

AM10

Notice of administrator's progress report



Companies House

SATURDAY



A698SKJW

A13

24/06/2017

#66

COMPANIES HOUSE

1 Company details

Company number 0 3 9 8 5 5 2 8

Company name in full A & A Joinery and Woodworking Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Carl

Surname Jackson

3 Administrator's address

Building name/number Office D

Street Beresford House

Post town Town Quay

County/Region Southampton

Postcode S O 1 4 2 A Q

Country

4 Administrator's name ①

Full forename(s) Andrew

Surname Watling

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number Office D

Street Beresford House

Post town Town Quay

County/Region Southampton

Postcode S O 1 4 2 A Q

Country

② Other administrator

Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

6 Period of progress report

From date	^d 2	^d 5	^m 1	^m 1	^y 2	^y 0	^y 1	^y 6
To date	^d 2	^d 4	^m 0	^m 5	^y 2	^y 0	^y 1	^y 7

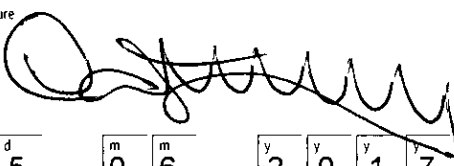
7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X  X

Signature date

^d 1	^d 5	^m 0	^m 6	^y 2	^y 0	^y 1	^y 7
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**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	Karen Paracchini
Company name	Quantuma LLP
Address	Office D Beresford House
Post town	Town Quay
County/Region	Southampton
Postcode	S O 1 4 2 A Q
Country	
DX	
Telephone	02380336464

**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 or email enquiries@companieshouse.gov.uk

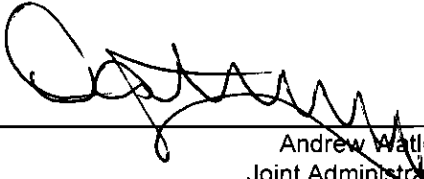
This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

A & A Joinery and Woodworking Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 25/11/2016 To 24/05/2017 £	From 25/11/2016 To 24/05/2017 £
	SECURED ASSETS		
105,000.00	Plant & Machinery	NIL	NIL
		NIL	NIL
	SECURED CREDITORS		
(145,293.65)	Daverham Asset Finance	NIL	NIL
		NIL	NIL
	HIRE PURCHASE		
200,000.00	Book Debts	NIL	NIL
(317,152.00)	Lloyds Commercial Finance	NIL	NIL
(45,612.18)	BCRS Business loans Ltd	NIL	NIL
40,000.00	Other Encumbered Plant & Machinery	NIL	NIL
(53,872.58)	Finance Companies	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
5,000.00	Plant & Machinery	36,388.00	36,388.00
Uncertain	Stock/WIP	23,849.24	23,849.24
	Bank Interest Gross	29.62	29.62
		60,266.86	60,266.86
	COST OF REALISATIONS		
	Specific Bond	135.00	135.00
	Pre-App costs and expenses	13,600.00	13,600.00
	Office Holders Fees	20,000.00	20,000.00
	Office Holders Expenses	971.08	971.08
	Dual Energy	509.26	509.26
	Agents/Valuers Fees (1)	4,548.50	4,548.50
	Legal Fees (1)	3,179.20	3,179.20
	Alarm System costs	2,030.00	2,030.00
	Re-Direction of Mail	175.00	175.00
	Statutory Advertising	161.40	161.40
	Computer Download	461.00	461.00
	Waste Removal	500.00	500.00
	FuelCard	97.35	97.35
	Insurance of Assets	1,183.51	1,183.51
	Wages & Salaries	4,207.90	4,207.90
		(51,759.20)	(51,759.20)
	PREFERENTIAL CREDITORS		
(48,184.54)	DE Arrears & Holiday Pay	NIL	NIL
(1,628.91)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(546,047.69)	Trade & Expense Creditors	NIL	NIL
(4,290.20)	Employees	NIL	NIL
(242,886.02)	DE	NIL	NIL
(8,198.20)	Banks/Institutions	NIL	NIL
(183,000.00)	HMRC	NIL	NIL
		NIL	NIL

A & A Joinery and Woodworking Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 25/11/2016 To 24/05/2017 £	From 25/11/2016 To 24/05/2017 £
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(1,246,265.97)		8,507.66	8,507.66
	REPRESENTED BY		
	Vat Receivable		9,201.86
	Bank 1 Current		1,498.62
	Vat Payable		(10,690.65)
	Vat Control Account		8,497.83
			8,507.66


 Andrew Watling
 Joint Administrator

A & A Joinery and Woodworking Limited

(In Administration)

("the Company")

High Court of Justice, Chancery Division Court No. 7800 of 2016

THE JOINT ADMINISTRATORS' PROGRESS REPORT FOR THE PERIOD 25 NOVEMBER 2016 TO 24 MAY 2017

15 JUNE 2017

This report has been prepared for the sole purpose of updating the creditors for information purposes. 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 updating them for information purposes, or by any other person for any purpose whatsoever.

Carl Jackson and Andrew Watling of Quantuma LLP, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ, were appointed Joint Administrators of A & A Joinery and Woodworking Limited on 25 November 2016.

The affairs, business and property of the Company are managed by the Joint Administrators. The Joint Administrators act as agents of the Company and contract without personal liability.

Carl Jackson is licensed to act as an insolvency practitioner by the Institute of Chartered Accountants in England and Wales and Andrew Watling is licensed to act as an insolvency practitioner by the Institute of Chartered Accountants in England and Wales

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ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Administrators"	Carl Jackson and Andrew Watling of Quantuma LLP
"the Company"	A & A Joinery and Woodworking Limited (in Administration)
"the Court"	High Court of Justice, Chancery Division
"EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 25 November 2016 to 24 May 2017.

INTRODUCTION

This report has been prepared to provide creditors with an update on the progress of the Administration of the Company since our appointment as Joint Administrators on 25 November 2016.

The Joint Administrators' proposals were deemed approved. A formal notice confirming this was sent to all creditors on 3 February 2017.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the appointment of the Joint Administrators

Carl Jackson and Andrew Watling of Quantuma LLP were appointed Joint Administrators of the Company on 25 November 2016.

The Joint Administrators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

PROGRESS OF THE ADMINISTRATION

The Joint Administrators decided that it was not appropriate to trade the business in Administration due to the lack of orders and the Company had insufficient funds to trade under Administration. The Company therefore ceased trading on 28 November 2016 and its employees were made redundant on that date.

There were a number of uncompleted orders at varying stages on my appointment and with the assistance of the General Manager and 2 office staff these orders were completed and invoiced.

The Company employed 44 members of staff, and their claims were logged with the Redundancy Payments office.

The Joint Administrators took steps to protect the premises and assets.

The Joint Administrators' receipts and payments account

Attached at Appendix 2 is a receipts and payments account for the Review Period.

The rest of this report describes the key developments in the Administration over the Review Period.

For a detailed list of work undertaken by the Joint Administrators during the Review Period, see Appendix 4.

We have also summarised the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

VAT Basis

Receipts and payments are shown net of VAT, with any amount due to or from HM Revenue and Customs shown separately.

Administrative, Statutory & Regulatory Tasks

The Joint Administrators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the administration, which has ensured that the Joint Administrators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

-
- Informing all relevant persons of the commencement of the Administration, including filing statutory documents at Companies House and meeting statutory advertising requirements;
 - Issuing the Joint Administrators' Proposals, seeking relevant creditors' approvals and issuing notice of the outcome;
 - Drafting and issuing the progress report to creditors;
 - Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
 - Maintaining case files, which must include records to show and explain the administration and any decisions made by the Joint Administrators that materially affect the administration;
 - Monitoring and maintaining an adequate statutory bond;
 - Conducting periodic case reviews to ensure that the administration is progressing efficiently, effectively and in line with the statutory requirements;
 - Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
 - Completing periodic tax returns.
 - Preparing a report on the conduct of the directors as required by the Company Directors Disqualification Act.

Realisation of assets

Book debts

The company factored its book debts, and as a result they are held as security by Lloyds Commercial Finance Limited. On the basis of current information, it is likely that there will be insufficient money to allow the debt of Lloyds Commercial Finance Limited to be paid in full.

Plant and machinery

The majority of the company's plant and machinery was subject to finance agreements and hire purchase contracts with a number of providers. These were valued by Tallon Associates Limited and sold by public auction. On the sale of these assets a surplus of £36,388.00 after settling the finance agreements was achieved.

Stock and WIP

As detailed above a number of contracts were completed post appointment and included some part finished stock. Invoices totalling £23,849.24 were produced and paid.

Estimated future realisations

There are no further realisations.

Payments

Payroll Costs

Three former employees were paid £4,207.90 to produce complete work in progress.

Security Costs

Security costs for the period amount to £2,030.00. This includes an alarm system, weekly site visits and the cost of changing the locks.

Insurance Costs

An amount of £1,183.51 was paid to insure all assets up to date of sale.

Premise/Office Costs

Energy bills up to the date of sale amounted to £509.26 and waste removal totalled £500. The mail was re-directed to the Administrators office for a cost of £175.00 and a computer download cost £461.00.

Other Costs

Statutory advertising for the period was £161.40. Bonding was £135.00 and an amount of £97.35 was paid to a fuel card company for fuel used post appointment.

During the Review Period, the Joint Administrators have also incurred time costs and direct expenses, not all of which have yet been discharged. Further details of these costs are set out below.

CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured creditors

The Company granted a fixed and floating charge to Lloyds TSB Commercial Finance Limited on 8 March 2012, who was owed £317,000.00 on appointment.

It is not anticipated that the secured creditor will be paid in full.

A chattel mortgage and debenture was granted to Davenham Asset Finance on 14 January 2016 and they have been paid in full after the sale of their assets.

A fixed and floating debenture was created with BCRS Business Loans Limited on 5 July 2016. It is not anticipated that they will be paid.

Preferential creditors

The Joint Administrators and their staff have incurred significant time costs in assisting employees to obtain payment from the Redundancy Payments Office.

Preferential claims relating to unpaid holiday pay and wage arrears were estimated at £49,813.45 in the Estimated Statement of Affairs.

There will be insufficient realisations to pay a dividend to preferential creditors.

Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

Based on present information, the Joint Administrators estimate that there will be insufficient realisations to discharge in full all costs and preferential claims. Therefore, there will be no net property from which to deduct a prescribed part.

Unsecured creditors

Unsecured claims were estimated at £984,421.42 in the Estimated Statement of Affairs and to date 57 claims have been received from unsecured creditors totalling £551,728.55.

It is not anticipated that a dividend will be paid to unsecured creditors.

OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

As part of the Joint Administrators' statutory duties, an investigation into the conduct of the Company Directors' was completed.

In this regard, a confidential report was submitted to The Insolvency Service on 21 February 2017.

Initial Assessment of Potential Recoveries

As part of our duties as Joint Administrators, we are obliged to review shortly after appointment all the information available to us and conduct an initial assessment of whether there are any matters which may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This review has been completed and we confirm that we did not identify any further assets or actions which would lead to a recovery for creditors. Should creditors have any information in relation to the above which you feel we should be made aware of, please contact us as a matter of urgency.

EC Regulations

The Company's centre of main interest was Unit 12 Wednesbury Trading Estate, Off Bilston Road, Wednesbury, WS10 7JN and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

Further Information

Creditors should note that the Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Additionally the Joint Administrators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>.

Information about this insolvency process may be found on the R3 website at www.creditorinsolvencyguide.co.uk.

PRE-ADMINISTRATION COSTS

Included within the Joint Administrators' Proposals dated 19 January 2017 was a Statement of Pre-Administration Costs.

These costs were approved on 21 February 2017 as detailed below:

Party instructed	Amount approved (£)	Date approved	Date paid
Quantuma LLP	13,600.00	21.02.2017	16.05.2017

THE JOINT ADMINISTRATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Administrators' Fees' effective from 6 April 2017, together with the firm's current schedule of charge-out rates and chargeable disbursements, may be found at

<http://www.quantuma.com/guide/creditors-guide-fees/> A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

The Joint Administrators' Fees

The basis of the Joint Administrators' fees was fixed on 21 February 2017 by unsecured creditors as follows:

1. The Joint Administrators shall be authorised to be remunerated by reference to time properly spent by themselves and their staff in dealing with matters relating to the Administration of the Company, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken. It is estimated that time costs for undertaking all work in connection with the Administration will be £65,043.25 as confirmed in the fee estimates attached at Appendix II.

In accordance with this resolution, fees totalling £20,000 plus VAT have been drawn.

We believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon us s Joint Administrators.

Comparison of estimates

The Joint Administrators' time costs incurred to date (whether or not they have been charged to the Administration estate) are compared with the original fees estimate as follows. The fee estimate covered the entire period.

For a detailed schedule of work undertaken by the Joint Liquidators during the Review Period and for the period of the Administration as a whole, see Appendix 3. A detailed narrative list of the work undertaken during the Review Period is provided at Appendix 4.

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred to date		
	No. of hours	Blended hourly rate £ per hour	Total fees £	No. of hours	Average hourly rate £ per hour	Total time costs £	No. of hours	Average hourly rate £ per hour	Total time costs £
Administration and Planning	150	219	32,887	151.6	209	31,782	152.2	209	31,884
Creditors	75	219	16,443	97.9	186	18,216	98	186	18,234
Investigations	20	219	4,385	23.7	205	4,878	23.7	205	4,878
Realisation of Assets	30	219	6,577	27.8	285	7,948	27.8	7,948	27.8
Cashiering	15	206	3,097	11.2	116	1,301	11.2	116	1,301
Closing Procedures	8	206	1,652	0	0	0	0	0	0
TOTAL			65,043			64,125			64,246

The expenses incurred to date are compared with the original expenses estimate as follows:

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £
Legal costs	1,500	3,179	3,179
Agents' and valuers' costs	5,500	4,548	4,548
Redirection of post	175	175	175
Collection of books	450	0	0
Download records	461	461	461
Advertising	120	161	161
Insurance	500	1,183	1,183
Alarm	2,000	2,030	2,030
Bonding	135	135	135
Storage	300	0	0
Category 1 expenses	150	355	355
Category 2 expenses	250	318	318
TOTAL	11,541	12,545	12,545

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements referred to above. Unsecured creditors and 2 of the secured creditors approved the payment of Category 2 disbursements on these bases on 21 February 2017.

Having regard for the costs that are likely to be incurred in bringing this Administration to a close, the Joint Administrators consider that:

- the original expenses estimate has been exceeded due to under estimation of postage and photocopying costs, as well as legal costs being more than anticipated.

Other professional costs

Solicitors

RM Legal Solicitors were instructed by the Joint Administrators to advise on appropriate legal matters. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. The Solicitors' timecosts for the Review Period amount to £3,179.20 and they have been paid in full.

Agents & Valuers

Tallon Associates Limited were instructed as agents and valuers in relation to all the assets. Their costs have been agreed **on a time-cost basis**, plus disbursements and VAT. The Agent's timecosts for the Review Period amount to £4,548.50 and they have been paid in full.

All professional costs are reviewed and analysed before payment is approved.

Creditors' rights to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Administrators to provide additional information regarding fees or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' rights to challenge fees and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of fees which the Joint Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the fees and/or expenses being complained of.

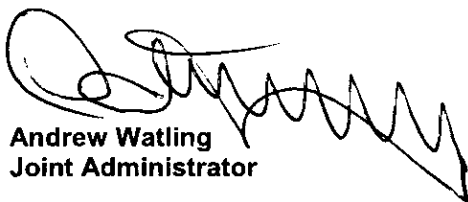
Please note that such challenges may not disturb fees or expenses (whether or not discharged from the estate) disclosed in prior progress reports.

Conclusion

The Administration will continue in order to finalise the following outstanding matters:

- Redundancy Payments Office queries
- HMRC returns

Should you have any queries in regard to any of the above please do not hesitate to contact Karen Paracchini on 023 8033 6464 or by e-mail at Karen.Paracchini@Quantuma.com



Andrew Watling
Joint Administrator

The affairs, business and property of A & A Joinery and Woodworking Limited (in Administration) are managed by the Joint Administrators, who act as agents of the Company and without personal liability.

**A & A Joinery and Woodworking Limited
(IN ADMINISTRATION)**

STATUTORY INFORMATION

Company Name	A & A Joinery and Woodworking Limited
Previous Names	
Proceedings	In Administration
Court	High Court of Justice, Chancery Division
Court Reference	7800 of 2016
Date of Appointment	25 November 2016
Joint Administrators	Carl Jackson Andrew Watling Quantuma LLP Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Joint Administrators' functions	All functions, duties and powers may be exercised by either one or both of the Joint Administrators
Registered office address	c/o Quantuma LLP Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Company Number	03985528
Incorporation Date	04/05/2000
Company Secretary	n/a
Appointment by	Davenham Asset Finance Limited, 55 King Street, Manchester, M24LQ
Directors at date of Appointment	David Roy Howick
Directors' Shareholdings	Nil

**A & A Joinery and Woodworking Limited
(IN ADMINISTRATION)**

**THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT
AS AT 24 MAY 2017**

	Statement of affairs £	From 25/11/2016 To 24/05/2017 £	From 25/11/2016 To 24/05/2017 £
RECEIPTS			
Plant & Machinery	105 000 00	0 00	0 00
Daverham Asset Finance	(145 293 65)	0 00	0 00
Book Debts	200 000 00	0 00	0 00
Other Encumbered Plant & Machinery	40 000 00	0 00	0 00
Plant & Machinery	5 000 00	36 388 00	36 388 00
Stock/WIP	Uncertain	23 849 24	23 849 24
Bank Interest Gross		29 62	29 62
Vat Payable		10 690 65	10 690 65
		<u>70 957 51</u>	<u>70 957 51</u>
PAYMENTS			
Daverham Asset Finance	(145 293 65)	0 00	0 00
Lloyds Commercial Finance	(317 152 00)	0 00	0 00
BCRS Business loans Ltd	(45 612 18)	0 00	0 00
Finance Companies	(53 872 58)	0 00	0 00
Specific Bond		135 00	135 00
Pre-App costs and expenses		13 600 00	13 600 00
Office Holders Fees		20 000 00	20 000 00
Office Holders Expenses		971 08	971 08
Dual Energy		509 26	509 26
Agents/Valuers Fees (1)		4 548 50	4 548 50
Legal Fees (1)		3 179 20	3 179 20
Alarm System costs		2 030 00	2 030 00
Re-Direction of Mail		175 00	175 00
Statutory Advertising		161 40	161 40
Computer Download		461 00	461 00
Waste Removal		500 00	500 00
FuelCard		97 35	97 35
Insurance of Assets		1 183 51	1 183 51
Wages & Salaries		4 207 90	4 207 90
DE Arrears & Holiday Pay	(48 184 54)	0 00	0 00
Employee Arrears/Hol Pay	(1 628 91)	0 00	0 00
Trade & Expense Creditors	(546 047 69)	0 00	0 00
Employees	(4 290 20)	0 00	0 00
DE	(242 886 02)	0 00	0 00
Banks/Institutions	(8 198 20)	0 00	0 00
HMRC	(183 000 00)	0 00	0 00
Ordinary Shareholders	(100 00)	0 00	0 00
Vat Receivable		9 201 86	9 201 86
Vat Control Account		8 497 83	8 497 83
		<u>69 458 89</u>	<u>69 458 89</u>
BALANCE - 24 May 2017			<u><u>1,498.62</u></u>

**A & A Joinery and Woodworking Limited
(IN LIQUIDATION)**

**SCHEDULE OF THE JOINT ADMINISTRATORS' TIMECOSTS DURING THE REVIEW PERIOD AND
THE WHOLE PERIOD OF THE ADMINISTRATION**

Time Entry - SIP9 Time & Cost Summary

6001635 - A & A Joinery and Woodworking Limited
All Post Appointment Project Codes
To: 24/05/2017

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	31.00	3.10	100.60	16.90	151.60	31,782.00	209.64
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.00	11.20	11.20	1,301.00	116.16
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	2.60	1.70	90.70	2.90	97.90	18,216.00	186.07
Investigations	2.60	1.00	20.10	0.00	23.70	4,878.50	205.84
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	13.00	0.00	10.80	0.00	23.80	6,548.00	275.13
Trading	4.00	0.00	0.00	0.00	4.00	1,400.00	350.00
Total Hours	53.20	5.80	222.20	31.00	312.20	64,125.50	205.40
Total Fees Claimed						20,000.00	
Total Disbursements Claimed						1,281.08	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

6001635 - A & A Joinery and Woodworking Limited
To: 24/05/2017

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
05/12/2016	Photocopying: Postage of initial letter to creditors	137.41
28/11/2016	Motor Expenses: Travel to Winesbury via Banbury. (Karen Paracchini)	148.50
13/12/2016	Motor Expenses: Travel to Winesbury via Banbury. (Karen Paracchini)	148.50
29/11/2016	Photocopying: Employee letter with fact sheet	6.60
19/01/2017	Photocopying: Proposals to creditors, members (With Fee estate for info)	16.20
03/02/2017	Photocopying: Meeting by correspondence for fees resolution to creditors, members (with fee estimate for info)	158.00
Total		615.21

Time Entry - SIP9 Time & Cost Summary

6001635 - A & A Joinery and Woodworking Limited
All Post Appointment Project Codes
To: 15/06/2017

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	31.00	3.10	101.10	17.00	152.20	31,884.00	209.49
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.00	11.20	11.20	1,301.00	116.16
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	2.60	1.70	90.80	2.90	98.00	18,234.50	186.07
Investigations	2.60	1.00	20.10	0.00	23.70	4,878.50	205.84
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	13.00	0.00	10.80	0.00	23.80	6,548.00	275.13
Trading	4.00	0.00	0.00	0.00	4.00	1,400.00	350.00
Total Hours	53.20	5.80	222.80	31.10	312.90	64,246.00	205.32
Total Fees Claimed							20,000.00
Total Disbursements Claimed							1,281.08

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

6001635 - A & A Joinery and Woodworking Limited
To: 15/06/2017

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
05/12/2016	Photocopying: Postage of initial letter to creditors	137.41
28/11/2016	Motor Expenses: Travel to Wednesbury via Banbury (Karen Paracchini)	148.50
13/12/2016	Motor Expenses: Travel to Wednesbury via Banbury (Karen Paracchini)	148.50
29/11/2016	Photocopying: Employee letter with fact sheet	6.60
19/01/2017	Photocopying: Proposals to creditors, members (With Fee estate for info)	16.20
03/02/2017	Photocopying: Meeting by correspondence for fees resolution to creditors, members (with fee estimate for info)	158.00
Total		615.21

**A & A Joinery and Woodworking Limited
(IN ADMINISTRATION)**

**DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS
DURING THE REVIEW PERIOD**

Description of work undertaken	Includes
<u>ADMINISTRATION & PLANNING</u>	
Administration & Planning	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond.	
Recovering & Scheduling the company's books and records.	Collection and making an inventory of company books and records
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 3 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns
<u>ADMINISTRATION & PLANNING TOTAL</u>	
<u>CREDITORS</u>	
Creditors	
ERA - completing documentation for submission to the Redundancy Payments Office ("RPO") and liaising with the RPO regarding employee claims	
Employees - obtaining information from records about employee claims and dealing with employee correspondence/calls regarding their claims	Assisting employees to pursue claims via the RPO
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with HMRC/RPO claims	

Description of work undertaken	Includes
Retention of Title - issuing ROT questionnaires to creditors, reviewing ROT claims & corresponding with creditors	Receive initial notification of creditor's intention to claim Provision of retention of title claim form to creditor Meeting claimant on site to identify goods Adjudicate retention of title claim Forward correspondence to claimant notifying outcome of adjudication Preparation of payment vouchers and correspondence to claimant to accompany payment of claim (if valid) Exchanges with solicitors in deciding claims and dealing with disputes
Creditors' Meeting	Preparation of meeting notices, proxies/voting forms and advertisements Notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.
Secured Creditor Reports/Claims	Seeking solicitors' advice on the validity of secured creditors' claims. Paying distribution to secured creditors and seeking confirmation of discharged claims
Annual/Progress Reports	Preparing, circulating and filing progress report.
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	Preparing a fee estimate for inclusion with the report to creditors.
Interim Fee Report to Creditors	
Para 49 Administrators' Proposals	
Para 53 Report of Initial Meeting/Deemed Approval Documentation	
<u>INVESTIGATIONS</u>	
Investigations	
SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.	Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
CDDA Reports - Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act.	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
<u>REALISATION OF ASSETS</u>	

Description of work undertaken	Includes
Realisation of Assets	
Freehold/Leasehold Property	Liaising with secured creditors and landlords Agreeing assignment, surrender or disclaiming property
Plant & Machinery	Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords
Motor Vehicles	Liaising with agents to agree disposal strategy
Financed Assets	Reviewing leasing documents Liaising with owners/lessors
Debtors	Liaising with debt collectors and solicitors
Stock	Conducting stock takes Reviewing stock values Liaising with agents and potential purchasers Analysing the value in WIP Contracting with service-providers/suppliers to complete WIP
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate
Arranging & Monitoring Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
TAX/VAT	Arranging new PAYE scheme with HMRC and submitting online payroll returns Concluding payroll and issuing forms P45 when trading ceases VAT returns
<u>CASHIERING</u>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House