

AM10

Notice of administrator's progress report



Companies House

TUESDAY



A16 *A8BRRT3U* #188
13/08/2019
COMPANIES HOUSE

1 Company details

Company number 0 4 9 1 3 2 2 2

Company name in full Excel Automotive Group Limited

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

2 Administrator's name

Full forename(s) Philip Edward

Surname Pierce

3 Administrator's address

Building name/number Minerva

Street 29 East Parade

Post town Leeds

County/Region Yorkshire

Postcode L S 1 5 P S

Country

4 Administrator's name ^①

Full forename(s) Paul

Surname Whitwam

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

5 Administrator's address ^②

Building name/number Minerva

Street 29 East Parade

Post town Leeds

County/Region Yorkshire

Postcode L S 1 5 P S

Country

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

AM10

Notice of administrator's progress report

6 Period of progress report

From date	d	1	d	7	m	0	m	2	y	2	y	0	y	1	y	9
To date	d	1	d	2	m	0	m	8	y	2	y	0	y	1	y	9

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X

[Handwritten signature]

X

Signature date

d	1	d	2	m	0	m	8	y	2	y	0	y	1	y	9
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Excel Automotive Group Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 17/02/2019 To 12/08/2019 £	From 17/08/2017 To 12/08/2019 £
	SECURED ASSETS		
1.00	Customer contracts	NIL	1.00
1.00	Sellers records	NIL	1.00
1.00	Goodwill	NIL	1.00
1.00	Business Intellectual Property Rights	NIL	1.00
		NIL	4.00
	ASSET REALISATIONS		
10,000.00	Plant & Machinery	NIL	10,000.00
39,996.00	Stock	NIL	39,996.00
	Book Debts	2,449.06	2,449.06
	Rates Refund	NIL	1,029.84
	Tax Refund	NIL	42,263.63
	Insurance Refund	NIL	491.15
	Cash at Bank	8.11	338.60
	Bank Interest Gross	NIL	153.21
		2,457.17	96,721.49
	COST OF REALISATIONS		
	Preparation of S. of A.	NIL	2,000.00
	Administrators' Remuneration - pre ap	NIL	20,000.00
	Administrators' Remuneration	2,328.49	28,668.03
	Administrators' Disbursements	145.61	850.90
	Agents/Valuers Fees	NIL	1,250.00
	Agents/Valuers Fees - Pre-Administrati	NIL	4,422.00
	Legal Fees	NIL	1,000.00
	Legal fees - Pre-Administration	NIL	6,050.00
	Corporation Tax	NIL	25.46
	Stationery & Postage	NIL	63.52
	Storage Costs	NIL	55.00
	Statutory Advertising	72.18	156.78
	Insurance of Assets	NIL	308.00
	Bank Charges - Floating	0.80	0.80
		(2,547.08)	(64,850.49)
	FLOATING CHARGE CREDITORS		
	Floating Charge Creditor	NIL	22,500.00
		NIL	(22,500.00)
	UNSECURED CREDITORS		
	Unsecured Creditors	9,305.85	9,305.85
	Unclaimed Dividend	69.15	69.15
		(9,375.00)	(9,375.00)
50,000.00		(9,464.91)	0.00
	REPRESENTED BY		
			NIL

Excel Automotive Group Limited (In Administration) ("The Company")

The Administrators' Final Report for the period 17 February 2019 – 12 August 2019

Contents and abbreviations



Section	Content	The following abbreviations may be used in this report:
1.	Progress of the administration in the Period	The Administrators
2.	Outcome for creditors	Philip Edward Pierce and Paul Andrew Whitwam of FRP Advisory LLP
3.	Administrators' remuneration, disbursements and expenses	The Company
		Excel Automotive Group Limited (In Administration)
		CVL
		Creditors' Voluntary Liquidation
		FRP
		FRP Advisory LLP
		HMRC
		HM Revenue & Customs
		The Period
		The reporting period 17 February 2019 – 12 August 2019
		The Proposals
		The Administrators' proposals for achieving the purpose of the administration dated 17 August 2017
		QFCH
		Qualifying floating charge holder
		SIP
		Statement of Insolvency Practice

Appendix	Content
A.	Statutory information regarding the Company and the appointment of the Administrators
B.	Form AM10 – Notice of administrators' progress report Form AM23 - Notice of move from administration to dissolution
C.	Schedule of work
D.	Details of the Administrators' disbursements for the Period and cumulatively
E.	Receipts and payments account for the Period and cumulative
F.	Statement of expenses incurred in the Period

1. Progress of the administration in the Period

I refer to my appointment as Administrator of the above Company on 17 August 2017 and the Administrators' Proposals circulated on 23 August 2017. I now write to provide you with an update on the progress of the Administration since my previous progress report.

Work undertaken during the period

I attach at **Appendix C** a schedule of work undertaken during the period together with a summary of work still to be completed.

Attached at **Appendix E** is a receipts and payments account detailing both transactions for the period of this report and cumulatively since my appointment as Administrator.

Assets realisations in the period

Book Debts

The sum of £2,449.06 was received by way of a dividend from a debtor which had entered liquidation. A claim in the sum, of £517,607.65 was lodged and admitted and a first and final dividend of 3.26p in the £ was received on 20 March 2019.

Bank Interest

Bank interest was received in the period totalling £8.11.

Assets still to be realised

All assets in this matter have now been realised.

Investigations

Part of my duties include carrying out proportionate investigations into what assets the Company has, including any potential claims against directors or other parties, Excel Automotive Group Limited (In Administration)
The Administrators' Final Report

and what recoveries could be made. I have reviewed the Company's books and records and accounting information, requested further information from the directors, and invited creditors to provide information on any concerns they have regarding the way in which the Company's business has been conducted.

Further details of the conduct of my investigations are set out in the schedule of work attached. I can confirm that no further investigations or actions were required.

Extension to the initial period of appointment

I can advise that an extension of the Administration was agreed for a 12-month period from 17 August 2018 to 16 August 2019.

Anticipated exit strategy

We intend to exit the Administration by moving the Company straight to dissolution by filing the requisite notice with the Registrar of Companies.

Approval has been received from ABN in respect of the proposed exit strategy.

2. Outcome for creditors

The estimated outcome for creditors was set out in the Administrators' proposals.

Outcome for the secured creditors

At the outset of my appointment ABN were owed £425,000. I can advise that the collection of the ledger has now been exhausted. ABN has suffered a shortfall on its lending.

Outcome for the preferential creditors

The Company's business and assets were sold as a going concern; as such the Company's employees transferred to the Purchaser on completion under TUPE and we currently do not expect there to be any preferential creditors in this case.

Outcome for the unsecured creditors

I have received claims from unsecured creditors totalling £1,467,609.48. A first and final distribution of 0.63p in the £ was declared on 5 March 2019. The total sum distributed was £9,375 available by way of the prescribed part as detailed below. There will be no further distribution to creditors.

Prescribed Part

The prescribed part is a carve out of funds available to the holder of a floating charge which is set aside for the unsecured creditors in accordance with Section 176A of the Insolvency Act 1986. The prescribed part only applies where the floating charge was created after 15 September 2003 and the net property available to the floating charge holder exceeds £10,000 and the cost of making a distribution to unsecured creditors would not be disproportionate to the benefits.

There is a small Prescribed Part in this case of £9,375.

3. Administrators' remuneration, disbursements, expenses and pre-appointment costs



Administrators' remuneration

In the Administrators' Proposals, it was proposed that the Administrators' remuneration be drawn from the Company's assets and it was proposed that it be charged as a set amount.

In relation to assets specifically pledged, the Administrators have agreed a fee of £5,000 plus VAT with ABN in relation to work done to assist with the collection of the debtors' ledger.

Should the Company subsequently be placed into liquidation and the Administrators appointed as Liquidators, the basis agreed for the drawing of the Administrators' remuneration will also be that utilised in determining the basis of the Liquidators' remuneration, in accordance with the Insolvency Rules.

Remuneration charged as a set amount

The Administrators proposed a fixed fee of £20,000 plus VAT in respect of the categories of work set out in the schedule of work attached at **Appendix C** and this was approved by ABN on 23 March 2018. A further fee of £2,449.06 was agreed by ABN on 29 April 2019 in relation to book debt collection.

I can advise that this fee has been drawn.

Remuneration charged on a percentage of the value of the property

It was also agreed by ABN on 23 March 2018 that in addition to the fixed fee the Administrators draw 15% of the gross asset realisation (net of VAT) of the terminal loss relief claim.

I can advise that that the sum of £6,339.54 has been drawn in this regard.

Administrators' disbursements

The Administrators' disbursements are a recharge of actual costs incurred by the Administrators on behalf of the Company. Mileage payments made for expenses relating to the use of private vehicles for business travel, which is directly attributable to the insolvency estate, are paid by FRP Advisory at the HMRC approved mileage rate prevailing at the time the mileage was incurred. Details of disbursements incurred during the period of this report are set out in **Appendix D**.

Disbursements have been approved by ABN by way of a decision procedure dated 23 March 2018.

Administrators' expenses

An estimate of the Administrators' expenses was set out in the Administrators' proposals. I attach at **Appendix F** a statement of expenses that have been incurred during the period covered by this report. It is currently expected that the expenses incurred or anticipated to be incurred are not likely to exceed the details previously provided.

Creditors have a right to request further information from the Administrators and further have a right to challenge the Administrators' remuneration and other expenses, which are first disclosed in this report, under the Insolvency (England and Wales) Rules. (For ease of reference these are the expenses incurred in the reporting period as set out in **Appendix F** only). Further details of these rights can be found in the Creditors' Guide to Fees which you can access using the following link <https://creditors.frpadvisory.com/info.aspx> and select the one for administrations. Alternatively, a hard copy of the relevant guide will be sent to you on request. Please note there is a time limit for requesting information being 21 days following the receipt of this progress report. There is a time limit of eight weeks following the receipt of this report for a Court application that the remuneration or expenses are excessive.

3. Administrators' remuneration, disbursements, expenses and pre-appointment costs



Administrators' pre-appointment costs

As highlighted in my previous report the Company resolved to pay FRP Advisory LLP the sum of £20,000 plus VAT for assisting with the placing of the Company into Administration.

Approval was received from ABN in relation to the Administrators' pre-appointment costs on 23 March 2018.

Appendix A

Statutory information regarding the Company and the appointment of the Administrators



EXCEL AUTOMOTIVE GROUP LIMITED (IN ADMINISTRATION)

COMPANY INFORMATION:

Other trading names:

Company number: 04913222

Registered office: Minerva, 29 East Parade, Leeds, Yorkshire, LS1 5PS

Previous registered office: Unit 2-4 New Court, Mildred Sylvester Way, Normanton, West Yorkshire, WF6 1TA

Business address: Unit 2-4 New Court, Mildred Sylvester Way, Normanton, West Yorkshire, WF6 1TA

ADMINISTRATION DETAILS:

Administrator(s): Philip Edward Pierce & Paul Andrew Whitwam

Address of Administrator(s): FRP Advisory LLP
Suite 2nd Floor, Phoenix House, 32 West Street,
Brighton, BN1 2RT

Date of appointment of Administrator(s): 17 August 2017

Court in which administration proceedings were brought: High Court of Justice, Chancery Division, Leeds District Registry

Court reference number: 725 of 2017

Appointor details: Directors

Extensions to the initial period of appointment: 16 August 2019

Appendix B

Form AM10 - Notice of administrators' progress report
Form AM23 - Notice of move from administration to dissolution





AM10
Notice of administrator's progress report

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

1 Company details

Company number	0	4	9	1	3	2	2	2
Company name in full	Excel Automotive Group Limited							

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

2 Administrator's name

Full forename(s)	Philip Edward
Surname	Pierce

3 Administrator's address

Building name/number	Minerva
Street	29 East Parade
Post town	Leeds
County/Region	Yorkshire
Postcode	L S 1 5 P S
Country	

4 Administrator's name

Full forename(s)	Paul
Surname	Whitwam

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

5 Administrator's address

Building name/number	Minerva
Street	29 East Parade
Post town	Leeds
County/Region	Yorkshire
Postcode	L S 1 5 P S
Country	

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

AM10
Notice of administrator's progress report

6 Period of progress report

From date	d	1	7	m	0	2	y	2	0	1	9
To date	d	1	2	m	0	8	y	2	0	1	9

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's signature	X	Signature	X								
Signature date	d	1	2	m	0	8	y	2	0	1	9

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	Russell Deen
Company name	FRP Advisory LLP
Address	Suite 2
	2nd Floor, Phoenix House
Post town	32 West Street
County/town	Brighton
Postcode	B N 1 2 R T
Country	
DX	
Telephone	01273 916666
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

Excel Automotive Group Limited (In Administration) Joint Administrators' Summary of Receipts & Payments

Statement of Affairs	£	From 17/02/2019 To 12/08/2019	£	From 17/08/2017 To 12/08/2019	£
SECURED ASSETS					
Customer contracts	1.00		NIL		1.00
Sellers records	1.00		NIL		1.00
Goodwill	1.00		NIL		1.00
Business Intellectual Property Rights	1.00		NIL		1.00
ASSET REALISATIONS					
Plant & Machinery	10,000.00		NIL		4.00
Stock	39,996.00		NIL		10,000.00
Book Debts		2,449.06	NIL		39,996.00
Rates Refund			NIL		2,449.06
Tax Refund			NIL		1,029.84
Insurance Refund			NIL		42,263.63
Cash at Bank		8.11	NIL		491.15
Bank Interest Gross			NIL		338.60
		2,457.17			153.21
					96,721.49
COST OF REALISATIONS					
Preparation of S. of A.			NIL		2,000.00
Administrators' Remuneration - pre ap			NIL		20,000.00
Administrators' Remuneration		2,328.49			28,668.03
Administrators' Disbursements		145.61			850.90
Agents/Valuers Fees			NIL		1,250.00
Agents/Valuers Fees - Pre-Administrators			NIL		4,422.00
Legal Fees			NIL		1,000.00
Legal Fees - Pre-Administration			NIL		6,050.00
Corporation Tax			NIL		25.46
Stationery & Postage			NIL		63.52
Storage Costs			NIL		55.00
Statutory Advertising		72.18			156.78
Insurance of Assets			NIL		308.00
Bank Charges - Floating		0.80			0.80
		(2,547.08)			(64,850.49)
FLOATING CHARGE CREDITORS					
Floating Charge Creditor			NIL		22,500.00
			NIL		(22,500.00)
UNSECURED CREDITORS					
Unsecured Creditors		9,305.85			9,305.85
Unclaimed Dividend		69.15			69.15
		(9,375.00)			(9,375.00)
		(9,464.91)			0.00
50,000.00					
REPRESENTED BY					
					NIL

AM23

Notice of move from administration
to dissolution



Companies House

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

Company details

Company number 04913222
Company name in full Exel Automotive Group Limited

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

Court details

Court name Leeds County Court
Court number 7252017

Administrator's name

Full forename(s) Philip Edward
Surname Pierce

Administrator's address

Building name/number Minerva
Street 29 East Parade
Post town Leeds
County/Region Yorkshire
Postcode LS15PS
Country

AM23

Notice of move from administration to dissolution

5 Administrator's name

Full forename(s) Paul
Surname Whitwam

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

6 Administrator's address

Building name/number Minerva
Street 29 East Parade

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

Post town Leeds

County/Region Yorkshire

Postcode LS15PS

Country

7 Final progress report

☒ I have attached a copy of the final progress report

8 Sign and date

Administrator's signature X
Signature date 12/08/2019

Presenter information

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Contact name	Russell Deen
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Excel Automotive Group Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 17/02/2019 To 12/08/2019 £	From 17/08/2017 To 12/08/2019 £
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Goodwill	NIL	1.00
Business Intellectual Property Rights	NIL	1.00
		4.00
ASSET REALISATIONS		
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Storage Costs	NIL	55.00
Statutory Advertising	72.18	156.78
Insurance of Assets	NIL	308.00
Bank Charges - Floating	0.80	0.80
	(2,547.08)	(64,850.49)
FLOATING CHARGE CREDITORS		
Floating Charge Creditor	NIL	22,500.00
	NIL	(22,500.00)
UNSECURED CREDITORS		
Unsecured Creditors	9,305.85	9,305.85
Unclaimed Dividend	69.15	69.15
	(9,375.00)	(9,375.00)
	(9,464.91)	0.00
REPRESENTED BY		
50,000.00		NIL

Appendix C

Schedule of work



EXCEL AUTOMOTIVE GROUP LIMITED - IN ADMINISTRATION

Schedule of Work

The table below sets out a detailed summary of the work undertaken by the Joint Administrator to date and details of the work it is anticipated will be undertaken by the Joint Administrator throughout the duration of this assignment.

Where work undertaken results in the realisation of funds, such as from the sale of assets or enhanced recoveries and potentially a reduction in creditor claims, there may be a financial benefit to creditors should there be sufficient funds available to make a distribution to one or more class of creditor. In this case work undertaken will include the scrutiny and agreement of creditor claims via the prescribed part.

A proportion of the work undertaken by an Insolvency Practitioner is required by statute, including regular reporting on progress, notifying statutory bodies where required in relation to the conduct of the directors, complying with relevant legislation and regulatory matters. This may not have a direct financial benefit to creditors but is substantially there to protect creditors and other stakeholders and ensuring they are kept informed of developments.

The fee basis for the different categories or work is set out in this table together with an estimate of the estimated fee for each category of work where this can be estimated.

Note	Category	
1	ADMINISTRATION AND PLANNING Work undertaken to date	ADMINISTRATION AND PLANNING Future work to be undertaken
	Regularly reviewed the conduct of the case and the case strategy and updated as required by the insolvency practitioners' regulatory professional body to ensure all statutory matters are attended to and to ensure the case is progressing. This aids efficient case management.	General matters Regularly reviewing the conduct of the case and the case strategy and updating as required by the insolvency practitioners' regulatory professional body to ensure all statutory matters are attended to and to ensure the case is progressing.
	Case Management Requirements	
	Continued to administer estate bank accounts throughout the duration of the case.	
	Compiled a forecast of the work that has been or is anticipated will be undertaken throughout the duration of the case, circulated this to creditors together with other such documentation as required to enable the relevant approving creditors to assess and vote on the fee bases proposed.	

EXCEL AUTOMOTIVE GROUP LIMITED - IN ADMINISTRATION

Schedule of Work

2	ASSET REALISATION Work undertaken to date The main asset is the debtors' ledger, which has been collected during the Administration. As part of this process, the Joint Administrators have assisted the Purchaser and ABN with the collection of the ledger and provided regular updates to ABN on the progress of the ledger collection. We have contacted the Landlord regarding the rent deposit held to ascertain whether any of this is repayable to the Company. The Landlord has demonstrated that he has incurred more charges than the value of the deposit; no funds are to be recovered from this source.	ASSET REALISATION Future work to be undertaken The ledger collection is now complete We are not aware of any further asset realisations.
3	STATUTORY COMPLIANCE AND REPORTING Work undertaken to date Provided statutory reports to various stakeholders at regular intervals and managed any queries which arose. Copies of these reports were filed with the Registrar of Companies. Dealt with post appointment VAT and or other tax returns as required. We sought and received consent from ABN to extend the Administration for a 12 month period to allow the prescribed part to be agreed and distributed.	STATUTORY COMPLIANCE AND REPORTING Future work to be undertaken We will continue to report to creditors as and when required to do so. We will deal with the statutory requirements in order to bring the case to a close and for the Joint Administrators to obtain their release from office; this will include preparing final reports for stakeholders and filing the relevant documentation with the Registrar of Companies.

EXCEL AUTOMOTIVE GROUP LIMITED - IN ADMINISTRATION

Schedule of Work

4	INVESTIGATIONS Work undertaken to date	INVESTIGATIONS Future work to be undertaken
	No work has been undertaken in the Period.	No further work is anticipated.
5	CREDITORS Work undertaken to date	CREDITORS Future work to be undertaken
	<u>Secured Creditors</u> Please see above in connection with the debtor ledger collection. There has been a shortfall to ABN under its fixed charge and we have made a floating charge distribution of £22.5k to ABN.	<u>Secured Creditors</u> There will be no further distributions paid to ABN.
	<u>Unsecured Creditors</u> We have dealt with unsecured creditors' claims and correspondence. There will be a very small dividend available to unsecured creditors by way of the prescribed part.	<u>Unsecured Creditors</u> The Joint Administrator have advertised for claims and adjudicated on them to make a distribution under the prescribed part.
	<u>HMRC Claims</u> Liaised with HMRC to establish their claim and sought tax advice to minimise claims and maximise returns to creditors where appropriate.	<u>HMRC</u> No further work required.

EXCEL AUTOMOTIVE GROUP LIMITED - IN ADMINISTRATION

Schedule of Work

6	TRADING (where applicable) Work undertaken during the reporting period The business and assets were sold on appointment	TRADING (where applicable) Future work to be undertaken No further work anticipated
7	LEGAL AND LITIGATION Work undertaken during the reporting period No work has been undertaken in the Period.	LEGAL AND LITIGATION Future work to be undertaken No further work is anticipated

Appendix D

Details of the Administrators' disbursements for the Period and cumulative



Disbursements for the period 17 February 2019 to 12 August 2019		Value £
= Category 1		
Prof. Services		49.93
Sundries/General		33.86
Grand Total		83.79

Mileage is charged at the HMRC rate
prevailing at the time the cost was incurred

Disbursements for the period 17 August 2017 to 12 August 2019		Value £
= Category 1		
Company Search		1.00
Postage		134.50
Prof. Services		49.93
Sundries/General		33.86
Bonding		125.00
Computer Consumables		423.90
Subsistence		6.09
Courier		15.59
= Category 2		
Car/Mileage Recharge		150.30
Grand Total		940.17

Mileage is charged at the HMRC rate
prevailing at the time the cost was incurred

Excel Automotive Group Limited (In Administration)
The Administrators' Final Report

Appendix F

Statement of expenses incurred in the Period

Excel Automotive Group Limited (In Administration) Statement of expenses for the period ended 12 August 2019		
Expenses	Period to 12 August 2019 £	Cumulative period to 12 August 2019 £
Office Holders' remuneration (Fixed Fee)	2,328	22,328
Office Holders' remuneration (Percentage)	-	6,340
Office Holders' disbursements	146	851
Office Holders' remuneration and disbursements - pre Administration	-	20,000
Legal fees and disbursements - pre Administration	-	6,050
Agents fees and disbursements - pre Administration	-	7,672
Legal fees and disbursements - post Administration	-	1,000
Insurance	-	308
Statutory Advertising	72	157
Storage charges	-	55
Stationery & Postage	-	64
Corporation Tax	-	25
Total	2,546	64,850

**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 **Russell Deen**

Company name **FRP Advisory LLP**

Address **Suite 2**

2nd Floor, Phoenix House

Post town **32 West Street**

County/Region **Brighton**

Postcode **B N 1 2 R T**

Country

DX

Telephone **01273 916666**

**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