

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

THURSDAY



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12/04/2018

#212

COMPANIES HOUSE

### 1 Company details

Company number 0 4 4 4 8 3 1 2  
Company name in full Message Digital Design Limited

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

### 2 Liquidator's name

Full forename(s) Jonathan James  
Surname Beard

### 3 Liquidator's address

Building name/number 2/3 Pavilion Buildings  
Street  
Post town Brighton  
County/Region East Sussex  
Postcode B N 1 1 E E  
Country

### 4 Liquidator's name ①

Full forename(s) John  
Surname Walters

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

### 5 Liquidator's address ②

Building name/number 2/3 Pavilion Buildings  
Street  
Post town Brighton  
County/Region East Sussex  
Postcode B N 1 1 E E  
Country

② Other liquidator  
Use this section to tell us about  
another liquidator.

# LIQ14

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## 6 Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

## 7 Final account

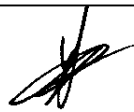
☒ I attach a copy of the final account.

## 8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

d

1

d

1

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 **Marc Norman**

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

Address **2/3 Pavilion Buildings**

Post town **Brighton**

County/Region **East Sussex**

Postcode **B N 1 1 E E**

Country

DX

Telephone **01273 322960**

### 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)**

**MESSAGE DIGITAL DESIGN LIMITED  
(IN CREDITORS' VOLUNTARY LIQUIDATION)  
REGISTERED COMPANY NUMBER: 04448312**

**NOTICE OF FINAL ACCOUNT UNDER RULE 6.28  
OF THE INSOLVENCY (ENGLAND AND WALES) RULES 2016**

1. The Company's affairs are fully wound up.
2. A secured creditor or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question) or with the permission of the court, may request in writing that the Liquidator provide further information about his remuneration or expenses as set out in the final report. A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the final report by the person, or by the last of them in the case of an application by more than one creditor.
3. A secured creditor or an unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors (including the creditor in question) or with permission of the court, may within 8 weeks after receipt of the final report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in the final account, are excessive.
4. A creditor may object to the release of the liquidator by giving notice in writing to the liquidator before the end of the prescribed period.
5. The prescribed period is the period ending at the later of:
  - a. eight weeks after delivery of this notice, or
  - b. if any request for information as detailed in point 2 above is received or an application to court made as detailed in point 3 above, when that request or application is finally determined.
6. The liquidator will vacate office under Section 171 of the Insolvency Act 1986, as soon as the liquidator has delivered his final account to the Registrar of Companies confirming whether any creditors have objected to the liquidator's release.
7. The liquidator will be released at the same time as vacating office unless any of the creditors object to the release.

Date: 08 February 2018

Signed:  .....

The joint liquidators' postal address is at 2/3 Pavilion Buildings, Brighton, East Sussex, BN1 1EE. They can also be contacted via Marc Norman by e-mail at [marc.norman@begbies-traynor.com](mailto:marc.norman@begbies-traynor.com) or by telephone on 01273 322960.

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**Message Digital Design Limited  
(In Creditors' Voluntary Liquidation)**

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Final report and account of the liquidation

Period: 15 June 2017 to 08 February 2018

### **Important Notice**

This report has been produced solely to comply with our statutory duty to report to creditors and members of the Company pursuant to Section 106 of the Insolvency Act 1986. This report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by 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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## **Contents**

- ❑ Interpretation
- ❑ Company information
- ❑ Details of appointment of liquidators
- ❑ Progress since our last report
- ❑ Outcome for creditors
- ❑ Remuneration and disbursements
- ❑ Liquidators' expenses
- ❑ Unrealisable assets
- ❑ Other relevant information
- ❑ Conclusion
- ❑ Appendices
  - 1. Liquidators' account of receipts and payments
  - 2. Liquidators' time costs and disbursements
  - 3. Statement of Liquidators' expenses

## 1. INTERPRETATION

<b><u>Expression</u></b>	<b><u>Meaning</u></b>
"the Company"	Message Digital Design Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 15 June 2016.
"the liquidators", "we", "our" and "us"	Jonathan James Beard and John Walters of Begbies Traynor (Central) LLP, 2/3 Pavilion Buildings, Brighton, East Sussex, BN1 1EE
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England & Wales) 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 and Schedule 6 to the Act

## 2. COMPANY INFORMATION

Trading name(s):	N/A
Company registered number:	04448312
Company registered office:	c/o Begbies Traynor, 2/3 Pavilion Buildings, Brighton, BN1 1EE
Former trading address:	4 Gloucester Passage, Brighton, East Sussex, BN1 4AS

## 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	15 June 2016
Date of liquidators' appointment:	15 June 2016
Changes in liquidator (if any):	N/A

## 4. PROGRESS SINCE OUR LAST REPORT

This is our final report and account of the liquidation and should be read in conjunction with the progress report to creditors for the period ending 14 June 2017.

### **Receipts and Payments**

Attached at Appendix 1 is our abstract of receipts and payments for the period from 15 June 2017 to 08 February 2018.

Receipts during our appointment are as follows.

### **Tangible Assets**

The Company's tangible assets were valued by agents and valuers Eddisons Commercial Limited ('Eddisons') at £2,550 ex situ. The sum of £4,025 was received in this regard. Some of these assets were purchased by a connected party as outlined in section 9 of this report.

### **Domain Name**

The sum of £750 was received in this regard from a connected party as outlined in section 9 of this report.

### **Post Appointment Bank Credits**

The sum of £603.04 was received in this regard.

### **Book Debts**

In the statement of affairs, the directors estimated that book debts would realise £1,338.02 from a ledger of £2,172. The sum of £292.50 was received. The remaining amounts outstanding were either disputed, formed part of the post appointment bank credits received or have issues relating to their collection as such they have been written off.

### **Bank Interest Gross**

Interest in the sum of £0.03 has accrued since our appointment.

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

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

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached at Appendix 2. There is an analysis for the period of the report and also an analysis of time spent on the case since the date of our appointment. The details below relate to the work undertaken in the period of the report only. Our previous report contains details of the work undertaken since our appointment.



#### General case administration and planning

The work undertaken in respect of general case administration and planning mainly consisted of the following:

- Discussions between the case administrator and the lead partner in respect of ongoing case strategy.
- Reconciling case accounts.
- Detailed case reviews.
- Filing.
- Closing matters.

Filing and case reviews are necessary to comply with this firm's ongoing review requirements and do not directly result in a financial benefit to creditors.

#### Compliance with the Insolvency Act, Rules and best practice

Compliance with the Insolvency Act, Rules and best practice has mainly consisted of the following:

- Preparing the progress report, this report and sending the same to creditors.
- Filing relevant documents with Companies House.
- Seeking approval of post appointment fees/disbursements
- Reviewing the level of bonding.

It was necessary to do the above work in order to comply with the Insolvency Act, Rules and best practice.

#### Realisation of assets

- Finalised the debt collection exercise.
- Settling agents costs.

This work has not resulted a financial benefit to creditors as our costs are greater than the sum received.

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

- Reviewing and replying to creditor correspondence, updating records accordingly.

This work has not resulted in a financial benefit to creditors.

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

- Relevant VAT & Tax returns were completed.
- Requesting relevant clearance.

This work has not resulted in a financial benefit to creditors.

## 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.

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**

There is no secured creditor in this matter.

### **Preferential creditors**

No dividend is available for preferential creditors because the funds realised have already been used or allocated for defraying the expenses of the liquidation.

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

Details of how the prescribed part is calculated have previously been provided in our progress report for the period 15 June 2016 to 14 June 2017.

To the best of our 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**

We confirm that no 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. Consequently we have not taken steps to formally agree the claims of unsecured creditors.

## **6. REMUNERATION & DISBURSEMENTS**

### **Remuneration**

Our remuneration has been fixed by a decision of the creditors by way of correspondence on 21 August 2017 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 winding up as set out in the fees estimate dated 26 July 2017 in the sum of £11,525.50. We are authorised to draw disbursements for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy and which is attached at Appendix 2 of this report.

Our time costs for the period from 15 June 2017 to 08 February 2018 amount to £1,028.50 which represents 7.4 hours at an average rate of £138.99 per hour.

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

- ☐ Time Costs Analysis for the period 15 June 2017 to 08 February 2018
- ☐ Time Costs Analysis for the period 15 June 2016 to 08 February 2018
- ☐ Begbies Traynor (Central) LLP's charging policy

In addition to the Time Costs Analysis for the period covered by this report, a cumulative Time Costs Analysis for the period from 15 June 2016 to 08 February 2018 is also attached at Appendix 2.

As this is our first report since the basis of our remuneration was fixed, we are obliged to provide creditors with details of the costs incurred in the period since appointment and a description of the work undertaken for the period since our appointment.

The costs that were incurred from the date of our appointment to 15 June 2017 amount to £10,575.50. Details of the costs incurred during the period of this report are stated above.

The information provided in section 4 above relates to the work undertaken during the period of this report. We have set out below details of the work undertaken prior to the period covered by this report so as to avoid any repetition:

#### General case administration and planning

The work undertaken in respect of general case administration and planning mainly consisted of the following:

- Discussions between the case administrator and the lead partner in respect of ongoing case strategy.
- Reconciling case accounts.
- Detailed case reviews.
- Filing.

Filing and case reviews are necessary to comply with this firm's ongoing review requirements and do not directly result in a financial benefit to creditors.

#### Compliance with the Insolvency Act, Rules and best practice

Compliance with the Insolvency Act, Rules and best practice has mainly consisted of the following:

- Preparing the initial report and sending the same to creditors.
- Filing relevant documents with Companies House.
- Reviewing the level of bonding.

It was necessary to do the above work in order to comply with the Insolvency Act, Rules and best practice.

#### Realisation of assets

- Liaising with Eddisons regarding the sale of assets.
- Corresponding with the Company's director regarding asset sale and debtor collections.
- Corresponding with debtors regarding collections.
- Corresponding with the Bank regarding post appointment realisations.

This work did not result in a financial benefit to creditors as our costs are greater than the sum received.

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

- Reviewing and replying to creditor correspondence, updating records accordingly.
- Disclaiming lease.

This work has not resulted in a financial benefit to creditors.

#### Investigations

- Reviewing the Company's records.
- Reviewing how the Company was conducted.
- Submitting report on the directors' conduct to the Secretary of State.

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

- Relevant VAT & Tax returns were completed.

This work has not resulted in a financial benefit to creditors.

To 08 February 2018, we have drawn no fee on account of our remuneration, against total time costs of £10,575.50 incurred since the date of our appointment. In addition to the time costs information disclosed at

Appendix 2 for the period since our last progress report, our previous progress report contained details of the time costs we had incurred as at the date of that report. Our unbilled time costs of £10,575.50, have been written off as irrecoverable. However, we reserve the right to recover our unbilled time costs in the event that circumstances subsequently permit us to do so.

### **Disbursements**

To 08 February 2018, we have also drawn disbursements in the sum of £312.70.

### **Category 2 Disbursements**

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

### **Disbursements treated as Category 2 disbursements**

<b>Other amounts paid or payable to any party in which the office holder or his firm or any ass has an interest</b>	
<b>Type and purpose</b>	<b>Amount £</b>
Eddisons Commercial Ltd, valued and arranged the sale of the Company's assets.	1,477.50
<b>TOTAL</b>	<b>1,477.50</b>

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.beebjes-traynor.com/creditorsguides](http://www.beebjes-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 since our last progress report is attached at Appendix 3. A cumulative statement showing the total expenses incurred since the date of our appointment also appears at Appendix 3.

## **8. UNREALISABLE ASSETS**

The following assets have proved to be unrealisable:

### **Book Debts**

Due to various issues some debtors were written off, these totalled £1,880.02.

## 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, 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, Energy and Industrial Strategy. We can confirm that we have discharged our duties in these respects.

### Connected party transactions

In accordance with Statement of Insolvency Practice 13, we are obliged to inform creditors of any sale of the Company's business or assets which involves a party connected to the Company. We confirm that the following assets were sold:

Date of sale	Asset sold and nature of transaction	Consideration paid and date	Name of Purchaser	Relationship with the Company
11/08/16	Domain Name	£750 plus VAT	Axe Nicely Ltd	Common Director
11/08/16	Computer Equipment	£1,075 plus VAT	Axe Nicely Ltd	Common Director

## 10. CONCLUSION

This report and account of receipts and payments is our final account of the winding-up, showing how the liquidation has been conducted and details of how the Company's property has been disposed of.

Unless creditors object, by giving notice in writing within 8 weeks of the delivery of the notice of our final account, we will have our release from liability at the same time as vacating office. We will vacate office upon our delivering to the Registrar of Companies our final account.

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



**J J BEARD**  
Joint Liquidator

Dated: 8 February 2018

# JOINT LIQUIDATORS' ACCOUNT OF RECEIPTS AND PAYMENTS FROM 15 JUNE 2017 TO 08 FEBRUARY 2018

	Estimated to realise per Statement of Affairs	Receipts & Payments 15 June 2016 to 14 June 2017	Receipts & Payments 15 June 2017 to 08 February 2018	Total Receipts & Payments
	£	£	£	£
<b><u>RECEIPTS</u></b>				
Tangible Assets	2,550.00	4,025.00	-	4,025.00
Domain Name	-	750.00	-	750.00
Post Appointment Bank Credits	-	603.04	-	603.04
Book Debts	1,338.02	292.50	-	292.50
Bank Interest Gross	-	0.03	-	0.03
		<u>5,670.57</u>	<u>-</u>	<u>5,670.57</u>
<b><u>PAYMENTS</u></b>				
Statement of Affairs Fee		3,500.00	-	3,500.00
Agents Fee		0.00	1,477.50	1,477.50
Liquidators Fees		0.00	357.23	357.23
Statutory Advertising		253.80	-	253.80
Stationery & Postage		25.50	15.40	40.90
Storage		0.00	23.14	23.14
Specific Bond		18.00	-	18.00
		<u>3,797.30</u>	<u>1,873.27</u>	<u>5,670.57</u>
<b><u>Balance in Hand</u></b>				<u>-</u>

## TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 15 June 2017 to 08 February 2018; and
- c. Cumulative Time Costs Analysis for the period from 15 June 2016 to 08 February 2018.

# TIME COSTS AND DISBURSEMENTS

## **SECTION A - 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. It also applies where payments are to be made to parties other than the firm, but in relation to which the office holder, the firm or any associate has an interest. Best practice guidance<sup>2</sup> indicates 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 and 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 expenditure that are directly related to the case which include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party.

(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;

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

<sup>2</sup> Ibid 1



*Expenses which should be treated as Category 2 disbursements (approval required)* – in addition to the two categories referred to above, best practice guidance indicates that where payments are to be 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.

***Services provided by other entities within the Begbies Traynor group***

The following items of expenditure which relate to services provided by entities within the Begbies Traynor group, of which the office holder's firm is a member, are also to be charged to the case (subject to approval):

**Eddisons Commercial Limited**

Instruction of Eddisons Commercial Limited to provide asset valuations. Their charges will be £750 - £1000 (dependent upon the value/number of assets and whether a site visit is required), plus reasonable disbursements, plus VAT.

Instruction of Eddisons Commercial Limited to provide asset disposals. Their charges will be 10% of gross asset realisations, plus reasonable disbursements plus VAT.

In addition to the services detailed above, it may become necessary to instruct Eddisons Commercial Limited to provide additional services, not currently anticipated, during the course of the case. In such circumstances and to avoid the costs associated with seeking further approval, the charges for such services will be calculated on a time costs basis at the prevailing hourly rates for their various grades of staff which are currently as follows:

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour)</b>
Director	£275
Associate	£180
Surveyor	£120
Graduate	£100
Administration	£80
Porters	£35

In addition to the charges of Eddisons Commercial Limited detailed above for providing the services to the office holder, where any machinery and business assets (other than freehold/leasehold property) are disposed of by way of auction, Eddisons Commercial Limited will also receive a payment from the purchaser, known as a buyer's premium, equivalent to 10% plus VAT of the successful bid. Where any freehold/leasehold property is disposed of by way of auction, Eddisons Commercial Limited will also receive a payment from the purchaser, known as a buyer's administration fee, in the sum of £600. It is standard auction industry practice for a buyer's premium and buyer's administration fee to be charged. The buyer's premium and buyer's administration fee is paid by the purchaser of the assets and is not paid by the office holder from the assets of the estate.

**Eddisons Insurance Services Limited**

Instruction of Eddisons Insurance Services Limited to provide insurance broking services and specifically open cover insurance for the insurable risks relating to the case. The cost of open cover insurance will vary during the course of the case depending upon the value of the assets and liability risks. The forecasted cost of insurance will be dependent upon prevailing insurance market conditions and the ongoing insurable risks on the case.

(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 Brighton office as at the date of this report are as follows:

	Standard 1 May 2011 – until further notice Regional
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 such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

Time is recorded in 6 Minute units.

# TIME COSTS AND DISBURSEMENTS

APPENDIX 2

## Section B

SIP9 Message Digital Design Limited - Creditors Voluntary Liquidation - 02ME181 CVL Time Costs Analysis From 15/06/2017 To 08/02/2018

Staff Grade	Case planning	Consultant/Partner	Director	Senior Manager	Manager	5-11 Admin	Admin	Jr Admin	Support	Total hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Administration	0.2					2.5			2.7	418.50	154.76
	Total for General Case Administration and Planning	0.2					2.5			2.7	418.50	154.76
Compliance with the Insolvency Act, Rules and best practice	Appointment											0.00
	Banking and Bonding								0.3	0.5	45.00	90.00
	Case Closure											0.00
	Statutory reporting and statement of affairs											0.00
	Total for Compliance with the Insolvency Act, Rules and best practice						3.5			3.5	472.50	135.00
Investigations	CCDA and investigations						3.7		0.3	4.0	517.50	129.38
	Total for Investigations:											0.00
Realisation of assets	Debt collection											0.00
	Property, business and asset sales											0.00
	Retention of third party assets											0.00
	Total for Realisation of assets:											0.00
Trading	Trading											0.00
	Total for Trading:											0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured											0.00
	Others						0.1			0.1	13.50	135.00
	Creditors committee											0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:						0.1			0.1	13.50	135.00
Other matters which includes meetings, tax, litigation, pensions and travel	Steering decisions of creditors including meetings											0.00
	Other											0.00
	Tax											0.00
	Litigation						0.6			0.6	81.00	135.00
	Total for Other matters:											0.00
	Total hours by staff grade:	0.2					0.6			0.8	81.00	135.00
	Total time cost by staff grade:	78.00					931.50		0.3	7.4	1,028.50	
	Average hourly rate £:	385.00	0.00	0.00	0.00	0.00	135.00	0.00	60.00			138.99
	Total fees drawn to date £:										387.23	

[illegible]

## STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
Postage	Neopost	15.40	15.40	-
Storage	Restore	23.14	23.14	-
Expenses incurred with entities within the Begbies Traynor Group ( <i>for further details see Begbies Traynor Charging Policy</i> )				
Agent's fees	Eddisons Commercial Ltd	1,477.50	-	1,477.50

## CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Statutory advertising	Courts Advertising	253.80
Postage	Neopost	40.90
Bond	AUA IRS	18.00
Agent's fees	Eddisons Commercial Ltd	1,477.50
Storage	Restore	23.14