

LIQ03

Notice of progress report in voluntary winding up



Companies House



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A22 25/10/2019 #232

COMPANIES HOUSE

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A08 11/10/2019 #166

COMPANIES HOUSE

FRIDAY

1 Company details

Company number 02016347

Company name in full Smerdon and Jones Limited

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

2 Liquidator's name

Full forename(s) Catherine

Surname Lee-Baggaley

3 Liquidator's address

Building name/number 1st Floor

Street Consort House

Post town Waterdale

County/Region Doncaster

Postcode DN13HR

Country

4 Liquidator's name ①

Full forename(s) Ian Michael

Surname Rose

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

5 Liquidator's address ②

Building name/number 1st Floor

Street Consort House

Post town Waterdale

County/Region Doncaster

Postcode DN13HR


Country

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

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LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report											
From date	^d 0	^d 9	^m 0	^m 9	^y 2	^y 0	^y 1	^y 3				
To date	^d 0	^d 8	^m 0	^m 9	^y 2	^y 0	^y 1	^y 9				
7	Progress report											
<input type="checkbox"/> The progress report is attached												
8	Sign and date											
Liquidator's signature	<div>Signature</div> <div>X  X</div>											
Signature date	^d 0	^d 4	^m 1	^m 0	^y 2	^y 0	^y 1	^y 9				

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 Adam Watton

Company name Wilkin Chapman Business

Solutions Limited

Address 1st Floor

Consort House

Post town Waterdale

County/Region Doncaster

Postcode D N 1 3 H R

Country

DX

Telephone 01302 342875

**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

Smerdon and Jones Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 09/09/2018 To 10/09/2019 £	From 09/09/2015 To 10/09/2019 £
	ASSET REALISATIONS		
6,563.88	Book Debts	NIL	6,563.88
60.00	Office Furniture and Equipment	NIL	46.67
	Pension Trustee Refund	NIL	166.43
NIL	Plant and Machinery	NIL	NIL
	Work in Progress	NIL	1,000.00
		NIL	7,776.98
	OTHER REALISATIONS		
	Bank interest, gross	0.48	2.68
		0.48	2.68
	COST OF REALISATIONS		
	Agents'/Valuers' fees	NIL	450.00
	Liquidator's fees	NIL	1,720.00
	Preparation of Statement of affairs	NIL	5,000.00
	Room Hire	NIL	57.50
	Specific bond	NIL	60.00
	Statutory advertising	NIL	201.00
		NIL	(7,488.50)
	PREFERENTIAL CREDITORS		
(5,486.24)	Employees' Arrears & Holiday Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(5,277.55)	Barclays Bank plc	NIL	NIL
(42,168.35)	Director's Loan Account (Mr M Kendall)	NIL	NIL
(27,864.02)	Employees' Redundancy & Notice Pay	NIL	NIL
(6,650.00)	HM Revenue & Customs	NIL	NIL
(510.86)	Trade & Expense	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(5,268.00)	Ordinary shareholders	NIL	NIL
		NIL	NIL
(86,601.14)		0.48	291.16
	REPRESENTED BY		
	Estate Account		142.49
	VAT payable		(3.33)
	VAT receivable		152.00
			291.16

Smerdon and Jones Limited
(In Liquidation)
Supplementary Information

Registered Office / Home Address

C/O Silke & Co Limited 1st Floor
Consort House
Waterdale
Doncaster
DN1 3HR

Registered Number

02016347

Appointment Details

First Partner - Catherine Lee-Baggaley
1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR
Appointment Date - 09/09/2015

Second Partner - Ian Michael Rose
1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR
Appointment Date - 09/09/2015

Changes to Office Holders

None

Additional Information

Dividends / Distributions / Consigned Funds : E = Equalising

Dividend Type	Date	Admitted	Number	Paid	p in £
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No Dividends Paid

Unrealisable Assets

None

Details of Basis of Remuneration

Time costs

Smerdon and Jones Limited
(In Liquidation)
Statement of Remuneration / Expenses
For period 09/09/2018 to 08/09/2019

Account	Incurred In Period	Accrued In Period For Last Period	Accrued In Period	Total In Period
	0.00	0.00	0.00	0.00

Statement on Fee / Expenses Estimates

Our Ref: SJ6LC/CLB/IMR/AW
Date: 4 October 2019

1st Floor
Consort House
Waterdale

TO ALL CREDITORS AND MEMBERS

Doncaster DN1 3HR
TEL: 01302 342875
FAX: 01302 342986

EMAIL: office@wilkinchapman.co.uk
www.wilkinchapman.co.uk/business-solutions

Please Contact: Adam Watton
Email: adam.watton@wilkinchapman.co.uk

Dear Sir/Madam

SMERDON AND JONES LIMITED – IN LIQUIDATION

Please note that Wilkin Chapman Business Solutions Limited was formerly known as Wilkin Chapman Silke Limited and traded as Silke & Co. The appointments of the Insolvency Practitioner and Office Holder are not affected by this and remain the same.

This is the Joint Liquidators fourth annual report upon this matter. This report should be read in conjunction with the report on the outcome of the decision and subsequent annual reports.

1. RECEIPTS AND PAYMENTS ACCOUNT

We attach an account of receipts and payments for the current period 9 September 2018 to 8 September 2019 and cumulatively from the commencement of the winding up to the end of the anniversary.

2. REALISATIONS

Assets

The Company had assets consisting of plant and machinery and office furniture and equipment. Mr James Prince, a third party, purchased a computer monitor for £30.00. However, the remaining assets were deemed uneconomical to uplift and therefore no further realisations were made in respect of the remaining assets.

Book debts

Book debts of £6,563.88 have been collected by our Finance Team, which was the full amount due.

Other Assets

As previously reported, the Company had some work in progress which required completion and an associated Company, GNA Surveyors Limited, was to purchase the work in progress and complete the work. A payment of £1,000.00 was received, however the work was never completed, therefore no further realisations will be made in respect of this.

3. JOINT LIQUIDATORS' REMUNERATION

A Statement of Affairs fee of £5,000.00 was approved at the initial meeting of creditors held on 9 September 2015 which has been drawn by us, as Joint Liquidators.

This is a fixed fee and was considered to be fair, reasonable and proportionate with the work carried out as detailed in the fee estimate and agreed by creditors.

In the pre appointment period, category 2 disbursements of £215.44 were incurred and allocated to the case, which have not been drawn during the post appointment period. The disbursements that have been incurred are detailed in Appendix II.

The Joint Liquidators' remuneration stated in the Receipts and Payments account is based on hourly costs at scale rates calculated on the time properly spent in the course of the liquidation and was approved at the initial meeting of creditors held on 9 September 2015.

In the current period the Joint Liquidators' have incurred time costs of £3,980.00 representing 20.50 hours at an average hourly charge-out rate of £194.15. Total time spent to date on this assignment amounts to 155.74 hours at an average composite rate of £183.37 per hour resulting in total time costs to date of £28,558.50. Joint Liquidators' fees of £1,720.00 plus VAT have been drawn to date leaving outstanding time costs of £26,838.50.

Please refer to Appendix I for a detailed breakdown of the work undertaken.

Administration & Planning – Administration and Planning relates to the cashiering functions required throughout the duration of the liquidation, which included the bank account reconciliations, the submission of annual Corporation Tax returns, and the maintaining of the estate account. It also included the time allowed for case reviews to be undertaken, the filing and maintaining of internal documents relating to the case, dealing with any pension schemes and archiving the Company records. The time incurred amounts to 58.59 hours at a total cost of 10,563.50. These costs are high due to the numerous problems incurred in attempting to wind up the Company pension schemes. These costs will continue to increase until the liquidation has been concluded.

Creditors & Distribution – Time spent on Creditors & Distribution amounts to 3.70 hours, totalling £482.50. This relates to communication with creditors regarding the liquidation and logging claims received.

Investigations – The time spent on Investigations amounts to 33.15 hours, totalling £6,221.25. No further time will be incurred as the Joint Liquidators have concluded their investigations.

Floating Charge Assets – The time spent amounts to 25.45 hours at a total cost of £4,400.00. This category of time includes liaising with valuers in relation to the sale of the assets.

Employees – The time spent amounts to 11.75 hours at a total cost of £2,068.75. This has been incurred due to numerous correspondences with Royal London and Clumber Consultancy Limited regarding the Company pension scheme.

Statutory & Compliance – Statutory & Compliance involves the preparation and circulation of the Joint Liquidators report to creditors upon appointment, preparing annual reports to creditors, filing the relevant documents to Companies House, including annual receipts and payments accounts, advertising throughout the liquidation in accordance with statutory requirements and bonding the case for the value of the assets. The time spent amounts to 23.10 hours at a total cost of £4,822.50. The time cost will increase due to further reports being issued prior to the closure of the case.

Post Appointment category 2 disbursements of £262.34 have been allocated to the case from the commencement of the liquidation up to the anniversary which have not been drawn leaving unbilled disbursements of £262.34 together with pre appointment category 2 disbursements of £215.44. The disbursements that have been incurred are detailed in Appendix II.

Wilkin Chapman Business Solutions Limited chargeout rates and disbursements policy is attached at Appendix III.

All payments have been made in accordance with the rules and regulations generally as to the payment of costs and expenses in the liquidation, details of which can be found below:

Other Costs

The sum of £60.00 has been incurred and drawn, which relates to the insurance bond on the case, this is a statutory requirement under the guidelines produced by the Joint Liquidators regulatory body, this amount has been drawn in full.

The sum of £150.00 has been paid to the agents, Lahar Consultants Limited, in respect of a valuation of the assets undertaken, prior to the liquidation.

The sum of £250.00 has been paid to Clumber Consultancy Limited, who acted as an Agent on our behalf to investigate and prepare a report on the pension schemes connected to the Company and wind up one of the pensions schemes.

The sum of £50.00 has been paid to Royal London in respect of work to be carried out in order to wind up a second Company pension scheme.

The sum of £201.00 has been incurred and drawn, which relates to the statutory advertising of the liquidation and the appointment of the Joint Liquidators, in addition to the advertising of the members and creditors meetings.

The sum of £11.20 has been incurred and paid by Silke & Co, this relates to searches being conducted pre appointment in order to comply with Anti Money Laundering regulations.

The sum of £57.50 has been incurred and drawn in respect of room hire. It was necessary to hold members and creditors meetings in order to place the Company into liquidation, and in order to make the meeting accessible to all creditors.

A Creditors' Guide to Liquidators' Fees can be found on the portal or on our website, which includes creditors' rights to further information and to challenge.

4. CREDITORS' CLAIMS AND DIVIDEND PROSPECTS

Secured Creditors

The Company has not granted any charges over its assets.

Employee Claims

Two employees were made redundant. The relevant information for employees to submit claims has been made to the Redundancy Payments Office and information and help was given to employees to enable them to submit their claims.

No preferential claims have been received. The directors' Statement of Affairs estimated preferential claims of £5,486.24.

Unsecured Creditors

Ordinary unsecured claims have been received amounting to £475.59, the directors' Statement of Affairs estimated unsecured claims of £87,957.02. Please be advised that claims may still be received and therefore the total value of unsecured claims is not known as present.

At this stage although creditors' claims have been lodged we have not taken steps to formally agree the claims of unsecured creditors as it appears unlikely there will be a dividend payable to unsecured creditors until and unless further assets are realised.

5. OTHER RELEVANT INFORMATION

Investigation

As previously reported, the Joint Liquidators have concluded their investigations.

6. EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was in the UK and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

7. CREDITORS' RIGHTS

Any unsecured creditors may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Joint Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Joint Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

If there are any matters which you consider we should be aware of regarding the way in which the Company's business has been conducted, and on any potential recoveries for the estate, we shall be pleased to hear from you. This request for information is standard practice and does not imply any criticism or cause of action against any person concerned in the management of the Company's affairs.

Further information on the insolvency process may be found on our website or on the portal.

Please be advised that we are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

8. CONCLUSION

The Joint Liquidators have now been released as Trustees of the Company pension scheme. As this was the only matter outstanding, the Joint Liquidators are looking to conclude the liquidation.

We will report again at the conclusion of the winding up.

Yours faithfully



Catherine Lee-Baggaley
Joint Liquidator

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Smerdon and Jones Limited
(In Liquidation)
JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 09/09/2018 To 08/09/2019 £	From 09/09/2015 To 08/09/2019 £
RECEIPTS			
Plant and Machinery	NIL	0.00	0.00
Office Furniture and Equipment	60.00	0.00	46.67
Book Debts	6,563.88	0.00	6,563.88
Work in Progress		0.00	1,000.00
Pension Trustee Refund		0.00	166.43
Bank interest, gross		0.48	2.68
		<u>0.48</u>	<u>7,779.66</u>
PAYMENTS			
Specific bond		0.00	60.00
Preparation of Statement of affairs		0.00	5,000.00
Liquidator's fees		0.00	1,720.00
Room Hire		0.00	57.50
Agents'/Valuers' fees		0.00	450.00
Statutory advertising		0.00	201.00
Employees' Arrears & Holiday Pay	(5,486.24)	0.00	0.00
Trade & Expense	(510.86)	0.00	0.00
Employees' Redundancy & Notice Pay	(27,864.02)	0.00	0.00
Director's Loan Account (Mr M Kendall)	(42,168.35)	0.00	0.00
Barclays Bank plc	(5,277.55)	0.00	0.00
HM Revenue & Customs	(6,650.00)	0.00	0.00
Ordinary shareholders	(5,268.00)	0.00	0.00
		<u>0.00</u>	<u>7,488.50</u>
Net Receipts/(Payments)		<u>0.48</u>	<u>291.16</u>
MADE UP AS FOLLOWS			
Estate Account		0.48	142.49
VAT Receivable / (Payable)		0.00	148.67
		<u>0.48</u>	<u>291.16</u>

Time Entry - Detailed SIP9 Time & Cost Summary

SJ6LC - Smerdon and Jones Limited
From: 09/09/2018 To: 08/09/2019
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN Administration & Planning	1.00	0.20	11.20	0.30	12.70	2,400.00	188.98
CR-CRED Creditors & Distributions	0.00	0.00	0.00	0.30	0.30	30.00	100.00
S3-STAT Statutory & Compliance	0.50	1.50	5.50	0.00	7.50	1,550.00	206.67
Productive Time	1.50	1.70	16.70	0.60	20.50	3,980.00	194.15
Total Hours	1.50	1.70	16.70	0.60	20.50	3,980.00	194.15
Total Fees Claimed						0.00	

Time Entry - Detailed SIP9 Time & Cost Summary

SJ6LC - Smerdon and Jones Limited
To: 08/09/2019
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	2.95	1.20	45.45	8.99	58.59	10,563.50	180.30
CR-CRED : Creditors & Distributions	0.00	0.00	1.50	2.20	3.70	482.50	130.41
IN-INV : Investigations	0.30	2.50	29.75	0.60	33.15	6,221.25	187.67
RA-FLTG : Floating Charge Assets/Contributions	0.00	0.00	23.05	2.40	25.45	4,400.00	172.89
S1-EMP : Employees	0.00	0.00	11.75	0.00	11.75	2,068.75	176.06
S3-STAT : Statutory & Compliance	1.40	6.50	15.00	0.20	23.10	4,822.50	208.77
Productive Time	4.65	10.20	126.50	14.39	155.74	28,558.50	183.37
Total Hours	4.65	10.20	126.50	14.39	155.74	28,558.50	183.37
Total Fees Claimed						0.00	

Appendix I

Detailed list of work undertaken for Smerdon and Jones Limited in Creditors' Voluntary Liquidation for the review period 9 September 2018 to 8 September 2019.

Below is detailed information about the tasks undertaken by the Joint Liquidators.

General Description	Includes
Administration & Planning	
General Administration / Cashiering	Deregistration of VAT Quarterly VAT Returns Submission of final VAT Annual corporation tax returns Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments General Communication
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews documenting strategy
Document maintenance/file review/checklist	Filing of documents Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Communication with regard to pension scheme
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries Review and prepare correspondence to creditors and their representatives
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD
Investigations	
SIP 2 Review	Taking control of and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary information if required Assisting the Insolvency Service with its investigations
Floating Charge Assets /	

General Description	Includes
Contributions	
EG: Plant & Machinery / Office Equipment ETC	<ul style="list-style-type: none"> Liaising with director, valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords Liaising with agents to agree disposal strategy Dealing with potential purchasers Negotiating sales Collecting sales consideration
Debtors	<ul style="list-style-type: none"> Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Liaising with director, debt collectors and solicitors
Employees	
Employee Communication	<ul style="list-style-type: none"> Receive and follow up employee enquiries via telephone Review and prepare correspondence to employees and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Statutory & Compliance	
Reports	<ul style="list-style-type: none"> Circulating initial report to creditors upon appointment Preparing annual progress report to creditors
Statutory/Advertising	<ul style="list-style-type: none"> Filing of documents to meet statutory requirements including annual receipts and payments accounts Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Creditors' decisions Advertising Filing statutory documents, bonding.	<ul style="list-style-type: none"> Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions For virtual or physical meetings: preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting Responding to queries and questions following decisions

Appendix II

Expenses summary for period, cumulative & comparison with estimate / period & cumulative for Smerdon and Jones Limited in Creditors' Voluntary Liquidation

Below are details of the Joint Liquidator's expenses for the period under review and the total to date.

Expenses	Actual expenses incurred in the Review Period £		Actual expenses incurred to date £	
	Pre	Post	Pre	Post
Category 1 Expenses				
Bonding	£0.00	£0.00	£0.00	£60.00
Agents' / Valuers' Fees	£0.00	£0.00	£150.00	£300.00
Advertising	£0.00	£0.00	£67.00	£134.00
AML Searches	£0.00	£0.00	£11.20	£0.00
Room Hire	£0.00	£0.00	£57.50	£0.00
Total Category 1 Expenses	£0.00	£0.00	£285.70	£494.00
Category 2 Expenses	Pre	Post	Pre	Post
Travel / Mileage	£0.00	£0.00	£41.13	£0.00
Telephone / Printing / Fax	£0.00	£0.00	£10.96	£32.89
Stationary & Postage	£0.00	£1.14	£13.35	£41.20
Storage Charges	£0.00	£18.00	£0.00	£94.50
Software Charges	£0.00	£0.00	£0.00	£93.75
Room Hire	£0.00	£0.00	£150.00	£0.00
Total Category 2 Expenses	£0.00	£19.14	£215.44	£262.34

**WILKIN CHAPMAN BUSINESS SOLUTIONS LIMITED
(FORMERLY WILKIN CHAPMAN SILKE LIMITED T/A SILKE & CO)
DISBURSEMENT AND CHARGEOUT RATES
EFFECTIVE FROM 1 OCTOBER 2018**

Disbursements

Definitions

Category 1 - approval not required - specific expenditure that is directly related to a particular insolvency case, where the cost of the expense incurred is referable against an independent external supplier's invoice or published tariff of charges.

Category 2 - approval required - all other items of expenditure. Which cannot, or cannot easily, be directly related to a particular insolvency case because there is an element of shared or allocated cost, and/or where the cost of the expense incurred is an estimated, utilised cost with the estimate based on external costs or opportunity costs.

Charging Policy of Wilkin Chapman Business Solutions Limited

Category 1 expenses are recharged to the particular insolvency case at the rate incurred by Wilkin Chapman Business Solutions Limited and as they are incurred.

Category 2 expenses, the following items are recharged at the following rates:

- Where meeting rooms of Wilkin Chapman Business Solutions Limited are used for the purpose of statutory meetings of creditors the room hire is recharged to the individual insolvency case at £150 per meeting.
- Car mileage is recharged to the individual insolvency case at the rate of 45p per mile.
- The storage of books and records (when not charged as a Category 1 expense) is recharged at the rate of £1.50 per box per month.
- Printing and photocopying is charged at 15p per sheet.
- Faxes are charged at 50p per sheet.
- Postage is charged at the relevant prevailing rate.
- IPS computer charge £6.25 per month, up to a maximum of £200 per case. (Not applicable from 1 October 2018).
- Stationery charged at £5.00 per file.

Chargeout Rates

The hourly rates for the different levels of staff are shown below:

Insolvency Practitioner	£350
Manager	£275
Assistant Manager	£225
Senior Administrator	£200
Administrator	£175
Cashier	£150
Assistants and Support Staff	£100

Time is charged to the individual insolvency case in 6 minute units.

Please note that the above disbursements and chargeout rates are the same as they were for Silke & Co Limited and have not changed since 1 October 2013.