

AM22

Notice of move from administration to creditors' voluntary liquidation



Companies House

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

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 Court details

Court name The High Court of Justice

Court case number 0 0 0 7 3 0 2 0 2 0

3 Administrator's name

Full forename(s) Philip David

Surname Reynolds

4 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

5 Administrator's name ①

Full forename(s)	Philip Lewis
Surname	Armstrong

① Other administrator
Use this section to tell us about another administrator.

6 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.

7 Appointor/applicant's name

Give the name of the person who made the appointment or the administration application.	
Full forename(s)	
Surname	Directors

8 Proposed liquidator's name

Full forename(s)	Philip David
Surname	Reynolds
Insolvency practitioner number	2 1 1 9 0

9 Proposed liquidator'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	

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10 Proposed liquidator's name^①

Full forename(s)	Philip Lewis
Surname	Armstrong
Insolvency practitioner number	9 3 9 7

① Other liquidator

Use this section to tell us about another liquidator.

11 Proposed liquidator'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 liquidator

Use this section to tell us about another liquidator.

12 Period of progress report

From date	^d 0 ^d 1 ^m 0 ^m 8 ^y 2 ^y 0 ^y 2 ^y 0
To date	^d 2 ^d 4 ^m 0 ^m 1 ^y 2 ^y 0 ^y 2 ^y 1

13 Final progress report☒ I have attached a copy of the final progress report.**14 Sign and date**

Administrator's signature	Signature X  X
Signature date	^d 2 ^d 5 ^m 0 ^m 1 ^y 2 ^y 0 ^y 2 ^y 1

**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 O'Connell**

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

Telephone

**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 and dated 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 01/08/2020 To 24/01/2021 £	From 31/01/2020 To 24/01/2021 £
	ASSET REALISATIONS		
	Bank Interest Gross	54.04	384.77
95,837.00	Book Debts	30,086.57	146,390.97
281,806.00	Cash at Bank	NIL	281,793.70
	Donations	NIL	35.00
18,007.00	Goodwill and Intellectual Property	NIL	18,007.00
	Insurance Refund	NIL	2,770.37
189,871.00	Investment Fund	182,386.90	189,364.68
1.00	Leasehold Properties	NIL	1.00
	Legacy payments	NIL	179,958.00
1,000.00	Painting	520.00	520.00
34,000.00	Plant Equipment,IT,Fixtures and Fittin	NIL	34,000.00
	Rent	NIL	20,537.50
87,992.00	Stock	NIL	87,992.00
		213,047.51	961,754.99
	COST OF REALISATIONS		
	Accounts Fees	NIL	3,750.00
	Administrators' Disbursements	196.72	737.92
	Administrators' Remuneration	64,500.00	136,000.00
	Agents/Valuers Disbursements	NIL	95.00
	Agents/Valuers Fees	381.93	2,131.93
	Bank Charges - Floating	(3.20)	NIL
	Illustration Fee	15.00	15.00
	Insurance of Assets	3,367.75	3,367.75
	Legal disbursements - pre appointmen	NIL	56.11
	Legal Fees	1,600.00	6,800.00
	Legal fees - Pre-Administration	NIL	53,837.00
	Rents Payable	NIL	24,842.39
	Statutory Advertising	NIL	77.98
	Vendor Commission	43.68	43.68
		(70,101.88)	(231,754.76)
708,514.00		142,945.63	730,000.23
	REPRESENTED BY		
	IB Current Floating		689,050.67
	Vat Payable - Floating		(4,107.50)
	Vat Recoverable - Floating		45,057.06
			730,000.23

FRP

Clarity-Employment For Blind People (In Administration) ("The Company")
The Administrators' Final Report for the period 01/08/2020 – 24/01/2021

Contents and abbreviations

FRP

Section	Content
1.	An overview of the administration
2.	Progress of the administration in the Period
3.	Outcome for creditors
4.	Administrators' pre-appointment costs
5.	Administrators' remuneration, disbursements and expenses
Appendix	Content
A.	Statutory information regarding the Company and the appointment of the Administrators
B.	Form AM22 - Notice of move from administration to creditors voluntary liquidation
C.	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:

The Administrators	Philip David Reynolds and Philip Lewis Armstrong of FRP Advisory Trading Limited
The Company	Clarity-Employment For Blind People (In Administration)
CVL	Creditors' Voluntary Liquidation
FRP	FRP Advisory Trading Limited
HMRC	HM Revenue & Customs
The Period	The reporting period 01/08/2020 – 24/01/2021
The Proposals	The Administrators' proposals for achieving the purpose of the administration dated 07/02/2020
QFCH	Qualifying floating charge holder
SIP	Statement of Insolvency Practice
ROT	Retention of Title
The Purchaser	Clarity Products Limited
SPA	Sale Purchase Agreement
RPO	Redundancy Payments Office
DWP	Department for Work and Pensions
Freeths	Freeths LLP
Ledingham	Ledingham Chalmers LLP
SOA	Statement of Affairs

1. An overview of the administration

FRP

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.

The Administrators identified that the objective of the administration, as set out in the proposals approved on 26 February 2020, was to achieve a better result for the Company's creditors as a whole than would be likely if the Company had been wound up (without first being in administration).

The objective was to be achieved by a sale of the business as a going concern immediately following the appointment of the Administrators.

It was anticipated that the Company would exit from administration into CVL to enable a distribution to unsecured creditors.

On appointment, a sale of the majority of the business and assets of the Companies was completed for £140k. Further information on the sale of the business and assets can be found in **Appendix C** of the Proposals.

The Administrators are pleased to advise that they have collected c.£146k of book debts against the SOA's estimate of c.£96k.

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

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.

On 29 September 2020 the Charity Property Fund advised that all March 2020 redemptions would be settled but June 2020 and September 2020 redemptions would be deferred.

The Administrators are pleased to advise that a total of £189,364.68 has been received from the Charity Property Fund with respect to the redemption figure and quarterly income distributions.

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.

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 be paid to an alternative charity.

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.

1. An overview of the administration

FRP

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.

The Administrators are pleased to advise that a full release surrender (of past, present and future liabilities) has been agreed with the Highams Park landlord. Any potential creditor claims of the Airdrie and Portsmouth landlords will be reviewed in the CVL.

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 ROT provision has now been released in full. However, as previously reported, the Administrators believe that c.£34.7k of book debts have been collected by the Purchaser and not remitted to the Company. The release of the ROT provision has, therefore, not been returned to the Purchaser but allocated in full to book debts.

On appointment, the Administrators instructed agents to value and auction the painting, which was not included in the SPA. After various delays in conducting the

auction due to the Covid-19 restrictions, the painting was sold at an auction for £520 on 21 July 2020.

An extension of the administration will not be required due to the Company moving into CVL once the AM22 notice is filed.

2. Progress of the administration in the Period

FRP

I attach at **Appendix C** a schedule of work undertaken during the Period covered by this final report. As well as intensive work realising the assets, as detailed above, the following work was also undertaken during the administration and final Period:

During the administration, the team have dealt with the day to day case management and statutory requirements of the administration such as satisfying internal compliance procedures. Regular team meetings were required to ensure the administration was adequately progressing and regulations were adhered to,

From the date of appointment, various reports and notifications have been required to be prepared by the Administrators team. The team have dealt with the preparing and issuing statutory correspondence and reports to all stakeholders required. We have ensured that all reports included the necessary information to illustrate the work undertaken during the respective period and the time allocated.

As soon as the relevant information was provided following the appointment, the Administrators contacted all known creditors advising of the appointment and inviting them to make a claim in the administration for any outstanding arrears. Ongoing correspondence with creditors has been required to assist with any queries brought to our attention.

Due to the administration, the employees' January 2020 pension contribution payments were not paid into the respective accounts. Once this was established, the Administrators worked with the Company to report any missing arrears to the Pension Trustees and the RPO. It was noted that one of the Pension Trustee was having issues

locating the RPO's payment, which meant an intensive amount of time was spent liaising with both parties to fix this issue.

The pension allocation issue is now resolved, and the funds have been paid into the correct account.

Attached at **Appendix E** is a receipts and payments account detailing both transactions for the Period of this report and also cumulatively for the whole period of the administration. A post – appointment VAT refund totalling £40,949.56 is outstanding which the Administrators expect to receive in the CVL.

Part of my duties included 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 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 had concerning the way in which the Company's business had been conducted.

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.

In accordance with the Proposals, the administration will be exited by the Company moving to CVL. The date the administration ceases and the CVL commences will be the date that the requisite notice is filed with the Registrar of Companies.

3. Outcome for creditors

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The Proposals anticipated that there would be funds to settle the preferential creditor claims in full and pay a dividend to ordinary creditors.

There are no secured creditors of the Company.

The Directors' Statement of Affairs estimated that the preferential creditors, being the employees' unpaid pension contributions, totalled approximately £6,000.

The preferential claims will be adjudicated in the CVL and it is currently anticipated that preferential creditors will be paid in full.

There are sufficient funds available to make a distribution to unsecured creditors. This distribution will be paid by a subsequently appointed Liquidator, the costs of the liquidation cannot at this stage be estimated and therefore it is not possible to estimate the level of distribution that may be made.

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.

The prescribed part was not applicable in this matter because there are no holders of floating charges.

4. Administrators' pre-appointment costs

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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.

The Administrators wrote to creditors on 7 January 2021 and sought approval of additional pre – appointment costs of Ledingham (Scottish Counsel) of £487.50 plus VAT and disbursements of £3.

These costs were approved by creditors and will be settled in the CVL.

5. Administrators' remuneration, disbursements and expenses

FRP

Following circulation of the Proposals the creditors passed a resolution that the Administrators' remuneration should be calculated on a time cost basis capped at £71,500 plus VAT.

Further approval of fee increases was sought from creditors on 30 September 2020 and 7 January 2021 and both were approved accordingly.

The increase in anticipated costs in this matter is primarily due to the following:

- Higher than anticipated asset realisations
- Dealing with a number of issues with the Purchaser who 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

Details of remuneration charged during the period of the report are set out in the statement of expenses attached at Appendix F. To date fees of £136,000 plus VAT 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**. The remuneration recovered by the Administrators based on time costs, has not exceeded the fee cap detailed in the fees estimate circulated to creditors on 7 January 2021.

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**.

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

I attach at **Appendix F**, a statement of expenses that have been incurred during the period covered by this report.

An estimate of the Administrators' expenses was set out in the Proposals, further updated and circulated to creditors. The total expenses incurred by the Administrators are included in the cumulative figures in the receipts and payments account attached at **Appendix E**.

Apart from the Administrators fee estimate increase, I can confirm that expenses incurred are in line with the details previously provided. The only material additional post appointment costs related to Marsh (public liability insurance for the three premises) and Wilkins Kennedy who were paid £3,750 plus VAT to assist with the submission of pre – appointment VAT Returns and processing and filing the requisite paperwork to assist with the TUPE transfer of employees.

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 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 Joint 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 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.frpadvisor.com/info.aspx> and select the one for

5. Administrators' remuneration, disbursements and expenses

FRP

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 eight weeks following the receipt of this report for a Court application that the remuneration or expenses are excessive.

Appendix A

Statutory information regarding the Company and the appointment of the Administrators

FRP

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

Administrators: Philip David Reynolds & Philip Lewis Armstrong

Address of Administrators: FRP Advisory Trading Limited
2nd Floor, 110 Cannon Street, London, EC4N 6EU

Date of appointment of Administrators: 31/01/2020

Court in which administration proceedings were brought: The High Court of Justice

Court reference number: 000730

Appointor details: Directors

Previous office holders, if any: Not applicable

Extensions to the initial period of appointment: Not applicable

ADMINISTRATION DETAILS:

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

Form AM22

FRP

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

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Appendix B

Form AM22

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AM22

Notice of move from administration to creditors' voluntary liquidation

10

Proposed liquidator's name¹

Full forename(s)

Philip Lewis

Surname

Armstrong

Insolvency practitioner number

6307

Other liquidator

Use this section to tell us about another liquidator.

11

Proposed liquidator's address²

Building name/number

2nd Floor

Street

110 Cannon Street

Post town

London

County/Region

Postcode

EC4N 6EU

Country

Other liquidator

Use this section to tell us about another liquidator.

12

Period of progress report

From date

01/08/2020

To date

24/01/2021

13

Final progress report

I have attached a copy of the final progress report.

14

Sign and date

Administrator's signature

X

Signature date

25/01/2021

X

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Clarity-Employment For Blind People (In Administration)

The Administrators' Final Report

AM22

Notice of move from administration to creditors' voluntary liquidation

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 O'Connell

Contact name

FRP Advisory Trading Limited

Address

2nd Floor

110 Cannon Street

Post town

London

Postcode

EC4N 6EU

Country

CA

Signature

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.

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1

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3

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This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

This form has been provided free of charge by Companies House

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Appendix C

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, 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	General Matters
	Maintain the case management systems. Regular team meetings to review and discuss the progression of the case. Regular case management and review of progress including regular team meetings, ongoing monitoring of the case to include completion of checklists, diary management systems and file reviews, updates and other communications.	Monitor case and complete requisite checklists up to closure of the Administration and the case moving into CVL.

Appendix C

Schedule of work

FRP

	Regulatory Requirements	Regulatory Requirements
	Continued adherence to the Anti Money Laundering Regulations.	Ongoing adherence to Anti Money Laundering Regulations and other specific to the Company up to closure of Administration and move to CVL.
	Ethical Requirements	Ethical Requirements
	Prior to the Joint Administrator's 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.	Continue to monitor the case and ensure no further threats are identified.
	Case Management Requirements	Case Management Requirements
	<p>Accounting for the payment of expenses and the receipt of funds.</p> <p>Carrying out reconciliations of the estate and ROT Trust bank accounts and ensuring appropriate placement of funds.</p> <p>Advised agents to cancel cover once insurance was no longer required.</p> <p>Ensured the case management system was updated with the Company information, creditors, employee and shareholder details.</p> <p>Maintained a diary system to ensure all matters are discharged in accordance with the legislation.</p>	<p>Finalise reconciliation and management of the Administration bank account and arrange transfer of funds into Liquidation bank account.</p> <p>De-register the Company as a charity.</p>

Appendix C

Schedule of work

FRP

	<p>Keep recording all payments and expenses in the case management system in order to produce accurate reports when required.</p> <p>Discussions with the Purchaser regarding issues pertaining to their breaching of the SPA.</p>	
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>The Administrators anticipate have collected book debts of approx. £146k against the original estimate of approx. £96k.</p> <p>A painting was sold via our agents at auction for £520.</p> <p>Writing to Bank requesting collection of credit balance. Balance of £281,793.70 has been transferred.</p> <p>Liaising with the Investment Fund regarding the closure and recovery of the Investment Fund. Approx. £189k has been collected.</p> <p>Liaising with Executor(s) and / or Personal Representative(s) of estates that have left legacies for the Company's benefit. Approximately £180k has been received to date.</p>	<p>No further work is anticipated.</p> <p>No further book debt realisations are anticipated.</p> <p>No further work is anticipated.</p> <p>No further action is anticipated.</p> <p>No further work is anticipated.</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

Schedule of work

FRP

3	CREDITORS Work undertaken during the reporting period	CREDITORS Future work to be undertaken
	<p><i>Secured creditors</i></p> <p>Not applicable.</p> <p><i>Preferential creditors</i></p> <p>A vast deal of time has been spent liaising amongst the Pension Trustees, former employees and the Redundancy Payments Service to ensure outstanding pension contributions are correctly allocated for January 2020.</p> <p>The pension allocation matters have now been finalised.</p> <p><i>Unsecured creditors</i></p> <p>Correspondence with unsecured creditors including responding to queries via telephone and email.</p> <p>Reviewing and lodging all incoming claims in our internal case management system.</p> <p>Updating the case management system with creditor details unknown to the Joint Administrators.</p> <p>Providing creditors with the 6-month progress report in accordance with legislation.</p>	<p><i>Secured creditors</i></p> <p>Not applicable.</p> <p><i>Preferential creditors</i></p> <p>Obtain the Redundancy Payments Service's proof of debt and reconcile the preferential element of the claims in our internal system in preparation for the potential distribution.</p> <p>Process preferential dividend to preferential creditors once the Company has moved to CVL.</p> <p><i>Unsecured creditors</i></p> <p>Circulate final Administration report to all creditors to provide updates on the administration.</p> <p>Once the Company has moved from administration to a CVL, the liquidators will adjudicate and agree claims and process a dividend to unsecured creditors.</p> <p>Continue to monitor the Employment Tribunal Claims.</p>

	<p>Liaising with employees and the Trade Union Community to monitor and discuss Employment Tribunal Claims.</p> <p>ROT</p> <p>Liaising with the relevant parties and the Purchaser to finalise ROT matters. The ROT Trust funds have now been released accordingly.</p> <p>Pension schemes</p> <p>Providing regular updates to the stakeholders of the schemes.</p> <p>Landlords</p> <p>A surrender of the Highams Park premises has been agreed.</p>	<p>ROT</p> <p>No further work is anticipated.</p> <p>Pension Schemes</p> <p>Continue to provide updates once the Company has moved to CVL.</p> <p>Landlords</p> <p>Assess potential unsecured claims regarding the Scottish and Portsmouth premises.</p>
4	<p>INVESTIGATIONS</p> <p>Work undertaken during the reporting period</p>	<p>INVESTIGATIONS</p> <p>Future work to be undertaken</p>
	<p>No further work was required.</p>	<p>No further work is anticipated.</p>

Appendix C

Schedule of work

FRP

5	STATUTORY COMPLIANCE AND REPORTING Work undertaken during the reporting period	STATUTORY COMPLIANCE AND REPORTING Future work to be undertaken
	<p>Notifying creditors of their right to establish a creditors committee.</p> <p>Statutory reporting to all relevant parties and filing of those reports in accordance with the legislation.</p> <p>Obtaining approval to the revised basis of the Insolvency Practitioners fees by inviting the creditors to vote via a decision procedure. The outcome was circulated to all creditors and the additional remuneration has been settled.</p> <p>Completion of all VAT Returns during the administration period and filing the forms with HM Revenue & Customs.</p> <p>Preparing the final report prior of the Administration in preparation to move the Company into CVL.</p>	<p>Bringing the Administration to a close when all matters are complete in accordance with the relevant requirements and moving the case into a CVL.</p> <p>Circulate the Administrators' final report to creditors and file at Companies House.</p> <p>Contact the creditors to seek approval of the liquidation fees once in office and ensure the outcome is circulated accordingly.</p> <p>HM Revenue & Customs are yet to settle the outstanding VAT repayments due. The Administrators will contact HM Revenue & Customs again during the liquidation to recover all of the administration VAT due.</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

Schedule of work



7	LEGAL AND LITIGATION Work undertaken during the reporting period	LEGAL AND LITIGATION Future work to be undertaken
	Our lawyers were instructed to assist with the collection of book debts and the surrender of the lease. Legal attention was also required in relation to the Purchaser breaching the terms of the SPA.	To obtain advice on CVL matters when necessary.

Appendix D

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

FRP

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Clarity-Employment For Blind People (In Administration)
Time charged for the period 01 August 2020 to 22 January 2021

	Takers / Partners	Managers / Directors	Other Professional	Junior Professional & Support	Total Hours	Total Cost £	Average Hrlg Rate £
Administration and Planning	2.00	5.40	10.25	0.30	17.95	6,694.75	372.97
Case Accounting		0.20	3.20	0.30	3.70	1,101.00	297.57
Case Control and Review		2.15	4.95		7.10	2,331.50	328.38
Case Accounting - General			0.10		0.10	30.00	300.00
Insurance		1.65			1.65	799.25	484.39
Fee and WIP			2.00		2.00	550.00	275.00
Strategy and Planning	2.00				2.00	1,190.00	595.00
Media		1.40			1.40	693.00	495.00
Asset Realisation	4.50	16.85	0.90		22.25	10,785.50	484.74
Asset Realisation	3.00	7.35	0.65		11.00	5,443.50	494.86
Debt Collection		8.10	0.25		8.35	3,812.50	456.59
Legal-asset Realisation		1.40			1.40	637.00	455.00
Sale of Business	1.50				1.50	892.50	595.00
Creditors	7.00	30.70	4.50		42.20	20,056.50	475.27
Unsecured Creditors		14.80	2.10		16.90	7,394.75	437.56
Employees	6.00	1.30	0.85		8.15	4,698.50	576.50
ROT		1.90	1.20		3.10	1,192.50	384.68
Legal-Creditors		1.50			1.50	637.50	425.00
Landlord	1.00	11.20			12.20	6,037.00	494.84
Pensions - Creditors			0.35		0.35	96.25	275.00
Statutory Compliance		15.90	31.40		47.30	16,318.25	344.99
Statutory Compliance - General		1.60	9.75		11.35	3,723.25	328.04
Statutory Reporting/ Meetings		12.10	18.65		30.75	10,761.25	349.96
Tax/VAT - Post appointment		2.20	2.60		4.80	1,711.25	356.51
Pensions- Other			0.40		0.40	122.50	306.25
Total Hours	13.50	68.85	47.05	0.30	129.70	53,855.00	415.23

FRP Charge out rates	From	
Grade	1st May 2019	1st November 2020
Appointment taker / Partner	495-595	595-695
Managers / Directors	385-495	445-595
Other Professional	225-340	275-395
Junior Professional & Support	150-195	175-245

Disbursements for the period
01 August 2020 to 22 January 2021

	Value £
Grand Total	

Mileage is charged at the HMRC rate
prevailing at the time the cost was incurred

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

Appendix D

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

FRP

Clarity-Employment For Blind People (In Administration)
Time charged for the period 31 January 2020 to 22 January 2021

	Appointment Takers / Partners	Managers / Directors	Other Professional	Junior Professional & Support	Total Hours	Total Cost £	Average Hourly Rate £
Administration and Planning	19.00	20.85	52.15	1.95	93.95	33,746.00	359.19
Admin & Planning	14.00				14.00	8,330.00	595.00
Case Accounting		1.40	10.70	1.95	14.05	3,801.75	270.59
Travel		1.20			1.20	462.00	385.00
Case Control and Review		13.05	30.55		43.60	12,603.50	289.07
Case Accounting - General			0.80		0.80	197.50	246.88
General Administration		0.40	4.50		4.90	1,084.00	343.67
Insurance		3.40	1.10		4.50	1,743.00	387.33
Fee and WIP			3.25		3.25	831.25	255.77
Strategy and Planning	5.00				5.00	2,975.00	595.00
Media		1.40	1.25		2.65	1,119.00	421.89
Asset Realisation	19.50	58.50	16.65		94.65	41,755.50	441.16
Asset Realisation	3.00	25.45	2.55		31.00	13,221.25	426.49
Freehold/Leasehold Property			0.75		0.75	255.00	340.00
Chattel Assets		1.20			1.20	462.00	385.00
Debt Collection		26.35	0.85		27.20	11,534.25	424.05
Legal-asset Realisation		1.40			1.40	637.00	455.00
Sale of Business	16.50	4.10	12.50		33.10	15,646.00	472.69
Creditors	7.00	83.10	52.50		142.60	53,946.25	378.30
Unsecured Creditors		16.25	11.10		27.35	10,145.00	370.93
Employees	6.00	15.90	7.60		29.70	12,186.75	410.33
HPI/Leasing			0.90		0.90	202.50	225.00
ROT		7.70	10.20		17.90	5,672.00	316.87
Legal-Creditors		10.00	1.20		11.20	4,208.00	375.71
Landlord	1.00	22.85	12.55		36.40	14,730.75	404.66
TAX/VAT - Pre-appointment		0.90			0.90	346.50	385.00
Pensions - Creditors		0.50	8.75		19.25	6,454.75	353.68
Investigation	21.60	21.35	21.35		42.95	13,269.75	308.96
CDDA Enquiries		8.20	18.35		26.55	7,285.75	274.42
IT - Investigations		13.00	3.00		16.00	5,830.00	364.38
FTech - Data Capture		0.40			0.40	154.00	385.00
Statutory Compliance	44.50	78.45	78.45		122.95	40,049.75	325.74
Statutory Compliance - General		1.60	15.10		16.70	5,214.50	312.25
Statutory Reporting/ Meetings		35.10	28.05		63.15	22,421.25	355.05
Appointment Formalities			8.55		8.55	1,988.25	232.31
Statement of Affairs		5.40	3.60		9.20	3,336.50	362.66
Bonding- Statutory Advertising			2.90		2.90	940.00	324.14
Tax/VAT - Post appointment		2.20	3.00		5.20	1,801.25	346.39
Pensions- Other		0.20	17.05		17.25	4,350.00	252.17
Trading	0.80	0.80	3.50		4.30	1,340.50	311.74
Trading - General			0.80		0.80	308.00	385.00
IT - Trading / Sale support			3.50		3.50	1,032.50	295.00
Pre-Appointment	1.00	1.00	1.00		1.00	295.00	295.00
Pre-Appointment			1.00		1.00	295.00	295.00
Total Hours	45.50	229.35	225.60	1.95	502.40	184,492.75	367.04

FRP Charge out rates	From	1st May 2019	31st November 2020
Grade			
Appointment taker / Partner		495-595	595-695
Managers / Directors		385-495	445-565
Other Professional		225-340	275-365
Junior Professional & Support		150-195	175-245

Disbursements for the period
31 January 2020 to 22 January 2021

	Value £
Category 1	
Postage	91.20
Bonding	450.00
Computer Consumables	173.50
Category 2	
Car/Mileage Recharge	23.22
Grand Total	737.92

Mileage is charged at the HMRC rate
prevailing at the time the cost was incurred

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

FRP

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

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

Appendix E

Receipts and payments account for the Period and cumulative

FRP

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

Statement of Affairs £	From 01/08/2020 To 24/01/2021 £	From 31/01/2020 To 24/01/2021 £
	(70,101.88)	(231,754.76)
708,514.00	142,945.63	730,000.23
REPRESENTED BY		
Vat Recoverable - Floating		45,057.06
IB Current Floating		689,050.67
Vat Payable - Floating		(4,107.50)
		730,000.23

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 22 January 2021		
	Period to 22 January 2021	Cumulative period to 22 January 2021
Expenses	£	£
Office Holders' remuneration (Time costs)	53,855	184,403
Office Holders' disbursements	197	541
Agents/Valuers Fees	382	2,132
Agents/Valuers Disbursements	-	95
Legal Fees	1,600	6,800
Legal Fees - pre appointment	-	53,837
Legal Disbursements - pre appointment	-	56
Statutory Advertising	-	78
Rents Payable	-	24,842
Illustration Fee	15	15
Vendor Commission	44	44
Insurance of Assets	3,368	3,368
Total	59,263	276,408