

# LIQ03

## Notice of progress report in voluntary winding up




Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

<b>1</b>	<b>Company details</b>	
Company number	01968864	<b>→ Filling in this form</b> Please complete in typescript or in bold black capitals.
Company name in full	Ashwood Nursing Home Limited	
<b>2</b>	<b>Liquidator's name</b>	
Full forename(s)	Sean	
Surname	Bucknall	
<b>3</b>	<b>Liquidator's address</b>	
Building name/number	3rd Floor	
Street	37 Frederick Place	
Post town	Brighton	
County/Region	East Sussex	
Postcode	BN14EA	
Country		
<b>4</b>	<b>Liquidator's name ①</b>	
Full forename(s)	Andrew	<b>① Other liquidator</b> Use this section to tell us about another liquidator.
Surname	Watling	
<b>5</b>	<b>Liquidator's address ②</b>	
Building name/number	Office D	<b>② Other liquidator</b> Use this section to tell us about another liquidator.
Street	Beresford House	
Post town	Town Quay	
County/Region	Southampton	
Postcode	SO142AQ	
Country		

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>															
From date	<sup>d</sup>	0	<sup>d</sup>	4	<sup>m</sup>	1	<sup>m</sup>	2	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	1	<sup>y</sup>	9
To date	<sup>d</sup>	0	<sup>d</sup>	3	<sup>m</sup>	1	<sup>m</sup>	2	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	0
<b>7</b>	<b>Progress report</b>															
<input checked="" type="checkbox"/> The progress report is attached																
<b>8</b>	<b>Sign and date</b>															
Liquidator's signature	<div>Signature</div> <div>  </div>															
Signature date	<sup>d</sup>	0	<sup>d</sup>	3	<sup>m</sup>	0	<sup>m</sup>	2	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	1

# LIQ03

## Notice of progress report in voluntary winding up



### Presenter information

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

Contact name	Jamie Balding
Company name	Quantuma Advisory Limited
Address	3rd Floor 37 Frederick Place
Post town	Brighton
County/Region	Sussex
Postcode	B N 1 4 E A
Country	
DX	
Telephone	01273 322400



### 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)**

## **ASHWOOD NURSING HOME LIMITED (IN MEMBERS' VOLUNTARY LIQUIDATION)**

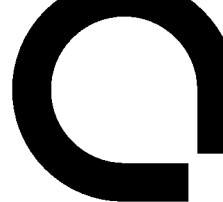
### **THE JOINT LIQUIDATORS' PROGRESS REPORT**

**3 February 2021**

**This report has been prepared for the sole purpose of updating the members for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.**

**Sean Bucknall and Andrew Watling of Quantuma Advisory Limited, 3rd Floor, 37 Frederick Place, Brighton, BN1 4EA were appointed Joint Liquidators of Ashwood Nursing Home Limited on 04 December 2017.**

**Sean Bucknall is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association and Andrew Watling is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales.**



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## **ABBREVIATIONS**

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Sean Bucknall and Andrew Watling of Quantum Advisory Limited
"the Company"	Ashwood Nursing Home Limited (in Members' Voluntary Liquidation)
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 4 December 2019 to 3 December 2020



## 1. INTRODUCTION

### Introduction

This report has been prepared to provide Members with an update on the progress of the Liquidation of the Company since our last report to members dated 3 February 2020.

Please be aware that on 1 August 2020, Quantuma LLP transferred its business to Quantuma Advisory Limited.

Given the information previously provided to Members in our earlier reports to Members, we have not included detailed background information in respect of the Company and have focussed on the progress of the Liquidation subsequent to those reports.

A schedule of statutory information in respect of the Company is attached at **Appendix 1**.

### Details of the appointment of the Joint Liquidators

Sean Bucknall and Andrew Watling of Quantuma Advisory Limited were appointed Joint Liquidators of the Company on 4 December 2017.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

## 2. THE PROGRESS OF THE LIQUIDATION

### The Joint Liquidators' receipts and payments account

Attached at **Appendix 2** is a receipts and payments account covering the Review Period together with a summary of the transactions in the previous review periods.

We have summarised the main asset realisations during the Review Period and an estimation of the those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### VAT Basis

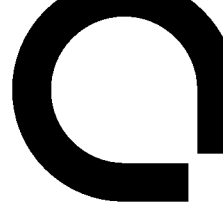
Receipts and payments are shown net of VAT. As the Company is not registered for VAT a separate entry shows the amount of VAT incurred as an expense of the Liquidation.

### Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the estate, they have assisted in the efficient and compliant progressing of the Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Drafting and issuing the progress report to Members;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;



- Conducting periodic case reviews to ensure that the Liquidation 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 periodic tax returns.

### **Realisation of Assets**

I would refer members and creditors to my previous report for details of those assets realised outside of the Review Period.

### **Nursing Home**

Creditors will recall that the sale of the Nursing Home was completed on 20 December 2019, for a sale consideration of £625,000. £450,000 was payable on completion, and I can confirm that these funds have been recovered in the Review Period.

The balance of £175,000 is due in June 2021, and this element of the sale price is secured by way of a charge over the Nursing Home property.

### **Bank Interest**

The sum of £81 was paid into the Liquidation in respect of bank interest.

## **3. CREDITORS: CLAIMS AND DISTRIBUTIONS**

### **Secured creditors**

The Company granted fixed and floating charges, by way of a debenture to National Westminster Bank PLC ("NatWest") on 15 April 2004, who was owed £152,890.88 on appointment.

On completion of the sale of the freehold property, the sum of £160,477 was paid to NatWest in order to discharge its security in full.

In addition, Rother District Council had obtained a charging order over the Nursing Home in the period following the Liquidators' appointment, and therefore the sum of £6,229 was paid to the Council under its security, discharging its claim against the Company in full.

### **Preferential creditors**

One preferential claim relating to unpaid holiday pay and wage arrears were estimated at £1,200 in the Declaration of Solvency. The Liquidators have paid a dividend of 100p/£ to the preferential creditor in the Review Period.

### **Unsecured creditors**

Unsecured claims were estimated at £485,462 in the Declaration of Solvency and to date claims received from unsecured creditors total £147,748.

During the Review Period, a dividend of 100p in the £ was paid on 7 October 2020 to unsecured creditors whose claims totalled £147,748.



## Statutory Interest

All creditors were paid in full and were entitled to 8% statutory interest from the date of Liquidation to the date of payment in full. I would confirm that the sum of £33,419 has been paid to creditors in respect of their entitlement to statutory interest.

## 4. SHAREHOLDERS DISTRIBUTIONS

Distributions made to shareholders are reflected in the table below.

Date	Share Class	Rate £ per Share	Total Distributed
23 September 2020	Ordinary	594.06	60,000.00
<b>Total</b>		594.06	<b>60,000.00</b>

## 5. ETHICS

Please also be advised that Joint Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

### General ethical considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

### Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidator is obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details on the specialists instructed in this matter are detailed below.

## 6. THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES

### Pre-Appointment Costs

The members authorised the fee of £3,500 plus disbursements and VAT for assisting the Directors in calling the relevant meeting, and with preparing the Declaration of Solvency on 4 December 2017.

### Joint Liquidators' Remuneration

The Joint Liquidators' remuneration was approved on a time costs basis in relation to this assignment, as authorised by members at the members' meeting on 4 December 2017 in accordance with the following resolution:

"That the Joint Liquidators shall be authorised to draw their remuneration based upon their time costs by reference to the time spent by them and their staff in attending to matters arising in the Liquidation, subject to a cap of £12,000 plus VAT. The Joint Liquidators' time will be charged at the hourly charge





out rate of the grade of staff undertaking the work at the time the work is undertaken. These fees are to be paid as and when funds permit as an expense of the Liquidation.”

## Summary of Costs

A breakdown of the time costs incurred during the Review Period are summarised at **Appendix 3**.

In summary the Joint Liquidators’ time costs for the Review Period totals £10,921, representing 45.70 hours at an average hourly rate of £238.97.

A breakdown of the total remuneration charged for the period of the Liquidation as a whole is provided at **Appendix 4**. Total time costs amount to £32,317.25 representing 154.85 hours at an average hourly rate of £208.70. A total of £12,000 has been drawn in respect of the Joint Liquidators’ fees.

The work undertaken is detailed in full at **Appendix 5**.

In view of the time costs incurred by the Joint Liquidators since their appointment, the Liquidators are seeking approval from the members for authority to draw a further £15,000 in respect of their post-appointment time costs.

Additional responsibilities have fallen to the Liquidators over the course of the Liquidation that had not been envisaged at the time of the Liquidators’ appointment. The sale of the Nursing Home was significantly delayed as a result of the low level of interest in the property and offers which were considered too low. The terms of the final sale consideration required increased correspondence between the Liquidators, the purchaser, and the solicitors in agreeing deferred elements and arranging the Liquidators’ charge over the property.

In addition, the Liquidators have incurred significant additional time in relation to the Company’s historical tax affairs, as it became apparent that there were several outstanding returns for both CT and NIC. The Company records recovered by the Liquidators were limited, and therefore the information needed to settle these returns was not readily available to the Liquidators. The Liquidators therefore sought the assistance of the Company’s former accountants and have since entered discussions with HMRC in order to seek confirmation of HMRC’s final claim against the Company. Typically, this work would have been completed by the directors in the pre-Liquidation period, and all returns would have been filed up to the date of the Liquidators’ appointment.

Following the completion of the sale of the Nursing Home, it was the Liquidators’ intention that the deferred element of the consideration would be distributed to the shareholders in specie, to facilitate the early closure of the Liquidation. However, given the delays in reconciling the Company’s historic tax position, the Liquidators now intend on collecting the deferred element into the Liquidation and declaring a further cash distribution to the members.

This will require further work in terms of liaising with the purchaser to secure payment of the deferred consideration, release of our charge and processing final payments to the members once the distribution has been declared. The cash distribution will also place a need on the Liquidators to engage with the trustee of the majority shareholder’s deceased estate, to ensure that funds are allocated correctly.

The Liquidators will also need to engage further with HMRC, to ensure that there are no further issues preventing the final distribution to members, and the subsequent closure of the Liquidation.

As referred to above, the Liquidators’ current time costs total £32,317 and the Liquidators would estimate that a further £10,000 is likely to be incurred in completing the work detailed above. Therefore, total post-Liquidation costs of £27,000 (assuming that the £15,000 uplift is approved) would represent an estimated write-off of £15,317 of the Liquidators’ post-appointment time.



Agreeing a fixed fee provides certainty to the members of the further costs to be incurred in the Liquidation, and represents a saving in the event that the Liquidators sought to have their post-Liquidation time costs discharged in full.

The Liquidators are therefore writing to members under separate cover to seek approval of their revised costs, via the written resolution process.

A copy of 'A Members' Guide to Liquidators' Fees' effective from 6 April 2017 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at ["https://www.quantuma.com/guide/creditors-guide-fees"](https://www.quantuma.com/guide/creditors-guide-fees).

A hard copy of both the Members' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

### Joint Liquidators' Disbursements

I have incurred the following Category 1 disbursements, which do not need the specific approval of Members, during the Review Period:

Name of Expense	Amount incurred/ accrued during Review Period £	Amount paid £	Amount outstanding £
Postage	8.01	Nil	8.01
<b>Total</b>	<b>8.01</b>	<b>Nil</b>	<b>8.01</b>

The Joint Liquidators' Category 2 disbursements for the Review Period are as follows:

Name of Expense	Amount incurred/ accrued during Review Period £	Amount paid £	Amount outstanding £
Stationery	3.00	Nil	3.00
Photocopying	1.80	Nil	1.80
<b>Total</b>	<b>4.80</b>	<b>Nil</b>	<b>4.80</b>

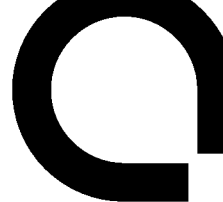
The bases on which the expenses defined as Category 2 disbursements are calculated are explained in the firm's schedule referred to above. Members approved the payment of Category 2 disbursements on this basis on 4 December 2017.

### Other Professional Costs

I would refer members to my previous report for details on agent instructions that took outside of the Review Period.

### Accountants

X5 Accountants ("X5") have been instructed to assist with the calculation of the Company's Capital Gains Tax liability following the sale of the property, and the preparation of the tax return for the relevant period. X5's costs have been agreed on a fixed fee of £400 plus VAT. No payments have been made to X5 in the Review Period.



All professional costs are reviewed and analysed before payment is approved.

#### **Members' right to request information**

A member may, with the permission of the Court or with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the Company, request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report.

#### **Members' right to challenge remuneration and/or expenses**

A member may, with the permission of the Court or with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company, apply to Court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report.

#### **Future of the Liquidation**

The administration of the Liquidation will continue until the final payment in respect of the property is received and the funds are distributed. The Liquidators will then seek tax clearance from HMRC to enable them to close the Liquidation.

#### **Further Information**

Members should note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including our complaints policy and Professional Indemnity Insurance, can be found at "<http://www.quantuma.com/legal-information>".

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link "<http://www.quantuma.com/legal-notices>".

Should you have any queries in regard to any of the above please do not hesitate to contact Jamie Balding on 01273 322 410 or by e-mail at [jamie.balding@quantuma.com](mailto:jamie.balding@quantuma.com)

**Sean Bucknall**  
**Joint Liquidator**

Ashwood Nursing Home Limited  
(IN LIQUIDATION)

STATUTORY INFORMATION

Company Name	Ashwood Nursing Home Limited
Trading Address	Ashwood Nursing Home, Burwash Common, Etchingham, TN19 7LT
Trading Styles	N/A
Proceedings	In Liquidation
Date of Appointment	04 December 2017
Joint Liquidators	Sean Bucknall Andrew Watling Quantuma Advisory Limited 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA
Registered office Address	c/o Quantuma Advisory Limited 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA
Former Registered Office	Ashwood Nursing Home, Burwash Common, Etchingham, TN19 7LT
Company Number	01968864
Incorporation Date	5 December 1985

Ashwood Nursing Home Limited  
(IN LIQUIDATION)

**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 3 DECEMBER 2020**

**Ashwood Nursing Home Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts and Payments**

RECEIPTS	Declaration of Solvency (£)	From 04/12/2017 To 03/12/2019 (£)	From 04/12/2019 To 03/12/2020 (£)	Total (£)
Freehold Land & Property	800,000.00	0.00	450,000.00	450,000.00
Claim against Insurers	Uncertain	0.00	0.00	0.00
Bank Interest Gross		0.00	84.11	84.11
		0.00	450,084.11	450,084.11
<b>PAYMENTS</b>				
Marketing Costs	(12,000.00)	0.00	0.00	0.00
Conveyancing Costs and Disbs.	(2,500.00)	0.00	4,956.00	4,956.00
National Westminster Bank PLC	(152,890.88)	0.00	160,477.38	160,477.38
Rother District Council		0.00	6,228.74	6,228.74
Preparation of D.o.S and Disbursements	(3,800.00)	0.00	3,512.00	3,512.00
Liquidators' Fees		0.00	12,000.00	12,000.00
Liquidators' Disbursements		0.00	1,721.35	1,721.35
Agents/Valuers Fees (1)		0.00	5,734.15	5,734.15
Accountants' Fees	(3,000.00)	0.00	0.00	0.00
VAT		0.00	4,593.50	4,593.50
Insurance of Freehold Property	(2,000.00)	0.00	2,657.30	2,657.30
Employee Arrears/Hol Pay	(1,200.00)	0.00	0.00	0.00
Trade & Expense Creditors	(18,974.41)	0.00	17,137.31	17,137.31
Employees		0.00	4,247.53	4,247.53
McMahon Associates Retirement Scheme	(64,374.61)	0.00	65,015.53	65,015.53
Directors	(265,000.00)	0.00	0.00	0.00
Shareholder Loans	(33,467.58)	0.00	33,467.60	33,467.60
HM Revenue and Customs	(28,645.00)	0.00	27,879.69	27,879.69
HM Revenue and Customs		0.00	0.00	0.00
Statutory Interest		0.00	33,419.31	33,419.31
Mr P Crouch	(75,000.00)	0.00	0.00	0.00
Ordinary Shareholders	(101.00)	0.00	60,000.00	60,000.00
		0.00	443,047.39	443,047.39
Net Receipts/(Payments)		0.00	7,036.72	7,036.72
<b>MADE UP AS FOLLOWS</b>				
Bank 1 Current		0.00	7,036.72	7,036.72
		0.00	7,036.72	7,036.72

Note:

Ashwood Nursing Home Limited  
(IN LIQUIDATION)

**THE JOINT LIQUIDATORS' TIMECOSTS FOR THE REVIEW PERIOD**

## Time Entry - Detailed SIP9 Time & Cost Summary

6002154 - Ashwood Nursing Home Limited  
 From: 04/12/2019 To: 03/12/2020  
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
101 : Insurance / Bonding	0.00	0.50	0.00	0.00	0.50	155.00	310.00
104 : General Administration	0.30	0.00	2.10	1.10	3.50	700.50	200.14
105 : Case strategy / Review	1.60	1.00	1.50	0.00	4.10	1,258.50	306.95
106 : VAT & CT matters and returns	0.00	1.30	2.70	0.00	4.00	1,076.50	269.13
Admin & Planning	1.90	2.80	6.30	1.10	12.10	3,190.50	263.68
600 : Cashiering	0.00	0.00	4.00	5.90	9.90	1,668.50	168.54
Cashiering	0.00	0.00	4.00	5.90	9.90	1,668.50	168.54
203 : Creditor correspondence / Call	0.00	3.80	2.70	0.00	6.50	1,561.50	240.23
204 : Unsecured Creditors claims	0.00	1.90	2.10	0.00	4.00	1,049.50	262.38
207 : Payment of dividends	0.00	1.60	0.20	1.30	3.10	766.50	247.26
207A : Notice of Intended Dividend	0.00	0.30	0.00	0.00	0.30	102.00	340.00
207B : Reviewing & Adjudicating Creditors' Claims	0.00	0.00	0.30	0.00	0.30	70.50	235.00
207C : Dealing with HMRC/RPO Claims	0.00	0.00	0.20	0.00	0.20	47.00	235.00
210 : Secured creditor reports / claims	0.00	0.30	0.00	0.00	0.30	79.50	265.00
211 : Annual / Progress report	0.50	0.30	1.80	0.00	2.60	597.50	229.81
Creditors	0.50	8.20	7.30	1.30	17.30	4,274.00	247.05
400 : Realisation of Assets	0.00	0.70	0.00	0.00	0.70	185.50	265.00
401 : Freehold / Leasehold Property	0.50	4.20	1.00	0.00	5.70	1,602.50	281.14
Realisation of Assets	0.50	4.90	1.00	0.00	6.40	1,788.00	279.38
Total Hours	2.90	15.90	18.60	8.30	45.70	10,921.00	238.97
Total Fees Claimed						12,000.00	



# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursements

6002154 - Ashwood Nursing Home Limited  
Project Code: POST  
From: 04/12/2019 To: 03/12/2020

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
17/01/2020	Stationery: Mail out - Stationery - Letter to Creditors with NID	3.00
17/01/2020	Photocopying: Mail out - Photocopying - Letter to Creditors with NID	1.80
	Total	4.80

Ashwood Nursing Home Limited  
(IN LIQUIDATION)

**THE JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD FROM 4 DECEMBER 2017 TO 3  
DECEMBER 2020**

## Time Entry - Detailed SIP9 Time & Cost Summary

6002154 - Ashwood Nursing Home Limited  
 From: 04/12/2017 To: 03/12/2020  
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 : Administration & Planning	1.00	0.00	0.30	0.60	1.90	463.50	243.95
101 : Insurance / Bonding	0.00	0.80	0.00	0.00	0.80	215.00	268.75
104 : General Administration	0.50	0.90	10.40	1.10	12.90	2,266.00	175.66
105 : Case strategy / Review	4.60	2.40	7.50	0.00	14.50	3,614.50	249.28
106 : VAT & CT matters and returns	0.00	1.30	4.40	0.00	5.70	1,336.50	234.47
Admin & Planning	6.10	5.40	22.60	1.70	35.80	7,895.50	220.54
600 : Cashiering	0.00	0.00	5.00	6.85	11.85	1,932.25	163.06
Cashiering	0.00	0.00	5.00	6.85	11.85	1,932.25	163.06
201 : Creditors	0.00	0.00	0.10	0.00	0.10	15.00	150.00
202A : Employees	0.00	0.00	0.20	0.00	0.20	30.00	150.00
203 : Creditor correspondence / Call	0.00	4.10	7.00	0.00	11.10	2,273.50	204.82
204 : Unsecured Creditors claims	0.00	1.90	2.30	0.00	4.20	1,079.50	257.02
207 : Payment of dividends	0.00	2.10	0.20	1.30	3.60	899.00	249.72
207A : Notice of Intended Dividend	0.00	0.30	0.00	0.00	0.30	102.00	340.00
207B : Reviewing & Adjudicating Creditors' Claims	0.00	0.00	0.30	0.00	0.30	70.50	235.00
207C : Dealing with HMRC/RPO Claims	0.00	0.20	0.70	0.00	0.90	172.00	191.11
208 : Retention of Title	0.00	0.00	0.20	0.00	0.20	30.00	150.00
210 : Secured creditor reports / claims	0.00	0.60	1.10	0.00	1.70	304.50	179.12
211 : Annual / Progress report	0.50	0.80	5.80	0.00	7.10	1,322.50	186.27
Creditors	0.50	10.00	17.90	1.30	29.70	6,298.50	212.07
302 : Pursuing Antecedent Transactions	0.00	0.20	0.00	0.00	0.20	53.00	265.00
Investigations	0.00	0.20	0.00	0.00	0.20	53.00	265.00
400 : Realisation of Assets	0.00	2.20	0.00	0.00	2.20	543.00	246.82
401 : Freehold / Leasehold Property	3.30	34.20	35.80	0.00	73.30	15,370.00	209.69
406 : Sale of Business	0.00	0.00	0.00	1.00	1.00	105.00	105.00
412 : Arranging & Monitoring Insurance	0.00	0.00	0.80	0.00	0.80	120.00	150.00
Realisation of Assets	3.30	36.40	36.60	1.00	77.30	16,138.00	208.77
Total Hours	9.90	52.00	82.10	10.85	154.85	32,317.25	208.70
Total Fees Claimed						12,000.00	

# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursements

6002154 - Ashwood Nursing Home Limited  
Project Code: POST  
From: 04/12/2017 To: 03/12/2020

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
05/12/2017	Stationery: Circular - L to creds enc notice of appointment - Stationary	6.50
05/12/2017	Photocopying: Circular - L to creds enc notice of appointment - Photocopying	9.10
17/01/2020	Stationery: Mail out - Stationery - Letter to Creditors with NID	3.00
17/01/2020	Photocopying: Mail out - Photocopying - Letter to Creditors with NID	1.80
	Total	20.40

Ashwood Nursing Home Limited  
(IN LIQUIDATION)

DETAILED LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING THE REVIEW PERIOD

Description of work undertaken	Includes
<u>ADMINISTRATION &amp; PLANNING</u>	
Administration & Planning	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 3 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns Dealing with historic tax affairs of the Company Liaising with HMRC and former accountants as regards outstanding pre-Liquidation returns and filing the same
<u>CREDITORS</u>	
Creditors	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post Exchanges with HMRC as regards its final claim in the Liquidation
Payment of Dividends - calculating, paying a dividend to creditors & issuing the declaration notice.	Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution Seeking unique tax reference from HMRC, submitting information on PAYE/NI deductions from employee distributions and paying over to HMRC
Notice of Intended Dividend - issuing a notice of intended dividend to creditors and advertising where appropriate	Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution
Reviewing and adjudicating creditors' claims - adjudicating claims & requesting additional information in support of claims	Agreeing allocation of realisations and costs between fixed and floating charges Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of complex claims. Dealing with unclaimed dividends

Description of work undertaken	Includes
Secured Creditor Reports/Claims	Seeking solicitors' advice on the validity of secured creditors' claims. Paying distribution to secured creditors and seeking confirmation of discharged claims
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
<u>REALISATION OF ASSETS</u>	
Realisation of Assets	
Freehold/Leasehold Property	Liaising with valuers and agents on marketing strategy and offers received Liaising with secured creditors Agreeing sale of property Collection of deferred element of sale consideration Liaising with purchaser as regards securing charge on the property
<u>DISTRIBUTIONS TO MEMBERS</u>	
Dividend procedures	Preparation of distribution calculation Preparation of correspondence to members announcing declaration of dividend Preparation of cheques/BACS to pay dividend Preparation of correspondence to members enclosing payment of dividend Seeking unique tax reference from HMRC, submitting information on PAYE/NI deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends
S110 transaction	
<u>CASHIERING</u>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

QMVL1902bNR

Grade of Staff	Rate from 15 June 2020
CEO/Managing Director	£480.00 - £580.00
Appointment Taking Director	£400.00 - £500.00
Director	£370.00 - £475.00
Senior Manager	£340.00 – £415.00
Manager	£310.00 - £375.00
Assistant Manager	£275.00 – £335.00
Senior Administrator	£235.00 – £285.00
Administrator	£200.00 – £240.00
Assistant Administrator	£135.00 - £160.00
Case Accountant	£135.00
Junior Administrator	£100.00 - £115.00
Support Staff/Executive Assistant	£100.00 – £135.00