

# AM10

## Notice of administrator's progress report



Companies House

THURSDAY



\*A932WTOW\*

A02

16/04/2020

#275

COMPANIES HOUSE

### 1 Company details

Company number 0 3 8 8 3 4 5 5  
Company name in full Aylesbury Park Golf Club Limited

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

### 2 Administrator's name

Full forename(s) Gareth James  
Surname Lewis

### 3 Administrator's address

Building name/number Suite E10, Joseph's Well  
Street Hanover Walk  
Post town Westgate  
County/Region Leeds  
Postcode L S 3 1 A B  
Country

### 4 Administrator's name ①

Full forename(s)  
Surname

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

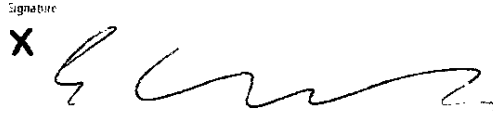
### 5 Administrator's address ②

Building name/number  
Street  
Post town  
County/Region  
Postcode  
Country

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

# AM10

## Notice of administrator's progress report

<b>6</b>	<b>Period of progress report</b>															
From date	d	2	d	5	m	0	m	3	y	2	y	0	y	1	y	9
To date	d	2	d	4	m	0	m	3	y	2	y	0	y	2	y	0
<b>7</b>	<b>Progress report</b>															
<input checked="" type="checkbox"/> I attach a copy of the progress report																
<b>8</b>	<b>Sign and date</b>															
Administrator's signature	<div style="display: flex; justify-content: space-between;"> <span>X</span>  <span>X</span> </div>															
Signature date	d	1	d	5	m	0	m	4	y	2	y	0	y	2	y	0

# 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	Gareth James Lewis				
Company name	Lewis Business Recovery and Insolvency				
Address	Suite E10				
	Joseph's Well				
Post town	Westgate				
County/Region	Leeds				
Postcode	L	S	3	1	A B
Country					
DX	info@lewisbri.co.uk				
Telephone	0113 2459444				



### 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)

**Aylesbury Park Golf Club Limited**  
**(In Administration)**  
**Administrator's Trading Account**

Statement of Affairs £	From 25/03/2019 To 24/03/2020 £	From 25/03/2019 To 24/03/2020 £
POST APPOINTMENT SALES		
Cash Sales	5,980.27	5,980.27
Credit Sales	3,048.98	3,048.98
	9,029.25	9,029.25
TRADING EXPENDITURE		
Wages & Salaries	3,346.07	3,346.07
	(3,346.07)	(3,346.07)
<b>TRADING SURPLUS/(DEFICIT)</b>	<b>5,683.18</b>	<b>5,683.18</b>

**Aylesbury Park Golf Club Limited**  
**(In Administration)**  
**Administrator's Summary of Receipts & Payments**

Statement of Affairs £	From 25/03/2019 To 24/03/2020 £	From 25/03/2019 To 24/03/2020 £
	<b>ASSET REALISATIONS</b>	
	Bank Interest Gross	381.41
19,194.00	Book Debts	19,194.00
	HS2 Compensation	1,556,027.09
64,900.00	Interest on Loan	3,300.00
19,871.00	Machinery, Furniture & Equipment	19,871.00
	Receipts to Company Bank	12,156.91
	Trading Surplus/(Deficit)	5,683.18
		<u>1,616,613.59</u>
	<b>COST OF REALISATIONS</b>	
	Agents Fees and Disbursements	5,686.65
	Court Fees	50.00
	Insurance	4,156.24
	Legal Fees	32,968.50
	Office Holders Fees	75,000.00
	Other Property Expenses	1,103.58
	Pre-Administration Fees	32,058.50
	Tax Consultancy Fees	933.50
	Travel Expenses	71.30
		<u>(152,028.27)</u>
	<b>PREFERENTIAL CREDITORS</b>	
(3,424.28)	Employee Arrears/Hol Pay	3,842.10
		<u>(3,842.10)</u>
	<b>FLOATING CHARGE CREDITORS</b>	
(43,000.00)	HSBC Bank	50,839.06
		<u>(50,839.06)</u>
	<b>UNSECURED CREDITORS</b>	
(150,000.00)	Directors	NIL
(191,704.00)	Employees	NIL
(5,000.00)	HMRC	NIL
(279,063.00)	Landlord	NIL
(158,258.00)	Trade & Expense Creditors	NIL
		<u>NIL</u>
	<b>DISTRIBUTIONS</b>	
	Aylesbury Park Golf Club Limited	NIL
		<u>NIL</u>
<b>(726,484.28)</b>		<b><u>1,409,904.16</u></b>
	<b>REPRESENTED BY</b>	
	Bank 1 Current	1,385,397.27
	Vat Control Account	2,585.83
	Vat Receivable	21,921.06
		<u><b>1,409,904.16</b></u>

**ADMINISTRATOR'S SECOND PROGRESS REPORT  
AYLESBURY PARK GOLF CLUB LIMITED  
(IN ADMINISTRATION)  
FOR THE PERIOD  
25 SEPTEMBER 2019 TO 24 MARCH 2019  
("THE PERIOD")**

## **CONTENTS**

1. Statutory information
2. The Administrator
3. Progress during the Period and Receipts and Payments
4. Investigations
5. Remuneration and Expenses
6. Estimated outcome for creditors / distributions
7. Ending the Administration
8. Creditors' Rights
9. Conclusion

## **APPENDICES**

- Appendix A     Receipts and Payments Account for the Period and cumulative from 25 March 2019 to 24 September 2019.
- Appendix B     Administrator's Time Cost Analysis for the Period and cumulative from 25 September 2019 to 24 March 2020 and an explanation of the Administrator's Remuneration and Disbursement Recovery Policies.

## 1. STATUTORY INFORMATION

Name of Company: Aylesbury Park Golf Club Limited

Trading name(s): N/A

Date of Incorporation: 25 November 1999

Company registered number: 03883455

Company registered office: Suite E10, Joseph's Well, Westgate, Leeds, LS3 1AB

Former registered office: Aylesbury Park Golf Club, Andrews Way, Off Coldharbour Way, Finchampstead, Berkshire, RG40 4QB

### Company Directors:

	<b>Date Appointed</b>	<b>Shares Held</b>
<b>Directors</b>		
Geoffrey John Henry Legoux	25 November 1999	60,000 Ordinary £1 Shares
John Madding Woodford	25 November 1999	30,000 Ordinary £1 Shares

## 2. THE ADMINISTRATOR

Administrator: Gareth James Lewis, Licensed Insolvency Practitioner (IP Number 14992) of Lewis Business Recovery and Insolvency, Suite E10, Joseph's Well, Westgate, Leeds, LS3 1AB

Date of appointment: 25 March 2019

Administrators' contact details: 0113 245 9444 or [info@lewisbri.co.uk](mailto:info@lewisbri.co.uk)

Court: High Court of Justice in London

Court Case Number: 001815 of 2019

Person(s) making appointment / application: The Directors of the Company under Paragraph 22 of Schedule B1 of the Insolvency Act 1986.



### 3. PROGRESS DURING THE PERIOD AND RECEIPTS AND PAYMENTS

This report is a statutory six-month progress report and should be read in conjunction with all the Administrator's previous reports, including my update report on 3 March 2020, copies of which are available upon request

Attached at Appendix A is a copy of my Receipts and Payments Account covering the Period together with a cumulative account since the date of my appointment. All transactions during this period are detailed later in this report.

#### **Asset Realisations**

Below are details of asset realisations covering the Period of this report.

##### Bank Interest Gross

During the Period, bank interest totalling £360.74 has been earned on funds held in the Administration case bank account.

##### High Speed Two (HS2) Limited ("HS2") Compensation

As you are aware, the Company has been in consultation, protracted correspondence and negotiation with HS2 for some years in relation to possession of land and compensation, since proposals were announced for the rail line to be built directly through the golf course. HS2 was also in negotiation with Ernest Cook Trust ("ECT"), the Landlord, in relation to possession of surrounding land for purposes of the build.

You may recall that the Company was placed into Administration following service of a Schedule 16 Notice by HS2 which would have allowed for immediate and compulsory temporary possession (unlimited) without formal agreement of any compensation payment to the Company and therefore ultimately funds available for creditors

The Administration Order prevented execution of the possession order without either the consent of court or the consent of myself as Administrator.

Despite a number of agreed dates for proposed possession subject to HS2 making payment of an agreed interim compensation, there was significant delay as HS2 was not in position either to possess the property or have agreed and made the interim payment. Consequently, I was unable to give my consent.

Following further discussion, HS2 ultimately agreed on a possession date of 4 February 2020 and following an interim payment of £1,569,508, I gave my consent to possession of the property.

##### Interest on Loan

The Company granted a loan to Claymont Limited (a connected Company by common Director) ("the debtor") on 11 August 2015 for the value of £60,000 which is scheduled to be repaid on 7 August 2020.

Until this loan is repaid in full, and in accordance with the Loan Agreement, the debtor has paid interest of £300 month.

During the reporting period, £1,800 has been received in the Administration.

### 4. INVESTIGATIONS

An Administrator is required to carry out work which complies with the requirements of the Company Directors Disqualification Act 1986. Whilst this work may not necessarily bring about any financial benefit to the creditors (unless potential recoveries are identified) I must carry it out.

In accordance with Statement of Insolvency Practice 2 - Investigations by Officeholders in Administration and insolvent Liquidations. I have conducted an initial review of the Company records and completed the online questionnaire regarding the conduct of the Directors to the Department for Business, Energy and Industrial Strategy (DBEIS), as provided by them. The submission and the outcome thereof is confidential and I cannot disclose this to you.

It should, however, be noted that the Administrator's investigations did not reveal any potential recoveries for the benefit of the creditors.

## 5. REMUNERATION AND EXPENSES

A breakdown of all transactions for the Period itemised below can be seen on the Receipts and Payments Account at Appendix A.

### Insurance

During the period, the sum of £4,156 has been paid to Aon UK Limited for the Administrator's open cover and property insurance.

### Legal Fees

During the Period, the sum of £32,968 has been paid to Pinsent Masons for their assistance in negotiations and interim settlement with HS2 and all other matters relating to the Administration.

### Tax Consultancy Fees

During the Period, the sum of £993 has been paid to PD Tax Consultants in connection with an on-account payment in relation to ongoing tax advice for the Administrator.

### Forensic Accountancy Fees

Forensic Accountancy costs have been incurred by Cognisant Experts, in connection with their advice to the Administrator in my negotiations with HS2 throughout the Administration.

These are anticipated in the sum of £40,562.

### Other Property Expenses

During the Period, the sum of £834 has been paid to EDF Energy for costs incurred while the Administrator was in occupation and responsible for the clubhouse premises.

### Rent, Security & Property Insurances

It should be noted that during this Period, the lease has remained in place with the agreement of ECT. No costs associated with ongoing rent, insurance and security of the property have been paid by the Administrator and these remain a continuing claim of the Landlord against the Company.

### Corporation Tax

It is anticipated that a corporation tax liability may arise on certain income received by the Company from HS2. Whilst this has yet to been formally determined, the Administrator has taken taxation advice and has formed the opinion the Company will be able to meet its tax obligations following exit from Administration.

### Administrator's Remuneration

On 18 March 2020, the Administrator's remuneration was approved by creditors by a decision procedure by correspondence to a maximum of £92,131.

Time costs for the Period and period of the Administration, are as follows:

	<b>Incurred</b>	<b>Paid</b>
	<b>£</b>	<b>£</b>
Administrator's Time Costs, from 25 September 2019 to 24 March 2020	33,718	75,000
Administrator's Time Costs, from 25 March 2019 to 24 September 2019	43,955	Nil
<b>TOTAL</b>	<b>77,673</b>	<b>75,000</b>

As can be seen on the attached Receipts and Payments Account at Appendix A, the Administrator has drawn £75,000 on account of his total costs during the Period.

In accordance with Statement of Insolvency Practice 9, a full breakdown of these costs is attached at Appendix B.

A copy of 'A Creditors' Guide To Administrator's Fees' is available on request or can be downloaded from <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>

#### Administrator's Disbursements

During the Period, the following disbursements have been incurred by the Administrator: -

	<b>This Period</b>		<b>Total</b>	
	<b>Incurred</b>	<b>Paid</b>	<b>Incurred</b>	<b>Paid</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Category 1 Disbursements</b>				
Statutory Advertising	Nil	Nil	71.00	Nil
Bordereau	Nil	Nil	81.00	Nil
Postage	122.24	Nil	308.16	Nil
Accommodation and subsistence	Nil	Nil	194.00	Nil
<b>Category 2 Disbursements</b>				
Mileage	Nil	Nil	153.00	Nil
<b>TOTAL</b>	<b>122.24</b>	<b>Nil</b>	<b>807.16</b>	<b>Nil</b>

The above disbursements will be paid to the Administrator in full in due course.

## 6. ESTIMATED OUTCOME FOR CREDITORS / DISTRIBUTIONS

An estimated outcome statement is attached at Appendix C.

### ***Secured Creditor(s)***

As previously reported, the Company granted a fixed and floating charge to HSBC Bank Plc ("the Bank") on 18 April 2011 which was subsequently registered at Companies House on 20 April 2011. As the charge was registered after 15 September 2003, I am required to create a fund from the floating charge assets known as the Prescribed Part. Further information regarding the Prescribed Part can be found below.

At the date of my appointment the indebtedness to the Bank was estimated to be £49,883. Interest continued to accrue on this figure.

During the Period, HSBC received a payment of 100p in the £ in the sum of £50,839.

### ***Preferential Creditors***

Preferential claims, where appropriate, are those of employees for arrears of salaries and holiday pay. The Redundancy Payments Services have paid employees in connection with these liabilities and have subrogated preferential claims in the Administration.

Preferential claims in the sum of £3,842 have been received.

During the Period, preferential creditors received a dividend of 100p in the £.

### ***Prescribed part for the unsecured creditors s176A Insolvency Act 1986***

Section 176A of the Insolvency Act 1986 requires the Administrator to set aside a prescribed amount of the Company's assets for the benefit of unsecured creditors in cases, where the Company gave a 'floating charge' over its assets to a lender on or after 15 September 2003, which is known as the Prescribed Part Fund. A Company's net property is left after paying preferential creditors and costs and expenses of the Administration, but before paying the lender who holds the floating charge. The Prescribed Part Fund shall not apply where the Company's net property is less than £10,000.

Where the Company's net property is greater than £10,000, an Administrator will set aside:

- 50% of the first £10,000 of the net property plus:
- 20% of the remaining net property, to a maximum Prescribed Part of £600,000.

As detailed above, the Bank holds a fixed and floating charge over the Company's assets. all secured creditors have been paid in full, no calculations have been undertaken in this regard.

### ***Unsecured Creditors***

To date, unsecured claims totalling £1,043,911 have been received.

Based on current information, all unsecured creditors will be paid in full.

The Administrator cannot make payment to the unsecured creditors without either moving to Creditors Voluntary Liquidation or without the approval of Court. In light of the ongoing negotiations with HS2 and the further cost and time anticipated with the necessity to go to Court, and that having formed the opinion, for current information, that the Company is solvent, the Administrator shall be transferring the surplus funds back to the Company (out of Administration) to distribute accordingly.

## 7. ENDING THE ADMINISTRATION

My Statement of Proposals as approved by creditors on 6 June 2019, envisaged exit from Administration by way of Creditors Voluntary Liquidation, if funds permit a part distribution to unsecured creditors, or Dissolution if either creditors are to be paid in full or alternatively no funds are available for a distribution.

In my correspondence dated 3 March 2020, I detailed that was now envisaged that the Company, together with the surplus funds, will be returned to the Company (out of Administration) as a solvent Company.

This will allow the Company to exit the Administration, the Administrator to cease to act and the Directors to be in a position to make payment to unsecured creditors outside of the Administration.

This is anticipated to be the most cost effective and beneficial route for both unsecured creditors and shareholders. The Company would also be in a position to pursue any further and final claims against HS2.

Further details of the Exit from Administration will be detailed in my Final Report to Creditors, anticipated shortly.

Creditors are reminded that I will be discharged from liability under Paragraph 98(3) of Schedule B1 Insolvency Act 1986, immediately upon my appointment as Administrators ceasing to have effect.

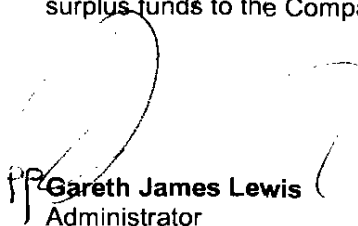
## 8. CREDITORS' RIGHTS

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), may request in writing that the administrator provide further information about his remuneration or expenses (other than pre-administration costs) which have been itemised in this progress report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors), may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the administrator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the administrator, as set out in this progress report, are excessive.

## 9. CONCLUSION

The Administrator is now taking steps to issue his Final Report, Exit from Administration and return the surplus funds to the Company under the control of its Directors.

  
**Gareth James Lewis**  
Administrator

**APPENDIX A**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD 25 SEPTEMBER 2019 TO 24 MARCH  
2020**

**Aylesbury Park Golf Club Limited**  
**(In Administration)**  
**Administrator's Trading Account**

<b>Statement of Affairs £</b>	<b>From 25/09/2019 To 24/03/2020 £</b>	<b>From 25/03/2019 To 24/03/2020 £</b>
POST APPOINTMENT SALES		
Cash Sales	NIL	5,980.27
Credit Sales	NIL	3,048.98
	NIL	9,029.25
TRADING EXPENDITURE		
Wages & Salaries	NIL	3,346.07
	NIL	(3,346.07)
<b>TRADING SURPLUS/(DEFICIT)</b>	<b>NIL</b>	<b>5,683.18</b>

**Aylesbury Park Golf Club Limited**  
**(In Administration)**  
**Administrator's Summary of Receipts & Payments**

Statement of Affairs £	From 25/09/2019 To 24/03/2020 £	From 25/03/2019 To 24/03/2020 £
	<b>ASSET REALISATIONS</b>	
	Bank Interest Gross	360.74
19,194.00	Book Debts	NIL
	HS2 Compensation	1,556,027.09
64,900.00	Interest on Loan	1,800.00
19,871.00	Machinery, Furniture & Equipment	NIL
	Receipts to Company Bank	NIL
	Trading Surplus/(Deficit)	NIL
		1,558,187.83
	<b>COST OF REALISATIONS</b>	
	Agents Fees and Disbursements	NIL
	Court Fees	NIL
	Insurance	4,156.24
	Legal Fees	32,968.20
	Office Holders Fees	75,000.00
	Other Property Expenses	833.58
	Pre-Administration Fees	NIL
	Tax Consultancy Fees	933.50
	Travel Expenses	NIL
		(113,891.52)
	<b>PREFERENTIAL CREDITORS</b>	
(3,424.28)	Employee Arrears/Hol Pay	3,842.10
		(3,842.10)
	<b>FLOATING CHARGE CREDITORS</b>	
(43,000.00)	HSBC Bank	50,839.06
		(50,839.06)
	<b>UNSECURED CREDITORS</b>	
(150,000.00)	Directors	NIL
(191,704.00)	Employees	NIL
(5,000.00)	HMRC	NIL
(279,063.00)	Landlord	NIL
(158,258.00)	Trade & Expense Creditors	NIL
		NIL
	<b>DISTRIBUTIONS</b>	
	Ordinary Shareholders	NIL
		NIL
<b>(726,484.28)</b>		<b>1,389,615.15</b>
	<b>REPRESENTED BY</b>	
	Bank 1 Current	1,385,397.57
	Vat Control Account	2,585.83
	Vat Receivable	21,921.06
		<b>1,409,904.46</b>



**APPENDIX B**

**ADMINISTRATOR'S TIME COST ANALYSIS FOR THE PERIOD AND CUMULATIVE FROM 25  
MARCH 2019 TO 24 MARCH 2020 AND AN EXPLANATION OF THE ADMINISTRATOR'S  
REMUNERATION AND DISBURSEMENT RECOVERY POLICIES**

# Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

2014211 - Aylesbury Park Golf Club Limited  
From: 25/09/2019 To: 24/03/2020  
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
10 Statutory	1.40	0.60	17.90	0.00	19.90	3,634.50	182.64	71.02	13,418.50
11 Strategy/Review	17.30	4.60	15.95	0.00	37.85	10,344.50	273.30	79.40	20,977.00
12 Tax	0.30	0.50	2.60	0.00	3.40	683.50	201.03	3.90	826.00
13 Billing	0.00	0.10	0.00	0.00	0.10	29.00	290.00	0.10	29.00
14 Cashiering	0.00	0.80	0.00	0.30	1.30	292.00	216.92	6.64	1,215.50
<b>Administration &amp; Planning</b>	<b>19.00</b>	<b>6.60</b>	<b>36.45</b>	<b>0.50</b>	<b>62.55</b>	<b>14,973.50</b>	<b>239.38</b>	<b>161.06</b>	<b>36,466.00</b>
50 Reporting to creditors	0.00	6.00	16.20	3.70	25.90	4,783.00	184.67	33.80	6,232.00
51 Creditors	0.40	4.20	8.10	0.00	12.70	2,700.50	212.64	35.20	6,790.50
52 Employees claims	0.00	0.10	0.90	0.00	1.00	177.50	177.50	6.20	1,075.50
53 Pension scheme	0.00	0.00	4.33	0.00	4.33	786.10	181.42	4.43	802.60
54 Secured creditors	0.00	0.20	0.40	0.00	0.60	124.00	206.67	0.60	197.00
<b>Creditors</b>	<b>0.40</b>	<b>10.50</b>	<b>29.93</b>	<b>3.70</b>	<b>44.53</b>	<b>8,571.10</b>	<b>192.47</b>	<b>80.43</b>	<b>15,087.60</b>
** 20 D Form	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	530.00
<b>Investigations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>	<b>530.00</b>
** 31 Chattel assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.70	1,073.00
** 32 Book debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	330.00
33 Other asset realisations	12.30	19.60	0.00	0.00	31.90	10,173.50	318.92	72.70	23,383.00
<b>Realisation of Assets</b>	<b>12.30</b>	<b>19.60</b>	<b>0.00</b>	<b>0.00</b>	<b>31.90</b>	<b>10,173.50</b>	<b>318.92</b>	<b>78.40</b>	<b>24,796.00</b>
** 40 Trading on	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.70	783.00
<b>Trading</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>NAN</b>	<b>2.70</b>	<b>783.00</b>
<b>Total Hours</b>	<b>31.70</b>	<b>36.70</b>	<b>66.36</b>	<b>4.20</b>	<b>138.96</b>	<b>33,718.10</b>	<b>242.51</b>	<b>324.59</b>	<b>77,672.60</b>
<b>Total Fees Claimed</b>						<b>75,000.00</b>			

\*\* - Denotes codes included in cumulative data that are not present in the period.

### Summary of Work Undertaken by the Administrator

Work undertaken on cases is recorded in 6 minute units and is recorded by reference to time spent and the nature of work carried out. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done.

The current charge out rates are as follows: -

From 1 January 2019 onwards	
Grade	Rate per hour
	£
Directors	365
Managers	220-290
Technical Staff	125-200
Assistants	100

#### Administration

- Filing the relevant notices upon appointment
- Circulating notices to creditors, members, employees and other stakeholders advising of the appointment
- Regular case reviews
- Reviewing the circumstances of the case to determine the appropriate strategy

#### Investigations

- Reviewing the Company's financial records;
- Reviewing the Company's bank statements;
- Investigations into the director's conduct; and
- Preparing and submitting the report to the Insolvency Service.

#### Asset Realisations

- Arranging a sale of the Company's assets;
- Negotiating a compensation payment from HS2

#### Creditors

- Maintaining a list of creditors' claims
- Dealing with Retention of Title claims
- Advertising for claims (if applicable)
- Agreement of claims (if applicable)
- Issue of notice of intended dividend (if applicable)
- Payment of dividends (if applicable)

#### Cashiering

- Opening an appropriate bank account
- Obtaining a specific bond
- Monthly bank statement reconciliations
- Dealing with receipts into the account
- Dealing with payments out of the account
- Post appointment Corporation Tax returns
- Post appointment VAT returns

### Category 1 and 2 Disbursements

Disbursements are categorised as either category 1 or category 2.

#### *Category 1 disbursements*

External supplies of services which are specifically identifiable to the case, where these are paid by Lewis Business Recovery & Insolvency approval is not required.

#### *Category 2 disbursements*

Shared or allocated costs incurred by Lewis Business Recovery & Insolvency which are rechargeable to the case.

#### Disbursements policy

##### Category 1

<b>Bordereau/ insurance</b>	Charged at cost
<b>Case advertising</b>	As per advertisers/ agents invoice
<b>Courier</b>	Charged at cost
<b>DTI IVA registration fee</b>	Charged at cost (in relevant cases)
<b>Land Registry/ Searches</b>	As per Land Registry, agents or Companies House invoice
<b>Postage</b>	Charged at cost
<b>Post re-direction</b>	Charged at cost
<b>Subsistence</b>	Charged at cost
<b>Travel</b>	Charged at cost for public transport and taxis.
<b>Storage</b>	Pro-rata per number of boxes per storage charge invoice where an external records storage provider provides this facility to the firm.
<b>Room hire</b>	Where appropriate, external room hire at cost.

##### Category 2

<b>Room hire</b>	£75 for room hire made available in-house for case specific meetings. Charge is only be made when attendance of debtor/ director and/or creditors is likely and a meeting room has been set aside. Where appropriate, external room hire at cost (Category 1).
<b>Travel</b>	Charged at cost for public transport and taxis.  Car travel charged at 45p per mile