

**Liquidator's Progress
Report****S.192****Pursuant to Sections 92A and 104A and 192
of the Insolvency Act 1986**

To the Registrar of Companies

Company Number

03900139

Name of Company

CSC Engineers Limited

I / ~~We~~

Simon John Lowes, 10 Shedfield House Dairy, Sandy Lane, Shedfield, Southampton, SO32 2HQ

the liquidator(s) of the company attach a copy of my/~~our~~ Progress Report
under section 192 of the Insolvency Act 1986

The Progress Report covers the period from 11/09/2015 to 25/09/2015

Signed



Date

28.9.15

AshtonsJWD
10 Shedfield House Dairy
Sandy Lane
Shedfield
Southampton
SO32 2HQ

Ref CEL01/SJL/SAB

FRIDAY
TUE*A4I5YR6P*
A05 16/10/2015 #93
COMPANIES HOUSE
A4GY4HAH
A19 29/09/2015 #186
COMPANIES HOUSE

**CSC Engineers Limited
(In Liquidation)**

Summary of Receipts & Payments

RECEIPTS	Statement of Affairs (£)	From 11/09/2013 To 10/09/2015 (£)	From 11/09/2015 To 25/09/2015 (£)	Total (£)
Office Equipment	NIL	0 00	0 00	0 00
Book Debts	5,000 00	2,109 00	0 00	2,109 00
Cash at Bank	Uncertain	247 77	0 00	247 77
Cash in Client Account (ASHJWD)	11,572 00	12,411 62	0 00	12,411 62
Rates Refund		706 16	0 00	706 16
Bank Interest Gross		11 12	0 09	11 21
Vat Receivable		133 68	0 00	133 68
Vat Control Account		2,776 72	0 00	2,776 72
		18,396 07	0 09	18,396 16

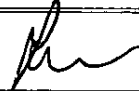
PAYMENTS

Accountant's Fees		375 00	0 00	375 00
Specific Bond		81 00	0 00	81 00
Preparation of S of A		4,500 00	0 00	4,500 00
Office Holders Fees		8,569 40	63 12	8,632 52
Agents/Valuers Fees (2)		353 08	0 00	353 08
Debt Collection Fees		442 35	0 00	442 35
Corporation Tax		1 10	0 00	1 10
VAT		0 00	12 62	12 62
Storage Costs		535 02	0 00	535 02
Postage		74 58	4 41	78 99
Statutory Advertising		369 50	0 00	369 50
Meeting Room Hire		104 58	0 00	104 58
Employee Arrears/Hol Pay	(4,073 00)	0 00	0 00	0 00
Trade & Expense Creditors	(10,266 00)	0 00	0 00	0 00
Employees Claims	(53,632 00)	0 00	0 00	0 00
HM Revenue & Customs (PAYE)	(1,911 00)	0 00	0 00	0 00
HM Revenue & Customs (Debt Management)	(5,745 00)	0 00	0 00	0 00
HM Revenue & Customs (VAT)	(9,303 00)	0 00	0 00	0 00
Ordinary Shareholders	(100 00)	0 00	0 00	0 00
Vat Receivable		2,910 40	0 00	2,910 40
		18,316 01	80 15	18,396 16

Net Receipts/(Payments)	80 06	(80 06)	0 00
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MADE UP AS FOLLOWS

Bank 1 Current - interest bearing	80 06	(80 06)	0 00
	80 06	(80 06)	0 00


Simon John Lowes
Liquidator

CSC Engineers Limited
(In Liquidation)
Liquidator's Abstract of Receipts & Payments

Statement of Affairs		From 11/09/2015 To 25/09/2015	From 11/09/2013 To 25/09/2015
	ASSET REALISATIONS		
NIL	Office Equipment	NIL	NIL
5,000 00	Book Debts	NIL	2,109 00
Uncertain	Cash at Bank	NIL	247 77
11,572 00	Cash in Client Account (ASHJWD)	NIL	12,411 62
	Rates Refund	NIL	706 16
	Bank Interest Gross	0 09	11 21
	Accountant's Fees	NIL	(375 00)
		<u>0 09</u>	<u>15,110 76</u>
	COST OF REALISATIONS		
	Specific Bond	NIL	81 00
	Preparation of S of A	NIL	4,500 00
	Office Holders Fees	63 12	8,632 52
	Agents/Valuers Fees (2)	NIL	353 08
	Debt Collection Fees	NIL	442 35
	Corporation Tax	NIL	1 10
	VAT	12 62	12 62
	Storage Costs	NIL	535 02
	Postage	4 41	78 99
	Statutory Advertising	NIL	369 50
	Meeting Room Hire	NIL	104 58
		<u>(80 15)</u>	<u>(15,110 76)</u>
	PREFERENTIAL CREDITORS		
(4,073 00)	Employee Arrears/Hol Pay	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	UNSECURED CREDITORS		
(10,266 00)	Trade & Expense Creditors	NIL	NIL
(53,632 00)	Employees Claims	NIL	NIL
(1,911 00)	HM Revenue & Customs (PAYE)	NIL	NIL
(5,745 00)	HM Revenue & Customs (Debt Manag	NIL	NIL
(9,303 00)	HM Revenue & Customs (VAT)	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(100 00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(68,458 00)</u>		<u>(80 06)</u>	<u>0 00</u>

REPRESENTED BY

NIL



Simon John Lowes
Liquidator

CSC Engineers Limited - in Liquidation
Final Progress Report - Supplementary Information
For period 11 September 2015 to 25 September 2015

Registered Office / Home Address

10 Shedfield House Dairy
Sandy Lane
Shedfield
Southampton
SO32 2HQ

Registered Number

03900139

Appointment Details

First Partner - Simon John Lowes
AshtonsJWD
10 Shedfield House Dairy
Sandy Lane
Shedfield
Southampton
SO32 2HQ

Appointment Date - 11 September 2013

Changes to Office Holders

None

Additional Information

Details of Basis of Remuneration

Time cost basis - approved by Creditors

Time costs of £15,924 50 have accrued, as of 25 September 2015, of which £8,695 64 has been billed to date

Hours accrued 112 7 hours - Average hourly rate £141 30 per hour

Statement of Remuneration / Expenses

For period 11 September 2015 to 25 September 2015

Account	Incurring	Accrued	Accrued	Total
	In Period	In Period	In Period	In Period
	£	£	£	£
Liquidator's Fees	63 12		51 88	115 00
Postage	4 41			4 41
VAT	12 62			12 62
TOTAL	80 15	0 00	51 88	132 03

Dividends / Distributions / Consigned Funds

Dividend Type	Date	Admitted	Paid
		£	£
n/a			

Unrealised Assets

N/A

Additional Information

N/A

Signed 

SIMON LOWES
Liquidator

Date 28 9 15

REPORT FOR PRESENTATION AT FINAL MEETINGS OF SHAREHOLDERS AND CREDITORS

25 September 2015

Our ref SJL/SAB/CEL01/6

Dear Sir/Madam,

FINAL REPORT TO CREDITORS

CSC ENGINEERS LIMITED - IN LIQUIDATION

I write subsequent to my appointment as Liquidator and to advise that I am now in a position to conclude the liquidation and to seek my release as Liquidator. I hereby provide, by the combined contents of this document and its attachments, my Final Report for presentation at the Final Meeting of Shareholders and Creditors to be held today at 10 15am and 10 30 am respectively.

You will see appended a Supplementary Information Sheet, an abstract of the Liquidator's Receipts and Payments Account as at today's date and a Time Analysis Schedule giving further information.

Asset Realisations & Distributions

Attached is my Receipts and Payments Account relating to the period 11 September 2013 to 10 September 2014, 11 September 2014 to 10 September 2015 and 11 September 2015 to 25 September 2015. This details total realisations of £18,396.

During the reporting period bank interest of £0.09 has been received.

Realisations have now been completed and no further realisations are expected in this case.

You were previously advised that creditors could request further information, from me as Liquidator, in accordance with the provisions of Rule 4.49E of the Insolvency Rules 1986 (as amended), within twenty-one days of receipt of the draft 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 Liquidator provides further information about their remuneration or expenses, which have been set-out in the report. The draft report was dated 10 July 2015 and sent to creditors on 22 July 2015.

Liquidator's Remuneration

In accordance with resolutions passed I confirm that my remuneration as Liquidator was to be calculated based on time costs incurred. Time incurred for the first year of my appointment (i.e. 11 September 2013 to 10 September 2014) amounted to 77.20 hours with a cost of £11,177. This gives an average charge out rate for the period of 144.78.

Time incurred for the second year of my appointment (i.e. 11 September 2014 to 10 September 2015) amounted to 35.30 hours with a cost of £4,724.50. This gives an average charge out rate for the period of £133.84.

Time incurred from 11 September 2015 to 25 September 2015 amounts to 0.20 hours with a cost of £23.00. This gives an average charge out rate for the period of £115.00.

I confirm that I have billed £8,632.52 to date.

REPORT FOR PRESENTATION AT FINAL MEETINGS OF SHAREHOLDERS AND CREDITORS

25 September 2015

Our ref SJL/SAB/CEL01/6

Dear Sir/Madam,

FINAL REPORT TO CREDITORS

CSC ENGINEERS LIMITED - IN LIQUIDATION

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Time incurred from 11 September 2015 to 25 September 2015 amounts to 0.20 hours with a cost of £23.00. This gives an average charge out rate for the period of £115.00.

I confirm that I have billed £8,632.52 to date.

A Time Analysis Schedules for the period 11 September 2013 to 10 September 2014, 11 September 2014 to 10 September 2015 and 11 September 2015 to 25 September 2015, being the date of the Final Meetings of Shareholders and Creditors together with the cumulative values is attached with this report, for your information. Details of the firm's Chargeout Rate and Expenses Policy are available at this meeting. Creditors were previously advised that they had the right to challenge the Liquidator's Remuneration and expenses under Rule 4.131 of the Insolvency Rules 1986 (as amended) which provides that any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within eight weeks of receipt of the draft report make an application to Court on the grounds that the basis fixed for the Liquidator's remuneration the remuneration charged or the expenses incurred by the Liquidator as set out in this report are excessive.

It can be noted that the majority of time costs in this reporting period relate to the following-

- Realisation of company assets, to include book debts (Total hours 0.2 totalling £23.00)

I hereby conclude the final report to creditors and shareholders

Yours faithfully



S J Lowes
Liquidator

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

CEL01 - CSC Engineers Limited
From 11/09/2014 To 10/09/2015
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£/Average Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
700 Statutory & Compliance	2 20	0 00	2 20	0 00	4 40	915 00	11 60	1 844 00
702 Case management & monitoring	0 30	0 50	0 00	0 00	0 80	213 75	1 50	268 50
705 Tax and VAT	0 00	0 20	3 50	0 60	4 30	508 50	5 40	664 00
Administration & Planning	2 50	0 70	5 70	0 60	9 50	1,595 50	18 50	2,774 50
600 Case Specific	0 00	0 00	0 50	0 20	0 70	75 50	4 50	550 50
Case Specific Matters	0 00	0 00	0 50	0 20	0 70	75 50	4 50	550 50
501 Unsecured Creditors	0 00	0 00	0 30	0 00	0 30	37 50	6 00	1 051 00
502 Employee Matters	0 00	0 20	0 00	0 00	0 20	33 00	6 70	908 50
504 Statutory Reporting to Creditors	0 10	0 00	12 60	2 70	15 40	1 780 00	19 10	2 242 50
Creditors	0 10	0 20	12 90	2 70	15 90	1,850 50	31 80	4,202 00
** 201 CDDA Reports	0 00	0 00	0 00	0 00	0 00	0 00	2 20	275 00
202 Investigations & Pursuing Antecedent Transactions	0 00	0 00	0 00	0 00	0 70	206 50	3 00	690 00
Investigations	0 70	0 00	0 00	0 00	0 70	206 50	5 20	965 00
300 Cashiering Securing & Insuring	0 00	0 00	3 80	1 40	5 20	533 00	10 30	1 065 50
* 302 Freehold & Leasehold Property	0 00	0 00	0 00	0 00	0 00	0 00	3 60	688 00
303 Book Deeds/Work in progress	0 30	0 00	3 00	0 00	3 30	463 50	32 70	4 527 50
306 Other Assets	0 00	0 00	0 00	0 00	0 00	0 00	1 90	271 50
Realisation of Assets	0 30	0 00	6 80	1 40	8 50	996 50	48 50	6 552 50
** 401 Management of Opere ations	0 00	0 00	0 00	0 00	0 00	0 00	2 00	590 00
* 403 Ongoing Employee Issues	0 00	0 00	0 00	0 00	0 00	0 00	2 00	267 00
Trading	0 00	0 00	0 00	0 00	0 00	NAN	4 00	857 00
Total Hours	3 60	0 90	25 90	4 90	35 30	4,724 50	112 50	15,901 50
Total Fees Claimed						8,569 40		

** - Denotes codes included in cumulative data that are not present in the period

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

CEL01 - CSC Engineers Limited
From: 11/09/2015 To: 25/09/2015
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£Average Hourly Rate (£))	Hours Cum (POST Only)	Time Costs Cum (POST Only)
** 700 Statutory & Compliance	0.00	0.00	0.00	0.00	0.00	0.00	11.60	1,844.00
** 702 Case management & monitoring	0.00	0.00	0.00	0.00	0.00	0.00	1.50	266.50
** 705 Tax and VAT	0.00	0.00	0.00	0.00	0.00	0.00	5.40	664.00
Administration & Planning	0.00	0.00	0.00	0.00	0.00	0.00	18.50	2,774.50
** 600 Case Specific	0.00	0.00	0.00	0.00	0.00	0.00	4.50	550.50
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	4.50	550.50
** 501 Unsecured Creditors	0.00	0.00	0.00	0.00	0.00	0.00	6.00	1,051.00
** 502 Employee Matters	0.00	0.00	0.00	0.00	0.00	0.00	6.70	908.50
** 504 Statutory Reporting to Creditors	0.00	0.00	0.00	0.00	0.00	0.00	19.10	2,242.50
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	31.80	4,202.00
** 201 CDDA Reports	0.00	0.00	0.00	0.00	0.00	0.00	2.20	275.00
** 202 Investigations & Pursuing Antecedent Transactions	0.00	0.00	0.00	0.00	0.00	0.00	3.00	690.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	5.20	965.00
300 Cashiering Securing & Insuring	0.00	0.00	0.20	0.00	0.20	115.00	10.50	1,083.50
** 302 Freehold & Leasehold Property	0.00	0.00	0.00	0.00	0.00	0.00	3.60	683.00
** 303 Book Debts/Work in progress	0.00	0.00	0.00	0.00	0.00	0.00	32.70	4,527.50
** 306 Other Assets	0.00	0.00	0.00	0.00	0.00	0.00	1.90	271.50
Realisation of Assets	0.00	0.00	0.20	0.00	0.20	115.00	48.70	6,575.50
401 Management of Operations	0.00	0.00	0.00	0.00	0.00	0.00	2.00	590.00
** 403 Ongoing Employee Issues	0.00	0.00	0.00	0.00	0.00	0.00	2.00	267.00
Trading	0.00	0.00	0.00	0.00	0.00	NAN	4.00	857.00
Total Hours	0.00	0.00	0.20	0.00	0.20	115.00	112.70	15,924.50
Total Fees Claimed						8,632.52		

** Denotes codes included in cumulative data that are not present in the period

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

CEL01 - CSC Engineers Limited
To 25/09/2015
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£Average Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
700 Statutory & Compliance	2 70	0 10	7 80	1 00	11 60	1 844 00	11 60	1 844 00
702 Case management & monitoring	0 30	0 70	0 50	0 00	1 50	266 50	1 50	266 50
705 Tax and VAT	0 10	0 20	4 50	0 60	5 40	664 00	5 40	664 00
Administration & Planning	3 10	1 00	12 80	1 60	18 50	2 774 50	18 50	2 774 50
600 Case Specific	0 00	0 00	4 30	0 20	4 50	550 50	4 50	550 50
Case Specific Matters	0 00	0 00	4 30	0 20	4 50	550 50	4 50	550 50
501 Unsecured Creditors	1 70	0 60	3 50	0 20	6 00	1 051 00	6 00	1 051 00
502 Employee Matters	0 30	0 50	5 90	0 00	6 70	908 50	6 70	908 50
504 Statutory Reporting to Creditors	0 10	0 00	16 30	2 70	19 10	2 242 50	19 10	2 242 50
Creditors	2 10	1 10	25 70	2 90	31 80	4 202 00	31 80	4 202 00
201 CODA Reports	0 00	0 00	2 20	0 00	2 20	275 00	2 20	275 00
202 Investigations & Pursuing Antecedent Transactions	1 50	1 50	0 00	0 00	3 00	690 00	3 00	690 00
Investigations	1 50	1 50	2 20	0 00	5 20	965 00	5 20	965 00
300 Cashiering Securing & Insuring	0 00	0 00	7 90	2 60	10 50	1 088 50	10 50	1 088 50
302 Freehold & Leasehold Property	1 40	0 00	2 20	0 00	3 60	688 00	3 60	688 00
303 Book Debits/Work in progress	2 40	0 80	29 50	0 00	32 70	4 527 50	32 70	4 527 50
306 Other Assets	0 20	0 00	1 70	0 00	1 90	271 50	1 90	271 50
Realisation of Assets	4 00	0 80	41 30	2 60	48 70	6 575 50	48 70	6 575 50
401 Management of Operations	2 00	0 00	0 00	0 00	2 00	590 00	2 00	590 00
403 Ongoing Employee Issues	0 10	0 00	1 90	0 00	2 00	267 00	2 00	267 00
Trading	2 10	0 00	1 90	0 00	4 00	857 00	4 00	857 00
Total Hours	12 80	4 40	88 20	7 30	112 70	15 924 50	112 70	15 924 50
Total Fees Claimed						9 632 52		

** - Denotes codes included in cumulative data that are not present in the period

Time Entry - Cumulative Detailed SiP9 Time & Cost Summary

CEL01 - CSC Engineers Limited
From 11/09/2013 To 10/09/2014
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£Average Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
700 Statutory & Compliance	0.50	0.10	5.60	1.00	7.20	129.03	7.20	929.00
702 Case management & monitoring	0.00	0.20	0.50	0.00	0.70	136.43	0.70	95.50
705 Tax and VAT	0.10	0.00	1.00	0.00	1.10	154.50	1.10	154.50
Administration & Planning	0.60	0.30	7.10	1.00	9.00	1,179.00	9.00	1,179.00
600 Case Specific	0.00	0.00	3.80	0.00	3.80	125.00	3.80	475.00
Case Specific Matters	0.00	0.00	3.80	0.00	3.80	125.00	3.80	475.00
501 Unsecured Creditors	1.70	0.60	3.20	0.20	5.70	1013.50	5.70	1013.50
502 Employee Matters	0.30	0.30	5.90	0.00	6.50	134.69	6.50	875.50
504 Statutory Reporting to Creditors	0.00	0.00	3.70	0.00	3.70	462.50	3.70	462.50
Creditors	2.00	0.90	12.80	0.20	15.90	2,351.50	15.90	2,351.50
201 CDDA Reports	0.00	0.00	2.20	0.00	2.20	275.00	2.20	275.00
202 Investigations & Pursuing Antecedent Transactions	1.50	1.50	0.00	0.00	2.30	483.50	2.30	483.50
Investigations	0.80	1.50	2.20	0.00	4.50	758.50	4.50	758.50
300 Cashiering Securing & Insuring	0.00	0.00	3.90	1.20	5.10	532.50	5.10	532.50
302 Freehold & Leasehold Property	1.40	0.00	2.20	0.00	3.60	688.00	3.60	688.00
303 Book Debts/Work in progress	2.10	0.80	26.50	0.00	29.40	4,064.00	29.40	4,064.00
306 Other Assets	0.20	0.00	1.70	0.00	1.90	142.89	1.90	271.50
Realisation of Assets	3.70	0.80	34.30	1.20	40.00	5,556.00	40.00	5,556.00
401 Management of Operations	2.00	0.00	0.00	0.00	2.00	590.00	2.00	590.00
403 Ongoing Employee Issues	0.10	0.00	1.90	0.00	2.00	123.50	2.00	267.00
Trading	2.10	0.00	1.90	0.00	4.00	857.00	4.00	857.00
Total Hours	9.20	3.50	62.10	2.40	77.20	11,177.00	77.20	11,177.00
Total Fees Claimed						0.00		

** - Denotes codes included in cumulative data that are not present in the period

CSC Engineers Limited
(In Liquidation)

Summary of Receipts & Payments

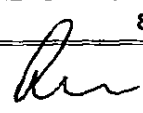
RECEIPTS	Statement of Affairs (£)	From 11/09/2013 To 10/09/2014 (£)	From 11/09/2014 To 10/09/2015 (£)	Total (£)
Office Equipment	NIL	0 00	0 00	0 00
Book Debts	5,000 00	2,109 00	0 00	2,109 00
Cash at Bank	Uncertain	247 77	0 00	247 77
Cash in Client Account (ASHJWD)	11,572 00	12,411 62	0 00	12,411 62
Rates Refund		0 00	706 16	706 16
Bank Interest Gross		5 54	5 58	11 12
Vat Receivable		0 00	133 68	133 68
Vat Control Account		1,054 92	1,721 80	2,776 72
		15,828.85	2,567 22	18,396 07

PAYMENTS

Accountant's Fees		375 00	0 00	375 00
Specific Bond		81 00	0 00	81 00
Preparation of S of A		4,500 00	0 00	4,500 00
Office Holders Fees		0 00	8,569 40	8,569 40
Agents/Valuers Fees (2)		0 00	353 08	353 08
Debt Collection Fees		442 35	0 00	442 35
Corporation Tax		0 00	1 10	1 10
Storage Costs		0 00	535 02	535 02
Postage		0 00	74 58	74 58
Statutory Advertising		295 00	74 50	369 50
Meeting Room Hire		104 58	0 00	104 58
Employee Arrears/Hol Pay	(4,073 00)	0 00	0 00	0 00
Trade & Expense Creditors	(10,266 00)	0 00	0 00	0 00
Employees Claims	(53,632 00)	0 00	0 00	0 00
HM Revenue & Customs (PAYE)	(1,911 00)	0 00	0 00	0 00
HM Revenue & Customs (Debt Management)	(5,745 00)	0 00	0 00	0 00
HM Revenue & Customs (VAT)	(9,303 00)	0 00	0 00	0 00
Ordinary Shareholders	(100 00)	0 00	0 00	0 00
Vat Receivable		1,076 70	1,833 70	2,910 40
		6,874 63	11,441 38	18,316 01
Net Receipts/(Payments)		8,954 22	(8,874.16)	80.06

MADE UP AS FOLLOWS

Bank 1 Current - interest bearing	8,954 22	(8,874 16)	80 06
	8,954 22	(8,874 16)	80 06


Simon John Lowes
Liquidator

AshtonsJWD Business Recovery Limited T/A AshtonsJWD

Published Charge out Rates and Expenses Policy as at 1 February 2015.

Time (Please note that these rates have been applicable since July 2013)

Our hourly charge out rates (which are charged in 6 minute units) are shown below. Time of less than 6 minute multiples will be rounded up. The actual rate charged will depend upon the nature of each activity undertaken for the assignment and/or the person undertaking that activity. The firm's charge out rates, which may increase from time to time during the course of the assignment are currently as follows:-

Grade / activity	Hourly rate (charged in 6min units) £
Director	295
Manager	165
Senior Administrator/Supervisor	125
Cashier	115
Assistant / Secretary	65

Please note that support staff do not charge secretarial time for typing letters generated by others. However, they do charge time for their own independent, original work.

Allocation of Time

Time is allocated by function and the main categories are set out in the appended report. Those categories include time incurred in the following -

Administration & Planning

- Statutory & compliance work
- Reporting to debenture holders, creditors, Liquidation/Creditors Committee and members
- Filing & photocopying
- Travel
- Technical and case reviews
- Case management and monitoring
- Secretarial

Creditors

- Validation of security of debenture and other chargeholders
- Agreement of claims of and distributions to -
 - Secured creditors
 - Unsecured creditors
 - Employees (unsecured claims)

Asset Realisations

- Realisation of -
 - Business and assets
 - Book debts
 - Refunds
- Legal proceedings relating to realisation of assets
- Insurance of assets

Investigations

- Investigations into the affairs of the company
- Conduct of directors

Trading

- Supervision and management of ongoing trading