

# WU07

## Notice of progress report in a winding-up by the court



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 3 5 5 3 4 4 0

Company name in full Be Your Best Foundation

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Andrew

Surname Watling

### 3 Liquidator's address

Building name/number Office D

Street Beresford House

Post town Town Quay

County/Region Southampton

Postcode S O 1 4 2 A Q

Country

### 4 Liquidator's name ①

Full forename(s) Carl

Surname Jackson

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number Office D

Street Beresford House

Post town Town Quay

County/Region Southampton

Postcode S O 1 4 2 A Q

Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

WU07

Notice of progress report in a winding-up by the court

**6** Period of progress report

From date	<sup>d</sup> 0	<sup>d</sup> 3	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2
To date	<sup>d</sup> 0	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3

**7** Progress report

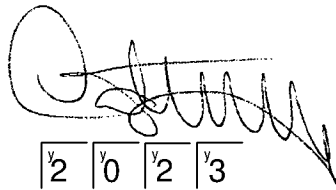
☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 2	<sup>d</sup> 8	<sup>m</sup> 0	<sup>m</sup> 6	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3
-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------

**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 Neil Allen

Company name Quantuma Advisory Limited

Address Office D

Beresford House

Post town Town Quay

County/Region Southampton

Postcode S O 1 4 2 A Q

Country

DX info@quantuma.com

Telephone 02380336464

**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)**

**Be Your Best Foundation  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 03/05/2022 To 02/05/2023 £	From 03/05/2019 To 02/05/2023 £
ASSET REALISATIONS		
Cash at Bank	NIL	25,560.62
Insurance Refund	NIL	262.93
ISA Interest Bearing	25.04	126.32
Petition Deposit	NIL	1,600.00
Refund Administrator Fees	NIL	11,132.70
	25.04	38,682.57
COST OF REALISATIONS		
Bank Charges	88.00	352.00
DTI Cheque Fees	0.15	3.25
IT Service	NIL	75.00
Joint Liquidators Disbursements	NIL	233.13
Legal Fees (1)	3,000.00	7,336.67
O.R. Administration Fee	NIL	5,000.00
O.R. General Fee	NIL	6,000.00
Office Holders Fees	NIL	8,375.87
Petitioners Costs	NIL	7,387.00
Postage & Transportation	NIL	351.47
Sec of State Fees	NIL	2,660.19
Statutory Advertising	NIL	84.50
Tax deducted at source	5.01	25.27
	(3,093.16)	(37,884.35)
	<b>(3,068.12)</b>	<b>798.22</b>
REPRESENTED BY		
ISA NIB		198.22
Vat Receivable		600.00
		<b>798.22</b>

Andrew Watling  
Joint Liquidator

# Be Your Best Foundation

(In Compulsory Liquidation)

**“the Company”**

## THE JOINT LIQUIDATORS’ **PROGRESS REPORT**

20 June 2023

Andrew Watling and Carl Jackson of Quantuma Advisory Limited, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ, were appointed Joint Liquidators of Be Your Best Foundation on 3 May 2019.

Andrew Watling is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales and Carl Jackson is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales.

This report has been prepared for circulation solely to comply with the Joint Liquidator’s statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.

## CONTENTS

1	INTRODUCTION
2	THE PROGRESS OF THE LIQUIDATION
3	CREDITORS: CLAIMS AND DISTRIBUTIONS
4	OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS
5	ETHICS
6	THE <b>JOINT LIQUIDATORS' PROGRESS REPORT</b> FEES AND EXPENSES

## APPENDICES

Appendix 1	Statutory Information
Appendix 2	The Joint Liquidators' <b>Receipts and Payments Account</b>
Appendix 3	Schedule of Joint Liquidators' <b>Time Costs</b> for the Review Period together with a cumulative total
Appendix 4	Detailed narrative list of work undertaken by the Joint Liquidators during the Review Period

## ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Andrew Watling and Carl Jackson of Quantuma Advisory Limited
"the Company"	Be Your Best Foundation (In Liquidation)
"EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 03/05/2022 to 02/05/2023
"Whole Period"	Period covered by the report from 03/05/2019 to 02/05/2023

## 1. INTRODUCTION

### Introduction

This report has been prepared to provide Members and Creditors with an update on the progress of the Liquidation of the Company during the Review Period. Given the information previously provided to Members and Creditors in earlier reports, detailed background information in respect of the Company has not been included and this report focusses on the progress of the Liquidation subsequent to those reports. A schedule of statutory information in respect of the Company is attached at Appendix 1.

### Details of the appointment of the Joint Liquidators

Andrew Watling and Carl Jackson of Quantuma Advisory Limited were appointed Joint Liquidators of the Company on 3 May 2019. The Joint Liquidators confirm that they are authorised to carry out all functions, duties, and powers by either one or both of them.

## 2. THE PROGRESS OF THE LIQUIDATION

### The Joint Liquidators' Receipts and Payments Account

Attached at Appendix 2 is a Receipts and Payments account covering the Review Period together with a summary of the transactions in the previous review periods. In accordance with the requirements of SIP 7, the Joint Liquidators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Liquidation over the Review Period. A summary is provided of the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but remaining unpaid.

### Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards. Details of the tasks carried out during the Review Period are included in Appendix 4.

### Estimated Future Realisations

The Joint Liquidators' investigations remain ongoing. Counsel's advice was recently obtained and further work relating to causes of action and claims is being carried out. The Joint Liquidators will not elaborate further on this at the present time and hope to provide more information in a future report. However, it is hoped that this work will lead to future realisations.

## 3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Unsecured claims were estimated at £208,851.00 in the Official Receiver's initial report issued to creditors. To date, 2 claims have been received totalling £241,111.65. At the present time, dividend prospects are uncertain as this is depending on claims to be made following the legal counsel's findings. Further information will be provided in subsequent reports.

## 4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

### Further Information

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the complaints policy and Professional Indemnity Insurance, can be found at [www.quantuma.com/legal-information](http://www.quantuma.com/legal-information). Information about this insolvency process may be found on the R3 website here [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk).

## General Data Protection Regulation

In compliance with the General Data Protection Regulation, Creditors , Employees, Shareholders, Directors and any other Stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link [www.quantuma.com/legal-notices](http://www.quantuma.com/legal-notices).

## 5. ETHICS

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link [www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics](http://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics). Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

### General Ethical Considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

### Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidator is obligated to ensure that such advice or work is warranted, and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below:

Specialist Name: Jessica Powers  
Company Name: New Square Chambers  
Company Address: 12 New Square, London, WC2A 3SW  
Company Phone Number: 020 7419 8000

## 6. THE JOINT LIQUIDATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 1 April 2021 together with Quantuma Advisory Limited's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at [www.quantuma.com/guide/creditors-guide-fees/](http://www.quantuma.com/guide/creditors-guide-fees/). A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

### Joint Liquidators' Fees

The basis of the Joint Liquidators' fees was fixed on 14 October 2020 by postal resolutions considered and approved by creditors as follows:

That the Joint Liquidators' fees be fixed by reference to the time given by them and their staff in attending to matter arising in the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken.

In accordance with this resolution, fees totalling £8,375.87 plus VAT have been drawn.

The Joint Liquidators believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon them. The underlying basis of charging proposed to and approved by the creditors has been Quantuma Advisory Limited's standard charge out rates which are reviewed periodically.



## Comparison of Estimates

The Joint Liquidators' time costs incurred to date (whether or not they have been charged to the Compulsory Liquidation estate) are compared with the original fees estimate and the actual time costs incurred to the end of the Review Period. The fees estimate covered the life of the case.

For a detailed schedule of work undertaken by the Joint Liquidators during the Review Period and the Whole Period, see Appendix 3. A detailed narrative list of the work undertaken during the Review Period is provided at Appendix 4.

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred for the Whole Period		
	No. of hours	Blended hourly rate £	Total fees £	No. of hours	Average hourly rate £	Total time costs £	No. of hours	Average hourly rate £	Total time costs £
Administration & Planning	50.00	164.25	8,212.50	11.00	276.82	3,045.00	54.55	237.26	12,942.75
Creditors	17.00	178.68	3,037.50	4.75	244.58	1,161.75	19.60	260.89	5,113.50
Investigations	76.00	160.86	12,225.00	5.90	381.61	2,251.50	55.35	251.08	13,897.25
Realisation of Assets	10.00	180.00	1,800.00	0.65	325.00	211.25	0.75	331.00	248.25
Cashiering	10.00	112.50	77,250.00	1.50	130.33	195.50	9.60	134.17	1,288.00
Closing Procedures	5.00	150.00	750.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre-Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.90	100.00	90.00
<b>TOTAL</b>	<b>168.00</b>	<b>161.61</b>	<b>27,150.00</b>	<b>23.80</b>	<b>288.45</b>	<b>6,865.00</b>	<b>140.75</b>	<b>238.58</b>	<b>33,579.75</b>

## Joint Liquidators' Expenses

An amended Statement of Insolvency Practice 9 (SIP 9), was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided. The expenses, which include disbursements that have been incurred and not yet paid during the Review Period and the Whole Period are detailed below. This includes a comparison of the expenses likely to be incurred in the Compulsory Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred for the Whole Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
<b>Category 1 expenses</b>				
IT Services	0.00	0.00	75.00	Unanticipated.
Solicitors	10,000.00	3,000.00	7,336.67	
Bond	135.00	0.00	135.00	
Advertising	244.35	0.00	84.50	
Storage	150.00	0.00	119.72	
Train	10.90	0.00	10.90	
Land Registry	0.00	0.00	3.00	
<b>Category 2 expenses</b>				
Photocopying	30.00	0.00	0.00	Please be advised that, whilst it was originally envisaged that these expenses would be charged to the estate as Category 2 disbursements, this has no longer been allowed since 1 April 2021
Postage	80.00	0.00	375.47	
Stationery	50.00	0.00	0.00	
<b>TOTAL</b>	<b>10,700.25</b>	<b>3,000.00</b>	<b>8,140.26</b>	

Details of the expenses paid in the Review Period and the Whole Period are shown in the Receipts and Payments account at Appendix 2.

On 14 October 2020, Creditors agreed that Category 2 expenses could be drawn. Please note that some Category 2 expenses that have previously been approved and their estimated costs or basis of

their cost provided as part of the expenses estimate may not be discharged from the estate from 1 April 2021. These are indicated in the table above.

#### Cost to Closure

Having regard for the costs that are likely to be incurred in bringing this Compulsory Liquidation to a close, the Joint Liquidators consider that:

- the original fees estimate has been exceeded; and
- the original expenses estimate is unlikely to be exceeded.

#### Solicitors

As previously advised, the Joint Liquidators instructed New Square Chambers to give a second opinion relating to the investigations and claims found within the liquidation. Their costs have been agreed on the basis of the hourly charge out rates, plus disbursements and VAT. The fees paid within the Review Period are £3,000 plus VAT with no further funds due unless we request further assistance on the matter.

#### **Creditors' right to request information**

Any Secured Creditor, or Unsecured Creditor with the support of at least 5% in value of the Unsecured Creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

#### **Creditors' right to challenge remuneration and/or expenses**

Any Secured Creditor, or Unsecured Creditor with the support of at least 10% in value of the Unsecured Creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

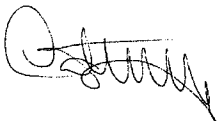
Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of. Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

#### Future of the Liquidation

The Joint Liquidators have yet to conclude their investigations. As described above, these investigations may lead to further realisations for the benefit of creditors.

It is anticipated that the Liquidation will need to remain open for a further 12 months.

Should you have any queries in regard to any of the above please do not hesitate to contact Emily Davies on 02380 821872 or by e-mail at [emily.davies@quantuma.com](mailto:emily.davies@quantuma.com)



Andrew Watling  
Joint Liquidator

BE YOUR BEST FOUNDATION  
(IN LIQUIDATION)

## STATUTORY INFORMATION

Company Name	Be Your Best Foundation
Trading Address	Portsmouth Guildhall, Guildhall Square, Portsmouth, Hampshire, PO1 2AB
Proceedings	In Liquidation
Date of Appointment	3 May 2019
Joint Liquidators	Andrew Watling Carl Jackson Quantuma Advisory Limited Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Registered office Address	c/o Quantuma Advisory Limited Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Company Number	03553440
Incorporation Date	27/04/1998

BE YOUR BEST FOUNDATION  
(IN LIQUIDATION)

THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

**Be Your Best Foundation  
(In Liquidation)  
Joint Liquidators' Summary of Receipts and Payments**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>From 03/05/2019 To 02/05/2022 (£)</b>	<b>From 03/05/2022 To 02/05/2023 (£)</b>	<b>Total (£)</b>
Petition Deposit		1,600.00	0.00	1,600.00
Insurance Refund		262.93	0.00	262.93
Cash at Bank		25,756.58	0.00	25,756.58
Refund Administrator Fees		11,132.70	0.00	11,132.70
ISA Interest Bearing		101.28	25.04	126.32
Bank Charges		44.00	0.00	44.00
Vat Control Account		2,621.03	0.00	2,621.03
		<b>41,518.52</b>	<b>25.04</b>	<b>41,543.56</b>
<b>PAYMENTS</b>				
Cash at Bank		195.96	0.00	195.96
O.R. Administration Fee		5,000.00	0.00	5,000.00
O.R. General Fee		6,000.00	0.00	6,000.00
DTI Cheque Fees		3.10	0.15	3.25
Sec of State Fees		2,660.19	0.00	2,660.19
Petitioners Costs		7,387.00	0.00	7,387.00
Office Holders Fees		8,375.87	0.00	8,375.87
Joint Liquidators Disbursements		233.13	0.00	233.13
IT Service		75.00	0.00	75.00
Legal Fees (1)		4,336.67	3,000.00	7,336.67
Postage & Transportation		351.47	0.00	351.47
Statutory Advertising		84.50	0.00	84.50
Bank Charges		308.00	88.00	396.00
Tax deducted at source		20.26	5.01	25.27
Vat Receivable		2,621.03	600.00	3,221.03
		<b>37,652.18</b>	<b>3,693.16</b>	<b>41,345.34</b>
<b>Net Receipts/(Payments)</b>		<b>3,866.34</b>	<b>(3,668.12)</b>	<b>198.22</b>
<b>MADE UP AS FOLLOWS</b>				
ISA NIB		3,866.34	(3,668.12)	198.22
		<b>3,866.34</b>	<b>(3,668.12)</b>	<b>198.22</b>

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately.

BE YOUR BEST FOUNDATION  
(IN LIQUIDATION)

SCHEDULE OF THE JOINT LIQUIDATORS' TIME COSTS DURING THE REVIEW PERIOD  
TOGETHER WITH A CUMULATIVE TOTAL

Time Entry - SIP9 Time & Cost Summary

6004646 - Be Your Best Foundation  
Project Code: POST  
From: 03/05/2022 To: 02/05/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.00	4.20	5.40	0.40	11.00	3,045.00	276.82
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.20	1.30	1.50	195.50	130.33
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.40	0.00	4.35	0.00	4.75	1,161.75	244.58
Investigations	2.00	3.90	0.00	0.00	5.90	2,251.50	381.61
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.65	0.00	0.00	0.65	211.25	325.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	3.40	8.75	9.95	1.70	23.80	6,865.00	288.45
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

6004646 - Be Your Best Foundation  
Project Code: POST  
From: 03/05/2019 To: 02/05/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	6.90	4.80	36.65	4.90	54.55	12,942.75	237.26
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.20	9.40	9.60	1,256.00	134.17
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.60	0.00	19.00	0.00	19.60	5,112.50	260.89
Investigations	7.00	0.90	43.65	0.00	55.55	13,957.25	251.08
Pre Appointment	0.00	0.00	0.00	0.40	0.40	90.00	100.00
Realisation of Assets	0.10	0.65	0.00	0.00	0.75	245.25	331.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	14.90	9.15	101.50	15.20	140.75	33,579.75	238.58
Total Fees Claimed						8,375.87	
Total Disbursements Claimed						233.13	

BE YOUR BEST FOUNDATION  
(IN LIQUIDATION)

DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING  
THE REVIEW PERIOD

Description of work undertaken	Includes
<b>ADMINISTRATION &amp; PLANNING</b>	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<b>CREDITORS</b>	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
<b>INVESTIGATIONS</b>	
Investigating & Pursuing Antecedent Transactions	
<b>CASHIERING</b>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory Receipts and Payments accounts at Companies House

## Current Charge-out Rates of the staff working on the case

### Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertake. Support staff include secretarial and administrative support. The minimum unit of time recorded is 6 minutes. Rates are likely to be subject to periodic increase.

Grade of Staff	Rate from 23 June 2022	
	Regional Offices	London Offices
CEO/Managing Director	£495.00	£665.00
Appointment Taking Director	£450.00	£560.00
Director	£400.00	£525.00
Senior Manager	£345.00	£460.00
Manager	£325.00	£395.00
Assistant Manager	£295.00	£360.00
Senior Administrator	£250.00	£310.00
Administrator	£200.00	£275.00
Assistant Administrator	£160.00	£210.00
Case Accountant	£110.00	£140.00
Support Staff/Executive Assistant	£110.00	£140.00
Grade of Staff	Rate from 15 June 2020 to 22 June 2022	Rate from 23 June 2022 to 31 May 2023
CEO/Managing Director	£480.00 - £580.00	£495.00 to £665.00
Appointment Taking Director	£400.00 - £500.00	£450.00 – £560.00
Director	£370.00 - £475.00	£400.00 to £525.00
Senior Manager	£340.00 - £415.00	£345.00 to £460.00
Manager	£310.00 - £375.00	£325.00 to £395.00
Assistant Manager	£275.00 - £335.00	£295.00 to £360.00
Senior Administrator	£235.00 – 285.00	£250.00 to £310.00
Administrator	£200.00 - £240.00	£300.00 to £275.00
Assistant Administrator	£135.00 - £160.00	£160.00 to £210.00
Case Accountant	£135.00	£110.00 to £140.00
Junior Administrator	£100.00 - £115.00	£125.00 to £165.00
Support Staff/Exec Assistant	£100.00 - £135.00	£110.00 to £140.00