

LIQ03

Notice of progress report in voluntary winding up



Companies House

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

1 Company details

Company number 03000723

Company name in full Business Support Kent Community Interest Company

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Mark

Surname Newman

3 Liquidator's address

Building name/number 4 Mount Ephraim Road

Street Tunbridge Wells

Post town Kent

County/Region

Postcode TN11EE

Country

4 Liquidator's name ①

Full forename(s) Vincent John

Surname Green

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 4 Mount Ephraim Road

Street Tunbridge Wells

Post town Kent

County/Region

Postcode TN11EE

Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

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6

Period of progress report

From date

^d1^d9^m0^m4^y2^y0^y2^y0

To date

^d1^d8^m0^m4^y2^y0^y2^y1

7

Progress report

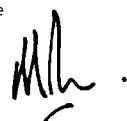
☒ The progress report is attached

8

Sign and date

Liquidator's signature

Signature

X 

X

Signature date

^d1^d6^m0^m6^y2^y0^y2^y1

**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 **Mark Newman**

Company name **Crowe U.K. LLP**

Address **4 Mount Ephraim Road**

Tunbridge Wells

Post town **Kent**

County/Region

Postcode **T N 1 1 E E**

Country

DX

Telephone **01892 700200**

**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



**Business Support Kent Community Interest Company
(In Creditors' Voluntary Liquidation)**

Annual Progress Report to 18 April 2021

**Mark Newman
Vincent John Green**

**Crowe U.K. LLP
4 Mount Ephraim Road
Tunbridge Wells
Kent
TN1 1EE**

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1. INTRODUCTION

On 19 April 2016, Mark Newman and Vincent John Green of Crowe U.K. LLP were appointed Joint Liquidators of Business Support Kent Community Interest Company ("the Company").

The Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to their appointment. Prior to the Joint Liquidators' appointment, a review of ethical issues was undertaken and no ethical threats were identified. Since their appointment the Joint Liquidators have continued to undertake periodic reviews of ethical matters and no ethical threats have been identified.

This Progress Report summarises the progress of the Liquidation for the period from 19 April 2020 to 18 April 2021 ("the Reporting Period").

Statutory information relating to the Company is attached at **Appendix I**.

2. ADMINISTRATION AND PLANNING

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 progression of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks can be found at **Appendix II**.

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 Reporting Period, the following key documents have been issued:

- The progress report for the period 19 April 2019 to 18 April 2020.

Other administrative tasks

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

- Conducting case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with statutory requirements;
- Maintaining case files, including documenting decisions made by the Joint Liquidators that materially affect the Liquidation

3. REALISATION OF ASSETS

The Joint Liquidators' Receipts and Payments account is attached at **Appendix III**. The funds in the Liquidation estate are held in a non-interest bearing account.

Detailed below is key information about asset realisations and the Joint Liquidators' strategy, however, more details about the work undertaken can be found at **Appendix II**. The Joint Liquidators 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.

Exchange Rate Refund

International payments had been identified as having an incorrect foreign exchange rate applied between 2010 and May 2014. As a consequence, a refund of £1,615.16 has been received in the Reporting Period and is shown on the attached receipts and payments account at **Appendix III**.

4. 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 at **Appendix II**. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Secured Creditors

An examination of the Company's mortgage register showed that the Company granted a debenture and a charge of deposit to the National Westminster Bank Plc ("the Bank") and a rent deposit deed to Glenmore Commercial Estates Limited; all three were shown as outstanding.

The Company granted a charge of deposit to the Bank on 29 March 2004 and a fixed and floating charge debenture on 15 October 2012 giving fixed and floating charges over the undertaking and all property and assets present and future including goodwill, uncalled capital, buildings, fixtures and fixed plant and machinery.

During the Administration period the amounts outstanding to the Bank were repaid in full.

Preferential Creditors

During the Administration period, a first and final dividend of 100 pence in the pound was declared and paid to the Redundancy Payments Service ("RPS") and preferential creditors totalling £3,833.47.

No further preferential creditor claims have been received nor are they anticipated in the Liquidation

Unsecured Creditors

According to the Director's Statement of Affairs ("S of A"), unsecured creditors totalled £755,596.00. This was made up as follows:

Trade & Expense Creditors

The aged creditor information held by the Company showed that the total level of trade and expense creditors to be approximately £226,847.00. This sum includes coaches and clients but excludes:

- former employees;
- the Ministry of Housing Communities and Local Government ("HCLG") (previously known as the Department for Communities and Local Government or DCLG);
- Oxford Innovation Services Limited ("OIS");
- the RPS; and
- HM Revenue & Customs ("HMRC")

To date claims from 18 unsecured creditors have been received totalling £41,226.70.

In the period following the appointment of Administrators, OIS took an assignment of various claims made against the Company by coaches. Accordingly, OIS assumed the rights to the coaches' claims and the benefit of any unsecured distribution that may be paid in the Liquidation.

In addition to the above and as previously advised, a Deed of Assignment was executed in the Administration period between the Company, acting by its Administrators, and OIS, being in respect

of partly performed or unperformed client contracts. As a result of the Deed, we are not expecting claims to be made by clients for refunds on termination of contracts.

In light of the above, it is anticipated that there are fewer unsecured creditors in number than were shown in the S of A in the Administration.

Employees

As reported previously, the employees had no claim for arrears of wages. The only employee non-preferential claims relate to pay in lieu of notice and redundancy pay.

The S of A showed estimated claims for notice pay and redundancy pay of £7,618.99 and £46,583.33 respectively.

The RPS has submitted an unsecured claim for notice pay and redundancy pay of £6,045.20 and £46,578.53 respectively. A further claim for unpaid unsecured pension contributions of £86.70 has also been received.

The Ministry of Housing Communities and Local Government

According to the S of A, HCLG was expected to have a claim against the Company of approximately £255,000.

On 5 June 2015, HCLG submitted a claim of £277,455.85. However, as previously reported, a replacement claim in the sum of £1,310,688.30 was received from HCLG as a result of an investigation by the Executive Agency for Small and Medium-sized Enterprises ("EASME") (previously known as the European Antifraud Office or OLAF) .

Oxford Innovation Services Limited

According to the Director's S of A, OIS was expected to have a claim against the Company of £174,216.00.

On 27 May 2015, OIS submitted a claim in the sum of £693,373.37 including VAT. OIS have since submitted a revised claim in the Liquidation of £530,836.06 excluding VAT which includes the coaches' claims over which they have taken an assignment.

In respect of the claim made, the Joint Liquidators understand that the reduction has arisen upon the completion of client contracts. A review of reductions following the completion of client contracts will be conducted as part of the Joint Liquidators claim adjudication process.

HMRC

The Company's liability to HMRC in respect of Corporation Tax/PAYE & NI and VAT was estimated to be £13,800.00 and £31,531 respectively. On 15 June 2015, HMRC submitted a claim in the sum of £50,160.12.

Executive Agency for Small and Medium-sized Enterprises

As previously reported, following a report from the European Antifraud Office, EASME have made a claim against the Company in the sum of €1,556,453.71, being a recovery of monies previously paid to the Company pertaining to four specific grants.

Dividend Prospects

Secured Creditors

As stated above, the Company granted fixed and floating charges to the Bank on 5 October 2012. The liability to the Bank was satisfied in full in the period of the Company's Administration. Accordingly, no further distributions are payable to the Bank under its fixed and floating charges.

In respect to the rent deposit deed, during the Administration period, the Joint Administrators' were advised that the former landlord (Glenmore) had sold the unit (of which the Company was tenant) on 15 November 2012. The purchaser later advised that they had returned the deposit to the Company on 22 October 2013.

Following a review of the Company's pre-appointment bank statements, it was confirmed that £4,860.74 had been received by the Company. Accordingly, there is no liability due to Glenmore or any sum due from Glenmore.

Prescribed Part

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

The Bank's charge has been satisfied in full. Accordingly, the prescribed part provisions do not apply.

Preferential Creditors

A first and final dividend of 100 pence in the pound was declared and paid to the RPS and preferential employees during the Administration period, totalling £3,833.47.

For this reason no further preferential distributions will be made in the Liquidation.

Unsecured Creditors

There are sufficient funds available to declare a dividend to unsecured creditors. The quantum of any distribution payable will be dependent upon the level of final asset realisations, the total claims submitted and the costs of Liquidation.

If creditors have not already done so, please complete the enclosed proof of debt form and return the completed form to this office, together with documentation in support of the claim.

The claims received are being reviewed prior to any notice of intended dividend being circulated, as a result of the complexity of the claims and in order to prevent any postponement or unnecessary costs being incurred that could result following the circulation of such a notice. For example, the Joint Liquidators were reviewing the possibility of EASME having received payment from other EC services in respect of their claim totalling €1,556,453.71. The Joint Liquidators were also reviewing whether there were any potential duplicated claim sums in the claims submitted by HCLG and EASME.

In the Reporting Period, confirmation has been received from EASME and HCLG to confirm that there are no duplicated sums claimed. Additionally, EASME has confirmed that no payments have been received from other EC services.

5. FEES AND EXPENSES

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 partner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or partner.

The Joint Liquidators' fees were approved by creditors on 27 January 2017 on a time costs basis.

The actual time costs in the Reporting Period total £3,787.50, representing 18.75 hours at an average hourly rate of £202.00. The sum of £6,118.75 has been drawn on account of time costs in the Reporting Period. The total time costs to date amount to £30,868.45 representing 182.68 hours at an average hourly rate of £168.98.

A comparison between the original estimate and time costs to date is attached at **Appendix IV**.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that the original fees estimate is unlikely to be exceeded.

Expenses

Expenses are amounts payable by the Joint Liquidators from the Liquidation estate which are not otherwise categorised as the Joint Liquidators' remuneration or as a distribution to a creditor or creditors.

Category 1 expenses are payments to entities providing a service to which the expense relates who are not associates and where the specific expenditure is directly referable to the Liquidation. These expenses are charged to the estate at cost. Liquidators may discharge Category 1 expenses from the funds held in the Liquidation without further recourse to creditors.

Category 2 expenses are other expenses which are payable to associates or which have an element of shared cost. Payments may only be made in relation to Category 2 expenses if the creditors have approved the bases of their calculation. Category 2 expenses were approved by creditors on 27 January 2017.

Details of the expenses incurred and paid in the Reporting Period and also since the commencement of the Liquidation are detailed at **Appendix V** together with a comparison to the expenses that were estimated at the outset of the Liquidation.

Specialist Advice and Services

When instructing third parties or associates to provide specialist advice and/or services the Joint Liquidators are obligated to ensure that the work is warranted and that the work undertaken provides good value. In each case, when considering which specialist to instruct, the Joint Liquidators take into account the experience and knowledge of the specialist, the likely cost to the Liquidation estate and whether the cost of the instruction is proportionate to the likely benefit.

Guidance in respect of insolvency practitioners' fees is available to download at:

<http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>

Information about insolvency processes can be found on the R3 website at:

<http://www.creditorinsolvencyguide.co.uk/>

A hard copy of this guidance information will be provided on request.

Crowe U.K. LLP's charge out rate and expenses policy is attached at **Appendix VI**.

6. 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.

7. CONCLUSION

The administration of the Liquidation will continue in order to finalise the following outstanding matters that are preventing the case from being closed:

- Adjudication of creditor claims;
- Distribution to unsecured creditors; and
- Finalise Tax and VAT matters.

The Joint Liquidators anticipate that the Liquidation will remain open for a further 12 months to enable these matters to be dealt with.

Should you have any queries, please contact Joe Longhurst at this office.



Signed

Mark Newman
Joint Liquidator

Date 16 June 2021

Appendix I

Statutory Information

Company Name	Business Support Kent Community Interest Company
Former Trading Name	Business Link Kent C.I.C.
Company Number	03000723
Registered Office	4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE
Former Registered Office	Innovation Centre Medway, Maidstone Road, Chatham, Kent, ME5 9FD
Office holders	Mark Newman and Vincent John Green
Office holders' address	Crowe U.K. LLP, 4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE
Office holders' telephone	01892 700 200
Date of appointment	19 April 2016

Appendix II

List of Work Undertaken in Reporting Period

General Description	Includes
Administration and Planning	
Statutory/advertising	Filing of documents to meet statutory requirements
Document maintenance/file review/checklist	Filing of documents Periodic file reviews 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	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 to consider practical, technical and legal aspects of the case
Creditor reports	Preparing annual progress report to creditors
Creditors	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post Maintaining up to date creditor information on the case management system
Dealing with proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipting and filing PODs Adjudication of creditor claims received in the period of the Company's Administration and subsequent Liquidation. Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication

Appendix III

Receipts & Payments Account

Business Support Kent Community Interest Company (In Liquidation) Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 19/04/2020 To 18/04/2021 £	From 19/04/2016 To 18/04/2021 £
	ASSET REALISATIONS		
115,575.99	Balance from Administration	NIL	115,575.99
	Bank Interest Gross	NIL	25.50
	Exchange Rate Refund	1,615.16	1,615.16
18,072.49	Grant Income	NIL	18,072.49
1,435.84	Net VAT Receivable from Administrati	NIL	1,435.44
2,213.82	RIFT Referral Income	NIL	NIL
		1,615.16	136,724.58
	COST OF REALISATIONS		
	Administration Corporation Tax	NIL	319.48
	Administrators' Category 1 Disbursem	NIL	127.68
	Joint Administrators' Fees	NIL	5,481.00
	Joint Liquidators' Fees	6,118.75	29,899.95
	Liquidation Corporation Tax	NIL	5.10
	Liquidators' Category 1 Disbursements	NIL	655.31
	On-line Reporting	12.00	29.00
	Postage	11.40	11.40
	Statutory Advertising	NIL	144.00
	Storage Costs	426.23	4,058.86
		(6,568.38)	(40,731.78)
137,298.14		(4,953.22)	95,992.80
	REPRESENTED BY		
	Svenska Handelsbanken AB - Current		94,662.37
	Vat Receivable		1,330.43
			95,992.80

Appendix IV

Time Costs Information

FEES ESTIMATE SUMMARY COMPARISON TO 18 APRIL 2021									
Business Support Kent Community Interest Company (In Liquidation)									
The hourly charge-out rates that will be used on this case are:	From 19 April 2016 to 31 March 2016	From 1 April 2018 to 31 March 2020	From 1 April 2020 to 31 March 2021	From 1 April 2021 to date					
Partner - Office Holder	300.00	375.00	385.00	400.00					
Director	250.00	290.00	300.00	350.00					
Senior Manager	210.00	250.00	280.00	300.00					
Manager	180.00	210.00	250.00	250.00					
Assistant Manager	165.00	180.00	200.00	200.00					
Senior Administrator	150.00	165.00	170.00	175.00					
Administrator/Cashier	110.00	125.00	130.00	140.00					
Trainee Administrator/Support Staff	60.00	65.00	70.00	75.00					
ADMINISTRATION AND PLANNING									
Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Time taken to undertake the work in the Reporting Period	Time taken to undertake the work in the whole period of the Liquidation	Estimated value of the time costs to undertake the work £	Value of the time costs to undertake the work in the Reporting Period £	Value of the time costs to undertake the work in the whole period of the Liquidation £	Estimated blended charge out rate to undertake the work £	Blended charge out rate to undertake the work in the Reporting Period £	Blended charge out rate to undertake the work in the whole period of the Liquidation £
Case accounting	19.00	3.45	18.53	2,870.00	545.25	2,585.55			
Case general administration	12.50	3.35	36.65	2,055.00	684.75	5,127.25			
Statutory matters	30.00	6.25	34.50	6,140.00	1,564.50	7,377.40			
Strategy/case review	17.00	3.05	24.60	3,060.00	512.00	4,466.00			
Tax and VAT	14.00	0.80	12.15	2,285.00	111.00	1,776.75			
Legal/Litigation	50.00	-	3.00	10,200.00	-	675.00			
Total:	142.50	16.90	129.43	£26,600.00	£3,417.50	£22,007.95	£186.67	£202.22	£170.04
INVESTIGATIONS									
Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Time taken to undertake the work in the Reporting Period	Time taken to undertake the work in the whole period of the Liquidation	Estimated value of the time costs to undertake the work £	Value of the time costs to undertake the work in the Reporting Period £	Value of the time costs to undertake the work in the whole period of the Liquidation £	Estimated blended charge out rate to undertake the work £	Blended charge out rate to undertake the work in the Reporting Period £	Blended charge out rate to undertake the work in the whole period of the Liquidation £
SIP2 /CDDA	8.45	-	8.45	1,277.00	-	1,277.00			
Total:	8.45	0.00	8.45	£1,277.00	£0.00	£1,277.00	£151.12	£0.00	£151.12
REALISATION OF ASSETS									
Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Time taken to undertake the work in the Reporting Period	Time taken to undertake the work in the whole period of the Liquidation	Estimated value of the time costs to undertake the work £	Value of the time costs to undertake the work in the Reporting Period £	Value of the time costs to undertake the work in the whole period of the Liquidation £	Estimated blended charge out rate to undertake the work £	Blended charge out rate to undertake the work in the Reporting Period £	Blended charge out rate to undertake the work in the whole period of the Liquidation £
Books Debts:									
RIFT Referral Income	5.10	-	3.25	781.00	-	379.50			
Other:									
Potential recovery	2.40	-	2.70	504.00	-	567.00			
Total:	7.50	0.00	5.95	£1,285.00	£0.00	£946.50	£171.33	£0.00	£159.08

CREDITORS

Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work			Estimated value of the time costs to undertake the work £	Value of the time costs to undertake the work in the Reporting Period £	Value of the time costs to undertake the work in the whole period of the Liquidation £	Estimated blended charge out rate to undertake the work £	Blended charge out rate to undertake the work in the Reporting Period £	Blended charge out rate to undertake the work in the whole period of the Liquidation £
		Time taken to undertake the work in the Reporting Period	Time taken to undertake the work in the whole period of the Liquidation						
Employees	1.00	-	1.80	180.00	-	522.00			
Unsecured creditors	32.50	1.85	28.45	4,875.00	370.00	4,687.00			
Distributions	48.00	-	8.60	8,550.00	-	1,428.00			
Total:	81.50	1.85	38.85	£13,605.00	£370.00	£6,637.00	£166.93	£200.00	£170.84
GRAND TOTAL FOR ALL CATEGORIES OF WORK	239.95	18.75	182.68	£42,767.00	£3,787.50	£30,868.45	£178.23	£202.00	£168.98

Appendix V

Expenses Information

Business Support Kent Community Interest Company (in Creditors' Voluntary Liquidation)

Expenses summary for the Reporting Period and the whole period of the Liquidation, together with a comparison of the original estimate

Expenses including Category 1 Disbursements	Original Estimated Total	Actual Expenses incurred in the Reporting Period	Actual Expenses incurred to Date	Actual Expenses paid in the Reporting Period	Actual Expenses paid to Date	Reason for any Excess - if the expenses are likely to, or have, exceeded the original estimate
Books & Records Storage and Destruction Information Protection Solutions Limited ("IPS") and Box-it South East have been instructed to store and eventually securely destroy the Company's books and records. Following the transfer of contracts from IPS to Chatham Archive Limited, the records held by IPS are now held and charged for by Chatham Archive Limited.	2,013.00	411.83	4,130.86	426.23	4,058.86	The estimate has been exceeded in the Liquidation due to the sum of invoices being paid that relate to the Administration period.
Statutory Advertising	72.00	0.00	144.00	0.00	144.00	The estimate has been exceeded in the Liquidation due to the sum of invoices being paid that relate to the Administration period.
Statutory Bond	120.00	0.00	120.00	0.00	0.00	
Postage	465.00	0.00	777.39	11.40	777.39	The estimate has been exceeded in the Liquidation in part due to the sum of invoices being paid that relate to the Administration period and additional enquiries made of european creditors. Including fees relating to the Administration period of £110.68.
Creditor Gateway Fees	30.00	12.00	46.00	12.00	46.00	Including fees relating to the Administration period of £17.
Category 2 Disbursements	Original Estimated Total	Actual Expenses incurred in the Reporting Period	Actual Expenses incurred to Date	Actual Expenses paid in the Reporting Period	Actual Expenses paid to Date	Reason for any Excess - if the expenses are likely to, or have, exceeded the original estimate

None

Appendix VI

Charge Out Rates and Expenses Policy

The table below sets out the charge-out rates utilised by Recovery Solutions at Crowe U.K. LLP for charging staff time:-

Partner	£400 per hour
Director	£350 per hour
Senior Manager	£300 per hour
Manager	£250 per hour
Assistant Manager	£200 per hour
Senior Administrator	£175 per hour
Administrator/Cashier	£140 per hour
Trainee/Support Staff	£75 per hour

It should be noted that the above rates may increase from time to time over the period of the administration of each insolvency case. The above rates are effective from 1 April 2021. Time is charged in six minute units.

Expenses

Expenses are amounts properly payable by the office holder from the estate which are not otherwise categorised as the office holder's remuneration or as a distribution to a creditor or member. These may include, but are not limited to, legal fees, agents' fees, trading expenses and tax liabilities.

Category 1 expenses are payments to entities providing a service to which the expense relates who are not associates and where the specific expenditure is directly referable to the appointment in question. These are charged to the estate at cost, with no uplift. These include, but are not limited to, such items as advertising, bonding and other insurance premiums. Legislation provides that office holders may discharge Category 1 expenses from the funds held in the estate without further recourse to creditors or members.

Category 2 expenses are other expenses which are payable to associates or which have an element of shared cost. Payments may only be made in relation to Category 2 expenses after the creditors or members have approved the bases of their calculation.

Further Guidance

Guidance in respect of insolvency practitioners' fees is available to download at:

<https://insolvency-practitioners.org.uk/regulation-and-guidance/creditors-guides-to-fees/>

Information about insolvency processes can be found on the R3 website at:

<http://www.creditorinsolvencyguide.co.uk/>