

# 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 8 2 1 7 0 9 9

Company name in full Hancock and Lane 2012 Limited

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

### 2 Liquidator's name

Full forename(s) Stephen

Surname Katz

### 3 Liquidator's address

Building name/number Pearl Assurance House

Street 319 Ballards Lane

Post town London

County/Region

Postcode N 1 2 8 L Y

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

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

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

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

# LIQ03

## Notice of progress report in voluntary winding up


### 6 Period of progress report

From date	<sup>d</sup> 3	<sup>d</sup> 0	<sup>m</sup> 0	<sup>m</sup> 6	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2	
To date	<sup>d</sup> 2	<sup>d</sup> 9	<sup>m</sup> 0	<sup>m</sup> 6	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3	

### 7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
---	--

### 8 Sign and date

Liquidator's signature	Signature X  X								
Signature date	<sup>d</sup> 2	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3	

**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 **Sinead Trainor**

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

Address **Pearl Assurance House**

**319 Ballards Lane**

Post town **Finchley**

County/Region **London**

Postcode 

N	1	2		8	L	Y
---	---	---	--	---	---	---

Country

DX

Telephone **020 8343 5900**

**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)**

---

## **Hancock and Lane 2012 Limited (In Members' Voluntary Liquidation)**

---

Progress report

Period: 30 June 2022 to 29 June 2023

### **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.

---

## **Contents**

- ❑ Interpretation
- ❑ Company information
- ❑ Details of appointment of liquidators
- ❑ Progress during the period
- ❑ Creditors
- ❑ Distributions to members
- ❑ Remuneration and expenses
- ❑ Liquidators' expenses
- ❑ Assets that remain to be realised and work that remains to be done
- ❑ Other relevant information
- ❑ Members' rights
- ❑ Conclusion
- ❑ Appendices
  - 1. Liquidators' account of receipts and payments
  - 2. Liquidators' time costs and expenses
  - 3. Statement of Liquidators' expenses

# 1. INTERPRETATION

<b><u>Expression</u></b>	<b><u>Meaning</u></b>
"the Company"	Hancock and Lane 2012 Limited (In Members' Voluntary Liquidation)
"the liquidators", "we", "our" and "us"	Stephen Katz of Begbies Traynor (London) LLP, Pearl Assurance House, 319 Ballards Lane, Finchley, London, N12 8LY
"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

Company registered number:	08217099
Company registered office:	Pearl Assurance House, 319 Ballards Lane, London, N12 8LY
Former trading address:	Gable End Toft, Dunchurch, Rugby, CV22 6NR

# 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	30 June 2021
Date of liquidators' appointment:	30 June 2021
Changes in liquidator (if any):	John Kelmanson resigned as Joint Liquidator with effect from 28 February 2022.

Following Mr Kelmanson's retirement, LIQ06 Notice of Liquidator's resignation was filed at Companies House on 10 March 2022, stating that it was no longer expedient for two Liquidators to remain appointed. Stephen Katz remains the sole office holder in the Liquidation.

## 4. PROGRESS DURING THE PERIOD

### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 30 June 2022 to 29 June 2023.

#### Receipts

Bank interest gross

The funds in hand are held in an interest-bearing account with a High Street bank in the Office Holders' name as Joint Liquidators of the Company.

Interest earned on the funds in hand amounts to £19.70 which was received during the year under review.

#### Payments

Corporation Tax

The amount of £3,009.77 was paid to HMRC in respect of Corporation Tax payable for the year ended 29 June 2022.

### **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 members?**

As reported previously, a large part of my firm's time has been spent liaising with the Company's accountants and HM Revenue & Customs ("HMRC") in relation to the Company's tax affairs and is still ongoing.

The effects of the COVID-19 on HMRC resulted in the substantial backlogs and despite numerous emails and telephone correspondence, they are continuing to extend the deadline for dealing with any of our requests. Unfortunately, this is not a standalone issue and we are facing the same delays with our other cases. As a result, the Liquidation has taken longer to progress than was anticipated and thereby causing the Liquidation to remain open into a further annual reporting period requiring additional statutory and practical compliance procedures to be administered, in addition to the substantial time spent liaising with HMRC.

Details of the types of work detailed on 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 at Appendix 2.

#### General case administration and planning

Generally, it is necessary to maintain records to demonstrate how the case has been administered and to ensure reasons for decisions that materially affect the case are adequately documented. Meetings with the case manager and team have accordingly been held regularly to assess case status and ensure adherence to these requirements. Standard case reviews have also been conducted and documented periodically.

Other general case administration tasks undertaken include the following:

- Dealing with the movement of funds in the estate bank account;

- Dealing with general queries of the Company's directors and shareholders in respect of various matters;
- Ongoing maintenance of Liquidation records;
- Ongoing maintenance of up to date information case management databases and software;
- Ensuring time recording data is compliant with Statement of Insolvency Practice 9;
- Dealing with correspondence (physically and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories.

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

- Periodically reviewing the adequacy of the specific penalty bond;
- Submission of forms to Companies House;
- Maintain an accurate account of receipts and payments;
- Complying with requirements of Insolvency Act and Insolvency Rules; and
- Preparing information for the Annual Progress Report to members including detailed costs and expenses review and analysis.

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

Shortly after the Company was placed into Liquidation, my staff and I liaised with the Company's accountants in respect of the preparation and submission of the Company's final pre-liquidation Corporation Tax return for the period ending 29 June 2021. All returns up to the date of Liquidation are required to be filed with HM Revenue & Customs ("HMRC") before HMRC will provide the necessary pre-Liquidation tax clearance required to conclude a Liquidation. I am pleased to report that these returns have now been submitted to HMRC and pre-Liquidation tax clearance has been requested.

In addition to this, I have also submitted the final post Liquidation tax return to HMRC and requested post Liquidation tax clearance.

## 5. CREDITORS

As in any 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 liabilities owed to creditors in the order of priority as set out in the Insolvency Act 1986 (as between secured, preferential, secondary preferential and unsecured creditors) before paying them in full with statutory interest.

After the Company was placed into Liquidation, the amount of £3,009.77 was paid in to HMRC in respect of Corporation Tax.

The amount of £347,294 was repaid to the director in respect of an outstanding Directors Loan Account.

## 6. DISTRIBUTIONS TO MEMBERS

The following distributions have been paid to the members since the date of my appointment – Distribution in specie of £67,706 declared on 2 July 2021 representing a return of £677.06 per £1 ordinary share.

A cash distribution of £28,906.33 was declared on 14 October 2022, representing a return of £289.07 per £1 ordinary share.

## 7. REMUNERATION & EXPENSES



The Company, by written resolution, approved that the basis of my remuneration for both the pre and post appointment work to be fixed by reference to the time properly spent by me and my staff in attending to matters arising in the winding up with my fee initially capped at £5,000 plus VAT.

To date I have drawn fees totalling £5,000 plus VAT in accordance with this resolution.

A schedule of my firm's charge-out rates was issued at the time the basis of the Liquidator's remuneration was approved. There has not been any material increase in the rates during this appointment.

### **Time Cost Analysis**

During the period from 30 June 2022 to 29 June 2023, my firm has incurred time costs of £4,338.50.

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

- ☐ Time Costs Analysis for the period 30 June 2022 to 29 June 2023
- ☐ A cumulative Time Cost Analysis for 30 June 2021 to 29 June 2023 – our cumulative time costs for the Liquidation are £24,889.50
- ☐ Begbies Traynor (London) LLP's charging policy

### **Category 1 & 2 Expenses**

During the report period we have not drawn any category 1 or 2 expenses.

## **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**

### **Assets that remain to be realised**

There are no further assets to be realised.

### **What work remains to be done**

My administration of the Liquidation is virtually complete with the exception of pre and post Liquidation tax clearance required from HMRC to conclude my administration of the Liquidation. We are currently experiencing extreme delays from HMRC to obtain tax clearances but, we will continue to chase this on a regular basis and once received, the Liquidation will be concluded. In the meantime, we will continue to administer any statutory compliance tasks required.

On this engagement, the work listed below, which is required to comply with the Statute and best practice, does not hold a direct commercial benefit to shareholders except to the extent that these tasks ensure this particular engagement is dealt with to the standards expected and also in a timely fashion.

### General case administration and progression

Whilst the liquidation remains open, I have to perform the following tasks;

- Update of case compliance checklists;

- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;
- Ensure time recording data is compliant with Insolvency Regulations and the Statement of Insolvency Practice 9;
- Maintenance of case on the Liquidators' computer systems;
- Administrative tasks such as bank account reconciliations and case file reviews;
- Case management and planning;
- Internal case meetings;
- Costs and expenses management and review.

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

- Periodically reviewing the adequacy of the specific penalty bond;
- Submission of forms to Companies House;
- Maintain an accurate account of receipts and payments;
- Complying with the requirements of the Insolvency Act and Insolvency Rules; and
- Preparing information for the Annual Progress Report to members including detailed costs and expenses review and analysis.

#### Closure

- Preparing, reviewing and issuing the Final Report to members;
- Filing of final return at Companies House; and
- Update physical and electronic case records following closure.

## 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 was sought following appointment. Notwithstanding this, beneficiaries of the 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.



**Stephen Katz FCA**  
Liquidator

Dated: 21 August 2023

# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 30 June 2022 to 29 June 2023

**HANCOCK AND LANE 2012 - IN LIQUIDATION**  
**LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT**  
**FROM 30 JUNE 2022 TO 29 JUNE 2023**

	<b><u>Realised</u></b> <b><u>to-date</u></b> <b>£</b>	<b><u>Y/E</u></b> <b><u>29-Jun-23</u></b> <b>£</b>
<b>Balance Brought Forward</b>		453,905.36
<b><u>Receipts</u></b>		
Freehold Land & Property	415,000.00	-
Insurance referral	930.38	-
Cash at bank	38,489.79	-
Cash held on appointment	6,000.00	-
Bank Gross Interest	22.91	19.70
	<u>460,443.08</u>	<u>453,925.06</u>
<b><u>Payments</u></b>		
Specific Bond	160.00	-
Liquidation Fee	5,000.00	-
Statutory Advertising	298.35	-
Irrecoverable VAT	1,059.67	-
Corporation Tax	3,009.77	3,009.77
		<u>3,009.77</u>
<b><u>Funds available for distribution</u></b>	<u>9,527.79</u>	<u>450,915.29</u>
	<u>450,915.29</u>	
<b><u>Less: DISTRIBUTIONS</u></b>		
<b>Unsecured creditors: 100p in the £</b>	347,294.00	
Directors Loan Account	<u>103,621.29</u>	
<b>Ordinary Shareholders 100 ordinary shares of £1</b>		
<i>1st interim distribution in specie paid 2 July 2021</i>	67,706.00	
<i>2nd interim distribution cash distribution paid on 14 October 2022</i>	28,906.33	
<b><u>Balance in hand</u></b>	<u>103,621.29</u>	
<b><u>Represented by: -</u></b>	7,008.96	
Balance at bank	<u>7,008.96</u>	

## **TIME COSTS AND EXPENSES**

- a. Begbies Traynor (London) LLP's charging policy;
- b. Time Costs Analysis for the period from 30 June 2022 to 29 June 2023;
- c. Cumulative Time Costs Analysis for the period from 30 June 2021 to 29 June 2023.

## **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.

### **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 £150 per meeting;
- ❑ Car mileage which is charged at the rate of 45 pence per mile

Payments anticipated to be made to associates (pursuant to (ii) above)

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 expense*:

- ☐ 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 office as at the date of this report are as follows:

Hourly Charge-out rate (£)	
Grade of Staff	
Consultant/Partner	645
Director	515
Senior Manager	440
Manager	410
Assistant Manager	315
Senior Administrator	290
Administrator	220
Trainee Administrator	160
Support	160

Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

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



SIP9 Hancock and Lane 2012 Limited - Members Voluntary Liquidation - 23H1039.MVL : Time Costs  
Analysis From 30/06/2022 To 29/06/2023

Staff Grade		Consultant/Partner	Mngr	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning		0.4				0.4	164.00	410.00
	Administration		1.0	1.0	1.6		3.6	886.00	246.11
	<b>Total for General Case Administration and Planning:</b>		<b>1.4</b>	<b>1.0</b>	<b>1.6</b>		<b>4.0</b>	<b>1,050.00</b>	<b>262.50</b>
Compliance with the Insolvency Act, Rules and best practice	Appointment								0.00
	Banking and Bonding		0.1		0.6	1.5	2.2	377.00	171.36
	Case Closure								0.00
	Statutory reporting and statement of affairs	0.3	1.5		2.5		4.3	1,208.50	281.05
	<b>Total for Compliance with the Insolvency Act, Rules and best practice:</b>	<b>0.3</b>	<b>1.6</b>		<b>3.1</b>	<b>1.5</b>	<b>6.5</b>	<b>1,585.50</b>	<b>243.92</b>
Dealing with all creditors claims (including employees), correspondence and distributions	Others	0.1	0.6				0.7	310.50	443.57
	<b>Total for Dealing with all creditors claims (including employees), correspondence and distributions:</b>	<b>0.1</b>	<b>0.6</b>				<b>0.7</b>	<b>310.50</b>	<b>443.57</b>
Other matters which includes meetings, tax, litigation, pensions and travel	Tax	0.1	1.0	3.3	1.2		5.6	1,392.50	248.66
	<b>Total for Other matters:</b>	<b>0.1</b>	<b>1.0</b>	<b>3.3</b>	<b>1.2</b>		<b>5.6</b>	<b>1,392.50</b>	<b>248.66</b>
	<b>Total hours by staff grade:</b>	<b>0.5</b>	<b>4.6</b>	<b>4.3</b>	<b>5.9</b>	<b>1.5</b>	<b>16.8</b>		
	<b>Total time cost by staff grade £:</b>	<b>322.50</b>	<b>1,886.00</b>	<b>946.00</b>	<b>944.00</b>	<b>240.00</b>		<b>4,338.50</b>	
	<b>Average hourly rate £:</b>	<b>645.00</b>	<b>410.00</b>	<b>220.00</b>	<b>160.00</b>	<b>160.00</b>			<b>258.24</b>

SIP9 Hancock and Lane 2012 Limited - Members Voluntary Liquidation - 23H1039.MVL : Time Costs Analysis From 30/06/2021 To 29/06/2023

Staff Grade		Consultant/Partner	Snr Mngr	Mngr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning		10.1	0.4			1.7		12.2	4,880.00	400.00
	Administration		1.7	3.2	2.1	5.1	3.5		15.6	4,351.00	278.91
	<b>Total for General Case Administration and Planning:</b>		<b>11.8</b>	<b>3.6</b>	<b>2.1</b>	<b>5.1</b>	<b>5.2</b>		<b>27.8</b>	<b>9,231.00</b>	<b>332.05</b>
Compliance with the Insolvency Act, Rules and best practice	Appointment		0.3		1.3				1.6	509.00	318.13
	Banking and Bonding			0.2		0.1	2.0	3.7	6.0	1,016.00	169.33
	Statutory reporting and statement of affairs	0.3		1.5			2.5		4.3	1,208.50	281.05
	<b>Total for Compliance with the Insolvency Act, Rules and best practice:</b>	<b>0.3</b>	<b>0.3</b>	<b>1.7</b>	<b>1.3</b>	<b>0.1</b>	<b>4.5</b>	<b>3.7</b>	<b>11.9</b>	<b>2,733.50</b>	<b>229.71</b>
Realisation of assets	Property, business and asset sales	0.2							0.2	129.00	645.00
	<b>Total for Realisation of assets:</b>	<b>0.2</b>							<b>0.2</b>	<b>129.00</b>	<b>645.00</b>
Dealing with all creditors claims (including employees), correspondence and distributions	Others	0.4	22.3	0.6					23.3	10,316.00	442.75
	<b>Total for Dealing with all creditors claims (including employees), correspondence and distributions:</b>	<b>0.4</b>	<b>22.3</b>	<b>0.6</b>					<b>23.3</b>	<b>10,316.00</b>	<b>442.75</b>
Other matters which includes meetings, tax, litigation, pensions and travel	Tax	0.4	1.9	1.0	0.2	3.3	1.2		8.0	2,480.00	310.00
	<b>Total for Other matters:</b>	<b>0.4</b>	<b>1.9</b>	<b>1.0</b>	<b>0.2</b>	<b>3.3</b>	<b>1.2</b>		<b>8.0</b>	<b>2,480.00</b>	<b>310.00</b>
	Total hours by staff grade:	1.3	36.3	6.9	3.6	8.5	10.9	3.7	71.2		
	Total time cost by staff grade £:	838.50	15,972.00	2,829.00	1,044.00	1,870.00	1,744.00	592.00		24,889.50	
	Average hourly rate £:	645.00	440.00	410.00	290.00	220.00	160.00	160.00			349.57

**APPENDIX 3****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 <b>not</b> within the Begbies Traynor Group				
Bond	AXA Insurance Plc	£160	£160	Nil
Statutory Advertising	London Gazette	£298.35	£298.35	Nil
Professional Fees	SBP Law Solicitors	£250 plus VAT	Nil	£250 plus VAT