

# 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	7	3	2	1	4	3	6
Company name in full	Jamats Activity Centre Limited							

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

### 2 Liquidator's name

Full forename(s)	Gemma Louise
Surname	Roberts

### 3 Liquidator's address

Building name/number	The Manor House
Street	260 Ecclesall Road South
Post town	Sheffield
County/Region	
Postcode	S 1 1 9 P S
Country	

### 4 Liquidator's name ①

Full forename(s)	Robert Neil
Surname	Dymond

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

### 5 Liquidator's address ②

Building name/number	The Manor House
Street	260 Ecclesall Road South
Post town	Sheffield
County/Region	
Postcode	S 1 1 9 P S
Country	

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

LIQ03

Notice of progress report in voluntary winding up


**6** Period of progress report

From date	<sup>d</sup> 1	<sup>d</sup> 9	<sup>m</sup> 0	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	
To date	<sup>d</sup> 1	<sup>d</sup> 8	<sup>m</sup> 0	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1	

**7** Progress report

<input checked="" type="checkbox"/> The progress report is attached	
---	--

**8** Sign and date

Liquidator's signature	Signature X 	X							
Signature date	<sup>d</sup> 1	<sup>d</sup> 5	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1	

**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 **Daniel Massey**

Company name **Wilson Field Limited**

Address  
**The Manor House**  
**260 Ecclesall Road South**

Post town  
**Sheffield**

County/Region

Postcode **S 1 1 9 P S**

Country

DX

Telephone  
**01142356780**

**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)**

**Jamats Activity Centre Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 19/02/2020 To 18/02/2021 £	From 19/02/2020 To 18/02/2021 £
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	21.23	21.23
32,885.58	Cash Held by Liquidator	32,885.58	32,885.58
150.00	Fixed assets	150.00	150.00
Uncertain	Goodwill	NIL	NIL
Uncertain	Overpaid Corporation Tax	NIL	NIL
Uncertain	VAT - Gloucester County Council	NIL	NIL
		<u>33,056.81</u>	<u>33,056.81</u>
	<b>COST OF REALISATIONS</b>		
	Document Upload Fees	150.00	150.00
	Liquidators Fees	21,778.41	21,778.41
	Mileage	144.90	144.90
	Postage, stationery, photocopying	26.86	26.86
	Room Hire	100.00	100.00
	Specific Bond	120.00	120.00
	Statement of Affairs Fee	5,000.00	5,000.00
	Statutory Advertising	246.75	246.75
	Subsistence	5.42	5.42
		<u>(27,572.34)</u>	<u>(27,572.34)</u>
	<b>UNSECURED CREDITORS</b>		
(1,165.00)	Abacus Accounting Solutions	NIL	NIL
(37,425.00)	HM Revenue & Customs - Penalty	NIL	NIL
(250,826.10)	HM Revenue and Customs - VAT	NIL	NIL
(619.93)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(3.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<b>(257,003.45)</b>		<b><u>5,484.47</u></b>	<b><u>5,484.47</u></b>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		0.01
	Vat Control Account		5,484.46
			<b><u>5,484.47</u></b>



Gemma Louise Roberts  
Joint Liquidator

# Joint Liquidators' Annual Progress Report to Creditors & Members

Jamats Activity Centre Limited (**“the Company”**) - In  
Liquidation

15 April 2021

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- 2** Receipts & Payments
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- 6** Creditors' rights
- 7** Next report

## APPENDICES

- A** Receipts and Payments Account ("R&P") for the period 19 February 2020 to 18 February 2021 ("the Period").
- B** Time analysis for the Period
- C** Additional information in relation to Joint Liquidators' fees, expenses & disbursements

## 1 Introduction and statutory information

- 1.1 I, Gemma Louise Roberts, together with my partner Robert Neil Dymond, of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS, was appointed as Joint Liquidator of the Company on 19 February 2020. This progress report covers the Period and should be read in conjunction with any previous progress reports which have been issued.
- 1.2 Information about the way that we will use and store personal data on insolvency appointments can be found at <https://www.wilsonfield.co.uk/not-so-small-print>. If you are unable to download this, please contact my office and a hard copy will be provided to you.
- 1.3 The principal trading address of the Company was 49A London Road, Gloucester, GL1 3HF.
- 1.4 Following the Joint Liquidators' appointment, the registered office of the Company was changed from 4 Oak Drive, Rodborough, Stroud, Gloucestershire, GL5 3ST to Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS. Its registered number is 07321436.

## 2 Receipts and Payments

- 2.1 At Appendix A is my Receipts and Payments Account covering the Period.
- 2.2 In Section 3 below, you will find an update on the progress made during the Period in realising the Company's assets and dealing with its affairs.

## 3 Progress of the Liquidation

- 3.1 This section of the report provides creditors with an update on the progress made in the Liquidation during the Period and an explanation of the work done by the Liquidators and their staff.

### Administration (including statutory compliance & reporting)

- 3.2 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined to creditors in my initial fees estimate/information.
- 3.3 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidators.
- 3.4 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

### Realisation of Assets

#### Fixed Assets

- 3.5 As detailed within the previous report to creditors, a connected Company, by way of common directors, Jamats Academy Limited submitted an offer of £150 + VAT for the Tables, Storage Cupboards, Filling Cabinet, a printer, and a couple of laptops.
- 3.6 Charterfields Limited ("the Agent") recommended acceptance of this offer and therefore upon appointment the Joint Liquidators issued an invoice in respect of the sale and payment was received on 20 February 2021.

#### Cash held by Liquidator

- 3.7 The Joint Liquidators were transferred £32,885.58 prior to the Company entering into Liquidation. These funds are in relation to the residual balance in the Company's bank account at cessation of trade.

#### VAT debtor

- 3.8 As detailed in the previous report to creditors, in August 2019, the Company became aware that it should have been registered for VAT and therefore attempted to recover the VAT that should have been charged to their main client, Gloucestershire county Council.
- 3.9 Upon appointment the Joint Liquidators have taken steps to recover the amount, however no funds have been forthcoming. Further details on the steps taken attempting to recover this asset can be found in the "matters still to be dealt with" below.

#### Overpaid corporation Tax

- 3.10 As detailed within the SIP6 Report, in order to assist with the Company's cashflow, attempts were made by the Company to recover overpaid Corporation Tax. Amended accounts were prepared and submitted to HM Revenue & Customs ("HMRC"), however, no response was received.
- 3.11 Due to the large liability due to HMRC, it is not anticipated that any realisations will be made from this source however the position is to confirmed by a member of the Joint Liquidators staff who has expertise in the tax area. Any update will be provided in the next report to creditors.

#### Bank Interest

- 3.12 During the Period, bank interest of £21.23 has been received.

#### Investigation settlement

- 3.13 The Joint Liquidators have recovered £28,000 in respect of an investigation settlement, which was brought against the directors for illegal dividends.
- 3.14 It should be noted that this realisation was received after the Period of this report, however, based on the amount the Joint Liquidators deemed it appropriate to be detailed in this report. Further details are provided below.
- 3.15 The work undertaken by the Liquidators and their staff to date in realising the Company's assets has been necessary in order to maximise the likelihood of a return to creditors being made. Where assets remain to be realised, these will be dealt with as the Liquidation progresses and further updates will be provided to creditors in my progress reports.

#### Creditors (including claims and distributions)

- 3.16 Further information on the anticipated outcome for creditors in this case can be found at section 4 of this report. The Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 3.17 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.



- 3.18 The above work will not necessarily bring any financial benefit to creditors generally, however the Liquidators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidators in dealing with those claims.
- 3.19 I consider the following matters worth noting in my report to creditors at this stage:
- There are approximately 10 unsecured creditor claims in this case with a value per the director(s) statement of affairs of 290,036

#### Investigations

- 3.20 Some of the work the Liquidators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 ("CDDA 1986") and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidators can pursue for the benefit of creditors.
- 3.21 I can confirm that I have submitted a report on the conduct of the directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.
- 3.22 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account any information provided by creditors. My investigations have not revealed any issues requiring further report or any further potential recoveries which could be pursued for the benefit of creditors.
- 3.23 My investigations revealed issuing relating to payment made to the directors, in excess of their PAYE entitlement.
- 3.24 The bank statements received for the period April 2019 to January 2020 identified overpayments made to the directors totalling £40,916.70 to Mr Pope and £37,116.70 to Mrs Pope.
- 3.25 The Company's payroll records in the Joint Liquidators possession were reviewed and confirmed that each director was entitled to £7,083.30 (net) for the 10-month period. In addition the directors acknowledged that payments processed via the PAYE scheme would equate to an annual salary entitlement of £8,500.
- 3.26 As a result of the above, the Joint Liquidators took steps to instruct legal representatives to review the claim, which concluded that the Company's last filed accounts for year ended 31 March 2019 identify that the Company had capital and reserves of £36,886. Deducting the £3 share capital means the Company had distributable reserves by reference to these accounts of £36,883. These accounts were approved by Mr and Mrs Pope on 6 May 2019.
- 3.27 The dividend element of the payments to Mr and Mrs Pope received from the Company exceeds the distributable reserves by £42,567.06 and are not aware of any interim accounts which could have been used to support further dividends. Conversely, we note that the Company's accountants subsequently prepared revised accounts, which were submitted to HMRC but not filed at Companies House. The revised accounts for year ended 31 March 2019 identify a loss of £47,780 i.e. the Company had no distributable reserves.
- 3.28 As a result, the legal representative issued letters to the directors requesting the sum of £42,567.06 to be repaid for the benefit of the Liquidation.

- 3.29 The Company's bookkeeper began negotiation on behalf of the director with the legal representative and confirmed that the directors had access to an amount around £28,000 which could be paid immediately in full and final settlement.
- 3.30 Taking into account the further fees likely to be incurred with further negotiation which may include further time costs, legal fees and disbursements, notwithstanding the uncertainty of the directors financial position, the Joint Liquidators agreed to accept the offer of £28,000 in full and final settlement,
- 3.31 This offer represented around 66% of the total claim and avoided the risk of litigation and therefore deemed was the best possible outcome for creditors.

#### Matters still to be dealt with

- 3.32 As detailed in the previous report to creditors, in August 2019, the Company became aware that it should have been registered for VAT and therefore attempted to recover the VAT that should have been charged to their main client, Gloucestershire County Council ("GCC")
- 3.33 The Joint Liquidators have instructed legal representatives to issue correspondence to GGC, of which they have acknowledged the amount is due, however, to date no funds have been received.
- 3.34 The Joint Liquidators will continue taking steps to recover the amount for the benefit of the Liquidation estate and creditors will be updated in the subsequent progress reports.

#### Connected Party Transactions

- 3.35 In accordance with Statement of Insolvency Practice 13 ("SIP13"), I would advise you that the following assets were sold to Jamats Academy Limited during the period covered by this report:

Date of transaction	Assets involved & nature of transaction	Consideration paid	Sold to	Relationship
20 February 2021	Tables, storage cupboards, two filing cabinets, a printer, and two laptops. ("Fixed assets")	£150 plus VAT	Jamats Academy Limited	Common directors -/ connected company

- 3.36 The following points demonstrate that the Joint Liquidators have acted in regard to creditors interests and justification of why the sale to a connected party was undertaken:-
- This transaction mitigated the costs of collection and auctioneers fees
  - Advice was sought from the Agent who recommended acceptance of the offer put forward by Jamats Academy Limited
  - Based on the minimal assets it was likely that the costs of collection would largely outweigh any potential realisations
  - Maximum amount released for the benefit of the Liquidation estate.

- 3.37 As such the Joint Liquidators raised an invoice in respect of the sale, which completed on 20 February.

## 4 Creditors

### Secured creditors

4.1 The Company did not extend security to any of its creditors

Preferential creditors

4.2 The Company does not hold any preferential creditors.

Unsecured creditors

4.3 I have received claims totalling £327,435.56 from 4 creditors. I have yet to receive claims from 6 creditors whose debts total £37,974.73 as per the Company's statement of affairs.

4.4 The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part), which only applies to charges created on

4.5 I would confirm that at this stage it is anticipated there will be insufficient funds realised after defraying the expenses of the Liquidation to pay a dividend to unsecured creditors, however this is subject to the recovery of the Company's assets primarily the recovery of VAT which should have been charged by the Company.

## 5 Joint Liquidators' remuneration

5.1 The creditors approved that the basis of the Liquidators' remuneration be fixed to the time properly spent by them and their staff in managing the Liquidation. My fees estimate/information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.

5.2 A copy of my approved fees estimate is reproduced below:

Category of work	Estimated Number of Hours	Average blended charge out rate £	Estimated cost £
Administration (inc statutory compliance & reporting)	66.00	300.30	19,820.00
Case specific matters (where applicable)	0.50	240.00	120.00
Creditors (claims & distributions)	14.50	308.97	4,480.00
Investigations	41.00	293.90	12,050.00
Realisation of assets	46.50	314.41	14,620.00
Trading (where applicable)	0.00	0.00	0.00
Total	168.50	303.20	51,090.00

5.3 My time costs for the Period are £29,976. This represents 98 hours at an average rate of £306 per hour. Attached as Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the Liquidation.

5.4 To date, £21,778.41 plus expenses of £402.86 has been drawn on account.

5.5 At the date of this report, I would confirm that my fees estimate for the Liquidation remains unchanged. This is because I currently consider my fees estimate to be sufficient. Should the position with the Council debt continue to be protracted, it may be necessary to seek further approval from creditors to my fees and will write to creditors again at the appropriate time to seek this approval, if it proves that the revised estimate below is insufficient.

5.6 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <https://www.icaew.com/en/technical/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>

- 5.7 Attached as Appendix C is additional information in relation to the Liquidators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

## **6 Creditors' rights**

- 6.1 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) may request in writing that the Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.
- 6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive.

## **7 Next report**

- 7.1 I am required to provide a further report on the progress of the Liquidation within two months of the next anniversary of the Liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 7.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 0114 235 6780 or by email at [d.massey@wilsonfield.co.uk](mailto:d.massey@wilsonfield.co.uk)

Yours faithfully

A handwritten signature in black ink, appearing to be 'G L Roberts', with a stylized 'Q' shape and a long horizontal stroke extending to the right.

G L Roberts  
Joint Liquidator

## Appendix A

R&P for the Period

Jamats Activity Centre Limited  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments  
To 18/02/2021

S of A £		£	£
	<b>ASSET REALISATIONS</b>		
150.00	Fixed assets	150.00	
32,885.58	Cash Held by Liquidator	32,885.58	
	Bank Interest Gross	21.23	
Uncertain	VAT - Gloucester County Council	NIL	
Uncertain	Overpaid Corporation Tax	NIL	
Uncertain	Goodwill	NIL	
			33,056.81
	<b>COST OF REALISATIONS</b>		
	Specific Bond	120.00	
	Statement of Affairs Fee	5,000.00	
	Liquidators Fees	21,778.41	
	Document Upload Fees	150.00	
	Postage, stationery, photocopying	26.86	
	Room Hire	100.00	
	Statutory Advertising	246.75	
	Subsistence	5.42	
	Mileage	144.90	
			(27,572.34)
	<b>UNSECURED CREDITORS</b>		
(619.93)	Trade & Expense Creditors	NIL	
(250,826.10)	HM Revenue and Customs - VAT	NIL	
(1,165.00)	Abacus Accounting Solutions	NIL	
(37,425.00)	HM Revenue & Customs - Penalty	NIL	
			NIL
	<b>DISTRIBUTIONS</b>		
(3.00)	Ordinary Shareholders	NIL	
			NIL
(257,003.45)			5,484.47
	<b>REPRESENTED BY</b>		
	Bank 1 Current		0.01
	Vat Control Account		5,484.46
			5,484.47



Gemma Louise Roberts  
Joint Liquidator

## Appendix B

Time analysis for the Period

Time Entry - Detailed SIP9 Time & Cost Summary

JAMA01C - Jamats Activity Centre Limited  
From: 19/02/2020 To: 18/02/2021  
Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADCA : Cashiering	1.20	2.80	0.40	1.90	6.30	2,239.00	355.40
ADCR : Case Reviews	2.70	2.60	8.70	0.00	14.00	4,368.00	312.00
ADDI : Directors/Client	0.60	0.30	0.90	0.00	1.80	634.50	352.50
ADGA : File Maintenance	1.30	0.00	12.10	1.70	15.10	3,778.00	250.20
ADSC : Statutory and Compliance	1.80	0.20	12.60	0.50	15.10	3,721.50	246.46
ADSO : Strategic Overview	0.30	0.00	0.00	0.00	0.30	150.00	500.00
Admin and Planning	7.90	5.90	34.70	4.10	52.60	14,891.00	283.10
CRCL : Creditors Claims	0.00	0.00	0.50	0.00	0.50	102.00	204.00
CRCO : Communications with Creditors	0.30	0.00	1.10	0.60	2.00	492.00	246.00
CRTV : Tax and VAT	0.50	0.00	0.70	0.00	1.20	421.00	350.83
Creditors	0.80	0.00	2.30	0.60	3.70	1,015.00	274.32
INAT : Antecedent Transactions	0.10	0.00	0.00	0.00	0.10	50.00	500.00
INDR : CDDA Report	1.80	0.00	11.00	0.00	12.80	3,540.00	276.56
INRE : Investigation and Review	10.30	0.00	9.50	0.70	20.50	7,413.00	361.61
Investigations	12.20	0.00	20.50	0.70	33.40	11,003.00	329.43
REDC : Debt Collection	3.40	1.00	1.50	0.00	5.90	2,455.00	416.10
REIS : Identifying,Securing and Insuring	0.00	0.00	0.80	0.00	0.80	180.00	225.00
REPB : Property, Business and Asset Sales	0.10	0.10	1.20	0.00	1.40	377.50	269.64
SOLB : Sale of Land & Buildings	0.00	0.00	0.30	0.00	0.30	54.00	180.00
Realisation of Assets	3.50	1.10	3.80	0.00	8.40	3,066.50	365.06
Total Hours	24.40	7.00	61.30	5.40	98.10	29,975.50	305.56



## Appendix C

### Additional information in relation to the Joint Liquidators' fees, expenses & disbursements

#### 1 Staff allocation and the use of sub-contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of an IP/Director, Assistant Manager, Senior Administrator and/or Administrator and Secretarial and/or Support staff. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and additional staff may be allocated to meet the demands of the case.
- 1.3 We are not proposing to utilise the services of any sub-contractors in this case.

#### 2 Professional advisors

- 2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
MD Law (Debt collection assistance)	15% of realisations
Charterfields Limited (valuation and disposal advice)	10% asset realisations

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

#### 3 Joint Liquidators' expenses & disbursements

- 3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the Liquidation was provided to creditors when the basis of my fees were approved, is included in the table below, together with an analysis of the expenses paid prior to the end of the Period, and those incurred but not yet paid is provided below. Any material differences from the original estimate are commented on below

	Estimated cost £	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total £
<b>Expenses</b>					
Pre-appointment advertisement	76.20	-	76.20	-	76.20
Bond	148.00	-	120.00	-	120.00
Post-appointment advertisements	152.40	-	152.40	-	152.40
Postage, stationery, photocopying etc	49.91	-	26.86	-	26.86
Statement of affairs fee	5,000.00	-	5,000.00	-	5,000.00
Valuers Fees	500.00	-	-	-	-
Debt collection fees	12,506.30	-	-	-	-
Accountancy Fees	5,000.00	-	-	-	-
<b>Category 2 expenses:</b>					
Document Upload Centre	150.00	-	150.00	-	150.00
Room Hire	100.00	-	100.00	-	100.00
Storage of books & records	400.00	-	-	-	-
Mileage / Subsistence	-	-	150.32	-	150.32
<b>Total</b>	<b>24,082.81</b>	<b>-</b>	<b>5,775.78</b>	<b>-</b>	<b>5,775.78</b>

- 3.2 Category 1 expenses do not require approval by creditors. The type of expenses that may be charged as Category 1 to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These are included in the tables of expenses above.
- 3.3 Category 2 expenses do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 expenses charged by this firm (where appropriate) were provided at the time the Liquidators' fees were approved by creditors. Any Category 2 expenses incurred are specifically highlighted in the tables above.
- 3.4 Wilson Field have reviewed their disbursement policy as a firm and from 1 September 2017 will no longer charge postage, stationery and photocopying, an insolvency software fee, a document management fee, and search fees as a Category 2 disbursement and will only seek to recover the actual cost incurred. In addition to this, any Category 2 expenses incurred prior to the 1 April 2021 but for which payment has not been drawn, will not be charged after this date.

#### 4 Charge-out rates

- 4.1 A schedule of Wilson Field Limited's current charge-out rates is attached

## WILSON FIELD LIMITED CHARGE OUT RATES AND EXPENSES POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and expenses, we are required to disclose to you our policy for recovering non-specific expenses, and the charge out rates for the various grades of staff who may be involved in this case.

### Remuneration

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below.

	Hourly charge out rate (£)			
Grade	01/11/2017 to 30/06/2018	01/07/2018 to 05/03/2020	06/03/2020 to 31/03/2021	01/04/2021 onwards
Director/Insolvency Practitioner	500	500	500	500
Manager	400	400	395	410
Assistant Manager	395	N/a	N/a	N/A
Team Leader	390	390	N/a	N/A
Senior Administrator	330	395	300	310
Administrator (dependent on experience)	230-300	230 - 300	240-270	180-280
Trainee Administrator	180	180	180	N/A
Assistant & Support staff	130	130	130 - 235	140-250

All time is recorded in 6 minute units.

### Expenses

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor of member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder, and then reimbursed to the office holder from the estate. Expenses are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).

#### 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. These expenses can be paid without prior approval. Examples of these are advertising, insurance, legal fees etc.

#### Category 2 expenses

These are payments to associates or payment which have an element of shared costs. Examples of a category 2 expenses that officeholders may seek creditor approval for would be for mileage costs or for hire of external rooms for physical meetings where the room is used for more than one insolvency, Any such approval will be outlined with documentation for the relevant decision procedure.

Category 2 expenses are charged in accordance with the liquidator's prevailing recovery policy at the time the expense is incurred. However, any Category 2 expenses incurred prior to the 1 April 2021 but for which payment has not been drawn, will not be charged after this date. The rates applicable from 1 April 2021 are detailed below:

Expense	Charge	Period charged
Mileage	As per HMRC's approved mileage rates	On appointment (where appropriate)

In common with all professional firms, our charge out rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.