

LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY



A15 *A7910UGR*
28/06/2018 #360
COMPANIES HOUSE

1	Company details	
Company number	0 7 2 4 2 1 6 4	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	Chandlers Ford Handyman Limited	
2	Liquidator's name	
Full forename(s)	James Stephen	
Surname	Pretty	
3	Liquidator's address	
Building name/number	99	
Street	Leigh Road	
Post town	Eastleigh	
County/Region	Hampshire	
Postcode	S O 5 0 9 D R	
Country		
4	Liquidator's name ①	
Full forename(s)	Matthew Anthony	① Other liquidator Use this section to tell us about another liquidator.
Surname	Reeds	
5	Liquidator's address ②	
Building name/number	99	② Other liquidator Use this section to tell us about another liquidator.
Street	Leigh Road	
Post town	Eastleigh	
County/Region	Hampshire	
Postcode	S O 5 0 9 D R	
Country		

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6 Period of progress report

From date	d	0	d	9	m	0	m	5	y	2	y	0	y	1	y	7
To date	d	0	d	8	m	0	m	5	y	2	y	0	y	1	y	8

7 Progress report

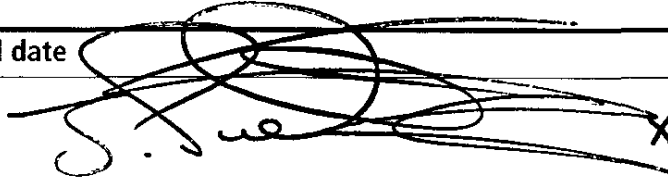
☐ The progress report is attached

8 Sign and date

Liquidator's signature

Signature



X






Signature date	d	2	d	5	m	0	m	6	y	2	y	0	y	1	y	8
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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	JAMES STEPHEN PRETTY
Company name	BEACON
Address	99 LEIGH ROAD
Post town	EASTLEIGH
County/Region	HAMPSHIRE
Postcode	S O 5 0 9 D R
Country	UNITED KINGDOM
Telephone	02380651441
	Checklist
We may return forms completed incorrectly or with information missing.	
Please make sure you have remembered the following:	
<input checked="" type="checkbox"/> The company name and number match the information held on the public Register.	
<input checked="" type="checkbox"/> You have attached the required documents.	
<input checked="" type="checkbox"/> 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 or email 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	

CHANDLERS FORD HANDYMAN LIMITED
CREDITORS' VOLUNTARY LIQUIDATION

ANNUAL PROGRESS REPORT

Content

- Key Highlights
- Actions During the Period
- Creditor Claims and Distributions
- Investigation
- Liquidation Costs – Fees and Expenses
- Ethical Issues and Complaints
- Conclusion

Appendices

- Appendix 1: Statutory Information
- Appendix 2: Receipts and Payments account for the period 09.05.2017 to 08.05.2018
- Appendix 3: Notice of No Dividend
- Appendix 4: Liquidator's Activities
- Appendix 5: SIP 9 Time Cost Analysis for the period 09.05.2017 to 08.05.2018
- Appendix 6: Category 1 and Category 2 Disbursements

CHANDLERS FORD HANDYMAN LIMITED ("The Company")
Creditors' Voluntary Liquidation ("CVL")
Registered number: 07242164

Joint Liquidators' Progress Report for the period from 9 May 2017 to 8 May 2018

We, James Stephen Pretty and Matthew Anthony Reeds of Beacon LLP, are the Joint Liquidators of the Company and this is our progress report concerning the liquidation of the Company.

Key highlights of this report

A summary of the key information contained within this report is as follows:

- Assets realised total £5,340.94
- No creditors' claims have been paid
- No Distributions in Specie have been paid to members
- No cash distributions have been paid to members
- Liquidators remuneration was approved by creditors on a time cost basis at the meeting of creditors held on 22 February 2017, of which nil has been drawn

Appendices

The following appendices are attached which should be read in conjunction with this report:

- Appendix 1 – Statutory Information
- Appendix 2 – Receipts and Payments Account (receipts and payments are shown net of VAT)
- Appendix 3 – Notice of No Dividend
- Appendix 4 – Summary of Liquidator's Activities
- Appendix 5 – SIP 9 Time Cost Analysis
- Appendix 6 – Category 1 and 2 Disbursements

1. JOINT LIQUIDATOR'S ACTIONS DURING THE PERIOD

During the liquidation, we have realised the following Company assets:

1.1. Cash at Bank

The sum of £475.20 has been received in respect of the credit balance of the Company's bank account.

1.2. Motor Vehicles

As stated in my previous report, the Company's motor vehicles consisted of a truck, two vans and a pickup. These vehicles were valued by an independent agent as being worth a total of £3,200, and were sold by way of an online auction for a total of £3,571.00.

1.3. Stock

As stated previously, the Company's stock was estimated to realise £500 and I can confirm that £500 has been realised as anticipated.

1.4. Debtors

At the date of liquidation, the debts due to the Company had an uncertain book value. I can confirm that the sum of £60 has been realised in respect of book debts and no further realisations are anticipated.

1.5. Bank Interest

The Liquidation funds held at an account with Metro Bank Plc have received £0.59 in respect of interest.

1.6. Unrealisable assets

As set out in my previous report, the assets which have proved to be unrealisable are set out below with an explanation of the circumstances:

Whilst the Company's Statement of Affairs anticipated that goodwill had a value of £1,000, it has proved to be worthless. This is due to the Company's reputation and rating on Checkatrade being non-transferable to a third party.

1.7. Case progress

During the period of appointment, the Joint Liquidators' have achieved the following:

The realisation of cash at bank, the sale of motor vehicles, the sale of stock and the realisation of book debts. More specific details are included in the paragraphs above.

2. CREDITORS CLAIMS AND DISTRIBUTIONS

2.1. Preferential creditors

Preferential claims from former employees totalled £4,098.46.

There have been insufficient funds to make a payment to preferential creditors in this matter.

2.2. Unsecured creditors

The Statement of Affairs estimated the following unsecured creditor claims:

Creditor	£ Claims
HM Revenue & Customs	6,589
Bank	19,800
Landlord	4,371
Employees	10,935
Trade & Expense Creditors	30,820
Director	<u>30,000</u>
	102,515

The following claims have been lodged in the Liquidation;

Creditor	£ Claims
HM Revenue & Customs	10,915.95
Bank	-
Landlord	5,402.67
Employees	7,117.95
Trade & Expense Creditors	15,042.17
Director	<u>-</u>
	38,478.74

There are insufficient funds to make a payment to unsecured creditors in this matter. As such, I have not taken any steps to agree creditor claims.

2.3. Distributions to Members

There have been insufficient funds to make a payment to the members in this matter.

2.4. Small claim scheme

From April 2017, I have had the discretion to admit claims from creditors under £1,000 without receiving a proof of debt.

I can confirm that no claims have been admitted under the small claims provisions, due to insufficient funds being available to make a distribution to creditors.

2.5. Distribution prospects

According to the respective Insolvency Rules I can confirm that as a consequence of the monies available in the Company's estate, there shall be no distribution to creditors in this matter.

2.6. Notice of No Dividend

In accordance with Rule 14.36 of the Insolvency (England & Wales) Rules 2016, I attach at Appendix 3 a Notice in respect of my declaration that no dividend will be declared in the Liquidation.

3. INVESTIGATION

I can confirm that in accordance with my statutory duties, a report on the conduct of the directors has been submitted to the Conduct & Complaints Team of the Department of Business, Innovation & Skills ("BIS", previously DTI). The contents of that report are confidential.

4. LIQUIDATION COSTS

Unless stated otherwise, the basis of the Joint Liquidators remuneration was considered and approved by creditors at a meeting held on 22 February 2017.

4.1. Pre Appointment Costs

This firm's fee in relation to assistance provided with the preparation of the director's Statement of Affairs, and placing the Company in liquidation, was fixed at £3,000 plus VAT and disbursements.

This fee has been partially paid, as detailed within the receipts and payments account.

I can confirm that no payment was made to another party for their assistance in preparing the Statement of Affairs, or in regard to the liquidation generally.

4.2. Liquidators' Remuneration

Numerous activities have been undertaken by ourselves and our staff in dealing with the liquidation. A number of tasks are generic to every liquidation and a summarised list of these activities is attached at Appendix 3 for your information.

Details of our remuneration are set out below. You may also find it useful to read "A guide to Liquidators' fees" which can be downloaded from The R3 website at <https://www.r3.org.uk/what-we-do/publications/professional/statements-of-insolvency-practice/e-and-w/sip-9-list>. Kindly ensure that you download the correct version for the date of appointment.

Alternatively, please contact our office and we will arrange for a hard copy to be sent to you if you would prefer.

Our remuneration was approved via a resolution on a time cost basis. Fees accrued to date total £7,126.50, being 24.80 hours with an average hourly rate of £237.15 per hour.

A breakdown of the time costs incurred is attached at Appendix 5.

I can confirm that due to insufficient realisations, no post appointment fee has drawn to date.

4.3. Future Remuneration

- It is anticipated that future fees shall accrue during the course of the liquidation as follows:

Chandlers Ford Handyman Limited – In Liquidation
Annual Progress Report

- In preparing and distributing the final report to creditors, prior to the closure of the liquidation.
- I anticipate that the future work required will take approximately 10 hours at a total cost of £3,000.

The creditors decided that fees be drawn on a time costs basis, plus VAT and disbursements. Due to the level of realisations into the liquidation, it will be necessary to write off all of the fees incurred.

4.4. Disbursements

A detailed explanation of category 1 and category 2 disbursements, is set out at Appendix 6.

Category 1 disbursements are those that are directly attributable to a third party invoice. The category 1 disbursements incurred and paid are set out in the table below.

<i>Disbursement</i>	<i>£</i>
Storage	19.04
Statutory Advertising	338.40
Bonding	40.00

Category 2 disbursements are those that are based upon an estimate or an internally set rate. It is our policy not to charge category 2 disbursements.

4.5. Professional Advisors

The following advisors have been engaged by us during the course of the liquidation to provide the appropriate assistance.

<i>Firm</i>	<i>Description of assignment</i>	<i>Fee basis</i>
Proudley Associates	Sale of assets	Fixed Valuation Fee & Commission at 10% plus disbursements

The use of professional advisors was necessary as the task required a specialised skill set. Advisors were chosen based upon their experience and abilities suitable for nature of the assignment.

4.6. Creditors' further information

If you require any further information with regard to any aspect of this report or our fees and expenses, please do not hesitate to contact this office and we shall do our best to assist you. Any request must be made in writing within 21 days of receipt of the report (or 7 business days where the report has been prepared for the purposes of a meeting to receive my resignation).

I must provide this information within 14 days of the request, unless it is considered that:

- the time and cost involved in preparing the information would be excessive;
- disclosure would be prejudicial to the conduct of the liquidation or might be expected to lead to violence against any person; or
- I am subject to an obligation of confidentiality in relation to the information requested, in which case I must give the reasons for not providing the information.

If you are not satisfied with my response, you have the right to request further information by either:

- an application granting permission by the court; or
- by any secured creditor, or by any unsecured creditor provided at least 10% in value of unsecured creditors agree, (or they have the permission of the court).

Any such application to court must be made within 8 weeks of the applicant receiving the progress report in which the charging of the remuneration or incurring of the expenses in question is first reported.

If the court does not dismiss the application (which it may if it considers that insufficient cause is shown) the applicant must give me a copy of the application and supporting evidence at least 14 days before the hearing.

5. ETHICAL ISSUES AND COMPLAINTS

At Beacon Licensed Insolvency Practitioners LLP we always strive to provide a professional and efficient service. However, we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. As such, should you have any comments or complaints regarding the administration of this case you should contact James Pretty, Beacon Licenced Insolvency Practitioners LLP, 99 Leigh Road, Eastleigh, Hampshire SO50 9DR. This will formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of an insolvency practitioner unconnected with the appointment.

Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to the regulatory body that licences the insolvency practitioner concerned. Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA, and you can make a submission using an on-line form available at www.gov.uk/complain-about-insolvency-practitioner; or you can email insolvency.enquiryline@insolvency.gsi.gov.uk; or you may phone 0300 678 0015 - calls are charged at up to 9p per minute from a land line, or for mobiles, between 8p and 40p per minute if you are calling from the UK.

As an Insolvency Practitioner I am bound by the Insolvency Code of Ethics when carrying out all professional work relating to this and any other insolvency appointment. My regulators, the Insolvency Practitioners Association ("IPA"), have published a guide to the Code of Ethics. A copy of this guide is available online at: <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/a-guide-to-the-ipa-ethics-code>.

6. CONCLUSIONS

I will now take steps to draft the final report and close the liquidation. I anticipate the liquidation being closed within the next four to five months. As detailed above, there are insufficient funds to enable a distribution to creditors to be paid.

Should you have any queries in respect of the above, please contact either myself or Lucy Andrews on 023 8065 1444 or via email at lucy@beaconllp.com.



James Pretty
Joint Liquidator

26 June 2018

Chandlers Ford Handyman Limited - Statutory Information**Company Details**

Company Name:	Chandlers Ford Handyman Limited
Previous Name:	N/A
Company Number:	07242164
Date of Incorporation:	4 May 2010
Principal Trading Activity:	81100 - Combined facilities support activities 95290 - Repair of personal and household goods not elsewhere classified 96090 - Other service activities not elsewhere classified
Trading Address:	Unit 24 Parham Drive, Boyatt Wood Industrial Estate, Eastleigh, Hampshire SO50 4NU
Current Registered Office:	99 Leigh Road, Eastleigh, Hampshire SO50 9DR
Former Registered Office:	52 Ashdown Close, Chandlers Ford, Eastleigh, Hampshire SO53 5QF

Appointment Details

Joint Liquidators:	James Stephen Pretty and Matthew Anthony Reeds
Address:	Beacon LLP, 99 Leigh Road, Eastleigh, Hampshire SO50 9DR
Date of Appointment:	9 May 2016
Appointment made by:	Members and Creditors
Actions of Joint Liquidators:	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone
Former Liquidator:	N/A

CHANDLERS FORD HANDYMAN LIMITED - IN LIQUIDATION

Appendix 2

LIQUIDATOR'S ANNUAL RECEIPTS AND PAYMENTS ACCOUNT
FOR THE PERIOD 9 MAY 2017 TO 8 MAY 2018

Statement of Affairs	09.05.2018 to 08.05.2017	09.05.2017 to 08.05.2018	TOTAL
£	£	£	£
ASSET REALISATIONS			
3,200 Motor Vehicles	3,571.00	0.00	3,571.00
500 Stock	500.00	0.00	500.00
Uncertain Book Debts	60.00	0.00	60.00
1,000 Goodwill	-	-	0.00
- Cash at Bank	475.20	0.00	475.20
- Bank Interest (net)	0.46	0.13	0.59
- Output VAT	814.20	0.00	814.20
- VAT Refund	-	66.70	66.70
4,700	5,420.86	66.83	5,487.69
COSTS OF REALISATIONS			
- S98 Fee	(2,300.00)	-	(2,300.00)
- Liquidator's Fees	-	-	0.00
- Liquidator's Disbursements - Storage	(19.04)	(12.92)	(31.96)
- Statutory Advertising	(338.40)	-	(338.40)
- Specific Penalty Bond	(40.00)	-	(40.00)
- Agents Costs	(1,747.10)	-	(1,747.10)
- Input VAT	(880.90)	(2.58)	(883.48)
	(5,325.44)	(15.50)	(5,340.94)
PREFERENTIAL CREDITORS			
(8,046) Employees	-	-	-
UNSECURED CREDITORS			
(6,589) HM Revenue & Customs	-	-	-
(19,800) Bank	-	-	-
(4,371) Landlord	-	-	-
(10,935) Employees	-	-	-
(30,820) Trade & Expense Creditors	-	-	-
(30,000) Director	-	-	-
SHAREHOLDERS			
(10) Ordinary Shareholders	-	-	-
(105,871)	95.42	51.33	146.75
REPRESENTED BY			
Bank Account			146.75

NOTICE OF NO DIVIDEND

**Company Name: Chandlers Ford Handyman Limited – In Liquidation
("the Company")
Company Number: 07242164**

This Notice is given under Rule 14.36 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidators of the Company, James Stephen Pretty and Matthew Anthony Reeds of Beacon, 99 Leigh Road, Eastleigh, Hampshire SO50 9DR (telephone number: 023 8065 1441), who were appointed by the members and creditors.

The Liquidator gives notice confirming that no dividend will be declared in the Liquidation of the Company.

The funds realised have already been distributed or used or allocated for paying the expenses of the Liquidation.

The Liquidator will now proceed to conclude the Liquidation and therefore any claims against the assets of the Company are required to be established by 30 July 2018.

Signed: _____

James Stephen Pretty
Joint Liquidator

Chandlers Ford Handyman Limited ("the Company")
Creditors' Voluntary Liquidation
Review period: 09.05.17 to 08.05.18

Below is detailed information about the tasks undertaken by the Liquidator and his staff.

GENERAL DESCRIPTION	INCLUDES
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy 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
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Instructing agents to wind up any pension scheme Liaising and providing information to be able to finalise winding up the pension scheme
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties Circulating final report to creditors
Meeting of Creditors	Preparation of meeting notices, proxies/voting forms and advertisements notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.
Investigations	
SIP 2 Review	Collection and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken

GENERAL DESCRIPTION	INCLUDES
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Examinations	Preparing brief to solicitor Liaising with solicitor(s) regarding examinations Attendance at examination Reviewing examination transcripts Liaising with solicitor(s) regarding outcome of examinations and further actions available
Litigation / Recoveries	Strategy meeting regarding litigation Seeking funding from creditors Reviewing terms of solicitors' conditional fee agreements Preparing brief to solicitors/Counsel Liaising with solicitors regarding recovery actions Dealing with ATE insurers Attending to negotiations Attending to settlement matters
Realisation of Assets	
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and liaising reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims
Other assets: motor vehicles, intangibles, intellectual property, VAT/corporation tax refunds, Insurance claims	Liaising with agents to agree disposal strategy Dealing with potential purchasers Negotiating sales Liaising with solicitors to agree sales Collecting sales consideration Liaising with insurance companies and directors to pursue claims Examining company records to support tax refunds Exchanges with government departments
Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
Trading	
Management of operations	Analysing work in progress Liaising with suppliers to secure supplies and credit terms Negotiating with ransom creditors Establishing new accounts with utility providers Ensuring security of premises, computer system, equipment and stock Liaising with customers to confirm orders and secure undertakings Liaising with management and staff Site Supervision Authorising purchase orders Maintaining purchase order registry Preparing and authorising receipt vouchers Preparing and authorising payment vouchers Liaising with RPO and Job Centre Plus regarding redundancies Arranging new PAYE scheme with HMRC and submitting online payroll returns Concluding payroll and issuing forms P45 when trading ceases Liaising with Pensions regulator regarding auto-enrolment Collecting sales ledger
Accounting for trading	Reviewing company's budgets and financial statements Preparing budgets Preparing weekly financial reports

GENERAL DESCRIPTION	INCLUDES
	Finalising trading profit or loss Trading strategy review VAT returns
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims
Dividend procedures	Agreeing allocation of realisations and costs between fixed and floating charges Paying distribution to secured creditors and seeking confirmation of discharged claims Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution Seeking unique tax reference from HMRC, submitting information on PAYE/Nl deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends

Current Charge-out Rates for the firm

Time charging policy

Support staff include cashier, secretarial and administration support.

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Insolvency Practitioner/Partners	325.00
Directors	300.00
Senior Manager	275.00
Manager	250.00
Assistant Manager	190.00
Senior Administrator	190.00
Administrator	160.00
Junior Administrator	140.00
Secretarial/Administration support staff	80.00

Hours Costs to date			
	Total Hours	Time Cost (£)	Average Hourly Rate
B/f (up to 8 May 2017)	24.80	6,141.50	247.64
In the period	5.25	985.00	187.62
C/f	30.05	7,126.50	237.15

Time charged by Liquidator to 8 May 2018

Work Function	Partner / IP		Director		Senior Manager		Manager & Senior Administrator		Administrator		Support Staff		Total Hours	Total Time Cost	Average Hourly Rate
	Hours	Time Costs	Hours	Time Costs	Hours	Time Costs	Hours	Time Costs	Hours	Time Costs	Hours	Time Costs			
Administration and Planning	-	-	-	-	-	-	-	-	0.25	35.00	-	-	0.25	35.00	140.00
Investigations	-	-	-	-	-	-	5.00	950.00	-	-	-	-	5.00	950.00	190.00
Asset Realisation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Creditors/Director	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	5.00	950.00	0.25	35.00	-	-	5.25	985.00	187.62

Time Cost Analysis - Examples of Routine Work

There are a number of activities that are generic to every Creditors' Voluntary Liquidation and a summarised list of these activities is detailed below.

Staff of different levels were involved in these activities dependent upon the level of experience required in order to keep costs to an appropriate level.

Administration and Planning

- Preparing the documentation and dealing with the formalities of appointment.
- Statutory notifications and advertising.
- Preparing documentation required.
- Dealing with all routine correspondence.
- Maintaining physical case files and electronic case details on IPS.
- Review and storage.
- Case bordereau.
- Case planning and administration.
- Preparing reports to members and creditors.
- Convening and holding meetings of members and creditors.

Cashiering

- Maintaining and managing the Liquidators' cashbook and bank account.
- Ensuring statutory lodgements and tax lodgement obligations are met.

Creditors

- Dealing with creditor correspondence and telephone conversations.
- Preparing reports to creditors.
- Maintaining creditor information.
- Reviewing and adjudicating on proofs of debt received from creditors.

Investigations

- Review and storage of books and records.
- Preparing a return pursuant to the Company Directors Disqualification Act.
- Conducting investigations into suspicious transactions.
- Review books and records to identify any transactions or actions a Liquidator may take against a third party in order to recover funds for the benefit of creditors.

Realisation of Assets

- Corresponding with debtors and attempting to collect outstanding book debts.
- Liaising with the Company's bank regarding the closure of the account.

Category 1 and 2 Disbursements

Disbursements are categorised as either Category 1 or Category 2.

Category 1

Category 1 disbursements are clearly identifiable third party costs that are directly attributable to the case. Occasionally these disbursements are paid by Beacon LLP and then recharged to the case, usually when there are insufficient funds within the case to pay the disbursement at the time it falls due. Specific approval from creditors is not required for Category 1 disbursements.

Typical examples of Category 1 disbursements are:

- Postage
- Advertising
- Insurance
- Travel costs
- External room hire
- Document storage

Category 2

Category 2 disbursements are estimated or shared costs which may include some internal recharges from Beacon LLP. It is likely that it is not possible, or too costly, to calculate the exact cost and an estimate is therefore used. These disbursements can be paid from the case if the basis of the charge has been approved by creditors.

Typical examples of Category 2 disbursements are:

- Photocopying
- Internal room hire
- Stationery

It is the policy of Beacon LLP not to charge Category 2 disbursements.