

# AM10

## Notice of administrator's progress report



Companies House

SATURDAY



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30/09/2017

#206

COMPANIES HOUSE

### 1 Company details

Company number 0 3 5 9 6 1 3 9

Company name in full A G Shakespeare Limited

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

### 2 Administrator's name

Full forename(s) W John

Surname Kelly

### 3 Administrator's address

Building name/number Temple Point

Street

Post town

1 Temple Row

County/Region

Birmingham

Postcode

B 2 5 L G

Country

### 4 Administrator's name ①

Full forename(s) Mark

Surname Malone

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

### 5 Administrator's address ②

Building name/number 3rd Floor

Street

Temple Point

Post town

1 Temple Row

County/Region

Birmingham

Postcode

B 2 5 L G

Country

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

AM10

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**6** Period of progress report

From date	<sup>d</sup> 0	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 3	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7
To date	<sup>d</sup> 0	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7

**7** Progress report

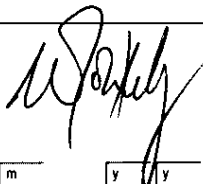
☒ I attach a copy of the progress report

**8** Sign and date

Administrator's  
signature

Signature

X



X

Signature date

<sup>d</sup>2

<sup>d</sup>8

<sup>m</sup>0

<sup>m</sup>9

<sup>y</sup>2

<sup>y</sup>0

<sup>y</sup>1

<sup>y</sup>7

# AM10

## Notice of administrator's progress report



### 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	Louise Corbishley
Company name	Begbies Traynor (Central) LLP
Address	Temple Point
Post town	1 Temple Row
County/Region	Birmingham
Postcode	B 2 5 L G
Country	
DX	
Telephone	0121 200 8150



### 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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)

W John Kelly and Mark Malone were appointed joint administrators on 2 November 2012

The affairs, business and property of the Company are being managed by the joint administrators, who act as the Company's agents and without personal liability.

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## **A G Shakespeare Limited (In Administration)**

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Progress report of the joint administrators

Period: 2 March 2017 to 1 September 2017

## **Important Notice**

This progress report has been produced by the administrators solely to comply with their statutory duty to report to creditors on the progress of the administration. 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 for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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# 1. INTERPRETATION

<b><u>Expression</u></b>	<b><u>Meaning</u></b>
"the Company"	A G Shakespeare Limited (In Administration)
"the administration"	The appointment of administrators under Schedule B1 to the Insolvency Act 1986 on 2 November 2012
"the administrators" "we" "our" and "us"	W John Kelly of Begbies Traynor (Central) LLP, 3rd Floor, Temple Point, 1 Temple Row, Birmingham, B2 5LG and Mark Malone of Begbies Traynor (Central) LLP, 3rd Floor, Temple Point, 1 Temple Row, Birmingham, B2 5LG
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016 (as amended)
"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 Insolvency Act 1986

# 2. STATUTORY INFORMATION

Name of Company	A G Shakespeare Limited
Trading name(s):	As above
Date of Incorporation:	9 July 1998
Company registered number:	03596139
Company registered office:	3rd Floor, Temple Point, 1 Temple Row, Birmingham, B2 5LG

### 3. DETAILS OF APPOINTMENT OF ADMINISTRATORS

Names of the administrators:	W John Kelly, a Licensed Insolvency Practitioner of Begbies Traynor (Central) LLP, 3rd Floor, Temple Point, 1 Temple Row, Birmingham, B2 5LG and Mark Malone, a Licensed Insolvency Practitioner of Begbies Traynor (Central) LLP, 3rd Floor, Temple Point, 1 Temple Row, Birmingham, B2 5LG
Date of administrators' appointment:	Nigel Price and W John Kelly - 2 November 2012 Mark Malone – 25 January 2017
Date of administrators' resignation:	Nigel Price was replaced as Joint Administrator by Mark Malone pursuant to the terms of a Court Order dated 25 January 2017.
Court:	High Court of Justice Chancery Division, Birmingham District Registry
Court Case Number:	8520 of 2012
Person(s) making appointment / application:	Director of Company
Acts of the administrators:	The administrators act as officers of the court and as agents of the Company without personal liability. Any act required or authorised under any enactment to be done by an administrator may be done by any one or more persons holding the office of administrator from time to time.
EC Regulation on Insolvency Proceedings:	The EC Regulation on Insolvency Proceedings (Council Regulation (EC) No. 1346/2000) applies to these proceedings which are 'main proceedings' within the meaning of Article 3 of the Regulation.
Extensions of the administration period	The administration was extended for a period of 6 months with the consent of creditors until 1 May 2014 and for a further 2 years by order of the court until 2 May 2016. Following a further application to Court, the Administration has been extended until 2 May 2018.

### 4. PROGRESS DURING THE PERIOD

#### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 2 March 2017 to 1 September 2017.

#### RECEIPTS

##### Book Debts

During the period of the report, the sum of £2,032.85 has been received in respect from outstanding debtors.

#### Bank Interest Gross

During the period additional bank interest of £10.44 has been earned on the funds held in the Administrators' bank account.

#### Sundry Receipts

The sum of £32.99 was received from BT plc in respect of a refund of a pre-appointment account.

### **PAYMENTS**

#### CIS Tax Deduction

The sum of £67.78 was deducted by one the debtor when settling its outstanding contractual debt.

### **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

General case administration incorporates different categories such as cashiering, general case administration (filing, creditor correspondence) and dealing with sundry issues as and when they arise. This time cost also comprises maintenance of case files, undertaking case reviews incorporating compliance checks and dealing with general queries. These items are not necessarily beneficial to any class of creditor, but are requirements of the statutory regulations / The Insolvency Act and Rules.

#### Compliance with the Insolvency Act, Rules and best practice

During the period we have undertaken the preparation of progress reports and the corresponding documentation following the extension of the Administration until 2 May 2018. We have also undertaken periodic bond reviews. Whilst this is not of direct benefit to creditors it is a legal requirement to undertake this process in order to extend the administration to enable the continuance of asset realisations.

#### Realisation of assets

In conjunction with the quantity surveyors, we have also instructed solicitors to assist with the recovery of two contractual debts. The recovery of these debts may improve the outcome for the preferential and unsecured creditors on this case.

Creditors may recall that one of the Company's debtors entered Insolvency Proceedings prior to appointment owing £151,000. It is anticipated that there will be a return to the unsecured creditors shortly, however, the quantum and timing are not yet known. We have also dealt with statutory correspondence from the Liquidators in relation to the creditors committee following the change in appointees.

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

During the period of this report, we have continued to respond to creditor queries as and when they arise.



Other matters which includes seeking decisions of creditors via deemed consent procedure and/or decision procedures, meetings, tax, litigation, pensions and travel

During the period we have completed a tax return on behalf of the Company.

## 5. ESTIMATED OUTCOME FOR CREDITORS

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

### **Preferential creditors**

Any return to the preferential creditors is wholly dependent upon the successful collection of the outstanding contract debts.

### **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 statement of proposals and in previous progress reports.

To the best of the 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**

Any return to the unsecured creditors is also wholly dependent on the successful collection of the outstanding contract debts, together with the full repayment of the preferential creditors.

### **Effect of administration on limitation periods under the Limitation Act 1980**

As we have previously confirmed, the Limitation Act 1980 continues to apply to all debts due from the Company. Case law indicates that where a company is in administration, time does not stop running for limitation purposes pursuant to the Limitation Act 1980. If you have any concerns in relation to your claim against the Company becoming time-barred during the course of the administration, we strongly recommend that you seek independent legal advice on the options available to you to prevent this.

## 6. PRE-ADMINISTRATION COSTS

The following amount in respect of pre-administration costs was approved at the initial meeting of creditors held on 11 January 2013.

Details of recipient	Description of services provided	Amount
Begbies Traynor	Assisting employee's with completion of redundancy forms	£713.00
Total		£713.00

The sum of £713 (plus VAT) was paid to Begbies Traynor (Central) LLP on 13 February 2017.

## 7. REMUNERATION & DISBURSEMENTS

Our remuneration has been fixed at the initial meeting of creditors held on 11 January 2013, by reference to the time properly given by us (as administrators) 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 administration. 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, details of which accompanied the Statement of proposals for achieving the purpose of administration and which are attached at Appendix 2 of this report.

Our time costs for the period from 2 March 2017 to 1 September 2017 amount to £2,934.50 which represents 17.4 hours at an average rate of £168.65 per hour.

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

- Begbies Traynor (Central) LLP's charging policy
- Time Costs Analysis for the period 2 March 2017 to 1 September 2017
- Cumulative time cost Analysis for the period 2 November 2012 to 1 September 2017

To 1 September 2017, we have drawn the total sum of £25,000 on account of our remuneration, against total time costs of £108,221.50 incurred since the date of our appointment.

### Time Costs Analysis

In addition to the time costs information disclosed at Appendix 2 for the period of this report, a cumulative Time Costs Analysis for the period from 2 November 2012 to 1 September 2017 is also attached at Appendix 2.

Please note that each analysis provides details of the work undertaken by us and our staff following our appointment only.

### Disbursements

To 1 September 2017, we have also drawn disbursements in the sum of £1,099.93.

### Why have subcontractors been used?

We have engaged the services of Insol Group (HR) Limited to assist the employees with their claims because of their specialist employment rights knowledge.

### Category 2 Disbursements

Details of the Category 2 disbursements and also disbursements that should be treated as Category 2 disbursements that have been drawn since the necessary approval was obtained in the total sum of £135 are as follows:

Other amounts paid or payable to the office holder's firm	
Type and purpose	Amount £
Mileage – to site and return	135.00
TOTAL	135.00

A copy of 'A Creditors Guide to Administrators' Fees (E&W) 2011' which provides guidance on creditors' rights on how to approve and monitor an Administrator's remuneration and on how the remuneration is set can be obtained online at [www.begbies-traynor.com/creditorsguides](http://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.

## 8. ADMINISTRATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3. A cumulative statement of expenses also appears at Appendix 3 which details the expenses incurred since the date of our appointment.

## 9. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

The realisation of the following assets continues:

- Contractual book debts and
- Dividend from Insolvent Debtor.

**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

Case administration and planning will continue for the duration of this assignment. This involves dealing with general correspondence and continuing file management. In addition, regular cashiering tasks and banking will continue to be undertaken for the duration of the case.

There is no financial benefit to creditors as this is part of general case administration.

### Compliance with the Insolvency Act, Rules and best practice

We regularly conduct compliance and bond reviews to ensure that sufficient insurance is held and to ensure that statutory requirements are met. Statutory progress reports are also prepared during the administration to provide updates to all creditors; these reports are a statutory requirement. A final report and the associated documents will be prepared in due course to bring the administration to a conclusion. There is no financial benefit to creditors as this is all part of compliance with the Insolvency Act, Rules and best practice.

### Realisation of assets

We will continue to work with the instructed quantity surveyors, the Company's director and the instructed solicitor in seeking recovery of the outstanding contractual debts.

We will also continue to monitor the dividend distribution from the Liquidation of the Broad Oak Construction (South East) Limited which is anticipated to take place before December 2017.

Depending upon the level of recoveries, there may be sufficient funds to enable a return to the preferential and unsecured creditors, if applicable.

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

We shall continue to deal with creditors enquiries in an appropriate and timely manner. Any return to any class of creditor is dependent upon the level of asset recoveries.

Other matters which includes seeking decisions of creditors via the deemed consent procedure and/or decision procedures, meetings, tax, litigation, pensions and travel

Other matters which remain outstanding are:

- The completion of the Corporation Tax return for the period of the Administration;
- Prepare and submit VAT returns as and when required;
- Travel to meetings with quantity surveyors and/or third parties to progress outstanding matters.

The above are not necessarily of financial benefit to any class of creditor but are requirements of the Insolvency legislation, together with statutory regulations.

**How much will this further work cost?**

As matters are still dealt with, namely the recovery of the contractual debts and retentions, the exact cost of the ongoing work will be determined by the level of work involved. We estimate that the cost of the additional work could be in the region of £7,500 - £10,000 which is based on matters being relatively straightforward.

**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:

- Storage and destruction of the Company's records – c. £500
- Legal Advice - Uncertain
- Quantity Surveyors fees - Uncertain

## 10. OTHER RELEVANT INFORMATION

**Extension of administration**

The administration was extended for a period of 6 months with the consent of creditors until 1 May 2014 and for a further 2 years by order of the court until 2 May 2016. Following a further application to Court, the Administration has been extended until 2 May 2018 to enable the Administrators to deal with the assets that remain to be realised.

**Proposed exit route from administration**

As previously reported, if contract debt and retention realisations are sufficient to make a distribution to unsecured creditors we will implement the provisions of Paragraph 83 of Schedule B1 to the Act and place the Company into Creditors' Voluntary Liquidation. However, if there are insufficient funds with which to pay a dividend to unsecured creditors we will implement the provisions of Paragraph 84 of Schedule B1 to the Act and give notice to dissolve the Company.

## 11. 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 (other than pre-administration costs) 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 an 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.

## 12. CONCLUSION

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



**W John Kelly**  
Joint Administrator

Dated: 28 September 2017

# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 2 March 2017 to 1 September 2017

**A G Shakespeare Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 02/03/2017 To 01/09/2017 £	From 02/11/2012 To 01/09/2017 £
	<b>ASSET REALISATIONS</b>		
3,500.00	Furniture & Equipment	NIL	3,000.00
30,150.00	Motor Vehicles	NIL	17,499.26
502,552.00	Book Debts	2,032.85	50,364.24
	Retentions	NIL	28,176.04
	Rates Refund	NIL	6,747.56
	Motor Tax refund	NIL	580.41
23,950.00	Cash at Bank	NIL	23,950.00
	Client a/c balance received	NIL	181.65
	Bank Interest Gross	10.44	105.35
	Trading Surplus/(Deficit)	NIL	(28,125.76)
	Sundry Receipts	32.99	32.99
		<u>2,076.28</u>	<u>102,511.74</u>
	<b>COST OF REALISATIONS</b>		
	Pre-appointment Costs	NIL	713.00
	Office Holders Fees	NIL	25,000.00
	Office Holders Expenses	NIL	1,099.93
	Profession Fee re rates refund	NIL	936.14
	Professional Fees	NIL	1,570.00
	Agents/Valuers Fees (1)	NIL	1,634.75
	Debt Collection Fees	NIL	7,000.00
	Legal Fees and Disbursements	NIL	20,708.48
	Corporation Tax	NIL	13.05
	Motor Tax Refund to M T James Ltd	NIL	580.41
	CIS Tax Deduction	67.78	67.78
	Record destruction and storage Costs	NIL	1,212.30
	Statutory Advertising	NIL	153.10
	Insurance of Assets	NIL	5,662.69
	Bank Charges	NIL	25.00
		<u>(67.78)</u>	<u>(66,376.63)</u>
	<b>PREFERENTIAL CREDITORS</b>		
(28,691.00)	RPO re Arrears/Holiday Pay	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(911,553.00)	Trade Creditors	NIL	NIL
(166,757.00)	Employees	NIL	NIL
(112,508.00)	HMRC (PAYE & CIS)	NIL	NIL
(139,663.00)	HMRC (VAT)	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(1,000.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<u>(800,020.00)</u>		<u>2,008.50</u>	<u>36,135.11</u>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		36,135.11

## TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 2 March 2017 to 1 September 2017 and
- c. Cumulative Time Costs Analysis for the period from 2 November 2012 to 1 September 2017.



## **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 guidance<sup>1</sup> 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 guidance<sup>2</sup> 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):

- Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 per meeting;
- Car mileage is charged at the rate of 45 pence per mile;
- Storage of books and records (when not chargeable as a *Category 1 disbursement*) is charged on the basis that the number of standard archive boxes

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

<sup>2</sup> Ibid 1

held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates;

(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

#### **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 Birmingham office as at the date of this report are as follows:

	<b>Standard 1 May 2011 – until further notice Regional</b>
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.

**SIP9 A G Shakespear Limited - Administration - 60AG022.ADM : Time Costs Analysis From 02/11/2012 To 01/09/2017**

Staff Grade	Consultant/Partner	Director	Sr Mgr	Mngr	Asst Mngr	Sr Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning			4.9				0.1		5.0	1,308.50	261.90
	Administration	2.3	2.9					1.8	15.5	71.9	17,306.00	240.72
	Total for General Case Administration and Planning	2.3	2.9	49.3				1.9	15.5	79.9	19,617.50	242.10
	Appointment	0.3		13.0						13.3	4,276.50	274.13
Compliance with the Insolvency Act, Rules and best practice	Banking and Bonding	0.2	1.9	2.4					18.0	22.5	3,294.00	146.98
	Case Closure											0.00
	Statutory reporting and statement of affairs	8.4	24.4	53.3	0.2	0.5		7.9	0.5	95.9	20,300.50	274.25
	Total for Compliance with the Insolvency Act, Rules and best practice	8.9	26.6	58.7	0.3	0.5		7.9	18.5	134.0	33,891.00	232.69
Investigations	COA and investigations	0.4		1.5						1.9	655.50	292.37
	Total for investigations:	9.4		1.5						1.9	655.50	292.37
Realisation of assets	Debt collection	24.8	2.1	45.7						87.0	28,800.90	327.63
	Property, business and asset sale	1.4		5.6						9.3	2,098.50	311.67
	Retention of Third party assets											0.00
	Total for Realisation of assets:	26.2	2.1	51.3						96.3	31,432.00	328.09
Trading	Trading	0.1	4.1	2.0						6.2	1,840.50	296.85
	Total for Trading:	0.1	4.1	2.0						6.2	1,840.50	296.85
Dealing with all creditors claims (including employees), distributions	Secured		0.8							0.8	248.00	310.00
	Others	3.9	17.3	19.3				0.1		40.6	12,025.00	296.28
	Creditors committee											0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:	3.9	18.1	19.3				0.1		41.4	12,277.00	296.85
Other matters which includes legal fees, disbursements, pension and travel	Seeking decisions of creditors including meetings	14.7	3.4							18.1	6,860.50	378.03
	Other	0.4	1.4							1.8	592.00	328.89
	Tax	1.5	1.8	2.8					3.5	9.4	2,215.50	235.69
	Litigation											0.00
	Total for Other matters:	16.6	6.4	2.8					3.5	29.3	9,668.00	329.87
	Total hours by staff grade:	58.4	117.5	156.3	0.2	0.5		9.9	37.5	366.0		
	Total time cost by staff grade:	23,068.00	36,425.00	41,418.50	41.00	57.50		1,089.00	4,125.00		109,221.00	
	Average hourly rate £:	395.00	310.00	265.00	205.00	175.00	0.00	110.00	110.00		280.37	
	Total fees drawn to date £:										28,000.00	

SIP9 A G Shakespeare Limited - Administration - 60AG022.ADM : Time Costs Analysis From 02/03/2017 To 01/09/2017

Staff Grade	Consultant/Partner	Director	Sr Mgr	Mgr	Asst Mgr	Sr Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning												
Case planning												
Administration	0.3	1.3						0.8	0.1	2.5	868.00	268.40
Total for General Case Administration and Planning:	0.3	1.3						0.8	0.1	2.6	868.00	268.40
Compliance with the Insolvency Act, Rules and best practice												
Appointment												0.00
Barring and Bonding				0.1					2.6	2.7	312.50	115.74
Case Closure												0.00
Statutory reporting and statement of affairs		0.7		2.1				7.9		10.7	1,657.00	155.79
Total for Compliance with the Insolvency Act, Rules and best practice:		0.7		2.2				7.9	2.6	13.4	1,979.50	147.72
Investigations												0.00
GDCA and investigations												0.00
Total for Investigations:												0.00
Realisation of assets				0.8						0.8	212.00	265.00
Debt collection												0.00
Property, business and asset sales												0.00
Retention of Title/Third party assets												0.00
Total for Realisation of assets:				0.8						0.8	212.00	265.00
Trading												0.00
Trading												0.00
Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions								0.1		0.1	11.00	110.00
Secured												0.00
Others												0.00
Creditors committee												0.00
Total for Dealing with all creditors claims (including employees), correspondence and distributions:								0.1		0.1	11.00	110.00
Other matters which include meetings, tax, litigation, pensions and travel												0.00
Seeing decisions of creditors including meetings												0.00
Other												0.00
Tax									0.8	0.8	88.00	110.00
Litigation												0.00
Total for Other matters:				3.0				8.6	6.8	8.6	88.00	110.00
Total hours by staff grade:	0.3	2.0						8.6	3.3	17.4		
Total time cost by staff grade:	118.50	690.00		793.00				948.00	363.00		2,994.50	
Average hourly rate £:	393.00	345.00	0.00	265.00	0.00	0.00	0.00	110.00	110.00			168.85
Total fees drawn to date £:											0.00	

## STATEMENT OF ADMINISTRATORS' EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities <b>not</b> within the Begbies Traynor Group				
Agent's fees	Naismiths Limited	11,000.00	0.00	Ongoing
Solicitors Fees	DLA Piper	0.00	0.00	Ongoing
Expenses incurred with entities within the Begbies Traynor Group ( <i>for further details see Begbies Traynor Charging Policy</i> )				
None				

## CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Profession Fee re rates refund	Colliers International	936.14
Professional Fees	Insol Employee Solutions Limited	1,570.00
Agent's Fees	BSVA Limited	1,634.75
Debt Collection Fees	Naismiths LLP	7,000.00
Legal fees and disbursements	DLA Piper UK LLP	20,708.48
Corporation Tax	H M Revenue & Customs	13.05
Motor Tax Refund to Mr T James Limited	Mr T James Limited	580.14
CIS Tax Deduction	HM Revenue & Customs	67.78
Record storage and destruction costs	L & R Storage Limited	1,212.30
Statutory Advertising	Courts Advertising Limited	153.10
Insurance of Assets	AUA Insolvency Risk Services	5,662.69
Bank Charges	Barclays Bank plc	25.00

Disbursements	Mileage	135.00
	Parking	11.20
	Swear Fee	10.00
	Postage	328.50
	Companies House Search	7.00
	Legal Costs – Block Transfer	48.47
	Advertising – Block Transfer	15.44
	Bordereau	328.50