



HOUSE OF COMMONS

Direct Payment to Third-Parties  
Communications Expenditure (COMMS)

08 MAY 2019

24/6

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

STEPHEN TIMMS EAST HAM

Regular reports & constituency newsletters

(production & design, distribution, stationery, delivery & postage)

BANNER	£	67.62
	£	
	£	
	£	

Advertising

	£	
	£	
	£	
	£	

Websites

(design, set up & maintenance costs)

	£	
	£	
	£	
	£	

Equipment

(purchase and lease of IT equipment/software only used in design & production of constituency publications)

	£	
	£	
	£	
	£	
	£	

Please securely attach required invoices in support of your payments. Statements, order confirmations & proforma invoices will not be accepted.

Authorisation and declaration

✓ I confirm the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature

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' Estimates, making payments and keeping records in accordance with the rules agreed by the House of Commons and HMRC. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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, please contact the Information Commissioner's Office.

voice

\*\*Please see reverse for New Bank Details for Payments\*\*

\*\*\*\*\*  
INVOICE NO \*\*\*\*\*

Invoice To :

Stephen Timms MP

Charge To :

Stephen Timms MP

Delivered To :

Stephen Timms MP



banner

Banner Business Services Limited

**PAYMENT SLIP**

Please see reverse for terms of business and how to pay

Acc. No. :  
Inv. No. :  
Inv. Date:  
Amt. Due :



Line Ref	Product Code	Product Description	Quantity	UOM	Unit Price	Tax Date	Line Total (excl. VAT)	VAT Rate	Line VAT
HC19-116GA		PAPER - A4 GREEN CREST WITH ADDRESS	7	BOX250	8.4000	22/04/09	58.80	15.0	8.82

Sales Order Total (VAT excl) 58.80

INVOICE GOODS 58.80

INVOICE V.A.T. 8.82

INVOICE TOTAL 67.62

**Please return the slip**

from final page of invoice with your payment by

21/05/2009



HOUSE OF COMMONS

62

**Direct Payment to Third Parties**  
Administrative and Office Expenditure (AOE)

23 DEC 2009

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

STEPHEN TIMMS

EAST HAM

**Cost of accommodation**

(e.g. office rent, rates, surgery hire, repairs, alterations, security, buildings insurance and utilities)

	£	
	£	
	£	
	£	

**Equipment & supplies**

(e.g. telecommunications, purchase & lease of IT & office equipment, equipment insurance, furniture, stationery, postage and petty cash)

LANGFORD PRINTERS	£	126.50
	£	
	£	
	£	

**Travel costs**

(e.g. travel incurred over and above that provided from your Travel Expenditure: may relate to staff travel or taxis for UK travel. Journey details must be provided)

	£	
	£	
	£	
	£	

**Work commissioned and bought in services**

(e.g. maintenance & janitorial services, translation & interpretation services, training, recruitment services and professional fees)

NB  Please indicate those costs you wish to be charged to your otherwise costs will automatically be charged to your AOE

511112 <input type="checkbox"/>		£	
511112 <input type="checkbox"/>		£	
511112 <input type="checkbox"/>		£	
511112 <input type="checkbox"/>		£	

Please securely attach required invoices in support of your payments. Statements, order confirmations & proforma invoices will not be accepted.

**Authorisation and declaration**

I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member  
Signature

**Data Protection:**


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# LANGFORD PRINTERS

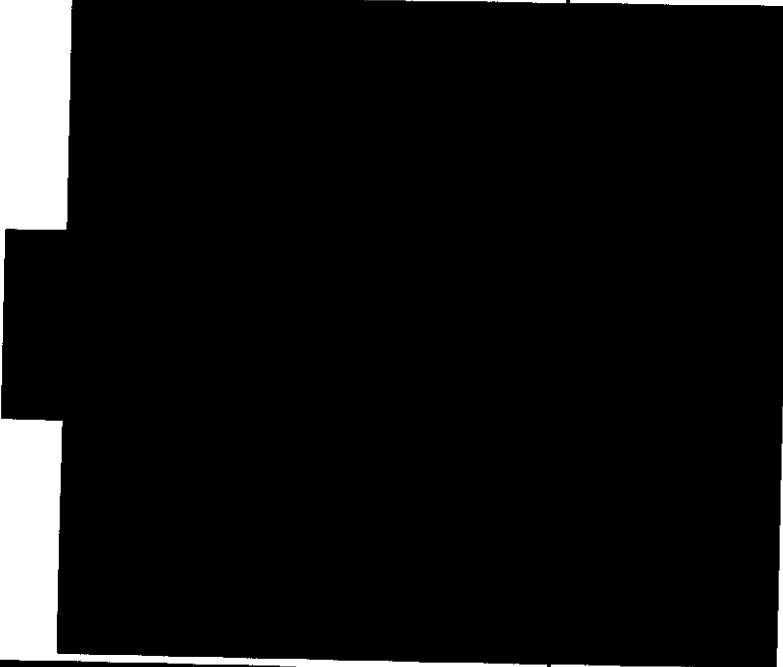



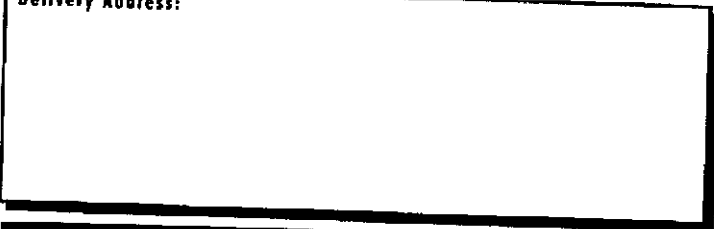
Invoice

The Rt Hon Stephen Timms MP  


Invoice Number	
Date / Tax Point	

Account Number	
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Details	Net Price	VAT
2500 x A4 Green House of Commons Letterheads	80.00	12.00
250 x A6 Green House of Commons Comp Slips	30.00	4.50
		
		

Delivery Address:  


Total Net	110.00
Total VAT	16.50



# Communications Allowance Direct payment of suppliers

1 JUN 2009

Comms2

page 1 of 2

**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, please refer to booklet on Communications Allowance.

If you have any doubt about whether you can claim for a cost, please call 020 7219 1340

## Your details

Name  
in CAPITAL LETTERS

STEPHEN TIMMS

Constituency

EAST HAM

## Claim details

You can only request  
Please ensure

payment to suppliers for goods and services directly relating to Communications Allowance.  
 you attach all supplier invoices.

Period of claim

from

to

Allowance year

09/10  
~~08/09~~

Suppliers

Amount

HOC FACILITIES - FINANCE £ 8.76 p

£ p

£ p

£ p

£ p

£ p

£ p

£ p

## 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.

**Data protection**

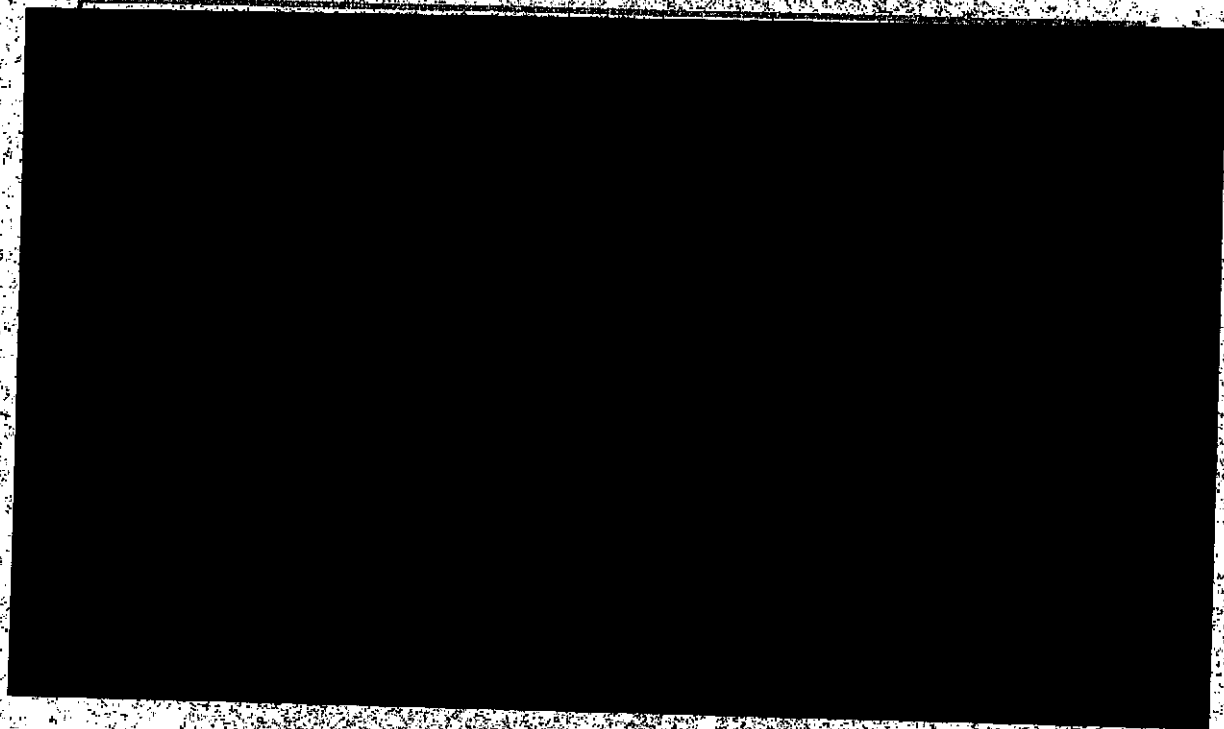
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the HM Revenue & Customs. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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**Send your completed form to**

Validation Team, Operations Directorate  
Department of Finance & Administration, House of Commons, London SW1AA

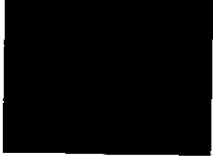


**INVOICE**

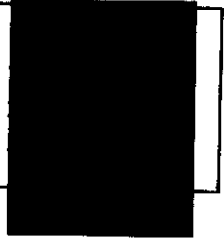


House of Commons  
London SW1A 0AA

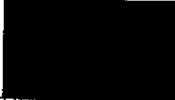
Stephen Timms MP




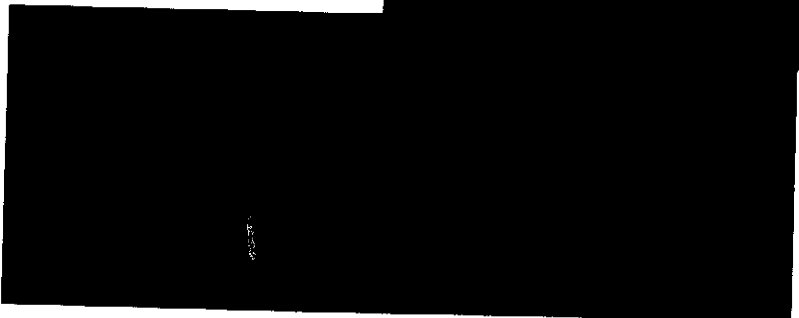
Invoice No  
Account No  
Date  
VAT Reg No



Customer Ref  
Order Number



Invoice issued by: Facilities - Finance

Description	Amount
<p>Member's Stationery One box (250 sheets) House of Commons paper</p> <p>Invoice raised as a result of your letter to the Enquiry &amp; Advice Team of 27th May 2009.</p> <p>Adjustment will be made to the Stationery Allowance figures for 2008/09</p>  	<p>7.62</p>

Total excl. VAT 7.62

Total VAT 1.14

Total Amount in GBP 8.76





**THE RT. HON. STEPHEN TIMMS MP**

**Enquiry & Advice Team**

**Department of Resources  
7 Milbank  
London  
SW1A 0AA**

27 May 2009

Dear Sir / Madam

In October 2008 I paid for the over-printing of one box (250 sheets) of House of Commons paper from Langford Printers (invoice: 5427; date: 09/10/08; total: £11.75) through the Communications Allowance. The cost of the paper itself should also have been paid for from my Communications Allowance, but it has come to my attention that it will instead have been charged to my Stationery Allowance.

I would be grateful if the value of this paper could be transferred from my Stationery Allowance to my Communications Allowance, and for this to be reflected in the final figures for my 08/09 expenditure.

Thank you for your help.

Yours faithfully,

**STEPHEN TIMMS MP**