

In accordance with  
Rule 6.28 of the  
Insolvency (England &  
Wales) Rules 2016 and  
Section 106(3) of the  
Insolvency Act 1986.

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

SC

WEDNESDAY



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A09

26/02/2020


#319

COMPANIES HOUSE

<b>1</b>	<b>Company details</b>	
Company number	1   0   7   5   0   7   8   8	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	CK Contracts (Yorkshire) Ltd	
<b>2</b>	<b>Liquidator's name</b>	
Full forename(s)	Claire Elizabeth	
Surname	Dowson	
<b>3</b>	<b>Liquidator's address</b>	
Building name/number	3rd Floor	
Street	Westfield House	
Post town	60 Charter Row	
County/Region	Sheffield	
Postcode	S   1     3   F   Z	
Country		
<b>4</b>	<b>Liquidator's name ①</b>	
Full forename(s)	Joanne Louise	① Other liquidator Use this section to tell us about another liquidator.
Surname	Hammond	
<b>5</b>	<b>Liquidator's address ②</b>	
Building name/number	3rd Floor	② Other liquidator Use this section to tell us about another liquidator.
Street	Westfield House	
Post town	60 Charter Row	
County/Region	Sheffield	
Postcode	S   1     3   F   Z	
Country		

# LIQ14

## Notice of final account prior to dissolution in CVL

<b>6</b>	<b>Liquidator's release</b>	
	<input type="checkbox"/> Tick if one or more creditors objected to liquidator's release.	
<b>7</b>	<b>Final account</b>	
	<input checked="" type="checkbox"/> I attach a copy of the final account.	
<b>8</b>	<b>Sign and date</b>	
Liquidator's signature	<div>Signature</div> <div>  </div>	
Signature date	<div> <div>d2d4</div> <div>02</div> <div>2020</div> </div>	

# LIQ14

## Notice of final account prior to dissolution in CVL



### 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 Phil Nunney

Company name Begbies Traynor (SY) LLP

Address 3rd Floor, Westfield House

60 Charter Row

Post town Sheffield

County/Region

Postcode S 1 3 F Z

Country

DX

Telephone 0114 2755033



### 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)

**CK Contracts (Yorkshire) Ltd**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

<b>Statement of Affairs</b>		<b>From 29/12/2018 To 23/12/2019</b>	<b>From 29/12/2017 To 23/12/2019</b>
<b>£</b>		<b>£</b>	<b>£</b>
	<b>SECURED ASSETS</b>		
Uncertain	Book Debts	NIL	NIL
		NIL	NIL
	<b>SECURED CREDITORS</b>		
(53,197.07)	Bibby Financial Services	NIL	NIL
		NIL	NIL
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	NIL	0 07
	Cash at Bank	NIL	86.50
	Voluntary Contributions	NIL	3,000.00
		NIL	3,086.57
	<b>COST OF REALISATIONS</b>		
	Bank Charges	1 70	7 20
	Disbursements		
	Postage	NIL	39 33
	Employment Advice	NIL	563.57
	Specific Bond	NIL	20.00
	Statement of Affairs Fee	430.18	2,036.47
	Statutory Advertising		
	Advertising	NIL	420.00
		(431.88)	(3,086.57)
	<b>PREFERENTIAL CREDITORS</b>		
(2,567.08)	Employees re Arrears/Hol Pay	NIL	NIL
(5,832.07)	RPO re Arrears/Holiday Pay	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(42,925.00)	Director's Loan Account - L Robinson	NIL	NIL
(8,932.31)	Employees	NIL	NIL
(2,791.39)	HM Revenue & Customs - PAYE/CIS	NIL	NIL
(1,600.00)	Loan Account - Christian Key	NIL	NIL
(11,664.12)	RPO	NIL	NIL
(111,819.57)	Trade Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(241,329.61)</b>		<b>(431.88)</b>	<b>0.00</b>
	<b>REPRESENTED BY</b>		
			<b>NIL</b>

**CK CONTRACTS (YORKSHIRE) LTD (IN CREDITORS' VOLUNTARY  
LIQUIDATION)  
REGISTERED COMPANY NUMBER: 10750788**

**NOTICE OF FINAL ACCOUNT UNDER RULE 6.28 OF THE INSOLVENCY (ENGLAND  
AND WALES) RULES 2016**

1. The Company's affairs are fully wound up.
2. A secured creditor or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question) or with the permission of the court, may request in writing that the Liquidators provide further information about their remuneration or expenses as set out in the final report. A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the final report by the person, or by the last of them in the case of an application by more than one creditor.
3. A secured creditor or an unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors (including the creditor in question) or with permission of the court, may within 8 weeks after receipt of the final report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in the final account, are excessive.
4. A creditor may object to the release of the Liquidators by giving notice in writing to the Liquidators before the end of the prescribed period.
5. The prescribed period is the period ending at the later of:
  - a. eight weeks after delivery of this notice, or
  - b. if any request for information as detailed in point 2 above is received or an application to court made as detailed in point 3 above, when that request or application is finally determined.
6. The Liquidators will vacate office under Section 171 of the Insolvency Act 1986, as soon as the Liquidators have delivered their final account to the Registrar of Companies confirming whether any creditors have objected to the Liquidators' release.
7. The Liquidators will be released at the same time as vacating office unless any of the creditors object to the release.

Date: 23 December 2019

Signed: 

The Liquidators' postal address is at 3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ. They can also be contacted via Phil Nunney by e-mail at [Sheffield.North@Begbies-Traynor.com](mailto:Sheffield.North@Begbies-Traynor.com) or by telephone on 0114 275 5033.

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## **CK Contracts (Yorkshire) Ltd (In Creditors' Voluntary Liquidation)**

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Final report and account of the liquidation

Period: 29 December 2018 to 23 December 2019

### **Important Notice**

This report has been produced solely to comply with our statutory duty to report to creditors and members of the Company pursuant to Section 106 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 creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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## **Contents**

- ☐ Interpretation
- ☐ Company information
- ☐ Details of appointment of liquidators
- ☐ Progress since our last report
- ☐ Outcome for creditors
- ☐ Remuneration and disbursements
- ☐ Liquidators' expenses
- ☐ Unrealisable assets
- ☐ Other relevant information
- ☐ Conclusion
- ☐ Appendices
  - 1. Liquidators' account of receipts and payments
  - 2. Liquidators' time costs and disbursements
  - 3. Statement of Liquidators' expenses

## 1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	CK Contracts (Yorkshire) Ltd (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 29 December 2017.
"the liquidators", "we", "our" and "us"	Claire Elizabeth Dowson of Begbies Traynor (SY) LLP, 3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ and Joanne Louise Hammond of Begbies Traynor (SY) LLP, 3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England & Wales) Rules 2016
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and  (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

## 2. COMPANY INFORMATION

Trading name(s):	CK Contracts (Yorkshire) Limited
Company registered number:	10750788
Company registered office:	3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ
Former trading address:	Office 4, Ground Floor, Ropergate, Pontefract, WF8 1JY

## 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	29 December 2017
Date of liquidators' appointment:	29 December 2017



Changes in liquidator (if any):

None

## 4. PROGRESS SINCE OUR LAST REPORT

This is our final report and account of the liquidation in conjunction with our progress report for the period 29 December 2017 to 28 December 2018.

### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 29 December 2018 to 23 December 2019.

#### Receipts

There have been no receipts during the period covered by this report.

#### Payments

##### Bank Charges

Santander have been paid £1.70 in relation to the maintenance of the estate bank account during the period covered by this report.

##### Statement of Affairs Fee

The joint liquidators have drawn the sum of £430.18 plus VAT during the period covered by this report, in relation to the costs incurred for preparation of the Company's statement of affairs..

### **What work has been done in the period of this report, why was that work necessary and what has been the financial benefit (if any) to creditors?**

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details>. Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached at Appendix 2. There is an analysis for the period of the report and also an analysis of time spent on the case since the date of our appointment. The details below relate to the work undertaken in the period of the report only. Our previous report contains details of the work undertaken since our appointment.

#### General case administration and planning

The joint liquidators have completed works required to maintain the liquidation including periodically reviewing the case to ascertain which works remain outstanding and progressing the case to ensure all statutory requirements have been completed during the course of the liquidation. This has included the completion of the statutory checklists and updated both paper files and electronic diaries.

In addition, all statutory documentation which is required to be issued to the relevant parties during the course of the liquidation has been compiled and issued on the statutory due dates.

There is no financial benefit to creditors from the work undertaken in this area however we have a duty to undertake the same therefore these costs cannot be avoided.

#### Compliance with the Insolvency Act, Rules and best practice

The joint liquidators have prepared and submitted to all relevant parties the statutory liquidators' annual report to creditors following their first anniversary. The receipts and payment account has also been issued to the Registrar of Companies with the necessary notices, as required by the Insolvency Act.

A final review has been compiled to ensure that all matters within the liquidation have been completed as required. This final report has then been prepared and issued to the Company's creditors and filed at Companies House with the necessary notices.

General banking duties have been carried out including regularly monitoring and reconciling the estate bank account against our internal system to ensure that all receipts and payments have been accounted for.

A statutory bond was obtained by the joint liquidators to cover all realisations into the case. Regular reviews of the level of bond have been undertaken to ensure that this remained at an appropriate level.

These works have not provided a financial benefit to the Company's creditors, however they are required by statute therefore the costs of undertaking the same cannot be avoided.

#### Investigations

No investigations have been undertaken during the period covered by this report.

#### Realisation of assets

Time has been spent reviewing the Company's debtor position with Bibby Financial Services Limited ("Bibby's"). Bibby's have confirmed that there will be no recoveries in this respect therefore the funds owed to the Company have been written off as irrecoverable.

This has not had a financial benefit to the Company's creditors as no realisations have been achieved from these works.

#### Trading

The Company has not traded in liquidation therefore no time costs have been incurred in this regard.

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

No time has been incurred in relation to creditor correspondence during the period covered by this report. However, the joint liquidators will continue to liaise with the Company's creditors should they have any queries, until closure of the case.

#### Other matters which includes seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedures), tax, litigation, pensions and travel

The joint liquidators have completed and submitted VAT returns to HMRC in order to reclaim VAT receivable for the benefit of the estate where appropriate.

These works have not provided a financial benefit to the Company's creditors however such work is required by statute and therefore unavoidable.

## 5. OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in the director's statement of affairs and in our progress report for the period 29 December 2017 to 28 December 2018.

On the basis of realisations, the outcome for each class of the Company's creditors is as follows:

### **Secured creditors**

The Company granted a debenture to Bibby on 28 July 2017. The joint liquidators have corresponded with Bibby to request an update of the current position. Bibby have confirmed that there have been no recoveries made in this respect therefore the secured creditor will not be paid in this regard.

### **Preferential creditors**

No dividend is available for preferential creditors because the funds realised have already been used or allocated for defraying the expenses of the liquidation.

### **Prescribed Part for unsecured creditors pursuant to Section 176A of the Act**

Details of how the prescribed part is calculated have previously been provided in our progress report for the period 29 December 2017 to 28 December 2018.

We have estimated, to the best of our knowledge and belief, the Company's net property, as defined in section 176A(6) of the Act, to be nil and the prescribed part of the Company's net property to be nil.

### **Unsecured creditors**

As detailed in our progress report for the period 29 December 2017 to 28 December 2018, we confirm that no dividend is available for unsecured creditors as the funds realised have already been distributed or used or allocated for defraying the expenses of the liquidation. Consequently we have not taken steps to formally agree the claims of unsecured creditors.

## 6. REMUNERATION & DISBURSEMENTS

### **Remuneration**

Our remuneration has been fixed by a decision of the creditors by way of correspondence on 25 January 2018 by reference to the time properly given by us (as liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (SY) LLP in attending to matters arising in the winding up as set out the in the fees estimate dated 5 January 2018 in the sum of £17,167.50 and we are authorised to draw disbursements for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy and which is attached at Appendix 2 of this report.

Our time costs for the period from 29 December 2018 to 23 December 2019 amount to £2,848.50 which represents 11.4 hours at an average rate of £249 87 per hour.

The following further information in relation to our time costs and disbursements is set out at Appendix 2:

- ☐ Begbies Traynor (SY) LLP's charging policy;
- ☐ Time Costs Analysis for the period 29 December 2018 to 23 December 2019.

In addition to the Time Costs Analysis for the period covered by this report, a cumulative Time Costs Analysis for the period from 29 December 2017 to 23 December 2019 is also attached at Appendix 2.

To 23 December 2019, we have not drawn any remuneration, against total time costs of £10,508.50 incurred since the date of our appointment. In addition to the time costs information disclosed at Appendix 2 for the period since our last progress report, our previous progress report contained details of the time costs we had incurred as at the date of that report. Our unbilled time costs of £10,508.50 have been written off as irrecoverable. However, we reserve the right to recover our unbilled time costs in the event that circumstances subsequently permit us to do so

### **Disbursements**

To 23 December 2019, we have drawn disbursements in the sum of £269.33. This figure includes funds payable in relation to statutory bond and statutory advertising payments. Whilst such funds have been paid to third parties, such funders were first paid by Begbies Traynor.

### **Why have subcontractors been used?**

UK Employment Law Consultants ("UKELC") were instructed to assist the joint liquidators with the Section 120 pension submission in relation to the former employees of the Company. UKELC were chosen based on the joint liquidator's knowledge of the professional advisors experience with similar matters taking into account the complexity and nature of the assignment and the basis of their fee arrangements

### **Category 2 Disbursements**

In accordance with the resolution obtained in relation to disbursements, no Category 2 disbursements have been charged to the case since our last report to creditors.

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2017' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at [www.begbies-traynor.com/creditorsguides](http://www.begbies-traynor.com/creditorsguides). Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

## **7. LIQUIDATORS' EXPENSES**

A statement of the expenses incurred since our last 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.

## **8. UNREALISABLE ASSETS**

The following assets have proved to be unrealisable:

### **Bibby Financial Services Limited – Book Debts**

As detailed above, the debts owed to the Company have been written off as irrecoverable.

## **9. OTHER RELEVANT INFORMATION**

### **Investigations and reporting on directors conduct**

You may be aware that a liquidator has a duty to enquire into the affairs of an insolvent company to determine its property and liabilities and to identify any actions which could lead to the recovery of funds. In addition, a

liquidator is also required to consider the conduct of the Company's directors and to make an appropriate submission to the Department for Business, Energy and Industrial Strategy. We can confirm that we have discharged our duties in these respects.

#### **Investigations completed**

As explained in our first progress report, we have been investigating the manner in which the business was conducted prior to the liquidation of the Company and potential recoveries for the estate in this respect. No further recoveries were identified and all investigations have been completed.

#### **Connected party transactions**

We have not been made aware of any sales of the Company's assets to connected parties.

#### **Use of personal information**

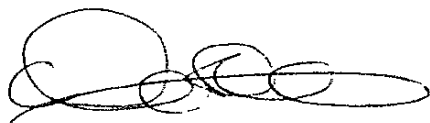
Please note that although it is our intention to conclude the liquidation, in the course of us continuing to discharge our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required 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.

## **10. CONCLUSION**

This report and account of receipts and payments is our final account of the winding-up, showing how the liquidation has been conducted and details of how the Company's property has been disposed of.

Unless creditors object, by giving notice in writing within 8 weeks of the delivery of the notice of our final account, we will have our release from liability at the same time as vacating office. We will vacate office upon our delivering to the Registrar of Companies our final account.

Should you require further explanation of any matters contained within this report, you should contact our office and speak to the case manager, Keith Wilson in the first instance, who will be pleased to assist.



**Claire Elizabeth Dowson**  
Joint Liquidator

Dated: 23 December 2019

## ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 29 December 2018 to 23 December 2019

**CK Contracts (Yorkshire) Ltd**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

<b>Statement of Affairs</b>		<b>From 29/12/2018 To 23/12/2019</b>	<b>From 29/12/2017 To 23/12/2019</b>
<b>£</b>		<b>£</b>	<b>£</b>
	<b>SECURED ASSETS</b>		
Uncertain	Book Debts	NIL	NIL
		NIL	NIL
	<b>SECURED CREDITORS</b>		
(53,197.07)	Bibby Financial Services	NIL	NIL
		NIL	NIL
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	NIL	0.07
	Cash at Bank	NIL	86 50
	Voluntary Contributions	NIL	3,000.00
		NIL	3,086.57
	<b>COST OF REALISATIONS</b>		
	Bank Charges	1 70	7.20
	Disbursements		
	Postage	NIL	39.33
	Employment Advice	NIL	563 57
	Specific Bond	NIL	20 00
	Statement of Affairs Fee	430 18	2,036.47
	Statutory Advertising		
	Advertising	NIL	420.00
		(431.88)	(3,086.57)
	<b>PREFERENTIAL CREDITORS</b>		
(2,567.08)	Employees re Arrears/Hol Pay	NIL	NIL
(5,832.07)	RPO re Arrears/Holiday Pay	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(42,925.00)	Director's Loan Account - L Robinson	NIL	NIL
(8,932.31)	Employees	NIL	NIL
(2,791.39)	HM Revenue & Customs - PAYE/CIS	NIL	NIL
(1,600.00)	Loan Account - Christian Key	NIL	NIL
(11,664.12)	RPO	NIL	NIL
(111,819.57)	Trade Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(241,329.61)</b>		<b>(431.88)</b>	<b>0.00</b>
	<b>REPRESENTED BY</b>		
			<b>NIL</b>

## TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (SY) LLP's charging policy;
- b. Time Costs Analysis for the period from 29 December 2018 to 23 December 2019; and
- c. Cumulative Time Costs Analysis for the period from 29 December 2017 to 23 December 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. 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

<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

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

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour) 1 December 2018 – until further notice</b>
Partner	495
Director	445
Senior Manager	395
Manager	345
Assistant Manager	250
Senior Administrator	225
Administrator	175
Junior Administrator	140
Support	140

Prior to 1 December 2018, the following rates applied:

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour)</b>
Partner	395
Director	345
Senior Manager	310
Manager	265
Assistant Manager	205
Senior Administrator	175
Administrator	135
Junior Administrator	110
Support	60 - 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.

[illegible]

[illegible]

## STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
Bank Charges	Santander	1.70	1.70	Nil

## CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Bank Charges	Santander	7.20
Disbursements – Postage	Royal Mail	39.33
Employment Advice	UK Employment Law Consultants	563.57
Specific Bond	Willis Limited	20.00
Statutory Advertising	EPE Reynell Advertising Limited	420.00