

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 9 5 8 5 0 1 3

Company name in full Grahams Carpets Midlands Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Robert Neil

Surname Dymond

### 3 Liquidator's address

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

### 4 Liquidator's name ①

Full forename(s) Gemma Louise

Surname Roberts

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S


Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>															
From date	<sup>d</sup>	2	<sup>d</sup>	2	<sup>m</sup>	1	<sup>m</sup>	2	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	1
To date	<sup>d</sup>	2	<sup>d</sup>	1	<sup>m</sup>	1	<sup>m</sup>	2	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	2
<b>7</b>	<b>Progress report</b>															
	<input checked="" type="checkbox"/> The progress report is attached															
<b>8</b>	<b>Sign and date</b>															
Liquidator's signature	<div>Signature</div> <div> X  X </div>															
Signature date	<sup>d</sup>	2	<sup>d</sup>	1	<sup>m</sup>	0	<sup>m</sup>	2	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	3

# LIQ03

## Notice of progress report in voluntary winding up



### Presenter information

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

Contact name **Benedict Hindle**

Company name **Wilson Field Limited**

Address  
**The Manor House**  
**260 Ecclesall Road South**

Post town  
**Sheffield**

County/Region

Postcode **S 1 1 9 P S**

Country

DX

Telephone  
**01142356780**



### Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

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



### Important information

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



### Where to send

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

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



### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

**Grahams Carpets Midlands Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 22/12/2021 To 21/12/2022 £	From 22/12/2020 To 21/12/2022 £
	<b>ASSET REALISATIONS</b>		
3,000.00	Cash Held by Liquidator	NIL	3,000.00
50.00	Computer Equipment	NIL	41.67
NIL	Goodwill	NIL	NIL
		NIL	3,041.67
	<b>COST OF REALISATIONS</b>		
	Document Upload Fees	NIL	150.00
	Postage, stationery, photocopying	NIL	11.27
	Statement of Affairs Fee	NIL	2,133.65
	Statutory Advertising	NIL	246.75
		NIL	(2,541.67)
	<b>PREFERENTIAL CREDITORS</b>		
(1,136.92)	HMRC Indirect Taxes	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(2,500.00)	Consumer Creditors	NIL	NIL
(188.11)	Directors Loans	NIL	NIL
(30,384.00)	HSBC Bank plc	NIL	NIL
(190.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(31,449.03)</b>		<b>NIL</b>	<b>500.00</b>
	<b>REPRESENTED BY</b>		
	Vat Control Account		500.00
			<b>500.00</b>



Robert Neil Dymond  
Joint Liquidator

# **Joint Liquidators' Annual Progress Report to Creditors & Members**

**Grahams Carpets Midlands Limited (“the Company”) - In  
Creditors' Voluntary Liquidation**

**21 January 2023**

## **CONTENTS**

- 1** Introduction and statutory information
- 2** Receipts & Payments
- 3** Progress of the Liquidation
- 4** Creditors
- 5** Joint Liquidators' remuneration
- 6** Creditors' rights
- 7** Next report

## **APPENDICES**

- A** Receipts and Payments Account ("R&P") for the period 22 December 2021 to 21 December 2022 ("the Period"), including a cumulative R&P for the period from the date of the Joint Liquidators' appointment to the end of the Period
- B** Time analysis for the Period
- C** Cumulative time analysis for the period from the date of the Joint Liquidators' appointment to the end of the Period
- D** Additional information in relation to the Liquidators' Fees, Expenses & the use of Subcontractors

## **1 Introduction and statutory information**

- 1.1 I, Robert Neil Dymond, together with my colleague Gemma Louise Roberts, was appointed Joint Liquidator of the Company on 22 December 2020. We are licensed to act as insolvency practitioners in the United Kingdom by the ICAEW and as such are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. If you have any queries relating to this case, please contact my colleague Benedict Hindle on 0114 235 6780 or by email to [b.hindle@wilsonfield.co.uk](mailto:b.hindle@wilsonfield.co.uk).
- 1.2 This progress report covers the Period and should be read in conjunction with any previous progress reports which have been issued.
- 1.3 Information about the way that we use and store personal data on insolvency appointments can be found at <https://www.wilsonfield.co.uk/not-so-small-print>. If you are unable to download this, please contact my office and a hard copy will be provided to you.
- 1.4 The principal trading address of the Company was 3 Park Homes, Weston Park Avenue, Shelton Lock, Derby, DE24 9ET.
- 1.5 Following the Joint Liquidators' appointment, the registered office of the Company was changed from 3 Park Homes, Weston Park Avenue, Shelton Lock, Derby, DE24 9ET to Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS. Its registered number is 09585013.

## **2 Receipts and Payments**

- 2.1 At Appendix A is my Receipts and Payments Account covering the Period. Also attached at Appendix A, is a cumulative Receipts and Payments Account for the period from the date of my appointment as Joint Liquidator to the end of the Period.
- 2.2 In Section 3 below, you will find an update on the progress made during the Period in realising the Company's assets and dealing with its affairs.

## **3 Progress of the Liquidation**

- 3.1 This section of the report provides creditors with an update on the progress made in the Liquidation during the Period and an explanation of the work done by the Liquidators and their staff.

### ***Administration (including statutory compliance & reporting)***

- 3.2 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined in my initial fees estimate/information which was previously agreed by creditors.
- 3.3 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidators.
- 3.4 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors but is required on every case by statute.

### ***Realisation of Assets***

- 3.5 Since the date of our last report, no further asset realisations have been made. An overview of previous realisations can be viewed on the report for the period 22 December 2020 to 21 December 2021.
- 3.6 It is not anticipated that the work the Liquidator has carried out to deal with the Company's assets will provide a financial benefit to creditors. This is because the value of the assets was insufficient to produce a financial benefit after the associated costs of realisation were taken into consideration.

### ***Creditors (including claims and distributions)***

- 3.7 The Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 3.8 Since 1 December 2020, claims from preferential creditors now fall into one of two categories, either ordinary (typically involving employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal, which rank equally among themselves), or secondary (which are claims by HMRC for VAT or other relevant tax deductions such as PAYE and employee NIC deductions, together with student loans and CIS deductions, which also rank equally among themselves). Ordinary preferential claims rank ahead of secondary preferential claims and all preferential creditors must be paid in full before any distribution can be made to the unsecured creditors of a company.
- 3.9 Work undertaken by a Liquidator in dealing with a company's creditors may only therefore bring a financial benefit to certain classes of creditor such as a secured creditor or the preferential creditors, however a Liquidator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidator in dealing with those claims.
- 3.10 More information on the anticipated outcome for all classes of creditors in this case can be found in Section 4 below.
- 3.11 At this stage, I consider the following matters worth bringing to the attention of creditors:
- As per the statement of affairs, HMRC are a secondary preferential creditor for £1,136.92
  - There are approximately 4 unsecured creditor claims in this case with a value per the director's statement of affairs of £33,262.11.

### ***Investigations***

- 3.12 You may recall from my first progress report to creditors that some of the work the Liquidators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 ("CDDA 1986") and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidators can pursue for the benefit of creditors.
- 3.13 My report on the conduct of the directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the Liquidation and is confidential.

- 3.14 Since my last progress report, I would advise that no further asset realisations have come to light that may be pursued by me for the benefit of creditors.

***Matters still to be dealt with***

- 3.15 All matters have been concluded. We were waiting to receive a payment of £500 from HMRC in respect of a VAT reclaim prior to the case being closed. Since the end of this reporting period, those funds have been received, and the Liquidators will therefore be issuing their final report in due course.

## **4 Creditors**

***Preferential creditors***

- 4.1 A summary of the preferential claims in the liquidation and details of any distributions paid to date can be found below:

<b>Secondary preferential claims</b>	<b>Claim Received £</b>	<b>Statement of Affairs Claim £</b>	<b>Dividend paid p in the £1</b>	<b>Date dividend paid</b>
<b>VAT (HMRC)</b>	<b>1,136.92</b>	<b>1,136.92</b>	<b>-</b>	<b>-</b>
<b>PAYE, Employee NIC &amp; CIS deductions (HMRC)</b>	<b>1,646.92</b>	<b>-</b>	<b>-</b>	<b>-</b>

- 4.2 There are insufficient funds to pay a distribution to the preferential creditors.

***Unsecured creditors***

- 4.3 The Company's statement of affairs indicated there were 4 creditors whose debts totalled £33,262.11. To date, I have received claims totalling £8,854.90 from 2 creditors.
- 4.4 The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part).
- 4.5 There are insufficient funds after defraying the expenses of the liquidation to pay a dividend to unsecured creditors.

## **5 Joint Liquidators' Remuneration**

- 5.1 The creditors approved that the basis of the Liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in managing the Liquidation. My fees estimate/information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.
- 5.2 A copy of my approved fees estimate for the liquidation is reproduced below:

Category of work	Estimated Number of Hours	Average charge out rate £	Estimated cost £
Administration (inc statutory compliance & reporting)	37.50	266.00	9,975.00
Case specific matters (where applicable)	0.00	0.00	0.00
Creditors (claims & distributions)	8.00	250.31	2,002.50
Investigations	35.00	241.43	8,450.00
Realisation of assets	4.00	273.75	1,095.00
Trading (where applicable)	0.00	0.00	0.00
<b>Total</b>	<b>84.50</b>	<b>254.70</b>	<b>21,522.50</b>

- 5.3 My time costs for the Period are £5,971.00. This represents 21.5 hours at an average rate of £277.72 per hour. Attached as Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the Liquidation.
- 5.4 Also attached as Appendix C is a cumulative time analysis for the period from 22 December 2020 to 21 December 2022 which provides details of my time costs incurred since my appointment. The cumulative time costs incurred to date are £20,889.50. This represents 77.2 hours at an average rate of £270.59 per hour. No fees have been drawn due to insufficient realisations, and only expenses have been drawn on account as per the attached R&P.
- 5.5 At the date of this report, I would confirm that my fees estimate for the liquidation remains unchanged and I currently anticipate that the total amount that will be paid to my firm in respect of the time costs incurred will be £480. My fee recoveries will be restricted as a result of the funds available in the liquidation, which will prevent my time costs being recovered in full.
- 5.6 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <https://www.icaew.com/en/technical/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>
- 5.7 Attached as Appendix D is additional information in relation to the Liquidators' fees and expenses including where relevant, information on the use of subcontractors and professional advisers.

## 6 Creditors' rights

- 6.1 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) may request in writing that the Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.
- 6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress 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 this progress report, are excessive.

## 7 Next report

- 7.1 I am required to provide a further report on the progress of the Liquidation within two months of the next anniversary of the Liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 7.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 0114 235 6780 or by email to [b.hindle@wilsonfield.co.uk](mailto:b.hindle@wilsonfield.co.uk).

Yours faithfully

A handwritten signature in black ink, appearing to be 'R N Dymond', with a stylized, cursive script.

**R N Dymond**  
Joint Liquidator

## **Appendix A**

**R&P for the Period from 22 December 2021 to 21 December 2022 including a cumulative R&P for the period from the date of the Joint Liquidators' appointment to the end of the Period**

**Grahams Carpets Midlands Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 22/12/2021 To 21/12/2022 £	From 22/12/2020 To 21/12/2022 £
	<b>ASSET REALISATIONS</b>		
3,000.00	Cash Held by Liquidator	NIL	3,000.00
50.00	Computer Equipment	NIL	41.67
NIL	Goodwill	NIL	NIL
		NIL	3,041.67
	<b>COST OF REALISATIONS</b>		
	Document Upload Fees	NIL	150.00
	Postage, stationery, photocopying	NIL	11.27
	Statement of Affairs Fee	NIL	2,133.65
	Statutory Advertising	NIL	246.75
		NIL	(2,541.67)
	<b>PREFERENTIAL CREDITORS</b>		
(1,136.92)	HMRC Indirect Taxes	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(2,500.00)	Consumer Creditors	NIL	NIL
(188.11)	Directors Loans	NIL	NIL
(30,384.00)	HSBC Bank plc	NIL	NIL
(190.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(31,449.03)</b>		<b>NIL</b>	<b>500.00</b>
	<b>REPRESENTED BY</b>		
	Vat Control Account		500.00
			<b>500.00</b>



Robert Neil Dymond  
Joint Liquidator

## **Appendix B**

**Time analysis for the Period from the 22 December 2021 to 21 December 2022**

Time Entry - Detailed SIP9 Time & Cost Summary

GRAH01C - Grahams Carpets Midlands Limited  
From: 22/12/2021 To: 21/12/2022  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADCA : Cashiering	0.70	0.40	0.70	1.60	3.40	1,070.00	314.71
ADCR : Case Reviews	0.20	0.80	1.60	0.00	2.60	760.00	292.31
ADGA : File Maintenance	0.10	0.00	1.00	0.10	1.20	250.00	208.33
ADSC : Statutory and Compliance	1.80	0.50	9.30	0.60	12.20	3,235.00	265.16
ADSO : Strategic Overview	0.20	0.00	1.00	0.00	1.20	292.00	243.33
Admin and Planning	3.00	1.70	13.60	2.30	20.60	5,607.00	272.18
CRTV : Tax and VAT	0.20	0.60	0.10	0.00	0.90	364.00	404.44
Creditors	0.20	0.60	0.10	0.00	0.90	364.00	404.44
Total Hours	3.20	2.30	13.70	2.30	21.50	5,971.00	277.72
Total Fees Claimed						0.00	

## **Appendix C**

**Cumulative time analysis for the period from the date of the Joint Liquidators' appointment to the end of the Period**

Time Entry - Detailed SIP9 Time & Cost Summary

GRAH01C - Grahams Carpets Midlands Limited  
From: 22/12/2020 To: 21/12/2022  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADCA : Cashiering	1.60	1.10	1.10	3.80	7.60	2,411.50	317.30
ADCR : Case Reviews	1.40	0.80	4.70	0.00	6.90	2,021.00	292.90
ADDI : Directors/Client	0.10	0.00	2.30	0.00	2.40	488.00	203.33
ADGA : File Maintenance	1.20	0.00	5.10	1.30	7.60	1,738.00	228.68
ADSC : Statutory and Compliance	3.50	0.50	15.90	0.90	20.80	5,489.00	263.89
ADSO : Strategic Overview	0.30	0.00	1.00	0.00	1.30	342.00	263.08
Admin and Planning	8.10	2.40	30.10	6.00	46.60	12,489.50	268.02
CRCL : Creditors Claims	0.10	0.00	0.30	0.00	0.40	122.00	305.00
CRCO : Communications with Creditors	1.10	0.00	3.60	0.00	4.70	1,300.00	276.60
CRTV : Tax and VAT	1.10	0.60	1.40	0.00	3.10	1,102.00	355.48
Creditors	2.30	0.60	5.30	0.00	8.20	2,524.00	307.80
INDR : CDDA Report	2.70	0.00	1.90	0.00	4.60	1,692.00	367.83
INRE : Investigation and Review	0.90	0.00	13.40	2.00	16.30	3,626.00	222.45
Investigations	3.60	0.00	15.30	2.00	20.90	5,318.00	254.45
REIS : Identifying,Securing and Insuring	0.00	0.00	0.60	0.00	0.60	108.00	180.00
REPB : Property, Business and Asset Sales	0.90	0.00	0.00	0.00	0.90	450.00	500.00
Realisation of Assets	0.90	0.00	0.60	0.00	1.50	558.00	372.00
Total Hours	14.90	3.00	51.30	8.00	77.20	20,889.50	270.59
Total Fees Claimed						0.00	

## Appendix D

### Additional Information in Relation to the Liquidator's Fees, Expenses & the use of Subcontractors

#### Staff Allocation and the use of Subcontractors

The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.

We have not utilised the services of any subcontractors on this case.

#### Professional Advisors

We have not utilised the services of any professional advisors on this case.

#### Liquidator's Expenses

The estimate of expenses which were anticipated at the outset of the liquidation was provided to creditors when the basis of my fees was approved. The table below compares the anticipated costs against those incurred to date.

##### *Category 1 expenses*

These expenses do not require prior approval by creditors. The type of expenses that may be charged to a case as a Category 1 expense generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, external room hire and external storage costs. Also chargeable, will be any properly reimbursed expenses incurred by personnel in connection with the case. These expenses may include disbursements which are payments first met by an office holder and then reimbursed from the estate.

<b>Expense</b>	<b>Estimated overall cost £</b>	<b>Paid in Prior Period £</b>	<b>Paid in the period covered by this report £</b>	<b>Incurred but not paid to date £</b>
<b>Statutory advertising</b>	246.75	246.75	-	-
<b>Specific Penalty Bond</b>	20.00	-	-	20.00
<b>Postage</b>	24.64	11.27	-	-
<b>Statement of Affairs fee</b>	2,500.00	2,133.65	-	366.35

##### *Category 2 expenses*

These expenses do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may therefore include payments to associates of the office holder or shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. Details of Category 2 expenses charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors.

<b>Expense</b>	<b>Estimated overall cost £</b>	<b>Paid in Prior Period £</b>	<b>Paid in the period covered by this report £</b>	<b>Incurred but not paid to date £</b>
<b>Document Upload</b>	150.00	150.00	-	-

**Charge-out rates**

A schedule of Wilson Field Limited's current charge-out rates is attached

## WILSON FIELD LIMITED CHARGE OUT RATES AND EXPENSES POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and expenses, we are required to disclose to you our policy for recovering non-specific expenses, and the charge out rates for the various grades of staff who may be involved in this case.

### Remuneration

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below.

	<b>Hourly charge out rate (£)</b>			
<b>Grade</b>	<b>01/11/2017 to 30/06/2018</b>	<b>01/07/2018 to 05/03/2020</b>	<b>06/03/2020 to 31/03/2021</b>	<b>01/04/2021 onwards</b>
Director/Insolvency Practitioner	500	500	500	500
Manager	400	400	395	410
Assistant Manager	395	N/a	N/a	N/A
Team Leader	390	390	N/a	N/A
Senior Administrator	330	395	300	310
Administrator (dependent on experience)	230-300	230 - 300	240-270	180-280
Trainee Administrator	180	180	180	N/A
Assistant & Support staff	130	130	130 - 235	140-250

All time is recorded in 6 minute units.

### Expenses

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder, and then reimbursed to the office holder from the estate. Expenses are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).

#### Category 1 expenses

These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. These expenses can be paid without prior approval. Examples of these are advertising, insurance, legal fees etc.

#### Category 2 expenses

These are payments to associates or payment which have an element of shared costs. Examples of a category 2 expenses that officeholders may seek creditor approval for would be for mileage costs or for hire of external rooms for physical meetings where the room is used for more than one insolvency, Any such approval will be outlined with documentation for the relevant decision procedure.

Category 2 expenses are charged in accordance with the liquidator's prevailing recovery policy at the time the expense is incurred. However, any Category 2 expenses incurred prior to the 1 April 2021 but for which payment has not been drawn, will not be charged after this date. The rates applicable from 1 April 2021 are detailed below:

<b>Expense</b>	<b>Charge</b>	<b>Period charged</b>
Mileage	As per HMRC's approved mileage rates	On appointment (where appropriate)

In common with all professional firms, our charge out rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.