

LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



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19/08/2017

#329

COMPANIES HOUSE

1 Company details

Company number 0 6 9 8 7 4 9 8

Company name in full Eastgate Builders Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Rob

Surname Sadler

3 Liquidator's address

Building name/number 11 Clifton Moor Business Village

Street James Nicolson Link

Post town Clifton Moor

County/Region York

Postcode Y O 3 0 4 X G

Country

4 Liquidator's name ①

Full forename(s) David Adam

Surname Broadbent

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 11 Clifton Moor Business Village

Street James Nicolson Link

Post town Clifton Moor

County/Region York

Postcode Y O 3 0 4 X G

Country

② Other liquidator

Use this section to tell us about
another liquidator.

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6 Period of progress report

| | | | | | | | | |
|-----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| From date | ^d 2 | ^d 5 | ^m 0 | ^m 5 | ^y 2 | ^y 0 | ^y 1 | ^y 6 |
| To date | ^d 2 | ^d 4 | ^m 0 | ^m 5 | ^y 2 | ^y 0 | ^y 1 | ^y 7 |

7 Progress report

☐ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X

[Handwritten Signature]

X

Signature date

| | | | | | | | |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| ^d 2 | ^d 4 | ^m 0 | ^m 7 | ^y 2 | ^y 0 | ^y 1 | ^y 7 |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|

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**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

| | |
|---------------|---|
| Contact name | James Crawford |
| Company name | Begbies Traynor (Central) LLP |
| Address | 11 Clifton Moor Business Village James Nicolson Link |
| Post town | Clifton Moor |
| County/Region | York |
| Postcode | Y O 3 0 4 X G |
| Country | |
| DX | |
| Telephone | 01904 479801 |

**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

Eastgate Builders Ltd (In Creditors' Voluntary Liquidation)

Progress Report

Period: 25 May 2016 to 24 May 2017

Important Notice

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

Contents

- ☐ Interpretation
- ☐ Company information
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- ☐ Liquidators' expenses
- ☐ Assets that remain to be realised and work that remains to be done
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- ☐ Appendices
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 - 2. Time costs and disbursements
 - 3. Statement of expenses

1. INTERPRETATION

| <u>Expression</u> | <u>Meaning</u> |
|---|--|
| "the Company" | Eastgate Builders Ltd (In Creditors' Voluntary Liquidation) |
| "the liquidation" | The appointment of liquidators on 25 May 2016. |
| "the liquidators", "we", "our" and "us" | Rob Sadler and David Adam Broadbent of Begbies Traynor (Central) LLP, 11 Clifton Moor Business Village, James Nicolson Link, Clifton Moor, York, YO30 4XG |
| "the Act" | The Insolvency Act 1986 (as amended) |
| "the Rules" | The Insolvency (England and 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: | Eastgate Builders Ltd |
| Company registered number: | 06987498 |
| Company registered office: | 11 Clifton Moor Business Village, James Nicolson Link, Clifton Moor, York, YO30 4XG |
| Former trading address: | Westgate Business Park, Westgate Carr Road, Pickering, YO18 8LX |

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

| | |
|-----------------------------------|-------------|
| Date winding up commenced: | 25 May 2016 |
| Date of liquidators' appointment: | 25 May 2016 |

4. PROGRESS DURING THE PERIOD

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 25 May 2016 to 24 May 2017.

Book Debt (Eastgate Property Care Ltd)

The Company's directors transacted a sale of the Company's chattel assets (comprising motor vehicles, plant, machinery, tools & equipment, office furniture & equipment, and stock) to a connected company, Eastgate Property Care Limited ("EPC"), prior to the date of our appointment. EPC is connected by way of a common director and common shareholders. The consideration set by the Company's directors was £5,000 plus VAT, which was unpaid at the date of liquidation and was therefore listed as a book debt in the directors' statement of affairs.

During the period of this progress report, we received a payment of £3,600 from EPC; however, EPC subsequently entered creditors' voluntary liquidation, on 15 September 2016. There will not be a dividend paid to creditors from the liquidation estate of EPC and therefore the remaining balance in respect of the book debt has been written off.

Payments

Full details of payments made are set out in section 6 of this report and the appendices.

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

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

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

General case administration and planning

It is necessary to develop and review the strategy in respect of certain key elements, such as asset realisations and investigations, dependent upon the specific circumstances of a case. Periodic reviews have been carried out in order to ensure that asset realisations and investigations are progressing satisfactorily and that statutory requirements of the relevant legislation are complied with.

Generally, it is necessary to maintain records to demonstrate how the case was administered and to document the reasons for any decisions that materially affect the case. Members of our staff have therefore undertaken general administrative duties to comply with this requirement.

This category also includes work relating to the retrieval, sorting and scheduling of the Company's books and records.

Whilst the work undertaken in this category does not directly benefit creditors, it is a necessary part of the general control of all insolvency cases.

Compliance with the Insolvency Act, Rules and best practice

The Act and Rules require insolvency practitioners holding office as liquidators to perform certain statutory duties. During the period covered by this report, we have:

- ❑ sent notice of our appointment, together with a report of the meeting of creditors at which we were appointed, to all creditors and members;
- ❑ filed notice of our appointment with the Registrar of Companies;
- ❑ advertised notice of our appointment in the London Gazette; and
- ❑ ensured that the case is adequately bonded (an insurance to protect the interests of unsecured creditors in the potential asset realisations on a case).

This category also includes general banking and cashiering duties carried out by members of our staff.

The above work has not benefitted creditors financially but was necessary in accordance with insolvency legislation.

Investigations

We have a statutory duty to investigate the conduct of the directors and any other person we consider to be or have been a shadow or de facto director during the period of three years before the date of liquidation, in relation to their management of the affairs of the Company and the causes of its failure. We are obliged to submit confidential reports to the Department for Business, Energy & Industrial Strategy, which we have done during the period of this report.

In addition, we have carried out general investigation work with a view to identifying transactions that could give rise to additional recoveries for the estate. No such claims have been identified. This work has therefore not benefitted creditors financially but has been necessary in order to comply with our statutory obligations.

Realisation of assets

The majority of work undertaken in this category relates to the pursuit of a contract debt and retention for a domestic renovation and extension project, which the Company was not able to complete due to early termination by the customer. According to the Company's records, a balance of £42,305 was due from the customer; however, the customer disputed liability raising a counter claim for alleged defects as well as the completion and other costs. We have instructed surveyors, Cooper & Hall Limited, to assist with the agreement of the final account. We have corresponded with the surveyors and one of the Company's directors as regards the circumstances surrounding the contract and the customer's dispute. The surveyors are currently recalculating the final account based on the contents of the contract files prior to considering any deductions put forward by the customer. It is uncertain whether this work will benefit creditors financially, which will depend upon the extent of any recoveries and the associated costs of realisation.

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

We have submitted details of the former employees' claims in respect of arrears of wages, unpaid accrued holiday pay, redundancy pay and pay in lieu of notice to the Redundancy Payments Service. This has benefitted the former employees financially as the Redundancy Payments Service has settled the employees' claims out of the National Insurance Fund and has submitted a subrogated claim in the liquidation proceedings.

We have also responded to correspondence/enquiries from ordinary unsecured creditors and input details of claims upon receipt. This work does not financially benefit creditors but is a necessary part of the administration of the liquidation estate.

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

We and members of our staff have attended various meetings, including the meeting of creditors held pursuant to Section 98 of the Act following our appointment as liquidators at the preceding meeting of members, and meetings held with the directors and surveyors in respect of the disputed contract debt.

This category also includes travel time in respect of a journeys to the directors' home to collect the books and records and subsequent delivery of the books and records to our third party storage facility.

We are required to submit returns to HM Revenue & Customs for VAT and Corporation Tax in respect of the periods after the date of our appointment. This will not benefit creditors financially but is necessary pursuant to tax and insolvency legislation.

5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in the directors' statement of affairs.

On the basis of realisations to date and estimated future realisations we estimate an outcome for each class of the Company's creditors as follows:

Secured creditors

There are no known secured creditors.

Preferential creditors

Based upon realisations to date and estimated future realisations, it is anticipated that there may be insufficient funds available to enable a dividend to be paid to the preferential creditors.

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)).

To the best of our knowledge and belief, there are no unsatisfied floating charges created or registered on or after 15 September 2003 and, consequently, there is no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property is available for distribution to the unsecured creditors.

Unsecured creditors

Based upon realisations to date and estimated future realisations it is anticipated there may be insufficient funds available to enable a dividend to be paid to the unsecured creditors.

6. REMUNERATION & DISBURSEMENTS

Work undertaken prior to appointment

The costs of Begbies Traynor (Central) LLP in the sum of £5,000 plus VAT and disbursements relating to work undertaken prior to our appointment in summoning, advertising and holding the creditors' meeting and assisting the directors with the preparation of the statement of affairs were approved by the creditors on 25 May 2017. The sum of £2,000 has been paid in respect of these costs.

Remuneration

We have not yet taken steps to agree the basis of our remuneration or approval of payment of certain expenses.

For your information, to 24 May 2017, total time spent on this assignment amounts to 74.9 hours at an average composite rate of £196.80 per hour resulting in total time costs of £14,740.50.

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 25 May 2016 to 24 May 2017

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.

Disbursements

To 24 May 2017, we have drawn disbursements in the sum of £421. These are primarily disbursements that do not require approval by creditors, unlike those contained in the Charging Policy at Appendix 2. However, the sum of £28 relating to mileage charged in respect of travel in connection with the case has been drawn in error without the required approval and this amount will therefore be refunded to the estate.

7. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3.

8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

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

General case administration and planning

Periodic reviews of the case will continue to be carried out to ensure compliance with statutory requirements and that matters are progressing satisfactorily. General administrative duties will also continue to be undertaken. Whilst this work will not directly benefit creditors, it is a necessary part of the general control of all insolvency cases.

Compliance with the Insolvency Act, Rules and best practice

The Act and Rules require us, in our capacity as liquidators, to produce a progress report within two months after each anniversary of our appointment and a final report at the conclusion of the proceedings. If requested by a prescribed proportion/amount of creditors, we are also required to convene and hold a final meeting of creditors. It is a statutory requirement to ensure that the case is adequately bonded in order to protect creditors' interests. General banking and cashing duties will also continue to be undertaken. Whilst this work does not financially benefit creditors directly, it is necessary to ensure compliance with insolvency legislation.

Investigations

No further investigation work is anticipated.

Realisation of assets

We shall continue to pursue the contract debt with the assistance of surveyors and, if necessary, solicitors. The extent of any financial benefit to creditors, if any, will depend upon the level of any realisation and the costs of collection and the liquidation in general.

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

If there are insufficient funds to enable payment of a dividend to any class of creditors, it is unlikely that any further work will be undertaken in respect of this category with the exception of responding to correspondence/enquiries from creditors.

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

Work will be undertaken in respect of the preparation and submission of post-liquidation VAT and Corporation Tax returns. This will not benefit creditors financially but we are required to continue to account to HM Revenue & Customs in respect of taxable income and expenditure whilst we are in office as liquidators.

How much will this further work cost?

We estimate that the cost of the further work will total between £7,000 and £10,000.

Expenses

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are as follows:

| Type of expense | Estimate £ |
|-----------------|---------------|
| Surveyor's fees | 2,000-5,000 |
| Storage costs | 155-200 |
| Bank charges | 5-15 |

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 carried out to date

We have undertaken an initial assessment of the manner in which the business was conducted prior to the liquidation of the Company and potential recoveries for the estate in this respect. This has not resulted in claims against any parties.

10. CREDITORS' RIGHTS

Right to request further information

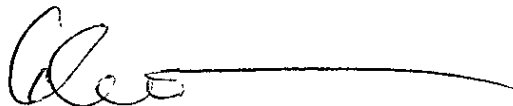
Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been incurred during the period of this progress report.

Right to make an application to court

Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, the basis fixed for our remuneration is inappropriate.

11. CONCLUSION

We will report again in approximately twelve months' time or at the conclusion of the liquidation, whichever is the sooner.

A handwritten signature in black ink, appearing to read 'Rob Sadler', followed by a long horizontal line extending to the right.

Rob Sadler
Joint Liquidator

Dated: 24 July 2017

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 25 May 2016 to 24 May 2017

Eastgate Builders Ltd
(In Liquidation)
Joint Liquidators' Account of Receipts & Payments
25 May 2016 to 24 May 2017

| S of A £ | | £ | £ |
|---------------------|--|----------|-----------------|
| | ASSET REALISATIONS | | |
| 6,000.00 | Book Debt (Eastgate Property Care Ltd) | 3,600.00 | |
| 21,152.00 | Book Debts & Retention | NIL | |
| | Bank Interest (Gross) | 0.78 | |
| | | | 3,600.78 |
| | COST OF REALISATIONS | | |
| | Statement of Affairs Fee | 2,000.00 | |
| | Liquidators' Expenses | 421.30 | |
| | Storage Costs | 51.96 | |
| | Bank Charges | 4.40 | |
| | | | (2,477.66) |
| | PREFERENTIAL CREDITORS | | |
| (1,492.00) | Employees (Wage Arrears & Holiday Pay) | NIL | |
| | | | NIL |
| | UNSECURED CREDITORS | | |
| (34,799.00) | Trade & Expense Creditors | NIL | |
| (2,168.00) | Employees (Redundancy & Notice Pay) | NIL | |
| (27,116.00) | Director's Loan Account (M Bennett) | NIL | |
| (29,299.00) | HSBC Bank PLC | NIL | |
| (174,571.00) | HM Revenue & Customs (VAT,PAYE/NI & CIS) | NIL | |
| (497.00) | Landlord | NIL | |
| (1,500.00) | Deposit Creditor | NIL | |
| | | | NIL |
| | DISTRIBUTIONS | | |
| (100.00) | Ordinary Shareholders | NIL | |
| | | | NIL |
| (244,390.00) | | | 1,123.12 |
| | REPRESENTED BY | | |
| | Bank (Current Account) | | 1,120.72 |
| | Vat Control Account | | 2.40 |
| | | | 1,123.12 |

TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy
- b. Time Costs Analysis for the period from 25 May 2016 to 24 May 2017

BEGBIES TRAYNOR (CENTRAL) 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 guidance¹ requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. It also applies where payments are to be made to parties other than the firm, but in relation to which the office holder, the firm or any associate has an interest. Best practice guidance² indicates that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below.

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

Best practice guidance classifies expenses into two broad categories:

- ❑ *Category 1 disbursements (approval not required)* - specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- ❑ *Category 2 disbursements (approval required)* - items of expenditure that are directly related to the case which include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party.

(A) The following items of expenditure are charged to the case (subject to approval):

- Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 per meeting; and
- Car mileage is charged at the rate of 45p per mile.

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.

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

² Ibid 1

Services provided by other entities within the Begbies Traynor group

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

Instruction of Eddisons Commercial Limited to provide valuation advice in respect of chattel assets. Their charges 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 |

Eddisons Commercial Limited charges for providing the services, including disbursements, are £650.

- (B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 disbursement*:

- Telephone and facsimile
- Printing and photocopying
- Stationery

BEGBIES TRAYNOR (CENTRAL) LLP 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 York office as at the date of this report are as follows:

| Grade of staff | Charge-out rate (£ per hour) 1 May 2011 – until further notice |
|-----------------------|---|
| Partner | 395 |
| Director | 345 |
| Senior Manager | 310 |
| Manager | 265 |
| Assistant Manager | 205 |
| Senior Administrator | 175 |
| Administrator | 135 |
| Trainee Administrator | 110 |
| Support | 60 – 110 |

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.

SIPY Eastgate Builders Ltd - Creditors Voluntary Liquidation - 83EA087.CVL : Time Costs Analysis From 25/05/2016 To 24/05/2017

[illegible]

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 | | | | |
| Surveyor's fees (est.) | Cooper & Hall Limited | 1,000 | - | 1,000 |
| Statutory advertising | Courts Advertising Ltd | 338 | 338 | - |
| Bond | Marsh Ltd | 55 | 55 | - |
| Storage costs | Paperwise Ltd | 52 | 52 | - |
| Bank charges | Santander UK PLC | 4 | 4 | - |
| Expenses incurred with entities within the Begbies Traynor Group (<i>for further details see Begbies Traynor Charging Policy</i>) | | | | |
| Valuer's fees & disbursements | Eddisons Commercial Ltd | 650 | - | 650 |
| Travel costs (mileage) | Employee of Begbies Traynor (Central) LLP | 28 | 28* | - |

* Drawn in error (to be reimbursed)