

AM10

Notice of administrator's progress report



Companies House

THURSDAY



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21/11/2019

#32

COMPANIES HOUSE

1 Company details

Company number 09308761

Company name in full Harrison Roofing Services Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Chris

Surname Newell

3 Administrator's address

Building name/number 81 Station Road

Street Marlow

Post town Bucks

County/Region

Postcode SL71NS

Country

4 Administrator's name ①

Full forename(s) Frank

Surname Wessely

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number 81 Station Road

Street Marlow

Post town Bucks

County/Region

Postcode SL71NS

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 2	^d 4	^m 0	^m 4	^y 2	^y 0	^y 1	^y 9
To date	^d 2	^d 3	^m 1	^m 0	^y 2	^y 0	^y 1	^y 9

7

Progress report

☒ I attach a copy of the progress report

8

Sign and date

Administrator's
signature

Signature

X



X

Signature date

^d 2	^d 0	^m 1	^m 1	^y 2	^y 0	^y 1	^y 9
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AM10

Notice of administrator's progress report



Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name	Ben Ekbery
Company name	Quantuma LLP
Address	81 Station Road
	Marlow
Post town	Bucks
County/Region	
Postcode	S L 7 1 N S
Country	
DX	
Telephone	01628 478100



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

Harrison Roofing Services Ltd
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 24/04/2019 To 23/10/2019 £	From 24/04/2019 To 23/10/2019 £
	HIRE PURCHASE		
(15,323.85)	Motonovo Finance	NIL	NIL
NIL	Motor Vehicle	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Bank Interest Gross	5.93	5.93
Uncertain	Book Debts	29,638.17	29,638.17
1,000.00	Cash at Bank	NIL	NIL
600.00	Furniture & Equipment	125.00	125.00
1,000.00	Motor Vehicles	NIL	NIL
Uncertain	Retentions	NIL	NIL
24,000.00	VAT Refund	NIL	NIL
Uncertain	WIP	NIL	NIL
		29,769.10	29,769.10
	COST OF REALISATIONS		
	AML Search Fee	9.00	9.00
	Debt Collector's Fees	5,924.03	5,924.03
	Insurance of Assets	134.40	134.40
	IP Bid	195.00	195.00
	Office Holders Fees	11,500.00	11,500.00
	Pension Advice	950.00	950.00
	Photocopying	246.50	246.50
	Postage	149.25	149.25
	Specific Bond	135.00	135.00
	Stationery	87.50	87.50
	Statutory Advertising	338.00	338.00
		(19,668.68)	(19,668.68)
	UNSECURED CREDITORS		
(47,000.00)	HM Revenue and Customs - CIS	NIL	NIL
(28,399.27)	HM Revenue and Customs - PAYE/NI	NIL	NIL
(521,389.74)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(103.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(585,615.86)		10,100.42	10,100.42
	REPRESENTED BY		
	Bank 1 Current		9,694.17
	Vat Receivable		406.25
			10,100.42

Harrison Roofing Services Ltd

(In Administration)

("the Company")

In the High court of Justice CR-2019-002788

THE JOINT ADMINISTRATORS' PROGRESS REPORT FOR THE PERIOD 24 APRIL 2019 TO 23 OCTOBER 2019

11 November 2019

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

Chris Newell and Frank Wessely of Quantuma LLP, 81 Station Road, Marlow, Bucks, SL7 1NS, were appointed Joint Administrators of Harrison Roofing Services Ltd on 24 April 2019.

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

Chris Newell is licensed to act as an insolvency practitioner by the Insolvency Practitioners Association and Frank Wessely is licensed to act as an insolvency practitioner by the Institute of Chartered Accountants in England and Wales

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ABBREVIATIONS

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

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Administrators"	Chris Newell and Frank Wessely of Quantuma LLP
"the Company"	Harrison Roofing Services Ltd (in Administration)
"the Court"	High Court of Justice 2019-002788
"EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 24 April 2019 to 23 October 2019

INTRODUCTION

This report has been prepared to provide creditors with an update on the progress of the Administration of the Company since our appointment as Joint Administrators on 24 April 2019.

The Joint Administrators' proposals were approved. A formal notice confirming this was sent to all creditors on 26 July 2019.

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

Details of the appointment of the Joint Administrators

Chris Newell and Frank Wessely of Quantuma LLP were appointed Joint Administrators of the Company on 24 April 2019.

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

PROGRESS OF THE ADMINISTRATION

The Joint Administrators' receipts and payments account

Attached at Appendix 2 is a receipts and payments account for the Review Period.

An EOS as at 23 October 2019 is attached at Appendix 3.

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

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

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

VAT Basis

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

Administrative, Statutory & Regulatory Tasks

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

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Administration, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Issuing the Joint Administrators' Proposals, seeking relevant creditors' approvals and issuing notice of the outcome;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining case files, which must include records to show and explain the administration and any decisions made by the Joint Administrators that materially affect the administration;
- Monitoring and maintaining an adequate statutory bond;

-
- Conducting periodic case reviews to ensure that the administration is progressing efficiently, effectively and in line with the statutory requirements;
 - Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments;
 - Completing periodic tax returns; and
 - Preparing a report on the conduct of the directors as required by the Company Directors Disqualification Act.

Realisation of assets

Sale of assets to a connected party

The Joint Administrators instructed Richard Birch & Co, who are professional independent agents with adequate professional indemnity insurance to dispose of the Company's assets using the most advantageous method available.

Dexter Burt expressed an interest in purchasing the Company's laptop. Dexter Burt is connected with the Company because he was a director of the Company.

Therefore, Dexter Burt was invited to contact Richard Birch & Co direct to progress his interest. Richard Birch & Co weighed up the advantages of a swift sale, which would avoid the ongoing costs of storing and marketing the asset, against the potential of attracting a better offer albeit that this would involve incurring more costs. Richard Birch & Co concluded that Dexter Burt's offer was very likely to represent the best net realisation for the asset and they recommend to the Joint Administrators that the offer be accepted.

Consequently, the Company's laptop was sold to Dexter Burt on 11 June 2019 for £200 (exclusive of any VAT), which is yet to be received.

Book debts

The realisable value given to book debts was stated as uncertain on the Statement of Affairs. To date, the sum of £29,638.17 has been received. It is estimated that further realisations in the region of £5,000 are still to be realised.

The collection agent, Robert Pearce Associates has been instructed to assist with the collection of book debts. Further detail of their instruction is stated below.

Furniture and equipment

Independent valuation agents, Richard Birch & Co valued the furniture and equipment for the purpose of the Statement of Affairs in value of £600. Realisations of £300 have been made and a further £200 remains outstanding from the sale of a laptop to the Director, but no payment has been received to date. Funds in the sum of £125 have been received from the agent to date, and the remaining funds will be transferred to the Administration once full payment has been received.,

Motor Vehicles

Richard Birch & Co valued the motor vehicles in the sum of £1,000 for the basis of the Statement of Affairs. This was sold at its full value and the funds are being held by the agents, until payments for all assets has been made. No further realisations are anticipated.

Work In Progress

The value listed on the Statement of Affairs was stated as uncertain. This has subsequently been written off, because of no value for the Administration. Therefore, it is not anticipated any realisations will be made in this matter.

VAT Refund

The value listed on the Statement of Affairs was stated in the value of £24,000. HMRC has subsequently submitted their claim for pre-appointment debt, that is greater than the proposed refund. There is therefore no prospects of realisations in this matter, and this has been written off.

Cash at Bank

The value listed on the Statement of Affairs was £1,000. There has been no realisations made in this matter, because there was no funds held in the Company's pre-appointment bank account at the date of appointment.

Retentions

This was listed as uncertain. However please note, the retentions and book debts are linked and realisations are being recorded with the book debts.

Estimated future realisations

The only further realisations available, are the book debts, as stated above.

Payments

All payments are listed in the below table.

CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured creditors

There is no known secured creditor of the Company.

Preferential creditors

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

Preferential claims relating to unpaid holiday pay were not estimated in the Director's Estimated Statement of Affairs. To date, no claims have been received.

It is uncertain whether there will be sufficient realisations to pay a dividend to preferential creditors, should any claims be received.

Prescribed Part

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

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

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

Unsecured creditors

Unsecured claims were estimated at £612,112.86 in the Director's Estimated Statement of Affairs and to date 21 claims have been received from unsecured creditors totalling £557,936.56.

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

OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

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

In this regard, a confidential report was submitted to The Insolvency Service on 16 July 2019.

Initial Assessment of Potential Recoveries

As part of our duties as Joint Administrators, we are obliged to review shortly after appointment all the information available to us and conduct an initial assessment of whether there are any matters which may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This review has been completed and we confirm that it has identified possible further realisations that are being investigated further. It is uncertain at the moment if any realisations will be made from these investigations.

Should creditors have any information in relation to the above which you feel we should be made aware of, please contact us as a matter of urgency.

EC Regulations

The Company's centre of main interest was in 11 Castle Hill, Maidenhead, Berkshire, SL6 4AA and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

General Data Protection Regulation

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

Further Information

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

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

Information about this insolvency process may be found on the R3 website at www.creditorinsolvencyguide.co.uk.

PRE-ADMINISTRATION COSTS

Included within the Joint Administrators' Proposals dated 17 June 2019 was a Statement of Pre-Administration Costs.

These costs were approved on 17 April 2019 as detailed below.

Party instructed	Amount approved (£)	Date approved	Date paid
Quantuma LLP	5,000	17 April 2019	17 April 2019
TOTAL APPROVED	£5,000		

THE JOINT ADMINISTRATORS' FEES AND EXPENSES

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

The Joint Administrators' Fees

The bases of the Joint Administrators' fees were fixed on 2 July 2019 by the resolution of creditors as follows:

1. As 20% of the value of gross asset realisations; and
2. A set amount of £20,000 for the Administration and a set amount of £10,000 for the Liquidation in the event that the Company exits into Creditors' Voluntary Liquidation or Compulsory Liquidation and the Joint Administrators become the Joint Liquidators.

In accordance with this resolution, fees totalling £11,500 plus VAT have been drawn.

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

Comparison of estimates

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

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Debt Collection Fees	2,500.00	5,924.03	Debt collectors realised a greater value from the assets than expected and their remuneration was based on a percentage of returns.
Pension Advice	0.00	950.00	Unexpected cost
Document Storage	135.00	Nil	
Postage	161.85	149.25	
Redirection of Mail	43.99	Nil	
Advertising	253.50	338.00	
Insurance	100.00	134.40	
Bonding	135.00	135.00	
Category 2 expenses			
Stationery	82.50	87.50	
Photocopying	181.50	246.50	
Anti-Money Laundering Check	9.00	9.00	

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
TOTAL	3,517.34	7,973.68	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements referred to above. The creditors approved the payment of Category 2 disbursements on these bases on 2 July 2019.

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

- the original expenses estimate has been exceeded for the reasons given above.

Other professional costs

Debt Collectors

Robert Pearce Associates have been retained as debt collectors. The fees have been agreed at 20% plus VAT of all book debts collected. Their fees for the Review Period amount to £5,924.03 plus VAT and they have been paid in full.

Pension Advice

Clumber Consultancy Limited were instructed to deal with the winding down of the Company pension. Their fees for the Review Period amount to £950 plus VAT and they have been paid in full.

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

Creditors' rights to request information

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

Creditors' rights to challenge fees and/or expenses

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

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

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

CONCLUSION

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

- The remaining book debts to be collected by Robert Pearce Associates Limited
- Further investigations into the possible realisations, identified from the review of Company accounts.

General Data Protection Regulation

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

Should you have any queries in regard to any of the above please do not hesitate to contact Ben Ekbery on 01628 478 100 or by e-mail at Ben.Ekbery@Quantuma.com.



Chris Newell
Joint Administrator

The affairs, business and property of Harrison Roofing Services Ltd (in Administration) are managed by the Joint Administrators, who act as agents of the Company and without personal liability

**Harrison Roofing Services Ltd
(IN ADMINISTRATION)**
STATUTORY INFORMATION

Company Name	Harrison Roofing Services Ltd
Previous Names	Harrison Roofing Limited
Proceedings	In Administration
Court	High Court of Justice
Court Reference	2019-002788
Date of Appointment	24 April 2019
Joint Administrators	Chris Newell Frank Wessely Quantuma LLP 81 Station Road, Marlow, Bucks, SL7 1NS
Joint Administrators' functions	All functions, duties and powers may be exercised by either one or both of the Joint Administrators
Registered office address	c/o Quantuma LLP 81 Station Road, Marlow, Bucks, SL7 1NS
Company Number	09308761
Incorporation Date	13/11/2014
Appointment by	Director - Dexter Burt, 11 Castle Hill, Maidenhead, Berkshire, SL6 4AA
Directors at date of Appointment	Dexter Burt Elliott Burt
Directors' Shareholdings	Dexter Burt = 49,000 shares Elliott Burt = 25,501 shares Samantha Burt = 25,501 shares

Appendix 2

**Harrison Roofing Services Ltd
(IN ADMINISTRATION)**

**THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT
AS AT 23 OCTOBER 2019**

Harrison Roofing Services Ltd
(In Administration)
Joint Administrators' Summary of Receipts and Payments
To 23 October 2019

RECEIPTS	Statement of Affairs (£)	Total (£)
Motor Vehicle	NIL	0.00
Furniture & Equipment	600.00	125.00
Motor Vehicles	1,000.00	0.00
WIP	Uncertain	0.00
Book Debts	Uncertain	29,638.17
Retentions	Uncertain	0.00
VAT Refund	24,000.00	0.00
Cash at Bank	1,000.00	0.00
Bank Interest Gross		5.93
		<hr/>
		29,769.10
		<hr/>
PAYMENTS		
Motonovo Finance	(15,323.85)	0.00
Specific Bond		135.00
Office Holders Fees		11,500.00
Pension Advice		950.00
Debt Collector's Fees		5,924.03
IP Bid		195.00
Photocopying		246.50
Stationery		87.50
Postage		149.25
AML Search Fee		9.00
Statutory Advertising		338.00
Insurance of Assets		134.40
Trade & Expense Creditors	(521,389.74)	0.00
HM Revenue and Customs - PAYE/NIC	(28,399.27)	0.00
HM Revenue and Customs - CIS	(47,000.00)	0.00
Ordinary Shareholders	(103.00)	0.00
		<hr/>
		19,668.68
		<hr/>
Net Receipts/(Payments)		10,100.42
		<hr/>

MADE UP AS FOLLOWS

Bank 1 Current	9,694.17
VAT Receivable / (Payable)	406.25
	<hr/>
	10,100.42
	<hr/>

**Harrison Roofing Services Ltd
(IN ADMINISTRATION)**

**THE JOINT ADMINISTRATORS' ESTIMATED OUTCOME STATEMENT
AS AT 23 OCTOBER 2019**

**Harrison Roofing Services Ltd
(IN ADMINISTRATION)**

**THE JOINT ADMINISTRATORS' SCHEDULE OF JOINT ADMINISTRATORS TIME-COSTS
AS AT 23 OCTOBER 2019**

Time Entry - SLP9 Time & Cost Summary

6004455 - Harrison Roofing Services Ltd
Project Code POST
From 24/04/2019 To 23/10/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	2.95	8.92	55.30	9.10	76.27	13,020.05	170.71
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.10	0.40	7.30	7.80	1,007.50	129.17
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	2.70	10.80	29.70	8.00	51.20	9,439.50	184.37
Investigations	1.00	1.60	5.80	3.60	12.00	2,102.50	175.21
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	13.70	11.50	0.00	25.20	4,714.00	187.06
Tracing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	6.65	35.12	102.70	28.00	172.47	30,283.55	175.59
Total Fees Claimed						11,500.00	
Total Disbursements Claimed						796.25	

**Harrison Roofing Services Ltd
(IN ADMINISTRATION)**

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

Description of work undertaken	Includes
	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
	Collection and making an inventory of company books and records
	Discussions regarding strategies to be pursued <i>Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case</i> Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
	Receive and follow up creditor enquires via telephone Review and prepare correspondence to creditors and their representatives via email and post
	Agreeing allocation of realisations and costs between fixed and floating charges Receipt of POD Adjudicating POD
	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
	Preparing a fee estimate for inclusion with the report to creditors.

Description of work undertaken	Includes
Para 53 Report of Initial Meeting/Deemed Approval Documentation	
INVESTIGATIONS	
SIP Review (conducting an initial investigation with a view to identifying creditors assets controlled by directors and reviewing information from external third parties such as the High Court Companies Register etc)	Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
CIPR Reports: Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
ASSET MANAGEMENT	
	Liaising with agents to agree disposal strategy Dealing with potential purchasers Negotiating sales Collecting sales consideration Liaising with insurance companies and directors to pursue claims Examining company records to support tax refunds Exchanges with government departments
	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff
	Dealing with agents regarding the sale of the assets.
Contacting the bank to arrange closure of the account and payment of the funds to the estate	Contacting the bank to arrange closure of the account and payment of the funds to the estate
Identifying & Managing Insurers	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
CASHIERING	
Opening, maintaining and managing the Office Holders cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book

Description of work undertaken	Includes
Dealing with cheque reconciliations	Issuing cheques/BACS payments
Dealing with bank transfers	Banking remittances
Banking reconciliations	
	Preparing and filing statutory receipts and payments accounts at Companies House

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

Time charging policy

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

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes

Rates are likely to be subject to periodic increase

Partners	£345.00 - £520.00
Senior Manager	£265.00 - £395.00
Manager	£210.00 - £295.00
Assistant Manager	£195.00 - £280.00
Senior Administrator	£185.00 - £270.00
Administrator	£160.00 - £185.00
Assistant Administrator	£105.00
Case Accountant	£135.00
Support Staff/Executive Assistant	£100.00 - £135.00