

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

TUESDAY



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A15

26/03/2019

#60

COMPANIES HOUSE

1 Company details

Company number 0 4 1 1 1 4 9 1

Company name in full Bradford Community Environment Project

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Philippa

Surname Smith

3 Liquidator's address

Building name/number Oxford Chambers

Street Oxford Road

Post town Guiseley

County/Region Leeds

Postcode L S 2 0 9 A T

Country

4 Liquidator's name ①

Full forename(s) Kate Elizabeth

Surname Breese

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number Oxford Chambers

Street Oxford Road

Post town Guiseley

County/Region Leeds

Postcode L S 2 0 9 A T

Country

② Other liquidator

Use this section to tell us about
another liquidator.

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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

Kellus

X

Signature date

d

2

d

5

m

0

m

3

y

2

y

0

y

1

y

9

LIQ14

Notice of final account prior to dissolution in CVL



Presenter information

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

Contact name

Blazej Nowaczyk

Company name

Walsh Taylor

Address

Oxford Chambers

Oxford Road

Post town

Guiseley

County/Region

Leeds

Postcode

L S 2 0 9 A T

Country

DX

Telephone

01943 877545



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

**Bradford Community Environment Project
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 23 November 2017 To 24 January 2019**

S of A £		£	£
	ASSET REALISATIONS		
200.00	Plant & Machinery	NIL	
1,000.00	Motor Vehicles	720.00	
Uncertain	Book Debts	NIL	
	Cash at Bank	1,817.59	
	Debtor Contributions	843.95	
	Bank Interest Gross	2.12	
			3,383.66
	COST OF REALISATIONS		
	Specific Bond	40.00	
	Liquidator Fees	3,118.62	
	Disbursements - Category 1	50.55	
	Disbursements - Category 2	104.49	
	Insurance of Assets	70.00	
			(3,383.66)
	PREFERENTIAL CREDITORS		
(1,598.00)	Employee Arrears/Hol Pay	NIL	
			NIL
	UNSECURED CREDITORS		
(9,681.97)	Trade & Expense Creditors	NIL	
(7,615.00)	Employees	NIL	
(1,299.46)	HM Revenue & Customs - PAYE/NI	NIL	
(2,026.58)	H M Revenue & Customs Corporation	NIL	
			NIL
(21,021.01)			(0.00)
	REPRESENTED BY		
			NIL



Kate Elizabeth Breese
Joint Liquidator

NOTICE OF NO DIVIDEND


Company Name: Bradford Community Environment Project (In Liquidation) ("the Company")
Company Number: 04111491

This Notice is given under Rule 14.36 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidator of the Company, Philippa Smith, of Walsh Taylor, Oxford Chambers, Oxford Road, Guiseley, Leeds, LS20 9AT (telephone number: 01943 877 545), who was appointed by the members and creditors.

The Joint Liquidator gives notice confirming that no dividend will be declared in the Liquidation of the Company.

The funds realised have already been distributed or used or allocated for paying the expenses of the Liquidation.

The Joint Liquidator will now proceed to conclude the Liquidation and therefore any claims against the assets of the Company are required to be established by 25 February 2019.

Signed:  _____
Philippa Smith
Joint Liquidator

Dated: 24 January 2019

NOTICE THAT THE COMPANY'S AFFAIRS ARE FULLY WOUND UP

Company Name: Bradford Community Environment Project (In Liquidation) ("the Company")
Company Number: 04111491

This Notice is given under Rule 6.28 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidator of the Company, Philippa Smith, of Walsh Taylor, Oxford Chambers, Oxford Road, Guiseley, Leeds, LS20 9AT (telephone number: 01943 877 545), who was appointed by the members and creditors.

The Joint Liquidator gives notice that the Company's affairs are fully wound up.

Creditors have the right:

- (i) to request information from the Joint Liquidator under Rule 18.9 of the Rules;
- (ii) to challenge the Joint Liquidator's remuneration and expenses under Rule 18.34 of the Rules; and
- (iii) to object to the release of the Joint Liquidators by giving notice in writing below before the end of the prescribed period to:


Philippa Smith
Walsh Taylor
Oxford Chambers, Oxford Road, Guiseley, Leeds, LS20 9AT

The prescribed period ends at the later of: (i) eight weeks after delivery of this notice, or (ii) if any request for information under Rule 18.9 of the Rules or any application to court under that Rule or Rule 18.34 of the Rules is made, when that request or application is finally determined.

The Joint Liquidators will vacate office under Section 171 of the Insolvency Act 1986 ("the Act") on delivering to the Registrar of Companies the final account and notice saying whether any creditor has objected to release.

The Joint Liquidators will be released under Section 173 of the Act at the same time as vacating office unless any of the Company's creditors objected to release.

Relevant extracts of the Rules referred to above are provided overleaf.

Signed: 
Philippa Smith
Joint Liquidator

Dated: 24 January 2019

**RELEVANT EXTRACTS OF RULES 18.9 AND 18.34 OF
THE INSOLVENCY (ENGLAND & WALES) RULES 2016**

Rule 18.9

- (1) The following may make a written request to the office-holder for further information about remuneration or expenses set out in a final report under rule 18.14:
- a secured creditor;
 - an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question); or
 - any unsecured creditor with the permission of the court.
- (2) A request or an application to the court for permission by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one creditor.

Rule 18.34

- (1) This rule applies to an application in a winding-up made by a person mentioned in paragraph (2) on the grounds that:
- the remuneration charged by the office-holder is in all the circumstances excessive;
 - the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
 - the expenses incurred by the office-holder are in all the circumstances excessive.
- (2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable:
- a secured creditor; or
 - an unsecured creditor with either
 - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
 - (ii) the permission of the court.
- (3) The application by a creditor must be made no later than eight weeks after receipt by the applicant of the final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question.

FINAL ACCOUNT

Bradford Community Environment Project - IN CREDITORS' VOLUNTARY LIQUIDATION

FINAL ACCOUNT OF Bradford Community Environment Project - IN CREDITORS' VOLUNTARY LIQUIDATION

Content

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

Appendices

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for the period 23 November 2018 to 24 January 2019 and for the period 23 November 2017 to 24 January 2019
- Appendix III - Detailed list of work undertaken in the period
- Appendix IV - Time cost information for the period 23 November 2018 to 24 January 2019 and for the period 23 November 2017 to 24 January 2019
- Appendix V - Time costs summary for period, cumulative & comparison with estimate
- Appendix VI - Expenses summary for period, cumulative & comparison with estimate

FINAL ACCOUNT OF Bradford Community Environment Project - IN CREDITORS' VOLUNTARY LIQUIDATION

EXECUTIVE SUMMARY

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

Assets

Asset	Estimated to realise per Statement of Affairs (£)	Realisations to date (£)	Anticipated future realisations (£)	Total anticipated realisations (£)
Plant & Machinery	200.00	Nil	Nil	Nil
Motor Vehicles	1,000.00	1,000.00	Nil	1,000.00
Book Debts	Uncertain	Nil	Nil	Nil
Cash at Bank	N/A	1,817.59	Nil	1,817.59

Expenses

Expense	Amount per fees and expenses estimates (£)	Expense incurred to date (£)	Anticipated further expense to closure (£)	Total anticipated expense (£)
Joint Liquidators' fees	9,522.30	10,642.00	1,500.00	12,142.00
Agents' fees	-	400.00	Nil	400.00
All other expenses	498.56	431.71	Nil	431.71

Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	N/A	N/A
Preferential creditors	Nil	Nil
Unsecured creditors	Nil	Nil

Closure

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

FINAL ACCOUNT OF Bradford Community Environment Project - IN CREDITORS' VOLUNTARY LIQUIDATION

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.

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 etc.
- Closure Formalities;
- Estate bank account reconciliation;
- Prepare and issue the annual progress report;
- Liaise with HMRC regarding the final VAT returns;
- Issue this final account.

ENQUIRIES AND INVESTIGATIONS

Immediately following appointment, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the directors 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 directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

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 has been completed and the Joint Liquidators did not identify any further assets or actions which might lead to a recovery for creditors.

Although this work did not 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.

FINAL ACCOUNT OF Bradford Community Environment Project - IN CREDITORS' VOLUNTARY LIQUIDATION

REALISATION OF ASSETS

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix III. 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.

Motor Vehicles

Michael Steel & Co (Plant and Machinery) Limited was instructed to value and sell the assets of the Company. The Company's two Motor Vehicles (Peugeot Partner van and Renault Master) were valued by our agents at the total sum of £1,100.00 (Peugeot Partner at £500.00 and Renault Master at £600). The agents confirmed that only one offer of £1,000 plus VAT has been received in respect of the Motor Vehicles from an unconnected third party. This offer was accepted by the Joint Liquidators based on recommendation of the agents.

A payment of £400 plus VAT has been paid to our agent Michael Steel & Co (Plant & Machinery) Limited in respect of agent fees for valuations provided and assistance with the sale of the Company's assets. A sum of £720 was paid into the Liquidation Estate Account after deduction of the agent's fees.

Also, a payment for insurance of the motor vehicles was made in the sum of £70.00 plus £8.40 tax to Marsh UK Limited.

Cash at Bank

A sum of 1,817.59 has been paid into the Estate Bank Account after closing the Company's bank account.

Plant & Machinery/Equipment and Furnishings

The Company's Plant & Machinery/Equipment and Furnishings consisted of various garden hand tools including spades, forks, wheelbarrows etc. The agents were of the opinion that those assets had nominal value on a market value ex situ basis in the sum of £150.00. The agents advised that the costs of removal and subsequent sale costs would be in excess of realisation and recommended the goods to be abandoned. Therefore, no realisation is expected in this matter.

Contributions to costs

The Directors contributed a sum of £843.95 to cover the costs of the Liquidation.

Bank Interest Gross

A sum of £2.12 has been received in respect of Bank Interest Gross.

Book Debts

The Company believed to be owed approximately £100 in respect of standing orders taken from the Company Bank after instruction to cancel, for the purposes of the Director's estimated statement of affairs these have been classed as a Book Debt. The likelihood of retrieving such was uncertain. I can confirm that there will be no realisation in this matter.

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 anticipated outcomes to creditors and any distributions paid.

Secured creditors

The Company has not granted any charges over its assets.

FINAL ACCOUNT OF Bradford Community Environment Project - IN CREDITORS' VOLUNTARY LIQUIDATION

Preferential creditors

Employee claims

7 employees were made redundant. The relevant information for employees to submit claims has been made to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

Employees were shown to be owed £9,213.00. To date, I have not received claims from Redundancy Payments Office/Secretary of State.

Unsecured creditors

HMRC was shown to be owed £3,326.04. A claim of £8,463.87 has been received.

The trade and expense creditors as per the statement of affairs totalled £9,681.97. I received a claim from one creditor in the sum of £194.50. In addition, three unsecured creditors confirmed a Nil claim in the Liquidation.

Dividend prospects

The Joint Liquidator gives notice confirming that no dividend will be declared in the Liquidation of the Company.

The funds realised have already been distributed or used or allocated for paying the expenses of the Liquidation.

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

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

FEES AND EXPENSES

Pre-Appointment Costs

There have been no Pre-Appointment Fees drawn in this Liquidation.

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 basis of the Joint Liquidators' fees was approved by creditors on 24 January 2018 in accordance with the following decision:

"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 fees approved by the creditors were in the sum of £9,522.30.

FINAL ACCOUNT OF Bradford Community Environment Project - IN CREDITORS' VOLUNTARY LIQUIDATION

The time costs for the period 23 November 2018 to 24 January 2019 total £2,380.00, representing 7.10 hours at an average hourly rate of £335.21. The time costs for the period are detailed at Appendix IV.

The total time costs during the period of appointment amount to £10,642.00 representing 47.20 hours at an average hourly rate of £225.47 and a comparison between the original estimate and time costs to date is given at Appendix V.

A total sum of £3,118.62 has been drawn in respect of Joint Liquidators' Fees.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators considers that:

- the original fees estimate is unlikely to be exceeded; and
- the original expenses estimate is unlikely to be exceeded.

Disbursements

The 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.

No category 1 or 2 disbursements were paid for in the period 23 November 2018 to 24 January 2019.

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 disbursement policy may be found at www.walshtaylor.co.uk. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

Other professional costs

Agents and valuers

As reported above, Michael Steel & Co (Plant & Machinery) Limited were instructed as agents and valuers in relation to the Company's asset. Their costs have been at £400.00 plus disbursements and VAT. The agents' fees they have been paid in full.

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.

FINAL ACCOUNT OF Bradford Community Environment Project - IN CREDITORS' VOLUNTARY LIQUIDATION

EU REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was in the UK as their registered office address and trading address was Unit 1a2, Carlisle Business Centre, Carlisle Road, Bradford, BD8 8BD and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

CONCLUSION

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

If you require any further information, please contact this office.

Signed _____
Philippa Smith
Joint Liquidator
24 January 2019



FINAL ACCOUNT OF Bradford Community Environment Project - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix I

Statutory Information

Company Name	Bradford Community Environment Project
Company Number	04111491
Registered Office	Oxford Chambers, Oxford Road, Guiseley, Leeds, LS20 9AT
Former Registered Office	Unit 1a2, Carlisle Business Centre, Carlisle Road, Bradford, BD8 8BD
Officeholders	Philippa Smith and Kate Elizabeth Breese
Officeholders address	Walsh Taylor, Oxford Chambers, Oxford Road, Guiseley, Leeds, LS20 9AT
Date of appointment	23 November 2017

FINAL ACCOUNT OF Bradford Community Environment Project - IN CREDITORS' VOLUNTARY
LIQUIDATION

Appendix II

**Receipts and Payments account for the period 23 November 2018 to 24 January 2019 and for the
period 23 November 2017 to 24 January 2019**

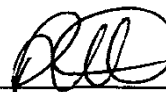
**Bradford Community Environment Project
(In Liquidation)**

JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 23/11/2018 To 24/01/2019 £	From 23/11/2017 To 24/01/2019 £
RECEIPTS			
Plant & Machinery	200.00	NIL	NIL
Motor Vehicles	1,000.00	0.00	720.00
Book Debts	Uncertain	NIL	NIL
Cash at Bank		0.00	1,817.59
Debtor Contributions		0.00	843.95
Bank Interest Gross		0.00	2.12
		<u>0.00</u>	<u>3,383.66</u>
PAYMENTS			
Specific Bond		0.00	40.00
Liquidator Fees		0.00	3,118.62
Disbursements - Category 1		0.00	50.55
Disbursements - Category 2		0.00	104.49
Insurance of Assets		0.00	70.00
Employee Arrears/Hol Pay	(1,598.00)	NIL	NIL
Trade & Expense Creditors	(9,681.97)	NIL	NIL
Employees	(7,615.00)	NIL	NIL
HM Revenue & Customs - PAYE/NI	(1,299.46)	NIL	NIL
H M Revenue & Customs Corporation Tax	(2,026.58)	NIL	NIL
		<u>0.00</u>	<u>3,383.66</u>
Net Receipts/(Payments)		<u>0.00</u>	<u>0.00</u>

MADE UP AS FOLLOWS

<u>0.00</u>	<u>0.00</u>
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Philippa Smith
Joint Liquidator

FINAL ACCOUNT OF Bradford Community Environment Project - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix III

Detailed list of work undertaken for Bradford Community Environment Project in Creditors' Voluntary Liquidation for the period 23 November 2018 to 24 January 2019 and for the period 23 November 2017 to 24 January 2019

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
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme
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 Obtain final accounts from agents solicitors and others instructed Convene and hold final meetings File documents with Registrar of Companies
Investigations	
SIP 2 Review	Collection and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement 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
Realisation of Assets	
Plant and Equipment	Liaising with valuers, auctioneers and interested parties Reviewing asset listings

FINAL ACCOUNT OF Bradford Community Environment Project - IN CREDITORS' VOLUNTARY LIQUIDATION

General Description	Includes
	Liaising with the landlord
Other assets: motor vehicles,	Liaising with agents to agree disposal strategy Dealing with potential purchasers
Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements
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 Assisting employees to pursue claims via the RPO
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD

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/Directors	425
Senior Manager	350
Manager	300
Senior Administrator	225
Administrator	190
Cashier	190
Secretarial/Administration support staff	125

FINAL ACCOUNT OF Bradford Community Environment Project - IN CREDITORS' VOLUNTARY
LIQUIDATION

Appendix IV

Time cost information for the period 23 November 2018 to 24 January 2019 and for the period 23
November 2017 to 24 January 2019

Time Entry - SIP9 Time & Cost Summary

BRA0009 - Bradford Community Environment Project
 Project Code: POST
 From: 23/11/2018 To: 24/01/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Cashier	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.10	6.50	0.00	0.10	0.00	6.70	2,330.00	347.76
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashier	0.00	0.00	0.00	0.40	0.00	0.40	50.00	125.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.10	6.50	0.00	0.50	0.00	7.10	2,380.00	335.21
Total Fees Claimed							0.00	
Total Disbursements Claimed							0.00	

FINAL ACCOUNT OF Bradford Community Environment Project - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix V

Time costs summary for period, cumulative & comparison with estimate for Bradford Community Environment Project 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	15.90	197.00	3,132.30	6.70	347.76	2,330.00	35.50	232.99	8,271.00
Case Specific Matters	-	-	-	-	-	-	0.20	125.00	25.00
Realisation of assets	4.00	180.00	720.00	-	-	-	-	-	-
Creditors	18.00	210.00	3,150.00	-	-	-	1.80	187.50	337.50
Investigations	12.00	210.00	2,520.00	-	-	-	4.60	263.48	1,212.00
Trading	-	-	-	-	-	-	-	-	-
Cashiers	-	-	-	0.40	125.00	50.00	5.10	156.18	796.50

FINAL ACCOUNT OF Bradford Community Environment Project - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix VI

**Expenses summary for period, cumulative & comparison with estimate
for Bradford Community Environment Project 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				
Agents' and valuers' costs	-	400.00	400.00	
Advertising	207.00	138.00	138.00	
Insurance	-	70.00	70.00	The Joint Liquidators insured the Motor Vehicles post appointment.
Bonding	10.00	40.00	40.00	Bonding was higher than initially anticipated as assets realisation exceeded the lowest bond level.
Postage	15.51	52.40	52.40	
Category 2 Expenses				
Case Set Up Fee	25.00	25.00	25.00	
Faxing	-	7.00	7.00	Documents to open the estate bank account could only be sent via fax. This has been incurred in line with Walsh Taylor's standard charge out rates provided to the creditors in the original estimate.
Storage Costs	-	7.96	7.96	This has been incurred in line with Walsh Taylor's standard charge out rates provided to the creditors in the original estimate.
Photocopying	88.05	91.35	91.35	Slightly underestimated in the original estimate.
Internal meeting room	150.00	Nil	Nil	
Mileage	Nil	Nil	Nil	