

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 4 8 5 4 4 8 1  
Company name in full Naturally Good Food Limited

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

### 2 Liquidator's name

Full forename(s) Thomas  
Surname Grummitt

### 3 Liquidator's address

Building name/number Second Floor  
Street Poynt South  
Post town Upper Parliament Street  
County/Region Nottingham  
Postcode N G 1 6 L F  
Country

### 4 Liquidator's name ①

Full forename(s)  
Surname

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


### 5 Liquidator's address ②

Building name/number  
Street  
Post town  
County/Region  
Postcode  
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>	2	<sup>d</sup>	7	<sup>m</sup>	0	<sup>m</sup>	3	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	0
To date	<sup>d</sup>	2	<sup>d</sup>	6	<sup>m</sup>	0	<sup>m</sup>	3	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	1
<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	<div> <div>Signature</div> <div>  </div> </div>															
Signature date	<sup>d</sup>	2	<sup>d</sup>	1	<sup>m</sup>	0	<sup>m</sup>	5	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	1

# 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 **Thomas Grummitt**

Company name **Bridgewood Financial Solutions**

**Ltd**

Address **Second Floor**

**Poynt South**

Post town **Upper Parliament Street**

County/Region **Nottingham**

Postcode **N G 1 6 L F**

Country

DX

Telephone **0115 871 2940**



### 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)**



**In the matter of**

**Naturally Good Food Limited (“the Company”)  
In Creditors’ Voluntary Liquidation**

**Liquidator’s Progress Report**

**21 May 2021**

Thomas Grummitt

**Liquidator**

**Bridgewood Financial Solutions Limited  
Second Floor  
Poynt South  
Upper Parliament Street  
Nottingham  
NG1 6LF  
Telephone: 0115 871 2934  
Email: [charlotte.stuckes@bridgewood.co.uk](mailto:charlotte.stuckes@bridgewood.co.uk)**

## Contents

### Sections

1. Purpose of Report
2. Progress of the Liquidation in the Previous Twelve Months
3. Details of what Remains to be Done and Matters Preventing Closure
4. Liabilities and Dividends
5. Receipts and Payments Summary
6. Pre Appointment Remuneration
7. Liquidator's Remuneration
8. Liquidator's Disbursements and Expenses
9. Creditors' Right to Information and Ability to Challenge Remuneration and Expenses
10. Further Information

### Appendices

- A. Statutory, Dividend and Other Information
- B. Receipts and Payments Account
- C. Charge Out Rates, Disbursement Rates and Charging Policy
- D. Time Cost Analysis and Summarised Original Fees Estimate

The following abbreviations may be used in this report:

Bridgewood	Bridgewood Financial Solutions Limited
The Company	Naturally Good Food Limited
The Liquidator	Thomas Grummitt
The Former Liquidators	Louise Freestone and Paul Mallatratt
The Period	The reporting period 27 March 2020 to 26 March 2021
CVL	Creditors' Voluntary Liquidation
SIP	Statement of Insolvency Practice
QFCH	Qualifying Floating Charge Holder
HMRC	HM Revenue and Customs
Agents	John Pye & Sons JP Associates

## 1. Purpose of Report

This report has been prepared in accordance with insolvency legislation to provide creditors, members and the registrar of companies, with information relating to the progress of the Liquidation in the period from 27 March 2020 to 26 March 2021, known as "the Period".

This report has been prepared solely to comply with the requirements of the relevant legislation. It has not been prepared for use in respect of any other purpose, or to inform any investment decision in relation to any debt or financial interest in the Company. Any estimated outcomes for creditors are illustrative and may be subject to significant change.

Neither the Liquidator, former Liquidators nor Bridgewood, accept any liability whatsoever arising as a result of any decision or action, taken or refrained from, as a result of information contained in this report.

## 2. Progress of the Liquidation in the Previous Twelve Months

In the Period, the former Liquidators and I have dealt with the realisation of the Company's assets with a view to paying a first and final dividend to creditors and further details of this work are below.

In addition there is certain work that we are required by the insolvency legislation to undertake, in connection with the Liquidation, that provides no financial benefit for the creditors. A description of the routine work has been previously provided.

On 3 December 2020, Thomas Grummitt of Bridgewood Financial Solutions Limited, Second Floor, Poynt South, Upper Parliament Street, Nottingham, NG1 6LF, was appointed Liquidator of the Company in place of the former Joint Liquidators Louise Freestone and Paul Mallatratt, by an Order made in the High Court of Justice. Thomas Grummitt is qualified to act as an insolvency practitioner in relation to the Company, is licensed by the Insolvency Practitioners Association in the UK and has consented to act as Liquidator.

A Notice to this effect was advertised in the London Gazette and in accordance with the terms of the Order, the former Liquidators will be released from office 28 days after advertisement of the Notice. The costs of the application were met by Bridgewood.

### Realisation of Assets

#### Intangible Assets

The Company's accounts up to 31 January 2020 showed intangible assets with a book value of £11,083.40. This related to the Company's website and customer list. Following appointment, John Pye & Sons valued all remaining assets to realise in the region of £3,000 to £5,000. All assets were advertised and a sale of all intangible assets and majority of the remaining stock was completed for a total consideration of £9,001.00 to independent third parties.

#### Rent Deposit

The Company's accounts up to 31 January 2020 showed a rent deposit amount of £8,400, however the landlord retained the funds in lieu of outstanding rent. Therefore, there were no realisations in this respect.

#### Fixtures and Fittings

The Company's accounts up to 31 January 2020 showed the current book value for the fixtures and fittings as fully depreciated. The directors maintained that all fixtures and fittings remained on site and John Pye & Sons valued all remaining assets to realise in the region of £3,000 to £5,000. Following appointment, John Pye & Sons collected and sold all remaining fixtures and fittings at auction for a total consideration of £1,376.00.

#### Amazon/Paypal

The Company's accounts up to 31 January 2020 show an amount of £822.50 owed by Amazon and £346.88 owed by Paypal. Paypal are a creditor of the Company in the sum of £48,388 and therefore the £346.88 was offset against the amount owed. The former Liquidators wrote to Amazon to

ascertain the position in relation to any debt due, however there has been no response. It is unlikely that anything will be realised due to the closure of the Company's amazon account. We will be making a further attempt to ascertain the position and collect any amount due but given the amount owed and the costs associated with continuing to investigate the matter, it may be decided that it is not worthwhile to pursue any further.

#### Stock

The book value of stock was £41,864. As previously mentioned, John Pye & Sons valued all intangible assets and stock to realise in the region of £3,000 to £5,000. All assets were advertised and a sale of all intangible assets and majority of the remaining stock was completed for a total consideration of £9,001.00 to an independent third party.

#### Trade Debtors

The Company's outstanding sales ledger comprised outstanding balances totalling £12,709.00. After making a specific provision for known bad and doubtful debts, the director believed that £8,140.91 should be collectable. During the Period £660.90 has been collected. We have not been able to collect anything further at this stage due to a lack of supporting books and records. We have instructed JP Associates to pursue all outstanding book debts, however we are also pursuing other avenues in order to gain access to Company invoices.

#### Prepayments

The Company's accounts up to 31 January 2020 showed prepayments of £6,810.84 in respect of interest owed to Paypal of £6,015 and an annual fee of £795.84 owed to a third party. Paypal are a creditor of the Company and therefore the amount of £6,015 has been offset against the amount owed. The annual fee was put in the accounts at the annual figure, however was paid monthly and therefore there are no realisations in this matter.

#### Cash at Bank

The director maintained the Company's bank account was holding £19,005.12 at the time of Liquidation. Following appointment, the former Liquidators wrote to the Company bank and funds of £22,030.74 were realised. The Company bank account was then closed.

#### Investigations

In accordance with their statutory obligations, the former Liquidators have filed the appropriate documentation with the Department for Business, Energy and Industrial Strategy in relation to the conduct of the Directors.

They undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved. Specifically, they recovered, listed and reviewed the Company's accounting records; obtained and reviewed copy bank statements for the 12 months prior to the Company ceasing to trade from the Company's bankers and compared the information in the Company's last set of accounts with that contained in the statement of affairs, lodged in the Liquidation and made enquiries about the reasons for the changes.

I can advise you that, following their initial assessment, further investigations were undertaken in relation to potential preference payments prior to the Liquidation. I would confirm that these actions are currently ongoing. Specifically I am reviewing a payment of circa £17,500 to a connected party prior to Liquidation.

I am also investigating whether certain payments from debtors were paid to a bank account other than that of the Company.

### 3. Details of what Remains to be Done and Matters Preventing Closure

#### Assets Remaining to be Realised

JP Associates are continuing to chase all outstanding book debts.

#### Other Outstanding Matters

Pursuing third party in regards to a possible preference payment. Investigating possible diversion of debtor monies.

#### 4. Liabilities and Dividends

Dividend prospects and projected returns to creditors, where known, are attached at Appendix A, including any amount under the prescribed part. Please note that these are indicative only and should not be used as the sole or principal basis for any bad debt provision or other purposes. They may be subject to revision and additional costs.

The agreement of creditors' claims by the Liquidator is a separate matter and will be dealt with as appropriate in due course, initially by reference to the proofs of debt lodged in the proceedings by creditors themselves.

#### Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has granted the following charges:

Energize Capital Limited – Fixed and floating charge debenture, created 11 October 2017.

The legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. In this case, the amount of the prescribed part of the assets, under Section 176A of the Insolvency Act 1986 (as amended), is currently estimated at £4,099. This assumes that we are able to collect the majority of outstanding book debts.

I do not propose to make an application to court under Section 176A(5) of the Insolvency Act 1986 for an order disapplying the Prescribed Part provisions.

#### Preferential Creditors

The statement of affairs anticipated preferential creditors as uncertain. Claims totaling £2,066.79 have been received in the Period.

A dividend will be paid in due course but the timing and quantum at present, is unknown.

#### Non-Preferential Unsecured Creditors

The statement of affairs included 24 non-preferential, unsecured creditors with an estimated total liability of £271,709.23. I have received claims from 9 creditors, totalling £170,590.61. I have not received claims from 16 creditors with original estimated claims in the statement of affairs of £126,469.74.

Assuming a majority of outstanding book debts can be collected as above, there will be a distribution of the prescribed part as above. The timing of this distribution is uncertain.

There will be no non-preferential unsecured dividend outside of the prescribed part.

#### 5. Receipts and Payments Summary

My receipts & payments account for the period from 27 March 2020 to 26 March 2021 is attached at Appendix B.

#### VAT Basis

Receipts and payments are shown net of VAT, with any amount due to or from HMRC shown separately.

The balance of funds are held in an interest bearing, estate bank account.



## 6. Pre Appointment Remuneration

The creditors previously authorised the payment of a fee of £4,000 for assistance with preparing the Statement of Affairs and arranging the decision procedure, for creditors to appoint a Liquidator.

The fee for preparing the Statement of Affairs and arranging the decision procedure for creditors to appoint Liquidators was paid from first realisations on appointment and is shown in the enclosed receipts and payments account including the pre appointment disbursements and expenses of £79 for advertising, £64.60 for photocopying and £42.84 for postage.

## 7. Liquidator's Remuneration

Liquidator's remuneration was approved on a time cost basis based on a fees estimate of £16,492.50. The fees estimate acts as a cap and I cannot draw remuneration in excess of that estimate, without first seeking approval from the creditors.

My time costs for the Period amount to £19,151.75, representing 117.70 of hours work, at an average charge out rate of £162.72 per hour. The actual average charge out rate incurred compares with the estimated average charge out rate of £202.36 in my fees estimate. A detailed schedule of my time costs incurred in the Period is attached as Appendix D.

I have drawn £16,492.50 in the Period. This is in line with the maximum fee cap that I can take of £16,492.50.

As at 26 March 2021, you can see from the information provided in this report, the total time costs I have incurred in this matter (£19,151.75), in respect of the categories of work for which I am being remunerated on a time cost basis, have exceeded the total estimated remuneration I set out in my fees estimate, when my remuneration was authorised by the creditors. However, I have not drawn remuneration in excess of my fees estimate. The reasons my time costs have exceeded the fees estimate are due to extra time being spend realising outstanding book debts due to no invoices, and extensive time being spend on administration of the case in terms of cashiering and completing our statutory requirements.

I may ask creditors to agree an increase to the 'cap' to which I can draw remuneration, subject to how the remainder of the Liquidation progresses.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Liquidators' Fees' also published by R3, together with an explanatory note which shows Bridgewood Financial Solutions Ltd's fee policy are available at the link <http://www.bridgewood.co.uk/documents/>. Please note that there are different versions of the Guidance Notes and in this case you should refer to the April 2017 version.

## 8. Liquidator's Disbursements and Expenses

Disbursements Recharged to the Case as Showing on the Receipts and Payments Account

	Original estimate £	Amount incurred in the Period £	Amount paid in the Period £
Category 1 Disbursements			
Postage	25.00	26.26	26.26
Statutory Advertising	158.00	158.00	158.00
Storage Costs	NIL	115.90	115.90
Land Registry	NIL	3.00	3.00
Total	183.00	303.16	303.16

Category 2 Disbursements			
Photocopying	75.00	28.60	28.60
Total	75.00	28.60	28.60

Please see Appendix C for our charge out rates and charging policy. Since the Period, a new SIP 9 has been released by the insolvency regulators which has changed the way certain expenses paid from insolvent estates from 1 April 2021 are described and the categorisation of certain disbursements/expenses. This report relates to a period prior to 1 April 2021. The changes will therefore be reflected in our next progress report or final account if the Liquidation is closed before the next progress report becomes due.

#### Expenses

The following agents or professional advisors have been instructed during the Liquidation.

Professional Advisor	Nature of Work	Basis of Fees
RADS	Storage of records	Monthly fee based on number of boxes in storage
Clumber Consultancy	Assistance with pension scheme	Fixed Fee £800.00
Clumber Consultancy	Assistance with employee claims	Fixed Fee £1,200.00
Pantera Property	Assistance valuing Company lease	Fixed Fee £175.00
John Pye & Sons	Assistance realising assets	15% of realisations, valuation fee & disbursements
JP Associates	Assistance realising book debts	10% of realisations

Payments made versus the original estimate are listed below:

Expense & Description	Original estimate £	Amount incurred in the Period £	Amount paid in the Period £
RADS were paid for storage costs	NIL	33.60	33.60
Pension Agent Fee - Clumber were paid for their assistance with the pension scheme	420.00	800.00	800.00
ERA Agent Fee - Clumber were paid for their assistance with employee claims and assistance agreeing employee claims	500.00	1,200.00	1,200.00
Pantera were paid for their assistance with reviewing and valuing the lease	NIL	175.00	175.00
Agent's Fee – John Pyes were paid for their assistance with selling company assets	1,500.00	4,266.55	4,266.55
Debt Collection Fees – JP Associates are to be paid in	1,000.00	NIL	NIL

respect of collecting outstanding debtors			
Insurance	500.00	NIL	NIL
Bond	90.00	90.00	90.00
Total	4,010.00	6,565.15	6,565.15

As you can see from the information provided in this report, the expenses incurred in this matter have exceeded the total expenses estimated when remuneration was authorised by the creditors. This is because the provision made in relation to agent's fees was underestimated and ERA fees were higher than anticipated due to also instructing Clumber to agree employee claims.

The choice of professionals was based on the former Liquidators' perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. They also considered that the basis on which they will charge their fees represented value for money. I have reviewed the charges they have made and am satisfied that they are reasonable in the circumstances of this case.

#### **9. Creditors' Right to Information and Ability to Challenge Remuneration and Expenses**

An unsecured creditor 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 Liquidator's remuneration and expenses within 21 days of their 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 unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Liquidator as being excessive, and/or the basis of the Liquidator's remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

#### **10. Further Information**

To comply with the Provision of Services Regulations, some general information about the Company can be found at Appendix A.

The Liquidation will remain open until all assets have been realised. I estimate that this will take approximately 6 months and once resolved the Liquidation will be finalised and our files will be closed.

#### **Data Protection**

In order to comply with data protection legislation, please be advised that, our privacy notice in accordance with the General Data Protection Regulation ('GDPR') can be found at <https://www.bridgewood.co.uk/insolvency-practitioner-privacy-policy.html>

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Charlotte Stuckes on 0115 871 2934, or by email at [charlotte.stuckes@bridgewood.co.uk](mailto:charlotte.stuckes@bridgewood.co.uk).



Thomas Grummitt  
Liquidator

## Appendix A

### Statutory, Dividend and Other Information

Company Name	Naturally Good Food Limited
Trading Name	N/A
Company Number	04854481
Trading Address	The Haybarn, Kings Newnham Lane, Bretford, Rugby, CV23 0JU
Registered Office	Poynt South, Upper Parliament Street, Nottingham, NG1 6LF
Former Registered Office	The Haybarn, Kings Newnham Lane, Bretford, Rugby, CV23 0JU
Principal Trading Activities	Internet Retailing
Former Liquidators	Louise Freestone (20170) and Paul Mallatratt (20630)
Liquidator	Thomas Grummitt
IP Number	25976
Date of Appointment	3 December 2020 (Former Liquidators 27 March 2020)
Correspondence Contact Details	Charlotte Stuckes, Tel: 0115 871 2934, charlotte.stuckes@bridgewood.co.uk Bridgewood Financial Solutions Limited, Poynt South, Upper Parliament Street, Nottingham, NG1 6LF

Dividends	Owed	Paid	Date Paid
Secured creditor	£819,250.00	NIL	N/A
Preferential creditors	£2,066.79	NIL	N/A
Unsecured creditors	£1,090,959.23	NIL	N/A
Estimated net property	N/A	NIL	N/A
Prescribed part for unsecured creditors	N/A	NIL	N/A

Appendix B  
Receipts and Payments Account

27/03/2020 To 26/03/2021

S of A £		£	£
	HIRE PURCHASE		
Uncertain	Intangible Assets	NIL	
(819,250.00)	Energize Capital Limited	NIL	
8,400.00	Rent Deposit	NIL	
(8,400.00)	Tower Pension Trustees Ltd	<u>NIL</u>	NIL
	ASSET REALISATIONS		
Uncertain	Fixtures & Fittings	1,376.00	
Uncertain	Amazon/Paypal	NIL	
Uncertain	Stock	9,001.00	***
8,140.91	Trade Debtors	660.90	
NIL	Prepayments	NIL	
19,005.12	Cash at Bank	22,030.74	
	Bank Interest Gross	<u>2.08</u>	33,070.72
	COST OF REALISATIONS		
	Pre Appointment Fixed Fee	4,000.00	
	Office Holders' Fees	16,492.50	
	Specific Bond	90.00	
	Pre App Advertising	79.00	
	Disbursements - Post appt Advertising	158.00	
	Agent's Fee - Pantera	175.00	
	ERA Fees	1,200.00	
	Pension Agent Fee	800.00	
	Disbursements - Pre appt Postage	42.84	
	Disbursements - Pre appt Photocopying	64.60	
	Disbursements - Post appt Postage	26.26	
	Disbursements - Storage Costs	115.90	
	Disbursements - Post appt Photocopying	28.60	
	Disbursements - Land Registry Search	3.00	
	Storage Costs	33.60	
	Agent's Fees - John Pyes	<u>4,266.55</u>	(27,575.85)

	PREFERENTIAL CREDITORS		
Uncertain	Employee Arrears/Hol Pay (estimated)	<u>NIL</u>	NIL
	UNSECURED CREDITORS		
(260,568.23)	Trade & Expense Creditors	NIL	
Uncertain	Employees (estimated)	NIL	
(2,741.00)	HMRC - PAYE & NIC	<u>NIL</u>	NIL
	DISTRIBUTIONS		
(2.00)	Ordinary Shareholders	<u>NIL</u>	NIL
(1,055,415.20)			<u>5,494.87</u>
	REPRESENTED BY		
	Vat Receivable		5,497.17
	Bank 1 Current		272.90
	Vat Payable		(275.20)
			<u>5,494.87</u>

\*\*\* Figure includes sale of Intangible Assets.

## Appendix C

### Charge Out Rates, Disbursement Rates and Charging Policy

In accordance with the Statement of Insolvency Practice covering fees and disbursements, we are required to disclose to you our policy for recovering non-specific disbursements, and the charge out rates for the various grades of staff who may be involved in this case.

Staff Grade	Rate (£) From 1 January 2019	Rate (£) From 1 January 2020
Partner/ Insolvency Practitioner	300	350
Manager	250	250
Assistant Manager	220	220
Senior Administrator	195	195
Administrator	145	145
Secretarial/Cashier	50	50

All staff are allocated an hourly charge out rate which is reviewed from time to time. The rates are applied consistently across all insolvency appointments and presented for approval of creditors or a creditors' committee where appropriate.

Time spent on a case is recorded directly using a time recording system. This is allocated in units of 6 minutes. Time billed is subject to Value Added Tax ("VAT") at the applicable rate, where appropriate. Work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity and skill and experience actually required to perform it.

#### Disbursements and Other Costs

Disbursements incurred in the course of an appointment are recharged to the case in accordance with Statement of Insolvency Practice 9 regulations on all insolvency appointments.

**Category 1 Disbursements:** These are payments to independent third parties where there is specific expenditure directly referable to the appointment in question. Category 1 disbursements can be drawn without prior approval, although an office holder should be prepared to disclose information about them in the same way as any other expenses.

**Category 2 Disbursements:** These are expenses that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that may be incurred by the office holder or their firm, and that can be allocated to the appointment on a proper and reasonable basis. Category 2 disbursements require approval in the same manner as an office holder's remuneration. When seeking approval, an office holder should explain, for each category of cost, the basis on which the charge is being made. If an office holder has obtained approval for the basis of Category 2 disbursements, that basis may continue to be used in a sequential appointment where further approval of the basis of remuneration is not required, or where the office holder is replaced.

The following are not permissible as disbursements:

- a charge calculated as a percentage of remuneration;
- an administration fee or charge additional to an office holder's remuneration;
- recovery of basic overhead costs such as office and equipment rental, depreciation and finance charges

Expenses and disbursements re-charged to, or incurred directly by an insolvency estate, are subject to VAT at the applicable rate, where appropriate.

## Category 1 Disbursements

Bordereau/insurance:	Charged at cost
Statutory advertising:	Charged at cost
Statutory insolvency fees:	Charged at cost
Land Registry/Company searches:	Charged at cost
Postage:	Based on current postal charges
Storage:	Pro-rata per number of boxes per storage invoice
Travel:	Taxis and public transport charged at cost

## Category 2 Disbursements

Photocopying:	10p per copy
Room hire:	At cost if external £120 if in house – charge will only be made when attendance of debtor/director/creditors is likely, and a meeting room has been set aside
Fax:	50p per page either sent or received
Mileage:	Car travel charged at 45p per mile



## Appendix D

### Time Cost Analysis and Summarised Original Fees Estimate

Liquidator's time cost analysis for the Period from 27 March 2020 to 26 March 2021

From: 27/03/2020 To: 26/03/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)
Administration & Planning	1.75	6.60	22.40	44.40	75.15	11,710.00	155.82	75.15	11,710.00
Creditors	0.10	0.50	0.00	3.15	3.75	616.75	164.47	3.75	616.75
Investigations	2.20	1.60	0.00	6.65	10.45	2,134.25	204.23	10.45	2,134.25
Realisation of Assets	1.20	1.80	2.90	22.45	28.35	4,690.75	165.46	28.35	4,690.75
<b>Total Hours / Costs</b>	<b>5.25</b>	<b>10.50</b>	<b>25.30</b>	<b>76.65</b>	<b>117.70</b>	<b>19,151.75</b>	<b>162.72</b>	<b>117.70</b>	<b>19,151.75</b>
Total Fees Claimed						0.00			
Total Disbursements Claimed						0.00			

FEES ESTIMATE SUMMARY
-----------------------

Naturally Good Food Limited
-----------------------------

The hourly charge out rates that will be used on this case are: £

Partner/Appointment Taker	350.00
Manager	250.00
Assistant Manager	220.00
Supervisor/Senior Administrator	195.00
Case Administrator	145.00
Cashier	50.00

The expenses that will be incurred on this case are: £

Statutory Advertising	158.00
Bond	90.00
Postage	25.00
Photocopying	75.00
ERA Fees	500.00
Insurance	500.00
Agents Fees	1,500.00
Pension Agents Fees	420.00
Debt Collection Fees	1,000.00
Total:	4,268.00

#### ADMINISTRATION AND PLANNING

These tasks are of no financial benefit to creditors but are required to be completed by statute.

Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work
		£
Total:	49.30	£10,070.00
Average Hourly Charge Out Rate:		£204.26

#### INVESTIGATIONS

These tasks are of financial benefit to creditors, subject to costs.

Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work
		£
Total:	14.50	£2,830.00
Average Hourly Charge Out Rate:		£195.17

#### REALISATION OF ASSETS

These tasks are of financial benefit to creditors but are subject to costs.

Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work
		£
Total:	11.20	£2,337.50
Average Hourly Charge Out Rate:		£208.71

## CREDITORS

These tasks are of no financial benefit to creditors but are required to be completed by statute.

Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work
		£
Total:	6.50	£1,255.00
Average Hourly Charge Out Rate:		£193.08

Please note the following:

A blended charge out rate has been used.

GRAND TOTAL FOR ALL CATEGORIES OF WORK	81.50	£16,492.50
Average Hourly Charge Out Rate:		£202.36