

The Insolvency Act 1986

Return of Final Meeting in a  
Creditors' Voluntary Winding Up**S.106**Pursuant to Section 106 of the  
Insolvency Act 1986

For official

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

To the Registrar of Companies

Company Number

00180235

Name of Company

(a) Insert full name of  
company

(a) Evans &amp; Reid Investment Co Ltd

(b) Insert full name(s) and  
address(es)

I/We(b)

Ross D Connock  
PricewaterhouseCoopers LLP  
31 Great George Street Bristol  
Avon BS1 5QD

Robert Nicholas Lewis  
PricewaterhouseCoopers LLP  
31 Great George Street Bristol  
Avon BS1 5QD

give notice

(c) delete as applicable

(d) Insert date

(e) The copy account  
must be authenticated by  
the written signature(s)  
of the liquidator(s)

1 that a general meeting of the company was duly (c) held on 18 March 2014 (d) pursuant to section 106 of The Insolvency Act 1986, for the purpose of having an account (of which a copy is attached) (e) laid before it showing how the winding up of the company has been conducted, and the property of the company has been disposed of and no quorum was present at the meeting

2. that a meeting of the creditors of the company was duly (c) held on 18 March 2014 (d) pursuant to section 106 of The Insolvency Act 1986, for the purpose of having the said account laid before it showing how the winding up of the company has been conducted and the property of the company has been disposed of and no quorum was present at the meeting

Signed

Date 24/3/14

Presenter's name,  
address and reference  
(if any)

Lesha Parsons  
PricewaterhouseCoopers LLP  
Benson House 33 Wellington Street Leeds  
LS1 4JP

Liquidator

TUESDAY



\*A34E1377\*  
25/03/2014

#55

A27

COMPANIES HOUSE

## Liquidator's statement of account: creditors' voluntary winding up

Statement showing how winding up has been conducted and the property of the company has been disposed of

Name of Company Evans & Reid Investment Co Ltd

From 04 June 2010 (commencement of winding up) to

(close of winding up)

|   | Statement of assets and liabilities | Receipt   |  | Payment     |
|---|-------------------------------------|-----------|--|-------------|
|   | £                                   | £         |  | £           |
| <b>Receipts</b>   |                                     |           |  |             |
| Cash at Bank  | 0                                   | 0         | Costs of Solicitor to Liquidator                     | 20,710      |
| Cash in hand  | 0                                   | 1,410     | Other law costs                                      | 0           |
| Marketable securities   | 0                                   | 0         | Liquidator's   | £           |
| Sundry debtors  | 0                                   | 64,301    | Where (% on £ realised)                              | 0           |
| Stock in trade  | 0                                   | 0         | applicable (% on £ distributed)                      | 0           |
| Work in progress  | 0                                   | 0         |  | 159,535     |
| Freehold Property   | 0                                   | 1,498,345 | By whom  |             |
| Rent  | 0                                   | 730       | Auctioneer's and Valuer's Charges                    | 33,489      |
| Plant and machinery   | 0                                   | 0         |  |             |
| Furniture, Fittings, Utensils, etc                                  | 0                                   | 7,500     | Costs of possession and maintenance of estate        | 16,126      |
| Patents, Trademarks, etc  | 0                                   | 2,189     | Costs of gazetting and other advertising             | 297         |
| Investments other than Marketable Securities                        | 0                                   | 2,532     | Incidental Outlays                                   |             |
| Surplus from securities   | 0                                   | 1,388     |  |             |
| Unpaid Calls at Commencement of Winding Up                          | 0                                   | 0         | Total costs and                                      | £ 230,157   |
| Amount received from Calls on Contributories made in the Winding Up | 0                                   | 0         | (i) Debenture  | £           |
| Insurance Claims  | 0                                   | 1,608     |  | 0           |
|   |                                     |           |  | 0           |
| Other property  | 0                                   |           |  | 0           |
| Grants and subsidies  | 0                                   | 635       |  | 0           |
| Tax and other refunds   | 0                                   | 6,581     | (ii) Creditors*                                      | £           |
|   |                                     |           | 0 Preferential dividend at 0.00p in £ on £0          | 0           |
|   |                                     |           | 0 Unsecured dividend at 0.00p in £ on £0             | 0           |
|   |                                     |           | (The estimate of amount to rank for dividend was £0) |             |
|   | £ 0                                 | 1,588,219 | (iii) Returns to                                     | £           |
| <b>Less</b>   | £                                   |           |  | 0           |
| Payments to Redeem Securities                                       | 0                                   |           |  | 0           |
| Costs of execution  | 0                                   |           |  | 0           |
| Payments per Trading Account  | 0                                   |           |  | 0           |
|   | 0                                   | 0         |  |             |
| <b>Net</b>  | £                                   | 1,588,219 | <b>BALANCE</b>                                       | £ 1,588,219 |

Except where otherwise stated all values shown are exclusive of VAT

**Section 106**

**Form 4.72 (contd.)**

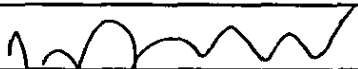
(1) Assets, including shown in the statement of assets and liabilities and estimated to be of the value of £0 have proved to be unrealisable

(2) State amount paid into the Insolvency Services Account in respect of.

|  |   |   |
|--|---|---|
| (a) unclaimed dividends payable to creditors in the winding up   | £ | 0 |
| (b) other unclaimed dividends in the winding up  | £ | 0 |
| (c) moneys held by the company in trust in respect of dividends or other sums due before the commencement of the winding up to any person as a member of the company | £ | 0 |

(3) Add here any special remarks the Liquidator thinks desirable -

Dated 24 / 3 / 14

Signed (by the Liquidator) 

Name and address of Liquidator (IN BLOCK LETTERS)

ROSS D CONNOCK  
PRICewaterhouseCOOPERS LLP  
31 GREAT GEORGE STREET BRISTOL  
AVON BS1 5QD

ROBERT NICHOLAS LEWIS  
PRICewaterhouseCOOPERS LLP  
31 GREAT GEORGE STREET BRISTOL  
AVON BS1 5QD

**Notes**

\* State number Preferential creditors need not be separately shown if all creditors have been paid in full

† State nominal value and class of share

**Evans & Reid Investment Company Limited – in Creditors' Voluntary Liquidation ("the Company")**

**Final report to members and creditors**

This is the liquidators' final report to members and all known creditors. Attached at Appendix A is a summary of the financial information relating to the liquidation.

**Asset realisations**

All of the Company's assets have now been realised, and are:-

|   | Actual<br>realisations<br>£* | Estimated to realise<br>per the statement of<br>affairs<br>£* |
|---|------------------------------|---|
| <b>Assets specifically pledged</b>                                |                              |   |
| Freehold property – 7 Mount Stuart Square, Cardiff                | 205,000                      | 175,000   |
| Freehold land – Mill Street, Glossop                              | 700,000                      | 700,000   |
| Freehold land – Empire House car park                             | 163,345                      | 165,000   |
| Leasehold property – Tanfield Lea                                 | -                            | -   |
| Freehold land – East Moors Road, Cardiff                          | 200,000                      | 200,000   |
| Freehold property – Ceredig House, 6 Mount Stuart Square, Cardiff | 230,000                      | 200,000   |
| Rent  | 1,823                        | -   |
|   | <b>1,500,168</b>             | <b>1,440,000</b>  |
| <b>Assets not specifically pledged</b>                            |                              |   |
| Office equipment  | 7,500                        | 2,000   |
| WRU debentures  | -                            | -   |
| Investments in subsidiaries                                       | -                            | -   |
| Intercompany debtors  | -                            | -   |
| Refunds and sundry  | 9,879                        | -   |
| Artwork   | 1,780                        | 10,000  |
| Other debtors   | 64,301                       | -   |
|   | <b>83,460</b>                | <b>12,000</b>   |

\* The above figures do not take into account costs of realisation

**Assets specifically pledged**

• **Freehold land and buildings**

- **7 Mount Stuart Square, Cardiff**  
This property was sold for £205,000 on 6 April 2011. The net sale proceeds have been passed to the secured creditor, Barclays.
- **Mill Street, Glossop**  
The leasehold titles to land in Glossop, Derbyshire, were sold for £700,000. The net sale proceeds have been passed to the secured creditor.
- **Empire House car park, Cardiff**  
This land was sold for £163,345 on 22 July 2010 as part of a joint sale with another group company, The Georgian Company Limited, who owned the Empire House property. The net sale proceeds have been passed to the secured creditor, Barclays.

- **Tanfield Lea, County Durham**  
The professional valuation of this property stated that, theoretically, these leasehold premises had significant value but a marketing period in excess of 2 years would be required to achieve that potential. Considerable holding costs in excess of £100,000 per annum were also advised. In view of the uncertainty in the property market and also a lack of available funding, the Liquidators disclaimed the Company's interest in the lease in April 2011.
- **East Moors Road, Cardiff**  
This land was sold for £200,000 on 24 July 2010. The net sale proceeds have been passed to the secured creditor, Barclays.
- **Ceredig House, 6 Mount Stuart Square, Cardiff**  
This property was sold for £230,000 on 24 November 2010. The net sale proceeds enabled the primary chargeholder, HSBC, to be paid in full which further enabled a small distribution to the secondary chargeholder, Barclays.
- **Rental income**  
£1,410 was received with respect to rental income derived from spaces in the Empire House car park, of which £317.36 was apportioned to the purchaser.  
  
Rental of an office at 6 Mount Stuart Square realised £695.89 prior to its sale. A VAT correction increased the realisation by £34.27 to £730.16.

#### **Assets not specifically pledged**

- **Office equipment**  
The office equipment was sold for £7,500 as part of the sale of the 6 Mount Stuart Square property.
- **Artwork**  
The Company owned four Harry Holland paintings which were sold at auction realising £1,780. Despite the directors estimating a value of £10,000 for these assets, art specialists considered that the sale price was fair in consideration for the paintings' content which depicted street views that the artist is not well known for.
- **WRU debentures**  
Two debentures from the Welsh Rugby Union (WRU) were thought to be held by the Company. Further investigations however determined that these were transferred to the Evans & Reid Coal Company Limited – in liquidation ("COAL") prior to the Company's liquidation. The debentures were sold by the liquidators of COAL for £4,050. The transfer to COAL could have been challenged by the Liquidators but, given the value of the asset, it was not considered cost-effective to do so since the net benefit to the liquidation estate would be minimal.
- **Investments in subsidiaries**  
Investments relate predominantly to shares in the Company's subsidiaries which do not hold any realisable value as these companies are either subject to insolvency proceedings or have been dissolved. This is supported by the directors' statement of affairs.
- **Intercompany debtors**  
As previously mentioned, the other companies in the group are either subject to insolvency proceedings or have been dissolved.
- **Other debtors**  
An unsecured distribution of £64,301.27, relating to an outstanding book debt, was received from the administrators of E & R Polymers Limited.

- **Refunds and Sundry includes:**

- **Refunds**

- Insurance refunds totalling £6,302.66 were received.

- **Grants and subsidies**

- Funds totalling £634.86 were received with respect to wayleaves access

- **Dividends received**

- The Company received total dividends of £752.22 in respect of shares held in Abbey Line

Previously, it was reported that the Liquidators were in the process of selling shares they held in Abbey Line Limited. They have now been sold for £2,189. The price was in line with the market value.

### **Outcome for creditors**

The secured creditors have not been paid in full. The costs of realisation have exceeded the available floating charge realisations and, accordingly, there is no prospect of a dividend to the Company's preferential creditors. There has been no distribution to unsecured creditors.

### **Investigations**

The Liquidators reviewed the affairs of the Company prior to liquidation and also considered the points raised by creditors in discharging their duties under the Company Directors' Disqualification Act 1986. The Liquidators had a statutory obligation to consider the directors' conduct and to submit a return/report to the Insolvency Service. The Liquidators confirm that they complied with this requirement.

### **Professional advisors**

On this assignment the Liquidators have used the professional advisors listed below.

| <b>Name</b>           | <b>Nature of work</b>  | <b>Basis of fee arrangement</b>              | <b>Fees paid £</b> |
|-----------------------|--|--|--------------------|
| Geldards LLP          | Legal advice: East Moors Road  | Time costs                                   | 4,443.50           |
| GoIndustry UK Limited | Agents' appraisals for fixtures & fittings   | Fixed fee                                    | 1,626.68           |
| Jones Lang LaSalle    | Agents: Mill Street  | Initial advice: fixed                        | 15,000.00          |
| Knight Frank LLP      | Agents: Tanfield<br>Lea valuation,<br>Ceredig House & 7<br>Mount Stuart Sq         | Sale: % of realisations<br>% of realisations | 16,018.66          |
| Rees Wood Terry       | Legal advice:<br>Ceredig House & 7<br>Mount Stuart Sq,<br>Empire House car<br>park | Time costs                                   | 8,369.50           |
| TLT LLP               | Legal advice:<br>disclaimed Tanfield<br>Lea, Mill Street                           | Time costs                                   | 8,530.76           |

C Geeks Limited and Anthemion Auctions are included in agents' fees in the total of £844.01.

The Liquidators' choice of advisors was based upon their perception of experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of the fee.

arrangement. The Liquidators have reviewed the fees charged and are satisfied that they are reasonable in the circumstances of the case.

### **Liquidators' remuneration**

Creditors may recall at the first meeting of creditors held on 4 June 2010 that a resolution was passed to enable the Liquidators to draw remuneration by reference to the time properly given by them and their staff in attending to the matters arising in the winding up. To 18 March 2014, the Liquidators have incurred time costs of £338,599.93. This represents 1,191.75 hours at an average hourly rate of £284.12. These figures include a change in charge out rates effective from 1 July 2013. The Liquidators have drawn fees totalling £153,035.36. There were insufficient funds to pay the time costs in full.

It has been the Liquidators' policy to delegate the routine administration of the liquidation to junior staff in order to maximise the cost effectiveness of the work performed. These staff have been supervised by senior staff and the Liquidators. Any matter of particular complexity or significance that has required responsibility of an exceptional kind has also been dealt with by senior staff and the Liquidators themselves. Details of the time costs incurred from 4 June 2010 to 18 March 2014, by work category, are attached at Appendix B.

In common with all professional firms, scale rates increase from time to time over the period of the administration of each insolvency case. PricewaterhouseCoopers LLP ("PwC"), or any successor firm, reserves the right to change the rates and grade structure in accordance with their policy. Full details of the charge out rates charged to this case are included at Appendix B. Specialist departments within PwC, such as tax, VAT, property and pensions, sometimes charge a small number of hours should the Liquidators require their expert advice. These departmental rates vary, however, the figures given provide an indication of the maximum rate per hour.

All staff who work on this assignment (including cashiers, support and secretarial staff) charge time directly to the assignment and are included within any analysis of time charged. Each grade of staff is allocated an hourly charge out rate which is reviewed from time to time. Work undertaken by cashiers, support and secretarial staff is charged for separately and is not included in the hourly rates charged by partners or other members of staff. Time is charged in units of not greater than 6 minutes. Time is charged by reference to actual work carried out on the assignment in 6 minute units. The minimum time chargeable is 3 minutes (i.e. 0.5 units).

In addition, the Liquidators have drawn a statement of affairs fee of £6,500, in accordance with a resolution also passed at the initial meeting of creditors.

### **Liquidators' disbursements**

Disbursements are categorised as follows:

#### **Category 1**

These disbursements are reimbursed at cost. The Liquidators' have incurred disbursements of £562.87 during the period from 4 June 2010 to 3 June 2013. Disbursements of £94.85 have been incurred during the period from 4 June 2013 to 18 March 2014.

#### **Category 2**

The Liquidators' current category 2 disbursements policy, as approved by the creditors, is as follows:

- 1 Photocopying for circulars or any other bulk copying is charged at 5p per sheet,
- 2 Mileage – this is reimbursed at a maximum of 71p per mile (up to 2,000cc) and 93p per mile (over 2,000cc).

The Liquidators have incurred £114 96 and £53 87 in regard of photocopying and mileage respectively during the period from 4 June 2010 to 3 June 2013. £112 08 has been incurred in regard of photocopying during the period from 4 June 2013 to 18 March 2014.

No disbursements have been drawn.

#### Statement of expenses

The following expenses have been incurred during the period of the report, irrespective of whether payment has been made.

| Category                   | Amount      |
|----------------------------|-------------|
| Liquidators' fees          | £13,335 75* |
| Liquidators' disbursements | £206 93     |
| Storage costs              | £21 42      |
| Bank/DTI charges and fees  | £77 65      |
| Tax deducted on interest   | £12 49      |
| Statutory advertising      | £75 82      |

*\*As noted above, the Liquidators have incurred time costs of £338,600 and drawn fees on account of £153,035 since the start of the liquidation, the figures in this table relate to the period from 4 June 2013 to 18 March 2014. Not all the accrued time costs will be taken as fees.*

#### Additional information

If any creditor requires further explanations on any aspect of the Liquidators' final report, then please telephone or write to Vanessa Jennings. Any request for further information regarding the Liquidators' remuneration or disbursements, however, should be made in writing (rule 4.49(e) (R86)).

In addition, should any creditor consider the Liquidators' remuneration and disbursements to be excessive or inappropriate, they have the right to challenge the amounts in accordance with rule 4.131 (R86).

An explanatory note giving creditors a statement of their rights in relation to the Liquidators' remuneration and expenses, and their rights to request further information, can be found online at

<http://www.icaew.com/~media/Files/Technical/Insolvency/creditors-guides/creditors-guide-liquidators-fees-final.pdf>

A copy may also be obtained free of charge by telephoning Vanessa Jennings on 0113 289 4955.



Evans & Reid Investment Company Limited – in creditors' voluntary liquidation  
Summary of financial information from 4 June 2010 to 18 March 2014

Appendix A

|  | Receipts and<br>payments for the<br>period from 4<br>June 2010 to 3<br>June 2013 | Receipts and<br>payments for the<br>period from 4<br>June 2013 to 18<br>March 2014 | Total receipts and<br>payments for the period<br>from 4 June 2010 to 18<br>March 2014 | Directors<br>statement of<br>affairs |
|--|--|--|---|--------------------------------------|
|  | £  | £  | £   | £                                    |
| <b>Fixed charge realisations</b>                     |  |  |   |                                      |
| Freehold property                                    | 1,498,145.00   |  | 1,498,145.00  | 1,440,000.00                         |
| Rent & income  | 1,922.80   |  | 1,822.80  |                                      |
|  | <u>1,500,107.80</u>  |  | <u>1,500,107.80</u>   | <u>1,440,000.00</u>                  |
| <b>Fixed charge cost of realisations/payments</b>    |  |  |   |                                      |
| Secured creditors                                    | 1,344,477.75   | 12,581.61  | 1,357,059.36  |                                      |
| Agents' fees   | 11,018.66  |  | 11,018.66   |                                      |
| Insurance  | 5,704.20   |  | 5,501.20  |                                      |
| Legal fees   | 19,841.76  |  | 19,841.76   |                                      |
| Legal disbursements                                  | 866.20   |  | 866.20  |                                      |
| Security   | 1,269.00   |  | 1,269.00  |                                      |
| Cleaning and site clearance costs                    | 500.00   |  | 500.00  |                                      |
| Utilities  | 1,113.90   |  | 1,113.90  |                                      |
| Office holders' fees                                 | 75,617.75  | 1,261.95   | 76,879.70   |                                      |
|  | <u>1,493,121.22</u>  | <u>16,843.58</u>   | <u>1,500,107.80</u>   | <u>-</u>                             |
| <b>Net fixed charge receipts</b>                     | <u>16,846.58</u>   |  | <u>16.00</u>  | <u>1,440,000.00</u>                  |
| <b>Floating charge realisations</b>                  |  |  |   |                                      |
| Bank and other debts                                 | 61,301.27  |  | 61,301.27   |                                      |
| Distributions received                               | 752.22   |  | 752.22  |                                      |
| Grants and subsidies                                 | 634.86   |  | 634.86  |                                      |
| Interest received gross                              | 1,325.15   | 64.44  | 1,389.59  |                                      |
| Artwork  | 1,780.00   |  | 1,780.00  | 10,000.00                            |
| Corporation Tax refund                               | 65.79  | 212.46   | 278.25  |                                      |
| Office equipment                                     | 7,500.00   |  | 7,500.00  | 2,000.00                             |
| Sale of shares                                       |  | 2,180.00   | 2,180.00  |                                      |
| Refunds  | 6,302.66   |  | 6,302.66  |                                      |
|  | <u>82,602.15</u>   | <u>2,456.90</u>  | <u>85,126.13</u>  | <u>12,000.00</u>                     |
| <b>Floating charge cost of realisations/payments</b> |  |  |   |                                      |
| Accountants' fees                                    | 6,500.00   |  | 6,500.00  |                                      |
| Bank charges   | 282.00   | 75.00  | 357.00  |                                      |
| Agents' fees   | 2,470.69   |  | 2,470.69  |                                      |
| DTI cheque fees                                      | 19.35  | 2.65   | 52.00   |                                      |
| IT costs   | 20.00  |  | 10.00   |                                      |
| Cleaning and site clearance costs                    | 564.29   |  | 564.29  |                                      |
| Insurance  | 465.11   |  | 465.11  |                                      |
| Mail re-direction                                    | 51.97  |  | 51.97   |                                      |
| Office holders' fees                                 | 13,752.50  | 29,194.16  | 73,155.66   |                                      |
| Professional fees                                    | 265.00   |  | 265.00  |                                      |
| Statutory advertising                                | 240.86   | 75.82  | 296.68  |                                      |
| Storage costs  | 2.81   | 21.12  | 249.82  |                                      |
| Irrecoverable VAT                                    |  | 100.13   | 100.13  |                                      |
| Tax deducted on interest                             | 205.00   | 12.19  | 277.19  |                                      |
|  | <u>55,115.45</u>   | <u>29,980.67</u>   | <u>85,126.13</u>  | <u>-</u>                             |
| <b>Net floating charge payments</b>                  | <u>27,516.79</u>   |  | <u>0.00</u>   | <u>12,000.00</u>                     |
| <b>VAT control account</b>                           | <u>15,629.88</u>   | <u>(15,629.88)</u>   |   |                                      |
| <b>Closing balance</b>                               | <u>28,715.49</u>   |  | <u>0.00</u>   |                                      |

# Appendix B

## Evans & Reid Investment Company Limited – in creditors' voluntary liquidation Analysis of time costs for the period 4 June 2010 to 18 March 2014

| Work type  | Partner | Director | Senior Manager | Manager | Senior Associate | Associate | Support staff | Total hours | Time costs | Average hourly rate |
|--|---------|----------|----------------|---------|------------------|-----------|---------------|-------------|------------|---------------------|
|  |         |          |                |         |                  |           |               |             | £          | £                   |
| 1 Strategy & planning                                    | 0.50    | -        | 0.20           | 0.10    | 0.20             | -         | 0.50          | 1.50        | 595.20     | 396.80              |
| 2 Sale of shares   | -       | 0.50     | -              | 1.60    | -                | -         | -             | 2.10        | 739.50     | 352.14              |
| 3 Closure  | -       | -        | -              | 2.10    | -                | -         | -             | 2.10        | 672.00     | 320.00              |
| 4 Accounting and treasury                                | -       | -        | 0.20           | 2.30    | 0.95             | 3.55      | -             | 7.00        | 1,510.45   | 215.78              |
| 5 Statutory and compliance                               | 1.00    | -        | 0.70           | 13.2    | -                | 0.25      | -             | 15.15       | 5,017.50   | 331.19              |
| 6 Tax/VAT/Pensions                                       | -       | -        | 0.10           | 4.10    | 5.20             | 1.00      | -             | 10.40       | 2,653.10   | 255.11              |
| 7 Reporting/raising with secured creditor                | -       | -        | -              | 6.90    | -                | -         | -             | 6.90        | 2,148.00   | 311.30              |
| Total for year to 6 December 2013                        | 1.50    | 0.50     | 1.20           | 30.30   | 6.35             | 4.80      | 0.50          | 45.15       | 13,335.75  |                     |
| Brought forward from period to 3 June 2013               |         |          |                |         |                  |           |               |             |            |                     |
|  |         |          |                |         |                  |           |               | 1,140.60    | 325,264.18 |                     |
| Total for the period from 4 June 2010 to 6 December 2013 |         |          |                |         |                  |           |               | 1,191.75    | 338,599.93 |                     |

Charges out rates per hour from 1 July 2013

(1 July 2013)

|              |          |          |          |          |          |          |        |
|--------------|----------|----------|----------|----------|----------|----------|--------|
| - insolvency | 555(540) | 465(450) | 405(395) | 320(310) | 240(233) | 152(146) | 82(80) |
| - specialist | 1,075    | 1,085    | 915      | 600      | 410      | 210      | 120    |

## Evans & Reid Investment Company Limited – in Creditors' Voluntary Liquidation

Narrative of the main work areas carried out for the period from 4 June 2013 to 18 March 2014

| Area of work                             | Work undertaken includes:  |
|--|--|
| Accounting and treasury                  | <ul style="list-style-type: none"><li>• Bank reconciliations</li><li>• Payment to third party</li><li>• Statutory return review</li><li>• Completing receipt vouchers</li><li>• Cheque signing</li><li>• Updating the receipts and payments account</li></ul>  |
| Statutory and compliance                 | <ul style="list-style-type: none"><li>• Drafting of the annual report and the final report including the receipts and payments account, the estimated outcome statements and the analysis of the time costs</li><li>• Reviewing of the annual report and the final report and the subsequent preparation to sending out the annual report to all creditors</li><li>• Resending the annual report to creditors who have moved address</li><li>• Reviewing the case on a regular basis by all of the team and ensuring it is progressing</li><li>• Liaising with the team to ensure all statutory and compliance matters are complied with</li></ul> |
| Tax/VAT/Pensions                         | <ul style="list-style-type: none"><li>• Tax return preparation and review</li><li>• VAT reconciliation</li><li>• Preparing and submitting VAT 426 to reclaim VAT</li><li>• Liaising with the RPS regarding unpaid contributions and the RP15 claim</li></ul>   |
| Reporting/liaising with secured creditor | <ul style="list-style-type: none"><li>• Reconciling the receipts and payments account with the secured creditor's entitlements summary</li><li>• Updating the secured creditor on a regular basis</li></ul>  |