



For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 7 9 3 6 9 1 5

Company name in full Connect Up Electrical Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Kelly

Surname Burton

3 Administrator's address

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

4 Administrator's name ①

Full forename(s) Lisa Jane

Surname Hogg

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

② Other administrator

Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

6 Period of progress report

From date	^d 1	^d 4	^m 0	^m 8	^y 2	^y 0	^y 2	^y 0
To date	^d 1	^d 3	^m 0	^m 2	^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

LM

X

Signature date

^d 2	^d 4	^m 0	^m 2	^y 2	^y 0	^y 2	^y 1
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**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 **Joseph Potts**

Company name **Wilson Field Limited**

Address
The Manor House
260 Ecclesall Road South

Post town **Sheffield**

County/Region

Postcode **S 1 1 9 P S**

Country

DX

Telephone **01142356780**

**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 or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Connect Up Electrical Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 14/08/2020 To 13/02/2021 £	From 14/02/2019 To 13/02/2021 £
	ASSET REALISATIONS	
	Bank Interest Gross	NIL 8.37
	Business Rates Refund	NIL 1,121.10
15.00	Cash at Bank	NIL
	Factored debtor ledger surplus	NIL 7,251.72
	Funds received from CUSS in error	15.00 15.00
2,500.00	Motor Vehicles	NIL 3,100.00
9,721.00	Other trade debtors	NIL
	Refund of Bank Charges	76.75 76.75
22,990.00	Retentions not yet invoiced	228.56 42,974.75
7,940.00	Tools taken by employees of NEIC	NIL
	VAT Recoverable on Factoring Fees	NIL 33.88
		<hr/>
		320.31 54,581.57
	COST OF REALISATIONS	
	Administrators Fees	1,175.16 5,760.02
	Commission on Retentions due to CUSS	81.78 17,887.14
	Credit note due to CUSS	NIL 1,231.04
	Debt Collection Agent Fees	NIL 615.29
	Director's fees for debt collection	NIL 512.74
	Employee Agent Fee	NIL 1,909.66
	Insurance of Assets	NIL 211.52
	Legal Fees	NIL 1,856.90
	Mileage	51.30 179.10
	Pre Administrators Fee	NIL 15,000.00
	Retentions Completion Costs	65.00 7,200.46
	Specific Bond	NIL 336.00
	Statutory Advertising	NIL 76.20
	Storage of Records	NIL 560.00
	Travel Expenses	NIL 41.50
	Valuers Fees	NIL 1,204.00
		<hr/>
		(1,373.24) (54,581.57)
<hr/>		<hr/>
43,166.00		(1,052.93) (0.00)
	REPRESENTED BY	<hr/>
		<hr/>
		<hr/>
		NIL
		<hr/>

Kelly Burton
Joint Administrator

Joint Administrators' final progress report

Connect Up Electrical Limited (**“the Company”**) –
In Administration

For the period from 14 August 2020 to 13 February 2021
(**“the Period”**)

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- 2** Progress of the Administration
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- 4** Outcome for creditors
- 5** Joint Administrators' remuneration
- 6** Creditors' rights
- 7** Ending the Administration

APPENDICES

- A** Receipts and payments account ("R&P") for the Period together with a cumulative R&P from 14 February 2019 to 13 February 2021 ("the Administration Term")
- B** Time analysis for the Period
- C** Cumulative time analysis for the Administration Term
- D** Additional information in relation to Joint Administrators' fees, expenses & disbursements

1 Introduction

- 1.1 I, Kelly Burton, together with my partner Lisa Jane Hogg, was appointed as Joint Administrator of the Company on 14 February 2019. The appointment was made by the director of the Company, under the provisions of Paragraph 22 of Schedule B1 to the Insolvency Act 1986 ("the Act").
- 1.2 Creditors should note that the initial 12 month Administration term was due to expire on 13 February 2020, however, in accordance with Paragraph 76(2)(b) of Schedule B1 to the Act the Joint Administrators sought the consent of the Company's secured creditor to extend the Administration term for a period of 12 months until 13 February 2021, to allow the outstanding matters in the Administration to be finalised. Formal notice of the extension of the Administration Term was filed at Companies House on 11 January 2020.
- 1.3 This Administration has been handled by Wilson Field Limited ("Wilson Field") at The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS. The Joint Administrators' contact details are by phone on 0114 235 6780 or via email at j.potts@wilsonfield.co.uk. The Administration is registered in the High Court of Justice, Business and Property Court in Leeds, under reference number 2019-147 of 2019.
- 1.4 Information about the way that we will use, and store, personal data on insolvency appointments can be found at <https://www.wilsonfield.co.uk/privacy-policy/>. If you are unable to download this, please contact us and a hard copy will be provided to you.
- 1.5 The trading address of the Company was 2 Barras Street, Leeds, LS12 4JS ("the Premises").
- 1.6 Upon the Joint Administrators' appointment, the registered office of the Company was changed from the Premises to c/o Wilson Field, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS and its registered number is 07936915.
- 1.7 As the Administration has now completed, I am required to provide a progress report covering the period since my last report which ended on 13 August 2020 and the end of the Administration Term. This is my final report in the Administration and covers the Period and should be read in conjunction with the Proposals and the previous progress reports which have been issued.

2 Progress of the Administration

- 2.1 As noted previously, the statutory objective pursued in the Administration was the third statutory purpose of Administration, which is to realise company property in order to make a distribution to one or more secured or preferential creditors of the Company. This has been achieved by the Company's secured creditor, Ultimate Finance Limited ("Ultimate"), recovering their indebtedness in full through the collection of the Company's factored debtor ledger, which they held a fixed charge over.
- 2.2 In addition to the pursuance of this statutory objective, the Joint Administrators have duties imposed by insolvency and other legislation, some of which may not have provided any financial benefit to creditors.
- 2.3 This section of the report provides creditors with an overview of the progress made in the Period, both in terms of the statutory objective, but also work which is required of the Joint Administrators under other related legislation.
- 2.4 At Appendix A is my R&P covering the Period together with a cumulative R&P for the Administration Term.
- 2.5 The work undertaken by the Joint Administrators during the Period includes, but is not limited to, the following:

- The ongoing liaison with the Company's director and associated company Connect Up Support Services Limited ("CUS"), regarding the collection of the Company's retentions. Creditors will recall from previous progress reports that CUSS were instructed to complete any remedial works that need to be carried out in order to collect these retentions, given that the Company ceased to trade some time ago. In exchange for these remedial works and debt collection assistance, CUSS are due 50% of the retentions collected less any costs to complete the works. I can confirm that these retentions have now been collected in full and none remain outstanding, with CUSS having duly been paid their commission for their assistance.
- The draft and issue of the Joint Administrators' previous progress report, which covered the period from 14 February 2020 to 13 August 2020. This also included the statutory formalities associated with the release of the report, such as sending to the Registrar of Companies and uploading the report to our online facility for creditors to view.
- Dealing with the Company's Corporation Tax and VAT affairs, which has included filing quarterly VAT returns with HMRC and accounting to HMRC with the output VAT due from the retentions collected.

Administration (including statutory compliance & reporting)

- 2.6 As noted previously, the Joint Administrators must comply with certain statutory obligations under the Act and other related legislation. Details about the work undertaken in this regard has been outlined previously and I would confirm that in the final period of the Administration, the only matters that have affected the costs in this area to any particular extent are the statutory formalities of drafting and issuing the Joint Administrators' previous progress report.
- 2.7 Where the overall costs of statutory compliance work or reporting to creditors has exceeded the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Joint Administrators.
- 2.8 As noted in my initial fees estimate/information, this work has not necessarily brought any financial benefit to creditors, but is work required on every case by statute.

Realisation of assets

Bank interest gross

- 2.9 During the Administration Term, bank interest totalling £8 has accrued on funds held in the Administration estate.

Business rates refund

- 2.10 Creditors will recall from earlier progress reports that the Joint Administrators instructed CAPA, a firm of property auditors, to undertake a review of the Company's business rates payments.
- 2.11 The review confirmed that the Company was due a refund of £1,121 and this was subsequently received into the Administration estate.
- 2.12 No further realisations are anticipated in this respect.

Cash at bank

- 2.13 The director's Statement of Affairs ("SOA") indicated that the Company had a residual cash at bank balance of £1,500. However, after the Joint Administrators contacted the Company's bankers to request the closure of the account and obtain any credit balance, it was confirmed that no credit balance was held.

Factored debtor ledger surplus

- 2.14 As previously reported, the Company operated an invoice factoring facility with Ultimate, with Ultimate securing their lending by way of a debenture incorporating a fixed and floating charge over the assets and undertakings of the Company, including a specific fixed charge over debts subject to the invoice finance facility.
- 2.15 After the Company entered Administration, the Company's director undertook the collection of the financed debtor ledger on behalf of Ultimate, in an effort to repay their indebtedness of £123,202.
- 2.16 Overall, Ultimate were repaid in full, including the termination charges that they levied on the Company, and there was a surplus in the ledger of £7,252 which has since been received into the Administration estate in full.
- 2.17 Following repayment of Ultimate's indebtedness, the remaining ledger, principally comprising retentions held by customers, were reassigned to the Joint Administrators for their collection.

Motor vehicles

- 2.18 The Company had a Peugeot Partner van which was eventually recovered by the Joint Administrators, with valuers at White and Co being instructed to value and dispose of the vehicle.
- 2.19 The van subsequently achieved a consideration of £3,100 in a private treaty sale, which has since been received in full with no further realisations expected.

Other trade debtors

- 2.20 The director's SOA included a figure outlined "other trade debtors".
- 2.21 The Company's entire ledger was assigned to Ultimate under the factoring agreement, with the residual sums being reassigned to the Joint Administrators following their repayment. Commentary on the collection of these retentions is included at 2.24 of this report.

Refund of bank charges

- 2.22 This relates to a refund from Lloyds Bank for charges that were incorrectly levied on the Company's bank account in the past and have since therefore been refunded.
- 2.23 These credits have since been received in full and no more are anticipated.

Retentions not yet invoiced

- 2.24 As referenced above and throughout the progress reports concerning this Administration, the Joint Administrators instructed CUSS to assist with the collection of the Company's retentions, which were due to the Company but not yet invoiced at the date of the Joint Administrators' appointment, along with sums reassigned from Ultimate. CUSS role was to assist with the completion of any remedial works which needed to be done to ensure that the retentions be paid. The outstanding retentions apparently totalled £44,213 net of VAT as at the date of the Joint Administrators' appointment, but only £22,990 were expected to be realised as the total

was written down in the interests of prudence and anticipating the difficulty in collecting these due to the Company's insolvency.

- 2.25 CUSS were paid a commission of 50% of the net realisations from the retentions, after taking into account their costs to complete.
- 2.26 During the Administration Term, retentions of £42,975 have been paid to the Administration estate, which had total costs to complete of £7,200. CUSS have therefore been paid a commission of £17,887, with the Administration estate receiving an equal amount.
- 2.27 The collection of the retentions has now been exhausted and no further realisations are expected in this regard.

Tools taken by employees of Northern Electrical Installation Company ("NEIC")

- 2.28 This item on the director's SOA was in relation to tools taken by former employees of the Company who had since sought employment with an alternative company in NEIC and had allegedly taken tools belonging to the Company.
- 2.29 However, the Joint Administrators were not provided with any supporting evidence to substantiate these claims and therefore, no realisations have been achieved in this regard.

VAT recoverable on factoring fees

- 2.30 This relates to input VAT which was charged on factoring fees levied by Ultimate. A total of £34 has been received during the Administration Term but given that the Ultimate were repaid in full some time ago, no further realisations are expected in this regard.
- 2.31 It is now considered that the Company's assets have been realised in full and no further asset realisations are expected.

Creditors (claims and distributions)

- 2.32 Further information on the outcome for creditors in this case can be found at section 4 of this report. The Joint Administrators are not only required to deal with correspondence and claims from unsecured creditors, but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture as well as dealing with the general handling of communications with stakeholders, such as customers and suppliers.
- 2.33 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal. I would confirm that in this case, I have dealt with claims from the Company's 12 employees.
- 2.34 The above work will not necessarily bring any financial benefit to creditors generally and the more creditors there are on an assignment, the higher the resultant cost will usually be however the Administrators are required by statute to undertake this work. In this case, I have dealt with claims from 16 unsecured creditors totalling £343,104. This is from the estimated 61 unsecured creditor claims anticipated in the director's SOA of £680,493.

Investigations

- 2.35 You may recall from my earlier progress reports to creditors that some of the work the Joint Administrators were required to undertake was to comply with legislation such as the Company Directors' Disqualification Act 1986 (CDDA 1986) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless those investigations revealed potential asset recoveries that could have been pursued for the benefit of creditors.

- 2.36 My report on the conduct of the director of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first period of the Administration and is confidential.
- 2.37 Since my last progress report, I would advise that no further asset realisations have come to light that may be pursued by me for the benefit of creditors and no disqualification order has been made against the director.

3 Unrealised assets

- 3.1 I can confirm that all assets have now been realised and the cumulative R&P at Appendix A reflects the final position on both realisations achieved and payments made during the Administration Term. This includes details of all expenses and disbursements incurred and paid by the Joint Administrators. Creditors will be aware that Appendix A also shows an R&P for the Period .

4 Outcome for creditors

Secured creditors

- 4.1 Ultimate hold a debenture incorporating a fixed and floating charge over the Company's assets, undertakings and property which was created on 28 December 2012 and registered on 4 January 2013, which included a fixed charge over the Company's factored debtor ledger. At the date of the Administration, the indebtedness to the secured creditor was estimated at £123,202.
- 4.2 As referred to above, following the Administration, Ultimate have received a distribution under the terms of their fixed charge from the collection of the factored debtor ledger and they have therefore had their principal indebtedness satisfied in full. Accordingly, it is anticipated that Ultimate will file a MR04 at the Registrar of Companies in due course to mark their debenture as satisfied.
- 4.3 Through the above distribution, the Joint Administrators have achieved the third statutory purpose of Administration.

Preferential creditors

- 4.4 A summary of preferential claims is detailed below.

Preferential claim	Agreed Claim £	Statement of Affairs Claim £	Dividend paid p in the £1
Employee claims (Total number of claims = 12)	3,346.00	3,346.00	Nil
Department for Business, Energy & Industrial Strategy (BEIS)	16,942.00	16,942.00	Nil

- 4.5 As referred to throughout previous progress reports, UK Employment Law Consultants Limited ("UKELC"), a firm of employment law specialists, were instructed to assist with the calculation of liabilities in respect of any preferential claims and processing employee claims to the RPS. Any such claims have consequently been submitted to the RPS for review and, if appropriate, payment. The Joint Administrators can confirm that the RPS' claim has now been received in this respect.
- 4.6 However, due to the paucity of funds in the Administration estate, it is not anticipated that the Company's preferential creditors will receive a distribution after taking into account the costs of the Administration.

Unsecured creditors

- 4.7 At the date of this report I have received claims totalling £343,104 from 16 unsecured creditors.
- 4.8 The Company granted a floating charge to Ultimate on 28 December 2012. Accordingly, I would be required to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part). However, Ultimate were repaid under their fixed charge and therefore there is no net floating charge property and the requirement to set aside a Prescribed Part provision does not apply.
- 4.9 Furthermore, given that the lack of funds in the Administration estate, the Joint Administrators will not be making a distribution to the unsecured creditors of the Company and the Proposals contained a statement to this effect in accordance with Paragraph 52(1)(b) of Schedule B1 to the Act.

5 The Joint Administrators' remuneration

- 5.1 The basis of the Joint Administrators' fees was fixed in the Administration by reference to the time properly spent by us and our staff in managing the Administration. My fees estimate/information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.
- 5.2 A copy of that estimate is reproduced below:

Category of work	Estimated Number of Hours	Average blended charge out rate £	Estimated cost £
Administration (inc statutory compliance & reporting)	150.55	298.71	44,971.25
Realisation of assets	72.30	311.30	22,507.00
Creditors (claims & distributions)	68.30	269.75	18,424.00
Investigations	100.00	316.00	31,600.00
Trading (where applicable)	-	-	-
Case specific matters (where applicable)	20.70	285.80	5,916.00
Total estimated fees	411.85	£299.67	£123,418.25

- 5.3 My time costs for the Period are £14,135.00. This represents 48.10 hours at an average rate of £293.87 per hour. Attached as Appendix B is a time analysis which provides details of the activity costs, incurred by staff, grade during this final period in respect of the costs fixed by reference to time properly spent by me in managing the Administration. A narrative explanation of the work undertaken by the Administrators during the Period can be found at section 2 of this report.
- 5.4 Attached as Appendix D is a cumulative time analysis for the Administration Term which provides details of my total time costs in the Administration. These time costs total £132,914.59 which represents 478.63 hours at an average rate of £277.70 per hour.
- 5.5 You will recall that I provided creditors with my fees estimate prior to the agreement of the basis of my remuneration as time costs. I can confirm that it was not necessary during the Administration to seek further approval to increase this.
- 5.6 I can confirm that £5,760.02 plus disbursements of £1,192.80 has been drawn against my accrued time costs, which is below the level of the fees estimate approved by creditors.
- 5.7 Attached at Appendix D is additional information in relation to the Joint Administrators' fees and the expenses and disbursements incurred in the Administration.
- 5.8 A copy of 'A Creditors' Guide to Administrators' Fees' is available on request or can be downloaded from <https://www.icaew.com/>

6 Creditors' rights

- 6.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Joint Administrators provide further information about their remuneration or expenses (other than pre-Administration costs) which have been itemised in this progress report.
- 6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Joint Administrators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Administrators, as set out in this progress report, are excessive.

7 Ending the Administration

- 7.1 I can confirm that I have sent a notice to the Registrar of Companies to be filed, moving the Company to dissolution as there is no property which might permit a distribution to the unsecured creditors.
- 7.2 The Joint Administrators' appointment will end following the registration of the notice by the Registrar of Companies. A copy of this notice is enclosed.
- 7.3 The Joint Administrators will be discharged from liability under Paragraph 98(3) of Schedule B1 to the Act immediately upon their appointment as Administrators ceasing to have effect.

For and on behalf of the Company



K Burton
Joint Administrator

Appendix A

R&P for the Period together with a cumulative R&P for the Administration Term

Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 14/08/2020 To 13/02/2021 £	From 14/02/2019 To 13/02/2021 £
ASSET REALISATIONS		
Bank Interest Gross	NIL	8.37
Business Rates Refund	NIL	1,121.10
15.00 Cash at Bank	NIL	NIL
Factored debtor ledger surplus	NIL	7,251.72
Funds received from CUSS in error	15.00	15.00
2,500.00 Motor Vehicles	NIL	3,100.00
9,721.00 Other trade debtors	NIL	NIL
Refund of Bank Charges	76.75	76.75
22,990.00 Retentions not yet invoiced	228.56	42,974.75
7,940.00 Tools taken by employees of NEIC	NIL	NIL
VAT Recoverable on Factoring Fees	NIL	33.88
	320.31	54,581.57
COST OF REALISATIONS		
Administrators Fees	1,175.16	5,760.02
Comission on Retentions due to CUSS	81.78	17,887.14
Credit note due to CUSS	NIL	1,231.04
Debt Collection Agent Fees	NIL	615.29
Director's fees for debt collection	NIL	512.74
Employee Agent Fee	NIL	1,909.66
Insurance of Assets	NIL	211.52
Legal Fees	NIL	1,856.90
Mileage	51.30	179.10
Pre Administrators Fee	NIL	15,000.00
Retentions Completion Costs	65.00	7,200.46
Specific Bond	NIL	336.00
Statutory Advertising	NIL	76.20
Storage of Records	NIL	560.00
Travel Expenses	NIL	41.50
Valuers Fees	NIL	1,204.00
	(1,373.24)	(54,581.57)
43,166.00	(1,052.93)	(0.00)
REPRESENTED BY		
		NIL



Kelly Burton
Joint Administrator

Appendix B

Time analysis for the Period

Time Entry - Detailed SIP9 Time & Cost Summary

CONN01A - Connect Up Electrical Limited
From: 14/08/2020 To: 13/02/2021
Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADCA : Cashiering	0.00	0.60	0.70	1.20	2.50	690.00	276.00
ADCR : Case Reviews	0.00	0.30	2.20	0.00	2.50	624.50	249.80
ADDI : Directors/Client	0.00	0.00	0.10	0.00	0.10	23.00	230.00
ADGA : File Maintenance	0.80	0.00	0.50	0.80	2.10	619.00	294.76
ADSC : Statutory and Compliance	0.10	8.20	16.40	0.90	25.60	7,272.50	284.08
ADSO : Strategic Overview	0.00	6.30	0.10	0.00	6.40	2,511.50	392.42
Admin and Planning	0.90	15.40	20.00	2.90	39.20	11,740.50	299.50
CREM : Employees	0.00	0.00	0.80	0.00	0.80	184.00	230.00
CRTV : Tax and VAT	0.00	0.40	4.40	0.00	4.80	1,170.00	243.75
Creditors	0.00	0.40	5.20	0.00	5.60	1,354.00	241.79
REDC : Debt Collection	0.00	1.70	1.40	0.00	3.10	993.50	320.48
REIS : Identifying,Securing and Insuring	0.00	0.00	0.00	0.20	0.20	47.00	235.00
Realisation of Assets	0.00	1.70	1.40	0.20	3.30	1,040.50	315.30
Total Hours	0.90	17.50	26.60	3.10	48.10	14,135.00	293.87

Appendix C

Cumulative time analysis for the Administration Term

Time Entry - Detailed SIP9 Time & Cost Summary

CONN01A - Connect Up Electrical Limited
From: 14/02/2019 To: 13/02/2021
Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADAP : Appointment	0.00	0.00	7.30	0.00	7.30	1,943.00	266.10
ADCA : Cashiering	0.10	5.00	9.90	7.70	22.70	6,370.00	280.62
ADCR : Case Reviews	0.00	0.50	9.00	0.00	9.50	2,677.00	281.75
ADDI : Directors/Client	5.70	0.00	5.20	0.00	10.90	4,128.50	378.77
ADGA : File Maintenance	6.20	0.00	18.40	3.00	27.60	7,887.00	285.76
ADSC : Statutory and Compliance	1.80	11.50	107.70	4.30	125.30	34,384.50	274.42
ADSO : Strategic Overview	1.20	6.30	8.10	0.00	15.60	6,073.50	389.33
Admin and Planning	15.00	23.30	165.60	15.00	218.90	63,463.50	289.92
ADSV : Site Visit	0.00	0.00	20.70	0.00	20.70	4,761.00	230.00
Case Specific Matters	0.00	0.00	20.70	0.00	20.70	4,761.00	230.00
CRCL : Creditors Claims	0.00	0.00	2.50	0.00	2.50	575.00	230.00
CRCO : Communications with Creditors	6.90	0.00	26.50	7.50	40.90	12,648.50	309.25
CREM : Employees	0.00	0.00	24.70	0.00	24.70	5,697.50	230.67
CRTV : Tax and VAT	0.00	0.80	13.90	0.00	14.70	3,925.50	267.04
Creditors	6.90	0.80	67.60	7.50	82.80	22,846.50	275.92
INDR : CDDA Report	0.10	0.00	10.90	0.00	11.00	2,656.00	241.45
INRE : Investigation and Review	0.00	0.00	22.30	6.80	29.10	6,227.50	214.00
Investigations	0.10	0.00	33.20	6.80	40.10	8,883.50	221.53
REDC : Debt Collection	5.20	3.00	93.53	0.00	101.73	29,059.59	285.61
REIS : Identifying,Securing and Insuring	0.00	0.00	2.90	2.10	5.00	1,251.00	250.20
REPB : Property, Business and Asset Sales	1.50	0.00	5.70	0.00	7.20	2,143.50	297.70
RERO : ROT	0.00	0.00	1.40	0.00	1.40	322.00	230.00
SOLB : Sale of Land & Buildings	0.00	0.00	0.80	0.00	0.80	184.00	230.00
Realisation of Assets	6.70	3.00	104.33	2.10	116.13	32,960.09	283.81
Total Hours	28.70	27.10	391.43	31.40	478.63	132,914.59	277.77

Appendix D

Additional information in relation to the Administrators' fees, expenses & disbursements

1 Staff allocation and the use of sub-contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 On this case, we have used the services of the following sub-contractors:

Services	Provider	Basis of fee arrangement	Cost to date
ERA work and pension uploads, reclaim from NEST scheme and pension assistance	UKELC	Fixed fee plus postage costs	£1,909.66
Debt collection assistance	CUSS	Commission of 20% of book debts collected and 50% of net collections for the retentions, after taking into account costs to complete	£17,887.14
Debt collection assistance	Mark Driver	Commission of 12.5% of the debt collected	£512.74
Debt collection assistance	Breal	12.5% of the net realisations of the book debts collected	£615.29

- 1.4 Details of the rationale behind the instruction to UKELC can be found in earlier progress reports.
- 1.5 As per the Proposals, in instructing CUSS to assist with the collection of the Company's book debts and retentions, the Joint Administrators considered that their specialist knowledge in electrical installation and construction, coupled with the fact that they were able to assist with remedial works in order to collect the retentions, was vital to maximising realisations from the book debts and retentions.
- 1.6 Moreover, the Joint Administrators deemed it necessary to instruct Mr Driver and Breal to assist with the collection of a disputed book debt. This was because it was considered important to have Mr Driver's insight into the dispute and use Breal's experience with construction debt disputes in order to collect the funds from the debtor. Without the assistance of these parties, it was unlikely that this book debt would have been collected and given that both parties were instructed on a commission basis, they were only paid if any funds were realised. Therefore this has caused no detriment to the Administration estate.

2 Professional advisors

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

Name of professional advisor	Basis of fee arrangement
Shulmans LLP (legal advice)	Hourly rate and disbursements
Marsh (insurance)	Fixed fee of £211.52 including IPT
CAPA audit	Percentage of realisations from any rates refunds recovered
White & Co Property Advisory Limited (legal advice)	10% of realisations from the sale of the motor vehicles of £3,100 plus VAT and disbursements and a fixed fee of £825.00 for their valuation advice

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

3 The Joint Administrators' expenses & disbursements

- 3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the Administration was provided to creditors when the basis of my fees were approved, a copy of which is set out below:

Expense	Estimated cost (£)
Category 1 disbursements	
Bond	336
Legal fees	7,500
Debt collection agent fees	2,000
Collection of books and records	240
Valuers fees	900
Sustenance	50
Category 2 disbursements	
Postage, stationery photocopying etc	106
Document upload centre charge	150
Insolvency software fee	150
Mileage	45
VC document management fee	8
Total	11,485

Summary of Administrators' expenses

- 3.2 Details of the expenses paid by the Administrators during the Period can be found in the R&P at Appendix A. An outline of the total expenses paid during the Administration can be found in the Cumulative R&P at Appendix A also.
- 3.3 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total anticipated cost £
Category 1 disbursements				
Commission on retentions due to CUSS	17,805.36	81.78	Nil	17,887.14
Credit note due to CUSS	1,231.04	Nil	Nil	1,231.04
Debt collection agent fees	615.29	Nil	Nil	615.29
Director's fees for debt collection	512.74	Nil	Nil	512.74
Employment agent fee	1,909.66	Nil	Nil	1,909.66
Insurance of assets	211.52	Nil	Nil	211.52
Legal fees	1,856.90	Nil	Nil	1,856.90
Retentions completion costs	7,135.46	65.00	Nil	7,200.46
Specific bond	336.00	Nil	Nil	336.00
Statutory advertising	76.20	Nil	Nil	76.20
Travel expenses	41.50	Nil	Nil	41.50
Valuers fees	1,204.00	Nil	Nil	1,204.00
Category 2 disbursements				
Administrators' post-appointment fees	4,584.86	1,175.16	117,658.48	123,418.25
Mileage	127.80	51.30	Nil	179.10
Administrators' pre-appointment fees	15,000.00	Nil	Nil	15,000.00
Storage of books and records	560.00	Nil	Nil	560.00
Total	53,208.33	1,373.24	117,658.48	172,240.05

- 3.4 Creditors will be aware that we have incurred valuers' fees above that which was initially envisaged in the Proposals. This is because the valuers' fees were on a percentage of realisations of assets sold and a small upturn was achieved in respect of these.
- 3.5 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable, will be any properly reimbursed expenses incurred by personnel in connection with the case.
- 3.6 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Administrators' fees were approved by creditors.

4 Charge-out rates

WILSON FIELD LIMITED CHARGE OUT RATES AND DISBURSEMENT POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and disbursements, we are required to disclose to you our policy for recovering non-specific disbursements, and the charge out rates for the various grades of staff who may be involved in this case.

Remuneration

The office holders may seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below.

	Hourly charge out rate (£)		
Grade	01/11/2017 – 30/06/2018	01/07/2018 – 05/03/2020	06/03/2020 onwards
Director/Insolvency Practitioner	500	500	500
Manager	400	400	395
Assistant Manager	395	N/a	N/a
Team Leader	390	390	N/a
Senior Administrator	330	395	300
Administrator (1-5 years experience)	230-300	230 - 300	240-270
Trainee Administrator	180	180	180
Assistant & Support staff	130	130	130 - 235

All time is recorded in 6-minute units.

Category 1 disbursements

In accordance with SIP 9, these do not require the approval of creditors and are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include advertising, insurance, travel expenses etc.

Category 2 disbursements

In accordance with SIP 9, these require the prior approval of creditors.

Category 2 disbursements are charged in accordance with the liquidator's prevailing recovery policy at the time the disbursement is incurred. The rates applicable from 1 July 2018 are detailed below:

Disbursement	Charge	Period charged
Document Upload Centre charge	£150 for life of case	On appointment
Room Hire where held at a Wilson Field office	£100 per meeting	On appointment
Mileage	45p per mile	On appointment (where appropriate)
Storage of books and records	£80 per box per year	Once records are logged and then annually

In common with all professional firms, our charge out and disbursements rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.