In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

LIQ03

Notice of progress report in voluntary winding up

Companies House

For further information, please refer to our guidance at www.gov.uk/companieshouse

1 Company details

Company number	0 4 0 8 9 1 8 6
Company name in full	Sunfold Systems Limited

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

2 Liquidator's name

Full forename(s)	Claire Elizabeth
Surname	Dowson

3 Liquidator's address

Building name/number	3rd Floor, Westfield House
Street	60 Charter Row
Post town	Sheffield
County/Region	
Postcode	S 1 3 F Z
Country	

4 Liquidator's name ❶

Full forename(s)	Joanne Louise
Surname	Hammond

❶ **Other liquidator**
Use this section to tell us about another liquidator.

5 Liquidator's address ❷

Building name/number	3rd Floor, Westfield House
Street	60 Charter Row
Post town	Sheffield
County/Region	
Postcode	S 1 3 F Z
Country	

❷ **Other liquidator**
Use this section to tell us about another liquidator.

LIQ03
Notice of progress report in voluntary winding up

6 Period of progress report

From date	d 1 d 6	m 0 m 8	y 2 y 0 y 2 y 1
To date	d 1 d 5	m 0 m 8	y 2 y 0 y 2 y 2

7 Progress report

☑ The progress report is attached

8 Sign and date

Liquidator's signature	Signature X	X
Signature date	d 1 d 4	m 1 m 0 y 2 y 0 y 2 y 2

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: Dominic Lane

Company name: Begbies Traynor (SY) LLP

Address: 3rd Floor, Westfield House
60 Charter Row

Post town: Sheffield

County/Region:

Postcode: S1 3FZ

Country:

DX:

Telephone: 0114 2755033

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

Sunfold Systems Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 16/08/2021 To 15/08/2022 £	From 16/08/2021 To 15/08/2022 £
	ASSET REALISATIONS		
881,000.22	Surplus from Administration	863,818.61	863,818.61
		863,818.61	863,818.61
	COST OF REALISATIONS		
	Accountants Fee	975.00	975.00
	Agents/Valuers Fees (1)	245.00	245.00
	Bank Charges	696.80	696.80
	Disbursements		
	Postage	209.71	209.71
	Storage	47.04	47.04
	Legal Fees (1)		
	Irwin Mitchell legal services	5,618.00	5,618.00
	Liquidators' Fees	22,885.00	22,885.00
	Statutory Advertising		
	Advertising	171.00	171.00
		(30,847.55)	(30,847.55)
	UNSECURED CREDITORS		
(103,052.44)	Barclays Bank plc	NIL	NIL
(355,528.60)	Consumer creditors	NIL	NIL
(4,642.88)	Employees	NIL	NIL
(8,000.00)	HMRC (PAYE)	NIL	NIL
(25,000.00)	HMRC (VAT)	NIL	NIL
(293,532.00)	Mr Rawlings - DLA	NIL	NIL
(45,000.00)	Mrs Rawlings - DLA	NIL	NIL
	PAYE/NIC deductions from unsec divid	629.57	629.57
(69,937.46)	RPO	NIL	NIL
(122,043.21)	Trade Creditors	809,651.01	809,651.01
		(810,280.58)	(810,280.58)
	DISTRIBUTIONS		
(10,000.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(155,736.37)		**22,690.48**	**22,690.48**
	REPRESENTED BY		
	Bank 1 Current		16,660.35
	Vat Control Account		6,030.13
			22,690.48

XCVL1210P

Begbies Traynor

Sunfold Systems Limited (In Creditors' Voluntary Liquidation)

Progress report

Period: 16 August 2021 to 15 August 2022

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.

Contents

- Interpretation
- Company information
- Details of appointment of liquidators
- Progress during the period
- Estimated outcome for creditors
- Remuneration and expenses
- Liquidators' expenses
- Assets that remain to be realised and work that remains to be done
- Other relevant information
- Creditors' rights
- Conclusion
- Appendices
    1. Liquidators' account of receipts and payments
    2. Liquidators' time costs and expenses
    3. Statement of Liquidators' expenses

1. INTERPRETATION

Expression	Meaning
"the Company"	Sunfold Systems Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The Company moving into creditors' voluntary liquidation from administration pursuant to Paragraph 83 of Schedule B1 to the Act
"the liquidators", "we", "our" and "us"	Claire Elizabeth Dowson of Begbies Traynor (SY) LLP, 3rd Floor, Westfield House, 60 Charter Row , Sheffield , S1 3FZ and Joanne Louise Hammond of Begbies Traynor (SY) LLP, 3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England & 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(s):	Sunfold Systems Limited
Company registered number:	04089186
Company registered office:	3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ
Former trading address:	Sunfold House, Wymondham Business Park, Chestnut Drive, Norfolk, NR18 9SB

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	25 September 2022
Date of liquidators' appointment:	16 August 2021

Changes in liquidator (if any): None

4. PROGRESS DURING THE PERIOD

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 16 August 2021 to 15 August 2022.

Receipts

Surplus from Administration

Funds in the sum of £863,818.61 have been received into the estate bank account from the previous administration bank account.

Payments

Agent's Fee

The sum of £245.00 has been paid to Brown & Co Limited ("Brown & Co") in relation to them carrying out an EPC Survey on the Company's former property.

Accountants Fee

£975.00 has been paid to Larking Gowen LLP ("Larking Gowen") in relation to their assistance with calculating the potential capital gain on the disposal of the Company's former property.

Bank Charges

Santander have been paid £696.80 in relation to the maintenance charges incurred on the estate bank account during the period covered by this report.

Postage

Postage charges in the sum of £209.71 have been incurred and discharged in relation to the costs of issuing various ad-hoc postage.

Storage

Funds in the sum of £47.04 have been incurred and discharged in relation to the costs of storage in relation to the Company's books and records.

Legal Fees

The sum of £5,618.00 have been paid to Irwin Mitchell LLP ("Irwins") in relation to legal services provided during the liquidation.

Liquidators' Fees

The joint liquidators have drawn remuneration in the sum of £22,885.00 against their post appointment time costs, in accordance with the resolutions approved in this regard, as detailed in Section 6 of this report.

Statutory Advertising

EPE Reynell Advertising Ltd have been paid £171.00 in relation to the dividend exclusion being placed in the London Gazette prior to claims being agreed, in accordance with statute.

Unsecured Creditor Payment

During the period covered by this report, funds totaling £809,651.01 have been distributed to unsecured creditors as an initial distribution. In addition, funds totaling £629.57 have been paid to HMRC in relation to dividend deductions.

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.

General case administration and planning

Since our appointment, we have spent time on general case planning and administration where a partner, director and different levels of administration staff have undertaken periodic case reviews to ensure that the case has progressed as appropriate, and all statutory duties have been completed as necessary. These have been carried out at periodic intervals.

In addition, a case specific diary has been set up, monitored and updated regularly to ensure that all statutory deadlines have been met.

The above works have not resulted in a financial benefit to the Company's creditors however, it has ensured that the case has progressed as required.

Compliance with the Insolvency Act, Rules and best practice

Subsequent to our appointment, we have issued statutory notices of our appointment to the Registrar of Companies and the Company's creditors. An advertisement of our appointment was also placed in the London Gazette, as required by the insolvency Act 1986.

A report was made available to the Company's creditors detailing the anticipated costs of the liquidation as well as including resolutions for their approval. A voting form was also circulated to the Company's creditors to agree post-appointment fees, charged by us.

We have obtained a statutory bond to cover any realisations into the case. Regular reviews of the level of bond have been undertaken to ensure that this remains at an appropriate level.

The estate bank account has been regularly monitored and reconciled against our internal system to ensure that all receipts and payments have been accounted for.

These works have not resulted in a financial benefit to the Company's creditors however, they are required by statute therefore the costs of undertaking the same cannot be avoided.

Investigations

As all investigations were completed during the administration, no time has been incurred in this regard.

Realisation of assets

No time has spent on the realisation of assets during the period covered by this report

Trading

The company has not traded whilst in liquidation, therefore no time has been incurred in this regard.

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

We have spent time corresponding with the Company's creditors by way of verbal and written communications, in relation to their claims and queries which have been raised during the liquidation proceedings

Creditor claims were reviewed and adjudicated upon and either agreed or further documentation requested. Any creditor claims received that had insufficient supporting documentation were rejected.

All agreed unsecured creditors received a dividend of 78.28 pence in the £ as a first dividend.

The above works have not directly resulted in any additional financial benefit being achieved by the Company's creditors however, it has ensured that a distribution has been made to the unsecured creditors in this matter.

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

We have spent time reviewing the Company's VAT position and preparing the VAT 100 forms as and when the same fell due.

In addition, information has been obtained from the Company's accountant in relation to the pension scheme operated by the Company. This has resulted in the RP15/RP15A being submitted to the pension provider for agreeing prior to this being issued to the RPS for processing.

The above work has not provided any financial benefit to the Company's creditors however, the above work is of a statutory nature which we are unable to avoid.

5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in the director's statement of affairs included in the statement of proposals of the former administrators

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:

Secured creditors

There are no known secured creditors in the liquidation

Preferential creditors

There are no preferential claims as the preferential creditors were paid, in full, during the period of administration.

Secondary preferential creditors

As the Company entered into an insolvency process prior to 1 December 2020, HMRC do not have any secondary preferential claim therefore, this particular matter does not apply in this instance.

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 by the former administrators in their statement of proposals.

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

A dividend of 78.28 pence in the £1 has been paid to the unsecured creditors.

Dividend	Date of Dividend	Amount (£)
First	11 July 2022	809,651.00

A further small dividend may be available once some remaining matters have been finalized, details of which are provided later in this report.

6. REMUNERATION & EXPENSES

Our remuneration has been fixed by a decision of the creditors on 28 September 2021 obtained via a Decision Procedure by way of correspondence 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 (SY) LLP in attending to matters arising in the winding up as set out in the fees estimate dated 8 September 2021 in the sum of £42,423.00.

We are also authorised to draw expenses for services provided by their firm and/or entities within the Begbies Traynor group, on the same basis as the former administrators, namely, in accordance with our firm's policy, a copy of which is attached at Appendix 2 of this report.

Our time costs for the period from 16 August 2021 to 15 August 2022 amount to £45,515.00 which represents 157.7 hours at an average rate of £288.62 per hour.

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

- Time Costs Analysis for the period 16 August 2021 to 15 August 2022
- Begbies Traynor (SY) LLP's charging policy

To 15 August 2022, we have drawn the total sum of £22,885.00 on account of our remuneration, against total time costs of £45,515.50 incurred since the date of our appointment as liquidators.

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.

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

As can be seen from the information above, we have exceeded the limit of our approved remuneration. For the avoidance of any doubt, we have not drawn any remuneration in excess of the level approved. The reasons why the approved level of remuneration has been exceeded are as follows:

- Higher than anticipated time spent dealing with creditor claims, correspondence, and distributions.

In light of the above, we are obliged to provide creditors with details of the additional work that has been undertaken along with details of the estimated cost of that additional work. This information appears at Appendix 2. We are not currently asking for creditors to approve a further fee estimate and therefore no such request is being issued.

Expenses

To 15 August 2022, we have also drawn expenses in the sum of £171.00. Please note that this figure contains funds in relation to statutory advertising payments. Whilst these funds have been paid to a third party, the same were first paid by Begbies Traynor and subsequently recovered.

Why have subcontractors been used?

Irwins were instructed to provide legal services where necessary in the liquidation, this included providing legal advice in relation to complex creditor claims. Irwins were chosen based on their experience and known ability to perform the type of work to be undertaken and also taking into account the complexity and nature of the assignment and the basis of their fee arrangements.

Brown & Co were instructed to carry out a Commercial EPC check on the Company's former property. Brown & Co were chosen based on their experience and known ability to perform the type of work to be undertaken and also taking into account the complexity and nature of the assignment and the basis of their fee arrangements.

Larking Gowen were instructed to assist with the calculation of a potential capital gain on the disposal of the Company's former property. Larking Gowen were chosen as they were the Company's former accountants and therefore had working knowledge of the Company's tax affairs.

Category 2 Expenses

In accordance with the resolution obtained in relation to expenses, the following Category 2 expenses have been charged to the case since the date of our appointment:

Other amounts paid or payable to the office holder's firm	
Type and purpose	**Amount £**
Postage	264.97
Storage	90.64
TOTAL	355.61

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2021' 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. together with a table of future expenses to be incurred

8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

At this stage in the liquidation, we have no assets left realise as they were dealt with in the administration.

An invoice has been received from a utility provider which is currently disputed. Funds have been retained in the administration until this matter has been determined.

We also currently await a refund from HMRC.

Once the above matters have been finalised, steps will be taken to quantify the final professional fees which are payable before looking to issue a final dividend to creditors.

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 joint liquidators will continue to complete works required to maintain the liquidation including periodically reviewing the case by way of six monthly case reviews to ascertain which works remain outstanding and progressing the case to ensure that all statutory duties have been completed during the course of the liquidation and in readiness for closure.

In addition, the joint liquidators will continue to update their electronic diary and statutory checklists to ensure that all statutory deadlines have been adhered to.

There will be no financial benefit to creditors from our work in this area. However, we have a duty to undertake this work and therefore these costs cannot be avoided.

Compliance with the Insolvency Act, Rules and best practice

The joint liquidators will prepare and submit to all relevant parties the statutory liquidators' annual reports and reports to creditors accompanied by the receipts and payments account pursuant to The Insolvency Act 1986 and will deal with all statutory requirements pursuant to The Insolvency Act and Rules, including reporting to shareholders and creditors.

A final review of the case will be compiled to ensure that all matters have been concluded in order that the case can proceed to closure as and when applicable. A final report will then be prepared and issued to all relevant parties with the necessary notices.

Periodic bond reviews will continue to be carried out to ensure that the case remains adequately bonded.

In addition, the estate bank account will continue to be monitored and reconciled against our internal system, if necessary, to ensure that all possible transactions, are accounted for.

There will be no financial benefit to the creditors from the work carried out in this area. However, we have a duty to undertake this work and therefore this work cannot be avoided.

Investigations

No further time will be spent on investigations unless further information comes to light.

Realisation of assets

No further time is expected to be incurred in this regard

Trading

The Company has not traded whilst in liquidation, therefore no time will be incurred in this regard.

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

The joint liquidators will continue to liaise with the Company's creditors by way of written and verbal communications with regard to any queries which may arise regarding their claim or any general queries they may have.

The ongoing utility dispute will be resolved, with a view to issuing a further small dividend to creditors is applicable.

Whilst the above will not result in a better financial return, the above are necessary to finalise the liquidation.

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

The joint liquidators will continue to prepare and submit the necessary VAT and Corporation Tax returns to HM Revenue & Customs ("HMRC") as and when the same fall due.

Steps will also be taken to chase HMRC for the current outstanding return.

How much will this further work cost?

As can be seen above, there are additional elements of work which were not envisaged at the onset of my appointment as liquidator, and which need to be carried out in order to complete my duties. The cost of the additional work is anticipated to cost circa £2,000.00. For the avoidance of doubt, we will not draw remuneration above the level received.

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 set out in the estimate of anticipated expenses sent to creditors on 14 November 2019 which included all of the expenses that we anticipate that we will incur throughout the liquidation.

What is the anticipated payment for administering the case in full?

The Joint Administrators estimated that the cost of administering both the administration and liquidation would be in the region of £42,023.00, and approval was received by the creditors to draw our remuneration up to that level.

However, please note that should there be additional or unexpected asset realisations, we will look to draw our remuneration from those too, capped at the level that the creditors approve.

9. OTHER RELEVANT INFORMATION

Connected party transactions

We have not been made aware of any sales of the Company's assets to connected parties.

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

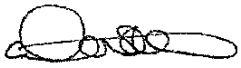
Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, 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.



Claire Elizabeth Dowson
Joint Liquidator

Dated: 14 October 2022

APPENDIX 1

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 16 August 2021 to 15 August 2022

Sunfold Systems Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments
To 15/08/2022

S of A £		£	£
	ASSET REALISATIONS		
881,000.22	Surplus from Administration	863,818.61	
			863,818.61
	COST OF REALISATIONS		
	Liquidators' Fees	22,885.00	
	Disbursements		
	Postage	209.71	
	Storage	47.04	
	Agents/Valuers Fees (1)	245.00	
	Accountants Fee	975.00	
	Legal Fees (1)		
	Irwin Mitchell legal services	5,618.00	
	Statutory Advertising		
	Advertising	171.00	
	Bank Charges	696.80	
			(30,847.55)
	UNSECURED CREDITORS		
(122,043.21)	Trade Creditors	809,651.01	
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(355,528.60)	Consumer creditors	NIL	
(103,052.44)	Barclays Bank plc	NIL	
(8,000.00)	HMRC (PAYE)	NIL	
	PAYE/NIC deductions from unsec divid	629.57	
(25,000.00)	HMRC (VAT)	NIL	
(45,000.00)	Mrs Rawlings - DLA	NIL	
(293,532.00)	Mr Rawlings - DLA	NIL	
			(810,280.58)
	DISTRIBUTIONS		
(10,000.00)	Ordinary Shareholders	NIL	
			NIL
(155,736.37)			**22,690.48**
	REPRESENTED BY		
	Bank 1 Current		16,660.35
	Vat Control Account		6,030.13
			22,690.48

COSTS AND EXPENSES

a. Begbies Traynor (SY) LLP's charging policy;

b. Time Costs Analysis for the period from 16 August 2021 to 15 August 2022

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This policy 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 creditors' decision being made for the office holder to be remunerated on a time cost basis. Best practice guidance* requires that such information should be disclosed to those who are responsible for approving the basis of an office holder's remuneration. Within our fee estimate creditors can see how we propose to be remunerated.

In addition, this policy 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. It also applies where payments are to be made to parties other than the firm, but in relation to which the office holder, the firm or any associate has an interest. Best practice guidance* indicates that such charges should be disclosed to those who are responsible for approving the basis of 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 their 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 in 6 minute units 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

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements, which are expenses that are initially paid by the office holder's own firm, but which are subsequently reimbursed from the estate when funds are available.

Best practice guidance classifies expenses into two broad categories:

- *Category 1 expenses (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 expenses (approval required)* - Items of expenditure that are directly related to the case and either:

  (i) 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; or

  (ii) are items of expenditure which are payable to an associate of the office holder and/or their firm.

* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

Shared or allocated costs *(pursuant to (i) above)*

The following expenses include an element of shared or allocated cost and are charged to the case (subject to approval).

- Internal meeting room usage for the purpose of physical meetings of creditors is charged at the rate of £100 (London £150) per meeting;
- Car mileage which is charged at the rate of 45 pence per mile

Payments made to associates *(pursuant to (ii) above)*

Eddisons Commercial Limited were instructed to provide a valuation and disposal strategy in relation to the Company's chattel assets together with a review of the Company's work in progress to establish whether it would be cost effective to complete.

Grade of staff	**Charge-out rate (£ per hour)**
Director	£275
Associate	£180
Surveyor	£120
Graduate	£100
Administration	£80
Porters	£35

Eddisons Insurance Services Limited ("EIS") were instructed to provide insurance broking services and specifically open cover insurance for the insurable risks relating to the case.

General Office Overheads.

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 expense*:

- Telephone and facsimile
- Printing and photocopying
- Stationery

* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

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 Sheffield office as at the date of this report are as follows:

Grade of staff	Charge-out rate (£ per hour) 1 January 2022 until further notice
Partner	545
Director	490
Senior Manager	435
Manager	380
Assistant Manager	275
Senior Administrator	240
Administrator	195
Junior Administrator	155
Cashier	155
Secretarial	155

Prior to 31 December 2021, the following rates applied:

Grade of staff	Charge-out rate (£ per hour)
Partner	495
Director	445
Senior Manager	395
Manager	345
Assistant Manager	250
Senior Administrator	225
Administrator	175
Junior Administrator	140
Cashier	140
Secretarial	140

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

As detailed above, time is recorded in 6 minute units.

* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

SIP9 Sunfold Systems Limited - Creditors Voluntary Liquidation - 91SU222 CVL - Time Costs Analysis From 16/08/2021 To 15/08/2022

Staff Grade		Consultant/Partner	Director	Snr Mngr	Mngr	Asst Mngr	Snr Admin	Admin	Jnr Admin	Support	N/A	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning		0.1				5.5		0.6			6.2	1,372.00	221.29
	Administration	2.0	6.9			0.6	1.3		14.4	1.7		26.9	7,168.50	266.49
	Total for General Case Administration and Planning:	**2.0**	**7.0**			**0.6**	**6.8**		**15.0**	**1.7**		**33.1**	**8,540.50**	**258.02**
Compliance with the Insolvency Act, Rules and best practice	Appointment						1.6		15.4			17.2	2,561.00	148.90
	Banking and Bonding	1.0			0.1	0.2	0.6		0.6	15.5		18.0	3,174.50	176.36
	Case Closure						0.5		3.0			3.5	585.00	167.14
	Statutory reporting and statement of affairs		1.0									1.0	445.00	445.00
	Total for Compliance with the Insolvency Act, Rules and best practice:	**1.0**	**1.0**		**0.1**	**0.2**	**2.9**		**19.0**	**15.5**		**39.7**	**6,765.50**	**170.42**
Investigations	CDDA and investigations							0.1				0.1	19.50	195.00
	Total for Investigations:							**0.1**				**0.1**	**19.50**	**195.00**
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	1.2	45.4			4.6	5.7		19.4		1.0	77.3	28,126.50	363.86
	Creditors committee													0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:	**1.2**	**45.4**			**4.6**	**5.7**		**19.4**		**1.0**	**77.3**	**28,126.50**	**363.86**
Other matters which includes meetings, tax, litigation, pensions and travel	Seeking decisions of creditors													0.00
	Meetings													0.00
	Other		0.1				1.4	1.0				2.5	559.00	223.60
	Tax	0.2	1.7				1.0		0.3	1.8		5.0	1,504.50	300.90
	Litigation													0.00
	Total for Other matters:	**0.2**	**1.8**				**2.4**	**1.0**	**0.3**	**1.8**		**7.5**	**2,063.50**	**275.13**
	Total hours by staff grade:	**4.4**	**55.2**		**0.1**	**5.4**	**17.8**	**1.1**	**53.7**	**19.0**	**1.0**	**157.7**		
	Total time cost by staff grade £:	**2,333.00**	**26,553.00**		**34.50**	**1,480.00**	**4,063.50**	**214.50**	**7,769.50**	**2,892.50**	**155.00**		**45,515.50**	
	Average hourly rate £:	**530.23**	**481.03**	**0.00**	**345.00**	**274.07**	**228.29**	**195.00**	**145.06**	**152.24**	**155.00**			**288.62**
	Total fees drawn to date £:												**22,885.00**	

STATEMENT OF 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				
Agents Fees	Brown & Co	245.00	245.00	Nil
Accountants Fees	Larking Gowen	975.00	975.00	NIL
Postage	Postworks	209.71	209.71	NIL
Storage	Restore	47.04	47.04	NIL
Legal Fees	Irwins	5,618.00	5,618.00	NIL
Statutory Advertising	EPE Reynell Advertising Limited	171.00	171.00	NIL
Bank Charges	Santander	696.80	696.80	NIL

ADDITIONAL EXPENSES ANTICIPATED FOR FUTURE WORK

Expenses anticipated to be incurred prior to closure of the case	Name of party with whom expense anticipated to be incurred	Amount estimated to cost £
Postage	Postworks	85.14
Storage	Restore	241.30