

**FORM FO23**

**CORRECTION TO GENERAL LEDGER**

<b>Finance and Administration</b> Prepared by: <i>(print and sign)</i> ██████████ Authorised by: <i>(print and sign)</i> ██████████ ██████████ Date: 03/09/2009	<b>Reason for Amendment:</b> <p style="text-align: center;">Correction to expenditure type (cat 5) re: PA AE 2009/10 Roger Williams MP</p>
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Transfer Description	Account Code	Cost Centre	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Debit	Credit
									£	£
Corr/exp type/trans 432535	514602	MWILLRBR	09 10			514631				1,250.00
Rent	514602	MWILLRBR	09 10			514632			1,250.00	

Total	1,250.00	1,250.00
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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)* .....



HOUSE OF COMMONS

**Member's Reimbursement Form**  
Personal Additional Accommodation Expenditure (PAAE)

**PAAE 2**

Office use only  
Costs/Cat2

Supp/Res ID

MWILLRBR

Allowance 514602

692104

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

ROGER HUGH WILLIAMS

432535

Claim details

Month/period to be claimed

From

01042009

To

00042009

CC 25/6

Subsistence

(No receipts required)

Number of nights spent  
away from main home

@ £25.00 per night £

Exp type/  
Cat5

Cost of accommodation

2009/2010

5890837

S.S 23-6-09

Mortgage interest £

514 ---

Hotel £

514 ---

Rent (inc deposits) £

1250.00

514 631

Council Tax/rates £

514 ---

Fixtures, fittings and furnishings

£	
£	
£	
£	
£	
£	

Total £

514 ---

Other household costs

(e.g. service charges, utilities,  
telecommunications, maintenance  
and repairs)

Water	£	329.59
Gas	£	27.41
	£	
	£	
	£	
	£	

Total £

357.00

514 636

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £

1607.00

Authorisation and declaration

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's  
Signature

Date

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 HMRC. 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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Under the Data Protection Act 1996, 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).

About filling in this form.

If you have any questions about this form,  
please call 020 7219 1340

Send your completed form to:

Operations Directorate, Department of Resources  
House of Commons, London SW1A 0AA



**Water Services Bill**  
**Tel: 0845 9200 888**

**Account Number**  
 [REDACTED]

If you like the convenience of using online services, you can pay your bill, tell us you're moving and more, simply log on to [www.thameswater.co.uk](http://www.thameswater.co.uk)

JM0171210\_1SOP1\_9199  
 AA59564/008199/018199



[REDACTED]  
**MR R WILLIAMS**  
 [REDACTED]

**Your water services bill for the year 1 April 2009 to 31 March 2010**

**Current charges**

**£329.59**

See below

**Amount to pay by 1st April 09**

**£164.80**

The remaining £164.79 should be paid by 1st October 09 - we will send you a reminder nearer the time

You can pay the whole bill now if you prefer. If making full payment, please change the amount due box on the giro slip to £329.59

**Service charges 1 April 2009 - 31 March 2010**

	Chargeable value/rate per £	Supply charge £	Fixed charge £	Totals £
<b>Water</b>	376 @ 48.72p	183.19	27.00	210.19
<b>Wastewater</b>	376 @ 22.18p	83.40	36.00	119.40
			<b>Charges</b>	<b>£329.59</b>

**Paying your bill**

If paying at a bank, please allow 7 days for payment to reach us. There is no counter fee if you pay at a branch of your bank. Full details of how to pay are shown on the back.

**Other ways to pay**

Direct Debit is the easiest way to pay - simply call our Direct Debit Hotline on 0845 6410 055 or fill in the form on the reverse and return it to us within 7 days.

**0800 048 0202**

**Freephone\***

Mon - Fri, 8am - 8pm, Sat, 8am - 6pm.

Please have your latest meter reading handy.

**Planning on moving home?**

Call the number above and press 1

**britishgas.co.uk/billing**

To manage your account online

491

Mr R WILLIAMS



221 111



Customer reference number

**Bill date:**

2 June 2009

**Bill period:**

07 Mar 09 - 02 Jun 09



## Your gas bill - actual

**Please pay £27.41 - to reach us by 16 Jun 2009**

Pay by this date and you'll benefit from our Prompt Pay discount on your next bill

### Before this bill

Your previous bill	£62.77 in debit
What you paid	£62.77
Balance after your last payment	£0.00

### This bill

Balance brought forward	- £0.00
Gas you've used this period	£26.11
VAT at 5%	£1.30
<b>Total to pay</b>	<b>£27.41</b> in debit

For further details please turn over →

### Message board

#### Terms and Conditions

We have made some changes to our terms and conditions for supplying your energy. For a copy call **0800 048 0202** or go to [britishgas.co.uk/terms](http://britishgas.co.uk/terms)

#### Generation Green

Generation Green is our brand new schools and community programme designed to help kids grow greener minds inside and outside of the classroom. To find out more visit [generationgreen.co.uk/schools](http://generationgreen.co.uk/schools)

## Ways to pay your bill

When paying you need your customer reference number which is 

Please allow 3 working days for your payment to clear at a bank or Post Office and 5 working days if you pay by post.

### Switch to Direct Debit

It's easy, convenient and saves you money. Call us on 0800 048 0202 to spread your payments over the year, or pay your bill in full each quarter.

### Credit/Debit card, by phone or online

Call us on 0800 107 0224 or visit [britishgas.co.uk/paymybill](http://britishgas.co.uk/paymybill)

### Internet or phone banking

Pay directly to our account number 71584685 and sort code 40-05-30.

### At any bank or by post

Make cheques payable to "British Gas Trading Ltd" and write your customer reference number on the back. Take your cheque with this completed payment slip to the bank, or send them to British Gas, Payment Area 55, Camberley, GU95 1AB. Please don't send cash in the post. Some banks charge for this service.

### By PayPoint

Take your whole bill and pay by cash.

### At the Post Office

Take your bill or payment card, fill in this payment slip and make your cheque payable to "Post Office Ltd".

## What you paid - thank you

Online Credit/Debit Card Payment	8 May 2009	£62.77
<b>Total payments</b>		<b>£62.77</b>

## Gas you've used this period

Meter number: [REDACTED]

7 Mar 09 - estimated	<b>4432</b>	Estimated
2 Jun 09 - actual	<b>4444</b>	You gave us your meter reading
<b>= 12 imperial units used over 88 days (actual)</b>		
Gas units converted = <b>380.57 kWh used over 88 days</b>		
380.57 kWh x 6.860p		£26.11
<b>Total cost of gas used</b>		<b>£26.11</b>

### Gas units are converted to Kilowatt hours using the following formula:

imperial units used	metric conversion factor	calorific value	volume correction	to convert to kWh	gas used in kWh
12	x 2.83	x 39.4500	x 1.0226400	÷ 3.6	= 380.57

### The cost of gas isn't just the price of fuel\*\*

[REDACTED] 44% Wholesale Gas	} Price of fuel (gas) = 64%
[REDACTED] 20% Corporation Tax on Gas	
[REDACTED] 19% Delivery to your home	
[REDACTED] 8% Operating costs	
[REDACTED] 5% VAT	
[REDACTED] 2% Government obligation to help the environment	
[REDACTED] 2% Profit	

\*Above example based on industry average consumption of 20,500 kWh per year, based on average regional prices. Costs are indicative as at February 2009.

To get a large print, talking or braille bill or to join our Home Energy Care register call 0800 072 8625 (Textphone 18001 0800 072 8626)

British Gas Trading Limited Registered in England No. 3078711. Registered Office: Millstream, Maidenhead Road, Windsor, Berkshire SL4 5GD. VAT Registration Number 684 9667 62. Bill date & tax point 2 Jun 2009.

## Emergency? Smell gas?

**!** Call **0800 111 999** (24 hours)

To find the name and address of the company responsible for the gas pipeline delivery network to your home, please call 08701 600 229 (lines open Mon-Fri 8am to 9pm, excluding Bank Holidays).

## Your gas meter point reference number

London Electricity Pricing Area.  
Accuread read your meter.

## Getting in touch with us

✉ Write to **British Gas PO BOX 3055, Eastbourne BN21 9FE**

☎ Central heating enquiries: **0845 672 2122**

## What to do if you have a complaint

**Step 1** Please contact us on 0800 072 8632, go to [www.britishgas.co.uk/energycomplaint](http://www.britishgas.co.uk/energycomplaint), or write to British Gas Complaint Management Team, PO BOX 3054, Eastbourne BN21 9FD. We will do all we can to resolve your issue straight away.

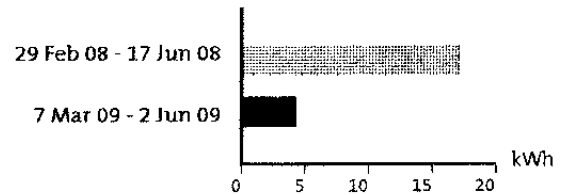
**Step 2** If you remain dissatisfied, please write to: Andy Eley, Head of Complaints, British Gas, PO BOX 1577, Southampton SO18 9EX.

If following steps 1 and 2 you are still dissatisfied you may contact the Energy Ombudsman on 0845 055 0760 (Textphone 18001 0845 051 1513), or via [www.energy-ombudsman.org.uk](http://www.energy-ombudsman.org.uk). The Ombudsman offers a free, independent service where customer and supplier cannot reach final resolution. Their final decision is binding on the energy supplier, not the customer.

## Advice?

Consumer Direct, the Government's helpline for consumer advice, offers clear, practical and impartial help and advice. You can call on 08454 04 05 06 or go to [www.consumerdirect.gov.uk](http://www.consumerdirect.gov.uk)

## Daily average of the gas you've used



The above includes estimated readings.

\*Call free from BT Calling Plan. Mobiles and other providers' charges may vary. Your calls may be monitored and/or recorded for quality and compliance purposes.

 	<b>Gas Payment Slip</b>		<b>British Gas</b>	<b>bank giro credit</b>
	Reference (customer account number)	Credit account number	Amount due	no fee payable at P.O. counter
[REDACTED]	[REDACTED]	<b>£ 27.41</b>	Cheque acceptable at a Post Office	
Mr R WILLIAMS			Total cash	[REDACTED]
Cashiers stamp and initials	Signature	HSBC Head Office Collection Account	Cheques	[REDACTED]
Date	[REDACTED]		£	[REDACTED]
Please do not write in the area below or fold this voucher				