

# AM10

## Notice of administrator's progress report



Companies House

FRIDAY



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24/05/2019

#132

COMPANIES HOUSE

### 1 Company details

Company number 0 7 9 9 2 6 3 2

Company name in full Burningnight (Services) Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Administrator's name

Full forename(s) Andrew

Surname Mackenzie

### 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) Julian

Surname Pitts

#### 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

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**6** Period of progress report

From date	<sup>d</sup> 0	<sup>d</sup> 9	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
To date	<sup>d</sup> 0	<sup>d</sup> 8	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9

**7** Progress report

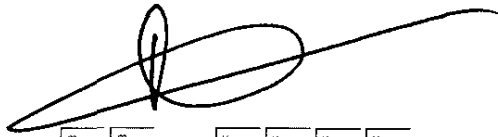
☒ I attach a copy of the progress report

**8** Sign and date

Administrator's  
signature

Signature

X



X

Signature date	<sup>d</sup> 2	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9
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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 **Laura Amann**

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 **leeds@begbies-traynor.com**

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](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)**

Andrew Mackenzie and Julian Pitts were appointed joint administrators on 9 November 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

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## **Burningnight (Services) Limited (In Administration)**

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Progress report of the joint administrators

Period: 9 November 2018 to 8 May 2019

## **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.

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# 1. INTERPRETATION

<b><u>Expression</u></b>	<b><u>Meaning</u></b>
"the Company"	Burningnight (Services) Limited (In Administration)
"the administration"	The appointment of administrators under Schedule B1 to the Insolvency Act 1986 on 9 November 2018
"the administrators" "we" "our" and "us"	Andrew Mackenzie of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ and Julian Pitts 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	Burningnight (Services) Limited
Date of Incorporation.	15 March 2012
Company registered number:	07992632
Company registered office:	Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ

# 3. DETAILS OF APPOINTMENT OF ADMINISTRATORS

Names of the administrators:	Andrew Mackenzie, a Licensed Insolvency Practitioner of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ and
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Julian Pitts, a Licensed Insolvency Practitioner of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ

Date of administrators' appointment:	9 November 2018
Court.	In the High Court of Justice, Business and Property Courts in Leeds, Insolvency and Companies List
Court Case Number:	2018-1149
Person making appointment:	Crowdstacker Corporate Services Limited as Qualifying Floating Chargeholder
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	There have been no extensions to the administration period.

## 4. PROGRESS DURING THE PERIOD

### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 9 November 2018 to 8 May 2019. There have been no receipts or payments during the period 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 creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

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

#### General case administration and planning

The joint administrators have formulated an appropriate strategy and monitored and reviewed that strategy; including meetings with internal and external independent advisors to consider practical, technical and legal aspects of the case and communicate with secured creditors.

We are required to maintain records to demonstrate how the case is administered and to document the reasons for any decisions that materially affect the case. This includes regular updates with staff and regular case management and reviewing of progress. Time spent also includes complying with internal filing and information

recording practices, including documenting strategy decisions. We have dealt with the Company's books and records held in storage and uplifted the same, carrying out an inventory of those records.

Whilst this does not benefit creditors financially, it is necessary to ensure the efficient and compliant progressing of the administration, which ensures that the joint administrators and their staff carry out their work to high professional standards.

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

There are certain tasks which the joint administrators have a statutory obligation to undertake during the administration. We have notified the various bodies of our appointment, including creditors and the Registrar of Companies, and advertised our appointment in the London Gazette.

We have also prepared our Statement of Proposals, as we are obliged to do, to provide creditors with a detailed explanation of the reasons for the failure of the Company, the progress made during the administration to date and the work which will be undertaken going forward in order to achieve the objective of the administration.

This work has not benefited creditors financially but is necessary in accordance with the Insolvency Act and best practice.

#### Investigations

The joint administrators have a duty to examine the conduct of the Company and its directors in order to identify what assets are available for realising for the benefit of the creditors, including any actions against directors or other parties, such as challenging transactions at undervalue or preferences. Such investigations will also enable the joint administrators to report to The Insolvency Service on the conduct of the directors so that the Insolvency Service may consider whether disqualification proceedings are appropriate.

Detailed forensic investigations have been carried out into the conduct of the Company, its directors and other connected third parties. This has included examining the Company's books and records in our possession both electronic and hard copy, information provided by third parties, creditors and the Company's advisors. Also arranging interviews with key staff, directors and other parties deemed relevant.

Any financial benefit to creditors in carrying out the above work is unclear at present however creditors will receive updates on these matters in our progress reports.

#### Realisation of assets

##### **Book Debts**

The debtor ledger upon our appointment had a book value of £273,400. In this regard, the sum of £150,098 has been written off as irrecoverable as it relates to sums due from connected companies that have either been dissolved or placed into administration. We are continuing to chase the remaining 10 debtors totalling £123,302. The anticipated realisations in this regard are currently unknown and therefore any financial benefit to creditors is unclear at present.

It is unclear at this point if there are any other assets to pursue.

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

We have dealt with all creditors queries (including owners/lessors) of equipment, as and when they have been received. We have maintained a database as regards creditors' contact details and claims and logged their claims and supporting information.



## 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**

It is anticipated that there will be insufficient funds available to enable the secured creditors to be paid in full and it will suffer a significant, if not a total shortfall on its lending.

### **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

As set out in our Statement of Proposals we propose that the basis of our remuneration be fixed under Rule 18.16 of the Rules 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 for attending to matters as set out in the fees estimate provided.

We consider that the Company has insufficient property to enable a distribution to be made to unsecured creditors. In these circumstances, if there is no creditors' committee, or the committee does not make a determination, it is for each secured creditor and the preferential creditors of the Company to determine the basis of our remuneration under Rule 18.18 of the Rules. Our fees estimate was provided to all creditors with our Statement of Proposals dated 28 December 2018. This fees estimate has not been exceeded.

### **Disbursements**

To 8 May 2019, we have also incurred disbursements in the sum of £139.

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](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.

## 7. ADMINISTRATORS' EXPENSES

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

### **Legal Fees**

It has been necessary to instruct Gosschalks solicitors to assist the administrators during the administration and to provide legal advice generally on all matters arising throughout This has included the following:

- Advising on the winding up petition presented against the Company and dealing with the withdrawal of the same at court.
- Dealing with the court applications in respect of the subsidiary companies from which the court order allows for Gosschalks' costs to be payable as an expense of the administrations.
- Review and advising in relation to the equipment lease agreements.

Total fees incurred to date total approximately £48,500 and can be broken down as follows:

- £2,000 incurred in connection with dealing with matters for the Company only.
- £46,250 costs incurred together with disbursements of £349 for which the Company, Burningnight Limited in Administration and Cornertrack Limited in Administration for which all companies are jointly and severally liable.

We would advise that it was not anticipated that solicitors fees would be incurred in this particular matter. However following appointment it was necessary to instruct solicitors and counsel to attend and have the winding up petition, presented against the Company prior to administration, withdrawn as this was not withdrawn automatically Due to the Company being one of several subsidiary companies within a group of companies, it was also necessary to instruct solicitors to provide legal advice on the complex matters surrounding the group companies as a whole. These matters were identified as requiring legal advice following appointment.

### **Expenses actually incurred compared to those that were anticipated**

Creditors will recall that we estimated that the expenses of the administration would total £326. Unfortunately, we consider that, the expenses that we have incurred so far have exceeded that estimate. The reason why the estimate has been exceeded is as follows:

- As detailed above, legal fees have been incurred that were not anticipated. This is due to the nature and complexities of this matter and issues surrounding other group companies.

## 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 dependant upon the outcome of the realisations and investigations. This will include meetings between members of staff to formulate the strategy moving forward and ensure that the strategy is achieved.

We are also required to maintain records to demonstrate how the case is 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, periodic case reviews and maintaining case files.

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

We are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration, to ensure that the joint administrators and their staff carry out their work to high professional standards.

We will draft and issue interim progress reports on a six monthly basis to provide an update to the creditors of the progress made during the administration. These documents will be filed to meet statutory requirements.

In addition, a final progress report will have to be produced 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.

Should the administration need to be extended beyond its statutory term of 12 months, the administrators have a duty to seek an extension, firstly from the creditors and subsequently by Order of the Court, should a further extension be required.

We will also monitor the statutory bond level to ensure that sufficient cover is in place at all times.

### Realisation of assets

We will continue to chase the book debt ledger.

It is unclear at present whether the work carried out will lead to any financial benefit to creditors or whether there are any other assets or claims at this stage which will be uncovered in our ongoing investigations.

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

We will continue to deal with queries received from creditors of the Company and liaise with the secured creditor.

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

In accordance with the law and best practice we will submit VAT and corporation tax returns to HMRC in respect of 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?**

We estimate that the costs of the future work to be carried out as detailed above will be approximately £8,000.

#### **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 revised estimate of anticipated expenses attached at Appendix 3.

## **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 directors. We have complied with our duties in this respect.

#### **Investigations completed**

We have carried out a detailed investigation into the conduct of the Company and its financial affairs. These investigations have included a forensic analysis of the Company's bank statements, review of the Company's books and records both electronic and hard copy and review of the Company's accounts system and accounts and are continuing as part of the wider "group" investigations.

#### **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.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

**Andrew Mackenzie**  
Joint Administrator

Dated: 22 May 2019

ACCOUNT OF RECEIPTS AND PAYMENTS

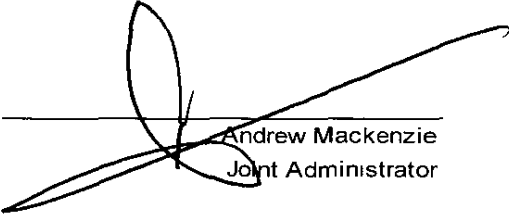
Period: 9 November 2018 to 8 May 2019

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NIL

REPRESENTED BY

NIL

  
Andrew Mackenzie  
Joint Administrator

## TIME COSTS INFORMATION

- a. Begbies Traynor (Central) LLP's charging policy,
- b. Time Costs Analysis for the period from 9 November 2018 to 8 May 2019; and
- c. Revised statement of administrators' expenses.

## **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. 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 guidance<sup>2</sup> indicates that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

### **OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES**

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below.

### **EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES**

Best practice guidance classifies expenses into two broad categories:

- ❑ *Category 1 disbursements (approval not required)* - specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- ❑ *Category 2 disbursements (approval required)* - items of expenditure that are directly related to the case which include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party.

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

- Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 (London £150) per meeting;
- Car mileage is charged at the rate of 45 pence per mile;
- 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;

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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



*Expenses which should be treated as Category 2 disbursements (approval required)* – in addition to the two categories referred to above, best practice guidance indicates that where payments are to be made to outside parties in which the office holder or his firm or any associate has an interest, these should be treated as Category 2 disbursements.

***Services provided by other entities within the Begbies Traynor group***

The following items of expenditure which relate to services provided by entities within the Begbies Traynor Group, of which the office holder's firm is a member, are also to be charged to the case (subject to approval):

Instruction of Eddisons Commercial Limited to provide assistance in valuing the assets of the Company, liaising with third party suppliers in order to collate the leased/hired purchase agreements and preparing valuations. Their charges will be calculated on a time costs basis at the prevailing hourly rates for their various grades of staff which are currently as follows:

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

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:

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

(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:

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

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

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour)</b>
Partner	250
Senior Manager	175

SIP9 Burningnight (Services) Limited - Administration - 80BU382 ADM : Time Costs Analysis From 09/11/2018 To 08/05/2019

Staff Grade	Consultant/Partner	Director	Sr Mgr	Mgr	Asst Mgr	Sr Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	1.0				1.5				1.5	1,269.50	334.08
	Administration		1.5			5.9			0.3	15.9	4,061.00	255.41
	<b>Total for General Case Administration and Planning</b>	<b>1.0</b>	<b>1.5</b>			<b>7.4</b>			<b>0.3</b>	<b>18.7</b>	<b>5,330.50</b>	<b>270.58</b>
	Appointment				3.4	1.3			0.2	14.1	2,461.00	174.54
Compliance with the Insolvency Act, Rules and best practice	Banking and Bonding							0.4	0.1	0.5	70.00	140.00
	Case Closure											0.00
	Statutory reporting and statement of affairs	1.1	0.7			4.0		11.2		17.0	3,904.00	229.65
	<b>Total for Compliance with the Insolvency Act, Rules and best practice</b>	<b>1.1</b>	<b>0.7</b>		<b>3.4</b>	<b>5.3</b>		<b>20.8</b>	<b>0.3</b>	<b>31.6</b>	<b>6,435.00</b>	<b>203.64</b>
Investigations	CCOA and investigations	4.1	0.7			8.0		2.6		15.4	5,825.00	378.25
	<b>Total for Investigations</b>	<b>4.1</b>	<b>0.7</b>			<b>8.0</b>		<b>2.6</b>		<b>15.4</b>	<b>5,825.00</b>	<b>378.25</b>
Realisation of assets	Debt collection					2.5		1.3		3.8	1,168.50	307.76
	Property, business and asset sales	0.5				0.5				1.0	395.00	395.00
	Retention of Title/Third party assets		2.6			0.7				3.3	1,433.50	434.39
	<b>Total for Realisation of assets</b>	<b>0.5</b>	<b>2.6</b>			<b>3.7</b>		<b>1.3</b>		<b>8.1</b>	<b>2,968.00</b>	<b>370.12</b>
Trading	Trading	0.3								0.3	145.50	485.00
	<b>Total for Trading</b>	<b>0.3</b>								<b>0.3</b>	<b>145.50</b>	<b>485.00</b>
Dealing with all creditors (secured and unsecured), correspondence and distributions	Secured											0.00
	Others	0.3	0.2			0.8		1.5		2.8	886.50	245.18
	Creditors committee											0.00
	<b>Total for Dealing with all creditors claims (secured and unsecured), correspondence and distributions</b>	<b>0.3</b>	<b>0.2</b>			<b>0.8</b>		<b>1.5</b>		<b>2.8</b>	<b>886.50</b>	<b>245.18</b>
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											0.00
Total for Other matters	Urgent											0.00
	<b>Total for Other matters</b>	<b>7.3</b>	<b>5.7</b>		<b>3.4</b>	<b>25.2</b>		<b>35.7</b>	<b>0.6</b>	<b>77.9</b>		<b>0.00</b>
Total time cost by staff grade	<b>Total hours by staff grade</b>	<b>3,433.50</b>	<b>2,428.50</b>		<b>850.00</b>	<b>9,775.50</b>		<b>4,865.00</b>	<b>72.00</b>		<b>21,423.50</b>	
	<b>Average hourly rate £</b>	<b>470.34</b>	<b>425.70</b>	<b>0.00</b>	<b>250.00</b>	<b>387.92</b>	<b>0.00</b>	<b>138.30</b>	<b>120.00</b>		<b>0.00</b>	<b>275.01</b>
	<b>Total fees drawn to date £</b>											

## 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 <b>not</b> within the Begbies Traynor Group				
Bond	Marsh Limited	20.00	Nil	20.00
Legal fees	Gosschalks Solicitors	48,500.00	Nil	48,500.00
Counsel fees		178.00	Nil	178.00
Legal disbursements	Gosschalks Solicitors	349.00	Nil	349.00
Statutory advertising	Courts Advertising	84.60	Nil	84.60
Storage fees	Archive Solutions	17.40	Nil	17.40

**BURNINGNIGHT (SERVICES) LIMITED****DETAILS OF THE EXPENSES THAT THE ADMINISTRATORS CONSIDER WILL BE, OR ARE LIKELY TO BE INCURRED DURING THE COURSE OF THE ADMINISTRATION**

<b>No.</b>	<b>Type of expense</b>	<b>Description</b>	<b>Estimate £</b>
1.	Advertisements	Of appointment, dividends etc.	169 20 plus VAT
2.	Bond	An Insolvency Practitioner is required to have a bond in place to protect the estate from misappropriation of funds	20 00 plus VAT
3.	Storage costs	An Insolvency Practitioner is required to retain relevant books and records of the insolvent entity in order to carry out his/her duties as office holder. In addition, following case closure the Insolvency Practitioner will retain his/her working papers to allow any queries or issues raised to be dealt with.	36.60 plus VAT
4.	Bank charges	An Insolvency Practitioner is required to operate a separate bank account in relation to the insolvent entity's estate	100.00 plus VAT
5.	Legal fees	Legal fees incurred to date and estimated to be incurred in respect of providing advice and dealing with all legal matters and issues encountered.	50,000.00 plus VAT
	Counsel fees		178.00 plus VAT
6.	Legal disbursements	Disbursements incurred to date and anticipated to be incurred	349.00 plus VAT

For the avoidance of any doubt, the above estimate relates to the period of administration only, it does not relate to any expenses that will or may be incurred in any insolvency procedure following the administration.