



Additional Costs Allowance

ACA2

Member's c [redacted]

22 DEC 2005

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

ROSEMARY MCKENNA ✓

Constituency

Cumbernauld, Kilsyth & Kirkintilloch East

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 01 06 to 31 03 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 3540 : 00 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

£ 3540 : 00 ✓

**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

20.12.05**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



Member's claim

26 SEP 2005

About filling in this form

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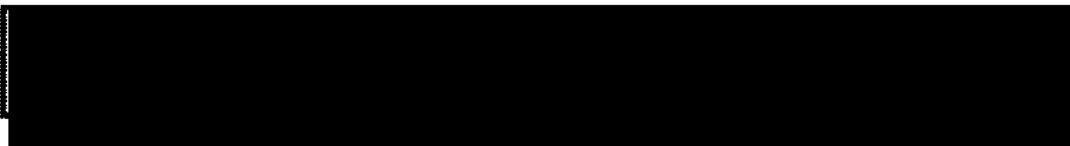
Your details

Name in CAPITAL LETTERS

ROSEMARY MCKENNA /

Constituency

CUMBERNAULTS, KILSYTH & KIRKENTULLOCH EAST



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 1 10 1 05 to 31 12 1 05 X3

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 3,600 : - - p ✓ Rent paid in advance.

Food

£ 500 : - - p ✓ → 3 months

Utilities

£ 200 : - - p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 240 : - - p ✓

Cleaning

£ 240 : - - p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ 200 : - p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

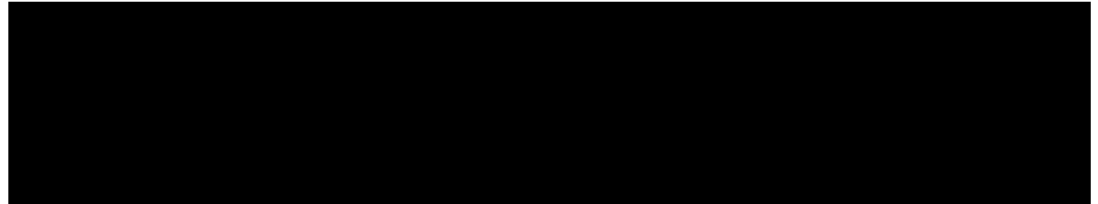
£ : p ▶ please specify

Total

£ 4,980 : 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  
to do the essential work of my office in the House for the purpose of performing

**Signature**



**Date**

30.9.05

**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



Additional Costs A

ACA2

# Member's claim form

15 JUL 2005

### 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

ROSEMARY MCKENNA

Constituency

CUMMASHAWLEO, KILSYTH & KIRKINMULLOCH EAST



## 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 1 106 105 to 20 109 105

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

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 1895 : 60 p

▶ please specify Filling shoes

Other

£ : p

▶ please specify

Other

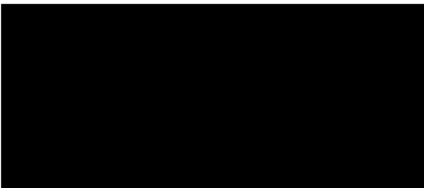
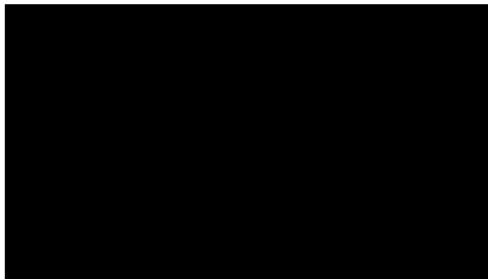
£ : p

▶ please specify

Total

£ 1895 : 60 p

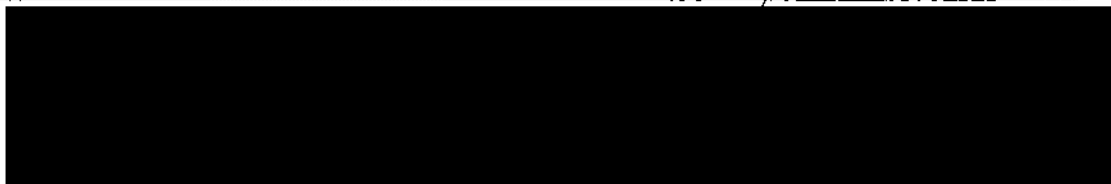
continued on page 2



2005

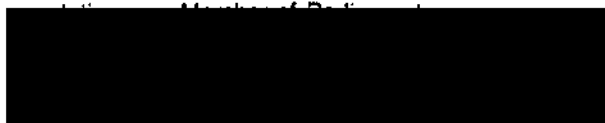
**Details of second home** *if applicable*

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



MP

Date

13/07/05**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

NAME Mrs R McKenna

INVOICE To.

ADDRESS



CHEQUE

CASH

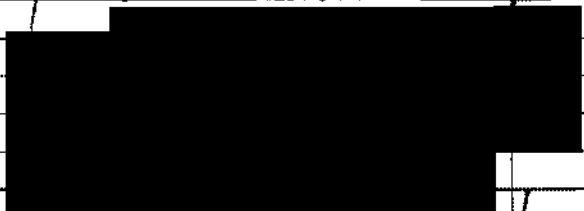
CREDIT

DATE 4-7-05

DESCRIPTION

Plumbing Work Carried out at the above address to turn off Hot and Cold Water Supply off, and to drain down, to disconnect and to remove one Taped Wormer from wall and to disconnect and to remove one Bath and one Wash Basin one WC Seat and old lips to run new Hot and Cold Water Supply to Shower Valve and to Cap off floor and Returns to old Heats to Supply and to fit Service Valve to W.W.P. Tank and Service Valve to Wash Basin, to fit one Shower Tray with New Surround and one Shower Valve, and fit Re-tile Bath Room and floor to sealing work Completed and Here in Working Order time and Mat

£1895.60



Paid

£1895.60



Additional Costs Allowance

05/06.

# Member's claim form

**ACA2**

f 2

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## Your details

Name in CAPITAL LETTERS

ROSEMARY MCKENNA

Constituency

CUMBERNOLD KILSITH & KIRKINTILLOCK EAST

## 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.

Please list

Please attach

Period of claim

from 1 10 05 to 30 10 05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 3,500 : -- p

Food

£ ~~500~~ : -- 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

£ 3,900 : 00 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**

29/06/05

**Data protection**

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



Additional Costs

ACA2

05/06

Member's claim form

About filling in this form

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Your details

Name in CAPITAL LETTERS

ROSEMARY MCKENNA

Constituency

CUMBERNAULD, KILSPY & KIRKINTILLOCH EAST.

Claim details

You can only claim for

- costs you have actually paid
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- 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 1 to 23 1 06 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

£ 464 : 38 p ✓

Repairs/insurance/security

£ 1633 : 00 p ✓

Other

£ 65 : 96 p ✓ please specify

Other

£ 232 : 50 p ✓ please specify

Other

£ 25 : 81 p ✓ please specify

Total

£2,421 : 65 p

Carpets + Vinyl.

**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



MP

Date

23/06/05

**Data protection**

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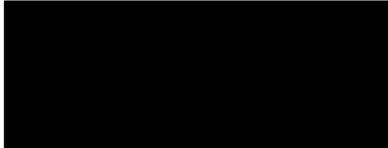
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form to

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

MS R MCKENNA M.P



VAT Reg No.

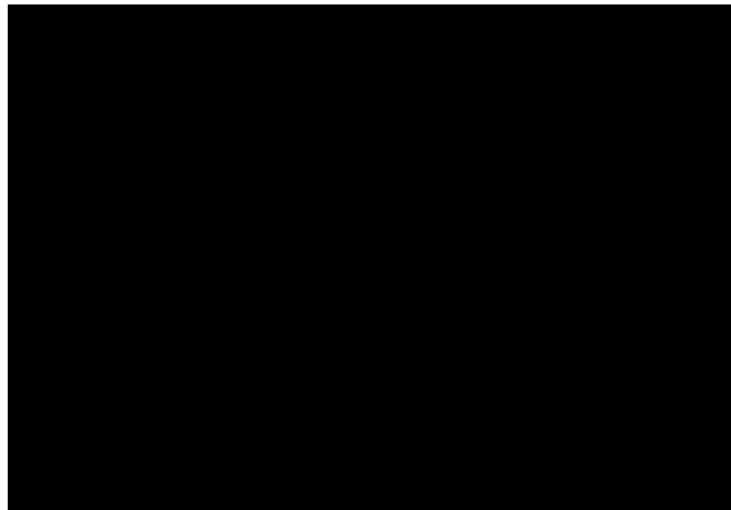
Invoice No.	[Redacted]
Invoice Date	20/06/2005
Order No.	[Redacted]
Account No.	[Redacted]

OUR ESTIMATE NO 6076 Amount

RE LOUNGE, BEDROOM AND HALL.

SUPPLY AND INSTALL BRINTONS BELL TWIST  
AND GREY VINYL TO KITCHEN AND BATHROOM

1,389.79      1,389.79      17.50      243.21



Site Address



<b>Total Net Amount</b>	1,389.79
<b>Carriage Net</b>	0.00
<b>Total Tax Amount</b>	243.21
<b>Invoice Total</b>	1,633.00



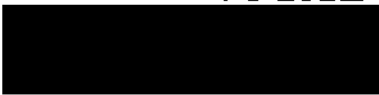
INVOICE NO

DATE 21/06/05

<p>[Redacted]</p> <p>To paint the following Rooms</p> <p>Lounge</p> <p>Bedroom</p> <p>Hallway</p> <p>[Redacted]</p>	
---	--

TOTAL £ 464-38

PLEASE MAKE CHEQUES PAYABLE TO





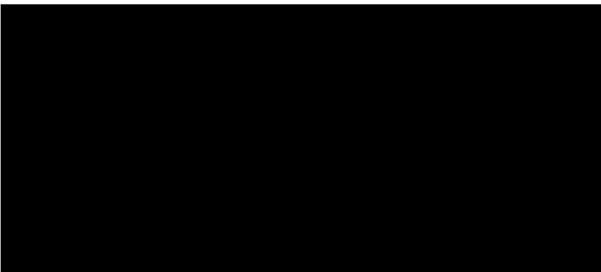
832/1626 OVER **RECEIVED** 12.99

831/8787 2 S **RECEIVED** 9.99

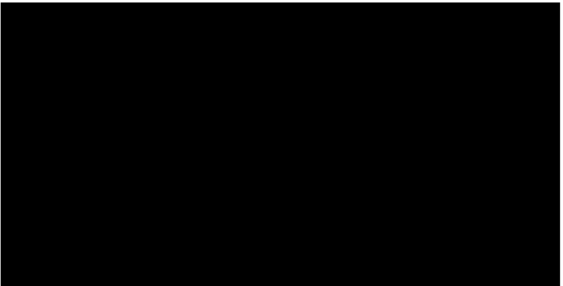
831/7386 **RECEIVED** 25.99

832/1657 TOILET BRUSH HOLDER **RECEIVED** 9.99

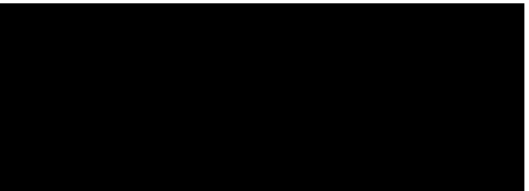
TOTAL 4 Items 65.96



ESTIMATED COLLECTION TIME 12:58pm



22/05/05



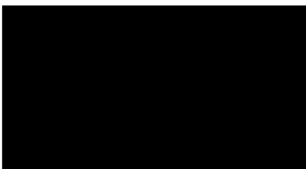
23 JUN 2005

CUSTOMER COPY

1759	COLOROLL	5021452208283	9.00
1759	COLOROLL	5021452208283	9.00
1759	COLOROLL	5021452223439	4.50
1759	COLOROLL	5021452223477	11.00
1759	COLOROLL	5021452223583	9.00
1759	COLOROLL	5021452208276	10.00
1759	COLOROLL	5021452208276	10.00
1759	COLOROLL	5021452208405	52.50
1308	BATHSHOP	2200853892540	4.00
1308	BATHSHOP	2200851439471	10.00
1759	COLOROLL	5021452208436	67.50
1308	BATHSHOP	2200850170597	12.00
1308	BATHSHOP	2200852482735	4.00

TOTAL:SALE TRANSACTION

£212.50



THANK YOU

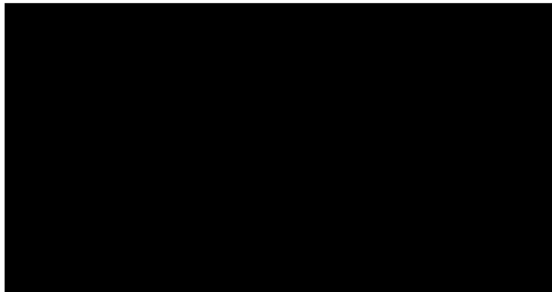
23/06/2005



HOUSEWARES	*1.85
HOUSEWARES	*2.50
CLEANERS	*2.68
CLEANERS	*1.97
BAGS	*4.40
VACUUM BAGS	*4.15
CLEANERS	*1.29
CLEANERS	*1.29
CLEANERS	*2.58
CLEANERS	*1.55
CLEANERS	*1.55
ITEMS	110
***TOTAL	*25.81
CASH	*25.81
CHANGE	*0.00

*back*



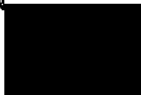


23 JUN 2005

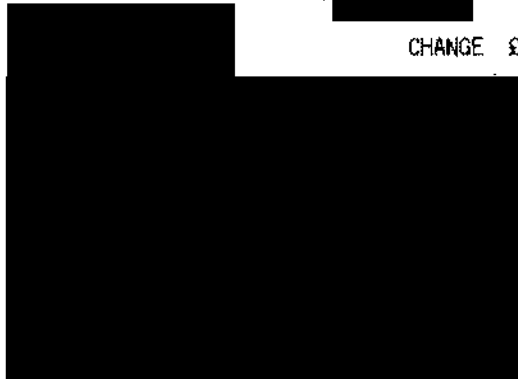
CUSTOMER COPY

1308 BATHSHOP	2200853946809	10.00
1308 BATHSHOP	2200853946809	10.00

TOTAL:SALE TRANSACTION		£20.00
CASH		20.00



CHANGE £0.00



Financial Processing }

Transaction No

Registration No

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient**



26/05

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

**Text Rates** Reduced for dissolution

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**



**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**



TOTAL £ 2,319.37

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

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

\* Financial Processing purposes only

Registered by (initials & date)



03/06

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

ROSEMARY MCKENNA

Constituency

CUMBERNAULD, KILSYTH AND KIRKINTILLOCH EAST

### 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 5 105 105 to 30 10 105

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,100 : 00 p

Food

£ 500 : 00 p

Utilities

£ : p

Council Tax/Rates

£ ~~556~~ : 20 p 519.37

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Other

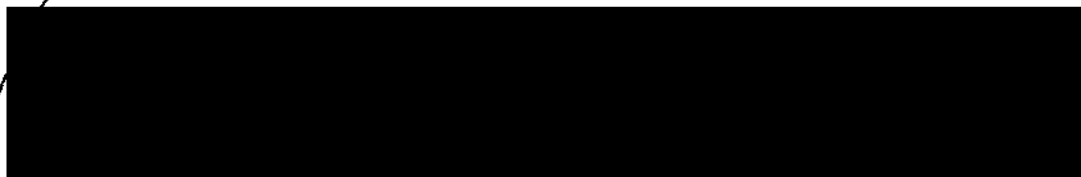
£ : p ▶ please specify \_\_\_\_\_

Total

2,319.37  
£ ~~2,356~~ : 20 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



MP

Date

26/05/05

**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 9AA

Date of Issue: 15-MAR-2005

MRS R MCKENNA	
[REDACTED]	
Account reference	[REDACTED]

Address of property (if different)	
[REDACTED]	
Property reference	[REDACTED]

### Council Tax demand notice 2005 to 2006

The property above has been placed in band [REDACTED]. For properties in this band within the [REDACTED] the amounts set for the financial year 2005 to 2006 are as follows.

		Percentage (%) Change From Last Year	
[REDACTED]		0.0 % Increase	363.38
[REDACTED]		5.5 % Increase	254.62
Council Tax for your property 2005 to 2006		2.1 % Increase	618.00
Charge for Period 01-APR-2005 - 31-MAR-2006			618.00
<b>Adjustments</b>		<b>Period</b>	
Discount 10% : 2nd Home/Company Property	01-APR-2005	31-MAR-2006	-61.80
[REDACTED]		<b>Total</b>	<b>556.20</b>

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 dedicated

**Text**

30/3

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5):** £2576.92

Reduced for diss-

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

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

\* Financial Processing purposes only

Registered by (initials & date)

J.L.G.

Posted by (initials & date)

13 APR 2005



# Member's claim form

01 APR 2005

## 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

ROSEMARY MCKENNA

Constituency

CUMBERLAND & KILBUTH.

## 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: 1 104 105 to 30 106 105

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 3,500 : - - 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

£ 3,500 : - - p

$\div 91 = £38.46 \times 67 \text{ days}$   
 $= £2576.92$

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

L

MP

Date

30/03/05

**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