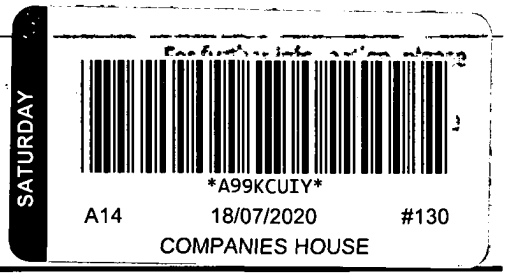
In accordance with Rule 3.60 of the Insolvency (England & Wales) Rules 2016 & Paragraph 83(3) of Schedule B1 to the Insolvency Act 1986.

AM22

Notice of move from administration to creditors' voluntary liquidation

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 Court details

Court name	High Court of Justice Chancery Division Manchester District Registry
Court case number	2 0 5 5 2 0 1 7

3 Administrator's name

Full forename(s)	Peter James
Surname	Anderson

4 Administrator's address

Building name/number	1 City Road East
Street	Manchester
Post town	M15 4PN
County/Region	
Postcode	
Country	

AM22

Notice of move from administration to creditors' voluntary liquidation

5 Administrator's name ❶

Full forename(s)	Alan
Surname	Fallows

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

6 Administrator's address ❷

Building name/number	1 City Road East
Street	Manchester
Post town	M15 4PN
County/Region	
Postcode	
Country	

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

7 Appointor/applicant's name

Give the name of the person who made the appointment or the administration application.

Full forename(s)	Peter James
Surname	Anderson

8 Proposed liquidator's name

Full forename(s)	Peter James
Surname	Anderson
Insolvency practitioner number	15336

9 Proposed liquidator's address

Building name/number	1 City Road East
Street	Manchester
Post town	
County/Region	
Postcode	M15 4PN
Country	

AM22

Notice of move from administration to creditors' voluntary liquidation

10 Proposed liquidator's name ❶

Full forename(s)	Alan
Surname	Fallows
Insolvency practitioner number	9567

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

11 Proposed liquidator's address ❷

Building name/number	1 City Road East
Street	Manchester
Post town	
County/Region	
Postcode	M15 4PN
Country	

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

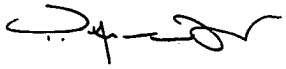
12 Period of progress report

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

13 Final progress report

☒ I have attached a copy of the final progress report.

14 Sign and date

Administrator's signature	Signature X  X
Signature date	d 1 3 m 0 7 y 2 0 2 0

AM22

Notice of move from administration to creditors' voluntary liquidation

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

County/Region

Postcode: M15 4PN

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 and dated 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

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

Statement of Affairs £		From 20/01/2020 To 13/07/2020 £	From 20/01/2017 To 13/07/2020 £
	HIRE PURCHASE		
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	4,654.69
		NIL	4,654.69
	ASSET REALISATIONS		
NIL	Applications & Completed Works	NIL	NIL
	Bank Interest	NIL	6.62
34,556.40	Book Debts	NIL	350.00
1,051.58	Cash at Bank	NIL	1,065.81
NIL	CIS Refund	NIL	32,437.54
	Directors Loan Account	NIL	37,900.00
NIL	Plant, Machinery, Furniture & Equipme	NIL	500.00
NIL	Retentions	NIL	14,980.64
	VAT Refund	NIL	10,436.62
		NIL	97,677.23
	COST OF REALISATIONS		
	Accountancy Fees	NIL	800.00
	Agents/Valuers Fees	NIL	950.00
	Bank Charges	NIL	5.95
	Bordereau	NIL	316.80
	Insurance of Assets	NIL	448.80
	Legal Disbursements	NIL	625.00
	Legal Fees	NIL	12,103.69
	London Gazette Advertising	NIL	145.00
	Office Holders Expenses *	NIL	98.55
	Office Holders Post Appointment Fees	NIL	75,000.00
	Office Holders Pre Appointment Fees	NIL	11,167.72
	Re-Direction of Mail	NIL	175.00
	Stationery & Postage *	384.41	384.41
	Storage Costs	14.22	25.61
		(398.63)	(102,246.53)
	PREFERENTIAL CREDITORS		
(1,186.40)	BEIS Preferential Claim 100p/£	NIL	NIL
(1,471.30)	Employee Preferential Claims 100p/£	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(7,736.80)	BEIS Non-Preferential Claims	NIL	NIL
(4,894.00)	Employee Non-Preferential Claims	NIL	NIL
(4,732.60)	HM Revenue & Customs (VAT)	NIL	NIL
(8,124.72)	Landlord	NIL	NIL
(768,662.24)	Trade & Expense Creditors	NIL	NIL
(47,711.84)	Vehicle Leases	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(827,538.80)		**(398.63)**	**85.39**
	REPRESENTED BY		
	Bank		85.39

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

Statement of Affairs £		From 20/01/2020 To 13/07/2020 £	From 20/01/2017 To 13/07/2020 £
	REPRESENTED BY CONTINUED		
			85.39

Peter James Anderson
Joint Administrator

Joint Administrators' Final Progress Report

APM Site Services Limited – In Administration

20 January 2020 to 13 July 2020

APM SITE SERVICES LIMITED - IN ADMINISTRATION

CONTENTS

1	Introduction
2	Progress of the Administration
3	Unrealised Assets
4	Outcome for Creditors
5	Joint Administrators' Remuneration
6	Creditors' Rights
7	Ending the Administration

APPENDICES

A	Receipts and Payments Account for the Period from 20 January 2020 to 13 July 2020 together with a Cumulative Receipts and Payments Account for the Period from 20 January 2017 to 13 July 2020
B	Time Analysis for the Period from 20 January 2020 to 13 July 2020
C	Cumulative Time Analysis for the Period from 20 January 2017 to 13 July 2020
D	Estimated Outcome Statement as at 13 July 2020
E	Additional information in relation to Administrators' Fees, Expenses & Disbursements
F	Joint Administrators' Fee Estimate

APM SITE SERVICES LIMITED - IN ADMINISTRATION

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 appointment was made by the Director, Paul Moss.

1.2 This Administration has been 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, under reference number 2055 of 2017.

1.3 Information about the way that we will use, and store personal data on insolvency appointments can be found at www.kjgcr.com/privacy-policy. If you are unable to download this, please contact us and a hard copy will be provided to you.

1.4 The trading address of the Company was Unit 8, Heathfield Industrial Estate, Elland, HX5 7GS

1.5 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 is 06638351.

1.6 As the Administration has now completed, I am required to provide a progress report covering the period since my last report which ended on 19 January 2020. This is my final report in the Administration and covers the period from 20 January 2020 to 13 July 2020 (**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 together with a cumulative Receipts and Payments Account from the date of my appointment as Joint Administrator to 13 July 2020.

2.4 Attached at Appendix B is a time analysis outlining the time spent by the Administrators and their staff during the Period together with a cumulative time analysis covering the period since my appointment at Appendix C.

2.5 Further information about the basis of remuneration agreed in this case and the Administrators' fees estimate can be found in section 5 of this report, together with any relevant information about revisions to my initial estimate, where applicable.

Administration (including statutory compliance & reporting)

2.6 As noted previously, the Administrators must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work undertaken in this regard has been outlined previously.

2.7 Where the overall costs of statutory compliance work or reporting to creditors has exceeded 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.

2.8 As noted in my initial fees estimate/information, this work has not necessarily brought any financial benefit to creditors, but is work required on every case by statute.

Realisation of Assets

Book Debts, Applications and Retentions

2.9 As previously reported Matrix Corporate Services ("Matrix") are instructed to collect the book debts, applications and retentions of the Company.

2.10 To date the sum of £350 has been realised in respect of book debts and the sum of £14,980.64 has been realised in respect of retentions due on completed contracts.

2.11 You will note from my last report, that Matrix were attempting to meet with Access Design ("Access") in order to progress the matter. However, due to the effects of COVID-19, a meeting has not yet taken place.

2.12 Caddick and MW High Projects have both not had any retentions released and have citied design liability as a reason for non-payment.

2.13 Matrix are continuing to progress matters in order to reach a settlement on these contracts but they have reported to the Administrators that they have encountered significant issues with the debtors responding. It has been noted that staff may have been furloughed as there have been no responses to any efforts to make contact.

2.14 This matter is ongoing and a decision will be made in the Liquidation as to any further actions which are required on this matter.

CIS Refund

2.15 As previously reported, the Company's records show that CIS deductions suffered exceeded 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.

2.16 Following confirmation from HM Revenue and Customs ("HMRC") in relation to the periods which were outstanding, the Administrators duly completed and filed the necessary returns via the online RTI system. The sum of £32,437.54 was subsequently received.

2.17 Due to the nature of the ongoing claim and shortfall in funds received, the Administrators have appointed Kay Johnson Gee Limited ("KJG") to assist the Administrators with tax advice and to liaise with HMRC in order to seek payment of the balance of funds due from the CIS scheme.

2.18 It was discovered that upon reconciling a breakdown received from HMRC that further amended returns were required to be submitted to HMRC as KJG found discrepancies with the figures that had previously been submitted.

2.19 In July 2019 KJG wrote to HMRC to confirm that they had filed amended monthly CIS300 returns, as requested by HMRC. Additionally, they requested that the PAYE Scheme be re-opened to enable them to file an Employee Payments Summary ("EPS") for 2016-2017.

2.20 HMRC confirmed that they would re-open the scheme by 13 January 2020. KJG have now been able to file the EPS and request the outstanding repayment be made.

2.21 Efforts are being made to finalise the position and receive the refund however, due to COVID-19, there has been a delay in this. KJG has however confirmed that HMRC online records

indicate that approximately £60,000 is showing as being due to the Company. Payment of this sum has been requested from HMRC.

2.22 In addition to the principle CIS refund due to the Company, KJG has also advised that numerous interest charges have been applied by HMRC. These interest charges are subject to dispute as CIS credits were available for set off against tax liabilities at the time the tax liabilities arose and so no interest and charges should have been incurred. Repayment of the interest and charges will be pursued through the liquidation.

2.23 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 liquidation progresses and further updates will be provided to creditors in my progress reports.

Creditors (claims and distributions)

2.24 Further information on the outcome for creditors in this case can be found at section 4 of this report. The Administrators are not only required to deal with correspondence and claims from unsecured creditors, 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 as well as dealing with the general handling of communications with stakeholders, such as customers and suppliers.

2.25 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.

2.26 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.

2.27 I consider the following matters worth noting in my report to creditors at this stage:

- There are approximately 130 unsecured creditor claims in this case with a value per the Director's statement of affairs of £943,789.08. Claims will be agreed in the liquidation when a dividend is due to be paid.

- We have received claims from the preferential creditors totalling £2,657.70. Due to added complexity arising as a result of dealing with the estate of a deceased former employee, the claims will be settled in the liquidation.

Investigations

2.28 You may recall from my earlier progress reports to creditors that some of the work the Administrators were required to undertake was 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 those investigations revealed potential asset recoveries that could have been pursued for the benefit of creditors.

2.29 My report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first period of the Administration and is confidential.

2.30 Since my last progress report, I would advise that no further asset realisations have come to light that may be pursued by me for the benefit of creditors.

3 Unrealised Assets

3.1 The following assets have yet to be realised and will now be dealt with by the Liquidators once appointed:

- The balance of the book debts, retentions and applications
- The balance of the CIS refund and additional interest and charges

4 Outcome for Creditors

4.1 An Estimated Outcome Statement as at 13 July 2020 is attached at Appendix D.

Secured Creditors

4.2 There are no secured creditors in this matter.

Preferential Creditors

4.3 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)	£1,196.40	£1,471.30	Nil
Department for Business, Energy & Industrial Strategy (BEIS)	£1,461.30	£1,186.40	Nil

4.4 The Joint Liquidators have reconciled the claim received from the Redundancy Payments Office. As stated at point 2.27, due to the added complexity of dealing with the estate of a deceased former employee of the Company, preferential creditors will be paid in the liquidation.

Unsecured Creditors

4.5 At the date of this report I have received claims totalling £613,109.70 from 61 creditors. I have yet to receive claims from 69 creditors whose debts total £487,554.56 as per the Company's statement of affairs.

4.6 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**).

5 Administrators' Remuneration

5.1 The basis of the Administrators' fees was fixed in the Administration by reference to the time properly spent by them and their staff in managing the Administration.

5.2 My time costs for the Period are £9,769.50. This represents 27.20hours at an average rate of £359.17 per hour. Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during this final period in respect of the costs fixed by reference to time properly spent by me in managing the Administration. A narrative explanation of the work undertaken by the Administrators during the Period can be found at section 2 of this report.

5.3 Attached as Appendix C is a cumulative Time Analysis for the period from the date of my appointment to 13 July 2020 which provides details of my total time costs in the

Administration. These time costs total £94,268.87 which represents 331.30 hours at an average rate of £284.54 per hour.

5.4 You will recall that I provided creditors with my fees estimate prior to the agreement of the basis of my remuneration as time costs. I would confirm that it was not necessary during the Administration to seek further approval to increase this estimate.

5.5 I would confirm that £75,000 plus VAT and disbursements of £970.37 plus VAT has been drawn against my accrued time costs, which is below the level of the fees estimate approved by creditors.

5.6 The balance of the Administrators' unbilled time costs will be drawn as an expense of the Liquidation. This remains within the fees estimate approval obtained from creditors.

5.7 Attached at Appendix E is additional information in relation to the Administrators' fees and the expenses and disbursements incurred in the Administration.

5.8 A copy of 'A Creditors' Guide to Administrators' Fees' is available on request or can be downloaded from www.kjgcr.com/guides-to-fees.

6 Creditors' rights

6.1 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 his remuneration or expenses (other than pre-administration costs) which have been itemised in this progress report.

6.2 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.

7 Ending the Administration

7.1 A copy of the notice bringing the Administration to an end and moving the Company into Creditors' Voluntary Liquidation is enclosed with this report, which has been sent to the Registrar of Companies for filing. Once this notice is registered, the Company will be in liquidation and I would confirm that Alan Fallows and I will become the appointed Joint Liquidators, as agreed in our earlier proposals.

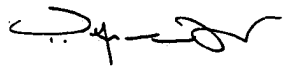
7.2 As Liquidator, I will be required to report to creditors on the progress of the liquidation within two months of the anniversary of my appointment. If a dividend is to be declared sooner, I will write to creditors to provide appropriate details in the intervening period.

7.3 If any creditors have not yet submitted their proof of debt, please ensure this is forwarded to my office as soon as possible in order that your claim can be admitted for dividend purposes.

7.4 I would confirm that the basis of my remuneration as Liquidator remains the same as in the Administration. My fees estimate for the work I anticipate will be required in the liquidation and details of the expenses I anticipate will be, or are likely to be, incurred will be forwarded to creditors for approval in due course.

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 for the Period from 20 January 2020 to 13 July 2020 together with a cumulative Receipts and Payments Account for the Period from 20 January 2017 to 13 July 2020

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

Statement of Affairs £		From 20/01/2020 To 13/07/2020 £	From 20/01/2017 To 13/07/2020 £
	HIRE PURCHASE		
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	4,654.69
		NIL	4,654.69
	ASSET REALISATIONS		
NIL	Applications & Completed Works	NIL	NIL
	Bank Interest	NIL	6.62
34,556.40	Book Debts	NIL	350.00
1,051.58	Cash at Bank	NIL	1,065.81
NIL	CIS Refund	NIL	32,437.54
	Directors Loan Account	NIL	37,900.00
NIL	Plant, Machinery, Furniture & Equipme	NIL	500.00
NIL	Retentions	NIL	14,980.64
	VAT Refund	NIL	10,436.62
		NIL	97,677.23
	COST OF REALISATIONS		
	Accountancy Fees	NIL	800.00
	Agents/Valuers Fees	NIL	950.00
	Bank Charges	NIL	5.95
	Bordereau	NIL	316.80
	Insurance of Assets	NIL	448.80
	Legal Disbursements	NIL	625.00
	Legal Fees	NIL	12,103.69
	London Gazette Advertising	NIL	145.00
	Office Holders Expenses *	NIL	98.55
	Office Holders Post Appointment Fees	NIL	75,000.00
	Office Holders Pre Appointment Fees	NIL	11,167.72
	Re-Direction of Mail	NIL	175.00
	Stationery & Postage *	384.41	384.41
	Storage Costs	14.22	25.61
		(398.63)	(102,246.53)
	PREFERENTIAL CREDITORS		
(1,186.40)	BEIS Preferential Claim 100p/£	NIL	NIL
(1,471.30)	Employee Preferential Claims 100p/£	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(7,736.80)	BEIS Non-Preferential Claims	NIL	NIL
(4,894.00)	Employee Non-Preferential Claims	NIL	NIL
(4,732.60)	HM Revenue & Customs (VAT)	NIL	NIL
(8,124.72)	Landlord	NIL	NIL
(768,662.24)	Trade & Expense Creditors	NIL	NIL
(47,711.84)	Vehicle Leases	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(827,538.80)		**(398.63)**	**85.39**
	REPRESENTED BY		
	Bank		85.39

APM SITE SERVICES LIMITED - IN ADMINISTRATION

Appendix B

Time Analysis for the Period from 20 January 2020 to 13 July 2020

Time Entry - SIP9 Time & Cost Summary

APMS01 - APM Site Services Limited
Project Code: POST
From: 20/01/2020 To: 13/07/2020

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	11.10	0.00	1.80	0.00	10.25	0.00	23.15	8,718.00	376.59
Case Specific	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.35	1.35	0.00	0.00	1.70	211.50	124.41
Creditors	0.00	0.00	0.00	0.00	0.75	0.00	0.75	225.00	300.00
Investigation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	1.10	0.00	0.25	0.00	0.25	0.00	1.60	615.00	384.38
Statutory Compliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	**12.20**	**0.00**	**2.40**	**1.35**	**11.25**	**0.00**	**27.20**	**9,769.50**	**359.17**
Total Fees Claimed								**0.00**	
Total Disbursements Claimed								**398.63**	

APM SITE SERVICES LIMITED - IN ADMINISTRATION

Appendix C

Cumulative Time Analysis for the Period from 20 January 2017 to 13 July 2020

Time Entry - SIP9 Time & Cost Summary

APMS01 - APM Site Services Limited
Project Code: POST
From: 20/01/2017 To: 13/07/2020

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	52.70	0.00	3.50	13.00	15.50	42.60	127.30	40,074.50	314.80
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	0.35	4.35	0.00	0.00	4.70	551.50	117.34
Creditors	6.60	0.00	0.00	12.50	1.00	15.05	35.15	8,699.50	247.50
Investigation	16.30	0.00	0.00	4.00	0.00	17.00	37.30	11,568.50	310.15
Realisation of Assets	25.30	0.00	0.25	21.10	3.00	35.50	85.15	22,687.37	266.44
Statutory Compliance	0.00	0.00	0.00	0.00	5.25	35.45	40.70	10,437.50	256.45
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	**100.90**	**0.00**	**4.10**	**54.95**	**24.75**	**146.60**	**331.30**	**94,268.87**	**284.54**
Total Fees Claimed								**75,000.00**	
Total Disbursements Claimed								**970.37**	

APM SITE SERVICES LIMITED - IN ADMINISTRATION

Appendix D

Estimated Outcome Statement as at 13 July 2020

APM Site Services Limited
(In Administration)
Joint Administrators' Estimated Outcome Statement
To 13/07/2020

Statement of Affairs £		Realised / Paid	Projected	Total £
	HIRE PURCHASE			
26,700.00	Encumbered Motor Vehicles	NIL	NIL	NIL
(35,520.00)	Ford Leasing	NIL	NIL	NIL
56,700.00	Encumbered Motor Vehicles	NIL	NIL	NIL
(66,406.88)	Lex Autolease	4,654.69	NIL	4,654.69
		4,654.69	NIL	4,654.69
	ASSET REALISATIONS			
	Directors Loan Account	37,900.00	NIL	37,900.00
NIL	Plant, Machinery, Furniture & Equipment	500.00	NIL	500.00
34,556.40	Book Debts	350.00	NIL	350.00
NIL	Retentions	14,980.64	NIL	14,980.64
NIL	Applications & Completed Works	NIL	NIL	NIL
NIL	CIS Refund	32,437.54	61,126.07	93,563.61
	VAT Refund	10,436.62	NIL	10,436.62
1,051.58	Cash at Bank	1,065.81	NIL	1,065.81
	Bank Interest	6.62	NIL	6.62
		97,677.23	61,126.07	158,803.30
	COST OF REALISATIONS			
	Bordereau	316.80	NIL	316.80
	Office Holders Pre Appointment Fees	11,167.72	NIL	11,167.72
	Legal Disbursements	625.00	NIL	625.00
	Office Holders Post Appointment Fees	75,000.00	19,268.87	94,268.87
	Office Holders Expenses *	98.55	NIL	98.55
	Agents/Valuers Fees	950.00	NIL	950.00
	Legal Fees	12,103.69	NIL	12,103.69
	Taxation Advice	NIL	9,168.91	9,168.91
	Accountancy Fees	800.00	NIL	800.00
	Stationery & Postage *	384.41	NIL	384.41
	Storage Costs	25.61	3.08	28.69
	Re-Direction of Mail	175.00	NIL	175.00
	London Gazette Advertising	145.00	NIL	145.00
	Insurance of Assets	448.80	NIL	448.80
	Bank Charges	5.95	NIL	5.95
		(102,246.53)	(28,440.86)	(130,687.39)
	PREFERENTIAL CREDITORS			
(1,186.40)	BEIS Preferential Claim 100p/£	NIL	1,461.30	1,461.30
(1,471.30)	Employee Preferential Claims 100p/£	NIL	1,196.40	1,196.40
		NIL	(2,657.70)	(2,657.70)
	UNSECURED CREDITORS			
(768,662.24)	Trade & Expense Creditors	NIL	27,494.54	27,494.54
(4,894.00)	Employee Non-Preferential Claims	NIL	175.06	175.06
(7,736.80)	BEIS Non-Preferential Claims	NIL	276.75	276.75
(4,732.60)	HM Revenue & Customs (VAT)	NIL	169.29	169.29
(47,711.84)	Vehicle Leases	NIL	1,706.64	1,706.64
(8,124.72)	Landlord	NIL	290.62	290.62
		NIL	(30,112.90)	(30,112.90)
	DISTRIBUTIONS			
(100.00)	Ordinary Shareholders	NIL	NIL	NIL

APM Site Services Limited
(In Administration)
Joint Administrators' Estimated Outcome Statement
To 13/07/2020

Statement of Affairs £		Realised / Paid	Projected	Total £
		NIL	NIL	NIL
(827,538.80)		85.39	(85.39)	(0.00)
	REPRESENTED BY			
	Bank	85.39	(85.39)	NIL
		85.39	(85.39)	NIL

Peter James Anderson
Joint Administrator

Appendix E

Additional Information in Relation to the 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 On this case, we have used the services of the following sub-contractors:

Service (s)	Provider	Basis of fee arrangement	Cost to date
Book debt collection	Matrix Corporate Services	% of realisations	Nil

2 Professional Advisors

2.1 On this assignment, we used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them.

2.2 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.

Name of Professional Advisor	Basis of Fee Arrangement
Freeths LLP (legal advice)	Hourly rate and disbursements
Willis Ltd (insurance)	Fixed Fee
JPS Chartered Surveyors (valuation and disposal advice)	Fixed Fee
Kay Johnson Gee LLP (Taxation Advice)	Percentage of realisations
Kay Johnson Gee LLP (Accountancy Fee)	Fixed Fee

3 Administrators' Expenses & Disbursements

3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the Administration was provided to creditors when the basis of my fees was approved, a copy of which is attached at Appendix F.

Summary of Administrators' expenses

3.2 Details of the expenses paid by the Administrators during the Period can be found in the Receipts and Payments account at Appendix A. An outline of the total expenses paid during the Administration can be found in the Receipts and Payments account at Appendix B.

3.3 Below are details of any expenses or disbursements which remain unpaid at the date of this report and will be discharged in the subsequent Liquidation in due course:

	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total anticipated cost £
Agents' costs	950.00	Nil	Nil	950.00
Solicitors' costs	12,103.69	Nil	Nil	12,103.69
Tax Advice	Nil	Nil	Nil	9,168.91
Insurance	448.80	Nil	Nil	448.80
Statutory advertising	145.00	Nil	Nil	145.00
Specific penalty bond	316.80	Nil	Nil	316.80
External storage of books & records	11.39	14.22	Nil	25.61
Re-direction of the Company's mail	175.00	Nil	Nil	175.00
Expenses	98.55	Nil	Nil	98.55
Accountancy Fees	800.00	Nil	Nil	800.00
Bank charges	5.95	Nil	Nil	5.95
Legal Disbursements	625.00	Nil	Nil	625.00
Postage and Stationery	Nil	384.41	Nil	450.00

3.4 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.

3.5 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 at the time the Administrators' fees were approved by creditors.

4 Charge-Out Rates

4.1 Kay Johnson Gee Corporate Recovery Limited's current charge-out rates effective from 1 October 2018 are detailed below. Please note this firm records its time in minimum units of 6 minutes.

4.2 The firm's charge out rates effective from 1 October 2018 are as follows:

	(Per hour) £
Partner	**450**
Managers	**300 to 360**
Administrator / Senior Administrator	**220 to 250**
Cashier/ Support Staff	**110 to 180**

4.3 The firm's charge out rates effective from 1 November 2016 to 30 September 2018 are as follows:

	(Per hour) £
Partner	**395**
Senior Manager	**330**
Manager	**300**
Assistant Manager	**275**

Senior Administrator	250

Appendix F

Joint Administrators' Fee Estimate

Estimate of Fees and Expenses for
APM Site Services Limited (In Administration)
To 22/02/2017 Fees

	Total Hours	Avg Hourly Rate £	Time Cost £	Disbursements £	Expenses £
Classification of Work Function					
Admin & Planning					
Appointment Notification/Formalities	13.00	278.08	3,615.00		
Case Planning	1.50	3,950.00	5,925.00		
Meeting/Phone Call/Discussion	3.50	332.86	1,165.00		
Cashiering					
Cashiering/Invoicing	13.00	269.81	3,507.50		
Creditors					
Creditor Meetings	10.00	303.50	3,035.00		
Emails & Correspondence	9.00	298.33	2,685.00		
General Communication	13.00	305.77	3,975.00		
H M Revenue & Customs	6.00	306.67	1,840.00		
Preferential Creditors	13.00	271.15	3,525.00		
Reporting	46.00	62.93	2,895.00		
Unsecured Creditors	11.00	289.55	3,185.00		
Investigation					
CDDA Reporting	11.50	250.43	2,880.00		
SIP 2 Review	16.00	217.19	3,475.00		
Realisation of Assets					
Agents/Solicitors	27.50	302.73	8,325.00		
Realisation of Assets					
Bank Reconciliation	10.00	233.50	2,335.00		
Realisation of Assets					
Banking/Cashiering	9.00	242.22	2,180.00		
Debt Collection	97.00	302.32	29,325.00		
Identifying, Securing & Insuring Assets	21.00	291.43	6,120.00		
Retention of Title	7.00	291.43	2,040.00		
Sale of Property and Other Assets	3.90	302.05	1,178.00		
Statutory Compliance					
Statutory Duties	15.00	298.33	4,475.00		
	356.90	273.71	97,685.50		
Disbursements					
Category 1 Disbursements				0.00	
Category 2 Disbursements				0.00	
				0.00	
Expenses (*)					
					0.00
Totals	356.90	273.71	97,685.50	0.00	0.00

(*) Details of the expenses the IP considers will be, or are likely to be, incurred during the period of this estimate.

Details of estimated disbursements that will be paid during the period of this estimate.

Notes:

1. Category 1 Disbursements are payable without prior approval as they are payments to independent third parties

e.g. advertising, room hire, storage, travel expenses
2. Category 2 Disbursements are costs directly referable to the appointment e.g. Postage, Printing & Stationery, Mileage but as they are not to an independent third party they require approval in the same manner as the fee
3. The figures provided for Expenses are as accurate as possible based on the information available at this time. No prior approval is required for the payments of the expenses as they are regarded as a cost of the administration of the estate
4. Further approval will be sought from the creditors' committee or creditors if the circumstances of the case indicate that the above fee estimate is likely to be exceeded
5. The above estimates are all exclusive of VAT