

AM10

Notice of administrator's progress report



Companies House

FRIDAY



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28/08/2020

#254

COMPANIES HOUSE

1 Company details

Company number 0 0 1 1 6 7 1 3

Company name in full Clarity-Employment For Blind People

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Philip David

Surname Reynolds

3 Administrator's address

Building name/number 2nd Floor

Street 110 Cannon Street

Post town London

County/Region

Postcode E C 4 N 6 E U

Country

4 Administrator's name ①

Full forename(s) Philip Lewis

Surname Armstrong

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number 2nd Floor

Street 110 Cannon Street

Post town London

County/Region

Postcode E C 4 N 6 E U

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	1	y	2	y	0	y	2	y	0
To date	d	3	d	0	m	0	m	7	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	8	m	0	m	8	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 **Lauren OConnell**

Company name **FRP Advisory Trading Limited**

Address **2nd Floor**

110 Cannon Street

Post town **London**

County/Region

Postcode **E C 4 N 6 E U**

Country

DX **cp.london@frpadvisory.com**

Telephone **020 3005 4000**



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

**Clarity-Employment For Blind People
(In Administration)
Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 31/01/2020 To 30/07/2020 £	From 31/01/2020 To 30/07/2020 £
	ASSET REALISATIONS		
18,007.00	Goodwill and Intellectual Property	18,007.00	18,007.00
1.00	Leasehold Properties	1.00	1.00
34,000.00	Plant Equipment,IT,Fixtures and Fittin	34,000.00	34,000.00
1,000.00	Painting	NIL	NIL
87,992.00	Stock	87,992.00	87,992.00
95,837.00	Book Debts	116,304.40	116,304.40
189,871.00	Investment Fund	6,977.78	6,977.78
281,806.00	Cash at Bank	281,793.70	281,793.70
	Rent	24,645.00	24,645.00
	Bank Interest Gross	330.73	330.73
	Insurance Refund	2,770.37	2,770.37
	Donations	35.00	35.00
	Legacy payments	179,958.00	179,958.00
		<u>752,814.98</u>	<u>752,814.98</u>
	COST OF REALISATIONS		
	Administrators' Remuneration	71,500.00	71,500.00
	Administrators' Disbursements	541.20	541.20
	Agents/Valuers Fees	5,500.00	5,500.00
	Agents/Valuers Disbursements	95.00	95.00
	Legal Fees	5,200.00	5,200.00
	Legal fees - Pre-Administration	53,837.00	53,837.00
	Legal disbursements - pre appointmen	56.11	56.11
	Statutory Advertising	77.98	77.98
	Rents Payable	28,788.14	28,788.14
	Bank Charges - Floating	3.20	3.20
		<u>(165,598.63)</u>	<u>(165,598.63)</u>
708,514.00		<u>587,216.35</u>	<u>587,216.35</u>
	REPRESENTED BY		
	Vat Recoverable - Floating		27,772.58
	IB Current Floating		559,425.04
	IB Current Trust Account		8,068.79
	ROT trust funds		(8,050.06)
			<u>587,216.35</u>



Clarity-Employment For Blind People (IN ADMINISTRATION) ("THE COMPANY")
The High Court of Justice NO. 000730 OF 2020

The Administrators' Progress Report for the period 31/01/2020 – 31/07/2020
pursuant to Rule 18.3 of the Insolvency (England and Wales) Rules 2016

28 August 2020

1. Progress of the Administration



Section	Content
1.	Progress of the Administration in the period
2.	Estimated Outcome for the creditors
3.	Administrators' remuneration, disbursements, expenses and pre-appointment costs
Appendix	Content
A.	Statutory information regarding the Company and the appointment of the Administrators
B.	Form AM10, formal notice of the progress report
C.	A schedule of work
D.	Details of the Administrators' time costs and disbursements for the Period and cumulatively
E.	Receipts and payments account for the period and cumulative
F.	Statement of expenses incurred in the Period

The following abbreviations may be used in this report:

FRP	FRP Advisory Trading Limited
The Company	Clarity-Employment For Blind People (In Administration)
The Administrators	Philip David Reynolds and Philip Lewis Armstrong of FRP Advisory Trading Limited.
The Proposals	The Administrators' proposals dated 7 February 2020 and deemed approved on 26 February 2020
The Period	The reporting period 31/01/2020 – 31/07/2020
CVL	Creditors' Voluntary Liquidation
SIP	Statement of Insolvency Practice
QFCH	Qualifying floating charge holder
R&P	Receipts & Payments Account
ROT	Retention of Title
Weil	Weil, Gotshal & Manges (London) LLP
The Purchaser	Clarity Products Limited
NM	Nicholas Marks
SPA	Sale Purchase Agreement
RPO	Redundancy Payments Office
DWP	Department for Work and Pensions
SOA	The directors' Statement of Affairs
Freeths	Freeths LLP

1. Progress of the Administration



Work undertaken during the period

This progress report has been prepared from information available at the time of its preparation. Due to the global outbreak of Covid-19 and the UK's response to this, requiring working from home and necessarily a lack of access to physical files or other information, we should advise that we may not have all the information required to ensure this report is both complete and accurate. Where there are errors and/or omissions we will endeavour to correct these where possible in our next report to you.

I attach at **Appendix C** a schedule of work undertaken during the period together with a summary of work still to be completed. Highlights to date include:

Sale of the Business

On appointment, a sale of the business and assets of the Company was completed. Further information on the sale of the business and assets can be found in **Appendix C** of the Proposals.

Unfortunately, the Administrators have had to deal with a number of issues with the Purchaser who has failed to adhere to a number of terms of the SPA in relation to the collection of debtors, the treatment of Retention of Title Claims by suppliers and the licence to occupy the Company's leasehold premises. These issues have resulted in the Administrators incurring significantly higher costs than the original fee estimated included in **Appendix D** of the Proposals.

Book Debts

The Administrators are pleased to advise that they have collected c.£116k of book debts against the SQA's estimate of c.£96k.

Under the terms of the SPA it was agreed that the Purchaser would assist with the collection of these debts on a 5% commission basis, which is a common mechanic to

ensure that the Purchaser is the sole party in correspondence with the customers to protect goodwill

We became aware that a number of debtors had made payments to accounts not under the control of the Company at the instigation of the Purchaser in breach of the SPA, which requires any payment received by the Purchaser less the agreed commissions to be remitted promptly to the Company. The Administrators are pursuing the Purchaser for repayment of these sums.

The administrators believe that c.£34.7k has been collected and not remitted to the Company.

As result of the above, the Administrators took the decision to take sole control of the collection of the remainder of the book debts and the remaining debtors were notified in writing accordingly.

ROT

It was agreed that the Purchaser would be responsible for the resolution of any potential ROT claims.

Upon the SPA, a sum of £21,513 was deposited by the Purchaser into a trust account held by the Administrators, which would be released once these claims have been resolved in full.

The Administrators have received supporting evidence to be comfortable to release £13.5k of the ROT provision to date but this has not been released due to the issues with the debtors.

We are still seeking confirmation that the remainder of the £8k of potential ROT claims has been resolved.

1. Progress of the Administration



Leases

Under the SPA, the Company granted licences to occupy to the Purchaser for the premises at Highams Park, Airdrie and Portsmouth. However, the Purchaser failed to make any of the requisite licence payments.

The Administrators instructed Freeths to write to the Purchaser and the three respective landlords to confirm that the licences granted to the Purchaser were revoked by notice served on 19 March 2020 which was effective on and required the Purchaser to vacate the properties by 27 March 2020.

We understand that the Purchaser is still operating at Highams Park but the status of Airdrie and Portsmouth is uncertain. Under the SPA, the Company received approx. £25k to protect against the Purchaser failing to pay rent for the three properties. Approx. £28k of rent was paid to the three landlords up to 27 March 2020. The Administrators continue to liaise with the landlords regarding a potential surrender and are pursuing the purchaser for the shortfall.

Cash at Bank

Upon appointment, the Administrators liaised with the Company's pre appointment bankers and requested that all accounts be frozen, and the balances transferred into the administration estate. £281,793.70 has been collected into the administration estate.

Legacy Payments

Where the Administrators have been contacted by Executors of estates that have left legacies for the Company's benefit, the Administrators have taken a neutral position and have left it to the Executors to determine whether the deceased's will allows the bequest to paid to an alternative charity.

Clarity-Employment For Blind People (In Administration)
The Administrators' Progress Report

A legacy payment of £179,958 has been received into the administration estate. A further second and final receipt from the bequest of £15,000-£20,000 is also expected to be received.

Investment Fund

The Administrators wrote to the Charity Property Fund on 4 February 2020 asking for the fund to be closed and the balance to transferred to the Administration bank account.

The Administrators were advised by the Charities Property Fund that it only transacts on a quarterly basis, hence the redemption to disinvest from the Fund could not be processed until the next dealing date (i.e. 24 March 2020).

On 23 March 2020 the Charity property Fund advised that activity on the fund had been suspended due to the uncertainty caused by Covid-19.

While we await for the suspension to be lifted, the Company continues to receive quarterly income distributions.

Painting

I can confirm that a painting, excluded from the SPA, was sold at auction on the 21st July 2020 for £520. These funds (less costs) are due to be remitted into the Administration estate in due course.

Investigations

Part of my duties include carrying out proportionate investigations into what assets the Company has, including any potential claims against directors or other parties, and what recoveries could be made. I have reviewed the Company's books and records and accounting information, requested further information from the directors, and invited creditors to provide information on any concerns they have regarding the way in which the Company's business has been conducted.

1. Progress of the Administration

FRP

Further details of the conduct of my investigations are set out in the schedule of work attached. I can confirm that no further investigations or actions were required.

The Administrators' future actions

- Continue the collection of the book debt of £13.3k from the debtor and any other outstanding book debts and other sums due.
- Release the remainder of the ROT provision (approx. £8k)
- Pay all outstanding administration expenses.
- Further communication with Executors of Estates regarding legacy payments.
- Ensure all statutory and compliance matters are attended to.
- Assist with preferential and unsecured creditor claims with a view to moving the company into a CVL process to adjudicate claims and issue a distribution.

R&P

Attached at **Appendix E** is a R&P detailing both transactions for the period of this report.

Extension to the initial period of appointment

The administration will automatically end 12 months after the appointment of the Administrators. At this stage, it is unlikely that an extension will be required.

Anticipated exit strategy

Clarity-Employment For Blind People (In Administration)
The Administrators' Progress Report

The Administrators are of the view that a dividend will be available to the unsecured creditors (other than by virtue of the prescribed part) and it will be appropriate for the Company to move from administration into CVL pursuant to Paragraph 83 of Schedule B1 to the Insolvency Act 1986.

2. Estimated Outcome for the creditors



The estimated outcome for creditors was set out in the Administrators proposals.

Outcome for the secured creditors

The Company does not have any registered fixed or floating charge debentures.

Outcome for the preferential creditors

It is currently estimated that preferential creditors will total approximately £6k, being the employees' preferential element for unpaid pension contributions. It is anticipated that preferential creditors will be paid in full.

Outcome for the unsecured creditors

Based on the assumptions made in the estimated outcome statement it is currently estimated that there will be sufficient funds available to make a distribution to unsecured creditors in due course. This distribution will be paid by a subsequently appointed Liquidator and is estimated to be around 10-12 pence in the £ subject to asset recoveries and approval of claims.

Prescribed Part

The prescribed part is a carve out of funds available to the holder of a floating charge which is set aside for the unsecured creditors in accordance with Section 176A of the Insolvency Act 1986. The prescribed part only applies where the floating charge was created after 15 September 2003 and the net property available to the floating charge holder exceeds £10,000 and the cost of making a distribution to unsecured creditors would not be disproportionate to the benefits.

A prescribed part is not relevant because there are no holders of floating charges in this case.

3. Joint Administrators' remuneration, disbursements, expenses and pre-appointment costs



The Administrators' remuneration

Following circulation of the Administrators' proposals the creditors passed a resolution that the Administrators' remuneration should be calculated on a time cost basis. Details of remuneration charged during the period of the report are set out in the statement of expenses attached. To date fees of £71,500 excluding VAT have been drawn from the funds available.

A breakdown of our time costs incurred during the period of this report and to date is attached at **Appendix D**. To date, the Administrators have incurred time costs of £130,547.75.

The Administrators are unable to draw fees based on time costs exceeding the total amount set out in the fees estimate without further approval of the creditors.

Due to greater than anticipated assets realisations and the higher costs caused by the Purchaser's behaviour, the Administrators will be writing to the creditors in due course seeking further approval.

The Administrators' disbursements

The Administrators' disbursements are a recharge of actual costs incurred by the Administrators on behalf of the Company. Mileage payments made for expenses relating to the use of private vehicles for business travel, which is directly attributable to the insolvency estate, are paid by FRP at the HMRC approved mileage rate prevailing at the time the mileage was incurred. Details of disbursements incurred during the period of this report are set out in **Appendix D**.

The Administrators' expenses

An estimate of the Administrators' expenses was set out in the Administrators' proposals. I attach at **Appendix F** a statement of expenses that have been incurred during the period covered by this report. It is currently expected that the expenses incurred or anticipated to be incurred are likely to exceed the details previously

Clarity-Employment For Blind People (In Administration)
The Administrators' Progress Report

provided due to the additional costs incurred in addressing the Purchaser's failure to adhere to the terms of the SPA.

When instructing third parties to provide specialist advice and services, or having the specialist services provided by the firm, the 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 being undertaken. This is reviewed by the Joint Administrator periodically throughout the duration of the assignment. The specialists chosen may regularly be used by the Administrator and usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment.

Creditors have a right to request further information from the Administrators and further have a right to challenge the Administrators' remuneration and other expenses, which are first disclosed in this report, under the Insolvency (England and Wales) Rules. (For ease of reference these are the expenses incurred in the reporting period as set out in **Appendix F** only). Further details of these rights can be found in the Creditors' Guide to Fees which you can access using the following link <https://creditors.frapadvisory.com/info.aspx> and select the one for administrations. Alternatively, a hard copy of the relevant guide will be sent to you on request. Please note there is a time limit for requesting information being 21 days following the receipt of this progress report. There is a time limit of 8 weeks following the receipt of this report for a Court application that the remuneration or expenses are excessive.

The Administrators' pre-appointment costs

The Administrators' pre appointment costs were paid prior to their administration. Since seeking approval in the Proposals, Weil's legal costs of £53,837 plus disbursements and VAT have now been settled.

Appendix A

Statutory Information



CLARITY-EMPLOYMENT FOR BLIND PEOPLE (IN ADMINISTRATION)

COMPANY INFORMATION:

Other trading names: Clarity & Co
Company number: 00116713
Registered office: 2nd Floor, 110 Cannon Street, London, EC4N 6EU
Previous registered office: Unit 7 Highams Park Industrial Estate, Jubilee Avenue Highams Park, London, E4 9JD
Business address: Unit 7 Highams Park Industrial Estate, Jubilee Avenue Highams Park, London, E4 9JD

ADMINISTRATION DETAILS:

Administrator(s): Philip David Reynolds & Philip Lewis Armstrong
Address of Administrator(s): FRP Advisory Trading Limited
2nd Floor, 110 Cannon Street, London, EC4N 6EU
Date of appointment of Administrator(s): 31/01/2020
Court in which administration proceedings were brought: The High Court of Justice
Court reference number: 000730
Appointor details: The Directors
Previous office holders, if any: Not applicable
Extensions to the initial period of appointment: Not applicable
Date of approval of Administrators' proposals: 26 February 2020

Appendix B

CH Form AM10 Formal Notice of the Progress Report

FRP

AM10
Notice of administrator's progress report

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

1. Company details

Company number: 00116713

Company name to full: Clarity-Employment For Blind People

2. Administrator's name

Full forename(s): Philip David

Surname: Reynolds

3. Administrator's address

Building/room/flat: 2nd Floor

Street: 110 Cannon Street

Post town: London

County/region: E C 4 N 6 E U

Postcode: E C 4 N 6 E U

Country: E C 4 N 6 E U

4. Administrator's name

Full forename(s): Philip Lewis

Surname: Armstrong

5. Administrator's address

Building/room/flat: 2nd Floor

Street: 110 Cannon Street

Post town: London

County/region: E C 4 N 6 E U

Postcode: E C 4 N 6 E U

Country: E C 4 N 6 E U

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Notice of administrator's progress report

6. Period of progress report

From date: 5 4 8 1 2 6 2 6

To date: 5 6 8 7 2 6 2 6

7. Progress report

☐ I attach a copy of the progress report

8. Sign and date

Administrator's signature: X

Signature date: 2 6 8 2 6 2 6

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Notice of administrator's progress report

9. 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 searches of the public record.

Company: Lauren O'Connell

Company: FRP Advisory Trading Limited

Address: 2nd Floor

110 Cannon Street

Post town: London

County/region: E C 4 N 6 E U

Postcode: E C 4 N 6 E U

Country: E C 4 N 6 E U

10. Important information

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

11. Where to send

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The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
03 3300 3300

12. 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

Checklist

☒ The company name and number match the information held on the public Register.

☐ The form attached the required documents.

☐ You have signed the form.

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Appendix C

A schedule of work



The table below sets out a detailed summary of the work undertaken by the office holder(s) during the reporting period together with an outline of work still to complete.

Where work undertaken results in the realisation of funds (from the sale of assets; recoveries from successful actions taken against third parties), there may be a financial benefit to creditors should there be sufficient funds available to make a distribution to one or more class of creditor. In this case work undertaken will include the scrutiny and agreement of creditor claims.

A proportion of the work undertaken by an Insolvency Practitioner is required by statute, including ensuring the appointment is valid, notifications of the appointment to third parties, regular reporting on the progress, notifying statutory bodies where required in relation to the conduct of the directors/debtor, complying with relevant legislation and regulatory matters. This may not have a direct financial benefit to creditors but is substantially there to protect creditors and other stakeholders and ensuring they are kept informed of developments.

Note	Category	
1	ADMINISTRATION AND PLANNING Work undertaken during the reporting period	ADMINISTRATION AND PLANNING Future work to be undertaken
	General Matters	
	Necessary Administrative and Strategy Work. Preparation of post appointment statutory documentation and completing internal compliance procedures. Identifying and securing all relevant records required for the ongoing administration processes.	Regularly reviewing the conduct of the case and the case strategy and updating as required as required by the insolvency practitioners' regulatory professional body to ensure all statutory matters are attended to and to ensure the case is progressing. This aids efficient case management.

Appendix C

A schedule of work

FRP

Regulatory Requirements	Regulatory Requirements
<p>Completion of money laundering risk assessment procedures and Know your client checks in accordance with the Money Laundering Regulations.</p> <p>Completion of take on procedures which include consideration of professional and ethical matters and other legislation such as the Bribery Act, Data Protection Act.</p> <p>In addition to the above take on procedures to consider if there are any other case specific matters be aware of prior to or on appointment, for example health and safety; environmental concerns; particular licences or registrations; tax position; social media; profile of the client or its stakeholders.</p>	<p>Ongoing adherence to Money Laundering Regulations and other regulations specific to the Company.</p>
Ethical Requirements	Ethical Requirements
<p>Prior to the Administrators' appointment, a review of ethical issues was undertaken, and no ethical threats were identified. Further ethical reviews are carried out periodically and no threats have been identified in respect of the management of the insolvency appointment over the period of this report.</p>	<p>Ongoing reviews to ensure no ethical threats are identified.</p>

Appendix C

A schedule of work



Case Management Requirements	Case Management Requirements
<p>Determine case strategy and to document this.</p> <p>Setting up and administering insolvent estate bank accounts throughout the duration of the case.</p> <p>Assisting the directors where needed in producing the Company's Statement of affairs.</p> <p>Compiling a forecast of the work that has been or is anticipated will be undertaken throughout the duration of the case, circulating this to creditors together with other such documentation as required to enable the relevant approving creditors to assess and vote on the fee bases proposed.</p> <p>Contacting insurance agents and arranging for insurance on the assets in the estate. Upon the completion of sale, cancelling the insurance when required.</p> <p>Correspondence with the former advisors to the Company requesting third party information to assist in general enquiries.</p>	<p>Continue to monitor and document any proposed changes of strategy and implementation thereof.</p> <p>Ensuring bank accounts are regularly reconciled to produce accurate and timely reports to all creditors when required.</p> <p>Processing and recording of all the receipts and payments throughout the appointment on IPS and providing internal and external reports as required.</p>

Appendix C

A schedule of work

FRP

2	ASSET REALISATION Work undertaken during the reporting period	ASSET REALISATION Future work to be undertaken
	<p>The business and assets were sold to Clarity Products Limited via a pre-packaged sale. Further detail relating to the sale and the consideration can be found in the Administrators' Proposals.</p> <p>Liaising with parties and the Purchaser to collect outstanding book debts.</p> <p>Arrange collection of painting and instructing agents to value and auction the painting.</p> <p>Writing to Bank and Manager of Investment Fund requesting collection of credit balances. Balances of £281,793.70 has been transferred from the cash at bank and £6,977.78 from the Investment Fund.</p> <p>Liaising with the Investment Fund regarding the closure and recovery of the Investment Fund. Dealing with interim distributions.</p> <p>Liaising with Executor(s) and / or Personal Representative(s) of estates that have left legacies for the Company's benefit.</p>	<p>No further work is anticipated.</p> <p>Continue the debt collection process.</p> <p>No further work anticipated.</p> <p>No further work anticipated.</p> <p>Further discussions with the Manager of Investment Fund to recover the additional balance.</p> <p>Continue to take a neutral position with the identity of the recipient being a decision to be taken by the Executioner and / or Personal representative.</p>

Appendix C

A schedule of work

FRP

3	CREDITORS Work undertaken during the reporting period	CREDITORS Future work to be undertaken
	<p>The Pension Schemes</p> <p>Providing regular updates to the stakeholders of the schemes.</p> <p>Landlords</p> <p>Liaising with Purchaser and landlords and terminating licences to occupy.</p> <p>Preferential creditors</p> <p>Various calls and emails to discuss the pension contributions with scheme members, the RPO and the Company's financial adviser.</p> <p>Employees</p> <p>Liaising with employees and the trade Union Community while monitoring employment tribunal claims.</p>	<p>The Pension Schemes</p> <p>To continue to provide regular updates to the stakeholders of the schemes.</p> <p>Landlords</p> <p>Continue to negotiate a surrender of the leases.</p> <p>Preferential creditors</p> <p>If funds are available, a distribution to preferential creditors will be made.</p> <p>Employees</p> <p>Continue to liaise with the relevant parties and to monitor the position.</p>

Appendix C

A schedule of work

FRP

<p>Unsecured creditors</p> <p>Contacting all known creditors and suppliers in order to advise of appointment and provide proof of debt forms to enable claims to be lodged.</p> <p>Correspondence with unsecured creditors, including responding to queries via telephone and email.</p> <p>Lodging all incoming claims and updating our internal case management system with any change of information.</p> <p>ROT</p> <p>The Administrators' are currently holding trust funds of approx. £8k to allocate accordingly once the ROT claims are finalised.</p> <p>Monitoring and assisting the Purchaser with ROT matters, establishing and contacting parties with claims.</p>	<p>Unsecured creditors</p> <p>Ongoing correspondence with creditors to assist with queries and lodging claims.</p> <p>If sufficient funds are available to make a distribution to the unsecured creditors, the Company will be moved to CVL where the office holder will write to all known creditors to notify of the possibility of a distribution and requested submission of claims.</p> <p>ROT</p> <p>Finalise ROT matters and allocate accordingly.</p>
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Appendix C

A schedule of work

FRP

4	INVESTIGATIONS Work undertaken during the reporting period	INVESTIGATIONS Future work to be undertaken
	<p>The Administrators have a duty to review the books and records and other information available to identify the assets that may be available to realise for the benefit of the insolvency estate.</p> <p>All directors, that held office within 3 years of the insolvency, have been contacted and requested to complete a questionnaire to assist in preparing a statutory report to the Department of Business, Energy and Industrial Strategy ("DBEIS") in accordance with the Company Directors Disqualification Act 1986 ("CDDA").</p> <p>The directors' questionnaires, pre appointment bank statements and company records were thoroughly reviewed in the preparation of the report to DBEIS.</p> <p>The Administrators' completed their report to DBEIS of which, no further investigations were required, and matters have now been finalised.</p>	<p>No further work anticipated.</p>

Appendix C

A schedule of work



5	STATUTORY COMPLIANCE AND REPORTING Work undertaken during the reporting period	STATUTORY COMPLIANCE AND REPORTING Future work to be undertaken
	<p>The Administrators are required to provide creditors with the proposals for the conduct of the Administration for approval by creditors in accordance with legislation.</p> <p>Completion of the SIP 16 report to be enclosed with the proposals.</p> <p>To obtain creditor approval for the basis on which the office holder's fees will be calculated.</p> <p>To calculate and protect the value of assets that are not subject to a charge by obtaining a bond to the correct level.</p> <p>Advertising notice of the office holders' appointment as required by statute.</p> <p>With the circulation of the Administrators' Proposals, the creditors were invited to consider the decisions proposed.</p>	<p>To provide a statutory report to various stakeholders at regular intervals and manage any queries arising therefrom. Copies of these reports are required to be filed at Registrar of Companies.</p> <p>To place legal advertisements as required by statute which may include formal meetings of creditors and notices to submit claims</p> <p>Dealing with post appointment VAT and or other tax returns as required.</p> <p>To deal with statutory requirements in order to bring the administration to a close either by dissolution or moving the Company to liquidation (whether voluntary or compulsory) and for the Administrators to obtain their release from office.</p> <p>This will include the preparation of further progress and/or final reports for all known creditors and filing the relevant documentation with the Registrar of Companies.</p>
6	TRADING (where applicable) Work undertaken during the reporting period	TRADING (where applicable) Future work to be undertaken
	Not Applicable.	Not Applicable.

Appendix C

A schedule of work

FRP

7	LEGAL AND LITIGATION <i>Work undertaken during the reporting period</i>	LEGAL AND LITIGATION <i>Future work to be undertaken</i>
	Liaising with solicitors immediately following appointment to conclude the sale process.	To obtain advice on post appointment matters, where applicable.

Details of the Administrators' time costs and disbursements for the period and cumulative

FRP

Clarity-Employment For Blind People (in Administration)
Time changed for the period 31 January 2020 to 30 July 2020

Budget for the period 21 January 2020 to 20 July 2020									
EXPENDITURE		EXPENDITURE		EXPENDITURE		EXPENDITURE		EXPENDITURE	
EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE
EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE
Administrative and Support	14.00	1.20	7.50	1.05	10.35	1.20	12.00	1.20	12.00
Accounting - Planning		1.20			1.20				
Accounting - General		1.20			1.20				
Travel		10.00	20.00		30.00		10.00		10.00
Cost Control and Review		0.10	0.10		0.10		0.10		0.10
General Administration		0.40	4.00		4.40		4.40		4.40
Insurance		1.70	1.80		3.50		3.50		3.50
Fee and W/P			1.25		1.25		1.25		1.25
Strategy and Planning	3.00				3.00		3.00		3.00
Media			1.25		1.25		1.25		1.25
Asset Realisation		10.10	1.00		11.10		11.10		11.10
Realised assets/Property			0.75		0.75		0.75		0.75
Costs Assets		1.20			1.20		1.20		1.20
Data Collection		18.25	0.00		18.25		18.25		18.25
State of Business	13.00	4.10	12.50		17.60		17.60		17.60
Unsettled Creditors		1.45	0.00		1.45		1.45		1.45
Employees	14.00	0.00			14.00		14.00		14.00
MPV Leasing		5.50	0.00		5.50		5.50		5.50
RCT		9.00	0.00		9.00		9.00		9.00
Legal-Overseas		8.00	1.20		9.20		9.20		9.20
Landlord		11.00	12.50		23.50		23.50		23.50
TAMMAT - Pre-appointment		0.00			0.00		0.00		0.00
Pensions - Creditors		6.50	9.00		15.50		15.50		15.50
QODA Expirates		8.20	19.25		27.45		27.45		27.45
IT - Investigations		12.00	3.00		15.00		15.00		15.00
ITech - Data Capture		0.40			0.40		0.40		0.40
Statutory Compliance - General		5.30			5.30		5.30		5.30
Statutory Reporting Meetings		23.00	0.40		23.40		23.40		23.40
Appointment Formalities		8.50			8.50		8.50		8.50
Dissemination of Affairs	5.40	3.80	9.20		14.60		14.60		14.60
Bonding/Statutory Advertising		2.00			2.00		2.00		2.00
TAMMAT - Post appointment		0.40			0.40		0.40		0.40
Pensions-Other		0.20	10.00		10.20		10.20		10.20
Trading - General		0.80			0.80		0.80		0.80
IT - Trading / Data support		3.50			3.50		3.50		3.50
Pre-Appointment		1.00			1.00		1.00		1.00
Post-Appointment		1.00			1.00		1.00		1.00
Total Hours	32.00	600.00	178.50	9.60	792.70		792.70		792.70

FISIP Charge and rates	From
Results	1st May 2003
Apprenticeship labor / Partner	400-600
Managers / Directors	380-600
Other Professional	220-340
Junior Professional & Support	150-105

Disbursements for the period 31 January 2020 to 30 July 2020	
Category 1	Value £
Car/Motorcycle Hire	73.22
Postage	91.20
Bonding	450.00
Computer Consumables	172.50
Grand Total	787.92

Exchange is charged at the FISC rate prevailing at the time the cost was incurred.

Clarity-Employment For Blind People (In Administration) The Administrators' Progress Report

Appendix E

Receipts and payments account for the period and cumulative

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**Clarity-Employment For Blind People
(In Administration)
Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £	From 31/01/2020 To 30/07/2020 £	From 31/01/2020 To 30/07/2020 £
ASSET REALISATIONS		
18,007.00 Goodwill and Intellectual Property	18,007.00	18,007.00
1.00 Leasehold Properties	1.00	1.00
34.00 Plant Equipment, IT, Fixtures and Fittings	34,000.00	34,000.00
1,000.00 Painting	NIL	NIL
87,992.00 Stock	87,992.00	87,992.00
95,837.00 Book Debts	116,304.40	116,304.40
189,871.00 Investment Fund	6,977.78	6,977.78
281,806.00 Cash at Bank	281,793.70	281,793.70
Rent	24,645.00	24,645.00
Bank Interest Gross	330.73	330.73
Insurance Refund	2,770.37	2,770.37
Donations	35.00	35.00
Legacy Payments	179,958.00	179,958.00
	752,814.98	752,814.98
COST OF REALISATIONS		
Administrators' Remuneration	71,500.00	71,500.00
Administrators' Disbursements	541.20	541.20
Agents/Valuers Fees	5,500.00	5,500.00
Agents/Valuers Disbursements	95.00	95.00
Legal Fees	5,200.00	5,200.00
Legal Fees - Pre-Administration	53,837.00	53,837.00
Legal Disbursements - pre appointment	56.11	56.11
Statutory Advertising	77.98	77.98
Rents Payable	28,788.14	28,788.14
Bank Charges - Floating	3.20	3.20
	(165,598.63)	(165,598.63)

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Appendix E

Receipts and payments account for the period and cumulative

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Clarity-Employment For Blind People (In Administration) Joint Administrators' Summary of Receipts & Payments		
Statement of Affairs £	From 31/01/2020 To 30/07/2020 £	From 31/01/2020 To 30/07/2020 £
708,514.00	587,216.35	587,216.35
REPRESENTED BY		
Vat Recoverable - Floating		27,772.58
IB Current Floating		559,425.04
IB Current Trust Account		8,068.79
ROT Trust Funds		(8,050.06)
		<u>587,216.35</u>

Appendix F

Statement of expenses incurred in the Period

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Clarity - Employment For Blind People (in Administration) Statement of expenses for the period ended 30 July 2020	
Expenses	Period to 30 July 2020 £
Office Holders' remuneration (Time costs)	130,548
Office Holders' disbursements	738
Agents/Valuers Fees	5,500
Agents/Valuers Disbursements	95
Legal Fees	5,200
Legal Fees - pre appointment	53,837
Legal Disbursements - pre appointment	56
Statutory Advertising	78
Rents Payable	28,788
Bank Charges	3

Clarity-Employment For Blind People (In Administration)
The Administrators' Progress Report

Appendix F

Statement of expenses incurred in the Period

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Total	224,843
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