

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

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

### 1 Company details

Company number 0 7 1 1 9 4 4 8

Company name in full Amalgamated Personal Property Searches Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Kris Anthony

Surname Wigfield

### 3 Liquidator's address

Building name/number 3rd Floor

Street Westfield House

Post town 60 Charter Row

County/Region Sheffield

Postcode S 1 3 F Z

Country

### 4 Liquidator's name ①

Full forename(s) Claire Elizabeth

Surname Dowson

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number 3rd Floor

Street Westfield House

Post town 60 Charter Row

County/Region Sheffield

Postcode S 1 3 F Z



Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>															
From date	<sup>d</sup>	0	<sup>d</sup>	5	<sup>m</sup>	0	<sup>m</sup>	3	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	0
To date	<sup>d</sup>	0	<sup>d</sup>	4	<sup>m</sup>	0	<sup>m</sup>	3	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	1
<b>7</b>	<b>Progress report</b>															
<input checked="" type="checkbox"/> The progress report is attached																
<b>8</b>	<b>Sign and date</b>															
Liquidator's signature	Signature															
																
Signature date	<sup>d</sup>	2	<sup>d</sup>	2	<sup>m</sup>	0	<sup>m</sup>	4	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	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 **Phil Nunney**

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

Address  
**3rd Floor, Westfield House  
60 Charter Row**

Post town **Sheffield**

County/Region

Postcode **S 1 3 F Z**

Country

DX

Telephone  
**0114 2755033**

**Checklist**

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.

**Important information**

**All information on this form will appear on the public record.**

**Where to send**

**You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

**Further information**

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

**Amalgamated Personal Property Searches Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Declaration of Solvency £		From 05/03/2020 To 04/03/2021 £	From 05/03/2020 To 04/03/2021 £
	<b>ASSET REALISATIONS</b>		
5,896.00	Associated Company	5,986.00	5,986.00
543.34	Cash at Bank	249.81	249.81
1,066,726.16	Directors' Loan Accounts	1,028,032.18	1,028,032.18
293,211.08	Tax Refund	NIL	NIL
31,339.43	Unpaid S455 Tax	NIL	NIL
		1,034,267.99	1,034,267.99
	<b>COST OF REALISATIONS</b>		
	Bank Charges	2.35	2.35
	Disbursements		
	Mileage	11.25	11.25
	Office Holders Fees	4,300.00	4,300.00
	Specific Bond	387.50	387.50
	Statutory Advertising		
	Advertising	243.00	243.00
		(4,944.10)	(4,944.10)
	<b>UNSECURED CREDITORS</b>		
(89.99)	Credit Card	NIL	NIL
(31,339.40)	HMRC (Corporation Tax)	NIL	NIL
(26,024.03)	HMRC (VAT)	NIL	NIL
(15,328.00)	Trade Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(2.00)	Ordinary Shareholders	1,028,032.18	1,028,032.18
		(1,028,032.18)	(1,028,032.18)
<b>1,324,932.59</b>		<b>1,291.71</b>	<b>1,291.71</b>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		303.36
	Vat Control Account		988.35
			<b>1,291.71</b>

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# Amalgamated Personal Property Searches Limited (**In Members' Voluntary Liquidation**)

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## Progress report

Period: 5 March 2020 to 4 March 2021

### Important Notice

This report has been produced solely to comply with our statutory duty to report to members of the Company pursuant to Section 92A 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 members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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## Contents

- ❑ Interpretation
- ❑ Company information
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- ❑ Remuneration and disbursements
- ❑ Liquidators' expenses
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  - 2. Liquidators' time costs and disbursements
  - 3. Statement of Liquidators' expenses

## 1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Amalgamated Personal Property Searches Limited (In Members' Voluntary Liquidation)
"the liquidators", "we", "our" and "us"	Kris Anthony Wigfield of Begbies Traynor (SY) LLP, 3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ and Claire Elizabeth Dowson of Begbies Traynor (SY) LLP, 3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ
"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 creditors	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):	Amalgamated Personal Property Searches Limited
Company registered number:	07119448
Company registered office:	3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ
Former trading address:	2 Ashgate Road, Chesterfield, Derbyshire, S40 4AA

## 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	5 March 2020
Date of liquidators' appointment:	5 March 2020
Changes in liquidator (if any):	None

## 4. PROGRESS DURING THE PERIOD

### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 5 March 2020 to 4 March 2021.

### Receipts

#### Directors Loan Accounts

A capital distribution of £1,028,032.18 has been made to the Company's shareholders which has been offset against the overdrawn directors' loan accounts, this is therefore shown as both a receipt and a payment for the purposes of the attached receipts and payments account. .

#### Associated Company

The sum of £5,986.00 has been received into the estate from Universal Environmental (Information) Access Limited ("UEIA"), an associated Company in relation to an outstanding debt owed by them.

#### Cash at Bank

Funds in the sum of £249.81 have been transferred into the estate bank account from the Company's former bank account held with HSBC Bank Plc ("HSBC").

### Payments

#### Specific Bond

The joint liquidators have obtained a statutory bond in order to cover all realisations into the case. The sum of £387.50 has been paid in this regard.

#### Office Holders Fees

The joint liquidators have drawn remuneration in the sum of £4,300.00 in accordance with the resolutions obtained on their appointment, details of which are provided in Section 7 of this report

#### Disbursements – Mileage

Mileage costs in the sum of £11.25 have been incurred and discharged in relation to the costs of travelling to meet with the Company's shareholders in connection with the joint liquidators' appointment.

#### Statutory Advertising

EPE Reynell Advertising Limited have been paid £243.00 in relation to placing the advertisement of the joint liquidators' appointment in the London Gazette.

#### Bank Charges

Santander have been paid £2.35 in relation to the opening and maintenance charges incurred on the estate bank account, during the period covered by this report.

#### Ordinary Shareholders

The Company's shareholders have received distributions totalling £1,028,032.18 during the period covered by this report, details of which are provided in Section 6 of this report.



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 members to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to members.

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

#### General case administration and planning

Since the joint liquidators' appointment, we have spent time on general case planning and administration where a partner, director and different levels of administration staff have prepared and updated a case strategy document to ensure that all works to be undertaken during the liquidation were planned for efficiency. Periodic case reviews have also been completed to ensure that the case has progressed as appropriate and that all statutory duties have been completed.

In addition, a case specific diary has been set up, monitored and updated regularly to ensure that all statutory deadlines have been met.

The above has not resulted in a better financial return to the Company's members, however it has ensured that the case has progressed to closure as required.

#### Compliance with the Insolvency Act, Rules and best practice

Subsequent to their appointment, the joint liquidators issued statutory notices of their appointment to the Registrar of Companies and to the Company's member. An advertisement of their appointment was also placed in the London Gazette, as required by the Insolvency Act 1986.

A statutory bond was obtained by the joint liquidators to cover all realisations into the case. Regular reviews of the level of bond have been undertaken to ensure that this remained at an appropriate level.

The estate bank account has also been regularly monitored and reconciled against our internal system to ensure that all receipts and payments have been accounted for.

These works have not provided a financial benefit to the Company's members, however, the joint liquidators are required by statute to undertake the same and the associated costs therefore cannot be avoided.

#### Realisation of assets

Time has been spent corresponding with HSBC in relation to the transfer of the Company's credit balance on their former account to the estate bank account.

The joint liquidators have also spent time corresponding with the Company's shareholders in relation to the overdrawn directors' loan accounts, which have been distributed as a capital distribution as detailed above.

Time has also been spent liaising with Universal Environmental (Information) Access Limited ("UEIA"), an associated Company in relation to the debt owed by them.

This work has not provided a better financial return to the Company's members however the same is required by statute therefore the costs cannot be avoided.

### Trading

The Company has not traded whilst in liquidation therefore, no time has been incurred in this regard.

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

The joint liquidators have spent time corresponding with the Company's shareholders in relation to their distributions during the period covered by this report.

This work has not resulted in a financial benefit to the Company's members however, it has allowed for the correct amount to be distributed to the Company's members.

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

Time has been spent preparing and submitting VAT and Corporation Tax returns to HMRC as and when these have fallen due.

This work has not resulted in a better financial return to the Company's members however, is a statutory duty that the joint liquidators must undertake in order that the liquidation can proceed to closure.

## 5. CREDITORS

As in any liquidation, in a members' voluntary liquidation creditors are required to prove their claims and the liquidators must examine the proofs and the particulars of the claims and admit them, in whole or in part, or reject them. The liquidators must then settle the priorities of the creditors (as between secured, preferential, secondary preferential and unsecured creditors) before paying them in full with statutory interest.

## 6. DISTRIBUTIONS TO MEMBERS

Date	Member	Amount (£)	Type of Distribution
10 March 2020	Anthony Dennis Williams	514,016.09	Capital Distribution
	John Martin Burley	514,016.09	Capital Distribution

## 7. REMUNERATION & DISBURSEMENTS

Our remuneration has been fixed by a resolution of the members of the Company as a set amount in the sum of £5,000.00.

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 were presented to the general meeting of the Company at which various resolutions, including the special resolution that the Company be wound up voluntarily, were passed.

We have drawn the sum of £4,300.00 against the set fee of £5,000.00 that has been approved.

### Disbursements

To 4 March 2021, we have also drawn disbursements in the sum of £398.75.

Why have subcontractors been used?

Shorts Chartered Accountants ("Shorts") were instructed to assist with the preparation of the Company's accounts prior to the joint liquidators' appointment and have provided general assistance in this regard during the period covered by this report. The joint liquidators' choice was based on Shorts being the Company's accountants and therefore having prior knowledge of the Company's financial affairs.

#### Category 2 Disbursements

Details of the Category 2 disbursements that have been taken in accordance with the approval obtained are set out below:

<b>Other amounts paid or payable to the office holder's firm</b>	
Type and purpose	Amount £
Mileage	11.25
Specific Bond	387.50
TOTAL	398.75

## 8. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3.

## 9. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

#### Tax Refund and Unpaid S455 Tax

The Company can apply to HMRC for the S455 tax to be repaid nine months and 1 day after the end of the tax year, which falls on 6 December 2021. A claim will therefore be made after this date.

The unpaid S455 Tax relates to a claim already submitted to HMRC by the Company, which will be realised in due course.

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

#### General case administration and planning

The joint liquidators will continue to complete works required to maintain the liquidation including periodic reviews of the case to ensure that all statutory duties are being completed as required and the case is progressing to closure efficiently.

The case specific diary will also continue to be regularly monitored and updated to ensure that all statutory duties are being completed prior to their due date.

These works will not result in a financial benefit to the Company's members however, the joint liquidators have a statutory duty to undertake the same therefore the costs incurred cannot be avoided.

#### Compliance with the Insolvency Act, Rules and best practice

The joint liquidators will continue to prepare and issue their statutory annual report to the Company's members and the Registrar of Companies with the receipts and payments account and necessary notices.

When all works have been completed, a final review will be compiled to ensure that all matters in the liquidation are finalised. A final report will then be prepared and issued to all relevant parties with the necessary notices pursuant to the Insolvency Act 1986.

The estate bank account will continue to be monitored and reconciled against our internal system to ensure that all receipts and payments are being accounted for.

Regular reviews of the joint liquidators' statutory bond will be undertaken to ensure that this remains at a sufficient level.

The above works will not provide a better financial return to the Company's members however, the same is a requirement of the joint liquidators therefore the costs incurred cannot be avoided.

#### Investigations

It is not anticipated that any further investigations will be undertaken during the liquidation

#### Realisation of assets

No further time is anticipated to be spent on the realisation of assets, during the liquidation.

#### Trading

The Company has not traded whilst in liquidation therefore, no time will be incurred in this regard.

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

The joint liquidators will continue to correspond with the Company's shareholders in relation to future distributions available to them.

This work will not result in a financial benefit to the Company's members however, the same will ensure that they are kept up to date with the liquidation proceedings and future distributions received in due course.

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

Time will be spent preparing and submitting VAT and Corporation Tax returns to HMRC, as and when these fall due.

The joint liquidators will ensure that all reclaimable VAT has been received into the liquidation estate together with the necessary deregistration of the Company's VAT number. Clearance will then be requested from HMRC to confirm that there are no outstanding VAT or Corporation Tax matters.

There will be no financial benefit to members from the work undertaken in this area however, the same is required by statute therefore cannot be avoided.

How much will this further work cost?

It is anticipated that these works will cost approximately £3,000.00.

## 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 follows:

Postage: £5.04

## 10. OTHER RELEVANT INFORMATION

### 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.

## 11. MEMBERS' RIGHTS

### Right to request further information

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a member or members of the Company with at least 5% of the voting total rights of all the members having the right to vote at general meetings of the Company (or any member or members with less than 5% of the total voting rights, 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, within 8 weeks of receipt of this progress report any member or members of the Company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company (or any member, or members with less than 10% of the total voting rights, but with the permission of the Court) may 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.

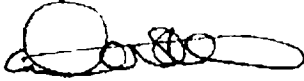
### Obtaining information on the remuneration of liquidators and the payment of expenses

The basis of remuneration for acting as liquidators will be sought following appointment. Notwithstanding this, beneficiaries of the anticipated surplus are able to seek information on their rights in relation to the remuneration and the payment of expenses and can obtain a copy of 'Begbies Traynor Guide for Shareholders. A Guide to the Liquidators' fees – England and Wales' on our website at <https://www.begbies-traynorgroup.com/services-to/shareholders>

Alternatively, if you require a hard copy of the guide, please contact our office and a copy will be sent to you.

## 12. CONCLUSION

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

A handwritten signature in black ink, consisting of a large initial 'C' followed by a series of loops and a long horizontal stroke.

Claire Elizabeth Dowson  
Joint Liquidator

Dated: 22 April 2021

# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 5 March 2020 to 4 March 2021

Amalgamated Personal Property Searches Limited  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments  
To 04/03/2021

Dec of Sol £		£	£
	ASSET REALISATIONS		
1,066,726.16	Directors' Loan Accounts	1,028,032.18	
5,896.00	Associated Company	5,986.00	
293,211.08	Tax Refund	NIL	
31,339.43	Unpaid S455 Tax	NIL	
543.34	Cash at Bank	249.81	
			1,034,267.99
	COST OF REALISATIONS		
	Specific Bond	387.50	
	Office Holders Fees	4,300.00	
	Disbursements		
	Mileage	11.25	
	Statutory Advertising		
	Advertising	243.00	
	Bank Charges	2.35	
			(4,944.10)
	UNSECURED CREDITORS		
(15,328.00)	Trade Creditors	NIL	
(89.99)	Credit Card	NIL	
(31,339.40)	HMRC (Corporation Tax)	NIL	
(26,024.03)	HMRC (VAT)	NIL	
			NIL
	DISTRIBUTIONS		
(2.00)	Ordinary Shareholders	1,028,032.18	
			(1,028,032.18)
1,324,932.59			1,291.71
	REPRESENTED BY		
	Bank 1 Current		303.36
	Vat Control Account		988.35
			1,291.71



## TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (SY) LLP,'s charging policy;
- b. Time Costs Analysis for the period from 5 March 2020 to 4 March 2021.

## BEGBIES TRAYNOR CHARGING POLICY

### INTRODUCTION

This policy applies where a licensed insolvency practitioner in the firm is acting as an office holder of a solvent estate and seeks member 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 members 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 guidance\* requires that such information should be disclosed to those who are responsible for approving the basis of an office holder's remuneration.

In addition, this policy applies where member approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. Best practice guidance\* indicates that such charges should be disclosed to those who are responsible for approving the basis of 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 SOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of their 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 in 6 minute units 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 SOLVENT ESTATES

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements, which are expenses that are initially paid by the office holder's own firm, but which are subsequently reimbursed from the estate when funds are available.

Best practice guidance classifies expenses into two broad categories:

- ❑ Category 1 expenses (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 expenses (approval required) - Items of expenditure that are directly related to the case and either:
  - (i) 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; or
  - (ii) are items of expenditure which are payable to an associate of the office holder and/or their firm.

### Shared or allocated costs (pursuant to (i) above)

The following expenses include an element of shared or allocated cost and 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 which is charged at the rate of 45 pence per mile;

\* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

- ☐ Postage at the actual rate incurred

#### General Office Overheads.

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 Sheffield 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.

As detailed above, time is recorded in 6 minute units.

SIP9 Amalgamated Personal Property Searches L - Members Voluntary Liquidation - 91AM153.MVL : Time Costs Analysis From 05/03/2020 To 04/03/2021

Staff Grade		Consultant/Partner	Director	Snr Mngr	Mngr	Astt Mngr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	0.4	1.1	11.7				0.9	1.7		15.8	5,704.50	361.04
	Administration	0.6	1.4	0.4	0.4		5.3	1.5	3.2	0.4	13.2	3,175.00	240.53
	Total for General Case Administration and Planning:	1.0	2.5	12.1	0.4		5.3	2.4	4.9	0.4	29.0	8,879.50	306.19
Compliance with the Insolvency Act, Rules and best practice	Appointment:												0.00
	Banking and Bonding		0.2		0.4		0.3	0.5		2.9	4.3	788.00	183.26
	Case Closure												0.00
	Statutory reporting and statement of affairs												0.00
	Total for Compliance with the Insolvency Act, Rules and best practice:		0.2		0.4		0.3	0.5		2.9	4.3	788.00	183.26
Investigations	CDDA and investigations												0.00
	Total for Investigations:												0.00
Realisation of assets	Debt collection			0.1							0.1	39.50	395.00
	Property, business and asset sales			0.4			1.0				1.4	383.00	273.57
	Retention of Title/Third party assets												0.00
	Total for Realisation of assets:			0.5			1.0				1.5	422.50	281.67
Trading	Trading												0.00
	Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured												0.00
	Others		0.7	2.5							3.2	1,299.00	405.94
	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:		0.7	2.5							3.2	1,299.00	405.94
Other matters which includes seeking decisions of creditors, meetings, tax, litigation, pensions and travel	Seeking decisions of creditors												0.00
	Meetings												0.00
	Other												0.00
	Tax		0.1		0.2		0.2	0.3		0.3	1.1	253.00	230.00
	Litigation												0.00
	Total for Other matters:		0.1		0.2		0.2	0.3		0.3	1.1	253.00	230.00
	Total hours by staff grade:	1.0	3.5	15.1	1.0		6.8	3.2	4.9	3.6	39.1		
	Total time cost by staff grade:	495.00	1,557.50	5,964.50	345.00		1,530.00	560.00	686.00	504.00		11,642.00	
	Average hourly rate £:	495.00	445.00	395.00	345.00	0.00	225.00	175.00	140.00	140.00			297.75
	Total fees drawn to date £:											4,300.00	

## STATEMENT OF LIQUIDATORS' 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				
Specific Bond	Aon UK Limited	387.50	387.50	Nil
Statutory Advertising	EPE Reynell Advertising Limited	243.00	243.00	Nil
Bank Charges	Santander	2.35	2.35	Nil
Expenses incurred with entities within the Begbies Traynor Group (for further details see Begbies Traynor Charging Policy)				
Disbursements – Mileage	Begbies Traynor (SY) LLP	11.25	11.25	Nil