

Period: 01/2001
To: 02/2002

MEMBER'S EXPENDITURE
[FA. EXP]

Page 1

Printed 14/05/2002

12:50

ALLOWANCE YEAR 2001/2002 01/02

MRS ANN KEEN MP

| Account | Period | Date | Due Date | Reference |
|---------|----------|----------|------------|-----------|
| 01/2001 | 20/04/01 | 20/04/01 | AC/01/0463 | |
| 04/2001 | 16/07/01 | 16/07/01 | C/04/0383 | |
| 05/2001 | 07/08/01 | 07/08/01 | C/05/0059 | |
| 05/2001 | 30/08/01 | 30/08/01 | AC/05/0572 | |
| 06/2001 | 28/09/01 | 28/09/01 | AC/06/0441 | |
| 07/2001 | 10/10/01 | 10/10/01 | AC/07/0260 | |

ADDITIONAL COSTS ALLOWANCE

ACA

| Amount | Budget | Jrnl |
|-----------|--------|---------|
| 1,150.00D | A | 0008054 |
| 1,135.66D | A | 0009114 |
| 1,135.66D | A | 0009475 |
| 1,135.66D | A | 0009775 |
| 1,135.66D | A | 0010099 |
| 1,135.66D | A | 0010255 |

| Line | Description |
|------|-----------------|
| 52 | MRS ANN KEEN MP |
| 8 | MRS ANN KEEN MP |
| 48 | MRS ANN KEEN MP |
| 72 | MRS ANN KEEN MP |
| 38 | MRS ANN KEEN MP |
| 58 | MRS ANN KEEN MP |

Other Amount

TOTAL MRS ANN KEEN MP

6,828.30D

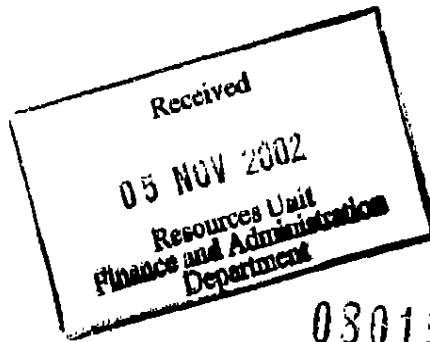
TOTAL ALLOWANCE YEAR 2001/2002

6,828.30D

REPORT TOTAL

6,828.30D

END OF REPORT



080153

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 to made up as follows:-

~~10 April~~ 10 April - 17th May 02

Hotel Accommodation

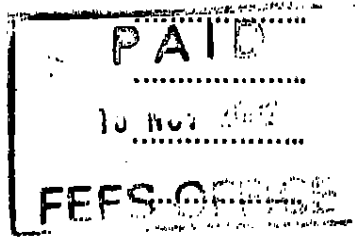
Residential Accommodation

- (i) Rent/Rates
- (ii) Heat and Light
- (iii) Telephone
- (iv) Cleaning
- (v) Repairs and Maintenance
- (vi) Other (please specify)

Food

Other Expenses (please specify)

Hotel expenses etc.



Total £2575.00

Signed M.P.

Print Name.....

Date Constituency.....

Last claim was for March 2002.

04030

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 18/5/02 to 30/6/02 made up as follows:-

- Hotel Accommodation £
- Residential Accommodation £
 - (i) Rent/Rates
 - (ii) Heat and Light
 - (iii) Telephone
 - (iv) Cleaning
 - (v) Repairs and Maintenance
 - (vi) Other (please specify)

Food £

Other Expenses (please specify)

Flat Expenses (as letter of 24/6/02)

$\frac{1}{2}$ months \times ($\frac{\pounds 1972}{12}$) $\pounds 1643.50$

£ 2465.25

Total £ 2465.25

Signed *Ann Keen* M.P.

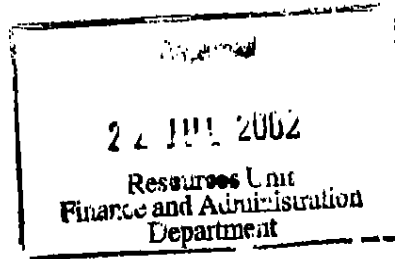
Print Name ANN KEEN

Date 30/6/02 Constituency Bedford, Islworth

PAID

15 JUN 2002

040534



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 1/7/02..... to 31/7/02..... made up as follows:-

Hotel Accommodation

£

Residential Accommodation

£

(i) Rent/Rates

(ii) Heat and Light

(iii) Telephone

(iv) Cleaning

(v) Repairs and Maintenance

(vi) Other (please specify)

£

Food

£

Other Expenses (please specify)

Flat Expenses -
as agreed

1/2 of £19722

ALREADY EXPANDED

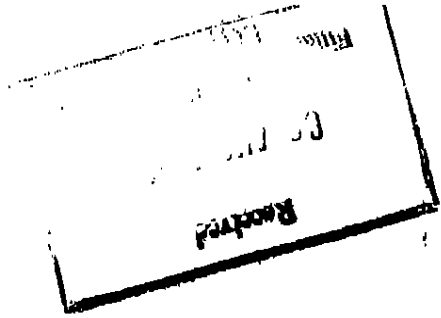
£ 1643.50

Total £ 1643.50

Signed *Ann Keen* M.P.

Print Name ANN KEEN

Date 18/7/02 Constituency South West Leicestershire



050259 ✓

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 1/8/02 to 31/8/02 made up as follows:-

Hotel Accommodation £

Residential Accommodation £

(i) Rent/Rates

(ii) Heat and Light

(iii) Telephone

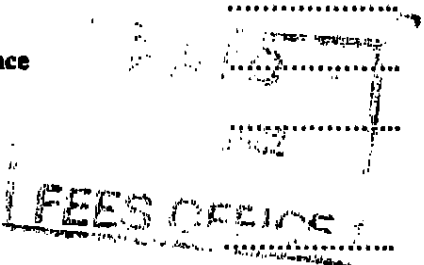
(iv) Cleaning

(v) Repairs and Maintenance

(vi) Other (please specify) £

Food £

Other Expenses (please specify)



Flex Expense at gross

£19772/12

£ 1643.50

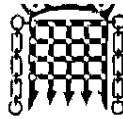
Total £ 1643.50 ✓

ALREADY EXPENDED

Signed *Ann Keen* M.P.

Print Name *ANN KEEN*

Date *5/8/02* Constituency *South East Leicestershire*



HOUSE OF COMMONS
LONDON SW1A 0AA

Fees Office
House of Commons
LONDON
SW1A 0AA

19th August 2002

Dear Madam/Sir

Additional Costs Allowance – Staying Overnight

We thought it worth clarifying in writing the position with our ACA claims.

- 1 We spoke to [redacted] in your office last week and explained that we submitted both our ACA claims for the month of July but only the claim of £1643.50 for Ann Keen was processed and paid into our joint account. [redacted] was very helpful and checked your records and suggested that a duplicate be faxed through to your office. We did that immediately and await receipt of the amount of £1643.50 for Alan Keen.
- 2 It appears that our claims for the month of August in the total sum of £3287.00 have both been charged against Ann Keen's account. This obviously has to be corrected.
- 3 We understand that the names can cause confusion and we will submit the claims in separate envelopes in the future.
- 4 With the change of our accommodation in central London in May we thought it important to provide you with the details of the new basis of expenditure as soon as possible. The recent ACA claims have reflected the new arrangements. However we have still to claim for the earlier period and will submit those as soon as possible.
- 5 It is important to note that we still require all correspondence from your office with regard to expenses, office costs and staff salaries etc to continue to be sent direct to: -

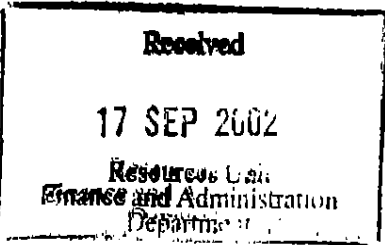
38 Brook Road South, Brentford, Middlesex, TW8 0NN.

Thank you so much for your assistance through all the complications we have caused.

Yours sincerely

Ann Keen MP
Brentford & Isleworth

Alan Keen MP
Feltham & Heston



150308

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 to made up as follows:-

Sept, 2002

Hotel Accommodation £

Residential Accommodation £

(i) Rent/Rates

(ii) Heat and Light

(iii) Telephone

(iv) Cleaning

(v) Repairs and Maintenance

(vi) Other (please specify)

Food £

Other Expenses (please specify)

Flat expenses as agreed

Already Expended.

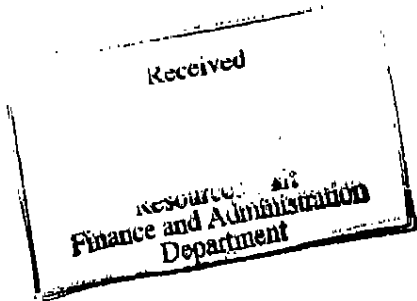
£ 1643.50

Total £ 1643.50

Signed Ann Keen M.P.

Print Name Ann Keen

Date 1/9/02 Constituency South West London



070267

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 Oct 2002 to..... made up as follows:-

Hotel Accommodation

£

Residential Accommodation

£

- (i) Rent/Rates
- (ii) Heat and Light
- (iii) Telephone
- (iv) Cleaning
- (v) Repairs and Maintenance
- (vi) Other (please specify)

£

Food

£

Other Expenses (please specify)

Flat expenses as agreed

£1635.00

Total £1635.00

Signed Ann Keen M.P.
 Print Name Ann Keen
 Date 5-10-02 Constituency Frankfurt & St Leonards

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 November to 2012 made up as follows:-

| | |
|---------------------------------|---------|
| Hotel Accommodation | £ |
| Residential Accommodation | £ |
| (i) Rent/Rates | |
| (ii) Heat and Light | |
| (iii) Telephone | |
| (iv) Cleaning | |
| (v) Repairs and Maintenance | |
| (vi) Other (please specify) | £ |
| Food | £ |
| Other Expenses (please specify) | |

PARLIAM
FEES OFFICE

*Flat expenses
as agreed
ALREADY EXPENDED*

Total £ 1643.50

Signed Ann Keen M.P.
 Print Name Ann Keen
 Date 1-11-02 Constituency Sturford & Gt. Sturton

PAID
15 JAN 2003
FEES OFFICE

Resources
07 JAN 2003

100333

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 1/12/02 to 31/1/03 made up as follows:-

Hotel Accommodation

£

Residential Accommodation

£

(i) Rent/Rates

.....

(ii) Heat and Light

.....

(iii) Telephone

.....

(iv) Cleaning

.....

(v) Repairs and Maintenance

.....

(vi) Other (please specify)

.....

£

Food

£

Other Expenses (please specify)

.....

.....

.....

.....

.....

£3287 - 00

Total £3287 - 00

Flat expenses as stated in letter 24/1 + 30th June 2003. Already expended

Signed Anna Keen M.P.

Print Name Anna Keen

Date 5/1/03 Constituency Barnford & Isleworth

OVER BUDGET

PAID
14 FEB 2003
FEES OFFICE

Received
12 FEB 2003
Parliamentary Office
Administration
Department

11033

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 Feb. to 2003 made up as follows:-

Hotel Accommodation £

Residential Accommodation £

(i) Rent/Rates

(ii) Heat and Light

(iii) Telephone

(iv) Cleaning

(v) Repairs and Maintenance

(vi) Other (please specify)

Food £

Other Expenses (please specify)

Flat expenses as agreed already spent.

1643

Total £ 1643.50

Reduced amount £1542.45

Signed *Ann Keen*

Print Name Ann Keen

Date 10/2/03 Constituency Greenford & Isleworth

OVER BUDGET

110410

PAID
14 FEB 2003
FEES OFFICE

RECEIVED
12 FEB 2003
Parliamentary and Administration Department

~~11033~~

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 Feb. to 2003 made up as follows:-

Hotel Accommodation £

Residential Accommodation £

(i) Rent/Rates

(ii) Heat and Light

(iii) Telephone

(iv) Cleaning

(v) Repairs and Maintenance

(vi) Other (please specify)

Food £

Other Expenses (please specify)

Flat expenses as agreed already settled

1643.5

PAID
26 FEB 2003
FEES OFFICE

Total £ 1643.50

Red need amount £1542.45

Signed Ann Keen MP

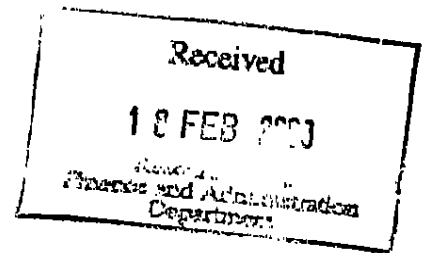
Print Name Ann Keen

Date 10/2/03 Constituency Greenford & Isleworth

Pay 101.05



HOUSE OF COMMONS
LONDON SW1A 0AA



Fees Of
House of Commons
LONDON
SW1A 0AA

Attn of: **Members Additional Costs Allowance Section**
~~██████████~~ - Finance Officer

14th February 2003

Dear ~~██████████~~

Additional Costs Allowance

Thank you for your letter dated 13th February 2003.

I enclose a copy of a letter dated 29th August 2002 and have marked the relevant section for your attention and would ask if you would have a look at the Additional Costs Allowance for Alan Keen MP along with my own. By my calculations, I have not over-claimed for this fiscal year. The error could have been caused by the error highlighted in the August 2002 letter not having been corrected. If that is not the case, then I am sure it can only have been an error in allocation between the 2001/02 and 2002/03 years. If after examining the figures you are still unconvinced I would be pleased if you would forward a full list of the amounts so that I am able to reconcile the differences between yours and my claims.

Please note that I require all correspondence from your office with regard to expenses, office costs and staff salaries etc to continue to be sent direct to: -

38 Brook Road South, Brentford, Middlesex, TW8 0NN.

Thank you so much for your assistance.

Yours sincerely

Ann Keen MP
Brentford & Isleworth

Mrs Ann Keen MP
38 Brook Road South
Brentford
Middlesex
TW8 ONN

Tel : [REDACTED]
Fax : [REDACTED]
Email : [REDACTED]

21 February 2003

Dear Mrs Keen

Additional Costs Allowance

In response to your letter of 14th February 2003, you are indeed correct, an error did occur regarding your ACA. The exact nature of the error was that Mr Alan Keen's ACA claim for the sum of £1,643.50 dated 5th November 2002 was paid to Mr Keen, however the amount was incorrectly drawn from your budget. Steps have now been taken to draw the funds from Mr Keen's ACA budget and accredit them to your own. This of course now means you are no longer over budget and that the £101.05 by which your February claim was reduced will now be paid to you. You also now have a balance of £1,542.25 remaining in your Addition Costs Allowance.

Yours sincerely



[REDACTED]
Senior Payments Officer

HOUSE OF COMMONS

DIRECTOR OF FINANCE AND ADMINISTRATION ANDREW WALKER
DIRECTORATES: ARCHIE CAMERON (OPERATIONS) ROD MORGAN BA ACA - ACTING DIRECTOR (FINANCIAL MANAGEMENT)
RICHARD RUSSELL MBA FCMA (INTERNAL REVIEW SERVICES) SUSAN CRAIG BSC MPhil FCIPD (PERSONNEL POLICY)
ELIZABETH HONER (BUSINESS DEVELOPMENT)
DEPARTMENT OF FINANCE AND ADMINISTRATION HOUSE OF COMMONS LONDON SW1A 0AA



INVESTOR IN PEOPLE

Received
04 MAR 2003

120106

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 1/3/03 to 31/3/03 made up as follows:-

| | |
|---------------------------------|-------|
| Hotel Accommodation | £ |
| Residential Accommodation | £ |
| (i) Rent/Rates | |
| (ii) Heat and Light | |
| (iii) Telephone | |
| (iv) Cleaning | |
| (v) Repairs and Maintenance | |
| (vi) Other (please specify) | |
| Food | £ |
| Other Expenses (please specify) | £ |

PAID
07 MAR 2003

Flat expenses as agreed by letter 24/6/02 already expended

£ 1643.50

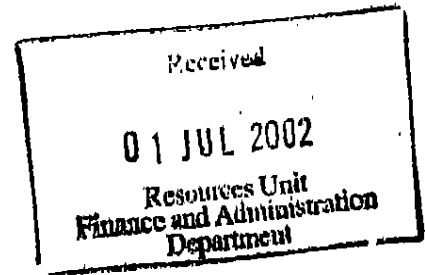
Total £ 1643.50

reduce to 1542.25

Signed Ann Keen M.P.
 Print Name ANN W KEEN
 Date 3/3/03 Constituency Brentford & Isleworth



HOUSE OF COMMONS
LONDON SW1A 0AA



Fees Office
House of Commons
LONDON
SW1A 0AA

24th June 2002

Dear Madam/Sir

Additional Costs Allowance – Changes in Circumstances

Thank you for your letters regarding our claims for Additional Costs Allowance.

1. As we previously advised, with effect from 1st October 2001 we vacated the flat at 6A Garrick Street and used hotel accommodation during the week. Our claims between 1st October 2001 and 17th May 2002 reflect/will reflect that expenditure. There are a number of outstanding claim yet to be submitted for that period. However, despite some advantages of hotel accommodation, overall we found it unsatisfactory and have borrowed from HSBC in order to purchase a flat within easy walking distance of Westminster.

2. With effect from 18th May 2002 we purchased a flat. The address is :

[REDACTED]

A schedule of the costs of interest, service charges, ground rent etc. is attached along with supporting documents. We will submit claims based on the new figures from 18th May 2002. You will notice that the total annual costs exceed the maximum allowed and we will, therefore, claim a regular monthly sum to the limit of the allowance.

3. We would be pleased if you would pay the allowance directly into our joint account at HSBC, 1

[REDACTED]