

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 06614705

Company name in full Mealing Holdings Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Lee

Surname De'ath

3 Liquidator's address

Building name/number Town Wall House

Street

Post town Balcerne Hill

County/Region COLCHESTER

Postcode CO33AD

Country

4 Liquidator's name ①

Full forename(s) Ian

Surname Defty

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 31st Floor

Street 40 Bank Street

Post town London

County/Region

Postcode E145NR



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 | 2 | ^d | 6 | ^m | 0 | ^m | 2 | ^y | 2 | ^y | 0 | ^y | 2 | ^y | 2 |
| To date | ^d | 2 | ^d | 5 | ^m | 0 | ^m | 2 | ^y | 2 | ^y | 0 | ^y | 2 | ^y | 3 |
| 7 | Progress report | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> The progress report is attached | | | | | | | | | | | | | | | | |
| 8 | Sign and date | | | | | | | | | | | | | | | |
| Liquidator's signature | Signature | | | | | | | | | | | | | | | |
| |  | | | | | | | | | | | |  | | | |
| Signature date | ^d | 2 | ^d | 0 | ^m | 0 | ^m | 4 | ^y | 2 | ^y | 0 | ^y | 2 | ^y | 3 |

**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 **Joshua Cook**

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

Address **3rd Floor Castlemead**

Lower Castle Street

Post town **Bristol**

County/Region

Postcode **B S 1 3 A G**

Country

DX

Telephone **0117 937 7130**

**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

Mealing Holdings Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

| Declaration of Solvency | | From 26/02/2022 To 25/02/2023 | From 26/02/2020 To 25/02/2023 |
|------------------------------------|--------------------------------------|--|--|
| £ | | £ | £ |
| | ASSET REALISATIONS | | |
| | Bank Interest Gross | NIL | 275.16 |
| Uncertain | Book Debts | NIL | NIL |
| 445,543.18 | Cash at Bank | NIL | 451,334.02 |
| 280,000.00 | Directors loan account - GP | NIL | 280,000.00 |
| 135,000.00 | Directors loan account - SM | NIL | 135,000.00 |
| 365,000.00 | Freehold Property - 1C Kennington Ro | NIL | 365,000.00 |
| 195,000.00 | Freehold Property - 81 Ashwood Road | NIL | 195,000.00 |
| 113,875.00 | S455 tax refund | NIL | NIL |
| | | NIL | 1,426,609.18 |
| | COST OF REALISATIONS | | |
| | Corporation Tax Penalty | 193.44 | 193.44 |
| | Office Holders Fees | NIL | 5,750.00 |
| | Specific Bond | NIL | 375.00 |
| | Statutory Advertising | NIL | 259.95 |
| | Statutory Interest | 840.03 | 840.03 |
| | | (1,033.47) | (7,418.42) |
| | PREFERENTIAL CREDITORS | | |
| | DSS | 3.04 | 3.04 |
| | | (3.04) | (3.04) |
| | UNSECURED CREDITORS | | |
| (54,220.00) | HMRC - Corporation Tax | 34,257.76 | 37,281.47 |
| | | (34,257.76) | (37,281.47) |
| | DISTRIBUTIONS | | |
| | Ordinary Shareholders | 60,000.00 | 381,000.00 |
| | Shareholder (distribution in specie) | NIL | 975,000.00 |
| | | (60,000.00) | (1,356,000.00) |
| 1,480,198.18 | | (95,294.27) | 25,906.25 |
| | REPRESENTED BY | | |
| | Interest Bearing Bank Account | | 25,906.25 |
| | | | 25,906.25 |

Mealing Holdings Ltd (In Members' Voluntary Liquidation)

Progress report

Period: 26 February 2022 to 25 February 2023

Important Notice

This report has been produced solely to comply with our statutory duty to report to members of the Company pursuant to Section 92A of the Insolvency Act 1986. This report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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- ❑ Interpretation
- ❑ Company information
- ❑ Details of appointment of liquidators
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- ❑ Creditors
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- ❑ Liquidators' expenses
- ❑ Assets that remain to be realised and work that remains to be done
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- ❑ Appendices
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 - 2. Liquidators' time costs and expenses
 - 3. Statement of Liquidators' expenses

1. INTERPRETATION

| <u>Expression</u> | <u>Meaning</u> |
|--|--|
| "the Company" | Mealing Holdings Ltd (In Members' Voluntary Liquidation) |
| "the liquidators", "we", "our" and "us" | Lee De'ath of Begbies Traynor, Town Wall House, Balmerne Hill, Colchester, Essex, CO3 3AD and Ian Defty of Begbies Traynor (London) LLP, 31st Floor, 40 Bank Street, London, E14 5NR |
| "the Act" | The Insolvency Act 1986 (as amended) |
| "the Rules" | The Insolvency (England and Wales) Rules 2016 (as amended) |
| "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 creditors | Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act |

2. COMPANY INFORMATION

| | |
|----------------------------|-----------------------------------|
| Trading name: | Mealing Holdings Ltd |
| Company registered number: | 06614705 |
| Company registered office: | 30 Gay Street, Bath, BA1 2PA |
| Former trading address: | The Yard, Northend, Bath, BA1 7ES |

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

| | |
|-----------------------------------|---|
| Date winding up commenced: | 26 February 2020 |
| Date of liquidators' appointment: | 26 February 2020 |
| Changes in liquidator (if any): | Ian Defty replaced Stephen Ramsbottom as Liquidator on 2 November 2020 by way of Court Order. |

4. PROGRESS DURING THE PERIOD

Payments

Corporation Tax and Statutory Interest

The following amounts were paid in respect of Corporation Tax and Statutory interest:

Accounting Period 1 July 2017 to 30 June 2018 – Payment of the tax owed during this period was made on 18 December 2020. As a result statutory interest was incurred to that date totalling £3.08 which was paid on 14 June 2022

Accounting Period 1 July 2019 to 25 February 2020 – Payment of the tax owed during this period was made on 24 February 2021. Payment of statutory interest due on the amount above totalling £237.44 was paid on 13 June 2022.

Accounting Period 26 February 2020 to 25 February 2021 – Payment of the liability due of £34,257.76 was paid on 14 June 2022.

Statutory Interest of £558.08 relating to the above amount was paid on 3 November 2022.

Due to late filing of the return HMRC imposed a penalty totalling £193.44. This was paid in full on 3/1/22.

Accounting Period 25 February 2021 – 24 February 2022 - Payment of the liability due of £3.04 was made on 13 June 2022.

Ordinary Shareholders

On 12 July 2022 a distribution of £60,000 was paid to the members of the company.

Attached at Appendix 1 is our abstract of receipts and payments for the period from 26 February 2022 to 25 February 2023.

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 members?

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 members to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to members.

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached. 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 the costs of the work undertaken since our appointment.

General case administration and planning/ compliance with the Insolvency Act, Rules and best practice

Time under this heading included:

- Filing
- Dealing with general calls, routine correspondence and emails
- Dealing with correspondence from the shareholders in relation to various matters
- Maintaining electronic case files
- Implementing the case strategy

- Maintaining the Joint Liquidators bank account in order to deal with receipts and payments for the liquidation estate
- Conducting bond reviews.
- Internal meetings to discuss outstanding matters on the case
- 6 Monthly case reviews

Other matters which includes meetings, tax, litigation, pensions and travel/ Dealing with all creditors' claims (including employees), correspondence and distributions

- Arranging and making payment of the distribution to members
- Correspondence to the accountant requesting updates on the various outstanding matters in the case.
- Preparing statutory reports and returns.
- Chasing calls and correspondence to HMRC in respect of tax clearances to include resubmission of clearance requests
- Post appointment VAT returns
- Reviewing HMRC correspondence in relation to penalties and payment of same
- Calculation and payment of statutory interest
- Undertaking a review of the Corporation Tax position of the company from 1 July 2017 to 24 February 2022 and arranging payment of the liabilities due.
- Reviews of the members shareholdings
- Obtaining deregistration of VAT

5. CREDITORS

As in any liquidation, in a members' voluntary liquidation creditors are required to prove their claims and the liquidators must examine the proofs and the particulars of the claims and admit them, in whole or in part, or reject them. The liquidators must then settle the priorities of the creditors (as between secured, preferential, secondary preferential and unsecured creditors) before paying them in full with statutory interest.

Besides sums paid to HMRC in respect of outstanding Corporation Tax, penalties and statutory interest, no other creditor claims have arisen during the period.

6. DISTRIBUTIONS TO MEMBERS

On 26 February 2020, the Joint Liquidators made a distribution in specie of the Company's interest in the freehold properties at 81 Ashwood Road and 1C Kennington Road. The total value of the assets distributed were £560,000.

On 2 April 2020 a cash distribution of £80,000 was paid to members of the Company.

On 6 April 2020 a distribution in specie of £280,000 and £135,000 was made to shareholders in respect of the Directors Loan Accounts in the name of Glen Penhey and Simon Mealing.

On 29 January 2021 a cash distribution of £241,000 was paid to members of the Company.

On 12 July 2022 a cash distribution of £60,000 was paid to the members of the company.

7. REMUNERATION & EXPENSES

Our remuneration has been fixed by a resolution of the members of the Company 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, in attending to matters arising in the liquidation

We are also 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, details of which were sent to the members of the Company when written resolutions, including the special resolution that the Company be wound up voluntarily.

Our time costs for the period from 26 February 2022 to 25 February 2023 amount to £8,957 which represents 32.7 hours at an average rate of £273.93 per hour.

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

- ❑ Time Costs Analysis for the period 26 February 2022 to 25 February 2023
- ❑ A cumulative Time Cost Analysis for the full period in liquidation
- ❑ Begbies Traynor (Central) LLP's charging policy

Details of the category 1 and category 2 expenses which have been incurred, (and discharged) are provided at Appendix 3.

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.

8. LIQUIDATORS' EXPENSES

A cumulative statement showing the total expenses incurred since the date of our appointment also appears at Appendix 3.

9. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

- A Refund of S.455 tax estimated in the Declaration of Solvency at £113,875 remains outstanding; and
- Clearance from VAT and PAYE/NIC also remains outstanding

What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to members?

General case administration and planning

The liquidators and their staff will continue to carry out general administration tasks which will include case filing; dealing with general calls; routine correspondence and emails; dealing with calls and correspondence with shareholders as necessary; maintaining electronic case files; case planning and updating case strategy. The majority of this work derives no financial benefit but is required to comply with best practice.

Compliance with the Insolvency Act, Rules and best practice

We will continue to carry out all statutory requirements which will include carrying out regular insolvency bond reviews, producing statutory reports to members and filing statutory returns/notifications to Companies house, as well as in due course dealing with all statutory requirements to close the case. Again, the majority of this work derives no financial benefit but is required under insolvency legislation.

Other matters which includes meetings, tax, litigation, pensions and travel

The residual work to be carried out will be restricted to obtaining clearance from HMRC for VAT, seeking payment of the tax refund and subsequently making a final distribution to the shareholders.

How much will this further work cost?

The 'further work' detailed above has always been anticipated, but at this point in the proceedings, it has not yet been completed. As you know, this work is necessary in order that I may complete the liquidation as envisaged. The cost of the work is estimated to be £5,000.

10. OTHER RELEVANT INFORMATION

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.

11. MEMBERS' RIGHTS

Right to request further information

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a member or members of the Company with at least 5% of the voting total rights of all the members having the right to vote at general meetings of the Company (or any member or members with less than 5% of the total voting rights, 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, within 8 weeks of receipt of this progress report any member or 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, or members with less than 10% of the total voting rights, but with the permission of the Court) may 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.

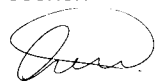
Obtaining information on the remuneration of liquidators and the payment of expenses

The basis of remuneration for acting as liquidators was sought following appointment. Notwithstanding this, beneficiaries of the surplus are able to seek information on their rights in relation to the remuneration and the payment of expenses and can obtain a copy of 'Begbies Traynor Guide for Shareholders. A Guide to the Liquidators' fees – England and Wales' on our website at <https://www.begbies-traynorgroup.com/services-to/shareholders>

Alternatively, if you require a hard copy of the guide, please contact our office and a copy will be sent to you.

12. CONCLUSION

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



L M DE'ATH
Joint Liquidator

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 26 February 2022 to 25 February 2023

| Declaration of Solvency £ | | From 26/02/2022 To 25/02/2023 £ | From 26/02/2020 To 25/02/2023 £ |
|---------------------------------|--------------------------------------|---------------------------------------|---------------------------------------|
| | ASSET REALISATIONS | | |
| | Bank Interest Gross | NIL | 275 |
| Uncertain | Book Debts | NIL | NIL |
| 445,543 | Cash at Bank | NIL | 451,334 |
| 280,000 | Directors loan account - GP | NIL | 280,000 |
| 135,000 | Directors loan account - SM | NIL | 135,000 |
| 365,000 | Freehold Property - 1C Kennington Ro | NIL | 365,000 |
| 195,000 | Freehold Property - 81 Ashwood Road | NIL | 195,000 |
| 113,875 | S455 tax refund | NIL | NIL |
| | | <hr/> | <hr/> |
| | | NIL | 1,426,609 |
| | COST OF REALISATIONS | | |
| | Corporation Tax Penalty | 193 | 193 |
| | Office Holders Fees | NIL | 5,750 |
| | Specific Bond | NIL | 375 |
| | Statutory Advertising | NIL | 260 |
| | Statutory Interest | 840 | 840 |
| | | <hr/> | <hr/> |
| | | 1,033 | (7,418) |
| | UNSECURED CREDITORS | | |
| (54,220) | HMRC - Corporation Tax | 34,261 | 37,285 |
| | | <hr/> | <hr/> |
| | | (34,261) | (37,285) |
| | DISTRIBUTIONS | | |
| | Ordinary Shareholders | 60,000 | 381,000 |
| | Shareholder (distribution in specie) | NIL | 975,000 |
| | | <hr/> | <hr/> |
| | | (60,000) | (1,356,000) |
| | | <hr/> | <hr/> |
| 1,480,198 | | (95,294) | 25,906 |
| | REPRESENTED BY | | |
| | Interest Bearing Bank Account | | <hr/> |
| | | | 25,906 |

TIME COSTS AND EXPENSES

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 26 February 2022 to 25 February 2023; and
- c. Cumulative Time Costs Analysis for the period from 26 February 2020 to 25 February 2023.

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This policy 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 creditors' decision being made for the office holder to be remunerated on a time cost basis. Best practice guidance* requires that such information should be disclosed to those who are responsible for approving the basis of an office holder's remuneration. Within our fee estimate creditors can see how we propose to be remunerated.

In addition, this policy 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* indicates that such charges should be disclosed to those who are responsible for approving the basis of 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 their 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 in 6 minute units 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

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements, which are expenses that are initially paid by the office holder's own firm, but which are subsequently reimbursed from the estate when funds are available.

Best practice guidance classifies expenses into two broad categories:

- ☐ *Category 1 expenses (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 expenses (approval required)* - Items of expenditure that are directly related to the case and either:
 - (i) 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; or
 - (ii) are items of expenditure which are payable to an associate of the office holder and/or their firm.

Shared or allocated costs (pursuant to (i) above)

The following expenses include an element of shared or allocated cost and are charged to the case (subject to approval).

- ☐ Car mileage which is charged at the rate of 45 pence per mile

In addition to the services detailed above, it may become necessary to instruct Eddisons Commercial Limited to provide additional services, not currently anticipated, during the course of the case. In such circumstances and to avoid the costs associated with seeking further approval, the charges for such services will be calculated on a time costs basis at the prevailing hourly rates for their various grades of staff which are currently as follows:

| Grade of staff | Charge-out rate (£ per hour) |
|----------------|------------------------------|
| Director | £275 |
| Associate | £180 |
| Surveyor | £120 |
| Graduate | £100 |
| Administration | £80 |
| Porters | £35 |

Instruction of Eddisons Insurance Services Limited ("EIS") to provide insurance broking services and specifically open cover insurance for the insurable risks relating to the case. The cost of open cover insurance will vary during the course of the case depending upon the value of the assets and liability risks. Where relevant, administration fees may be charged. These costs are taken into consideration and included within the forecasted cost of insurance, above.

In accordance with standard insurance industry practice, EIS will receive payment of commission for the services it provides from the insurer. The commission is calculated as a percentage of the insurance premiums payable and such percentage will depend upon the class or classes of assets being insured.

EIS will invoice the insolvent estate for the premium(s) due on the insurer's behalf and receive payment from the estate. EIS will in turn, account to the insurer for the premium(s) payable after deducting any commission payable by the insurer.

Where EIS have initially been consulted on a policy, but the policy has not been taken out, EIS will charge an administration fee of £150.

Additional payments received by Eddisons Commercial Limited from purchasers where assets are disposed of by way of auction

In addition to the charges of Eddisons Commercial Limited detailed above for providing the services to the office holder, where any machinery and business assets (other than freehold/leasehold property) are disposed of by way of auction, Eddisons Commercial Limited will also receive a payment from the purchaser, known as a buyer's premium, equivalent to 15% of the successful bid. Where any freehold/leasehold property is disposed of by way of auction, Eddisons Commercial Limited will also receive a payment from the purchaser, known as a buyer's administration fee, in the sum of £600. It is standard auction industry practice for a buyer's premium and buyer's administration fee to be charged. The buyer's premium and buyer's administration fee is paid by the purchaser of the assets and is not paid by the office holder from the assets of the estate.

General Office Overheads.

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 expense*:

- ☐ Telephone and facsimile
- ☐ Printing and photocopying
- ☐ Stationery

BEGBIES TRAYNOR CHARGE-OUT RATES

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions. The rates applying to the Bath and Bristol office as at the date of this report are as follows:

| Grade of staff | Charge-out rate (£ per hour) 1 January 2022 until further notice |
|-----------------------|---|
| Partner | 545 |
| Director | 490 |
| Senior Manager | 435 |
| Manager | 380 |
| Assistant Manager | 275 |
| Senior Administrator | 240 |
| Administrator | 195 |
| Junior Administrator | 155 |
| Cashier | 155 |
| Secretarial | 155 |

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

As detailed above, time is recorded in 6 minute units.

TIME COSTS ANALYSIS

Period: 26 February 2022 to 25 February 2023

SIP9 MEALING HOLDINGS LTD - Members Voluntary Liquidation - LMEAL67152.MVL : Time Costs Analysis From 26/02/2022 To 25/02/2023

| Staff Grade | | Consultant/Partner | Director | Inv Mgr | Mgr | Asst Mgr | Inv Admin | Admin | Jr Admin | Support | Total Hours | Time Cost £ | Average hourly rate £ |
|---|---|--------------------|---------------|---------------|---------------|-----------------|---------------|---------------|--------------|---------------|-------------|-----------------|-----------------------|
| General Case Administration and Planning | Consultation | 0.2 | | 0.4 | | 0.5 | | 0.7 | | | 10.4 | 2,871.60 | 276.02 |
| | Compliance with the Insolvency Act, Rules and best practice | | | | | | | | | | | | |
| | Total for General Case Administration and Planning: | 0.2 | | 0.4 | | 0.5 | | 0.7 | | | 10.4 | 2,871.60 | 276.02 |
| Compliance with the Insolvency Act, Rules and best practice | Consultation | | | | | | | | | | | | |
| | Compliance with the Insolvency Act, Rules and best practice | 0.1 | | | | 3.7 | | | 0.7 | 2.0 | 6.5 | 1,625.00 | 249.82 |
| | Total for Compliance with the Insolvency Act, Rules and best practice: | 0.1 | | | | 3.7 | | | 0.7 | 2.0 | 6.5 | 1,625.00 | 249.82 |
| Investigations | Consultation | | | | | 2.0 | | | | | 2.0 | 500.00 | 250.00 |
| | Investigations | | | | | | | | | | | | |
| | Total for Investigations: | | | | | 2.0 | | | | | 2.0 | 500.00 | 250.00 |
| Realisation of assets | Consultation | | | | | | | | | | | | |
| | Realisation of assets | | | | | | | | | | | | |
| | Total for Realisation of assets: | | | | | | | | | | | | 0.00 |
| Trading | Consultation | | | | | | | | | | | | |
| | Trading | | | | | | | | | | | | |
| | Total for Trading: | | | | | | | | | | | | 0.00 |
| Dealing with all creditors claims including employees, correspondence and distributions | Consultation | | | 0.4 | | 0.6 | | | | | 1.7 | 671.00 | 395.88 |
| | Dealing with all creditors claims | 0.6 | | 0.7 | | 0.6 | | | | | | | |
| | Total for Dealing with all creditors claims (including employees, correspondence and distributions): | 0.6 | | 0.7 | | 0.6 | | | | | 1.7 | 671.00 | 395.88 |
| Other matters which includes meetings, tax, together, pensions and travel | Consultation | | | | | | | | | | | | |
| | Other matters | | | | | | | | | | | | |
| | Total for Other matters: | 0.2 | | 0.4 | | 0.6 | | 1.0 | | | 12.1 | 3,310.00 | 273.56 |
| Total hours by staff grade: | | 1.1 | | 1.1 | | 24.6 | | 2.6 | 0.7 | 2.0 | 22.7 | | |
| Total time cost by staff grade £: | | 429.00 | | 664.00 | | 7,124.00 | | 337.60 | 82.00 | 560.00 | | 9,987.60 | |
| Average hourly rate £: | | 390.00 | 600.00 | 290.00 | 600.00 | 290.00 | 600.00 | 166.00 | 90.00 | 276.00 | | | 272.82 |

CUMULATIVE TIME COSTS ANALYSIS

Period: 26 February 2020 to 25 February 2023

SIP9 MEALING HOLDINGS LTD - Members Voluntary Liquidation - LMEAL67152.MVL : Time Costs Analysis From 26/02/2020 To 25/02/2023

| Staff Grade | Conciliator/Partner | Director | Asst Mng | Mng | Asst Mng | Asst Admin | Admin | Jr Admin | Support | NA | Total Hours | Time Cost £ | Average hourly rate £ |
|--|--|----------|----------|-----|----------|------------|-------|----------|---------|-----|-------------|-------------|-----------------------|
| General Case Administration and Planning | Conciliator/Partner | 1.0 | 0.0 | | | | | | 0.0 | | 1.0 | 875.00 | 875.00 |
| | Director | 0.0 | 0.0 | | | | | | | | 0.0 | | |
| | Total for General Case Administration and Planning: | 10.4 | 6.0 | 1.7 | | 14.8 | 1.0 | 0.7 | 12.2 | 6.1 | 60.9 | 12,953.60 | 214.19 |
| Compliance with the Insolvency Act, Rules and Best practice | Conciliator/Partner | | | | | | | | | | | | |
| | Director | 0.0 | 0.0 | | | | | | | | | | |
| | Total for Compliance with the Insolvency Act, Rules and Best practice: | 0.2 | 0.4 | 0.4 | | 0.7 | | 1.2 | 0.9 | | 2.9 | 4,393.60 | 151.85 |
| Investigations | Conciliator/Partner | | | | | | | | | | | | |
| | Director | | | | | | | | | | | | |
| | Total for Investigations: | | | | | 2.0 | | | | | 2.0 | 630.00 | 260.00 |
| Realisation of assets | Conciliator/Partner | | | | | | | | | | | | |
| | Director | | | | | | | | | | | | |
| | Total for Realisation of assets: | | 0.1 | 0.7 | | | | | | | 0.8 | 264.00 | 330.00 |
| Trading | Conciliator/Partner | | | | | | | | | | | | |
| | Director | | | | | | | | | | | | |
| | Total for Trading: | | | | | | | | | | | | 0.00 |
| Dealing with all creditors claims, including employees, correspondence and distributions | Conciliator/Partner | | | | | | | | | | | | |
| | Director | 1.2 | 0.4 | | | 0.6 | 0.0 | | | | 2.2 | 4,075.00 | 185.23 |
| | Total for Dealing with all creditors claims (including employees, correspondence and distributions): | 1.2 | 0.4 | 2.4 | | 0.6 | 0.0 | | | | 4.6 | 4,067.00 | 314.68 |
| Other matters which include meetings, tax, litigation, pensions and travel | Conciliator/Partner | | | | | | | | | | | | |
| | Director | | | | | | | | | | | | |
| | Total for Other matters: | 0.2 | | 1.7 | | 0.6 | | 1.8 | | | 4.3 | 3,873.00 | 279.28 |
| Total hours by staff grade: | | | | | | | | | | | 10.2 | 3,873.00 | 279.28 |
| Total time cost by staff grade £: | | | | | | | | | | | 4,719.00 | 3,597.00 | 2,277.00 |
| Average hourly rate £: | | | | | | | | | | | 150.00 | 150.00 | 150.00 |

CUMULATIVE STATEMENT OF EXPENSES

| Type of expense | Name of party with whom expense incurred | Amount incurred £ |
|-----------------------|--|----------------------|
| Bond | JLT | 375.00 |
| Statutory advertising | Courts Advertising | 259.95 |
| Corporation Tax | HMRC | 3,023.71 |