

## C1. REIMBURSEMENT

I wish to claim reimbursement of the following amounts from my Incidental Expenses Provision for the period 31/12/04..... to 30/1/05.... as detailed below.

I attach certified receipts/invoices for all equipment & software leased or purchased.

| Item | Description of service / goods        | Amount<br>£ | Fees office use<br>only |  |
|------|---------------------------------------|-------------|-------------------------|--|
| 1    | BT — phones for constituency office   | 290.30      |                         |  |
| 2    | NE Lines Council — office electricity | 23.94       |                         |  |
| 3    |                                       |             |                         |  |
| 4    |                                       |             |                         |  |
| 5    |                                       |             |                         |  |
| 6    |                                       |             |                         |  |
| 7    |                                       |             |                         |  |
| 8    |                                       |             |                         |  |
| 9    |                                       |             |                         |  |
| 10   |                                       |             |                         |  |
|      |                                       | £314.24     |                         |  |

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

SIGNED [REDACTED].....MP

PRINTED NAME SHONA MCCUSACK.....

DATE 15/2/05..... CONSTITUENCY CLEETHORPES

More connections.  
More possibilities.

Your account and bill number

SHONA MCISAAC MP

Date  
1 February 2005

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

## BT Commitment

Bill for

|                                   |          |
|-----------------------------------|----------|
| Cost of calls                     | £ 123.62 |
| Package benefits<br>BT Commitment | £ 0.00   |
| Service charges                   | £ 123.45 |
| VAT                               | £ 43.23  |

**Total now due**                    **£ 290.30**

*Please make sure we receive the total now due by  
12 February 2005*

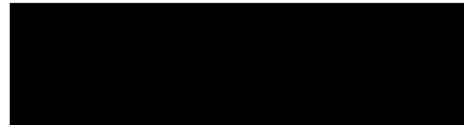
BT Customer Commitment



**NORTH  
EAST  
LINCOLNSHIRE  
COUNCIL**  
www.nelincs.gov.uk

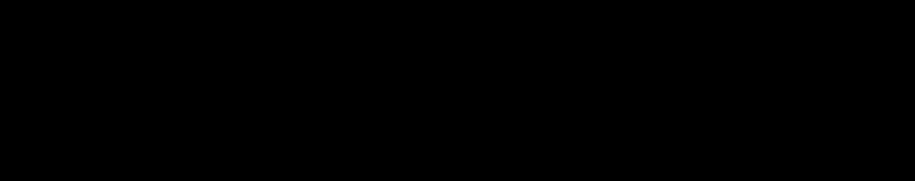
# INVOICE

Invoice No



Invoice Address:

Name **SHONA MCISAAC MP**



Invoice Date: **29 Dec 2004**

Supply Date: **01 Oct 2004**

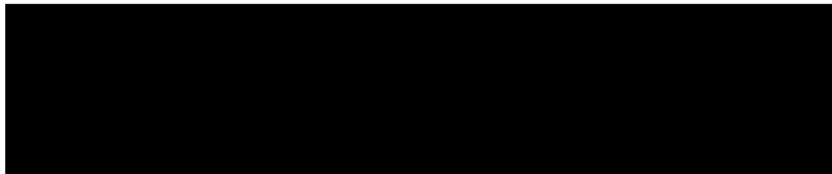
Your Order No:

Customer No:



|                                                                    | <u>Net</u> | <u>VAT Rate</u> | <u>VAT</u> | <u>Value</u> |
|--------------------------------------------------------------------|------------|-----------------|------------|--------------|
| <b>ELECTRICITY RECHARGE AT IMMINGHAM RESOURCE CENTRE</b>           |            |                 |            |              |
| ELECTRICITY RECHARGE FOR ROOM 18 FROM 1ST OCT 04<br>TO 31ST DEC 04 | 22.80      | 5.00%           | 1.14       | 23.94        |

PREVIOUS READING 19904  
CURRENT READING 20236



|                   |               |
|-------------------|---------------|
| Pre VAT           | 22.80         |
| VAT               | 1.14          |
| <b>Amount Due</b> | <b>£23.94</b> |

Financial Processing }

Transaction No.

Registration No.

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Supplier ID**

**Text**

**Invoice No.**

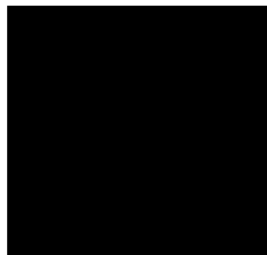
**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06-

**Expenditure type (Cat5) :**



£.....

£794-63

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£794-63

**TOTAL**

**Comments:**

\* Financial Processing purposes only  
Registered by (initials & date)

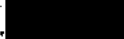
.....



3-1 MAY 2005

Posted by (initials & date)

.....



3-1 MAY 2005



Direct payment of suppliers

2004-2005

When to use this form

- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

SHOWA MCISAAC

Constituency

CLAEETHORPES

Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

17 / 05 / 05

Allowance year

2004/2005

Incidental Expenses Provision claims

|        | Suppliers                   | Amount     |
|--------|-----------------------------|------------|
| Item 1 | Banner                      | £ 794:63 P |
| Item 2 | <del>NE Lines Council</del> | £ : P      |
| Item 3 |                             | £ : P      |
| Item 4 |                             | £ : P      |
| Item 5 |                             | £ : P      |

Total

£ 794:63 P

Claim details continued

**Staffing Allowance claims**

|              | Suppliers | Amount            |
|--------------|-----------|-------------------|
| Item 6       | _____     | £ _____ : _____ p |
| Item 7       | _____     | £ _____ : _____ p |
| Item 8       | _____     | £ _____ : _____ p |
| Item 9       | _____     | £ _____ : _____ p |
| <b>Total</b> |           | £ _____ : _____ p |

| Office use only   |             |            |
|-------------------|-------------|------------|
| Allow or A/c code | Supplier ID | Exp/ Cat 5 |
|                   |             |            |
|                   |             |            |
|                   |             |            |
|                   |             |            |

**Authorisation and declaration**

I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

\_\_\_\_\_

Date

17, 05, 2005

**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).

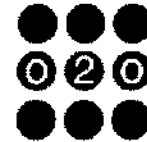
Send your completed form to

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

| Office use only       |          |       |                                 |
|-----------------------|----------|-------|---------------------------------|
| Validation            | Initials | Date  |                                 |
| Claims received       |          | /   / |                                 |
| Signature check       |          | /   / |                                 |
| Funds check           |          | /   / |                                 |
| Allowable expenditure |          | /   / |                                 |
|                       |          |       | Validation                      |
|                       |          |       | Initials Date                   |
|                       |          |       | Member ID added to form         |
|                       |          |       | Payment codes added to form     |
|                       |          |       | Receipts/ documentation present |
|                       |          |       | Processing input                |

Please use margin for comments

# Statement



office2office

Shona McIssac MF

Customer Account : [REDACTED]  
Statement Date : 06/05/2005

Banner Business Supplies Ltd

Tel No : [REDACTED]  
Fax No : [REDACTED]  
EMail : [REDACTED]

Page : 1

| Date       | Transaction Type | Document   | Customer Reference | Status | Transaction Value | Outstanding Value |
|------------|------------------|------------|--------------------|--------|-------------------|-------------------|
| 02/02/2005 | [REDACTED]       | [REDACTED] | [REDACTED]         |        | 157.64            | 157.64            |
| 20/02/2005 | [REDACTED]       | [REDACTED] | [REDACTED]         |        | 11.22             | 11.22             |
| 31/03/2005 | [REDACTED]       | [REDACTED] | [REDACTED]         |        | 11.22             | 11.22             |
| 05/04/2005 | [REDACTED]       | [REDACTED] | [REDACTED]         |        | 614.55            | 614.55            |

Total : 794.63



# Incidental Expenses Provision

## Member's reimbursement form

When to use this form

- Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

### Your details

Name in CAPITAL LETTERS

SHONA MUSAAC

Constituency

CLACTHORPES

### Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 13 105 to 31 13 105

Allowance year

2004/2005

|         | Description of service or goods | Amount       |
|---------|---------------------------------|--------------|
| Item 1  | Office electricity              | £ 29 : 23 p  |
| Item 2  | Data protection                 | £ 35 : 00 p  |
| Item 3  | Office Rates                    | £ 263 : 04 p |
| Item 4  | Postage                         | £ 105 : 00 p |
| Item 5  | "                               | £ 77 : 00 p  |
| Item 6  | "                               | £ 91 : 00 p  |
| Item 7  | "                               | £ 105 : 00 p |
| Item 8  |                                 | £ : p        |
| Item 9  |                                 | £ : p        |
| Item 10 |                                 | £ : p        |

£ 705 : 27 p



**Authorisation and declaration**

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

Date

17 May 2005

**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

**Office use only**

**Validation**

Initials Date

Claims received

[Redacted] 23 5/05

Signature check

[Redacted] / /

Funds check

[Redacted] 23 5/05

Allowable expenditure

[Redacted] / /

Member Res ID & Costs

[Redacted] / /

Ext type/Cat 5 & subtotals added to form

[Redacted] / /

Receipts/ documentation present

[Redacted] / /

**Processing**

Input

[Redacted] 26 MAY 2005

**Input subtotals per Cat 5**

£ 327.27

£ 378.00

£

£

£

£

£

£

£ 705.27

Financial Processing }

Transaction No

Registration No

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Supplier ID**

**Text Box**

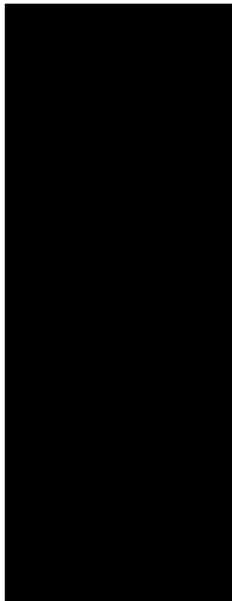
**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

**Expenditure type (Cat5) :**



**TOTAL**

04\_05 / 05\_06

£ 16.03

£ .....

£ .....

£ .....

£ .....

£ .....

£ .....

£ .....

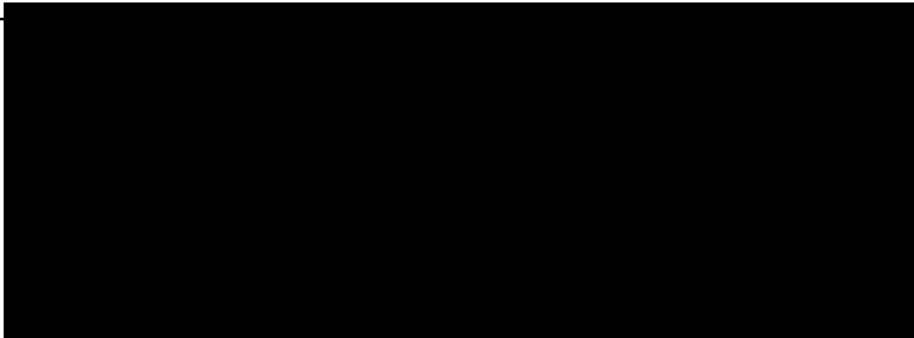
£ .....

£ 16.03

**Comments:**

\* Financial Processing purposes only  
Registered by (initials & date)

Posted by (initials & date)



Financial Processing }

Transaction No. ...

Registration No. ...

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Supplier ID**

**Text Box**

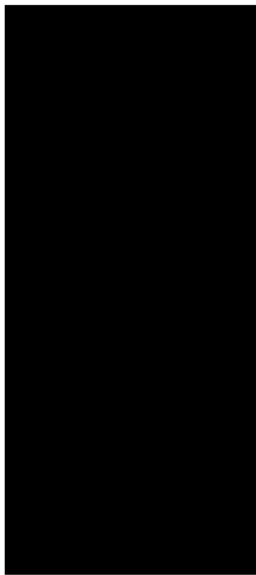
**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

**Expenditure type (Cat5) :**



04\_05 / 05\_06

£ 16.72

£ .....

£ .....

£ .....

£ .....

£ .....

£ .....

£ .....

£ .....

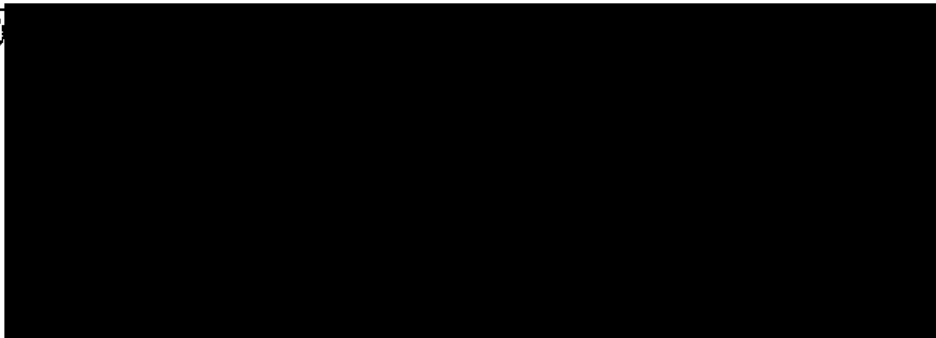
£ 16.72

**TOTAL**

**Comments:**

\* Financial Processing purposes only  
Registered by (initials & date)

Posted by (initials & date)



C2. DIRECT PAYMENT

FEB 05

I enclose .....2..... certified invoices to allow direct payments to be made from my Incidental Expenses Provision

| Invoice | Supplier's name | Amount<br>£ | Transaction code<br><i>For Fees office use only</i> |
|---------|-----------------|-------------|-----------------------------------------------------|
| 1       | NTL             | 16.03       |                                                     |
| 2       | NTL             | 16.72       |                                                     |
| 3       |                 |             |                                                     |
| 4       |                 |             |                                                     |
| 5       |                 |             |                                                     |
| 6       |                 |             |                                                     |
| 7       |                 |             |                                                     |
| 8       |                 |             |                                                     |
| 9       |                 |             |                                                     |
| 10      |                 |             |                                                     |
|         |                 | £32.75      |                                                     |

30 MAR 2005

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

SIGNED .....MP

PRINTED NAME.....SHONA MCCUSACK.....

DATE.....24/3/05.....CONSTITUENCY.....CLEETHORPES.....

# INVOICE

For customer services call  
Or email us at  
Or visit our website

SHONA MCISAAC M P

Account Number  
Invoice Number  
Invoice Date/Tax Point: 19th February 2005

For detailed breakdown of charges and VAT see summary report. Side 1 of 4

|                                 |        |
|---------------------------------|--------|
| Current Charges:                | £      |
| Rental & Other Charges          | 13.000 |
| Call Charges                    | 0.637  |
| Invoice Total (excluding VAT)   | 13.64  |
| VAT (@ 17.5% for VATable items) | 2.39   |
| Invoice Total (inc. VAT)        | £16.03 |

Payments to be received on or before 15th March 2005



# INVOICE

For customer services call

Or email us at

Or visit our website

SHONA MCISAAC M P

Account Number

Invoice Number

Invoice Date/Tax Point

11th March 2005

For detailed breakdown of charges and VAT see summary report Side 1 of 4

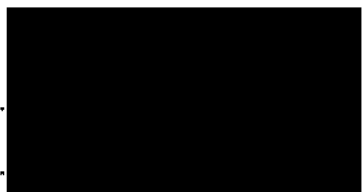
| Current Charges:                | £             |
|---------------------------------|---------------|
| Rental & Other Charges          | 13.000        |
| Call Charges                    | 1.225         |
| Invoice Total (excluding VAT)   | 14.23         |
| VAT (@ 17.5% for VATable items) | 2.49          |
| <b>Invoice Total (inc. VAT)</b> | <b>£16.72</b> |

Payments to be received on or before 10th April 2005

Financial Processing }

Transaction No. ...

Registration No. ...



**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**C1**

**Member Supplier ID**

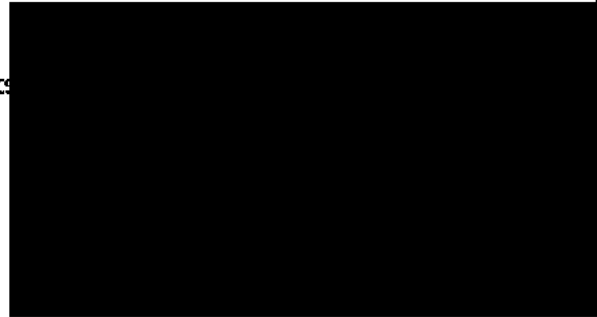


**Text Box**

MARCH 05

**Pay recipient**

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



**Invoice No.**

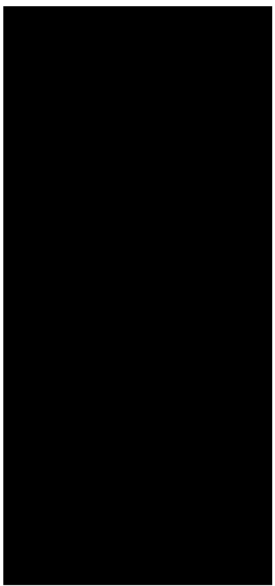
**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / ~~05\_06~~

**Expenditure type (Cat5) :**



£ 238-26.  
 .....  
 £ .....  
 .....  
 £ .....  
 .....  
 £ .....  
 .....  
 £ .....  
 .....  
 £ .....  
 .....  
 £ .....  
 .....  
 £ 238-26  
 .....

**TOTAL**

**Comments:**

\* Financial Processing purposes only  
Registered by (initials & date)

Posted by (initials & date)



01 APR 2005

## C1. REIMBURSEMENT

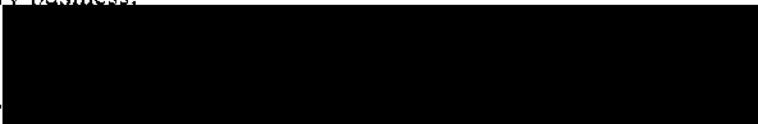
I wish to claim reimbursement of the following amounts from my Incidental Expenses Provision for the period 1/3/05 to 31/3/05 as detailed below.

I attach certified receipts/invoices for all equipment & software leased or purchased.

| Item | Description of service / goods | Amount<br>£ | Fees office use<br>only |
|------|--------------------------------|-------------|-------------------------|
| 1    | BT                             | 238.26      |                         |
| 2    |                                |             |                         |
| 3    |                                |             |                         |
| 4    |                                |             |                         |
| 5    |                                |             |                         |
| 6    |                                |             |                         |
| 7    |                                |             |                         |
| 8    |                                |             |                         |
| 9    |                                |             |                         |
| 10   |                                |             |                         |

£ 238.26

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

SIGNED. .....MP

PRINTED NAME SHONA MCLISAAC

DATE 31/3/05 CONSTITUENCY CLEETHORPES





More connections.  
More possibilities.

Your account and bill number

MP)

(SHONA MCISAAC

BT



Date  
2 March 2005

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

## BT Commitment

Bill for

|                  |          |
|------------------|----------|
| Cost of calls    | £ 28.23  |
| Package benefits | £ 0.00   |
| BT Commitment    |          |
| Service charges  | £ 174.55 |
| VAT              | £ 35.48  |

**Total now due £ 238.26**

*Please make sure we receive the total now due by  
13 March 2005*

Who will you call?

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 a/c exists)

**Text**

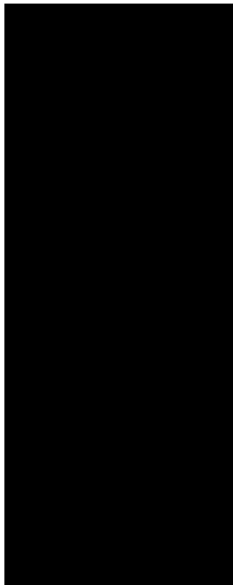
**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

**Expenditure type (Cat5) :**



**TOTAL**

**Comments:**

*\* Financial Processing purposes only  
Registered by (initials & date)*

*Posted by (initials & date)*

FEB 05

04\_05 / ~~05\_06~~

£ 3006.96

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£ 3006.96

30 MAR 2005

FEB 2005

### C1. REIMBURSEMENT

I wish to claim reimbursement of the following amounts from my Incidental Expenses Provision for the period 1/2/2005 to 28/2/2005 as detailed below.

I attach certified receipts/invoices for all equipment & software leased or purchased.

| Item | Description of service / goods                                           | Amount<br>£ | Fees office use<br>only |
|------|--------------------------------------------------------------------------|-------------|-------------------------|
| 1    | Grimby & Scunthorpe<br>News papers - delivery of<br>advice surgery cards | 27681.66    |                         |
| 2    | Data protection                                                          | 35.00       |                         |
| 3    | BT                                                                       | 290.30      |                         |
| 4    |                                                                          |             |                         |
| 5    |                                                                          |             |                         |
| 6    |                                                                          |             |                         |
| 7    |                                                                          |             |                         |
| 8    |                                                                          |             |                         |
| 9    |                                                                          |             |                         |
| 10   |                                                                          |             |                         |

£ ~~3,007~~  
£3,006.96

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

SIGNED  MP

PRINTED NAME SHONA MCCLELLAN

DATE 29/3/2005 CONSTITUENCY CLIFTON HORPES

Shona McIsaac M P

14 Mar 2005

| <u>ACCOUNT NO:</u> | <u>INVOICE NO:</u> | <u>INVOICE DATE</u> | <u>AMOUNT</u> |
|--------------------|--------------------|---------------------|---------------|
| [REDACTED]         |                    | 08 Jan 2005         | 2,601.66      |
|                    |                    |                     | -----         |
|                    |                    |                     | 2,601.66      |
|                    |                    |                     | -----         |

Dear Sir/Madam

**NOTICE OF PROCEEDINGS**

We do not appear to have had a response to our earlier reminder regarding payment of the above invoice(s).

If there is an outstanding dispute, or payment has already been made, I would be grateful if you would pass me the details on [REDACTED] for investigation.

If payment is still to be made, it is essential that you rectify the situation immediately.

Failure to respond could result in the commencement of formal proceedings to recover the outstanding amount together with additional costs and interest where applicable. Speed of settlement will also determine the continuance of any current advertising and credit facilities.

We look forward to your co-operation with this matter.

Yours faithfully

[REDACTED]

[REDACTED]

# Direct Debit

– the smart way to pay.

SHONA MCISAAC MP

Date  
**20 February 2005**

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

## Reminder

for

Total now overdue

**£ 290.30**

Have you thought of  
paying by Direct Debit?

**1. TO BE COMPLETED BY DEPARTMENTS**

Date of Cheque: [Redacted]

Cheque Number: [Redacted]

Cheque Payee: [Redacted]

| Account Code | Amount<br>£      p | Cost C     | Firo       | Who        | Exp_Type   | Description       |
|--------------|--------------------|------------|------------|------------|------------|-------------------|
| [Redacted]   | 200                | [Redacted] | [Redacted] | [Redacted] | [Redacted] | Stationary Credit |
|              |                    | [Redacted] | [Redacted] | [Redacted] | [Redacted] |                   |
|              |                    | [Redacted] | [Redacted] | [Redacted] | [Redacted] |                   |
|              |                    | [Redacted] | [Redacted] | [Redacted] | [Redacted] |                   |
| Total        | 200                | [Redacted] | [Redacted] | [Redacted] | [Redacted] |                   |

**COMPLETED BY:**

[Redacted Signature Area]

Signature: [Redacted]

Name: [Redacted]

Date: 4/4/05

Please send this form together with the cheque and any background documentation (e.g. invoice or request for payment) to the Finance Office for processing.

See overleaf for Finance Office action.

C2. DIRECT PAYMENT

DEC 04

I enclose [redacted] certified invoices to allow direct payments to be made from my Incidental Expenses Provision

| Invoice | Supplier's name                      | Amount<br>£ |
|---------|--------------------------------------|-------------|
| 1       | Banner                               | 11.46       |
| 2       | NTZ                                  | 15.55       |
| 3       | NTZ                                  | 15.69       |
| 4       | Advert -<br>Barbican                 | 25.00       |
| 5       | Northcliffe<br>Electronic Publishing | 293.75      |
| 6       | [redacted]                           |             |
| 7       | [redacted]                           |             |
| 8       | [redacted]                           |             |
| 9       | [redacted]                           |             |
| 10      | [redacted]                           |             |
|         |                                      | £361.45     |

|                                              |
|----------------------------------------------|
| Transaction code<br>For Fees office use only |
| [redacted]                                   |

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

SIGNED [redacted] MP

PRINTED NAME SHONA MURPHY

DATE 15/2/05 CONSTITUENCY CLEETHORPES

# BARTON-UPON-HUMBER TOWN COUNCIL



Order Number: 

21<sup>st</sup> December 2004

## INVOICE REMINDER

| <u>ITEM NO:</u> | <u>DESCRIPTION</u>                                 | <u>AMOUNT</u> |
|-----------------|----------------------------------------------------|---------------|
| 1               | Advertisement, Bartonian<br>November 2004 issue 34 | £25.00        |
|                 | <b>AMOUNT DUE</b>                                  | <b>£25.00</b> |

Shona McIsaac MP







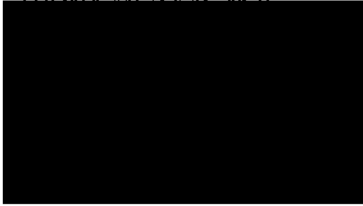
# INVOICE



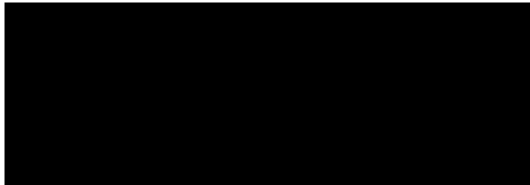
For customer services call  
 Or email us at  
 Or visit our website



SHONA MCISAAC M P  
 SHONA MCISAAC M P

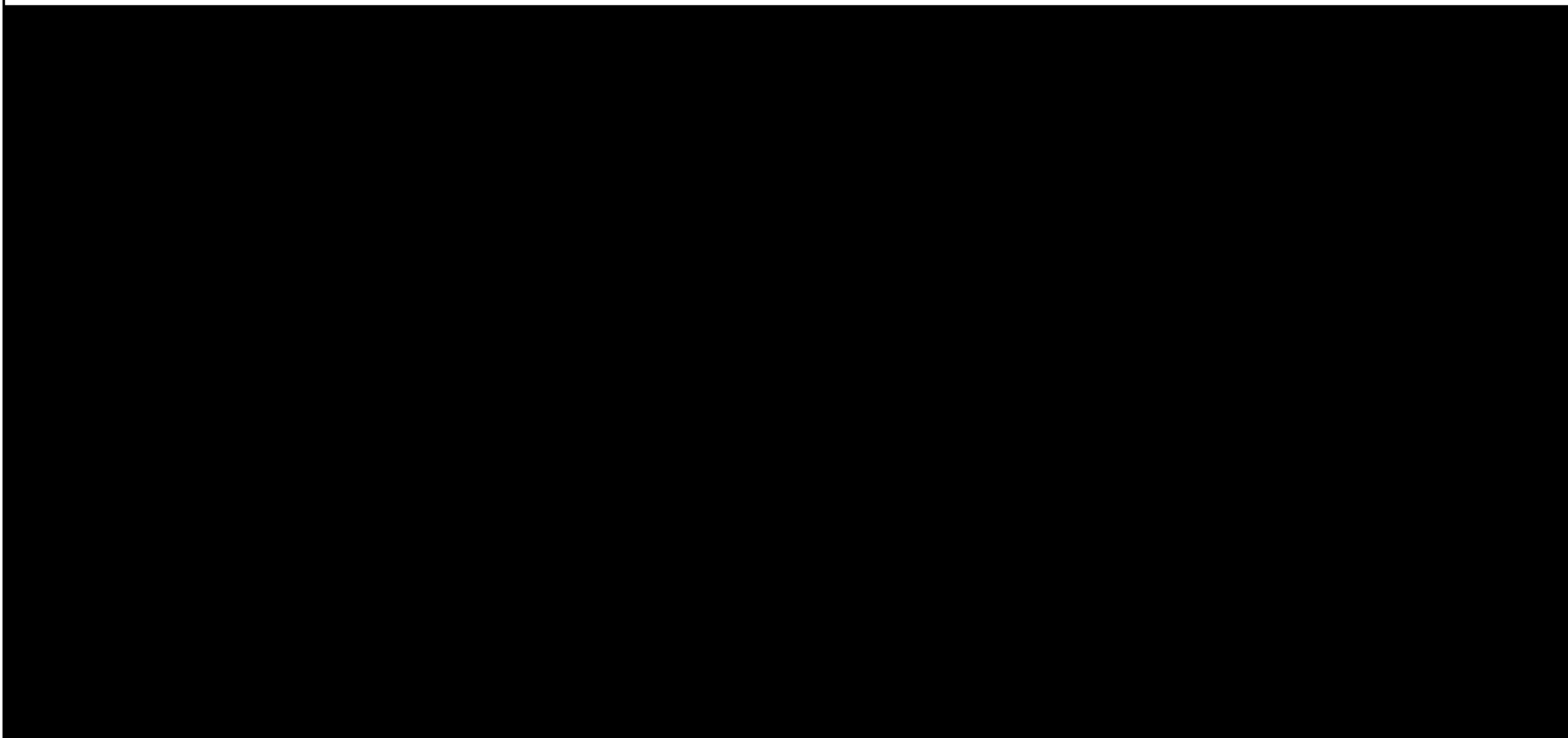
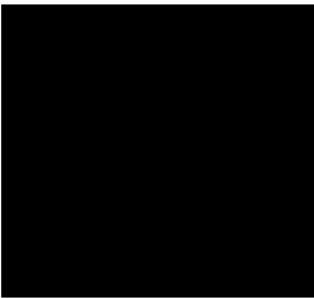


Account Number  
 Invoice Number  
 Invoice Date/Tax Point 11th December 2004



For detailed breakdown of charges and VAT see summary report. Side 1 of 4

| Current Charges:                | £             |
|---------------------------------|---------------|
| Rental & Other Charges          | 13.000        |
| Call Charges                    | 0.354         |
| Invoice Total (excluding VAT)   | 13.35         |
| VAT (@ 17.5% for VATable items) | 2.34          |
| <b>Invoice total (inc. VAT)</b> | <b>£15.69</b> |





# INVOICE

For customer services call  
Or email us at  
Or visit our website

SHONA MCISAAC M.P

Account Number  
Invoice Number  
Invoice Date/Tax Point: 11th January 2005

For detailed breakdown of charges and VAT see summary report. Side 1 of 4

| Current Charges:                | £      |
|---------------------------------|--------|
| Rental & Other Charges          | 13.000 |
| Call Charges                    | 0.225  |
| Invoice Total (excluding VAT)   | 13.23  |
| VAT (@ 17.5% for VATable items) | 2.32   |
| Invoice Total (inc. VAT)        | £15.55 |

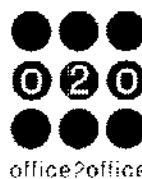
# Invoice

\*\*\*\*\*  
 \* INVOICE NO. [REDACTED]  
 \* \*\*\*\*\*  
 Invoice To [REDACTED]

Shona McIssac MP

Charge To :

Shona McIssac MP



office2office

Banner Business Supplies Ltd

**PAYMENT SLIP.**  
 Please see reverse  
 for terms of business  
 and how to pay

Page 1 Of 1 Date 12/01/2005  
 Acc.No [REDACTED] Order Date 11/01/2005  
 Order [REDACTED]  
 C.A.R. [REDACTED]

Delivered To :

Shona McIssac MP

Customer Services  
 Telephone No [REDACTED]  
 Fax No [REDACTED]

Sales Order No [REDACTED]

Acc. No. : [REDACTED]  
 Inv. No. : [REDACTED]  
 Inv. Date: 12/01/2005  
 Amt. Due : 11.46

| Line No. | Line Ref. | Product Code | Product Description                                                                                                                              | Quantity | U.O.M. | Unit Price | Tax Date | Line Total excl VAT | VAT Rate | Line VAT |
|----------|-----------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|------------|----------|---------------------|----------|----------|
| 1        |           | 7920008      | NESCAFE GOLD BLEND COFFEE 500g<br>Product code 7920003 has been superseded by product code [REDACTED] which is of equal or higher specification. | 1        | TIN    | 11.2200    | 11/01/05 | 11.22               | 0.00     | 0.00     |
| 2        |           | 9290011      | RAPESCO 26/6 STAPLES                                                                                                                             | 1        | BX5000 | 0.2000     | 11/01/05 | 0.20                | 17.50    | 0.04     |

V.A.T. Summary

| Rate  | Taxable Sum | V.A.T. Amount |
|-------|-------------|---------------|
| 0.00  | 11.22       | 0.00          |
| 17.50 | 0.20        | 0.04          |

Sales Order Total (VAT excl) 11.42

VAT Registration : [REDACTED]

Settlement Discount Terms [REDACTED]

|                      |              |
|----------------------|--------------|
| INVOICE GOODS        | 11.42        |
| INVOICE V.A.T.       | 0.04         |
| <b>INVOICE TOTAL</b> | <b>11.46</b> |

**Please  
 return  
 the slip**

from final page  
 of invoice with  
 your payment  
 by

09/02/2005

Sales Executive

Ref No

Client Name: SHONA McISAAC MP

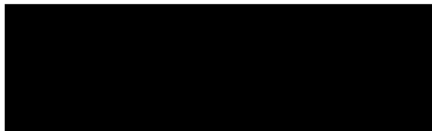
Order Date: 21 January 2005

Client contact:

| The client agrees to services and related costs listed below:             | Unit Cost            | Total   |
|---------------------------------------------------------------------------|----------------------|---------|
| HOSTING RENEWAL FOR INTERMEDIATE PACKAGE WEBSITE<br>(of 5 pages and over) | £250                 | £250    |
|                                                                           | <b>Nett Total:</b>   | £250    |
|                                                                           | <b>VAT</b>           | £43.75  |
|                                                                           | <b>Invoice Total</b> | £293.75 |

**Special Instructions: \*overdue hosting charge for the period: July 2004 – July 2005**

## C2. DIRECT PAYMENT



I enclose 6 certified invoices to allow direct payments to be made from my Incidental Expenses Provision

| Invoice | Supplier's name     | Amount<br>£      | <i>Transaction code<br/>For Fees office use only</i> |
|---------|---------------------|------------------|------------------------------------------------------|
| 1       | Banner              | 11.62            |                                                      |
| 2       | "                   | 129.37           |                                                      |
| 3       | "                   | 11.23            |                                                      |
| 4       | "                   | 336.39           |                                                      |
| 5       | Public Impact       | 2,793.31         |                                                      |
| 6       | Barton Town Council | 25.00            |                                                      |
| 7       |                     |                  |                                                      |
| 8       |                     |                  |                                                      |
| 9       |                     |                  |                                                      |
| 10      |                     |                  |                                                      |
|         |                     | <b>£3,306.92</b> |                                                      |

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

SIGNATURE [REDACTED].....MP

PRINTED NAME SHOWA MCISAAC.....

DATE 12/12/07.....CONSTITUENCY CLEETHORPES.....

# Invoice

\*\*\*\*\*  
 \* INVOICE NO. [REDACTED]  
 \* \*\*\*\*\*  
 Invoice To [REDACTED]



**PAYMENT SLIP**  
 Please see reverse  
 for terms of business  
 and how to pay

Banner Business Supplies Ltd



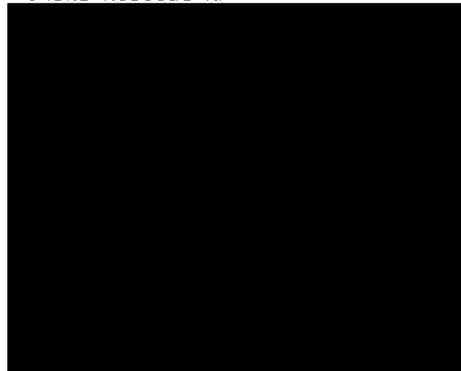
Customer Services  
 Telephone No [REDACTED]  
 Fax No [REDACTED]

Sales Order No [REDACTED]

Acc. No. : [REDACTED]  
 Inv. No. : [REDACTED]  
 Inv. Date: 12/11/2004  
 Amt. Due : 11.62

Shona McIssac MP

Charge To :  
 Shona McIssac MP



Page 1 Of 1 Date 12/11/2004  
 Acc.No [REDACTED] Order Date 11/11/2004  
 Order [REDACTED]  
 C.A.R.

| Line No. | Line Ref. | Product Code | Product Description                | Quantity | U.O.M. | Unit Price | Tax Date | Line Total excl VAT | VAT Rate | Line VAT |
|----------|-----------|--------------|------------------------------------|----------|--------|------------|----------|---------------------|----------|----------|
| 1        |           | 7920008      | NESCAFE GOLD BLEND COFFEE 500g     | 1        | TIN    | 11.2200    | 11/11/04 | 11.22               | 0.00     | 0.00     |
| 2        |           | 9310009      | BANNER E/TEAR ADHESIVE TAPE 24x66m | 2        | ROLL   | 0.1700     | 11/11/04 | 0.34                | 17.50    | 0.06     |



**Please  
 return  
 the slip**

from final page  
 of invoice with  
 your payment  
 by

V.A.T. Summary

| Rate  | Taxable Sum | V.A.T. Amount |
|-------|-------------|---------------|
| 0.00  | 11.22       | 0.00          |
| 17.50 | 0.34        | 0.06          |

Sales Order Total (VAT excl) 11.56

|                      |              |
|----------------------|--------------|
| INVOICE GOODS        | 11.56        |
| INVOICE V.A.T.       | 0.06         |
| <b>INVOICE TOTAL</b> | <b>11.62</b> |

VAT Registration : [REDACTED]  
 Settlement : [REDACTED]  
 Discount Terms : [REDACTED]



10/12/2004

# Invoice

\*\*\*\*\*  
 \* INVOICE NO  
 \*\*\*\*\*  
 Invoice To



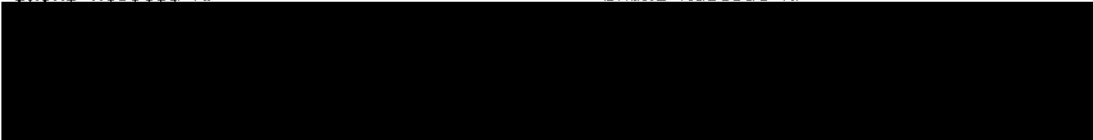
Banner Business Supplies Ltd

**PAYMENT SLIP**  
 Please see reverse  
 for terms of business  
 and how to pay

Shona McIssac MP

Charge To :

Shona McIssac MP



Delivered To :

Shona McIssac MP

Customer Services

Telephone No

Fax No

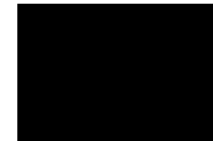
Page 1 Of 1 Date 27/11/2004  
 Acc.No Order Date 19/11/2004  
 Order  
 C.A.R.



Sales Order No



Acc. No. :

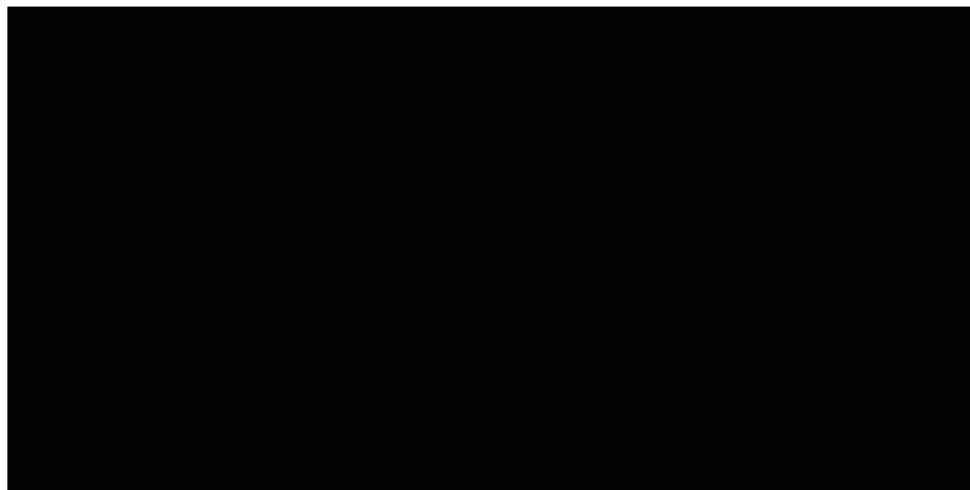


Inv. No. :

Inv. Date: 27/11/2004

Amt. Due : 129.37

| Line No. | Line Ref. | Product Code | Product Description                 | Quantity | U.O.M. | Unit Price | Tax Date | Line Total excl VAT | VAT Rate | Line VAT |
|----------|-----------|--------------|-------------------------------------|----------|--------|------------|----------|---------------------|----------|----------|
| 1        |           | 0561020      | TRODAT PRINTY 4912 S/INK CUST STAMP | 10       | EACH   | 11.0100    | 25/11/04 | 110.10              | 17.50    | 19.27    |



V.A.T. Summary

| Rate  | Taxable Sum | V.A.T. Amount |
|-------|-------------|---------------|
| 17.50 | 110.10      | 19.27         |

Sales Order Total (VAT excl)

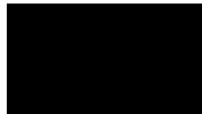
110.10

VAT Registration :



|                      |               |
|----------------------|---------------|
| INVOICE GOODS        | 110.10        |
| INVOICE V.A.T.       | 19.27         |
| <b>INVOICE TOTAL</b> | <b>129.37</b> |

Settlement  
 Discount Terms



**Please  
 return  
 the slip**

from final page  
 of invoice with  
 your payment  
 by

# Invoice

\*\*\*\*\*  
 \* INVOICE NO  
 \* \*\*\*\*\*  
 Invoice To



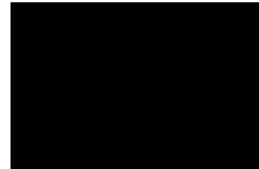
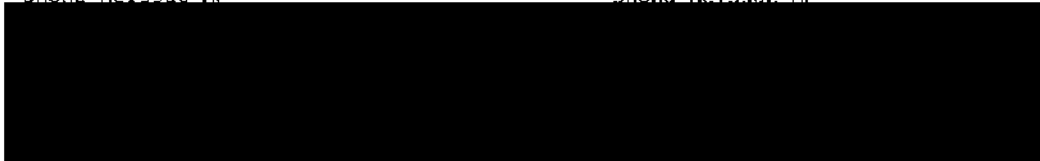
Shona McIssac MP

Charge To :

Shona McIssac MP



Banner Business Supplies Ltd



Delivered To :

Shona McIssac MP

Customer Services  
 Telephone No  
 Fax No

Sales Order No

Page 1 of 1 Date 03/12/2004

Acc.No Order Date 02/12/2004

Order

C.A.R.

**PAYMENT SLIP**  
 Please see reverse  
 for terms of business  
 and how to pay

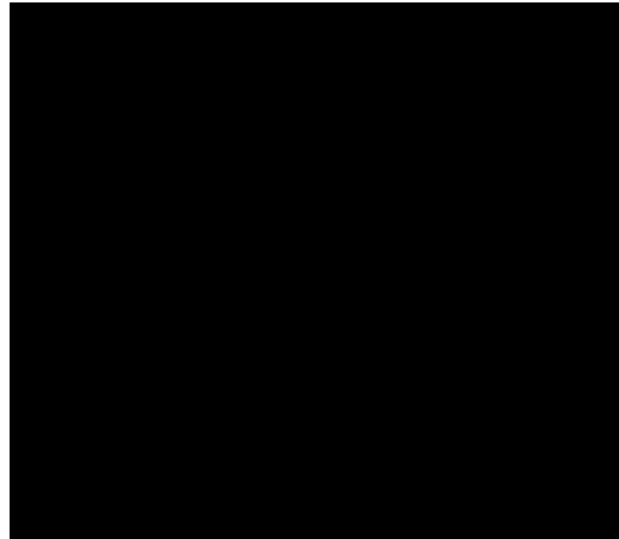
Acc. No. :

Inv. No. :

Inv. Date: 03/12/2004

Amt. Due : 11.23

| Line No. | Line Ref. | Product Code | Product Description                 | Quantity | U.O.M. | Unit Price | Tax Date | Line Total excl VAT | VAT Rate | Line VAT |
|----------|-----------|--------------|-------------------------------------|----------|--------|------------|----------|---------------------|----------|----------|
| 1        |           | 9372003      | BANNER MEDIUM GLUE STICK 20g        | 20       | STICK  | 0.1900     | 02/12/04 | 3.80                | 17.50    | 0.67     |
| 2        |           | 9600009      | BANNER 3.5in DS/HD DISK PREFORM IBM | 5        | PACK10 | 1.1500     | 02/12/04 | 5.75                | 17.50    | 1.01     |



V.A.T. Summary

| Rate  | Taxable Sum | V.A.T. Amount |
|-------|-------------|---------------|
| 17.50 | 9.55        | 1.68          |

VAT Registration

Settlement  
 Discount Terms

9.55

INVOICE GOODS  
 INVOICE V.A.T.  
 INVOICE TOTAL

9.55  
 1.68  
 11.23

**Please  
 return  
 the slip**

from final page  
 of invoice with  
 your payment  
 by

31/12/2004



# Invoice

\*\*\*\*\*  
 \* INVOICE NO [REDACTED]  
 \* \*\*\*\*\*  
 Invoice To [REDACTED]



**PAYMENT SLIP**  
 Please see reverse  
 for terms of business  
 and how to pay

Shona McIssac MP

Charge To :  
 Shona McIssac MP

Banner Business Supplies Ltd

[REDACTED]

[REDACTED]

Delivered To :  
 Shona McIssac MP

Customer Services  
 Telephone No : [REDACTED]  
 Fax No : [REDACTED]

Page 1 of 1 Date 03/12/2004  
 Acc.No [REDACTED] Order Date 02/12/2004  
 Order [REDACTED]  
 C.A.R. [REDACTED]

Sales Order No : [REDACTED]

Acc. No. : [REDACTED]  
 Inv. No. : [REDACTED]  
 Inv. Date: 03/12/2004  
 Amt. Due : 336.39

| Line No. | Line Ref. | Product Code | Product Description                                                                                                                                                | Quantity | U.O.M. | Unit Price | Tax Date | Line Total<br>excl VAT | VAT<br>Rate | Line VAT |
|----------|-----------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|------------|----------|------------------------|-------------|----------|
| 1        |           | 0981672      | HP DESKJET 990XCI NO.78 38ml C6578A<br>HP DESKJET<br>990XCI/990CM/980CXI/970XCI/959C/950<br>C/930C/1220C/OFFICEJET<br>G55/G85/G95/K60/K80 HP PHOTOSMART<br>PRINTER | 5        | EACH   | 31.5200    | 02/12/04 | 157.60                 | 17.50       | 27.58    |
| 2        |           | 0981004      | HP DJET 850C/820CXI CART 51645A BK                                                                                                                                 | 5        | CRTRDG | 19.2600    | 02/12/04 | 96.30                  | 17.50       | 16.85    |
| 3        |           | 0340190      | BT RESPONSE 75 ANSWERING MACHINE                                                                                                                                   | 1        | MCHNE  | 32.3900    | 02/12/04 | 32.39                  | 17.50       | 5.67     |

[REDACTED]

V.A.T. Summary

| Rate  | Taxable Sum | V.A.T. Amount |
|-------|-------------|---------------|
| 17.50 | 286.29      | 50.10         |

Sales Order Total (VAT excl)

286.29

|                      |               |
|----------------------|---------------|
| INVOICE GOODS        | 286.29        |
| INVOICE V.A.T.       | 50.10         |
| <b>INVOICE TOTAL</b> | <b>336.39</b> |

Settlement  
 Discount Terms [REDACTED]

**Please  
 return  
 the slip**

from final page  
 of invoice with  
 your payment  
 by

31/12/2004

# PUBLIC IMPACT

## Invoice

Page 1

Shona McIsaac MP

Invoice No

Invoice/Tax Date

18/11/2004

Order No

Account Ref

### Service Details

|                                                                              | Net      | VAT    |
|------------------------------------------------------------------------------|----------|--------|
| 2005 Surgeries - 40K A5 colour leaflets (£1255 less 10 early order discount) | 1,129.50 | 0.00   |
| MP Wallet Cards - 10K colour (£490 less 10%)                                 | 441.00   | 77.18  |
| Letterheads 20K (£750 less 10%)                                              | 675.00   | 118.13 |
| MP Contact Details Posters x 250 (£200 less 10%)                             | 180.00   | 31.50  |
| Delivery                                                                     | 120.00   | 21.00  |

**Total Net Amount**

**2,545.50**

**Total VAT Amount**

**247.81**

**Invoice Terms: 30 Days**

**Invoice Total**

**2,793.31**

# BARTON-UPON-HUMBER TOWN COUNCIL

Order Number: [REDACTED]

18<sup>th</sup> November 2004

## INVOICE

ITEM NO:

DESCRIPTION

AMOUNT

[REDACTED]  
Advertisement, Bartonian  
November 2004 issue 34

£25.00

**AMOUNT DUE**

**£25.00**

Shona Melsaac MP  
[REDACTED]

[REDACTED]

[REDACTED]

**C1. REIMBURSEMENT**

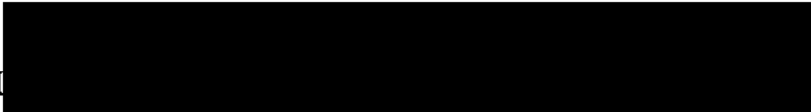
I wish to claim reimbursement of the following amounts from my Incidental Expenses Provision for the period 1/11/04 to 30/11/04 as detailed below.

I attach certified receipts/invoices for all equipment & software leased or purchased.

| Item | Description of service / goods | Amount<br>£ | Fees office use<br>only |
|------|--------------------------------|-------------|-------------------------|
| 1    | Stamps                         | 105         |                         |
| 2    |                                |             |                         |
| 3    |                                |             |                         |
| 4    |                                |             |                         |
| 5    |                                |             |                         |
| 6    |                                |             |                         |
| 7    |                                |             |                         |
| 8    |                                |             |                         |
| 9    |                                |             |                         |
| 10   |                                |             |                         |

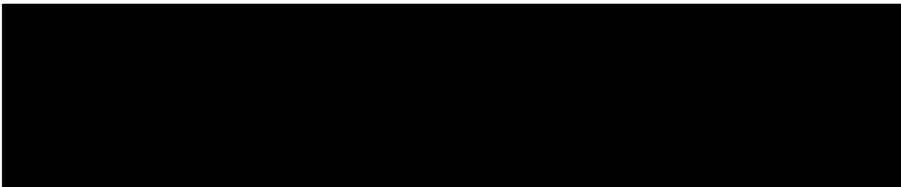
£ 105.00

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

SIGNED  .....MP

PRINTED NAME SHONA MCCLELLAN .....

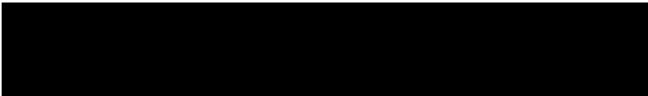
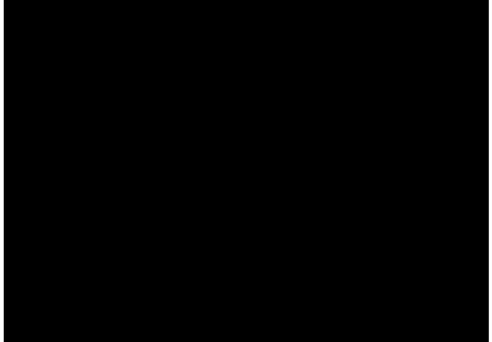
DATE 12/11/04 ..... CONSTITUENCY CLAREMONT .....





|                          |               |        |
|--------------------------|---------------|--------|
| S/a Endx100              |               |        |
| 5                        | 21.00         | 105.00 |
| TOTAL DUE TO POST OFFICE |               | 105.00 |
| Switch/Maestro           | FROM CUSTOMER | 105.00 |
| BALANCE                  |               | 0.00   |

Payment



## C2. DIRECT PAYMENT

I enclose ..... certified invoices to allow direct payments to be made from my Incidental Expenses Provision

| Invoice | Supplier's name | Amount<br>£ | <i>Transaction code<br/>For Fees office use only</i> |
|---------|-----------------|-------------|------------------------------------------------------|
| 1       | BT              | 365.33      |                                                      |
| 2       | Banner          | 33.85       |                                                      |
| 3       |                 |             |                                                      |
| 4       |                 |             |                                                      |
| 5       |                 |             |                                                      |
| 6       |                 |             |                                                      |
| 7       |                 |             |                                                      |
| 8       |                 |             |                                                      |
| 9       |                 |             |                                                      |
| 10      |                 |             |                                                      |

£399.21

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

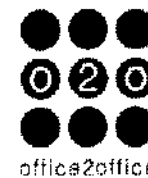
SIGNED: [REDACTED] .....MP

PRINTED NAME: SHONA MCISAAC

DATE: 9/11/04 CONSTITUENCY: CLEETHORPES

# Invoice

\*\*\*\*\*  
 \* INVOICE NO. [REDACTED]  
 \* \*\*\*\*\*  
 Invoice To [REDACTED]



Banner Business Supplies Ltd

**PAYMENT SLIP**  
 Please see reverse  
 for terms of business  
 and how to pay

Shona McIssac MP

Charge To :

Shona McIssac MP

[REDACTED]

[REDACTED]

Delivered To :

Shona McIssac MP

Customer Services  
 Telephone No [REDACTED]  
 Fax No [REDACTED]

Page 1 Of 1 Date 21/10/2004

Acc.No [REDACTED] Order Date 20/10/2004

Order [REDACTED]

C.A.R.

Sales Order No [REDACTED]

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 21/10/2004

Amt. Due : 33.85

| Line No. | Line Ref. | Product Code | Product Description                | Quantity | U.O.M. | Unit Price | Tax Date | Line Total excl VAT | VAT Rate | Line VAT |
|----------|-----------|--------------|------------------------------------|----------|--------|------------|----------|---------------------|----------|----------|
| 1        |           | 7920008      | NESCAFE GOLD BLEND COFFEE 500g     | 1        | TIN    | 11.2200    | 21/10/04 | 11.22               | 0.00     | 0.00     |
| 2        |           | 0981004      | HP DJET 850C/820CXI CART 51645A BK | 1        | CRTRDG | 19.2600    | 21/10/04 | 19.26               | 17.50    | 3.37     |

[REDACTED]

V.A.T. Summary

| Rate  | Taxable Sum | V.A.T. Amount |
|-------|-------------|---------------|
| 0.00  | 11.22       | 0.00          |
| 17.50 | 19.26       | 3.37          |

Sales Order Total (VAT excl)

30.48

VAT Registration [REDACTED]

Settlement Discount Terms [REDACTED]

|                |       |
|----------------|-------|
| INVOICE GOODS  | 30.48 |
| INVOICE V.A.T. | 3.37  |
| INVOICE TOTAL  | 33.85 |

**Please  
 return  
 the slip**

from final page  
 of invoice with  
 your payment  
 by

18/11/2004

More connections.  
More possibilities.



Your account and bill number

SHONA MCISAAC MP

Date  
1 November 2004

## Your BT bill

for

|                 |          |
|-----------------|----------|
| Cost of calls   | £ 187.47 |
| Service charges | £ 123.45 |
| VAT             | £ 54.41  |

**Total now due**      **£ 365.33**

*Please make sure we receive the total now due by  
12 November 2004*

Approached about moving  
your business from BT?



**C1. REIMBURSEMENT**

I wish to claim reimbursement of the following amounts from my Office Costs Allowance for the period 1 Oct 04 to 31 Oct 04 as detailed below.

I attach certified receipts/invoices for all equipment & software leased or purchased.

| Item | Description of service / goods           | Amount<br>£ | Fees Office use<br>only |
|------|------------------------------------------|-------------|-------------------------|
| 1    | NE Wincs Council<br>(office electricity) | 33.46       |                         |
| 2    |                                          |             |                         |
| 3    |                                          |             |                         |
| 4    |                                          |             |                         |
| 5    |                                          |             |                         |
| 6    |                                          |             |                         |
| 7    |                                          |             |                         |
| 8    |                                          |             |                         |
| 9    |                                          |             |                         |
| 10   |                                          |             |                         |
|      |                                          | £           |                         |

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

SIGNE

.....MP

PRINTED NAME

SHONA MCCORMAC

DATE

9 Nov 04

CONSTITUENCY

CLEETHORPES



**NORTH  
EAST  
LINCOLNSHIRE  
COUNCIL**  
www.nelincs.gov.uk

# INVOICE

Invoice No

Invoice Address:

Name **SHONA MCISAAC MP**

Invoice Date: **13 Oct 2004**

Supply Date: **01 Jul 2004**

Your Order No:

Customer No:

|                                                                          | <u>Net</u> | <u>VAT Rate</u> | <u>VAT</u> | <u>Value</u> |
|--------------------------------------------------------------------------|------------|-----------------|------------|--------------|
| <b>ELECTRICITY RECHARGE FOR 2ND QUARTER AT IMMINGHAM RESOURCE CENTRE</b> |            |                 |            |              |
| ELECTRICITY FOR ROOM 18 FROM 1ST JULY TO 31ST SEPTEMBER 2004             | 31.87      | 5.00%           | 1.59       | 33.46        |

PREVIOUS READING  
CURRENT READING

|                   |               |
|-------------------|---------------|
| Pre VAT           | 31.87         |
| VAT               | 1.59          |
| <b>Amount Due</b> | <b>£33.46</b> |

## REIMBURSEMENT

I wish to claim reimbursement of the following amounts from my Office Costs Allowance for the period  
1.10.04 to 30 Sept 04 as detailed below.

I attach original receipts/invoices for all equipment & software leased or purchased.

| Item | Description of service / goods                  | Amount<br>£        | <i>Fees Office use<br/>only</i> |
|------|-------------------------------------------------|--------------------|---------------------------------|
| 1    | n+1 (phones)                                    | 17.26              |                                 |
| 2    | BT (phones)                                     | 251.87             |                                 |
| 3    | BT (phones)                                     | 271.31             |                                 |
| 4    | NE Lincs Council<br>(electricity)               | 16.01              |                                 |
| 5    | Barton Town Council<br>(advice surgery advices) | 25.00              |                                 |
| 6    |                                                 |                    |                                 |
| 7    |                                                 |                    |                                 |
| 8    |                                                 |                    |                                 |
| 9    |                                                 |                    |                                 |
| 10   |                                                 |                    |                                 |
|      |                                                 | £ <del>62</del> 14 |                                 |

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

SIGNED... [REDACTED] .....MP

PRINTED NAME... SHONA MCCLISAAC .....

DATE 19 Oct 2004 CONSTITUENCY CLEETHORPES

**ntl**

**INVOICE**

For customer services call  
Or email us at  
Or visit our website

SHONA MCISAAC M.P.  
SHONA MCISAAC M.P.

Account Number  
Invoice Number  
Invoice Date/Tax Point 11th October 2004

For detailed breakdown of charges and VAT see summary report Side 1 of 4

| Current Charges:                | £             |
|---------------------------------|---------------|
| Rental & Other Charges          | 13.000        |
| Call Charges                    | 1.690         |
| Invoice Total (excluding VAT)   | 14.69         |
| VAT (@ 17.5% for VATable items) | 2.57          |
| <b>Invoice Total (inc. VAT)</b> | <b>£17.26</b> |

Payments to be received on or before 10th November 2004



**NORTH  
EAST  
LINCOLNSHIRE  
COUNCIL**  
www.nelincs.gov.uk

# INVOICE

Invoice No

Invoice Address:

Name **SHONA MCISAAC MP**

Invoice Date: **05 Jul 2004**

Supply Date: **01 Apr 2004**

Your Order No:

Customer No:

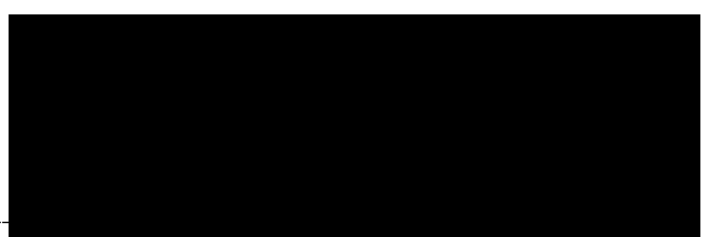
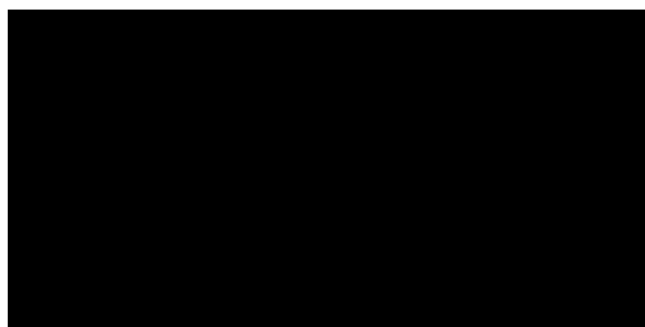
|                                                                | <u>Net</u> | <u>VAT Rate</u> | <u>VAT</u> | <u>Value</u> |
|----------------------------------------------------------------|------------|-----------------|------------|--------------|
| <b>ELECTRICITY RECHARGE FOR FIRST QUARTER</b>                  |            |                 |            |              |
| ELECTRICITY RECHARGE FOR ROOM 18<br>1ST APRIL - 30TH JUNE 2004 | 15.25      | 5.00%           | 0.76       | 16.01        |

PREVIOUS READING =

CURRENT READING =

|                   |               |
|-------------------|---------------|
| Pre VAT           | 15.25         |
| VAT               | 0.76          |
| <b>Amount Due</b> | <b>£16.01</b> |

# BARTON-UPON-HUMBER TOWN COUNCIL

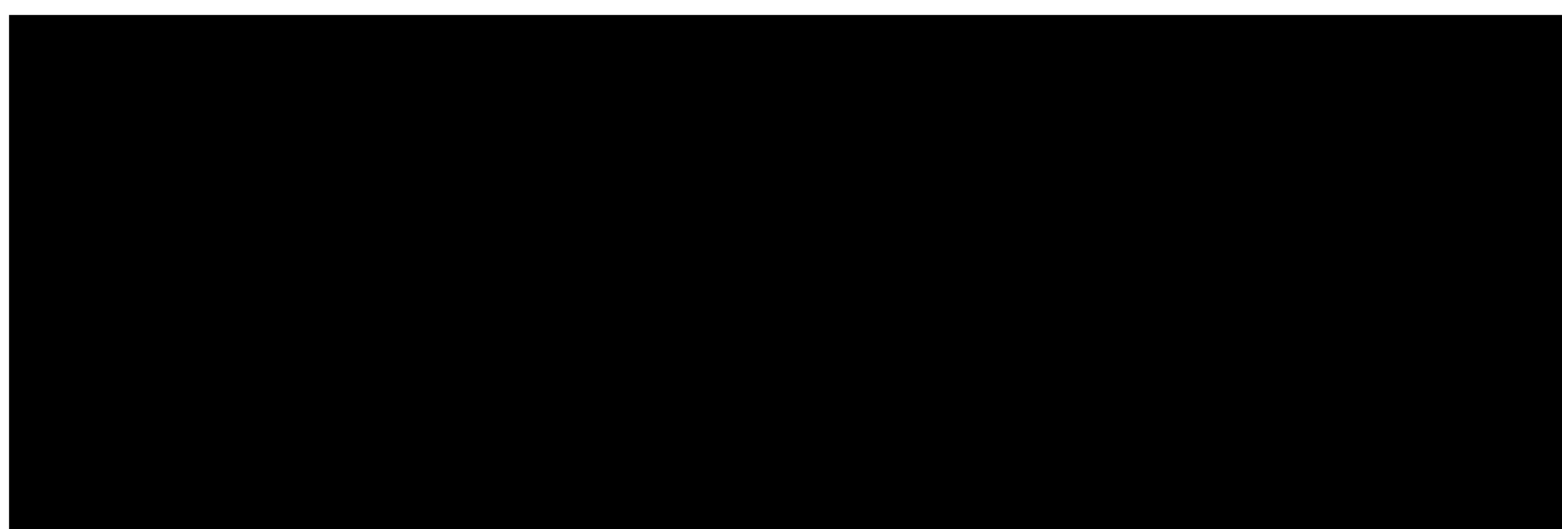
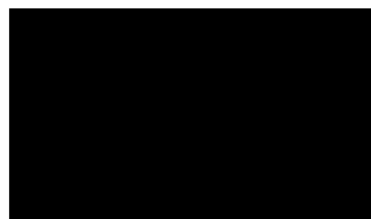


2<sup>nd</sup> July 2004


## INVOICE

| <u>ITEM NO:</u> | <u>DESCRIPTION</u>                             | <u>AMOUNT</u> |
|-----------------|------------------------------------------------|---------------|
| 1               | Advertisement, Bartonian<br>July 2004 issue 33 | £25.00        |
|                 | <b>AMOUNT DUE</b>                              | <b>£25.00</b> |

Shona McIsaac MP




## C2. DIRECT PAYMENT

I enclose  certified invoices to allow direct payments to be made from my Incidental Expenses Provision

| Invoice | Supplier's name | Amount<br>£       | <i>Transaction code<br/>For Fees office use only</i> |
|---------|-----------------|-------------------|------------------------------------------------------|
| 1       | Banner          | 226.31            | [REDACTED]                                           |
| 2       | "               | 31.30             |                                                      |
| 3       | "               | <del>257.61</del> |                                                      |
| 4       |                 |                   |                                                      |
| 5       |                 |                   |                                                      |
| 6       |                 |                   |                                                      |
| 7       |                 |                   |                                                      |
| 8       |                 |                   |                                                      |
| 9       |                 |                   |                                                      |
| 10      |                 |                   |                                                      |
|         |                 | £515.22           |                                                      |

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

SIGNED  .....

MP

PRINTED NAME SHONA MCLISAAC .....

DATE 19 Oct 04 ..... CONSTITUENCY CLEETHORPES .....

# Invoice

\*\*\*\*\*  
 \* INVOICE NO. [REDACTED]  
 \* \*\*\*\*\*  
 \* Invoice To [REDACTED]



**PAYMENT SLIP**  
 Please see reverse  
 for terms of business  
 and how to pay

Shona McIssac MP

Charge To :

Shona McIssac MP

Banner Business Supplies Ltd

[REDACTED]

[REDACTED]

Delivered To [REDACTED]

Shona McIssac MP

Customer Services

Telephone No : [REDACTED]

Fax No : [REDACTED]

Page 1 Of 1 Date 07/10/2004

Acc.No [REDACTED] Order Date 06/10/2004

Order [REDACTED]

C.A.R.

[REDACTED]

Sales Order No : [REDACTED]

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 07/10/2004

Amt. Due : 226.31

| Line No. | Line Ref. | Product Code | Product Description                | Quantity | U.O.M. | Unit Price | Tax Date | Line Total excl VAT | VAT Rate | Line VAT |
|----------|-----------|--------------|------------------------------------|----------|--------|------------|----------|---------------------|----------|----------|
| 1        |           | 09B1004      | HP DJET 850C/B20CXI CART 51645A BK | 10       | CRTRDG | 19.2600    | 06/10/04 | 192.60              | 17.50    | 33.71    |

[REDACTED]

V.A.T. Summary

| Rate  | Taxable Sum | V.A.T. Amount |
|-------|-------------|---------------|
| 17.50 | 192.60      | 33.71         |

Sales Order Total (VAT excl)

192.60

VAT Registration [REDACTED]

Settlement Discount Terms [REDACTED]

|                      |               |
|----------------------|---------------|
| INVOICE GOODS        | 192.60        |
| INVOICE V.A.T.       | 33.71         |
| <b>INVOICE TOTAL</b> | <b>226.31</b> |

**Please  
 return  
 the slip**

from final page  
 of invoice with  
 your payment  
 by



# Invoice

\*\*\*\*\*  
 \* INVOICE NO. [REDACTED]  
 \* \*\*\*\*\*  
 Invoice To [REDACTED]

Shona McIssac MP

Charge To :

Shona McIssac MP



Banner Business Supplies Ltd

**PAYMENT SLIP**  
 Please see reverse  
 for terms of business  
 and how to pay

Page 1 of 1 Date 17/08/2004  
 Acc.No [REDACTED] Order Date 16/08/2004  
 Order [REDACTED]  
 C.A.R.

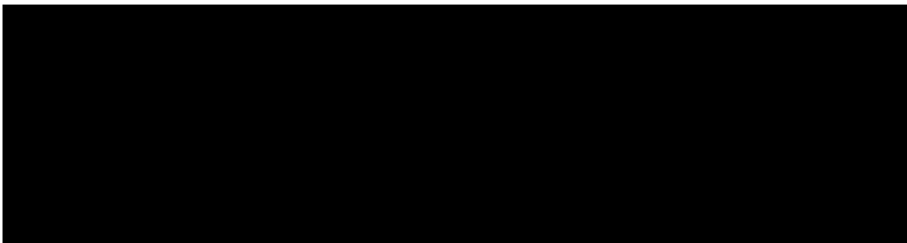
Delivered To : [REDACTED]  
 Shona McIssac MP

Customer Services  
 Telephone No [REDACTED]  
 Fax No [REDACTED]

Sales Order No : [REDACTED]

Acc. No. : [REDACTED]  
 Inv. No. : [REDACTED]  
 Inv. Date: 17/08/2004  
 Amt. Due : 31.30

| Line No. | Line Ref. | Product Code | Product Description                 | Quantity | U.O.M. | Unit Price | Tax Date | Line Total excl VAT | VAT Rate | Line VAT |
|----------|-----------|--------------|-------------------------------------|----------|--------|------------|----------|---------------------|----------|----------|
| 1        |           | 9290011      | RAPESCO 26/6 STAPLES                | 1        | BX5000 | 0.2000     | 16/08/04 | 0.20                | 17.50    | 0.04     |
| 2        |           | 9600009      | BANNER 3.5in DS/HD DISK PREFORM IBM | 1        | PACK10 | 1.1500     | 16/08/04 | 1.15                | 17.50    | 0.20     |
| 3        |           | 9383004      | BANNER PLAIN MANILLA 5PT A4 COL DIV | 1        | SET    | 0.0900     | 16/08/04 | 0.09                | 17.50    | 0.02     |
| 4        |           | 9383005      | BANNER PLN MANILLA 10PT A4 COL DIV  | 1        | SET    | 0.1600     | 16/08/04 | 0.16                | 17.50    | 0.03     |
| 5        |           | 9310009      | BANNER E/TEAR ADHESIVE TAPE 24x66m  | 1        | ROLL   | 0.1700     | 16/08/04 | 0.17                | 17.50    | 0.03     |
| 6        |           | 9383001      | BANNER MANILLA A-Z A4 DIVIDER BUFF  | 1        | SET    | 1.2000     | 16/08/04 | 1.20                | 17.50    | 0.21     |
| 7        |           | 9428001      | BANNER MULTI PURPOSE EXPANDING FILE | 1        | FILE   | 4.4000     | 16/08/04 | 4.40                | 17.50    | 0.77     |
| 8        |           | 0981004      | HP DJET 850C/820CXI CART 51645A BK  | 1        | CRTRDG | 19.2600    | 16/08/04 | 19.26               | 17.50    | 3.37     |



V.A.T. Summary

| Rate  | Taxable Sum | V.A.T. Amount |
|-------|-------------|---------------|
| 17.50 | 26.63       | 4.67          |

Sales Order Total (VAT excl) 26.63

INVOICE GOODS 26.63  
 INVOICE V.A.T. 4.67  
 INVOICE TOTAL 31.30

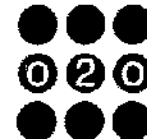
Settlement  
 Discount Terms [REDACTED]

**Please  
 return  
 the slip**

from final page  
 of invoice with  
 your payment  
 by

14/09/2004

# Statement



office2office

Shona McIssac MP

Customer Account : [REDACTED]  
Statement Date : 07/10/2004

Banner Business Supplies Ltd

Tel NO : [REDACTED]  
Fax NO : [REDACTED]  
EMail : [REDACTED]

Page : 1

| Date       | Transaction Type | Document   | Customer Reference | Status     | Transaction Value | Outstanding Value |
|------------|------------------|------------|--------------------|------------|-------------------|-------------------|
| 17/08/2004 | [REDACTED]       | [REDACTED] | [REDACTED]         | [REDACTED] | <del>31.30</del>  | 31.30             |
| 07/10/2004 | [REDACTED]       | [REDACTED] | [REDACTED]         | [REDACTED] | 226.31            | 226.31            |

Total : 257.61

## C2. DIRECT PAYMENT

I enclose 4 certified invoices to allow direct payments to be made from my Incidental Expenses Provision

| Invoice | Supplier's name        | Amount<br>£ | <i>Transaction code<br/>For Fees office use only</i> |
|---------|------------------------|-------------|------------------------------------------------------|
| 1       | ISS Damage*<br>Control | 740.58      |                                                      |
| 2       | Banner                 | 11.22       |                                                      |
| 3       | Banner                 | 29.61       |                                                      |
| 4       | Lark Insurance         | 315.00      |                                                      |
| 5       |                        |             |                                                      |
| 6       |                        |             |                                                      |
| 7       |                        |             |                                                      |
| 8       |                        |             |                                                      |
| 9       |                        |             |                                                      |
| 10      |                        |             |                                                      |
|         |                        | £           |                                                      |


I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.




SIGN [Redacted Signature] .....MP


PRINTED NAME SHONA MUSTAC

DATE 12/17/04 CONSTITUENCY CLAYTON

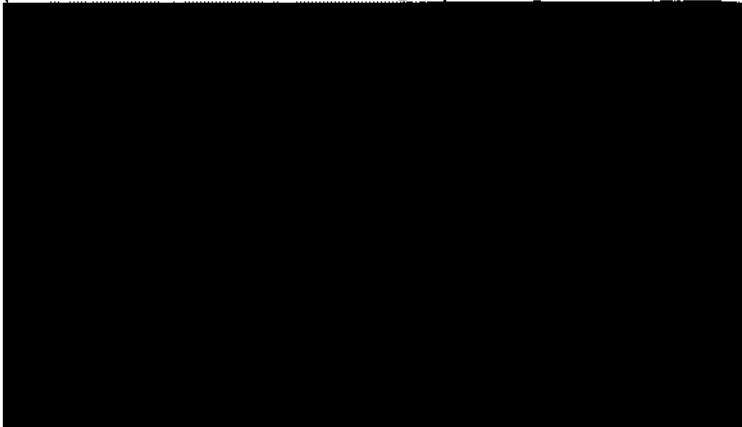
Invoice To:  
Shona Isaac MP



Invoice Number:   
Invoice Date: 24/06/2004  
Your Order Number:   
Project Reference: 

VAT Registration No: 

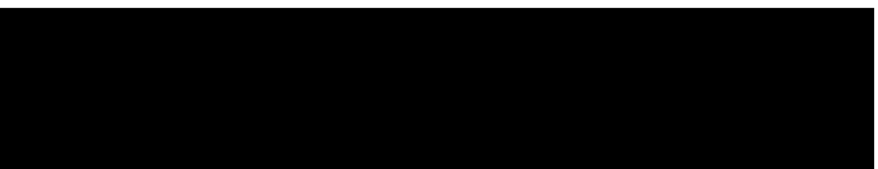
Description: Decontamination of office equipment and contents

| Breakdown of Charges                                                                 | £      |
|--------------------------------------------------------------------------------------|--------|
|  | 630.28 |
| SUBTOTAL                                                                             | 530.28 |
| VAT@17.5%                                                                            | 110.30 |
| TOTAL                                                                                | 740.58 |

Please make cheques payable to: 

Payment Terms: WITHIN 30 DAYS OF INVOICE DATE

Please quote our invoice number with your remittance.



# Invoice

\*\*\*\*\*  
 \* INVOICE NO. [REDACTED]  
 \* \*\*\*\*\*

Invoice To [REDACTED]  
 Shona McIssac MP

Charge To :  
 Shona McIssac MP



Banner Business Supplies Ltd

**PAYMENT SLIP**  
 Please see reverse  
 for terms of business  
 and how to pay

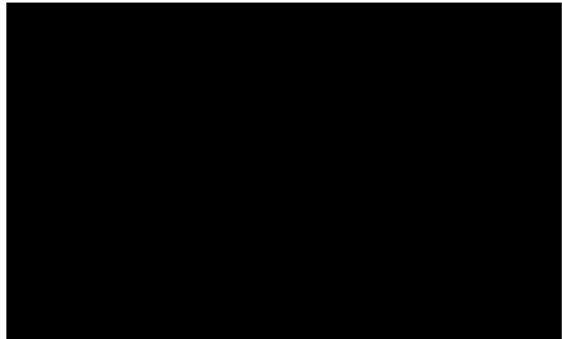
Page 1 Of 1 Date 16/07/2004  
 Acc.No [REDACTED] Order Date 15/07/2004  
 Order [REDACTED]  
 C.A.R. [REDACTED]

Delivered To :  
 Shona McIssac MP

Customer Services  
 Telephone No : [REDACTED]  
 Fax No : [REDACTED]

Acc. No. : [REDACTED]  
 Inv. No. : [REDACTED]  
 Inv. Date: 15/07/2004  
 Amt. Due : 29.61

| Line No. | Line Ref. | Product Code | Product Description                | Quantity | U.O.M. | Unit Price | Tax Date | Line Total excl VAT | VAT Rate | Line VAT |
|----------|-----------|--------------|------------------------------------|----------|--------|------------|----------|---------------------|----------|----------|
| 1        |           | 9310009      | BANNER E/TEAR ADHESIVE TAPE 24x66m | 10       | ROLL   | 0.1700     | 15/07/04 | 1.70                | 17.50    | 0.30     |
| 2        |           | 9670020      | BANNER LASER LABEL 64x34mm 24/S WH | 10       | BOX100 | 2.3100     | 15/07/04 | 23.10               | 17.50    | 4.04     |
| 3        |           | 9290011      | RAPESCO 26/6 STAPLES               | 2        | BX5000 | 0.2000     | 15/07/04 | 0.40                | 17.50    | 0.07     |



V.A.T. Summary

| Rate  | Taxable Sum | V.A.T. Amount |
|-------|-------------|---------------|
| 17.50 | 25.20       | 4.41          |

Sales Order Total (VAT excl) 25.20

VAT Registration [REDACTED]

Settlement Discount Terms [REDACTED]

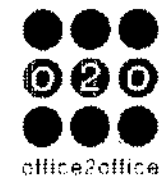
|                      |              |
|----------------------|--------------|
| INVOICE GOODS        | 25.20        |
| INVOICE V.A.T.       | 4.41         |
| <b>INVOICE TOTAL</b> | <b>29.61</b> |

**Please  
 return  
 the slip**

from final page  
 of invoice with  
 your payment  
 by

# Invoice

\*\*\*\*\*  
 \* INVOICE NO. [REDACTED]  
 \*\*\*\*\*



**PAYMENT SLIP**  
 Please see reverse  
 for terms of business  
 and how to pay

Invoice To :  
 Shona McIssac MP  
 [REDACTED]

Charge To :  
 Shona McIssac MP  
 [REDACTED]

Banner Business Supplies Ltd  
 [REDACTED]

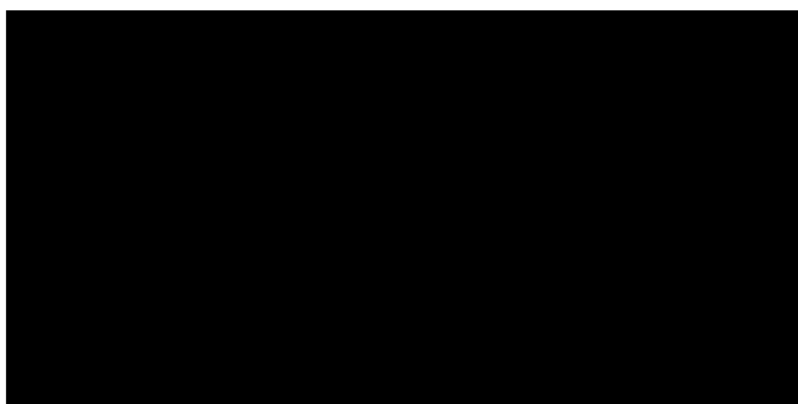
Page 1 of 1 Date 20/06/2004  
 Acc.No [REDACTED] Order Date 18/06/2004  
 Order [REDACTED]  
 C.A.R. [REDACTED]

Delivered To [REDACTED]  
 Shona McIssac MP  
 [REDACTED]

Customer Services  
 Telephone No [REDACTED]  
 Fax No [REDACTED]  
 Sales Order No [REDACTED]

Acc. No. : [REDACTED]  
 Inv. No. : [REDACTED]  
 Inv. Date: 20/06/2004  
 Amt. Due : 11.22

| Line No. | Line Ref. | Product Code | Product Description            | Quantity | U.O.M. | Unit Price | Tax Date | Line Total excl VAT | VAT Rate | Line VAT |
|----------|-----------|--------------|--------------------------------|----------|--------|------------|----------|---------------------|----------|----------|
| 1        |           | 7920008      | NESCAFE GOLD BLEND COFFEE 500g | 1        | TIN    | 11.2200    | 18/06/04 | 11.22               | 0.00     | 0.00     |



V.A.T. Summary

| Rate | Taxable Sum | V.A.T. Amount |
|------|-------------|---------------|
| 0.00 | 11.22       | 0.00          |

Sales Order Total (VAT excl) 11.22  
 VAT Registration [REDACTED]  
 Settlement Discount Terms [REDACTED]

INVOICE GOODS 11.22  
 INVOICE V.A.T. 0.00  
 INVOICE TOTAL 11.22

**Please return the slip**  
 from final page of invoice with your payment by



18/07/2004



Shona McIsaac MP

3rd August 2004

STATEMENT OF ACCOUNT

| DATE        | RISK<br>REFERENCE | DOCUMENT<br>REFERENCE | INSURANCE CLASS | DUE                 | PAID    |
|-------------|-------------------|-----------------------|-----------------|---------------------|---------|
| 29-JUL-2004 |                   |                       |                 | 315.00              | 0.00    |
|             |                   |                       |                 | BALANCE OUTSTANDING | £315.00 |

This Statement has been made up to the date shown above but please disregard it if you have paid us within the last 10 days.

Please see the reverse for payment details and quote your client reference as shown at the top of this statement in all correspondence.

OFFICE COSTS REIMBURSEMENT

I wish to claim reimbursement of the following amounts from my Office Costs Allowance for the period 1/5/04 to 31/7/04 as detailed below.

I attach certified receipts/invoices for all equipment & software leased or purchased.

| Item | Description of service / goods         | Amount<br>£ | Fees Office use only |
|------|----------------------------------------|-------------|----------------------|
| 1    | Rates for office<br>AP 2004 - MAR 2005 | 310.08      | [Redacted]           |
| 2    | CFL subscription                       | 45.00       |                      |
| 3    | NTI phone bill                         | 16.41       |                      |
| 4    | Stamps                                 | 105.00      |                      |
| 5    | Electricity for office                 | 29.94       |                      |
| 6    | [Redacted]                             |             |                      |
| 7    | [Redacted]                             |             |                      |
| 8    | [Redacted]                             |             |                      |
| 9    | [Redacted]                             |             |                      |
| 10   | [Redacted]                             |             |                      |
|      |                                        | 506.43      |                      |

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business

SIGNED

[Redacted Signature]

MP

PRINTED NAME SHONA MCLISAAC

DATE 9/8/04 CONSTITUENCY CLEETHORPE S





# NORTH EAST LINCOLNSHIRE COUNCIL

## NATIONAL NON-DOMESTIC RATE BILL

Date of issue:

12-MAR-2004

Account reference:

Please quote in all correspondence

Address of property:

|                   |         |
|-------------------|---------|
| Financial year    | 2004/05 |
| Rateable value    | 680     |
| Multiplier        | 0.456   |
| Notional amount £ | 310.08  |

Reason for bill: Annual

|                   |             |             |    |     |                                   |
|-------------------|-------------|-------------|----|-----|-----------------------------------|
| Charge For Period | 01-APR-2004 | 31-MAR-2005 | RV | 680 | 310.08                            |
|                   |             |             |    |     | Balance on this account: £ 310.08 |

Payment instructions for account reference:

INSTALMENTS TO BE PAID BY: CASH/CHEQUE MONTHLY  
 FIRST INSTALMENT DUE ON 15/04/2004 1 X 31.08  
 9 OTHER INSTALMENTS DUE FROM 15/05/2004 TO 15/01/2005 9 X 31.00



Computing for **Labour**



Shona Mclsaac MP





09 July 2004

Dear Shona Mclsaac MP

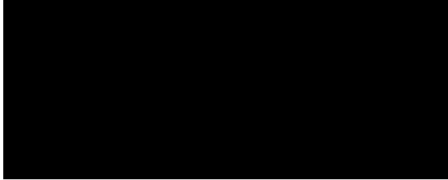
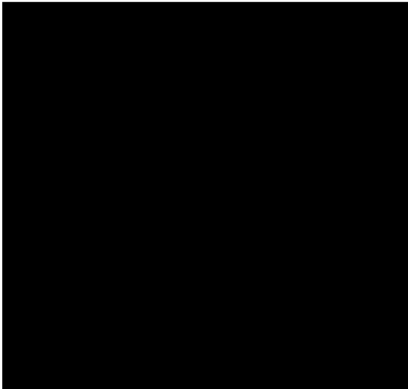
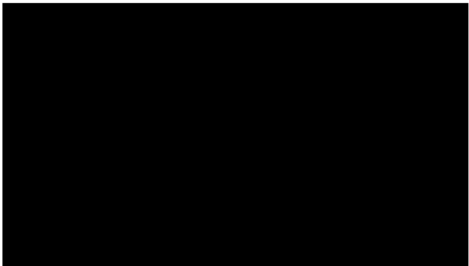
Thank you for paying your membership subscriptions to Computing for Labour by Direct Debit. Your subscription is due for renewal on 01/08/04. As a Corporate member the amount is £45.00

The payment will be collected from your account on or shortly after the 2nd of April 2004. Once again thank you for your continued support.

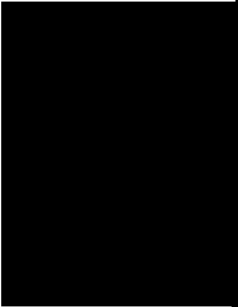


|                        |
|------------------------|
| Your Account Number is |
|                        |
| Date and Tax Point     |
| 02/07/2004             |
| Invoice Number         |
|                        |

Business Services Invoice



| FROM           | TO                     | DESCRIPTION                                             | CHARGES/CREDITS |            |            |
|----------------|------------------------|---------------------------------------------------------|-----------------|------------|------------|
| 1/07<br>8/07   | 7/08                   | TELEPHONE CALL CHARGES<br>Standard Business Line Rental | .96<br>13.00    |            |            |
| PLUS TOTAL VAT |                        |                                                         | 2.45            |            |            |
| ACCOUNT NUMBER | SERVICE PERIOD<br>FROM | TO                                                      | CLOSING DATE    | DUE DATE   | AMOUNT DUE |
|                | 8/07                   | 7/08                                                    | 02/07           | 14/07/2004 | 16.41      |





**NORTH  
EAST  
LINCOLNSHIRE  
COUNCIL**

# INVOICE

Invoice No

*Invoice Address:*

Name **SHONA MCISAAC MP**

Address

Post Code

Invoice Date: **01 Apr 2004**

Supply Date: **01 Apr 2004**

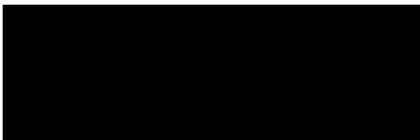
Your Order No:

Customer No:

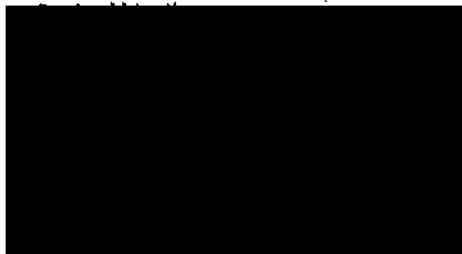
|                                        | <u>Net</u> | <u>VAT Rate</u> | <u>VAT</u> | <u>Value</u> |
|----------------------------------------|------------|-----------------|------------|--------------|
| ELECTRICITY RECHARGE FOR FORTH QUARTER |            |                 |            |              |
| ELECTRICITY RECHARGE FOR FORTH QUARTER | 28.51      | 5.00%           | 1.43       | 29.94        |

PREVIOUS READING  
CURRENT READING

|                   |               |
|-------------------|---------------|
| Pre VAT           | 28.51         |
| VAT               | 1.43          |
| <b>Amount Due</b> | <b>£29.94</b> |



Post Office Ltd.  
Your Receipt



|                          |         |               |
|--------------------------|---------|---------------|
| S/a 2ndx100              |         |               |
| 5                        | £ 21.00 | 105.00        |
| TOTAL DUE TO POST OFFICE |         | 105.00        |
| Switch/Maestro           |         | FROM CUSTOMER |
| 105.00                   |         |               |
| BALANCE,                 |         | 0.00          |

Thank You

APRIL 2004

C2. DIRECT

I enclose 3 certified invoices  
Incidental Expenses Provision

| Invoice | Supplier's name                  | Amount<br>£ | Transaction code<br><i>For Fees office use only</i> |
|---------|----------------------------------|-------------|-----------------------------------------------------|
| 1       |                                  |             |                                                     |
| 2       | Grimby & Southorpe<br>Newspapers | £301.25     |                                                     |
| 3       | BT                               | £218.11     |                                                     |
| 4       |                                  |             |                                                     |
| 5       |                                  |             |                                                     |
| 6       |                                  |             |                                                     |
| 7       |                                  |             |                                                     |
| 8       |                                  |             |                                                     |
| 9       |                                  |             |                                                     |
| 10      |                                  |             |                                                     |
|         |                                  | £519.36     |                                                     |

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

SIGN  MP

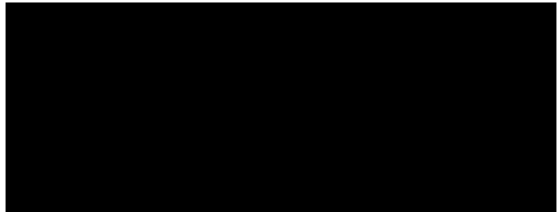
PRINTED NAME SHONA MCCUSACK

DATE 24/5/04 CONSTITUENCY CLEETHORPE

# SALES INVOICE

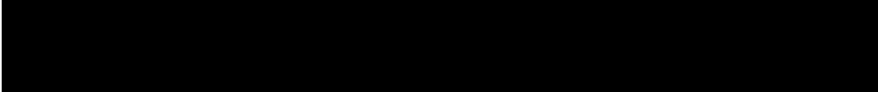


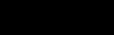

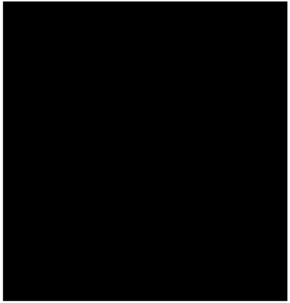
Shona Mcisaac



|                         |            |
|-------------------------|------------|
| Invoice Number          |            |
| Invoice Date            | 22/04/2004 |
| Customer Account Number |            |

|                |            |
|----------------|------------|
| Payment Due by | 22/05/2004 |
|----------------|------------|



| Item | Publication | Insert Date | Details of Order                                                                                                                                                                                                                                                                                                                                 | Value | VAT Code | Net Charge |
|------|-------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------|------------|
|      | Y6          | April 21    | Y6 Why 6 Magazine 05x02                                                                                                                                                                                                                                                                                                                          |       |          |            |
|      | Y7          | April 21    | Y7 Why 7 Magazine 05x02                                                                                                                                                                                                                                                                                                                          |       |          |            |
|      | Y8          | April 21    | Y8 Why 8 Magazine 05x02<br>Order No: SUE TURNER<br>Urn: <br>Clas <br>ADVICE WORKER (Part<br> |       |          |            |



|              |               |
|--------------|---------------|
| Sub-Total    | 301.25        |
| VAT          | 52.72         |
| <b>Total</b> | <b>353.97</b> |

More connections.  
More possibilities.



Your account and bill number

SHONA MCISAAC MP  
SHONA MCISAAC MP

Date  
3 May 2004

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

## Your BT bill

for

|                 |           |
|-----------------|-----------|
| Cost of calls   | £ 84.22   |
| Service charges | £ 123.45  |
| VAT             | £ 36.34   |
| Brought forward | - £ 25.90 |

**Total now due** **£ 218.11**

*This invoice is payable immediately.*

New FREE online billing  
services!





More connections.  
More possibilities.



Date and tax point  
3 May 2004



SHONA MCISAAC MP  
SHONA MCISAAC MP



# VAT invoice

for 



**Total VAT**                    **£ 36.34**

| <i>VAT rate</i> | <i>Charge (ex VAT)</i> | <i>Total VAT</i> |
|-----------------|------------------------|------------------|
| 17.5%           | £ 207.67               | £ 36.34          |

**VATable charges**        **£ 207.67**

**Charges at 17.5%**        **£ 207.67**

| <i>Date/period</i> | <i>Description</i> | <i>Charge (ex VAT)</i> |
|--------------------|--------------------|------------------------|
| 30 Jan-14 Apr      | Cost of calls      | 84.22                  |
| 1 May-31 Jul       | Service charges    | 123.45                 |
|                    | <i>Total</i>       | <i>207.67</i>          |

2004-2005

### C1. REIMBURSEMENT

I wish to claim reimbursement of the following amounts from my Incidental Expenses Provision for the period 1/4/05 to 30/4/05 as detailed below.

I attach certified receipts/invoices for all equipment & software leased or purchased.

| Item | Description of service / goods          | Amount<br>£ | Fees office use<br>only |
|------|-----------------------------------------|-------------|-------------------------|
| 1    | Barton Town Council - advertisement     | 25          | [REDACTED]              |
| 2    | Trinity Methodist Church - room booking | 12          |                         |
| 3    | DE Lines Council - electricity bill     | 29.94       |                         |
| 4    |                                         |             |                         |
| 5    | [REDACTED]                              |             |                         |
| 6    | [REDACTED]                              |             |                         |
| 7    | [REDACTED]                              |             |                         |
| 8    | [REDACTED]                              |             |                         |
| 9    | [REDACTED]                              |             |                         |
| 10   | [REDACTED]                              |             |                         |

£ 66.94

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

SIGN [REDACTED] .....MP

PRINTED NAME SHONA MCUSACK .....

DATE 24/5/04 CONSTITUENCY WEEHAWES .....



NORTH  
EAST  
LINCOLNSHIRE  
COUNCIL

SHONA MCISAAC MP

Customer No  
Invoice No

Invoice Date 01 Apr 2004

**Amount Outstanding £29.94**

Date 28 Apr 2004

Dear Sir/Madam

*My records show that the above invoice is still unpaid.*

*Would you please give this your urgent attention within the next 14 days in order to avoid further recovery action.*

*If you dispute this balance please contact the Income Section on the telephone number shown below, immediately.*

# BOOKING FORM

Date of Booking ..... 13.02.04.....

Time of Booking From 5 p.m. To 7 p.m.....

| ROOM           | PRICE PER HOUR WITH HEAT | PRICE PER HOUR WITHOUT HEAT | HOURS REQUIRED TO HIRE | TOTAL PRICE PER ROOM |
|----------------|--------------------------|-----------------------------|------------------------|----------------------|
| LECTURE HALL   | £6.00.                   |                             | 2                      | £12.00.              |
| LADIES PARLOUR |                          |                             |                        | 2                    |
| LARGE VESTRY   |                          |                             |                        |                      |
| KITCHEN        |                          |                             | SINGLE CHARGE          |                      |
| CHURCH         |                          |                             |                        |                      |
|                |                          |                             | TOTAL                  |                      |

## CONDITIONS OF BOOKING

- 1 Only rooms booked must be used.
- 2 Times of bookings must be kept to.
- 3 No smoking on Church premises.
- 4 The Church will not be liable for INJURY OR LOSS on the CHURCH PROPERTY.
- 5 Please leave the premises in a tidy condition.
- 5 Any damage to be paid for

# BARTON-UPON-HUMBER TOWN COUNCIL

4<sup>th</sup> May 2004

## INVOICE REMINDER

| <u>ITEM NO:</u> | <u>DESCRIPTION</u>                              | <u>AMOUNT</u> |
|-----------------|-------------------------------------------------|---------------|
| 1               | Advertisement, Bartonian<br>April 2004 issue 32 | £25.00        |
|                 | <b>AMOUNT DUE</b>                               | <b>£25.00</b> |

Shona McIsaac MP

## C2. DIRECT PAYMENT

I enclose .....1..... certified invoices to allow direct payments to be made from my  
Incidental Expenses Provision

| Invoice | Supplier's name      | Amount<br>£    | <i>Transaction code</i><br><i>For Fees office use only</i> |
|---------|----------------------|----------------|------------------------------------------------------------|
| 1       | OE Lines<br>Coventry | 1,236.56<br>x2 | [REDACTED]                                                 |
| 2       |                      |                |                                                            |
| 3       |                      |                |                                                            |
| 4       |                      |                |                                                            |
| 5       |                      |                |                                                            |
| 6       |                      |                |                                                            |
| 7       |                      |                |                                                            |
| 8       |                      |                |                                                            |
| 9       |                      |                |                                                            |
| 10      |                      |                |                                                            |
|         |                      | £ 1,236.56     |                                                            |

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on  
parliamentary business.

SIGNED [REDACTED].....MP

PRINTED NAME..... SHONA MCLW AAC.....

DATE..... 25/5/04..... CONSTITUENCY..... CLEETHORPES.....



# INVOICE

Invoice No

(Copy)

*Invoice Address:*

Name **SHONA MCISAAC MP**

Address

Post Code

Invoice Date: **05 Apr 2004**

Supply Date: **05 Apr 2004**

Your Order No:

Customer No:

|                                                                                               | <u>Net</u> | <u>VAT Rate</u> | <u>VAT</u> | <u>Value</u> |
|-----------------------------------------------------------------------------------------------|------------|-----------------|------------|--------------|
| <b>RENT AND SERVICE CHARGE AT IMMINGHAM RESOURCE CENTRE</b>                                   |            |                 |            |              |
| RENT AT IMMINGHAM RESOURCE CENTRE FROM 1ST APRIL 2004 TO 31ST MARCH 2005 FOR ROOM 18          | 945.00     | 0.00%           | 0.00       | 945.00       |
| SERVICE CHARGE AT IMMINGHAM RESOURCE CENTRE FROM 1ST APRIL 2004 - 31ST MARCH 2005 FOR ROOM 18 | 402.12     | 17.50%          | 70.37      | 472.49       |

|                   |                 |
|-------------------|-----------------|
| Pre VAT           | 1347.12         |
| VAT               | 70.37           |
| <b>Amount Due</b> | <b>£1417.49</b> |



# CREDIT NOTE

Credit Note No. [REDACTED]

Original Invoice Address:

Name **SHONA MCISAAC MP**

Credit Note Date: **20 May 2004**

Invoice No: [REDACTED]

Customer No: [REDACTED]

|                                                                                                        | <u>Net</u> | <u>VAT Rate</u> | <u>VAT</u> | <u>Value</u> |
|--------------------------------------------------------------------------------------------------------|------------|-----------------|------------|--------------|
| [REDACTED]                                                                                             |            |                 |            |              |
| RENT AT IMMINGHAM RESOURCE CENTRE FROM 1ST<br>APRIL 2004<br>TO 31ST MARCH 2005 FOR ROOM 18             | 120.75     | 0.00%           | 0.00       | 120.75       |
| SERVICE CHARGE AT IMMINGHAM RESOURCE<br>CENTRE<br>FROM 1ST APRIL 2004 - 31ST MARCH 2005 FOR<br>ROOM 18 | 51.22      | 17.50%          | 8.96       | 60.18        |

DUE TO UN-OCCUPANCY THROUGHOUT FIRE  
PERIOD 47 DAYS

|                   |                |
|-------------------|----------------|
| Pre VAT           | 171.97         |
| VAT               | 8.96           |
| <b>Credit Due</b> | <b>£180.93</b> |