

LIQ03

Notice of progress report in voluntary winding up



Companies House

FRIDAY



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03/01/2020

#128

COMPANIES HOUSE

1 Company details

Company number 0 1 4 7 9 8 8 6

Company name in full Callan Management Organisation Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Frank

Surname Wessely

3 Liquidator's address

Building name/number 81 Station Road

Street Marlow

Post town Bucks

County/Region

Postcode S L 7 1 N S

Country

4 Liquidator's name ①

Full forename(s) Chris

Surname Newell

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 81 Station Road

Street Marlow

Post town Bucks

County/Region

Postcode S L 7 1 N S

Country

② Other liquidator

Use this section to tell us about
another liquidator.

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6 Period of progress report

From date	^d 1	^d 1	^m 1	^m 1	^y 2	^y 0	^y 1	^y 8
To date	^d 1	^d 0	^m 1	^m 1	^y 2	^y 0	^y 1	^y 9

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X 

X

Signature date

^d 0	^d 2	^m 0	^m 1	^y 2	^y 0	^y 2	^y 0
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LIQ03

Notice of progress report in voluntary winding up



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 **Kerry Whalley**

Company name **Quantuma LLP**

Address
81 Station Road
Marlow

Post town **Bucks**

County/Region

Postcode **S L 7 1 N S**

Country

DX

Telephone **01628 478100**



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



Important information

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



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

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

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Callan Management Organisation Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 11/11/2018 To 10/11/2019 £	From 11/11/2015 To 10/11/2019 £
	SECURED ASSETS		
286,126.00	Rent Bond	NIL	NIL
		NIL	NIL
	SECURED CREDITORS		
(2,949,020.00)	Landlord	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Bank Interest Gross	1.43	56.53
6,809.00	Cash at Bank	NIL	5,475.16
NIL	Inter Company Loans (CSL)	NIL	10,000.00
	Rates Refund	NIL	30,730.69
NIL	Short Leasehold	NIL	NIL
		1.43	46,262.38
	COST OF REALISATIONS		
	Accountancy Fee	NIL	4,500.00
	Agents Fees	NIL	NIL
	Insurance of Assets	NIL	219.00
	Legal Fees (1)	NIL	1,250.00
	Office Holders Fees	NIL	28,045.00
	Payroll Fee	NIL	45.00
	Photocopying	NIL	45.50
	Postage	NIL	43.53
	Pre app Advertising	NIL	75.00
	Pre app Travel	NIL	15.02
	Property Agents Fee & Disbs	NIL	10,016.01
	Specific Bond	NIL	135.00
	Stationery	NIL	22.00
	Statutory Advertising	NIL	150.00
	Storage Costs	950.00	950.00
	Travel Costs	NIL	52.51
		(950.00)	(45,563.57)
	PREFERENTIAL CREDITORS		
(5,070.00)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(26,253.00)	Employee Arrears, Notice & Redundan	NIL	NIL
(2,000.00)	HMRC	NIL	NIL
(33,790.00)	Inter Company Loans (CEG)	NIL	NIL
(90,024.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(20,000.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(2,833,222.00)		(948.57)	698.81
	REPRESENTED BY		
	Bank 1 Current		491.71
	Vat Receivable		207.10
			698.81

CALLAN MANAGEMENT ORGANISATION LIMITED (IN LIQUIDATION)

THE JOINT LIQUIDATORS' PROGRESS REPORT

2 January 2020

This report has been prepared for the sole purpose of updating the members and creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members and creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Frank Wessely and Chris Newell of Quantuma LLP, 81 Station Road, Marlow, Bucks, SL7 1NS, were appointed Joint Liquidators of Callan Management Organisation Limited on 11 November 2015.

Frank Wessely is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales and Chris Newell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association



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4	OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS
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Appendix 1	Statutory Information
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Appendix 4	Detailed narrative list of work undertaken by the Joint Liquidators during the Review Period

ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Frank Wessely and Chris Newell of Quantuma LLP
"the Company"	Callan Management Organisation Limited (in Liquidation)
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 11 November 2018 to 10 November 2019

1. INTRODUCTION

Introduction

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since our last report dated 10 January 2019.

Given the information previously provided to members and creditors in our earlier reports, we have not included detailed background information in respect of the Company and have focussed on the progress of the Liquidation subsequent to those reports

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the appointment of the Joint Liquidators

Frank Wessely and Chris Newell of Quantuma LLP were appointed Joint Liquidators of the Company on 11 November 2015.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

2. THE PROGRESS OF THE LIQUIDATION

The Joint Liquidators' receipts and payments account

Attached at Appendix 2 is a receipts and payments account covering the Review Period together with a summary of the transactions in the previous Review Period.

The rest of this report describes the key developments in the Liquidation over the Review Period.

We have summarised the main asset realisations during the Review Period and an estimation of the those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately.

Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards

During the Review Period, primarily these tasks have included.

- Drafting and issuing the progress report to creditors;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements,



- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.

Realisation of assets

I would refer creditors to my earlier reports for details of asset realisations.

Estimated future realisations

No further realisations are anticipated.

Payments

Payments are shown on the receipts and payments account at Appendix 2 and are self-explanatory.

Costs incurred but remaining unpaid

During the Review Period, the Joint Administrators have incurred time costs and direct expenses, not all of which have yet been discharged. Further details of these costs are set out below.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured creditors

The Company had granted the following security:

Type of charge	Date created	Beneficiary
Debenture	15 December 2000	HSBC Bank plc

The Company granted a fixed and floating charge to HSBC Bank Plc on 15 December 2000, who was not owed anything on appointment.

Preferential creditors

Preferential claims relating to unpaid holiday pay and wage arrears were estimated at £5,070 in the director's estimated Statement of Affairs. The Joint Liquidators have received claims totalling £3,657 to date.

There are sufficient funds to pay a small dividend to preferential creditors. This dividend will be issued on receipt of the VAT reclaim from HM Revenue & Customs.

Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to:

- 50% of net property up to £10,000,
- Plus, 20% of net property in excess of £10,000.



- Subject to a maximum of £600,000.

As advised above, the Company granted a floating charge to HSBC Bank plc ("HSBC") on 15 December 2000. As there are no sums due to HSBC under their floating charge the prescribed part provisions will not apply.

Unsecured creditors

Unsecured claims were estimated at £2,814,961 in the director's estimated Statement of Affairs and, to date, 11 claims have been received totalling £3,093,197.

There are insufficient asset realisations to pay a dividend to unsecured creditors.

EU Regulations (Whether Proceedings Are Main Proceedings or Territorial)

The Company's centre of main interest was in the UK as their registered office address was Ivy Dene, 43 Mill Way, Grantchester, Cambridge CB3 9ND and their trading address was 133-135 Oxford Street, London, W1D 2HY and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

Further Information

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk/>.

General Data Protection Regulation

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link www.quantuma.com/legal-notices/.

5. THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 6 April 2017 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

Pre-Appointment Costs

A fixed fee of £5,000 was agreed and paid by the Company prior to the Section 98 meeting of creditors.



Joint Liquidators' Remuneration

The basis of the Joint Liquidators' fees for the first 12 months of the liquidation were fixed on 24 December 2015 by postal resolutions considered and approved by creditors as follows:

1. The Joint Liquidators time costs for the first 12 months of the case will not exceed £18,045.00 plus VAT

Further fees in excess of the fees estimate were approved by reason of postal resolutions considered and approved by creditors on 3 February 2017 as follows.

1. That the Joint Liquidators' fees for undertaking any work that becomes necessary in respect of general administration, asset realisations and payment of a dividend to preferential creditors during the period 11 November 2016 to 10 November 2017, will be charged at a fixed fee of £10,000 plus VAT
2. That the Joint Liquidators' fees for undertaking any work that becomes necessary in respect of declaring a dividend to unsecured creditors during the period 11 November 2016 to 10 November 2017, will be charged as a fixed fee of £3,500 plus VAT.
3. That the Joint Liquidators be permitted to recover Category 2 Disbursements plus VAT, as defined in the Schedule of Current Charge Out Rates and Chargeable Disbursements provided to Creditors

In accordance with these resolutions, fees totalling £28,045 plus VAT have been drawn to date.

We believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon us as Joint Liquidators.

Comparison of estimates

The Joint Liquidators' time costs incurred for the first 12 months of the liquidation (whether or not they have been charged to the Liquidation estate) have been compared with the fees estimate and the actual time costs incurred in my progress report dated 9 January 2017.

My fees for the review period were based on a fixed fee agreed by creditors on 3 February 2017. For that reason there is no comparison of estimates for the Review Period

A detailed narrative list of the work undertaken during the Review Period is provided at Appendix 4.

The expenses incurred to date are compared with the original expenses estimate as follows.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 expenses:				
Legal costs – Validity of Charge and Rent Deposit	Nil	Nil	1,250.00	Requirement to instruct was not anticipated at the time of the original fee estimate



Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Agents' and valuers' costs	Nil	Nil	10,816.01	Requirement to instruct was not anticipated at the time of the original fee estimate
Accounting fees	Nil	Nil	4,500.00	Requirement to instruct was not anticipated at the time of the original fee estimate
Advertising	150.00	Nil	150.00	
Insurance	Nil	Nil	219.00	Property insurance required until lease disclaimed
Postage	Nil	Nil	43.53	Listed in estimate as 'other'
Bonding	135.00	Nil	135.00	
Mail redirection	160.00	Nil	Nil	
Payroll fee	Nil	Nil	45.00	Required for P45's to be prepared for employees
Storage costs	Nil	950.00	950.00	
Other Category 1 expenses	150.00	Nil	Nil	
Category 2 expenses:	50.00	Nil	Nil	
Travel Costs		Nil	52.51	
Stationery		Nil	27.46	
Photocopying		Nil	45.50	
TOTAL	645.00	950.00	18,234.01	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements referred to above. Creditors approved the payment of Category 2 disbursements on these bases on 24 December 2015 and 9 January 2017.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the original fees estimate has been exceeded; and
- the original expenses estimate has been exceeded.

The main reason why the fees estimate has been exceeded is due in the most part to the additional time spent on the necessary negotiations with the landlord. However, given the limited realisations in this case to date, the Joint Liquidators do not propose to draw fees in excess of the fees estimate at present. The Joint Liquidators will review the position as regards fees should the situation change.



Other professional costs

Solicitors

As previously advised, Freeths Solicitors were instructed by the Joint Liquidators to advise on appropriate legal matters, specifically the debenture and rent deposit deed. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. No time costs have been incurred for the Review Period. The Solicitors' total time costs from the date of appointment amount to £1,250 and they have been paid in full.

Agents & Valuers

SIA Group Limited were instructed as agents and valuers in relation to the physical assets and the leasehold properties of both this Company and Callan School London. No fees have been incurred or payments made in relation to this instruction.

CBRE Limited were instructed to assist in negotiations with the landlord concerning the dilapidations claim. Their fee has been agreed at £10,000 plus disbursements plus VAT. This has been paid in full.

Accountants

The Paris Partnership was instructed to assist in matters related to the Company obligations due under its leasehold commitments, including assisting in the negotiated settlement of liabilities due to the landlords. Total costs from the date of appointment amount to £6,250 plus VAT and to date £4,500 plus VAT has been paid

All professional costs are reviewed and analysed before payment is approved.

Creditors' right to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' right to challenge remuneration and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

Future of the Liquidation

Once the dividend to preferential creditors has been paid, the Joint Liquidators will seek their release from office by issuing their final account to members and creditors.



Should you have any queries in regard to any of the above please do not hesitate to contact Kerry Whalley on 01628 478100 or by e-mail at kerry.whalley@quantuma.com

Frank Wessely
Joint Liquidator

APPENDIX 1**CALLAN MANAGEMENT ORGANISATION LIMITED
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	Callan Management Organisation Limited
Trading Address	133-135 Oxford Street, London, W1D 2HY
Proceedings	In Liquidation
Date of Appointment	11 November 2015
Joint Liquidators	Frank Wessely Chris Newell Quantuma LLP 81 Station Road, Marlow, Bucks, SL7 1NS
Registered office Address	c/o Quantuma LLP 81 Station Road, Marlow, Bucks, SL7 1NS
Company Number	01479886
Incorporation Date	18 February 1980

APPENDIX 2

**CALLAN MANAGEMENT ORGANISATION LIMITED
(IN LIQUIDATION)**

**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT
AS AT 10 NOVEMBER 2019**

Callan Management Organisation Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts and Payments

RECEIPTS	Statement of Affairs (£)	From 11/11/2015 To 10/11/2018 (£)	From 11/11/2018 To 10/11/2019 (£)	Total (£)
Rent Bond	286,126.00	0.00	0.00	0 00
Short Leasehold	NIL	0.00	0.00	0 00
Inter Company Loans (CSL)	NIL	10,000.00	0.00	10,000.00
Rates Refund		30,730.69	0.00	30,730.69
Cash at Bank	6,809.00	5,475.16	0.00	5,475.16
Bank Interest Gross		55.10	1.43	56.53
		46,260.95	1.43	46,262.38
PAYMENTS				
Landlord	(2,949,020.00)	0 00	0.00	0.00
Specific Bond		135.00	0.00	135.00
Office Holders Fees		28,045.00	0.00	28,045.00
Accountancy Fee		4,500.00	0.00	4,500.00
Property Agents Fee & Disbs		10,016.01	0.00	10,016.01
Legal Fees (1)		1,250.00	0.00	1,250.00
Payroll Fee		45.00	0.00	45.00
Photocopying		45.50	0.00	45 50
Postage		43.53	0.00	43 53
Travel Costs		52.51	0.00	52.51
Storage Costs		0.00	950.00	950.00
Stationery		22 00	0.00	22.00
Statutory Advertising		150 00	0.00	150 00
Insurance of Assets		219 00	0.00	219 00
Pre app Travel		15.02	0.00	15.02
Pre app Advertising		75.00	0.00	75.00
Employee Arrears/Hol Pay	(5,070.00)	0.00	0.00	0.00
Trade & Expense Creditors	(90,024.00)	0.00	0.00	0.00
Employee Arrears, Notice & Redundancy	(26,253 00)	0 00	0 00	0.00
Inter Company Loans (CEG)	(33,790 00)	0.00	0.00	0.00
HMRC	(2,000 00)	0.00	0.00	0.00
Ordinary Shareholders	(20,000.00)	0.00	0.00	0.00
		44,613.57	950.00	45,563.57
Net Receipts/(Payments)		1,647.38	(948.57)	698.81
MADE UP AS FOLLOWS				
Bank 1 Current		1,630.28	(1,138.57)	491.71
VAT Receivable / (Payable)		17.10	190.00	207.10
		1,647.38	(948.57)	698.81

APPENDIX 3

**CALLAN MANAGEMENT ORGANISATION LIMITED
(IN LIQUIDATION)**

**SCHEDULE OF THE JOINT LIQUIDATORS' TIME COSTS DURING THE REVIEW PERIOD AND
THE WHOLE PERIOD OF THE LIQUIDATION**

Time Entry - SIP9 Time & Cost Summary

6000850 - Callan Management Organisation Limited
Project Code POST
From 11/11/2018 To 10/11/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.92	1.50	2.80	3.20	8.42	1,561.95	185.50
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.00	2.10	2.10	278.50	132.62
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	1.00	0.70	2.15	3.85	597.50	155.19
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.92	2.50	3.50	7.45	14.37	2,437.95	169.66
Total Fees Claimed						0.00	

Time Entry - SLP9 Time & Cost Summary

6000850 - Callan Management Organisation Limited
Project Code POST
To 10/11/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	8.72	18.77	41.05	39.20	107.74	18,375.20	170.55
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.40	0.30	1.40	17.45	19.55	2,647.25	135.41
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	5.10	12.00	22.70	4.35	44.15	8,975.00	203.28
Investigations	0.50	1.10	18.70	0.00	20.30	3,502.50	172.54
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	2.95	15.70	8.30	0.00	26.95	6,232.50	231.26
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	17.67	47.87	92.15	61.00	218.69	39,732.45	181.68
Total Fees Claimed						28,045.00	

APPENDIX 4

CALLAN MANAGEMENT ORGANISATION LIMITED (IN LIQUIDATION)

DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING THE REVIEW PERIOD

Description of work undertaken	Includes
ADMINISTRATION & PLANNING	
Maintaining electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 6 month intervals.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax returns and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
EMPLOYMENT	
ERA - maintaining documentation and dealing with the ERA including employee claims	
Dealing with Pension Enquiries	Corresponding with the PPF and the Pensions Regulator
Annual Progress Reports	Preparing, circulating and filing progress reports Disclosure of sales to connected parties
CASHERING	
Maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments as appropriate
Dealing with deposit forms	Banking remittances as appropriate
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates £
Partners	345.00 - 525.00
Senior Manager	265.00 – 395.00
Manager	210.00 - 295.00
Assistant Manager	195.00 – 280.00
Senior Administrator	185.00 – 270.00
Administrator	160.00 – 185.00
Assistant Administrator	105.00
Case Accountant	135.00