

LIQ03

Notice of progress report in voluntary winding up



Companies House

MONDAY



A11 *A7CPX0NK* 20/08/2018 #227
COMPANIES HOUSE

1 Company details

Company number 0 8 0 5 9 8 5 5

Company name in full Bespoke Global Solutions Limited

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

2 Liquidator's name

Full forename(s) Catherine

Surname Lee-Baggaley

3 Liquidator's address

Building name/number 1st Floor

Street Consort House

Post town Waterdale

County/Region Doncaster

Postcode D N 1 3 H R

Country

4 Liquidator's name ①

Full forename(s) Ian Michael

Surname Rose

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

5 Liquidator's address ②

Building name/number 1st Floor

Street Consort House

Post town Waterdale

County/Region Doncaster

Postcode D N 1 3 H R

Country

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

.LIQ03

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6 Period of progress report

From date	^d 2	^d 0	^m 0	^m 6	^y 2	^y 0	^y 1	^y 7
To date	^d 1	^d 9	^m 0	^m 6	^y 2	^y 0	^y 1	^y 8

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X

Lee Haggaley

X

Signature date

^d 1	^d 6	^m 0	^m 8	^y 2	^y 0	^y 1	^y 8
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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	Jack Barker
Company name	Silke & Co Limited
Address	1st Floor Consort House
Post town	Waterdale
County/Region	Doncaster
Postcode	D N 1 3 H R
Country	
DX	
Telephone	01302 342875



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Bespoke Global Solutions Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 20/06/2017 To 19/06/2018 £	From 20/06/2016 To 19/06/2018 £
Uncertain	ASSET REALISATIONS		
	Associated Debtors	NIL	NIL
		NIL	NIL
	OTHER REALISATIONS		
	Bank interest, gross	1.02	2.03
	Contribution to Costs	NIL	5,720.00
		1.02	5,722.03
	COST OF REALISATIONS		
	Specific bond	NIL	60.00
	Preparation of Statement of affairs	NIL	5,000.00
	Storage Charges	42.00	42.00
	Room Hire	NIL	62.50
	Legal fees	NIL	110.00
	Telephone/Telex/Fax	18.00	18.00
	Stationery & postage	15.37	15.37
	Statutory advertising	NIL	210.00
	Software Charges	56.25	56.25
		(131.62)	(5,574.12)
	UNSECURED CREDITORS		
(600.00)	Trade & Expense Creditor	NIL	NIL
(76,892.00)	HM Revenue & Customs	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(77,493.00)		(130.60)	147.91
	REPRESENTED BY		
	VAT receivable		23.25
	Estate Account		124.66
			147.91

Bespoke Global Solutions Limited
(In Liquidation)
Supplementary Information

Registered Office / Home Address

C/o The Offices of Silke & Co Limited 1st Floor
Consort House
Waterdale
Doncaster
DN1 3HR

Registered Number

08059855

Appointment Details

First Partner - Catherine Lee-Baggaley
1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR
Appointment Date - 20/06/2016

Second Partner - Ian Michael Rose
1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR
Appointment Date - 20/06/2016

Changes to Office Holders

None

Additional Information

Dividends / Distributions / Consigned Funds : E = Equalising

Dividend Type	Date	Admitted	Number	Paid	p in £
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No Dividends Paid

Unrealisable Assets

None

Details of Basis of Remuneration

Time Costs

Statement of Remuneration / Expenses
For period 20/06/2017 to 19/06/2018

Account	Incurred In Period	Accrued In Period For Last Period	Accrued In Period	Total In Period
Travel/Mileage	42 00	0.00	0 00	42.00
Telephone/Telex/Fax	18.00	0.00	0 00	18.00
Stationery & postage	15 37	0.00	0.00	15.37

Bespoke Global Solutions Limited
(In Liquidation)
Statement of Remuneration / Expenses
For period 20/06/2017 to 19/06/2018

Account	Incurred In Period	Accrued In Period For Last Period	Accrued In Period	Total In Period
Software Charges	56.25	0.00	0.00	56.25
	131.62	0.00	0.00	131.62

Statement on Fee / Expenses Estimates



1st Floor – Consort House – Waterdale – Doncaster – DN1 3HR
Tel: 01302 342875 - Fax: 01302 342986
Email: admin@silkeandco.co.uk - Web: www.silkeandco.co.uk

TO ALL CREDITORS AND MEMBERS

Our Ref: BJ5EC/CLB/IMR/JB/S7

Date: 16 August 2018

When calling please ask for: Jack Barker

Email: jack.barker@silkeandco.co.uk

Dear Sir/Madam

BESPOKE GLOBAL SOLUTIONS LIMITED – IN LIQUIDATION

This is the Joint Liquidators second annual report upon this matter. This report should be read in conjunction with the report of the initial meeting of creditors and subsequent annual report.

1. RECEIPTS AND PAYMENTS ACCOUNT

We attach an account of receipts and payments for the current period 20 June 2017 to 19 June 2018.

2. REALISATIONS

Assets

As previously reported, the Company had no tangible assets to realise, investigations have been carried out and no evidence has been found to suggest that any assets have been concealed.

The director, Mr Steven Craggs, has paid a contribution of £5,720.00 towards the costs of the liquidation, as agreed by us, as Joint Liquidators.

Other Assets

As detailed previously, despite numerous written and verbal requests a reconciliation of the associated debtor account was not received from the director. As a result, this was referred to our investigations department to review and reconcile the debtor account based on the information available to them. This is detailed further in Section 5 of this report.

3. JOINT LIQUIDATORS' REMUNERATION

A Statement of Affairs fee of £5,000.00 was approved at the initial meeting of creditors held on 20 June 2016 which has been drawn by us, as Joint Liquidators. This is a fixed fee and was considered to be fair, reasonable and proportionate with the work carried out as detailed in the fee estimate and agreed by creditors.

In the pre appointment period, category 2 disbursements of £11.12 were incurred and allocated to the case, which have been drawn, leaving no unbilled disbursements during the post appointment period. The disbursements that have been incurred are detailed in Appendix II, along with a comparison of the original estimate.

The Joint Liquidators' remuneration is based on hourly costs at scale rates calculated on the time properly spent in the course of the liquidation and was approved at the initial meeting of creditors held on 20 June 2016 and is capped at £22,837.50.

SILKE & CO LTD

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In the current period the Joint Liquidators' have incurred time costs of £1,737.50 representing 8.20 hours at an average hourly charge-out rate of £211.89. Total time spent to date on this assignment amounts to 56.40 hours at an average composite rate of £178.86 per hour resulting in total time costs to date of £10,087.50, which have not been drawn.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators original fees estimate will not be exceeded, see comparison below:

Classification	Estimated Number of Hours	Estimated Total Time Costs	Actual Number of Hours	Actual Total Time Costs
Administration & Planning	21.00	£4,100.00	9.65	£1,546.25
Creditors & Distributions	18.00	£3,575.00	1.30	£152.50
Investigations	43.00	£8,675.00	31.95	£5,673.75
Floating Charge Assets / Contribution to costs	23.00	£4,300.00	6.20	£1,035.00
Statutory & Compliance	10.00	£2,187.50	7.30	£1,680.00
Estimated Totals	115.00	£22,837.50	56.40	£10,087.50

Please refer to Appendix I for a detailed breakdown of the work undertaken.

Administration & Planning – The fee estimate allowed for time amounting to 21.00 hours, at a total cost of £4,100.00. This was based on the cashiering functions required throughout the duration of the liquidation, which included the bank account reconciliations and the maintaining of the estate account. It also included the time allowed for case reviews to be undertaken, the filing and maintaining of internal documents relating to the case and archiving the Company records. The actual time incurred to date amounts to 9.65 hours at a total cost of £1,546.25, which is lower than anticipated due to no realisations being due in respect of the associated debtor account.

Creditors & Distribution – It was estimated that the time spent on Creditors & Distributions would amount to 18.00 hours, totalling £3,575.00; the time spent to date is 1.30 hours totalling £152.50, as communication with creditors has been lower than originally anticipated and there has been no requirement to agree creditor claims. Further information can be found in section 4.

Investigations – The fee estimate allowed for the sum of 43.00 hours at a total cost of £8,675.00 in respect of the investigations into the Company. The time spent to date amounts to 31.95 hours, at a total cost of £5,673.75. Please refer to section 5 for further details.

Floating Charge Assets / Contribution to Costs – It was estimated that the time spent on Floating Charge Assets / Contribution to Costs would be 23.00 hours at a total cost of £4,300.00. The time spent to the date of this report amounts to 6.20 hours totalling £1,035.00. This is lower than anticipated due to payments being received in a timely manner. This is detailed further in section 2.

Statutory & Compliance – The time estimated to be spent on Statutory & Compliance was 10.00 hours for the duration of the liquidation at a total cost of £2,187.50. Statutory & Compliance involves the preparation and circulation of the Joint Liquidators report to creditors upon appointment, preparing annual reports to creditors, filing the relevant documents to Companies House, including annual receipts and payments accounts, advertising throughout the liquidation in accordance with statutory requirements and bonding the case for the value of the assets. The time spent to date amounts to 7.30 hours at a total cost of £1,680.00. This is lower than originally estimated, however, the time costs will increase due to further reports being issued prior to the closure of the case.

Ian Michael Rose & Catherine Lee-Baggaley are Insolvency Practitioners licensed to act by the Insolvency Practitioners Association
Karen Tracy Potts is an Insolvency Practitioner licensed in the United Kingdom by the Association of Chartered Certified Accountants
Silke & Co Limited is registered in England and Wales under registered number 06402570

whose registered office resides at 1st Floor Consort House Waterdale Doncaster South Yorkshire DN1 3HR
The GDPR Privacy Notice of Silke & Co Ltd can be found on our website



SILKE & CO LTD

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Post Appointment category 2 disbursements of £113.00 have been allocated to the case from the commencement of the liquidation up to the anniversary of which £75.50 has been drawn leaving unbilled disbursements of £37.50. The disbursements that have been incurred are detailed in Appendix II, together with an explanation of expenses that are likely to exceed that estimate.

Silke & Co Ltd chargeout rates and disbursements policy is attached at Appendix III.

All payments have been made in accordance with the rules and regulations generally as to the payment of costs and expenses in the liquidation, details of which can be found below:

Other Costs

The sum of £60.00 has been incurred and drawn, which relates to the insurance bond on the case, this is a statutory requirement under the guidelines produced by the Joint Liquidators regulatory body, this amount has been drawn in full.

The sum of £62.50 has been incurred and drawn in respect of room hire. It was necessary to hold members and creditors meetings in order to place the Company into liquidation, and in order to make the meetings accessible to all creditors.

The sum of £42.00 has been incurred and drawn relating courier costs incurred prior to the CVL approval.

The sum of £110.00 has been incurred and drawn in respect of legal fees, which relates to instructing counsel to seek dismissal of the winding up petition pre appointment.

Also listed is statutory advertising, which was required on the case both pre and post appointment in the sum of £210.00, which has been drawn.

The sum of £920.00 was incurred prior to liquidation, in respect of the petition fees due to HM Revenue & Customs ("HMRC"). These costs were to be paid in priority to Liquidators' fees, however there are insufficient funds to pay the same.

A comparison between the estimated figures and actual figures for expenses is provided at Appendix II.

A Creditors' Guide to Liquidators' Fees can be found on the portal or on our website, which includes creditors' rights to further information and to challenge.

4. CREDITORS' CLAIMS AND DIVIDEND PROSPECTS

Unsecured Creditors

Ordinary unsecured claims have been received amounting to £77,528.39, the director's Statement of Affairs estimated unsecured claims of £77,492.00. Please be advised that claims may still be received and therefore the total value of unsecured claims is not known as present.

At this stage although creditors' claims have been lodged we have not taken steps to formally agree the claims of unsecured creditors as it appears unlikely there will be a dividend payable to unsecured creditors until and unless further assets are realised.



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5. OTHER RELEVANT INFORMATION

Investigation

The Joint Liquidators review revealed matters that the Joint Liquidators considered merited further investigation, with the Company bank account statements highlighting transactions which required further clarification. The Joint Liquidators wrote to the director requesting his comments, who advised to contact the Company's accountant. Subsequently, the Joint Liquidators contacted the Company's accountant who did provide a response, however no clarification on the queries was received.

With regard to the associated debtor account, despite reviewing the Company bank statements and records available to them, the Joint Liquidators were unable to quantify what claim, if any, was owed to the Company which could be grounds for misfeasance. The Joint Liquidators considered the options available to them, and the costs that would likely be incurred by pursuing the matter further and the probability of repayment, to which it was concluded that it was uneconomical to pursue any further. However, should creditors be willing to fund further investigations and litigation, they should contact Jack Barker within the next 21 days.

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

6. EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was in the UK and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

7. CREDITORS' RIGHTS

Any unsecured creditors 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 Joint 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 Joint 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.

If there are any matters which you consider we should be aware of regarding the way in which the Company's business has been conducted, and on any potential recoveries for the estate, we shall be pleased to hear from you. This request for information is standard practice and does not imply any criticism or cause of action against any person concerned in the management of the Company's affairs.

Further information on the insolvency process may be found on our website or on the portal.

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



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8. CONCLUSION

As detailed above, there are no outstanding matters.

We will report again at the conclusion of the winding up.

Yours faithfully



Catherine Lee-Baggaley
Joint Liquidator

Enc

Bespoke Global Solutions Limited
(In Liquidation)

JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 20/06/2017 To 19/06/2018 £	From 20/06/2016 To 19/06/2018 £
RECEIPTS			
Associated Debtors	Uncertain	0.00	0.00
Bank interest, gross		1.02	2.03
Contribution to Costs		0.00	5,720.00
		<u>1.02</u>	<u>5,722.03</u>
PAYMENTS			
Specific bond		0.00	60.00
Preparation of Statement of affairs		0.00	5,000.00
Room Hire		0.00	62.50
Travel/Mileage		42.00	42.00
Legal fees		0.00	110.00
Telephone/Telex/Fax		18.00	18.00
Stationery & postage		15.37	15.37
Statutory advertising		0.00	210.00
Software Charges		56.25	56.25
Trade & Expense Creditor	(600.00)	0.00	0.00
HM Revenue & Customs	(76,892.00)	0.00	0.00
Ordinary Shareholders	(1.00)	0.00	0.00
		<u>131.62</u>	<u>5,574.12</u>
Net Receipts/(Payments)		<u>(130.60)</u>	<u>147.91</u>
MADE UP AS FOLLOWS			
Estate Account		(153.85)	124.66
VAT Receivable / (Payable)		23.25	23.25
		<u>(130.60)</u>	<u>147.91</u>

Time Entry - Detailed SIP9 Time & Cost Summary

BJSEC - Bespoke Global Solutions Limited
 From: 20/06/2017 To: 19/06/2018
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN Administration & Planning	0.10	0.00	0.40	1.70	2.20	350.00	159.09
IN-INV Investigations	0.00	0.00	2.50	0.00	2.50	500.00	200.00
SS-STAT Statutory & Compliance	0.50	1.50	1.50	0.00	3.50	887.50	253.57
Productive Time	0.60	1.50	4.40	1.70	8.20	1,737.50	211.89
Total Hours	0.60	1.50	4.40	1.70	8.20	1,737.50	211.89
Total Fees Claimed						0.00	

Time Entry - Detailed SIP9 Time & Cost Summary

BJSEC - Bespoke Global Solutions Limited

To: 19/06/2018

Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)-
AP-ADMIN Administration & Planning	0.45	0.00	2.55	6.65	9.65	1,546.25	160.23
CR-CRED Creditors & Distributions	0.00	0.00	0.30	1.00	1.30	152.50	117.31
IN-INV Investigations	0.10	0.00	31.05	0.80	31.95	5,673.75	177.56
RA-FLTG Floating Charge Assets/Contributions	0.00	0.00	3.30	2.90	6.20	1,035.00	166.94
S3-STAT Statutory & Compliance	0.80	3.00	3.50	0.00	7.30	1,680.00	230.14
Productive Time	1.35	3.00	40.70	11.35	56.40	10,087.50	178.86
Total Hours	1.35	3.00	40.70	11.35	56.40	10,087.50	178.86
Total Fees Claimed						0.00	

Appendix I

Detailed list of work undertaken for Bespoke Global Solutions Limited in Creditors' Voluntary Liquidation for the review period 20 June 2017 to 19 June 2018.

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

General Description	Includes
Administration & Planning	
General Administration / Cashiering	Deregistration of VAT Quarterly VAT Returns Submission of final VAT Annual corporation tax returns Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments <i>General Communication</i>
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews documenting strategy
Document maintenance/file review/checklist	Filing of documents Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Communication with regard to pension scheme
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries Review and prepare correspondence to creditors and their representatives
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD
Investigations	
SIP 2 Review	Taking control of and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement <i>Review of specific transactions and liaising with directors regarding certain transactions</i>
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports <i>Liaising with Insolvency Service</i> Submission of report with the Insolvency Service Preparation and submission of supplementary information if required Assisting the Insolvency Service with its investigations

General Description	Includes
Statutory & Compliance	
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report to creditors
Statutory/Advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts <i>Advertising in accordance with statutory requirements</i> Bonding the case for the value of the assets
Creditors' decisions Advertising Filing statutory documents, bonding.	Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions For virtual or physical meetings: preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting <i>Responding to queries and questions following decisions</i>
Closure	Review case to ensure all matters have been finalised Obtain clearance to close case from HMRC together with submitting final tax return Obtain final accounts from agents solicitors and others instructed Issue final account to creditors File documents with Registrar of Companies

Appendix II

Expenses summary for period, cumulative & comparison with estimate for Bespoke Global Solutions Limited in Creditors' Voluntary Liquidation

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

Expenses	Original estimate expenses £		Actual incurred in the Review Period expenses £		Actual incurred to date expenses £		Reason for any difference
Category 1 Expenses	Pre	Post	Pre	Post	Pre	Post	
Bonding	£100.00	£0.00	£0.00	£0.00	£0.00	£60.00	The bond was estimated higher, however, the higher bond level was not needed due to the limited realisations made.
Room Hire	£0.00	£0.00	£0.00	£0.00	£62.50	£0.00	This was not included in the estimate but was needed to hold the initial meetings of members and creditors prior to the CVL approval.
Travel/Mileage	£0.00	£0.00	£0.00	£0.00	£42.00	£0.00	This relates to unexpected courier costs incurred prior to the CVL approval.
Legal Fees	£0.00	£0.00	£0.00	£0.00	£110.00	£0.00	This was not included in the estimate but was needed to instruct solicitors to assist with the dismissal of the winding up petition.
Advertising	£360.00	£0.00	£0.00	£0.00	£70.00	£140.00	The estimated costs for advertising included the cost of advertising should a dividend be payable, together with advertising the liquidation and the appointment of Joint Liquidators.
Petition Fees	£0.00	£920.00	£0.00	£0.00	£0.00	£0.00	There are currently insufficient funds available to pay the petition fees
Total Category 1 Expenses	£460.00	£920.00	£0.00	£0.00	£284.50	£200.00	
Category 2 Expenses	Pre	Post	Pre	Post	Pre	Post	
Telephone / Printing / Fax	£0.00	£0.00	£0.00	£0.00	£6.00	£9.00	
Stationary & Postage	£0.00	£0.00	£0.00	£0.00	£5.12	£10.25	
Software Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£93.75	
Total Category 2 Expenses	£0.00	£0.00	£0.00	£0.00	£11.12	£113.00	

SILKE & CO LIMITED DISBURSEMENT AND CHARGEOUT RATES

EFFECTIVE FROM 1 OCTOBER 2013

Disbursements

Definitions

Category 1 - approval not required - specific expenditure that is directly related to a particular insolvency case, where the cost of the expense incurred is referable against an independent external supplier's invoice or published tariff of charges.

Category 2 - approval required - all other items of expenditure. Which cannot, or cannot easily, be directly related to a particular insolvency case because there is an element of shared or allocated cost, and/or where the cost of the expense incurred is an estimated, utilised cost with the estimate based on external costs or opportunity costs.

Charging Policy of Silke & Co Limited

Category 1 expenses are recharged to the particular insolvency case at the rate incurred by Silke & Co Limited and as they are incurred.

Category 2 expenses, the following items are recharged at the following rates:

- Where meeting rooms of Silke & Co Limited are used for the purpose of statutory meetings of creditors the room hire is recharged to the individual insolvency case at £150 per meeting.
- Car mileage is recharged to the individual insolvency case at the rate of 45p per mile.
- The storage of books and records (when not charged as a Category 1 expense) is recharged at the rate of £1.50 per box per month.
- Printing and photocopying is charged at 15p per sheet.
- Faxes are charged at 50p per sheet.
- Postage is charged at the relevant prevailing rate.
- IPS computer charge £6.25 per Month (maximum £200 per case).
- Stationery charged at £5.00 per file.

Chargeout Rates

The hourly rates for the different levels of staff are shown below:

Insolvency Practitioner	£350
Manager	£275
Assistant Manager	£225
Senior Administrator	£200
Administrator	£175
Cashier	£150
Assistants and Support Staff	£100

Time is charged to the individual insolvency case in 6 minute units.