



Additional Costs Allowance

Member's claim form

17 APR 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

RICHARD STAWAY MP

Constituency

CROYDON SOUTH

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.

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.

06/07

Period of claim

from 01/03/2007 to 31/03/2007 ✓

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

£ 120:00 p ✓

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 120-00 P

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

Address of second home  
for Additional Costs Allowance

[Redacted]

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
me to perform my duties as a Member of Parliament for the purpose of performing

[Redacted Signature]

Signature

MP

Date

16/04/07

**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.

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Send your completed form to

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

INVOICE No.

To:-

Her Otterway

DESCRIPTION	COST
<p>[REDACTED]</p> <p>To cut up fallen tree burn rubbish and move logs over to sled. repair fence with what you had there.</p> <p>pd.</p>	<p>£120-00</p>
<p>TOTAL</p>	<p>120-00</p>



06/07

ACAS

03 APR 2007

# Member's claim form

### About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

### Your details

Name  
in CAPITAL LETTERS

RICHARD OTTAWAY MP.

Constituency

CROYDON SOUTH.

#### 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.

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 01/03/07

to 31/03/07

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments  
(interest only) or rent

£ 430 : 00 p

Food

£ 240 : 00 p

Utilities

£ 172 : 00 p

Council Tax/Rates

£ 237 : 06 p

Telephone and  
telecommunications

£ : p

Cleaning

£ 140 : 00 p

Service/maintenance

£ 240 : 00 p

Repairs/insurance/  
security

£ [REDACTED]

Other

£ 23 : 50 p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ ~~1647.00~~ 1672.50 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 [redacted] for the purpose of performing [redacted]

**Signature**



MP

**Date**

22/02/2007

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

INVOICE No.

To:-

Mr Otterway

DESCRIPTION	COST
 <p>to rake lawns clear leaves strein bank and clear rubbish and top out three trees.</p>	
TOTAL	£240-00.



Additional Costs Allowance

27 FEB 2007

AGC

Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
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Your details

Name in CAPITAL LETTERS

RICHARD OTTAWAY MP

Constituency

CROYDON SOUTH

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.

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 01/02/07 to 28/02/07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 430 : 00 p

Food

£ 240 : 00 p

Utilities

£ 172 : 00 p

Council Tax/Rates

£ 237 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 140 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 190 : 00 p

Other

£ 490 : 00 p

please specify

Other

£ : p

please specify

Other

£ : p

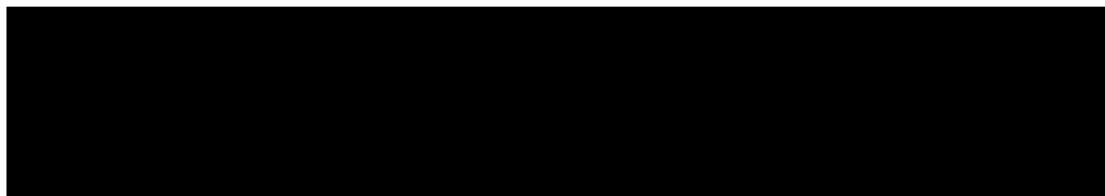
please specify

Total

£ 1899 : 00 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  
[redacted] or main home for the purpose of performing

Signature



MP

Date

22/02/07

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form to

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



INVOICE No.

To:-

MR Otterway

DESCRIPTION	COST
[REDACTED] Called out to clear away dangerous tree in road.	£ 40-00
[REDACTED] Take tree down to make safe	£ 450-00
<i>42</i> TOTAL	£ 490-00





Additional Costs Allowance

ACAS

Member's claim form

29 JAN 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

RICHARD OTTAWAY MP

Constituency

CROYDON SOUTH

Office use only

Cost

[Redacted]

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 01/01/07 to 31/01/07 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 630 : 00 p ✓

Food

£ 240 : 00 p ✓

Utilities

£ 172 : 00 p ✓

Council Tax/Rates

£ 237 : 00 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 140 : 00 p ✓

Service/maintenance

£ ~~600~~ : ~~00~~ p ✓

Repairs/insurance/security

£ 190 : 00 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

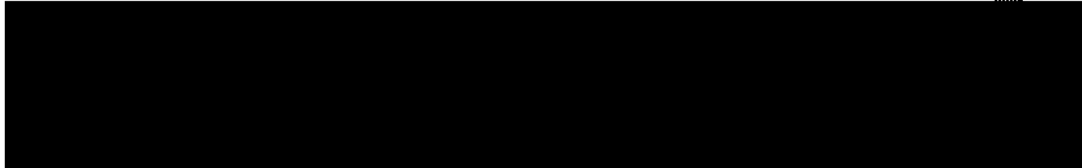
£ : p ▶ please specify

Total

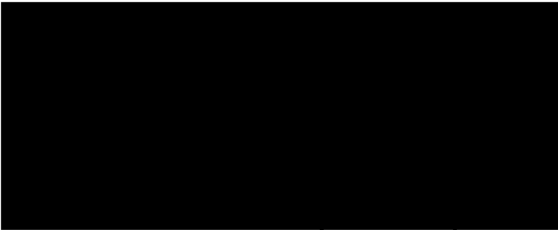
£ 1409 : 00 p

**Details of second home** *If applicable*

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



**Declaration**



ity and necessity to enable  
ne for the purpose of performing

Signature

MP

Date

*24th January 07*



**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



Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

Richard OTTAWAY MP

Constituency

Wydon South

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 01 / 12 / 06 to 31 / 12 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 430 : 00 p

Food

£ 240 : 00 p

Utilities

£ 172 : 00 p

Council Tax/Rates

£ 237 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 140 : 00 p

Service/maintenance

£ 60 : 00 p

Repairs/insurance/security

£ 235 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

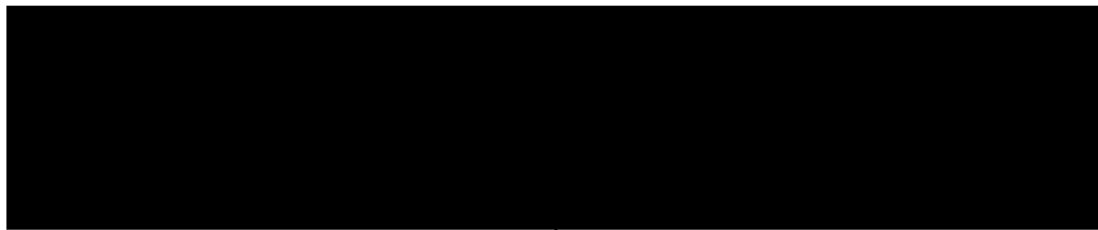
▶ please specify

Total

£ 1514 : 00 p

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

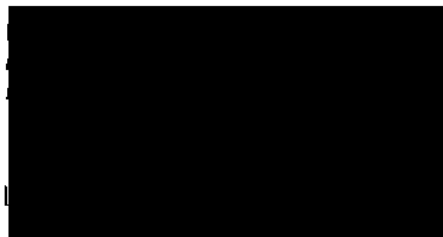
**Address of second home**  
*for Additional Costs Allowance*



**Declaration**

ly, exclusively and necessarily to enable  
or main home for the purpose of performing

**Signature**



MP

**Date**

20 12 - 06

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Member's claim form

04 DEC 2006

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

Richard OTTAWAN MP

Constituency

Croydon South

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 those 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 / 11 / 06 to 30 / 11 / 06 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 430:00 p ✓

Food

£ 240:00 p ✓

Utilities

£ 172:00 p ✓

Council Tax/Rates

£ 237:00 p ✓

Telephone and telecommunications

£ 174:53 p ✓

Cleaning

£ 140:00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Other

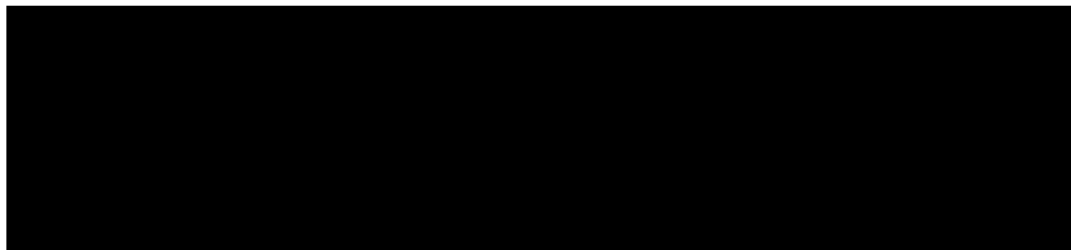
£ : p ▶ please specify \_\_\_\_\_

Total

£ 1393:53 p

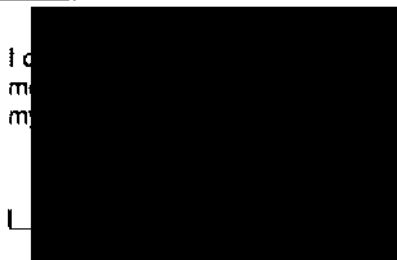
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I declare that I am wholly, exclusively and necessarily to enable  
myself to purchase my only or main home for the purpose of performing  
my duties as a Member of Parliament.

Signature



MP

Date

30/11/10  


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form to

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Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- If you have any doubt about whether you can claim for a cost please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

Richard Ottaway MP

Constituency

Croydon South

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.

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 / 10 / 06 to 31 / 10 / 06

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 430 : 00 p

Food

£ 240 : 00 p

Utilities

£ 172 : 00 p

Council Tax/Rates

£ 237 : 00 p

Telephone and telecommunications

£ 119 : 00 p

Cleaning

£ 140 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 120 : 00 p

▶ please specify gardening

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

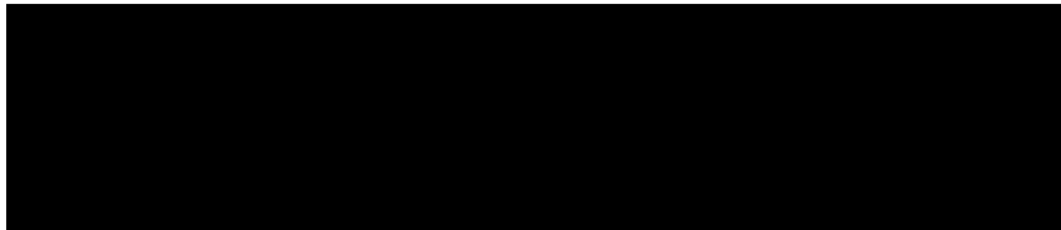
Total

£ 2221 : 75 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  
m [redacted] h home for the purpose of performing

Signature



MP

Date

30/10/06

**Data protection**

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Member's claim form

05 OCT 2006

About filling in this form

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Your details

Name in CAPITAL LETTERS

Richard OTTAWAY MP

Constituency

Croydon South

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 01/09/06 to 30/09/06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 430:00 p ✓

Food

£ 240:00 p ✓

Utilities

£ 172:00 p ✓

Council Tax/Rates

£ 237:00 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 140:00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 460:00 p ✓

▶ please specify

gardening

Other

£ : p

▶ please specify

Other

£ : p

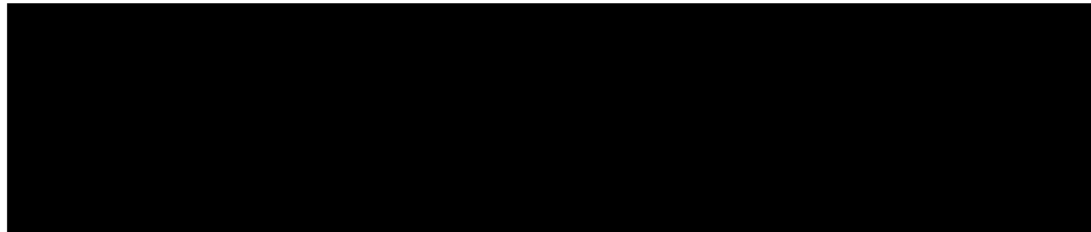
▶ please specify

Total

£ 1679:00 p

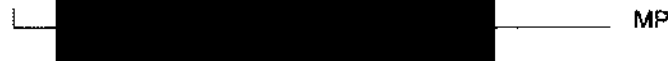
**Details of second home** *if applicable*

Address of  
second home  
for *Additional  
Costs Allowance*

**Declaration**

I confirm that the information provided is true and correct and is used exclusively and necessarily to enable me to claim my second home for the purpose of performing my duties as a Member of Parliament.

Signature

 MP

Date

4th October 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

INVOICE No.

To:-

MR Otterway

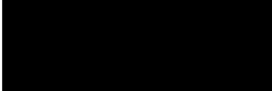
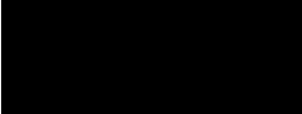
DESCRIPTION	COST
 <p>Emergency tree cut</p>	<p>£40-00</p>
 <p>' cut been hedge and clear tree up.</p>	<p>£120-00</p>
 <p>cut other hedges and cut grass</p>	<p>£120-00</p>
 <p>cut grass</p>	<p>£60-00</p>
<p>TOTAL</p>	<p>£340-00</p>

✓ July £120-00  
~~£400-00~~

INVOICE No.

To:-

MR Otterway

DESCRIPTION	COST
 cut grass	£ 60 -00
 cut grass	£ 60 -00
TOTAL	120-00

INVOICE No.

To:-

Mr Otterway

DESCRIPTION	COST
[REDACTED]	
Cut grass	£ 60-00
[REDACTED]	
Cut grass	£ 60-00
[REDACTED] Cut grass	£ 60-00
[REDACTED] - cut grass	
and strim round back of house	£ 80-00
[REDACTED]	£ 80-00
strim bank of ferns	
TOTAL	340-00 ✓

take down tree



# 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

Richard Ottaway Mr

Constituency

Croydon South

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 01 / 08 / 06 to 31 / 08 / 06

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 930 : 00 p ✓

Food

£ 240 : 00 p ✓

Utilities

£ 172 : 00 p ✓

Council Tax/Rates

£ 237 : 50 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 140 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 340 : 00 p ✓

▶ please specify Gardening

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

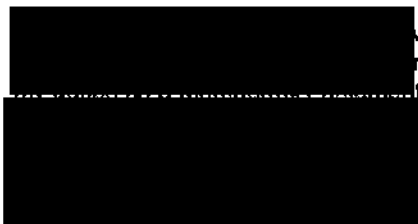
Total


£ 1559 : 00 p

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

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

**Declaration**

**Signature**  wholly, exclusively and necessarily to enable  
only or main home for the purpose of performing

**Date** 

MP

**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





Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- If you have any doubt about whether you can claim for a cost please call 020 7219 1340.



Your details

Name in CAPITAL LETTERS

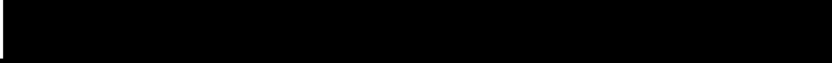
Richard OTTAWAY MP

Constituency

Croydon South

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.

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 01/07/06 to 31/07/06 ✓

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 430:00 p ✓

Food

£ 240:00 p ✓

Utilities

£ 172:00 p ✓

Council Tax/Rates

£ 237:00 p ✓

Telephone and telecommunications

£ ~~150:54~~ p

Cleaning

£ 140:00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

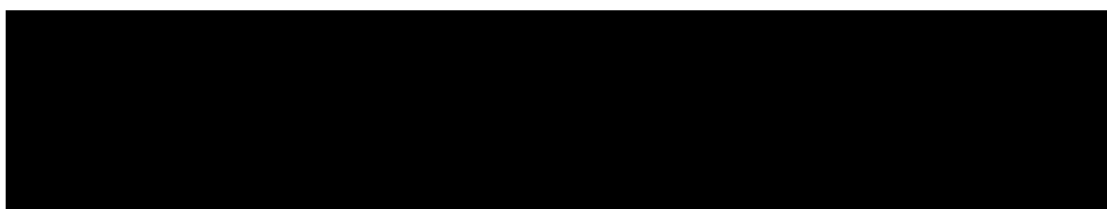
▶ please specify

Total

£ 1219:00 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  
 gain home for the purpose of performing

**Signature**



MP

**Date**

31/7/06 

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**Send your completed  
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Department of Finance & Administration, House of Commons, London SW1A 0AA



Member's claim form

3c/56/06

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

RICHARD OTTAWAY MP

Constituency

London South

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.

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 / 06 / 2006 to 30 / 06 / 2006

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 430:00 p

Food

£ 240:00 p

Utilities

£ 172:00 p

Council Tax/Rates

£ 237:00 p

Telephone and telecommunications

£ 150:00 p

Cleaning

£ 140:00 p

Service/maintenance

£ 300:00 p

See attached invoices - Garden Services

Repairs/insurance/security

£ : p

Other

£ 305:00 p

please specify Replacement bedding

Other

£ : p

please specify

Other

£ : p

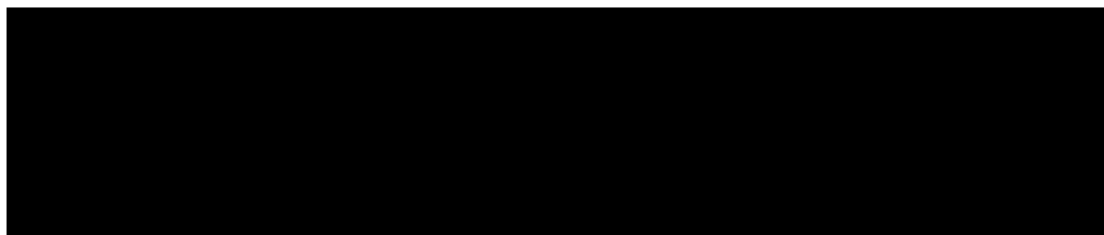
please specify

Total

£ 1974:54 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 [redacted] in home for the purpose of performing

Signature



MP

Date

29th June 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

~~305~~  
305  
Bedding

1 Natural Duvet

1 175.00

1 Stripe SK/Siz

1 130.00

Please keep this for your records

INVOICE No.

To:- Mr Otterway

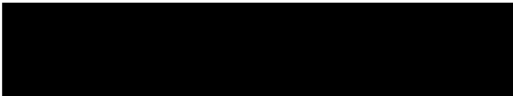





DESCRIPTION	COST
[REDACTED] TO cut grass	£ 60-00
[REDACTED] cut grass	£ 60 - 00
[REDACTED] cut grass	£ 60 - 00
[REDACTED]	
TOTAL	£ 180-00

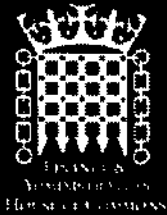
INVOICE No.

To:-

Mr Ollerway

DESCRIPTION	COST
	
to cut grass	£60-00
	£60-00
	
TOTAL	£120=00





Additional Costs Allowance

ACA2

06/07

Member's claim form

About filling in this form

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

Your details

Name in CAPITAL LETTERS

Richard Ottaway MP

Constituency

Croydon South

Office use only

Costs/Cat 2

13 ✓

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.

Please Pay Remainder of Claim

Period of claim

from 01 / 04 / 06

to 30 / 04 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 430:00 p ✓

Food

£ 240:00 p ✓

Utilities

£ 172:00 p ✓

Council Tax/Rates

£ 237:00 ✓

Telephone and telecommunications

£ 51:00 p ✓

Cleaning

£ 140:00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ 249:83 p ✓

Other

£ 2650:00 p ✓

▶ please specify Bed - see attached letter

Other

£ 169:49 p ✓

▶ please specify Fixing coldwater tank

Other

£ : p

▶ please specify

Total

£ 3496.82 p

please pay balance between continued on page 2 correct total and amount

Please Pay £842.00

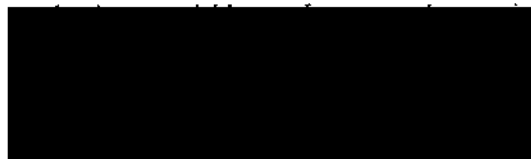
£4338.82



**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  
 home for the purpose of performing

Signature

MP

Date

27/04/06

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Send your completed  
form to

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

[REDACTED] Dep.Beds 1350.00  
Customer Order Number : [REDACTED]

al To Pay £1350.00  
A Tendered £1350.00

Customer Delivery/Address

Name: **MR OTTAWAY**

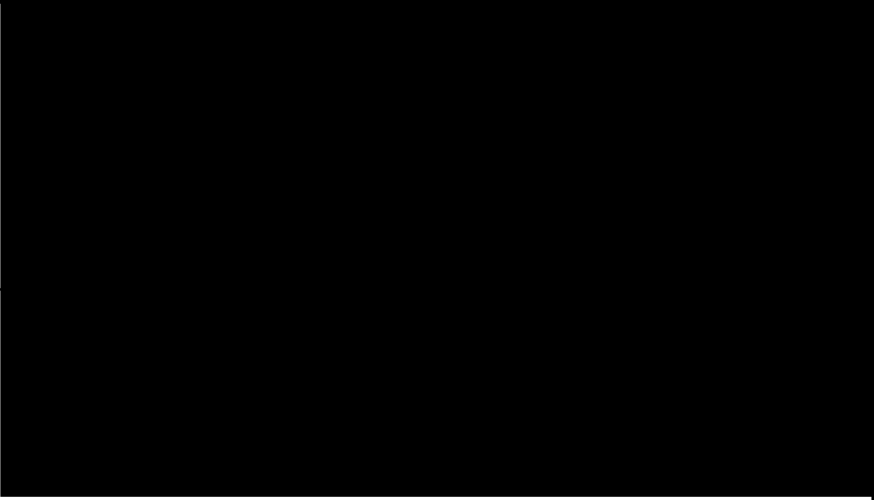
Product Details:

Quantity:	Ref No:	Finish
1		
Description: <b>180 X 200" S/EDGE SUBLIME D/SET IN MEDIUM TENSION</b>		

Selling Price:

~~2000~~  
**5395**

Total Value of Order	<b>5395</b>
Deposit	<b>1350</b>
Delivery	
Balance Due	<b>4045</b>



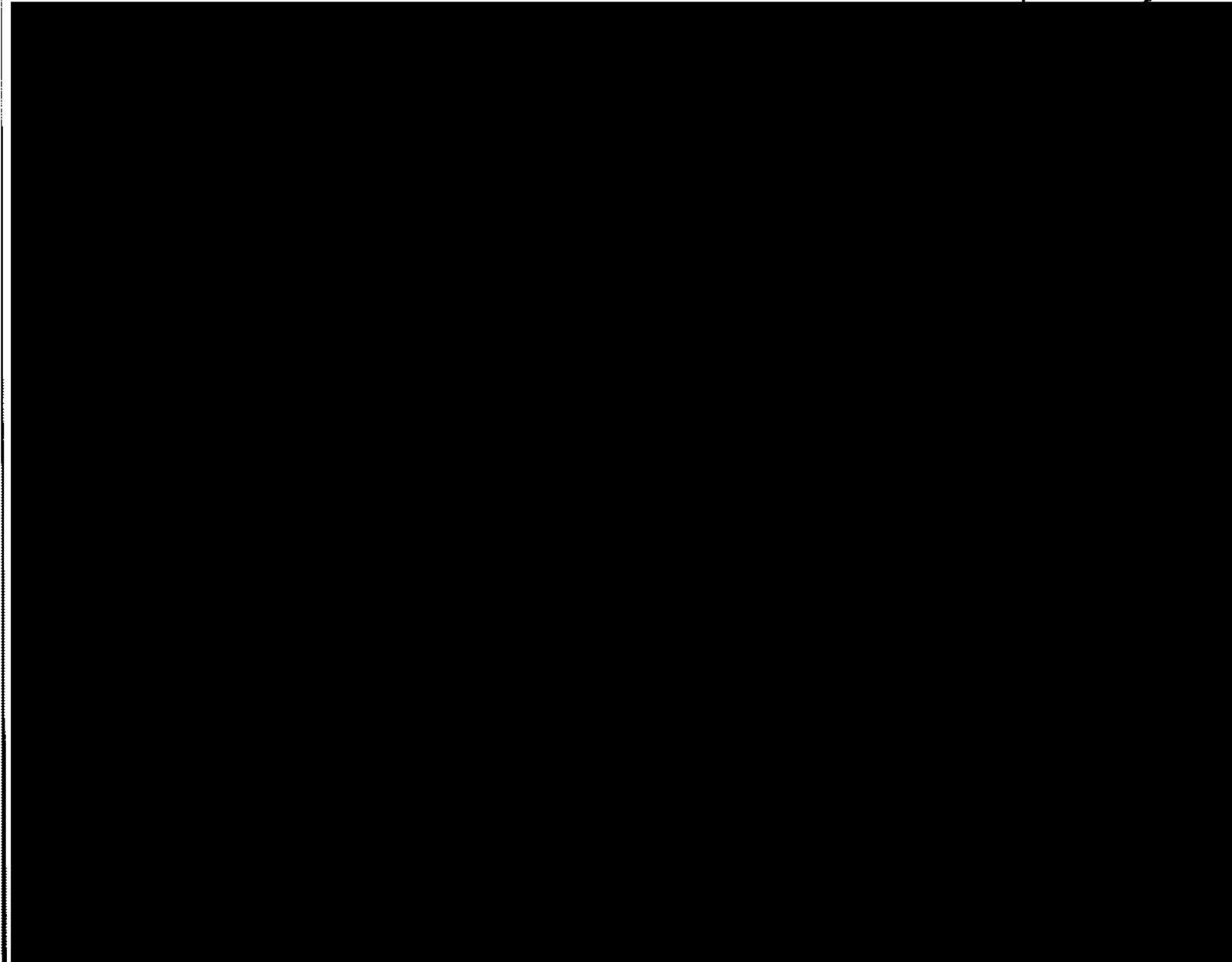
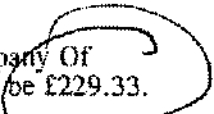
Mr R Ottaway



6th April 2006

Dear Mr Ottaway,

We are writing to confirm that we have recently received a request from [redacted] Insurance Company Of Europe, to amend your monthly Direct Debit amount. With effect from 7th May 2006 this will be £229.33.



**Council Tax 2006/2007**

MR RICHARD OTTAWAY

**YOUR METHOD OF PAYMENT IS DIRECT DEBIT, 15**

Due Date	Amount £	Due Date	A
01.04.2006	234.63	01.09.2006	2
01.05.2006	237.00	01.10.2006	2
01.06.2006	237.00	01.11.2006	2
01.07.2006	237.00	01.12.2006	2
01.08.2006	237.00	01.01.2007	2

INVOICE No: [REDACTED]

DATE:

2<sup>nd</sup> MARCH 2006

Mr Otterway  
[REDACTED]

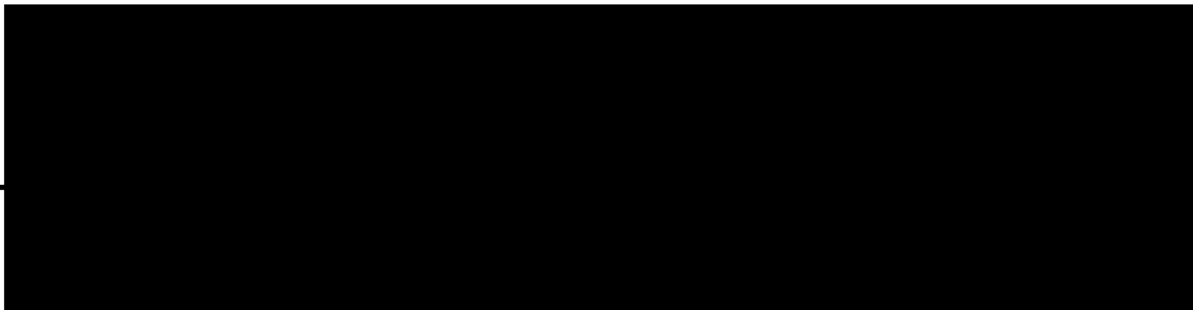
Re :- Overflow from cold water storage ec.

27/2/2006

Turned off cold water main supply to cold water storage tank in roof space.  
Disconnecting and removing defective ball-valve and float from same.  
Supplying and fitting new high pressure part two high pressure ball-valve and float to cold water tank complete with necessary new seals.  
Turned on cold water main supply setting up and testing new valve etc.

Turned off hot and cold water supplies to defective monobloc mixer taps to both hand basins en-suite.  
Disconnecting and removing bodies t both taps, cleaning and replacing washers and seals as possible then refitting same.  
Turned on hot and cold water supplies testing both taps as necessary.

FOR THE SUM OF	=	£144. 25.
Plus VAT @ 17.5%	=	£ 25. 24.
<b>TOTAL</b>	=	<b>£169. 49.</b>



**FORM FO23**

**CORRECTION TO GENERAL LEDGER**

<b>Finance and Administration</b>	<b>Reason for Amendment:</b>  Transfer of 2005-06 invoices to the 2005-06 IEP.
Prepared by: <i>(print and sign)</i> [Redacted]	
Authorised by: <i>(print and sign)</i> [Redacted]	
Date: 07/06/2006	

Transfer Description	Account Code	Cost Centre	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Debit	Credit
									£	£
Correction to transaction number [Redacted]	[Redacted]	[Redacted]	05 06			[Redacted]			324.30	
Correction to transaction number [Redacted]	[Redacted]	[Redacted]	06 07			[Redacted]				324.30
Correction to transaction number [Redacted]	[Redacted]	[Redacted]	05 06			[Redacted]			15.06	
Correction to transaction number [Redacted]	[Redacted]	[Redacted]	06 07			[Redacted]				15.06
Correction to transaction number [Redacted]	[Redacted]	[Redacted]	05 06			[Redacted]			119.26	
Correction to transaction number [Redacted]	[Redacted]	[Redacted]	06 07			[Redacted]				119.26
Correction to transaction number [Redacted]	[Redacted]	[Redacted]	05 06			[Redacted]			85.49	
Correction to transaction number [Redacted]	[Redacted]	[Redacted]	06 07			[Redacted]				85.49
Correction to transaction number [Redacted]	[Redacted]	[Redacted]	05 06			[Redacted]			1,168.00	
Correction to transaction number [Redacted]	[Redacted]	[Redacted]	06 07			[Redacted]				1,168.00
Correction to transaction number [Redacted]	[Redacted]	[Redacted]	05 06			[Redacted]			1,439.38	
Correction to transaction number [Redacted]	[Redacted]	[Redacted]	06 07			[Redacted]				1,439.38

<b>Total</b>	2,980.51	2,980.51
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All backing documentation must be attached to this form and filed in the Correction Journal file.

Transaction Reference: .....

Date received: \_\_\_\_\_ Input by: *(Signature)*  
 Date input onto computer: \_\_\_\_\_ Checked by: *(Signature)*