

In accordance with
Rule 18.7 of the
Insolvency (England &
Wales) Rules 2016 and
Sections 92A, 104A and
192 of the Insolvency
Act 1986.

LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY



A97XX1WR

A02

25/06/2020

#142

COMPANIES HOUSE

1 Company details

Company number 0 9 3 9 6 8 8 5

Company name in full Excess Toner Buyer Limited

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

2 Liquidator's name

Full forename(s) Emma Louise

Surname Mifsud

3 Liquidator's address

Building name/number Oxford Chambers

Street Oxford Road

Post town Guiseley

County/Region Leeds

Postcode L S 2 0 9 A T

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	^d 0	^d 4	^m 0	^m 4	^y 2	^y 0	^y 1	^y 9
To date	^d 0	^d 3	^m 0	^m 4	^y 2	^y 0	^y 2	^y 0

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 0	^d 2	^m 0	^m 6	^y 2	^y 0	^y 2	^y 0
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LIQ03

Notice of progress report in voluntary winding up

**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 **Emma Mifsud**Company name **Walsh Taylor**Address
Oxford Chambers
Oxford RoadPost town **Guiseley**County/Region **Leeds**Postcode **L S 2 0 9 A T**

Country

DX

Telephone **01943 877545****Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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

**Important information**

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

**Where to send**

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

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

**Further information**

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Excess Toner Buyer Limited
(In Liquidation)
LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 04/04/2019 To 03/04/2020 £	From 04/04/2018 To 03/04/2020 £
RECEIPTS			
Goodwill	3,000.00	0.00	3,000.00
Stock	7,000.00	0.00	2,500.00
Overdrawn Directors Loan Account		5,853.77	11,924.26
Bank Interest Gross		6.12	7.15
		<u>5,859.89</u>	<u>17,431.41</u>
PAYMENTS			
Specific Bond		45.00	85.00
Preparation of S. of A.		432.51	10,000.00
Liquidator Fees		3,593.55	3,593.55
Cred Meeting Expenses		0.00	150.00
Accountancy Fees		0.00	1,000.00
Agents/Valuers Fees (1)		0.00	250.00
Legal fees		1,500.00	1,500.00
Case Set Up		0.00	25.00
Telephone Telex & Fax		0.00	7.00
Disbursements - Category 1		0.95	13.68
Disbursements - Category 2		3.75	26.55
Statutory Advertising		0.00	213.00
DE Arrears & Holiday Pay	(500.00)	0.00	0.00
Trade & Expense Creditors	(2,595.00)	0.00	0.00
Employees	(1,500.00)	0.00	0.00
H M Revenue & Customs Corporation Tax	(14,000.00)	0.00	0.00
HM Revenue & Customs - VAT	(22,520.00)	0.00	0.00
Ordinary Shareholders	(1.00)	0.00	0.00
		<u>5,575.76</u>	<u>16,863.78</u>
Net Receipts/(Payments)		<u>284.13</u>	<u>567.63</u>
MADE UP AS FOLLOWS			
Bank Current a/c		291.48	311.48
VAT Receivable / (Payable)		(7.35)	256.15
		<u>284.13</u>	<u>567.63</u>



ANNUAL PROGRESS REPORT

EXCESS TONER BUYER LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

ANNUAL PROGRESS REPORT OF EXCESS TONER BUYER LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

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- Enquiries and Investigations
- Realisation of Assets
- Creditors
- Fees and Expenses
- Creditors' Rights
- EU Regulations
- Conclusion

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- Appendix II – Receipts and Payments account for the period 4 April 2019 to 3 April 2020
- Appendix III - Estimated Outcome Statement
- Appendix IV - Detailed list of work undertaken in the period
- Appendix V - Time cost information for period 4 April 2019 to 3 April 2020

ANNUAL PROGRESS REPORT OF EXCESS TONER BUYER LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

EXECUTIVE SUMMARY

A summary of key information in this report is detailed below. Kate Ellis resigned and Emma Mifsud was appointed as liquidator of the Company by block transfer order on 11 November 2019.

Assets

Asset	Estimated to realise per Statement of Affairs (£)	Realisations to date (£)	Anticipated future realisations (£)	Total anticipated realisations (£)
Goodwill	3,000.00	3,000.00	Nil	3,000.00
Stock	7,000.00	2,500.00	Nil	2,500.00
Directors Loan Account	Nil	11,924.26	Nil	11,924.26
Bank Interest Gross	N/A	7.15	Nil	7.15

Expenses

Expense	Amount per fees expenses and estimates (£)	Expense incurred to date (£)	Anticipated further expense to closure (£)	Total anticipated expense (£)
Liquidator's fees	15,100.00	23,190.50	2,000.00	25,190.50
Solicitors' fees	Nil	1,500.00	Nil	1,500.00
Agents' fees	Nil	250.00	Nil	250.00
Accountancy fees	Nil	1,000.00	Nil	1,000.00
All other expenses	445.80	520.23	Nil	520.23

Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	N/A	N/A
Preferential creditors	Nil	Nil
Unsecured creditors	Nil	Nil

Summary of key issues outstanding

- Closing formalities.

Closure

Based on current information, it is anticipated that the liquidation will be concluded within the next three months.

ANNUAL PROGRESS REPORT OF EXCESS TONER BUYER LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

ADMINISTRATION AND PLANNING

Statutory information

Statutory information may be found at Appendix I.

The Liquidator is 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 of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix IV.

The Liquidator has met her statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Review Period, the following key documents have been issued:

- This progress report;

Other administration tasks

During the review period, the following material tasks in this category were carried out:

- Case reviews;
- Bond reviews;
- Reclamation of VAT;
- Bank reconciliations;
- Realising all assets listed in the directors' statement of affairs;
- Collecting in payment in relation to the overdrawn directors loan account and
- Discharging all outstanding liquidation expenses.

ENQUIRIES AND INVESTIGATIONS

During the Review Period, the Liquidator continued to review the Company's affairs for the period prior to appointment, particularly in relation to the overdrawn director's loan account. Further analysis of the books and records of the Company were undertaken and meetings held with the director to determine the balance owing in relation to the loan account. The final outstanding balance was estimated to be £16,891. After protracted discussions with the director he repaid £11,924.26 in total during the period of the liquidation. No further action has been taken in respect of the balance due to the directors financial circumstances.

REALISATION OF ASSETS

Detailed below is key information about asset realisation and strategy during the review period, however, more details about the work undertaken may be found at Appendix IV.

Overdrawn Directors Loan Account

As detailed above the director repaid £5,853.77 in relation to the overdrawn balance in the review period. In total £11,924.26 was repaid. There are no further monies to be paid in respect of this matter.

There are no other known assets to realise in the liquidation.

ANNUAL PROGRESS REPORT OF EXCESS TONER BUYER LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out key tasks which are detailed in the list at Appendix IV. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Secured creditors

The Company has not granted any charges over its assets.

Employees were shown to be owed £2,000 in the statement of affairs. A claim of £3,479.40 has been received, of which £839.40 is claimed preferentially.

Unsecured creditors

HMRC was shown to be owed £36,520 in the statement of affairs. A claim of £42,403.68 has been received.

The trade and expense creditors as per the statement of affairs totalled £2,595. Please be advised that proofs of debt are still being received and therefore the total value of unsecured claims is not known at present.

Dividend prospects

Due to insufficient asset realisations there will be no dividend to creditors.

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors. The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

FEES AND EXPENSES

Pre-Appointment Costs

Fixed fee agreed with the Directors and ratified by creditors.

The creditors authorised the fee of £10,000 plus vat and plus disbursements for assisting the director with placing the Company in Liquidation and with preparing the Statement of Affairs on 4 April 2018. During the review period £432.51 has been paid in respect of this fee. Payment has been received in full during the liquidation.

A payment of £1,000 from this fee was paid to JS White & Co. for their assistance with liquidation matters.

The Liquidator's fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and director then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a senior manager or director.

The basis of the Liquidator's fees were approved by creditors on 4 April 2018 in accordance with the following resolution:

"That Walsh Taylor be paid in the sum of £10,000 plus VAT and disbursements in respect of convening the procedure to seek a decision from creditors on the nomination of a liquidator and for the preparation of the statement of affairs."

ANNUAL PROGRESS REPORT OF EXCESS TONER BUYER LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

The time costs for the period 4 April 2019 to 3 April 2020 total £9,954.50, representing 31.50 hours at an average hourly rate of £316.02. Liquidation fees of £3,593.55 have been drawn during the review period.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Liquidator considers that:

- the original fees estimate has been exceeded; and
- the original expenses estimate has been exceeded.

Given the lack of asset realisations on the matter, the liquidator does not consider that an increase in the request to creditors for further remuneration is required.

The total time costs for the full period of liquidation are £23,190.50 representing total hours of 88.60 at an average rate of £261.74 per hour.

Disbursements

The category 1 disbursements paid for in the period 4 April 2019 to 3 April 2020 total £1,500.95 are detailed at Appendix II and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment.

The category 2 disbursements for the period 4 April 2019 to 3 April 2020 total 3.75. The basis of calculation of this category of disbursement was disclosed to creditors prior to their approval, which was given on 4 April 2018.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' may be found <https://www.walshtaylor.co.uk/linksdocuments/guide-to-fees/>. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

Other professional costs

Solicitors

Front Row Legal were instructed as legal advisors in relation to the director's overdrawn loan account. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. The solicitors' fees for the period 3 April 2019 to 4 April 2020 amount to £1,500 plus VAT.

CREDITORS' RIGHTS

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

ANNUAL PROGRESS REPORT OF EXCESS TONER BUYER LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

EU REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was in the UK as their registered office and trading address was 5 Richmond House, Haighwood Road, Leeds, LS16 6PD. Therefore, it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

CONCLUSION

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- Closing formalities.

If you require any further information, please contact this office.



Emma Mifsud
Liquidator
02 June 2020

ANNUAL PROGRESS REPORT OF EXCESS TONER BUYER LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix I

Statutory Information

Company Name	Excess Toner Buyer Limited
Former Trading Name	N/A
Company Number	09396885
Registered Office	Oxford Chambers, Oxford Road, Guiseley, Leeds, LS20 9AT
Former Registered Office	5 Richmond House, Haighwood Road, Leeds, LS16 6PD
Office holders	Emma Louise Mifsud replaced KateElizabeth Ellis by block transfer order on 11 November 2019.
Office holders' address	Walsh Taylor, Oxford Chambers, Oxford Road, Guiseley, Leeds, LS20 9AT

ANNUAL PROGRESS REPORT OF EXCESS TONER BUYER LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix II

Receipts and Payments account for the period 4 April 2019 to 3 April 2020 and the full period to 4 April 2020

Excess Toner Buyer Limited
(In Liquidation)
LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 04/04/2019 To 03/04/2020 £	From 04/04/2018 To 03/04/2020 £
RECEIPTS			
Goodwill	3,000.00	0.00	3,000.00
Stock	7,000.00	0.00	2,500.00
Overdrawn Directors Loan Account		5,853.77	11,924.26
Bank Interest Gross		6.12	7.15
		<u>5,859.89</u>	<u>17,431.41</u>
PAYMENTS			
Specific Bond		45.00	85.00
Preparation of S. of A.		432.51	10,000.00
Liquidator Fees		3,593.55	3,593.55
Cred Meeting Expenses		0.00	150.00
Accountancy Fees		0.00	1,000.00
Agents/Valuers Fees (1)		0.00	250.00
Legal fees		1,500.00	1,500.00
Case Set Up		0.00	25.00
Telephone Telex & Fax		0.00	7.00
Disbursements - Category 1		0.95	13.68
Disbursements - Category 2		3.75	26.55
Statutory Advertising		0.00	213.00
DE Arrears & Holiday Pay	(500.00)	0.00	0.00
Trade & Expense Creditors	(2,595.00)	0.00	0.00
Employees	(1,500.00)	0.00	0.00
H M Revenue & Customs Corporation Tax	(14,000.00)	0.00	0.00
HM Revenue & Customs - VAT	(22,520.00)	0.00	0.00
Ordinary Shareholders	(1.00)	0.00	0.00
		<u>5,575.76</u>	<u>16,863.78</u>
Net Receipts/(Payments)		<u>284.13</u>	<u>567.63</u>
MADE UP AS FOLLOWS			
Bank Current a/c		291.48	311.48
VAT Receivable / (Payable)		(7.35)	256.15
		<u>284.13</u>	<u>567.63</u>

ANNUAL PROGRESS REPORT OF EXCESS TONER BUYER LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix III

Estimated Outcome Statement

An Estimated Outcome Statement ('EOS') for the liquidation, which should be read in conjunction with the accompanying report (which include the main assumptions on which it has been prepared), is as follows: -

Assets	Receipts	Projected	Total
	£	£	£
Goodwill	3,000.00	Nil	3,000.00
Stock	2,500.00	Nil	2,500.00
Directors Loan Account	11,924.26	Nil	11,924.26
Bank Interest Gross	7.15	Nil	7.15
Total known assets			17,431.41
Costs	Payments	Projected	Total
	£	£	£
Specific Bond	85.00	Nil	85.00
Preparation of SofA Fees	10,000.00	Nil	10,000.00
Agents' Fees	250.00	Nil	250.00
Accountancy Fees	£1,000.00	Nil	£1,000.00
Legal Fees	1,500.00	Nil	1,500.00
Liquidator's Fees	3,593.55	567.63	4,161.18
All other expenses	435.23	Nil	435.23
Total estimated costs (on assumptions stated)			17,431.41
Amount available for distribution			Nil
Preferential claims			839.40
Amount available for unsecured creditors			0.00
Unsecured creditors			62,478.08
Dividend in the £			0.00

As with all forms of insolvency proceedings, the associated costs and expenses must be paid first before there can be any return to creditors.

ANNUAL PROGRESS REPORT OF EXCESS TONER BUYER LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix IV

Detailed list of work undertaken for Excess Toner Buyer Limited in Creditors' Voluntary Liquidation for the review period 4 April 2019 to 3 April 2020

Below is detailed information about the tasks undertaken by the Liquidator.

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Instructing agents to wind up any pension scheme Liaising and providing information to be able to finalise winding up the pension scheme
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report, investigation and general reports to creditors Disclosure of sales to connected parties
Creditors' decisions	Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions For virtual or physical meetings: preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting Responding to queries and questions following decisions
Closure	Review case to ensure all matters have been finalised Obtain clearance to close case from HMRC together with submitting final tax return Obtain final accounts from agents solicitors and others instructed Issue final account to creditors File documents with Registrar of Companies
Investigations	
SIP 2 Review	Collection and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary information if required Assisting the Insolvency Service with its investigations
Examinations	Preparing brief to solicitor

ANNUAL PROGRESS REPORT OF EXCESS TONER BUYER LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

General Description	Includes
	<ul style="list-style-type: none"> Liaising with solicitor(s) regarding examinations Attendance at examination Reviewing examination transcripts Liaising with solicitor(s) regarding outcome of examinations and further actions available
Litigation / Recoveries	<ul style="list-style-type: none"> Strategy meeting regarding litigation Seeking funding from creditors Reviewing terms of solicitors' conditional fee agreements Preparing brief to solicitors/Counsel Liaising with solicitors regarding recovery actions Dealing with ATE insurers Attending to negotiations Attending to settlement matters
Realisation of Assets	
Plant and Equipment	<ul style="list-style-type: none"> Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords
Stock	<ul style="list-style-type: none"> Conducting stock takes Reviewing stock values Liaising with agents and potential purchasers Analysing the value in WIP Contracting with service-providers/suppliers to complete WIP
Retention of Title Claims	<ul style="list-style-type: none"> Receive initial notification of creditor's intention to claim Provision of retention of title claim form to creditor Meeting claimant on site to identify goods Adjudicate retention of title claim Forward correspondence to claimant notifying outcome of adjudication Preparation of payment vouchers and correspondence to claimant to accompany payment of claim (if valid) Exchanges with solicitors in deciding claims and dealing with disputes
Other assets: motor vehicles, intangibles, intellectual property, VAT/corporation tax refunds, Insurance claims	<ul style="list-style-type: none"> Liaising with agents to agree disposal strategy Dealing with potential purchasers Negotiating sales Liaising with solicitors to agree sales Collecting sales consideration Liaising with insurance companies and directors to pursue claims Examining company records to support tax refunds Exchanges with government departments
Creditors and Distributions	
Creditor Communication	<ul style="list-style-type: none"> Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Dealing with proofs of debt ("POD")	<ul style="list-style-type: none"> Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	<ul style="list-style-type: none"> Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims

ANNUAL PROGRESS REPORT OF EXCESS TONER BUYER LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Current Charge-out Rates for the firm

Time charging policy

Support staff do charge their time to each case.

Support staff include cashier, secretarial and administration support.

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Insolvency Practitioner/Partners/Directors	425
Senior Manager	350
Manager	300
Senior Administrator	225
Administrator	190
Cashier	190
Secretarial/Administration support staff	125

Disbursement Recovery Policy

Category 1

Direct costs are recovered at actual cost to the case

Includes for example and where relevant insurance and bonding, advertising, courier, registration fees, search fees, postage (including re-direction), storage, subsistence and public transport.

No charge is made for telephone calls.

Category 2

Apportioned costs are recovered on the following tariff: -

Fax

£1 per page sent

Photocopying

15p per copy —, irrespective of size

Room hire

£150 for room hire for creditors' meetings - charge is only be made when attendance of debtor/ director and/or creditors is likely and a meeting room has been set aside.

Stationery

£25 Initial case set-up fee per corporate case
£15 per personal case

Annual case/ file maintenance charges of £10

Car travel

65p per mile

Fax, photocopying and stationery charges are based on the average costs of consumables

Room hire is based on an average of charges levied by four local providers

ANNUAL PROGRESS REPORT OF EXCESS TONER BUYER LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix V

Time cost information for period 4 April 2019 to 3 April 2020 and the full period of liquidation to 4 April 2020

Time Entry - SIP9 Time & Cost Summary

EXC0002 - Excess Toner Buyer Limited
Project Code: POST
To: 03/04/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Cashier	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	3.80	12.80	0.00	23.70	1.20	41.70	10,190.50	244.38
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashier	1.20	0.00	0.00	11.10	1.90	14.20	3,079.50	216.87
Creditors	0.00	0.90	0.00	0.80	0.00	1.50	321.00	214.00
Investigations	5.80	11.50	0.00	11.70	0.00	30.00	9,258.50	308.55
Realisation of Assets	0.00	1.20	0.00	0.00	0.00	1.20	343.00	285.83
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	11.80	26.50	0.00	47.10	3.10	88.60	23,190.50	261.74

Time Entry - SIP9 Time & Cost Summary

EXC0002 - Excess Toner Buyer Limited
Project Code: POST
From: 04/04/2019 To: 03/04/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Cashier	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	2.30	5.50	0.00	8.70	0.00	14.50	4,403.00	303.66
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashier	0.60	0.00	0.00	3.70	1.60	5.90	1,321.50	223.98
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	5.60	4.80	0.00	0.80	0.00	11.10	4,230.00	381.08
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	8.50	10.40	0.00	11.00	1.60	31.50	9,954.50	316.02