

In accordance with  
Rule 6.28 of the  
Insolvency (England &  
Wales) Rules 2016 and  
Section 106(3) of the  
Insolvency Act 1986.

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

THURSDAY



\*A74P12X5\*

A30

26/04/2018

#34

COMPANIES HOUSE

### 1 Company details

Company number 0 4 1 6 6 1 7 7

Company name in full W. A. Carr (Engineering) Limited

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

### 2 Liquidator's name

Full forename(s) Andrew

Surname Davenport

### 3 Liquidator's address

Building name/number Maxim Business Recovery

Street Epic House, Suite G2

18 Darnall Road

Post town Sheffield

County/Region South Yorkshire

Postcode S 9 5 A A

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

① Other liquidator  
Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ①

Building name/number

Street

Post town

County/Region

Postcode

Country

① Other liquidator  
Use this section to tell us about  
another liquidator.

LIQ14

Notice of final account prior to dissolution in CVL

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.

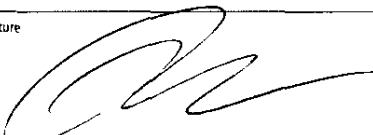
8

**Sign and date**

Liquidator's signature

Signature

X



X

Signature date

d

2

d

5

m

0

m

4

y

2

y

0

y

1

y

8

# 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 Jonathan Cutts

Company name Maxim Business Recovery

Address Epic House, Suite G2

18 Darnall Road

Post town Sheffield

County/Region South Yorkshire

Postcode S 9 5 A A

Country

DX

Telephone 0114 2518820



## 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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

---

## **W.A. Carr (Engineering) Limited (in Creditors' Voluntary Liquidation)**

---

Final account of the liquidation pursuant to Section 106 of the Insolvency Act 1986 and Rule 18.14 of the Insolvency Rules 2016

Period: 15 July 2016 to 23 February 2018

### **Important Notice**

This account has been produced solely to comply with my statutory duty to report to creditors and members of the Company pursuant to Section 106 of the Insolvency Act 1986 and Rule 18.14 of the Insolvency Rules 2016. This account is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors and members for any purpose other than this account to them, or by any other person for any purpose whatsoever.

---

## **Contents**

- ❑ Interpretation
- ❑ Company information
- ❑ Details of appointment of liquidator
- ❑ Progress since appointment
- ❑ Outcome for creditors
- ❑ *Remuneration and disbursements*
- ❑ Unrealisable assets
- ❑ Other relevant information
- ❑ Conclusion
- ❑ Appendices
  - 1. Liquidator's account of receipts and payments
  - 2. Liquidator's time costs and disbursements
  - 3. Statement of liquidator's expenses

# 1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	W.A. Carr (Engineering) Limited (in Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of a liquidator pursuant to Section 98 of the Act on 15 July 2016.
"the liquidator"	Andrew Davenport of Maxim Business Recovery, Epic House, Suite G2, 18 Darnall Road, Sheffield, S9 5AA
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency Rules 2016
"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 creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387.

This is my final account of the liquidation and should be read in conjunction with my progress report dated 31 July 2017.

## 2. COMPANY INFORMATION

Trading name(s): W.A. Carr (Engineering) Limited  
Company registered number: 04166177  
Company registered office: c/o Maxim Business Recovery, Epic House, Suite G2, 18 Darnall Road, Sheffield, S9 5AA  
Former trading address: 60 Broad Oaks, Sheffield, South Yorkshire, S9 3HJ

## 3. DETAILS OF APPOINTMENT OF LIQUIDATOR

Date winding up commenced: 15 July 2016  
Date of liquidator's appointment: 15 July 2016  
Changes in liquidator (if any): N/a

## 4. PROGRESS SINCE APPOINTMENT

Attached at Appendix 1 is my abstract of receipts and payments for the period from 15 July 2016 to 23 February 2018.

### Receipts

- **Plant & Machinery**

It was anticipated on the Company's Statement of Affairs that £23,495.00 would be realised from the sale of the Company's plant and machinery. An auction took place from the Company's former trading premises on 16 August 2016 and the sum of £32,092.00 was realised in respect of the sale of these assets. This was considerably higher than the amount expected to be received on the Statement of Affairs.

- **Motor Vehicle**

It was anticipated on the Statement of Affairs that £2,800.00 would be realised from the sale of the Company's fork lift truck. This asset was sold at auction on 16 August 2016 and an amount of £2,900.00 was realised. This was higher than the amount expected to be received on the Statement of Affairs.

- **Book Debts**

The Statement of Affairs indicated that the Company had debtors with a book value of £62,092.00 and it was anticipated that 50% of these funds would be collectable. Funds totalling £48,006.49 were realised in this regard.

- **Cash in Client Account**

Funds totalling £20,719.63 were transferred from the Company's bank account to a client account administered by my firm, Maxim Business Recovery. These funds were subsequently transferred to the case account upon my appointment as Liquidator.

- **Business Rates Refund**

An unexpected refund of £1,160.07 was received from Sheffield city council in respect of business rates.

- **Bank Interest**

Bank interest of £12.33 has been earned on the funds held, of which £2.38 was received during the period since the last progress report.

### **Payments**

- **Specific Bond**

A bond in the sum of £420.00 has been paid to Marsh Limited. The bond is in relation to insurance cover required under the Insolvency Act 1986. This was paid during the period since the last progress report.

- **Preparation of Statement of Affairs**

I discharged my fee of £5,000.00 in accordance with the resolution passed at the meeting of creditors held on 15 July 2016, for assisting in the preparation of the Statement of Affairs and convening the Section 98 meeting of creditors. This was paid during the period since the last progress report.

- **Liquidator's Fees**

An amount of £51,018.50 has been paid to my firm, Maxim Business Recovery, in respect of my fees for acting as Liquidator. This was paid during the period since my last progress report. Further details are provided in section 6 of this report.

- **Rental Costs**

I paid an amount of £1,100.00 to Raymond Carr, a former director of the Company and landlord of the Company's former trading premises, in respect of rental/storage costs for the Company's assets. As the Company's assets were to be marketed and sold directly from the former trading premises, it was agreed that these costs be paid, on the advice of my agents, as Mr Carr was unable to rent out the premises to a new tenant until the auction had taken place on 16 August 2017 and the assets removed.

- **Insurance Costs**

I paid £273.75 to Marsh Limited, in order to insure the Company's assets until they were sold at auction.

- **Agent's/Valuer's Fees**

I paid £5,853.80 to Ellis Willis & Beckett, a firm of professional valuers and auctioneers, for attending the Company's trading premises and providing me with a valuation report on the Company's assets, for conducting the subsequent sale of the Company's assets by auction on 16 August 2016, and in respect of the costs they incurred in repairing the Company's fork lift truck in order to maximise its sale value.

- **Solicitor's Costs**

I paid £250.00 to Freeths LLP for their advice concerning an unsecured creditor claim, along with general legal advice in relation to the case. This was paid during the period since the last progress report.

- **Stationery & Postage**

Stationery and postage costs amounted to £365.55. These were paid during the period since the last progress report.



- **Statutory Advertising**

The sum of £299.70 has been paid to Timecut Limited for advertising the initial meetings of members and creditors, my appointment as liquidator and a notice of intention to declare a dividend to unsecured creditors, out of which £68.70 was paid during the period since the last progress report. This is a requirement of the Insolvency Act 1986.

I can confirm that no Liquidation Committee was formed.

## 5. OUTCOME FOR CREDITORS

*Details of the sums owed to each class of the Company's creditors were provided in the director's statement of affairs included within the report sent to creditors further to my appointment as liquidator.*

On the basis of realisations, the outcome for each class of the Company's creditors is as follows:

### **Secured creditor**

Siemens Financial Services held a fixed charge over a piece of Machinery (SMX3000 turret mill) located at the Company's trading premises. Their indebtedness was estimated at £17,029.00.

On my appointment as liquidator of the Company, I was contacted by a representative of Siemens Financial Services Limited who confirmed that they had instructed an agent to collect their machine and arrangements were made for a member of my staff to oversee the machine's collection. The machine was subsequently collected from the premises on 11 August 2016.

I later received correspondence from Siemens Financial Services Limited that they had sold the machine and they submitted a claim for the shortfall in the liquidation. The claim was for £3,474.21 and was an unsecured debt.

### **Preferential creditors**

Claims in respect of wage arrears and outstanding holiday pay were made by the employees of the Company to the Redundancy Payments Office. I subsequently received a preferential claim from the Redundancy Payments Office in the amount of £1,533.25 in respect of payments made by them to the employees of the Company.

A dividend of 100.00 pence in the pound was paid to the Redundancy Payments Office on 11 January 2017 in respect of this preferential claim.

There were no further preferential claims received.

### **Prescribed Part for unsecured creditors pursuant to Section 176A of the Act**

Section 176A of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the liquidator must make a prescribed part of the Company's net property available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts. Net property means the amount which would, were it not for this provision, be available to floating charge holders out of floating charge assets (i.e. after accounting for preferential debts and the costs of realising the floating charge assets).

The prescribed part of the Company's net property is calculated by reference to a sliding scale as follows:

- ☐ 50% of the first £10,000 of net property;
- ☐ 20% of net property thereafter;
- ☐ Up to a maximum amount to be made available of £600,000

A liquidator will not be required to set aside the prescribed part of net property if:

- ☐ the net property is less than £10,000 and the liquidator thinks that the cost of distributing the prescribed part would be disproportionate to the benefit; (Section 176A(3)) or
- ☐ the liquidator applies to the court for an order on the grounds that the cost of distributing the prescribed part would be disproportionate to the benefit and the court orders that the provision shall not apply (Section 176A(5)).

To the best of my knowledge and belief, there are no unsatisfied floating charges created or registered on or after 15 September 2003 and, consequently, there is no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property is available for distribution to the unsecured creditors.

#### **Unsecured creditors**

I issued a notice of my intention to declare a dividend to unsecured creditors on 6 September 2017. This resulted in me admitting unsecured claims in the total sum of £134,915.21.

A dividend of 28.74 pence in the £ was paid on 30 October 2017.

As I have previously advised by letter dated 23 February 2018, and pursuant to Rules 14.36 and 14.37, I confirm that no further dividend is available for unsecured creditors as the funds realised have already been distributed or used or allocated for defraying the expenses of the liquidation.

## **6. REMUNERATION & DISBURSEMENTS**

The following resolutions by correspondence were passed by creditors, on 25 August 2017, in relation to my remuneration and disbursements:

1. THAT the Liquidator's remuneration be fixed by reference to the time properly given by him (as Liquidator) and the various grades of his staff calculated at the prevailing hourly charge-out rates of Maxim Business Recovery for attending to matters arising in the winding up.
2. THAT the Liquidator's fees estimate of £51,018.50 be approved.
3. THAT the Liquidator be authorised to draw disbursements, including disbursements for services provided by his firm (defined as Category 2 disbursements in Statement of Insolvency Practice 9), in accordance with their firm's policy.

My time costs for the period 15 July 2016 to 23 February 2018 amount to £51,424.00 which represents 234.50 hours at an average rate of £219.29 per hour.

The following further information in relation to my time costs and disbursements is set out at Appendix 2:

- ☐ Narrative summary of office holder's time costs and expenses,
- ☐ Table of time spent and charge-out value for the period 15 July 2016 to 23 February 2018,
- ☐ Table of time spent and charge-out value for the period 15 July 2017 to 23 February 2018,
- ☐ Maxim Business Recovery's charging policy.

I have drawn an amount of £51,018.50 in respect of my remuneration, plus disbursements of £785.55, leaving unbilled time costs of £405.50 which have been written off as irrecoverable.

Details of the Category 2 disbursements that have been taken in accordance with the approval obtained are provided in the narrative summary of office holder's time costs and expenses at Appendix 2.

In addition to the table of time spent by me and my staff in attending to matters arising since my appointment, my table of time spent and charge out value for the period from 15 July 2017 to 23 February 2018 and a description of the work undertaken by me and my staff during this period (contained in the narrative summary of time costs incurred) is also attached at Appendix 2. My time costs for this period amount to £21,935.00, which represents 95.30 hours at an average rate of £230.17 per hour.

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2015' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at [www.maximrecovery.co.uk/resources/creditor-guides](http://www.maximrecovery.co.uk/resources/creditor-guides). Alternatively, if you require a hard copy of the Guide, please contact my office and I will arrange to send you a copy.

## 7. LIQUIDATOR'S EXPENSES

A statement of the expenses incurred since my last progress report is attached at Appendix 3.

## 8. UNREALISABLE ASSETS

There are no assets that have proven unrealisable.

## 9. OTHER RELEVANT INFORMATION

### **Investigations and reporting on director's conduct**

You may be aware that the Liquidator has a duty to enquire into the affairs of an insolvent company to determine its property and liabilities and to identify any actions which could lead to the recovery of funds. In addition, as explained in the report circulated at the meeting of creditors convened pursuant to Section 98 of the Act, such report having also been sent to creditors following the meeting, the Liquidator is also required to consider the conduct of the Company's director and to make an appropriate submission to the Department for Business, Energy and Industrial Strategy ("BEIS"). I can confirm that I have discharged my duties in these respects.

### **Investigations completed**

I made an initial assessment as to whether there could be any matters which could lead to recoveries to the estate and what further investigations may have been appropriate.

It appeared evident from the Company's records that the Company had a potential claim for corporation tax terminal loss relief. A claim was submitted by the Company's former accountant but this was rejected by HM Revenue & Customs due to a lack of accounting information. Efforts were made to obtain this information from the director of the Company but this was unsuccessful.

No further investigations were carried out.

### **Connected party transactions**

I have not been made aware of any sales of the Company's assets to connected parties.

## 10. CONCLUSION

This is my final account of the liquidation and I would refer creditors to the accompanying notice for confirmation of their rights pertaining to requests for information, challenging my remuneration as liquidator or objecting to my release as liquidator.

Should you require further explanation of any matters contained within this account, you should contact my office and speak to the case manager, Jonathan Cutts in the first instance, who will be pleased to assist.

A handwritten signature in black ink, appearing to read 'Andrew Davenport', with a long horizontal flourish extending to the right.

**Andrew Davenport**  
**Liquidator**

---

## ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 15 July 2016 to 23 February 2018

**W.A. Carr (Engineering) Limited**  
**(In Liquidation)**  
**Liquidator's Abstract of Receipts & Payments**

<b>Statement of Affairs</b>		<b>From 15/07/2017 To 23/02/2018</b>	<b>From 15/07/2016 To 23/02/2018</b>
	<b>SECURED ASSETS</b>		
12,000.00	Plant & Machinery	NIL	NIL
		NIL	NIL
	<b>SECURED CREDITORS</b>		
(17,029.00)	Siemens Financial Services Limited	NIL	NIL
		NIL	NIL
	<b>ASSET REALISATIONS</b>		
23,495.00	Plant & Machinery	NIL	32,092.00
2,800.00	Motor Vehicle	NIL	2,900.00
31,046.00	Book Debts	NIL	48,006.49
20,719.00	Cash In Client Account	NIL	20,719.63
	Business Rates Refund	NIL	1,160.07
	Bank Interest	2.38	12.33
		2.38	104,890.52
	<b>COST OF REALISATIONS</b>		
	Specific Bond	420.00	420.00
	Preparation of S. of A.	5,000.00	5,000.00
	Liquidator's Fees	51,018.50	51,018.50
	Rental Costs	NIL	1,100.00
	Insurance Costs	NIL	273.75
	Agent's/Valuer's Fees	NIL	5,853.80
	Solicitor's Costs	250.00	250.00
	Stationery & Postage	365.55	365.55
	Statutory Advertising	68.70	299.70
		(57,122.75)	(64,581.30)
	<b>PREFERENTIAL CREDITORS</b>		
(1,966.00)	Redundancy Payments Office	NIL	1,533.25
		NIL	(1,533.25)
	<b>UNSECURED CREDITORS</b>		
(21,329.00)	Trade & Expense Creditors	38,775.97	38,775.97
(80,609.00)	Employees (Redundancy/PIL of Notice)	NIL	NIL
(47.00)	Barclays Bank plc	NIL	NIL
(9,559.00)	HM Revenue & Customs (PAYE/NIC)	NIL	NIL
(6,967.00)	HM Revenue & Customs (VAT)	NIL	NIL
		(38,775.97)	(38,775.97)
	<b>DISTRIBUTIONS</b>		
(1,000.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(48,446.00)</b>		<b>(95,896.34)</b>	<b>NIL</b>
	<b>REPRESENTED BY</b>		
			<b>NIL</b>

## TIME COSTS AND DISBURSEMENTS

- a. Narrative Summary of office holder's time costs and expenses,
- b. Table of time spent and charge-out value for the period from 15 July 2016 to 23 February 2018,
- c. Table of time spent and charge-out value for the period from 15 July 2017 to 23 February 2018,
- d. Maxim Business Recovery's charging policy.

W.A. Carr (Engineering) Limited - in Creditors' Voluntary Liquidation**NARRATIVE SUMMARY OF OFFICE HOLDER'S TIME COSTS & EXPENSES**

This summary, which should be read in conjunction with the Time Costs Analysis for the period of the report attached, is intended to provide sufficient information to enable the body responsible for the approval of my fees to consider the level of my fees and expenses in the context of the case.

Details of the types of work that generally fall into the headings mentioned below are available on my firm's website – [www.maximrecovery.co.uk/work-details/](http://www.maximrecovery.co.uk/work-details/). Under the following headings I have explained the specific work that I have undertaken on this case. Not every piece of work has been described, but I have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what work has been done, why that work was necessary and what financial benefit (if any) the work has provided to creditors.

**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 creditors?**

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached.

Administration & Planning

All work undertaken in respect of general case administration was conducted as per statutory requirements. All time spent in conducting the administration of the case was proportionate to the complexity of the case. In this instance, there were no exceptional issues to be dealt with regard to the case administration.

Any work undertaken in this case was conducted in compliance with the Insolvency Act, Rules and best practice.

Since the date of my last progress report dated 31 July 2017, the work carried out under this category was conducted as per statutory requirements. Other work carried out to ensure the efficient administration of the case included periodic reviews of case progression and maintaining/reconciling the case bank account. The time costs analysis provided also accounts for all work to be done from the date of this account up until the date of my release as liquidator. This work is necessary in order to ensure that the winding up is concluded in an orderly and efficient manner, and includes:

- general administration of case, filing, photocopying, updating final checklists (computerised and manual),
- final review of case,
- closing computerised system,
- submitting forms to Companies House,
- closing bank account,
- releasing bonding.

Creditors

All work undertaken in this category was conducted as per statutory requirements.

Claims were received from former employees of the Company in respect of redundancy related payments. These claims were processed and submitted to the Redundancy Payments Office. A preferential and non-preferential claim was subsequently received from the Redundancy Payments Office, and I paid a dividend of 100 pence in the pound in respect of the preferential claim on 11 January 2017. This amounted to £1,533.25.



Time was also spent on investigating whether certain employees, despite receiving a payment from the Redundancy Payments Office for redundancy pay and notice pay, had valid unsecured claims against the Company due to their length of service. The Redundancy Payments Office had paid these employees up to the statutory limits (20 weeks for redundancy pay and 12 weeks for notice pay), however the employees had been employed by the Company for more than 20 years. If documentary evidence, in the form of employee contracts, indicated a higher contractual entitlement in respect of redundancy pay and notice pay, then the employees would have valid unsecured claims in the liquidation. Despite liaising with the employees and the director of the Company, and reviewing the Company's available records, no evidence was obtained in this regard and I deemed the employees not to have any further claims against the Company.

I also investigated a potential claim for corporation tax terminal loss relief. A claim was submitted by the Company's former accountant but this was rejected by HM Revenue & Customs due to a lack of accounting information. Efforts were made to obtain this information from the director of the Company but this was unsuccessful.

The Company's annual corporation tax return to HM Revenue & Customs was also submitted.

Since the date of my last progress report, a report was prepared and sent to creditors on 31 July 2017 in order for me to obtain approval of the basis of my fees and fees estimate, along with obtaining authorisation to draw disbursements (including category 2 disbursements). These resolutions were approved by correspondence on 25 August 2017.

I also issued a notice of my intention to declare a dividend to unsecured creditors on 6 September 2017. This resulted in me admitting unsecured creditor claims totalling £134,915.21. On 30 October 2017, I paid a dividend of 28.74 pence in the pound to these unsecured creditors.

I have continued to deal with any creditor correspondence and issues that have arisen, including handling the Company's tax affairs such as obtaining tax clearance from HMRC prior to taking steps to close the case.

Time was also spent on compiling this final account to creditors.

### Investigations

I have carried out investigations into the Company's affairs in order to ensure that all assets of the Company have been identified and appropriately dealt with. My initial assessment as to whether there could be any matters that could lead to any recoveries for the estate led to me concluding that there was a potential terminal loss relief claim. However, a successful claim could not be made due to a lack of accounting information.

I have also undertaken investigations into the conduct of the Company's director and submitted a report to the Department for Business, Energy and Industrial Strategy ("BEIS"). This is work I am required to undertake to be satisfied that all assets have been disclosed by the director of the Company and to also ensure that I comply with my statutory obligations under the Company Directors Disqualification Act 1986 ("CCDA 86").

### Realisation of assets

The assets I have dealt with comprised plant and machinery, a motor vehicle, book debts, cash held in a client account and a business rates refund. Funds totalling £104,878.19 have been realised in respect of these assets and a breakdown of the amounts realised in respect of each asset is attached in my abstract of receipts and payments for the period 15 July 2016 to 23 February 2018.

In addition, bank interest of £12.33 has been earned on the funds held to date.

A significant amount of time was spent on realising the Company's assets, in particular, the realisation of the Company's books debts. This involved reviewing the Company's debtor ledger, obtaining copy invoices for work completed by the Company, liaising with a large number of debtors on the telephone, issuing numerous written demands for payment and regularly speaking with the director of the Company in relation to certain debts. Solicitors were instructed in relation to two debtors to commence debt recovery action against them. Despite this action, these debts proved uncollectable.

Time was also spent on attending the Company's former trading premises to oversee the collection of machinery owned by Siemens Financial Services Limited.

#### **Work undertaken prior to appointment**

In addition to the post appointment time costs detailed in the Time Costs Analysis, the costs relating to work undertaken prior to my appointment in summoning, advertising and holding the creditors' meeting, and assisting the director in preparing the Statement of Affairs, were approved by creditors at the Section 98 meeting held on 15 July 2016. These costs amounted to £5,000.00.

#### **Time Costs Analysis**

An analysis of time costs for the full duration of the case is attached showing the time spent by each grade of staff on the different types of work involved in the case, and giving the total costs and average hourly rate charged for each work type. Please note that the analysis provides details of the work undertaken by me and my staff following my appointment only.

#### **Expenses**

A statement of the expenses incurred since the date of my appointment as Liquidator of the Company on 15 July 2016, including details of the category 2 disbursements that have been taken in accordance with the approval obtained, are detailed below:

<b>Type</b>	<b>Name of party with whom expense incurred</b>	<b>Amount £</b>
Postage	Royal Mail	196.80
Specific Bond	Marsh Limited	420.00
Rental Costs	Raymond Carr	1,100.00
Insurance Costs	Marsh Limited	273.75
Agent's/Valuer's Fees	Ellis Willis & Beckett	5,853.80
Solicitor's Costs	Freeths LLP	250.00
Statutory Advertising	Timecut Limited	299.70

<b>Category 2 disbursements</b> (for further details see Maxim Business Recovery's charging policy)		
Stationery/Copies	Maxim Business Recovery	168.75

# Time Entry - SIP9 Time & Cost Summary

WAC001 - W.A. Carr (Engineering) Limited  
All Post Appointment Project Codes  
From: 15/07/2016 To: 23/02/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Senior Manager	Senior Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	25.80	0.40	0.00	0.00	0.00	24.30	50.50	11,826.00	234.18
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	38.80	4.20	0.00	0.00	0.00	65.90	108.90	23,531.00	216.08
Investigations	2.40	0.00	0.00	0.00	0.00	3.90	5.30	1,371.00	217.62
Realisation of Assets	24.00	0.00	0.00	0.00	0.00	44.80	68.80	14,696.00	213.60
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	91.00	4.60	0.00	0.00	0.00	138.90	234.50	51,424.00	219.29

# Time Entry - SIP9 Time & Cost Summary

WAC001 - W.A. Carr (Engineering) Limited  
Project Code: POST  
From: 15/07/2017 To: 23/02/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Senior Manager	Senior Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	11.70	0.40	0.00	0.00	0.00	7.40	19.50	4,793.50	245.82
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	31.90	4.20	0.00	0.00	0.00	38.90	75.00	16,905.50	225.41
Investigations	0.80	0.00	0.00	0.00	0.00	0.00	0.80	236.00	295.00
Realisation of Assets	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	44.40	4.60	0.00	0.00	0.00	46.30	95.30	21,935.00	230.17

# DISBURSEMENTS AND CHARGEOUT RATES

## MAXIM BUSINESS RECOVERY CHARGING POLICY

### INTRODUCTION

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor 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 creditors 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<sup>1</sup> requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm and also where payments are to be made to outside parties in which the office holder or his firm or any associate has an interest. Best practice guidance requires that such charges should be disclosed to those who are responsible for approving 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 INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of 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 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 INSOLVENT ESTATES

Best practice guidance classifies expenses into two broad categories:

- *Category 1 disbursements (approval not required)* - specific expenditure that is directly related to the case usually referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- *Category 2 disbursements (approval required)* - items of incidental expenditure directly incurred on the case which include an element of shared or allocated cost and which are based on a reasonable method of calculation.

(A) The following items of expenditure are charged to the case (subject to approval):

- Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £50.00 per meeting;
- Car mileage is charged at the rate of 45 pence per mile;

---

<sup>1</sup> Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales

- 
- Storage of books and records (when not chargeable as a *Category 1 disbursement*) is charged on the basis that the number of standard archive boxes held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates;
  - Photocopying/paper: 15 pence per sheet, irrespective of size, in respect of circulars to creditors only.
  - In addition to the 2 categories referred to above, best practice guidance indicates that where payments are made to outside parties in which the office holder or his firm or any associate has an interest these should be treated as Category 2 disbursements.
- (B) 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
  - General printing and photocopying
  - Stationery

#### **STANDARD CHARGEOUT RATES AND CHARGING POLICY FOR CREDITORS' VOLUNTARY LIQUIDATIONS**

At the date of this report, the rates charged by Maxim Business Recovery for the various grades of staff that may work on a case are as follows:

<b>Grade of Staff</b>	<b>Charge-out Rate (£ per hour)</b>
Director/Insolvency Practitioner	295
Senior Manager	240
Manager	210
Assistant Manager	190
Senior Administrator	170
Administrator	140
Office Support	100

Time is recorded in units of 0.10 of an hour (i.e. 6 minute units).

# STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Postage	Royal Mail	130.38	130.38	0.00
Solicitor's Costs	Freeths LLP	250.00	250.00	0.00
Statutory Advertising	Timecut Limited	68.70	68.70	0.00
<b>Category 2 disbursements</b> (for further details see Maxim Business Recovery's charging policy)				
Stationery/Copies	Maxim Business Recovery	71.55	71.55	0.00