

The Insolvency Act 1986

Administrator's progress report

Name of Company

Hayters Teamwork Limited

Company number

04539827

In the
High Court of Justice

(full name of court)

Court case number
5670 of 2011(a) Insert full
name(s) and
address(es) of
administrator(s)I/We (a)
Simon Thomas
Moorfields Corporate Recovery LLP
88 Wood Street
London
EC2V 7QFRobert Pick
Moorfields Corporate Recovery LLP
88 Wood Street
London
EC2V 7QF

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

From

(b) 1 July 2011

To

(b) 12 October 2011

(b) Insert date

Signed

Joint / Administrator(s)

Dated

18/10/11

WEDNESDAY



A38

AXKV2Y14

19/10/2011

COMPANIES HOUSE

208

Our ref HAYT001/ADM 15 030

To All Creditors

18 October 2011

Dear Sirs

Hayters Teamwork Limited ("The Company") – In Administration

I write to provide creditors with my final progress report following my appointment as Joint Administrator on 1 July 2011

In accordance with the proposals dated 11 August 2011, I am now in a position to move the Company into Creditors Voluntary Liquidation ("CVL") and for the Joint Administrators to be released from office

Details of the steps taken during the Administration, assets which remain outstanding and the outcome of the Administration are set out below

1. Statutory Information

Statutory information relating to the Company and the appointment is attached to this report as Appendix I

2. Administration Strategy

The strategy of the Administration was detailed in my initial report to creditors dated 11 August 2011. I summarise as follows -

The objective of the Administration was to achieve a better result for the Company's creditors as a whole than would be likely if the Company were wound up without first being in Administration. As a sale of the business completed on 5 July 2011 the objective of the Administration was achieved.

3. Administrators' accounts

The Administrators' receipts and payments account for the period 1 July 2011 to 12 October 2011 is attached at Appendix II. I would comment specifically as follows.

3.1. Sale of business

The Administrators received an offer of £6,500 from Cox Callow Enterprises Limited ("CCE"), who share common management and shareholders with the Company, for the business and certain assets. The offer comprised £5,000 for the office furniture & equipment and £1,500 for the Goodwill. Valuation agents Edward Symmons LLP confirmed that this would represent an excellent realisation and recommended that the offer be accepted.

The sale completed on 5 July 2011 and the sale consideration was paid in full upon completion.

In accordance with Statement of Insolvency Practice No 13, I would advise you that the following assets were sold to the Purchaser who has the same Directors as the Company.

Date of transaction	Assets involved & nature of transaction	Consideration paid & date	Sold to	Relationship
05/07/2011	Office furniture and equipment	£5,000 on 05/07/11	Cox Callow Enterprises Limited	Common Directors
05/07/2011	Goodwill	£1,500 on 05/07/2011	Cox Callow Enterprises Limited	Common Directors

3.2. Work in Progress ('WIP')

As detailed in the Proposals, CCE agreed to complete and invoice the WIP in return for 50% of the collected invoicing. To date I have received £14,174 from CCE.

3.3. Book Debts

CCE was engaged to assist with the book debt collections for a fee of 10%. To date I have received £51,208 in relation to the book debts.

3.4. Insurance Claim

The Company's former Finance Director had redirected funds intended for the payment of crown debts to a bank account which he controlled. The Company had insurance coverage in place to cover employee fraud and £25,000 has been received as a result of a claim made in respect of this.

4. Assets still to be realised

4.1 Book debts

There remains £22,264 of book debts outstanding CCE have advised that it is unlikely that these will be realised and should be considered bad debt as provisioned for in the Company's statement of affairs

It will be at the discretion of the incoming Liquidator to assess whether to continue pursuing these debts

4.2 WIP

There is £9,792 of completed WIP which remains to be collected, of which the Company is due £4,896

5 Pre-administration Costs

5.1. In accordance with the Court Order dated 1 July 2011, the costs associated with the Winding Up Petition and of the application to appoint the Joint Administrators were ordered to be paid as an expense of Administration

5.2 Pre-appointment fees charged and expenses incurred by the Joint Administrator are as follows

Charged by	Brief description of services provided	Total amount charged £	Amount paid £	Who payments made by	Amount unpaid £
Moorfields Corporate Recovery LLP	Professional fees	8,913 00	8,913 00	Joint Administrators	Nil
Edwards Symmons LLP	Valuation of assets	3,115 38	3,115 38	Joint Administrators	Nil
HMRC	Petition Costs	830 00	830 00	Joint Administrators	Nil
Thnngs LLP	Court application for Administration order	6,206 00	6,206 00	Joint Administrators	Nil

5.3 The Pre-Administration costs were reported in my proposals dated 11 August 2011

6. Administrators' Remuneration

6.1 The Creditors approved that the basis of the Administrators' remuneration be fixed by reference to the time properly spent by him and his staff in managing the Administration

- 6.2. Attached at Appendix III are separate schedules that summarise the time that has been spent both prior to my formal appointment and in administering this Administration from the date of my appointment up to the date of this report, in accordance with Statement of Insolvency Practice 9. These show total timecosts of £8,913 and £38,602.50 at average charge out rates of £247.58 and £215.33 respectively.
- 6.3. Also attached at Appendix III is an explanation of office-holders charging and disbursement recovery policies.
- 6.4. The Joint Administrators have drawn £47,065.50 in respect of the time spent by them and their staff attending to Administration, both post pre and post appointment. Disbursements totaling £382.54 have also been drawn.

7. Creditors

7.1. Secured Creditors

At the date the Company was placed into Administration, HSBC were owed £23,100. Under the terms of their debenture, HSBC are entitled to set off credit balances in the Company's account against their indebtedness. Set-off was applied on 12 July 2011, which discharged HSBC's indebtedness in full.

The remaining credit balance was transferred to the Administration estate account.

7.2. Preferential Creditors

The Company's director, Gerald Cox, has a subrogated preferential claim in respect of employee wages which he paid. The Company had insufficient funds to pay its employees in June 2011 and, in order to facilitate continued trading, Mr Cox paid each of the ten staff £800 each. As a result, Mr Cox 'stands in the shoes' of the employees to the extent of the wages he paid and accordingly, he has a preferential claim for £8,000.

I do not anticipate any further preferential claims as all remaining employee liabilities have been transferred to the Purchaser but should any arise they will be dealt with accordingly.

Preferential creditors have been paid in full.

7.3. Unsecured Creditors

The total claims of unsecured creditors are anticipated to be in the region of £278,326. However, to date, no defined clarification of creditors' claims has been undertaken.

At this stage it is unclear if there will be any distribution to unsecured creditors.

8. End of Administration and discharge

- 8.1 As outlined in the Joint Administrators letter to creditors dated 5 September 2011, the Company has now moved from Administration to Creditors Voluntary Liquidation in accordance with Section 83 of Schedule B1 of the Insolvency Act. Ian Defty of Kingston Smith & Partners LLP, 105 St Peter's Street, St Albans, Herts, AL1 3EJ has been appointed Liquidator of the Company.
- 8.2 Please find attached Form 2 34B Notice of move from Administration to Liquidation, which was endorsed by Companies House on 12 October 2011.
- 8.3 In accordance with paragraph 85(2) of schedule B1 of the Act, an application to court was made to discharge the Joint Administrators from office. The Joint Administrators will be released from office upon submission of the final progress report to the court.

9 Creditors' rights

- 9.1 Within 21 Days of the receipt of this report, a secured creditor, or an unsecured creditor (with concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Joint Administrators provide further information about their remuneration or expenses (other than pre-administration costs) which have been itemised in this progress report.
- 9.2 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 the basis fixed for the Joint Administrators' remuneration, the remuneration charged or the expenses incurred by the Administrator as set out in the progress report are excessive.
- 9.3 I can confirm that at the meeting of creditors held on 31 August 2011, the Joint Administrators' proposals for achieving the purpose of the Administration were approved with modifications by creditors.

I trust this is in order but should you have any queries please do not hesitate to contact Michael Quinn of this office. - - -

Yours faithfully
For and on behalf of
Hayters Teamwork Limited



S R Thomas
Joint Administrator

Tel 0207 186 1144
Fax 0207 186 1177
Email mquinn@moorfieldscr.com

Simon Thomas and Robert Pick of Moorfields Corporate Recovery LLP, 88 Wood Street, London, EC2V 7QF were appointed Joint Administrators on 1 July 2011. The Administrators now manage the affairs, business and property of the company. The Administrators act as agents only and without personal liability.

Appendix I – Statutory Information

Company Information

Company Name	Hayters Teamwork Limited
Company Number	04539827
Registered Office	88 Wood Street, London, EC2V 7QF
Trading Address	Image House, Station Road, London, N17 9LR

Appointment details

Administrators	Simon Thomas and Robert Pick of Moorfields Corporate Recovery LLP
Administrators' address	Moorfields Corporate Recovery LLP, 88 Wood Street, London EC2V 7QF
Date of appointment	1 July 2011
Court	High Court of Justice, Chancery Division, Companies Court
Court Reference	5670 of 2011
Appointed by	Directors (in Court)
Functions	Any act required or authorised under any enactment to be done by an Administrator may be done by either or both of the Administrators acting jointly or alone
EC Regulations	The Company's registered office is from where the Company carries on its business. Therefore in the absence of proof to the contrary, the Company's centre of main interests is in the United Kingdom and as such these proceedings will be the main proceedings as defined in article 3 of the EC regulation
Extensions	The Joint Administrators sought to extend the Company's Administration, from 1 October 2011 to 12 October 2011, by way of an application to the Court. This was granted on 23 September 2011 pursuant to 76(2) of Schedule B1 of the Insolvency Act 1986

**Hayters Teamwork Limited
(In Administration)**

Appendix II

**Income and Expenditure Account
01 July 2011 to 12 October 2011**

INCOME	Total (£)
Goodwill	1,500 00
Furniture & Equipment	5 000 00
Stock/WIP	14 174 00
Book Debts	51,207 66
Bank Interest Gross	12 82
Insurance Claim	25,000 00
	96,894 48
 EXPENDITURE	
Legal Fees	2,000 00
Petitioners Costs	830 00
Office Holders Fees	47,522 50
Book Debt Collection Fees	2 124 00
Agents/Valuers fees	3,115 38
Legal fees	10,968 00
Tax advisors fee	500 00
Statutory Advertising	153 00
Insurance of Assets	106 00
Advances of Wages	8,000 00
Transfer to Liquidator	21,575 60
	96,894 48
 Balance in hand	<hr/> 0 <hr/>

SIP9 Time & Cost Summary

Appendix III

Hayters Teamwork Limited
Pre appointment timecosts to 30 June 2011

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1 40	12 00	6 30	-	19 70	5,602 00	284 37
Asset Realisation	1 40	-	14 30	-	15 70	3,047 00	194 08
Case Specific Matters	-	-	-	-	-	-	-
Chargeable - expenses	-	-	-	-	-	-	-
Creditors	-	-	-	-	-	-	-
Investigations	-	-	-	-	-	-	-
Non-chargeable - expenses	-	-	-	-	-	-	-
Trading	0 60	-	-	-	0 60	264 00	440 00
Total Hours	3 40	12 00	20 60	0 00	36 00	8,913 00	247 58

SIP9 Time & Cost Summary

Appendix III

Hayters Teamwork Limited
Post appointment timecosts - 1 July 2011 to 12 October 2011

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	4 20	19 50	70 50	3 20	97 40	20,612 50	211 63
Asset Realisation	4 00	7 70	38 60	-	50 30	10,899 50	216 69
Case Specific Matters	-	-	-	-	-	-	-
Chargeable - expenses	-	-	-	-	-	-	-
Creditors	3 20	3 50	9 70	-	16 40	4,203 50	256 31
Investigations	-	2 00	10 90	-	12 90	2,503 00	194 03
Non-chargeable - expenses	-	-	-	-	-	-	-
Trading	-	-	2 30	-	2 30	391 00	170 00
Total Hours	11 40	32 70	132 00	3 20	179 30	38,609 50	215 33
Disbursements						382 54	

Explanation of office-holders charging and disbursement recovery policies

This report outlines the time costs to date in relation to activities undertaken during this matter
The activities are summarised as follows

Administration and planning

The following activities have been undertaken

- Statutory duties associated with the appointment including the filing of relevant notices
- Notification of the appointment to creditors, members, employees and other interested parties
- Setting up of case files
- Reviewing available information to determine the appropriate strategy,
- Setting up and maintaining bank accounts
- Implementing the strategy for the Administration

Staff of different levels were involved in the above activities depending upon the experience required

Realisation of assets

Appendix II shows the realisations made to date for the benefit of the creditors In this case the assets belonging to the Company were as follows,

- Book Debts - £51,208
- Office furniture and equipment - £5,000
- WIP - £14,174
- Goodwill - £1,500
- Insurance Claim – £25,000

The time spent includes the following matters

- Liaising with the purchasers leading up to the sale of the business and assets of the Company
- Dealing with legal advisors with regards to the sale agreement
- Corresponding with agents in relation to valuation and realisation of assets
- Corresponding with agents and dealing with interested parties whilst marketing the assets for sale
- Liaising with insurers in respect of the insurance claim for the employee fraud

Creditors

The time spent includes the following matters

- Recording and maintaining the list of creditors
- Liaising with HSBC

- Recording creditor claims
- Dealing with specific creditor calls and correspondence
- Preferential creditor claims and subrogated claim
- Reporting to creditors
- Dealing with creditor queries

Investigations and communications

The time spent includes the following matters

- Corresponding with Company directors for purposes of conduct report,
- Issuing questionnaires and requests for Statement of Affairs

Moorfields Corporate Recovery LLP Remuneration and Disbursements Policy

In accordance with best practice I provide below details of policies of Moorfields Corporate Recovery LLP, in respect of fees and disbursements for work in relation to the above insolvency

Time recording

Time properly incurred on cases is charged to the assignment at the hourly rate prevailing at the time. The current hourly charge out rates are outlined below

	£
Partner	440
Director	325
Managers	300-325
Assistant Managers	250
Senior Administrators	200-220
Administrators	100-185
Cashiers	125-140
Support	70

For your information, a Creditors Guide to Liquidators' Fees can be obtained from <http://www.insolvency-practitioners.org.uk/uploads/Liq.pdf>

Disbursement recovery

Category 1 Disbursements

Separate charges are made in respect of directly attributable expenses (Category 1 disbursements) such as travelling, postage, photocopying if external provider, statutory advertising and other expenses made on behalf of the assignment

These expenses are detailed as follows

- Company searches are charged at cost

- External meeting room costs
- External document storage costs
- Mileage allowances are paid at HM Revenue & Customs approved rates. For personnel using their own vehicles, these are currently 40 pence per mile for the first 10,000 miles and 25 pence per mile thereafter

Category 2 Disbursements

Category 2 disbursements do require approval from creditors. These disbursements can include costs incurred by Moorfields Corporate Recovery LLP for the provision of services which include an element of recharged overhead, for example, room hire or document storage.

The following Category 2 disbursements are currently charged by this firm:

- Stationery and postage charge for sending out circulars – 5 pence per sheet plus postage at cost
- A set-up charge of £50 per case for online creditor reporting

It should be noted that disbursements costs might increase from time to time, however, increases would only be in line with inflation or increases from our supplier.

The Insolvency Act 1986

**Notice of move from
administration to creditors'
voluntary liquidation****2.34B**

Name of Company

Hayters Teamwork Limited

Company number

04539827

In the

High Court of Justice, Chancery Division,
Companies Court

Court case number

5670 of 2011

We Simon Thomas
Moorfields Corporate Recovery LLP
88 Wood Street
London
EC2V 7QF

Robert Pick
Moorfields Corporate Recovery LLP
88 Wood Street
London
EC2V 7QF

having been appointed administrators of Hayters Teamwork Limited, Image House, Station Road
London, N17 9LR

on 1 July 2011
by the directors of the Company
hereby give notice that
the provisions of paragraph 83(1) of Schedule B1 to the Insolvency Act 1986 apply, and it is
proposed that Ian Defty of Kingston Smith & Partners LLP, 105 St Peter's Street St Albans Herts
AL1 3EJ
(IP No 9245)

Signed


Joint Administrator

Dated

7 October 2011

Contact Details.

You do not have to give any contact
information in the box opposite but if
you do, it will help Companies House to
contact you if there is a query on the
form

The contact information that you give
will be visible to searchers of the
public register

Michael Quinn
Moorfields Corporate Recovery LLP
88 Wood Street
London
EC2V 7QF

DX Number

0208 528 1090
DX Exchange

When you have completed and signed this form, please send it to the
Registrar of Companies at -
Companies House, Crown Way, Cardiff CF14 3UZ DX 33050 Cardiff

AIQ

A477PY7M
08/10/2011
COMPANIES HOUSE

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The Insolvency Act 1986

Administrator's progress report

Name of Company
Hayters Teamwork Limited

Company number
04539827

In the High Court of Justice <small>(full name of court)</small>
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Court case number
5670 of 2011

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

I/We (a)
Simon Thomas
Moorfields Corporate Recovery LLP
88 Wood Street
London
EC2V 7QF

Robert Pick
Moorfields Corporate Recovery LLP
88 Wood Street
London
EC2V 7QF

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

(b) Insert date

From
(b) 1 July 2011

To
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Signed

Joint / Administrator(s)

Dated

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