



WEDNESDAY



A07 \*A8D9D7H7\* 04/09/2019 #116  
COMPANIES HOUSE

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### 1 Company details

Company number 01926530

Company name in full Beaumont Beds Limited

→ **Filling in this form**  
Please complete in typescript or in  
bold black capitals.

### 2 Administrator's name

Full forename(s) Darren

Surname Edwards

### 3 Administrator's address

Building name/number 40a

Street Station Road

Post town Upminster

County/Region Essex

Postcode RM14 2TR

Country

### 4 Administrator's name

Full forename(s) Isobel Susan

Surname Brett

● **Other administrator**  
Use this section to tell us about  
another administrator.

### 5 Administrator's address

Building name/number 21

Street Highfield Road

Post town Dartford

County/Region Kent

Postcode DA1 2JS

Country

● **Other administrator**  
Use this section to tell us about  
another administrator.

# AM10

## Notice of administrator's progress report

### 6 Period of progress report

From date	0	1	0	2	2	0	1	9
To date	3	1	0	7	2	0	1	9

### 7 Progress report

☒ I attach a copy of the progress report

### 8 Sign and date

Administrator's  
signature

Signature

X

*[Handwritten Signature]*

X

Signature date

<sup>d</sup> 3 <sup>d</sup> 0

<sup>m</sup> 0 <sup>m</sup> 8

<sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 1 <sup>y</sup> 9

# AM10

## Notice of administrator's progress report



### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Darren Edwards

Aspect Plus Limited

40a Station Road

Upminster

Essex

Postcode

R M 1 4 2 T R

DX

0800 988 1897



### Checklist

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

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

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



### Important information

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



### Where to send

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

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



### Further information

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

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

**BEAUMONT BEDS LIMITED**  
**IN ADMINISTRATION**

**JOINT ADMINISTRATORS' 6 MONTH PROGRESS REPORT**  
**PERIOD FROM 1 FEBRUARY 2019 TO 31 JULY 2019**  
**("The Review Period")**

**Joint Administrators**

Isobel Susan Brett and  
Bretts Business Recovery Limited  
21 Highfield Road  
Dartford  
Kent  
DA1 2JS  
01474 532862  
[enquiries@brettsbr.co.uk](mailto:enquiries@brettsbr.co.uk)

Darren Edwards  
Aspect Plus Limited  
40a Station Road  
Upminster  
Essex  
RM14 2TR  
01708 300170  
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**1. INTRODUCTION**

The purpose of this report is to detail the acts and dealings of the Joint Administrators' and summarises the progress of the Administration during the period 1 February 2019 to 31 July 2019 ("the Review Period").

This report should be read in conjunction with the Joint Administrators' Proposals which were approved by Creditors on 11 April 2019.

**2. STATUTORY INFORMATION**

Statutory information is attached at Appendix 1

**3. RECEIPTS AND PAYMENTS ACCOUNT**

Our Receipts and Payments account for the period from 1 February 2019 to 31 July 2019 including the trading period is attached at Appendix 2.

Estate funds have been banked in a designated interest-bearing account with Lloyds Bank plc and during the Review Period, gross bank interest of £260.49 has been received.

**4. SCHEDULE OF AGREED PROPOSALS**

As previously advised that the following summary Statement of Proposals were deemed approved by Creditors on 11 April 2019:

- a) As Joint Administrators we continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration. In particular that we:
  - I. Trade the Company for a short period of time in order to seek a potential purchaser of the business as a going concern;
  - II. Sell the Company's assets at such time(s) on such terms as we consider appropriate;
  - III. Collect the Exclusive Furniture Limited debt;
  - IV. Investigate and, if appropriate, pursue any claims that the Company may have against any person, firm or Company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or Company which supplies or has supplied goods or services to the Company; and
  - V. Do all such things and generally exercise all our powers as Joint Administrators as we consider desirable or expedient at our discretion in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to these proposals
- b) If there are insufficient funds to pay the preferential creditors; the landlords have accepted surrender of the leases and if the Joint Administrators, in their absolute discretion, consider there are no investigations existing that an Administrator could pursue, it is proposed that the Administration will end by the Company being dissolved. This will be achieved by filing notice of dissolution with the Registrar of Companies. The Company will then automatically be dissolved by the registrar of companies three months after the notice is registered.
- c) The Administration will end by the presentation of a winding up petition to the Court for the compulsory liquidation of the Company, and propose that Darren Edwards be appointed as sole Liquidator of the Company by the Court.

## **5. JOINT ADMINISTRATORS' PROGRESS OF THE ADMINISTRATION**

This report details our acts and dealings together with the conduct of the administration since our proposals circulated on 27 March 2019 to all creditors which was approved on 11 April 2019. The proposals provided details of the proposed future actions of the Joint Administrators to achieve the objective of the Administration and these were as follows:

- a) Finalise the trading accounts and pay the liabilities arising from trading;
- b) Receive the remaining sale proceeds of the sale of the assets from GJ Wisdom & Co Auctioneers and Valuers;
- c) Undertake negotiations with Exclusive Furniture Limited to recover the loan made from the Company;
- d) Invite landlords to accept a voluntary surrender of the leases held by the Company. The Joint Administrators are currently in correspondence with landlords who have not accepted voluntary surrenders. Should any landlord not accept a voluntary surrender then the Joint Administrators will expedite the Winding up of the Company.

### **a) Trading**

*Our proposals provided full details of the decision to trade and the period of trading, but for completeness we have summarised below details of trading.*

- Upon appointment and following discussions with the Directors, the Joint Administrators reviewed the overheads of the remaining open stores and took the decision to make a number of staff redundancies in each store in an effort to reduce costs to enable the business to trade profitably.
- 13 Members of staff were issued with letters of dismissal on our appointment and consultations were undertaken with the remaining employees.
- The Joint Administrators were aware that the Company had taken customer deposits for orders which had not been fulfilled, and our immediate strategy was to attempt to fulfil these orders to increase the funds available to creditors and also decrease the final creditor liability.
- The services of G J Wisdom & Co Auctioneers and Valuers ("GJW"), a member of the National association of Valuers and Auctioneers, were engaged to provide security services at each store to safeguard the assets of the business and its staff. GJW were also instructed to undertake a valuation of the business and its assets and market it to interested parties.
- In order to maximise realisations and assist with funding during the trading period, the Joint Administrators discounted the showroom stock in all stores by 30% advertised for sale on a "sold as seen" basis.
- During the first seven days the Joint Administrators, with the assistance of the Company Directors and staff began to fulfil customer orders where the stock was available in the warehouse, whilst continuing to sell the showroom stock from each store.
- As the Joint Administrators attempted to fulfil customer orders it became apparent that a vast amount of the stock held at the warehouse was incomplete and therefore they were unable to complete the number of orders first anticipated.
- Trading continued until largely all the showroom stock was sold, and the Joint Administrators intended that trading would cease on 14 February 2019 and the stores would be closed.
- However, on 11 February 2019 the Joint Administrators received an offer from Exclusive Furniture Limited an associated Company by way of common directors and shareholders, for substantially the whole of the business.
- Negotiations continued over the next couple of days with a view to complete a sale of the business. However, following advice from their legal representatives Exclusive Furniture

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Limited were unable to complete the purchase due to the amount of the potential TUPE liability.

- On 14 February 2019 the Joint Administrators ceased trading and the staff at each store were consulted and issued with notice of redundancy.
- As a result of the lack of interested parties for the purchase of the whole of the business as a going concern and the subsequent closure of its stores, the Joint Administrators instructed GJW to value the Company's assets on an individual break up basis, and the realisations achieved are detailed below.

The Joint Administrators' trading receipts and payments account is attached at Appendix 2, which shows a trading loss of £7,507.27. A provision of £5,500 for the following anticipated unpaid trading expenses has been made:

<b>Nature of Expense</b>	<b>Amount £</b>
Business Rates, Rent and Utilities	1,500
Legal Fees re abortive sale	2,500
Insurance	2,000

To date Isobel Brett of Bretts Business Recovery Limited ("BBR") and her staff have incurred time costs of £33,242.50 in respect to trading activities. This equates to 187.0 hours at an average rate of £177.77 per hour. A detailed time costs summary is at Appendix 3 from which you will note that 119 hours were spent in dealing with telephone enquiries from deposit creditors.

Darren Edwards of Aspect Plus Ltd (AP") and his staff have incurred time costs of £26,570.00 in respect of trading activities which equates to 81.8 hours at an average rate of £324.82 per hour. A detailed time costs summary is at Appendix 3. You will note that 71.6 hours were spent in relation to ongoing trading activities which refers to the daily attendance by the Joint Administrators staff at the trading premises.

**b) Receive the remaining sale proceeds of the from GJW**

Our proposals detailed the marketing and sale of the assets by G J Wisdom & Co ("GJW") to a connected party, Exclusive Furniture Limited.

The assets were sold on 25 February 2019 for £38,732.50 plus VAT. An outline of the types of asset sold and the amount for which they were sold, together with a comparison against the valuation is below,

<b>Asset category</b>	<b>Valuation basis &amp; amount (£)</b>	<b>Sale Consideration £</b>
Stock (Warehouse)	10% of Cost of 88,000	22,000.00
Stock (Showroom)	Highest Offer 12,753.50	12,732.50
Motor Vehicles	Forced Sale 2,000	3,000.00
Warehouse Equipment	Forced Sale 200	750.00
Office Equipment	Forced Sale Nil	250.00
<b>Total</b>		<b>38,732.50</b>

The Joint Administrators agreed payment terms of £16,666.66 plus VAT followed by three monthly payments of £7,355.28 plus VAT. These funds were paid direct to GJW who accounted



to the Joint Administrators on a monthly basis and we confirm that the sale proceeds have been received in full. These are detailed on the Receipts and Payments account at Appendix 2.

**c) Undertake negotiations with Exclusive Furniture Limited to recover the loan made from the Company;**

Negotiations for the repayment of the loan to Exclusive Furniture Limited have commenced however, no formal offer has been accepted at this time and the matter is continuing.

**d) Negotiations with Landlords**

All landlords of the Company's premises were invited to accept a voluntary surrender of the leases held by the Company once the trading stores were vacated and closed and the majority have accepted. The Joint Administrators are currently in correspondence with the remaining landlords to achieve voluntary surrender however, should this not be achievable then following the presentation of the winding up petition, the duly appointed Liquidator will issue notice of disclaimer to landlords in respect of all remaining leasehold property.

**6. ASSET REALISATIONS**

We have detailed below key information about asset realisation, however, more detailed narrative about the work undertaken may be found at Appendix 3.

**Cash at Bank**

As previously advised, at the date of our appointment cash held in the NatWest current account totalled £91,760. NatWest advised that the Company had an Onecard facility, which is a charge card and not a credit card. NatWest have therefore deducted the amount outstanding on this facility of £12,901.76 from the account.

The Company also held a Business Reserve account and a Euro account. As reported in our proposals, the sum of £84,164.40 had been received. Since this report a further £609.36 has been received. All accounts held with NatWest have been closed and a total of £84,773.76 has been received.

**Trade Debtors**

Our proposal stated that the sum of £3,125.40 was received from Barclays Bank Plc – Barclays Finance in relation to finance agreements entered into by customers in November 2018. We were however informed that £930 related to sales made by Exclusive Furniture Limited and these funds were reimbursed.

Barclays have confirmed that all claims for funds under finance agreements have now been paid.

**Sale of Assets**

Section 5 above provides details of the sale.

**Rental Income**

The Company sublet five flats above its Lewisham High Street premises and has been receiving monthly rental income from its four tenants with one flat remaining vacant. The Company utilised the services of a property management company to collect the monthly rental income and undertake property maintenance as and when required.

We can report that the sum of £10,50.00 is currently held by the management company in respect of rental income net of management fees and maintenance costs. These funds may be set-off against the landlords claim for rent arrears which has yet to be determined.

## **7. INVESTIGATIONS**

As part of the Joint Administrators' statutory duties, an investigation into the conduct of the Company Directors' was completed.

In this regard, a confidential report was submitted to The Insolvency Service on 29 April 2019.

### **SIP2 - Initial Assessment of Potential Recoveries**

As part of our duties as Joint Administrators, we are obliged to review all the information available to us and conduct an initial assessment of whether there are any matters which may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This review is on-going and the duly appointed Liquidator will continue the investigation into the Company's affairs.

## **8. CREDITORS CLAIMS AND DIVIDEND PROSPECTS**

### **Secured Creditors**

Companies House show the following mortgages and charges registered by NatWest;

Mortgage Debenture dated 29 March 1993; and  
Charge of Deposit dated 28 February 2017.

NatWest has confirmed that they agreed for the debenture to be released on 28 September 2017 and had requested that the Company file the required release form MR04. However, this had not been done.

The Bank further confirmed that as there is no debt due the charge is not enforceable.

### **Preferential creditors**

The only known preferential creditors are the 41 former employees of the Company for unpaid wages and overtime for January 2019, overtime for December 2018 and holiday pay. Their preferential claims are estimated at £46,437. Employees' claims have been settled by the Insolvency Service Redundancy Payments Office (RPO) and it is anticipated that the RPO will lodge a claim for this amount in due course .

### **Dividends to Preferential Creditors**

It is anticipated that preferential creditors will receive a dividend, however the quantum of the distribution will be dependent on realisations in relation to the Exclusive Furniture Limited loan.

### **Prescribed part**

There are provisions within insolvency legislation that require an Administrator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave a "floating charge" over its assets to a lender on or after 15 September 2003. This is known as the "prescribed part of the net property." A Company's net property is that left after paying the preferential creditors, but before paying the lender who holds a floating charge. An Administrator has to set aside:

- 50% of the first £10,000 of the net property; and
- 20% of the remaining net property; up to a maximum of £600,000.

The Company is not indebted to NatWest, so the prescribed part provisions will not apply.

### **Unsecured Creditors**

#### **HMRC Claims**

The Statement of Affairs indicated that HMRC were owed £143,032 in relation to PAYE and NIC and £480,357 in respect to VAT.

HMRC have submitted a claim for PAYE in the sum of £141,592.97 and £465,467.14 in respect of VAT.

#### **Employee Claims**

The employee claims in respect of non-preferential wages, notice and redundancy pay were estimated to be £352,670. Their claims have been met by the RPO and we are still awaiting their claim in this regard.

#### **Customer Deposits**

The Company held 948 customer order deposits totalling £377,386. These consumer creditors *have been advised that if their deposits were paid by credit or debit card and as their goods are not going to be received by the due date, then they may be able to get their money back by claiming a refund from their card issuers.* To date claims totalling £98,288.49 have been received.

It is anticipated that chargeback claims will be made in the Administration by the card issuers to cover any refunds issued. To date we have not received any chargeback claims.

#### **Trade Creditors**

The Statement of Affairs estimated that trade creditors are owed £636,205. To date claims totalling £232,863 have been received.

#### **Overdraft**

Barclays Bank Plc are owed the sum of £25,000 in relation to an overdraft facility provided to the Company. This facility was personally guaranteed by the Directors and it is anticipated that the Bank will seek to recover these sums under the terms of the guarantees.

#### **Landlords**

The Directors have advised that the Landlords of the Lewisham, Stratford, Walworth Road, Gravesend, Thamesmead, Harlow stores and the HQ premises are owed £152,547 in rent arrears. This figure may increase subject to any dilapidation claims. Further claims which may be received against the Company once the remaining leases held on the premises are either voluntarily surrendered or disclaimed.

#### **Shareholder Loan**

In early 2018, the Company's shareholders through Charlton Enterprises Ltd introduced a further £100,000 of funds to assist with the Company's immediate cash flow problems. No security was taken in respect of the loan. Charlton Enterprises Ltd have not yet lodged a claim.

### **Director's Loan and Third Party Loan**

The CEO Tony Payne and Tom Friend, a senior member of staff loaned £5,000 each to the Company to assist with cashflow. There was no formal loan agreement and the loan was simply repayable on demand. No claims have been received in respect of these loans

### **Dividend Prospects for Unsecured Creditors**

After the costs and expenses of the Administration there will be insufficient funds available for a distribution to unsecured creditors and therefore time has not been expended in adjudicating these claims.

## **9. PRE-APPOINTMENT COSTS NOT REQUIRING CREDITORS' APPROVAL**

Ellisons Solicitors undertook the necessary legal formalities to put the company into Administration. Their costs for providing that work totalled £8,327 plus Court fees of £280 plus VAT. Their costs have been paid as an expense of the Administration and did not require creditors' approval.

## **10. JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS**

### **Joint Administrators' Remuneration**

The following resolution was passed by creditors on the 11 April 2019 in respect of the Joint Administrators':

"That the Joint Administrators' shall be authorised to draw their remuneration up to £137,138.10 based upon their time costs by reference to the time properly given by the Joint Administrators and their staff in attending to matters arising in the Administration at Bretts Business Recovery Limited and Aspect Plus Limited at the rates prevailing at the time when the work is done, such remuneration to be paid out of the assets of the Company and which may be drawn on account as and when funds permit (plus VAT)".

During the period under review Isobel Brett of Bretts Business Recovery Limited ("BBR") and her staff have incurred time costs of £92,349 which equates to 487.6 hours at an average charge out rate of £189.39. A breakdown of these time costs are attached at Appendix 3. Details of the time units used and current charge-out rates are provided in the BBR's practice fee recovery sheet, at Appendix 4.

Darren Edwards of Aspect Plus Limited ("AP") and his staff have incurred total time costs of £76,251 which equates to 313.6 hours at an average hourly rate of £243.15. A breakdown of these time costs are attached at Appendix 3. Details of the time units used and current charge-out rates are provided in the AP's practice fee recovery sheet, at Appendix 4.

The Joint Administrators' total fees incurred to date are £168,600 and fees of £70,000 have been drawn on account.

The work undertaken has been categorised into the following task headings and sub categories with details of the many tasks undertaken which may be found at Appendix 3:

### **Administration and Planning (including statutory reporting)**

As Joint Administrators, we are required to meet a considerable number of administrative tasks. Whilst many of these tasks do not have a direct benefit to the insolvent estate, they assist in the efficient progressing of the Administration and meeting statutory and regulatory obligations. This will also ensure that we and our staff carry out our work to high professional standards. The narrative detail in respect of these tasks may be found in Appendix 3.

## **Reporting**

In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated. During the Review Period, the following key documents have been issued:

- Informing all relevant persons of the commencement of the Administration, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Issuing the Joint Administrators' Proposals and Decision procedure by correspondence issued to creditors on 25 March 2019;
- Issuing and filing details of the approved proposals.

## **Other Administration tasks**

During our Administration, we have carried out the following material tasks in this category:

- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining case files, which must include records to show and explain the administration and any decisions made by the Joint Administrators that materially affect the administration;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the administration is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing a VAT return

## **Investigations**

This work includes investigating the Company's affairs and in particular any antecedent transactions and also reporting on the conduct of its directors.

## **Realisation of Assets**

This is the work that needs to be undertaken to protect and then realise the known assets in the case for the benefit of creditors.

## **Trading**

The office holders decided to trade the business of the Company in order to achieve a sale of the business as a going concern, which it had been anticipated will be for a greater amount than a disposal of assets on a break up basis/complete and orders in order to maximise the recoveries on behalf of creditors. The particular tasks scheduled in this category of work are required to be undertaken in order to enable the office holder to monitor and control the trading of the business, and include statutory functions that are required to be undertaken when running any business.

## **Creditors:**

**Employees** - The office holders need to deal with the ex-employees in order to ensure that their claims are processed appropriately by the RPO. That work will include dealing with queries received from both the ex-employees and the RPO to facilitate the processing of the claims. The office holders are required to undertake this work as part of their statutory functions. The office holders have appointed Evolve IS Limited formerly Insol Group (HR) Limited to carry out many functions of this aspect of work.

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**Claims of creditors** - The office holders need to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holders will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. In this particular case there are 949 customers who paid deposits to the Company prior to the administration. An extremely high level of telephone calls have been received. Staff have spent 224 hours in answering calls and dealing with queries. The office holders are required to undertake this work as part of their statutory functions.

#### **Joint Administrators' Disbursements**

The Joint Administrators' disbursements that have been incurred and paid during the period are detailed on Appendix 5. Also included in Appendix 5 are details of disbursements incurred but not yet paid.

The category 1 disbursements paid for in the period 1 February 2019 to 31 July 2019 totalling £2,123.11 are detailed at Appendix 2 and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment.

The category 2 disbursements for the period 1 February 2019 to 31 July 2019 total £1,566.90 and are also detailed at Appendix 2. These disbursements may include an element of overhead charges as detailed in the Practice Fee Recovery sheets at Appendix 4 which were provided to creditors prior to the resolution to approve the basis of this category of disbursements being passed on 11 April 2019. Aspect Plus Limited are not seeking to recover any category 2 disbursements.

#### **Subcontracted Work**

We have sub-contracted some of the work we are required to undertake as Joint Administrators, namely work connected in dealing with employee and pension arrears claims. This work has been sub-contracted to EVOLVE IS Limited as they are specialists in this area and can ensure this work is undertaken efficiently and cost effectively. EVOLVE IS Limited is an unconnected third party organisation who have charged £1,775 plus VAT in respect of undertaking this work. They have also dealt with pension arrears at a cost of £750.00 plus VAT. These costs have been paid in full.

#### **Professional Advisors and Agents**

We have used the following agents or professional advisors since our appointment as Joint Administrators

<b>Professional Advisor</b>	<b>Nature of Work</b>	<b>Fee Arrangement</b>
G J Wisdom & Co ("GJW")	Valuer/Auctioneer	Commission on sales and time costs in site attendance
Ellisons Solicitors	Solicitors	Time costs basis plus disbursements
A4G LLP	Accountants	Time costs basis

The choice of professionals was based on our perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. We also considered that the basis on which they will charge their fees represented value for money.

GJW have provided assistance in the valuation of assets, negotiating the sale of assets, providing security staff whilst trading, assisting in retention of title claims and arranging for the recovery of broken down 7.5 Ton delivery lorry. GWJ invoices in relation to security staff and vehicle recovery totalling £10,065 have been paid as a cost of trading. Their costs in relation to commission, site attendance, lotting, stock take, advertising and marketing total £8,018.25 plus VAT have been paid in full.

Ellisons Solicitors provided post appointment advice in relation to the abortive sale of the business. Their costs totalling £2,500 plus VAT will be paid shortly.

A4G LLP have provided accountancy assistance. Their costs totalling £2,000 plus VAT have been paid in full.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk/>. We would also refer you to "A creditors' guide to administrators' fees" which may be found here <https://www.brettsbr.co.uk/cgaf/>. There are various versions of these guidance notes and, in this case please refer to the version effective from 1 April 2017. A hard copy is available upon request.

#### **11. CREDITORS' RIGHTS TO FURTHER INFORMATION**

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the administrator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Joint Administrators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

#### **12. EC REGULATION ON INSOLVENCY PROCEEDINGS**

We consider that the Company's centre of main interest is in the UK. Accordingly the Council Regulations (EC) No 1346/2000 of 29 May 2000 on insolvency proceedings will apply which is replaced and superseded by Regulation (EU) 2015/848 of the European Parliament and of the Council of 20 May 2015 on insolvency proceedings. The EU Insolvency Regulation (EC/1346/2000) will continue to govern insolvency proceedings that are opened in the EU before 26 June 2017.

#### **13. OTHER INFORMATION**

As Insolvency Practitioners, when carrying out all professional work relating to an insolvency appointment, we are bound by the Insolvency Code of Ethics, as well as by the regulations of our professional bodies.

More details about these matters and general information about Bretts Business Recovery Limited and Aspect Plus Limited that is of relevance to creditors, together with privacy policies can be found at <http://www.brettsbr.co.uk/insolvency-rules/servicesregulations/> and <http://www.aspectplus.co.uk/>.

**14. EXIT ROUTE AND CONCLUSION**

**Completion of the Administration**

Creditors agreed that the Joint Administrators shall conclude the Administration pursuant to Paragraph 84 of Schedule B1 of The Insolvency Act 1986, by moving from Administration to Dissolution, in the event there were insufficient funds to pay a distribution to preferential creditors; the landlords have accepted surrender of the leases and if the Joint Administrators, in their absolute discretion, consider there are no investigations existing that an Administrator could pursue.

If however there are only sufficient realisation to pay a dividend to preferential creditors, the Administration will end by the presentation of a winding up petition to the Court for the compulsory liquidation of the Company, and propose that Darren Edwards be appointed as sole Liquidator of the Company by the Court.

As it is now apparent that there will only be a distribution available to preferential creditors the Joint Administrators' will proceed to make an application to Court to end the Administration, discharge them from liability under Paragraph 98 of Schedule B1 to the Insolvency Act 1986 and present a winding up petition requesting that Darren Edwards be appointed as sole Liquidator of the Company.

If any creditor has any queries in relation to the above, please do not hesitate to contact either of the Joint Administrators or Richard Ring, on 01708 300 170 or by email to [rring@aspectplus.co.uk](mailto:rring@aspectplus.co.uk).



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**Darren Edwards**  
**Joint Administrator**

Dated: 29 August 2019

The affairs, business and property of the Company are managed by the Joint Administrators. The Joint Administrators act as agents of the Company and contract without personal liability.



## Appendix 1

### STATUTORY INFORMATION

#### Company Information

Company name: Beaumont Beds Limited  
Previous name: None  
Trading name: Beaumont Beds Limited  
Company number: 01926530  
Date of incorporation: 27 June 1985  
Current registered office: 21 Highfield Road, Dartford, Kent, DA1 2JS  
Principal trading activity: Bed and Furniture Retailers

#### Appointment Details

Administrators Isobel Susan Brett of Bretts Business Recovery Limited, 21 Highfield Road, Dartford, Kent DA1 2JS  
and  
Darren Edwards of Aspect Plus Limited, 40a Station Road, Upminster, Essex, RM14 2TR  
  
Date of appointment 1 February 2019  
  
Court name and reference In the High Court of Justice  
Business and Property Courts of England and Wales  
Insolvency and Companies List (ChD)  
000554 of 2019  
  
Appointment made by: The Court on the application of the Directors of the Company  
  
Actions of Administrators: Any act required or authorised under any enactment to be done by an administrator may be done by either or both of the Administrators acting jointly or alone.

#### Officers of the Company

<i>Directors:</i>	<i>Date of Appointment</i>
Tony Darren Payne	1 December 1998
Nicolas Reith Friend	9 October 2001
Gary David Skelton	9 October 2001
<i>Directors Resigned within the last 3 years</i>	<i>Date of Resignation</i>
Robert James Feeney	16 October 2016
<i>Company Secretary</i>	None

## APPENDIX 2

### Beaumont Beds Limited - In Administration Joint Administrators' Trading Account

From 1 February 2019 to 31 July 2019

	£
<b>Trading Income</b>	
Cash Receipts	25,783.47
AIB Receipts	7,326.06
	<u>33,109.53</u>
<b>Trading Expenditure</b>	
Petty cash	(83.33)
Net Wages	(19,075.61)
Rates	(1,032.70)
Security Costs	(9,540.00)
Vehicle Running Costs	(525.00)
Cash Advances to Employees	(2,100.00)
PAYE - Employees Tax and NIC	(4,457.55)
PAYE - Employers NIC	(2,255.13)
Employee Pension Deductions	(446.61)
Employers Pension Contributions	(297.71)
Employee Stakeholder Pension Deductions	(150.00)
Cash Wages	(333.16)
Software Licence Fees	(320.00)
	<u>(40,616.80)</u>
<b>Trading Profit/(Loss)</b>	<u><u>(7,507.27)</u></u>

## APPENDIX 2

### Beaumont Beds Limited - In Administration Joint Administrators' Abstract of Receipts & Payments

From 01 February 2019 To 31 July 2019

S of A £		From 01/02/19	
		To 22/07/19	
<b>FIXED CHARGE REALISATIONS</b>			
NIL	Rent Deposit	NIL	NIL
NIL		NIL	NIL
<b>ASSET REALISATIONS</b>			
NIL	Fixtures & Fittings	NIL	
3,000.00	Motor Vehicles	3,000.00	
199,947.00	Stock	34,732.50	
NIL	Trade Debtors	2,175.40	
NIL	Other Debtors	NIL	
91,760.00	Cash at Bank	84,773.76	
NIL	Rent Deposits	NIL	
	Bank Interest Gross	260.49	
	Rates Refund	63.97	
1,000.00	Ancillary Office and Warehouse Equipment	1,000.00	
	Sundry Refund	200.00	
NIL	Cash on Hand	4,405.90	
295,707.00		130,612.02	130,612.02
<b>COST OF REALISATIONS</b>			
()	Stationery	(1,566.90)	
()	Joint Office Holders Fees	(32,001.73)	
(562.50)	Specific Bond	(396.00)	
()	Office Holders Fees	(37,998.27)	
()	Agents/Valuers Fees (1)	(8,018.25)	
()	Legal Fees	(8,327.00)	
()	Statutory Advertising	(87.06)	
()	Accountancy Fees	(2,000.00)	
()	Travel	(5.50)	
()	Bank Transfer	(4,405.90)	
()	Court Fees	(280.00)	
()	Licence Fees	(230.00)	
()	Postage	(1,404.55)	
(NIL)	ERA Agents Costs	(2,525.00)	
(562.50)		(99,246.16)	(99,246.16)
<b>PREFERENTIAL CREDITORS</b>			
(47,332.65)	Employee	NIL	
(47,332.65)		NIL	NIL
<b>UNSECURED CREDITORS</b>			
(376,901.67)	Customer Deposits	NIL	
(5,000.00)	Directors Loan Account	NIL	
(352,670.05)	Employee	NIL	
(152,547.09)	Landlord	NIL	
(25,000.00)	Overdraft	NIL	
(143,032.00)	PAYE & NIC	NIL	
	Rates - Local Government Act 2001	NIL	
(100,000.00)	Shareholder Loan	NIL	
(5,000.00)	Third Party Loans	NIL	
(636,205.18)	Trade Creditor	NIL	

**APPENDIX 2**

(480,357.00)	VAT
(2,276,712.99)	

**TRADING**

Trading Profit/(Loss)

(2,028,901.14)**REPRESENTED BY**

Vat Receivable  
Vat Control Account  
Beaumont Beds Limited

NIL	
NIL	NIL

(7,507.27)	(7,507.27)
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23,858.59	23,858.59
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400.00
6,237.34
17,221.25

23,858.59

**Darren Edwards**  
Joint Administrator

**BRETTS BUSINESS RECOVERY LIMITED**

Joint Administrators' Remuneration Schedule  
Beaumont Beds Limited  
Between 01 February 2019 and 31 July 2019

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
<b>Administration &amp; Planning</b>							
Post Appointment Tax and VAT	0.00	0.00	2.10	0.00	2.10	493.50	235.00
Correspondence with Joint Office Holder	0.30	0.10	0.00	0.00	0.40	130.00	325.00
File Reviews/Checklists/Document Maintenance	0.00	0.00	2.40	0.00	2.40	564.00	235.00
Bonding	0.00	0.00	2.00	0.00	2.00	470.00	235.00
Report for Creditors/Decision Procedure/ Meeting of Creditors/Postal Resolutions	2.90	0.00	19.80	0.00	22.70	5,653.50	249.05
Bank Account Administration	0.30	0.00	4.20	12.90	17.40	2,641.50	151.81
Case Planning and Strategy	0.00	0.00	7.80	0.00	7.80	1,819.50	233.27
Statutory Reporting and Advertising	0.00	0.00	1.30	0.00	1.30	305.50	235.00
Creditor and Member Reports	1.00	0.00	17.20	26.50	44.70	7,777.00	173.98
Correspondence with Debtor / Director(s)	0.20	0.00	1.50	0.10	1.80	433.50	240.83
Correspondence with Accountants	0.00	0.00	0.40	0.00	0.40	94.00	235.00
General Correspondence	0.00	0.00	1.80	0.20	2.00	447.00	223.50
Creditors Meeting	0.00	0.00	10.40	0.00	10.40	2,444.00	235.00
Cash Accounting and Time Records	0.20	0.00	0.00	0.00	0.20	69.00	345.00
Statutory Reporting and Compliance	0.00	0.00	3.90	0.10	4.00	856.50	214.13
Statement of Affairs Administration	0.30	0.00	6.80	0.00	7.10	1,701.50	239.65
Filing	0.00	0.00	0.00	0.30	0.30	36.00	120.00
	<b>5.20</b>	<b>0.10</b>	<b>81.60</b>	<b>40.10</b>	<b>127.00</b>	<b>25,936.00</b>	<b>204.22</b>
<b>Investigations</b>							
Director Questionnaire and follow up	0.00	0.00	0.10	0.00	0.10	23.50	235.00
Financial Records	0.20	2.20	0.80	0.00	3.20	840.00	262.50
SIP2 Review & General Asset Investigation	0.00	0.00	0.20	0.00	0.20	47.00	235.00
Internal Documentation	1.00	0.00	0.00	0.00	1.00	345.00	345.00
Investigations	0.50	0.30	0.20	0.00	1.00	299.00	299.00
	<b>1.70</b>	<b>2.50</b>	<b>1.30</b>	<b>0.00</b>	<b>5.50</b>	<b>1,554.50</b>	<b>282.64</b>

<b>Realisation of Assets</b>									
Motor Vehicles		0.00	0.00	0.10	0.00	0.10	0.00	0.10	235.00
Retention of Title Claims		0.00	0.00	1.80	0.00	1.80	0.00	1.80	235.00
Cash at Bank		0.00	0.00	4.40	0.40	4.80	0.40	4.80	225.42
Stock/WIP		0.00	0.00	1.40	0.00	1.40	0.00	1.40	235.00
Book debts		0.60	0.00	5.70	0.00	6.30	0.00	6.30	245.48
Leased Assets/HP/Third Party		0.00	0.00	0.40	0.00	0.40	0.00	0.40	235.00
Rate Refunds		0.00	0.00	0.40	0.00	0.40	0.00	0.40	235.00
Freehold and leasehold property		0.00	0.00	3.40	0.00	3.40	0.00	3.40	235.00
Other assets; intangibles, intellectual property, insurance claims		0.00	0.00	0.50	0.00	0.50	0.00	0.50	235.00
Insurance		0.00	0.00	0.30	0.00	0.30	0.00	0.30	235.00
Liaising with Agents		0.30	0.00	1.00	0.00	1.30	0.00	1.30	260.38
Other assets		0.00	0.00	0.60	0.00	0.60	0.00	0.60	235.00
Stock		1.30	0.00	0.00	0.00	1.30	0.00	1.30	345.00
		<b>2.20</b>	<b>0.00</b>	<b>20.00</b>	<b>0.40</b>	<b>22.60</b>	<b>0.40</b>	<b>22.60</b>	<b>243.67</b>

<b>Trading</b>									
Accounting for Trading		0.00	3.00	21.50	0.00	24.50	0.00	24.50	236.84
Management of operations		0.00	0.00	21.20	0.00	21.20	0.00	21.20	235.00
Initial Actions		7.00	0.00	0.20	0.00	7.20	0.00	7.20	341.94
Employee Matters in Trading		1.00	0.00	14.00	0.10	15.10	0.10	15.10	241.52
Customer Enquiries		0.00	0.00	17.00	102.00	119.00	102.00	119.00	137.39
		<b>8.00</b>	<b>3.00</b>	<b>73.90</b>	<b>102.10</b>	<b>187.00</b>	<b>102.10</b>	<b>187.00</b>	<b>177.77</b>

<b>Creditors</b>									
Employee Matters		0.30	0.00	16.80	0.00	17.10	0.00	17.10	236.93
HM Revenue & Customs Claims		0.00	0.00	1.00	0.00	1.00	0.00	1.00	235.00
Creditors Communication		0.00	1.40	45.60	58.70	105.70	58.70	105.70	162.41
Pension Matters		0.00	0.10	4.10	0.00	4.20	0.00	4.20	235.71
Employee claims		0.00	0.00	0.30	0.00	0.30	0.00	0.30	235.00
Landlord Dealings		0.00	0.00	1.50	0.00	1.50	0.00	1.50	235.00
Creditors		0.00	0.00	12.60	2.50	15.10	2.50	15.10	205.43
		<b>0.30</b>	<b>1.50</b>	<b>81.90</b>	<b>61.20</b>	<b>144.90</b>	<b>61.20</b>	<b>144.90</b>	<b>179.21</b>

<b>Case Specific Matters</b>									
Application to Court		0.00	0.00	0.20	0.00	0.20	0.00	47.00	235.00
Case Specific Matters		0.00	0.00	0.40	0.00	0.40	0.00	94.00	235.00
		<b>0.00</b>	<b>0.00</b>	<b>0.60</b>	<b>0.00</b>	<b>0.60</b>	<b>0.00</b>	<b>141.00</b>	<b>235.00</b>
<b>Total hours</b>		17.40	7.10	259.30	203.90	487.60			
<b>Time costs</b>		6,003.00	1,836.50	58,919.50	25,602.00	92,349.00			
<b>Average hourly rate</b>		345.00	258.66	227.23	125.56	189.39			
<b>Summary of Fees</b>									
Time spent in administering the Assignment		<b>Hours</b>							
Total value of time spent to 31 July 2019		<b>£</b>							
Total Joint Administrators' fees charged to 31 July 2019		<b>£</b>							

Aspect Plus Limited

Joint Administrator's Remuneration Schedule  
Beaumont Beds Limited  
Between 01 February 2019 and 31 July 2019

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
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**Administration & Planning**

Case Planning	6.30	0.20	6.40	10.50	23.40	5,823.00	248.85
Administrative Set Up	0.00	0.00	0.00	0.20	0.20	20.00	100.00
Maintenance of Records	0.00	0.00	0.20	0.10	0.30	67.00	223.33
Statutory Reporting and Compliance	2.10	0.00	0.20	1.00	3.30	1,078.00	326.67
Cashiering	0.00	0.00	0.40	0.00	0.40	76.00	190.00
	<b>8.40</b>	<b>0.20</b>	<b>7.20</b>	<b>11.80</b>	<b>27.60</b>	<b>7,064.00</b>	<b>255.94</b>

**Investigations**

Internal Documentation	0.00	0.00	3.10	0.00	3.10	744.00	240.00
Analysis of financial records	0.00	0.00	10.00	60.20	70.20	12,434.00	177.12
CDDA Reports	1.10	0.00	3.50	2.50	7.10	1,755.00	247.18
Investigation of Wrongful Trading	0.00	0.00	11.80	0.00	11.80	2,832.00	240.00
Legal Correspondence	0.30	0.00	0.00	0.00	0.30	120.00	400.00
	<b>1.40</b>	<b>0.00</b>	<b>28.40</b>	<b>62.70</b>	<b>92.50</b>	<b>17,885.00</b>	<b>193.35</b>

**Realisation of Assets**

Insurance	0.00	0.30	0.00	0.30	0.60	147.00	245.00
Correspondence with Agent	7.60	0.00	1.50	0.00	9.10	3,400.00	373.63
Identifying, securing, insuring assets	0.00	0.00	1.10	0.00	1.10	264.00	240.00
Stock	0.30	0.00	0.00	0.00	0.30	120.00	400.00
	<b>7.90</b>	<b>0.30</b>	<b>2.60</b>	<b>0.30</b>	<b>11.10</b>	<b>3,931.00</b>	<b>354.14</b>

**Trading**

Trading Accounts	0.00	0.00	3.10	0.00	3.10	744.00	240.00
Ongoing Trading Activities	40.70	7.10	23.80	0.00	71.60	24,122.00	336.90
Employee Matters	0.00	0.00	7.10	0.00	7.10	1,704.00	240.00
	<b>40.70</b>	<b>7.10</b>	<b>34.00</b>	<b>0.00</b>	<b>81.80</b>	<b>26,570.00</b>	<b>324.82</b>



<b>Creditors</b>									
Correspondence and telephone calls		0.00	0.00	37.40	20.10	57.50	12,696.00	220.80	
Communication with creditors		0.00	0.00	21.10	20.60	41.70	7,799.00	187.03	
Dealing with legal reps re creditors		0.00	0.00	0.80	0.60	1.40	306.00	218.57	
		<b>0.00</b>	<b>0.00</b>	<b>59.30</b>	<b>41.30</b>	<b>100.60</b>	<b>20,801.00</b>	<b>206.77</b>	

<b>Case Specific Matters</b>									
		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Total hours</b>		58.40	7.60	131.50	116.10	313.60			
<b>Time costs</b>		23,360.00	2,280.00	31,540.00	19,071.00	76,251.00			
<b>Average hourly rate</b>		400.00	300.00	239.85	164.26	243.15			

<b>Summary of Fees</b>									
Time spent in administering the Assignment		<b>Hours</b>							
Total value of time spent to 31 July 2019		<b>£</b>							
Total Administrator's fees charged to 31 July 2019		<b>£</b>							

## **Appendix 4**

### **Charge-out Rates and Bases of Disbursements of Bretts Business Recovery Limited and Aspect Plus Limited**

## Disbursements & Charge-out Rates

### **Introduction**

This statement has been prepared in accordance with the guidelines set out in Statement of Insolvency Practice 9 issued by the Association of Business Recovery Professionals (R3). The following information applies to all appointments of partners or staff of Bretts Business Recovery Ltd to act as any of the following:

- Liquidator, Receiver, Administrator or Administrative Receiver of a Limited Company or LLP
- Trustee in Bankruptcy
- Supervisor of an Individual, Company or Partnership Voluntary Arrangement
- Administrator under the Insolvent Estates Order

### **Staff Charge-Out Rates**

Unless they are otherwise fixed in accordance with the Insolvency Act 1986, an Offices Holders fees are charged by reference to time costs, as incurred, charged at the firms usual rates applicable at the time the work is carried out. Rates may be varied from time to time, at the sole discretion of Bretts Business Recovery Ltd and such changes will be notified in retrospect with each report to Creditors. Staff time is charged in units of six minutes and as from 1<sup>st</sup> January 2017 the maximum rates applicable are:

GRADE	HOURLY RATE FROM 1 <sup>ST</sup> JANUARY 2017
	£
Partner	345
Senior Manager	295
Manager	265
Senior Administrator (Grade 1)	235
Senior Administrator (Grade 2)	200
Administrator (Grade 1)	190
Administrator (Grade 2)	150
Administrator (Grade 3)	120

### **Expenses and Disbursements**

**Category 1** - expenses and disbursements relate to specific expenditure to an independent third party for which an invoice will normally be payable. Examples of such include company searches, postage, storage costs, advertising, courier costs, external room hire etc. Category 1 expenses and disbursements are recoverable in full without the need for creditor approval.

**Category 2** - expenses and disbursements for which there will be no third party invoice may include shared or allocated costs. Examples of these include stationery, photocopying, faxes, room hire etc. Category 2 expenses and disbursements are recoverable in full with the approval of creditors subject to the basis of the charges being disclosed. The basis of these charges is set out below:

Photocopying	10p per sheet
Facsimile	10p per facsimile
BBR Meeting Room Hire	£100
Travel / Mileage	45p per mile



### **Charge-out rates**

Work undertaken by staff is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. Details of charge-out rates effective from 1 January 2019, together with those previously charged are as follows:

<b>Grade</b>	<b>From 1 January 2019</b>
Partners	£400
Managers	£300
Senior Administrators	£240
Administrators	£190
Junior Administrators	£100

### **Staff allocation and the use of subcontractors**

The general approach to this firm's 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, Manager, Senior Administrator and an Administrator. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and additional staff may be allocated to meet the demands of the case.

Occasionally Aspect Plus will use the services of a subcontractor where it is deemed appropriate for the case. The most common use of subcontracts will be:

- where there are employee claims to be dealt with, and a firm of ERA specialists will be engaged; and
- where there are complex pension issues to be resolved, and a firm of pension specialists will be engaged.

### **Disbursements**

Category 1 disbursements are payments to independent third parties where there is specific expenditure directly referable to the case. Specific approval from creditors to draw these expenses incurred is not required, and the amount recharged to the case is the exact amount incurred.

Examples of category 1 disbursements include postage costs, advertising, specific bond insurance, company search fees, travel and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot practically be provided by Aspect Plus Limited, such as printing and room hire.

Category 2 disbursements are expenses that are referable to the insolvency case, but are not paid to an independent third party and include elements of shared or allocated costs incurred by Aspect Plus Limited. Aspect Plus Limited does not recover category 2 expenses, with the occasional exception of mileage costs that are charged at the rate prescribed by HM Revenue & Customs.

## Appendix 5

The Joint Administrators' disbursement summary for the period

Disbursements	Actual Disbursements incurred in the Review Period £	Actual Disbursements recovered to date £
<b>Category 1 Disbursements</b>		
Statutory Advertising	87.06	87.06
Specific Bond	816.00	396.00
Computer Licence Fees	230.00	230.00
<b>Category 2 Disbursements</b>		
Stationery & postage	2,971.45	2,971.45
Travel	5.50	5.50
Mileage (Own car usage)	509.40	Nil

## PROOF OF DEBT - GENERAL FORM

**Company Name:**      **Beaumont Beds Limited - In Administration**  
**("the Company")**

**Date of Administration:** 1 February 2019

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£                      ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [The administrator may call for any document or evidence to substantiate the claim at his discretion.]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO