



SATURDAY



\*A6C60FY3\*

A12

05/08/2017

#168

COMPANIES HOUSE

### 1 Company details

Company number 0 6 6 3 8 3 5 1

Company name in full APM Site Services Limited

→ Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Administrator's name

Full forename(s) Peter James

Surname Anderson

### 3 Administrator's address

Building name/number 1 City Road East

Street Manchester

Post town M15 4PN

County/Region

Postcode

Country

### 4 Administrator's name ①

Full forename(s) Alan

Surname Fallows

① Other administrator

Use this section to tell us about  
another administrator.

### 5 Administrator's address ②

Building name/number 1 City Road East

Street Manchester

Post town M15 4PN

County/Region

Postcode

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

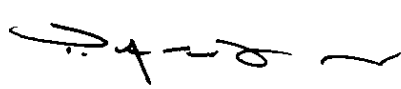
### 7 Progress report

☐ I attach a copy of the progress report

### 8 Sign and date

Administrator's  
signature

Signature

X 

X

Signature date

d	0	d	4	m	0	m	8	y	2	y	0	y	1	y	7
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**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 **Nicola Melling**

Company name **Kay Johnson Gee Corporate Recovery Limited**

Address **1 City Road East**

**Manchester**

Post town **M15 4PN**

County/Region

Postcode

Country

DX

Telephone **0161 832 6221**

**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**

**Do not send 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)**

**APM Site Services Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 20/01/2017 To 19/07/2017 £	From 20/01/2017 To 19/07/2017 £
	<b>HIRE PURCHASE</b>		
26,700.00	Encumbered Motor Vehicles	NIL	NIL
(35,520.00)	Ford Leasing	NIL	NIL
56,700.00	Encumbered Motor Vehicles	NIL	NIL
(66,406.88)	Lex Autolease	NIL	NIL
		NIL	NIL
	<b>ASSET REALISATIONS</b>		
NIL	Plant, Machinery, Furniture & Equipme	500.00	500.00
34,556.40	Book Debts	NIL	NIL
NIL	Retentions	15,330.64	15,330.64
NIL	Applications & Completed Works	NIL	NIL
NIL	CIS Refund	NIL	NIL
1,051.58	Cash at Bank	1,065.81	1,065.81
	Bank Interest	6.62	6.62
		16,903.07	16,903.07
	<b>COST OF REALISATIONS</b>		
	Bordereau	316.80	316.80
	Office Holders Pre Appointment Fees	11,167.72	11,167.72
	Office Holders Post Appointment Fees	NIL	NIL
	Office Holders Expenses *	98.55	98.55
	Office Holder's Travelling Expenses *	NIL	NIL
	Agents/Valuers Fees	950.00	950.00
	Debt Collection Agent Fees	NIL	NIL
	Legal Fees	NIL	NIL
	Re-Direction of Mail	175.00	175.00
	London Gazette Advertising	145.00	145.00
	Insurance of Assets	448.80	448.80
	Bank Charges	5.95	5.95
		(13,307.82)	(13,307.82)
	<b>PREFERENTIAL CREDITORS</b>		
(1,186.40)	BEIS Preferential Claim 100p/£	NIL	NIL
(1,471.30)	Employee Preferential Claims 100p/£	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(768,662.24)	Trade & Expense Creditors	NIL	NIL
(4,894.00)	Employee Non-Preferential Claims	NIL	NIL
(7,736.80)	BEIS Non-Preferential Claims	NIL	NIL
(4,732.60)	HM Revenue & Customs (VAT)	NIL	NIL
(47,711.84)	Vehicle Leases	NIL	NIL
(8,124.72)	Landlord	NIL	NIL
	Shortfall to Vehicle Finance Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(827,538.80)</b>		<b>3,595.25</b>	<b>3,595.25</b>

Vat Receivable	2,535.61
Bank	1,159.64
Vat Payable	(100.00)
	<b>3,595.25</b>




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Peter James Anderson  
Joint Administrator

# **Joint Administrators' Progress Report**

**APM Site Services Limited  
- In Administration**

**19 July 2017**

## **APM SITE SERVICES LIMITED - IN ADMINISTRATION**

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- 1** Introduction
- 2** Progress of the Administration
- 3** Pre-administration Costs
- 4** Joint Administrators Remuneration
- 5** Joint Administrators Expenses
- 6** Estimated Outcome for Creditors
- 7** Ending the Administration
- 8** Creditors' Rights
- 9** Next Report

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- A** Receipts and Payments Account from 20 January 2017 to 19 July 2017
- B** Time Analysis for the period 20 January 2017 to 19 July 2017
- C** Additional Information in Relation to the Joint Administrators Fees, Expenses & Disbursements

## **THE ADMINISTRATOR'S PROGRESS REPORT**

### **1 Introduction**

- 1.1 I, together with my partner Alan Fallows, was appointed Joint Administrator of APM Site Services Limited (the **Company**) on 20 January 2017. The application for the appointment of an Administrator was made by the Director, Paul Moss.
- 1.2 This Administration is being handled by Kay Johnson Gee Corporate Recovery Limited at 1 City Road East, Manchester, M15 4PN. The Administrators' contact details are by phone on 0161 832 6221 or via email at nicolamelling@kjgcr.com. The Administration is registered in the High Court of Justice Chancery Division Manchester District Registry, reference number 2055 of 2017.
- 1.3 The trading address of the Company is Unit 8, Heathfield Industrial Estate, Elland, HX5 9AE. The business trades under the name APM Site Services Limited.
- 1.4 The registered office of the Company is c/o Kay Johnson Gee Corporate Recovery Limited, 1 City Road East, Manchester, M15 4PN and its registered number 06638351.
- 1.5 As Joint Administrator, I am required to provide a progress report covering the period of six months commencing from the date the Company entered Administration and every subsequent period of six months. This progress report covers the period from 20 January 2017 to 19 July 2017 (**the Period**) and should be read in conjunction with my earlier proposals report and any previous progress reports which have been issued.

### **2 Progress of the Administration**

- 2.1 You may recall that the statutory objective being pursued in the Administration was achieving a better result than would be likely if the company were wound up. In addition to the pursuance of this statutory objective, the Administrators have duties imposed by insolvency and other legislation, some of which may not provide any financial benefit to creditors.
- 2.2 This section of the report provides creditors with an update on the progress made in the Period, both in terms of the achievement of the statutory objective, but also work which is required of the Administrators under other related legislation.
- 2.3 At Appendix A is my Receipts and Payments Account covering the period of this report.
- 2.4 Attached at Appendix B is a time analysis outlining the time spent by the Administrators and their staff during the Period.

#### Plant, Machinery & Motor Vehicles

- 2.5 The Joint Administrators placed open cover over the motor vehicles of the Company with Willis Insolvency Services ("Willis") so that the Administrators adhered to their statutory requirements of securing Company property for the benefit of creditors. The Joint Administrators supplied Willis with all information requested and completed all necessary forms and questionnaires provided.
- 2.6 Mark Isaacs MRICS of JPS Chartered Surveyors ("JPS") was appointed as agent by the Administrators and was instructed to liaise with the Director to acquire a full schedule of the assets of the Company so that they could be valued. Following discussions with the Director, the Administrators were able to secure a sale of the Company's residual office furniture and equipment.

## **APM SITE SERVICES LIMITED - IN ADMINISTRATION**

- 2.7 The Director had previously advised that motor vehicles held by the Company were all leased or on hire purchase contracts. The supporting documentation was reviewed and settlement figures were obtained where necessary from the relevant finance companies. JPS confirmed that the motor vehicles did not hold any equity therefore the Administrators have liaised with the hire purchase and finance companies in order to have the motor vehicles returned to them.
- 2.8 Following the collection of the vehicles we were notified by Lex Autolease that following the auctioning of vehicles there was approximately £6,500 due back to the Company. The Administrators are liaising with Lex Autolease to receive these funds.
- 2.9 Once all vehicles were collected by the relevant finance and lease companies the Administrators notified Willis Insurance to remove the insurance cover over the vehicles. A final account was provided to the Administrators.

### Book Debts, Applications and Retentions

- 2.10 As the Company's trading activity was in the construction industry the Administrators established that the vast majority of the value held in the Company's assets was in its contract debts, applications and retentions. The Administrators collated detailed information regarding the Company's debts and retentions and additionally collected all supporting documentation which would enable collection. The Administrators also retained the electronic files of the Company.
- 2.11 The Administrators instructed The CRS Group ("CRS") to assist with the collection of the Company's books debts and retentions. CRS are specialised in debt recovery for the construction industry. The Administrators believe that their specialist industry knowledge will allow for realisations beyond what the Administrators could achieve alone.
- 2.12 Following a review of the information passed across during an initial meeting, CRS contacted the relevant parties in order to recover funds due. It became apparent that the main debtor, Pacey & Wheatley, believed that the debt was settled in full following a revaluation of work completed. On review of the Company bank accounts it was confirmed that they had indeed paid in full and no further funds were due from them.
- 2.13 In addition to the above it also became clear that all supporting paperwork for the books debts and retentions due to the Company had not been passed to CRS. They required further detail on a number of the debts and retentions having received queries following initial letters.
- 2.14 The information was requested from the Director on numerous occasions however due to personal circumstances there was a delay in receiving the information. On 22 June 2016 CRS confirmed that they had finally received enough information to continue with their efforts.
- 2.15 The Administrators have successfully collected retentions from four contracts which fell due following the Company entering into Administration.
- 2.16 The debt collection is still ongoing and creditors will be provided with update in the next progress reports.

### CIS Refund

- 2.17 The Company's records show that CIS deductions suffered exceed the CIS payments and PAYE due from the Company. On appointment the Administrators secured all required paperwork in respect of the Company's tax affairs,
- 2.18 In order to finalise the exact quantum of the CIS refund due, the Administrators wrote to HMRC in order to request the amount which they believed was due.
- 2.19 The Administrators received a response from HMRC stating that there are outstanding returns however did not confirm which periods they required. The Administrators have therefore replied

## **APM SITE SERVICES LIMITED - IN ADMINISTRATION**

requesting confirmation of which periods are outstanding in order to file them on the RTI system.

### **Cash at Bank**

- 2.20 The Company had a small amount of residual cash in its current account. The Administrators wrote to the bank to secure payment of this balance. The sum was received on 20 February 2017.
- 2.21 The work undertaken by the Administrators and their staff to date in realising the Company's assets has been necessary in order to maximise the likelihood of a return to creditors being made. Where assets remain to be realised, these will be dealt with as the Administration progresses and further updates will be provided to creditors in my progress reports.
- 2.22 Further information about the basis of remuneration agreed in this case and the Administrators' fees estimate can be found in section 4 of this report, together with any relevant information about revisions to my initial estimate, where applicable.
- 2.23 To date, the sum of £500 has been realised from the sale of plant, machinery and office furniture and equipment.
- 2.24 The sum of £15,330.64 has been realised in respect of retentions due on completed contracts.
- 2.25 The sum of £1,065.81 has been received from the Company's current account.
- 2.26 The sum of £6.62 has been realised in respect of interest accrued.

### ***Administration (including statutory compliance & reporting)***

- 2.27 As noted above, the Administrators must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work that I anticipated would need to be done in this area was outlined in my initial fees estimate/information.
- 2.28 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Administrators.
- 2.29 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

### ***Realisation of Assets***

- 2.30 Realisations to date have been detailed above.
- 2.31 It is considered that the work the Administrators and their staff have undertaken to date will bring a financial benefit to creditors. This may be a distribution to the preferential and unsecured creditors of the Company.

### ***Creditors (claims and distributions)***

- 2.32 Further information on the anticipated outcome for creditors in this case can be found at section 5 of this report. The Administrators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.

## APM SITE SERVICES LIMITED - IN ADMINISTRATION

- 2.33 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 2.34 The above work will not necessarily bring any financial benefit to creditors generally, however the Administrators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Administrators in dealing with those claims.

### Investigations

- 2.35 Some of the work the Administrators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (**CDDA 1986**) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Administrators can pursue for the benefit of creditors.
- 2.36 I can confirm that I have submitted a report on the conduct of the Director of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.
- 2.37 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account information provided by creditors either at the initial meeting (where held) or as a response to my request to complete an investigation questionnaire. My investigations have not revealed any issues requiring further report or any further potential recoveries which could be pursued for the benefit of creditors.
- 2.38 My investigations revealed there are matters which require further investigation.
- 2.39 Following a review of the bank statements for the Company's account held with HSBC it was established that a number of payments from the Company were made to the Director and connected parties within the two years leading up to the administration.
- 2.40 The Administrators sought legal advice from Freeths LLP ("Freeths") in relation to these transactions.
- 2.41 Following discussions letters were issued by Freeths to the Director and connected parties requesting full details for each of the identified payments explaining what consideration the Company received in return for each payment. Additionally it was requested that they provide all contemporaneous evidence in their possession and/or control which supports any explanation.
- 2.42 Investigations are still ongoing. Creditors will be provided with an update in the next progress report.

### Connected party transactions

- 2.43 In accordance with Statement of Insolvency Practice 13, I would advise you that the following assets were sold to a person connected with the Company:

Date of transaction	Assets involved & nature of transaction	Consideration paid & date	Sold to	Relationship
27 January 2017	Office Furniture & Equipment	£500 plus VAT on 27 January 2017	Paul Moss	Director

## APM SITE SERVICES LIMITED - IN ADMINISTRATION

### 3 Pre-administration Costs

3.1 On 31 March 2017 the following amounts in respect of pre-administration costs were approved:

3.2 Following approval, these pre-administration costs have been paid in full

Charged by	Brief description of services provided	Total amount charged £	Amount paid £	Who payments made by	Amount unpaid £
Kay Johnson Gee Corporate Recovery Limited	Site visits, review of financial information in relation to strategy	£11,167.72 plus VAT	£11,167.72 plus VAT	APM Site Services Limited – In Administration	Nil

### 4 Joint Administrators' Remuneration

4.1 The basis of the Administrators' fees has been fixed in the Administration by reference to the time properly spent by him and his staff in managing the Administration. My fees estimate/information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.

4.2 A copy of that estimate was provided to creditors with the proposals.

4.3 My time costs for the Period are £41,183. This represents 142.10 hours at an average rate of £289.82 per hour. Attached at Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent in managing the Administration. To date no fees have been taken against this and disbursements of £560.35 have been drawn on account.

4.4 At the date of this report, I would confirm that my fees estimate for the Administration remains unchanged.

4.5 A copy of 'A Creditors' Guide to Administrators' Fees' is available on request or can be downloaded from <http://kjqlp.com/Liquidators-fees/>.

4.6 Attached at Appendix C is additional information in relation to the Administrators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

4.7 The following expenses have been incurred since my appointment:

Supplier / Service Provider	Nature of expense incurred	Amount incurred to date £	Paid to date £	Amount Outstanding £
JPS Surveyors	Valuation and sale of company's assets	950	950	Nil
Royal Mail	Mail re-direction	175	175	Nil
Willis Insurance	Insurance premiums	448.80	448.80	Nil
Willis Insurance	Specific Penalty Bond	316.80	316.80	Nil
London Gazette	Advertising	145.00	145.00	Nil

## APM SITE SERVICES LIMITED - IN ADMINISTRATION

Kay Johnson Gee Corporate Recovery Ltd	Travel Expenses	98.55	98.55	Nil
--	-----------------	-------	-------	-----

### 5 Estimated Outcome for Creditors

#### ***Secured Creditors***

- 5.1 There are no secured creditors.

#### ***Preferential Creditors***

- 5.2 A summary of preferential claims is detailed below.

Preferential claim	Agreed Claim £	Statement of Affairs Claim £	Dividend paid p in the £1
Employee claims (Total number of claims = 2)	6,289.74	1,471.30	Nil
Department for Business, Energy & Industrial Strategy (BEIS)	8,998.36	1,186.40	Nil

#### ***Unsecured Creditors***

- 5.3 I have received claims totalling £613,109.70 from 62 creditors. I have yet to receive claims from 63 creditors whose debts total £416,480.16 as per the Company's statement of affairs.
- 5.4 The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the **Prescribed Part**), which only applies to charges created after 15 September 2003.

### 6 Ending the Administration

#### Creditors Voluntary Liquidation

- 6.1 In the event that the Administrators think a dividend will be paid to the unsecured creditors the Administrators will either make an application to Court to enable them to make a distribution to unsecured creditors in the Administration or they will file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors' Voluntary Liquidation to facilitate this distribution. The Administrators in office at the date of conversion to CVL will become the Joint Liquidators of the CVL.
- 6.2 The Joint Liquidators will be authorised to act jointly and severally in the subsequent liquidation.

#### Dissolution of the Company

- 6.3 If the Administrators think that a distribution will be available to the preferential creditors only. This will be distributed in due course within the Administration and a notice will thereafter be filed at Court and with the Registrar of Companies with the Administrators' final report, for the dissolution of the Company.

## **APM SITE SERVICES LIMITED - IN ADMINISTRATION**

- 6.4 The same notice will be filed and the Company moved to dissolution if the Administrators think that the Company has no property which might permit a distribution to its creditors. A copy of these documents will be sent to the Company and its creditors.
- 6.5 The Administrators' appointment will end following the registration of the notice by the Registrar of Companies.

### Compulsory Liquidation

- 6.6 If a move to Creditors' Voluntary Liquidation is not possible because a dividend to the unsecured creditors is not anticipated, but the Administrators conclude that an exit into liquidation is appropriate so that further investigations into the Company's affairs may be carried out for example, an application to Court may be made to exit into Compulsory Liquidation instead. If this exit route is appropriate, at this stage it is anticipated (but is not mandatory) that the Administrators will become the Joint Liquidators in the subsequent liquidation.
- 6.7 The Administrators will be discharged from liability under Paragraph 98(3) of Schedule B1 to the Insolvency Act 1986 immediately upon their appointment as Administrators ceasing to have effect.

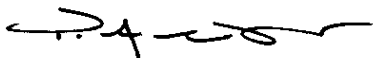
## **7 Creditors' Rights**

- 7.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Administrators provide further information about their remuneration or expenses (other than pre-administration costs) which have been itemised in this progress report.
- 7.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Administrators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Administrators, as set out in this progress report, are excessive.

## **8 Next Report**

- 8.1 The Administrators are required to provide a progress report within one month of the end of the next six months of the Administration or earlier if the Administration has been finalised or he wishes to extend it.

For and on behalf of  
APM Site Services Limited



**Peter James Anderson**  
Joint Administrator

**APM SITE SERVICES LIMITED - IN ADMINISTRATION**

**Appendix A**

**Receipts and Payments Account from 20 January 2017 to 19 July 2017**

**APM Site Services Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**  
**To 19/07/2017**

<b>S of A £</b>		<b>£</b>	<b>£</b>
	<b>HIRE PURCHASE</b>		
26,700.00	Encumbered Motor Vehicles	NIL	
(35,520.00)	Ford Leasing	NIL	
56,700.00	Encumbered Motor Vehicles	NIL	
(66,406.88)	Lex Autolease	NIL	
			NIL
	<b>ASSET REALISATIONS</b>		
NIL	Plant, Machinery, Furniture & Equipme	500.00	
34,556.40	Book Debts	NIL	
NIL	Retentions	15,330.64	
NIL	Applications & Completed Works	NIL	
NIL	CIS Refund	NIL	
1,051.58	Cash at Bank	1,065.81	
	Bank Interest	6.62	
			16,903.07
	<b>COST OF REALISATIONS</b>		
	Bordereau	316.80	
	Office Holders Pre Appointment Fees	11,167.72	
	Office Holders Expenses *	98.55	
	Agents/Valuers Fees	950.00	
	Re-Direction of Mail	175.00	
	London Gazette Advertising	145.00	
	Insurance of Assets	448.80	
	Bank Charges	5.95	
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	<b>PREFERENTIAL CREDITORS</b>		
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			NIL
	<b>UNSECURED CREDITORS</b>		
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(4,732.60)	HM Revenue & Customs (VAT)	NIL	
(47,711.84)	Vehicle Leases	NIL	
(8,124.72)	Landlord	NIL	
			NIL
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	
			NIL
<b>(827,538.80)</b>			<b>3,595.25</b>
	<b>REPRESENTED BY</b>		
	Vat Receivable		2,535.61
	Bank		1,159.64
	Vat Payable		(100.00)

## **APM SITE SERVICES LIMITED - IN ADMINISTRATION**

### **Appendix B**

#### **Time Analysis for the Period from 20 January 2017 to 19 July 2017**

# Time Entry - SIP9 Time & Cost Summary

APMS01 - APM Site Services Limited  
All Post Appointment Project Codes  
From: 20/01/2017 To: 19/07/2017

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Assistant Manager	Senior Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	21.70	0.00	0.00	0.00	0.00	18.00	39.70	13,071.50	329.26
Case Specific	0.00	0.00	0.00	0.00	0.00	1.00	1.00	250.00	250.00
Cashiering	0.00	0.00	0.00	0.50	0.00	0.00	0.50	65.00	130.00
Creditors	1.40	0.00	0.00	4.00	0.00	10.50	15.90	4,058.00	255.22
Investigation	8.00	0.00	0.00	4.00	0.00	15.50	27.50	7,915.00	287.82
Realisation of Assets	13.30	0.00	0.00	4.00	0.00	23.50	40.80	11,648.50	285.50
Statutory Compliance	0.00	0.00	0.00	0.00	0.00	16.70	16.70	4,175.00	250.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>44.40</b>	<b>0.00</b>	<b>0.00</b>	<b>12.50</b>	<b>0.00</b>	<b>85.20</b>	<b>142.10</b>	<b>41,183.00</b>	<b>289.82</b>
<b>Total Fees Claimed</b>								<b>0.00</b>	
<b>Total Disbursements Claimed</b>								<b>560.35</b>	

## APM SITE SERVICES LIMITED - IN ADMINISTRATION

### Appendix C

#### Additional Information in Relation to the Joint Administrators' Fees, Expenses & Disbursements

##### 1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 We are not proposing to utilise the services of any sub-contractors in this case.
- 1.4 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
Freeths LLP (legal advice)	Hourly rate and disbursements
Willis Ltd (insurance)	Fixed Fee
JPS Surveyors (valuation and disposal advice)	Fixed Fee

- 1.5 Our choice 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.

##### 2 Joint Administrators' Expenses & Disbursements

- 2.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the Administration was provided to creditors in the Administrators' Proposals Report a copy of which is set out below:

2.2

Expense	Provider	Basis of fee arrangement	Cost to date £	Expected future costs £
Book debt and retention collection	The CRS Group	Percentage of Realisations	Nil	20,432
Agent's costs in dealing with property valuation, return of vehicles and retention of title	JPS Surveyors	Fixed Fee	950	1,000
Legal advice	Freeths LLP	Time and Expenses	Nil	3,000

## APM SITE SERVICES LIMITED - IN ADMINISTRATION

Statutory advertising	Courts Advertising	Fixed Fee	145	145
Administrator's bond	Willis	Fixed Fee	316.80	Nil
Insurance of assets	Willis	Fixed fee	448.80	400
Document storage	Cerberus Group	Fixed Fee	Nil	25

### ***Current position of Joint Administrators' expenses***

- 2.3 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

	<b>Paid in prior period £</b>	<b>Paid in the period covered by this report £</b>	<b>Incurred but not paid to date £</b>	<b>Total anticipated cost £</b>
Agents' costs	Nil	950	Nil	3,000
Insurance	Nil	448.80	Nil	448.80
Statutory advertising	Nil	145	Nil	217.50
Specific penalty bond	Nil	316.80	Nil	316.80
Re-direction of the Company's mail	Nil	175	Nil	175
Travel Expenses	Nil	98.55	Nil	98.55

- 2.4 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 2.5 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided in the Administrators' Proposals Report and approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

## APM SITE SERVICES LIMITED - IN ADMINISTRATION

### 3 Charge-Out Rates

- 3.1 Kay Johnson Gee Corporate Recovery Limited's current charge-out rates effective from 1 November 2016 are detailed below. Please note this firm records its time in minimum units of 6 minutes.

	(Per hour) £
Partner	395
Senior Manager	330
Manager	300
Assistant Manager	275
Senior Administrator	250
Administrator	220
Junior/Support Staff	130

## KAY JOHNSON GEE CORPORATE RECOVERY LIMITED

### ANALYSIS OF OFFICE HOLDERS' CHARGES EFFECTIVE FROM 1 NOVEMBER 2016

Under current legislation office holders must give details of their charge out rates, the proposed basis of their remuneration, the work expected to be required post appointment, the basis of disbursements incidentally incurred and an estimate of anticipated expenses.

#### OFFICE HOLDERS' REMUNERATION

This firm's charge out rates are as follows:

Grade	Rate
Partner	395.00
Senior Manager	330.00
Manager	300.00
Assistant Manager	275.00
Senior Administrator	250.00
Administrator	220.00
Cashier / Insolvency Junior	130.00

This firm charges time in minimum units of 6 minutes.

#### INCIDENTAL DISBURSEMENTS

##### Category 1 Disbursements

Category 1 disbursements generally comprise external supplies of incidental services specifically identifiable to the case, typically for items such as identifiable telephone calls, postage, case advertising, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot practically be provided internally such as printing, external room hire and external document storage. Category 1 disbursements do not require approval by creditors.

##### Category 2 Disbursements

Category 2 disbursements do require approval from creditors. These disbursements can include costs for the provision of services which include an element of recharged overhead, for example, internal room hire or document storage.

The following rates currently apply for Category two disbursements incurred:

<u>Disbursement</u>	<u>Cost (£)</u>	
Mileage	0.45	Per mile charged to client
Internal meeting room charge	150.00	Per statutory meeting summoned

The company reserves the right to review and uplift individual charge out rates and the basis of charging disbursements on an annual basis to reflect inflation.

In this case, the office holders anticipate that the following disbursements will be incurred:

<u>Disbursement</u>	<u>Estimated cost (£)</u>
Statutory advertising	217.50
Bordereau	316.80
Insurance	448.80
Agents' fees	3,000
Solicitors' fees	3,000
Storage costs	25.00

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