

# Time Entry - Detailed SIP9 Time & Cost Summary

## Appendix B

BJMA117L - B.J. Mailing Services Limited  
To: 03/06/2014

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
101 : Formalities	3.40	0.00	2.60	2.40	8.40	1,419.00	168.93
102 : Strategy (incl Sales)	2.00	0.00	0.00	0.00	2.00	550.00	275.00
111 : Case planning	1.30	0.00	1.70	0.00	3.00	544.50	181.50
113 : Appointment notification	2.20	0.00	2.30	0.00	4.50	858.00	190.67
116 : Annual and internal reviews	2.40	0.00	9.40	0.00	11.80	1,704.00	144.41
401 : Administration and planning	4.30	0.00	0.30	14.20	18.80	2,280.50	121.30
310 : Administrative set up	0.00	0.00	0.60	0.00	0.60	66.00	110.00
600 : Post appointment tax	0.60	0.00	1.90	0.00	2.50	404.00	161.60
<b>Administration &amp; Planning</b>	<b>16.20</b>	<b>0.00</b>	<b>18.80</b>	<b>16.60</b>	<b>51.60</b>	<b>7,826.00</b>	<b>151.67</b>
501 : Unsecured Creditors	2.40	0.00	3.40	0.90	6.70	1,107.50	165.30
502 : Employee Matters	1.90	0.00	1.10	0.90	3.90	711.00	182.31
504 : Statutory Reporting to Creditors	0.20	0.00	0.40	0.00	0.60	99.00	165.00
510 : Creditors claims	1.10	0.00	0.40	0.00	1.50	346.50	231.00
525 : Cashiering - payments	0.20	0.00	0.10	6.60	6.90	561.00	81.30
530 : Communication with creditors	0.50	0.00	0.30	0.00	0.80	170.50	213.13
540 : Employee claims	1.50	0.00	2.00	0.00	3.50	638.50	182.43
<b>Creditors</b>	<b>7.80</b>	<b>0.00</b>	<b>7.70</b>	<b>8.40</b>	<b>23.90</b>	<b>3,634.00</b>	<b>152.05</b>
210 : Antecedant transactions	0.50	0.00	0.00	0.00	0.50	137.50	275.00
217 : SIP 2 review	2.50	0.00	0.50	0.00	3.00	742.50	247.50
<b>Investigation and reporting</b>	<b>3.00</b>	<b>0.00</b>	<b>0.50</b>	<b>0.00</b>	<b>3.50</b>	<b>880.00</b>	<b>251.43</b>
302 : Property	0.40	0.00	0.00	0.00	0.40	110.00	275.00
303 : Book Debts	0.50	0.00	0.00	1.30	1.80	235.00	130.56
304 : Plant & Machinery / Motor Vehicles	1.40	0.00	1.00	0.00	2.40	495.00	206.25
306 : Other Assets	2.50	0.00	0.00	0.60	3.10	732.50	236.29
121 : Debt collection	0.20	0.00	6.40	0.00	6.60	784.00	118.79
325 : Cashiering - receipts	0.00	0.00	0.30	8.90	9.20	700.50	76.14
<b>Realisation of Assets</b>	<b>5.00</b>	<b>0.00</b>	<b>7.70</b>	<b>10.80</b>	<b>23.50</b>	<b>3,057.00</b>	<b>130.09</b>
<b>Total Hours</b>	<b>32.00</b>	<b>0.00</b>	<b>34.70</b>	<b>35.80</b>	<b>102.50</b>	<b>15,397.00</b>	<b>150.21</b>
<b>Total Fees Claimed</b>						<b>15,300.00</b>	