

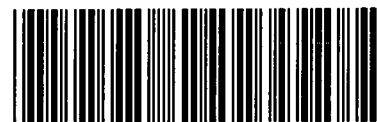
LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY



AA3GTMBF

A19

29/04/2021

#144

COMPANIES HOUSE

1 Company details

Company number 0 7 4 1 7 9 4 5

Company name in full A STAR TRAFFIC MANAGEMENT LTD

→ Filling in this form
Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) EILEEN THERESA FRANCES

Surname SALE

3 Liquidator's address

Building name/number SALE SMITH & CO LIMITED

Street INDUCTA HOUSE

FRYERS ROAD

Post town BLOXWICH, WALSALL

County/Region WEST MIDLANDS

Postcode W S 2 7 L Z

Country

4 Liquidator's name ①

Full forename(s)

Surname

① Other liquidator
Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other liquidator
Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	^d 2	^d 8	^m 0	^m 2	^y 2	^y 0	^y 2	^y 0
To date	^d 2	^d 7	^m 0	^m 2	^y 2	^y 0	^y 2	^y 1

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X

Alan M. Sale

X

Signature date

^d 2	^d 3	^m 0	^m 4	^y 2	^y 0	^y 2	^y 1
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LIQ03

Notice of progress report in voluntary winding up



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

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone



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

Sale Smith & Co. Ltd.

Inducta House, Fryers Road, Bloxwich, Walsall, West Midlands. WS2 7LZ.
Tel: 01922 624777 admin@salesmith.demon.co.uk

Business Recovery and Insolvency

TO ALL MEMBERS AND CREDITORS

PRIVATE AND CONFIDENTIAL

Our Ref: SS1435.ETFS.AB.MA.LTRCRS.0421

23rd April 2021

Dear Sirs,

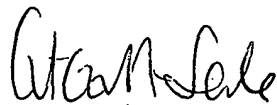
A STAR TRAFFIC MANAGEMENT LTD
(IN CREDITORS VOLUNTARY LIQUIDATION)

I refer to my appointment as Liquidator of the above named company and enclose my annual progress report in accordance with Rule 18.3 of the Insolvency (England & Wales) Rules 2016 together with a copy of my Receipts and Payments Account.

If there are any matters contained within the report upon which you require clarification, please do not hesitate to contact me.

Yours faithfully,

For and on behalf of A Star Traffic Management Ltd
(In Creditors Voluntary Liquidation)



Eileen T F Sale FIPA
Liquidator



A STAR TRAFFIC MANAGEMENT LTD

(IN CREDITORS' VOLUNTARY LIQUIDATION)

Liquidator's Third Progress Report
Pursuant to Section 104(1) of the Insolvency Act 1986 (as amended)
And Rule 18.3 of the Insolvency (England & Wales) Rules 2016

PRIVATE & CONFIDENTIAL

Liquidator: Eileen T F Sale FIPA, of Sale Smith & Co. Limited, Inducta House,
Fryers Road, Bloxwich, Walsall, West Midlands, WS2 7LZ

Content

- 1 Administration and Planning
- 2 Enquires and Investigations
- 3 Realisation of Assets
- 4 Creditors
- 5 Fees and Expenses
- 6 Creditors’ Rights
- 7 Opting Out Provision and Opting Out Receiving Documents
- 8 Other Matters
- 9 Conclusion

Appendices

- | | |
|----------------|--|
| Appendix I - | Statutory Information |
| Appendix II – | Receipts and Payments account for the period 28/02/2020 to 27/02/2021 and cumulative period 28/02/2018 to 27/02/2021 |
| Appendix III - | Detailed list of work undertaken in the period |
| Appendix IV - | Expenses summary for the period 28/02/2020 to 27/02/2021 and cumulative period 28/02/2018 to 27/02/2021 |

Additional Information

Further information about creditors’ rights can be obtained by visiting the creditors’ information micro-site by R3 at <http://www.creditorinsolvencyguide.co.uk/>. Also, a copy of the R3 guidelines in respect of Insolvency Practitioners’ fees relating to relating to creditors’ voluntary liquidations is available at the link <https://www.r3.org.uk/what-we-do/publications/professional/fees>. Please note that there are different versions of the Guidance Notes, and in respect of this case you should refer to the 2017 version. If you are unable to access or download the guide, a hard copy of this document can be obtained on request from this office free of charge.

1 ADMINISTRATION AND PLANNING

Statutory information

Statutory information can be found at Appendix I.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards.

Reporting

The Liquidator has met her statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Review Period, the following key documents have been issued:

- i) Notification of the outcome of the Decision in relation to the appointment of the Liquidator;
- ii) S100 Report to creditors dated 19th March 2018;
- iii) Annual Progress Report to creditors dated 24th April 2019;
- iv) Annual Progress Report to creditors dated 13th March 2020;
- v) This progress report;

Other administration tasks

During the Review Period, the following material tasks in this category were carried out:

- i) Statutory and Compliance Duties including reviewing and maintaining the adequacy of the Joint Liquidator’s Bond (this is insurance required by statute that every insolvency office holder has to obtain for the protection of each estate);
- ii) Informing all relevant persons at the commencement of the liquidation, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- iii) Preparation and completion of case reviews, case checklists and file notes to ensure liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- iv) Realisation of Assets as per Director’s Statement of Affairs;
- v) Obtaining, listing and reviewing Company books and records;
- vi) Investigative matters including collecting and analysing the company Bank account;

- vii) Maintaining and managing the Joint Liquidator’s estate bank account and cashbook, including regular bank reconciliations,
- viii) Administrative tasks including dealing with all routine correspondence and emails relating to the case, and general filing,

2 ENQUIRIES AND INVESTIGATIONS

During the Review Period, the Liquidator carried out an initial review of the Company’s affairs in the period prior to appointment. This included seeking information and explanations from the director by means of questionnaires and interviews; making enquiries of the Company’s accountants; reviewing information received from creditors; and collecting and examining the Company’s bank statements, accounts and other records.

The directors provided the books and records and a completed questionnaire, as well as a Statement of Affairs.

Company Directors’ Disqualification Act

In accordance with my statutory duty, Conduct Reports have been forwarded to the appropriate Government Department in respect of the directors’ handling of the affairs of the company.

Investigations

In accordance with the best practice directives of SIP 2 “Investigations by Office Holders in Administrations and Insolvent Liquidations,” the Liquidator has undertaken assessments to ascertain whether there are potential areas of recoveries for the estate or matters of public interest requiring furthermore detailed investigation. This work was also carried out with the objective of making an initial assessment of whether there were any matters which may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to, or who have past dealings with, the Company.

This initial assessment has been completed and the Liquidator did not identify any assets or actions which might lead to a recovery for creditors.

Although this work did not generate any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

3 REALISATION OF ASSETS

A summary of Liquidator’s Receipts & Payments Account in this matter for the period 28th February 2020 to 27th February 2021 together with cumulative details of the transactions from 28th February 2018 to 27th February 2021 is attached at Appendix II.

Book Debts

As previously advised, the collection of the company’s book debts has been disappointing due to the age and closure of several debtor companies. There was one outstanding debt which was subject of dispute and counter-claims notified by the debtor and was being dealt with by my solicitors. Extensive correspondence had passed between both parties, to try and resolve various disputed issues and counter-claims, and to reconcile the balance considered due to the company, if at all. Accordingly, the matter is now been concluded.

Transactions with connected parties

In accordance with Statement of Insolvency Practice 13 (“SIP 13”), the Office Holder is required to disclose to creditors the details of any asset sold by the Liquidator to connected parties.

The Liquidator can confirm that no such sales were made to any party, including connected parties, during the course of her administration of the company’s affairs.

4 CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out certain tasks as detailed above in Section 1, also, at Appendix III there are further details of the necessary work undertaken in this liquidation in accordance with best practice guidelines. The following sections advise of anticipated outcomes to creditors and if any distributions are to be paid to creditors.

Secured creditors

An examination of the company’s mortgage register held by the Registrar of Companies showed that the company had granted Mr Newton, the sole director, a Fixed & floating Charge dated 15th February 2017, and registered on 16th February 2017.

Preferential creditors

Employee claims

Crown Preference in relation to VAT and PAYE was abolished in 2003 and consequently, in the majority of cases, preferential creditors claims relate to certain liabilities in respect of unpaid wages, holiday pay and pension contributions only.

The relevant information for employees to submit claims has been forwarded to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

<u>Creditor</u>	<u>Per Statement of Affairs</u> £	<u>Claim Received</u> £
Wages & Holiday Pay	500	731.31
	<u>£500</u>	<u>£731.31</u>

Floating Charge Creditors

The following claims have been received: -

<u>Creditor</u>	<u>Per Statement of Affairs</u> £	<u>Claim Received</u> £
Mr R P Newton	18,000	-
	<u>£18,000</u>	<u>£Nil</u>

Prescribed Part

Under the provisions of Section 176A of The Insolvency Act, the Liquidator must report on the amount of funds distributed or likely to be distributed to unsecured creditors in respect of the prescribed part. The provision only applies where the company has granted a floating charge to any creditor after 15th September 2003 and with surplus realisations after full payment to preferential creditors. The prescribed part must be made available to the unsecured creditors and the basis of this calculation is as detailed below: -

50% of the first £10,000 of the net property and;
20% of the remaining net property up to a maximum of £600,000.

Based on present information, there will be insufficient realisations to discharge in full all costs of the proceedings and preferential creditors. Therefore, there will be no net property from which to deduct a prescribed part.

Unsecured creditors

Certain creditors' claims remain outstanding, however, the following claims have been received to date: -

<u>Creditor</u>	<u>Per Statement of Affairs</u> £	<u>Claim Received</u> £
Trade & Expense	8,589	6,911.00
HM Revenue & Customs (PAYE/VAT/NIC/CIS)	85,601	-
Santander Bank Plc	21,051	-
Redundancy & Payment in Lieu	2,000	17,111.20
Additional	-	4,167.64
	<u>£117,241</u>	<u>£28,189.84</u>

Please note that these figures are indicative only and should not be used as the sole or principal basis for any bad debt provision or other purposes. Further non-preferential creditors’ received claims may subsequently cause revision, increase and/or additional costs.

The Liquidator has collated and acknowledged (where requested) the claims of the ordinary unsecured creditors, however, the unsecured claims have not been formally adjudicated upon at the date of this Report.

Dividend prospects

Without prejudice to the final outcome of the matters relating to the administration of the winding up proceedings and, based on information to date, the Liquidator considers there will be insufficient realisations to discharge in full all costs of the proceedings. In the circumstances, there is no likelihood of a distribution to any class of creditor in this matter.

5 FEES AND EXPENSES

Pre-Appointment Costs

The board previously authorised the payment of a fee in the sum of £5,000 plus VAT for the assistance with preparing the Statement of Affairs and convening the decision procedure of the creditors.

Full payment has been received by this firm in respect of the Statement of Affairs fee of £5,000 plus VAT. No other costs of any nature were required prior to the formal liquidation appointment.

The Liquidator’s fees

It is the firm’s practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day routine administration on cases which is progressed by the case manager and, ultimately, the Office Holder then oversees the work undertaken. Where the issues are complex and litigious, the work will be undertaken by the case manager and closely supervised by the Office Holder appointed.

The basis of the Liquidator’s fees was approved by creditors by way of Decision by Correspondence on 16th April 2018 in accordance with the following resolutions: -

“That the Liquidator’s fees be fixed at a set amount of £20,000, unless there is a matter of substantial change in the circumstances from those considered at the onset of the winding up proceedings.”

“That the Liquidator be authorised to recover all Category 2 disbursements, internal costs and expenses in dealing with the Liquidation.”

To date my firm has drawn the sum of £167.40 in respect of fees agreed on a fixed fee basis, in connection with the statutory administrative and investigative duties undertaken to date.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Liquidator considers that the original fees and expenses summary is unlikely to be exceeded. Given the limited realisations anticipated in this case, the Liquidator does not propose to draw fees in excess of the fixed fees approved by creditors. The Liquidator will review the position as regards fees in the event that there is a material and substantial change in circumstances and advise accordingly.

The Liquidator has not utilised the services of any sub-contractors on the administration of this case.

Correspondence has been forwarded to all creditors previously, requesting nominations for Members of Liquidation Committee, as required by Rule 6.19 of the Insolvency (England & Wales) Rules 2016 and none have been received. In the circumstances, no Liquidation Committee has been established in the winding-up proceedings.

Disbursements

The disbursements that have been incurred and not yet paid during the period are detailed on Appendix IV. Also included in Appendix IV is the cumulative expenses incurred during the Liquidation.

Creditors’ approval is not required for necessary external disbursements paid to independent third parties as disclosed. Payments made in respect of the above are defined as “Category 1 disbursements”. Category 1 disbursements incurred in this case total £308.84, of which £283.45 has been paid since the date of my appointment, as disclosed on the attached schedule.

With effect from 1st January 2003, a Liquidator must obtain creditors’ approval to draw her firm’s internal disbursements, costs and expenses in dealing with an estate, including, as appropriate, printing, photocopying, document storage, registered office fee and telephone charges. Payments in respect of this type of expense are referred to as “Category 2 disbursements”. Category 2 disbursements incurred in this case total £407.40, of which £68.20 has been paid since the date of my appointment, as disclosed on the attached schedule. The basis of calculation of this category of disbursement was disclosed to creditors prior to the resolution being passed and is also detailed at appendix IV.

6 CREDITORS’ RIGHTS

Under Rule 18.9 of the Insolvency Rules, an unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator’s remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

Under Rule 18.34 of the Rules, an unsecured creditor may, with the permission of the court or with the concurrence of 10% ‘in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator’s fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

7 OPTING OUT PROVISION AND OPTING OUT RECEIVING DOCUMENTS

Opting out Provision

Creditors also have the option of ‘Opting Out’ from the receipt of our documentation, whether physical or electronic, at any time, unless the Insolvency Act requires that we must communicate with you by statute. In the circumstances, should you wish to ‘opt-out’ of any future communication, please advise us accordingly.

Please note opting-out will not affect the creditor’s entitlement to receive dividends should any be paid to creditors. There are also certain documents that opted-out creditors will continue to receive.

8 OTHER MATTERS

EC REGULATIONS (Whether Proceedings are Main Proceedings or Territorial)

The EC Regulation on Insolvency Proceedings 2000 (“the Regulations”) apply to these proceedings. These are main proceedings as defined by Article 3 of the Regulations as the Company’s centre of main interests and its registered office is located in England and Wales.

Code of Ethics

As an Insolvency Practitioner, I am bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment, as well as the regulations of my professional body. Further information can be found at <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/ethics-code>. I can confirm that, prior to my appointment, a review of the ethical issues was undertaken, and no threats were identified.

To comply with the Provision of Services Regulations, some general information about Sale Smith & Co. Limited, including our complaints policy and Professional Indemnity Insurance, can be found at <https://www.salesmith.co.uk/provisions-of-service-regulations.pdf>.

GDPR

When submitting details of your claim in the liquidation, you may disclose personal data to the Liquidator. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The Liquidator act as Data Controller in respect of personal data they obtain in relation to this liquidation and therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Liquidator's privacy notice, which can be found at <https://www.salesmith.co.uk/privacy-cookies.php>, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

9 CONCLUSION

Based on current information, it is anticipated that the administration of the liquidation proceedings will be concluded within the next six months. Formal notice to this effect will be forwarded to all creditors in due course. Accordingly, any creditor who may require further information regarding the content of this report, should not hesitate to contact the Liquidator.

Signed by IP:


MRS EILEEN T F SALE FIPA

Date: 23RD APRIL 2021.....

Appendix I

STATUTORY INFORMATION

Company Name:	A Star Traffic Management Ltd
Company Number:	07417945
Date of Incorporation:	25th October 2010
Nature of Business:	Traffic Management
Registered Office:	Formerly: Suite 2, Cambrai Court, 1229 Stratford Road, Hall Green, Birmingham, B28 9AA
	Changed to: Inducta House, Fryers Road, Bloxwich, Walsall, WS2 7LZ
Trading Address:	Formerly: Suite 2, Cambrai Court, 1229 Stratford Road, Hall Green, Birmingham, B28 9AA
Directors in last three years:	Mr R P Newton
	Appointed: 26th October 2010
	Resigned: N/A
	Mr Y E Jacobs
	Appointed: 25th October 2010
	Resigned: 25th October 2010
Company Secretaries in last three years:	Mrs T M Newton
Debenture Holders:	Mr R P Newton
Authorised & Issued Share Capital	£4 divided into Ordinary £1 Shares
Class of Shares Issued:	Ordinary
Share Capital:	£4
Name of Shareholders:	Mr R P Newton
	Shares Held: 2 Ordinary £1 Shares
	Mrs T M Newton
	Shares Held: 2 Ordinary £1 Shares

Appendix II

COMPANY NUMBER: 07417945

**A STAR TRAFFIC MANAGEMENT LTD
(IN CREDITORS VOLUNTARY LIQUIDATION)**

SUMMARY OF THE LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

As per Statement of Affairs		28th February 2020 to 27th February 2021	Total 28th February 2018 to 27th February 2021
		£	£
	<u>RECEIPTS</u>		
	Balance brought forward	128.14	
Nil	Book Debts		647.09
	Gross Interest Received	0.12	0.22
	VAT Refund		80.95
<u>£Nil</u>		<u>£128.26</u>	<u>£728.26</u>
	<u>PAYMENTS</u>		
	Statutory Advertising		169.20
	Insolvency Bond		66.00
	Liquidator's Disbursements		116.45
	Liquidator's Remuneration		167.40
	Input VAT		80.95
		Nil	600.00
	Balance in Hand	128.26	128.26
		<u>£128.26</u>	<u>£728.26</u>

Eileen T F Sale FIPA
Liquidator
23rd April 2021

Appendix III

A STAR TRAFFIC MANAGEMENT LTD (IN CREDITORS VOLUNTARY LIQUIDATION)

Below is detailed information about the tasks undertaken by the Liquidator for the review period 28th February 2018 to 27th February 2021.

General Description	Brief Summary
<i>Statutory compliance, Administration and Planning</i>	
Statutory/advertising	Advertising in accordance with statutory requirements Bonding the case for the value of the assets Filing of documents to meet statutory requirements including annual receipts and payments Post-liquidation VAT returns and deregistration formalities
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Maintenance of the estate cash book
Planning / Review	Discussions regarding strategies to be pursued Meetings with legal advisors to consider, practical, technical and legal aspects of the case Correspondence with director to provide all books & records Identifying & recording all books & records received
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties
<i>Investigations</i>	
SIP 2 Review	Collection and making an inventory of company books and records Correspondence to request information on the company’s dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reviewing company’s books and records Preparation of deficiency statement

General Description	Brief Summary
	Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service
<i>Realisation of Assets</i>	
	This involves work in realising assets of the company which are known and stated in the Statement of Affairs. Correspondence with Bank
Book Debts	Examining company records and collecting supporting documentation Correspondence with debtors Dealing with disputes, including communicating with directors
Leasehold Property	Liaising with secured creditors and landlords Agreeing assignment, surrender or disclaiming property
<i>Creditors</i>	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post Exchanges with government departments Dealing with disputes, including communication with director Assisting employees to pursue claims via the RPO
Dealing with proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
<i>Investigations</i>	
Litigation / Recoveries	Preparing brief to solicitor Liaising with solicitor about further action to be taken Liaising with solicitor regarding recovery actions Liaising with solicitor regarding outcome and further actions available

Appendix IV

A STAR TRAFFIC MANAGEMENT LTD **(IN CREDITORS VOLUNTARY LIQUIDATION)**

Summary of the expenses for the period under review and the total to date

In accordance with Statement of Insolvency Practice 9 (SIP9) disbursements are categorised as Category 1 (direct disbursements) and Category 2 (indirect disbursements) as follows: -

Category 1 Disbursements:

Where there is specific expenditure relating to the administration of the insolvent’s affairs and referable to payment to an independent third party, are treated as disbursements recoverable without prior approval of creditors. In this statement these are referred to as ‘category 1 disbursements

Type and purpose	Amount incurred in reporting period (£)	Amount drawn in reporting period (£)	Total Disbursement incurred to date (£)	Total Disbursement drawn to date (£)
Statutory Advertising			169.20	169.20
Insolvency Bond			66.00	66.00
Postage	10.25		73.64	48.25
Total	£10.25	£Nil	£308.84	£283.45

Category 2 disbursements

Category 2 disbursements are expenses incurred by the firm and recharged to the estate. They are not attributed by an independent third party and are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance.

Type and purpose	Amount incurred in reporting period (£)	Amount drawn in reporting period (£)	Total Disbursement incurred to date (£)	Total Disbursement drawn to date (£)
Storage of Company Records (2boxes)	80.00		240.00	
Storage of Administration Records			60.00	
Stationery & Printing	16.30		107.40	68.20
Total	£96.30	£Nil	£407.40	£68.20

The storage of company’s books and records are at the Insolvency Practitioner’s own storage facility. The books and records will be stored in banker’s boxes and a storage fee will be charged at the rate of £10 per box per quarter (13 weeks). This charge covers the transportation of records from the company’s premises, storage retrieval of books and records in storage for administration purposes and the destruction of such books and records on the first anniversary of completion of the Insolvency administration.

The storage of company’s working papers is at the Insolvency Practitioner’s own storage facility. The files will be stored in banker’s boxes and a storage fee will be charged at the rate of £10 per annum. This charge covers the administration costs of archiving and retrieval of documents.

All circulars will be sent out by second class post and the actual postage cost will be charged as an expense to the estate. In respect of circulars, stationery is charged at 10p per copy paper.