

**F09-343: correspondence extracts**

*Information has been removed from this correspondence where it is exempt from disclosure under section 40(3)(a)(i) of the Freedom of Information Act 2000 and where it does not fall within the scope of the Freedom of Information Act by virtue of the section 7 Order.*

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24/3/05

Dear...

Thank you for your letter of 8 March 2005 and for explaining ACA to me generally on the phone.

I enclose my ACA form made to 24 March 2005 for processing.

Thank you for your help again.

Jonathan Djanogly

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8/3/05

Dear Mr Djanogly

**Additional Costs Allowance 2004/2005**

Thank you for your letter dated 3 March 2005 concerning your ACA claim for January.

I have also enclosed a breakdown of your ACA expenditure to date for your records.

Yours sincerely,

Payments Officer

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3/3/05

Dear

**Re: ACA claim 3/1/5**

Thank you for your letter of 9 February 2005 and I have since spoken to [name removed] to clarify the position.

I explained to [name removed] that my gardening bills do not cover any landscaping or planting and are basically only for such things as grass cutting and hedge trimming. The gardeners are (as shown in the bills) only working one or two days a week depending on the season.

On this basis are you now able to reimburse me the balance (less the [company name removed] bills) or would you like me to send in another claim form?

Yours sincerely,

Jonathan Djaonogly

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[Redacted]

**From:** Jonathan Djanogly [Redacted]  
**Sent:** 08 September 2004 09:27  
**To:** [Redacted]@parliament.uk  
**Subject:** ACA form

Dear [Redacted]  
following our recent telephone conversation, I can confirm that the invoice from [Redacted], was for restoration work carried out [Redacted] home. Specifically, repainting walls, filling in cracks in plaster and patching up rotten window frames. Yours sincerely Jonathan Djanogly

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[Large Redacted Block]



Jonathan Djanogly MP  
Member of Parliament for Huntingdon  
House of Commons  
London SW1A 0AA

10 Feb 2006

[Redacted]

Finance and Administration  
House of Commons  
SW1A 0AA

8 February 2006

Dear [Redacted]

Thank you for your letter of 2 February 2006 requesting receipts for the £2000 figure.

I attach the relevant receipts being payment slips for [Redacted] for the months of September 2005 to January 2006 inclusive.

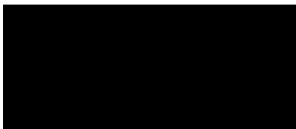
You will note that I have actually claimed less than [Redacted] has been paid.

I hope this is adequate for your purposes.

Yours

[Redacted Signature]

MR JONATHAN DJANOGLY MP



Tel : 020 7219 [REDACTED]  
Fax : 020 7219 [REDACTED]  
Email : [REDACTED]@parliament.uk

9 February 2005

Dear Mr Djanogly

**Additional Costs Allowance 2004/2005**

I refer to your ACA claim dated 03/01/05, a copy of which is attached for ease of reference.

An amount of £3357.00 for garden maintenance has been withheld.

Our concern is that your claim may be considered excessive within the spirit of the proviso "wholly, necessarily and exclusively on parliamentary duties" as outlined in the Green Book Members' Guide. Whilst the cost of any item you purchase is, of course, entirely your own decision, our concern is that this may not be necessarily an appropriate use of public funds.

The total amount claimed so far this financial year for garden maintenance amounts to £5,928.55. An amount in excess of £6000.00 was also claimed for the year 03-04. Whilst a reasonable amount may be claimed against gardening expenses we would expect this to cover the basic essentials such as grass cutting and hedge trimming.

It is the policy of the Department of Finance & Administration to withhold payment on all such matters until the position is clarified. If there are other reasons which you feel support your claim, please contact my colleague [REDACTED] to discuss the matter further.

The remainder of your claim, totalling £4,295.67 has been processed and should reach your account within 5 working days, but reimbursement for the gardening maintenance in question will be withheld.

Yours sincerely



**Payments Officer**

**HOUSE OF COMMONS**

DIRECTOR OF FINANCE AND ADMINISTRATION ANDREW WALKER  
DIRECTORATES: TERRY BIRD (OPERATIONS) CHRISTOPHER RIDLEY MBA FCCA (FINANCIAL MANAGEMENT)  
RICHARD RUSSELL MBA FCMA (INTERNAL REVIEW SERVICES) ELIZABETH HONER (BUSINESS DEVELOPMENT)  
SUSAN CRAIG BSC MPhil FCPD (HUMAN RESOURCE MANAGEMENT)  
DEPARTMENT OF FINANCE AND ADMINISTRATION HOUSE OF COMMONS LONDON SW1A 0AA

MR JONATHAN DJANOGLY MP



Tel : 020 7219 [REDACTED]  
Fax : 020 7219 [REDACTED]  
Email : [REDACTED]@parliament.uk

5 April 2005

Dear Mr Djanogly

**Additional Costs Allowance 2004/2005**

I refer to your ACA claim dated 24/03/05, a copy of which is attached for ease of reference.

Your claim included various invoices (copies enclosed) in relation to an address which is different from that nominated as your second home for the purposes of claiming the Additional Costs Allowance.

Your claim has therefore been reduced by £624.09

The remainder of your claim, totalling £5053.91 has been processed and should reach your account within 5 working days.

If you have any questions about this matter please do not hesitate to contact this office.

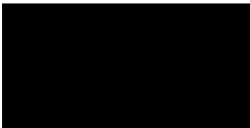
Yours sincerely

[REDACTED]  
**Validation Officer**

**HOUSE OF COMMONS**

DIRECTOR OF FINANCE AND ADMINISTRATION ANDREW WALKER  
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RICHARD RUSSELL MBA FCMA (INTERNAL REVIEW SERVICES) ELIZABETH HONER (BUSINESS DEVELOPMENT)  
SUSAN CRAIG BSC MPhil FCIPD (HUMAN RESOURCE MANAGEMENT)  
DEPARTMENT OF FINANCE AND ADMINISTRATION HOUSE OF COMMONS LONDON SW1A 0AA

Mr Jonathan Djanogly MP



Tel : 0207 219 [REDACTED]  
Fax : 0207 219 [REDACTED]  
Email : [REDACTED]@parliament.uk

2 February 2006

Dear Mr Djanogly

**Additional Costs Allowance 2005-2006**

Thank you for your ACA claim dated 30/01/06, a copy of which is attached for ease of reference.

Regulations require the Department of Finance & Administration to seek receipts or invoices for individual items costing £250 or more; in this case the relevant supporting documentation for cleaning was not included with your claim.

I would be grateful if you could submit the required documentation with the attached copy of your claim at your earliest convenience in order for us to complete the payment.

The remainder of your claim, totalling £5,186.77 has been processed and should reach your account within 5 working days.

If you have any questions about this matter please do not hesitate to contact this office.

Yours sincerely

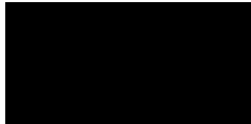
[REDACTED]  
**Validation Officer**

**HOUSE OF COMMONS**

DIRECTOR OF FINANCE AND ADMINISTRATION ANDREW WALKER DEPUTY DIRECTOR ELIZABETH HONER  
DIRECTORATES: TERRY BIRD (OPERATIONS) SUSAN CRAIG BSC MPhil FCIPD (HUMAN RESOURCE MANAGEMENT)  
CHRISTOPHER RIDLEY MBA FCCA (FINANCIAL MANAGEMENT) RICHARD RUSSELL MBA FCMA (INTERNAL REVIEW SERVICES)  
DEPARTMENT OF FINANCE AND ADMINISTRATION HOUSE OF COMMONS LONDON SW1A 0AA

PRIVATE AND CONFIDENTIAL

Mr Jonathan Djanogly MP



Tel : 0207 219 [REDACTED]  
Fax : 0207 219 [REDACTED]  
Email : [REDACTED]@parliament.uk

12 January 2007

Dear Mr Djanogly

**Additional Costs Allowance (ACA) 2006/2007**

Thank you for your Additional Costs Allowance claim dated 09/01/07, a copy of which is attached for ease of reference.

We are concerned that your claim for two digi recorders costing £329.00 each may be considered excessive within the spirit of the proviso "wholly, necessarily and exclusively on parliamentary duties" as outlined in the Green Book Members' Guide.

We will however, reimburse your for the cost of one digi box, one recorder and the costs associated with the aerial. Your claim has therefore been reduced by £329.00

The remainder of your claim, totalling £8,242.90, has been processed today and should reach your account within the next few days.

Yours sincerely



**Validation Officer**

HOUSE OF COMMONS

DIRECTOR OF FINANCE AND ADMINISTRATION **ANDREW WALKER**

**ELIZABETH HONER** (DEPUTY DIRECTOR) **SUSAN CRAIG BSc MPhil FCIPD** (HR PROJECTS)

DIRECTORATES: **TERRY BIRD** (OPERATIONS) **LAURIE GOULDING FIPD** – ACTING (HUMAN RESOURCE MANAGEMENT)

**CHRIS RIDLEY MBA FCCA** (FINANCIAL MANAGEMENT) **RICHARD RUSSELL MBA FCMA** (INTERNAL REVIEW SERVICES)

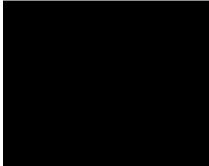
DEPARTMENT OF FINANCE AND ADMINISTRATION HOUSE OF COMMONS LONDON SW1A 0AA



INVESTOR IN PEOPLE

PRIVATE AND CONFIDENTIAL

Jonathan Djanogly MP



Tel : 020 7219 [REDACTED]  
Fax : 020 7219 [REDACTED]  
Email : [REDACTED]@parliament.uk

10 October 2007

Dear Mr Djanogly

**Additional Costs Allowance (ACA) 2007/2008**

Thank you for your ACA claim dated 5<sup>th</sup> October 2007, a copy of which is enclosed for ease of reference.

I have had to return two of your invoices as they are now out of date. Unfortunately we are unable to process payment from the current 2007/2008 year. This is because the invoices are dated and were paid prior to 1<sup>st</sup> April 2007 and so fall within the previous financial year.

Furthermore, the prior year deadline for submissions has now passed and therefore we are unable to process these payments from the previous 2006/2007 year.

The remainder of your claim totalling £11,379.98 has been processed and the funds should reach your account within the next few days.

If you have any questions about this matter please do not hesitate to contact the Enquiry and Advice team on the numbers listed above.

Yours sincerely

[REDACTED]  
**Validation Officer**

**HOUSE OF COMMONS**

DIRECTOR OF FINANCE AND ADMINISTRATION **ANDREW WALKER**

**ELIZABETH HONER** (DEPUTY DIRECTOR)

DIRECTORATES: **TERRY BIRD** (OPERATIONS) **CHRIS RIDLEY MBA FCCA** (FINANCIAL MANAGEMENT)

**RICHARD RUSSELL MBA FCMA** (INTERNAL REVIEW SERVICES)

**HEATHER BRYSON MA FCIPD** (HUMAN RESOURCE MANAGEMENT & DEVELOPMENT)

DEPARTMENT OF FINANCE AND ADMINISTRATION HOUSE OF COMMONS LONDON SW1A 0AA



INVESTOR IN PEOPLE

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Mr Jonathan Djanogly MP



Tel : 0207 219 [REDACTED]  
Fax : 0207 219 [REDACTED]  
Email : [REDACTED]@parliament.uk

27 October 2008

Dear Mr Djanogly

**Additional Costs Allowance (ACA) 2008/2009**

Thank you for your Additional Costs Allowance claim dated 22 October 2008, a copy is attached for ease of reference.

Unfortunately the deadline for prior year submissions, 31 May 2008, has now passed. We are therefore unable to process payment from 2007/2008 and the costs of £83.88 for BT are not attributable to the current 2008/2009 year. We are therefore returning your claim unpaid.

The remainder of your claim, totalling £7,432.79, has been processed and should reach your account within five working days.

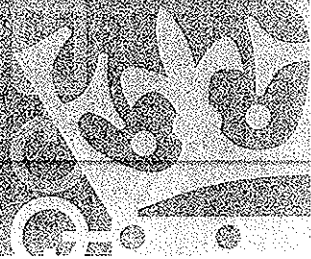
If you have any questions about this matter please contact the Enquiry and Advice team on the numbers listed above.

Yours sincerely



**Assistant Validation Officer**





Mr Jonathan Djanogly MP



Tel : 0207 219 [REDACTED]  
Fax : 0207 219 [REDACTED]  
Email : [REDACTED]@parliament.uk

22 June 2004

Dear Mr Jonathan Djanogly MP

I am writing to confirm that the attached BT reminder was paid 18/06/04.

BT should have received payment by 20/06/04. This amount was included in a batch totalling £3,884.53

Please do not hesitate to contact me with regards to this, or any other matter.

Yours sincerely



**Members Allowances**

**HOUSE OF COMMONS**

DIRECTOR OF FINANCE AND ADMINISTRATION ANDREW WALKER

DIRECTORATES: ARCHIE CAMERON CBE (OPERATIONS) CHRISTOPHER RIDLEY MBA FCCA (FINANCIAL MANAGEMENT)




RICHARD RUSSELL MBA FCMA (INTERNAL REVIEW SERVICES) ELIZABETH HONER (BUSINESS DEVELOPMENT)

SUSAN CRAIG BSC MPhil FCIPTD (HUMAN RESOURCE MANAGEMENT DIRECTORATE)

DEPARTMENT OF FINANCE AND ADMINISTRATION HOUSE OF COMMONS LONDON SW1A 0AA

Mr Jonathan Djanogly MP



Tel : 0207 219   
Fax : 0207 219   
Email : @parliament.uk

14 July 2004

Dear Mr Jonathan Djanogly MP

Please find attached a statement from Banner Business Supplies. The second of the two payments (£84.22) was paid by direct payment on 02/07/04.

Please could you return this with an accompanying C2 direct payment form and we will be happy to pay banner the remaining £24.19. Alternatively if you wish to pay this amount yourself then we will be happy to reimburse you on receipt of a C1 form.

Please do not hesitate to contact me with regards to this, or any other matter.

Yours sincerely



**Members Allowances**

**HOUSE OF COMMONS**

DIRECTOR OF FINANCE AND ADMINISTRATION ANDREW WALKER

DIRECTORATES: ARCHIE CAMERON CBE (OPERATIONS) CHRISTOPHER RIDLEY MBA FCCA (FINANCIAL MANAGEMENT)

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SUSAN CRAIG BSC MPhil FCIPD (HUMAN RESOURCE MANAGEMENT DIRECTORATE)

DEPARTMENT OF FINANCE AND ADMINISTRATION HOUSE OF COMMONS LONDON SW1A 0AA