



For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 4 7 1 3 1 3 2

Company name in full Simply Together Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Court details

Court name In the High Court of Justice

Court case number C R - 2 0 1 7 - 0 0 5 5 7 5

### 3 Former administrator's name

Full forename(s) Frank

Surname Wessely

### 4 Former administrator's address

Building name/number 2nd Floor

Street Arcadia House

Post town 15 Forlease Road


County/Region Maidenhead

Postcode S L 6 1 R X

Country

## AM20

Notice of automatic end of administration

<b>5</b>	<b>Former administrator's name ①</b>	
Full forename(s)	Carl	<b>① Other administrator</b> Use this section to tell us about another administrator.
Surname	Jackson	
<b>6</b>	<b>Former administrator's address ②</b>	
Building name/number	2nd Floor	<b>② Other administrator</b> Use this section to tell us about another administrator.
Street	Arcadia House	
Post town	15 Forlease Road	
County/Region	Maidenhead	
Postcode	S L 6 1 R X	
Country		
<b>7</b>	<b>Statement of appointment</b>	
	I was/we were appointed as administrator(s) on:	
Date	d 0 7 m 0 8 y 2 0 y 1 7	
<b>8</b>	<b>Appointor/applicant's name</b>	
	Give the name of the person who made the appointment or the administration application	
Full forename(s)	Director - Mr W	
Surname	Stangoe	
<b>9</b>	<b>Statement of ceasing to act</b>	
	<del>I/we</del> give notice that <del>my</del> /our appointment as administrator ceased to have effect on:	
Date	d 0 6 m 0 8 y 2 0 y 2 0	
<b>10</b>	<b>Final progress report</b>	
	<input checked="" type="checkbox"/> A copy of the final progress report is attached.	
<b>11</b>	<b>Sign and date</b>	
Former administrator's signature	Signature X  X	
Signature date	d 1 9 m 0 3 y 2 0 y 2 1	

**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 **Jo Leach**

Company name **Quantuma Advisory Limited**

Address **2nd Floor**

**Arcadia House**

Post town **15 Forlease Road**

County/Region **Maidenhead**

Postcode **S L 6 1 R X**

Country

DX

Telephone **01628 478100**

**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 and dated 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.

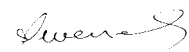
**Further information**

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)**

**Simply Together Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 07/08/2017 To 06/08/2020 £	From 07/08/2017 To 06/08/2020 £
	<b>SECURED ASSETS</b>		
Uncertain	Goodwill	NIL	NIL
226,971.60	Book Debts	NIL	NIL
		NIL	NIL
	<b>SECURED CREDITORS</b>		
(281,889.00)	Nucleus Commercial Finance Limited	NIL	NIL
		NIL	NIL
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	16.21	16.21
Uncertain	Car Lease Refund	252.92	252.92
NIL	Cash at Bank	2,555.01	2,555.01
Uncertain	Contracts	NIL	NIL
	Contracts and associated WIP	15,000.00	15,000.00
Uncertain	Director's loan account	NIL	NIL
Uncertain	Fuel Card Deposits	4,783.36	4,783.36
Uncertain	Furniture & Equipment	2,500.00	2,500.00
	Goodwill	10,000.00	10,000.00
	Insurance Refund	1,150.00	1,150.00
	Plant & Machinery	1,830.00	1,830.00
Uncertain	Rent Deposits	NIL	NIL
Uncertain	Shares & Investments	1.00	1.00
	Vehicle tax refund	17.50	17.50
		38,106.00	38,106.00
	<b>COST OF REALISATIONS</b>		
	Accountants fees	12,000.00	12,000.00
	Agents/Valuers Fees (1)	8,500.00	8,500.00
	Insurance of Assets	280.00	280.00
	Legal Fees (1)	12,769.50	12,769.50
	Pension Specialist Fee	150.00	150.00
	Statutory Advertising	79.50	79.50
	Storage Costs	166.50	166.50
		(33,945.50)	(33,945.50)
	<b>PREFERENTIAL CREDITORS</b>		
(130,000.00)	DE Arrears & Holiday Pay	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(280,764.16)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(25,000.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(490,681.56)</b>		<b>4,160.50</b>	<b>4,160.50</b>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		2,937.40
	Vat Payable		(5,500.00)
	Vat Receivable		6,723.10
			<b>4,160.50</b>



**Frank Wessely**  
**Joint Administrator**  
19 March 2021 08:59

In the In the High Court of Justice CR-2017-005575

Simply Together Limited  
(In Administration)

**The Joint Administrators'** Interim and Final Progress Report to 6 August 2020

Frank Wessely  
Carl Jackson

Quantuma Advisory Limited  
81 Station Road, Marlow, Bucks, SL7 1NS  
01628 478100

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.

Frank Wessely and Carl Jackson were appointed Joint Administrators of Simply Together Limited on 7 August 2017. 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.

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## DEFINITIONS

The Act	Insolvency Act 1986
The Rules	Insolvency Rules 1986 or Insolvency (England & Wales) Rules 2016 (whichever applied at the time of the event)
The Joint Administrators	Frank Wessely and Carl Jackson of Quantuma Advisory Limited
The Company	Simply Together Limited (in Administration)
The Court	In the High Court of Justice CR-2017-005575
SIP	Statement of Insolvency Practice
Review Period	Period covered by the report from 28 September 2017 to 6 August 2020

## 1 INTRODUCTION

This report has been prepared to provide creditors with an update on the progress of the Administration of the Company since our proposals dated 27 September 2017.

Due to omissions the 6 month progress report which was to be filed on or around February 2018 in accordance with Rules 18.2 to 18.6 of the Insolvency (England and Wales) Rules 2016 was not filed at Companies House or made available to creditors.

Furthermore the final report was not filed before the expiry of the Administration period (6 August 2018). I am currently in the process of rectifying these points through an application to Court.

This report therefore covers the first reporting period to 6 February 2018, the second period to 6 August 2018 (the automatic end of the Administration), together with the post expiry period to date.

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

The report has been prepared in accordance with insolvency legislation to provide members and creditors, the Registrar of Companies and the Court with details of the progress made during the Review Period and with an overview of the conduct of the Administration and summary of the information provided in previous correspondence that has been issued during the Administration. A copy of the previously issued Proposals are available on request.

The Joint Administrators' proposals were deemed approved by creditors on 11 October 2017. A formal notice confirming this was sent to all creditors on 24 November 2017. Attached at Appendix II is a summary of the Joint Administrators Proposals, as approved.

### Details of the appointment of the Joint Administrators

Frank Wessely and Carl Jackson of Quantuma Advisory Limited were appointed Joint Administrators of the Company on 7 August 2017.

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

## 2 THE PROGRESS OF THE ADMINISTRATION

The **Joint Administrators'** final receipts and payments account

Attached at Appendix III is a receipts and payments account covering the period from 7 August 2017 to 6 August 2020.

This receipts and payments account has been broken down into the relevant 6 monthly reporting periods, in addition to providing an overall summary of the account to the date of this report.

In this section, we have summarised the main asset realisations during the Review Periods and in the Administration as a whole, together with details of the associated costs incurred. For a detailed list of work undertaken by the Joint Administrators as a whole, see Appendix V.

Administration (including statutory reporting)

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:

- Issuing the Joint Administrators' Proposals, seeking relevant creditors' approvals and issuing notice of the outcome;
- Considering which exit route from Administration is appropriate and drafting this final report;
- 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.

## Realisation of assets

### First period 7 August 2017 to 6 February 2018

#### Subsidiary Shares/Contracts/WIP/Goodwill

The Joint Administrators instructed Richard Birch & Co ("RB&C"), who are professional independent agents with adequate professional indemnity insurance, to dispose of the Company's assets using the most advantageous method available immediately upon appointment.

Portfolio Homecare Limited ("PHL") expressed an interest in purchasing certain assets of the Company's. PHL is connected with the Company because one of the Directors is an associate of the director, William Stangoe who was a director of the Company at the point of Administration.

Therefore, PHL was invited to contact RB&C direct to progress their interest. RB&C weighed up the advantages of a swift sale, given the nature of the assets involved any delay would have diminished the value of the WIP/Goodwill given the Company had already ceased to trade, in addition this offer avoided the ongoing costs of marketing the assets, against the potential of attracting a better offer albeit that this would involve incurring more costs. RB&C concluded that PHL's offer was very likely to represent the best net realisation for the assets and they recommended to the Joint Administrators that the offer be accepted.

Consequently, the Company's tangible assets, goodwill and contracts/WIP and shareholding were sold to PHL on 27 October 2017 for £25,000 (exclusive of any VAT). This was payable in full on completion and supported by a personal guarantee.

These funds were received in full within the first reporting period.

#### Insurance Refund

The sum of £150.00 was received from the Company's pre appointment insurers during the first 6 month reporting period.

#### DVLA Refund

A refund of £17.50 was received from the DVLA.

#### Fuel Card Refund

Following correspondence with the Company fuel card providers a refund of £4,783.36 was secured.



#### Bank Interest

Notional gross bank interest of £2.92 was received in the first period.

#### Second period 7 February 2018 to 6 August 2018

#### Bank Interest

Notional gross bank interest of £5.60 was received in the second period.

#### Third period 7 August 2018 to 6 August 2020 (Post expiry Period)

During the course of the third and final reporting period (following the automatic end of the Administration) the following realisations were made or accounted for:

#### Furniture & Equipment

RB&C were able to achieve £2,500.00 for the Company furniture and equipment and these were sold to a third party.

#### Motor Vehicle

The sum of £1,830.00 was received in respect of the sale of the Company vehicle.

#### Cash at Bank

Following the closure of the Company bank account with Allied Irish Bank the sum of £2,555.01 by the Joint Administrators.

#### Lease Refund

A refund in respect of car leasing was received from ALD Automotive Limited in the sum of £252.92.

#### Insurance Refund

A further £1,000 was received in respect of pre – administration insurance premium refunds.

#### Bank Interest

During this period the sum of £7.20 has been received in respect of gross notional bank interest.

#### Estimated future realisations

#### Debtors

The Company's book debts were assigned to Nucleus Commercial Finance ("Nucleus") under the terms of an invoice finance agreement, which was also secured by a fixed and floating charge against the Company's assets.

Nucleus have confirmed that they have been repaid and the sale ledger has been reassigned to the Company. The Joint Administrators have reviewed the remaining ledger which totals approximately £225k and is subject to dispute.

A review of the disputed sums needs to be undertaken before the remaining balance is written off, however based on information to date it appears unlikely that any further realisations will be made in this regard.

#### Deferred Sale Consideration

Under the terms of the asset sale agreement a review of the trading performance of PHL needs to be undertaken for the period to October 2018 in order to determine whether any further sums

are due under the terms of the agreement. Information is required from PHL in order to undertake this exercise.

#### Overdrawn Directors Loan Account (£186,691)

As at 30 April 2017 the Company's unaudited accounts indicated that the Director had an overdrawn director's loan account of £186,691.

This account needs to be reconciled to establish whether any sums are due from the Director.

It is anticipated that these matters will be finalised in a future liquidation of the Company.

#### Costs incurred but remaining unpaid

The following table summarises the costs incurred during the Review Period, but which as yet remain unpaid:

Cost Description	Amount (£)
Legal Fees	3,250.00
Insurance	672.00
TOTAL	3,922.00

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 in section 6 below.

### 3. CREDITORS: CLAIMS AND DISTRIBUTIONS

#### Secured creditors

The Company granted a fixed and floating charge to Nucleus Commercial Finance Limited on 7 July 2017, who was owed £281,889 on appointment. Nucleus have been repaid in full under the terms of their security.

#### Preferential creditors

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

Preferential claims relating to unpaid holiday pay/wage arrears/pension contributions were estimated at £130,000. To date no dividend to preferential creditors has been paid.

It is anticipated that a dividend could be paid to preferential creditors during a future liquidation of the Company, subject to the successful recovery of further realisations as detailed above.

#### Prescribed Part

The secured creditor's claim has been discharged in full from book debt recoveries and consequently there was no prescribed part in this Administration.

#### Unsecured creditors

Unsecured claims were estimated at £281,000 on the Estimated Financial Statement as at 7 August 2017.

To date there have been insufficient asset realisations to estimate a dividend to unsecured creditors. However if significant recoveries are made in a future Liquidation of the Company this could result in a return to unsecured creditors.

## 4 INVESTIGATIONS

### Investigations

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

In this regard, a confidential report was submitted to The Insolvency Service on 3 November 2017.

### Initial Assessment of Potential Recoveries

As part of our duties as Joint Administrators, we reviewed shortly after appointment all the information available to us and conducted an initial assessment of whether there were any matters which may have led to any recoveries for the benefit of creditors.

We confirm that we did not identify any further assets or actions which would lead to a recovery for creditors.

## 5 FURTHER INFORMATION

### EC Regulations

The Company's centre of main interest was in Watermeadow House, Watermeadow, Chesham, Bucks, HP5 1LF, therefore, it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined by Article 3 of the EC Regulations.

### General Data Protection Regulation

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link [www.quantuma.com/legal-notices/](http://www.quantuma.com/legal-notices/).

### Other 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 Advisory Limited, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>.

## 6 THE JOINT ADMINISTRATORS' FEES AND EXPENSES

### Pre-Administration Costs

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

The following Pre-Administration Costs have not yet been approved and thus remain unpaid:

Party instructed	Amount (£)
Pre Appointment Administrators Costs & Disbursements – Quantuma Advisory Limited	35,274
Legal Costs – PDT Solicitors	10,000
Agents Fee – Richard Birch & Co	10,000
Accountants Costs – Dickinsons Accountants	10,000
<b>TOTAL UNAPPROVED</b>	<b>£65,274</b>

The Joint Administrators confirm that they do not intend seeking approval for these sums.

#### **The Joint Administrators' Fees**

The basis of the Joint Administrators' fees has not been fixed.

However the Joint Administrators have received a payment of £35,000 plus VAT from the debenture holder (Nucleus) for assistance in facilitating the collection of the book debts and ultimately the discharge of their security over the ledger, enabling the reassignment back to the Company.

This fee was paid directly to the Joint Administrators from Nucleus and did not impact estate realisations.

A breakdown of the time costs incurred during the Review Period and for the Administration as a whole is provided at Appendix IV. A detailed narrative explanation of the time costs during the Review Period is provided at Appendix V.

Since the expiry of the Administration a significant amount of time has been spent by more senior members of staff in liaising with solicitors and counsel concerning the necessary remedial action required to correct the oversights that have occurred. Therefore the post expiry time costs are high for such a standard Administration.

I would again reiterate that I am not seeking to recovery any of my outstanding time costs or expenses in this matter.

"A Creditors' Guide to Administrators' Remuneration" effective from 6 April 2017 is available for download at <http://www.quantuma.com/guide/creditors-guide-fees/> together with Quantuma Advisory Limited's Schedule of Current Charge Out Rates and Chargeable Disbursements.

Should you require a paper copy, please send your request in writing to the Joint Administrators at the address on the front of this report and this will be provided to you at no cost.

## Expenses

The expenses incurred to date are as follows:

Expenses	Original expenses estimate £	Actual expenses incurred to date £	Actual expenses paid to date £
Legal costs	-	16,019.50	12,769.50
Agents' and valuers' costs	-	8,500.00	8,500.00
Accountancy Fee	-	12,000.00	12,000.00
Pension Advice	-	150.00	150.00
Storage	-	291.71	166.50
Advertising	-	79.50	79.50
Insurance	-	952.00	280.00
Bonding	-	135.00	0.00
Postage	-	192.80	0.00
Courier	-	68.80	0.00
Category 2 expenses			
Photocopying		115.20	0.00
Stationery		130.00	0.00
TOTAL		38,634.51	33,945.50

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Appendix IV.

### **Payment of the Joint Administrators' unpaid fees and costs**

The Joint Administrators have not received approval for post appointment fees or Category 2 disbursements, furthermore asset realisations have been insufficient to discharge the Joint Administrators' fees and costs in full.

The Joint Administrators do not intend to seek to recover any unpaid fees or costs from future asset realisations.

### **Creditors' right 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' right 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.

## 7 THE OUTCOME OF THE ADMINISTRATION

### **Comparison of the outcome with the Joint Administrators' Proposals**

Attached at Appendix II is a summary of the Joint Administrators' Proposals as approved.

It had been envisaged that the third Administration objective would be achieved, namely that property would be realised in order to make a distribution to one or more secured or preferential creditors. As described above, it can be seen that this Administration objective was achieved as the secured creditor was repaid in full.

The balance in hand of £2,936.91, together with control of the remaining assets yet to be realised and claims to be progressed as described above, is being transferred to duly appointed third party Joint Liquidators.

If you require any further information please contact this office on 01628 478 100.

A handwritten signature in black ink, appearing to read 'Frank Wessely', with a stylized flourish at the end.

Frank Wessely  
Joint Administrator

SIMPLY TOGETHER LIMITED  
(IN ADMINISTRATION)

## STATUTORY INFORMATION

Company Name	Simply Together Limited
Previous Names	
Proceedings	In Administration
Court	In the High Court of Justice
Court Reference	CR-2017-005575
Date of Appointment	7 August 2017
Joint Administrators	Frank Wessely Carl Jackson Quantuma Advisory Limited 81 Station Road, Marlow, Bucks, SL7 1NS
Registered office Address	c/o Quantuma Advisory Limited 81 Station Road, Marlow, Bucks, SL7 1NS
Company Number	04713132
Appointment by	Director, William Stangoe

SIMPLY TOGETHER LIMITED  
(IN ADMINISTRATION)

**THE JOINT ADMINISTRATORS' PROPOSALS, AS APPROVED**



## Summary of the **Joint Administrators' Proposals**

1.1 The Statement of Proposals is summarised below.

1.2 In order to achieve the purpose of the Administration, the Joint Administrators formally propose to creditors that:

- the Joint Administrators continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration, in particular that:
  - (i) they sell the Company's assets at such time(s) and on such terms as they consider appropriate
  - (ii) they investigate and, if appropriate, pursue any claims that the Company may have against any person, firm or company, whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or company that supplies or has supplied goods or services to the Company; and
  - (iii) they do all such things and generally exercise all their powers as Joint Administrators as they consider desirable or expedient at their discretion in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to these activities.
- the Joint Administrators make distributions to any secured or preferential creditors in accordance with Paragraph 65 of Schedule B1 of the Act. Further, they may make a distribution to unsecured creditors, having first sought the court's permission in accordance with Paragraph 65(3) of Schedule B1 of the Act where necessary.
- the Joint Administrators end the Administration in one of the following ways, appropriate to the circumstances of the case at the time:
  - (i) in the event that there is no remaining property that might permit a distribution to the Company's creditors, they shall file a notice of dissolution of the Company pursuant to Paragraph 84 of Schedule B1 of the Act; or
  - (ii) however, in the unlikely event that the Joint Administrators think that a distribution will be made to unsecured creditors (and they have not sought the court's permission, and are otherwise unable, to pay the distribution whilst the Company is in Administration), they shall send to the registrar of companies notice to move the Company from Administration to Creditors' Voluntary Liquidation. In such circumstances, Carl Jackson and Frank Wessely will be appointed Joint Liquidators and will be authorised to act either jointly or separately in undertaking their duties as Liquidator. Creditors may nominate a different person or persons as the proposed liquidator or liquidators in accordance with Paragraph 83(7)(a) of Schedule B1 of the Act and Rule 3.60(6)(b) of the Rules, but they must make the nomination or nominations at any time after they receive the Statement of Proposals, but before it is approved. Information about the process of approval of the Statement of Proposals is set out at Section 8; or

- (iii) alternatively, and should there be no likely funds to distribute to unsecured creditors, the Joint Administrators may seek to place the Company into

Compulsory Liquidation in order to bring proceedings that only a Liquidator may commence for the benefit of the estate. In such circumstances, Carl Jackson and Frank Wessely may ask the court that they be appointed Joint Liquidators, to act either jointly or separately in undertaking their duties as Liquidator.

Dated this 27<sup>th</sup> day of September 2017



Frank Wessely  
Joint Administrator

The affairs, business and property of Simply Together Limited (in Administration) are managed by the Joint Administrators, who act as agents of the Company and contract without personal liability.

APPENDIX III

SIMPLY TOGETHER LIMITED  
(IN ADMINISTRATION)

**THE JOINT ADMINISTRATORS' FINAL RECEIPTS AND PAYMENTS ACCOUNT**

SIMPLY TOGETHER LIMITED  
(IN ADMINISTRATION)  
Joint Administrator's Summary Receipts and Payments  
to 6 August 2020

Receipts	Statement of Affairs	7 August 2017 to 6 February 2018	7 February 2018 to 6 August 2018	7 August 2018 to 6 August 2020	TOTAL £
Book Debts	226,971.60	-	-	-	-
Shares	Uncertain	1.00	-	-	1.00
Insurance Refund		150.00	-	1,000.00	1,150.00
Furniture & Equipment	Uncertain	-	-	2,500.00	2,500.00
Vehicles		-	-	1,830.00	1,830.00
Contracts / WIP	Uncertain	15,000.00	-	-	15,000.00
Goodwill	Uncertain	10,000.00	-	-	10,000.00
Cash at Bank	NIL	-	-	2,555.01	2,555.01
DVLA Refund		17.50	-	-	17.50
Fuel Card Refund	Uncertain	4,783.36	-	-	4,783.36
Car Lease Refund	Uncertain	-	-	252.92	252.92
Rent Deposit	Uncertain	-	-	-	-
Directors Loan Account	Uncertain	-	-	-	-
Bank Interest		2.92	5.60	7.69	16.21
VAT Payable		5,000.00	-	500.00	5,500.00
		<u>34,954.78</u>	<u>5.60</u>	<u>8,645.62</u>	<u>43,606.00</u>
Payments					
Nucleus Commercial Fiance Limited	✓ (281,889.00)	-	-	-	-
Statutory Advertising		79.50	-	-	79.50
Agents Fee		4,025.00	-	4,475.00	8,500.00
Accountancy Fee		-	12,000.00	-	12,000.00
Legal Fee - PDT		10,750.00	-	-	10,750.00
Legal Fee - NOI		-	2,019.50	-	2,019.50
Insurance		-	280.00	-	280.00
Storage		-	-	166.50	166.50
Pension Advice		-	-	150.00	150.00
DE Arrears & Holiday Pay	✓ (130,000)	-	-	-	-
Trade & Expense Creditors	✓ (280,764.16)	-	-	-	-
Ordinary Shareholders	✓ (25,000.00)	-	-	-	-
VAT Receivable		2,970.90	2,793.90	958.30	6,723.10
		<u>17,825.40</u>	<u>17,093.40</u>	<u>5,749.80</u>	<u>40,668.60</u>
Net Receipts/(Payments)		<u>17,129.38</u>	<u>- 17,087.80</u>	<u>2,895.82</u>	<u>2,937.40</u>

SIMPLY TOGETHER LIMITED  
(IN ADMINISTRATION)

**THE JOINT ADMINISTRATORS' TIME COSTS**

Period 1            - 7 August 2017 to 6 February 2018  
Period 2            - 7 February 2018 to 6 August 2018  
Period 3            - 7 August 2018 to 6 August 2020 (Post expiry of Administration)

Total Time costs for the whole period (7 August 2017 to 6 August 2020)

# Time Entry - SIP9 Time & Cost Summary – Period 1

6002040 - Simply Together Limited  
Project Code: POST  
From: 07/08/2017 To: 06/02/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	34.95	3.75	52.91	16.87	108.48	25,432.50	234.44
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.20	1.80	2.00	255.00	127.50
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.10	0.90	103.30	3.20	108.50	19,072.00	175.78
Investigations	0.90	0.00	1.60	6.90	9.40	1,301.00	138.40
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	17.75	0.60	80.60	0.00	98.95	21,273.50	214.99
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	54.70	5.25	238.61	28.77	327.33	67,334.00	205.71
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

# Time Entry - SIP9 Time & Cost Summary – Period 2

6002040 - Simply Together Limited  
Project Code: POST  
From: 07/02/2018 To: 06/08/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	5.40	0.20	8.90	6.40	20.90	4,188.50	200.41
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.40	2.20	2.60	335.00	128.85
Closing Procedures	0.00	0.00	0.20	0.00	0.20	30.00	150.00
Creditors	0.00	0.00	18.80	0.10	18.90	3,022.50	159.92
Investigations	0.00	0.00	4.00	0.00	4.00	740.00	185.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	7.40	0.00	7.40	1,369.00	185.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	5.40	0.20	39.70	8.70	54.00	9,685.00	179.35
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

# Time Entry - SIP9 Time & Cost Summary - Period 3

6002040 - Simply Together Limited  
Project Code: POST  
From: 07/08/2018 To: 06/08/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	34.87	9.27	9.00	23.30	76.44	18,553.95	242.73
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.20	1.00	6.40	7.60	1,012.00	133.16
Closing Procedures	4.60	0.00	0.00	0.00	4.60	1,587.00	345.00
Creditors	9.70	0.40	9.20	1.10	20.40	5,195.00	254.66
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.70	1.00	0.20	0.00	1.90	531.00	279.47
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	49.87	10.87	19.40	30.80	110.94	26,878.95	242.28
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	



# Time Entry - SIP9 Time & Cost Summary - Whole Period

6002040 - Simply Together Limited  
Project Code: POST  
From: 07/08/2017 To: 06/08/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	75.22	13.22	70.81	46.57	205.82	48,174.95	234.06
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.20	1.60	10.40	12.20	1,602.00	131.31
Closing Procedures	4.60	0.00	0.20	0.00	4.80	1,617.00	336.87
Creditors	10.80	1.30	131.30	4.40	147.80	27,289.50	184.64
Investigations	0.90	0.00	5.60	6.90	13.40	2,041.00	152.31
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	18.45	1.60	88.20	0.00	108.25	23,173.50	214.07
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	109.97	16.32	297.71	68.27	492.27	103,916.95	211.06
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

SIMPLY TOGETHER LIMITED  
(IN ADMINISTRATION)

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

Description of work undertaken	Includes
<u>ADMINISTRATION &amp; 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, 2 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 Preparation and filing of Corporation Tax Returns
<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 Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Final Reports	

Description of work undertaken	Includes
Reviewing and adjudicating creditors' claims - adjudicating claims & requesting additional information in support of claims	Agreeing allocation of realisations and costs between fixed and floating charges Receipt of POD
Dealing with HMRC/RPO claims	
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
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.
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
Investigating Antecedent Transactions	
<u>REALISATION OF ASSETS</u>	
Realisation of Assets	
Leasehold Property	Liaising with valuers and agents Liaising with landlord Agreeing assignment, surrender or disclaiming property
Furniture & Equipment	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 Collecting sales consideration Liaising with insurance companies Exchanges with government departments
Financed Assets	Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases if appropriate
Debtors	Collecting supporting documentation Correspondence with debtors

Description of work undertaken	Includes
	<ul style="list-style-type: none"> <li>Reviewing and assessing debtors' ledgers</li> <li>Receiving updates from factoring companies and arranging for reassignment of ledger</li> <li>Liaising with debt collectors and solicitors</li> <li>Agreeing debt collection agency agreements</li> <li>Dealing with disputes, including communicating with directors/former staff</li> <li>Pursuing credit insurance claims</li> <li>Submitting VAT bad debt relief claims</li> </ul>
Sale of Business	<ul style="list-style-type: none"> <li>Instructing and liaising with agents</li> <li>Preparing an information memorandum</li> <li>Liaising with potential purchasers</li> <li>Agreeing licences to trade/occupy</li> <li>Assessment and review of offers received</li> <li>Negotiating with intended purchaser</li> <li>Liaising with secured creditors and seeking releases</li> <li>Exchanges with solicitors to agree sale and purchase agreement</li> <li>Surrender of lease (where appropriate)</li> <li>Pursuing deferred sale consideration</li> </ul>
Goodwill	Instructing and liaising with agents
Sale of Shares	Instructing and liaising with agents
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate
Arranging & Monitoring Insurance	<ul style="list-style-type: none"> <li>Identification of potential issues requiring attention of insurance specialists</li> <li>Correspondence with insurer regarding initial and ongoing insurance requirements</li> <li>Reviewing insurance policies</li> <li>Correspondence with previous brokers</li> </ul>
<u>CASHIERING</u>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	<ul style="list-style-type: none"> <li>Preparing correspondence opening and closing accounts</li> <li>Requesting bank statements</li> <li>Correspondence with bank regarding specific transfers</li> <li>Maintenance of the estate cash book</li> </ul>
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
<u>CLOSING PROCEDURES</u>	
Filing final statutory returns at Companies House/Court	<ul style="list-style-type: none"> <li>Liaising with Compliance team and solicitors.</li> <li>Seeking advice from Counsel</li> <li>Drafting necessary reports for Counsel's review</li> <li>Compilation of detailed period and final report</li> </ul>

Current Charge-out Rates of the staff who have worked on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates may have been subject to periodic increase.

Staff	Charge out rates £
Partners	£345.00 - £520.00
Directors	£250.00 - £450.00
Senior Manager	£265.00 – 395.00
Manager	£210.00 - £295.00
Assistant Manager	£195.00 – £280.00
Senior Administrator	£185.00 - £270.00
Administrator	£160.00 - £185.00
Assistant Administrator	£105.00
Case Accountant	£135.00
Support Staff/Executive Assistant	£100.00 - £135.00