In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

# LIQ03 Notice of progress report in voluntary winding up



For further information, please refer to our guidance at www.gov.uk/companieshouse

1	Company details	
Company number	0 1 0 0 5 2 3 5	→ Filling in this form Please complete in typescript or in
Company name in full	Capital Engineering Personnel Limited	bold black capitals.
2	Liquidator's name	
Full forename(s)	Dominik	
Surname	Thiel-Czerwinke	
3	Liquidator's address	
Building name/number	1066 London Road	
Street		
Post town	Leigh On Sea	
County/Region	Essex	
Postcode	SS93NA	
Country		
4	Liquidator's name •	
Full forename(s)	Louise Donna	• Other liquidator Use this section to tell us about
Surname	Baxter	another liquidator.
5	Liquidator's address 🛭	
Building name/number	1066 London Road	Other liquidator Use this section to tell us about
Street		another liquidator.
Post town	Leigh On Sea	
County/Region	Essex	
Postcode	SS93NA	
Country		

LIQ03 Notice of progress report in voluntary winding up

6	Period of progress report						
From date	$\begin{bmatrix} \frac{1}{4} & \frac{1}{5} & \frac{1}{6} & \frac{1}{6} & \frac{1}{2} & \frac{1}{2} \end{bmatrix}$						
To date	$\begin{bmatrix} \frac{1}{4} & \frac{1}{6} & \frac{1}{9} & \frac{1}{9} \end{bmatrix} \begin{bmatrix} \frac{1}{2} & \frac{1}{9} & \frac{1}{2} & \frac{1}{3} \end{bmatrix}$						
7	Progress report						
	☑ The progress report is attached						
8	Sign and date						
Liquidator's signature	Signature						
	X ZOZ. X						
Signature date	0   5   1   2   70   72   73						

### **Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name	Dominik Thiel-Czerwinke
Company name	Begbies Traynor (Central) LLP
Address	1066 London Road
Post town	Leigh On Sea
County/Region	Essex
Postcode	S S 9 3 N A
Country	
DX	
Telephone	01702 467255

## ✓ Checklist

We may return forms completed incorrectly or with information missing.

# Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.

## Important information

All information on this form will appear on the public record.

## **☑** Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ. DX 33050 Cardiff.

## **Further information**

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

# Capital Engineering Personnel Limited (In Liquidation) Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 15/10/2022 To 14/10/2023 £	From 15/10/2021 To 14/10/2023 £
	SECURED CREDITORS		
(20,000.00)	Chargeholder (3)	NIL	NIL
,	• , ,	NIL	NIL
	ASSET REALISATIONS		
	Bank Interest Gross	411.11	422.75
116,102.82	Cash from Administration	NIL	116,102.82
Uncertain	Litigation - Golden Houses Developme	NIL	NIL
26,415.90	VAT Refund	NIL	NIL_
		411.11	116,525.57
	COST OF REALISATIONS		
	Corporation Tax	2.09	3.80
	Legal Fees Tees Solicitors	NIL	108.00
	Liquidators' Fees	14,000.00	14,000.00
	Specific Bond	29.60	29.60
	Stationery & Postage	7.03	7.03
	Statutory Advertising	85.85	85.85
	-	(14,124.57)	(14,234.28)
	PREFERENTIAL CREDITORS		
(10,532.96)	Employees re Arrears/Hol Pay	3,595.14	3,595.14
	PAYE/NIC deductions from pref divide	1,027.54	1,027.54
(6,920.00)	Pension contributions	NIL	NIL
, ,	RPO re Arrears/Holiday Pay	3,818.02	3,818.02
	• •	(8,440.70)	(8,440.70)
	UNSECURED CREDITORS	•	,
(93,678.76)	Employees	NIL	NIL
(580,710.00)	HMRC (non VAT)	NIL	NIL
(569, 154.00)	HMRC (VAT)	NIL	NIL
(142,244.15)	Trade Creditors	NIL	NIL
		NIL	NIL
(1,280,721.15)	DEDDEOGNITED DV	(22,154.16)	93,850.59
	REPRESENTED BY ADM TO LIQ ACCOUNT		93,844.06
	Vat Receivable		6.53
			93,850.59

EDZ.

Dominik Thiel-Czerwinke Joint Liquidator



# Capital Engineering Personnel Limited (In Creditors' Voluntary Liquidation)

Progress report

Period: 15 October 2022 to 14 October 2023

#### **Important Notice**

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

## **Contents**

- Interpretation
- Company information
- Details of appointment of liquidators
- Progress during the period
- □ Estimated outcome for creditors
- Remuneration and expenses
- □ Liquidators' expenses
- ☐ Assets that remain to be realised and work that remains to be done
- Other relevant information
- Creditors' rights
- Conclusion
- Appendices
  - 1. Liquidators' account of receipts and payments
  - 2. Liquidators' time costs and expenses
  - 3. Statement of Liquidators' expenses

#### INTERPRETATION 1.

Expression Meaning

"the Company" Capital Engineering Personnel Limited (In Creditors' Voluntary Liquidation)

"the liquidation" The appointment of liquidators on 15 October 2021.

"the liquidators",

"our" and "us"

Dominik Thiel-Czerwinke of Begbies Traynor (Central) LLP, 1066 London Road,

Leigh On Sea, Essex, SS9 3NA

and

Louise Donna Baxter of Begbies Traynor (Central) LLP, 1066 London Road,

Leigh On Sea, Essex, SS9 3NA

"the Act" The Insolvency Act 1986 (as amended)

"the Rules" The Insolvency (England and Wales) Rules 2016

"secured creditor" and

"unsecured creditor"

Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and

"unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)

"security" In relation to England and Wales, any mortgage, charge, lien or other (i)

security (Section 248(1)(b)(i) of the Act); and

In relation to Scotland, any security (whether heritable or moveable), any (ii) floating charge and any right of lien or preference and any right of

retention (other than a right of compensation or set off) (Section

248(1)(b)(ii) of the Act)

Any creditor of the Company whose claim is preferential within Sections 386, "preferential creditor"

387 and Schedule 6 to the Act

#### 2. COMPANY INFORMATION

Trading name(s): NA

01005235 Company registered number:

Company registered office: 1066 London Road, Leigh On Sea, Essex, SS9 3NA

Former trading address: 22-24, Worple Road, London, SW19 4DD

#### DETAILS OF APPOINTMENT OF LIQUIDATORS 3.

Date winding up commenced: NA

Date of liquidators' appointment: 15 October 2021 - Louise Baxter

28 July 2022 - Dominik Thiel-Czerwinke

## PROGRESS DURING THE PERIOD

#### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 15 October 2022 to 14 October 2023.

Receipts

The sum of £411.11 has been accrued in relation to bank interest.

**Payments** 

Corporation Tax has been paid in the sum of £2.09.

The sum of £14,000.00 has been paid to Begbies Traynor (Central) LLP in relation to their Liquidators Fees.

Bonding costs have been paid in the sum of £29.60.

Postages costs have been paid in the sum of £7.03.

£85.85 has been paid in respect of Advertising Costs.

What work has been done in the period of this report, why was that work necessary and what has been the financial benefit (if any) to creditors?

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <a href="http://www.begbies-traynorgroup.com/work-details">http://www.begbies-traynorgroup.com/work-details</a> Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

The costs are not split out per heading, as our remuneration is based on a fixed sum and a percentage basis.

The details below relate to the work undertaken in the period of this report only. Our previous report contains details of the work undertaken since our appointment.

#### General case administration and planning

- Updating case strategy plan;
- Update of case compliance checklists;
- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;
- General case updates to include internal meetings on case strategy and effecting instruction;
- Ongoing maintenance of up to date information on the electronic case information;
- Periodic reviews of the case generally;
- Overseeing and controlling the work undertaken on this engagement by junior staff;
- Completion of six monthly compliance and progression checklists;
- Ensure time recording data is compliant with Statement of Insolvency Practice 9;

On this engagement, the work identified above does not hold direct commercial benefit to creditors. Creditors benefit from this work as it ensures this particular engagement is dealt with to the standards expected and also in a timely fashion. Elements of this work are required to comply with best practice and statue.

#### Compliance with the Insolvency Act, Rules and best practice

- Reviewing the adequacy of the specific penalty bond periodically;
- Ongoing consideration to ethical practice;
- Ongoing consideration to money laundering regulations;
- Updating case checklists and statutory diaries where necessary:
- Submission of forms to Companies House;

#### Banking:

- Maintaining and managing the insolvent estate bank account.
- Maintaining and managing the officer holders' cash book on this assignment.
- Undertaking regular bank reconciliations of the liquidation bank account.
- Complying with risk management procedures;
- Accounting for accruing interest on the cash book;
- Preparing and processing cheque requisition forms for the payment of post-appointment invoices;
- Preparing and processing remittance advises for incoming funds;
- Processing of BACS/electronic payments where applicable;

On this engagement, the work identified above does not hold direct commercial benefit to creditors. It is the duty of the appointed office holder to comply with the Insolvency Act and Rules and creditors benefit from this being done to a standard expected of this firm.

#### Dealing with all creditors' claims (including employees), correspondence and distributions

#### Creditors:

- The issue of report and associated required documents;
- Updating schedules of preferential and unsecured creditor claims;
- Receipt of creditor claims and input on internal case management software:
- Review of creditor claim supporting information;
- Taking and dealing with phone calls from creditors;
- Acknowledgment of creditor claims correspondence and/or dealing with further queries on claims;
- Receipt of, consideration of and response to creditor correspondence;
- Where necessary, consideration of issues to reject claims and issue of appropriate letter to creditor(s)
  affected in accordance with statutory requirements concerning rejection of all or part claims;
- Review of and adjudication on held and un-agreed claims preceding dividend;
- Calculation and subsequent payment of dividend.
- Add any case specific matters here, including secured creditor issues

On this engagement, the work detailed above has not had any direct financial benefit to creditors from the insolvent estate and has been undertaken to comply with the Insolvency Act and Rules together with best practice and enabling creditors to have evidence of their loss for tax and VAT purposes.

Other matters which include seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedures, tax, litigation, pensions and travel

#### Tax / VAT

- Post appointment tax compliance submission of corporation tax return(s).
- Post appointment VAT compliance submission of VAT returns.

On this assignment, the reconciliation of input and output VAT and the subsequent submission of VAT returns has enabled further realisation of assets for the estate but of insufficient value from which

creditors may directly benefit. It is a requirement of the office holders to complete and file VAT returns until conclusion of the matter.

## ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in the directors' statement of affairs.

On the basis of realisations to date we estimate an outcome for each class of the Company's creditors as follows:

#### Secured creditor

No dividend has been paid to the secured creditor as it is believed that the debenture is invalid and that their exposure is not covered by it. Therefore IPE Ventures Limited's claim will rank as an unsecured creditor.

#### Preferential creditors

A dividend of 100 pence in the £1 has been paid to the preferential creditors.

Prescribed Part for unsecured creditors pursuant to Section 176A of the Act

To the best of our knowledge and belief, there are no unsatisfied floating charges created or registered on or after 15 September 2003 and, consequently, there is no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property is available for distribution to the unsecured creditors.

#### Unsecured creditors

We consider that there will be sufficient funds for a dividend to be paid to unsecured creditors.

## 6. REMUNERATION & EXPENSES

#### Remuneration

Our remuneration has been fixed by a decision of the creditors obtained during the Administration of the Company. Our remuneration has been fixed at thirty-five percent of the value of the assets we have had to deal with together with a fixed fee of £7,000 plus VAT per reporting period.

We are also authorised to draw expenses for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy, which is attached at Appendix 2 of this report.

We have realised the following assets in relation to which approval has been obtained that a percentage of the sums realised be taken as remuneration:

Description of asset	Value of assets realised in period of this progress report	Total value of assets realised since appointment	% remuneration agreed	Total fees drawn to date	Fees not drawn to date
Bank Interest Gross	£411.11	£422.75	35	0	£147.96

Cash from	£0	£116,102.82	35%	0	NIL, as this
Administration					was from
					assets
					realised in
					the former
					administrati
					on against
					which our
					agreed
					percentage
					fee was
					drawn

We have drawn the sum of £14,000 against the set fee of £7,000 per reporting period.

#### Expenses

From 15 October 2022 to 14 October 2023, we have also drawn expenses in the sum of £32.65.

Why have subcontractors been used?

From 15 October 2022 o 14 October 2023, no subcontractors have been used.

Category 2 Expenses

No category to expenses have been incurred during this reporting period.

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2021' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at <a href="https://www.begbies-traynor.com/creditorsguides">www.begbies-traynor.com/creditorsguides</a> Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

## 7. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3. A cumulative statement showing the total expenses incurred since the date of our appointment also appears at Appendix 3.

Tees Law have been instructed to assist the office holders in this matter and chosen due to their specialism in insolvency law and their known effectiveness on prior assignments. Tees Law is a legal practice firm regulated by the Solicitors Regulation Authority and employs qualified solicitors. Tees Law have been instructed on a time costs basis, their fees are very competitive.

Expenses actually incurred compared to those that were anticipated

We have not incurred any expenses that were not anticipated.

# 8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to creditors?

#### General case administration and planning

- The preparation, drafting and issue of this and future reports to creditors and members to include all necessary information;
- Obtaining up to date estimates from agents instructed in relation to their costs;
- · Updating case strategy plan;
- Update of case compliance checklists;
- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;
- General case updates to include internal meetings on case strategy and effecting instruction;
- Ongoing maintenance of up to date information on the electronic case information;
- Periodic reviews of the case generally;
- Overseeing and controlling the work undertaken on this engagement by junior staff;
- · Completion of six monthly compliance and progression checklists;
- Ensure time recording data is compliant with Statement of Insolvency Practice 9;

On this engagement, the work identified above does not hold direct commercial benefit to creditors. Creditors benefit from this work as it ensures this particular engagement is dealt with to the standards expected and also in a timely fashion. Elements of this work are required to comply with best practice and statue.

#### Compliance with the Insolvency Act, Rules and best practice

- Reviewing the adequacy of the specific penalty bond periodically;
- Ongoing consideration to ethical practice;
- Ongoing consideration to money laundering regulations;
- · Updating case checklists and statutory diaries where necessary;
- Submission of forms to Companies House;
- Maintain accurate account of receipts and payments;
- Issuing annual progress reports for submission at Companies House and copies sent to all known creditors.

#### Banking:

- Maintaining and managing the insolvent estate bank account.
- Maintaining and managing the officer holders' cash book on this assignment.
- Undertaking regular bank reconciliations of the estate bank account.
- Complying with risk management procedures;
- Accounting for accruing interest on the cash book;
- Preparing and processing cheque requisition forms for the payment of post-appointment invoices;
- Preparing and processing remittance advises for incoming funds;
- Processing of BACS/electronic payments where applicable;

#### Closure

- Preparing, reviewing and issuing final report to members and creditors;
- Filing of final return at Companies House;
- Update physical and electronic case records following closure;

On this engagement, the work identified above does not hold direct commercial benefit to creditors. It is the duty of the appointed office holder to comply with the Insolvency Act and Rules and creditors benefit from this being done to a standard expected of this firm.

Dealing with all creditors' claims (including employees), correspondence and distributions

#### Creditors:

- The issue of this report and associated required documents;
- Updating schedules of preferential and unsecured creditor claims;
- Receipt of creditor claims and input on internal case management software;
- Review of creditor claim supporting information;
- Taking and dealing with phone calls from creditors;
- Acknowledgment of creditor claims correspondence and/or dealing with further queries on claims;
- Receipt of, consideration of and response to creditor correspondence;
- Where necessary, consideration of issues to reject claims and issue of appropriate letter to creditor(s)
  affected in accordance with statutory requirements concerning rejection of all or part claims;
- Review of and adjudication on held and un-agreed claims preceding dividend;
- Calculation and subsequent payment of dividend to unsecured creditors;

On this engagement, the work detailed above has had a direct financial benefit to creditors. Claim agreement has been undertaken in accordance with the Insolvency Act and Rules together with best practice to ensure that all creditor claims have been correctly lodged and fairly adjudicated on. All creditors that have not claimed have had a fair chance to submit claims. A dividend to creditors has subsequently been paid and the correspondence issued by this office may serve to additionally assist creditors of their remaining loss for tax and VAT purposes.

Other matters which include seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedure, tax, litigation, pensions and travel

- The completion of VAT forms in order to reclaim outstanding VAT;
- The completion of Corporation Tax returns;
- Applications for new PAYE and UTR references if a dividend becomes payable;
- Attending meetings that may arise along with travel to and from those meetings;
- Filing of final Corporation Tax return;
- Seeking closure clearance from HMRC;

Some of the above have no direct financial benefit to creditors but have to be done in order to comply with the Insolvency Rules such as creditors and members meetings, as well as a legal requirement, such as completion of corporation tax returns. Others do have a direct financial benefit to creditors. These include the provision of VAT returns after the liquidation as the majority of VAT will be recoverable and therefore an asset of the insolvent estate.

How much will this further work cost?

The 'further work' detailed above has always been anticipated, but at this point in the proceedings, it has not yet been completed. As you know, this work is necessary in order that I may complete the liquidation as envisaged. The cost of completing this work will not exceed any amounts approved by creditors previously.

#### Expenses

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are as set out in the estimate of anticipated expenses sent to creditors previously which included all of the expenses that we anticipate that we will incur throughout the proceedings.

What is the anticipated payment for administering the case in full?

The Joint Administrators estimated that the cost of administering both the administration and liquidation would be £7,000 per annum plus 35% of realisation, and subsequently you have provided approval for us to draw our remuneration up to that level.

## OTHER RELEVANT INFORMATION

#### Connected party transactions

We have not been made aware of any sales of the Company's assets to connected parties.

Use of personal information

## 10. CREDITORS' RIGHTS

Right to request further information

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been incurred during the period of this progress report.

Right to make an application to court

Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, the basis fixed for our remuneration is inappropriate.

## 11. CONCLUSION

We will report again in approximately twelve months time or at the conclusion of the liquidation, whichever is the sooner.

Dominik Thiel-Czerwinke Joint Liquidator

Dated: 5 December 2023

## **ACCOUNT OF RECEIPTS AND PAYMENTS**

Period: 15 October 2022 to 14 October 2023

# Capital Engineering Personnel Limited (In Liquidation) Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 15/10/2022 To 14/10/2023 £	From 15/10/2021 To 14/10/2023 £
	SECURED CREDITORS		
(20,000.00)	Chargeholder (3)	NIL	NIL
,	• , ,	NIL	NIL
	ASSET REALISATIONS		
	Bank Interest Gross	411.11	422.75
116,102.82	Cash from Administration	NIL	116,102.82
Uncertain	Litigation - Golden Houses Developme	NIL	NIL
26,415.90	VAT Refund	NIL	NIL
		411.11	116,525.57
	COST OF REALISATIONS		
	Corporation Tax	2.09	3.80
	Legal Fees Tees Solicitors	NIL	108.00
	Liquidators' Fees	14,000.00	14,000.00
	Specific Bond	29.60	29.60
	Stationery & Postage	7.03	7.03
	Statutory Advertising	85.85	85.85
	-	(14,124.57)	(14,234.28)
	PREFERENTIAL CREDITORS		
(10,532.96)	Employees re Arrears/Hol Pay	3,595.14	3,595.14
	PAYE/NIC deductions from pref divide	1,027.54	1,027.54
(6,920.00)	Pension contributions	NIL	NIL
, ,	RPO re Arrears/Holiday Pay	3,818.02	3,818.02
	• •	(8,440.70)	(8,440.70)
	UNSECURED CREDITORS	•	,
(93,678.76)	Employees	NIL	NIL
(580,710.00)	HMRC (non VAT)	NIL	NIL
(569, 154.00)	HMRC (VAT)	NIL	NIL
(142,244.15)	Trade Creditors	NIL	NIL
		NIL	NIL
(1,280,721.15)	DEDDEOGNITED DV	(22,154.16)	93,850.59
	REPRESENTED BY ADM TO LIQ ACCOUNT		93,844.06
	Vat Receivable		6.53
			93,850.59

EDZ.

Dominik Thiel-Czerwinke Joint Liquidator

## COSTS AND EXPENSES

a. Begbies Traynor (Central) LLP's charging policy;

#### BEGBIES TRAYNOR CHARGING POLICY

#### **INTRODUCTION**

This policy applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on either of the bases allowed under The Insolvency Act England & Wales Rules 2016. These are either:

- As a percentage of the value of the assets realised and/or distributed
- On a time costs basis or
- As a set amount.

In this case we are seeking to be remunerated on a set fee basis. Different rates can be used for individual assets or types of assets. Where we would like to realise assets on variable bases we will provide further information explaining why we think that this is appropriate and ask creditors to approve the variables.

Within our fees estimate creditors can see how we propose to be remunerated.

In addition, this policy applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. It also applies where payments are to be made to parties other than the firm, but in relation to which the office holder, the firm or any associate has an interest.

Best practice guidance\* indicates that such charges should be disclosed to those who are responsible for approving the basis of the office holder's remuneration, together with an explanation of how those charges are calculated.

#### EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements, which are expenses that are initially paid by the office holder's own firm, but which are subsequently reimbursed from the estate when funds are available.

Best practice guidance classifies expenses into two broad categories:

- □ Category 1 expenses (approval not required) Specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- Category 2 expenses (approval required) Items of expenditure that are directly related to the case and either:
  - (i) include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party; or
  - (ii) are items of expenditure which are payable to an associate of the office holder and/or their firm.

### Shared or allocated costs (pursuant to (i) above)

The following expenses include an element of shared or allocated cost and are charged to the case (subject to approval).

- □ Car mileage which is charged at the rate of 45 pence per mile.
  - \* Statement of Insolvency Practice 9, (SIP9) Payments to Insolvency office holders and their associates from an estate

### **General Office Overheads**

The following i	items of	expenditure	will normally	be t	treated	as	general	office	overheads	and	will i	not
be charged to	the case	although a	charge may	be n	nade w	here	e the pr	ecise d	cost to the	case	can	be
determined be-	cause the	e item satisf	ies the test o	f a C	ategory	/ 1 <del>(</del>	expense	:				

Telephone and facsimile
Printing and photocopying
Stationery

<sup>\*</sup> Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

## STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £			
Expenses incurred w	vith entities not within the Be	egbies Traynor Gr	oup				
Postage	Postworks	4.03	3.05	0.98			
Bond	Insolvency Services	29.60	29.60	0.00			
Advertising Costs	Courts Advertising	97.50	0.00	97.50			
Expenses incurred with entities within the Begbies Traynor Group (for further details see Begbies Traynor Charging Policy)							

## **CUMULATIVE STATEMENT OF EXPENSES**

Type of expense	Name of party with whom expense incurred	Amount incurred
		£
Legal Fees	Tees Law	108.00
Advertising Costs	Courts Advertising	183.35
Postage	Postworks	8.01
Bond	Insolvency Services	29.60