

In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

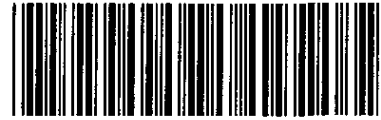
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

FRIDAY



A22 \*A892RQBE\* #40  
05/07/2019  
COMPANIES HOUSE

### 1 Company details

Company number	0	5	8	4	9	9	2	5
Company name in full	Manor House Developments (UK) Limited t/a MHD Construction/Interiors/Property							

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

### 2 Liquidator's name

Full forename(s)	Robert Neil
Surname	Dymond

### 3 Liquidator's address

Building name/number	The Manor House
Street	260 Ecclesall Road South
Post town	Sheffield
County/Region	
Postcode	S 1 1 9 P S
Country	

### 4 Liquidator's name

Full forename(s)	Fiona
Surname	Grant

① Other liquidator  
Use this section to tell us about another liquidator.

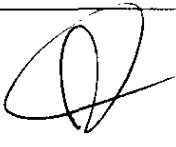
### 5 Liquidator's address

Building name/number	The Manor House
Street	260 Ecclesall Road South
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County/Region	
Postcode	S 1 1 9 P S
Country	

② Other liquidator  
Use this section to tell us about another liquidator.


# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>											
From date	<sup>d</sup> 1	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8				
To date	<sup>d</sup> 1	<sup>d</sup> 0	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9				
<b>7</b>	<b>Progress report</b>											
<input checked="" type="checkbox"/> The progress report is attached												
<b>8</b>	<b>Sign and date</b>											
Liquidator's signature	Signature <b>X</b>  <b>X</b>											
Signature date	<sup>d</sup> 0	<sup>d</sup> 3	<sup>m</sup> 0	<sup>m</sup> 7	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9				

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 **Joseph Dobbins**

Company name **Wilson Field Limited**

Address  
**The Manor House**  
**260 Ecclesall Road South**

Post town **Sheffield**

County/Region

Postcode **S 1 1 9 P S**

Country

DX


Telephone **01142356780**

 **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**

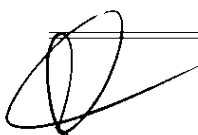
For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**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)**

**Manor House Developments (UK) Limited t/a MHD Construction/Interiors/Property  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 11/05/2018 To 10/05/2019 £	From 11/05/2015 To 10/05/2019 £
	<b>HIRE PURCHASE</b>	
(5,700.00)	Finance Company - JCB Finance	NIL
5,500.00	HP Asset - 2014 Peugeot Partner Van	NIL
		NIL
	<b>ASSET REALISATIONS</b>	
	Bank Interest Net of Tax	8.79
118,650.00	Book debts, Retentions and Applicatio	2,959.68
	Business Rates Refund	52.71
Uncertain	Directors Loan Account	60,000.00
3,650.00	Furniture & Equipment	1,500.00
Uncertain	Insurance Claim	263.55
	Interest Gross	11.25
10,800.00	Motor Vehicles	7,500.00
	Sundries	256.47
		72,561.17
	<b>COST OF REALISATIONS</b>	
	Accountancy Fees	3,835.00
	Collection of Records	120.00
	Companies House Search Fees	10.00
	Debt Collection Agent Fees	443.95
	Document Upload Fees	150.00
	Insolvency Software Fee	150.00
	Insurance of Assets	227.90
	Liquidators Fees	54,013.70
	Mileage	153.02
	Postage, stationery, photocopying	3,182.00
	Room Hire	79.17
	Specific Bond	160.00
	Statement of Affairs Fee	5,000.00
	Statutory Advertising	204.00
	Storage of Records	2,420.00
	Travel Expenses	14.38
	Valuers Fees	2,200.00
	VC Document Management	14.08
		(72,377.20)
	<b>PREFERENTIAL CREDITORS</b>	
	Agents Fees	NIL
(4,799.26)	DE Arrears & Holiday Pay	NIL
(517.21)	Employee Arrears/Hol Pay	NIL
		NIL
	<b>FLOATING CHARGE CREDITORS</b>	
(250,000.00)	Lloyds Bank Plc	NIL
		NIL
	<b>UNSECURED CREDITORS</b>	
(2,873.40)	Dept of Employment	NIL
(63.46)	Employees	NIL
(1,000.00)	HM Revenue and Customs - PAYE	NIL
(10,000.00)	HM Revenue and Customs - VAT	NIL
(622,308.43)	Trade & Expense Creditors	NIL
		NIL
	<b>DISTRIBUTIONS</b>	
(100.00)	Ordinary Shareholders	NIL

**Manor House Developments (UK) Limited t/a MHD Construction/Interiors/Property  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 11/05/2018 To 10/05/2019 £	From 11/05/2015 To 10/05/2019 £
	NIL	NIL
<b>(758,761.76)</b>	<b>(6,185.00)</b>	<b>183.97</b>
REPRESENTED BY		
Bank 1 Current		1.23
Vat Receivable		182.74
		<b>183.97</b>
		
		Robert Neil Dymond Joint Liquidator

# **Joint Liquidators' Annual Progress Report to Creditors & Members**

**Manor House Developments (UK) Limited t/a MHD  
Construction/Interiors/Property (“the Company”)  
- In Liquidation**

**1 July 2019**

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- 2** Progress of the Liquidation
- 3** Creditors
- 4** Joint Liquidators' remuneration
- 5** Creditors' rights
- 6** Next report

## **APPENDICES**

- A** Receipts and Payments Account ("R&P") for the period from 11 May 2018 to 10 May 2019 ("the Period") including a cumulative R&P for the entire period following the Joint Liquidators' appointment.
- B** Time analysis for the Period
- C** Cumulative time analysis for the period since the Joint Liquidators' appointment to the end of the Period
- D** Additional information in relation to Joint Liquidators' fees, expenses & disbursements

## **1 Introduction and statutory information**

- 1.1 I, Robert Neil Dymond, together with my partner Fiona Grant, of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS, was appointed as Joint Liquidator of Manor House Developments (UK) Limited t/a MHD Construction/Interiors/Property on 11 May 2015. This progress report covers the Period and should be read in conjunction with any previous progress reports which have been issued.
- 1.2 Information about the way that we will use, and store personal data on insolvency appointments can be found at "<https://www.wilsonfield.co.uk/not-so-small-print/>". If you are unable to download this, please contact my office and a hard copy will be provided to you.
- 1.3 The principal trading address of the Company was 7 Devonshire Court, Green Lane Trading Estate, York, YO30 5PQ.
- 1.4 Following the Joint Liquidators' appointment, the registered office of the Company has been changed from 7 Devonshire Court, Green Lane Trading Estate, York, YO30 5PQ to Wilson Field, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS. Its registered number is 05849925

## **2 Progress of the Liquidation**

- 2.1 This section of the report provides creditors with an update on the progress made in the Liquidation during the Period and an explanation of the work done by the Liquidator and their staff.
- 2.2 At Appendix A is my R&P for the Period which includes a cumulative R&P for the period from the date of my appointment as Joint Liquidator to 10 May 2019.

### ***Administration (including statutory compliance & reporting)***

- 2.3 The Liquidators must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. This work includes dealing with the Company's creditors and employees together with administrative tasks associated with their appointment, such as agreeing the strategy for the Liquidation, filing notices of appointment, statutory advertising, opening and maintaining the estate cash book and bank accounts and reporting periodically to creditors, HMRC and the Registrar of Companies.
- 2.4 This work includes but is not limited to the following:-
- Notifying creditors of the Liquidator's appointment and other associated formalities including statutory advertising and filing relevant statutory notices at Companies House;
  - Preparing and issuing annual progress reports to members and creditors;
  - Lodging periodic returns with the Registrar of Companies for the Liquidation;
  - Complying with statutory duties in respect of the Liquidators' specific penalty bond;
  - Creation and update of case files on the firm's insolvency software;
  - Establishing and holding periodic meetings of the Liquidation committee and associated filing formalities;
  - Completion and filing of the notice of the Company's insolvency to HMRC;
  - Periodic case progression reviews;
  - Opening, maintaining and managing the Liquidation estate cashbook and bank account.
- 2.5 This work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.
- 2.6 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated,



possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidators.

### ***Realisation of Assets***

#### **S455 Tax Refund and Corporation Tax Rebate**

- 2.7 As previously reported, the Joint Liquidators instructed agents, Hawsons Chartered Accountants ("Hawsons") who submitted a terminal loss claim to HM Revenue & Customs ("HMRC") for the amount of £59,938 against HMRC's liability of £54,330.43. However, HMRC advised that their claim was in part based on assessments and not actual returns, therefore the Liquidators ensured that the returns were brought up to date in order that the claim would be accurate. HMRC then submitted a revised claim of £10,040.56, which suggested that there could be a terminal loss refund of £49,898.74.
- 2.8 In addition, there was a S419 tax amount of £16,397.25 which would be recoverable upon settlement of the directors' overdrawn loan account. As previously reported, the loan account was settled. Therefore, the Liquidators were seeking to reclaim the amount of £16,397.25, which was due to be repaid to the Company on or after 11 February 2019.
- 2.9 Hawsons were therefore instructed to seek repayment of the sums of £49,898.74 and £16,397.25 from HMRC.
- 2.10 In the current period, HMRC have submitted a revised claim of £71,493.06 which they have used to offset against the terminal loss relief claim, resulting in a surplus claim of £10,940.56 owed to them.
- 2.11 Hawsons reviewed the claim from HMRC and advised that the increased claim related to an additional S419 assessment of £23,751, on top of VAT liability of £3,851 and PAYE/NIC/CIS liability of £43,891. HMRC have then offset the terminal loss claim (plus interest) against the liability owed to them, resulting in no funds being due back from the terminal loss claim.
- 2.12 Instead HMRC have advised that there is a sum of £29,208.14 due back to the Company, in respect of the S419 tax paid of £16,397, plus further S419 tax of £12,817 that has effectively been paid by being offset against the terminal loss claim. This sum has not yet been received, despite substantial correspondence with HMRC, although HMRC have recently advised that this sum should be paid within the next fortnight. Previous statements have been made by HMRC that the sum would be paid at an earlier date, therefore if the funds are not received Hawsons will again be instructed to pursue this further.
- 2.13 In addition, the Joint Liquidators dispute the amount HMRC have submitted their claim for in relation to PAYE, NIC and CIS. HMRC have advised the liability outstanding is £43,891. This is contrary to the submissions by the Company's accountant Brealey and Co Accountants Limited ("Brealey"), who the Joint Liquidator instructed to bring all outstanding returns including VAT, PAYE and CIS up to date, in order that HMRC's claim can be accurately defined.
- 2.14 Having liaised with Brealey who submitted the relevant returns for the Company, they have confirmed that the figures they submitted differ from the RTI information HMRC are relying upon. Brealey have advised the total outstanding liability as per their submissions in relation to PAYE, NIC and CIS equates to £31,142.98. Therefore it is believed that HMRC's claim should be reduced by £12,749, which would result in a refund from the terminal loss claim. Hawsons have been instructed to pursue this further with a view to receiving the additional refund.
- 2.15 In total, it is anticipated that tax refunds of circa £41,957 are due back to the Company.
- 2.16 The work undertaken by the Liquidators and their staff to date in realising the Company's assets has been necessary in order to maximise the likelihood of a return to creditors being made. Where assets remain to be realised, these will be dealt with as the Liquidation progresses and further updates will be provided to creditors in my progress reports.

### ***Creditors (including claims and distributions)***

- 2.17 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. The Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 2.18 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 2.19 The above work will not necessarily bring any financial benefit to creditors generally, however the Liquidators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidators in dealing with those claims.

### ***Investigations***

- 2.20 You may recall from my first progress report to creditors that some of the work the Liquidators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 ("CDDA 1986") and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidators can pursue for the benefit of creditors.
- 2.21 My report on the conduct of the directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the Liquidation and is confidential.
- 2.22 Since my last progress report I would advise that no further investigation matters have come to light that may be pursued by me for the benefit of creditors.

### ***Matters still to be dealt with***

- 2.23 As detailed above, there are anticipated tax rebates totalling circa £41,957 due back to the Company. Upon receipt of those monies, there will be no further matters outstanding and the case will proceed to closure.

## **3 Creditors**

### ***Secured creditors***

- 3.1 Lloyds TSB Bank hold a debenture creating fixed and floating charges over the Company's assets. At the date of the Liquidation the indebtedness to the secured creditor was estimated at £250,000. Lloyds TSB Bank have submitted a claim for the sum of £258,751.78. Information provided as at 25 January 2017 records that MHD Holdings Limited, sole shareholder of the Company and connected by common director, has paid the sum of £102,909.59 to Lloyds TSB Bank, thus reducing the balance owed. The remaining balance was to be settled from the sale proceeds of the director's residential property. An updated proof of debt has not been received, and no distributions have been made in this respect.
- 3.2 The floating charge to Lloyds TSB Bank was created on 20 July 2013. Accordingly, I am required to create a fund out of the Company's net floating charge property for unsecured creditors (known as the **Prescribed Part**).

3.3 The director's report initially anticipated the value of the unsecured creditors fund to be estimated at £28,557, however this figure did not take into account the costs of the Liquidation. The previous calculation was also based on estimated realisations in respect of the book debts of £118,650, however the total realisations in this regard are £2,959.68. Based on present information, in respect of time costs incurred to date and current realisations, as well as the payments to Lloyds by the director and the connected company which should have settled the liability in full, the prescribed part will not apply.

#### ***Preferential creditors***

3.4 The director's Statement of Affairs estimated that preferential claims would amount to £5,316.47. I have received a claim from the Redundancy Payments Service totalling £3,161.79 in respect of the following:-

- Holiday Pay £2,196.66
- Arrear of Pay £967.13

I do not anticipate that a dividend to preferential creditors will be made in this case.

#### ***Unsecured creditors***

3.5 I have received claims totalling £767,096.53 from 65 creditors. I have yet to receive claims from 34 creditors whose debts total £75,882.55 as per the Company's statement of affairs.

3.6 I would confirm that it is anticipated there will be insufficient funds realised after defraying the expenses of the Liquidation to pay a dividend to unsecured creditors.

### **4 Joint Liquidators' remuneration**

4.1 The Creditors approved that the basis of the Liquidators' remuneration be fixed by reference to the time properly spent by him and his staff in managing the Liquidation.

4.2 My time costs for the Period are £8,452.50. This represents 28.30 hours at an average rate of £298.67 per hour. Attached as Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the Liquidation.

4.3 Also attached as Appendix C is a cumulative time analysis for the period from 11 May 2015 to 10 May 2019 which provides details of my time costs since my appointment. The cumulative time costs incurred to date are £134,137.50. This represents 408 hours at an average rate of £328.77 per hour. To date, £54,013.70 plus disbursements of £6,220.60 has been drawn on account.

4.4 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <https://www.icaew.com/en/technical/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>

4.5 Attached as Appendix D is additional information in relation to the Liquidators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

### **5 Creditors' rights**

5.1 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) may request in writing that

the Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.

- 5.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive.

**6 Next report**

- 6.1 I am required to provide a further report on the progress of the Liquidation within two months of the next anniversary of the Liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.

Yours faithfully

A handwritten signature in black ink, appearing to be 'R N Dymond', written over a faint circular stamp or watermark.

**R N Dymond**  
Joint Liquidator

## **Appendix A**

**R&P for the Period from 11 May 2018 to 10 May 2019 including a cumulative R&P for the period since the Joint Liquidators' appointment**



**Manor House Developments (UK) Limited t/a MHD  
 Construction/Interiors/Property (In Liquidation)  
 Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 11/05/2018 To 10/05/2019 £	From 11/05/2015 To 10/05/2019 £
	NIL	NIL
<b>(758,761.76)</b>	<b>(6,185.00)</b>	<b>183.97</b>
REPRESENTED BY		
Bank 1 Current		1.23
Vat Receivable		182.74
		<b>183.97</b>



Robert Neil Dymond  
Joint Liquidator

# Time Entry - Detailed SIP9 Time & Cost Summary

MANO01C - Manor House Developments (UK) Limited t/a MHD Construction/Interiors/Property  
 From: 11/05/2018 To: 10/05/2019  
 Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADCA Cashing	0.00	0.90	0.60	2.30	3.80	1,020.50	268.55
ADCR Case Reviews	0.40	0.00	1.40	0.00	1.80	538.50	299.17
ADDI Directors/Client	0.50	0.00	0.10	0.00	0.60	273.00	455.00
ADGA File Maintenance	0.80	0.00	0.20	0.50	1.50	511.00	340.67
ADSC Statutory and Compliance	2.40	0.00	5.50	0.60	8.70	2,602.00	299.08
<b>Admin and Planning</b>	<b>4.10</b>	<b>0.90</b>	<b>7.80</b>	<b>3.60</b>	<b>16.40</b>	<b>4,945.00</b>	<b>301.52</b>
CRCL Creditors Claims	0.00	0.00	0.20	0.00	0.20	46.00	230.00
CRCO - Communications with Creditors	0.20	0.00	0.00	0.80	0.80	178.00	222.50
CRTV Tax and VAT	3.00	0.00	3.50	1.00	7.50	2,568.50	342.47
<b>Creditors</b>	<b>3.20</b>	<b>0.00</b>	<b>3.70</b>	<b>1.80</b>	<b>8.50</b>	<b>2,792.50</b>	<b>328.53</b>
INRE Investigation and Review	0.00	0.00	0.30	1.30	1.60	250.00	156.25
<b>Investigations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.30</b>	<b>1.30</b>	<b>1.60</b>	<b>250.00</b>	<b>156.25</b>
REIS Identifying, Securing and Insuring	0.00	0.10	0.20	1.40	1.70	415.00	244.12
REPB Property, Business and Asset Sales	0.10	0.00	0.00	0.00	0.10	50.00	500.00
<b>Realisation of Assets</b>	<b>0.10</b>	<b>0.10</b>	<b>0.20</b>	<b>1.40</b>	<b>1.80</b>	<b>465.00</b>	<b>258.33</b>
<b>Total Hours</b>	<b>7.40</b>	<b>1.00</b>	<b>12.00</b>	<b>7.90</b>	<b>28.30</b>	<b>8,452.50</b>	<b>298.67</b>



# Time Entry - Detailed SIP9 Time & Cost Summary

MANO01C - Manor House Developments (UK) Limited t/a MHD Construction/Interiors/Property  
 From: 11/05/2015 To: 10/05/2019  
 Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADAP - Appointment	3.10	0.30	1.00	0.30	4.70	2,114.50	449.89
ADCA - Cashiering	4.70	7.20	4.70	16.60	33.20	9,609.00	289.43
ADCR - Case Reviews	4.30	3.10	5.30	0.00	12.70	4,562.50	359.25
ADDJ - Directors/Client	2.90	0.00	1.90	0.00	4.40	1,821.50	413.98
ADGA - File Maintenance	10.40	0.00	1.10	7.80	19.30	6,483.00	335.91
ADSC - Statutory and Compliance	9.70	5.00	69.60	0.80	85.10	25,215.50	296.30
ADSO - Strategic Overview	0.80	0.40	2.00	0.00	3.20	1,322.00	413.13
<b>Admin and Planning</b>	<b>35.50</b>	<b>16.00</b>	<b>85.60</b>	<b>25.50</b>	<b>162.60</b>	<b>51,128.00</b>	<b>314.44</b>
CRCL - Creditors Claims	0.10	0.50	2.80	0.00	3.40	955.00	280.88
CRCO - Communications with Creditors	1.90	4.70	15.40	3.40	25.40	7,092.00	279.21
CREM - Employees	1.20	3.50	4.50	0.20	9.40	2,896.00	318.72
CRTV - Tax and VAT	10.10	4.40	15.20	5.30	35.00	11,833.50	338.10
<b>Creditors</b>	<b>13.30</b>	<b>13.10</b>	<b>37.90</b>	<b>8.90</b>	<b>73.20</b>	<b>22,876.50</b>	<b>312.52</b>
INAT - Antecedent Transactions	0.90	0.00	0.00	0.00	0.90	450.00	500.00
INDR - CDDA Report	1.20	0.00	0.00	0.00	1.20	600.00	500.00
INRE - Investigation and Review	6.40	3.60	51.80	8.90	70.70	19,550.00	278.52
<b>Investigations</b>	<b>8.50</b>	<b>3.60</b>	<b>51.80</b>	<b>8.90</b>	<b>72.80</b>	<b>20,600.00</b>	<b>282.97</b>
REDC - Debt Collection	41.80	7.20	25.50	3.50	78.00	32,075.00	411.22
REIS - Identifying Securing and Insuring	1.00	1.70	0.40	1.40	4.50	1,497.00	332.67
REPB - Property Business and Asset Sales	4.80	4.80	7.00	0.00	16.60	5,874.00	353.86
RERO - ROT	0.00	0.10	0.20	0.00	0.30	87.00	290.00
<b>Realisation of Assets</b>	<b>47.60</b>	<b>13.80</b>	<b>33.10</b>	<b>4.90</b>	<b>99.40</b>	<b>39,533.00</b>	<b>397.72</b>
<b>Total Hours</b>	<b>104.90</b>	<b>46.50</b>	<b>208.40</b>	<b>48.20</b>	<b>408.00</b>	<b>134,137.50</b>	<b>328.77</b>

## Appendix D

### Additional Information in Relation to the Joint Liquidators' Fees, Expenses & Disbursements

#### 7 Staff allocation and the use of sub-contractors

- 7.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 7.2 The constitution of the case team will usually consist of an Insolvency Practitioner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 7.3 On this case we have used the services of the following sub-contractors:-

Service (s)	Provider	Basis of fee arrangement	Cost to date
Accounting Services	Brearley & Co Accountant	Fixed Fee	7,085.00
Book debt collection	Contract Recovery Solutions	15% of realisations or time costs	443.95
Taxation services	Hawsons Chartered Accountants	Fixed Fee	800.00

#### 8 Professional advisors

- 8.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
Charterfields (Valuation advice)	Percentage of realisations
John Pye & Sons (valuation and disposal advice)	Fixed fee

- 8.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

#### 9 Joint Liquidators' expenses & disbursements

- 9.1 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided overleaf:

	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total anticipated cost £
<b>Category 1 disbursements</b>				
Specific bond	160.00	0.00	0.00	160.00
Valuers Fees	2,200.00	0.00	0.00	2,200.00
Debt Collection Agent Fees	443.95	0.00	0.00	443.95
Accountancy Fees	2,885.00	950.00	0.00	3,835.00
Room Hire	79.17	0.00	0.00	79.17
Statutory Advertising	204.00	0.00	0.00	204.00
Insurance of assets	227.90	0.00	0.00	227.90
Document management	14.08	0.00	0.00	14.08
Mileage	126.92	26.10	0.00	153.02
Travel expenses	14.38	0.00	0.00	14.38
Collection of records	0.00	120.00	0.00	120.00
<b>Category 2 disbursements</b>				
Insolvency Software Fee	150.00	0.00	150.00	300.00
Document upload fees	150.00	0.00	150.00	300.00
Postage, stationary, photocopying	3182.00	0.00	0.00	3,182.00
Searches	10.00	0.00	0.00	10.00
Storage of records	2,420.00	0.00	0.00	2,420.00

9.2 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, incidental travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.

9.3 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidators' fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

## 10 Charge-out rates

10.1 A schedule of Wilson Field Limited's charge-out rates are detailed on the next page.

## WILSON FIELD LIMITED CHARGE OUT RATES AND DISBURSEMENT POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and disbursements, we are required to disclose to you our policy for recovering non-specific disbursements, and the charge out rates for the various grades of staff who may be involved in this case.

### Remuneration

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below.

	Hourly charge out rate (£)				
Grade	01/02/2014 to 31/10/2014		01/11/2014 onwards	01/11/2017 onwards	01/07/2018 onwards
Director/Insolvency Practitioner	350-500		500	500	500
Manager	260-400		400	400	400
Assistant Manager	N/A		395	395	N/a
Team Leader	N/A		390	390	390
Senior Administrator	240		330	330	395
Administrator (1-5 years experience)	120-240		230-300	230-300	230 - 300
Trainee Administrator	-		-	180	180
Assistants & Support staff	100-130		130	130	130 - 240

All time is recorded in 6 minute units.

### Category 1 Disbursements

In accordance with SIP 9, these do not require the approval of creditors and are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include advertising, insurance, travel expenses etc.

### Category 2 Disbursements

In accordance with SIP 9, these require the prior approval of creditors.

Category 2 disbursements are charged in accordance with the liquidator's prevailing recovery policy at the time the disbursement is incurred. The rates applicable from 1 July 2018 are detailed below:

Disbursement	Charge	Period charged
Document Upload Centre charge	£150 for life of case	On appointment
Room Hire where held at a Wilson Field office	£100 per meeting	On appointment
Mileage	45p per mile	On appointment (where appropriate)
Storage of books and records	£80 per box per year	Once records are logged and then annually

In common with all professional firms, our charge out and disbursements rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.