



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

1 Company details

Company number 0 4 9 5 5 5 5 5

Company name in full Skills Matter Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Mark

Surname Supperstone

3 Administrator's address

Building name/number 22 York Buildings

Street John Adam Street

Post town London

County/Region

Postcode W C 2 N 6 J U

Country

4 Administrator's name ①

Full forename(s) Ben

Surname Woodthorpe

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number 22 York Buildings

Street John Adam Street

Post town London

County/Region

Postcode W C 2 N 6 J U

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 0	^d 1	^m 0	^m 5	^y 2	^y 0	^y 2	^y 2
To date	^d 3	^d 0	^m 1	^m 0	^y 2	^y 0	^y 2	^y 2

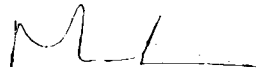
7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X 

X

Signature date

^d 2	^d 8	^m 1	^m 1	^y 2	^y 0	^y 2	^y 2
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**Presenter information**

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

Contact name **Shanice Austin**

Company name **ReSolve Advisory Limited**

Address **22 York Buildings**

Post town **London**

County/Region

Postcode **W C 2 N 6 J U**

Country

DX

Telephone **020 7702 9775**

**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

Our ref: ADMSKILLS/MS/BW/JT/SA/NS

www.resolvegroupuk.com

28 November 2022

TO ALL KNOWN CREDITORS

Dear Sirs

SKILLS MATTER LIMITED – IN ADMINISTRATION (the “**Company**”)

Please find enclosed my report on the progress of the Administration of the Company for the period from 1 May 2022 to 30 October 2022 which should be read in conjunction with my previous report to creditors.

Rights of creditors

An unsecured creditor may, with the permission of the court or with the concurrence of five per cent in value of the unsecured creditors (including the creditor in question) request further details of the Administrators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of ten per cent in value of the unsecured creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the administrators' fees and the amount of any proposed expenses or expenses already incurred, within eight weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

Should you have any queries in relation to this matter please do not hesitate to contact Shanice Austin of this office.

Yours faithfully
For and on behalf of
Skills Matter Limited



Mark Supperstone
Joint Administrator

For enquiries regarding this correspondence please contact:

Contact name: Shanice Austin
Phone number: 020 7702 9775
Email: Shanice.austin@resolvegroupuk.com

The affairs, business and property of the Company are being managed by the administrator
Partners and staff acting as administrators, administrative receivers or supervisors act as agents of the company over which they are appointed at all times, and without personal liability
Cameron Gunn, Mark Supperstone, Lee Manning, Chris Farrington, Ben Woodthorpe, Russell Payne and Simon Jagger are licensed to act as Insolvency Practitioners in the United Kingdom by the Institute of Chartered Accountants in England and Wales
Please refer to the firm's privacy notice setting out your rights and explaining how your data will be used. The notice can be found on our website here www.resolvegroupuk.com/policies2/.

Skills Matter Limited
In Administration (the “Company”)

Joint Administrators’ six-month progress report

For the period 1 May 2022 to 30 October 2022 (the “**Reporting Period**”)

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| IV | Administrators' time costs summary |

1. INTRODUCTION

As you may be aware, Ben Woodthorpe and I, were appointed as Joint Administrators of the Company on 31 October 2019.

This report is my sixth report on the progress of the Administration to date and should be read in conjunction with my previous reports to creditors, the latest of which is dated 27 May 2022.

Please find attached the statutory information relating to the Company at Appendix I.

2. ADMINISTRATORS' ACTIONS SINCE THE LAST REPORT

- Liaised with solicitors, CMS, in relation to the unclaimed funds that remain in the escrow account and with its assistance, submitted an application to Court for directions on the matter;
- Obtained a third 12 month extension of the period of the Administration to 31 October 2023 by way of an application to the Court and addressed all associated matters directly with CMS as applicable;
- Filed our statutory notice of the extension of the Administration to Companies House, the Court and on the creditors' portal;
- Provided regular status updates to the Bondholders, the principal secured creditor, on the developments of the Administration;
- Paid a second distribution of £175,000 to the Bondholders on 8 September 2022;
- Declared a notice of intended prescribed part dividend to the ordinary unsecured creditors on 23 September 2022;
- Liaised with ERA Solutions ("ERA") in relation to the residual unsecured balance in respect of employee claims that formed part of the prescribed part dividend declared on 23 September 2022;
- Dealt with matters arising from the preferential dividend paid on 22 February 2022, such as resending cheques and/or making payments via BACS to the former employees who encountered issues with the first cheque issued;
- Attended to general ad-hoc queries from creditors and filed all proof of debts received and updated the electronic system as required;
- Maintained and regularly reconciled the estate account;
- Held regular team meetings to discuss the strategy and progress of the Administration;
- Drafted and issued our fifth progress report dated 27 May 2022; and
- Attended to all other routine and statutory matters associated to the Administration.

3. RECEIPTS AND PAYMENTS

My receipts and payments account for the period from 1 May 2022 to 30 October 2022 is attached at Appendix II.

4. ASSETS

The following section provides an overview of the assets that have either been realised during the Reporting Period or else remain outstanding. Please refer to my previous reports to creditors for further information regarding assets previously realised, including the two asset sales.

Please also refer to the Administrators' Proposals for more detailed information regarding the asset position of the Company at the time of the Administration.

Escrow funds

The funds held in the escrow account currently total £44,448, representing sums not claimed by third parties in relation to ticket sales that occurred in the lead up to the Administration.

As we are unable to close the Administration until such time as these funds have been returned to the beneficiaries or otherwise dealt with, on the advice of our solicitors and legal counsel, we determined that the

most effective way to deal with the balance of funds was to seek directions from Court.

The Joint Administrators have therefore made an application to the High Court of Justice to seek directions on the disbursement of the balance of funds that remain unclaimed. We confirm that the application has been scheduled to be heard on 3 February 2023, therefore we expect to be in a position to communicate the outcome of the Court hearing in our next progress report.

Should you believe you have a claim in respect of the funds held in the escrow account, we encourage you to please contact the **Administrators' office as soon as possible**.

VAT Refund

The Company had a rent deposit, which we were able to recover in part at the time of the business sale. The Landlord deducted post appointment rent from the deposit before sending the balance back to us. Based on advice received from our accountants, we pursued and successfully recovered the VAT, in the sum of £47,812.21, on the post appointment rent we have effectively paid.

5. DIVIDEND PROSPECTS

Secured creditors

The records held at Companies House show that the Company has granted the following charges

Secured Creditor	Date of Creation	Date of Registration	Satisfied
Beringea LLP	30 July 2014	12 August 2014	Outstanding
Beringea LLP	23 February 2016	24 February 2016	Outstanding
Stuart Dean as Security Trustee for the Bondholders	26 January 2018	29 January 2018	Outstanding
Stuart Dean as Security Trustee for the Bondholders	23 February 2018	6 March 2018	Outstanding

Whilst Beringea LLP has the prior ranking charge, we understand an agreement was reached between Beringea LLP and Stuart Dean, as Security Trustee for the Bondholders, that the Bondholders would rank ahead of Beringea LLP for the purpose of a distribution of funds out of an insolvency event.

A review of the security completed by DWF, a firm of solicitors, verified that the security is valid and enforceable.

An interim distribution of £493,630 was issued to the Bondholders on 7 February 2022 and a further distribution of £175,000 was paid on 8 September 2022. We anticipate there will be a final distribution to the Bondholders after we have received directions from Court regarding the balance of the escrow funds.

Beringea LLP is not expected to receive a distribution as the Bondholders are expected to suffer a shortfall in respect of their indebtedness.

Preferential creditors

The Statement of Affairs anticipated £65,400 in preferential creditors.

These claims comprised of holiday pay for those staff that were made redundant following the Administrators' appointment together with a small element of wages arrears for a number of employees. Residual claims (i.e. that do not include wages up to £800 or holiday pay) are classified as an unsecured debt of the Company.

Subsequent to a notice of intended dividend issued to the preferential creditors on 26 November 2021, a 100p in the £ dividend against claims totalling £67,638 was paid on 22 February 2022. The RPS' preferential element of this distribution totalled £21,124.

Non-preferential unsecured creditors:

The Statement of Affairs included 288 unsecured creditors with an estimated total liability of c£3.8m. I have received claims from 154 creditors at a total of £1,171,452.

I have not received claims from 143 creditors with original estimated claims in the statement of affairs of £3,458,718. This includes HMRC's estimated claim in the sum of £195,400.

Where a company gave a floating charge over its assets to a lender on or after 15 September 2003, there are provisions in the insolvency legislation that require the Administrators to set aside a percentage of a Company's assets for the benefits of the unsecured creditors. This is known as the prescribed part of a company's net property. As previously advised, the Company gave a floating charge to the Bondholders on 26 January 2018 and the prescribed part provisions will apply.

A company's net property is the amount left after paying the preferential creditors, but before paying the lender who hold the floating charge. Here, the Administrators must set aside 50 per cent of the first £10,000 of the net property and 20 per cent of the remaining net property up to a maximum of £600,000.

Although it was previously estimated that the prescribed part of the net property available for unsecured creditors would be £81,900, this did not take into account certain necessary costs incurred in relation to dealing with the escrow funds and the further extension application.

We currently estimate the prescribed part of the net property will total £67,330, however for the purpose of the upcoming interim prescribed part distribution we have retained a provision which has reduced that sum to £47,330, less any costs of distribution.

A formal notice of intended distribution was circulated to the unsecured creditors on 23 September 2022 requesting the submission of claims by 28 October 2022. As the deadline has now passed, we are in a process of adjudicating upon all claims to determine the precise amounts payable to the respective creditors. We confirm that the distribution will be made on or before 28 December 2022.

6. ADMINISTRATORS' REMUNERATION

My remuneration was initially authorised by the preferential creditors on 20 March 2020, and separately by the secured creditors on 15 July 2020, to be drawn on a time cost basis, capped at £324,340. An uplift to our revised fee estimate of £456,143 was subsequently approved by preferential creditors on 22 December 2021 and by the secured creditor on 26 January 2022. Please note that although we have exceeded the revised fee estimate, we do not anticipate seeking further uplift from creditors at this time. It is likely that any further costs will be written off as irrecoverable.

My time costs to 30 October 2022 amount to £523,363, representing 1,512 of hours work at an average charge out rate of £346 per hour, of which £43,854 was charged in the period between 1 May 2022 and 30 October 2022, at an average charge out rate of £393 per hour.

I have drawn £375,688 to date. No fees have been drawn in the Reporting Period.

A schedule of my charge out rates, expense policy and a narrative description of the work undertaken in the Administration to date, together with the time costs incurred to date is attached as Appendices III and IV.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>.

The relevant creditor's guide to Administrators' Fees can be found under the heading Creditor Guides on my website at <http://www.resolvegroupuk.com/resources/>. Please note there are different versions of the guides, and in this case you should refer to the latest version. A hard copy can be obtained on request, free of charge, from this office.

7. ADMINISTRATORS' EXPENSES

My expenses to 30 October 2022 amount to £7,144, of which £362 was incurred in the Reporting Period. Of the total, £334, was incurred in respect to category 2 expenses. I confirm the basis of charging category 2 expenses was approved by preferential creditors on 20 March 2020 and secured creditors on 15 July 2020. We are now required to seek separate approval for category 2 expenses incurred after 15 July 2020.

The following expenses were incurred:

Post-appointment	Category 1	Category 2	Total	Incurred in period	Paid to date	Estimated future
£						
Advertising	245	-	245	-	245	-
Bonding	320	-	320	-	264	-
IT Support	4,120	-	4,120	-	4,120	-
Postage	1,751	-	1,751	287	415	600
Printing and Stationary	30	334	364	30	235	250
Statutory Advertising	85	-	85	-	85	90
Storage Costs	207	-	207	45	207	150
Subsistence	22	-	22	-	22	-
Travel	30	-	30	-	30	-
Total	6,810	334	7,144	362	5,623	1,090

*The above costs are exclusive of VAT

Narrative of expenses incurred in the Reporting Period:

- Postage, Printing & Stationary – costs incurred in respect of sending correspondence to the unsecured creditors in relation to the prescribed part dividend
- Storage Costs – costs related to the ongoing storage of Company records in a third-party storage facility

Whilst the initial projection of costs incurred in respect of Postage and Printing and Stationery was £400 and £200 respectively, the higher cost is a result of the costs incurred in respect of the preferential and prescribed part distributions. Accordingly, we have also placed a higher provision under the estimated future costs.

In taking these adjustments into account, as well as the further 12 months extension, in which we also expect to incur further storage charges, we currently expect our expenses to total £8,234.

The following professional advisors have been utilised in this matter:

Professional Advisor	Fee Arrangement	Fees incurred to date (£)	Incurred in period	Paid (£)	Estimated future fees (£)
Blick Rothenberg	Time costs and disbursements	11,000	11,000	11,000	
Bondholders	Time costs	56,875	-	37,100	-
CMS	Time costs and disbursements	151,730	11,937	151,730	10,000
DWF	Time costs and disbursements	10,507	-	10,507	-
Hilco	Fixed fee and disbursements	10,631	-	10,631	-
ERA Corporate Services	Fixed fee	1,840	1,840	1,840	-
Total		242,583	24,777	222,808	10,000

Narrative of professional advisors used in the Reporting Period:

Blick Rothenberg

Blick Rothenberg is a firm of accountants and were instructed by the Administrators to prepare and file the post-Administration Corporation Tax returns, as well as bring any pre-Administration matters up to date as necessary in order to take advantage of any brought forward taxable losses.

CMS

CMS is a firm of solicitors retained to provide general ad-hoc advice. In the Reporting Period, CMS assisted in preparing and filing the application to Court in respect of the escrow account as well as extending the period of Administration by a further 12 months.

ERA Corporate Services

ERA Corporate Services assisted with a computation of preferential claims as part of distribution to preferential creditors of the Company. ERA has also assisted with the recent prescribed part distribution, namely, calculating the residual amounts of the employees' claims.

The choice of professionals was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they are reasonable in the circumstances of this case.

8. FURTHER INFORMATION AND COMPLAINTS

An unsecured creditor may, with the permission of the court or with the concurrence of five per cent in value of the unsecured creditors (including the creditor in question) request further details of the Administrators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of ten per cent in value of the unsecured creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Administrators' fees and the amount of any proposed expenses or expenses already incurred, within eight weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

At ReSolve we always strive to provide a professional and efficient service. However, we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. Should you have any comments or complaints regarding the Administration, please contact one of the Office Holders in the first instance. If you consider that your comments or complaint have not been dealt with appropriately you should then put details of your concerns in writing to our complaints officer at complaints@resolvegroupuk.com who will then formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a partner unconnected with the appointment.

If you still feel that you have not received a satisfactory response, then you may be able to make a complaint to the Complaints Gateway operated by the Insolvency Service. Any such complaints should be completed online using the form here: www.gov.uk/complain-about-insolvency-practitioner. If you have difficulty accessing the online complaints form, you can also make your complaint through the Insolvency Service Enquiry Line at insolvency.enquiryline@insolvency.gov.uk or telephone: 0300 678 0015.

The Complaints Gateway will in turn determine if such complaint should be addressed by Mr Supperstone's and Mr Woodthorpe's regulatory body.

Further details of the relevant policies applicable to you can be found here <http://www.resolvegroupuk.com/policies2/>.

9. SUMMARY

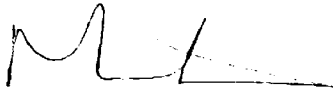
The Administration will remain open until the following matters have been finalised:

- A decision has been reached by the Court in respect of how any unclaimed funds in the escrow account should be dealt with;
- Declared a final dividend to Bondholders;
- Paid a prescribed part dividend to the unsecured creditors of the Company; and
- Undertaken final closure formalities to bring the Administration to an end.

Once these matters have been finalised the Administration will cease and my files will be closed.

Should you have any queries in relation to this matter please do not hesitate to contact Shanice Austin of this office.

Yours faithfully
For and on behalf of
Skills Matter Limited



Mark Supperstone
Joint Administrator

For enquiries regarding this correspondence please contact:

Contact name: Shanice Austin
Phone number: 020 7702 9775
Email: shanice.austin@resolvegroupuk.com

The affairs, business and property of the Company are being managed by the Joint Administrators.
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APPENDIX I

STATUTORY INFORMATION

Company name:	Skills Matter Limited
Previous company name:	None
Registered office:	22 York Buildings, John Adam Street, London, WC2N 6JU
Former registered office:	31 High Street, Haverhill, CB9 8AD
Registered number:	04955555
Date of incorporation:	6 November 2003
Trading address:	10 South Place, London, EC2M 2RB
Principal trading activity:	Technology training and events provider.
Joint Administrators' name:	Mark Supperstone and Ben Woodthorpe
Joint Administrators' address:	22 York Buildings, John Adam Street, London, WC2N 6JU
Joint Administrators' date of appointment:	31 October 2019
Court name and reference:	High Court of Justice, CR-2019-006992
Appointment made by:	Director, Wendy Devolder
Joint Administrators' actions:	Any act required or authorised under any enactment to be done by an Administrator may be done by either or both of the Administrators acting jointly or alone.

On 18 October 2022, the Administration was extended by a further 12 months until 31 October 2023 by order of the High Court of Justice, Business and Property Courts, Insolvency and Companies List (ChD).

APPENDIX II

RECEIPTS AND PAYMENTS ACCOUNT

	Estimated to Realise	01-May-22 to 30-Oct-22	Total Receipts/ Payments To Date
TRADING RECEIPTS	£	£	£
Post appointment sales		-	32,766
		-	32,766
TRADING PAYMENTS			
Overheads		-	1,134
Sub Contractors		-	6,500
Wages and salaries		-	7,348
		-	14,982
Trading surplus	8,604		17,784
ESCROW FUNDS		£	£
Balance of escrow account on appointment		-	100,305
Bank interest		22	82
Bank charges		-	(42)
Repayment of escrow monies		-	(55,897)
Balance			44,448
FIXED CHARGE RECEIPTS	£	£	£
Goodwill and intellectual property	555,000	-	570,001
Lease Premium	-	-	99,995
Fixed plant, fixtures and fittings	-	-	10,001
Records	-	-	1
Social media accounts	-	-	10,001
	555,000	-	689,999
FIXED CHARGE PAYMENTS			
Administrators fees		-	89,469
Legal costs		-	97,382
Agents costs		-	9,518
		-	196,369
FIXED CHARGE DISTRIBUTIONS			
Secured Bondholders			493,630
		-	493,630
Balance (receipts less payments)			-

	Estimated to Realise	01-May-22 to 30-Oct-22	Total Receipts/ Payments To Date
FLOATING CHARGE RECEIPTS	£	£	£
Surplus of trading receipts	8,604	-	17,784
Bank interest	-	158	613
Book debts	20,000	-	-
Cash at bank and in hand	88,653	-	171,437
PayPal funds	Uncertain	-	200,646
Plant and equipment	90,000	-	80,000
Prepayments/accrued income	Uncertain	-	1,133
Rent deposit	Uncertain	-	351,883
Stock	-	-	1
Insurance refund/other refunds		-	353
	<u>207,257</u>	<u>158</u>	<u>823,850</u>
FLOATING CHARGE PAYMENTS			
Advertising costs		-	245
Contractor costs		-	1,200
Statutory advertising		-	85
Administrators fees		-	256,276
Administrators expenses		-	5,086
Pre-appointment fees		-	29,942
Legal costs		6,177	27,975
Agents costs		18,600	87,933
Storage costs		45	207
Corporation Tax		<u>11,498</u>	<u>11,518</u>
		<u>36,320</u>	<u>420,465</u>
FLOATING CHARGE DISTRIBUTIONS			
Secured Bondholders		175,000	175,000
Preferential creditors (100p in the pound on 22.02.22)		<u>193</u>	<u>67,243</u>
		<u>175,193</u>	<u>242,243</u>
Balance (receipts less payments)			<u><u>161,142</u></u>

BALANCE SUMMARY	£
Escrow account (receipts less payments)	44,448
Fixed charge balance (receipts less payments)	-
Floating charge balance (receipts less payments)	<u>161,142</u>
TOTAL	<u><u>205,590</u></u>

Represented by	£
Funds held on escrow	44,448
Administrators' case bank account, floating	160,316
Net VAT receivable/(payable)	<u>825</u>
TOTAL	<u><u>205,590</u></u>

APPENDIX III

ADMINISTRATORS' REMUNERATION POLICY, CHARGE OUT RATES, EXPENSE POLICY AND NARRATIVE

Joint Administrators' charge out rates

The Joint Administrators are remunerated on a time cost basis. Charge out rates used are appropriate to the skills and experience of a member of staff and the work that they perform. Time is recorded in six-minute units. Narrative is recorded to explain the work undertaken and the time spent is analysed into different categories of work. The hourly charge out rates to be used on this case are as follows:

Staff grade	Rate per hour from 1 August 2022 (£)	Rate per hour from 1 May 2021 (£)	Rate per hour from 1 January 2020 (£)	Rate per hour from 30 April 2018 (£)
Partner	705 - 795	625 - 755	625 - 755	550 - 755
Director	615	515 - 535	515	450
Senior Manager	500	435	435	395
Manager	420	375	375	350
Assistant Manager	375	305	305	305
Senior Associate	300	255	255	255
Associate	245	220	220	220
Junior Associate	175	175	175	175

Secretarial and support staff are not charged to the cases concerned, being accounted for as an overhead of ReSolve Advisory Limited. Our cashier is charged at the Senior Administrator rate. The charge out rate for Mark Supperstone, the lead office holder in this case, is £795 per hour, increased from £695 since 1 August 2022.

Expense policy

In accordance with Statement of Insolvency Practice 9, the basis of expense allocation must be fully disclosed to creditors. Expenses are categorised as either Category 1 or Category 2 expenses:

Category 1

These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without creditor approval. Examples of Category 1 expenses are statutory advertising, external meeting room hire, external storage, specific bond insurance, external information hosting charges, and Company search fees.

Category 2

These are payments to associates or which have an element of shared costs. Before being paid, Category 2 expenses require approval in the same manner as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement. Category 2 expenses that are likely to be incurred, and require specific approval include:

Mileage	45 pence per mile paid to staff working on the insolvency appointment
Photocopying	20 pence per sheet of paper for reporting purposes (correspondence will be digital where at all possible to minimise this expense)

Category 1 and Category 2 expenses are subject to the rights of creditors to seek further information about them or challenge them.

Professional advisors may be instructed to assist the office holder on the case where they consider that such

assistance is necessary to enable them to appropriately administer the case. The fees charged by any professional advisors used will be recharged at cost to the case. Where the professional advisor is not an associate of the office holder it will be for the office holder to agree the basis of their fees. Where the professional advisor is an associate of the office holder it will be for those responsible for fixing the basis of the office holder's remuneration to approve payments to them. The fees of any professional advisors are subject to the rights of creditors to seek further information about them or challenge them. Professional advisors that may be instructed on a case include:

- Solicitors/Legal Advisors,
- Auctioneers/Valuers,
- Accountants,
- Quantity Surveyors,
- Estate Agents,
- Pension specialists,
- Employment Claims specialists, and
- GDPR/Cyber Security specialists.

Narrative of work carried out:

Administration and Planning

This represents the routine administrative work that is required of the office holders and their staff, together with the control and supervision of the work done on the case by the office holders and their staff. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holders to meet their requirements under the Insolvency Rules 2016 ('IR16') Insolvency Act 1986 ('IA86'), Statements of Insolvency Practice ('SIPs'), which set out required practices that office holders must follow:

Case planning

- Case planning and administration.

Cashiering

- Dealing with the day to day management of the internal cash book.
- Making payments and dealing with receipts.
- Reconciling the Company's bank account.

General administration

- Case bordereau.
- Preparing the documentation required.
- Dealing with all routine correspondence.
- Maintaining physical case files and electronic case details.

Creditors

Work involved in dealing with all classes of creditors.

The office holder needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the RPS. That work will include dealing with queries received from both the ex-employees and the RPS to facilitate the processing of the claims. The office holders are required to undertake this work as part of his statutory functions.

The office holders need maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holders will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holders are required to undertake this work as part of their statutory obligations.

Secured

- Liaising with the Bondholders with respect to sums due to these secured creditors.

Unsecured

- Declared a notice of intended prescribed part dividend on 23 September 2022.
- Liaising with ERA in relation to the prescribed part dividend declared.
- Dealing with creditor correspondence, emails and telephone conversations.
- Maintaining up to date creditor information on the case management system.

Employees

- Corresponding with employees regarding the preferential dividend and associated matters.

Realisation of Assets

This is the work that needs to be undertaken to protect and then realise the known assets, which should directly benefit creditors.

- Corresponded with the CMS in relation to seeking advice from the Court how to address the escrow and pre-appointment balances.
- Reviewing and discussing with CMS the requisite documentation and draft order to Court.

Statutory

These activities involve complying with legislation including but not limited to; The IA86, The IR16, The Companies Act 2006, The Bribery Act 2010, the Money Laundering Regulations 2017, SIPs and Pension Regulations. These activities do not add any direct benefit to creditors and they form part of the statutory obligations of the Administration.

- Preparation and delivery of all statutory documentation.
- Liaising with solicitors regarding application to Court to extend the period of the Administration.
- Dealt with our statutory filing obligations in respect of the third extension to the period of the Administration.
- Drafted and submitted our fifth report on the progress of the Administration dated 27 May 2022.

APPENDIX IV

ADMINISTRATORS' TIME COSTS SUMMARY

For the Reporting Period between 1 May 2022 to 30 October 2022

	PARTNER / DIRECTOR		MANAGER		OTHER SENIOR PROFESSIONAL		TOTAL		AVERAGE RATE
	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	
Administration & Planning									
Case planning / monitoring	0.70	506.50	18.40	8,576.00	3.00	918.50	22.10	10,001.00	452.53
Cashiering	3.40	2,211.00	1.40	667.50	10.40	2,990.00	15.20	5,868.50	386.09
General administration	0.50	312.50	3.60	1,598.50	2.50	604.00	6.60	2,515.00	381.06
	4.60	3,030.00	23.40	10,842.00	15.90	4,512.50	43.90	18,384.50	418.78
Creditors									
Secured	0.50	352.50	6.60	3,111.50	-	-	7.10	3,464.00	487.89
Preferential	-	-	0.60	300.00	0.60	192.00	1.20	492.00	410.00
Unsecured	0.80	564.00	9.40	4,102.00	21.80	7,294.50	32.00	11,960.50	373.77
Employees	-	-	1.00	500.00	2.60	845.00	3.60	1,345.00	373.61
	1.30	916.50	17.60	8,013.50	25.00	8,331.50	43.90	17,261.50	393.20
Realisation of Assets									
Sale of business / assets	0.60	417.00	-	-	-	-	0.60	417.00	695.00
	0.60	417.00	-	-	-	-	0.60	417.00	695.00
Statutory									
Statutory paperwork / form completion	1.80	1,149.00	-	-	14.80	3,879.00	16.60	5,028.00	302.89
Filing documents with CH / Court	0.40	318.00	-	-	0.40	88.00	0.80	406.00	507.50
Reporting to creditors	0.40	278.00	3.50	1,522.50	2.00	556.00	5.90	2,356.50	399.41
	2.60	1,745.00	3.50	1,522.50	17.20	4,523.00	23.30	7,790.50	334.36
Total hours and cost	9.10	6,108.50	44.50	20,378.00	58.10	17,367.00	111.70	43,853.50	392.60

For the cumulative period from 31 October 2019 to 30 October 2022

	PARTNER / DIRECTOR		MANAGER		OTHER SENIOR PROFESSIONAL		TOTAL		AVERAGE RATE
	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	
Administration & Planning									
Case planning / monitoring	4.90	3,502.50	103.80	40,058.00	23.15	5,301.50	131.85	48,862.00	370.59
Cashiering	16.80	9,314.00	14.20	6,006.50	60.50	14,822.50	91.50	30,143.00	329.43
General administration	4.20	2,855.00	80.00	27,603.50	86.50	17,902.00	170.70	48,360.50	283.31
	25.90	15,671.50	198.00	73,668.00	170.15	38,026.00	394.05	127,365.50	323.22
Creditors									
Secured	27.90	19,374.50	155.30	66,854.00	0.40	112.00	183.60	86,340.50	470.26
Preferential	0.80	556.00	3.80	1,510.00	9.30	2,469.00	13.90	4,535.00	326.26
Unsecured	3.30	2,272.50	164.50	56,474.50	176.10	38,269.00	343.90	97,016.00	282.11
Employees	2.00	1,390.00	43.10	14,312.50	30.80	8,062.00	75.90	23,764.50	313.10
	34.00	23,593.00	366.70	139,151.00	216.60	48,912.00	617.30	211,656.00	342.87
Investigations									
General investigation	-	-	20.60	6,452.00	7.50	1,312.50	28.10	7,764.50	276.32
D returns	2.10	1,459.50	10.50	3,451.50	6.90	1,207.50	19.50	6,118.50	313.77
Other investigation	0.20	139.00	2.60	793.00	9.20	1,610.00	12.00	2,542.00	211.83
	2.30	1,598.50	33.70	10,696.50	23.60	4,130.00	59.60	16,425.00	275.59
Realisation of Assets									
Book debts	-	-	0.40	174.00	-	-	0.40	174.00	435.00
Sale of business / assets	10.80	7,445.00	107.90	43,194.50	5.80	1,465.00	124.50	52,104.50	418.51
Property - freehold and leasehold	31.40	21,823.00	1.70	671.50	-	-	33.10	22,494.50	679.59
Other assets	1.60	1,154.00	33.00	12,816.00	12.20	3,023.50	46.80	16,993.50	363.11
	43.80	30,422.00	143.00	56,856.00	18.00	4,488.50	204.80	91,766.50	448.08
Statutory									
Statutory paperwork / form completion	4.90	3,158.50	36.40	12,589.00	35.70	9,017.00	77.00	24,764.50	321.62
Filing documents with CH / Court	0.80	596.00	2.50	957.50	1.10	235.50	4.40	1,789.00	406.59
Reporting to creditors	2.20	1,529.00	68.80	23,993.00	45.60	10,007.00	116.60	35,529.00	304.71
	7.90	5,283.50	107.70	37,539.50	82.40	19,259.50	198.00	62,082.50	313.55
Trading									
Day one matters	-	-	18.30	6,436.50	-	-	18.30	6,436.50	351.72
Ongoing trading administration	1.80	1,164.00	14.90	5,312.50	-	-	16.70	6,476.50	387.81
Close down	-	-	3.30	1,154.50	-	-	3.30	1,154.50	349.85
	1.80	1,164.00	36.50	12,903.50	-	-	38.30	14,067.50	367.30
Total hours and cost	115.70	77,732.50	885.60	330,814.50	510.75	114,816.00	1,512.05	523,363.00	346.13

All the above costs exclude VAT.