

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 8 4 2 2 0 5 6

Company name in full Tossed Holdings Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Simon

Surname Bonney

### 3 Liquidator's address

Building name/number High Holborn House

Street 52-54 High Holborn

Post town London

County/Region

Postcode W C 1 V 6 R L

Country

### 4 Liquidator's name ①

Full forename(s) Michael

Surname Kiely

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number High Holborn House

Street 52-54 High Holborn

Post town London

County/Region

Postcode W C 1 V 6 R L

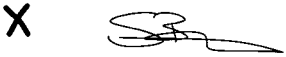
Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>															
From date	<sup>d</sup>	2	<sup>d</sup>	0	<sup>m</sup>	0	<sup>m</sup>	8	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	1
To date	<sup>d</sup>	1	<sup>d</sup>	9	<sup>m</sup>	0	<sup>m</sup>	8	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	2
<b>7</b>	<b>Progress report</b>															
<input checked="" type="checkbox"/> The progress report is attached																
<b>8</b>	<b>Sign and date</b>															
Liquidator's signature	<div>Signature</div> <div>  </div>															
Signature date	<sup>d</sup>	3	<sup>d</sup>	0	<sup>m</sup>	0	<sup>m</sup>	8	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	2

**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 **Thomas Graham**

Company name **Quantuma Advisory Limited**

Address **2nd Floor**

**Arcadia House**

Post town **15 Forlease Road**

County/Region **Maidenhead**

Postcode **S L 6 1 R X**

Country

DX

Telephone **01628 478100**

**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.

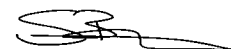
**Further information**

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)**

**Tossed Holdings Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 20/08/2021 To 19/08/2022 £	From 20/08/2020 To 19/08/2022 £
	ASSET REALISATIONS		
	Bank Interest Gross	0.24	2.14
464,077.00	Cash at Bank	NIL	413,940.64
NIL	Investments: Tossed Limited	NIL	NIL
NIL	VAT Refund	NIL	NIL
		0.24	413,942.78
	COST OF REALISATIONS		
	Agents/Valuers Fees (1)	NIL	15.00
	Office Holders Fees	NIL	10,000.00
	Postage	0.89	46.09
	Pre Appt Photocopying	NIL	12.80
	Pre Appt Postage	NIL	28.72
	Pre Appt Stationery	NIL	9.00
	Specific Bond	NIL	135.00
	Stationery	NIL	6.30
	Statutory Advertising	169.20	253.80
		(170.09)	(10,506.71)
	FLOATING CHARGE CREDITORS		
(9,387,688.00)	Latimer Investments Limited	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(382,700.00)	Amounts owed to intercompanies	NIL	13,844.82
(1.00)	HM Revenue and Customs	NIL	NIL
	Latimer Investments Limited	NIL	385,097.71
(50,000.00)	National Westminster Bank - Bounceb	NIL	NIL
	Trade & Expense Creditors	NIL	98.46
		NIL	(399,040.99)
	DISTRIBUTIONS		
(11,477.93)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(9,367,789.93)		(169.85)	4,395.08
	REPRESENTED BY		
	Bank 1 Current		2,293.74
	Vat Receivable		2,101.34
			4,395.08



Simon James Bonney  
Joint Liquidator

# Tossed Holdings Limited

(In Creditors' **Voluntary Liquidation**)

(**"the Company"**)

## THE JOINT LIQUIDATORS' **PROGRESS REPORT**

30 August 2022

This report has been prepared for circulation solely to comply with the Joint Liquidators' statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.

Simon Bonney and Michael Kiely of Quantuma Advisory Limited, High Holborn House, 52-54 High Holborn, London, WC1V 6RL, were appointed Joint Liquidators of Tossed Holdings Limited on 20 August 2020.

Simon Bonney and Michael Kiely are both licensed to act as an Insolvency Practitioners by the Insolvency Practitioners Association.

## CONTENTS

1	INTRODUCTION
2	THE PROGRESS OF THE LIQUIDATION
3	CREDITORS: CLAIMS AND DISTRIBUTIONS
4	OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS
5	ETHICS
6	THE JOINT LIQUIDATORS' <b>FEES AND EXPENSES</b>

## APPENDICES

Appendix 1	Statutory Information
Appendix 2	The Joint Liquidators' <b>Receipts and Payments Account</b>
Appendix 3	Schedule of Joint Liquidators' <b>Time Costs</b>
Appendix 4	Detailed narrative list of work undertaken by the Joint Liquidators during the Review Period

## ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Simon Bonney and Michael Kiely of Quantuma Advisory Limited
"the Company"	Tossed Holdings Limited (in Liquidation)
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 20 August 2021 to 19 August 2022
"Whole Period"	Period covered by the report from 20 August 2020 to 19 August 2022

## 1. INTRODUCTION

### Introduction

This report has been prepared to provide Members and Creditors with an update on the progress of the Liquidation of the Company since the last report dated 13 October 2021.

Given the information previously provided to Members and Creditors in an earlier report, detailed background information in respect of the Company has not been included and this report focusses on the progress of the CVL subsequent to that report.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

### Details of the appointment of the Joint Liquidators

Simon Bonney and Michael Kiely of Quantuma Advisory Limited were appointed Joint Liquidators of the Company on 20 August 2020.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

## 2. THE PROGRESS OF THE LIQUIDATION

### The Joint Liquidators' Receipts and Payments Account

Attached at Appendix 2 is a Receipts and Payments account covering the Review Period together with a summary of the transactions in the previous Review Period. In accordance with the requirements of SIP 7, the Joint Liquidators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Liquidation over the Review Period.

A summary is provided of the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. There is VAT receivable of £2,067 to be reclaimed from HM Revenue and Customs.

### Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Creditors' Voluntary Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards. Details of the tasks carried out during the Review Period are included in Appendix 4.

## Realisation of assets

### Cash at Bank

As previously advised, National Westminster Bank plc ("NatWest") advised of the terms and condition provided to the Company within the Bounce Back Loan agreement, which stated the bank may apply set off against any sums held to reduce any amounts which become payable following an event of default. As the Bounce Back Loan agreement was for a sum of £50,000, NatWest applied set off in full against such credit sums held.

The Joint Administrators have reviewed this position and NatWest were within their rights to apply set off, and therefore no further action will be taken.

### Bank Interest Gross

The gross bank interest accumulated for the Review Period is £0.24.

I would refer creditors to my previous reports for other asset realisations.

### Estimated Future Realisations

There are no further anticipated asset realisations.

### Costs incurred but remaining unpaid

During the Review Period, the Joint Liquidators have also incurred time costs and expenses, not all of which have yet been discharged. Further details of these costs are set out below.

## 3. CREDITORS: CLAIMS AND DISTRIBUTIONS

### Secured Creditors

The Company granted a fixed and floating charge to Latimer Investments Limited ("Latimer") on 18 December 2017 giving a fixed and floating charge over the assets of the Company. The amount outstanding, as confirmed by Latimer, is £9,387,689.

Latimer previously provided confirmation that they wish to value their security at Nil, and therefore their claim fell to being an unsecured claim in the Liquidation.

### Preferential creditors

There are no preferential creditors.

### Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the Unsecured Creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

As Latimer valued their security at Nil, there will be no distribution to the secured creditor and therefore there will be no prescribed part in the Liquidation.



## Unsecured Creditors

Unsecured claims were estimated at £432,701 in the Director's Estimated Statement of Affairs and, to date, 5 claims have been received totalling £9,727,588.

A dividend of 4.10p in the £ was paid on 20 October 2020 to unsecured creditors whose claims totalled £9,727,588. Although significant time costs have been incurred in adjudicating on creditors' claims, this work has had a financial benefit for creditors as it has ensured that payments have only been made to parties who have a statutory right to a dividend.

At this time it is not anticipated that there will be a further dividend to unsecured creditors.

## 4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

### Further Information

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk>.

### General Data Protection Regulation

In compliance with the General Data Protection Regulation, Creditors, Employees, Shareholders, Directors and any other Stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notices>.

## 5. ETHICS

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

### General Ethical Considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

### Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidators are obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

## 6. THE JOINT LIQUIDATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 1 April 2021 together with Quantuma Advisory Limited's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

## Joint Liquidators' Fees

The basis of the Joint Liquidators' fees were fixed on 29 September 2020 by postal resolutions as follows:

1. That the basis of the Joint Liquidators' fees be fixed at £20,000 plus VAT in respect of the administration and planning of the case, dealing with unsecured claims and payment of any distributions, cashiering and closing procedures.

In accordance with this resolution, fees totalling £14,000 plus VAT have been drawn.

The Joint Liquidators believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon them.

## Joint Liquidators' Expenses

An amended Statement of Insolvency Practice (SIP), SIP 9, was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.

The expenses, which include disbursements that have been incurred and not yet paid during the period are detailed below. This includes a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred in the Whole Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 expenses				
Statutory & other Advertising	253.80	169.20	253.80	
Specific Penalty Bond	135.00	Nil	135.00	
Printing & Postage costs of external provider.	55.00	0.89	46.09	
Category 2 expenses				
Photocopying, scanning & faxes (per side)	45.00	Nil	15.00	Please be advised that, whilst it was originally envisaged that these expenses would be charged to the estate, this has been no longer allowed since 1 April 2021
AML Electronic Identification Search	12.00	Nil	Nil	
Stationery (Per Report/letter per member/creditor)	35.00	Nil	6.30	
TOTAL	535.80	170.09	456.19	

Details of the expenses paid in the Review Period and the Whole Period are shown in the Receipts and Payments account at Appendix 2.

Creditors agreed that Category 2 disbursements could be drawn on 29 September 2020. Please note that some Category 2 expenses that have previously been approved and their estimated costs or basis of their cost provided as part of the expenses estimate may not be discharged from the estate from 1 April 2021. These are indicated in the table above.

## Cost to Closure

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the original expenses estimate is unlikely to be exceeded.

I do not anticipate having to obtain approval for a further increase in my fees estimate.

## Other professional costs

There have been no professional advisors instructed within the Review Period.

## **Creditors' right to request information**

Any Secured Creditor, or Unsecured Creditor with the support of at least 5% in value of the Unsecured Creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

## **Creditors' right to challenge remuneration and/or expenses**

Any Secured Creditor, or Unsecured Creditor with the support of at least 10% in value of the Unsecured Creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

## Future of the Liquidation

The Joint Liquidators' asset realisations as well as their investigations into the financial affairs of the Company have been completed. The Company is the sole shareholder of its associated Company, Tossed Limited, which as previously noted is also in Liquidation. As such, the Joint Liquidators are unable to seek their release from office until Tossed Limited has been dissolved.

Once the associated Company has been dissolved, the Joint Liquidators will seek their release from office by issuing their final account to members and creditors.

Should you have any queries in regard to any of the above please do not hesitate to contact Thomas Graham on 01628 478100 or by e-mail at [thomas.graham@quantuma.com](mailto:thomas.graham@quantuma.com).

---

Simon Bonney  
Joint Liquidator

TOSSED HOLDINGS LIMITED  
(IN LIQUIDATION)

## STATUTORY INFORMATION

Company Name	Tossed Holdings Limited
Trading Address	31-33 Baker Street, London, W1U 8EJ
Proceedings	In Liquidation
Date of Appointment	20 August 2020
Joint Liquidators	Simon Bonney and Michael Kiely Quantuma Advisory Limited 2nd Floor, Arcadia House, 15 Forlease Road, Maidenhead, SL6 1RX
Registered office Address	c/o Quantuma Advisory Limited 2nd Floor, Arcadia House, 15 Forlease Road, Maidenhead, SL6 1RX
Company Number	08422056
Incorporation Date	27 February 2013

APPENDIX 2

TOSSED HOLDINGS LIMITED  
(IN LIQUIDATION)

THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 19 AUGUST 2022

Tossed Holdings Limited  
(In Liquidation)  
JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 20/08/2021 To 19/08/2022 £	From 20/08/2020 To 19/08/2022 £
<b>RECEIPTS</b>			
VAT Refund	NIL	0.00	0.00
Cash at Bank	464,077.00	0.00	413,940.64
Investments: Tossed Limited	NIL	0.00	0.00
Bank Interest Gross		0.24	2.14
		<u>0.24</u>	<u>413,942.78</u>
<b>PAYMENTS</b>			
Specific Bond		0.00	135.00
Office Holders Fees		0.00	10,000.00
Photocopying		0.00	15.00
Stationery		0.00	6.30
Postage		0.89	46.09
Statutory Advertising		169.20	253.80
Pre Appt Postage		0.00	28.72
Pre Appt Stationery		0.00	9.00
Pre Appt Photocopying		0.00	12.80
Latimer Investments Limited	(9,387,688.00)	0.00	0.00
Trade & Expense Creditors		0.00	98.46
National Westminster Bank - Bounceback	(50,000.00)	0.00	0.00
HM Revenue and Customs	(1.00)	0.00	0.00
Amounts owed to intercompanies	(382,700.00)	0.00	13,844.82
Latimer Investments Limited		0.00	385,097.71
Ordinary Shareholders	(11,477.93)	0.00	0.00
		<u>170.09</u>	<u>409,547.70</u>
Net Receipts/(Payments)		<u>(169.85)</u>	<u>4,395.08</u>
<b>MADE UP AS FOLLOWS</b>			
Bank 1 Current		(203.87)	2,293.74
VAT Receivable / (Payable)		34.02	2,101.34
		<u>(169.85)</u>	<u>4,395.08</u>

TOSSED HOLDINGS LIMITED  
(IN LIQUIDATION)

**SCHEDULE OF THE JOINT LIQUIDATORS' TIME COSTS DURING THE REVIEW PERIOD AND  
THE WHOLE PERIOD**

## Time Entry - SIP9 Time & Cost Summary

6007005 - Tossed Holdings Limited  
Project Code: POST  
From: 20/08/2021 To: 19/08/2022

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	5.65	0.67	2.36	3.90	12.58	4,050.15	321.95
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.00	2.20	2.20	297.00	135.00
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.70	0.00	2.60	3.10	6.40	1,415.00	221.09
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	6.35	0.67	4.96	9.20	21.18	5,762.15	272.06
Total Fees Claimed						0.00	



# Time Entry - SIP9 Time & Cost Summary

6007005 - Tossed Holdings Limited  
Project Code: POST  
From: 20/08/2020 To: 19/08/2022

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	9.20	7.11	12.66	12.50	41.47	11,620.00	280.20
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.30	0.00	0.20	6.90	7.40	1,099.50	148.58
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	2.30	5.10	12.63	5.30	25.33	6,565.55	259.20
Investigations	0.70	1.35	3.20	0.00	5.25	1,602.50	305.24
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	1.00	2.35	3.40	0.00	6.75	2,161.50	320.22
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	13.50	15.91	32.09	24.70	86.20	23,049.05	267.39
Total Fees Claimed						10,000.00	

## APPENDIX 4

### TOSSSED HOLDINGS LIMITED (IN LIQUIDATION)

#### DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING THE REVIEW PERIOD

Description of work undertaken	Includes
<u>ADMINISTRATION &amp; PLANNING</u>	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Annual/Progress Reports	Preparing, circulating and filing progress reports.
<u>REALISATION OF ASSETS</u>	
Cash at Bank	Reviewing the Company's Bounce Back Loan position
<u>CASHIERING</u>	
Maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken.

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates prior 23 June 2022	Charge out rates after 23 June 2022
	£	£
CEO/Managing Directors	£495.00	£480.00 – £580.00
Director	£400.00	£370.00 – £475.00
Senior Manager	£345.00	£340.00 – £415.00
Manager	£325.00	£310.00 - £375.00
Assistant Manager	£295.00	£195.00 – £335.00
Senior Administrator	£250.00	£275.00 – £335.00
Administrator	£200.00	£200.00 – £240.00
Assistant Administrator	£160.00	£135.00 - £160.00
Case Accountant	£110.00	£135.00
Junior Administrator	£125.00	£100.00 - £115.00
Support Staff/Executive Assistant	£110.00	100.00 – 135.00