

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

WEDNESDAY



A22 *A82MG7A0* 03/04/2019 #372
COMPANIES HOUSE

1 Company details

Company number 0 5 4 2 8 6 6 4

Company name in full CBT Therapy Services Limited

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

2 Liquidator's name

Full forename(s) Julian

Surname Pitts

3 Liquidator's address

Building name/number Fourth Floor

Street Toronto Square

Post town Toronto Street

County/Region Leeds

Postcode L S 1 2 H J

Country

4 Liquidator's name

Full forename(s) Lee

Surname Lockwood

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

5 Liquidator's address

Building name/number Fourth Floor

Street Toronto Square

Post town Toronto Street

County/Region Leeds

Postcode L S 1 2 H J

Country

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

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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.

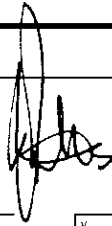
8

Sign and date

Liquidator's signature

Signature

X



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Signature date

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CBT Therapy Services Limited (In Creditors' Voluntary Liquidation)

Final report and account of the liquidation

Period: 5 February 2018 to 1 February 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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1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	CBT Therapy Services Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 5 February 2016
"the liquidators", "we", "our" and "us"	Julian Pitts of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ and Lee Lockwood of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ
"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:	CBT Clinics
Company registered number:	05428664
Company registered office:	Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ
Former trading address:	31 Bootham, York, North Yorkshire, YO30 7BT

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	5 February 2016
Date of liquidators' appointment:	5 February 2016 – Julian Pitts and Lee Lockwood as joint liquidators of Members' Voluntary Liquidation
	23 February 2017 – Julian Pitts and Lee Lockwood as joint liquidators of a Creditors' Voluntary Liquidation
Changes in liquidator:	None

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 4 April 2017 and 22 March 2018.

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 5 February 2018 to 1 February 2019.

During the period we have received the sum of £114,000 in full settlement of the liquidators' claims against the directors and CBT Clinics Ltd ("CBT Clinics"). This settlement was reached in conjunction with the settlement by the directors of the liability of HM Revenue & Customs ("HMRC").

The only other income in the period has been bank interest of £3.

We have made payment of our solicitor's legal costs, in the sum of £16,500 plus VAT. We have also paid the costs of a tax consultant who charged £2,000 plus VAT and for an increase in the level of our bond. VAT is not recoverable.

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?

During the period of this report we have progressed the settlement of the identified preference claim and also assisted with the settlement of the HMRC claim against the directors arising from the Company's use of tax avoidance schemes.

We sought the advice of an independent tax consultant with regard to the claim of HMRC. We have also held meetings and discussions with HMRC and accountants acting on behalf of the directors and CBT Clinics.

The type of work has required that it is undertaken by more senior staff, principally at Partner and Director Level. The work has resulted in a satisfactory outcome for all creditors, who have received payment in full.

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

The Joint Liquidators are required to maintain records that demonstrate how the case has been administered and to document any reasons for decisions that have been made. Regular reviews are undertaken of the case to ensure that the case is being carried out efficiently and for the benefit of creditors.

The initial appointment was taken as a Members' Voluntary Liquidation and this subsequently became a Creditors' Voluntary Liquidation when claims by HMRC were identified and it became apparent that these could not be settled in full from assets which were then available in the liquidation. The strategy of the liquidators has therefore shifted considerably from that envisaged when we were initially appointed and substantially more work has had to be undertaken than was anticipated at that time.

Compliance with the Insolvency Act, Rules and best practice

The Insolvency Act and Rules require that the Joint Liquidators produce progress reports on an annual basis to provide an update to the creditors of the progression made during the liquidation and a final report at the conclusion of the winding up.

The time spent preparing last progress report and this final report has been recorded during this period.

We had advertised for creditor claims previously. The Liquidators have also periodically monitored realisations and compared this to the bond level to ensure that sufficient cover is in place at all times in order to protect the interest of the Company's creditors.

Investigations

The majority of our investigative work was conducted in previous periods. This allowed us to identify a preference claim against the directors and an associated company, CBT Clinics Ltd.

Realisation of assets

Agreements have been entered into by the Joint Liquidators in settlement of all claims against the directors and CBT Clinics by the liquidators, and the settlement of the HMRC claim against the Company, its directors and CBT Clinics.

Our solicitors, Squire Patton Boggs, prepared a deed of settlement which resulted in £114,000 being paid into the liquidation by the directors.

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

The principal creditor with whom we have dealt in the period has been HMRC. HMRC had provided a revised claim and settlement calculations which we have reviewed with the assistance of a tax consultant.

We have held discussions and meetings with HMRC and Deloitte, who were acting on behalf of the directors in this matter. HMRC subsequently produced a settlement agreement in respect of their claim against the Company and potential claim against the directors under the forthcoming loan charge legislation. With the assistance of our solicitors, Squire Patton Boggs, we reviewed this agreement and had our required amendments incorporated into it.

This settlement agreement with HMRC has now been completed and this has resulted in the HMRC claim being full satisfied.

We have declared a dividend of 100p in £ to the remaining creditor.

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

We have sought and obtained approval of a further fee estimate prior to taking steps to close the liquidation.

Following conclusion of the settlement agreement with HMRC we have obtained tax clearance to close the liquidation. A formal tax return was not required for the current period as there was minimal taxable income.

5. OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in our progress report for the period 5 February 2016 to 4 February 2017.

The outcome for each class of the Company's creditors has been as follows:

Secured creditors

The company had granted security in favour of its directors, Antony Brown and Maxine Elizabeth Jane Brown.

The Declaration of Solvency showed that the directors were owed £387.30 by way of loans made to the Company.

Due to the settlements entered into there are no outstanding liabilities due to the secured creditors.

Preferential creditors

There are no known preferential claims.

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)).

Due to the settlement with the directors, 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, the prescribed part provision has no application.

Unsecured creditors

The claim of HMRC has been settled by way of a settlement agreement between HMRC, the directors of the Company, CBT Clinics and the Liquidators. The remaining creditor is to receive a distribution of 100p in £.

Notice of Declaration of a Dividend

We are now able to declare a first and final dividend to non preferential unsecured creditors. Enclosed with this report is formal notice of the dividend together with a cheque.

6. REMUNERATION & DISBURSEMENTS

Remuneration

Our remuneration for the period following conversion to CVL has been fixed by a resolution by correspondence of the creditors 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 (Central) LLP in attending to matters arising in the winding up as set out in the fees estimate dated 20 March 2017 in the sum of £41,157 and our further fees estimate dated 17 January 2019 in the sum of £20,698.50. This makes the total amount of our approved estimate £61,855.50. We are authorised to draw disbursements for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy and which is attached at Appendix 2 of this report.

Our time costs for the period from 5 February 2018 to 1 February 2019 amount to £28,397 which represents 89.3 hours at an average rate of £318 per hour.

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

- Begbies Traynor (Central) LLP's charging policy
- Time Costs Analysis for the period 5 February 2018 to 1 February 2019

Work undertaken prior to conversion to CVL

In addition to the post appointment time costs detailed in the Time Costs Analysis, the costs relating to work undertaken prior to the conversion to CVL were agreed with the members of the Company.

In addition to the Time Costs Analysis for the period covered by this report, a cumulative Time Costs Analysis for the CVL period from 23 February 2017 to 1 February 2019 and the MVL period is also attached at Appendix 2.

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 preparing the Declaration of Solvency and convening the meeting of members was agreed by the members and had been paid prior to converting to CVL.

To 1 February 2019, we have drawn the total sum of £78,470.88 on account of our remuneration, against total time costs of £92,758 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 £14,282.12, 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 1 February 2019, we have also drawn disbursements in the sum of £200.

Category 2 Disbursements

In accordance with the resolution obtained in relation to disbursements, the following Category 2 disbursements have been charged to the case:

Other amounts paid or payable to the office holder's firm	
Type and purpose	Amount £
Mileage – 45p per mile	200.00
TOTAL	200.00

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. The identified preference claim was dealt with by way of a settlement agreement.

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

As explained in our previous progress reports, we have investigated the Company's use of tax schemes and the sales of the Company buses to a connected entity. As a result of our investigations we have been able to conclude the aforementioned settlement.

Use of personal information

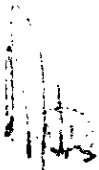
Please note that although it is our intention to conclude the liquidation, in the course of us continuing to discharge our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required 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, Richard Kenworthy in the first instance, who will be pleased to assist.



Julian N R Pitts
Joint Liquidator

Dated: 1 February 2019

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 5 February 2018 to 1 February 2019

	From 05/02/2018 To 01/02/2019 £	From 05/02/2016 To 01/02/2019 £
ASSET REALISATIONS		
Cash from MVL Bank account	NIL	3,096.98
Settlement of Claim	114,000.00	114,000.00
Bank Interest Gross	3.26	6.31
	<u>114,003.26</u>	<u>117,103.29</u>
COST OF REALISATIONS		
Specific Bond	210.00	210.00
Liquidators' Fees MVL	18,343.00	18,343.00
Travel & Mileage	200.00	200.00
Liquidators' Fees	60,127.88	60,127.88
Legal Fees (1)	16,500.00	16,500.00
Irrecoverable VAT	19,483.21	19,497.21
Tax Advice	2,000.00	2,000.00
Storage Costs	35.20	35.20
Statutory Advertising	NIL	70.00
	<u>(116,899.29)</u>	<u>(116,983.29)</u>
UNSECURED CREDITORS		
Trade Creditors	(120.00)	(120.00)
	<u>(120.00)</u>	<u>(120.00)</u>
	<u><u>(3,016.03)</u></u>	<u><u>0.00</u></u>
REPRESENTED BY		
Bank 1 Current		0.00
		<u><u>0.00</u></u>

TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 5 February 2018 to 1 February 2019;
- c. Cumulative Time Costs Analysis for the period from 23 February 2017 to 1 February 2019; and
- d. Time Cost Analysis for the MVL period 5 February 2016 to 23 February 2017.

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;
- 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 entities 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):

It may become necessary to instruct Eddisons Commercial Limited to provide assistance in valuing the assets of the Company and provide any additional services, not currently anticipated, during the course of the case. In such circumstances and to avoid the costs associated with seeking further approval, the charges for such services will be calculated on a time costs basis at the prevailing hourly rates for their various grades of staff which are currently as follows:

Grade of staff	Charge-out rate (£ per hour)
Director	£275
Associate	£180
Surveyor	£120
Graduate	£100
Administration	£80
Porters	£35

(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

Additional payments received by Eddisons Commercial Limited from purchasers where assets are disposed of by way of auction

In addition to the charges of Eddisons Commercial Limited detailed above for providing the services to the office holder, where any machinery and business assets (other than freehold/leasehold property) are disposed of by way of auction, Eddisons Commercial Limited will also receive a payment from the purchaser, known as a buyer's premium, equivalent to 15% of the successful bid. Where any freehold/leasehold property is disposed of by way of auction, Eddisons Commercial Limited will also receive a payment from the purchaser, known as a buyer's administration fee, in the sum of £600. It is standard auction industry practice for a buyer's premium and buyer's administration fee to be charged. The buyer's premium and buyer's administration fee is paid by the purchaser of the assets and is not paid by the office holder from the assets of the estate.

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 Leeds 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
Partner	495
Director	445
Senior Manager	395
Manager	345
Assistant Manager	250
Senior Administrator	225
Administrator	175
Junior Administrator	140
Support	140

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.

The office holder may use the services of BTG Forensic during the course of the case. BTG Forensic is a specialist department of the office holder's firm which provides forensic accounting services. The current charge-out rates applying to work carried out by BTG Forensic are as follows:

Grade of staff	Charge-out rate (£ per hour)
Partner	250
Senior Manager	175

SIP9 CBT Therapy Services Limited - Creditors Voluntary Liquidation - 80CB008.CVL : Time Costs Analysis From 05/02/2016 To 01/02/2019

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	4.5									4.5	1,777.50	395.00
Administration		10.0						10.2	1.1	21.2	5,464.50	255.54
Total for General Case Administration and Planning:	4.5	10.0						10.2	1.1	21.2	7,242.00	261.44
Compliance with the Insolvency Act, Rules and best practice	2.5							4.5		7.0	1,482.50	211.79
Appointment								0.6	2.4	3.5	430.50	123.00
Banking and Bonding		0.1						0.7		2.7	998.00	365.93
Case Closure		2.0						10.9		15.2	2,764.50	181.86
Statutory reporting and statement of affairs	3.0	0.0				0.4						
Total for Compliance with the Insolvency Act, Rules and best practice:	5.5	3.0				0.4		16.7	2.4	28.4	5,665.50	199.49
Investigations	29.0	17.0	1.0					5.3		55.3	18,807.00	340.09
GDPA and investigations								0.5		10.7	3,594.00	335.89
Total for Investigations:	29.0	17.0	1.0					5.3		31.0	12,120.00	390.97
Realisation of assets												
Debt collection		10.2										
Property, business and asset sales	28.5	2.5										
Retention of title/third party assets												
Total for Realisation of assets:	28.5	12.7						0.5		41.7	15,714.00	378.83
Trading												
Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions												0.00
Secured												0.00
Others	4.0	24.3					1.2	3.5		33.0	11,180.50	338.80
Creditors committee												0.00
Total for Dealing with all creditors claims (including employees), correspondence and distributions:	4.0	24.3					1.2	3.5		33.0	11,180.50	338.80
Other matters which includes seeking decisions of creditors, meetings, correspondence, administration, pensions and travel												
Seeking decisions of creditors		1.0						1.1		2.1	500.00	285.74
Meetings								1.5		1.5	165.00	110.00
Other												0.00
Tax	25.5								0.4	25.9	10,222.50	394.69
Litigation												0.00
Total for Other matters:	25.5	1.0						2.6	0.4	29.5	10,008.50	372.42
Total hours by staff grade:	97.0	69.8	1.0			0.4	4.7	38.8	3.9	215.6		
Total time cost by staff grade:	38,315.00	23,241.00	310.00			70.00	654.50	4,355.00	450.00		69,595.50	
Average hourly rate £:	397.06	361.02	310.00	0.00	0.00	175.00	139.26	112.24	115.38			322.80
Total fees drawn to date £:											19,343.00	

SIP9 CBT Therapy Services Limited - Members Voluntary Liquidation - 80CB008.MVL : Time Costs Analysis From 05/02/2016 To 01/02/2019

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	3.5	2.0			2.0			0.8		6.3	2,570.50	309.70
Administration		6.2					0.3	6.2	0.6	15.3	3,617.50	236.44
Total for General Case Administration and Planning:	3.5	10.2			2.0		0.3	7.0	0.6	23.6	6,188.00	262.20
Compliance with the Insolvency Act, Rules and best practice	1.0				4.5		1.3	3.7		10.5	1,900.00	180.95
Appointment												
Banking and Bonding	0.4						0.8	0.9	1.0	3.1	475.00	153.23
Case Closure												0.00
Statutory reporting and statement of affairs	1.0	1.8						7.7		10.5	1,863.00	177.43
Total for Compliance with the Insolvency Act, Rules and best practice:	2.4	1.8			4.5		2.1	12.3	1.0	24.1	4,236.00	174.85
Investigations	7.4	4.8	7.5				1.5			21.2	4,071.00	234.48
CDIA and investigations												
Total for Investigations:	7.4	4.8	7.5				1.5			21.2	4,071.00	234.48
Realisation of assets												
Debt collection												0.00
Property, business and asset sales												0.00
Retention of 'fitted' party assets												0.00
Total for Realisation of assets:												0.00
Trading												
Trading												0.00
Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions												0.00
Secured												0.00
Others	0.3	2.2								2.5	877.50	351.00
Creditors committee												0.00
Total for Dealing with all creditors claims (including employees), correspondence and distributions:	0.3	2.2								2.5	877.50	351.00
Other matters which includes settling decisions of creditors, meetings, correspondence, payments and travel												0.00
Seeking decisions of creditors												0.00
Meetings												0.00
Other	2.5									2.5	987.50	395.00
Tax	5.5	0.7			6.0			1.5	0.2	19.9	5,901.00	296.53
Litigation												0.00
Total for Other matters:	8.0	0.7			6.0			1.5	0.2	22.4	6,888.50	307.52
Total hours by staff grade:	21.6	25.7	7.5		12.5		3.9	20.8	1.8	93.8		
Total time cost by staff grade:	7,821.50	6,866.50	900.00		2,562.50		518.90	2,288.00	188.00		23,143.00	
Average hourly rate £:	362.11	345.00	120.00	0.00	205.00		135.00	110.00	110.00			246.94
Total fees drawn to date £:											18,343.00	

STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
Tax Advisors Fees	Wilson & Co	2,000.00	2,000.00	0.00
Legal Fees	Squire Patton Boggs	16,500.00	16,500.00	0.00
Storage	Restore Plc	35.20	35.20	0.00
Bond	Marsh Limited	210.00	210.00	0.00

CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Tax Advisors Fees	Wilson & Co	2,000.00
Legal Fees	Squire Patton Boggs	16,500.00
Storage	Restore Plc	35.20
Bond	Marsh Limited	210.00
Statutory Advertising	Courts Advertising	70.00

LIQ14

Notice of final account prior to dissolution in CVL



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	Amelia Blythe
Company name	Begbies Traynor (Central) LLP
Address	Fourth Floor Toronto Square
Post town	Toronto Street
County/Region	Leeds
Postcode	L S 1 2 H J
Country	
DX	
Telephone	0113 244 0044



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