

AM10

Notice of administrator's progress report



Companies House

WEDNESDAY



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A21

24/05/2017

#262

COMPANIES HOUSE

1 Company details

Company number 0 1 7 4 7 4 0 6

Company name in full Charter Construction Plc

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Hayley

Surname Maddison

3 Administrator's address

Building name/number The Old Brewhouse

Street 49-51 Brewhouse Hill

Post town St Albans

County/Region Hertfordshire

Postcode A L 4 8 A N

Country

4 Administrator's name ①

Full forename(s)

Surname

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other administrator

Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

6 Period of progress report

From date	d	0	d	8	m	1	m	1	y	2	y	0	y	1	y	6
To date	d	0	d	7	m	0	m	5	y	2	y	0	y	1	y	7

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date	d	2	d	3	m	0	m	5	y	2	y	0	y	1	y	7
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AM10

Notice of administrator's progress report



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	Laura Taylor
Company name	Maidment Judd
Address	The Old Brewhouse 49-51 Brewhouse Hill
Post town	St Albans
County/Region	Hertfordshire
Postcode	A L 4 8 A N
Country	
DX	
Telephone	01582 469700



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

**Charter Construction Plc
(In Administration)
Administrator's Trading Account**

Statement of Affairs £	From 08/11/2016 To 07/05/2017 £	From 08/11/2016 To 07/05/2017 £
POST APPOINTMENT SALES		
Calshot Street	107,839.80	107,839.80
Ilford Shopping Centre	195,935.71	195,935.71
Gilwell Park	29,250.00	29,250.00
Wimbledon	67,886.10	67,886.10
	<u>400,911.61</u>	<u>400,911.61</u>
PURCHASES		
Ilford Shopping Centre	6,666.66	6,666.66
	<u>(6,666.66)</u>	<u>(6,666.66)</u>
OTHER DIRECT COSTS		
Sub Contractors	83,571.21	83,571.21
Direct Labour	21,150.98	21,150.98
Direct Expenses	334.38	334.38
	<u>(105,056.57)</u>	<u>(105,056.57)</u>
TRADING EXPENDITURE		
Indirect Labour	124,886.98	124,886.98
Rents	3,080.18	3,080.18
Travel	222.79	222.79
Insurance	4,562.79	4,562.79
Professional Fees	425.00	425.00
Bank Charges	250.54	250.54
Sundry Expenses	1,455.40	1,455.40
Vehicle Running Costs & Car Park Pas	525.00	525.00
Mobile Phone Line Rental	468.34	468.34
CIS	160.00	160.00
PAYE/NIC	69,620.36	69,620.36
Pension	30,608.41	30,608.41
Website	150.00	150.00
Office Supplies	190.87	190.87
Internet	183.49	183.49
Staff Expenses	4,250.62	4,250.62
Employee Benefits	2,860.87	2,860.87
IT Support and Server Maintenance	133.00	133.00
	<u>(244,034.64)</u>	<u>(244,034.64)</u>
TRADING SURPLUS/(DEFICIT)	<u>45,153.74</u>	<u>45,153.74</u>

Charter Construction Plc
(In Administration)
Administrator's Summary of Receipts & Payments

Statement of Affairs £	From 08/11/2016 To 07/05/2017 £	From 08/11/2016 To 07/05/2017 £
ASSET REALISATIONS		
Furniture & Equipment	2,020.00	2,020.00
Book Debts	10,477.62	10,477.62
Cash at Bank	120,499.68	120,499.68
Refunds	400.87	400.87
Bank Interest Gross	125.44	125.44
Trading Surplus/(Deficit)	45,153.74	45,153.74
	<u>178,677.35</u>	<u>178,677.35</u>
COST OF REALISATIONS		
Specific Bond	840.00	840.00
Administrators Fees	20,000.00	20,000.00
Administrators Travel Expenses	187.81	187.81
Agents/Valuers Fees	1,200.66	1,200.66
Legal Fees	800.00	800.00
Stationery & Postage	341.77	341.77
IT Professional Services	1,570.00	1,570.00
Storage Costs	150.00	150.00
Re-Direction of Mail	175.00	175.00
Statutory Advertising	68.25	68.25
Bank Charges	231.00	231.00
	<u>(25,564.49)</u>	<u>(25,564.49)</u>
	<u>153,112.86</u>	<u>153,112.86</u>
REPRESENTED BY		
Vat Receivable		23,726.06
Bank 1 Current		169,679.35
Trade Creditors		(2,156.49)
Vat Payable		(38,136.06)
		<u>153,112.86</u>


 Hayley Maddison
 Administrator

CHARTER CONSTRUCTION PLC – IN ADMINISTRATION

PROGRESS REPORT OF THE ADMINISTRATOR

UNDER RULE 18.6 OF THE INSOLVENCY RULES (ENGLAND & WALES) 2016

FOR THE PERIOD 8TH NOVEMBER 2016 TO 7TH MAY 2017

1. GENERAL MATTERS

- 1.1 Charter Construction Plc ('the company') was placed into administration on the 8th November 2016 and I was appointed administrator by the directors on application to the High Court under Paragraph 22(2) of Schedule B1 of the Insolvency Act 1986, (No. 7292 of 2016). The director who made the application was Mohammed Fazly Wahab of 1-9 St Anns Road, Harrow, Middlesex, HA1 1LQ.
- 1.2 The company's registered office is now at The Old Brewhouse, 49-51 Brewhouse Hill, Wheathampstead, St Albans, Hertfordshire, AL4 8AN and the company's registered number is 01747406. Notice of my appointment was given to all known creditors on the 10th November 2016. My proposals as administrator were issued to creditors on 20th December 2016 and subsequently approved by way of a resolution by correspondence on 10th January 2017.
- 1.3 In accordance with Paragraphs 3(1) to 3(4) of Schedule B1 of the Insolvency Act 1986 the administrator of a company must perform his functions with the objective of –
 - (a) rescuing the company as a going concern, or
 - (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), or
 - (c) realising property in order to make a distribution to one or more secured or preferential creditors.
- 1.4 Subject to paragraph 1.6, the administrator of a company must perform his functions in the interest of the company's creditors as a whole.
- 1.5 The administrator must perform his functions with the objective specified in sub-paragraph 1.3(a) unless he thinks either –
 - (a) that it is not reasonably practicable to achieve that objective, or
 - (b) that the objective specified in sub-paragraph 1.3(b) would achieve a better result for the company's creditors as a whole.
- 1.6 The administrator may perform his functions with the objective specified in sub-paragraph 1.3(c) only if –
 - (a) he thinks that it is not reasonably practicable to achieve either of the objectives specified in sub-paragraph 1.3(a) and (b), and
 - (b) he does not unnecessarily harm the interests of the creditors of the company as a whole.

2. CURRENT POSITION AND TRADING DURING THE ADMINISTRATION

- 2.1 My proposals dated 20th December 2016 set out the various contracts and trading position from the date of my appointment as administrator to that date and I do not intend to repeat in this report the information provided therein. My proposals included a possibility of proposing a Company Voluntary Arrangement (CVA) subject to the ongoing successful trading in the administration. As set out in my letter to all creditors dated 20th March 2017, in early January 2017 it became apparent that a CVA would no longer be viable.
- 2.2 Subsequent to issuing my proposals the 'ongoing contract' which is now able to be named as Calshot Street, became problematic due to the client de-scoping part of the works. Considerable discussions and meetings took place with client and the directors to discuss the continuation of the contract, which proved positive. However, in early January 2016 it became apparent that further works were proposed to be de-scoped by the client. On that basis it was not viable to continue with the contract due to significantly reduced profitability and the requirement for material outlays that the company's cash flow could not meet.
- 2.3 Negotiations were therefore entered into with the client which resulted in payment of all works carried out during administration without deduction for both this contract and an un-started contract (Wimbledon) in exchange for a detailed handover of the contract back to the client.
- 2.4 Following the cessation of the contract at Calshot Street, a CVA for the company was no longer viable and therefore all of the company's remaining employees were made redundant on 11th January 2017 and the company's premises were vacated on 12th January 2017.
- 2.5 Since the vacation of the trading premises and employee redundancies, I have continued to trade the company in respect of the completion of the Unfinished contract, which can now be named as Ilford Shopping Centre, SU1, with the assistance of a director who has been retained on a consultancy basis. Works are now complete and awaiting sign off by the client. There may be a requirement to return to site to attend to a couple of minor issues.
- 2.6 In addition to the above the outstanding debtors and retentions have continued to be pursued and with the assistance of the retained director snagging works have been arranged to be carried out in respect of the retentions. This work continues and realisations in this regard are expected shortly. I arranged for an independent review to be carried out in relation the outstanding book debts and retentions by Acasta Consulting Limited, specialists in construction insolvencies. Their report indicates potential realisation in this regard to be in the range of between £169,000 and £746,000.

- 2.7 A summary of the trading position to the date of this report, as per the enclosed account, is as follows:

Sales: £400,911.61

Expenses: £355,757.87

Profit: £ 45,153.74

- 2.8 The above expenses include payments totalling £11,493.02 which have been made to subcontractors in respect of carrying out snagging works relating to the outstanding retentions at LSE Passfield Hall and Gilwell Park. These amounts will be credited back to the trading account upon receipt of the retention, with the net realisation being detailed as an asset realisation separate from the trading account.
- 2.9 There is also a further payment due to be made to a sub-contractor in respect of Ilford Shopping Centre, SU1 of £1,500 once the client has signed off the works. The amounts included in the sales figure for Ilford Shopping Centre and Calshot Street include amounts which were invoiced by the company prior to the administration but have been allocated as a post-administration sale due to the fact that the recovery of these amounts was only possible following continuation of the contracts in administration. The trading expenses incurred directly relate to the trading which in turn led to the recovery of these sums.
- 2.10 There is likely to be further invoices that will be required to be paid in relation to the trading expenses which have not yet been received, for example from utility companies. Therefore the final trading profit is not yet able to be established, however I expect it to be approximately £50,000 as estimated previously.
- 2.11 The trade creditors included within the trading expenses include invoices not yet received and the pension deductions in respect of the fortnightly paid employees which have yet to be paid across to the pension provider due to allocation references being awaited from the pension provider. All pension deductions have been paid to the pension providers in relation to the monthly paid staff.
- 2.12 The Redundancy Payments Office have now also paid the pre-administration unpaid pension contributions to the relevant pension providers.
- 2.13 The company's saleable physical assets, being office furniture and equipment, were collected from the company's premises prior to vacation by independent agents, W&H Peacock of Bedford, and were subsequently sold via public auction realising the sum of £2,020.
- 2.14 The book debts of £10,477.62 relate to the debtor amounts which were paid directly to the company's bank account following my appointment as administrator, as detailed in my proposals. These amounts have now been transferred from the company's bank account to the administration bank account.
- 2.15 As advised previously, the cash at bank represents the funds held by the company and transferred to the administration bank account upon my appointment.
- 2.16 A refund was received from Harrow Council in respect of business rates.

- 2.17 Bank interest in respect of funds held in the administration of £125.44 has also been received.
- 2.18 Legal fees of £800.00 plus VAT have been paid to Dentons UKMEA LLP Solicitors in connection with my appointment as administrator.
- 2.19 An amount of £1,570 plus VAT was paid to Ardentia Consulting Limited as IT professional services in respect of carrying out a full back up of the company's cloud based email accounts for all personnel which is of paramount importance in relation to the information required to collect the outstanding book debts and retentions.
- 2.20 A receipts and payments account is attached to this report which shows the trading account separately. The total balance held in respect of the Administration, at the date of this report is £169,679.35. All amounts shown on the attached statement are shown net of VAT.
- 2.21 The purpose of the administration under paragraph 3(1) of Schedule B1 (a) of the Insolvency Act 1986 will not be achieved, namely rescuing the company as a going concern as a result of a CVA no longer being viable, for the reasons detailed above. However the administration has achieved a better result than would have been likely if the company had been wound up immediately as defined by paragraph (b). This is due to the profit generated from the trading under administration as well as being able to complete the Ilford Shopping Centre contract and carry out snagging works thereby maximising retention recoveries.
- 2.22 The approved proposals of the administration stated that the company will be placed into liquidation in accordance with Paragraph 83 of Schedule B1 of the Insolvency Act 1986 following the finalisation of all matters relating to the administration. Therefore, this will take place before the automatic end of the administration (12 months from the date of administration). It is likely that the outstanding book debts and retentions will continue to be collected once the company enters liquidation as many of the retentions, and the book debts in relation to the terminated contracts, will not fall due / be able to be pursued for over a further 12 months.
- 2.22 I have carried out an investigation into the affairs of the company, conduct of the directors and reasons for failure. Where an administrator's investigations disclose any matters relating to directors conduct, he is required to make a report to the Insolvency Service at the Department for Business, Energy & Industrial Strategy, who consider whether or not to take proceedings. Such reports are confidential, and an administrator is not permitted to disclose to creditors or any other party the contents of such report. I can confirm however that my investigation took account of all matters brought to my attention by creditors.
- 2.23 All creditors' claims received have been processed and you should have received my confirmation if you have lodged a claim. If you have not received confirmation, or have yet to lodge a claim and wish to do so, please contact me as soon as possible. I attach a list of creditors' claims received in the administration to date.

3. ADMINISTRATION FEES AND EXPENSES

- 3.1 My fees as administrator were approved on a time cost basis by a resolution of the company's unsecured non-preferential creditors by correspondence on the 10th January 2017 as per the time cost estimate provided of £150,347.43 plus VAT which acted as a cap. As this estimate was exceeded creditors subsequently approved resolutions by correspondence on 7th April 2017 in respect of my excess time costs of £15,771.04 plus VAT to 19th March 2017 and a further time cost estimate of £44,690.50 plus VAT from 20th March 2017 to the conclusion of the administration. A full explanation of the reasons for exceeding the original time cost estimate and for the addition estimated was provided in my letter to all creditors dated 20th March 2017.
- 3.2 My time costs incurred from the date of my appointment as administrator to the date of this report amount to £184,033.04 plus VAT representing a total of 641 hours, of which £20,000 plus VAT has been drawn to date. I attach a copy of my schedule of time costs to the date of this report, broken down under the relevant headings, all amounts are shown exclusive of VAT.
- 3.3 I also attach a schedule of my time costs incurred for the period from 20th March 2017 (the date the further time cost estimate was provided to creditors) to the date of this report. 80.92 hours have been spent amounting to £17,914.57 plus VAT as against the additional approved estimate of £44,690.50 to the conclusion of the administration.
- 3.3 The work undertaken in dealing with the administration to date includes high level involvement in the company's trading matters by virtue of meetings, discussions and negotiations with the client and the directors; reviewing cash flow forecasts and revised cash flow forecasts, assessing the viability of a company voluntary arrangement; dealing with the employees and employee redundancies, assistance with their claims for redundancy entitlements, queries, pension payments and claims, expenses; dealing with independent agents regarding clearance of the premises and realisation of physical assets, liaising with the landlord; review and case planning due to constantly changing circumstances of the company's trading etc.
- 3.4 Further trading work has been undertaken since the vacation of the trading premises and employee redundancies in respect of the completion of the Ilford Shopping Centre project, including; liaising with the retained director to co-ordinate the works, dealing with suppliers and sub-contractors including arranging payments, liaising with the project manager etc.
- 3.5 Work that has been carried out in respect to the debtors and retentions includes; frequent liaisons with the retained director regarding defects, clients, costs to rectify, likely realisations etc; dealing and negotiations with subcontractors to carry out works; arranging for the company's emails and server to be fully backed up to ensure all information in relation to the contracts is retained and available, liaising with clients, invoicing etc.
- 3.6 A substantial amount of work has also been carried out in dealing with the company's 500+ creditors, more of which have been engaged in the process than originally envisaged and additional time has been spent in responding to creditors enquiries and assisting them with the submission of their claims. The company's books and records are

extensive, the majority of which are paper based and consisted of over 50 boxes which have been archived, taking considerably more time than originally envisaged.

- 3.7 The work undertaken has required extensive involvement of three senior staff, two of which at manager level, due to the complex matters arising throughout the course of trading, and subsequently, it was therefore appropriate to use staff with the necessary skill, knowledge and experience to carry out the required work and frequent decision making.
- 3.8 Below are details of the expenses incurred during the period of this report as against the previously reported estimate of likely expenses to be incurred:

Category 1 Expenses	Estimate	Paid	Incurred (unpaid)	Reasons for Excess
Legal fees	£750.00	£800.00	-	£50 Court Fees disbursement
Other legal fees	£6,000.00	-	-	-
Travel	£180.00	£187.81	-	Negligible difference
Statutory Advertising	£136.50	£68.25	-	-
Specific Bond	£840.00	£840.00	-	-
Stationery & Postage	£1,596.66	£341.77	£217.44	-
Agents/Valuers fees	-	£1,200.66	-	Paid from asset sale proceeds
IT Professional Services	-	£1,570.00	-	Unforeseen expense
Storage Costs	-	£150.00	-	Books & records collection
Re-direction of Mail	-	£175.00	-	Following office vacation
Bank Charges	-	£231.00	-	Immediate trading payments

- 3.9 I enclose a copy of this firm's charging policy. A creditors' guide to administrators fees can be found at:
<http://www.maidmentjudd.co.uk/creditors-guides>

4. CREDITORS' RIGHTS

- 4.1 Any reference to a Rule in the below statements relate to a rule in the Insolvency (England & Wales) Rules 2016.
- 4.2 A creditor may make a request in writing to the administrator for further information about the remuneration and expenses set out in this report, under Rule 18.9. Such a request, or an application to the court for permission, must be made or filed with the court within 21 days of receipt of this notice.
- 4.3 A creditor, under Rule 18.9, refers to a secured creditor, an unsecured creditor with concurrence of at least 5% in value of the unsecured creditors (including the creditor in question) or any unsecured creditor with the permission of the court.
- 4.4 A creditor may make an application to Court on the grounds that the remuneration or expenses set out in this report are excessive, under Rule 18.34. Such an application must be made within 8 weeks of receipt of this notice, and may be made if a creditor believes

the remuneration charged or expenses incurred are in all the circumstances excessive, or the basis of remuneration fixed is inappropriate.

- 4.5 A creditor, under Rule 18.34, refers to a secured creditor, an unsecured creditor with concurrence of at least 10% in value of the unsecured creditors (including that creditor) or any unsecured creditor with the permission of the court.

5. CONCLUSION OF THE ADMINISTRATION AND DIVIDEND PROSPECTS

- 5.1 The administration shall continue whilst the retention snagging works are carried out, where it is beneficial to do so, in order to maximise realisations. As the report carried out by Acasta Consulting Limited indicates potential realisations in respect of book debts and retentions to be in the region of between £169,000 and £746,000, it is likely that there will be sufficient realisations to enable a distribution to the company's non-preferential unsecured creditors and therefore the company will be placed into creditors' voluntary liquidation to facilitate this before the automatic end of the administration, as per my approved proposals.
- 5.2 As some of the retentions will not fall due for some time and book debts will not be able to be pursued until over 12 months in some cases (due to the termination of contracts), collections will continue during the liquidation until sufficient funds have been realised to enable a distribution to non-preferential creditors to take place. I am unable to advise of the timing or quantum of such distribution at the present time.
- 5.3 The company's preferential creditors will receive payment in full of the amounts owed prior to any distribution to the company's non-preferential creditors. The distribution to preferential creditors will take place during the administration if sufficient funds are realised from the retentions prior to placing the company into liquidation, otherwise this distribution will take place when sufficient funds have been realised during the liquidation.
- 5.4 The company does not have any secured creditors.
- 5.5 My final report of the administration will follow at the end of the administration period and commencement of the liquidation.



H Maddison MIPA, MABRP
Administrator

**Administrators act as agent of the company over which they are appointed
at all times and without personal liability.**

Date: 23rd May 2017

Case name	Charter Construction Plc
Appointed by	High Court of Justice
Court No:	No. 7292 of 2016
Office Holder	H Maddison MIPA, MABRP
Firm	Maidment Judd
Address	The Old Brewhouse 49-51 Brewhouse Hill Wheathampstead St Albans Herts AL4 8AN
Telephone	01582 469700
Reference	4445
Type of Appointment	Administration
Date of Appointment	8 th November 2016

Category 2 Disbursements

In accordance with the Statement of Insolvency Practice 9, the amounts paid or payable to the office holder's firm or to any other party in which the office holder or his firm or any associate has an interest in the administration to date (inclusive of VAT) are as follows;


Type & purpose	£
None	Nil

Charter Construction Plc
(In Administration)
Administrator's Trading Account
To 07/05/2017

S of A £	£	£
POST APPOINTMENT SALES		
Calshot Street	107,839.80	
Ilford Shopping Centre	195,935.71	
Gilwell Park	29,250.00	
Wimbledon	67,886.10	
	<hr/>	400,911.61
PURCHASES		
Ilford Shopping Centre	6,666.66	
	<hr/>	(6,666.66)
OTHER DIRECT COSTS		
Sub Contractors		
Calshot Street	9,612.80	
Ilford Shopping Centre	51,967.81	
Putney High School	10,497.58	
LSE Passfield Hall	3,148.00	
Gilwell Park	8,345.02	
Direct Labour	21,150.98	
Direct Expenses	334.38	
	<hr/>	(105,056.57)
TRADING EXPENDITURE		
Indirect Labour	125,018.70	
Rents	3,080.18	
Travel	222.79	
Insurance	4,562.79	
Bank Charges	250.54	
Sundry Expenses	1,455.40	
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Mobile Phone Line Rental	468.34	
CIS	160.00	
PAYE/NIC	69,709.16	
Pension	30,608.41	
Website	150.00	
Office Supplies	190.87	
Internet	183.49	
Staff Expenses	4,250.62	
Employee Benefits	2,860.87	
IT Support and Server Maintenance	133.00	
	<hr/>	(243,830.16)
<hr/>		
TRADING SURPLUS/(DEFICIT)		<hr/> 45,358.22 <hr/>

Charter Construction Plc
(In Administration)
Administrator's Summary of Receipts & Payments
To 07/05/2017

S of A £	£	£
ASSET REALISATIONS		
Furniture & Equipment	2,020.00	
Book Debts	10,477.62	
Cash at Bank	120,499.68	
Refunds	400.87	
Bank Interest Gross	125.44	
Trading Surplus/(Deficit)	45,358.22	
		178,881.83
COST OF REALISATIONS		
Specific Bond	840.00	
Administrators Fees	20,000.00	
Administrators Travel Expenses	187.81	
Agents/Valuers Fees	1,200.66	
Legal Fees	800.00	
Stationery & Postage	341.77	
IT Professional Services	1,570.00	
Storage Costs	150.00	
Re-Direction of Mail	175.00	
Statutory Advertising	68.25	
Bank Charges	231.00	
		(25,564.49)
		153,317.34
REPRESENTED BY		
Vat Receivable		23,641.06
Bank 1 Current		169,458.83
Trade Creditors		(1,646.49)
Vat Payable		(38,136.06)
		153,317.34


 Hayley Maddison
 Administrator

ADMINISTRATOR'S REMUNERATION
NUMERICAL SUMMARY
(EXCLUSIVE OF VAT)
FOR THE PERIOD 8TH NOVEMBER 2015
TO 7TH MAY 2016

CASE NAME

CHARTER CONSTRUCTION PLC - IN ADMINISTRATION

	HOURS SPENT						
	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost £	Average hourly rate
Meeting, correspondence etc with Directors/Client	3.83	24.33	12.08	~	40.24	13,180.86	327.56
Statutory post-appointment work	~	12.00	15.50	2.58	30.08	8,474.58	281.73
Realisation of Assets	0.92	17.08	2.92	3.17	24.09	7,708.33	319.98
Dealing with Creditors	1.50	15.42	40.58	41.51	99.01	21,807.90	220.26
Dealing with Debtors	~	~	10.25	0.67	10.92	3,901.27	357.26
Employee Claims	~	19.84	47.75	~	67.59	18,699.18	276.66
Trading	8.42	130.58	15.50	16.83	171.33	56,895.94	332.08
Investigations	~	0.50	5.92	7.83	14.25	2,738.34	192.16
Insolvency Administration & Planning	8.67	93.33	2.75	44.00	148.75	44,009.97	295.87
Case Review	~	3.33	2.33	1.75	7.41	2,025.01	273.28
Archiving	~	~	~	17.33	17.33	2,360.00	136.18
Book Keeping & Statutory Returns	~	2.83	1.25	5.50	9.58	2,131.66	222.51
Tax Returns	~	~	0.42	~	0.42	100.00	238.10
Total hours, fees, average hourly rate	23.34	319.24	157.25	141.17	641.00	184,033.04	287.10

ADMINISTRATOR'S REMUNERATION
NUMERICAL SUMMARY
(EXCLUSIVE OF VAT)
FOR THE PERIOD 20TH MARCH 2016
TO 7TH MAY 2016

CASE NAME

CHARTER CONSTRUCTION PLC - IN ADMINISTRATION

	HOURS SPENT						
	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost £	Average hourly rate
Realisation of Assets	~	1.25	0.33	~	1.58	536.25	339.40
Dealing with Creditors	~	3.50	3.67	5.92	13.09	3,099.98	236.82
Dealing with Debtors	~	1.50	0.25	~	1.75	607.51	347.15
Employee Claims	~	2.08	5.83	~	7.91	2,305.42	291.46
Trading	~	1.84	0.67	3.00	5.51	1,409.16	255.75
Investigations	~	0.50	0.08	~	0.58	202.50	349.14
Insolvency Administration & Planning	2.67	6.00	0.25	34.83	43.75	8,080.82	184.70
Case Review	~	3.08	~	0.67	3.75	1,222.09	325.89
Archiving	~	~	~	2.00	2.00	290.00	145.00
Book Keeping & Statutory Returns	~	~	~	0.83	0.83	120.84	145.59
Tax Returns	~	~	0.17	~	0.17	40.00	235.29
Total hours, fees, average hourly rate	2.67	19.75	11.25	47.25	80.92	17,914.57	221.39

MAIDMENT JUDD CHARGING POLICY
FOR DISBURSEMENTS AND EXPENSES
EFFECTIVE FROM 1ST DECEMBER 2016

It is this firm's policy to make the following charges for disbursements and expenses in relation to all formal appointments.

CIRCULARS TO CREDITORS

PHOTOCOPYING: 2p per sheet to cover toner and paper at cost.

STATIONERY

- Labels at cost of 1p each.
- Headed paper at cost of 7p per sheet
- Envelopes at cost of 4p each
- Postage actual cost for relevant postal class used.

ROOM HIRE: If the initial meeting of creditors is held at our offices a one off charge of £100 plus VAT is made at the commencement of the case. All subsequent meetings held at our offices during the course of the administration of the case are then not charged.

If the initial meeting of creditors, or any other meeting of creditors, is not held at our office, the cost of the room used will be charged at actual cost, with no uplift being charged. No further charges are made during the course of the administration in respect of any other subsequent meetings held at our offices

TRAVEL

- Motor travel – as per the Inland Revenues' Fixed profit Car Scheme rate applicable at the time of travel
- Rail travel – standard class at actual cost
- Taxi fares – at actual cost
- Car parking – at actual cost

SPECIFIC PENALTY BOND At cost to arrange the mandatory insurance cover required under the Insolvency Act 1986 for each appointment.

INSURANCE OF ASSETS At cost, in relation to specific cover arranged.

SUBSISTENCE: No charge is made by the firm

TELEPHONE/FAX No charge is made by the firm

COMPANY SEARCHES	At cost incurred
BANK CHARGES	At cost incurred
STORAGE CHARGES:	At cost, based upon charges incurred on each specific case.
SOLICITORS/AGENTS INSTRUCTED	At cost based on charge made by solicitors and agents instructed during administration.

The firm has no arrangements with outside providers of services such as storage companies, agents or solicitors.

Agents and subcontractors of the office holder's choosing are engaged on a case subject to the office holder being satisfied that they are competent in dealing with the specific matter and that the charges to be levied by them are fair and reasonable.

All the above costs are subject to amendment by the firm at any time, and if amended will be notified to creditors with the next circular sent to all creditors.

Funds held in an estate will be deposited in accordance with Insolvency Act and Rules or at the discretion of the office holder in either the Insolvency Services account at the Bank of England or at a local bank account specifically opened for each case. Interest earned on the funds held at the rate applicable to an instant access savings account will be paid into each estate.

If the firm's fees are agreed to be paid on a time cost basis, the charge out rates applicable to this type of appointment, per hour, effective from 1st June 2014 exclusive of VAT, are as follows;

	<u>£</u>
Partner	365.00
Manager	365.00
Senior Administrator	240.00
Junior Administrator	200.00
Account Administrator	145.00
Assistants & Support Staff	135.00

Time is recorded in 5 minute units.

It is this firm's policy to only charge for the time of the assistants and support staff where they do a substantial amount of work on a particular case i.e. for the preparation of reports to the court and creditors.

All grades of staff are used on all appointments, with technical and complicated matters being dealt with by partners and managers.

Time spent by assistants and support staff on general correspondence is not charged.

Under insolvency legislation the office holder must comply with certain statutory compliance requirements which may not bring any direct financial benefit to the creditors. These tasks, as applicable, consist of:

- Notifying creditors of the office holder's appointment and other associated formalities including statutory advertising and filing relevant statutory notices at Companies House.
- Opening, maintaining and managing the estate cash book, bank account(s).
- Creation and update of case files on the firm's insolvency software which include company information, creditors, debtors and employees details.
- Securing books and records.
- Complying with statutory duties in respect of the office holder's specific penalty bond.
- Re-direction of mail to the office holder's office.
- Pension regulatory reporting, auto-enrolling whilst trading and auto-enrolment cancellation.
- Completion and filing of the insolvency notice to HM Revenue & Customs.
- Dealing with former employees to provide support and assistance in lodging any claims they may be entitled to make for unpaid wages, holiday pay and other statutory entitlements from the National Insurance Fund and in the insolvency estate.
- Dealing with all post appointment VAT and corporation tax compliance.
- Liaison with secured creditors, obtaining charging documents and validating the security.
- Initial assessment required by Statement of Insolvency Practice 2 and the Company Directors Disqualification Act 1986 (CDDA) including the review of books and records and the identification of potential further assets realisations that may be pursued.
- Filing a statutory return to the Department for Business, Energy & Industrial Strategy under the CDDA.
- Preparing and issuing progress reports to creditors and members.
- Lodging periodic returns with the Registrar of Companies.
- Establishing and holding periodic meetings of the creditors' committee and associated filing formalities (if a committee is appointed).
- Periodic case progression reviews (typically at the end of month 1 and every 3 months thereafter). Although these reviews are not a legal requirement, Regulatory Bodies who monitor the work of the office holder see this task as a best practice requirement with which the office holder is required to comply.

If you have any queries on any of the above, then please do not hesitate to contact
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H Maddison is licensed by the Insolvency Practitioners Association
and is bound by the Insolvency Code of Ethics when carrying out professional work relating
to an insolvency appointment.