

## Liquidator's Progress Report

# S.192

Pursuant to Sections 92A and 104A and 192  
of the Insolvency Act 1986

To the Registrar of Companies

Company Number

01765839

Name of Company

Independent Lift Services Limited

I / We

James Ashley Dowers, Suite 54, 100 Borough High Street, London, SE1 1LB

the liquidator(s) of the company attach a copy of my/our Progress Report  
under section 192 of the Insolvency Act 1986

The Progress Report covers the period from 05/06/2015 to 04/06/2016

Signed



Date

28/7/16

DDJ Insolvency Limited  
Suite 54  
100 Borough High Street  
London  
SE1 1LB

Ref DDJI002/JAD/AJ/IMD

SATURDAY



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30/07/2016

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COMPANIES HOUSE

**Independent Lift Services Limited**  
**(In Liquidation)**  
**Liquidator's Abstract of Receipts & Payments**

Statement of Affairs		From 05/06/2015 To 04/06/2016	From 05/06/2014 To 04/06/2016
	<b>ASSET REALISATIONS</b>		
	Balance transferred from Administratio	NIL	372,105 50
500 00	Plant & Machinery	NIL	NIL
1,000 00	Fixtures and fittings/office equipment	NIL	NIL
40,000 00	Motor Vehicles	NIL	NIL
NIL	Stock	NIL	NIL
NIL	WIP	NIL	NIL
300,000 00	Book Debts	33,598 73	120,465 53
30,000 00	Private Sector Contracts	NIL	NIL
89,390 00	Cash at Bank	NIL	NIL
	Rates Refund	NIL	1,808 92
		<u>33,598 73</u>	<u>494,379 95</u>
	<b>COST OF REALISATIONS</b>		
	Specific Bond	375 00	375 00
	Office Holders Fees	51,267 50	115,305 00
	Office Holders Expenses	418 27	583 69
	Agents/Valuers Fees (1)	5,410 00	5,410 00
	Accountancy Fees	NIL	5,000 00
	Legal Fees (1)	14,351 64	14,351 64
	Corporation Tax	NIL	31 80
	Report Hosting Fee	NIL	24 00
	Stationery & Postage	436 82	656 90
	Storage Costs	25 60	106 00
	Statutory Advertising	71 00	146 82
	Other Property Expenses	NIL	73 91
	Bank Charges	60 00	82 00
		<u>(72,415 83)</u>	<u>(142,146 76)</u>
	<b>PREFERENTIAL CREDITORS</b>		
	Inland Revenue	NIL	285 60
	DE Arrears & Holiday Pay	NIL	10,999 68
(6,800 00)	Employee Holiday Pay	NIL	1,149 20
		<u>NIL</u>	<u>(12,434 48)</u>
	<b>UNSECURED CREDITORS</b>		
(572,486 00)	Trade & Expense Creditors	87,558 13	87,558 13
(188,550 00)	Employees	NIL	NIL
	DE	12,865 15	12,865 15
(288,955 00)	Inland Revenue (PAYE/NI)	63,286 88	63,286 88
(93,748 00)	HM Revenue & Customs (CIS)	NIL	NIL
(213,495 00)	H M Customs & Excise	NIL	NIL
		<u>(163,710 16)</u>	<u>(163,710 16)</u>
<b>(903,144.00)</b>		<b><u>(202,527.26)</u></b>	<b><u>176,088.55</u></b>
	<b>REPRESENTED BY</b>		
	Vat Receivable		7,976 85
	Bank 1 Current		168,111 70
			<u><b>176,088.55</b></u>



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James Ashley Dowers  
Liquidator



28 July 2016

**TO THE CREDITORS AND MEMBERS**

Our ref

JD/AJ/DDJI002/6

When calling please ask for Angela Jarvis  
Direct Dial 0207 863 3913  
Email address [ajarvis@ddjinsolvency.co.uk](mailto:ajarvis@ddjinsolvency.co.uk)

Dear Sirs

**INDEPENDENT LIFT SERVICES LIMITED - IN LIQUIDATION ("the Company")**

Please find attached a copy of my progress report on the liquidation for the year ended 4 June 2016

By way of reminder I was appointed as Liquidator of the Company on 5 June 2014 following the filing of Form 2 34B, Notice of move from Administration to Creditors' Voluntary Liquidation with the Registrar of Companies

If you have any queries regarding this report, please contact Angela Jarvis on 0207 863 3193

Yours faithfully

A handwritten signature in black ink, appearing to be 'JD' followed by a flourish.

**JAMES DOWERS**  
Liquidator

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**DDJ Insolvency Limited.** Licensed Insolvency Practitioners 100 Borough High Street, London SE1 1LB  
Telephone 020 7863 3190 [www.ddjinsolvency.co.uk](http://www.ddjinsolvency.co.uk)

All insolvency practitioners are licensed in the United Kingdom by the ICAEW  
Insolvency practitioners acting as administrative receivers, administrators, or supervisors of voluntary arrangements act as agents for the company or debtor and without personal liability  
Registered office 100 Borough High Street, London SE1 1LB Registered in England No 08897593

# **Liquidator's Annual Progress Report to Creditors & Members**

**Independent Lift Services Limited  
In Liquidation  
28 July 2016**

## **CONTENTS**

- 1 Introduction and Statutory Information
- 2 Realisation of Assets
- 3 Investigations
- 4 Creditors
- 5 Liquidator's Remuneration
- 6 Liquidator's Expenses
- 7 Creditors' Rights
- 8 Next Report

## **APPENDICES**

- A Receipts and Payments Account from 5 June 2015 to 4 June 2016 and Cumulative for the Period from 5 June 2014 to 4 June 2016
- B Time Analysis for the period 5 June 2015 to 4 June 2016
- C Cumulative Time Analysis for the period 5 June 2014 to 4 June 2016
- D Additional Information in relation to Liquidator's fees pursuant to Statement of Insolvency Practice No 9

## **1 Introduction and Statutory Information**

- 1 1 I, James Ashley Dowers of DDJ Insolvency Limited, 100 Borough High Street, London, SE1 1LB, was appointed as Liquidator of Independent Lift Services Limited (the **Company**) on 5 June 2014. This report provides an update on the progress in the liquidation for the year ended 4 June 2016.
- 1 2 The principal trading address of the Company was Units 2A, B & C Barlow Way, Fairview Industrial Park, Rainham, Essex, RM13 8BT.
- 1 3 The registered office of the Company has been changed to DDJ Insolvency Limited, 100 Borough High Street, London, SE1 1LB and its registered number is 01765839.

## **2 Realisation of Assets**

- 2 1 Attached at Appendix A is my Receipts and Payments Account for the period from 5 June 2015 to 4 June 2016 and Cumulative for the period from 5 June 2014 to 4 June 2016.
- 2 2 The information detailed below relates to realisations since 5 June 2015 only and should be read in conjunction with my previous annual report dated 27 July 2015.

### *Debtors*

- 2 3 Following the instruction of solicitors to collect the remaining debtor balance of £63,037 98 debts of £21,537 78 have been realised. The actual recovery from these debtors was £22,463 91 including interest and compensation.
- 2 4 In addition to the above debtors totalling £23,579 38 were written off as uncollectable following advice from my solicitors.
- 2 5 In an attempt to collect the remaining sums my solicitor issued Letters Before Action to 12 debtors totalling £17,920 82. One debtor totalling £498 06 responded showing proof of payment in January 2014. No payments from the remaining 11 debtors were forthcoming.
- 2 6 On 23 February 2016 the Creditors Committee provided sanction to instigate legal action against debtors whose debts were over £1,000. This represented 8 debtors totalling £15,500 34. 3 debtors totalling £1,922 42 were below £1,000 and as such were written off.
- 2 7 As a result of court action my solicitors recovered an additional £10,046 98 from 5 debtors whose debts totalled £11,094 97. It was agreed that the discrepancy be written off.

- 2 8 Of the 3 remaining debtors, 1 further debt of £1,341 55 has been written off as uncollectable  
This is due to insufficient information being held to pursue
- 2 9 The remaining debts of £3,063 82 are due from 2 parties however I have since been advised  
that part of one debt is payable from a third party management company Letters were issued  
to the 3 companies requesting payment following which I was approached by one Debtor for  
£176 89 who provided evidence that the invoice had previously been discharged
- 2 10 One Debtor for £2,018 36 has failed to response and the remaining Debtor of £868 57 has  
responded stating that a payment plan will be required to discharge the debt No details were  
presented in respect of this offer and I am currently in contact with them to discuss
- 2 11 I am currently considering legal action for recovery of the debt of £2,018 36
- Mulalley*
- 2 12 As stated in my report to creditors dated 24 July 2015 Mr Bourke has provided me with  
information stating that the Company was £255,777 71 for the service, repair and callouts  
contract and £200,513 46 for the Major Works and Installations contract Mulalley's believe  
that payment of £49,270 66 is due to the Company across all contracts
- 2 13 Further to the instruction of Robert Pearce Associates ("RPA"), a full review of the available  
records was undertaken by them and they also met with Mr Bourke to consider the position
- 2 14 On 28 July 2015 RPA wrote to Mulalley's requesting payment of the admitted sum due to the  
company of £49,270 66, the outstanding January 2014 application (an amount that was not  
assessed nor paid by Mulalley's) and requested access to their files to assess the remaining  
balance due
- 2 15 Mulalley's have responded stating that they have a cross-claim against the Company however  
have failed to provide fully evidenced particulars of such
- 2 16 RPA, with the assistance of Mr Richard Bourke have subsequently reviewed data taken from  
the Company's maintenance systems in order to provide a full response to the queries raised  
Unfortunately the information does not effectively support the Company's application for  
payment
- 2 17 Mulalley are claiming procedural discrepancies in respect of the Company's service contract  
To date we have been unable to locate the supporting information to challenge the position  
RPA are currently considering the contract between the Company and Mulalley to see if there  
are any alternative avenues to recover the funds
- 2 18 These matters are ongoing with a view to additional recoveries

### 3 Investigations

- 3 1 Following my annual report to creditors dated 27 July 2015 I took steps to obtain sanction of the Creditors Committee to issue an application under S236 of the Insolvency Act 1986 against Richard Mtani ("Mr Mtani") compelling his attendance at interview
- 3 2 A hearing was held on 7 December 2015 at which the Court granted an Order and awarded costs against Mr Mtani
- 3 3 In March 2016 Mr Mtani attended at interview to provide information concerning his role in the Company and the events leading to Liquidation
- 3 4 Since this meeting I have issued a bankruptcy petition against Mr Mtani for non-payment of court costs in relation to the S236 Order gained A hearing was set for 13 June 2016
- 3 5 Since the anniversary of my appointment Mr Mtani issued an application opposing the making of the bankruptcy petition The bankruptcy hearing has been adjourned to August 2016
- 3 6 I have interviewed Richard Bourke ("Mr Bourke") for a second time to obtain additional information following my meeting with Mr Mtani
- 3 7 I have also contacted a Company employee to provide information in respect of the financial dealings of the Company
- 3 8 I have met with my solicitors to discuss potential recovery action My investigations are ongoing

### 4 Creditors

#### *Secured Creditors*

- 4 1 There are no secured creditors in the Liquidation

#### *Preferential Creditors*

- 4 2 A summary of preferential claims is detailed below

Summary of Preferential Claims			
Employee claims	1,434.80	6,800.00	100p in the £
National Insurance Fund	10,999.68		100p in the £

4 3 Preferential creditors were paid in full on 30 September 2014

*Unsecured Creditors*

4 4 At the date of my last annual report to creditors I had received and agreed claims totalling £1,565,164 80 from 76 creditors

4 5 A dividend of 10p in the £ was declared on 1 July 2015 and was issued to unsecured creditors on 24 July 2015

4 6 Since this time an equalising dividend of 10p in the £ was issued to 4 creditors on additional claims totalling £71,936 50

4 7 I anticipate a further dividend to unsecured creditors in approximately 12 months time

**5 Liquidator's Remuneration**

5 1 The Creditors Committee approved that the basis of the Liquidator's remuneration be fixed by reference to the time properly spent by him and his staff in managing the Liquidation

5 2 My time costs for the period from 5 June 2015 to 4 June 2016 are £42,909 50 This represents 135 80 hours at an average rate of £315 98 per hour Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during this period in respect of the costs fixed by reference to time properly spent by me in managing the Liquidation In this period, fees of £51,267 50 plus disbursements of £1,326 69 have been drawn on account

5 3 As you will see from Appendix B the majority of my time in this period has been recorded in the investigations section This predominately consists of time spent on reviewing and issuing a S236 application against Mr Mtani compelling his attendance at interview

5 4 I have been in contact with both solicitors and counsel in respect of contact received from Mr Mtani's wife and reviewed reports of court hearings attended I have also attended meetings to discuss case progression

5 5 I have spent time interviewing Mr Mtani and subsequently Mr Bourke to obtain information regarding the Company's trading activities I have also approached a Company employee for additional information in respect of Mr Mtani's role

5 6 I have liaised with solicitors to issue a statutory demand against Mr Mtani for non-payment of court fees

- 5 7 Finally, I spent time in internal meetings to discuss case progression and potential recovery action
- 5 8 A significant amount of time has also been recorded in the Creditors section This has included time spent in preparing reports to creditors, dealing with proof of debts received, paying an unsecured dividend and paying equalising dividends to creditors who have since claimed in the Liquidation
- 5 9 Significant time has also been spent in meeting with the Creditors Committee to discuss case progression, preparing minutes of these meetings and drafting statutory reports as per my statutory duties
- 5 10 Time recorded in the Realisation of Assets category relates to time spent in reviewing the Liquidator's specific bond together with time spent liaising with my solicitors and agent in respect of ongoing debt collection I have also spent time reviewing correspondence from debtors in order to determine whether realisations can be made
- 5 11 Finally, I have recorded time in the Admin & Planning category This includes time spent dealing with post appointment VAT and CT returns and liaising with the Company director in respect of a further meeting to discuss the Company's trading activities
- 5 12 I have also recorded time for general case administration including filing, email filing, maintenance of the case details on our internal systems and maintenance of the Company's cashbook
- 5 13 Attached at Appendix C is Cumulative Time Analysis which provides details of the activity costs incurred by staff grade from the date of my appointment on 5 June 2014 to 4 June 2016 Total costs incurred to date are £120,929 50 representing 398 20 hours at an average rate of £303 69 per hour
- 5 14 To date, £115,305 plus disbursements of £1,868 41 have been drawn
- 5 15 Attached as Appendix D is additional information in relation to this firm's policy on staffing, the use of subcontractors, disbursements and details of our current charge-out rates by staff grade
-

- 5 16 Since the date of appointment the following Category 2 disbursements have been incurred/drawn

Postage	291 87	291 87	0
Photocopies	344 55	344 55	0
Room Hire	565 00	415 00	150 00

## 6 Liquidator's Expenses

- 6 1 The following expenses have been incurred since my appointment as Liquidator

Moon Beaver Solicitors	Legal Fees	37,660 14	14,351 64	23,308 50
TMP Reynell	Statutory Advertising	75 82	75 82	0
Courts Advertising	Statutory Advertising	71 00	71 00	0
City Sprint	Courier Services	150 69	150 69	0
Various	Travel expenses	10 00	10 00	0
JG Collections	Storage and file retrieval	128 24	106 00	22 24
The Credit Gateway Limited	Document Hosting for Administration Report	24 00	24 00	0
London Borough of Havering	Property Levy	73 91	73 91	0

Haslers	Accountancy Fees	5,000 00	5,000 00	0
JLT	Specific Bond	375 00	375 00	0
Companies House	Company searches	2 00	2 00	0
HM Land Registry	Land searches	6 00	6 00	0
Parcelforce	Courier	20 48	20 48	0
Robert Pearce Associates	Agent Fees	5,000 00	5,000 00	0
QV Forensics Group	Agent Fees	410 00	410 00	0

## **7 Creditors' rights**

- 7 1 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) may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report
- 7 2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive

## **8        Next Report**

- 8 1        I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final progress report ahead of convening the final meeting of creditors

Yours faithfully

A handwritten signature in black ink, appearing to be 'JD' followed by a long horizontal stroke.

**JAMES DOWERS**  
Liquidator

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# Time Entry - Detailed SIP9 Time & Cost Summary

DDJ002 - Independent Lift Services Limited  
From 05/06/2015 To 04/06/2016  
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
203 Post appointment VAT and CT	0.20	1.10	0.00	0.00	1.30	398.50	306.54
205 Dealing with Company Director or Bankrupt	0.00	0.50	0.00	0.00	0.50	152.50	305.00
206 General case administration billing filing diary	7.00	8.50	0.00	7.70	23.20	5,988.00	258.10
<b>Admin &amp; Planning</b>	<b>7.20</b>	<b>10.10</b>	<b>0.00</b>	<b>7.70</b>	<b>25.00</b>	<b>6,539.00</b>	<b>261.56</b>
726 Administration	0.00	0.00	0.00	0.30	0.30	45.00	150.00
<b>Case Specific Matters</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.30</b>	<b>0.30</b>	<b>45.00</b>	<b>150.00</b>
619 Correspondence preparation or reports meetings	2.00	7.00	0.00	0.00	9.00	2,561.00	284.56
620 Dealing with claims and proof of debts	0.00	1.10	0.00	0.00	1.10	291.50	265.00
624 Creditors Committee	6.80	10.60	0.00	0.00	17.40	5,529.00	317.76
625 Planning preparation and payment of dividend	2.70	3.10	0.00	0.00	5.80	1,753.00	302.24
<b>Creditors</b>	<b>11.50</b>	<b>21.80</b>	<b>0.00</b>	<b>0.00</b>	<b>33.30</b>	<b>10,134.50</b>	<b>304.34</b>
307 Information capture correspondence meetings	11.70	13.00	0.00	0.10	24.80	8,467.00	341.41
308 Reheval review and analysis of records	6.60	7.70	0.00	0.00	14.30	4,923.50	344.30
309 Strategic planning and organisation	3.30	3.00	0.00	0.00	6.30	2,086.50	331.19
310 Dealing with solicitors and litigation	7.00	7.00	0.00	0.00	14.00	4,674.00	333.86
311 Statutory Reports	0.00	0.50	0.00	0.00	0.50	132.50	265.00
<b>Investigations</b>	<b>28.60</b>	<b>31.20</b>	<b>0.00</b>	<b>0.10</b>	<b>59.90</b>	<b>20,283.50</b>	<b>339.62</b>
412 Identification securing insuring and bonding	0.20	0.00	0.00	0.00	0.20	79.00	395.00
414 Debtors	12.80	4.30	0.00	0.00	17.10	5,628.50	340.85
<b>Realisation of Assets</b>	<b>13.00</b>	<b>4.30</b>	<b>0.00</b>	<b>0.00</b>	<b>17.30</b>	<b>6,307.50</b>	<b>341.47</b>
<b>Total Hours</b>	<b>60.30</b>	<b>67.40</b>	<b>0.00</b>	<b>8.10</b>	<b>135.80</b>	<b>42,909.50</b>	<b>315.98</b>
<b>Total Fees Claimed</b>						<b>116,305.00</b>	

# Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

DDJ1002 - Independent Lift Services Limited  
From 05/06/2014 To 04/06/2016  
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£) Average Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
202 Set up administration	1 40	4 75	0 00	0 00	6 15	1 741 75	6 15	1 741 75
203 Post appointment VAT and CT	0 20	2 50	0 00	0 00	2 70	768 50	2 70	768 50
204 Pensions administration	0 00	0 25	0 00	0 00	0 25	66 25	0 25	66 25
205 Dealing with Company Director or Bankrupt	0 80	2 80	0 00	0 00	3 70	1 072 50	3 70	1 072 50
206 General case administration billing filing diary	40	17 50	0 00	10 70	49 60	13 716 00	49 60	13 716 00
<b>Admin &amp; Planning</b>	<b>23 90</b>	<b>27 80</b>	<b>0 00</b>	<b>10 70</b>	<b>62 40</b>	<b>17 368 00</b>	<b>62 40</b>	<b>17 368 00</b>
726 Administration	0 00	0 00	0 00	0 30	0 30	45 00	0 30	45 00
<b>Case Specific Matters</b>	<b>0 00</b>	<b>0 00</b>	<b>0 00</b>	<b>0 30</b>	<b>0 30</b>	<b>45 00</b>	<b>0 30</b>	<b>45 00</b>
619 Correspondence, preparation or reports, meetings	9 30	9 30	0 00	0 00	14 60	4 309 00	14 60	4 309 00
620 Dealing with claims and proof of debts	0 90	10 40	0 00	0 00	11 30	3 066 50	11 30	3 066 50
622 Preferential	0 80	0 50	0 00	0 00	1 30	408 50	1 30	408 50
623 Employees ERA Scheme Administration	2 40	4 90	0 00	0 00	7 30	2 126 50	7 30	2 126 50
624 Creditors Committee	15 30	29 20	0 00	0 00	44 50	13 390 50	44 50	13 390 50
625 Planning preparation and payment of dividend	7 40	7 40	0 00	0 00	10 10	2 892 50	10 10	2 892 50
<b>Creditors</b>	<b>27 40</b>	<b>61 70</b>	<b>0 00</b>	<b>0 00</b>	<b>89 10</b>	<b>26 193 60</b>	<b>89 10</b>	<b>26 193 60</b>
307 Information capture correspondence meetings	34 10	34 10	0 00	0 10	86 30	27 986 50	86 30	27 986 50
308 Retrieval, review and analysis of records	23 40	17 90	0 00	0 00	41 30	13 422 50	41 30	13 422 50
309 Strategic planning and organisation	9 50	10 80	0 00	0 00	20 30	6 282 50	20 30	6 282 50
310 Dealing with solicitors and litigation	9 70	9 70	0 00	0 00	19 40	6 321 00	19 40	6 321 00
311 Statutory Reports	0 70	1 00	0 00	0 00	1 70	506 50	1 70	506 50
<b>Investigations</b>	<b>96 40</b>	<b>73 60</b>	<b>0 00</b>	<b>0 10</b>	<b>169 00</b>	<b>64 539 00</b>	<b>169 00</b>	<b>64 539 00</b>
412 Identification, securing insuring and bonding	20	0 30	0 00	0 00	0 50	158 50	0 50	158 50
414 Debtors	24 70	51 30	0 00	0 00	76 00	22 389 00	76 00	22 389 00
415 Other Assets	0 00	0 80	0 00	0 00	0 80	238 50	0 80	238 50
<b>Realisation of Assets</b>	<b>24 90</b>	<b>52 60</b>	<b>0 00</b>	<b>0 00</b>	<b>77 40</b>	<b>22 786 00</b>	<b>77 40</b>	<b>22 786 00</b>
<b>Total Hours</b>	<b>171 60</b>	<b>216 60</b>	<b>0 00</b>	<b>11 10</b>	<b>398 20</b>	<b>120 929 60</b>	<b>398 20</b>	<b>120 929 60</b>
<b>Total Fees Claimed</b>						<b>145 305 00</b>		

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

**Independent Lift Services Limited  
(In Liquidation)**

**Liquidator's Abstract Of Receipts And Payments**

RECEIPTS	Statement of Affairs (£)	From 05/06/2014 To 04/06/2015 (£)	From 05/06/2015 To 04/06/2016 (£)	Total (£)
Balance transferred from Administration		372,105 50	0 00	372,105 50
Plant & Machinery	500 00	0 00	0 00	0 00
Fixtures and fittings/office equipment	1,000 00	0 00	0 00	0 00
Motor Vehicles	40,000 00	0 00	0 00	0 00
Stock	NIL	0 00	0 00	0 00
WIP	NIL	0 00	0 00	0 00
Book Debts	300,000 00	86,866 80	33,598 73	120,465 53
Private Sector Contracts	30,000 00	0 00	0 00	0 00
Cash at Bank	89,390 00	0 00	0 00	0 00
Rates Refund		1,808 92	0 00	1,808 92
Vat Control Account		11,850 11	8,035 83	19,885 94
		<b>472,631.33</b>	<b>41,634.56</b>	<b>514,265 89</b>

**PAYMENTS**


Specific Bond		0 00	375 00	375 00
Office Holders Fees		64,037 50	51,267 50	115,305 00
Office Holders Expenses		165 42	418 27	583 69
Agents/Valuers Fees (1)		0 00	5,410 00	5,410 00
Accountancy Fees		5,000 00	0 00	5,000 00
Legal Fees (1)		0 00	14,351 64	14,351 64
Corporation Tax		31 80	0 00	31 80
Report Hosting Fee		24 00	0 00	24 00
Stationery & Postage		220 08	436 82	656 90
Storage Costs		80 40	25 60	106 00
Statutory Advertising		75 82	71 00	146 82
Other Property Expenses		73 91	0 00	73 91
Bank Charges		22 00	60 00	82 00
Inland Revenue		285 60	0 00	285 60
DE Arrears & Holiday Pay		10,999 68	0 00	10,999 68
Employee Holiday Pay	(6,800 00)	1,149 20	0 00	1,149 20
Trade & Expense Creditors	(572,486 00)	0 00	87,558 13	87,558 13
Employees	(188,550 00)	0 00	0 00	0 00
DE		0 00	12,865 15	12,865 15
Inland Revenue (PAYE/NI)	(288,955 00)	0 00	63,286 88	63,286 88
HM Revenue & Customs (CIS)	(93,748 00)	0 00	0 00	0 00
H M Customs & Excise	(213,495 00)	0 00	0 00	0 00
Vat Receivable		13,920 64	13,942 15	27,862 79
		<b>96,086.05</b>	<b>250,068 14</b>	<b>346,154 19</b>

**Net Receipts/(Payments)**

**376,545 28      (208,433.58)      168,111.70**

**MADE UP AS FOLLOWS**

Bank 1 Current	376,545 28	(208,433 58)	168,111 70
	<b>376,545 28</b>	<b>(208,433 58)</b>	<b>168,111 70</b>

  
James Ashley Dowers  
Liquidator

## Appendix D

### ADDITIONAL INFORMATION IN RELATION TO LIQUIDATOR'S FEES

#### PURSUANT TO STATEMENT OF INSOLVENCY PRACTICE 9 (SIP9)

##### 1 Policy

Detailed below is DDJ Insolvency Limited's policy in relation to

- Staff allocation and the use of subcontractors
- Professional advisors
- Disbursements

##### 1.1 *Staff allocation and the use of subcontractors*

Our general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case

The constitution of the case team will usually consist of a Partner, Manager, Administrator and/or an Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and additional staff may be allocated to meet the demands of the case

We are not proposing to utilise the services of any sub-contractors in this case

##### 1.2 *Professional advisors*

On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis

Name of Professional Advisor	Basis of Fee Arrangement
Moon Beaver Solicitors (legal advice)	CFA basis
Moon Beaver Solicitors (debt collection)	Fixed fee
JLT (insurance)	Scale rate
Robert Pearce Associates (valuation and disposal advice)	Hourly rate and disbursements

Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them

13 *Disbursements*

Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage.

On this case the following Category 2 disbursements have been incurred since appointment

Type and purpose	
Photocopying	344.55
Postage	291.87
Room Hire	565.00

## 2 Charge-out rates

A schedule of DDJ Insolvency Limited's charge-out rates at 1 April 2014 was issued to creditors at the time the basis of the Liquidator's remuneration was approved. The charge-out rates at this time are listed below,

	Per Hour £
<b>Director</b>	345
<b>Manager</b>	265
<b>Other Senior Professionals</b>	
Senior Administrator	200
Administrator	150
Junior Administrator	125

Below are details of this firm's charge-out rates which have been applied with effect from 1 December 2015

	Per Hour £
<b>Director</b>	395
<b>Manager</b>	305
<b>Other Senior Professionals</b>	
Senior Administrator	250
Administrator	195
Junior Administrator	150