

LIQ03

Notice of progress report in voluntary winding up



Companies House

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

1 Company details

Company number 0 4 5 9 0 6 8 5

Company name in full JDM Enterprises Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Robert Neil

Surname Dymond

3 Liquidator's address

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

4 Liquidator's name ①

Full forename(s) Fiona

Surname Grant

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

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 1	^d 8	^m 0	^m 3	^y 2	^y 0	^y 2	^y 0	
To date	^d 1	^d 7	^m 0	^m 3	^y 2	^y 0	^y 2	^y 1	

7 Progress report

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

8 Sign and date

Liquidator's signature	Signature								
	<div>X</div>  <div>X</div>								
Signature date	^d 1	^d 4	^m 0	^m 5	^y 2	^y 0	^y 2	^y 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 Daniel Massey

Company name Wilson Field Limited

Address The Manor House
260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

DX

Telephone 01142356780



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

JDM Enterprises Ltd t/a Juice and Friends
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 18/03/2020 To 17/03/2021 £	From 18/03/2019 To 17/03/2021 £
	SECURED ASSETS		
Uncertain	Goodwill	NIL	1,000.00
		NIL	1,000.00
	SECURED CREDITORS		
(48,337.68)	HSBC Bank Plc	NIL	NIL
		NIL	NIL
	HIRE PURCHASE		
8,000.00	Whiterose Asset Sale	NIL	8,000.00
(4,000.00)	Landsec Settlement	NIL	NIL
9,000.00	Trinity Assets	NIL	3,140.00
(4,500.00)	Landsec Settlement	NIL	NIL
		NIL	11,140.00
	ASSET REALISATIONS		
	Assets - Bradford & Doncaster	NIL	5,820.00
	Bank Interest Gross	0.12	3.09
Uncertain	Directors Loan Account	NIL	NIL
5,900.00	Tangible Assets Broadway - Bradford	NIL	NIL
7,000.00	Tangible Assets Frenchgate - Doncast	NIL	NIL
		0.12	5,823.09
	COST OF REALISATIONS		
	Companies House Search Fees	1.00	1.00
	Document Upload Fees	NIL	150.00
	Legal Fees	330.00	330.00
	Liquidators Fees	(300.00)	853.09
	Mileage	NIL	29.75
	Payment to Leeds Landlord	NIL	4,436.72
	Postage, stationery, photocopying	NIL	97.65
	Room Hire	NIL	100.00
	Specific Bond	NIL	58.00
	Statement of Affairs Fee	NIL	5,000.00
	Statutory Advertising	NIL	228.60
	UKELC - Pension & ERA assistance	NIL	1,058.70
	Valuers Fees	NIL	4,613.39
		(31.00)	(16,956.90)
	PREFERENTIAL CREDITORS		
(5,577.47)	DE Arrears & Holiday Pay	NIL	NIL
(105.00)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	FLOATING CHARGE CREDITORS		
(84,832.00)	Bradford Enterprise Centre	NIL	NIL
(1.00)	Partnership Investment	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(29,865.41)	Dept of Employment	NIL	NIL
(4,350.54)	Employees (Count = 14)	NIL	NIL
(10,603.92)	HM Revenue and Customs - PAYE	NIL	NIL
(1.00)	HM Revenue and Customs - VAT	NIL	NIL
(396,958.00)	Landlords	NIL	NIL
(75,997.35)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL

JDM Enterprises Ltd t/a Juice and Friends
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 18/03/2020 To 17/03/2021 £	From 18/03/2019 To 17/03/2021 £
		NIL	NIL
(635,230.37)		(30.88)	1,006.19
	REPRESENTED BY		
	Bank 1 Current		1,166.44
	Vat Receivable		(160.25)
			1,006.19
			
			Robert Neil Dymond Joint Liquidator

Joint Liquidators' Annual Progress Report to Creditors & Members

JDM Enterprises Ltd t/a Juice and Friends (**“the
Company”**) - In Liquidation

14 May 2021

CONTENTS

- 1** Introduction and statutory information
- 2** Receipts & Payments
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- 4** Creditors
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- 6** Creditors' rights
- 7** Next report

APPENDICES

- A** Receipts and Payments Account ("R&P") for the period 18 March 2020 to 17 March 2021 ("the Period"), including a cumulative R&P for the period from the date of the Joint Liquidators' appointment to the end of the Period
- B** Time analysis for the Period
- C** Cumulative time analysis for the period from the date of the Joint Liquidators' appointment to the end of the Period
- D** Additional information in relation to Joint Liquidators' fees, expenses & expenses

1 Introduction and statutory information

- 1.1 I, Robert Neil Dymond, together with my partner Fiona Grant, of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS, was appointed as Joint Liquidator of the Company on 18 March 2019. This progress report covers the Period and should be read in conjunction with any previous progress reports which have been issued.
- 1.2 Information about the way that we will use and store personal data on insolvency appointments can be found at <https://www.wilsonfield.co.uk/not-so-small-print>. If you are unable to download this, please contact my office and a hard copy will be provided to you.
- 1.3 The principal trading address of the Company was Whiterose Shopping Centre, Dewsbury Road, Leeds LS11 8LU / Trinity Shopping Centre, 27 Albion Street, Leeds, LS1 5AT and Frenchgate Shopping Centre, The Broadway, Hall Ings, Bradford, BD1 1JR. The business traded under the name Juice and Friends.
- 1.4 Following the Joint Liquidators' appointment, the registered office of the Company was changed from Office 97 Viewpoint, Derwentside Business Centre, Consett, DH8 6BN to Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS. Its registered number is 04590685.

2 Receipts and Payments

- 2.1 At Appendix A is my Receipts and Payments Account covering the Period. Also attached at Appendix A, is a cumulative Receipts and Payments Account for the period from the date of my appointment as Joint Liquidator to the end of the Period.
- 2.2 In Section 3 below, you will find an update on the progress made during the Period in realising the Company's assets and dealing with its affairs.

3 Progress of the Liquidation

- 3.1 This section of the report provides creditors with an update on the progress made in the Liquidation during the Period and an explanation of the work done by the Liquidators and their staff.

Administration (including statutory compliance & reporting)

- 3.2 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined to creditors in my initial fees estimate/information.
- 3.3 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidators.
- 3.4 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

Realisation of Assets

Bank interest – Gross

- 3.5 During the Period, the Joint Liquidators have realised 12 pence in respect of bank interest for the benefit of the Liquidation estate.

Directors Loan Account

- 3.6 The director's Statement of Affairs detailed an overdrawn director's loan account of £90,000. As stated in the notes to the Statement of Affairs, the last accounts as at March 2017 did not specifically detail a director's loan account. However they did show debtors of £66,880 and it was anticipated that this amount related to the director's overdrawn loan account, given that the only debtors in the 2016 and 2015 accounts were labelled 'other debtors' and were expected to relate to the director's loan account. In addition, the nature of the Company's business was such that it was unlikely to have any trade debtors. The director acknowledged this his loan account was in the region of £90,000 overdrawn.
- 3.7 To date the Joint Liquidators have not managed to secure the Company's bank statements and have therefore been unable to identify any movement in the loan account.
- 3.8 The work undertaken by the Liquidators and their staff to date in realising the Company's assets has been necessary in order to maximise the likelihood of a return to creditors being made. Where assets remain to be realised, these will be dealt with as the Liquidation progresses and further updates will be provided to creditors in my progress reports.

Creditors (including claims and distributions)

- 3.9 Further information on the anticipated outcome for creditors in this case can be found at section 4 of this report. The Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 3.10 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 3.11 The above work will not necessarily bring any financial benefit to creditors generally, however the Liquidators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidators in dealing with those claims.
- 3.12 I consider the following matters worth noting in my report to creditors at this stage:
- There are secured creditor claims and unsecured creditor claims in this case with a value per the director's statement of affairs of £133,170.68 and £517,776.22 respectively

Investigations

- 3.13 You may recall from my first progress report to creditors that some of the work the Liquidators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 ("CDDA 1986") and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidators can pursue for the benefit of creditors.
- 3.14 My report on the conduct of the directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the Liquidation and is confidential.
- 3.15 At the time of the CDDA report, the Joint Liquidators were not in receipt of the Company's bank statements despite many requests. The Joint Liquidators are still making attempts to secure the bank statements in order to carry out their statutory investigations, and particularly to complete their analysis of the director's loan account, as detailed above.

- 3.16 Since my last progress report I would advise that no further asset realisations have come to light that may be pursued by me for the benefit of creditors

Matters still to be dealt with

- 3.17 As detailed above, the Company's bank statements have not been received to date, in order to determine if there are any transactions that could be pursued for the benefit of the Company's creditors, along with any movement in the director's loan account. The Joint Liquidators will continue to make attempts to obtain these statements and creditors will be updated in subsequent Progress Reports.
- 3.18 In addition, as detailed above, the Statement of Affairs showed an overdrawn director's loan account of £90,000. The director's questionnaire received as part of our investigations also detailed that there was an outstanding overdrawn director's loan account for the sum of £90,826. In order to clarify the current position, a full review of the Company's bank statements will need to be undertaken, however, these statements are yet to be received.
- 3.19 Based on the director's financial circumstances listed on the director's questionnaire, it is uncertain as to the director's means to repay this loan, however the Joint Liquidators will look to realise the maximum possible for the Liquidation estate. The Liquidators continue to pursue copy bank statements and will correspond with the director for his proposals for repayment.
- 3.20 Finally a distribution will be required to be made to HSBC under the fixed and floating charge in respect of the sale of the Company's goodwill.

4 Creditors

Secured creditors

- 4.1 HSBC Bank plc holds a fixed and floating charge over the Company's assets. At the date of the Liquidation the indebtedness to the secured creditor was estimated at £48,337.68, however the Joint Liquidators have received correspondence advising that the total amount outstanding is £49,299.
- 4.2 In addition, Partnership Investment Small Loans Fund L.P hold a debenture incorporating a fixed and floating charge which was created on 18 January 2007 and delivered on 8 February 2007. The director advised that this has been repaid in full however the charge is still showing on Companies House and therefore the liability is reflected as £1 on the previous report to creditors. No claim has been received to date.
- 4.3 Lastly, Bradford Enterprise Agency T/a Business Enterprise Fund hold a fixed and floating charge which was created on 2 September 2013 and delivered on 9 September 2013. At the date of the Liquidation the indebtedness to the secured creditor was estimated at £84,832. A claim has been received from them in the sum of £83,089.92.
- 4.4 It should be noted that the £1,000 realised for goodwill is a fixed charge realisation and is therefore payable to HSBC as they hold the priority charge. The Joint Liquidators have received formal correspondence regarding HSBC's claim and therefore will make payment of the £1,000 shortly.
- 4.5 Aside from that sum, there have been insufficient realisations in order to make a further distribution to any secured creditor of the Company.

Preferential creditors

- 4.6 A summary of preferential claims is detailed below.

Preferential claim	Agreed Claim £	Statement of Affairs Claim £	Dividend paid p in the £1
Employee claims (Total number of claims = [Number])	-	105.00	Nil
Department for Business, Energy & Industrial Strategy (BEIS)	-	5,577.47	Nil

4.7 To date, no claim has been received from the Redundancy Payments Service.

Unsecured creditors

4.8 I have received claims totalling £394,526.03 from 16 creditors. I have yet to receive claims from 9 creditors whose debts total £104,179.37 as per the Company's statement of affairs.

4.9 The Company granted a floating charge to HSBC Bank plc on 6 August 2004, along with Partnership Investments Small Loans Fund LLP on 18 January 2007, plus Bradford Enterprise Agency on 2 September 2013. Accordingly, I am required to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part).

4.10 Based on present information, the value of the Company's net floating charge property is estimated to be less than £10,000 once the costs and expenses of the Liquidation are taken into account, and therefore the provisions of the Prescribed Part will not be relevant and no funds will be set aside for creditors, unless there are substantial additional realisations.

4.11 I would confirm that it is anticipated there will be insufficient funds realised after defraying the expenses of the Liquidation to pay a dividend to unsecured creditors.

5 Joint Liquidators' remuneration

5.1 The creditors' approved that the basis of the Liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in managing the Liquidation. My fees estimate/information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.

5.2 A copy of my approved fees estimate is reproduced below:

Category of work	Estimated Number of Hours	Average blended charge out rate £	Estimated cost £
Administration (inc statutory compliance & reporting)	73.00	326.16	23,810.00
Case specific matters (where applicable)	10.00	0.00	3,125.00
Creditors (claims & distributions)	9.00	305.00	2,745.00
Investigations	26.00	256.92	6,680.00
Realisation of assets	9.00	333.89	3,005.00
Trading (where applicable)	0.00	0.00	0.00
Total	127.00	309.96	39,365.00

5.3 My time costs for the Period are £8,217. This represents 25 hours at an average rate of £326 per hour. Attached as Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the Liquidation.

5.4 Also attached as Appendix C is a cumulative time analysis for the period from 18 March 2019 to 17 March 2019 which provides details of my time costs since my appointment. The cumulative time costs incurred to date are £30,964. This represents 104 hours at an average rate of £298 per hour.

- 5.5 To date, £853 has been drawn on account.
- 5.6 At the date of this report, I would confirm that my fees estimate for the Liquidation remains unchanged. This is because I currently consider my estimate to be sufficient, however this is dependant on the ongoing investigations into the director's loan account, both in terms of the time that will be incurred and the likelihood of any realisations. Creditors will be updated should the estimate need to be revised.
- 5.7 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <https://www.icaew.com/en/technical/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>
- 5.8 Attached as Appendix D is additional information in relation to the Liquidators' fees, expenses and expenses, including where relevant, information on the use of subcontractors and professional advisers.

6 Creditors' rights

- 6.1 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) may request in writing that the Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.
- 6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive.

7 Next report

- 7.1 I am required to provide a further report on the progress of the Liquidation within two months of the next anniversary of the Liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 7.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 0114 235 6780 or by email at d.massey@wilsonfield.co.uk

Yours faithfully



R N Dymond
Joint Liquidator

Appendix A

R&P for the Period including a cumulative R&P for the period from the date of the Joint Liquidators' appointment to the end of the Period

JDM Enterprises Ltd t/a Juice and Friends
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 18/03/2020 To 17/03/2021 £	From 18/03/2019 To 17/03/2021 £
	SECURED ASSETS		
Uncertain	Goodwill	NIL	1,000.00
		NIL	1,000.00
	SECURED CREDITORS		
(48,337.68)	HSBC Bank Plc	NIL	NIL
		NIL	NIL
	HIRE PURCHASE		
8,000.00	Whiterose Asset Sale	NIL	8,000.00
(4,000.00)	Landsec Settlement	NIL	NIL
9,000.00	Trinity Assets	NIL	3,140.00
(4,500.00)	Landsec Settlement	NIL	NIL
		NIL	11,140.00
	ASSET REALISATIONS		
	Assets - Bradford & Doncaster	NIL	5,820.00
	Bank Interest Gross	0.12	3.09
Uncertain	Directors Loan Account	NIL	NIL
5,900.00	Tangible Assets Broadway - Bradford	NIL	NIL
7,000.00	Tangible Assets Frenchgate - Doncast	NIL	NIL
		0.12	5,823.09
	COST OF REALISATIONS		
	Companies House Search Fees	1.00	1.00
	Document Upload Fees	NIL	150.00
	Legal Fees	330.00	330.00
	Liquidators Fees	(300.00)	853.09
	Mileage	NIL	29.75
	Payment to Leeds Landlord	NIL	4,436.72
	Postage, stationery, photocopying	NIL	97.65
	Room Hire	NIL	100.00
	Specific Bond	NIL	58.00
	Statement of Affairs Fee	NIL	5,000.00
	Statutory Advertising	NIL	228.60
	UKELC - Pension & ERA assistance	NIL	1,058.70
	Valuers Fees	NIL	4,613.39
		(31.00)	(16,956.90)
	PREFERENTIAL CREDITORS		
(5,577.47)	DE Arrears & Holiday Pay	NIL	NIL
(105.00)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	FLOATING CHARGE CREDITORS		
(84,832.00)	Bradford Enterprise Centre	NIL	NIL
(1.00)	Partnership Investment	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(29,865.41)	Dept of Employment	NIL	NIL
(4,350.54)	Employees (Count = 14)	NIL	NIL
(10,603.92)	HM Revenue and Customs - PAYE	NIL	NIL
(1.00)	HM Revenue and Customs - VAT	NIL	NIL
(396,958.00)	Landlords	NIL	NIL
(75,997.35)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL

JDM Enterprises Ltd t/a Juice and Friends
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 18/03/2020 To 17/03/2021 £	From 18/03/2019 To 17/03/2021 £
	NIL	NIL
(635,230.37)	(30.88)	1,006.19
REPRESENTED BY		1,166.44
Bank 1 Current		(160.25)
Vat Receivable		1,006.19



Robert Neil Dymond
Joint Liquidator

Appendix B

Time analysis for the Period

Time Entry - Detailed SIP9 Time & Cost Summary

JDME01C - JDM Enterprises Ltd
From: 18/03/2020 To: 17/03/2021
Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADCA : Cashiering	0.60	0.50	0.70	0.40	2.20	764.00	347.27
ADCR : Case Reviews	3.60	0.30	0.10	0.00	4.00	1,942.50	485.63
ADGA : File Maintenance	1.40	0.00	2.00	1.90	5.30	1,430.00	269.81
ADSC : Statutory and Compliance	1.60	0.00	7.60	0.30	9.50	2,673.50	281.42
Admin and Planning	7.20	0.80	10.40	2.60	21.00	6,810.00	324.29
CRCL : Creditors Claims	0.10	0.00	0.20	0.00	0.30	98.00	326.67
CRCO : Communications with Creditors	1.20	0.00	1.10	0.00	2.30	867.00	376.96
CRTV : Tax and VAT	0.10	0.00	0.20	0.00	0.30	104.00	346.67
Creditors	1.40	0.00	1.50	0.00	2.90	1,069.00	368.62
INAT : Antecedent Transactions	0.10	0.00	0.00	0.00	0.10	50.00	500.00
INRE : Investigation and Review	0.00	0.00	0.50	0.00	0.50	120.00	240.00
Investigations	0.10	0.00	0.50	0.00	0.60	170.00	283.33
REPB : Property, Business and Asset Sales	0.00	0.00	0.70	0.00	0.70	168.00	240.00
Realisation of Assets	0.00	0.00	0.70	0.00	0.70	168.00	240.00
Total Hours	8.70	0.80	13.10	2.60	25.20	8,217.00	326.07

Appendix C

Cumulative time analysis for the period from the date of the Joint Liquidators' appointment to the end of the Period

Time Entry - Detailed SIP9 Time & Cost Summary

JDME01C - JDM Enterprises Ltd
From: 18/03/2019 To: 17/03/2021
Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADAP : Appointment	0.90	0.00	0.00	0.00	0.90	450.00	500.00
ADCA : Cashiering	1.20	1.70	5.60	2.10	10.60	3,299.00	311.23
ADCR : Case Reviews	3.60	0.30	2.20	1.40	7.50	2,873.00	383.07
ADDI : Directors/Client	0.10	0.00	1.00	0.00	1.10	302.00	274.55
ADGA : File Maintenance	6.30	0.00	6.90	3.40	16.60	5,310.00	319.88
ADSC : Statutory and Compliance	3.10	0.00	15.20	4.20	22.50	6,362.50	282.78
Admin and Planning	15.20	2.00	30.90	11.10	59.20	18,596.50	314.13
CRCL : Creditors Claims	0.10	0.00	2.70	0.00	2.80	706.00	252.14
CRCO : Communications with Creditors	1.70	0.00	4.40	6.30	12.40	2,773.00	223.63
CREM : Employees	0.70	0.00	0.70	0.00	1.40	533.00	380.71
CRTV : Tax and VAT	0.90	0.00	0.90	0.00	1.80	780.50	433.61
Creditors	3.40	0.00	8.70	6.30	18.40	4,792.50	260.46
INAT : Antecedent Transactions	0.10	0.00	0.00	0.00	0.10	50.00	500.00
INDR : CDDA Report	2.10	0.00	1.80	0.00	3.90	1,518.00	389.23
INRE : Investigation and Review	0.00	0.00	13.60	1.50	15.10	3,709.00	245.63
Investigations	2.20	0.00	15.40	1.50	19.10	5,277.00	276.28
REIS : Identifying,Securing and Insuring	0.00	0.00	0.20	0.50	0.70	171.50	245.00
REPB : Property, Business and Asset Sales	1.50	0.00	5.00	0.00	6.50	2,126.50	327.15
Realisation of Assets	1.50	0.00	5.20	0.50	7.20	2,298.00	319.17
Total Hours	22.30	2.00	60.20	19.40	103.90	30,964.00	298.02

Appendix D

Additional information in relation to the Joint Liquidators' fees, expenses & expenses

1 Staff allocation and the use of sub-contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of an IP/Director, Assistant Manager, Senior Administrator and/or Administrator and Secretarial and/or Support staff. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and additional staff may be allocated to meet the demands of the case.
- 1.3 On this case we have used the services of the following sub-contractors. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Service (s)	Provider	Basis of fee arrangement	Cost to date
Employee claims processing / Pension assistance	UKELC	£39 per employee	£1,058.70

2 Professional advisors

- 2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
Charterfields Limited (valuation and disposal advice)	% of realisations

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

3 Joint Liquidators' expenses

- 3.1 The estimate of expenses which were anticipated at the outset of the Liquidation was provided to creditors when the basis of my fees were approved, is included in the table below, together with an analysis of the expenses paid prior to the end of the Period, and those incurred but not yet paid is provided below. Any material differences from the original estimate are commented on below.

	Estimated cost £	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total £
Expenses & Category 1 expenses					
Company searches	10.00	-	1.00	-	1.00
Pre-appointment advertisement	76.20	76.20	-	-	76.20
Bond	58.00	58.00	-	-	58.00
Post-appointment advertisements	152.40	152.40	-	-	152.40
Collection of books & records	200.00	-	-	-	-
Postage, stationery, photocopying etc	95.48	97.65	-	-	97.65
Statement of affairs fee	5,000.00	5,000.00	-	-	5,000.00
Insurance	250.00	-	-	-	-
Valuers Fees	4,000.00	4,613.39	-	-	4,613.39
UKELC	1000.00	1,058.70	-	-	1,058.70
Payment to Leeds Landlord		4,436.72	-	-	4,436.72
Legal Fees	-	-	330.00	-	330.00
Category 2 expenses:					
Travel Expenses/Mileage	-	29.75	-	-	29.75
Document Upload Centre	150.00	150.00	-	-	150.00
Room Hire	100.00	100.00	-	-	100.00
Storage of books & records	400.00	-	-	-	-
Total	11,492.08	15,772.81	331.00	-	16,103.81

- 3.2 Category 1 expenses do not require approval by creditors. The type of expenses that may be charged as a Category 1 expenses to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These expenses are included in the tables of expenses above.
- 3.3 Category 2 expenses do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 expenses charged by this firm (where appropriate) were provided at the time the Liquidators' fees were approved by creditors. Any Category 2 expenses incurred are specifically highlighted in the tables of expenses above.
- 3.4 Wilson Field have reviewed their expense policy as a firm and from 1 September 2017 will no longer charge postage, stationery and photocopying, an insolvency software fee, a document management fee, and search fees as a Category 2 disbursement and will only seek to recover the actual cost incurred.

4 Charge-out rates

- 4.1 A schedule of Wilson Field Limited's current charge-out rates is attached

WILSON FIELD LIMITED CHARGE OUT RATES AND EXPENSES POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and expenses, we are required to disclose to you our policy for recovering non-specific expenses, and the charge out rates for the various grades of staff who may be involved in this case.

Remuneration

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below.

	Hourly charge out rate (£)			
Grade	01/11/2017 to 30/06/2018	01/07/2018 to 05/03/2020	06/03/2020 to 31/03/2021	01/04/2021 onwards
Director/Insolvency Practitioner	500	500	500	500
Manager	400	400	395	410
Assistant Manager	395	N/a	N/a	N/A
Team Leader	390	390	N/a	N/A
Senior Administrator	330	395	300	310
Administrator (dependent on experience)	230-300	230 - 300	240-270	180-280
Trainee Administrator	180	180	180	N/A
Assistant & Support staff	130	130	130 - 235	140-250

All time is recorded in 6 minute units.

Expenses

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor of member. Expenses also includes expenses. Expenses are payments which are first met by the office holder, and then reimbursed to the office holder from the estate. Expenses are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).

Category 1 expenses

These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. These expenses can be paid without prior approval. Examples of these are advertising, insurance, legal fees etc.

Category 2 expenses

These are payments to associates or payment which have an element of shared costs. Examples of a category 2 expenses that officeholders may seek creditor approval for would be for mileage costs or for hire of external rooms for physical meetings where the room is used for more than one insolvency, Any such approval will be outlined with documentation for the relevant decision procedure.

Category 2 expenses are charged in accordance with the liquidator's prevailing recovery policy at the time the expense is incurred. However, any Category 2 expenses incurred prior to the 1 April 2021 but for which payment has not been drawn, will not be charged after this date. The rates applicable from 1 April 2021 are detailed below:

Expense	Charge	Period charged
Mileage	As per HMRC's approved mileage rates	On appointment (where appropriate)

In common with all professional firms, our charge out rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.