

Time Entry - Detailed SIP9 Time & Cost Summary

Appendix B(i)

BJMA117L - B.J. Mailing Services Limited
From: 04/06/2014 To: 03/06/2015

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
401 : Administration and planning	1.80	0.00	0.00	2.40	4.20	747.00	177.86
101 : Formalities	1.50	0.50	0.00	0.00	2.00	535.00	267.50
114 : Maintenance of records	0.00	0.20	0.00	0.00	0.20	37.00	185.00
116 : Annual and internal reviews	1.60	3.50	2.90	0.00	8.00	1,601.50	200.19
600 : Post appointment tax	1.00	0.60	1.80	0.00	3.40	702.00	206.47
Administration & Planning	5.90	4.80	4.70	2.40	17.80	3,622.50	203.51
501 : Unsecured Creditors	1.60	8.50	0.00	0.00	10.10	2,070.50	205.00
502 : Employee Matters	0.20	0.00	0.00	0.00	0.20	63.00	315.00
504 : Statutory Reporting to Creditors	6.60	0.00	18.90	0.00	25.50	4,971.00	194.94
510 : Creditors claims	4.70	8.40	1.00	0.00	14.10	3,188.50	226.13
520 : Preferential creditors	0.60	0.00	3.10	0.00	3.70	685.00	185.14
525 : Cashiering - payments	0.00	0.00	0.00	5.35	5.35	417.50	78.04
530 : Communication with creditors	1.00	1.20	0.00	0.00	2.20	537.00	244.09
540 : Employee claims	0.90	0.00	0.00	0.00	0.90	265.50	295.00
Creditors	15.60	18.10	23.00	5.35	62.05	12,198.00	196.58
121 : Debt collection	1.10	0.30	10.90	0.00	12.30	2,140.00	173.98
301 : ROT	0.20	0.00	0.00	0.00	0.20	63.00	315.00
303 : Book Debts	1.40	0.60	0.00	0.00	2.00	530.00	265.00
325 : Cashiering - receipts	0.00	0.00	0.00	3.50	3.50	265.50	75.86
Realisation of Assets	2.70	0.90	10.90	3.50	18.00	2,998.50	166.58
Total Hours	24.20	23.80	38.60	11.25	97.85	18,819.00	192.32
Total Fees Claimed						32,950.00	