

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

SATURDAY



A14      \*A74C1JGO\*      21/04/2018      #378  
COMPANIES HOUSE

se  
ie

### 1 Company details

Company number    0   7   6   5   7   2   0   1

Company name in full    Schemeglobal Properties (Chester) Limited

→ Filling in this form  
Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s)    Ian C

Surname    Brown

### 3 Liquidator's address

Building name/number    Yorkshire House

Street    18 Chapel Street

Post town    Liverpool

County/Region

Postcode    L   3   9   A   G

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

① Other liquidator  
Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other liquidator  
Use this section to tell us about  
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

**6 Period of progress report**

|           |                |                |                |                |                |                |                |                |
|-----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| From date | <sup>d</sup> 3 | <sup>d</sup> 1 | <sup>m</sup> 0 | <sup>m</sup> 3 | <sup>y</sup> 2 | <sup>y</sup> 0 | <sup>y</sup> 1 | <sup>y</sup> 7 |
| To date   | <sup>d</sup> 3 | <sup>d</sup> 0 | <sup>m</sup> 0 | <sup>m</sup> 3 | <sup>y</sup> 2 | <sup>y</sup> 0 | <sup>y</sup> 1 | <sup>y</sup> 8 |

**7 Progress report**

☒ The progress report is attached

**8 Sign and date**

Liquidator's signature

Signature

X 

X

Signature date

|                |                |                |                |                |                |                |                |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <sup>d</sup> 2 | <sup>d</sup> 0 | <sup>m</sup> 0 | <sup>m</sup> 4 | <sup>y</sup> 2 | <sup>y</sup> 0 | <sup>y</sup> 1 | <sup>y</sup> 8 |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|

LIQ03

## Notice of progress report in voluntary winding up

**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

Company name

Parkin S Booth &amp; Co

Address

Yorkshire House

18 Chapel Street

Post town

Liverpool

County/Region

Postcode

L 3 9 A G

Country

DX

Telephone

0151 236 4331

**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)

**Schemeglobal Properties (Chester) Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

| Declaration<br>of Solvency<br>£ |                                      | From 31/03/2017<br>To 30/03/2018<br>£ | From 31/03/2016<br>To 30/03/2018<br>£ |
|---------------------------------|--------------------------------------|---------------------------------------|---------------------------------------|
|                                 | <b>ASSET REALISATIONS</b>            |                                       |                                       |
| 298,050.00                      | Property (A3)                        | NIL                                   | 298,050.00                            |
| 238,050.00                      | Property (A4)                        | NIL                                   | 242,036.45                            |
| 400,000.00                      | Property: Apartment 5                | NIL                                   | 441,549.22                            |
| 330,000.00                      | Property: Apartment 6                | NIL                                   | 330,000.00                            |
| 600,000.00                      | Property: Penthouse - Plot 8         | NIL                                   | 600,000.00                            |
| 300,000.00                      | Property: Gatehouse - Plot 9         | NIL                                   | 300,000.00                            |
| 325,000.00                      | Property: Gatehouse - Plot 10        | NIL                                   | 325,000.00                            |
|                                 | Legal Disbursements                  | (45.40)                               | (45.40)                               |
| 9,359.00                        | Other Debtors                        | NIL                                   | 7,229.68                              |
|                                 | Insurance Refund                     | 895.00                                | 895.00                                |
| 47,058.00                       | VAT Refund                           | NIL                                   | 44,712.00                             |
|                                 | Pre-Liquidation Invoice Adjustments  | 9,573.91                              | 9,573.91                              |
| 2,952,816.94                    | Cash at Bank                         | 36,397.88                             | 2,881,759.20                          |
|                                 | Ground Rents & Management Fees       | 2,259.45                              | 2,259.45                              |
|                                 | Bank Interest Gross                  | 65.78                                 | 501.29                                |
|                                 |                                      | <u>49,146.62</u>                      | <u>5,483,520.80</u>                   |
|                                 | <b>COST OF REALISATIONS</b>          |                                       |                                       |
|                                 | Costs re sale of Property (A3)       | 675.00                                | 2,475.00                              |
|                                 | Costs re sale of Property (A4)       | NIL                                   | 2,694.00                              |
|                                 | Costs re sale of Apartment 5         | NIL                                   | 2,694.00                              |
|                                 | Costs re sale of Apartment 6         | 675.00                                | 675.00                                |
|                                 | Costs re sale of Penthouse - Plot 8  | 675.00                                | 675.00                                |
|                                 | Costs re sale of Penthouse - Plot 10 | 43.00                                 | 43.00                                 |
|                                 | Tenants storage costs due to delays  | 342.00                                | 342.00                                |
|                                 | Specific Bond                        | NIL                                   | 2,400.00                              |
|                                 | Occupational Utilities               | 731.47                                | 731.47                                |
|                                 | Occupational Costs                   | 39,162.85                             | 39,162.85                             |
|                                 | Liquidator's Remuneration            | 10,000.00                             | 10,000.00                             |
|                                 | Accountant's Costs                   | 4,013.00                              | 9,076.00                              |
|                                 | Legal Fees                           | NIL                                   | 750.00                                |
|                                 | Statutory Advertising                | NIL                                   | 392.10                                |
|                                 | Bank Charges                         | NIL                                   | 170.79                                |
|                                 |                                      | <u>(56,317.32)</u>                    | <u>(72,281.21)</u>                    |
|                                 | <b>UNSECURED CREDITORS</b>           |                                       |                                       |
| (164,669.00)                    | Trade & Expense & Accruals           | NIL                                   | 137,786.95                            |
|                                 | Trade & Expense Creds (Paid 1st year | 30,081.57                             | 30,081.57                             |
| (254,652.00)                    | H M Revenue & Customs - Corp Tax     | NIL                                   | 228,582.87                            |
| (2,002,063.00)                  | Director's Loan Account              | NIL                                   | 2,002,063.00                          |
| (1,604,952.00)                  | Inter-Company Bal: Schemeglobal Pro  | NIL                                   | 1,604,952.00                          |
| (3,787.00)                      | Inter-Company Balance: Southport     | NIL                                   | 187.00                                |
| (515,899.00)                    | Inter-Company Balance: Liverpool     | NIL                                   | 515,898.89                            |
| (13,542.00)                     | Inter-Company Bal: MPL Management    | NIL                                   | 27,083.00                             |
|                                 |                                      | <u>(30,081.57)</u>                    | <u>(4,546,635.28)</u>                 |
|                                 | <b>DISTRIBUTIONS</b>                 |                                       |                                       |
| (200.00)                        | Ordinary Shareholders                | NIL                                   | 745,000.00                            |
|                                 |                                      | NIL                                   | <u>(745,000.00)</u>                   |
| <b>940,569.94</b>               |                                      | <b><u>(37,252.27)</u></b>             | <b><u>119,604.31</u></b>              |
|                                 | <b>REPRESENTED BY</b>                |                                       |                                       |
|                                 | Vat Receivable                       |                                       | 1,237.03                              |
|                                 | Bank 1 Current                       |                                       | 116,627.23                            |

**Schemeglobal Properties (Chester) Limited  
(In Liquidation)  
Liquidator's Summary of Receipts & Payments**

| Declaration<br>of Solvency<br>£ | From 31/03/2017<br>To 30/03/2018<br>£ | From 31/03/2016<br>To 30/03/2018<br>£ |
|---------------------------------|---------------------------------------|---------------------------------------|
|---------------------------------|---------------------------------------|---------------------------------------|

REPRESENTED BY CONTINUED  
Vat Control Account

1,740.05

**119,604.31**



Ian C Brown  
Liquidator



Parkin S. Booth & Co.

Licensed Insolvency Practitioners

Ian C Brown

John P Fisher

**Private and Confidential  
To the Shareholders**

Our ref ICB/RE/KS/S187

Your ref

e-mail: [be@parkinsbooth.co.uk](mailto:be@parkinsbooth.co.uk)

Reply Liverpool Office

Date 20 April 2018

Dear Sirs

**Schemeglobal Properties (Chester) Limited ("the Company") – In Members' Voluntary Liquidation**

This is my report to Members following the 2nd anniversary of my appointment as Liquidator on 31 March 2018. This report should be read in conjunction with my previous progress report dated 22 May 2017.

If you have any queries regarding this report or the conduct of the liquidation in general, you should contact Bob Evans by email at [be@parkinsbooth.co.uk](mailto:be@parkinsbooth.co.uk) or by phone on 0151 236 4331.

Yours sincerely

**Ian C Brown**  
**LIQUIDATOR**  
Encs.

**LIVERPOOL • CHESTER • WARRINGTON**

web: [www.parkinsbooth.co.uk](http://www.parkinsbooth.co.uk) e-mail: [psb@parkinsbooth.co.uk](mailto:psb@parkinsbooth.co.uk)

|             |   |                    |                    |
|-------------|---|--------------------|--------------------|
| Offices at: | Yorkshire House, 18 Chapel Street, Liverpool L3 9AG           | Tel: 0151 236 4331 | Fax: 0151 255 0108 |
|             | 2 City Road, Chester CH1 3AE                                  | Tel: 01244 340 129 | Fax: 01244 311 365 |
|             | 1st Floor, Bank Quay House, Sankey Street, Warrington WA1 1NN | Tel: 01925 245 004 | Fax: 01925 245 357 |

**SCHEMEGLOBAL PROPERTIES (CHESTER) LIMITED**

**IN MEMBERS' VOLUNTARY LIQUIDATION**

**LIQUIDATOR'S PROGRESS REPORT TO MEMBERS**

**FOR THE YEAR ENDING 30 MARCH 2018**

**STATUTORY INFORMATION**

|                                   |  |
|-----------------------------------|--|
| Company name:                     | Schemeglobal Properties (Chester) Limited                              |
| Registered office:                | Yorkshire House, 18 Chapel Street, Liverpool, L3 9AG                   |
| Former registered office:         | Glenbourne House, 59 Burscough Street, Ormskirk<br>Lancashire, L39 2EL |
| Registered number:                | 07657201   |
| Liquidator's names:               | Ian C Brown  |
| Liquidator's address:             | Yorkshire House, 18 Chapel Street, Liverpool, L3 9AG                   |
| Liquidator's date of appointment: | 31 March 2016  |

**LIQUIDATOR'S ACTIONS SINCE LAST REPORT**

In the year, I have collected ongoing ground rents for the leasehold apartments, obtained various sundry refunds and dealt with the reconciliation of the VAT, in respect of unposted claims for the pre-Liquidation period.

I have continued to pay the occupational utilities and outstanding costs for the development in Greenbank, Chester, which relate to the post-Liquidation period

I have recently been instructed by the Directors and Shareholders to deal with sale of the Freehold interest in the "the Greenbank Development", which is still retained by the Company. It is anticipated that Brabners solicitors in Liverpool will deal with the sale, in due course.

All Creditors' as at the date of Liquidation were paid in full prior to the first anniversary of the Liquidation.

There is certain work that I am required by the insolvency legislation to undertake, in connection with the Liquidation that provides no financial benefit for the creditors. This includes the reconciliation of the Liquidation bank account, corresponding with various creditors, the preparation of statutory reports and also VAT and taxation matters.

**RECEIPTS AND PAYMENTS ACCOUNT**

My Receipts & Payments Account for the period from 31 March 2017 to 30 March 2018 is attached at Appendix 1.

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

## **ASSETS**

### **1) Insurance Refund**

A repayment of £895.00 was received from Zurich Insurance, in connection with a damages claim at Archway on 9 June 2017.

### **2) Pre-Liquidation Invoice Adjustments**

In the second year of Liquidation, it became apparent that a number of purchase invoices had been incorrectly included in the VAT returns of other members of the Group. In the circumstances, after a full reconciliation of the position it transpired that net purchases amounting to £9,573.91 and VAT of £1,914.78 should be put through the records of the Company in Liquidation. An appropriate return, which includes the amount of £1,914.78 has been submitted and I have received payment.

### **3) Cash at Bank**

The Company's bank account was kept open for a considerable period in order that ongoing trade creditors could be paid as they fell due.

With the assistance of Malthouse & Co accountants I carried out a full reconciliation of the bank account and the Company's VAT position. It became apparent that a number of payments had not been included on the Liquidation Receipts and Payments account. Net transactions amounting to £36,397.88, together with VAT of £7,279.57 have subsequently been included in the records and following submission of the appropriate VAT return, the VAT element has been recovered.

### **4) Ground Rents & Management Fees**

Ground Rents and Management Fees from the various leasehold tenants, amounting to £2,259.45 have been received during the year.

### **5) Bank Interest**

Funds have been placed on an interest-bearing bank account, which has generated interest of £65.78 in the year. Tax of £13.15 will become payable on this amount, in due course.

## **COSTS OF REALISATIONS**

### **1) Costs re sale of various apartments**

The payments for the various apartments, relate to the individual selling costs of Brabners LLP Solicitors.

### **2) Tenants Storage Costs due to Delays**

The costs are self explanatory and relate to Mrs Finn personally.

### **3) Occupational Utilities and Occupational Costs – Greenbank Development**

A substantial number of invoices for the post-Liquidation period have been received and following agreement have been paid in full. If any further information is required in support of the invoices, please do not hesitate to contact me.

### **2) Liquidator's Remuneration**

Details will be included later in the report.

### **3) Accountants Costs**

Malthouse & Co have assisted the Liquidator in the reconciliation of the inter-company accounts, the



agreement of the pre-Liquidation corporation tax position and with the preparation of VAT returns for the outstanding periods. Malthouse & Co have also liaised with H M Revenue & Customs on my behalf, as required. Their further fees of £4,013.00, plus VAT have been paid in the year.

## **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.

### **Preferential Creditors**

There are no preferential creditors in this case.

### **Crown Creditors**

The Declaration of Solvency included £254,652.00 owed to HMRC. HMRC's final claim of £228,582.87 has been received was received and paid in full during the first year of Liquidation.

Following a change in HMRC policy it is now a requirement that statutory interest at 8% per annum is paid on all outstanding pre-Liquidation claims, from the date of Liquidation up to the date that the payment is made. HMRC will only grant tax clearance once the statutory interest has been paid.

Following the preparation of accounts and the finalisation of the corporation tax position, the tax due was paid in October 2017. The statutory interest amounts to £10,270.50, but it is considered that HMRC have delayed the payment of VAT refunds and it is anticipated that a credit of £395.56 is applicable. In the circumstances, I propose to pay the net amount of £9,774.94 to HMRC and request formal tax clearance.

### **Non-preferential unsecured Creditors**

All Creditors' as at the date of Liquidation were paid in full prior to the first anniversary of the Liquidation, as required.

Following the first anniversary of the Liquidation, it became apparent that a creditor which is in Administration had made a claim against the Company for work carried out on a part completed contract. The debt is wholly disputed and GWL Solicitors have been instructed to act on behalf of the Company. It is not anticipated that a claim will fall against Schemeglobal Properties (Chester) Limited at this time.

### **Share Capital**

No distributions have been made in the year.

The following distributions were previously made to the Members holding 200 ordinary shares

| <b>Date</b>  | <b>Amount of distribution</b> | <b>Rate of distribution per share</b> |
|--------------|-------------------------------|---------------------------------------|
| 1 April 2016 | £745,000.00                   | £3,725.00 per share                   |

## **PRE-APPOINTMENT REMUNERATION**

Prior to my appointment as Liquidator, the Board authorised on a time costs basis the payment of a fee for preparing the Declaration of Solvency, producing and circulating the notices for the meeting of Members, advising on the likely distributions to members and creditors and the liquidation process generally.

My time costs for undertaking this pre-appointment work are £4,447.50.

## LIQUIDATORS' REMUNERATION

My remuneration was previously authorised by Members at a meeting held on 31 March 2018 to be drawn on a time cost basis. My total time costs to 20 April 2018 amount to £22,372.50, representing 92.70 hours work at an average charge out rate of £241.34 per hour, of which £12,885.00, representing 52.90 hours work was charged in the period since 31 March 2017, at an average charge out rate of £243.57 per hour.

I have drawn £10,000, plus VAT in the year

A detailed schedule of my time costs incurred to date and since 31 March 2017 is attached as Appendix 2.

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 <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Liquidators' Fees' also published by R3, together with an explanatory note which shows Parkin S Booth & Co's fee policy are available at the link [www.parkinsbooth.co.uk](http://www.parkinsbooth.co.uk). Please note that there are different versions of the Guidance Notes and in this case you should refer to the October 2015 version.

## LIQUIDATOR'S EXPENSES

I have not drawn any expenses in this matter.

In addition to the occupational costs relating to the Greenbank Development I have used the following agents or professional advisors in the reporting period:

| Professional Advisor | Nature of Work | Basis of Fees |
|----------------------|----------------|---------------|
| Malthouse & Co       | Accountancy    | Time Costs    |
| GWL Solicitors       | Legal          | Time Costs    |

The choice of professionals was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also considered that the basis on which they will charge their fees represented value for money. I have reviewed the charges they have made and am satisfied that they are reasonable in the circumstances of this case.

## FURTHER INFORMATION

A Member may, with the permission of the court or with at least 5% of the total voting rights of all the Members having the right to vote at general meetings of the company request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report.

A Member may, with the permission of the court or with at least 10% of the total voting rights of all the Members having the right to vote at general meetings of the company, apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report.

The Liquidation will remain open until the freehold interest in the development at Greenbank, Chester has been sold, the remaining tax issues have been fully resolved. I estimate that this will take approximately 6 months and once resolved the Liquidation will be finalised and our files will be closed.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Bob Evans on 0151 236 4331, or by email at [be@parkinsbooth.co.uk](mailto:be@parkinsbooth.co.uk)



**Ian C Brown**  
**LIQUIDATOR**

**Schemeglobal Properties (Chester) Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

| Declaration<br>of Solvency<br>£ |                                      | From 31/03/2017<br>To 30/03/2018<br>£ | From 31/03/2016<br>To 30/03/2018<br>£ |
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|                                 | Costs re sale of Property (A3)       | 675.00                                | 2,475.00                              |
|                                 | Costs re sale of Property (A4)       | NIL                                   | 2,694.00                              |
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|                                 | Specific Bond                        | NIL                                   | 2,400.00                              |
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|                                 | Accountant's Costs                   | 4,013.00                              | 9,076.00                              |
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|                                 | Bank Charges                         | NIL                                   | 170.79                                |
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|                                 | <b>UNSECURED CREDITORS</b>           |                                       |                                       |
| (164,669.00)                    | Trade & Expense & Accruals           | NIL                                   | 137,786.95                            |
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|                                 |                                      | <u>(30,081.57)</u>                    | <u>(4,546,635.28)</u>                 |
|                                 | <b>DISTRIBUTIONS</b>                 |                                       |                                       |
| (200.00)                        | Ordinary Shareholders                | NIL                                   | 745,000.00                            |
|                                 |                                      | <u>NIL</u>                            | <u>(745,000.00)</u>                   |
| <b>940,569.94</b>               |                                      | <b><u>(37,252.27)</u></b>             | <b><u>119,604.31</u></b>              |
|                                 | <b>REPRESENTED BY</b>                |                                       |                                       |
|                                 | Vat Receivable                       |                                       | 1,237.03                              |
|                                 | Bank 1 Current                       |                                       | 116,627.23                            |

# Parkin S Booth & Co

## TIME & CHARGEOUT SUMMARIES

Schemeglobal Properties (Chester) Ltd Schemeglobal F

To 20/04/2018

### HOURS

| Classification Of work Function | Partner / Insolvency Pract' | Manager   | Other Senior Professional | Assistants & Support Staff | Total Hours | Time Cost £ | Average Hourly Rate £ |
|---------------------------------|-----------------------------|-----------|---------------------------|----------------------------|-------------|-------------|-----------------------|
| Administration & Planning       | 0.90                        | 23.40     | 1.40                      | 0.00                       | 25.70       | 5,745.00    | 223.54                |
| Realisation of Assets           | 4.90                        | 19.70     | 0.00                      | 0.00                       | 24.60       | 5,902.50    | 239.94                |
| Creditors                       | 15.80                       | 26.60     | 0.00                      | 0.00                       | 42.40       | 10,725.00   | 252.95                |
| Investigations                  | 0.00                        | 0.00      | 0.00                      | 0.00                       | 0.00        | 0.00        | 0.00                  |
| Trading                         | 0.00                        | 0.00      | 0.00                      | 0.00                       | 0.00        | 0.00        | 0.00                  |
| Total Fees Claimed £            | 6,480.00                    | 15,682.50 | 210.00                    | 0.00                       |             | 22,372.50   |                       |
| Total Hours                     | 21.60                       | 69.70     | 1.40                      | 0.00                       | 92.70       |             |                       |
| Average Rate                    | 300.00                      | 225.00    | 150.00                    | 0.00                       |             |             |                       |

### Parkin S Booth & Co Charging Out Rates

|                                  | From January 2009 | From July 2015 |   | From January 2009 | From July 2015 |
|----------------------------------|-------------------|----------------|---|-------------------|----------------|
| <i>Partner</i>                   | £250              | £300           | <i>Salaried Partner / Insolvency Practitioner</i> | £210              | £250           |
| <i>Senior Manager/Consultant</i> | £180              | £225           | <i>Manager</i>                                    | £150              | £175           |
| <i>Case Manager</i>              | £120              | £150           | <i>Administrator</i>                              | £100              | £100           |
| <i>Junior Administrator</i>      | £75               | £75            | <i>Support Staff</i>                              | £50               | £50            |

Where it has been agreed by general resolution of the secured creditors, a creditors' committee or creditors generally, that the office holder's remuneration will be calculated by reference to the time properly given by the office holder and his staff in attending to matters arising in the appointment, then such remuneration will be calculated in units of 6 minutes.

### Standard Activity Examples of Work

|                             |   |
|-----------------------------|---|
| Administration and Planning | Case planning<br>Administrative set-up<br>Appointment notification<br>Maintenance of records<br>Statutory reporting   |
| Investigations              | SIP2 review<br>CDDA reports<br>Investigating antecedent transactions  |
| Realisation of assets       | Identifying, securing, insuring assets<br>Retention of title<br>Debt collection<br>Property, business and asset sales |
| Trading                     | Management of operations<br>Accounting for trading<br>On-going employee issues  |
| Creditors                   | Communication with creditors<br>Creditors' claims (including employees' and other preferential creditors')            |

# Parkin S Booth & Co

## TIME & CHARGEOUT SUMMARIES

Schemeglobal Properties (Chester) Ltd Schemeglobal F

From 01/03/2017 to 20/04/2018

| HOURS                           |                             |          |                           |                            |             |             |                       |
|---------------------------------|-----------------------------|----------|---------------------------|----------------------------|-------------|-------------|-----------------------|
| Classification Of work Function | Partner / Insolvency Pract' | Manager  | Other Senior Professional | Assistants & Support Staff | Total Hours | Time Cost £ | Average Hourly Rate £ |
| Administration & Planning       | 0.00                        | 12.40    | 0.70                      | 0.00                       | 13.10       | 2,895.00    | 220.99                |
| Realisation of Assets           | 1.00                        | 9.10     | 0.00                      | 0.00                       | 10.10       | 2,347.50    | 232.43                |
| Creditors                       | 12.80                       | 16.90    | 0.00                      | 0.00                       | 29.70       | 7,642.50    | 257.32                |
| Investigations                  | 0.00                        | 0.00     | 0.00                      | 0.00                       | 0.00        | 0.00        | 0.00                  |
| Trading                         | 0.00                        | 0.00     | 0.00                      | 0.00                       | 0.00        | 0.00        | 0.00                  |
| Total Fees Claimed £            | 4,140.00                    | 8,640.00 | 105.00                    | 0.00                       |             | 12,885.00   |                       |
| Total Hours                     | 13.80                       | 38.40    | 0.70                      | 0.00                       | 52.90       |             |                       |
| Average Rate                    | 300.00                      | 225.00   | 150.00                    | 0.00                       |             |             |                       |

### Parkin S Booth & Co Charging Out Rates

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## **Appendix**

### **1. Administration**

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and 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 annual progress reports to Members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

### **1. Creditors**

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Reviewing proofs of debt received from creditors, adjudicating on them and formally admitting them for the payment of a dividend.