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



01/04/2020

COMPANIES HOUSE \*A9ØJJB7N\*

A07

10/03/2020 COMPANIES HOUSE #113

1	Company details		
Company number	0 4 5 1 8 9 5 6	→ Filling in this form Please complete in typescript or in	
Company name in full	A L Challis Limited	bold black capitals.	
2	Liquidator's name		
full forename(s)	Julie		
Surname	Palmer		
3	Liquidator's address		
Building name/number	Units 1-3 Hilltop Business Park		
Street	Devizes Road		
Post town	Salisbury		
County/Region	Wiltshire		
Postcode	SP3 4UF		
Country			
4	Liquidator's name •	. ———	
Full forename(s)	Stephen	Other liquidator Use this section to tell us about	
Surname	Powell	another liquidator.	
5	Liquidator's address o	· <del></del>	
Building name/number	Units 1-3 Hilltop Business Park	② Other liquidator Use this section to tell us about	
Street	Devizes Road	another liquidator.	
Post town	Salisbury		
County/Region	Wiltshire		
Postcode	SP3 4UF		
Country			

LIQ03 Notice of progress report in voluntary winding up

6	Period of progress report		
From date	1 0 0 1 7 9		
To date	0 9 0 1 2 0 2 0		
7	Progress report		
	☐ The progress report is attached		
8	Sign and date		
Liquidator's signature	Signature		
	X		
<u></u>			
Signature date	°  °  °  °  °  °  °  °  °  °  °  °  °		

# 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	Holly Davies		
Company name	Begbies Traynor (Central) LLP		
Address	Units 1-3 Hilltop Business Park		
	Devizes Road		
Post town	Salisbury		
County/Region	Wiltshire		
Postcode	S P 3 4 U F		
Country			
DX	salisbury@btguk.com		
Telephone	01722 435190		

## ✓ 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.

#### **Turther 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



# A L Challis Limited (In Creditors' Voluntary Liquidation)

# Progress report

Period: 10 January 2019 to 9 January 2020

#### **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 disbursements
- 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 disbursements
  - 3. Statement of Liquidators' expenses

#### 1. INTERPRETATION

Expression	<u>Meaning</u>		
"the Company"	A L Challis Limited (In Creditors' Voluntary Liquidation)		
"the liquidation"	The appointment of liquidators on 10 January 2018.		
"the liquidators", "we", "our" and "us"	Julie Anne Palmer and Stephen Mark Powell of Begbies Traynor (Central) LLP, Units 1-3 Hilltop Business Park, Devizes Road, Salisbury, Wiltshire, SP3 4UF		
"the Act"	he Insolvency Act 1986 (as amended)		
"the Rules"	The Insolvency (England and Wales) Rules 2016		
"secured creditor" and  "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)		
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and		
	(ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)		
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act		

#### 2. COMPANY INFORMATION

Trading name:

A L Challis

Company registered number:

04518956

Company registered office:

Units 1-3 Hilltop Business Park, Devizes Road, Salisbury, Wiltshire, SP3 4UF

Former trading address: Europower House, Lower Road, Cockham, Maidenhead, SL6

9DA

#### 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced: 10 January 2018

Date of liquidators' appointment: 10 January 2018

Changes in liquidator: Stephen Powell replaced Sally Richards as Joint Liquidator by

way of Court Order dated 26 November 2018.

#### PROGRESS DURING THE PERIOD

#### **Receipts and Payments**

Attached at Appendix 1 is our abstract of receipts and payments for the period from 10 January 2019 to 9 January 2020.

#### Receipts

i. Bank Interest Gross

Bank interest of £26.52 has accrued over the reporting period.

ii. Cash at Bank

The sum of £45.85 has been received from the Company's former bank account.

#### **Payments**

No payments have been made over the reporting period.

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 - <a href="http://www.begbies-traynorgroup.com/work-details">http://www.begbies-traynorgroup.com/work-details</a>. 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.

#### General case administration and planning

Time recorded under this category included:

- Maintaining the case strategy plan.
- Filing
- Dealing with general calls.
- Dealing with routine correspondence and emails.
- Maintaining case files and electronic records.
- Maintaining the liquidators' bank account.
- Completing case reviews.
- Maintaining creditor portal and uploading statutory documents.
- Reviewing documents in relation to the Company's affairs.

The majority of the above work derived no financial benefit for creditors however the Insolvency profession is a highly regulated industry and we are required to maintain records to demonstrate how the case was administered and to document the reasons for any decisions that materially affect the case.

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

Time recorded under this category included:

- Completing bond reviews.
- Completing receipt and payment vouchers, journals and other necessary documents for transactions going through the estate account.
- Completing bank reconciliations.

Completing statutory reports.

The majority of the above work derived no financial benefit for creditors however the Insolvency profession is a highly regulated industry and we are required to maintain records to demonstrate how the case was administered and to document the reasons for any decisions that materially affect the case.

#### Investigations

Time recorded under this category included:

- Gaining access to and reviewing the Company's online accounting records.
- Reviewing the Company's physical books and records for any further information that may assist with our investigations.
- Drafting letters to the directors to obtain a better understanding of the Company's banking processes and transactions.
- Requesting and reviewing information provided by the Company in relation to the transfer of business prior to our appointment.
- Continued correspondence with the Company's accountants in relation to records relating to the sale of the Company's business and assets.
- Continued correspondence with our solicitors in relation to the tax avoidance scheme.
- Investigating the sale of the Company's property prior to our involvement and the quantum of professional fees paid by the Company.

We have a statutory duty to investigate the Company's affairs and report to the Insolvency Service on the directors' conduct. Note that we are not implying any wrongdoing by the directors. This work will only derive a financial benefit to creditors if it results in additional asset realisations.

#### Realisation of assets

Time recorded under this category included:

 Reconciling our records against the Company's outstanding ledger to determine the quantum of debts to collect.

This work will only have a direct financial benefit to creditors provided that there are sufficient asset realisation to enable a distribution to creditors.

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

Time recorded under this category included:

- Dealing with ad hoc creditor correspondence, emails and telephone calls.
- Liaising with creditors with regard to supporting evidence of their claims against the Company.
- Maintaining creditor records.

We have a duty to adjudicate creditor claims before distributing any funds to creditors. Furthermore, best practice means that we should respond to creditor queries in a timely manner.

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

Time recorded under this category included:

Submitting the relevant VAT and CT returns as required by HMRC.

This work is required to enable us to close the case in due course.

#### ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in the directors' statement of affairs. 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 secured creditors.

#### Preferential creditors

There are no known preferential claims

#### Unsecured creditors

Based upon realisations to date and estimated future realisations it is anticipated there will be insufficient funds available to enable a dividend to be paid to the unsecured creditors however this may change subject to the outcome of our investigations.

#### REMUNERATION & DISBURSEMENTS

#### Remuneration

The Joint Liquidators remuneration has been fixed as a percentage of the value of assets which are realised, this being 100% of realisations and 100% of distributions for the first £10,000. Thereafter this would decrease to 25% of realisations and 10% of distributions.

In addition to the above, we are authorised to draw disbursements for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy, which is attached at Appendix 2 of this report.

To 9 January 2020, we have drawn the total sum of £33,500 on account of our remuneration.

#### **Time Costs Analysis**

We are not required to provide a SIP9 analysis as the basis of our remuneration is fixed as a % of asset realisations and distributions. However, an analysis can be requested by creditors.

#### **Disbursements**

During the period of this report, no disbursements have been drawn.

#### Why have subcontractors been used?

No subcontractors have been used over the reporting period.

#### **Category 2 Disbursements**

No category 2 disbursements have been charged to the case since our last progress report.

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2017' 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 <a href="https://www.begbies-traynor.com/creditorsguides">www.begbies-traynor.com/creditorsguides</a>. Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

#### LIQUIDATORS' EXPENSES

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

#### Expenses actually incurred compared to those that were anticipated

Creditors will recall that we estimated that the expenses of the liquidation would total £225.00. Unfortunately, the expenses that we have incurred so far have exceeded that estimate and there will be further expenses to pay before the case concludes. The reasons why the estimate has been exceeded are as follows:

- Significant legal advice was/is required following the investigations into the Company's affairs as detailed below.
- Storage costs have been higher than originally anticipated due to the quantum of records received.

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

The main areas of work that remain to be done include:

#### i. Sale of the Company's assets prior to liquidation

We have instructed Blake Morgan to assist with our investigations into the sale of the Company's assets prior to our appointment. Eddisons Commercial LLP have also been instructed to provide valuations for the business and assets at the date of transfer to ensure they were sold at fair value..

#### ii. Tax avoidance scheme

We are looking into whether there are any claims against any party as a result of the Company entering into a tax avoidance scheme.

#### iii. Director Loan Accounts

We are currently assessing whether there are any overdrawn loan accounts and the quantum of any loan account.

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

Time recorded under this category will include:

- Filing.
- Dealing with general calls.
- Dealing with routine correspondence and emails.
- Maintaining physical case files and electronic records.
- Updating case strategy and monitoring the same

The majority of the above work will derive no financial benefit for creditors. However, the Insolvency Profession is a highly regulated industry and we are required to maintain records to demonstrate how the case was administered and to document the reasons for any decisions that materially affect the case.

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

Time recorded under this category will include:

- Conducting bond reviews.
- Maintaining the liquidators' bank account.
- Preparing all statutory reports and returns.
- Undertaking periodic reviews of the administration of the estate to ensure statutory compliance.

The majority of the above work will derive no financial benefit for creditors. However, the Insolvency Profession is a highly regulated industry and we are required to maintain records to demonstrate how the case was administered and to document the reasons for any decisions that materially affect the case. All of the work in the category is required under the Insolvency Act and Rules.

#### Investigations/Realisation of assets

Time recorded under this category will include:

- Continued investigations into the Company's affairs.
- Determine whether the property sold to the Company's pension scheme was sold at undervalue.
- Continued correspondence with our solicitors in relation to our investigations.
- Liaising with HMRC in relation to the tax avoidance scheme.
- Determining whether the business and assets were sold at undervalue.
- Conclude matters with the directors in relation to the overdrawn loan accounts.

This work will only derive a financial benefit to creditors if it results in additional asset realisations. The Insolvency Profession is a highly regulated industry and we are required to maintain records to demonstrate how the case was administered and to document the reasons for any decisions that materially affect the case. All of the work in the category is required under the Insolvency Act and Rules.

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

Time recorded under this category will include:

- Dealing with creditor correspondence, emails and telephone conversations.
- Maintaining up to date creditor information and amending claims.
- Adjudicating creditor claims (if required).

We are required to respond to creditors in a timely manner and provide information relating to the administration of the estate in accordance with the Act.

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

Time recorded under this category will include:

- Dealing with ad hoc correspondence and queries relating to the administration of the case.
- Submission of Corporation tax returns and VAT returns to HMRC.

This work is required so we can close the case in due course.

#### 9. OTHER RELEVANT INFORMATION

#### Investigations and reporting on directors conduct

You may be aware that a liquidator has a duty to enquire into the affairs of an insolvent company to determine its property and liabilities and to identify any actions which could lead to the recovery of funds. In addition, a liquidator is also required to consider the conduct of the Company's directors and to make an appropriate submission to the Department for Business Energy and Industrial Strategy. We can confirm that we have discharged our duties in these respects.

#### Use of personal information

Please note that in the course of discharging our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <a href="https://www.begbiestraynorgroup.com/privacy-notice">https://www.begbiestraynorgroup.com/privacy-notice</a>. If you require a hard copy of the information, please do not hesitate to contact us.

#### 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.

Julie Palmer Joint Liquidator

Dated: 5 March 2020

# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 10 January 2019 to 9 January 2020

Statement of Affairs		From 10/01/2019 To 09/01/2020	From 10/01/2018 To 09/01/2020
OI Atlairs £		10 09/0 1/2020 £	£
~	ASSET REALISATIONS	~	-
	Bank Interest Gross	26.52	60.62
96,977.25	Book Debts	NIL	28,683.76
49,809.00	Cash at Bank	45.85	74,172.48
NIL	Furniture, Fittings & Equipment	NIL	NIL
	Misc Refunds	NIL	7.69
NIL	Motor Vehicles	NIL	NIL
	Rate Refund	NIL	1,323.95
NIL	Stock	NIL	NIL
NIL	Trademarks, Patents & Licenses	NIL	NiL
	Vehicle Tax Refund	NIL_	160.00
		72.37	104,408.50
	COST OF REALISATIONS		
	Agents/Valuers Fees (1)	NIL	330.98
	Liquidators' Expenses	NIL	368.70
	Liquidators' Fees	NIL	33,500.00
	Professional Disbursements	NIL	100.00
	Professional Fees	NIL	3,669.00
	Statement of Affairs Fee	NIL	4,500.00
	Stationery & Postage	NIL.	96.03
		NIL	(49,064.71)
	UNSECURED CREDITORS		
(1.00)	Banks/Institutions	NIL	NIL
(1,106.40)	Directors	NIL	NIL
(2,637,404.56)	HMRC (APN)	NIL	NIL
(1,301.00)	HMRC (non VAT)	NIL	NIL
(34,071.01)	Trade Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(3.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(2,527,100.72)		(72.37)	61,843.79
	REPRESENTED BY		
	Bank 1 Current		61,777.59
	Vat Payable		66.20
			61,843.79

# TIME COSTS AND DISBURSEMENTS

a. Begbies Traynor (Central) LLP's charging policy.

#### **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. 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<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):
    - 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;

Expenses which should be treated as Category 2 disbursements (approval required) - in addition to the two categories referred to above, best practice guidance indicates that where

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

<sup>&</sup>lt;sup>2</sup> Ibid 1

payments are to be made to outside parties in which the office holder or his firm or any associate has an interest, these should be treated as Category 2 disbursements.

#### Services provided by other entities within the Begbies Traynor group

The following items of expenditure which relate to services provided by an entity within the Begbies Traynor group, of which the office holder's firm is a member, are also to be charged to the case (subject to approval):

Eddisons Commercial Ltd may be instructed to provide valuation services and to dispose of the Company's assets. They charge £750 plus disbursements plus VAT for completing the valuation report. They also charge 10% of realisations plus disbursements plus VAT for disposing the Company's assets.

it may become necessary to instruct Eddisons Commercial Limited to provide services during the course of the case. In such circumstances and to avoid the costs associated with seeking further approval, the charges for such services will be calculated on a time costs basis at the prevailing hourly rates for their various grades of staff which are currently as follows:

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

Instruction of Eddisons Insurance Services Limited ("EIS") to provide insurance broking services and specifically open cover insurance for the insurable risks relating to the case. The cost of open cover insurance will vary during the course of the case depending upon the value of the assets and liability risks. The costs of insurance cover for subsequent quarter periods will be dependent upon prevailing insurance market conditions and the ongoing insurable risks on the case.

In accordance with standard insurance industry practice, EIS will receive payment of commission for the services it provides from the insurer. The commission is calculated as a percentage of the insurance premiums payable and such percentage will depend upon the class or classes of assets being insured.

EIS will invoice the insolvent estate for the premium(s) due on the insurer's behalf and receive payment from the estate. EIS will in turn, account to the insurer for the premium(s) payable after deducting any commission payable by the insurer.

- (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

Additional payments received by Eddisons Commercial Limited from purchasers where assets are disposed of by way of auction

In addition to the charges of Eddisons Commercial Limited detailed above for providing the services to the office holder, where any machinery and business assets (other than freehold/leasehold property) are disposed of by way of auction, Eddisons Commercial Limited will also receive a payment from the purchaser, known as a buyer's premium, equivalent to 15% of the successful bid. Where any freehold/leasehold property is disposed of by way of auction, Eddisons Commercial Limited will also receive a payment from the purchaser, known as a buyer's administration fee, in the sum of £600. It is standard auction industry practice for a buyer's premium and buyer's administration fee to be charged. The buyer's premium and buyer's administration fee is paid by the purchaser of the assets and is not paid by the office holder from the assets of the 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 regional offices, excluding London, up to and including 30 November 2018 were as follows:

Grade of staff	Standard 1 May 2011 – 30 November 2018		
Partner	395		
Director	345		
Senior Manager	310		
Manager	265		
Assistant Manager	205		
Senior Administrator	175		
Administrator	135		
Trainee Administrator	110		
Support	110		

The rates applying to the regional offices, excluding London, from 1 December 2019 were as follows:

Grade of staff	Charge-out rate (£ per hour) 1 December 2018 – until further notice
Partner	495
Director	445
Senior Manager	395
Manager	345
Assistant Manager	250
Senior Administrator	225
Administrator	175
Junior Administrator	140
Support	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.

Time is recorded in 6 minute units.

# STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred	Amount discharged	Balance (to be discharged) £
·	with entities not within the Be	gbies Traynor C		
Legal Fees	Blake Morgan Solicitors	900.40	Nil	900.40
Legal disbursements	Blake Morgan Solicitors	750.00	Nil	750.00
Storage	Archive Solutions	7.96	Nil	7.96

# CUMULATIVE STATEMENT OF EXPENSES

Name of party with whom expense incurred	Amount incurred
•	£
Eddisons Commercial LLP	330.98
Blake Morgan Solicitors	4,851.50
Blake Morgan Solicitors	100.00
Courts Advertising	153.90
Archive Solutions	13.72
Marsh	262.50
TNT UK	96.03
	Eddisons Commercial LLP  Blake Morgan Solicitors  Blake Morgan Solicitors  Courts Advertising  Archive Solutions  Marsh