

The Insolvency Act 1986

**Administrator's progress report**

Name of Company Electrical & T V Services (Helston) Limited	Company number 00771649
In the Truro County Court (full name of court)	Court case number 360 of 2011

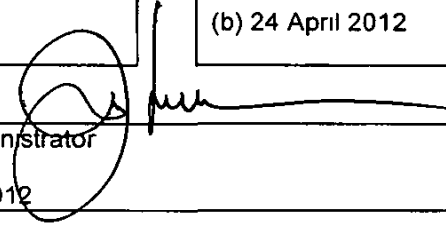
(a) Insert full name(s) and address(es) of administrator(s)

We (a)  
Jeremiah Anthony O'Sullivan  
Bishop Fleming  
2nd Floor Stratus House  
Emperor Way  
Exeter Business Park  
Exeter  
EX1 3QS

Samuel Jonathan Talby  
Bishop Fleming  
2nd Floor Stratus House  
Emperor Way  
Exeter Business Park  
Exeter  
EX1 3QS

administrators of the above company attach a progress report for the period

(b) Insert date

From (b) 27 October 2011	To (b) 24 April 2012
Signed	
	Joint Administrator
Dated	24 April 2012

**Contact Details:**

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form

The contact information that you give will be visible to searchers of the

Jeremiah Anthony O'Sullivan  
Bishop Fleming  
2nd Floor Stratus House  
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DX Number  
exinsolvency@bishopfleming co uk

01392 448800  
DX Exchange

THURSDAY



A03      \*A17NQVJM\*      #447  
26/04/2012  
COMPANIES HOUSE

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When you have completed and signed this form, please send it to the Registrar of Companies at -  
**Companies House, Crown Way, Cardiff CF14 3UZ DX 33050 Cardiff**

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**Electrical & T.V. Services  
(Helston) Limited -  
In Administration**

**Joint Administrators' Final  
Progress Report dated 24  
April 2012**

**For the Period  
from 27 October 2011 to 24  
April 2012**

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## **ELECTRICAL & T.V. SERVICES (HELSTON) LIMITED - IN ADMINISTRATION**

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## **ELECTRICAL & T.V. SERVICES (HELSTON) LIMITED - IN ADMINISTRATION**

### **1 Statutory Information**

- 1 1 I was appointed Joint Administrator of Electrical & T V Services (Helston) Limited (the **Company**) together with Samuel Jonathan Talby on 27 April 2012. The appointment of the Joint Administrators was made by the Directors of the Company.
- 1 2 This Administration is being handled by Bishop Fleming office, situated at Stratus House, Emperor Way, Exeter Business Park, Exeter EX1 3QS.
- 1 3 The Administration is registered in the Truro County Court, under reference 360 of 2011.
- 1 4 The Company traded from the following premises
- Water-Ma Trout Industrial Estate, Water Ma Trout, Helston, Cornwall TR13 0LW
  - Camborne Retail Park, Trevenson Road, Redruth, Cornwall TR15 3PS
  - 4 Coinagehall Street, Helston, Cornwall TR13 8TH
  - 17 King Street, Truro, Cornwall TR1 2RQ
  - 28 Market Place, Penzance, Cornwall TR18 2JD
  - 9 Fore Street, St Austell, Cornwall PL25 5PX
  - Fore Street, Bodmin, Cornwall PL31 2HQ
- 1 5 The business trades under the name ETS.
- 1 6 The registered office of the Company is Bishop Fleming, Stratus House, Emperor Way, Exeter Business Park, Exeter, Devon EX1 3QS and its registered number is 00771649.

### **2 Administrators' Proposals**

- 2 1 As previously advised, the Joint Administrators must perform their functions with the purpose of achieving one of the following objectives
- rescuing the Company as a going concern,
  - achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration), or
  - realising property in order to make a distribution to one or more secured or preferential creditors

## **ELECTRICAL & T.V. SERVICES (HELSTON) LIMITED - IN ADMINISTRATION**

- 2.2 The Administrators initially opted to follow the first objective, the rescue the Company as a going concern. Failing this, it was noted that the second objective would have to be followed, to achieve a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration).
- 2.3 To succeed in the first objective the Administrators immediately collated a list of potential interested parties from the Directors and Shareholders of the Company. Further marketing was undertaken through local solicitors' bulletins (reaching thousands of contacts) and via local press.
- 2.4 An Information Memorandum was sent to a dozen parties who had expressed an interest in the Business. A handful followed up with serious interest resulting in meetings with the Administrators, some site visits and property discussions involving our agents and some of the landlords. This took place over the two week period following Administration by which time it was becoming apparent that a global offer was unlikely to be received. The feedback from interested parties generally has been that whilst there was perceived value in the brand, the onerous property costs and substantial accrued employee rights (which would transfer to a purchaser under the Transfer of Undertakings Regulations (TUPE)), enhanced the investment risk in a difficult trading environment.
- 2.5 The Administrators therefore considered sales of the individual stores. There was little interest in the high street shops but the Camborne Superstore did attract a number of firm enquiries. Site visits were conducted and interested parties were advised to speak directly with the landlord of the premises concerning the assignment of the lease.
- 2.6 Whilst the Business was being marketed as a going concern, the Administrators continued to trade the 6 stores to realise stock in trade. It was decided at an early stage that for economic reasons a reduced workforce was sufficient to assist in this process. As such, 18 of the 57 staff were immediately dismissed upon the Administrators' appointment.
- 2.7 Discounts were introduced throughout the stores in an effort to maximise sales and provide working capital for the Administrators' trading period. This produced a high level of customer interest and resultant sales. There was some further discount of price towards the end of the trading period as customer choice and stock levels depleted.
- 2.8 The Company had a specialist repairs and service division and sold 'in house' extended warranties to customers. Several thousand customers hold current warranties which guarantee goods will be repaired or replaced for a fixed period of between two and five years. Following the announcement of the Administration, the Administrators have received a very high volume of calls in relation to warranties given by the Company, even where goods are not faulty. The possibility of a sale of this division of the business was pursued as this would help to mitigate the potential claims of the warranty customers. Despite extensive negotiations with a certain third party, no buyer was found. All customers who have taken out

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## **ELECTRICAL & T.V. SERVICES (HELSTON) LIMITED - IN ADMINISTRATION**

an extended ETS warranty are currently classed as contingent creditors in the Administration

- 2 9 As outlined above it was not possible to find a buyer for the business so it was not possible to further pursue the first objective. The second objective, achieving a better realisation than on winding up, is now to be followed
- 2 10 Following a detailed review of stock levels and sales figures, on Monday 9 May 2011 the Administrators closed the stores at Penzance, Bodmin and St Austell. All residual stock from those stores was transferred to Truro and Camborne
- 2 11 On Thursday 12 May 2011, the Administrators took steps to close the stores at Truro, Helston and Camborne and trading effectively ceased. 32 further redundancies were made on 13 May. A skeleton team of 7 staff was retained to assist with the clearance of the premises, retrieval of residual stock back to the freehold warehouse at Water Ma Trout, and the completion of essential accounting functions
- 2 12 Edward Symmons LLP were instructed to sell all residual stock, motor vehicles and fixtures and fittings
- 2 13 Edward Symmons LLP were also instructed to market the freehold properties at 4 Market Street, Helston, Cornwall TR13 8TH and Unit 14, Water-Ma-Trout Industrial Estate, Helston, Cornwall TR13 0LW
- 2 14 On 01 July 2011, the creditors accepted the Joint Administrators' Proposals

### **3 Progress of the Administration**

- 3 1 Attached at Appendix A is my Receipts and Payments Account for the period from 27 October 2012 to 24 April 2012

#### ***Freehold property - 4 Coinagehall Street, Helston***

- 3 2 The Administrators and their agents discussed a marketing strategy to best dispose of this freehold property. It was agreed that best and final offers be made in February 2012. A sale, subject to contract has been agreed for £178,500. It is proposed that exchange and completion be carried out by the Joint Liquidators

#### ***Trading***

- 3 3 Whilst trading had essentially completed in May 2011, the Administrators continued to receive large volumes of call and enquiries from customers with outstanding warranties or faulty goods

## **ELECTRICAL & T.V. SERVICES (HELSTON) LIMITED - IN ADMINISTRATION**

- 3 4 Customers still within the manufacturers warranty period were able to contact the manufacturer direct to resolve any issues. Customers outside the manufacturers warranty period, but still within the additional warranty offered by the Company, are classed as contingent creditors for the purpose of the Administration.
- 3 5 The Administrators have now settled all trading expenses where received, including utilities, rates and rent where appropriate. It is noted that there is one water bill outstanding for the Bodmin premises, which the Liquidator will now settle. This is understood to be a negligible amount.
- 3 6 It was reported previously that Cardnet and American Express were holding £89,048.29 gross and £11,413.45 gross in respect of the Administrators' trading income. This was being held pending clarification of clawback issues.
- 3 7 The Administrators have received £11,078.18 from American Express. A breakdown of the fees has been requested.
- 3 8 The Administrators have yet to receive the balance of monies from Cardnet despite numerous requests. Legal advice is being sought.
- 3 9 A successful trading period realised the majority of the Company's stock. The residual stock was sold by way of an online auction, conducted by the Administrators' agents, Edward Symmons LLP. Residual stock realised £90,202.33.

### ***Group Tax Relief***

- 3 10 The Administrators investigated whether or not they could sell the Group Tax Relief. This was not required by the Group Company and no realisation was made.

### ***Debtors***

- 3 11 The Administrators have collected £10,745.68 in the period since the last progress report.
- 3 12 There are 6 debts remaining totalling £3,079.45 which the Liquidator will now pursue.

### ***Outstanding shop retail leases***

- 3 13 I have reported previously that the lease commitments for the Units at Bodmin and Camborne have been dealt with in agreement with the respective landlords.
- 3 14 The remaining lease commitments are still outstanding. The landlords have not accepted surrender of the leases. The Liquidator will now disclaim these as an onerous asset within the Liquidation.

## ELECTRICAL & T.V. SERVICES (HELSTON) LIMITED - IN ADMINISTRATION

### *Miscellaneous receipts*

- 3 15 Other miscellaneous receipts are shown in the attached Receipts & Payments Accounts

### *SIP 13*

- 3 16 In accordance with Statement of Insolvency Practice No 13 (SIP13), I would advise you that the following assets were sold to a director of the Company

Date of Transaction	Asset Involved and Nature of Transaction	Consideration Paid and Date	Sold To	Relationship
26 May 2011	Saab 9 3 Aero	£2,200 paid on 13 June 2011	Ray Harvey	Director

The sale of the above transaction was approved by the Administrators' agents, Edward Symmons LLP

## **4 Investigations**

- 4 1 In accordance with the Company Directors Disqualification Act 1986 I have submitted a report on the conduct of the Directors of the Company to the Department for Business Innovation & Skills (BIS) As this is a confidential report, I am not able to disclose the contents
- 4 2 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate This assessment took into account information provided by creditors either at the initial meeting or as a response to my request to complete an investigation questionnaire My investigations have not revealed any issues requiring further report

## **5 Administrators' Remuneration**

- 5 1 The Creditors approved that the basis of the Administrators' remuneration be fixed by reference to the time properly spent by them and their staff in managing the Administration
- 5 2 The Administrators' time costs for the period 27 October 2011 to 24 April 2012 are £35,728 75 This represents 210 95 hours at an average rate of £169 37 per hour Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during this final period in respect of the costs fixed by reference to time properly spent by me in managing the Administration



## ELECTRICAL & T.V. SERVICES (HELSTON) LIMITED - IN ADMINISTRATION

- 5 3 The majority of the Administrators' time costs has been spent collecting in the Company's remaining assets, including realising the fixed charge properties. As reported in Point 3 4, the Administrators are still dealing with high volumes of customers with general and specific queries.
- 5 4 Also attached as Appendix C is a cumulative Time Analysis for the period from 27 April 2011 to 24 April 2012 of this report which provides details of my time costs since appointment.
- 5 5 A copy of 'A Creditors' Guide to Administrators' Fees' is available on request or can be downloaded from <http://www.bishopfleminginsolvency.co.uk/sip9>
- 5 6 Attached as Appendix E is additional information in relation to this firm's policy on staffing, the use of subcontractors, disbursements and details of our current charge-out rates by staff grade.
- 5 7 Since the date of my last progress report, no Category 2 disbursements have been taken.
- 5 8 The total fees drawn since my appointment are £173,621.25 plus disbursements of £87.16.
- 5 9 No further fees will be drawn against Administrators' costs.

### 6 Administrators' Expenses

- 6 1 Details of expenses incurred by the Administrator during the period since the last progress report to creditors are detailed in the attached Receipts & Payments Account.
- 6 2 There are a number of expenses which are still continuing.

Supplier / Service Provider	Nature of expense incurred	Amount Outstanding £
ASG Alarm monitoring	Alarm monitoring for the freehold premises at Helston. To continue until the property is sold.	Est £300
4tel Communications	Line rental for the freehold premises at Helston. To continue until the property is sold.	Est £50
EON	Electricity usage for the freehold premises at Helston. To continue until the property is sold.	Est £300
South West Water	Water/sewage for trading period for the leasehold premises at Bodmin. Ongoing water/sewage for the freehold property at Helston. South West Water to advise in due course.	Est £20

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## **ELECTRICAL & T.V. SERVICES (HELSTON) LIMITED - IN ADMINISTRATION**

- 6 3      The Liquidator will also complete the tax returns for the Administration periods and pay any corporation tax due

### **7      Outcome for Creditors**

- 7 1      An Outcome Statement as at 24 April 2012 is attached at Appendix D

#### ***Secured Creditors***

- 7 2      The Company granted a Debenture to Lloyds TSB Bank Plc dated 02 February 1994. The Debenture incorporates a fixed and floating charge over the Company's assets.
- 7 3      In addition, Lloyds Bank Plc hold a first charge dated 27 July 1972 over the freehold property at 4 Coinagehall Street, Helston and a first charge dated 02 February 1994 over the freehold property at Unit 4, Water-ma-Trout Industrial Estate.
- 7 4      At the date of the Administration Order, the current account was seen to be in credit. The Bank's exposure was limited to overdraft and guarantees to CIH Group of £300,000 maximum and a guarantee to the Truro shop landlord.
- 7 5      CIH Group supplied goods which were spread between the various stores, the value of which far exceeded the amount which they were due. It was agreed that the Administrator pay the agreed CIH debt of £49,002.09 + VAT in return for free title to sell the goods and thus extinguishing the Bond liability given by the Bank.
- 7 6      The Truro landlord has so far submitted an interim demand on the Bank for £27,352.45. This has been paid by the Bank. It has now been established that there is a further contingent liability under the rent bond of £129,647.55, based on current rent. The Bank have subsequently received a total of £157,000 by way of payment on account from the Administration to cover the current and future demands.

#### ***Preferential Creditors***

- 7 7      Employees who were immediately dismissed upon the making of the Administration Order submitted claims for outstanding commissions. These were paid in full on 03 June 2011.
- 7 8      The Redundancy Payments Office has submitted a preferential claim for £7,979.74 in respect of further employees' claims for arrears of wages and holiday pay. The Administrators have yet to agree the whole of this claim. A payment in full dividend to preferential creditors will follow shortly once the claims have been agreed.

## **ELECTRICAL & T.V. SERVICES (HELSTON) LIMITED - IN ADMINISTRATION**

### ***Unsecured Creditors***

7 9 Unsecured creditors were estimated to total £1,003,106 in the Company's Statement of Affairs. I have received claims totalling £727,276.57 from 43 creditors. It will be for the appointed Liquidator to agree all further unsecured claims.

7 10 As mentioned in Point 7.6, the Bank has been paid sufficient monies on account to cover current and future demands. It is evident from current information that there is likely to be surplus funds to be distributed to unsecured creditors. It is anticipated that the Company be placed into Creditors Voluntary Liquidation to enable the Liquidator to make these distributions.

### **8 Creditors' rights**

8 1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Administrators provide further information about their remuneration or expenses (other than pre-administration costs) which have been itemised in this progress report.

8 2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Administrators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Administrators, as set out in this progress report are excessive.

### **9 Ending the Administration**

9 1 The proposals approved the exit route from Administration being a move to Creditors' Voluntary Liquidation, with my appointment and that of Samuel Jonathan Talby as Joint Liquidators of the Company.

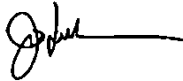
9 2 The relevant Notice has now been filed with the Registrar of Companies, to place the Company into Creditors Voluntary Liquidation.

9 3 The basis of the Liquidators' Remuneration under Rule 4.127(5A) so agreed under Rule 2.106 will apply to the Liquidation.

**ELECTRICAL & T.V. SERVICES (HELSTON) LIMITED - IN ADMINISTRATION**

9 4      The Joint Administrators will be discharged from liability under Paragraph 98(3) of Schedule B1 to the Insolvency Act 1986 immediately upon their appointment as Administrators ceasing to have effect

For and on behalf of  
Electrical & T V Services (Helston) Limited

A handwritten signature in black ink, appearing to read 'J A O'Sullivan', with a long horizontal stroke extending to the right.

**J A O'Sullivan**  
**Joint Administrator**

**Electrical & T.V. Services (Helston) Limited**  
**(In Administration)**  
**Joint Administrators' Trading Account**

Statement of Affairs	From 27/10/2011 To 24/04/2012	From 27/04/2011 To 24/04/2012
POST APPOINTMENT SALES		
Shop Sales	NIL	320,200 81
Servicing sales	73 50	229 50
	<u>73 50</u>	<u>320,430 31</u>
PURCHASES		
ROT Payments	NIL	42,252 09
Customer refunds	NIL	434 38
	<u>NIL</u>	<u>(42,686 47)</u>
TRADING EXPENDITURE		
Rents	NIL	20,270 50
Rates	NIL	11,313 30
Electricity & Gas	248 48	3,216 26
Water rates	103 38	242 43
Telephone & Broadband	63 26	1,046 46
Diesel/fuel	NIL	716 68
Insurance	1,879 52	9,247 59
Repairs & Maintenance	NIL	95 82
Vehicle Running Costs	NIL	206 25
Stationery	NIL	92 50
Postages	NIL	27 60
Accounting Fees	NIL	1,150 00
Wages	NIL	43,037 20
Skip Hire	NIL	940 00
Alarm Monitoring	782 04	782 04
PAYE/NIC	11,862 10	11,862 10
	<u>(14,938 78)</u>	<u>(104,246 73)</u>
<b>TRADING SURPLUS/(DEFICIT)</b>	<b><u>(14,865.28)</u></b>	<b><u>173,497.11</u></b>

**Electrical & T.V. Services (Helston) Limited**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs		From 27/10/2011 To 24/04/2012	From 27/04/2011 To 24/04/2012
	<b>SECURED ASSETS</b>		
400,000 00	Freehold Property - Water ma Trout	NIL	415,000 00
200,000 00	Freehold Property - Helston Shop	NIL	NIL
		NIL	415,000 00
	<b>COSTS OF REALISATION</b>		
	Agents/Valuers Fees (Fixed Charge)	NIL	9,242 03
	Energy Performance Certificates	250 00	525 00
		(250 00)	(9,767 03)
	<b>SECURED CREDITORS</b>		
(102,481 00)	Lloyds TSB Bank plc	NIL	157,000 00
		NIL	(157,000 00)
	<b>ASSET REALISATIONS</b>		
1,000 00	Leasehold Improvements	NIL	NIL
1,000 00	Fixtures, Plant & Machinery	NIL	NIL
500 00	Computer Equipment	NIL	NIL
10,000 00	Motor Vehicles	NIL	6,700 00
299,607 00	Stock	NIL	90,202 33
NIL	TV Rentals	NIL	NIL
37,845 00	Book Debts	10,745 68	34,663 36
NIL	Refund - pre-appointment stock order	NIL	2,936 66
	Life Cover refund	NIL	855 33
	Misc Receipts	749 99	2,673 51
	Water services refund	66 55	66 55
	Cash at Bank	NIL	97 07
	Insurance Claim	NIL	831 16
	Rates refund	NIL	4,100 59
	Till Floats	NIL	434 96
	Bank Interest Gross	508 49	996 64
	Bank Interest Net of Tax	NIL	NIL
	Trading Surplus/(Deficit)	(14,865 28)	173,497 11
		(2,794 57)	318,055 27
	<b>COST OF REALISATIONS</b>		
	Specific Bond	NIL	550 00
	Pre-Administration Costs	NIL	4,847 19
	Joint Administrators' Fees	36,513 10	173,621 25
	Joint Administrators' Expenses	67 36	87 16
	Staff Travel & Subsistence	NIL	2,193 36
	Room Hire	NIL	180 00
	Agents/Valuers Fees	NIL	29,688 54
	Legal Fees	1,100 00	6,789 00
	Legal Disbursements	40 00	45 00
	Debt Collection Fees	1,274 16	1,274 16
	Photocopying	NIL	382 40
	Postage	NIL	225 86
	Confidential Waste Destruction	NIL	283 90
	Re-Direction of Mail	244 80	616 92
	Statutory Advertising	NIL	515 25
	Bank Charges	29 79	476 02
		(39,269 21)	(221,776 01)

**Electrical & T.V. Services (Helston) Limited**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs		From 27/10/2011 To 24/04/2012	From 27/04/2011 To 24/04/2012
	<b>PREFERENTIAL CREDITORS</b>		
(20,845 00)	Employee Arrears/Hol Pay	NIL	1,730 07
		NIL	(1,730 07)
	<b>UNSECURED CREDITORS</b>		
(99,996 00)	Trade & Expense Creditors	NIL	NIL
(81,887 00)	Intercompany debt	NIL	NIL
(476,175 00)	Employees- Redundancy/Notice Pay	NIL	NIL
(59,255 00)	Landlords	NIL	NIL
(35,344 00)	Misc creditors	NIL	NIL
(53,384 00)	HM Revenue & Customs (PAYE/NIC)	NIL	NIL
(166,304 00)	HM Revenue & Customs (VAT)	NIL	NIL
(4,091 00)	Customers - credit notes	NIL	NIL
(1,670 00)	Customer Deposits	NIL	NIL
(25,000 00)	Contingent Liability - Warranty Custom	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(300 00)	Ordinary Shareholders	NIL	NIL
(30,000 00)	Deferred Shareholders	NIL	NIL
		NIL	NIL
<b>(206,780.00)</b>		<b>(42,313.78)</b>	<b>342,782.16</b>
	<b>REPRESENTED BY</b>		
	Lloyds Treasury Deposit Account		225,000 00
	Administration Bank Account		7,979 38
	American Express (Suspense account)		335 27
	Cardnet (suspense account)		89,048 29
	Vat Control Account		20,419 22
			<b>342,782.16</b>

# APPENDIX B

## Analysis of Administrators' time costs for the period 27 October 2011 to 24 April 2012

Classification of work function	Hours					Cost	
	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Costs £	Average Hourly rate £
Administration & Planning	-	22 10	1 15	1 15	24 40	3,698 50	151 58
Investigations	0 70	-	-	-	0 70	185 50	265 00
Realisation of Assets	9 00	41 10	18 40	-	68 50	11,363 00	165 88
Trading	-	27 75	-	1 00	28 75	4,291 00	149 25
Creditors	25 40	8 75	1 00	1 75	36 90	8,460 25	229 28
Tax & VAT	-	3 05	0 50	2 20	5 75	690 25	120 04
Cashiering	-	3 05	-	3 65	6 70	957 50	142 91
Statutory Duty & Compliance	-	23 15	-	-	23 15	3,787 50	163 61
Closure	-	16 10	-	-	16 10	2,295 25	142 56
Administrators' hours and time costs to date, and average rate					210 95	35,728 75	169 37



# APPENDIX C

## Analysis of Administrators' time costs for the period 26 April 2011 to 24 April 2012

Classification of work function	Hours					Cost	
	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Costs £	Average Hourly rate £
Administration & Planning	5 80	143 65	4 90	1 15	155 50	23,481 50	151 01
Investigations	1 10	3 30	0 35	-	4 75	795 25	167 42
Realisation of Assets	32 00	212 40	19 00	-	263 40	44,006 25	167 07
Trading	59 90	257 15	-	1 00	318 05	51,173 00	160 90
Creditors	62 30	107 60	4 15	4 75	178 80	32,125 75	179 67
Tax & VAT	-	7 95	4 85	2 20	15 00	1,660 75	110 72
Cashiering	0 50	7 75	-	12 90	21 15	2,872 75	135 83
Statutory Duty & Compliance	8 30	86 95	2 65	0 10	98 00	15,210 75	155 21
Closure	-	16 10	-	-	16 10	2,295 25	142 56
Administrators' hours and time costs to date, and average rate					1,070 75	173,621 25	162 15

### Standard Activity

### Examples of work

Administration and planning

Case Planning  
Administrative set-up  
Appointment notification  
Maintenance of records

Investigations

SIP 2 review  
CDDA reports  
Investigating antecedent transactions

Realisation of assets

Identifying, securing, insuring assets  
HP & Leased Assets  
Retention of title  
Debt collection

Trading

Property, business and asset sales  
Management of operations  
Accounting for trading

Creditors

On-going employee issues  
Communication with creditors  
Creditors' claims (including employees' and other preferential creditors')

Statutory Duty & Compliance

Statutory reporting  
Statutory filing  
Statutory duties

## ELECTRICAL &amp; T V SERVICES (HELSTON) LIMITED - IN ADMINISTRATION

## APPENDIX D

## ESTIMATED OUTCOME STATEMENT AS AT 24 APRIL 2012

	NOTE	Statement of Affairs £	Estimated Outcome £
<b>Assets - subject to Fixed charges</b>			
Freehold property - Water-Ma-Trout		400,000	415,000
Freehold property - Helston Shop		200,000	178,500
Leasehold improvements		1,000	Nil
Less Agents fees/legal fees			(15,000)
Less Administrators' Fees			(9,000)
Less Misc costs			(1,000)
Less CGT			Nil
Less Lloyds TSB Bank Plc			<u>(157,000)</u>
			<u>411,500</u>
<b>Assets - subject to Floating charges</b>			
Surplus from fixed charge assets			411,500
Fittings, Plant & Machinery	1,000		Nil *
Computer Equipment	500		Nil *
Motor Vehicles	10,000		6,700
Investments	Nil		Nil
TV Hire Sets	Nil		Nil *
Debtors	37,845		34,663
Cash at Bank	Nil		532
Misc/other receipts	Nil		11,464
Bank Interest	Nil		997
Stock	299,607		-
Administrators' Trading	Trading Surplus per R&P	173,497	
	Unpaid expenses - utilities, card fees etc (est)	<u>(3,000)</u>	
	Trading surplus		170,497
	Residual Stock (*inc Fittings & misc equipment)		<u>90,202</u>
			726,555
<b>Less Costs of Realisation</b>			
Corporation tax			Uncertain
Pre-Administration Costs			(4,848)
Administrators' fees			(173,621)
Administrators' WIP			(2,733)
Administrators' expenses			(5,035)
Misc costs			(476)
Debt Collection Costs			(1,275)
Agent's Costs			(29,689)
Legal Fees & Disbursements			<u>(6,834)</u>
			(224,511)
<b>Funds available to preferential creditors</b>			<u>502,044</u>
Estimated preferential creditors			
Unpaid pension contributions		3,662	
Unpaid commissions		1,730	
RPO claim for arrears of wages/holiday pay		7,980	<u>(13,372)</u>
Estimated funds available for floating chargeholder			488,672
Sums due to floating chargeholder			0
Funds available for unsecured creditors			<u>488,672</u>
Estimated Unsecured Creditors to be agreed by Liquidator			(1,513,851)
Estimated distribution to unsecured creditors, subject to Liquidation costs			<u>32 28</u> p In the £

**Additional Information in Relation to Administrators' Fees Pursuant to  
Statement of Insolvency Practice 9**

**Appendix E**

**1 Policy**

Detailed below is Bishop Fleming's policy in relation to

- staff allocation and the use of sub-contractors,
- professional advisors, and
- disbursements

**1.1 Staff Allocation and the use of Sub-contractors**

The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case

The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment. The charge out rate schedule below provides details of all grades of staff and their experience level.

We have not utilised the services of any sub-contractors in this case.

**Professional Advisors**

On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional/Advisor	Basis of Fee Arrangement
Foot Anstey Solicitors (legal advice)	Hourly rate and disbursements
AUA Insolvency Risk Services (insurance)	Hourly rate and disbursements
Edward Symmons LLP (valuation and disposal advice)	Hourly rate and disbursements/commission
Veritas Legal LLP	Hourly rate and disbursements/commission

Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

**1.2 Disbursements**

Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external

## **ELECTRICAL & T.V. SERVICES (HELSTON) LIMITED - IN ADMINISTRATION**

supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage.

Details of category 2 disbursements charged are set out in the body of the report.

### **2 Charge-out Rates**

A schedule of Bishop Fleming charge-out rates for this assignment effective from 01 November 2012 is detailed below.

<b>Category</b>	<b>(Per hour) £</b>
Insolvency Practitioner/Insolvency Partner	265
Senior Manager	180 - 195
Manager	140 - 160
Other Senior Professionals	85 - 140
Support Staff	33 - 100