

LIQ03

Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



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18/07/2018

#51

COMPANIES HOUSE

1 Company details

Company number 01655087

Company name in full Simon J Robinson Limited

→ Filling in this form
Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Gerald Maurice

Surname Krasner

3 Liquidator's address

Building name/number 4th Floor

Street Cathedral Buildings

Post town Dean Street

County/Region Newcastle upon Tyne

Postcode NE1 1PG

Country

4 Liquidator's name

Full forename(s) Gillian Margaret

Surname Sayburn

① Other liquidator
Use this section to tell us about
another liquidator.

5 Liquidator's address

Building name/number 4th Floor

Street Cathedral Buildings

Post town Dean Street

County/Region Newcastle upon Tyne


Postcode NE1 1PG

Country

② Other liquidator
Use this section to tell us about
another liquidator.

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6	Period of progress report												
From date	^d 0	^d 1	^m 0	^m 5	^y 2	^y 0	^y 1	^y 7					
To date	^d 3	^d 0	^m 0	^m 4	^y 2	^y 0	^y 1	^y 8					
7	Progress report												
									<input type="checkbox"/> The progress report is attached				
8	Sign and date												
Liquidator's signature	<div>Signature</div> <div>  </div>												
Signature date	^d 2	^d 7	^m 0	^m 6	^y 2	^y 0	^y 1	^y 8					

LIQ03

Notice of progress report in voluntary winding up



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 **Gillian Margaret Sayburn**

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

Address **4th Floor**

Cathedral Buildings

Post town **Dean Street**

County/Region **Newcastle upon Tyne**

Postcode **N E 1 1 P G**

Country

DX

Telephone **0191 2699820**



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

Simon J Robinson Limited

(In Creditors' Voluntary Liquidation)

Progress report

Period: 1 May 2017 to 30 April 2018

Contents

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1. Liquidators' account of receipts and payments for the period 1 May 2017 to 30 April 2018 and for the whole period of the Liquidation
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3. Statement of Liquidators' expenses

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.

1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Simon J Robinson Limited (In Creditors' Voluntary Liquidation)
"the Liquidation"	The appointment of Liquidators on 1 May 2014.
"the Liquidators", "we", "our" and "us"	Gerald Maurice Krasner and Gillian Margaret Sayburn of Begbies Traynor (Central) LLP, 4th Floor, Cathedral Buildings, Dean Street, Newcastle upon Tyne, NE1 1PG
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016
"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:	None
Company registered number:	01655087
Company registered office:	Begbies Traynor (Central) LLP, 4th Floor, Cathedral Buildings, Dean Street, Newcastle upon Tyne, NE1 1PG
Former trading address:	Ketton Garage, Durham Road, Coatham Mundeville, DL1 3LZ

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	1 May 2014
Date of Liquidators' appointment:	1 May 2014 – Gillian Sayburn 5 November 2015 – Gerald M Krasner
Changes in Liquidator:	Andrew D Haslam was removed by Order of the Court on 5 November 2015. He was replaced by Gerald M Krasner on the same date

4. PROGRESS DURING THE PERIOD

Creditors will recall that the only remaining asset was the final payment of £19,474.73 for the business assets. The Liquidators have continued to pursue payment during the period of this report. A claim has been made in the estate of Mr Simon Robinson in respect of these monies under the personal guarantee he granted at the time of the sale. The Liquidators understand that the executors are still in the process of selling property in order to settle the debt.

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 30 April 2017 to 1 May 2018 and for the whole period of the Liquidation.

RECEIPTS

Bank Interest

Bank interest of £5.00 has accrued during the period of the report. No Corporation Tax will be paid on this amount as the associated liability is less than £20.00.

PAYMENTS

Agent's Fees

A further fee resolution was agreed by creditors on 6 July 2017 to allow a payment of £2,000 to be made to Eddisons Commercial Limited for work done in valuing and assisting in the sale of assets. This is a Category 2 disbursement.

Legal Fees

£1,535.00 has been paid to Eversheds LLP on account for general legal advice during the Liquidation.

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

We have maintained records to demonstrate how the case has been administered and to document the reasons for any decisions that affect the case. We have also carried out a review of the case. There was no financial benefit to creditors.

Compliance with the Insolvency Act, Rules and best practice

We have prepared an annual progress report and circulated notification of the availability of the report to creditors. We have prepared a resolution for approval to pay Category 2 disbursements and have sent this to creditors for approval. We have reviewed the Insolvency Practitioners' bonds and undertaken bank reconciliations. There was no financial benefit to creditors.

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

We have dealt with creditor claims and enquiries as appropriate.

Other matters which includes seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedures, tax, litigation, pensions and travel

We have prepared a final Corporation Tax return and VAT return. This will not benefit creditors financially but we are required to continue to account to HM Revenue & Customs in respect of taxable income and expenditure whilst we are in office as Liquidators.

5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in our previous progress reports. On the basis of realisations to date we estimate an outcome for each class of the Company's creditors as follows:

Secured creditor

As previously reported Barclays Bank Plc ("the Bank") provided two separate funding lines; an overdraft and mortgage. The Bank has received £62,350.00 in respect of its fixed charge. After the sale of the remaining assets caught under its floating charge the Bank received £4,875.00. No further sums will be distributed to the bank.

Preferential creditors

Preferential claims of employees for arrears of wages, salary and holiday pay were estimated at £1,778.94 and we have received claims in the total sum of £1,955.40.

Preferential creditors have been paid a dividend of 100p in the £.

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

Details of how the prescribed part for unsecured creditors is calculated were provided in our progress report.

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

Unsecured creditors were estimated at £329,035.40 and we have received claims in the total sum of £156,844.97.

No dividend is available for unsecured creditors because the funds realised have already been distributed or used or allocated for defraying the expenses of the Liquidation.

6. LIQUIDATORS' REMUNERATION AND DISBURSEMENTS

Remuneration

Our remuneration has been fixed by a resolution of creditors at a meeting held on 1 May 2014 by reference to the time properly given by us (as Liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the winding up.

We are also authorised to draw disbursements, including disbursements for services provided by our firm (defined as category 2 disbursements in Statement of Insolvency Practice 9) in accordance with our firm's policy, which is attached at Appendix 2 of this report.

Our time costs for the period from 1 May 2017 to 30 April 2018 amount to £5,754.00 which represents 38.3 hours at an average rate of £150.23 per hour.

Our time costs for the whole period of the Liquidation from 1 May 2014 to 30 April 2018 amount to £77,655.00 which represents 310.9 hours at an average rate of £249.77 per hour.

The following further information in relation to our time costs and disbursements is set out at Appendix 2:

- ☐ Time Costs Analysis for the period 1 May 2017 to 30 April 2018 and for the whole period of the Liquidation
- ☐ Begbies Traynor (Central) LLP's charging policy

To 30 April 2018, we have drawn the total sum of £13,000.00 on account of our remuneration, against total time costs of £77,655.00 incurred since the date of our appointment.

Time Costs Analysis

The Time Costs Analysis for the period of this report attached at Appendix 2 shows the time spent by each grade of staff on the different types of work involved in the case, and gives the total costs and average hourly rate charged for each work type. An additional analysis is also attached which details the time costs for the entire period for which we have administered the Liquidation. Please note that [the][each] analysis provides details of the work undertaken by us and our staff following our appointment only.

The information provided in Section 4 above relates to the work undertaken during the period of this report. We have previously set out the work undertaken prior to the period in previous progress reports.

Disbursements

In this reporting period, we have drawn disbursements in the sum of £2,000. These are Category 2 disbursements.

Category 2 Disbursements

In accordance with the resolution obtained in relation to disbursements, the following Category 2 disbursements and disbursements which should be treated as Category 2 disbursements have been charged to the case: since our last report to creditors.

Disbursements treated as Category 2 disbursements

Other amounts paid or payable to any party in which the office holder or his firm or any ass has an interest	
Type and purpose	Amount £
<i>Eddisons Commercial Ltd</i> which is a member of the Begbies Traynor group,	2,000.00

has provided assistance on the valuation and sale of the assets.	
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A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2011' 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.

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 Liquidators will continue to keep the matter under review to ensure the case progresses as appropriate. There is no direct financial benefit to creditors.

Compliance with the Insolvency Act, Rules and best practice

We have prepared this annual progress report and circulated notification of the availability of the report to creditors. We will undertake a final review of the case and prepare. We will review the Insolvency Practitioners' bonds and undertaken bank reconciliations. There is no financial benefit to creditors

Realisation of assets

The Liquidators will continue to pursue the remaining payment for the business assets.

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

The Liquidators will continue to liaise with the Company's creditors as required.

Other matters which includes seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedure, tax, litigation, pensions and travel

The Liquidators will continue to file tax returns as required.

How much will this further work cost?

The Liquidators anticipate this further work costing £5,000.

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 follows:

- Legal Fees (relating to pursuing the remaining asset) - £5,000
- Storage Costs - £17.60

9. OTHER RELEVANT INFORMATION

Investigations and reporting on Director's conduct

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. In addition, a Liquidator is also required to consider the conduct of the Company's directors and to make an appropriate submission to the Department for Business Energy and Industrial Strategy. We can confirm that we have discharged our duties in these respects.

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, the basis fixed for our remuneration is inappropriate.

11. CONCLUSION

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

Gillian M Sayburn
Joint Liquidator

Dated: 27 June 2018

LIQUIDATORS' ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 1 May 2017 to 30 April 2018

Simon J Robinson Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 01/05/2017 To 30/04/2018 £	From 01/05/2014 To 30/04/2018 £
	SECURED ASSETS		
125,000.00	Freehold Land & Property	NIL	75,000.00
		NIL	75,000.00
	COSTS OF REALISATION		
	Joint Liquidators' Fees - fixed charge	NIL	5,000.00
	Legal Fees - fixed charge	NIL	5,300.00
	Agents/Valuers Fees - fixed charge	NIL	750.00
	Insurance	NIL	1,166.00
		NIL	(12,216.00)
	SECURED CREDITORS		
(90,131.73)	Distribution to fixed charge holder	NIL	62,350.00
		NIL	(62,350.00)
	ASSET REALISATIONS		
45,500.00	Stock	NIL	NIL
867.60	Book Debts	NIL	4,296.75
	Business Assets	NIL	50,525.47
	Bank Interest Gross	5.00	50.78
		5.00	54,873.00
	COST OF REALISATIONS		
	Petitioners Costs	NIL	860.00
	Liquidators' Bond	NIL	97.50
	Statement of Affairs Fee	NIL	5,000.00
	Liquidators' Fees	5,000.00	13,000.00
	Rail Fare	NIL	13.60
	Subsistence	NIL	7.92
	Agent Fees - floating charge	2,000.00	10,055.58
	Legal Fees - floating charge	1,535.00	16,723.50
	Legal Disbursements	NIL	13.50
	BTG Mileage	NIL	96.75
	Parking	NIL	7.75
	Statutory Advertising	NIL	258.79
	Companies House	NIL	4.00
		(8,535.00)	(46,138.89)
	PREFERENTIAL CREDITORS		
	RPO and Employees	NIL	1,955.40
(1,778.94)	RPO re Holiday Pay	NIL	NIL
		NIL	(1,955.40)
	FLOATING CHARGE CREDITORS		
	Distribution to Floating Charge Creditor	NIL	4,875.03
		NIL	(4,875.03)
	UNSECURED CREDITORS		
(28,769.49)	Trade Creditors	NIL	NIL
(6,383.44)	Director	NIL	NIL
(73,359.59)	Non-notified car sale creditors	NIL	NIL
(131,477.26)	HM Revenue & Customs (PAYE & VA	NIL	NIL
(10,728.00)	Employees re: notice pay	NIL	NIL
(24,032.63)	RPO re notice pay	NIL	NIL
(54,284.99)	RPO re redundancy	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL

(249,678.47)

REPRESENTED BY
Bank 2 Current

(8,530.00)

2,337.68

2,337.68

2,337.68

LIQUIDATORS' TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period 1 May 2017 to 30 April 2018; and for the whole period of the Liquidation.

Staff Grade	Case planning	Director	Snr Mngr	Mngr	Asst Mngt	Snr Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Administration	0.3		3.2	2.2			0.4		6.1	1,446.50	237.13
	Total for General Case Administration and Planning:	0.6		3.2	2.2			0.3	1.2	2.0	277.50	138.75
Compliance with the Insolvency Act, Rules and best practice	Appointment							0.7	1.2	8.1	1,774.00	212.84
	Banking and Bonding	0.8					1.2					0.00
	Case Closure							2.3	7.0	9.0	855.00	95.33
	Statutory reporting and statement of affairs	0.7						2.3		2.3	255.00	110.00
	Total for Compliance with the Insolvency Act, Rules and best practice:	1.5			5.5	1.0	1.2	8.8	7.0	13.8	2,270.00	164.49
Investigations	GDAA and investigations				5.5	1.0				25.1	3,381.00	134.70
	Total for Investigations:											0.00
Realisation of assets	Debt collection											0.00
	Property, business and asset sales											0.00
	Retention of Title/Third party assets											0.00
	Total for Realisation of assets:											0.00
Trading	Trading											0.00
	Total for Trading:											0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured											0.00
	Others			0.2	1.0					1.2	258.00	215.00
	Creditors committee											0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:			0.2	1.0					1.2	258.00	215.00
Other matters which includes seeking decisions of creditors, meetings, tax, litigation, pensions and travel	Seeking decisions of creditors											0.00
	Meetings							2.0		2.0	220.00	110.00
	Other											0.00
	Tax	0.2							1.7	1.9	171.00	90.00
	Litigation											0.00
	Total for Other matters:	0.2						2.0	1.7	3.9	391.00	100.26
	Total hours by staff grade:	2.5		3.4	8.7	1.0	1.2	11.6	9.9	38.3		
	Total time cost by staff grade:	882.50		901.00	1,753.50	175.00	182.00	1,276.00	584.00		5,754.00	
	Average hourly rate £:	345.00	0.00	265.00	200.00	173.00	135.00	110.00	60.00		150.23	
	Total fees drawn to date £:										13,000.00	

Staff Grade	Consultant/Partner	Director	Sr Mgr	Mgr	Asst Mgr	Sr Admin	Admin	Jr Admin	Support	N/A	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning													
Case planning													
Administration	1.0	0.8	18.0	3.2	5.3	15.8		1.8			44.7	10,731.50	240.08
Total for General Case Administration and Planning	1.0	2.2	1.0			11.0	8.8	0.8	5.4	2.0	30.0	4,897.00	163.23
Compliance with the Insolvency Act, Rules and best practice													
Appointment	2.0	3.0	18.0	3.2	8.3	28.3	8.8	8.2	8.4	2.0	74.7	18,338.00	245.22
Banking and Bonding		2.6						0.2			2.2	812.00	369.09
Case Closure						0.5	1.2	1.0	17.6		23.1	2,324.50	100.63
Statutory Reporting and statement of affairs		2.7	5.5		5.5	6.1		2.3			23.1	2,324.50	100.63
Total for Compliance with the Insolvency Act, Rules and best practice	2.0	8.3	8.8		11.8	8.6	1.2	12.8			32.7	6,250.50	191.15
Investigations									33.3		60.3	9,440.00	156.37
CDDA and investigations	1.0		5.1			2.0					8.1	2,328.00	287.16
Total for Investigations	1.0		5.1			2.0					8.1	2,328.00	287.16
Realisation of assets													
Debt collection													
Property, business and asset sales	25.0		107.6		0.8	9.1					142.5	44,887.50	315.70
Retention of Third/Party assets													
Total for Realisation of assets	25.0		107.6		0.8	9.1					142.5	44,887.50	315.70
Trading													
Total for Trading													
Settlement with all creditors claims including employees, correspondence and distributions													
Secured													
Others		0.5	2.0	0.2	1.8	7.0		3.2			14.7	2,791.50	189.90
Creditors committee													
Total for Settlement with all creditors claims (including employees), correspondence and distributions		0.5	2.0	0.2	1.8	7.0		3.2			14.7	2,791.50	189.90
Other matters which include settling decisions of creditors, meetings, tax, litigation, pensions and travel													
Meetings			3.5			0.5		2.0			6.0	1,382.50	230.08
Other													
Tax		0.5	1.5		0.5	0.2			1.9		4.6	886.00	193.26
Litigation													
Total for Other matters		0.5	8.0		0.8	0.7		2.0	1.9		10.8	2,281.00	211.24
Total hours by staff grade	28.0	8.3	144.2	3.4	13.9	32.2	8.0	23.8	21.1	2.0	310.8	77,186.00	248.77
Total time cost by staff grade	11,458.00	3,201.00	44,702.00	901.00	2,449.50	8,135.00	1,880.00	2,873.00	1,562.00	200.00	77,186.00		
Average hourly rate £	395.00	344.00	310.00	265.00	205.00	175.00	138.00	110.00	60.00	100.00			
Total fees drawn to date £												13,000.00	

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This note 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 the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance¹ requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note 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. Best practice guidance² indicates that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below.

EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Best practice guidance classifies expenses into two broad categories:

- *Category 1 disbursements (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 disbursements (approval required)* - items of expenditure that are directly related to the case which 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.

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

- Car mileage is charged at the rate of 45 pence per mile

(B) 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 disbursement*:

- Telephone and facsimile
- Printing and photocopying
- Stationery

¹ Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales

² Ibid 1

BEGBIES TRAYNOR CHARGE-OUT RATES

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions. The rates applying to the Newcastle upon Tyne office as at the date of this report are as follows:

Grade of staff	Charge-out rate (£ per hour) 1 May 2011 – until further notice
Partner	395
Director	345
Senior Manager	310
Manager	265
Assistant Manager	205
Senior Administrator	175
Administrator	135
Trainee Administrator	110
Support	110

Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

Time is recorded in 6 minute units.

STATEMENT OF LIQUIDATORS' 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				
Legal fees	Eversheds LLP	1,535.00	1,535.00	nil
Expenses incurred with entities within the Begbies Traynor Group (<i>for further details see Begbies Traynor Charging Policy</i>)				
Agent's fees	Eddisons Commercial Limited	2,000.00	2,000.00	nil

CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Legal Fees – Fixed Charge	Eversheds LLP	5,300.00
Agents Fees – Fixed Charge	Sanderson Weatherall	750.00
Insurance	AON UK Limited	1,166.00
Petitioner's Costs	HMRC	860.00
Liquidators' Bond	Marsh Limited	97.50
Statement of Affairs Fee	Begbies Traynor (Central) LLP	5,000.00
Rail Fare	National Rail	13.60
Subsistence	Holiday Inn	7.92
Agent Fees – Floating Charge	Sanderson Weatherall	3,055.58
	BTG Asset Consulting	5,000.00
	Eddisons Commercial Limited	2,000.00
Legal Fees – Floating Charge	Eversheds LLP	16,723.50
Legal Disbursements	Eversheds LLP	13.50

BTG Mileage	Begbies Traynor (Central) LLP	96.75
Parking	Newcastle City Council	7.75
Statutory Advertising	Courts Advertising Limited	258.79
Companies House	Companies House	4.00