

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 4 9 4 5 1 7 5

Company name in full Total Building Services Maintenance Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Katrina Jane

Surname Orum

3 Liquidator's address

Building name/number 1st Floor North, Anchor Court

Street Keen Road

Post town Cardiff

County/Region

Postcode C F 2 4 5 J W

Country

4 Liquidator's name ①

Full forename(s) Huw Morgan

Surname Powell

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 1st Floor North, Anchor Court

Street Keen Road

Post town Cardiff

County/Region

Postcode C F 2 4 5 J W


Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

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

**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 **Nadine Romanick**

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

Address **1st Floor North, Anchor Court**

Keen Road

Post town **Cardiff**

County/Region

Postcode **C F 2 4 5 J W**

Country

DX

Telephone **029 2089 4270**

**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 or email 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

Katrina Jane Orum and Huw Morgan Powell were appointed joint liquidators on 12 February 2020

Total Building Services Maintenance Limited (In Creditors' Voluntary Liquidation)

Joint Liquidators' Progress Report and Report for the Purposes of Approval of their Remuneration and Disbursements

Period: 12 February 2020 to 11 February 2021

This report has been produced during the Covid-19 HM Government restrictions. As a result, our access to information within our physical case files has been limited as our firm has implemented remote working wherever possible in line with HM Government guidance in order to protect its employees and to limit the spread of the virus. Consequently, this report has been prepared from information we are able to access remotely. We have taken every reasonable step to ensure that the information is accurate, but if anything is incorrect or incomplete, we will provide an explanation and corrected information in our next progress report.

Important Notice

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

Contents

- ❑ Interpretation
- ❑ Company and liquidators' details
- ❑ Progress since appointment
- ❑ Creditor claims and estimated outcome for creditors
- ❑ Remuneration and disbursements
- ❑ Liquidators' expenses
- ❑ Assets that remain to be realised and work that remains to be done
- ❑ Other relevant information
- ❑ Creditors' rights
- ❑ Conclusion
- ❑ Appendices
 - 1. Joint liquidators' account of receipts and payments for the period from 12 February 2020 to 11 February 2021
 - 2. Joint liquidators' time costs and disbursements
 - 3. Fees estimate
 - 4. Statement of expenses

1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Total Building Services Maintenance Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 12 February 2020
"the liquidators", "we", "our" and "us"	Katrina Jane Orum and Huw Morgan Powell of Begbies Traynor (Central) LLP, 1st Floor North, Anchor Court, Keen Road, Cardiff, CF24 5JW
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and 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"	<p>(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and</p> <p>(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)</p>
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

2. COMPANY AND LIQUIDATORS' DETAILS

Company registered number:	04945175
Nature of business:	Business Services - Property Services
Former trading address:	Unit 9b Charnwood Park, Clos Marion, Cardiff, CF10 4LQ
Date winding up commenced:	12 February 2020
Names of joint liquidators:	Katrina Jane Orum and Huw Morgan Powell
Date of liquidators' appointment:	12 February 2020
Changes in office holder (if any):	None
Registered office address:	1st Floor North, Anchor Court, Keen Road, Cardiff, CF24 5JW

3. PROGRESS SINCE APPOINTMENT

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 12 February 2020 to 11 February 2021.

RECEIPTS

Furniture, Tools & Equipment

The Statement of Affairs included furniture, tools and equipment with an estimated to realise value of £750. The sum of £498 has been realised in this regard.

Stock

The Statement of Affairs included stock with an estimated to realise value of £150. The sum of £102 has been realised in this regard.

Book Debts

The Statement of Affairs included book debts in the sum £4,055.38. The sum of £4,290.34 has been realised in this regard.

Cash at Bank

The sum of £84.11 has been received from Barclays Bank Plc ("Barclays") in respect of the surplus held in the Company's savings account.

PAYMENTS

Statement of Affairs Fee

The sum of £3,000 plus VAT has been paid to Begbies Traynor (Central) LLP on account of their pre-appointment fees of £5,000 plus VAT as approved by creditors. Further details can be found below in Section 6 of this report.

Agent's Fees

The sum of £600 plus VAT has been paid to independent agents Hicks Day Jones Westlake ("HDJW") in respect of their fee for the valuation, marketing, removal, and sale of the Company's chattel assets detailed above. Further detail can be found below under the heading 'Realisation of assets'.

Debt Collection Fees

The sum of £252.33 plus VAT has been paid to JP Associates Limited ("JPA") in respect of their commission for assisting with the collection of the Company's book debts.

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.

General case administration and planning

Insolvency Practitioners are required to maintain records to demonstrate how the case has been administered by the joint liquidators and to document the reasons for any decisions that materially affect the case. Such

records have been set up and regular case reviews have been completed to ensure that the case specific matters are progressed. Although there is no direct financial benefit to creditors, this work has been undertaken in furtherance of our statutory and regulatory duties.

Compliance with the Insolvency Act, Rules and best practice

The joint liquidators are required to comply with statutory reporting requirements, and this includes preparing the post appointment statutory notifications of the liquidation to Companies House, members and creditors, along with the required statutory advertising.

We also have a duty to ensure that the case is adequately bonded, and regular bond reviews have been carried out to ensure that the bond level remains sufficient.

Whilst there is no direct financial benefit to creditors, all of the above will allow the joint liquidators to effectively manage the liquidation and creditors do benefit from the information they receive.

Investigations

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 director 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.

Our initial investigations identified a number of transactions which require further investigation and may result in a recovery for the liquidation estate. We are currently liaising with the Company's former accountant who has been engaged by the directors of the Company to assist with our enquiries on their behalf.

Realisation of assets

Furniture, Tools & Equipment and Stock

Prior to the joint liquidators' appointment, Nick Westlake, MRICS, of HDJW conducted a valuation of the Company's chattel assets. The furniture, tools and equipment were included in the Statement of Affairs with an estimated to realise value of £750, and the stock was estimated to realise the sum of £150.

Following the joint liquidators' appointment, HDJW were instructed to market, remove and sell all chattel assets of the Company. An offer of £600 plus VAT was subsequently received and being the highest offer presented was duly accepted. HDJW's fees for valuation, marketing, removal, and sale of the assets totalled £600 plus VAT and therefore no residual balance was available to the estate.

Book Debts

The Statement of Affairs included book debts with an estimated to realise value of £4,055.38. However, this figure was estimated prior to the Company generating final sales invoices. Following the joint liquidators' appointment, final invoices were generated and JPA were instructed to pursue the outstanding ledger.

Time has been incurred in liaising with JPA to assist with their queries. It transpired that several of the debtors had already paid monies due into the Company's business account with Barclays Bank plc ("Barclays"). Time has also therefore been incurred in liaising with Barclays to request release of these funds to the liquidation estate.

All funds collected by JPA and paid directly into the Barclays account have now been received into the liquidation estate and there are no further sums outstanding in this regard.

Cash at Bank

The Statement of Affairs did not include cash at bank as the Company's current account was overdrawn at the date of the Statement of Affairs. Following the joint liquidators' appointment, the sum of £84.11 was received

from Barclays in respect of the surplus held in the Company's savings account. This account is now closed and there are no further receipts anticipated.

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

As is expected with such an assignment, creditor claims, and general enquiries, have been received from creditors throughout the course of the liquidation. We have endeavoured to respond to all queries in an efficient and timely manner.

We have also assisted the Company's former employees with the submission of their claims to the Redundancy Payments Office for outstanding amounts due.

Other matters which includes seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedures, tax, litigation, pensions and travel)

We are required to submit VAT and corporation tax returns to HM Revenue & Customs ("HMRC") during the progress of the liquidation. The timely submission of such returns prevents incurring penalties and allows us to reclaim any funds due. Unfortunately, due to a system upgrade, HMRC have been unable to issue the joint liquidators with post appointment VAT returns for completion and time has been incurred in liaising with HMRC in this regard. A VAT de-registration request has been submitted to HMRC. However, the date of de-registration is yet to be confirmed.

Notice of the liquidators' appointment was issued to the Pension Protection Fund, Pension Regulator and Pension Trustees. We have also liaised with NEST Pensions, Standard Life, the former employees of the Company and the Redundancy Payments Office to establish whether there were any outstanding pension contributions due.

4. CREDITOR CLAIMS AND ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in the directors' statement of affairs.

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

Barclays hold a debenture comprising fixed and floating charges over the Company which is registered jointly and severally against the Company and TBS Facilities Limited, an associated Company by way of common directors. Based upon realisations to date and estimated future realisations, it is anticipated that there will be insufficient funds available for any payment to the secured creditor.

Preferential creditors

Based upon realisations to date and estimated future realisations, it is anticipated that there will be insufficient funds available to enable a dividend to be paid to the preferential creditors.

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

Section 176A of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the liquidator must make a prescribed part of the Company's net property available for the

unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts. Net property means the amount which would, were it not for this provision, be available to floating charge holders out of floating charge assets (i.e. after accounting for preferential debts and the costs of realising the floating charge assets). The prescribed part of the Company's net property is calculated by reference to a sliding scale as follows:

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

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

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

We have estimated, to the best of our knowledge and belief, the Company's net property, as defined in Section 176A(6) of the Act, to be nil and the prescribed part of the Company's net property to therefore also be nil. There will therefore be no distribution of the prescribed part.

Unsecured creditors

Based upon realisations to date and estimated future realisations it is anticipated there will be insufficient funds available to enable a dividend to be paid to the unsecured creditors.

5. REMUNERATION & DISBURSEMENTS

We have not at this time drawn any funds on account of our remuneration.

Accordingly, we are seeking approval that our remuneration be fixed 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 for attending to matters arising in the winding up as set out in the fees estimate which appears at Appendix 3. We are also seeking approval to draw disbursements, including disbursements for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy.

Total time spent to date on this assignment amounts to 104.4 hours at an average composite rate of £237.36 per hour resulting in total time costs to date of £24,780.50. A more detailed breakdown of the time spent so far is included at Appendix 2. Please note that this time is included in the fees estimate which appears at Appendix 3.

To assist creditors in determining whether to approve this basis of remuneration, the following further information is set out at Appendix 2:

- ☐ Begbies Traynor (Central) LLP's charging policy which includes details of our charge-out rates
- ☐ Time Costs Analysis for the period 12 February 2020 to 11 February 2021

Work undertaken prior to appointment

In addition to the post appointment time costs detailed in the Time Costs Analysis, the costs relating to work undertaken prior to our appointment in assisting with the preparation of the statement of affairs and seeking the decisions of creditors on the nomination of liquidators were approved by the creditors on 12 February 2020.

Disbursements

To 11 February 2021, we have incurred but not yet drawn disbursements in the sum of £275.68 comprising of the following:

- £162 relating to statutory advertising costs paid to EPE Reynell Advertising Services
- £18 relating to specific bond premiums paid to AUA Insolvency Risk Services Limited
- £64.80 relating to debt collection fees paid to JPA
- £21.85 relating to postage costs paid to Postworks Limited; and
- £9.03 relating to storage costs paid to Restore Plc.

Why have subcontractors been used?

As detailed above, JPA were instructed to pursue the ledger of outstanding debts owed to the Company. This was a commercial decision to employ the expertise of a debt collection specialist and this has resulted in collections in excess of the estimated to realise value per the Statement of Affairs, which may not have been achieved had the joint liquidators' pursued the debts without the involvement of JPA.

Category 2 Disbursements

No Category 2 disbursements, and disbursements which should be treated as Category 2 disbursements, have been charged to the case since the date of our appointment.

If you wish to know more about how creditors should determine the liquidators' fees, A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2017' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at www.begbies-traynor.com/creditorsguides. Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

6. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 2.

7. WORK THAT REMAINS TO BE DONE

What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to creditors?

General case administration and planning

Although there will be no direct financial benefit to the liquidation, we will continue to maintain sufficient records to demonstrate how the case is being administered until we proceed to the closure of the case.

Compliance with the Insolvency Act, Rules and best practice

Although there is no direct financial benefit to the liquidation, we are required to comply with statutory reporting requirements. This includes preparing annual progress reports, with circulation creditors and the Registrar of Companies until closure when a final progress report will be prepared.

We also have a duty to ensure that the case is adequately bonded, and regular bond reviews will continue to be carried out to ensure that the bond level remains sufficient.

Investigations & Realisation of assets

As detailed above, the joint liquidators are currently liaising with the Company's former accountant in respect of the ongoing investigations and potential recovery for the liquidation estate.

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

We will continue to deal with general creditor enquiries as and when they arise.

Other matters which includes seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedure, tax, litigation, pensions and travel)

A corporation tax return has been submitted since the period of this report in respect of the first anniversary of the joint liquidators' appointment. A final corporation tax return will be filed prior to conclusion of the liquidation and tax clearance will be sought. We will continue to liaise with HMRC to obtain post-appointment VAT forms for completion, and also submit a final VAT return to recover any VAT incurred on expenses.

As the basis of the joint liquidator's remuneration is being sought from creditors, time will be incurred in respect of seeking and recording the outcome of the decision procedure in this regard.

Notice will be sent to the Company's pension providers upon closure of the liquidation.

How much will this further work cost?

In addition to time costs to date of £24,780.50, we consider that further time costs of £6,562.50 will be incurred in connection with the work detailed above as provided in the fees estimate dated 29 March 2021 attached at Appendix 3.

Expenses

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are as set out in the estimate of anticipated expenses attached at Appendix 2.

8. OTHER RELEVANT INFORMATION

Connected party transactions

We have not been made aware of any sales of the Company's assets to connected parties and were advised that all other transactions were in the ordinary course of business. Part of our investigation work includes a review of the basis of transactions between connected parties and these investigations remain ongoing as detailed above.

Use of personal information

Please note that in the course of discharging our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

9. CREDITORS' RIGHTS

Right to request further information

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been incurred during the period of this progress report.

Right to make an application to court

Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, the basis fixed for our remuneration is inappropriate.

10. CONCLUSION

Accompanying this report is a notice providing further information about the decisions being sought by correspondence together with a Voting Form. Please complete and return this form to our office by no later than 29 April 2021 together with proof of your debt (unless a proof has already been submitted) or your vote will be disregarded as will any Voting Forms returned after this date.

Should any creditor require further explanation of matters contained within the report, they should contact our office and speak in the first instance to the case manager, Nadine Romanick, who will be pleased to assist.

Our next report will follow the second anniversary of the liquidation or at the conclusion of the winding up, whichever is the sooner.



Katrina Orum
Joint Liquidator

Dated: 29 March 2021

**JOINT LIQUIDATORS' ACCOUNT OF RECEIPTS AND
PAYMENTS FOR THE PERIOD FROM 12 FEBRUARY
2020 TO 11 FEBRUARY 2021**

TOTAL BUILDING SERVICES MAINTENANCE LIMITED – IN LIQUIDATION

Total Building Services Maintenance Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments
To 11/02/2021

S of A £		£	£
	ASSET REALISATIONS		
750.00	Furniture, Tools & Equipment	498.00	
150.00	Stock	102.00	
4,055.38	Book Debts	4,290.34	
	Cash at Bank	84.11	
			4,974.45
	COST OF REALISATIONS		
	Statement of Affairs Fee	3,000.00	
	Agents Fees	600.00	
	Debt collection fees	252.33	
			(3,852.33)
	PREFERENTIAL CREDITORS		
(8,634.62)	Employees re Arrears/Hol Pay	NIL	
			NIL
	UNSECURED CREDITORS		
(24,253.34)	Trade Creditors	NIL	
(41,500.81)	Employees	NIL	
(27,312.54)	Banks/Institutions	NIL	
(8,176.49)	HM Revenue & Customs	NIL	
(21,600.00)	Landlord	NIL	
			NIL
	DISTRIBUTIONS		
2.00	Ordinary Shareholders	NIL	
			NIL
(126,520.42)			1,122.12
	REPRESENTED BY		
	Vat Receivable		770.47
	Non Interest Bearing Estate Account		471.65
	Vat Payable		(120.00)
			1,122.12



Katrina Jane Orum
Joint Liquidator

JOINT LIQUIDATORS' TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 12 February 2020 to 11 February 2021; and
- c. Details of the expenses that we consider will be or are likely to be incurred.

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 guidance¹ 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 costs 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 guidance² 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; and
- 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.

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

² Ibid 1

TOTAL BUILDING SERVICES MAINTENANCE LIMITED – IN LIQUIDATION

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):

Instruction of 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:

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

Instruction of Eddisons Insurance Services Limited ("EIS") 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 costs of insurance cover for subsequent quarter periods will be dependent upon prevailing insurance market conditions and the ongoing insurable risks on the case.

In accordance with standard insurance industry practice, EIS will receive payment of commission for the services it provides from the insurer. The commission is calculated as a percentage of the insurance premiums payable and such percentage will depend upon the class or classes of assets being insured.

EIS will invoice the insolvent estate for the premium(s) due on the insurer's behalf and receive payment from the estate. EIS will in turn, account to the insurer for the premium(s) payable after deducting any commission payable by the insurer.

(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

Additional payments received by Eddisons Commercial Limited from purchasers where assets are disposed of by way of auction

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 15% 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

TOTAL BUILDING SERVICES MAINTENANCE LIMITED – IN LIQUIDATION

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.

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 Cardiff office as at the date of this report are as follows:

Grade of staff	Charge-out rate (£ per hour) 1 December 2018 – until further notice
Partner	495
Director	445
Senior Manager	395
Manager	345
Assistant Manager	250
Senior Administrator	225
Administrator	175
Junior Administrator	140
Support	140

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.

SIP9 Total Building Services Maintenance Limi - Creditors Voluntary Liquidation - 40TO181.CVL : Time Costs Analysis From 12/02/2020 To 11/02/2021

[illegible]

DETAILS OF THE EXPENSES THAT THE LIQUIDATORS CONSIDER WILL BE, OR ARE LIKELY TO BE INCURRED

	Type of expense	Description	Estimate
1.	Advertisements	Of appointment, meetings, dividends etc	£162.00
2.	Bond	An Insolvency Practitioner is required to have a bond in place to protect the estate from misappropriation of funds	£18.00
3.	Storage costs	An Insolvency Practitioner is required to retain relevant books and records of the insolvent entity in order to carry out his/her duties as office holder. In addition, following case closure the Insolvency Practitioner will retain his/her working papers to allow any queries or issues raised to be dealt with	21p per box per month plus £2 per box for destruction
4.	Agent's valuation fees and disbursements	Hicks Day Jones Westlake Limited and their anticipated disbursements	£600.00
5.	Debt collection fees and disbursements	The fees of any third party instructed by the Insolvency Practitioner to assist with the collection of the debts of the insolvent entity and their anticipated disbursements	£317.13
6.	Bank charges	An Insolvency Practitioner is required to operate a separate bank account in relation to the insolvent entity's estate	£12 per cancelled cheque
7.	Investigation expenses	Any sums paid to any third party that assists the Insolvency Practitioner with investigating the affairs of the insolvent entity	15% of any settlement achieved (estimated)
8.	Corporation Tax	Payable to HM Revenue & Customs	19% of gross interest received
9.	Postage	Based on current prices, relating to the circulation of notices to creditors of the Deemed Consent Procedure, the appointment of Liquidator, an annual report and a final account.	£150 (estimated)

VAT will be charged where appropriate. As the Company was VAT registered, VAT can be reclaimed from HM Revenue & Customs.

THE LIQUIDATORS' FEES ESTIMATE

Further to our appointment as liquidators, we are seeking to be remunerated on a time costs basis. Details of our firm's hourly charge-out rates are set out in the charging policy which accompanies this estimate. Prior to creditors determining the basis upon which we are to be remunerated, we are obliged to produce a fees estimate and to provide it to each creditor of whose details we are aware so that it can be approved at the same time as the basis of our remuneration.

Our fees estimate for the liquidation is set out below. Please note that blended hourly rates have been used which take account of the various levels of staff that are likely to undertake each area of work. These can be seen in the average hourly rate column.

Details of the work that the liquidators and their staff propose to undertake	Hours	Time cost £	Average hourly rate £
General case administration and planning	20.9	4,867.00	232.87
Compliance with the Insolvency Act, Rules and best practice	31.8	7,537.50	237.03
Investigations	36.3	10,088.00	277.91
Realisation of assets	12.2	2,771.50	227.17
Dealing with all creditors' claims (including employees), correspondence and distributions	9.3	1,871.00	201.18
Other matters which include seeking decisions from creditors via Deemed Consent Procedures or Decision Procedures, tax, litigation, pensions and travel	15.4	4,208.00	273.25
Total hours	125.9		
Total time costs		31,343.00	
Overall average hourly rate £			248.95

Although the fees estimate indicates that the total time costs for this matter will be £31,343, we are aware that there are limited assets to realise and so the time costs that we will be able to draw will be limited to the amount that is realised for the assets. This is currently uncertain pending the outcome of our investigations. However, please note that should there be additional or unexpected asset realisations, we will look to draw our fees from those too.

Should creditors require further information on how this estimate has been produced this can be obtained from our website at <http://www.begbies-traynorgroup.com/fee-estimates>.

A more detailed explanation of the work that falls into the categories mentioned in the table above can be obtained from our website at <http://www.begbies-traynorgroup.com/work-details>. There is also a case specific explanation in the letter accompanying this fee estimate.

Dated: 29 March 2021

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				
Agents' Fees	Hicks Day Jones Westlake Limited	600.00	600.00	Nil
Debt Collection Fees	JP Associates Limited	317.13	317.13	Nil
Statutory Advertising	EPE Reynell Advertising Limited	162.00	162.00	Nil
Specific Bond	AUA Insolvency Risk Services Limited	18.00	18.00	Nil
Storage Costs	Restore Plc	9.03	9.03	Nil
Postage Costs	Postworks Limited	22.85	22.85	Nil

VAT has been charged where appropriate. As the Company is VAT registered, VAT can be reclaimed from HM Revenue & Customs.

The statutory advertising, specific bond, storage and postage costs above have been discharged in full by Begbies Traynor (Central) LLP. Additionally, of the debt collection fees, £64.80 has been discharged by Begbies Traynor (Central) LLP. Since the period covered by this report, Begbies Traynor (Central) LLP have been reimbursed these amounts from the liquidation estate. Full detail will be given within our next report to creditors.