

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0505883

Company name in full O'Brien Plant & Utility Services Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Gareth David

Surname Rusling

3 Liquidator's address

Building name/number 3rd Floor

Street Westfield House

Post town 60 Charter Row

County/Region Sheffield

Postcode S13FZ

Country

4 Liquidator's name ①

Full forename(s) Gerald Maurice

Surname Krasner

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 4th Floor

Street Cathedral Buildings

Post town Dean Street

County/Region Newcastle Upon Tyne

Postcode NE11PG

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

☐ 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

^d1

^d6

^m1

^m0

^y2

^y0

^y2

^y0

**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 **Kerry Norton**

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

Address
**3rd Floor, Westfield House
60 Charter Row**

Post town **Sheffield**

County/Region

Postcode

S	1		3	F	Z		
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Country

DX

Telephone **0114 2755033**

**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

O'Brien Plant & Utility Services Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 26/08/2019 To 17/08/2020 £	From 26/08/2015 To 17/08/2020 £
	MOTOR VEHICLES		
6,750.00	VW Caddy	NIL	6,800.00
(6,732.00)	VW Finance	NIL	(6,731.51)
		NIL	68.49
	ASSET REALISATIONS		
	Bank Interest Gross	NIL	4.23
51,387.00	Book Debts	NIL	34,169.16
	Illegal Dividends Repayment	8,008.04	16,016.00
	Insurance Refund	NIL	91.58
1,100.00	Plant & Machinery	NIL	1,500.00
7,000.00	Stock	NIL	8,990.00
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		8,008.04	60,824.07
	COST OF REALISATIONS		
	Accountants Fees	NIL	2,000.00
	Agents Costs		
	Post Appointment Fees	NIL	1,685.02
	Post Appointment Disbs	NIL	795.00
	Bank Charges	38.75	82.75
	Disbursements		
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		(7,881.13)	(51,579.38)
	PREFERENTIAL CREDITORS		
	BIS RPO - National Insurance Fund	3,914.50	3,914.50
(3,926.00)	Employees - Preferential Creditors	91.48	91.48
	HM Revenue & Customs - PAYE/NIC	22.80	22.80
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	FLOATING CHARGE CREDITORS		
(11,821.00)	The Royal Bank of Scotland Plc	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
	BIS RPO - National Insurance Fund	1,312.44	1,312.44
(34,000.00)	Directors Loan Account	NIL	NIL
(25,865.00)	Employees - Unsecured Creditors	NIL	NIL
	HM Revenue & Customs - PAYE/NIC	3.60	3.60
(9,376.00)	HM Revenue & Customs - VAT	NIL	NIL
(56,419.00)	Trade & Expense Creditors	3,968.36	3,968.36
		(5,284.40)	(5,284.40)
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(82,002.00)		(9,186.27)	(0.00)
	REPRESENTED BY		

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REPRESENTED BY CONTINUED

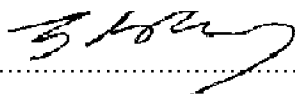
NIL

O'BRIEN PLANT & UTILITY SERVICES LIMITED (IN CREDITORS' VOLUNTARY
LIQUIDATION)
REGISTERED COMPANY NUMBER: 05055883

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: 17 August 2020

Signed: 

The Liquidators' postal address is at 3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ. They can also be contacted via Kerry Norton by e-mail at Sheffield.North@btguk.com or by telephone on 0114 275 5033.

O'Brien Plant & Utility Services Limited **(In Creditors' Voluntary Liquidation)**

Final report and account of the liquidation

Period: 26 August 2019 to 17 August 2020

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.

Contents

- ❑ Interpretation
- ❑ Company information
- ❑ Details of appointment of liquidators
- ❑ Progress since our last report
- ❑ Outcome for creditors
- ❑ Remuneration and disbursements
- ❑ Liquidators' expenses
- ❑ 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"	O'Brien Plant & Utility Services Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 26 August 2015.
"the liquidators", "we", "our" and "us"	Gareth David Rusling of Begbies Traynor (SY) LLP, 3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ and Gerald Maurice Krasner of Begbies Traynor (Central) LLP, 4th Floor, Cathedral Buildings, Dean Street, Newcastle Upon Tyne, NE1 1PG
"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 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):	O'Brien Plant & Utility Services Limited
Company registered number:	05055883
Company registered office:	3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ
Former trading address:	14-20 Gunhills Lane, Doncaster, South Yorkshire, DN3 3EB

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	26 August 2015
Date of liquidators' appointment:	26 August 2015 – Gareth David Rusling 26 August 2015 – John Russell 24 April 2017 – Gerald Maurice Krasner

Changes in liquidator (if any):

John Russell has retired from office as joint liquidator of the Company. By an order of the High Court of Justice, dated 24 April 2017, Gerald Maurice Krasner of Begbies Traynor (Central) LLP was appointed joint liquidator in his place. Gerald Maurice Krasner is licenced as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales.

4. PROGRESS SINCE OUR LAST REPORT

This is our final report and account of the liquidation and should be read in conjunction with the progress reports to creditors dated 25 October 2016, 18 September 2017, 6 September 2018 and 3 September 2019 respectively.

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 26 August 2019 to 17 August 2020. Detailed below is an explanation of the transactions which have occurred during the period covered by this report.

Receipts

Illegal Dividends Repayment

As detailed in our previous progress reports, the joint liquidators were pursuing the director with regard to the illegal dividends drawn prior to the Company entering into liquidation. Following a review of the dividend position, it transpired that funds totalling £16,019.00 remained due to the Company. Upon discussing this matter with the director, repayment terms were agreed over a 24 month period at a rate of £667.33 per month with a final instalment of £667.41. To date, all instalments have been received on the due dates resulting in funds of £8,008.04 being received during the period covered by this report and the directors liability being discharged in this regard.

Payments

Bank Charges

Svenska Handelsbanken AB (publ) ("Handelsbanken") have been paid £13.00 in relation to the maintenance charges incurred on the estate bank account during the period covered by this report. In addition, the sum of £25.75 has also been paid to The Insolvency Service and relates to the charges incurred for uncashed dividend cheques by creditors.

Disbursements – Postage

Postage charges in the sum of £59.76 have been incurred and discharged in relation to issuing the notice of intended dividend and this final report to the Company's creditors, during the period covered by this report.

Disbursements – Storage

The sum of £62.52 has been incurred and discharged in relation to the storage and destruction costs, when necessary, of the Company's books and records.

Office Holders Fees

The joint liquidators have drawn remuneration in the sum of £7,639.10 against their post appointment time costs, in accordance with the approval obtained following their appointment.

Statutory Advertising

EPE Reynell Advertising Limited have been paid the sum of £81.00 in relation to the dividend exclusion notice being advertised in the London Gazette.

Preferential Creditors

The Company's preferential creditors have been paid a dividend of 100 pence in the £ on 10 June 2020, in the sum of £4,005.98.

HM Revenue and Customs ("HMRC") – PAYE/NIC

Funds totalling £22.80 have been paid to HMRC in relation to PAYE and National Insurance Contributions due to them, as a result of issuing the above preferential dividend.

Unsecured Creditors

A dividend of 6.04 pence in the £ has been distributed to the Company's unsecured creditors on 11 August 2020. The total sum of £5,284.40 has been paid in this regard.

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. There is an analysis for the period of the report and also an analysis of time spent on the case since the date of our appointment. The details below relate to the work undertaken in the period of the report only. Our previous reports contain details of the work undertaken since our appointment.

General case administration and planning

During the period covered by this report, the joint liquidators have completed works required to maintain the liquidation including periodically reviewing the case by way of six monthly case reviews to ascertain which works remain outstanding and progressing the case to ensure that all statutory requirements have been completed during the course of the liquidation. This has included completion of the statutory checklists and updating both paper files and electronic diaries.

In addition, all statutory documentation which is required to be issued to the relevant parties during the course of the liquidation have been compiled and issued on the statutory due dates.

There is no financial benefit to creditors from our work in this area. However, we have a duty to undertake this work and therefore these costs cannot be avoided.

Compliance with the Insolvency Act, Rules and best practice

Time has been spent issuing our previous annual report and preparing and issuing this final report to the Company's creditors and the Registrar of Companies as well as the relevant notices being issued to such parties.

The estate bank account has been regularly monitored and reconciled against our internal system to ensure that all receipts and payments have been accounted for.

The joint liquidators statutory bond has been monitored and regularly reviewed to ensure that this has remained at an appropriate level throughout the liquidation.

A final review has been compiled to ensure that all works have been completed prior to the commencement of the closure process.

This work has not been financially beneficial to the Company's creditors however, is required by statute therefore the costs of undertaking the same cannot be avoided.

Investigations

No investigations have been undertaken during the period covered by this report.

Realisation of assets

The joint liquidators have spent time monitoring the monthly instalments received from the Company's director in relation to the illegal dividends, details of which are provided above.

This work has provided a financial benefit to the Company's creditors as it has enabled funds to be available for dividend purposes.

Trading

The Company has not traded whilst in liquidation therefore no time has been incurred in this regard.

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

Time has been spent corresponding with the Company's creditors by way of verbal and written communications with regards to their claims and queries which have arisen during the liquidation.

The joint liquidators have also liaised with Clydesdale Bank Plc ("Clydesdale") and The Royal Bank of Scotland ("RBS") in relation to their indebtedness towards the Company. Both parties confirmed that the Company was no longer indebted to them.

A dividend exclusion notice has been issued to the Company's creditors in order to advise creditors to submit their claims prior to the deadline provided. An advertisement of the same has been placed into the London Gazette. Following expiry of the deadline, the joint liquidators have adjudicated on claims and calculated the dividend to them. This has resulted in a dividend of _6.04p in the £ being issued in this regard.

In addition to the above, the Company's preferential creditors have been repaid in full. Time has been incurred reviewing the claims and ensuring that these were correct prior to issuing the distribution. In addition, communication has been entered into with HMRC in order to obtain the IP's PAYE reference number.

This work has been of a financial benefit to the Company's creditors as it has ensured the correct amount to be distributed to the Company's creditors both preferential and unsecured.

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

The joint liquidators have prepared and submitted VAT returns to HMRC to ensure that all VAT receivable has been reclaimed for the benefit of the estate.

Time has also been spent completing the CT600 form in respect of corporation tax returns due for the relevant period.

The above work has not provided any financial benefit to the Company's creditors however, such work is of a statutory nature which the joint liquidators must adhere to.

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.

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

Secured creditors

As advised in our previous report, it was anticipated that a distribution would be available to the Company's secured creditors in this matter however, following discussions with both Clydesdale and RBS, it was confirmed that no funds remained outstanding to either party from the Company. As a result, no funds will be paid from the liquidation estate in this regard.

Preferential creditors

A dividend of 100 pence in the £1 has been paid to the preferential creditors on 10 June 2020.

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

Details of how the prescribed part is calculated have previously been provided in our progress report for the period 26 August 2017 to 25 August 2018.

An estimate of the prescribed part and net property was detailed within our previous reports however, as it has now been confirmed by both secured creditors that there are no funds outstanding to either of them, there will be no prescribed part to distribute in this matter.

As detailed above, 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

A dividend of 6.04 pence in the £ was paid on 11 August 2020.

6. REMUNERATION & DISBURSEMENTS

Remuneration

Our remuneration has been fixed by a resolution of creditors at a meeting held on 25 August 2015 by reference to the time properly given by us (as liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (SY) LLP in attending to matters arising in the winding up and we are authorised to draw disbursements, including disbursements for services provided by our firm (defined as category 2 disbursements in Statement of Insolvency Practice 9), in accordance with our firm's policy and which is attached at Appendix 2 of this report.

Our time costs for the period from 26 August 2019 to 17 August 2020 amount to £9,052.60 which represents 46.5 hours at an average rate of £194.68 per hour.

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

- ❑ Begbies Traynor (SY) LLP's charging policy;
- ❑ Time Costs Analysis for the period 26 August 2019 to 17 August 2020.

In addition to the Time Costs Analysis for the period covered by this report, a cumulative Time Costs Analysis for the period from 26 August 2015 to 17 August 2020 is also attached at Appendix 2.

To 17 August 2020, we have drawn the total sum of £44,262.80 on account of our remuneration, against total time costs of £45,925.30 incurred since the date of our appointment. In addition to the time costs information disclosed at Appendix 2 for the period since our last progress report, our previous progress reports contained details of the time costs we had incurred as at the date of each report. Our unbilled time costs of £1,662.50 have been written off as irrecoverable. However, we reserve the right to recover our unbilled time costs in the event that circumstances subsequently permit us to do so.

Disbursements

To 17 August 2020, we have also drawn disbursements in the sum of £632.97.

Why have subcontractors been used?

The choice of agents was based on the joint liquidators knowledge of the agents experience and known ability to perform the type of work to be undertaken and also taking into account the complexity and nature of the assignment and the basis of their fee arrangements. Therefore, Ellis Willis & Beckett ("EWB") were instructed to provide a valuation of the Company's assets together with a sale of the Company's assets by way of a tender sale.

In addition, BTG Corporate Solutions ("BTGCS"), a connected party to Begbies Traynor (SY) LLP, were instructed to commence collection of the outstanding book debts. However, please note, that no fee has been charged by BTGCS for their assistance in this matter as it was agreed previously that no charges would be incurred to the case.

Category 2 Disbursements

In accordance with the resolution obtained in relation to disbursements, the following Category 2 disbursements have been charged to the case since our last report to creditors:

Other amounts paid or payable to the office holder's firm	
Type and purpose	Amount £
Postage	59.76
Storage	62.52
TOTAL	122.28

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

8. UNREALISABLE ASSETS

There are no assets that have proved to be unrealisable.

9. OTHER RELEVANT INFORMATION

Investigations and reporting on directors conduct

You may be aware that a liquidator has a duty to enquire into the affairs of an insolvent company to determine its property and liabilities and to identify any actions which could lead to the recovery of funds. In addition, a liquidator is also required to consider the conduct of the Company's directors and to make an appropriate submission to the Department for Business, Energy and Industrial Strategy. We can confirm that we have discharged our duties in these respects.

Investigations completed and action taken

We have been investigating the manner in which the business was conducted prior to the liquidation of the Company and potential recoveries for the estate in this respect.

As detailed in previous reports, the joint liquidators were carrying out investigations in relation to the illegal dividends. This matter has now been concluded as repayment terms were agreed with the director and the funds due have been discharged in full. Therefore, our investigations into this matter have now been concluded.

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 the notice of our final account, 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.

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

A handwritten signature in black ink, appearing to read 'G. Rusling', with a stylized flourish at the end.

Gareth David Rusling
Joint Liquidator

Dated: 17 August 2020

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 26 August 2019 to 17 August 2020

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REPRESENTED BY CONTINUED

NIL

TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (SY) LLP's charging policy;
- b. Time Costs Analysis for the period from 26 August 2019 to 17 August 2020; and
- c. Cumulative Time Costs Analysis for the period from 26 August 2015 to 17 August 2020.

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice 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 per meeting;
- Car mileage is charged at the rate of 45 pence per mile;
- Storage of books and records (when not chargeable as a Category 1 disbursement) is charged on the basis that the number of standard archive boxes held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates;

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

² Ibid 1

Expenses which should be treated as Category 2 disbursements (approval required) – in addition to the two categories referred to above, best practice guidance indicates that where payments are to be made to outside parties in which the office holder or his firm or any associate has an interest, these should be treated as Category 2 disbursements.

Services provided by other entities within the Begbies Traynor group

The following items of expenditure which relate to services provided by an entity within the Begbies Traynor group, of which the office holder's firm is a member, are also to be charged to the case (subject to approval):

Instruction of BTG Corporate Solutions Ltd to provide debt collection assistance. Their charges will be equivalent to 10% of realisations. However, please note, that no fee will be charged in this matter as agreed previously.

- (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 photocopying
- 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 Sheffield office as at the date of this report are as follows:

Grade of staff	Charge-out rate (£ per hour)
	1 December 2018 – until further notice
Directors/Office Holders	365
Senior Manager	325
Managers	305
Senior Administrator	230
Administrators	191
Junior Administrator	80
Support	40

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 O'Brien Plant & Utility Services Limite - Creditors Voluntary Liquidation - 91O159815.CVL : Time Costs Analysis From 26/08/2019 To 17/08/2020

Staff Grade		Consultant/Partner	Director	Snr Mngr	Mngr	Asst Mngr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	0.2	0.3				4.5				5.0	1,217.50	243.50
	Administration	1.3	0.9		0.2		1.8	0.4		0.8	5.4	1,374.40	254.52
	Total for General Case Administration and Planning:	1.5	1.2		0.2		6.3	0.4		0.8	10.4	2,591.90	249.22
Compliance with the Insolvency Act, Rules and best practice	Appointment												0.00
	Banking and Bonding	0.1	0.1		0.2		1.5			0.1	11.0	830.00	76.27
	Case Closure						2.4	3.7			6.1	1,258.70	206.34
	Statutory reporting and statement of affairs						4.3			0.1	4.4	993.00	225.68
	Total for Compliance with the Insolvency Act, Rules and best practice:	0.1	0.1		0.2		8.2	3.7		0.2	21.5	3,080.70	143.75
Investigations	CDDA and investigations												0.00
	Total for Investigations:												0.00
Realisation of assets	Debt collection						0.6			0.1	0.7	142.00	202.86
	Property, business and asset sales												0.00
	Retention of Title/Third party assets												0.00
	Total for Realisation of assets:						0.6			0.1	0.7	142.00	202.86
Trading	Trading												0.00
	Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured						2.3				2.3	529.00	230.00
	Others	0.5	0.5				9.3				10.3	2,496.00	242.33
	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:	0.5	0.5				11.6				12.6	3,025.00	240.08
Other matters which includes seeking decisions of creditors, meetings, tax, litigation, pensions and travel	Seeking decisions of creditors												0.00
	Meetings												0.00
	Other												0.00
	Tax							1.0		0.3	1.3	203.00	156.15
	Litigation												0.00
	Total for Other matters:							1.0		0.3	1.3	203.00	156.15
	Total hours by staff grade:	2.1	1.8		0.4		26.7	5.1		10.4	46.5		
	Total time cost by staff grade:	766.50	633.00		122.00		6,141.00	974.10		416.00		9,052.60	
	Average hourly rate £:	365.00	351.67	0.00	305.00	0.00	230.00	191.00	0.00	40.00			194.68
	Total fees drawn to date £:											7,639.10	

SIP9 O'Brien Plant & Utility Services Limite - Creditors Voluntary Liquidation - 91O159815.CVL : Time Costs Analysis From 26/08/2015 To 17/08/2020

Staff Grade		Consultant/Partner	Director	Snr Mngr	Mngr	Asst Mngr	Snr Admin	Admin	Jnr Admin	Support	N/A	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	3.7	0.5		1.2		11.1		4.6			21.1	4,531.90	214.78
	Administration	2.3	4.3		12.5		17.0	1.9	1.2	5.9		45.1	9,941.70	220.44
	Total for General Case Administration and Planning:	6.0	4.8		13.7		28.1	1.9	5.8	5.9		66.2	14,473.60	218.63
Compliance with the Insolvency Act, Rules and best practice	Appointment													0.00
	Banking and Bonding	0.4	1.0		2.1		9.4	8.4	0.7	45.7		67.7	6,552.00	96.79
	Case Closure						2.4	3.7				6.1	1,256.70	206.34
	Statutory reporting and statement of affairs	0.3			3.8		18.0			4.9		27.0	5,604.50	207.57
	Total for Compliance with the Insolvency Act, Rules and best practice:	0.7	1.0		5.9		29.8	12.1	0.7	50.6		100.8	13,416.10	133.10
Investigations	CDDA and investigations	0.5			5.3		2.6	3.2		0.5		12.1	3,000.90	248.01
	Total for Investigations:	0.5			5.3		2.6	3.2		0.5		12.1	3,000.90	248.01
Realisation of assets	Debt collection	0.3			14.1		17.7	0.4		0.1	3.6	36.2	7,341.00	219.36
	Property, business and asset sales				2.7		0.2					2.9	661.70	297.14
	Refention of Title/Third party assets							0.3				0.3	57.30	191.00
	Total for Realisation of assets:	0.3			16.8		17.9	0.7		0.1	3.6	39.4	8,660.00	224.87
Trading	Trading													0.00
	Total for Trading:													0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured						2.7					2.7	621.00	230.00
	Others	1.1	0.5		2.5		12.5	0.7		2.5		19.8	4,423.20	223.39
	Creditors committee													0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:	1.1	0.5		2.5		15.2	0.7		2.5		22.5	5,044.20	224.19
Other matters which includes seeking decisions of creditors, meetings, tax, litigation, pensions and travel	Seeking decisions of creditors													0.00
	Meetings													0.00
	Other													0.00
	Tax				0.6		0.2	4.3	0.1	2.0		7.2	1,130.50	157.01
	Litigation													0.00
	Total for Other matters:				0.6		0.2	4.3	0.1	2.0		7.2	1,130.50	157.01
	Total hours by staff grade:	8.6	6.3		44.6		93.8	22.9	6.6	61.6	3.6	248.2		
	Total time cost by staff grade:	3,083.00	2,139.50		13,664.00		19,684.90	4,373.90	526.00	2,452.00			45,925.30	
	Average hourly rate £:	358.49	339.60	0.00	305.00	0.00	209.86	191.00	80.00	39.81	0.00			185.03
	Total fees drawn to date £:												44,282.80	

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				
Bank Charges	Handelsbanken The Insolvency Service	13.00 25.75	13.00 25.75	Nil
Disbursements – Postage	Royal Mail	59.76	59.76	Nil
Disbursements – Storage	Restore	62.52	62.52	Nil
Statutory Advertising	EPE Reynell Advertising Limited	81.00	81.00	Nil

CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Accountants fees	Warrens GBC Limited	2,000.00
Agents fees	Ellis Willis & Beckett	1,685.02
Agents disbursements	Ellis Willis & Beckett	795.00
Bank charges	Handelsbanken The Insolvency Service	57.00 25.75
Mileage	Begbies Traynor (SY) LLP	13.30
Postage	Royal Mail	160.23
Storage	Restore	424.44
Insurance of assets	Peter Hoare & Co (IB) Ltd	106.00
Rent	EWB	684.84
Specific bond	Willis Limited/Marsh	74.00
Statement of affairs fee	Begbies Traynor (SY) LLP	1,000.00
Statutory advertising	EPE Reynell Advertising Limited	291.00