

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 4 7 4 6 7 1 6

Company name in full Scotch Steak Houses Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Robert Neil

Surname Dymond

### 3 Liquidator's address

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

### 4 Liquidator's name ①

Full forename(s) Malcolm

Surname Cohen

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number 55 Baker Street

Street

Post town London

County/Region

Postcode W 1 U 7 E U

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> 1	<sup>d</sup> 3	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9	
To date	<sup>d</sup> 1	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	

### 7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
---	--

### 8 Sign and date

Liquidator's signature	Signature X  X								
Signature date	<sup>d</sup> 0	<sup>d</sup> 7	<sup>m</sup> 1	<sup>m</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	

**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	Robert Neil Dymond									
Company name	Wilson Field Limited									
Address	The Manor House 260 Ecclesall Road South									
Post town	Sheffield									
County/Region										
Postcode	S	1	1		9	P	S			
Country										
DX										
Telephone	01142356780									

**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)**

**Scotch Steak Houses Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 13/08/2019 To 12/08/2020 £	From 13/08/2013 To 12/08/2020 £
ASSET REALISATIONS		
Bank Interest Gross	498.53	1,229.82
Bank Interest Net of Tax	NIL	266.80
Business Rates Refund	NIL	18,648.96
Cash at Bank	NIL	244.98
Funds Trf From Admin	NIL	26,322.15
Rent	NIL	3,740.19
Settlement	NIL	200,000.00
Sundry Receipts	NIL	63.85
VAT due from Admin	NIL	17,793.22
	498.53	268,309.97
COST OF REALISATIONS		
Agents/Valuers Fees (1)	850.00	850.00
Legal Fees (1)	NIL	37,056.94
Liquidators fees	NIL	86,037.30
Postage, stationery, photocopying	NIL	613.22
Software Licence Fee	NIL	210.44
Specific Bond	NIL	240.00
Statutory Advertising	NIL	67.00
Travel expenses	NIL	269.83
VC Document Management	NIL	182.66
	(850.00)	(125,527.39)
	<b>(351.47)</b>	<b>142,782.58</b>
REPRESENTED BY		
Bank 1 Current		142,782.58
		<b>142,782.58</b>



Robert Neil Dymond  
Joint Liquidator

# **Joint Liquidators' Annual Progress Report to Creditors & Members**

**Scotch Steak Houses Limited (“the Company”) - In  
Liquidation**

**7 October 2020**

## **CONTENTS**

- 1** Introduction and statutory information
- 2** Progress of the Liquidation
- 3** Creditors
- 4** Joint Liquidators' remuneration
- 5** Creditors' rights
- 6** Next report

## **APPENDICES**

- A** Receipts and Payments Account ("R&P") for the period 13 August 2019 to 12 August 2020 ("the Period"), including a cumulative R&P for the period from the date of the Joint Liquidators' appointment to the end of the Period
- B** Time analysis for the Period
- C** Cumulative time analysis for the period from the date of the Joint Liquidators' appointment to the end of the Period
- D** Additional information in relation to Joint Liquidators' fees, expenses & disbursements

## **1 Introduction and statutory information**

- 1.1 I, Robert Neil Dymond of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS, together with Malcolm Cohen of BDO LLP, 55 Baker Street, London, W1U 7EU, was appointed as Joint Liquidator of Scotch Steak Houses Limited on 13 August 2013. This progress report covers the Period and should be read in conjunction with any previous progress reports which have been issued.
- 1.2 Information about the way that we will use and store personal data on insolvency appointments can be found at <https://www.wilsonfield.co.uk/not-so-small-print>. If you are unable to download this, please contact my office and a hard copy will be provided to you.
- 1.3 The principal trading address of the Company was 396 Strand, London, WC2R 0LT.
- 1.4 Following the Joint Liquidators' appointment, the registered office of the Company has been changed from 396 Strand, London, WC2R 0LT to Wilson Field, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS. Its registered number is 04746716.

## **2 Progress of the Liquidation**

- 2.1 This section of the report provides creditors with an update on the progress made in the Liquidation during the Period and an explanation of the work done by the Liquidators and their staff.
- 2.2 At Appendix A is my R&P for the Period which includes a cumulative R&P for the period from the date of my appointment as Joint Liquidator to 12 August 2020.

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

- 2.3 The Liquidators must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. This work includes dealing with the Company's creditors and employees together with administrative tasks associated with their appointment, such as agreeing the strategy for the Liquidation, filing notices of appointment, statutory advertising, opening and maintaining the estate cash book and bank accounts and reporting periodically to creditors, HMRC and the Registrar of Companies.
- 2.4 Creditors should note that this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

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

#### **Bank Interest – Gross**

- 2.5 During the Period £498.53 has been realised in respect of Bank Interest for the benefit of the Liquidation estate.

#### **396 Strand**

- 2.6 Previous reports to creditors referred to the circumstances surrounding a freezing order obtained by the Company's former landlord at the above premises to secure amounts owed under the lease to this property. From part of the proceeds of sale from the Company's lease at Shaftesbury Avenue, referred to in previous reports, the Company had paid £50,000 into Court pursuant to the terms of the injunction.
- 2.7 These funds remain lodged at Court and cannot be released to either party without a further order of the Court, however the Joint Liquidators had previously sought to negotiate a commercial settlement with the Landlord so as to avoid unnecessary legal costs.

- 2.8 The Joint Liquidators were previously focusing on resolving the claim with respect to the surrender of the lease at 53 Shaftesbury Avenue as detailed in previous reports, as before doing so there were limited funds in the Liquidation with which to discharge any costs associated with concluding the current negotiations with the landlord of 396 Strand.
- 2.9 The Joint Liquidators have engaged with tax experts and HM Revenue and Customs ('HMRC') in respect of the adjustment of the Company's tax liabilities to account for the settlement that was received in respect of the property situated at 53 Shaftesbury Avenue. Accordingly, HMRC have submitted their final claim in the Liquidation, and in so doing have also provided their agreement to the Joint Liquidators' analysis that any tax arising on the settlement should not comprise an expense of the Liquidation estate.
- 2.10 The Joint Liquidators have also obtained specialist advice from property experts to assist in adjudicating on the cost of dilapidations which comprise a significant element of the claim submitted by the landlord of 396 Strand.
- 2.11 As such, the Joint Liquidators have been able to better assess the return to creditors when considering the potential outcome of their ongoing negotiations with the landlord of 396 Strand. We are pleased to confirm that these negotiations are now at an advanced stage, and we hope to be able to conclude a consensual settlement in the near future (having also dealt with any procedural matters arising on the release of funds held at Court).
- 2.12 It is anticipated that the work the Liquidators and their staff have undertaken to date will bring a financial benefit to creditors. This may be a distribution to the preferential and/or unsecured creditors of the Company.

***Creditors (including claims and distributions)***

- 2.13 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. The Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 2.14 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 2.15 The above work will not necessarily bring any financial benefit to creditors generally, however the Liquidators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidators in dealing with those claims.

***Investigations***

- 2.16 As previously reported to creditors, the Liquidators have a duty to report on the conduct of the Company to the Department for Business, Energy & Industrial Strategy under the Company Directors' Disqualification Act 1986. In compliance with the revised Administrators' proposals, the relevant report was filed by Malcolm Cohen, of BDO LLP, during the first year of the Liquidation and remains confidential.
- 2.17 Since my last progress report I would advise that no further investigation matters have come to light that may be pursued by me for the benefit of creditors.

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

- 2.18 As set out above, negotiations with the landlord of 396 Strand are at an advanced stage. The Joint Liquidators are currently also liaising with their legal advisors with regard to the practical



steps required to release the funds from Court, subject to obtaining the consent of the landlord of 396 Strand, and to confirm their analysis of the legal merits of the claim.

### **3 Creditors**

#### ***Secured creditors***

- 3.1 The Company did not extend security to any of its creditors.

#### ***Preferential creditors***

- 3.2 The Statement of Affairs estimated that preferential claims would amount to £20,000. The Redundancy Payments Service (RPS) agreed one employees' claim and the employee has been paid by the RPS accordingly. The RPS will therefore have a claim in the Liquidation however this is yet to be received.
- 3.3 All other employee claims were rejected by the RPS on the basis that such employees' contracts had been transferred to New Scotch Steak Houses Limited under transfer of undertakings (protection of employment) regulations. Employees contested this ruling and therefore commenced employment tribunal proceedings. I can confirm that the proceedings concluded that New Scotch Steak Houses Limited were responsible for the redundancy payments.

#### ***Unsecured creditors***

- 3.4 I have received claims totalling £1,522,622.28 from 11 creditors. I have yet to receive claims from 10 creditors whose debts total £186,198.67 as per the Company's statement of affairs.
- 3.5 The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part), which only applies to charges created on or after 15 September 2003.
- 3.6 As stated above, it is anticipated that there will be sufficient funds after defraying the expenses of the Liquidation to pay a dividend to the preferential and / or unsecured creditors.

### **4 Joint Liquidators' remuneration**

- 4.1 Where a company in Administration subsequently moves into Liquidation under Paragraph 83 of Schedule B1 to the Insolvency Act 1986, the basis of fees fixed in the earlier Administration – in this instance, being on a time cost basis - automatically transfers to the subsequent Liquidation.
- 4.2 My time costs for the Period are £6,409. This represents 19 hours at an average rate of £330 per hour. BDO's chargeable time for the Period totals £13,289, representing 35 hours at an average rate of £383 per hour. Attached as Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me and BDO in managing the Liquidation.
- 4.3 To date, £86,037.30 has been drawn on account in respect of Liquidator's fees.
- 4.4 Also attached as Appendix C is a cumulative time analysis for the period from 13 August 2013 to 12 August 2020 which provides details of mine and BDO's time costs since appointment. My cumulative time costs incurred to date are £74,204. This represents 243 hours at an average rate of £305 per hour. BDO's cumulative time costs incurred to date are £109,544. This represents 286 hours at an average rate of £383 per hour.

- 4.5 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <https://www.icaew.com/en/technical/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>

## **5 Creditors' rights**

- 5.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.
- 5.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive.

## **6 Next report**

- 6.1 I am required to provide a further report on the progress of the Liquidation within two months of the next anniversary of the Liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 6.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 0114 235 6780 or by email at [d.massey@wilsonfield.co.uk](mailto:d.massey@wilsonfield.co.uk)

Yours faithfully



**R N Dymond**  
Joint Liquidator

## **Appendix A**

**R&P for the Period including a cumulative R&P for the period from the date of the Joint Liquidators' appointment to the end of the Period**

**Scotch Steak Houses Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 13/08/2019 To 12/08/2020 £	From 13/08/2013 To 12/08/2020 £
<b>ASSET REALISATIONS</b>		
Bank Interest Gross	498.53	1,229.82
Bank Interest Net of Tax	NIL	266.80
Business Rates Refund	NIL	18,648.96
Cash at Bank	NIL	244.98
Funds Trf From Admin	NIL	26,322.15
Rent	NIL	3,740.19
Settlement	NIL	200,000.00
Sundry Receipts	NIL	63.85
VAT due from Admin	NIL	17,793.22
	498.53	268,309.97
<b>COST OF REALISATIONS</b>		
Agents/Valuers Fees (1)	850.00	850.00
Legal Fees (1)	NIL	37,056.94
Liquidators fees	NIL	86,037.30
Postage, stationery, photocopying	NIL	613.22
Software Licence Fee	NIL	210.44
Specific Bond	NIL	240.00
Statutory Advertising	NIL	67.00
Travel expenses	NIL	269.83
VC Document Management	NIL	182.66
	(850.00)	(125,527.39)
	<b>(351.47)</b>	<b>142,782.58</b>
<b>REPRESENTED BY</b>	- - -	
Bank 1 Current		142,782.58
		<b>142,782.58</b>



Robert Neil Dymond  
Joint Liquidator

## **Appendix B**

### **Time analysis for the Period**

BDO LLP

Scotch Steak Houses Limited - In Creditors' Voluntary Liquidation

Summary of Time Charged and Rates Applicable for the Period From 13 August 2019 to 12 August 2020

Description	PARTNER		MANAGER / DIRECTOR		SENIOR EXECUTIVE		EXECUTIVE		GRAND TOTAL		AV RATE	
	Hours	£	Hours	£	Hours	£	Hours	£	Hours	£	Hours	£
Planning and Strategy			0.60	301.20			1.90	552.90	2.50	854.10		341.64
General Administration, Investigations and Liaising with Solicitors	1.00	783.00	2.05	939.85	2.85	829.35	2.15	204.10	8.05	2,756.30		342.40
Assets Realisation/Dealing			0.50	271.00					0.50	271.00		542.00
Creditor Claims			13.20	6,646.40	5.25	1,577.75			18.45	8,174.15		443.04
Reporting					2.35	683.85	1.35	113.40	3.70	797.25		215.47
Distribution and Closure							1.50	436.50	1.50	436.50		291.00
	1.00	783.00	16.35	8,158.45	10.45	3,040.95	6.90	1,306.30				

Net Total 34.70 13,289.30 382.98

Other Disbursements

Billed

Grand Total 13,289.30

# Time Entry - Detailed SIP9 Time & Cost Summary

SCOT01C - Scotch Steak Houses Limited  
 From: 13/08/2019 To: 12/08/2020  
 Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADCA : Cashiering	0.10	1.20	0.50	0.40	2.20	789.50	358.86
ADCR : Case Reviews	0.10	0.00	0.00	0.00	0.10	50.00	500.00
ADGA : File Maintenance	0.10	0.00	4.80	0.10	5.00	1,215.00	243.00
ADSC : Statutory and Compliance	2.60	0.00	4.90	1.00	8.50	2,669.00	314.00
ADSO : Strategic Overview	2.00	0.00	0.00	0.00	2.00	1,000.00	500.00
<b>Admin and Planning</b>	<b>4.90</b>	<b>1.20</b>	<b>10.20</b>	<b>1.50</b>	<b>17.80</b>	<b>5,723.50</b>	<b>321.54</b>
CRCO : Communications with Creditors	0.60	0.00	0.00	0.10	0.70	313.00	447.14
CRTV : Tax and VAT	0.10	0.00	0.00	0.00	0.10	50.00	500.00
<b>Creditors</b>	<b>0.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.10</b>	<b>0.80</b>	<b>363.00</b>	<b>453.75</b>
INAT : Antecedent Transactions	0.20	0.00	0.00	0.00	0.20	100.00	500.00
INRE : Investigation and Review	0.00	0.00	0.30	0.00	0.30	72.00	240.00
<b>Investigations</b>	<b>0.20</b>	<b>0.00</b>	<b>0.30</b>	<b>0.00</b>	<b>0.50</b>	<b>172.00</b>	<b>344.00</b>
REIS : Identifying, Securing and Insuring	0.20	0.00	0.00	0.00	0.20	100.00	500.00
REPB : Property, Business and Asset Sales	0.10	0.00	0.00	0.00	0.10	50.00	500.00
<b>Realisation of Assets</b>	<b>0.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.30</b>	<b>150.00</b>	<b>500.00</b>
<b>Total Hours</b>	<b>6.10</b>	<b>1.20</b>	<b>10.50</b>	<b>1.60</b>	<b>19.40</b>	<b>6,408.50</b>	<b>330.34</b>

## **Appendix C**

**Cumulative time analysis for the period from the date of the Joint Liquidators' appointment to the end of the Period**



# Time Entry - Detailed SIP9 Time & Cost Summary

SCOT01C - Scotch Steak Houses Limited  
 From: 13/08/2013 To: 12/08/2020  
 Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADAP : Appointment	0.00	0.00	0.00	0.40	0.40	48.00	120.00
ADCA : Cashiering	3.50	13.00	6.70	19.30	42.50	11,376.50	267.68
ADCR : Case Reviews	6.80	0.90	13.10	0.00	20.80	6,696.00	321.92
ADDI : Directors/Client	0.10	0.00	0.50	0.00	0.60	139.00	231.67
ADGA : File Maintenance	1.90	0.00	18.40	10.20	30.50	6,344.00	208.00
ADSC : Statutory and Compliance	15.80	1.20	38.30	2.10	57.40	17,869.00	311.31
ADSO : Strategic Overview	11.80	0.40	0.80	0.00	13.00	5,330.00	410.00
<b>Admin and Planning</b>	<b>39.90</b>	<b>15.50</b>	<b>77.80</b>	<b>32.00</b>	<b>165.20</b>	<b>47,802.50</b>	<b>289.36</b>
CRCL : Creditors Claims	0.50	0.00	0.10	0.20	0.80	287.00	358.75
CRCO : Communications with Creditors	11.90	0.30	4.90	2.30	19.40	6,517.00	335.93
CREM : Employees	1.60	0.00	2.00	0.00	3.60	1,104.00	306.67
CRTV : Tax and VAT	2.50	0.30	3.10	1.80	7.70	2,513.50	326.43
<b>Creditors</b>	<b>16.50</b>	<b>0.60</b>	<b>10.10</b>	<b>4.30</b>	<b>31.50</b>	<b>10,421.50</b>	<b>330.84</b>
INAT : Antecedent Transactions	9.10	0.00	0.00	0.00	9.10	4,420.00	485.71
INDR : CODA Report	0.40	0.00	0.00	0.00	0.40	177.50	443.75
INRE : Investigation and Review	4.30	2.10	19.90	1.10	27.40	7,771.50	283.63
<b>Investigations</b>	<b>13.80</b>	<b>2.10</b>	<b>19.90</b>	<b>1.10</b>	<b>36.90</b>	<b>12,369.00</b>	<b>335.20</b>
REDC : Debt Collection	0.00	0.10	1.70	0.00	1.80	446.00	247.78
REIS : Identifying Securing and Insuring	5.30	0.00	0.00	0.00	5.30	2,372.50	447.64
REPB : Property, Business and Asset Sales	1.00	0.00	1.20	0.00	2.20	792.00	360.00
<b>Realisation of Assets</b>	<b>6.30</b>	<b>0.10</b>	<b>2.90</b>	<b>0.00</b>	<b>9.30</b>	<b>3,610.50</b>	<b>388.23</b>
<b>Total Hours</b>	<b>76.50</b>	<b>18.30</b>	<b>110.70</b>	<b>37.40</b>	<b>242.90</b>	<b>74,203.50</b>	<b>305.49</b>

BDO LLP

Scotch Steak Houses Limited - In Creditors' Voluntary Liquidation

Summary of Time Charged and Rates Applicable for the Period From 13 August 2013 (date of appointment) to 12 August 2020

Description	PARTNER		MANAGER / DIRECTOR		ASSISTANT MANAGER		SENIOR EXECUTIVE		EXECUTIVE		GRAND TOTAL		AV RATE	
	Hours	£	Hours	£	Hours	£	Hours	£	Hours	£	Hours	£	Hours	£
Steps on Appointment														
02. Statutory Documentation	2.00	1,316.00	4.00	1,820.00	0.70	183.40					0.70	183.40	0.70	262.00
04. Meet Directors / Debtors					2.50	655.00					4.50	1,971.00	4.50	438.00
08. Detail Documentation Review					0.70	183.40					4.00	1,820.00	4.00	455.00
12. Setting up Internal Files											0.70	183.40	0.70	262.00
Steps on Appointment	2.00	1,316.00	4.00	1,820.00	3.90	1,021.80	0.00	0.00	0.00	0.00	9.90	4,157.80	9.90	419.98
Planning and Strategy														
02. Review Financial Position			5.70	2,718.90	1.30	340.60	2.65	763.15	2.65	763.15	5.30	1,526.30	5.30	287.98
05. Review Options Available									4.50	1,273.50	11.50	4,333.00	11.50	376.78
07. Strategy Planning									5.25	1,487.75	5.25	1,487.75	5.25	283.38
99. Other Matters									0.45	127.35	0.45	127.35	0.45	283.00
Planning and Strategy	0.00	0.00	5.70	2,718.90	1.30	340.60	0.00	0.00	12.85	3,651.75	19.85	6,711.25	19.85	338.10
General Administration, Investigations and Liaising with Solicitors														
03. Taxation	2.00	1,788.00									2.00	1,788.00	2.00	894.00
04. Instruct/Liaise Solicitors	27.50	18,865.00	16.75	7,621.25							44.25	26,490.25	44.25	598.65
05. Investigation	1.00	691.00	10.00	4,458.00	15.00	4,371.00			0.05	3.50	26.00	9,520.30	26.00	366.17
07. Receipts/Payments Accounts			0.85	278.80							0.90	282.30	0.90	313.67
14. General Discussions			12.40	5,587.05	49.60	13,769.50	0.50	145.50	5.20	494.05	0.50	145.50	0.50	291.00
15. Gen. Admin/Correspondence					0.75	93.75	2.35	683.85	0.75	117.75	69.75	20,534.45	69.75	294.40
16. Maintain Internal Files											1.50	211.50	1.50	141.00
General Administration, Investigations and Liaising with Solicitors	30.50	21,348.00	40.20	17,945.40	65.35	18,234.25	2.85	829.35	6.00	615.30	144.90	58,972.30	144.90	406.99
Assets Realisation/Dealing														
03. Asset Tracing			30.10	12,264.70	14.30	4,207.00					44.40	16,471.70	44.40	370.98
99. Other Matters			0.50	271.00							0.50	271.00	0.50	540.00
Assets Realisation/Dealing	0.00	0.00	30.60	12,535.70	14.30	4,207.00	0.00	0.00	0.00	0.00	44.90	16,742.70	44.90	372.89
Creditor Claims														
04. Non-Preferential Creditors			21.20	10,232.50	0.80	209.60	13.90	3,964.50			35.90	14,406.60	35.90	401.30
99. Other Matters							3.15	906.65			3.15	906.65	3.15	287.83
Creditor Claims	0.00	0.00	21.20	10,232.50	0.80	209.60	17.05	4,871.15	0.00	0.00	39.05	15,313.25	39.05	392.14
Reporting														
01. Statutory Reporting			4.10	1,824.00	5.05	1,428.95	4.00	1,160.00	5.25	587.25	18.40	5,000.20	18.40	271.75
04. Reporting to Creditors			1.00	455.00			5.85	1,655.55	0.60	99.00	5.85	1,655.55	5.85	283.00
99. Other Matters											1.60	554.00	1.60	346.25
Reporting	0.00	0.00	5.10	2,279.00	5.05	1,428.95	9.85	2,815.55	5.85	686.25	25.85	7,209.75	25.85	276.91

[illegible]

## Appendix D

### Additional information in relation to the Joint Liquidators' fees, expenses & disbursements

#### 1 Staff allocation and the use of sub-contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of an IP/Director, Assistant Manager, Senior Administrator and/or Administrator and Secretarial and/or Support staff. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and additional staff may be allocated to meet the demands of the case.
- 1.3 We are not proposing to utilise the services of any sub-contractors in this case.

#### 2 Professional advisors

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

Name of Professional Advisor	Basis of Fee Arrangement
Irwin Mitchell Solicitors (legal advice)	Hourly rate and disbursements
Daniel Connal Partnership (agent's advice on dilapidations)	Hourly rate and disbursements

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

#### 3 Joint Liquidators' expenses & disbursements

- 3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the Liquidation was provided to creditors when the basis of my fees were approved, is included in the table below, together with an analysis of the expenses paid prior to the end of the Period, and those incurred but not yet paid is provided below. Any material differences from the original estimate are commented on below

	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total £
<b>Category 1 Disbursements</b>				
Insolvency Software Fee	210.44	-	-	210.44
VC Document management	182.66	-	-	182.66
Agent's Fees	-	850.00	-	850.00
Legal Fees	37,056.94	-	-	37,056.94
Travel Expenses	269.83	-	-	269.83
Bond	240.00	-	-	240.00
Statutory advertising	67.00	-	-	67.00
<b>Category 2 disbursements</b>				
Postage, stationery, photocopying	613.22	-	-	613.22
Storage of books and records	-	-	1,580.43	1,580.43
<b>Total</b>	<b>38,640.09</b>	<b>850.00</b>	<b>1,580.43</b>	<b>41,070.52</b>

- 3.2 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 3.3 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidators' fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.
- 3.4 Wilson Field have reviewed their disbursement policy as a firm and from 1 September 2017 will no longer charge postage, stationery and photocopying, an insolvency software fee, a document management fee, and search fees as a Category 2 disbursement and will only seek to recover the actual cost incurred.

#### 4 Charge-out rates

- 4.1 A schedule of Wilson Field Limited's charge-out rates are detailed on the next page followed by a schedule of BDO's charge-out rates.

## WILSON FIELD LIMITED CHARGE OUT RATES AND DISBURSEMENT POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and disbursements, we are required to disclose to you our policy for recovering non-specific disbursements, and the charge out rates for the various grades of staff who may be involved in this case.

### Remuneration

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below.

	Hourly charge out rate (£)		
Grade	01/11/2017 – 30/06/2018	01/07/2018 – 05/03/2020	06/03/2020 onwards
Director/Insolvency Practitioner	500	500	500
Manager	400	400	395
Assistant Manager	395	N/a	N/a
Team Leader	390	390	N/a
Senior Administrator	330	395	300
Administrator (1-5 years experience)	230-300	230 - 300	240-270
Trainee Administrator	180	180	180
Assistant & Support staff	130	130	130 - 235

All time is recorded in 6-minute units.

### Category 1 Disbursements

In accordance with SIP 9, these do not require the approval of creditors and are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include advertising, insurance, travel expenses etc.

### Category 2 Disbursements

In accordance with SIP 9, these require the prior approval of creditors.

Category 2 disbursements are charged in accordance with the liquidator's prevailing recovery policy at the time the disbursement is incurred. The rates applicable from 1 July 2018 are detailed below:

Disbursement	Charge	Period charged
Document Upload Centre charge	£150 for life of case	On appointment
Room Hire where held at a Wilson Field office	£100 per meeting	On appointment
Mileage	45p per mile	On appointment (where appropriate)
Storage of books and records	£80 per box per year	Once records are logged and then annually

In common with all professional firms, our charge out and disbursements rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditor

## **BDO LLP REMUNERATION AND DISBURSEMENTS POLICY**

In accordance with best practice I provide below details of policies of BDO LLP in respect of fees and expenses for work in relation to this matter.

The current charge out rates per hour of staff within my firm who may be involved in working on the assignment follows. This in no way implies that staff at all such grades will work on the case.

### **Charge Out Rates**

<b>STAFF GRADE</b>	<b>£</b>
Partner	783
Principal	604
Director / Senior Manager	460-542
Manager	349-390
Assistant Manager	311
Senior Administrator	236-291
Administrator	134-213
Support staff/Secretary	108

The rates charged by BDO LLP are reviewed each year and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. Units of time can be as small as 3 minutes. BDO LLP records work in respect of insolvency work under the following categories:

- Pre Appointment
- Steps upon Appointment
- Planning and Strategy
- General Administration
- Asset Realisation/Management
- Trading Related Matters
- Employee Matters
- Creditor Claims
- Reporting
- Distribution and Closure
- Other Issues

Under each of the above categories the work is recorded in greater detail in sub categories. Please note that the 11 categories provide greater detail than the six categories recommended by the Recognised Professional Bodies who are responsible for licensing and monitoring insolvency practitioners.

Where an officeholder's remuneration is approved on a time cost basis the time invoiced to the case will be subject to VAT at the prevailing rate.

Where remuneration has been approved on a time costs basis a periodic report will be provided to any committee appointed by the creditors or in the absence of a committee to the creditors. The report will provide a breakdown of the remuneration drawn and will enable the recipients to see the average rates of such costs.

### **Other Costs**

Where expenses are incurred in respect of the insolvent estate they will be recharged. Such expenses can be divided into two categories.

## **Category 1**

This heading covers expenses where BDO LLP has met a specific cost in respect of the insolvent estate where payment has been made to a third party. Such expenses may include items such as advertising, couriers, travel (by public transport), land registry searches, fees in respect of swearing legal documents etc. In each case the recharge will be reimbursement of a specific expense incurred.

## **Category 2**

Insolvency practice additionally provides for the recharge of expenses such as postage, stationery, photocopying charges, telephone, fax and other electronic communications, which cannot be economically recorded in respect of each specific case. Such expenses, which are apportioned to cases, must be approved by the creditors in accordance with the Insolvency Rules 1986, before they can be drawn, and these are known as category 2 disbursements.

A further disbursement under this heading is the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. In these cases a charge of 45p per mile is raised which is in line with the Inland Revenue Approved Mileage Rates (median - less than 10,000 miles per annum) which is the amount the firm pays to staff. Where costs are incurred in respect of mileage, approval will be sought in accordance with the Insolvency Rules 1986 to recover this disbursement.

The policy of BDO LLP in respect of this appointment is not to recharge any expense which is not a specific cost to the case, therefore there will be no category 2 disbursements charged.

Where applicable, all disbursements will be subject to VAT at the prevailing rate.