

# LIQ14

## Notice of final account prior to dissolution in CVL



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

### 1 Company details

Company number 0 0 5 0 0 9 9 1

Company name in full W.L.Cornish & Sons Limited

#### → Filling in this form

Please complete in typescript or in bold black capitals.

### 2 Liquidator's name

Full forename(s) Gary N

Surname Lee

### 3 Liquidator's address

Building name/number 340 Deansgate

Street

Post town Manchester

County/Region

Postcode M 3 4 L Y

Country

### 4 Liquidator's name ①

Full forename(s) Paul

Surname Stanley

#### ① Other liquidator

Use this section to tell us about another liquidator.

### 5 Liquidator's address ②

Building name/number 340 Deansgate

Street

Post town Manchester

County/Region

Postcode M 3 4 L Y

Country

#### ② Other liquidator

Use this section to tell us about another liquidator.

LIQ14  
Notice of final account prior to dissolution in CVL

**6** Liquidator's release

Tick if one or more creditors objected to liquidator's release.

:

**7** Final account

I attach a copy of the final account.

**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup>1

<sup>d</sup>7

<sup>m</sup>0

<sup>m</sup>3

<sup>y</sup>2

<sup>y</sup>0

<sup>y</sup>2

<sup>y</sup>3

# LIQ14

## Notice of final account prior to dissolution in CVL



### 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 Dale Taylor

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](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)

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W.L.Cornish & Sons Limited (**In Creditors'**  
Voluntary Liquidation)

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Final report and account of the liquidation

Period: 31 March 2022 to 18 January 2023

## Important Notice

This report has been produced solely to comply with our statutory duty to report to creditors and members of the Company pursuant to Section 106 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 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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# 1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	W.L.Cornish & Sons Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 31 March 2022
"the liquidators", "we", "our" and "us"	Gary N Lee and Paul Stanley of Begbies Traynor (Central) LLP, 340 Deansgate, Manchester, M3 4LY
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England & 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:	None
Company registered number:	00500991
Company registered office:	C/O Begbies Traynor, 340 Deansgate, Manchester, M3 4LY
Former trading address:	88 Chassen Road, Urmston, Manchester, M41 9DY

# 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	31 March 2022
Date of liquidators' appointment:	31 March 2022
Changes in liquidator (if any):	None

## 4. PROGRESS SINCE APPOINTMENT

This is our first and final report and account of the liquidation.

### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 31 March 2022 to 18 January 2023.

#### Receipts

##### Transfer of Land

£1 has been received from W.L.Cornish Properties Limited ("WLCP"), a connected entity, in satisfaction of a transfer of land situated on the South Side of Higher Road, Urmston, Manchester (the "Land"). During the liquidation, we received advice that the Land had been sold several years ago to WLCP; however, due to a conveyancing error, the transfer document had not been filed/registered. We undertook extensive investigations to verify the claim, which included liaising with various third parties to recover the relevant papers and instructing a firm of solicitors, Bermans LLP, for advice. It transpired that there was sufficient evidence to support the claim that an error had occurred, and that the consideration had been paid. We instructed Bermans LLP to formalise a Deed of Indemnity and TR1 upon receipt of a contribution to costs from WLCP. The matter completed on 06 January 2023 and the TR1 was filed on 11 January 2023.

##### Cash at Bank

£116.59 has been recovered from the Company's bankers, The Co-operative Bank plc. No further cash at bank is expected to be received.

##### Contribution to Costs

£5,265 has been received from WLCP to cover the costs of Bermans LLP, and us and our staff, in dealing with their claim to the Land.

##### Cash held on appointment

£6,500 was received by way of a transfer from Begbies Traynor (Central) LLP's client account upon our appointment as Liquidators. These monies were transferred by the Company's director from the Company's bank account prior to the date of liquidation.

##### Bank Interest Gross

£1.67 has been earned in bank interest from Barclays Bank plc, where the specialist liquidation estate bank account is held. No further interest will be earned.

#### Payments

##### Specific Bond

£18 has been repaid to Begbies Traynor in relation to the Specific Bond previously paid on behalf of the Company to AUA Insolvency Risk Services Limited.

##### **Liquidators' Fees**

£5,989.14 has been drawn against our approved remuneration. Further information relating to our fees can be found in Section 6 of this report.

##### Legal Fees

£3,600 has been paid to Bermans LLP for providing the following advice:

- advising on potential exposure as regards to proceedings brought against the Company by a creditor;
- reviewing papers in respect of the Land, advising whether the claim to the Land is valid, drafting, negotiating and finalising Deed of Indemnity and Transfer (TR1).

#### Legal Disbursements

£18 has been paid to Bermans LLP to reimburse them in respect of HM Land Registry search fees incurred.

#### Irrecoverable VAT

£1,980.73 represents the VAT component on the payments made in this case. As the Company was not registered for VAT such amounts have been allocated to irrecoverable VAT since they cannot be recovered.

#### Postage

£59.20 has been repaid to Begbies Traynor in relation to postage costs paid on behalf of the Company to Postworks.

#### Land Registry Search

£6 has been repaid to Begbies Traynor in relation to HM Land Registry search fees.

#### Storage Costs

£6.32 has been paid to Restore plc in respect of future charges to store and subsequently destroy the Company's books, papers and records.

#### Statutory Advertising

£207 has been paid to Courts Advertising in relation to two adverts placed in the London Gazette advertising our appointment as liquidators.

#### Bank Charges

Charges of 27p have been paid to Barclays Bank plc, where the specialist liquidation estate bank account is held.

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

We 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 covered by this report has mainly included:

- creating an internal strategy file note / action plan;
- undertaking case and compliance reviews;
- completing various internal checklists;
- creating and updating an internal case diary to ensure that statutory deadlines are monitored;
- updating this firm's specialist insolvency software; and
- virtual filing of documents.

This work will not necessarily bring any financial benefit to creditors, but it is required on every case by statute.

### Compliance with the Insolvency Act, Rules and best practice

We are required to comply with the provision of the Act and the Rules, together with best practice guidelines laid down within the profession (for instance the Statements of Insolvency Practice set out by the R3 body which represents business recovery professionals).

Time charged to this area has mainly included:

- preparing payment/income vouchers and processing those payment/income vouchers;
- preparing regular bank account reconciliations;
- reviewing our bond level to ensure level is adequate;
- undertaking a final review of the case to ensure that it is ready for closure; and
- preparing, reviewing, and circulating this final report.

### Investigations

We are required, in accordance with the provisions of Statement of Insolvency Practice 2, to carry out investigations into the conduct of business by the directors of an insolvent company to the extent that it is proportional and in the interests of creditors. This will include a review of the books and records of an insolvent company, an investigation into the causes of the failure of an insolvent company and reviewing any transactions that appear to be out of the ordinary course of business. Time charged to Investigations has mainly included:

- undertaking a review of the Company's bank account activity;
- analysing the bank account review and holding internal discussions regarding the same;
- reviewing debtor/creditor movements in past accounting periods;
- completing a confidential report pursuant to the Company Directors Disqualification Act 1986;
- liaising with the Company's director and advisor in respect of the Land, which was identified, post liquidation, as remaining in the name of the Company in error;
- requesting specific documentation from the director and the Solicitors Regulation Authority (the "SRA") in respect of conveyancing files;
- reviewing and scheduling records received from the SRA;
- undertaking extensive analysis work to evidence that the Land was intended to have been transferred out of the Company and tracing receipt of sale proceeds/understanding the accounting in respect of the transaction;
- instructing and liaising with solicitors to assist us with establishing whether it is clear there was an intention for the Land to be transferred; and
- instructing and liaising with solicitors regarding the preparation of the relevant transfer and indemnity documents.

### Realisation of assets

Our primary duty is to identify and to realise the value of an insolvent company's property for the benefit of creditors. Time charged to "Realisation of Assets" in the period covered by this report relates to the recovery of cash held in the Company's bank account.

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

We are not only required to deal with correspondence and claims from unsecured creditors, but only those of secured and preferential creditors. In this case we are only aware of unsecured creditors. Time charged to this area has mainly included liaising with the majority creditor and their appointed solicitor.

The above work will not necessarily bring any financial benefit to creditors; however, we are required by statute to undertake this work.

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

In addition to the above categories, we must tend to the Company's pre and post insolvency tax affairs (including the submission of annual company tax returns) and any decision procedures.

Time charged to this area has included:

- seeking a decision of creditors in respect of our post appointment remuneration, dealing with formalities on the decision date and preparing internal records recording the outcome of the decision date;
- reviewing the prospects of a terminal loss relief claim;
- liaising with HM Revenue & Customs regarding pre-appointment company tax returns;
- liaising with the Pension Protection Fund regarding a Defined Contribution (or money purchase) scheme; and
- issuing S22 notices to the Pension Protection Fund, Pensions Regulator and the Trustee of the scheme and conducting enquiries to identify any unpaid pension contributions.

## 5. 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.

Based on realisations, the outcome for each class of the Company's creditors is as follows:

Secured creditors

There are no known secured creditor claims.

Preferential creditors

There are no known preferential creditor claims.

Secondary preferential creditors

There are no known secondary preferential creditor claims.

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

Details of how the prescribed part is calculated have previously been provided in the director's report on the financial position of the Company (pursuant to Statement of Insolvency Practice 6).

Unsecured creditors

We are required by the Insolvency (England & Wales) Rules 2016 to inform creditors if:

- (a) I intend to declare a final dividend;
- (b) if no dividend will be declared; or
- (c) if no further dividend will be declared.

In this case we confirm that no dividend is available for unsecured creditors as the funds realised have already been used or allocated for defraying the expenses of the liquidation. Consequently, we have not taken steps to formally agree the claims of unsecured creditors.

## 6. REMUNERATION & EXPENSES

### Remuneration

Our remuneration has been fixed by a decision of the creditors by way of correspondence on 27 April 2022 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 as set out in the fees estimate dated 04 April 2022 in the sum of £25,808.50.

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 and which is attached at Appendix 2 of this report.

Our time costs for the period from 31 March 2022 to 18 January 2023 amount to £35,999 which represents 111.6 hours at an average rate of £322.57 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 31 March 2022 to 18 January 2023
- Begbies Traynor (Central) LLP's charging policy

### 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.

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

To 18 January 2023, we have drawn the total sum of £5,989.14 on account of our remuneration, against total approved time costs of £25,808.50 incurred since the date of our appointment.

What was the anticipated payment for administering the case in full and did the joint liquidators receive that payment?

We estimated that the cost of administering the case would be in the region of £25,808.50, and subsequently you provided approval for us to draw our remuneration up to that level. We anticipated that the remuneration actually drawn would be in the region of £5,400 based on the value of assets to realise and the estimated costs to be discharged.

Details of what remuneration has been drawn is detailed above. All additional costs incurred over and above what has been approved are to be written off.

However, please note that should there be unexpected asset realisations, we will look to draw further remuneration from those too, capped at the level that the creditors have approved.

### Work undertaken prior to appointment

In addition to the post appointment time costs detailed in the Time Costs Analysis, the costs relating to work undertaken prior to our appointment in assisting with the preparation of the statement of affairs and seeking the decisions of creditors on the nomination of liquidators were not approved by the creditors on 31 March 2022. Accordingly, no amounts have been drawn against work undertaken prior to appointment.

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2021' 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 since our appointment is attached at Appendix 3.

Creditors will recall that we estimated that the expenses of the liquidation would total £367.

As can be seen in Appendix 3, the expenses which have been discharged during the liquidation has exceeded our estimate.

At the time the estimate was prepared, it was not anticipated that there would be any requirement to incur legal fees; however, upon subsequently becoming aware that the Company was the registered owner of the Land, it transpired that specialist legal advice would be required. Please refer to Section 4 for further information in respect of the Land.

However, it should be noted that WLCP made a contribution to meet the legal fees and disbursements and as such, these costs were not paid out of the Company's assets.

### Category 2 Expenses

No category 2 expenses have been incurred or paid.

## 8. UNREALISABLE ASSETS

There are no assets that have proved to be unrealisable.

## 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 and no actions were identified which could lead to the recovery of funds.

### Connected party transactions

In accordance with Statement of Insolvency Practice 13, we are obliged to inform creditors of any sale of the Company's business or assets which involves a party connected to the Company.

We confirm that no assets have been sold to a connected party. However, as disclosed in the body of this final report and account, it was brought to our attention that the Land remained in the Company's name to which sufficient evidence was subsequently received to support that the Land had been sold several years ago and a mistake had occurred which resulted in the transfer document not being filed. For transparency, we have disclosed particulars in respect of formalising the transfer of the Land below:

Date of Transfer	Asset sold and nature of transaction	Consideration paid and date	Name of Purchaser	Relationship with the Company
06 January 2023	Land on the south side of Higher Road Urmston Manchester (defined throughout as the "Land")	£1	W.L.Cornish Properties Limited (defined throughout as WLCP)	Connected by way of common directors and shareholders, Carol and Ian Cornish

#### Use of personal information

Please note that although it is our intention to conclude the liquidation, in the course of us continuing to discharge 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 eight 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.

## 11. CONCLUSION

This report and account of receipts and payments is our final account of the winding-up, showing how the liquidation has been conducted and details of how the Company's property has been disposed of.

Unless creditors object, by giving notice in writing within eight weeks of the delivery of the notice of our final account, we will have our release from liability at the same time as vacating office. We will vacate office upon our delivering to the Registrar of Companies our final account.

Should you require further explanation of any matters contained within this report, you should contact our office and speak to the case manager, Dale Taylor in the first instance, who will be pleased to assist.

A handwritten signature in black ink, appearing to read 'Gary Lee', with a long horizontal flourish extending to the right.

Gary Lee  
Joint Liquidator

Dated: 18 January 2023

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# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 31 March 2022 to 18 January 2023

S of A £		£	£
	<b>ASSET REALISATIONS</b>		
	Transfer of Land	1.00	
116.99	Cash at Bank	116.99	
	Contribution to Costs	5,265.00	
6,500.00	Cash held on appointment	6,500.00	
	Bank Interest Gross	<u>1.67</u>	
			11,884.66
	<b>COST OF REALISATIONS</b>		
	Specific Bond	18.00	
	Liquidators' Fees	5,989.14	
	Legal Fees	3,600.00	
	Legal Disbursements	18.00	
	Irrecoverable VAT	1,980.73	
	Postage	59.20	
	Land Registry Search	6.00	
	Storage Costs	6.32	
	Bank Charges	0.27	
	Statutory Advertising	<u>207.00</u>	
			(11,884.66)
	<b>UNSECURED CREDITORS</b>		
(1.00)	Contingent Creditor	NIL	
(4,511.00)	Accountants	NIL	
(2,200.00)	Inter Company	<u>NIL</u>	
			NIL
	<b>DISTRIBUTIONS</b>		
(5,058.00)	Ordinary Shareholders	<u>NIL</u>	
			NIL
(5,153.01)			<u>NIL</u>

## COSTS AND EXPENSES

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 31 March 2022 to 18 January 2023

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# BEGBIES TRAYNOR (CENTRAL) LLP'S 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. 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

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

Prior to 31 December 2021, the following rates applied:

Grade of staff	Charge-out rate (£ per hour)
Partner	495
Director	445
Senior Manager	395
Manager	345
Assistant Manager	250
Senior Administrator	225
Administrator	175
Junior Administrator	140
Cashier	140
Secretarial	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.

## TIME COSTS ANALYSIS FOR THE PERIOD FROM 31 MARCH 2022 TO 18 JANUARY 2023

Staff Grade		Consultant/Partner	Director	Asst Mngr	Str Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	3.0	1.8	3.9	7.9	0.8			17.4	5,641.50	324.22
	Administration			0.7	3.2				3.9	960.50	246.28
	<b>Total for General Case Administration and Planning:</b>	<b>3.0</b>	<b>1.8</b>	<b>4.6</b>	<b>11.1</b>	<b>0.8</b>			<b>21.3</b>	<b>6,602.00</b>	<b>309.95</b>
Compliance with the Insolvency Act, Rules and best practice	Appointment	2.0	1.3	0.7	5.5				9.5	3,239.50	341.00
	Banking and Bonding		0.9	1.2	3.2			7.0	12.3	2,624.00	213.33
	Case Closure	0.5		6.1					6.6	1,950.00	295.45
	Statutory reporting and statement of affairs		1.0						1.0	490.00	490.00
	<b>Total for Compliance with the Insolvency Act, Rules and best practice:</b>	<b>2.5</b>	<b>3.2</b>	<b>8.0</b>	<b>8.7</b>			<b>7.0</b>	<b>79.4</b>	<b>8,303.50</b>	<b>282.43</b>
Investigations	CDDA and investigations	14.4	1.1	17.3	7.5		3.5		43.8	15,487.00	353.58
	<b>Total for Investigations:</b>	<b>14.4</b>	<b>1.1</b>	<b>17.3</b>	<b>7.5</b>		<b>3.5</b>		<b>43.8</b>	<b>15,487.00</b>	<b>353.58</b>
Realisation of assets	Debt collection										0.00
	Property, business and asset sales	0.2			0.3				0.5	181.00	362.00
	Retention of Title/Third party assets										0.00
	<b>Total for Realisation of assets:</b>	<b>0.2</b>			<b>0.3</b>				<b>0.5</b>	<b>181.00</b>	<b>362.00</b>
Dealing with all creditors claims (including employees), correspondence and distributions	Secured										0.00
	Others	1.8	0.4	2.4	2.2				6.8	2,365.00	347.79
	Creditors committee										0.00
	<b>Total for Dealing with all creditors claims (including employees), correspondence and distributions:</b>	<b>1.8</b>	<b>0.4</b>	<b>2.4</b>	<b>2.2</b>				<b>6.8</b>	<b>2,365.00</b>	<b>347.79</b>
Other matters which includes meetings, tax, litigation, pensions and travel	Seeking decisions of creditors	0.2			0.9				1.1	325.00	295.45
	Meetings										0.00
	Other	0.9	0.9	2.4	2.1				6.3	2,095.50	332.62
	Tax		0.2	0.4	1.8				2.4	640.00	266.67
	Litigation										0.00
	<b>Total for Other matters:</b>	<b>1.1</b>	<b>1.1</b>	<b>2.8</b>	<b>4.8</b>				<b>9.8</b>	<b>3,060.50</b>	<b>312.30</b>
<b>Total hours by staff grade:</b>		<b>23.0</b>	<b>7.6</b>	<b>35.1</b>	<b>34.6</b>	<b>0.8</b>	<b>3.5</b>	<b>7.0</b>	<b>111.5</b>		
<b>Total time cost by staff grade £:</b>		<b>12,525.00</b>	<b>3,724.00</b>	<b>9,652.50</b>	<b>8,304.00</b>	<b>156.00</b>	<b>542.50</b>	<b>1,085.00</b>		<b>35,999.00</b>	
<b>Average hourly rate £:</b>		<b>545.00</b>	<b>490.00</b>	<b>275.00</b>	<b>240.00</b>	<b>195.00</b>	<b>155.00</b>	<b>155.00</b>			<b>322.57</b>
<b>Total fees drawn to date £:</b>										<b>5,989.14</b>	

## 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 not within the Begbies Traynor Group				
Specific Bond	AUA Insolvency Risk Services Limited	18.00	18.00	Nil
Legal fees	Bermans	3,600.00	3,600.00	Nil
Legal disbursements	Bermans	18.00	18.00	Nil
Irrecoverable VAT	HM Revenue & Customs	1,980.73	1,980.73	Nil
Postage	Postworks	59.20	59.20	Nil
Land Registry Search	HM Land Registry	6.00	6.00	Nil
Storage costs	Restore plc	6.32	6.32	Nil
Bank Charges	Barclays Bank Plc	0.27	0.27	Nil
Statutory Advertising	Courts Advertising Limited	207.00	207.00	Nil
Expenses incurred with entities within the Begbies Traynor Group (for further details see Begbies Traynor Charging Policy)				
No expenses have been incurred with entities within the Begbies Traynor Group				