

The Insolvency Act 1986

Administrator's progress report

Name of Company
Access Flooring Services (UK) Limited

Company number
02976321

In the
Royal Courts of Justice

[full name of court]

Court case number
3725 of 2012

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

I / We (a) Jonathan James Beard of Begbies Traynor (Central) LLP, 2/3 Pavilion Buildings, Brighton, East Sussex BN1 1EE and John Walters of Begbies Traynor (Central) LLP, 2/3 Pavilion Buildings, Brighton, East Sussex BN1 1EE

administrator(s) of the above company attach a progress report for the period

(b) Insert dates

from

to

(b) 19 March 2016

(b) 18 September 2016

Signed

Joint / Administrator(s)

Dated

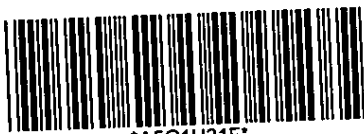
21/9/16

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.

Begbies Traynor (Central) LLP	
2/3 Pavilion Buildings Brighton East Sussex BN1 1EE	
	Tel Number 01273 322960
Fax Number 01273 322961	DX Number

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



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COMPANIES HOUSE

THURSDAY

The affairs, business and property of the Company are being managed by the joint administrators, who act as the Company's agents and without personal liability

Access Flooring Services (UK) Limited (In Administration)

Progress report pursuant to Rule 2.47 of the
Insolvency Rules 1986

Period: 19 March 2016 to 18 September 2016

Important Notice

This progress report has been produced to comply with our statutory duty to report to creditors on the progress of the administration. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than this report to them, or by any other person for any purpose whatsoever.

Contents

- ☐ Interpretation
- ☐ Company information
- ☐ Details of appointment of administrators
- ☐ Progress during the period
- ☐ Estimated outcome for creditors
- ☐ Remuneration and disbursements
- ☐ Expenses
- ☐ Assets that remain to be realised
- ☐ Other relevant information
- ☐ Creditors' rights
- ☐ Conclusion
- ☐ Appendices
 - 1 Account of receipts and payments
 - 2 Time costs and disbursements
 - 3 Statement of administrators' expenses

1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Access Flooring Services (UK) Limited (In Administration)
"the administration"	The appointment of administrators under Schedule B1 to the Insolvency Act 1986 on 4 May 2012
"the administrators" "we" "our" and "us"	Jonathan James Beard of Begbies Traynor (Central) LLP, 2/3 Pavilion Buildings, Brighton, East Sussex, BN1 1EE and J Walters of Begbies Traynor (Central) LLP, 2/3 Pavilion Buildings, Brighton, East Sussex, BN1 1EE
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency Rules 1986 (as amended)
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act), and (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Insolvency Act 1986

2 COMPANY INFORMATION

Trading name	AFS
Date of Incorporation	3 October 1994
Company registered number	02976321
Company registered office	2/3 Pavilion Buildings, Brighton, BN1 1EE

3. DETAILS OF APPOINTMENT OF ADMINISTRATORS

Date of administrators' appointment	4 May 2012
Date of administrators' resignation	N/A
Court	Royal Courts of Justice
Court Case Number	3725 of 2012
Persons making appointment	HSBC Bank plc, 8 Canada Square, London, E14 5HQ
Acts of the administrators	The administrators act as officers of the court and as agents of the Company without personal liability. Any act required or authorised under any enactment to be done by an administrator may be done by any one or more persons holding the office of administrator from time to time.
EC Regulation on Insolvency Proceedings	The EC Regulation on Insolvency Proceedings (Council Regulation (EC) No 1346/2000) applies to these proceedings which are 'main proceedings' within the meaning of Article 3 of the Regulation.

4. PROGRESS DURING THE PERIOD

Attached at Appendix 1 is our abstract of receipts and payments for the period from 19 March 2016 to 18 September 2016

Contract debt collections

As previously reported, specialist quantity surveyors, RPA Associates ("RPA"), were instructed to assist in rebuilding the contracts ledger to account for contracts effectively transferred to Access Flooring Services (Special Works) Limited ("AFSSW"), and to estimate potential recoveries for contract debts on completed contracts.

Prior to our appointment a firm of quantity surveyors Ridett Limited ("Ridett") had been instructed by the Company to assist with the collection of certain contract debts. Due to their knowledge of those contracts they were instructed to continue to assist with the collections for those matters, in conjunction with RPA.

Ridett ultimately passed all contracts that it was working on to RPA to finalise as appropriate

Minimal realisations of £131 65 have been made in this regard within the period covered by this report and, as such, total contract debt as at 18 September 2016 now amount to £317,709 19

We have reviewed the remaining debtor ledger with the assistance of RPA and do not anticipate any further material collections

Sale agreement with AFSSW

We have previously reported in detail on the sale agreement between the Company and AFSSW, which was finalised on 26 July 2012

We understand that the liquidators of AFSSW are pursuing potential antecedent recoveries, which may result in a dividend becoming available for creditors

Subject to the agreement of claims within AFSSW, we understand that the Company is the major creditor of AFSSW and holds a floating charge over its assets. As such, should a distribution become available as a result of any recoveries made by the liquidators of AFSSW, it is anticipated that the Company would receive a material return from that liquidation

In conjunction with our solicitors, we are liaising with the liquidators of AFSSW as appropriate in this regard

Funds diverted from the Company to AFSSW

From our continuing investigations into the affairs of the Company it would appear that a substantial level of contract debt payments were diverted from the Company to AFSSW prior to the administration

We are pursuing these amounts as antecedent recoveries in conjunction with our solicitors and, in the absence of a suitable settlement agreement, intend to commence legal proceedings to facilitate recovery of the same

5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in our statement of proposals

On the basis of realisations to date and estimated future realisations we estimate an outcome for each class of the Company's creditors as follows

Secured creditors

Returns to both HSBC Bank plc ("HSBC") and HSBC Invoice Finance (UK) Limited ("HIF") are currently uncertain. However it is considered likely that both secured creditors will suffer shortfalls in relation to their lending to the Company

The extent of the expected final shortfalls is not currently clear

Preferential creditors

Any dividend to preferential creditors is dependent upon the level of realisations made in respect of assets subject to the floating charges. At this stage it is unclear whether there will be sufficient funds to enable a dividend to be paid to preferential creditors. A dividend may become payable as a result of ongoing recovery action

Prescribed Part for unsecured creditors pursuant to Section 176A of the Act

Details of how the prescribed part for unsecured creditors is calculated were provided in our statement of proposals

As detailed in our statement of proposals, HIF has a floating charge registered after 15 September 2003, which would be subject to a prescribed part. However, HSBC has a floating charge registered prior to 15 September 2003 and it will receive any distribution made under the floating charge in priority to HIF. Consequently, to the best of our knowledge and belief, there will be no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property will be made available for distribution to the unsecured creditors.

Unsecured creditors

Based upon realisations to date and estimated future realisations it is unclear whether there will be sufficient funds available to enable a dividend to be paid to the unsecured creditors. A dividend may become payable as a result of any successful actions following our ongoing investigations.

6. REMUNERATION & DISBURSEMENTS

Our remuneration has been fixed by reference to the time properly given by us (as administrators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the administration and we are authorised to draw disbursements, including disbursements for services provided by our firm (defined as category 2 disbursements in Statement of Insolvency Practice 9) in accordance with our firm's policy, details of which accompanied the Statement of Proposals for achieving the purpose of administration and which are attached at Appendix 2 of this report.

Our time costs for the period from 19 March 2016 to 18 September 2016 amount to £10,580.50 which represents 49.0 hours at an average rate of £215.93 per hour.

The following further information in relation to our time costs and disbursements is set out at Appendix 2:

- ☐ Narrative summary of time costs incurred
- ☐ Table of time spent and charge-out value for the period 19 March 2016 to 18 September 2016
- ☐ Begbies Traynor (Central) LLP's policy for re-charging disbursements
- ☐ Begbies Traynor (Central) LLP's charge-out rates

To date we have drawn no fees on account.

In addition to the table of time spent by us and our staff in attending to matters arising in the administration for the period covered by this progress report, a cumulative table of time spent and charge out value for the period from 4 May 2012 to 18 September 2016, totalling £287,362.50 and a description of the work undertaken since our appointment (contained in the narrative summary of time costs incurred) are also attached at Appendix 2.

Within the period of this report we have drawn disbursements of £493.90 on account. It should be noted that this includes part of the storage charges for the period.

Details of the Category 2 disbursements that have been drawn since the necessary approval was obtained in the total sum of £411.30 are provided in the narrative summary of time costs incurred which is at Appendix 2.

A copy of 'A Creditors Guide to Administrators' Fees (E&W) 2011' which provides guidance on creditors' rights on how to approve and monitor an Administrator's remuneration and on how the remuneration is set can be obtained online at www.begbies-traynor.com/creditorsguides. Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

7. ADMINISTRATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3

8. ASSETS THAT REMAIN TO BE REALISED

We continue to liaise with our solicitors as regards the Company's claims in respect of diverted funds in respect of historic contract debts.

In addition we anticipate that a dividend may become payable to the Company as a result of the actions being undertaken by the liquidators of AFSSW.

9. OTHER RELEVANT INFORMATION

Report on Directors conduct

As detailed in our statement of proposals, we have a duty to submit a report to the Department for Business, Innovation and Skills on the conduct of the directors and we have complied with our duties in this respect.

Investigations

As detailed above, we have undertaken an assessment of the manner in which the business was conducted prior to the administration of the Company and potential recoveries for the estate in this respect.

Our investigations are ongoing in conjunction with solicitors and the liquidators of AFSSW and we will report further to creditors in this regard as appropriate.

Connected party transactions

In accordance with Statement of Insolvency Practice 13, we have provided details of assets sold to AFSSW, which we consider to be connected to the Company, in our previous report to creditors.

Extension of administration

The administration was previously extended for a period of 6 months with the consent of creditors.

In order to continue contract debt collections and our recovery action in respect of diverted funds the administration was further extended by order of the Court until 3 November 2014 and a subsequent extension was granted by the Court up to 3 November 2016.

In order to realise any dividend that becomes available from the liquidation of AFSSW and continue with our recovery action in respect of antecedent claims as detailed above it is necessary to seek a further extension from the Court and an application is being made in conjunction with our solicitors alongside this report.

10. CREDITORS' RIGHTS

Right to request further information

Pursuant to Rule 2.48A of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses (other than pre-administration costs) which have been detailed in this progress report

Right to make an application to court

Pursuant to Rule 2.109 of the Rules, any secured creditor or an unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred as set out in this progress report are excessive or, the basis fixed for our remuneration is inappropriate

11. CONCLUSION

We will report again upon the outcome of the Court application to extend the administration or at the conclusion of the administration



J J Beard
Joint Administrator

Dated 21 September 2016

ACCOUNT OF RECEIPTS AND PAYMENTS

Period 19 September 2015 to 18 March 2016

JOINT ADMINISTRATORS' ACCOUNT OF RECEIPTS AND PAYMENTS

Period 19 March 2016 to 18 September 2016

Estimated to realise per Statement of Affairs £		Receipts & Payments for the period 19 March 2016 to 18 September 2016 £	Receipts & Payments for the period 4 May 2012 to 18 September 2016 £
ASSETS SPECIFICALLY PLEDGED			
HSBC Invoice Finance (UK) Ltd			
<u>Receipts</u>			
250 000 00	Book Debts subject to invoice finance facility	131 65	317 709 19
-	Deposit interest (gross)	4 80	22 97
		136 45	317,732 16
<u>Payments</u>			
	Administrators' fees	(30 000 00)	(30 000 00)
-	Agent s costs/other disbursements	-	(7,238 90)
-	QS/Collection fees	(1 543 11)	(68 350 53)
-	Legal fees	-	(8,968 20)
-	Irrecoverable CIS	-	(5 865 70)
-	Storage	(99 00)	(2 898 86)
		(31 642 11)	(123 322 19)
<u>Distributions</u>			
	Fixed charge holder - HSBC Invoice Finance (UK) Ltd	-	(148,291 59)
		-	(148 291 59)
Balance		(31 505 66)	46 118 38
ASSETS NOT SPECIFICALLY PLEDGED			
<u>Receipts</u>			
10 000 00	Contract Novations	-	35 000 00
10 000 00	Stock	-	18,000 00
-	Office Furniture	-	300 00
-	Deposit interest (gross)	16 77	151 54
-	Cash at bank	14 41	14 41
-	Sundry Refunds	-	86 04
270,000 00		31 18	53 551 99
<u>Payments</u>			
	Administrators disbursements	(91 46)	(2 586 09)
	Other professional fees	-	(625 00)
	Agent's fees & expenses	-	(5 250 00)
	Bank Charges	(189 67)	(570 28)
	Bordereau (statutory bond)	-	(30 00)
	Storage	(99 00)	(2 898 87)
	Insurance	(273 75)	(2 559 97)
	Corporation Tax	(11 60)	(11 60)
	Legal fees	-	(22 475 38)
	Statutory advertising	-	(76 50)
		(665 48)	(37 083 69)
Balance		(634 30)	16 468 30
Total balance held			
62,586 68			
Balance held as			
	Fixed charge current account		350 94
	Fixed charge deposit account		43,742 40
	Floating charge current account		471 69
	Floating charge deposit account		11,321 47
	Held with agents		380 00
	VAT receivable		40 10
	Fx Chg VAT Payable		(26 33)
	Fx Chg VAT control account		6 326 41
			62,586 68

TIME COSTS AND DISBURSEMENTS

- a Begbies Traynor (Central) LLP's policy for re-charging expenses/disbursements,
- b Begbies Traynor (Central) LLP's charge-out rates,
- c Narrative summary of time costs incurred, and
- d Table of time spent and charge-out value for the period from 19 March 2016 to 18 September 2016
- e Table of cumulative time spent and charge-out value for the period from 4 May 2012 to 18 September 2016

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance¹ requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. Best practice guidance² requires that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below.

EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Best practice guidance classifies expenses into two broad categories:

- ❑ *Category 1 disbursements (approval not required)* - specific expenditure that is directly related to the case usually referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- ❑ *Category 2 disbursements (approval required)* - items of incidental expenditure directly incurred on the case which include an element of shared or allocated cost and which are based on a reasonable method of calculation.

(A) The following items of expenditure are charged to the case (subject to approval):

- Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 (London £150) per meeting,
- Car mileage is charged at the rate of 45 pence per mile,
- Storage of books and records (when not chargeable as a *Category 1 disbursement*) is charged on the basis that the number of standard archive boxes held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates,

¹ Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales

² Ibid 1

- Displaying properties for sale on the 'Accelerated Property Sales from Begbies Traynor' section of the Begbies Traynor website is charged at the rate of £75 00 per property,
- (B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 disbursement*
- Telephone and facsimile
 - Printing and photocopying
 - Stationery

BEGBIES TRAYNOR CHARGE-OUT RATES

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions. The rates applying to the office as at the date of this report are as follows

	Standard 1 May 2011 – until further notice
	Regional
Partner	395
Director	345
Senior Manager	310
Manager	265
Assistant Manager	205
Senior Administrator	175
Administrator	135
Trainee Administrator	110
Support	110

Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

Time is recorded in 6 minute units

SUMMARY OF TIME COSTS AND EXPENSES

This summary, which should be read in conjunction with the Time Costs Analysis attached, is intended to provide sufficient information to enable the body responsible for the approval of our fees to consider the level of our fees and expenses in the context of the case

What work has been done since we were appointed, why was that work necessary and what has been the financial benefit (if any) to creditors?

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details> Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached

General case administration and planning

This category of work includes time spent undertaking general administration of the case files, dealing with the banking of receipts and payments and planning discussions between the case manager, appointed administrators and case staff

In the particular circumstances of this case it has included considerable planning in respect of dealing with employee claims, access to the trading premises, liaising with solicitors and quantity surveyors in respect of contract debt collections and diverted funds and planning asset disposals

This category of work does not have a direct financial benefit to creditors

Compliance with the Insolvency Act, Rules and best practice

This category of work includes time spent undertaking reviews of the administration of the case to ensure that matters are being progressed in line with statute and best practice guidance

In addition, it is necessary for administrators to report to creditors in line with the statutory reporting schedule appropriate to the case. The administrators are also preparing regular reports for the secured creditors in this matter

This category of work does not have a direct financial benefit to creditors

Investigations

Time spent in respect of this category of work relates to investigations undertaken of the manner in which the Company was managed prior to the administration along with the preparation and submission of the joint administrators' report to the Secretary of State in respect of the directors

In respect of this matter, as is standard practice within administrations, this time has been spent reviewing the accounting records of the Company in conjunction with the bank accounts in order to identify any areas of concern

In addition, we have spent considerable time reviewing the background to transactions diverting funds from the Company's factoring facility prior to administration and considering the most appropriate routes to recovery in respect of the same in conjunction with our solicitors

This category of work is of financial benefit to creditors, although the exact quantum of that benefit is currently unknown

Realisation of assets

This category of work includes time spent realising the assets of the Company

The work undertaken in respect of the realisation of assets in the specific circumstances of this case is detailed more fully in the body of the report. In particular, it includes time spent liaising with quantity surveyors and solicitors in respect of the Company's debtor ledger and diverted funds

This category of work has been of financial benefit to creditors

Dealing with all creditors' claims (including employees), correspondence and distributions

Time spent in respect of this category of work includes dealing with general creditor correspondence and telephone calls. In addition, it includes dealing with all aspects of the employee claims

In particular, time has been spent collating the various employee claims information and providing it to employees in the correct format in order to allow their claims to proceed through the Redundancy Payments Service

In addition, at the early stages of this matter we had considerable contact from creditors in respect of their claims and providing information about the dealings of the Company prior to administration

Finally, some of the time spent preparing detailed reports for the secured creditors has been recorded under this category

This work has been of financial benefit to creditors in that it has resulted in employee claims being paid through the Redundancy Payments Service

Other matters which includes meetings, tax, litigation, pensions and travel

Time spent in this category relates to undertaking our statutory reporting duties in respect of the Company's tax position, in particular continuing to prepare and file quarterly VAT returns throughout the administration

Time Costs Analysis

An analysis of time costs is attached showing the time spent by each grade of staff on the different types of work involved in the case, and giving the total costs and average hourly rate charged for each work type

Please note that the analysis provides details of the work undertaken by us and our staff following our appointment only

Category 2 Disbursements

In accordance with the resolution obtained in relation to disbursements, the following Category 2 disbursements and disbursements which should be treated as Category 2 disbursements have been charged to the case since the date of our appointment

Disbursements treated as Category 2 disbursements

Other amounts paid or payable to any party in which the office holder or his firm or any associate has an interest	
Type and purpose	Amount
Mileage – Travel to/from Company Premises	£411 30
TOTAL	£411 30

What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to creditors?

General case administration and planning

It will be necessary to continue to undertake general housekeeping of the case files and plan the remaining strategy for asset realisations and finalising the administration

Compliance with the Insolvency Act, Rules and best practice

It will be necessary for the joint administrators to continue to comply with statute and best practice guidelines. In particular, there will be a requirement for at least one more full progress report to be sent to creditors

As detailed within the report, it may become necessary to request a further extension of the administration from the Court

Investigations

As detailed within the report, our investigations are ongoing and we are pursuing routes of recovery in this regard

Realisation of assets

As detailed within the body of the report, debtor collections are ongoing and we are in the process of reviewing our options in respect of a contract subject to Scots Law

In addition, as above, we are pursuing routes of recovery in respect of funds diverted from the Company's factoring facility

This work is expected to be of financial benefit to creditors

Dealing with all creditors' claims (including employees), correspondence and distributions

Creditors will note that the prospects of a dividend to preferential and unsecured creditors is currently unclear

In order to declare a preferential dividend it will be necessary to examine the payments already made to employees by the Redundancy Payments Service and compare that to each employee's entitlement. Given the number of employees in respect of this matter the agreement of claims is anticipated to take considerable time to complete.

Preferential claims are made up of a proportion of arrears of wages claims, pension claims and holiday claims for employees (insofar as they are not already settled by the Redundancy Payments Service). It should be noted that the Redundancy Payments Service will have a large preferential claim in respect of payments it has already made to employees.

If this work needs to be undertaken it will be of financial benefit to creditors as it will result in a dividend to preferential creditors.

Other matters which includes meetings, tax, litigation, pensions and travel

It will be necessary to undertake a final set of statutory filing in respect of the Company's pension scheme at the end of the administration.

How much will this further work cost?

In accordance with Statement of Insolvency Practice 9 we are required to provide an estimate of the future costs of the work to be undertaken within the administration with this report.

At this stage it is unclear how much time will need to be spent dealing with our investigations and recovery action. However, based upon the complexity of these matters, it is anticipated that they will take considerable work to bring to a conclusion.

On the basis of the above we anticipate that our future fees in the administration are likely to be in the region of £40k - £50k.

Expenses

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are as follows:

<u>Category</u>	<u>Cost</u>
Legal fees	up to £40k
Insurance	up to £1k
Postage/bank charges etc	up to £1k
Storage	up to £2.5k

CASE NAME: OFFICE HOLDER FIRM ADDRESS. TELEPHONE: TYPE OF APPOINTMENT. DATE OF APPOINTMENT:		Access Flooring Services (UK) Limited J J Beard & J Walters Begbies Traynor 2/3 Pavilion Buildings, Brighton, East Sussex BN1 1EE 01273 322960 Administration 4 May 2012					
Classification of work function	Hours				Total Hours	Time Cost	Average hourly rate (£)
	Partner	Manager	Other Senior Professionals	Assistants & Support Staff			
Administration and planning	5 5	1 5	0 0	16 6	23 6	4,333 50	183 62
Investigations	0 0	7 3	0 0	2 5	9 8	337 50	34 44
Realisation of assets	0 8	6 2	0 0	1 0	8 0	451 00	56 38
Trading	0 0	0 0	0 0	0 0	0 0	0 00	0 00
Creditors	1 0	0 0	0 0	0 0	1 0	395 00	395 00
Tax Matters	0 0	1 5	0 0	5 1	6 6	688 50	104 32
Total Hours	7 3	16 5	0 0	25 2	49 0	-	-
Total Time Costs (£)	2,883 50	4,372 50	0 00	3,324 50	-	10,580 50	215 93
Office Holder Chargeout Rates (£ per hour)							
	1 May 2011 until further notice						
Partner	395						
Director	345						
Senior Manager	310						
Manager	265						
Asst Manager	205						
Senior Administrator	175						
Administrator	135						
Junior Administrator	110						
Cashier	110						
Secretarial	110						

CASE NAME: OFFICE HOLDER: FIRM: ADDRESS: TELEPHONE: TYPE OF APPOINTMENT: DATE OF APPOINTMENT:			Access Flooring Services (UK) Limited J J Beard & J Walters Begbies Traynor 2/3 Pavilion Buildings, Brighton, East Sussex BN1 1EE 01273 322960 Administration 4 May 2012				
Classification of work function	Hours				Total Hours	Time Cost	Average hourly rate (£)
	Partner	Manager	Other Senior Professionals	Assistants & Support Staff			
Administration and planning	145 9	1 5	1 8	372 5	521 7	107,749 50	206 54
Investigations	7 2	7 3	0 0	92 2	106 7	15,291 00	143 31
Realisation of assets	198 4	6 2	0 0	252 2	456 8	112,415 00	246 09
Trading	0 0	0 0	0 0	0 0	0 0	0 00	0 00
Creditors	93 0	0 0	0 0	43 9	136 9	42,661 50	311 63
Tax Matters	0 0	1 5	0 0	34 3	35 8	4,630 50	129 34
Total Hours	444 5	16 5	1 8	795 1	1,257 9	-	-
Total Time Costs (£)	175,577 50	4,372 50	369 00	107,043 50	-	287,362 50	228 45
Office Holder Chargeout Rates (£ per hour)							
	1 May 2011 until further notice						
Partner	395						
Director	345						
Senior Manager	310						
Manager	265						
Asst Manager	205						
Senior Administrator	175						
Administrator	135						
Junior Administrator	110						
Cashier	110						
Secretarial	110						

STATEMENT OF ADMINISTRATORS' EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance to be discharged £
Storage	Restore Limited	198 00	198 00	Ongoing
Insurance	Insolvency Risk Services Limited	273 75	273 75	Ongoing