

## Oury Clark Chartered Accountants Insolvency Department Disbursement Recovery Policy

Best Practice guidance classifies expenses into 2 categories.

### Category 1 disbursements

These are defined as payments that are made directly by Oury Clark in relation to a specific case and include such items as statutory bonding, advertising and insurance, amongst others.

These disbursements will be recovered by Oury Clark from realisations at the exact amount expended. These disbursements are not subject to approval.

### Category 2 disbursements

These are defined as shared or allocated costs of an incidental nature such as an amount charged for use of the office holder's facilities or supplies and may include photocopying, stationery and storage costs.

The following items of expenditure are chargeable to the case (subject to approval):

Internal meeting room for statutory meetings	£100.00 per meeting
Car mileage	£0.45 per mile
Storage of books and records and other files	£10.00 per archive box per year
Photocopying/printing	£0.15 per sheet
Fax	£0.40 per sheet
Oury Clark Solicitors	See charge out rates below:

### **Current Charge-out Rates for the firm**

#### **Time charging policy**

Support staff do not charge their time to each case.

Support staff include cashier, secretarial and administration support.

The minimum unit of time recorded is 6 minutes.

The table below sets out the bandings of the applicable charge out rates:

#### **From 1 July 2015**

	<b>£ per hour</b>
Partner	300 to 450
Manager	240 to 300
Senior	200 to 240
Administrator	120 to 200
Trainee	75 to 120

Any queries with regard to the disbursement policy should be submitted to [contact@ouryclark.com](mailto:contact@ouryclark.com) in the first instance.