

The Insolvency Act 1986

**Administrator's progress report**

Name of Company  
NL Realisations (2013) Limited (formerly  
Nelsons Labels Limited)

Company number  
07973310

In the  
Manchester High Court, Chancery Division  
[full name of court]

Court case number  
4142 of 2013

(a) Insert full name(s) and  
address(es) of the  
administrator(s)

We (a) Paul Stanley and Gary N Lee of Begbies Traynor (Central) LLP, 340 Deansgate, Manchester, M3 4LY

administrator(s) of the above company attach a progress report for the period

from


to

(b) Insert dates

(b) 29 April 2014

(b) 22 October 2014

Signed

  
Joint / Administrator(s)

Dated

23/10/14

**Contact Details:**

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

Begbies Traynor (Central) LLP

340 Deansgate, Manchester, M3 4LY,

Tel Number 0161 837 1700

Fax Number 0161 837 1762

DX Number

When you have completed and signed this form please send it to the Registrar of Companies at  
Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff



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25/10/2014

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COMPANIES HOUSE

SATURDAY

Paul Stanley and Gary N Lee appointed joint administrators on 29 October 2013

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

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## **NL Realisations (2013) Limited (formerly Nelsons Labels Limited) (In Administration)**

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Final Progress Report of the joint administrators pursuant to Rules 2.47 and 2.110 of The Insolvency Rules 1986

Period: 29 April 2014 to 22 October 2014

## **Important Notice**

This final 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.

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# 1. INTERPRETATION

<b><u>Expression</u></b>	<b><u>Meaning</u></b>
"the Company"	NL Realisations (2013) Limited(formerly Nelsons Labels Limited) (In Administration)
"the administration"	The appointment of administrators under Schedule B1 to the Insolvency Act 1986 on 29 October 2013
"the administrators", "we", "our", "us"	Paul Stanley and Gary N Lee of Begbies Traynor (Central) LLP, 340 Deansgate, Manchester, M3 4LY
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency Rules 1986 (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"	<ul style="list-style-type: none"><li>(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act), and</li><li>(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)</li></ul>
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

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## 2. STATUTORY INFORMATION

Name of Company	NL Realisations (2013) Limited(formerly Nelsons Labels Limited)
Trading name(s)	Nelsons Labels Limited
Date of Incorporation	2 March 2012
Company registered number	07973310
Company registered office	340 Deansgate, Manchester, M3 4LY
Former registered office	Unit 3, Wharfside Commerce Park, Waterside, Manchester, M17 1WD

## 3. DETAILS OF APPOINTMENT OF ADMINISTRATORS

Names of administrators	Paul Stanley and Gary N Lee, Licensed Insolvency Practitioners of Begbies Traynor (Central) LLP, 340 Deansgate, Manchester, M3 4LY
Date of appointment	29 October 2013
Court	Manchester High Court, Chancery Division
Court Case Number	4142 of 2013
Person(s) making appointment / application	The directors 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
EC Regulation on Insolvency Proceedings	The EC Regulation on Insolvency Proceedings (Council Regulation (EC) No 1346/2000) applies to these proceedings which are 'main proceedings' within the meaning of Article 3 of the Regulation

## 4. PROGRESS DURING THE PERIOD

Attached at Appendix 1 is our abstract of receipts and payments for the period from 29 April 2014 to 22 October 2014 A brief explanation of the receipts and payments can be found below

The book debts have been listed separately as they are subject to a factoring agreement with Lloyds Commercial Finance ("the Bank")

## **BOOK DEBTS**

### **Receipts**

#### **Book Debts**

The Joint Administrators continued to collect the Company's book debts. A total of £42,301.15 was collected in the period.

### **Payments**

#### **Statutory Demand Fees**

A total of £300 plus VAT was paid to London House Services for the service of Statutory Demands on a number of the Company's debtors.

#### **Joint Administrators' Fees**

The Joint Administrators drew fees of £8,293.66 as part of their collection agreement with the Bank. Further details of this may be found in Section 9 of this report.

#### **Lloyds Bank Commercial Finance**

A total of £39,867.02 was paid to the Bank in relation to their fixed charge over the Company's book debts.

## **OTHER**

### **Receipts**

#### **Cash at Bank**

A total of £1,692.07 was transferred from the Company's bank account held with Bank of Scotland Plc.

#### **Refunds**

£4,852.12 was received from Trafford Metropolitan Borough Council in relation to a business rates refund at the Company's trading premises.

£2,474.21 was received from E On Energy in relation to a utilities refund at the Company's trading premises.

#### **Bank Interest**

Bank interest of £91.49 was earned in the period.

### **Payments**

#### **Joint Administrators' Fees**

Fees of £65,000 plus VAT and disbursements of £281.88 plus VAT were drawn by the Joint Administrators in the period. Further details of this may be found in Section 9 of this report.

#### **Legal Fees & Disbursements**

Legal fees of £3,255 plus VAT and disbursements of £23.76 plus VAT were paid to Drydens Fairfax solicitors for their work carried out on behalf of the Joint Administrators.

#### **Surplus to Liquidators**

A total of £48,784.90 shall be transferred to the Joint Liquidators.

## 5. OUTCOME FOR CREDITORS

### **Secured creditor**

Following the successful collection of the Company's book debts, the Secured Creditor has been paid in full. The Secured Creditor received a distribution under the fixed charge over the Company's book debts, with the remainder being distributed under their floating charge.

### **Preferential creditors**

It is anticipated that preferential creditors will be paid in full in the liquidation.

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

Details of how the prescribed part is calculated have previously been 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 £69,153.60 and the prescribed part of the Company's net property to be £16,830.72.

The Company is to exit from administration into Creditors' Voluntary Liquidation in accordance with the proposals approved by creditors and the subsequently appointed liquidators will distribute the prescribed part.

Creditors should be aware that the estimated prescribed part outlined above is subject to change based on the realisation of the Company's assets in the liquidation.

### **Unsecured creditors**

There have been insufficient realisations to pay a dividend to unsecured creditors other than by way of a prescribed part dividend.

### **Exit from administration**

As the Notice accompanying this report confirms, now that the form has been registered by Companies House, our appointment as administrators has ceased to have effect and the Company is now in creditors' voluntary liquidation (with the former administrators acting in the capacity as joint liquidators) (Form 2.34 B).

### **Details of assets to be dealt with in the liquidation in accordance with Rule 2.117(1) of Rules**

The following assets are to be dealt with in the liquidation:

#### Book Debts

There are a number of outstanding Book Debts that remain uncollected. The majority of the Book Debts related to monies owed by overseas companies. The Joint Liquidators propose to employ an overseas collection agent to act on their behalf.

## 6. ADMINISTRATOR'S PROPOSALS

Attached at Appendix 2 is a summary of our proposals deemed approved under Rule 2.33(5) of the Insolvency Rules 1986 in the absence of an initial meeting of creditors.

## 7. SUMMARY OF STEPS TAKEN DURING THE ADMINISTRATION

The following steps have been taken by the Joint Administrators during the course of the administration

- Pre-packaged sale of the Company's Plant & Machinery to CPS Assets Limited
- Pre-packaged sale of the Company's Stock, Goodwill & Customer Contracts to CPS Nelsons Limited
- Collection of book debts
- Liaising with the Secured Creditor in relation to the Company's book debts and the factoring agreement in place
- Dealing with preferential creditors' claims and the Insolvency Service on behalf of the preferential creditors
- Preparation of the Joint Administrators' Statement of Proposals and subsequent progress report
- Report on directors' conduct, submitted to the Insolvency Service in March 2014
- Liaising with unsecured creditors and dealing with claims
- Relevant steps to bring the administration to a close

## 8. REMUNERATION AND DISBURSEMENTS

As previously reported our remuneration is fixed by reference to the time properly given by us (as administrators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP for attending to matters arising in the administration and we are authorised to draw disbursements, including disbursements for services provided by our firm (defined as Category 2 disbursements in Statement of Insolvency Practice 9), in accordance with our firm's policy, details of which accompanied the *Statement of Proposals of the Joint Administrators for Achieving the Purpose of the Administration pursuant to Paragraph 49 of Schedule B1 to the Insolvency Act 1986 and Rule 2.33 of the Insolvency Rules 1986*

The relevant resolutions were approved by the secured and preferential creditors on 15 August 2014 pursuant to Rule 2.106 of the Rules

Total remuneration drawn to 22 October 2014 in accordance with the above approval amounts to £65,000 plus VAT. The Joint Administrators have also drawn £281.88 in relation to Category 2 disbursements

Our time costs for the period from 29 October 2013 to 22 October 2014 amount to £98,886, which represents 505.8 hours at an average rate of £195.50 per hour

Our time costs for the period from 29 April 2014 to 22 October 2014 amount to £21,561.50, which represents 103.9 hours at an average rate of £207.52 per hour

The following further information as regards time costs and expenses is set out at Appendix 3

- ☐ Begbies Traynor (Central) LLP's policy for re-charging expenses/disbursements
- ☐ Begbies Traynor (Central) LLP's charge-out rates
- ☐ Table of time spent and charge-out value for the period 29 April 2014 to 22 October 2014
- ☐ Cumulative table of time spent and charge-out value for the period 29 October 2013 to 22 October 2014



The outstanding time costs that are yet to be drawn by the Joint Administrators shall be paid by the Joint Liquidators in the event that there are sufficient realisations in the liquidation

In addition, a copy of 'A Creditors Guide to Administrators' Fees (E&W) 2011' 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](http://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

## 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, Innovation and Skills on the conduct of the directors. We have complied with our duties in this respect

## 10. CONCLUSION

Finally, we have obtained the consent of the secured creditor to our discharge as administrators by a resolution passed pursuant to Paragraph 98 of Schedule B1 to the Act. The date of our discharge shall coincide with the date on which our appointment as administrators ceases to have effect



**Paul Stanley**

Joint Liquidator and Former Administrator

Dated 22 October 2014

# ACCOUNT OF RECEIPTS AND PAYMENTS

Period 29 April 2014 to 22 October 2014

Statement of Affairs		From 29/04/2014 To 22/10/2014	From 29/10/2013 To 22/10/2014
	<b>SECURED ASSETS</b>		
85 779 18	Book Debts	42,301 15	168 684 34
		<u>42,301 15</u>	<u>168,684 34</u>
	<b>COSTS OF REALISATION</b>		
	Office Holders Fees	8 293 66	8 293 66
	Statutory Demand Fees	300 00	300 00
	Nominal Write-Offs	NIL	0 11
	Bank/IDF Charges	NIL	12 00
	Currency Conversion	NIL	94 49
	Discount Element	NIL	330 86
		<u>(8,593 66)</u>	<u>(9,031 12)</u>
	<b>SECURED CREDITORS</b>		
(225 000 00)	Lloyds CF	39 867 02	112 875 35
	Paid direct to Lloyds CF	NIL	46,777 87
		<u>(39 867 02)</u>	<u>(159 653 22)</u>
	<b>ASSET REALISATIONS</b>		
150 000 00	Plant & Machinery	NIL	150,000 00
10 000 00	Stock, Goodwill & Customer Contracts	NIL	10 000 00
1 000 00	Cash at Bank	1 692 07	1 692 07
242 00	Cash in Hand	NIL	241 51
	Bank Interest Gross	91 49	133 46
	Refunds	7 326 33	7 379 48
		<u>9 109 89</u>	<u>169 446 52</u>
	<b>COST OF REALISATIONS</b>		
	Office Holders Fees	65 000 00	65 000 00
	Office Holders Expenses	281 88	281 88
	Companies House Fees	NIL	10 00
	Agents/Valuers Fees (1)	NIL	1 750 00
	Legal Fees (1)	3,255 00	8,235 00
	Legal Disbursements	23 76	26 76
	Accountants Fees	NIL	210 00
	Re-Direction of Mail	NIL	120 00
	Surplus to Liquidation	48 784 90	48 784 90
	Statutory Advertising	NIL	84 60
		<u>117,345 54</u>	<u>124 503 14</u>
	<b>PREFERENTIAL CREDITORS</b>		
(24 999 28)	Employees re Arrears/Hol Pay	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>FLOATING CHARGE CREDITORS</b>		
	Lloyds CF	(5 056 62)	44 943 38
		<u>5 056 62</u>	<u>(44 943 38)</u>
	<b>UNSECURED CREDITORS</b>		
(366 741 32)	Trade Creditors	NIL	NIL
(165,922 13)	Employees	NIL	NIL
(27,695 99)	HMRC (non VAT)	NIL	NIL
(3 000 00)	Company Agents	NIL	NIL
(37,863 65)	HMRC (VAT)	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(90 00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
(604,291 19)		(119,451 80)	(0 00)

## SUMMARY OF ADMINISTRATORS' PROPOSALS, INCLUDING MAJOR AMENDMENTS TO AND DEVIATIONS FROM THEM

### **Proposals deemed approved under Rule 2.33(5) of the Insolvency Rules 1986**

#### ***Purpose of the Administration***

We are required to set out our proposals for achieving the purpose of the administration which in this context means one of the objectives specified in paragraph 3 of Schedule B1 to the Act as set out at section 3 of this report above

For the reasons set out in this report, we presently consider that it is not reasonably practicable to achieve the objective specified in sub-paragraph 3(1)(a), and consequently the most appropriate objective to pursue in this case is that specified in sub-paragraph 3(1)(b), namely achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in administration)

It is not considered that the Company can be rescued as a going concern. The director of the Company was unable to secure additional funding from the Company's investors to allow continued trading, and following the sale of the business and assets of the Company, it is not possible for the Company to be rescued as a going concern.

The major benefits of the Administration and pre-packaged sale were to preserve the status of the Company's Trade Debtors, secure continuity of trade, minimise creditor claims and enhance the realisation of assets.

It is considered that the strategy adopted has

- Allowed continuity of business to protect the debtors
- Enhanced asset realisations
- Allowed secured creditor to receive a dividend

We consider that the purpose of the administration has been largely achieved due to the sale of the business, further details of which can be found in Appendix 4.

In order that the purpose of the administration may be fully achieved, we propose to remain in office as administrators, the principal matters to deal with in this respect are

- Collection of debtors
- Collection of £100,000 in referred consideration within 4 months of completion of the sale

- Completion of reports and reviews on a timely basis
- To conclude our statutory duties

Following the completion of these matters, we propose to finalise distributions to the secured and preferential creditors

It is proposed that

- 1 The Joint Administrators propose to realise the assets and undertaking of the Company in such a manner as they consider appropriate with a view to achieving the purposes set out in Paragraph 3(1)(b) of Schedule B1 to the Insolvency Act 1986
- 2 The Joint Administrators propose in the interim to take all necessary actions to preserve the value of the Company's assets
- 3 In the event that the sale of the Company's assets either in whole or in part involves the disposal of assets subject to security and in the event that the Administrators cannot come to terms with the creditors concerned, the Administrators propose to apply to Court under the provisions of Paragraphs 70, 71 and 72 of Schedule B1 to the Insolvency Act 1986 to dispose of property which is subject to security as if it were not subject to security and goods which are under hire-purchase agreements as if all the rights of ownership under the agreement were vested with the Company
- 4 The Joint Administrators propose to be remunerated on the basis of their hourly costs at scale rates calculated on the time properly spent in the course of the administration and may draw their remuneration on account as and when funds permit

Remuneration drawn will be notified to any creditors' committee appointed under paragraph 57 of Schedule B1 to the Act. The Joint Administrators will be reimbursed for their incidental expenses and be authorised to draw disbursements, including disbursements for services provided by their firm, in accordance with their firm's policy. In the absence of a creditors' committee, details of time incurred and disbursements drawn will be reported to creditors in accordance with Statement of Insolvency Practice 9 issued by the Joint Insolvency Committee on behalf of the Administrators' licensing bodies.

A copy of this Firm's policy note on fees and disbursements, to include details of the hourly rates charges by the relevant grades of staff, together with a summary of time costs are attached at Appendix 3

- 5 As soon as we are satisfied that we have fully discharged our duties as administrators and that the purpose of the administration has been fully achieved, the Joint Administrators propose to apply for dissolution of the Company under the provisions of Paragraph 84 of Schedule B1 to the Insolvency Act 1986
- 6 If it transpires that there will be surplus funds from the Administration, the Joint Administrators propose to move from Administration to Creditors' Voluntary Liquidation under the provisions of Paragraph 83 of Schedule B1 to the Insolvency Act 1986. It is proposed that the Joint Administrators be appointed Joint Liquidators of the Company. In accordance with Paragraph 83(7) and Rule 2.117(3) of the Insolvency Rules 1986, creditors may nominate a different person to be Liquidator provided that the nomination is made after receipt of the proposals and before the proposals are approved.
- 7 Once the Administration is complete and the Administrator thinks the purpose of the Administration has been achieved, then the creditors, in accordance with paragraph 98(2) of Schedule B1 to the Insolvency Act 1986, hereby consent to the Administrator being discharged from liability in respect of any action as Administrator. The discharge from liability will take effect from the date the Administration Order is discharged.

- 8 These proposals shall be subject to such modifications or conditions as the Court may approve or impose
- 9 The proposals are conditional upon the passing of a resolution set out in the correspondence between the creditors and the Administrators and subject to such modifications as the Administrators may approve

#### ***Exit from Administration***

#### **Creditors' Voluntary Liquidation**

We are of the opinion that a distribution will be made to the secured creditor, and that a distribution will also be made to the unsecured creditors by way of a prescribed part dividend

We do not have a general power to make a distribution to unsecured creditors and may only do so if the court gives permission. It is considered that the court will only grant such permission in exceptional circumstances where the normal course for making distributions to unsecured creditors in a voluntary liquidation is inappropriate. Additionally, there may be matters for enquiry concerning a Company's affairs which are not within the scope of an administrator's powers and which can only be dealt with properly by a liquidator.

Consequently, as soon as we are satisfied that we have fully discharged our duties as administrators and that the purpose of the administration has been fully achieved, we propose to implement the provisions of Paragraph 83 of Schedule B1 to the Act whereby on the registration of a notice sent to the Registrar of Companies, our appointment as administrators shall cease to have effect and the Company will automatically be placed into creditors' voluntary liquidation. Paragraph 83(7) provides

The liquidators for the purpose of the winding up shall be-

- (a) a person nominated by the creditors of the Company in the prescribed manner and within the prescribed period, or
- (b) if no person is nominated under paragraph (a), the administrator

We confirm that as part of our proposals we propose that we act as joint liquidators in the subsequent winding up of the Company. Creditors may nominate a different person as the proposed liquidator provided that the nomination is made after the receipt of the proposals and before the proposals are approved. The appointment of a person nominated as liquidator takes effect by the creditors' approval, with or without modification, of our proposals.

It is proposed that for the purpose of the winding up, any act required or authorised under any enactment to be done by the joint liquidators is to be done by all or any one or more of the persons for the time being holding office.

#### **Dissolution**

In the event that there is insufficient property to enable a distribution to be made to unsecured creditors (other than by way of distribution of the prescribed part), that we are satisfied that we have fully discharged our duties as administrators and that the purpose of the administration has been fully achieved, we propose to implement the provisions of Paragraph 84 of Schedule B1 to the Act. Under these provisions, on the registration of a notice sent by us to the Registrar of Companies, our appointment as administrators ceases to have effect, and at the end of three months the Company will automatically be dissolved.

Where an administrator sends such a notice of dissolution to the Registrar of Companies, he must also file a copy of the notice with the court and send a copy to each creditor of the

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Company, and on application by any interested party the court may suspend or disapply the automatic dissolution of the Company

**Extending the Administration**

However, it may transpire that it is not possible to finalise the administration as envisaged within one year of the date of our appointment. Paragraph 76 of Schedule B1 to the Act provides that the appointment of an administrator shall cease to have effect at the end of the period of one year beginning with the date on which it takes effect, however our term of office may be extended either by court order for a specified period or by consent of the creditors for a specified period not exceeding six months.

It may therefore become necessary at some future time for us to seek creditor consent to extending the period of the administration for up to a further six months following the anniversary of our appointment in order to ensure that the objective of the administration can be fully achieved.

## **TIME COSTS AND EXPENSES**

- a Begbies Traynor (Central) LLP's policy for re-charging expenses,
- b Begbies Traynor (Central) LLP's charge-out rates,
- c Table of time spent and charge-out value for the period 29 April 2014 to 22 October 2014
- d Cumulative table of time spent and charge-out value for the period 29 October 2013 to 22 October 2014

## **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 guidance<sup>1</sup> 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. Best practice guidance<sup>2</sup> requires 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 usually 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 incidental expenditure directly incurred on the case which include an element of shared or allocated cost and which are based on a reasonable method of calculation.

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

- Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 (London £150) per meeting,
- Car mileage is charged at the rate of 45 pence per mile,
- 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,
- Displaying properties for sale on the 'Accelerated Property Sales from Begbies Traynor' section of the Begbies Traynor website is charged at the rate of £75.00 per property,

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

<sup>2</sup> *Ibid* 1



(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

#### 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 Manchester office as at the date of this report are as follows

	Standard 1 May 2011 – until further notice Regional
Partner	395
Director	345
Senior Manager	310
Manager	265
Assistant Manager	205
Senior Administrator	175
Administrator	135
Trainee Administrator	110
Support	110

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

[illegible]

