

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 Restructuring  
34 Clarendon Road  
Watford  
WD17 1JJColin David Wilson  
RSM Tenon Restructuring  
11th Floor  
66 Chiltern Street  
London W1U 4JT

administrators of the above company attach a final progress report for the period

From

To

(b) Insert date

(b) 27 October 2012

(b) 15 April 2013

Signed

  
Nicholas Charles Simmonds - Joint Administrator

Dated

15/04/2013

**Contact Details.**You do not have to give any contact  
information in the box opposite but if  
you do, it will help Companies House toNicholas Charles Simmonds  
RSM Tenon Restructuring  
34 Clarendon Road  
Watford  
WD17 1JJ

DX Number watford

+44 (0) 1923 474400  
DX Exchange

\*A27IZVN4\*

A35 02/05/2013 #247  
COMPANIES HOUSE

\*A26J55BN\*

A27 18/04/2013 #343  
COMPANIES HOUSEWhen 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**



**Joint Administrators' Final Progress  
Report for the period from 27 October  
2012 to 15 April 2013**

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

Nicholas Charles Simmonds and Colin David Wilson of RSM Tenon Restructuring are the Joint Administrators of the Company and this is their final progress report on the administration of the Company for the period from 27 October 2012 to 15 April 2013 with a summary of the administration as a whole. This report should be read in conjunction with previous progress reports and the approved Administrators' Proposals.

## **1. Statutory Information**

- 1.1 Statutory information relating to the Company is attached at **Appendix I**

## **2 Joint Administrators' receipts and payment account**

- 2.1 A summary of the Joint Administrators' receipts and payments account relating to the Company for the relevant period from 27 October 2012 to 15 April 2013 and cumulatively (from commencement of administration on 27 October 2011 to 15 April 2013) is attached at Appendix II

## **3. Action taken by the Joint Administrators**

### *Furniture & Equipment*

- 3.1 I instructed independent valuation agents, Richard Birch of Richard Birch & Co to conduct a sale of the Company's tangible assets. However, I am advised that the costs of removing the assets would be greater than their realisable value, due to their age and obsolescence. Accordingly, no further steps have been taken by the administrators to realise this asset.

### *Book Debts*

- 3.2 As reported earlier, 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*

- 3.3 The sum of £84,144.14 has been received from National Westminster Bank Plc in respect of the Company's bank account which was in credit as at date of administration.

### *Bank Interest*

- 3.4 Interest of £177.39 has been received on funds held in the bank account.

### *Miscellaneous Assets*

- 3.5 A payment of £35.02 has been received in relation to the sale of one mobile phone belonging to the Company.

### *Investigations*

- 3.6 Administrators have a duty to submit confidential reports or return to the government's Disqualification Unit 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 Joint Administrators' Proposals**

- 4.1 As previously advised at the meeting of preferential creditors held by correspondence on 15 June 2012 where the Joint Administrators' proposals for achieving the purpose of the Administration were approved by preferential creditors without modifications. A further copy is attached at **Appendix IV**.
- 4.2 There were no major amendments to, or deviations from, these proposals.

## 5. Liabilities and dividends

### *Secured Creditors*

- 5 1 There were no secured creditors. However, 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. The deposit of £6,167 was offset against the outstanding rent of the Company. I have received a formal claim of £30,000 in the Administration regarding the dilapidations of the property. This claim has been agreed and admitted in the administration as an unsecured claim. The administrators have not traded since their appointment and as such, handed over the Company's premises to the landlord at the commencement of the administration. It was agreed at the commencement of the administration that the landlord will seek a new tenant as the Company signed a ten year lease. The formal deed of surrender between the landlord and the administrators was signed recently as the landlord found a new tenant.

### *Preferential Creditors*

- 5 2 I have received a subrogated preferential claim from the Redundancy Payments Office for £21,576.44 in relation to the employees' outstanding wages and holidays, compared to the director's estimate of £19,634.53 in the statement of affairs. The remaining preferential claims for the employees' wages arrears and holidays were not shown in the statement of affairs, however the remaining preferential claims admitted total to £2,653.53.

- 5 3 I am pleased to advise you that I declared a first and final dividend distribution of 100 pence in the pound to all proving preferential creditors on 12 March 2013. The payment to preferential creditors is also reflected in the receipts and payments accounts for the period at **Appendix II**.

### *Floating Charge Creditors*

- 5 4 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

- 5 5 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.

### *Unsecured Creditors*

- 5 6 I received claims totalling £327,571.96 from 28 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.

- 5 7 The Surplus funds of £24,145.24 will be passed from the administration to the liquidation which will enable a small dividend to be paid to the unsecured creditors. The amount of the dividend will be determined by the extent of claims lodged by creditors, the amount at which these claims are agreed by the Liquidators and will be subject to the costs of liquidation. Further information will be provided by the Liquidators as soon as possible, but in the meantime, creditors who have already lodged details of their claim with the administrators do not need to lodge their claims again.

## 6. Joint Administrators' Remuneration, Disbursements and Expenses

### *Pre-Administration costs*

- 6 1 As a result of the agreement of the Administrators' proposals, the Joint Administrators' proposals relating to the pre-administration costs of £4,140 were approved. This amount has been drawn from the realisation of the assets and reflected in the Receipts and Payments Account at **Appendix II**.

6.2 *Post Administration costs - Basis of remuneration and disbursements*

The basis of the Joint Administrators' remuneration and disbursements was outlined in the proposals and was subsequently agreed by the preferential creditors. As a result of the agreement of the Administrators' proposals, the Joint Administrators' proposals relating to their remuneration and disbursements were approved. This provided for the Joint Administrators to be remunerated with reference to time properly spent in dealing with matters in the administration and that disbursements would be drawn in accordance with the tariff outlined in **Appendix III**.

*Remuneration Charged and Drawn in the period*

6.3 The Joint Administrators' time costs have been incurred and paid as follows

	Incurred (£)	Paid (£)
Period from 27 October 2011 to 26 October 2012	28,336.45	24,675.00
Period from 27 October 2012 to 15 April 2013	6,795.00	5,000.00
<b>Total</b>	<b>35,131.45</b>	<b>29,675.00</b>

6.4 In accordance with the provisions of SIP 9 I enclose as Appendix III, a Time & Cost Summary, which provides details of the activity costs incurred by staff grade to date.

6.5 Since the commencement of the administration, a total of 157.59 hours have been spent by the Joint Administrators' and their staff in administering the case, at a time cost of £35,131.45 which equates to an average hourly charge-out rate of £229.93. I have drawn £29,675 towards my time costs and I propose the balance of my time costs to be written off to enable maximum dividend distribution to unsecured creditors in liquidation.

*Disbursements incurred and drawn*

6.6 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**.

	Incurred (£)	Paid (£)
Category 1 disbursements for this period, 27 October 2011 to 26 October 2012	259.72	244.37
Category 1 disbursements for this period, 27 October 2012 to 15 April 2013	26.84	34.19
Category 2 disbursements for this period, 27 October 2011 to 26 October 2012	116.20	116.20
Category 2 disbursements for this period, 27 October 2012 to 15 April 2013	Nil	Nil
<b>Total</b>	<b>402.76</b>	<b>394.76</b>

6.7 Attached as **Appendix III** is additional information in relation to our policy on staffing, the use of subcontractors, disbursements and details of our current charge-out rates by staff grade.

6 8 *Expenses (professional advisors) charged and drawn in the period*  
The following professional advisors have been instructed in this matter

<b>Professional Advisor</b>	<b>Nature of Work</b>	<b>Fee Arrangement</b>
Matthew Arnold & Baldwin LLP	Legal Fees regarding administrators' appointment	Fixed fee
Darlington Solicitors	Legal Fees regarding deeds of surrender	Fixed fee
Visual Security Services	Agent Fees regarding trading premises	Fixed fee

6 9 The choice of professionals and the Administrators' fee arrangement with them was based on perception of their experience and ability to perform this type of work, the complexity and nature of the assignment

6 10 Details of the costs incurred and paid by the Administrators in relation to administration expenses for the period are also attached at **Appendix III**.

*Creditors' Guide to Fees and statement of creditors' rights*

6 11 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

**7. End of Administration**

7 1 The objective of the administration, as detailed in paragraph 3(1)(c) Schedule B1 of the Insolvency Act 1986, to realise property in order to make a distribution to one or more secured or preferential creditors has been achieved by a distribution to preferential creditors

7 2 As outlined previously it is the Joint Administrators intention to exit the Administration into Creditors' Voluntary Liquidation

7 3 Nicholas Charles Simmonds and Colin David Wilson will be appointed Joint Liquidators to the Company following filing of our Notice of Move from Administration to CVL as Administrators at the Registrar of Companies

7 4 The assets that remain to be dealt with in the Liquidation are as follows

- Transfer balance of funds from the Administration to Liquidation bank account,
- VAT recoverable in respect of the administration period in Liquidation,
- Joint Liquidators' appointment notification to all related parties,
- First and Final dividend distribution to unsecured creditors

7 5 It was resolved at a meeting of preferential creditors held by correspondence that upon the Company proceeding into Creditors Voluntary Liquidation, the Joint Administrators discharge from liability shall take effect 14 days following the Company entering into liquidation

7 6 I hope this report sufficiently updates you on the current position of the administration However, should you require any further clarification please contact Umang Patel of my office

Yours faithfully

  
**N C 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

#### Appointment details

Joint Administrators' name and address	Nicholas Charles Simmonds of RSM Tenon Restructuring 34 Clarendon Road Watford Hertfordshire WD17 1JJ	and	Colin David Wilson of RSM Tenon Restructuring 11th Floor 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		

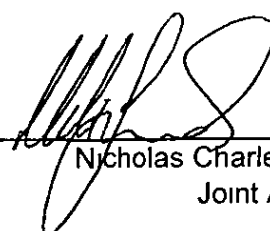
#### Officers of the company

		Appointed	Resigned
Directors	Fitzroy Alphanso Andrew	30/11/2009	N/A
	Angela Felicity Camber	27/06/2006	N/A
	James Gill	24/11/2008	N/A
	Nick Griffin	24/11/2008	N/A
	Rani King	27/04/2004	N/A
	Steven John Norris	13/11/1997	N/A
	Margaret O'Neill	16/03/1994	N/A
	Martin Thorneycroft	16/03/1994	N/A
	John Trainor	19/09/2005	N/A
Company Secretary	John Trainor	19/09/2005	N/A
Charges	Rent deposit deed provided to Leonard Serlin on 22/07/2006 in the amount of £6,167		



**London Action Trust  
(In Administration)  
Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs		From 27/10/2012 To 15/04/2013	From 27/10/2011 To 15/04/2013
	<b>ASSET REALISATIONS</b>		
1 00	Furniture & Equipment	NIL	NIL
	Book Debts	NIL	576 07
84,155 83	Cash at Bank	NIL	84,144 14
	Bank Interest Gross	59 41	177 39
	Miscellaneous Assets	NIL	35 02
		<u>59 41</u>	<u>84,932 62</u>
	<b>COST OF REALISATIONS</b>		
	Specific Bond	NIL	120 00
	Administrators' Pre-Appointment Fees	NIL	4,140 00
	Joint Administrators' Remuneration	5,000 00	29,675 00
	Joint Administrators' Disbursements	34 19	394 76
	Agent/Valuers Fees	NIL	367 50
	Legal Fees	500 00	1,500 00
	Storage Costs	435 50	716 44
	Corporation Tax	37 71	37 71
	Transfer Surplus to Liquidation	23,645 24	23,645 24
	Insurance of Assets	106 00	106 00
		<u>(29,758 64)</u>	<u>(60,702 65)</u>
	<b>PREFERENTIAL CREDITORS</b>		
(19,634 53)	RPO Arrears & Holiday Pay	21,576 44	21,576 44
	Employees Arrears/Hol Pay	1,830 93	1,830 93
	Payment to HMRC Re Employees' Tax/NIC	822 60	822 60
		<u>(24,229 97)</u>	<u>(24,229 97)</u>
	<b>UNSECURED CREDITORS</b>		
(21,926 50)	Trade & Expense Creditors	NIL	NIL
(91,808 18)	Employees Unsecured Claims	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(49,212.38)</u>		<u><u>(53,929.20)</u></u>	<u><u>NIL</u></u>

  
 Nicholas Charles Simmonds  
 Joint Administrator

## 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

External supplies of incidental services specifically identifiable to the case. Where these have initially been paid by RSM Tenon Restructuring and then recharged to the estate, approval from creditors is not required.

Examples of category 1 disbursements include postage, case advertising, specific bond insurance, company search fees, external room hire, storage, case management software system, 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).

###### Category 2 disbursements

These include elements of shared or allocated costs incurred by RSM Tenon Restructuring 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.

Category 2 disbursements charged by RSM Tenon Restructuring are as follows

Disbursement charge	Rate
Company searches (RSM Tenon Tracker)	£10 per case
File set up	£7 per file
Photocopying, scanning and faxes	10p per side of paper
Mileage	45p per mile
Room hire (internal) - London	£150 per hour
Room hire (internal) - outside London	£100 per hour
Reports to creditors and members - posted	50p per report
Reports to creditors and members - published on line	25p per report

## **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,
- > Reviewing available information to determine appropriate strategy,
- > 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,
- > 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

### **2.4. Realisation of assets**

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

- > Liaising with agents and solicitors,
- > Correspondence and meetings with interested parties,
- > Monitoring and chasing of deposits,
- > Agreement 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,
- > Recording creditor claims
- > Reporting to creditors,
- > Meetings of creditors,
- > Dealing with creditor queries,
- > Reviewing and evaluating creditor claims,

## 2.6 Tax

The time spent includes the following matters,

- > completing and submitting VAT returns
- > completing and submitting corporation tax returns

## 2.7 Cashiering

The time spent includes the following matters,

- > Posting journals
- > Maintenance of the Administration bank account
- > Maintaining cashiering file

## 3. Time and charge out summary

Post Appointment Time and charge out summary is attached

## 4 Disbursements

Disbursements incurred during the period of this report and cumulatively, and those reimbursed in the period and cumulatively to end of current period, are detailed below

Disbursements	27 October 2011 to 26 October 2012		27 October 2012 to 15 April 2013		Cumulatively	
	Incurred £	Paid £	Incurred £	Paid £	Incurred £	Paid £
<i>Category 1</i>						
Statutory advertising	76 50	76 50	Nil	Nil	76 50	76 50
Postage Re Report to Creditors	99 40	84 05	26 84	34 19	126 24	118 24
Bond premium	Nil	Nil	Nil	Nil	Nil	Nil
Website Charge	8 00	8 00	Nil	Nil	8 00	8 00
IPS Annual Licence Fee	7 35	7 35	Nil	Nil	7 35	7 35
Storage Costs	14 67	14 67	Nil	Nil	14 67	14 67
Travel Costs Re Meeting between the Company & Administrators' Staff	53 80	53 80	Nil	Nil	53 80	53 80
<b>Total</b>	<b>259.72</b>	<b>244.37</b>	<b>26 84</b>	<b>34.19</b>	<b>286.56</b>	<b>278.56</b>
<i>Category 2</i>						
Photo-copying Re Report to Creditors	116 20	116 20	Nil	Nil	116 20	116 20
<b>Total</b>	<b>116.20</b>	<b>116.20</b>	<b>Nil</b>	<b>Nil</b>	<b>116.20</b>	<b>116.20</b>

The above costs exclude VAT

## 5 Professional advisors and expenses

The Joint Administrators have incurred administration expenses in connection with the instruction of the following parties, covering the current period,

Name & Activity	27 October 2011 to 26 October 2012		27 October 2012 to 15 April 2013		Cumulatively	
	Incurred (£)	Paid (£)	Incurred (£)	Paid (£)	Incurred (£)	Paid (£)
Matthew Arnold & Baldwin LLP – Legal Fees	1,000 00	1,000 00	Nil	Nil	1,000 00	1,000 00
Darlington Solicitors	Nil	Nil	500 00	500 00	500 00	500 00
Visual Security Services	367 50	367 50	Nil	Nil	367 50	367 50
<b>Total</b>	<b>1,367.50</b>	<b>1,367.50</b>	<b>500 00</b>	<b>500.00</b>	<b>1,867 50</b>	<b>1,867.50</b>

The above costs exclude VAT

## SIP9 Summary

## RSM Tenon

5015769 London Action Trust Post Appointment

27/10/2011 to 15/04/2013

Administration and planning	6 75	8 10	10 36	4 37	29 58	7,840 43	265 06		
Creditors	2 25	35 00	69 12	3 18	109 55	23,754 93	216 84		
Investigations	0 00	1 20	2 92	0 00	4 12	880 92	213 82		
Realisation of assets	0 00	3 40	10 94	0 00	14 34	2,655 17	185 16		
Trading	0 00	0 00	0 00	0 00	0 00	0 00	NaN		
Hours	9 00	47 70	93 34	7 55	157 59				
Charge	3,805 00	12,616 50	17,327 95	1,382 00		35,131 45			

**Joint Administrators' Proposals relating to**

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

**Issued on: 15 December 2011**

Nicholas Charles Simmonds of RSM Tenon Recovery and Colin David Wilson of RSM Tenon Recovery are the Joint Administrators of the Company and these are the Joint Administrators' statutory proposals relating to the Company

## **1. Statutory Information**

Statutory information relating to the Company is attached at **Appendix I**

## **2. Circumstances Leading to the Appointment of the Joint Administrators**

The Company was formed on 11 February 1994 under registration number 02897056

The Company's registered office was at 88 Clapham Road, London, SW9 0JR, and traded from the same premises

Fitzroy Andrew, Angela Cambell, James Gill, Nick Griffin, Rani King, Steven John Norris, Margaret O'Neill, Martin Thorneycroft and John Trainor are the Company directors

The Company is limited by guarantee

The principal activity of the Company was as a charity, providing support, guidance and rehabilitation to prisoners, ex-offenders and those at risk of offending

A summary of the Company's recent trading performance is shown below

	<b>31 July 2010</b>	<b>31 July 2009</b>
<b>INCOMING RESOURCES</b>		
<b>Incoming Resources from generated funds</b>		
Voluntary Income - grants	803,280	669,539
Activities for generating funds		
- Trading Turnover		
Essential Consulting	-	17,416
Investment Income	-	3,484
<b>Incoming Resources from Charitable Activities</b>		
Contracts for Services	677,960	1,136,313
<b>Total Incoming Resources</b>	<b>1,481,240</b>	<b>1,826,752</b>
<b>RESOURCES EXPENDED</b>		
<b>Cost of Generating Funds</b>		
Fundraising Trading Costs		
- Essential Consulting	2,431	17,164
Development Costs	19,673	19,478
	22,104	36,642
<b>Charitable Activities</b>	<b>1,442,536</b>	<b>1,608,775</b>
<b>Exceptional Charitable Activities</b>	<b>158,777</b>	<b>-</b>
	<b>1,601,313</b>	<b>1,608,775</b>
<b>Governance Costs</b>	<b>29,353</b>	<b>33,795</b>
<b>Total Resources Expended</b>	<b>1,652,770</b>	<b>1,679,212</b>



**NET INCOMING  
RESOURCES/(RESOURCES EXPENDED)  
FOR THE YEAR BEFORE EXCEPTIONAL  
ITEMS**

(12753)      147,540

**NET (RESOURCES  
EXPENDED)/INCOMING RESOURCES  
FOR THE YEAR AFTER EXCEPTIONAL  
ITEMS**

(171,530)      147,540

Balances brought forward

275,628      128,088

**BALANCES CARRIED FORWARD**

£104,098      £275,628

31 July 2010	31 July 2009	31 July 2008
£	£	£

**FIXED ASSETS**

Tangible Fixed  
Assets

6,453      -      -

Investments

1      1      1

6,454      1

**CURRENT ASSETS**

Debtors

172,958      458,726      460,036

Cash at Bank and in  
Hand

136,829      260,658      298,797

309,787      719,384      758,833

**CREDITORS:**  
Amounts falling  
due within one  
year

(227,372)      (234,073)      (420,808)

**NET CURRENT  
ASSETS**

82,415      485,311      338,025

**NET ASSETS**

£88,869      £485,312      £338,026

**FUNDS**

Unrestricted

(10,518)      214,959      184,977

Restricted

99,387      270,353      153,049

£88,869      £485,312      £338,026

In early September 2011 some of the Company's funding was stopped. Obtaining funding from the Government and other bodies became increasingly hard to obtain, which led to the Directors seeking advice from RSM Tenon. The Directors decided after receiving advice that the best course of action was to put the Company into administration.

On 27 October 2011, Colin David Wilson and I were appointed by Directors as Joint Administrators of the Company. The appointment permitted the Joint Administrators to take any actions required either jointly or alone.

### **3. Objectives of the Administration of the Company and the Joint Administrators' Strategy**

The purpose of an administration is to achieve one of the three objectives set out in the insolvency legislation, which is to -

- (a) rescue the company as a going concern, or
- (b) achieve 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) realise property in order to make a distribution to one or more secured or preferential creditors

Objective (a) could not be achieved as no purchaser could be found for the shares of the Company and the nature of the Company's trading and its financial circumstances meant that a Company Voluntary Arrangement was not appropriate

The second objective could not be achieved as there is no chargeholder and there are only sufficient assets to make a distribution to the preferential creditors. As a result, I am seeking to achieve objective (c) for the Company, and will do this by ceasing to trade and disposing of assets, as is appropriate

The insolvency legislation has set a 12 month maximum duration for administrations, unless the duration is extended by the court or the creditors. If I am unable to complete the administration of the Company within 12 months then I will either apply to the court, or hold a meeting of creditors, in order to seek approval to extending the duration of the administration

### **4. Actions of the Joint Administrators Following Appointment**

It was not a viable option to continue to trade the Company because funding had ceased. As a result, the Company ceased trading on 26 October 2011, with its employees being dismissed on the same date

Since then I have sent a request to National Westminster Bank Plc to transfer the cash at bank to the Administration estate account. I have also instructed an agent, Richard Birch & Co to provide a valuation of the assets at the Company premises, with a view to selling these assets where appropriate

### **5. Financial Position of the Company**

I have asked the directors to prepare a summary of the Company's estimated financial position as at 27 October 2011, which is known as a Statement of Affairs, but this has not yet been provided

I have prepared an estimate of the financial position of the Company as at 27 October 2011 from the records of the Company, and that is attached at Appendix II, together with a list of names and addresses of all known creditors, and the amounts of their debts

## **Comments on the Joint Administrator's estimate of the financial position of the Company**

### **5.1. Cash at Bank**

As at the date of Administration, the balance of the cash at bank was £84,000 approximately. National Westminster Bank Plc (Natwest) confirmed that the cash at bank was made up of two accounts totalling £84,155.83. I have sent a request to Natwest to transfer this amount into the Administration account. This has not yet been received but is expected to be received shortly.

### **5.2. Office furniture and Equipment**

The Company had various office furniture and equipment at their premises. I have instructed Richard Birch & Co to undertake a valuation of these assets, with a view to selling the assets where appropriate.

### **5.3. Preferential Creditors**

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.

## **6. Joint Administrators' Receipts and Payments Account**

I attach a summary of my receipts and payments relating to the Company for the period from when it entered administration, 27 October 2011, to the date of these proposals, at Appendix IV.

## **7. Proposed Future Actions of the Joint Administrators to Achieve the Objective of the Administration**

In order to achieve the objective of the administration of the Company it is proposed to

- a) Review the existing projects and, where possible, transfer the contracts to other providers, together with staff members if possible
- b) Sell the office furniture and equipment for the best possible value

I should then be in a position to make a distribution to the preferential creditors of the Company.

Should there be funds available, I would take a view to placing the Company into Creditors' Voluntary Liquidation in order to make a distribution to unsecured creditors.

## **8. Meeting of Creditors**

I am not convening a meeting of creditors as, in the Administrators' opinion, it will not be possible to achieve the following objectives of an administration set out in the insolvency legislation, which are to -

- a) rescue the company as a going concern
- b) achieve 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)

However, creditors whose debts amount to at least 10% of the total debts of the Company can require me to call a meeting. Such a request must be made to me on Form 2.21B within 8 business days of the date of the letter accompanying these proposals.

If creditors do not require me to convene a meeting of creditors within that time period, then my proposals will be deemed to have been approved.

Creditors are also entitled at a meeting of creditors to establish a Creditors' Committee should they so wish, provided that there are no fewer than three and no more than five wishing to be represented on the Committee.

## **9. Pre-Administration Costs**

Before a company enters into any form of insolvency proceedings, professional costs are necessarily incurred in order to ensure that

- > The most suitable form of proceedings is chosen, in the interests of creditors
- > The mechanics of initiating the proceedings and appointing an insolvency practitioner is dealt with appropriately

The basis on which these costs are to be paid varies according to the insolvency procedure adopted. In the case of a company entering into administration, the administrator must make a 'Statement of Pre-Administration Costs', the content of which is prescribed by the Insolvency Rules, and seek approval for their payment. In this case, approval will be sought from the preferential creditors.

My statement of pre-administration costs is set out at **Appendix III**.

In this case, work was also done in the interests of creditors prior to my appointment as Joint Administrator to transfer certain initiatives to other organisations, together with associated employees which would have reduced the employee claims. To that extent, these costs are not additional costs that would have been saved, had the assets been disposed of later.

I should point out that my request for payment of the pre-administration costs does not comprise part of the formal proposals for the conduct of the administration.

## **10. Joint Administrators' Remuneration and Expenses**

I propose that our fees will 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. Information about current charge out rates is set out in **Appendix III**.

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**.

As stated in section 8, I am not convening a meeting of creditors and consequently it will be for the preferential creditors to approve my remuneration and category 2 expenses.

To the date of this report being prepared, my time costs amount to £8,279 76, representing 42 40 hours work, at an average charge out rate of £195 28 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

Please go to <http://www.rsmtenon.com/creditorsguide> and click on 'Remuneration Guidelines Administration (post 6 April 2010)' if you require further information relating to Administrator's Remuneration The Guide also gives important information about Creditors' Rights Alternatively a copy is available free of charge upon request from the address shown in the covering letter enclosing these proposals

#### **11. Discharge from Liability**

As there is unlikely to be any return to unsecured creditors we will, in accordance with legislation, be seeking a resolution from the preferential creditors, as appropriate for discharge from liability in respect of any action of ours as Administrators to take effect immediately following our cessation to act as Administrators

#### **12. Joint Administrators' Investigations**

I have a duty to consider the conduct of those who have been directors of the Company at any time in the three years preceding the administration I am also required to investigate the affairs of the Company in general in order to consider whether any civil proceedings should be taken on its behalf I should be pleased to receive from you any information you have that you consider will assist me in this duty I would stress that this request for information forms part of my normal investigation procedure

#### **13. EC Regulation on Insolvency Proceedings**

I consider that the EC Regulation on Insolvency Proceedings applies and that these proceedings are main proceedings as defined in Article 3 of the EC Regulations as the centre of main interest of the Company is in the United Kingdom

#### **14. Joint Administrators' Proposals**


In order to achieve the objective set out at Section 3 above, Nicholas Charles Simmonds and Colin David Wilson of RSM Tenon Recovery, the Joint Administrators formally propose to creditors that

- (a) they continue to manage the business, affairs and property of the Company in order to achieve the purpose of the administration In particular that they
  - (i) sell the Company's assets at such time(s) on such terms as they consider appropriate,
  - (ii) investigate and, if appropriate, pursue any claims that the Company may have against any person, firm or company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or company which supplies or has supplied goods or services to the Company, and

- (iii) do all such things and generally exercise all their powers as Administrators as they in their discretion consider desirable or expedient in order to achieve the purpose of the administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to these proposals
- (b) The Administration shall continue (subject to the statutory provisions relating to automatic termination) until the realisable assets of the Company have been realised and all liabilities incurred during the Administration have been discharged or until such a time as deemed appropriate by the Administrators. At this stage the Company shall be dissolved or placed into liquidation as outlined below. If necessary, the Administrators may propose to seek an extension of their appointment as Administrators from the creditors and/or the Court pursuant to paragraph 76 of Schedule B1 to the Act
- (c) If the Administrators consider that there will be no distribution to creditors who are neither secured nor preferential, and if they also consider that an exit from the Administration into compulsory liquidation is not appropriate, then the Administrators be authorised to take the necessary procedural steps to bring about the end of the Administration and move the Company into dissolution pursuant to paragraph 84 of Schedule B1 to the Act
- (d) In the event that the Administrators are of the view that it is appropriate for the Company to move from Administration into Liquidation, whether compulsory or voluntary, the Administrators be authorised to take steps to place the Company into whichever liquidation process they, at their discretion, deem appropriate. In either circumstance, it is proposed that the Joint Administrators would take the appointment as joint liquidators of the Company and that they will act jointly and severally in their duties. In relation to moving into creditors' voluntary liquidation, and in accordance with paragraph 83(7) and Rule 2.117 (3), creditors may nominate a different person as the proposed liquidator, provided that the nomination is made after the receipt of the proposals and before those proposals are approved

#### 15. Further Information

Should you require any further information relating to these proposals or the administration of the Company please do not hesitate to contact Graham Meek on the telephone number shown in the covering letter enclosing these proposals



NC 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**

**Statutory Information**

## Appendix I

### Company Information

Company Name	London Action Trust
Previous Name	N/A
Company Number	02897056
Date of Incorporation	11 February, 1994
Trading Address	88 Clapham Road, London, SW9 0JR
Current Registered Office	34 Clarendon Road, Watford, WD17 1JJ
Former Registered Office	88 Clapham Road, London, SW9 0JR
Principal Trading Activity	Adult and other education not elsewhere classified

### Appointment details

Date of Appointment	27 October, 2011
Appointment made by	Directors
Court Name and Reference	High Court of Justice Chancery Division Companies Court No 9124 of 2011
Administrators Appointed	Nicholas Charles Simmonds IP Number 9570  Colin David Wilson IP Number 9478

### Officers of the company

Directors	Fitzroy Alphanso Andrew Angela Felicity Camber James Gill Nick Griffin Rani King Steven John Norris Margaret O'Neill Martin Thorneycroft John Trainor	Appointed 30/11/2009 Appointed 27/06/2006 Appointed 24/11/2008 Appointed 24/11/2008 Appointed 27/04/2004 Appointed 13/11/1997 Appointed 16/03/1994 Appointed 16/03/1994 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**

### **Joint Administrators' Estimate of the Financial Position of the Company**

**as at 27 October 2011**

Insolvency Act 1986

London Action Trust  
Estimated Financial Position as at 27 October 2011

	Book Value £	Estimated to Realise £	£
<b>ASSETS</b>			
Furniture & Equipment	6,453 00		Uncertain
Cash at Bank	84,000 00		84,155 83
			<u>84,155 83</u>
<b>LIABILITIES</b>			
<b>PREFERENTIAL CREDITORS -</b>			
Employee Arrears/Hol Pay		19,634 53	
			<u>19,634 53</u>
			64,521 30
<b>DEBTS SECURED BY FLOATING CHARGE PRE 15 SEPTEMBER 2003</b>			
<b>OTHER PRE 15 SEPTEMBER 2003 FLOATING CHARGE CREDITORS</b>			
			<u>NIL</u>
			64,521 30
<b>Estimated prescribed part of net property where applicable (to carry forward)</b>			
			<u>NIL</u>
			64,521 30
<b>DEBTS SECURED BY FLOATING CHARGE POST 15 SEPTEMBER 2003</b>			
			<u>NIL</u>
			64,521 30
<b>Estimated prescribed part of net property where applicable (brought down)</b>			
			<u>NIL</u>
			64,521 30
<b>Unsecured non-preferential claims (excluding any shortfall to floating charge holders)</b>			
Trade & Expense Creditors		21,926 50	
Employees		91,808 18	
			<u>(113,734 68)</u>
<b>Estimated deficiency/surplus as regards non-preferential creditors</b>			
<b>(excluding any shortfall in respect of F.C's post 14 September 2003)</b>			
			<u>(49,213 38)</u>
<b>Issued and called up capital</b>			
			NIL
<b>TOTAL SURPLUS/(DEFICIENCY)</b>			
			<u><u>(49,213 38)</u></u>

**RSM Tenon Recovery**  
**London Action Trust**  
**B - Company Creditors**

Key	Name	Address	£
CA00	Alternative Networks	Chatfield Court, 56 Chatfield Road, London, SW11 3UL	413.75
CA01	Angel Falls Accounting Limited	16 The Mail, Surbiton, Surrey, KT6 4EQ	0.00
CB02	British Gas Business	Spineyside, Penman Way, Grove Park, Leicester, LE19 1SZ	0.00
CB01	British Quality Foundation	32-34 Great Peter Street, London, SW1P 2QX	276.00
CB00	BT Plc	Department W, Durham TE, Providence Row, Durham, DH1 1RR	55.48
CC03	Care Check	35 Greenhill, Evesham, Worcestershire, WR11 4LX	0.00
CC04	Children & Young People Now	Dept BCC, Belgrade Business Centre, Denington Road, Wellyingborough, NN8 2QH	0.00
CC01	Chiltern Railways	Second Floor, Western House, 14 Rickfords Hill, Aylesbury, Bucks, HP20 2RX	0.00
CC02	Cintas Document Management UK Limited	Bowman House, 49 Mabgate, Leeds, LS9 7DR	0.00
CC05	CIT Vendor Finance (UK) Limited	Administrative Office, CIT Group Finance (Ireland), CIT House, Carysfort Avenue, Blackrock Business Park, Blackrock, Co Dublin, Ireland	0.00
CC06	Close Premium Finance	21st Floor, Tolworth Tower, Ewell Road, Tolworth, Surbiton, Surrey, KT6 7EL	0.00
CC00	Contributions Agency	Insolvency Section, Room 106E Central Office, Longbenton, Newcastle upon Tyne NE98 1YX	0.00
CE0N	E ON	PO Box 123, Nottingham, NG1 6HD	0.00
CE00	Echo Communications Limited	Chatfield Court, 56 Chatfield Road, London, SW11 3UL	0.00
CH00	HM Customs & Excise	VAT Central Unit, Alexander House, 21 Victoria Avenue, Southend-on-Sea X, SS99 1AB	0.00
CI00	HM Revenue & Customs	Euston Tower, 286 Euston Road, London, NW1 3UQ	0.00
CP01	Horizon Environment Services Limited	T/A Pestkill, Graveoak, East Lancashire Road, Leigh, Lancashire, WN7 3SE	75.00
CJ00	Judicum Consulting Limited	25 Watling Street, London, EC4M 9BR	5.35
CK00	Knox Cropper	8/9 Well Court, London, EC4M 9DN	10,281.25
CL01	London Borough of Lambeth	Financial Shared Services, Billings and Collections Team, 1st Floor, Olive Morris House, 18 Brixton Hill, London, SW2 1RL	0.00
CL03	London Borough of Lambeth	Business Rates, PO Box 160, Enth, DA8 9DQ	0.00
CL00	London Probation Trust	1st Floor, 151 Buckingham Palace Road, London, SW1W 9SZ	6,421.04
CL02	Looking Forward T/A Threshold Centre	1 Ada Place, London, E2 9BA	0.00
EB00	Mr Ervell Bailey	370 Gander Green Lane, North Cheam, Sutton, SM3 9RA	1,770.47

**RSM Tenon Recovery  
London Action Trust  
B - Company Creditors**

Key	Name	Address	£
ET00	Mr John Trainor	36 Hereward Street, March, Cambridgeshire, PE15 8LY	7,820 89
EG00	Mr Mike Goodfield	24 Prentis Road, Streatham, London, SW16 1QD	10,523 12
ED00	Ms Andrea Dawson	182 Mersham Road, Thornton Heath, Surrey, CR7 8NR	7,920 00
EJ00	Ms Charlotte John	64 Hillcrest Road, Bromley, Kent, BR1 4SD	2,640 00
EJ01	Ms Diedre Johnson	27 Moggs Mead, Petersfield, Hampshire, GU31 4NX	13,720 00
EP00	Ms Elizabeth Peppiatt	189 Lincoln Court, Bethune Road, Stoke Newington, London, N16 5DZ	4,951 00
EF00	Ms Joan Fanus	90 Cowper Road, Hanwell, London, W7 1EJ	4,960 00
EB01	Ms Karen Brooke	85 Livingston Road, Thornton Heath, Croydon, Surrey, CR7 8JY	10,640 00
EQ00	Ms Karen Quallo	302 King Henrys Drive, New Addington, Croydon, Surrey, CR0 0AA	4,318 04
EC00	Ms Linette Comerford	147 Green Lanes, Epsom, Surrey, KT19 9TN	6,520 00
ET02	Ms Maria Teles	3 Selworthy Road, Catford, London, SE6 4DP	9,840 00
EB02	Ms Sharon Brown		13,219 60
EG02	Ms Valene Graham		3,319 59
ET01	Ms Victoria Torrance	27 Ardwell Avenue, Barkingside, Ilford, Essex, IG6 1AW	9,280 00
CO02	O2	Telefonica UK Limited, 260 Bath Road, Slough, Berkshire, SL1 4DX	0 00
CO01	OCN Eastern Region	John Tabor Building, University of Essex, Colchester, Essex, CO4 3SQ	270 00
CO00	Orient Regeneration t/as O-Regen - In Administr	C/O Maidment Judd, Verulam House, 110 Luton Road, Harpenden, Herts, AL5 3BL	0 00
CP02	PHS Group Plc	Western Industrial Estate, Caerphilly, CF83 1XH	0 00
CP00	Pitney Bowes	Purchase Power, PO box 6570, Harlow, Essex, CM20 2GZ	0 00
CR00	Restorative Justice Council	Beacon House, 113 Kingsway, London, WC2B 6PP	0 00
CS02	Smartech UK Plc	Unit 9, Abbeymead Industrial Park, Brooker Road, Waltham Abbey, Essex, EN9 1HU	0 00
CS00	SME Solutions Limited	Units 1-3, 85b Ashford Road, Eastbourne, BN21 3TE	478 23
CW00	Sophie Wellings	74 Como Road, London, SE23 2JW	1,491 84
CT00	Thames Water Services	Customer Services, PO Box 234, Swindon, SN38 3TW	0 00
CF00	The Franking Machine Company Finance Limite	130 St Mary's Road, Garston, Liverpool, L19 2JG	2,158 56
CS01	Viking Direct	PO Box 9998, Leicester, LE41 9GS	0 00
<b>53 Entries Totalling</b>			<b>133,369.21</b>

## **Appendix III**

### **Information relating to Joint Administrators' Remuneration and Expenses**

## Appendix III

### Information relating to the Joint Administrators' Fees and Expenses

#### 1. Overview of Case

##### 1.1. Appointment

We were appointed Joint Administrators on 27 October 2011 following an application by Directors

#### Explanation of office-holders charging and disbursement recovery policies

##### 1.2. 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 2011 £
Director and licensed Insolvency Practitioner	380 to 475
Associate Director	380
Senior Manager	300 to 335
Manager	250 to 335
Senior Administrator	140 to 230
Administrator	120 to 195

##### 1.3 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.

It is proposed that the following Category 2 disbursements are recovered by RSM Tenon Recovery

	£
Room Hire	£40 per meeting
Envelope	4 2p
Paper (photocopies per sheet)	7p per sheet
Internal Storage	At cost
Business mileage	45p per mile

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 4 of this appendix outlines the time costs to date in relation to activities undertaken during this matter. These matters can be summarised as follows

### **3.1. Pre-appointment**

Full details of our pre-appointment costs are set out separately in Appendix V

### **3.2. Administration and planning**

The following activities 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,

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

### **3.3. 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,

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

### **3.4. Realisation of assets**

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

- > Liaison with solicitors and agents,
- > Correspondence and meetings with interested parties,
- > Monitoring and chasing of deposits

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

### 3.5. Creditors

The time spent includes the following matters

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

### 4. Time and chargeout summary

To date a total of 42 40 hours have been spent at an average charge out rate of £195 28 per hour bringing the total cost to date to £8,279 76

A summary table is shown below

Classification of work function	Insolvency Practitioner/ Director/ Associate Director	Manager	Hours Other senior professionals	Assistants and support staff	Total	Time cost £	Average Hourly rate £
Administration and Planning	1 00	0 00	2 92	0 90	4 82	970 67	201 38
Creditors	2 75	3 40	22 74	0 00	28 89	5,579 92	193 14
Investigations	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Realisation of Assets	1 5	0 00	7 19	0 00	8 69	1,729 17	198 98
Total hours	<u>5 25</u>	<u>3 40</u>	<u>32 85</u>	<u>0 90</u>	<u>42 40</u>		
Total fees claimed £	<u>2,073 75</u>	<u>877 00</u>	<u>5,165 01</u>	<u>164 00</u>		<u>8,279 76</u>	

The above costs exclude VAT

### 5. Disbursements

#### 5.1. Category 1

Category 1 disbursements incurred are outlined below

	Incurred £	Paid £
Statutory advertising	76 50	0 00
Total	<u>76.50</u>	<u>0.00</u>

The above costs exclude VAT



**Appendix IV**

**Joint Administrators'**  
**Receipts and Payments Account**

**London Action Trust  
(In Administration)  
Joint Administrators' Abstract of Receipts & Payments  
To 15/12/2011**

<b>S of A £</b>		<b>£</b>	<b>£</b>
	<b>ASSET REALISATIONS</b>		
6,453 00	Furniture & Equipment	NIL	
84,000 00	Cash at Bank	NIL	
			NIL
	<b>PREFERENTIAL CREDITORS</b>		
(19,634 53)	Employee Arrears/Hol Pay	NIL	
			NIL
	<b>UNSECURED CREDITORS</b>		
(21,926 50)	Trade & Expense Creditors	NIL	
(91,808 18)	Employees	NIL	
			NIL
<b>(49,368.21)</b>			<b>NIL</b>
	<b>REPRESENTED BY</b>		
			<b>NIL</b>

## **Appendix V**

### **Joint Administrators' Statement of Pre-Appointment Costs**

## Statement of Pre-Administration Costs

Pre-administration costs are defined in the Insolvency Rules as fees charged and expenses incurred by the administrators or their firm, or another person qualified to act as an insolvency practitioner, before the company entered administration but with a view to its doing so

### Summary of the Joint Administrators' Pre-Administration Costs

The Joint Administrators' pre-administration costs comprise -

	£
Pre-administration time costs	4,140 00
Pre-administration disbursements	
Category 1	0 00
Category 2 (see Appendix III)	0 00
<b>Total</b>	<b>£4,140.00</b>

The Joint Administrators will be seeking approval for payment of their pre-administration costs as an expense of the administration from the preferential creditors

Further information on each category of pre-administration cost is given below

#### *Pre-Administration Time Costs of the Joint Administrators*

The Joint Administrators' unpaid pre-appointment time costs total £4,140 00 at RSM Tenon Recovery's standard charging rates (see Appendix III)

None of these costs has been paid

#### *Pre-Administration Disbursements*

We have incurred pre-administration disbursements as follows -

	£
Category 1	0 00
<b>Total</b>	<b>£0.00</b>
Category 2 (see Appendix III)	0 00
<b>Total</b>	<b>£0.00</b>

#### **Work Done**

The work done by us in the period leading up to administration was reported in the first notification that we sent to creditors immediately following the making of the administration order. That notification explained how our pre-administration work was in the interests of creditors.

If any creditor would like a further copy of that notification, please do not hesitate to contact this office.

**Other persons Entitled to Claim**

We are unaware of any additional costs incurred by any other professionals qualified to act as an insolvency practitioner in respect of the Company. Should any such claims subsequently come to light, they will be dealt with in the manner provided for by the Insolvency Rules.

**Not Part of the Administrators' Proposals**

Please note that our request for payment of pre-administration costs is separate to and does not form part of our proposals to creditors for the conduct of the administration.