

In accordance with  
Rule 18.7 of the  
Insolvency (England &  
Wales) Rules 2016 and  
Sections 92A, 104A and  
192 of the Insolvency  
Act 1986.

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

FRIDAY



A04 \*A7ZUPHRL\*  
22/02/2019 #319  
COMPANIES HOUSE

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ce at  
anieshouse

### 1 Company details

Company number 0 4 9 7 6 2 1 6

Company name in full M K J Communications Ltd

→ Filling in this form  
Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Julie

Surname Palmer

### 3 Liquidator's address

Building name/number Unit 1-3 Hilltop Business Park

Street

Post town Devizes Road

County/Region Salisbury

Postcode S P 3 4 U F

Country

### 4 Liquidator's name ①

Full forename(s) Stephen

Surname Powell

① Other liquidator  
Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number Unit 1-3 Hilltop Business Park

Street

Post town Devizes Road

County/Region Salisbury

Postcode S P 3 4 U F

Country

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

LIQ03

Notice of progress report in voluntary winding up

**6** Period of progress report

From date	<sup>d</sup> 1	<sup>d</sup> 8	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
To date	<sup>d</sup> 1	<sup>d</sup> 7	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9

**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> 1	<sup>m</sup> 0	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9
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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 **Andrew Hook**Company name **Begbies Traynor (Central) LLP**Address **Units 1-3 Hilltop Business Park  
Devizes Road**Post town **Salisbury**County/Region **Wiltshire**Postcode **S P 3 4 U F**

Country

DX

Telephone **01722 435190****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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## **M K J Communications Ltd (In Members' Voluntary Liquidation)**

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### *Progress report*

Period: 18 January 2018 to 17 January 2019

### **Important Notice**

This report has been produced solely to comply with our statutory duty to report to members of the Company pursuant to Section 92A of the Insolvency Act 1986. This report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by 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

<u>Expression</u>	<u>Meaning</u>
"the Company"	M K J Communications Ltd (In Members' Voluntary Liquidation)
"the liquidators", "we", "our" and "us"	Julie Anne Palmer of Begbies Traynor (Central) LLP, Units 1 - 3 Hilltop Business Park, Devizes Road, Salisbury, Wiltshire, SP3 4UF  and  Stephen Mark Powell of Begbies Traynor (Central) LLP, Units 1 – 3 Hilltop Business Park, Devizes Road, Salisbury, Wiltshire, SP3 4UF
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016 (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), <i>any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off)</i> (Section 248(1)(b)(ii) of the Act)
preferential creditors	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

## 2. COMPANY INFORMATION

Trading name:	M K J Communications
Company registered number:	04976216
Company registered office:	Units 1-3 Hilltop Business Park, Devizes Road, Salisbury, Wiltshire, SP3 4UF
Former trading address:	The Office, Laingsmead Farm, Steeple Road, CM3 6BB

## 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	18 January 2017
Date of liquidators' appointment:	18 January 2017
Changes in liquidator (if any):	On 26 November 2018 Sally Richards was replaced as Joint Liquidators by Stephen Powell following Mrs Richards' retirement from Begbies Traynor (Central) LLP.

## 4. PROGRESS DURING THE PERIOD

### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 18 January 2018 to 17 January 2019.

#### Receipts

##### i. Tax Refund

We have received the sum of £309.33 which represents a refund received from HM Revenue & Customs in respect of an overpayment made against the Company's Corporation Tax account.

##### ii. Bank Interest Gross

We have received the sum of £8.22 which represents gross interest that has accrued on the funds held in the liquidation estate account.

#### Payments

##### i. Statutory Advertising

We have incurred and paid the sum of £76.95 which represents settlement of the advertising costs for declaring a distribution in this matter. Further information relating to all distributions made is detailed below.

##### ii. HMRC (non VAT)

The sum of £9,499.19 has been paid to HM Revenue & Customs in settlement of their outstanding liability in this matter including statutory interest.

**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. 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 Members to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to Members.*

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached. 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.

#### General case administration and planning

Work undertaken under this heading includes:

- Maintaining case files.
- Dealing with day-to-day case correspondence and administration.
- Reviewing and responding to emails and letters.
- Taking phone calls.
- Carrying out periodic bond, case and diary reviews.
- Ensuring case matters are progressing.
- Liaising with members with regards to distribution and progress of tax matters.

The majority of the above work derived no financial benefit for members. However, the Insolvency Profession is a highly regulated industry and we 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

Work undertaken under this heading includes:

- Producing and filing statutory reports and returns.
- Maintaining estate bank account.
- Carrying out monthly bank reconciliations.
- Dealing with receipts and payments through the client account.

The majority of the above work derived no financial benefit for members. However, the Insolvency Profession is a highly regulated industry and we 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.

Investigations

No time has been incurred under this heading for this period.

Realisation of assets

No time has been incurred under this heading for this period.

Trading

No time has been incurred under this heading for this period.

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

Work undertaken under this heading includes:

- Agreement and adjudication of claims received from HM Revenue & Customs.
- Reviewing ad hoc correspondence relating to members shareholding.
- Distribution of funds detailed above to creditors.

We have a duty to adjudicate any claims against the Company prior to distributing any funds.

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

Work undertaken under this heading includes:

- Liaising with HMRC in relation to the Construction Industry Scheme.
- Reviewing and responding to other ad hoc correspondence from HM Revenue & Customs.
- Completing and filing various tax returns.
- Discussing case matters with the accountant and directors in relation to HMRC's claim.

This work was required as we needed to resolve HMRC's queries in order to get tax clearance to close the case.

## 5. CREDITORS

As in any liquidation, creditors are required to prove their claims and the liquidators must adjudicate the claims against the Company.



The statement of assets and liabilities supporting the declaration of solvency sworn by the directors' indicated that there were no outstanding creditors. However, HM Revenue & Customs queried the Company's CIS calculation and we have been liaising with the Company's accountant in order to resolve this matter.

This matter has now been resolved and I can confirm that the following sums were paid to HM Revenue & Customs in settlement of the liability due to them:

Date	Distribution (£)	Interest (£)
20 September 2018	8,380.56	1,118.63

I can confirm that the above distribution represents settlement of the Company's only liability.

## 6. DISTRIBUTIONS TO MEMBERS

To date the joint liquidators have made three distributions to the members of the Company, as follows:

Date	Distribution (£)
16 March 2017	300,000
20 April 2017	180,000
9 January 2018	15,000
<b>Total</b>	<b>495,000</b>

## 7. REMUNERATION & DISBURSEMENTS

Our remuneration has been agreed by Members of the Company and agreed that our fees are calculated on a time costs basis and fixed at £2,000 plus VAT.

However, after the reporting period both shareholders have agreed that we have raise a further £5,000 plus VAT in relation to our time costs as a result of the time we have to incur to when dealing with HMRC.

Our time costs for the period from 18 January 2018 to 17 January 2019 amount to £3,182.00 which represents 17.8 hours at an average rate of £178.76 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 18 January 2018 to 17 January 2019
- ☐ Begbies Traynor (Central) LLP's charging policy

To date, we have drawn the total sum of £1,910.80 plus expenses of £589.20 on account.

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.

## 8. 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.

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

No assets remain to be realised. In order to bring the case to conclusion, it is believed that the following work, outlined under the following headings, will be necessary:

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

### General case administration and planning

Work undertaken under this heading may include:

- Dealing with day-to-day case correspondence and administration.
- Reviewing and responding to emails and letters.
- Taking phone calls.
- Carrying out periodic bond, case and diary reviews.
- Ensuring case matters are progressing.

The majority of the above work will derive no financial benefit for members. However, the Insolvency Profession is a highly regulated industry and we 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

Work undertaken under this heading may include:

- Producing and filing statutory reports and returns.
- Carrying out monthly bank reconciliations.
- Dealing with receipts and payments through the client account.

The majority of the above work will derive no financial benefit for members. However, the Insolvency Profession is a highly regulated industry and we 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.

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

Work undertaken under this heading may include:

- Preparing the relevant documentation in order to bring the administration of the estate to a conclusion.
- Seeking members' approval to bring the administration of the estate to a expeditious conclusion.
- Filing relevant documents at Companies House to close the case.
- Undertaken ad hoc tasks in relation to banking and administration to close the case and store the relevant records.

This work is required so that we can close the case as HMRC tax clearance is required.

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

This work is likely to incur further time costs of £1k although they will be written off as irrecoverable.

### **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:

- Storage costs in the sum of £20.00

It is envisaged that no further expenses will be incurred.

## 10. OTHER RELEVANT INFORMATION

### Use of personal information

Please note that in the course of discharging our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

## 11. MEMBERS' RIGHTS

### Right to request further information

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a member or members of the Company with at least 5% of the voting total rights of all the members having the right to vote at general meetings of the Company (or any member or members with less than 5% of the total voting rights, 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, within 8 weeks of receipt of this progress report any member or members of the Company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company (or any member, or members with less than 10% of the total voting rights, but with the permission of the Court) may 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.

## 12. CONCLUSION

We will report again at the conclusion of the liquidation which is understood to occur once we have received agreement from the members that the administration of the estate can be concluded or when the statutory timescales expire, whichever is sooner.



Julie Palmer  
Joint Liquidator

Dated: 13 February 2019

## ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 18 January 2018 to 17 January 2019

Declaration of Solvency £		From 18/01/2018 To 17/01/2019 £	From 18/01/2017 To 17/01/2019 £
	ASSET REALISATIONS		
	Tax Refund	309.33	309.33
516,441.59	Cash at Bank	NIL	516,432.17
	Refund	59.28	319.28
	Bank Interest Gross	8.22	17.37
		376.83	517,078.15
	COST OF REALISATIONS		
	Office Holders Fees	NIL	1,910.80
	Office Holders Expenses	NIL	589.20
	Statutory Advertising	76.95	76.95
		(76.95)	(2,576.95)
	UNSECURED CREDITORS		
	HMRC (non VAT)	9,499.19	9,499.19
		(9,499.19)	(9,499.19)
	DISTRIBUTIONS		
	Ordinary Shareholders	NIL	495,000.00
		NIL	(495,000.00)
516,441.59		(9,199.31)	10,002.01
	REPRESENTED BY		
	Vat Receivable		15.39
	Bank 1 Current		9,986.62
			10,002.01

## TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy.
- b. Time Costs Analysis for the period from 18 January 2018 to 17 January 2019.
- c. Cumulative Time Costs Analysis for the period from 18 January 2017 to 17 January 2019.

## **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. It also applies where payments are to be made to parties other than the firm, but in relation to which the office holder, the firm or any associate has an interest. Best practice guidance<sup>2</sup> 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):

- 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 two categories referred to above, best practice guidance indicates that where payments are to be 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.

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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

- (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

***Services provided by other entities within the Begbies Traynor group***

The following items of expenditure which relate to services provided by an entity within the Begbies Traynor group, of which the office holder's firm is a member, are also to be charged to the case (subject to approval):

Eddisons will be instructed to provide valuation services and as a disposal strategy. Their charges will be calculated on a time cost basis at the prevailing hourly rates for their various grades of staff which are currently as follows.

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour)</b>
Director	£275
Associate	£180
Surveyor	£120
Graduate	£100
Administration	£80
Porters	£35

Instruction of Eddisons Insurance Services Limited to provide insurance broking services and specifically open cover insurance for the insurable risks relating to the case. The cost of open cover insurance will vary during the course of the case depending upon the value of the assets and liability risks. The costs of insurance cover for quarter periods will be dependent upon prevailing insurance market conditions and the ongoing insurable risks on the case. Eddisons Insurance Services Limited is not paid from the assets of the estate for the services it provides. In accordance with standard insurance industry practice, Eddisons Insurance Services Limited will receive payment of commission for the services it provides directly from the open cover insurer. The commission is calculated as a percentage of the insurance premiums payable and such percentage will depend upon the class or classes of assets being insured.

**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 Salisbury office as at the date of this report are as follows:

	<b>Standard 1 May 2011 – until further notice Regional</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 MK J Communications Ltd - Members Voluntary Liquidation - 25MK004.MVL : Time Costs Analysis From 18/01/2018 To 17/01/2019

Staff Grade	Consultant/Partner	Director	Supr Mngt	Mngt	Asst Mngt	Sr Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case Planning	0.5				1.1				1.6	395.00	246.88
	Administration					2.9		0.3	0.8	4.0	631.50	157.88
	Total for General Case Administration and Planning	0.5				4.0		0.3	0.8	5.6	1,026.50	183.50
	Compliance with the Insolvency Act, Rules and Best Practice											0.00
	Banking and Bonding								3.0	3.0	306.00	112.00
Compliance with the Insolvency Act, Rules and Best Practice	Case Closure											0.00
	Statutory reporting and statement of affairs					2.1				2.1	367.50	175.00
	Total for Compliance with the Insolvency Act, Rules and Best Practice					2.1			3.0	5.1	703.50	137.94
	Investigations											0.00
	Total for Investigations:										0.00	0.00
Realisation of assets	Desk collection											0.00
	Property, business and asset sales											0.00
	Realisation of third party assets											0.00
	Total for Realisation of assets:											0.00
	Trading											0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Total for Trading:											0.00
	Secured											0.00
	Others					1.3			0.2	3.0	714.50	238.17
	Creditors committee											0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:					1.3			0.2	3.0	714.50	238.17
Other matters which includes meetings, tax, litigation, for share and travel	Seeking decisions of creditors											0.00
	Meetings											0.00
	Others											0.00
	Tax											0.00
	Litigation					4.1				4.1	737.50	179.88
	Total for Other matters:					4.1				4.1	737.50	179.88
	Total hours by staff grade	0.5				1.5		0.3	4.0	7.8		
	Total time cost by staff grade	197.50				465.00		33.00	448.00		3,182.00	
	Average hourly rate E:	395.00	0.00			310.00	0.00	110.00	112.25			178.76
	Total fees drawn to date E:					177.17	0.00				0.00	

Staff Grade	Consultant/Partner	Director	Sr Mgr	Mngr	Asst Mngr	Sr Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average Hourly Rate £
General Case Administration and Planning	Case planning	0.7	0.4							3.5	774.50	221.25
	Administration		0.8	1.0		1.4	3.0	1.0	2.1	24.1	3,365.50	143.55
	Total for General Case Administration and Planning	0.7	1.2	1.0		4.3	3.0	13.3	2.1	27.6	4,235.00	153.44
	Appointment											
	Ranking and Bonding			1.5					7.8	1.5	307.50	209.29
Compliance with the Insolvency Act, Rules and best practice	Company Closure											
	Statutory reporting and statement of affairs					2.1						
	Total for Compliance with the Insolvency Act, Rules and best practice					2.1				2.1	397.50	175.00
	Investigations											
	GDPA and investigations								7.8	11.4	1,627.09	142.89
Realisation of assets	Total for investigations											
	Debt collection											
	Property business and asset sales											
	Retention of Third/Third party assets											
	Total for Realisation of assets											
Trading	Trading											
	Total for Trading											
	Secured											
	Others		0.2	1.5		1.3			0.7	3.7	839.50	226.82
	Creditors committees											
Dealing with all creditors claims (including employees), correspondence and distributions	Total for Dealing with all creditors claims (including employees), correspondence and distributions		0.2	1.5		1.3			0.7	3.7	839.50	226.82
	Securing decisions of creditors											
	Meetings											
	Other											
	Tax					4.1		2.2		6.3	978.50	155.48
Other matters which includes securing decisions of creditors, meetings, tax, litigation, pensions and travel	Litigation											
	Total for Other matters					4.1		2.2		6.3	978.50	155.48
	Total hours by staff grade	0.7	1.4	2.5	2.5	11.6	3.0	16.5	10.6	49.0	979.50	
	Total time cost by staff grade					775.00	2,090.00	1,815.00	1,175.00	7,095.00		
	Average hourly rate £:					310.00	177.12	135.00	110.85			
	Total fees drawn to date £:											

## STATEMENT OF LIQUIDATORS' 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				
Specific Bond	Marsh Limited	105.00	Nil	105.00
Statutory Advertising	Courts Advertising Limited	76.95	76.95	Nil
<b>Total</b>	-	<b>181.95</b>		<b>105.00</b>

## CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Specific Bond	Marsh Limited	515.00
Statutory Advertising	Courts Advertising Limited	246.15
<b>Total</b>	-	<b>761.15</b>