

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please refer to our guidance at www.gov.uk/companieshouse

1 Company details

Company number 06121097

Company name in full A R Turner Limited

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

2 Liquidator's name

Full forename(s) Lisa Jane

Surname Hogg

3 Liquidator's address

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S11 9PS

Country

4 Liquidator's name

Full forename(s) Robert Neil

Surname Dymond

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

5 Liquidator's address

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S11 9PS

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	^d 2	^d 8	^m 0	^m 2	^y 2	^y 0	^y 2	^y 0
To date	^d 2	^d 7	^m 0	^m 2	^y 2	^y 0	^y 2	^y 1

7 Progress report

The progress report is attached

8 Sign and date

Liquidator's signature	Signature X  X							
Signature date	^d 1	^d 5	^m 0	^m 4	^y 2	^y 0	^y 2	^y 1

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 **Blair Lomax**

Company name **Wilson Field Limited**

Address **The Manor House**

260 Ecclesall Road South

Post town **Sheffield**

County/Region

Postcode

S	1	1		9	P	S
---	---	---	--	---	---	---

Country

DX

Telephone **01142356780**



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- The company name and number match the information held on the public Register.
- You have attached the required documents.
- You have signed the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse 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

A R Turner Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 28/02/2020 To 27/02/2021 £	From 28/02/2019 To 27/02/2021 £
	ASSET REALISATIONS	
	0.07	0.61
3,041.61	NIL	NIL
	NIL	3,041.61
Uncertain	13,673.74	13,673.74
Uncertain	NIL	NIL
	<u>13,673.81</u>	<u>16,715.96</u>
	COST OF REALISATIONS	
	NIL	150.00
	NIL	3.00
	11,763.14	11,763.14
	NIL	17.36
	NIL	100.00
	30.00	60.00
	1,465.83	4,000.00
	152.40	228.60
	<u>(13,411.37)</u>	<u>(16,322.10)</u>
	UNSECURED CREDITORS	
(103.50)	NIL	NIL
(30,041.81)	NIL	NIL
(28,000.00)	NIL	NIL
(1.00)	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS	
(1.00)	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
(55,105.70)	<u>262.44</u>	<u>393.86</u>
	REPRESENTED BY	
		0.01
		393.85
		<u>393.86</u>


 Lisa Jane Hogg
 Joint Liquidator

Joint Liquidators' annual progress report to members and creditors

A R Turner Limited (“the Company”) –in Liquidation

15 April 2021

CONTENTS

- 1 Introduction and statutory information
- 2 Receipts & Payments
- 3 Progress of the Liquidation
- 4 Creditors
- 5 Joint Liquidators' remuneration
- 6 Creditors' rights
- 7 Next report

APPENDICES

- A Receipts and Payments Account ("R&P") for the period covering 28 February 2020 to 27 February 2021 ("the Period"), including a cumulative R&P for the period covering the Joint Liquidators' appointment to the end of the Period, being 28 February 2019 to 27 February 2021 ("the Liquidation Period")
- B Time analysis for the Period
- C Cumulative time analysis for the Liquidation Period
- D Additional information in relation to the Joint Liquidators' fees, expenses & disbursements

1 Introduction and statutory information

- 1.1 Lisa Jane Hogg and Robert Neil Dymond of Wilson Field Limited ("Wilson Field"), The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS ("The Manor House"), were appointed as Joint Liquidators of the Company on 28 February 2019.
- 1.2 The principal trading address of the Company was 21 Bardeen Place, Bracknell, RG12 9AA.
- 1.3 Following the Joint Liquidators' appointment, the registered office of the Company was changed from The White House, Denchworth Road, Grove, Wantage, OX12 0AR to c/o Wilson Field, The Manor House. Its registered number is 06121097.
- 1.4 Information about the way that Wilson Field will use and store personal data on insolvency appointments can be found at <https://www.wilsonfield.co.uk/not-so-small-print>. If you are unable to download this, please contact Wilson Field and a hard copy will be provided to you.
- 1.5 This progress report covers the Period and should be read in conjunction with any previous progress reports which have been issued.

2 Receipts and Payments

- 2.1 At Appendix A is a R&P for the Period, together with a cumulative R&P for the Liquidation Period, in a format that is compliant with Statement of Insolvency Practice ("SIP") 7 – presentation of financial information in insolvency proceedings, which provides creditors with details of the realisations achieved and payments discharged, during the same.
- 2.2 In Section 3 below, you will find an update on the progress made during the Period in realising the Company's assets and dealing with its affairs.

3 Progress of the Liquidation

- 3.1 This section of the report provides creditors with an update on the progress made in the Liquidation during the Period and an explanation of the work done by the Joint Liquidators and their staff.
- 3.2 A detailed narrative of the work carried out during the Period is provided below.
- 3.3 Attached at Appendix B is a time analysis, set out in a SIP 9 compliant grid, outlining the time spent by the Joint Liquidators and their staff, by the classification of work, function, and staff grade, during the Period.
- 3.4 A cumulative time analysis for the Liquidation Period can be found at Appendix C.

Administration (including statutory compliance & reporting)

- 3.5 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 ("the Act") and other related legislation. Details about the work the Joint Liquidators anticipated would need to be done in this area was outlined to creditors in their initial fees estimate/information.
- 3.6 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Joint Liquidators.

- 3.7 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.
- 3.8 During the Period, the Joint Liquidators have undertaken thorough case reviews, maintained their case files, and drafted their annual progress report.

Realisation of assets

Director's loan account ("DLA")

- 3.9 Creditors may recall that the Company's statement of affairs ("SOA") recorded a DLA with a book value of £38,953. The DLA was recorded at this level on the basis of the last set of accounts as at 31 March 2017 detailing an overdrawn DLA of £108,953, but the director advised that a dividend of £70,000 was declared on 21 December 2017, and that this dividend was used to offset a proportion of the overdrawn DLA, thus reducing its outstanding balance to £38,953.
- 3.10 As previously reported, the Joint Liquidators undertook a thorough review of the Company's bank statements for the two years prior to their appointment and entered into correspondence with Mr. Turner regarding the nature of numerous transactions. Mr. Turner attended the Joint Liquidators' office for a meeting and provided them with further information in support of his explanations. The Joint Liquidators reviewed all such documentation and were satisfied that a proportion of the transactions were business related.
- 3.11 During the course of their investigations, including the review of the bank statements detailed above, it became apparent to the Joint Liquidators that a significant part of the aforementioned dividend had not been used to offset the DLA, and that the DLA was overdrawn in the sum of £107,885.
- 3.12 As creditors may recall, at the time of the Joint Liquidators' appointment, the director was subject to an Individual Voluntary Arrangement ("IVA"). At a variation meeting held on 19 March 2019, it was agreed that Mr. Turner's DLA was to be dealt with outside the scope of the IVA.
- 3.13 During the Period, funds totalling £13,674 were received in full and final settlement of the DLA. Given that these monies have been received in full, there are to be no further realisations in respect of the DLA.
- 3.14 Creditors may note that more time has been incurred in dealing with 'realisation of asset' related matters than initially anticipated in the Joint Liquidators' fees estimate. Creditors should note that as it stands, the Joint Liquidators are bound by the aforementioned estimate, and therefore, the increased time costs incurred in this particular area are of no detriment to creditors.

Bank interest

- 3.15 During the Period, bank interest of 7p accrued on funds held. Future realisations from this source are uncertain.
- 3.16 The work undertaken by the Joint Liquidators and their staff to date in realising the Company's assets has been necessary in order to maximise the likelihood of a return to creditors being made. Where assets remain to be realised, these will be dealt with as the Liquidation progresses and further updates will be provided to creditors in my progress reports.

Creditors (including claims and distributions)

- 3.17 Further information on the anticipated outcome for creditors in this case can be found at section 4 of this report. The Joint Liquidators are not only required to deal with correspondence and

claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.

- 3.18 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 3.19 The above work will not necessarily bring any financial benefit to creditors generally, however the Joint Liquidators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Joint Liquidators in dealing with those claims.

Investigations

- 3.20 Creditors may recall from the Joint Liquidators' first progress report to creditors that some of the work they are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 ("CDDA 1986") and SIP 2 – investigations by Office Holders in Administration and insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Joint Liquidators can pursue for the benefit of creditors.
- 3.21 The Joint Liquidators' report on the conduct of the directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the Liquidation and is confidential.
- 3.22 Since the Joint Liquidators' last progress report, they have obtained a full and final settlement from Mr. Tuner in respect of his DLA. As a result, there are no ongoing investigation matters and the Joint Liquidators have now concluded their investigations.
- 3.23 Creditors may note that more time has been incurred in dealing with 'investigation' related matters than initially anticipated in the Joint Liquidators' fees estimate. Creditors should note that as it stands, the Joint Liquidators are bound by the aforementioned estimate, and therefore, the increased time costs incurred in this particular area are of no detriment to creditors.

Matters still to be dealt with

- 3.24 Following their appointment, the Joint Liquidators entered into correspondence with HM Revenue & Customs ("HMRC") in an effort to determine whether any S455 tax had been paid on the DLA.
- 3.25 HMRC duly responded and provided the Joint Liquidators with details of the S455 tax paid by the Company, and any S455 tax that was subsequently repaid to the Company.
- 3.26 HMRC's correspondence confirms that an amount of S455 tax has yet to be repaid to the Company.
- 3.27 Given the timing of the DLA settlement, any S455 tax repayment will fall due in November 2021.
- 3.28 Following the remaining S455 tax repayment, the Joint Liquidators will be in a position to close their files.

4 Creditors

Secured creditors

4.1 The Company did not grant security to any of its creditors.

Preferential creditors

4.2 No preferential claims were expected and the Joint Liquidators can confirm that no such claims have been received.

Unsecured creditors

4.3 The Joint Liquidators have received claims totalling £28,167 from two creditors, meaning they are yet to receive claims from one creditor whose debts totals £30,042 per the Company's SOA.

4.4 The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part), which only applies to charges created on or after 15 September 2003.

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

5 Joint Liquidators' remuneration

5.1 The Company's creditors approved that the basis of the Joint Liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in managing the Liquidation. The Joint Liquidators' fees estimate/information was originally provided to creditors when the basis of their remuneration was approved and was based on information available to them at that time.

5.2 A copy of the Joint Liquidators' approved fees estimate is reproduced below:

Category of work	Estimated number of hours	Average charge out rate £	Estimated cost £
Administration (inc statutory compliance & reporting)	45.00	344.97	15,524.50
Case specific matters (where applicable)	0.00	0.00	0.00
Creditors (claims & distributions)	6.80	283.71	1,929.25
Investigations	24.40	334.15	8,153.25
Realisation of assets	3.15	357.14	1,125.00
Trading (where applicable)	0.00	0.00	0.00
Total	79.35	336.88	26,732.00

5.3 The Joint Liquidators' time costs for the Period total £9,868, which represents 30.7 hours at an average rate of £321 per hour. Attached as Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by the Joint Liquidators and their staff in managing the Liquidation.

5.4 Also attached as Appendix C is a cumulative time analysis for the Liquidation Period, which provides details of the Joint Liquidators' time costs during the same. The cumulative time costs incurred to date total £28,579 and represents 89.9 hours at an average rate of £318 per hour. During the Liquidation Period, £11,763 has been drawn on account.

- 5.5 At the date of this report, the Joint Liquidators would confirm that their fees estimate for the Liquidation remains unchanged. This is because they intend on restricting the time costs to be drawn from the estate to the level of their estimate and as a result, any time incurred in excess of this will not be borne by creditors.
- 5.6 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <https://www.icaew.com/en/technical/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>
- 5.7 Attached as Appendix D is additional information in relation to the Joint Liquidators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

6 Creditors' rights

- 6.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Joint Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.
- 6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Joint Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in this progress report, are excessive.

7 Next report

- 7.1 The Joint Liquidators are required to provide a further report on the progress of the Liquidation within two months of the next anniversary of the Liquidation, unless they have concluded matters prior to this, in which case, they shall deliver a copy of their final account to all known members and creditors.
- 7.2 If you have any queries in relation to the contents of this report, the Joint Liquidators can be contacted by telephone on 0114 235 6780 or by email at l.hogg@wilsonfield.co.uk.

Yours faithfully



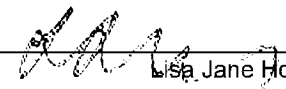
L J Hogg
Joint Liquidator

Appendix A

R&P for the Period, including a cumulative R&P for the Liquidation Period

A R Turner Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 28/02/2020 To 27/02/2021 £	From 28/02/2019 To 27/02/2021 £
	ASSET REALISATIONS	
	0.07	0.61
3,041.61	NIL	NIL
	NIL	3,041.61
Uncertain	13,673.74	13,673.74
Uncertain	NIL	NIL
	<u>13,673.81</u>	<u>16,715.96</u>
	COST OF REALISATIONS	
	NIL	150.00
	NIL	3.00
	11,763.14	11,763.14
	NIL	17.36
	NIL	100.00
	30.00	60.00
	1,465.83	4,000.00
	152.40	228.60
	<u>(13,411.37)</u>	<u>(16,322.10)</u>
	UNSECURED CREDITORS	
(103.50)	NIL	NIL
(30,041.81)	NIL	NIL
(28,000.00)	NIL	NIL
(1.00)	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS	
(1.00)	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
(55,105.70)	<u>262.44</u>	<u>393.86</u>
	REPRESENTED BY	
		0.01
		393.85
		<u>393.86</u>


 Lisa Jane Hogg
 Joint Liquidator

Appendix B

Time analysis for the Period

Time Entry - Detailed SIP9 Time & Cost Summary

ARTU01C - A R Turner Limited
 From: 28/02/2020 To: 27/02/2021
 Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADCA : Cashiering	0.00	1.70	0.20	1.60	3.50	1,107.00	316.29
ADCR : Case Reviews	1.00	0.30	6.00	0.00	7.30	2,238.50	306.64
ADSC : Statutory and Compliance	1.40	0.90	5.80	0.70	8.80	2,792.00	317.27
Admin and Planning	2.40	2.90	12.00	2.30	19.60	6,137.50	313.14
CRTV : Tax and VAT	0.10	0.00	0.50	0.00	0.60	149.00	248.33
Creditors	0.10	0.00	0.50	0.00	0.60	149.00	248.33
INAT : Antecedent Transactions	2.20	0.00	0.00	0.00	2.20	1,100.00	500.00
INRE : Investigation and Review	0.00	0.00	5.40	0.00	5.40	1,458.00	270.00
Investigations	2.20	0.00	5.40	0.00	7.60	2,558.00	336.58
REDC : Debt Collection	0.20	0.50	0.00	0.00	0.70	297.50	425.00
REIS : Identifying,Securing and Insuring	0.30	0.50	1.40	0.00	2.20	725.50	329.77
Realisation of Assets	0.50	1.00	1.40	0.00	2.90	1,023.00	352.76
Total Hours	5.20	3.90	19.30	2.30	30.70	9,867.50	321.42

Appendix C

Cumulative time analysis for the Liquidation Period

Time Entry - Detailed SIP9 Time & Cost Summary

ARTU01C - A R Turner Limited
 From: 28/02/2019 To: 27/02/2021
 Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADAP : Appointment	0.00	0.00	0.70	0.00	0.70	189.00	270.00
ADCA : Cashiering	0.00	3.00	1.00	1.70	5.70	1,966.50	345.00
ADCR : Case Reviews	1.40	0.30	9.40	0.00	11.10	3,481.50	313.65
ADDI : Directors/Client	0.40	0.00	0.00	0.00	0.40	200.00	500.00
ADGA : File Maintenance	1.20	0.00	0.00	0.50	1.70	665.00	391.18
ADSC : Statutory and Compliance	3.20	0.90	14.60	3.60	22.30	6,809.00	305.34
Admin and Planning	6.20	4.20	25.70	5.80	41.90	13,311.00	317.68
CRCO : Communications with Creditors	0.00	0.00	0.00	1.50	1.50	195.00	130.00
CRTV : Tax and VAT	0.60	0.00	0.50	0.00	1.10	399.00	362.73
Creditors	0.60	0.00	0.50	1.50	2.60	594.00	228.46
INAT : Antecedent Transactions	5.80	0.00	0.00	0.00	5.80	2,900.00	500.00
INDR : CDDA Report	0.00	0.00	7.10	0.00	7.10	2,467.00	347.46
INRE : Investigation and Review	1.00	0.00	24.40	2.00	27.40	7,448.00	271.82
Investigations	6.80	0.00	31.50	2.00	40.30	12,815.00	317.99
REDC : Debt Collection	0.50	0.50	0.00	0.00	1.00	447.50	447.50
REIS : Identifying,Securing and Insuring	0.40	0.70	2.00	0.00	3.10	1,016.50	327.90
REPB : Property, Business and Asset Sales	0.00	0.00	1.00	0.00	1.00	395.00	395.00
Realisation of Assets	0.90	1.20	3.00	0.00	5.10	1,859.00	364.51
Total Hours	14.50	5.40	60.70	9.30	89.90	28,579.00	317.90

Appendix D

Additional information in relation to the Joint Liquidators' fees, expenses & disbursements

1 Staff allocation and the use of sub-contractors

1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

1.2 The constitution of the case team will usually consist of an IP/Director, Assistant Manager, Senior Administrator and/or Administrator and Secretarial and/or Support staff. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and additional staff may be allocated to meet the demands of the case.

1.3 We are not proposing to utilise the services of any sub-contractors in this case.

2 Professional advisors

2.1 We are not proposing to utilise the services of any professional advisors in this case.

3 Joint Liquidators' expenses & disbursements

3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the Liquidation was provided to creditors when the basis of my fees were approved, is included in the table below, together with an analysis of the expenses paid prior to the end of the Period, and those incurred but not yet paid is provided below. Any material differences from the original estimate are commented on below.

	Estimated cost £	Paid in a prior period £	Paid in the Period £	Incurred but not paid to date £	Total £
Expenses & Category 1 disbursements					
Pre-appointment advertisement	76.20	76.20	0.00	0.00	76.20
Bond ¹	24.00	30.00	30.00	0.00	60.00
Post-appointment advertisements	152.40	0.00	152.40	0.00	152.40
Collection of books & records	135.00	0.00	0.00	0.00	0.00
Postage, stationery, photocopying etc	17.36	17.36	0.00	0.00	17.36
SOA fee	4,000.00	2,534.17	1,465.83	0.00	4,000.00
Land Registry fees ²	N/A	3.00	0.00	0.00	3.00
Category 2 disbursements					
Document Upload Centre	150.00	150.00	0.00	0.00	150.00
Room Hire	100.00	100.00	0.00	0.00	100.00
Storage of books & records	160.00	0.00	0.00	80.00	80.00
Total	4,814.96	2,910.73	1,648.23	80.00	4,638.96

- 1) The Joint Liquidators underestimated their specific penalty bond for the purposes of their fee estimate, hence the amount paid during the Period being greater than anticipated.
- 2) The Joint Liquidators did not anticipate the requirement for Land Registry searches, hence the amount paid during the Period exceeding the unaccounted for element in the Joint Liquidators' initial estimate.

- 3.2 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 3.3 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidators' fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.
- 3.4 Wilson Field have reviewed their disbursement policy as a firm and from 1 September 2017 will no longer charge postage, stationery and photocopying, an insolvency software fee, a document management fee, and search fees as a Category 2 disbursement and will only seek to recover the actual cost incurred.
- 4 Charge-out rates
 - 4.1 A schedule of Wilson Field's current charge-out rates is attached

WILSON FIELD LIMITED CHARGE OUT RATES AND EXPENSES POLICY

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

Remuneration

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

Grade	Hourly charge out rate (£)			
	1 November 2017 to 30 June 2018	1 July 2018 to 5 March 2020	6 March 2020 to 31 March 2021	1 April 2021 onwards
Director/Insolvency Practitioner	500	500	500	500
Manager	400	400	395	410
Assistant Manager	395	N/a	N/a	N/A
Team Leader	390	390	N/a	N/A
Senior Administrator	330	395	300	310
Administrator (dependent on experience)	230-300	230 - 300	240-270	180-280
Trainee Administrator	180	180	180	N/A
Assistant & Support staff	130	130	130 - 235	140-250

All time is recorded in 6 minute units.

Expenses

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder, and then reimbursed to the office holder from the estate. Expenses are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).

Category 1 expenses

These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. These expenses can be paid without prior approval. Examples of these are advertising, insurance, legal fees etc.

Category 2 expenses

These are payments to associates or payment which have an element of shared costs. Examples of a category 2 expenses that officeholders may seek creditor approval for would be for mileage costs or for hire of external rooms for physical meetings where the room is used for more than one insolvency, any such approval will be outlined with documentation for the relevant decision procedure.

Category 2 expenses are charged in accordance with the liquidator's prevailing recovery policy at the time the expense is incurred. However, any Category 2 expenses incurred prior to the 1 April 2021 but for which payment has not been drawn, will not be charged after this date. The rates applicable from 1 April 2021 are detailed overleaf:

Expense	Charge	Period charged
Mileage	As per HMRC's approved mileage rates	On appointment (where appropriate)

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