

AM10

Notice of administrator's progress report



Companies House

FRIDAY



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A13

21/02/2020

#60

COMPANIES HOUSE

1 Company details

Company number 1 0 1 5 1 6 6 2

Company name in full Carlauren Care Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Carl

Surname Jackson

3 Administrator's address

Building name/number Office D

Street Beresford House

Post town Town Quay

County/Region Southampton

Postcode S O 1 4 2 A Q

Country

4 Administrator's name ①

Full forename(s) Simon James

Surname Bonney

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number High Holborn House

Street 52-54 High Holborn

Post town London

County/Region

Postcode W C 1 V 6 R L

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	3	d	1	m	0	m	7	y	2	y	0	y	1	y	9
To date	d	3	d	0	m	0	m	1	y	2	y	0	y	2	y	0

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date	d	2	d	0	m	0	m	2	y	2	y	0	y	2	y	0
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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 **James Pike**

Company name **Quantuma LLP**

Address **Office D**

Beresford House

Post town **Town Quay**

County/Region **Southampton**

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

Country

DX **info@quantuma.com**

Telephone **02380336464**



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse 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

Carlauren Care Ltd
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 31/07/2019 To 30/01/2020 £	From 31/07/2019 To 30/01/2020 £
	ASSET REALISATIONS		
Uncertain	Associated Debtors	NIL	NIL
	Cash at Bank	2,522.15	2,522.15
Uncertain	Furniture and Fixtures	NIL	NIL
		2,522.15	2,522.15
	PREFERENTIAL CREDITORS		
(35,025.81)	Employee Arrears/Hol Pay	NIL	NIL
(1,615.57)	Pension Schemes	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(2,598,014.36)	Associated Creditors	NIL	NIL
(47,052.40)	Employees	NIL	NIL
(34,005.00)	HM Revenue and Customs - Corporati	NIL	NIL
(10,278.94)	HM Revenue and Customs - PAYE/NI	NIL	NIL
(216.00)	Other Creditors	NIL	NIL
(48.24)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(2,726,257.32)		2,522.15	2,522.15
	REPRESENTED BY		
	Bank 1 Current		2,522.15
			2,522.15

Note:

Carl Jackson
Joint Administrator

Carlauren Care Ltd

(In Administration)

("the Company")

In the High Court of Justice 005103

THE JOINT ADMINISTRATORS' PROGRESS REPORT FOR THE PERIOD 31 JULY 2019 TO 30 JANUARY 2020

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.

Carl Jackson and Simon James Bonney of Quantuma LLP, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ, were appointed Joint Administrators of Carlauren Care Ltd on 31 July 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.

Carl Jackson is licensed to act as an insolvency practitioner by the Institute of Chartered Accountants in England and Wales and Simon James Bonney is licensed to act as an insolvency practitioner by the Insolvency Practitioners Association

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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"	Carl Jackson and Simon James Bonney of Quantuma LLP
"the Company"	Carlauren Care Ltd (in Administration)
"the Court"	High Court of Justice 005103
"EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 31 July 2019 to 30 January 2020

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 31 July 2019.

The Joint Administrators' proposals were approved. A formal notice confirming this was made available to all creditors on 23 October 2019.

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

Details of the appointment of the Joint Administrators

Carl Jackson and Simon James Bonney of Quantuma LLP were appointed Joint Administrators of the Company on 31 July 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.

The Joint Administrators have not prepared an Estimated Outcome Statement at this stage as the recoverable amounts in respect of the Company's assets is currently uncertain. It is therefore not currently possible to provide an accurate estimate of the future position.

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

As the Company is not registered for VAT the receipts and payments are shown net of VAT. A separate entry shows the amount of VAT paid.

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;
- Drafting and issuing the progress report to creditors;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;

- Maintaining case files, which must include records to show and explain the administration and any decisions made by the Joint Administrators that materially affect the administration;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the administration is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.
- Preparing a report on the conduct of the directors as required by the Company Directors Disqualification Act.

Realisation of assets

Inter-Company Claims

A review of the Company's accounting records undertaken by the Joint Administrators identified a number of amounts owed by associated companies, as follows:

CHF 2 Ltd*	253,457.07
CHF 3 Ltd**	102,892.07
CHF 4 Ltd*	95,904.86
CHF 5 Ltd*	104,948.58
CHF 6 Ltd*	186,697.54
CHF 7 Ltd*	10,000.00
CHF 8 Ltd*	77,832.07
Carlauren Resort 18 Ltd*	5,500.00
Carlauren Technology Ltd*	5,470.70
Total	842,691.89

* - company in Administration

** - company in Liquidation

Letters of demand were sent to the debtors companies, although no repayment proposals were received.

Due to non-payment of the outstanding balances due to a connected company, Carlauren Lifestyle Resorts Limited, the Joint Administrators of Carlauren Lifestyle Resorts Limited made applications in August 2019 for Administration Orders in respect of CHF 2 Ltd, CHF 5 Ltd, CHF 6 Ltd, CHF 8 Ltd, Carlauren Group Ltd and Carlauren Holdings Ltd. The applications were opposed by the former director and the final hearing was not until 28 November 2019 which was successful and Carl Jackson of Quantuma LLP and Philip Duffy of Duff & Phelps Ltd ('CJ & PD') were appointed Joint Administrators of the Companies.

A number of further group companies have since been placed into Administration, and appointments have now been made as follows:

Company Name	Appointees	Appointment Date
Carlauren Lifestyle Resorts Ltd	CJ & SB	25 July 2019
Accordiant Ltd	CJ & SB	26 July 2019
Carlauren Care Ltd	CJ & SB	31 July 2019
Carlauren Group Ltd	CJ & PD	28 November 2019
Respite Rooms Ltd	CJ & PD	11 December 2019

CHF 2 Ltd	CJ & PD	28 November 2019
CHF 4 Ltd	CJ & PD	19 December 2019
CHF 6 Ltd	CJ & PD	28 November 2019
CHF 3 Ltd (liquidation)	CJ & PD	15 August 2019
CHF 8 Ltd	CJ & PD	28 November 2019
CHF 14 Ltd	CJ & PD	19 December 2019
CHF 16 Ltd	CJ & PD	11 December 2019
Carlauren Technology Ltd	CJ & PD	19 December 2019
CHF 5 Ltd	CJ & PD	28 November 2019
CHF 7 Ltd	CJ & PD	19 December 2019
CHF 9 Ltd	CJ & PD	19 December 2019
CHF 11 Ltd	CJ & PD	19 December 2019
CHF 15 Ltd	CJ & PD	11 December 2019
CHF 13 Ltd	CJ & PD	19 December 2019
Carlauren Travel Ltd	CJ & PD	6 December 2019
Heritage Hotels Ltd	CJ & PD	11 December 2019
Casarian Holdings Ltd	CJ & PD	28 November 2019
Care Home Freehold 2 Ltd	CJ & PD	11 December 2019
CHHF 17 Ltd	CJ & PD	11 December 2019
Carlauren Resort 18 Ltd	CJ & PD	11 December 2019
Carlauren Resort 21 Ltd	CJ & PD	19 December 2019
Carlauren Resort 23 Ltd	CJ & PD	19 December 2019
Hurst Manor Ltd	CJ & PD	19 December 2019
Carlauren Resort 22 Ltd	CJ & PD	19 December 2019
Coppice Hotel (Torquay) Ltd	CJ & PD	4 February 2020
TodaySolar Ltd	CJ & PD	4 February 2020
Carlauren Property Holdings Ltd	CJ & PD	14 February 2020

The Joint Administrators are reviewing the position in relation to the other group companies not currently subject to formal insolvency proceedings.

Any repayment to the Company will be dependent upon the outcome of the various insolvency procedures. The potential for any recovery to be made is therefore currently uncertain.

Furniture and Fixtures

The Company's last filed accounts detail furniture and fixtures with a book value of £191,437. The Company had ceased trading prior to the appointment of the Joint Administrators and the available records do not provide sufficient information in order to identify the assets. The Joint Administrators will continue to make enquiries in this regard.

Cash at Bank

The sum of £2,522 has been received in respect of the closing balance held in the Company's bank account.

Payments

No payments have been made during the Review Period.

Costs incurred but remaining unpaid

Costs have been incurred during the Review Period, but which as yet remain unpaid. These costs are separately detailed below:

Cost Description	Amount (£)
Agents Fee – Olive Pine – assisting with the extraction and analysis of accounting information	80.00
Advertising	169.00
Postage	28.06
Stationery	23.00
Photocopies	20.70
Bordereau	20.00
Land Registry	11.00
TOTAL	351.76

During the Review Period, the Joint Administrators have also incurred time costs and direct expenses, none of which have yet been discharged. Further details of these costs are set out below.

CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured creditors

The Company did not give any security.

Preferential creditors

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

Preferential claims relating to unpaid holiday pay, wage arrears and pension contributions were estimated at £36,641 in the Estimated Statement of Affairs. The Joint Administrators are currently awaiting confirmation of the Redundancy Payments Service's claim.

It is uncertain whether there will be sufficient realisations to pay a dividend to preferential creditors.

Prescribed Part

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

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

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

Unsecured creditors

Unsecured claims were estimated at £2,689,615 in the Estimated Statement of Affairs and to date four claims have been received from unsecured creditors totalling £53,886.

The category of claims received compared with the amount per the Estimated Statement of Affairs is as follows:

Claim Category	Amount per Estimated SofA	Claims Received to Date
Trade & Expense	£48.04	£48.04
Employees	£47,052.40	£-
Other Creditors	£216.00	£9,631.56
Corporate Tax	£34,005.00	£-
PAYE / NIC	£10,278.94	£44,205.92
Associate Creditors	£2,598,014.36	£-
Total	£2,689,614.94	£53,885.52

The Joint Administrators consider that there may be sufficient realisations to enable a distribution to creditors in the event of repayment to creditors for the other connected insolvencies; however, at this stage the Joint Administrators are unable to provide any certainty that there will be any return to creditors.

It is therefore possible that there may not be sufficient funds to allow a distribution to creditors of the Company.

Claims process

Due to the possible distribution to unsecured creditors, you are requested to submit claims to the address on the front of this report if you have not already done so, marked for the attention of James.Pike@Quantuma.com.

A Proof of Debt form is attached at Appendix 5.

OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

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

In this regard, a confidential report was submitted to The Insolvency Service on 29 October 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 a number of matters have been identified that require further investigation.

The Company was part of the Carlauren group of companies; a complex structure of companies set up for the purposes of sourcing investment from third parties, both in the UK and abroad, purchasing and renovating properties with the intention of trading care homes / hotels and paying a return to investors.

The Joint Administrators are carrying out investigations with regards to the sums invested by investors, how these funds have been utilised and the progress in relation to the numerous project sites acquired by the group companies.

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 36 Preston Road, Yeovil BA21 3AQ 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-notices/.

Further Information

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

To comply with the Provision of Services Regulations, some general information about Quantuma 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 25 September 2019 was a Statement of Pre-Administration Costs.

The following Pre-Administration costs have not yet been approved and thus remain unpaid:

Party instructed	Amount (£)
Joint Administrators' pre-appointment costs	1,572.50
Legal Fees – Crowell & Moring	1,538.00
Total Unapproved	3,110.50

No further steps have been taken to seek approval during the Review Period. The Joint Administrators will consider seeking approval in relation to these costs at a later date.

THE JOINT ADMINISTRATORS' FEES AND EXPENSES

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

The Joint Administrators' Fees

The basis of the Joint Administrators' fees has not yet been fixed. However, the Joint Administrators have attempted during the Review Period to have this fixed by a resolution of creditors at a vote by correspondence.

A fee estimate was provide to creditors to cover the period of the Administration. It was estimated that the Joint Administrators would incur time costs of £46,503.92, being 169.05 hours at an average hourly rate of £275.09.

During the Review Period, the Joint Administrators have incurred time costs of £13,397.00, being 64.85 hours at an average hourly rate of £206.58.

No remuneration has been drawn during the Review Period.

We believe this case to be of a complex nature due to the Carlauren group structure, the historic running of the various sites operated by the group and the numerous inter-company claims to be reviewed by the Joint Administrators. A thorough review of the Companies' accounting records is required in order to determine the quantum of the numerous inter-company claims. The underlying basis of charging proposed to and approved by the creditors has been Quantuma LLP's standard charge out rates which are reviewed periodically.

Comparison of estimates

The basis of the Joint Administrators remuneration has not yet been determined. The Joint Administrators will seek approval from creditors regarding the basis of their remuneration at a later date.

For a detailed schedule of work undertaken by the Joint Administrators during the Review Period and for the period of the Administration as a whole, see Appendix 4. A detailed narrative list of the work undertaken during the Review Period is provided at Appendix 5.

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)
Agents' fees	-	80.00	Not initially anticipated
Postage	15.00	28.06	
Advertising	169.00	169.00	
Bonding	135.00	20.00	
Land Registry	-	11.00	Not initially anticipated
Category 2 expenses			
Photocopying	10.00	20.70	
Stationery	10.00	23.00	
TOTAL	339.00	351.76	

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 basis of the drawing of Category 2 disbursements has not yet been considered by creditors.

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

Solicitors

Crowell & Moring were instructed by the Joint Administrators to advise on appropriate legal matters. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT.

The Solicitors' timecosts for the Review Period amount to £476,169 in relation to all of the group appointments. No payment has been made during the Review Period.

The Joint Administrators will agree an apportionment of these costs across all of the group appointments at a later date, details of which will be reported to creditors.

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:

- Continuing with the Joint Administrators' investigation into the affairs of the Company and the director's conduct;
- Continued investigations regarding the group structure and the various claims;
- A continued review of the Company's accounting records in order to determine the amounts owed in respect of inter-company claims; and
- Pursuing repayment in respect of any inter-company claims.

Should you have any queries in regard to any of the above please do not hesitate to contact James Pike on 02380 336464 or by e-mail at James.Pike@Quantuma.com.



Carl Jackson
Joint Administrator

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

**Carlauren Care Ltd
(IN ADMINISTRATION)****STATUTORY INFORMATION**

Company Name	Carlauren Care Ltd
Previous Names	Caring Communities Limited (27 February 2017 to 8 March 2018) 5 Star Care Home Management Limited (27 April 2016 to 27 February 2017)

Proceedings	In Administration
Court	High Court of Justice
Court Reference	005103 of 2019
Date of Appointment	31 July 2019
Joint Administrators	Carl Jackson Simon James Bonney Quantuma LLP Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Joint Administrators' functions	All functions, duties and powers may be exercised by either one or both of the Joint Administrators
Registered office address	c/o Quantuma LLP Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Company Number	10151662
Incorporation Date	27 April 2016
Company Secretary	None
Appointment by	The Director
Directors at date of Appointment	Sean Murray
Directors' Shareholdings	None

**Carlauren Care Ltd
(IN ADMINISTRATION)**

**THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT
AS AT 30 JANUARY 2020**

Carlauren Care Ltd
(In Administration)
Joint Administrators' Summary of Receipts & Payments
To 30/01/2020

S of A £		£	£
	ASSET REALISATIONS		
Uncertain	Furniture and Fixtures	NIL	
Uncertain	Associated Debtors	NIL	
	Cash at Bank	2,522.15	2,522.15
	PREFERENTIAL CREDITORS		
(35,025.81)	Employee Arrears/Hol Pay	NIL	
(1,615.57)	Pension Schemes	NIL	NIL
	UNSECURED CREDITORS		
(48.24)	Trade & Expense Creditors	NIL	
(47,052.40)	Employees	NIL	
(216.00)	Other Creditors	NIL	
(34,005.00)	HM Revenue and Customs - Corporati	NIL	
(10,278.94)	HM Revenue and Customs - PAYE/NI	NIL	
(2,598,014.36)	Associated Creditors	NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
(2,726,257.32)			2,522.15
	REPRESENTED BY		
	Bank 1 Current		2,522.15
			2,522.15

Note:

Carl Jackson
Joint Administrator

**Carlauren Care Ltd
(IN ADMINISTRATION)**

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

Time Entry - SIP9 Time & Cost Summary

6005024 - Carlauren Care Ltd
 Project Code: POST
 From: 31/07/2019 To: 30/01/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.15	10.00	7.80	4.20	23.15	5,363.50	231.68
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.00	1.60	1.60	216.00	135.00
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	31.60	1.40	33.00	5,993.00	181.61
Investigations	3.10	0.00	3.70	0.00	6.80	1,769.00	260.15
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.30	0.00	0.30	55.50	185.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	4.25	10.00	43.40	7.20	64.85	13,357.00	206.58
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

**Carlauren Care Ltd
(IN ADMINISTRATION)**

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

Description of work undertaken	Includes
<u>ADMINISTRATION & PLANNING</u>	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond.	
Recovering & Scheduling the company's books and records.	Collection and making an inventory of company books and records
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 3 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
ERA - completing documentation for submission to the Redundancy Payments Office ("RPO") and liaising with the RPO regarding employee claims	
Employees - obtaining information from records about employee claims and dealing with employee correspondence/calls regarding their claims	Assisting employees to pursue claims via the RPO
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Dealing with HMRC/RPO claims	
Creditors' Meeting	Preparation of meeting notices, proxies/voting forms and advertisements Notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions

Description of work undertaken	Includes
	Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	Preparing a fee estimate for inclusion with the report to creditors.
Para 49 Administrators' Proposals	
Para 53 Report of Initial Meeting/Deemed Approval Documentation	
<u>INVESTIGATIONS</u>	
SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, 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
CDDA 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
Investigating & Pursuing Antecedent Transactions	
<u>REALISATION OF ASSETS</u>	
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and arranging for reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims
<u>CASHIERING</u>	
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

Description of work undertaken	Includes
	Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	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.

Staff	Charge out rates £
Partners	345 – 520
Directors	315 – 475
Senior Manager	265 – 395
Manager	210 – 295
Assistant Manager	195 -280
Senior Administrator	185 – 270
Administrator	160 – 185
Assistant Administrator	105
Case Accountant	135
Junior Administrator	105
Support Staff/Executive Assistant	100 - 135

PROOF OF DEBT - GENERAL FORM

Carlauren Care Ltd (in Administration)

Date of Administration: 31 July 2019

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [The administrator may call for any document or evidence to substantiate the claim at his discretion.]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.: Account Name: Sort code:
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO