

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

Appendix C(ii)

BJMA117L - B.J. Mailing Services Limited
To: 31/05/2016

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
101 : Formalities	4.90	0.50	2.60	2.40	10.40	1,954.00	187.88	10.40	1,954.00
102 : Strategy (incl Sales)	2.00	0.00	0.00	0.00	2.00	550.00	275.00	2.00	550.00
111 : Case planning	1.30	0.00	1.70	0.00	3.00	544.50	181.50	3.00	544.50
113 : Appointment notification	2.20	0.00	2.30	0.00	4.50	858.00	190.67	4.50	858.00
114 : Maintenance of records	0.00	0.20	0.40	0.00	0.60	85.00	141.67	0.60	85.00
115 : Statutory reporting	0.00	5.00	2.00	0.00	7.00	1,165.00	166.43	7.00	1,165.00
116 : Annual and internal reviews	4.00	4.30	14.30	0.00	22.60	3,693.50	163.43	22.60	3,693.50
310 : Administrative set up	0.00	0.00	0.60	0.00	0.60	66.00	110.00	0.60	66.00
401 : Administration and planning	7.80	0.00	0.40	20.60	28.80	3,895.00	135.24	28.80	3,895.00
600 : Post appointment tax	2.00	1.40	6.50	0.00	9.90	1,716.00	173.33	9.90	1,716.00
Administration & Planning	24.20	11.40	30.80	23.00	89.40	14,527.00	162.49	89.40	14,527.00
501 : Unsecured Creditors	4.00	8.50	3.50	0.90	16.90	3,190.00	188.76	16.70	3,168.00
502 : Employee Matters	2.10	0.00	1.10	0.90	4.10	774.00	188.78	4.10	774.00
504 : Statutory Reporting to Creditors	10.60	3.70	21.30	0.00	35.60	7,191.50	202.01	35.60	7,191.50
510 : Creditors claims	5.80	8.40	1.40	0.00	15.60	3,535.00	226.60	15.60	3,535.00
520 : Preferential creditors	0.60	0.00	3.10	0.00	3.70	685.00	185.14	3.70	685.00
525 : Cashiering - payments	0.20	0.00	0.10	13.05	13.35	1,066.50	79.89	13.35	1,066.50
530 : Communication with creditors	1.50	1.20	0.30	0.00	3.00	707.50	235.83	3.00	707.50
540 : Employee claims	2.40	0.00	2.00	0.00	4.40	904.00	205.45	4.40	904.00
Creditors	27.20	21.80	32.80	14.85	96.65	18,053.50	186.79	96.45	18,031.50
210 : Antecedant transactions	0.50	0.00	0.00	0.00	0.50	137.50	275.00	0.50	137.50
217 : SIP 2 review	2.50	0.00	0.50	0.00	3.00	742.50	247.50	3.00	742.50
Investigation and reporting	3.00	0.00	0.50	0.00	3.50	880.00	251.43	3.50	880.00
121 : Debt collection	1.30	1.00	17.50	0.00	19.80	3,077.50	155.43	19.80	3,077.50
301 : ROT	0.20	0.00	0.00	0.00	0.20	63.00	315.00	0.20	63.00
302 : Property	0.40	0.00	0.00	0.00	0.40	110.00	275.00	0.40	110.00
303 : Book Debts	1.90	0.60	0.00	1.30	3.80	765.00	201.32	3.80	765.00
304 : Plant & Machinery / Motor Vehicles	1.40	0.00	1.00	0.00	2.40	495.00	206.25	2.40	495.00
306 : Other Assets	2.50	0.00	0.00	0.60	3.10	732.50	236.29	3.10	732.50
325 : Cashiering - receipts	0.00	0.50	0.30	12.40	13.20	1,058.50	80.19	13.20	1,058.50
Realisation of Assets	7.70	2.10	18.80	14.30	42.90	6,301.50	146.89	42.90	6,301.50
Total Hours	62.10	35.30	82.90	52.15	232.45	39,762.00	171.06	232.25	39,740.00
Total Fees Claimed						37,886.71			

** - Denotes codes included in cumulative data that are not present in the period.