



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

1 Company details

Company number	1	2	3	5	5	7	0	6
Company name in full	Tribus (Watchmakers) Limited							

→ **Filling in this form**
Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s)	Jason Dean
Surname	Greenhalgh

3 Administrator's address

Building name/number	No 1 Old Hall Street
Street	
Post town	Liverpool
County/Region	
Postcode	L 3 9 H F
Country	

4 Administrator's name ①

Full forename(s)	Paul
Surname	Stanley

① **Other administrator**
Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number	No 1 Old Hall Street
Street	
Post town	Liverpool
County/Region	
Postcode	L 3 9 H F
Country	

② **Other administrator**
Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

6 Period of progress report

From date	d	0	d	9	m	1	m	1	y	2	y	0	y	2	y	1
To date	d	0	d	8	m	0	m	5	y	2	y	0	y	2	y	2

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date	d	0	d	6	m	0	m	6	y	2	y	0	y	2	y	2
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**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 **Jason Dean Greenhalgh**

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

Address **340 Deansgate**

Manchester

Post town **M3 4LY**

County/Region

Postcode

Country

DX

Telephone **0161 837 1700**

**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

Jason Dean Greenhalgh and Paul Stanley were appointed joint administrators on 9 November 2021

The affairs, business and property of the Company are being managed by the joint administrators, who act as the Company's agents and without personal liability.

Tribus (Watchmakers) Limited (In Administration)

Progress report of the joint administrators

Period: 9 November 2021 to 8 May 2022

Important Notice

This progress report has been produced by the administrators solely to comply with their statutory duty to report to creditors on the progress of the administration. 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 for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Tribus (Watchmakers) Limited (In Administration)
"the administration"	The appointment of administrators under Schedule B1 to the Insolvency Act 1986 on 9 November 2021
"the administrators" "we" "our" and "us"	Jason Dean Greenhalgh and Paul Stanley of Begbies Traynor (Central) LLP, No 1 Old Hall Street, Liverpool, L3 9HF
"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 creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Insolvency Act 1986

2. STATUTORY INFORMATION

Name of Company	Tribus (Watchmakers) Limited
Trading name(s):	Tribus
Date of Incorporation:	9 December 2019
Company registered number:	12355706
Company registered office:	c/o Begbies Traynor (Central) LLP, No.1 Old Hall Street, Liverpool, L3 9HF
Former registered office:	Third Floor, Musker Buildings, 1 Stanley Street, Liverpool, L1 6AA

3. DETAILS OF APPOINTMENT OF ADMINISTRATORS

Names of the administrators:	Jason Dean Greenhalgh, and Paul Stanley, Licensed Insolvency Practitioners of Begbies Traynor (Central) LLP, No 1 Old Hall Street, Liverpool, L3 9HF
Date of administrators' appointment:	9 November 2021
Court:	High Court of Justice, Business and Property Courts in Manchester, Insolvency & Companies
Court Case Number:	CR-2021-MAN-000646
Person(s) making appointment / application:	The directors of the company
Acts of the administrators:	The administrators act as officers of the court and as agents of the Company without personal liability. Any act required or authorised under any enactment to be done by an administrator may be done by any one or more persons holding the office of administrator from time to time.
Type of Proceedings:	The proceedings will be COMI proceedings, as defined by the Insolvency (England and Wales) Rules 2016 (as amended)
Extensions of the administration period	There have been no previous extensions to the administration period.

4. PROGRESS DURING THE PERIOD

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 9 November 2021 to 8 May 2022.

Receipts

Book Debts

As outlined in the Joint Administrators' Proposals, a sale of the Company's stock took place prior to the appointment of the Joint Administrators for a total price of £160,000 plus VAT. At the time of our appointment, £40,000 plus VAT (totalling £48,000) was outstanding.

During the period, the full balance of £48,000 has been received. As outlined in Section 9 below, our investigations in relation to the transaction are ongoing, and a further update will be provided to creditors in our next progress report.

Cash at Bank

As outlined in the Joint Administrators' Proposals, a total of £1,781.29 was received from the funds held in the Company's bank account at the time of the Joint Administrators' appointment.

Payments

Administrators Pre-Appointment Fee

The Joint Administrators' pre-appointment fees of £13,379 plus VAT were approved by creditors on 14 January 2022.

During the period, £5,000 has been drawn.

Administrators Fee

£10,000 has been drawn during the period. Full details in relation to the Joint Administrators' fees and disbursements may be found in Section 6 below.

Legal Fees

£1,000 plus VAT, plus disbursements of £70, were paid to Berman's for their assistance provided to the Joint Administrators in relation to their appointment.

Statutory Advertising

£99.45 was paid to Courts Advertising in relation to the advert placed in the London Gazette following the appointment of the Joint Administrators.

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.

The details below relate to the work undertaken in the period of the report only.

General case administration and planning

Insolvency practitioners are required to maintain records to demonstrate how the case was administered and to document the reasons for any decisions that materially affect the case.

Time charged to 'General case administration and planning' in the period of this report will include work of this nature, and also includes:

- Sundry tasks such as filing and photocopying
- Case diary management
- Paying any costs associated with the day to day running of the administration
- Obtaining and reviewing Company records
- Email correspondence with the various staff working on the case along with external parties where necessary
- Case reviews

Compliance with the Insolvency Act, Rules and best practice

Insolvency Practitioners are required to comply with the provisions of The Insolvency Act 1986 (as amended) and The Insolvency Rules 1986 (as amended), together with best practice guidelines laid down within the profession. This includes the undertaking of periodic reviews of case progression, ensuring that a specific bond is in place at the correct value to insure the sums realised and the issuing of periodic reports on the progress of the insolvency to creditors.

In addition to the above, we have also issued all relevant statutory notices to Court, Companies House, HMRC and creditors. We have also prepared and issued the Joint Administrators' Statement of Proposals.

The time charged in relation to the preparation of this report will be reflected in our next progress report, as drafting must begin on expiry of the 6-month anniversary of our appointment.

Investigations

The Joint Administrators and their staff have undertaken their investigations in compliance with Statement of Insolvency Practice 2 in relation to the conduct of the directors prior to our appointment as Joint Administrators, and have submitted the necessary report to The Insolvency Service.

Realisation of assets

The primary duty of an Insolvency Practitioner is to identify and realise the value of an insolvent company's property for the benefit of creditors.

Time charged under this heading included:

- Obtaining cash at bank
- Collecting deferred consideration from the previous sale of company stock
- Discussions with the company supplier in Switzerland in respect of the stock sale
- Ongoing correspondence with the directors in relation to the stock sale

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

Insolvency Practitioners will need to deal with the claims of creditors during the course of their time in office, which will include the recording of those claims together with the provision of ad hoc updates to creditors and dealing with general queries from those creditors. When funds allow, the Insolvency Practitioner will make distributions to creditors in accordance with the specified order of priority governing secured claims, preferential claims and unsecured claims.

Time charged under this heading also included:

- Dealing with unsecured creditor claims, issuing claim forms and logging proofs
- Answering various employee enquiries
- Dealing with redundancy claims for all employees with the Redundancy Payments Service

Other matters which includes seeking decisions of creditors via deemed consent procedure and/or decision procedures, tax, litigation, pensions and travel

During the period, time has been spent:

- Liaising with HMRC in relation to VAT and Corporation Tax position
- Seeking decisions of creditors regarding the approval of the Joint Administrators' :
 - Proposals
 - Pre-appointment costs
 - Fees and disbursements
 - Discharge from liability

5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in our statement of proposals

Secured creditors

There are no known Secured Creditors.

Preferential creditors

Preferential claims of employees for arrears of wages, salary and holiday pay were estimated at £26,014.76. The claim of the Redundancy Payments Service has not yet been received.

Secondary preferential creditors

Further to the changes to the Finance Act 2020, HM Revenue & Customs ("HMRC") are now able to claim secondary preferential status for certain liabilities. Taxes owed by the business to HMRC comprising of VAT, PAYE Income Tax, Employee National Insurance Contributions, Student loan deductions and Construction Industry Scheme deductions fall under the secondary preferential status.

The secondary preferential claim of HMRC was estimated at £110,798. A claim in relation to the Secondary Preferential element of HMRC's claim has been received in the amount of £61,887.

Prescribed Part for unsecured creditors pursuant to Section 176A of the Act

Details of how the prescribed part for unsecured creditors is calculated were provided in our statement of proposals.

We estimate that the Company's net property will be nil, therefore there will be no prescribed part.

Unsecured creditors

Based upon realisations to date and estimated future realisations there will be insufficient funds available to enable a dividend to be paid to the unsecured creditors.

Effect of administration on limitation periods under the Limitation Act 1980

As we have previously confirmed, the Limitation Act 1980 continues to apply to all debts due from the Company. Case law indicates that where a company is in administration, time does not stop running for limitation purposes pursuant to the Limitation Act 1980. If you have any concerns in relation to your claim against the Company becoming time-barred during the course of the administration, we strongly recommend that you seek independent legal advice on the options available to you to prevent this.

6. PRE-ADMINISTRATION COSTS

On 14 January 2022 the following amounts in respect of unpaid pre-administration costs were approved by a resolution of creditors passed by correspondence.

Description	Name of recipient	Net amount £	VAT £	Gross amount £
Our fees in relation to the Work	Begbies Traynor	13,379	2,675.80	16,054.80
TOTAL PRE-ADMINISTRATION COSTS		13,379	2,675.80	16,054.80

As outlined above, £5,000 plus VAT has been drawn during the period in relation to the approved pre-administration costs.

7. REMUNERATION & EXPENSES

Our remuneration has been fixed by reference to the time properly given by us and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters as set out in the fees estimate of £70,100.

We are also authorised to draw expenses for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy, details of which accompanied the Statement of proposals for achieving the purpose of administration and which are attached at Appendix 2 of this report.

Our time costs for the period from 9 November 2021 to 8 May 2022 amount to £31,083 which represents 110.8 hours at an average rate of £280.53 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 9 November 2021 to 8 May 2022
- ☐ Begbies Traynor (Central) LLP's charging policy

To 8 May 2022, we have drawn the total sum of £10,000 on account of our remuneration, against total time costs of £31,083 incurred since the date of our appointment.

As can be seen from the information above, the level of our approved remuneration has been sufficient to cover the costs of the administration and we are pleased to report that we do not anticipate seeking any increase or amendment to our approved remuneration basis if matters progress to conclusion as envisaged.

Category 2 Expenses

To 8 May 2022, no Category 2 expenses have been incurred, however as outlined below we have engaged our agents Eddisons in relation to the pre-appointment stock sale. Details of any costs incurred will be reported to creditors in our next progress report.

8. ADMINISTRATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3.

Expenses actually incurred compared to those that were anticipated

Creditors will recall that we estimated that the expenses of the administration would total £6,617.50. That estimate has not been exceeded and we do not expect it to be exceeded if matters progress to conclusion as envisaged.

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

As outlined above and in the Joint Administrators' Statement of Proposals, a sale of the Company's stock took place prior to the appointment of the Joint Administrators for the total price of £160,000 plus VAT.

Following appointment, the Joint Administrators engaged their agent Eddisons (part of the Begbies Traynor Group) to advise on the sale to ensure that it achieved fair market value in accordance with Statement of Insolvency Practice 13.

Following advice received from Eddisons, we have raised further queries with the directors and the manufacturer based in Switzerland to request further documentation pertaining to the sale.

We are continuing to liaise with the directors in relation to the issues raised, and a further update will be provided to creditors in our next progress report.

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

- Continue to liaise with the directors, the Swiss manufacturer and our agents in respect of the stock sale that took place prior to our appointment
- Deal with RPS and any ongoing employee enquiries where necessary
- Correspond with creditors and respond to creditor queries in a timely manner
- Ongoing review of outstanding matters to be concluded prior to the closure of the administration
- Correspond with Smart Pensions in respect of outstanding pension contributions
- Potential extension of the administration if all matters cannot be completed within 12 months of our appointment
- Necessary steps to bring the administration to a close

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 carried out. As you know, this work is necessary in order that I may complete the administration as envisaged. The cost of completing this work will not exceed any amounts approved by creditors previously.

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 set out in the estimate of anticipated expenses sent to creditors which included all of the expenses that we anticipate that we will incur throughout the administration.

What is the anticipated payment for administering the case in full?

We estimated that the cost of administering the case would be in the region of £70,100, and subsequently you have provided approval for us to draw our remuneration up to that level. However, as you are aware, the remuneration that we can draw is limited to the amount that is realised for the assets, (less any costs incurred in realising those assets). At this stage in the administration, I can estimate that total post-appointment remuneration drawn will be in the region of £40,000. Costs incurred over and above our approval will be written off.

However, please note that should there be additional or unexpected asset realisations, we will look to draw our remuneration from those too, capped at the level that the creditors approve.

10. OTHER RELEVANT INFORMATION

Connected party transactions

In accordance with Statement of Insolvency Practice 13, we understand that the following assets were sold:

Date of sale	Asset sold and nature of transaction	Consideration paid and date	Name of Purchaser	Relationship with the Company
November 2021	Watch Stock	£120,000 of £160,000 paid prior to the appointment of the Joint Administrators. £40,000 received following appointment	Tribus (Horologists) Limited ("THL")	Connected by way of common directorship

Use of personal information

Please note that in the course of discharging our statutory duties as Joint Administrators, 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. 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 (other than pre-administration costs) 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 an 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.

12. CONCLUSION

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



Paul Stanley
Joint Administrator

Dated: 6 June 2022

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 9 November 2021 to 8 May 2022

Statement of Affairs £		From 09/11/2021 To 08/05/2022 £
	ASSET REALISATIONS	
48,000.00	Book Debts	48,000.00
	Cash at Bank	1,781.29
Uncertain	Goodwill / Trading Name / Website	NIL
		<u>49,781.29</u>
	COST OF REALISATIONS	
	Administrators' Fees	10,000.00
	Administrators Pre Appointment Fee	5,000.00
	Legal Disbursements	70.00
	Legal Fees (1)	1,000.00
	Statutory Advertising	99.45
		<u>(16,169.45)</u>
	PREFERENTIAL CREDITORS	
(26,014.76)	Employees re Arrears/Hol Pay	NIL
		<u>NIL</u>
	SECONDARY PREFERENTIAL CREDITORS	
(53,485.00)	HMRC (PAYE)	NIL
(25,312.59)	HMRC (VAT)	NIL
		<u>NIL</u>
	UNSECURED CREDITORS	
(50,000.00)	Banks/Institutions	NIL
(1,500,000.00)	Connected Companies	NIL
(192,704.65)	Directors	NIL
(127,469.93)	Employees	NIL
(152,710.61)	Trade Creditors	NIL
		<u>NIL</u>
	DISTRIBUTIONS	
(4.00)	Ordinary Shareholders	NIL
		<u>NIL</u>
(2,079,701.54)		<u>33,611.84</u>

COSTS AND EXPENSES

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 9 November 2021 to 8 May 2022

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).

- ☐ Internal meeting room usage for the purpose of physical meetings of creditors is charged at the rate of £100 (London £150) per meeting;
- ☐ Car mileage which is charged at the rate of 45 pence per mile;

Payments anticipated to be made to associates (pursuant to (ii) above)

Services provided by other entities within the Begbies Traynor group

The following expenses which relate to services provided by an entity within the Begbies Traynor group, of which the office holder's firm is a member, are also to be charged to the case (subject to approval):

Instruction of Eddisons Commercial Limited ("Eddisons") to provide advice in relation to the pre-appointment sale of the Company's stock, and to undertake a detailed review in relation to the same. Their charges 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

We are unsure of Eddisons proposed charges at this stage, however a figure of between £3,000 and £6,000 has been included in our estimate of expenses at this stage.

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 as outlined above.

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 Manchester 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

Grade of staff	Charge-out rate (£ per hour) 1 December 2018 – 31 December 2021
Partner	495
Director	445
Senior Manager	395
Manager	345
Assistant Manager	250
Senior Administrator	225
Administrator	175
Junior Administrator	140
Support	140

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

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

[illegible]

APPENDIX 3

STATEMENT OF ADMINISTRATORS' EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
Specific Bond	AUA Insolvency Risk	166.90	Nil	166.90
Postage	Postworks.co.uk	19.90	Nil	19.90
Legal Fees	Bermans	1,000	1,000	Nil
Legal Disbursements	Bermans	70	70	Nil
Statutory Advertising	Courts Advertising	99.45	99.45	Nil
Mileage	Begbies Traynor	29.70	Nil	29.70