

# 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 1 0 1 7 1 4 0 6  
Company name in full Access Security Systems Ltd

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

### 2 Liquidator's name

Full forename(s) Jeremy  
Surname Karr

### 3 Liquidator's address

Building name/number 29th Floor  
Street 40 Bank Street  
Post town London  
County/Region  
Postcode E 1 4 5 N R  
Country

### 4 Liquidator's name ①

Full forename(s) Simon John  
Surname Killick

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

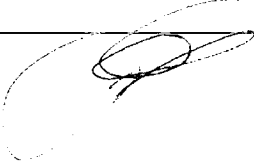


### 5 Liquidator's address ②

Building name/number 29th Floor  
Street 40 Bank Street  
Post town London  
County/Region  
Postcode E 1 4 5 N R  
Country

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

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## Notice of progress report in voluntary winding up

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

# 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 **Bharat Shah**

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

Address **29th Floor**

**40 Bank Street**

Post town **London**

County/Region

Postcode **E 1 4 5 N R**

Country

DX

Telephone **020 7262 1199**



### 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)**

**Access Security Systems Ltd**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 16/11/2020 To 15/11/2021 £	From 16/11/2020 To 15/11/2021 £
	ASSET REALISATIONS		
	Bank Interest Gross	0.04	0.04
46.45	Cash at Bank	46.45	46.45
7,950.00	Cash at Begbies Traynor	7,950.00	7,950.00
	Third Party Contribution	421.53	421.53
		8,418.02	8,418.02
	COST OF REALISATIONS		
	Specific Bond	18.00	18.00
	Statement of Affairs Fee	7,000.00	7,000.00
		(7,018.00)	(7,018.00)
	UNSECURED CREDITORS		
(1,002.94)	Directors	NIL	NIL
(14,054.30)	HMRC (non VAT)	NIL	NIL
(3,148.08)	HMRC (VAT)	NIL	NIL
(500.00)	Trade Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(10,709.87)</b>		<b>1,400.02</b>	<b>1,400.02</b>
	REPRESENTED BY		
	Bank 1 Current		0.02
	Vat Control Account		1,400.00
			<b>1,400.02</b>

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## Access Security Systems Ltd (In **Creditors' Voluntary Liquidation**)

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Progress report

Period: 16 November 2020 to 15 November 2021

### Important Notice

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. 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 and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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## 1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Access Security Systems Ltd (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 16 November 2020.
"the liquidators", "we", "our" and "us"	Jeremy Karr and Simon John Killick of Begbies Traynor (Central) LLP, 29th Floor, 40 Bank Street, London, E14 5NR
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016
"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 Act

## 2. COMPANY INFORMATION

Trading name(s):	NA
Company registered number:	10171406
Company registered office:	1 King's Avenue, London N21 3NA
Former trading address:	4 Bluebird Way, Bricket Wood AL2 3UH

## 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	16 November 2020
Date of liquidators' appointment:	16 November 2020
Changes in liquidator (if any):	None

## 4. PROGRESS DURING THE PERIOD

### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 16 November 2020 to 15 November 2021.

### Receipts

#### Cash at Begbies Traynor

The sum of £7,950 held in our firm's client account was transferred to the liquidation account immediately after our appointment.

#### Cash at Bank

We have recovered the balance of £46.45 from the Company's bankers, Barclays Bank Plc.

#### Third Party Funds

The director provided £421.53 in respect of the balance of the statement of affairs fee.

#### Other Income

We have received £0.04 interest on the funds held in the liquidation account from Barclays Bank Plc.

### Payments

£7,000 – Statement of Affairs fee in relation to our pre-appointment fees as approved by a decision of the creditors on 07 October 2020.

£18 – Bond premium.

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

- Updating 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;
- General case updates to include internal meetings on case strategy and effecting instruction;
- Ongoing maintenance of up to date information on the professional software;
- Periodic reviews of the case;
- Completing periodic compliance and progression checklists;
- Ensuring time recording data is compliant with Statement of Insolvency Practice 9.

On this engagement, the work identified above does not hold a direct commercial benefit to creditors. Creditors benefit from this work as it ensures this particular engagement is dealt with to the standards expected and also in a timely fashion. Elements of this work are required to comply with best practice and statutory requirements.

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

- Periodic reviews of the adequacy of the specific penalty bond;
- Ongoing consideration of ethical practice;
- Ongoing consideration of money laundering regulations;
- Updating case checklists and statutory diaries where necessary;
- Statutory filings with Registrar of Companies;
- Statutory advertising of the Joint Liquidator's appointment, winding up resolution, etc, in the London Gazette and other publications, as appropriate;
- Maintaining account of receipts and payments;
- Issuing of a report to all known creditors and members following the appointment.

#### Banking:

- Maintaining and managing the insolvent estate bank account.
- Maintaining and managing the officer holders' cash book on this assignment.
- Undertaking regular bank reconciliations of the estate bank account.
- Preparing and processing cheque requisition forms for the payment of post-appointment invoices;
- Preparing and processing remittance advises for incoming funds;
- Processing of BACS/electronic payments where applicable;

On this engagement, the work identified above does not hold a direct commercial benefit to creditors. It is the duty of the appointed office holder to comply with the Insolvency Act and Rules and creditors benefit from this being done to a standard expected of this firm.

#### Investigations

- Review of the Company's books and records
- Review of Bank Statements to establish whether any payments have been made to connected parties or unusual movement of funds.
- Issue of directors' questionnaire.
- Liaising with accountants/directors for financial information.
- Submission of report to Department of Business, Energy & Industrial Strategy.

The office holders are obliged to submit a report on the director's conduct to the Department of Business, Energy and Industrial Strategy under The Company Directors Disqualification Act 1986.

#### Realisation of assets

- Liaising with the Company's bankers with a view to recover any credit balance may be available;
- Continuing review of current and new information and formulating an asset realisation strategy;
- Consider whether a claim for terminal relief could be made.

The office holders are duty bound to realise and get in the Company's property and maximise asset realisations. In the event that recoveries are made, it is considered likely that there will be a direct financial benefit to creditors.

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

- Issuing of reports and associated documents;
- Receipt of creditor claims and input on internal case management software;
- Taking and dealing with phone calls from creditors;

- Dealing with employees claims and liaising with Redundancy Payments Office and agree preferential claims.
- Receipt of, consideration of and response to creditor correspondence.

On this engagement, the work detailed above will have a direct financial benefit to creditors should a dividend become payable. The work will also have been undertaken to comply with the Insolvency Act and Rules together with best practice and enabling creditors to have evidence of their loss for tax and VAT purposes.

Other matters which include seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedures), tax, litigation, pensions and travel

- Correspondence with HMRC;
- Completion of post liquidation VAT returns.
- Apply for deregistration of VAT.
- Completion of post liquidation corporation tax returns.

Some of the above have no direct financial benefit to creditors but have to be done in order to comply with the Insolvency Rules such as creditors and members meetings, as well as a legal requirement, such as completion of corporation tax returns. Others do have a direct financial benefit to creditors. These include the provision of VAT returns after the liquidation as the majority of VAT will be recoverable and therefore an asset of the insolvent estate.

## 5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in the Director's statement of affairs. On the basis of realisations to date we estimate an outcome for each class of the Company's creditors as follows:

Secured creditor

There are no secured creditors.

Preferential creditors

In accordance with the director's estimated statement of affairs no preferential claims were expected. However, following our appointment we received claims from the former employees for arrears of wages and holiday pay which were calculated at £1,414.20.

The Liquidators invited the Company's employees to submit their claim to the Redundancy Payments Office ("RPO"). The RPO has appears to have made payments to the employees and will have a partly subrogated claim in the liquidation that will be preferential. We have not yet received a preferential claim from the RPO. In any event, no dividend is available for preferential creditors because the funds realised have already been distributed or used or allocated for defraying the expenses of the liquidation.

Unsecured creditors

Unsecured creditors were estimated at £18,705.32 and we have received claims totalling £21,713.13, including a claim of £20,709.92 from HMRC. No dividend is available for unsecured creditors because the funds realised have already been distributed or used or allocated for defraying the expenses of the liquidation.

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

Section 176A of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the liquidator must make a prescribed part of the Company's net property available for the unsecured

creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts. Net property means the amount which would, were it not for this provision, be available to floating charge holders out of floating charge assets (i.e. after accounting for preferential debts and the costs of realising the floating charge assets). The prescribed part of the Company's net property is calculated by reference to a sliding scale as follows:

- ❑ 50% of the first £10,000 of net property;
- ❑ 20% of net property thereafter;
- ❑ Up to a maximum amount to be made available of £600,000

A liquidator will not be required to set aside the prescribed part of net property if:

- ❑ the net property is less than £10,000 and the liquidator thinks that the cost of distributing the prescribed part would be disproportionate to the benefit; (Section 176A(3)) or
- ❑ the liquidator applies to the court for an order on the grounds that the cost of distributing the prescribed part would be disproportionate to the benefit and the court orders that the provision shall not apply (Section 176A(5)).

To the best of our knowledge and belief, there are no unsatisfied floating charges created or registered on or after 15 September 2003 and, consequently, there is no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property is available for distribution to the unsecured creditors.

## 6. REMUNERATION & EXPENSES

### Remuneration

Our remuneration has been fixed by a decision of the creditors on 18 December 2020 obtained via a Decision Procedure by way of correspondence by reference to the time properly given by us (as liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the winding up as set out in the fees estimate dated 27 November 2020 in the sum of £18,952.50.

We are also authorised to draw expenses for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy, which is attached at Appendix 2 of this report.

Our time costs for the period from 16 November 2020 to 15 November 2021 amount to £13,672.50 which represents 46.9 hours at an average rate of £291.52 per hour.

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

- ❑ Time Costs Analysis for the period 16 November 2020 to 15 November 2021
- ❑ Begbies Traynor (Central) LLP's charging policy

To 15 November 2021, we have not drawn any remuneration, against total time costs of £13,672.50 incurred since the date of our appointment.

### Time Costs Analysis

The Time Costs Analysis for the period of this report attached at Appendix 2 shows the time spent by each grade of staff on the different types of work involved in the case, and gives the total costs and average hourly rate charged for each work type.

Please note that the analysis provides details of the work undertaken by us and our staff following our appointment only.

As can be concluded from the information above, the level of our approved remuneration has been sufficient to cover the costs of the liquidation and we are pleased to report that we do not anticipate seeking any increase or amendment to our approved remuneration basis if matters progress to conclusion as envisaged.

#### Work undertaken prior to appointment

In addition to the post appointment remuneration, the costs relating to work undertaken prior to our appointment in assisting with the preparation of the statement of affairs and seeking the decisions of creditors on the nomination of liquidators were approved by the creditors on 16 November 2020.

#### Expenses

To 15 November 2021, we have drawn expenses as detailed in the receipts & payments account.

#### Why have subcontractors been used?

No subcontractors have been used in this matter.

#### Category 2 Expenses

No Category 2 expenses have been charged to the case.

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2021' which provides guidance on creditors' rights on how to approve and monitor a Liquidator'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. LIQUIDATORS' EXPENSES

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

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

Creditors will recall that we estimated that the expenses of the liquidation would total £281. That estimate has not been exceeded and we do not expect it to be exceeded if matters progress to conclusion as envisaged.

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

No further asset realisations are expected. We are now taking steps to close the liquidation and our final report will be issued in the near future.

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

- Updating case strategy plan;
- Updating 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;

- Ongoing maintenance of up to date information on the electronic case information;
- Periodic reviews of the case generally;
- Completion of six-monthly compliance and progression checklists

On this engagement, the work identified above does not hold a direct commercial benefit to creditors. Creditors benefit from this work as it ensures this particular engagement is dealt with to the standards expected and also in a timely fashion. Elements of this work are required to comply with best practice and statute.

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

- Reviewing the adequacy of the specific penalty bond periodically;
- Ongoing consideration to ethical practice;
- Ongoing consideration to money laundering regulations;
- Updating case checklists and statutory diaries where necessary;
- Submission of reports/forms to Companies House;
- Issuing progress reports to all known creditors.

#### Banking:

- Maintaining and managing the insolvent estate bank account and cash book.
- Undertaking regular bank reconciliations of the estate bank account.
- Complying with risk management procedures;
- Preparing and processing remittance advises for incoming funds;
- Processing of BACS/electronic payments where applicable;

#### Closure

- Preparing, reviewing and issuing final progress report to members and creditors;
- Filing of appropriate forms with Registrar of Companies;
- Update physical and electronic case records following closure;

On this engagement, the work identified above does not hold a direct commercial benefit to creditors. It is the duty of the appointed office holder to comply with the Insolvency Act and Rules and creditors benefit from this being done to a standard expected of this firm.

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

- Updating schedule of unsecured creditor claims;
- Receipt of creditor claims and input on internal case management software;
- Taking and dealing with phone calls from creditors;

On this engagement, the work detailed above does not hold a direct financial benefit to creditors. The work will also have been undertaken to comply with the Insolvency Act and Rules together with best practice and enabling creditors to have evidence of their loss for tax and VAT purposes.

#### Other matters which includes seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedures), tax, litigation, pensions and travel

- The Completion of Corporation Tax returns and VAT returns as required.
- Liaise with HMRC in respect of refund due.
- Seek closure clearance from HMRC.

Some of the above have no direct financial benefit to creditors but have to be done in order to comply with the Insolvency Rules such as creditors and members meetings, as well as a legal requirement, such as completion of corporation tax returns. Others do have a direct financial benefit to creditors. These include the provision of VAT returns after the liquidation as the majority of VAT will be recoverable and therefore an asset of the insolvent estate.

How much will this further work cost?

The 'further work' detailed above has always been anticipated, but at this point in the proceedings, it has not yet been completed. As you know, this work is necessary in order that we may complete the liquidation as envisaged. The cost of completing this work will not exceed any amounts approved by creditors previously.

#### 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 estimate of anticipated expenses sent to creditors on 27 November 2020 which included all of the expenses that we anticipate that we will incur throughout the liquidation.

What is the anticipated payment for administering the case in full?

We estimated that the cost of administering the case would be in the region of £18,952.50, and subsequently you have provided approval for us to draw our remuneration up to that level. However, as you are aware, due to the fact that there are limited assets, the remuneration that we can draw is limited to the amount that is realised for the assets, (less any costs incurred in realising those assets). At this stage in the liquidation, we can estimate that total remuneration drawn will be in the region of £1,400.

However, please note that should there be additional or unexpected asset realisations, we will look to draw our remuneration from those too, capped at the level that the creditors approve.

## 9. OTHER RELEVANT INFORMATION

### Connected party transactions

We have not been made aware of any sales of the Company's assets to connected parties.

### 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.

## 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 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 any 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 twelve months' time or at the conclusion of the liquidation, whichever is the sooner.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Jeremy Karr', written in a cursive style.

Jeremy Karr  
Joint Liquidator

Dated: 07 December 2021

# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 16 November 2020 to 15 November 2021

Access Security Systems Ltd  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 16/11/2020 To 15/11/2021 £	From 16/11/2020 To 15/11/2021 £
	ASSET REALISATIONS		
	Bank Interest Gross	0.04	0.04
46.45	Cash at Bank	NIL	NIL
7,950.00	Cash at Begbies Traynor	7,996.45	7,996.45
	Third Party Contribution	421.53	421.53
		8,418.02	8,418.02
	COST OF REALISATIONS		
	Specific Bond	18.00	18.00
	Statement of Affairs Fee	7,000.00	7,000.00
		(7,018.00)	(7,018.00)
	UNSECURED CREDITORS		
(1,002.94)	Directors	NIL	NIL
(14,054.30)	HMRC (non VAT)	NIL	NIL
(3,148.08)	HMRC (VAT)	NIL	NIL
(500.00)	Trade Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(10,709.87)		1,400.02	1,400.02
	REPRESENTED BY		
	Bank 1 Current		0.02
	Vat Control Account		1,400.00
			1,400.02

## COSTS AND EXPENSES

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 16 November 2020 to 15 November 2021

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. Within our fee estimate creditors can see how we propose to be remunerated..

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 physical meetings of creditors is charged at the rate of (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;

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.

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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

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

The following items of expenditure which relate to services provided by an entity 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):

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:

Grade of staff	Charge-out rate (£ per hour)
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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

## 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 London Paddington office as at the date of this report are as follows:

Grade of staff	Charge-out rate (£ per hour) 18 March 2019 – until further notice
Partner	495
Director	445
Senior Manager	395
Manager	345
Assistant Manager	250
Senior Administrator	225
Administrator	175
Junior Administrator	140
Support	140

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

Time is recorded in 6 minute units.

**SIP9 Access Security Systems Ltd - Creditors Voluntary Liquidation - 01AC212.CVL : Time Costs Analysis From 16/11/2020 To 15/11/2021**

Staff Grade		Consultant/ Partner	Director	Snr Mngr	Mngr	Asst Mngr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning								0.2		0.2	28.00	140.00
	Administration	4.9		2.5	6.8			0.2	4.1	0.6	19.1	6,452.00	337.80
	Total for General Case Administration and Planning:	4.9		2.5	6.8			0.2	4.3	0.6	19.3	6,480.00	335.75
Compliance with the Insolvency Act, Rules and best practice	Appointment				1.5			0.1	1.7		3.3	773.00	234.24
	Banking and Bonding								0.2	5.5	5.7	798.00	140.00
	Case Closure												0.00
	Statutory reporting and statement of affairs				2.0				0.1		2.1	704.00	335.24
	Total for Compliance with the Insolvency Act, Rules and best practice:				3.5			0.1	2.0	5.5	11.1	2,275.00	204.95
Investigations	CDDA and investigations				7.1				0.1		7.2	2,463.50	342.15
	Total for Investigations:				7.1				0.1		7.2	2,463.50	342.15
Realisation of assets	Debt collection												0.00
	Property, business and asset sales				0.2						0.2	69.00	345.00
	Retention of Title/Third party assets												0.00
	Total for Realisation of assets:				0.2						0.2	69.00	345.00
Trading	Trading												0.00
	Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured												0.00
	Others	0.3			2.8				0.4		3.5	1,170.50	334.43
	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:	0.3			2.8				0.4		3.5	1,170.50	334.43
Other matters which includes meetings, tax, litigation, pensions and travel	Seeking decisions of creditors				0.9				2.0		2.9	590.50	203.62
	Meetings												0.00
	Other								0.2		0.2	28.00	140.00
	Tax				1.2				0.7	0.6	2.5	596.00	238.40
	Litigation												0.00
	Total for Other matters:				2.1				2.9	0.6	5.6	1,214.50	216.88
	Total hours by staff grade:	5.2		2.5	22.5			0.3	9.7	6.7	46.9		
	Total time cost by staff grade £:	2,574.00		987.50	7,762.50			52.50	1,358.00	938.00		13,672.50	
	Average hourly rate £:	495.00	0.00	395.00	345.00	0.00	0.00	175.00	140.00	140.00			291.52
	Total fees drawn to date £:											0.00	

# STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
Bond Premium	AUA Insolvency Risk Services	18.00	18.00	0.00
Statutory Advertising	EPE Reynell	162.00	0.00	162.00
Postage	Postworks	23.46	0.00	23.46
Expenses incurred with entities within the Begbies Traynor Group (for further details see Begbies Traynor Charging Policy)				
None				