

## Even Keel Financial Limited

### Information regarding disbursements

Specific disbursements, including large scale photocopying, advertising, postage and other out of pocket expenses will be charged to the assignment. A provision is however contained within our charge out rates to cover other types of disbursements.

Expenses are divided into two broad categories:

- Category 1 expenses – specific expenditure that is directly related to a particular insolvency case, where the cost incurred is referable against an independent external supplier's invoice or published tariff of charges. Approval of this category of expenses is not required.
- Category 2 expenses – all other items of expenditure. Approval is required for the office holder to pay these expenses, which may include:
  - i. items that cannot, or cannot easily be directly related to a particular insolvency case because there is an element of shared or allocated cost; and/or
  - ii. items where the cost incurred is estimated.

Even Keel Financial Limited's charging policy is that:

- Category 1 expenses – all such items are re-charged to the case as and when they are incurred.
- Category 2 expenses – items including telephone & facsimile/stationery/printing & photocopying will usually be treated as general office overheads and not subject to a re-charge. Car mileage is re-charged at the rate of 45 pence per mile; storage of boxes of books and records of the company at £10 per annum per box for the period of the liquidation, plus 12 months; and room hire for any meeting of members and creditors at £50 per meeting.