

LIQ03

Notice of progress report in voluntary winding up



Companies House

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

1 Company details

Company number	0	8	7	7	1	6	7	1
Company name in full	Cardona Consulting Limited							

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s)	Daniel
Surname	Taylor

3 Liquidator's address

Building name/number	683-693 Wilmslow Road
Street	Didsbury
Post town	Manchester
County/Region	
Postcode	M 2 0 6 R E
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	2	^m	0	^m	2	^y	2	^y	0	^y	2	^y	1
To date	^d	2	^d	1	^m	0	^m	2	^y	2	^y	0	^y	2	^y	2
7	Progress report															
<input checked="" type="checkbox"/> The progress report is attached																
8	Sign and date															
Liquidator's signature	<div>Signature</div> <div>  </div>															
Signature date	^d	2	^d	3	^m	0	^m	3	^y	2	^y	0	^y	2	^y	2

**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 **Daniel Taylor**

Company name **Fortis Insolvency Limited**

Address **683-693 Wilmslow Road**

Didsbury

Post town **Manchester**

County/Region

Postcode **M 2 0 6 R E**

Country

DX

Telephone **0161 694 9955**

**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

NOTICE OF A PROGRESS REPORT

Cardona Consulting Limited in Creditors Voluntary Liquidation

Registered №: 08771671

Registered office: 683-693 Wilmslow Road, Manchester, M20 6RE

Previous address: 125a Nine Mile Ride, Finchampstead, Wokingham, Berkshire, RG40 4HY

Trading address(es): 125a Nine Mile Ride, Finchampstead, Wokingham, Berkshire, RG40 4HY

Notice

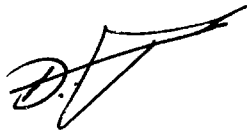
This Notice is being delivered by the Office Holder. In accordance with the Rules, a Progress Report dated 22 March 2022 is hereby delivered to Creditors and Members in these proceedings.

Office Holder Details

Daniel Taylor (IP № 21050) was appointed as Liquidator on 22/02/2018. Alternative contact name in relation to these proceedings: Jennifer Rayner. They can be contacted at Fortis Insolvency Limited, 683-693 Wilmslow Road, Didsbury, Manchester, M20 6RE Tel: 0161 694 9955.

Office Holder to Sign

Signed



Name

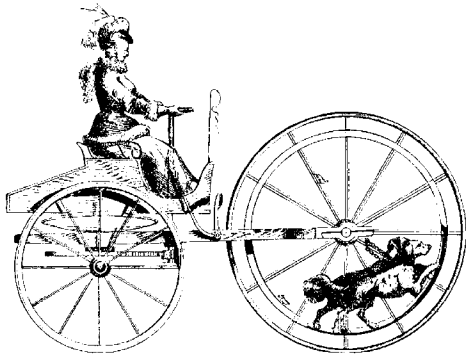
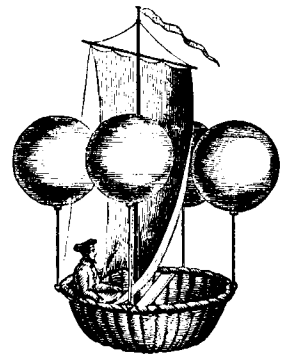
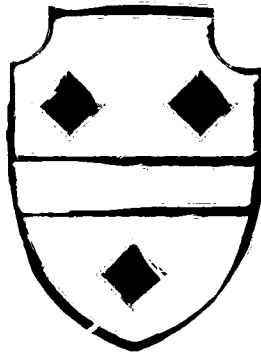
Daniel Taylor

Position

Liquidator

Date

22 March 2022



Progress Report

Cardona Consulting Limited

22 March 2022

Contents

Glossary.....	4
Statutory Information	4
Administration and Planning	4
Ethics.....	5
Investigations & Enquiries.....	5
Realisations of Assets.....	5
Creditors.....	5
Members	6
Case Specific Matters.....	6
Fees & Expenses.....	6
Creditors' Rights.....	8
Conclusion	9
Appendix A Supplementary Information	10
Appendix B Receipts & Payments Account with Estimated Outcome Statement.....	11
Appendix C Narrative of Work Undertaken.....	12
Appendix D Expenses & Disbursements	17

GLOSSARY

Term	Definition or Explanation
Company	Cardona Consulting Limited with registered № 08771671 [‘the Company’]
Proceedings	Creditors' Voluntary Liquidation
Office Holder Role	Liquidator Statutory Information in relation to the Office Holder can be found on the Notice of Progress Report that is found at the front of, and forms part of, this Progress Report.
SIP 9	Statement of Insolvency Practice 9 Payments to Insolvency Office Holders and Their Associates from an Estate
Review Period	The period this Progress Report covers is from 22 February 2021 to 21 February 2022

STATUTORY INFORMATION

The majority of statutory information is included on the Notice of Progress Report that is found at the front of, and forms part of, this Progress Report; please also see Appendix A Supplementary Information.

Changes to Office Holder

There has not been any changes to the Office Holder during the Review Period.

Receipts & Payments Account

The Receipts and Payments Account for the Review Period is found at Appendix B Receipts & Payments Account with Estimated Outcome Statement. The bank account has been reconciled.

EU Regulations as it has effect in the law of the United Kingdom

The Company’s centre of main interest [‘COMI’] was in the UK as their registered office address was 125a Nine Mile Ride, Finchampstead, Wokingham, Berkshire, RG40 4HY. These proceedings are COMI proceedings.

ADMINISTRATION AND PLANNING

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 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. A detailed list of these tasks may be found in Appendix C Narrative of Work Undertaken.





Reporting

The Liquidator has met their 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 Reports for prior review periods

Other Administration Tasks

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

-  Case reviews, specific bond reviews, etc.
-  Completing the case diary
-  Updating checklists for case management purposes
-  Maintaining the estate cash book & carrying out bank account reconciliations

ETHICS

The Office Holder is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

INVESTIGATIONS & ENQUIRIES

The initial investigations have been reported on in a prior Progress Report. It is not proposed to duplicate that information here.

As noted in the last report to creditors, an agreement has been agreed with the director of the Company to repay her overdrawn directors' loan account of £59,371 at £3,000 per quarter. £39,000 has been received to date, with £12,000 being received during the Review Period.

REALISATIONS OF ASSETS

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix C Narrative of Work Undertaken. The only asset realisations during the Review Period are detailed in the Investigations section above.

Bank Interest Received

Any bank interest received into the estate bank account during the Review Period is indicated on the Receipts & Payments Account.

Payments

Payments made in association with the realisation of assets during the Review Period are outlined in Appendix B Receipts & Payments Account with Estimated Outcome Statement and discussed in Appendix D Expenses & Disbursements.

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 C Narrative of Work Undertaken. The following sections explain the anticipated outcomes to creditors and any distributions paid. Any distributions paid to date are identified fully within Appendix A Supplementary Information.

Secured Creditors

The Company has not granted any charges over their assets.

Preferential Creditors

There are no preferential creditors in these proceedings; no claims were anticipated and none have been received.

Unsecured creditors

HMRC was shown to be owed £62,007. A claim of £85,819 has been received.

The trade and expense creditors as per the statement of affairs totalled £87.60. Please be advised that proofs of debt are still being received and therefore the total value of unsecured claims is not known at present.

Creditor claims will be agreed by the Liquidator in due course.

Dividend Prospects

It is anticipated that a 25p in the £ distribution will be made to unsecured creditors.

MEMBERS

No distributions to members are anticipated being made in these proceedings.

CASE SPECIFIC MATTERS

Pensions

Following an investigation, and filing of the relevant notices, Liquidator have concluded that the Company did not operate a pension scheme that required either winding up or independent trustees appointing to it.

Taxes & VAT

Outstanding tax returns for the pre appointment period remain the responsibility of the Company. Post appointment Corporation Tax Returns have been prepared and filed accordingly.

These proceedings are registered for VAT, so post appointment VAT is re-claimable.

Liquidation Committee ['Committee']

There is no Liquidation Committee in these proceedings. Should creditors wish to find out how to get more involved in the proceedings, please go to:

<http://www.creditorinsolvencyguide.co.uk/getting-involved/#involvedsix>

FEES & EXPENSES

Pre-Appointment Costs

As these costs have been reported fully in previous progress reports (available on the Portal or by requesting all copies in writing addressed to: Fortis Insolvency Limited, 683-693 Wilmslow Road, Didsbury, Manchester, M20 6RE) then it is not proposed to duplicate this information here.

Office Holder'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 administration on cases and a manager and Office Holder then oversees the work undertaken. Where the issues are complex and / or litigious, the work will be closely supervised or undertaken by a manager or the Office Holder. Fees are drawn in accordance with SIP 9 requirements.

Fee Basis

The basis of the Liquidator's fees was approved by the creditors on 22 February 2018 to be drawn on the following basis:

That the Liquidator's fees be set as:

- (i) A set amount of £15,000 for the first realisations; and
- (ii) A percentage basis of 50% of all further realisations, with the authority to draw fees as and when appropriate to do so, and if monies are available.

The Office Holder considers this case to be of a average level of complexity. This is because of the matters outlined in this and other Reports.

Quantum

A forecasted total quantum of Office Holder remuneration is £37,185.50 + VAT of which £27,000 has been drawn to date. A sum of £6,000 has been paid during the Review Period.

Fair & Reasonable

The Office Holder believes that the basis of remuneration provides a fair and reasonable reflection of the work undertaken (and yet to do). The Liquidator prepared a comparable time cost fee estimate for the anticipated 6 year period the case will be required to be kept open for, which details time costs in the region of £40,135. The Office Holder will limit his fees to the quantum detailed above resulting in more funds being available to the creditors.

Narrative of Work Undertaken

A narrative of the work undertaken by the Office Holder and their team is found at Appendix C Narrative of Work Undertaken. This Appendix also contains an explanation of the remaining work that the Office Holder intends to carry out on this matter.

Expenses & Disbursements

An amended Statement of Insolvency Practice (SIP), SIP 9, was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.

The expenses (including disbursements) that have been incurred and not yet paid during the period are detailed in Appendix D Expenses & Disbursements. Also included is a comparison of the expenses likely to be incurred in these proceedings as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate. The amounts paid in the Review Period are identified in Appendix B Receipts & Payments Account with Estimated Outcome Statement which includes the forecasted total position for the expenses.

The category 1 expenses paid for in the Review Period are detailed at Appendix D Expenses & Disbursements. These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without prior approval.

The category 2 disbursements for the Review Period are also discussed in Appendix D Expenses & Disbursements. These are payments to associates of the Office Holder or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an Office Holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.

The basis of calculation of this category of disbursement was disclosed to creditors prior to their approval, which was given on 22 February 2018.

Please note that some category 2 expenses may have previously been approved, and their estimated costs or basis of their cost provided as part of the expenses estimate may not be discharged from the estate from 1 April 2021 and these are identified as part of Appendix D Expenses & Disbursements.

Payments to Associates

There are no payments due to associates in this matter.

Other Professional Costs

There have been no other professional costs.

Further Information

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 <http://www.fortisinsolvency.co.uk/guides.html>

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

CREDITORS' RIGHTS

Right to Request Further Information

The following may request further details of the Office Holder's remuneration and expenses, within 21 days of receipt of a Progress Report:

-  A secured creditor
-  An unsecured creditor with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question)

Right to make an Application to Court to Challenge an Office Holder's Remuneration or Expenses

The following may, within 8 weeks of the receipt of a Progress Report, apply to court to challenge the amount and/or basis of the Office Holder's fees and the amount of any proposed expenses or expenses already incurred:

-  A secured creditor

- ☐ An unsecured creditor with the permission of the court or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question)

CONCLUSION

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- ☐ Monitor director contributions towards the overdrawn loan account settlement;
- ☐ Submission of regular VAT return;
- ☐ Annual corporation tax return submissions;
- ☐ Annual reports to creditors;
- ☐ The agreement of unsecured creditor claims;
- ☐ Dividend to unsecured creditors;
- ☐ Final report and case closure.

This concludes this Progress Report for this Review Period. If you require any further information, please contact this office.



Signed _____

Daniel Taylor, Liquidator

22 March 2022

APPENDIX A SUPPLEMENTARY INFORMATION

About the Company

Registered №: 08771671

Registered office: 683-693 Wilmslow Road, Manchester, M20 6RE

Previous address: 125a Nine Mile Ride, Finchampstead, Wokingham, Berkshire, RG40 4HY

Trading address(es): 125a Nine Mile Ride, Finchampstead, Wokingham, Berkshire, RG40 4HY

Office Holder Details

Daniel Taylor (IP № 21050) was appointed as Liquidator on 22/02/2018. Alternative contact name in relation to these proceedings: Jennifer Rayner. They can be contacted at Fortis Insolvency Limited, 683-693 Wilmslow Road, Didsbury, Manchester, M20 6RE Tel: 0161 694 9955.

Dividends / Distributions / Consigned Funds

There have been no dividends or distributions to date.

APPENDIX B RECEIPTS & PAYMENTS ACCOUNT WITH ESTIMATED OUTCOME STATEMENT

Receipts and Payments account for the period 22 February 2021 to 21 February 2022

Statement of Affairs [£]						
	From 22/2/2021 To 21/2/2022 [£]	Receipts & Payments Account as at 21/2/2022 [£]	Accrued Costs or Items paid / received after the Period End [£]	Forecasted Future Movements [£]	Estimated Outcome Statement [£]	
Asset Realisations						
12,000.00	Third Party Fee Contributions	3,600.00	0.00	3,600.00	0.00	3,600.00
	Bank Interest Gross	3.14	10.10	13.24	0.00	33.24
	Director's Loan Account	27,000.00	12,000.00	39,000.00	0.00	20,371.00
12,000.00		30,603.14	12,010.10	42,613.24	0.00	20,391.00
Cost of Realisations						
	Specific Bond	0.00	276.00	276.00	0.00	0.00
	Preparation of SoA & Other Pre Appointment Fees	3,000.00	0.00	3,000.00	0.00	0.00
	Office Holder Fees	21,000.00	6,000.00	27,000.00	0.00	10,185.50
	Irrecoverable VAT	600.00	0.00	600.00	0.00	0.00
	Statutory Advertising	0.00	162.90	162.90	0.00	0.00
		(24,600.00)	(6,438.90)	(31,038.90)	0.00	(10,185.50)
						(41,224.40)
UNSECURED CREDITORS						
(87.60)	Trade & Expense Creditors	0.00	0.00	0.00	0.00	22.21
(62,000.00)	HMRC: Tax	0.00	0.00	0.00	0.00	21,757.63
(62,087.60)		0.00	0.00	0.00	0.00	(21,779.84)
MEMBERS						
(2.00)	Ordinary Shareholders	0.00	0.00	0.00	0.00	0.00
(2.00)		0.00	0.00	0.00	0.00	0.00
(50,089.60)	Net Receipts/(Payments)	6,003.14	5,571.20	11,574.34	0.00	(11,574.34)
MADE UP AS FOLLOWS						
	Vat Receivable	2,700.00	1,232.58	3,932.58	0.00	(3,932.58)
	Client Account - Interest Bearing	3,303.14	4,338.62	7,641.76	0.00	(7,641.76)

APPENDIX C NARRATIVE OF WORK UNDERTAKEN

Detailed Narrative of Work Undertaken & Work Yet to Do

Below is detailed information about the tasks undertaken by the Office Holder during the Report Period review period 22 February 2021 to 21 February 2022, as well as an indication of what work the Office Holder Intends.

Statutory and General Administration

General Description	Includes	Why necessary / potential financial benefit to creditors	Carried out during the Period of the Progress Report	Work the Office Holder Intends
Statutory advertising	Filing of documents to meet statutory requirements including Progress Reports and Receipts & Payments Accounts	These items are required by statute and do not provide any direct financial benefit to creditors.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Document maintenance / file review / checklist	Filing of documents	These items are required to help the Office Holder maintain control and demonstrate case progression.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Periodic file reviews documenting strategy		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards	They do not provide any direct financial benefit to creditors.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of statutory and case progression task lists/diaries		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Updating checklists		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bank account administration	Preparing correspondence opening and closing accounts	These items are required to ensure that the estate bank account runs smoothly and that the estate's monies are monitored, controlled and safeguarded.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Bank account reconciliations		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of the estate cash book		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Banking remittances and issuing cheques / BACS payments	They do not provide any direct financial benefit to creditors.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Books records and storage	Dealing with records in storage	These items are required to help the Office Holder carry out any investigations	<input type="checkbox"/>	<input checked="" type="checkbox"/>

General Description	Includes	Why necessary / potential financial benefit to creditors	Carried out during the Period of the Progress Report	Work the Office Holder Intends
		required that may reveal further possible realisations available to the estate.		
		There may be a financial benefit to creditors, depending upon whether anything is identified.		
	Sending job files to storage	At the end of the case, and when the review of books and records is complete, items are archived and sent to off-site storage.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		The Office Holder is required to keep various records for differing periods of time.		
		These activities do not provide any financial benefit to creditors.		
Reports	Preparing Progress Report	These items are required by statute and do not provide any direct financial benefit to creditors.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Closure	Review case to ensure all matters have been finalised	These items are required by statute and do not provide any direct financial benefit to creditors.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Submitting final tax return		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Obtain clearance to close case from HMRC		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Obtain final accounts from agents, solicitors and others instructed		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Issue Final Account & Progress Report to Creditors & Members		<input type="checkbox"/>	<input checked="" type="checkbox"/>

General Description	Includes	Why necessary / potential financial benefit to creditors	Carried out during the Period of the Progress Report	Work the Office Holder Intends
	File documents with Registrar of Companies		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Realisation of Assets

General Description	Includes	Why necessary / potential financial benefit to creditors	Carried out during the Period of the Progress Report	Work the Office Holder Intends
Directors' Loan Account	Correspondence with the director regarding the loan account	These tasks aim to enhance the realisations of this asset category, thus providing realisations into the estate and benefitting creditors (in line with the strict order of priority)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Creditors, Members & Distributions

General Description	Includes	Why necessary / potential financial benefit to creditors	Carried out during the Period of the Progress Report	Work the Office Holder Intends
Creditor Communication	Receive and follow up creditor enquiries via telephone	Not a statutory requirement, but assists creditors generally in their understanding of the situation faced	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD	There is an indirect benefit to creditors as this assists the Office Holder in evaluating the overall liability position of the estate, and hence assist in the forecasting of overall	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Receipt of POD		<input type="checkbox"/>	<input checked="" type="checkbox"/>

General Description	Includes	Why necessary / potential financial benefit to creditors	Carried out during the Period of the Progress Report	Work the Office Holder Intends
Dividend procedures	Request further information from claimants regarding POD	potential outcome to creditors.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Adjudicating POD for dividend purposes		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Preparation of correspondence to creditors advising of intention to declare distribution	A statutory requirement, where estate funds permit, providing returns to creditors in strict orders of priority as laid down in statute	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Advertisement of notice of proposed distribution		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Preparation of distribution calculation		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Preparation of correspondence to creditors announcing declaration of distribution		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Preparation of cheques/BACS to pay distribution		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Preparation of correspondence to creditors enclosing payment of distribution		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Seeking unique tax reference from HMRC, submitting information on PAYE/NI deductions from employee distributions and paying over to HMRC		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Dealing with unclaimed dividends		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Case Specific Matters

General Description	Includes	Why necessary / potential financial benefit to creditors	Carried out during the Period of the Progress Report	Work the Office Holder Intends
Tax & VAT	Annual corporation tax returns	These items are required by statute and will not provide any direct financial benefit to creditors, unless a tax refund is due to the estate.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Quarterly VAT returns		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Current Charge-out Rates for the firm

Time charging policy

This policy applies where a licensed Insolvency Practitioner in this firm is seeking appointment, or is currently acting, as an Office Holder of an insolvent estate and a resolution will be proposed or has been approved authorising fees to be drawn from the estate. Time is charged to the case in 6 minute units. Hourly charges are reviewed annually and may be subject to change.

Rates

Grade	Current Year: 2021 / 2022 £ per hour (net of VAT)	Prior Year: 2020 / 2021 £ per hour (net of VAT)
Insolvency Practitioner	525.00	525.00
Director / non-appointment taking Insolvency Practitioner	450.00	450.00
Senior Manager	375.00	375.00
Manager	275.00	275.00
Case Administrator	225.00	225.00
Cashier	175.00	175.00
Support Staff	180.00	180.00

APPENDIX D EXPENSES & DISBURSEMENTS

Definitions

According to SIP 9:

The term **associate** is defined in the insolvency legislation. For the purposes of SIP 9, Office Holders should, in addition to the definition in the insolvency legislation, consider the substance or likely perception of any association between the insolvency practitioner, their firm, or an individual within the insolvency practitioner's firm and the recipient of a payment. Where a reasonable and informed third party might consider there would be an association, payments should be treated as if they are being made to an associate, notwithstanding the nature of the association may not meet the definition in the legislation.

Expenses are any payments from the estate which are neither an Office Holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the Office Holder, and then reimbursed to the Office Holder from the estate.

Expenses are divided into those that do not need advance approval before they are charged (category 1) and those that do (category 2).

Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the Office Holder. Category 1 expenses can be paid without prior approval.

Category 2 expenses are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an Office Holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.

When seeking approval of category 2 expenses, an Office Holder should explain for each expense the basis on which the expense is being charged to the estate.

Any shared or allocated payments incurred by the Office Holder or their firm are to be treated as category 2 expenses and approval sought before payment. This is irrespective of whether the payment is being made to an associate, because the Office Holder will be deciding how the expenses are being shared or allocated between insolvency appointments. Requiring approval of these payments enables those who are approving the expenses to confirm that the approach being taken by the Office Holder is reasonable.

Category 2 Approval

Approval for the drawing of category 2 expenses was given on: 22 February 2018.

Statement of Expenses

Expense	Category	Original Expenses Estimate	Expenses Incurred in Review Period	Actual Expenses incurred to date £ (whether or not paid)	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Specific Bond	1	44.00	-	£276.00	Additional realisations resulted in a requirement to increase the bond level.
Irrecoverable VAT	1	600	-	£600.00	
Statutory Advertising	1	92.50	-	£162.50	Additional advert had not been accounted for.

Specific Bond

A category 1 expense.

A specific bond will be obtained for each Office Holder in the proceedings. This is a risk based premium, required by statute, based on the value of the assets that the Office Holder will have under their control, management or care.

As a firm, we hold our general and specific bond with AUA Insolvency Risk Services Ltd ['IRS']. The specific bond costs are applied to the case. As a firm, we do not receive any discounts that are not automatically passed onto the case. We do not believe that this is an Associated Person.

Statutory Advertising

A category 1 expense.

Statutory advertising costs are for where a Notice has to be placed in the London Gazette. The Office Holder may choose to advertise a Notice elsewhere too.

We advertise via Courts Advertising Ltd ['Courts'] (who are specialists in legal and public notice adverts and experienced in insolvency related advertising), utilising standard document templates as provided by them. Gazette prices are fixed rates per advert. As a firm, we do not receive any discounts that are not automatically passed onto the case. We do not believe that this is an Associated Person.

VAT

A category 1 expense.

These proceedings are registered for VAT, so post appointment VAT is re-claimable. However, if a cost is paid for outside of the Estate by a third party (for example, a director), then that VAT is not capable of being re-claimed. We do not believe that this is an Associated Person.