

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 09225557

Company name in full D & D Brickwork Solutions Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Gareth David

Surname Rusling

3 Liquidator's address

Building name/number 3rd Floor, Westfield House

Street 60 Charter Row

Post town Sheffield

County/Region

Postcode S13FZ

Country

4 Liquidator's name ①

Full forename(s) Claire Elizabeth

Surname Dowson

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 3rd Floor, Westfield House

Street 60 Charter Row

Post town Sheffield

County/Region

Postcode S13FZ

Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ14

Notice of final account prior to dissolution in CVL

6 Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

7 Final account

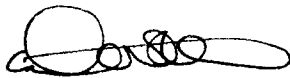
☒ I attach a copy of the final account.

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d1

^d6

^m0

^m8

^y2

^y0

^y2

^y1

**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 **Kerry Norton**

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

Address
3rd Floor, Westfield House
60 Charter Row

Post town **Sheffield**

County/Region

Postcode **S 1 3 F Z**

Country

DX

Telephone **0114 2755033**

**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

D & D Brickwork Solutions Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments
To 17/06/2021

S of A £		£	£
	ASSET REALISATIONS		
Uncertain	Plant & Machinery	NIL	
9,000.00	Cash at Bank	9,000.00	9,000.00
	COST OF REALISATIONS		
	Specific Bond	20.00	
	Statement of Affairs Fee		
	Begbies Traynor (SY) LLP	5,000.00	
	Tyas Shaw & Co	2,500.00	
	Liquidators' Fees	1,282.06	
	Disbursements		
	Postage	32.64	
	Statutory Advertising		
	Advertising	162.00	
	Bank Charges	3.30	(9,000.00)
	UNSECURED CREDITORS		
(35,239.17)	Trade Creditors	NIL	
(31,963.92)	HMRC CT	NIL	
(54,292.60)	PAYE/NIC/CIS	NIL	
(338.49)	HMRC (VAT)	NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
(112,934.18)			0.00
	REPRESENTED BY		
	Bank 1 Current		(1,899.34)
	Vat Control Account		1,899.34
			NIL

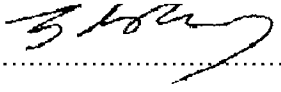
D & D BRICKWORK SOLUTIONS LIMITED (IN CREDITORS' VOLUNTARY
LIQUIDATION)

REGISTERED COMPANY NUMBER: 09225557

NOTICE OF FINAL ACCOUNT UNDER RULE 6.28 OF THE INSOLVENCY (ENGLAND
AND WALES) RULES 2016

1. The Company's affairs are fully wound up.
2. A secured creditor or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question) or with the permission of the court, may request in writing that the Liquidators provide further information about their remuneration or expenses as set out in the final report. A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the final report by the person, or by the last of them in the case of an application by more than one creditor.
3. A secured creditor or an unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors (including the creditor in question) or with permission of the court, may within 8 weeks after receipt of the final 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 the final account, are excessive.
4. A creditor may object to the release of the Liquidators by giving notice in writing to the Liquidators before the end of the prescribed period.
5. The prescribed period is the period ending at the later of:
 - a. eight weeks after delivery of this notice, or
 - b. if any request for information as detailed in point 2 above is received or an application to court made as detailed in point 3 above, when that request or application is finally determined.
6. The Liquidators will vacate office under Section 171 of the Insolvency Act 1986, as soon as the Liquidators have delivered their final account to the Registrar of Companies confirming whether any creditors have objected to the Liquidators' release.
7. The Liquidators will be released at the same time as vacating office unless any of the creditors object to the release.

Date: 17 June 2021

Signed: 

The Liquidators' postal address is at 3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ. They can also be contacted via Kerry Norton by e-mail at Sheffield.North@btguk.com or by telephone on 0114 275 5033.

D & D Brickwork Solutions Limited (In **Creditors' Voluntary Liquidation**)

Final report and account of the liquidation

Period: 26 November 2020 to 17 June 2021

Important Notice

This report has been produced solely to comply with our statutory duty to report to creditors and members of the Company pursuant to Section 106 of the Insolvency Act 1986. This 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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1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	D & D Brickwork Solutions Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 26 November 2020.
"the liquidators", "we", "our" and "us"	Gareth David Rusling of Begbies Traynor (SY) LLP, 3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ and Claire Elizabeth Dowson of Begbies Traynor (SY) LLP, 3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England & 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):	D & D Brickwork Solutions Limited
Company registered number:	09225557
Company registered office:	3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ
Former trading address:	23 Coalbrook Road, Sheffield, S13 9XU

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	26 November 2020
Date of liquidators' appointment:	26 November 2020
Changes in liquidator (if any):	None

4. PROGRESS SINCE APPOINTMENT

This is our final report and account of the liquidation.

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 26 November 2020 to 17 June 2021.

Receipts

Cash at Bank

Funds in the sum of £9,000.00 have been transferred into the estate from the Company's former bank account, shortly following the joint liquidators appointment.

Payments

Specific Bond

The joint liquidators have obtained a statutory bond in order to cover all realisations into the estate. The sum of £20.00 has been paid in this regard.

Statement of Affairs Fee

The joint liquidators have drawn funds in the sum of £5,000.00 in relation to the preparation of the Company's statement of affairs, in accordance with the approval obtained in this regard.

In addition, Tyas Shaw & Co, the Company's former accountants, have also been paid the sum of £2,500.00 in relation to their assistance with the same.

Liquidators Fees

The joint liquidators have also drawn remuneration in the sum of £1,282.06 against their post appointment time costs, in accordance with the resolutions approved in this regard.

Expenses – Postage

Postage charges in the sum of £32.64 have been incurred and discharged in relation to the costs of issuing the joint liquidators initial report as well as this final report to the Company's creditors.

Statutory Advertising

EPE Reynell Advertising Limited have been paid £162.00 in relation to placing the advertisement of the joint liquidators appointment in the London Gazette.

Bank Charges

Santander have been paid £3.30 in relation to the maintenance charges incurred on the estate bank account, during the period covered by this report.

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

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details>. Under the following headings we have explained

the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

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

General case administration and planning

Since the joint liquidators appointment, we have spent time on general case planning and administration where a partner, director and different levels of administration staff have prepared and updated a case strategy document to ensure that all works to be undertaken during the liquidation were planned for efficiency. Periodic case reviews have been completed to ensure that the case has progressed as appropriate and all statutory duties have been completed as necessary. These have been carried out at periodic intervals.

In addition, a case specific diary has been set up, monitored and updated regularly to ensure that all statutory deadlines have been met.

The above works have not resulted in a financial benefit to the Company's creditors however, it has ensured that the case has progressed as required by the Insolvency Act 1986.

Compliance with the Insolvency Act, Rules and best practice

Subsequent to their appointment, the joint liquidators have issued statutory notices of their appointment to the Registrar of Companies and the Company's creditors. An advertisement of their appointment was also placed in the London Gazette, as required by the insolvency Act 1986.

A report was made available to the Company's creditors detailing the anticipated costs of the liquidation as well as including resolutions for their approval. A voting form was also circulated to the Company's creditors to agree post-appointment fees, charged by the joint liquidators.

A final closure review has been compiled to ensure that all works have been concluded to allow the closure process to begin. This final report has then been prepared and issued to the Company's creditors and the Registrar of Companies with the necessary notices and receipts and payments account.

The estate bank account has been regularly monitored and reconciled against our internal system to ensure that all receipts and payments have been accounted for.

A statutory bond has been obtained by the joint liquidators to cover any realisations into the case. Regular reviews of the level of bond have been undertaken to ensure that this remains at an appropriate level.

These works have not resulted in a financial benefit to the Company's creditors however, they are required by statute therefore the costs of undertaking the same are unavoidable.

Investigations

The joint liquidators have an obligation to prepare and submit a report on the conduct of the Company's directors to the Department for Business, Energy and Industrial Strategy. This is a confidential report that the joint liquidators have compiled and to assist them in completing this, the necessary investigations such as reviewing the Company's bank statements, have been carried out to enable the report to be submitted.

These works have been of no financial benefit to the Company's creditors however, such works are required by statute therefore cannot be avoided.

Realisation of assets

No time has been spent on the realisation of assets during the liquidation.

Trading

The Company has not traded whilst in liquidation therefore, no time has been incurred in this regard

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

Time has been spent corresponding with the Company's creditors by way of written and verbal communications, in relation to their claims and any queries which may have arisen during the liquidation.

This work has not provided a financial benefit to the Company's creditors however, it has ensured them to be kept up to date on the liquidation proceedings.

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

The joint liquidators have sought a decision from the Company's creditors in respect of the approval of their remuneration and disbursements which are detailed in Section 6 of this report.

Time has also been spent reviewing as to whether there is any terminal loss relief claim to pursue. This has involved a review of the Company's accounting records. Upon conclusion, it has transpired that there is no claim to pursue in this regard.

In addition, time has been spent compiling assignment documents to be issued to HM Revenue & Customs ("HMRC") in relation to the final VAT receivable which is due to the liquidation estate.

The above work has not provided any financial benefit to the Company's creditors however, such work is of a statutory nature which the joint liquidators must adhere to and therefore, cannot avoid.

5. OUTCOME FOR CREDITORS

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

On the basis of realisations, the outcome for each class of the Company's creditors is as follows:

Secured creditors

There are no known secured creditors.

Preferential creditors

There are no known preferential claims.

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

We confirm that no dividend is available for unsecured creditors as the funds realised have already been distributed or used or allocated for defraying the expenses of the liquidation. Consequently we have not taken steps to formally agree the claims of unsecured creditors.

6. REMUNERATION & EXPENSES

Remuneration

Our remuneration has been fixed by a decision of the creditors by way of correspondence on 7 January 2021 by reference to the time properly given by us (as liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (SY) LLP in attending to matters arising in the winding up as set out in the fees estimate dated 7 December 2020 in the sum of £14,953.50.

We are also authorised to draw expenses for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy and which is attached at Appendix 2 of this report.

Our time costs for the period from 26 November 2020 to 17 June 2021 amount to £12,754.50 which represents 49.3 hours at an average rate of £258.71 per hour.

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

- ❑ Begbies Traynor (SY) LLP's charging policy;
- ❑ Time Costs Analysis for the period 26 November 2020 to 17 June 2021.

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.

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

To 17 June 2021, we have drawn the total sum of £1,282.06 on account of our remuneration, against total time costs of £12,754.50 incurred since the date of our appointment.

What was the anticipated payment for administering the case in full and did the joint liquidators receive that payment?

We estimated that the cost of administering the case would be in the region of £14,953.50, and subsequently you provided approval for us to draw our remuneration up to that level.

Details of what remuneration has been drawn is detailed above. All additional costs incurred over and above what has been approved are to be written off.

However, please note that should there be additional or unexpected asset realisations, we will look to draw further remuneration from those too, capped at the level that the creditors have approved.

Work undertaken prior to appointment

In addition to the post appointment time costs detailed in the Time Costs Analysis, the costs relating to work undertaken prior to our appointment in assisting with the preparation of the statement of affairs and seeking the decisions of creditors on the nomination of liquidators were approved by the creditors on 26 November 2020.

Category 1 Expenses

To 17 June 2021, we have also drawn expenses in the sum of £52.64. Please note that this is a cumulative figure and contains funds in relation to statutory bond payments. Whilst these funds have been paid to a third party, the same were first paid by Begbies Traynor and subsequently recovered.

Why have subcontractors been used?

No subcontractors have been instructed since the joint liquidators appointment.

Category 2 Expenses

In accordance with the resolution obtained in relation to expenses, the following Category 2 expenses have been charged to the case since the date of our appointment:

Other amounts paid or payable to the office holder's firm	
Type and purpose	Amount £
Postage	32.64
Specific Bond	20.00
TOTAL	52.64

The above contains funds in relation to statutory bond payments. Whilst these funds have been paid to a third party, the same were first paid by Begbies Traynor and subsequently recovered.

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. Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

7. UNREALISABLE ASSETS

As detailed in the Company's statement of affairs, plant and machinery had a book value of circa £60,000.00 which was taken from the last set of accounts. As the director was not aware what the assets related to, the estimated to realise figure was detailed as uncertain.

The joint liquidators attempted to make enquiries in relation to the nature of the assets on numerous occasions, however the information has not been forthcoming. Due to the lack of funds available within the liquidation proceedings, the joint liquidators are unable to make an application to Court in order to obtain the required information therefore, in the absence of such information, the joint liquidators are unable to pursue this matter further.

8. OTHER RELEVANT INFORMATION

Connected party transactions

We have not been made aware of any sales of the Company's assets to connected parties.

Use of personal information

Please note that although it is our intention to conclude the liquidation, in the course of us continuing to discharge 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.

9. 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.

10. CONCLUSION

This report and account of receipts and payments is our final account of the winding-up, showing how the liquidation has been conducted and details of how the Company's property has been disposed of.

Unless creditors object, by giving notice in writing within 8 weeks of the delivery of the notice of our final account, we will have our release from liability at the same time as vacating office. We will vacate office upon our delivering to the Registrar of Companies our final account.

Should you require further explanation of any matters contained within this report, you should contact our office and speak to the case manager, Kerry Norton in the first instance, who will be pleased to assist.

A handwritten signature in black ink, appearing to read 'GDR', with a long, sweeping horizontal stroke extending to the right.

Gareth David Rusling
Joint Liquidator

Dated: 17 June 2021

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 26 November 2020 to 17 June 2021

D & D Brickwork Solutions Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments
To 17/06/2021

S of A £		£	£
	ASSET REALISATIONS		
Uncertain	Plant & Machinery	NIL	
9,000.00	Cash at Bank	9,000.00	9,000.00
	COST OF REALISATIONS		
	Specific Bond	20.00	
	Statement of Affairs Fee		
	Begbies Traynor (SY) LLP	5,000.00	
	Tyas Shaw & Co	2,500.00	
	Liquidators' Fees	1,282.06	
	Disbursements		
	Postage	32.64	
	Statutory Advertising		
	Advertising	162.00	
	Bank Charges	3.30	(9,000.00)
	UNSECURED CREDITORS		
(35,239.17)	Trade Creditors	NIL	
(31,963.92)	HMRC CT	NIL	
(54,292.60)	PAYE/NIC/CIS	NIL	
(338.49)	HMRC (VAT)	NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
(112,934.18)			0.00
	REPRESENTED BY		
	Bank 1 Current		(1,899.34)
	Vat Control Account		1,899.34
			NIL

COSTS AND EXPENSES

- a. Begbies Traynor (SY) LLP's charging policy;
- b. Time Costs Analysis for the period from 26 November 2020 to 17 June 2021.

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 passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance¹ requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. Best practice guidance² indicates that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

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

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

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

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

Best practice guidance classifies expenses into two broad categories:

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

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

- 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

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

² Ibid 1

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

- Telephone and facsimile
- Printing and photocopying
- Stationery

BEGBIES TRAYNOR 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 Sheffield office as at the date of this report are as follows:

Grade of staff	Charge-out rate (£ per hour) 1 December 2018 – until further notice
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.

Time is recorded in 6 minute units.

SIP9 D & D Brickwork Solutions Limited - Creditors Voluntary Liquidation - 91DD017.CVL : Time Costs Analysis From 26/11/2020 To 17/06/2021

Staff Grade		Consultant/Partner	Director	Snr Mngr	Mngr	Asst Mngr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning		0.8				4.7				5.5	1,413.50	257.00
	Administration	1.1	3.2				2.9		6.6	0.4	14.2	3,601.00	253.59
	Total for General Case Administration and Planning:	1.1	4.0				7.6		6.6	0.4	19.7	5,014.50	254.54
Compliance with the Insolvency Act, Rules and best practice	Appointment	1.3									1.3	643.50	495.00
	Banking and Bonding		0.4		0.3			0.1		4.0	4.8	859.00	178.96
	Case Closure		0.4				0.2	2.9			3.5	730.50	208.71
	Statutory reporting and statement of affairs	1.6	0.8				0.6		1.0		4.0	1,423.00	355.75
	Total for Compliance with the Insolvency Act, Rules and best practice:	2.9	1.6		0.3		0.8	3.0	1.0	4.0	13.6	3,656.00	266.82
Investigations	CDDA and investigations	0.8	0.9				10.5				12.2	3,159.00	258.93
	Total for Investigations:	0.8	0.9				10.5				12.2	3,159.00	258.93
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		0.3								0.3	133.50	445.00
	Creditors committee												0.00
Other matters which includes seeking decisions of creditors, meetings, tax, litigation, pensions and travel	Total for Dealing with all creditors claims (including employees), correspondence and distributions:		0.3								0.3	133.50	445.00
	Seeking decisions of creditors						1.4				1.4	315.00	225.00
	Meetings												0.00
	Other						0.1				0.1	22.50	225.00
	Tax		0.2				1.0	0.6			2.0	454.00	227.00
	Litigation												0.00
	Total for Other matters:		0.2				2.5	0.6			3.5	791.50	226.14
	Total hours by staff grade:	4.8	7.0		0.3		21.4	3.8	7.6	4.4	49.3		
Total time cost by staff grade:		2,376.00	3,115.00		103.50		4,815.00	665.00	1,064.00	616.00		12,754.50	
Average hourly rate £:		495.00	445.00	0.00	345.00	0.00	225.00	175.00	140.00	140.00			258.71
Total fees drawn to date £:												1,282.06	

STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
Specific Bond	Aon UK Limited	20.00	20.00	Nil
Statement of Affairs Fee	Tyas Shaw & Co	2,500.00	2,500.00	Nil
Postage	Postworks	32.64	32.64	Nil
Statutory Advertising	EPE Reynell Advertising Limited	162.00	162.00	Nil
Bank Charges	Santander	3.30	3.30	Nil