

## ALBERT GOODMAN LLP

### DISBURSEMENTS POLICY

Disbursements are split into two categories as follows:

**Category 1:** These are specific costs met by this firm which relate to a particular insolvency case. Such items of expenditure include advertising, Companies House and Land Registry searches, external printing costs, external storage and fees for swearing legal documents. Approval is not required for category 1 disbursements.

**Category 2:** These are expenses which are paid or are payable to my firm or to any other party in which my firm or I have an interest, and primarily relate to the non-case specific recovery of overhead costs. Creditors' approval is required before a category 2 disbursement can be drawn by an Insolvency Practitioner. It is this firm's policy that the only disbursements recharged to an assignment relate to the simple reimbursement of actual payments made to third parties relating to a particular case, which are category 1, except for mileage. Mileage is charged at standard rates which comply with H M Revenue and Customs limits.

There are no disbursements levied in respect of the recovery of overhead costs.

### CHARGEOUT RATES

The current charge out rates of the grades of staff likely to work on this assignment are as follows:-

Insolvency Practitioners	£245 per hour
Senior manager	£137 per hour
Administrators	£61 - £98 per hour
Support Staff	£48 per hour

Time is generally charged in units of 6 minutes although time can be charged in increments of 0.01 unit, being 36 seconds which is the minimum amount of time chargeable.