

LIQ03

Notice of progress report in voluntary winding up



Companies House

MONDAY



ABCDIY5C
A01 12/09/2022 #309
COMPANIES HOUSE

1 Company details

Company number 0 9 2 5 1 0 7 9

Company name in full Bagehot Ltd

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

2 Liquidator's name

Full forename(s) Nicholas

Surname Simmonds

3 Liquidator's address

Building name/number 1st floor

Street 21 Station Road

Post town Watford

County/Region Herts

Postcode W D 1 7 1 A P

Country

4 Liquidator's name ①

Full forename(s) Chris

Surname Newell

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

5 Liquidator's address ②

Building name/number 1st floor

Street 21 Station Road

Post town Watford

County/Region Herts

Postcode W D 1 7 1 A P

Country

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



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6 Period of progress report

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

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X 

X

Signature date

^d 0	^d 9	^m 0	^m 9	^y 2	^y 0	^y 2	^y 2
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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 **Michelle Tomlinson**Company name **Quantuma Advisory Limited**Address **1st floor****21 Station Road**Post town **Watford**County/Region **Herts**Postcode **W D 1 7 1 A P**

Country

DX

Telephone **01923 954170****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



Bagehot Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Declaration of Solvency £		From 19/08/2021 To 18/08/2022 £	From 19/08/2021 To 18/08/2022 £
	ASSET REALISATIONS		
	Bank Interest Gross	1.83	1.83
31,264.00	Cash at Bank	31,057.19	31,057.19
	Cash at Bank - Rent	881.30	881.30
40,215.00	Directors Loan Account	40,215.00	40,215.00
400,000.00	Freehold Property - England	400,000.00	400,000.00
450,000.00	Freehold Property - Scotland	450,000.00	450,000.00
1,087.00	Plant & Machinery	1,087.00	1,087.00
		<u>923,242.32</u>	<u>923,242.32</u>
	COST OF REALISATIONS		
	Accountants fees	761.50	761.50
	Declaration of Solvency Fee	2,000.00	2,000.00
	Office Holders Fees	2,000.00	2,000.00
(8,123.45)	Post- Liquidation Capital Gains Tax	NIL	NIL
	Postage	11.59	11.59
	Solicitors Fees	3,003.00	3,003.00
	Specific Bond	135.00	135.00
	Statutory Advertising	264.00	264.00
	Swear Fee	100.00	100.00
		<u>(8,275.09)</u>	<u>(8,275.09)</u>
	UNSECURED CREDITORS		
(207.00)	HM Revenue and Customs - Corporati	145.78	145.78
		<u>(145.78)</u>	<u>(145.78)</u>
	DISTRIBUTIONS		
(200.00)	Ordinary Shareholders	891,302.00	891,302.00
		<u>(891,302.00)</u>	<u>(891,302.00)</u>
914,035.55		23,519.45	23,519.45
	REPRESENTED BY		
	Bank 1 Current		23,297.15
	Vat Control Account		222.30
			<u>23,519.45</u>

Nicholas Simmonds
Joint Liquidator

BAGEHOT LTD (IN LIQUIDATION)

THE JOINT LIQUIDATORS' PROGRESS REPORT

9 September 2022

This report has been prepared for the sole purpose of updating the members for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Nicholas Simmonds and Chris Newell of Quantuma Advisory Limited, 1st Floor, 21 Station Road, Watford, Hertfordshire, WD17 1AP were appointed Joint Liquidators of Bagehot Ltd on 19 August 2021.

Nicholas Simmonds is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association and Chris Newell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association



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- 3 CREDITORS: CLAIMS AND DISTRIBUTIONS**
- 4 SHAREHOLDERS DISTRIBUTIONS**
- 5 ETHICS**
- 6 THE JOINT LIQUIDATORS' FEES AND EXPENSES**

APPENDICES

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- Appendix 2 The Joint Liquidators' Receipts & Payments Account**
- Appendix 3 Detailed narrative of work undertaken during the Review Period**

ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Nicholas Simmonds and Chris Newell of Quantuma Advisory Limited
"the Company"	Bagehot Ltd (in Liquidation)
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 19 August 2021 to 18 August 2022

1. INTRODUCTION

Introduction

This report has been prepared to provide Members with an update on the progress of the Liquidation of the Company since our appointment as Joint Liquidators on 19 August 2021.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the appointment of the Joint Liquidators

Nicholas Simmonds and Chris Newell of Quantuma Advisory Limited were appointed Joint Liquidators of the Company on 19 August 2021.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

2. THE PROGRESS OF THE LIQUIDATION

The Joint Liquidators' receipts and payments account

Attached at Appendix 2 is a receipts and payments account covering the Review Period. I confirm this had been reconciled with that held with the Bank.

We have summarised the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. As shown on the receipts and payments account, there is currently a sum of VAT being reclaimed.

Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the estate, they have assisted in the efficient and compliant progressing of the Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Liquidation, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Drafting and issuing the progress report to Members;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.

Realisation of assets

Freehold Property – England

According to the Directors' Declaration of Solvency, the Company owned freehold property in England with a book value and estimated to realise value of £400,000. During the Review Period, the Freehold Property was distributed in specie to Frederica Watson as per the Deed of Agreement dated 19th August 2021.

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Freehold Property – Scotland

According to the Directors' Declaration of Solvency, the Company owned freehold property in Scotland with a book value and estimated to realise value of £450,000. During the Review Period, the Freehold Property was distributed in specie to Gregory Watson as per the Deed of Agreement dated 19th August 2021.

Plant and Machinery

According to the Directors' Declaration of Solvency, the Company owned plant and machinery with a book value and estimated to realise value of £1,087. During the Review Period, the plant and machinery was distributed in specie to Graham Watson and Rita Watson as per the Deed of Agreement dated 19th August 2021.

Directors' Loan Account

According to the Directors' Declaration of Solvency, there was a Directors' Loan Account in the amount of £40,215. During the Review Period, the Directors Loan Account was distributed in specie to Graham Watson as per the Deed of Agreement dated 19th August 2021.

Cash at Bank

According to the Directors' Declaration of Solvency, there was cash at bank in the amount of £31,264. During the Review Period, the amount of £31,057.19 has been received into the liquidation bank account from HSBC Bank plc.

Cash at Bank – Rent

During the Review Period, the amount of £881.30 has been received from HSBC Bank plc in respect of rent paid to the Company.

Gross Bank Interest

Gross bank interest of £1.83 has been received during the Review Period.

Details of what remains to be done

The Joint Liquidators are liaising with the Company's accountants with regards as to whether any Capital Gains Tax is due on the distribution of the above properties. Once this has been calculated and paid to HM Revenue & Customs, we will be in a position to apply for post liquidation tax clearance.

On all the relevant pre and post liquidation tax clearances have been received from HM Revenue & Customs, we will be in a position to declare a second and final dividend to the Shareholders.

During the Review Period, the Joint Liquidators have also incurred time costs and expenses, not all of which have yet been discharged. Further details of these costs are set out below

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured creditors

The Company had not granted a fixed or floating charge to any creditor and accordingly did not have any secured creditors.

Preferential creditors

No preferential creditor claims have been received in this matter.

Secondary Preferential creditors

From 1 December 2020, HM Revenue and Customs ('HMRC') is a secondary preferential creditor for the following liabilities:

QMVL1902bNR

- VAT
- PAYE Income Tax
- Employees' NIC
- CIS deductions
- Student loan deductions

According to the Directors' Declaration of Solvency, no secondary preferential claims were anticipated. During the Review Period, no claims have been received in this respect.

Unsecured creditors

Unsecured claims were estimated at £207 in the Declaration of Solvency. During the Review Period, the amount of £145.78 has been paid to the unsecured creditors.

In addition, a notice to creditors to claim was advertised in The Gazette on 23 August 2021. No creditor claims were arising as a result of the notice.

4. SHAREHOLDERS DISTRIBUTIONS

Distributions made to shareholders were accordance with the Deed of Agreement dated 19th August 2021. They are reflected in the table below.

Date	Shareholder	Share Class	Rate (£ per Share)	Total Distributed
19/08/2021	Gregory Watson	Ordinary	£18,750.00	£450,000.00
19/08/2021	Graham Watson	Ordinary	£799.19	£40,758.50
19/08/2021	Frederica Watson	Ordinary	£16,666.66	£400,000.00
19/08/2021	Rita Gianni-Watson	Ordinary	£543.50	£543.50
Total				£891,302.00

As previously advised, as this is a solvent liquidation, the Joint Liquidators must be satisfied that all liabilities have been discharged before a final distribution is made to Members and the Liquidation progressed to closure. In order to achieve this, it is necessary to obtain clearances from HM Revenue and Customs ('HMRC') in respect of Corporation Tax, PAYE/NIC and, where applicable VAT.

Delays have been experienced in receiving these clearances from HMRC. Please be assured that every effort is being made to bring the Liquidation to a swift conclusion.

5. ETHICS

Please also be advised that Joint Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

General ethical considerations

Prior to the Joint Liquidator's appointment, a review of ethical issues was undertaken and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidator is obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and,



where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

6. THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES

Pre-Appointment Costs

A fixed fee of £2,000 was agreed and paid by the Company on the passing of the written resolution to wind up the Company.

Joint Liquidators' Remuneration

The Joint Liquidators' remuneration was approved by a resolution of the members to be paid as a set amount of £2,000. This fee has been paid.

The work undertaken is detailed in full at Appendix 3.

The Quantuma Advisory Limited current and historic schedule of charge-out rates and chargeable expenses may be found at [HYPERLINK "https://www.quantuma.com/guide/creditors-guide-fees"](https://www.quantuma.com/guide/creditors-guide-fees).

A hard copy the Quantuma Advisory Limited charge-out rate and expenses policy may be obtained on request at no cost.

Joint Liquidators' Expenses

Statement of Insolvency Practice 9 (SIP 9) "Payments to Insolvency Office Holders & their Associates", outlines various disclosures in relation to Liquidators' fees and expenses.

SIP 9 does not apply to MVLs and therefore it is intended that while full information will be provided regarding fees and expenses during both the pre and post appointment period, the prescribed disclosure requirements will not be followed in full.

Information in relation to fees and expenses will be available upon request throughout the course of the case. However those parties who are responsible for paying the fees in an MVL may request disclosures in accordance with SIP 9, if they have not already done so.

An amended Statement of Insolvency Practice (SIP), SIP 9, was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology.

Expenses	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £
Professional Advice e.g. costs of solicitors, agents & valuers, pensions advisors, employment specialists etc	3,764.50	3,764.50
Statutory & other Advertising	264.00	264.00
Swear Fee	100.00	100.00
Indemnity Bond	135.00	135.00
Printing & Postage costs of external provider.	11.59	11.59
TOTAL	£4,275.09	£4,275.09

Other Professional Costs

Solicitors

Veale Wasbrough Vizard LLP ("VWV") were instructed by the Joint Liquidators to advise on appropriate legal matters, including the transfer of the freehold property to the Shareholder. During the Review Period, the amount of £2,323 has been paid to VWV.

Moore Macdonald were instructed by the Joint Liquidators to advise on the transfer of the Scottish Freehold Property to the Shareholder. During the Review Period, the amount of £680 has been paid to Moore Macdonald.

Accountants

Somerset Accountancy Services Limited ("Somerset") were instructed to file the Company's relevant pre-liquidation accounts and returns. During the Review Period, the amount of £761.50 has been paid to Somerset in this regard.

Somerset have also been instructed to assist the Joint Liquidators with calculating whether any Capital Gains Tax is due on the distribution of the properties (as detailed above) and producing the relevant post-liquidation Corporation Tax return. No payment has been made yet in this regard.

All professional costs are reviewed and analysed before payment is approved.

Members' right to request information

A member may, with the permission of the Court or with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the Company, request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report.

Members' right to challenge remuneration and/or expenses

A member may, with the permission of the Court or with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company, apply to Court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report.

Future of the Liquidation

As detailed above, the Joint Liquidators are currently liaising with Somerset regarding any post-liquidation Corporation Tax which may be due. Once this has been crystalised, paid and all relevant tax clearances from HM Revenue & Customs received, steps will be taken to declare a final dividend to the Shareholders. Once this is complete, the case will be moved to closure.

Further Information

Members should note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics> Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including our complaints policy and Professional Indemnity Insurance, can be found at [HYPERLINK "http://www.quantuma.com/legal-information"](http://www.quantuma.com/legal-information).

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link [HYPERLINK "http://www.quantuma.com/legal-notice"](http://www.quantuma.com/legal-notice).



Should you have any queries in regard to any of the above please do not hesitate to contact Michelle Oliver-Tomlinson on 01923 954 173 or by e-mail at Michelle.Oliver-Tomlinson@quantuma.com.

A handwritten signature in black ink, appearing to read 'Nicholas Simmonds', written in a cursive style.

Nicholas Simmonds
Joint Liquidator

**Bagehot Ltd
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	Bagehot Ltd
Trading Address:	22 Wessex Park Bancombe Business Estate, Somerton, TA11 6SB
Proceedings	In Liquidation
Date of Appointment	19 August 2021
Joint Liquidators	Nicholas Simmonds Chris Newell Quantuma Advisory Limited 1 st Floor, 21 Station Road, Watford, Hertfordshire, WD17 1AP
Registered office Address	c/o Quantuma Advisory Limited 1 st Floor, 21 Station Road, Watford, Hertfordshire, WD17 1AP
Former Registered Office	22 Wessex Park Bancombe Business Estate, Somerton, TA11 6SB
Company Number	09251079
Incorporation Date	06/10/2014



Bagehot Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts and Payments
To 18 August 2022

RECEIPTS	Declaration of Solvency (£)	Total (£)
Freehold Property - England	400,000.00	400,000.00
Freehold Property - Scotland	450,000.00	450,000.00
Plant & Machinery	1,087.00	1,087.00
Directors Loan Account	40,215.00	40,215.00
Cash at Bank	31,264.00	31,057.19
Cash at Bank - Rent		881.30
Bank Interest Gross		1.83
		<hr/>
		923,242.32
		<hr/>
PAYMENTS		
Specific Bond		135.00
Declaration of Solvency Fee		2,000.00
Office Holders Fees		2,000.00
Solicitors Fees		3,003.00
Swear Fee		100.00
Accountants fees		761.50
Post- Liquidation Capital Gains Tax	(8,123.45)	0.00
Postage		11.59
Statutory Advertising		264.00
HM Revenue and Customs - Corporation Tax	(207.00)	145.78
Ordinary Shareholders	(200.00)	891,302.00
		<hr/>
		899,722.87
		<hr/>
Net Receipts/(Payments)		23,519.45
		<hr/>

Nicholas Simmonds
Joint Liquidator



**Bagehot Ltd
(IN LIQUIDATION)**

DETAILED LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING THE REVIEW PERIOD

Description of work undertaken	Includes
<u>ADMINISTRATION & PLANNING</u>	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond.	
Recovering & Scheduling the company's books and records.	Collection and making an inventory of company books and records
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 3 months & 6 months.	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 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
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Final Reports	
Payment of Dividends - calculating, paying a dividend to creditors & issuing the declaration notice.	Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution Seeking unique tax reference from HMRC, submitting information on PAYE/NI deductions from employee distributions and paying over to HMRC
Notice of Intended Dividend - issuing a notice of intended dividend to creditors and advertising where appropriate	Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution

Description of work undertaken	Includes
Reviewing and adjudicating creditors' claims - adjudicating claims & requesting additional information in support of claims	Agreeing allocation of realisations and costs between fixed and floating charges Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of complex claims. Dealing with unclaimed dividends
Dealing with HMRC/RPO claims	
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	
REALISATION OF ASSETS	
Freehold/Leasehold Property	Liaising with valuers and agents on marketing strategy and offers received Dealing with tenant issues (if any) Liaising with secured creditors and landlords Agreeing assignment, surrender or disclaiming property
Plant & Machinery	Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords
Motor Vehicles	Liaising with agents to agree disposal strategy Dealing with potential purchasers Negotiating sales Liaising with solicitors to agree sales Collecting sales consideration Liaising with insurance companies and directors to pursue claims Examining company records to support tax refunds Exchanges with government departments
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate
DISTRIBUTIONS TO MEMBERS	
Dividend procedures	Preparation of distribution calculation Preparation of correspondence to members announcing declaration of dividend Preparation of cheques/BACS to pay dividend Preparation of correspondence to members enclosing payment of dividend Seeking unique tax reference from HMRC, submitting information on PAYE/Ni deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends
Distribution in specie	Instructing a solicitor. Instructing an agent to prepare a valuation of the property. Preparation of TR1 document. Filing documents at HM Land Registry. Circulation of the notification of the distribution in specie to members.

Description of work undertaken	Includes
	Calculation of the cash equivalent amount to be distributed to other members not participating in the distribution in specie.
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Grade of Staff	Rate from 23 June 2022	
	Regional Offices	London Offices
CEO/Managing Director	£495.00	£665.00
Appointment Taking Director	£450.00	£560.00
Director	£400.00	£525.00
Senior Manager	£345.00	£460.00
Manager	£325.00	£395.00
Assistant Manager	£295.00	£360.00
Senior Administrator	£250.00	£310.00
Administrator	£200.00	£275.00
Assistant Administrator	£160.00	£210.00
Case Accountant	£110.00	£140.00
Junior Administrator	£125.00	£165.00
Support Staff/Executive Assistant	£110.00	£140.00