



Member's claim form

Received
21 FEB 2005
Revenue Unit
Finance & Administration
House of Commons

Members' Allowances

About filling in
this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.



Your details

Name
in CAPITAL LETTERS

SYLVIA HEAL

Constituency

HALESOWEN & ROWLEY REGIS

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 01 10 04 to 30 10 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 129 : 01 p

Food

£ 205 : 50 p

Utilities

£ 61 : 08 p

Council Tax/Rates

£ 103 : 00 p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

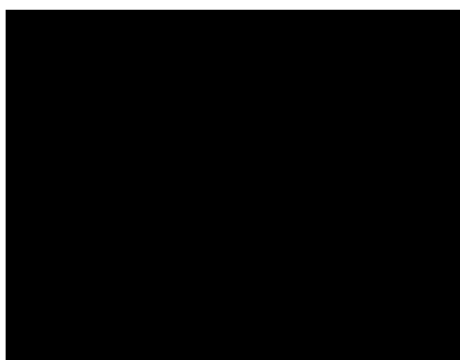
£ : p

▶ please specify _____

Total

£ 558 : 09 p

✓
FAS £32 pm. £29.08 WATER RATES.



Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

11. 2 05

Data protection

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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Send your completed
form to

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

Mrs S L Heal

Your bill for water services for 01/04/04 to 31/03/05 for

£239

Water Charge	239	R.V x 43.85p	£104.80
Used & Surface Water Collected on behalf	239	R.V x 53.49p	£127.84
VAT	V.A.T at ZERO		£0.00

Total Amount Payable £232.64

01
02
03
04

£29.08
£29.08
£29.08
£29.08

05
06
07
08

£29.08
£29.08
£29.08
£29.08

COUNCIL TAX BILL 2004-05

Date of Issue: 22 SEP 2004

PROPERTY BAND	2004/05 COUNCIL TAX	=	£1033.86	2.5%	} Percentage increase over the previous year
COMPRISING		=	£914.46	1.5%	
	POLICE AUTHORITY	=	£80.08	12.5%	
	FIRE & CIVIL DEFENCE	=	£39.32	7.8%	

To:

MRS SYLVIA L HEAL

Account Reference:

Property Address (if different):

Your council tax bill is calculated as follows (see overleaf for details of any codes used):

AMOUNT DUE 01APR04 TO 31MAR05	£	1033.86
TOTAL AMOUNT PAYABLE		1033.86

Reason for bill: REPLACEMENT DEMAND

Payment method and instalments payable:

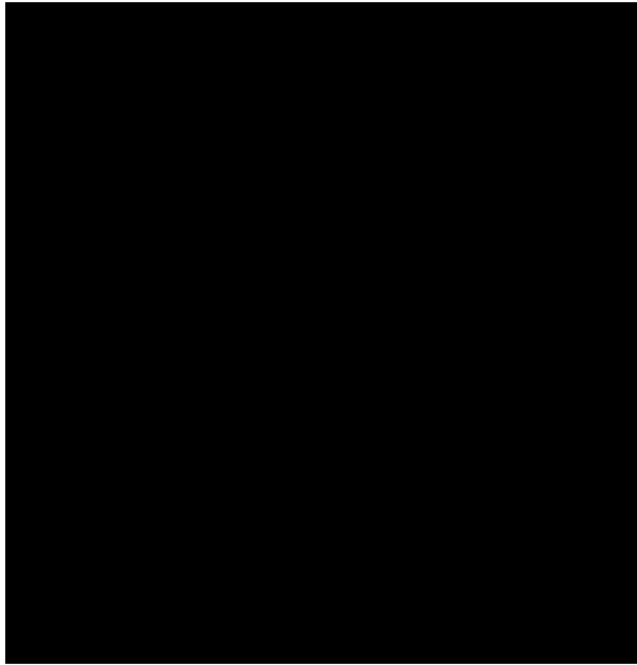
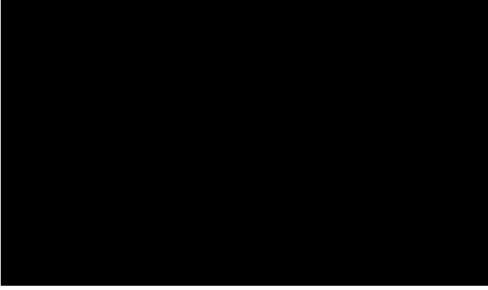
DIRECT DEBIT

£106.86	£103.00
£103.00	£103.00
£103.00	£103.00
£103.00	£103.00
£103.00	
£103.00	

PAYMENTS TO 21SEP04 621.86-

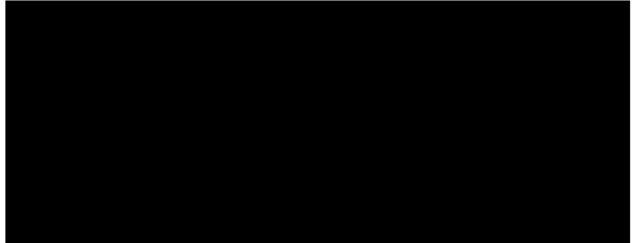
BALANCE DUE 412.00


Mrs S L Heal



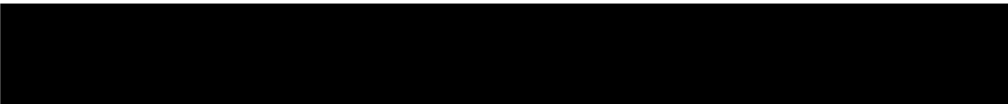
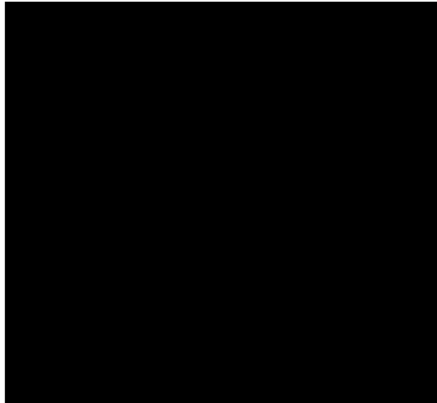
16 August to 15 September 2004

Account Name

Your House Mortgage Loan details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>
15 Aug 04	BALANCE BROUGHT FORWARD	
13 Sep 04	CR MORTGAGE PAYMENT	
	DR INTEREST	
	TO 12SEP2004	129.01
15 Sep 04	BALANCE CARRIED FORWARD	





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Constituency

HALESOWEN & ROWLEY REGIS

Claim details

Notes

You can only claim for

Please list

Please attach

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01/07/2004 to 31/07/2004

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 124 : 45 p

Food

£ 130 : 00 p

Utilities

£ 107 : 73 p

Council Tax/Rates

£ 103 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

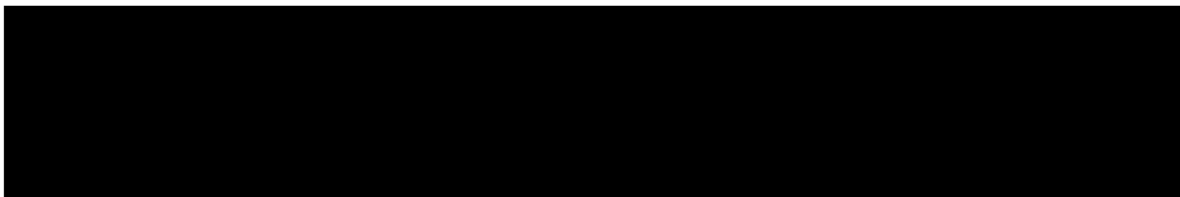
Total

£ 465 : 18 p

GAS £32.00 WATER £29.08 Electricity £46.65

Details of second home *if applicable*

Address of
second home
*for Additional
Costs Allowance*



Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature



MP

Date

18. 11. 04

Data protection

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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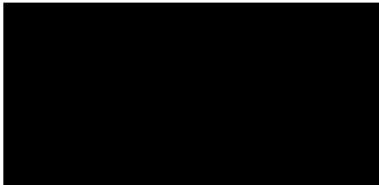
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Send your completed
form to

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

MRS S HEAL



Date of issue 19 July 2004

Please pay

£46.65


Mrs S L Heal

16 June to 15 July 2004

Your House Mortgage Loan details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>
15 Jun 04	BALANCE BROUGHT FORWARD	
13 Jul 04	CR MORTGAGE PAYMENT	
	DR INTEREST	
	<u>TO 12 JUL 2004</u>	124.45
15 Jul 04	BALANCE CARRIED FORWARD	

COUNCIL TAX BILL 2004-05

Date of Issue: 22 SEP 2004

PROPERTY BAND =	2004/05 COUNCIL TAX =	£1033.86	— 2.5%	} Percentage increase over the previous year
COMPRISING	=	£914.46	— 1.5%	
POLICE AUTHORITY	=	£80.08	— 12.5%	
FIRE & CIVIL DEFENCE	=	£39.32	— 7.8%	

To: MRS SYLVIA L HEAL

Account Reference:
Property Address (if different):

Your council tax bill is calculated as follows (see overleaf for details of any codes used):

AMOUNT DUE 01APR04 TO 31MAR05	£	1033.86
TOTAL AMOUNT PAYABLE		1033.86

Reason for bill: REPLACEMENT DEMAND

Payment method and instalments payable:
DIRECT DEBIT

£106.86	£103.00	PAYMENTS TO	21SEP04	621.86-
£103.00	£103.00			
£103.00	£103.00			
£103.00	£103.00			
£103.00				
£103.00		BALANCE DUE		412.00

Mrs S L Heal

Your bill for water services for 01/04/04 to 31/03/05 for

Water Charge	239	R.V x	43.85p	£104.80
Used & Surface Water Collected on behalf of	239	R.V x	53.49p	£127.84
VAT	V.A.T at ZERO			£0.00

Total Amount Payable £232.64

01
02
03
04

£29.08
£29.08
£29.08
£29.08

05
06
07
08

£29.08
£29.08
£29.08
£29.08



Member's claim form

Members' Allowances

About filling in this form

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

Name
in CAPITAL LETTERS

SYLVIA HEAL

Constituency

HALESOWEN & ROWLEY REGIS

Claim details

Notes

You can only claim for

Please list

Please attach

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01 1 05 04 to 31 1 05 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 116 : 94 p

Food

£ 125 : 00 p

Utilities

£ 61 : 09 p

GAS £32 pm WATER £29.08

Council Tax/Rates

£ 103 : 00 p

Telephone and
telecommunications

£ 79 : 90 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 485 : 93 p

Details of second home *if applicable*

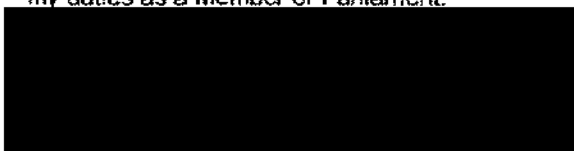
Address of
second home
for Additional
Costs Allowance



Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature



MP

Date

9. 11. 04.

Data protection

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

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Send your completed
form to

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


Mrs S L Heal

24 January to 15 May 2004

Your House Mortgage Loan details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>
23 Jan 04	BALANCE BROUGHT FORWARD	
13 Feb 04	CR MORTGAGE PAYMENT	
	DR INTEREST	
	TO 12FEB2004	125.99
15 Mar 04	CR MORTGAGE PAYMENT	
	DR INTEREST	
	TO 12MAR2004	115.69
13 Apr 04	CR MORTGAGE PAYMENT	
	DR INTEREST	
	TO 12APR2004	121.45
13 May 04	CR MORTGAGE PAYMENT	
	DR INTEREST	
	TO 12MAY2004	116.94
15 May 04	BALANCE CARRIED FORWARD	

____ Your account and bill number

MRS S.L HEAL

..... Date
4 May 2004

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



.....
Total now due £ 79.90

COUNCIL TAX BILL 2004-05

Date of Issue: 22 SEP 2004

PROPERTY BAND	2004/05 COUNCIL TAX	=	£1033.86	—	2.5%	} Percentage increase over the previous year
COMPRISING		=	£914.46	—	1.5%	
	POLICE AUTHORITY	=	£80.08	—	12.5%	
	FIRE & CIVIL DEFENCE	=	£39.32	—	7.8%	

To: MRS SYLVIA L HEAL

Account Reference:

Property Address (if different):

Your council tax bill is calculated as follows (see overleaf for details of any codes used):

AMOUNT DUE 01APR04 TO 31MAR05	£	1033.86
TOTAL AMOUNT PAYABLE		1033.86

Reason for bill: REPLACEMENT DEMAND

Payment method and instalments payable:
DIRECT DEBIT

£106.86	£103.00
£103.00	£103.00
£103.00	£103.00
£103.00	£103.00
£103.00	
£103.00	

PAYMENTS TO 21SEP04 621.86-

BALANCE DUE 412.00

Mrs S L Heal

Your bill for water services for 01/04/04 to 31/03/05 for

Water Charge	239	R.V x 43.85p	£104.80
Used & Surface Water Collected on behalf of	239	R.V x 53.49p	£127.84
VAT	V.A.T at ZERO		£0.00

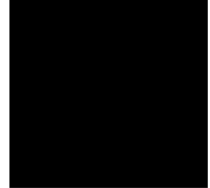
Total Amount Payable £232.64

01
02
03
04

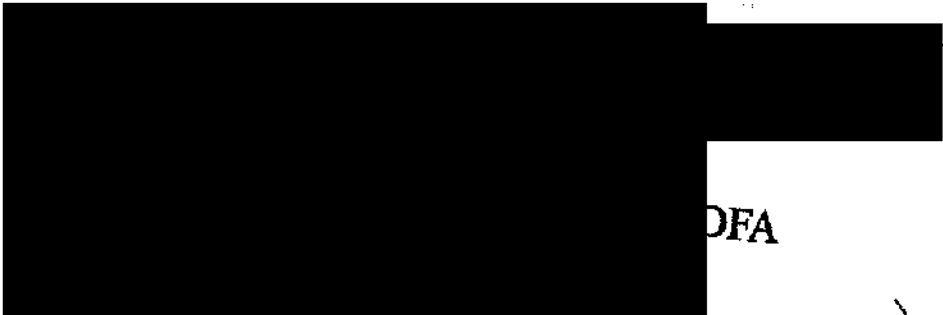


£29.08
£29.08
£29.08
£29.08

05
06
07
08



£29.08
£29.08
£29.08
£29.08



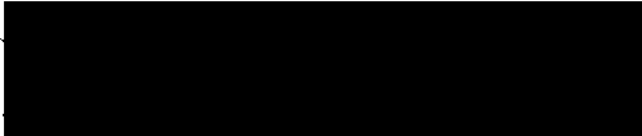
DFA

I wish to claim reimbursement of the following amounts in respect of additional costs which I have necessarily incurred for overnight stays away from my main home (as notified to the Fees Office) on Parliamentary duties during the period from 1st MARCH 04 to 31st MARCH 04 made up as follows:-

Hotel Accommodation		£
Residential Accommodation		£
(i) Rent/Rates MORTGAGE INTEREST.	115.69	X
(ii) Heat and Light	
(iii) Telephone	
(iv) Cleaning	
(v) Repairs and Maintenance	
(vi) Other (please specify)	
① EXTERNAL HOUSE DECORATION	1450.00	£ 1565.69
Food		£ 130.00
Other Expenses (please specify)	
② DISHWASHER REPLACEMENT.	200.00	
③ WATER RATES. 1.04.03 To 31.04.04	224.00	
④ COUNCIL TAX. 1.04.03 To 31.04.03	1008.46	£1432.46

Total £ 3128.15

ACA REDUCED / MORTGAGE DETAILS REQUIRED
£ 3012.46

Signed  M.P.

Print Name SYLVA HEAL

Date 3 JUNE 04 Constituency HALESOWEN & ROWLEY REGIS



Member's claim form

RECEIVED

Members' Allowances

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Your details

Name
in CAPITAL LETTERS

SYLVIA HEAL

Constituency

HALESOWEN & ROWLEY REGIS.

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Notes

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- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 01 10 4 104

to 30 10 4 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 121 : 45 p

Food

£ 135 : 00 p

Utilities

£ ~~103~~ 103 : ~~00~~ 28 p

GAS £32.94 WATER £29.08 p.m.
ELECTRICITY £42.14

Council Tax/Rates

£ 106 : 86 p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 59 : 85 p

NO SURCHARGE

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ ~~464~~ 526 : 38 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament

Signature

MP

Date

9. 11. 04.

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Mrs S L Heal

Your bill for water services for 01/04/04 to 31/03/05 for

Water Charge	239	R.V x	43.85p	£104.80
Used & Surface Water	239	R.V x	53.49p	£127.84
Collected on behalf of				
VAT		V.A.T at ZERO		£0.00

Total Amount Payable £232.64

01
02
03
04

£29.08
£29.08
£29.08
£29.08

05
06
07
08

£29.08
£29.08
£29.08
£29.08



TEMPORARY STATEMENT

Date 06May2004

Last statement date 23Jan2004

Date	Description	Amount
Balance brought forward		
13Feb2004 CR	MORTGAGE PAYMENT	
13Feb2004 DR	INTEREST	
15Mar2004 CR	MORTGAGE PAYMENT	
15Mar2004 DR	INTEREST	
13Apr2004 CR	MORTGAGE PAYMENT	
13Apr2004 DR	INTEREST	121.45Dr

End of report

Maal

Policy Number

Renewal Date 4 April 2004

Contents Sum Insured £20,000

Annual Premium £59.85

COUNCIL TAX BILL 2004-05

Date of issue: 22 SEP 2004

PROPERTY BAND	2004/05 COUNCIL TAX	=	£1033.86	—	2.5%	} Percentage increase over the previous year
COMPRISING		=	£914.46	—	1.5%	
	POLICE AUTHORITY	=	£80.08	—	12.5%	
	FIRE & CIVIL DEFENCE	=	£39.32	—	7.8%	

To: MRS SYLVIA L HEAL

Your council tax bill is calculated as follows (see overleaf for details of any codes used):

AMOUNT DUE 01APR04 TO 31MAR05	£ 1033.86
TOTAL AMOUNT PAYABLE	1033.86

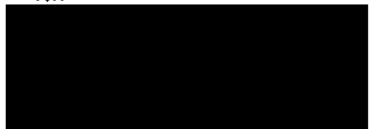
Reason for bill: REPLACEMENT DEMAND

Payment method and instalments payable:

DIRECT DEBIT

£106.86	£103.00	PAYMENTS TO	21SEP04	621.86-
£103.00	£103.00			
£103.00	£103.00			
£103.00	£103.00			
£103.00				
£103.00		BALANCE DUE		412.00

MRS S HEAL



Date of issue 19 April 2004

Please pay

£42.14



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Members' Allowances

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Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01/06/2004 to 30/06/2004

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 124 : 92 p

Food

£ 125 : 00 p

GAS £32.00 WATER £29.08

Utilities

£ 61 : 09 p

Council Tax/Rates

£ 103 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 414 : 01 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

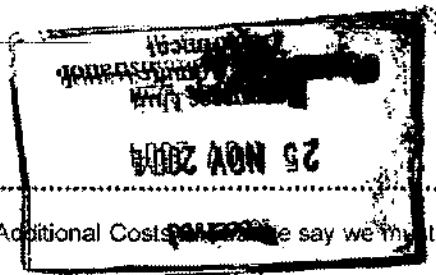
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Signature

MP

Date

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Mrs S L Heal

16 May to 15 June 2004

Your House Mortgage Loan details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>
15 May 04	BALANCE BROUGHT FORWARD	
14 Jun 04	CR MORTGAGE PAYMENT	
	DR INTEREST	
	<u>TO 12 JUN 2004</u>	<u>124.92</u>
15 Jun 04	BALANCE CARRIED FORWARD	

COUNCIL TAX BILL 2004-05

Date of Issue: 22 SEP 2004

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	POLICE AUTHORITY	=	£80.08	—	12.5%	
	FIRE & CIVIL DEFENCE	=	£39.32	—	7.8%	

To: MRS SYLVIA L HEAL

Account Reference:

Property Address (if different):

Your council tax bill is calculated as follows (see overleaf for details of any codes used):

AMOUNT DUE 01APR04 TO 31MAR05	£	1033.86
TOTAL AMOUNT PAYABLE		1033.86

Reason for bill: REPLACEMENT DEMAND

Payment method and instalments payable:

DIRECT DEBIT

£106.86	£103.00
£103.00	£103.00
£103.00	£103.00
£103.00	£103.00
£103.00	
£103.00	

PAYMENTS TO 21SEP04 621.86-

BALANCE DUE 412.00

Mrs S L Heal

Your bill for water services for 01/04/04 to 31/03/05 for

Water Charge	239	R.V x 43.85p	£104.80
Used & Surface Water Collected on behalf of	239	R.V x 53.49p	£127.84
VAT	V.A.T at ZERO		£0.00

Total Amount Payable £232.64

01
02
03
04

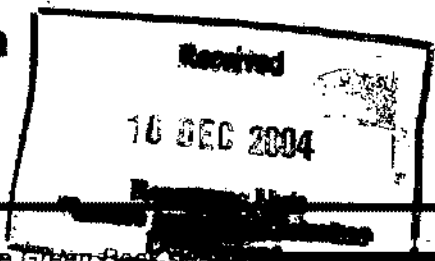
£29.08
£29.08
£29.08
£29.08

05
06
07
08

£29.08
£29.08
£29.08
£29.08



Member's claim form



Members' Allowances

About filling in this form

- For details of costs you can claim for, see Green Book
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name
in CAPITAL LETTERS

Constituency

SYLVIA HEAL

HALESOWEN & ROWLEY REGIS

Claim details

Notes

You can only claim for

Please list

Please attach

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01 / 08 / 04 to 31 / 08 / 04

Total cost of hotel stays
attach all receipts

£ _____ : _____ p

Mortgage payments
(interest only) or rent

£ 129 : 59 p

Food

£ 190 : 00 p

Utilities

£ 61 : 09 p

Council Tax/Rates

£ 103 : 00 p

Telephone and telecommunications

£ 68 : 13 p

Cleaning

£ _____ : _____ p

Service/maintenance

£ 183 : 75 p

Repairs/insurance/security

£ _____ : _____ p

Other

£ _____ : _____ p

▶ please _____

Other

£ _____ : _____ p

▶ please specify _____

Other

£ _____ : _____ p

▶ please specify _____

Total

£ 734 : 88 p

GAS £32.00pm WATER £29.08

GARDEN MAINTENANCE

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

Date

30.11.04.

Data protection

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

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

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

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

Send your completed
form to

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

COUNCIL TAX BILL 2004-05

Date of issue: 22 SEP 2004

PROPERTY BAND	2004/05 COUNCIL TAX	=	£1033.86	—	2.5%	} Percentage increase over the previous year
COMPRISING		=	£914.46	—	1.5%	
	POLICE AUTHORITY	=	£80.08	—	12.5%	
	FIRE & CIVIL DEFENCE	=	£39.32	—	7.8%	

To:

MRS SYLVIA L HEAL

Account Reference:

Property Address (if different):

Your council tax bill is calculated as follows (see overleaf for details of any codes used):

AMOUNT DUE 01APR04 TO 31MAR05
TOTAL AMOUNT PAYABLE

£
1033.86
1033.86

Reason for bill: REPLACEMENT DEMAND

Payment method and instalments payable:

DIRECT DEBIT

£106.86	£103.00
£103.00	£103.00
£103.00	£103.00
£103.00	£103.00
£103.00	
£103.00	

PAYMENTS TO 21SEP04 621.86-

BALANCE DUE

412.00

Mrs S L Heal

Your bill for water services for 01/04/04 to 31/03/05 for

Water Charge	239	R.V x 43.85p	£104.80
Used & Surface Water Collected on behalf of	239	R.V x 53.49p	£127.84
VAT	V.A.T at ZERO		£0.00

Total Amount Payable £232.64

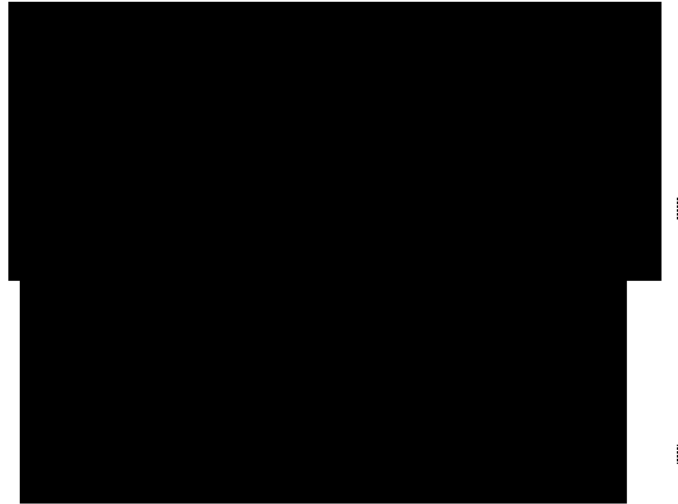
01
02
03
04

£29.08
£29.08
£29.08
£29.08

05
06
07
08

£29.08
£29.08
£29.08
£29.08


Mrs S L Heal

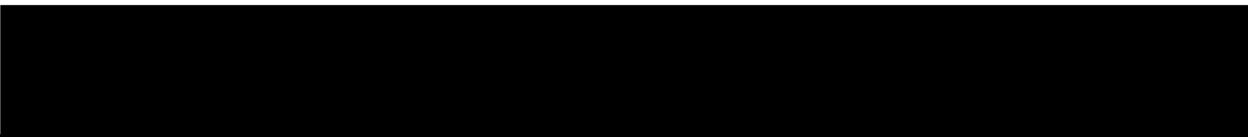
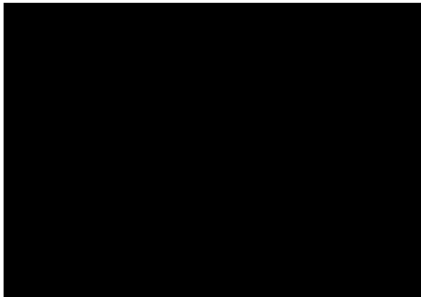


16 July to 15 August 2004



Your House Mortgage Loan details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>
15 Jul 04	BALANCE BROUGHT FORWARD	
13 Aug 04	CR MORTGAGE PAYMENT	
	DR INTEREST	
	TO 12AUG2004	129.59
15 Aug 04	BALANCE CARRIED FORWARD	



MRS S.L HEAL ✓

Date
2 August 2004

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

Total now due

£ 68.13

Financial Processing }

Transaction No.

Registration No.



Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

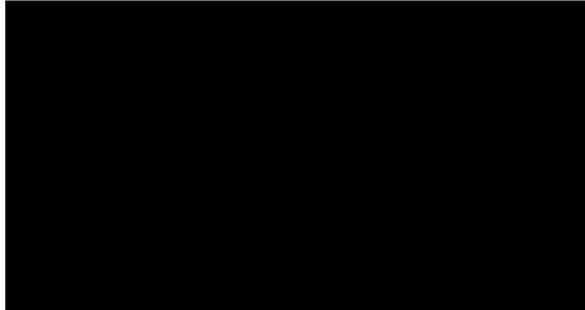
Member Supplier ID



Pay recipient

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

Text



Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



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

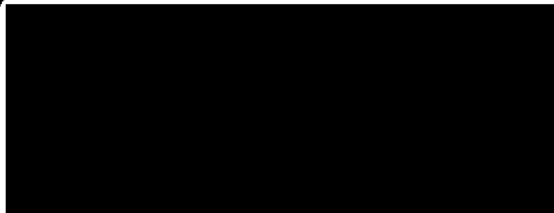
<i>Mortgage documentation held</i>
<i>Addresses comply with central records</i>
<i>Invoices relate to 2nd home address</i>
<i>Budget checked</i>
<i>Claim signed</i>
<i>Claim correctly dated</i>

✓
✓
✓
✓
✓
✓

** Financial Processing purposes only*

Registered by (initials & date)

Posted by (initials & date)



.....
.....
.....



Member's claim form

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name
in CAPITAL LETTERS

SYLVIA HEAL

Constituency

MALESOWEN & ROWLEY REGIS.

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01 / 10 / 04 to 31 / 10 / 04 ✓

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 121 : 36 p ✓

Food

£ 245 : 50 p

Utilities

£ : p

GAS £32.14 WATER £29.08
ELECTRIC £17.29

Council Tax/Rates

£ 103 : 00 p

Telephone and
telecommunications

£ : p

Cleaning

£ 5 : 0 p

WINDOWS.

24 MAR 2005

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 19.36 : : p

▶ please specify

CURTAIN POLE
LETTER BOX

Other

£ : : p

▶ please specify

Other

£ : : p

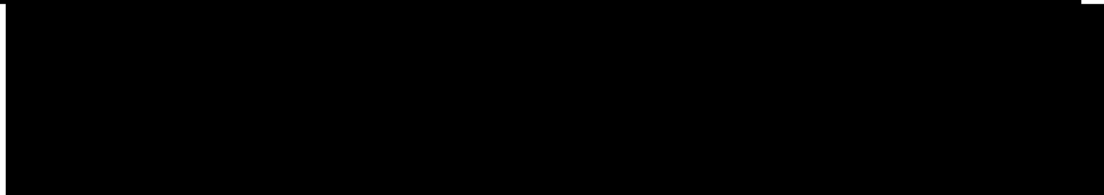
▶ please specify

Total

£ 494 : 22 . p ✓

Details of second home *if applicable*

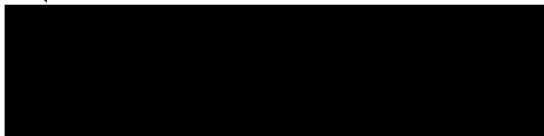
Address of
second home
for Additional
Costs Allowance



Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature



MP

Date

11. 2. 05

Data protection

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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Send your completed form to

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

Mrs S L Heal

Your bill for water services for 01/04/04 to 31/03/05 for

Water Charge	239	R.V x 43.85p	£104.80
Used & Surface Water Collected on behalf of	239	R.V x 53.49p	£127.84
VAT	V.A.T at ZERO		£0.00

Total Amount Payable £232.64

01	£29.08	05	£29.08
02	£29.08	06	£29.08
03	£29.08	07	£29.08
04	£29.08	08	£29.08

COUNCIL TAX BILL 2004-05

Date of Issue: 22 SEP 2004

PROPERTY BAND	=	2004/05 COUNCIL TAX	=	£1033.86	—	2.5%	} Percentage increase over the previous year
COMPRISING	=		=	£914.46	—	1.5%	
	=	POLICE AUTHORITY	=	£80.08	—	12.5%	
	=	FIRE & CIVIL DEFENCE	=	£39.32	—	7.8%	

To: MRS SYLVIA L HEAL

Account Reference:

Property Address (if different):

Your council tax bills are calculated as follows (see overhead for details of any codes used):

AMOUNT DUE 01APR04 TO 31MAR05	£ 1033.86
TOTAL AMOUNT PAYABLE	1033.86

Reason for bill: REPLACEMENT DEMAND

Payment method and instalments payable:

DIRECT DEBIT

£106.86	£103.00
£103.00	£103.00
£103.00	£103.00
£103.00	£103.00
£103.00	
£103.00	

PAYMENTS TO 21SEP04 621.86-

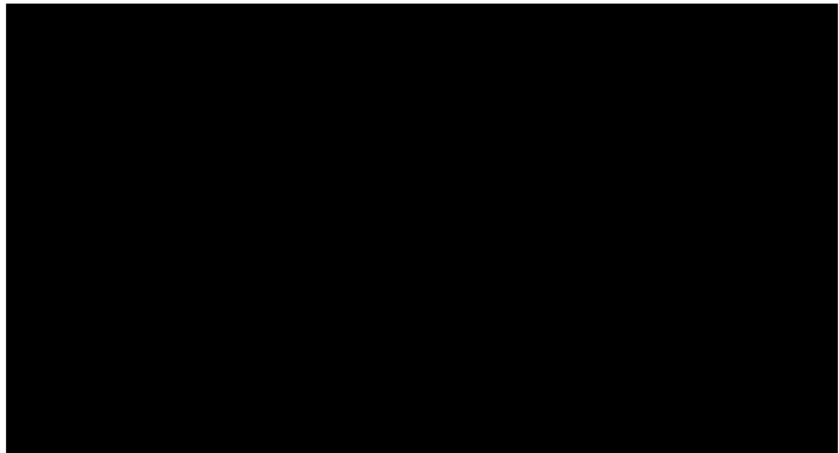
BALANCE DUE 412.00

MRS S HEAL

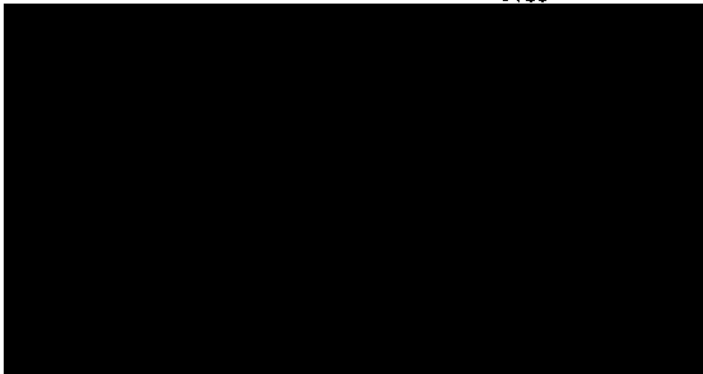
Date of issue 18 October 2004

Please pay

£17.29

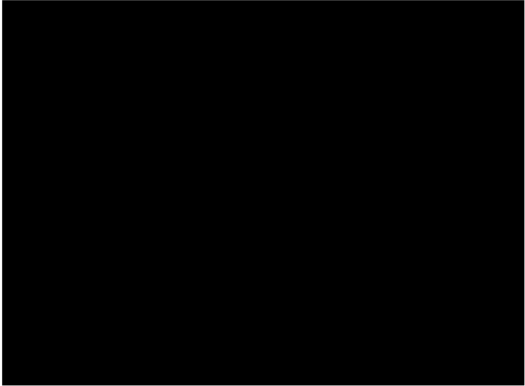


Ronsey Pole 70-120cm Blk	1	9.99
Total:		<u>9.99</u>





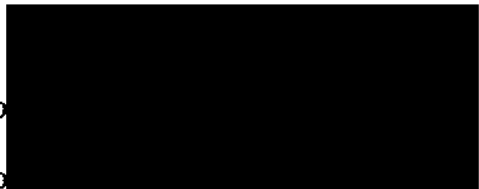
PSE	0.98
PSE	0.98
PSE	0.98
LETTERBOX WH	9.37
CSK SELF TAP	1.30
CSK SELF TAP	1.30
TOTAL	14.91 *



Financial Processing }

Transaction No

Registration No

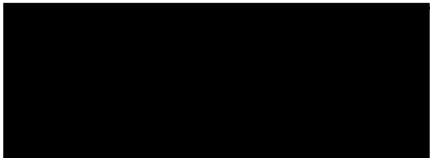


Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

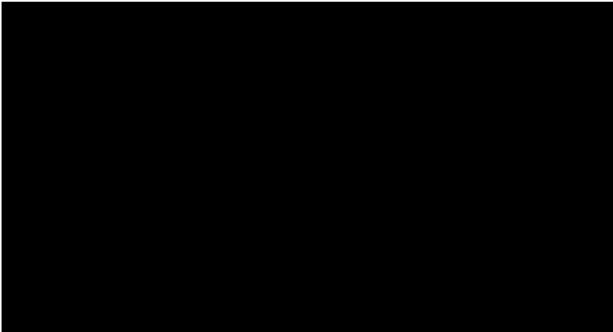
Member Supplier ID



Pay recipient

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

Text



Invoice No.

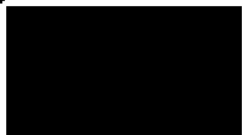
Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



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

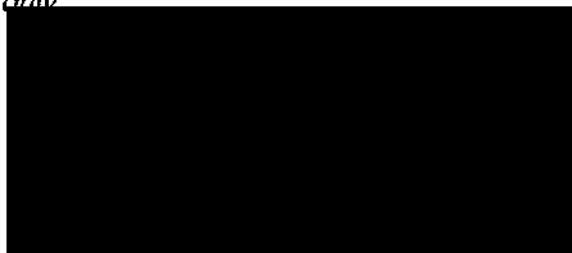
<i>Mortgage documentation held</i>
<i>Addresses comply with central records</i>
<i>Invoices relate to 2nd home address</i>
<i>Budget checked</i>
<i>Claim signed</i>
<i>Claim correctly dated</i>

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

** Financial Processing purposes only*

Registered by (initials & date)

Posted by (initials & date)



.....
.....
.....



Member's claim form

27 MAR 2005

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name
in CAPITAL LETTERS

SYLVIA HEAL

Constituency

HALESOWEN & ROWLEY REGIS

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01 11 04 to 30 11 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 121 : 36 p ✓

Food

£ 264 : 50 p ✓

Utilities

£ : p

GAS £32.00 WATER £29.08

Council Tax/Rates

£ 103 : 00 p ✓

Telephone and
telecommunications

£ : p

Cleaning

£ 5 : 00 p windows

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ ~~423~~ : 00 p

▶ please specify ACCOUNTANTS

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 916 : 86 p ✓

L93-86

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

23. 03. 04.

Data protection

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

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

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Send your completed
form to

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

Mrs S L Heal

Your bill for water services for 01/04/04 to 31/03/05 for

Water Charge	239	R.V x 43.85p	£104.80
Used & Surface Water Collected on behalf of	239	R.V x 53.49p	£127.84
VAT	V.A.T at ZERO		£0.00

Total Amount Payable £232.64

01	£29.08	05	£29.08
02	£29.08	06	£29.08
03	£29.08	07	£29.08
04	£29.08	08	£29.08

COUNCIL TAX BILL 2004-05

Date of Issue: 22 SEP 2004

PROPERTY BAND	2004/05 COUNCIL TAX =	£1033.86	— 2.5%	} Percentage increase over the previous year
COMPRISING	=	£914.46	— 1.5%	
POLICE AUTHORITY	=	£80.08	— 12.5%	
FIRE & CIVIL DEFENCE	=	£39.32	— 7.8%	

To: MRS SYLVIA J. HEAL

Account Reference:
Property Address (if different):

Your council tax bill is calculated as follows (see overleaf for details of any codes used):

AMOUNT DUE 01APR04 TO 31MAR05	£	1033.86
TOTAL AMOUNT PAYABLE		1033.86

Reason for bill: REPLACEMENT DEMAND

Payment method and instalments payable:
DIRECT DEBIT

£106.86	£103.00
£103.00	£103.00
£103.00	£103.00
£103.00	£103.00
£103.00	
£103.00	

PAYMENTS TO 21SEP04 621.86-

BALANCE DUE 412.00

Financial Processing }

Transaction N

Registration N

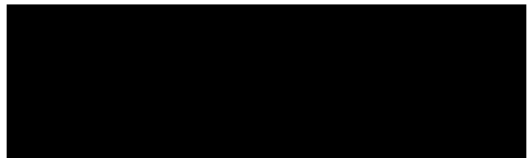


Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

Member Supplier ID



Pay recipient

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

Text 1-31 Jan 05

Invoice No. 6/2/05

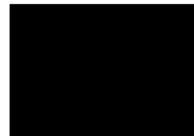
Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



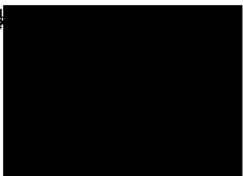
* Validation purposes only (please tick to indicate compliance)

Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 nd home address
Budget checked
Claim signed
Claim correctly dated

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

* Financial Processing purposes only

Registered by (initials & date)



Posted by (initials & date)

13 JUN 2005



31 MAY 2005

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name
in CAPITAL LETTERS

SYLVIA HEAL

Constituency

HALESOWEN & ROWLEY REGIS

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 01 / 01 / 05 to 31 / 01 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 121 : 36 p

Food

£ 283 : 60 p

Utilities

£ 73 : 00 p

Electric £41.10. Gas £32.

Council Tax/Rates

£ 103 : 00 p

Telephone and
telecommunications

£ 41 : 00 p

SUBSCRIBERS RENTAL

Cleaning

£ 5 : 00 p

WINDOWS.

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 626 : 96 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted Signature]

MP

Date

6 . 02 . 05 .

Data protection

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Send your completed
form to

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

COUNCIL TAX BILL 2004-05

Date of Issue: 22 SEP 2004

PROPERTY BAND =	2004/05 COUNCIL TAX =	£1033.86	—	2.5%	} Percentage increase over the previous year	
COMPRISING		=	£914.46	—		1.5%
	POLICE AUTHORITY	✓ =	£80.08	—		12.5%
	FIRE & CIVIL DEFENCE	=	£39.32	—		7.8%

To: MRS SYLVIA L HEAL

Account Reference:

Property Address (if different):

Your council tax bill is calculated as follows (see overleaf for details of any codes used):

AMOUNT DUE 01APR04 TO 31MAR05	£	1033.86
TOTAL AMOUNT PAYABLE		1033.86

Reason for bill: REPLACEMENT DEMAND

Payment method and instalments payable:

DIRECT DEBIT	
£106.86	£103.00
£103.00	£103.00
£103.00	£103.00
£103.00	£103.00
£103.00	
£103.00	

PAYMENTS TO 21SEP04 621.86-

BALANCE DUE 412.00

MRS S HEAL

Date of issue 22 December 2004

Please pay

£41.10


Mrs S L Heal

16 December 2004 to 15 January 2005

Your House Mortgage Loan details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>
15 Dec 04	BALANCE BROUGHT FORWARD	
13 Jan 05	CR MORTGAGE PAYMENT	
	DR INTEREST	
	TO 12JAN2005	121.36
15 Jan 05	BALANCE CARRIED FORWARD	

Financial Processing }

Transaction No

Registration No



Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

Member Supplier ID



Pay recipient

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

Text 1-28 Feb 05

Invoice No. 8/3/05

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



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

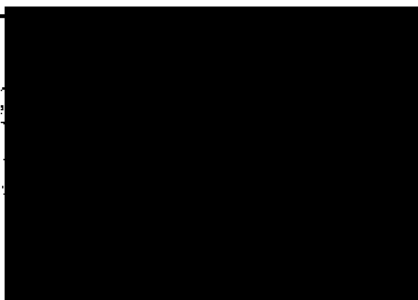
Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 nd home address
Budget checked
Claim signed
Claim correctly dated

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

** Financial Processing purposes only*

Registered by (initials & date)

Posted by (initials & date)



.....
.....



Member's claim form

31 MAY 2005

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name
in CAPITAL LETTERS

SYLVIA HEAR

Constituency

HALES OWEN & ROWLEY REGIS

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01/02/05 to 28/02/05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 118 : 45 p ✓

Food

£ 255 : 50 p ✓

Utilities

£ 32 : 00 p FAS £32.00

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 41 : 00 SKY SUBSCRIBERS RENTAL
£ 69 : 94 p

Cleaning

£ 5 : 00 p WINDOWS.

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 24 : 99 p ▶ please specify BEDSIDE CLOCK REPLACEMENT

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ ~~521~~ : 89 p

546 : 88

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

8. 03. 05.

Data protection

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

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

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

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

Send your completed
form to

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

MRS S.L HEAL

Date

2 February 2005

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

Total now due

£ 69.94


Mrs S L Heat

24 January to 15 February 2005

Your House Mortgage Loan details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>
23 Jan 05	BALANCE BROUGHT FORWARD	
14 Feb 05	CR MORTGAGE PAYMENT	
	DR INTEREST	
	TO 12FEB2005	118.45
15 Feb 05	BALANCE CARRIED FORWARD	

ROBERTS 185051
37-300 1 624 99

£ 24.99

AMOUNT DUE

£ 24.99

Financial Processing }

Transaction No.

Registration No.

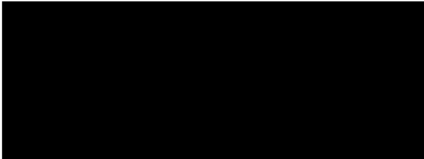


Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

Member Supplier ID



Pay recipient

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

Text 1-31 MARCH 05

Invoice No. 23/4/05

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



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

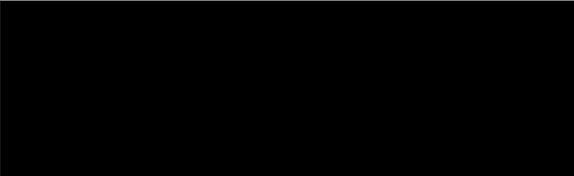
Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 nd home address
Budget checked
Claim signed
Claim correctly dated

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

** Financial Processing purposes only*

Registered by (initials & date)

Posted by (initials & date)





Member's claim form

Members' Allowances

About filling in this form

- For details of costs you can claim for, see Green Book section 3.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name in CAPITAL LETTERS

SYLVIA HEAL

Constituency

HALESOWEN & ROWLEY REGIS

Claim details

Notes

You can only claim for

Please list

Please attach

- costs you have actually paid
additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
all items costing £250 or more and include receipts - except for food, for which receipts are not required.
receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01/03/05 to 31/03/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 112 : 63 p ✓

Food

£ 275 : 00 p ✓

Utilities

£ 32 : 00 p GAS £32.

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 41 : 00 p SKY COMMUNICATION RENTAL

Cleaning

£ 5 : 00 p WINDOWS.

Service/maintenance

£ 5837 : 00 p PATIO REPAIR TO PREVENT RISING DAMP £5712 REPAIR OF FENCE PANELS £ 125

Repairs/insurance/security

£ 211 : 60 p HOUSE INSURANCE.

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 6514 : 23 P

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance



J

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature



MP

Date 23.04.05

Data protection

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

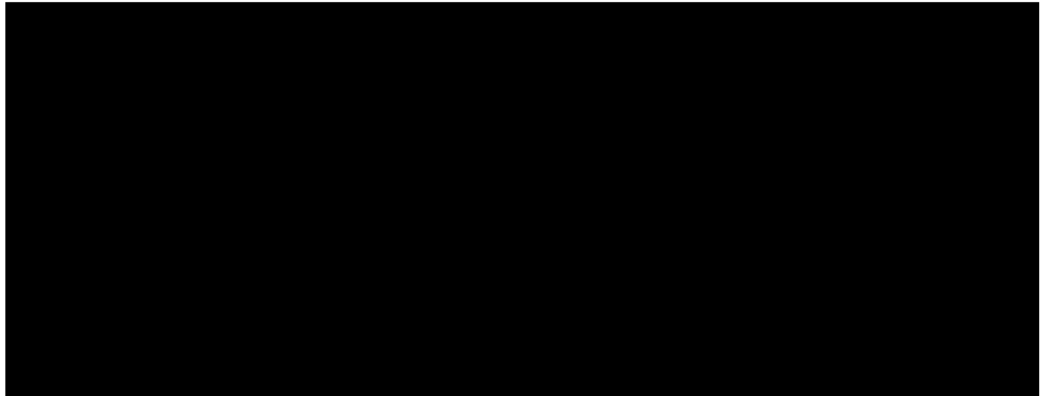
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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

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

Send your completed
form to

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



Mrs Heal
[Redacted]

Date: 12th March 2005

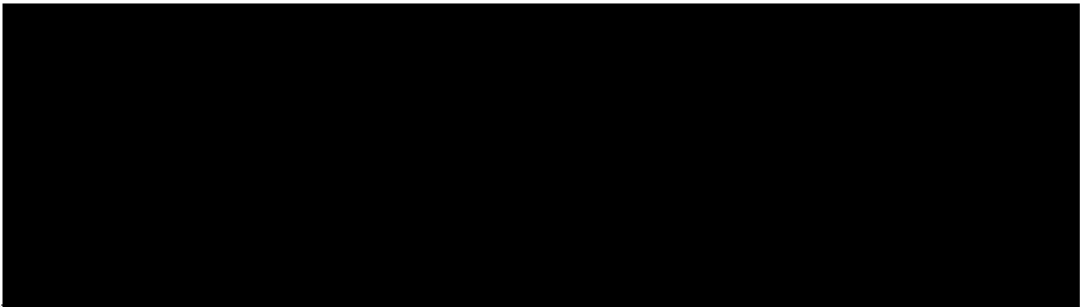
Account [Redacted]

RECEIPT

- I. Received payment in respect of paving works carried out to rear patio area as per our quotation

Total Paid: £5,712.00

Payment made by cheque on 11th March 2005

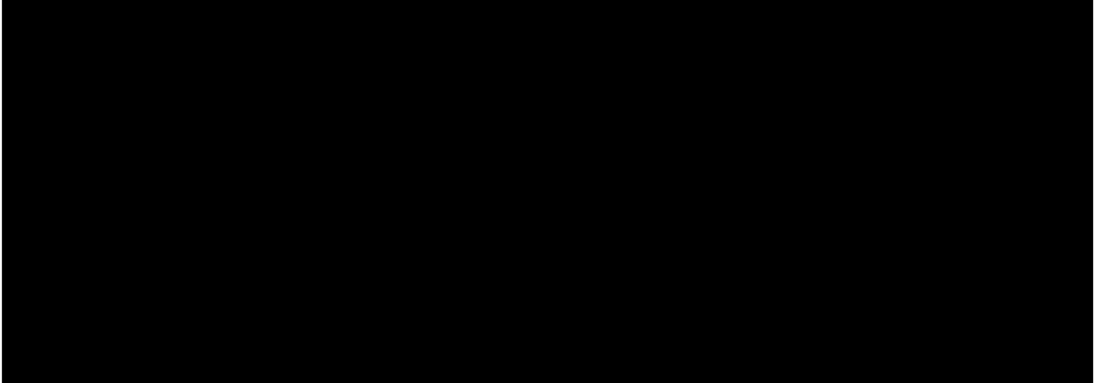




[Redacted text]

Received from MRS HEAL
the sum of 211.60 being a payment in
connecti [Redacted] business.
Date 9/3/2005 [Redacted] Agent
New Business
Endorsement Existing Policy Number [Redacted]
Renewal







Mrs Heal



Date: 29th March 2005

Invoice 

Account: 

INVOICE

1. For the supply and installation of fence panels to rear garden.

Net Total: £106.38

Vat @17.5 %: £18.62

Total: £125.00

