

In accordance with  
Rule 18.7 of the  
Insolvency (England &  
Wales) Rules 2016 and  
Sections 92A, 104A and  
192 of the Insolvency  
Act 1986.

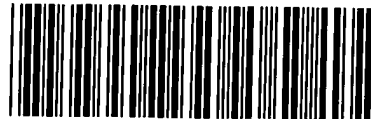
LIQ03

Notice of progress report in voluntary  
winding up



Companies House

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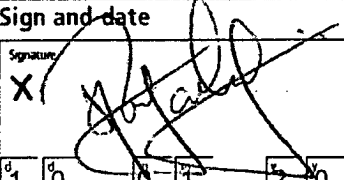
#168

COMPANIES HOUSE

<b>1</b>	<b>Company details</b>	
Company number	0 5 1 9 6 0 9 1	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	Prime Accountancy (Group) Limited	
<b>2</b>	<b>Liquidator's name</b>	
Full forename(s)	John	
Surname	Harlow	
<b>3</b>	<b>Liquidator's address</b>	
Building name/number	29 New Walk	
Street	Leicester	
Post town	LE1 6TE	
County/Region		
Postcode		
Country		
<b>4</b>	<b>Liquidator's name <sup>①</sup></b>	
Full forename(s)		<b>① Other liquidator</b> Use this section to tell us about another liquidator.
Surname		
<b>5</b>	<b>Liquidator's address <sup>①</sup></b>	
Building name/number		<b>① Other liquidator</b> Use this section to tell us about another liquidator.
Street		
Post town		
County/Region		
Postcode		
Country		

LIQ03

Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>															
From date	<sup>d</sup>	3	<sup>d</sup>	0	<sup>m</sup>	1	<sup>m</sup>	1	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	0
To date	<sup>d</sup>	2	<sup>d</sup>	9	<sup>m</sup>	1	<sup>m</sup>	1	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	1
<b>7</b> <b>Progress report</b>																
<input checked="" type="checkbox"/> The progress report is attached																
<b>8</b> <b>Sign and date</b>																
Liquidator's signature	<div>Signature</div> <div>X  X</div>															
Signature date	<sup>d</sup>	1	<sup>d</sup>	0	<sup>m</sup>	0	<sup>m</sup>	1	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	2

LIQ03

Notice of progress report in voluntary winding up

 **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 John Harlow

Company name John Harlow Insolvency and  
Corporate Recovery

Address 29 New Walk  
Leicester

Post town LE1 6TE

County/region

Postcode

Country

DX

Telephone 0116 275 5021

 **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.

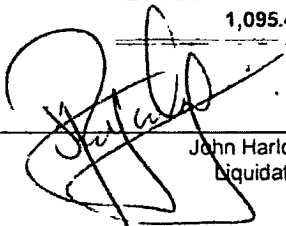
 **Further information**

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

**Prime Accountancy (Group) Limited**  
(In Liquidation)  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 30/11/2020 To 29/11/2021 £	From 30/11/2018 To 29/11/2021 £
	<b>ASSET REALISATIONS</b>		
NIL	Associated Debtor-Wealthy Creations	NIL	NIL
	Bank Interest Gross	1.27	3.62
23,407.82	Book Debts	6,606.00	8,720.80
96.32	Cash at Bank	NIL	933.90
NIL	Investments	NIL	NIL
300.00	Office Furniture & Equipment	NIL	7,500.00
	Rates Refund	NIL	4,802.23
		<u>6,607.27</u>	<u>21,960.55</u>
	<b>COST OF REALISATIONS</b>		
	Cost of Convening Meeting	NIL	750.00
	Legal Fees (1)	NIL	2,500.00
	Liquidators Fees	7,695.00	11,695.00
	Postage	148.80	148.80
	Preparation of S. of A.	NIL	4,250.00
	Specific Bond	NIL	518.00
	Stationery & Photocopying	762.96	762.96
	Statutory Advertising	NIL	240.30
		<u>(8,606.76)</u>	<u>(20,865.06)</u>
	<b>UNSECURED CREDITORS</b>		
(10,646.00)	Contingent Claims	NIL	NIL
(8,822.12)	HM Revenue & Customs (CT)	NIL	NIL
(49,776.32)	HM Revenue & Customs (PAYE/NIC)	NIL	NIL
(0.57)	HM Revenue & Customs (Student Loa	NIL	NIL
(109,786.64)	HM Revenue & Customs (VAT)	NIL	NIL
(80,144.00)	Keys Finance	NIL	NIL
(114,990.67)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(200.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(350,562.18)</u>		<u>(1,999.49)</u>	<u>1,095.49</u>
	<b>REPRESENTED BY</b>		
	Floating Charge Account		956.49
	Vat Receivable		139.00
			<u>1,095.49</u>

  
John Harlow  
Liquidator

**TO ALL KNOWN MEMBERS AND CREDITORS**

Our ref: JH/DL/PRI001/18  
Your ref:  
Date: 12 January 2022

Dear Sirs

**Prime Accountancy (Group) Limited ("the Company") – In Creditors Voluntary Liquidation**

**Registered Office: 29 New Walk, Leicester, LE1 6TE**

**Former Registered Office:**

**2 Defender Court, Sunderland Enterprise Park, Sunderland, Tyne & Wear SR5 3PE**

**Trading Address:**

**2 Defender Court, Sunderland Enterprise Park, Sunderland, Tyne & Wear SR5 3PE**

**Company No: 05196091**

**Former VAT Registration No: 880 6715 03**

**Introduction**

I, John Phillip Walter Harlow, 29 New Walk, Leicester, LE1 6TE was appointed as Liquidator of the above company on 30 November 2018. There has been no change in office holder since the date of my appointment.

This report constitutes my third annual progress report pursuant to Section 104A of the Insolvency Act 1986.

**About this report**

This report has been prepared by John Phillip Walter Harlow, the Liquidator of Prime Accountancy (Group) Limited, solely to comply with his statutory duty to report to members and creditors under Section 104A of the Insolvency Act 1986, and to provide an account of his acts and dealings and of the conduct of the Liquidation, and for no other purpose. It is not suitable to be relied upon by any other person, or for any other purposes, or in any other context.

Any person who chooses to rely on this report for any purpose or in any context other than under Section 104A of the Insolvency Act 1986, does so at their own risk. To the fullest extent permitted by law, the Liquidator does not assume any responsibility and will not accept any liability in respect of this report to any such person.

Offices at: Leicester & Nottingham

John Harlow Insolvency & Corporate Recovery is a trading name of John Harlow Limited. Registered No. 7654761

Registered Office: 29 New Walk, Leicester LE1 6TE

*John Harlow is licensed in the UK as an Insolvency Practitioner by the Insolvency Practitioners Association. When acting as Receiver, Administrative Receiver or Administrator he acts as agent only, without personal liability and when acting as Administrator, the affairs, business and property of the company are being managed by him.*

*Our Privacy Notice is available on our website: [www.harlowinsolvency.co.uk](http://www.harlowinsolvency.co.uk)*

**29 New Walk · Leicester · LE1 6TE**  
**T: 0116 275 5021 · F: 0116 254 8647**  
**E: [mail@harlowinsolvency.co.uk](mailto:mail@harlowinsolvency.co.uk)**  
**[www.harlowinsolvency.co.uk](http://www.harlowinsolvency.co.uk)**

## **An Overview on the Case**

### Administration & Planning

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards.

### Realisations of Assets

The asset realisations since the date of my appointment are, as follows:-

<b>Description</b>	<b>Statement of Affairs Estimate (£)</b>	<b>Actual Realisation during the period (30.11.20 – 29.11.21) (£)</b>	<b>Cumulative Realisations (30.11.18 – 29.11.21) (£)</b>
Office Furniture & Equipment	300.00	0.00	7,500.00
Book Debts	23,407.82	6,606.00	8,720.80
Investments	Nil	0.00	0.00
Associated Debtor Wealthy Creations LLP	Nil	0.00	0.00
Cash at Bank	96.32	0.00	933.90
Statutory Interest	-	1.27	3.62
Rates Refund	-	0.00	4,802.23

### Receipts and Payments Account

A copy of the Liquidator's summarised receipts and payments account for the annual period from 30 November 2019 to 29 November 2020 is enclosed at Appendix A, which includes a cumulative account for the period from commencement of the Liquidation.

### Statutory Investigations and Reporting

The Liquidator has a duty to investigate the affairs of the company prior to the Liquidation and submit a report to the Insolvency Service on the conduct of those persons who were a director, or shadow director, in the three years prior to Liquidation.

The investigation matters as set out in Statement of Insolvency Practice 2 have been followed to determine whether any further action by the Liquidator was required which would provide additional funds for the creditors.

During the course of the Liquidation, the Liquidator carried out an initial review of the company's affairs prior to appointment. This including seeking information and explanations from the directors by means of questionnaires, making enquiries of the company's accountants, reviewing information received from creditors and collecting and examining the company's bank statements, accounts and other records.

The investigation matters as set out in Statement of Insolvency Practice 2 have been followed to determine whether any further action by the Liquidator was required which would provide additional funds for the creditors. Further details regarding the investigations and any recoveries made can be found under case specific matters

#### Case Specific Matters

##### Book Debts

The Company's book debt ledger which was provided by the director at the outset of the Liquidation has actively been pursued. Unfortunately, many of the debts have been wholly disputed and regrettably, no further recoveries are anticipated.

##### Statutory Interest

I have received a small amount of statutory interest from money held in the liquidation bank account.

##### VAT Accounting

The Liquidator has submitted VAT returns to HM Revenue & Customs ("HMRC") and refunds are expected. Unfortunately, due to the ongoing pandemic HMRC had been forced to focus on the furlough payments and many departments were operating on reduced personnel. Due to this extra strain being placed on the Crown departments, delays began to accumulate and the processing of VAT refunds became delayed. These delays were exacerbated when a new HMRC IT system created further issues, which resulted in a severe backlog of correspondence to be dealt with by HMRC. HMRC have advised all Insolvency Practitioners not to chase for responses in order to avoid adding to the backlog. However, the backlog has now subsided and it is hoped that the VAT refunds due will be received within the near future.

#### Ongoing Strategy/Outstanding Matters

There are a number of issues to be dealt with prior to the conclusion of the Liquidation, as detailed below:-

- Receipt of final VAT from HM Revenue & Customs
- Obtaining tax clearance from the crown departments

As soon as these matters have been dealt with the Liquidator will issue a final progress report and bring the Liquidation to an end and obtain his release from office. The Company will then be dissolved approximately three months thereafter.

#### **SIP13 Disclosure**

I am required in accordance with Statement of Insolvency Practice 13 ("SIP13") to disclose to creditors the details of any asset sale by the Liquidator to connected parties.

I can confirm the company's assets were sold to Your Digital Accountants Limited (Company Number 11653866) on 7 July 2020 for £7,500.

The assets included in this sale comprised the following: -

Description	Payment Received
Business Intellectual Property Rights	1
Goodwill	6,499
Furniture and Equipment	998
Client Database	1
Seller's Records	1

Eddisons Commercial Limited, Auctioneers and Valuers, 133 Bramcote Avenue, Chilwell, Nottingham, NG9 4EY valued the assets on behalf of the Liquidator. Actons Solicitors, 20 Regent Street, Nottingham NG1 5BQ acted in the above sale and prepared the Sale and Purchase Agreement. The director of Your Digital Accountants Limited did take independent legal advice.

The consideration for the company's assets were paid to our solicitors directly and the balance, following our solicitors' deduction of costs, was received into this office on 27 July 2020.

The sale to Your Digital Accounting Limited constitutes a sale to a connected party pursuant to Section 249 of the Insolvency Act 1986, as the director is a connected party associated with the Company.

### Creditors Claims

#### Preferential Creditors

The Company had no preferential creditors therefore no preferential claims have been received.

#### Unsecured claim from the Crown Departments

Creditor	Statement of Affairs £	Received £
HM Revenue & Customs (VAT)	109,786.64	157,925.38
HM Revenue & Customs (PAYE/NIC)	49,776.32	63,742.40
HM Revenue & Customs (CT)	8,822.12	5,904.40
HM Revenue & Customs (Student Loans)	0.57	No claim rec'd
Total	168,385.65	227,572.18

### Unsecured Creditors

The Director's Estimated Statement of Affairs indicated 31 unsecured creditors with claims totalling £374,166.32 including those claims detailed in the previous section. To date, we have received claims from 6 creditors totalling £247,806.81, inclusive of those claims detailed above.

Pursuant to Rule 14.37 of the Insolvency Act 2016, I hereby give notice that the funds realised have already been distributed or used for defraying the expenses of the Liquidation and therefore, I do not propose to adjudicate these claims.

### Prescribed Part

Where there is a floating charge over the assets of the company, which was created on or after 15 September 2003, S176A of the Insolvency Act 1986 provides for a Liquidator to make a prescribed part of the company's net property available for the satisfaction of unsecured debts, and shall not distribute that part to the proprietor of a floating charge except in so far as it exceeds the amount requested for the satisfaction of unsecured debts.

### Non-Application of Prescribed Part where there is a floating charge after 15/09/03

- (i) If the company's net property is less than the prescribed minimum (currently £10,000 – fixed by SI 2003/2097)
- and-
- (ii) The liquidator thinks that the cost of making a distribution to unsecured creditors would be disproportionate to the benefits.

### Outcome

In this case, as there was no qualifying floating charge holder the prescribed part provision was not applicable.

### **Liquidator's Remuneration and Disbursements**

Authority was given at the meeting of the shareholders held on 30 November 2018 for the Liquidators to draw a Statement of Affairs fee and a fee for the cost of convening the first meetings of members and administering the decision procedure for creditors of £4,250 and £750.

Creditors will recall from previous reports that Decisions were sought from creditors on 7 January 2019, in accordance with the decision requests circularised in the report dated 6 December 2018.

To date, a Statement of Affairs fee of £4,250 and a fee of £750 for the costs of convening the first meetings of members and administering the decision procedure for creditors has been drawn. Liquidators fees totalling £11,695 have also been drawn. Total post-appointment time costs in the liquidation are £25,640.50 (subject to posting of all timesheets at the date of the report) which relates to 136.9 hours spent in dealing with the liquidation at an average hourly charge out rate of £187.29. Current unbilled time costs amount to £13,945.50. The amounts are derived by reference to normal rates for time properly given by me and my staff in attending to matters arising in the liquidation.

Appendix B gives details of the time costs incurred to date by work category in accordance with Statement of Insolvency Practice 9 ("SIP 9") along with current charge out rates. Creditors should note that a copy of the Creditors Guide to office holders fees is available on request from this office or a copy can also be found on the Insolvency Practitioners Association website ([www.insolvency-practitioners.org.uk](http://www.insolvency-practitioners.org.uk)) under the heading 'regulation and guidance' and follow the link to Creditors Guides. The Guides for England & Wales contain the relevant explanations itemised under case types.

The disbursements charged to the case comprise of external supplies of incidental services specifically identifiable to the case, such as insurances, case advertising, invoiced travel, external room-hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. To date, the following external disbursements (Category 1) have been charged:

Description	Period £	Cumulative £
Specific Bond	0.00	518.00
Statutory Advertising	0.00	240.30
Postage (circulars/correspondence)	148.80	148.80
<b>Total</b>	<b>148.80</b>	<b>907.10</b>

The following Category 1 disbursements have been incurred but not drawn to date:

Description	Period £	Cumulative £
Postage (circulars/correspondence)	5.24	5.24
Mileage (3 trips to company)	0.00	488.70
Subsistence	0.00	3.15
<b>Total</b>	<b>5.24</b>	<b>497.09</b>

I have also incurred disbursements relating to internal supplies or services specifically identifiable to the case, such as photocopying, telephone and fax. These items are charged to the case on the recovery basis detailed in the attached guide to fees in Appendix B.

The following Category 2 disbursements have been drawn: -

Description	Period £	Cumulative £
Photocopying (Circulars)	762.96	762.96
<b>Total</b>	<b>762.96</b>	<b>762.96</b>

Creditors should also be aware of their right pursuant to Rule 18.9 of the Insolvency Rules 2016 to request further information from the Liquidator about remuneration and expenses. To apply this right an unsecured creditor must have the concurrence of at least 5% in value of the unsecured creditors (including their own claim). Any requests under this rule must be formally made in writing within 21 business days of receipt of this report.

Pursuant to Rule 18.34 of the Insolvent Rules 2016, any secured creditor or unsecured creditor with either the concurrence of at least 10% in value of the creditors (including their own claim) may apply to court for an order if they feel there may be grounds that: -

- a. The remuneration charged by the Liquidator,
- b. The basis fixed for the Liquidator's remuneration under Rule 18.16 of the Insolvency Rules 2016, or
- c. Expenses incurred by the Liquidator.

are, in all circumstances, excessive or, in the case of an application under sub-paragraph (b) inappropriate. Any applications under this rule must be made no later than 8 weeks after receipt of this progress report.

## Professional Advisers

On this assignment, I have used the professional advisers listed below. I have also indicated alongside the monies paid to them (exclusive of VAT). The basis of our fee arrangement with them, which is subject to review on a regular basis is typically on a time cost basis, although chattel property agents may levy a percentage of realisation charge. Our choice of adviser was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

Name	Description	Service Provided	Paid
Eddisons Commercial Limited	Agents/Valuers	Valuations and professional services relating to the company's assets.	£750 Valuation Fee (incurred)
Actons Solicitors	Solicitors	Legal advice regarding the drafting of the Purchase and Sale Agreement.	£2,500 Fees are charged on a time costs basis.

I trust this clarifies the position, however should you require any further assistance, please do not hesitate to contact Donna Lee of my office.

Yours faithfully  
For Prime Accountancy (Group) Limited



John Harlow  
Liquidator

Enc Appendix A – Receipt & Payments Account  
Appendix B – SIP 9 Breakdown and Charge out rates

**Prime Accountancy (Group) Limited**  
**(In Liquidation)**  
**LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 30/11/2020 To 29/11/2021 £	From 30/11/2018 To 29/11/2021 £
<b>RECEIPTS</b>			
Office Furniture & Equipment	300.00	0.00	7,500.00
Book Debts	23,407.82	6,606.00	8,720.80
Investments	NIL	0.00	0.00
Associated Debtor-Wealthy Creations LLP	NIL	0.00	0.00
Cash at Bank	96.32	0.00	933.90
Bank Interest Gross		1.27	3.62
Rates Refund		0.00	4,802.23
		<u>6,607.27</u>	<u>21,960.55</u>
<b>PAYMENTS</b>			
Specific Bond		0.00	518.00
Preparation of S. of A.		0.00	4,250.00
Cost of Convening Meeting		0.00	750.00
Liquidators Fees		7,695.00	11,695.00
Legal Fees (1)		0.00	2,500.00
Postage		148.80	148.80
Stationery & Photocopying		762.96	762.96
Statutory Advertising		0.00	240.30
Trade & Expense Creditors	(114,990.67)	0.00	0.00
HM Revenue & Customs (PAYE/NIC)	(49,776.32)	0.00	0.00
HM Revenue & Customs (VAT)	(109,786.64)	0.00	0.00
HM Revenue & Customs (CT)	(8,822.12)	0.00	0.00
HM Revenue & Customs (Student Loans)	(0.57)	0.00	0.00
Keys Finance	(80,144.00)	0.00	0.00
Contingent Claims	(10,646.00)	0.00	0.00
Ordinary Shareholders	(200.00)	0.00	0.00
		<u>8,606.76</u>	<u>20,865.06</u>
Net Receipts/(Payments)		<u>(1,999.49)</u>	<u>1,095.49</u>
<b>MADE UP AS FOLLOWS</b>			
Floating Charge Account		(38.49)	956.49
VAT Receivable / (Payable)		(1,961.00)	139.00
		<u>(1,999.49)</u>	<u>1,095.49</u>

John Hartow  
Liquidator

## APPENDIX A

## FEES AND DISBURSEMENTS

### Charge Out Rates

Grade	Charge out rate (£ per hour)
Director/Principal	280
Manager	220
Senior Administrator	180
Cashiers	135
Junior Administrator	125
Other	95
Time costs are calculated using 6 minute units.	

### Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Accountants
- Estate Agents
- Auctioneers/Valuers
- Quantity Surveyors
- Other Specialist Advisors

### Disbursements

In accordance with Statement of Insolvency Practice 9 (SIP9) the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1, being expenses directly referable to a third party, eg statutory advertising, external meeting room hire, specific bond insurance and courier costs, postage charged at franking cost, external archive, storage and subsequent destruction and Company Search fees, or Category 2, being expenses incurred by the firm and recharged to the estate, which may include a profit element, eg stationery and storage.

Category 1 disbursements are recoverable in full from the estate without the prior approval of creditors. Category 2 disbursements are recoverable in full from the estate, subject to the basis of the disbursement allocation being approved by creditors in advance.

Category 2 disbursements are proposed to be recovered as follows:-

Photocopying	Recharged at 17p per sheet
Room Hire	£50 per meeting held John Harlow Limited offices
Mileage	45p per mile

### Creditors Guides

Creditors should note that a copy of the Creditors Guide to office holders fees is available on request from this office or a copy can also be found on the Insolvency Practitioners Association website ([www.insolvency-practitioners.org.uk](http://www.insolvency-practitioners.org.uk)) under the heading 'regulation and guidance' and follow the link to Creditors Guides. The Guides for England & Wales contain the relevant explanations itemised under case types. Further useful information is available at [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk)

### Code of Ethics

Creditors should be aware that Insolvency Practitioners are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. At this stage no threats have been identified to compliance with the fundamental principles.

Our Privacy Notice is available on our website: [www.harlowinsolvency.co.uk](http://www.harlowinsolvency.co.uk)

Revised: May 2018

**PRIME ACCOUNTING (GROUP) LIMITED - IN CREDITORS VOLUNTARY LIQUIDATION**

**TIME INCURRED DURING THE PERIOD FROM 30 NOVEMBER 2020 TO 29 NOVEMBER 2021**

Activity	Partners	Managers	Other Senior Professionals	Assistants & Support Staff	TOTAL Hours	TOTAL Av. Fees (£)
Administration & Planning	0.70	0.20	36.00	0.50	37.40	6,798.02
Investigations	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.20	0.00	9.50	0.00	9.70	1,763.12
Trading	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.20	0.00	0.00	0.20	36.35
<b>Total Hours</b>	<b>0.90</b>	<b>0.40</b>	<b>45.50</b>	<b>0.50</b>	<b>47.30</b>	<b>8,597.50</b>
Rate per Hour (£/hr)	280.00	220.00	180.00	135.00	<b>181.77</b>	<i>Average rate</i>
<b>Total Fees (£)</b>	<b>252.00</b>	<b>88.00</b>	<b>8,190.00</b>	<b>67.50</b>	<b>8,597.50</b>	

Activity Definitions	Examples of Work Involved
Administration & Planning	Case Planning, Administrative Set-Up, Appointment Notification, Maintenance of Records, Statutory reporting including all court attendances Preparation of draft CVA proposals and liaising with solicitors
Investigations	Investigating transactions arising prior to Insolvency. Collecting information for the purposes of the reporting requirements of the Company Directors Disqualification Act 1986
Realisation of Assets	Identifying, securing, insuring assets ROT claims Debt collections Sale of business and assets
Trading	Management of operations, accounting for trading Employee issues etc
Creditors	Communication with creditors Creditors' claims (including employees and other preferential creditors)

*The above list is not exhaustive*

# PRIME ACCOUNTING (GROUP) LIMITED - IN CREDITORS VOLUNTARY LIQUIDATION

## TIME INCURRED DURING THE PERIOD FROM 30 NOVEMBER 2018 TO 29 NOVEMBER 2021

Activity	Partners	Managers	Other Senior Professionals	Assistants & Support Staff	TOTAL Hours	TOTAL Av Fees (£)
Administration & Planning	5.10	1.80	88.20	4.70	99.80	18,691.91
Investigations	0.80	0.00	14.10	0.00	14.90	2,790.68
Realisation of Assets	4.20	0.30	15.60	0.00	20.10	3,764.60
Trading	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.00	0.40	0.70	0.00	2.10	393.32
<b>Total Hours</b>	<b>11.10</b>	<b>2.50</b>	<b>118.60</b>	<b>4.70</b>	<b>136.90</b>	<b>25,640.50</b>
Rate per Hour (£/hr)	280.00	220.00	180.00	135.00	<b>187.29</b>	<i>Average rate</i>
<b>Total Fees (£)</b>	<b>3,108.00</b>	<b>550.00</b>	<b>21,348.00</b>	<b>634.50</b>	<b>25,640.50</b>	

### Activity Definitions

### Examples of Work Involved

Administration & Planning	Case Planning, Administrative Set-Up, Appointment Notification, Maintenance of Records, Statutory reporting including all court attendances Preparation of draft CVA proposals and liaising with solicitors
Investigations	Investigating transactions arising prior to Insolvency. Collecting information for the purposes of the reporting requirements of the Company Directors Disqualification Act 1986.
Realisation of Assets	Identifying, securing, insuring assets ROT claims Debt collections Sale of business and assets
Trading	Management of operations, accounting for trading Employee issues etc
Creditors	Communication with creditors Creditors' claims (including employees and other preferential creditors)

*The above list is not exhaustive*