

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 6 9 3 7 9 8 5  
Company name in full Hampsons Vehicle Maintenance Limited

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

### 2 Liquidator's name

Full forename(s) James Oliver  
Surname Everist

### 3 Liquidator's address

Building name/number 22  
Street Regent Street  
Post town Nottingham  
County/Region  
Postcode N G 1 5 B Q  
Country

### 4 Liquidator's name ①

Full forename(s) Andrew John  
Surname Cordon

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

### 5 Liquidator's address ②

Building name/number 22  
Street Regent Street  
Post town Nottingham  
County/Region  
Postcode N G 1 5 B Q  
Country

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



LIQ03

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**6** Period of progress report

From date	d	1	d	4	m	1	m	0	y	2	y	0	y	2	y	1
To date	d	1	d	3	m	1	m	0	y	2	y	0	y	2	y	2

**7** Progress report

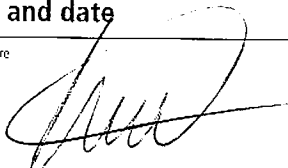
☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date

d	1	d	3	m	1	m	2	y	2	y	0	y	2	y	2
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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

Company name

CFS Restructuring LLP

Address

22 Regent Street

Post town

Nottingham

County/Region

Postcode

N

G

1

5

B

Q

Country

DX

Telephone

0115 8387330

**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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)



## **ANNUAL PROGRESS REPORT**

**Hampsons Vehicle Maintenance Limited - In Creditors' Voluntary Liquidation**



Corporate



# ANNUAL PROGRESS REPORT OF HAMPSONS VEHICLE MAINTENANCE LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

## Content

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- Realisation of Assets
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- Conclusion

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- Appendix III - Detailed list of work undertaken in the period
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- Appendix V - Time costs summary for period, cumulative and comparison with estimate
- Appendix VI - Expenses summary for period, cumulative and comparison with estimate



ANNUAL PROGRESS REPORT OF HAMPSONS VEHICLE MAINTENANCE LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

## EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

### Assets

Asset	Estimated to realise per Statement of Affairs	Realisations to date	Anticipated future realisations	Total anticipated realisations
Plant & Machinery	£7,089.00	£7,089.00	Nil	£7,089.00
Fixtures & Fittings	£876.00	£876.00	Nil	£876.00
Motor Vehicles	Nil	Nil	Nil	Nil
Director's Loan Account	£17,710.00	£16,234.13	£1,475.87	£17,710.00
Cash in Hand	£12,809.00	£12,809.30	Nil	£12,809.30

### Expenses

Expense	Amount per fees and expenses estimates	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
Joint Liquidators' fees	£8,160.00	£8,000.00	£100.00	£8,100.00
Agents' fees	£600.00	£750.00	-	£750.00
Statutory Advertising	£285.00	£285.00	£99.30	£384.30
Bond	£186.00	£186.00	-	£186.00
Pension advice	-	£150.00	-	£150.00
Records collection	-	£117.00	-	£117.00

### Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	N/A	N/A
Preferential creditors	N/A	N/A
Secondary Preferential creditors	Nil	100p in the £
Unsecured creditors	Nil	16-18p in the £

### Summary of key issues outstanding

- Await HM Revenue & Customs' final Proof of Debt
- Declare and pay first and final distributions to secondary preferential and unsecured creditors

### Closure

Based on current information, it is anticipated that the liquidation will be concluded within the next 12 months.



## **ADMINISTRATION AND PLANNING**

### **Statutory information**

Statutory information may be found at Appendix I.

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix III.

### **Other administration tasks**

During the Review Period, the following material tasks in this category were carried out:

- Case reviews
- Bank reconciliations

## **ENQUIRIES AND INVESTIGATIONS**

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The director provided the books and records as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment has been completed and the Joint Liquidators did not identify any further assets or actions which might lead to a recovery for creditors.

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

## **REALISATION OF ASSETS**

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix III. The Joint Liquidators formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

### **Transactions with connected parties**

Since appointment, a sale to a connected party has occurred.



## ANNUAL PROGRESS REPORT OF HAMPSONS VEHICLE MAINTENANCE LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

The Joint Liquidators instructed John Pye & Son Limited, who are professional independent agents with adequate professional indemnity insurance, to dispose of the Company's assets using the most advantageous method available.

Hampsons Group Limited ("Group") expressed an interest in purchasing the Company's tangible assets. Group is connected with the Company because its director and shareholder, Steven Hampson, is also a former director and shareholder of the Company.

Therefore, Group was invited to submit an offer and one for £7,965 plus VAT was received. The Joint Liquidators then discussed the offer with John Pye & Sons Limited, and, having weighed up the advantages of a swift sale, which would avoid the ongoing costs of storing and marketing the assets, against the potential of attracting a better offer albeit that this would involve incurring more costs. It was concluded that Group's offer was very likely to represent the best net realisation for the assets and John Pye & Sons Limited recommended to the Joint Liquidators that the offer be accepted.

Consequently, the Company's tangible assets were sold to Group on 14 October 2021 for £7,965 plus VAT, payment in full was received on 19 October 2021.

### **Motor vehicle**

As previously reported, the Company had a motor vehicle with a book value of £5,923 in its latest accounts. This was sold prior to the liquidation, therefore, there will be no realisations in this regard.

### **Director's Loan Account**

According to the Company's records, there was an overdrawn director's loan account in the sum of £17,710.

Following their appointment, the Joint Liquidators entered into discussions with the director with a view to agreeing the repayment of this balance. After a short period of negotiations, an offer of repayment in full over 12 months was received and agreed. The first monthly payment of £1,475.83 was received on 15 November 2021 and a total amount of £16,234.13 has been received during the Review Period.

We can also confirm that outside of the Review Period, the final monthly payment has been received bringing this matter to a close.

### **Cash in Hand**

Prior to the appointment of the Joint Liquidators there was a balance of £12,809.30 held in the client account of CFS Restructuring LLP. This balance was then transferred to the liquidation bank account.

### **Payments**

#### **Specific Bond**

The sum of £186 has been paid to AUA Insolvency Risk Services Limited for the specific penalty bond that is in place.



### **Records Collection**

A third party, Mark Turner, was instructed to collect the books and records from the trading premises and then prepare an inventory of them for the Joint Liquidators. He has been paid £117 for this service.

### **Statutory Advertising**

We have paid £285 plus VAT to Courts Advertising Limited for the costs incurred in placing the statutory adverts in the London Gazette.

## **CREDITORS**

### **Reporting**

The Joint Liquidators have met their statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Review Period, the following key documents have been issued:

- The report on the creditors' S100 decision; and
- This progress report.

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks which are detailed in the list at Appendix III. The following sections explain the anticipated outcomes to creditors and any distributions paid.

### **Secured creditors**

The Company has not granted any charges over its assets.

### **Preferential creditors**

There are no preferential creditors.

### **Secondary Preferential creditors**

In any insolvency process started from 1 December 2020, HMRC is a secondary preferential creditor for the following liabilities:

- VAT
- PAYE Income Tax
- Employees' NIC
- CIS deductions
- student loan deductions

This will mean that, if there are sufficient funds available, any of the above amounts owed by the Company will be paid after the preferential creditors have been paid in full.

HMRC was estimated to have a secondary preferential claim of £2,235. HMRC's claim has not yet been received.



### **Unsecured creditors**

HMRC was shown to be owed £48,929 in respect of its unsecured liability. To date, a claim is yet to be received.

The trade and expense creditors as per the statement of affairs totalled £67. Please be advised that proofs of debt are still being received and therefore the total value of unsecured claims is not known at present.

### **Dividend prospects**

It is anticipated that a 100p in the £ distribution will be made to secondary preferential creditors once HMRC's claim has been received.

It is also anticipated that there will be a distribution of approximately 16-18p in the £ made to unsecured creditors.

Where a floating charge is created after 15 September 2003 a prescribed part of the Company's net property shall be made available to unsecured creditors.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

## **ETHICS**

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

### **General ethical considerations**

Prior to the Joint Liquidators' appointment, a review of ethical issues was undertaken, and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

### **Specialist Advice and Services**

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidator is obligated to ensure that such advice or work is warranted, and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

## **FEES AND EXPENSES**

### **Pre-Appointment Costs**

#### **Fixed fee agreed with the Directors and ratified by creditors.**

The creditors authorised the fee of £5,000 plus VAT and expenses for assisting the directors with placing the Company in Liquidation and with preparing the Statement of Affairs on 14 October 2021.



## ANNUAL PROGRESS REPORT OF HAMPSONS VEHICLE MAINTENANCE LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

The fee was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

### **The Joint Liquidators' fees**

It is the firm's practice to ensure that work is conducted and charged at the appropriate level. Day to day administration on cases is charged at an Administrators rate. Where the issues are complex and litigious, the work will be charged at either a Manager or Partner/Insolvency Practitioner rate.

The basis of the Joint Liquidators' fees was approved by creditors on 14 October 2021 in accordance with the following resolution:

"THAT the basis of the Joint Liquidators' fees be fixed by reference to the time properly given by the Joint Liquidators and their staff in attending to matters as set out in the fees estimate, such time to be charged at the prevailing standard hourly charge out rates used by the firm at the time when the work is performed."

The time costs for the period 14 October 2021 to 13 October 2022 total £8,398.25, representing 30.35 hours at an average hourly rate of £276.71. The sum of £8,000 plus VAT has been drawn on account of time costs incurred. The time costs for the period are detailed at Appendix IV.

The total time costs during the period of appointment amount to £8,398.25 representing 30.35 hours at an average hourly rate of £276.71 and a comparison between the original estimate and time costs to date is given at Appendix V.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the original fees estimate has been exceeded; and
- the original expenses estimate has been exceeded for the reasons as detailed at Appendix VI.

The main reason why the fees estimate has been exceeded is that more time was spent on investigations than originally anticipated. However, the Joint Liquidators do not propose to seek approval of any further fees and shall distribute the balance of funds to secondary preferential and unsecured creditors as detailed earlier in this report.

### **Expenses**

The expenses, which include disbursements, that have been incurred and not yet paid during the period are detailed on Appendix VI. Also included in Appendix VII is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

The category 1 expenses paid for in the period 14 October 2021 to 13 October 2022 total £1,488. These are detailed at Appendix II and represent payments to parties not associated with the firm, who have provided services or goods for the administration of the assignment.

The category 2 expenses for the period 14 October 2021 to 13 October 2022 are nil.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' may be found at [www.r3.org.uk/media/documents/publications/professional/Creditors\\_CVL.pdf](http://www.r3.org.uk/media/documents/publications/professional/Creditors_CVL.pdf).



### **Other professional costs**

#### **Agents and valuers**

John Pyes & Sons Limited were instructed to value the tangible assets belonging to the Company and to advise on the offer received for them. In total they have been paid £750 plus VAT for their services.

They were selected on this matter due to their extensive experience in valuing the types of assets involved.

#### **Pension advice**

Evolve IS Limited were instructed to review the pension scheme that the Company operated and to provide a report to the Joint Liquidators on their duties in respect of the scheme. In total they have been paid £150.00 plus VAT for their services. They were selected as they are specialists within this area.

### **CREDITORS' RIGHTS**

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the officeholders' 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 officeholders' 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.

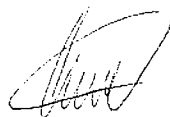
### **CONCLUSION**

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- Await HM Revenue & Customs' final Proof of Debt
- Declare and pay first and final distributions to secondary preferential and unsecured creditors

If you require any further information, please contact this office.

Signed



**James O Everist**  
**Joint Liquidator**

09 December 2022



**Appendix I**

**Statutory Information**

Company Name	Hampsons Vehicle Maintenance Limited
Former Trading Name	Hampsons Vehicle Maintenance Limited
Company Number	06937985
Registered Office	22 Regent Street, Nottingham, NG1 5BQ
Former Registered Office	Windsor House , Long Bennington Business Park, Main Road, Long Bennington, Newark, NG23 5JR
Officeholders	James O Everist and Andrew J Cordon
Officeholders' address	CFS Restructuring LLP, 22 Regent Street, Nottingham, NG1 5BQ
Date of appointment	14 October 2021



**Appendix II**

**Receipts and Payments account for the period 14 October 2021 to 13 October 2022**



**Hampsons Vehicle Maintenance Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts and Payments**  
**To 13 October 2022**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>Total (£)</b>
Plant & Machinery	7,089.00	7,089.00
Fixtures & Fittings	876.00	876.00
Motor Vehicles	NIL	0.00
Director's Loan Account	17,710.00	16,234.13
Cash in Hand	12,809.00	12,809.30
Bank Interest Gross		97.83
		<hr/>
		37,106.26
		<hr/>
<b>PAYMENTS</b>		
Specific Bond		186.00
Preparation of S. of A.		5,000.00
Office Holders Fees		8,000.00
Agents/Valuers Fees		750.00
Pension advice		150.00
Records Collection		117.00
Statutory Advertising		285.00
HM Revenue & Customs - VAT	(2,235.00)	0.00
Trade & Expense Creditors	(67.00)	0.00
Hampsons Group Limited	(31,189.00)	0.00
Harlaxton Estates Limited	(6,866.00)	0.00
Natwest Bank plc	(30,000.00)	0.00
HM Revenue & Customs - CT	(48,929.00)	0.00
Ordinary Shareholders	(50.00)	0.00
		<hr/>
		14,488.00
		<hr/>
Net Receipts/(Payments)		22,618.26
		<hr/>

**MADE UP AS FOLLOWS**

Bank 1 Current	21,374.26
VAT Receivable / (Payable)	1,244.00
	<hr/>
	22,618.26
	<hr/>



# ANNUAL PROGRESS REPORT OF HAMPSONS VEHICLE MAINTENANCE LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

## Appendix III

### Detailed list of work undertaken for Hampsons Vehicle Maintenance Limited in Creditors' Voluntary Liquidation for the review period 14 October 2021 to 13 October 2022

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

General Description	Includes
<b>Statutory and General Administration</b>	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy 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
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued
Books and records / storage	Dealing with records in storage
<b>Pension scheme</b>	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Instructing agents to wind up any pension scheme Liaising and providing information to be able to finalise winding up the pension scheme
<b>Reports</b>	Circulating initial report to creditors upon appointment Preparing annual progress report, investigation and general reports to creditors Disclosure of sales to connected parties
<b>Investigations</b>	
SIP 2 Review	Collection and making an inventory of company books and records 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
<b>Realisation of Assets</b>	
Sale of tangible assets	Instructing and liaising with agents Negotiating with intended purchaser
Director's Loan Account	Correspondence and negotiations with director and his representative
Cash in Hand	Transfer of funds
<b>Creditors and Distributions</b>	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Corresponding with the PPF and the Pensions Regulator
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD



**Appendix IV**

**Time cost information for period 14 October 2021 to 13 October 2022**



# Time Entry - Detailed SIP9 Time & Cost Summary

HA392CVL - Hampsons Vehicle Maintenance Limited  
From: 14/10/2021 To: 13/10/2022  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
603 : Administration	0.00	0.00	0.00	1.50	1.50	292.50	195.00
604 : Post Appointment Notifications	0.00	0.00	0.00	2.30	2.30	448.50	195.00
605 : Pension matters	0.00	0.00	0.00	0.80	0.80	156.00	195.00
700 : Formalities	0.00	0.00	0.00	1.45	1.45	282.75	195.00
<b>Admin &amp; Planning</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6.05</b>	<b>6.05</b>	<b>1,179.75</b>	<b>195.00</b>
501 : Unsecured Creditors	0.00	0.00	0.00	1.10	1.10	214.50	195.00
<b>Creditors</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.10</b>	<b>1.10</b>	<b>214.50</b>	<b>195.00</b>
201 : CDDA Reports	0.00	0.00	0.00	1.60	1.60	312.00	195.00
204 : Investigations	9.40	4.60	0.00	6.90	20.90	6,415.50	306.96
<b>Investigations</b>	<b>9.40</b>	<b>4.60</b>	<b>0.00</b>	<b>8.50</b>	<b>22.50</b>	<b>6,727.50</b>	<b>299.00</b>
306 : Other Assets	0.70	0.00	0.00	0.00	0.70	276.50	395.00
<b>Realisation of Assets</b>	<b>0.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.70</b>	<b>276.50</b>	<b>395.00</b>
<b>Total Hours</b>	<b>10.10</b>	<b>4.60</b>	<b>0.00</b>	<b>15.65</b>	<b>30.35</b>	<b>8,398.25</b>	<b>276.71</b>
<b>Total Fees Claimed</b>						<b>8,000.00</b>	



## CFS RESTRUCTURING LLP 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 guidance 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. Best practice guidance requires 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, although will delegate tasks to members of staff when and where possible. Such delegation assists the office holder as it allows him to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level.

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. Whilst on most matters one member of staff shall carry out the majority of the work required; the time charged to that case shall be in accordance with the appropriate level for the work carried out. For example, administrative tasks shall be charged at the rate of an Administrator and the more complex matters shall be charged at the rate of a Partner/IP.

### EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Best practice guidance classifies expenses into two broad categories:

- ❑ **Category 1 expenses:** These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without prior approval.
- ❑ **Category 2 expenses:** These are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.

(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 at the rate of £3 per box per month.
- (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

#### **STANDARD CHARGEOUT RATES AND CHARGING POLICY FOR INSOLVENCY CASES**

The rates applying as at 1 April 2020:

Partner/IP	395
Manager	295
Administrator	195

The previous rates applying as at 1 April 2017:

Senior Partner	395
Partner	295
Senior Manager	250
Manager	225
Senior Administrator	195
Administrator	150
Support	90

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 units of 0.10 of an hour (i.e. 6 minute units).



ANNUAL PROGRESS REPORT OF HAMPSONS VEHICLE MAINTENANCE LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION

**Appendix V**

**Time costs summary for period, cumulative & comparison with estimate for Hampsons Vehicle  
Maintenance Limited in Creditors' Voluntary Liquidation**

	Original fees estimate			Actual time costs incurred during the Review Period			Total time costs incurred to date		
Work category	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including statutory reporting)	16.30	218.31	3,558.50	6.05	195.00	1,179.75	6.05	195.00	1,179.75
Realisation of assets	1.10	358.64	394.50	0.70	395.00	276.50	0.70	395.00	276.50
Creditors (claims and distribution)	7.00	195.00	1,365.00	1.10	195.00	214.50	1.10	195.00	214.50
Investigations	11.50	247.17	2,842.50	22.50	299.00	6,727.50	22.50	299.00	6,727.50



ANNUAL PROGRESS REPORT OF HAMPSONS VEHICLE MAINTENANCE LIMITED - IN CREDITORS'  
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**Appendix VI**

**Expenses summary for period, cumulative & comparison with estimate  
for Hampsons Vehicle Maintenance Limited Limited in Creditors' Voluntary Liquidation**

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

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
<b>Category 1 Expenses</b>				
Agents' and valuers' costs	600.00	750.00	750.00	Following discussions with John Pye & Sons Limited, these costs were slightly higher than anticipated.
Pension advice	-	150.00	150.00	Following the appointment of the Joint Liquidators a pension scheme was discovered which resulted in them seeking professional advice in relation to it.
Records collection	-	117.00	117.00	Due to the number of books and records, it was necessary to instruct a third party to collect them and prepare an inventory.
Advertising	£285.00	285.00	285.00	As it appears that there will now be a dividend paid to unsecured creditors, it is anticipated that this cost shall increase by £99.30.
Bonding	£186.00	186.00	186.00	-