

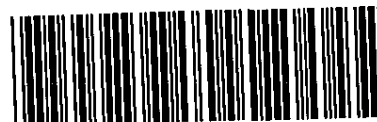
LIQ14

Notice of final account prior to dissolution in CVL



Companies House

THURSDAY



A71RV43U

A19

15/03/2018

#146

COMPANIES HOUSE

1 Company details

Company number 0 5 1 1 9 0 0 3

Company name in full Fordham White Limited

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

2 Liquidator's name

Full forename(s) Wayne

Surname Macpherson

3 Liquidator's address

Building name/number The Old Exchange

Street 234 Southchurch Road

Post town Southend on Sea

County/Region Essex

Postcode S S 1 2 E G

Country

4 Liquidator's name ①

Full forename(s) Lloyd

Surname Biscoe

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

5 Liquidator's address ②

Building name/number The Old Exchange

Street 234 Southchurch Road

Post town Southend on Sea

County/Region Essex

Postcode S S 1 2 E G

Country

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

LIQ14

Notice of final account prior to dissolution in CVL

6

Liquidator's release

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

:

7

Final account

☒ I attach a copy of the final account.

8

Sign and date

Liquidator's signature

Signature

X



X

Signature date

d

1

d

2

m

0

m

3

y

2

y

0

y

1

y

8

LIQ14

Notice of final account prior to dissolution in CVL



Presenter information

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

Contact name	Wayne Macpherson
Company name	Begbies Traynor (Central) LLP
Address	The Old Exchange 234 Southchurch Road
Post town	Southend on Sea
County/Region	Essex
Postcode	S S 1 2 E G
Country	
DX	
Telephone	01702 467255



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

Fordham White Limited
(In Liquidation)
Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 28/10/2016 To 12/03/2018 £	From 28/10/2016 To 12/03/2018 £
	ASSET REALISATIONS		
NIL	Land & Buildings	NIL	NIL
NIL	Plant & Machinery/Hairdressing equip	NIL	NIL
4,800.00	Cash in Hand	4,800.00	4,800.00
325.00	Cash at Bank	330.17	330.17
	Bank Interest Gross	0.06	0.06
		<u>5,130.23</u>	<u>5,130.23</u>
	COST OF REALISATIONS		
	Statement of Affairs Fee	4,000.00	4,000.00
	Liquidators' Fees	275.14	275.14
	Irrecoverable VAT	855.03	855.03
	Bank Charges	0.06	0.06
		<u>(5,130.23)</u>	<u>(5,130.23)</u>
	UNSECURED CREDITORS		
(37,706.00)	Shareholders Loan	NIL	NIL
(2,000.00)	PAYE / NIC Deductions	NIL	NIL
(11,000.00)	H M Revenue & Customs (VAT)	NIL	NIL
(1,000.00)	Moose London Limited	NIL	NIL
(727.00)	Maynard Heady LLP	NIL	NIL
(1,292.00)	Westminster City Council	NIL	NIL
(24.00)	PHS Group	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(151.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
(48,775.00)		0.00	0.00
	REPRESENTED BY		
			NIL



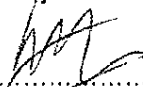
 Wayne Macpherson
 Liquidator

FORDHAM WHITE LIMITED (IN CREDITORS' VOLUNTARY LIQUIDATION)
REGISTERED COMPANY NUMBER: 05119003

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

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

Date: 5 January 2018

Signed: 

The joint liquidators' postal address is at The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG. They can also be contacted via George Langley e-mail at george.langley@begbies-traynor.com or by telephone on 01702 467 255.

Fordham White Limited (In Creditors' Voluntary Liquidation)

Final report and account of the liquidation

Period: 28 October 2017 to 05 January 2018

Important Notice

This report has been produced solely to comply with our statutory duty to report to creditors and members of the Company pursuant to Section 106 of the Insolvency Act 1986. This report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

Contents

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

1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Fordham White Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 28 October 2016.
"the liquidators", "we", "our" and "us"	Wayne Macpherson and Lloyd Biscoe of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England & Wales) Rules 2016
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

2. COMPANY INFORMATION

Trading name(s):	None
Company registered number:	05119003
Company registered office:	The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
Former trading address:	47 Greek Street, London, W1D 4EE

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	28 October 2016
Date of liquidators' appointment:	28 October 2016
Changes in liquidator (if any):	None

4. PROGRESS SINCE OUR LAST REPORT

This is our final report and account of the liquidation and should be read in conjunction with the progress reports to creditors dated 28 October 2016.

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 28 October 2017 to 05 January 2018.

Bank Interest Gross

The sum of £0.06 has been realised in respect of gross interest received on monies held in the Liquidation account.

Cost of Realisations

Irrecoverable VAT

The sum of £855.03 has been written off in respect of VAT due to this being uneconomical to pursue.

Bank Charges

£0.06 has been paid in relation to bank charges incurred on monies held in the liquidation bank account.

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

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

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached at Appendix 2.

General case administration and planning

- Updating case strategy plan;
- Update of case compliance checklists;
- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;
- General case updates to include internal meetings on case strategy and effecting instruction;
- Ongoing maintenance of up to date information on the electronic case information;
- Periodic reviews of the case generally;
- Ensure time recording data is compliant with Statement of Insolvency Practice 9;

On this engagement, the work identified above does not hold a direct commercial benefit to creditors. Creditors benefit from this work as it ensures this particular engagement is dealt with to the standards expected and also in a timely fashion. Elements of this work are required to comply with best practice and statute.

Compliance with the Insolvency Act, Rules and best practice

- Reviewing the adequacy of the specific penalty bond periodically;
- Ongoing consideration to ethical practice;
- Ongoing consideration to money laundering regulations;
- Updating case checklists and statutory diaries where necessary;
- Submission of forms to Companies House;

On this engagement, the work identified above does not hold a direct commercial benefit to creditors. It is the duty of the appointed office holder to comply with the Insolvency Act and Rules and creditors benefit from this being done to a standard expected of this firm.

Investigations

- None

Realisation of assets

- Realisation of gross interest received on monies held in the Liquidation account

Trading

- None

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

Creditors:

- Updating schedules of unsecured creditor claims;
- Receipt of creditor claims and input on internal case management software;
- Review of creditor claim supporting information;
- Taking and dealing with phone calls from creditors;
- Acknowledgment of creditor claims correspondence and/or dealing with further queries on claims;

On this engagement, the work detailed above has not had any direct financial benefit to creditors from the insolvent estate and has been undertaken to comply with the Insolvency Act and Rules together with best practice and enabling creditors to have evidence of their loss for tax and VAT purposes.

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

- None

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

- The preparation, drafting and issue of this report to creditors and members to include all necessary information;
- Ensure time recording data is compliant with Statement of Insolvency Practice 9;

On this engagement, the work identified above does not hold a direct commercial benefit to creditors.

Compliance with the Insolvency Act, Rules and best practice

- Closure
- Preparing, reviewing and issuing final report to members and creditors;
- Filing of final return at Companies House;
- Update physical and electronic case records following closure;

On this engagement, the work identified above does not hold a direct commercial benefit to creditors.

Investigations

- None

Realisation of assets

- None

Trading

- None

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

- None

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

- Seeking clearance from HMRC.

There is no direct commercial benefit to creditors in relation to the above matters but have to be done in order to comply with the Insolvency Rules.

5. OUTCOME FOR CREDITORS

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

On the basis of realisations, the outcome for each class of the Company's creditors is as follows:

Secured creditors

There are no known secured creditors.

Preferential creditors

There are no 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)).

To the best of our knowledge and belief, there are no unsatisfied floating charges created or registered on or after 15 September 2003 and, consequently, there is no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property is available for distribution to the unsecured creditors.

Unsecured creditors

Unsecured creditors were estimated at £53,749 and we have received 5 claims in the total sum of £85,138.86.

Based upon realisations to date and estimated future realisations there will be no dividend to unsecured creditors.

6. REMUNERATION & DISBURSEMENTS

Remuneration

Our remuneration has been fixed by a resolution by correspondence of the creditors by reference to the time properly given by us (as liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the winding up as set out in the fees estimate dated 24 November 2016 in the sum of £5,480 and we are authorised to draw disbursements for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy and which is attached at Appendix 2 of this report.

Our time costs for the period from 28 October 2016 to 05 January 2018 amount to £10,243 which represents 53.8 hours at an average rate of £190.39 per hour.

This includes 7.5 hours spent in the period covered by this report, 28 October 2017 to 05 January 2018, at an average composite rate of £227.33 per hour resulting in time costs of £1,705.

To 05 January 2018, we have drawn the sum of £275.14 against our total time costs incurred since the date of our appointment.

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

- Time Costs Analysis for the period 28 October 2017 to 05 January 2018
- Cumulative Time Costs Analysis for the period from 28 October 2016 to 05 January 2018
- Begbies Traynor (Central) LLP's charging policy

Time Costs Analysis

The Time Costs Analysis for the period of this report attached at Appendix 2 shows the time spent by each grade of staff on the different types of work involved in the case, and gives the total costs and average hourly rate charged for each work type.

Please note that the analysis provides details of the work undertaken by us and our staff following our appointment only.

Disbursements

To 05 January 2018, we have not drawn any disbursements

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2015' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at www.begbies-traynor.com/creditorsguides. Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

7. LIQUIDATORS' EXPENSES

A statement of the expenses incurred since our appointment is attached at Appendix 3.

8. UNREALISABLE ASSETS

Land & Buildings

The Landlord has settled all outstanding claims for rent and dilapidations from the Company's rent deposit.

Plant & Machinery / Hairdressing Equipment

The Company's plant and machinery consisted of various items of hairdressing equipment. Following the vacation and closure of the Company's premises these items were subsequently abandoned.

9. OTHER RELEVANT INFORMATION

Investigations and reporting on directors conduct

You may be aware that a liquidator has a duty to enquire into the affairs of an insolvent company to determine its property and liabilities and to identify any actions which could lead to the recovery of funds. In addition, a liquidator is also required to consider the conduct of the Company's directors and to make an appropriate submission to the Department for Business, Energy and Industrial Strategy. We can confirm that we have discharged our duties in these respects.

Connected party transactions

We have not been made aware of any sales of the Company's assets to connected parties during this period.

10. CONCLUSION

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

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

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

A handwritten signature in black ink, appearing to read 'Wayne Macpherson', written in a cursive style.

Wayne Macpherson
Liquidator

Dated: 3 January 2018

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 28 October 2017 to 05 January 2018

Fordham White Limited
(In Liquidation)
Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 28/10/2017 To 05/01/2018 £	From 28/10/2016 To 05/01/2018 £
	ASSET REALISATIONS		
NIL	Land & Buildings	NIL	NIL
NIL	Plant & Machinery/Hairdressing equip	NIL	NIL
4,800.00	Cash in Hand	NIL	4,800.00
325.00	Cash at Bank	NIL	330.17
	Bank Interest Gross	0.06	0.06
		0.06	5,130.23
	COST OF REALISATIONS		
	Statement of Affairs Fee	NIL	4,000.00
	Liquidators' Fees	275.14	275.14
	Irrecoverable VAT	855.03	855.03
	Bank Charges	0.06	0.06
		(1,130.23)	(5,130.23)
	UNSECURED CREDITORS		
(37,706.00)	Shareholders Loan	NIL	NIL
(2,000.00)	PAYE / NIC Deductions	NIL	NIL
(11,000.00)	H M Revenue & Customs (VAT)	NIL	NIL
(1,000.00)	Moose London Limited	NIL	NIL
(727.00)	Maynard Heady LLP	NIL	NIL
(1,292.00)	Westminster City Council	NIL	NIL
(24.00)	PHS Group	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(151.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(48,775.00)		(1,130.17)	0.00

REPRESENTED BY

NIL


Wayne Macpherson
Liquidator

TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy
- b. Time Costs Analysis for the period from 28 October 2017 to 05 January 2018
- c. Cumulative Time Costs Analysis for the period from 28 October 2016 to 05 January 2018

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 cost of facilities provided by the firm. It also applies where payments are to be made to parties other than the firm, but in relation to which the office holder, the firm or any associate has an interest. Best practice 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.

The following items of expenditure are charged to the case (subject to approval):

Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 (London £150) per meeting;
Car mileage is charged at the rate of 45 pence per mile;
Storage of books and records (when not chargeable as a Category 1 disbursement).

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

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 assistance with the sale of assets. Their charges will be based on a percentage of realisations plus disbursements.

Instruction of Eddisons Commercial Limited to provide a valuation of the Company's physical assets. Their charges will be based on a fixed fee to be agreed plus disbursements.

In addition to the services detailed above, it may become necessary to instruct Eddisons Commercial Limited to provide additional services, not currently anticipated, during the course of the case. In such circumstances and to avoid the costs associated with seeking further approval, the charges for such services will be calculated on a time cost 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 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. Eddisons Insurance Services Limited is not paid from the assets of the estate for the services it provides. In accordance with standard insurance industry practice, Eddisons Insurance Services Limited will receive payment of commission for the services it provides directly from the open cover 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.

Services provided by an entity in which an Office Holder has an interest

The following items of expenditure which relate to services provided by an entity that a licensed insolvency practitioner within the firm has an interest in, are also to be charged to the case (subject to approval):

Storage of books and records (when not rechargeable as a Category 1 expense) is charged by Archive Facilities (Southend) Limited, an associated company. The rates applying as at the date of this report are: Minimum charge of £40 per quarter for up to three boxes, Four to Two Hundred Boxes charged at £11 per quarter per box; over two hundred boxes are charged at half the aforementioned price, (£5.50 per box per quarter). Mileage for collection of books and records is charged at 55p per mile. Provision of cardboard box charged at £2.75 per box. Where Archive Facilities (Southend) Limited are required to physically pack the books and records, there is a minimum charge of 2 hours at £15 per hour per person required, and at £15 per hour for each hour thereafter. All figures stated are net.

The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a Category 1 disbursement:

Telephone and facsimile, Printing and photocopying, Stationery

BEGBIES TRAYNOR CHARGE-OUT RATES

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

Grade of staff	Charge-out rate (£ per hour)	Charge-out rate (£ per hour)
	1 May 2011 – 30-Apr-16	1 May 2016 – until further notice
Partner	495	495-550
Director	395	395
Senior Manager	365	365
Manager	315	315
Assistant Manager	270	285
Senior Administrator	235	250
Administrator	185	220
Trainee Administrator	160	n/a
Junior Administrator	n/a	160
Support	160	n/a
cashier	n/a	160
secretarial	n/a	160

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.

The office holder may use the services of BTG Contentious Insolvency Division during the course of the case. BTG Contentious Insolvency Division is a specialist department of the office holder's firm which provides forensic investigating services. The current charge-out rates applying to work carried out by BTG Contentious Insolvency Division are as follows:

Grade of staff	Charge-out rate (£ per hour)	Charge-out rate (£ per hour)
	1 May 2011 – 30-Apr-16	1 May 2016 – until further notice
Director	395	395
Senior Manager	365	365
Assistant Manager	270	285

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

² Ibid 1

SIP9 Fordham White Limited - Creditors Voluntary Liquidation - 03FO131.CVL : Time Costs Analysis From 28/10/2017 To 05/01/2018

Staff Grade	Consultant/Partner	Director	Senior Manager	Manager	Assistant Manager	Senior Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning												
	Case planning											
	Administration				0.5					0.5	135.00	270.00
	Total for General Case Administration and Planning:				0.5					0.5	135.00	270.00
Compliance with the Insolvency Act, Rules and best practice						0.9				0.9	211.50	295.00
	Appointment											
	Betting and Bonding											
	Case Closure						0.3		0.5	0.8	135.00	199.38
	Statutory reporting and statement of affairs					5.0				5.0	1,175.00	235.00
	Total for Compliance with the Insolvency Act, Rules and best practice:					5.9	0.3		0.5	6.7	1,522.00	227.16
Investigations												
	CDDA and investigations											0.00
	Total for investigations:											0.00
Realisation of assets												
	Debt collection											0.00
	Property, business and asset sales											0.00
	Retention of Third/Third party assets											0.00
	Total for Realisation of assets:											0.00
Trading												
	Trading											0.00
	Total for Trading:											0.00
Dealing with all creditors claims (including employees), correspondence and distributions												
	Secured											0.00
	Others							0.1		0.1	16.00	160.00
	Creditors committee											0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:							0.1		0.1	16.00	160.00
Other matters which includes meetings, tax, litigation, pensions and travel												
	Seeking clearance of creditors including meetings											0.00
	Other											0.00
	Tax							0.2		0.2	32.00	160.00
	Litigation											0.00
	Total for Other matters:							0.2		0.2	32.00	160.00
	Total hours by staff grade:				0.5	6.0	0.3	0.3	0.5	7.5		
	Total time cost by staff grade:				135.00	1,344.00	54.00	48.00	80.00		1,705.00	
	Average hourly rate £:				270.00	224.00	180.00	160.00			227.33	
	Total fees drawn to date £:										275.34	

SIP9 Fordham White Limited - Creditors Voluntary Liquidation - 03FO131.CVL - Time Costs Analysis From 27/10/2017 To 05/01/2018

Staff Grade	Case planning	Administration and Planning	Consultant/Partner	Director	Senior Mgr	Mgr	Asst/Trng	Senior Admin	Admin	Jr Admin	Support	Total hours	Time Cost £	Average hourly rate £
	Administration						0.5					0.5	135.00	270.00
	Total for General Case Administration and Planning						0.5					0.5	135.00	270.00
	Appointment							0.9				0.9	211.50	235.00
	Berling and Bonding								0.1		0.5	0.6	135.50	159.35
	Case Closure													0.00
	Statutory reporting and statement of affairs							5.0				5.0	1,175.00	235.00
	Total for Compliance with the Insolvency Act, Rules and best practice							5.9	0.3		0.5	6.7	1,522.00	227.15
	CDDA and investigations													0.00
	Total for investigations:													0.00
	Realisation of assets													0.00
	Debt collection													0.00
	Property, businesses and asset sales													0.00
	Retention of Third Party assets													0.00
	Total for Realisation of assets:													0.00
	Trading													0.00
	Total for Trading:													0.00
	Dealing with all creditors claims (including employees), correspondence and distributions									0.1		0.1	15.00	150.00
	Secured													0.00
	Others													0.00
	Creditors committee													0.00
	Total for dealing with all creditors claims (including employees), correspondence and distributions:									0.1		0.1	15.00	150.00
	Other matters which includes meetings, i.e. litigation, pensions and travel													0.00
	Seating decisions of creditors including meetings													0.00
	Other													0.00
	Tax									0.2		0.2	32.00	160.00
	Litigation													0.00
	Total for Other matters:									0.2		0.2	32.00	160.00
	Total hours by staff grade:						0.5	5.9	0.3	0.3	0.5	7.5		
	Total time cost by staff grade:						135.00	1,344.50	55.50	48.00	80.00	1,703.00		
	Average hourly rate £:						270.00	231.00	185.00	160.00	160.00			227.33
	Total fees drawn to date C:											275.14		

STATEMENT OF EXPENSES

No disbursements have been incurred during the period of this report.

CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Specific Penalty Bond	AUA Insolvency Risk Services	£18.00
Photocopies & Faxes	Begbies Traynor (Central) LLP	£38.00
Telephone, Postage & Stationary	The Royal Mail Group	£12.70
Statutory Advertising	The Stationary Office Limited	£84.30