

LIQ13

Notice of final account prior to dissolution in MVL




Companies House

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

1	Company details	
Company number	0 3 8 0 0 7 5 5	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	Focus Programme Management Limited	
2	Liquidator's name	
Full forename(s)	Martin Richard	
Surname	Buttriss	
3	Liquidator's address	
Building name/number	2 Harcourt Way	
Street	Meridian Business Park	
Post town	Leicester	
County/Region		
Postcode	L E 1 9 1 W P	
Country		
4	Liquidator's name ①	
Full forename(s)	Carolynn Jean	① Other liquidator Use this section to tell us about another liquidator.
Surname	Best	
5	Liquidator's address ②	
Building name/number	2 Harcourt Way	② Other liquidator Use this section to tell us about another liquidator.
Street	Meridian Business Park	
Post town	Leicester	
County/Region		
Postcode	L E 1 9 1 W P	
Country		

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6	Final account	
	<input checked="" type="checkbox"/> I have delivered the final account of the winding up to the members in accordance with Section 94(2) and attach a copy.	
7	Sign and date	
Liquidator's signature	Signature <div style="display: flex; align-items: center; justify-content: space-around;"> X  X </div>	
Signature date	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">d</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">2</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">d</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">1</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">m</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">0</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">m</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">1</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">y</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">2</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">y</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">0</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">y</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">2</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">y</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">2</div> </div>	

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Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Charlene Haycock**

Company name **Begbies Traynor (Central) LLP**

Address **2 Harcourt Way**

Meridian Business Park

Post town

County/Region **Leicester**

Postcode **L E 1 9 1 W P**

Country

DX

Telephone **0116 406 2965**



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

Focus Programme Management Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 17 August 2021 To 21 January 2022

Declaration of Solvency £		£	£
	ASSET REALISATIONS		
	Corporation Tax Refund	3,367.98	
53,537.87	Cash at Bank	45,303.41	
	Directors loan Account	150,000.00	
	Bank Interest Gross	0.22	
		<hr/>	198,671.61
	COST OF REALISATIONS		
	Specific Bond	74.70	
	Office Holders Fees	2,500.00	
	Legal Fees (1)	100.00	
	Irrecoverable VAT	8.28	
	Statutory Advertising	243.00	
	Bank Charges	30.25	
		<hr/>	(2,956.23)
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	195,715.38	
		<hr/>	(195,715.38)
<hr/> 53,437.87			<hr/> NIL <hr/>
	REPRESENTED BY		
			<hr/> NIL <hr/>

Note:

1) All sums shown are net of any VAT. Any VAT payable, recoverable or suffered is disclosed separately.

2) Shares & Distributions:

1st Distribution was issued and paid on the 17 September 2020

Shareholder	Shares Held	Distributed	Total Return to Shareholder
Mr Bran Daniel Mooney	75 Ordinary £1 Shares	£112,500.00	£1,500.00 per share
Mrs Sandra Mooney	25 Ordinary £1 Shares	£37,500.00	£1,500.00 per share

2nd Distribution was issued and paid on the 21 September 2020

Shareholder	Shares Held	Distributed	Total Return to Shareholder
Mr Bran Daniel Mooney	75 Ordinary £1 Shares	£29,797.31	£397.31 per share
Mrs Sandra Mooney	25 Ordinary £1 Shares	£9,932.69	£397.31 per share

3rd & Final Distribution was issued and paid on the 17 January 2022

Shareholder	Shares Held	Distributed	Total Return to Shareholder
-------------	-------------	-------------	-----------------------------

Focus Programme Management Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 17 August 2021 To 21 January 2022

Declaration of Solvency		£	£	£
Mr Bran Daniel Mooney	75 Ordinary £1 Shares	£4,488.47	£59.85 per share	
Mrs Sandra Mooney	25 Ordinary £1 Shares	£1,496.16	£59.85 per share	



Carolynn Jean Best
Joint Liquidator

Focus Programme Management Limited (In Members' Voluntary Liquidation)

Final report and account of the liquidation

Period: 17 August 2021 to 21 January 2022

Important Notice

This report has been produced solely to comply with our statutory duty to report to members of the Company pursuant to Section 94 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 members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Focus Programme Management Limited (In Members' Voluntary Liquidation)
"the liquidators", "we", "our" and "us"	Martin Richard Buttriss of Begbies Traynor (Central) LLP, 2 Harcourt Way, Meridian Business Park, Leicester, LE19 1WP and Carolynn Jean Best of Begbies Traynor (Central) LLP, 2 Harcourt Way, Meridian Business Park, Leicester, LE19 1WP
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016 (as amended)
"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 creditors"	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):	None
Company registered number:	03800755
Company registered office:	Begbies Traynor, 2 Harcourt Way, Meridian Business Park, Leicester, LE19 1WP
Former trading address:	18 Calverton Road, Calverton Road, Milton Keynes, MK11 1LE

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	17 August 2020
Date of liquidators' appointment:	17 August 2020
Changes in liquidator (if any):	None

4. PROGRESS DURING THE PERIOD

This is our final report and account of the liquidation and should be read in conjunction with the progress report to members dated 02 September 2021.

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period 17 August 2021 to 21 January 2022.

Receipts

Bank Interest

During the course of the liquidation all funds have been held on an interest bearing bank account and the sum of £0.22 has been received in this respect of which £0.17 was received during the period of this report.

Cash at Bank

The Declaration of Solvency for the Company listed cash at bank with an estimated to realise value of £53,537.87.

After appointment the liquidators requested that the Company bank account was closed and the credit funds paid to the estate and the sum of £45,303.41 was received. These funds were received during the previous reporting period and no further realisations are anticipated in this respect.

Corporation Tax Refund

During the course of the liquidation a Corporation Tax Refund was identified as being due to the Company and the sum of £3,367.98 was received in this respect during this reporting period. No further realisations are anticipated in this respect.

Directors Loan Account

After appointment a full reconciliation of the directors' loan account was undertaken and the sum of £150,000.00 was repaid by the director to the liquidation estate. This was received during the previous reporting period and no further realisations are anticipated in this respect.

Payments

Bank Charges

The sum of £30.25 has been paid in relation to bank charges in relation to the opening of a case account, monthly charges and transaction fees in this matter to date. No charges have been made during the current reporting period.

Irrecoverable VAT

The sum of £8.28 has been written off as irrecoverable VAT in respect of VAT on the costs of the liquidation as it was not cost effective to apply for these funds.

Legal Fees

The sum of £100.00 was paid to Messrs Howes Percival in relation to the costs incurred in swearing the Declaration of Solvency. No charges have been made during the current reporting period.

Office Holders Fees

The sum of £2,500.00 plus VAT has been paid to Begbies Traynor in relation to the fixed fee approved by Members for undertaking the appointment as Joint Liquidators. No charges have been made during the current reporting period.

Specific Bond

The Joint Liquidators are required to obtain a specific bond in relation to each appointment they undertake and the sum of £74.70 was paid in relation to this. No charges have been made during the current reporting period.

Statutory Advertising

Following appointment the Joint Liquidators are required to place adverts in the London Gazette and the sum of £243.00 plus VAT has been paid in respect of this. No charges have been made during the current reporting period.

Distributions

Ordinary Shareholders

During the previous reporting period the sum of £189,730.75 was paid to the shareholders by way of two distributions. The first distribution was paid on 17 September 2020 at the rate of £1,500.00 per share and a second distribution was paid on 21 September 2020 at the rate of £397.31 per share

During the current reporting period a third and final payment was made on 17 January 2022 at the rate of £59.85 per share totalling £5,984.63.

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

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 members to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to members.

The costs are not split out per heading, as our proposed fees are based on a fixed sum and/or a percentage basis.

General case administration and planning

Insolvency Practitioners are required to maintain records to demonstrate how the case is administered, and to document any decisions that materially affect the case.

During the period of this report the case is subject to regular reviews to ensure case progression and the files were kept up to date.

Whilst this does not benefit members financially, it is necessary to ensure the efficient and compliant progressing of the liquidation, which ensure that the joint liquidators and their staff carry out their work to high professional standards.

Compliance with the Insolvency Act, Rules and best practice

The Insolvency Practitioners are governed by the Insolvency Act and Rules, together with following best practice guidelines known as Statements of Insolvency Practice. We have certain statutory obligations and duties to fulfil whilst in office which include the regular filing of progress reports with Companies House and the filing of a final report at the end of the period. We are also required to notify various bodies of our appointment, including creditors, Companies House, and advertise our appointment in the London Gazette.

During the period of this report we have submitted our annual conduct report to Companies House as required and issued this to shareholders.

This work does not benefit members financially but is necessary in accordance with the Insolvency Act, Rules and best practice.

Investigations

Insolvency Practitioners are not required to investigate the conduct of the Directors' in this type of Liquidation and as such no time has been incurred in relation to investigations.

Realisation of assets

Insolvency Practitioners are required to maximise realisations for the benefit of the Company's members. Details of all the assets realised in this matter are detailed above in my report at section 4.

All work carried out in respect of the asset realisation is for the purpose of realising property and assets for the benefit of the members generally.

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

Creditors' were made aware in our initial correspondence and by notice of intended dividend issued during the course of administering the case.

No Creditors' claims have been received in respect of this assignment but time has been incurred in confirming this with HM Revenue & Customs and obtaining confirmation in writing of the same.

This work does not benefit members financially but is necessary in accordance with the Insolvency Act, Rules and best practice.

Other matters which includes meetings, tax, litigation, pensions and travel

During the course of administering the case, the Joint Liquidators' are required to submit Tax returns and VAT returns when appropriate and to seek clearance from HM Revenue & Customs to close the Liquidation.

There may not be any obvious financial benefit to members, but all work carried out would likely be considered necessary for administration and progression of the case.

5. OUTCOME FOR CREDITORS

As in any liquidation, in a members' voluntary liquidation creditors are required to prove their claims and the liquidators must examine the proofs and the particulars of the claims and admit them, in whole or in part, or reject them. The liquidators must then settle the priorities of the creditors (as between secured, preferential, secondary preferential and unsecured) before paying them in full with statutory interest.

The statement of the Company's assets and liabilities embodied within the statutory declaration of solvency sworn by the directors indicated that there were no outstanding creditors, and have obtained clearance from HM Revenue & Customs that no further amounts are due in respect of PAYE and National Insurance, Corporation Tax and VAT.

6. DISTRIBUTIONS TO MEMBERS

As detailed above a first distribution was declared on 17 September 2020 at the rate of £1,500.00 per share with the total amount distributed being £150,000.00.

A second distribution was declared on 20 September 2020 at the rate of £397.31 per share with the total amount distributed being £39,730.75.

A third and final distribution was declared on 17 January 2022 at the rate of £59.85 per share with the total amount distributed being £5,984.63.

7. REMUNERATION & EXPENSES

Our remuneration has been fixed by a resolution of the members of the Company as a set amount.

We are also authorised to draw expenses for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy, details of which were presented to the general meeting of the Company at which various resolutions, including the special resolution that the Company be wound up voluntarily, were passed and which is attached at Appendix 2 of this report.

To date, we have drawn the total sum of £2,500.00 plus VAT plus expenses of £447.95 on account in accordance with the approval obtained.

The Time Costs Analysis for the period of this report attached at Appendix 2 shows the time spent by each grade of staff on the different types of work involved in the case, and gives the total costs and average hourly rate charged for each work type. An additional analysis is also attached which details the time costs for the entire period for which we have administered the liquidation.

Please note that each analysis provides details of the work undertaken by us and our staff following our appointment only.

We have drawn the sum of £2,500.00 plus VAT against the set fee of £2,500.00 plus VAT that has been approved.

Category 1 Expenses

To 21 January 2022, we have also discharged expenses in the sum of £447.95.

Why have subcontractors been used?

No subcontractors have been used in this assignment.

Category 2 Expenses

Details of the Category 2 expenses that have been taken in accordance with the approval obtained are set out below:

Other amounts paid or payable to the office holder's firm	
Type and purpose	Amount £
None	Nil
TOTAL	Nil

8. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this 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.

9. UNREALISABLE ASSETS

There are no assets that have proved to be unrealisable.

10. OTHER RELEVANT INFORMATION

Use of personal information

Please note that although the liquidation is being concluded, in discharging our remaining 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, as a shareholder, 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.

Obtaining information on the remuneration of liquidators and the payment of expenses

The basis of remuneration for acting as liquidators was sought following appointment. Notwithstanding this, beneficiaries of the surplus are able to seek information on their rights in relation to the remuneration and the payment of expenses and can obtain a copy of 'Begbies Traynor Guide for Shareholders. A Guide to the Liquidators' fees – England and Wales' on our website at <https://www.begbies-traynorgroup.com/services-to/shareholders>

Alternatively, if you require a hard copy of the guide, please contact our office and a copy will be sent to you.

11. CONCLUSION

Following the Company's affairs being fully wound up, we will deliver our final account to the Registrar of Companies and upon delivery of which we will vacate office and be released as liquidators under Section 171(6) of the Act.

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



Carolynn Jean Best
Joint Liquidator

Dated: 21 January 2022

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 17 August 2021 to 21 January 2022

Focus Programme Management Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Declaration of Solvency £		From 17/08/2021 To 21/01/2022 £	From 17/08/2020 To 21/01/2022 £
	ASSET REALISATIONS		
	Bank Interest Gross	0.17	0.22
53,537.87	Cash at Bank	NIL	45,303.41
	Corporation Tax Refund	3,367.98	3,367.98
	Directors loan Account	NIL	150,000.00
		<u>3,368.15</u>	<u>198,671.61</u>
	COST OF REALISATIONS		
	Bank Charges	NIL	30.25
	Irrecoverable VAT	NIL	8.28
	Legal Fees (1)	NIL	100.00
	Office Holders Fees	NIL	2,500.00
	Specific Bond	NIL	74.70
	Statutory Advertising	NIL	243.00
		<u>NIL</u>	<u>(2,956.23)</u>
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	5,984.63	195,715.38
		<u>(5,984.63)</u>	<u>(195,715.38)</u>
<u>53,437.87</u>		<u>(2,616.48)</u>	<u>NIL</u>
	REPRESENTED BY		<u>NIL</u>
			<u>NIL</u>

Note:

1) All sums shown are net of any VAT. Any VAT payable, recoverable or suffered is disclosed separately.

2) Shares & Distributions:

1st Distribution was issued and paid on the 17 September 2020

Shareholder	Shares Held	Distributed	Total Return to Shareholder
Mr Bran Daniel Mooney	75 Ordinary £1 Shares	£112,500.00	£1,500.00 per share
Mrs Sandra Mooney	25 Ordinary £1 Shares	£37,500.00	£1,500.00 per share

2nd Distribution was issued and paid on the 21 September 2020

Shareholder	Shares Held	Distributed	Total Return to Shareholder
Mr Bran Daniel Mooney	75 Ordinary £1 Shares	£29,797.31	£397.31 per share
Mrs Sandra Mooney	25 Ordinary £1 Shares	£9,932.69	£397.31 per share

3rd & Final Distribution was issued and paid on the 17 January 2022

Shareholder	Shares Held	Distributed	Total Return to Shareholder
Mr Bran Daniel Mooney	75 Ordinary £1 Shares	£4,488.47	£59.85 per share
Mrs Sandra Mooney	25 Ordinary £1 Shares	£1,496.16	£59.85 per share

TIME COSTS AND EXPENSES

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 17 August 2021 to 21 January 2022; and
- c. Cumulative Time Costs Analysis for the period from 17 August 2020 to 21 January 2022

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This policy applies where a licensed insolvency practitioner in the firm is acting as an office holder of a solvent estate and seeks member 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 members 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* requires that such information should be disclosed to those who are responsible for approving the basis of an office holder's remuneration.

In addition, this policy applies where member 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* indicates that such charges should be disclosed to those who are responsible for approving the basis of 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 SOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of their 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 in 6 minute units 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 SOLVENT ESTATES

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements, which are expenses that are initially paid by the office holder's own firm, but which are subsequently reimbursed from the estate when funds are available.

Best practice guidance classifies expenses into two broad categories:

- ❑ *Category 1 expenses (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 expenses (approval required)* - Items of expenditure that are directly related to the case and either:
 - (i) 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; or
 - (ii) are items of expenditure which are payable to an associate of the office holder and/or their firm.

Shared or allocated costs (pursuant to (i) above)

The following expenses include an element of shared or allocated cost and are charged to the case (subject to approval).

- ❑ Internal meeting room usage for the purpose of physical meetings of creditors is charged at the rate of £100 (London £150) per meeting;
- ❑ Car mileage which is charged at the rate of 45 pence per mile;

* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

General Office Overheads.

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

TIME COSTS ANALYSIS

Period: 17 August 2021 to 21 January 2022

SIP9 Focus Programme Management Limited - Members Voluntary Liquidation - 62FO310.MVL - Time Costs Analysis From 17/08/2021 To 21/01/2022

Staff Grade	Consultant/Partner	Director	Senior Manager	Manager	Asst Mgr	Supr Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average Hourly Rate
General Case Administration and Planning	Case planning	0.2		0.3		0.9				1.4	405.00	289.29
	Administration	0.1		0.5					0.3	0.9	264.00	293.33
	Total for General Case Administration and Planning:	0.3		0.8		0.9			0.3	2.3	669.00	293.87
	Appointments											0.00
Compliance with the Insolvency Act, Rules and best practice	Banking and Bonding	0.1		0.6					1.0	1.7	411.00	241.76
	Case Closure	0.2								0.2	109.00	645.00
	Statutory reporting and statement of affairs	0.9		2.1						3.0	1,170.00	390.00
	Total for Compliance with the Insolvency Act, Rules and best practice: CDDA and Investigations	1.2		2.7					1.0	4.9	1,690.00	344.90
Investigations	Total for investigations:											0.00
	Debt collection											0.00
	Property, business and asset sales											0.00
	Retention of Title/pled party assets											0.00
Realisation of assets	Total for Realisation of assets:											0.00
	Trading											0.00
	Total for Trading:											0.00
	Secured											0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Others	0.3		1.9						2.2	828.50	376.59
	Creditors committee											0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:	0.3		1.9						2.2	828.50	376.59
	Staking decisions of creditors											0.00
Other matters which includes meetings, tax, litigation, pensions and travel	Meetings											0.00
	Other											0.00
	Tax			1.0					0.4	1.4	411.00	293.57
	Litigation											0.00
Total for Other matters:	Total for Other matters:			1.0					0.4	1.4	411.00	293.57
	Total hours by staff grade:	1.8		6.4		0.9			1.7	10.8		
	Total time cost by staff grade £:	901.00		2,248.50		202.50			248.50		3,598.50	
	Average hourly rate £:	500.56	0.00	351.02	0.00	225.00	0.00	0.00	145.13			333.19
Total fees drawn to date £:	Total fees drawn to date £:										0.00	

SIP9 Focus Programme Management Limited - Members Voluntary Liquidation - 62FO310.MVL - Time Costs Analysis From 17/08/2020 To 21/01/2022

Staff/Grade	Consultant/Partner	Director	Senior	Staff	Admin	Support	Total Hours	Time Cost £	Average hourly rate
General Case Administration and Planning	1.1			0.9		1.4	4.4	1,288.00	292.73
Administration	1.0					0.9	8.9	2,933.50	329.61
Total for General Case Administration and Planning:	2.1			0.9		2.3	13.3	4,221.50	317.41
Compliance with the Insolvency Act, Rules and best practice	1.9					0.2	2.1	868.50	401.19
Appointment	0.3					4.6	8.6	1,352.50	204.92
Banking and Bonding	0.2						0.2	109.00	545.00
Case Closure	1.1						3.2	1,289.00	396.56
Statutory reporting and statement of affairs	3.5					4.8	12.1	3,699.00	305.70
Total for Compliance with the Insolvency Act, Rules and best practice: CDDA and investigations									0.00
Investigations									0.00
Total for Investigations:									0.00
Realisation of assets									0.00
Draft collection	0.1						0.1	49.50	495.00
Property, business and asset sales									0.00
Retention of Title/Third party assets									0.00
Total for Realisation of assets:	0.1						0.1	49.50	495.00
Trading									0.00
Total for Trading:									0.00
Dealing with all creditors claims (including employees), correspondence and distributions									0.00
Secured									0.00
Others	1.8						7.1	2,744.00	386.48
Creditors committee									0.00
Total for Dealing with all creditors claims (including employees), correspondence and distributions:	1.8						7.1	2,744.00	386.48
Seeking decisions of creditors									0.00
Meetings									0.00
Other									0.00
Tax	0.1						4.4	1,358.50	308.75
Litigation									0.00
Total for Other matters:	0.1					0.9	4.4	1,358.50	308.75
Total hours by staff grade:	7.6			0.9		8.0	37.0		
Total time cost by staff grade £:	3,772.00			202.50		1,136.50		12,972.50	
Average hourly rate £:	496.32	0.00	0.00	225.00	0.00	141.31		326.28	
Total fees drawn to date £:								0.00	

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				
None				
Expenses incurred with entities within the Begbies Traynor Group (<i>for further details see Begbies Traynor Charging Policy</i>)				
None				

CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Bank Charges	Handelsbanken Plc	30.25
Legal fees	Howes Percival LLP	100.00
Specific Bond	Insolvency Risk Services Limited	74.70
Statutory advertising	EPE Reynell Advertising Limited	243.00