

# Liquidator's Progress Report

# S.192

Pursuant to Sections 92A and 104A and 192  
of the Insolvency Act 1986

To the Registrar of Companies

Company Number

07045112

Name of Company

Intec Scaffolding Limited

I / ~~We~~

Melissa Lorraine Jackson, 66 Prescott Street, London, E1 8NN

the liquidator(s) of the company attach a copy of my/our Progress Report  
under section 192 of the Insolvency Act 1986.

The Progress Report covers the period from 05/02/2014 to 04/02/2017

Signed

*Melissa Jackson*

Date

21.3.2017.

Carter Backer Winter LLP  
66 Prescott Street  
London  
E1 8NN

Ref: I0226/MLJ/NS/AED

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COMPANIES HOUSE

**Intec Scaffolding Limited**  
**(In Liquidation)**  
**Liquidator's Abstract of Receipts & Payments**

Statement of Affairs		From 05/02/2014 To 04/02/2017
	<b>ASSET REALISATIONS</b>	
7,550.00	Book Debts	7,550.00
NIL	CIS Refund	NIL
Uncertain	Director's Loan Account	NIL
	Bank Interest Gross	4.43
		<u>7,554.43</u>
	<b>COST OF REALISATIONS</b>	
	Preparation of S. of A.	1,600.00
	Liquidator's Remuneration	3,112.34
	Liquidator's Expenses	284.05
	Storage Costs	359.30
		<u>(5,355.69)</u>
	<b>UNSECURED CREDITORS</b>	
(13,427.71)	Trade & Expense Creditors	NIL
(9,793.24)	HM Revenue & Customs - PAYE/CT	NIL
(6,570.57)	HM Revenue & Customs - VAT	NIL
		<u>NIL</u>
	<b>DISTRIBUTIONS</b>	
(100.00)	Ordinary Shareholders	NIL
		<u>NIL</u>
<u>(22,341.52)</u>		<u><u>2,198.74</u></u>
	<b>REPRESENTED BY</b>	
	VAT Receivable	3.16
	Bank Current + Interest	2,195.58
		<u>2,198.74</u>



Melissa Lorraine Jackson  
Liquidator



**Intec Scaffolding Limited**  
**In Creditors' Voluntary Liquidation**

Liquidator's Annual Progress Report

22 March 2017

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**Intec Scaffolding Limited ("the Company")**  
**In Creditors' Voluntary Liquidation**

**Liquidator's Annual Progress Report to Members and Creditors**  
**For the year ending 4 February 2017**

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9. Liquidator's Remuneration
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**APPENDICES**

1. Receipts and Payments Account
2. Details of Time Incurred in accordance with Statement of Insolvency Practice 9 for both the MacDonald Partnership Plc ("TMP") and Carer Backer Winter LLP's ("CBW") current charge out rates for this type of work

**Carter Backer Winter LLP**  
**66 Prescott Street**  
**London**  
**E1 8NN**

# **Intec Scaffolding Limited**

## **In Creditors' Voluntary Liquidation**

Liquidator's Annual Progress Report

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### **1. STATUTORY INFORMATION**

Company name: Intec Scaffolding Limited

Registered office: 66 Prescott Street  
London  
E1 8NN

Former registered office: 4<sup>th</sup> Floor, 100 Fenchurch Street  
London, EC3M 5JD  
*(Changed on 28 May 2014)*

Solent House, 107A Alma Road  
Portswood, Southampton  
SO14 6UY  
*(Changed on 14 February 2015)*

Registered number: 07045112

Liquidator's name: Melissa Lorraine Jackson

Liquidator's address: 66 Prescott Street  
London  
E1 8NN

Liquidator's date of appointment: 5 February 2014

Previous Reports: This report should be read in conjunction with my previous reports of 2 March 2015 and 30 March 2016.

On 20 March 2014, I left The MacDonald Partnership Plc ("TMP") and joined Carter Backer Winter LLP ("CBW") on 31 March 2014. My appointment as Liquidator was unchanged.

### **2. RECEIPTS AND PAYMENTS ACCOUNT**

My Receipts & Payments Account for the period from 5 February 2016 to 4 February 2017 ("the Reporting Period") is attached at Appendix 1.

The balance of funds are held in an interest bearing bank account and, during the Reporting Period, gross interest of £2 has been received.

### **3. ASSETS**

#### **Director's Loan Account ("DLA")**

Creditors may recall that recorded in the director's Statement of Affairs ("SofA") was a DLA, with a Book Value of £35,000. It had 'Uncertain' attributed to its Estimated to Realise value. The director asserted that this was because the DLA had been repaid in the period since the accounts had been written up to and before the date of Liquidation. The Company's books and records do not reflect this position.

In the absence of any meaningful negotiations I instructed my solicitors, Turner Parkinson LLP, to pursue the director for the full amount due. This resulted in a statutory demand being issued against Mr Thompson.

Outside of this Reporting Period, and during March 2017, Mr Thompson instructed the Company's former advisors, Mark Little Partnership Limited, to assist him in his negotiations with my solicitors. I understand that Mr Thompson is seeking the assistance of his family and friends to raise sufficient funds to offer a settlement.

# **Intec Scaffolding Limited**

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Although outside of the Reporting Period I can now confirm that a settlement agreement has been reached. This is the last recoverable asset due to the Liquidation. However, its recovery will not be sufficient to enable a distribution to creditors.

### **4. LIABILITIES**

#### **Secured Liabilities**

An examination of the Company's mortgage register maintained at Companies House records that the Company did not grant any debentures.

The legislation requires that if the Company created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. In this case there were no secured creditors and accordingly the prescribed provisions do not apply.

#### **Preferential Creditors**

No preferential creditors were envisaged by the director's Statement of Affairs ("SofA") and no claims have been received from any former employees nor the Redundancy Payments Office.

#### **Crown Creditors**

The SofA included £9,793 (PAYE) and £6,571 (VAT) owed to HM Revenue & Customs ("HMRC"). HMRC's final claims have been received for £21,696 and £40,059, respectively. No adjudication of the proofs received has been undertaken.

#### **Unsecured Creditors**

The director's SoA included 6 unsecured creditors with an estimated total liability of £13,428. I have received claims from 5 creditors with total claims of £12,796. I have not received claims from two creditors with original estimated claims in the director's SofA of £401.

### **5. LIQUIDATOR'S ACTIONS SINCE LAST REPORT**

Since my last report it has been necessary to correspond with my solicitors, to explore the options available in terms of the next steps for me, as Liquidator, to achieve a recovery of the outstanding DLA, for the benefit of the Liquidation. Thereafter the necessary documentation in support of the statutory demand was provided.

Recently and outside of the Reporting Period, I have been asked to consider offers made by Mr Thompson's advisors to my solicitors, Turner Parkinson LLP.

Since my appointment, it was my preference to agree a settlement with the director, rather than having to achieve a realisation by way of Court procedure in so far as to avoid, where possible, expense and inevitable delay. However, it was only on the commencement of Court proceedings, in the form of the issued statutory demand, that a settlement was eventually offered. Should no agreement be reached then proceedings against the director shall be continued.

There is also certain work that I am required by the insolvency legislation to undertake in connection with the Liquidation that provides no direct financial benefit for creditors. A description of the routine work undertaken since my appointment as Liquidator is reported below in paragraph 9.

### **6. DIVIDEND PROSPECTS**

There are no known, secured, preferential or floating charge creditors in this matter.

No surplus will be available after settlement of the costs and expenses from a recovery of the outstanding DLA from Mr Thompson. There will be no funds with which to pay a distribution to unsecured creditors.

# **Intec Scaffolding Limited**

## **In Creditors' Voluntary Liquidation**

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### **7. INVESTIGATION INTO THE AFFAIRS OF THE COMPANY**

Investigations into the affairs of the Company have been necessary in order to quantify the amounts due and purported to have been repaid by the director. This is detailed above in the Section referred to as Director's Loan Account.

Also, within six months of my appointment as Liquidator, I was required to submit a confidential report to the Secretary of State which is to include any matters which have come to my attention during the course of my work, which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. I would confirm that my report was submitted.

### **8. PRE-APPOINTMENT COSTS**

No funds have been received by this firm, CBW or by my previous firm, The MacDonald Partnership Plc, ("TMP") in respect of any pre-appointment time costs.

The director instructed Mark Liddle, of Mark Liddle Partnership Limited, to assist him with the preparation of the Company's SofA and to circulate the notice to convene the meetings of members and creditors in order to place the Company into Liquidation. A fee of £4,250, plus VAT, was agreed by the director and ratified at a meeting of members.

Also as previously reported, the director had instructed The Millbank Group ("Millbank") to value and sell the assets of the Company, also prior to Liquidation. Of the sales proceeds achieved, the sum of £3,500 was paid to the Mark Liddle Partnership, towards the agreed fee referred to above.

The balance of that agreed fee was paid to the Mark Liddle Partnership Limited, post appointment, also by Millbank and which had been recorded as a debt in the director's SofA.

### **9. LIQUIDATOR'S REMUNERATION**

My remuneration was authorised by creditors at a meeting held on 5 February 2014, to be drawn on a time costs basis, using the hourly rates of TMP.

Total time to 20 March 2014, whilst at TMP, amounts to £2,125. A summary of the time is appended at Appendix 2.

CBW time costs for the Reporting Period, between 5 February 2016 to 4 February 2017 amounts to £5,309, representing 22 of hours at an average charge out rate of £239 per hour. Total CBW time amounts to £23,134 for 82 hours equating to £282 per hour.

As there are insufficient funds to enable me to settle all of my outstanding time costs, the time spent has been recorded at the rates of CBW, in accordance with this firm's internal procedures. In the event that a net realisation after settlement of the outstanding costs of my solicitors enables payment of this firm's time costs, then fees will be drawn in accordance with the resolution obtained.

Remuneration was previously drawn of £3,112. No further remuneration has yet been drawn and any future payment of my outstanding fees will be dependent on the settlement received and its method of recovery.

The resolution provided by creditors on 5 February 2014 gave me as Liquidator authority to draw time costs in accordance with TMP rates, a copy of which are attached. The assets are unlikely to exceed expected costs, and therefore is no benefit to creditors in requesting a revised time cost resolution in order to bring charge out rates in line with this firms procedures.

A detailed schedule of my time costs incurred to 4 February 2017, together with time costs recorded during the Reporting Period, together with details of CBW's charge out rates are attached as **Appendix 2**.

A description of the routine work undertaken in the Liquidation since my appointment and up to 4 February 2017 is as follows:

# **Intec Scaffolding Limited**

## **In Creditors' Voluntary Liquidation**

### **Liquidator's Annual Progress Report**

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#### **1. Administration and Planning**

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up electronic case files.
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the Liquidator's appointment.
- Obtaining a specific penalty bond.
- Attending a general meeting of members and creditors.
- Dealing with all routine correspondence and emails relating to the case.
- Opening, maintaining and managing the Liquidator's estate bank account.
- Creating, maintaining and managing the Liquidator's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT submission.
- Preparing and filing Corporation Tax returns.

#### **2. Cashiering**

- Maintaining and managing the Liquidator's cashbook and bank account.
- Ensuring statutory lodgements and tax lodgement obligations are met.

#### **3. Creditors**

- Obtaining information from the case records about employee claims.
- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Recording proofs of debt received from creditors.
- Preparing reports to creditors.

#### **4. Investigations**

- Prepare a return pursuant to the Company Directors Disqualification Act.
- Conduct investigations into suspicious transactions.
- Review books and records to identify any transactions or actions a Liquidator may take against a third party in order to recover funds for the benefit of creditors.

#### **5. Realisation of Assets**

- Corresponding with the Company's agent, Millbank to collect the outstanding book debts.
- Liaising with the Company's bank regarding the closure of the account.
- Investigating transactions in connection with the Director's loan account and recovery thereof.

A copy of 'A Creditors' Guide to Liquidators' Fees' published by the Association of Business Recovery Professionals is available at [www.cbw.co.uk/creditor-guides](http://www.cbw.co.uk/creditor-guides). Please note that there are different versions of the Guidance Notes and in this case you should refer to the post April 2010 version. A hard copy is available on request.

## **10. LIQUIDATOR'S EXPENSES**

I have incurred expenses whilst at Carter Backer Winter LLP to 4 February 2017 of £11.25 of which £2.59 was incurred during in the Reporting Period. The sum of £280 was incurred whilst at TMP and was duly reimbursed. CBW has also been reimbursed £4 in previous periods.

I have incurred expenses of £2,624, plus VAT, in respect of legal fees and £125, plus VAT, in respect of legal disbursements, with Turner Parkinson LLP during the entire period of Liquidation. The legal fees relate to the advice and assistance in relation to the director's loan account referred to above.

# **Intec Scaffolding Limited**

## **In Creditors' Voluntary Liquidation**

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I have also used the services of Total Data Management Limited in order to collect, record and store the books and records of the Company. Invoices are received and paid periodically.

I have used the following agents or professional advisors in the reporting period:

<b>Professional Advisor</b>	<b>Nature of Work</b>	<b>Basis of Fees</b>
Total Data Management Limited	Storage agents	Fixed Fee
Turner Parkinson LLP	Solicitors	Time costs

The choice of professionals was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also considered that the basis on which they will charge their fees represented value for money. I have reviewed the charges they have made and I am satisfied that they are reasonable in the circumstances of this case.

### **11. FURTHER INFORMATION**

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 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 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.

### **12. OTHER MATTERS**

As an Insolvency Practitioner, when carrying out all professional work relating to an insolvency appointment, I am bound by the Insolvency Code of Ethics, as well as by the regulations of my professional body, the Institute of Chartered Accountants in England & Wales.

I can confirm that I have not identified any threats to the ethical fundamental principles in respect of this case. Please note that regular monitoring of potential and actual threats to these principals continue throughout the Liquidation.

### **13. SUMMARY**

The Liquidation will remain open until the outstanding Director's Loan Account has been repaid or otherwise discharged. If an agreement can be reached, I estimate that this will take approximately 3 months. If further Court action is necessary, it may take a further 12 months. Once resolved the Liquidation will be finalised and my files will be closed.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Ashley Davis on the above telephone number, or by email at [ashley.davis@cbw.co.uk](mailto:ashley.davis@cbw.co.uk).



**Melissa Jackson**  
**Liquidator**



**Intec Scaffolding Limited**  
**In Creditors' Voluntary Liquidation**

Liquidator's Annual Progress Report

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**APPENDIX 1**

**Liquidator's  
Receipts and Payments Account**

**Intec Scaffolding Limited**  
**In Creditors' Voluntary Liquidation**

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**APPENDIX 2**

**Details of Time Incurred in accordance with  
Statement of Insolvency Practice 9  
together with TMP and CBW's charge out rates  
for this type of work**

**Intec Scaffolding Limited  
(In Liquidation)**

**Liquidator's Summary of Receipts and Payments**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>From 05/02/2014 To 04/02/2016 (£)</b>	<b>From 05/02/2016 To 04/02/2017 (£)</b>	<b>Total (£)</b>
Book Debts	7,550.00	7,550.00	0.00	7,550.00
CIS Refund	NIL	0.00	0.00	0.00
Director's Loan Account	Uncertain	0.00	0.00	0.00
Bank Interest Gross		2.61	1.82	4.43
		<b>7,552.61</b>	<b>1.82</b>	<b>7,554.43</b>
<b>PAYMENTS</b>				
Preparation of S. of A.		1,600.00	0.00	1,600.00
Liquidator's Remuneration		3,112.34	0.00	3,112.34
Liquidator's Expenses		284.05	0.00	284.05
Storage Costs		351.38	7.92	359.30
Trade & Expense Creditors	(13,427.71)	0.00	0.00	0.00
HM Revenue & Customs - PAYE/CT	(9,793.24)	0.00	0.00	0.00
HM Revenue & Customs - VAT	(6,570.57)	0.00	0.00	0.00
Ordinary Shareholders	(100.00)	0.00	0.00	0.00
VAT Receivable		1.58	1.58	3.16
		<b>5,349.35</b>	<b>9.50</b>	<b>5,358.85</b>
<b>Net Receipts/(Payments)</b>		<b>2,203.26</b>	<b>(7.68)</b>	<b>2,195.58</b>
<b>MADE UP AS FOLLOWS</b>				
Bank Current + Interest		2,203.26	(7.68)	2,195.58
		<b>2,203.26</b>	<b>(7.68)</b>	<b>2,195.58</b>



Melissa Lorraine Jackson  
Liquidator

Intec Scaffolding Limited - in Creditors' Voluntary Liquidation

Time and Charge Out Summary for the period from 5 February 2016 to 4 February 2017

Hours

	Partner	Director	Manager	Other Senior Professional	Assistant & Support	Total Hours	Total Costs	Average Hourly Rate
Administration and Planning	0.00	0.00	0.10	0.00	2.75	2.85	£102.33	£35.91
Cashiering	0.00	0.00	0.00	0.00	3.33	3.33	£0.00	£0.00
Compliance	0.00	0.00	0.00	5.35	0.00	5.35	£2,101.00	£392.71
Report Preparation & Review	0.00	0.00	0.40	0.00	0.50	0.90	£234.50	£260.56
Review	0.00	0.00	0.00	1.30	2.50	3.80	£808.50	£212.76
Investigations	0.00	0.00	0.00	1.80	0.00	1.80	£690.00	£383.33
Realisation of Assets	0.30	0.00	0.00	2.85	0.00	3.15	£1,247.50	£396.03
	0.30	0.00	0.50	11.30	10.08	22.18	£5,308.83	£239.32

Cost Per Employee Category

£142.50	£0.00	£216.00	£4,392.00	£558.33	£5,308.83
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Disbursements for the Period	£
PPS	2.59
Total	2.59

Intec Scaffolding Limited - in Creditors' Voluntary Liquidation

Time and Charge Out Summary for the period from 31 March 2014 to 4 February 2017

Hours

	Partner	Director	Manager	Other Senior Professional	Assistant & Support	Total Hours	Total Costs	Average Hourly Rate
<b>Administration and Planning</b>	1.30	0.00	4.10	0.00	7.25	12.65	£2,417.83	£191.13
Cashiering	0.00	0.00	0.00	0.00	8.42	8.42	£0.00	£0.00
Closing	0.00	0.00	0.30	0.00	0.00	0.30	£120.00	£400.00
Compliance	0.00	0.00	0.00	0.00	0.00	0.00	£2,177.00	£392.25
Case conferences and meetings (legal)	0.00	0.00	0.00	5.55	0.00	5.55	£57.00	£380.00
Report Preparation & Review	0.00	0.00	0.00	0.15	0.00	0.15	£1,454.50	£166.23
Review	0.00	0.00	1.85	0.00	6.90	8.75	£3,272.50	£325.62
<b>Creditors</b>	0.00	0.00	4.45	3.10	2.50	10.05	£2,030.00	£298.53
<b>Investigations</b>	0.00	0.00	0.00	0.00	0.80	0.80	£4,690.00	£378.23
Disqualification Investigations	0.00	0.00	1.50	0.00	0.00	1.50	£600.00	£400.00
Legal	1.80	0.00	0.00	0.00	0.00	1.80	£855.00	£475.00
<b>Realisation of Assets</b>	3.60	0.00	4.95	3.75	0.00	12.30	£5,137.00	£417.64
Debtor Realisations	0.00	0.00	0.00	0.10	0.00	0.10	£38.00	£380.00
Directors (General)	0.00	0.00	0.40	0.00	0.00	0.40	£160.00	£400.00
	<b>6.70</b>	<b>0.00</b>	<b>31.85</b>	<b>14.45</b>	<b>29.17</b>	<b>82.17</b>	<b>£23,133.83</b>	<b>£281.55</b>

Cost Per Employee Category      £3,182.50      £0.00      £12,759.00      £5,589.00      £1,603.33      £23,133.83

Disbursements for the Period	£
PPS	11.25
Total	11.25

**Intec Scaffolding Limited (In Liquidation)**

**Liquidator: Melissa Jackson**

**Analysis of Fees**

**Up to 15/10/14**

Classification of work function	Hours					Time Cost £	Average hourly rate £
	Partner	Director	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Advice, administration and planning				0.8	0.8	£83	£110
Investigations				0.7	0.7	£77	£110
Realisation of assets				0.1	0.1	£11	£110
Trading					0.0		£0
Creditors	2.9			5.5	8.4	£1,603	£192
Case specific matters					0.0		£0
Total hours	2.9	0.0	0.0	7.1	9.9		
Hourly charge out rate	£350	£0	£0	£7			
Total fees to date (£)	£998	£0	£0	£50	£1,047	£1,773	£179
Total fees drawn to date(£)						£0	
Total fees undrawn to date(£)						£1,773	

**Intec Scaffolding Limited (In Liquidation)**

Analysis of Disbursements

Up to

15/10/14

**Category 1 Disbursements**

Amounts comprising external supplies of incidental services specifically identifiable to a case	Billed £	Unbilled £
Bordereau		30.00
Statutory Advertising		169.20
Postage & Company Searches		9.94
Total	0.00	209.14

**Category 2 Disbursements**

Other amounts paid or payable to the office holder's firm or to any party in which the office holder or his firm or any associate has an interest	Billed £	Unbilled £
Printing and stationery		45.85
Total	0.00	45.85

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**THE MACDONALD PARTNERSHIP PLC****CHARGE OUT RATES**

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**Effective Date**

The charge out rates are effective from 1st October 2010.

**Charge out rates**

<b>Title</b>	<b>Grade</b>	<b>Rate</b>
<b>Partners</b>		£ph
	1.1	575
	1.2	475
<b>Managers</b>	1.3	375
	2.1	350
	2.2	275
<b>Administrators</b>	2.3	225
	3.1	110
	3.2	95
<b>Support Staff</b>	3.3	80
	4.1	55
	4.2	50
	4.3	45

NOTE:

Time is recorded in three minute increments



## **CARTER BACKER WINTER LLP ("CBW")**

### **CORPORATE RECOVERY AND INSOLVENCY DEPARTMENT**

#### **INSOLVENCY APPOINTMENTS**

#### **TIME COST CHARGE-OUT RATES**

	<b>From 1 January 2013 to 31 March 2016</b>	<b>From 1 April 2016 to 31 December 2016</b>	<b>From 1 January 2017</b>
	<b>Per Hour £</b>	<b>Per Hour £</b>	<b>Per Hour £</b>
Partners	475	490	490
Directors	475	490	490
Manager	430	440	440
Assistant Managers	400	400	400
Senior Administrators	380	390	390
Administrators	250	260	260
Junior Administrators	100	150	125-150
Cashier	0	0	0
Support Staff	0	0-185	0-185

#### **Note:**

Work undertaken on cases is recorded in 6 minute units utilising time-recording software.

Time properly incurred on insolvency cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. CBW's charge-out rates change from time to time.

#### **DISBURSEMENT RECOVERY**

Disbursements are categorised as either Category 1 or Category 2.

Category 1 disbursements generally comprise external supplies of incidental services specifically identifiable to the case. Where expenses are incurred and then recharged to the case, approval from creditors is not required. Examples of Category 1 disbursements include statutory advertising, specific bond insurance, document storage, postage, company search fees, and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot be practically provided internally, such as printing and room hire.

Category 2 disbursements include elements of shared or allocated costs where supplied internally. Category 2 disbursements are recoverable in full, subject to the basis of the disbursement charge being approved by creditors in advance. CBW does not charge Category 2 disbursements.