The Insolvency Act 1986

Administrator's progress report

Name of Company

London Action Trust

Company number

02897056

In the

High Court Of Justice Chancery Division Companies Court

(full name of court)

Court case number

9124 of 2011

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

I/We (a)
Nicholas Charles Simmonds
RSM Tenon Recovery
34 Clarendon Road
Watford
WD17 1JJ

Colin David Wilson RSM Tenon Recovery 11th Floor 66 Chiltern Street London W1U 4JT

Joint Administrators of the above company attach a progress report for the period

(b) Insert date

(b) 27 October 2011

(b) 26 April 2012

To

Signed

From

Nicholas Charles Simmonds Joint Administrator

Dated

25/05/2012

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form

The contact information that you give will be visible to searchers of the public record

Nicholas Charles Simmonds RSM Tenon Recovery 34 Clarendon Road Watford WD17 1JJ

DX Number Watford

+44 (0) 1923 474400 DX Exchange





A1A5O0QY 01/06/2012 #242 COMPANIES HOUSE When you have completed and signed this form, please send it to the Registrar of Companies at -

Companies House, Crown Way, Cardiff CF14 3UZ DX 33050 Cardiff

London Action Trust ("the Company") - In Administration

Joint Administrators' First Progress Report for the period from 27 October 2011 to 26 April 2012

Issued on: 25 May 2012

London Action Trust - In Administration

Nicholas Charles Simmonds and Colin David Wilson of RSM Tenon Recovery are the Joint Administrators of the Company and this is their report on the progress of the administration of the Company for the period from 27 October 2011 to 26 April 2012

1. Statutory information

Statutory information relating to the Company is attached at Appendix I

2. Joint Administrators' Receipts and Payments Account

A summary of the Joint Administrators' receipts and payments account relating to the Company for the relevant period from 27 October 2011 to 26 April 2012 is attached at **Appendix II**

3. Action Taken by the Joint Administrators since Appointment

As no meeting of creditors was requisitioned I can confirm that creditors have been deemed to approve the Administrators' proposals previously circulated on 21 December 2011

The Joint Administrators are seeking to achieve objective (c), realise property in order to make a distribution to one or more secured or preferential creditors, as detailed in paragraph 3(1) Schedule B1 of the Insolvency Act 1986. This purpose of the administration will be achieved once a distribution to preferential creditors has been made.

As mentioned in the Proposal, some of the Company's major grants were stopped in September 2011due to a change in the government rules and policies. The Company's sole source of income was removed and the Company was not able to replace it with private sources. Accordingly, the directors took insolvency advice from RSM Tenon and the directors decided to place the Company into administration. On 27 October 2011, Colin David Wilson and I, licensed insolvency practitioners, were appointed Joint Administrators of the Company.

The Company had effectively ceased to trade prior to our appointment and initial efforts were directed toward transferring contracts to other charities and attempting to find alternative employment for the staff

I instructed independent valuation agents with in excess of 20 years of experience, Richard Birch of Richard Birch & Co to value and conduct a sale of the Company's tangible assets. The assets comprised office furniture and equipment and were considered to be old. I am advised by Richard Birch & Co that the costs of removing the assets would be greater than their realisable value. Accordingly I have not taken any further steps to realise these assets.

Book Debts

The value of the book debts represents a payment received from South London & Maudsley NHS Trust in relation to the training provided to one of their members by the Company This payment of £576 07 is reflected in the Receipts and Payments Account at **Appendix II.** There are no further debtors

Cash at Bank

The sum of £84,144 14 has been received from the National Westminster Bank Pic in respect of the Company's bank account which remained in credit as at date of administration

Bank Interest

Gross interest of £23 84 has been received from the credit balance held at the designated bank account

Investigations

Administrators have a duty to submit confidential reports to the Insolvency Service on the conduct of those persons who acted as directors of the Company in the three year period before the administration, these have been completed

4. Future Actions of the Joint Administrators

The assets of the Company have been realised as detailed above. Our investigation into the Company's affairs did not disclose any further prospective assets which may lead to additional recoveries.

The claims of all preferential creditors have not been adjudicated in the administration. An initial claim has been received from Redundancy Payments Office but I am waiting for some missing information about employees

5. Liabilities and Dividends

There were no secured creditors other than the Company granted a charge to Leonard Serlin, the landlord of the Company's trading premises on 10 July 2003 in relation to the rent deposit. I have received a formal claim of £30,000 in the administration regarding the dilapidations of the property. This claim remains to be agreed.

The only known preferential creditors are former employees of the Company for unpaid wages and holiday pay Their claims are subject to a maximum limit set by the insolvency legislation. I have received a subrogated preferential claim of £21,576.44 from Redundancy Payments Office and I am liaising with employees and Redundancy Payments Office for some outstanding information so that their claims can be adjudicated. A dividend, currently estimated at 100 pence in the pound, will be paid to preferential creditors once adjudication of claims is complete, and in this regard, I enclose a Notice of Intended Dividend, as **Appendix IV**

There are provisions of the insolvency legislation that requires an Administrator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave a "floating charge" over its assets to a lender on or after 15 September 2003. This is known as the "prescribed part of the net property." A Company's net property is that left after paying the preferential creditors, but before paying the lender who holds a floating charge. An Administrator has to set aside.

- 50% of the first £10,000 of the net property, and
- 20% of the remaining net property up to a maximum of £600,000

There were no floating charge creditors. Accordingly the prescribed part under section 176A of the Insolvency Act 1986 is not applicable and the amount paid to creditors by virtue of this section is Nil.

I received claims totalling £307,795 62 from 14 creditors including claims from HM Revenue & Customs (VAT & PAYE/NIC) for £175,439 56, Redundancy Payments Office for £82,623 50 and the landlord claim for £30,000. On present information, there are nominal prospects of a dividend being paid to any unsecured creditors as preferential creditors have not been able to be paid in full. I attach a proof of debt form at **Appendix VI** for those creditors who have not submitted their debt in the administration.

6. Joint Administrators' Remuneration, Disbursements and Expenses

Pre-administration costs

The work done by the Joint Administrators in the period leading up to administration was reported in the first notification sent to creditors immediately following the making of the administration order and also in the Proposal The detail explanation was included in the Proposal about how our pre-administration work was in the interests of creditors

The Joint Administrators' pre-administration costs comprise -

Total	4,140.00
Category 1 Category 2 (see Appendix III)	Nil Nil
Pre-administration time costs Pre-administration disbursements	£ 4,140 00

I am requesting approval for payment of pre-administration costs being £4,140 plus VAT incurred by Joint Administrators, out of the assets of the Company as an expense of the administration from the preferential creditors

Post Administration costs - Basis of remuneration and disbursements

The basis of the Joint Administrators' remuneration and disbursements was outlined in the proposals and I am convening a meeting of preferential creditors by correspondence to approve my remuneration

According to Rule 2 106 of the Insolvency Act 1986, I proposed that the Joint Administrators' remuneration be charged by reference to the time properly spent by us and our staff in dealing with the matters relating to the Administration of the Company. This time will be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken. I also propose that we are permitted to charge what are known as category 2 expenses. Information about category 2 expenses is also set out in **Appendix III**.

Remuneration charged and drawn in the period

In accordance with the provisions of Statement of Insolvency Practice 9 I enclose, as **Appendix III**, a Time & Cost Summary which discloses my recorded time cost from 27 October 2011 to 25 April 2012 analysed by grade of staff and activity totalling my time costs amount to £16,130 95, representing 83 39 hours work, at an average charge out rate of £193 44 **Appendix III** contains information about remuneration and expenses, including the total time spent on the affairs of the Company for the period from when it entered Administration, 27 October 2011, to the date of these proposals, and the cost of that time based on the charge out rates of the staff undertaking the work

The Joint Administrators' time costs were charged (exc. VAT) as follows

		Incurred (£)	Paid (£)
For this period	from appointment 27 October 2011 to 26 April 2012	16,130 95	Nil

Disbursements incurred and drawn

Direct disbursements have not been paid currently but will be drawn from estate funds when available. The preferential creditors have not sanctioned the basis for recoupment of my indirect disbursements which have not been drawn to date

Category 1 and 2 disbursements have been charged as below

		Incurred (£)	Paid (£)
Category 1 disbursements for this period 2011 to 26 April 2012	from appointment - 27 October	99 37	99 37
Category 2 disbursements for this period 2011 to 26 April 2012	from appointment - 27 October	Nil	Nil
Total		99.37	99.37

The Joint Administrators' disbursements incurred during the period of this report and those reimbursed in the period are summarised below. Details are in the attached **Appendix III.**

Creditors' Guide to Fees and Statement of Creditors' Rights

Creditors have a right to request further information from the Administrators and additionally have a right to challenge the Administrators' remuneration and expenses time limits apply. Details can be found in the document 'Remuneration Guidelines Administration (post 6 April 2010)' which you can access and download at http://www.rsmtenon.com/creditorguides Alternatively a copy is available free of charge upon request from the address above

End of Administration 7.

As outlined in the initial report to creditors it is the Joint Administrators intention to exit the administration by placing the Company into creditors' voluntary liquidation if there is a prospect of dividend to unsecured creditors arised otherwise exit by dissolution

The Joint Administrators will obtain the agreement of the preferential creditors that upon the Company either proceeding into Creditors Voluntary Liquidation or dissolution, the Joint Administrators discharge from liability, pursuant to paragraph 98 of Schedule B1 shall take effect 14 days following either the Company entering into liquidation or filing the notice of moving from Administration to dissolution. The resolutions also contain that if administration exit by Creditors Voluntary Liquidation than no objection to creditors for Joint Administrators being appointed as Joint Liquidators

Yours faithfully

For and on behalf of

London Action Trust - In Administration

Simmonds

Joint Administrator
Licensed in the United Kingdom to act as an insolvency practitioner by the Insolvency Practitioners Association
The affairs, business and property of the Company are being managed by the Administrators

Appendix I

Company information

Company name

London Action Trust

Previous name

N/A

Company number

02897056

Date of incorporation

11 February 1994

Current registered office

34 Clarendon Road, Watford, WD17 1JJ

Former Trading address

88 Clapham Road, London SW9 0JR

Former registered office

88 Clapham Road, London SW9 0JR

Principal trading activity

Education and Training Providers

Appointment details

Joint Administrators' name

and address

Nicholas Charles Simmonds

of RSM Tenon Recovery 34 Clarendon Road

Watford

Herfordshire WD17 1JJ

Colin David Wilson

of RSM Tenon Recovery

11th Floor

And

66 Chiltern Street London W1U 4JT

Date of appointment

27 October 2011

Court name and reference

High Court Of Justice

Chancery Division Companies Court

No 9124 of 2011

Appointment made by

Directors

Actions of Joint

Any act required or authorised under any enactment to be

Administrators done by an Administrator may be done by either or both of the

Administrators acting jointly or alone

Officers of the company

Directors Fitzroy Alphanso Andrew Appointed 30/11/2009

Angela Felicity Camber
James Gill
Nick Griffin
Rani King
Steven John Norris
Margaret O'Neill
Appointed 27/06/2008
Appointed 24/11/2008
Appointed 27/04/2004
Appointed 13/11/1997
Appointed 16/03/1994

Margaret O'Neill Appointed 16/03/1994
Martin Thorneycroft Appointed 16/03/1994
John Trainor Appointed 19/09/2005

Company Secretary John Trainor Appointed 19/09/2005

Charges

Rent deposit deed provided to Leonard Serlin on 22/07/2006 in the amount of £6,167

APPENDIX II RECEIPTS AND PAYMENTS ACCOUNT

London Action Trust (In Administration) Joint Administrators' Abstract of Receipts & Payments To 26/04/2012

	£		S of A £
		ASSET REALISATIONS	
	NIL	Furniture & Equipment	1 00
	576 07	Book Debts	
	84,144 14	Cash at Bank	84,155 83
	23 84	Bank Interest Gross	
	35 02	General Assets Other	
84,779 0			
		COST OF REALISATIONS	
	120 00	Specific Bond	
	367 50	Agents/Valuers Fees	
(487 50		· ·	
		PREFERENTIAL CREDITORS	
	NIL	Employee Arrears/Hol Pay	(19,634 53)
NI			
		UNSECURED CREDITORS	
	NIL	Trade & Expense Creditors	(21,926 50)
	NIL	Employees	(91,808 18)
NI			
84,291.5	-		(40.040.00)
64,291.5	=		(49,212.38)
73 5		REPRESENTED BY	
84,218 0		Vat Receivable Interest Bearing Current Account	
	_	interest bearing Current Account	
84,291 5			

Note

Nicholas Charles Simmonds Joint Administrator

APPENDIX III

INFORMATION RELATING TO THE JOINT ADMINISTRATORS' FEES AND EXPENSES

London Action Trust

Information relating to the Joint Administrators' Fees and Expenses

1. Explanation of Administrators' charging and disbursement recovery policies

1.1. Time recording

Work undertaken on cases is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. The current hourly charge out rates are

	Rate since 1 January 2009 £	Rate from 1 January 2012 £
Director and licensed Insolvency Practitioners	380 to 475	395 to 495
Associate Director	380 to 380	350 to 380
Senior Manager	335 to 335	295 to 350
Manager	250 to 335	235 to 350
Other Senior Staff	150 to 230	195 to 240
Assistant and Support Staff	100 to 195	130 to 195

1.2 Disbursement recovery

Disbursements are categorised as either Category 1 or Category 2

Category 1 disbursements will generally comprise external supplies of incidental services specifically identifiable to the case. Where these have initially been paid by RSM Tenon Recovery and then recharged to the case, approval from creditors is not required. The amount recharged is the exact amount incurred.

Examples of Category 1 disbursements include postage, case advertising, specific bond insurance, company search fees, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case, (including business mileage up to HMRC approved rate for cases commenced before 1 November 2011) Also included will be services specific to the case where these cannot practically be provided internally such as printing, room hire and document storage

Category 2 disbursements include elements of shared or allocated costs incurred by RSM Tenon Recovery and recharged to the estate, they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of Category 2 disbursements are photocopying, all business mileage (for cases commencing on or after 1 November 2011), internal room hire and internal storage.

The current levels of Category 2 disbursements recovered by RSM Tenon Recovery are as follows

•	Room hire	At cost
•	Envelope	4 2p
•	Paper (photocopies per sheet)	7p .
•	Postage (depending on size and weight)	At Cost
•	Storage	£7 67 per box per month
•	Travel (per mile)	40p

The costs recharged are based upon the actual cost of the materials used or the costs which would have been incurred if that service had been sourced externally

2. Description of work carried out

Section 3 of this appendix outlines the time costs to date in relation to activities undertaken during this period These can be summarised as follows

2.1 Pre-appointment

Details of the Joint Administrators' pre-administration costs are set out in the main body of the report

2.2 Administration and planning

This includes the following activities which have been undertaken

- > Statutory duties associated with the appointment including the filing of relevant notices
- > Notification of the appointment to creditors, members, employees and other interested parties
- Setting up case files
- > Reviewing available information to determine appropriate strategy
- Setting up and maintaining bank accounts
- > 6 monthly progress review of the case

Staff of different levels were involved in the above activities depending upon the experience required

2.3. Investigations

The time spent includes

- > Corresponding with the former directors and management
- > Review of questionnaires and comments provided by interested parties
- > Review of Company documentation
- > Liaising with the creditors' committee on such matters
- > Completion of statutory returns to the Insolvency Service

Due to the complex nature and importance of the investigations, the staff utilised to conduct such work involved experienced members of staff

24 Realisation of assets

Please refer to the main body of the report but in summary the time spent includes

- > Liaison with agents and solicitors
- > Identifying, securing and insuring of assets
- > Debt collection
- > Review of contracts

Staff were chosen depending upon the appropriate level of experience required for the activity they were required to undertake. The sale of the business was particularly complex and required extensive involvement of the Administrators and senior staff.

2.5. Creditors

The time spent includes the following matters

- > Recording and maintaining the list of creditors
- > Dealing with employee related matters
- > Dealing with reservation of title claims
- > Recording creditor claims
- > Reporting to creditors
- > Dealing with creditor queries
- Reviewing and evaluating creditor claims

3. Time and charge-out summary

I provide below SIP9 Summary for the detailed time cost of the pre-appointment time costs

			Hours		ţ		
Classification of work function	Insolvency Practitioner/ Director/ Associate Director	Manager	Other senior professionals	Assistants and support staff	Total	Time cost £	Average Hourly rate £
Administration and Planning	2 00	6 33	0 00	0 00	8 33	2,342 50	281 21
Creditors	0 00	7 20	0 00	0 00	7 20	1,800 00	250 00
Investigations	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
Total hours	2 00	13 53	0 00	0 00	15 53	-	
Charge	760 00	3,380 00	0 00	0 00		4,140 00	

Please see attached SIP9 summary for the period 26 October 2011 to 25 April 2012

4 Disbursements

Disbursements incurred during the period of this report and those reimbursed in the period are detailed below (exc VAT)

	27 October 2011 – 2	6 April 2012
Disbursements	Incurred	Paid
	£	£
Category 1		
Statutory Advertising	76 50	Nil
Storage Charge	14 67	Nil
Travel Costs	8 20	Nil
Total	99.37	Nil
Category 2		
Internal room hire	Nil	Nil
Copying	Nil	Nil
Total	Nil	Nil

RSM: Tenon

SIP9 Detailed

5015769 London Action Trust

Post Appointment

27/10/2011 to 25/04/2012

Monthinstration and planning						
Strategy / Review	1 00	1 20	0 00	0.00	2 20	324 09
Cashiering (Administration)	00 0	0000	0 17	2 10	2 27	202 06
Filing & Secretarial	000	00 0	634	00 00	6 34	151 16
	1.00	1.20	6.51	2.10	10.81 2,130.01	197.04
Greditors		A Chamber Constitute	To the second of			भ उन्
Other Creditor Related Activities	1 00	1 70	0 17	00 0	2 87	302 73
Reporting to Creditors	000	3 90	1191	0000	1581	185 23
Proposals	000	000	11 34	00 0	11 34	159 91
Creditor Correspondence/ Queries	00 0	000	12 17	0 00	12 17	159 82
Employee Related Tasks	1 25	9 30	5 83	0 00	16 38	235 71
	2 25	14 90	41 42	00 0	58 57 11,416 60	194.92
investigations	000	0.00	0.17	0.00	0.17	156.00
	000	000	0 17	00 0	0 17 26 67	156 88
Realization of assets						
charged)	000		400	0 00	13 33	186 37
Cashiering (Assets)	000	00 0	0 17	00 00	0 17	156 88
Insurance/ Bond	00 0	000	0 34	00 00	0 34	137 24
	00 0	3 40	10 44	00 0	13 84 2,557 67	184 80
Hours	3 25	19 50	58 54	210	83.39	
Printed Date 25/05/2012 16.42.10			Report date			-

Printed Date 25/05/2012 16 42 10

Charge

1,283 75

Charge

5,143 50

9,271 70

432 00

16,130 95

IN THE MATTER OF THE INSOLVENCY ACT 1986

AND

IN THE MATTER OF LONDON ACTION TRUST ("the Company") IN ADMINISTRATION

NOTICE OF INTENDED DIVIDEND

NOTICE IS HEREBY GIVEN pursuant to Rule 11 6 of the Insolvency Act 1986 that I, Nicholas Charles Simmonds of RSM Tenon, 34 Clarendon Road, Watford WD17 1JJ, being the Joint Administrator of the Company, intend to declare a first and final dividend to the preferential creditors within the period of two months from 15 June 2012

Those preferential creditors who have not yet proved their debts in the administration are required, on or before 15 June 2012, to send their names and addresses with particulars of their debts to me, and if so required in writing by me, personally, or by solicitors, to come in and prove their debts at such time and place as shall be specified in such notice or, in default thereof, they will be excluded from the benefit of any dividend declared before such debt is proved

Dated 25 May 2012

Nicholas Charles Simmonds

Joint Administrator

RSIM/Tenon 34 Clarendon Road Watford WD17 1JJ

Administration Claim Form

London Action Trust - In Administration Date of Administration 27 October 2011		
Date of Admin	Stration 27 October 2011	
Name of creditor (If a company please also give company registration number)		
Address for correspondence		
	REF Contact Tel No	
Total amount of claim, as at date of Administration Order, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into administration, less any payments made after that date in respect of such claim, and any adjustment by way of set off	DETAIL CLAIM	
If the amount above includes outstanding uncapitalised interest please state amount	£	
Details of any documents by reference to which the debt can be substantiated		
Particulars of how debt arose and date incurred (use space overleaf if necessary)		
Particulars of any security held, the value of the security, and the date it was given		
Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates		
Signature of creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS Date		
Position with or in relation to creditor		
Address of person signing (if different from 2 above)		

PLEASE ATTACH ANY DOCUMENTARY EVIDENCE OF CLAIM (eg statements, invoices)

Admitted to vote for £	Admitted for dividend for £
Date	Date
Chairman / Administrator	Administrator

The Insolvency Act 1986

Administrator's progress report

Name of Company London Action Trust

Company number 02897056

In the

High Court Of Justice Chancery Division Companies Court

(full name of court)

Court case number 9124 of 2011

(a) insert full name(s) and address(es) of administrator(s) HWe (a) Nicholas Charles Simmonds RSM Tenon Recovery 34 Clarendon Road Watford WD17 1JJ

Colin David Wilson RSM Tenon Recovery 11th Floor 66 Chiltern Street London W1U 4JT

Joint Administrators of the above company attach a progress report for the period

From

(b) Insert date

(b) 27 October 2011

<u>To</u>

(b) 26 April 2012

Signed

Nicholas Charles Simmonds

Joint Administrator

Dated

25/05/2012