

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A13 29/11/2017 #157  
COMPANIES HOUSE

<b>1</b>	<b>Company details</b>	
Company number	0 2 2 3 3 9 5 8	<b>→ Filling in this form</b> Please complete in typescript or in bold black capitals
Company name in full	Hartle (Building Mechanical) Services Limited	
<b>2</b>	<b>Liquidator's name</b>	
Full forename(s)	W John	
Surname	Kelly	
<b>3</b>	<b>Liquidator's address</b>	
Building name/number	3rd Floor	
Street	Temple Point	
Post town	1 Temple Row	
County/Region	Birmingham	
Postcode	B 2 5 L G	
Country		
<b>4</b>	<b>Liquidator's name ①</b>	
Full forename(s)	David	<b>① Other liquidator</b> Use this section to tell us about another liquidator
Surname	Elliott	
<b>5</b>	<b>Liquidator's address ②</b>	
Building name/number	Victory House	<b>② Other liquidator</b> Use this section to tell us about another liquidator.
Street	Quay Side	
Post town	Chatham Maritime	
County/Region	Kent	
Postcode	N E 4 4 Q U	
Country		

# LIQ03

## Notice of progress report in voluntary winding up

### 6 Period of progress report

From date	d	2	d	9	m	1	m	0	y	2	y	0	y	1	y	6
To date	d	2	d	8	m	1	m	0	y	2	y	0	y	1	y	7

### 7 Progress report

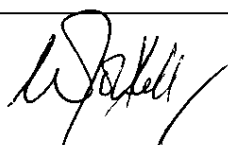
☐ The progress report is attached

### 8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

d	2	d	8	m	1	m	1	y	2	y	0	y	1	y	7
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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	Laura Malkin
Company name	Begbies Traynor (Central) LLP
Address	3rd Floor
	Temple Point
Post town	1 Temple Row
County/Region	Birmingham
Postcode	B 2 5 L G
Country	
DX	
Telephone	0121 200 8150



**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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)**

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# **Hartle (Building Mechanical) Services Limited (In Creditors' Voluntary Liquidation)**

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Progress report

Period: 29 October 2016 to 28 October 2017

### **Important Notice**

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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# 1. INTERPRETATION

<b><u>Expression</u></b>	<b><u>Meaning</u></b>
"the Company"	Hartle (Building Mechanical) Services Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 29 October 2012.
"the liquidators", "we", "our" and "us"	W John Kelly of Begbies Traynor (Central) LLP, 3rd Floor, Temple Point, 1 Temple Row, Birmingham, B2 5LG and David Elliott of Moore Stephens LLP, Victory House, Quay Side, Chatham Maritime, Kent, NE4 4QU
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and  (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

# 2. COMPANY INFORMATION

Trading name(s):	Hartle (Building Mechanical) Services Limited
Company registered number	02233958
Company registered office:	3rd Floor, Temple Point, 1 Temple Row, Birmingham, B2 5LG
Former trading address:	Alcester Road, Wythall, Birmingham, B47 6JR

### 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	29 October 2012
Date of liquidators' appointment:	Nigel Price and Simon Paterson appointed 29 October 2012 David Elliott appointed 15 May 2015 W John Kelly appointed 25 January 2017
Changes in liquidator (if any):	Simon Paterson resigned as joint liquidator, following his departure from the firm, Moore Stephens LLP, and David Elliott was appointed joint liquidator via a block transfer of cases through the Court. The order was granted on 15 May 2015  Nigel Price resigned from Begbies Traynor (Central) LLP on 31 August 2016, and W J Kelly was appointed joint liquidator via a block transfer of cases through the Court. The order was granted on 25 January 2017.

### 4. PROGRESS DURING THE PERIOD

#### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 29 October 2016 to 28 October 2017.

#### Receipts

##### Bank Interest Gross

An amount of £0.14 pence has been received in respect of bank interest for the period. This brings total bank interest earned over the liquidation to £3 76

#### Payments

##### Storage Costs

During the period of this report an amount of £41 24 plus VAT has been paid to storage agents, L&R Storage Limited.

#### **What work has been done in the period of this report, why was that work necessary and what has been the financial benefit (if any) to creditors?**

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details>. Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached at Appendix 2. There is an analysis for the period of the report and also an analysis of time spent on the case since the date of our appointment. The details below relate to the work undertaken in the period of the report only. Our previous reports contain details of the work undertaken since our appointment.

#### General case administration and planning

General case administration and planning includes the following categories:-

- Diary line completion;
- Case reviews;
- Working paper filing;

General case administration includes different categories such as cashiering, general case administration (filing, creditor correspondence) and dealing with sundry issues as and when they arise.

Furthermore, this time cost comprises general maintenance of case files and keeping file notes and records of key issues, undertaking case reviews, compliance checks and dealing with general queries.

These items, listed above, are not necessarily financially beneficial to any class of creditor, but are requirements of the Statutory Regulations / The Insolvency Act and Rules.

#### Compliance with the Insolvency Act, Rules and best practice

Compliance with the Insolvency Act, Rules and best practice includes the following categories.-

- Statutory progress report;
- Bond reviews;
- Banking (payments and reconciliations);
- Cashiers review and signing;
- Case Closure

#### Other matters which includes meetings, tax, litigation, pensions and travel

During this period, VAT and Corporation Tax returns have been completed.

## 5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in the director's statement of affairs included within the report sent to creditors further to our appointment as liquidators

On the basis of realisations, the outcome for each class of the Company's creditors is as follows:

#### **Secured creditor**

As previously reported, HSBC Equipment Finance (UK) Limited held a legal charge against James House, Hollywood, together with all buildings fixtures, plant, machinery and fitting. We were advised on appointment that the property had been sold several years ago to an unconnected party and that the charge has been satisfied. The charge had, however, not been marked as satisfied at Companies House. We have corresponded with HSBC Equipment Finance (UK) Limited and unfortunately we still have not received a response confirming that the charge has been satisfied.

Lloyds Bank Plc holds a fixed and floating charge as security against the overdraft facility extended to the Company. At the date of our appointment there was no indebtedness to Lloyds Bank Plc.

#### **Preferential creditors**

There are no known preferential claims.

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

Details of how the prescribed part for unsecured creditors is calculated were provided in our progress report for the period 29 October 2012 to 28 October 2013.

To the best of our 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.



On present information we do not intend to make an application to court under Section 176A(5) of the Act for an order not to distribute the prescribed part of net property to the unsecured creditors. However, we reserve our position generally in this regard should circumstances materially change.

#### **Unsecured creditors**

The unsecured creditors were estimated at £18,550 by the Director within the statement of affairs. To date we have received claims totalling £383,625, with the majority of the claim amount being attributable to HM Revenue & Customs.

As previously reported, based on current realisations a dividend is not possible to unsecured creditors, our investigations are on going which may result in recoveries, allowing a dividend to be paid in due course, the timing and quantum of such a dividend is unknown at this time.

## **6. REMUNERATION & DISBURSEMENTS**

#### **Remuneration**

Our remuneration has been fixed by a resolution of creditors at the meeting held pursuant to Section 98 of the Act by reference to the time properly given by us (as liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP and Moore Stephens LLP in attending to matters arising in the liquidation and we are authorised to draw disbursements, including disbursements for services provided by our firms (defined as category 2 disbursements in Statement of Insolvency Practice 9) in accordance with our firms' policy, details of which accompanied the Statement of Affairs and other information presented to the meeting of creditors convened pursuant to Section 98 of the Act, Begbies Traynor (Central) LLP's policy is attached at Appendix 2 of this report.

Begbies Traynor (Central) LLP's time costs for the period from 29 October 2016 to 28 October 2017 amount to £5,846 which represents 31.9 hours at an average rate of £183.26 per hour.

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

- ☐ Time Costs Analysis for the period 29 October 2016 to 28 October 2017
- ☐ Cumulative Time Cost Analysis for the period 29 October 2012 to 28 October 2017
- ☐ Begbies Traynor (Central) LLP's charging policy

To 28 October 2017, we have not drawn any fees on account of our remuneration, against total time costs of £42,895 incurred since the date of our appointment. In addition to the time costs information disclosed at Appendix 2 for the period of this report, our previous progress reports contained details of the time costs we had incurred as at the date of those reports.

#### **Time Costs Analysis**

The Time Costs Analysis for the period of this report attached at Appendix 2 shows the time spent by each grade of staff on the different types of work involved in the case, and gives the total costs and average hourly rate charged for each work type. An additional analysis is also attached which details the time costs for the entire period for which we have administered the liquidation.

Please note that each analysis provides details of the work undertaken by us and our staff following our appointment only.

The information provided in section 4 above relates to the work undertaken during the period of this report. Our previous reports contain details of the work undertaken since our appointment.

#### **Disbursements**

To 28 October 2017, we have not drawn any post appointment disbursements.

### **Category 2 Disbursements**

No disbursements which should be treated as Category 2 disbursements have been charged to the case since the date of our appointment

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2011' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at [www.begbies-traynor.com/creditorsguides](http://www.begbies-traynor.com/creditorsguides). Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

### **Moore Stephens LLP remuneration and disbursements**

In accordance with statutory requirements and Statement of Insolvency Practice 9, we enclose an analysis at Appendix 2 of the time incurred by, the joint liquidator, David Elliott, and his staff in this liquidation. Their time costs for the period from 29 October 2016 to 28 October 2017 amount to £7,370.75 which represents 21.4 hours at an average rate of £344.43 per hour.

We are obliged to record the average hourly rate in this respect which stands at £286.59. The staff engaged in this liquidation have been allocated according to the training, experience and seniority required to address the demands of the job. The Joint Liquidators have received creditors' approval to drawing their remuneration based upon time costs accrued. Moore Stephens LLP total time since appointment stands at £25,076.80 and to date no remuneration has been drawn.

We are also obliged to record details of all disbursements incurred by as Category 2 disbursements. Details of the Category 2 disbursements and also disbursements that should be treated as Category 2 disbursements that have been charged in accordance with the approval obtained are provided in the Moore Stephens Disbursement Progress Report which is also at Appendix 2.

We have also incurred legal costs of £18,288, if further legal assistance is required, this will be carried out on a Conditional Fee Agreement basis with After the Event insurance.

Creditors have the right to require further information regarding these costs. The enquiry must be made in writing within 21 days of receipt of this report. If there is any challenge to the level of remuneration drawn, application should be made within 8 weeks of this report.

## **7. LIQUIDATORS' EXPENSES**

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3. A cumulative statement showing the total expenses incurred since the date of our appointment also appears at Appendix 3.

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

### **VAT refund**

As advised in previous progress reports, the statement of affairs shows a possible VAT refund of £1,829. It is anticipated that HM Revenue & Customs will offset this amount against any monies which they believe are owed to them in relation to unpaid PAYE or Corporation Tax associated with a Company Employee Benefit Trust.

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

General case administration and planning

General case administration and planning includes the following categories:-

- Case reviews;
- Case progress meeting;
- Working paper filing;

General case administration includes different categories such as cashiering, general case administration (filing, creditor correspondence) and dealing with sundry issues as and when they arise.

Furthermore, this time cost comprises general maintenance of case files and keeping file notes and records of key issues, undertaking case reviews, compliance checks and dealing with general queries. This will comprise some time spent liaising with the director regarding the loan account.

Some of these items, listed above, are not necessarily financially beneficial to any class of creditor, but are requirements of the Statutory Regulations / The Insolvency Act and Rules.

Compliance with the Insolvency Act, Rules and best practice

Compliance with the Insolvency Act, Rules and best practice includes the following categories:-

- Banking (reconciliations / payments);
- Cashiers review and signing;
- Statutory progress reports;
- Bond reviews

The above are not necessarily financially beneficial to any class of creditor, but are requirements of the Statutory Regulations / The Insolvency Act and Rules.

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

We do not estimate a dividend will be available for creditors and so work relating to this cost category will be minimal.

Other matters which includes meetings, tax, litigation, pensions and travel

A corporation tax return will have to be completed over the next reporting period.

This will not provide any direct financial benefit to the creditors but for tax reasons, it has to be done.

**How much will this further work cost?**

We estimate that the further costs on this case should not exceed £7,500 although these costs could alter materially depending upon the outcome of the investigations detailed in Section 9 below.

**Expenses**

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are as follows:

- Postage costs,
- Storage and destruction of the Company's books and records.

## 9. OTHER RELEVANT INFORMATION

### **Investigations and reporting on directors conduct**

You may be aware that a liquidator has a duty to enquire into the affairs of an insolvent company to determine its property and liabilities and to identify any actions which could lead to the recovery of funds. In addition, as explained in the report circulated at the meeting of creditors convened pursuant to Section 98 of the Act, such report having also been sent to creditors following the meeting, a liquidator is also required to consider the conduct of the Company's directors and to make an appropriate submission to the Department for Business Energy and Industrial Strategy. We can confirm that we have discharged our duties in these respects.

### **Investigations carried out to date**

As previously reported, Moore Stephens LLP have undertaken an initial assessment of the manner in which the business was conducted prior to the liquidation of the Company, and the likelihood of any potential recoveries for the estate. Their investigations continue and they are liaising with HM Revenue & Customs in respect of the Employee Benefit Trust. It is not yet possible to say when matters will be concluded

### **Company Employee Benefit Trust**

As previously reported, this matter remains outstanding, investigations and negotiations with HM Revenue & Customs, we are hopeful that this matter will soon be brought to a conclusion.

### **Connected party transactions**

We have not been made aware of any sales of the Company's assets to connected parties.

### **Joint Liquidator Resignation**

David Moore has resigned from Moore Stephens, a joint liquidator will be appointed.

## 10. CREDITORS' RIGHTS

### **Right to request further information**

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been incurred during the period of this progress report.

### **Right to make an application to court**

Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, the basis fixed for our remuneration is inappropriate

## 11. CONCLUSION

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

A handwritten signature in black ink, appearing to read 'W John Kelly', written in a cursive style.

**W John Kelly**  
Joint Liquidator

Dated 28 November 2017

# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 29 October 2016 to 28 October 2017

**Hartle (Building Mechanical) Services Limited  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 29/10/2016 To 28/10/2017 £	From 29/10/2012 To 28/10/2017 £
	ASSET REALISATIONS		
	Book Debts	NIL	53.85
1,829.00	VAT Refund	NIL	NIL
4,350.00	Cash at Bank	NIL	6,175.02
	Bank Interest Gross	0.14	3.76
		0.14	6,232.63
	COST OF REALISATIONS		
	Statement of Affairs Fee	NIL	5,000.00
	Pre appointment disbursements	NIL	93.60
	Storage Costs	41.24	164.97
		(41.24)	(5,258.57)
	UNSECURED CREDITORS		
(10,825.00)	Hartle Limited	NIL	NIL
(6,828.00)	Hartle Special Projects Limited	NIL	NIL
(230.00)	Other Potential Creditors	NIL	NIL
(670.00)	HM Revenue & Customs (CT)	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(12,474.00)</b>		<b>(41.10)</b>	<b>974.06</b>
	REPRESENTED BY		
	Vat Receivable		28.84
	Bank 1 Current		945.22
			<b>974.06</b>

## TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 29 October 2016 to 28 October 2017 for both Begbies Traynor (Central) LLP and Moore Stephens LLP; and
- c. Cumulative Time Costs Analysis for the period from 29 October 2012 to 28 October 2017 for both Begbies Traynor (Central) LLP and Moore Stephens LLP.



## **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 guidance<sup>1</sup> 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 guidance<sup>2</sup> 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 disbursements (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 disbursements (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 is charged at the rate of £100 (London £150) per meeting;
- Car mileage is charged at the rate of 45 pence per mile;
- Storage of books and records (when not chargeable as a *Category 1 disbursement*) is charged on the basis that the number of standard archive boxes held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates;
- *Expenses which should be treated as Category 2 disbursements (approval required)* – in addition to the 2 categories referred to above, best practice guidance indicates that where

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<sup>1</sup> Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales

<sup>2</sup> Ibid 1

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 disbursements.

(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 disbursement*:

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

	<b>Charge-out Rate (£ per hour)</b>
Partner	395
Director	345
Senior Manager	310
Manager	265
Assistant Manager	205
Senior Administrator	175
Administrator	135
Trainee Administrator	110
Support	110

Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

Time is recorded in 6 minute units.

SIP9 Hartle (Building Mechanical) S - Creditors Voluntary Liquidation - 60HA155.CVL : Time Costs Analysis From 29/10/2016 To 28/10/2017

[illegible]

**Summary of Moore Stephens' time-costs from 29/10/2016 to 28/10/2017**

	Partner / Director	Associate director / Manager	Administrator	Support staff	Total hours	Time cost (£)	Av. rate £/h
Statutory compliance, administration and planning		0 10	4 20	0 90	5.20	974 00	187 31
Investigations	3 85	3 10		2 75	9 70	3,304 75	340 70
Realisation of assets	4 50				4 50	2,193 00	487 33
Creditors	1 70		0.30		2 00	899 00	449 50
<b>Total hours</b>	<b>10 05</b>	<b>3 20</b>	<b>4 50</b>	<b>3 65</b>	<b>21 40</b>		
<b>Total time costs £</b>	<b>4,912 50</b>	<b>1,114 00</b>	<b>868.00</b>	<b>476 25</b>		<b>7,370.75</b>	<b>344.43</b>

**Summary of Moore Stephens' time-costs from 29/10/2012 to 28/10/2017**

	Partner / Associate	Associate director / Manager	Administrator	Support staff	Total hours	Time cost (£)	Av. rate £/h
Statutory compliance, administration and planning	7 05	0.10	23.00	2 65	32 80	5,640 45	171 96
Investigations	21 75	4 90	1 55	5 95	34 15	11,141 25	326 24
Realisation of assets	11 85		0 45		12.30	5,321 25	432 62
Creditors	6 25		2.00		8 25	2,973 85	360 47
<b>Total hours</b>	<b>46 90</b>	<b>5 00</b>	<b>27 00</b>	<b>8 60</b>	<b>87 50</b>		
<b>Total time costs £</b>	<b>19,367 50</b>	<b>1,636 00</b>	<b>3,161 95</b>	<b>911 35</b>		<b>25,076 80</b>	<b>286.59</b>

**Charge out rates:-**

Rates effective from 29th-Oct-2017

Partner/ Director	£440 - £550
Associate director / Manager	£275 - £400
Administrator	£110 - £245
Support staff	£110 - £180

Time charged in 3 minute units or multiples thereof

SIP9 Hartle (Building Mechanical) S - Creditors Voluntary Liquidation - 60HA155.CVL : Time Costs Analysis From 29/10/2012 To 28/10/2017

Staff Grade	Consultant/Partner	Director	Snr Mgr	Mngr	Asst Mngr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning							1.1		1.5	245.00	163.33
	Administration	3.7			48.9			0.3	10.4	71.4	15,174.00	212.52
	<b>Total for General Case Administration and Planning:</b>	<b>3.7</b>	<b>8.9</b>		<b>48.9</b>			<b>1.4</b>	<b>10.4</b>	<b>72.9</b>	<b>15,418.00</b>	<b>211.51</b>
	Appointment	2.8			3.6					6.4	1,844.00	288.13
Compliance with the Insolvency Act, Rules and best practice	Banking and Bonding	0.2	4.2		1.8				12.8	19.1	3,189.00	165.92
	Case Closure											0.00
	Statutory reporting and statement of affairs	3.4	4.2	0.5	17.1					25.2	6,283.00	249.33
	<b>Total for Compliance with the Insolvency Act, Rules and best practice:</b>	<b>6.4</b>	<b>8.4</b>	<b>0.5</b>	<b>22.5</b>				<b>12.8</b>	<b>50.7</b>	<b>11,236.00</b>	<b>222.00</b>
Investigations	CODA and investigations	1.1	0.2		0.8					2.1	860.50	314.52
	<b>Total for Investigations:</b>	<b>1.1</b>	<b>0.2</b>		<b>0.8</b>					<b>2.1</b>	<b>860.50</b>	<b>314.52</b>
Realisation of assets	Debt collection				0.3					0.3	61.50	205.00
	Property, business and asset sales				1.2					1.2	246.00	205.00
	Retention of Title/Third party assets				1.0					1.0	205.00	205.00
	<b>Total for Realisation of assets:</b>				<b>2.5</b>					<b>2.5</b>	<b>612.00</b>	<b>205.00</b>
Trading	Trading				3.0					3.0	615.00	205.00
	<b>Total for Trading:</b>				<b>3.0</b>					<b>3.0</b>	<b>615.00</b>	<b>205.00</b>
Dealing with all creditors (secured and unsecured employees), correspondence and distributions	Secured											0.00
	Others	6.1	0.3		2.4					8.8	2,994.50	340.28
	Creditors committee											0.00
	<b>Total for Dealing with all creditors (secured and unsecured employees), correspondence and distributions:</b>	<b>6.1</b>	<b>0.3</b>		<b>2.4</b>					<b>8.8</b>	<b>2,994.50</b>	<b>340.28</b>
Other matters which includes negotiations, litigation, penalties and travel	Sorting decisions of creditors including costs	6.2	1.5		2.8			2.6		10.5	3,488.00	332.19
	Other				4.8					7.4	1,270.00	171.62
	Tax	2.8	15.1		3.3			1.0	0.6	22.8	6,639.50	281.21
	Litigation											0.00
	<b>Total for Other matters:</b>	<b>9.0</b>	<b>16.6</b>		<b>10.9</b>			<b>3.6</b>	<b>0.6</b>	<b>40.7</b>	<b>11,397.50</b>	<b>280.04</b>
	Total hours by staff grade	26.3	34.0	0.5	91.0			5.0	23.8	180.7		
	Total time cost by staff grade	10,385.50	10,540.00	132.40	18,655.00			550.00	2,629.00		42,898.00	
	Average hourly rate £	393.00	310.00	265.00	203.00	0.00	0.00	110.00	110.00			237.38
	Total fees drawn to date £										0.00	

## STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities <b>not</b> within the Begbies Traynor Group				
Legal Fees	Wilkes Partnership	48.47	0.00	48.47
Storage	L&R Storage	41.24	41.24	0.00
Disbursement – Postage	Royal Mail	9 98	0.00	9.98
Disbursement – IP Bond Insurance	AUA Insolvency Risk Services	3.60	0.00	3.60
Disbursement – Advertising	Courts Advertising	15 44	0.00	15.44

## CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Legal Fees	Wilkes Partnership	48.47
Storage costs	L&R Storage Limited	164.97
Disbursements - Company searches	Companies House	11 00
Disbursements - Statutory advertising	Courts Advertising	244 94
Disbursements - Books and records courier to joint liquidator	Bonds Worldwide Express	32.83
Disbursements - Postage	Royal Mail	24.96
Disbursements - IP Bond	AUA Insolvency Risk Services	13.60

Cost Description	Undrawn costs	This period		Cumulative	
	brought forward	29/10/2016 to 28/10/2017		29/10/2012 to 28/10/2017	
	from previous period(s)	Costs incurred	Costs drawn	Costs incurred	Costs drawn
	£	£	£	£	£
Travel costs	377.57	0.00	0.00	377.57	0.00
Telephone charges	0.82	0.00	0.00	0.82	0.00
Specific penalty bond	20.00	0.00	0.00	20.00	0.00
Land registry & company search fees	6.00	0.00	0.00	6.00	0.00
Car Mileage - Category 2	13.17	0.00	0.00	13.17	0.00
Photocopying/Printing - Category 2	0.60	0.00	0.00	0.60	0.00
Total	418.16	0.00	0.00	418.16	0.00
Total undrawn costs to carry forward				418.16	