In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

# LIQ03 Notice of progress report in voluntary winding up



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

1	Company details	
Company number	1 1 8 9 8 3 9 5	→ Filling in this form
Company name in full	Ha Ha Catering Ltd	Please complete in typescript or in bold black capitals.
2	Liquidator's name	'
Full forename(s)	Craig	
Surname	Johns	
3	Liquidator's address	
Building name/number	Regency House	
Street		
Post town	45-53 Chorley New Road	
County/Region	Bolton	
Postcode	BL14QR	
Country		
4	Liquidator's name <b>o</b>	
Full forename(s)	Jason Mark	• Other liquidator Use this section to tell us about
Surname	Elliott	another liquidator.
5	Liquidator's address ❷	
Building name/number	Regency House	② Other liquidator
Street		Use this section to tell us about another liquidator.
Post town	45-53 Chorley New Road	
County/Region	Bolton	
Postcode	B L 1 A QR	
Country		

LIQ03 Notice of progress report in voluntary winding up

6	Period of progress report
From date	$\begin{bmatrix} \frac{1}{2} & \frac{1}{7} & \frac{1}{0} & \frac{1}{9} & \frac{1}{9} & \frac{1}{2} & \frac{1}{9} & \frac{1}{2} & \frac{1}{9} & $
To date	$\begin{bmatrix} \frac{1}{2} & \frac{1}{6} & & \frac{1}{1} & \frac{1}{0} & & \frac{y_2}{2} & \frac{y_0}{2} & \frac{y_2}{3} \end{bmatrix}$
7	Progress report
	☑ The progress report is attached
8	Sign and date
Liquidator's signature	Signature X
Signature date	$\begin{bmatrix} \frac{1}{2} & \frac{1}{4} & \frac{1}{m_1} & \frac{1}{m_2} & \frac{1}{2} $

## **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	Joseph Atkins						
Company name	Cowgill Holloway Business						
	Recovery LLP						
Address	Regency House						
	45-53 Chorley New Road						
Post town	Bolton						
County/Region							
Postcode	B L 1 4 Q R						
Country							
DX							
Telephone	0161 827 1200						

# ✓ 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.

# *t* 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

# Ha Ha Catering Ltd (In Liquidation) Joint Liquidators' Summary of Receipts & Payments

From 27/10/20	From 27/10/2022		Statement
To 26/10/20	To 26/10/2023		of Affairs
	£		£
		FLOATING CHARGE RECEIPTS	
600	NIL	Book Debts	
2,400	NIL	Cash held by Agents	2,500.00
65,069	NIL	Cash held on Appointment	65,069.00
68,069	NIL	••	•
		FLOATING CHARGE PAYMENTS	
120	NIL	Accountancy Fees	
200	200.00	Agent`s Fees - Prism 339 Ltd	
15	NIL	Bank Charges	
23,200	7,900.00	Joint Liquidators' Fees	
7,500	NIL	Joint Liquidators' Pre-Appointment Fees	
162	NIL	Specific Bond	
38	2.09	Stationery & Postage	
189	NIL	Statutory Advertising	
(31,424.	(8,102.09)		
		PREFERENTIAL CREDITORS	
	NIL	EE - Wage Arrears & HP x 9 EE	(7,200.00)
2	NIL	Nest Pension Contributions Arrears	(34.00)
2,275	2,275.75	RPS - Wage Arrears & HP x 9 EE	
(2,278.	(2,275.75)		
		UNSECURED CREDITORS	
	NIL	Director's Loan Account	(60,000.00)
	NIL	EE - Red & PION x 9 EE	(9,000.00)
	NIL	HMRC - PAYE & NI	(12,661.00)
	NIL	HMRC - VAT	(52,798.00)
	NIL	RPS Employer Pension Contributions	(25.00)
	NIL	The Hepworth	(32,482.00)
	NIL	Yorkshire Bank - Bounce Back Loan	(50,000.00)
	NIL		
		DISTRIBUTIONS	
	NIL	Ordinary Shareholders	(200.00)
	NIL		
34,365	(10,377.84)		(156,831.00)
		REPRESENTED BY	,
33,625		HB Bank 1 Current - Non-Interest Bearing	
740		VAT Receivable	
34,365			

Craig Johns Joint Liquidator

# Joint Liquidators' Annual Progress Report to Creditors & Members

Ha Ha Catering Ltd
- In Creditors Voluntary Liquidation

Reporting period from 27 October 2022 to 26 October 2023

**22 November 2023** 



#### Ha Ha Catering Ltd - In Liquidation

#### **CONTENTS**

- 1 Introduction and Statutory Information
- 2 Receipts and Payments
- **3** Progress of the Liquidation
- 4 Creditors
- 5 Joint Liquidators' Remuneration
- 6 Creditors' Rights
- 7 Next Report

#### **APPENDICES**

- A Joint Liquidators' Receipts and Payments Account for the Period from 27 October 2022 to 26 October 2023, together with a Cumulative Receipts and Payments Account for the Period since the Joint Liquidators' Appointment
- **B** Joint Liquidators' Time Analysis for the Period from 27 October 2022 to 26 October 2023
- C Joint Liquidators' Cumulative Time Analysis for the Period since the Joint Liquidators' Appointment
- **D** Additional information in relation to Joint Liquidators' Fees, Expenses & the use of Subcontractors

#### 1 Introduction and Statutory Information

- I, Craig Johns, together with my colleagues Jason Mark Elliott and Nick Brierley, of Cowgill Holloway Business Recovery LLP, Regency House, 45-53 Chorley New Road, Bolton, BL1 4QR was appointed as Joint Liquidator of Ha Ha Catering Ltd (the Company) on 27 October 2020. I am authorised to act as an insolvency practitioner in the UK by the IPA. Jason Mark Elliott is authorised to act as an insolvency practitioner in the UK by the IPA. We are bound by the Insolvency Code of Ethics when carrying out all professional work in relation to an insolvency appointment. In the event of case related queries, the Liquidators can be contacted on telephone number 0161 827 1200 or by email via creditorresponses@cowgills.co.uk.
- 1.2 As previously reported, Nick Brierley resigned as Joint Liquidator on 03 March 2021. Craig Johns and Jason Mark Elliott remain in office.
- 1.3 This progress report provides an update on the conduct of the Liquidation for the period from 27 October 2022 to 26 October 2023 (the Period) and should be read in conjunction with the director's SIP6 report which was made available to creditors prior to the decision date and our previous annual progress reports which were issued to creditors on 14 December 2021 and 14 December 2022.
- 1.4 Information about the way this firm we will use, and store personal data in relation to insolvency appointments can be found at https://www.cowgills.co.uk/services/business-recovery/privacy-notice/. If you are unable to download this, please contact our office and a hard copy will be provided to you.
- 1.5 The principal trading address of the Company was The Hepworth, Gallery Walk, Wakefield WF1 5AW.
- 1.6 The registered office of the Company has been changed to Cowgill Holloway Business Recovery LLP, Regency House, 45-53 Chorley New Road, Bolton, BL1 4QR and its registered number is 11898395.

#### 2 Receipts and Payments

- 2.1 At Appendix A is our Receipts and Payments Account covering the Period of this report, together with a Cumulative Receipts and Payments Account for the period from the date of our appointment as Joint Liquidators to the end of the Period covered by this report.
- 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 Joint 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 we anticipated would need to be done in this area was outlined in our 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 Joint Liquidators.
- 3.4 As noted in our 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 No further asset realisations were anticipated as per our previous report, and none have realised during the period under review.
- 3.6 The work the Joint Liquidators and their staff have undertaken to date has brought a financial benefit to creditors because a distribution has been paid to preferential creditors. It is also anticipated that a dividend will be paid to unsecured creditors in this matter, however the quantum and timing of such dividend is currently unknown. A further update will be provided in future reports to creditors.

#### **Creditors (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 the Liquidators are 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 Joint Liquidators in dealing with those claims.
- 3.10 More information on the anticipated outcome for all classes of creditor in this case can be found in Section 4 below.
- 3.11 At this stage, we consider the following matters worth bringing to the attention of creditors:
  - There are no secured creditors on this matter.
  - As per the statement of affairs, we anticipated claims from preferential creditors totalling £7,234.
     To date, we have received claims totalling £2,275.75.

As per the director's statement of affairs, unsecured creditor claims were estimated to total £216,966.

#### **Investigations**

- 3.12 You may recall from our first progress report to creditors that some of the work the Joint 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 Joint Liquidators can pursue for the benefit of creditors.
- 3.13 Our 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 our last progress report, we would advise that no further asset realisations have come to light that may be pursued by us for the benefit of creditors.
- 3.15 We are currently finalising a review of the Company's bank statements to establish whether there are any actions that may be pursued for the benefit of creditors. Further updates on the outcome of our investigations will be provided in future reports to creditors.

#### Matters still to be dealt with

- 3.16 As detailed at paragraph 3.15, we are in the process of reviewing the Company's bank statements to establish whether there are any actions that may be pursued for the benefit of creditors. Further updates on the outcome of our investigations will be provided in future reports to creditors.
- 3.17 Based on realisations to date, it is anticipated that a distribution may be available to unsecured creditors. We will consider a distribution to unsecured creditors further, following conclusion of our investigations.
- 3.18 We are awaiting confirmation from the Company's pension provider that the scheme has been closed.

#### 4 Creditors

#### **Preferential Creditors**

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

Ordinary preferential claims	Statement of Affairs Claim £	Agreed Claim £	Dividend paid p in the £1	Date dividend paid
Employee claims (Total number of claims = 9)	7,200.00	Nil	N/A	N/A
Department for Business, Energy & Industrial	Nil	2,275.75	100 p/£	30/05/23

Strategy (BEIS)				
Pension arrears	34.00	2.96	100 p/£	25/06/21

4.2 As detailed above, preferential creditor claims have been paid in full. No further distributions will be paid to preferential creditors in this matter.

#### **Unsecured Creditors**

- 4.3 The Company's statement of affairs indicated that unsecured creditors' claims would total £216,966.00. To date, we have received claims totalling £82,065.17 from 3 unsecured 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**), which only applies to charges created after 15 September 2003.
- 4.5 A dividend is expected to be paid unsecured creditors in this matter; however, the quantum and timing any dividend will be dependent upon any future realisations as a result of the Joint Liquidators' investigations. Further updates will be provided in future reports to creditors.

#### 5 Joint Liquidators' Remuneration

- 5.1 Creditors approved that the basis of the Joint Liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in managing the Liquidation by way of decision by correspondence on 30 November 2020.
- 5.2 Our fees estimate/information was originally provided to creditors when the basis of our remuneration was approved and was based on information available to us at that time.
- 5.3 A copy of our approved fee estimate for the Liquidation is reproduced below:

Category of work	Estimated Number of Hours	Average blended charge out rate £	Estimated cost £
Administration (inc statutory compliance & reporting)	53.00	186.32	9,875.00
Realisation of assets	12.00	180.83	2,170.00
Creditors (claims & distributions)	80.00	191.66	15,332.50
Investigations	37.00	208.65	7,720.00
Total estimated fees	182.00	192.84	£35,097.50

- Our time costs for the Period are £8,164.50. This represents 35.60 hours at an average rate of £229.34 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 us in managing the liquidation.
- 5.5 Also attached as Appendix C is a Cumulative Time Analysis for the period from 27 October 2020 to 26 October 2023 which provides details of the time costs incurred since our appointment. The Cumulative

time costs incurred to date are £21,594.50. This represents 97.60 hours at an average rate of £221.26 per hour.

- To date, the sum of £23,200.00 plus VAT shown on the enclosed Receipts and Payments Account has been drawn on account. Creditors will note that this is in excess of the time incurred during cumulative period of 27 October 2020 to 26 October 2023, due to an administrative error. We will arrange for the sum of £1,605.50 to be credited back to the estate and will highlight this as rectified in the next available report to creditors.
- 5.7 At the date of this report, we would confirm that our fees estimate for the Liquidation remains unchanged and we currently anticipate that the total amount that will be paid to our firm in respect of the time costs incurred will not exceed £35,097.50 plus VAT. Where this amount is less than our overall fees estimate, it may be that our fee recoveries will be restricted as a result of the funds available in the Liquidation, which will prevent our time costs being recovered in full.
- A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from http://www.cowgills.co.uk/wp-content/uploads/2016/01/Creditors-Guide-to-Liquidators-Fees.pdf.
- 5.9 Attached as Appendix D is additional information in relation to the Joint 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.
- 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 Joint Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in this progress report, are excessive.

#### 7 Next Report

- 7.1 We are required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless we have concluded matters prior to this, in which case we will write to all creditors with our final account.
- 7.2 If you have any queries in relation to the contents of this report, we can be contacted by telephone on 0161 827 1200 or by email at joseph.atkins@cowgills.co.uk.

Yours faithfully

Craig มั่งกกร Joint Liquidator

# **Appendix A**

# Joint Liquidators' Receipts and Payments Account for the Period from 27 October 2022 to 26 October 2023 together with a Cumulative Receipts and Payments Account for the Period since the Joint Liquidators' Appointment

From 27/10/202 To 26/10/202	From 27/10/2022 To 26/10/2023		Statement of Affairs
	£		£
		FLOATING CHARGE RECEIPTS	
600.0	NIL	Book Debts	
2,400.0	NIL	Cash held by Agents	2,500.00
65,069.4	NIL	Cash held on Appointment	65,069.00
68,069.4	NIL		
		FLOATING CHARGE PAYMENTS	
120.0	NIL	Accountancy Fees	
200.0	200.00	Agent's Fees - Prism 339 Ltd	
15.0	NIL	Bank Charges	
23,200.0	7,900.00	Joint Liquidators' Fees	
7,500.0	NIL	Joint Liquidators' Pre-Appointment Fees	
162.0	NIL	Specific Bond	
38.9	2.09	Stationery & Postage	
189.0	NIL	Statutory Advertising	
(31,424.9	(8,102.09)		
		PREFERENTIAL CREDITORS	
N	NIL	EE - Wage Arrears & HP x 9 EE	(7,200.00)
2.5	NIL	Nest Pension Contributions Arrears	(34.00)
2,275.	2,275.75	RPS - Wage Arrears & HP x 9 EE	
(2,278.7	(2,275.75)		
		UNSECURED CREDITORS	
N	NIL	Director's Loan Account	(60,000.00)
ľ	NIL	EE - Red & PION x 9 EE	(9,000.00)
ľ	NIL	HMRC - PAYE & NI	(12,661.00)
ľ	NIL	HMRC - VAT	(52,798.00)
Ŋ	NIL	RPS Employer Pension Contributions	(25.00)
ľ	NIL	The Hepworth	(32,482.00)
	NIL	Yorkshire Bank - Bounce Back Loan	(50,000.00)
N	NIL		
		DISTRIBUTIONS	(222 22)
	NIL	Ordinary Shareholders	(200.00)
r	NIL		
34,365.	(10,377.84)		(156,831.00)
		REPRESENTED BY	
33,625.		HB Bank 1 Current - Non-Interest Bearing	
740.3		VAT Receivable	
34,365.			

## Appendix B

# Joint Liquidators' Time Analysis for the Period from 27 October 2022 to 26 October 2023

					Assistant	Senior		Junior				
	Partner -	Director -		Manager -	Manager -	Administrator -	Administrator-	Administrator -	Cashier -			Average
	from	from	Senior	from	from	from	from	from	from	Total	<b>Total Cost</b>	Cost
	01/06/2021	01/06/2021	Manager	01/06/2021	01/06/2021	01/06/2021	01/06/2021	01/06/2021	01/06/2021	hours	£	£
Administration (including Stat	2.00	-	0.70	0.50	-	-	14.50	0.40	2.10	20.20	4,038.00	199.90
Creditors (Claims and Distributions)	-	-	2.80	8.50	-	-	-	-	-	11.30	3,177.50	281.19
Investigations	0.20	-	1.50	-	-	-	2.40	-	-	4.10	949.00	231.46
Asset Realisation/Management	-	-	-	-	-	-	-	-	-	-	-	-
Total Hours	2.20	_ '	5.00	9.00	-	-	16.90	0.40	2.10	35.60	8,164.50	229.34
Current Chargeout Rates	395.00	350.00	300.00	275.00	250.00	225.00	175.00	120.00	150.00			

### Ha Ha Catering Ltd - In Liquidation

## Appendix C

## Joint Liquidators' Cumulative Time Analysis for the Period since the Joint Liquidators' Appointment

		Partner -		Director -			Manager -	Senior Administrator		Administrator-	Junior - Administrator					Average	
		from		from	Senior		from	from	/Assistant	from	from	from		Total	<b>Total Cost</b>	Cost	
	Partner	01/06/2021	Director	01/06/2021	Manager	Manager	01/06/2021	01/06/2021	Manager	01/06/2021	01/06/2021	01/06/2021	Cashier	hours	£	£	
Administration (including Stat	1.60	5.00	3.80		0.70	-	1.00	3.50	21.80	16.40	1.10	4.50	3.70	63.10	13,032.50	206.54	
Creditors (Claims and Distributions)	-		-		2.80	-	19.00		1.00	-			-	22.80	6,245.00	273.90	
Investigations	-	0.20	-	-	1.50	-			5.75	2.40		-	-	9.85	1,984.00	201.42	
Asset Realisation/Management	-	-	-	-	-	-		-	1.85	-		-	-	1.85	333.00	180.00	
Total Hours	1.60	5.20	3.80	-	5.00	-	20.00	3.50	30.40	18.80	1.10	4.50	3.70	97.60	21,594.50	221.26	
Current Chargeout Rates	375.00	395.00	300.00	350.00	300.00	250.00	275.00	225.00	180.00	175.00	120.00	150.00	120.00				

Joint Liquidators' Annual Progress Report to Creditors & Members

# Additional Information in Relation to the Joint Liquidators' Fees, Expenses & The use of Subcontractors

#### 1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 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.
- 1.3 We have not used the services of any sub-contractors in this case.

#### 2 Professional Advisors

2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement			
Courtly West (Accountancy)	Fixed Fee			

2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

#### 3 Joint Liquidators' Expenses

3.1 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**

3.2 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:

Expense	Estimated overall cost	Paid in Prior Period £	Paid in the period covered by this report £	Incurred but not paid to date
Agent's fees – Prism 339	Nil	Nil	200.00	Nil
Statutory advertising	189.00	189.00	Nil	Nil
Specific Penalty Bond	162.00	162.00	Nil	Nil
External Mail Services	36.12	36.89	2.09	2.13
Bank charges	30.00	15.00	Nil	Nil
Accountancy	120.00	120.00	Nil	Nil

#### Additional expenses incurred

3.3 Creditors should note that within our initial expenses estimate, we did not anticipate incurring Agent's fees. Prism 339 were instructed to assist with our investigations by reviewing the Company bank statements and producing a report on their findings.

#### Category 2 Expenses

- 3.4 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.
- 3.5 No Category 2 Expenses have been charged by this firm.

#### 4 Charge-Out Rates

4.1 Cowgill Holloway Business Recovery LLP's current charge-out rates effective from 01 June 2021 are detailed below:

Staff Grade	Per Hour (£)
Partner	395
Consultant	350
Director	350
Senior Manager	300
Manager	275
Assistant Manager	250
Senior Administrator	225
Administrator	175
Cashier / Support Staff	150
Junior Administrator	120

#### HA HA CATERING LTD - IN LIQUIDATION

4.2 Cowgill Holloway Business Recovery LLP's charge-out rates from 01 March 2012 to 31 May 2021 are detailed below.

Staff Grade	Rate per Hour
Partner	£375
Consultant	£300
Director	£300
Manager	£250
Senior Administrator	£180
Administrator	£150
Cashier/Support	£120
Junior Administrator	£100

4.3 Please note this firm records its time in minimum units of 6 minutes.