

In accordance with Rule 18.7 of the insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



A23 *A6C5ZJSP* #240
05/08/2017
COMPANIES HOUSE

1 Company details

Company number	0	1	3	4	4	9	6	0
Company name in full	J.C. Plant Hire Limited							

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

2 Liquidator's name

Full forename(s)	Adrian
Surname	Graham

3 Liquidator's address

Building name/number	4th Floor, Fountain Precinct
Street	Leopold Street
Post town	Sheffield
County/Region	
Postcode	S 1 2 J A
Country	

4 Liquidator's name ^①

Full forename(s)	
Surname	

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

5 Liquidator's address ^②

Building name/number	
Street	
Post town	
County/Region	
Postcode	
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 1	^d 4	^m 0	^m 6	^y 2	^y 0	^y 1	^y 6	
To date	^d 1	^d 3	^m 0	^m 6	^y 2	^y 0	^y 1	^y 7	

7 Progress report

The progress report is attached

8 Sign and date

Liquidator's signature	Signature x <i>Alane</i> x								
Signature date	^d 0	^d 2	^m 0	^m 8	^y 2	^y 0	^y 1	^y 7	

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	Peter Herberts
Company name	Graywoods
Address	4th Floor, Fountain Precinct Leopold Street
Post town	Sheffield
County/Region	
Postcode	S 1 2 J A
Country	
DX	
Telephone	0114 285 9500

 **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

**J.C. Plant Hire Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 14/06/2016 To 13/06/2017 £	From 14/06/2016 To 13/06/2017 £
	ASSET REALISATIONS		
4,539.31	Cash in Client Account	4,539.31	4,539.31
11,321.76	Book Debts & Retentions	9,415.71	9,415.71
12,720.00	Book Debts (Asset Sales)	11,148.00	11,148.00
	Bank Interest Gross	3.78	3.78
	Business Rates Refund	678.31	678.31
		25,785.11	25,785.11
	COST OF REALISATIONS		
	Statement of Affairs Fee	5,000.00	5,000.00
	Liquidators Fees	13,500.00	13,500.00
	Legal Fees	515.00	515.00
	Statutory Advertising	237.00	237.00
		(19,252.00)	(19,252.00)
	PREFERENTIAL CREDITORS		
(3,963.59)	Employees (estimated)	NIL	NIL
		NIL	NIL
	FLOATING CHARGE CREDITORS		
(11,852.55)	National Westminster Bank plc	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(16,759.20)	Trade & Expense Creditors	NIL	NIL
(54,238.60)	Employees (estimated)	NIL	NIL
(143,604.98)	Directors	NIL	NIL
(26,334.26)	HM Revenue & Customs	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(120.00)	Ordinary Shareholders	NIL	NIL
(100.00)	Capital Redemption Reserve	NIL	NIL
		NIL	NIL
(228,392.11)		6,533.11	6,533.11
	REPRESENTED BY		
	Vat Receivable		1,703.00
	Bank 1 Current		4,830.11
			6,533.11



Adrian Graham
Liquidator

Liquidator's Annual Progress Report to Creditors and Members

**J.C. Plant Hire Limited
- In Liquidation**

14 June 2016 to 13 June 2017

J.C. PLANT HIRE LIMITED - IN LIQUIDATION

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J.C. PLANT HIRE LIMITED - IN LIQUIDATION

1 Introduction and Statutory Information

- 1.1 I, Adrian Graham of Graywoods, 4th Floor, Fountain Precinct, Leopold Street, Sheffield, S1 2JA, was appointed as Liquidator of J.C. Plant Hire Limited (the Company) on 14 June 2016. This progress report covers the period from 14 June 2016 to 13 June 2017 (the Period).
- 1.2 The principal trading address of the Company was Steel Street, Holmes, Rotherham, S61 1DF.
- 1.3 The registered office of the Company was changed from Steel Street, Holmes, Rotherham, S61 1DF to 4th Floor, Fountain Precinct, Leopold Street, Sheffield, S1 2JA and its registered number is 01344960.

2 Progress of the Liquidation

- 2.1 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 Liquidator and his staff.
- 2.2 At Appendix A is my Receipts and Payments Account for the Period.

Administration (including statutory compliance & reporting)

- 2.3 As you may be aware, the Liquidator must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated undertaking in this regard was outlined previously and I would confirm that during the Period the following has been undertaken:
 - Notifying creditors of the liquidator's appointment and other associated formalities including statutory advertising and filing relevant statutory notices at Companies House
 - Preparing and issuing annual progress reports to members and creditors
 - Lodging periodic returns with the Registrar of Companies for the liquidation
 - Complying with statutory duties in respect of the liquidator's specific penalty bond
 - Creation and update of case files on the firm's insolvency software
 - Redirection of the Company's mail to the liquidator's office
 - Securing the Company's books and records
 - Periodic case progression reviews (typically at the end of Month 1, Month 3 and every 6 months thereafter)
 - Opening, maintaining and managing the liquidation estate cashbook and bank account
 - Completion and filing of the notice of the Company's insolvency to HMRC
 - Maintaining physical case files and electronic case details on our case management system
 - Dealing with all routine correspondence
 - Case planning and administration
- 2.4 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 Liquidator.
- 2.5 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.

Realisation of Assets

Cash in Client Account

- 2.6 The sum of £4,539.31 was recovered upon appointment. This was in line with the statement of affairs.

J.C. PLANT HIRE LIMITED - IN LIQUIDATION

Book Debts & Retentions

- 2.7 The directors statement of affairs indicated book debts & retentions with an estimated to realise value of £11,321.76. The book debts consisted of one invoice which was disputed as it was claimed there were various snagging items that required rectifying. The directors disputed this. I therefore instructed Wilkin Chapman LLP to assist. Evidence was therefore requested from the debtor which was provided. The comments of the employee who undertook the majority of the work was requested and he did acknowledge there were some issues. Further details of this were requested but no further information was provided. An offer of £7,200 was made. After consultation with Wilkin Chapman LLP the offer was accepted. The retentions were realised in full.

Book Debts (Asset Sales)

- 2.8 The statement of affairs indicated that there was a book debt of £12,720 following the sale of plant and machinery and motor vehicles prior to my appointment. Following my appointment the amount of £11,148 was received. This was less than the statement of affairs due to the sale costs deducted from the proceeds of the assets. Ellis, Willis & Beckett were instructed to ascertain whether the sale represented fair value they confirmed it did.

Business Rates Refund

- 2.9 A refund of £678.31 was received from Rotherham Metropolitan Borough Council.

Settlement

- 2.10 A settlement of £21,000 was received as a result of payments made to an employee of the Company. Further details are provided at point 2.24 below.

Bank Interest

- 2.11 Bank interest of £3.78 was received during the Period.

Payments

Statement of Affairs Fee

- 2.12 At the meeting of creditors on 14 June 2016, creditors passed the resolution to pay Graywoods the sum of £5,000. This fee has been discharged.

Liquidator's Fees

- 2.13 I have drawn £13,500 in respect of liquidator's fee during the Period. Further information is provided in section 4 of this report.

Statutory Advertising

- 2.14 A total of £237 has been paid in accordance with the advertising for my statutory duty.

Legal Fees

- 2.15 A fee of £515 was paid to Wilkin Chapman LLP for their advice and assistance with the collection of the book debts & retentions.
- 2.16 It is considered that the work the Liquidator and his staff have undertaken to date will bring a financial benefit to creditors. This may be a distribution to secured creditors of the Company only (from which a Prescribed Part fund may be derived for the benefit of unsecured creditors) or may, depending on realisations and the extent of any 3rd party security, result in a distribution to the preferential and unsecured creditors of the Company.

J.C. PLANT HIRE LIMITED - IN LIQUIDATION

Creditors (claims and distributions)

- 2.17 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. A Liquidator is 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.
- 2.18 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal. Further details can be found at section 3 below.
- 2.19 The following duties have been undertaken during the Period:
- Dealing with employees to provide support and assistance in lodging any claims they may be entitled to make for unpaid wages, holiday pay and other statutory entitlements from the National Insurance Fund and the Company. Liaising with (or appointing) union representatives and payroll providers and reviewing employment contracts as necessary
 - Dealing with creditor queries
 - Review creditor claims received and maintain creditor information on the case management system
 - Obtaining creditors views by decision procedure
 - Convening meetings of creditors (if requested by the appropriate proportion or number of creditors)
 - Liaison with secured creditors, obtaining charge documents and validating the security
- 2.20 The above work will not necessarily bring any financial benefit to creditors generally, however a Liquidator is 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 Liquidator in dealing with those claims.
- 2.21 I consider the following matters worth noting in my report to creditors at this stage:
- There are approximately 32 unsecured creditor claims in this case with a value per the directors statement of affairs of £240,937.04
 - There are 3 secured creditors who are owed approximately £11,852.55
 - Dealing with the claims of 9 employees
 - I anticipate claims from preferential creditors totalling £3,963.59

Investigations

- 2.22 Some of the work the Liquidator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (CDDA 1986) and Statement of Insolvency Practice 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 Liquidator can pursue for the benefit of creditors.
- 2.23 I can confirm that I have submitted a report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.
- 2.24 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account any information provided by creditors. My investigations revealed that a number of payments had been made to an employee of the Company which did not appear to be in relation to his employment. These sums were therefore requested to be repaid. No payment was forthcoming so I instructed Knights Professional Services Limited. After extensive negotiations with the employee and their solicitors a settlement offer of £21,000 was

J.C. PLANT HIRE LIMITED - IN LIQUIDATION

accepted. These funds are currently held in the solicitor's client account. A separate claim concerning these payments may still be brought but I am unable provide any further details as this is ongoing.

2.25 The following duties have been undertaken during the Period:

- Initial assessment required by Statement of Insolvency Practice 2 and the Company Directors Disqualification Act 1986 (CDDA) including the review of the Company's books and records and the identification of potential further asset realisations which may be pursued in the liquidation
- Submitting a statutory report to the Insolvency Service under the CDDA
- Correspondence with director and banks
- Extensive correspondence and negotiations concerning the settlement referred to at 2.10 and 2.24
- Analysing the company's bank statements
- Making enquiries with the Company's creditors
- Following up creditor queries

Other/Case Specific Matters

2.26 The following duties have been undertaken during the Period:

- Dealing with all post-appointment corporation tax and VAT compliance
- Inspecting the Company records and relevant databases to determine whether the Company has a pension scheme
- Pension regulatory reporting and auto-enrolment cancellation
- Attendance at meetings
- Travel to meetings

2.27 These tasks do not necessarily produce any direct financial benefit for creditors, but nonetheless still have to be undertaken.

Matters still to be dealt with

2.28 As reported at 2.24 above investigations are ongoing. It is also anticipated that there is a distribution to be made to preferential and secured creditors.

3 Creditors

Secured Creditors

- 3.1 HSBC Bank plc formerly Midland Bank Limited holds a floating charge over the Company's assets. At the date of the liquidation it was not believed there was any debt due to this secured creditor. No claim has been received in the liquidation.
- 3.2 FNCB Limited formerly Twentieth Century Banking Corporation Limited holds a fixed charge over the Company's assets. At the date of the liquidation it was not believed there was any debt due to this secured creditor. No claim has been received in the liquidation. The Company is currently in liquidation.
- 3.3 National Westminster Bank plc holds a fixed and floating charge over the Company's assets. At the date of the liquidation the debt was estimated at £11,852.55. A claim of £12,326.08 has been received. The claim is yet to be agreed as no documentation verifying the charge has been received.

Preferential Creditors

- 3.4 Preferential claims of employees for arrears of wages, salary and holiday pay were estimated at £3,963.59. This was in respect of 9 employees.

J.C. PLANT HIRE LIMITED - IN LIQUIDATION

3.5 I currently anticipate preferential creditors will be paid in full.

Unsecured Creditors

3.6 I received claims totalling £285,428.56 from 18 trade creditors. Included within these claims are 2 associated creditors totalling £143,604.98. I have not received claims from 8 creditors whose debts total £4,809.82 as per the Company's statement of affairs.

3.7 The Company granted a floating charge to HSBC Bank plc formerly Midland Bank Limited and National Westminster Bank plc on 20 January 1978 and 21 December 1984 respectively. 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 after 15 September 2003.

3.8 I would confirm that it is uncertain whether there will be a dividend paid to unsecured creditors.

4 Liquidator's Remuneration

4.1 The creditors fixed the basis of the Liquidator's remuneration by reference to the time properly spent by him and his staff in managing the Liquidation. My fees estimate/information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.

4.2 A copy of that estimate is attached at Appendix C.

4.3 My time costs for the Period are £16,324.50. This represents 110.3 hours at an average rate of £148 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 me in managing the liquidation. To date, £13,500 plus disbursements of £752 have been drawn on account.

4.4 I now consider that the fee estimate I previously provided for the liquidation is insufficient to complete my duties as a result of:

- The Company's affairs requiring more extensive investigation than previously anticipated. This is due to collating all the necessary evidence and correspondence to reach the settlement of £21,000 against the employee of the Company
- The Company's asset realisations have proved more protracted than was initially anticipated. This is due to the dispute with the debtor which involved considerable time being spent reaching the agreed settlement of £7,200

4.5 As a result, my revised fees estimate is set out below and I am seeking approval by correspondence from the creditors to increase this estimate. Further details can be found on the letter which accompanies this report. A copy of the revised estimate is attached at Appendix D.

4.6 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from www.r3.org.uk.

4.7 Attached as Appendix E is additional information in relation to the Liquidator's fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

5 Creditors' Rights

5.1 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 Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.

J.C. PLANT HIRE LIMITED - IN LIQUIDATION

5.2 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 Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

6 Next Report

6.1 As noted at 2.28 above the case remains open to finalise my investigations and distribute preferential, secured and potentially unsecured creditors. An update will be provided on this together with the progress of the liquidation with my next report to creditors which I am required to deliver within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.

6.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 0114 285 9500 or by fax at 0114 285 9501. Alternatively, please contact Peter Herberts on 0114 285 9506 or by email on peter.herberts@graywoods.co.uk.

Yours faithfully



Adrian Graham
Liquidator

Enc

J.C. PLANT HIRE LIMITED - IN LIQUIDATION

Appendix A

Receipts and Payments Account for the Period from 14 June 2016 to 13 June 2017

**J.C. Plant Hire Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments
To 13/06/2017**

S of A £		£	£
	ASSET REALISATIONS		
4,539.31	Cash in Client Account	4,539.31	
11,321.76	Book Debts & Retentions	9,415.71	
12,720.00	Book Debts (Asset Sales)	11,148.00	
	Bank Interest Gross	3.78	
	Business Rates Refund	678.31	
		<hr/>	25,785.11
	COST OF REALISATIONS		
	Statement of Affairs Fee	5,000.00	
	Liquidators Fees	13,500.00	
	Legal Fees	515.00	
	Statutory Advertising	237.00	
		<hr/>	(19,252.00)
	PREFERENTIAL CREDITORS		
(3,963.59)	Employees (estimated)	NIL	
		<hr/>	NIL
	FLOATING CHARGE CREDITORS		
(11,852.55)	National Westminster Bank plc	NIL	
		<hr/>	NIL
	UNSECURED CREDITORS		
(16,759.20)	Trade & Expense Creditors	NIL	
(54,238.60)	Employees (estimated)	NIL	
(143,604.98)	Directors	NIL	
(26,334.26)	HM Revenue & Customs	NIL	
		<hr/>	NIL
	DISTRIBUTIONS		
(120.00)	Ordinary Shareholders	NIL	
(100.00)	Capital Redemption Reserve	NIL	
		<hr/>	NIL
(228,392.11)			<hr/> 6,533.11 <hr/>
	REPRESENTED BY		
	Vat Receivable		1,703.00
	Bank 1 Current		4,830.11
			<hr/> 6,533.11 <hr/>



Adrian Graham
Liquidator

J.C. PLANT HIRE LIMITED - IN LIQUIDATION

Appendix B

Time Analysis for the Period 14 June 2016 to 13 June 2017

Time Entry - Detailed SIP9 Time & Cost Summary

JCP500 - J.C. Plant Hire Limited
 To: 13/06/2017
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
700 : Appointment and Case Planning	3.70	6.30	1.00	11.40	22.40	3,893.50	173.82
701 : Administration and Banking	0.80	0.90	0.00	21.00	22.70	2,505.00	110.35
702 : Statutory Reporting and Statement of Affairs	1.60	0.00	0.00	0.00	1.60	480.00	300.00
Admin & Planning	6.10	7.20	1.00	32.40	46.70	6,878.50	147.29
600 : Litigation	0.30	0.00	0.00	0.00	0.30	98.00	330.00
602 : Other - Case Specific Matters	0.00	0.00	0.00	1.60	1.60	176.00	110.00
603 : Tax	0.30	0.00	0.00	2.10	2.40	328.50	136.87
Case Specific Matters	0.60	0.00	0.00	3.70	4.30	603.50	140.35
500 : Other - Creditors	1.00	1.00	0.00	10.80	12.80	1,715.50	134.02
Creditors	1.00	1.00	0.00	10.80	12.80	1,715.50	134.02
201 : CDDA and Investigations	3.80	3.00	0.00	22.20	29.00	4,304.00	148.41
Investigations	3.80	3.00	0.00	22.20	29.00	4,304.00	148.41
300 : Property, Business and Asset Sales	0.80	0.80	0.00	2.30	3.90	694.00	175.35
301 : Retention of Title / Third Party Assets	0.00	0.00	0.00	0.30	0.30	33.00	110.00
303 : Debt Collection	2.90	0.00	0.00	10.40	13.30	2,106.00	158.35
Realisation of Assets	3.70	0.80	0.00	13.00	17.50	2,823.00	161.31
Total Hours	15.20	12.00	1.00	82.10	110.30	16,324.50	148.00
Total Fees Claimed						0.00	

J.C. PLANT HIRE LIMITED - IN LIQUIDATION

Appendix C

Liquidator Fees Estimate

J.C. PLANT HIRE LIMITED - IN LIQUIDATION

Appendix D

Liquidator Revised Fee Estimate

J.C. PLANT HIRE LIMITED - IN LIQUIDATION

Appendix E

Additional Information in Relation to the Liquidator's 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 a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 I have not utilised the services of any sub-contractors in this case during the Period.

2 Professional Advisors

- 2.1 On this assignment I have used the professional advisors listed below. I have also indicated alongside, the basis of my fee arrangement with them, which is subject to review on a regular basis.

Wilkin Chapman LLP (legal advice)	Hourly rate and disbursements
Knights Professional Services Limited (legal advice)	Hourly rate and disbursements

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

3 Liquidator's 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, a copy of which is set out below:

Agents' costs	3,250
Statutory advertising	316
Specific penalty bond	288
External storage of company's books and records	75
External meeting room hire	5
Category 2 disbursements charged by the firm:	
Business mileage	9

J.C. PLANT HIRE LIMITED - IN LIQUIDATION

Current position of Liquidator's expenses

- 3.2 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

Solicitors' costs	-	515	3,720	6,500
Statutory advertising	-	237	-	237
Specific penalty bond	-	-	288	288
External storage of books & records	-	-	40	150
External meeting room hire	-	-	5	5
Postage	-	-	-	150
Category 2 disbursements				
Business mileage	-	-	17.55	17.55

- 3.3 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.
- 3.4 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 Liquidator's fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

4 Charge-Out Rates

- 4.1 Graywoods's current charge-out rates effective from 1 December 2016 are detailed below. Please note this firm records its time in minimum units of 6 minutes.

Partner	330
Director	285
Senior Manager	260
Manager	220
Assistant Manager	190
Senior Administrator	170
Administrator	135
Trainee Administrator	95
Support	95

J.C. PLANT HIRE LIMITED - IN LIQUIDATION

4.2 The previous charge-out rates effective from 1 February 2016 to 30 November 2016 are detailed below:

Partner	300
Director	260
Senior Manager	235
Manager	200
Assistant Manager	160
Senior Administrator	135
Administrator	110
Trainee Administrator	85
Support	85

GRAYWOODS 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;
- Storage of books and records (when not chargeable as a *Category 1 disbursement*) is charged on the basis that the number of standard archive boxes held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates. The charges for the archive boxes are as follows:

	£
Storage per box per year	20.00
Destruction per box	7.50

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
- Stationery

Photocopying is charged at 15 pence per copy.

GRAYWOODS CHARGE-OUT RATES

The rates applying to the office as at the date of this report are as follows:

Grade of staff	Charge-out rate (£ per hour)
Partner	330
Director	285
Senior Manager	260
Manager	220
Assistant Manager	190
Senior Administrator	170
Administrator	135
Support	95

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.

From 1 February 2016 to 28 February 2017, the following rates applied

Grade of staff	Charge-out rate (£ per hour)
Partner	300
Director	260
Senior Manager	235
Manager	200
Assistant Manager	160
Senior Administrator	135
Administrator	110
Support	85