

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

SATURDAY



A18 *A7HHGZGQ*
27/10/2018 #170
COMPANIES HOUSE

1 Company details

Company number 0 4 9 8 8 3 4 0

Company name in full G L A STROUD LIMITED

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

2 Liquidator's name

Full forename(s) GARY STEVEN

Surname PETTIT

3 Liquidator's address

Building name/number 9/10

Street SCIROCCO CLOSE

MOULTON PARK

Post town NORTHAMPTON

County/Region

Postcode N N 3 6 A P

Country

4 Liquidator's name ①

Full forename(s) GAVIN GEOFFREY

Surname BATES

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

5 Liquidator's address ②

Building name/number 9/10

Street SCIROCCO CLOSE

MOULTON PARK

Post town NORTHAMPTON

County/Region

Postcode N N 3 6 A P

Country

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

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Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

7

Final account

☒ I attach a copy of the final account.

8

Sign and date

Liquidator's signature

Signature

X



X

Signature date

d

2

d

6

m

4

m

0

y

2

y

0

y

1

y

8

LIQ14

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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

Company name

PBC BUSINESS RECOVERY

& INSOLVENCY LIMITED

Address

9/10 SCIROCCO CLOSE

MOULTON PARK

Post town

NORTHAMPTON

County/Region

Postcode

N

N

3

6

A

P

Country

UK

DX

Telephone



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

TO ALL KNOWN CREDITORS

24 August 2018

Our Ref: GSP/NA/AM/G146/credsletter(31)

Dear Sirs

GLA STROUD LTD ("THE COMPANY") – IN CREDITORS' VOLUNTARY LIQUIDATION

1 Final Account

- 1.1 I am now able to conclude the winding up of the affairs of the company and have prepared my final account to creditors and members. The final account, together with a formal notice regarding the closure of the liquidation, is enclosed.

2 Dividends

- 2.1 Also available on the website is a formal notice setting out the final dividend position in respect of the liquidation, although the information in that notice is summarised below.
- 2.2 There will not be any further dividend declared to non-preferential unsecured creditors as the funds realised have been used to make payments to secured and preferential creditors, to pay prior dividends to non-preferential unsecured creditors, and to meet the expenses of the liquidation.

3 Further Information

- 3.1 Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Liquidators' Fees' published by R3 is available at www.pbcbusinessrecovery.co.uk/links. Please note that there are different versions of the guidance notes and in this case you should refer to November 2011 version. In addition, an explanatory note which shows PBC's fee policy is available online. A hard copy of both documents can be obtained on request from this office.

- 3.2 Creditors and members should note that provided no objections to my release are received I shall obtain my release as liquidator following the delivery of the final notice to the Registrar of Companies, following which my case files will be placed in storage.
- 3.3 If creditors have any queries regarding the conduct of the liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Nicole Anderson by email at nicoleanderson@pbcbusinessrecovery.co.uk or by phone on 01604 212150 before my release.

Yours faithfully

A handwritten signature in black ink, appearing to read 'GARY S PETTIT', enclosed within a large, loopy oval shape.

GARY S PETTIT
Joint Liquidator

Notice about final dividend position

GLA Stroud Ltd ("the Company") – In Creditors' Voluntary Liquidation

Company registered number: 04988340

Notice is given under rule 14.36 of The Insolvency (England and Wales) Rules 2016, by Gary S Pettit and Gavin G Bates, the joint liquidators to the creditors of the above named company that no further dividend will be declared to unsecured creditors

There will not be any further dividend declared to non-preferential unsecured creditors as the funds realised have been used to make payments to secured and preferential creditors, to pay prior dividends to non-preferential unsecured creditors, and to meet the expenses of the liquidation.

Creditors requiring further information regarding the above, should either contact me at 9/10 Scirocco Close, Moulton Park, Northampton, NN3 6AP, or contact Nicole Anderson by email at nicoleanderson@pbcbusinessrecovery.co.uk , or by phone on 01604 212150.

DATED *26 August 2018*


GARY S PETTIT
Joint Liquidator

**Notice of Final Account of
GLA Stroud Ltd ("the Company") – In Creditors' Voluntary Liquidation**

Company registered number: 04988340

NOTICE IS GIVEN by Gary S Pettit and Gavin G Bates under rule 6.28 of The Insolvency (England and Wales) Rules 2016 that the company's affairs have been fully wound up.

1. Creditors may request further details of the liquidators' remuneration and expenses within 21 days of receipt of the final account, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question).
2. Creditors may apply to court to challenge the amount and/or basis of the liquidators' fees and the amount of any proposed expenses or expenses already incurred within 8 weeks of receipt of the final account, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question).
3. Creditors may object in writing to the release of the joint liquidators within 8 weeks of delivery of this notice, or before the conclusion of any request for information regarding the joint liquidators' remuneration or expenses, or before the conclusion of any application to court to challenge the joint liquidators' fees or expenses, whichever is the later.
4. The joint liquidators will vacate office upon expiry of the period that creditors have to object to their release and following delivery to the Registrar of Companies of their final account and notice.
5. The joint liquidators will be released at the same time as vacating office providing no objections are received.

DATED *24 August 2018*


GARY S PETTIT
Joint Liquidator

G L A STROUD LIMITED – IN CREDITORS' VOLUNTARY LIQUIDATION

LIQUIDATORS' FINAL ACCOUNT TO CREDITORS AND MEMBERS

1 Introduction

- 1.1 This is my final account to members and creditors. This report should be read in conjunction with my previous reports.

2 Statutory Information

- 2.1 The table below details key information regarding the company and the liquidation.

Company name:	G L A Stroud Limited – In Liquidation
Registered office:	9/10 Scirocco Close, Moulton Park, Northampton, NN3 6AP
Former registered office:	Kilshane, 22 Ise Road, Kettering, Northants, NN15 7DX
Registered number:	04988340
Date of winding up resolution:	4 June 2014
Joint Liquidators' names:	Gary S Pettit and Gavin G Bates
Joint Liquidators' address:	PBC Business Recovery & Insolvency Ltd ("PBC"), 9/10 Scirocco Close, Moulton Park, Northampton, NN3 6AP
Joint Liquidators' date of appointment:	4 June 2014

3 Liquidators' Actions Since Appointment

- 3.1 Since my appointment, the joint liquidators have undertaken the following actions:
- i. Realised the assets of the company as detailed below.
 - ii. Dealt with all routine correspondence and emails relating to the case.
 - iii. Maintained and managed (including regular bank reconciliations) the office holder's estate bank account and cashbook.
 - iv. Reviewed the adequacy of the specific penalty bond (this is insurance required by statute that every insolvency office holder has to obtain for the protection of each estate).
 - v. Undertaken periodic reviews of the progress of the case.
 - vi. Prepared, reviewed and issued an annual progress report to creditors and members.
 - vii. Filed a return at Companies House.
 - viii. Prepared and filed VAT returns.
 - ix. Prepared and filed Corporation Tax returns.

- x. Dealt with creditor correspondence, emails and telephone conversations regarding their claims.
- xi. Maintained up to date creditor information on the case management system.

3.2 The above list includes certain work that I am required by the insolvency legislation to undertake in connection with the liquidation but provides no financial benefit for the creditors.

4 Receipts and Payments

4.1 My receipts & payments account for the full period of the liquidation together with the final period from 4 June 2018 to 24 August 2018 is attached.

5 Assets

5.1 The following table details the asset position.

Asset Type	Estimated to realise (£)	Realisations to date (£)
Motor Vehicles	19,750	23,573
Book Debts	57,925	55,165
Tax Refund	-	220
Cash at Bank	1,957	1,927
Bank Interest Gross	-	132
Refund to Company	-	564
Directors Loan	-	24,000
Furniture & Equipment	-	401
Retentions	2,264	-
Future Retentions	1	26,854
Total	81,896	132,836

5.2 I would comment further as follows:

5.3 **Motor Vehicles:** The joint liquidators instructed Eddisons, experienced insolvency valuers and auctioneers who work with a number of different insolvency practices to value and sell the company's nine motor vehicles. However, I was notified by HM Revenue & Customs ("HMRC") that three of the vehicles were subject to a distraint dated 11 March 2014. HMRC agreed to withdraw their distraint if I provided them with an undertaking that the proceeds of sale from the vehicles would be forwarded directly to them. Subsequently, all vehicles were sold for £23,573 and, in accordance with my undertaking, I paid £8,133 to HMRC in settlement of the distraint.

5.4 **Debtors:** The company factored its debts with Bibby Financial Services Ltd and as at the date of liquidation there was a surplus of £57,925 due to the company.

5.5 Prior to the liquidation the company took the decision not to renew their contract with Bibby's and the contract end date was 8 May 2014, subject to 3 months' notice. On 8 August 2014 (3 months' from the contract end date), Bibby's confirmed the agreement could now be terminated and an amount of £55,165 was due to the company in respect of the collections. This was received in full.

- 5.6 **Tax Refund:** A road tax refund of £220 was received from DVLA in relation to the motor vehicles sold.
- 5.7 **Cash at Bank:** The statement of affairs indicated the company had a cash balance of £1,957 at the date of liquidation and I collected £1,927 from the company's bankers, NatWest Bank Plc.
- 5.8 **Directors Loans:** The directors of the company were the only employees and any amounts owing to them in respect of their entitlements as employees were offset against their directors' loan accounts. However, on receipt of the claim from the Redundancy Payments Office the amounts owed to the company were not offset against their employee entitlements, despite being advised of the position. Therefore the directors' loans remained outstanding.
- 5.9 I instructed solicitors to assist me with the recovery of the amounts due to the company, which resulted in both directors' loans being settled in full and I received a total of £24,000.
- 5.10 **Chattel Assets:** As mentioned above, the joint liquidators instructed Eddisons to value and sell the chattel assets of the company and I received a total of £401 in this respect.
- 5.11 **Retentions and Future Retentions:** The statement of affairs estimated total retentions due to the company at £2,264 and future retentions were at the time disputed. As a result, a nominal value of £1 was given for the purposes of the statement of affairs.
- 5.12 I instructed agents to liaise with the debtor in respect of the future retentions due and on 15 April 2015, I received a total of £26,854 in full and final settlement of all retentions due to the company.
- 5.13 **Other Assets:** The following assets were realised:
- i Bank interest received gross of £132
 - ii Refunds from NatWest Bank Plc for bank charges of £94 and £470 from Bibby Management Services Ltd in relation to a refund from their payroll facility previously used by the company.

6 Investigation into the affairs of the company

- 6.1 I undertook an initial investigation into the company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation and the costs involved.
- 6.2 In particular, I recovered, listed and reviewed the company's accounting records; obtained and reviewed copy bank statements for the 2 years prior to the company ceasing to trade from the company's bankers; and compared the information in the company's last set of accounts with that contained in the statement of affairs lodged in the liquidation and made enquiries about the reasons for the changes.
- 6.3 There were no matters that justified further investigation in the circumstances of this appointment.

- 6.4 Within six months of my appointment as liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present director would make them unfit to be concerned with the management of the company. I would confirm that my report has been submitted.

7 Liabilities

- 7.1 **Secured Creditors:** An examination of the company's mortgage register held by the Registrar of Companies showed that the company has no current charges over its assets.
- 7.2 **Preferential Creditors:** The statement of affairs anticipated £6,395 in preferential creditors. Claims totaling £1,600 have been received.
- 7.3 **Crown Creditors:** The statement of affairs included £172,741 owed to HMRC. HMRC's final claim of £997,973 has been received. This claim included amounts owing in the preceding Company Voluntary Arrangement ("CVA") and the total amount admitted in the liquidation is £550,880.
- 7.4 **Non-preferential unsecured Creditors:** The statement of affairs included 40 non-preferential unsecured creditors with an estimated total liability of £88,889. I have received claims from 19 creditors at a total of £77,406. I have not received claims from 25 creditors with original estimated claims in the statement of affairs of £10,044.
- 7.5 The total of claims received differs from those anticipated because the statement of affairs did not account for the dividend paid to unsecured creditors in the CVA, which has been deducted from the creditor claims in the liquidation.

8 Dividends

- 8.1 There will not be any further dividends declared to non-preferential unsecured creditors as the funds realised have been used to make payments in full to preferential creditors, to pay prior dividends to non-preferential unsecured creditors, and to meet the expenses of the liquidation. The dividend paid to non-preferential unsecured creditors is as follows:

- First and final dividend of 9.75 pence in the pound paid on 14 August 2017.

9 Pre-Appointment Remuneration

- 9.1 The creditors previously authorised the payment of a fee of £5,000 for my assistance with preparing the statement of affairs and convening the meeting of creditors.
- 9.2 The fee for preparing the statement of affairs and convening and holding the meeting of creditors was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

10 Post Appointment Remuneration

- 10.1 My remuneration was previously authorised by the creditors at a meeting held on 4 June 2014 to be drawn on a time cost basis. My total time costs to 24 August 2018 amount to £38,929 of which £1,119, representing 7.10 of hours work, was charged in the period since 4 June 2018.
- 10.2 I have drawn £36,863 to 24 August 2018 of which £107 was drawn in the period since 4 June 2018.
- 10.3 Schedules of my time costs incurred to date and in the period since 4 June 2018 are enclosed, along with the PBC Business Recovery & Insolvency fee recovery policy.
- 10.4 A description of the routine work undertaken in the liquidation to date is as follows:

1. Administration and Planning

- Preparing the documentation and dealing with the formalities of appointment.
- Statutory notifications and advertising.
- Preparing documentation required.
- Dealing with all routine correspondence.
- Maintaining physical case files and electronic case details.
- Review and storage.
- Case bordereau.
- Case planning and administration.
- Preparing reports to members and creditors.
- Convening and holding meetings of members and creditors.

2. Cashiering

- Maintaining and managing the liquidator's cashbook and bank account.
- Ensuring statutory lodgements and tax lodgement obligations are met.

3. Creditors

- Dealing with creditor correspondence and telephone conversations.
- Preparing reports to creditors.
- Maintaining creditor information.
- Reviewing and adjudicating on proofs of debt received from creditors.

4. Investigations

- Review and storage of books and records.
- Prepare a return pursuant to the Company Directors Disqualification Act.
- Conduct investigations into suspicious transactions.
- Review books and records to identify any transactions or actions a liquidator may take against a third party in order to recover funds for the benefit of creditors.

5. Realisation of Assets

- Corresponding with debtors and attempting to collect outstanding book debts.
- Liaising with agents regarding the chattel assets.
- Instructing solicitors in relation to the outstanding directors' loan accounts.

11 Liquidators' Expenses

11.1 Creditors authorised that I could draw category 2 disbursements on 4 June 2014.

11.2 I have incurred expenses to 24 August 2018 of £840 none of which was incurred in the period since 4 June 2018, which I have drawn in full.

11.3 I have used the following agents or professional advisors in the reporting period:

Professional Advisor	Nature of Work	Basis of Fees
Leslie Keats	Debt Collection	Fixed Fee
Eddisons	Valuers/Auctioneers	Percentage of Realisations
Summers Nigh Law LLP	Solicitors	Time Costs

11.4 Messrs Leslie Keats are experienced debt collection agents and work with a number of different insolvency practitioners in respect of insolvency assignments.

11.5 Messrs Eddisons are experienced insolvency valuers and auctioneers and work with a number of different insolvency practitioners in respect of insolvency assignments.

11.6 Messrs Summers Nigh Law LLP are solicitors who specialise in corporate recovery and insolvency advice. They have many years of experience and work with a number of different insolvency practitioners.

11.7 The choice of professionals used was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. I have reviewed the fees charged and am satisfied that they are reasonable in the circumstances of this case. It should also be noted that insolvency is a very specialist field. Therefore agents who work for insolvency practitioners have very specialist knowledge and skill set. There are limited numbers of agents available and they are therefore likely to be acting for this firm on a number of cases.

12 Creditors' Rights

12.1 An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), request further details of the joint liquidators' remuneration and expenses within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

12.2 An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Joint liquidators' fees and the amount of any proposed expenses or expenses already incurred within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

12.3 Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Liquidators' Fees' also published by R3 is available at <http://www.pbcbusinessrecovery.co.uk/links>. Please note that there are different versions of the guidance notes and in this case you should refer to November 2011 version. Please note we have provided further details in the attached practice fee recovery sheet.

13 Provision of Services Regulations

13.1 To comply with the Provision of Services Regulations, some general information about PBC can be found at <http://www.pbcbusinessrecovery.co.uk/provision-of-services-regulations>

14 Summary

14.1 The winding up of the company is now for all practical purposes complete and I am seeking the release of myself and Gavin Bates as joint liquidators of the company. Creditors and members should note that provided no objections to our release are received we shall obtain our release as joint liquidators following the delivery of the final notice to the Registrar of Companies, following which our case files will be placed in storage.

14.2 If creditors have any queries regarding the conduct of the liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Nicole Anderson on the above telephone number, or by email at nicoleanderson@pbcbusinessrecovery.co.uk.



GARY S PETTIT
Joint Liquidator

**G L A Stroud Ltd - In Creditors Voluntary Liquidation
Joint Liquidators' Abstract of Receipts & Payments**

S of A £		From 04/06/18	From 04/06/14
		To 24/08/18	To 24/08/18
ASSET REALISATIONS			
19,750.00	Motor Vehicles	NIL	23,573.00
57,924.60	Book Debts	NIL	55,164.60
	Tax Refund	NIL	219.98
1,956.92	Cash at Bank	NIL	1,927.11
	Bank Interest Gross	0.02	131.73
	Refund to Company	NIL	563.67
NIL	Directors Loans	NIL	24,000.00
	Furniture & Equipment	NIL	401.00
2,263.50	Retentions	NIL	NIL
1.00	Future Retentions	NIL	26,854.32
81,896		0.02	132,835.41
COST OF REALISATIONS			
	Debt Collection Fees	NIL	(2,500.00)
	Specific Bond	NIL	(148.00)
	Statement of Affairs Fee	NIL	(5,000.00)
	Office Holders Fees	(106.63)	(36,863.32)
	Office Holders Expenses	NIL	(840.46)
	Agents/Valuers Fees (1)	NIL	(6,895.64)
	Legal Fees	NIL	(4,381.50)
	Corporation Tax	NIL	(12.60)
	Storage Costs	(31.76)	(230.86)
	Insurance of Assets	NIL	(982.62)
	Irrecoverable Vat Receivable	(27.68)	(234.14)
	Settlement of Distraint	NIL	(8,133.00)
	Statement of Affairs Expenses	NIL	(88.00)
NIL		(166.07)	(66,310.14)
PREFERENTIAL CREDITORS			
(6,395.11)	Employee	NIL	(963.66)
	Redundancy Payments Office	NIL	(636.34)
NIL		NIL	(1,600.00)
UNSECURED CREDITORS			
(25,738.55)	Employee	NIL	(510.44)
(23,141.47)	HM Revenue & Customs for PAYE	NIL	(7,104.86)
(122,526.07)	HM Revenue & Customs for VAT	NIL	(9,517.83)
(27,073.95)	HMRC for CTSA	NIL	NIL
	Redundancy Payments Office	NIL	(1,679.24)
(405,549.30)	Shortfall to CVA Creditors	NIL	(40,012.03)
(31,318.09)	Trade Creditor	NIL	(2,278.69)
NIL		NIL	(61,103.09)
DISTRIBUTIONS			
	Secured Creditors	NIL	(3,822.18)
NIL		NIL	(3,822.18)
81,896		(166.05)	NIL

REPRESENTED BY

PBC Bus R&I Ltd - Client GLA Stroud Ltd

NIL

Joint Liquidators' Remuneration Schedule
G L A Stroud Ltd
Between 04 June 2014 and 24 August 2018

Classification of work function	Partner/Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	14.90	16.10	57.20	16.40	104.60	17,818.29	170.35
Investigations	0.30	0.70	7.00	0.00	8.00	1,137.86	142.23
Realisations	4.70	3.10	39.50	0.00	47.30	7,356.86	155.54
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.50	2.90	24.60	1.30	30.30	4,292.12	141.65
Case Specific Matters	0.00	1.20	28.00	3.60	32.80	4,330.86	132.04
Distributions	0.30	3.60	25.70	0.00	29.60	3,993.21	134.91
Total hours	21.70	27.60	182.00	21.30	252.60		
Time costs	8,184.75	7,408.66	22,024.68	1,311.10		38,929.19	
Average hourly rate	377.18	268.43	121.01	61.55			154.11

Description	Total Incurred £	Total Recovered £
Mileage	3.60	3.60
Advertising	288.00	288.00
Cheque fee	28.00	28.00
Postage/Stamps/Copying/Stationery	138.86	138.86
Bordereau	272.00	272.00
Insolv Case Administration Fee	110.00	110.00
Totals	840.46	840.46

Summary of Fees

Time spent in administering the Assignment	Hours	252.60
Total value of time spent to 24 August 2018	£	38,929.19
Total Joint Liquidators' fees charged to 24 August 2018	£	36,863.32

Joint Liquidators' Remuneration Schedule
G L A Stroud Ltd
Between 04 June 2018 and 19 August 2018

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	0.40	1.40	4.70	0.60	7.10	1,119.00	157.61
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Distributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	0.40	1.40	4.70	0.60	7.10		
Time costs	152.00	376.00	564.00	27.00		1,119.00	
Average hourly rate	380.00	268.57	120.00	45.00			157.61

Description	Total Incurred £	Total Recovered £
	0.00	0.00
Totals	0.00	0.00

Summary of Fees

Time spent in administering the Assignment	Hours	7.10
Total value of time spent to 19 August 2018	£	1,119.00
Total Joint Liquidators' fees charged to 19 August 2018	£	36,863.32

PRACTICE FEE RECOVERY POLICY FOR PBC BUSINESS RECOVERY & INSOLVENCY LTD

Introduction

The insolvency legislation was changed in October 2015, with one or two exceptions, for insolvency appointments made from that time. This sheet explains how we intend to apply the alternative fee bases allowed by the legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at <http://www.pbcbusinessrecovery.co.uk/links/>. The reader should note there are two versions of these guides and should refer to those titled Post-October 2015. Alternatively a hard copy may be requested from PBC Business Recovery & Insolvency Ltd, 9/10 Scirocco Close, Moulton Park, Northampton, NN3 6AP. Please note that we have provided further details in this policy document.

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn. If approval has been obtained for remuneration on a time costs basis, i.e. by reference to time properly spent by members of staff of the practice at our standard charge out rates, the time incurred will also be disclosed, whether drawn or not, together with the average, or "blended" rates of such costs. Under the legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

Time cost basis

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

Charge-out Rates

Grade of staff	Current charge-out rate per hour, effective from 31 March 2017 (£)	Current charge-out rate per hour, effective from 31 March 2013 (£)
Partner (Appointment Takers)	380	377
Manager		
Other Directors	275	215-271
Case Manager	230	176
Other Senior Professionals		
Senior Case Administrator	180	176
Case Administrator	120	119-120
Assistants & Support Staff		
Junior Case Administrator	75	55
	45	44

These charge-out rates charged are reviewed on 31 March 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. The work is generally recorded under the following categories:

- Administration and Planning.
- Investigations.
- Realisation of Assets.
- Creditors.
- Trading
- Case specific matters.

In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and on new appointments we now only seek time costs for the following categories:

- Investigations
- Trading
- Distributions of funds to creditors and/or shareholders
- Case Specific Matters

When we seek time costs approval we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or “blended” rate for all of the work being carried out within the estimate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The

legislation changed on 1 October 2015 and we now seek remuneration on a percentage basis more often. A report accompanying any fee request will set out the potential assets in the case, the remuneration percentage proposed for any realisations and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a percentage basis then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the percentage applied. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a fixed fee basis more often. A report accompanying any fee request will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Members' voluntary liquidations and Voluntary Arrangements

The legislation changes that took effect from 1 October 2015 did not apply to members' voluntary liquidations (MVL), Company Voluntary Arrangements (CVA) or Individual Voluntary Arrangements (IVA). In MVLs, the company's members set the fee basis, often as a fixed fee. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

All bases

With the exception of Individual Voluntary Arrangements and Company Voluntary Arrangements which are VAT exempt, the officeholder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

In new appointments made after 1 October 2015, the office holder will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Disbursements

In accordance with SIP 9 the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or PBC Business Recovery & Insolvency Ltd and in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage, specific bond insurance and Company search fees.

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, internal storage and mileage.

It is proposed that the following Category 2 disbursements are recovered:

Room Hire	40.00	Per formal meeting at firm's offices
Case File Storage & Destruction	20.00	Storage of case files for 6 years after case closure and final shredding – per case (Min. up to 4 case files). Additional files charged at £5 each.
Mileage	0.45	Per mile travelled
Card printing	0.17	Per sheet
Digital photographs	0.50	High Resolution digital photographs - each
Electoral Database Search	1.00	Use of commercial database of electoral rolls
Archive boxes	5.00	Per box
Files & dividers	3.50	Per file
Labels	0.50	Per sheet used
Photocopying	0.15	Per sheet used