

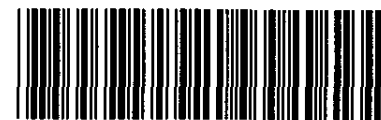
LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY



A16 *A7BXWAQG* 09/08/2018 #124
COMPANIES HOUSE

1 Company details

Company number 06538117

Company name in full Rail and Telecom Projects Limited

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

2 Liquidator's name

Full forename(s) Lloyd

Surname Biscoe

3 Liquidator's address

Building name/number The Old Exchange

Street 234 Southchurch Road

Post town Southend on Sea

County/Region

Postcode SS1 2EG

Country

4 Liquidator's name

Full forename(s) Gary Paul

Surname Shankland

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

5 Liquidator's address

Building name/number 31st Floor

Street 40 Bank Street

Post town London

County/Region


Postcode E14 5NR

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	3	^d	0	^m	0	^m	6	^y	2	^y	0	^y	1	^y	7	
To date	^d	2	^d	9	^m	0	^m	6	^y	2	^y	0	^y	1	^y	8	
7	Progress report																
	<input type="checkbox"/> The progress report is attached																
8	Sign and date																
Liquidator's signature	<i>Signature</i>											X					
Signature date	^d	0	^d	7	^m	0	^m	8	^y	2	^y	0	^y	1	^y	8	

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 **Lloyd Biscoe**

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

Address **The Old Exchange
234 Southchurch Road**

Post town **Southend on Sea**

County/Region

Postcode

S	S	1		2	E	G
---	---	---	--	---	---	---

Country

DX

Telephone **01702 467255**

 **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.*

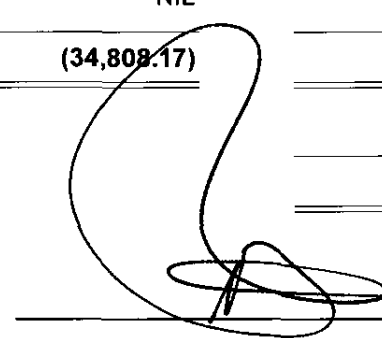
 **Further information**

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

Rail and Telecom Projects Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 30/06/2017 To 29/06/2018 £	From 30/06/2016 To 29/06/2018 £
ASSET REALISATIONS		
42,983.00	NIL	42,959.32
3,960.00	NIL	NIL
143,727.00	NIL	75,532.95
NIL	NIL	NIL
	NIL	12,500.00
	115.07	115.07
	<u>115.07</u>	<u>131,107.34</u>
COST OF REALISATIONS		
	35,000.00	35,000.00
	NIL	4,250.00
	(76.76)	NIL
	<u>(34,923.24)</u>	<u>(39,250.00)</u>
FLOATING CHARGE CREDITORS		
(166,460.00)	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
UNSECURED CREDITORS		
(290,167.00)	NIL	NIL
(245,607.00)	NIL	NIL
(56,185.00)	NIL	NIL
(41,547.00)	NIL	NIL
(25,896.00)	NIL	NIL
(41,271.00)	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
DISTRIBUTIONS		
(100.00)	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
(676,563.00)	<u>(34,808.17)</u>	<u>91,857.34</u>
REPRESENTED BY		
Bank 1 Current		<u>91,857.34</u>
		<u>91,857.34</u>


Lloyd Biscoe
Joint Liquidator

Rail and Telecom Projects Limited (In Creditors' Voluntary Liquidation)

Progress report

Period: 30 June 2017 to 29 June 2018

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"	Rail and Telecom Projects Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 30 June 2016.
"the liquidators", "we", "our" and "us"	Lloyd Biscoe and Gary Paul Shankland of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
"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):	None
Company registered number:	06538117
Company registered office:	The Old Exchange, 234 Southchurch Road, Southend on Sea, Essex, SS1 2EG
Former trading address:	Suite 4, Astra House, The Common, Cranleigh, Surrey, GU6 8RZ

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	30 June 2016
Date of liquidators' appointment:	30 June 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 30 June 2017 to 29 June 2018.

Asset Realisations

Bank Interest Gross

The sum of £115.07 has been realised in respect of accrued bank interest.

Storage Costs

The sum of £76.76 was paid in error in respect of costs for storage of the company's records. This has since been refunded.

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 contains details of the work undertaken since our appointment.

General case administration and planning

- Maintaining and updating the electronically held information at this office;
- General filing and printing of incoming communications,
- Maintaining physical case files,
- Updating case strategy plan;
- Review and update of case compliance checklists and internal case diary;
- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;
- General case updates, including internal meetings on case strategy and effect of instruction;
- Overseeing and controlling the work undertaken on this engagement by junior staff;
- Creation of file notes where necessary;
- Completion of six monthly compliance and progression checklists;
- Ensure time recording data is compliant with Statement of Insolvency Practice 9.

On this engagement, the work identified above does not hold direct commercial benefit to creditors. Creditors benefit from this work as it ensures this particular engagement is dealt with to the standards expected and also in a timely fashion. Elements of this work are required to comply with best practice and statute.

Compliance with the Insolvency Act, Rules and best practice

- Reviewing the adequacy of the specific penalty bond periodically;
- Ongoing consideration to ethical practice and money laundering regulations;
- Updating case checklists and statutory diaries where necessary;
- Preparation and submission of previous annual report and forms to Companies House.

Banking.

- Maintaining and managing the insolvent estate bank account and the officer holders' cash book on this assignment,
- Undertaking regular bank reconciliations of the insolvent estate bank account;
- Complying with risk management procedures,
- Accounting for accruing interest on the cash book;
- Preparing and processing cheque requisition forms for the payment of post-appointment invoices.

On this engagement, the work identified above does not hold direct commercial benefit to creditors. It is the duty of the appointed office holder to comply with the Insolvency Act and Rules and creditors benefit from this being done to a standard expected of this firm

Realisation of assets

- Accounting for accruing bank interest.

On this assignment, the work detailed above has realised assets for the insolvent estate. The office holders are duty bound to realise and get in the Company's property and maximise asset realisations.

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

- Internal meeting and discussion regarding RTP Civils Limited (In Liquidation);
- Preparing and subsequently sending necessary notices regarding previous annual report to creditors.

On this engagement, the work detailed above has not had any direct financial benefit to creditors from the insolvent estate and has been undertaken to comply with the Insolvency Act and Rules together with best practice and enabling creditors to have evidence of their loss for tax and VAT purposes.

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

Tax / VAT

- Submission of corporation tax return,
- Correspondence with HM Revenue & Customs regarding tax returns for previous periods;
- Issue of Form VAT 100 for reclaim.

On this assignment, the reconciliation of input and output VAT and the subsequent submission of VAT returns has enabled further realisation of assets for the estate from which creditors may directly benefit. It is a requirement of the office holders to complete and file VAT returns until conclusion of the matter.

5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in our progress report for the period 30 June 2016 to 29 June 2017.

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 creditor

Based on realisations received to date and estimated realisations, we consider that there will be sufficient funds to enable a dividend to be paid to the secured creditor although the timing and quantum will ultimately depend upon our investigations into the Company's affairs and future realisations of the Company's assets.

Preferential creditors

There are no known preferential creditors.

Prescribed Part for unsecured creditors pursuant to Section 176A of the Act

We have estimated, to the best of our knowledge and belief, the Company's net property, as defined in Section 176A(6) of the Act, to be £91,835.68 and the prescribed part of the Company's net property to be £21,367.14.

Unsecured creditors

We consider that there will be sufficient funds for a dividend to be paid to unsecured creditors. However at present we are unable to advise as to the timing or quantum.

6. REMUNERATION & DISBURSEMENTS

Remuneration

Our remuneration has been fixed by a resolution of creditors by 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 22 July 2017 in the sum of £49,600 and we are authorised to draw disbursements, including disbursements for services provided by our firm (defined as category 2 disbursements in Statement of Insolvency Practice 9) in accordance with our firm's policy, which is attached at Appendix 2 of this report.

Our time costs for the period from 30 June 2016 to 29 June 2018 amount to £39,406 which represents 147.3 hours at an average rate of £267.52 per hour.

This includes 41.5 hours spent in the period covered by this report, 30 June 2017 to 29 June 2018, at an average composite rate of £277.37 per hour resulting in time costs of £11,511.

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

- Time Costs Analysis for the period 30 June 2017 to 29 June 2018
- Cumulative Time Costs Analysis for the period 30 June 2016 to 29 June 2018
- Begbies Traynor (Central) LLP's charging policy

To 29 June 2018, we have drawn the total sum of £35,000 on account of our remuneration, against total time costs of £39,406 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, we are extremely close to the limit of our fees estimate. For the avoidance of any doubt, we have not drawn any remuneration in excess of the level approved. The reasons why the estimate is likely to be exceeded are due to the liquidation proceeding longer than originally anticipated and so requiring increased levels of administrative work. Further investigative works are being carried out compared to those originally anticipated following our findings and our subsequent instruction of and liaison with Haslers.

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 Section 8. The extent of both future investigations and possible litigation is currently uncertain and although we anticipate that we will need to seek approval of a further increase to our estimate following this proposed increase, we intend to seek this at a later date once we have further clarification on these matters.

We will be 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 will be provided once we have had a further update as to the progress of Haslers investigations.

Disbursements

To 29 June 2018, we have not drawn any disbursements.

Why have subcontractors been used?

As previously reported, we instructed Haslers Chartered Accountants & Business Advisors ("Haslers") on a time costs basis to assist with our investigations into the Company's affairs and its demise due to connected party involvement between the Company and other companies that Haslers are currently undertaking investigations into. A maximum fee of £20,000 plus VAT and disbursements has been agreed. Haslers investigations remain ongoing and they are due to update us on these matters soon.

MHS Sprecher Grier Limited were also instructed to assist the liquidators with the validity and extent of the security held by RTP Civils Limited (In Liquidation) over the assets of the Company. MHS Sprecher Grier Limited were chosen due to prior dealings and known effectiveness. MHS Sprecher Grier were to be remunerated on a time costs basis, and the personnel dealing with the matter at the firm have the following charge out rates per hour.

Director	£400
Associate	£275

To date they have incurred billed costs of £3,750.00 and unbilled costs of £ 4,217.50.

Category 2 Disbursements

In accordance with the resolution obtained in relation to disbursements, the following Category 2 disbursements and disbursements which should be treated as Category 2 disbursements have been charged to the case since the date of our appointment:

Other amounts paid or payable to the office holder's firm	
Type and purpose	Amount £
Photocopying	£573.80
TOTAL	£573.80

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2015' 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 that the expenses of the liquidation would total £968.92. Unfortunately, we consider that, in addition to those already incurred, the expenses which we are likely to incur to the conclusion of the case will exceed our original estimate.

The reasons why the estimate is likely to be exceeded are due to the following;

- Assets exceeding the sum of £25,000 anticipated to be realised and so the cost of the specific bond was greater than originally estimated;
- Increase in the number of circulars required to be issued to creditors, causing increased postage costs to that originally estimated;
- Recovery of further books and records compared to that originally anticipated, leading to further storage costs;
- We anticipate that legal costs will be involved for providing assistance in relation to investigations and claims that might be identified and pursued. The extent of legal assistance required and therefore the associated costs are currently uncertain, but we shall provide creditors with an estimate once we have further clarification on the position.

8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

Assets that remain to be realised

Other potential recoveries

As previously explained, Haslers have been instructed to assist with investigations into the Company and its affairs. Dependent upon the findings of Haslers, there might be potential rights of action which could lead to further recoveries within the estate.

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

- Obtaining up to date estimates from agents instructed in relation to their costs;
- Updating case strategy plan;
- Update of case compliance checklists and internal case diary;
- Creation of file notes where necessary;
- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;
- General case updates to include internal meetings on case strategy and effecting instruction;
- Ongoing maintenance of up to date information on the electronic case information;
- Periodic reviews of the case generally;
- Completion of six monthly compliance and progression checklists;
- Overseeing and controlling the work undertaken on this engagement by junior staff;
- Ensure time recording data is compliant with Statement of Insolvency Practice 9

There is no direct commercial benefit to creditors in relation to the above matters, but creditors benefit from case progression and accuracy. This work is necessary to progress the case and comply with best practice and statute.

Compliance with the Insolvency Act, Rules and best practice

- The preparation, drafting and issue of this report to creditors and members to include all necessary information;
- Reviewing the adequacy of the specific penalty bond periodically;
- Ongoing consideration to ethical practice and money laundering regulations;
- Updating case checklists and statutory diaries where necessary;
- Submission of forms to Companies House;
- Maintain accurate account of receipts and payments;
- Issuing annual progress reports for submission at Companies House and copies sent to all known creditors.

Banking:

- Maintaining and managing the insolvent estate bank account and the officer holders' cash book on this assignment;
- Undertaking regular bank reconciliations of the estate bank account;
- Complying with risk management procedures;
- Accounting for accruing interest on the cash book;
- Preparing and processing cheque requisition forms for the payment of post-appointment invoices;
- Preparing and processing remittance advice forms for incoming funds;
- Processing of BACS/electronic payments where required.

Closure

- Preparing, reviewing and issuing final report to members and creditors;
- Filing of final return at Companies House;
- Update physical and electronic case records following closure

On this engagement, the work identified above does not hold a direct commercial benefit to creditors. It is the duty of the appointed office holder to comply with the Insolvency Act and Rules and creditors benefit from this being done to a standard expected of this firm.

Investigations

Haslers investigations into the Company's affairs remain ongoing and we shall continue to liaise with them accordingly. We do not anticipate conducting significant further investigations or pursuing any claims on this assignment at this stage; however should Haslers bring any matters to our attention that require action; we shall seek to pursue this in the appropriate manner.

There might be a direct commercial benefit to creditors in relation to the above matters if any rights of action are identified which could lead to recoveries within the estate.

Realisation of assets

- As outlined above

On this assignment, the work detailed above may realise further assets for the insolvent estate from which one or more class of creditors might directly benefit. The office holders are duty bound to realise and get in the Company's property and maximise asset realisations.

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

Creditors.

- The issue of this report and associated required documents;
- Updating schedules of preferential and unsecured creditor claims,
- Receipt and review of new creditor claims that might be received and input on internal case management software,
- Acknowledgment of creditor claims correspondence and/or dealing with further queries on claims;
- Where necessary, consideration of issues to reject claims and issue of appropriate letter to creditor(s) affected in accordance with statutory requirements concerning rejection of all or part claims,
- Review of and adjudication on held and un-agreed claims preceding dividend,
- Calculation and subsequent payment of dividend to one or more classes of creditors.

On this engagement, the work detailed above may have a direct financial benefit to creditors. Claim agreement is expected to be undertaken in accordance with the Insolvency Act and Rules together with best practice to ensure that all creditor claims have been correctly lodged and fairly adjudicated on

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

- The completion of VAT forms in order to reclaim outstanding VAT,
- The Completion of Corporation Tax returns;
- Filing of final Corporation Tax return preceding closure;
- Applications for new PAYE and UTR references if a dividend becomes payable;
- Attending any meetings that may arise along with associated preparation and travel to and from those meetings,
- Seeking closure clearance from HMRC,
- Works in relation to possible litigation proceedings should any rights of action be identified and pursued.

Some of the above have no direct financial benefit to creditors but have to be done in order to comply with the Insolvency Rules. Some of the above are done as a legal requirement, such as

completion of corporation tax returns. Others do have a direct financial benefit to creditors. These include the provision of VAT returns after the liquidation as the majority of VAT will be recoverable and therefore an asset of the insolvent estate.

How much will this further work cost?

It is anticipated that a further £10,000 will be incurred for future works carried out on this assignment. This estimate however is subject to increase and is dependent on possible litigation and future works which might arise following the findings of Haslers during their investigations.

Expenses

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above will be set out in the revised estimate of anticipated expenses attached at Appendix 4.

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.

Investigations carried out to date

We have undertaken an initial assessment of the manner in which the business was conducted prior to the liquidation of the Company and potential recoveries for the estate in this respect.

Connected party transactions

We have not been made aware of any sales of the Company's assets to connected parties.

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.



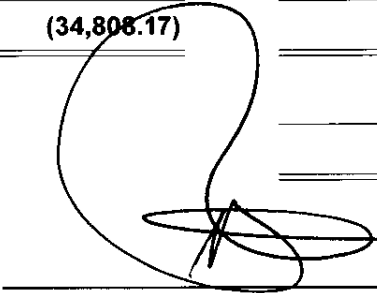
Lloyd Biscoe
Joint Liquidator

Dated: 7 August 2018

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 30 June 2017 to 29 June 2018

Rail and Telecom Projects Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 30/06/2017 To 29/06/2018 £	From 30/06/2016 To 29/06/2018 £
	ASSET REALISATIONS	
42,983.00	NIL	42,959.32
3,960.00	NIL	NIL
143,727.00	NIL	75,532.95
NIL	NIL	NIL
	NIL	12,500.00
	115.07	115.07
	<u>115.07</u>	<u>131,107.34</u>
	COST OF REALISATIONS	
	35,000.00	35,000.00
	NIL	4,250.00
	(76.76)	NIL
	<u>(34,923.24)</u>	<u>(39,250.00)</u>
	FLOATING CHARGE CREDITORS	
(166,460.00)	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
	UNSECURED CREDITORS	
(290,167.00)	NIL	NIL
(245,607.00)	NIL	NIL
(56,185.00)	NIL	NIL
(41,547.00)	NIL	NIL
(25,896.00)	NIL	NIL
(41,271.00)	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS	
(100.00)	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
(676,563.00)	<u>(34,808.17)</u>	<u>91,857.34</u>
	REPRESENTED BY	
		<u>91,857.34</u>
		<u>91,857.34</u>
	 Lloyd Biscoe Joint Liquidator	

TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 30 June 2017 to 29 June 2018;
- c. Cumulative Time Costs Analysis for the period from 30 June 2016 to 29 June 2018.

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. It also applies where payments are to be made to parties other than the firm, but in relation to which the office holder, the firm or any associate has an interest. 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.

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 (London £150) per meeting.
Car mileage is charged at the rate of 45 pence per mile.
Storage of books and records (when not rechargeable as a *Category 1 disbursement*).

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. The following items of expenditure which relate to services provided by entities within the Begbies Traynor Group are to be charged to the case (subject to approval):

Services provided by other entities within the Begbies Traynor group

The following items of expenditure which relate to services provided by entities within the Begbies Traynor group, of which the office holder's firm is a member, are also to be charged to the case should it become necessary (subject to approval):

Instruction of Eddisons Commercial Limited to provide assistance with the sale of assets. Their charges will be based on a percentage of realisations plus disbursements.

Instruction of Eddisons Commercial Limited to provide a valuation of the Company's physical assets. Their charges will be based on a fixed fee to be agreed plus disbursements.

In addition to the services detailed above, it may become necessary to instruct Eddisons Commercial Limited to provide additional services, not currently anticipated, during the course of the case. In such circumstances and to avoid the costs associated with seeking further approval, the charges for such services will be calculated on a time cost basis at the prevailing hourly rates for their various grades of staff which are currently as follows:

Grade of staff	Charge-out rate (£ per hour)
Director	£275
Associate	£180
Surveyor	£120
Graduate	£100
Administration	£80
Porters	£35

Instruction of Eddisons Insurance Services Limited to provide insurance broking services and specifically open cover insurance for the insurable risks relating to the

case. The cost of open cover insurance will vary during the course of the case depending upon the value of the assets and liability risks. The costs of insurance cover for subsequent quarter periods will be dependent upon prevailing insurance market conditions and the ongoing insurable risks on the case. Eddisons Insurance Services Limited is not paid from the assets of the estate for the services it provides. In accordance with standard insurance industry practice, Eddisons Insurance Services Limited will receive payment of commission for the services it provides directly from the open cover insurer. The commission is calculated as a percentage of the insurance premiums payable and such percentage will depend upon the class or classes of assets being insured.

Services provided by an entity in which an Office Holder has an interest

The following items of expenditure which relate to services provided by an entity that a licensed insolvency practitioner within the firm has an interest in, are also to be charged to the case (subject to approval):

Storage of books and records (when not rechargeable as a *Category 1 expense*) is charged by Archive Facilities (Southend) Limited, an associated company. The rates applying as at the date of this report are: Minimum charge of £40 per quarter for up to three boxes, Four to Two Hundred Boxes charged at £11 per quarter per box, over two hundred boxes are charged at half the aforementioned price, (£5.50 per box per quarter). Mileage for collection of books and records is charged at 55p per mile. Provision of cardboard box charged at £2.75 per box. Where Archive Facilities (Southend) Limited are required to physically pack the books and records, there is a minimum charge of 2 hours at £15 per hour per person required, and at £15 per hour for each hour thereafter. All figures stated are net.

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 Southend-on-Sea as at the date of this report are as follows:

Grade of staff	Charge-out rate (£ per hour)	Charge-out rate (£ per hour)
	1 May 2011 –	1 May 2016 –
	30-Apr-16	until further notice
Partner	495	495-550
Director	395	395
Senior Manager	365	365
Manager	315	315
Assistant Manager	270	285
Senior Administrator	235	250
Administrator	185	220
Trainee Administrator	160	n/a
Junior Administrator	n/a	160
Support	160	n/a
cashier	n/a	160
secretarial	n/a	160

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.

The office holder may use the services of BTG Contentious Insolvency Division during the course of the case. BTG Contentious Insolvency Division is a specialist department of the office holder's firm which provides forensic investigating services. The current charge-out rates applying to work carried out by BTG Contentious Insolvency Division are as follows:

Grade of staff	Charge-out rate (£ per hour)	Charge-out rate (£ per hour)
	1 May 2011 –	1 May 2016 –
	30-Apr-16	until further notice
Director	395	395
Senior Manager	365	365
Assistant Manager	270	285

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

² Ibid 1

SIP9 Rail and Telecom Projects Limi - Creditors Voluntary Liquidation - 03RA158.CVL : Time Costs Analysis From 30/06/2017 To 29/06/2018

Staff Grade	Consultant/Partner	Director	Sm Mgr	Mngr	Asst Mngr	Sm Admin	Admin	Jrr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	0.3	5.2			0.8					6.3	2,388.50	379.13
	1.2				1.3	4.2		2.3		9.0	2,190.00	242.22
Total for General Case Administration and Planning	1.5	5.2			2.1	4.2		2.3		15.3	4,508.50	298.99
Compliance with the Insolvency Act, Rules and best practice	0.3					2.6	0.3		3.8	2.6	611.00	235.00
										4.4	787.50	178.98
												0.00
	0.8	2.2			1.4	6.5				10.9	3,107.00	285.05
Total for Compliance with the Insolvency Act, Rules and best practice.	1.1	2.2			1.4	9.1	0.3		3.8	17.9	4,905.50	261.70
Investigations	4.1	0.3								4.4	1,738.00	395.00
	4.1	0.3								4.4	1,738.00	395.00
Realisation of assets												0.00
												0.00
												0.00
												0.00
Trading												0.00
												0.00
Dealing with all creditors claims (including employees), correspondence and distributions												0.00
										1.0	235.00	235.00
												0.00
										1.0	235.00	235.00
Other matters which includes seeking decisions of creditors, meetings, tax, litigation, pensions and travel												0.00
												0.00
												0.00
										2.9	464.00	160.00
												0.00
Total for Other matters:	6.7	7.7			3.5	14.3	0.3	2.9	3.8	2.9	464.00	160.00
Total hours by staff grade	2,668.50	3,041.50			945.00	3,360.50	55.50	832.00	608.00	11,511.00		
Total time cost by staff grade	398.28	395.00			270.00	235.00	185.00	180.00	160.00		35,000.00	277.37
Average hourly rate £												
Total fees drawn to date £												

STATEMENT OF EXPENSES

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				
Photocopying and faxes	The Royal Mail Group	£14	-	£14
Expenses incurred with entities within the Begbies Traynor Group (<i>for further details see Begbies Traynor Charging Policy</i>)				
Photocopying and faxes	Begbies Traynor Group	£45 50	-	£45.50

CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Specific penalty bond	AUA Insolvency Risk Services	£148 50
Statutory advertisement	The Stationery Office Limited	£158.50
Travel expenses	Greater Anglia / Parking / TFL	£27.40
Data storage	Maplin	£83.32
Telephone, postage and stationary	The Royal Mail Group	£573.80