

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 1 1 7 4 1 9 6 4

Company name in full Rhino Media Group Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Matthew

Surname Dix

3 Liquidator's address

Building name/number Cartergate House

Street 26 Chantry Lane

Post town Grimsby

County/Region North East Lincolnshire

Postcode D N 3 1 2 L J

Country

4 Liquidator's name ①

Full forename(s) Ian Michael

Surname Rose

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number Cartergate House

Street 26 Chantry Lane

Post town Grimsby

County/Region North East Lincolnshire

Postcode D N 3 1 2 L J

Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ14

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6 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

M. Dix

X

Signature date

^d2^d4

^m0^m3

^y2^y0^y2^y2

**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 **Debra Smith**

Company name **Wilkin Chapman Business**

Solutions Limited

Address **Cartergate House**

26 Chantry Lane

Post town **Grimsby**

County/Region **North East Lincolnshire**

Postcode

D	N	3	1		2	L	J
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Country

DX

Telephone **01472 246666**

**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 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

Rhino Media Group Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 28 April 2020 To 22 March 2022

Statement of Affairs £		£	£
	ASSET REALISATIONS		
451.13	Cash at Bank	439.13	
			439.13
	OTHER REALISATIONS		
	Bank interest, gross	0.01	
	Contribution to costs	3,600.00	
			3,600.01
	COST OF REALISATIONS		
	Preparation of Statement of affairs	4,039.14	
			(4,039.14)
	UNSECURED CREDITORS		
(149,176.42)	Trade & Expense Creditors	NIL	
(1.00)	Consumer Creditors	NIL	
(28,934.00)	HM Revenue & Customs	NIL	
			NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	
			NIL
(177,661.29)			NIL
	REPRESENTED BY		
	Estate Account		(807.83)
	Vat control		807.83
			NIL

Rhino Media Group Limited
(In Liquidation)
Supplementary Information

Registered Office / Home Address

C/o Wilkin Chapman Business Solutions Limited 1st Floor
Consort House
Waterdale
Doncaster
DN1 3HR

Registered Number

11741964

Appointment Details

First Partner - Matthew Dix

Cartergate House, 26 Chantry Lane, Grimsby, North East Lincolnshire, DN31 2LJ

Appointment Date - 19/03/2021

Second Partner - Ian Michael Rose

Cartergate House, 26 Chantry Lane, Grimsby, North East Lincolnshire, DN31 2LJ

Appointment Date - 28/04/2020

Changes to Office Holders

Karen Tracy Potts ceased on 19/03/2021

Additional Information

Dividends / Distributions / Consigned Funds : E = Equalising

Dividend Type	Date	Admitted	Number	Paid	p in £
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No Dividends Paid

Unrealisable Assets

None

Details of Basis of Remuneration

Time costs

Statement of Remuneration / Expenses

For period 28/04/2020 to 22/03/2022

Account	Incurring In Period	Accrued In Period For Last Period	Accrued In Period	Total In Period
Preparation of Statement of affairs	4,039.14	0.00	0.00	4,039.14
	4,039.14	0.00	0.00	4,039.14

Statement on Fee / Expenses Estimates

FINAL ACCOUNT

Rhino Media Group Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

Content

- Executive Summary
- Administration and Planning
- Enquiries and Investigations
- Realisation of Assets
- Trading
- Creditors
- Ethics
- Fees and Expenses
- Creditors' Rights
- Conclusion

Appendices

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for the period 28/04/2021 to 17/01/2022 and for the period 28/04/2020 to 17/01/2022
- Appendix III - Detailed list of work undertaken in the period and since appointment
- Appendix IV - Time cost information for period 28/04/2021 to 17/01/2022 and 28/04/2020 to 17/01/2022
- Appendix V - Time costs summary for period, cumulative & comparison with estimate
- Appendix VI - Expenses summary for period, cumulative & comparison with estimate
- Appendix VII - Full Charge Out and Expenses Summary

EXECUTIVE SUMMARY

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

Assets

Asset	Estimated to realise Statement of Affairs	Realisations to date	Anticipated future realisations	Total anticipated realisations
Cash at Bank	451.13	439.13	Nil	439.13
Contribution to Costs	-	3,600.00	Nil	3,600.00
Bank Interest (gross)	-	0.01	Nil	0.01

Expenses

Expense	Amount fees expenses estimates	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
Joint Liquidators' fees	20,100.00	19,802.50	Unknown	Unknown
Advertising	169.50	169.50	Nil	169.50
Bonding	30.00	30.00	Nil	30.00
Postage	134.17	151.58	Unknown	Unknown
Printing/faxes	297.05	259.35	Unknown	Unknown
Stationary	5.00	5.00	Nil	5.00
Company Searches	2.80	11.46	Nil	11.46

Dividend prospects

There was no dividend payable to any class of creditor.

Closure

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

INTRODUCTION

The purpose of this report is to detail my acts and dealing of the Joint Liquidators for the period of the administration of the liquidation and it should be read in conjunction with previous correspondence to creditors and earlier progress reports, as set out in the table below.

Previous Progress Reports		
Description	Period covered by report	Date of Report
Progress Report No. 1	28/04/2020 to 27/04/2021	19/05/2021

Where I make reference to a reporting period in this report, I refer to the period 28/04/2021 to 17/01/2022, being the period since my last progress report.

ADMINISTRATION AND PLANNING**Statutory information**

Statutory information may be found at Appendix I.

The Joint Liquidators are 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 Joint Liquidators have met their 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 Review Period, the following key documents have been issued:

- This progress report.

Other administration tasks

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

- Case reviews.

ENQUIRIES AND INVESTIGATIONS

During their administration of this matter, the Joint Liquidators carried out an initial review of the Company's affairs. This included seeking information and explanations from the director by means of questionnaires; 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 information gleaned from this process enabled the Joint Liquidators 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 include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment revealed matters that the Joint Liquidators considered merited further investigation. A letter was issued to the director in respect of a possible breach of S212 of the Insolvency Act 1986 in the sum of £44,971.00. Evidence was subsequently provided by the director and upon further review by the Joint Liquidators this matter was deemed uneconomical to pursue.

Although this work did not ultimately generate any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

REALISATION OF ASSETS

The only asset listed in the Statement of Affairs was cash at bank. The Joint Liquidators contacted the bank and requested the funds be paid into the liquidation, with the sum of £439.13 being received.

The director, Mr Roger van Deelen, has paid the sum of £3,600.00 as a contribution towards the liquidation costs as agreed by us, as Joint Liquidators.

CREDITORS

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

Secured creditors

The Company has not granted any charges over its assets.

Preferential creditors

There were no preferential creditors in the liquidation.

Unsecured creditors

HMRC was shown to be owed £28,934.00. A claim of £89,964.31 has been received in respect of its unsecured liability.

The trade and expense creditors as per the statement of affairs totalled £149,176.42, and the total amount of unsecured creditors in the statement of affairs was £178,111.42. Unsecured creditors' claims have been received in the total sum of £181,867.35.

Dividends

There were insufficient realisations to pay a dividend to any class of creditor.

ETHICS

Please also be advised that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

General ethical considerations

In the period since the last report, no new threats to compliance with the Code of Ethics were identified.

FEES AND EXPENSES

Pre-Appointment Costs

A Statement of Affairs fee of £5,000.00 plus VAT was part paid pre-appointment in the sum of £3,000.00 plus VAT and the remaining balance of £2,000.00 plus VAT was approved by creditors on 28 May 2020 in accordance with the following resolution:

That the remaining sum of £2,000.00 plus VAT be drawn in expect of the Statement of Affairs fee.

The sum of £4,039.14 plus VAT has been drawn on account of the Statement of Affairs fee.

The Joint Liquidators 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 senior manager or director.

The Joint Liquidators' time costs for the period covered by this report amount to £9,182.50, and for the entire period of the administration of the liquidation their time costs amount to £20,602.50. These time costs are set out in more detail in Appendices III and IV. The Joint Liquidators do not anticipate drawing any of these time costs, and they will be written off upon final closure of this matter.

The basis of the Joint Liquidators fees was approved by creditors on 28 May 2020 in accordance with the following resolution:

"That the Joint Liquidators fees be fixed by reference to the time given by them and their staff in attending to matters arising in the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken. The estimated Joint Liquidators fees be capped at £20,100.00."

Expenses

The expenses, which include disbursements that have been incurred and paid during the period are detailed on Appendix VI. Also included in Appendix VI is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses exceeded that estimate.

The category 1 expenses paid for in the period 28/04/2020 to 17/01/2022 total £362.54 are detailed at Appendix II and represent payments to parties not associated with the firm, who have provided services or goods for the administration of the assignment.

The category 2 expenses for the period 28/04/2020 to 17/01/2022 total £264.35. The basis of calculation of this category of expense was disclosed to creditors to their approval, which was given on 28 May 2020, and are also detailed at Appendix II.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and expenses policy may be found at www.wilkinchapman.co.uk/business-solutions. A hard copy of both the Creditors' Guide and the firm's charge-out rate and expenses policy may be obtained on request.

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 Joint Liquidators 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 Joint Liquidators 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.

CONCLUSION

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

For further information regarding this case please contact this office.

Signed: 

Matthew Dix
Joint Liquidator

Dated: 17 January 2022

Appendix I

Statutory Information

Company Name	Rhino Media Group Limited
Former Trading Name	N/A
Company Number	11741964
Registered Office	c/o Wilkin Chapman Business Solutions Limited , Cartergate House, 26 Chantry Lane, Grimsby, North East Lincolnshire, DN31 2LJ
Former Registered Office	N/A
Officeholders	Matthew Dix and Ian Michael Rose
Officeholders address	Wilkin Chapman Business Solutions Limited, Cartergate House, 26 Chantry Lane, Grimsby, North East Lincolnshire, DN31 2LJ
Date of appointment	28 April 2020
Change in Office Holder	On 19 March 2021 Karen Tracy Potts was replaced by Matthew Dix of this firm, as Joint Liquidator, following an order of the High Court in proceedings entitled CR-2021-000463

Appendix II

Receipts and Payments account for the period 28/04/2021 to 17/01/2022 and 28/04/2020 to 17/01/2022

Rhino Media Group Limited
(In Liquidation)
JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 28/04/2021 To 17/01/2022 £	From 28/04/2020 To 17/01/2022 £
RECEIPTS			
Cash at Bank	451.13	0.00	439.13
Bank interest, gross		0.00	0.01
Contribution to costs		0.00	3,600.00
		<u>0.00</u>	<u>4,039.14</u>
PAYMENTS			
Preparation of Statement of affairs		674.14	4,039.14
Trade & Expense Creditors	(149,176.42)	0.00	0.00
Consumer Creditors	(1.00)	0.00	0.00
HM Revenue & Customs	(28,934.00)	0.00	0.00
Ordinary Shareholders	(1.00)	0.00	0.00
		<u>674.14</u>	<u>4,039.14</u>
Net Receipts/(Payments)		<u>(674.14)</u>	<u>0.00</u>
MADE UP AS FOLLOWS			
Estate Account		(808.97)	(807.83)
VAT Receivable / (Payable)		134.83	807.83
		<u>(674.14)</u>	<u>0.00</u>

Appendix III

Detailed list of work undertaken for Rhino Media Group Limited in Creditors' Voluntary Liquidation for the full period to Closure.

Below is detailed information about the tasks undertaken by the Joint Liquidators

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
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report, investigation, meeting and general 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 Convene and hold final meetings File documents with Registrar of Companies
Investigations	
SIP 2 Review	Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reviewing company's electronic records Review of specific transactions and liaising with directors regarding certain transactions
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
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
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend

FINAL ACCOUNT OF Rhino Media Group Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

Current Charge-out Rates for the firm

Time charging policy

Support staff charge their time to each case.

Support staff include cashier, secretarial and administration support.

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates
	£
Insolvency Practitioner/Partners	375
Manager	275
Assistant Manager	225
Senior Administrator	200
Administrator	175
Cashier	150
Assistants and Support Staff	100

Appendix IV

Time cost information for period 28/04/2021 to 17/01/2022 and 28/04/2020 to 17/01/2022

Time Entry - Detailed SIP9 Time & Cost Summary

RK1NC - Rhino Media Group Limited
From: 28/04/2021 To: 17/01/2022
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	0.10	2.40	0.30	0.60	3.40	807.50	237.50
CR-CRED : Creditors & Distributions	0.00	0.00	0.00	0.20	0.20	20.00	100.00
IN-INV : Investigations	0.90	5.50	23.00	0.00	29.40	6,435.00	218.88
S3-STAT : Statutory & Compliance	0.90	0.30	7.50	0.00	8.70	1,920.00	220.69
Productive Time	1.90	8.20	30.80	0.80	41.70	9,182.50	220.20
Total Hours	1.90	8.20	30.80	0.80	41.70	9,182.50	220.20
Total Fees Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursement (Grouped By Analysis Code)

RK1NC - Rhino Media Group Limited
All Post Appointment Project Codes
From: 28/04/2021 To: 17/01/2022

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Disbursement Description / Analysis Codes	Amount
Fax and Printing: (D2FAXPRINT :)	1.20
Postage: (D2POST :)	2.07
Company Searches: (D2SEARCH :)	6.00
Total	9.27

Time Entry - Detailed SIP9 Time & Cost Summary

RK1NC - Rhino Media Group Limited
To: 17/01/2022
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	1.60	5.80	4.90	1.40	13.70	3,307.50	241.42
CR-CRED : Creditors & Distributions	0.20	0.00	4.60	1.70	6.50	1,165.00	179.23
IN-INV : Investigations	2.60	10.30	41.95	0.00	54.85	12,170.00	221.88
RA-FLTG : Asset Realisations / Contributions	0.10	0.00	0.00	0.00	0.10	37.50	375.00
S3-STAT : Statutory & Compliance	1.90	1.80	13.60	0.00	17.30	3,922.50	226.73
Productive Time	6.40	17.90	65.05	3.10	92.45	20,602.50	222.85
Total Hours	6.40	17.90	65.05	3.10	92.45	20,602.50	222.85
Total Fees Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursement (Grouped By Analysis Code)

RK1NC - Rhino Media Group Limited
All Post Appointment Project Codes
To: 17/01/2022

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Disbursement Description / Analysis Codes	Amount
Advertising: (D2ADVERT :)	169.50
Bonding: (D2BONDING :)	30.00
Fax and Printing: (D2FAXPRINT :)	259.35
Postage: (D2POST :)	152.05
Company Searches: (D2SEARCH :)	11.46
Stationary: (D2STATION :)	5.00
Total	627.36

Appendix V

Time costs summary for period, cumulative & comparison with estimate for Rhino Media Group Limited IN CREDITORS VOLUNTARY LIQUIDATION

	Original fees estimate			Actual time costs incurred during the Review Period			Total time costs incurred to date		
Work category	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration & Planning	19.00	205.26	3,900.00	3.40	237.50	807.50	13.70	241.42	3,307.50
Creditors & Distributions	15.00	193.33	2,900.00	0.20	100.00	20.00	6.50	179.23	1,165.00
Investigations	45.00	203.89	9,175.00	29.40	218.18	6,435.00	54.85	221.88	12,170.00
Asset Realisations / Contributions	4.00	193.75	775.00	0.00	0.00	0.00	0.10	375.00	37.50
Statutory & Compliance	15.00	223.33	3,350.00	8.70	220.20	1,920.00	17.30	226.73	3,922.50

Appendix VI**Expenses summary for period, cumulative & comparison with estimate
for Rhino Media Group Limited Limited in Creditors' Voluntary Liquidation**

Below are details of the Joint Liquidators expenses for the period under review and the total to date.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses				
Anti Money Laundering Check/Company searches	2.80	6.00	11.46	Please be advised that, whilst it was originally envisaged that these expenses would be charged to the estate, this has been no longer allowed since 1 April 2021. The £6.00 charged within the period relates to a Land Registry Search conducted on the director.
Advertising	169.50	0.00	169.50	
Bonding	30.00	0.00	30.00	
Postage	134.17	2.07	151.58	The postage has been charged at a prevailing rate.
Total Category 1 Expenses	336.47	8.07	362.54	
Category 2 Expenses				
Stationary	5.00	0.00	5.00	
Telephone / Printing / Fax	297.05	1.20	259.35	
Total Category 2 Expenses	302.05	1.20	264.35	

Appendix VII

WILKIN CHAPMAN BUSINESS SOLUTIONS LIMITED EXPENSES AND CHARGEOUT RATES EFFECTIVE FROM 1 APRIL 2021

Expenses

Definitions

Category 1 - approval not required - specific expenditure that is directly related to a particular insolvency case, where the cost of the expense incurred is referable against an independent external supplier's invoice or published tariff of charges.

Category 2 - approval required - all other items of expenditure. Which cannot, or cannot easily, be directly related to a particular insolvency case because there is an element of shared or allocated cost, and/or where the cost of the expense incurred is an estimated, utilised cost with the estimate based on external costs or opportunity costs.

Charging Policy of Wilkin Chapman Business Solutions Limited

Category 1 expenses are recharged to the particular insolvency case at the rate incurred by Wilkin Chapman Business Solutions Limited and as they are incurred.

Category 2 expenses, the following items are recharged at the following rates:

- Where meeting rooms of Wilkin Chapman Business Solutions Limited are used for the purpose of statutory meetings of creditors the room hire is recharged to the individual insolvency case at £150 per meeting. (Not applicable from 1 April 2021)
- Car mileage is recharged to the individual insolvency case at the rate of 45p per mile.
- The storage of books and records (when not charged as a Category 1 expense) is recharged at the rate of £1.50 per box per month. (Not applicable from 1 April 2021)
- With effect from 1 April 2021 the Office Holder(s) reserve the right to recharge the costs incurred for offsite storage of books and records, currently 5p per box, per week. In addition, a recharge may occur for the collection and return of the books and records.
- The Office Holder(s) also reserve the right to recharge the costs incurred for the destruction of the books and records upon their release, currently £1.70 per box.
- Printing and photocopying is charged at 15p per sheet.
- Faxes are charged at 50p per sheet.
- IPS computer charge £6.25 per month, up to a maximum of £200 per case. (Not applicable from 1 October 2018).
- Stationery charged at £5.00 per file.

Chargeout Rates

The hourly rates for the different levels of staff are shown below:

Insolvency Practitioner	£375
Manager	£275
Assistant Manager	£225
Senior Administrator	£200
Administrator	£175
Cashier	£150
Assistants and Support Staff	£100

Time is charged to the individual insolvency case in 6 minute units.

Please note that the above expenses and chargeout rates are the same as they were for Silke & Co Limited and have not changed since 1 October 2013, with the exception of the rate of the Insolvency Practitioner which increased from £350 on 1 April 2020.