

LIQ03

Notice of progress report in voluntary winding up



Companies House



A24 *A7BDE8D5* 31/07/2018 #92
COMPANIES HOUSE

A17 *A7A3G0I2* 13/07/2018 #18
COMPANIES HOUSE

1 Company details

Company number 0 2 7 5 6 0 8 2

Company name in full Alchemea Ltd

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

2 Liquidator's name

Full forename(s) Farheen

Surname Qureshi

3 Liquidator's address

Building name/number Devonshire House

Street 582 Honeypot Lane

Post town Stanmore

County/Region Middlesex

Postcode

Country United Kingdom

4 Liquidator's name

Full forename(s)

Surname

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

5 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

● 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	2	1	0	5	2	0	1	7
To date	2	0	0	5	2	0	1	8

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X 

X

Signature date

^d0^d4 ^m0^m7 ^y2^y0^y1^y8

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.

Farheen Qureshi

Parker Getty Limited

Devonshire House

582 Honeypot Lane

Stanmore

Middlesex

Postcode

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United Kingdom

DX

020 3475 3900

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

Alchemea Limited

Annual Progress Report

21 May 2017 to 20 May 2018

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21 May 2017 to 20 May 2018
- Appendix III - Detailed list of work undertaken in the period and anticipated future work
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- Appendix V - Disbursement Summary for the year 21 May 2017 to 20 May 2018

EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

Asset	Estimated to realise per Statement of Affairs (£)	Realisations to date (£)	Anticipated future realisations (£)
Goodwill	10,000.00	3,000.00	NIL
Book Debts	3,629.00	1,750.00	3,912.80
Tangible Assets	86,000.00	67,254.64	NIL
Total		72,051.16	3,912.80

Expense	Expense incurred to date (£)	Expense drawn to date (£)	Anticipated further expense to closure (£)	Total anticipated expense (£)
Liquidator's fees	22,704.50	19,700.00	Uncertain	Uncertain
Solicitors' fees	3,539.00	3,539.00	Uncertain	Uncertain
Agents' fees	7,145.10	7,145.10	NIL	NIL
Bank Charges	100.00	100.00	NIL	100.00
Insurance of Assets	742.00	742.00	NIL	742.00
Mailing	1,258.44	1,258.44	Uncertain	Uncertain
Office Holders Disbursements	1,217.12	1,217.12	Uncertain	Uncertain
Statement of Affairs Fee	5,833.33	5,833.33	NIL	5,833.33

Dividend prospects

Creditor class	Distribution / dividend paid to date
Secured creditor	0.03119 p in £
Preferential creditors	100 p in £
Unsecured creditors	NIL

Closure

Based on current information, it is anticipated that the liquidation will be concluded within the next 4 months.

CONDUCT OF LIQUIDATION

Statutory information

Statutory information may be found at **Appendix I**.

Detailed in **Appendix III** is a breakdown of the work conducted by the Liquidator during the reporting period.

I would comment that 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.

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:

- Progress report for the year 21 May 2016 to 20 May 2017 enclosing a Notice of Intention to Declare a Distribution
- Update to the secured creditor in relation to key developments affecting their security; and
- Circulars to unsecured creditors regarding their claims and payments of distributions.

REALISATION OF ASSETS

The Liquidator's third Annual Receipts and Payment account for the year ending 21 May 2017 to 20 May 2018 is attached at **Appendix II**.

I have detailed below key information about asset realisations, however, more detailed narratives about the work undertaken may be found at **Appendix III**. The work conducted has the potential to provide a financial benefit to creditors should sufficient funds be available, after costs to make a distribution to creditors.

CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out key tasks which are detailed in the list at **Appendix III**. The following sections explain the anticipated outcomes to creditors and any distributions paid.

The Company had granted the following security: -

Type of charge	Date created	Beneficiary
Fixed and floating charge debenture	9 July 2012	Lloyds Bank Plc

The debt due to Lloyds Bank Plc. (the Bank) at the date of appointment was made up of various loans and overdrafts, the total quantum of which was approximately £20,000 excluding charges and accruing interest. It is anticipated that asset realisations will not be sufficient to repay the Bank in full. The Bank has received £1,800 as shown on the Receipts and Payments account.

During the Review Period, the Liquidator's legal advisors, Summers Nigh Law LLP confirmed the validity of the charge and a first distribution has been made under its charge.

Preferential creditors

Employee claims

Four employees were made redundant on 21 May 2016. The relevant information for employees to submit claims has been made to the Redundancy Payments Office "the RPO" and information and help has been given to employees to enable them to submit their claims online.

Employees were shown to be owed £68,549.31. A total claim in the sum of £46,323.54 was received from the RPO have been received of which the sum of £3,665.89 was claimed preferentially. A residual preferential claim was also calculated to be due the Company's former employees in the sum of £706.16.

A distribution of 100p in the £ was paid to the preferential creditor whose claims totalled £3,665.89 on 6 October 2016. A further distribution of 100p in the £ was paid to the employees with residual preferential claims on 1 December 2017 for the sum of £706.16.

Unsecured creditors

HM Revenue & Customs "HMRC" was shown to be owed £9,294.19 on the Company's statement of affairs. A claim of £22,205.56 has been received in the Liquidation.

The statement of affairs estimated that unsecured creditors were owed the sum of £282,759.62. In the Liquidation claims with an aggregate value of £417,906.50 were received. In line with Insolvency Legislation claims detailed on the Company's statements of affairs for less than £1,000 were automatically admitted to rank for dividend purposes. Claims in the aggregate sum of £384,569.02 were admitted to rank for dividend purposes.

Dividend prospects

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

The Company granted a fixed and floating charge to Lloyds Bank Plc on 9 July 2012 accordingly based of the realisations and costs incurred the prescribed part of net property was calculated to be £7,397.98.

A distribution of 2.033p in the £ was paid to unsecured creditors on 1 December 2018.

Distributions worth £869.69 were not banked by the respective creditors and will be remitted to the Insolvency Service as an unpaid distribution, should no creditors contact my office to claim their unpaid dividend.

FEES, EXPENSES AND DISBURSEMENTS

Pre-Appointment Costs

The board previously authorised the payment of a fee of £7,500 plus VAT for assistance with preparing the statement of affairs, producing and circulating the notices for the meetings of members and creditors. Of this fee £2,000 was paid by one of the Company's directors with the balance paid as an expense of the Liquidation.

The Liquidator's fees

My remuneration was previously authorised by creditors at a meeting held on 21 May 2015 to be drawn on a time cost basis. My total time costs to 18 May 2017 amount to £35,937.50 representing 145.40 hours of work at an average charge out rate of £247.16 per hour. Of this cost time costs of £14,575.00 was incurred in the reporting period representing 39.00 hours of work at an average charge out rate of £257.96 per hour.

A schedule of my time costs incurred to date is enclosed in **Appendix IV** which further subdivides my time to fixed charge and floating charge asset realisations.

In relation to the fixed charge realisations made for the Company's goodwill fees of £700 have been drawn with the agreement of the Bank. The balance of my time cost in relation to fixed charge realisations of £258 have been written off.

Excluding the agreed remuneration for secured assets realisations, additional fees of £24,000 have been drawn with the balance of my time costs amounting to £11,937.50 written off.

"A Creditors' Guide to Liquidators' Fees" is available to download at:-

<https://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/2017/liquidations-creditor-fee-guide-6-april-2017.ashx?la=en>

Should you require a paper copy, please send your request in writing and a copy will be provided at no cost.

Should you wish to know more about the insolvency process in general, I recommend that you visit www.creditorinsolvencyguide.co.uk.

Please also be advised that I am bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. I would confirm that I had no business or personal relationship with any creditor who will be determining the basis of the Liquidator's remuneration.

Expenses

Expenses are amounts properly paid by the office holder from the estate which are not otherwise categorised as the office holder's remuneration or as a distribution to a creditor or creditors.

Expenses paid during the period are shown on the receipts and payments account as detailed in **Appendix II**. I would comment as follows:-

Utilised During Period	Nature of Work	Fee Arrangement
Foulds Ingham Associates Limited	Valuer/Auctioneer	Fixed fee for valuation report percentage of realisations £300
Mailshot International	Bulk mailing services	Fixed fee cost per job total expense of £533.90

The choice of professionals was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they are reasonable in the circumstances of this case.

Disbursements

The disbursements that have been incurred during the period are detailed on **Appendix V**.

The category 1 disbursements are expenses that can be specifically identified as relating to the administration of the case. These are charged to the estate at cost, with no uplift

The category 1 disbursements paid for in the period 21 May 2017 to 20 May 2018 total £NIL.

Category 2 disbursements are expenses that are also directly referable to the appointment in question but not to a payment to an independent third party. Payments may only be made in relation to Category 2 expenses after the creditors have approved the bases of their calculation.

The category 2 disbursements for the period 21 May 2017 to 20 May 2018 total £NIL.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at . A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

Other professional costs

Solicitors

Howes Percival LLP formerly Summers Nigh Law LLP were instructed as legal advisors in relation to confirm the validity of the security held by secured creditors and assistance in adducting creditor claims. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. The solicitors' fees for the period 21 May 2017 to 20 May 2018 amount to £750. The solicitors' total time costs from the date of appointment amount to £4,289 and they have been paid in full

CREDITORS' RIGHTS

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.

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.

At Parker Getty we strive to provide a professional and efficient service, however we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. If you should have cause to *complain about the way that we are acting, you should, in the first instance, put details of your complaint in writing addressed to complaints officer, Parker Getty, Devonshire House, 582 Honeypot Lane, Stanmore, Middx, HA7 1JS*. This will formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior partner unconnected with the appointment.

Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to the regulatory body that licences the insolvency practitioner concerned.

Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA; you may phone 0300 678 0015 or complete and submit a complaint using the following link:

<https://www.insolvencydirect.bis.gov.uk/ExternalOnlineForms/InsolvencyPractitionerComplaint.aspx>

EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL

The Company's centre of main interest was in located in England and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

CONCLUSION

No matters remain outstanding and this particular Liquidation will be progressed to closure.

If you require any further information, please contact this office.

Appendix I

Statutory Information

Company Name	Alchemea Ltd
Former Trading Name	None
Company Number	02756082
Registered Office	Devonshire House, 582 Honeypot Lane, Stanmore, Middlesex HA7 1JS
Former Registered Office	The Windsor Centre, Windsor Street, London, N1 8QG
Officeholder	Farheen Qureshi
Officeholder's address	Devonshire House, 582 Honeypot Lane, Stanmore, Middlesex, HA7 1JS, United Kingdom
Date of appointment	21 May 2015
Changes to Officeholder	None

**Alchemea Ltd - In Creditors' Voluntary Liquidation
Liquidator's Abstract of Receipts & Payments**

S of A £		From 21/05/17 to To 20/05/18 (£)	From 21/05/15 to To 20/05/18 (£)
FIXED CHARGE REALISATIONS			
	Goodwill	NIL	3,000.00
		NIL	3,000.00
FIXED CHARGE COSTS			
	Office Holders Fees	NIL	(700.00)
	Agents/Valuers Fees	NIL	(300.00)
		NIL	(1,000.00)
ASSET REALISATIONS			
3,629.60	Book Debts	2,677.43	4,427.43
	Bank Interest Gross	8.52	55.04
86,000	Tangible Assets	NIL	67,254.64
Uncertain	Guarantor Payments	NIL	NIL
		2,685.95	71,737.11
COST OF REALISATIONS			
	Statement of Affairs Fee	NIL	(5,833.33)
	Office Holder's Fees	(5,000.00)	(24,000.00)
	Office Holder's Expenses	NIL	(1,217.12)
	Agents/Valuers' Fees	NIL	(6,845.10)
	Legal Fees	(750.00)	(4,289.00)
	Mailing	(1,005.15)	(2,263.59)
	Statutory Advertising	(84.60)	(84.60)
	Insurance of Assets	NIL	(742.00)
	Bank Charges	NIL	(100.00)
		(6,839.75)	(45,374.74)
PREFERENTIAL CREDITORS			
	Employee	(706.16)	(706.16)
	Secretary of State (RPO)	NIL	(3,665.89)
		(706.16)	(4,372.05)
UNSECURED CREDITORS			
	Employee - Prescribed Part	(492.22)	(492.22)
	HM Revenue & Customs - Prescribed Part	(451.48)	(451.48)
	Secretary of State (RPO) - Prescribed Part	(867.30)	(867.30)
	Secured Creditor - Prescribed Part	(825.72)	(825.72)
	Trade Creditor - Prescribed Part	(3,891.99)	(3,891.99)
		(6,528.71)	(6,528.71)
DISTRIBUTIONS			
	Secured Creditors	(14,791.92)	(16,591.92)
		(14,791.92)	(16,591.92)
		(26,180.59)	869.69
REPRESENTED BY			
	Interest Bearing Current Account		869.69
			869.69

Farheen Qureshi
Liquidator

Appendix III

Detailed list of work undertaken for Alchemea Ltd Limited in Creditors' Voluntary Liquidation for the review period 21 May 2017 to 20 May 2018

Below is detailed information about the tasks undertaken by the Liquidator.

General Description	
Statutory and General Administration	[This work is indirectly beneficial to creditor's interest and is required to progress the case in efficient and timely manner]
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Bonding the case for the value of the assets
Document maintenance / checklist	Filing of documents Maintenance of statutory and case progression task lists/diaries Updating checklists
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Review	[This work is indirectly beneficial to creditor's interest and is required to progress the case in efficient and timely manner]
	Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards
Cashiering	[This work is indirectly beneficial to creditor's interest and is required to progress the case in efficient and timely manner]
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Realisation of Assets	[This work is directly beneficial to creditor's interest]
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and liaising reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims
Creditors and Distributions	[This work is directly beneficial to creditor's interest]
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Preparing annual progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims

Anticipated tasks to be undertaken by the Liquidator until case closure

General Description	Includes
Statutory and General Administration	[This work is indirectly beneficial to creditor's interest and is required to progress the case in efficient and timely manner]
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts
Document maintenance/file review/checklist	Filing of documents Maintenance of statutory and case progression task lists/diaries Updating checklists
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Review	[This work is indirectly beneficial to creditor's interest and is required to progress the case in efficient and timely manner]
	Periodic case reviews Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards
Creditors	[This work is directly beneficial to creditor's interest]
Creditor Communication	Preparing proposed final account and final account for creditors
Dividend procedures	Dealing with unclaimed dividends Making payment to the insolvency service
Cashiering	[This work is indirectly beneficial to creditor's interest and is required to progress the case in efficient and timely manner]
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Closure	[This work is indirectly beneficial to creditor's interest and is required to progress the case in efficient and timely manner]
	Review case to ensure all matters have been finalised Draft final report Obtain clearance to close case from HMRC together with submitting final tax return Obtain final accounts from agents solicitors and others instructed Convene and hold final meetings File documents with Registrar of Companies

Current Charge-out Rates for the firm

Time charging policy

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates January 2016	Charge out Rates January 2017
Insolvency Practitioner/Partners	350	350
Other senior staff	150-205	130-220
Assistant and Support Staff	110	110

Appendix IV

Time cost information for period 21 May 2017 to 20 May 2018 Time costs in the sum of £14,575.00 have been incurred at an average cost of 257.96 per hour representing 56.50 hours of work.

Classification of work function	Insolvency Practitioner/ Director	Other senior professionals	Total	Time cost £	Average Hourly rate £
Administration and Planning	2.00	5.00	7.00	1,650.00	235.71
Assets					
Fixed Charge	NIL	NIL	NIL	NIL	NIL
Floating Charge	NIL	0.50	0.50	95.00	190
Investigations	NIL	NIL	NIL	NIL	NIL
Creditors	15.00	20.00	35.00	9,050.00	258.57
Employee	1.00	2.00	3.00	730.00	243.33
Review	4.00	2.00	6.00	1,780.00	257.96
Cashiering	2.00	3.00	5.00	1,270.00	254.00
Total hours	24.00	32.50	56.50		
Total fees claimed £	8,400.00	6,175.00		14,575.00	

Time cost information for period 21 May 2015 to 20 May 2018. Time costs in the sum of £31,954.50 have been incurred at an average cost of 247.16 per hour representing 134.70 hours of work.

Classification of work function	Insolvency Practitioner/ Director	Other senior professionals	Total	Time cost £	Average Hourly rate £
Administration and Planning	4.80	18.30	23.10	4,787.50	207.25
Assets					
Fixed Charge	2.10	1.30	3.40	958.00	267.10
Floating Charge	16.10	11.80	27.90	7,452.00	281.76
Investigations	1.50	6.50	8.00	1,665.00	208.13
Creditors	19.10	25.20	44.30	11,359.00	256.41
Employee	2.00	12.40	14.40	2,953.00	205.07
Review	9.00	7.60	16.60	4,566.00	275.06
Cashiering	4.70	3.00	7.70	2,197.00	285.32
Total hours	59.30	86.10	145.40		
Total fees claimed £	20,183.00	15,754.00		35,937.50	

Appendix V

Disbursement Summary for the year 21 May 2017 to 20 May 2018

Liquidator's disbursement recovery policies & Incurred Disbursements

Disbursements are categorised as either Category 1 or Category 2.

Category 1 disbursements:

External supplies of incidental services specifically identifiable to the case. Where these have initially been paid by Parker Getty Limited and then recharged to the estate, approval from creditors is not required.

Examples of category 1 disbursements include postage, case advertising, specific bond insurance, company search fees, external room hire, storage, case management software system, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case

Category 2 disbursements:

These include elements of shared or allocated costs incurred by Parker Getty Limited and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full, subject to the basis of the disbursement charge being approved by members in advance.

Category 2 disbursements charged by Parker Getty Limited are as follows:

Disbursement charge	Rate Since 1 January 2016	Rate Since 1 January 2017	Rate Since 1 January 2018
Mileage	45p per mile	45p per mile	45p per mile
Envelope	15p	15p	15p
Copying	15p per sheet	10p per sheet	20p per sheet

Below are details of the Liquidator's expenses for the period under review and the total to date.

Disbursements	Period 21 May 2015 to 20 May 2016		Period 21 May 2016 to 20 May 2017		Period 21 May 2017 to 20 May 2018	
	Incurred £	Paid £	Incurred £	Paid £	Incurred £	Paid £
Category 1						
Statutory advertising	169.20	NIL	NIL	169.20	NIL	NIL
Bond premium	553.00	NIL	NIL	553.00	NIL	NIL
Postage	NIL	NIL	NIL	NIL	NIL	NIL
Land Registry	6.00	NIL	NIL	6.00	NIL	NIL
Locksmith	444.12	NIL	NIL	444.12	NIL	NIL
Courier Cost	44.80	NIL	NIL	44.80	NIL	NIL
	1,217.12	NIL	NIL	1,217.12	NIL	NIL
Total						
Category 2						
Mailing	NIL	NIL	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL	NIL	NIL
TOTAL DISBURSEMENTS	1,217.12	NIL	NIL	1,217.12	NIL	NIL