

WU07

Notice of progress report in a winding-up by the court



Companies House

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

1 Company details

Company number 0 6 7 7 6 2 2 5

Company name in full KHERG Construction Limited (formerly Parritt Leng
Construction & Management Limited)

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Louise Donna

Surname Baxter

3 Liquidator's address

Building name/number 1066 London Road

Street

Post town Leigh On Sea

County/Region Essex

Postcode S S 9 3 N A

Country

4 Liquidator's name ①

Full forename(s) Jacob

Surname Beake

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 31st Floor

Street 40 Bank Street

Post town London

County/Region

Postcode E 1 4 5 N R


Country

② Other liquidator

Use this section to tell us about
another liquidator.

WU07

Notice of progress report in a winding-up by the court

6		Period of progress report																
From date	^d	2	^d	3	^m	0	^m	8	^y	2	^y	0	^y	2	^y	2		
To date	^d	2	^d	2	^m	0	^m	8	^y	2	^y	0	^y	2	^y	3		
7		Progress report																
		<input checked="" type="checkbox"/> The progress report is attached																
8		Sign and date																
Liquidator's signature	Signature																	
	 X																X	
Signature date	^d	2	^d	0	^m	0	^m	8	^y	2	^y	0	^y	2	^y	3		

**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 **Paige Horton**

Company name **Begbies Traynor (Central) LLP**

Address **1066 London Road**

Post town **Leigh On Sea**

County/Region **Essex**

Postcode **SS9 3NA**

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

KHERG Construction Limited (formerly Parritt Leng Construction & Management Limited)
(In Liquidation)

Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 23/08/2022 To 22/08/2023 £	From 23/08/2016 To 22/08/2023 £
ASSET REALISATIONS		
Bank Interest Gross	239.57	255.48
Bank Interest Net of Tax	NIL	5.59
Funds held by solicitor	NIL	970.90
Loan from Loughborough Triangle Proj	NIL	4,190.71
Monies Held on account	828.20	5,953.20
recovery re Flat3	NIL	79,546.14
	1,067.77	90,922.02
COST OF REALISATIONS		
Agents/Valuers Fees (1)	NIL	225.00
Bank Charges	22.00	22.00
DBIS Cheque Fees	NIL	6.10
Flat 3 costs	NIL	3,712.62
ISA Banking Fees	66.00	594.00
Legal Expenses	NIL	3,247.10
Legal Fees	NIL	16,196.67
Liquidators' Expenses	NIL	164.07
Liquidators' Fees	NIL	27,841.44
O R Expenses Auctioners & Valuers C	NIL	16.36
O.R. Expenses - Shorthand Writer Ch	NIL	338.69
O.R. Debit Balance	NIL	1,170.00
Petitioners Costs	NIL	11,964.10
Secretary of State Fees	276.58	14,793.92
Shorthand Writers Costs	NIL	18.77
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Stationery & Postage	NIL	36.72
Statutory Advertising	NIL	79.40
Storage Costs	NIL	120.00
Tax on ISA interest	47.91	51.65
	(412.49)	(80,616.61)
	655.28	10,305.41
REPRESENTED BY		
ISA (Interest Bearing)		10,305.41
		10,305.41

pp


 Louise Donna Baxter
 Joint Liquidator

KHERG Construction Limited (formerly Parritt Leng Construction & Management Limited) (In Compulsory Liquidation)

Leeds High Courts of Justice No. 2016-178
of 2016

Progress report

Period: 23 August 2022 to 22 August 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

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- ❑ Details of appointment of liquidators
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1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	KHERG Construction Limited (formerly Parritt Leng Construction & Management Limited) (In Compulsory Liquidation)
"the liquidation"	The appointment of liquidators by the Secretary of State pursuant to Section 137 of the Act.
"the liquidators", "we", "our" and "us"	Louise Donna Baxter of Begbies Traynor (Central) LLP, 1066 London Road, Leigh On Sea, Essex, SS9 3NA and Jacob Beake of Begbies Traynor (London) LLP, 31st Floor, 40 Bank Street, London, E14 5NR
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016 (as amended)
"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"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and (ii) In relation to Scotland, any security (whether heritable or moveable), any 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)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

2. COMPANY INFORMATION

Trading name(s):	Parritt Leng Construction & Management
Company registered number:	06776225
Company registered office:	1066 London Road, Leigh On Sea, Essex, SS9 3NA
Former trading address:	16A Wyndham Road, London, SE5 0UH

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date of winding up order:	12 July 2016
Date of liquidators' appointment:	Louise Baxter - 23 August 2016 Jacob Beake - 28 July 2022
Changes in liquidator (if any):	NA

4. PROGRESS DURING THE PERIOD COVERED BY THIS REPORT

This is our 6th progress report and should be read in conjunction with our previous progress reports.

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 23 August 2022 to 22 August 2023.

Receipts

Bank interest has been accrued in the sum of £239.57.

The sum of £828.20 has been realised in respect of monies held on account by instructed solicitors.

Payments

ISA Banking Fees have been incurred in the sum of £88. £22 is charged per quarter.

Secretary of State fees have been incurred in the sum of £276.58 This is a statutory government charge on recoveries of funds in compulsory liquidations.

£47.91 has been paid in respect of TAX on ISA Interest.

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 - <http://www.begbies-traynorgroup.com/work-details> 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 incurred in relation to each heading are set out in the Time Costs Analysis which is attached at Appendix 2. There is an analysis for the period of the report and also an analysis of time spent on the case since the date of our appointment.

The details below relate to the work undertaken in the period of the report only. Our previous reports contain 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; and
- Ensure time recording data is compliant with Statement of Insolvency Practice 9.

On this engagement, the work identified above does not yet hold a 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 statute.

Compliance with the Insolvency Act, Rules and best practice

- Preparing, reviewing and issuing annual report to creditors;
- 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; and
- 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 insolvent estate bank account;
- Dealing with receipt of incoming funds and asset realisations;
- Payment of post appointment costs and invoices; and
- Complying with risk management procedures.

On this engagement, the work identified above does not hold a 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.

Investigations

- Ongoing substantive CID investigations;
- Liaison with instructed solicitors;
- Review of existing documentation; and
- Discussions regarding investigation strategy.

Further specific information will not be provided to creditors' at this time to reduce the risk of prejudicing any claims that may be brought.

On this assignment, there may be a direct commercial benefit to creditors in relation to the above matters if any rights of action became viable during the course of the investigations and are pursued leading to recovery/contributions to estate assets.

Realisation of assets

- There may be potential further realisations arising from Loughborough Triangle Projects Limited.

On this assignment, the work detailed above has realised assets directly for the insolvent estate. The office holders are duty bound to realise and get in the Company's property and maximise asset realisations. In some cases this does not yield sufficient realisations to enable creditors to have a direct financial benefit.

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

Creditors:

- Reporting to creditors.

On this engagement, the work detailed above does not yet have 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 includes seeking decisions of creditors via the deemed consent procedure and/or decision procedures, tax, litigation, pensions and travel

Tax / VAT

- Post appointment tax compliance; and
- Post appointment VAT compliance.

On this engagement, the work detailed above does not yet have any direct financial benefit to creditors from the insolvent estate. It is a requirement of the office holders to complete and file VAT and Tax returns until conclusion of the matter. There is no direct financial benefit to creditors of this work on this assignment but it has been necessary in order to progress the investigation process.

5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in our previous progress report for the period 23/08/2020 to 22/08/2021.

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

Secured creditor

There is one recorded outstanding secured creditor, Lloyds TSB Bank plc (charge created 20/03/12). It is not believed that Lloyds TSB Bank plc are owed any sums under their charge.

Preferential creditors

There are no known preferential claims.

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

Section 176A of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the liquidator must make a prescribed part of the Company's net property available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts. Net property means the amount which would, were it not for this provision, be available to floating charge holders out of floating charge assets (i.e. after accounting for

preferential debts and the costs of realising the floating charge assets). The prescribed part of the Company's net property is calculated by reference to a sliding scale as follows:

- ☐ 50% of the first £10,000 of net property;
- ☐ 20% of net property thereafter;
- ☐ Up to a maximum amount to be made available of £800,000

A liquidator will not be required to set aside the prescribed part of net property if:

- ☐ the net property is less than £10,000 and the liquidator thinks that the cost of distributing the prescribed part would be disproportionate to the benefit; (Section 176A(3)) or
- ☐ the liquidator applies to the court for an order on the grounds that the cost of distributing the prescribed part would be disproportionate to the benefit and the court orders that the provision shall not apply (Section 176A(5)).

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

Based upon realisations to date and estimated future realisations it is anticipated there will be insufficient funds available to enable a dividend to be paid to the unsecured creditors.

6. REMUNERATION & EXPENSES

Remuneration

Our remuneration has been fixed by creditors on 09 March 2017 by way of a resolution by correspondence as 35% of the gross value of the assets realised.

No fees have been drawn within this period.

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	£239.57	£255.48	35%	NIL	£89.42
Bank Interest Net of VAT	NIL	£5.59	35%	NIL	£1.96
Funds held by Solicitor	NIL	£970.90	35%	NIL	£339.82
Monies held on account	£828.20	£5,953.20	35%	£0.29	£2083.33

Recovery re Flat 3	NIL	£79,546.14	35%	£27,841.15	NIL
Loan from Loughborough Triangle Project	NIL	£4,190.71	n/a	NIL	n/a

Category 1 Expenses

From 23 August 2022 to 22 August 2023, we have not drawn any category 1 expenses during this period.

Why have subcontractors been used?

No subcontractors have been used during this period.

Category 2 Expenses

From 23 August 2022 to 22 August 2023, we have not incurred any category 2 expenses.

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 www.begbies-traynor.com/creditorsguides. 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.

Expenses actually incurred compared to those that were anticipated

Eddisons Commercial Limited ("Eddisons") were instructed to conduct a valuation of the Company's chattel assets. Eddisons were chosen due to their insolvency specialism and competitive market rates. Relevant staff at Eddisons are either RICS qualified or NAVA members.

The valuation was agreed on a fixed fee basis of £225 plus VAT. Eddisons is a part of the Begbies Traynor Group and therefore deemed as a category 2 disbursement, which approval was obtained from creditors.

Messrs Gateleys PLC are engaged on a time costs basis with 65% uplift. Gateleys plc have been chosen to act on this matter because of their proven effectiveness in past dealings with antecedent transactions, known insolvency specialisms coupled with sufficient staff resources to act quickly on complex issues and ability to source information internally on matters outside of insolvency where required.

Achieve Facilities (Southend) Limited had been instructed to assist the liquidators in collecting and storing the Company's books and records.

Costs are as follows:

Storage of books and records (when not rechargeable as a Category 1 expense) is charged by Archive Facilities (Southend) Limited. The rates applying as at the date of this report are: Minimum charge of £40 per quarter for up to three boxes; four to two hundred boxes charged at £11 per box per quarter; over two

hundred boxes are charged at half the aforementioned price, (£5.50 per box per quarter). Mileage for collection of books and records at 55p per mile. Provision of cardboard box are charged at £2.75 per box. Where Archive Facilities (Southend) Limited are required to physically pack the books and records, there is a minimum charge of 2 hours at £15 per hour per person required, and at £15 per hour for each hour thereafter. All figures stated are net.

Creditors will recall that details of the expenses what the liquidators consider will be, or are likely to be incurred was including in the creditor information pack dated 15 November 2018. Please note that estimate has not been exceeded and we do not expect it to be exceeded if matters progress to conclusion as envisaged.

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;
- 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; and
- Ensure time recording data is compliant with Statement of Insolvency Practice 9.

On this engagement, the work identified above does not hold a 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 statute.

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;
- Accounting for receipts and/or accruing interest;

- Complying with risk management procedures.

Closure

- Preparing, reviewing and issuing final report to members and creditors;
- Completion of statutory and internal matters following closure;
- 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 a 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.

Investigations

- We consider our investigations to have concluded.

There will be no direct commercial benefit to creditors in relation to the above matters if any rights of action became visible during the course of the investigations and are pursued leading to recovery/contributions to estate assets. However, this comment is made subject to the costs and expenses of the liquidation.

Realisation of assets

- Continuing review of current and new information and formulating an asset realisation strategy;
- Claim for and receive any dividend in respect of funds owed by PLDL (claim estimated in the region of £1.5m).

On this assignment, the ongoing work detailed above has realised assets for the insolvent estate. The office holders are duty bound to realise and get in the Company's property and maximise asset realisations. In some cases this does not yield sufficient realisations to enable creditors to have a direct financial benefit.

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

Creditors:

- The issue of this and future reports and associated required documents;
- Updating schedules of 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.

On this engagement, the work detailed above has not yet 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 includes seeking decisions of creditors via the deemed consent procedure and/or decision procedures, tax, litigation, pensions and travel

- The completion of VAT forms in order to reclaim outstanding VAT;
- The completion of Corporation Tax returns;
- 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.

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 that has previously been sent to creditors, which included all of the expenses that we anticipate that we will incur throughout the liquidation.

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

We estimated that the cost of administering the case would be 35% of realisations, and subsequently you provided approval for us to draw our remuneration of thirty-five percent of the value of the assets.

Details of what remuneration has been drawn is detailed above. All additional costs incurred over and above what has been approved are to be written off.

However, please note that should there be additional or unexpected asset realisations, we will look to draw further remuneration from those too, capped at the level that the creditors have approved.

9. OTHER RELEVANT INFORMATION

Investigations

You may be aware that a liquidator has a duty to enquire into the affairs of an insolvent company to determine its property and liabilities and to identify any actions which could lead to the recovery of funds. We can confirm that we have discharged our duties in these respects.

Connected party transactions

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

Use of personal information

Please note that in the course of discharging our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

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, in relation to the basis fixed for our remuneration, inappropriate.

11. CONCLUSION

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



pp Louise Baxter
Joint Liquidator

Dated: 17 October 2023

ACCOUNT OF RECEIPTS AND PAYMENTS


Period: 23 August 2022 to 22 August 2023

KHERG Construction Limited (formerly Parritt Leng Construction & Management Limited)
(In Liquidation)

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		10,305.41

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 Louise Donna Baxter
 Joint Liquidator

TIME 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 items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a Category 1 expense:

- ☐ Telephone and facsimile
- ☐ Printing and photocopying
- ☐ Stationery

STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
Bonding Costs	Insolvency Risk Services	3.60	0	3.60
Expenses incurred with entities within the Begbies Traynor Group (for further details see Begbies Traynor Char Policy)				
None				

CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Agents Fees	Martin DeVarga Surveyors	2,500.00
Agents/Valuers Fees	Eddisons	225.00
Legal Fees	Breeze Wyles Solicitors	1,760.00
Legal Fees	Gately Plc	18,932.42
Legal Expenses/ Cost re Flat 3	Gately Plc	3,247.10 and 3,712.62
Statutory Advertising	Stationery Office	79.40
Land Registry Searches	HM Land Registry	63.00
Specific Bond	AUA Insolvency Risk Services	78.20
Tavel (Non-milage)	Rail Fares, Taxi's and associated Costs; various providers	96.27
Postage	Royal Mail	41.51
Courier	3D Couriers	9.95

Photocopying	Begbies Traynor (Central) LLP	9.20
OR Debit Balance	Insolvency Service	1,170.00
OR Shorthand Writers Fee	Insolvency Service	338.69
DBIS Treasury Bill Fees	Insolvency Service	176.00
OR Expenses – Valuers	Insolvency Service	16.36
Storage Costs	Archive Facilities (Southend) Ltd	120.00