

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

THURSDAY



A13 \*A8FBLPCI\* 03/10/2019 #91  
COMPANIES HOUSE

### 1 Company details

Company number 0 4 7 3 1 8 5 8

Company name in full Drew Consulting Limited

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

### 2 Liquidator's name

Full forename(s) Karen Tracy

Surname Potts

### 3 Liquidator's address

Building name/number 1st Floor

Street Consort House

Post town Waterdale

County/Region Doncaster

Postcode D N 1 3 H R

Country

### 4 Liquidator's name ①

Full forename(s) Ian Michael

Surname Rose

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

### 5 Liquidator's address ②

Building name/number 1st Floor

Street Consort House

Post town Waterdale

County/Region Doncaster

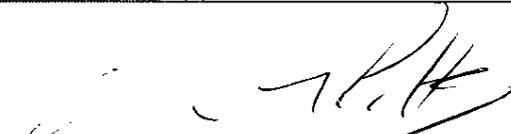
Postcode D N 1 3 H R

Country

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

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>								
From date	<sup>d</sup> 1	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8	
To date	<sup>d</sup> 1	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9	
<b>7</b>	<b>Progress report</b>								
	<input checked="" type="checkbox"/> The progress report is attached								
<b>8</b>	<b>Sign and date</b>								
Liquidator's signature	Signature <b>X</b>  <b>X</b>								
Signature date	<sup>d</sup> 3	<sup>d</sup> 0	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9	

# LIQ03

## Notice of progress report in voluntary winding up

### **Presenter information**

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

Contact name **Chantelle Hinton**

Company name **Wilkin Chapman Business**

**Solutions Limited**

Address **1st Floor**

**Consort House**

Post town **Waterdale**

County/Region **Doncaster**

Postcode **D N 1 3 H R**

Country

DX

Telephone **01302 342875**

### **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)**

**Drew Consulting Limited  
(In Liquidation)  
Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 12/09/2018 To 11/09/2019 £	From 12/09/2018 To 11/09/2019 £
	<b>ASSET REALISATIONS</b>	
Uncertain	NIL	NIL
Uncertain	5,625.00	5,625.00
	<u>5,625.00</u>	<u>5,625.00</u>
	<b>OTHER REALISATIONS</b>	
	9.34	9.34
	<u>9.34</u>	<u>9.34</u>
	<b>COST OF REALISATIONS</b>	
	8.40	8.40
	4,166.67	4,166.67
	296.00	296.00
	21.10	21.10
	150.20	150.20
	26.25	26.25
	<u>(4,668.62)</u>	<u>(4,668.62)</u>
	<b>UNSECURED CREDITORS</b>	
(92,833.15)	NIL	NIL
(18,000.00)	NIL	NIL
(3,222.58)	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>	
(100.00)	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
<u>(114,155.73)</u>	<u>965.72</u>	<u>965.72</u>
	<b>REPRESENTED BY</b>	
		92.97
		863.37
		9.38
		<u>965.72</u>

**Drew Consulting Limited  
(In Liquidation)  
Supplementary Information**

**Registered Office / Home Address**

C/o The Offices of Silke & Co Ltd 1st Floor  
Consort House  
Waterdale  
Doncaster  
DN1 3HR

**Registered Number**

04731858

**Appointment Details**

First Partner - Karen Tracy Potts  
1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR  
Appointment Date - 12/09/2018

Second Partner - Ian Michael Rose  
1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR  
Appointment Date - 12/09/2018

**Changes to Office Holders**

None

**Additional Information**

**Dividends / Distributions / Consigned Funds : E = Equalising**

Dividend Type	Date	Admitted	Number	Paid	p in £
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No Dividends Paid

**Unrealisable Assets**

None.

**Details of Basis of Remuneration**

Time costs capped at £30,000.00.

**Statement of Remuneration / Expenses  
For period 12/09/2018 to 11/09/2019**

Account	Incurred In Period	Accrued In Period For Last Period	Accrued In Period	Total In Period
Specific bond	296.00	0.00	0.00	296.00
Preparation of Statement of affairs	4,166.67	0.00	0.00	4,166.67
Telephone/Print/Fax	26.25	0.00	0.00	26.25
Stationery & postage	21.10	0.00	0.00	21.10

**Drew Consulting Limited  
(In Liquidation)  
Statement of Remuneration / Expenses  
For period 12/09/2018 to 11/09/2019**

<b>Account</b>	<b>Incurred In Period</b>	<b>Accrued In Period For Last Period</b>	<b>Accrued In Period</b>	<b>Total In Period</b>
Company Searches	8.40	0.00	0.00	8.40
Statutory advertising	150.20	0.00	0.00	150.20
	4,668.62	0.00	0.00	4,668.62

**Statement on Fee / Expenses Estimates**

Our Ref: DK1DC/KTP/IMR/CH  
Date: 30 September 2019

**TO ALL CREDITORS AND MEMBERS**

1st Floor  
Consort House  
Waterdale  
Doncaster DN1 3HR  
TEL: 01302 342875  
FAX: 01302 342986  
EMAIL: [office@wilkinchapman.co.uk](mailto:office@wilkinchapman.co.uk)  
[www.wilkinchapman.co.uk/business-solutions](http://www.wilkinchapman.co.uk/business-solutions)

Please Contact: Chantelle Hinton  
Email: [chantelle.hinton@wilkinchapman.co.uk](mailto:chantelle.hinton@wilkinchapman.co.uk)

Dear Sir/Madam

**DREW CONSULTING LIMITED – IN LIQUIDATION**

Please note that Wilkin Chapman Business Solutions Limited was formerly known as Wilkin Chapman Silke Limited and traded as Silke & Co. The appointments of the Insolvency Practitioner and Office Holder are not affected by this and remain the same.

This is the Joint Liquidators first annual report upon this matter. This report should be read in conjunction with the report on the outcome of the decision.

**1. RECEIPTS AND PAYMENTS ACCOUNT**

We attach an account of receipts and payments for the current period 12 September 2018 to 11 September 2019.

**2. REALISATIONS**

**Assets**

As per the Statement of Affairs, the Company had no tangible assets to realise.

There is a book debt listed in the Statement of Affairs with a book value of £23,032.00 and an uncertain estimated to realise value. The debt is owed by Bellerophon Partnerships Limited, an associated company by way of common directorship; however, the associated company was dissolved prior to the liquidation of Drew Consulting Limited. As a result of the above, this has formed part of the Joint Liquidators investigations into the Company affairs; however it is probable that given Bellerophon Partnerships Limited last balance sheet indicated a deficiency of circa £3.2 million that there will be no realisation from this source.

**Other Assets**

There is an overdrawn Directors Loan Account ("DLA"), owed to the Company in the sum of £164,874.00, which the director has agreed is owed. The director has agreed to pay the balance in full from a sale of a personal property, and is providing regular updates in respect of the sale. In the meantime, until the property has sold the director had agreed to make monthly payments of a minimum of £500.00, but due to the director's recent change in circumstances the payment plan has temporarily reduced to a minimum of £150.00 per month, with a view to payments being increased in October 2019. The total sum of £5,625.00 has been received to date. This matter is currently ongoing.

**3. JOINT LIQUIDATORS' REMUNERATION**

A Statement of Affairs fee of £5,000.00 was part paid pre-appointment in the sum of £416.67 plus VAT and the remaining balance of £4,583.33 plus VAT was approved by creditors on 6 June 2019, in accordance with the following resolution:

*That the remaining sum of £4,583.33 plus VAT be drawn in respect of the Statement of Affairs fee.*

The sum of £4,166.67 plus VAT has been drawn on account of the Statement of Affairs fee.

This is a fixed fee and was considered to be fair, reasonable and proportionate with the work carried out as detailed in the fee estimate and agreed by creditors.

In the pre appointment period, category 2 disbursements of £14.11 were incurred and allocated to the case, which have been drawn during the post appointment period. The disbursements that have been incurred are detailed in Appendix II.

The Joint Liquidators' remuneration is based on hourly costs at scale rates calculated on the time properly spent in the course of the liquidation and was approved by creditors on 6 June 2019, in accordance with the following resolution:

*That the Joint Liquidators fees be fixed by reference to the time given by them and their staff in attending to matters arising in the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken. The estimated Joint Liquidators fees be capped at £30,000.00.*

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. The day to day administration on cases is dealt with by an Administrator or Senior Administrator, depending on the nature of the case, and a Manager and Insolvency Practitioner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a Senior Manager or Insolvency Practitioner.

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to a high standard.

Total time spent to date on this assignment amounts to 42.10 hours at an average composite rate of £201.60 per hour resulting in total time costs to date of £8,487.50. No Joint Liquidators fees have been drawn to date, leaving outstanding time costs of £8,487.50.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators original fees estimate is unlikely to be exceeded, see comparison below:

<b>Classification</b>	<b>Estimated Number of Hours</b>	<b>Estimated Total Time Costs</b>	<b>Actual Number of Hours</b>	<b>Actual Total Time Costs</b>
Administration & Planning	21.00	£4,100.00	10.65	£2,033.75
Creditors & Distributions	16.00	£3,475.00	1.10	£110.00
Investigations	48.00	£9,300.00	21.55	£4,238.75
Employees	3.00	£575.00	0.00	£0.00
Asset Realisation	49.00	£8,950.00	1.40	£405.00
Statutory & Compliance	17.00	£3,600.00	7.40	£1,700.00
<b>Estimated Totals</b>	<b>154.00</b>	<b>£30,000.00</b>	<b>42.10</b>	<b>£8,487.50</b>

Please refer to Appendix I for a detailed breakdown of the work undertaken.

**Administration & Planning** – Administration and Planning relates to the cashiering functions required throughout the duration of the liquidation, which included the bank account reconciliations, the submission of annual Corporation Tax returns, and the maintaining of the estate account. It also included the time allowed for case reviews to be undertaken, the filing and maintaining of internal documents relating to the case, dealing with any pension schemes and archiving the Company records. The time incurred amounts to 10.65 hours at a total cost of £2,033.75, the estimated time was 21.00 hours totalling £4,100.00. The time costs are lower than estimated as the liquidation is only in its first year, whereas the duration of the liquidation is estimated for a period of three years. Further time will be incurred on this case.

**Creditors & Distribution** – Time spent on Creditors & Distribution amounts to 1.10 hours, totalling £110.00. The estimated time was 16.00 hours at a total cost of £3,475.00. This relates to communication with creditors regarding the liquidation and logging claims received. This is lower than originally estimated as communication with creditors has been lower than anticipated. It is anticipated that further time will be incurred.

**Investigations** – The time spent on Investigations amounts to 21.55 hours, totalling £4,238.75. The estimated time was 48.00 hours, totalling £9,300.00. The time incurred is lower than estimated due to the level of investigations undertaken by the Joint Liquidators at this stage. The Joint Liquidators investigations are ongoing, and further time will be incurred in this matter.

**Asset Realisation** – The time spent amounts to 1.40 hours at a total cost of £405.00. The estimated time was 49.00 hours, totalling £8,950.00. This category of time includes liaising with the director in respect of the funds due into the liquidation, as detailed in section two of this report. As the asset realisations are ongoing, further time costs will be incurred.

**Employees** – There has been no time incurred on this case, the estimated time was 3.00 hours totalling £575.00. There are no employees on this matter, however the Joint Liquidators estimated a low amount of time should there have been any unknown employees come to light. This category of time would usually include communication with employees and the Redundancy Payments Office, reviewing and processing employee claims.

**Statutory & Compliance** – Statutory & Compliance involves the preparation and circulation of the Joint Liquidators report to creditors upon appointment, preparing annual reports to creditors, filing the relevant documents to Companies House, including annual receipts and payments accounts, advertising throughout the liquidation in accordance with statutory requirements and bonding the case for the value of the assets. The time spent amounts to 7.40 hours at a total cost of £1,700.00; the estimated time was 17.00 hours totalling £3,600.00. The time costs are lower than estimated as the liquidation is only in its first year, whereas the duration of the liquidation is estimated for a period of three years. Further time will be incurred on this case.

Post Appointment category 2 disbursements of £33.24 have been allocated to the case from the commencement of the liquidation up to the anniversary and have been drawn leaving no unbilled disbursements. The disbursements that have been incurred are detailed in Appendix II.

Wilkin Chapman Business Solutions Limited chargeout rates and disbursements policy is attached at Appendix III.

All payments have been made in accordance with the rules and regulations generally as to the payment of costs and expenses in the liquidation, details of which can be found below:

#### **Other Costs**

The sum of £296.00 has been incurred and drawn, which relates to the insurance bond on the case, this is a statutory requirement under the guidelines produced by the Joint Liquidators regulatory bodies, this amount has been drawn in full.

The sum of £920.00 has not been paid in respect of the petition fees payable to HM Revenue & Customs in order for the Winding Up Petition presented against the Company to be dismissed. These costs will be paid following the payment of the Statement of Affairs fees and disbursements or when sufficient funds are available to pay all parties.

The sum of £150.20 has been incurred and drawn, which relates to the statutory advertising of the liquidation and the appointment of the Joint Liquidators.

The sum of £8.40 has been incurred and drawn, which relates to searches being conducted pre appointment in order to comply with Anti Money Laundering regulations.

A Creditors' Guide to Liquidators' Fees can be found on the portal or on our website, which includes creditors' rights to further information and to challenge.

#### **4. CREDITORS' CLAIMS AND DIVIDEND PROSPECTS**

##### **Secured Creditors**

The Company has not granted any charges over its assets.

##### **Preferential Creditors**

*There were no preferential creditors in the liquidation.*

##### **Unsecured Creditors**

One ordinary unsecured claim has been received amounting to £17,380.54, the directors' Statement of Affairs estimated unsecured claims of £114,055.73. Please be advised that claims may still be received and therefore the total value of unsecured claims is not known as present.

At this stage although creditors' claims have been lodged we have not taken steps to formally agree the claims of unsecured creditors as it appears unlikely there will be a dividend payable to unsecured creditors until and unless further assets are realised.

#### **5. OTHER RELEVANT INFORMATION**

##### **Investigation**

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the directors by means of questionnaires; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The directors did not provide the books and records of the Company despite numerous requests to do so. Completed directors' questionnaires were also received.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duties when submitting their confidential report on the conduct of the directors, past and present, to the Insolvency Service.

This work was carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

*This assessment revealed matters that the Joint Liquidators considered merited further investigation, with the Company bank account statements highlighting transactions which required further clarification. The Joint Liquidators wrote to the director in respect of their queries, and requested his comments and documentation to confirm the same. A response was received, which was deemed as sufficient.*

With regard to the overdrawn Director's Loan Account ("DLA") as detailed in section two of this report, that the sum of £164,874.00 is due to the Company as at 30 April 2017, however, this figure is still being reconciled to the date of liquidation.

This matter has been reported further in section two.

#### **6. EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

The Company's centre of main interest was in the United Kingdom and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

#### **7. CREDITORS' RIGHTS**

Any unsecured creditors may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Joint Liquidator's

remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Joint Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

If there are any matters which you consider we should be aware of regarding the way in which the Company's business has been conducted, and on any potential recoveries for the estate, we shall be pleased to hear from you. This request for information is standard practice and does not imply any criticism or cause of action against any person concerned in the management of the Company's affairs.

Further information on the insolvency process may be found on our website or on the portal.

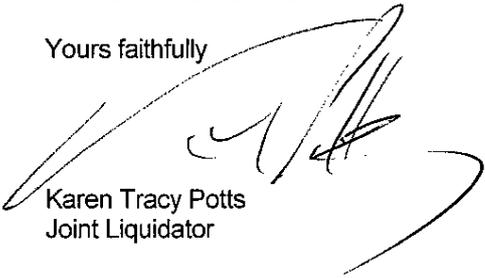
Please be advised that we are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

## **8. CONCLUSION**

As detailed above, there are outstanding payments in respect of the overdrawn director's loan account; therefore it is not possible to confirm the timescale for conclusion of the liquidation at present.

We will report again following the second anniversary of the liquidation or at the conclusion of the winding up, whichever is the sooner.

Yours faithfully



Karen Tracy Potts  
Joint Liquidator

Enc

**Drew Consulting Limited  
(In Liquidation)  
Liquidators' Summary of Receipts and Payments  
To 11 September 2019**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>Total (£)</b>
Book Debt	Uncertain	0.00
Overdrawn Director's Loan Account	Uncertain	5,625.00
Bank interest, gross		9.34
		<hr/>
		5,634.34
		<hr/>

**PAYMENTS**

Specific bond		296.00
Preparation of Statement of affairs		4,166.67
Telephone/Print/Fax		26.25
Stationery & postage		21.10
Company Searches		8.40
Statutory advertising		150.20
Trade & Expense Creditor	(3,222.58)	0.00
NatWest Bank plc (Overdraft)	(18,000.00)	0.00
HM Revenue & Customs	(92,833.15)	0.00
Ordinary shareholders	(100.00)	0.00
		<hr/>
		4,668.62
		<hr/>
Net Receipts/(Payments)		965.72
		<hr/> <hr/>

**MADE UP AS FOLLOWS**

Estate Account		92.97
VAT Receivable / (Payable)		872.75
		<hr/>
		965.72
		<hr/> <hr/>

# Time Entry - Detailed SIP9 Time & Cost Summary

DK1DC - Drew Consulting Limited  
 To: 11/09/2019  
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	0.00	2.95	3.90	3.80	10.65	2,033.75	190.96
CR-CRED : Creditors & Distributions	0.00	0.00	0.00	1.10	1.10	110.00	100.00
IN-INV : Investigations	0.50	3.80	17.25	0.00	21.55	4,238.75	196.69
RA-FLTG : Floating Charge Assets/Contributions	0.90	0.00	0.30	0.20	1.40	405.00	289.29
SS-STAT : Statutory & Compliance	0.80	1.50	5.10	0.00	7.40	1,700.00	229.73
<b>Productive Time</b>	<b>2.20</b>	<b>8.25</b>	<b>26.55</b>	<b>5.10</b>	<b>42.10</b>	<b>8,487.50</b>	<b>201.60</b>
<b>Total Hours</b>	<b>2.20</b>	<b>8.25</b>	<b>26.55</b>	<b>5.10</b>	<b>42.10</b>	<b>8,487.50</b>	<b>201.60</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

## Appendix I

### Detailed list of work undertaken for Drew Consulting Limited in Creditors' Voluntary Liquidation for the review period 12 September 2018 to 11 September 2019.

Below is detailed information about the tasks undertaken by the Joint Liquidators.

General Description	Includes
<b>Administration &amp; Planning</b>	
General Administration / Cashiering	Deregistration of VAT Quarterly VAT Returns Annual corporation tax returns Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments General Communication
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case <i>Periodic file reviews documenting strategy</i>
Document maintenance/file review/checklist	Filing of documents Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries <i>Updating checklists</i>
Property	Disclaiming leases to properties Communication with regard to leases Liasing with Landlords and secured creditors
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Communication with regard to pension scheme
<b>Creditors and Distributions</b>	
Creditor Communication	Receive and follow up creditor enquiries Review and prepare correspondence to creditors and their representatives
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD
<b>Investigations</b>	
SIP 2 Review	Taking control of and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors <i>Reconstruction of financial affairs of the company</i> Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary information if required

General Description	Includes
	Assisting the Insolvency Service with its investigations
<b>Floating Charge Assets</b>	
Debtors	Collecting supporting documentation Reviewing and assessing debtors' ledgers Liaising with director
<b>Statutory &amp; Compliance</b>	
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report to creditors
Statutory/Advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Creditors' decisions Advertising Filing statutory documents, bonding.	Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions

## Appendix II

### Expenses summary for period, cumulative & comparison with estimate for Drew Consulting Limited in Creditors' Voluntary Liquidation

Below are details of the Joint Liquidator's expenses for the period under review and the total to date.

Expenses	Original expenses estimate £		Actual expenses incurred to date £		Reason for any difference
	Pre	Post	Pre	Post	
<b>Category 1 Expenses</b>					
Bonding	0.00	296.00	0.00	296.00	
Petition Costs	920.00	0.00	920.00	0.00	
Advertising	0.00	150.20	0.00	150.20	
AML Searches	8.40	0.00	8.40	0.00	
<b>Total Category 1 Expenses</b>	<b>928.40</b>	<b>446.20</b>	<b>928.40</b>	<b>446.20</b>	
<b>Category 2 Expenses</b>					
Telephone / Printing / Fax	5.80	6.95	8.75	17.50	
Stationary & Postage	5.50	11.30	5.36	15.74	
<b>Total Category 2 Expenses</b>	<b>11.30</b>	<b>18.25</b>	<b>14.11</b>	<b>33.24</b>	

**WILKIN CHAPMAN BUSINESS SOLUTIONS LIMITED  
(FORMERLY WILKIN CHAPMAN SILKE LIMITED T/A SILKE & CO)  
DISBURSEMENT AND CHARGEOUT RATES  
EFFECTIVE FROM 1 OCTOBER 2018**

## **Disbursements**

### Definitions

Category 1 - approval not required - specific expenditure that is directly related to a particular insolvency case, where the cost of the expense incurred is referable against an independent external supplier's invoice or published tariff of charges.

Category 2 - approval required - all other items of expenditure. Which cannot, or cannot easily, be directly related to a particular insolvency case because there is an element of shared or allocated cost, and/or where the cost of the expense incurred is an estimated, utilised cost with the estimate based on external costs or opportunity costs.

### Charging Policy of Wilkin Chapman Business Solutions Limited

Category 1 expenses are recharged to the particular insolvency case at the rate incurred by Wilkin Chapman Business Solutions Limited and as they are incurred.

Category 2 expenses, the following items are recharged at the following rates:

- Where meeting rooms of Wilkin Chapman Business Solutions Limited are used for the purpose of statutory meetings of creditors the room hire is recharged to the individual insolvency case at £150 per meeting.
- Car mileage is recharged to the individual insolvency case at the rate of 45p per mile.
- The storage of books and records (when not charged as a Category 1 expense) is recharged at the rate of £1.50 per box per month.
- Printing and photocopying is charged at 15p per sheet.
- Faxes are charged at 50p per sheet.
- Postage is charged at the relevant prevailing rate.
- IPS computer charge £6.25 per month, up to a maximum of £200 per case. (Not applicable from 1 October 2018).
- Stationery charged at £5.00 per file.

## **Chargeout Rates**

The hourly rates for the different levels of staff are shown below:

Insolvency Practitioner	£350
Manager	£275
Assistant Manager	£225
Senior Administrator	£200
Administrator	£175
Cashier	£150
Assistants and Support Staff	£100

Time is charged to the individual insolvency case in 6 minute units.

Please note that the above disbursements and chargeout rates are the same as they were for Silke & Co Limited and have not changed since 1 October 2013.