

# Liquidator's Progress Report

# S.192

Pursuant to Sections 92A and 104A and 192  
of the Insolvency Act 1986

To the Registrar of Companies

Company Number

04204257

Name of Company

Venture Into Business & Education Limited

+/ We

Adrian Graham, 4th Floor, Leopold Street Wing, The Fountain Precinct, Sheffield, S1 2JA

Julian Pitts, 4th Floor, Leopold Street Wing, The Fountain Precinct, Sheffield, S1 2JA

the liquidator(s) of the company attach a copy of my/our Progress Report  
under section 192 of the Insolvency Act 1986

The Progress Report covers the period from 17/06/2013 to 16/06/2014

Signed

*Alane*

Date

21/7/14

Begbies Traynor (Central) LLP  
4th Floor, Leopold Street Wing  
The Fountain Precinct  
Sheffield  
S1 2JA

Ref VE031CVL/AACG/JNRP/RH

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04/07/2014

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COMPANIES HOUSE

**Venture Into Business & Education Limited**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**

<b>Statement of Affairs</b>		<b>From 17/06/2013 To 16/06/2014</b>
	<b>HIRE PURCHASE</b>	
3,500 00	Plant & Machinery	NIL
(7,811 61)	Lombard	NIL
		<u>NIL</u>
	<b>ASSET REALISATIONS</b>	
1,250 00	Office Furniture & Equipment	352 00
	Workwise Trademark	250 00
	I Choose Trademark	100 00
10,839 37	Book Debts	18,830 03
Uncertain	Inter Company Debt - VIE2	NIL
2,606 06	Inter Company Debt - VIBE 2	1,954 54
NIL	Investments	NIL
Uncertain	Work In Progress	NIL
	Cash at Bank	10,664 33
66,114 15	Cash in Client Account	66,114 15
	Petty Cash	2,169 22
	Bank Interest Gross	28 39
	Phone Line Refund	206 60
		<u>100,669 26</u>
	<b>COST OF REALISATIONS</b>	
	Specific Bond	117 50
	Statement of Affairs Fee	8,000 00
	Joint Liquidators' Fees	34,500 00
	Mileage	125 02
	Agents Fees	1,511 67
	Legal Fees - Irwin Mitchell	4,660 00
	Legal Fees - 23 Legal	2,880 00
	Accountancy Fees	502 50
	Destruction of Information Costs	1,822 34
	Statutory Advertising	307 80
	Rents for Templeborough Offices	1,271 85
	Pension Advisors Costs	1,310 00
		<u>(57,008 68)</u>
	<b>PREFERENTIAL CREDITORS</b>	
(36,198 11)	RPO re Arrears/Holiday Pay	NIL
(9,501 94)	Employees re Arrears/Hol Pay	NIL
		<u>NIL</u>
	<b>UNSECURED CREDITORS</b>	
(54,436 16)	Trade Creditors	NIL
(10,617 84)	Employees	NIL
(164,515 60)	Redundancy Payments Office	NIL
(19,916 70)	Key Fund (South Yorkshire) Ltd	NIL
(13,452 44)	HM Revenue & Customs (VAT)	NIL
(42,083 41)	HM Revenue & Customs (PAYE/NIC)	NIL
(1 62)	HM Revenue & Customs (Corp tax)	NIL
		<u>NIL</u>
<b>(274,225.85)</b>		<b>43,660 58</b>

REPRESENTED BY

Vat Receivable  
Bank 1 Current  
Vat Payable

563 61  
43,116 97  
(20 00)

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**43,660.58**

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Adrian Graham  
Joint Liquidator



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## **Venture Into Business & Education Limited (In Creditors' Voluntary Liquidation)**

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Progress report pursuant to Section 104A of the  
Insolvency Act 1986 and Rule 4.49C of the  
Insolvency Rules 1986

Period: 17 June 2013 to 16 June 2014

### **Important Notice**

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. The report 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 report to them, or by any other person for any purpose whatsoever.

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# 1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Venture Into Business & Education Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators pursuant to Section 98 of the Act on 17 June 2013
"the liquidators", "we", "our" and "us"	Adrian Graham of Begbies Traynor (Central) LLP, 4th Floor, Leopold Street Wing, The Fountain Precinct, Sheffield, S1 2JA and Julian Pitts of Begbies Traynor (Central) LLP, 4th Floor, Leopold Street Wing, The Fountain Precinct, Sheffield, S1 2JA
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency Rules 1986 (as amended)
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act), and  (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

## 2. COMPANY INFORMATION

Trading name(s)	Business and Education South Yorkshire, BESY and B&E
Company registered number	04204257
Company registered office	4th Floor, Leopold Street Wing, The Fountain Precinct, Sheffield, S1 2JA
Former trading address	Templeborough Offices, Sheffield Road, Rotherham, S60 1DX

## 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced	17 June 2013
Date of liquidators' appointment	17 June 2013
Changes in liquidator (if any)	None

## 4. PROGRESS DURING THE PERIOD

Attached at Appendix 1 is our abstract of receipts and payments for the period from 17 June 2013 to 16 June 2014

### **Plant & Machinery**

The Company were in possession of certain assets subject to finance. These assets were valued by our valuation agents Ellis Willis Beckett ("EWB") to ascertain whether there was any equity in the agreement after deducting the redemption figure.

There was no equity in the assets and they were subsequently collected by the finance company Lombard with our assistance.

### **Office Furniture & Equipment**

The Company's trading premises at Templeborough Offices held certain assets such as desks and computer equipment. Certain assets were subject to third party ownership and were not assets of the Company.

The Company held sensitive information on their computer hard drives and as a result legal advice was sought regarding the destruction of this information. The advice received confirmed that there was a small risk that information contained on the Company's computer equipment could not be fully wiped. It was recommended that all the computers containing the information be destroyed as opposed to wiping their hard drive and looking to sell. This has had an impact on asset realisations given that the statement of affairs indicated that £1,250 would be realisable.

In addition to the above there were certain desks and chairs held at the premises. Our agents EWB confirmed that the costs to remove the assets would far outweigh any benefit and they were subsequently abandoned at the trading premises.

Total asset realisations from this source during the period amount to £352. The assets including a laminator and printer were sold by EWB at auction.

#### **Workwise Trademark**

The Company held the trademark 'Workwise' and an offer was received to purchase the name. Our agents recommended acceptance of the offer for £250 plus VAT. I can confirm that this figure was received in full.

#### **I Choose Trademark**

The Company held the trademark 'I Choose' and an offer was received to purchase the name. Our agents recommended acceptance of the offer for £100 plus VAT. I can confirm that this figure was received in full.

#### **Book Debts**

The directors' estimated statement of affairs indicated that book debt realisations would be £10,839.37 from a debtor ledger totalling £47,234.29. The estimated to realise figure was taken after assessing the ledger which showed several debts which were significantly overdue.

Immediately on appointment all debtors were written to requesting payment of the outstanding debts. Since our appointment we have entered into correspondence with each debtor who has raised queries relating to their account. This has involved providing copy invoices and analysing the Sage accounting system for account statements.

Total realisations during the period amount to £18,830.03 which is higher than the amount estimated in the statement of affairs. There are several debtors whose accounts are still to be finalised and we are currently looking into the merits of instructing legal advisors to recover the debts.

#### **Inter Company Debt – VIE2**

The Company's computerised accounts indicated that the sum of £26,188.48 was due from Venture Into Enterprise & Employment Limited ("VIE2"). VIE2 entered into liquidation on 4 July 2013 with no prospect of any dividend to creditors. There will be no funds recovered from this source.

#### **Inter Company Debt – VIBE 2**

The Company's computerised accounts indicated that the sum of £2,606.06 was due from Venture Into Business & Employment Limited ("VIBE 2"). I can confirm that the total sum of £1,954.54 was received from VIBE 2. This figure was calculated after a reconciliation was undertaken on the amount due which confirmed the £1,954.54.

#### **Investments**

The estimated statement of affairs showed investments as £1 which represented the shareholding in VIE2. As previously detailed VIE2 entered into creditor's voluntary liquidation on 4 July 2013. There will be no surplus funds due to the Company as the sole shareholder.

As a result no realisations will be received from this source.



### **Work in Progress**

The estimated statement of affairs indicated that the amount of £14,887 25 was outstanding as work in progress and yet to be invoiced. The estimated to realise figure was uncertain.

A review of the Company's books and records was undertaken to ascertain which students had been placed and which debtors could be invoiced accordingly. The information confirmed that many students had not been placed yet and were in fact to be placed after the date of liquidation. As a result the Company did not fulfil their obligations to the debtors.

We have previously written to the relevant schools chasing certain book debts due from them and they have disputed several debts already invoiced. It is therefore unlikely that any funds from invoices raised for the work in progress will be paid in full.

There will be no realisations from this source.

### **Cash at Bank**

The total of £10,664 33 was received from the funds held in the Company's bank accounts with HSBC Bank plc and Barclays Bank PLC. This figure is different to that in the estimated statement of affairs given certain credits received into the account shortly before the date of liquidation.

### **Cash in Client Account**

The estimated statement of affairs indicated that £66,114 15 would be realised from this source. I can confirm that this sum has been received in full.

### **Petty Cash**

The total petty cash recovered from the trading premises amounted to £2,169 22.

### **Bank Interest Gross**

Total bank interest received during the period amounted to £28 39.

### **Phone Line Refund**

The total of £206 60 was received from T-Mobile for a refund on the telephone line.

### **Specific Bond**

The total paid for the bonding in line with my statutory duties amounts to £117 50.

### **Statement of Affairs Fee**

The meeting of creditors held on 17 June 2013 confirmed that Begbies Traynor (Central) LLP be paid £8,000 plus VAT for their assistance in the preparation of the statement of affairs. This fee has been discharged in full.

### **Mileage**

The total mileage incurred during the period amounted to £125 02.

### **Agents Fees**

The total of £511 67 was paid to EWB for their valuation of the assets and appraisal advice. In addition to this £1,000 was paid to C&H Support Services for their assistance in collecting the book debts of the Company.

#### **Legal Fees – Irwin Mitchell**

The total of £4,660 was paid during the period for their legal advice concerning the appointment and complying with data protection laws

#### **Legal Fees – 23 Legal**

The total of £2,880 was paid during the period for the legal advice relating to the employees of the Company

#### **Accountancy Fees**

The total of £502 50 was paid to Number Crunchers for finalising the Company's payroll information

#### **Destruction of Information Costs**

As previously reported, we took legal advice on the destruction of the sensitive information held at the Company's premises. In addition to the information stored on the Company's hard drives, there was also a significant amount of paperwork relating to students held at the Company's premises

Steps were taken to confidentially destroy the information and uplift any documents held at the Company's premises. A significant amount of time was spent sorting the information between records needed for the liquidation and those not required

A specialist firm, Russell Richardson, were instructed to provide a skip for all the physical information to be destroyed. The costs associated with the destruction were £1,259 40

In addition to these costs the total of £400 was paid to EWB for the destruction of the hard drives and £162 94 was paid for the hiring of a van to remove the items

#### **Statutory Advertising**

The total of £307 80 was paid for advertising in line with my statutory duties

#### **Rents for Templeborough Offices**

During the winding down of the Company's affairs, it was necessary to agree access to the Company's trading premises at Templeborough Offices. The total costs associated with the access amounted to £1,271 85

#### **Pension Advisors Costs**

The total of £1,310 was paid to Alexander Forbes Trustee Services for their assistance in dealing with the Company's pension scheme

## **5. ESTIMATED OUTCOME FOR CREDITORS**

Details of the sums owed to each class of the Company's creditors were provided in the directors' statement of affairs included within the report sent to creditors further to our appointment as liquidators

On the basis of realisations to date and estimated future realisations we estimate an outcome for each class of the Company's creditors as follows

### **Secured creditor**

The only secured creditor registered at Companies House is Barclays Bank PLC who holds a debenture over the Company's assets. The Company's bank account was in credit as at the day of our appointment and we received the funds held in the Company's account. As a result there are no funds due to the secured creditor.

### **Preferential creditors**

We consider that there are likely to be sufficient funds for a dividend to be paid to preferential creditors.

### **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)).

There are no funds due to the secured creditor and as a result the prescribed part will not be applicable.

### **Unsecured creditors**

Based upon realisations to date and estimated future realisations it is anticipated there will be insufficient funds available to enable a dividend to be paid to the unsecured creditors. This is mainly due to the level of preferential claims which is still to be agreed.

## **6. REMUNERATION & DISBURSEMENTS**

Our remuneration has been fixed by a resolution of creditors at the meeting held pursuant to Section 98 of the Act by reference to the time properly given by us (as liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the liquidation and we are authorised to draw disbursements, including disbursements for services provided by our firm (defined as category 2 disbursements in Statement of Insolvency Practice 9) in accordance with our firm's policy, details of which accompanied the Statement of Affairs and other information presented to the meeting of creditors convened pursuant to Section 98 of the Act and which is attached at Appendix 2 of this report.

Our time costs for the period from 17 June 2013 to 16 June 2014 amount to £57,349 which represents 256 hours at an average rate of £224.02 per hour

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

- ☐ Narrative summary of time costs incurred
- ☐ Table of time spent and charge-out value for the period 17 June 2013 to 16 June 2014
- ☐ Begbies Traynor (Central) LLP's policy for re-charging disbursements
- ☐ Begbies Traynor (Central) LLP's charge-out rates

To 16 June 2014, we have drawn the total sum of £34,500 on account of our remuneration, against total time costs of £57,349 incurred since the date of our appointment

To 16 June 2014, we have also drawn disbursements in the sum of £513.44

Details of the Category 2 disbursements and also disbursements that should be treated as Category 2 disbursements that have been taken in accordance with the approval obtained are provided in the narrative summary of time costs incurred which is at Appendix 2

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2011' 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.begbies-traynor.com/creditorsguides](http://www.begbies-traynor.com/creditorsguides). Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy

## 7. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3

## 8. ASSETS THAT REMAIN TO BE REALISED

### Book Debts

As previously reported in section 4, there still remain several book debts which need to be finalised. I am currently looking into the merits of taking further action on these debts. At this stage however it appears unlikely that there will be any further significant realisations.

## 9. OTHER RELEVANT INFORMATION

### Investigations and reporting on directors conduct

You may be aware that a 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, a liquidator is also required to consider the conduct of the Company's directors and to make an appropriate submission to the Department for Business Innovation and Skills. We can confirm that we have discharged our duties in these respects.

#### **Investigations carried out to date**

We have undertaken an initial assessment of the manner in which the business was conducted prior to the liquidation of the Company and potential recoveries for the estate in this respect

There have been no matters which have come to our attention which could have led to further recoveries

#### **Connected party transactions**

In accordance with Statement of Insolvency Practice 13, we confirm that the following assets were sold to directors of the Company

<b>Date of sale</b>	<b>Asset sold and nature of transaction</b>	<b>Consideration paid and date</b>	<b>Name of Purchaser</b>	<b>Relationship with the Company</b>
21/10/2013	'I Choose' trademark	£100 on 03/02/2014	Venture Into Business & Education Ltd	Similar directors
21/06/2013	'Work Wise' trademark	£250 on 09/07/2013	Work Wise Foundation	Similar directors

In each of the above cases, advice was sought from EWB for their recommendation on accepting each offer

## **10. CREDITORS' RIGHTS**

#### **Right to request further information**

Pursuant to Rule 4.49E of the Rules, 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, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been detailed in this progress report

#### **Right to make an application to court**

Pursuant to Rule 4.131 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred as set out in this progress report are excessive or, the basis fixed for our remuneration is inappropriate

## 11. CONCLUSION

We will report again in approximately twelve months time or at the conclusion of the liquidation, whichever is the sooner

A handwritten signature in black ink, appearing to read 'A. Graham'.

Adrian Graham  
Joint Liquidator

Dated 2 July 2014

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## ACCOUNT OF RECEIPTS AND PAYMENTS

Period 17 June 2013 to 16 June 2014

**Venture Into Business & Education Limited**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**  
**To 16/06/2014**

S of A £		£	£
	<b>HIRE PURCHASE</b>		
3,500 00	Plant & Machinery	NIL	
(7,811 61)	Lombard	NIL	
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	<b>ASSET REALISATIONS</b>		
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(1 62)	HM Revenue & Customs (Corp tax)	NIL	
			NIL
<b>(274,225.85)</b>			<b>43,660 58</b>



**Venture Into Business & Education Limited**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**  
**To 16/06/2014**

<b>S of A £</b>	<b>£</b>	<b>£</b>
REPRESENTED BY		
Vat Receivable		563 61
Bank 1 Current		43,116 97
Vat Payable		(20 00)
		<hr/>
		<b>43,660.58</b>
		<hr/>

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## TIME COSTS AND DISBURSEMENTS

- a Begbies Traynor (Central) LLP's policy for re-charging expenses/disbursements,
- b Begbies Traynor (Central) LLP's charge-out rates,
- c Narrative summary of time costs incurred and
- d Table of time spent and charge-out value for the period from 17 June 2013 to 16 June 2014

## **BEGBIES TRAYNOR 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. Best practice guidance<sup>2</sup> 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 £100 (London £150) per meeting,
- Car mileage is charged at the rate of 45 pence per mile,
- 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,

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

<sup>2</sup> *Ibid* 1

The following items of expenditure which relate to services provided by an entity within the Begbies Traynor Group are to be charged to the case (subject to approval)

BTG Asset Consulting may be utilised to provide assistance in the valuation and sale of the company's assets

- (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
- Printing and photocopying
- Stationery

#### **BEGBIES TRAYNOR CHARGE-OUT RATES**

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions. The rates applying to the Sheffield office as at the date of this report are as follows

	<b>Standard 1 May 2011 – until further notice Regional</b>
Partner	395
Director	345
Senior Manager	310
Manager	265
Assistant Manager	205
Senior Administrator	175
Administrator	135
Trainee Administrator	110
Support	110

Time spent by support staff for carrying out shorter tasks, such as typing or dealing with post, is not charged to cases but is carried as an overhead. Only where a significant amount of time is spent at one time on a case is a charge made for support staff.

Time is recorded in units 6 minute units

## **SUMMARY OF OFFICE HOLDERS' TIME COSTS**

**CASE NAME** Venture Into Business & Education Limited  
**CASE TYPE** Creditors' Voluntary Liquidation  
**OFFICE HOLDERS** Adrian Graham and Julian Pitts  
**DATE OF APPOINTMENT** 17 June 2013

### **1 CASE OVERVIEW**

**1.1** This overview and the time costs analysis attached is intended to provide sufficient information to enable the body responsible for the approval of the office holders' fees to consider the level of those fees in the context of the case

#### **1.2 Complexity of the case**

As detailed in the progress report the joint liquidators have sought advice on how to deal with the sensitive information held by the Company. Given the significant amount of information held both physically and on hard drives at the Company's premises, consideration for the destruction of this information was necessary.

#### **1.3 Exceptional responsibilities**

The destruction of the sensitive records as detailed above. It was necessary to instruct a specialist firm to handle and destroy the confidential information held by the Company.

#### **1.4 The office holders' effectiveness**

All Company assets have been realised with the exception of certain book debts which are currently being assessed. Agents have been instructed to collect the book debts.

#### **1.5 Nature and value of property dealt with by the office holders**

The Company's assets comprised furniture & equipment, trade marks, book debts, inter company debts, work in progress, cash at bank, cash in client account, petty cash, phone line refund and bank interest gross amounting to £100,669.26.

#### **1.6 Anticipated return to creditors**

There are no funds due to the Company's secured creditor Barclays Bank PLC. It is likely that the preferential creditors will receive a dividend distribution. Claims are to be agreed which will give a better indication on the dividend distribution likely. Unsecured creditors are unlikely to receive a dividend distribution.

#### **1.7 Time costs analysis**

An analysis of time costs incurred between 17 June 2013 and 16 June 2014 prepared in accordance with Statement of Insolvency Practice 9 is attached showing the number of hours spent by each grade of staff on the different types of work involved in the case, and giving the average hourly rate charged for each work type.

The time costs analysis provides details of work undertaken by the Liquidators and their staff following their appointment only.

#### **1 8 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 the Liquidator's appointment in summoning, advertising and holding the creditors' meeting and assisting the director in preparing the statement of affairs were approved by the creditors at the Section 98 meeting

#### **1 9 The views of the creditors**

Creditors have been kept informed as to the progress of the liquidation via this annual report

#### **1 10 Approval of fees**

Our remuneration is based on hourly costs at scale rates calculated on the time properly given by me and my staff in attending to matters arising in the liquidation and was approved at the meeting of creditors pursuant to Section 98 of the Act held on 17 June 2013

#### **1 11 Approval of Expenses and Disbursements**

The creditors at the Section 98 meeting provided approval for me to draw disbursements, including disbursements for services provided by my firm (defined as Category 2 disbursements in Statement of Insolvency Practice 9) in accordance with my firm's policy, a copy of which is attached at Appendix 2 of this report

#### **1 12 Category 2 Disbursements**

In accordance with the resolution obtained in relation to expenses and disbursements, the following Category 2 disbursements and disbursements which should be treated as Category 2 disbursements have been charged to the case

<b>Other amounts paid or payable to the office holder's firm</b>	
<b>Type and purpose</b>	<b>Amount £</b>
Mileage – Journey's to and from the Company's trading premises	125 02
<b>TOTAL</b>	<b>125 02</b>

#### **1 13 Other professionals employed & their costs**

We have instructed Irwin Mitchell and 23 Legal to provide legal advice during the course of the liquidation. Their fees are £4,660 and £2,880 respectively. Ellis Willis Beckett were instructed to provide disposal advice for the assets and their costs were £511 67. The book debt collection has been assisted by C&H Support Services and their costs are £1,000. Advice for the pension scheme has been provided by Alexander Forbes Trustee Services and their costs were £1,310.

#### **2 EXPLANATION OF OFFICE HOLDERS' CHARGING AND DISBURSEMENT RECOVERY POLICIES**

2 1 Begbies Traynor (Central) LLP's policy for charging fees and expenses incurred by office holders is attached at Appendix 2

2 2 The rates charged by the various grades of staff who may work on a case are attached at Appendix 2

Venture into Business & Education Limited  
Time costs analysis for the period from 17 June 2013 to 16 June 2014

[illegible][illegible][illegible]

	3 70	-	-	11 60	19 50	-	1 30	-	-	36 10	8,709	241 23
Debt collection	12 40	-	-	3 40	0 70	-	-	-	-	16 50	5,943	360 15
Property, business and asset sales	-	-	-	-	1 90	-	-	-	-	1 90	390	205 00

[illegible][illegible]

	11 30	-	-	-	2 00	-	3 50	-	16 80	5 346	318 21
Meetings	0 40	-	-	-	-	-	1 30	-	1 70	334	196 18
Tax	-	-	-	-	-	-	-	-	-	-	-
Litigation	-	-	-	-	-	-	-	-	-	-	-
Other	0 20	-	-	1 10	3 10	-	-	-	4 40	1 006	238 64

Total hours by staff grade	48 10	-	-	36 60	75 50	8 50	83 30	-	4 00	256 00
Total time cost by staff grade	19 000	-	-	9 699	15 478	1 488	11 246	-	440	57 349
Average hourly rate £	395 00			265 00	205 00	175 00	135 00		110 00	224 02

34,500

## STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Agent's fees	Ellis Willis Beckett	511 67	511 67	Nil
Agent's fees	C&H Support Services	1,000 00	1,000 00	Nil
Legal fees	Irwin Mitchell	4,660 00	4,660 00	Nil
Legal fees	23 Legal	2,880 00	2,880 00	Nil
Statutory advertising	Courts Advertising	307 80	307 80	Nil
Bond	IRS Marsh	102 50 70 00	57 50 60 00	45 00 10 00
Accountancy fees	Number Crunchers	502 50	502 50	Nil
Destruction of Information	Russell Richardson	1,259 40	1,259 40	Nil
Destruction of Information	Ellis Willis Beckett	400 00	400 00	Nil
Rents for Templeborough Office	Magna	1,271 85	1,271 85	Nil
Pension Advisors Costs	Alexander Forbes Trustee Services Ltd	1,310 00	1,310 00	Nil