

# CVA4

## Notice of termination or full implementation of voluntary arrangement



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 3 3 1 9 6 6 7

Company name in full Phoenix Social Enterprise Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Supervisor's name

Full forename(s) Ian Michael

Surname Rose

### 3 Supervisor's address

Building name/number 1st Floor

Street Consort House

Post town Waterdale

County/Region Doncaster

Postcode D N 1 3 H R

Country

### 4 Supervisor's name <sup>①</sup>

Full forename(s) Matthew

Surname Dix

#### ① Other supervisor

Use this section to tell us about  
another supervisor.

### 5 Supervisor's address <sup>②</sup>

Building name/number 1st Floor

Street Consort House

Post town Waterdale

County/Region Doncaster

Postcode D N 1 3 H R

Country

#### ② Other supervisor

Use this section to tell us about  
another supervisor.

# CVA4

## Notice of termination or full implementation of voluntary arrangement

### 6 Date voluntary arrangement fully implemented or terminated

Date 

d	d	m	m	y	y	y	y
2	5	1	1	2	0	2	1

### 7 Attachments

- ☒ I have attached a copy of the notice to creditors
- ☒ I have attached the supervisor's report

### 8 Sign and date

Supervisor's signature

Supervisor's signature

X



X

Signature date

d	d	m	m	y	y	y	y
2	5	1	1	2	0	2	1

# CVA4

## Notice of termination or full implementation of voluntary arrangement



### 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 **Sasha Williams**

Company name **Wilkin Chapman Business Solutions Limited**

Address **1st Floor**

**Consort House**

Post town **Waterdale**

County/Region **Doncaster**

Postcode **D N 1 3 H R**

Country

DX

Telephone **01302 342875**



### 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 and dated 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)**

**Phoenix Social Enterprise Limited  
(Company Voluntary Arrangement)**

**Final Report**

**Ian Michael Rose**

**Matthew Dix**

**Wilkin Chapman Business Solutions Limited**

**1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR**

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**Phoenix Social Enterprise Limited (Company Voluntary Arrangement)**  
**Final Report dated 25 November 2021**

**1. Executive Summary**

**1.1** This report summarises the progress of the CVA as a whole as well as the progress since the last progress report dated 12 August 2021 (“the Review Period”).

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

**Contributions and assets**

<b>Contribution / asset</b>	<b>Estimated to realise per CVA Proposal</b>	<b>Total realisations</b>
Leasehold Premises	Excluded	£0.00
Office Furniture & Equipment	Excluded	£0.00
Book Debt	Excluded	£0.00
Cash at Bank	Excluded	£0.00
Lump Sum	£3,000.00	£10,395.00
Voluntary Contribution	£60,000.00	£50,000.00
Variation	N/A	£500.00

**Expenses**

<b>Expense</b>	<b>Estimated per CVA Proposal</b>	<b>Total expense incurred</b>	<b>Total payments made</b>
Joint Supervisors’ fees	£7,500.00	£32,989.00	£14,000.00
Nominees fees	£5,000.00	£5,000.00	£5,000.00
Legal Costs	N/A	£50.00	£50.00
Bond	N/A	£420.00	£420.00
Room Hire	N/A	£100.00	£100.00
Variation	N/A	£500.00	£500.00
Postage	N/A	£115.57	£115.57
Supervisor’s Disbursements (estimated)	£1,000.00	£387.55	£387.55

**Outcome for creditors**

<b>Creditor class</b>	<b>Distribution / dividend paid</b>
Unsecured creditors	32.84

**Successful Completion**

**1.3** The Joint Supervisors are now in a position to finalise the CVA following its successful completion and they have issued a Notice of Full Implementation.

**1.4** As a result, the Company is released from the debts to its creditors that were covered by the CVA terms except to the extent that any assets continue to be held on trust for those creditors.

## **2. Receipts and Payments**

- 2.1** Attached at Appendix II is the Joint Supervisors' Receipts and Payments Account for the Review Period and for the CVA as a whole. The contents are in the main self-explanatory.
- 2.2** Under the terms of the CVA Proposal, the Company was required to contribute £1,000.00 each month for 60 months. Further meetings of creditors and members were convened to consider the directors variation to the CVA, which was accepted on 5 July 2019 by creditors with a modification.
- 2.3** Under the terms of the Variation, it was accepted by creditors that the contributions due in the Arrangement between December 2018 and May 2019 be waived, with the monthly contributions from June 2019 to January 2020 be reduced to £500.00 per month, and payments increasing to £1,000.00 per month from February 2020 onwards. The Company were also to introduce a further lump sum of £7,395.00 at the end of the Arrangement for creditors to receive a minimum dividend of 32.2 pence in the pound of their debt.
- 2.4** Contributions totalling £50,000.00 were received and therefore the Company met the requirement in relation to the payment of contributions.
- 2.5** During the course of the CVA, Notices of Breach were issued on the following occasions:
  - 2.5.1** A Notice of Breach was issued against the Company on 20 December 2017 and was pursuant of Section 7.5 of the CVA proposal, as the CVA was in default due to the monthly contributions being more than sixty days in arrears. Following receipt of the breach, the Company was able to recommence payments within the CVA.
  - 2.5.2** A further Notice of Breach was issued on 21 November 2018 and was also pursuant to Section 7.5 of the CVA proposal, due to missed CVA contributions which were brought up to date.
- 2.6** *Other* than bank interest, there have been no other receipts into the CVA, which is in line with the CVA terms.
- 2.7** In accordance with the CVA terms, Joint Nominees' fees of £5,000.00 were drawn. Section 3 below provides information regarding the Joint Supervisors' fees and expenses. The only other material expenditure has been legal fees of £110.00 which related to the filing of the paperwork relating to the commencement of the CVA.

## **3. Ethics**

Please also be advised that the Joint Supervisors 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.

**4. The Joint Supervisors' Fees and Expenses**

- 4.1** The CVA terms provided that the Joint Supervisors be remunerated on the basis of time properly incurred by them and their staff in the administration of the CVA at the Joint Supervisors' standard charge-out rates applicable at the time. Appendix III provides a breakdown of the time costs between the grades of staff allocated to the administration of this matter and the charge out rates of the Joint Supervisors and their staff are detailed in Appendix IV. During the Review Period, time costs totalling £5,211.50 have been incurred, bringing the total time costs incurred over the whole of the CVA to £32,989.00. The Joint Supervisors fees were estimated at £7,500 but due to the additional work required in maintaining the CVA, fees of £14,000 have been drawn by the Joint Supervisors on account of the time costs of £32,989 incurred to date.
- 4.2** These time costs were incurred in carrying out the tasks listed in Appendix V of which the following were the most material:
- 4.2.1** Administration and Planning: complying with the statutory and regulatory duties as regards filing, maintaining records, managing a cash book and bank account, conducting periodic case reviews and drafting this final report;
  - 4.2.2** Administration and Planning: issuing the Notices of Breach described above and monitoring the Company's remedial actions; liaising with the Company as regards the variations described above and seeking creditors' approval of the proposed variations;
  - 4.2.3** Administration and Planning: monitoring and processing the Company's payment of voluntary contributions;
  - 4.2.4** Creditors: responding to creditors' queries; logging creditors' claims and supporting information; maintaining the database as regards creditors' contact details and claims; and
  - 4.2.5** Creditors: adjudicating on all claims received and declaring the dividends set out below.
- 4.3** The attached breakdown shows that a significant proportion of the time costs incurred relate to Administration and Planning, which in the main relates to undertaking statutory duties. Whilst these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the administration, which has ensured that the Joint Supervisors and their staff have carried out their work to high professional standards. In addition, the time spent supervising the Company's compliance with the CVA terms and in reacting swiftly to the breaches increased the likelihood that the CVA was implemented successfully.
- 4.4** Significant time has also been spent in dealing with creditors' claims, adjudicating on claims for dividend purposes, which has required the Joint Supervisors to seek additional information from creditors and the Company. Although this work has had no direct financial benefit to creditors, it is the Joint Supervisors' duty to ensure that dividends are correctly paid to creditors in line with their statutory entitlements.



- 4.5** The CVA Proposal disclosed that the Joint Supervisors' fees for administering and completing the CVA were estimated to be £7,500.00. As noted above, the final time costs of the Joint Supervisors and their staff were larger than this estimate due to the difficulties encountered and the additional work carried out, as described above and in previous progress reports and fees of £14,000 have been drawn by the Joint Supervisors.
- 4.6** The category 1 expenses paid for in the period 19 July 2021 to 25 November 2021 total £0.00 and are detailed at Appendix IV and represent payments to parties not associated with the firm, who have provided services or goods for the administration of the assignment. The total category 1 expenses incurred during the CVA are £1,245.57 and these are detailed in the Final Receipts and Payments Account.
- 4.7** The category 2 expenses for the period 19 July 2021 to 25 November 2021 total £12.90. The basis of calculation of this category of expense was disclosed to creditors prior to their approval, which was given on 19 July 2016, and are also detailed at Appendix IV. Please note that some category 2 expenses that have previously been approved and their estimated costs or basis of their cost provided as part of the expenses estimate may not be discharged from the estate from 1 April 2021 and these are detailed at Appendix IV. The total category 2 expenses incurred during the CVA are £387.55 and these are detailed in the Final Receipts and Payments Account.
- 4.8** 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](http://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.

## **5. Creditors' Claims and Dividends**

- 5.1** In accordance with the CVA terms, a Notice to Submit Claims was issued to creditors on 12 August 2021 and a Notice of Intended Dividend was issued on 12 August 2021.
- 5.2** The creditors' claims admitted for dividend purposes are summarised as follows:

<b>Creditor</b>	<b>Claims set out in the CVA Proposal £</b>	<b>Claims admitted £</b>
Unsecured creditors' claims	153,682.00	133,004.24
<b>TOTAL</b>	<b>153,682.00</b>	<b>133,004.24</b>

**Phoenix Social Enterprise Limited (Company Voluntary Arrangement)**  
**Final Report dated 25 November 2021**

**5.3** Detailed below is a comparison of the expected dividends to unsecured creditors as detailed in the CVA Proposal and the dividends paid:

Original expectation per CVA Proposal		Outcome	
Expected timing	Expected dividend	Date dividend declared	Amount of dividend
End of year one	1.5p in the £	4 December 2017	1.98p in the £
End of year two	7.1p in the £	14 December 2018	10.77p in the £
End of year three	7.1p in the £	21 October 2020	2.35p in the £
End of year four	7.6p in the £		
End of year five	8.9p in the £	3 November 2021 9 November 2021	0.01p in the £ 17.73p in the £

**5.4** The dividend prospects as set out in the CVA Proposal were based on the creditors' claims estimated at that time totalling £153,682.00. As a consequence of the decreased quantum of claims admitted for dividend purposes combined with the higher CVA costs than were originally anticipated, the total dividend paid to creditors of 32.84p in the £ was higher than the total dividend anticipated in the CVA Proposal of 32.2p in the £.

## **6. Conclusion**

- a. The CVA was implemented in line with the CVA terms. Immediately that a copy of this final report has been filed with the Registrar of Companies, the Joint Supervisors will vacate office. However, they may continue to exercise such powers granted to them under the CVA terms as are necessary for them to conclude all duties, obligations and responsibilities under the CVA, Act and Rules.
- b. Should you have any questions or queries regarding this report, please contact the Administrator dealing with this matter, Sasha Williams, on 01302 349050 or by email on [sasha.williams@wilkinchapman.co.uk](mailto:sasha.williams@wilkinchapman.co.uk), or the Manager, on or by email to .

**Dated:** 25 November 2021



**Ian Michael Rose**  
**Joint Supervisor**

**APPENDIX 1****Phoenix Social Enterprise Limited (COMPANY VOLUNTARY ARRANGEMENT)****STATUTORY INFORMATION**

Company Name	Phoenix Social Enterprise Limited
Previous Names	
Proceedings	Company Voluntary Arrangement
Court	Leeds District Registry
Court Reference	2016-543
Date of Appointment	19 July 2016
Joint Supervisors	Ian Michael Rose and Matthew Dix of Wilkin Chapman Business Solutions Limited, 1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR
Registered office Address	5 Russell Town Avenue, Redfield, Bristol, BS5 9LT
Company Number	03319667
Change in Office Holder	On 19 March 2021 Catherine Lee-Baggaley was replaced by Matthew Dix of this firm, as Joint Supervisor, following an order of the High Court in proceedings entitled CR-2021-000464.

Phoenix Social Enterprise Limited  
(Under a Voluntary Arrangement)  
SUPERVISORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 19/07/2021 To 25/11/2021 £	From 19/07/2016 To 25/11/2021 £
RECEIPTS			
Contributions	60,000.00	1,000.00	50,000.00
Lump Sums	3,000.00	0.00	10,395.00
Bank interest, gross		16.40	207.90
Variation Fee		0.00	500.00
		<u>1,016.40</u>	<u>61,102.90</u>
PAYMENTS			
Specific bond		0.00	420.00
Nominee's fee		0.00	5,000.00
Supervisor's fees		0.00	14,000.00
Room Hire		0.00	100.00
Legal fees		0.00	50.00
Variation Fee		0.00	500.00
Telephone/Printing/Fax		15.30	288.80
Postage		5.04	115.57
Stationary		0.00	5.00
Software Charges		0.00	93.75
Trade & expense		21,370.09	39,544.66
HM Revenue & Customs		532.37	985.12
		<u>21,922.80</u>	<u>61,102.90</u>
Net Receipts/(Payments)		<u>(20,906.40)</u>	<u>0.00</u>
MADE UP AS FOLLOWS			
Estate Account		(20,906.40)	0.00
		<u>(20,906.40)</u>	<u>0.00</u>

Note:

# Time Entry - Detailed SIP9 Time & Cost Summary

PJ4SA - Phoenix Social Enterprise Limited  
From: 19/07/2021 To: 25/11/2021  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	0.00	0.30	3.25	1.20	4.75	902.50	190.00
CR-CRED : Creditors & Distributions	0.00	0.50	10.75	0.04	11.29	2,266.50	200.75
IN-INV : Investigations	0.00	0.30	1.30	0.00	1.60	342.50	214.06
S3-STAT : Statutory & Compliance	0.00	0.00	8.50	0.00	8.50	1,700.00	200.00
Productive Time	0.00	1.10	23.80	1.24	26.14	5,211.50	199.37
Total Hours	0.00	1.10	23.80	1.24	26.14	5,211.50	199.37
Total Fees Claimed						0.00	

# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursement (Grouped By Analysis Code)

PJ4SA - Phoenix Social Enterprise Limited  
Project Code: POST  
From: 19/07/2021 To: 25/11/2021

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 : )		12.90
Total		12.90

# Time Entry - Detailed SIP9 Time & Cost Summary

PJ4SA - Phoenix Social Enterprise Limited  
To: 25/11/2021  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	2.55	1.70	50.40	18.65	73.30	13,028.75	177.75
CR-CRED : Creditors & Distributions	0.85	1.50	35.55	3.69	41.59	7,669.00	184.40
IN-INV : Investigations	0.00	0.30	1.30	0.00	1.60	342.50	214.06
RA-FLTG : Asset Realisations / Contributions	0.30	1.00	20.10	2.90	24.30	4,562.50	187.76
S3-STAT : Statutory & Compliance	3.75	3.20	28.75	0.00	35.70	7,386.25	206.90
Productive Time	7.45	7.70	136.10	25.24	176.49	32,989.00	186.92
Total Hours	7.45	7.70	136.10	25.24	176.49	32,989.00	186.92
Total Fees Claimed						0.00	

# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursement (Grouped By Analysis Code)

PJ4SA - Phoenix Social Enterprise Limited  
Project Code: POST  
To: 25/11/2021

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
Bonding: (D2BONDING :)	420.00
Fax and Printing: (D2FAXPRINT :)	288.80
Postage: (D2POST :)	115.57
Software charges: (D2SOFTWARE :)	93.75
Stationary: (D2STATION :)	5.00
Total	923.12



## APPENDIX 4

### Charge-out Rates and Bases of Disbursements

Below are details of the Joint Supervisors 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)
<b>Category 1 Expenses</b>				
Legal Costs	N/A	0.00	110.00	
Room Hire	N/A	0.00	110.00	
Bonding	N/A	0.00	420.00	
Postage	N/A	0.00	115.57	
Variation	N/A	0.00	500.00	
<b>Total Category 1 Expenses</b>	<b>N/A</b>	<b>0.00</b>	<b>1,245.57</b>	
<b>Category 2 Expenses</b>				
Stationary	N/A	0.00	5.00	
Telephone / Printing / Fax	N/A	12.90	288.80	
Software Charges	N/A	0.00	93.75	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
<b>Total Category 2 Expenses</b>	<b>N/A</b>	<b>12.90</b>	<b>387.55</b>	

### Current Charge-out Rates for the firm

#### Time charging policy

Support staff do 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 5

### Full Details of Work Undertaken

General Description	Includes
<b>Administration and Planning</b>	
Statutory	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	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Creditor reports	Preparing annual progress report to creditors and other parties Drafting final report
Communication with creditors if variation of proposal required	Preparation of notices, proxies/voting forms, report and proposed variation(s) to all creditors Collate and examine proofs and proxies/votes to conclude proposed variation(s) Where relevant, preparation of meeting file and draft minutes of meeting Responding to queries and questions regarding proposed variation(s) Issuing notice of result
<b>Realisation of Assets</b>	
Contributions	Monitoring the Company's compliance with the terms of the CVA and taking necessary steps in the event of any delayed compliance with, or breaches of, the terms Periodic review of amount of contribution
Other terms of the proposal	Reviewing quarterly/annual management accounts Liaising with Director and HMRC about finalisation of the pre appointment tax position of the company Monitoring compliance with the terms of the VA
<b>Creditors</b>	
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 Finalising pre appointment tax position
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of proofs of debt Receipt of proofs of debt Adjudicating on claims Request further information from claimants regarding claims Preparation of correspondence to claimant advising outcome of adjudication
Dividend procedures	Paying a distribution to pre moratorium/preferential/secondary preferential or unsecured creditors The process below was applied for each class of creditor paid: Preparation of correspondence to creditors advising of intention to declare distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution Seeking unique tax reference from HMRC, submitting information on PAYE/NI deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends

**NOTICE OF FULL IMPLEMENTATION**

**Company Name:** Phoenix Social Enterprise Limited (Company Voluntary Arrangement)

**Company Number:** 03319667                      **In the Leeds District Registry Reference No.** 2016-543

This Notice is given under Rule 2.44 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Supervisor of the Company's CVA, Ian Michael Rose, of Wilkin Chapman Business Solutions Limited, 1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR (telephone number 01302 342875), who was appointed by the members and creditors.

I, Ian Michael Rose, the Supervisor of the CVA of the Company which took effect on 19 July 2016, hereby give notice that the CVA has been fully implemented.

Accompanying this notice is my final report, which includes a summary of all receipts and payments in relation to the CVA.



Signed \_\_\_\_\_  
Ian Michael Rose  
Supervisor

25 November 2021  
Date \_\_\_\_\_

## APPENDIX 7

### 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.