

The Insolvency Act 1986

Administrator's progress report

Name of Company
Harlow and Milner Limited

Company number
00330619

In the
High Court of Justice, Chancery Division,
Leeds District Registry

[full name of court]

Court case number
632 of 2011

(a) Insert full name(s) and
address(es) of the
administrator(s)

I / We (a) Richard Kenworthy of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street Leeds LS1 2HJ and Julian Pitts of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square Toronto Street Leeds

Administrator of the above company attach a progress report for the period

(b) Insert dates

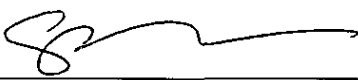
from

to

(b) 16 September 2015

(b) 15 March 2016

Signed


 Joint / Administrator(s)

Dated

5/5/2016

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Begbies Traynor (Central) LLP

Fourth Floor, Toronto Square, Toronto Street, Leeds LS1 2HJ

Tel Number 0113 244 0044

Fax Number 0113 244 5820

DX Number

When you have completed and signed this form please send it to the Registrar of Companies at

Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff



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COMPANIES HOUSE

SATURDAY

The affairs, business and property of the Company are being managed by the joint administrators, who act as the Company's agents and without personal liability

Harlow and Milner Limited (In Administration)

Progress report

Period. 16 September 2015 to 15 March 2016

Important Notice

This progress report has been produced to comply with our statutory duty to report to creditors on the progress of the administration. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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1 INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Harlow and Milner Limited (In Administration)
"the administration"	The appointment of administrators under Schedule B1 to the Insolvency Act 1986 on 13 May 2011
"the administrators" "we" "our" and "us"	Richard Kenworthy of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ and Julian Pitts of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ And previously Peter Sargent, formerly of Begbies Traynor (Central) LLP, 36 Clare Road, Halifax, HX1 2HX
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency Rules 1986 (as amended)
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act), and (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Insolvency Act 1986

2. COMPANY INFORMATION

Trading name(s)	
Date of Incorporation	10 August 1937
Company registered number	00330619
Company registered office	4th Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ

3 DETAILS OF APPOINTMENT OF ADMINISTRATORS

Date of administrators' appointment	Peter Sargent & Julian Pitts 13 May 2011
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Richard Kenworthy 5 November 2015

Date of administrators' resignation

Peter Sargent 5 November 2015

Court

High Court of Justice, Chancery Division, Leeds District Registry

Court Case Number

632 of 2011

Person(s) making appointment / application

Richard Milner (as director of the company)

Acts of the administrators

The administrators act as officers of the court and as agents of the Company without personal liability. Any act required or authorised under any enactment to be done by an administrator may be done by any one or more persons holding the office of administrator from time to time.

EC Regulation on Insolvency Proceedings

The EC Regulation on Insolvency Proceedings (Council Regulation (EC) No 1346/2000) applies to these proceedings which are 'main proceedings' within the meaning of Article 3 of the Regulation.

4. PROGRESS DURING THE PERIOD

Attached at Appendix 1 is our abstract of receipts and payments for the period from 16 September 2015 to 15 March 2016.

Creditors may recall from our previous report that the principal remaining matter is the collection of contract debts and retentions. As previously reported, the QS instructed to assist with the recovery of these debts had advised that the first recoveries should have been expected between June and August 2012. It was anticipated that the collection process should not exceed 15 months.

Claims by the employers for ongoing remedial works and snagging delayed collection and no debtors or retentions had been collected. In his report of June 2015, the QS estimated the total potential recoveries from the 5 outstanding contracts amounted to £116,681.

Contract name	Best per June 2015 report	Worst
Headingley Hall - Westward Care (completed)	56,327.16	NIL
Pennington Court - Westward Care (completed)	NIL	NIL
Westgate Wakefield - Dean River Holdings (completed)	36,168.00	NIL
Smithies Lane, Barnsley - Berneslai Homes	24,186.76	NIL
Town Street, Beeston - Mountco Developments (completed)	uncertain	NIL
Total	116,681.92	NIL

The QS recommended proceeding by way of adjudication as there appeared little prospect of recovery under the performance bond. Applications to the adjudicator were made in January in respect of the Smithies Lane and Wakefield Westgate contracts.

Collection of Wakefield Westgate contract debt has failed as the Employer (Dean River Holdings) is itself in administration and there is no prospect of any recovery

The only prospect of collection of the Smithies Lane contract rests with Performance Bond but it is not expected that any recovery will be made

It is not intended that a further extension of the Administration will be sought

5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in our progress report for the period 16 September 2013 to 15 March 2014. There have been no additional claims received since then.

Secured creditor

It was originally anticipated that the indebtedness to HSBC Bank Plc would be repaid in full from the fixed charge realisation. The Joint Administrators property agents, GVA, subsequently revised their original valuations downwards and following the sale of all properties and land the bank remain with a significant shortfall on their debt. To date HSBC Bank Plc have been paid an amount of £240,000 from the property sale proceeds under their fixed charge.

Recoveries from debtors will fall under the bank's floating charge and it is now likely that the bank will suffer a shortfall on its debt.

Preferential creditors

If recoveries from contract debts and retentions are in line with expectations we consider that there will be sufficient funds to pay preferential creditors in full. However, to date there have been no debtor realisations. We will review any residual claims of employees once we are in a position to declare a dividend to preferential creditors.

Prescribed Part for unsecured creditors pursuant to Section 176A of the Act

Details of how the prescribed part for unsecured creditors is calculated were provided in our statement of proposals. In our statement of proposals we provided initial calculations of the prescribed part and the Company's net property based upon the existence of a floating charge dated 7 July 2006. However, following additional legal advice from our solicitors we can now confirm that the bank is able to claim its entire floating charge debt under a debenture dated 22 August 1980. It predates 15 September 2003 and therefore the prescribed part of net property rule will be disapplied. Consequently, there is no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property is available for distribution to the unsecured creditors.

Unsecured creditors

Based upon realisations to date and the revised estimated future realisations there will be no prospect of a dividend to the unsecured creditors.

Effect of administration on limitation periods under the Limitation Act 1980

As we have previously confirmed, the Limitation Act 1980 continues to apply to all debts due from the Company. Case law indicates that where a company is in administration, time does not stop running for limitation purposes pursuant to the Limitation Act 1980. If you have any concerns in relation to your claim against the Company becoming time-barred during the course of the administration, we strongly recommend that you seek independent legal advice on the options available to you to prevent this.

6 REMUNERATION & DISBURSEMENTS

Our remuneration has been fixed at the initial meeting of creditors held on 22 July 2011, by reference to the time properly given by us (as administrators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the administration. We are also authorised to draw disbursements, including disbursements for services provided by our firm (defined as category 2 disbursements in Statement of Insolvency Practice 9), in accordance with our firm's policy, details of which accompanied the Statement of proposals for achieving the purpose of administration and which are attached at Appendix 2 of this report.

Our time costs for the period from 16 September 2015 to 15 March 2016 amount to £7,297.00 which represents 28.7 hours at an average rate of £254.25 per hour.

The following further information in relation to our time costs and disbursements is set out at Appendix 2:

- ☐ Narrative summary of time costs incurred
- ☐ Table of time spent and charge-out value for the period 16 September 2015 to 15 March 2016
- ☐ Begbies Traynor (Central) LLP's policy for re-charging disbursements
- ☐ Begbies Traynor (Central) LLP's charge-out rates

To 15 March 2016 we have drawn the total sum of £38,000 on account of our remuneration, against total time costs of £230,738.50 incurred since the date of our appointment. In addition to the time costs information disclosed at Appendix 2 for the period of this report, our previous progress reports contained details of the time costs we had incurred as at the date of each report.

To 15 March 2016, we have also drawn disbursements in the sum of £2,438.02.

No Category 2 disbursements have been drawn during the period of this report in accordance with the approval obtained.

A copy of 'A Creditors' Guide to Administrators' Fees (E&W) 2010' which provides guidance on creditors' rights on how to approve and monitor an Administrator's remuneration and on how the remuneration is set can be obtained online at www.begbies-traynor.com/creditorsguides. Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

7. ADMINISTRATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3. A cumulative statement of expenses also appears at Appendix 3 which details the expenses incurred since the date of our appointment.

8. ASSETS THAT REMAIN TO BE REALISED

There are 5 outstanding contracts which in June 2015 had been estimated to have a recoverable value of between nil and £116,681. We now estimate that the contracts have no recoverable value.

9. OTHER RELEVANT INFORMATION

Other professionals employed and their costs

On this assignment Chas W Harrison & Son Ltd were instructed to advise with regard to the valuation and disposal of the company's plant and machinery, GVA were instructed to provide valuations and assist in realisation of the Company's assets, Eversheds were instructed to assist with legal advice in respect to the properties and land, the validity of the Joint Liquidator's appointment and the Bank's security, Stellar Construction Consultants Ltd and Stellar Retention Recovery Ltd were instructed to assist in collection of outstanding book debts and retentions. Brocks Accounting Services were instructed to finalise outstanding returns in relation to employee and VAT liabilities. EK Employment Law Consultants Limited was instructed to advise on the employees and to assist the joint administrators with the processing of claims made to the Redundancy Payments Office by former employees of the Company. Finally, Jolliffe Cork LLP, the accountants for Harlow and Milner Limited, were instructed to act on the Joint Administrators' behalf to resolve the tax affairs of the Company. My choice of professional was based on my perception of their experience and ability to perform the work required. I am satisfied that the fees charged by my advisors are reasonable.

Extension of administration

By Order of the Court, the joint administrators' term of office was extended by an initial period of 24 months so as to expire on 12 May 2014. The extension was to enable a sale of the Company's freehold property to be completed and the collection of the contract debts and retentions. As the debtors and retentions remain outstanding a further extension of 24 months was sought on 9 April 2014. By Order of the Court, the joint administrators' term of office has been extended by a further period of 24 months so as to expire on 12 May 2016.

Replacement of Peter Sargent

During the year Peter Sargent left the firm of Begbies Traynor (Central) LLP. Consequently an application was made for an order to transfer his appointment. This order was made on 5 November 2015 and appointed Richard Kenworthy of Begbies Traynor (Central) LLP in replacement of Peter Sargent.

Any creditor of any of the estates mentioned above may, within 21 days of this progress report, apply to the court to vary or discharge the Order.

10. CREDITORS' RIGHTS

Right to request further information

Pursuant to Rule 2.48A of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses (other than pre-administration costs) which have been detailed in this progress report.

Right to make an application to court

Pursuant to Rule 2.109 of the Rules, any secured creditor or an unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred as set out in this progress report are excessive or, the basis fixed for our remuneration is inappropriate.

11. CONCLUSION

The Joint Administrators do not intend to make a further application to extend the Administration. As we are of the view that no recoveries will be made from the contract debts we intend that the Company will exit Administration to dissolution.

We will report again shortly to conclude the administration.

A handwritten signature in black ink, appearing to be 'R Kenworthy', with a long horizontal flourish extending to the right.

R Kenworthy
Joint Administrator

Dated 29 April 2016

ACCOUNT OF RECEIPTS AND PAYMENTS

Period 16 September 2015 to 15 March 2016

Harlow and Milner Limited
(In Administration)
Joint Administrators' Abstract of Receipts & Payments

Statement of Affairs		From 16/09/2015 To 15/03/2016	From 13/05/2011 To 15/03/2016
	SECURED ASSETS		
565,000 00	Freehold Land & Property (various)	NIL	361,323 48
		NIL	361,323 48
	COSTS OF REALISATION		
	Office Holders Fees	NIL	38,000 00
	Office Holders Expenses	NIL	2,438 02
	Legal disbursements	NIL	3,927 00
	Legal Fees	NIL	28,959 50
	Agents/Valuers Fees	NIL	29,203 83
	Employment advice	NIL	570 00
	Asset Valuation	NIL	2,767 98
	Storage	NIL	4,320 34
	Wages	NIL	1,082 08
	Tax/NI deducted from Wages	NIL	486 14
	Accounting/tax advice	NIL	1,846 00
	Rates	NIL	1,297 97
	Auctioneer's fees	NIL	2,400 00
	Post appointment electricity	NIL	521 37
	Insurance of Assets	NIL	2,629 61
		NIL	(120,449 84)
	SECURED CREDITORS		
(478,996 00)	HSBC Bank Plc	NIL	240,000 00
		NIL	(240,000 00)
	ASSET REALISATIONS		
3,920 00	Plant & Machinery	NIL	3,920 00
1,083 00	Office Furniture & Equipment	NIL	1,080 00
224,000 00	Book Debts	NIL	NIL
	Sundry Realisations	NIL	70 59
	Bank Interest Gross	NIL	120 88
	Rates refund	NIL	48 00
	Electricity refund	NIL	45 00
		NIL	5,284 47
	COST OF REALISATIONS		
	Legal Fees (1)	NIL	3,089 13
	Accountancy fees	NIL	1,750 00
	Re-Direction of Mail	NIL	27 20
	Statutory Advertising	NIL	674 17
		NIL	(5,540 50)
	PREFERENTIAL CREDITORS		
(31,804 90)	Employees re Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(485,262 15)	Trade Creditors	NIL	NIL
(283,490 87)	Employees	NIL	NIL
(12,000 00)	Directors - R Milner	NIL	NIL
(139,249 06)	HM Revenue & Customs - PAYE	NIL	NIL
(34,756 52)	HM Revenue & Customs - VAT	NIL	NIL

Harlow and Milner Limited
(In Administration)
Joint Administrators' Abstract of Receipts & Payments

Statement of Affairs		From 16/09/2015 To 15/03/2016	From 13/05/2011 To 15/03/2016
(44,271 00)	Milner Investments - Landlord	NIL NIL	NIL NIL
(50,020 00)	DISTRIBUTIONS Ordinary Shareholders	NIL NIL	NIL NIL
(765,847.50)		NIL	617.61
	REPRESENTED BY Floating Charge Account		617 61 617.61



Richard Kenworthy
Joint Administrator

TIME COSTS AND DISBURSEMENTS

- a Begbies Traynor (Central) LLP's charging policy,
- b Narrative summary of time costs incurred
- c Table of time spent and charge-out value for the period from 16 September 2015 to 15 March 2016 and
- d Cumulative table of time spent and charge-out value for the period from 13 May 2011 to 15 March 2016

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance¹ requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. Best practice guidance² requires that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below.

EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Best practice guidance classifies expenses into two broad categories:

- ❑ *Category 1 disbursements (approval not required)* - specific expenditure that is directly related to the case usually referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- ❑ *Category 2 disbursements (approval required)* - items of incidental expenditure directly incurred on the case which include an element of shared or allocated cost and which are based on a reasonable method of calculation.

(A) The following items of expenditure are charged to the case (subject to approval):

- Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 (London £150) per meeting,
- Car mileage is charged at the rate of 45 pence per mile,
- Storage of books and records (when not chargeable as a *Category 1 disbursement*) is charged on the basis that the number of standard archive boxes

¹ Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales

² *ibid* 1

- held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates,
- (B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 disbursement*

- Telephone and facsimile
- Printing and photocopying
- Stationery

BEGBIES TRAYNOR CHARGE-OUT RATES

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions. The rates applying to the Halifax office as at the date of this report are as follows

	Standard 1 May 2011 – until further notice Regional
Partner	395
Director	345
Senior Manager	310
Manager	265
Assistant Manager	205
Senior Administrator	175
Administrator	135
Trainee Administrator	110
Support	110

Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

Time is recorded in 6 minute units

Harlow and Milner Limited

SUMMARY OF TIME COSTS AND EXPENSES

This summary, which should be read in conjunction with the Time Costs Analysis for the period of the report attached, is intended to provide sufficient information to enable the body responsible for the approval of our fees to consider the level of our fees and expenses in the context of the case

What work has been done in the period of the report, why was that work necessary and what has been the financial benefit (if any) to creditors?

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details> Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached. There is an analysis for the period of the report and also an analysis of time spent on the case since the date of our appointment. The details below relate to the work undertaken in the period of the report only. Our previous reports contain the costs of the work undertaken since our appointment.

General case administration and planning

It is a requirement for a liquidator to maintain records to demonstrate how the case was administered and to document the reasons for any decisions that materially affect the case. Throughout the period the general strategy followed was, in conjunction with the appointed Quantity Surveyor, to collect the outstanding contract debts.

During the period Peter Sargent left Begbies Traynor and his insolvency appointments have been transferred to other appointment takers in the firm. The transfer of the appointments has necessitated time to be spent on each of these cases dealing with the appointment of the replacement liquidator.

Compliance with the Insolvency Act, Rules and best practice

In the period tasks have been undertaken which do not relate to the progression of the case but are a requirement of the legislation governing liquidations and best practice guidance which we are required to follow.

In order to comply with best practice regulations we are required to keep a detailed diary of the work done by us and what is pending. It is this firm's practice to carry out a case review at 6 monthly intervals. As detailed above it is our statutory duty to keep up to date a detailed diary of the work we have done and of any work pending. Furthermore we are required to formally review our conduct periodically in order to comply with best insolvency practice.

We are required to report to members and creditors on a six monthly basis.

Investigations

Our investigation work was completed in previous periods.

Realisation of assets

During the period we have corresponded with the appointed QS in an attempt to obtain payment from the 5 contract debts due to the Company.

Trading

No Trading has been undertaken in the period (or since appointment)

Dealing with all creditors' claims (including employees), correspondence and distributions

During the period we have provided the Secured Creditor with a formal report (the bank require reporting quarterly) and we have also issued our progress report for the previous 6 month period

Other matters which includes meetings, tax, litigation, pensions and travel

We have dealt with the submission of the annual corporation tax return for the Company

Time Costs Analysis

An analysis of time costs for the period of the report is attached showing the time spent by each grade of staff on the different types of work involved in the case, and giving the total costs and average hourly rate charged for each work type. An additional analysis is also attached which details the time costs for the entire period for which we have administered the case.

Please note that each analysis provides details of the work undertaken by us and our staff following our appointment only.

Expenses

Details of all of the expenses incurred in the period of this report and also since the date of our appointment are attached at appendix 3.

Category 2 Disbursements

No Category 2 disbursements and disbursements which should be treated as Category 2 disbursements have been charged to the case in accordance with the resolution obtained in relation to disbursements since our last report to creditors.

Why have subcontractors been used?

Subcontractors were used as they were perceived to be able to deal with aspects of the case more efficiently. Details of other professionals used have been provided in our progress report.

What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to creditors?

General case administration and planning

We are now proceeding to close this Administration.

It is a continuing requirement that we keep active control of the case and maintain records which evidence how the case was administered and to document the reasons for any decisions taken.

Compliance with the Insolvency Act, Rules and best practice

It is an ongoing requirement to comply with the requirements of the Insolvency legislation. In particular we will be required to produce a final report and file information with the Registrar of Companies and

court/ We must also ensure that the case is adequately bonded (insured) Company records that have been retained will need to be stored and then destroyed

Investigations

No further investigation work is required

Realisation of assets

We have concluded that the remaining contract debts are not realisable

Dealing with all creditors' claims (including employees), correspondence and distributions

There is no prospect of any distribution being made to any class of creditor from floating charge assets
A distribution has been made previously from fixed charge realisations

Should we receive any enquiries from creditors we will deal with this appropriately

Other matters which includes meetings, tax, litigation, pensions and travel

We will file a final tax return for the Administration period

How much will this further work cost?

The work required to close the Administration may incur further time costs of approximately £2,000
However as the funds available in the case are limited none of this additional time will result in a further fee being drawn

Expenses

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are as follows

Postage	120
Copying	20
Storage & Destruction of records	1,100

Staff Grade	Partner	Director	Snr Mgr	Mgr	Asst Mgr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning		2.2				4.0			6.2	1,299.00	209.52
	Administration		1.2				3.8	0.2	0.5	5.7	1,004.00	176.14
	Total for General Case Administration and Planning		3.4				7.8	0.2	0.5	11.9	2,303.00	193.03
Compliance with the Insolvency Act, Rules and best practice	Appointment											0.00
	Banking and Bonding	0.2							0.2	0.4	101.00	252.50
	Case Closure											0.00
Investigations	Statutory reporting and statement of affairs						2.6			4.9	1,144.50	233.57
	Total for Compliance with the Insolvency Act, Rules and best practice	0.2	2.3				2.6		0.2	6.3	1,245.50	235.00
	CDDA and investigations											0.00
Realisation of assets	Total for Investigations											0.00
	Debt collection						0.1			4.2	1,428.00	340.00
	Property business and asset sales											0.00
Trading	Retention of Third/Party assets											0.00
	Total for Realisation of assets		4.1				0.1			4.2	1,428.00	340.00
	Trading											0.00
Dealing with all creditors claims (including employees) correspondence and distributions	Total for Trading											0.00
	Secured	1.5	4.1							5.6	2,007.00	358.39
	Others		0.1							0.1	34.50	345.00
Other matters which includes meetings, tax, litigation pensions and travel	Creditors committee											0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions	1.5	4.2							5.7	2,041.50	358.16
	Meetings											0.00
Total time cost by staff grade	Other											0.00
	Tax		0.3				1.3			1.6	279.00	174.38
	Legislation											0.00
Total time cost by staff grade	Total for Other matters		0.3				1.3			1.6	279.00	174.38
	Total hours by staff grade	1.7	14.3				11.8	0.2	0.7	28.7		
	Total time cost by staff grade	671.60	4,933.50				1,593.00	22.00	77.00	7,297.00		
Total fees drawn to date £	Average hourly rate £	395.00	345.00	0.00	0.00	0.00	135.00	110.00	110.00			254.25
	Total fees drawn to date £										38,000.00	

Staff Grade	Partner	Director	Snr Mgr	Mgr	Asst Mgr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	8.7	3.1	0.1	39.6		19.6		8.7	77.8	17 559.00	225.89
	Administration	16.9	10.5	8.5	13.5		58.4	1.5	274.4	383.7	50 473.50	131.54
	Total for General Case Administration and Planning	23.6	13.6	8.6	53.1		78.0	1.5	283.1	461.5	68 032.50	147.42
Compliance with the Insolvency Act, Rules and best practice	Appointment	0.5			4.6				5.1	10.2	1 722.50	168.87
	Banking and Bonding	0.2			0.5				1.3	2.0	289.50	148.75
	Case Closure											0.00
Investigations	Statutory reporting and statement of affairs	4.4	10.2	6.9	18.8		67.4		57.8	185.5	26 525.00	180.27
	Total for Compliance with the Insolvency Act, Rules and best practice	5.1	10.2	6.9	23.9		67.4		64.2	177.7	28 547.00	160.65
	CDOA and investigations	0.6		0.1	2.4		0.6		4.3	8.0	1 438.00	179.75
Realisation of assets	Total for investigations	0.6		0.1	2.4		0.6		4.3	8.0	1 438.00	179.75
	Debt collection	12.3	17.7	2.1	22.6		20.1		10.3	85.1	20 936.50	246.02
	Property business and asset sales	38.5		17.3	43.1		14.6		8.2	121.7	34 455.00	283.11
Trading	Retention of Third/Third party assets				10.8				1.5	12.3	2 952.00	240.00
	Total for Realisation of assets	50.8	17.7	19.4	76.5		34.7		20.0	219.1	68 343.50	266.29
	Trading											0.00
Dealing with all creditors Claims (including employees), correspondence and distributions	Total for Trading											0.00
	Secured	1.5	18.8	10.9	13.7		74.3			119.2	24 118.50	202.34
	Others	15.5	2.2	11.9	88.5		45.4	1.8	12.1	157.4	35 876.00	227.93
Other matters which includes meetings tax, litigation pensions and travel	Creditors committee											0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions	17.0	21.0	22.8	82.2		119.7	1.8	12.1	278.8	59 994.50	216.90
	Meetings	3.0		0.1	4.6		0.2		1.6	9.5	2 558.00	269.26
	Other	1.0	0.5	1.8	15.6		19.0		1.4	39.3	7 908.50	201.23
	Tax	3.1	0.7	1.1	1.0		12.2			18.1	3 719.00	205.47
	Litigation	0.5								0.5	197.50	395.00
	Total for Other matters	7.6	1.2	3.0	21.2		31.4		3.0	67.4	14 383.00	213.40
	Total hours by staff grade	104.7	63.7	60.8	259.3		331.8	3.3	388.7	1 210.3		
	Total time cost by staff grade	41 356.50	21 976.50	18 448.00	68 714.50		44 793.00	363.00	34 687.00		230 738.50	
	Average hourly rate £	395.00	345.00	310.00	265.00	0.00	135.00	110.00	89.70			190.85
	Total fees drawn to date £										38 000.00	

STATEMENT OF ADMINISTRATORS' EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
Storage	C W Harrison & Son	590 01	0	590 01
Bond	Marsh	60 00	0	60 00
Expenses incurred with entities within the Begbies Traynor Group (<i>for further details see Begbies Traynor Charging Policy</i>)				

STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Legal Fees	Eversheds	32,665 44
Legal disbursements	Eversheds	3,927 00
Statutory advertising	TMP (UK) Ltd	674 17
Storage	C W Harrison & Son	7,577 96
Bond	Marsh	380 00
Photocopying	Begbies Traynor	311 70
Postage	Begbies Traynor	1,073 24
Room Hire	Cedar Court - Wakefield	218 33
Agents / Valuers Fee	GVA / Merryweathers	29,203 83
Auctioneers Fees	Pugh	2,400 00
Accountancy / Tax	Jolliffe Cork / Brocks	3,596 00
Employment Advice	EK Employment Law	570 00
Photocopying	Begbies Traynor	311 70
Post Redirection	Royal Mail	27 20
Insurance of Assets	Oval	2,629 61
Property Rates	Rotherham MBC	1,297 97
Utility Supplies	E-on	512 37