

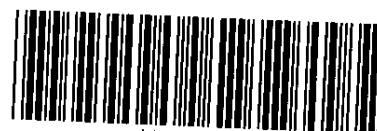
AM10

Notice of administrator's progress report



Companies House

SATURDAY



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15/02/2020

#116

COMPANIES HOUSE

1 Company details

Company number 0 5 9 6 4 1 4 5

Company name in full SSB Carehomes Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Bob

Surname Maxwell

3 Administrator's address

Building name/number Fourth Floor

Street Toronto Square

Post town Toronto Street

County/Region Leeds

Postcode L S 1 2 H J

Country

4 Administrator's name ①

Full forename(s) Lee

Surname Lockwood

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number Fourth Floor

Street Toronto Square

Post town Toronto Street

County/Region Leeds

Postcode L S 1 2 H J

Country

② Other administrator

Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

6 Period of progress report

From date	^d 1	^d 7	^m 0	^m 7	^y 2	^y 0	^y 1	^y 9
To date	^d 1	^d 6	^m 0	^m 1	^y 2	^y 0	^y 2	^y 0

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date

^d 1	^d 2	^m 0	^m 2	^y 2	^y 0	^y 2	^y 0
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AM10

Notice of administrator's progress report



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 **Ben Fallon**

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

Address **Fourth Floor**
Toronto Square

Post town **Toronto Street**

County/Region **Leeds**

Postcode **L S 1 2 H J**

Country

DX

Telephone **0113 244 0044**



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

Bob Maxwell and Lee Lockwood were appointed Joint Administrators on 17 July 2018.

The affairs, business and property of the Company are being managed by the Joint Administrators, who act as the Company's agents and without personal liability.

SSB Carehomes Limited (In Administration)

Progress report of the Joint Administrators

Period: 17 July 2019 to 16 January 2020

Important Notice

This progress report has been produced by the Administrators solely to comply with their statutory duty to report to creditors on the progress of the Administration. 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 for any purpose other than this report to them, or by any other person for any purpose whatsoever.

Contents

- ☐ Interpretation
- ☐ Statutory information
- ☐ Details of appointment of Administrators
- ☐ Progress during the period
- ☐ Estimated outcome for creditors
- ☐ Remuneration and disbursements
- ☐ Expenses
- ☐ Assets that remain to be realised and work that remains to be done
- ☐ Other relevant information
- ☐ Creditors' rights
- ☐ Conclusion
- ☐ Appendices
 - 1. Account of receipts and payments
 - 2. Time costs information
 - 3. Statement of Administrators' expenses

1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	SSB Carehomes Limited (In Administration)
"the Administration"	The appointment of Administrators under Schedule B1 to the Insolvency Act 1986 on 17 July 2018
"the Administrators" "we" "our" and "us"	Bob Maxwell of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ and Lee Lockwood of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016 (as amended)
"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 Insolvency Act 1986

2. STATUTORY INFORMATION

Name of Company	SSB Carehomes Limited
Trading names:	The Manor Nursing Home Eagle Nursing Home
Date of Incorporation:	11 October 2006
Company registered number:	05964145
Company registered office:	Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ

3. DETAILS OF APPOINTMENT OF ADMINISTRATORS

Names of the Administrators:	Bob Maxwell, a Licensed Insolvency Practitioner of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ and Lee Lockwood, a Licensed Insolvency Practitioner of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ
Date of Administrators' appointment:	17 July 2018
Court:	Leeds High Courts of Justice
Court Case Number:	593 of 2018
Person making appointment / application:	Sanjiv Basu in his capacity as director of the Company
Acts of the Administrators:	The Administrators act as officers of the court and as agents of the Company without personal liability. Any act required or authorised under any enactment to be done by an Administrator may be done by any one or more persons holding the office of Administrator from time to time.
EU Regulation on Insolvency Proceedings:	Regulation (EU) 2015/848 of the European Parliament and of the Council applies to these proceedings which are 'main proceedings' within the meaning of Article 3 of the Regulation.
Extensions of the Administration period	The Administration period was extended with the consent of creditors for a period of 12 months until 16 July 2020.

4. PROGRESS DURING THE PERIOD

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 17 July 2019 to 16 January 2020.

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

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

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

General case administration and planning

We have formulated an appropriate strategy in order to realise the Company's assets. We are also required to maintain records to demonstrate how the case was administered and to document the reasons for any decisions that materially affect the case. Costs in this respect will fall under the above heading.

Whilst this work is of no direct financial benefit to creditors, we are required to maintain records to demonstrate how the case was administered and to document the reasons for any decisions that materially affect the case.

Compliance with the Insolvency Act, Rules and best practice

The Insolvency Act and Rules require that we produce interim progress reports on a six monthly basis to provide an update to the creditors of the progression made during the administration. We have complied with this requirement and our progress report was issued to creditors on 14 August 2019 and was filed with the Registrar of Companies in accordance with the Act.

We have also monitored realisations during the period to ensure that the statutory bond is sufficient to cover the value of total realisations in order to protect the interests of the Company's creditors.

Statutory documentation including appointment documents have been filed with the Courts and the Registrar of Companies under the Insolvency Act. This work is of no direct financial benefit to creditors.

Realisation of assets

It has been necessary to deal with queries relating to the sales of the homes. Time has also been spent dealing with debt collection. In particular, we sold the rights to pursue a director loan account on 10 January 2020 to Manolete Partners plc, a specialist litigation and claims acquisition company, for nominal consideration of £1 plus 50% of net realisations.

Trading

Time has been spent finalising the trading account, including the payment of supplier and utility invoices and the collection of fee income. This remains on going.

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

Formal reports have been issued to the Company's secured creditor, HSBC Bank plc ("HSBC"), in respect of the progress of the administration. HSBC has received a further interim distribution in the period of £100,000. We have also assisted creditors and former employees with any queries that have arisen in the period. Again, this work is of no direct financial benefit to creditors.

Other matters which includes seeking decisions of creditors via deemed consent procedure and/or decision procedures, meetings, tax, litigation, pensions and travel

Time has been spent travelling to and meeting with the bookkeeper to review the trading position and book debts.

Time has also been dealing with Corporation Tax and VAT matters.

Whilst this does not benefit creditors financially, it is necessary to ensure the efficient and compliance progression of the Administration, which ensures that we carry out our work to high professional standards.

5. ESTIMATED OUTCOME FOR CREDITORS

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

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

The final return to HSBC remains dependent upon final fixed charge realisations following the reconciliation of the trading position together with the costs of the administration. However, there will be insufficient funds to satisfy the HSBC indebtedness of £1,064,932 on appointment.

HSBC has received fixed charge distributions to date of £400,000. We are not anticipating a return to HSBC under its floating charge security.

Preferential creditors

We now consider that there are likely to be insufficient funds for a dividend to be paid to preferential creditors due to the level of floating charge costs.

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

Details of how the prescribed part for unsecured creditors is calculated were provided in our statement of proposals.

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 be £nil.

Unsecured creditors

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

Effect of Administration on limitation periods under the Limitation Act 1980

As we have previously confirmed, the Limitation Act 1980 continues to apply to all debts due from the Company. Case law indicates that where a company is in Administration, time does not stop running for limitation purposes pursuant to the Limitation Act 1980. If you have any concerns in relation to your claim against the Company becoming time-barred during the course of the Administration, we strongly recommend that you seek independent legal advice on the options available to you to prevent this.

6. REMUNERATION & DISBURSEMENTS

Our remuneration has been fixed by the secured creditor on 12 September 2018, by reference to the time properly given by us and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters as set out in the fees estimate in the sum of £154,962 at HSBC panel rates.

We are also 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, details of which accompanied the Statement of proposals for achieving the purpose of administration and which are attached at Appendix 2 of this report.

Our time costs for the period from 17 July 2019 to 16 January 2020, at HSBC panel rates, amount to £19,214 which represents 103 hours at an average rate of £187 per hour. Further information in relation to our time costs is set out at Appendix 2 and provides details of the work undertaken by us and our staff following our appointment only.

To 16 January 2020, we have not drawn any remuneration on account of our remuneration, against total time costs of £156,870 incurred since the date of our appointment.

Time Costs Analysis

In addition to the time costs information disclosed at Appendix 2 for the period of this report, a cumulative Time Costs Analysis for the period from 17 July 2018 to 16 January 2019 is also attached at Appendix 2.

As can be seen from the information above, we have exceeded the limit of our previously approved estimate. For the avoidance of any doubt, we have not drawn any remuneration in excess of the level approved. The reasons why the previously approved estimate has been exceeded is that the sale of The Manor Nursing Home took longer than originally anticipated and therefore more work was required to be undertaken.

In light of the above, we are obliged to provide the secured creditor with details of the additional work that has been undertaken along with details of the time and cost of that additional work and to seek approval of our increased estimate from them.

Disbursements

To 16 January 2020, we have also not drawn any disbursements.

Category 2 Disbursements

We have not incurred any Category 2 disbursements or disbursements that should be treated as Category 2 disbursements during the period of this report.

A copy of 'A Creditors Guide to Administrators' Fees (E&W) 2017 which provides guidance on creditors' rights on how to approve and monitor an Administrator'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. ADMINISTRATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3. A cumulative statement of expenses also appears at Appendix 3 which details the expenses incurred since the date of our appointment.

Expenses actually incurred compared to those that were anticipated

Creditors will recall that we estimated that the expenses of the administration would total £71,159 plus agents' fees of 3% of the selling price of the Homes. That estimate has not been exceeded and we do not expect it to be exceeded if matters progress to conclusion as envisaged.

8. ASSETS THAT REMAIN TO BE REALISED AND 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

As the Administration progresses, updates will need to be made to the strategy dependent upon the outcome of future realisations. This will include meetings between members of staff to formulate the strategy moving forward and ensure that the strategy is achieved. As detailed above, we are also required to maintain records to demonstrate how the case was administered and to document the reasons for any decisions that materially affect the case on an ongoing basis. This will include compliance reviews, internal checklist updates and six-monthly case reviews.

Whilst this work will not benefit creditors financially, it is necessary to ensure efficient progress of the case and is required in accordance with the law and by our regulatory body.

Compliance with the Insolvency Act, Rules and best practice

The Act and Rules require us to prepare and circulate a final progress report once the Administration has reached its conclusion. This will provide creditors with an overview of the Administration, including all realisations, costs and the final outcome for creditors.

The final progress report and the other statutory documentation detailed above must also be filed with the Registrar of Companies under the Act. We will also periodically monitor realisations and compare to the statutory bond level to ensure that sufficient cover is in place at all times in order to protect the interests of the Company's creditors.

Whilst this work will not benefit creditors financially, it is necessary to ensure efficient progress of the case and is required in accordance with the law and by our regulatory body.

Realisation of assets

Time will also be incurred dealing with all debt collection.

Trading

Further time will be incurred reconciling and finalising the trading period accounts.

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

We will deal with creditors' queries as and when they arise. Dealing with correspondence and providing further information on request will incur further time. We will also continue to formally report to HSBC on a three-monthly basis, to keep them apprised of the progress during the Administration.

Other matters which includes seeking decisions of creditors via the deemed consent procedure and/or decision procedures, tax, litigation, pensions and travel

It will be necessary to liaise with instructed accountants to prepare the necessary corporation tax returns for the Administration period.

Whilst the above work will not benefit creditors financially, it is necessary in accordance with statutory requirements and best practice.

How much will this further work cost?

As you are aware, total time costs to date are £156,870. We estimate additional time costs for the Administration to total £23,212, bringing total time costs in respect of this matter to £180,082. Please be advised that this is just an estimate based upon the time spent on similar historic cases.

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 sent to creditors on 10 September 2018 which included all of the expenses that we anticipate that we will incur throughout the Administration.

9. OTHER RELEVANT INFORMATION

Report on Directors conduct

As detailed in our statement of proposals, we have a duty to submit a report to the Department for Business, Energy and Industrial Strategy on the conduct of the director. We have complied with our duties in this respect.

Investigations completed and action taken

As explained in our Statement of Proposals, we have undertaken an initial assessment of the manner in which the business was conducted prior to the Administration of the Company and potential recoveries for the estate in this respect.

Extension of Administration

The Administration has been extended for a period of 12 months with the consent of creditors until 16 July 2020.

Use of personal information

Please note that in the course of discharging our statutory duties as Joint Administrators, 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.

10. 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 (other than pre-administration costs) 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 an 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.

11. CONCLUSION

We will report again in approximately six months' time or at the conclusion of the Administration, whichever is the sooner.



R A H Maxwell
Joint Administrator

Dated: 12 February 2020

ACCOUNT OF RECEIPTS AND PAYMENTS

Joint Administrators' Trading Account

	From 17/07/2019 To 16/01/2020	From 17/07/2018 To 16/01/2020
	£	£
POST APPOINTMENT SALES		
Care Fees	8,665.82	667,252.54
Local Authority Contribution	-	30,000.00
	<u>8,665.82</u>	<u>697,252.54</u>
OTHER DIRECT COSTS		
Agency Staff	-	23,050.75
Direct Labour	(8,539.75)	414,259.18
PAYE/NIC	-	112,704.67
Pension Deductions	-	(208.85)
	<u>8,539.75</u>	<u>(549,805.75)</u>
TRADING EXPENDITURE		
Attachment of Earnings	-	1,188.27
Bank Interest & Charges	-	2,622.07
Bookkeeping	555.00	15,917.18
Care Management Fees	-	14,844.80
Food	185.76	15,958.16
Holiday Accrued	-	11,691.69
Irrecoverable VAT	6.98	770.09
IT Costs	-	1,702.00
Medical & Cleaning Supplies	-	12,086.34
Payroll Costs	187.76	1,389.56
Petty Cash	-	6,927.68
Property Maintenance	-	2,688.30
Repairs & Maintenance	-	3,570.00
Residents Expenses	-	772.50
Staff Expenses	-	142.20
Staff Training	180.00	1,702.58
Stationery	-	102.60
Sundry Expenses	-	150.50
Telephone	242.81	1,267.46
Utilities	6,812.36	14,325.61
Waste Collection	450.67	2,093.64
	<u>(8,621.34)</u>	<u>(111,913.23)</u>
TRADING SURPLUS/(DEFICIT)	<u>8,584.23</u>	<u>35,533.56</u>

SUMMARY OF RECEIPTS AND PAYMENTS

	From 17/07/2019 To 16/01/2020	From 17/07/2018 To 16/01/2020
	£	£
SECURED ASSETS		
Book Debts	-	-
Eagle Nursing Home	-	410,000.00
Goodwill	-	-
Manor Nursing Home/11 Dog & Duck	-	332,993.00
Other Assets	-	2.00
	-	742,995.00
COSTS OF REALISATION		
Agents Fees & Disbursements	-	23,664.90
Insurance Costs	8,803.50	13,411.80
Irrecoverable VAT	-	4,232.00
Legal Fees & Disbursements	31,711.00	31,711.00
Pre Appointment Legal Fees & Disbs	5,503.50	5,503.50
Security Costs	-	3,880.00
	(46,018.00)	(82,403.20)
SECURED CREDITORS		
HSBC Bank plc	100,000.00	400,000.00
	(100,000.00)	(400,000.00)
ASSET REALISATIONS		
Book Debts	-	46,256.57
Director's Overdrawn Loan Account	-	-
Furniture & Equipment	-	18,000.00
Misc Refund	314.01	332.11
Motor Vehicles	-	300.00
Other Assets	-	5.00
TRADING SURPLUS/(DEFICIT)	8,584.23	35,533.56
	8,898.24	100,427.24
COST OF REALISATIONS		
Bank Charges	6.00	66.49
Irrecoverable VAT	8,788.17	16,228.48
Re-Direction of Mail	-	507.00
Statutory Advertising	-	84.60
	(8,794.17)	(16,886.57)
PREFERENTIAL CREDITORS		
Employees - Arrears & Holiday Pay	-	-
	-	-
UNSECURED CREDITORS		
Employees	-	-
HMRC - PAYE/NIC/CT	-	-
RPO	-	-
Trade Creditors	-	-
	-	-
DISTRIBUTIONS		
Ordinary Shareholders	-	-
	-	-
	(145,913.93)	344,132.47
REPRESENTED BY		
Bank 1 Current		72,836.41
Bank 2 Current		278,703.42
Company Bank Account		(8,907.36)
Resident personal expenditure		(300.00)
Utility Deposit		1,800.00
		344,132.47

TIME COSTS INFORMATION

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 17 July 2019 to 16 January 2020;
- c. Cumulative Time Costs Analysis for the period from 17 July 2018 to 16 January 2020; and
- d. Estimated increase to our approved fees estimate.

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.

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

- Internal meeting room usage for the purpose of physical meetings of creditors is charged at the rate of £100 (London £150) per meeting;
 - Car mileage is charged at the rate of 45 pence per mile;
 - Storage of books and records (when not chargeable as a *Category 1 disbursement*) is charged on the basis that the number of standard archive boxes held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates
- 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

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

² Ibid 1

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.

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

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 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 Leeds 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

Prior to 1 December 2018, the following rates applied:

Grade of staff	Charge-out rate (£ per hour) 1 May 2011 – until further notice
Partner	395
Director	345
Senior Manager	310
Manager	265
Assistant Manager	205
Senior Administrator	175
Administrator	135
Trainee Administrator	110
Support	60 - 110

AGREED HSBC BANK PLC PANEL CHARGE-OUT RATES

The rates agreed with HSBC Bank plc at the date of this report are as follows:

Grade of staff	Charge-out rate (£ per hour)
Partner	260
Director	260
Senior Manager	190
Manager	190
Assistant Manager	190
Senior Administrator	130
Administrator	85
Trainee Administrator	85
Support	85

SIP9 SSB Carehomes Limited - Administration - 80SS014.ADM : Time Costs Analysis From 17/07/2019 To 16/01/2020

[illegible]

SIP9 SSB Carehomes Limited - Administration - 80SS014.ADM : Time Costs Analysis From 17/07/2018 To 16/01/2020

[illegible]

THE ADMINISTRATORS' ESTIMATE OF THE INCREASED FEES THAT THEY WILL INCUR

Further to the information set out in the report, the Administrators anticipate that in addition to their fees estimate dated 10 September 2018 in the sum of £154,962, the following further fees will be incurred to conclusion of the administration. Please note that blended hourly rates have been used (as they were for the original estimate) 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 hourly rates that will be charged for each level of staff working on the case form part of this appendix.

Details of the work that the administrators and their staff propose to undertake	Hours	Time cost £	Average hourly rate £
General case administration and planning	22.00	3,025.00	137.50
Compliance with the Insolvency Act, Rules and best practice	52.00	9,825.00	178.56
Investigations	-	-	-
Realisation of assets	9.00	1,780.00	197.78
Trading	9.00	1,360.00	151.11
Dealing with all creditors' claims (including employees), correspondence and distributions	32.00	5,450.00	170.31
Other matters which includes seeking decisions of creditors via deemed consent procedure and/or decisions procedures, meetings, tax, litigation, pensions and travel	27.00	4,220.00	156.30
Total hours	151.00		
Total time costs		25,120.00	
Overall average hourly rate £			166.36

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>.

Dated: 12 February 2020

STATEMENT OF ADMINISTRATORS' 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				
Legal fees and disbursements	Irwin Mitchell LLP	1,113.00	0.00	1,113.00
Land Registry Searches	HM Land Registry	28.00	0.00	28.00
Bank Charges	HSBC Bank plc	6.00	6.00	0.00
Subsistence	McDonalds	1.74	0.00	1.74

CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Agent's fees	Bespoke Care	12,703.00
Re-Direction of Mail	Royal Mail	507.00
Statutory Advertising	Courts Advertising Limited	84.60
Legal Fees & Disbursements (Pre & Post Appointment)	Irwin Mitchell LLP	37,892.50
Land Registry Searches	HM Land Registry	67.00
Bordereau	Marsh Limited	320.00
Bank Charges	HSBC Bank plc	66.49
Agent's fees paid to Eddisons	Eddisons Commercial Limited	14,628.00
Insurance premium paid to Eddisons	Eddisons Insurance Services Limited	13,411.80
Security Costs paid to Eddisons	RemoteZone	3,880.00
Travel & Subsistence	Begbies Traynor (Central) LLP	269.65