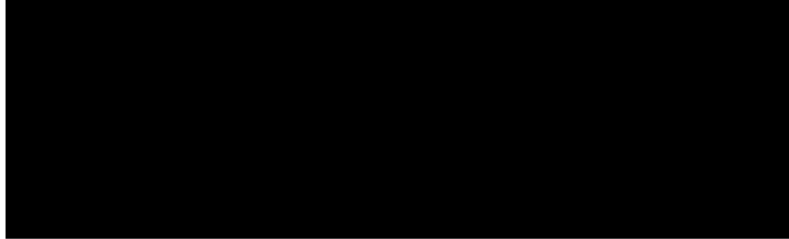
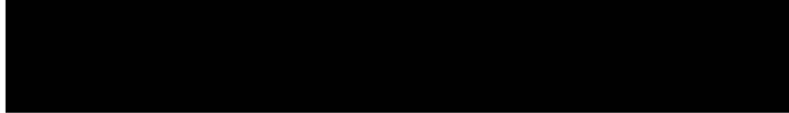
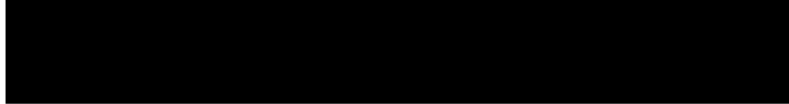

£ 46.49

A/C CLEARED BY CHEQUE FOR £46.49 ON
21 NOV 2004

BANKERS ORDER FORM



TENANT'S BANK DETAILS:

To:  Bank Plc
Address: 
Sort Code No: 
Account No: 
Account Name: M. Francois
Reference No: 

PLEASE PAY THE FOLLOWING BANK:



PLEASE MAKE THE INITIAL PAYMENT OF (AMOUNT IN WORDS)

one thousand five hundred & sixteen
Pounds 66p
(£1,516.66)

ON THE 1st DAY OF November 2001

AND THEREAFTER ON THE 1st DAY OF EACH MONTH UNTIL FURTHER NOTICE.

TENANT'S NAME: M. Francois

TENANT'S SIGNATURE:  DATE: 1 Oct 2001



Member's claim form

Members' Allowances

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Your details

Name
in CAPITAL LETTERS

MARK FRANCIS MP

Constituency

RAYLEIGH

Claim details

Notes

You can only claim for

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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.

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 / 04

to 30 / 11 / 04

Total cost of hotel stays
attach all receipts

£ _____ : _____ p

Mortgage payments
(interest only) or rent

£ 1,516 : 66 p ✓

Food

£ _____ : _____ p

Utilities

£ _____ : _____ p

Council Tax/Rates

£ _____ : _____ p

Telephone and
telecommunications

£ _____ : _____ p

Cleaning

£ _____ : _____ p

Service/maintenance

£ _____ : _____ p

Repairs/insurance/
security

£ _____ : _____ p

Other

£ 121 : 00 p

▶ please specify TV LICENCE RENEWAL

Other

£ _____ : _____ p

▶ please specify _____

Other

£ _____ : _____ p

▶ please specify _____

Total

£ 1,637 : 66 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

[Redacted Signature]

MP

Date

9 NOVEMBER 2009

Data protection

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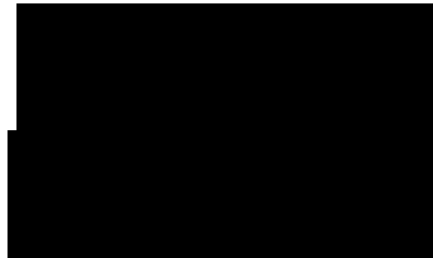
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Mr M Francois

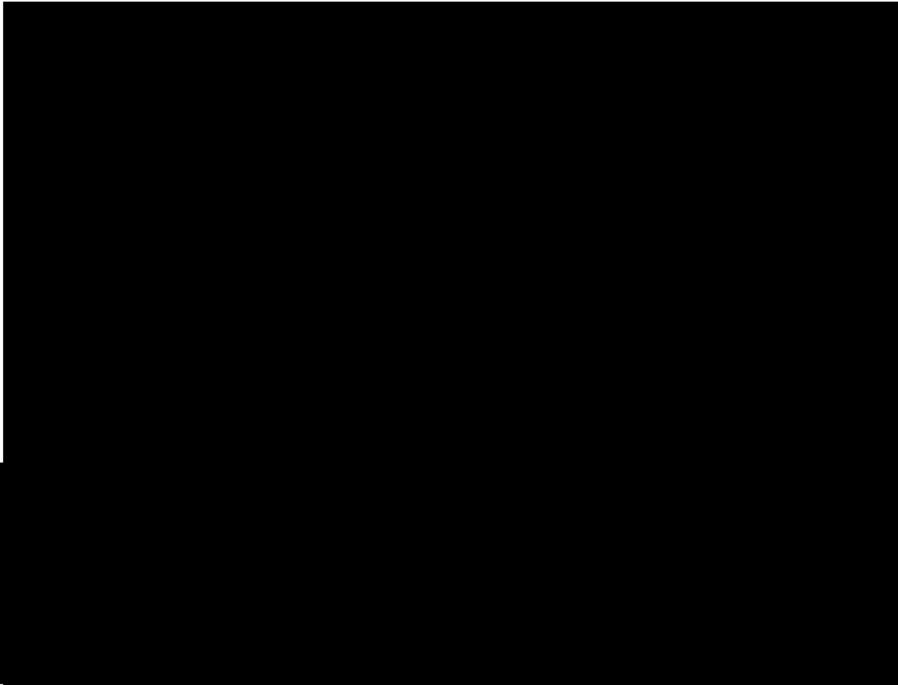


*PAID BY CHEQUE FOR £121
ON 17 OCT 2004*

Dear Mr Francois,

Your TV Licence expires on 31 October 2004.

A colour licence currently costs £121.00. The simplest way to pay is by Direct Debit, which can be arranged over the phone by calling 



RENEWAL NOTICE

Your TV Licence number is



Payment due by
31 October 2004

RENEWAL AMOUNT
£121.00



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

MARK FRANCIS MP

Constituency

RAYLEIGH

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 / 10 / 04 to 31 / 10 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1,516 : 66 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

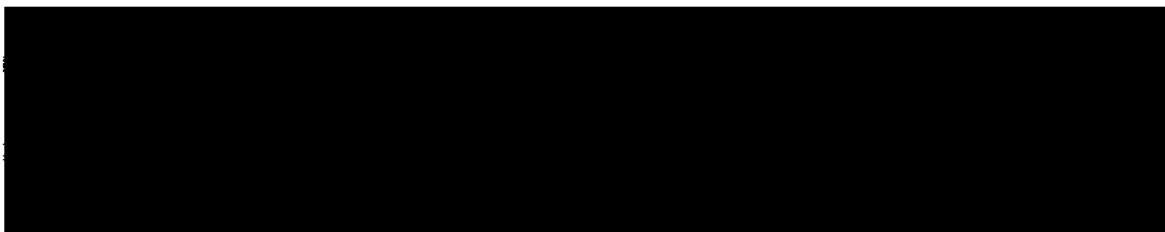
▶ please specify

Total

£ 1,516 : 66 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



Date

10 OCTOBER 2004**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

BANKERS ORDER FORM

TENANT'S BANK DETAILS:

Address:

Sort Code No:

Account No:

Account Name:

M. Francois

Reference No:

PLEASE PAY THE FOLLOWING BANK:

Sort Code No

Account No

Account Name: Hill-Mathieson & Partners (Client Account)

PLEASE MAKE THE INITIAL PAYMENT OF (AMOUNT IN WORDS)

one thousand five hundred & Sixty Pounds
(£1,516.66)

ON THE 15th DAY OF November 2001

AND THEREAFTER ON THE 15th DAY OF EACH MONTH UNTIL FURTHER NOTICE

TENANT'S NAME:

M. Francois

TENANT'S SIGNATURE:

DATE: 1 Oct



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

MARK FRANCIS MP

Constituency

RAYLEIGH

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 / 04

to 30 / 09 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1,516 : 66 p

Food

£ : p

Utilities

£ 66 : 82 p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 50 : 95 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,634 : 43 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

Date

9 SEPTEMBER 2004

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.

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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

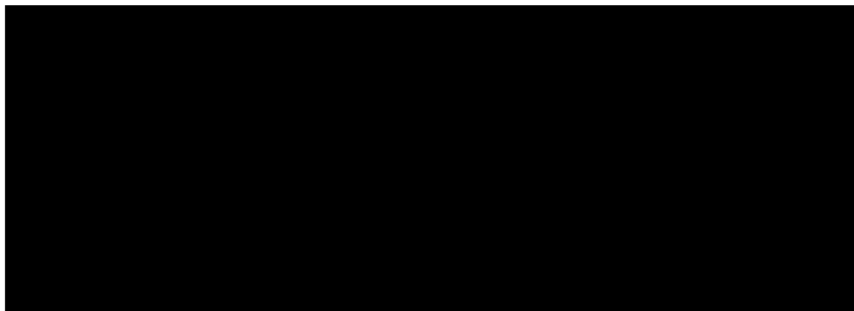
Members' Allowances Section, Operations Directorate,
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

BANKERS ORDER FORM



TENANT'S BANK DETAILS:

Address:



Sort Code No:

Account No:

Account Name:

M. Francois

Reference No:

HM013

PLEASE PAY THE FOLLOWING BANK:



PLEASE MAKE THE INITIAL PAYMENT OF (AMOUNT IN WORDS)

one thousand five hundred & Sixty Six Pounds
(£1,516.66)

ON THE 15th DAY OF November 2001

AND THEREAFTER ON THE 15th DAY OF EACH MONTH UNTIL FURTHER NOTICE

TENANT'S NAME: M. Francois

TENANT'S SIGNATURE:



DATE: 1 Oct

12005
12007
12008

MR M FRANCOIS

[Redacted]

If you have paid within the last few days please disregard this letter

Overdue payment

Dear Customer

[Redacted]

[Redacted]

A/C CLEARED BY CHEQUE
FOR \$66.82 ON 22 AUG '04

12005
12007
12008

Amount
you owe
\$66.82

Your account and bill number

Date
8 August 2004

MR MARK FRANCOIS

Bill for

Total now due £ 50.95

A/C CLEARED BY CHEQUE FOR
£50.95 ON 22 AUG 2004



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

MARU FRANCIS MP

Constituency

RAYLEIGH

Claim details

Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 01 / 08 / 04

to 31 / 08 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1,516 : 66 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 118 : 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

£ 1,634 : 66 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

9 August 2009

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

BANKERS ORDER FORM



PLEASE PRINT BANK DETAILS:



Branch:

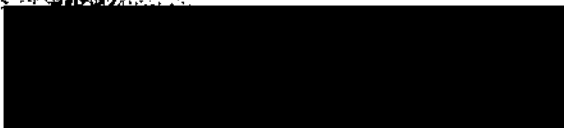
Code No.:

Account No.:

Account Name:

Reference No.:

PLEASE PAY THE FOLLOWING BANK:



PLEASE MAKE THE INITIAL PAYMENT OF (AMOUNT IN WORDS)

one thousand five hundred & Sixty
Pounds
(£1,516.66)

ON THE 15th DAY OF November 2001

AND THEREAFTER ON THE 15th DAY OF EACH MONTH UNTIL FURTHER NOTICE

TENANT'S NAME: M. FRANCOIS

TENANT'S SIGNATURE



DATE: 1 Oct

COUNCIL TAX DEMAND NOTICE

Date of Issue 06 MAR 2004

Mr Mark Francois

Property bill refers to

Your property has been valued in band 5. The full amount due for the year for a property in band 5 in the [redacted] is £ 1308.44.

Details of the calculation of this amount are shown below.

Overall percentage increase this year is 7.5 %	%age Increase	
	7.5 %	£294.96
	2.4 %	£1013.48
		£1308.44
Less Discount 2nd home, unoccupied 10%		£130.84

Amount payable by you 1 APR 04 TO 31 MAR 05 £1177.60

Warning, a maximum of two reminders will be issued in any tax year

Total amount due £1177.60



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

MAQU FRANCIS MP

Constituency

RAYLEIGH

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 / 07 / 04

to 31 / 07 / 04

Total cost of hotel stays
attach all receipts

£ 1,516 : 66 p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 118 : 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

£ 1,634 : 66 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

10 July 2004

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.

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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.

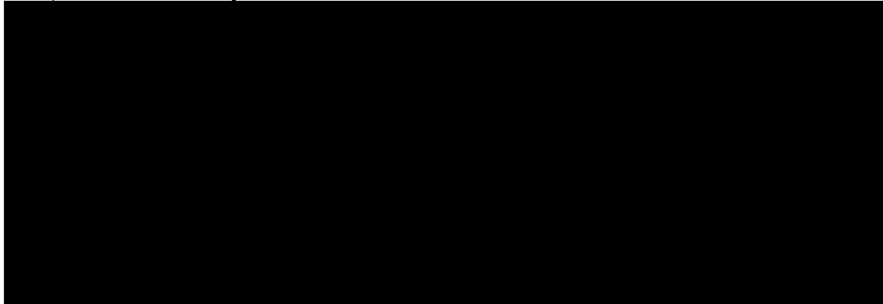
Send your completed
form to

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

BANKERS ORDER FORM



BANK DETAILS:



Branch No:

Account No:

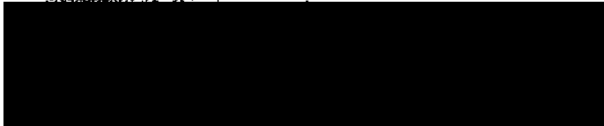
Account Name:

M. Francois

Reference No:



PLEASE PAY THE FOLLOWING BANK:



PLEASE MAKE THE INITIAL PAYMENT OF (AMOUNT IN WORDS)

one thousand five hundred & 50/100
Pounds

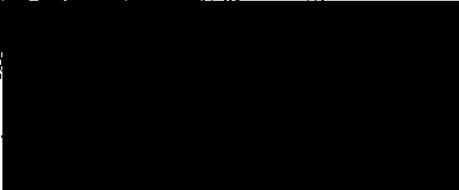
(£1,516.66)

ON THE 15th DAY OF November 2001

AND THEREAFTER ON THE 15th DAY OF EACH MONTH UNTIL FURTHER NOTICE

TENANT'S NAME: M. Francois

TENANT'S SIGNATURE:



DATE: 1 Oct 2001

COUNCIL TAX DEMAND NOTICE

Update by Issue 8 MAR 2004

Mr Mark Francois

Property bill refers to

Your property has been valued in band [REDACTED]. The full amount due for the year for a property in band E in the [REDACTED] area is £ 1308.44.

Details of the calculation of this amount are shown below.

Overall percentage increase this year is	%age Increase	
[REDACTED]	7.5 %	£294.96
	2.4 %	£1013.48
Less Discount 2nd home, unoccupied 10%		£130.84-

Amount payable by you 1 APR 04 TO 31 MAR 05 £1177.60

Warning, a maximum of two reminders will be issued in any tax year

Total amount due £1177.60



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

MARU FRANCOIS MP

Constituency

RAYLEIGH

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 / 06 / 04

to 30 / 06 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1,516 : 66 p

Food

£ 18 : 38 p

Utilities

£ : p

Council Tax/Rates

£ 351 : 60 p

Telephone and
telecommunications

£ 54 : 49 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,941 : 13 p

* APRIL, MAY & JUNE COUNCIL TAX COMBINED
(NOT CLAIMED IN APRIL & MAY '04)

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

13 JUNE 2004

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.

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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

BANKERS ORDER FORM



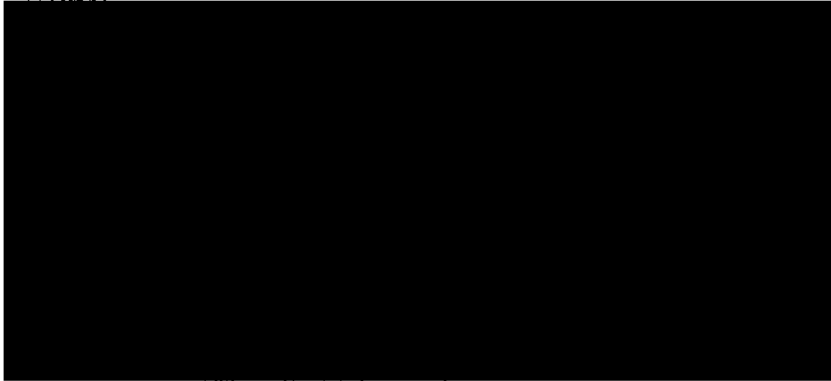
ISSUING BANK DETAILS:

Address:

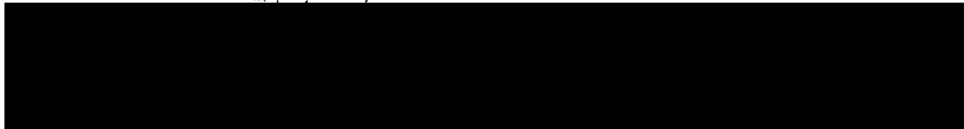
City/State/Zip:

Account Name:

Reference No:



PLEASE PAY THE FOLLOWING BANK:



PLEASE MAKE THE INITIAL PAYMENT OF (AMOUNT IN WORDS)

one thousand five hundred & no/100
Powers
\$1,516.66

ON THE 15th DAY OF November 2001

AND THEREAFTER ON THE 15th DAY OF EACH MONTH UNTIL FURTHER NOTICE

TENANT'S NAME: M. Francois

TENANT'S SIGNATURE:



DATE: 10/11/01

COUNCIL TAX DEMAND NOTICE

Date of Issue 8 MAR 2004

Mr Mark Francois

Property bill refers to

Your property has been valued in band [REDACTED]. The full amount due for the year for a property in band E in the [REDACTED] area is £ 1308.44.

Details of the calculation of this amount are shown below.

Overall percentage increase this year is 7.5 %	%age increase	
[REDACTED]	7.5 %	£294.96
	2.4 %	£1013.48
Less Discount 2nd home, unocc+ furn 10%		£130.84-

Amount payable by you 1 APR 04 TO 31 MAR 05 £1177.60

Warning, a maximum of two reminders will be issued in any tax year

Total amount due £1177.60

COUNCIL TAX DEMAND NOTICE

Date of Issue 6 MAR 2004

Mr Mark Francois

Property bill refers to

Your property has been valued in band [REDACTED]. The full amount due for the year for a property in band E in the [REDACTED] area is £ 1308.44.

Details of the calculation of this amount are shown below.

Overall percentage increase this year is:	7.5 %	%age Increase	
[REDACTED]		7.5 %	£294.96
		2.4 %	£1013.48
Less Discount 2nd home, unoccupied 10%			£130.84-

Amount payable by you 1 APR 04 TO 31 MAR 05 £1177.60

Warning, a maximum of two reminders will be issued in any tax year

Total amount due £1177.60

COUNCIL TAX DEMAND NOTICE

Date of Issue 8 MAR 2004

Mr Mark Francois

Property bill refers to

Your property has been valued in band [REDACTED]. The full amount due for the year for a property in band [REDACTED] is £ 1308.44.

Details of the calculation of this amount are shown below.

Overall percentage increase this year is	7.5 %	%age Increase	
[REDACTED]		7.5 %	£294.96
		2.4 %	£1013.48
Less Discount 2nd home, unocc+furn 10%			£130.84-

Amount payable by you 1 APR 04 TO 31 MAR 05 £1177.60

Warning, a maximum of two reminders will be issued in any tax year

Total amount due £1177.60

Your account and bill number

Date
31 May 2004

MR MARK FRANCOIS

A/C CLEARED BY CHEQUE FOR £54.49 ON
11 JUNE 2004

Reminder

for

Total now overdue
£ 54.49



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

MARU FRANCO MP

Constituency

RAYLEIGH

Claim details

Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 01 / 05 / 04

to 31 / 05 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1,516 : 66 p

Food

£ 18 : 40 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 _____

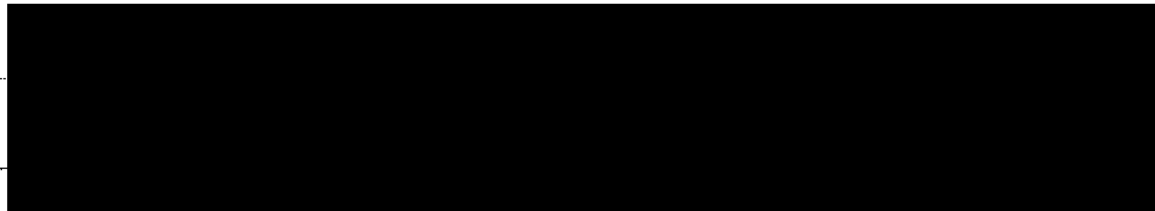
Total

£ 1,535 : 06 p

continued on page 2

Details of second home *if applicable*

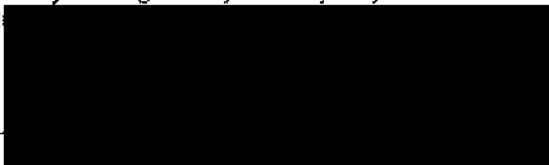
Address of
second home
for Additional
Costs Allowance



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.

Signature



MP

Date

10 MAY 2004

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:

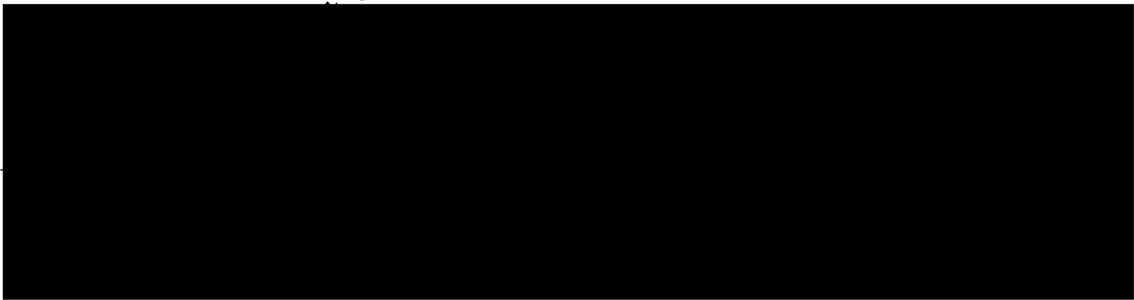
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

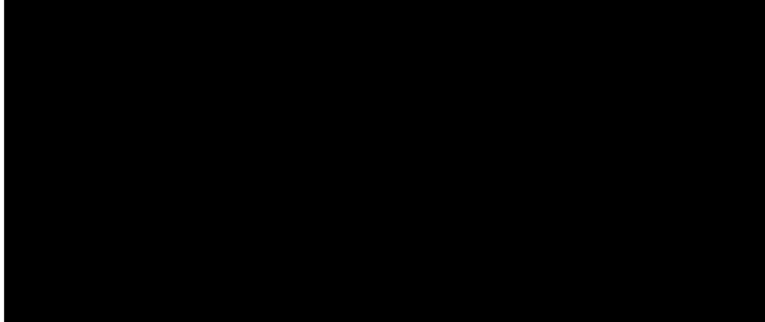
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed
form to

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



PLEASE PRINT BANK DETAILS:



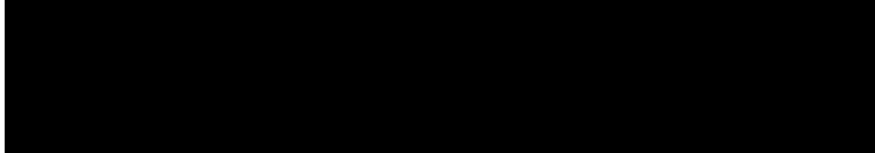
Account Name:

M. Francois

Account No:



PLEASE PAY THE FOLLOWING BANK:



PLEASE MAKE THE INITIAL PAYMENT OF (AMOUNT IN WORDS)

one thousand five hundred & Sixty
(£1,516.66) P01

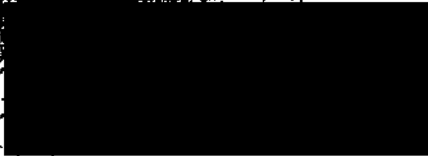
ON THE 16th DAY OF November 2001

AND THEREAFTER ON THE 16th DAY OF EACH MONTH UNTIL FURTHER NOTICE

TENANT'S NAME:

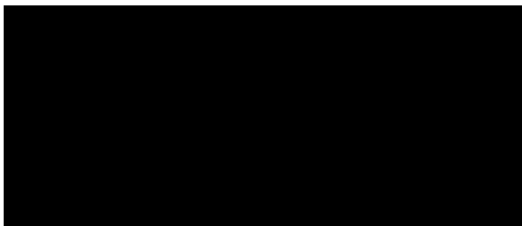
M. Francois

TENANT'S SIGNATURE:



DATE:

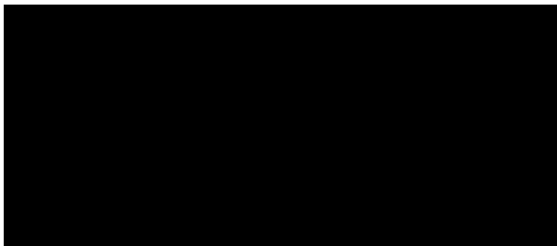
16/11/01

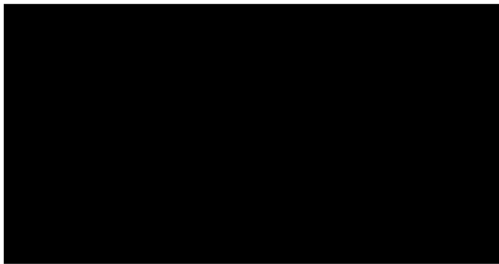


	qty	
MTLK WH TL DC		0.85
NCGS BEST CHKN		1.00
LYNX BS PULSE		2.15
MELBSTER MUNCH M		0.45
GN WH CRUNCHIES	2 0.28	0.56
NCGS WLD MROOM		1.99

TOTAL		8.79
Cash		0

TENDERED		20.00
CHANGE		11.21





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