

# AM10

## Notice of administrator's progress report



Companies House

FRIDAY



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29/01/2021

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COMPANIES HOUSE

<b>1</b>	<b>Company details</b>	
Company number	0 6 9 0 6 7 9 9	<b>→ Filling in this form</b> Please complete in typescript or in bold black capitals.
Company name in full	Romsey World Of Water Limited	
<b>2</b>	<b>Administrator's name</b>	
Full forename(s)	Andrew	
Surname	Watling	
<b>3</b>	<b>Administrator's address</b>	
Building name/number	Office D	
Street	Beresford House	
Post town	Town Quay	
County/Region	Southampton	
Postcode	S O 1 4 2 A Q	
Country		
<b>4</b>	<b>Administrator's name ①</b>	
Full forename(s)	Carl	<b>① Other administrator</b> Use this section to tell us about another administrator.
Surname	Jackson	
<b>5</b>	<b>Administrator's address ②</b>	
Building name/number	Office D	<b>② Other administrator</b> Use this section to tell us about another administrator.
Street	Beresford House	
Post town	Town Quay	
County/Region	Southampton	
Postcode	S O 1 4 2 A Q	
Country		

# AM10

## Notice of administrator's progress report

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### Period of progress report

From date	d	2	d	4	m	0	m	7	y	2	y	0	y	2	y	0
To date	d	2	d	3	m	0	m	1	y	2	y	0	y	2	y	1

7

### Progress report

☐ I attach a copy of the progress report

8

### Sign and date

Administrator's  
signature

Signature

X

*[Handwritten Signature]*

X

Signature date

d	2	d	8	m	0	m	1	y	2	y	0	y	2	y	1
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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 Paracchini**

Company name **Quantuma Advisory Limited**

Address **Office D**

**Beresford House**

Post town **Town Quay**

County/Region **Southampton**

Postcode **S O 1 4 2 A Q**

Country

DX **info@quantuma.com**

Telephone **02380336464**



### 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)**

**Romsey World Of Water Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 24/07/2020 To 23/01/2021 £	From 24/01/2020 To 23/01/2021 £
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	0.29	3.19
6,000.00	Cash in hand	NIL	6,000.30
Uncertain	Env Agency claim	7,750.00	7,750.00
NIL	Furniture & Equipment - Cafe	NIL	NIL
Uncertain	Motor Vehicles	NIL	600.00
750.00	Plant & Equipment	NIL	750.00
	Post admin credits received by HSBC	1,023.67	1,049.81
13,750.00	Stock	NIL	13,750.00
		<u>8,773.96</u>	<u>29,903.30</u>
	<b>COST OF REALISATIONS</b>		
	Accountants fees	NIL	523.04
	Agents/Valuers Fees (1)	3,000.00	3,000.00
	AML Search Fee	NIL	3.00
	Collection of records	110.00	110.00
	Insurance of Assets	NIL	241.36
	Legal Fees (Post)	NIL	2,385.61
	Legal Fees (Pre)	NIL	1,654.39
	Office Holders Fees	6,800.00	9,300.00
	Photocopying	NIL	188.10
	Postage	NIL	100.04
	Pre - Appointment fees	NIL	5,645.00
	Reclaim assistance - Env. Agency	3,030.00	3,030.00
	Specific Bond	NIL	135.00
	SSE	334.69	334.69
	Stationery	NIL	82.00
	Statutory Advertising	NIL	91.00
	Storage Costs	51.55	51.55
		<u>(13,326.24)</u>	<u>(26,874.78)</u>
	<b>PREFERENTIAL CREDITORS</b>		
(7,111.04)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(35,000.00)	Banks/Institutions	NIL	NIL
(50.00)	Consumer Creditor	NIL	NIL
(985,349.00)	Directors	NIL	NIL
(17,868.38)	Employees	NIL	NIL
(3,000.00)	HM Revenue and Customs - VAT	NIL	NIL
(174,637.27)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(160,000.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<b>(1,362,515.69)</b>		<b><u>(4,552.28)</u></b>	<b><u>3,028.52</u></b>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		389.64
	Vat Control Account		913.80
	Vat Payable		(2,900.00)
	Vat Receivable		4,625.08
			<u><b>3,028.52</b></u>

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# **Romsey World Of Water Limited**

**(In Administration)**

**("the Company")**

**In the High Court of Justice 000552**

**THE JOINT ADMINISTRATORS' PROGRESS REPORT FOR THE PERIOD 24 JULY 2020 TO 23 JANUARY 2021**

**25 January 2021**

**This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.**

**Andrew Watling and Carl Jackson of Quantuma Advisory Limited, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ, were appointed Joint Administrators of Romsey World Of Water Limited on 24 January 2020.**

**The affairs, business and property of the Company are managed by the Joint Administrators. The Joint Administrators act as agents of the Company and contract without personal liability.**

**Andrew Watling and Carl Jackson are licensed to act as insolvency practitioners' by the Institute of Chartered Accountants in England and Wales**

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## **ABBREVIATIONS**

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Administrators"	Andrew Watling and Carl Jackson of Quantuma Advisory Limited
"the Company"	Romsey World Of Water Limited (in Administration)
"the Court"	High Court of Justice 000552
"EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 24 July 2020 to 23 January 2021

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## **INTRODUCTION**

This report has been prepared to provide creditors with an update on the progress of the Administration of the Company since our last report to creditors dated 4 August 2020.

Please be aware that on 1 August 2020, Quantuma LLP transferred its business to Quantuma Advisory Limited.

Given the information previously provided to creditors in our earlier report to creditors, we have not included detailed background information in respect of the Company and have focussed on progress of the Administration subsequent to that report.

The Joint Administrators' proposals were deemed approved. A formal notice confirming this was sent to all creditors on 3 March 2020.

An extension to the period of Administration of 12 months was granted by the relevant creditors on 2 December 2020 and thus the Administration is now scheduled to end on 23 January 2022.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

### **Details of the appointment of the Joint Administrators**

Andrew Watling and Carl Jackson of Quantuma Advisory Limited were appointed Joint Administrators of the Company on 24 January 2020.

The Joint Administrators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

## **PROGRESS OF THE ADMINISTRATION**

### **The Joint Administrators' receipts and payments account**

Attached at Appendix 2 is a receipts and payments account for the Review Period together with a summary of the transactions in the previous review period.

The rest of this report describes the key developments in the Administration over the Review Period.

For a detailed list of work undertaken by the Joint Administrators during the Review Period, see Appendix 4.

We have also summarised the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### **VAT Basis**

Receipts and payments are shown net of VAT, with any amount due to or from HM Revenue and Customs shown separately.

### **Administrative, Statutory & Regulatory Tasks**

The Joint Administrators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the administration, which has ensured that the Joint Administrators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Considering whether an extension to the Administration is necessary and, if so, seeking approval for this via creditors and issuing notice of the outcome;

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- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
  - Maintaining case files, which must include records to show and explain the administration and any decisions made by the Joint Administrators that materially affect the administration;
  - Monitoring and maintaining an adequate statutory bond;
  - Conducting periodic case reviews to ensure that the administration is progressing efficiently, effectively and in line with the statutory requirements;
  - Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
  - Completing periodic tax returns.

### **Realisation of assets**

#### **Environment Agency claim**

This asset was shown to have an uncertain value in the Statement of Affairs. An amount of £7,750 was ultimately realised in the review period.

#### **Post Administration credits received by bank**

An amount of £1,023.67 was received in the review period.

#### **Bank Interest**

An amount of £0.29 bank interest was applied during the review period.

#### **Estimated future realisations**

None.

#### **Payments**

Agents fees - £3,000

Collection of records - £110.00

Reclaim assistance - £3,030.00

SSE - £334.69

Storage - £51.55

#### **Costs incurred but remaining unpaid**

During the Review Period, the Joint Administrators have incurred time costs and direct expenses, not all of which have yet been discharged. Further details of these costs are set out below.

### **CREDITORS: CLAIMS AND DISTRIBUTIONS**

#### **Secured creditors**

There are no secured creditors.

#### **Preferential creditors**

The Joint Administrators and their staff have incurred time costs in assisting employees to obtain payment from the Redundancy Payments Office.

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Preferential claims relating to unpaid holiday pay, wage arrears and pension contributions were estimated at £7,000 in the Director's Estimated Statement of Affairs. To date, 17 claims have been received totalling £9,032.10.

There will be insufficient realisations to pay a dividend to preferential creditors.

#### **Prescribed Part**

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this administration.

#### **Unsecured creditors**

Unsecured claims were estimated at £1,215,904 in the Director's Estimated Statement of Affairs and to date 36 claims have been received from unsecured creditors totalling £308,363.

It is not anticipated that a dividend will be paid to unsecured creditors.

### **OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS**

#### **Investigations**

As part of the Joint Administrators' statutory duties, an investigation into the conduct of the Company Director was completed.

In this regard, a confidential report was submitted to The Insolvency Service on 20 April 2020.

#### **EC Regulations**

The Company's centre of main interest was in **Suite 5, Brightwater House, Market Place, Ringwood, BH24 1AP and 93 Greatbridge Road, Romsey, SO51 0HB** and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

#### **General Data Protection Regulation**

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notices>.

#### **Further Information**

Creditors should note that the Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Additionally the Joint Administrators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about **Quantuma Advisory Limited**, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information>.

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Information about this insolvency process may be found on the R3 website at [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk).

## **ETHICS**

Please also be advised that Joint Administrator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

### **General ethical considerations**

During the Review Period, no new threats to compliance with the Code of Ethics have been identified [and the safeguards put in place to mitigate threats previously identified have been reviewed and they are effectively managing those threats].

### **Specialist Advice and Services**

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Administrator is obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

## **THE JOINT ADMINISTRATORS' FEES AND EXPENSES**

A copy of 'A Creditors Guide to Administrators' Fees' effective from 6 April 2017, together with the firm's current schedule of charge-out rates and chargeable disbursements, may be found at <http://www.quantuma.com/guide/creditors-guide-fees>. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

### **The Joint Administrators' Fees**

The basis of the Joint Administrators' fees was fixed on 19 March 2020 by a resolution of creditors as follows:

1. The time properly given by the Joint Administrators and their staff in attending to matters arising in the Administration, as set out in the fees estimate, such time to be charged at the prevailing standard hourly charge out rates used by Quantuma Advisory Limited at the time the work is performed (plus VAT).

In accordance with this resolution, fees totalling £6,800 plus VAT have been drawn in the review period.

We believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon us as Joint Administrators.

### **Comparison of estimates**

The Joint Administrators' time costs incurred to date (whether or not they have been charged to the Administration estate) are compared with the original fees estimate as follows. The fee estimate covered the entire period.

For a detailed schedule of work undertaken by the Joint Administrators during the Review Period and for the period of the Administration as a whole, see Appendix 3. A detailed narrative list of the work undertaken during the Review Period is provided at Appendix 4.

	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred to date		
Work category	No. of hours	Blended hourly rate £ per hour	Total fees £	No. of hours	Average hourly rate £ per hour	Total time costs £	No. of hours	Average hourly rate £ per hour	Total time costs £
Administration and Planning	80.3	210.57	16,908	14	289.57	4,054	72.5	224.39	16,268
Creditors	50.5	214.31	10,822	21.8	274.82	5,991	82.7	233.00	19,269
Investigations	9.00	207.22	1,865	0	0	0	2.2	234.77	516
Realisation of Assets	9.00	211.67	1,905	10	328.35	3,283	30.1	305.30	9,189
Cashiering	9.00	177.22	1,595	3.5	172.92	830	14	151.93	2,127
Trading	0.00	0.00	0	2.6	275.00	715	18.1	236.05	4,272
Closing Procedures	7.00	187.86	1,315	0	0	0	0	0	0
<b>TOTAL</b>	<b>164.8</b>	<b>208.80</b>	<b>34,411</b>	<b>53.2</b>	<b>279.58</b>	<b>14,873</b>	<b>219.6</b>	<b>235.17</b>	<b>51,643</b>

The expenses incurred to date are compared with the original expenses estimate as follows:

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Legal costs	5,000	0	2,385.61	
Agents' and valuers' costs	4,800	0	3,000.00	
Accounting fees	300	0	523.04	Bookkeepers assistance with employees.
Advertising	200	0	91.00	
Storage/ Collection	150	161.55	161.55	
Bonding	135	0	135.00	
Postage	100	0	100.04	
Insurance	0	0	241.36	Omitted in error on original estimate
SSE	0	334.69	334.69	Electricity charge for premises prior to Southern Aquatics moving in
Reclaim assistance	0	3,030.00	3,030.00	Assistance to claim from the Environment Agency
Category 2 expenses				
AML search	3	0	3.00	
Photocopying	230	0	188.10	
Stationery	80	0	82.00	
<b>TOTAL</b>	<b>10,998</b>	<b>3,526.24</b>	<b>10,275.39</b>	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in **Quantuma Advisory Limited's** current schedule of charge-out rates and

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chargeable disbursements referred to above. Creditors approved the payment of Category 2 disbursements on these bases on 19 March 2020.

Having regard for the costs that are likely to be incurred in bringing this Administration to a close, the Joint Administrators consider that:

- the original fees estimate has been exceeded; and
- the original expenses estimate is unlikely to be exceeded.

The main reason why the fees estimate has been exceeded is that considerable time has been given to liaising between the purchaser of the assets and the landlord, and dealing with license to occupy issues and utilities. However, given the limited realisations anticipated in this case, the Joint Administrators do not propose to draw fees in excess of the fees estimate.

### **Other professional costs**

#### **Solicitors**

Moore Blatch LLP have been paid £2,385.61 in full and final settlement of their costs.

#### **Agents & Valuers**

SIA Group have been paid £3,000 in full and final settlement of their costs.

All professional costs are reviewed and analysed before payment is approved.

### **Creditors' rights to request information**

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Administrators to provide additional information regarding fees or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

### **Creditors' rights to challenge fees and/or expenses**

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of fees which the Joint Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the fees and/or expenses being complained of.

Please note that such challenges may not disturb fees or expenses (whether or not discharged from the estate) disclosed in prior progress reports.

## **CONCLUSION**

The Administration will continue in order to finalise the following outstanding matters:

- finalise the pension scheme
- pay outstanding expenses
- exit through dissolution once all matters are finalised.

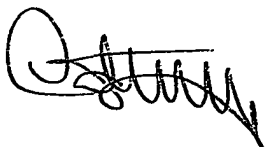
### **General Data Protection Regulation**

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of

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Insolvency Appointments, which can be found at this link [http://www.quantuma.com/legal-  
notices](http://www.quantuma.com/legal-<br/>notices).

Should you have any queries in regard to any of the above please do not hesitate to contact Karen Paracchini on 023 8033 6464 or by e-mail at Karen.Paracchini@Quantuma.com

A handwritten signature in black ink, appearing to read 'Andrew Watling', with a large circular flourish at the start.

**Andrew Watling**  
**Joint Administrator**

The affairs, business and property of Romsey World Of Water Limited (in Administration) are managed by the Joint Administrators, who act as agents of the Company and without personal liability.

**Romsey World Of Water Limited  
(IN ADMINISTRATION)**

**STATUTORY INFORMATION**

Company Name	Romsey World Of Water Limited
Previous Names	n/a
Proceedings	In Administration
Court	High Court of Justice
Court Reference	CR – 2020-000552
Date of Appointment	24 January 2020
Joint Administrators	Andrew Watling Carl Jackson Quantuma Advisory Limited Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Joint Administrators' functions	All functions, duties and powers may be exercised by either one or both of the Joint Administrators
Registered office address	c/o Quantuma Advisory Limited Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Company Number	06906799
Incorporation Date	15/05/2009
Company Secretary	n/a
Appointment by	Mrs Susan Mercer, 93 Greatbridge Road, Romsey, SO51 0HB
Directors at date of Appointment	Mrs Susan Mercer
Directors' Shareholdings	100%

**THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT  
AS AT 23 JANUARY 2021**

Statement of Affairs £	From 24/07/2020 To 23/01/2021 £	From 24/01/2020 To 23/01/2021 £
	<b>ASSET REALISATIONS</b>	
	Bank Interest Gross	0.29
6,000.00	Cash in hand	NIL
Uncertain	Env Agency claim	7,750.00
NIL	Furniture & Equipment - Cafe	NIL
Uncertain	Motor Vehicles	NIL
750.00	Plant & Equipment	NIL
	Post admin credits received by HSBC	1,023.67
13,750.00	Stock	NIL
		<u>8,773.96</u>
	<b>COST OF REALISATIONS</b>	
	Accountants fees	NIL
	Agents/Valuers Fees (1)	3,000.00
	AML Search Fee	NIL
	Collection of records	110.00
	Insurance of Assets	NIL
	Legal Fees (Post)	NIL
	Legal Fees (Pre)	NIL
	Office Holders Fees	6,800.00
	Photocopying	NIL
	Postage	NIL
	Pre - Appointment fees	NIL
	Reclaim assistance - Env. Agency	3,030.00
	Specific Bond	NIL
	SSE	334.69
	Stationery	NIL
	Statutory Advertising	NIL
	Storage Costs	51.55
		<u>(13,326.24)</u>
	<b>PREFERENTIAL CREDITORS</b>	
(7,111.04)	Employee Arrears/Hol Pay	NIL
		<u>NIL</u>
	<b>UNSECURED CREDITORS</b>	
(35,000.00)	Banks/Institutions	NIL
(50.00)	Consumer Creditor	NIL
(985,349.00)	Directors	NIL
(17,868.38)	Employees	NIL
(3,000.00)	HM Revenue and Customs - VAT	NIL
(174,637.27)	Trade & Expense Creditors	NIL
		<u>NIL</u>
	<b>DISTRIBUTIONS</b>	
(160,000.00)	Ordinary Shareholders	NIL
		<u>NIL</u>
<u>(1,362,515.69)</u>		<u>(4,552.28)</u>
	<b>REPRESENTED BY</b>	
	Bank 1 Current	389.64
	Vat Control Account	913.80
	Vat Payable	(2,900.00)
	Vat Receivable	4,625.08
		<u>3,028.52</u>

# Appendix 3

## Romsey World Of Water Limited (IN ADMINISTRATION)

### SCHEDULE OF THE JOINT ADMINISTRATORS' TIMECOSTS DURING THE REVIEW PERIOD AND THE WHOLE PERIOD OF THE ADMINISTRATION

6005800 - Romsey World Of Water Limited  
From: 24/01/2020 To: 23/01/2021  
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
101 : Administration & Planning	0.42	2.25	0.00	0.00	2.67	943.00	351.54
102A : Recovering & Scheduling books and records	0.00	0.00	1.00	0.00	1.00	375.00	375.00
104 : General Administration	0.25	2.00	3.50	1.67	7.42	1,618.50	218.00
105 : Case strategy / Review	0.60	6.00	1.50	0.00	8.10	720.00	87.78
106 : VAT & CT matters and returns	0.00	0.00	0.70	0.00	0.70	122.50	175.00
<b>Admin &amp; Planning</b>	<b>1.27</b>	<b>10.25</b>	<b>5.20</b>	<b>1.67</b>	<b>18.39</b>	<b>4,864.00</b>	<b>264.57</b>
600 : Cashiering	0.00	0.00	1.30	3.50	4.80	833.00	173.54
<b>Cashiering</b>	<b>0.00</b>	<b>0.00</b>	<b>1.30</b>	<b>3.50</b>	<b>4.80</b>	<b>833.00</b>	<b>173.54</b>
201 : Creditors	0.00	0.00	3.10	0.00	3.10	837.50	270.16
202 : EFA	0.00	0.00	1.50	0.00	1.50	441.00	294.00
203A : Employees	0.00	0.00	1.50	0.00	1.50	410.00	273.33
203 : Creditor correspondence / Call	0.00	0.00	4.30	0.00	4.30	1,122.50	261.05
204A : Creditor with Pension Schemes	0.00	0.00	4.30	0.00	4.30	1,122.50	261.05
209 : Creditors meetings	0.00	0.00	1.70	0.00	1.70	437.50	257.35
211 : Annual / Progress report	0.25	0.00	5.00	0.00	5.25	1,471.00	280.19
<b>Creditors</b>	<b>0.25</b>	<b>0.00</b>	<b>21.60</b>	<b>0.00</b>	<b>21.85</b>	<b>5,991.00</b>	<b>274.62</b>
400 : Realisation of Assets	0.20	4.00	3.30	0.00	7.50	2,387.50	318.33
401 : Freehold / Leasehold Property	0.00	2.00	0.00	0.00	2.00	893.00	446.50
402 : Plant and Machinery	0.20	0.00	0.00	0.00	0.20	50.00	250.00
405 : Directors	0.20	0.00	0.00	0.00	0.20	50.00	250.00
406 : Sale of Business	0.10	0.00	0.00	0.00	0.10	41.00	410.00
<b>Realisation of Assets</b>	<b>0.70</b>	<b>6.00</b>	<b>3.30</b>	<b>0.00</b>	<b>10.00</b>	<b>3,281.50</b>	<b>328.15</b>
500 : Negotiating with suppliers	0.00	0.00	2.60	0.00	2.60	715.00	275.00
<b>Trading</b>	<b>0.00</b>	<b>0.00</b>	<b>2.60</b>	<b>0.00</b>	<b>2.60</b>	<b>715.00</b>	<b>275.00</b>
<b>Total Hours</b>	<b>2.19</b>	<b>16.25</b>	<b>35.60</b>	<b>5.30</b>	<b>59.34</b>	<b>14,873.50</b>	<b>250.58</b>
<b>Total Fees Claimed</b>						<b>9,308.00</b>	

6005800 - Romsey World Of Water Limited  
All Post Appointment Project Codes  
From: 24/01/2020 To: 23/01/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	4.20	6.60	55.70	5.60	72.10	16,293.50	226.12
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.20	0.00	1.60	12.20	14.00	2,127.00	151.93
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.00	14.50	65.50	1.30	82.30	19,263.50	234.06
Investigations	0.50	0.00	1.70	0.00	2.20	516.50	234.77
Pre Appointments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	6.60	18.50	5.00	0.00	30.10	9,123.50	303.11
Trading	0.00	1.00	16.50	0.00	18.10	4,272.50	236.05
<b>Total Hours</b>	<b>12.10</b>	<b>41.20</b>	<b>145.00</b>	<b>19.30</b>	<b>219.60</b>	<b>51,643.50</b>	<b>235.17</b>
<b>Total Fees Claimed</b>						<b>9,308.00</b>	
<b>Total Disbursements Claimed</b>						<b>559.63</b>	

**Romsey World Of Water Limited  
(IN ADMINISTRATION)**

**DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS  
DURING THE REVIEW PERIOD**

Description of work undertaken	Includes
<b><u>ADMINISTRATION &amp; PLANNING</u></b>	
Recovering & Scheduling the company's books and records.	Collection and making an inventory of company books and records
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<b><u>CREDITORS</u></b>	
Creditors	
ERA - completing documentation for submission to the Redundancy Payments Office ("RPO") and liaising with the RPO regarding employee claims	
Employees - obtaining information from records about employee claims and dealing with employee correspondence/calls regarding their claims	Assisting employees to pursue claims via the RPO
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Annual/Progress Reports	Preparing, circulating and filing progress reports.
<b><u>REALISATION OF ASSETS</u></b>	
Realisation of Assets	
Freehold/Leasehold Property	Dealing with tenant issues (if any) Agreeing assignment, surrender or disclaiming property
Plant & Machinery	Liaising with valuers, auctioneers and interested parties
Debtors	Collecting supporting documentation Correspondence with debtors Pursuing credit insurance claims

Description of work undertaken	Includes
Sale of Business	Agreeing licences to trade/occupy
<b>TRADING</b>	
Trading	Dealing with utility companies and landlord
<b>CASHIERING</b>	
Maintaining and managing the Office Holders' cashbook and bank account.	Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	

#### Current Charge-out Rates of the staff working on the case

##### Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates £
Partners	480
Directors	400
Senior Manager	340
Manager	310
Assistant Manager	275
Administrator	200
Case Accountant	135
Support Staff/Executive Assistant	100