

# AM10

## Notice of administrator's progress report



Companies House

WEDNESDAY



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25/09/2019

#139

COMPANIES HOUSE

### 1 Company details

Company number 0 2 9 7 6 3 2 1  
Company name in full Access Flooring Services (UK) Limited

→ Filling in this form  
Please complete in typescript or in  
bold black capitals.

### 2 Administrator's name

Full forename(s) Jonathan James  
Surname Beard

### 3 Administrator's address

Building name/number 2/3  
Street Pavillion Buildings  
Post town Brighton  
County/Region East Sussex  
Postcode B N 1 1 E E  
Country

### 4 Administrator's name ①

Full forename(s) John  
Surname Walters

① Other administrator  
Use this section to tell us about  
another administrator.

### 5 Administrator's address ②

Building name/number 2/3 Pavillion Buildings  
Street Brighton  
Post town East Sussex  
County/Region  
Postcode B N 1 1 E E  
Country

② Other administrator  
Use this section to tell us about  
another administrator.

# AM10

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### 6 Period of progress report

From date	<sup>d</sup> 1	<sup>d</sup> 9	<sup>m</sup> 0	<sup>m</sup> 3	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9	
To date	<sup>d</sup> 1	<sup>d</sup> 8	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9	

### 7 Progress report

☒ I attach a copy of the progress report

### 8 Sign and date

Administrator's signature	Signature  X								
Signature date	<sup>d</sup> 2	<sup>d</sup> 3	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9	

# AM10

## Notice of administrator's progress report



### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Zoe Cherryman**

Company name **Begbies Traynor (Central) LLP**

Address **2/3 Pavilion Buildings**

**Brighton**

Post town **East Sussex**

County/Region

Postcode **B N 1 1 E E**

Country

DX **brighton@begbies-traynor.com**

Telephone **01273 322960**



### Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



### Important information

**All information on this form will appear on the public record.**



### Where to send

**You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.



### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

Jonathan James Beard and John Walters were appointed joint administrators on 4 May 2012

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 of the joint administrators

Period: 19 March 2019 to 18 September 2019

## **Important Notice**

This progress report has been produced by the administrators solely to comply with their 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

<b><u>Expression</u></b>	<b><u>Meaning</u></b>
"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 and John 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 (England and Wales) Rules 2016 (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. STATUTORY INFORMATION

Name of Company	Access Flooring Services (UK) Limited
Trading name(s):	AFS
Date of Incorporation:	3 October 1994
Company registered number:	02976321
Company registered office:	2/3 Pavilion Buildings, Brighton, East Sussex, BN1 1EE

# 3. DETAILS OF APPOINTMENT OF ADMINISTRATORS

Names of the administrators:	Jonathan James Beard and John Walters, both Licensed Insolvency Practitioners of Begbies Traynor (Central) LLP, 2/3 Pavilion Buildings, Brighton, East Sussex, BN1 1EE
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Date of administrators' appointment:	4 May 2012
Date of administrators' resignation:	n/a
Court:	Royal Courts of Justice
Court Case Number:	3725 of 2012
Person(s) making appointment / application:	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.
Extensions of the administration period	The administration period was extended by order of the court until 3 November 2020

## 4. PROGRESS DURING THE PERIOD

### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 19 March 2019 to 18 September 2019.

### Antecedent Transactions

As previously advised, we continue to pursue recovery of a number of transactions in conjunction with our solicitors and counsel.

### Deposit Interest

£14.94 deposit interest was received during the period covered by this report.

### What work has been done in the period of this report, 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 at Appendix 2. There is an analysis for the period of the report and also an analysis of time spent on the case since the date of our appointment. The details below relate to the work undertaken in the period of the report only. Our previous reports contain details of the work undertaken since our appointment.

#### General case administration and planning

The work undertaken in respect of general case administration and planning has mainly consisted of the following:

- Discussions between the case administrator, manager and the lead partner in respect of ongoing case strategy.
- Detailed case reviews.
- Filing.
- Ensuring that the IP Record is up to date.
- Reviewing the case file to ensure compliance.

Filing and case reviews are necessary to comply with this firm's ongoing review requirements and do not directly result in a financial benefit to creditors.

#### Compliance with the Insolvency Act, Rules and best practice

Compliance with the Insolvency Act, Rules and best practice has mainly consisted of the following:

- Preparing the last progress report and this report and sending those to the relevant parties.
- Filing relevant documents with Companies House.
- Reviewing the level of bonding.

The Insolvency Act and Rules require IPs to produce progress reports on a 6 monthly basis, file information with the Registrar of Companies and ensure that the case is adequately bonded. We do not anticipate this work being a financial benefit to creditors.

#### Realisation of assets

This has mainly consisted of the following:

- Liaising with solicitors / counsel with regard to recovery of the antecedent transactions referred to above

Whilst this work would ordinarily result in a financial benefit to creditors, given the probable amount recoverable and the costs accrued to date, it is likely that no financial benefit will result in the work undertaken.

#### Other matters which includes seeking decisions of creditors via deemed consent procedure and/or decision procedures, tax, litigation, pensions and travel

This has mainly consisted of the following:

- Completing relevant VAT & Tax returns.

This work is a statutory requirement but will not result in a financial benefit to creditors.

## 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 within the administration we anticipate an outcome for each class of the Company's creditors as follows:



## **Secured creditors**

As at the date of Administration, HSBC bank plc ("HSBC") were owed the sum of £123,614 and held a debenture dated 20 August 2001 granting it fixed and floating charges over the assets of the Company. Additionally, HSBC Invoice Finance (UK) Limited ("HIF") were owed £542,754 and had an invoice finance agreement with the Company dated 4 April 2007 which included a fixed charge over the Company's debts and a floating charge over all of its other assets.

A deed of priorities dated 14 May 2007 exists between HSBC, HIF and the Company confirming that HIF had priority over any book / contract debts under its fixed charge and HSBC had priority over any floating charge realisations.

To date, HIF have received the sum of £151,866.59 from book debt realisations.

It is likely that HIF and HSBC will suffer significant shortfalls on their claims.

## **Preferential creditors**

Preferential claims of employees for arrears of wages, salary and holiday pay were estimated at £471,940 on the directors' statement of affairs. It would appear unlikely that there will be sufficient funds available to pay a dividend to this class of creditor, but this will be dependent on the outcome of the antecedent transactions claim.

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

Section 176A of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the administrator must make a prescribed part of the Company's net property available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts. Net property means the amount which would, were it not for this provision, be available to floating charge holders out of floating charge assets (i.e. after accounting for preferential debts and the costs of realising the floating charge assets). The prescribed part of the Company's net property is calculated by reference to a sliding scale as follows:

- ☐ 50% of the first £10,000 of net property;
- ☐ 20% of net property thereafter;
- ☐ Up to a maximum amount to be made available of £600,000

An administrator will not be required to set aside the prescribed part of net property if:

- ☐ the net property is less than £10,000 and the administrator thinks that the cost of distributing the prescribed part would be disproportionate to the benefit; (Section 176A(3)) or
- ☐ the administrator applies to the court for an order on the grounds that the cost of distributing the prescribed part would be disproportionate to the benefit and the court orders that the provision shall not apply (Section 176A(5)).

As detailed in our previous reports, 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 would therefore receive any distribution of floating charge funds in priority to HIF. Consequently, to the best of our knowledge and belief, there will be no net property as defined by 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**

Unsecured claims were not detailed on the directors' statement of affairs, but were estimated at £1,544,829 from information provided by the Company. Based upon realisations to date and anticipated future realisations there will be insufficient funds available to enable a dividend to be paid to the unsecured creditors

## **Effect of administration on limitation periods under the Limitation Act 1980**

As we have previously confirmed, the Limitation Act 1980 continues to apply to all debts due from the Company. Case law indicates that where a company is in administration, time does not stop running for limitation purposes pursuant to the Limitation Act 1980. If you have any concerns in relation to your claim against the Company becoming time-barred during the course of the administration, we strongly recommend that you seek independent legal advice on the options available to you to prevent this.

## **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.

We are also 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 2019 to 18 September 2019 amount to £9,328.00 which represents 24.2 hours at an average rate of £385.45 per hour. Further information in relation to our time costs is set out at Appendix 2 and provides details of the work undertaken by us and our staff following our appointment only.

To 18 September 2019, we have drawn the total sum of £60,500 on account of our remuneration, against total time costs of £333,284.50 incurred since the date of our appointment.

### **Time Costs Analysis**

In addition to the time costs information disclosed at Appendix 2 for the period of this report, a cumulative Time Costs Analysis for the period from 4 May 2012 to 18 March 2019 is also attached at Appendix 2.

### **Disbursements**

To 18 September 2019, we have also drawn disbursements in the sum of £13,610.15.

### **Category 2 Disbursements**

Category 2 disbursements in respect of mileage have been drawn totalling £411.30.

A copy of 'A Creditors Guide to Administrators' Fees (E&W) 2017 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 my office and I 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. A cumulative statement of expenses also appears at Appendix 3 which details the expenses incurred since the date of our appointment.

## 8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

### **Assets that remain to be realised**

As detailed above, the only anticipated future realisations are in respect of the antecedent transactions that we are pursuing.

### **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 remains necessary to undertake general file housekeeping, bank account maintenance and case reviews.

#### Compliance with the Insolvency Act, Rules and best practice

Progress reports are required to be prepared on a 6 monthly basis in addition to a final report following completion of all matters relating to the Administration.

#### Realisation of assets

We continue to pursue the antecedent transactions referred to above.

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

Should funds be available for preferential creditors, these claims will need to be adjudicated before payment can be made.

#### Other matters which includes seeking decisions of creditors via the deemed consent procedure and/or decision procedures, tax, litigation, pensions and travel

VAT and Corporation Tax returns will be completed as required and upon finalisation of the Administration, clearance will be sought from HMRC.

### **How much will this further work cost?**

Due to the nature of the on-going work being undertaken and the timescale involved, it is difficult to estimate the level of future costs in this matter. We would estimate, therefore, that future costs may be in the region of £15-20,000.

### **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:

Postage	circa £300
Legal Costs	tbc – this will depend on the success or otherwise of the legal claim
Storage	circa £1200
Bank Charges	circa £200

## 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, Energy and Industrial Strategy on the conduct of the directors. We have complied with our duties in this respect.

### **Extension of administration**

The administration has been extended until 3 November 2020 by order of the court.

### **Proposed exit route from administration**

It is likely that the exit route of the Administration will be by way of dissolution of the Company pursuant to para 84 of schedule B1 of the Insolvency Act.

### **Use of personal information**

Please note that in the course of discharging our statutory duties as Joint Administrators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

## 10. CREDITORS' RIGHTS

### **Right to request further information**

Pursuant to Rule 18.9 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 incurred during the period of this progress report.

### **Right to make an application to court**

Pursuant to Rule 18.34 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 during the period of 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: 23 September 2019

# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 19 March 2019 to 18 September 2019

	Statement of Affairs	From 04/05/2012 To 18/03/2019	From 19/03/2019 To 18/09/2019	Total
	(£)	(£)	(£)	(£)
<b>RECEIPTS</b>				
Book Debts Subject to Invoice Finance	250,000.00	317,709.19	0.00	317,709.19
Bank Interest (Gross)		17.13	0.00	17.13
Office Furniture & Equipment		300.00	0.00	300.00
Stock	10,000.00	18,000.00	0.00	18,000.00
Contract Novations	10,000.00	35,000.00	0.00	35,000.00
Cash at Bank		30.57	0.00	30.57
Bank Interest (Gross)		207.15	14.94	222.09
Sundry Refunds		155.22	0.00	155.22
		<b>371,419.26</b>	<b>14.94</b>	<b>371,434.20</b>
<b>PAYMENTS</b>				
Office Holders Fees		55,500.00	5,000.00	60,500.00
Legal Fees		3,500.00	0.00	3,500.00
Agents/Valuers Fees		5,238.90	0.00	5,238.90
QS/Debt Collection Expenses		68,350.53	0.00	68,350.53
Postage & Stationery		88.96	0.00	88.96
CIS - Irrecoverable		5,865.70	0.00	5,865.70
HSBC Invoice Finance (UK) Limited		151,866.59	0.00	151,866.59
Bordereau Fee		30.00	0.00	30.00
Agents/Valuers Fees		7,250.00	0.00	7,250.00
Legal Fees		35,943.58	0.00	35,943.58
Other Professional Fees		625.00	0.00	625.00
Corporation Tax		11.60	0.00	11.60
Sundry Expenses/Disbursements		2,995.94	110.61	3,106.55
Storage Charges		7,175.73	0.00	7,175.73
Statutory Advertising		76.50	0.00	76.50
Insurance		2,834.97	0.00	2,834.97
Bank Charges		900.30	67.36	967.66
		<b>348,254.30</b>	<b>5,177.97</b>	<b>353,432.27</b>
<b>Net Receipts/(Payments)</b>		<b>23,164.96</b>	<b>(5,163.03)</b>	<b>18,001.93</b>
		<b>371,419.26</b>	<b>14.94</b>	<b>371,434.20</b>

## TIME COSTS INFORMATION

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 19 March 2019 to 18 September 2019; and
- c. Cumulative Time Costs Analysis for the period from 4 May 2012 to 18 September 2019.

## **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> indicates 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 and 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 expenditure that are directly related to the case which include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party.

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

- Internal meeting room usage for the purpose of physical 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;

(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

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

<sup>2</sup> Ibid 1



**From 19/03/2019 to 18/09/2019**

<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>					
Classification of work function	Hours				Total Hours	Time Cost (£)	Average hourly rate (£)
	Partner	Senior Manager	Manager	Assistants & Support Staff			
Administration and planning	5.2	1.8		2.0	9.0	3,565.00	396.11
Investigations					0.0	0.00	
Realisation of assets	3.2	0.8			4.0	1,900.00	475.00
Compliance		7.4		2.2	9.6	3,231.00	336.56
Creditors					0.0	0.00	
Tax Matters		1.6			1.6	632.00	395.00
Total Hours	8.4	11.6	0.0	4.2	24.2	-	-
Total Time Costs (£)	4,158.00	4,582.00	0.00	588.00	-	9,328.00	385.45
<b>Office Holder Chargeout Rates (£ per hour)</b>							
		1 December 2018 until further notice					
Partner		495	Time spent by support staff such as secretarial, administrative and cashing staff is charged directly to cases. It is not carried as an overhead.				
Senior Manager		395					
Manager		345	Time is recorded in 6 minute units.				
Administrator		225					
Junior Administrator		140					
Cashier		140					
Secretarial		140					



## Begbies Traynor

**From 04/05/2012 to 18/09/2019**

<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>																																																																																																					
<table border="1"> <thead> <tr> <th rowspan="2">Classification of work function</th> <th colspan="5">Hours</th> <th rowspan="2">Assistants &amp; Support Staff</th> <th rowspan="2">Total Hours</th> <th rowspan="2">Time Cost</th> <th rowspan="2">Average hourly rate (£)</th> </tr> <tr> <th>Partner</th> <th>Senior Manager</th> <th>Manager</th> <th>Other Senior Professionals</th> <th>Administrator</th> </tr> </thead> <tbody> <tr> <td>Administration and planning</td> <td>166.7</td> <td>7.7</td> <td>16.7</td> <td>1.8</td> <td>181.4</td> <td>17.5</td> <td>391.8</td> <td>100,205.00</td> <td>255.76</td> </tr> <tr> <td>Investigations</td> <td>7.2</td> <td>0.7</td> <td>59.9</td> <td>0.0</td> <td>92.2</td> <td>0.0</td> <td>160.0</td> <td>45,251.00</td> <td>282.82</td> </tr> <tr> <td>Realisation of assets</td> <td>219.3</td> <td>1.2</td> <td>8.8</td> <td>0.0</td> <td>251.3</td> <td>0.0</td> <td>480.6</td> <td>123,641.00</td> <td>257.26</td> </tr> <tr> <td>Compliance</td> <td>4.0</td> <td>10.4</td> <td>19.1</td> <td>0.0</td> <td>179.4</td> <td>25.4</td> <td>238.3</td> <td>37,573.50</td> <td>157.67</td> </tr> <tr> <td>Creditors</td> <td>93.0</td> <td>0.7</td> <td>1.1</td> <td>0.0</td> <td>43.9</td> <td>1.0</td> <td>139.7</td> <td>56,708.50</td> <td>405.93</td> </tr> <tr> <td>Tax Matters</td> <td>0.0</td> <td>2.4</td> <td>3.3</td> <td>0.0</td> <td>30.8</td> <td>5.9</td> <td>42.4</td> <td>6,561.50</td> <td>154.75</td> </tr> <tr> <td>Total Hours</td> <td>490.2</td> <td>23.1</td> <td>108.9</td> <td>1.8</td> <td>779.0</td> <td>49.8</td> <td>1,452.8</td> <td>-</td> <td>-</td> </tr> <tr> <td>Total Time Costs (£)</td> <td>194,469.00</td> <td>8,147.00</td> <td>28,858.50</td> <td>369.00</td> <td>105,165.00</td> <td>5,604.00</td> <td>-</td> <td>342,612.50</td> <td>235.83</td> </tr> </tbody> </table>										Classification of work function	Hours					Assistants & Support Staff	Total Hours	Time Cost	Average hourly rate (£)	Partner	Senior Manager	Manager	Other Senior Professionals	Administrator	Administration and planning	166.7	7.7	16.7	1.8	181.4	17.5	391.8	100,205.00	255.76	Investigations	7.2	0.7	59.9	0.0	92.2	0.0	160.0	45,251.00	282.82	Realisation of assets	219.3	1.2	8.8	0.0	251.3	0.0	480.6	123,641.00	257.26	Compliance	4.0	10.4	19.1	0.0	179.4	25.4	238.3	37,573.50	157.67	Creditors	93.0	0.7	1.1	0.0	43.9	1.0	139.7	56,708.50	405.93	Tax Matters	0.0	2.4	3.3	0.0	30.8	5.9	42.4	6,561.50	154.75	Total Hours	490.2	23.1	108.9	1.8	779.0	49.8	1,452.8	-	-	Total Time Costs (£)	194,469.00	8,147.00	28,858.50	369.00	105,165.00	5,604.00	-	342,612.50	235.83
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<b>1 December 2018 until further notice</b>		<b>Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.</b>																																																																																																						
<b>Partner</b>		<b>495</b>																																																																																																						
<b>Senior Manager</b>		<b>395</b>																																																																																																						
<b>Manager</b>		<b>345</b>																																																																																																						
<b>Assistant Manager</b>		<b>275</b>																																																																																																						
<b>Administrator</b>		<b>225</b>																																																																																																						
<b>Junior Administrator</b>		<b>140</b>																																																																																																						
<b>Cashier</b>		<b>140</b>																																																																																																						
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		<b>Time is recorded in 6 minute units.</b>																																																																																																						

## STATEMENT OF ADMINISTRATORS' EXPENSES INCURRED DURING THE PERIOD

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities <b>not</b> within the Begbies Traynor Group				
Bank charges	HSBC Bank plc	67.36	67.36	Ongoing
Postage	Neopost	110.61	110.61	Ongoing

## CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Quantity Surveyor costs	Ridett / RPA	68,350.53
Legal fees	Addleshaw Goddard	39,443.58
Valuation fees	Edward Symmons / RPA	12,488.90
Postage / mail redirection	Neopost / Royal Mail	3,106.55
Statutory Advertising	Courts Advertising	76.50
Storage	Restore	7,562.13
Statutory Bond	AUA Insolvency Risk Services	30.00
Insurance	AUA Insolvency Risk Services	2,834.97
Bank Charges	HSBC Bank plc	967.66
Computer System Charge	Pelstar Computing	125.00
Investigations	Various	500.00