

Liquidator's Progress Report

S.192

Pursuant to Sections 92A, 104A and 192 of the Insolvency Act 1986

To the Registrar of Companies

Company Number

02945199

Name of Company

(a) Insert full name of company

(a) **Weathershield Windows Limited**

(b) Insert name(s) and address(es) of liquidator(s)

~~4~~We (b) Gary Paul Shankland
Begbies Traynor (London) LLP
31st Floor
40 Bank Street
London
E14 5NR

Kirstie Jane Provan
Begbies Traynor (London) LLP
31st Floor
40 Bank Street
London
E14 5NR

the Liquidator(s) of the company attach a copy of our Progress Report and statement of receipts and payments under Section 192 of the Insolvency Act 1986

The Progress Report and statement of receipts and payments cover the period from 5 November 2015 to 4 November 2016

Dated

14/12/16

Signed

Joint Liquidator

Name in
BLOCK LETTERS

GARY PAUL SHANKLAND

Presenter's name,
address and reference
(if any)

WE121CVL
Weathershield Windows Limited

Gary Paul Shankland
Begbies Traynor (London) LLP
31st Floor
40 Bank Street
London
E14 5NR

For Official Use

Liquidation Section

Post Room

THURSDAY



A11

A5LWW4NF

15/12/2016

#330

COMPANIES HOUSE



Weathershield Windows Limited (In Creditors' Voluntary Liquidation)

Progress report pursuant to Section 104A of the Insolvency Act 1986 and Rule 4.49C of the Insolvency Rules 1986

Period: 5 November 2015 to 4 November 2016

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.

Contents

- ☐ Interpretation
- ☐ Company information
- ☐ Details of appointment of liquidators
- ☐ Progress during the period
- ☐ Estimated outcome for creditors
- ☐ Remuneration and disbursements
- ☐ Liquidators' expenses
- ☐ Assets that remain to be realised and work that remains to be done
- ☐ Other relevant information
- ☐ Creditors' rights
- ☐ Conclusion
- ☐ Appendices
 - 1 Account of receipts and payments
 - 2 Time costs and disbursements
 - 3 Statement of expenses

1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Weathershield Windows Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The Company moving into creditors' voluntary liquidation from administration pursuant to Paragraph 83 of Schedule B1 to the Act
"the Liquidators"	Gary Paul Shankland and Kirstie Jane Provan both of Begbies Traynor (London) LLP, 31st Floor, 40 Bank Street, London, E14 5NR
"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 Act

2. COMPANY INFORMATION

Trading name(s)	Weathershield Windows Limited
Company registered number	02945199
Company registered office	31st Floor, 40 Bank Street, London, E14 5NR
Former trading address	223-225 Selbourne Road, Luton, Bedfordshire, LU4 8NP

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced	4 November 2014
Date of Liquidators' appointment	4 November 2014
Changes in liquidator (if any)	None

4. PROGRESS DURING THE PERIOD

Receipts and Payments

Attached at Appendix 1 is the Liquidators' abstract of receipts and payments for the period from 5 November 2015 to 4 November 2016 ("the Period")

Receipts

Dividend from Trustees in Bankruptcy

During the period, the Liquidators received £66,339 15 from the Trustees in Bankruptcy of the Director, in respect of a claim they made in the bankruptcy estate on behalf of the Company. Please see 'Realisation of Assets' below for further details.

Payments

Administrators' Fees

Begbies Traynor (London) LLP has been paid £10,167 00 in respect of the Administrators' time costs.

Liquidators' Fees

Begbies Traynor (London) LLP has been paid £34,502 50 in respect of the Liquidators' time costs.

Liquidators' Disbursements

Begbies Traynor (London) LLP has been paid £95 62 in respect of the Liquidators' disbursements.

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 report contains details of the work undertaken since our appointment.

General case administration and planning

During the reporting period, there has been a significant amount of correspondence in relation to claims processing and other various matters, in respect of which it has been necessary for the Liquidators to ensure that a record of all of the above correspondence is maintained on their files.

In addition to the above, regular compliance reviews have been carried out in order to ensure that any statutory requirements are being complied with and that the case is being efficiently and effectively progressed.

Whilst the above work is not of a direct financial benefit to creditors, the Liquidators are required to maintain records to demonstrate how the case was administered and to document the reasons for any decisions that materially affect the case.

Compliance with the Insolvency Act, Rules and best practice

During the reporting period the Liquidators, in line with the requirements of the Insolvency Act 1986, the Liquidators have prepared this progress report for circulation to creditors and ensured the case is adequately bonded for

Whilst the above work is not of a direct financial benefit to creditors, it is a statutory requirement that the Liquidators must adhere to and it is of benefit to creditors as it ensures that they are advised of matters arising and progress within the liquidation

Investigations

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, 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. The Liquidators can confirm that they have discharged their duties in these respects.

The Liquidators' investigations into the affairs of the Company prior to administration have remained ongoing throughout the preceding administration and the liquidation period. In order to avoid prejudicing any potential future claims, the details of the investigations carried out cannot be disclosed.

The above work has been carried out with a view to realising further assets into the estate for the benefit of the Company's creditors.

Realisation of assets

Overdrawn Director's loan account ("DLA")

As detailed in the former Administrators' final report, following the distribution of their statement of proposals, the former Administrators became aware of an overdrawn DLA totalling £169,234. The former Administrators contacted the Director requesting repayment of the loan, however repayment was not received.

In June 2014, the former Administrators were informed by the Insolvency Service that a bankruptcy order was made against the Director on 6 May 2014, on the petition of a creditor presented on 5 February 2014.

The former Administrators made a claim in the bankruptcy estate on behalf of the Company.

The Liquidators received £66,339.15 on behalf of the Company from the Trustees in Bankruptcy. This realisation has enabled the Liquidators to settle their outstanding costs and will enable them to issue a dividend to creditors.

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

During the reporting period, there has been a significant amount of correspondence in relation to claims processing. All correspondence has been addressed in a timely manner and received claims have been retained on the Liquidators' files for the claim adjudication process.

The Liquidators consider that there are likely to be sufficient funds for a dividend to be paid to unsecured creditors. They anticipate that there will be a further distribution to creditors in approximately 3 to 6 months when the remaining unsecured creditor claims are adjudicated.

Whilst the above work is not of a direct financial benefit to creditors, it is a statutory requirement that the Liquidators must adhere to and it is of benefit to creditors as it ensures that they are advised of matters arising and progress within the liquidation, as well as lodging their claims accordingly.

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

The Liquidators have submitted three further VAT returns to HM Revenue & Customs in order to reclaim tax back into the estate for the benefit of settling their outstanding costs. The VAT reclaims to follow will bring funds into the estate in order to settle the Liquidators costs and will have a financial benefit to the creditors in respect of the future distribution.

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 in the statement of proposals of the former Administrators.

On the basis of realisations to date and estimated future realisations the Liquidators estimate an outcome for each class of the Company's creditors as follows:

Preferential creditors

A dividend of 100 pence in the £1 has been paid to the preferential creditors during the preceding administration.

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 by the former Administrators in their statement of proposals.

To the best of the Liquidators 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

As identified above, the Liquidators consider that there are likely to be sufficient funds for a dividend to be paid to unsecured creditors. They anticipate that there will be a further distribution to creditors in approximately 3 - 6 months when the remaining unsecured creditor claims are adjudicated.

6. REMUNERATION & DISBURSEMENTS

Pursuant to Rule 4.127(5A)(a) of the Rules, the Liquidators' remuneration is treated as having been fixed on the same basis as the former Administrators, by reference to the time properly given by them (as liquidators) and the various grades of their staff calculated at the prevailing hourly charge out rates of Begbies Traynor (London) LLP in attending to matters arising in the liquidation.

Pursuant to Statement of Insolvency Practice 9, the Liquidators are also authorised to draw disbursements for services provided by their firm and/or entities within the Begbies Traynor group, on

the same basis as the former Administrators, namely, in accordance with their firm's policy, a copy of which is attached at Appendix 2 of this report

Our time costs for the period from 5 November 2015 to 4 November 2016 amount to £14,728 50 which represents 59 5 hours at an average rate of £247 54 per hour

The following further information in relation to the Liquidators' time costs and disbursements is set out at Appendix 2

- ☐ Begbies Traynor (London) LLP's charging policy
- ☐ Time Costs Analysis for the period 5 November 2015 to 4 November 2016
- ☐ Cumulative Time Costs Analysis for the period 5 November 2014 to 4 November 2016

To 4 November 2016, we have drawn the total sum of £47,002 50 on account of our remuneration, against total time costs of £48,155 50 incurred since the date of our appointment as liquidators

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2015' 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. Alternatively, if you require a hard copy of the Guide, please contact the Liquidators' office and they will arrange to send you a copy

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

Disbursements

To 4 November 2016, we have also drawn disbursements in the sum of £222 87

Category 2 Disbursements

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

7. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3

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

Assets that remain to be realised:

There are no further assets that remain to be realised

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

The Liquidators will continue to ensure that their files are maintained and carry out regular compliance reviews of the case in order to ensure that matters are being progressed in a timely manner

As detailed above, it is necessary to carry out the above work as the Liquidators are required to maintain records to demonstrate how the case was administered and to document the reasons for any decisions that materially affect the case

Compliance with the Insolvency Act, Rules and best practice

The Insolvency Act and Rules require the Liquidators to produce annual progress reports to creditors and to produce a final report at the conclusion of the liquidation, all have to be filed with the Registrar of Companies

The Liquidators must also ensure that the case is adequately bonded

It also requires them to convene and hold final meetings of the Company and its creditors

Investigations

As former Administrators of the Company were required by best practice guidance to make enquiries of creditors as to whether they wish to raise any concerns regarding the way in which the Company's business was conducted prior to the commencement of the administration, or wish to bring to their attention any potential recoveries for the estate

A liquidator is 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. The Liquidators can confirm that they have discharged their duties in these respects. However, they will address any matter brought to their attention by creditors

Realisation of assets

There are no further assets to be realised

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

The Liquidators will continue to respond to any creditor queries received

The Insolvency Rules require creditors' claims to be adjudicated before a distribution can be made. This is of benefit to creditors as it ensures that claims are agreed and dividends are paid in accordance with the claim submitted

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

The Liquidators will continue to submit VAT returns to HM Revenue & Customs in order to reclaim tax back into the estate for the benefit of settling their outstanding costs and to benefit the creditors in respect of the future distribution

How much will this further work cost?

The Liquidators' outstanding time costs currently amount to £1,705 and they anticipate that their costs for dealing with the above remaining matters will amount to between £5,000 to £7,500, depending on whether creditor claims adjudication becomes protracted

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

No.	Type of expense	Description	Estimate £
1	Bank charges	An Insolvency Practitioner is required to operate a separate bank account in relation to the insolvent entity's estate	25 00
2	Storage & destruction	Relating to company books and records	500 00
3	Postage & stationary	For sending of circular letters and notices to the members and creditors of the company	220 00
4	Statutory Advertising	For advertising the final meeting of the Company's creditors	169 20

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, 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. The Liquidators can confirm that they have discharged their duties in these respects.

10. CREDITORS' RIGHTS

Right to request further information

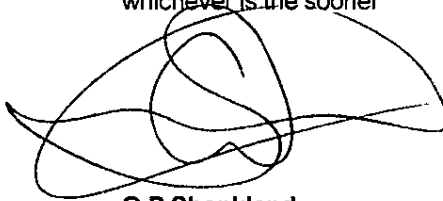
Pursuant to Rule 4.49E of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, 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 4.131 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 be 'G P Shankland', written over a circular stamp or seal.

G P Shankland
Liquidator

Dated 14/11/16

APPENDIX 1

ACCOUNT OF RECEIPTS AND PAYMENTS

Period 5 November 2015 to 4 November 2016

Weathershield Windows Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 05/11/2015 To 04/11/2016 £	From 05/11/2014 To 04/11/2016 £
ASSET REALISATIONS		
Surplus funds from administration	NIL	6,227 98
Book Debts	NIL	3,960 52
Vehicle Registration Plate	NIL	19,000 00
Bank Interest Gross	NIL	2 93
Utility Refund	NIL	1,945 32
Dividend from Trustees in Bankrutpcy	66,339 15	66,339 15
	<u>66,339 15</u>	<u>97,475 90</u>
COST OF REALISATIONS		
Joint Administrators' Fees	10,167 00	20,167 00
Joint Administrators' Disbursements	NIL	177 58
Joint Liquidators' Fees	34,502 50	47,002 50
Joint Liquidators' Expenses	95 62	222 87
Agents Fees	NIL	2,850 00
Debtor Collection Fees	NIL	3,300 43
Corporation Tax	NIL	15 23
Statutory Advertising	NIL	169 20
Bank Charges	NIL	25 75
Unclaimed Dividends	NIL	52 63
	<u>(44,765 12)</u>	<u>(73,983 19)</u>
	<u>21,574.03</u>	<u>23,492 71</u>
REPRESENTED BY		
Vat Receivable		3,434 06
Bank 2 Current - NON IB 290715		20,058 65
		<u>23,492 71</u>

TIME COSTS AND DISBURSEMENTS

- a Begbies Traynor (London) LLP's charging policy,
- b Time Costs Analysis for the period from 5 November 2015 to 4 November 2016, and
- c Cumulative Time Costs Analysis for the period from 5 November 2014 to 4 November 2016

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. Best practice guidance² indicates 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 and 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 expenditure that are directly related to the case which include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party.

(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 £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.

(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

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

² Ibid 1

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 London office as at the date of this report are as follows

Grade of staff	Charge-out rate (£ per hour)
	1 May 2016 – until further notice
Partner	495-550
Director	395
Senior Manager	365
Manager	315
Assistant Manager	285
Senior Administrator	250
Administrator	220
Trainee Administrator	160
Support	160

Prior to 1 May 2016, the rates applied to the London office were as follows

Grade of staff	Charge-out rate (£ per hour)
	1 May 2011 – until 30 April 2016
Partner	495
Director	395
Senior Manager	365
Manager	315
Assistant Manager	270
Senior Administrator	235
Administrator	185
Trainee Administrator	160
Support	160

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 Weathershield Windows Limited - Creditors Voluntary Liquidation - 01WE121.CVL : Time Costs Analysis From 05/11/2015 To 04/11/2016

Staff Grade	Consultant/Partner	Director	Snr Mgr	Mngr	Asst Mgr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	12				20	10	0.5		47	1,384.00	290.21
	Administration	14				48	52	9.9	0.6	22.4	4,830.50	215.65
	Total for General Case Administration and Planning	26	0.4			68	62	10.4	0.6	27.3	6,194.50	228.58
	Appointment											0.00
Compliance with the Insolvency Act, Rules and best practice	Banking and Bonding								6.5	6.5	930.00	143.08
	Case Closure	06								0.6	287.00	495.00
	Statutory reporting and statement of affairs	14				88				10.2	2,761.00	270.69
	Total for Compliance with the Insolvency Act, Rules and best practice	20				88			6.5	17.3	3,988.00	230.52
Investigations	ODDA and investigations											0.00
	Total for Investigations											0.00
Realisation of assets	Debt collection	11				10				2.1	778.50	371.19
	Property business and asset sales	09								0.9	445.50	495.00
	Retention of Third/Third party assets											0.00
	Total for Realisation of assets	20				10				3.0	1,225.00	408.33
Trading	Trading											0.00
	Total for Trading											0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured											0.00
	Others	28				23	30			8.1	2,586.50	319.32
	Creditors committee											0.00
	Total for Dealing with all creditors claims (including employees) correspondence and distributions	28				23	30			8.1	2,586.50	319.32
Other matters which includes meetings, tax, litigation, pensions and travel	Meetings											0.00
	Other											0.00
	Tax					1.1	0.2	2.7		4.0	734.50	183.63
	Litigation											0.00
	Total for Other matters					1.1	0.2	2.7		4.0	734.50	183.63
	Total hours by staff grade	94	0.4			200	94	13.1	7.1	59.5		
	Total time cost by staff grade	4,653.00	39.50			4,700.00	2,068.00	2,096.00	1,026.00		14,728.50	
	Average hourly rate £	496.00	395.00			235.00	220.00	160.00	144.51			247.54
	Total fees drawn to date £										47,002.50	

SIP9 Weathershield Windows Limited - Creditors Voluntary Liquidation - 01WE121.CVL : Time Costs Analysis From 05/11/2014 To 04/11/2016

Shift Grade	Consultant/Partner	Director	Snr Mngr	Mngr	Asst Mngr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	2.8	3.3		1.4	2.6	2.8	31.3	0.5		44.7	10,810.00	241.83
Administration	1.5	1.2	0.4	4.5	0.8	4.8	6.4	18.7	0.6	38.9	8,909.00	228.45
Total for General Case Administration and Planning	4.3	4.5	0.4	5.9	3.4	7.6	37.7	19.2	0.6	83.6	19,819.00	234.68
Compliance with the Insolvency Act, Rules and best practice				1.4						1.4	441.00	315.00
Appointment												
Banking and Bonding									19.6	20.0	2,880.00	144.00
Case Closure	0.6	0.6		0.8	0.7		1.4	3.6		7.7	1,894.00	258.96
Statutory reporting and statement of affairs	1.4	1.0		0.9		8.8	5.7			17.8	4,750.50	266.88
Total for Compliance with the Insolvency Act, Rules and best practice	2.0	1.6		3.1	1.4	8.8	7.1	3.6	19.6	46.9	10,065.50	214.62
Investigations												
CDDA and investigations				0.7			2.5	0.8		4.0	811.00	202.75
Total for investigations				0.7			2.5	0.8		4.0	811.00	202.75
Realisation of assets												
Debt collection	2.2	3.3		2.5	1.7	1.0	3.6	0.6		14.9	4,550.50	305.40
Property business and asset sales	0.9	2.0		3.9	0.3		6.5	1.2		14.8	3,980.00	267.57
Retention of Title/Third party assets												0.00
Total for Realisation of assets	3.1	5.3		6.4	2.0	1.0	10.1	1.8		25.7	8,530.50	286.55
Trading												0.00
Total for Trading												0.00
Dealing with all creditors claims (including employees), correspondence and distributions												0.00
Secured												0.00
Others	2.8	5.8		0.7	1.0	2.3	11.8			24.4	7,032.00	288.20
Creditors committee												0.00
Total for Dealing with all creditors claims (including employees), correspondence and distributions	2.8	5.8		0.7	1.0	2.3	11.8			24.4	7,032.00	288.20
Meetings												0.00
Other					0.2					0.2	54.00	270.00
Tax				1.4	0.4	1.1	2.4	4.7		10.0	2,083.50	208.35
Litigation												0.00
Total for Other matters				1.4	0.6	1.1	2.4	4.7		10.2	2,137.50	207.60
Total hours by staff grade	12.2	17.2	0.4	18.2	8.1	20.8	71.6	30.1	20.2	198.8		
Total time cost by staff grade	6,039.00	8,645.50	146.00	5,639.50	2,187.00	4,888.00	14,317.50	5,425.00	2,868.00		48,165.50	
Average hourly rate £	495.00	386.37	365.00	309.86	270.00	235.00	199.97	180.23	141.98		242.23	
Total fees drawn to date £											47,002.50	

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 not within the Begbies Traynor Group				
Postage	Royal Mail Group	90 41	90 40	0 00
Postage	Royal Mail Group	4 41	4 41	0 00
Postage	Royal Mail Group	0 80	0 80	0 00