

LIQ03

Notice of progress report in voluntary winding up



Companies House

TUESDAY



A24 *A7H77RBF* 23/10/2018 #154
COMPANIES HOUSE

1 Company details

Company number 0 2 0 1 6 3 4 7

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 D N 1 3 H R

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 D N 1 3 H R

Country

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

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6 Period of progress report

From date	^d 0	^d 9	^m 0	^m 9	^y 2	^y 0	^y 1	^y 7
To date	^d 0	^d 8	^m 0	^m 9	^y 2	^y 0	^y 1	^y 8

7 Progress report

☐ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X

Bob Raggale

X

Signature date

^d 1	^d 8	^m 1	^m 0	^y 2	^y 0	^y 1	^y 8
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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	Jack Barker
Company name	Silke & Co 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 09/09/2017 To 08/09/2018 £	From 09/09/2015 To 08/09/2018 £
	ASSET REALISATIONS		
NIL	Plant and Machinery	NIL	NIL
60.00	Office Furniture and Equipment	16.67	46.67
6,563.88	Book Debts	NIL	6,563.88
	Work in Progress	NIL	1,000.00
	Pension Trustee Refund	166.43	166.43
		183.10	7,776.98
	OTHER REALISATIONS		
	Bank interest, gross	0.57	2.20
		0.57	2.20
	COST OF REALISATIONS		
	Specific bond	NIL	60.00
	Preparation of Statement of affairs	NIL	5,000.00
	Liquidator's fees	NIL	1,720.00
	Room Hire	NIL	57.50
	Agents'/Valuers' fees	50.00	450.00
	Statutory advertising	NIL	201.00
		(50.00)	(7,488.50)
	PREFERENTIAL CREDITORS		
(5,486.24)	Employees' Arrears & Holiday Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(510.86)	Trade & Expense	NIL	NIL
(27,864.02)	Employees' Redundancy & Notice Pay	NIL	NIL
(42,168.35)	Director's Loan Account (Mr M Kendall	NIL	NIL
(5,277.55)	Barclays Bank plc	NIL	NIL
(6,650.00)	HM Revenue & Customs	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(5,268.00)	Ordinary shareholders	NIL	NIL
		NIL	NIL
(86,601.14)		133.67	290.68
	REPRESENTED BY		
	VAT receivable		152.00
	Estate Account		142.01
	VAT payable		(3.33)
			290.68

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

Statement of Remuneration / Expenses
For period 09/09/2017 to 08/09/2018

Account	Incurred In Period	Accrued In Period For Last Period	Accrued In Period	Total In Period
Agents'/Valuers' fees	50.00	0.00	0.00	50.00
	50.00	0.00	0.00	50.00

Statement on Fee / Expenses Estimates

SILKE & CO

INSOLVENCY PRACTITIONERS

1st Floor – Consort House – Waterdale – Doncaster – DN1 3HR
Tel: 01302 342875 - Fax: 01302 342986
Email: admin@silkeandco.co.uk - Web: www.silkeandco.co.uk

TO ALL CREDITORS AND MEMBERS

Our Ref: SJ6LC/CLB/IMR/JB/S7
Date: 18 October 2018

When calling please ask for: Rachael Edmunds

Email: rachael.edmunds@silkeandco.co.uk

Dear Sir/Madam /

SMERDON AND JONES LIMITED – IN LIQUIDATION

This is the Joint Liquidators third 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 2017 to 8 September 2018 and cumulatively from the commencement of the winding up to the end of the anniversary.

2. REALISATIONS

Assets

As previously reported, 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

As per previous annual reports, the sum of £6,563.88 has 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 by way of common directorship, GNA Surveyors Limited, was to purchase the work in progress and complete the work. A payment of £1,000.00 was made and towards this asset; however the work was not completed. The Joint Liquidators wrote to the customers for clarification on this, however no responses were received therefore, the Joint Liquidators decided to write off the remaining balance of this asset and no further realisations have been made to date in respect of this.



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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, leaving unbilled disbursements of £215.44 during the post appointment period. The disbursements that have been incurred are detailed in Appendix II.

The Joint Liquidators' remuneration 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.

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to a high standard. The statutory tasks include, but are not limited to, the filing of documents to meet statutory requirements, including annual receipts and payments accounts, annual corporation tax returns and VAT returns. Also included are periodic file reviews to document strategy and reporting to creditors.

In the current period the Joint Liquidators' have incurred time costs of £5,115.00 representing 26.80 hours at an average hourly charge-out rate of £190.86. Total time spent to date on this assignment amounts to 135.24 hours at an average composite rate of £181.74 per hour resulting in total time costs to date of £24,578.50. Joint Liquidators' fees of £1,720.00 plus VAT have been drawn to date leaving outstanding time costs of £22,878.50.

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 45.89 hours at a total cost of £8,163.50.

Creditors & Distribution – Time spent on Creditors & Distribution amounts to 3.40 hours, totalling £452.50. This relates to communication with creditors regarding the liquidation.

Investigations – The time spent on Investigations amounts to 33.15 hours, totalling £6,221.25. Further details are provided in Section 5.

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. This is detailed in Section 2.



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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 15.60 hours at a total cost of £3,272.50. The time cost will increase due to further reports being issued prior to the closure of the case.

Post Appointment category 2 disbursements of £243.20 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 £243.20 together with pre appointment category 2 disbursements of £215.44. The disbursements that have been incurred are detailed in Appendix II.

Silke & Co 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, this 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, along with the meetings of members and creditors.

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.

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.

Ian Michael Rose & Catherine Lee-Baggaley are Insolvency Practitioners licensed to act by the Insolvency Practitioners Association
Karen Tracy Potts is an Insolvency Practitioner licensed in the United Kingdom by the Association of Chartered Certified Accountants
Insolvency Practitioners acting as administrators or administrative receivers contract as agents and without personal liability
Wilkin Chapman Silke Limited t/a Silke & Co is registered in England and Wales under registered number 11532366
Registered Office: Cartergate House, 26 Chantry Lane, Grimsby, DN31 2LJ
The GDPR Privacy Notice can be found on our website



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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.

Preferential Creditors

There were no preferential creditors in the liquidation.

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

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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 are in the process of concluding the winding up of the Company pension scheme.

We will report again following the third anniversary of the liquidation or at the conclusion of the winding up, whichever is the sooner.

Yours faithfully



Catherine Lee-Baggaley
Joint Liquidator

Enc

Smerdon and Jones Limited
(In Liquidation)

JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 09/09/2017 To 08/09/2018 £	From 09/09/2015 To 08/09/2018 £
RECEIPTS			
Plant and Machinery	NIL	0.00	0.00
Office Furniture and Equipment	60.00	16.67	46.67
Book Debts	6,563.88	0.00	6,563.88
Work in Progress		0.00	1,000.00
Pension Trustee Refund		166.43	166.43
Bank interest, gross		0.57	2.20
		<u>183.67</u>	<u>7,779.18</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		50.00	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>50.00</u>	<u>7,488.50</u>
Net Receipts/(Payments)		<u>133.67</u>	<u>290.68</u>
MADE UP AS FOLLOWS			
Estate Account		137.00	142.01
VAT Receivable / (Payable)		(3.33)	148.67
		<u>133.67</u>	<u>290.68</u>

Time Entry - Detailed SIP9 Time & Cost Summary

SJ6LC - Smerdon and Jones Limited
 From: 09/09/2017 To: 08/09/2018
 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	0.40	1.00	16.30	1.50	19.20	3,530.00	183.85
CR-CRED : Creditors & Distributions	0.00	0.00	0.00	0.50	0.50	50.00	100.00
IN-INV : Investigations	0.00	0.00	1.50	0.00	1.50	300.00	200.00
S1-EMP : Employees	0.00	0.00	0.25	0.00	0.25	43.75	175.00
S3-STAT : Statutory & Compliance	0.60	1.50	3.25	0.00	5.35	1,191.25	222.66
Productive Time	1.00	2.50	21.30	2.00	26.80	5,115.00	190.86
Total Hours	1.00	2.50	21.30	2.00	26.80	5,115.00	190.86
Total Fees Claimed						0.00	

Time Entry - Detailed SIP9 Time & Cost Summary

SJ6LC - Smerdon and Jones Limited
To: 08/09/2018
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	1.95	1.00	34.25	8.69	45.89	8,163.50	177.89
CE-CRED : Creditors & Distributions	0.00	0.00	1.50	1.90	3.40	452.50	133.09
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	0.90	5.00	9.50	0.20	15.60	3,272.50	209.78
Productive Time	3.15	8.50	109.80	13.79	135.24	24,578.50	181.74
Total Hours	3.15	8.50	109.80	13.79	135.24	24,578.50	181.74
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 2017 to 8 September 2018.

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 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

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
Room Hire	£0.00	£0.00	£57.50	£0.00
AML Searches	£0.00	£0.00	£11.20	£0.00
Total Category 1 Expenses	£0.00	£0.00	£319.20	£460.50
Category 2 Expenses	Pre	Post	Pre	Post
Travel / Mileage	£0.00	£0.00	£41.13	£0.00
Telephone / Printing / Fax	£0.00	£6.30	£10.96	£32.89
Stationary & Postage	£0.00	£14.51	£13.35	£40.06
Storage Charges	£0.00	£36.00	£0.00	£76.50
Software Charges	£0.00	£56.25	£0.00	£93.75
Room Hire	£0.00	£0.00	£150.00	£0.00
Total Category 2 Expenses	£0.00	£113.06	£215.44	£243.20

WILKIN CHAPMAN SILKE LIMITED TRADING AS 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 Silke & Co

Category 1 expenses are recharged to the particular insolvency case at the rate incurred by Silke & Co and as they are incurred.

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

- Where meeting rooms of Silke & Co 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 (maximum £200 per case).
- 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.