

WU07

Notice of progress report in a winding-up by the court



Companies House

THURSDAY



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09/01/2020

#152

COMPANIES HOUSE

1 Company details

Company number 0 4 9 7 3 5 2 9

Company name in full Studio 4 Architecture 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

Full forename(s) Ashleigh William

Surname Fletcher

① Other liquidator
Use this section to tell us about
another liquidator.

5 Liquidator's address

Building name/number 3rd Floor

Street Westfield House

Post town 60 Charter Row

County/Region Sheffield



Postcode S 1 3 F Z

Country

② Other liquidator
Use this section to tell us about
another liquidator.

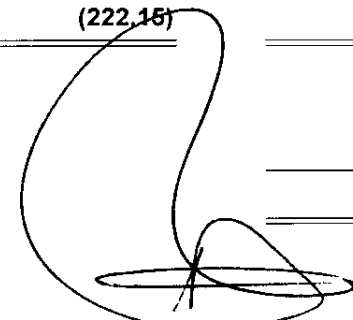
WU07

Notice of progress report in a winding-up by the court

6	Period of progress report															
From date	d	1	d	0	m	1	m	1	y	2	y	0	y	1	y	8
To date	d	0	d	9	m	1	m	1	y	2	y	0	y	1	y	9
7	Progress report															
<input checked="" type="checkbox"/> The progress report is attached																
8	Sign and date															
Liquidator's signature	Signature															
																
																
Signature date	d	0	d	6	m	0	m	1	y	2	y	0	y	2	y	0

**Studio 4 Architecture Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs	From 10/11/2018 To 09/11/2019	From 10/11/2016 To 09/11/2019
£	£	£
ASSET REALISATIONS		
Bank Interest Gross	NIL	24.98
Bank Interest Net of Tax	1.00	1.00
Cash at Bank	NIL	466.91
Share of Flat 3 sale proceeds	<u>NIL</u>	<u>79,546.14</u>
	1.00	80,039.03
COST OF REALISATIONS		
Agents/Valuers Fees (2)	NIL	4,542.02
costs of realisations of Flat 3	NIL	3,525.12
DBIS Cheque Fees	0.15	5.00
ISA Banking Fee	88.00	264.00
Legal expenses	134.84	134.84
Legal Fees Gateley plc	NIL	17,166.67
Liquidators' Expenses	NIL	3.00
Liquidators' Fees	NIL	27,841.14
O.R. Debit Balance	NIL	1,170.00
Petitioners Costs	NIL	452.60
Petitioners Deposit	NIL	1,350.00
Secretary of State Fees	0.16	12,877.15
Specific Bond	NIL	24.00
Stationery & Postage	NIL	3.20
Statutory Advertising	NIL	79.40
Tax on ISA Interest	<u>NIL</u>	<u>5.00</u>
	(223.15)	(69,443.14)
	<u>(222.15)</u>	<u>10,595.89</u>
REPRESENTED BY		
ISA (Interest Bearing)		(43.21)
Vat Control Account		10,567.13
Vat Receivable		<u>71.97</u>
		<u>10,595.89</u>



Lloyd Biscoe
Joint Liquidator

**Studio 4 Architecture Limited (In
Compulsory Liquidation)**

High Court at the Birmingham District
Registry No. 2016-6173 of 2016

Progress report

Period: 10 November 2018 to 09 November 2019

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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 - 2. Time costs and disbursements
 - 3. Statement of Liquidators' expenses

1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Studio 4 Architecture Limited (In Compulsory Liquidation)
"the liquidation"	The appointment of liquidators on 10 November 2016.
"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 Ashleigh Fletcher of Begbies Traynor (SY) LLP, Kendal House, 41 Scotland Street, Sheffield, S3 7BS
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016 (as amended)
"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):	N/A
Company registered number:	04973529
Company registered office:	The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
Former trading address:	Unknown

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date of winding up order:	30 June 2016
Date of liquidators' appointment:	10 November 2016

Changes in liquidator (if any):

None

4. PROGRESS DURING THE PERIOD COVERED BY THIS REPORT

This is our third progress report and should be read in conjunction with our previous progress reports.

Receipts and Payments

Receipts

Bank interest (net of Tax) has been received in the sum of £1.00.

Payments

ISA cheque fees have been paid in the sum of £4.85.

Insolvency Service Account ("ISA") banking fees in the sum of £88 have been paid.

Insolvency Service Secretary of State fees have been incurred and paid in the sum of £0.16, this is an automatic charge on receipts into the ISA.

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.

General case administration and planning

- 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;
- Completion of six monthly compliance and progression checklists;
- Ensure time recording data is compliant with Statement of Insolvency Practice 9;
- Discharge of costs of liquidation;
- Review of correspondence.

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

- 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;
- Submission of forms to Companies House;

Banking:

- Maintaining and managing the insolvent estate bank account.
- Maintaining and managing the officer holders' cash book on this assignment.
- Undertaking regular bank reconciliations of the liquidation bank account.
- Complying with risk management procedures;
- Accounting for accruing interest on the cash book;
- Preparing and processing cheque requisition forms for the payment of post-appointment invoices;
- Preparing and processing remittance advises for incoming funds;
- Processing of BACS/electronic payments where applicable.

On this engagement, the work identified above does not hold direct commercial benefit to 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.

Investigations

Further specific information other than that disclosed in the introduction will not be provided to creditors' at this time to reduce the risk of prejudicing any claims that may be brought. As advised above, CID have and continue to investigate the affairs of the Company prior to its demise and are liaising with our instructed solicitors in relation to further claims and the viability of the same.

On this assignment, there may be a direct commercial benefit to creditors in relation to the above.

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

Creditors:

- Updating schedules of creditor claims;
- 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;
- Dealing with creditor correspondence;
- Receipt of, consideration of and response to creditor correspondence.

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

- Correspondence with HMRC requesting copies of VAT records;
- Post appointment tax compliance – submission of corporation tax return.

On this engagement, the work detailed above has not had any direct financial benefit to creditors from the insolvent estate.

5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in our progress report for the period 10 November 2017 to 09 November 2018.

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 creditor

We do not believe that the secured creditor has any outstanding balances.

Preferential creditors

There are no known preferential claims.

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

To the best of our knowledge and belief, there are no unsatisfied floating charges created or registered on or after 15 September 2003 and, consequently, there is no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property is available for distribution to the unsecured creditors.

Unsecured creditors

We are unable to confirm if a dividend is available to unsecured creditors until our final investigations have been concluded.

6. REMUNERATION & DISBURSEMENTS

Remuneration

Our remuneration has been fixed by a resolution of creditors by correspondence. The following resolutions were approved by creditors voting:

“THAT the Liquidators' remuneration be fixed as a percentage of the value of the assets which are realised at 35 % of gross realisations.

“That the Liquidators be authorised to draw disbursements for services provided by their firm and/or entities within the Begbies Traynor group, in accordance with their firm's policy.

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

- ☐ Begbies Traynor (Central) LLP's charging policy

Disbursements

To 09 November 2019 the following disbursements have been paid:

Bonding costs - £24
 Photocopying - £3
 Stationery and postage - £3.20
 Advertising - £79.40

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2015' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at www.begbies-traynor.com/creditorsguides. Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

7. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3. 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 be as follows:

	Type of expense	Description	Estimate £
1.	Advertisements	Of appointment, meetings, dividends etc.	£79.40 plus VAT per advert
2.	Bond	An Insolvency Practitioner is required to have a bond in place to protect the estate from misappropriation of funds	£18.00. Will increase if asset realisations exceed £25,000.
3.	Storage costs	An Insolvency Practitioner is required to retain relevant books and records of the insolvent entity in order to carry out his/her duties as office holder. In addition, following case closure the Insolvency Practitioner will retain his/her working papers to allow any queries or issues raised to be dealt with.	Est 10 boxes: £55.00 per quarter.
4.	Accountancy charges	Assistance with calculation of capital gains and/or losses across group structure and any other accounting advice required.	Est. £10,000
5.	Legal fees and disbursements	The fees of any solicitors and/or barristers instructed to assist the Insolvency Practitioner and their anticipated disbursements	Est £202,115 plus uplift 60% (est £121,269) plus future estimated disbursements of £50,000.
6.	ATE Insurance	The cost of obtaining ATE insurance to enable the defendants costs to be paid if the claim(s) is unsuccessful.	Uncertain Up to £140,000
7.	Debt collection fees and disbursements	The fees of any third party instructed by the Insolvency Practitioner to assist with the collection of the debts of the insolvent entity and their anticipated disbursements	None anticipated, but if required, will be on 10%-30% commission basis only.

8.	Bank charges	An Insolvency Practitioner is required to operate a separate bank account in relation to the insolvent entity's estate	£300
9.	Investigation expenses	Any sums paid to any third party that assists the Insolvency Practitioner with investigating the affairs of the insolvent entity	£5,000
10.	Travel	Travel to solicitors offices and possible locations of assets., creditor meetings etc.	£600
11.	Room hire	For meetings of creditors, with the directors or debtor etc.	£450
12.	Insolvency Services Account Quarterly fee	In a compulsory liquidation the Insolvency Practitioner is required by statute to hold all of the estate funds in the Insolvency Services Account	£22.00 per quarter.
13.	Insolvency Service cheque fees	Where the Insolvency Practitioner is obliged to use the Insolvency Services Account he/she is required to pay a cheque fee when monies are paid out of the account by cheque	£1.10 per cheque // £0.15 per BACS payment.
14.	Official Receiver's fees	Where an Insolvency Practitioner is appointed in a bankruptcy or compulsory liquidation 2 fees are payable to the Official Receiver by the office holder from asset realisations. These are the Official Receiver's administration fee and the Official Receiver's general fee. The Insolvency Practitioner is required by law to pay these to the Insolvency Service.	0% of the first £2,000, 75% of the next £1,700, 50% of the next £1,500, 15% of the next £396,000, 1% of the remainder (subject to a maximum of £80,000)
15.	Legal fees and disbursements	Gateley plc	£200,000 plus VAT and disbursements, plus 60% uplift and disbursements est. £50,000..
16.	Insurance	An Insolvency Practitioner is required to ensure that there is sufficient insurance cover over the assets of the insolvent entity	£200 per month estimated.

The estimate for the above has not been exceeded.

The hourly charge out rates of Gateley Plc are as follows and their current outstanding costs for dealing with this assignment are currently being assessed. Payment of these costs is subject to available funds in the estate.

Grade	Hourly rate
Partner	£275 - £400
Legal Director	£275 - £350
Senior Associate	£260 - £350
Associate	£240 - £300
Assistant Solicitor	£160 - £275
Trainee	£150 - £175
Paralegal	£100 - £240

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

There are no further known assets. Any additional recoveries will be dependent on the viability of further claims and we await the refund of VAT.

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

General case administration and planning

- The preparation, drafting and issue of this and further reports to creditors and members to include all necessary information;
- 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;
- Completion of six monthly compliance and progression checklists;
- Ensure time recording data is compliant with Statement of Insolvency Practice 9.

On this engagement, the work identified above does hold a 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

- 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;
- Submission of forms to Companies House;
- Maintain accurate account of receipts and payments;
- Issuing annual progress reports for submission at Companies House and copies sent to all known creditors.

Banking:

- Maintaining and managing the insolvent estate bank account.
- Maintaining and managing the officer holders' cash book on this assignment.
- Undertaking regular bank reconciliations of the estate bank account.
- Complying with risk management procedures;
- Accounting for accruing interest on the cash book;
- Preparing and processing cheque requisition forms for the payment of post-appointment invoices;
- Preparing and processing remittance advises for incoming funds;
- Processing of BACS/electronic payments where applicable.

Closure

- Preparing, reviewing and issuing final report to members and creditors;
- Filing of final return at Companies House;
- Update physical and electronic case records following closure.

On this engagement, the work identified above does not hold direct commercial benefit to 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.

Investigations

- Ongoing CID investigations and progression of claims where appropriate.

There will be a direct commercial benefit to creditors in relation to the above matters if any further rights of action became visible during the course of the investigations and are pursued leading to recovery/contributions to estate assets.

Realisation of assets

- Continuing review of current and new information and formulating an asset realisation strategy;
- Accounting for bank interest.

On this assignment, the ongoing work detailed above may realise assets for the insolvent estate from which one or more class of creditors will directly benefit. The office holders are duty bound to realise and get in the Company's property and maximise asset realisations.

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

Creditors:

- The issue of this report and associated required documents;
- Updating schedules of creditor claims;
- 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;
- 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;
- Review of and adjudication on held and un-agreed claims preceding dividend;
- Calculation and subsequent payment of dividend to one or more classes of creditors.

On this engagement, the work detailed above will have a direct financial benefit to creditors if further recoveries are made. Claim agreement will be undertaken in accordance with the Insolvency Act and Rules together with best practice to ensure that all creditor claims are correctly lodged and fairly adjudicated on.

Other matters which includes seeking decisions of creditors via the deemed consent procedure and/or decision procedures, meetings, tax, litigation, pensions and travel

- The completion of VAT forms in order to reclaim outstanding VAT;
- The Completion of Corporation Tax returns;
- Attending meetings that may arise along with travel to and from those meetings;
- Filing of final Corporation Tax return;

- Seeking closure clearance from HMRC.

Some of the above have no direct financial benefit to creditors but have to be done in order to comply with the Insolvency Rules such as creditors and members meetings, as well as a legal requirement, such as completion of corporation tax returns. Others do have a direct financial benefit to creditors. These include the provision of VAT returns after the liquidation as the majority of VAT will be recoverable and therefore an asset of the insolvent estate.

How much will this further work cost?

As remuneration has been approved on a 35% basis based on realisations, as outlined above, a time costs estimate for further work has not been prepared for this report.

Expenses

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are as set out in the estimate of anticipated expenses sent to creditors on 14 February 2017 which included all of the expenses that we anticipate that we will incur throughout the liquidation. This is repeated above at 7.

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. We can confirm that we have discharged our duty in this respect.

Connected party transactions

We have not been made aware of any sales of the Company's assets to connected parties to date, but our investigations may reveal such in due course.

Creditors are to be aware that there is a corporate group structure in place as well as other associated companies outside of the group and our investigations are extending to these.

Use of personal information

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

10. CREDITORS' RIGHTS

Right to request further information

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been incurred during the period of this progress report.

Right to make an application to court

Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may within 8 weeks of receipt of this progress report make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, in relation to the basis fixed for our remuneration, 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: 2 January 2020

APPENDIX 1

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 10 November 2018 to 09 November 2019

Studio 4 Architecture Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 10/11/2018 To 09/11/2019 £	From 10/11/2016 To 09/11/2019 £
ASSET REALISATIONS		
Bank Interest Gross	NIL	24.98
Bank Interest Net of Tax	1.00	1.00
Cash at Bank	NIL	466.91
Share of Flat 3 sale proceeds	NIL	79,546.14
	1.00	80,039.03
COST OF REALISATIONS		
Agents/Valuers Fees (2)	NIL	4,542.02
costs of realisations of Flat 3	NIL	3,525.12
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Tax on ISA Interest	NIL	5.00
	(223.15)	(69,443.14)
	(222.15)	10,595.89
REPRESENTED BY		
ISA (Interest Bearing)		(43.21)
Vat Control Account		10,567.13
Vat Receivable		71.97
		10,595.89


Lloyd Biscoe
Joint Liquidator

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 guidance¹ 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 guidance² 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

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

² 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:

Grade of staff	Charge-out rate (£ per hour) 18 March 2019 – until further notice
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:

Grade of staff	Charge-out rate (£ per hour)
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 Studio 4 Architecture Limited - Winding Up Compulsory - 03ST540.WUC : Time Costs Analysis From 10/11/2016 To 09/11/2019

Staff Grade	Consultant/Partner	Director	Sr Mngr	Mngt	Analyst - Forensic	Sr Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average Hourly Rate £
General Case Administration and Planning	1.2	0.2		2.2		0.7		3.8		8.1	2,064.50	254.88
Administration	2.9	3.7		3.7		3.6	0.1	0.4		15.8	5,245.00	331.96
Total for General Case Administration and Planning:	4.1	3.9		5.9		4.3	0.1	4.2		23.9	7,309.50	303.64
Compliance with the Insolvency Act, Rules and best practice						1.6				5.2	1,542.00	296.54
Appointment		0.4		3.2								
Banking and Bonding	1.7	0.2				0.5	0.4	0.6	4.9	8.3	1,904.50	229.46
Case Closure												0.00
Statutory reporting and statement of affairs	3.7	2.4		2.7		10.4				19.2	5,786.50	301.38
Total for Compliance with the Insolvency Act, Rules and best practice:	5.4	3.0		5.9		12.5	0.4	0.6	4.9	32.7	8,231.00	252.35
Investigations	0.7	0.5		0.4						1.6	600.00	375.00
CDDA and investigations												
Total for Investigations:	0.7	0.5		0.4						1.6	600.00	375.00
Realisation of assets												0.00
Debt collection												0.00
Property, business and asset sales		1.1								1.1	434.50	395.00
Retention of Title/Third party assets												0.00
Total for Realisation of assets:		1.1								1.1	434.50	395.00
Trading												0.00
Trading												0.00
Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions												0.00
Secured												0.00
Others		0.6	0.2	1.1		0.5		0.3		2.7	822.00	304.44
Creditors committee												0.00
Total for Dealing with all creditors claims (including employees), correspondence and distributions:		0.6	0.2	1.1		0.5		0.3		2.7	822.00	304.44
Other matters which includes seeking decisions of creditors, meetings, tax, litigation, pensions and travel												0.00
Seeking decisions of creditors												0.00
Meetings												0.00
Other												0.00
Tax		0.7		0.6		0.3		0.9		2.5	660.00	272.00
Litigation	0.6	1.2		0.3						2.1	805.50	383.57
Total for Other matters:	0.6	1.9		0.9		0.3		0.9		4.8	1,465.50	322.63
Total hours by staff grade:	10.8	11.0	1.6	14.2		17.6	0.3	6.0	4.9	66.6		
Total time cost by staff grade	4,486.00	4,369.00	584.00	4,473.00		4,136.00	92.50	960.00	784.00	19,884.50		
Average hourly rate £:	415.37	397.18	365.00	315.00	0.00	235.00	185.00	160.00	160.00			298.57
Total fees drawn to date £:											0.00	

STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
Postage	Royal Mail	4.69	0	4.69
Legal Expenses	Gateley Plc	134.84	134.84	0
Expenses incurred with entities within the Begbies Traynor Group (<i>for further details see Begbies Traynor Char Policy</i>)				
Photocopying	Begbies Traynor	1.40	0	1.40

CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred
		£
Agents/Valuers Fees	Currell Commercial	4,317.02
Agents/Valuers Fees	Eddisons	225.00
Sale Costs	Projects London Development Limited – in Liquidation	1,098.00
Sale Costs	Gateley Plc	2,427.12
Legal Fees	Gateley Plc	17,166.67
Legal Expenses	Gateley Plc	134.84
Postage	Royal Mail	3.20

WU07

Notice of progress report in a winding-up by the court

**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 RoadPost town **Southend on Sea**

County/Region

Postcode **S S 1 2 E G**

Country

DX **southend@begbies-traynor.com**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 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