

Mike Penning MP

MP expense detail 2008 - 09 (1st April 2008 to 31st March 2009)

Code	Item number	Date		v= receipt vouched	Notes below	Amount of claim	Non recoverable VAT	Web Site maintenance	Web Content	Postage
Members' Communications Allowance										
MCA	1	07/04/2009	Communications - BM Ltd	v	3	470.00	70.00		400.00	
MCA	2	07/05/2008	Communications - BM Ltd	v	3	470.00	70.00		400.00	
MCA	3	02/06/2008	Web Site - BM Ltd - maintenance	v	2	881.25	131.25	750.00		
MCA	4	02/06/2008	Communications - BM Ltd	v	3	470.00	70.00		400.00	
MCA	5	11/06/2008	Web Site - BM Ltd - hosting 1 year	v	1	99.88	14.88	85.00		
MCA	6	02/07/2008	Communications - BM Ltd	v	3	470.00	70.00		400.00	
MCA	7	01/08/2008	Communications - BM Ltd	v	3	470.00	70.00		400.00	
MCA	8	15/09/2008	Postage - Constituency Serviced Office (1494 items)	v	4	463.44	69.02			394.42
MCA	9	01/11/2008	Postage - Constituency Serviced Office	v	4	58.46	8.71			49.75
MCA	10	19/01/2009	Postage - Constituency Serviced Office ?	v	4	76.26	11.36			64.90
MCA	11	21/01/2009	Postage stamps	v	5	243.00				243.00
	12									
MCA	13					4,172.29	585.21	835.00	2,000.00	752.07

Notes

- 1 The annual cost payable to an ISP for hosting the www.mikepenning.com Internet domain
- 2 **Website maintenance**
The cost of programming, administering on a daily basis, formating site emails and queries, and generally maintaining the web site pages, data bases and image bank. Producing monthly site activity statistics. The cost of formatting and preparing content for the web site. This includes monitoring Hansard and reproducing written questions, speeches in The House and other material for publication on the web. Formating images and photographs for inclusion and reporducing press releases on the web site.
- 3 **Communications**
The cost of researching and generating, content for the web site and constituent communications. This includes monitoring local issues, liaison with local media, researching local constituent issues and producing briefings and press releases as required. Assistance when required on the drafting of constituency communications. Administration of the constituent email contact data and the production and distribution of constituent e:newsletters by email.
- 4 The charges from the operator of the Hamilton House serviced office are for mail processed by them through their franking machine on our behalf.
- 5 2nd Class postage stamps purchased in HoC Post Office for varied and adhoc use where postage paid parliament supplied envelopes are either not available or their use is not permitted.