In accordance with Rule 18.6 of the Insolvency (England & Wales) Rules 2016.

AM10
Notice of administrator's progress report

Companies House

For further information, please refer to our guidance at www.gov.uk/companieshouse

1 Company details

Company number	0 4 8 5 4 8 8 5
Company name in full	Brinklow Marina Ltd

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

2 Administrator's name

Full forename(s)	Gareth
Surname	Harris

3 Administrator's address

Building name/number	Central Square, 5th Floor
Street	29 Wellington Street
Post town	Leeds
County/Region	
Postcode	L S 1 4 D L
Country	

4 Administrator's name ❶

Full forename(s)	Lee Van
Surname	Lockwood

❶ **Other administrator**
Use this section to tell us about another administrator.

5 Administrator's address ❷

Building name/number	Central Square, 5th Floor
Street	29 Wellington Street
Post town	Leeds
County/Region	
Postcode	L S 1 4 D L
Country	

❷ **Other administrator**
Use this section to tell us about another administrator.

AM10
Notice of administrator's progress report

6 Period of progress report

	d	d	m	m	y	y	y	y
From date	1	3	0	1	2	0	2	3
To date	1	2	0	7	2	0	2	3

7 Progress report

☑ I attach a copy of the progress report

8 Sign and date

Administrator's signature

Signature

X X

	d	d	m	m	y	y	y	y
Signature date	0	8	0	8	2	0	2	3

AM10
Notice of administrator's progress report

Presenter information

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

Contact name: Sarah Clarke

Company name: RSM UK Restructuring Advisory LLP

Address: Suite A, 7th Floor
East West Building
2 Tollhouse Hill

Post town: Nottingham

County/Region:

Postcode: NG1 5FS

Country:

DX:

Telephone: 0115 964 4450

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

BRINKLOW MARINA LTD
IN ADMINISTRATION

JOINT ADMINISTRATORS' PROGRESS REPORT
FOR THE SIX MONTH PERIOD TO 12 JULY 2023

RSM

INTRODUCTION

Contact details

The key contacts at RSM in connection with this report are:

Primary office holder
Gareth Harris
RSM UK Restructuring Advisory LLP
Central Square, 5th Floor, 29 Wellington Street, Leeds, LS1 4DL
Tel: 0113 285 5000

Case manager
Sarah Clarke
RSM UK Restructuring Advisory LLP
Suite A, 7th Floor, East West Building, 2 Tollhouse Hill, Nottingham NG1 5FS
Tel: 0115 964 4450

Basis of preparation

This report has been prepared solely to comply with the statutory requirements of the relevant legislation to provide creditors with information relating to the progress of the Administration. It should be read in conjunction with any previous reports that have been issued, copies of which are available on request.

This report has not been prepared for use in respect of any other purpose, or to inform any investment decision in relation to any debt or financial interest in the Company. Any estimated outcomes for creditors are illustrative and may be subject to revision and additional costs. They should not be used as the basis for any bad debt provision or any other purpose. Neither the Joint Administrators nor RSM UK Restructuring Advisory LLP accept any liability whatsoever arising as a result of any decision or action taken or refrained from as a result of information contained in this report. The Joint Administrators act as agents of the Company and without personal liability.

General guidance on the Administration process

You can find guidance on the different insolvency processes at the R3 website . R3 is the trade association for the insolvency profession.

Contents

Appendices

CONDUCT OF THE ADMINISTRATION

Realisation of assets

Cash at Bank

As disclosed in the Joint Administrators' Proposals, the Company's former freehold property (being the Marina at Cathiron Lane, Cathiron, Rugby, CV23 0JH, "the Marina"), was sold via Fixed Charge Receivers ("the Receivers") in 2020. Following repayment of the charge holder, together with fees and professional costs associated with disposal of the Marina, a surplus of £676,215 was duly owed back to the Company.

However, as the Director was no longer actively managing the Company and his whereabouts were unknown, these funds were held in the Receivers account for six months. Upon the Receivers ceasing to act, these funds were transferred back to Clydesdale Bank Plc ("the Bank"), which was the Company's banker and charge holder.

Following the appointment of the Joint Administrators, the Bank was duly contacted and the funds transferred into the Administration bank account. As such, the entirety of the surplus funds has been realised and there will be no further realisations from this source.

Bank Interest

During the period £3,011 has been realised in respect of bank interest accruing on the funds held in the account set up by the Joint Administrators.

Land and Property

The Company owns several parcels of land adjacent to or near the Marina. This land sits on three separate titles and compromises 23 acres of fallow field (partly occupied when the Joint Administrators were appointed). The Joint Administrators have engaged Watling Real Estate ("Watling"), previously the insolvency division of Avison Young, to market and sell the land. Agents from Avison Young previously acted as the Receivers. As such, Watling are considered to be the most suitable agent to assist with the valuation and disposal of the land given their prior dealing with the Company's assets and their knowledge of the Marina itself.

Since appointment, the Joint Administrators have considered the occupancy of the land, with assistance and advice from Watling and Gateley Plc ("Gateley"). The Joint Administrators are nearing the end of the process of regularising the terms of occupancy, which should make the land more saleable in due course. Further information regarding the outcome of this process, together with any subsequent marketing and sale of the land, will be provided in future reports.

The time costs incurred to date in dealing with these matters is set out in the attached analysis of time costs.

Investigations

In accordance with legislation the appropriate documentation in relation to the conduct of the directors has been filed. The work done only leads to a financial return to creditors if any rights of action become visible during the course of the investigation, which lead to a recovery for the benefit of the estate.

In this instance, no further investigations were deemed necessary as the lack of recent trading meant no claims could be identified which may be pursued for the benefit of the Administration. The Joint Administrators can confirm that these actions have been concluded.

The time costs incurred to date in dealing with these matters is set out in the attached analysis of time costs.

Case specific matters

Our investigations into locating the Company's sole Director and Shareholder, Mr Adrian Hallam, remain ongoing. We have continued to keep an active line of communication with Adrian's family to ensure the Joint Administrators remain updated on any movement or progression in this regard.

Following our preliminary investigations, it was deemed necessary for the Joint Administrators to seek professional assistance to locate Adrian. We can confirm that this assistance has been engaged and we have been in regular communication to progress the investigations in this regard.

Work has also been completed regarding additional advertising required due to the lack of records and recent activity by the Company, to ensure that all appropriate parties are notified of the Administration.

In addition, work has been undertaken with Gateley regarding post-appointment matters requiring legal advice and discussions regarding costs associated with the Administration.

The time costs incurred to date in dealing with these matters is set out in the attached analysis of time costs.

Statutory and case management matters

The following work does not usually result in a financial return to creditors but is required by legislation, best practice and to ensure that the case is managed efficiently and effectively. Key work done in the period included:

Statutory requirements
- statutory filing, advertising and appointment notifications to prescribed parties;
- preparing, reviewing and issuing the Administrator's proposals and all associated formalities for approval of the proposals;
- preparation of an estimated financial position;
- summoning and holding a qualifying decision procedure and associated formalities including recording and reporting outcome to prescribed parties;
- preparing, reviewing and issuing this progress report to creditors and other prescribed parties;
- taxation matters, including post appointment VAT returns, consideration of the post-appointment Corporation Tax position with the assistance of internal specialists and liaising with HMRC regarding outstanding taxation matters due to the lack of Company records; and
- checking for the existence of a pension scheme.

Case management matters
- client take on evaluation, engagement, guidance, advice;
- periodic case reviews, ongoing case planning and strategy, liaising with joint office holders;
- maintaining and updating computerised case management records;
- liaising with former accountants and solicitors;
- dealing with routine correspondence not attributable to other categories of work;
- maintenance of cashiering records, bank accounts, receipts and payments, billing; and
- initial and ongoing consideration of ethical, conflict & anti money laundering checks.

The time costs incurred to date in dealing with these matters is set out in the attached analysis of time costs.

Receipts and payments

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

OUTSTANDING MATTERS

Assets remaining to be realised

The following assets remain to be realised. Details of the work still required, and the anticipated costs are set out in the 'Conduct of the Administration' section above, and below.

Nature of asset	Book value (£)	Estimated to realise (£)	Estimated future costs (£)
Freehold Land	Uncertain[1]	To be disclosed in due course[2]	30,000
Land Rent	Nil	Unknown[3]	Included above

[1]Due to the lack of records, the book value of the remaining land owned by the Company is uncertain.

[2]As set out in the Proposals, the estimated value of the land has not been disclosed to avoid prejudicing any future marketing and sale process.

[3]Total realisations due from the regularisation of the occupation of the land will be dependent on the date of sale.

Other outstanding matters

Aside from the previously mentioned case specific matters in respect of locating the Company's Director, the Joint Administrators will also deal with the Company's tax affairs regarding the original sale of the property, and future property sales.

Work is ongoing in relation to the agreement of claims to allow for a dividend as set out in the Creditors' Claims and Dividend Prospects section below. Given the lack of records available this has taken considerable time to estimate reasonable amounts such that the Joint Administrator are able to agree claims in due course.

End of the Administration

Based on current information regarding dividend prospects to creditors and the absence of the sole Director and Shareholder, it is anticipated that the Company will exit Administration by Dissolution. However, the Joint Administrators are currently seeking advice from Gateley regarding the exit strategy for the Administration.

Due to the anticipated payment of a dividend to unsecured creditors, the Administration would ordinarily exit via Creditors' Voluntary Liquidation ("CVL"). However, because it is anticipated that the Company will have sufficient funds to pay unsecured creditors in full, this may make CVL an inappropriate exit route.

As a result of the uncertainty surrounding this, due to the surplus funds which are anticipated will be payable to Mr Hallam as Shareholder, combined with his unknown whereabouts, Gateley recommended seek Court directions to confirm the most appropriate exit strategy. Appropriate directions will be sought in due course, and the outcome will be provided in future reports.

CREDITORS' CLAIMS AND DIVIDEND PROSPECTS

Dividend prospects

	Owed (£'000)	Estimated future prospects
Secured creditor – Clydesdale Yorkshire Bank	Nil	None – paid in full prior to the Joint Administrators' appointment by the Receivers
Preferential creditors	Nil[1]	Nil
Secondary preferential creditors – HM Revenue and Customs ("HMRC")	82[2]	Payment in full
Unsecured creditors	88[2]	Payment in full
Estimated Net Property	N/A	
Estimated 'Prescribed Part' available for creditors	N/A	

[1]The Company has no known employees or pension scheme so it is not anticipated that there will be any preferential claims. None have come to light during the period of the report.

[2]Based on correspondence received at the Marina by the Receivers.

Prescribed Part

The 'Prescribed Part' is a statutory amount set aside for unsecured creditors from funds ('Net Property') available to a Qualifying Floating Charge Holder ('QFCH'). The Prescribed Part is calculated on a sliding scale up to a maximum of £800,000 depending on when the floating charge was created and whether or not it is a first ranking floating charge.

Whilst there is a QFCH, it is estimated they will receive no money under their floating charge as a result of being paid in full prior to the Administration. As such, there is no requirement to calculate the amount of the Prescribed Part.

Agreement of claims

Creditors' claims are usually only agreed if there is a likelihood of a dividend being made to that particular class of creditor.

As set out above, it is anticipated that a dividend will be paid to preferential (should any be identified/ agreed) and unsecured creditors. Since appointment we have written to all creditors and have updated our records with claims recevied to date. To date, the Joint Administrators have not received a final claim from HMRC in respect of its secondary preferential claim, despite regular correspondence with the appropriate division of HMRC to try and acquire this. As such, no steps could be taken to agree these claims. Once the position has been confirmed and agreed regarding the secondary preferential creditors, the Joint Administrators will be in a position to review and adjudicate the unsecured claims received.

It is anticipated that a Court Order will be sought to pay the dividend out of the Administration. This will be included in the application to Court for directions regarding exit strategy, as detailed further above.

If you have not already submitted a Proof of Debt, a copy of the form can be obtained at https://rsmuk.ips-docs.com or by request to this office.

Dividend payments

The timing of any future dividend to preferential and unsecured creditors will be determined how long it takes to receive and adjudicate the secondary preferential claim from HMRC.

Creditor communication

The following work was done in the period to comply with legislation, best practice and to ensure creditors were kept informed. It is also necessary to enable a dividend to be paid:

- dealing with communication with creditors;
- liaising with HMRC regarding pre-appointment outstanding returns which will formulate HMRC's claim;
- maintenance of schedules of creditors' claims; and
- correspondence with the secured creditor.

Creditors only derive an indirect financial return from this work on cases where a dividend has been, or will be, paid.

JOINT ADMINISTRATORS' FEES, COSTS AND EXPENSES

Guide to Administrator's fees and expenses

A Guide to Administrator's Fees, which provides information for creditors in relation to the fees and expenses of an Administrator, can be accessed at under 'general information for creditors'. A hard copy can be requested from this office by telephone, email or in writing. All fees, costs and expenses are subject to VAT.

Relevant Approving Body

The unsecured creditors are the Relevant Approving Body responsible for approving the Joint Administrators' post appointment fee basis and, where applicable, 'Category 2' expenses. They will also be responsible for approving the payment of outstanding pre-Administration expenses. However, if a creditors' committee is established at any stage, this will become its responsibility and it will be the Relevant Approving Body.

Pre-administration costs

Details of the pre-Administration costs that have been approved since appointment are set out below. Amounts paid to date from the estate are shown in the attached receipts and payments account.

To whom due / paid	Date approved	Amount approved (£)
Joint Administrators' fees – pre-Administration work	23 March 2023	1,255
Joint Administrators' costs & 'Category 1' expenses		
Gateley Plc – Legal Fees	13 January 2023*	16,717
Gateley Plc – Legal Disbursements	13 January 2023*	2,407
Total		20,379

* the Administration Order includes an order that the costs of the application be an expense of the Administration. As such, Gateley's pre-appointment costs have been paid from the funds in the Administration, and did not require approval from the Relevant Approving Body.

Post Appointment fees, costs and expenses

Basis of Remuneration

Insolvency legislation allows an Administrator to charge fees on one of, or a combination of, the following bases:

- as a percentage of the value of the property the Administrator has to deal with (percentage basis);
- to the time spent by the Administrator or their staff on the administration of the case (time cost basis);
- as a set amount (fixed fee basis); or
  a combination of the above (mixed fee basis).

The Relevant Approving Body approved the Joint Administrators' fees on a time cost basis, limited to the sum of £98,687 in accordance with the fee estimate provided to creditors in the Statement of Proposals dated 8 March 2023.

Remuneration Charged

Legislation requires that 'remuneration charged' is reported. Remuneration is charged when the work to which it relates is done. It does not mean the Joint Administrators' fees have been paid. Amounts paid to date, if any, are shown in the attached receipts and payments account.

During the period since appointment, the fees charged by the Joint Administrators, on the basis set out above, totalled £48,017. An analysis of time incurred in the period is attached. Please note that where fees are based on time costs, remuneration charged will be limited to the amount approved.

Further fee approval

The amount of fee that can be drawn is limited to the amount approved by the Relevant Approving Body, whether calculated on the basis of time in accordance with a fee estimate, or for a fixed amount or a percentage rate. It cannot be further increased or the percentage rates changed, without their approval.

The Joint Administrators do not anticipate that it will be necessary to seek any further approval for additional fees.

Expenses and professional costs

The total costs and expenses estimated to be incurred by the Joint Administrators are set out below together with details of those incurred in the period. Amounts incurred in the period may include estimates where actual invoices have not been received. Amounts paid to date are shown in the attached receipts and payments account. The total quantum of costs and expenses is in line with the estimate previously provided to creditors. However, please note that some professional costs have been incurred which were not included in the original estimate, including Watling Real Estate and LDJ Solicitors.

Category 1 expenses

These comprise external supplies of incidental services specifically identifiable to the insolvency estate. They do not require approval of the Relevant Approving Body prior to being paid.

Type of expense	Total estimated (£)	Incurred in period (£)
Bond	80	80
Statutory advertising	207	218
Newspaper Advertising	3,000	2,799
Insurance	5,000	500
Books & records collection & storage	500	95
Postage	100	1
Land Registry search	-	51
Total	8,887	3,744

Category 2 expenses

These are costs which are not capable of precise identification or calculation, or that may include an element of shared or allocated costs. Payments to outside parties that the Office Holder, firm, or any associate has an interest, are also treated as 'Category 2' expenses. These expenses require the specific approval of the Relevant Approving Body before being paid from the insolvency estate.

The Relevant Approving Body has approved the payment of the 'Category 2' expenses, at the rates prevailing at the date they were incurred. Details of the current rates are set out below.

Type of expense	Total estimated (£)	Incurred in period (£)
Room hire (£165)	-	-
Mileage (42.5p per mile)	100	-
Tracker reports (£10 per report)	-	-
Subsistence (£25 per night)	-	-
Total	100	-

Other professional costs

The office holders retained the following advisers based on their experience and expertise. These costs are not subject to approval by the Relevant Approving Body. However, they are subject to review and approval by the Joint Administrators.

Party	Nature of advice	Total estimated (£)	Incurred in period (£)
Gateley Plc	Legal advice regarding property matters and other ad hoc post-appointment queries and strategy matters	30,000	13,366
NC Investigation Services (NCIS) Ltd	Assistance regarding the location of the Company's absent Director	5,000	3,691
Watling Real Estate	Agent valuation and disposal of land owned by the Company, together with advice regarding regularisation of occupancy of land	-	13,235
LDJ Solicitors	Legal costs incurred by the occupier of the land to enable completion of the grazing licence30,949	-	657*
Total		35,000	30,949

* it has been agreed that the costs incurred by the occupier of the land owned by the Company in relation to agreeing the licence fee would be paid as an expense of the Administration.

Creditors' right to information and ability to challenge fees

Creditors have a right to request further information about fees or expenses (other than pre-Administration costs) and to challenge such fees or expenses.

If you wish to make a request for further information it must be made in writing within 21 days of receipt of this report either by (i) any secured creditor or (ii) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question).

Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to court that the fees charged, the basis fixed or expenses incurred by the Administrator are in all the circumstances excessive. Any such challenge must be made no later than eight weeks after receipt of the report which first discloses the charging of remuneration or incurring of the expenses in question.

Any such challenge must be made no later than eight weeks after receipt of the report which first discloses the charging of fees or incurring of the expenses in question.

Gareth Harris
RSM UK Restructuring Advisory LLP
Joint Administrator

Gareth Harris and Lee Van Lockwood are licensed to act as Insolvency Practitioners in the UK by the Institute of Chartered Accountants in England and Wales

Insolvency Practitioners are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment

The affairs, business and property of the company are being managed by the Joint Administrator who act as agents of the company and without personal liability

APPENDICES

APPENDIX A - STATUTORY INFORMATION

Company information

Company name:	Brinklow Marina Ltd
Company number:	04854885
Date of incorporation:	4 August 2003
Trading name:	As above
Trading address:	Brinklow Marina, Cathiron Lane, Rugby, CV23 0JH
Principal activity:	Buying and selling of own real estate
Registered office:	RSM UK Restructuring Advisory LLP, Central Square, 5th Floor, 29 Wellington Street, Leeds, LS1 4DL Previously Brinklow Marina Cathiron Lane, Cathiron, Rugby, CV23 0JH
Previous company names:	Cathiron Marina Ltd
Directors:	Adrian Hallam
Secretary:	Adrian Hallam

Administration information

Court reference:	High Court of Justice Business and Property Court in Leeds Insolvency & Companies List (ChD) No 001037-of 2022	
Joint Administrators:	Gareth Harris and Lee Van Lockwood	
Date of appointment:	13 January 2023	
Joint Administrators:	**Primary office holder** Gareth Harris RSM UK Restructuring Advisory LLP Central Square, 5th Floor, 29 Wellington Street, Leeds, LS1 4DL 0113 285 5000 IP Number: 14412	**Joint office holder** Lee Van Lockwood RSM UK Restructuring Advisory LLP Central Square, 5th Floor, 29 Wellington Street, Leeds, LS1 4DL 0113 285 5000 IP Number: 13050

APPENDIX B - RECEIPTS AND PAYMENTS SUMMARY

Brinklow Marina Ltd
In Administration
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 13/01/2023 To 12/07/2023 £	From 13/01/2023 To 12/07/2023 £
	ASSET REALISATIONS		
	Bank Interest Gross	3,010.61	3,010.61
676,215.00	Cash at Bank	676,215.42	676,215.42
Uncertain	Freehold Land & Property	NIL	NIL
		679,226.03	679,226.03
	COST OF REALISATIONS		
	Joint Administrators' Expenses	131.00	131.00
	Joint Administrators' post-apt fees	45,000.00	45,000.00
	Joint Administrators' pre-apt fees	1,255.00	1,255.00
	Legal Fees	6,242.50	6,242.50
	Other Advertising	2,798.64	2,798.64
	Pre Appointment Legal Disbursements	2,407.25	2,407.25
	Pre Appointment Legal Fees	16,716.50	16,716.50
	Professional Fees	3,690.86	3,690.86
	Statutory Advertising	218.16	218.16
		(78,459.91)	(78,459.91)
	SECONDARY PREFERENTIAL CREDITORS		
(81,800.00)	HMRC	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(87,806.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
506,609.00		**600,766.12**	**600,766.12**
	REPRESENTED BY		
	RBS - Interest Bearing		585,130.14
	VAT Receivable		15,635.98
			600,766.12

APPENDIX C - POST-APPOINTMENT TIME ANALYSIS

Joint Administrators' post appointment time cost analysis for the period 13 January 2023 to 12 July 2023

Period	Hours Spent	Partners	Directors / Associate Directors	Managers	Associates	Executives & Analysts	Assistants & Support Staff	Total Hours	Total Time Costs	Average Rates
	Statutory Requirements									
	Appointment documentation (statutory)	1.0	0.0	0.0	3.3	4.8	0.0	9.1	£ 2,422.50	266.21
	Meetings/corres/tel	0.4	0.0	0.3	0.5	2.6	0.0	3.8	£ 967.50	254.61
	Statutory filing/advertising	0.0	0.1	0.4	0.8	4.5	0.0	5.8	£ 1,215.00	209.48
										246.26
	Administrators' Proposals	1.9	0.0	5.8	0.5	9.6	0.0	17.8	£ 4,815.00	270.51
	Fee approval requests (court, creditors, committee)	0.0	0.0	0.0	0.1	0.0	0.0	0.1	£ 27.50	275.00
	Qualifying decisions / meeting documentation / advert / agenda / minutes / report	0.2	0.0	1.1	0.0	1.4	0.0	2.7	£ 765.00	283.33
										272.21
	General	0.0	0.0	0.0	0.1	0.0	0.0	0.1	£ 27.50	275.00
										275.00
	Clearance / closure / other matters	0.0	16.7	1.5	0.6	0.2	0.0	19.0	£ 10,012.00	526.95
	CT/IT/CGT post-appointment returns	0.0	0.0	1.2	0.0	0.4	0.0	1.6	£ 490.00	306.25
	Post-appointment VAT	0.0	0.0	0.1	0.0	1.6	0.0	1.7	£ 315.00	185.29
	Pre-appointment VAT & Tax returns	0.2	2.0	0.0	0.0	3.9	0.0	6.1	£ 1,690.00	277.05
										440.39
	Total	**3.7**	**18.8**	**10.4**	**5.9**	**29.0**	**0.0**	**67.8**	**£ 22,747.00**	**335.50**

Realisation of Assets									
Other (e.g. rates, insurance pre-payments etc)	1.5	0.0	0.0	0.0	0.2	0.0	1.7	£ 1,047.50	616.18
									616.18
CT/IT/CGT pre-appointment refunds (terminal loss relief etc)	2.0	0.0	0.0	0.0	0.0	0.0	2.0	£ 1,350.00	675.00
VAT pre-appointment refunds / Bad Debt Relief Claims	0.6	0.0	0.0	0.0	0.0	0.0	0.6	£ 405.00	675.00
									675.00
Agent liaison	0.6	0.0	1.5	2.2	0.0	0.0	4.3	£ 1,535.00	356.98
Insurance	0.0	0.0	0.4	0.5	0.3	0.0	1.2	£ 330.00	275.00
Legal matters / Risk Board clearance	0.4	0.0	2.6	1.6	0.0	0.0	4.6	£ 1,605.00	348.91
Other major land & property issues	1.9	0.0	0.5	0.3	1.7	0.0	4.4	£ 1,830.00	415.91
									365.52
Meetings/corres/tel with purchaser	0.0	0.0	0.0	0.0	0.2	0.0	0.2	£ 35.00	175.00
									175.00
Total	**7.0**	**0.0**	**5.0**	**4.6**	**2.4**	**0.0**	**19.0**	**£ 8,137.50**	**428.29**
Investigations									
CDDA report/return/checklist	0.9	0.0	1.7	0.0	4.1	0.0	6.7	£ 1,920.00	286.57
Collect / schedule / general review of books & records & other papers	0.3	0.0	2.1	1.1	2.1	0.0	5.6	£ 1,450.00	258.93
Other general matters	0.0	2.1	0.0	0.0	4.9	0.0	7.0	£ 2,137.50	305.36
									285.36
Total	**1.2**	**2.1**	**3.8**	**1.1**	**11.1**	**0.0**	**19.3**	**£ 5,507.50**	**285.36**

Case Specific Matters									
Correspondence/tel/meeting - directors	0.0	0.0	1.8	1.8	0.0	0.0	3.6	£ 1,125.00	312.50
									312.50
Other major issues (e.g. litigation to reduce claims etc)	0.0	0.0	0.3	0.0	0.0	0.0	0.3	£ 90.00	300.00
									300.00
Other - HSE/Environmental Health etc	0.0	0.0	0.0	0.0	1.2	0.0	1.2	£ 210.00	175.00
									175.00
Total	**0.0**	**0.0**	**2.1**	**1.8**	**1.2**	**0.0**	**5.1**	**£ 1,425.00**	**279.41**
Creditors									
Agreement / Rejection of claims	0.0	0.0	1.4	0.0	0.0	0.0	1.4	£ 490.00	350.00
Meetings/corres/tel	0.5	0.0	0.6	0.0	0.0	0.0	1.1	£ 547.50	497.73
									415.00
Meetings/corres/tel	0.5	0.0	0.0	0.0	0.0	0.0	0.5	£ 337.50	675.00
									675.00
Agreement / Rejection of claims	0.0	0.0	0.2	0.0	0.0	0.0	0.2	£ 70.00	350.00
Correspondence/tel	0.5	0.0	0.9	1.3	0.0	0.0	2.7	£ 980.00	362.96
									362.07
Total	**1.5**	**0.0**	**3.1**	**1.3**	**0.0**	**0.0**	**5.9**	**£ 2,425.00**	**411.02**
Administration and Planning									
Case planning/strategy	0.0	0.0	0.0	0.0	0.5	0.0	0.5	£ 112.50	225.00
									225.00

		Billing	0.5	0.0	1.0	0.0	0.0	0.0	1.5	£ 687.50	458.33
		Case review / KPI reports	0.9	0.0	0.8	0.5	3.9	0.0	6.1	£ 1,707.50	279.92
		Diary updates / checklists	0.0	0.0	0.2	0.4	0.9	0.0	1.5	£ 337.50	225.00
		Ongoing case planning/strategy	1.9	0.5	1.9	2.3	3.1	0.0	9.7	£ 3,422.50	352.84
											327.39
		Bank Reconciliations	0.0	0.0	0.1	0.0	0.0	1.0	1.1	£ 145.00	131.82
		Cashiering / TPS transaction posting	0.2	0.0	0.0	0.2	2.7	2.7	5.8	£ 959.50	165.43
		Journals	0.0	0.0	0.0	0.0	0.1	0.0	0.1	£ 17.50	175.00
		Receipts and Payments	0.0	0.0	1.1	0.0	0.0	0.0	1.1	£ 385.00	350.00
											186.05
	Total		**3.5**	**0.5**	**5.1**	**3.4**	**11.2**	**3.7**	**27.4**	**£ 7,774.50**	**283.74**
Total Hours			**16.9**	**21.4**	**29.5**	**18.1**	**54.9**	**3.7**	**144.5**	**£ 48,016.50**	**332.29**
Total Time Cost			**£ 11,407.50**	**£ 11,927.50**	**£ 9,827.00**	**£ 4,977.50**	**£ 9,470.00**	**£ 407.00**	**£ 48,016.50**		
Average Rates			**675.00**	**557.36**	**333.12**	**275.00**	**172.50**	**110.00**	**332.29**		