

LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



A8D1P1JF

A09

31/08/2019

#114

COMPANIES HOUSE

1	Company details	
Company number	0 2 9 7 9 0 2 7	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	East Sussex Disability Association Limited	
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	① Other liquidator Use this section to tell us about another liquidator.
Surname	Beard	
5	Liquidator's address ②	
Building name/number	2/3	② Other liquidator Use this section to tell us about another liquidator.
Street	Pavilion Buildings	
Post town	Brighton	
County/Region	East Sussex	
Postcode	B N 1 1 E E	
Country		

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	^d 2	^d 4	^m 0	^m 8	^y 2	^y 0	^y 1	^y 8
To date	^d 2	^d 3	^m 0	^m 8	^y 2	^y 0	^y 1	^y 9

7 Progress report

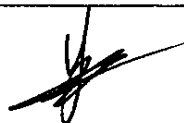
☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 3	^d 0	^m 0	^m 8	^y 2	^y 0	^y 1	^y 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

John Walters

Company name

Begbies Traynor (Central) LLP

Address

2/3 Pavilion Buildings

Brighton

Post town

East Sussex

County/Region

Postcode

B N 1 1 E E

Country

DX

brighton@begbies-traynor.com

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 or email 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

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

Progress report

Period: 24 August 2018 to 23 August 2019

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

<u>Expression</u>	<u>Meaning</u>
"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 2018 to 23 August 2019.

Cash at Bank

During the period covered by this report, further cash at bank funds of some £5,151 have been received.

We are still attempting to obtain funds totalling £8,528.27 which was held in various NatWest bank accounts at the date of liquidation and £1,840.95 being held by HSBC. We understand the funds from HSBC will be remitted shortly.

As previously advised, a number of parties were claiming certain cash deposits were restricted funds and as such not available to the general body of creditors. Our solicitors have reviewed the claims and are content that there is no restrictive nature to the funds held.

Deposit Interest

Bank interest of £257.29 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 report[s] contain[s] 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 to recover monies held in the Company's bank accounts.
- 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. As previously advised, we anticipate these will be paid in full but due to the on-going issues referred to above concerning restricted funds and bank balances, the timing of the dividend remains uncertain.

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.

Again, as previously reported, we consider that there are likely to be sufficient funds for a dividend to be paid to unsecured creditors but until the matter regarding the protected funds has been resolved, and the remaining cash at bank realised, both the timescale and quantum of the level of the dividend remains unknown.

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 2018 to 23 August 2017 amount to £9,071.00 which represents 47.1 hours at an average rate of £192.59 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 2018 to 23 August 2017

- Begbies Traynor (Central) LLP's charging policy

To 23 August 2017, we have drawn the total sum of £43,874.00 on account of our remuneration, against total time costs of £46,041.50 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 not been exceeded. We are pleased to report that we do not anticipate that it is likely to be exceeded if matters progress to conclusion as envisaged.

Disbursements

During the period covered by this report, we have also drawn disbursements in the sum of £1,026.58.

Category 2 Disbursements

No category 2 disbursements have been charged 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. 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 in our last progress report 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, as advised above, are the cash balances held by HSBC and NatWest Bank.

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.

Realisation of assets

The work still to be done in respect of asset realisations will be the following:

- Corresponding with the relevant banks to recover monies held in the Company's bank accounts.
- 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 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.

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

How much will this further work cost?

It is anticipated that further time costs in the region of £5,000 will be incurred by the liquidator as a result of undertaking the above.

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 stylized, cursive-like flourish.

J WALTERS
Joint Liquidator

Dated: 30 August 2019

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 24 August 2018 to 23 August 2017

RECEIPTS	Statement of Affairs (£)	From 24/08/2016 To 23/08/2018 (£)	From 24/08/2018 To 23/08/2019 (£)	Total (£)
Office Furniture & Equipment	100.00	50.00	0.00	50.00
SEIF Coach	8,000.00	25,200.00	0.00	25,200.00
Book Debts	4,003.04	317.40	0.00	317.40
Shares & Investments	26,283.11	26,216.35	0.00	26,216.35
Inheritance		26,594.66	0.00	26,594.66
Cash at Bank	52,628.27	49,408.73	5,151.01	54,559.74
Bank Interest Gross		122.12	257.29	379.41
		<u>127,909.26</u>	<u>5,408.30</u>	<u>133,317.56</u>
PAYMENTS				
Specific Bond		148.50	0.00	148.50
Liquidators' Fees		18,000.00	25,874.00	43,874.00
Statement of Affairs Fee		10,000.00	0.00	10,000.00
Financial Planners		350.00	0.00	350.00
Professional Charges		935.00	0.00	935.00
Mileage		31.05	0.00	31.05
Agents/Valuers Fees (1)		4,988.65	0.00	4,988.65
Agents/Valuers Fees (2)		100.00	0.00	100.00
Legal Fees (1)		343.33	13,868.40	14,211.73
Consultant fees (pension claims)		700.00	0.00	700.00
Corporation Tax		0.00	22.99	22.99
Legal Fees (2)		6,016.48	0.00	6,016.48
Irrecoverable VAT		8,689.32	8,153.80	16,843.12
Stationery & Postage		1,359.15	1,026.58	2,385.73
Shredding Services		84.00	0.00	84.00
Storage Costs		155.00	0.00	155.00
Statutory Advertising		253.80	0.00	253.80
Other Property Expenses		96.00	0.00	96.00
		<u>52,250.28</u>	<u>48,945.77</u>	<u>101,196.05</u>
Net Receipts/(Payments)		<u>75,658.98</u>	<u>(43,537.47)</u>	<u>32,121.51</u>

TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 24 August 2018 to 23 August 2019; and
- c. Cumulative Time Costs Analysis for the period from 24 August 2016 to 23 August 2019

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 guidance¹ 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 guidance² 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.

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

² 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:

Grade of staff	Charge-out rate (£ per hour) 1 December 2018 – until further notice
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:

Grade of staff	Charge-out rate (£ per hour)
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 Associa - Creditors Voluntary Liquidation - 02EA097.CVL : Time Costs Analysis From 24/08/2018 To 23/08/2019

Staff Grade	Case planning	Director	Senior Staff	Staff	Assistant	Senior Officers	Admin	Jr Admin	Support	Total hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Administration		1.7				4.0			5.7	1,277.50	224.12
	Total for General Case Administration and Planning		1.7				14.2			14.2	1,981.00	139.51
Compliance with the Insolvency Act, Rules and best practice	Appointment						18.2			18.9	3,258.90	183.74
	Banking and Bonding											0.00
	Case Closure						1.7		0.9	2.6	379.50	145.98
	Statutory reporting and statement of affairs	5.7	0.4				10.9			16.9	3,975.50	229.32
	Total for Compliance with the Insolvency Act, Rules and best practice	5.7	0.4				12.9		0.9	19.5	4,255.00	218.21
Investigations	GDCA and investigations											0.00
	Total for Investigations											0.00
Realisation of assets	Debt collection		0.4									0.00
	Property, business and asset sales									0.4	158.00	395.00
	Retention of Third Party assets		1.2				3.8			5.0	969.00	193.80
	Total for Realisation of assets		1.6				3.8			5.4	1,127.00	214.26
Trading	Trading											0.00
	Total for Trading											0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured											0.00
	Others		0.3				1.3			1.6	306.00	191.25
	Creditors committee											0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions		0.3				1.3			1.6	306.00	191.25
Other matters which includes seeking decisions of creditors, meetings, tax, litigation, pensions and travel	Seeking decisions of creditors											0.00
	Meetings											0.00
	Other											0.00
	Tax						0.7			0.7	94.50	135.00
	Litigation											0.00
	Total for Other matters:						0.7			0.7	94.50	135.00
	Total hours by staff grade	5.7	4.0				36.5		0.9	47.1	9,071.00	192.99
	Total time cost by staff grade	2,351.50	1,846.00				5,147.50		126.00		9,071.00	192.99
	Average hourly rate £	395.00	388.50	0.00	0.00	0.00	141.03	0.00	146.00		43,874.00	
	Total fees drawn to date £											

SIP9 East Sussex Disability Associa - Creditors Voluntary Liquidation - 02EA097 CVL : Time Costs Analysis From 24/08/2016 To 23/08/2019

Staff Guide	Consultant/Partner	Director	Supervisor	Staff	Assist/Sup	Staff Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	6.1		1.7				6.1			13.8	3,870.50	280.45
Administration	8.9			8.0			41.5	2.2	7.0	65.6	11,174.00	170.34
Total for General Case Administration and Planning:	13.0		1.7	8.0			47.8	2.2	7.0	78.5	15,144.50	190.50
Compliance with the Insolvency Act, Rules and best practice	5.3						6.7			12.0	2,988.00	249.00
Appointment												
Banking and Bonding												
Case Closure							6.1		3.4	9.5	1,123.50	118.20
Statutory reporting and statement of affairs	9.3											0.00
Total for Compliance with the Insolvency Act, Rules and best practice:	14.6		0.4				17.3			27.0	5,175.00	228.70
Investigations			0.4				36.1		3.4	48.5	10,246.80	212.30
CCDA 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			0.4					1.8		2.8	340.50	121.61
Debt collection												
Property business and asset sales	11.4		1.2	7.5			5.5	4.4		10.3	1,344.50	134.42
Retention of Total/Third party assets							36.6			56.7	11,817.50	210.19
Total for Realisation of assets:	11.4		1.6	7.5			42.1	4.4		67.0	13,302.00	198.54
Trading												0.00
Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions												0.00
Secured												0.00
Others	8.9		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:	8.9		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												0.00
Seeking decisions of creditors												0.00
Meetings												0.00
Other	0.7						5.2	2.8		8.7	1,288.50	147.87
Tax							1.3			1.3	175.50	135.00
Litigation							1.2			1.2	162.00	135.00
Total for Other matters:	0.7						7.7	2.8		11.2	1,524.00	145.00
Total hours by staff grade:	48.6		4.0	16.8			137.3	11.5	10.4	228.6		
Total time cost by staff grade	19,592.00		1,546.00	4,187.00			16,755.50	1,288.00	696.00		48,841.50	
Average hourly rate £:	395.00	0.00	368.80	285.00	0.00		136.60	110.00	66.92			201.41
Total fees drawn to date £:											43,574.00	

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 not within the Begbies Traynor Group				
Legal Fees	Julian Dobson Solicitors	7,430.00	13,868.40	nil
Stationery & Postage	Neopost	1,026.58	1,026.58	nil
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	19,044.44
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	2,385.73
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 £
Legal Fees	Legal advice re restricted funds / cash and bank	7,500
Stationery & Postage	Posting final report to creditors	1,500
Advertisements	Formal notice for claims	90