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

LIQO3 Notice of progress report in voluntary winding up



For further information, please refer to our guidance at www.gov.uk/companieshouse

| 1 | Company details | | | | |
|----------------------|--------------------------|---|--|--|--|
| Company number | 0 0 7 0 0 1 8 5 | → Filling in this form Please complete in typescript or in | | | |
| Company name in full | bold black capitals. | | | | |
| | | | | | |
| 2 | Liquidator's name | | | | |
| Full forename(s) | Nigel | | | | |
| Surname | Price | | | | |
| 3 | Liquidator's address | | | | |
| Building name/number | The Silverworks | Para Anna Para Anna Anna Anna Anna Anna Anna Anna A | | | |
| Street | 67 - 71 Northwood Street | | | | |
| Post town | | | | | |
| County/Region | Birmingham | on of Manual | | | |
| Postcode | West Midlands | | | | |
| Country | B 3 1 T X | | | | |
| | Liquidator's name • | | | | |
| Full forename(s) | Joseph Gordon Maurice | O Other liquidator | | | |
| Surname | Sadler | Use this section to tell us about another liquidator. | | | |
| 5 | Liquidator's address @ | | | | |
| Building name/number | 14 Regent Street | Other liquidator | | | |
| Street | Nottingham | Use this section to tell us about another liquidator. | | | |
| | | v | | | |
| Post town | NG1 5BQ | | | | |
| County/Region | | —————————————————————————————————————— | | | |
| Postcode | | | | | |
| Country | | | | | |

LIQ03 Notice of progress report in voluntary winding up

| 6 | Per | iod of | progr | ess re | port | | | | | | |
|------------------------|--------|---------|----------|--------------------------------------|----------------|---------------|----------------|----------------|--|---|--|
| From date | ď | 4 | o O | 3 | ^y 2 | o | ^y 2 | ^y 2 | | | |
| To date | o d | 3 d | Ö | 3 | 2 | ď | 2 | ^y 3 | | | |
| 7. | Pro | gress | report | | | ************* | | | | | |
| | Ø | The pro | ogress r | eport is | attached | d | | | | | |
| | | | | delineale and relative to the second | | | | | | | |
| 8 | Sign | n and | date | | | | | | | | |
| Liquidator's signature | Signat | ure | | | | | | | | | |
| | X | ři | lugis | | | | | | | X | |
| Signature date | 1 | 1 | Ö | 5 | ^y 2 | ď | 2 | ^y 3 | | | |

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 Nigel Price |
| Company name Poppleton & Appleby |
| Address The Silverworks |
| |
| 67 - 71 Northwood Street |
| |
| Post town Birmingham |
| County/Region West Midlands |
| Postcode B 3 1 T X |
| Country |
| DX |
| Telephone 0121 200 2962 |
| ✓ 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

WILLIAM OLIVER (TURF ACCOUNTANT) LIMITED (In Liquidation) Joint Liquidators' Summary of Receipts & Payments

| From 28/02/2020 To 03/03/2020 | From 04/03/2022 To 03/03/2023 £ | | Declaration of Solvency £ |
|----------------------------------|---|---------------------------------------|---------------------------|
| | The set that the telephone at 11 days and feedings and the set of | ASSET REALISATIONS | |
| 207.9 | NIL | Bank Compliant Award | |
| 2.46 | NIL. | Bank Interest | |
| NII | NIL | Cash at Bank | 2,400,823.08 |
| 1,970.4 | NIL | Cash at Bank HBoS | 1,975.41 |
| 2,409,086.02 | NIL | Cash at Bank HSBC | 7,590.77 |
| 13.27 | NIL | Other Debtors | |
| 2,411,280.13 | NIL | | |
| 2, 1, 1,200.10 | | COST OF REALISATIONS | |
| 257.55 | NIL | Advertising | |
| 305.00 | NIL | Bordereau Premium | |
| 6,500.00 | NIL | Liquidators' Fixed Fee | |
| 41.14 | NIL | Other Property Expenses | |
| 1,800.00 | NIL | Professional Fees | |
| 3,659.38 | NIL | Rates | |
| 50.00 | NIL | Storage and destruction of records | |
| 315.10 | NIL | Telephone, Stationery and Office Admi | |
| 1,782.51 | NIL | VAT - Irrecoverable | |
| (14,710.68) | NIL | | |
| (* 1,7 (0.00) | | DISTRIBUTIONS | |
| 2,396,569.45 | 11,312.95 | Ordinary Shareholders | |
| (2,396,569.45) | (11,312.95) | · | |
| NIL | (11,312.95) | REPRESENTED BY | 2,410,389.26 |
| NIL | | THE THESERVED DY | |

Note:

William Oliver (Turf Accountant) Limited (In Members' Voluntary Liquidation) ("the Company")

Annual Progress Report 4 March 2022 to 3 March 2023

CONTENTS

- 1. Introduction
- 2. Receipts and Payments
- 3. Work undertaken during the period
- 4. Known outstanding matters work remaining to be completed
- 5. Creditors
- 6. Distributions to Shareholders
- 7. Liquidators' Remuneration and Expenses
- 8. Further Information
- 9. Conclusion

APPENDICES

- 1. Statutory Information
- 2. Receipts and Payments Account
- 3. Time Costs of the Period and the Cumulative Period
- 4. Charging Policy and Expenses

1. INTRODUCTION

This Progress Report summarises the progress of the liquidation for the period from 4 March 2022 to 3 March 2023 ("the Review Period") and it should be read in conjunction with previous correspondence forwarded to members.

Please note that I have left Elwell Watchorn & Saxton, with effect from 6 April 2022, and joined Poppleton & Appleby on 7 April 2022. However, my role as Joint Liquidator is unchanged, and I remain in charge of the case.

Attached at Appendix 1 is a summary of statutory information regarding the Company and the Liquidation.

As Liquidators, we are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit to shareholders, they assist in the efficient and compliant progression of the liquidation, which ensures that we and our staff carry out our work to high professional standards.

2. RECEIPTS AND PAYMENTS AND WORK UNDERTAKEN

Our Receipts and Payments Account for the period 4 March 2022 to 3 March 2023, is attached at Appendix 2 and showed a nil balance on the estate account.

RECEIPTS

All assets were realised in previous periods, so no further receipts have been made during this reporting period.

PAYMENTS

No payments of expenses were made during this reporting period.

3. WORK UNDERTAKEN DURING THE PERIOD

Under the following headings, we have explained the specific work that has been done during this reporting period, in order to allow members to understand what has been done, and if there is any financial benefit to them.

Administration (including statutory reporting)

During the period the following general case administration and statutory reporting has been undertaken:

- Maintaining the specific penalty bond—a mandatory insurance to protect the case assets after realisation:
- Ongoing filing of paperwork;
- Dealing with any enquiries and correspondence on the case and routine updating of data in our case management system;
- Periodic review of case progress and statutory case matters;
- Drafting and submitting statutory returns;
- Cashiering and bank reconciliations;
- Production and submission of the annual report to the members and filing mandatory returns at Companies House;
- Liaising with HMRC regarding tax clearance required to close the Liquidation:
- Planning and management of strategies for case closure.

These items are not necessarily of financial benefit to any class of creditor but are requirements of the Statutory Regulations/The Insolvency Act and Rules.

Asset realisation

As noted above, there are no known assets that remain to be realised.

Members' claims and distributions

During the reporting period we have made the second and final distribution of £11,312.95, representing 23.477 pence per share.

We have also undertaken the following matters:-

- Dealing with any calls and queries from members;
- Management of correspondence;
- Providing summary updates to members as required;
- Entry into our case management system;

The distributions to members have had a financial benefit to the members.

Ethics

The appointees are bound by the Insolvency Code of Ethics when carrying out work relating to the insolvency appointment.

4. KNOWN OUTSTANDING MATTERS - WORK REMAINING TO BE COMPLETED

Detailed below, under the relevant headings, we have detailed the work that remains to be done in this matter, why the work is necessary and if there is any financial benefit to members.

Administration (including statutory reporting)

It will be necessary to continue to undertake the following administrative and statutory requirements:

- Dealing with any enquiries and correspondence about the case and routine updating of data in our case management system and filing;
- Filing mandatory returns at Companies House;
- Obtaining necessary tax clearances to close the Liquidation;
- Production and submission of the final report to the members.

The above are not directly, financially, beneficial to the members but are required in order to continue to comply with Statutory Regulations/The Insolvency Act and Rules and best practice. The updating reports will also assist members in assessing the progress of the case.

Members, claims and distributions

Queries raised by members will continue to be dealt with in a timely manner as and when they arise.

A first distribution to members was made in a previous reporting period. The following additional work was carried out to make the payment of the second, and final, distribution, during this reporting period:-.

- Declaration and payment of the second, and final, distribution;
- Entry onto our case management system;
- Notice of dividends to the members, including circulation of supplementary information required by statute.

The final distribution to members had a financial benefit to the members.

In terms of the work which remains to be done, the time to complete this case should be no more than 4 months from the date of this report.

5. CREDITORS

A notice to creditors requiring them to submit claims was published in the London Gazette, as a statutory requirement.

During this reporting period, we were advised by HMRC of an outstanding pre-appointment PAYE debt, of £294.34, which had not been notified to us, or disclosed in the Declaration of Solvency sworn by the Director, although we are happy that this was not a deliberate omission.

As a result, payment to HMRC was arranged by Nigel Meredith, of Folkes Worton, as executor of Mr Eric Oliver's estate. However, in view of the long overdue payment of this PAYE debt, HMRC requested payment of statutory interest, for the period from 4 March 2020, the date of liquidation, to 5 December 2022, the date of payment.

I calculated the statutory interest to be £69.24 and sent my calculation to the caseworker at HMRC, with whom I had been dealing, by email, on 3 February 2023. However, in spite of a follow-up email on 1 March 2023, I have not received any response.

The agreement, by HMRC, and payment of this amount of statutory interest is the only matter which is preventing closure of the case and I will continue to correspond with HMRC until this can be achieved, following which I will prepare the Final Report to Members and close the case.

6. DISTRIBUTIONS TO SHAREHOLDERS

The first distribution was made to the shareholders on 4 March 2020, in a total amount of £2,385,256.50, at a rate of £49.50 per share.

The final distribution was declared and paid to the shareholders, during the reporting period, on 22 April 2022, in the total sum of £11,312.95, representing 23.477 pence per share.

As a result, all funds have been distributed to members, and no further distributions will be made.

7. REMUNERATION AND EXPENSES

Fixed fee agreed with the Director and ratified by members

As mentioned above, the members authorised the fee of £6,500, plus VAT and expenses, for assisting the Director in placing the Company into Liquidation, and preparing the Declaration of Solvency, dated 28 February 2020.

This fee was paid in a previous period.

Summary of Liquidators' Time Costs (for information only)

No time costs were incurred by EWS between 4 March 2022 and the date of my leaving, on 6 April 2022.

The Liquidators' time costs incurred during the reporting period, since my joining P&A, on 7 April 2022, to 3 March 2023, total £1,593.00, representing 5.4 hours at an average hourly rate of £295.00.

The cumulative time costs for the total period, from 4 March 2020 to 3 March 2023, were £11,031.50, representing 57.90 hours of work at an average hourly rate of £190.53.

As advised, our fee was limited to the agreed fixed amount of £6,500 plus VAT, which has been paid, as mentioned above.

Summaries of the time costs are attached at Appendix 3, for information only.

Liquidators' Expenses

The Liquidators' category 1 expenses incurred are summarised within Appendix 4, and represent the simple reimbursement of actual out of pocket payments made on behalf of the assignment.

No category 2 expenses have been incurred, or paid, in the period from 4 March 2022 to 3 March 2023.

A guide to help creditors understand the law and their rights in relation to an insolvency process can be found at:- http://www.creditorinsolvencyguide.co.uk.

8. FURTHER INFORMATION

Members' right

Members of the Company with at least 5% of the total voting rights, of all the members having the right to vote at general meetings of the Company, or any member with the permission of the Court, may request further details of the Liquidators' remuneration and expenses, within 21 days of receipt of this report.

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 with the permission of the court, may apply to court to challenge the amount and/or basis of the Liquidators' fees and the amount of any proposed expenses or expenses already incurred on the grounds that they are excessive or inappropriate, within 8 weeks of receipt of this report.

EC Regulations

Since these proceedings commenced before 31 December 2020, the Council Regulations (EU) No 1346/2000 continues to apply, and these are the main proceedings as defined in Article 3(1) of that Regulation.

Disclaimer

This report has been circulated for the sole purpose of providing members with an update for information purposes only to fulfil the necessary statutory requirement. The contents are private and confidential and may not be relied upon, referred to, reproduced in whole or in part or otherwise used by members for any purpose other than providing an update for them for information purposes, or by any other person for any purpose whatsoever.

Privacy

Poppleton & Appleby uses personal information in order to fulfil the legal obligations of our Insolvency Practitioners under the Insolvency Act, and other relevant legislation, and also to fulfil the legitimate interests of keeping creditors and others informed about the proceedings.

You can find more information on how Poppleton & Appleby uses your personal information as a stakeholder in our Stakeholders Privacy Notice available on our website at: www.poppletonandappleby.co.uk.

9. CONCLUSION

As all costs have been paid and all possible distributions have been made to members, once HMRC agree the amount of statutory interest due, and it is paid, the process for the closure of the liquidation will now begin. Once agreement is received from HMRC, closure is likely to take approximately 3 months.

Should you have any queries regarding this matter, or the contents of this report, please contact me at nigelp@poppletonandappleby.co.uk.

Nigel Price Joint Liquidator

William Oliver (Turf Accountant) Limited

(In Members Voluntary Liquidation)

Registered Office:

c/o Poppleton & Appleby, The Silverworks, 67-71 Northwood

Street, Birmingham, B3 1TX

Former Registered

Office(s):

c/o Elwell Watchorn & Saxton LLP, 8 Warren Park Way, Enderby,

Leicester, LE19 4SA

Previously:

Stanford House, 23 Market Street, Stourbridge, DY8 1AB

Registered Number

00700185

The Company's principal activity was:

Other letting and operating of own or leased real estate

Name of Liquidators:

Nigel Price and Joseph Sadler

Address of Liquidators:

Poppleton & Appleby, 15 Church Street, Stourbridge, DY8 1LT

Corporate Financial Solutions, 22 Regent Street, Nottingham,

NG1 5BQ

IP Numbers:

8778 and 9048

Date of Appointment of 4 March 2020

Liquidators:

Appointed By:

The Members

Email Address:

info@poppletonandappleby.co.uk

Telephone Number:

0121 200 2962

WILLIAM OLIVER (TURF ACCOUNTANT) LIMITED (In Liquidation) Joint Liquidators' Summary of Receipts & Payments

| Declaration of Solvency £ | | From 04/03/2022 To 03/03/2023 £ | From 28/02/2020 To 03/03/2023 £ |
|---|---------------------------------------|--|---------------------------------------|
| | ASSET REALISATIONS | AND THE PARTY OF T | |
| | Bank Compliant Award | NIL | 207.97 |
| | Bank Interest | NIL | 2.46 |
| 2,400,823.08 | Cash at Bank | NIL. | NIL |
| 1,975.41 | Cash at Bank HBoS | NIL | 1,970.41 |
| 7,590.77 | Cash at Bank HSBC | NIL | 2,409,086.02 |
| ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | Other Debtors | NIL | 13.27 |
| | | NL | 2,411,280.13 |
| | COST OF REALISATIONS | 7 416 | 2,411,200.10 |
| | Advertising | NIL | 257.55 |
| | Bordereau Premium | NIL | 305.00 |
| | Liquidators' Fixed Fee | NIL | 6,500.00 |
| | Other Property Expenses | NIL | 41.14 |
| | Professional Fees | NIL | 1,800.00 |
| | Rates | NIL | 3,659.38 |
| | Storage and destruction of records | NIL | 50.00 |
| | Telephone, Stationery and Office Admi | NIL | 315.10 |
| | VAT - Irrecoverable | NIL | 1,782.51 |
| | | NIL | (14,710.68) |
| | DISTRIBUTIONS | | , , , |
| | Ordinary Shareholders | 11,312.95 | 2,396,569.45 |
| | | (11,312.95) | (2,396,569.45) |
| 2,410,389.26 | DEDDECENTED DV | (11,312.95) | NIL |
| | REPRESENTED BY | | |
| | | | NIL |
| te: | | | |
| | | | |
| | | | Nigel Price Joint Liguidator |

Page 1 of 1

Time Entry - Detailed SIP9 Time & Cost Summary

WIL08 - WILLIAM OLIVER (TURF ACCOUNTANT) LIMITED From: 04/03/2022 To: 06/04/2022 All Post Appointment Project Codes

| Classification of Work Function | Partner | Manager | Other Senior Professionals | Assistants & Support Staff | Director / Senior Manager | Total Hours | Time Cost (£) | Average Hourly Rate (£) | |
|---------------------------------|---------|---------|-------------------------------|-------------------------------|------------------------------|-------------|---------------|----------------------------|--|
| | | | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total Hours | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9.00 | 0.00 | |
| Total Fees Claimed | | | | | | | 0.00 | | |

Time Entry - Detailed SIP9 Time & Cost Summary

WIL08 - WILLIAM OLIVER (TURF ACCOUNTANT) LIMITED From: 07/04/2022 To: 03/03/2023 All Post Appointment Project Codes

| Classification of Work Function | Partner | Manager | Other Senior Professionals | Assistants & Support Staff | Director / Senior Manager | Total Hours | Time Cost (£) | Average Hourly Rate (£) | |
|---|----------------------|----------------------|-------------------------------|-------------------------------|------------------------------|----------------------|---------------------------|----------------------------|--|
| 1CF : Cashiering function 1GOV : Liaising with Government agencies 1STT : Statutory compliance - returns/reports/meetings | 0.30 1.30 0.60 | 0 00 0.00 0.00 | 0.00 0.00 0.00 | 0.00 0.00 0.00 | 0.00 0.00 0.00 | 0.30 1.30 0.60 | 88.50 383.50 177.00 | 295.00 295.00 295.00 | |
| Admin & Planning | 2.20 | 0.00 | 0,00 | 0,00 | 0.00 | 2.20 | 649.00 | 295.00 | |
| 5DTS : Distribution to shareholders | 3.20 | 0.00 | 0.00 | 0.00 | 0.00 | 3.20 | 944.00 | 295.00 | |
| Creditors | 3,20 | 0.00 | 0.00 | 0.00 | 0.00 | 3.20 | 944.00 | 295.00 | |
| Total Hours | 5.40 | 0.00 | 0.00 | 0.00 | 0.00 | 5.40 | 1,593.00 | 295.00 | |
| Total Fees Claimed | | | | | | | 0.00 | | |

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

WIL08 - WILLIAM OLIVER (TURF ACCOUNTANT) LIMITED From: 04/03/2020 To: 03/03/2023 All Post Appointment Project Codes

| Classification of Work Function | Partner | Manager | Other Senior Professionals | Assistants & Support Staff | Director / Senior Manager | Total Hours | Time Cost (E) | Avg Hourly Rate (£) | Hours Cum (POST Only) | Time Costs Cum (POST Only) |
|---|-------------------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------------|----------------------|--|--------------------------------------|--------------------------|--|
| 1APF : Appointment formalities | 0.40 | 2.60 | 0.00 | 0.00 | 0.70 | 3,70 | 648.00 | 475.44 | | |
| 1ASU : Administrative set-up | 0.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.20 | 59.00 | 175.14 | 3.70 | 648.00 |
| 1CC ; Case completion | 0.40 | 6.10 | 0.40 | 0.00 | 0.00 | 6,90 | 1.083.00 | 295.00 | 0.20 | 59.00 |
| 1CF : Cashiering function | 1.90 | 2.20 | 12.70 | 0.00 | 1.30 | 18.10 | 2.357.00 | 156.96 | 6.90 | 1,083.00 |
| 1CR : Case review | 0.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.70 | 2,357.00 | 130.22 | 18.10 | 2,357.00 |
| 1GEN: General administration | 0.40 | 1.00 | 0.10 | 0.20 | 1.80 | 3.50 | | 295.00 | 0.70 | 206.50 |
| 1GOV : Liaising with Government agencies | 1.80 | 0.90 | 0.00 | 0.00 | 0.10 | | 646.50 | 184.71 | 3.50 | 646.50 |
| 1STT: Statutory compliance - returns/reports/meetings | 5.60 | 0.80 | 0.00 | 0.00 | 0.10 | 2.80 | 686.00 | 245.00 | 2.80 | 686.00 |
| A deal of A Miles | | | 0.00 | 0.00 | 0.00 | 6.40 | 1,772.00 | 276.88 | 6 40 | 1,772.00 |
| Admin & Planning | 11.40 | 13.60 | 13.20 | 0.20 | 3.90 | 42.30 | 7,458.00 | 176,31 | 42.30 | 7,458.00 |
| SAD.J. Adjudication on claims SDTS Distribution to shareholders SNOP : Non preferential creditors Creditors | 0.40 5.20 0.30 5.90 | 0.00 0.90 0.00 0.90 | 0.00 0.00 0.00 | 0.00 0.00 0.00 | 0.00 2.50 1.60 4.10 | 0.40 8.60 1.90 | 118.00 2,099.00 408.50 2,625.50 | 295,00 244,07 215,00 240,87 | 0.40 8.60 1.90 | 118.00 2.099.00 408.50 2,625.50 |
| SIDE : Identifying, securing, insuring assets | 0.10 | 0.00 | 2.22 | | | | | | | |
| 3LIA : Liaising with professional advisors (assets) | 0.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0 10 | 29.50 | 295.00 | 0.10 | 29.50 |
| 3OTH Other asset realisations | 1.00 | 2.50 | | 0.00 | 0.00 | 0.30 | 88.50 | 295.00 | 0.30 | 88.50 |
| | 1.00 | 2.30 | 0.00 | 0.00 | 0.80 | 4.30 | 830.00 | 193.02 | 4.30 | 830.00 |
| Realisation of Assets | 1.40 | 2.50 | 0.00 | 0,00 | 0.80 | 4.70 | 948.00 | 201.70 | 4.70 | 948.00 |
| Total Hours | 18.70 | 17.00 | 13.20 | 0.20 | 8.80 | 57.90 | 11,031.50 | 190,53 | 57.90 | 11,031.50 |
| Total Fees Claimed | | | 777 | | | | 0,00 | | | |

[&]quot; - Denotes codes included in cumulative data that are not present in the period.

Elwell Watchorn & Saxton LLP Case Direct Cost Summary by Analysis Code

For Nigel Price - All Appointments All Staff All Project Codes.

| | Disb Type | Amount | Adjust |
|---|--------------------------|----------|-------------|
| WIL08 WILLIAM OLIVER (TURF ACCOUNTANT) LIMITED (In Liquidation) | | | |
| C11-Insolvency Bond | (Category 1) | 305.00 | 0.00 |
| | Disbursements Category 1 | 305.00 | |
| | Disbursements Category 2 | 0.00 | |
| | Disbursements Total | 305.00 | |
| | Fee Notes (Disbs Only) | (305.00) | |
| | Write Off/Up | 0.00 | |
| | Adjustments | 0.00 | |
| | Provisions | 0.00 | |
| | Total Outstanding | 0.00 | |

CHARGING POLICY AND EXPENSES

APPENDIX 4

It is the firm's policy that all staff involved on an assignment will record all time spent on dealing with matters arising on that client and that the time will be categorised to show the type of activity carried out. The charge out rates of licensed insolvency practitioners, directors and managers do not therefore include provisions for time spent by secretaries, cashiers and support staff. From 1 October 2015, additional categories of staff activity have been introduced to facilitate more detailed reporting where it is appropriate to do so.

Irrespective of any basis of remuneration agreed, the legislation requires that time spent by all staff on a case is recorded. The recorded time cost is calculated by multiplying the time spent by the individual by their charge-out rate. Time is recorded in units of 6 minutes, with 10 units making up each hour of time spent. Charge-out rates are reviewed annually and are subject to change without prior notice. Full details of the rates applied to a specific case are available on application.

Although for most appointments, the legislation allows the office holder to seek to be remunerated on a combination of any or all of the following bases;

- a. A time cost basis
- A percentage of the value of the property dealt with by the office holder (realisations and / or distributions)
- c. A fixed fee

it is the Firm's current policy to seek remuneration on (a) a time cost basis for insolvent appointments.

The arrangements regarding office holder remuneration do not however apply to Members Voluntary Liquidations (MVL's), Company Voluntary Arrangements (CVA's) or Individual Voluntary Arrangements (IVA's). In MVL's, the company members agree the fee basis, usually as a fixed fee. In VA's, the fee basis is incorporated in the arrangement proposal which creditors agree when they approve the arrangement.

As this is a MVL, the Members have agreed the fee for this case as a fixed fee. Consequently, the details given below regarding the charge-out rates of our various grades of staff is for information only.

Office holders' remuneration is subject to VAT with the exception of VA's which are VAT exempt.

The Firm has five grades of staff (including the office holder) as detailed below. The office holder ensures that case assignments have been carried out by appropriate grades of staff. The charge-out rates of the persons involved in this case from commencement to the current time are as follows:-

| | Charge-out rate at commencement (up to £ per hour) |
|----------------------------------|--|
| Licensed Insolvency Practitioner | 295.00 |
| Director / Senior Manager | 200.00 |
| Manager | 150.00 |
| Other professionals | 135.00 |
| Administrative staff | 65.00 |

Each staff member involved in the case records actual time spent in a computerised time recording system together with a narrative describing the actual work undertaken. Work is analysed by prescribed task descriptors which are recorded under the following standardised categories;

- Administration (including statutory reporting)
- Investigations
- Realisation of assets
- Trading
- Creditors (claims and distribution)

Expenses:

Expenses incurred by the office holder in connection with the case must be fully disclosed to creditors. Expenses are categorised as either Category 1 or Category 2.

Category 1 - expenses not requiring approval represent a re-charge to the estate for direct costs, payable to independent third parties, specifically incurred in the administration of the estate. In certain instances, these costs may be met, initially, from the firm's own resources, due to a lack of funds available in the liquidation account, at the time that payment was due.

Category 2 - expenses requiring approval, including any expenses payable to associates, represent a charge to the estate for the costs incurred by the firm specifically in relation to the estate. The basis of payment of category 2 expenses must be approved by creditors prior to any payment being drawn. Usually, it is proposed that payment shall be made in respect of Category 2 expenses as follows:-

- Mileage will be charged at 45p per mile.
- Other expenses where the firm makes payment to an external party for an expense incurred wholly, exclusively and necessarily in relation to the insolvent estate, will be recharged at cost.

No category 2 expenses, have been charged, or will be charged, to this case.