

# 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 3 3 2 9 9  
Company name in full DRB Facilities Management Limited

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

### 2 Liquidator's name

Full forename(s) Craig James  
Surname Povey

### 3 Liquidator's address

Building name/number 8th Floor  
Street One Temple Row  
Post town Birmingham  
County/Region  
Postcode B 2 5 L G  
Country

### 4 Liquidator's name ①

Full forename(s) Richard  
Surname Toone

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


### 5 Liquidator's address ②

Building name/number 31st Floor  
Street 40 Bank Street  
Post town London  
County/Region  
Postcode E 1 4 5 N R  
Country

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

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>										<b>Period of progress report</b>									
From date		<sup>d</sup> 1	<sup>d</sup> 7	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1										
To date		<sup>d</sup> 1	<sup>d</sup> 6	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2										
<b>7</b>										<b>Progress report</b>									
										<input checked="" type="checkbox"/> The progress report is attached									
<b>8</b>										<b>Sign and date</b>									
Liquidator's signature		Signature X 								X									
Signature date		<sup>d</sup> 1	<sup>d</sup> 4	<sup>m</sup> 1	<sup>m</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2										

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 **Steve Armitage**

Company name **Begbies Traynor (Central) LLP**

Address **8th Floor**

**One Temple Row**

Post town

County/Region **Birmingham**

Postcode **B 2 5 L G**

Country

DX

Telephone **0121 200 8150**



**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)**

**DRB Facilities Management Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 17/08/2021 To 16/08/2022 £	From 17/08/2017 To 16/08/2022 £
	<b>ASSET REALISATIONS</b>	
	Bank Interest Gross	0.09
1,913.00	Book Debts	1.28
338.00	Cash at Bank	1,252.90
NIL	Intercompany Balances	235.33
	Third Party Monies	NIL
		6,502.53
		7,992.04
	<b>COST OF REALISATIONS</b>	
	Preparation of S. of A.	4,849.83
	Statutory Advertising	153.00
		(5,002.83)
	<b>UNSECURED CREDITORS</b>	
(74,158.76)	HM Revenue & Customs - PAYE/NIC	NIL
(75,223.99)	HM Revenue & Customs - VAT	NIL
(396,925.33)	Intercompany Loans	NIL
(299,684.83)	Trade & Expense Creditors	NIL
		NIL
	<b>DISTRIBUTIONS</b>	
(200.00)	Ordinary Shareholders	NIL
		NIL
<b>(843,941.91)</b>		<b>2,989.21</b>
	<b>REPRESENTED BY</b>	
	Bank 2 Current	1,988.65
	Vat Receivable	1,000.56
		<b>2,989.21</b>

Craig Povey  
Joint Liquidator

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## **DRB Facilities Management Limited (In Creditors' Voluntary Liquidation)**

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Progress report

Period: 17 August 2021 to 16 August 2022

### **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.

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## **Contents**

- ❑ Interpretation
- ❑ Company information
- ❑ Details of appointment of liquidators
- ❑ Progress during the period
- ❑ Estimated outcome for creditors
- ❑ Remuneration and expenses
- ❑ Liquidators' expenses
- ❑ Assets that remain to be realised and work that remains to be done
- ❑ Other relevant information
- ❑ Creditors' rights
- ❑ Conclusion
- ❑ Appendices
  - 1. Liquidators' account of receipts and payments
  - 2. Liquidators' time costs and expenses
  - 3. Statement of Liquidators' expenses

# 1. INTERPRETATION

<b><u>Expression</u></b>	<b><u>Meaning</u></b>
"the Company"	DRB Facilities Management Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 17 August 2017.
"the liquidators", "we", "our" and "us"	Craig Povey of Begbies Traynor (Central) LLP, 8th Floor, One Temple Row, Birmingham, B2 5LG and Richard Toone of Begbies Traynor (London) LLP, 31st Floor, 40 Bank Street, London, E14 5NR
"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(s):	-
Company registered number:	07333299
Company registered office:	8th Floor, Temple Point, 1 Temple Row, Birmingham, B2 5LG
Former trading address:	5 The Courtyard, Buntsford Drive, Bromsgrove, Worcestershire, B60 3DJ

# 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	17 August 2017
Date of liquidators' appointment:	17 August 2017
Changes in liquidator (if any):	None

## 4. PROGRESS DURING THE PERIOD

### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 17 August 2021 to 16 August 2022.

### **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. There is an analysis for the period of the report and also an analysis of time spent on the case since the date of our appointment.

The details below relate to the work undertaken in the period of this report only. Our previous reports contain details of the work undertaken since our appointment.

#### General case administration and planning

General case administration incorporates different categories such as cashiering, general case administration (filing, creditor correspondence) and dealing with sundry issues as and when they arise. This time cost also comprises maintenance of case files, undertaking case reviews incorporating compliance checks and dealing with general queries. These items are not necessarily financially beneficial to any class of creditor but are the requirements of the statutory regulations / The Insolvency Act and Rules.

#### Compliance with the Insolvency Act, Rules and best practice

Other work undertaken during the period includes complying with our statutory obligations and best practice guidance to include ensuring there is sufficient bond insurance in place, undertaking regular bond reviews and filing relevant documentation at Companies House. These items are not necessarily beneficial to any class of creditor but are requirements of the Statutory Regulations and the Insolvency Act and Rules.

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

The time spent here relates to dealing with creditor correspondence and enquiries - dealing with correspondence and claims received.

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

During this period we corresponded with creditors in order to agree the basis of our fees via a Decision Procedure by way of correspondence – with a decision date of 22 September 2021, which was inquorate as no votes were received. We shall continue to prepare and submit post appointment tax returns and we shall also seek tax clearance from HMRC to close the liquidation when appropriate.

## 5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in our previous progress reports.

### **Secured creditors**

The Company has not granted any charges over its assets.

### **Preferential creditors**

There are no known preferential claims.

### **Unsecured creditors**

The unsecured creditors as per the statement of affairs totalled £845,992.91.

### **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 will be insufficient funds available to enable a dividend to be paid to the unsecured creditors.

## 6. REMUNERATION & EXPENSES

### Work undertaken prior to appointment

The costs relating to work undertaken prior to our appointment in summoning, advertising and holding the creditors' meeting and assisting the directors in preparing the statement of affairs were approved by the creditors on 17 August 2017. The creditors authorised a fee of £5,000, plus VAT in this respect. To date £4,849.83 of the approved sum has been paid from funds realised. The balance will be recovered shortly from funds subsequently received.

### Remuneration

During the period of this report we attempted to obtain the necessary basis of agreement to the basis of our post appointment fees by way of a Decision procedure by correspondence (with a Decision date of 22 September 2021), but no votes were received. As such we have not at this time drawn any funds on account of our post appointment remuneration.

For information purposes, our time costs for the period from 17 August 2021 to 16 August 2022 amount to £2,440.50, which represents 9.5 hours at an average rate of £256.89 per hour.

The following further information in relation to our time costs and expenses is set out at Appendix 2:

- ☐ Time Costs Analysis for the period 17 August 2017 to 16 August 2022
- ☐ Begbies Traynor (Central) LLP's charging policy

To 16 August 2022, we have not drawn any funds on account of our post appointment remuneration, against total time costs of £21,800.50 incurred since the date of our appointment.

### Time Costs Analysis

The Time Costs Analysis for the period of this report attached at Appendix 2 shows the time spent by each grade of staff on the different types of work involved in the case, and gives the total costs and average hourly rate charged for each work type. An additional analysis is also attached which details the time costs for the entire period for which we have administered the liquidation.

Please note that each analysis provides details of the work undertaken by us and our staff following our appointment only.

The information provided in section 4 above relates to the work undertaken during the period of this report. We have set out below details of the work undertaken prior to the period covered by this report so as to avoid any repetition

#### General case administration and planning

General case administration incorporates different categories such as cashiering, general case administration (filing, creditor correspondence) and dealing with sundry issues as and when they arise. This time cost also comprises maintenance of case files, undertaking case reviews incorporating compliance checks and dealing with general queries. These items are not necessarily financially beneficial to any class of creditor but are requirements of the statutory regulations / The Insolvency Act and Rules.

### Compliance with the Insolvency Act, Rules and best practice

Other work undertaken during the period includes compliance with our statutory obligations and best practice to include the preparation of all post appointment notifications and documentation, ensuring that there is sufficient bond insurance in place, undertaking regular bond reviews and filing relevant documentation at Companies House. These items are not necessarily financially beneficial to any class of creditor but are requirements of the statutory regulations and the Insolvency Act and Rules.

### Investigations

On appointment, we carried out an initial review of the Company's affairs in the period prior to liquidation. This included seeking information and explanations from the directors and senior employees by means of questionnaires; formal and informal correspondence; 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 information gleaned from this process enabled the 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 had past dealings with the Company.

This initial assessment was completed, and the liquidators did not identify any further assets or actions which might lead to a recovery for creditors.

### Realisation of assets

#### **Book Debts**

Creditors will recall from our initial report that two book debts totalling £1,913.00 were outstanding and expected to be recoverable. To date, £1,252.90 has been recovered, with a sum of £660.10 remaining outstanding. It was considered that the commerciality of further recovery action on this final balance was inappropriate and concluded to be irrecoverable.

#### **Cash at Bank**

Following our appointment, a request was made to the Company's bankers for any funds held to be paid over to the liquidation estate. Funds of £235.33 were received in this context.

#### **Intercompany Debtors**

The Company's management accounts indicated intercompany debtors outstanding in the sum of £21,478, however, due to these companies being in liquidation, these balances have not been collectable and there is no likelihood of any dividend from the companies in liquidation.

#### **Third Party Funds / Third Party Monies**

As previously advised the Company's director provided an indemnity to discharge the costs and disbursements, for assistance in preparing the Directors Statement of Affairs and convening the members' and creditors' meetings. A balance of £6,502.53 has been received. In view of the realisations detailed above this represents an overpayment and a partial refund will be made prior to concluding the liquidation.

#### **Bank Interest Gross**

Bank interest in the sum of £1.19 has been received to date.

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

We shall continue to deal with queries raised by creditors in a timely manner.

**Expenses**

To 16 August 2022, we have also drawn expenses in the sum of £153.00.

**Category 2 Expenses**

No Category 2 expenses have been charged to the case since the date of our appointment:

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2021' 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](http://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.

## 7. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3. A cumulative statement showing the total expenses incurred since the date of our appointment also appears at Appendix 3.

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

At this stage, all assets have been realised.

**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

General case administration incorporates different categories such as cashiering, general case administration (filing, creditor correspondence) and dealing with sundry issues as and when they arise. This time cost also comprises maintenance of case files, undertaking case reviews incorporating compliance checks and dealing with general queries. These items are not necessarily financially beneficial to any class of creditor but are requirements of the statutory regulations / The Insolvency Act and Rules.

Compliance with the Insolvency Act, Rules and best practice

Other work undertaken during the period includes compliance with our statutory obligations and best practice to include the preparation of all post appointment notifications and documentation, ensuring that there is sufficient bond insurance in place, undertaking regular bond reviews and filing relevant documentation at Companies House. These items are not necessarily financially beneficial to any class of creditor but are requirements of the statutory regulations and the Insolvency Act and Rules.

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

We shall continue to deal with queries raised by creditors in a timely manner.

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

A decision is being sought from the creditors to approve the basis of our remuneration and disbursements as liquidators. We shall arrange for the completion and submission of the Company's post liquidation tax returns and when appropriate, we shall seek clearance from HMRC to close the liquidation.

### **Expenses**

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are provided in Appendix 3.

## **9. OTHER RELEVANT INFORMATION**

### **Use of personal information**

Please note that in the course of discharging our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

## **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

The final report will be issued within the next 14 days.

**C J POVEY**  
Joint Liquidator

A handwritten signature in black ink, appearing to be 'C J Povey', written in a cursive style.

Dated: 14 October 2022

# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 17 August 2017 to 16 August 2022

**DRB Facilities Management Limited  
(In Liquidation)**

**Summary of Receipts & Payments**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>From 17/08/2017 To 16/08/2021 (£)</b>	<b>From 17/08/2021 To 16/08/2022 (£)</b>	<b>Total (£)</b>
Book Debts	1,913.00	1,252.90	0.00	1,252.90
Cash at Bank	338.00	235.33	0.00	235.33
Bank Interest Gross		1.19	0.09	1.28
Third Party Monies		6,502.53	0.00	6,502.53
		<b>7,991.95</b>	<b>0.09</b>	<b>7,992.04</b>
<b>PAYMENTS</b>				
Preparation of S. of A.		4,849.83	0.00	4,849.83
Statutory Advertising		153.00	0.00	153.00
		<b>5,002.83</b>	<b>0.00</b>	<b>5,002.83</b>
<b>Net Receipts/(Payments)</b>		<b>2,989.12</b>	<b>0.09</b>	<b>2,989.21</b>
<b>MADE UP AS FOLLOWS</b>				
Vat Receivable		1,000.56	0.00	1,000.56
Bank 2 Current		0.00	1,988.65	1,988.65
		<b>1,000.56</b>	<b>1,988.65</b>	<b>2,989.21</b>

## COSTS AND EXPENSES

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period 17 August 2021 to 16 August 2022
- c. Cumulative Time Costs Analysis

## **BEGBIES TRAYNOR 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 creditors' decision being made for the office holder to be remunerated on a time cost basis. Best practice guidance<sup>1</sup> requires that such information should be disclosed to those who are responsible for approving the basis of an office holder's remuneration. Within our fee estimate creditors can see how we propose to be remunerated.

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 guidance<sup>2</sup> indicates that such charges should be disclosed to those who are responsible for approving the basis of 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 their 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 expenses (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 expenses (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 physical meetings of creditors is charged at the rate £100 (London £150) 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 on the basis that the number of standard archive boxes held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates;

\* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

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.

(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 disbursements:

- Telephone and facsimile
- Printing and photocopying
- Stationery

#### **BEGBIES TRAYNOR 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 Birmingham office as at the date of this report are as follows:

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour)</b>
	<b>1 December 2018 until further notice</b>
Partner	495
Director	445
Senior Manager	395
Manager	345
Assistant Manager	250
Senior Administrator	225
Administrator	175
Junior Administrator	140
Support	140

Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

As detailed above, time is recorded in 6 minute units.

\* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

SIP9: DRB FACILITIES MANAGEMENT LIMITED - Creditors Voluntary Liquidation - LDRBF65351.CVL - Time Costs Analysis From 17/08/2021 To 16/08/2022

Staff Grade		Credit Controller	Director	Sr Mgr	Mgr	Asst Mgr	Sr Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	0.2				0.4					0.6	194.00	323.33
	Administration		0.8		0.8						1.6	528.00	330.00
	Total for General Case Administration and Planning:	0.2	0.8		0.8	0.4					2.2	722.00	328.18
Compliance with the Insolvency Act, Rules and best practice	Appointment												0.00
	Banking and Bonding				0.2				1.7	0.8	2.5	304.00	121.60
	Case Closure												0.00
	Statutory reporting and statement of affairs	0.6	1.8			0.3				0.4	3.1	1,023.00	330.00
	Total for Compliance with the Insolvency Act, Rules and best practice:	0.6	1.8		0.2	0.3			1.7	1.2	5.6	1,327.00	236.96
Investigations	CDDA and investigations												0.00
	Total for Investigations:												0.00
Realisation of assets	Debt collection												0.00
	Property, business and asset sales												0.00
	Retention of Title/Third party assets												0.00
	Total for Realisation of assets:												0.00
Trading	Trading												0.00
	Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured												0.00
	Others				0.5						0.5	150.00	300.00
	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:				0.5						0.5	150.00	300.00
													0.00
Other matters which includes meetings, tax, litigation, pensions and travel	Seeking decisions of creditors	0.2								0.3	0.5	118.50	237.00
	Meetings												0.00
	Other												0.00
	Tax	0.1			0.1				0.3	0.2	0.7	123.00	175.71
	Litigation												0.00
	Total for Other matters:	0.3			0.1				0.3	0.5	1.2	241.50	201.25
													0.00
	Total hours by staff grade:	1.1	2.6		1.6	0.7			2.0	1.5	9.5		
	Total time cost by staff grade £:	428.00	928.00		480.00	203.00			180.00	212.50		2,440.50	
	Average hourly rate £:	390.00	360.00	0.00	300.00	290.00	0.00	0.00	90.00	141.67			256.69
	Total fees drawn to date £:											0.00	

SIP9: DRB FACILITIES MANAGEMENT LIMITED - Creditors Voluntary Liquidation - LDRBF65351 CVL - Time Costs Analysis From 17/08/2017 To 16/08/2022

Staff Grade		Conciliant/Partner	Director	Sr Mgr	Mngt	Asst Mngt	Sr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	4.9	3.9		1.1	7.9	0.2	7.6	0.5	5.7	31.0	7,204.50	232.40
	Administration		1.2		0.8	1.1				0.9	4.0	1,112.50	278.13
	Total for General Case Administration and Planning:	4.9	5.1		1.9	9.1	0.2	7.6	0.5	6.6	35.0	8,317.00	237.63
	Appointment							1.6			1.6	241.50	150.94
Compliance with the Insolvency Act, Rules and best practice	Banking and Banking		0.1	0.2	0.2			1.6	2.8	9.4	14.3	2,111.50	147.66
	Case Closure												0.00
	Statutory reporting and statement of affairs	0.6	1.0			8.6	0.2	7.9		1.9	21.3	4,670.00	228.64
	Total for Compliance with the Insolvency Act, Rules and best practice:	0.6	2.0	0.2	0.2	8.6	0.2	11.1	2.8	11.3	37.2	7,223.00	194.17
	CDDA and investigations	0.3	0.1				2.6	3.0			0.2	1,286.00	267.74
Investigations	Total for Investigations:	0.3	0.1				2.6	3.0			0.2	1,286.00	267.74
Realisation of assets	Debt collection		0.2			0.2					0.4	128.00	315.00
	Property, business and asset sales		3.5			0.5					4.0	1,335.00	333.75
	Retention of Title/Third party assets		0.2								0.2	68.00	340.00
	Total for Realisation of assets:		3.9			0.7					4.6	1,531.00	332.39
Trading	Trading							0.2			0.2	18.00	90.00
	Total for Trading:							0.2			0.2	18.00	90.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured												0.00
	Others	0.1	1.1		0.5		1.0	0.7			3.4	898.50	264.26
	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:	0.1	1.1		0.5		1.0	0.7			3.4	898.50	264.26
Other matters which includes meetings, tax, litigation, pensions and travel	Seeking decisions of creditors	0.6	0.6			4.3				0.7	6.4	1,863.50	291.17
	Meetings												0.00
	Other												0.00
	Tax	0.2	0.3		0.2	0.2	0.3	2.1	0.3	0.2	3.8	663.50	174.01
	Litigation												0.00
	Total for Other matters:	0.8	1.1		0.2	4.5	0.3	2.1	0.3	0.9	10.2	2,527.00	247.76
	Total hours by staff grade:	8.7	13.3	0.2	2.8	22.1	4.8	24.7	3.7	18.6	96.3		
	Total time cost by staff grade £:	2,623.50	4,658.00	68.00	840.00	8,400.00	1,065.00	3,154.00	333.00	2,641.00		21,800.50	
	Average hourly rate £:	391.57	350.23	330.00	300.00	289.59	241.11	127.89	90.00	140.48			225.21
	Total fees drawn to date £:											0.00	

## 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 <b>not</b> within the Begbies Traynor Group				
Statutory advertising	Courts Advertising	153.00	153.00	-
Bond	JLT	20.00	-	20.00

## CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Statutory advertising	Courts Advertising	153.00
Bond	JLT	20.00