

# 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 07161124

Company name in full Enviro-Hygiene Ltd

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

### 2 Liquidator's name

Full forename(s) Carolynn Jean

Surname Best

### 3 Liquidator's address

Building name/number 2 Harcourt Way

Street Meridian Business Park

Post town

County/Region Leicester

Postcode LE191WP

Country

### 4 Liquidator's name

Full forename(s) Martin Richard

Surname Buttriss

Other liquidator  
Use this section to tell us about another liquidator.

### 5 Liquidator's address

Building name/number 2 Harcourt Way

Street Meridian Business Park

Post town

County/Region Leicester

Postcode LE191WP

Country

Other liquidator  
Use this section to tell us about another liquidator.

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**6** Period of progress report

From date	<sup>d</sup> 2	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 6	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2
To date	<sup>d</sup> 2	<sup>d</sup> 0	<sup>m</sup> 0	<sup>m</sup> 6	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3

**7** Progress report

The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X *CBest*

X

Signature date

<sup>d</sup>0 <sup>d</sup>7 <sup>m</sup>0 <sup>m</sup>7 <sup>y</sup>2 <sup>y</sup>0 <sup>y</sup>2 <sup>y</sup>3

LIQ03

Notice of progress report in voluntary winding up

### Presenter information

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

Contact name **Thomas Mark Harris**

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

Address **2 Harcourt Way**

**Meridian Business Park**

Post town

County/Region **Leicester**

Postcode **L E 1 9 1 W P**

Country

DX

Telephone **0116 406 2965**

### 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)

**Enviro-Hygiene Ltd**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 21/06/2022 To 20/06/2023 £	From 21/06/2022 To 20/06/2023 £
	<b>ASSET REALISATIONS</b>		
5,100.00	Cash in Hand	5,100.00	5,100.00
NIL	IT Equipment	NIL	NIL
		<u>5,100.00</u>	<u>5,100.00</u>
	<b>COST OF REALISATIONS</b>		
	Statement of Affairs Fee	4,000.00	4,000.00
	Statutory Advertising	179.60	179.60
		<u>(4,179.60)</u>	<u>(4,179.60)</u>
	<b>SECONDARY PREFERENTIAL CREDITORS</b>		
(70,000.00)	HMRC	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>UNSECURED CREDITORS</b>		
(40,000.00)	Directors Loan Account - John Heenan	NIL	NIL
(110,000.00)	HMRC (VAT)	NIL	NIL
(20,000.00)	Lloyds Bank Plc	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(2.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<b>(234,902.00)</b>		<b><u>920.40</u></b>	<b><u>920.40</u></b>
	<b>REPRESENTED BY</b>		
	Floating Current Account		84.48
	Vat Receivable		835.92
			<u>920.40</u>

**Note:**

All sums shown are net of any VAT. Any VAT payable, recoverable or suffered is disclosed separately.



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**Enviro-Hygiene Ltd (In Creditors'  
Voluntary Liquidation)**

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Progress report

Period: 21 June 2022 to 20 June 2023

### **Important Notice**

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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# 1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Enviro-Hygiene Ltd (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 21 June 2022.
"the liquidators", "we", "our" and "us"	Carolynn Jean Best of Begbies Traynor (Central) LLP, 2 Harcourt Way, Meridian Business Park, Leicester, LE19 1WP and Martin Richard Buttriss of Begbies Traynor (Central) LLP, 2 Harcourt Way, Meridian Business Park, Leicester, LE19 1WP
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and  (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

# 2. COMPANY INFORMATION

Trading name(s):	None
Company registered number:	07161124
Company registered office:	Begbies Traynor, 2 Harcourt Way, Meridian Business Park, Leicester, LE19 1WP
Former trading address:	Park Cottage, Middlewood Hall, Doncaster Road, Darfield, Barnsley, S73 9HQ

# 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	21 June 2022
Date of liquidators' appointment:	21 June 2022
Changes in liquidator (if any):	None

## 4. PROGRESS DURING THE PERIOD

### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 21 June 2022 to 20 June 2023.

### Receipts

#### Cash in Hand

The Directors statement of affairs indicated that there was cash in hand in the sum of £5,100.00. Following appointment, the sum of £5,100.00 was transferred to the estate account.

### Payments

#### Statement of Affairs Fee

The sum of £4,000.00 has been drawn on account of the statement of affairs fee as approved by creditors on 21 June 2022.

#### Statutory Advertising

The sum of £179.60 has been paid in relation to statutory advertising as required by the Act and the Rules.

### **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 this report only.

#### General case administration and planning

Since our appointment we have prepared a case planning and strategy memorandum, carried out regular reviews of the case, dealt with routine correspondence and emails, maintained physical and electronic records, maintained the Liquidator's bank account and filed relevant correspondence.

Case Reviews have also been carried out at 1 month, 3 months and 6 months to ensure that the case was being progressed.

The majority of the above work carries no financial benefit to creditors. However, the Insolvency profession is a highly regulated industry, and we are required to maintain records to demonstrate how the case has been administered and to document the reasons for any decisions that materially affect the case.



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

Insolvency Practitioners are governed by the Insolvency Act and Rules, together with following best practice guidelines known as Statements of Insolvency Practice. We have certain statutory obligations and duties to fulfil whilst in office which include the regular filing of progress reports with Companies House and the filing of a final report at the end of the period. We are also required to notify various bodies of our appointment including creditors, Companies House, and advertise our appointment in the London Gazette.

We are also duty bound to correspond with creditors and issue notice of the insolvency event to the likes of the pensions departments, banks and other parties who would have an interest in the proceedings. There is also the duty to investigate the directors' conduct, bond the case appropriately and instruct professionals such as property agents and solicitors to assist where necessary.

Since appointment we have issued a report to Creditors notifying of our appointment as Joint Liquidators, advertised our appointment in The London Gazette and notified all relevant parties of the Liquidation as required.

This work does not benefit creditors financially but is necessary in accordance with the Insolvency Act, Rules and best practice.

### Investigations

Within three months of our appointment, we are required to submit an online conduct report in accordance with the Company Directors Disqualification Act. In order to fulfil this duty, we sought to recover the Company books and records, both hard copy and electronic, from the directors in order to carry out our investigations. Any person who is or has been a director or is considered as a de facto or shadow director of the Company in the three years prior to the insolvency event were also asked to complete a questionnaire to assist with our investigations.

We have a duty to examine the conduct of the Company and its directors in order to identify what assets may be available for realising, including any actions against directors or other parties which may lead to further recoveries into the estate. Such investigations included an analysis of the Company's bank statements, reviewing information provided by third parties and analysis of the Company's management accounting systems.

Creditors and other parties were asked to come forward with any information they may hold and consider to be relevant, however, since our appointment, no matters have been brought to our attention.

Upon appointment, we undertook an initial review in accordance with best practice and we can confirm that our report on the conduct of the Directors was submitted as required.

In addition to this, we have reviewed the Company's bank statements and made a comparison between the balance sheet and the Statement of Affairs. As a result of this review, we identified a number of possible antecedent transactions.

The Joint Liquidators are in the process of obtaining further information to be able to ascertain whether there is a claim.

At this stage, I cannot provide any further information to ensure that the case is not prejudiced.

We have a statutory duty to carry out these investigations and to report to the Insolvency Service on the Directors' conduct.

### Realisation of assets

As reported to creditors in the Statement of Affairs the Company assets comprised of cash at bank and cash held in the Begbies Traynor (Central) LLP client account.

### **Cash in Hand**

Upon appointed we requested that an estate account be opened. Following confirmation that the account was open the funds were transferred from the client account in the sum of £5,100.00.

### **IT Equipment**

The Directors Statement of Affairs indicated that there was computer equipment remaining with a book value of £10.00 however the Director had advised that the equipment was obsolete and therefore stated an estimated to realise figure of Nil. Since appointment, we have requested the delivery up of the equipment from the Director however no response has been received to date.

### Trading

The Company has not traded whilst in liquidation therefore no time has been incurred in this regard.

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

The joint liquidators have spent time corresponding with the Company's creditors by way of verbal and written communications in relation to their claims and queries as and when required.

This work will not provide a financial benefit to the Company's creditors however, the same is required in order to ensure that creditors remain up to date with the liquidation proceedings.

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

The joint liquidators have spent time reviewing any possible terminal loss relief claim that could be made to HM Revenue and Customs however, it was discovered that there were no grounds for a claim to be made in this regard.

The Joint Liquidators have also submitted returns to H M Revenue & Customs for VAT and Corporation Tax as and when required.

This work has not provided a financial benefit to the Company's creditors however, the joint liquidators have a duty to undertake this work therefore the cost of the same cannot be avoided.

## **5. ESTIMATED OUTCOME FOR CREDITORS**

Details of the sums owed to each class of the Company's creditors were provided in the director's statement of affairs.

On the basis of realisations to date and estimated future realisations we estimate an outcome for each class of the Company's creditors as follows:

### **Secured creditor**

There are no secured creditors.

### **Preferential creditors**

There are no known preferential claims.

### **Secondary preferential creditors**

Based upon realisations to date and estimated future realisations, there will be insufficient funds available to enable a dividend to be paid to HM Revenue & Customs as secondary preferential creditor.

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

Section 176A of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the liquidator must make a prescribed part of the Company's net property available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts. Net property means the amount which would, were it not for this provision, be available to floating charge holders out of floating charge assets (i.e. after accounting for preferential debts and the costs of realising the floating charge assets). The prescribed part of the Company's net property is calculated by reference to a sliding scale.

To the best of our knowledge and belief, there are no unsatisfied floating charges created or registered on or after 15 September 2003 and, consequently, there is no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property is available for distribution to the unsecured creditors.

### **Unsecured creditors**

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

## **6. REMUNERATION & EXPENSES**

### **Remuneration**

Our remuneration has been fixed by a resolution of creditors by correspondence obtained via a Decision Procedure by way of correspondence dated 22 July 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 01 July 2022 in the sum of £14,372.50.

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, which is attached at Appendix 2 of this report.

Our time costs for the period from 21 June 2022 to 20 June 2023 amount to £9,430.00 which represents 25.9 hours at an average rate of £364.09 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 21 June 2022 to 20 June 2023
- Begbies Traynor (Central) LLP's charging policy

To 20 June 2023, we have drawn nothing on account of our remuneration, against total time costs of £9,430.00 incurred since the date of our appointment.

### **Time Costs Analysis**

The Time Costs Analysis for the period of this report attached at Appendix 2 shows the time spent by each grade of staff on the different types of work involved in the case and gives the total costs and average hourly rate charged for each work type.

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

As can be concluded from the information above, the level of our approved remuneration has been sufficient to cover the costs of the liquidation 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.

#### **Work undertaken prior to appointment**

In addition to the post appointment remuneration, 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 approved by the creditors on 21 June 2022.

#### **Expenses**

To 20 June 2023, we have also drawn expenses in the sum of £179.60.

#### **Why have subcontractors been used?**

No subcontractors have been used in this matter.

#### **Category 2 Expenses**

In accordance with the resolution obtained in relation to expenses, the following Category 2 expenses have been charged to the case since the date of our appointment.

<b>Other amounts paid or payable to the office holder's firm</b>	
<b>Type and purpose</b>	<b>Amount £</b>
None	Nil
<b>TOTAL</b>	<b>Nil</b>

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 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 liquidation would total £290.50. That estimate has not been exceeded and we do not expect it to be exceeded if matters progress to conclusion as envisaged.

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

As detailed in the directors' statement of affairs, the assets of the Company consisted of cash in hand and IT Equipment. At this stage in the liquidation, there are no assets left to realise however there are investigations ongoing in relation to the possible antecedent transactions which have been identified.

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

### General case administration and planning

Whilst the case remains ongoing, we will continue to maintain and administer the case as required to do so. This will include regular reviews of the case every 6 months to ensure progression of the outstanding matters.

Whilst this does not benefit creditors financially, it is necessary to ensure that the matter is being progressed efficiently and in accordance with compliance and also ensure that the Joint Liquidators and their staff carry out their work to high professional standards.

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

The Joint Liquidators will continue to undertake their statutory obligations and duties which include the issuing of this progress report and filing of the same at Companies House as well as issuing any further annual progress reports and ultimately our final report. We will also undertake any other tasks that become necessary during the continued administration of the Liquidation.

Whilst this work does not benefit creditors financially, it is necessary in accordance with the Insolvency Act, Rules and best practice.

### Investigations

As detailed in section 4 above, the investigations are continuing in relation to the transactions identified. We will continue to communicate with relevant parties to obtain any outstanding information to ascertain whether there is a claim to be made.

### Realisation of assets

As stated above, we will continue to communicate with the relevant parties in relation to the transactions identified, with a view to realising funds for the benefit of the creditors

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

We will continue to respond to any correspondence received from creditors as and when required.

This work has no financial benefit to creditors, but it is necessary in accordance with the Insolvency Act, Rules and best practice.

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

We will submit VAT returns as and when required and a Corporation Tax return for the period of the Liquidation.

This work has no financial benefit to creditors, but it is necessary in accordance with the Insolvency Act, Rules and best practice.

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

As can be seen above, there are additional/unforeseen elements of work which were not envisaged at the onset of my appointment, and which need to be carried out in order to complete my duties. 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 provided in Appendix 3.

**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 £14,372.50, and subsequently you have provided approval for us to draw our remuneration up to that level. However, as you are aware, due to the fact that there are limited assets, 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 liquidation, I can estimate that total remuneration drawn will be in the region of Nil.

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.

## 9. OTHER RELEVANT INFORMATION

**Connected party transactions**

We have not been made aware of any sales of the Company's assets to connected parties.

**Use of personal information**

Please note that in the course of discharging our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

## 10. CREDITORS' RIGHTS

### **Right to request further information**

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been incurred during the period of this progress report.

### **Right to make an application to court**

Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, the basis fixed for our remuneration is inappropriate.

## 11. CONCLUSION

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

**Carolynn Jean Best**  
Joint Liquidator

Dated: 7 July 2023

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# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 21 June 2022 to 20 June 2023



**Enviro-Hygiene Ltd**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 21/06/2022 To 20/06/2023 £	From 21/06/2022 To 20/06/2023 £
	<b>ASSET REALISATIONS</b>		
5,100.00	Cash in Hand	5,100.00	5,100.00
NIL	IT Equipment	NIL	NIL
		<u>5,100.00</u>	<u>5,100.00</u>
	<b>COST OF REALISATIONS</b>		
	Statement of Affairs Fee	4,000.00	4,000.00
	Statutory Advertising	179.60	179.60
		<u>(4,179.60)</u>	<u>(4,179.60)</u>
(70,000.00)	<b>SECONDARY PREFERENTIAL CREDITORS</b>		
	HMRC	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>UNSECURED CREDITORS</b>		
(40,000.00)	Directors Loan Account - John Heenan	NIL	NIL
(110,000.00)	HMRC (VAT)	NIL	NIL
(20,000.00)	Lloyds Bank Plc	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(2.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<b>(234,902.00)</b>		<b><u>920.40</u></b>	<b><u>920.40</u></b>
	<b>REPRESENTED BY</b>		
	Floating Current Account		84.48
	Vat Receivable		835.92
			<u>920.40</u>

Note:

All sums shown are net of any VAT. Any VAT payable, recoverable or suffered is disclosed separately.

## COSTS AND EXPENSES

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 21 June 2022 to 20 June 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. 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.

\* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

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 Leicester office as at the date of this report are as follows:

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour) 1 January 2022 until further notice</b>
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 cashiering staff is charged directly to cases. It is not carried as an overhead.

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

\* Statement of Insolvency Practice 9, (SIP9) – Payments to insolvency office holders and their associates from an estate

IP9 Enviro-Hygiene Ltd - Creditors Voluntary Liquidation - 62EN243.CVL - Time Costs Analysis From 21/06/2022 To 20/06/2023

Grade	Case planning	Director/	Senior Manager	Manager	Asst Mgr	Supr Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	1.8									1.8	1,242.00	690.00
Administration	0.1	0.2	0.6					0.5	4.1	5.5	1,236.00	222.73
<b>Total for General Case Administration and Planning:</b>	<b>1.9</b>	<b>0.2</b>	<b>0.6</b>				0.2	<b>0.5</b>	<b>4.1</b>	<b>7.3</b>	<b>2,478.00</b>	<b>339.45</b>
Compliance with the Insolvency Act, Rules and best practice	0.3						0.2	1.5	0.2	2.2	576.00	261.82
Appointment									1.1	1.5	440.00	293.33
Banking and Bonding	0.2	0.2										
Case Closure												0.00
Statutory reporting and statement of affairs												0.00
<b>Total for Compliance with the Insolvency Act, Rules and best practice:</b>	<b>0.5</b>	<b>0.2</b>					0.2	<b>1.5</b>	<b>1.3</b>	<b>3.7</b>	<b>1,016.00</b>	<b>274.59</b>
Investigations	1.0	0.3	2.8	0.4				3.2		13.1	4,398.00	373.89
Debt collection	1.0	0.3	2.8	0.4				3.2		13.1	4,398.00	373.89
Realisation of assets												0.00
Property, business and asset sales												0.00
Retention of Title/Third party assets												0.00
<b>Total for Realisation of assets:</b>												0.00
Trading												0.00
<b>Total for Trading:</b>												0.00
Secured												0.00
Others	0.4	0.1	0.3							0.8	484.00	605.00
Creditors committee												0.00
<b>Total for Dealing with all creditors claims (including employees), correspondence and distributions:</b>	<b>0.4</b>	<b>0.1</b>	<b>0.3</b>							<b>0.8</b>	<b>484.00</b>	<b>605.00</b>
Other matters which includes meetings, tax, litigation, claims and travel	0.6									0.6	414.00	690.00
Seeking decisions of creditors												0.00
Meetings												0.00
Other												0.00
Tax		0.1	0.1						0.2	0.4	140.00	350.00
Litigation												0.00
<b>Total for Other matters:</b>	<b>0.6</b>	<b>0.1</b>	<b>0.1</b>						<b>0.2</b>	<b>1.0</b>	<b>554.00</b>	<b>554.00</b>
<b>Total for all matters:</b>	<b>4.4</b>	<b>0.5</b>	<b>3.8</b>	<b>0.4</b>			0.2	<b>5.2</b>	<b>5.6</b>	<b>23.9</b>		
Total time cost by staff grade £:	3,026.00	522.00	1,905.00	190.00			1,636.00	968.00	906.00		9,430.00	
Average hourly rate £:	630.89	580.00	590.00	475.00			340.00	190.00	161.78		364.09	
Total fees drawn to date £:											0.00	

## STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
Specific Bond	Specialist Risk Insurance Solutions (SRIS) Limited	18.00	Nil	18.00
Statutory Advertising	Courts Advertising Limited	179.60	179.60	Nil
Expenses incurred with entities within the Begbies Traynor Group ( <i>for further details see Begbies Traynor Charging Policy</i> )				
None				

## ADDITIONAL EXPENSES ANTICIPATED FOR FUTURE WORK

Expenses anticipated to be incurred prior to closure of the case	Name of party with whom expense anticipated to be incurred	Amount estimated to cost £
None		