

**R.126 (2)(b)/
R.1.54**

Notice to Registrar of Companies of
Supervisor's Abstract of Receipts
And payments

**Pursuant to Rule 1.26(2)(b) or Rule
1.54 of The Insolvency Act 1986**

Voluntary Arrangement's Supervisor Abstract of Receipts and Payments

To the Registrar of Companies

Name of Company

Company Number

Ritz Recruitment Limited

01866661

We

Matthew Richard Meadley Wild
Baker Tilly Restructuring and Recovery
LLP
The Clock House
140 London Road
Guildford GU1 1UW

Geoffrey Lambert Carton-Kelly
Baker Tilly Restructuring and Recovery
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25 Farringdon Street
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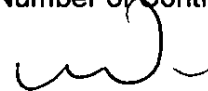
Supervisors of the voluntary arrangement approved on

26 February 2010

present overleaf our abstract of receipts and payments for the period

26 February 2011 to 25 February 2012

Number of Continuation sheets is (any) attached 2



Dated 20 April 2012

Baker Tilly Restructuring and Recovery LLP
The Clock House
140 London Road
Guildford GU1 1UW

Ref KRITZRE

For Official Use	
Insolvency Sect	Part D

SATURDAY



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A13 28/04/2012 #99
COMPANIES HOUSE

RECEIPTS

	Amount £
Brought Forward	59,989 47
Bank Interest Gross	46 80
VAT Received	950 90
Voluntary Contributions	81,106 00
Total Receipts	142,093 17

PAYMENTS

	Amount £
Fees Appointee Fees	(16,102 50)
First Dividend for Unsecured Creditors	(52,241 75)
Postage	(25 85)
Second Dividend for Unsecured Creditors	(48,438 22)
Travel	(17 80)
VAT Inputs	(3,229 23)
Total Payments	(120,055 35)

Our ref KRITZRE/27/CVAS0670/KEB/AMY/msh
Your ref
When telephoning please ask for Kerry Boyes



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23 April 2012

Dear Sirs

**Ritz Recruitment Limited Company Voluntary Arrangement
In the The High Court of Justice No 277 of 2010**

I refer to the appointment of Geoffrey Lambert Carton-Kelly and I as Joint Supervisors of the above named on 26 February 2010. I am writing as Joint Supervisor of the Company Voluntary Arrangement ("CVA") in accordance with Rule 1.26 of the Insolvency Rules 1986 (as amended) to provide my annual report

A copy of the report has been filed in Court and sent to the Company, and the Registrar of Companies.

Attached to this report are the following Appendices:

- Appendix A: Receipts and payments account
- Appendix B: Time cost analysis
- Appendix C: Charge out and disbursement rates and Category 2 disbursements schedule
- Appendix D: A copy of Baker Tilly Restructuring and Recovery LLP charging, expenses and disbursements policy statement

Introduction

The Proposal for the CVA ("the Proposal") as modified and approved by creditors on 26 February 2010 required the company to make sufficient voluntary contributions into the Arrangement over three years to result in a minimum dividend payment to creditors of 30 pence in the pound.

Receipts and Payments

A copy of my receipts and payments account drawn up to the anniversary of the approval of the CVA, showing funds in hand of £22,037.82 is attached at Appendix A.



During the year, one contribution of £4,106 and eleven contributions of £7,000 were made by the company, totalling £81,106 00

Bank interest of £46 80 has also been received during the year

Following the second anniversary of the approval of the CVA, there has been one further contribution of £7,000.

The company has co-operated fully with us as Joint Supervisors and complied with the terms of the CVA Proposal.

VAT Basis

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

Distribution to creditors

Secured

No secured claims have been received.

Preferential creditors

No preferential claims have been received.

Unsecured Creditors

Claims totalling £763,874.54 have been received from unsecured creditors, to date. A further four potential claims were identified in the company's Proposal with an aggregate Statement of Affairs value of £1 as the size of the claim was unknown. These further potential creditors have been invited to submit proofs, but have not to date done so.

Six unsecured creditor claims totalling £708,995.03 have been admitted for dividend purposes

A first dividend of 7 52p in the £ was declared and paid to the unsecured creditors on 31 May 2011.

A second dividend of 6.68p in the £ was declared and paid to the unsecured creditors on 26 January 2012.

Further dividends will be distributed throughout the remaining period of the CVA as the voluntary contributions are received



Estimated outcome for non preferential creditors

On current information, it is expected that over the period of the CVA unsecured creditors will receive a dividend of 30 pence in the pound which was the minimum dividend required by the modifications to the Proposal that were agreed by creditors at the meeting on 26 February 2010.

Voluntary Contributions

The only assets in the Arrangement are the voluntary contributions.

The Proposal originally stated that the company would make monthly contributions of £4,100 for three years

The modification to the Proposal approved by creditors at a meeting on 26 February 2010 stated that sufficient monthly contribution would be made during the period of the Arrangement to permit a minimum dividend of 30 pence in the pound.

Currently monthly contributions of £7,000 are being paid to the Supervisor. This amount will be increased as necessary to ensure a dividend totalling 30 pence in the pound can be paid to the unsecured creditors.

Matters preventing conclusion of the arrangement

The principal outstanding matters in the arrangement are:

- The collection of a further 12 months' contributions due from the Company
- Payment of the dividend to unsecured creditors to give a minimum aggregate rate of 30 pence in the pound.

Other matters

Under the terms of the CVA, the directors continue to remain solely responsible for the company's affairs and all compliance matters.

Since my appointment, I have been provided with a copy of the last audited accounts and a copy of the company's corporation tax return. These were filed within time limits.

Throughout the previous 12 months the company has continued to co-operate fully with us

Costs and disbursements

Creditors should note that a Creditors Guide to Fees Charged by Supervisors in Voluntary Arrangements, a guide in relation to the remuneration of a Supervisor, can be accessed at the website of the Association of Business Recovery Professionals at www.r3.org.uk/publications/statements of insolvency practice (Statement of Insolvency Practice 9 – Remuneration of Insolvency Office Holders [England &



Wales)) Alternatively, I can provide you with a copy on written request to my office.

Joint Nominee's fees

The basis of the Joint Nominee's fees was dealt with in the Proposal at paragraphs 16.6.

The Joint Nominee's fees related to assisting the director of the company in the preparation of the Proposal, reporting to court on the Proposal and in calling and chairing the meetings of the company and of the creditors

The company paid £19,295.50 on account of the Nominee's fees.

The Nominee's disbursements were dealt with at paragraph 16.11 to the Proposal and amounted to £30.00 in respect of court filing fees for the filing of the Proposal document at the High Court. These have been reimbursed by the company. No Category 2 disbursements were incurred by the Nominee.

Joint Supervisors' costs

The basis of the Joint Supervisors' remuneration was dealt with in the Proposal at paragraphs 16.7 to 16.9 inclusive

Our aggregate time costs to date for acting as Joint Supervisors' are evaluated at £24,263.50 representing 145.5 hours. Joint Supervisors' fees of £16,102.50 plus VAT were drawn up to the date of the anniversary. Therefore at the time of writing we have £8,161.00 of unbilled work in progress in relation to the CVA.

The Joint Supervisors' total costs for the entire CVA were estimated in the Proposal at £25,000.

Current time costs are £24,263.50 and I expect to incur further time costs of £5,000 in paying a final dividend to creditors and bringing the CVA to a close. Further funds will be sought from the company to meet these costs and the final dividend to creditors will not be affected.

We have also incurred disbursements, in accordance with Paragraph 16.10 of the Proposal, of £43.64 (including no Category 2 disbursements) which have been drawn from CVA funds. A detailed analysis is provided at Appendix C.

A tabulation of the total time spent analysed by grade of staff and by activity, together with details of current charging rates, are attached at Appendices B and C. Appendix C follows the format notified in the best practice guidelines.



Other professional costs

No other professional costs have been incurred by the Joint Supervisors since their appointment

If you have any queries please contact Kerry Boyes of my office.

Yours faithfully

A handwritten signature in black ink, appearing to be 'M R M Wild'.

M R M Wild
Baker Tilly Restructuring and Recovery LLP
Joint Supervisor

Matthew Richard Meadley Wild is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales
Geoffrey Lambert Carton-Kelly is licensed to act as an Insolvency Practitioner in the UK by the Insolvency Practitioners Association



Appendix A

A SUMMARY OF THE JOINT SUPERVISORS' RECEIPTS AND PAYMENTS FOR THE PERIOD FROM 26 FEBRUARY 2010 TO 25 FEBRUARY 2012

	26/02/10 to 25/02/11	26/02/11 to 25/02/12	Total
Receipts			
CVA Contributions	59,966.00	81,106.00	141,072.00
Bank Interest Gross	23.47	46.80	70.27
	<u>59,989.47</u>	<u>81,152.80</u>	<u>141,142.27</u>
Payments			
Supervisors' Fees	-	(16,102.50)	(16,102.50)
Postage	-	(25.85)	(25.85)
Travel	-	(17.80)	(17.80)
First dividend to the unsecured creditors	-	(52,241.75)	(52,241.75)
Second dividend to the unsecured creditors	-	(48,438.22)	(48,438.22)
	-	<u>(116,826.12)</u>	<u>(116,826.12)</u>
REPRESENTED BY			
The Royal Bank of Scotland	59,989 47	(37,951.65)	22,037.82
VAT Receivable (Payable)	-	2,278.33	2,278.33
	<u>59,989 47</u>	<u>(35,673.32)</u>	<u>24,316.15</u>

Note

Input VAT of £2,278.33 has not yet been received back by the supervisor as it will be claimed back via the company's quarterly VAT return.



Appendix B

RITZ RECRUITMENT LTD - COMPANY VOLUNTARY ARRANGEMENT TIME AND CHARGE OUT SUMMARY AS AT 17 APRIL 2012

HOURS SPENT	Partners	Managers	Administrators	Assistants	Total Hours	Total Time Costs £
Administration and Planning						
Appointment	0.5	4.6	0.0	0.8	5.9	1,292.50
Case management	1.5	29.1	17.0	0.0	47.6	8,309.50
Post-appointment general	0.0	0.1	0.0	1.4	1.5	127.50
Post-appointment taxation	0.0	2.8	0.0	0.6	3.4	583.00
Receipts and Payments	0.1	4.5	15.1	5.6	25.3	2,903.00
Shareholders/Director	1.2	9.1	3.4	0.0	13.7	2,773.50
Totals	3.3	50.2	35.5	8.4	97.4	15,989.00
Realisation of Assets						
Assets - general/other	0.0	0.2	0.3	0.0	0.5	78.00
Land and property	0.3	0.3	0.0	0.0	0.6	186.00
Totals	0.3	0.5	0.3	0.0	1.1	264.00
Creditors						
Other Creditor Meeting and	0.9	4.9	3.0	0.7	9.5	1,538.50
Unsecured creditors	1.6	20.8	11.2	3.6	37.2	6,404.50
Totals	2.5	25.7	14.2	4.3	46.7	7,943.00
Case Specific Matters						
Legal matters	0.0	0.3	0.0	0.0	0.3	67.50
Totals	0.0	0.3	0.0	0.0	0.3	67.50
TOTAL	6.1	76.7	50.0	12.7	145.5	24,263.50
TOTAL COST	£2,472.50	£15,494.50	£5,215.50	£1,081.00	£24,263.50	
AVERAGE RATE PER HOUR	£405.33	£202.01	£104.31	£85.12	£166.76	



NOTES TO APPENDIX B

JOINT SUPERVISORS' TIME COST ANALYSIS

a) Administration and Planning

This includes dealing with the commencement of the case administration, together with day-to-day case administration duties, maintenance of records and ongoing statutory obligations. These include but are not limited to handling receipts and payments, VAT and Income tax issues, pension queries and general correspondence. Other matters which are required to be dealt with as part of the appointment and which will fall under this heading include case planning and strategy, case reviews, bonding, maintenance and obtaining books and records, general meetings / correspondence, statutory and other advertising, insurance, re-directed mail, and statutory reports.

b) Investigations

Where appropriate this will include such matters as investigation of pre-appointment transactions in accordance with the relevant Statement of Insolvency Practice (SIP 2), and the investigation of any potential antecedent transactions such as transactions at under value and preferences which may result in legal action resulting in a recoverable asset.

c) Realisation of Assets

This includes dealing with all aspects of the realisation of assets including identifying, securing and insuring assets, and (where applicable), property, business and asset sales, retention of title claims and debt collection. Other matters dealt with during the case administration which will relate to asset realisation may commonly include effecting disclaimers, dealing with landlords, liaising with agents, undertaking inventories, meetings with purchasers / directors, arranging collection of leased assets, obtaining insurance, pursuing antecedent claims identified as part of the investigation work set out above. Details of the specific asset realisation work undertaken on this case are set out in the main body of the report. Asset realisation is considered to be a key aspect of the case administration.

d) Trading

Where the business of the company has been traded (by the supervisor(s)) following the appointment our staff will have had to set up accounts with suppliers in order to trade on an ongoing basis. Payments to suppliers and general correspondence with these have been undertaken. Where trading has ceased, accounts will have been closed and final bills paid. Other matters will also have been dealt with in accordance with the usual trading obligations such as dealing with employees and payroll.

e) Creditors

Queries from and correspondence with creditors and employees have been necessary aspects of the case administration process. Reports to creditors are also an important part of ongoing matters relating to this aspect of the case.

f) Case Specific Matters

Any case specific matters will generally be set out in the body of the report but will commonly include meetings, correspondence and telephone calls relating to specific issues in the case which do not fall into any of the categories set out above and are specific to the case in question. This may include work done in relation to litigation, general advice or other major issues.



Appendix C

BAKER TILLY RESTRUCTURING AND RECOVERY LLP JOINT SUPERVISORS' CHARGE OUT AND DISBURSEMENT RATES

HOURLY CHARGE OUT RATES		
	Rate at commencement £	Current rate £
Partner	395 – 475	405 – 485
Manager	225	240 – 295
Administrator	100	100
Support staff	70 – 75	90

“CATEGORY 2” DISBURSEMENT RATES	
Subsistence	£23 per night
Travel (car)	38p per mile (up to and including 31 March 2010) 40p per mile (from 1 April 2010) 42.5p per mile (from 1 April 2011)

BAKER TILLY RESTRUCTURING AND RECOVERY LLP JOINT SUPERVISORS' CATEGORY 2 DISBURSEMENTS

Amounts paid or payable to the Office Holder's firm or to any party in which the office holder or his firm or any associate has an interest		
Recipient, Type and Purpose	Paid	Unpaid
	£	£
Travel	17 80	
Postage	25.85	
Total	43.65	



Appendix D

BAKER TILLY RESTRUCTURING AND RECOVERY LLP

CHARGING, EXPENSES AND DISBURSEMENTS POLICY STATEMENT

Charging policy

- Partners, directors, managers, administrators, cashiers, secretarial and support staff are allocated an hourly charge out rate which is reviewed from time to time.
- Work undertaken by cashiers, secretarial and support staff will be or has been charged for separately and such work will not or has not also been charged for as part of the hourly rates charged by partners, directors, managers and administrators.
- Time spent by partners and all staff in relation to the insolvency estate is charged to the estate.
- Time is recorded in 6-minute units at the rates prevailing at the time the work is done
- The current charge rates for Baker Tilly Restructuring and Recovery LLP Guildford are attached
- Time billed is subject to Value Added Tax at the applicable rate.
- It is the office holder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity and the skill and experience actually required to perform it.
- Baker Tilly Restructuring and Recovery LLP's charge out rates are reviewed periodically.

Expenses and disbursements policy

- Only expenses and disbursements properly incurred in relation to an insolvency estate are re-charged to the insolvency estate.
- Expenses and disbursements which comprise external supplies of incidental services specifically identifiable to the insolvency estate require disclosure to creditors, but do not require creditors approval prior to being drawn from the insolvency estate. These are known as "Category 1" disbursements.
- Expenses and disbursements which are not capable of precise identification and calculation (for example any which include an element of shared or allocated costs) or payments to outside parties that the firm or any associate has an interest in, require the approval of creditors prior to being drawn from the insolvency estate. These are known as "Category 2" disbursements.
- A resolution to consider approving "Category 2" disbursements at the rates prevailing at the time the cost is incurred to Baker Tilly Restructuring and Recovery LLP Guildford will be proposed to creditors in general meeting
- General office overheads are not re-charged to the insolvency estate as a disbursement.
- Any payments to outside parties in which the office holder or his firm or any associate has an interest will only be made with the approval of creditors.
- Where applicable, expenses and disbursements re-charged to or incurred directly by an insolvency estate are subject to VAT at the applicable rate.