

The Insolvency Act 1986

Administrator's progress report

Name of Company
W J Wood & Son Limited

Company number
02227312

In the
Southend County Court

[full name of court]

Court case number
10 of 2011

(a) Insert full name(s) and
address(es) of the
administrator(s)

W/ We (a) Louise Donna Baxter and Lloyd Biscoe of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG

administrator(s) of the above company attach a progress report for the period

from

to

(b) Insert dates

(b) 19 January 2011

(b) 11 May 2011

Signed

Joint / Administrator(s)

Dated

09/06/11

Contact Details:

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

Begbies Traynor (Central) LLP	
The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG	
	Tel Number 01702 467255
Fax Number 01702 467201	DX Number



A1WFQV7E

A47

22/06/2011

280

COMPANIES HOUSE

When you have completed and signed this form please send it to the Registrar of Companies at

Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff

Louise Donna Baxter and Lloyd Biscoe appointed joint administrators on 19 January 2011

The affairs, business and property of the Company are being managed by the joint administrators, who act as the Company's agents and without personal liability

W.J. Wood & Son Limited (In Administration)

Final Progress Report of the joint administrators pursuant to Rules 2.47 and 2.110 of The Insolvency Rules 1986

Period: 19 January 2011 to 11 May 2011

Important Notice

This final progress report has been produced by the administrators solely to comply with their statutory duty to report to creditors on the progress of the administration. 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 for any purpose other than this report to them, or by any other person for any purpose whatsoever.

Contents

- ☐ Interpretation
- ☐ Statutory information
- ☐ Details of appointment of administrators
- ☐ Progress during the period
- ☐ Outcome for creditors
- ☐ Administrators' proposals
- ☐ Summary of steps taken during the administration
- ☐ Administrators' remuneration and disbursements
- ☐ Administrators' expenses
- ☐ Creditors' rights
- ☐ Assets that remain to be realised
- ☐ Other relevant information
- ☐ Conclusion
- ☐ Appendices

-
- 1 Administrators' account of receipts and payments
 - 2 Administrators' time costs and disbursements

1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	W J Wood & Son Limited (In Administration)
"the administration"	The appointment of administrators under Schedule B1 to the Insolvency Act 1986 on 19 January 2011
"the administrators"	Louise Donna Baxter and Lloyd Biscoe, both of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency Rules 1986 (as amended)
"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 Insolvency Act 1986

2. STATUTORY INFORMATION

Name of Company	W J Wood & Son Limited
Trading name(s)	N/A
Date of Incorporation	3 March 1998
Company registered number	02227312
Company registered office	The Old Exchange 234 Southchurch Road Southend on Sea SS1 2EG

3. DETAILS OF APPOINTMENT OF ADMINISTRATORS

Names of administrators	Louise Donna Baxter and Lloyd Biscoe, both Licensed Insolvency Practitioners of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
Date of administrators' appointment	19 January 2011
Date of administrators' resignation	N/A
Court	Southend County Court
Court Case Number	10 of 2011
Person(s) making appointment / application	the director
Acts of the administrators	The administrators act as officers of the court and as agents of the Company without personal liability. Any act required or authorised under any enactment to be done by an administrator may be done by any one or more persons holding the office of administrator from time to time.
EC Regulation on Insolvency Proceedings	The EC Regulation on Insolvency Proceedings (Council Regulation (EC) No 1346/2000) applies to these proceedings which are 'main proceedings' within the meaning of Article 3 of the Regulation.
Extensions of the administration period	There have been no extensions to the administration period.

4. PROGRESS DURING THE PERIOD

Attached at Appendix 1 is our abstract of receipts and payments for the period from 19 January 2011 to 11 May 2011

RECEIPTS

Leasehold Interest

The leasehold interest in respect of 1 Fleethall Road, Purdeys Industrial Estate, Rochford was estimated by the director to hold no value. Independent agents, Edward Symmons & Partners have also conducted a valuation and are in agreement that this holds no value. This was surrendered during the period of Administration.

Book Debts

The company's book debts are being collected by Sovereign Credit Management on behalf of Barclays Sales Finance Limited. The most recent information available shows that to date, the sum of £541,454 has been received and that £49,210.77 remains potentially collectable. The collection costs billed to date have amounted to £19,571.

Barclays Bank Plc

It is estimated that the secured creditor is owed the sum of £555,000. Therefore, should the remaining debts be realised, there is likely to be a surplus receivable into the Administration of approximately £12,000 after deduction of further collection costs.

Plant & Machinery

The company's plant and machinery was estimated to hold a book value in the sum of £34,834 at the date of Administration. A valuation report conducted by independent agents, Edward Symmons & Partners estimated the plant and machinery to realise £3,900 should the items be disposed of within 8 weeks.

The agents conducted an auctioned sale of the assets which were held at the company's site at Purdeys Industrial Estate, Rochford. The sum of £1,740 was received in respect of the plant and machinery held at this site. The agents are scheduling an auction to take place shortly to sell the items held at the 841/843 London Road, Westcliff site. The plant and machinery held on this site has been estimated to realise approximately £1,100.

Furniture & Equipment

The company's furniture and equipment was estimated to hold a book value in the sum of £17,998 at the date of Administration. A valuation report conducted by independent agents, Edward Symmons & Partners estimated the plant and machinery to realise £200 should the items be disposed of within 8 weeks.

The agents conducted an auctioned sale of the assets which were held at the company's site at Purdeys Industrial Estate, Rochford. The sum of £520 was received in respect of the furniture and equipment held at this site. No further realisations are anticipated.

Motor Vehicles

The company's motor vehicles were estimated to hold a book value in the sum of £19,907 at the date of Administration. A valuation report conducted by independent agents, Edward Symmons & Partners estimated the motor vehicles to realise £7,600 should the items be disposed of within 8 weeks.

The agents conducted an auctioned sale of the motor vehicles which were held at the company's site at Purdeys Industrial Estate, Rochford. The sum of £7,450 was received in this respect. The agents are scheduling an auction to take place shortly to sell the two further vehicles which remain at the 841/843 London Road, Westcliff site.

Stock

A valuation report conducted by independent agents, Edward Symmons & Partners estimated the company's stock to realise £68,710 should the items be disposed of within 8 weeks

The agents conducted an auctioned sale of the assets which were held at the company's site at Purdeys Industrial Estate, Rochford. The sum of £79,796.66 was received in respect of the stock held at this site. The agents are scheduling an auction to take place shortly to sell the items held at the 841/843 London Road, Westcliff site. The stock held on this site has been estimated to realise approximately £11,625.

Cash In Hand

The sum of £1,168.35 was received in respect of funds held on the company's premises at the cessation of trade.

Lien Surplus

The Joint Administrators were notified that a creditor of the company held stock owned by the company and that the creditor intended to realise this under the terms of a lien. After review of the position with the instructed solicitors, Pinsent Masons LLP, it was concluded that the lien was valid. The disposal of the assets resulted in funds being realised which were in excess of the creditor's claim in the sum of £1,930.26. Therefore, these funds have been received into the Administration.

We trust the remaining receipt is self-explanatory.

PAYMENTS

Joint Administrator's Fees

These are detailed below in section 7.

Agents fees

To date, Edward Symmons LLP have been paid the total sum of £19,424.53. This sum includes the costs involved with conducting the initial valuation and Edward Symmons LLP's fees in respect of the auction which amounted to 5% of sale proceeds plus disbursements. The disbursements included portage, advertising, and travel costs.

ROT Creditor

A Retention of Title ("ROT") claim was received which, after discussion with solicitors, was considered to be valid. The items over which ROT was claimed were shortly due to be sold in the auction of the assets held at Unit 1 Fleethall Road. It was considered that the withdrawal of these items would be detrimental to the auction proceeds as a whole and therefore the Joint Administrators negotiated a settlement with this creditor in the sum of £4,859.50.

Re-Direction of Mail

The sum of £103.94 has been paid in respect of the re-direction of the company's mail to the office of the Joint Liquidators.

Insurance of Assets

To date, the sum of £2,995.87 has been paid to Insolvency Risk Specialists in respect of the insurance of the company's assets since the date of Administration.

Further Matters

Potential interest in the freehold property at 841/843 London Road, Westcliff-on-Sea

On appointment, the Joint Administrators noted that the above property was listed in the company accounts as an asset of the company and the secured creditor holds a legal charge registered at Companies House over the property. Edward Symmons & Partners have valued this property to have an estimated realisable value of between £250,000 and £300,000. However, the director did not include this item in his Statement of Affairs as he advised that this property is owned personally by the

directors Solicitors representing both the company and the directors are currently liaising in this regard

Joint Administrator's Strategy

The Joint Administrator's proposals considered that it was not reasonably practicable to achieve the objective specified in subparagraph 3(1)(a), and consequently the most appropriate objective to pursue in this case was that specified in subparagraph 3(1)(b), namely achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in administration)

At the time of the Joint Administrator's proposals it was considered that the objective contained in subparagraph 3(1)(b) had already largely been achieved due to the safeguarding of the company's stock as a result of the Administration moratorium. To date, the majority of the company's stock has been realised for greater than anticipated

The Joint Administrators proposed that the company be placed into creditors voluntary liquidation, shortly after the approval of the proposals. As per the report to creditors dated 5 April 2011, the proposals were approved

The Joint Administrators now consider that they have discharged their duties as administrators and that the purpose of the administration has been fully achieved and therefore the company has been placed into creditors voluntary liquidation pursuant to Paragraph 83 of Schedule B1 to the Act

5. OUTCOME FOR CREDITORS

Secured creditor

As explained above, the company's book debts are factored with Barclays Sales Finance. The sum of approximately £41,000 was also owed to Barclays Bank Plc in respect of the company's overdraft. As a result of the bank's security, all debt due to Barclays Bank Plc is secured on fixed charge debtor realisations

It is currently anticipated that, should debtor realisations proceed as anticipated, the liability to Barclays Bank Plc and Barclays Sales Finance will be settled in full from these realisations, with the potential for a small surplus to be available to the company

Preferential creditors

The sum of £10,475 is estimated to be payable in respect of the company's preferential creditors. It is currently anticipated that these will be paid in full

Prescribed Part for unsecured creditors pursuant to Section 176A of the Act

To the best of the administrators' knowledge and belief, there are no unsatisfied floating charges created or registered on or after 15 September 2003 and, consequently, there is no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property is available for distribution to the unsecured creditors

Unsecured creditors

It is currently anticipated that a dividend will become payable to unsecured creditors. In the event that the freehold property at 841/843 London Road, Westcliff-on-Sea is not an asset of the company, as described above, there remains the possibility of a dividend to unsecured creditors, however the quantum is likely to be significantly reduced

Exit from administration

As creditors are already aware from previous correspondence dated 21 April 2011, the administrators have filed the Notice of move from administration to creditors' voluntary liquidation (Form 2 34B) with the Registrar of Companies. The Notice was registered by the Registrar on 11 May 2011 and consequently the Company is in creditors' voluntary liquidation with effect from the date of registration in accordance with paragraph 83(6) of Schedule B1 to the Act with the former administrators acting in the capacity as joint liquidators of the Company.

6. ADMINISTRATORS' PROPOSALS

Attached at Appendix 2 is a summary of the administrators' proposals as approved by the initial meeting of creditors held by correspondence on 29 March 2011.

7. ADMINISTRATORS' REMUNERATION & DISBURSEMENTS

The administrators' remuneration has been fixed by reference to the time properly given by them (as administrators) and the various grades of their staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the administration and they are authorised to draw disbursements, including disbursements for services provided by their firm (defined as category 2 disbursements in Statement of Insolvency Practice 9) in accordance with their firm's policy, details of which accompanied the Statement of Proposals for achieving the purpose of administration and which are attached at Appendix 2 of this report.

The administrators' time costs for the period from 19 January 2011 to 11 May 2011 amount to £52,359 which represents 203.40 hours at an average rate of £257.42 per hour.

The following further information in relation to the administrators' time costs and disbursements is set out at Appendix 3:

- ☐ Table of time spent and charge-out value for the period 19 January 2011 to 11 May 2011
- ☐ Begbies Traynor (Central) LLP's policy for re-charging disbursements
- ☐ Begbies Traynor (Central) LLP's charge-out rates

Since their appointment, the administrators have drawn the total sum of £20,000, leaving outstanding time costs in the sum of £32,359.

The following disbursements have also been incurred:

	£
Photocopying & Faxes	1,538.40
Companies House	4.00
Postage & Stationery	249.40
Specific Penalty Bonds	315.00
Travel	<u>16.00</u>
	<u>2,122.80</u>

To date, we have not drawn the disbursements to which we are entitled.

8. ADMINISTRATORS' EXPENSES

Pursuant to R2 47(1)(dc), the joint administrators are required to provide within the progress report a statement of the 'expenses' incurred by them during the period of the report, irrespective of whether payment was made in respect of such expenses during the period. All invoiced expenses have been fully discharged and are detailed within section 4 of this report. However, there are anticipated outstanding payments which are summarised below. Also provided are details of costs likely to be incurred in the liquidation.

Joint Administrator's Fees and Expenses

As can be seen from Section 7 of this report, the joint administrators have outstanding time costs in the sum of £32,359. It is anticipated that should funds allow, these outstanding costs will be discharged within the liquidation.

Debt Collection Costs

Section 4 of this report advises of the costs paid to date in this respect out of debtor realisations. Future fees will be charged at 5% of debtor realisations up to £550,000 and 7.5% thereafter. Therefore, total further fees to be paid to the debt collectors within the liquidation are likely to be approximately £3,000.

Agents Fees

Please see section 4 of this report for details of payments made to date to Edward Symmons LLP. A further auction is to take place in respect of the remaining company assets held at 841/843 London Road, Westcliff-on-Sea, as detailed in section 4. Edward Symmons LLP's will charge a commission fee of 10% of the sale proceeds on the auction in addition to levying a buyers premium to help offset their costs.

The disbursements involved with the auction are estimated as follows:

Advertising	£800 00
Edward Symmons mailshot via email database	£500 00
Porters costs	£1,500 00
Total	£2,800 00

In addition, general out of pocket expenses such as travel will be charged with VAT on all fees and expenses at the prevailing rate.

Legal Fees

To date, no funds have been paid to Pinsent Masons LLP for their advice and assistance within the Administration. However, the sum of £5,901.90 has been incurred by the solicitors and will be paid within the Liquidation. This sum includes the cost of preparing letters and providing advice concerning both the company's landlord and the company's position in respect of a joint venture. Pinsent Masons also advised on and prepared correspondence on both the lien previously mentioned in this report and the title regarding the property at 841/843 London Road, Westcliff-on-Sea.

Pinsent Masons LLP are likely to incur further costs in respect of their assistance regarding the property at 841/843 London Road, Westcliff-on-Sea. As this matter remains ongoing, these prospective costs are currently uncertain.

Rates

The company was in occupation of the premises at Unit 1 Fleethall Road between the date of Administration and 18 March 2011. It is estimated that this period would have incurred rates of approximately £7,176. A final bill in this respect is yet to be received and therefore will be discharged in the Liquidation.

Rates will also be payable for the period of Administration in respect of the ground floor site at 841/843 London Road. It is estimated that rates have been incurred in the sum of £1,745 in this respect. These will also be discharged in the liquidation.

Utility Bills

Corrected bills covering the period of Administration are yet to be received from the utility suppliers, however as neither of the company's sites have been traded, it is anticipated that these will be fairly minimal.

Insurance

Further insurance costs will be incurred within the liquidation in respect of the items held at the 841/843 London Road site and the premises itself. As mentioned previously, solicitors are assisting in respect of the title of the premises on an ongoing basis and therefore the potential insurance costs going forward are uncertain.

9. CREDITORS' RIGHTS

Right to request further information

Pursuant to Rule 2.48A 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 the administrators provide further information about their remuneration or expenses (other than pre-administration costs) which have been detailed in this progress report.

Right to make an application to court

Pursuant to Rule 2.109 of the Rules, any secured creditor or an 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 by the administrators as set out in this progress report are excessive or, in relation to the basis fixed for the administrators' remuneration, inappropriate.

10. ASSETS THAT REMAIN TO BE REALISED

In accordance with Rule 2.117A of the Rules, it is the position that the following assets have yet to be realised and will be dealt with by the joint liquidators once they are in office.

Debtors

As explained above, there remains approximately £49,000 of book debts which are considered realisable. Barclays Sales Finance and their instructed agents will continue to realise these debts in the liquidation.

Potential interest in the freehold property at 841/843 London Road, Westcliff-on-Sea

The Joint Liquidators will continue to investigate the potential interest in the freehold property at 841/843 London Road, Westcliff-on-Sea, details of which are contained in section 4 of this report.

Plant & Machinery

As explained in section 4 of this report, Edward Symmons LLP are scheduling an auction to take place shortly to sell the items held at the 841/843 London Road, Westcliff site. The plant and machinery held on this site has been estimated to realise approximately £1,100.

Motor Vehicles

As explained in section 4 of this report, Edward Symmons LLP are scheduling an auction to take place shortly to sell two vehicles which remain at the 841/843 London Road, Westcliff site.

Stock

As explained in section 4 of this report, Edward Symmons LLP are scheduling an auction to take place shortly to sell the stock held at the 841/843 London Road, Westcliff site. The stock held on this site has been estimated to realise approximately £11,625.

11. OTHER RELEVANT INFORMATION

Report on Directors conduct

As detailed in the administrators' statement of proposals, the administrators have a duty to submit a report to the Department for Business, Innovation and Skills on the conduct of the directors. The administrators have complied with their duties in this respect.

12. CONCLUSION

In accordance with provisions contained in sections 104A and 106 of the Insolvency Act 1986 the Joint Liquidators will report again to all creditors in around 12 months or at the conclusion of the liquidation, whichever is sooner.



Louise Baxter

Former Joint Administrator

Date 16 May 2011

ADMINISTRATORS' ACCOUNT OF RECEIPTS AND PAYMENTS

Period 19 January 2011 to 11 May 2011

W.J. Wood & Son Limited
(In Administration)
Joint Administrators' Abstract of Receipts & Payments
To 11/05/2011

S of A £		£	£
	SECURED ASSETS		
NIL	Leasehold Interest	NIL	
533,843 00	Book Debts	NIL	NIL
	SECURED CREDITORS		
(505,161 00)	Barclays Bank Plc	NIL	NIL
	ASSET REALISATIONS		
3,900 00	Plant & Machinery	1,740 00	
200 00	Furniture & Equipment	520 00	
7,600 00	Motor Vehicles	7,450 00	
68,710 00	Stock	79,796 66	
	Cash in hand	1,168 35	
	Lien Surplus	1,930 26	
	Bank Interest Gross	0 04	
			92,605 31
	COST OF REALISATIONS		
	Joint Administrators Fees	20,000 00	
	Agents/Valuers Fees (1)	19,424 53	
	ROT Creditor	4,859 50	
	Re-Direction of Mail	103 94	
	Insurance of Assets	2,995 87	
			(47,383 84)
	PREFERENTIAL CREDITORS		
(10,052 00)	RPO re Arrears/Holiday Pay	NIL	
(423 00)	Employees re Arrears/Hol Pay	NIL	
			NIL
	UNSECURED CREDITORS		
(868,045 00)	Trade Creditors	NIL	
(3,791 00)	Employees U/S Claims	NIL	
(141,722 00)	RPO U/S Claim	NIL	
(36,233 00)	HMRC (non VAT)	NIL	
			NIL
	DISTRIBUTIONS		
(300,100 00)	Ordinary Shareholders	NIL	
			NIL
(1,251,274.00)			45,221.47
	REPRESENTED BY		
	Vat Receivable		9,360 91
	Bank 1 Clients Premium Account		53,061 89
	Vat Payable		(17,201 33)
			45,221 47

ADMINISTRATORS' TIME COSTS AND DISBURSEMENTS

- a Begbies Traynor (Central) LLP's policy for re-charging expenses/disbursements,
- b Begbies Traynor (Central) LLP's charge-out rates,
- c Table of time spent and charge-out value for the period from 19 January 2011 to 11 May 2011

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This note 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 holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance¹ requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note 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 and also where payments are to be made to outside parties in which the office holder or his firm or any associate has an interest. Best practice guidance² requires that such charges should be disclosed to those who are responsible for approving the office holder's 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 holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her 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 holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded 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

Best practice guidance classifies expenses into two broad categories.

- *Category 1 expenses (approval not required)* - specific expenditure that is directly related to the case usually 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 incidental expenditure directly incurred on the case which include an element of shared or allocated cost and which are based on a reasonable method of calculation.

(A) The following items of expenditure are charged to the case (subject to approval)

- Internal meeting room usage for the purpose of statutory meetings of creditors may be charged by some offices and is charged at the rate of £100 (London £150) per meeting. External meeting room usage is charged at cost.
- Car mileage is charged at the rate of 40 pence per mile.

Expenses which should be treated as Category 2 expenses (approval required) – in addition to the 2 categories referred to above, best practice guidance indicates that where payments are made to outside parties in which the office holder or his firm or any associate has an interest these should be treated as Category 2 expenses. The following items of expenditure which relate to services provided by an entity within the Begbies Traynor Group are to be charged to the case (subject to approval)

¹ Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales (Effective 1 April 2007)

² Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales (Effective 1 April 2007)

- Storage of books and records (when not rechargeable as a *Category 1 expense*) is charged by Archive Facilities (Southend) Limited, an associated company. The rates applying as at the date of this report are

Minimum charge of £33 per quarter for up to three boxes. Four to Two Hundred Boxes charged at £9.90 per box per quarter. Over two hundred boxes are charged at half the aforementioned price, presently £4.45 per box per quarter. Mileage for collection of books and records is charged at 55p per mile. Provision of cardboard box charged at £2.75 per box. Where Archive Facilities (Southend) Limited is required to physically pack the books and records, there is a minimum charge of 2 hours at £15 per hour per person required, and at £15 per hour for each hour thereafter. All figures stated are net.

- BTG Asset Consulting may be engaged to undertake valuations and/or disposal of the assets in this case. BTG Asset Consulting is a part of Begbies Traynor Group plc and therefore an associated company. Their charges are based on time costs at a Partner rate of £125 per hour and Manager rate of £100 per hour. A separate charge will be levied for any valuations to be provided at a fixed fee of £500 + VAT. Disbursements are charged at cost and mileage is recovered at 40p per mile. All figures stated are net of VAT.

(B) 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 Southend-on-Sea office as at the date of this report are as follows:

Grade of staff	Charge-out Rate (£ per hour)
Partner 1	495
Director	395
Senior Manager	365
Manager	315
Assistant Manager	270
Senior Administrator	235
Administrator	185
Junior Administrator	160
Support	160

Time spent by support staff for carrying out shorter tasks, such as typing or dealing with post, is not charged to cases but is carried as an overhead. Only where a significant amount of time is spent at one time on a case is a charge made for support staff.

Time is recorded in units of 0.10 of an hour (i.e. 6 minute units).

W J Wood & Son Limited

Time costs analysis for the period from 19 January 2011 to 11 May 2011

Total fees drawn to date