

LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY



A09 *A7JR7KRV* 29/11/2018 #30
COMPANIES HOUSE

ase
ise

1 Company details

Company number 0 6 3 8 1 6 4 3
Company name in full A & A Family Centre Limited

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

2 Liquidator's name

Full forename(s) Catherine
Surname Lee-Baggaley

3 Liquidator's address

Building name/number 1st Floor
Street Consort House
Post town Waterdale
County/Region Doncaster
Postcode D N 1 3 H R
Country

4 Liquidator's name ●

Full forename(s) Ian Michael
Surname Rose

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


5 Liquidator's address ●

Building name/number 1st Floor
Street Consort House
Post town Waterdale
County/Region Doncaster
Postcode D N 1 3 H R
Country

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

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Notice of progress report in voluntary winding up

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

LIQ03

Notice of progress report in voluntary winding up



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	Keyleigh Curry
Company name	Silke & Co Limited
Address	1st Floor Consort House
Post town	Waterdale
County/Region	Doncaster
Postcode	D N 1 3 H R
Country	
DX	
Telephone	01302 342875



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

A & A Family Centre Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 20/10/2017 To 19/10/2018 £	From 20/10/2016 To 19/10/2018 £
	ASSET REALISATIONS		
Uncertain	Rent and Rates Prepayment	NIL	1,833.75
Uncertain	Overpayment of Wages	NIL	NIL
Uncertain	Commercial Card Overpayment	NIL	NIL
		NIL	1,833.75
	OTHER REALISATIONS		
	Bank interest, gross	2.37	4.44
	Contribution to costs	NIL	4,800.00
		2.37	4,804.44
	COST OF REALISATIONS		
	Specific bond	NIL	60.00
	Preparation of Statement of affairs	NIL	5,000.00
	Liquidator's fees	800.00	1,216.67
	Room Hire	NIL	83.33
	Statutory advertising	NIL	210.00
		(800.00)	(6,570.00)
	UNSECURED CREDITORS		
(10,704.94)	Trade & Expense Creditors	NIL	NIL
(27,500.00)	HSBC Bank Plc	NIL	NIL
(35,932.68)	HM Revenue and Customs	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(74,237.62)		(797.63)	68.19
	REPRESENTED BY		
	VAT receivable		62.00
	Estate Account		6.19
			68.19

**A & A Family Centre Limited
(In Liquidation)
Supplementary Information**

Registered Office / Home Address

C/O Silke & Co Ltd 1st Floor
Consort House
Waterdale
Doncaster
DN1 3HR

Registered Number

06381643

Appointment Details

First Partner - Catherine Lee-Baggaley
1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR
Appointment Date - 20/10/2016

Second Partner - Ian Michael Rose
1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR
Appointment Date - 20/10/2016

Changes to Office Holders

None

Additional Information

Dividends / Distributions / Consigned Funds : E = Equalising

Dividend Type	Date	Admitted	Number	Paid	p in £
---------------	------	----------	--------	------	--------

No Dividends Paid

Unrealisable Assets

None

Details of Basis of Remuneration

Time Costs

**Statement of Remuneration / Expenses
For period 20/10/2017 to 19/10/2018**

Account	Incurred In Period	Accrued In Period For Last Period	Accrued In Period	Total In Period
Liquidator's fees	800.00	0.00	0.00	800.00
	800.00	0.00	0.00	800.00

Statement on Fee / Expenses Estimates



SILKE & CO

INSOLVENCY PRACTITIONERS

1st Floor – Consort House – Waterdale – Doncaster – DN1 3HR
Tel: 01302 342875 - Fax: 01302 342986
Email: admin@silkeandco.co.uk - Web: www.silkeandco.co.uk

TO ALL CREDITORS AND MEMBERS

Our Ref: AJ6BC/CLB/IMR/KC/S7
Date: 26 November 2018

When calling please ask for: Kayleigh Nichols

Email: kayleigh.nichols@silkeandco.co.uk

Dear Sir/Madam

A & A FAMILY CENTRE LIMITED – IN LIQUIDATION

This is the Joint Liquidators' second annual report upon this matter. This report should be read in conjunction with the report of the initial meeting of creditors and subsequent annual report.

1. RECEIPTS AND PAYMENTS ACCOUNT

We attach an account of receipts and payments for the current period 20 October 2017 to 19 October 2018, and cumulatively from the commencement of the winding up to the end of the anniversary.

2. REALISATIONS

Assets

There is a rent and rates prepayment listed in the Statement of Affairs, as previously reported the Joint Liquidators have received the sum of £1,833.75, being the amount due to the Company in respect of the rent prepayment as at the date of liquidation. However, the director advised that she believed that she had made this payment to the Landlord personally and therefore it was due back to her. Sufficient evidence was provided by the director to show that this was paid personally, however this has not been refunded yet due the Joint Liquidators investigations showing there to be a possible overdrawn Directors Loan Account ("DLA") and unlawful dividends. The amount received in respect of prepayments shall either be offset against the DLA or unlawful dividends. This is reported further in Section 5.

A claim has been submitted in the liquidation by the London Borough of Lewisham in the sum of £9,613.00 in respect of business rates owed by the Company, therefore there will be no prepayment due back to the Company.

Due to the director failing to provide any information in respect of the overpayment of wages and commercial card overpayment no realisations have been made in respect of this, as it was deemed uneconomical to pursue further.

Other Assets

The director has paid a contribution towards the costs of the liquidation as agreed by us as Joint Liquidators, in the sum of £4,800.00. This will be offset against any balance determined to be due in respect of the unlawful dividends and/or DLA.

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Insolvency Practitioners acting as administrators or administrative receivers contract as agents and without personal liability
Wilkin Chapman Silke Limited t/a Silke & Co is registered in England and Wales under registered number 11532366
Registered Office: Cartergate House, 26 Chantry Lane, Grimsby, DN31 2LJ
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3. JOINT LIQUIDATORS' REMUNERATION

A Statement of Affairs fee of £5,000.00 was approved at the initial meeting of creditors held on 20 October 2016 which has been drawn by us, as Joint Liquidators.

This is a fixed fee and was considered to be fair, reasonable and proportionate with the work carried out as detailed in the fee estimate and agreed by creditors.

In the pre appointment period, category 2 disbursements of £57.93 were incurred and allocated to the case, which have not been drawn during the post appointment period. The disbursements that have been incurred are detailed in Appendix II.

The Joint Liquidators' remuneration is based on hourly costs at scale rates calculated on the time properly spent in the course of the liquidation and was approved at the initial meeting of creditors held on 20 October 2016 and is capped at £11,912.50.

In the current period the Joint Liquidators' have incurred time costs of £8,782.50 representing 48.20 hours at an average hourly charge-out rate of £182.21. Total time spent to date on this assignment amounts to 81.45 hours at an average composite rate of £178.78 per hour resulting in total time costs to date of £14,561.25. Joint Liquidators' fees of £1,216.67 plus VAT have been drawn to date leaving outstanding time costs of £13,344.58.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators original fees estimate has been exceeded, see comparison below:

Classification	Estimated Number of Hours	Estimated Total Time Costs	Actual Number of Hours	Actual Total Time Costs
Administration & Planning	22.00	£4,600.00	13.30	£2,210.00
Creditors & Distributions	8.00	£1,662.50	2.90	£402.50
Investigations	14.00	£2,675.00	52.80	£9,467.50
Contribution to costs	9.00	£1,737.50	4.15	£746.25
Statutory & Compliance	6.00	£1,237.50	8.30	£1,735.00
Estimated Totals	59.00	£11,912.50	81.45	£14,561.25

Please refer to Appendix I for a detailed breakdown of the work undertaken.

Administration & Planning – Administration and Planning relates to the cashiering functions required throughout the duration of the liquidation, which included the bank account reconciliations, the submission of annual Corporation Tax returns, and the maintaining of the estate account. It also included the time allowed for case reviews to be undertaken, the filing and maintaining of internal documents relating to the case, dealing with any pension schemes and archiving the Company records. The time incurred amounts to 13.30 hours at a total cost of £2,210.00; the estimated time was 22.00 hours totalling £4,600.00. This is lower than anticipated, however further costs will be incurred until the conclusion of the liquidation.

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Creditors & Distribution – Time spent on Creditors & Distribution amounts to 2.90 hours, totalling £402.50. The estimated time was 8.00 hours at a total cost of £1,662.50. This relates to communication with creditors regarding the liquidation and logging claims received. This is lower than originally estimated as communication with creditors has been lower than anticipated.

Investigations – The time spent on Investigations amounts to 52.80 hours, totalling £9,467.50. The estimated time was 14.00 hours, totalling £2,675.00. This is higher than anticipated due to the level of investigation required, further details can be found in Section 5. Additional costs will be incurred until the conclusion of the Joint Liquidators investigations.

Contribution to Costs – The time spent amounts to 4.15 hours at a total cost of £746.25. The estimated time was 9.00 hours, totalling £1,737.50. This category of time includes liaising with the director in respect of the funds due into the liquidation. The costs are lower than anticipated due to payments being made in a timely manner, however the costs will increase should payments be due in respect of the DLA and unlawful dividends. Further details can be found in Section 2.

Statutory & Compliance – Statutory & Compliance involves the preparation and circulation of the Joint Liquidators report to creditors upon appointment, preparing annual reports to creditors, filing the relevant documents to Companies House, including annual receipts and payments accounts, advertising throughout the liquidation in accordance with statutory requirements and bonding the case for the value of the assets. The time spent amounts to 8.30 hours at a total cost of £1,735.00; the estimated time was 6.00 hours totalling £1,237.50. This is higher than anticipated due to the liquidation not concluding within the originally estimated time frame. Further costs will also be incurred up to the conclusion of the liquidation.

Post Appointment category 2 disbursements of £158.39 have been allocated to the case from the commencement of the liquidation up to the anniversary which have not been drawn leaving unbilled disbursements of £158.39 together with pre appointment category 2 disbursements of £57.93. The disbursements that have been incurred are detailed in Appendix II.

Silke & Co chargeout rates and disbursements policy is attached at Appendix III.

All payments have been made in accordance with the rules and regulations generally as to the payment of costs and expenses in the liquidation, details of which can be found below:

Other Costs

The sum of £60.00 has been incurred and drawn, which relates to the insurance bond on the case, this is a statutory requirement under the guidelines produced by the Joint Liquidators regulatory body, this amount has been drawn in full.

The sum of £210.00 has been incurred and drawn, which relates to the statutory advertising of the liquidation and the appointment of the Joint Liquidators in addition to the advertising of the members and creditors meetings.

The sum of £2.80 has been incurred and paid by Silke & Co, this relates to searches being conducted pre appointment in order to comply with Anti Money Laundering regulations.



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The sum of £83.33 has been incurred and drawn, in respect of room hire. It was necessary to hold members and creditors meetings in order to place the Company into liquidation, and in order to make the meeting accessible to all creditors.

A Creditors' Guide to Liquidators' Fees can be found on the portal or on our website, which includes creditors' rights to further information and to challenge.

4. CREDITORS' CLAIMS AND DIVIDEND PROSPECTS

Secured Creditors

In accordance with the Statement of Affairs, HSBC Bank Plc ("the Bank") was believed to hold a fixed and floating charge over the assets of the Company. The bank is owed £27,500.00 by the Company under the charge held. Unless further assets are discovered, there will be insufficient realisations in the liquidation to pay any funds owing to the secured creditor.

Preferential Creditors

There were no preferential creditors in the liquidation.

Unsecured Creditors

Ordinary unsecured claims have been received amounting to £54,685.39, the director's Statement of Affairs estimated unsecured claims of £74,137.62. Please be advised that claims may still be received and therefore the total value of unsecured claims is not known as present.

At this stage although creditors' claims have been lodged we have not taken steps to formally agree the claims of unsecured creditors as a dividend will be dependent upon the outcome of our investigations.

5. OTHER RELEVANT INFORMATION

Investigation

The Joint Liquidators initial assessment revealed matters that considered merited further investigation, with the Company bank account statements highlighting transactions which required further clarification. The Joint Liquidators wrote to the director requesting her comments in respect of the queried transactions, to which a full response was received.

As detailed in Section 2, the Joint Liquidators investigation highlighted a DLA due to the Company in the sum of £6,400.98 and unlawful dividends in the amount of £34,675.00. The Joint Liquidators have written to the director regarding the discovery, to which a response has been received disputing the figures stated. Following information received the DLA has been reduced to £1,600.98. However, the director doesn't believe any funds are owed to the Company. A further update will be provided in due course.

Although this work may not generate any financial benefit to creditors, it is necessary to meet the statutory duties as well as conduct appropriate enquires and investigations into potential rights of actions to enhance realisations.

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6. EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was in the UK and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

7. CREDITORS' RIGHTS

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

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

If there are any matters which you consider we should be aware of regarding the way in which the Company's business has been conducted, and on any potential recoveries for the estate, we shall be pleased to hear from you. This request for information is standard practice and does not imply any criticism or cause of action against any person concerned in the management of the Company's affairs.

Further information on the insolvency process may be found on our website or on the portal.

Please be advised that we are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

8. CONCLUSION

As detailed above the investigations into the Company affairs are still ongoing. Due to this, it is not possible to confirm the timescale for conclusion of the liquidation at present.

We will report again following the third anniversary of the liquidation or at the conclusion of the winding up, whichever is the sooner.

Yours faithfully



Catherine Lee-Baggaley
Joint Liquidator

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A & A Family Centre Limited
(In Liquidation)

JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 20/10/2017 To 19/10/2018 £	From 20/10/2016 To 19/10/2018 £
RECEIPTS			
Rent and Rates Prepayment	Uncertain	0.00	1,833.75
Overpayment of Wages	Uncertain	0.00	0.00
Commercial Card Overpayment	Uncertain	0.00	0.00
Bank interest, gross		2.37	4.44
Contribution to costs		0.00	4,800.00
		<u>2.37</u>	<u>6,638.19</u>
PAYMENTS			
Specific bond		0.00	60.00
Preparation of Statement of affairs		0.00	5,000.00
Liquidator's fees		800.00	1,216.67
Room Hire		0.00	83.33
Statutory advertising		0.00	210.00
Trade & Expense Creditors	(10,704.94)	0.00	0.00
HSBC Bank Plc	(27,500.00)	0.00	0.00
HM Revenue and Customs	(35,932.68)	0.00	0.00
Ordinary Shareholders	(100.00)	0.00	0.00
		<u>800.00</u>	<u>6,570.00</u>
Net Receipts/(Payments)		<u>(797.63)</u>	<u>68.19</u>
MADE UP AS FOLLOWS			
Estate Account		(588.63)	6.19
VAT Receivable / (Payable)		(209.00)	62.00
		<u>(797.63)</u>	<u>68.19</u>

Time Entry - Detailed SIP9 Time & Cost Summary

AJ6BC - A & A Family Centre Limited

To: 19/10/2018

Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	0.50	0.00	5.00	7.80	13.30	2,210.00	166.17
CR-CRED : Creditors & Distributions	0.00	0.00	1.50	1.40	2.90	402.50	138.79
IN-INV : Investigations	0.50	1.20	50.70	0.40	52.80	9,467.50	179.31
RA-PLTG : Floating Charge Assets/Contributions	0.00	0.00	4.15	0.00	4.15	746.25	179.82
S3-STAT : Statutory & Compliance	0.40	1.50	6.30	0.10	8.30	1,735.00	209.04
Productive Time	1.40	2.70	67.55	9.70	81.45	14,561.25	178.78
Total Hours	1.40	2.70	67.55	9.70	81.45	14,561.25	178.78
Total Fees Claimed						0.00	

Time Entry - Detailed SIP9 Time & Cost Summary

AJ6BC - A & A Family Centre Limited
 From: 20/10/2017 To: 19/10/2018
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	0.25	0.00	0.60	1.95	2.80	490.00	175.00
CR-CRED : Creditors & Distributions	0.00	0.00	0.00	0.40	0.40	40.00	100.00
IN-INV : Investigations	0.00	0.70	38.50	0.00	39.20	6,955.00	177.42
S3-STAT : Statutory & Compliance	0.40	1.50	3.80	0.10	5.80	1,297.50	223.71
Productive Time	0.65	2.20	42.90	2.45	48.20	8,782.50	182.21
Total Hours	0.65	2.20	42.90	2.45	48.20	8,782.50	182.21
Total Fees Claimed						0.00	

Appendix I

Detailed list of work undertaken for A & A Family Centre Limited in Creditors' Voluntary Liquidation for the review period 20 October 2017 to 19 October 2018.

Below is detailed information about the tasks undertaken by the Joint Liquidators.

General Description	Includes
Administration & Planning	
General Administration / Cashiering	Deregistration of VAT Quarterly VAT Returns Annual corporation tax returns Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments General Communication
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews documenting strategy
Document maintenance/file review/checklist	Filing of documents Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Communication with regard to pension scheme
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries Review and prepare correspondence to creditors and their representatives
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD
Investigations	
SIP 2 Review	Taking control of and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary information if required Assisting the Insolvency Service with its investigations
Contributions	

General Description	Includes
EG: Plant & Machinery / Office Equipment ETC	Liaising with the director Reviewing asset listings
Statutory & Compliance	
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report to creditors
Statutory/Advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Creditors' decisions Advertising Filing statutory documents, bonding.	Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions

Appendix II

Expenses summary for period, cumulative & comparison with estimate for A & A Family Centre Limited in Creditors' Voluntary Liquidation

Below are details of the Joint Liquidator's expenses for the period under review and the total to date.

Expenses	Original estimate £		Actual expenses incurred in the Review Period £		Actual expenses incurred to date £		Reason for any difference
	Pre	Post	Pre	Post	Pre	Post	
Category 1 Expenses							
Bonding	£0.00	£60.00	£0.00	£0.00	£0.00	£60.00	
Advertising	£150.00	£210.00	£0.00	£0.00	£70.00	£140.00	The estimate included provision for notices which have not been required. The notices are in respect of the liquidation and the appointment of the Joint Liquidators in the London Gazette.
AML Searches	£0.00	£0.00	£0.00	£0.00	£2.80	£0.00	This was not included in the original fee estimate, however this relates to searches being conducted pre appointment in order to comply with Anti Money Laundering regulations.
Room Hire	£0.00	£0.00	£0.00	£0.00	£83.33	£0.00	This was not included in the original fee estimate, however this relates to the hire of a conference room in order to hold the members and creditors meetings.
Total Category 1 Expenses	£0.00	£420.00	£0.00	£0.00	£86.13	£270.00	
Category 2 Expenses	Pre	Post	Pre	Post	Pre	Post	
Travel / Mileage	£0.00	£0.00	£0.00	£0.00	£46.12	£0.00	
Telephone / Printing / Fax	£0.00	£0.00	£0.00	£7.50	£7.08	£14.17	
Stationary & Postage	£0.00	£0.00	£0.00	£5.19	£4.73	£14.47	
Storage Charges	£0.00	£0.00	£0.00	£18.00	£0.00	£36.00	
Software Charges	£0.00	£0.00	£0.00	£37.50	£0.00	£93.75	
Total Category 2 Expenses	£0.00	£0.00	£0.00	£68.19	£57.93	£158.39	

WILKIN CHAPMAN SILKE LIMITED TRADING AS SILKE & CO
DISBURSEMENT AND CHARGEOUT RATES
EFFECTIVE FROM 1 OCTOBER 2018

Disbursements

Definitions

Category 1 - approval not required - specific expenditure that is directly related to a particular insolvency case, where the cost of the expense incurred is referable against an independent external supplier's invoice or published tariff of charges.

Category 2 - approval required - all other items of expenditure. Which cannot, or cannot easily, be directly related to a particular insolvency case because there is an element of shared or allocated cost, and/or where the cost of the expense incurred is an estimated, utilised cost with the estimate based on external costs or opportunity costs.

Charging Policy of Silke & Co

Category 1 expenses are recharged to the particular insolvency case at the rate incurred by Silke & Co and as they are incurred.

Category 2 expenses, the following items are recharged at the following rates:

- Where meeting rooms of Silke & Co are used for the purpose of statutory meetings of creditors the room hire is recharged to the individual insolvency case at £150 per meeting.
- Car mileage is recharged to the individual insolvency case at the rate of 45p per mile.
- The storage of books and records (when not charged as a Category 1 expense) is recharged at the rate of £1.50 per box per month.
- Printing and photocopying is charged at 15p per sheet.
- Faxes are charged at 50p per sheet.
- Postage is charged at the relevant prevailing rate.
- IPS computer charge £6.25 per month, up to a maximum of £200 per case. (Not applicable from 1 October 2018).
- Stationery charged at £5.00 per file.

Chargeout Rates

The hourly rates for the different levels of staff are shown below:

Insolvency Practitioner	£350
Manager	£275
Assistant Manager	£225
Senior Administrator	£200
Administrator	£175
Cashier	£150
Assistants and Support Staff	£100

Time is charged to the individual insolvency case in 6 minute units.

Please note that the above disbursements and chargeout rates are the same as they were for Silke & Co Limited and have not changed since 1 October 2013.