

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 0 9 5 1 5 7 9 2

Company name in full Certa Cito Couriers Ltd

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

2 Liquidator's name

Full forename(s) David Gerard

Surname Kirk

3 Liquidator's address

Building name/number 5 Barnfield Crescent

Street Exeter

Post town EX1 1RF

County/Region

Postcode

Country

4 Liquidator's name ①

Full forename(s) Daniel Robert

Surname Jeeves

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

5 Liquidator's address ②

Building name/number 5 Barnfield Crescent

Street Exeter

Post town EX1 1QT

County/Region


Postcode

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	
	<input type="checkbox"/> Tick if one or more creditors objected to liquidator's release.	
	:	
7	Final account	
	<input checked="" type="checkbox"/> I attach a copy of the final account.	
8	Sign and date	
Liquidator's signature	<div>Signature</div> <div>X  X</div>	
Signature date	<div><div>^d0^d4</div><div>^m0^m2</div><div>^y2^y0^y2^y2</div></div>	

**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Daniel Robert Jeeves**

Company name **Kirks**

Address
5 Barnfield Crescent
Exeter

Post town **EX1 1QT**

County/Region

Postcode

Country

DX

Telephone **01392 474303**

**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

Certa Cito Couriers Ltd
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 15 March 2021 To 3 February 2022

Statement of Affairs £		£	£
	HIRE PURCHASE		
5,000.00	Ford Transit WF68 EHD	NIL	
5,800.00	Ford Transit WJ68 XOS	NIL	
(6,104.04)	PCF Bank Ltd	NIL	
			NIL
	ASSET REALISATIONS		
6,200.00	Motor Vehicles	12,000.00	
8,754.07	Book Debts	25,979.29	
	IP/Goodwill	10,000.00	
	DVLA Refund	287.07	
11,100.00	Cash at Bank	15,676.14	
			63,942.50
	COST OF REALISATIONS		
	Specific Bond	380.00	
	Preparation of S. of A.	5,000.00	
	Liquidators Fees	30,000.00	
	Agents/Valuers Fees	4,823.17	
	Statutory Advertising	397.80	
			(40,600.97)
	PREFERENTIAL CREDITORS		
(16,149.57)	HM Revenue and Customs	18,343.03	
(5,528.63)	DE Arrears & Holiday Pay	3,813.13	
			(22,156.16)
	UNSECURED CREDITORS		
(741.50)	Trade & Expense Creditors	348.56	
(47,571.75)	Employees	724.93	
(1,000.00)	Director	NIL	
	Customs & Excise	111.88	
			(1,185.37)
(40,241.42)			0.00
	REPRESENTED BY		
			NIL



David Gerard Kirk
Joint Liquidator

FINAL REPORT

CERTA CITO COURIERS LTD - IN CREDITORS' VOLUNTARY LIQUIDATION

FINAL REPORT OF CERTA CITO COURIERS LTD - IN CREDITORS' VOLUNTARY LIQUIDATION

Content

- Executive Summary
- Administration and Planning
- Enquiries and Investigations
- Realisation of Assets
- Creditors
- Ethics
- Fees and Expenses
- Creditors' Rights
- Conclusion

Appendices

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for the period 15th March 2021 to 3rd February 2022
- Appendix III - Detailed list of work undertaken in the period and since appointment
- Appendix IV - Time cost information for 15th March 2021 to 30th November 2021
- Appendix V - Time costs summary for period, cumulative & comparison with estimate
- Appendix VI - Expenses summary for period, cumulative & comparison with estimate

FINAL REPORT OF CERTA CITO COURIERS LTD - IN CREDITORS' VOLUNTARY LIQUIDATION

EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

Assets

Asset	Estimated to realise per Statement of Affairs	Realisations to date	Anticipated future realisations	Total anticipated realisations
Ford Transits WF68 EHD and WJ68 XOS	£4,695.96	Nil	Nil	Nil
Motor Vehicles	£6,200.00	£12,000.00	Nil	£12,000.00
Book Debts	£8,754.07	£25,979.29	Nil	£25,979.29
IP/Goodwill	Nil	£10,000.00	Nil	£10,000.00
DVLA Refund	Nil	£287.07	Nil	£287.07
Cash at Bank	£11,100.00	£15,676.14	Nil	£15,676.14

Expenses

Expense	Amount per fees and expenses estimates	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
Preparation of S of A	£5,000.00	£5,000.00	Nil	£5,000.00
Liquidator's fees	£33,840.00	£30,000.00	Nil	£30,000.00
Agents/Valuers Fees	£3,000.00	£4,823.17	Nil	£4,823.17
All other expenses	£520.00	£777.80	Nil	£777.80

Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	N/A	N/A
Preferential creditors	100p/£	100p/£
Unsecured creditors	2.52p/£	2.52p/£

Closure

There are no further matters in the liquidation to be progressed and the liquidation may now be concluded.

FINAL REPORT OF CERTA CITO COURIERS LTD - IN CREDITORS' VOLUNTARY LIQUIDATION

ADMINISTRATION AND PLANNING

Statutory information

Statutory information may be found at Appendix I.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix IV.

Other administration tasks

During the Review Period, the following material tasks in this category were carried out:

- Case set-up;
- Appointment notification;
- Maintenance of records;
- Statutory Returns;
- Cashiering;
- Bonding;
- Case reviews.

ENQUIRIES AND INVESTIGATIONS

During the Review Period, the Liquidator carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the directors by means of questionnaires; 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 directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Liquidator to meet his statutory duty to submit a confidential report on the conduct of the directors 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 past dealings with the Company.

This initial assessment has been completed and the Liquidator did not identify any further assets or actions which might lead to a recovery for creditors.

REALISATION OF ASSETS

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix III. The Liquidator formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

Agents and Valuers

The Liquidator instructed Lambert Smith Hampton ("LSH"), who are professional independent agents with adequate professional indemnity insurance, to dispose of the Company's assets using the most advantageous method available.

FINAL REPORT OF CERTA CITO COURIERS LTD - IN CREDITORS' VOLUNTARY LIQUIDATION

Assets Subject to Finance

Ford Transits WF68 EHD/XOS

The Statement of Affairs estimated that the realisable funds from the vehicles, once the finance had been settled, would total £4,695.96.

It was established that the vehicles were actually leased, rather than financed, resulting in no funds being received into the liquidation.

Uncharged Assets

Motor Vehicles

The Statement of Affairs showed that the company's motor vehicles had an estimated realisable value of £6,200.

An offer of £22,000 was received from a buyer for the assets as a whole, in situ, which was agreed with LSH. An amount of £12,000 has been apportioned to the motor vehicles.

IP/Goodwill

Although the Statement of Affairs did not show any amounts realisable for the company's goodwill/IP, an amount of £10,000 has been realised by LSH. This is in relation to the sale of the assets which achieved £22,000 on an in-situ basis.

Book Debts

The Statement of Affairs shows that the realisable amount against the book debts would total £8,754.07 once a 20% provision for bad debts had been applied.

A total of £25,979.29 has been recovered in the liquidation by my agents, Lackfords Debt Recovery, after it was established that a number of debtors had not been collected prior to the liquidation.

Cash at bank

The Statement of Affairs showed that the company had remaining funds of £11,100 in the company bank account.

The company's bank account was closed and an amount of £15,676.14 received in the liquidation. The amount was more than anticipated due to book debts being received in the period between my instruction and the company moving into liquidation.

DVLA Refund

A DVLA refund of £287.07 has also been received in the liquidation.

CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out key tasks which are detailed in the list at Appendix IV. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Reporting

The Liquidator has met his statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Review Period, the following key documents have been issued:

- The SIP6 report;
- This progress/final report;

FINAL REPORT OF CERTA CITO COURIERS LTD - IN CREDITORS' VOLUNTARY LIQUIDATION

Secured creditors

There are no secured creditors.

Preferential creditors

The preferential creditors are employee claims for unpaid wages limited to £800 per employee. Employees are also able to claim preferentially for unpaid holiday. The total amount estimated for preferential claims is £5,528.63.

Claims totalling £3,814.13 have been received in the liquidation. A dividend of 100p in the £ has been distributed with the issue of this report.

Secondary Preferential creditors

In any insolvency process started from 1 December 2020, HMRC is a secondary preferential creditor for the following liabilities:

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

This will mean that, if there are sufficient funds available, any of the above amounts owed by the Company will be paid after the preferential creditors have been paid in full.

HMRC was estimated to have a secondary preferential claim of £16,149.57. HMRC's secondary preferential claim has been agreed in the sum of £18,343.03 and a distribution of 100p in the £ was paid in respect of this claim with the issue of this final report.

Unsecured creditors

An amount of £49,313.25 was shown in the Statement of Affairs as being owed to unsecured creditors. Claims totalling £46,995.87 have been received in the liquidation.

A dividend of 2.52p in the £ has been distributed with the issue of this final report.

Dividend prospects

As stated above, a preferential and secondary preferential dividend of 100p in the £ and an unsecured dividend of 2.52p in the £ have been distributed with the issue of this final report.

Prescribed Part

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

As no amounts are outstanding under the charge, the prescribed part will not apply in this instance.

ETHICS

Please also be advised that the 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 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 were identified in respect of the management of the insolvency appointment.

FINAL REPORT OF CERTA CITO COURIERS LTD - IN CREDITORS' VOLUNTARY LIQUIDATION

Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the 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.

FEES AND EXPENSES

Pre-Appointment Costs

Fixed fee agreed with the Directors and ratified by members and creditors.

The creditors authorised the fee of £5,000 plus VAT for assisting the directors in calling the relevant meetings and with preparing the Statement of Affairs on 13th April 2021.

The fee for assisting with the Statement of Affairs and meetings was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

The Liquidator's fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. The case administrator deals with the day to day administration on cases and a manager and partner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or partner.

The basis of the Liquidator's fees was approved by creditors on 13th April 2020 in accordance with the following resolution:

"THAT the basis of the Liquidator's fees be fixed by reference to the time properly given by the Liquidator, as set out in the fees estimate, and his staff in attending to matters arising in the Liquidation, such time to be charged at the hourly charge out rates used by the firm at the time when the work is performed."

Time spent from the period 15th March 2021 to 1st December 2021 by my firm totals 84.6 hours incurring chargeable costs of £28,547 which provides an average chargeable rate of £337.43. I anticipate further time costs of £1,500 to closure to be incurred to closure. Fees of £30,000 have been drawn on account of the time costs to closure. The time costs for the period are detailed at Appendix IV.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Liquidator considers that:

- the original fees estimate has not been exceeded; and
- the original expenses estimate has not been exceeded.

Expenses

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 and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.

The expenses, which include disbursements that have been incurred and paid during the period are detailed on Appendix VI. Also included in Appendix VI is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses exceeded that estimate.

FINAL REPORT OF CERTA CITO COURIERS LTD - IN CREDITORS' VOLUNTARY LIQUIDATION

The category 1 expenses paid for in the period 15th March 2021 to 1st December 2021 total £777.80 and are detailed at Appendix II and represent payments to parties not associated with the firm, who have provided services or goods for the administration of the assignment.

Other professional costs

Agents and valuers

Lambert Smith Hampton were instructed as agents and valuers in relation to valuing and agreeing a sale of the assets of the company. Their costs have been agreed on their standard rate of 10% plus VAT and disbursements. These costs have been paid in full.

Debt Collectors

Lackfords Debt Recovery were instructed to collect in the remaining book debts of the company. Their fee was agreed at 10% of realisations, plus VAT and disbursements. Their fee for the period totals £1,536.17 and has been paid in full.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at www.kirks.co.uk/guides. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

CREDITORS' RIGHTS

An unsecured creditor 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 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 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.

CONCLUSION

There are no other matters outstanding and the affairs of the company have been fully wound up.

If you require any further information then please contact Daniel Jeeves at this office.

Signed  _____

David Gerard Kirk
Joint Liquidator

1st December 2021

FINAL REPORT OF CERTA CITO COURIERS LTD - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix I

Statutory Information

Company Name	Certa Cito Couriers Ltd
Former Trading Name	N/A
Company Number	09515792
Registered Office	5 Barnfield Crescent, Exeter, Devon, EX1 1QT
Former Registered Office	6 Station Road, Bovey Tracey, TQ13 9AL
Officeholders	David Gerard Kirk and Daniel Robert Jeeves
Officeholders' address	Kirks, 5 Barnfield Crescent, Exeter, EX1 1QT
Date of appointment	15th Mach 2021

Certa Cito Couriers Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts and Payments
To 3rd February 2022

RECEIPTS	Statement of Affairs (£)	Total (£)
Ford Transit WF68 EHD	5,000.00	0.00
Ford Transit WJ68 XOS	5,800.00	0.00
Motor Vehicles	6,200.00	12,000.00
Book Debts	8,754.07	25,979.29
IP/Goodwill		10,000.00
DVLA Refund		287.07
Cash at Bank	11,100.00	15,676.14
		<hr/>
		63,942.50
		<hr/>
PAYMENTS		
PCF Bank Ltd	(6,104.04)	0.00
Specific Bond		380.00
Preparation of S. of A.		5,000.00
Liquidators Fees		30,000.00
Agents/Valuers Fees		4,823.17
Statutory Advertising		397.80
HM Revenue and Customs	(16,149.57)	18,343.03
DE Arrears & Holiday Pay	(5,528.63)	3,813.13
Trade & Expense Creditors	(741.50)	348.56
Employees	(47,571.75)	724.93
Director	(1,000.00)	0.00
Customs & Excise		111.88
		<hr/>
		63,942.50
		<hr/>
Net Receipts/(Payments)		0.00
		<hr/>

MADE UP AS FOLLOWS

VAT Receivable / (Payable)	0.00
	<hr/>
	0.00
	<hr/>



David Gerard Kirk
Joint Liquidator

General Description	Includes
ADMIN & PLANNING	
Case planning and progression	Case Strategy Company searches Statutory duties
Case setup	Set up on our systems Client reviews Case file Adding in company information
Appointment notification	Sending relevant documents to Registrar of Companies Sending relevant documents to Courts Advertising Ltd Notifying members and creditors
Maintenance of records	Filing Collecting books and records
Statutory returns	Sending returns to Registrar of Companies
Reviews	The partner and manager must conduct a review the case within certain time periods.
Closure	Preparing the final report to creditors, requesting tax clearance Writing to the Registrar of Companies.
Cashiering	Monthly reconciliation of the liquidation estate account, paying in/out funds
Correspondence with director	Requesting further company information etc.
Bonding	Arranging cover with provider Updating our systems Payments and transfers
INVESTIGATION	
SIP 2 Review – the investigation	Correspondence to request information on the company's dealings, making further enquiries of third parties. Reviewing questionnaires submitted by creditors and directors Investigating company records
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports
ASSET REALISATIONS	
Identifying, securing and insuring assets	Instructing and liaising with agents/valuers Liaising with potential purchasers Assessment and review of offers received Negotiating with intended purchaser
Debtors	Collecting supporting documentation Correspondence with debtors Liaising with Lackfords
Property, business and asset sales	Liaising with agents Dealing with potential purchasers Negotiating sales Collecting sales consideration
CREDITORS	
Reporting	Initial notification to creditors Reporting to the creditors on the anniversaries of the appointment
Correspondence	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Corresponding with the PPF and the Pensions Regulator
Preferential claims	Assisting employees to pursue claims via the RPO Liaising with employees over claims Corresponding with RPO regarding Proof of Debt (POD) when not related to a dividend
Non-preferential claims	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Request further information from claimants regarding POD
Dividends	Agreeing allocation of realisations and costs between fixed and floating charges Paying distribution to secured creditors and seeking confirmation of discharged claims Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution 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

General Description	Includes
	Seeking unique tax reference from HMRC, submitting information on PAYE/NI deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends
CASE SPECIFIC MATTERS	
Bill preparation	Raising fee invoices WIP write off Billing Decision
Tax Reviews	Corporation Tax reviews Liaising with HM Revenue & Customs Submitting VAT returns Deregistration of VAT
Legal advice	Liaise with solicitors

Current Charge-out Rates for the firm (effective 01/11/20)

Time charging policy

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Director - Insolvency Practitioner	420.00
Senior Manager – Insolvency Practitioner	325.00
Insolvency Case Manager	225.00
Senior Administrator	180.00
Administrator	140.00
Secretarial/Administration support staff	110.00

Previous Charge-out rates

Staff	Charge out rates £
Director - Insolvency Practitioner	380.00
Senior Manager – Insolvency Practitioner	300.00
Insolvency Case Manager	225.00
Senior Administrator	180.00
Administrator	140.00
Secretarial/Administration support staff	110.00

The charge out rates are subject to periodic reviews and change. Time is charged in units of 6 minutes. Details of previous charge rates are available upon request.

Disbursements

There are two types of disbursements; direct disbursements (known as category one) and indirect disbursements (known as category two).

Category one disbursements do not require approval by creditors. Typically, these include external supplies of incidental services specifically identifiable to the case, such as postage, advertising, invoiced travel and external printing, room hire, insolvency bond and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

Category two disbursements do require creditor approval and include elements of shared or allocated costs. This firm does not charge these types of disbursements to the case.

Agents and Other Advisors

Solicitors, valuers, estate agents and other professional advisors will be engaged as necessary on the assignment. Agent fees are charged at cost based upon the actual charge made by the agent. Agents are appointed on the basis of their knowledge and experience in dealing with similar matters.

A Creditors Guide to Fees

This can be obtained free of charge from our website www.kirks.co.uk/guides or by requesting a copy in writing from us.

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

CER247 - Certa Cito Couriers Ltd
From: 15/03/2021 To: 01/12/2021
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Senior Manager	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
A1 : Admin & Planning	5.50	0.00	0.00	4.60	2.20	12.30	3,853.00	313.25	12.30	3,853.00
A10 : Bonding	0.00	2.40	0.00	0.00	0.20	2.60	605.00	232.69	2.60	605.00
A2 : Case setup	1.20	0.00	0.00	0.00	0.40	1.60	634.00	396.25	1.60	634.00
A3 : Appointment Notification	0.70	0.00	0.00	0.00	2.50	3.20	1,106.50	345.78	3.20	1,106.50
A4 : Maintenance of Records	2.90	0.00	0.00	0.90	0.30	4.10	1,477.50	360.37	4.10	1,477.50
A5 : Statutory Returns	0.00	0.00	0.00	0.00	0.10	0.10	32.50	325.00	0.10	32.50
A6 : Reviews	5.50	0.00	0.00	0.40	4.40	10.30	3,812.00	370.10	10.30	3,812.00
A7 : Closure	0.60	0.00	0.00	0.00	2.80	3.40	1,162.00	341.76	3.40	1,162.00
A8 : Cashiering	0.00	2.70	0.00	1.80	1.30	5.80	1,346.00	232.07	5.80	1,346.00
A9 : Correspondence with debtor/director	2.60	0.00	0.00	0.00	0.20	2.80	1,157.00	413.21	2.80	1,157.00
Admin & Planning	19.00	5.10	0.00	7.70	14.40	46.20	15,185.50	328.69	46.20	15,185.50
S2 : Bill preparation	0.00	0.00	0.00	0.00	1.40	1.40	455.00	325.00	1.40	455.00
S3 : Tax reviews	0.00	0.00	0.00	0.00	0.50	0.50	162.50	325.00	0.50	162.50
S5 : Legal advice	1.90	0.00	0.00	0.00	0.00	1.90	798.00	420.00	1.90	798.00
Case Specific Matters	1.90	0.00	0.00	0.00	1.90	3.80	1,415.50	372.50	3.80	1,415.50
C1 : Statutory Reporting to Creditors	1.20	0.00	0.00	0.00	0.00	1.20	504.00	420.00	1.20	504.00
C2 : Correspondence	0.40	0.00	0.00	0.40	0.90	1.70	532.50	313.24	1.70	532.50
C3 : Preferential Creditors	1.20	1.90	0.00	0.00	0.40	3.50	1,061.50	303.29	3.50	1,061.50
C4 : Unsecured Creditors	1.20	0.20	0.00	0.00	0.30	1.70	646.50	380.29	1.70	646.50
C5 : Dividends/distributions	1.40	0.00	0.00	1.10	2.10	4.60	1,424.50	309.67	4.60	1,424.50
C6 : Secured creditors	0.20	0.00	0.00	0.00	0.00	0.20	84.00	420.00	0.20	84.00
Creditors	5.60	2.10	0.00	1.50	3.70	12.90	4,253.00	329.69	12.90	4,253.00
I1 : SIP2 Review - the investigation	1.80	0.00	0.00	2.70	0.70	5.20	1,409.50	271.06	5.20	1,409.50
I2 : Conduct report	0.40	0.00	0.00	0.00	0.40	0.80	298.00	372.50	0.80	298.00
Investigations	2.20	0.00	0.00	2.70	1.10	6.00	1,707.50	284.58	6.00	1,707.50
R1 : Ident / Securing & Insuring	0.40	0.00	0.00	0.40	0.20	1.00	289.00	289.00	1.00	289.00
R3 : Debt Collection	6.20	0.50	0.00	0.00	2.80	9.50	3,626.50	381.74	9.50	3,626.50
R4 : Property/business & asset sales	3.80	0.00	0.00	0.00	0.70	4.50	1,823.50	405.22	4.50	1,823.50
R5 : DLA Recovery	0.20	0.00	0.00	0.00	0.50	0.70	246.50	352.14	0.70	246.50
Realisation of Assets	10.60	0.50	0.00	0.40	4.20	15.70	5,985.50	381.24	15.70	5,985.50
Total Hours	39.30	7.70	0.00	12.30	25.30	84.60	28,547.00	337.43	84.60	28,547.00
Total Fees Claimed							30,000.00			

** - Denotes codes included in cumulative data that are not present in the period.

Appendix V

Time costs summary for period, cumulative & comparison with estimate for Certa Cito Couriers Limited - In Creditors Voluntary Liquidation

	Original fees estimate			Total time costs incurred for the period 15/03/2021 to 01/12/2021		
Work category	Number of hours	Average hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including statutory reporting)	51.5	313.45	16,142.50	46.2	328.69	15,185.50
Realisation of assets	17.0	358.24	6,090.00	15.7	381.24	5,985.50
Creditors (claims and distribution)	26.5	266.23	7,055.00	12.9	329.69	4,253.00
Investigations	10.0	269.25	2,692.50	6.0	284.58	1,707.50
Case Specific Matter	5.0	372.00	1,860.00	3.8	372.50	1,415.50
Total	110.0	307.64	33,840.00	84.6	337.43	28,547.00

Appendix VI

Expenses summary for period, cumulative & comparison with estimate for Certa Cito Couriers Limited in Creditors' Voluntary Liquidation

Below are details of the Liquidator's expenses for the period under review.

Expenses	Original expenses estimate	Actual expenses incurred in the Review Period	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses			
Advertising	£300.00	£397.80	Further advert to advertise dividend
Bonding	£220.00	£380.00	Further recoveries made above Statement of Affairs figures
TOTAL	£520.00	£777.80	