

# AM10

## Notice of administrator's progress report



Companies House

THURSDAY



A13

\*A7CFQWQ9\*

16/08/2018

#103

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	<sup>d</sup> 2	<sup>d</sup> 0	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
To date	<sup>d</sup> 1	<sup>d</sup> 9	<sup>m</sup> 0	<sup>m</sup> 7	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8

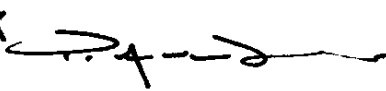
**7** Progress report

☒ I attach a copy of the progress report

**8** Sign and date

Administrator's  
signature

Signature

X 

X

Signature date	<sup>d</sup> 1	<sup>d</sup> 3	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
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AM10

Notice of administrator's progress report



**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	Karen Croston
Company name	Kay Johnson Gee Corporate Recovery Limited
Address	1 City Road East Manchester
Post town	
County/Region	
Postcode	M 1 5 4 P N
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**

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)

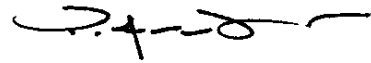
This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

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

Statement of Affairs £		From 20/01/2018 To 19/07/2018 £	From 20/01/2017 To 19/07/2018 £
	<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	4,654.69
		NIL	4,654.69
	<b>ASSET REALISATIONS</b>		
	Directors Loan Account	22,900.00	22,900.00
NIL	Plant, Machinery, Furniture & Equipme	NIL	500.00
34,556.40	Book Debts	NIL	350.00
NIL	Retentions	NIL	14,980.64
NIL	Applications & Completed Works	NIL	NIL
NIL	CIS Refund	32,437.54	32,437.54
	VAT Refund	10,436.62	10,436.62
1,051.58	Cash at Bank	NIL	1,065.81
	Bank Interest	NIL	6.62
		65,774.16	82,677.23
	<b>COST OF REALISATIONS</b>		
	Bordereau	NIL	316.80
	Office Holders Pre Appointment Fees	NIL	11,167.72
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	Storage Costs *	7.03	7.03
	Re-Direction of Mail	NIL	175.00
	London Gazette Advertising	NIL	145.00
	Insurance of Assets	NIL	448.80
	Bank Charges	NIL	5.95
		(64,620.83)	(81,928.65)
	<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>1,153.33</b>	<b>5,403.27</b>
	<b>REPRESENTED BY</b>		
	Vat Receivable		3,201.40

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

Statement of Affairs £	From 20/01/2018 To 19/07/2018 £	From 20/01/2017 To 19/07/2018 £
REPRESENTED BY CONTINUED Bank		2,201.87
		<u>5,403.27</u>



Peter James Anderson  
Joint Administrator

# **Joint Administrators' Progress Report**

**APM Site Services Limited  
- In Administration**

**19 July 2018**

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

### **CONTENTS**

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

### **APPENDICES**

- A** Receipts and Payments Account from 20 January 2018 to 19 July 2018 together with a Cumulative Receipts and Payments Account for Period from 20 January 2017 to 19 July 2018.
- B** Time Analysis for the period 20 January 2018 to 19 July 2018
- C** Cumulative Time Analysis for the Period from 20 January 2017 to 19 July 2018
- D** Additional Information in Relation to the Joint Administrators Fees, Expenses & Disbursements
- E** Estimated Outcome Statement as at 19 July 2018

## APM SITE SERVICES LIMITED - IN ADMINISTRATION

### 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 appointment 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 [karencroston@kjgcr.com](mailto:karencroston@kjgcr.com). The Administration is registered in the High Court of Justice Chancery Division Manchester District Registry, 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](http://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 is Unit 8, Heathfield Industrial Estate, Elland, HX5 9AE.
- 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 06638351.
- 1.6 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 2018 to 19 July 2018 (**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 19 July 2018.
- 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 4 of this report, together with any relevant information about revisions to my initial estimate, where applicable.

#### Encumbered Motor Vehicles

- 2.6 As reported in our previous progress report following the collection of the vehicles which were on lease with Lex Autolease we were notified that further to the auctioning of vehicles there were surplus funds due back to the Company.



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

- 2.7 The Administrators liaised with Lex Autolease to receive these funds and the sum of £4,654.69 was received in September 2017.

### Directors Loan Account

- 2.8 As previously reported following a review of the Company's bank statements it was established that a number of payments were made to the Director and connected parties within the two years prior to the administration.
- 2.9 Solicitors were instructed to provide advice and letters were subsequently issued to the Director and connected parties to request full details for each of the payments.
- 2.10 An extension was granted due to personal circumstances. However, a response was not received and our Solicitor subsequently sent a letter before action to the Directors setting out the proposed claims against them.
- 2.11 The deadline given for a response to the letter before action was the end of January 2018. The Directors subsequently put forward an offer of £37,900 to be paid in 7 monthly instalments beginning on 1 March 2018, in settlement of all claims against them. Following legal advice, the offer was duly accepted and to date the sum of £22,900 has been received in accordance with the signed settlement agreement.

### Plant and Machinery

- 2.12 The sum of £500 has been realised from the sale of plant, machinery and office furniture and equipment.

### Book Debts, Applications and Retentions

- 2.13 As previously reported CRS Group ("CRS") were instructed to collect the applications and retentions of the Company. However due to poor progression and realisations the decision was taken to move the debt collection from CRS to Matrix Corporate Services ("Matrix").
- 2.14 To date the sum of £350 has been realised in respect of book debts and the sum of £14,981 has been realised in respect of retentions due on completed contracts.
- 2.15 You will note from my last report, Matrix ascertained that there were a number of defect liability periods coming to an end in March 2018 and after this time the debtors would be contractually obliged to start dealing with them. Matrix have subsequently advised that they are continuing to liaise with the debtors however, there have been issues identified with regards to poor design and subsequent poor site workmanship. Matrix are continuing to obtain details of the remedial works required.
- 2.16 A number of retentions are due to be paid in September 2018 and October 2018. Whilst final confirmation on these debts has yet to be received, Matrix have advised that they have good contact with a number of the companies and at present expect these retentions to be paid.
- 2.17 The debt collection is still ongoing and creditors will be provided with a further update in the next progress report.

### CIS Refund

- 2.18 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.
- 2.19 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.

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

- 2.20 The Administrators received a response from HMRC stating that there were outstanding returns however did not confirm which periods they required.
- 2.21 In September 2017, the Administrators received confirmation of the periods which were outstanding in order for them to be filed via the online RTI system. These were duly completed by the Administrators and a request for payment of the CIS refund was made in November 2017 and again in January 2018.
- 2.22 I confirm the sum of £32,438 has been received from HMRC. A request has been made to HMRC for them to provide a breakdown of how the overpayment due to CIS deductions suffered was calculated in order to fully reconcile the position. I am currently awaiting a response.

### VAT Refund

- 2.23 The sum of £10,437 has been received in respect of a VAT refund.

### Cash at Bank

- 2.24 The sum of £1,066 has been received from the Company's current bank account.

### Bank Interest

- 2.25 The sum of £7 has been realised in respect of interest accrued.
- 2.26 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.
- 2.27 Further information about the basis of remuneration agreed in this case and the Administrators' fees estimate can be found in section 3 of this report, together with any relevant information about revisions to my initial estimate, where applicable.

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

- 2.28 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.
- 2.29 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.
- 2.30 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***

- 2.31 Realisations to date have been detailed above.
- 2.32 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 secured creditors of the Company only (from which a Prescribed Part fund may be derived for the benefit of unsecured creditors) or may, depending on realisations and the extent of any 3<sup>rd</sup> party security, result in a distribution to the preferential and unsecured creditors of the Company.

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

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

- 2.33 Further information on the anticipated 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 (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.
- 2.34 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 2.35 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.
- 2.36 I consider the following matters worth noting in my report to creditors at this stage:
- There are approximately 138 unsecured creditor claims in this case with a value per the Director's statement of affairs of £946,447.
  - I anticipate claims from preferential creditors totalling £2,658

### **Investigations**

- 2.37 You may recall from my first progress report to creditors that 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 can be pursued for the benefit of creditors.
- 2.38 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.
- 2.39 As detailed above at paragraphs 2.8 to 2.11 a settlement of £37,900 was agreed with the Directors in respect of all claims against them. To date the sum of £22,900 has been received in accordance with the signed settlement agreement and recovery is ongoing.

## **3 Joint Administrators' Remuneration**

- 3.1 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.
- 3.2 A copy of that estimate was provided to creditors with the proposals.
- 3.3 My time costs for the Period are £8,040.37. This represents 27.25 hours at an average rate of £295.07 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.
- 3.4 Also attached at Appendix C is a cumulative Time Analysis for the period from 20 January 2017 to 19 July 2018 which provides details of my time costs since my appointment. The cumulative

## APM SITE SERVICES LIMITED - IN ADMINISTRATION

time costs incurred to date are £62,326.37 and this represents 217.75 hours at an average rate of £286.23 per hour. To date, £62,000 plus disbursements of £1,191.18 has been drawn on account.

- 3.5 A copy of 'A Creditors' Guide to Administrators' Fees' is available on request or can be downloaded from [www.kjgcr.com/guides-to-fees](http://www.kjgcr.com/guides-to-fees).
- 3.6 Attached at Appendix D 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 Estimated Outcome for Creditors

- 4.1 An Estimated Outcome Statement as at 19 July 2018 is attached at Appendix E.

#### **Secured Creditors**

- 4.2 There are no secured creditors.

#### **Preferential Creditors**

- 4.3 A summary of preferential claims is detailed below.

Preferential claim	Amount claimed	Amount paid	Amount due
Employee claims (Total number of claims = 2)	Nil	1,471.30	Nil
Department for Business, Energy & Industrial Strategy (BEIS)	Nil	1,186.40	Nil

- 4.4 It is expected that preferential creditors will be paid in full.

#### **Unsecured Creditors**

- 4.5 I have received claims totalling £613,110 from 62 creditors. I have yet to receive claims from 63 creditors whose debts total £416,480 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**), which only applies to charges created after 15 September 2003.
- 4.7 I currently anticipate that a dividend may be available to the unsecured creditors. However, this is entirely dependent on the successful realisation of the remaining funds in respect of the settlement of the Directors Loan Account and recovery of the outstanding book debts, retentions and applications. As a result, unless it is more expedient to make an application to court to allow this to be distributed in the Administration, I anticipate that the Company will exit into Creditors' Voluntary Liquidation to facilitate the payment of a dividend to the unsecured creditors. Further details will be provided in due course.

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

### **5 Ending the Administration**

#### Creditors Voluntary Liquidation

- 5.1 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.
- 5.2 The Joint Liquidators will be authorised to act jointly and severally in the subsequent liquidation.

#### Dissolution of the Company

- 5.3 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.
- 5.4 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.
- 5.5 The Administrators' appointment will end following the registration of the notice by the Registrar of Companies.

#### Compulsory Liquidation

- 5.6 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.
- 5.7 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.
- 5.8 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.

### **6 Creditors' Rights**

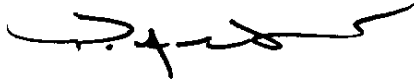
- 6.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Administrators provide further information about their remuneration or expenses (other than pre-administration 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.

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

### **7 Next Report**

- 7.1 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

A handwritten signature in black ink, appearing to read 'P. J. Anderson', with a long horizontal flourish extending to the right.

**Peter James Anderson**  
Joint Administrator

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

### **Appendix A**

**Receipts and Payments Account from 20 January 2018 to 19 July 2018 together with a Cumulative Receipts and Payments Account for Period from 20 January 2017 to 19 July 2018.**

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**(In Administration)**  
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	<b>DISTRIBUTIONS</b>		
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		NIL	NIL
<b>(827,538.80)</b>		<b>1,153.33</b>	<b>5,403.27</b>
	<b>REPRESENTED BY</b>		
	Vat Receivable		3,201.40



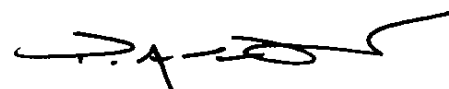
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**(In Administration)**  
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------------------------------	---------------------------------------	---------------------------------------

REPRESENTED BY CONTINUED  
Bank

2,201.87

5,403.27



Peter James Anderson  
Joint Administrator

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

### **Appendix B**

#### **Time Analysis for the Period from 20 January 2018 to 19 July 2018**

# Time Entry - Detailed SIP9 Time & Cost Summary

APMS01 - APM Site Services Limited  
From: 20/01/2018 To: 19/07/2018  
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Assistant Manager	Senior Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
300 : Case Planning	0.70	0.00	0.00	0.00	0.00	0.00	0.70	276.50	395.00
304 : Statutory Reporting	2.30	0.00	0.00	1.50	0.00	0.00	3.80	1,103.50	290.39
307 : File Maintenance and Case Review	1.10	0.00	0.00	0.00	0.00	0.40	1.50	534.50	356.33
<b>Admin &amp; Planning</b>	<b>4.10</b>	<b>0.00</b>	<b>0.00</b>	<b>1.50</b>	<b>0.00</b>	<b>0.40</b>	<b>6.60</b>	<b>1,914.50</b>	<b>319.08</b>
701 : Unsecured Creditors	0.00	0.00	0.00	0.00	0.00	0.90	0.90	225.00	250.00
703 : Employee	0.00	0.00	0.00	0.00	0.00	0.20	0.20	50.00	250.00
<b>Creditors</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.10</b>	<b>1.10</b>	<b>275.00</b>	<b>250.00</b>
402 : Investigating antecedent transactions	5.00	0.00	0.00	0.00	0.00	0.00	5.00	1,975.00	395.00
<b>Investigation</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.00</b>	<b>1,975.00</b>	<b>395.00</b>
500 : Identifying, Securing & Insuring Assets	0.40	0.00	0.00	0.00	0.00	0.00	0.40	158.00	395.00
502 : Debt Collection	2.90	0.00	0.00	0.00	0.00	0.00	2.90	1,145.50	395.00
503 : Realisation of Property / Other Assets	0.00	0.00	0.00	0.00	0.00	3.10	3.10	775.00	250.00
505 : Banking/Cashiering	0.00	0.00	0.00	2.92	0.00	0.00	2.92	379.08	130.00
<b>Realisation of Assets</b>	<b>3.30</b>	<b>0.00</b>	<b>0.00</b>	<b>2.92</b>	<b>0.00</b>	<b>3.10</b>	<b>9.32</b>	<b>2,457.58</b>	<b>263.80</b>
508 : Bank Reconciliation	0.00	0.00	0.00	0.33	0.00	0.00	0.33	43.29	130.00
<b>Realisation of Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.33</b>	<b>43.29</b>	<b>130.00</b>
808 : Statutory Duties	0.00	0.00	0.00	0.00	0.00	5.50	5.50	1,375.00	250.00
<b>Statutory Compliance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.50</b>	<b>5.50</b>	<b>1,375.00</b>	<b>250.00</b>
<b>Total Hours</b>	<b>12.40</b>	<b>0.00</b>	<b>0.00</b>	<b>4.75</b>	<b>0.00</b>	<b>10.10</b>	<b>27.25</b>	<b>8,040.37</b>	<b>295.07</b>
<b>Total Fees Claimed</b>								<b>62,000.00</b>	

**APM SITE SERVICES LIMITED - IN ADMINISTRATION**

**Appendix C**

**Cumulative Time Analysis for the Period from 20 January 2017 to 19 July 2018**

# Time Entry - Detailed SIP9 Time & Cost Summary

APMS01 - APM Site Services Limited  
From: 20/01/2017 To: 19/07/2018  
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Assistant Manager	Senior Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
300 : Case Planning	3.30	0.00	0.00	0.00	0.00	0.00	3.30	1,303.50	395.00
302 : Appointment Notification/Formalities	3.80	0.00	0.00	0.00	0.00	0.00	3.80	2,313.50	328.16
303 : Maintenance of Records	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,187.50	250.00
304 : Statutory Reporting	20.80	0.00	0.00	4.00	0.00	0.00	33.80	10,986.00	325.03
307 : File Maintenance and Case Review	1.40	0.00	0.00	0.00	0.00	0.40	1.80	653.00	362.78
309 : Meeting and/or Internal Discussion	0.00	0.00	0.00	0.00	0.00	0.25	0.25	62.50	250.00
803 : Emails & Phone calls	1.10	0.00	0.00	0.00	0.00	1.10	2.10	684.50	325.95
806 : File Maintenance/Review	0.00	0.00	0.00	0.00	0.00	1.75	1.75	437.50	250.00
<b>Admin &amp; Planning</b>	<b>30.40</b>	<b>0.00</b>	<b>0.00</b>	<b>4.00</b>	<b>0.00</b>	<b>20.40</b>	<b>54.80</b>	<b>17,628.00</b>	<b>321.68</b>
103-PRE : Notice Requirements	0.00	0.00	0.00	0.00	0.00	1.00	1.00	250.00	250.00
<b>Case Specific</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>250.00</b>	<b>250.00</b>
805 : Cashiering/Invoicing	0.00	0.00	0.00	0.50	0.00	0.00	0.50	65.00	130.00
<b>Cashiering</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.50</b>	<b>65.00</b>	<b>130.00</b>
700 : General Communication	0.00	0.00	0.00	2.00	0.00	1.25	3.25	752.50	231.54
701 : Unsecured Creditors	2.80	0.00	0.00	0.50	0.00	8.65	11.95	3,378.50	282.72
702 : H M Revenue & Customs	2.60	0.00	0.00	0.00	0.00	0.50	3.10	1,152.00	371.61
703 : Employee	0.00	0.00	0.00	0.00	0.00	1.45	1.45	362.50	250.00
802 : Reporting	0.00	0.00	0.00	2.50	0.00	0.00	2.50	550.00	220.00
<b>Creditors</b>	<b>5.40</b>	<b>0.00</b>	<b>0.00</b>	<b>5.00</b>	<b>0.00</b>	<b>11.85</b>	<b>22.25</b>	<b>6,195.50</b>	<b>278.45</b>
807 : Collection of Books & Records	0.00	0.00	0.00	0.00	0.00	1.25	1.25	312.50	250.00
<b>Investigation</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.25</b>	<b>1.25</b>	<b>312.50</b>	<b>250.00</b>
400 : SIP 2 Review	0.00	0.00	0.00	4.00	0.00	3.00	7.00	1,630.00	232.86
401 : CDDA Reporting	2.60	0.00	0.00	0.00	0.00	8.25	10.85	3,089.50	284.75
402 : Investigating antecedent transactions	13.70	0.00	0.00	0.00	0.00	4.50	18.20	6,536.50	359.15
<b>Investigation</b>	<b>16.30</b>	<b>0.00</b>	<b>0.00</b>	<b>4.00</b>	<b>0.00</b>	<b>15.75</b>	<b>36.05</b>	<b>11,256.00</b>	<b>312.23</b>
500 : Identifying, Securing & Insuring Assets	6.30	0.00	0.00	0.00	0.00	14.25	20.55	6,051.00	294.45
501 : Retention of Title	1.00	0.00	0.00	0.00	0.00	1.25	2.25	707.50	314.44
502 : Debt Collection	11.40	0.00	0.00	0.00	0.00	6.50	17.90	6,128.00	342.35
503 : Realisation of Property / Other Assets	1.40	0.00	0.00	0.00	0.00	3.35	4.75	1,380.50	292.74
504 : Agents/Solicitors	0.00	0.00	0.00	0.00	0.00	3.70	5.70	1,425.00	250.00
505 : Banking/Cashiering	0.00	0.00	0.00	12.92	0.00	0.55	13.47	1,816.58	134.90
<b>Realisation of Assets</b>	<b>20.10</b>	<b>0.00</b>	<b>0.00</b>	<b>12.92</b>	<b>0.00</b>	<b>31.60</b>	<b>64.62</b>	<b>17,518.58</b>	<b>271.12</b>

# Time Entry - Detailed SIP9 Time & Cost Summary

APMS01 - APM Site Services Limited  
From: 20/01/2017 To: 19/07/2018  
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Assistant Manager	Senior Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Realisation of Assets	0.00	0.00	0.00	1.83	0.00	0.00	1.83	238.29	130.00
808 - Statutory Duties	0.00	0.00	0.00	0.00	0.00	35.45	35.45	8,862.50	250.00
Statutory Compliance	0.00	0.00	0.00	0.00	0.00	35.45	35.45	8,862.50	250.00
Total Hours	72.20	0.00	0.00	28.25	0.00	117.30	217.75	62,328.37	286.23
Total Fees Claimed								62,000.00	

## APM SITE SERVICES LIMITED - IN ADMINISTRATION

### Appendix D

#### 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 On this case we are proposing to use 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 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 Chartered Surveyors (valuation and disposal advice)	Fixed Fee

- 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.

##### 3 Joint Administrators' Expenses & Disbursements

- 3.1 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:

Expense	Estimated Cost
Agents' costs	3,000.00
Solicitors' costs	4,000.00
Insurance	400.00
Statutory advertising	217.50
Specific penalty bond	117.60
External storage of company's books and records	25.00
Book debt and retention collection	20,432.00

## APM SITE SERVICES LIMITED - IN ADMINISTRATION

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

- 3.2 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:

	2016/17 £	2017/18 £	2018/19 £	Total £
Agents' costs	950.00	Nil	Nil	950.00
Solicitors' costs	Nil	5,813.80	Nil	5,813.80
Insurance	448.80	Nil	Nil	448.80
Statutory advertising	145.00	Nil	Nil	216.15
Specific penalty bond	316.80	Nil	Nil	316.80
External storage of books & records	Nil	7.03	Nil	25.00
Re-direction of the Company's mail	175.00	Nil	Nil	175.00
Expenses	98.55	Nil	Nil	98.55
Accountancy Fees	Nil	800.00	Nil	800.00
Bank charges	5.95	Nil	Nil	5.95

- 3.3 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.
- 3.4 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.

## 4 Charge-Out Rates

- 4.1 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.
- 4.2 The firm's charge out rates are as follows:

	(per hour)
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



**APM SITE SERVICES LIMITED - IN ADMINISTRATION**

**Appendix E**

**Estimated Outcome Statement as at 19 July 2018**

**APM Site Services Limited**  
**(In Administration)**  
**Joint Administrators' Estimated Outcome Statement**  
**To 19/07/2018**

Statement of Affairs £		Realised / Paid	Projected	Total £
	<b>HIRE PURCHASE</b>			
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	(4,654.69)	NIL
		4,654.69	(4,654.69)	NIL
	<b>ASSET REALISATIONS</b>			
	Directors Loan Account	22,900.00	15,000.00	37,900.00
NIL	Plant, Machinery, Furniture & Equipment	500.00	NIL	500.00
34,556.40	Book Debts	350.00	7,675.83	8,025.83
NIL	Retentions	14,980.64	28,095.19	43,075.83
NIL	Applications & Completed Works	NIL	30,000.00	30,000.00
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
		82,677.23	141,897.09	224,574.32
	<b>COST OF REALISATIONS</b>			
	Bordereau	316.80	NIL	316.80
	Office Holders Pre Appointment Fees	11,167.72	NIL	11,167.72
	Office Holders Post Appointment Fees	62,000.00	35,685.50	97,685.50
	Office Holders Expenses *	98.55	NIL	98.55
	Agents/Valuers Fees	950.00	2,050.00	3,000.00
	Debt Collection Agent Fees	NIL	13,154.20	13,154.20
	Legal Fees	5,813.80	NIL	5,813.80
	Accountancy Fees	800.00	NIL	800.00
	Storage Costs *	7.03	NIL	7.03
	Re-Direction of Mail	175.00	NIL	175.00
	London Gazette Advertising	145.00	71.15	216.15
	Insurance of Assets	448.80	NIL	448.80
	Bank Charges	5.95	NIL	5.95
		(81,928.65)	(50,960.85)	(132,889.50)
	<b>PREFERENTIAL CREDITORS</b>			
(1,186.40)	BEIS Preferential Claim 100p/£	NIL	1,186.40	1,186.40
(1,471.30)	Employee Preferential Claims 100p/£	NIL	1,471.30	1,471.30
		NIL	(2,657.70)	(2,657.70)
	<b>UNSECURED CREDITORS</b>			
(768,662.24)	Trade & Expense Creditors	NIL	80,709.54	80,709.54
(4,894.00)	Employee Non-Preferential Claims	NIL	513.87	513.87
(7,736.80)	BEIS Non-Preferential Claims	NIL	812.36	812.36
(4,732.60)	HM Revenue & Customs (VAT)	NIL	496.92	496.92
(47,711.84)	Vehicle Leases	NIL	5,009.74	5,009.74
(8,124.72)	Landlord	NIL	853.09	853.09
	Shortfall to Vehicle Finance Creditors	NIL	631.60	631.60
		NIL	(89,027.12)	(89,027.12)
	<b>DISTRIBUTIONS</b>			
(100.00)	Ordinary Shareholders	NIL	NIL	NIL
		NIL	NIL	NIL

(827,538.80)

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5,403.27

(5,403.27)

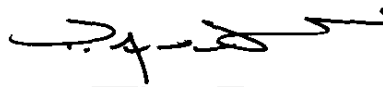
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13 August 2018 16:00

REPRESENTED BY

Vat Receivable  
Bank

3,201.40	NIL	3,201.40
2,201.87	11,281.84	13,483.71
5,403.27	11,281.84	16,685.11



Peter James Anderson  
Joint Administrator