

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

TUESDAY



\*A97B34BV\*

A04

16/06/2020

#78

COMPANIES HOUSE

### 1 Company details

Company number 0 5 5 5 4 4 4 8

Company name in full A & M Acquisitions Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Jamie

Surname Taylor

### 3 Liquidator's address

Building name/number The Old Exchange

Street 234 Southchurch Road

Post town Southend on Sea

County/Region

Postcode S S 1 2 E G

Country

### 4 Liquidator's name ①

Full forename(s) Lloyd

Surname Biscoe

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number The Old Exchange

Street 234 Southchurch Road

Post town Southend on Sea

County/Region

Postcode S S 1 2 E G

Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

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**6** Period of progress report

From date	<sup>d</sup> 2	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9
To date	<sup>d</sup> 2	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0

**7** Progress report☒ The progress report is attached**8** Sign and date

Liquidator's signature

Signature

**X** **X**

Signature date	<sup>d</sup> 1	<sup>d</sup> 5	<sup>m</sup> 0	<sup>m</sup> 6	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0
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LIQ03

## Notice of progress report in voluntary winding up

**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Rosie Thurwood**Company name **Begbies Traynor (Central) LLP**Address **The Old Exchange****234 Southchurch Road**Post town **Southend on Sea**

County/Region

Postcode **S S 1 2 E G**

Country

DX

Telephone **01702 467255****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)

**A & M Acquisitions Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 22/05/2019 To 21/05/2020 £	From 22/05/2015 To 21/05/2020 £
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	NIL	0.60
6,000.00	Cash held by Solicitors	NIL	NIL
74.00	Cash in Hand	NIL	5,000.00
		NIL	5,000.60
	<b>COST OF REALISATIONS</b>		
	Specific Bond	NIL	18.00
	Statement of Affairs Fee	NIL	4,612.11
	Statutory Advertising	NIL	231.00
		NIL	(4,861.11)
	<b>UNSECURED CREDITORS</b>		
(1,346,226.00)	Hermmain Properties Limited	NIL	NIL
(446,007.00)	HMRC (VAT)	NIL	NIL
53,000.00	Terminal Loss Claim	NIL	NIL
(5,000.00)	Trade Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
2.00	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(1,738,157.00)</b>		<b>NIL</b>	<b>139.49</b>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		0.60
	Vat Receivable		138.89
			<b>139.49</b>



pp **Jamie Taylor**  
Joint Liquidator



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## **A & M Acquisitions Limited (In Creditors' Voluntary Liquidation)**

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### **Progress report**

**Period: 22 May 2019 to 21 May 2020**

*This report has been produced during the Covid-19 HM Government restrictions. As a result, our access to information within our physical case files has been limited as our firm has implemented remote working wherever possible in line with HM Government guidance in order to protect its employees and to limit the spread of the virus. Consequently this report has been prepared from information we are able to access remotely. We have taken every reasonable step to ensure that the information is accurate, but if anything is incorrect or incomplete, we will provide an explanation and corrected information in our next progress report.*

### **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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## **Contents**

- ❑ Interpretation
- ❑ Company information
- ❑ Details of appointment of liquidators
- ❑ Progress during the period
- ❑ Estimated outcome for creditors
- ❑ Remuneration and disbursements
- ❑ Liquidators' expenses
- ❑ Assets that remain to be realised and work that remains to be done
- ❑ Other relevant information
- ❑ Creditors' rights
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  - 2. Liquidators' time costs and disbursements
  - 3. Statement of Liquidators' expenses

# 1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	A & M Acquisitions Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 22 May 2015.
"the liquidators", "we", "our" and "us"	Jamie Taylor of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG and Lloyd Biscoe of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
"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):	A & M Acquisitions Limited
Company registered number:	05554448
Company registered office:	The Old Exchange, 234 Southchurch Road, Southend on Sea, Essex, SS1 2EG
Former trading address:	104-106 Cranbrook Road, Ilford, Essex, IG1 4LZ

# 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	22 May 2015
Date of liquidators' appointment:	22 May 2015

Changes in liquidator (if any):

None

## 4. PROGRESS DURING THE PERIOD

I, together with instructed solicitors are continuing with my claim regarding the transfer of Company property to a connected company prior to liquidation. I am unable to divulge any further information at this time in order not to prejudice my claim but can confirm that this is the only outstanding issue. Further details will be provided as necessary in due course.

### **Receipts and Payments**

Attached at Appendix 1 is our abstract of receipts and payments for the period from 22 May 2019 to 21 May 2020.

There have been no receipts or payments in the period.

### **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. There is an analysis for the period of the report and also an analysis of time spent on the case since the date of our appointment. The details below relate to the work undertaken in the period of the report only. Our previous reports contain details of the work undertaken since our appointment.

#### General case administration and planning

- Updating the electronically held information at this office;
- General filing and printing of incoming communications;
- Setting up and maintaining physical case files;
- Review of background and identifying areas requiring action and formulating a case strategy plan;
- Updating case strategy plan;
- Creation, review and update of case compliance checklists;
- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;
- General case updates to include internal meetings on case strategy and effect of instruction;
- Overseeing and controlling the work undertaken on this engagement by junior staff;
- Creation of file notes where necessary;
- Completion of six monthly compliance and progression checklists;
- Ensure time recording data is compliant with Statement of Insolvency Practice 9;
- Liaising with instructed solicitors.



On this engagement, the work identified above does not hold 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 GDPR;
- Ongoing consideration to money laundering regulations;
- Updating case checklists and statutory diaries where necessary;

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 liquidation bank account.
- Complying with risk management procedures;
- Accounting for accruing interest on the cash book;
- Preparing and processing cheque requisition forms for the payment of post-appointment invoices;
- Preparing and processing remittance advices for incoming funds.

On this engagement, the work identified above does not hold 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

- Liaising with instructed solicitors;
- Letter to HM Revenue & Customs with questions put together by instructed Counsel;
- Review of directorships; and
- Companies-House research

On this assignment, there may be a direct commercial benefit to creditors in relation to the above matters as the office holders have identified commercially viable actions to bring which could lead to recovery/contributions to estate assets.

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

Litigation

- Liaise with instructed solicitors;
- Preparing, reviewing and signing witness statements;
- Preparation for mediation

On this engagement, the work detailed above may hold direct financial benefit to creditors if my claims are successful and the level of any settlement which may be reached is sufficient.

## 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 creditors**

There are no secured creditors.

### **Preferential creditors**

There are no preferential creditors.

### **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.

### **Unsecured creditors**

4 unsecured creditors were estimated at £1,797,233 and we have received 2 claims in the total sum of £488,769.41.

Based on realisations to date and future realisations, it is anticipated that there will be insufficient funds to enable a dividend to be paid. However this may change depending on the outcome of the claims being pursued.

## **6. REMUNERATION & DISBURSEMENTS**

### **Remuneration**

Our remuneration has been fixed by a resolution of creditors at a meeting held on 22 May 2015 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 and we are authorised to draw disbursements, including disbursements for services provided by our firm (defined as category 2 disbursements in Statement of Insolvency Practice 9) in accordance with our firm's policy, which is attached at Appendix 2 of this report.

Our time costs for the period from 22 May 2019 to 21 May 2020 amount to £18,468 which represents 37.7 hours at an average rate of £489.87 per hour.

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

- ☐ Time Costs Analysis for the period 22 May 2019 to 21 May 2020
- ☐ Begbies Traynor (Central) LLP's charging policy

To 21 May 2020, we have drawn no funds on account of our remuneration, against total time costs of £50,383.50 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. An additional analysis is also attached which details the time costs for the entire period for which we have administered the liquidation.

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

#### **Disbursements**

To 21 May 2020, we have drawn disbursements in the sum of £249.

A copy 'A Creditors' Guide to Liquidators Fees (E&W) 2011' 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. A cumulative statement showing the total expenses incurred since the date of our appointment also appears at Appendix 3.

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

As set out earlier in this report, investigations into property disposal remain ongoing.

**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

- The preparation, drafting and issue of this report to creditors and members to include all necessary information;
- Updating case strategy plan;
- Update of case compliance checklists;
- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;
- General case updates to include internal meetings on case strategy and effecting instruction;
- Ongoing maintenance of up to date information on the electronic case information;
- Periodic reviews of the case generally;
- Overseeing and controlling the work undertaken on this engagement by junior staff;
- Completion of six monthly compliance and progression checklists;
- Ensure time recording data is compliant with Statement of Insolvency Practice 9;
- Liaising with instructed solicitors.

On this engagement, the work identified above does not hold 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 forms to Companies House;
- Maintain accurate account of receipts and payments;
- Issuing annual progress reports for submission at Companies House and copies sent to all known creditors.

#### 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.
- Complying with risk management procedures;
- Accounting for accruing interest on the cash book;
- 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;

#### Closure

- Preparing, reviewing and issuing final report to members and creditors;
- Filing of final return at Companies House;
- Update physical and electronic case records following closure;

On this engagement, the work identified above does not hold 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

- Continue to liaise with solicitors and counsel regarding claims;
- Meeting with solicitors as required.

Work under this heading will provide a direct commercial benefit to creditors in relation to the above matters if any claims lead to a recovery for the estate.

#### Realisation of assets

- Necessary work to realise funds following any judgement being obtained.

This will provide a direct commercial benefit to creditors if realisations are sufficient.

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

Creditors:

- The issue of this report and associated required documents;
- Updating schedules of unsecured creditor claims;
- Receipt of creditor claims and input on internal case management software;
- Review of creditor claim supporting information;
- Taking and dealing with phone calls from creditors;
- Acknowledgment of creditor claims correspondence and/or dealing with further queries on claims;
- Receipt of, consideration of and response to creditor correspondence;
- Review of and adjudication on unagreed claims preceding dividend (if applicable)

On this engagement, the work detailed above may have any direct financial benefit to creditors. Claim agreement will be undertaken in accordance with the Insolvency Act and Rules together with best practice to ensure that all creditors claims are correctly lodged and fairly adjudicated on.

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

- The completion of VAT forms in order to reclaim outstanding VAT (if applicable);
- The completion of Corporation Tax returns;
- Filing of final Corporation Tax return;
- Seeking closure clearance from HMRC.

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.

#### **How much will this further work cost?**

Litigation has now been commenced and it is estimated that further costs will be in the region of £25,000-£30,000.

#### **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 follows:

- Photocopying £10
- Postage - £35
- Legal Costs £30,000 – to £50,000 plus uplift
- Advertising £76 plus VAT
- Valuers fees £10,000 plus VAT

## 9. OTHER RELEVANT INFORMATION

### **Investigations and reporting on directors conduct**

You may be aware that a liquidator has a duty to enquire into the affairs of an insolvent company to determine its property and liabilities and to identify any actions which could lead to the recovery of funds. In addition, a liquidator is also required to consider the conduct of the Company's directors and to make an appropriate submission to the Department for Business Energy and Industrial Strategy. We can confirm that we have discharged our duties in these respects.

### **Connected party transactions**

We are currently investigating the sale of a property to a connected party and further details will be provided in due course.

### **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.

Cont...

## 11. CONCLUSION

We will report again in approximately twelve months time or at the conclusion of the liquidation, whichever is the sooner.



pp **Jamie Taylor**  
Joint Liquidator

Dated: 9 June 2020

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## ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 22 May 2019 to 21 May 2020



**A & M Acquisitions Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 22/05/2019 To 21/05/2020 £	From 22/05/2015 To 21/05/2020 £
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	NIL	0.60
6,000.00	Cash held by Solicitors	NIL	NIL
74.00	Cash in Hand	NIL	5,000.00
		NIL	5,000.60
	<b>COST OF REALISATIONS</b>		
	Specific Bond	NIL	18.00
	Statement of Affairs Fee	NIL	4,612.11
	Statutory Advertising	NIL	231.00
		NIL	(4,861.11)
	<b>UNSECURED CREDITORS</b>		
(1,346,226.00)	Herrmain Properties Limited	NIL	NIL
(446,007.00)	HMRC (VAT)	NIL	NIL
53,000.00	Terminal Loss Claim	NIL	NIL
(5,000.00)	Trade Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
2.00	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(1,738,157.00)</b>		<b>NIL</b>	<b>139.49</b>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		0.60
	Vat Receivable		138.89
			<b>139.49</b>



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**pp** Jamie Taylor  
Joint Liquidator

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## **TIME COSTS AND DISBURSEMENTS**

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 22 May 2019 to 21 May
- c. Cumulative Time Costs Analysis for the period from 22 May 2015 to 21 May 2020

## **BEGBIES TRAYNOR CHARGING POLICY**

### **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.

In addition, 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 statutory meetings of creditors is charged at the rate of £100 (London £150) per meeting;
- Car mileage is charged at the rate of 45 pence per mile;
- Photocopying is charged at 20p per sheet.

(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 sundry photocopying

<sup>1</sup> Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales

<sup>2</sup> Ibid 1

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

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour) 18 March 2019 – until further notice</b>
Consultant/Partner	645 - 710
Director	515
Senior Manager	440
Manager	410
Assistant Manager	315
Senior Administrator	290
Administrator	220
Trainee Administrator	160
Support	160

Prior to 18 March 2019, the following rates applied:

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour)</b>
Partner	395-550
Director	395
Senior Manager	365
Manager	315
Assistant Manager	285
Senior Administrator	250
Administrator	220
Junior Administrator	160
Cashier	160
Support	160

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

Time is recorded in 6 minute units.

**SIP9 A&M Acquisitions Limited - Creditors Voluntary Liquidation - 03AM088 CVL : Time Costs Analysis From 22/05/2019 To 21/05/2020**

Staff Grade	Consultant/Partner	Director	Staff/Manager	Manager	Asst Manager	Staff/Asst Manager	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	0.6	0.3	0.0		0.7		1.7		4.2	1,385.50	329.88
	Administration	3.4				0.3		0.1		3.8	2,290.00	604.21
	Total for General Case Administration and Planning	4.0	0.3	0.0		1.0		1.8		8.0	3,681.50	460.19
Compliance with the Insolvency Act, Rules and best practices	Appointment											0.00
	Banking and Bonding	0.5						0.4	3.0	3.9	886.50	222.18
	Case Closure											0.00
Investigations	Statutory reporting and statement of affairs					3.6				3.6	1,044.00	290.00
	Total for Compliance with the Insolvency Act, Rules and best practices	0.5				3.6		0.4	3.0	7.5	1,910.50	254.73
	COA and investigations		1.2							1.2	618.00	515.00
	Total for Investigations:		1.2							1.2	618.00	515.00
	Debt collection											0.00
Realisation of assets	Property, business and asset sales											0.00
	Retention of Third/Party assets											0.00
	Total for Realisation of assets:											0.00
Trading	Trading											0.00
	Total for Trading:											0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured											0.00
	Others											0.00
	Creditors committee											0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:											0.00
	Seeking decisions of creditors											0.00
Other matters which includes seeking decisions of creditors, meetings, tax, litigation, pensions and travel	Meetings	3.0								3.0	1,835.00	645.00
	Other											0.00
	Tax											0.00
	Litigation	9.3	8.1			0.3	0.3			18.0	10,323.00	573.50
	Total for Other matters:	12.3	8.1			0.3	0.3			21.0	12,269.00	583.71
Total time cost by staff grade:	Total hours by staff grade:	16.8	9.6	0.9		4.9	0.3	2.2	3.0	37.7		
	Total time cost by staff grade:	10,836.00	4,944.00	389.00		1,421.00	66.00	352.00	480.00		16,498.00	
	Average hourly rate £:	645.00	515.00	410.00	0.00	290.00	220.00	160.00	160.00			489.87
Total fees drawn to date £:												0.00

**SIP9 A&M Acquisitions Limited- Creditors Voluntary Liquidation-03AM088 CVL : Time Costs Analysis From 22/05/2015 To 21/05/2020**

Staff Grade	Consultant/Partner	Director	Senior Mng	Mng	Asst Mng	Sup Admin	Admin	Asst Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	4.0	1.0	2.7			9.0	7.9		28.4	7,770.50	273.61
	Administration			0.1			7.2	1.8		15.4	5,101.50	331.27
	Total for General Case Administration and Planning:			2.8			16.2	9.7		43.8	12,872.00	293.88
	Appointment						4.0			4.0	740.00	185.00
Compliance with the Insolvency Act, Rules and best practice	Banking and Bonding			0.2			7.1	1.3	8.2	18.1	3,242.50	201.40
	Case Closure											0.00
	Statutory reporting and statement of affairs	2.4					4.0			17.0	4,888.00	276.41
	Total for Compliance with the Insolvency Act, Rules and best practice:	2.4		0.2			15.1	1.3	8.2	37.1	8,881.50	234.00
Investigations	COCA and Investigations	13.8		1.8			4.0	0.5		23.2	8,438.00	363.62
	Total for Investigations:	13.8		1.8			4.0	0.5		23.2	8,438.00	363.62
	Debt collection			1.8						1.8	504.00	315.00
	Property, business and asset sales											0.00
Realisation of assets	Retention of Third/Party assets											0.00
	Total for Realisation of assets:			1.8						1.8	504.00	315.00
	Trading											0.00
	Total for Trading:											0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured											0.00
	Others						0.4			0.4	74.00	185.00
	Creditors committee											0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:						0.4			0.4	74.00	185.00
Other matters which includes seeking decisions of creditors, meetings, tax, litigation, penalties and travel	Seeking decisions of creditors											0.00
	Meetings	6.3								6.3	3,420.00	542.88
	Other	3.2	3.0					2.1		8.3	2,861.00	356.75
	Tax		0.4					2.2		2.8	510.00	186.15
	Litigation	12.2	10.2				0.3			24.1	12,925.00	538.31
	Total for Other matters:	21.7	13.6				0.3	4.3		41.3	19,816.00	478.81
	Total hours by staff grade:	37.0	33.6	2.1	6.4		10.3	38.0	15.8	147.4		
	Total time cost by staff grade:	20,005.50	14,472.00	924.00	2,101.50		2,060.00	6,670.50	2,528.00	992.00	50,383.50	
	Average hourly rate £:	540.68	430.71	440.00	328.38	0.00	281.17	185.29	160.00	160.00		341.81
	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 <b>not</b> within the Begbies Traynor Group				
Legal Fees	HCR	36,685 + uplift	0.00	36,685 + uplift
Legal Disbursements	HCR	1,322.05	0.00	1,322.05
Postage	Royal Mail	4.90	0.00	4.90
Travel	TFL Rail	14.30	0.0	14.30
Expenses incurred with entities within the Begbies Traynor Group ( <i>for further details see Begbies Traynor Charging Policy</i> )				
Photocopying	Begbies Traynor LLP	2.80	0.00	2.80

## CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Legal Fees	HCR	36,685 + uplift
Legal Disbursements	HCR	1,322.05
Bond	Insolvency Risk Services	18.00
Statutory Advertising	The Stationery Office	231.00
Photocopying	Begbies Traynor (Central) LLP	6.40
Postage	Royal Mail	16.50
Land Registry Fees	HM Land Registry	267.00
Parking costs	Station car park	2.08
Rail Fare	C2C	39.10