

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

WEDNESDAY



A25 *A8BUCRE8*
14/08/2019 #335
COMPANIES HOUSE

1 Company details

Company number 0 5 0 3 4 1 7 2
Company name in full Canaway Fleming Architects Limited

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

2 Liquidator's name

Full forename(s) Louise Donna
Surname Baxter

3 Liquidator's address

Building name/number The Old Exchange
Street 234 Southchurch Road
Post town Southend on Sea
County/Region Essex
Postcode S S 1 2 E G
Country

4 Liquidator's name ①

Full forename(s) Gary Paul
Surname Shankland

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

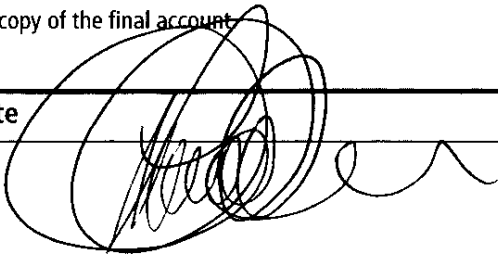
5 Liquidator's address ②

Building name/number 31st Floor
Street 40 Bank Street
Post town London
County/Region
Postcode E 1 4 5 N R
Country

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

LIQ14

Notice of final account prior to dissolution in CVL

6	Liquidator's release	
	<input type="checkbox"/> Tick if one or more creditors objected to liquidator's release.	
	:	
7	Final account	
	<input checked="" type="checkbox"/> I attach a copy of the final account	
8	Sign and date	
Liquidator's signature	<div>Signature  X</div>	X
Signature date	<div><div><div>^d1</div><div>^d2</div></div><div><div>^m0</div><div>^m8</div></div><div><div>^y2</div><div>^y0</div><div>^y1</div><div>^y9</div></div></div>	

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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	Louise Donna Baxter				
Company name	Bebbies Traynor (Central) LLP				
Address	The Old Exchange				
	234 Southchurch Road				
Post town	Southend on Sea				
County/Region					
Postcode	S	S	1	2	E G
Country					
Dx	southend@bebbies-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

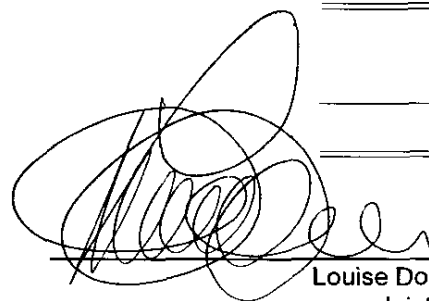
For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Canaway Fleming Architects Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 22 June 2018 To 12 August 2019

Statement of Affairs £		£	£
(46,710.84)	SECURED CREDITORS		
	HSBC Bank Plc	NIL	NIL
	ASSET REALISATIONS		
NIL	Plant & Machinery	NIL	
Uncertain	Book Debts	NIL	
6,000.00	Cash in Hand	6,000.00	
	Bank Interest Gross	0.34	
			6,000.34
	COST OF REALISATIONS		
	Specific Bond	18.00	
	Statement of Affairs Fee	5,000.00	
	Irrecoverable VAT	98.64	
	Stationery & Postage	25.21	
	Pension Costs	750.00	
	Storage Costs	104.62	
	Bank Charges	3.87	
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(2,846.14)	PREFERENTIAL CREDITORS		
	RPO re Arrears/Holiday Pay	NIL	NIL
	UNSECURED CREDITORS		
(78,994.95)	Trade Creditors	NIL	
(16,469.03)	RPO	NIL	
(8,660.60)	HM Revenue & Customs - PAYE	NIL	
(70,082.60)	HM Revenue & Customs -VAT	NIL	
			NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
(217,864.16)			0.00

REPRESENTED BY


 Louise Donna Baxter
 Joint Liquidator

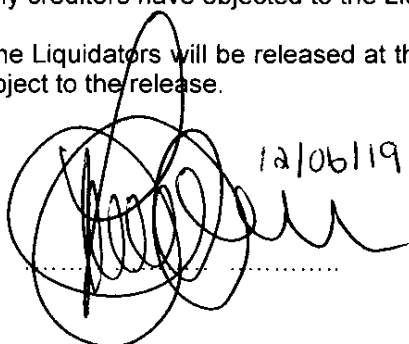
**CANAWAY FLEMING ARCHITECTS LIMITED (IN CREDITORS' VOLUNTARY
LIQUIDATION)
REGISTERED COMPANY NUMBER: 05034172**

**NOTICE OF FINAL ACCOUNT UNDER RULE 6.28 OF THE INSOLVENCY (ENGLAND
AND WALES) RULES 2016**

1. The Company's affairs are fully wound up.
2. A secured creditor or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question) or with the permission of the court, may request in writing that the Liquidators provide further information about their remuneration or expenses as set out in the final report. A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the final report by the person, or by the last of them in the case of an application by more than one creditor.
3. A secured creditor or an unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors (including the creditor in question) or with permission of the court, may within 8 weeks after receipt of the final 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 the final account, are excessive.
4. A creditor may object to the release of the Liquidators by giving notice in writing to the Liquidators before the end of the prescribed period.
5. The prescribed period is the period ending at the later of:
 - a eight weeks after delivery of this notice, or
 - b if any request for information as detailed in point 2 above is received or an application to court made as detailed in point 3 above, when that request or application is finally determined.
6. The Liquidators will vacate office under Section 171 of the Insolvency Act 1986, as soon as the Liquidators have delivered their final account to the Registrar of Companies confirming whether any creditors have objected to the Liquidators' release.
7. The Liquidators will be released at the same time as vacating office unless any of the creditors object to the release.

Date.

Signed:

 12/06/19

The Liquidators' postal address is at The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG. They can also be contacted via Rebecca Mileham by e-mail at rebecca.mileham@begbies-traynor.com or by telephone on 01702467255.

Canaway Fleming Architects Limited (In Creditors' Voluntary Liquidation)

Final report and account of the liquidation

Period: 22 June 2018 to 12 June 2019

Important Notice

This report has been produced solely to comply with our statutory duty to report to creditors and members of the Company pursuant to Section 106 of the Insolvency Act 1986. This 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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- ☐ Interpretation
- ☐ Company information
- ☐ Details of appointment of liquidators
- ☐ Progress since appointment
- ☐ Outcome for creditors
- ☐ Remuneration and disbursements
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- ☐ Unrealisable assets
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- 2. Liquidators' time costs and disbursements
- 3. Statement of Liquidators' expenses

1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Canaway Fleming Architects Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 22 June 2018.
"the liquidators", "we", "our" and "us"	Louise Donna Baxter of Begbies Traynor (Central) LLP, The Old Exchange Southchurch Road, Southend on Sea, SS1 2EG and Gary Paul Shankland of Begbies Traynor (London) LLP, 31st Floor, 40 Bank London, E14 5NR
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England & Wales) Rules 2016
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who in respect of his debt a security over property of the company, and "unsecured creditor" to be read accordingly (Section 248(1)(a) of the Act)
"security"	In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and 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):	Canaway Fleming Architects Limited
Company registered number:	05034172
Company registered office:	The Old Exchange, 234 Southchurch Road, Southend on Sea, Essex 2EG
Former trading address:	307-308 High Holborn, London, WC1V 7LL

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	22 June 2018
Date of liquidators' appointment:	22 June 2018
Changes in liquidator (if any):	None

4. PROGRESS SINCE APPOINTMENT

This is our first & final report and account of the liquidation.

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 22 June 2018 to 12 June 2019.

ASSET REALISATIONS

Plant & Machinery

The Company's accounts for the year ended 31 March 2017 outlined plant and machinery with a net book value of £16,582.

Upon review, it appeared that these assets were obsolete and therefore had very little value. As such, no realisations were forthcoming and the assets were abandoned.

Book Debts

The Company's sales ledger reflected the sum of £42,144 as being owed to the Company from one debtor.

The matter was reviewed upon our appointment and it transpired that the debtor entered into a Compulsory Liquidation in October 2018. The Liquidators have submitted a claim in the debtor's liquidation however it has been confirmed that a dividend is not likely. As such, no realisations have been forthcoming.

Cash in Hand

The sum of £6,000 of Company funds was held in hand on account of this firm's fee for assisting with the preparation of the statement of affairs.

Bank Interest Gross

The amount of £0.34 has been realised in respect of bank interest on funds held in the liquidation account.

COSTS OF REALISATIONS

Statement of Affairs Fee

The sum of £5,000 has been paid to Begbies Traynor (Central) LLP in respect of their pre-appointment fees as agreed by creditors on 22 June 2018.

Irrecoverable VAT

The sum of £98.64 in VAT has been deemed uneconomical to recover and therefore has been written off as irrecoverable.

Pension Costs

The amount of £750 has been paid to Clumber Consultancy in respect of their advice with regards to the Company's pension policy and submission of forms RP15 and RP15A to the Redundancy Payments Office.

Storage Costs

The sum of £104.62 has been paid to Archive Facilities (Southend) Limited for the collection, scheduling, separation and storage of the Company's books and records.

Bank Charges

The amount of £3 87 has been paid to Barclays Bank Plc in respect of bank charges.

What work has been done in the period of this report, why was that work necessary and what has been the financial benefit (if any) to creditors?

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details> Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached at Appendix 2.

General case administration and planning

- General filing and printing of incoming communications;
- Creation, review and update of case compliance checklists;
- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;
- Completion of case compliance and progression checklists;
- Ensure time recording data is compliant with Statement of Insolvency Practice 9;
- Communication with the insolvent's bank to obtain copy bank statements;
- Completion of one, three and six month reviews.

On this engagement, the work identified above does not 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

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

Pre closure:

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

On this engagement, the work identified above does not hold a 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

- Corresponded with relevant directors of the insolvent entity to advise them of the effect on them of insolvency and issue directors' questionnaires;
- Written to accountant for delivery up of company's files to include accounts and tax returns;
- Written to bank to obtain copy statements and their subsequent review;
- Reporting to relevant authorities;
- Completion of internal Company Directors Disqualification Act ("CDDA") investigations and form;
- Reviewing available records to determine any pre-appointment antecedent transactions;
- The office holders have made an appropriate submission to the Department for Business Energy and Industrial Strategy.

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

On this assignment, there has not been a direct commercial benefit to creditors in relation to the above matters as the office holders have not identified any commercially viable actions to bring which would lead to recovery/contributions to estate assets.

Realisation of assets

- Realising cash at bank;
- Review of the Company's sales ledger and corresponding with the debtor's Liquidators in order to submit a claim;
- Review of chattel assets and their disposal; and
- Accounting for bank interest.

On this assignment, there has been no direct commercial benefit to creditors as insufficient funds have been realised to enable a distribution to creditors.

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

Creditors:

- Updating schedules of unsecured creditor claims,
- Preparing all necessary notices and forms and subsequently sending initial circular to creditors.

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 meetings, tax, litigation, pensions and travel

Tax

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

Pensions

- Establishing if a pension exists, to include online checks,
- Instructing pension specialist to undertake a review of the Company's policy.

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

- Provision of this report;
- Submission of final corporation tax return and requesting post appointment clearance from HM Revenue & Customs;
- Update physical and electronic case records following closure.

On this engagement, the work identified above will hold no 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.

5. OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in the director's statement of affairs included within the report sent to creditors following our appointment as liquidators

On the basis of realisations, the outcome for each class of the Company's creditors is as follows:

Secured creditors

HSBC Bank Plc hold two fixed and floating charges over the Company's assets dated 01/04/2004 and 10/05/2013. It is understood the Company operated an overdraft with HSBC Bank Plc and a claim has been submitted in the sum of £44,896.84.

There have been insufficient realisations to enable a dividend to be paid to the secured creditor.

Preferential creditors

One preferential claim was estimated in the sum of £2,846.14 and there have been insufficient funds realised to enable a distribution to preferential creditor.

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

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

preferential debts and the costs of realising the floating charge assets) The prescribed part of the Company's net property is calculated by reference to a sliding scale as follows:

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

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

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

The net property realised is less than £10,000 and consequently, there is no prescribed part of net property.

Unsecured creditors

Creditor claims were estimated at £223,764.16. During the liquidation 5 claims have been received totalling £100,085.72. As detailed in our letter of same date, we confirm that no dividend will be made to unsecured creditors as there are insufficient funds available to enable a dividend to be paid to the unsecured creditors.

6. REMUNERATION & DISBURSEMENTS

Remuneration

No steps have been taken to fix the basis of our remuneration and as such, no sums have been drawn.

Our time costs for the period from 22 June 2018 to 12 June 2019 amount to £12,529.50 which represents 54.8 hours at an average rate of £228.64 per hour.

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

- ❑ Time Costs Analysis for the period 22 June 2018 to 12 June 2019
- ❑ Begbies Traynor (Central) LLP's charging policy

Work undertaken prior to appointment

In addition to the post appointment time costs detailed in the Time Costs Analysis, the costs relating to work undertaken prior to our appointment in assisting with the preparation of the statement of affairs and seeking the decisions of creditors on the nomination of liquidators were approved by the creditors on 22 June 2018.

Disbursements

To 12 June 2019, we have incurred Category 1 disbursements in the sum of £317.03 and drawn £147.83 towards these expenses.

Category 2 Disbursements

The following Category 2 disbursements have been incurred, but not paid, since the date of our appointment

Photocopying £70.80

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2017' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at www.begbies-traynor.com/creditorsguides. 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 since our last progress report is attached at Appendix 3.

Pension Costs

Pension Specialists Clumber Consultancy Limited ("Clumber") was instructed to provide the Liquidators with a report on their duties in respect of the Company's auto-enrolment pension scheme. Their fee for producing this report was fixed at £300 plus VAT and has been paid in full during the period.

Clumber were also instructed to produce and submit an RP15 and RP15A form to the Redundancy Payments Office in order for the outstanding pension contributions to be met. This fee was fixed at £450 plus VAT and has been paid in full during the period.

Clumber were instructed for both aspects due to prior involvement and known effectiveness as well as a more cost effective basis than had the office of the liquidators' undertaken this work.

Storage Costs

Archive Facilities (Southend) Limited ("Archive") were engaged by the Liquidators to collect, schedule and store Company books and records.

Archive currently store 1 box of records which is charged at £40 per quarter per box. During the period the sum of £104.62 has been paid to Archive which represents 2 months of storage plus disbursements of £24.62. Archive was instructed by the Liquidators due to their competitive rates and prior involvement.

8. UNREALISABLE ASSETS

As mentioned in section 4 of this report, the following assets are unrealisable.

- Plant & Machinery; and
- Book Debt

9. OTHER RELEVANT INFORMATION

Investigations and reporting on directors conduct

You may be aware that a liquidator has a duty to enquire into the affairs of an insolvent company to determine its property and liabilities and to identify any actions which could lead to the recovery of funds. In addition, as explained in the report circulated at the meeting of creditors convened pursuant to Section 98 of the Act, such report having also been sent to creditors following the meeting, a liquidator is also required to consider the conduct of the Company's directors and to make an appropriate submission to the Department for Business, Energy and Industrial Strategy. We can confirm that we have discharged our duties in these respects.

Connected party transactions

We have not been made aware of any sales of the Company's assets to connected parties.

Use of personal information

Please note that although it is our intention to conclude the liquidation, in the course of us continuing to discharge 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

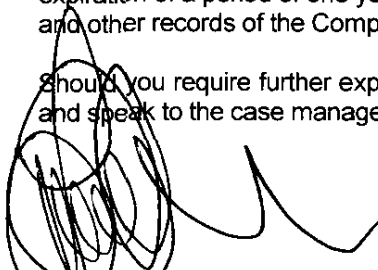
10. CONCLUSION

This report and account of receipts and payments is our final account of the winding-up, showing how the liquidation has been conducted and details of how the Company's property has been disposed of.

Unless creditors object, by giving notice in writing within 8 weeks of the delivery of this report, we will have our release from liability at the same time as vacating office. We will vacate office upon our delivering to the Registrar of Companies our final account

In accordance with The Insolvency Regulations 1994 Paragraph 16(2), the liquidators may, at any time after the expiration of a period of one year from the date of dissolution, destroy or otherwise dispose of the books, papers and other records of the Company.

Should you require further explanation of any matters contained within this report, you should contact our office and speak to the case manager, Rebecca Mileham in the first instance, who will be pleased to assist.



Louise Baxter
Joint Liquidator

Dated: 12 June 2019

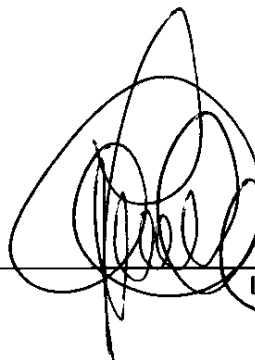
ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 22 June 2018 to 12 June 2019

Canaway Fleming Architects Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments
To 12/06/2019

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	HSBC Bank Plc	NIL	NIL
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(78,994.95)	UNSECURED CREDITORS		
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(8,660.60)	RPO	NIL	
(70,082.60)	HM Revenue & Customs - PAYE	NIL	
	HM Revenue & Customs -VAT	NIL	NIL
(100.00)	DISTRIBUTIONS		
	Ordinary Shareholders	NIL	NIL
(217,864.16)			0.00

REPRESENTED BY


 Louise Donna Baxter
 Joint Liquidator

TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy; and
- b. Time Costs Analysis for the period from 22 June 2018 to 12 June 2019

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 Canaway Fleming Architects Lim - Creditors Voluntary Liquidation - 03CA633 CVL : Time Costs Analysis From 01/01/2000 To 12/06/2019

Staff Grade	Consultant/Partner	Director	Sr Mgr	Mgr	Asst Mgr	Sr Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning		0.6				3.8		0.5		4.9	1,210.00	246.94
	Administration			0.2		1.0		0.6		2.1	512.50	244.05
	Total for General Case Administration and Planning	0.6		0.2		4.8		1.1		7.0	1,722.50	244.07
	Appointment			1.0		2.0		1.7		4.7	1,057.00	224.69
Compliance with the Insolvency Act, Rules and best practice	Banking and Bonding	1.5				0.6		1.0	6.1	9.2	1,894.50	205.92
	Case Closure					1.9	3.8			5.7	1,149.50	201.97
	Statutory reporting and statement of affairs	0.8								0.8	316.00	395.00
	Total for Compliance with the Insolvency Act, Rules and best practice	2.3		1.0		4.5	3.8	2.7	6.1	20.4	4,417.00	218.62
Investigations	CDDA and investigations	1.6		0.5		9.1		3.5		14.7	3,485.00	237.26
	Total for Investigations:	1.6		0.5		9.1		3.5		14.7	3,485.00	237.26
Realisation of assets	Debt collection					2.8				2.8	659.00	235.00
	Property, business and asset sales											0.00
	Retention of Title/Third party assets											0.00
	Total for Realisation of assets:					2.8				2.8	659.00	235.00
Trading	Trading											0.00
	Total for Trading:											0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured											0.00
	Others					3.0		0.3		3.3	753.00	228.18
	Creditors committee											0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:					3.0		0.3		3.3	753.00	228.18
Other matters which includes seeking decisions of creditors, meetings, tax, litigation, pensions and travel	Seeking decisions of creditors											0.00
	Meetings											0.00
	Other					4.6		0.2		4.8	1,113.00	231.89
	Tax					1.2		0.5		1.8	378.00	210.00
	Litigation											0.00
	Total for Other matters:					6.8		0.8		6.8	1,491.00	223.91
	Total hours by staff grade	4.2	0.6	1.7		30.0	3.8	8.4	6.1	54.8		
	Total time cost by staff grade	1,684.00	237.00	535.50		7,090.00	763.00	1,344.00	978.00	12,529.50		
	Average hourly rate £	400.95	393.00	315.00	0.00	235.00	185.00	160.00	160.00			228.64
	Total fees drawn to date £										0.00	

APPENDIX 3

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	25.21	25.21	0.00
Advertising	Stationery Office	169.20	0.00	169.20
Bonding	Insolvency Risk Services	18.00	18.00	0.00
Storage Costs	Archive Facilities (Southend) Limited	104.62	104.62	0.00
Total		317.03	147.83	169.20
Expenses incurred with entities within the Begbies Traynor Group (<i>for further details see Begbies Traynor Charging Policy</i>)				
Photocopying	Begbies Traynor (Central) LLP	70.80	0.00	70.80