

AM03

Notice of administrator's proposals



Companies House



1 Company details

Company number 0 0 0 7 1 3 2 5

Company name in full Kirkpatrick Limited

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

2 Administrator's name

Full forename(s) Andrew

Surname Turpin

3 Administrator's address

Building name/number 30 St. Paul's Square

Street Birmingham

Post town West Midlands

County/Region

Postcode B 3 1 Q Z

Country

4 Administrator's name

Full forename(s) Matthew Douglas

Surname Hardy

① Other administrator
Use this section to tell us about
another administrator.

5 Administrator's address

Building name/number 30 St. Paul's Square

Street Birmingham

Post town West Midlands

County/Region

Postcode B 3 1 Q Z

Country

② Other administrator
Use this section to tell us about
another administrator.

AM03

Notice of Administrator's Proposals

6

Statement of proposals



I attach a copy of the statement of proposals

7

Sign and date

Administrator's
Signature

Signature

x

Andrew

x

Signature date

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AM03 Notice of Administrator's Proposals



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 **Andrew Turpin**

Company name **Poppleton & Appleby**

Address
30 St. Paul's Square
Birmingham

Post town **West Midlands**

County/Region

Postcode

B	3		1	Q	Z		
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Country

DX

Telephone **0121 200 2962**



Checklist

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



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



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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

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**Administrator's Proposals relating to
Kirkpatrick Limited ("the Company") – In Administration**

Issued on: 8 June 2020

**Delivered to Creditors on: 8 June 2020
(Pursuant to Rule 1.50 of the Insolvency (England and Wales) Rules 2016)**

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Kirkpatrick Limited

High Court of Justice Birmingham District Registry Number 000240 of 2020

Joint Administrators' Report and Proposals

1. INTRODUCTION AND STATEMENT OF PROPOSALS

Messrs A Turpin, and M D Hardy Licensed Insolvency Practitioners of Poppleton & Appleby, 30 St. Paul's Square, Birmingham, B3 1QZ, were appointed Joint Administrators ("the Administrators") to Kirkpatrick Limited ("the Company") on 16 April 2020 by the Board of Directors of the Company, c/o Lewis Onions, Solicitors, Allium House, 36 Water Street, Birmingham, B3 1HP.

I am required to confirm that the Administrators act on a joint and several basis, although the day to day conduct of the Administration rests with me, A Turpin.

As Creditors may be aware, the Joint Administrators are obliged to consider the following three objectives of the Administration, as prescribed in Paragraph 3(1) of Schedule B1 to the Insolvency Act 1986 ("The Act"):

- (a) Rescuing the Company as a going concern.
- (b) Achieving a better result for the Company's Creditors as a whole than would be likely if the Company were wound up (without first being in Administration).
- (c) Realising property in order to make a distribution to one or more Secured or Preferential Creditors.

Creditors should note that I cannot achieve the first objective as no purchaser has been found for the shares of the Company. Furthermore, due to the nature of the Company's trading and financial circumstances, I did not consider that a Company Voluntary Arrangement was appropriate.

The second and third objectives are being pursued in this case. It was however clear at the outset that trading during the Administration of the Company was not possible due to the Government restrictions in place as a result of the COVID-19 pandemic. Furthermore, in view of the estimated final realisations in this matter, it is projected that there should be sufficient funds to make a distribution in full to both the Secured and Preferential Creditors. Furthermore, I am also optimistic that a dividend will be payable to the Unsecured Creditors, outside of the Prescribed Part that would otherwise be available.

I consider that the EC regulation on insolvency proceedings apply to the Administration of the Company. I also consider that they are "main" proceedings since the Company's registered office and its trading address are in the United Kingdom. Furthermore, I attach statutory and financial information that I am required to provide.

The insolvency legislation has set a 12-month maximum duration for Administrations unless the duration is extended by the Court or the Creditors. If we are unable to complete the Administration of the Company within 12 months, then it is likely that we will seek approval to extend the duration of the Administration. However, based on current projections, we would anticipate exiting the Administration via a Creditors' Voluntary Liquidation.

2. CIRCUMSTANCES LEADING TO THE APPOINTMENT OF THE ADMINISTRATOR

Creditors should note that, unless otherwise stated, this section of my proposals has been prepared based on information provided to me by the Directors of the Company and not from my personal knowledge as Administrator.

Kirkpatrick was founded by William Kirkpatrick in Walsall in 1855 and carried on for many years until the business was incorporated in 1901 at which time long-serving employees were given a shareholding in the business which is a tradition that continued to the present day.

The Company has a long tradition of producing handmade ironmongery utilising the skills of a local workforce that has given the company its style, authenticity and quality reputation that it has today.

The Company employed 50 staff and had an annual turnover of circa £1.65m but has suffered a recent downturn in trading. The downturn has been attributed to a combination of a declining order book, increased overseas competition and a reduction in funding support.

These factors have affected the Company's profitability and cash flow and given the overall uncertainty in the market place the current management could see little prospect of any significant upturn in the near future.

This was further compounded with the Covid-19 outbreak and temporary closure of many of the Company's markets and customers. As a result, all employees were laid-off on 24 March 2020 prior to the introduction of the Government Furlough Scheme. The Directors did investigate the various Government initiatives as a result of COVID-19, however, despite their endeavours no support was available to the Company.

This culminated in the Directors making the reluctant decision to place the Company into Administration to protect the Company and its assets. Accordingly, the Directors instructed Lewis Onions LLP, Solicitors to prepare documents to place the Company into Administration. The Notice of Intention to Appoint Administrators were filed in Court on 2 April 2020 and served on the Company's Secured Creditor, Lloyds Commercial Finance Limited the same day.

Accordingly, on 16 April 2020, M D Hardy and I were appointed by the Directors as Joint Administrators and took over the responsibility for the management of the affairs, business and property of the Company.

Prior to the commencement of the Administration, Poppleton & Appleby acted as advisors to the Board as a whole acting on behalf of the Company. No advice was given to the individual Directors regarding the impact of the insolvency of the Company on their personal financial affairs. Whilst not formally in office at that time, Poppleton & Appleby was still required to act in its dealings with the Company in accordance with the Insolvency Code of Ethics.

As required by the Insolvency Code of Ethics, I have considered the various threats to my objectivity arising from this prior involvement. I concluded that those threats were at an acceptable level such that we could still act objectively and hence could be appointed Administrators of the Company.

On 16 April 2020, I was appointed by the Directors as Joint Administrator of the Company and took over from the Board responsibility for the management of the affairs, business and property of the Company.

3. ACTIONS OF THE ADMINISTRATOR FOLLOWING APPOINTMENT

Immediately following my appointment on 16 April 2020, a team from Poppleton & Appleby attended the Company's site to meet the Directors and key members of the accounting and administration team to establish and understand the potential trading position in the short term and also to undertake a review of the Company's affairs.

As a result of these enquiries, it was agreed that in view of the fact that all employees had previously been laid off on 24 March 2020 and the ongoing restrictions as a result of the Covid-19 pandemic, it was not possible to trade the Company under the Administration and all employees were made redundant on 16 April 2020. Key members of the accounting team continued to assist in order to bring accounting records up to date and provide information to assist with the employee claims process.

The prime objective of the Administration has been to find a purchaser for the business and assets and to maximise the level of recoveries for Creditors, however, the inability to trade under the Administration has restricted the opportunity to sell the business as a going concern.

I communicated the appointment, as soon as was practicably possible, to all known Creditors and Stakeholders, based on the information available at the time. Furthermore, there have been certain suppliers to whom I have provided undertakings in order to facilitate the ongoing Administration, such as for the provision of utilities and alarm cover.

In view of the Government restrictions in respect of Covid-19 it was not possible to arrange a meeting with all employees on-site following appointment to advise of their redundancy and assist in providing information in respect of their entitlements to claim redundancy, pay in lieu of notice, holiday pay and any arrears of pay. In view of these restrictions, in the absence of email addresses for all employees, a formal letter was sent to all employees on 16 April 2020 notifying them of their redundancy and entitlements to claim.

In addition, the letter invited the employees to make personal appointments with my staff at the premises, subject to social distancing provisions in order to assist with the completion of redundancy claims and to recover personal belongings. All employees requiring assistance attended the premises on 24 April 2020.

I have further assisted employees by email and telephone with regard to the submission of their outstanding claims for arrears of wages, holiday pay, pay in lieu of notice and redundancy. I have provided the Redundancy Payments Service with all relevant information to process claims and understand that payments have now been made to the employees.

I have instructed my appointed Agents, Gordon Brothers Europe to expose the business and its assets for sale. In addition, Sanderson Weatherall, Chartered Surveyors were also instructed to market the Company's Freehold Properties at Frederick Street and Charles Street, Walsall. I have liaised with both Agents throughout the process, who have also continued to work in conjunction with each other, where interest in both the business assets and Freehold Property has been expressed.

Following initial marketing and news of the Administration within the industry, significant interest has been received in the Company's assets, albeit, at a variety of different levels. Contact has been received from 39 separate parties. As a result, we have issued 28 Non-Disclosure Agreements and subsequently sent out 25 copies of the Sales Memorandum. Follow up contact has been made with all parties and further meetings and site visits have been held with a number of interested parties. However, despite that initial interest, following further discussions with those parties, we have been unable to progress this interest into the form of any viable offer for a going concern sale of the business.

There remained considerable interest in the Freehold Properties, stock and intellectual property and as a result a deadline for initial offers of 8 May 2020 was set. Following the expiry of the deadline, due to the level of interest and their competing offers a further deadline for final offers of 15 May 2020 was set.

Following the expiry of the deadline, three offers were received in respect of the Freehold Properties which were in close proximity to each other. In view of this, and in fairness to all parties concerned, the sale of the Freehold Properties will be subject to a contract race which is currently ongoing. In order not to prejudice the sale, I am unable to disclose the level of the offers accepted.

In addition, final offers have been received for the plant and machinery, stock and intellectual property etc which are also currently under consideration.

I have also liaised with the Secured Creditor, Lloyds Commercial Finance Limited and their appointed Agent, Atlantic Risk Management Services Limited in the collect out of the outstanding sales ledger subject to their Factoring Agreement.

I have liaised with those Creditors who have lodged Retention of Title claims in the Administration and will arrange site visits and stock inspections subject to Covid-19 restrictions where applicable.

I have undertaken the above work as part of the routine administrative functions, particularly given the nature of this assignment, where there was the potential of a going concern sale. The work undertaken will hopefully serve to enhance realisations where these have been identified and also mitigate claims and, therefore, provide a better outcome for Creditors as a whole.

In addition, I have undertaken routine statutory and compliance work, such as filing notice of our appointment at Companies House and advertising this notice. These are tasks that are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, and whilst they do not produce any direct benefit for Creditors, they still have to be carried out.

Please note that with effect of 6 April 2020, following a periodic review and appraisal within this Firm, Poppleton & Appleby's charge out rates have increased. The increase in charge out rates will only affect cases where fees have been approved on a time costs basis but will not affect any cap on fees (where one is in place). For further information in relation to the increase in charge out rates, Creditors can visit Poppleton & Appleby's website on www.poppletonandappleby.co.uk and by clicking on Creditors login, scrolling down to Guidance Notes and selecting Practice Fee Recovery Policy for Poppleton & Appleby and Statutory Disclosure for Liquidations and selecting "Fee Policy".

Role of the Insolvency Practitioner

I was first approached by the Board of Directors of the Company, and met with them on 27 March 2020 to discuss the financial affairs of the Company. Prior to the commencement of the Administration, I advised the Board as a whole, acting on behalf of the Company, about the Company's financial difficulties and provided general advice about the various options available to help determine an appropriate course of action to take including liaising with the Company's Secured Creditors.

No advice was given to the individual Directors regarding the impact of the insolvency of the Company on their personal financial affairs. Whilst not formally in office at that time, I was still required to act in my dealings with the Company in accordance with the Insolvency Code of Ethics.

Ultimately, the Company was placed into Administration and I was appointed Joint Administrator. As Administrator, I am an officer of the Court and I have taken over the management of the Company from the Board. As indicated above, the purpose of this Administration is to achieve both objective (b) and (c).

In order to help me achieve the objective, I have a wide range of powers, as set out in the insolvency legislation, and I must perform my functions as quickly and efficiently as is reasonably practicable. I must also act in the interests of the Creditors of the Company as a whole, other than where objective (c) is being pursued, I need only ensure that I do not unnecessarily harm the interests of the Creditors of the Company as a whole.

Pre-appointment considerations

The options below were also considered, although deemed not appropriate in these circumstances.

Company Voluntary Arrangement ("CVA") – Having reviewed the Company's financial position, and given the immediate working capital requirements and Government restrictions due to COVID-19, it was apparent that the Company was not in a position to propose a CVA given the above and the intense competition within the market place.

Creditors' Voluntary Liquidation ("CVL") – A CVL was an alternative to an Administration and had been discussed thoroughly. However, a CVL would have left the Company in a difficult position vis-a-vis dealing with employee entitlements following their Redundancy in the hiatus period whilst

a meeting of Members and a Decision Procedure were convened. This would have had a detrimental effect on the goodwill of the company, the potential of a sale of the business, sale of stock and collection of the Debtor ledger and almost certainly leave little core business to sell on to any potential purchaser.

Compulsory Liquidation ("WUC") – Although this was a viable alternative for the Directors to consider, there was no indication that any Creditor intended to petition for the company to be wound up. Furthermore, as in a CVL, any consequent delay between a petition being presented and a winding order being made may have had a detrimental effect on any potential sale of the company's business and assets and/or any beneficial trading for winding down.

As a consequence, and with the support of the Secured Creditor, it was considered that a Director application to appoint an Administrator was the best way forward to protect the current position with regard to customer order position whilst providing immediate access to the Company and the opportunity to explore the potential to sell the business and assets.

Valuation of the Business and Assets

Freehold Properties

As part of the process of placing the Company into Administration, a valuation of the Freehold Properties at 71 Frederick Street and Charles Street, Walsall, WS2 9NF was prepared by Tim Simmons MRICS FNARA of Sanderson Weatherall, ("SW"), an independent firm of Chartered Surveyors and Valuers who have confirmed that they hold Professional Indemnity Insurance.

The properties are split over two separate sites bisected by Charles Street in Walsall the largest property being a large warehouse facility with offices and the smaller property being a working foundry.

SW provided a valuation and estimated that the properties should be marketed with a combined sale price of £850,000.

Plant and Machinery

A valuation of the assets of the Company was prepared by James Acton BA(Hons) DipSurv MRICS of Gordon Brothers Europe Limited ("GBEL"), an independent firm of valuers who have confirmed that they hold Professional Indemnity Insurance.

I instructed GBEL on the basis they have extensive experience in both valuing and selling assets in circumstances such as this.

The Company owns various items of plant, machinery, stock, office equipment and furniture. GBEL valued these assets, at the time, as follows:

Asset Category	Market Value In-Situ (£)	Market Value Ex-Situ (£)
Plant and Machinery	Uncertain	10,000
Total		10,000

Furthermore, as advised above, there has been little interest from potential purchasers in acquiring the plant and machinery, it is likely that the projected value of the Company's assets will likely fall closer to the ex-situ values or it may be necessary to scrap or abandon these items.

Marketing of the Business and Assets

The period following appointment represented an opportunity for my Agents to circulate details of the business and assets to their extensive database of businesses and investors who may have an interest in acquiring the business or its assets. In addition to this, the Joint Administrators

made immediate contact with parties and customers who had expressed or could be interested in acquiring the business. As advised, 39 parties have expressed an interest in the business and assets at a variety of levels.

As advised, further preliminary discussions have taken place with a number of interested parties but despite these endeavours, ultimately an offer for a sale of the business as a going concern has not been achievable.

As advised above, there still remains significant interest, with the sale of the Freehold Properties now subject to a contract race between three parties and further offers under consideration in respect of the Company's tangible assets.

4. FINANCIAL POSITION OF THE COMPANY

A summary of the Company's estimated financial position as at 16 April 2020, which is known as the Statement of Affairs, is attached. This has been produced by the Board of Directors from the Company's books and records and provides the estimated values for the Company's assets, as well as liabilities but, does not include any provision for the costs of the Administration.

However, I have enclosed the Joint Administrators' Estimated Outcome Statement which, is based on the Draft Statement of Affairs with respect to projected costs of the procedure. This statement serves as an illustration of the projected outcome and does not take into account any material changes to asset realisations, charge holder final claims, unsecured claims or further unexpected costs and are, therefore, subject to revision. As a result, no reliance should be placed on dividend prospects solely from this Statement.

Enclosed are the names and approximate amounts due to the Creditors of the Company, in accordance with the Company's records as provided by the Directors on 16 April 2020.

Assets Subject to Fixed Charge

4.1. Factored Book Debts – Lloyds Commercial Finance Limited

The sales ledger balance at 16 April 2020 stood at £204,474, which is subject to a factoring agreement with Lloyds Commercial Finance Limited ("LCFL") dated 1 November 2018. Accordingly, the entire sales ledger is assigned to LCFL, who has been providing financial support in the period of trade. At the time of Administration, LCFL was owed approximately £162,251.

Following appointment, we secured the assistance temporarily of the Company's former Credit Controller, to assist with bringing the sales ledger fully up to date with all postings reconciled to the 16 April 2020.

In the subsequent period, LCFL have appointed Atlantic Risk Management Services Limited to assist in the collection and recovery of the outstanding ledger and we have assisted in providing copy invoices from the Company's records as requested.

Collection of the ledger is ongoing although I can report that at 3 June 2020 the sales ledger balance still to be collected stood at £78,331 against advances owed to LCFL of £38,520 although costs have still to be applied to the account.

Based on current estimates, there is the prospect of a surplus available on the ledger, however, this will be subject to final recoveries and collection and termination fees of LCFL and their Agents.

Unencumbered Assets

4.2. Freehold Properties

The Company owns the trading premises at Frederick Street and Charles Street, Walsall, WS2 9NF.

The property is split over two separate sites bisected by Charles Street in Walsall the largest property on Frederick Street being a large warehouse facility with offices and Charles Street being the smaller property being a working foundry.

The immediate area surrounding the properties is a mix of industrial and residential premises, with the property located on Charles Street being surrounded by apartments and the property on Frederick Street by industrial premises.

The Freehold Property had a book value of £2,527 in the draft accounts to 31 December 2019.

As advised, I instructed Tim Simmons MRICS FNARA of Sanderson Weatherall ("SW") who estimated that the properties should be marketed with a combined sale price of £850,000.

As advised above, after considerable interest, the sale of the Freehold Properties is now subject to a contract race between three parties. In order not to prejudice then ongoing sale, I am unable currently to disclose the level of the offers accepted.

In preparation of the sale, I have tried to obtain the Deeds to the Property, which were believed to be held by Lloyds Bank Plc. However, following these enquiries the Bank have confirmed that they are not in possession of the documents concerned.

Further enquiries are being made with regard to the location of the Deeds, however, it would appear most likely that an application to the Land Registry will be required in order to issue new deeds to the property in order to facilitate a sale.

All parties subject to the contract race to purchase the property have been advised of the issue with regard to the missing Deeds.

It should be noted and not reflected in the figures that the eventual sale may give rise to a Capital Gains Tax liability which may require specialist tax advice in order to submit the required Corporation Tax return.

4.3. Plant and Machinery, Office Furniture & Equipment

The Company owns various items of plant, machinery and office furniture and equipment with a book value of £148,362 which are held at the Company's Freehold Properties.

GBEL have reviewed and valued these assets and advised that the plant and machinery, office furniture and equipment have a value in the region of £10,000 on a forced sale basis.

The plant and machinery are of a considerable age and aligned specifically to the Company's manufacturing facility. No formal offers have been received to date in respect of these assets and it may be necessary to scrap or abandon these items if a sale is not achievable.

4.4. Stock

The Company held stocks of various finished products with a book value at cost of £384,056 as per an inventory provided by the Directors. No formal stocktake has been undertaken to verify the accuracy of the inventory provided.

GBEL were also provided with a copy of the stock inventory and have attended the Company's premises to undertake a physical inspection of the stock held by the Company.

For the purposes of the Statement of Affairs, a valuation of £76,811 was provided, which represents a valuation at 20% of the overall cost price.

As advised, following expiry of a deadline of offers of 15 May 2020, I have received a number of offers for the stock in its entirety which are currently under consideration.

4.5. Raw Material and Work in Progress

The Company holds various raw material used in the manufacture of products in addition to work in progress that is in a part completed state.

There have been claims for retention of title ("ROT") presented by certain customers in respect of raw material and these continue to be considered as part of the Administration. Once established, those claims will be dealt with accordingly.

The raw material and work in progress have a book value in the accounts of £450,222. For the purposes of the Statement of Affairs, a valuation of £22,511 was provided, which represents a valuation at 5% of the overall book value.

As advised, following expiry of a deadline of offers of 15 May 2020, I have received a number of offers for the raw material and work in progress stock in its entirety which are currently under consideration.

5. ESTIMATED RETURN TO CREDITORS

5.1. Preferential Creditors

The only known Preferential Creditors are former employees of the Company for unpaid wages and holiday pay. Their claims are subject to a maximum limit set by the insolvency legislation.

As advised, all employees were made redundant on 16 April 2020, and there are estimated preferential claims amounting to £66,111.

5.2. Prescribed Part

There are provisions of the insolvency legislation that require an Administrator to set aside a percentage of a Company's assets for the benefit of the unsecured Creditors in cases where the Company gave a "Floating Charge" over its assets to a lender on or after 15 September 2003. This is known as the "Prescribed Part of the net property." A Company's net property is that left after paying the preferential Creditors, but before paying the lender who holds a Floating Charge. An Administrator has to set aside:

- 50% of the first £10,000 of the net property; and
- 20% of the remaining net property;

up to a maximum of £800,000.

The Company gave a Fixed and Floating Charge to Lloyds Commercial Finance Limited ("LCFL") on 1 November 2018. The money due to LCFL is likely to be fully repaid from the book debts purchased under the terms of the Factoring Agreement. As a result, I do not currently anticipate having to pay any money under LCFL's Floating Charge, and the Prescribed Part provisions therefore will not apply.

5.3. Unsecured Creditors

The estimated claims of Unsecured Creditors are attached, although, at this stage, they are not a definitive position. A return to this class of Creditor is anticipated as per the Estimated Outcome Statement is also enclosed.

6. ADMINISTRATOR'S RECEIPTS AND PAYMENTS ACCOUNT

I attach a summary of the receipts and payments relating to the Company for the period from when it entered Administration, 16 April 2020, to the date of these proposals.

During this period no asset realisations have been achieved to date, other than a sundry refund of £488.

The Receipts and Payments Account also details the currently paid expenses during the period, in addition to asset realisations achieved since appointment.

7. PROPOSED FUTURE ACTIONS OF THE ADMINISTRATOR TO ACHIEVE THE OBJECTIVE OF THE ADMINISTRATION

In order to achieve the objective of the Administration of the Company I propose to conclude the sale of the Freehold Properties, Plant, Machinery and Stock owned by the Company. Thereafter to make payment of the Preferential Creditor claims and a return to the Floating Charge Holder subject to any claim being received from Lloyds Commercial Finance Limited.

The primary issues to be dealt with in the Administration are:

- Finalise the asset recoveries including the sale of the Freehold Properties, Plant and Equipment and stock;
- Deal with any potential Capital Gains Tax Liability in respect of the properties disposal.
- Deal with the costs and expenses incurred during the Administration.
- Deal with my statutory enquiries into the Company's affairs;
- Distributing available funds to the requisite body of Company's Creditors (subject to asset realisations and costs).

I attach a summary of proposals for dealing with these matters and concluding the Administration. I am proposing that the Administration shall continue for as long as is necessary in order that the assets and liabilities as detailed in this report may be dealt with.

It is likely that the process may take in excess of 12 months to fully conclude. If this is the case, I may seek an extension to the Administration with the consent of the requisite body of Creditors.

As it is envisaged that funds will be available for the Unsecured Creditors, I, therefore, propose to exit the Administration via a Creditors' Voluntary Liquidation. This will enable me to distribute funds to the Unsecured Creditors and deal with any remaining asset realisations.

If a Creditors' Voluntary Liquidation is not deemed appropriate, then Administration may end by the presentation of a winding up petition to the Court for the Compulsory Liquidation of the Company. In the event that a Liquidation (either Voluntary or Compulsory) is not deemed appropriate, the Administration of the Company will end by filing notice of dissolution with the Registrar of Companies. The Company will then automatically be dissolved by the Registrar of Companies three months after the notice is registered.

The proposals, which I believe to be in the best interest of Creditors as a whole, will require the approval of the majority in value terms, of those Creditors entitled to vote at the meeting to be held by virtual meeting on 24 June 2020.

Details of my proposals are detailed further in Sections 10 and 11 of this report.

8. PRE-ADMINISTRATION COSTS

On 27 March 2020, Garry Baxendale of my office and I, Andrew Turpin, met with the Board of Directors in order to discuss the worsening financial position and the proposed action to appoint Joint Administrators to the Company. The Board confirmed my engagement in writing by way of a letter of engagement dated 3 April 2020, which was signed by Mr S Preston, a Director of the Company. The engagement confirmed the payment of pre appointment costs on a fixed fee basis with an estimate of £7,500. However, I am seeking a fixed fee of £7,802 plus VAT to be approved based on actual time costs incurred.

I spent some time discussing with the Directors and reviewing the financial position to ascertain whether the Company would have the ability to trade once placed into Administration and offer it as a going concern.

During this time, Agents and Solicitors were engaged in anticipation of pursuing the primary objective of the Administration, which at the time was to seek a purchaser for the business and its assets. I instructed my Agents to work towards preparing a valuation report.

My Solicitors were instructed in respect of their pre-appointment advice, considering the Company's Memorandum and Articles of Association and reviewing the Charge Holders' documentation and dealing with the appointment formalities of the Joint Administrators.

The Joint Administrators feel that the pre-appointment fees incurred were essential in understanding the Company's financial position with a view to pursuing the objective of the Administration. The Company's asset and Creditor base were considered extensively, with a view to understanding the viability to recommence the trade of the Company.

The Joint Administrators have incurred costs prior to the appointment. Further details of these costs are identified below.

Firm	Description	Basis of Charge	Total costs (£)
Poppleton & Appleby	Identifying asset and liability position of the Company. Administration strategies with the Board and consultation with Secured Creditor.	Fixed Fee and Disbursements	7,802
Gordon Brothers Europe Limited	Attendance and consideration of asset values. Discreet marketing of business and assets of Company and preparation of sales pack.	Time costs and disbursements	250
Lewis Onions Solicitors	Serving notices and filing documents to secure the Joint Administrators' appointment. Providing ad hoc advice where appropriate and Security documentation.	Time costs and disbursements	2,708
Total			10,760

Lewis Onions LLP, Solicitors time costs and disbursements relate to pre-appointment advice, considering the Company's Memorandum and Articles of Association, reviewing the Charge Holders' documentation whilst providing validity advice and dealing with the appointment formalities.

Gordon Brothers Europe Limited time costs relate to on-site attendance to consider the value of assets, preparing a report in relation to the proposed realisation strategy, marketing the business and assets for sale and dealing with interested parties.

The choice of professionals was based on their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees incurred have been reviewed and I am satisfied that they have been reasonable in the circumstances of the case.

I am not aware of any other fees or expenses that have been charged or incurred by any other person qualified to act as an Insolvency Practitioner.

I can also confirm that none of the pre-Administration fees and expenses, as detailed on the schedule above, have been settled and, therefore, they remain payable.

If a Creditors' Committee is appointed, it will be for the Committee to approve payment of the pre-Administration costs that have not yet been paid. If a Committee is not appointed, then since the pre Administration costs that have not yet been paid cannot be approved as part of these proposals, I will be seeking a separate decision from the Creditors, in accordance with rule 3.52, at the same time as I seek a decision from them on whether or not to approve these proposals.

9. JOINT ADMINISTRATOR'S REMUNERATION AND EXPENSES

I attach a copy of my practice fee recovery policy. Due to the considerable amount of work already undertaken and still to undertake in this particular matter, I do not feel it is appropriate to seek remuneration on a fixed basis. I propose, therefore, to seek approval of my fees on a time cost basis i.e. by reference to time properly spent by me and members of my staff at our standard charge-out rates.

When I seek approval for my fees on a time cost basis, I have to provide a fees estimate. That estimate acts as a cap on my time costs, so that I cannot draw fees of more than the total estimated time costs without further approval from those who have approved the fees.

I attach a "Fees Estimate Summary", which sets out the work that I intend to undertake, the hourly rates I intend to charge for each part of the work, and the time that I think each part of the work will take. It includes a summary of that information in an average or "blended" rate for all of the work being carried out within the estimate.

As indicated in the fees estimate, the following areas of work will be charged on a time cost basis: Post Appointment Supervision, Administration and Planning, Investigations, Realisation of Certain Assets and Creditors.

The following explains about the areas of work for which I am seeking approval on a time cost basis, whilst full information about the work that I will undertake on this basis is contained in the attachments.

Post Appointment Supervision

As detailed earlier in this report, following my appointment, I have dealt with various onsite issues with regard to liaising with key employees in the Accounting and Administration teams for the provision of information, Creditors with Retention of Title claims and contacting Finance Companies to arrange recovery of their equipment.

During this period, it was hoped to expose the business to the marketplace, to try and achieve a sale of the business as a going concern.

Work undertaken to date includes regular on-site attendance to meet with management to deal with enquiries and provide information to assist with the Administration. Further attendance on-site to facilitate viewings of the premises by various interested parties. In addition, to meeting with a large number of employees to assist with their claims to the Redundancy Payments Office and general queries in relation to their entitlements.

The particular tasks scheduled in this category of work are required to be undertaken in order to enable the Office Holder to monitor and control the initial stages of the Administration, and include statutory functions that are required to be undertaken when running any business.

The work undertaken in this regard has been required to seek to achieve the objective of the Administration thereby enhancing realisations and improving the position for Creditors as a whole.

Administration and Planning

This represents the work that is involved in the routine administrative functions of the case by the Office Holder and their staff, together with the control and supervision of the work done on the case by the Office Holder and their managers. It does not give direct financial benefit to the Creditors, but has to be undertaken by the Office Holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that Office Holders must follow.

Investigations

The insolvency legislation gives the Office Holder powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure and also in respect of matters such as misfeasance and wrongful trading. The Office Holder is required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of Creditors and the time costs recorded represent the costs of undertaking such an initial investigation.

If potential recoveries or matters for further investigation are identified then the Office Holder will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary, and further information will be provided to Creditors and approval for an increase in fees will be made as necessary. Such recovery actions will be for the benefit of the Creditors and the Office Holder will provide an estimate of that benefit if an increase in fees is necessary.

The Joint Administrators are also required by legislation to report to the Department for Business, Energy and Industrial Strategy on the conduct of the Directors and the work to enable them to comply with this statutory obligation is of no direct benefit to the Creditors, although it may identify potential recovery actions.

Realisation of Assets

This is the work that needs to be undertaken to protect and then realise the known assets in the case. Creditors will note from the report that a material amount of work has already been undertaken to consider the sale of the business and assets of the Company which includes the preparation of a Sales Memorandum for the business and assets. However, there remains work to be done to execute the sale of the Company's assets, in the most appropriate manner.

This work has included, but is not limited to, attendance at the Company's premises in conjunction with my Agents, liaising and negotiating with interested parties, holding a number of meetings and conferences with Stakeholder.

As already noted, the Company's premises are unregistered and the title deeds are missing and further work is needed to produce duplicate deeds to facilitate the sale.

Future work will also include the conclusion of the sale of the Company's assets, determining any potential capital gain and dealing with the sale proceeds and associated costs, and undertaking an orderly vacation of the Company premises.

The work undertaken in this regard is expected to provide a direct benefit to Creditors as projected in the Estimated Outcome Statement enclosed.

Creditors

Employees

The Office Holder needs to deal with the employees in order to ensure that their claims are processed appropriately by the Redundancy Payments Office ("RPO"). Meetings have been held with a large number of employees to assist with their claims to the RPO and general queries in relation to their entitlements.

The work identified will include dealing with queries received from both the employees, RPO and to facilitate the processing of the claims. The Office Holder is required to undertake this work as part of his statutory functions.

Claims of Creditors

The Joint Administrators (and subsequent Liquidator, if appropriate) need to maintain up to date records of the names and addresses of Creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the Creditors.

The Joint Administrators (and subsequent Liquidator, if appropriate) will also have to deal with correspondence and queries received from Creditors regarding their claims and dividend prospects as they are received. The Joint Administrators (and subsequent Liquidator, if appropriate) are required to undertake this work as part of their statutory functions.

Dividends

The Joint Administrators (or subsequent Liquidator, if appropriate) will have to undertake certain statutory formalities in order to enable them to pay a dividend to Creditors. This includes writing to all Creditors who have not lodged proofs of debt and reviewing the claims and supporting documentation lodged by Creditors in order to formally agree their claims, which may involve requesting additional information and documentation from the Creditors.

Whilst I am required to maintain records of Creditors' claims in all cases, in those cases where sufficient realisations are made to enable me to pay a dividend to Creditors, I have to undertake certain statutory formalities. This includes writing to all Creditors who have not lodged proofs of debt and reviewing the claims and supporting documentation lodged by Creditors in order to formally agree their claims, which may involve requesting additional information and documentation from the Creditors.

To date, I have incurred time amounting to £41,106, which equates to 186 hours at a "blended" rate of £222 per hour. A detailed breakdown of the time spent can be found at attached to this report.

More details of the tasks included in these categories are included in the fee estimate. I estimate that the total time costs that I will incur in undertaking these tasks for the entire duration of the Administration will be £95,051 at a "blended" rate of £206 per hour.

Creditors will note that within Trading and Realisation of Assets, the "blended" rate is higher than the average "blended" rate as these tasks have or will be performed by myself and my senior members of staff, due to the complexity and expertise required. However, Creditors will also note that the other areas of work have a reduced "blended" rate as these tasks will predominantly be performed by members of staff with lower charge-out rates.

This estimate has been provided to Creditors at a relatively early stage in the administration of the case and before the Office Holders will have full knowledge of the case. Whilst all possible steps have been taken to make this estimate as accurate as possible, it is based on our current knowledge of the case and our knowledge and experience of acting as Office Holders in respect of cases of a similar size and apparent complexity.

As a result, the estimate does not take into account any currently unknown complexities or difficulties that may arise during the Administration.

If the time costs incurred on the case by the Office Holders exceed the estimate or is likely to exceed the estimate, the Office Holders will provide an explanation as to why that is the case in the next progress report sent to Creditors.

Since the Office Holders cannot draw remuneration in excess of this estimate without first obtaining approval to do so, then where the Office Holders consider it appropriate in the context of the case, they will seek a resolution to increase the fee estimate so that they will then be able to draw additional remuneration over and above this estimate.

I would anticipate needing to seek approval to exceed the estimate, if this work leads to further areas of investigation, potential further asset recoveries and any associated action, such as arbitration or legal proceedings.

If a Creditors' Committee is appointed, it will be for the Committee to approve the basis of the Joint Administrators' remuneration and category 2 expenses. If a Committee is not appointed, then I will be seeking a decision from the Creditors at the same time I seek a decision from them on whether or not to approve these proposals.

Further information about Creditors' rights can be obtained by visiting the Creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.Creditorinsolvencyguide.co.uk/>. As you may appreciate, this is a third-party website and, therefore, remains outside of my control. This website may be subject to maintenance and development as and when you access it. Details about how an Office Holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at www.poppletonandappleby.co.uk and choose Creditors' Login, Guidance Notes. There are different versions of these Guidance Notes, and in this case please refer to the April 2017 version. Please note that we have also provided further details in the practice fee recovery sheet.

Joint Administrators' Expenses (Category 1 and 2)

I have incurred total expenses of £977 (inclusive of case specific costs) since my appointment as Joint Administrator. Details of the expenses incurred and paid since my appointment as Joint Administrator, as well as those projected to be incurred and paid in both the Administration and subsequent Liquidation, are also attached.

If a Creditors' Committee is appointed, it will be for the Committee to approve the basis of the Joint Administrators' remuneration and Category 2 expenses.

If a Committee is not appointed, then I will be seeking a decision from the Creditors at the same time as I seek a decision from them on whether or not to approve these Proposals.

Further information about Creditors' rights can be obtained by visiting the Creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.Creditorinsolvencyguide.co.uk/>. As you may appreciate, this is a third-party website and, therefore, remains outside of my control. This website may be subject to maintenance and development as and when you access it.

Details about how an Office Holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at www.poppletonandappleby.co.uk. There are different versions of these Guidance Notes, and in this case please refer to the April 2017 version. Please note that we have also provided further details in the practice fee recovery sheet that can be accessed from the website detailed above.

Professional Fees

I have used the following agents or professional advisors since my appointment as Administrator:

Professional Advisor	Nature of Work	Basis of Fees
Gordon Brothers Europe	Valuation and Business Sales	Time Costs and Disbursements
Lewis Onions Solicitors	Solicitors/Regulatory	Time Costs and Disbursements
Sanderson Weatherall	Valuation and assistance with sale of Freehold Property	Fixed Fee and Disbursements

The choice of professionals was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also considered that the basis on which they will charge their fees represented value for money.

James Acton of Gordon Brothers Europe Limited ("GBEL"), has assisted with the evaluation of the business and assets. GBEL has assisted in coordinating and dealing with interested parties and preparing sales information. James Acton is a member of the Royal Institute of Chartered Surveyors and has confirmed that GBEL hold adequate Professional Indemnity Insurance. This firm was instructed due to their considerable expertise in distressed sale situations.

Tim Simmons of Sanderson Weatherall ("SW"), has assisted with the valuation of the Freehold Properties. SW has assisted in coordinating and dealing with interested parties and attending the premises to facilitate viewings. Tim Simmons is a member of the Royal Institute of Chartered Surveyors and has confirmed that SW hold adequate Professional Indemnity Insurance. This firm was instructed due to their considerable expertise in property sales.

Lewis Onions Solicitors have been instructed to undertake work and advise the Joint Administrators on an ad hoc basis during the Administration. In addition, they are providing legal assistance with regard to the sale of the Freehold Property. They have confirmed that they hold adequate Professional Indemnity Insurance. The firm was instructed due to their extensive knowledge of all insolvency matters.

In addition, I may need to instruct the Company's Accountants, Wayside Accountancy Limited to assist in preparing tax calculations and submitting returns to HM Revenue & Customs following the sale of the Freehold Properties which will be subject to Capital Gains Tax.

I may also need to instruct Clumber Consultancy Limited, a specialist pensions advice practice, in the event that specific pension advice is required for historic pension schemes, which I am required to deal with by virtue of statute.

A schedule of professional fees incurred, paid and outstanding to date, as well as expenses to be incurred during the Administration and subsequent Liquidation, is attached.

Category 1 Expenses or professional fees do not have to be approved, but when reporting to any appointed Committee and Creditors during the course of the Administrations (or subsequent Liquidation), the actual expenses incurred will be compared with the original estimate provided and I will explain any material differences (e.g. where legal costs rise due to escalated recovery action).

10. ADMINISTRATOR'S INVESTIGATIONS

I have a duty to consider the conduct of those who have been Directors of the Company at any time in the three years preceding the Administration. I am also required to investigate the affairs of the Company in general in order to consider whether any civil proceedings should be taken on its behalf.

I am currently undertaking my initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.

Specifically, I have recovered and reviewed the Company's accounting records; written to the Company's bank to obtain copy bank statements; met with all Directors and have recovered information regarding the background to the Company.

My investigations remain ongoing and I would request that any other Creditor with information regarding the Company's affairs contact this office as a matter of urgency as, within three months of my appointment as Joint Administrator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work, which

may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. I would stress that this request for information forms part of my normal investigation procedure and does not currently imply any wrongdoing by the Directors of the Company.

11. EC REGULATION ON INSOLVENCY PROCEEDINGS

I consider that the EC regulation on insolvency proceedings apply to the Administration of the Company. I also consider that they are "main" proceedings since the Company's registered office and its trading address are in the United Kingdom.

12. ADMINISTRATOR'S PROPOSALS

In order to achieve the objective set out at section 1 above, I formally propose to Creditors that:

- (a) We continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration. In particular, that we:
 - (i) Deal with the sale of the Company's assets at such time(s) on such terms as we consider appropriate, together with an orderly vacation of the premises;
 - (ii) Deal with the costs and expenses incurred during the period of the Administration;
 - (iii) Investigate and, if appropriate, report to Creditors before pursuing any claims that the Company may have against any person, firm or Company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or Company which supplies or has supplied goods or services to the Company;
 - (iv) Do all such things and generally exercise all their powers as Administrators as we consider desirable or expedient, at my discretion, in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to these proposals;
 - (v) If deemed appropriate, make an application to Court to allow the Administrators to declare a dividend to Unsecured Creditors if appropriate; and
 - (vi) Seek approval from the Creditors for an extension of the Administration period.
- (b) The Administration will end by placing the Company into Creditors' Voluntary Liquidation, and propose that I, Andrew Turpin am appointed the Liquidator of the Company.

Creditors may nominate a different person(s) as the proposed Liquidator(s), but they must make the nomination(s) at any time after these proposals are delivered to them, but before they are approved. Information about the approval of the proposals is set out at section 13.
- (c) If a Creditors' Voluntary Liquidation is not deemed appropriate, then Administration may end by the presentation of a winding up petition to the Court for the Compulsory Liquidation of the Company, and propose that I, Andrew Turpin, am appointed the Liquidator of the Company by the Court.
- (d) In the event that a Liquidation (either Voluntary or Compulsory) is not deemed appropriate, the Administration of the Company will end by filing notice of dissolution with the Registrar of Companies. The Company will then automatically be dissolved by the Registrar of Companies three months after the notice is registered.
- (e) Upon vacation of office the Joint Administrators will obtain their discharge from liability pursuant to paragraph 98 of Schedule B1 to the Insolvency Act 1986.

13. APPROVAL OF PROPOSALS

I am seeking resolutions at a Virtual Meeting from the Creditors to approve my proposals, approve my pre-administration costs, fix the basis of my remuneration, and to approve my category 2 disbursements. If a Creditor wishes to vote on the resolutions, they must access the Virtual Meeting:

Access to the virtual meeting can be gained at 11am on 24 June 2020 by following the following link:

https://meet.lync.com/poppletonandappleby/poppleton_and_appleby/Q5B0P3R4

Or by telephone using the following number, **02033215218** and inserting the following password/access code when prompted: **400696538**.

If a Creditor has not already submitted proof of their debt, they should complete the enclosed form and return it to me, together with the relevant supporting documentation. A vote on the resolutions by a Creditor will not count unless they have lodged proof of their debt by no later than 4pm the day before 24 June 2020.

If a Creditor does not wish to attend the Virtual Meeting in person and wishes to nominate a person as their proxy holder, or alternatively request the Chair of the meeting to act as their proxy holder, they should complete and return the enclosed proxy form. Proxy forms must be lodged before the meeting.

Creditors are also invited to determine whether to form a Creditors' Committee, and a notice of invitation to form a Creditors' Committee and further instructions are enclosed. To enable the Creditors to make an informed decision as to whether they wish to either seek to form a Committee, or to nominate themselves to serve on a Committee, further information about the role of the Committee and what might be expected from its members has been prepared by R3 and can be found is available at www.poppletonandappleby.co.uk.

Please note that I must receive at least one vote by the decision date or the decisions will not be made. I would, therefore, urge Creditors to respond promptly.

Should any Creditor or group of Creditors wish to request a physical meeting of Creditors, they must do so within 5 business days of the delivery of the notice that accompanies this letter. Such requests must be supported by proof of their debt, if not already lodged. I will convene a meeting if Creditors requesting a meeting represent a minimum of 10% in value or 10% in number of Creditors or simply 10 Creditors, where "Creditors" means "all Creditors."

14. FURTHER INFORMATION

To comply with the Provision of Services Regulations, some general information about Poppleton & Appleby, including about our complaints policy and Professional Indemnity Insurance, can be found at www.poppletonandappleby.co.uk.

If Creditors have any queries regarding these proposals or the conduct of the Administration in general, or if they want hard copies of any of the documents made available online, they should contact Mark Monaghan by email at markm@poppletonandappleby.co.uk, or by phone on 0121 200 2962.



Andrew Turpin
Joint Administrator

The Administrator is an agent of the Company and acts without personal liability.

**KIRKPATRICK LIMITED (IN ADMINISTRATION)
STATUTORY INFORMATION**

Company Number	00071325															
Court name and reference	High Court of Justice 000240 of 2020															
Date of Incorporation	9 September 1901															
Changes of Name	None															
Nature of trade	Manufacture of locks and hinges															
Registered Office	30 St. Paul's Square, Birmingham, West Midlands, B3 1QZ															
Former registered Office	Frederick Street, Walsall, West Midlands, WS2 9NF															
Trading Address	Frederick Street, Walsall, West Midlands, WS2 9NF															
Directors	<table border="0"><thead><tr><th>Name</th><th>Appointed</th><th>Resigned</th></tr></thead><tbody><tr><td>James Barry Anderson</td><td>Before 08/12/91</td><td>-</td></tr><tr><td>Stephen Evans</td><td>01/09/88</td><td>-</td></tr><tr><td>Stephen John Preston</td><td>01/01/93</td><td>-</td></tr><tr><td>Gary Gollins</td><td>01/01/05</td><td>-</td></tr></tbody></table>	Name	Appointed	Resigned	James Barry Anderson	Before 08/12/91	-	Stephen Evans	01/09/88	-	Stephen John Preston	01/01/93	-	Gary Gollins	01/01/05	-
Name	Appointed	Resigned														
James Barry Anderson	Before 08/12/91	-														
Stephen Evans	01/09/88	-														
Stephen John Preston	01/01/93	-														
Gary Gollins	01/01/05	-														
Company Secretary	None currently appointed															
Share Capital	£30,000 divided into 30,000 ordinary shares, of which 30,000 shares have been issued and are held as follows:															
Shareholders	See attached schedule															
Bankers	Lloyds Bank plc															
Charges Registered	Fixed and Floating Charge in favour of Lloyds Commercial Finance Limited dated 1 November 2018 and registered at Companies House on 5 November 2018. Comprising Fixed Charges and a Floating Charge over all the property or undertaking of the company.															
Joint Administrators' names:	Andrew Turpin and Matthew Douglas Hardy															
Joint Administrators' address:	30 St. Paul's Square, Birmingham, West Midlands B3 1QZ															
Joint Administrators' date of appointment:	16 April 2020															
Actions of Administrators	Any act required or authorised under any enactment to be done by an Administrator may be done by either or both of the Administrators acting jointly or alone.															

**Poppleton & Appleby
Kirkpatrick Limited
Register of Shareholders**

Key	Name	Pref	No of Shares		Total
			Ordinary	Other	
HA00	Mr J B Anderson	0.00	1,470.00	0.00	1,470.00
HB00	Miss T Binnion	0.00	25.00	0.00	25.00
HB01	Mrs M Birch	0.00	280.00	0.00	280.00
HB02	N D Birch	0.00	100.00	0.00	100.00
HB03	Mr J A Bickley	0.00	75.00	0.00	75.00
HC00	Mr G Gollins	0.00	175.00	0.00	175.00
HC01	M J Clare	0.00	1,354.00	0.00	1,354.00
HC02	Mrs M Cooke	0.00	2,500.00	0.00	2,500.00
HC03	Executors of R Cooper	0.00	2,000.00	0.00	2,000.00
HC04	Mr Ross Cocker	0.00	0.00	0.00	0.00
HD00	Mr W D Dingley	0.00	25.00	0.00	25.00
HD01	Mr Wayne Dingley	0.00	0.00	0.00	0.00
HE00	Mr S A Evans	0.00	375.00	0.00	375.00
HE01	Mr H Edwards	0.00	25.00	0.00	25.00
HF00	Mr D Faulkner	0.00	200.00	0.00	200.00
HF01	Mr David Faulkner	0.00	0.00	0.00	0.00
HG00	Mr D Gilbert	0.00	1,650.00	0.00	1,650.00
HG01	Mr Gary Gollins	0.00	0.00	0.00	0.00
HJ00	Executors of R Jones	0.00	525.00	0.00	525.00
HK00	Kirkpatrick Limited Employee Share Trust	0.00	14,366.00	0.00	14,366.00
HP00	Mr J Preston	0.00	450.00	0.00	450.00
HP01	Mr A Price	0.00	100.00	0.00	100.00
HP02	Mrs J Price	0.00	225.00	0.00	225.00
HP03	Mr Stephen Preston	0.00	0.00	0.00	0.00
HT00	Mr M Thorpe	0.00	100.00	0.00	100.00
HT01	Mr N Taylor	0.00	25.00	0.00	25.00
HT02	Mr J Till	0.00	50.00	0.00	50.00
HT03	H M Taylor	0.00	2,100.00	0.00	2,100.00
HW00	M Wells	0.00	1,805.00	0.00	1,805.00
29 Entries Totalling		0.00	30,000.00	0.00	30,000.00

KIRKPATRICK LIMITED

EXTRACTS FROM THE ACCOUNTS

	12 Months to 31.12.2019 Draft	12 Months to 31.12.2018 Unaudited	12 Months to 31.12.2017 Unaudited
	£	£	£
Turnover	1,661,426	1,794,181	1,915,515
Gross Profit	722,831	828,647	931,952
Gross Profit %	43.50%	46.18%	48.65%
Directors' Remuneration	188,042	192,816	200,599
Net Profit / [Loss]	(228,537)	(188,264)	(171,141)
Dividends	Nil	Nil	Nil
Accumulated Surplus / [Deficit]	1,008,471	1,242,991	1,431,255

Kirkpatrick Limited
 Company Registered Number: 00071325
 Statement Of Affairs as at 16 April 2020

A - Summary of Assets

Assets	Book Value £	Estimated to Realise £
Assets subject to fixed charge:		
Factored Book Debts	204,474.00	173,803.00
Lloyds Commercial Finance		(162,251.00)
		11,552.00
Extraction Plant	14,000.00	3,500.00
Settlement - BIRA Bank		(7,070.00)
Deficiency c/d		(3,570.00)
Assets subject to floating charge:		
Uncharged assets:		
Freehold Property	3,575.00	850,000.00
Plant & Machinery	148,362.00	10,000.00
Finished Stock in Trade	384,056.00	76,811.00
Raw Material & Work in Progress	450,222.00	22,511.00
Estimated total assets available for preferential creditors		970,874.00

Signature



Date

28.5.2020

Kirkpatrick Limited
Company Registered Number: 00071325
Statement Of Affairs as at 16 April 2020

A1 - Summary of Liabilities

Estimated to
Realise
£

Estimated total assets available for preferential creditors (Carried from Page A)	970,874.00
Liabilities	
Preferential Creditors:-	
Employees - Arrears of Wages (Count=53)	41,761.00
Employees - Holiday Pay (Count=50)	24,350.00
	66,111.00
Estimated deficiency/surplus as regards preferential creditors	904,763.00
2nd Preferential Creditors:-	
	NIL
Estimated deficiency/surplus as regards 2nd preferential creditors	904,763.00
Debits secured by floating charges pre 15 September 2003	
Other Pre 15 September 2003 Floating Charge Creditors	NIL
	904,763.00
Estimated prescribed part of net property where applicable (to carry forward)	NIL
Estimated total assets available for floating charge holders	904,763.00
Debits secured by floating charges post 14 September 2003	
	NIL
Estimated deficiency/surplus of assets after floating charges	904,763.00
Estimated prescribed part of net property where applicable (brought down)	NIL
Total assets available to unsecured creditors	904,763.00
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)	
Deficiency b/d	3,570.00
Trade & Expense Creditors	131,570.65
PAYE & NI	40,085.00
VAT	71,766.00
Lloyds Bank Plc	1,910.82
Employees - Redundancy(Count=51)	416,255.00
Employees - Pay in Lieu(Count=51)	248,261.00
Employees - Arrears of Pay(Count=52)	65,719.00
	979,137.47
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall in respect of F.C's post 14 September 2003)	(74,374.47)
Estimated deficiency/surplus as regards creditors	(74,374.47)
Issued and called up capital	
Ordinary Shareholders	30,000.00
	30,000.00
Estimated total deficiency/surplus as regards members	(104,374.47)

Signature



Date 28.5.2020

Kirkpatrick Limited
(In Administration)
Joint Administrators' Estimated Outcome Statement to 8 June 2020

Statement of Affairs £		Realised / Paid	Projected	Total £
	FIXED CHARGE ASSETS			
173,803.00	Factored Book Debts		173,803.00	173,803.00
-162,251.00	Lloyds Commercial Finance		-162,251.00	-162,251.00
	Projected surplus to Assets not pledged below		<u>11,552.00</u>	<u>11,552.00</u>
	H.P. ASSETS			
3,500.00	Extraction Plant		3,500.00	3,500.00
-7,070.00	Settlement - BIRA Bank		-7,070.00	-7,070.00
	Deficit to Unsecured Creditors below		<u>-3,570.00</u>	<u>-3,570.00</u>
	ASSETS NOT PLEDGED			
	Projected Book Debt surplus		11,552.00	11,552.00
850,000.00	Freehold Property		850,000.00	850,000.00
10,000.00	Plant & Machinery		10,000.00	10,000.00
76,811.00	Finished Stock in Trade		76,811.00	76,811.00
22,511.00	Raw Material & Work in Progress		22,511.00	22,511.00
	Sundries	488.16	NIL	488.16
	Estimated total assets available	<u>488.16</u>	<u>970,874.00</u>	<u>971,362.16</u>
	COST OF REALISATIONS			
	Chattel Asset Agent Charges		-15,000.00	-15,000.00
	Property Agents Costs		-16,875.00	-16,875.00
	Solicitors Fees incl Pre Appointment		-20,000.00	-20,000.00
	Statutory Advertising	-88.00	-264.00	-352.00
	P&A Pre Appointment Fees		-7,820.00	-7,820.00
	Stationery, Printing & Carriage		-552.00	-552.00
	Specific Bond		-465.00	-465.00
	Storage Costs		-2,500.00	-2,500.00
	Re-Direction of Mail		-216.00	-216.00
	Motor Expenses		-270.00	-270.00
	Veriphy Search		-16.00	-16.00
	Administrators' Fees		-95,050.50	-95,050.50
		<u>400.16</u>	<u>811,845.50</u>	<u>812,245.66</u>
	PREFERENTIAL CREDITORS			
-41,761.00	Employees - Arrears of Wages		-41,761.00	-41,761.00
-24,350.00	Employees - Holiday Pay		-24,350.00	-24,350.00
	Available to Unsecured Creditors		<u>745,734.50</u>	<u>746,134.66</u>

Kirkpatrick Limited
(In Administration)
Joint Administrators' Estimated Outcome Statement to 8 June 2020

Statement of Affairs £		Realised / Paid	Projected	Total £
	UNSECURED CREDITORS			
-131,570.65	Trade & Expense Creditors		-131,570.65	-131,570.65
-40,085.00	PAYE & NI		-40,085.00	-40,085.00
-71,766.00	VAT		-71,766.00	-71,766.00
-1,910.82	Lloyds Bank Plc		-1,910.82	-1,910.82
-416,255.00	Employees - Redundancy		-416,255.00	-416,255.00
-248,261.00	Employees - Pay in Lieu		-248,261.00	-248,261.00
-65,719.00	Employees - Arrears of Pay		-65,719.00	-65,719.00
	Deficiency to Unsecured Creditors		-229,832.97	-229,432.81
	DISTRIBUTIONS			
-30,000.00	Ordinary Shareholders		-30,000.00	-30,000.00
-104,374.47	Estimated Total Deficiency To Creditors		-259,832.97	-259,432.81
	<u>REPRESENTED BY</u>			
	VAT Input	17.60		17.60
	Estate Bank A/c Non Interest Bearing	382.56		382.56
		<u>400.16</u>		<u>400.16</u>

Andrew Turpin
Joint Administrator

Poppleton & Appleby
Kirkpatrick Limited
Company Registered Number: 00071325
B - Company Creditors

Key	Name	Address	£
CA00	A C Cleaning Services Ltd	(The Cleaning Ware) Benton Works, Victoria Street, Willenhall, West Midlands, WV13 1DR	720.24
CA01	Avery Weigh-Tronix	P O Cox 91, Smethwick, West Midlands, B66 2LP	302.56
CA02	Anchor Refractories Ltd	Unit 13 Gisbourne Close, Ireland Business Park, Staveley, Chesterfield, S43 3JT	306.00
CA03	Ag Servicing Ltd	68 Wychall Drive, Bushbury, Wolverhampton, West Midlands, WV10 8UX	528.00
CA04	Acorn Packaging Supplies	Units 1 & 2 Deansbank Centre, Fairground Way, Walsall, West Midlands, WS1 4NU	40.91
CA05	Alphabet (GB) Ltd	Alphabet House, Summit Avenue, Farnborough, GU14 0FB	472.05
CB00	Beckett Abrasives Ltd	Beckett House Redhouse Ind Est, Middlemore Lane West, Aldridge, WS9 8EF	1,133.65
CB01	Bira Bank Limited	225 Bristol Road, Edgbaston, Birmingham, B5 7UB	7,070.00
CB05	BWOC LTD	Security Given: Hire Purchase Agreement; Date Given: 19/07/2019; Amount: 3500 BW Estates, Oldmixon Crescent, Weston-Super-Mare, BS24 9BA	69.46
CC00	Chas B Pugh(Walsall)Ltd	Heath Road, Darlaston, West Midlands, WS10 8LU	1,940.40
CC01	Capita (Complete Imaging Ltd)	62 Ravenhurst Street, Birmingham, B12 OHB	409.93
CC02	Croft Arch Hardware Ltd	Lower Lichfield Street, Willenhall, WV13 1QQ	420.52
CC03	Castle Cartons Ltd	Kings Road, Kings Heath, Birmingham, B14 6TN	1,349.35
CC04	Connaught Communications	Systems House, The Courtyard, Reddip Trading Estate, Sutton Coldfield, B75 7BU	594.45
CC05	Complete Business Solutions Group L	(Formerly Quality Office), Anchor Lane, Coseley, Bilston, West Midlands, WV14 9NE	306.77
CC09	Carbon International	Brigg Road, Scunthorpe, North Lincolnshire, DN16 1AY	360.00
CD00	DPD	15Th Floor, Castlemead, Lower Castle Street, Bristol, BS1 3AG	5,678.10
CE00	Euro Architectural Hardware Ltd	Unit 3-4 Leamore Lane Ind Estate, Leamore Lane, Walsall, West Midlands, WS2 7DE	158.07
CE01	Electric Melting Services	Lovell Street, Sheffield, S4 7WN	644.16
CE02	E C PITCHER LTD	206 Stafford Street, Walsall, WS2 8DW	28.50
CE03	E.ON UK ENERGY SERVICES LTD	Westwood Way, Westwood Business Park, Coventry, West Midlands, CV4 8LG	4,604.56
CE04	EARNIE (THE PAYROLL MANAGER)(IRIS)		70.20
CF01	First Data Resources Ltd (Fdr)	First Data Global Leasing, Janus House, Endeavour Drive, Basildon, SS14 3WF	18.55
CF02	Frisco (Uk) Sales Ltd	Unit 14 Pindar Road, Hoddesdon, EN11 0DE	1,683.84
CF03	Frelan Hardware Ltd	Unit 10, Mitcham Ind Estate, Streatham Road, Mitcham, CR4 2AP	288.00
CF04	Falcon Industrial Supplies Ltd	Unit 22 Fallings Park Ind Est, Park Lane, Wolverhampton, WV10 9QB	104.69
CG00	Global Locking Systems	69 Morgan Close, Ashmore Lake, Willenhall, West Midlands, WV12 4LH	1,328.88

Signature



Poppleton & Appleby
Kirkpatrick Limited
Company Registered Number: 00071325
B - Company Creditors

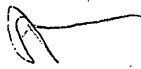
Key	Name	Address	£
CH00	H Goodwin Ltd	Stafford Street Foundry, Walsall, West Mids, WS2 8EY	600.52
CH01	Hoppe (Uk) Ltd	Gailey Park, Gravelly Way, Standeford, Wolverhampton, WV10 7GW	162.00
CH02	Henshalls Insurance Brokers	Gower House, 14/16 High Street, Newport, Shropshire, TF10 7AN	44,718.41
CH03	HM Revenue & Customs	Debt Management, Insolvency Claims Handling Unit, HMRC, DMB501, BX5 5AB	111,851.00
CI00	Intercoat Indust Paints Ltd	Bridgeman Street, Walsall, West Mids, WS2 9NW	501.00
CJ00	Joseph Ash Galvanizing Albion	The Alcora Building, Suite 16, Mucklow Hill, Halesowen, B62 8DG	240.00
CJ01	James Lister & Sons Ltd	T/As Hughes & Holmes, Unit F Key Industrial Estate, Fernside Road, Willenhall, WV13 3YA	138.69
CJ02	John Winter & Co Ltd	Washer Lane Works, P.O.Box 21, Halifax, HX2 7DP	1,078.59
CJ03	JOHNSONS APPARELMASTER LTD	573 Aldridge Road, Perry Barr, Birmingham, B42 2TP	354.34
CK00	K J Wood		252.00
CL00	Lloyds Bank Commercial Finance Ltd	No 1 Brookhill Way, Banbury, Oxfordshire, OX16 3EL	162,251.00
CL01	Lloyds Bank Plc	Security Given: Debenture; Date Given: 01/01/2018; Amount: 173803	
CM02	Midlands Compressed Air	Queens Square, Wolverhampton, WV1 1RF	1,910.82
CN00	N Smith & Co Ltd	Hobstone Barn, Little Pipe Lane, Chorley, Lichfield, WS13 8BS	588.65
CO00	Ogl Com/Supp. Direct Debit	Hainge Road, Oldbury, West Midlands, B69 2NZ	912.00
CO01	Ogl Com/Supp. Non Direct Debit	Worcester Road, Stourport On Severn, Worcestershire, DY13 9AT	2,432.31
CP00	P&M Tubes & Fittings Ltd	Worcester Road, Stourport On Severn, Worcestershire, DY13 9AT	6,798.00
CP01	Parcelforce Worlwide	154 Stafford Street, Walsall, West Midlands, WS2 8EA	22.20
CR00	Rensa Limited	100 Victoria Embankment, London, EC4Y OHQ	717.42
CR01	Redfern Stevens Ltd	Unit 4, Goscote Industrial Estate, Slacky, Walsall, West Midlands, WS3 1LX	1,322.88
CR02	Regis Fire	40 Brickfield Road, Birmingham, B25 8HE	930.70
CS00	Swift & Whitmore Ltd	Providence Street, Lye, Stourbridge, DY9 8HN	156.00
CS01	Safety Management Ltd	270 Coombs Road, Halesowen, West Midlands, B62 8AA	2,536.27
CS02	Self Adhesive Specialties Ltd	8 Cottesbrooke Park, Heartlands, Daventry, Northants, NN11 8YL	720.00
CS03	Sadlers Carton Stockholders Ltd	Phoenix House, Strawberry Lane, Willenhall, WV13 3RS	34.56
CS04	S.P.S Brassware Ltd	10 Tilton Road, Small Heath, Birmingham, B9 4PE	707.04
CS05	Specialist Induction Refractories L	Owen Road, Pennfields, Wolverhampton, WV3 0AL	430.42
		Units 1&2 Block 2, Wednesbury Trad. Estate, Off Darlaston Road, Wednesbury, WS10 7JW	939.30

Signature

Poppleton & Appleby
Kirkpatrick Limited
Company Registered Number: 00071325
B - Company Creditors

Key	Name	Address	£
CT00	Travis Perkins Trading Co Ltd	3344 Walsall Lichfield Road, Lichfield Road, Rushall, Walsall, WS4 1PH	86.38
CT01	TOTAL GAS & POWER	10 Upper Bank Street, London, E14 5BF	2,367.40
CU00	U.P.S. Limited	Ar Dept., St David'S Way, Bermuda Park, Nuneaton, Warwickshire, CV10 7SD	434.32
CV00	Veolia Es(Uk) Ltd	Kingswood House, Kingswood Crescent, Cannock, Staffordshire, WS11 8JP	292.80
CW00	W Perry	10 Broadway West, Walsall, WS1 4EA	168.00
CW01	Walsall Mbc	Town Hall, Walsall, West Mids	27,070.75
CZ00	Zoo Hardware Ltd	Unit B, Dukes Drive Kingmoor Prk North, Carlisle, Cumbria, CA6 4SH	9,888.16
61 Entries Totalling			414,245.77

Signature



Kirkpatrick Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments
To 08/06/2020

S of A £		£	£
	FIXED CHARGE ASSETS		
173,803.00	Factored Book Debts	NIL	
(162,251.00)	Lloyds Commercial Finance	NIL	
			NIL
	H.P. ASSETS		
3,500.00	Extraction Plant	NIL	
(7,070.00)	Settlement - BIRA Bank	NIL	
			NIL
	ASSETS NOT PLEDGED		
850,000.00	Freehold Property	NIL	
10,000.00	Plant & Machinery	NIL	
76,811.00	Finished Stock in Trade	NIL	
22,511.00	Raw Material & Work in Progress	NIL	
	Sundries	488.16	
			488.16
	COST OF REALISATIONS		
	Statutory Advertising	88.00	
			(88.00)
	PREFERENTIAL CREDITORS		
(41,761.00)	Employees - Arrears of Wages	NIL	
(24,350.00)	Employees - Holiday Pay	NIL	
			NIL
	UNSECURED CREDITORS		
(131,570.65)	Trade & Expense Creditors	NIL	
(40,085.00)	PAYE & NI	NIL	
(71,766.00)	VAT	NIL	
(1,910.82)	Lloyds Bank Plc	NIL	
(416,255.00)	Employees - Redundancy	NIL	
(248,261.00)	Employees - Pay in Lieu	NIL	
(65,719.00)	Employees - Arrears of Pay	NIL	
			NIL
	DISTRIBUTIONS		
(30,000.00)	Ordinary Shareholders	NIL	
			NIL
(104,374.47)			400.16
	REPRESENTED BY		
	VAT Input		17.60
	Estate Bank A/c Non Interest Bearing		382.56
			400.16

SUMMARY OF THE PROPOSALS OF THE JOINT ADMINISTRATORS IN ACCORDANCE WITH THE PROVISIONS OF PARAGRAPH 49 (1) OF SCHEDULE B1 TO THE INSOLVENCY ACT 1986

These proposals form part of and should be read in conjunction with the Joint Administrators Report to Creditors dated 8 June 2020.

The proposals of the Joint Administrators are that:

- (a) We continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration. In particular, that we:
 - (i) Deal with the sale of the Company's assets at such time(s) on such terms as we consider appropriate, together with an orderly vacation of the premises;
 - (ii) Deal with the costs and expenses incurred during the period of the Administration;
 - (iii) Investigate and, if appropriate, report to Creditors before pursuing any claims that the Company may have against any person, firm or Company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or Company which supplies or has supplied goods or services to the Company;
 - (iv) Do all such things and generally exercise all their powers as Administrators as we consider desirable or expedient, at my discretion, in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to these proposals;
 - (v) If deemed appropriate, make an application to Court to allow the Administrators to declare a dividend to Unsecured Creditors if appropriate; and
 - (vi) Seek approval from the Creditors for an extension of the Administration period.

- (b) The Administration will end by placing the Company into Creditors' Voluntary Liquidation, and propose that I, Andrew Turpin am appointed the Liquidator of the Company.

Creditors may nominate a different person(s) as the proposed Liquidator(s), but they must make the nomination(s) at any time after these proposals are delivered to them, but before they are approved. Information about the approval of the proposals is set out at section 13.

or

- (c) If a Creditors' Voluntary Liquidation is not deemed appropriate, then Administration may end by the presentation of a winding up petition to the Court for the compulsory liquidation of the Company, and propose that I, Andrew Turpin, am appointed the Liquidator of the Company by the Court.

or

- (d) In the event that a Liquidation (either Voluntary or Compulsory) is not deemed appropriate, the Administration of the Company will end by filing notice of dissolution with the Registrar of Companies. The Company will then automatically be dissolved by the Registrar of Companies three months after the notice is registered.
- (e) Upon vacation of office the Joint Administrators will obtain their discharge from liability pursuant to paragraph 98 of Schedule B1 to the Insolvency Act 1986.

PRACTICE FEE RECOVERY POLICY FOR POPPLETON & APPLEBY

Introduction

The insolvency legislation was changed in October 2015, with one or two exceptions, for insolvency appointments made from that time, in relation to how an Office Holder may seek the basis of approval for their fees. Further changes to insolvency legislation, in April 2017, have not materially changed the basis for fee approval, implemented by the October 2015 legislation. This sheet explains how we intend to apply the alternative fee bases allowed by the legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at <https://www.r3.org.uk/what-we-do/publications/professional/statements-of-insolvency-practice>. Alternatively a hard copy may be requested from The Managing Partner of Poppleton & Appleby at 30 St Pauls Square, Birmingham, B3 1QZ. Please note that we have provided further details in this policy document.

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn. If approval has been obtained for remuneration on a time costs basis, i.e. by reference to time properly spent by members of staff of the practice at our standard charge out rates, the time incurred will also be disclosed, whether drawn or not, together with the average, or "blended" rates of such costs. Under the legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

Time cost basis

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units (whether or not a full 6 minutes has been utilised) with supporting narrative to explain the work undertaken.

Chargeout Rates

Grade of staff	Previous charge-out rate per hour, effective from October 2013 to 5 April 2020 £	Current charge-out rate per hour, effective from 6 April 2020 £
Partner/Office Holder/Consultant	295	295
Senior Manager	195	250
Manager	160	190
Supervisor / Senior Administrator	140	175
Case Administrator	120	150
Cashier	110	150
Assistant Administrator	50-80	100
Support Staff	n/a	80

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Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:

- Administration and Planning.
- Investigations.
- Realisation of Assets.
- Creditors.
- Trading
- Case specific matters.

In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation.

The legislation changed on 1 October 2015 and has not substantially changed with the implementation of further, wholesale, changes to insolvency legislation in April 2017. On new appointments after that date we may seek to agree fees on a number of different basis. This will depend on the nature and complexity of each case and fees may still be sought on a time cost basis (further details of which are provide below) or may be sought on either a fixed fee or a percentage of realisations (or a combination of both).

When we seek time costs approval we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a percentage basis more often. A report accompanying any fee request will set out the potential assets in the case, the remuneration percentage proposed for any realisations and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any

April 2020

responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a percentage basis then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the percentage applied. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a fixed fee basis more often. A report accompanying any fee request will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Members' voluntary liquidations and Voluntary Arrangements

The legislation changes that took effect from 1 October 2015 did not apply to members' voluntary liquidations (MVL), Company Voluntary Arrangements (CVA) or Individual Voluntary Arrangements (IVA). The April 2017 changes to legislation have not materially changed the basis of approval of fees to MVL's CVA's or IVA's. In MVLs, the company's members set the fee basis, often as a fixed fee. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

All bases

With the exception of Individual Voluntary Arrangements and Company Voluntary Arrangements which are VAT exempt, the officeholder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

April 2020

In new appointments made after 1 October 2015, the office holder will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Disbursements

In accordance with SIP 9 the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or Poppleton & Appleby; in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage, specific bond insurance and Company search fees.

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, internal storage and mileage.

It is proposed that the following Category 2 disbursements are recovered:

- Mileage .45-75p per mile
- Storage £2.50 per box per month

FEES ESTIMATE SUMMARY			
Case Name: Kirkpatrick Limited			
<p>The office holder is seeking to be remunerated on a time cost basis. We use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform, recording time spent in 6 minute units. Narrative is recorded to explain the work undertaken and the time spent is analysed into different categories of work. This document provides an estimate as to how much time the office holder and his staff will spend undertaking specific tasks within broad categories of work, and the time costs of undertaking such work, which will depend upon the grade, or grades, of staff undertaking the work and the number of hours spent undertaking the work by each grade of staff. The estimated time that will be spent undertaking the work in each category of work has been multiplied by the applicable charge out rate for each member of staff that it is anticipated will undertake work in that category to arrive at the estimated total time costs attributable to that category of work on the case. We have then divided that estimated total by the estimated number of hours to arrive at what is known as a blended hourly charge out rate for that category of work. The sum of all the estimates for the different categories of work is the total estimated time costs to undertake all the necessary work on the case. Again, we have then divided that estimated total by the estimated number of hours to arrive at a blended hourly charge out rate for the case as a whole.</p>			
The hourly charge out rates that will be used on this case are:		£	
Partner – appointment taker		295.00	
Senior Manager		250.00	
Manager		190.00	
Supervisor/Senior Administrator		175.00	
Case Administrator		150.00	
Cashier		150.00	
Support staff		100.00	
Description of the tasks to be undertaken	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £
ADMINISTRATION			
Administering the affairs of the company/debtor in accordance with the Insolvency Legislation and Statements of Insolvency Practice	157.90	£33,217.75	£210.37
INVESTIGATIONS			
Undertaking initial investigations into the affairs of the company/debtor with a view to identifying potential asset recoveries for the benefit of creditors	36.00	£6,930.00	£192.50
REALISATION OF ASSETS			
Protecting and realising the assets of the company/debtor.	82.20	£19,980.50	£243.07
TRADING - Onsite supervision and meetings with Management			
Managing and controlling the business of the company/debtor	23.05	£5,599.75	£242.94
CREDITORS			
Maintaining records of the claims of creditors and formally agreeing them and paying a dividend if sufficient realisations are made	163.15	£29,322.50	£179.73
CASE SPECIFIC MATTERS			
	0.00	£0.00	£0.00
GRAND TOTAL FOR ALL CATEGORIES OF WORK	462.30	£95,050.50	£205.60

FEES ESTIMATE SUMMARY			
Case name:	Kirkpatrick Limited		
<p>The office holder is seeking to be remunerated on a time cost basis. We use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform, recording time spent in 6 minute units. Narrative is recorded to explain the work undertaken and the time spent is analysed into different categories of work. This document provides an estimate as to how much time the office holder and his staff will spend undertaking specific tasks within broad categories of work, and the time costs of undertaking such work, which will depend upon the grade, or grades, of staff undertaking the work and the number of hours spent undertaking the work by each grade of staff. The estimated time that will be spent undertaking the work in each category of work has been multiplied by the applicable charge out rate for each member of staff that it is anticipated will undertake work in that category to arrive at the estimated total time costs attributable to that category of work on the case. We have then divided that estimated total by the estimated number of hours to arrive at what is known as a blended hourly charge out rate for that category of work. The sum of all the estimates for the different categories of work is the total estimated time costs to undertake all the necessary work on the case. Again, we have then divided that estimated total by the estimated number of hours to arrive at a blended hourly charge out rate for the case as a whole.</p>			
The hourly charge out rates that will be used on this case are:		£	
Partner – appointment taker		295.00	
Senior Manager		250.00	
Manager		190.00	
Supervisor/Senior Administrator		175.00	
Case Administrator		150.00	
Cashier		150.00	
Support staff		100.00	
ADMINISTRATION			
Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £

	Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.	11.00	2,765.00	
	Setting up physical/electronic case files (as applicable).	1.50	265.00	
	Setting up the case on the practice's electronic case management system and entering data.	2.00	315.00	
	Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment (as applicable).	5.70	1,065.00	
	Obtaining a specific penalty bond.	1.25	207.50	
	Seeking decisions from creditors and members (as applicable).	12.50	2,712.50	
	Dealing with all routine correspondence and emails relating to the case.	12.00	2,385.00	
	Opening, maintaining and managing the office holder's estate bank account (delete if not applicable).	5.00	850.00	
	Creating, maintaining and managing the office holder's cashbook.	2.00	300.00	
	Undertaking regular bank reconciliations of the bank account containing estate funds.	4.00	800.00	
	Reviewing the adequacy of the specific penalty bond on a quarterly basis.	3.70	734.00	
	Undertaking periodic reviews of the progress of the case.	15.50	3,262.50	
	Overseeing and controlling the work done on the case by case administrators.	3.00	690.00	
	Preparing, reviewing and issuing statutory reports to creditors and members (as applicable).	55.00	11,885.00	
	Filing returns at Companies House and/or Court (as applicable).	2.50	465.00	
	Preparing and filing VAT returns (delete if not applicable).	2.25	362.50	
	Preparing and filing Corporation Tax returns (delete if not applicable).	1.25	212.50	
	Seeking closure clearance from HMRC and other relevant parties.	1.75	282.50	
	Preparing, reviewing and issuing final reports to creditors and members (as applicable).	14.00	3,195.00	
	Filing final returns at Companies House and/or Court (as applicable).	2.00	463.75	
		-	-	

		-	-	
		-	-	
		-	-	
	Total:	157.90	£33,217.75	£210.37
	INVESTIGATIONS			
	Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £
	Recovering the books and records for the case.	4.00	820.00	
	Listing the books and records recovered.	4.00	640.00	
	Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act (delete if not applicable).	13.00	2,515.00	
	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.	8.50	1,787.50	
	Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors	6.50	1,167.50	
		-	-	
		-	-	
		-	-	
		-	-	
	Total:	36.00	£6,930.00	£192.50

	REALISATION OF ASSETS			
	Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £
	Arranging suitable insurance over assets..	1.50	397.50	
	Regularly monitoring the suitability and appropriateness of the insurance cover in place.	0.70	163.00	
	Corresponding with debtors and attempting to collect outstanding book debts.	4.00	840.00	
	Liaising with the bank regarding the closure of the account.	1.00	220.00	
	Instructing agents to value known assets.	5.00	1,340.00	
	Liaising with agents to realise known assets.	30.00	7,500.00	
	Instructing/Liaising with solicitors to assist in the realisation of assets.	14.00	3,455.00	
	Registering a caution in respect of freehold property owned by the debtor/company (where applicable).	-	-	
	Obtaining details from mortgagees about debts secured over the debtor's/company's freehold/leasehold property (where applicable).	-	-	
	Determining the joint owner's/spouse's interest in the freehold/leasehold matrimonial home (delete if not applicable).	-	-	
	Instructing solicitors to assist in the realisation of the freehold/leasehold property (where applicable).	6.00	1,530.00	
	Liaising with the secured creditors over the realisation of the assets subject to a mortgagee or other charge.	1.50	397.50	
	Meeting/Liaising with interested parties	12.00	2,730.00	
	ROT Matters	6.50	1,407.50	
		-	-	
		-	-	
	Total:	82.20	£19,980.50	£243.07

	TRADING			
	Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £
	Obtaining appropriate information about the business and preparing/updating a business plan and cash flow forecasts.	3.00	795.00	
	Arranging and monitoring suitable insurance for the business	1.75	418.75	
	Setting up suitable systems and controls in respect of purchases and sales for the business	0.50	125.00	
	Liaising with staff	8.00	1,805.00	
	Setting up a new RTI registration for the business with HMRC and submitting relevant information in respect of wages and salaries paid	-	-	
	On site Monitoring and controlling the day to day trading of the business.	3.00	682.50	
	Monitoring compliance with Health and Safety obligations in respect of the business	1.50	397.50	
	Liaising with Solicitors and Agents where appropriate	2.30	581.00	
	Liaising with Customers re ongoing trade (on and off site)	-	-	
	Liaising with Suppliers/Third Parties re ongoing trade (on and off site)	-	-	
	Meetings with Management	3.00	795.00	
	Total:	23.05	£5,599.75	£242.94
	The blended rate for Trading is higher than the average blended rate as this work has been conducted by senior management due to the nature of this element of the assignment.			
	CREDITORS			

	Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £
	Obtaining information from the case records about employee claims.	10.00	1,690.00	
	Completing documentation for submission to the Redundancy Payments Office.	8.50	1,645.00	
	Corresponding with employees regarding their claims.	37.00	7,195.00	
	Liaising with the Redundancy Payments Office regarding employee claims.	8.50	1,547.50	
	Dealing with creditor correspondence, emails and telephone conversations regarding their claims.	41.50	7,420.00	
	Maintaining up to date creditor information on the case management system.	13.90	2,445.00	
	Issuing a notice of intended dividend and placing an appropriate gazette notice.	1.50	245.00	
	Reviewing proofs of debt received from creditors, adjudicating on them and formally admitting them for the payment of a dividend.	20.50	3,167.50	
	Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.	7.50	1,095.00	
	Calculating and paying a dividend to creditors, and issuing the notice of declaration of dividend.	8.00	1,582.50	
	Paying tax deducted from the dividends paid to employees.	2.75	512.50	
	Liaising with Secured/HP Creditors	3.50	777.50	
		-	-	
		-	-	
		-	-	
	Total:	163.15	£29,322.50	£179.73

	GRAND TOTAL FOR ALL CATEGORIES OF WORK	462.30	£95,050.50	£205.60

Time Entry - Detailed SIP9 Time & Cost Summary

K3C - Kirkpatrick Limited
From: 16/04/2020 To: 08/06/2020
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 : Administration & Planning	0.00	2.50	2.50	2.50	7.50	1,349.00	179.73
102 : Administrative set-up	0.00	0.00	0.50	0.30	0.80	119.00	148.75
103 : Appointment notification	0.20	0.00	0.70	0.00	0.90	192.00	213.33
104 : Maintenance of records	0.00	1.80	0.00	0.10	1.90	458.00	241.05
105 : Statutory reporting	1.20	8.60	11.80	2.60	24.20	4,954.00	204.71
107 : Case Monitoring	1.00	0.60	0.90	1.30	3.80	720.00	189.47
Administration & Planning	2.40	13.60	18.40	7.10	39.50	7,792.00	197.27
500 : Creditors	1.50	1.00	1.80	2.50	6.80	1,234.50	181.54
501 : Communication	0.00	0.00	4.30	0.00	4.30	817.00	190.00
502 : Claims inc. emp. prefs	0.00	3.50	14.20	0.00	17.70	3,573.00	201.86
Creditors	1.50	4.50	20.30	2.50	28.80	5,624.50	195.30
300 : Realisation of assets	4.00	8.70	0.00	0.00	12.70	3,355.00	264.17
301 : Ident, securing, insuring	3.40	19.90	1.60	0.00	24.90	6,282.00	252.29
302 : ROT	0.00	0.00	2.80	0.00	2.80	532.00	190.00
303 : Debt collection	0.00	0.00	0.60	0.00	0.60	114.00	190.00
304 : Sale of prop, bus and ess	8.20	24.30	20.50	0.00	53.00	12,389.00	233.75
305 : Legal matters	0.00	2.80	0.00	0.00	2.80	700.00	250.00
Realisations of Assets	15.60	55.70	25.50	0.00	96.80	23,372.00	241.45
401 : Management of operations	3.00	0.00	0.00	0.00	3.00	885.00	295.00
403 : On-going employee issues	1.20	0.00	16.20	0.00	17.40	3,432.00	197.24
Trading	4.20	0.00	16.20	0.00	20.40	4,317.00	211.62
Total Hours	23.70	73.80	78.40	9.60	185.50	41,105.50	221.59
Total Fees Claimed						0.00	

DETAILS OF ROUTINE WORK TO BE UNDERTAKEN IN THE ADMINISTRATION AND SUBSEQUENT LIQUIDATION

Work for which the Administrator is seeking to be remunerated on a time basis:

1. Administration & Planning

- Preparing the documentation and dealing with the formalities of appointment.
 - Writing a report that takes account of statutory requirements and the requirements of Statements of Insolvency Practices.
 - Preparing schedules of work done to date and work proposed and explaining them to Creditors in the report.
 - Assessing the possible action that might be required to recover assets and considering the likely cost of that action.
 - Preparing minutes that comply with current Statements of Insolvency Practice and getting them signed by the chairman, together with a formal record of the winding up resolution and a certificate of appointment.
 - Complete internal compliance documentation following appointment.
 - In anticipation of closure and release from office review all case files.
- Statutory notifications and advertising
 - Notifying Companies House of the appointment, including providing copies of the resolution to wind up the company, the statement of affairs and the certificate of appointment.
 - Change registered office at Companies House.
 - Prepare and circulate notice of appointment to all Creditors, Shareholders and other Stakeholders to include HM Revenue & Customs.
 - Liaising with our advertising Agent(s) to ensure statutory notifications are advertised in the appropriate manner.
 - Notify the pension's regulator under current pension statute.
 - Notify the firm's insurance brokers of appointment to arrange cover where appropriate.
- Preparing documentation required.
 - Opening case folder(s).
 - Preparation of statements of insolvency practice checklists, in particular 8 and 9.
 - Preparation and continued review of case checklist to ensure compliance on all statutory and best practice matters.
 - Preparation, completion and review of independence and ethics checklists.
 - Completion of relevant post Liquidation VAT forms for HM Revenue & Customs.
 - Completion of relevant post Liquidation Corporation Tax Forms for HM Revenue & Customs.
- Dealing with all routine correspondence, e mails and telephone calls.
 - Includes correspondence with Creditors, Shareholders and other Stakeholders.
 - Internal correspondence between Insolvency Practitioner, managers and case administrators.
 - Deal with correspondence from Companies House.
 - Dealing with correspondence from HM Revenue & Customs.
 - Ensuring that a member of staff is generally available to deal with telephone queries.
 - Ensuring that email correspondence is dealt with within the Firm's response policy.
- Maintaining physical case files and electronic case details in our computerised systems.
 - Data input of details pertaining to assets and liabilities onto bespoke software system.
 - Input and management of case diary onto bespoke software system.
 - Filing and scanning of electronic and written correspondence to relevant files.

- Dealing with destruction of books and records when required.
- Review and storage.
 - Prepare and complete periodic case reviews, to include review on progression, ethics and independence checks.
 - Liaise with storage Agents in relation to books and records recovered from the Company.
 - Liaise with external review agencies to ensure progression and compliance of case.
 - Case bordereau reviews and maintenance.
 - Preparing Estimated Outcome Statements where required.
 - Adjust insurance cover and bordereau requirements as assets are sold and realised.
- Case planning and administration.
 - Hold internal meetings to discuss case strategy and progression
 - Drafting case notes to ensure strategy remains appropriate.
 - Overseeing and managing work conducted by case administrators.
- Preparing reports to interested parties.
 - Annual progress reports to Creditors, Members and Stakeholders where appropriate.
 - Bespoke reports to Creditor Committee members and secured lenders (where appropriate)
 - Draft and circulation of final report to Creditors, Members and Stakeholders.
 - Convening and holding meetings of Members and Creditors, if requested.
 - Convening and holding meetings of the Creditors' Committee, where appropriate.
- Cashiering
 - Maintaining and managing the Liquidator's cashbook and bank account(s).
 - Preparation and maintenance of cashier file.
 - Open bespoke Liquidation bank account.
 - Review level of turnover on bank account.
 - Invest funds onto deposit accounts, where appropriate.
 - Input of transactional data during the Liquidation.
 - Completion of journals where appropriate.
 - Review bank statements and complete bank reconciliations.
 - Physical banking of cheques to account.
 - Paying costs and expenses from the case account.
 - Assistance with dividend payments to Creditors where appropriate.
 - Chasing cheque clearance on dividends where appropriate.
 - Liaise with the Insolvency Service Account in relation to unclaimed dividends where appropriate.
- Ensuring statutory lodgements and taxation affair obligations are met.
 - Preparation of relevant VAT forms for HM Revenue & Customs.
 - Arranging cancellation of any group registration for VAT.
 - Preparation of relevant Corporation Tax Forms to HM Revenue & Customs.
 - Assistance to HM Revenue & Customs where site visits are required.
 - Preparation of statutory forms to Companies House, to include progress and final reports.
 - Arranging deregistration of VAT with HM Revenue & Customs when appropriate.
 - Preparation of final Corporation Tax return and seeking Tax clearance from HM Revenue & Customs.

2. Creditors

- Dealing with Creditor correspondence, emails and telephone calls.
 - Attendance to queries within Firm policy timescales.
 - Lodging of Creditor claims.
 - Reviewing and adjudicating upon proofs of debts received from Creditors.

- Review of associated company claims to include reconciliation of accounts.
 - Consider prospect of deferment of associated company claims.
 - Review lease related claim.
- Review validity of charges where secured Creditors are involved.
- Maintaining Creditor information within our computerised systems.
- Dividends
 - Sending Notice of Intended Dividend to all Known Creditors.
 - Reviewing file for previous Proof of Debt forms lodged and submitting further Proof of Debt forms received.
 - Agreement of Creditor Claims
 - Calculation of Unsecured Dividend.
 - Declaration and distribution of Unsecured Dividend
 - Transfer of unclaimed dividend to Insolvency Service Unclaimed Dividends fund.
- Preparing reports to Creditors and other interested parties.
 - Preparation and circulation of statutory reports to Creditors, Members and Stakeholders.
 - Preparation of bespoke Estimated Outcome Statements where appropriate.

3. Investigations

- Review and storage of books and records.
 - Liaise with Directors to obtain Company books and records and notify Directors of their duties and powers.
 - Review bank statements for material/suspicious transactions.
 - Analyse and reconcile transactions with Company's accounting system.
 - Review transactions with associated companies or connected persons.
 - Conduct investigations into suspicious transactions.
 - Liaise with Company's former and current accountants to obtain detailed accounting information.
 - Reconcile movements from last prepared accounts to date of Liquidation.
 - Request information from Creditors, Members and Stakeholders regarding Company's affairs and accuracy of claims.
 - Consider validity of charges.
 - Enquiries of current and former officers and key employees of the Company.
 - Liaise with HM Revenue & Customs departments to reconcile transactions and accuracy of claims.
 - Make enquiries with other Crown departments (DVLA, Land Registry, Insolvency Service) as part of standard enquiries into assets and previous conduct.
 - Completion of investigation checklist in accordance with the requirements of Statements of Insolvency Practice.
- Preparing a report pursuant to the Company Directors Disqualification Act (Not in a Members Voluntary Liquidation)
 - Complete online report to the Insolvency Service within 3 months of appointment.
- Reviewing books and records to identify any transactions or actions a Liquidator may take against a third party in order to recover funds for the benefit of Creditors.
 - Review redemption of purchase of own shares.
 - Matters that could bring rise to a summary remedy for misfeasance and misapplication of property.
 - Consider wrongful and/or fraudulent trading.
 - Consider Transactions at and Undervalue.
 - Consider Preferences.
 - Consider all other statutory remedies.

4. Trading – Onsite Supervision

- General supervision of trading in Administration.
- Liaise with Solicitors and Agents where required and consider regulatory requirements.
- On site attendance to deal with all ad hoc ongoing matters.
- Meetings with employees to identify and recover personal belongings
- Meetings with interested parties and Agent and his staff
 - Consider ROT claims and allow on site attendance.
- Employees.
 - Engagement and assistance in dealing with Employee claims and liaising the Redundancy Payments Service
- Premises and Contents
 - Ensure premises are secure.
 - Liaise and agree security patrols with external party.
 - Insure premises and contents on a going concern basis.
 - Liaise with utility suppliers to agree ongoing provision of services.

5. Realisation of Assets

- Sale of Business and/or Tangible Assets
 - Dealing with interested parties.
 - Agree and execute Non-Disclosure Agreements.
 - Various email and telephone exchanges with interest parties re business and assets.
 - Provide salient information where required.
 - Introduce to third parties where appropriate.
 - Meetings on site with interested parties, where applicable.
 - Liaise with agents to follow up interest.
 - Dealing with Third Parties
 - Liaising with finance companies and keeping them update on current interest regarding their assets.
 - Discussing potential interest with customer base.
 - Dealing with Solicitors and Agents
 - Instruct Agent to consider value of assets.
 - Consider valuation report and discuss/agree best method of realisation.
 - Various email and telephone exchanges with agent re interested parties and how to best proceed.
 - Consider feedback provided to agent on interest received.
 - Meetings with Agent to consider alternative realisation strategies.
 - If applicable, consider offers for purchase of business and/or tangible assets and agree sale (subject to Agent advice).
 - Instruct Solicitors to deal with business and/or asset sale if deemed appropriate.
- Debtors/Prepayments
 - Liaise with Secured Creditor regarding the Debtor Ledger.

Kirkpatrick Limited
Schedule of Joint Administrators' Expenses

Category 1 Disbursement	Amount incurred in reporting period (£)	Amount paid in reporting period (£)	Further Disbursements Expected (£)	Budget c/f (£)
Statutory Advertising	88	88	264	352
Postage	102	Nil	450	552
Redirection of Mail	216	Nil	Nil	Nil
Bond	465	Nil	Nil	465
Veriphy Search	16	Nil	Nil	16
Total	887	88	714	1,385

Category 2 Disbursement	Amount incurred in reporting period (£)	Amount paid in reporting period (£)	Further Disbursements Expected (£)	Revised Budget (£)
Storage & Destruction of Records	Nil	Nil	2,500	2,500
Mileage	90	Nil	180	270
Total	90	Nil	2,680	2,770

Kirkpatrick Limited (In Administration)
Joint Administrators' Professional Costs

Firm	Scope	Agreed fee structure	Professional Fees Incurred in period covered by progress report (£)	Professional Fees Paid in period covered by progress report (£)	Further Fees Expected to be incurred (£)	Budget c/f (£)
Lewis Onions Solicitors	To provide validity advice to the Administrators' appointment as well as ad hoc legal advice with regards to the.	Time costs and disbursements	1,572	Nil	18,428	20,000
Gordon Brothers Europe	Assistance with securing, valuing, marketing and disposal of Company assets.	Time costs and disbursements	8,618	Nil	6,382	15,000
Sanderson Weatherall	Assistance with the valuation and marketing of the Freehold Properties	Fixed Fee of 1.75% plus disbursements limited to £2,000	1,572	Nil	*16,875	16,875
Totals			11,762	Nil	41,685	51,875

* Sanderson Weatherall fee is based on estimated sale price of £850,000

There may be other professional fees to be incurred as the assignment evolves but these cannot be estimated under the current circumstances. Creditors will be advised accordingly.