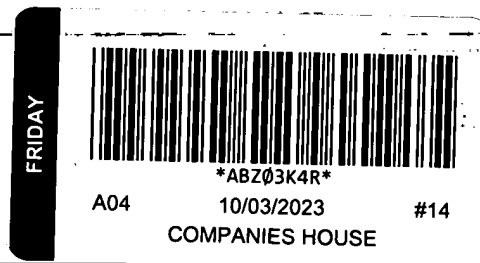


# LIQ03

## Notice of progress report in voluntary winding up



Companies House



### 1 Company details

Company number 0 9 6 6 7 3 3 8

Company name in full Shutters Sale Limited

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

### 2 Liquidator's name

Full forename(s) Nicholas

Surname Simmonds

### 3 Liquidator's address

Building name/number 1st floor

Street 21 Station Road

Post town Watford

County/Region Herts

Postcode W D 1 7 1 A P

Country

### 4 Liquidator's name

Full forename(s) Chris

Surname Newell

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

### 5 Liquidator's address

Building name/number 1st floor

Street 21 Station Road

Post town Watford

County/Region Herts

Postcode W D 1 7 1 A P

Country

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



# LIQ03

## Notice of progress report in voluntary winding up


### 6 Period of progress report

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

### 7 Progress report

<input type="checkbox"/> The progress report is attached	
--	--

### 8 Sign and date

Liquidator's signature	Signature <b>X</b> 	<b>X</b>							
Signature date	<sup>d</sup> 0	<sup>d</sup> 8	<sup>m</sup> 0	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3	

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 **Clare Vila**

Company name **Quantuma Advisory Limited**

Address **1st floor**

**21 Station Road**

Post town **Watford**

County/Region **Herts**

Postcode 

W	D	1	7	.	1	A	P
---	---	---	---	---	---	---	---

Country

DX

Telephone **01923 954170**

 **Checklist**

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

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

 **Important information**

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

 **Where to send**

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

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

 **Further information**

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**



# **Shutters Sale Limited**

**(In Creditors' Voluntary Liquidation)**

**("the Company")**

**THE JOINT LIQUIDATORS' PROGRESS REPORT**

**8 March 2023**

**Nicholas Simmonds and Chris Newell of Quantuma Advisory Limited, 1st floor, 21 Station Road, Watford, Herts, WD17 1AP, were appointed Joint Liquidators of Shutters Sale Limited on 20 January 2022.**

**Nicholas Simmonds is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association and Chris Newell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association**

**This report has been prepared for circulation solely to comply with the Joint Liquidators' statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.**



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## **APPENDICES**

<b>Appendix 1</b>	<b>Statutory Information</b>
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## **ABBREVIATIONS**

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Nicholas Simmonds and Chris Newell of Quantuma Advisory Limited
"the Company"	Shutters Sale Limited (in Liquidation)
"EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 20/01/2022 to 19/01/2023
"Whole Period"	Period covered by the report from 20/01/2022 to 19/01/2023

## 1. INTRODUCTION

### Introduction

This report has been prepared to provide Members and Creditors with an update on the progress of the Liquidation of the Company since the appointment as Joint Liquidators on 20 January 2022.

A schedule of statutory information in respect of the Company is attached at **Appendix 1**.

### Details of the appointment of the Joint Liquidators

Creditors are advised that Mr Ian Yerrill of Messers Yerrill Murphy was initially instructed by the Directors to assist with placing the Company into Liquidation and were appointed as the members liquidator on 20 January 2022. Nicholas Simmonds and Chris Newell of Quantuma Advisory Limited were subsequently appointed as Joint Liquidators of the Company at the meeting of creditors, also held on 20 January 2022.

Creditors are advised that the Directors report and indeed, the Company's Statement of Affairs were prepared by Yerrill Murphy and approved by the Director, Mr Radu Rusu.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

## 2. THE PROGRESS OF THE LIQUIDATION

### The Joint Liquidators' Receipts and Payments Account

Attached at **Appendix 2** is a Receipts and Payments account covering the Review Period. In accordance with the requirements of SIP 7, the Joint Liquidators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Liquidation over the Review Period. A summary is provided of the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately.

### Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Creditors' Voluntary Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards. Details of the tasks carried out during the Review Period are included in **Appendix 4**.

### Realisation of assets

The Company's last filed accounts as at 31 July 2020, included fixed assets with a book value of £22,774 which consist of plant, machinery, furniture and motor vehicles. In accordance with the Directors report, it is noted that due to unforeseen circumstances, it was not possible for the then proposed Liquidator, to obtain an independent valuation in respect of the fixed assets. Therefore, the estimated to realise values included on the Statement of Affairs, are based upon estimates provided by the Director by reference to his experience in the Company's trade.

Upon the Joint Liquidators appointment, Richard Birch & Co, were instructed to value the business and assets of the Company. They confirmed their independence and have adequate professional indemnity insurance.



Unfortunately, despite the agents' best efforts the Director refused to cooperate and provide answers to their reasonable enquiries or to facilitate access to the trading premises, so that a valuation could be undertaken. Furthermore, despite the Directors representations on the Statement of Affairs, he has subsequently advised that the Company does not have any assets.

This matter remains under review and further details are provided in the investigations section, later in this report.

### **Motor Vehicle**

Notwithstanding the comments above, the Director contends that the vehicle listed as an asset in the Company's account, is owned by him personally. Given these comments, the Joint Liquidators and indeed, the valuation agents have requested that the Director provides documentation in support of the claim to ownership of the vehicle. As at the date of preparing this report, the documentation has not been provided and the matter remains subject to review.

### **Book Debts**

In accordance with the Statement of Affairs, the Company had book debts with a book value of £2,667 whilst the estimated to realise was uncertain. Accordingly, during the review period a total of £2,489.43 has been realised in this regard, during the review period as reflected on the receipts and payments account at Appendix 2.

The statement of affairs provided an estimated to realise value as uncertain as it was understood that the two debts listed on the sale ledger would be disputed and therefore, no realisations are expected in this regard.

### **Other Assets**

As referenced earlier in this report, a meeting of the Company's creditors was held on 20 January 2022. During the meeting other potential assets of the Company were identified. However, as mentioned above, the Director has not cooperated with the Joint Liquidators further enquired in this regard and therefore the matter remains under investigation.

Further details in this regard shall be provided in the next report progress report.

### **Estimated Future Realisations**

Given the circumstances the Joint Liquidators have instructed Fieldfisher solicitors on a condition fee agreement (CFA), to assist with securing the Director cooperation and advise on other legal matter as required. Accordingly, any future realisations are contingent upon the Directors cooperation and as such, remain uncertain.

## **3. CREDITORS: CLAIMS AND DISTRIBUTIONS**

### **Secured Creditors**

There are no known secured creditors.

### **Preferential Creditors**

There are no known preferential creditors.

### **Secondary Preferential Creditors**

In any insolvency process started from 1 December 2020, HM Revenue and Customs ('HMRC') is a Secondary Preferential Creditor for the following liabilities:

- VAT
- PAYE Income Tax

- Employees' NIC
- CIS deductions
- Student loan deductions

This will mean that, if there are sufficient funds available, any of the above amounts owed by the Company will be paid after the Preferential Creditors have been paid in full.

HMRC's secondary preferential claims were estimated at £1,800 in the Director's Estimated Statement of Affairs. To date, we have not received a claim from HMRC in respect of their secondary preferential claim.

It is uncertain whether there will be sufficient realisations to pay a dividend to HMRC in respect of their secondary preferential claim.

### **Prescribed Part**

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the Unsecured Creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

The Company has not granted a floating charge to any Creditor after 15 September 2003 and consequently there will be no prescribed part in this Creditors Voluntary Liquidation.

### **Unsecured Creditors**

Unsecured claims were estimated at £272,549.00 in the Director's Estimated Statement of Affairs and, to date, 5 claims have been received totalling £282,131.55.

At present, the prospect of a dividend to unsecured creditors is contingent upon the outcome of the investigation matters.

### **Notice of No Dividend**

In accordance with Rule 14.36 and Rule 14.37 no dividend will be distributed as no funds have been realised.

## **4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS**

### **Investigations**

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the Director(s) (and senior employees) by means of questionnaires (and interviews); making enquiries of the Company's accountants; reviewing information received from Creditors; and collecting and examining the Company's bank statements, accounts and other records.

The Directors did not provide the books and records or a completed questionnaire, they did provide a Statement of Affairs.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the Directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of Creditors. This would typically include



any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

The initial assessment has identified various matters requiring further investigations which may potentially lead to recoveries for the benefit of the Liquidation estate. As mentioned earlier, solicitors have been instructed on a conditional fee agreement (CFA), to assist the Joint Liquidators with the ongoing enquires in this regard. I am therefore unable to provide any further information at this information at this juncture and it may potentially jeopardise the outcome of the investigation.

### **Further Information**

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the complaints policy and Professional Indemnity Insurance, can be found at <https://www.quantuma.com/legal-information>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk>.

### **General Data Protection Regulation**

In compliance with the General Data Protection Regulation, Creditors , Employees, Shareholders, Directors and any other Stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notice>.

## **5. ETHICS**

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics> Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

### **General Ethical Considerations**

Prior to the Joint Liquidators' appointment, a review of ethical issues was undertaken, and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

### **Specialist Advice and Services**

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidators are obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment.

## **6. THE JOINT LIQUIDATORS' FEES AND EXPENSES**

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 1 April 2021 together with Quantuma Advisory Limited's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

## Pre-Appointment Costs

The convening IP, Ian Yerill from Yerill Murphy Insolvency & Business Recovery Professions, fee for assisting the Directors in convening the procedure to seek a decision from Creditors on the nomination of a Liquidator and helping with the preparation of the statement of affairs was £6,000 plus expenses and VAT. No resolution was proposed in relation to Yerill Murphy's outstanding statement of affairs fee and as such, the fee remains unpaid.

## Joint Liquidators' Fees

The basis of the Joint Liquidators' fees has not yet been fixed.

The Joint Liquidators believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon them.

## Joint Liquidators' Expenses

The expenses, which include disbursements that have been incurred and not yet paid during the Review Period and the Whole Period are detailed below. This includes a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

Expenses	Actual expenses incurred in the Review Period	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)	
£			
<b>Category 1 expenses</b>			
Statutory & other Advertising	£184.00		
Indemnity Bond	£20.00		
Printing & Postage costs of external provider.	£35.35		
Land Registry search	£3.00		
Other Category 1 expenses			
<b>Category 2 expenses</b>			
Photocopying, scanning & faxes (per side)		Please be advised that, whilst it was originally envisaged that these expenses would be charged to the estate as Category 2 disbursements, this has no longer been allowed since 1 April 2021	
Company Search			
Anti-Money Laundering Searches			
Stationery (Per Report/letter per Member/Creditor)			
Internal Meeting Room Hire (outside London)			
Internal Room Hire (in London)			
<b>TOTAL</b>	<b>£242.35</b>		

Details of the expenses paid in the Review Period and the Whole Period are shown in the Receipts and Payments account at **Appendix 2**.

## Other Professional Costs

### Solicitors

As previously advised, Fieldfisher LLP were instructed by the Joint Liquidators on a CFA to assist with the various matters alluded to in the investigation section of this report.

### Agents & Valuers

Richard Birch & Co were instructed as agents and valuers in relation to preparing a valuation of the Company's asset. Their costs have been agreed on the basis of their standard sales commission rate 10% and a valuation fee of £1,000.00. As detailed earlier in this report the Agents have not been able to prepare the valuation due to the Directors failure to cooperate.



### **Creditors' right to request information**

Any Secured Creditor, or Unsecured Creditor with the support of at least 5% in value of the Unsecured Creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

### **Creditors' right to challenge remuneration and/or expenses**

Any Secured Creditor, or Unsecured Creditor with the support of at least 10% in value of the Unsecured Creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

### **Future of the Liquidation**

The liquidation will continue whilst we continue our investigations into the Company's affairs has been concluded.

Should you have any queries in regard to any of the above please do not hesitate to contact Clare Vila on 01923 954 174 or by e-mail at [Clare.Vila@quantuma.com](mailto:Clare.Vila@quantuma.com).



**Nicholas Simmonds**  
Joint Liquidator

**SHUTTERS SALE LIMITED  
(IN LIQUIDATION)****STATUTORY INFORMATION**

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Company Name	Shutters Sale Limited 144A Tolworth Broadway, Surbiton, KT6 7JD
Trading Address	

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Proceedings	In Liquidation
Date of Appointment	20 January 2022
Joint Liquidators	Nicholas Simmonds Chris Newell Quantuma Advisory Limited 1st floor, 21 Station Road, Watford, Herts, WD17 1AP
Registered office Address	c/o Quantuma Advisory Limited 1st floor, 21 Station Road, Watford, Herts, WD17 1AP
Company Number	09667338
Incorporation Date	02/07/2015

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**Shutters Sale Limited  
(In Liquidation)**

**JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 20/01/2022 To 19/01/2023 £	From 20/01/2022 To 19/01/2023 £
<b>RECEIPTS</b>			
Plant & Machinery	3,000.00	0.00	0.00
Furniture & Equipment	800.00	0.00	0.00
Debtors (post appointment receipts)		2,489.43	2,489.43
Bank Interest Gross		0.56	0.56
		2,489.99	2,489.99
<b>PAYMENTS</b>			
HMRC - VAT	(1,800.00)	0.00	0.00
Trade & Expense Creditors	(5,200.00)	0.00	0.00
Directors Loan	(18,000.00)	0.00	0.00
Banks/Institutions	(243,630.00)	0.00	0.00
HM Revenue and Customs - Corporation	(5,719.00)	0.00	0.00
Ordinary Shareholders	(1.00)	0.00	0.00
		0.00	0.00
<b>BALANCE - 19 January 2023</b>			<b>2,489.99</b>





## Time Entry - SIP9 Time & Cost Summary

6010699 - Shutters Sale Limited  
All Post Appointment Project Codes  
From: 20/01/2022 To: 19/01/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.80	2.00	32.50	6.20	42.50	10,002.00	235.34
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.20	0.70	0.90	146.00	162.22
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	2.20	0.70	2.90	559.00	192.76
Investigations	0.40	0.30	21.20	12.80	34.70	7,618.00	219.54
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.20	0.00	5.60	0.00	5.80	1,494.50	257.67
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>2.40</b>	<b>2.30</b>	<b>61.70</b>	<b>20.40</b>	<b>86.80</b>	<b>19,819.50</b>	<b>228.34</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	
<b>Total Disbursements Claimed</b>						<b>0.00</b>	

**SHUTTERS SALE LIMITED  
(IN LIQUIDATION)**

**DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING THE REVIEW PERIOD**

Description of work undertaken	Includes
<b><u>ADMINISTRATION &amp; PLANNING</u></b>	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC , the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond.	
Recovering & Scheduling the company's books and records.	Collection and making an inventory of company books and records
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<b><u>CREDITORS</u></b>	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Dealing with HMRC/RPO claims	
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties

Description of work undertaken	Includes
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	Preparing a fee estimate for inclusion with the report to creditors.
Interim Fee Report to Creditors	
<b>INVESTIGATIONS</b>	
SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.	Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and Directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with Directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
CDDA Reports - Preparing a report or return on the conduct of the Directors as required by the Company Directors Disqualification Act.	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Investigating & Pursuing Antecedent Transactions	
<b>REALISATION OF ASSETS</b>	
Plant & Machinery	Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords
Motor Vehicles	Liaising with agents to agree disposal strategy Liaising with Director to pursue claim Examining company records to support tax refunds
Financed Assets	Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases if appropriate
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Dealing with disputes, including communicating with Directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims
<b>CASHIERING</b>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers

Description of work undertaken	Includes
	Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory Receipts and Payments accounts at Companies House

**Current Charge-out Rates of the staff working on the case**

**Time charging policy**

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Grade of Staff	Rate from 23 June 2022	
	Regional Offices	London Offices
CEO/Managing Director	£495.00	£665.00
Appointment Taking Director	£450.00	£560.00
Director	£400.00	£525.00
Senior Manager	£345.00	£460.00
Manager	£325.00	£395.00
Assistant Manager	£295.00	£360.00
Senior Administrator	£250.00	£310.00
Administrator	£200.00	£275.00
Assistant Administrator	£160.00	£210.00
Case Accountant	£110.00	£140.00
Support Staff/Executive Assistant	£110.00	£140.00