

# AM10

## Notice of administrator's progress report



Companies House

SATURDAY



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A10

18/04/2020

#40

COMPANIES HOUSE

### 1 Company details

Company number 0 7 3 3 5 9 4 2

Company name in full G Tomrock Ltd

→ Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Administrator's name

Full forename(s) Charles Howard

Surname Ranby-Gorwood

### 3 Administrator's address

Building name/number Alexandra Dock Business Centre

Street Fisherman's Wharf

Post town Grimsby

County/Region

Postcode D N 3 1 1 U L

Country

### 4 Administrator's name ①

Full forename(s)

Surname

① Other administrator

Use this section to tell us about  
another administrator.

### 5 Administrator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other administrator

Use this section to tell us about  
another administrator.

# AM10

## Notice of administrator's progress report

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### Period of progress report

From date	d	2	d	2	m	0	m	9	y	2	y	0	y	1	y	9
To date	d	2	d	1	m	0	m	3	y	2	y	0	y	2	y	0

7

### Progress report

☒ I attach a copy of the progress report

8

### Sign and date

Administrator's  
signature

Signature

X 

X

Signature date

d	1	d	6	m	0	m	4	y	2	y	0	y	2	y	0
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**G Tomrock Ltd**  
**(In Administration)**  
**Administrator's Summary of Receipts & Payments**

Statement of Affairs £		From 22/09/2019 To 21/03/2020 £	From 22/03/2019 To 21/03/2020 £
	<b>ASSET REALISATIONS</b>		
Uncertain	Book Debts	18,000.00	18,000.00
	Car Tax Refund	NIL	125.00
26,746.00	Cash at Bank	NIL	26,751.04
1,000.00	Furniture & Equipment	NIL	1,102.00
7,500.00	Motor Vehicles	NIL	14,160.00
	Tax Refund	NIL	32.50
		<u>18,000.00</u>	<u>60,170.54</u>
	<b>COST OF REALISATIONS</b>		
	Accountants Fees	NIL	350.00
	Agents Fees	4,170.00	6,700.00
	Auctioneer's Fees and Disbursements	NIL	3,721.18
	Computer Techniques	NIL	5,973.00
	Enquiry Fee	NIL	125.00
	Postage	NIL	40.68
	Re-Direction of Mail	NIL	211.00
		<u>(4,170.00)</u>	<u>(17,120.86)</u>
	<b>UNSECURED CREDITORS</b>		
(512,824.06)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(1.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<b>(477,579.06)</b>		<b>13,830.00</b>	<b>43,049.68</b>
	<b>REPRESENTED BY</b>		
	Estate Account - Interest Bearing		42,935.68
	Vat Receivable		114.00
			<u><b>43,049.68</b></u>

**Note:**

Receipts and Payments are shown net of VAT with any amounts due to or from H M Revenue & Customs shown separately.

Although the Estate account is interest bearing due to the Bank of England base rate no interest is likely to accrue on the Estate account



Charles Howard Ranby-Gorwood  
Administrator

**G Tomrock Ltd**

**In  
Administration**

**Administrator's Progress Report  
for the period 22 September 2019 to 21 March 2020**

**CRG Insolvency and Financial Recovery  
Alexandra Dock Business Centre  
Fisherman's Wharf  
Grimsby  
North East Lincolnshire  
DN31 1UL**

**Tel No: 01472 250001  
Fax No: 01472 250077**

**Email: [mark.fletcher@crginsolvency.co.uk](mailto:mark.fletcher@crginsolvency.co.uk)**

**Dated 16 April 2020**

## **G Tomrock Ltd ("the Company") – In Administration**

### **ADMINISTRATOR'S PROGRESS REPORT TO CREDITORS**

**For the six months ending 21 February 2020**

#### **EXECUTIVE SUMMARY**

On 22 March, 2019, I was appointed by the director of G Tomrock Ltd as Administrator of the Company. The Company received a further notice of a further claim on 25 March 2019, of some £794,000, for non-performance of contracts. This clearly shows the delicate state of the Company's finances and the need to take control of the situation as claims had been escalating.

Agents John Pye & Sons were instructed to assist with the realisation of the assets of the Company. Immediately it became apparent that prior to Administration a number of items of plant and equipment were unaccounted for. Subsequently I have been in contact with the finance company who owned the particular assets but unfortunately the location of these assets has yet to be discovered.

There are an amount of significant disputed debtors. It was considered appropriate to instruct a firm with experience in the field of Civil Engineering to assist with the book debt collection. Therefore Contract Recovery Solutions Limited were instructed with Mike Allen, a Quantity Surveyor to oversee the process. There is one main debt that agents have been pursuing and this is ongoing.

#### **STATUTORY INFORMATION**

Company name:	G Tomrock Ltd
Formerly known as:	
Court name and reference:	High Court of Justice 2059 of 2019
Registered office:	Alexandra Dock Business Centre, Fisherman's Wharf, Grimsby, DN31 1UL
Former registered office:	Suite C5 Basepoint Business Park Butterfield Green Great Marlins Luton Bedfordshire LU2 8DL
Registered number:	07335942
Administrator's name:	Charles Howard Ranby-Gorwood
Administrator's address:	Alexandra Dock Business Centre, Fisherman's Wharf, Grimsby, DN31 1UL

Administrator's date of  
appointment:

22 March, 2019

On 6 March 2020, the creditors agreed to extend the Administration of the Company for a period of 12 months, such that the Administration will now automatically end on 21 March 2021.

## **ADMINISTRATOR'S ACTIONS SINCE LAST PROGRESS REPORT**

Book debt information was extracted from the books and records. The information was initially provided to Mike Allen a QS to provide his initial thoughts on the potential for recovery. Due to a significant amount of claims received by the Company against contracts it was decided necessary to instruct a recovery firm to assist in book debt recovery. As the debts related to disputed contracts and work it was deemed appropriate to instruct a firm with knowledge and experience in the sector. Therefore Contract Recovery Solutions were instructed.

Contract Recovery Solutions have been in contact with the main debtor. I also understand that they have been in contact with the former director. The matter has yet to be resolved and is ongoing.

There were some assets that were not accounted for that belonged to a finance company. I understand these have not been located. If creditors have any information please do not hesitate to contact the Administrator.

There is certain work that I am required by the insolvency legislation to undertake in connection with the Administration that provides no financial benefit for the creditors. A description of the routine work undertaken since my appointment as Administrator is as follows:-

### Administration

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Dealing with all routine correspondence and emails relating to the case.
- Managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing 6 monthly progress reports to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

### Creditors

Employees - The office holder needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the Redundancy Payments Office (RPO). The office holder is required to undertake this work as part of their statutory functions.

Claims of creditors - the office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder also needs to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

- Obtaining information from the case records about employee claims.
- Completing documentation for submission to the Redundancy Payments Office.
- Corresponding with employees regarding their claims.
- Liaising with the Redundancy Payments Office regarding employee claims.
- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.

## **RECEIPTS AND PAYMENTS ACCOUNT**

My Receipts & Payments Account for the period from 22 September 2019 to 21 March 2020.

The balance of funds are held in an interest bearing a non-interest bearing estate bank account.

## **ASSETS**

John Pye & Sons, Standbrooke House, 5 Old Bond Street, Mayfair, London W1S 4PD were appointed to value and assist with the sale of the assets. The valuers confirmed their independence and that they carry adequate PI as part of their accepting instruction.

In the absence of a Statement of Affairs I prepared an estimate of the financial position of the Company as at 22 March 2019 from the records of the Company.

### Book Debts

The estimated to realise figure for book debts was shown as uncertain. This is due to the fact that there were disputed book debts due to a significant amount of claims received by the Company against contracts and debts that the Company has been unable to recover prior to Administration. Contract Recovery Solutions were instructed with Mike Allen, a Quantity Surveyor to oversee the process of attempting to negotiate any repayment to the Company. There has been a book debt recovery of £18,000 received during the period 22 September 2019 to 21 March 2020. Contract Recovery Solutions continue to pursue a major book debt.

### Furniture & Equipment

The estimated to realise figure for furniture & Equipment was shown as £1,000 and realised

£1,102. No further realisations from furniture & equipment are expected.

#### Motor Vehicles

There were an amount of vehicles collected by John Pye & Sons and either collected by the finance companies or sold at auction. Vehicles were provided an estimate to realise figure of £7,500 but realised £14,160. No further realisations from motor vehicles are expected.

#### Tax Refund

A tax refund totalling £32.50 was received during the period prior to this report.

#### Cash at Bank

Cash at bank recoveries totalled £26,751.04 compared to the estimated realisation of £26,746 were received in a period prior to this report

#### Car Tax Refund

A car tax refund of £125 was received during the period prior to this report.

### **LIABILITIES**

#### Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

The legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. In this case there were no creditors secured by a floating charge such that the prescribed part provisions do not apply.

#### Preferential Creditors

The drafted statement prepared in the absence of the Director's Statement of Affairs did not provide a figure for preferential creditors. Claims totaling £3,890.11 have been claimed by employees against the Insolvency Service. I have yet to receive a claim from Insolvency Service.

#### Crown Creditors

HMRC's provisional claim of £167,049 has been received. As the director did not complete a statement of affairs or provide details of HMRC's potential claim we did not have an estimate of for HMRC's claim.

#### Non-preferential unsecured Creditors

The drafted statement prepared in the absence of the Director's Statement of Affairs included 61 non-preferential unsecured creditors with an estimated total liability of £512,824. I have received claims from 49 creditors at a total of £664,604. I have not received claims from 24 creditors with original estimated claims of £124,554.89. Claims are considerably higher due to HMRC claim being £167,049 and there being insufficient information provided by the Company.



## DIVIDEND PROSPECTS

Preferential creditors

Any payment to preferential creditors will be dependent on the book debt recovery process.

Non-preferential unsecured creditors

Any payment to preferential creditors will be dependent on the book debt recovery process.

## PRE-ADMINISTRATION COSTS

On 30 May 2019 the following pre-administration costs were approved by the creditors.

Pre-administration fees charged by CRG Insolvency & Financial Recovery: £5,000.

Pre-administration expenses incurred: £50.

Pre-appointment fees were agreed by the board and drawn prior to appointment.

## ADMINISTRATOR'S REMUNERATION

My remuneration was approved on a time cost basis based on a fees estimate of £36,742.50. The fees estimate acts as a cap and I cannot draw remuneration in excess of that estimate without first seeking approval from the creditors. My total time costs to 21 March 2020 amount to £27,480.56, representing 156.48 of hours work at a blended charge out rate of £175.61 per hour, of which £4,532.50 was charged in the period since 21 September 2019, at a blended charge out rate of £160.73 per hour. The actual blended charge out rate incurred compares with the estimated blended charge out rate of £201 in my fees estimate.

I have not drawn any remuneration in this matter although I expect to draw fees shortly.

Classification	Estimated No. of hours	Estimated Total Time Costs	Actual No. of hours incurred to 21.03.20	Actual Total Time Costs to 21.03.20	No. of hours incurred 22.09.19 to 21.03.20	Total Time Costs 22.09.19 to 21.03.20
Admin. & Planning	58.40	10,915	79.8	14,040.00	20.20	3,435.00
Investigations	37.50	7,425.00	30.67	5,290.08	.40	40.00
Realisation of Assets	67.90	14,952	23.20	4,322.50	3.00	352.50
Creditors	19	3,450	21.52	3,617.98	4.50	695.00
Case Specific Matters			1.30	190.00	.10	10.00
Total	182.80	36,742.50	156.48	27,480.56	28.20	4,532.50

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/creditor-guides/>. A copy of 'A Creditors Guide to Administrators' Fees' published by the R3, is available at <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/>. CRG Insolvency & Financial Recovery's fee policy is available at the link <http://www.crginsolvency.co.uk/practice-fee-recovery-policy>. Please note that there are different versions of the Guidance Notes, and in this case you should refer to the April 2017 version. A hard copy of both documents can be obtained on request from this office.

## ADMINISTRATOR'S EXPENSES

I have incurred total expenses of £18,505.43 since my appointment as Administrator of which £123.42 was incurred in the period since 21 September 2019.

I have drawn £17,120.86 to 21 March 2020, of which £4,170 was drawn in the period since 21 September 2019.

I have incurred the following expenses in the period since my last progress report:

Type of expense	Amount incurred/ accrued in the reporting period
Postage	£ 54.12

I have incurred the following category 2 disbursements in the period since my last progress report:

Type of category 2 disbursement	Amount incurred/ accrued in the reporting period
Photocopying	£ 69.30

I have used the following agents or professional advisors in the reporting period:

Professional Advisor	Nature of Work	Basis of Fees
Contract Recovery Solutions	Book debt collections	% basis

The choice of professionals used was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. I have reviewed the fees charged and am satisfied that they are reasonable in the circumstances of this case. Contract Recovery Solutions Limited are assisting with book debt collections.

<b>Nature of expense</b>	<b>Estimated expenses</b>	<b>Expenses incurred to date</b>
IT provider	£5,960.00	£5,973.00
Postage	£240.00	£254.79
Bond	£750.00	£750.00
Photocopying	£200.00	£232.30
Accountants Fee	£350.00	£350.00
Legal	£3,000.00	
Advertising	£160.00	£88.00
Enquiry Fee		£125.00
Agents Fees QS	£3,900	£4,770.00
Agents Fees	£3,000	£1,930.00
Auctioneer's Fees		£3,721.15
Land Reg		£3.00
Travel		£88.00
Scandisk		£9.16
Redirection of Post		£211.00
<b>Total</b>	<b>£17,560</b>	<b>£18,505.40</b>

As at 21 February 2020 I anticipate that the total expenses I will incur in this matter will exceed the total expenses I estimated I would incurred when my remuneration was authorised by the creditors. The reasons I anticipate exceeding the expenses estimate is that there are ongoing matters being conducted by contract recovery solutions Limited with regard contracts and potential recoveries. A successful recovery process will incur a recovery fee. This would benefit the Company in Administration by providing funds into the Administration.

## **FURTHER INFORMATION**

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Administrator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.


An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Administrator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

To comply with the Provision of Services Regulations, some general information about CRG Insolvency & Financial Recovery can be found at <http://www.crginsolvency.co.uk/provision-of-regulations-summary>.

## **SUMMARY**

The Administration will remain open until the process of book debt recovery has concluded. I estimate that this will take approximately 6 to 10 months, and once these matters have been finalised the Administration will either cease and my files will be closed or, if there are sufficient recoveries from the recovery process, the Administration will be converted to a Liquidation, as approved in the proposals.

If creditors have any queries regarding the conduct of the Administration, or if they want hard copies of any of the documents made available on-line, they should contact Mark Fletcher by email at [mark.fletcher@crginsolvency.co.uk](mailto:mark.fletcher@crginsolvency.co.uk), or by phone on 01472 250001.



**Charles Ranby-Gorwood**  
**Administrator of G Tomrock Ltd**

The affairs, business and property of the Company are being managed by the Administrator, Charles Howard Ranby-Gorwood. The Administrator acts as an agent of the Company and contract without personal liability.

**G Tomrock Ltd**  
**(In Administration)**  
**Administrator's Summary of Receipts and Payments**

RECEIPTS	Statement of Affairs (£)	From 22/03/2019 To 21/09/2019 (£)	From 22/09/2019 To 21/03/2020 (£)	Total (£)
Furniture & Equipment	1,000.00	1,102.00	0.00	1,102.00
Motor Vehicles	7,500.00	14,160.00	0.00	14,160.00
Book Debts	Uncertain	0.00	18,000.00	18,000.00
Tax Refund		32.50	0.00	32.50
Cash at Bank	26,746.00	26,751.04	0.00	26,751.04
Car Tax Refund		125.00	0.00	125.00
		<b>42,170.54</b>	<b>18,000.00</b>	<b>60,170.54</b>
<b>PAYMENTS</b>				
Computer Techniques		5,973.00	0.00	5,973.00
Agents Fees		2,530.00	4,170.00	6,700.00
Accountants Fees		350.00	0.00	350.00
Postage		40.68	0.00	40.68
Enquiry Fee		125.00	0.00	125.00
Re-Direction of Mail		211.00	0.00	211.00
Auctioneer's Fees and Disbursements		3,721.18	0.00	3,721.18
Trade & Expense Creditors	(512,824.06)	0.00	0.00	0.00
Ordinary Shareholders	(1.00)	0.00	0.00	0.00
		<b>12,950.86</b>	<b>4,170.00</b>	<b>17,120.86</b>
<b>Net Receipts/(Payments)</b>		<b>29,219.68</b>	<b>13,830.00</b>	<b>43,049.68</b>
<b>MADE UP AS FOLLOWS</b>				
Estate Account - Interest Bearing		29,043.68	13,892.00	42,935.68
VAT Receivable / (Payable)		176.00	(62.00)	114.00
		<b>29,219.68</b>	<b>13,830.00</b>	<b>43,049.68</b>

**Note:**

Receipts and Payments are shown net of VAT with any amounts due to or from H M Revenue & Customs shown separately.

Although the Estate account is interest bearing due to the Bank of England base rate no interest is likely to accrue on the Estate account

# Time Entry - Detailed SIP9 Time & Cost Summary

G TOMROCK - G Tomrock Ltd  
From: 22/09/2019 To: 21/03/2020  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
1003 : Issuing the statutory notifications to creditors a	0.00	0.60	0.00	0.00	0.60	105.00	175.00
1008 : Creating, maintaining and managing the office hold	0.00	0.00	0.00	0.60	0.60	60.00	100.00
1009 : Undertaking regular bank reconciliations of the ba	0.00	0.00	0.00	0.20	0.20	20.00	100.00
1011 : Undertaking periodic reviews of the progress of th	0.00	0.00	0.80	0.00	0.80	120.00	150.00
1021 : Seeking decisions from Creditors and Members	0.00	2.90	1.30	0.00	4.20	702.50	167.26
1022 : Post Appointment	0.00	1.30	0.00	0.00	1.30	227.50	175.00
1023 : Taxation	0.00	0.00	0.00	0.20	0.20	20.00	100.00
1024 : Reporting to Secured Creditors	0.00	0.70	0.00	0.00	0.70	122.50	175.00
1025 : Filing	0.00	0.20	0.00	0.30	0.50	65.00	130.00
1029 : Statutory Reporting to Creditors	1.00	9.50	0.00	0.00	10.50	1,887.50	179.76
1030 : Formalities	0.00	0.60	0.00	0.00	0.60	105.00	175.00
<b>Admin &amp; Planning</b>	<b>1.00</b>	<b>15.80</b>	<b>2.10</b>	<b>1.30</b>	<b>20.20</b>	<b>3,435.00</b>	<b>170.05</b>
1412 : Unsecured Creditors	0.00	0.00	0.00	0.20	0.20	20.00	100.00
1413 : Employee Matters	0.00	1.20	3.10	0.00	4.30	675.00	156.98
<b>Creditors</b>	<b>0.00</b>	<b>1.20</b>	<b>3.10</b>	<b>0.20</b>	<b>4.50</b>	<b>695.00</b>	<b>154.44</b>
1101 : Listing the books and records recovered.	0.00	0.00	0.00	0.40	0.40	40.00	100.00
<b>Investigations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.40</b>	<b>0.40</b>	<b>40.00</b>	<b>100.00</b>
1205 : Liaising with agents to realise known assets.	0.00	0.00	0.00	2.00	2.00	200.00	100.00
1220 : Other Assets	0.00	0.60	0.00	0.00	0.60	105.00	175.00
1221 : Corresponding with director regarding third party	0.00	0.10	0.00	0.00	0.10	17.50	175.00
303 : Book Debits	0.00	0.00	0.00	0.30	0.30	30.00	100.00
<b>Realisation of Assets</b>	<b>0.00</b>	<b>0.70</b>	<b>0.00</b>	<b>2.30</b>	<b>3.00</b>	<b>352.50</b>	<b>117.50</b>
1310 : Ongoing Employee Matters	0.00	0.00	0.00	0.10	0.10	10.00	100.00
<b>Trading</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.10</b>	<b>0.10</b>	<b>10.00</b>	<b>100.00</b>
<b>Total Hours</b>	<b>1.00</b>	<b>17.70</b>	<b>5.20</b>	<b>4.30</b>	<b>28.20</b>	<b>4,532.50</b>	<b>160.73</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

# Time Entry - Detailed SIP9 Time & Cost Summary

G TOMROCK - G Tomrock Ltd  
From: 22/03/2019 To: 21/03/2020  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
1001 : Setting up physical/electronic case files (as appl	0.00	0.10	0.00	0.00	0.10	17.50	175.00
1003 : Issuing the statutory notifications to creditors a	0.00	2.80	0.00	0.00	2.80	490.00	175.00
1004 : Obtaining a specific penalty bond.	0.00	0.00	0.00	0.20	0.20	20.00	100.00
1007 : Opening, maintaining and managing the office hold	0.00	0.00	0.00	0.50	0.50	50.00	100.00
1008 : Creating, maintaining and managing the office hold	0.00	0.00	0.00	3.70	3.70	370.00	100.00
1009 : Undertaking regular bank reconciliations of the ba	0.00	0.00	0.00	0.30	0.30	30.00	100.00
1010 : Undertaking regular bank reconciliations of the ba	0.00	0.00	0.00	0.30	0.30	30.00	100.00
1011 : Reviewing the adequacy of the specific penalty bon	0.00	0.00	4.50	0.00	4.50	675.00	150.00
1015 : Undertaking periodic reviews of the progress of th	0.00	0.00	0.00	0.20	0.20	20.00	100.00
1015 : Preparing and filing VAT returns (delete if not ap	0.00	11.50	1.30	0.00	12.80	2,207.50	172.46
1021 : Seeking decisions from Creditors and Members	0.00	10.40	2.00	1.40	13.80	2,260.00	163.77
1022 : Post Appointment	0.00	0.00	0.00	1.00	1.00	100.00	100.00
1023 : Taxation	0.00	0.70	0.00	0.00	0.70	122.50	175.00
1024 : Reporting to Secured Creditors	0.00	2.30	0.00	0.90	3.20	492.50	153.91
1025 : Filing	0.00	2.30	0.00	0.00	2.30	402.50	175.00
1026 : Fee Agreement Reports	0.40	0.00	0.00	0.00	0.40	90.00	225.00
1027 : General Correspondence	19.80	10.80	0.00	1.10	31.70	6,455.00	203.63
1029 : Statutory Reporting to Creditors	0.00	1.30	0.00	0.00	1.30	227.50	175.00
1030 : Formalities							
<b>Admin &amp; Planning</b>	<b>20.20</b>	<b>42.20</b>	<b>7.80</b>	<b>9.50</b>	<b>79.80</b>	<b>14,060.00</b>	<b>176.19</b>
1404 : Dealing with creditor correspondence, emails and t	0.00	0.00	0.00	0.10	0.10	10.00	100.00
1405 : Maintaining up to date creditor information on the	0.00	0.00	0.00	0.10	0.10	10.00	100.00
1412 : Unsecured Creditors	1.10	10.52	0.00	0.90	12.52	2,177.98	174.00
1413 : Employee Matters	0.00	4.00	4.80	0.00	8.80	1,420.00	161.36
<b>Creditors</b>	<b>1.10</b>	<b>14.52</b>	<b>4.80</b>	<b>1.10</b>	<b>21.52</b>	<b>3,617.98</b>	<b>168.15</b>
1100 : Recovering the books and records for the case.	9.77	0.00	5.60	3.40	18.77	3,377.58	179.97
1101 : Listing the books and records recovered.	0.00	0.00	0.00	0.40	0.40	40.00	100.00
1102 : Preparing a report or return on the conduct of the	0.00	0.00	2.00	0.00	2.00	300.00	150.00
1103 : Conducting an initial investigation with a view to	1.40	0.00	1.70	3.10	6.20	880.00	141.94
1104 : Reviewing books and records to identify any transa	0.90	0.00	0.00	0.00	0.90	202.50	225.00
1106 : CDDA Reports	0.00	0.60	0.00	0.00	0.60	105.00	175.00
1107 : Legal - Correspondence	0.10	0.00	0.00	0.00	0.10	22.50	225.00
1109 : Investigations	1.30	0.40	0.00	0.00	1.70	362.50	213.24
<b>Investigations</b>	<b>13.47</b>	<b>1.00</b>	<b>9.30</b>	<b>6.90</b>	<b>30.67</b>	<b>5,290.08</b>	<b>172.50</b>
1200 : Arranging suitable insurance over assets	0.00	0.00	0.00	0.20	0.20	20.00	100.00
1204 : Instructing agents to value known assets.	0.10	0.00	0.00	0.00	0.10	22.50	225.00
1205 : Laising with agents to realise known assets.	1.60	0.60	0.00	3.40	5.60	805.00	143.75
1212 : Property	0.00	0.30	0.00	0.00	0.30	52.50	175.00
1214 : Legal Realisation of Assets	8.70	0.00	0.00	0.00	8.70	1,957.50	225.00
1218 : Plant & Machinery/Motor Vehicles	0.00	1.50	1.00	0.00	2.50	412.50	165.00
1220 : Other Assets	1.20	3.60	0.00	0.00	4.80	900.00	187.50
1221 : Corresponding with director regarding third party	0.00	0.70	0.00	0.00	0.70	122.50	175.00
303 : Book Debits	0.00	0.00	0.00	0.30	0.30	30.00	100.00
<b>Realisation of Assets</b>	<b>11.60</b>	<b>6.70</b>	<b>1.00</b>	<b>3.90</b>	<b>23.20</b>	<b>4,322.50</b>	<b>186.31</b>

# Time Entry - Detailed SIP9 Time & Cost Summary

GTOmROCK - G Tomrock Ltd  
From: 22/03/2019 To: 21/03/2020  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Statement of Affairs	0.00	0.00	1.20	0.00	1.20	180.00	150.00
1310 - Ongoing Employee Matters	0.00	0.00	0.00	0.10	0.10	10.00	100.00
Trading	0.00	0.00	0.00	0.10	0.10	10.00	100.00
Total Hours	46.37	64.42	24.10	21.60	156.48	27,480.56	175.61
Total Fees Claimed						0.00	