

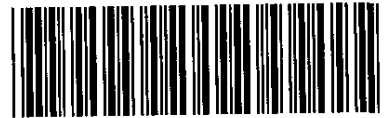
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

SATURDAY



\*A91T931D\*

A06

28/03/2020

#133

COMPANIES HOUSE

### 1 Company details

Company number 0 4 5 5 6 5 8 7

Company name in full A.P.Construction Services Limited

→ Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Lloyd

Surname Biscoe

### 3 Liquidator's address

Building name/number The Old Exchange

Street 234 Southchurch Road

Post town Southend on Sea

County/Region

Postcode S S 1 2 E G

Country

### 4 Liquidator's name ①

Full forename(s) Dominik Thiel

Surname Czerwinke

① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number The Old Exchange

Street 234 Southchurch Road

Post town Southend on Sea

County/Region

Postcode S S 1 2 E G

Country

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

**7** Progress report

☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X 

X

Signature date

<sup>d</sup> 1	<sup>d</sup> 9	<sup>m</sup> 0	<sup>m</sup> 3	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0
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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 **Lloyd Biscoe**

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

Address **The Old Exchange**

**234 Southchurch Road**

Post town **Southend on Sea**

County/Region

Postcode **S S 1 2 E G**

Country

DX

Telephone **01702 467255**



**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.P.Construction Services Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 22/01/2019 To 21/01/2020 £	From 22/01/2019 To 21/01/2020 £
	<b>ASSET REALISATIONS</b>		
	Cash at Bank	334.05	334.05
6,000.00	Cash in hand	6,000.00	6,000.00
NIL	Tools & Equipment	NIL	NIL
		<u>6,334.05</u>	<u>6,334.05</u>
	<b>COST OF REALISATIONS</b>		
	Bank Charges	25.00	25.00
	Liquidators' Expenses	(16.40)	(16.40)
	Statement of Affairs Fee	(5,243.96)	(5,243.96)
	Stationery & Postage	(18.02)	(18.02)
		<u>(5,253.38)</u>	<u>(5,253.38)</u>
	<b>UNSECURED CREDITORS</b>		
(17,500.00)	Banks/Institutions	NIL	NIL
(13,345.12)	HMRC (non VAT)	NIL	NIL
(2,665.00)	HMRC (VAT)	NIL	NIL
(251.00)	Trade Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(1,000.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<b>(28,761.12)</b>		<b><u>1,080.67</u></b>	<b><u>1,080.67</u></b>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		25.00
	Vat Control Account		1,055.67
			<u><b>1,080.67</b></u>

  
Lloyd Biscoe  
Joint Liquidator

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## **A.P.Construction Services Limited (In Creditors' Voluntary Liquidation)**

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Progress report

Period: 22 January 2019 to 21 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.

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## **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

<b><u>Expression</u></b>	<b><u>Meaning</u></b>
"the Company"	A.P.Construction Services Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 22 January 2019.
"the liquidators", "we", "our" and "us"	Lloyd Biscoe of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG and Dominik Thiel Czerwinke of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and  (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

## 2. COMPANY INFORMATION

Trading name(s):	<b>A.P. Construction Services Limited</b>
Company registered number:	04556587
Company registered office:	The Old Exchange, 234 Southchurch Road, Southend on Sea, Essex, SS1 2EG
Former trading address:	232 Larkshill Road, Chingford, London, E4 6NP

## 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	22 January 2019
Date of liquidators' appointment:	22 January 2019
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 22 January 2019 to 21 January 2020.

### **ASSET REALISATIONS**

#### **Cash in Hand**

The sum of £6,000 has been received in respect of cash in hand.

#### **Cash at Bank**

£334.05 was realised in respect of monies held in the Company's former bank account.

### **COSTS OF REALISATIONS**

#### **Statement of Affairs Fee**

The sum of £5,243.96 has been paid to Begbies Traynor in respect of agreed pre appointment work. Additionally, pre appointment photocopying of £16.40 and postage of £18.02 has also been paid.

**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.

#### General case administration and planning

- Updating the electronically held information at this office;
- General filing and printing of incoming communications;
- Setting up and maintaining physical and virtual case files;
- Review of background and identifying areas requiring action and formulating a case strategy plan;
- Updating case strategy plan;
- Creation, review and update of case compliance checklists;
- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;
- General case updates to include internal meetings on case strategy and effect of instruction;
- Overseeing and controlling the work undertaken on this engagement by junior staff;
- Creation of file notes where necessary;
- Completion of one, three and six monthly compliance and progression checklists;
- Ensure time recording data is compliant with Statement of Insolvency Practice 9;
- Establishing the location of and subsequent collection (if applicable) of some of the Company's statutory and financial books and records from both the director of the Company and the Company's former accountants; and
- Communication with the insolvent's bank to obtain copy bank statements.

On this engagement, the work identified above does not hold direct commercial benefit to creditors. Creditors benefit from this work as it ensures this particular engagement is dealt with to the standards expected and also in a timely fashion. Elements of this work are required to comply with best practice and statute.

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

- Updating case strategy plan;
- update of case compliance checklists;
- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;
- General case updates to include internal meetings on case strategy and effecting instruction;
- Ongoing maintenance of up to date information on the electronic case information;
- Periodic reviews of the case generally;
- Overseeing and controlling the work undertaken on this engagement by junior staff;
- Ensure time recording data is compliant with Statement of Insolvency Practice 9.

On this engagement, the work identified above does not hold direct commercial benefit to creditors. Creditors benefit from this work as it ensures this particular engagement is dealt with to the standards expected and also in a timely fashion. Elements of this work are required to comply with best practice and statute.

#### Investigations

- Corresponded with relevant directors of the insolvent entity to advise of the effect on them of insolvency and issue directors' questionnaires;
- Written to accountant for delivery up of company's files to include accounts and tax returns;
- Written to bank to obtain copy statements and their subsequent review if received;
- Review of books and records held;
- Reporting to relevant authorities;
- Completion of internal Company Directors Disqualification Act ("CDDA") investigations and form;

- Reviewing available records to determine any pre-appointment antecedent transactions; and
- The office holders have made an appropriate submission to the Department for Business Innovation and Skills.

Further specific information will not be provided to creditors' at this time to reduce the risk of prejudicing any claims that may be bought.

The office holders are obliged under the CDDA to conduct certain investigations into the affairs and conduct of the Company and its directors. A report is subsequently submitted. This work does not directly commercially benefit creditors and is a statutory requirement. However, sometimes this work overlaps with investigations on antecedent transaction which the office holders may pursue.

#### Realisation of assets

- Corresponding with bank to close the Company's account and forward any credit balance held;
- Receiving cash in hand.

On this assignment, the work detailed above has realised assets for the insolvent estate. The office holders are duty bound to realise and get in the Company's property and maximise asset realisations. In some cases this does not yield sufficient realisations to enable creditors to have a direct financial benefit.

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

Creditors:

- Creating and updating schedules of preferential and unsecured creditor claims;
- Preparing all necessary notices and forms and subsequently sending initial circular to creditors;
- Receipt of creditor claims and input on internal case management software;
- Review of creditor claim supporting information;
- Taking and dealing with phone calls from creditors;
- Acknowledgment of creditor claims correspondence and/or dealing with further queries on claims;
- Receipt of, consideration of and response to creditor correspondence; and
- Where necessary, consideration of issues to reject claims and issue of appropriate letter to creditor(s) affected in accordance with statutory requirements concerning rejection of all or part claims.

On this engagement, the work detailed above has not had any direct financial benefit to creditors from the insolvent estate and has been undertaken to comply with the Insolvency Act and Rules together with best practice and enabling creditors to have evidence of their loss for tax and VAT purposes.

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

Tax / VAT

- Submitting relevant initial notification to HM Revenue & Customs;
- Consideration of possible terminal loss relief claim;
- Post appointment tax compliance – submission of corporation tax return(s); and
- Post appointment VAT compliance – submission of VAT returns.

On this assignment, the reconciliation of input and output VAT and the subsequent submission of VAT returns has enabled further realisation of assets for the estate but of insufficient value from which creditors may directly benefit. It is a requirement of the office holders to complete and file VAT returns until conclusion of the matter.

Pensions

- Establishing if a pension exists, to include online checks;
- Notification of pension protection fund and others of insolvency; and
- Engagement of pension trustee services to assist the office holders.

There is no direct financial benefit to creditors of this work on this assignment. It is required by statute for the office holders to identify any possible pension schemes in place and deal with their closure or otherwise. Where schemes exist, we engage pension trustee services to deal with this on our behalf.

## 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.

On the basis of realisations to date we estimate an outcome for each class of the Company's creditors as follows:

### **Secured creditor**

There is no known secured creditors.

### **Preferential creditors**

There are no known preferential creditors.

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

Section 176A of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the liquidator must make a prescribed part of the Company's net property available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts. Net property means the amount which would, were it not for this provision, be available to floating charge holders out of floating charge assets (i.e. after accounting for preferential debts and the costs of realising the floating charge assets). The prescribed part of the Company's net property is calculated by reference to a sliding scale as follows:

- ☐ 50% of the first £10,000 of net property;
- ☐ 20% of net property thereafter;
- ☐ Up to a maximum amount to be made available of £600,000

A liquidator will not be required to set aside the prescribed part of net property if:

- ☐ the net property is less than £10,000 and the liquidator thinks that the cost of distributing the prescribed part would be disproportionate to the benefit; (Section 176A(3)) or
- ☐ the liquidator applies to the court for an order on the grounds that the cost of distributing the prescribed part would be disproportionate to the benefit and the court orders that the provision shall not apply (Section 176A(5)).

There will be no distribution of the prescribed part.

### **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.

## 6. REMUNERATION & DISBURSEMENTS

## **Remuneration**

No resolution has been sought regarding our remuneration. The joint liquidators had considered the remuneration position following their assessment of the asset position and the conclusion of their investigations. No antecedent transactions or other potential claims were identified as being viable to pursue and with insufficient assets expected from which to discharge the full agreed pre-appointment fixed fee and disbursements, the joint liquidators elected not to incur the costs of seeking a decision to fix the basis of their remuneration.

Our time costs for the period from 22 January 2019 to 21 January 2020 amount to £5,612 which represents 21.9 hours at an average rate of £256.26 per hour.

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

- ☐ Time Costs Analysis for the period 22 January 2019 to 21 January 2020;
- ☐ Begbies Traynor (Central) LLP's charging policy.

To 21 January 2020, we have not drawn any funds on account of our remuneration incurred since the date of our appointment.

Our unbilled time costs of £5,612 will be written off as irrecoverable.

## **Disbursements**

To 21 January 2020, we have incurred disbursements totalling £206.23.

### Category 2 Disbursements

The following Category 2 disbursement has been incurred since the date of our appointment;

Photocopying - £7.20.

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 [www.begbies-traynor.com/creditorsguides](http://www.begbies-traynor.com/creditorsguides). Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

## **7. LIQUIDATORS' EXPENSES**

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

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

**What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to creditors?**

The work required to bring this case to a conclusion will hold no direct commercial benefit for creditors. It is the duty of the appointed office holder to comply with the Insolvency Act and Rules and creditors benefit from this being done to a standard expected of this firm.

#### **General case administration and planning**

- Updating the electronically held information at this office;
- General filing and printing of incoming communications;
- Maintaining physical case files;
- Review and update of case compliance checklists;
- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;
- Overseeing and controlling the work undertaken on this engagement by junior staff;
- Completion of case compliance and progression checklists; and
- Ensure time recording data is compliant with Statement of Insolvency Practice 9.

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

- Preparing documentation and dealing with formalities of appointment (both statutory and best practice);
- Preparing, reviewing and issuing initial report to creditors following appointment;
- Submission of forms to Companies House and advertising our appointment in the London Gazette
- Obtaining specific penalty bond;
- Reviewing the adequacy of the specific penalty bond periodically;
- Ongoing consideration to ethical practice;
- Ongoing consideration to money laundering regulations;
- Updating case checklists and statutory diaries where necessary; and
- Submission of forms to Companies House.

#### **Pre closure:**

- Review of case in preparation for closure;
- Preparing, reviewing and issuing final report to members and creditors;
- Preparing and issuing notice of final account to creditors.

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

#### **Creditors:**

- Updating schedules of unsecured creditor claims;
- Issue of next progress report or final report, whichever is the sooner.
- ;

#### **Other matters which includes meetings, tax, litigation, pensions and travel**

#### **Tax**

- Submitting relevant initial notification to HM Revenue & Customs;
- Post appointment tax compliance – submission of final corporation tax return;
- Requesting post appointment clearance from HM Revenue & Customs in respect of corporation tax;

#### **Closure**

- Provision of this report;
- Filing of final return at Companies House;
- Update physical and electronic case records following closure.

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

We anticipate that this work will cost £2,000.

## **Expenses**

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are as follows:

	£
Photocopying Charges	5-10
Postage	5-10

## **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.

### **Investigations carried out to date**

We have undertaken an initial assessment of the manner in which the business was conducted prior to the liquidation of the Company and potential recoveries for the estate in this respect.

### **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.beggies-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.



Lloyd Biscoe  
Joint Liquidator

Dated: 19 March 2020

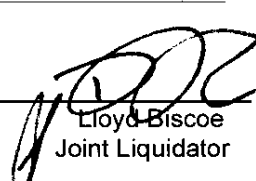
# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 22 January 2019 to 21 January 2020



**A.P.Construction Services Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**  
**To 21/01/2020**

S of A £		£	£
	<b>ASSET REALISATIONS</b>		
NIL	Tools & Equipment	NIL	
	Cash at Bank	334.05	
6,000.00	Cash in hand	6,000.00	
			6,334.05
	<b>COST OF REALISATIONS</b>		
	Statement of Affairs Fee	5,243.96	
	Liquidators' Expenses	16.40	
	Stationery & Postage	18.02	
	Bank Charges	(25.00)	
			(5,253.38)
	<b>UNSECURED CREDITORS</b>		
(251.00)	Trade Creditors	NIL	
(17,500.00)	Banks/Institutions	NIL	
(13,345.12)	HMRC (non VAT)	NIL	
(2,665.00)	HMRC (VAT)	NIL	
			NIL
	<b>DISTRIBUTIONS</b>		
(1,000.00)	Ordinary Shareholders	NIL	
			NIL
<b>(28,761.12)</b>			<b>1,080.67</b>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		25.00
	Vat Control Account		1,055.67
			<b>1,080.67</b>

  
Lloyd Biscoe  
Joint Liquidator

## TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 22 January 2019 to 21 January 2020.

## **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):

- Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 (London £150) per meeting;
- Car mileage is charged at the rate of 45 pence per mile;
- Photocopying is charged at 20p per sheet.

(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 sundry photocopying

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

<sup>2</sup> Ibid 1

- Stationery

#### BEGBIES TRAYNOR CHARGE-OUT RATES

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

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour) 18 March 2019 – until further notice</b>
Consultant/Partner	645 - 710
Director	515
Senior Manager	440
Manager	410
Assistant Manager	315
Senior Administrator	290
Administrator	220
Trainee Administrator	160
Support	160

Prior to 18 March 2019, the following rates applied:

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour)</b>
Partner	395-550
Director	395
Senior Manager	365
Manager	315
Assistant Manager	285
Senior Administrator	250
Administrator	220
Junior Administrator	160
Cashier	160
Support	160

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

Time is recorded in 6 minute units.

SIP9 A.P.Construction Services Limited - Creditors Voluntary Liquidation - 03XX596 CVL : Time Costs Analysis From 22/01/2019 To 21/01/2020

Staff Grade	Consultant/Partner	Director	Sr Mngr	Mngr	Analyst - Forensic	Sr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	0.9					1.1	0.2		0.9	590.50	645.00
	Administration	1.1				0.2		0.2		2.6	1,006.50	387.12
	<b>Total for General Case Administration and Planning:</b>	<b>2.0</b>				<b>0.2</b>	<b>1.1</b>	<b>0.2</b>		<b>3.5</b>	<b>1,587.00</b>	<b>453.43</b>
	Appointment						3.4	0.1		3.5	645.00	184.29
Compliance with the Insolvency Act, Rules and best practice	Banking and Bonding	0.2					0.2		5.2	5.6	980.00	175.00
	Case Closure											0.00
	Statutory reporting and statement of affairs											0.00
	<b>Total for Compliance with the Insolvency Act, Rules and best practice:</b>	<b>0.2</b>					<b>3.6</b>	<b>0.1</b>	<b>5.2</b>	<b>9.1</b>	<b>1,625.00</b>	<b>178.57</b>
Investigations	CDDA and investigators						3.8			5.1	1,505.50	295.20
	<b>Total for Investigations:</b>	<b>1.3</b>					<b>3.8</b>			<b>5.1</b>	<b>1,505.50</b>	<b>295.20</b>
Realisation of assets	Debt collection											0.00
	Property, business and asset sales											0.00
	Retention of Title/Third party assets						0.3			0.3	55.50	185.00
	<b>Total for Realisation of assets:</b>						<b>0.3</b>			<b>0.3</b>	<b>55.50</b>	<b>185.00</b>
Trading	Trading											0.00
	<b>Total for Trading:</b>											<b>0.00</b>
Dealing with all creditors claims (including employees), correspondence and distributions	Secured											0.00
	Others	0.1					0.4	1.0		1.5	260.50	167.00
	Creditors committee											0.00
	<b>Total for Dealing with all creditors claims (including employees), correspondence and distributions:</b>	<b>0.1</b>					<b>0.4</b>	<b>1.0</b>		<b>1.5</b>	<b>260.50</b>	<b>167.00</b>
Other matters which includes meetings, tax, litigation, pensions and travel	Seating decisions of creditors											0.00
	Meetings											0.00
	Other						0.6	1.4		2.4	558.50	232.71
	Tax											0.00
Litigation	<b>Total for Other matters:</b>						<b>0.6</b>	<b>1.4</b>		<b>2.4</b>	<b>558.50</b>	<b>232.71</b>
	<b>Total hours by staff grade:</b>	<b>2.3</b>				<b>0.2</b>	<b>9.8</b>	<b>2.7</b>	<b>5.2</b>	<b>21.9</b>		
	<b>Total time cost by staff grade:</b>	<b>1,433.90</b>				<b>58.00</b>	<b>1,981.00</b>	<b>432.00</b>	<b>832.00</b>		<b>5,612.00</b>	
	<b>Average hourly rate £:</b>	<b>623.26</b>			<b>0.00</b>	<b>290.00</b>	<b>202.14</b>	<b>160.00</b>	<b>160.00</b>		<b>0.00</b>	<b>256.26</b>
Total fees drawn to date £:												

## 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 <b>not</b> within the Begbies Traynor Group				
Postage	Royal Mail	6.03	0.00	6.03
Advertising	Stationery Office	175.00	0.00	175.00
Bonding	Insolvency Risk Services	18.00	0.00	18.00
Expenses incurred with entities within the Begbies Traynor Group ( <i>for further details see Begbies Traynor Charging Policy</i> )				
Photocopying	Begbies Traynor (Central) LLP	7.20	0.00	7.20