In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

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	0 4 1 2 7 7 1 0
Company name in full	Professional Business & Training Solutions Limited

→ **Filling in this form**
Please complete in typescript or in bold black capitals.

2 Liquidator's name

Full forename(s)	Peter
Surname	Anderson

3 Liquidator's address

Building name/number	1 City Road East
Street	Manchester
Post town	
County/Region	
Postcode	M 1 5 4 P N
Country	

4 Liquidator's name ❶

Full forename(s)	Alessandro
Surname	Sidoli

❶ **Other liquidator**
Use this section to tell us about another liquidator.

5 Liquidator's address ❷

Building name/number	1 City Road East
Street	Manchester
Post town	
County/Region	
Postcode	M 1 5 4 P N
Country	

❷ **Other liquidator**
Use this section to tell us about another liquidator.

6 Period of progress report

From date	d0 d7	m0 m4	y2 y0 y2 y1
To date	d0 d6	m0 m4	y2 y0 y2 y2

7 Progress report

☑ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X X

Signature date	d3 d0	m0 m5	y2 y0 y2 y2

LIQ03
Notice of progress report in voluntary winding up

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	Karen Croston
Company name	Kay Johnson Gee Corporate
	Recovery Limited
Address	1 City Road East
	Manchester
Post town	
County/Region	
Postcode	M 1 5 4 P N
Country	
DX	
Telephone	0161 832 6221

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

Continuation page
Name and address of insolvency practitioner

✓ **What this form is for**
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. Attach this to the relevant form. ❶
Use extra copies to tell us of additional insolvency practitioners.

✗ **What this form is NOT for**
You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

→ **Filling in this form**
Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by *

1 Appointment type

Tick to show the nature of the appointment:

- ☐ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☑ Liquidator
- ☐ Provisional liquidator

❶ You can use this continuation page with the following forms:
- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ2, LIQ3, LIQ05, LIQ13, LIQ14,
- WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

2 Insolvency practitioner's name

Full forename(s)	Alan
Surname	Fallows

3 Insolvency practitioner's address

Building name/number	1 City Road East
Street	Manchester
Post town	
County/Region	
Postcode	M15 4PN
Country	

Professional Business & Training Solutions Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 07/04/2021 To 06/04/2022 £	From 07/04/2020 To 06/04/2022 £
	HIRE PURCHASE		
4,950.00	Rent Deposit	NIL	NIL
(1,940.00)	Texcel Developments Ltd	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
3,428.00	Book Debts	NIL	2,953.17
	Deposit for costs	NIL	2,123.44
7,250.00	Laboratory Equipment & Furniture	1,418.00	6,468.00
150.00	Stock	NIL	NIL
		1,418.00	11,544.61
	COST OF REALISATIONS		
	Agents/Valuers Fees (1)	770.45	2,674.95
	Bank Charges	NIL	10.00
	Bordereau	64.80	64.80
	Irrecoverable VAT	167.74	1,795.50
	London Gazette Advertising	NIL	160.00
	Statement of Affairs Fee	NIL	6,000.00
	Stationery & Postage *	3.47	67.81
		(1,006.46)	(10,773.06)
	PREFERENTIAL CREDITORS		
(4,157.14)	Employee Preferential Claims	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(24,919.45)	Barclays Bank	NIL	NIL
(36,418.31)	Employee Non-Preferential Claims	NIL	NIL
(101,079.00)	Funding Circle	NIL	NIL
(12,561.75)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(2,000.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(167,297.65)		**411.54**	**771.55**
	REPRESENTED BY		
	Current A/c		771.55
			771.55

Note:

Peter Anderson
Joint Liquidator

Joint Liquidators' Annual Progress Report to Creditors & Members

Professional Business & Training Solutions Limited
- In Liquidation

For the Period from 7 April 2021 to 6 April 2022

CONTENTS

APPENDICES

1 Introduction and Statutory Information

1.1 I, Peter Anderson, together with Alessandro Sidoli and Alan Fallows of Kay Johnson Gee Corporate Recovery Limited, 1 City Road East, Manchester, M15 4PN, was appointed as Joint Liquidator of Professional Business & Training Solutions Limited ("the Company") on 7 April 2020. This progress report covers the period from 7 April 2021 to 6 April 2022 ("the Period") and should be read in conjunction with any previous progress reports which have been issued.

1.2 Information about the way that we will use, and store personal data on insolvency appointments can be found at www.kjgcr.com/privacy-policy. If you are unable to download this, please contact us and a hard copy will be provided to you.

1.3 The principal trading address of the Company was Unit 5, Howbury Technology Centre, Thames Road, Crayford, DA1 4RQ.

1.4 The registered office of the Company has been changed to C/o Kay Johnson Gee Corporate Recovery Limited, 1 City Road East, Manchester, M15 4PN and its registered number is 04127710.

2 Receipts and Payments

2.1 At Appendix A is my Receipts and Payments Account covering the Period of this report together with a cumulative Receipts and Payments Account for the period from the date of my appointment as Liquidator to the end of the Period covered by this report.

3 Progress of the Liquidation

3.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period and an explanation of the work done by the Liquidator and his staff.

Administration (including statutory compliance & reporting)

3.2 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined to creditors in my initial fees estimate/information which was previously agreed by creditors.

3.3 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidators.

3.4 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors but is required on every case by statute.

Realisation of Assets

Laboratory Equipment & Furniture

3.5 The Director's estimated statement of affairs shows laboratory equipment and furniture with an estimated to realise value of £7,250. The assets were collected by the Agent prior to the Joint Liquidators appointment and sold at several auction dates following the Joint Liquidators appointment. Following the final auction, the sum of £1,418 has been received in the period. There are no further funds due to the Liquidation.

3.6 It is not anticipated that the work the Liquidators have carried out to deal with the Company's assets will provide a financial benefit to creditors. This is because the value of the assets was insufficient to produce a financial benefit after the associated costs of realisation were taken into consideration, or because there were no assets owned by the Company in accordance with the Company's statement of affairs that could be realised for the benefit of creditors.

Creditors (claims and distributions)

3.7 The Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.

3.8 Work undertaken by the Liquidators in dealing with a company's creditors may only therefore bring a financial benefit to certain classes of creditor such as a secured creditor or the preferential creditors, however the Liquidators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidators in dealing with those claims.

3.9 More information on the anticipated outcome for all classes of creditor in this case can be found in Section 4 below.

3.10 There are no new matters arising in respect of creditor claims in the period.

Investigations

3.11 You may recall from my first progress report to creditors that some of the work the Liquidators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (CDDA 1986) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidators can pursue for the benefit of creditors.

3.12 My report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the liquidation and is confidential.

3.13 As previously reported, my investigations revealed an overdrawn Director's Loan Account of £14,431.17. I confirm that negotiations are ongoing with regards to recovering the amount due for the Liquidation estate and I expect to be in a position to finalise this matter shortly.

Matters still to be dealt with

3.14 As detailed above, recovery efforts are ongoing in relation to the outstanding Directors Loan Account.

3.15 In addition, a business rates recovery agent has been instructed to advise whether a refund of business rates is due to the Company, and I confirm their enquiries are continuing in this regard.

4 Creditors

Preferential Creditors

4.1 A summary of the preferential claims in the liquidation and details of any distributions paid to date can be found below:

Preferential claims	Agreed Claim £	Statement of Affairs Claim £	Dividend paid p in the £1
Employee claims (Total number of claims = 3)	Not received	4,157.14	Nil

4.2 No dividend to preferential creditors is anticipated.

Unsecured Creditors

4.3 The Company's statement of affairs indicated there were 15 creditors whose debts totalled £176,918.51. To date, I have received claims totalling £10,170.99 from 1 creditor.

4.4 No floating charges were granted to secured creditors by the Company. Accordingly, there is no requirement under s176A of the Insolvency Act 1986 to create a fund out of the Company's net floating charge property for unsecured creditors, known as the Prescribed Part.

4.5 Attached at Appendix D is an updated Estimated Outcome Statement for the liquidation. This represents my estimate of the outcome of the liquidation as at the end of the Period covered by this report. Further updates on the anticipated outcome to creditors will be provided in subsequent reports, however you will note that it is currently anticipated there will be insufficient funds realised after defraying the expenses of the liquidation to pay a dividend to unsecured creditors

5 Joint Liquidators' Remuneration

5.1 Creditors approved that the basis of the Liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in managing the Liquidation. My fees estimate/information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.

5.2 A copy of my original fees estimate for the liquidation is attached at Appendix F.

5.3 My time costs for the Period are £3,751.00. This represents 14.90 hours at an average rate of £251.74 per hour. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the liquidation.

5.4 Also attached at Appendix C is a cumulative time analysis for the period from 7 April 2020 to 6 April 2022 which provides details of the time costs incurred since my appointment. The cumulative time costs incurred to date are £15,214.50. This represents 59.50 hours at an average rate of £255.71 per hour. No fees have been drawn to date and expenses shown in the enclosed Receipts and Payments Account has been drawn on account

5.5 At the date of this report, I would confirm that my fees estimate for the liquidation remains unchanged and I currently anticipate that the total amount that will be paid to my firm in respect of the time costs incurred will be £421.55. Where this amount is less than my overall fees estimate, it may be that my fee recoveries will be restricted as a result of the funds available in the liquidation, which will prevent my time costs being recovered in full.

5.6 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from https://www.r3.org.uk/what-we-do/publications/professional/fees.

5.7 Attached at Appendix E is additional information in relation to the Liquidators' fees and expenses, including where relevant, information on the use of subcontractors and professional advisers.

6 Creditors' Rights

6.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.

6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive.

7 Next Report

7.1 I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.

7.2 If you have any queries in relation to the contents of this report, Karen Croston of my office can be contacted by telephone on 0161 212 8405 or by email at karencroston@kjgcr.com.

Yours faithfully

Peter James Anderson
Joint Liquidator

Professional Business & Training Solutions Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 07/04/2021 To 06/04/2022 £	From 07/04/2020 To 06/04/2022 £
	HIRE PURCHASE		
4,950.00	Rent Deposit	NIL	NIL
(1,940.00)	Texcel Developments Ltd	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
3,428.00	Book Debts	NIL	2,953.17
	Deposit for costs	NIL	2,123.44
7,250.00	Laboratory Equipment & Furniture	1,418.00	6,468.00
150.00	Stock	NIL	NIL
		1,418.00	11,544.61
	COST OF REALISATIONS		
	Agents/Valuers Fees (1)	770.45	2,674.95
	Bank Charges	NIL	10.00
	Bordereau	64.80	64.80
	Irrecoverable VAT	167.74	1,795.50
	London Gazette Advertising	NIL	160.00
	Statement of Affairs Fee	NIL	6,000.00
	Stationery & Postage *	3.47	67.81
		(1,006.46)	(10,773.06)
	PREFERENTIAL CREDITORS		
(4,157.14)	Employee Preferential Claims	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(24,919.45)	Barclays Bank	NIL	NIL
(36,418.31)	Employee Non-Preferential Claims	NIL	NIL
(101,079.00)	Funding Circle	NIL	NIL
(12,561.75)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(2,000.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(167,297.65)		**411.54**	**771.55**
	REPRESENTED BY		
	Current A/c		771.55
			771.55

Note:

Peter Anderson
Joint Liquidator

APPENDIX B

Time Entry - SIP9 Time & Cost Summary

PROF05 - Professional Business & Training Solutions Limited
All Post Appointment Project Codes
From: 07/04/2021 To: 06/04/2022

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Assistant Manager	Snr Admin/Admin	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.00	1.00	0.00	0.00	0.00	5.20	7.20	2,050.00	284.72
Case Specific	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.00	1.60	0.00	0.00	1.60	176.00	110.00
Creditors	0.00	0.00	0.00	0.00	0.00	1.00	1.00	250.00	250.00
Investigation	0.00	0.00	0.00	0.00	0.00	2.00	2.00	500.00	250.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	3.10	3.10	775.00	250.00
Statutory Compliance	0.00	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	0.00
Total Hours	**1.00**	**1.00**	**0.00**	**1.60**	**0.00**	**11.30**	**14.90**	**3,751.00**	**251.74**
Total Fees Claimed								**0.00**	
Total Disbursements Claimed								**68.27**	

APPENDIX C

Time Entry - SIP9 Time & Cost Summary

PROF05 - Professional Business & Training Solutions Limited
All Post Appointment Project Codes
From: 07/04/2020 To: 06/04/2022

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Assistant Manager	Snr Admin/Admin	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.90	2.50	0.00	0.00	0.00	15.70	20.10	5,530.00	275.12
Case Specific	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.30	5.05	0.00	0.00	5.35	609.50	113.93
Creditors	0.40	0.00	0.00	0.00	0.00	5.80	6.20	1,630.00	262.90
Investigation	1.60	0.75	0.00	0.00	0.00	14.00	16.35	4,430.00	270.95
Realisation of Assets	0.70	0.00	0.00	0.00	0.00	10.80	11.50	3,015.00	262.17
Statutory Compliance	0.00	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	0.00
Total Hours	**4.60**	**3.25**	**0.30**	**5.05**	**0.00**	**46.30**	**59.50**	**15,214.50**	**255.71**
Total Fees Claimed								**0.00**	
Total Disbursements Claimed								**281.16**	

Professional Business & Training Solutions Limited
(In Liquidation)
Joint Liquidators' Estimated Outcome Statement
As at 06/04/2022

Statement of Affairs £		Realised / Paid	Projected	Total £
	HIRE PURCHASE			
4,950.00	Rent Deposit	NIL	NIL	NIL
(1,940.00)	Texcel Developments Ltd	NIL	NIL	NIL
		NIL	NIL	NIL
	ASSET REALISATIONS			
7,250.00	Laboratory Equipment & Furniture	6,468.00	NIL	6,468.00
150.00	Stock	NIL	NIL	NIL
3,428.00	Book Debts	2,953.17	NIL	2,953.17
	Deposit for costs	2,123.44	NIL	2,123.44
		11,544.61	NIL	11,544.61
	COST OF REALISATIONS			
	Bordereau	64.80	NIL	64.80
	Statement of Affairs Fee	6,000.00	NIL	6,000.00
	Office Holders Fees	NIL	421.55	421.55
	Agents/Valuers Fees (1)	2,674.95	NIL	2,674.95
	Irrecoverable VAT	1,795.50	NIL	1,795.50
	Stationery & Postage *	67.81	NIL	67.81
	London Gazette Advertising	160.00	NIL	160.00
	Bank Charges	10.00	NIL	10.00
	Evolve IS Ltd pension services	NIL	350.00	350.00
		(10,773.06)	(771.55)	(11,544.61)
	PREFERENTIAL CREDITORS			
(4,157.14)	Employee Preferential Claims	NIL	NIL	NIL
		NIL	NIL	NIL
	UNSECURED CREDITORS			
(12,561.75)	Trade & Expense Creditors	NIL	NIL	NIL
(36,418.31)	Employee Non-Preferential Claims	NIL	NIL	NIL
(101,079.00)	Funding Circle	NIL	NIL	NIL
(24,919.45)	Barclays Bank	NIL	NIL	NIL
		NIL	NIL	NIL
	DISTRIBUTIONS			
(2,000.00)	Ordinary Shareholders	NIL	NIL	NIL
		NIL	NIL	NIL
(167,297.65)		771.55	(771.55)	0.00
	REPRESENTED BY			
	Current A/c	771.55	NIL	771.55
		771.55	NIL	771.55

____

Peter Anderson
Joint Liquidator

Appendix E

Additional Information in Relation to the Joint Liquidators' Fees, Expenses & the use of Sub-Contractors

1 Staff Allocation and the Use of Sub-Contractors

1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.

1.3 On this case we have utilised the services of the following subcontractors. It is considered that the cost of subcontracting this work to specialist contractors will be less than, or equivalent to, the cost of these services being undertaken by the office holder(s) or their staff and the outsourcing of this work will bring greater efficiency to this element of the work necessary in the liquidation.

Service (s)	Provider	Work to be done	Basis of fee arrangement	Cost to date £	Anticipated total cost £
Rates refund review	PCA	Reviewing whether any refund is due in respect of business rates	20% realisations	Nil	unknown

2 Professional Advisors

2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
Evolve IS (pension advice)	Fixed Fee
PDS valuers (valuation and disposal advice)	Hourly rate and disbursements

2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

3 Joint Liquidators' Expenses

3.1 The estimate of expenses which were anticipated at the outset of the liquidation was provided to creditors when the basis of my fees was approved. The table below compares the anticipated costs against those incurred to date.

Category 1 expenses

3.2 These expenses do not require prior approval by creditors. The type of expenses that may be charged to a case as a Category 1 expense generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, external room hire and external storage costs. Also chargeable, will be any properly reimbursed expenses incurred by personnel in connection with the case. These expenses may include disbursements which are payments first met by an office holder and then reimbursed from the estate.

Expense	Estimated overall cost £	Paid in Prior Period £	Paid in the period covered by this report £	Incurred but not paid to date £
Agent's fees & expenses	2,674.95	1,904.50	770.45	-
Statutory advertising	160.00	160.00	-	-
Specific Penalty Bond	64.80	-	64.80	-
Pension advice	350.00	-	-	350.00
External Mail Services	67.81	64.34	3.47	-
Bank charges	10.00	10.00	-	-

Category 2 expenses

3.3 These expenses do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may therefore include payments to associates of the office holder or shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. Details of Category 2 expenses charged by this firm (where appropriate) were provided at the time the Liquidators' fees were approved by creditors.

4 Charge-Out Rates

4.1 Kay Johnson Gee Corporate Recovery Limited's current charge-out rates effective from 1 April 2021 are detailed below:

Staff Grade	Per hour (£)
Appointment Takers	480
Managers	320 to 380
Administrator / Senior Administrator	220 to 270
Cashier / Support Staff	120 to 200

4.2 Please note this firm records its time in minimum units of 6 minutes.

4.3 Kay Johnson Gee Corporate Recovery Limited's charge-out rates effective from 1 October 2018 to 31 March 2021 are detailed below:

Staff Grade	£ (Per hour)
Appointment Takers	450
Managers	300 to 360
Administrator / Senior Administrator	220 to 250
Cashier / Support Staff	110 to 180

Estimate of Fees and Expenses for
Professional Business & Training Solutions Limited (In Liquidation)

Summary

	Total Hours	Avg Hourly Rate £	Time Cost £	Expenses £
Classification of Work Function				
Admin & Planning				
Accounting Information	1.00	220.00	220.00	
Appointment Notification/Formalities	7.00	297.14	2,080.00	
Case Planning	1.50	370.00	555.00	
Emails and Phone calls	2.00	340.00	680.00	
Fee resolutions and/or court apps	2.25	332.22	747.50	
File Maintenance and Case Review	8.00	287.50	2,300.00	
Filing	2.00	205.00	410.00	
Meeting and/or Internal Discussion	4.00	275.00	1,100.00	
Statutory Reporting	7.00	230.00	1,610.00	
Cashiering				
Cashiering/Invoicing	2.00	242.50	485.00	
Creditors				
Employee	5.00	260.00	1,300.00	
General Communication	2.00	325.00	650.00	
H M Revenue & Customs	3.00	306.67	920.00	
Postage/Mail	1.50	183.33	275.00	
Preferential Creditors	0.75	350.00	262.50	
Unsecured Creditors	2.50	322.00	805.00	
Investigation				
Ad-hoc investigations	0.50	330.00	165.00	
Bank Statement Investigation/Review	3.50	252.86	885.00	
CDDA Reporting	3.50	301.43	1,055.00	
Collection of Books and Records	3.50	261.43	915.00	
Completion & Submission of CDDA	2.25	307.78	692.50	
Investigating antecedent transactions	4.00	277.50	1,110.00	
SIP 2 Review	6.00	273.33	1,640.00	
Realisation of Assets				
Agents/Solicitors	4.00	237.50	950.00	
Bank Reconciliation	1.00	110.00	110.00	
Banking/Cashiering	1.50	336.67	505.00	
Identifying, Securing & Insuring Assets	6.50	243.85	1,585.00	
Statutory Compliance				
Statutory Duties	5.00	334.00	1,670.00	
	92.75	276.90	25,682.50	
Expenses				
Category 1 Expenses				1,063.30
Category 2 Expenses				32.40
				1,095.70
Totals	92.75	276.90	25,682.50	1,095.70

Estimates Chargeable Time	25,682.50
Total Expenses	1,095.70
Assets by Percentage (See Note 6)	0.00
Total Fees and Expenses	26,778.20

Details of estimated expenses that will be paid during the period of this estimate.

Category 1 Expenses

Estimate of Fees and Expenses for
Professional Business & Training Solutions Limited (In Liquidation)

Category 1 Expenses	
Agent Fees	500.00
Bank Charges	10.00
Bordereau Premium	45.00
Company Search & AML Checks	10.00
Evolve Pension Services	250.00
London Gazette	160.00
Postage	38.30
Storage	50.00
	1,063.30

Category 2 Expenses	
Bank statement review	32.40
	32.40

Notes:

1. Category 1 expenses are payable without prior approval as they are payments to independent third parties e.g. advertising, room hire, storage, travel expenses, Agents Fees etc.
2. Category 2 expenses are costs directly referable to the appointment e.g. Postage, Printing & Stationery, Mileage but as they are not to an independent third party they require approval in the same manner as the fee
3. Further approval will be sought from the creditors' committee or creditors if the circumstances of the case indicate that the above fee estimate is likely to be exceeded
4. The above estimates are all exclusive of VAT
5. Where applicable, the Assets by Percentage are itemised in the section headed Asset Realisations on a Percentage Basis