

LIQ03

Notice of progress report in voluntary winding up



Companies House

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

1 Company details

Company number 1 1 1 7 8 5 0 1

Company name in full Barclay Office Properties Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Paul

Surname Cooper

3 Liquidator's address

Building name/number 29th Floor

Street 40 Bank Street

Post town London

County/Region

Postcode E 1 4 5 N R

Country

4 Liquidator's name ①

Full forename(s) Paul Robert

Surname Appleton

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 29th Floor

Street 40 Bank Street

Post town London

County/Region

Postcode E 1 4 5 N R

Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up


6 Period of progress report

From date	^d 2	^d 4	^m 0	^m 2	^y 2	^y 0	^y 2	^y 2	
To date	^d 2	^d 3	^m 0	^m 2	^y 2	^y 0	^y 2	^y 3	

7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
---	--

8 Sign and date

Liquidator's signature	Signature X  X								
Signature date	^d 2	^d 4	^m 0	^m 3	^y 2	^y 0	^y 2	^y 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

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

Address **29th Floor**

40 Bank Street

Post town **London**

County/Region

Postcode **E 1 4 5 N R**

Country

DX

Telephone **020 7400 7900**



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

Barclay Office Properties Limited (In Creditors' Voluntary Liquidation)

Progress report

Period: 24 February 2022 to 23 February 2023

Important Notice

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. The 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.

Contents

- ❑ Interpretation
- ❑ Company information
- ❑ Details of appointment of liquidators
- ❑ Progress during the period
- ❑ Estimated outcome for creditors
- ❑ Liquidators' Remuneration
- ❑ Liquidators' Expenses
- ❑ Assets that remain to be realised and work that remains to be done
- ❑ Other relevant information
- ❑ Creditors' rights
- ❑ Conclusion
- ❑ Appendices
 - 1. Liquidators' account of receipts and payments
 - 2. Liquidators' time costs and expenses
 - 3. Statement of Liquidators' expenses

1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Barclay Office Properties Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 24 February 2022.
"the liquidators", "we", "our" and "us"	Paul Cooper of Begbies Traynor (London) LLP, 29th Floor, 40 Bank Street, London, E14 5NR and Paul Robert Appleton of Begbies Traynor (London) LLP, 29th Floor, 40 Bank Street, London, E14 5NR
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and 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):	None
Company registered number:	11178501
Company registered office:	C/o Begbies Traynor, 29th Floor, 40 Bank Street, London, E14 5NR
Former trading address:	Acre House 11/15 William Road, London, NW1 3ER

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	24 February 2022
Date of liquidators' appointment:	24 February 2022
Changes in liquidator (if any):	None

4. PROGRESS DURING THE PERIOD

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 24 February 2022 to 23 February 2023, which is further explained below:

Receipts

Office Furniture and Equipment

The Company's chattel assets consisted of a small amount of office furniture and equipment and were included in the Director's Estimated Statement of Affairs (ESoA) with estimated to realise values of £2,250.00 and £660.00, respectively. Agents, Peter Davies & Sons (PDS), were instructed to value and sell these assets upon our appointment and £2,000.00 has subsequently been realised in this respect.

Cash at Bank

The Company's banking operations were provided by C. Hoare & Co. The ESoA disclosed a balance held within the account of £637.00. Following contact with the Bank, the account was closed and the amount of £584.03 was transferred to the estate account. The difference was as a result of a number of transactions which had taken place during the hiatus period between instruction and appointment.

Cash Held on Appointment

The amount of £9,000.00 was held in our firm's client account prior to our appointment as Liquidators, specifically for the purposes of defraying the pre appointment costs incurred in assisting with preparation of the Statement of Affairs and with the Decision Procedure, as detailed below.

Gross Bank Interest

Interest earned on the funds in hand during the year under review amounts to £0.30.

Payments

Specific Bond

A payment of £18.00 has been made in relation to the Specific Bond required.

Statement of Affairs Fee

This represents 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 the liquidators, which were approved by creditors on 24 February 2022.

AML Checks

In order to comply with the Money Laundering Regulations, we are required to undertake identity and address checks on our clients. These charges relate to the cost of conducting online verification checks on all relevant persons.

Agents / Valuers Fees

The sum of £1,000.00 has been paid to PDS in respect of its fees and expenses for its assistance with the valuation, marketing and sale of the Company's chattel assets.

Postage

This relates to the postage costs incurred in relation to the circulation of notices to creditors of the virtual meeting of creditors and of the appointment of Liquidators.

Land Registry

This relates to the costs incurred in performing land registry searches in respect of the Company's various leasehold premises.

Statutory Advertising

This relates to the costs of the publishing of statutory advertising in the London Gazette in respect of the notice of the virtual meeting of creditors, the winding-up resolution, and the appointment of Liquidators.

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?

Immediately following our appointment as Liquidators, we undertook all statutory requirements, as required by the Insolvency legislation, including, inter alia, issuing statutory notifications to creditors and members, gazetting our appointment, filing statutory documents at Companies House, and all other matters required following our appointment.

At the onset of the case, it was necessary to seek to identify the Company's assets and to commence the tasks required to realise any value therein. In this regard, PDS were instructed to market and sell the Company's chattel assets, and recoveries were made, as detailed above.

We also sought to ascertain whether any of the Company's debtor ledger was realisable. The ESoA included trade debts with a book value of £1,250.00 and an uncertain estimated to realise value. Upon review, it was established that this related to one debt due from an entity that was also recorded as a creditor of the Company, and which had submitted a claim in the liquidation, in excess of the amount due to the Company. On this basis, as the debtor would be entitled to claim off-set of the balances, this debt is considered to be irrecoverable.

The ESoA also included a potential VAT refund, which had a book value of £18,660.00 and an uncertain estimated to realise value. Any VAT refund would also initially be subject to off-set against HM Revenue and Customs ("HMRC") claim in the liquidation. Although, on the face of it, the Company does not have any HMRC liabilities per the ESoA, it is part of a VAT Group within which other group entities are estimated to owe a combined total VAT in excess of the value of the VAT refund due. As such, the Company would be jointly and severally liable for any Group VAT liability, this VAT refund is also considered to be irrecoverable.

As outlined above, all known assets have now either been realised, or written off as uncollectible, and all known expenses, with the exception of our own Remuneration, have been discharged.

A description of statutory and general case administration and progression work is provided below. 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.

The details below relate to the work undertaken in the period of this report only.

General case administration and planning

We are required to maintain records to demonstrate how the case is administered, and to document any decisions that materially affect the case. At the onset of the case, a strategy for how the case would be managed is formed and regular reviews have subsequently been undertaken to ensure case progression and that the files are kept up to date. Whilst this does not benefit creditors financially, it is necessary to ensure the efficient and compliant progression of the liquidation, which ensures that work is carried out to high professional standards.

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up physical and electronic case files.
- Setting up the case on the practice's electronic case management system and entering data, which includes company information, creditor, debtor, and employee details.
- Dealing with all routine correspondence and emails relating to the case.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by the case administrators.

Compliance with the Insolvency Act, Rules and best practice

As an Insolvency Practitioners, we are governed by the Insolvency Act and Rules, together with following best practice guidelines known as Statements of Insolvency Practice. We have certain statutory obligations and duties to fulfil whilst in office, which include notifying various bodies of our appointment, including creditors, Companies House, and to advertise our appointment in the London Gazette. We are also duty bound to correspond with creditors and issue notice of the insolvency event to the likes of the pensions departments, banks and other parties who would have an interest in the proceedings. There is also the duty to bond the case appropriately. This work does not benefit creditors financially but is necessary in accordance with the Insolvency Act, Rules and best practice.

- Issuing the statutory notifications to creditors and others required on appointment as office holders, including gazetting the office holders' appointment.
- Obtaining a specific penalty bond.
- Reviewing the adequacy of the specific penalty bond on a regular basis.
- Opening, maintaining, and managing the office holders' estate bank account.
- Creating, maintaining, and managing the office holders' cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Filing returns at Companies House.

Investigations

We are required to carry out necessary investigations in order to determine whether there are potential recovery actions for the benefit of creditors and to report on the conduct of the Directors pursuant to the requirements of the Company Directors Disqualification Act 1986.

We have, therefore, undertaken an initial investigation into the Company's affairs to establish whether there were potential asset recoveries or conduct matters that justify further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.

Specifically, we have recovered and reviewed the available records of the Company's; obtained and reviewed copy bank statements from the Company's bankers; and compared the information in the Company's last set of

accounts with that contained in the statement of affairs lodged in the Liquidation and made enquiries about the reasons for the changes. We are required by the Statements of Insolvency Practice to undertake such an initial investigation and the work detailed herein was undertaken in connection with that initial investigation.

Our analysis of the Company's bank statements is currently being continued, with a view to establishing whether there are any potential asset recoveries and/or matters justifying further investigations, which we hope to be concluded shortly.

In addition to the above, in accordance with the Company Directors Disqualification Act 1986, within three months of our appointment as Liquidators, we were also required to submit a confidential report to the Department for Business, Energy & Industrial Strategy (BEIS) to include any matters which may have come to our attention during the course of our work, which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. This report has been submitted. As this is a confidential report, we are not able to disclose the contents.

Realisation of assets

We are required to maximise realisations for the benefit of the Company's creditors and the work carried out in this respect is for the purpose of realising property and assets for the benefit of the creditors generally. As referred to earlier on, various work has been undertaken in an attempt to realise the Company's assets and specific details of the work undertaken and realisations achieved are detailed above.

In addition, the Company had various leasehold properties, which were not considered to have any marketable value and, as such, it was necessary to complete the process of disclaiming the same.

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

Time has been spent dealing with creditor queries as and when required. This generally includes queries by telephone, email or within letters received in the post. The work carried out in this respect only leads to a financial benefit where there are sufficient funds for a distribution.

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

During administering the case, we are also required to carry out additional work which does not necessarily fall under any of the other categories above.

This includes submitting VAT and Tax returns when appropriate to reclaim monies for the estate and pay over any taxes due to HM Revenue & Customs ("HMRC").

There may not be any obvious financial benefit to creditors, but all work carried out is necessary for the administration and progression of the case.

5. ESTIMATED OUTCOME FOR CREDITORS

Based on realisations to date, it is unlikely that there will be a dividend payable to any class of creditors.

Details of the sums owed to each class of the Company's creditors were provided in the ESoA, as summarised below:

Secured Creditors

The Company had granted a debenture, consisting of fixed and floating charges, in favour of Investec, which remained unsatisfied at the date of Liquidation, per Companies House records. However, it is understood that

there is no liability owing in respect of the same, as indicated on the ESoA, and no formal claim has subsequently been received in this respect.

Preferential Creditors

There are no known preferential creditors.

Secondary Preferential Creditors

Further to the changes to the Finance Act 2020, HMRC are now able to claim secondary preferential status for certain liabilities. Taxes owed by the business to HMRC comprising of VAT, PAYE Income Tax, Employee National Insurance Contributions, Student loan deductions and Construction Industry Scheme deductions fall under the secondary preferential status.

Although the ESoA did not include any liability owing in this respect, it is noted that the Company is part of a VAT Group, within which there are liabilities to HMRC by other group entities, for which the Company will be jointly and severally liable for. We have not yet, however, received a claim from HMRC in this respect.

Unsecured creditors

The claims of 10 unsecured creditors totalling £554,722.17 have been received, compared to 8 creditors totalling £562,390.44 disclosed on the Director's statement of affairs.

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.

Although the Company has granted a floating charge, which remains unsatisfied per Companies House records, it is understood that there is no liability owing in respect of this charge. Consequently, there is no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property available for distribution to the unsecured creditors.

6. LIQUIDATORS' REMUNERATION

Our remuneration has been fixed by a decision of creditors at a virtual meeting held on 24 February 2022 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 (London) LLP in attending to matters arising in the winding up as set out in the fees estimate dated 3 February 2022 in the sum of £48,332.50.

We are also authorised to draw expenses, including expenses for services provided by our firm (defined as category 2 expenses in Statement of Insolvency Practice 9).

Our time costs for the period from 24 February 2022 to 23 February 2023 amount to £20,416.00, which represents 52.2 hours, at an average rate of £391.11 per hour.

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

- ☐ Time Costs Analysis for the period 24 February 2022 to 23 February 2023; and
- ☐ Begbies Traynor (London) LLP's charging policy

To 23 February 2023, no funds have been drawn on account of our remuneration.

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.

The information provided in section 4 above relates to the work undertaken during the period of this report.

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.

Work undertaken prior to appointment

In addition to the post appointment remuneration, 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 24 February 2022 and have been drawn in full.

7. LIQUIDATORS' EXPENSES

As at 23 February 2023, we have incurred expenses totalling £1,400.95, which have been discharged in full. A statement of the expenses incurred during the period of this progress report is attached at Appendix 3.

Expenses actually incurred compared to those that were anticipated

Creditors will recall that we estimated that the expenses of the liquidation would total £551.00. As you will note, the expenses that we have incurred so far have exceeded that estimate and there may be further expenses to pay before the case concludes. The reasons why the estimate has been exceeded are as follows:

- Agents/Valuers fees of £1,000.00 were incurred but not forecasted in the expenses estimate;
- Charges of £1.60 were incurred in respect of AML checks but not forecasted in the expenses estimate;
- Land Registry charges of £3.00 were incurred but not forecasted in the expenses estimate; and
- Postage costs to date have amounted to £88.55, compared to £60.00, which was estimated.

As you will appreciate, it is extremely difficult to provide any reliable estimate of expenses at the onset of the case and this is generally produced by looking at historical cases of a similar nature and then making it case specific by considering the circumstances of the case.

As can often be case, certain expenses may slightly exceed what was initially estimated, due to general price increases of the providers of services etc., as is the case with the increased postage costs incurred here.

It is also not always possible to forecast what services may be required during the course of the liquidation. As you will note, agent/valuers fees of £1,000.00 were incurred which, was not included in the initial estimate of expenses, but was required to assist in the valuation, marketing and sale of the Company's chattel assets. In addition, costs were incurred in obtaining land registry and AML searches which, again were not included in the initial estimate of expenses but were required to fulfil certain tasks and/or by statute and/or best practice guidance.

8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to creditors?

As outlined above, all known assets have now either been realised, or written off as uncollectible, and all known expenses incurred to date, with the exception of our own Remuneration, have been discharged.

As referred to earlier in this report, our analysis of the Company's bank statements is currently being continued, with a view to establishing whether there are any potential asset recoveries and/or matters justifying further investigations, which we hope to be concluded shortly.

We will also continue to deal with the following matters:

- Regular compliance and strategy reviews;
- Regular Bond reviews;
- Regular bank reconciliations;
- Filing of this progress report with Companies House; and
- Continue to deal with all Creditor correspondence and enquiries as received.

Apart from any further potential asset realisations, which may or may not materialise, the remaining work detailed above will not have a direct financial benefit to Creditors. However, these tasks are required to ensure that the liquidation progresses in an efficient and compliant manner.

How much will this further work cost?

The 'further work' detailed above has always been anticipated, but at this point in the proceedings, it has not yet been completed. As you know, this work is necessary in order that we may complete the liquidation as envisaged. It is difficult at this stage to estimate how much the additional work will cost as this is dependent on a number of factors. However, based on current information, the costs are not anticipated to exceed any amounts previously approved by creditors.

Expenses

Any further expenses to be incurred on this case are expected to be nominal. Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are as set out in the estimate of anticipated expenses previously sent to creditors, which included all of the expenses that we anticipate that we will incur throughout the liquidation.

Based on current information, we do not anticipate that any further significant expenses will be incurred.

What is the anticipated payment for administering the case in full?

We estimated that the cost of administering the case would be in the region of £48,332.50, and subsequently you have provided approval for us to draw our remuneration up to that level.

However, as you are aware, due to the fact that there are limited assets, the remuneration that we can draw is limited to the amount that is realised for the assets, less any costs incurred in realising those assets. At this stage in the liquidation, we can estimate that total remuneration to be drawn will be in the region of £2,500.00.

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

9. 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 in the course of discharging 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.

10. 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.

11. CONCLUSION

We will report again in approximately twelve-months' time or at the conclusion of the liquidation, whichever is the sooner.



Paul Cooper
Joint Liquidator

Dated: 22 March 2023

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 24 February 2022 to 23 February 2023

	<u>Estimated to Realise (£)</u>	<u>Realised to date (£)</u>
<u>Receipts</u>		
Office Equipment	662.00	-
Office Furniture	2,251.00	2,000.00
Book Debts	Uncertain	-
VAT Refund	Uncertain	-
Cash at Bank	637.00	584.03
Cash Held on Appointment	9,000.00	9,000.00
Gross Bank Interest	-	0.30
		<u>11,584.33</u>
<u>Payments</u>		
Specific Bond		18.00
Statement of Affairs Fee		7,500.00
AML Checks		1.60
Agents/Valuers Fees		1,000.00
Postage		88.55
Land Registry		3.00
Statutory Advertising		289.80
		<u>(8,900.95)</u>
Receipts Less Payments:		<u>2,683.38</u>
<u>Represented by</u>		
VAT Recievable		0.01
Fixed Current Account		1,303.19
VAT Control Account		1,380.18
		<u>2,683.38</u>

COSTS AND EXPENSES

- a. Time Costs Analysis for the period from 24 February 2022 to 23 February 2023; and
- b. Begbies Traynor (London) LLP's charging policy

SIP9 Barclay Office Properties Limited - Creditors Voluntary Liquidation - 23BA973.CVL : Time Costs Analysis From 24/02/2022 To 23/02/2023

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		0.9								0.9	522.00	580.00
	Administration		3.2	0.1			2.4		12.5		18.2	5,097.00	280.05
	Total for General Case Administration and Planning:		4.1	0.1			2.4		12.5		19.1	5,619.00	294.19
Compliance with the Insolvency Act, Rules and best practice	Appointment		2.5	0.8							3.3	1,850.00	560.61
	Banking and Bonding		0.8	1.3					1.5	1.8	5.4	1,714.00	317.41
	Case Closure												0.00
	Statutory reporting and statement of affairs												0.00
	Total for Compliance with the Insolvency Act, Rules and best practice:		3.3	2.1					1.5	1.8	8.7	3,564.00	409.66
Investigations	CDDA and investigations		4.1	1.8					5.5		11.4	4,323.00	379.21
	Total for Investigations:		4.1	1.8					5.5		11.4	4,323.00	379.21
Realisation of assets	Debt collection		0.3								0.3	174.00	580.00
	Property, business and asset sales		3.6	1.0							4.6	2,588.00	562.61
	Retention of Title/Third party assets												0.00
	Total for Realisation of assets:		3.9	1.0							4.9	2,762.00	563.67
Trading	Trading												0.00
	Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured												0.00
	Others		3.2	1.6							4.8	2,656.00	553.33
	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:		3.2	1.6							4.8	2,656.00	553.33
Other matters which includes meetings, tax, litigation, pensions and travel	Seeking decisions of creditors												0.00
	Meetings												0.00
	Other												0.00
	Tax	0.5	1.1	0.6					1.1		3.3	1,492.00	452.12
	Litigation												0.00
	Total for Other matters:	0.5	1.1	0.6					1.1		3.3	1,492.00	452.12
Total hours by staff grade:		0.5	19.7	7.2			2.4		20.6	1.8	52.2		
Total time cost by staff grade £:		345.00	11,426.00	3,600.00			816.00		3,914.00	315.00		20,416.00	
Average hourly rate £:		690.00	580.00	500.00	0.00	0.00	340.00	0.00	190.00	175.00			391.11
Total fees drawn to date £:												0.00	

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This policy 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 holders' fees following the creditors' decision being made for the office holder to be remunerated on a time cost basis. Best practice guidance requires that such information should be disclosed to those who are responsible for approving the basis of an office holders' remuneration. Within our fees estimate creditors can see how we propose to be remunerated.

In addition, this policy 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 guidance indicates that such charges should be disclosed to those who are responsible for approving the basis of the office holders' 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 holders have overall responsibility for the administration of the estate. They will delegate tasks to members of their staff. Such delegation assists the office holders as it allows them 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 holders, and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holders to allocate their time to the case. The time is recorded in 6-minute units 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

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements, which are expenses that are initially paid by the office holder's own firm, but which are subsequently reimbursed from the estate when funds are available.

Best practice guidance classifies expenses into two broad categories:

☐ *Category 1 expenses (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 expenses (approval required)* - Items of expenditure that are directly related to the case and either:

(i) 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; or

(ii) are items of expenditure which are payable to an associate of the office holder and/or their firm.

Shared or allocated costs (pursuant to (i) above)

The following expenses include an element of shared or allocated cost and are charged to the case (subject to approval).

- ☐ Internal meeting room usage for the purpose of physical meetings of creditors is charged at the rate of £150 per meeting;
- ☐ Car mileage which is charged at the rate of 45 pence per mile.

General Office Overheads

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 expense*:

- ☐ 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 London office as at the date of this report are as follows:

Grade of staff	Charge-out rate (£ per hour)
	1 January 2022 – until further notice
Consultant/Partner	690
Director	580
Senior Manager	500
Manager	475
Assistant Manager	385
Senior Administrator	340
Administrator	260
Trainee Administrator	190
Support	175

Time spent by support staff such as secretarial, administrative, and cashiering staff is charged directly to cases. It is not carried as an overhead. As stated previously, time is recorded in 6-minute units.

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				
Bonding	AXA Insurance	18.00	18.00	0
AML Checks	Veriphy	1.60	1.60	0
Agents/Valuers Fees	Peter Davies and Sons	1,000.00	1,000.00	0
Postage	Postworks	88.55	88.55	0
Land Registry	HM Land Registry	3.00	3.00	0
Statutory Advertising	Courts advertising Limited	289.80	298.80	0
Expenses incurred with entities within the Begbies Traynor Group (<i>for further details see Begbies Traynor Charging Policy</i>)				
None				