

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

FRIDAY



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05/06/2020

#92

COMPANIES HOUSE

### 1 Company details

Company number 0 7 7 2 0 2 8 2

Company name in full Grimshaw & Gardiner Joinery & Building Contractors  
Limited

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

### 2 Liquidator's name

Full forename(s) Clive

Surname Morris

### 3 Liquidator's address

Building name/number Heskin Hall Farm

Street Wood Lane

Post town Heskin

County/Region Preston

Postcode P R 7 5 P A

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

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

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

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

# LIQ14

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## Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

7

## Final account

☒ I attach a copy of the final account.

8

## Sign and date

Liquidator's signature

Signature

X



X

Signature date

d

2

d

8

m

0

m

5

y

2

y

0

y

2

y

0

# LIQ14

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## 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 Josh Peacock

Company name Marshall Peters

Address Heskin Hall Farm  
Wood Lane

Post town Heskin

County/Region Preston

Postcode P R 7 5 P A

Country

DX

Telephone 01257 452021



## 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)

## Liquidator's Abstract of Receipts & Payments From 12 February 2018 To 28 May 2020

**Statement  
of Affairs**

Cash in Hand

3,600.00

3.600.00

900.00

## Book Debt

900.00

### Contribution to Costs

1,000.00

5,500.00

### Preparation of S. of A.

5.500.00

(5,500.00)

Employee Arrears/Hol Pay

(1,600.00)

NIL

NIL

### Trade & Expense Creditors

(15,326.00)

NIL

(1,956.00)

Redundancy/Pay in Lieu of Notice

NIL

(15,064.00)

Bank - HSBC

NIL

(8,200.00)

HM Revenue &amp; Customs - Corporation

NIL

(1,500.00)

HM Revenue &amp; Customs - VAT

NIL

NIL

## Ordinary Shareholders

(2.00)

NIL

NIL

**(39,148.00)**

**NIL**

REPRESENTED BY

**NIL**

Clive Morris  
Liquidator

**FINAL ACCOUNT TO CREDITORS AND MEMBERS**

**GRIMSHAW & GARDINER JOINERY & BUILDING CONTRACTORS LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION**

# FINAL ACCOUNT OF GRIMSHAW & GARDINER JOINERY & BUILDING CONTRACTORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

## Content

- Executive Summary
- Administration and Planning
- Enquires and Investigations
- Realisation of Assets
- Creditors
- Fees and Expenses
- Creditors' Rights
- EC Regulations
- Conclusion

## Appendices

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for the period 12 February 2020 to 28 May 2020 ("the Review Period") and for the period 12 February 2018 to 28 May 2020 ("the Cumulative Period")
- Appendix III - Detailed list of work undertaken in the Review Period and the Cumulative Period
- Appendix IV - Time cost information for the Review Period and the Cumulative Period
- Appendix V - Expenses summary for Review Period and the Cumulative Period & comparison with estimate

FINAL ACCOUNT OF GRIMSHAW & GARDINER JOINERY & BUILDING CONTRACTORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

**EXECUTIVE SUMMARY**

A summary of key information in this report is detailed below.

**Assets**

Asset	Estimated to realise per Statement of Affairs (£)	Realisations for the Review Period (£)	Realisations for the Cumulative Period (£)	Anticipated future realisations (£)	Total realisations (£)
Cash in Hand	3,600.00	Nil	3,600.00	Nil	3,600.00
Book Debt	900.00	Nil	900.00	Nil	900.00

**Expenses**

Expense	Amount per fees and expenses estimates (£)	Fees and expenses incurred for the Review Period (£)	Fees and expenses paid for the Review Period (£)	Fees and expenses incurred for the Cumulative Period (£)	Fees and expenses paid for the Cumulative Period (£)	Total fees and expenses incurred (£)
Preparation of S. of A.	6,500.00	Nil	Nil	6,500.00	5,500.00	6,500.00
Office Holders Fees	30,000.00	Nil	1,695.00	9,885.50	Nil	9,885.50
Office Holders Expenses	400.00	Nil	Nil	266.10	Nil	Nil

**Dividend prospects**

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured Creditor	N/A	N/A
Preferential Creditors	Nil	Nil
Unsecured Creditors	Nil	Nil

**Closure**

There are no further matters in the liquidation to be progressed and the liquidation may now be concluded.

# FINAL ACCOUNT OF GRIMSHAW & GARDINER JOINERY & BUILDING CONTRACTORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

## ADMINISTRATION AND PLANNING

### Statutory information

Statutory information may be found at Appendix I.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix III.

### Reporting

The Liquidator has met his statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Cumulative Period, the following key documents have been issued:

- The CDDA report to the Insolvency Service;
- Progress report for the period 12 February 2018 to 11 February 2019;
- Progress report for the period 12 February 2019 to 11 February 2020;
- The proposed final account;
- This final account.

### Other administration tasks

During the Cumulative Period, the following material tasks in this category were carried out:

- Case reviews;
- Bond reviews;
- Creditor claim adjudication;
- Bank statement analysis;
- Investigations into the Company;
- Creditor communication;
- Issuing nil returns to HM Revenue & Customs;
- Ongoing communication with HM Revenue & Customs;
- De-registering the Company in relation to VAT.

## ENQUIRES AND INVESTIGATIONS

Throughout the process, the Liquidator carried out reviews of the Company's affairs. This includes seeking information and explanations from the Director by means of a questionnaire; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The Director provided the books and records and a Statement of Affairs ("SoA").

The information gleaned from this process enabled the Liquidator to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically



## FINAL ACCOUNT OF GRIMSHAW & GARDINER JOINERY & BUILDING CONTRACTORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment has been completed and the Liquidator did not identify any further assets or actions which might lead to a recovery for creditors.

### **Pre-Appointment Transactions with Connected Parties**

The Company possessed two motor vehicles which were purchased prior to the liquidation. The first vehicle was a 2008 Mercedes-Benz Sprinter, which had an online valuation of £2,500. The second vehicle was a 2007 Mercedes-Benz Sprinter, which had an online valuation of £2,000.

The vehicles were purchased by Craig Gardiner and Tony Grimshaw personally who are connected parties. Craig Gardiner is a connected party as the Director of the Company and Tony Grimshaw is a connected party as a shareholder of the Company.

£3,600 was received prior to the liquidation and the balance of £900 was received following the Liquidator's appointment.

### **REALISATION OF ASSETS**

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix III. The Liquidator formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

#### **Transactions with Connected Parties**

Following the Liquidator's appointment, a sale to a connected party has not occurred.

#### **Cash In Hand**

As detailed above, the Company possessed two motor vehicles. The first vehicle was a 2008 Mercedes-Benz Sprinter, which had an online valuation of £2,500. The second vehicle was a 2007 Mercedes-Benz Sprinter, which had an online valuation of £2,000. Both vans were purchased by two connected parties namely Craig Gardiner and Tony Grimshaw, prior to the Liquidation.

The Liquidator received £3,600 prior his appointment towards the sale of the vehicles, which was reflected as 'cash in hand' in the SoA.

#### **Book Debt**

As mentioned above, £3,600 was paid towards the sale of the vehicles prior to the liquidation of the Company, thus leaving a balance of £900 to be paid in the liquidation, which was reflected as a book debt in the SoA.

The balance of £900 was paid on 04 June 2018 and was paid by Tony Grimshaw.

#### **Other Realisations**

#### **Contribution to Costs**

On 04 June 2018, £1,000 was contributed to the costs of the liquidation personally by Tony Grimshaw, who is a shareholder of the Company.

# FINAL ACCOUNT OF GRIMSHAW & GARDINER JOINERY & BUILDING CONTRACTORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

## CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out key tasks, which are detailed in the list at Appendix III. The following sections explain the anticipated outcomes to creditors and any distributions paid.

### Secured Creditors

The Company has not granted any charges over its assets.

### Preferential creditors

#### *Employee claims*

Two employees of the Company were made redundant on 19 January 2018. The relevant information for employees to submit claims has been made to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

The employees were shown to be owed £3,556.00. Claims of £2,642.72 have been received of which £1,317.05 is claimed preferentially.

The Liquidator confirms that it is anticipated there will be insufficient funds realised after defraying the expenses of the liquidation to pay a dividend to preferential creditors.

### Floating Charge Creditors

Where a floating charge is created after 15 September 2003, a prescribed part of the company's net property shall be made available to unsecured creditors.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this liquidation.

### Unsecured Creditors

HM Revenue & Customs ("HMRC") was shown to be owed £8,200 (Corp. Tax) & £1,500 (VAT). A claim of £3,196.95 in respect of VAT has been received.

The trade and expense creditors as per the Statement of Affairs totalled £15,326.00. To date, claims totalling £12,075.38 have been received. Please be advised that proofs of debt are still being received and therefore the total value of unsecured claims is not known at present.

### Dividend Prospects

The Liquidator confirms that there are insufficient funds realised after defraying the expenses of the liquidation to pay a dividend to the unsecured creditors.

## FEES AND EXPENSES

### Pre-Appointment Costs

The creditors authorised the fee of £6,500 plus VAT for assisting the directors in calling the relevant meetings and with preparing the Statement of Affairs on 12 February 2018.

The fee for assisting with the Statement of Affairs and meetings was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

### **The Liquidator's Fees**

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day-to-day administration on cases and a manager and director then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or director.

The basis of the Liquidator's fees was approved by creditors on 12 February 2018 in accordance with the following resolution:

"That the firm be paid in the sum of £6,500 plus VAT plus disbursements in respect of the convening of the meetings, the production of the information for creditors and the preparation of the statement of affairs; such fees to be paid from the assets of the company where possible"

"That the basis of the Liquidator's fees be fixed by reference to the time properly given by the Liquidator and his staff in attending to matters arising in the winding up of the company, such time to be charged at the prevailing standard hourly charge out rates used by the firm at the time when the work is performed."

The total time costs during the Review Period amount to £1,695.00 representing 8.50 hours at an average hourly rate of £199.41 and a comparison between the original estimate and time costs to date is given at Appendix IV.

The total time costs during the Cumulative Period amount to £9,885.50 representing 53.05 hours at an average hourly rate of £186.34 and a comparison between the original estimate and time costs to date is given at Appendix IV

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Liquidator considers that:

- the original fees estimate will not be exceeded; and
- the original expenses estimate will not be exceeded.

### **Disbursements**

Category 1 disbursements are disbursements that are directly referable to the insolvent estate and relate to a payment to an independent third party.

There have been no category 1 disbursements drawn during the Cumulative Period. Category 1 disbursements incurred for the Cumulative Period total £266.10, however, funds realised in the liquidation are insufficient to draw these expenses.

Category 2 disbursements are costs that are directly referable to the liquidation but does not involve a payment to an independent third party.

There have been no category 2 disbursements drawn during the Cumulative Period. There have been no category 2 disbursements incurred in the Cumulative Period.

Information about this insolvency process may be found on the R3 website <http://www.creditorinsolvencyguide.co.uk/>.

FINAL ACCOUNT OF GRIMSHAW & GARDINER JOINERY & BUILDING CONTRACTORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

**Other Professional Costs**

There have been no other professional costs incurred during the Cumulative Period.

**CREDITORS' RIGHTS**

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

**EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

The Company's centre of main interest was in 32-36 Chorley New Road, Bolton, BL1 4AP (registered office) and 47 Thorns Road, Astley Bridge, Bolton, BL1 6NX (trading address) and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

**CONCLUSION**

There are no other matters outstanding and the affairs of the company have been fully wound up.

If you require any further information, please contact Josh Peacock at this office.

Signed \_\_\_\_\_  
Clive Morris  
Liquidator  
28 May 2020



FINAL ACCOUNT OF GRIMSHAW & GARDINER JOINERY & BUILDING CONTRACTORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

**Appendix I**

**Statutory Information**

<b>Company Name</b>	Grimshaw & Gardiner Joinery & Building Contractors Limited
<b>Company Number</b>	07720282
<b>Registered Office</b>	Heskin Hall Farm, Wood Lane, Heskin, Preston, PR7 5PA
<b>Former Registered Office</b>	32-36 Chorley New Road, Bolton, BL1 4AP
<b>Officeholder</b>	Clive Morris
<b>Officeholder's address</b>	Marshall Peters, Heskin Hall Farm, Wood Lane, Heskin, Preston, PR7 5PA
<b>Date of appointment</b>	12 February 2018

FINAL ACCOUNT OF GRIMSHAW & GARDINER JOINERY & BUILDING CONTRACTORS LIMITED - IN  
CREDITORS' VOLUNTARY LIQUIDATION

**Appendix II**

**Receipts and Payments account for the Review Period and the Cumulative Period**

**Grimshaw & Gardiner Joinery & Building Contractors Limited  
(In Liquidation)**

**LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 12/02/2020 To 28/05/2020 £	From 12/02/2018 To 28/05/2020 £
<b>RECEIPTS</b>			
Cash in Hand	3,600.00	0.00	3,600.00
Book Debt	900.00	0.00	900.00
Contribution to Costs		0.00	1,000.00
		<u>0.00</u>	<u>5,500.00</u>
<b>PAYMENTS</b>			
Preparation of S. of A.		0.00	5,500.00
Employee Arrears/Hol Pay	(1,600.00)	0.00	0.00
Trade & Expense Creditors	(15,326.00)	0.00	0.00
Redundancy/Pay in Lieu of Notice	(1,956.00)	0.00	0.00
Bank - HSBC	(15,064.00)	0.00	0.00
HM Revenue & Customs - Corporation Ta	(8,200.00)	0.00	0.00
HM Revenue & Customs - VAT	(1,500.00)	0.00	0.00
Ordinary Shareholders	(2.00)	0.00	0.00
		<u>0.00</u>	<u>5,500.00</u>
Net Receipts/(Payments)		<u>0.00</u>	<u>0.00</u>

**MADE UP AS FOLLOWS**

<u>0.00</u>	<u>0.00</u>
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Clive Morris  
Liquidator

FINAL ACCOUNT OF GRIMSHAW & GARDINER JOINERY & BUILDING CONTRACTORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix III

**Detailed list of work undertaken for Grimshaw & Gardiner Joinery & Building Contractors Limited in Creditors' Voluntary Liquidation for the Cumulative Period**

Below is detailed information about the tasks undertaken by the Liquidator.

<b>Statutory and General Administration</b>	
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
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 Liaising and providing information to be able to finalise winding up the pension scheme
Reports	Preparing annual progress reports to creditors 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.
Closure	Review case to ensure all matters have been finalised Draft final report Obtain clearance to close case from HMRC together with submitting final tax return File documents with Registrar of Companies
Realisation of Assets	Realising the assets of the Company
Book Debt	Obtaining a valuation of motor vehicles to ensure the assets were sold for a fair value Correspondence with debtors Chasing outstanding balance due
Statutory reporting on conduct of director	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service
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



# FINAL ACCOUNT OF GRIMSHAW & GARDINER JOINERY & BUILDING CONTRACTORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

## HOURLY CHARGE-OUT RATES OF THE STAFF OF MARSHALL PETERS LIMITED AS AT 1 NOVEMBER 2019:-

	£
Partner	450.00
Manager	350.00
Assistant Manager	245.00
Senior Administrator	210.00
Administrator	180.00
Senior Cashier	180.00
Cashier	135.00
Support Staff	135.00

Minimum charge-out will be in six minute units.

## DISBURSEMENTS

### Category 1 Disbursements

These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party.

Examples of equivalent costs that may be reimbursed to the office holders without up lift and do not require prior approval are given below:

Category	Basis of Charge
Indemnity Bond	At cost of mandatory cover required in accordance with the Insolvency Act 1986 for each appointment
Insurance of Assets	At cost in relation to asset coverage requirements
Company Searches	At cost incurred
Travel	All forms other than mileage at actual cost
Room Hire	All external venues at actual cost
Stationery	At cost incurred
Storage Charge	At actual cost incurred for storage (and retrieval, when appropriate) of records
Other	At actual cost charged

### Category 2 Disbursements

These are costs that are directly referable to the appointment in question but not to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. In the event of charging for Category 2 disbursements the following items of expenditure are recharged on the basis specified:

Category	Basis of Charge
Business Mileage	Motor vehicle at 45p per mile
Internal Room Hire	Held at Marshall Peters Limited, Heskin Hall, Wood Farm Lane, Preston, Heskin, PR7 5PA: £50
Photocopying	Specific calculation of 25 pence per sheet x number of creditors
Facsimiles	£1 for first page and 10 pence for each additional page

### Subcontractors

Details and the cost of any work which has been or is intended to be sub-contracted out that could otherwise be carried out by the office holder or his staff will be provided in any report which incorporates a request for approval of the basis upon which remuneration may be charged.

### Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery or relevant disbursements. The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

**HOURLY CHARGE-OUT RATES OF THE STAFF OF MARSHALL PETERS LIMITED AS AT 10 JUNE 2013:-**

£

Partner	350.00
Manager	245.00
Assistant Manager	200.00
Senior Administrator	160.00
Administrator	135.00
Senior Cashier	135.00
Cashier	90.00
Support Staff	90.00

Minimum charge-out will be in six-minute units.

**DISBURSEMENTS****Category 1 Disbursements**

These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party.

Examples of equivalent costs that may be reimbursed to the office holders without up lift and do not require prior approval are given below:

Category	Basis of Charge
Indemnity Bond	At cost of mandatory cover required in accordance with the Insolvency Act 1986 for each appointment
Insurance of Assets	At cost in relation to asset coverage requirements
Company Searches	At cost incurred
Travel	All forms other than mileage at actual cost
Room Hire	All external venues at actual cost
Stationery	At cost incurred
Storage Charge	At actual cost incurred for storage (and retrieval, when appropriate) of records
Other	At actual cost charged

**Category 2 Disbursements**

These are costs that are directly referable to the appointment in question but not to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. In the event of charging for Category 2 disbursements the following items of expenditure are recharged on the basis specified:

Category	Basis of Charge
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Photocopying	Specific calculation of 25 pence per sheet x number of creditors
Facsimiles	£1 for first page and 10 pence for each additional page

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Details and the cost of any work which has been or is intended to be sub-contracted out that could otherwise be carried out by the office holder or his staff will be provided in any report which incorporates a request for approval of the basis upon which remuneration may be charged.

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Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery or relevant disbursements. The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

**Appendix IV**

**Time cost information for the Review Period and the Cumulative Period**

# Time Entry - SIP9 Time & Cost Summary

G065 - Grimshaw & Gardiner Joinery & Building Contractors Limited  
All Post Appointment Project Codes  
From: 12/02/2020 To: 28/05/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	0.00	0.00	0.00	5.50	5.50	1,155.00	210.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	3.00	3.00	540.00	180.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	0.00	0.00	8.50	8.50	1,695.00	199.41

# Time Entry - SIP9 Time & Cost Summary

G065 - Grimshaw & Gardiner Joinery & Building Contractors Limited  
All Post Appointment Project Codes  
To: 28/05/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	0.00	11.50	2.75	18.90	33.15	6,864.00	207.06
Case Specific Matters	0.00	0.00	0.00	0.90	0.90	121.50	135.00
Creditors	0.00	0.00	0.00	8.00	8.00	1,160.00	147.50
Investigations	0.00	0.00	0.00	9.00	9.00	1,440.00	160.00
Realisation of Assets	0.00	0.00	0.00	2.00	2.00	260.00	140.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	11.50	2.75	38.80	53.05	9,885.50	186.34

FINAL ACCOUNT OF GRIMSHAW & GARDINER JOINERY & BUILDING CONTRACTORS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

**Appendix V**

**Expenses summary for period, cumulative & comparison with estimate for Grimshaw & Gardiner Joinery & Building Contractors Limited Limited in Creditors' Voluntary Liquidation**

Below are details of the Liquidator's expenses for the Cumulative Period.

Expenses	Original expenses estimate £	Actual expenses incurred in the Cumulative Period £	Actual expenses paid to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
<b>Category 1 Expenses</b>				
Statutory Advertising	250.00	206.10	Nil	Estimate not exceeded original estimate
Bordereau Fee	100.00	60.00	Nil	Estimate not exceeded original estimate

*There have been no category 2 disbursements incurred during the Cumulative Period.*