

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 1 1 2 5 0 4 7 5

Company name in full Sutton Hospitality Consultants Ltd

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Elias

Surname Paourou

### 3 Liquidator's address

Building name/number 3rd Floor

Street 37 Frederick Place

Post town Brighton

County/Region Sussex

Postcode B N 1 4 E A

Country

### 4 Liquidator's name ①

Full forename(s) Maxine

Surname Reid-Roberts

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number 3rd Floor

Street 37 Frederick Place

Post town Brighton

County/Region Sussex

Postcode B N 1 4 E A


Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>															
From date	<sup>d</sup>	2	<sup>d</sup>	1	<sup>m</sup>	1	<sup>m</sup>	2	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	2
To date	<sup>d</sup>	2	<sup>d</sup>	0	<sup>m</sup>	1	<sup>m</sup>	2	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	3
<b>7</b>	<b>Progress report</b>															
<input checked="" type="checkbox"/> The progress report is attached																
<b>8</b>	<b>Sign and date</b>															
Liquidator's signature	<div>Signature</div> <div>  </div>															
Signature date	<sup>d</sup>	2	<sup>d</sup>	7	<sup>m</sup>	0	<sup>m</sup>	2	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	4

**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 **Billy Poulton**

Company name **Quantuma Advisory Limited**

Address **3rd Floor**

**37 Frederick Place**

Post town **Brighton**

County/Region **Sussex**

Postcode **B N 1 4 E A**

Country

DX

Telephone **01273 322400**

**Checklist**

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

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

**Important information**

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

**Where to send**

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

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

**Further information**

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

# **Sutton Hospitality Consultants Ltd**

**(In Creditors' Voluntary Liquidation)**

**("the Company")**

## **THE JOINT LIQUIDATORS' PROGRESS REPORT**

**20 February 2024**

**Elias Paourou and Maxine Reid-Roberts of Quantuma Advisory Limited, 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA, were appointed Joint Liquidators of Sutton Hospitality Consultants Ltd on 21 December 2022.**

**Elias Paourou and Maxine Reid-Roberts are licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales.**

**This report has been prepared for circulation solely to comply with the Joint Liquidators' 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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## **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 Liquidators"	Elias Paourou and Maxine Reid-Roberts of Quantuma Advisory Limited
"the Company"	Sutton Hospitality Consultants Ltd (in Liquidation)
"EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 21/12/2022 to 20/12/2023
"Whole Period"	Period covered by the report from 21/12/2022 to 20/12/2023

## **1. INTRODUCTION**

### **Introduction**

This report has been prepared to provide Members and Creditors with an update on the progress of the Liquidation of the Company since the appointment of the Joint Liquidators on 21 December 2022.

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

### **Details of the appointment of the Joint Liquidators**

Elias Paourou and Maxine Reid-Roberts of Quantuma Advisory Limited were appointed Joint Liquidators of the Company on 21 December 2022.

The Joint Liquidators 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 LIQUIDATION**

### **The Joint Liquidators' 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 Liquidators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Liquidation 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 Liquidators 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 Creditors' Voluntary Liquidation, which has ensured that the Joint Liquidators 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 4**.

### **Realisation of assets**

#### **Bank Interest Gross**

During the period, the sum of £10.63 has been received in bank interest.

#### **Book Debts**

The Statement of Affairs listed a book value of £30,000 given to book debts, but an "Uncertain" estimated to realise value. The two debtors were Actually Group Limited, for the sum of £15,600, and Actually Lodges Limited, for the sum of £19,998.

The Joint Liquidators initially wrote to the debtors in January 2023, however, were unable to provide sufficient evidence to support the debts. The Joint Liquidators requested further details from the Director but received no response before Actually Lodges Limited and Actually Group Limited entered liquidation, in August 2023 and December 2023 respectively.

The Joint Liquidators have submitted claims in each liquidation but at this time it is unclear as to whether a dividend will be available to unsecured creditors in either liquidation. The Joint Liquidators will keep the position under review and notify creditors of any developments.

### **Director's Loan Account**

Among the assets included on the Company's Statement of Affairs was an outstanding Director's loan account, due from one of the Directors, with a book value of £188,398.64 but an "Uncertain" estimated to realise value. After a review of the Company's books, records and bank statements, the Joint Liquidators concluded that the Director's loan account totalled £187,202.68.

The Joint Liquidators are in regular correspondence with the director in relation to the settlement of the loan account. The Director has disputed the amounts due but is yet to provide sufficient evidence to justify the payments to him, from the Company.

The Director has made eight contributions of £500 between May 2023 and December 2023 meaning to date, a total of £4,000 has been recovered in relation to this asset.

The Joint Liquidators will continue to pursue the funds due in relation to the Director's loan account and will update creditors with any progress in their subsequent progress reports.

### **Office Furniture and Equipment**

The statement of affairs listed office furniture and equipment with an estimated to realise value of £300. Following the Company entering liquidation, the recovery of this asset was deemed not to be cost effective and as a result the assets were abandoned.

### **Estimated Future Realisations**

The only future realisations that the Joint Liquidators are aware of at this stage relate to the book debts and outstanding Director's loan account.

Any realisations in relation to the book debts are entirely dependent on a distribution becoming available to the unsecured creditors in the liquidations of Actually Group Limited and/or Actually Lodges Limited. At this stage it is unclear as to whether this will be the case.

As stated above the Joint liquidators are in ongoing dialogue with the Director in relation to the outstanding Director's loan account and will update creditors with any progress made in future reports.

## **3. CREDITORS: CLAIMS AND DISTRIBUTIONS**

### **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
- 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.

HMRC's secondary preferential claims relating to PAYE, NIC and VAT were estimated at £203,313.51 in the Director's Estimated Statement of Affairs. HMRC is yet to submit a claim in respect of its secondary preferential claim.

It is uncertain whether there will be sufficient realisations to pay a dividend to HMRC in respect of its secondary preferential claim.

## **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, or £800,000 were the security was granted after 6 April 2020

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 Creditors Voluntary Liquidation.

## **Unsecured Creditors**

Unsecured claims were estimated at £117,722.46 in the Director's Estimated Statement of Affairs and, to date, five claims have been received totalling £80,174.06.

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

## **Claims Process**

Although it is unclear at this stage if a distribution will become available to the Unsecured Creditors, you are requested to submit claims to the address on the front of this report, marked for the attention of Billy Poulton or via email to Billy.Poulton@quantuma.com.

A Proof of Debt form is attached at **Appendix 5**.

## **4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS**

### **Investigations**

During the Review Period, the Joint Liquidators 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 by means of questionnaires; making enquiries of the Company's accountants; reviewing information received from Creditors; and collecting and examining the Company's bank statements, accounts and other records.

The Directors provided some books and records as well as a Statement of Affairs, however, only one of the Directors returned a completed questionnaire.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the Directors (past and present) to the Insolvency Service.

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 although the Joint Liquidators did not identify any further assets or actions which might lead to a recovery for Creditors, it did allow them to identify evidence to support their claim in relation to the director's loan account.

Although, to date, this work has not generated 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 <https://www.quantuma.com/legal-information>.

Information about this insolvency process may be found on the R3 website here <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/creditor-guides/>.

## **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 Liquidators 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 Liquidators are also bound by the regulations of their Licensing Bodies.

## **General Ethical Considerations**

Prior to the Joint Liquidators' appointment, a review of ethical issues was undertaken and no ethical threats were identified.

A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

## **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 Liquidators are 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. THE JOINT LIQUIDATORS' FEES AND EXPENSES**

A copy of 'A Creditors Guide to Liquidators' 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.

## **Pre-Appointment Costs**

Quantuma Advisory Limited's fee for assisting the Directors in convening the procedure to seek a decision from Creditors on the nomination of a Liquidator and helping with the preparation of the statement of affairs was £5,000 plus expenses and VAT.

The Creditors authorised this fee on 7 February 2023.

The fee has not yet been paid.

### Joint Liquidators' Fees

The basis of the Joint Liquidators' fees was fixed on 7 February 2023 as follows:

1. That the basis of the Joint Liquidators' fees be fixed by reference to the time properly given by the Joint Liquidators and their staff in attending to matters as set out in the fees estimate, such time to be charged at the prevailing standard hourly charge out rates used by Quantuma Advisory Limited at the time when the work is performed (plus VAT).

### Time Costs

As reflected on the Receipts & Payments Account, no fees have been drawn during the Review Period.

The Joint Liquidators believe this case generally to be of average complexity with the exception of the investigations into clarifying the amount of the director's loan account and protracted discussions with the director in relation to the settlement of said loan account. Otherwise no extraordinary responsibility has to date fallen on the Joint Liquidators.

### Comparison of Estimates

The Joint Liquidators' time costs incurred to date (whether or not they have been charged to the Liquidation estate) are compared with the original fees estimate and the actual time costs incurred to the end of the Review Period. The fees estimate covered the life of the case.

For a detailed schedule of work undertaken by the Joint Liquidators during the Review Period, see **Appendix 3**. A detailed narrative list of the work undertaken during the Review Period is provided at **Appendix 4**.

Work category	Original fees estimate			Actual time costs incurred during the Review Period		
	No. of hours	Blended hourly rate £	Total fees £	No. of hours	Average hourly rate £	Total time costs £
Administration Planning	36.20	325.94	11,799.00	16.00	355.81	5,693.00
Cashiering	15.30	135.00	2,065.50	6.00	129.83	779.00
Creditors	20.20	304.41	6,149.00	14.50	302.59	4,387.50
Investigations	16.40	323.05	5,298.00	36.00	319.46	11,500.50
Realisation of Assets	36.90	322.48	11,899.50	14.50	347.86	5,044.00
Closing Procedures	1.00	295.00	295.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>126.00</b>	<b>297.67</b>	<b>37,506.00</b>	<b>87.00</b>	<b>314.99</b>	<b>27,404.00</b>

### Joint Liquidators' 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 Liquidation 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)
<b>Category 1 expenses</b>			
Accountants Fees	-	3,000.00	These fees were incurred in relation to the analysis of the directors loan account and providing supporting information and is therefore expected to aid in the recovery of funds in the liquidation.
Statutory & other Advertising	184.00	184.00	
Insurance of assets			
Indemnity Bond	135.00	135.00	
Printing & Postage costs of external provider.	131.00	43.25	
Storage Costs	300.00	0.00	
<b>TOTAL</b>	<b>750.00</b>	<b>3,362.25</b>	

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

Creditors agreed that Category 2 disbursements could be drawn on 7 February 2023. 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 Liquidation to a close, the Joint Liquidators consider that:

- the original fees estimate is unlikely to be exceeded; and
- the original expenses estimate has been exceeded for the reasons given above.

### Other Professional Costs

#### Accountants

THL Accountancy ("THL") were instructed by the Joint Liquidators to assist with the reconciliation of the Directors loan account together with supporting information and documents. Their costs have been agreed on the basis of their standard hourly charge out rates, plus expenses and VAT. THL's time costs for the Review Period amount to £3,000.00, plus VAT of which the sum of £2,000.00 plus VAT has been paid.

### 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 Liquidators 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 Liquidators 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 Liquidation**

The Joint Liquidators are currently in the process of realising the outstanding assets in the liquidation, which predominantly relates to the settlement of the Directors loan account. Once this matter has been resolved, the Joint Liquidators will be in a position to assess whether or not there will be a return to creditors in the liquidation.

Once any future dividend has been paid, the Joint Liquidators will seek their release from office by issuing their final account to Members and Creditors.

Should you have any queries in regard to any of the above please do not hesitate to contact Billy Poulton on 01273 322400 or by e-mail at [Andy.Simpson@quantuma.com](mailto:Andy.Simpson@quantuma.com).

A handwritten signature in black ink, appearing to read 'Elias Paourou', with a stylized flourish at the end.

**Elias Paourou**  
**Joint Liquidator**

**SUTTON HOSPITALITY CONSULTANTS LTD  
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	Sutton Hospitality Consultants Ltd
Trading Address	7 Austin Boulevard, Quay West Business Park, Sunderland, SR5 2AL
Proceedings	In Liquidation
Date of Appointment	21 December 2022
Joint Liquidators	Elias Paourou Maxine Reid-Roberts Quantuma Advisory Limited 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA
Registered office Address	c/o Quantuma Advisory Limited 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA
Company Number	11250475
Incorporation Date	12 March 2018

**SUTTON HOSPITALITY CONSULTANTS LTD  
(IN LIQUIDATION)**

**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 20 DECEMBER 2023**

**VAT Basis**

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

Sutton Hospitality Consultants Ltd  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 21/12/2022 To 20/12/2023 £	From 21/12/2022 To 20/12/2023 £
	ASSET REALISATIONS		
	Bank Interest Gross	10.63	10.63
Uncertain	Book Debts	NIL	NIL
Uncertain	Directors Loan Account	4,000.00	4,000.00
300.00	Office Furniture & Equipment	NIL	NIL
		4,010.63	4,010.63
	COST OF REALISATIONS		
	Accountants fees	2,000.00	2,000.00
		(2,000.00)	(2,000.00)
	PREFERENTIAL CREDITORS		
(73,193.72)	HM Revenue and Customs - PAYE/NI	NIL	NIL
(130,419.79)	HM Revenue and Customs - VAT	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(43,306.50)	Banks/Institutions	NIL	NIL
(23,131.90)	Connected Company Loans	NIL	NIL
(17,000.00)	Directors	NIL	NIL
(10,055.77)	HM Revenue and Customs - Corporati	NIL	NIL
(24,228.29)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(321,135.97)		2,010.63	2,010.63
	REPRESENTED BY		
	Bank 1 Current		1,610.63
	Vat Receivable		400.00
			2,010.63

**SUTTON HOSPITALITY CONSULTANTS LTD  
(IN LIQUIDATION)**

**SCHEDULE OF THE JOINT LIQUIDATORS' TIME COSTS DURING THE REVIEW PERIOD**

# Time Entry - SIP9 Time & Cost Summary + Cumulative

6011978 - Sutton Hospitality Consultants Ltd  
Project Code: POST  
From: 21/12/2022 To: 20/12/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)
Admin & Planning	4.60	2.80	6.90	1.70	16.00	5,693.00	355.81	16.00	5,693.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.40	5.60	6.00	779.00	129.83	6.00	779.00
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.30	1.40	11.60	1.20	14.50	4,387.50	302.59	14.50	4,387.50
Investigations	3.70	1.70	30.60	0.00	36.00	11,500.50	319.46	36.00	11,500.50
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	1.80	2.80	9.90	0.00	14.50	5,044.00	347.86	14.50	5,044.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours / Costs	10.40	8.70	59.40	8.50	87.00	27,404.00	314.99	87.00	27,404.00
Total Fees Claimed						0.00			
Total Disbursements Claimed						0.00			

**SUTTON HOSPITALITY CONSULTANTS LTD  
(IN LIQUIDATION)**

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

Description of work undertaken	Includes
<b><u>ADMINISTRATION &amp; PLANNING</u></b>	
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 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
<b><u>CREDITORS</u></b>	
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	Corresponding with the PPF and the Pensions Regulator
Reviewing and adjudicating creditors' claims - adjudicating claims & requesting additional information in support of claims	Agreeing allocation of realisations and costs between fixed and floating charges Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of complex claims. Dealing with unclaimed dividends
Dealing with HMRC/RPO claims	
Secured Creditor Reports/Claims	Seeking solicitors' advice on the validity of secured creditors' claims. Paying distribution to secured creditors and seeking confirmation of discharged claims

Description of work undertaken	Includes
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.
Interim Fee Report to Creditors	
<b><u>INVESTIGATIONS</u></b>	
Investigations	
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	
<b><u>REALISATION OF ASSETS</u></b>	
Realisation of Assets	
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
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate
Director's Loan Account	Reviewing company information to assess level of outstanding funds due from the director. Ongoing correspondence with director in relation to settlement of DLA
<b><u>CASHIERING</u></b>	
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	

Description of work undertaken	Includes
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 £
Appointment Taking Director	495.00
Senior Manager	400.00
Assistant Manager	325.00
Senior Administrator	275.00
Administrator	220.00
Assistant Administrator	175.00
Support Staff/Executive Assistant	120.00

## **Appendix 5**

**SUTTON HOSPITALITY CONSULTANTS LTD  
(IN LIQUIDATION)**

**PROOF OF DEBT**

# PROOF OF DEBT - GENERAL FORM

Sutton Hospitality Consultants Ltd

Date of Resolution for voluntary winding up 21 December 2022

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"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the relevant date, 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. [Note the liquidator 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