



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

1 Company details

Company number 1 1 2 2 9 5 3 6

Company name in full Crawley Churchill Court Centre Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Andrew

Surname Hosking

3 Administrator's address

Building name/number High Holborn House

Street 52-54 High Holborn

Post town London

County/Region

Postcode WC 1 V 6 R L

Country

4 Administrator's name ①

Full forename(s) Frank

Surname Ofonagoro

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



X

Signature date

^d 3	^d 0	^m 0	^m 9	^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 **Andrew Hosking**

Company name **Quantuma Advisory Limited**

Address **High Holborn House**

52-54 High Holborn

Post town **London**

County/Region

Postcode **W C 1 V 6 R L**

Country

DX

Telephone **020 3856 6720**

**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

Crawley Churchill Court Centre Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 23/03/2021 To 22/09/2021 £	From 23/03/2021 To 22/09/2021 £
	SECURED CREDITORS		
(1.00)	Pathway Finance 1	NIL	NIL
(1.00)	Pathway Finance 2	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Bank Interest Gross	1.10	1.10
938,696.30	Bromley One Elmfield Park Centre Lim	NIL	NIL
NIL	Capitalisation of Costs - Fit out	NIL	NIL
NIL	IW Group Services (UK) Limited	NIL	NIL
346,058.50	Prepayments	NIL	NIL
	Rent	311,469.96	311,469.96
83,392.11	Trade debts	NIL	NIL
		311,471.06	311,471.06
	COST OF REALISATIONS		
	Rents & Service Charge Payable	48,150.97	48,150.97
		48,150.97	48,150.97
	FLOATING CHARGE CREDITORS		
(586,753.39)	Genesis Finance Sarl	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(28,457.66)	Franchise International Sarl	NIL	NIL
(379,750.80)	IW Group Services (UK) Limited	NIL	NIL
(11,688.86)	Regus PLC SA	NIL	NIL
(2,122,917.39)	West Sussex County Council	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(1,761,424.19)		359,622.03	359,622.03
	REPRESENTED BY		
	Bank 1 Current		359,622.03
			359,622.03



Andrew Hosking
Joint Administrator

Crawley Churchill Court Centre Limited

(In Administration)

("the Company")

In the Business and Property Courts in England & Wales

Court Reference: 000454 of 2021

THE JOINT ADMINISTRATORS' **PROGRESS REPORT** FOR THE 23 MARCH 2021 TO 22 SEPTEMBER 2021

30 September 2021

Andrew Hosking and Frank Ofonagoro of Quantuma Advisory Limited, High Holborn House, 52-54 High Holborn, London, WC1V 6RL, were appointed Joint Administrators of Crawley Churchill Court Centre Limited on 23 March 2021.

Andrew Hosking and Frank Ofonagoro are both licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association.

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.

This report has been prepared for circulation solely to comply with the Joint Administrator's statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.

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7	THE JOINT ADMINISTRATORS' FEES AND EXPENSES

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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"	Andrew Hosking and Frank Ofonagoro of Quantum Advisory Limited
"the Company"	Crawley Churchill Court Centre Limited – In Administration
"the Court"	Business and Property Courts in England & Wales (Court Reference: 000454 of 2021)
"EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 23 March 2021 to 22 September 2021

1. INTRODUCTION

Introduction

This report has been prepared to provide Members and Creditors with an update on the progress of the Administration of the Company since the appointment as Joint Administrators on 23 March 2021.

Please note that on 1 August 2020, Quantuma LLP transferred its business to Quantuma Advisory Limited.

The Joint Administrators' proposals were deemed approved. A formal notice confirming this was sent to all creditors on 7 June 2021.

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

Details of the appointment of the Quantuma Advisory Limited

Andrew Hosking and Frank Ofonagoro of Quantuma Advisory Limited were appointed Joint Administrators of the Company on 23 March 2021.

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

2. THE PROGRESS OF THE ADMINISTRATION

The Joint Administrators' Receipts and Payments Account

Attached at Appendix 2 is a Receipts and Payments account covering the Review Period. In accordance with the requirements of SIP 7, the Joint Administrators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Administration over the Review Period. A summary is provided of 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.

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. Details of the tasks carried out during the Review Period are included in Appendix 6.

Realisation of assets

Rescue of the business as a going concern

The Company operated the business at Churchill Court, 3 Manor Royal, Crawley, RH10 9LU, pursuant to the terms of a franchise agreement entered into with Franchise International GmbH, which its clients were required to sign up to upon renting the space at the Property. The Administrators have been seeking to rescue the Company as a going concern by continuing discussions with the Landlord regarding a variation to the terms of the lease such that the Company would be able to continue to trade profitably. This matter remains ongoing.

Book debts

On the Joint Administrators' appointment, management advised that the book value of the Company's debtor schedule was £166,784.22, with an estimated recoverability of 50% (£88,392.11). The Joint Administrators have arranged for the collection of the documentation to support the outstanding sales ledger. These records have been reviewed in order to ascertain whether there were any recoveries available for the estate. Having considered the possible recovery routes for the collection of historic debts to attempt to recover the outstanding amounts owed to the Company, the Joint Administrators have instructed IWG's internal debt collection team due to their prior relationship with the debtors meaning they should be able to recover the debts more efficiently. This matter remains ongoing.

Contribution to Rental Costs

The Joint Administrators received contributions from IW Group Services (UK) Limited so that they may discharge their ongoing rental obligations during the Administration period. Accordingly, the sum of £359,620.93 plus VAT has been received.

Payments

There have been no payments made in the Review Period.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured Creditors

The Company granted security to the following creditors:

Type of Security	Charge Holder	Date of Creation of Security	Indebtedness at appointment
Floating Charge	Genesis Finance S.á r.l	31 December 2020	£5,867,53.39
Floating Charge	Pathway Finance S.á r.l	14 December 2020	Nil
Floating Charge	Pathway Finance S.á r.l	11 October 2018	Nil

Preferential creditors

There are no known preferential creditors of the Company.

Secondary Preferential Creditors

In any insolvency process started from 1 December 2020, HM Revenue and Customs ('HMRC') is a Secondary Preferential Creditor for the following liabilities:

- VAT;
- PAYE Income Tax;
- Employees' NIC;
- CIS deductions; and
- Student loan deductions.

This will mean that, if there are sufficient funds available, any of the above amounts owed by the Company will be paid after the Preferential Creditors have been paid in full.

There are no known amounts owing to HMRC.

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; and
- Subject to a maximum of £600,000.

In order to achieve the first part of the Purpose, it is required that the Administrators be satisfied that the Company can return to trading profitably, with the secured creditors also required to waive the current defaults and withdraw any demands made such that the Company could continue to trade. As noted above, this matter is ongoing. Nonetheless, if the Joint Administrators are successful in rescuing the Company as a going concern then the prescribed part provision will not apply as there will be no residual liability due under the secured creditors' floating charge, nor any remaining unsecured creditors of the Company.

Unsecured Creditors

Unsecured claims were estimated at £2,573,601.95 in the Estimated Financial Statement.

4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

During the Review Period, the Joint Administrators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the Directors (and senior employees) by means of questionnaires; reviewing information received from Creditors; and collecting and examining the Company's bank statements, accounts and other records.

The Directors provided the books and records and a completed questionnaire.

The information gleaned from this process enabled the Joint Administrators to meet their statutory duty to submit a confidential report on the conduct of the Directors (past and present) to the Insolvency Service, this was submitted on 21 June 2021.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that 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 initial assessment has been completed and the Joint Administrators did not identify any further assets or actions which might lead to a recovery for Creditors.

Although this work did not generate any financial benefit to Creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

Further Information

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the 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 here <http://www.creditorinsolvencyguide.co.uk>.

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 <http://www.quantuma.com/legal-notices>.

5. ETHICS

Please note that the Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Administrators are also bound by the regulations of their Licensing Bodies.

General Ethical Considerations

Prior to being instructed on 8 September 2020, Quantuma Advisory Limited and the Joint Administrators have had a prior professional relationship with the directors of the Company and other entities within the IWG Group of Companies. This relationship consisted of professional services in assisting to prepare Estimated Outcome Statements for the various entities and, where appropriate, assisting in preparing the necessary documentation to administer a formal insolvency process for the entities.

The Joint Administrators identified that the instruction could be subject to the familiarity threat to the Code of Ethics, however it was noted that the Estimated Outcome Statement work was conducted by a separate team to those who work on the formal insolvency processes. Consequently, the Joint Administrators are considered to have acted on the independent advice of other professionals and therefore their duty to act objectively has not been impeded.

No other threats to compliance with the Code of Ethics have arisen.

Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Administrator is obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

6. PRE-ADMINISTRATION COSTS

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

These costs were approved as detailed below:

Party instructed	Amount approved (£)	Date approved
Quantuma Advisory Limited	977.00	27 May 2021
Total Amount	£977.00	27 May 2021

7. THE JOINT ADMINISTRATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Administrators' Fees' effective from 1 April 2021 together with Quantuma Advisory Limited's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

Joint Administrators' Fees

The basis of the Joint Administrators' fees was fixed 27 May 2021 by a resolution of creditors as follows:

- That the Joint Administrators' fees be fixed at a set amount of £20,000.00 plus VAT in respect of the scope of work carried out to date as set out above and the work proposed to be undertaken for the Administration.

The Joint Administrators' fees remain outstanding.

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

Joint Administrators' Expenses

An amended Statement of Insolvency Practice 9 (SIP 9), was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.

The expenses, which include disbursements that have been incurred and not yet paid during the Review Period and the Whole Period are detailed below. This includes a comparison of the expenses likely to be incurred in the Administration as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

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)
Category 1 expenses			
Legal fees & disbursements	10,000.00	-	
Agents' fees & disbursements	1,500.00	-	
Statutory & other Advertising	176.00	88.00	
Insurance of assets	1,000.00	140.00	

Indemnity Bond	135.00	135.00	
Printing & Postage costs of external provider – Accurate Mailing	150.00	31.24	
Record listing, storage & retrieval	250.00	-	
Agent Fees – Accurate Mailing	-	24.09	
Category 2 expenses			Please be advised that, whilst it was originally envisaged that these expenses would be charged to the estate as Category 2 disbursements, this has no longer been allowed since 1 April 2021
Mileage incurred as a result of necessary travel as per HMRC's approved rate (per mile)	250.00	-	
Stationery	-	13.70	
Electronic ID Search	12.00	-	
TOTAL	£13,473.00	£432.03	

Details of the expenses paid in the Review Period and the whole period are shown in the Receipts and Payments account at Appendix 2.

On 27 May 2021, Creditors agreed that Category 2 disbursements could be drawn. Please note that some Category 2 expenses that have previously been approved and their estimated costs or basis of their cost provided as part of the expenses estimate may not be discharged from the estate from 1 April 2021. These are indicated in the table above.

Cost to Closure

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 is unlikely to be exceeded.

Other Professional Costs

Solicitors

As previously advised, Norton Rose Fulbright were instructed by the Joint Administrators to advise in relation to the validity of the Joint Administrators' appointment, and the Administrators' duties and the way in which the Company would exit administration under Paragraph 80 if the negotiations with the Landlord were successful. Their fees remain outstanding.

Agent Mailing

Due to the impact of the COVID-19 pandemic, the Joint Administrators have instructed Accurate Mailing Services Limited to assist in providing a mailing service for the Joint Administrators while the pandemic is ongoing. Their fees amount to £9.09, which remains outstanding.

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

Creditors' right 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 remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' right to challenge remuneration 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 remuneration which the Joint Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred.

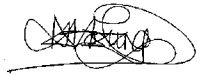
Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

Future of the Administration

The Administration will continue to allow the Joint Administrators time to further their discussions with the Landlord with the objective of rescuing the Company as a going concern.

Should you have any queries in regard to any of the above please do not hesitate to contact Stephanie Villain on 020 3872 8346 or by e-mail at Stephanie.Villain@quantuma.com

A handwritten signature in black ink, appearing to read 'Andrew Hosking', with a stylized flourish underneath.

Andrew Hosking
Joint Administrator

Crawley Churchill Court Centre Limited
(IN ADMINISTRATION)

STATUTORY INFORMATION

Company Name	Crawley Churchill Court Centre Limited
Trading Address	Express 162 Limited
Proceedings	In Administration
Date of Appointment	23 March 2021
Joint Administrators	Andrew Hosking and Frank Ofonagoro Quantuma Advisory Limited, High Holborn House, 52-54 High Holborn, London, WC1V 6RL
Change in Office Holder	N/A
Registered office Address	c/o Quantuma Advisory Limited, High Holborn House, 52-54 High Holborn, London, WC1V 6RL
Company Number	11229536
Incorporation Date	28 February 2018

Crawley Churchill Court Centre Limited
(IN ADMINISTRATION)

THE **JOINT ADMINISTRATORS'** RECEIPTS AND PAYMENTS ACCOUNT AS AT 22 SEPTEMBER
2021

Crawley Churchill Court Centre Limited
(In Administration)
JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 23/03/2021 To 22/09/2021 £	From 23/03/2021 To 22/09/2021 £
RECEIPTS			
Prepayments	346,058.50	0.00	0.00
Bromley One Elmfield Park Centre Limited	938,696.30	0.00	0.00
Capitalisation of Costs - Fit out	NIL	0.00	0.00
Trade debts	83,392.11	0.00	0.00
IW Group Services (UK) Limited	NIL	0.00	0.00
Rent		359,620.93	359,620.93
Bank Interest Gross		1.10	1.10
		<u>359,622.03</u>	<u>359,622.03</u>
PAYMENTS			
Pathway Finance 1	(1.00)	0.00	0.00
Pathway Finance 2	(1.00)	0.00	0.00
Genesis Finance Sarl	(586,753.39)	0.00	0.00
West Sussex County Council	(2,122,917.39)	0.00	0.00
IW Group Services (UK) Limited	(379,750.80)	0.00	0.00
Franchise International Sarl	(28,457.66)	0.00	0.00
Regus PLC SA	(11,688.86)	0.00	0.00
Ordinary Shareholders	(1.00)	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
Net Receipts/(Payments)		<u>359,622.03</u>	<u>359,622.03</u>
MADE UP AS FOLLOWS			
Bank 1 Current		359,622.03	359,622.03
		<u>359,622.03</u>	<u>359,622.03</u>

General Notes

The Receipts and Payments account and estimated outcome statement must be read in conjunction with the attached notes and report.

Crawley Churchill Court Centre Limited
(IN ADMINISTRATION)

SCHEDULE OF PRE-APPOINTMENT TIME-COSTS

Time Entry - SIP9 Time & Cost Summary

6007683 - Crawley Churchill Court Centre Limited
Project Code: PRE
To: 22/03/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.30	0.00	0.00	0.10	0.40	190.00	475.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.00	0.20	0.20	27.00	135.00
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.80	0.50	2.90	4.20	760.00	180.95
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.30	0.80	0.50	3.20	4.80	977.00	203.54
Total Fees Claimed						977.00	
Total Disbursements Claimed						0.00	

Crawley Churchill Court Centre Limited
(IN ADMINISTRATION)

SCHEDULE OF THE **JOINT ADMINISTRATORS'** TIME-COSTS DURING THE REVIEW PERIOD

Time Entry - SIP9 Time & Cost Summary

6007683 - Crawley Churchill Court Centre Limited
Project Code: POST
From: 23/03/2021 To: 22/09/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	13.50	2.60	18.40	18.00	52.50	16,044.00	305.60
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.20	3.40	5.20	8.80	1,787.00	203.07
Closing Procedures	0.00	0.00	0.00	0.10	0.10	10.00	100.00
Creditors	10.90	1.50	13.80	0.00	26.20	10,600.00	404.58
Investigations	1.00	0.00	3.10	5.20	9.30	2,174.50	233.82
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	5.60	5.20	11.90	0.00	22.70	8,399.00	370.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	31.00	9.50	50.60	28.50	119.60	39,014.50	326.21
Total Fees Claimed						20,000.00	
Total Disbursements Claimed						408.39	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

6007683 - Crawley Churchill Court Centre Limited
Project Code: POST
From: 23/03/2021 To: 22/09/2021

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Disbursement Category	Amount
25/03/2021	Stationery: Stationery during lockdown – Accurate Mailing Month 13	Category 2	12.60
29/03/2021	Stationery: Stationery - Month 14 Accurate Mailing	Category 2	1.10
Total			13.70

Crawley Churchill Court Centre Limited
(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>	
Administration & Planning	
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, 2 months & 6 months.	Discussions regarding strategies to be pursued 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>	
Creditors	
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	Completing s120 Search

Description of work undertaken	Includes
Reviewing and adjudicating creditors' claims - adjudicating claims & requesting additional information in support of claims	Receipt of POD
Progress Reports	Preparing, circulating and filing progress reports.
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	
<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
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
<u>REALISATION OF ASSETS</u>	
Leasehold Property	Liaising with valuers and agents on marketing strategy and offers received Liaising with secured creditors and landlords Agreeing assignment, surrender or disclaiming property
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate
Arranging & Monitoring Insurance	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
<u>CASHIERING</u>	

Description of work undertaken	Includes
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
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 £
Managing Directors	580.00
Directors	475.00
Assistant Manager	335.00
Administrator	240.00
Assistant Administrator	160.00
Case Accountant	135.00