

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 2015

(b) 18 September 2015

Signed

  
Joint / Administrator(s)

Dated

16 / 10 / 15

**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



A17  
\*A418KONK\*  
17/10/2015  
#395  
COMPANIES HOUSE

SATURDAY

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

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## **Access Flooring Services (UK) Limited (In Administration)**

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Progress report pursuant to Rule 2.47 of the  
Insolvency Rules 1986

Period: 19 March 2015 to 18 September 2015

## **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.

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# 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 Pavillion 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

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## 2. COMPANY INFORMATION

Trading name(s)	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 2015 to 18 September 2015.

### **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 has now passed all contracts that it is working on to RPA to continue with action as appropriate

Realisations of £65,344.30 have been made in this regard within the period covered by this report and, as such, total contract debt as at 18 September 2015 now amounts to £310,834.54. Collections are ongoing with the assistance of RPA.

#### **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.

At the date of our last report a total of £53,000 had been received in relation to the sale agreement, leaving a substantial balance unpaid. On 13 May 2013 the financial position of AFSSW had deteriorated to the point that it was wound up by the Court. Subsequently we liaised with the Official Receiver's office in respect of the liquidation and made arrangements, in conjunction with the other major creditors of AFSSW, for a liquidator to be appointed by the Secretary of State.

It appears unlikely that the liquidation of AFSSW will result in a dividend to creditors.

#### **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. Where appropriate, we continue to request payment of the sums involved from contractors.

These amounts have been included in the Company's claim against AFSSW, details of which have been passed to the Official Receiver and subsequent liquidator.

Our investigations are continuing in conjunction with solicitors.

## **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 shortfalls is not currently clear as it is dependant upon ongoing contract debt collections.

#### **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 our ongoing investigations.

## **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, although this is considered unlikely.

# **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 2015 to 18 September 2015 amount to £12,669.00 which represents 50.7 hours at an average rate of £249.88 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 2015 to 18 September 2015
- ☐ 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 March 2015, totalling £268,615.00 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 £1,054.32 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](http://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

As detailed above, contract debt collections are ongoing with the assistance of RPA

We continue to liaise with the liquidator and our solicitors as regards the Company's claims against AFSSW both for diverted funds relating to contract debts and unpaid sale consideration relating to the sale agreement dated 26 July 2012

We are in ongoing communication with contractors and our solicitors as regards funds diverted to 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

Our most recent report confirmed that an application was being made to further extend the administration in order to allow contract debt collections and our investigations into the diverted funds to conclude. Following that application the Court ordered that the administration be further extended to 3 November 2016. Notice of the extension was filed at Companies House and sent to creditors on 13 October 2014.



## 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 in approximately six months time or at the conclusion of the administration, whichever is the sooner



**J J Beard**  
Joint Administrator

Dated 16 October 2015

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# ACCOUNT OF RECEIPTS AND PAYMENTS

Period 19 March 2015 to 18 September 2015

# JOINT ADMINISTRATORS' ACCOUNT OF RECEIPTS AND PAYMENTS

Period 19 March 2015 to 18 September 2015

Estimated to  
realise per  
Statement of  
Affairs  
£

Receipts & Payments for the  
period 19 March 2015 to  
18 September 2015  
£

Receipts & Payments for the  
period 4 May 2012 to  
18 September 2015  
£

## ASSETS SPECIFICALLY PLEDGED

HSBC Invoice Finance (UK) Ltd

### Receipts

250 000 00 Book Debts subject to invoice finance facility  
- Deposit interest (gross)

65 344 30

310 834 54

-

18 17

65 344 30

310 852 71

### Payments

- Agent's costs/other disbursements  
- QS/Collection fees  
- Legal fees  
- Irrecoverable CIS

-

(7,238 90)

(17 482 56)

(66 807 42)

-

(7 468 20)

(114 24)

(5 865 70)

(17 596 80)

(87,380 22)

### Distributions

Fixed charge holder - HSBC Invoice Finance (UK) Ltd

(40 000 00)

(148,291 59)

(40 000 00)

(148 291 59)

Balance

7 747 50

75 180 90

## ASSETS NOT SPECIFICALLY PLEDGED

### Receipts

10 000 00 Contract Novations  
10 000 00 Stock  
- Office Furniture  
- Deposit interest (gross)  
- Sundry Refunds

-

35 000 00

-

18 000 00

-

300 00

28 07

105 26

-

86 04

28 07

53 491 30

270 000 00

### Payments

Administrators disbursements  
Other professional fees  
Agent's fees & expenses  
Bank Charges  
Bordereau (statutory bond)  
Storage  
Insurance  
Legal fees  
Statutory advertising

(90 09)

(2,406 22)

-

(625 00)

-

(5 250 00)

(100 59)

(304 16)

-

(30 00)

(964 32)

(5 270 69)

(265 00)

(2 286 22)

-

(23 975 38)

-

(76 50)

(1 420 00)

(40 224 17)

Balance

(1 391 93)

13 267 13

Total balance held

88,448 03

Balance held as

Fixed charge current account  
Fixed charge deposit account  
Floating charge current account  
Floating charge deposit account  
Held with agents  
VAT receivable

7 518 70

66,699 96

241 13

13 012 83

360 00

615 41

88 448 03

## 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 2015 to 18 September 2015
- e Table of cumulative time spent and charge-out value for the period from 4 May 2012 to 18 September 2015

## **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 guidance<sup>1</sup> 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 guidance<sup>2</sup> 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,

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

<sup>2</sup> 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

	<b>Standard 1 May 2011 – until further notice Regional</b>
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 OFFICE HOLDERS' TIME COSTS

CASE NAME	ACCESS FLOORING SERVICES (UK) LIMITED
CASE TYPE	ADMINISTRATION
OFFICE HOLDERS	J J BEARD & J WALTERS
DATE OF APPOINTMENT	4 MAY 2012

### 1 CASE OVERVIEW

1.1 This overview and the time costs analysis attached is intended to provide sufficient information to enable the body responsible for the approval of the office holders' fees to consider the level of those fees in the context of the case

#### 1.2 Complexity of the case

The assets of the Company include a contracts ledger that had effectively been split between two companies. In conjunction with RPA Associates (RPA) this has been consolidated to one ledger from the records available.

There are a number of accounting issues that are being considered in relation to funds due from contracts that had effectively transferred to AFSSW prior to our appointment.

#### 1.3 Exceptional responsibilities

Our appointment was uninvited and, as such, considerable additional time has been required in terms of obtaining information and the co-operation of the directors and former employees. The Company also had multiple sites which required a presence simultaneously on the date of our appointment.

#### 1.4 The office holders' effectiveness

We arranged for the various Company premises (with the exception of the offices in Oman) to be attended on the date of our appointment to ensure that all potential sources of information were secured and to protect the value of the contracts ledger, being the Company's main asset. Recoveries are ongoing in respect of contract debts and diverted funds.

#### 1.5 Nature and value of property dealt with by the office holders

<u>Category of asset</u>	<u>Value (£)</u>
Trade Debtors	310,834.54
Ongoing Contracts	35,000
Stock	18,000
Office Furniture	300
Sundry Receipts	86.04

#### 1.6 Anticipated return to creditors

The anticipated return to creditors is as detailed in the interim progress report.

#### 1.7 Time costs analysis

An analysis of time costs incurred from 4 May 2012 to date, prepared in accordance with Statement of Insolvency Practice 9, is attached showing the number of hours spent by each grade of staff on the different types of work involved in the case, and giving the average hourly rate charged for each work type.

The time costs analysis provides details of work undertaken by the office holders and their staff following their appointment only.

In addition to the post appointment time costs detailed in the time costs analysis, pursuant to rule 2 67(1)(c) of the Insolvency Rules 1986, the office holders' consider that the sum of £4,547 50 plus VAT is also properly recoverable in relation to work undertaken prior to their appointment consisting of determining whether it was reasonably likely that the purpose of administration would be achieved and completing the required statements of the proposed administrators. The sum is calculated as follows:

	Partner(s)	Senior Manager(s)	Administrator(s)	Total Hours	Time Cost	Average Hourly Rate
Hourly Rate	£395	£310	£135			
Pre-appointment Time	11 hours	-	1 5 hours	12 5 hours	£4 547 50	£363 80

*We have obtained the separate approval of pre-administration fees, in addition to those detailed above, relating to reviewing the Company's financial position and considering a sale of the business. These additional fees have been more specifically detailed in previous progress reports.*

**1 8 The views of the creditors**

Creditors were advised of the appointment of joint administrators as soon as reasonably practicable and we have liaised as appropriate with the Company's major secured creditors to ascertain their views on matters affecting the administration.

**1 9 Approval of fees**

The joint administrators' remuneration and pre-appointment costs have been fixed on a time costs basis by the separate approval of the secured and preferential creditors.

**1 10 Approval of Expenses and Disbursements**

The joint administrators' disbursements and expenses have been fixed by the approval of the secured and preferential creditors.

**1 11 Category 2 Disbursements**

In accordance with the resolution obtained in relation to expenses and 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:

Other amounts paid or payable to the office holder's firm	
Type and purpose	Amount £
Mileage – Travel to/from Company Premises	411 30

**1 12 Other professionals employed & their costs**

Independent agents and valuers Edward Symmons LLP were instructed to value the Company's assets and provide advice on the same. Their fees were calculated on a time-cost basis.

Independent quantity surveyors Robert Pearce Associates were instructed to assist in rebuilding the contracts ledger of the Company, assist with investigations into and recovery of the diverted payments and to assist with the collection of contract debts. Their fees have been fixed in



relation to their initial report and are then to be calculated at a percentage of realisations in relation to contract debts, plus disbursements

Independent quantity surveyors Ridett Limited were instructed to assist with the collection of certain contract debts in conjunction with Robert Pearce Associates. Their fees were calculated at a percentage of realisations in relation to those contract debts, plus disbursements

Solicitors Addleshaw Goddard LLP have been instructed to assist with our appointment, with general matters relating to the administration, with ongoing claims and with the sale of the Company's assets. Their fees are calculated on a time-cost basis

#### **1 13 Staffing and management**

Arrangements were made with Begbies Traynor Group offices in the proximity of the various Company premises for suitably experienced staff to attend those premises. This was managed by a suitably experienced member of staff from the Brighton office of Begbies Traynor (Central) LLP

## **2 SUMMARY OF WORK CARRIED OUT SINCE OUR LAST REPORT**

Within the period of this report the following work has been carried out

- Dealing with general correspondence,
- Continuing to investigate the conduct of the Company and its officers prior to our appointment and considering appropriate action in this regard,
- Liaising with RPA as regards the contract debt collections and recovery of diverted funds,
- Liaising with our solicitors as appropriate,
- Preparing detailed reports for the secured creditor, and
- Dealing with the statutory duties of the administrator, including preparing this report

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				
	Hours						
Classification of work function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average hourly rate (£)
Administration and planning	8 1	0 0	0 0	6 7	14 8	4,024 00	271 89
Investigations	0 0	0 0	0 0	5 5	5 5	742 50	135 00
Realisation of assets	11 1	0 0	0 0	9 8	20 9	5,707 50	273 09
Trading	0 0	0 0	0 0	0 0	0 0	0 00	0 00
Creditors	3 5	0 0	0 0	3 5	7 0	1,855 00	265 00
Tax Matters	0 0	0 0	0 0	2 5	2 5	337 50	135 00
Total Hours	22 7	0 0	0 0	28 0	50 7	-	-
Total Time Costs (£)	8,966 50	0 00	0 00	3,702 50	-	12,669 00	249 88
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						

<b>CASE NAME</b> <b>OFFICE HOLDER</b> <b>FIRM</b> <b>ADDRESS</b> <b>TELEPHONE</b> <b>TYPE OF APPOINTMENT</b> <b>DATE OF APPOINTMENT</b>		<b>Access Flooring Services (UK) Limited</b> <b>J J Beard &amp; J Walters</b> <b>Begbies Traynor</b> <b>2/3 Pavilion Buildings, Brighton, East Sussex BN1 1EE</b> <b>01273 322960</b> <b>Administration</b> <b>4 May 2012</b>					
		<b>Hours</b>					
Classification of work function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average hourly rate (£)
Administration and planning	136 0	0 0	1 8	350 4	488 2	100,855 50	206 59
Investigations	7 2	0 0	0 0	81 2	88 4	13,806 00	156 18
Realisation of assets	190 0	0 0	0 0	244 1	434 1	108,003 50	248 80
Trading	0 0	0 0	0 0	0 0	0 0	0 00	0 00
Creditors	90 8	0 0	0 0	43 7	134 5	41,765 50	310 52
Tax Matters	0 0	0 0	0 0	29 2	29 2	3,942 00	135 00
Total Hours	424 0	0 0	1 8	748 6	1,174 4	-	-
Total Time Costs (£)	167,480 00	0 00	369 00	100,766 00	-	268,615 00	228 73
<b>Office Holder Chargeout Rates (£ per hour)</b>							
	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						

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**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	964 32	964 32	Ongoing
Insurance	Insolvency Risk Services Limited	265 00	265 00	Ongoing
QS fees	Robert Pearce Associates	17,482 56	17,482 56	Ongoing