

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

FRIDAY



\*A6JV5IBD\*

A15

24/11/2017

#264

COMPANIES HOUSE

### 1 Company details

Company number 0 3 9 9 5 8 8 4

Company name in full A & D Plastics Recycling Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Adrian

Surname Graham

### 3 Liquidator's address

Building name/number 4th Floor, Fountain Precinct

Street Leopold Street

Post town Sheffield

County/Region

Postcode S 1 2 J A

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode


Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

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

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	Peter Herberts
Company name	Graywoods
Address	4th Floor, Fountain Precinct
	Leopold Street
Post town	Sheffield
County/Region	
Postcode	S 1 2 J A
Country	
DX	
Telephone	0114 285 9500



**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)**

**A & D Plastics Recycling Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 27/10/2016 To 26/10/2017 £	From 27/10/2016 To 26/10/2017 £
	<b>HIRE PURCHASE</b>		
4,000.00	Plant & Machinery	NIL	NIL
(14,430.00)	Lombard North Central Plc	NIL	NIL
		NIL	NIL
	<b>ASSET REALISATIONS</b>		
10,990.00	Cash in Client Account	10,990.00	10,990.00
1,300.00	Plant & Machinery	6,000.00	6,000.00
NIL	Office Furniture & Equipment	NIL	NIL
300.00	Motor Vehicles	1,000.00	1,000.00
Uncertain	Book Debts	15,355.73	15,355.73
Uncertain	Cash at Bank	NIL	NIL
	Bank Interest Gross	7.62	7.62
	Cash in Hand	1.26	1.26
		33,354.61	33,354.61
	<b>COST OF REALISATIONS</b>		
	Statement of Affairs Fee	5,000.00	5,000.00
	Liquidators Fees	8,000.00	8,000.00
	Specific Bond	120.00	120.00
	Agents Fees	1,000.00	1,000.00
	Legal Fees	500.00	500.00
	Statutory Advertising	237.00	237.00
		(14,857.00)	(14,857.00)
	<b>PREFERENTIAL CREDITORS</b>		
(3,768.48)	Employees (estimated)	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(76,711.24)	Trade & Expense Creditors	NIL	NIL
(16,556.00)	Employees (estimated)	NIL	NIL
(25,000.00)	Directors/Associates	NIL	NIL
(2,358.44)	HM Revenue & Customs (PAYE/NIC)	NIL	NIL
(14,000.00)	HM Revenue & Customs (VAT)	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(2.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(136,236.16)</b>		<b>18,497.61</b>	<b>18,497.61</b>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		18,497.61
			<b>18,497.61</b>



Adrian Graham

Liquidator

# **Liquidator's Annual Progress Report to Creditors and Members**

**A & D Plastics Recycling Limited  
- In Liquidation**

**27 October 2016 to 26 October 2017**

## **A & D PLASTICS RECYCLING LIMITED - IN LIQUIDATION**

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- D** Liquidators Revised Fee Estimate
- E** Additional Information in Relation to the Liquidator's Fees, Expenses & Disbursements

## **A & D PLASTICS RECYCLING LIMITED - IN LIQUIDATION**

### **1 Introduction and Statutory Information**

- 1.1 I, Adrian Graham of Graywoods, 4th Floor, Fountain Precinct, Leopold Street, Sheffield, S1 2JA, was appointed as Liquidator of A & D Plastics Recycling Limited (the Company) on 27 October 2016. This progress report covers the period from 27 October 2016 to 26 October 2017 (the Period).
- 1.2 The principal trading address of the Company was Unit C Asher Lane Business Park, Asher Lane, Ripley, Derbyshire, DE5 3RE.
- 1.3 The registered office of the Company was changed from Unit C Asher Lane Business Park, Asher Lane, Ripley, Derbyshire, DE5 3RE to 4th Floor, Fountain Precinct, Leopold Street, Sheffield, S1 2JA and its registered number is 03995884.

### **2 Progress of the Liquidation**

- 2.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period and an explanation of the work done by the Liquidator and his staff.
- 2.2 At Appendix A is my Receipts and Payments Account for the Period.

#### ***Administration (including statutory compliance & reporting)***

- 2.3 As you may be aware, the Liquidator must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated undertaking in this regard was outlined previously and I would confirm that during the Period the following has been undertaken:
  - Notifying creditors of the liquidator's appointment and other associated formalities including statutory advertising and filing relevant statutory notices at Companies House
  - Preparing and issuing annual progress reports to members and creditors
  - Lodging periodic returns with the Registrar of Companies for the liquidation
  - Complying with statutory duties in respect of the liquidator's specific penalty bond
  - Creation and update of case files on the firm's insolvency software
  - Redirection of the Company's mail to the liquidator's office
  - Securing the Company's books and records
  - Periodic case progression reviews (typically at the end of Month 1, Month 3 and every 6 months thereafter)
  - Opening, maintaining and managing the liquidation estate cashbook and bank account
  - Completion and filing of the notice of the Company's insolvency to HMRC
  - Maintaining physical case files and electronic case details on our case management system
  - Dealing with all routine correspondence
  - Case planning and administration
- 2.4 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidator.
- 2.5 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

#### ***Realisation of Assets***

##### **Plant & Machinery on Finance**

- 2.6 The plant & machinery was returned to the finance company as there was no equity in the agreement. A claim of £8,230.37 was subsequently received.

## **A & D PLASTICS RECYCLING LIMITED - IN LIQUIDATION**

### Cash in Client Account

- 2.7 The sum of £10,990 was recovered upon appointment. This was in line with the statement of affairs.

### Plant & Machinery and Motor Vehicles

- 2.8 An instruction was given to agents VDE Asset Management Ltd to sell the assets wholly owned by the Company. Shortly after my appointment offers of £6,000 and £1,000 were made by Alan Harris, an employee of the Company, for the plant & machinery and motor vehicle respectively. Upon consultation with the agent the offer was accepted. This was higher than anticipated on the statement of affairs.

### Office Furniture & Equipment

- 2.9 My agent VDE Asset Management Ltd advised that the office furniture & equipment was not worth removing from the Company's premises and no offers were received for the assets in-situ. Therefore, no realisations were made. This was in line with the statement of affairs.

### Book Debts

- 2.10 Upon appointment the book debt ledger was reviewed and I instructed K L Business & Legal to assist with the collect of the book debts. It transpired that a number of the debtors had paid into the Company's account prior to my appointment with other debtors claiming set off. With the assistance of K L Business & Legal the sum of £2,585.57 was recovered. A further debtor was subsequently discovered which had paid directly into the Company's bank account after my appointment. Trying to reconcile this additional debt provided to be particularly challenging due to the sheer number of transactions between the Company's. After requesting further documentation from the debtor I can confirm all invoices had been accounted for.

### Cash at Bank

- 2.11 Upon my appointment I wrote to the bank to request the balance due. The sum of £12,770.16 was received and allocated against book debts.

### Bank Interest

- 2.12 Bank interest of £7.62 was received during the Period.

### Cash in Hand

- 2.13 An amount of £1.26 was handed over by the director representing the remaining balance collected from the Company's premises.

### **Payments**

#### Statement of Affairs Fee

- 2.14 At the meeting of creditors on 27 October 2016, creditors passed the resolution to pay Graywoods the sum of £5,000. This fee has been discharged.

#### Liquidator's Fees

- 2.15 I have drawn £8,000 in respect of liquidator's fee during the Period. Further information is provided in section 4 of this report.

#### Specific Bond

- 2.16 Bonding expenses of £120 were paid during the Period in accordance with my statutory duty.



## **A & D PLASTICS RECYCLING LIMITED - IN LIQUIDATION**

### Agents Fees

- 2.17 A fee of £1,000 was paid to VDE Asset Management Ltd for the valuation, sale and advice in relation to the sale of the plant & machinery and motor vehicles.

### Legal Fees

- 2.18 A fee of £500 was paid to K L Business & Legal for their assistance in collection of the Company's book debts.

### Statutory Advertising

- 2.19 A total of £237 has been paid in accordance with the advertising for my statutory duty.
- 2.20 It is considered that the work the Liquidator and his staff have undertaken to date will bring a financial benefit to creditors. This may be a distribution to secured creditors of the Company only (from which a Prescribed Part fund may be derived for the benefit of unsecured creditors) or may, depending on realisations and the extent of any 3rd party security, result in a distribution to the preferential and unsecured creditors of the Company.

### **Creditors (claims and distributions)**

- 2.21 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. A Liquidator is not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 2.22 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal. Further details can be found at section 3 below.
- 2.23 The following duties have been undertaken during the Period:
- Dealing with employees to provide support and assistance in lodging any claims they may be entitled to make for unpaid wages, holiday pay and other statutory entitlements from the National Insurance Fund and the Company. Liaising with (or appointing) union representatives and payroll providers and reviewing employment contracts as necessary
  - Dealing with creditor queries
  - Review creditor claims received and maintain creditor information on the case management system
  - Obtaining creditors views by decision procedure
  - Convening meetings of creditors (if requested by the appropriate proportion or number of creditors)
- 2.24 The above work will not necessarily bring any financial benefit to creditors generally, however a Liquidator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidator in dealing with those claims.
- 2.25 I consider the following matters worth noting in my report to creditors at this stage:
- There are approximately 20 unsecured creditor claims in this case with a value per the director(s) statement of affairs of £132,499.68
  - Dealing with the claims of 6 employees (if significant)
  - I anticipate claims from preferential creditors totalling £3,768.48

## **A & D PLASTICS RECYCLING LIMITED - IN LIQUIDATION**

### ***Investigations***

- 2.26 Some of the work the Liquidator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (CDDA 1986) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.
- 2.27 I can confirm that I have submitted a report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.
- 2.28 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account any information provided by creditors. My investigations revealed there were numerous payments that were due to be clarified with the directors. Initially there was a lack of co-operation from the directors but after persistence a full detailed response was received. As a result of receiving this response I was able to review the Company's records and confirm the payments were legitimate transactions. As indicated in the directors report to creditors there was an item of machinery that was left in the Company's previous trading premises. I wrote to the Company's previously landlord asking for details of the asset and was advised there were no assets remaining in these premises. Correspondence was entered into with the directors to obtain more details of the machinery. A fixed asset register was provided but it did not breakdown the plant & machinery individually. Further attempts have been made to obtain further details but these have proved unsuccessful. Solicitors can be instructed to see if any action can be taken. However, with no details of the machinery no value can be obtained it is therefore particularly difficult to determine what potential loss there was to creditors. There is also the cost implication of instructing solicitors to take into consideration. A decision procedure will be held in order for creditors to determine whether any solicitors should be instructed.
- 2.29 The following duties have been undertaken during the Period:
- Initial assessment required by Statement of Insolvency Practice 2 and the Company Directors Disqualification Act 1986 (CDDA) including the review of the Company's books and records and the identification of potential further asset realisations which may be pursued in the liquidation
  - Submitting a statutory report to the Insolvency Service under the CDDA
  - Correspondence with director and banks
  - Analysing the company's bank statements
  - Making enquiries with the Company's creditors
  - Following up creditor queries

### ***Other/Case Specific Matters***

- 2.30 The following duties have been undertaken during the Period:
- Dealing with all post-appointment corporation tax and VAT compliance
  - Inspecting the Company records and relevant databases to determine whether the Company has a pension scheme
  - Pension regulatory reporting and auto-enrolment cancellation
  - Attendance at meetings
  - Travel to meetings
- 2.31 These tasks do not necessarily produce any direct financial benefit for creditors, but nonetheless still have to be undertaken.

### ***Matters still to be dealt with***

- 2.32 Potential investigations with regard to the Company's plant & machinery and likely distribution to preferential and potential distribution to unsecured creditors.

## A & D PLASTICS RECYCLING LIMITED - IN LIQUIDATION

### ***Connected Party Transactions***

- 2.33 In accordance with Statement of Insolvency Practice 13, I would advise you that the following assets were sold to a connected party of the Company during the period covered by this report:

31 October 2016	Plant & Machinery	£6,000 11 November 2016	Alan Harris	Employee
31 October 2016	Motor Vehicles	£1,000 11 November 2016	Alan Harris	Employee

### **3 Creditors**

#### ***Secured Creditors***

- 3.1 There are no known secured creditors after an examination of the Company's mortgage register held by the Registrar of Companies.

#### ***Preferential Creditors***

- 3.2 Preferential claims of employees for arrears of wages, salary and holiday pay were estimated at £3,768.48. This was in respect of 6 employees.
- 3.3 I would confirm that it is anticipated there will be sufficient pay a dividend to preferential creditors. However, this is subject to the final costs of the liquidation.

#### ***Unsecured Creditors***

- 3.4 I received claims totalling £101,209.01 from 11 creditors. I have not received claims from 10 creditors whose debts total £36,326.56 as per the Company's statement of affairs.
- 3.5 The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part), which only applies to charges created after 15 September 2003.
- 3.6 I would confirm that it is uncertain whether there will be sufficient funds realised after defraying the expenses of the liquidation to pay a dividend to unsecured creditors. Creditors will be updated further in due course.

### **4 Liquidator's Remuneration**

- 4.1 The creditors fixed the basis of the Liquidator's remuneration by reference to the time properly spent by him and his staff in managing the Liquidation. My fees estimate/information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.
- 4.2 A copy of that estimate is attached at Appendix C.
- 4.3 My time costs for the Period are £15,930.50. This represents 95.6 hours at an average rate of £166.64 per hour. Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the liquidation. To date, £8,000 plus disbursements of £1,857 has been drawn on account.
- 4.4 I now consider that the fee estimate I previously provided for the liquidation is insufficient to complete my duties as a result of:

## **A & D PLASTICS RECYCLING LIMITED - IN LIQUIDATION**

- The Company's affairs requiring more extensive investigation than previously anticipated. *This is due to the lack of information and co-operation by the directors of the Company.*

- 4.5 As a result, my revised fees estimate is set out below and I am seeking approval by correspondence from the creditors to increase this estimate. Further details can be found on the letter which accompanies this report. A copy of the revised estimate is attached at Appendix D.
- 4.6 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from [www.r3.org.uk](http://www.r3.org.uk).
- 4.7 Attached as Appendix E is additional information in relation to the Liquidator's fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

### **5 Creditor Decisions**

- 5.1 I am seeking the following decisions by correspondence from creditors to agree the basis of the Liquidator's remuneration and potential instruction of solicitors:
- That the basis of the Liquidator's remuneration be agreed on the basis of time spent by the Liquidator and his staff attending to matters arising in the Liquidation, as detailed in the Liquidator's fee estimate. The Liquidator be authorised to draw remuneration on account of costs incurred as and when funds permit.
  - To instruct solicitors to investigate whether any potential actions can be taken in respect of the missing plant & machinery.
  - Whether a liquidation committee should be established if sufficient creditors are willing to be members of a committee and if so, who the creditors' wish to nominate for membership of the committee.

- 5.2 In order for your vote to be counted, please complete the enclosed voting form and return this to my office, together with a proof of debt form (unless one has already been submitted) by the date stated on the form.

- 5.3 For the decisions to be made, at least one valid vote in favour of acceptance must be received on or before the decision date.

### **6 Creditors' Rights**

- 6.1 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) may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.

- 6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

### **7 Next Report**

- 7.1 As noted at 2.32 above potential investigations with regard to the Company's plant & machinery and likely distribution to preferential and potential distribution unsecured creditors. An update will be provided on this together with the progress of the liquidation with my next report to creditors which I am required to deliver within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.

## **A & D PLASTICS RECYCLING LIMITED - IN LIQUIDATION**

7.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 0114 285 9500 or by fax on 0114 285 9501. Alternatively, please contact Peter Herberts on 0114 285 9506 or by email on [peter.herberts@graywoods.co.uk](mailto:peter.herberts@graywoods.co.uk).

Yours faithfully

A handwritten signature in black ink, appearing to read 'Adrian', written in a cursive style.

**Adrian Graham**  
**Liquidator**

Enc

**A & D PLASTICS RECYCLING LIMITED - IN LIQUIDATION**

**Appendix A**

***Receipts and Payments Account for the Period from 27 October 2016 to 26 October 2017***

**A & D Plastics Recycling Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**  
**To 26/10/2017**

S of A £		£	£
	<b>HIRE PURCHASE</b>		
4,000.00	Plant & Machinery	NIL	
(14,430.00)	Lombard North Central Plc	NIL	
			NIL
	<b>ASSET REALISATIONS</b>		
10,990.00	Cash in Client Account	10,990.00	
1,300.00	Plant & Machinery	6,000.00	
NIL	Office Furniture & Equipment	NIL	
300.00	Motor Vehicles	1,000.00	
Uncertain	Book Debts	15,355.73	
Uncertain	Cash at Bank	NIL	
	Bank Interest Gross	7.62	
	Cash in Hand	1.26	
			33,354.61
	<b>COST OF REALISATIONS</b>		
	Statement of Affairs Fee	5,000.00	
	Liquidators Fees	8,000.00	
	Specific Bond	120.00	
	Agents Fees	1,000.00	
	Legal Fees	500.00	
	Statutory Advertising	237.00	
			(14,857.00)
	<b>PREFERENTIAL CREDITORS</b>		
(3,768.48)	Employees (estimated)	NIL	
			NIL
	<b>UNSECURED CREDITORS</b>		
(76,711.24)	Trade & Expense Creditors	NIL	
(16,556.00)	Employees (estimated)	NIL	
(25,000.00)	Directors/Associates	NIL	
(2,358.44)	HM Revenue & Customs (PAYE/NIC)	NIL	
(14,000.00)	HM Revenue & Customs (VAT)	NIL	
			NIL
	<b>DISTRIBUTIONS</b>		
(2.00)	Ordinary Shareholders	NIL	
			NIL
<b>(136,236.16)</b>			<b>18,497.61</b>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		18,497.61
			<b>18,497.61</b>



Adrian Graham  
Liquidator

**A & D PLASTICS RECYCLING LIMITED - IN LIQUIDATION**

**Appendix B**

**Time Analysis for the Period 27 October 2016 to 26 October 2017**



# Time Entry - Detailed SIP9 Time & Cost Summary

ADP500 - A & D Plastics Recycling Limited  
To: 26/10/2017  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
700 : Appointment and Case Planning	3.90	6.10	1.20	10.50	21.70	3,980.50	183.43
701 : Administration and Banking	0.00	1.10	0.00	13.80	14.90	1,700.00	114.09
702 : Statutory Reporting and Statement of Affairs	1.60	0.00	0.00	0.00	1.60	480.00	300.00
<b>Admin &amp; Planning</b>	<b>5.50</b>	<b>7.20</b>	<b>1.20</b>	<b>24.30</b>	<b>38.20</b>	<b>6,160.50</b>	<b>161.27</b>
602 : Other - Case Specific Matters	2.10	0.00	0.00	0.90	3.00	729.00	243.00
603 : Tax	0.80	0.40	0.00	1.10	2.30	500.50	217.61
<b>Case Specific Matters</b>	<b>2.90</b>	<b>0.40</b>	<b>0.00</b>	<b>2.00</b>	<b>5.30</b>	<b>1,229.50</b>	<b>231.98</b>
500 : Other - Creditors	0.40	0.40	0.40	6.90	8.10	1,111.50	137.22
<b>Creditors</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>6.90</b>	<b>8.10</b>	<b>1,111.50</b>	<b>137.22</b>
201 : CDDA and Investigations	1.70	5.90	4.80	13.00	25.40	4,236.50	166.79
<b>Investigations</b>	<b>1.70</b>	<b>5.90</b>	<b>4.80</b>	<b>13.00</b>	<b>25.40</b>	<b>4,236.50</b>	<b>166.79</b>
300 : Property, Business and Asset Sales	0.00	1.30	0.00	1.80	3.10	458.00	147.74
301 : Retention of Title / Third Party Assets	0.00	0.00	0.00	0.30	0.30	35.50	118.33
303 : Debt Collection	0.90	6.50	1.30	6.50	15.20	2,699.00	177.57
<b>Realisation of Assets</b>	<b>0.90</b>	<b>7.80</b>	<b>1.30</b>	<b>8.60</b>	<b>18.60</b>	<b>3,192.50</b>	<b>171.64</b>
<b>Total Hours</b>	<b>11.40</b>	<b>21.70</b>	<b>7.70</b>	<b>54.80</b>	<b>95.60</b>	<b>15,930.50</b>	<b>166.94</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

# **A & D PLASTICS RECYCLING LIMITED - IN LIQUIDATION**

## **Appendix C**

### **Liquidator Fees Estimate**

Staff Grade	Hours							Total Hours	Total Cost	Avg Hourly Rate (£)	
	Partner	Director	Senior Manager	Manager	Assistant Manager	Senior Admin	Admin-istrator				Support Staff
<b>Admin &amp; Planning</b>											
Appointment & Case Planning	6.70	-	-	8.10	-	-	17.60	-	32.40	5,566.00	171.79
Administration & Banking	0.80	-	-	1.20	-	-	11.60	-	13.60	1,756.00	129.12
Statutory Reporting & Statement of Affairs	3.00	-	-	2.00	-	-	11.00	-	16.00	2,510.00	156.88
<b>Case Specific Matters</b>											
Litigation	0.70	-	-	-	-	-	1.00	-	1.70	320.00	188.24
Meetings	-	-	-	-	-	-	-	-	-	-	-
Other - Case Specific matters	0.40	-	-	-	-	-	1.40	-	1.80	274.00	152.22
Tax	0.50	-	-	0.80	-	-	1.80	-	3.10	508.00	163.87
<b>Creditors</b>											
Secured Creditors	-	-	-	-	-	-	-	-	-	-	-
Other - Creditors	2.80	-	-	3.90	-	-	8.10	-	14.80	2,511.00	169.66
<b>Investigations</b>											
CDDA & Investigations	2.60	-	-	2.50	-	-	7.50	-	12.60	2,105.00	167.06
<b>Realisations of Assets</b>											
Antecedent Transactions	-	-	-	-	-	-	-	-	-	-	-
Property, Business & Asset Sales	0.90	-	-	1.10	-	-	5.30	-	7.30	1,073.00	146.99
Retention of Title / Third party Assets	0.40	-	-	0.50	-	-	1.20	-	2.10	352.00	167.62
Debt Collection	2.90	-	-	3.70	-	-	11.00	-	17.60	2,820.00	160.23
<b>Trading</b>											
Trading	-	-	-	-	-	-	-	-	-	-	-
<b>Total Hours By Staff Grade</b>											
	21.70	-	-	23.80	-	-	77.50	-	123.00		
<b>Total Fees</b>											19,795.00

**A & D PLASTICS RECYCLING LIMITED - IN LIQUIDATION**

**Appendix D**

**Liquidator Revised Fee Estimate**

Staff Grade	Hours						Total Hours	Total Cost	Avg Hourly Rate (£)		
	Partner	Director	Senior Manager	Manager	Assistant Manager	Senior Admin				Admin-istrator	Support Staff
<b>Admin &amp; Planning</b>											
Appointment & Case Planning	5.90	-	-	8.60	-	5.20	10.50	-	30.20	5,870.50	194.39
Administration & Banking	-	-	-	1.10	-	-	7.30	6.50	14.90	1,700.00	114.09
Statutory Reporting & Statement of Affairs	3.60	-	-	2.00	-	9.00	-	-	14.60	3,110.00	213.01
<b>Case Specific Matters</b>											
Litigation	-	-	-	-	-	-	-	-	-	-	-
Meetings	-	-	-	-	-	-	-	-	-	-	-
Other - Case Specific matters	2.60	-	-	-	-	1.70	0.90	-	5.20	1,183.00	227.50
Tax	0.80	-	-	0.40	-	0.50	1.10	-	2.80	585.50	209.11
<b>Creditors</b>											
Secured Creditors	-	-	-	-	-	-	-	-	-	-	-
Other - Creditors	1.90	-	-	2.40	-	6.40	6.70	0.20	17.60	3,066.50	174.23
<b>Investigations</b>											
CDDA & Investigations	2.60	-	-	6.90	-	6.80	9.10	3.90	29.30	5,093.50	173.84
<b>Realisations of Assets</b>											
Antecedent Transactions	-	-	-	-	-	-	-	-	-	-	-
Property, Business & Asset Sales	-	-	-	1.30	-	-	1.80	-	3.10	458.00	147.74
Retention of Title / Third party Assets	-	-	-	-	-	-	0.30	-	0.30	35.50	118.33
Debt Collection	0.90	-	-	6.50	-	1.30	6.50	0.20	15.40	2,721.00	176.69
<b>Trading</b>											
Trading	-	-	-	-	-	-	-	-	-	-	-
<b>Total Hours By Staff Grade</b>											
Total Fees	18.30	-	-	29.20	-	30.90	44.20	10.80	133.40		
Total Fees Drawn										23,823.50	8,000

## A & D PLASTICS RECYCLING LIMITED - IN LIQUIDATION

### Appendix E

#### Additional Information in Relation to the Liquidator's Fees, Expenses & Disbursements

##### 1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 I have not utilised the services of any sub-contractors in this case during the Period.

##### 2 Professional Advisors

- 2.1 On this assignment I have used the professional advisors listed below. I have also indicated alongside, the basis of my fee arrangement with them, which is subject to review on a regular basis.

K L Business & Legal (legal advice)	Hourly rate and disbursements

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

##### 3 Liquidator's Expenses & Disbursements

- 3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the liquidation was provided to creditors when the basis of my fees were approved, a copy of which is set out below:

Agents' costs	1,000
Solicitors' costs	500
Statutory advertising	316
Specific penalty bond	120
External storage of company's books and records	40
External meeting room hire	10
Category 2 disbursements charged by the firm:	
Business mileage	31.50

## A & D PLASTICS RECYCLING LIMITED - IN LIQUIDATION

### *Current position of Liquidator's expenses*

- 3.2 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

Agents' costs	-	1,000	-	1,000
Solicitors' costs	-	500	-	Uncertain
Statutory advertising	-	237	-	316
Specific penalty bond	-	120	168	288
External storage of books & records	-	-	40	100
External meeting room hire	-	-	10	10
Category 2 disbursements				
Business mileage	-	-	30.15	30.15

- 3.3 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 3.4 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

## 4 Charge-Out Rates

- 4.1 Graywoods's current charge-out rates effective from 01 December 2016 are detailed below. Please note this firm records its time in minimum units of 6 minutes.

Partner	330
Director	285
Senior Manager	260
Manager	220
Assistant Manager	190
Senior Administrator	170
Administrator	135
Trainee Administrator	95
Support	95

## A & D PLASTICS RECYCLING LIMITED - IN LIQUIDATION

- 4.2 The previous charge-out rates effective from 01 February 2016 to 30 November 2016 are detailed below:

Partner	300
Director	260
Senior Manager	235
Manager	200
Assistant Manager	160
Senior Administrator	135
Administrator	110
Trainee Administrator	85
Support	85



## **GRAYWOODS 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 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. The charges for the archive boxes are as follows:

	£
Storage per box per year	20.00
Destruction per box	7.50

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

<sup>2</sup> Ibid 1

(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
- Stationery

Photocopying is charged at 15 pence per copy.

#### **GRAYWOODS CHARGE-OUT RATES**

The rates applying to the office from 1 December 2016 to the date of this report are as follows:

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour)</b>
Partner	330
Director	285
Senior Manager	260
Manager	220
Assistant Manager	190
Senior Administrator	170
Administrator	135
Support	95

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.

From 1 February 2016 to 30 November 2016, the following rates applied

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour)</b>
Partner	300
Director	260
Senior Manager	235
Manager	200
Assistant Manager	160
Senior Administrator	135
Administrator	110
Support	85