

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

FRIDAY



\*A9EDØK9E\*

A06

25/09/2020

#11

COMPANIES HOUSE

### 1 Company details

Company number 0 2 9 7 9 0 2 7

Company name in full East Sussex Disability Association Limited

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

### 2 Liquidator's name

Full forename(s) John

Surname Walters

### 3 Liquidator's address

Building name/number 2/3

Street Pavilion Buildings

Post town Brighton

County/Region East Sussex

Postcode B N 1 1 E E

Country

### 4 Liquidator's name ①

Full forename(s) Jonathan James

Surname Beard

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

### 5 Liquidator's address ②

Building name/number 2/3

Street Pavilion Buildings

Post town Brighton

County/Region East Sussex

Postcode B N 1 1 E E

Country

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

# LIQ03

## Notice of progress report in voluntary winding up

### 6 Period of progress report

From date	<sup>d</sup> 2	<sup>d</sup> 4	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9
To date	<sup>d</sup> 2	<sup>d</sup> 3	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0

### 7 Progress report

☒ The progress report is attached

### 8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 2	<sup>d</sup> 4	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0
----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

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 **John Walters**

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

Address **2/3 Pavilion Buildings**

Post town **Brighton**

County/Region **East Sussex**

Postcode **B N 1 1 E E**

Country

DX

Telephone **01273 322960**



**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)**

---

**East Sussex Disability Association  
Limited  
(In Creditors' Voluntary Liquidation)**

---

Progress report

Period: 24 August 2019 to 23 August 2020

### **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.

---

## **Contents**

- ☐ Interpretation
- ☐ Company information
- ☐ Details of appointment of liquidators
- ☐ Progress during the period
- ☐ Estimated outcome for creditors
- ☐ Remuneration and disbursements
- ☐ Liquidators' expenses
- ☐ Assets that remain to be realised and work that remains to be done
- ☐ Other relevant information
- ☐ Creditors' rights
- ☐ Conclusion
- ☐ Appendices
  - 1. Liquidators' account of receipts and payments
  - 2. Liquidators' time costs and disbursements
  - 3. Statement of Liquidators' expenses

# 1. INTERPRETATION

<b><u>Expression</u></b>	<b><u>Meaning</u></b>
"the Company"	East Sussex Disability Association Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 24 August 2016.
"the liquidators", "we", "our" and "us"	John Walters and Jonathan James Beard of Begbies Traynor (Central) LLP, 2/3 Pavilion Buildings, Brighton, East Sussex, BN1 1EE
"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):	ESDA
Company registered number:	02979027
Company registered office:	2/3 Pavilion Buildings, Brighton, East Sussex, BN1 1EE
Former trading address:	1 Faraday Close, Eastbourne, East Sussex, BN22 9BH

# 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	24 August 2016
Date of liquidators' appointment:	24 August 2016
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 24 August 2019 to 23 August 2020.

### Cash at Bank

You will recall from our previous report that we were attempting to realise remaining funds held by a number of parties who were claiming certain cash deposits were restricted funds and as such not available to the general body of creditors. Our solicitors reviewed the claims and were of the view that there was no restrictive nature to the funds held. However, we have been unable to obtain the cash balances. Given the amount of time spent in trying to realise the funds to date and the likely cost of pursuing the claim further, the joint liquidators have concluded that it would be uneconomical to pursue this matter.

### Deposit Interest

Bank interest of £121.26 has been received during the period covered by this report.

### **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. There is an analysis for the period of the report and also an analysis of time spent on the case since the date of our appointment. The details below relate to the work undertaken in the period of the report only. Our previous reports contain details of the work undertaken since our appointment.

#### General case administration and planning

The work undertaken in respect of general case administration and planning mainly consisted of the following:

- Discussions between the case administrator, manager and lead partner in respect of ongoing case strategy.
- Detailed case reviews.
- Reconciling case accounts.
- Filing.
- Ensuring that the IP Record is up to date.
- Reviewing the case file to ensure compliance.

This work is undertaken in order to comply with this firm's ongoing review requirements and does not directly result in a financial benefit to creditors.

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

Compliance with the Insolvency Act, Rules and best practice has mainly consisted of the following:

- Preparing our progress report and sending the same to creditors.
- Filing relevant documents with Companies House.

- Dealing with any payments and general banking.
- Reviewing the level of bonding.

It was necessary to do the above work in order to comply with the Insolvency Act, Rules and best practice and does not directly result in a financial benefit to creditors.

#### Realisation of assets

The work undertaken in respect of asset realisation has mainly consisted of the following:

- Corresponding with the relevant banks and other parties to attempt to recover monies held.
- Liaising with solicitors in this regard.

This work will clearly be of financial benefit to the creditors.

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

This has mainly consisted of the following:

- Reviewing and replying to creditor correspondence, updating records accordingly.

This work will assist with the agreement of claims, should a dividend be payable to creditors.

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

This has mainly consisted of the following:

- Filing relevant Corporation tax returns for the period

This work will not directly result in a financial benefit to creditors but is a statutory requirement.

## 5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in the directors' 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 creditors**

There are no known secured creditors.

#### **Preferential creditors**

Preferential claims of employees for arrears of wages (up to £800) and holiday pay were estimated at £4,666. We are now seeking to formally agree these claims and will be issuing a dividend of 100p in the £ shortly.

#### **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 as follows:

- ☐ 50% of the first £10,000 of net property;
- ☐ 20% of net property thereafter;
- ☐ Up to a maximum amount to be made available of £600,000

A liquidator will not be required to set aside the prescribed part of net property if:

- ☐ the net property is less than £10,000 and the liquidator thinks that the cost of distributing the prescribed part would be disproportionate to the benefit; (Section 176A(3)) or
- ☐ the liquidator applies to the court for an order on the grounds that the cost of distributing the prescribed part would be disproportionate to the benefit and the court orders that the provision shall not apply (Section 176A(5)).

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**

Unsecured creditors were estimated at £78,376.

To date, we have received claims totalling £61,405 from unsecured creditors. Once preferential creditors have been agreed and paid in full, we will be in a position to issue a notice of intended dividend to those creditors that have not yet provided details of their claim.

We anticipate being in a position to pay a dividend of between 5p – 10p in the £ in the next 4 months.

## **6. REMUNERATION & DISBURSEMENTS**

#### **Remuneration**

Our remuneration has been fixed by a decision of the creditors on 2 November 2017 obtained via a Decision Procedure by way of correspondence 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 12 October 2017 in the sum of £51,196 and we are authorised to draw disbursements 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 24 August 2019 to 23 August 2020 amount to £5,888.50 which represents 14.4 hours at an average rate of £408.92 per hour.

The following further information in relation to our time costs and disbursements is set out at Appendix 2:

- ☐ Time Costs Analysis for the period 24 August 2019 to 23 August 2020
- ☐ Begbies Traynor (Central) LLP's charging policy

To 24 August 2020, we have drawn the total sum of £49,315.00 on account of our remuneration, against total time costs of £51,930.00 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. An additional analysis is also attached which details the time costs for the entire period for which we have administered the liquidation.

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

As can be seen from the information above, and the cumulative Time Costs Analysis, our fees estimate has been exceeded. For the avoidance of any doubt, we have not drawn any remuneration in excess of the level approved. The reasons why the estimate has been exceeded are as follows:

- Protracted correspondence with various banks and third parties to enable funds to be realised;
- Discussions with solicitors regarding potential action against third parties claiming to hold restricted funds;
- On-going delays in obtaining information with which to enable decisions to be made.

In light of the above, we are obliged to provide creditors with details of the additional work that we propose to undertake along with details of the time and cost of that additional work. This information appears at Appendix 2. We do not anticipate that we will need to seek further approval following the proposed increase to our estimate.

We are seeking creditors' approval of our further estimate by way of a Decision Procedure via correspondence and a Notice providing further information about the decisions being sought by correspondence together with a Voting Form have been provided separately.

### **Disbursements**

During the period covered by this report, we have not drawn any disbursements.

#### **Category 2 Disbursements**

Additionally, no category 2 disbursements have been incurred during the period covered by this report.

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2017' 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. A cumulative statement showing the total expenses incurred since the date of our appointment also appears 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 £40,419. 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

### **Assets that remain to be realised**

All assets have now been realised. As advised above we have taken the view that any remaining cash balance is uneconomical to pursue further.

**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

The work remaining in respect of general case administration and planning will mainly be the following:

- Discussions between the case administrator, manager and lead partner in respect of ongoing case strategy.
- Detailed case reviews.
- Reconciling case accounts.
- Filing.
- Ensuring that the IP Record is up to date.
- Reviewing the case file to ensure compliance.

This work is undertaken in order to comply with this firm's ongoing review requirements and will not directly result in a financial benefit to creditors.

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

Compliance with the Insolvency Act, Rules and best practice will mainly consist of the following:

- Preparing progress reports and sending the same to creditors.
- Filing relevant documents with Companies House.
- Dealing with any payments and general banking.
- Reviewing the level of bonding.

It will be necessary to do the above work in order to comply with the Insolvency Act, Rules and best practice but it will not directly result in a financial benefit to creditors.

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

This will mainly consist of the following:

- Reviewing and replying to creditor correspondence, updating records accordingly.
- Seeking to agree preferential creditor claims to enable a dividend to be paid;
- Seeking to agree unsecured creditor claims to enable a dividend to be paid.

This work will enable a dividend to be paid to creditors and will clearly be of financial benefit to creditors.

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

This will mainly be:

- Filing relevant Corporation tax returns and seeking clearance to finalise the liquidation from HMRC.

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

It is anticipated that further time costs in the region of £7,644 will be incurred by the liquidator as a result of undertaking the above, as set out in our further fee estimate attached at Appendix 2.

#### **Expenses**

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are as set out in the estimate of anticipated expenses sent to creditors on 12 October 2017 which included all of the expenses that we anticipate that we will incur throughout the liquidation.

## **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.

#### **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.

A handwritten signature in black ink, appearing to be 'J Walters', with a long horizontal stroke extending to the right.

**J WALTERS**  
Joint Liquidator

Dated: 24 September 2020

# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 24 August 2019 to 23 August 2020

	Statement of Affairs	From 24/08/2016 To 23/08/2019	From 24/08/2019 To 23/09/2020	Total
	(£)	(£)	(£)	(£)
<b>RECEIPTS</b>				
Office Furniture & Equipment	100.00	50.00	-	50.00
SEIF Coach	8,000.00	25,200.00	-	25,200.00
Book Debts	4,003.04	317.40	-	317.40
Shares & Investments	26,283.11	26,216.35	-	26,216.35
Inheritance	-	26,594.66	-	26,594.66
Cash at Bank	52,628.27	54,559.74	-	54,559.74
Bank Interest Gross		379.41	121.26	500.67
		<u>133,317.56</u>	<u>121.26</u>	<u>133,438.82</u>
<b>PAYMENTS</b>				
Specific Bond		148.50	-	148.50
Liquidators' Fees		43,874.00	5,441.00	49,315.00
Statement of Affairs Fee		10,000.00	-	10,000.00
Financial Planners		350.00	-	350.00
Professional Charges		935.00	-	935.00
Mileage		31.05	-	31.05
Agents/Valuers Fees (1)		4,988.65	-	4,988.65
Agents/Valuers Fees (2)		100.00	-	100.00
Legal Fees (1)		19,044.44	-	19,044.44
Consultant fees (pension claims)		700.00	-	700.00
Corporation Tax		22.99	48.83	71.82
Legal Fees (2)		343.33	-	343.33
Irrecoverable VAT		16,843.12	1,088.20	17,931.32
Stationery & Postage		3,226.21	-	3,226.21
Shredding Services		84.00	-	84.00
Storage Costs		155.00	-	155.00
Statutory Advertising		253.80	-	253.80
Other Property Expenses		96.00	-	96.00
		<u>101,196.05</u>	<u>6,578.03</u>	<u>107,774.12</u>
<b>Net Receipts/(Payments)</b>		<b>32,121.51</b>	<b>(6,456.77)</b>	<b>25,664.70</b>
		<u>133,317.56</u>	<u>121.26</u>	<u>133,438.82</u>

---

## **TIME COSTS AND DISBURSEMENTS**

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 24 August 2019 to 23 August 2020;
- c. Cumulative Time Costs Analysis for the period from 24 August 2016 to 23 August 2020; and
- d. Estimated increase to our approved fees estimate

## **BEGBIES TRAYNOR CHARGING POLICY**

### **INTRODUCTION**

This note 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 passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance<sup>1</sup> requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note 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<sup>2</sup> indicates that such charges should be disclosed to those who are responsible for approving 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 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 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**

Best practice guidance classifies expenses into two broad categories:

- *Category 1 disbursements (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 disbursements (approval required)* - items of expenditure that are directly related to the case which 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.

(A) The following items of expenditure are charged to the case (subject to approval):

- Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 per meeting;
- Car mileage is charged at the rate of 45 pence per mile

*Expenses which should be treated as Category 2 disbursements (approval required)* – in addition to the two categories referred to above, best practice guidance indicates that where payments are to be made to outside parties in which the office holder or his firm or any associate has an interest, these should be treated as Category 2 disbursements.

---

<sup>1</sup> Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales

<sup>2</sup> Ibid 1



(B) 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 disbursement*:

- 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 Brighton office as at the date of this report are as follows:

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour) 1 December 2018 – until further notice</b>
Partner	495
Director	445
Senior Manager	395
Manager	345
Assistant Manager	250
Senior Administrator	225
Administrator	175
Junior Administrator	140
Support	140

Prior to 1 December 2018, the following rates applied:

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour)</b>
Partner	395
Director	345
Senior Manager	310
Manager	265
Assistant Manager	205
Senior Administrator	175
Administrator	135
Junior Administrator	110
Support	60 - 110

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

Time is recorded in 6 minute units.

**SIP9 East Sussex Disability Association Limited - Creditors Voluntary Liquidation - 02EA097/CVL : Time Costs Analysis From 24/08/2019 To 23/08/2020**

Staff Grade		Consultant/Partner	Director	Snr Mngr	Mngr	Asst Mngr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning			2.3							2.3	908.50	395.00
	Administration	5.4									5.4	2,673.00	495.00
	Total for General Case Administration and Planning	5.4		2.3							7.7	3,581.50	465.13
Compliance with the Insolvency Act, Rules and best practice	Appointment												0.00
	Banking and Bonding							0.5	0.6	0.3	1.4	213.50	152.50
	Case Closure												0.00
	Statutory reporting and statement of affairs			3.1							3.1	1,224.50	395.00
	Total for Compliance with the Insolvency Act, Rules and best practice:			3.1				0.5	0.6	0.3	4.5	1,438.00	319.56
Investigations	CCDA and Investigations												0.00
	Total for Investigations:												0.00
Realisation of assets	Debt collection			1.7							1.7	671.50	395.00
	Property, business and asset sales												0.00
	Retention of Title/Third party assets												0.00
	Total for Realisation of assets:			1.7							1.7	671.50	395.00
Trading	Trading												0.00
	Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured												0.00
	Others												0.00
	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:												0.00
	Seeking decisions of creditors												0.00
Other matters which includes seeking decisions of creditors, meetings, tax, litigation, pensions and travel	Meetings												0.00
	Other												0.00
	Tax			0.5							0.5	197.50	395.00
	Litigation												0.00
	Total for Other matters:			0.5							0.5	197.50	395.00
	Total hours by staff grade:	5.4		7.8				0.5	0.6	0.3	14.4		
	Total time cost by staff grade:	2,673.00		3,502.00				67.50	84.00	42.00		5,868.50	
	Average hourly rate £:	495.00	0.00	395.00	0.00	0.00	0.00	175.00	140.00	140.00			408.92
	Total fees drawn to date £:											49,315.00	

SIP9 East Sussex Disability Association Limited - Creditors Voluntary Liquidation - 02EA097.CVL : Time Costs Analysis From 24/08/2016 To 23/08/2020

Staff Grade		Consultant/Partner	Director	Sr Mngr	Mngr	Asst Mngr	Sr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	6.1		4.0				6.1			16.2	4,879.00	301.17
	Administration	12.3			8.0			41.5	2.2	7.0	71.0	13,947.00	195.03
	Total for General Case Administration and Planning	18.4		4.0	8.0			47.6	2.2	7.0	67.2	18,726.00	214.75
Compliance with the Insolvency Act, Rules and best practice	Appointment	5.3						6.7			12.0	2,998.00	249.83
	Banking and Bonding							6.8	0.6	3.7	10.8	1,337.00	122.66
	Case Closure												0.00
	Statutory reporting and statement of affairs	9.3		3.5				17.3			30.1	7,389.50	245.83
	Total for Compliance with the Insolvency Act, Rules and best practice	14.6		3.5				30.8	0.6	3.7	53.0	11,734.50	221.41
Investigations	CDDA and Investigations							1.3	1.5		2.8	340.50	121.61
	Total for Investigations:							1.3	1.5		2.8	340.50	121.61
Realisation of assets	Debt collection			2.1				5.5	4.4		12.0	2,056.00	171.33
	Property, business and asset sales	11.4		1.2	7.5			36.6			56.7	11,917.50	210.19
	Retention of Title/Third party assets												0.00
	Total for Realisation of assets:	11.4		3.3	7.5			42.1	4.4		68.7	13,973.50	203.40
Trading	Trading												0.00
	Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured												0.00
	Others	9.9		0.3	0.3			8.5	0.6		19.6	5,334.00	272.14
	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:	9.9		0.3	0.3			8.5	0.6		19.6	5,334.00	272.14
Other matters which includes seeking decisions of creditors, meetings, tax, litigation, pensions and travel	Seeking decisions of creditors												0.00
	Meetings												0.00
	Other	0.7						5.2	2.8		8.7	1,288.50	147.87
	Tax			0.5				1.3			1.8	373.00	207.22
	Litigation							1.2			1.2	182.00	135.00
	Total for Other matters:	0.7		0.5				7.7	2.8		11.7	1,821.50	155.68
	Total time cost by staff grade:	55.0		11.6	15.8			137.6	12.1	10.7	243.0		
	Total time cost by staff grade:	22,285.00		4,548.00	4,167.00			16,843.00	1,349.00	738.00		51,930.00	
	Average hourly rate £:	404.82	0.00	392.07	265.00	0.00	0.00	136.74	111.49	68.97			213.70
	Total fees drawn to date £:											49,315.00	

## THE LIQUIDATORS' ESTIMATE OF THE INCREASED FEES THAT THEY WILL INCUR

Further to the information set out in the report, the Liquidators anticipate that in addition to their fees estimate dated 12 October 2017 in the sum of £51,196 the following further fees will be incurred to conclusion of the liquidation. Please note that blended hourly rates have been used (as they were for the original estimate) which take account of the various levels of staff that are likely to undertake each area of work. These can be seen in the average hourly rate column. Details of the hourly rates that will be charged for each level of staff working on the case form part of this appendix.

Details of the work that the liquidators and their staff propose to undertake	Hours	Time cost £	Average hourly rate £
General case administration and planning	1.0	495.00	495.00
Compliance with the Insolvency Act, Rules and best practice	11.0	2,582.50	234.77
Investigations	-		
Realisation of assets	-		
Trading	-		
Dealing with all creditors' claims (including employees), correspondence and distributions	15.0	3,585.00	239.00
Other matters which includes seeking decisions from creditors (via Deemed Consent Procedure or via Decision Procedures), tax, litigation, pensions and travel	3.8	981.00	258.16
<b>Total hours</b>	<b>30.8</b>		
<b>Total time costs</b>		<b>7,643.50</b>	
<b>Overall average hourly rate £</b>			<b>248.17</b>

A more detailed explanation of the work that falls into the categories mentioned in the table above can be obtained from our website at <http://www.begbies-traynorgroup.com/work-details>.

Dated: 24 September 2020

# STATEMENT OF EXPENSES

## EXPENSES INCURRED IN THIS PERIOD

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities <b>not</b> within the Begbies Traynor Group				
Legal Fees	Julian Dobson Solicitors	2,500	-	2,500
Expenses incurred with entities within the Begbies Traynor Group ( <i>for further details see Begbies Traynor Charging Policy</i> )				
-				

## CUMULATIVE STATEMENT OF EXPENSES INCURRED

Type of expense	Name of party with whom expense incurred	Amount incurred £
Agent's Fees	SIA Group	4,988.65
Agent's fees	Carol Attfield – Lip Speaker	100.00
Legal Fees	Julian Dobson	21,544.44
Legal Fees	Fortis Law	343.33
Statutory Advertising	Courts Advertising	253.80
Financial Planners	Harvey Curtis LLP	350.00
Consultant Fees (Pension Claims)	Clumber Consultancy	700.00
Professional Charges	Knill James	935.00
Property Expenses	Room Hire	96.00
Bond	AUA Insolvency Risk Services Ltd	148.50
Postage & Stationery	Neopost	3,226.21
Shredding Services	Shred It	84.00
Storage Costs	Restore	155.00
Category 2 Mileage	Begbies Traynor – Staff member	31.05

## ANTICIPATED FUTURE EXPENSES

Type of expense	Description	Amount £
Stationery & Postage	Posting final report to creditors	1,500
Advertisements	Formal notice for claims	90
Storage costs	Storage of case files and destruction	50