

**2.17B**

The Insolvency Act 1986

**Statement of administrator's proposals**

Name of Company Heads, Teachers & Industry Limited	Company number 02308265
In the High Court of Justice, Chancery Division, Companies Court (full name of court)	Court case number 8150 of 2013

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

I/We (a)  
Matthew Cowlshaw  
Deloitte LLP  
Four Brindleyplace  
Birmingham  
B1 2HZ

Christopher Farrington  
Deloitte LLP  
1 Woodborough Road  
Nottingham  
NG1 3FG

\*Delete as  
applicable

attach a copy of \*my/our proposals in respect of the administration of the above company

A copy of these proposals was sent to all known creditors on

(b) 20 May 2013

Signed

Joint Administrator(s)

Dated

20/5/13

**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 available to researchers of the public

Chris Morton  
Deloitte LLP  
Four Brindleyplace  
Birmingham  
B1 2HZ

0121 696 8810

DX Number

DX Exchange

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**



**Heads, Teachers & Industry Limited**

**Court Case No. 8150 of 2013**

**HTI Leadership Centre Limited**

**Court Case No. 8151 of 2013**

**HTI Enterprises Limited**

**Court Case No. 8152 of 2013**

**- All in Administration ("the Companies")**

**JOINT ADMINISTRATORS' STATEMENT OF PROPOSALS PURSUANT TO  
PARAGRAPH 49 OF SCHEDULE B1 OF THE INSOLVENCY ACT 1986 (AS AMENDED)**

**20 May 2013**

**Matthew James Cowlshaw and Christopher James Farrington  
Joint Administrators of the Companies - In Administration  
Deloitte LLP  
Four Brindleyplace  
Birmingham  
B1 2HZ**

**Matthew James Cowlshaw and Christopher James Farrington were appointed Joint Administrators of Heads, Teachers and Industry Limited, HTI Leadership Centre Limited and HTI Enterprises Limited (the Companies) on 4 April 2013. The affairs, business and property of the Companies are managed by the Joint Administrators. The Joint Administrators act as agents of the Companies and contract without personal liability.**

**Disclaimer Notice**

- This Statement of Proposals ("Proposal" or "Proposals") has been prepared by Matthew James Cowlshaw and Christopher James Farrington, the Administrators of the Companies, solely to comply with their statutory duty under Paragraph 49, Schedule B1 of the Insolvency Act 1986 (as amended) to lay before creditors a statement of their proposals for achieving the purposes of the Administrations, and for no other purpose. It is not suitable to be relied upon by any other person, or for any other purpose, or in any other context.
- These Proposals have not been prepared in contemplation of it being used, and is not suitable to be used to inform any investment decision in relation to the debt of or any financial interest in any of the Companies listed above.
- Any estimated outcomes for creditors included in these Proposals are illustrative only and cannot be relied upon as guidance as to the actual outcomes for creditors.
- Any person that chooses to rely on these Proposals for any purpose or in any context other than under Paragraph 49, Schedule B1 of the Insolvency Act 1986 (as amended) does so at their own risk. To the fullest extent permitted by law, the Administrators do not assume any responsibility and will not accept any liability in respect of these Proposals.
- The Administrators act as agents for the Companies and contract without personal liability. The appointments of the Administrators are personal to them and, to the fullest extent permitted by law, Deloitte LLP does not assume any responsibility and will not accept any liability to any person in respect of this Proposal or the conduct of the Administrations.
- All licensed Insolvency Practitioners of Deloitte LLP are licensed in the UK to act as Insolvency Practitioners.

<b>CONTENTS</b>	<b>PAGE</b>
<b>1. BACKGROUND</b>	<b>1</b>
<b>2 THE CIRCUMSTANCES GIVING RISE TO THE APPOINTMENT OF THE ADMINISTRATORS</b>	<b>6</b>
<b>3. THE MANNER IN WHICH THE AFFAIRS OF THE COMPANIES HAVE BEEN MANAGED AND FINANCED AND WILL CONTINUE TO BE MANAGED AND FINANCED IF THE JOINT ADMINISTRATORS' PROPOSALS ARE APPROVED</b>	<b>8</b>
<b>4. DIRECTORS' STATEMENTS OF AFFAIRS</b>	<b>12</b>
<b>5 PRE-ADMINISTRATION COSTS</b>	<b>15</b>
<b>6. ADMINISTRATORS' REMUNERATION AND EXPENSES</b>	<b>16</b>
<b>7. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS</b>	<b>19</b>
<b>8. STATEMENT OF PROPOSALS PURSUANT TO PARAGRAPH 49 OF SCHEDULE B1 OF THE INSOLVENCY ACT 1986 (AS AMENDED)</b>	<b>21</b>

#### **Appendices**

<b>1. Statutory Information</b>
<b>2 Administrators' Receipts and Payments account from 4 April 2013 to 17 May 2013</b>
<b>3. Directors' Statement of Affairs – Heads Teachers and Industry Limited</b>
<b>4. Directors' Statement of Affairs – HTI Leadership Centre Limited</b>
<b>5. Directors' Statement of Affairs – HTI Enterprises Limited</b>
<b>6 Statements of Pre-Administration Costs (including Pre-Administration times costs for the period 27 March 2013 to 4 April 2013)</b>
<b>7. Administrators' time costs for the period 4 April 2013 to 10 May 2013</b>
<b>8. Estimate Outcome Statements</b>
<b>9. Proof of Debt – Form 4.25</b>
<b>10. Form 2.21B (Request Meeting)</b>

## ABBREVIATIONS

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

"the Act"	Insolvency Act 1986 (as amended)
"the Rules"	Insolvency Rules 1986 and the Insolvency (Amendment) Rules 2010
"the Administrators"	Matthew James Cowlshaw and Christopher James Farrington of Deloitte LLP
"the Companies"	Heads, Teachers and Industry Limited, HTI Leadership Centre Limited and HTI Enterprises Limited (All in Administration)
"the Bank" / "Secured Creditor"	Bank of Scotland Bank plc
"the Court"	High Court of Justice, Chancery House, Companies Court
"Deloitte"	Deloitte LLP
"HTIL"	Heads, Teachers & Industry Limited
"Leadership"	HTI Leadership Centre Limited
"Enterprises"	HTI Enterprises Limited
"DRB"	DRB Ignite Limited
"the Sale"	The sale of the Companies' business and assets to DRB Ignite Limited of 18 April 2013 as set out in the SPA
"the leasehold premises"	2 Sovereign Court, Warwick Science Park, CV4 7EZ
"EBIT"	Earnings before interest and tax
"SPA"	Sale & Purchase Agreement
"RPO"	The Redundancy Payments Office
"EOS"	Estimated Outcome Statement
"PP"	The Prescribed Part of the Company's net property subject to Section 176A of the Insolvency Act 1986 (as amended)
"QFCH"	Qualifying Floating Charge Holder
"SIP7 (E&W)"	Statement of Insolvency Practice 7 (England & Wales)
"SIP9 (E&W)"	Statement of Insolvency Practice 9 (England & Wales)
"SIP13 (E&W)"	Statement of Insolvency Practice 13 (England & Wales)

## **1. BACKGROUND**

### **1.1. Introduction**

This report is prepared pursuant to Paragraph 49 of Schedule B1 of the Act, which requires the Administrators to provide creditors with details of their proposals to achieve the purposes of the Administrations

To assist the creditors and enable them to decide on whether or not to vote for the adoption of the proposals, the following information is included in the report

- background of the Companies, and
- the circumstances giving rise to the appointment of the Administrators

As there are insufficient funds for a distribution to the unsecured creditors, and in accordance with Paragraph 52(1)(b) of Schedule B1 of the Act, the Administrators will not be convening a creditors' meeting, unless required to do so

Should creditors of the Companies, whose total debts amount to at least 10% of the total debts of that specific Company wish to request a meeting be held they should complete the attached Form 2 21B (Appendix 10) and return it within the deadline stated. A deposit of £250 towards the costs of convening the meeting should be enclosed with the request per rule 2 37(3) of the Rules

In the event no request (in the prescribed manner) is received within 8 business days of issue of this statement, the proposals will be deemed approved and a notice will be filed at Companies House

For the purposes of this report, we will refer to the Companies by the abbreviations set out on the previous page and below

### **1.2 Background**

Heads, Teachers & Industry Limited ("HTIL") was established in 1988 and is a registered charity that provided training and consultancy services to education organisations such as schools and colleges across the UK

HTIL has two wholly owned subsidiary companies, HTI Leadership Centre Limited ("Leadership") founded in 1997 and HTI Enterprises Limited ("Enterprises") founded in 2012. Leadership is the main trading entity

### **1.3. Overview of Financial Information**

Extracts from the audited Companies' accounts for 12 months to 31 March 2011, unaudited management accounts for the period to 31 March 2012 and unaudited management accounts to 4 April 2013 are shown below

Please note that this information has not been verified by the Administrators or by Deloitte

### HTIL Summary Profit & Loss Account

	Unaudited Management Accounts for Period 1 April 2012 to 4 April 2013 £	Unaudited Management Accounts for 12 months to 31 March 2012 £	Audited Statutory Accounts for 12 months to 31 March 2011 <sup>2</sup> £
Turnover	222,205	2,695,786	5,622,942
Direct Expenses	(78,932)	(2,179,714)	(5,575,645)
Gross Profit	143,273	516,072	47,297
Gross Margin %	64.5%	19.1%	0.8%
Overheads	(234,483)	(1,082,147)	-
(L)/PBT	(91,210)	(566,075)	47,297

### HTIL Summary Balance Sheet

	Unaudited Management Accounts as at 4 April 2013 £	Unaudited Management Accounts as at 31 March 2012 £	Audited Statutory Accounts as at 31 March 2011 £
Fixed Assets			
Tangible assets	11,735	41,243	50,927
Investments	1	1	1
	11,736	41,244	50,928
Current Assets			
Debtors <sup>3</sup>	298,107	317,117	1,146,974
Cash at bank <sup>5</sup>	37,070	74,486	419,068
	335,177	391,603	1,566,042
Total Assets	346,913	432,847	1,616,970
Liabilities			
Creditors <sup>4</sup>	(408,346)	(382,839)	(1,001,000)
Bank Liability	-	134	-
Total Liabilities	(408,346)	(382,705)	(1,001,000)
Net Assets/(Liabilities)	(61,433)	50,142	615,970

*Note 1 The management accounts have been prepared to 4 April 2013. Subsequent adjustments have been made to the management account figures in the preparation of the Statement of Affairs for intercompany reconciliations and recharges. Neither the management accounts nor the Statement of Affairs have been audited or verified by Deloitte.*

*Note 2 The Profit and Loss account for the period to 31 March 2011 is the consolidated HTI Group position because HTIL Company only Profit and Loss account are not prepared for statutory account purposes.*

*Note 3 The debtor balance of £298,107 for period ending 4 April 2013 is inclusive of intercompany balances of £274,261 per the Company's debtor ledger.*

*Note 4 The creditor balance of £408,346 for period ending 4 April 2013 is inclusive of intercompany balances of £29,138 per the Company's creditor ledger.*

*Note 5 HTI's bank statement as at 4 April 2013 was £3,136 credit. The difference to the management account balance of £37,070 is for payments made not yet posted to the cash book.*

## Leadership Summary Profit & Loss Account

	Unaudited Management Accounts for Period 1 April 2012 to 4 April 2013 £	Unaudited Management Accounts for 12 months to 31 March 2012 £	Audited Statutory Accounts for 12 months to 31 March 2011 £
Turnover	1,720,756	2,633,786	2,143,874
Direct Expenses	(697,824)	(1,301,839)	(1,443,354)
Gross Profit	1,022,932	1,331,947	700,520
Gross Margin %	59.0%	50.6%	32.7%
Overheads	(1,071,182)	(1,311,020)	(761,629)
(L)/PBT	(48,250)	20,927	(61,109)

## Leadership Summary Balance Sheet

	Unaudited Management Accounts as at 4 April 2013 £	Unaudited Management Accounts as at 31 March 2012 £	Audited Statutory Accounts as at 31 March 2011 £
Fixed Assets			
Tangible assets	9,356	85,139	144,134
	9,356	85,139	144,134
Current Assets			
Debtors <sup>2</sup>	565,266	965,183	248,672
Cash at bank	-	-	14,193
	565,266	965,183	262,865
Total Assets	574,622	1,050,322	406,999
Liabilities			
Creditors <sup>3</sup>	(1,071,036)	(613,864)	(173,067)
Bank Liability <sup>4</sup>	(300,383)	(315,404)	(133,333)
Total Liabilities	(1,371,419)	(929,268)	(306,400)
Net Assets/(Liabilities)	(796,797)	121,054	100,599

*Note 1 The management accounts have been prepared to 4 April 2013. Subsequent adjustments have been made to the management account figures in the preparation of the Statement of Affairs for intercompany reconciliations and recharges. Neither the management accounts nor the Statement of Affairs have been audited or verified by Deloitte.*

*Note 2 The debtor balance of £565,266 for period ending 4 April 2013 is inclusive of intercompany balances of £224,031 per the Company's debtor ledger and £168,440 of inter-company management recharges.*

*Note 3 The creditor balance of £1,071,036 for period ending 4 April 2013 is inclusive of intercompany balances of £283,315 per the Company's creditor ledger.*

*Note 4 Leadership's bank statement as at 4 April 2013 was £292,936 overdraft. The difference to the management account balance of £300,383 is for receipts not yet posted to the cash book.*

### Enterprises Summary Profit & Loss Account

Unaudited  
Management  
Accounts for  
Period 9  
February 2012  
to 4 April 2013  
£

Turnover	182,738
Direct Expenses	<u>(142,695)</u>
Gross Profit	40,042
Gross Margin %	22.0%
Overheads	<u>(213,471)</u>
(L)/PBT	<u>(173,429)</u>

### Enterprises Summary Balance Sheet

Unaudited  
Management  
Accounts at 4  
April 2013  
£

Fixed Assets	
Tangible assets	<u>-</u>
Current Assets	
Debtors <sup>3</sup>	384,717
Cash at bank <sup>5</sup>	<u>7,753</u>
	392,470
Total Assets	<u>392,470</u>
Liabilities	
Creditors <sup>4</sup>	(305,899)
Bank Liability	<u>(260,000)</u>
Total Liabilities	<u>(565,899)</u>
Net Assets/(Liabilities)	<u>(173,429)</u>

*Note 1 Enterprises was incorporated in February 2012 and therefore no prior period accounts are available*

*Note 2 The management accounts have been prepared to 4 April 2013. Subsequent adjustments have been made to the management account figures in the preparation of the Statement of Affairs for intercompany reconciliations and recharges. Neither the management accounts nor the Statement of Affairs have been audited or verified by Deloitte.*

*Note 3 The debtor balance of £384,717 for period ending 4 April 2013 is inclusive of intercompany balances of £106,007 per the Company's debtor ledger and £276,890 of inter-company management recharges.*

*Note 4 The creditor balance of £305,899 for period ending 4 April 2013 is inclusive of intercompany balances of £244,156 per the Company's creditor ledger.*

*Note 5 Enterprises' s bank statement as at 4 April 2013 was £3,689 credit. The difference to the management account balance of £7,753 is for payments made not yet posted to the cash book.*



#### **1.4 Management and Employees**

As at 4 April 2013 the HTIL employed approximately 14 staff. Neither Leadership nor Enterprises had any employees of their own.

Statutory information on the Companies, including details of the Directors and company secretary, bankers and shareholders is provided at Appendix 1.

## **2 THE CIRCUMSTANCES GIVING RISE TO THE APPOINTMENT OF THE ADMINISTRATORS**

### **2.1. Events prior to the Administration**

Deloitte LLP was first engaged by the Bank on July 2012, to perform an Independent Business Review of the Companies for the Bank

The cost of the Companies' services to its customers was subsidised by the Government (c 75%) However, as part of the Coalition Government's Comprehensive Spending Review, the Coalition Government terminated this subsidy funding programme resulting in a reduction in demand for the Group's services

As a result of a worsening cash position in first quarter of 2013, Deloitte was subsequently engaged by the Companies on 20 March 2013 to assist management in clarifying the Companies' short-term funding requirement, review the medium-term income, expenditure and cash flow forecasts and review the options available to the Companies including restructuring, merger/sale and insolvency The review of the Companies' cash flow forecasts indicated an immediate funding requirement to meet short term liabilities

This was presented to the board on 27 March 2013 when it was resolved to place the Companies into Administration A notice of intention to appoint Matthew James Cowlshaw and Christopher James Farrington of Deloitte as Administrators was filed at court on 27 March 2013 to provide a moratorium over the Companies in order to protect the Companies' assets whilst an Administration strategy was prepared prior to placing the Companies in Administration on 4 April 2013

### **2.2 Details of the Appointment of the Administrators**

Matthew James Cowlshaw and Christopher James Farrington of Deloitte were appointed Administrators of the Companies on 4 April 2013 by Mike Giddings of 2 The Meadows, New Hall Green, Fillongley, CV7 8BF on behalf of the board of Directors of each of the Companies in accordance with a resolution of the boards passed on 27 March 2013

The Court having conduct of the proceedings is High Court of Justice, Chancery Division, Companies Court (case numbers 8150, 8151, 8152 all of 2013)

For the purposes of Paragraph 100(2) of Schedule B1 of the Act the Administrators confirm that they are authorised to carry out all functions, duties and powers by either of them jointly or severally

### **2.3. Purpose of the Administration**

The purpose of an Administration under The Enterprise Act 2002 is split into three parts

- 1 To rescue the Company as a going concern (in other words a restructuring which keeps the actual entity intact)

- 2 If the first purpose is not reasonably practicable (or the second purpose would clearly be better for the creditors as a whole), then the Administrators must perform their functions with the objective of achieving a better result for creditors as a whole than would be obtained through an immediate liquidation of the Companies. This would normally envisage a sale of the business and assets as a going concern (or a more orderly sales process than in liquidation).
- 3 If neither of the first two parts of the purpose are reasonably practicable, the Administrators must perform their functions with the objective of realising property in order to make a distribution to secured and/or preferential creditors as applicable.

The Companies had significant secured and unsecured creditor liabilities and therefore a restructuring of these creditors would have been required to meet the first objective. It was apparent that there was insufficient value in the Companies' assets to effect a restructuring of the Companies' considerable debts. Moreover, the Companies did not have access to funding to continue trading whilst any restructuring was attempted, and their businesses were loss making. Hence the Administrators concluded that the first option was not possible to achieve.

Accordingly, the purpose of the Administrations was to achieve a better result for creditors as a whole than would be obtained through an immediate liquidation of the Companies. The purpose of the Administrations is on-going following the sale of the businesses and assets of the Companies as discussed in Section 3.2 and the collection of the consideration from the Sale.

#### **2.4. Electronic communication with creditors**

In an effort to reduce the costs of the Administration, all communications with creditors, including updates and progress reports, will be posted onto a website, which has been set up specifically for this purpose. The web address is [www.deloitte.com/uk/hti](http://www.deloitte.com/uk/hti).

A letter will be issued to all creditors each time the website is updated with a statutory notice or report. All creditors' statutory notices will be retained on the website for 3 months after being uploaded to the site.

### **3. THE MANNER IN WHICH THE AFFAIRS OF THE COMPANIES HAVE BEEN MANAGED AND FINANCED AND WILL CONTINUE TO BE MANAGED AND FINANCED IF THE ADMINISTRATORS' PROPOSALS ARE APPROVED**

#### **3.1. Initial Actions & Funding Requirement**

Following our appointment we took the following steps in order to achieve the best value for the Companies' assets. As at 4 April, the Administration estate had no funds available to pay the Companies' employees' salaries and office overheads whilst a going concern sale was sought to protect any value that could be recovered for the contracts. It was therefore identified that the costs of any on-going trading during the Administration would need to be underwritten by a potential buyer.

##### **Funding**

One potential buyer, DRB Ignite Limited ("DRB"), whom we first met on 4 April 2013 and was previously unconnected to the Companies, following our appointment as Administrators agreed to provide funding (initially of £15k, and thereafter a further £10k) on an entirely non-recourse basis to pay the on-going running costs of the business whilst DRB considered whether they wanted to make an offer to purchase the business and assets of the Companies. It was agreed that the £25k received from DRB could be deducted from the eventual sale price paid for the business and assets in the event that DRB's offer was successful. It was also agreed that these monies would not be repayable to DRB under any other circumstances and afforded DRB no exclusivity as a potential purchaser in the meantime.

These on-going running costs did not include any rent costs incurred. The rent on the Companies' leasehold premises fell due on 1 May 2013, and therefore the Administration estate would have to pay the on-going rent (and business rates) to allow the Companies to remain in occupation beyond that date.

##### **Insurance**

Immediate open cover insurance was put in place over all the Companies' assets whilst we ascertained the extent and value of the assets, and full details of the Companies' affairs have since been provided to the Administrators' insurers.

#### **3.2. Companies' Business and Assets**

##### **Tangible Assets**

A process was undertaken to determine the market value of the Companies' business and assets. A professional valuation of the Companies' owned tangible assets was obtained from independent valuation agents, Jones Lang LaSalle ("JLL"), who advised that these assets had an in situ value of £5k and an ex situ value of £3k. JLL were instructed to obtain an offer from a third party for the Companies' tangible assets against which to benchmark any other offers we received, and this offer was £1,200.

## **Debtors**

The Companies' sales ledger at the date of our appointment showed total book value of debtors across the three Companies to be £123k (excluding intercompany debts owed between the three Companies). However, of this £123k of external debtors

- £46k was older than three months old (much of which dated back to 2012 and some of which dated as far back as 2011) and so was considered irrecoverable,
- The debts older than three months included £38k owed to Heads Teachers and Industries Limited, almost all of which was in respect of annual subscriptions invoiced in advance for the year ended September 2013 and so would anyway likely be irrecoverable in the event that the business ceased to operate due to the insolvency,
- Of the £77k of debtors that were three months old or younger, £52k was invoiced in advance to a single customer, Royal Academy of Engineering, for work that had not yet been performed and so would likely be irrecoverable in the event that the business ceased trading due to the insolvency,
- Of the remaining £25k of third party debtors, all but approximately £2k related to invoices raised in advance of the work having been performed and so this was unlikely to be recoverable due to the Companies' insolvency

## **Contractual Debt**

Leadership was owed £19,500 on a completed contract from a third party which was not recorded in its debtor ledgers. Following discussions with management, this was considered recoverable in full.

## **Customer Contracts**

The Companies' customer contracts which were all operated by Leadership, were expected to have nil realisable value in the event that the business was closed down as the customers would be forced to re-let the contracts to alternative providers. In the interest of preserving the contracts, the Administrators sought a rapid sale of the business as a going concern, as detailed below.

## **Leasehold Property**

We instructed professional property agents GVA to perform a desk-top review of the lease for the Companies' leasehold property and they advised that there was no realisable value in the leasehold interest.

## **3.3. Sale of Business**

### **Sales Process**

Following discussions with the Companies' Directors and from our own knowledge of the industry sector, we approached five parties whom we identified might have an appetite to acquire the Companies' business and the ability to do so rapidly.

On 4 April, three of the five parties signed a Non-Disclosure Agreement to obtain further information about the Companies. In view of the immediate funding requirement to preserve the business as a going concern whilst it was marketed for sale, and the lack of any sales

revenue to offset against the employees costs and other on-going business costs being incurred in the meantime, a deadline to all potential buyers requesting best and final offers was set for midday on 10 April

### Offers Received

Only one offer was received by the deadline, which was from DRB Ignite Limited ("DRB"), an unconnected party, for the total consideration of £110k. The breakdown of the consideration offered by asset category for the Companies' assets is as follows

	£
Fixtures & Fittings	5,000
The Contracts	33,000
The Goodwill & Intellectual Property	10,000
Book Debts(Excluding RAE Debt)	10,000
RAE Debt	52,000
Total	<u>110,000</u>

We will allocate the total consideration across the three Companies based on the book value of the assets held by each Company, the Company which operated the contracts and the Company which held the title over the Intellectual Property

The offer from DRB included consideration of £10k for the Companies' debtors, plus an obligation upon DRB to pay a further £52k if the pre-invoiced debt owed by the Royal Academy of Engineering was not recovered directly from that customer by 30 April. In summary, £62k for the Companies' book debts was realised by selling these to DRB, whereas, based on our analysis as detailed above, the book debts had negligible realisable value in a shut-down scenario. The sale to DRB also avoided the cost of employing specialist debt collection agents to try to recover the debts.

### Sales Terms

The offer of £110,000 from DRB was accepted by the Administrators on 18 April 2013. Consideration will be paid through a number of stage payments, with all monies to be received by the Administrators by 31 July 2013. So far £89,500 has been received and future payments due to be received are as follows

	£
Received to Date	89,500
Received by 31 May 2013	12,500
Received by 31 July 2013	<u>8,000</u>
Total	<u>110,000</u>

Under the terms of the Sale, seven employees transferred to DRB. These employees were informed that their employment had been transferred under the Transfer of Undertakings (Protection of Employment) Regulations ("TUPE"). This significantly reduced the level of

additional creditor claims crystallising against the Companies in respect of employees' arrears of pay, redundancy, pay in lieu of notice and holiday pay

### **3.4. Other Post Appointment Matters**

#### **Independent Solicitor Advice**

The Administrators' independent solicitors advised in respect of all legal issues arising on the sale of business and assets and have since been assisting the Administrators with other post appointment matters

#### **Remaining Employees**

The Administrators' staff have provided those employees who did not transfer to DRB and whom were, therefore, made redundant on 18 April 2013 with the appropriate forms to claim for arrears of wages and holiday pay and continue to liaise with the employees and the RPO. Employee records have been updated and arrangements have been made for P45s to be issued

#### **Company Name**

We are currently in the process of changing the Companies' names, as the right to use the Companies' names was included in the Sale. Once these names have been changed, confirmation of this will be provided to all creditors

#### **Leasehold Property**

It was concluded that there was no realisable value in the Companies' leasehold interest in the premises and the property was not included in the Sale and therefore the keys were returned to the landlord on 30 April 2013

#### **Contractual Debt**

The monies relating to the contractual debt of £19,500 were received on 13 May 2013

## **4 DIRECTORS' STATEMENTS OF AFFAIRS**

### **4.1. Introduction**

Statements of Affairs, as at 4 April 2013, have been submitted by the Companies' Secretary, summaries of which are attached at Appendix 3, 4 and 5. The Directors of each of the Companies have signed a Statement of Concurrence confirming they agree with each of the Statement of Affairs.

In accordance with the standard format of the Statement of Affairs form, no provision has been made in the Statement of Affairs for the costs of the Administrations (including agents, legal and other professional fees).

The most recent accounting information available for the Company is summarised at section 1.3 and an up to date schedule of creditors, as drawn from the books and records of the Company, is included within the Directors' Statement of Affairs. The Administrators have not carried out any work of the nature of an audit on the information.

There are a number of different classes of creditors within the Companies. These include:

- **Secured creditors** The Bank has fixed and floating charge debenture security across all of the Companies and as such it is paid in priority to other creditors. This priority is subject to payments to preferential creditors and unsecured creditors under the PP (see section 4.5). Further details of the Companies' secured liabilities are set out in section 4.3.
- **Preferential creditors** These can relate to specific employee wage arrears, holiday pay and certain pension contributions and are paid in priority to unsecured creditors out of net floating charge realisations before the PP and before payment to the secured floating chargeholder.
- **Unsecured creditors** They rank behind secured and preferential creditors and receive any surplus available from net realisations.

### **4.2 Notes to the Directors' Statement of Affairs**

- The net book values have been taken from the Companies' management accounts prepared at 4 April 2013, and
- HTIL and Leadership provided a guarantee to the Bank in September 2005. Enterprises provided a guarantee to the Bank debt in March 2012. All three Companies have provided all assets debenture security to the Bank, the validity of which has been confirmed by our independent solicitors, and
- No provision has been made in the Statement of Affairs for the costs of the Administration (including agents, legal and professional fees), and
- There are a number of inter-company debts between the Companies. These have been included within the debtor and creditor positions, although they are likely to be irrecoverable due to the Companies' insolvency.

It should be noted that the Companies operated a number of bank accounts some of which were in credit and some of which were overdrawn at date of appointment. As a result of the



Administrations, the Bank exercised its right of set-off and the credit balances, including those included in the Statements of Affairs, were applied against the Bank's indebtedness

#### 4.3. Secured creditors

The Companies' Bank debt at the date of the appointment of the Administrators, can be summarised as follows

	£
Term loan	260,000
Overdraft	<u>286,111</u>
Total	<u>546,111</u>

There will be a small distribution to the Bank under its fixed charge, in respect of the £10k realised for the Companies' Goodwill and Intellectual Property, but the majority of its debt will not be recovered

#### 4.4 Preferential Claims

Preferential claims relating to employee wage arrears and holiday pay are expected to be submitted to the RPO which, in addition to a number of the employee's residual claims, will then have a preferential claim against the Companies. These have been included in the Directors' Statements of Affairs at £84k. However, we estimate the actual value of the preferential claims to be approximately £11k, which all sits in HTIL being the sole employer. The Administrators do not anticipate any funds will be available to the preferential creditors.

#### 4.5. The Prescribed Part and Unsecured Claim

The unsecured creditors' position as at 4 April 2013 per the Directors' Estimated Statements of Affairs (excluding any shortfall to the Bank under its floating charges) is summarised in the table below

	£	£	£
	Third Party	Intercompany	Total
HTIL	51,997	327,234	379,231
Leadership	672,273	283,315	955,588
Enterprises	<u>23,778</u>	<u>244,156</u>	<u>267,934</u>
Total	<u>748,048</u>	<u>854,705</u>	<u>1,602,753</u>

In addition, redundancy and other employee unsecured claims which have not been included in the Directors' Estimated Statement of Affairs are expected to total c £75k

#### Prescribed Part

By virtue of Section 176A (2)(a) of the Act, the Administrators must make a PP of the Companies' net property available for the satisfaction of unsecured debts. Net property is the amount of the Companies' property which would, but for this section, be available for the holders of floating charges created by the Companies.

The PP applies where there are floating charge realisations, net of costs to be set aside for unsecured creditors. This equates to

- 50% of net property up to £10,000,
- Plus, 20% of net property in excess of £10,000
- Subject to a maximum of £600,000

An Estimated Outcome Statement is set out for each Company in Appendix 8, which illustrates that there is unlikely to be any funds available under PP.

#### **Outcome for Unsecured Creditors**

Despite the successful going concern sale, the Companies' unsecured creditors are unlikely to receive any dividend because they rank for payment behind the Companies' Bank, which holds Fixed and Floating debenture security over all the assets and which was owed £546k at the date of the Administration.

#### **4.6 Creditors Meeting**

As the Administrators do not expect any funds will be available to the unsecured creditors, a meeting of creditors will not be held for any of the Companies. A request received in the prescribed manner asking that the Administrators call a meeting can be made by creditors representing 10% or more of the total debts of that Company (individually or jointly). Creditors wishing to submit this request should complete the attached Form 2.21B and return it to the Administrators such that it is received within 8 business days from the date of the proposals.

**Please note there are separate request forms and proof of debts in Appendices 9 and 10 for each of the Companies.**

A deposit of £250 towards the costs of convening the meeting should be enclosed with the request per rule 2.37(3) of the Rules.

In the absence of a request for a creditors meeting, we are of course happy to discuss the Administrations with the Companies' individual creditors by telephone and email as and when creditors wish to do so.

## **5. PRE-ADMINISTRATION COSTS**

### **5.1. Introduction**

A Statement of Pre-Administration costs is provided at Appendix 6

Pre-Administration costs are defined as the remuneration charged and expenses incurred by the Administrator (or other person qualified to act as such) before the Companies entered into Administration but with a view to their doing so

### **5.2 Approval of costs**

As there will be no funds available to the unsecured creditors, approval of the unpaid Pre-Administration costs will be sought from the Companies' secured creditor

## 6. ADMINISTRATORS' REMUNERATION AND EXPENSES

### 6.1 Introduction

As there will be no funds available to the unsecured creditors, fixing the basis of the Administrators' remuneration will be approved in accordance with Rule 2 106(5A) of the Rules, which is outlined as follows

- Where the Administrators have made a statement under Paragraph 52(1)(b) of Schedule B1 of the Act, the basis of the Administrators' remuneration may be fixed by approval of each secured creditor

The secured creditor will be invited to approve the basis of the Administrators' remuneration which will be fixed by reference to the time properly given by the Administrators and their staff in attending to matters arising in the Administrations, calculated at the prevailing standard hourly charge out rates used by Deloitte at the time when the work is performed, plus VAT

In line with Paragraph 52(1)(b) of Schedule B1 of the Act outlined above there is no requirement for unsecured creditors to pass a resolution in respect of Administrators' remuneration

The Administrators' time costs are summarised in the table below. The Administrators' time costs incurred are further analysed at Appendix 7. However, it should be noted that due to the paucity of realisations, it is unlikely that we will be able to draw our costs in full

	Total Cost (£)	Number of Hours	Average Hourly Rate (£)
HTIL	4,713 00	20 20	233 32
Leadership	67,889 00	189 90	357 50
Enterprises	3,625 00	16 70	217 07
Total	76,227 00	226 80	336 10

The work has been categorised into the following task headings and sub categories

- **Administration and Planning** includes such tasks as case planning and set-up, appointment notification, statutory reporting, compliance, cashiering, accounting and administrative functions
- **Realisation of Assets** includes such tasks as identifying and securing assets, dealing with the sale of business, property issues, activities in relation to other fixed assets, debtors, investments and any related legal issues
- **Investigation** includes such tasks as reporting on the Directors' conduct, investigating antecedent transactions, dealing with creditors' enquiries into the reasons for the Companies' failure and the Directors and any other investigations that may be deemed appropriate
- **Trading** includes tasks such as planning, strategy, managing day one site visits and corresponding with suppliers and customers

- **Creditors** include such tasks as creditor set up, communication and meetings, reviewing and agreeing preferential claims, dealing with hire purchase creditors, corresponding with secured creditors, reviewing and obtaining advice in relation to security granted to the Bank
- **Other matters** include VAT and corporation tax issues

The range of charge out rates for the separate categories of staff is based on our charge out rates as summarised below. Manager rates include all grades of assistant manager.

<b>Grade</b>	<b>2012-2013 (September-August)</b>
<b>Partners/Directors</b>	605 to 950
<b>Managers</b>	305 to 720
<b>Assistants and Support Staff</b>	155 to 305

The above bands are specific to the Restructuring Services department partners and staff. In certain circumstances the use of specialists from other Deloitte departments such as Tax/VAT, Corporate Finance or Drivers Jonas Deloitte may be required on the case. These departments may charge rates that fall outside the Restructuring Services department bands quoted above so, where such specialists have performed work on the case, average rates may also fall outside the Restructuring Services department bands.

Our tax department was instructed to assist the Administrators with the sale of the business to DRB, the time charged by their senior manager is more than the above band. Total time costs incurred above these bands is £145 made up of 0.2 hours at an average charge out rate of £725.

All partners and technical staff (including cashiers) assigned to the case recorded their time spent working on the case on a computerised time recording system. Time spent by secretarial staff working on the assignment has not been recorded or recovered. The appropriate staff have been assigned to work on each aspect of the case based upon their seniority and experience, having regard to the complexity of the relevant work, the financial value of the assets being realised and/or claims agreed.

"A Creditors' Guide to Administrators' Remuneration" is available for download at [www.deloitte.com/uk/sip-9-england-and-wales](http://www.deloitte.com/uk/sip-9-england-and-wales)

Should you require a paper copy, please send your request in writing to the Administrators at the address on the front of this report and this will be provided to you at no cost.

## **6.2. Administrators' Expenses**

As no expenses have been approved for payment at this stage, no information has been disclosed. This will be covered in the first progress report to creditors after approval of expenses. However, the expenses on this assignment are expected to be minimal, and will mainly comprise of mileage for travelling to the Companies' premises.

## 6. ADMINISTRATORS' REMUNERATION AND EXPENSES

### 6.1. Introduction

As there will be no funds available to the unsecured creditors, fixing the basis of the Administrators' remuneration will be approved in accordance with Rule 2.106(5A) of the Rules, which is outlined as follows

- Where the Administrators have made a statement under Paragraph 52(1)(b) of Schedule B1 of the Act, the basis of the Administrators' remuneration may be fixed by approval of each secured creditor

The secured creditor will be invited to approve the basis of the Administrators' remuneration which will be fixed by reference to the time properly given by the Administrators and their staff in attending to matters arising in the Administrations, calculated at the prevailing standard hourly charge out rates used by Deloitte at the time when the work is performed, plus VAT

In line with Paragraph 52(1)(b) of Schedule B1 of the Act outlined above there is no requirement for unsecured creditors to pass a resolution in respect of Administrators' remuneration

The Administrators' time costs are summarised in the table below. The Administrators' time costs incurred are further analysed at Appendix 7. However, it should be noted that due to the paucity of realisations, it is unlikely that we will be able to draw our costs in full

	Total Cost (£)	Number of Hours	Average Hourly Rate (£)
HTIL	4,713 00	20 20	233 32
Leadership	67,889 00	189 90	357 50
Enterprises	3,625 00	16 70	217 07
Total	76,227 00	226 80	336 10

The work has been categorised into the following task headings and sub categories

- **Administration and Planning** includes such tasks as case planning and set-up, appointment notification, statutory reporting, compliance, cashiering, accounting and administrative functions
- **Realisation of Assets** includes such tasks as identifying and securing assets, dealing with the sale of business, property issues, activities in relation to other fixed assets, debtors, investments and any related legal issues
- **Investigation** includes such tasks as reporting on the Directors' conduct, investigating antecedent transactions, dealing with creditors' enquiries into the reasons for the Companies' failure and the Directors and any other investigations that may be deemed appropriate
- **Trading** includes tasks such as planning, strategy, managing day one site visits and corresponding with suppliers and customers

- **Creditors** include such tasks as creditor set up, communication and meetings, reviewing and agreeing preferential claims, dealing with hire purchase creditors, corresponding with secured creditors, reviewing and obtaining advice in relation to security granted to the Bank
- **Other matters** include VAT and corporation tax issues

The range of charge out rates for the separate categories of staff is based on our charge out rates as summarised below. Manager rates include all grades of assistant manager.

<b>Grade</b>	<b>2012-2013 (September-August)</b>
<b>Partners/Directors</b>	605 to 950
<b>Managers</b>	305 to 720
<b>Assistants and Support Staff</b>	155 to 305

The above bands are specific to the Restructuring Services department partners and staff. In certain circumstances the use of specialists from other Deloitte departments such as Tax/VAT, Corporate Finance or Drivers Jonas Deloitte may be required on the case. These departments may charge rates that fall outside the Restructuring Services department bands quoted above so, where such specialists have performed work on the case, average rates may also fall outside the Restructuring Services department bands.

Our tax department was instructed to assist the Administrators with the sale of the business to DRB, the time charged by their senior manager is more than the above band. Total time costs incurred above these bands is £145 made up of 0.2 hours at an average charge out rate of £725.

All partners and technical staff (including cashiers) assigned to the case recorded their time spent working on the case on a computerised time recording system. Time spent by secretarial staff working on the assignment has not been recorded or recovered. The appropriate staff have been assigned to work on each aspect of the case based upon their seniority and experience, having regard to the complexity of the relevant work, the financial value of the assets being realised and/or claims agreed.

"A Creditors' Guide to Administrators' Remuneration" is available for download at [www.deloitte.com/uk/sip-9-england-and-wales](http://www.deloitte.com/uk/sip-9-england-and-wales)

Should you require a paper copy, please send your request in writing to the Administrators at the address on the front of this report and this will be provided to you at no cost.

## 6.2. Administrators' Expenses

As no expenses have been approved for payment at this stage, no information has been disclosed. This will be covered in the first progress report to creditors after approval of expenses. However, the expenses on this assignment are expected to be minimal, and will mainly comprise of mileage for travelling to the Companies' premises.

Please note that the Administrators' expenses for mileage are calculated by reference to mileage properly incurred by the Administrators and their staff in attending to matters arising in the Administrations, at the prevailing standard mileage rate used by Deloitte at the time when the mileage is incurred (presently up to 45p per mile)

### **6.3. Other Professional Costs**

To advise on appropriate legal matters and to prepare required legal documentation (including business sale agreements) the Administrators instructed Squire Sanders LLP, a firm of lawyers with the appropriate expertise and experience in dealing with these types of Administrations

To date their billed costs amount to £12,000 (plus VAT) and they have estimated that their future fees will be in the region of £20,000 (plus VAT) in total across all the Companies including £16,197 (plus VAT) of unbilled work in progress already incurred on work performed advising the Administrators. No costs have been paid to date

In addition, GVA Grimley Limited, a firm of property agents, were instructed by the Administrators to undertake a valuation on the property lease. Their fees have been estimated in the region of £350 plus VAT

All professional fees are based upon recorded time costs incurred and are reviewed by the Administrators' and their staff before being approved for payment

### **6.4. Creditors' right to request information**

Any secured creditor or, unsecured creditor with the support of at least 5% in value of the unsecured creditors or, with leave of the Court, may, in writing, request the Administrators to provide additional information regarding remuneration or expenses to that already supplied within this document. Such requests must be made within 21 days of receipt of this report, in accordance with Rule 2.47(1)(fa) and 2.48A of the Rules

### **6.5 Creditors' right to challenge Remuneration and/or Expenses**

Any secured creditor or unsecured creditor, with the support of at least 10% in value of the unsecured creditors, or, with leave of the Court, may apply to the Court for one or more orders (in accordance with Rule 2.109(4) of the Rules), challenging the amount or the basis of remuneration which the Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred. Such applications must be made within 8 weeks of receipt by the applicant(s) of the report detailing the remuneration and/or expenses being complained of, in accordance with Rule 2.109 of the Rules



## **7. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS**

### **7.1 Directors' conduct**

As part of our statutory duties, the Administrators will consider the conduct of the Directors and any person we consider to be a shadow or de facto director in relation to their management of the affairs of the Companies and the causes of failure and we will submit a confidential report to the Insolvency Service, a division of the Department for Business, Innovation and Skills

As part of our investigations the Administrators will consider, among other matters, the following

- statutory compliance issues,
- misfeasance or breach of duty, and
- antecedent transactions (including transactions at an under value and preferences)

Creditors who wish to draw any matters to the attention of the Administrators should write to us at the address given on the front of this report

### **7.2. SIP2 (E&W) – Investigations**

As part of our duties, shortly after our appointment, the Administrators are obliged to review all the information available to us and conduct an initial assessment of whether there are any matters that might lead to a recovery for the benefit of creditors

This initial assessment includes enquiries into any potential claims that may be brought against parties either connected to or who have had past dealings with the Companies. We have been asked by two of the Companies' major unsecured creditors to put a number of questions to the Directors as part of our investigations and we are currently awaiting their reply. All creditors are invited to provide information in relation to any matters that they believe may warrant further investigation.

### **7.3. SIP13 (E&W) – Transactions with connected parties**

As set out in the previous sections of this report, there are a number of inter-company balances owed between the Companies and we shall be researching the underlying transactions giving rise to these balances to see if they were carried out on an arm's length basis. Should creditors have information regarding any such transactions they should forward details in writing to the Administrators to the address on the front of this report.

### **7.4. Exit Routes from Administration**

In accordance with the provisions of the Act incorporated by the Enterprise Act 2002, all Administrations automatically come to an end after one year, unless an extension is granted by the Court or with consent of the secured creditors.

There are several exit routes which are available to the Administrators such as

- 1 an application to Court,
- 2 filing a notice in Court and with the Registrar of Companies confirming that the purpose of Administration has been sufficiently achieved, or
- 3 in the event that the Companies have no property remaining to be realised the Administrators may notify the Registrar of Companies to that effect at which time the appointment of the Administrators ceases and three months following that date the company is deemed to be dissolved

Alternatively, the Administrators could propose to place the Companies into Creditors' Voluntary Liquidation, a Compulsory Liquidation or a Company Voluntary Arrangement

The exit route chosen in relation to the Companies will largely depend on the circumstances of each Administration

At present, no funds are expected to be available for the unsecured creditors of any of the Companies, and so the most likely exit route will be by dissolution by the Registrar of Companies

#### **7.5. EC Regulations**

As stated in the Administration Order in respect of the Companies, Council Regulation (EC) No 1346/2000 applies and these are the main proceedings as defined in Article 3(1) of that Regulation

#### **7.6 Third Party Assets**

Should you believe that you own items that may have been present at the Companies' former trading premises at the date of appointment please contact the Administrators as soon as possible

**STATEMENT OF PROPOSALS PURSUANT TO PARAGRAPH 49 OF SCHEDULE B1 OF THE  
INSOLVENCY ACT 1986 (AS AMENDED)**

**Heads, Teachers and Industry Limited**

**Court Case No. 8150 of 2013**

**HTI Leadership Centre Limited**

**Court Case No. 8151 of 2013**

**HTI Enterprises Limited**

**Court Case No. 8152 of 2013**

**All in Administration (each being “the Company” and together being “the Companies”)**

The Administrators’ proposals are as follows

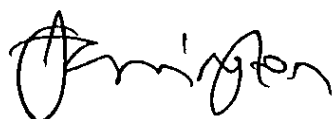
- 1 the Administrators continue to manage the affairs and any remaining assets of the Companies and the settlement of all Administration expenses,
- 2 the Administrators continue with their enquiries into the conduct of the Directors of the Companies and assist any regulatory authorities with their investigation into the affairs of the Companies,
- 3 the Administrators be authorised to agree the claims of the secured, preferential and unsecured creditors against each of the Companies unless the Administrators conclude, in their reasonable opinion, that the Company will have no assets available for distribution,
- 4 the Administrators be authorised to distribute funds to the secured and preferential creditors as and when claims are agreed and funds permit and, in relation to distributions to unsecured creditors, if the Court gives permission following an appropriate application,
- 5 that, in the event the creditors of each the Companies so determine, at meetings of creditors, a Creditors Committee be appointed in respect of each or any Company comprising of not more than five and not less than three creditors of that Company or Companies
- 6 that, if a Creditors’ Committee is not appointed, the secured creditors of each of the Companies shall be asked to fix the basis of the Administrators’ remuneration in accordance with Rule 2 106(5A)(a), to be fixed by reference to the time properly given by the Administrators’ and their staff in attending to matters arising in the Administrations, calculated at the prevailing standard hourly charge out rates used by Deloitte at the time when the work is performed, plus VAT In addition those creditors shall also be asked to agree the Administrators’ expenses of which the Administrators’ expenses for mileage be calculated by reference to mileage properly incurred by the Administrators and their staff in attending to matters arising in the Administrations, at the prevailing standard mileage rate used by Deloitte at the time when the mileage is incurred, plus VAT where applicable,
- 7 that, if a Creditors’ Committee is not appointed, the secured creditors of each of the Companies shall be asked to approve the Administrators’ Pre Administration Costs as

detailed in Appendix 6 of the Administrators' Proposals And that the Administrators be authorised to draw their Costs, plus VAT, from the Administration estates,

- 8 that, following the realisation of assets and resolution of all matters in the Administrations, and as quickly and efficiently as is reasonably practicable, the Administrators implement the most cost effective steps to formally conclude the Administrations This may include the distribution of funds to unsecured creditors (provided Court permission is obtained) and then the dissolution of the Companies or alternatively, seeking to put each or any of the Companies into Creditors' Voluntary Liquidation ("CVL") or Compulsory Liquidation, depending on which option will result in a better realisation for creditors,
- 9 that, if each or any of the Companies were to be placed into CVL, the Administrators propose to be appointed Liquidators and any Creditors' Committee appointed will become the Liquidation Committee pursuant to Rule 4 174A of the Rules and that the basis of the Liquidators' remuneration be fixed by reference to the time given in attending to matters arising in the Liquidations As per Paragraph 83(7) of Schedule B1 of the Act and Rule 2 117A(2)(b) of the Rules, the creditors may nominate a different person to be Liquidator(s) provided the nomination is made before the proposals are approved by creditors For the purposes of Section 231 of the Act the Liquidators will each be authorised to carry out all functions, duties and powers either jointly or severally, and
- 10 in the absence of Creditors' Committees, the Secured Creditors of each Company agree that the Administrators be discharged from liability per Paragraphs 98 and 99 of Schedule B1 of the Act immediately upon the Administrators' filing their final report to creditors and vacating office

Yours faithfully

For and on behalf of Heads, Teachers & Industry Limited, HTI Leadership Centre Limited and HTI Enterprises Limited



Matthew James Cowlshaw and Christopher James Farrington  
Administrators of the Companies  
Deloitte LLP  
Four Brindleyplace, Birmingham, B1 2HZ

Matthew James Cowlshaw and Christopher James Farrington were appointed Joint Administrators of Heads, Teachers & Industry Limited, HTI Leadership Centre Limited, HTI Enterprises Limited on 4 April 2013 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 All licensed Insolvency Practitioners of Deloitte are licensed in the UK to act as Insolvency Practitioners

**HEADS, TEACHERS & INDUSTRY LIMITED, HTI LEADERSHIP CENTRE LIMITED, HTI ENTERPRISES LIMITED (ALL IN ADMINISTRATION)  
STATUTORY INFORMATION**

Company Name	Heads, Teachers & Industry Limited	HTI Leadership Centre Limited	HTI Enterprises Limited
Previous Names	Headteachers into Industry Limited (until 3 July 1997) Trainforce Limited (until 2 August 1989)	Notsallow Eighty-Two Limited (until 17 October 1997)	N/a
Proceedings	In Administration	In Administration	In Administration
Court	High Court of Justice, Chancery Division, Companies Court	High Court of Justice, Chancery Division, Companies Court	High Court of Justice, Chancery Division, Companies Court
Court Reference	8150 of 2013	8151 of 2013	8152 of 2013
Date of Appointment	4 April 2013	4 April 2013	4 April 2013
Joint Administrators	Matthew James Cowlshaw and Christopher James Farrington Deloitte LLP Four Brindleyplace Birmingham B1 2HZ	Matthew James Cowlshaw and Christopher James Farrington Deloitte LLP Four Brindleyplace Birmingham B1 2HZ	Matthew James Cowlshaw and Christopher James Farrington Deloitte LLP Four Brindleyplace Birmingham B1 2HZ
Registered office Address	c/o Deloitte LLP Four Brindleyplace Birmingham B1 2HZ	c/o Deloitte LLP Four Brindleyplace Birmingham B1 2HZ	c/o Deloitte LLP Four Brindleyplace Birmingham B1 2HZ
Company Number	02308265	03325746	07942869
Incorporation Date	24 October 1988	28 February 1997	9 February 2012
Company Secretary	Mike Giddings	Mike Giddings	None registered
Bankers	Bank of Scotland	Bank of Scotland	Bank of Scotland
Auditors	Clement Keys	Clement Keys	Clement Keys
Appointment by	The Directors	The Directors	The Directors

## APPENDIX 1

Directors at date of Appointment per Companies House	Valerie Dias Helen Glennie Terrence Hewitt Elizabeth Jacobs Anthony Richardson Noorzaman Rashid Martin Ward	Mike Giddings Anne Evans	Mike Giddings Anne Evans
Directors' Shareholdings	Nil	Nil	Nil

---

**HTI Companies**  
**Joint Administrators' Receipts and Payments**  
**From 4 April 2013 to 17 May 2013**

**Statement of Affairs**

HTIL	Lead	Ent	Total	£	Notes	HTIL	Leadership	Enterprises	Total
£k	£k	£k	£k						
<b>Receipts</b>									
5 0	38 0	-	43 0	Goodwill	A	5,000	3,000	2,000	10,000
1 5	3 5	-	5 0	Tangible Assets	B	1,594	1,271	-	2,865
-	-	-	-	Contracts	C		18,906	-	18,906
-	62 0	-	62 0	Book Debts included in the Sale	D	3,157	54,227	345	57,729
-	-	-	-	Book Debts excluded in the Sale	E	-	19,500	-	19,500
-	-	-	-	Bank Interest		16	-	-	16
<b>6 5</b>	<b>103 5</b>	<b>-</b>	<b>110 0</b>			<b>9,767</b>	<b>96,904</b>	<b>2,345</b>	<b>109,016</b>
<b>Payments</b>									
				No payments made as yet		-	-	-	-
						-	-	-	-
				<b>Balance in Hand</b>		<b>9,767</b>	<b>96,904</b>	<b>2,345</b>	<b>109,016</b>
						<b>9,767</b>	<b>96,904</b>	<b>2,345</b>	<b>109,016</b>
<b>Made up as follows</b>									
				Cash	F	9,767	96,904	2,345	109,016
						<b>9,767</b>	<b>96,904</b>	<b>2,345</b>	<b>109,016</b>

**Notes to the Receipts and Payments and Trading Account**

The total consideration from the Sale that has been received at 17 May 2013 is £89,500. The consideration has been split proportionally between the the Companies assets per the SPA. Of the £89,500 received to date, £10,000 has been allocated against goodwill under the fixed charge. £19,500 has also been received in respect of the contractual debt not included in the Sale.

- A As stated in Note A, £10,000 of the Consideration received to date has been allocated to Goodwill. The £10,000 has been split between the three Companies based on the value placed on the Company Name, Goodwill and Intellectual Property held by each of the Companies.
- B Consideration received for Tangible Assets has been allocated between the Companies based on the Net Book Value of the assets per each of the Companies management accounts.
- C All of the consideration for the contracts has been allocated to Leadership as Leadership ran all of the contracts sold to DRB.
- D £52,000 has been received for the £52,000 Royal Academy of Engineering debt which was held within Leadership. The remaining consideration received to date for the Book Debts have been allocated between the three Companies based on the value of each Company's external debtor ledger.
- E £19,500 has been received in relation to a contract debt which was not included in the SPA with DRB.
- F All cash is banked on an interest bearing account. Corporation tax payable on interest earned will be accounted for to HM Revenue & Customs in due course.
- G Creditors should refer to section 7.4 and 7.5 of the report in respect of their rights to request information and challenge Administrators' remuneration and/or expenses.

**DIRECTORS' STATEMENT OF AFFAIRS**  
**Heads, Teachers and Industry Limited**

Rule 2.29

Form 2.14B

*Statement of affairs*

Name of Company Heads, Teachers and Industry Limited	Company number 02308265
In the High Court of Justice, Chancery Division Birmingham District Registry [full name of court]	Court case number 8150 of 2013

(a) Insert name and address  
 of registered office of the  
 company

Statement as to the affairs of (a) Heads, Teachers and Industry Limited  
 Sovereign Court  
 2 Sir William Lyons Road  
 University of Warwick Science Park  
 Coventry  
 West Midlands  
 CV4 7EZ  
 on the (b) 4 April 2013 the date that the company entered administration

**Statement of Truth**

I believe that the facts stated in this statement of affairs are a full, true and complete statement of the affairs of the above named company as at (b) the date that the company entered administration

Full name MICHAEL LESLIE GIDDINGS

Signed 

Dated 30/04/2013

ADML2010\_196



Rule 2.29

Form 2.14B

*Statement of affairs*

Name of Company Heads, Teachers and Industry Limited	Company number 02308265
In the High Court of Justice, Chancery Division Birmingham District Registry {full name of court}	Court case number 8150 of 2013

(a) Insert name and address  
Statement as to the affairs of (a) Heads, Teachers and Industry Limited  
Sovereign Court  
2 Sir William Lyons Road  
of registered office of the  
University of Warwick Science Park  
Coventry  
company  
West Midlands  
CV4 7EZ  
on the (b) 4 April 2013 the date that the company entered administration

**Statement of Truth**

I believe that the facts stated in this statement of affairs are a full, true and complete statement of the affairs of the above named company as at (b) the date that the company entered administration

Full name MICHAEL LESLIE GIDDINGS

Signed 

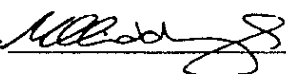
Dated 30/04/2013

ADML2010\_196

## A1 – Summary of Liabilities

		Estimated £
Estimated total assets available for preferential Creditors (carried from page A)	£	6,500
Liabilities	£	
Preferential creditors -	(1,774)	
ARREARS OF WAGES	(3,850)	
OUTSTANDING HOLIDAY PAY	(78,788)	(84,412)
REUNDANCY		
Estimated deficiency/surplus as regards preferential creditors	£	(77,912)
Estimated prescribed part of net property where applicable (to carry forward)	£	-
Estimated total assets available for floating charge holders		(77,912)
£		
Debts secured by floating charges	£	
Estimated deficiency/surplus of assets after floating charges		(77,912)
£		
Estimated prescribed part of net property where applicable (brought down)	£	
Total assets available to unsecured creditors	£	
Unsecured non-preferential claims	£	
TRADE CREDITORS	(379,231)	
Estimated deficiency after floating charge where applicable (brought down)		(379,231)
Estimated deficiency/surplus as regards creditors	£	(457,143)
Issued and called up capital	£	-
Estimated total deficiency/surplus as regards members	£	(457,143)

Signature



Date

30/04/2013

## COMPANY SHAREHOLDERS

Name of Shareholder	Address (with postcode)	No of shares held	Nominal Value	Details of Shares held
—	HTI Ltd	n/a	n/a	n/a
	Co Ltd by guarantee			
TOTALS				

Signature Helen M Gammie Date 30.11.2013  
 as presented by Mike Giddings

## COMPANY CREDITORS

Note You must include all creditors and identify all creditors under hire-purchase, chattel leasing or conditional sale agreements and customers claiming amounts paid in advance of the supply of goods or services and creditors claiming retention of title over property in the company's possession

Name of creditor or Claimant	Address (with postcode)	Amount of debt £	Details of any security held by creditor	Date security given	Value of security £
	Schedule with reconciliation		Attached		
	List of Creditors				
	All prepared by				
	Mike Siddings				
	as at 30/4/2013.				

Signature Mike Siddings Date 30/4/2013

ADML2010\_186

1

Date: 30/04/2013  
Time: 10:47:56

**Heads Teachers & Industry Ltd**  
**Aged Creditors Analysis (Contacts) - By Balance (Descending)**

Page: 1

Report Date: 30/04/2013  
Include future transactions: No  
Exclude Later Payments: No

Supplier From: 11/11/11  
Supplier To: 11/11/11

\*\* NOTE: All report values are shown in Base Currency, unless otherwise indicated \*\*

AK	Name & Contact	Credit Limit	Turnover	Balance	Future	Current	Period 1	Period 2	Period 3	Older
HTILLADH	HTI Leadership Centre Ltd 1/10	£ 0.00	29,711.27	29,138.71	0.00	0.00	0.00	0.00	0.00	29,138.71
PRINTCOP	Print Copy Consulting Ltd B	£ 0.00	6,600.13	11,834.44	0.00	0.00	0.00	0.00	1,021.51	10,812.93
COMPASS	Compass Rose and Co B 020 7731 4848	£ 0.00	10,500.00	10,750.00	0.00	0.00	0.00	1,000.00	0.00	11,750.00
BIRMINGH	Birmingham City University B 0121 331 6308	£ 0.00	17,800.00	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0.00
MORGAN	Morgan B	£ 0.00	0.00	7,766.18	0.00	0.00	0.00	0.00	0.00	7,766.18
CLIMENT	Climent Keys B 0121 456 4456	£ 0.00	4,500.00	5,400.00	0.00	0.00	0.00	0.00	0.00	5,400.00
COVENTR	Coventry City Council B	£ 0.00	15,297.20	4,590.00	0.00	0.00	0.00	0.00	1,510.00	1,080.00
LANGMEAD	See Langmead Associates B 01676 937555	£ 0.00	5,730.40	3,837.44	0.00	0.00	0.00	0.00	2,289.60	1,547.84
BLUE DANCE	Blue Dance Ltd B 08443 711 3111	£ 0.00	9,876.60	1,808.54	0.00	0.00	0.00	534.14	1,274.40	0.00
MANCHESTER	University of Manchester B 0161 2758788	£ 0.00	0.00	1,470.00	0.00	0.00	0.00	0.00	0.00	1,470.00
SAGE	Sage (UK) Ltd B	£ 0.00	2,115.00	1,346.73	0.00	0.00	0.00	0.00	0.00	1,346.73
WARWICK	Warwick Ltd B 02476 997222	£ 0.00	14,108.09	1,278.00	0.00	1,278.00	0.00	0.00	0.00	0.00
IEBH	Institute for Education Business B 01635 279914	£ 0.00	1,110.83	1,110.83	0.00	0.00	0.00	0.00	0.00	1,110.83
HAI FORDS	Halfords B 01527513037	£ 0.00	833.11	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
RAMADAB	Ramada Birmingham, Sutton B	£ 0.00	446.67	750.00	0.00	0.00	270.00	0.00	0.00	1,020.00
WARWICK	Warwick University Training Ltd B 02476 221111	£ 0.00	8,815.00	551.77	0.00	0.00	551.77	0.00	0.00	0.00
NETTHAT	Net That Works Ltd B	£ 0.00	7,746.00	540.00	0.00	0.00	0.00	540.00	0.00	0.00
EDUCATORS	Education Personnel B 01480 431993	£ 0.00	917.60	175.20	0.00	0.00	0.00	0.00	0.00	175.20
MDNX	MDNX Corporate Services B 01344543870	£ 0.00	297.50	357.00	0.00	0.00	0.00	157.00	0.00	0.00
SWAIN	Steve Swain Cleaning Services B 02476 467916	£ 0.00	5,884.62	259.99	0.00	0.00	0.00	259.99	0.00	0.00
CQS	Certified Quality Systems B 02476 467916	£ 0.00	451.42	172.50	0.00	0.00	0.00	0.00	0.00	172.50
TERRYSTA	Stan M Terry B	£ 0.00	0.00	129.95	0.00	0.00	0.00	0.00	0.00	129.95

**Heads Teachers and Industry Limited****Unsecured non preferential claims**

Per list of creditors	81,135
Intercompany recharges	298,096
<b>Per SOA</b>	<b>379,231</b>

**DIRECTORS' STATEMENT OF AFFAIRS**  
**HTI Leadership Centre Limited**

Rule 2.29

Form 2.14B

*Statement of affairs*

Name of Company HTI Leadership Centre Limited	Company number 03325746
In the High Court of Justice, Chancery Division Birmingham District Registry [full name of court]	Court case number 8151 of 2013

a) Insert name and address  
of registered office of the  
company

Statement as to the affairs of (a) HTI Leadership Centre Limited  
Herald Court University Of,  
Warwick Science Park,  
West Midlands  
Coventry, CV4 7EZ

on the (b) 4 April 2013 the date that the company entered administration

**Statement of Truth**

I believe that the facts stated in this statement of affairs are a full, true and complete statement of the affairs of the above named company as at (b) the date that the company entered administration

Full name MICHAEL LESLIE GIDDINGS

Signed 

Dated 30/04/2013

ADML2010\_196

## A – Summary of Assets

## Assets

## Assets subject to fixed charge

	Book Value £	Estimated to Realise £
OFFICE EQUIPMENT	6,081	1,500
COMPUTER EQUIPMENT	3,275	2,000
IPR / GOODWILL	-	38,000
	<u>9,356</u>	<u>41,500</u>
Debts secured on above assets		
Lloyds Banking Group o/d	(300,383)	(300,383)
Deficit under Fixed Charge	<u>(291,027)</u>	<u>(258,883)</u>
Assets subject to floating charge		
TRADE DEBTORS	565,266	62,000
Debts secured on above assets		
Lloyds Banking Group o/d	(291,027)	(258,883)
	<u>274,239</u>	<u>(196,883)</u>
Uncharged assets		
Estimated total assets available for preferential creditors	<u>274,239</u>	<u>(196,883)</u>

Signature M. Jones Date 30/04/2013



# A1 – Summary of Liabilities

	Estimated £
Estimated total assets available for preferential Creditors (carried from page A)	£ (196,883)
Liabilities	£ (4,281)
Preferential creditors - ARREARS OF WAGES OUTSTANDING HOLIDAY PAY	(9,275)
Estimated deficiency/surplus as regards preferential creditors	£ (13,556)
Estimated prescribed part of net property where applicable (to carry forward)	£
Estimated total assets available for floating charge holders	(210,439)
£	
Debts secured by floating charges	£
SHORTFALL UNDER FIXED CHARGE	-
Estimated deficiency/surplus of assets after floating charges	(210,439)
£	
Estimated prescribed part of net property where applicable (brought down)	£
Total assets available to unsecured creditors	£ (210,439)
Unsecured non-preferential claims	£
Estimated deficiency after floating charge where applicable (brought down)	(955,588)
Estimated deficiency/surplus as regards creditors	£ (1,166,027)
Issued and called up capital	£ (100)
Estimated total deficiency/surplus as regards members	£ (1,166,027)

Signature



Date

30/04/2013.

## COMPANY SHAREHOLDERS

Name of Shareholder	Address (with postcode)	No of shares held	Nominal Value	Details of Shares held
HEADS TEACHERS AND INDUSTRY LTD)	SOVEREIGN COURT 2, UNIVERSITY OF WARWICK SCIENCE PARK, COVENTRY CV4 7EZ	100	100	
TOTALS		100	£100	

Signature  Date 30/04/2013

**Note** You must include all creditors and identify all creditors under hire-purchase, chattel leasing or conditional sale agreements *and* customers claiming amounts paid in advance of the supply of goods or services *and* creditors claiming retention of title over property in the company's possession

[illegible]

Signature Wadda S Date 30/04/13

Date 30/04/2013  
Time 10:44:28

**HTI Leadership Centre Ltd**  
**Aged Creditors Analysis (Contacts) - By Balance (Descending)**

Page 1

Report Date 30/04/2013  
Include future transactions. No  
Exclude Later Payments No

Supplier From  
Supplier To 11/11/11

\*\* NOTE All report values are shown in Base Currency unless otherwise indicated \*\*

A/C	Name & Contact	Credit Limit	Turnover	Balance	Future	Current	Period 1	Period 2	Period 3	Older
HEADS	Heads Teachers & Industry Ltd b	£ 0.00	9,886.77	224,605.32	0.00	0.00	0.00	0.00	0.00	224,605.32
EASTERN	Eastern Leadership Centre b	£ 0.00	50,633.00	50,633.00	0.00	0.00	0.00	0.00	0.00	50,633.00
UNIVERW	University of Wolverhampton B	£ 0.00	22,814.21	22,814.21	0.00	0.00	0.00	2,814.21	0.00	15,000.00
BEACONE	Beacon East	£ 0.00	21,173.00	21,173.00	0.00	0.00	0.00	0.00	21,173.00	0.00
DFE	07760 056330 DFE	£ 0.00	21,050.00	20,650.00	0.00	0.00	9,750.00	1,300.00	0.00	9,600.00
MERGANS	Merganser B	£ 0.00	0.00	13,267.92	0.00	0.00	0.00	0.00	0.00	13,267.92
TOBALCO	01249 632083 Tobal Consulting Limited B	£ 0.00	12,202.30	11,703.18	0.00	0.00	3,303.18	8,400.00	0.00	0.00
CREASY-L	Creasy-Lockyer Ltd B	£ 0.00	9,522.12	9,522.12	0.00	0.00	9,522.12	0.00	0.00	0.00
TOWERHA	01494 816818 Tower Hamlets LBP	£ 20,000.00	22,081.59	9,074.00	0.00	0.00	9,074.00	0.00	0.00	0.00
SWELQ	0207 655 0300 South West Education Industry	£ 0.00	8,160.00	8,160.00	0.00	0.00	8,160.00	0.00	0.00	0.00
SOUTHW	01223 523732 Geoff Southworth Educational B	£ 0.00	8,013.61	8,013.61	0.00	0.00	8,013.61	0.00	0.00	0.00
ACUTECH	01223 523732 ACUTECH Ltd C	£ 0.00	11,520.00	6,824.00	0.00	0.00	0.00	1,320.00	1,320.00	4,184.00
REDLANE	0870 161 6611 Red Lane Ventures Ltd	£ 0.00	6,755.04	6,755.04	0.00	0.00	6,755.04	0.00	0.00	0.00
DERYNHA	07710 421118 Deryn Harvey Consulting B	£ 0.00	14,880.00	6,600.00	0.00	0.00	6,600.00	0.00	0.00	0.00
NYBEP	01904 567646 NYBEP	£ 0.00	18,594.00	6,274.00	0.00	0.00	0.00	0.00	6,274.00	0.00
BARCLAY	024 7632 3000 Univ of Warwick Soc Park Ltd b	£ 0.00	88,751.44	5,567.70	0.00	2,752.80	2,814.90	0.00	0.00	0.00
GRUFFITH	01562 777610 Kate Griffiths Consulting Limited B	£ 0.00	18,999.08	4,464.09	0.00	0.00	463.38	4,000.71	0.00	0.00
BUPA	0845 7553322 BUPA b	£ 0.00	2,947.00	589.40	0.00	589.40	0.00	0.00	0.00	0.00
CLEMENT	0121 456 4456 Clement Keys b	£ 0.00	3,000.00	3,600.00	0.00	0.00	0.00	0.00	0.00	3,600.00
HTIENTER	01582 830304 HTI Enterprises Limited	£ 0.00	2,848.02	3,417.63	0.00	0.00	0.00	0.00	0.00	3,417.63
BEVAN	01926 484045 Joyce Bevan Consultants Ltd B	£ 0.00	23,089.67	3,396.82	0.00	0.00	0.00	3,396.82	0.00	0.00
HERTSCH	01582 830304 Hertfordshire County Council b	£ 0.00	3,360.00	3,360.00	0.00	0.00	0.00	0.00	0.00	3,360.00

Date 30/04/2013  
Time 10:44:28

**HTI Leadership Centre Ltd**  
**Aged Creditors Analysis (Contacts) - By Balance (Descending)**

Page 2

A/C	Name & Contact	Credit Limit	Turnover	Balance	Future	Current	Period 1	Period 2	Period 3	Older
EDOCUK	e-Doca UK	£ 10,000.00	8,265.28	2,918.33	0.00	0.00	0.00	0.00	1,238.65	1,679.68
GRESHAM	01992 801860 David Gresham B	£ 0.00	11,562.70	2,902.70	0.00	0.00	0.00	2,902.70	0.00	0.00
NOTTBL	01608 682 542 Q Hotels Ltd re Nottingham	£ 2,000.00	16,455.68	2,883.50	0.00	0.00	0.00	2,883.50	0.00	0.00
BURCTTY	0115 973 9393 Birmingham City Council b	£ 0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	2,500.00
PRINTCOP	0121 464 1540 Print Copy Consulting Ltd B	£ 0.00	1,611.54	1,936.25	0.00	0.00	0.00	0.00	0.00	1,936.25
MAFFLYAS	Maffey Associates Ltd	£ 2,400.00	4,700.00	1,900.00	0.00	0.00	1,350.00	550.00	0.00	0.00
SANWORT	01926 633386 The Sanworth Enterprise B	£ 0.00	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00	0.00	0.00
URBANPL	0116 278 0212 Urban Planners Leicestershire B	£ 0.00	1,917.50	1,669.86	0.00	0.00	0.00	0.00	444.60	1,225.26
CRAMP	01242 620281 Dave Cramp B	£ 0.00	0.00	1,611.16	0.00	0.00	0.00	0.00	0.00	1,611.16
DYLANWI	02081440055 Dylan Williams	£ 0.00	1,537.00	1,537.00	0.00	0.00	1,537.00	0.00	0.00	0.00
WESTBER	01372 58 West Berkshire EBP	£ 0.00	1,372.58	1,372.58	0.00	0.00	450.00	0.00	922.58	0.00
MIKEN	Miken Associates Ltd	£ 0.00	22,600.00	1,175.00	0.00	0.00	0.00	0.00	1,175.00	0.00
TUDORGR	01217055100 Tudor Grange Academy	£ 0.00	1,060.00	1,060.00	0.00	0.00	0.00	1,060.00	0.00	0.00
BFDIS	0121 606 0660 Oral Insurance Broking Ltd DD	£ 0.00	10,509.22	1,047.92	0.00	0.00	0.00	1,047.92	0.00	0.00
FLAVOURS	0121 606 0660 Flavours Catering B	£ 0.00	2,190.15	1,015.05	0.00	0.00	412.75	125.30	0.00	297.00
KSDTRAIN	KSD Training	£ 0.00	2,350.00	1,000.00	0.00	0.00	550.00	0.00	450.00	0.00
MILES	Mary Miles B	£ 0.00	5,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
CAWTHOR	024 7664 1212 W Cawthorne & Son Ltd b	£ 0.00	2,273.08	895.08	0.00	0.00	235.15	178.48	84.35	197.10
EMHCONN	EMH Connect	£ 0.00	840.00	840.00	0.00	0.00	840.00	0.00	0.00	0.00
JONESLEA	Jones Learning Exchange	£ 0.00	1,200.00	800.00	0.00	0.00	0.00	800.00	0.00	0.00
MEETINGS	0845 2305508 Meetings Industry Association b	£ 0.00	580.00	696.00	0.00	0.00	0.00	0.00	0.00	696.00
HARGREA	Professor David Hargreaves	£ 0.00	674.40	674.40	0.00	0.00	674.40	0.00	0.00	0.00
ALPHABET	0870 50 50 168 Alphabet (GB) Ltd DD	£ 0.00	5,996.94	672.11	0.00	672.10	0.00	0.00	0.00	0.01
BURGESS	Judith Burgess	£ 0.00	659.10	659.10	0.00	0.00	0.00	659.10	0.00	0.00
SUPPORTI	Supporting Leaders B	£ 0.00	5,319.40	628.50	0.00	0.00	0.00	628.50	0.00	0.00

Date 30/04/2013  
Time 10 44 28

**HTI Leadership Centre Ltd**  
**Aged Creditors Analysis (Contacts) - By Balance (Descending)**

Page 3

A/C	Name & Contact	Credit Limit	Turnover	Balance	Past due	Current	Period 1	Period 2	Period 3	Order
URBANLE	Urban Leadership Centre B	£ 0.00	6,000.00	600.00	0.00	0.00	600.00	0.00	0.00	0.00
MULEAF	Muleaf Florists B 02476 220022	£ 0.00	244.51	523.43	0.00	0.00	0.00	0.00	0.00	523.43
MACAENZ	Elizabeth Mackenzie B	£ 0.00	3,841.60	500.00	0.00	500.00	0.00	0.00	0.00	0.00
WORCCC	Worcester County Council b 01905 766553	£ 0.00	466.80	466.80	0.00	0.00	250.00	216.80	0.00	0.00
DRIVINGF	D F Driving Force B 07789 516417	£ 0.00	2,708.96	452.96	0.00	0.00	102.48	150.48	0.00	0.00
JENNYASH	Jenny Asher Consulting	£ 5,000.00	3,150.00	450.00	0.00	0.00	0.00	450.00	0.00	0.00
CSSUK	CSS UK Ltd B 02476 604270	£ 0.00	1,534.35	411.84	0.00	0.00	411.84	0.00	0.00	0.00
NEWHORI	New Horizons Logistics Ltd b 01926 411411	£ 2,500.00	695.00	390.00	0.00	0.00	150.00	240.00	0.00	0.00
O2	O2 (UK) Limited DD	£ 0.00	4,374.89	148.70	0.00	0.00	348.70	0.00	0.00	0.00
RAMADBI	Ramada Hotel & Resort Sutton G	£ 0.00	1,439.70	316.90	0.00	0.00	0.00	0.00	0.00	316.90
KIDDYOU	Kidd's coaches b 0845 094 1412	£ 0.00	2,265.51	253.20	0.00	253.20	0.00	0.00	0.00	0.00
MEEA	Charm Meek B	£ 0.00	2,544.47	233.34	0.00	0.00	233.34	0.00	0.00	0.00
SWANSHU	Swanworth School	£ 0.00	217.68	217.68	0.00	0.00	217.68	0.00	0.00	0.00
IGIDDING	Mr M Giddings b	£ 0.00	1,746.08	213.84	0.00	0.00	0.00	113.84	0.00	0.00
POSITIVE	Positive Education Solutions Ltd B	£ 0.00	1,080.00	200.00	0.00	0.00	200.00	0.00	0.00	0.00
ANDYDON	Andy Danner	£ 0.00	187.20	187.20	0.00	0.00	187.20	0.00	0.00	0.00
BT	British Telecom Bus s/c b	£ 0.00	206.99	174.67	0.00	0.00	72.29	0.00	0.00	102.38
DAVIDGIL	David Gilks & Sons Limited c 01788 812256	£ 0.00	135.00	162.00	0.00	0.00	0.00	0.00	0.00	162.00
BOYCED	Dawn Boyce B	£ 0.00	150.00	150.00	0.00	0.00	0.00	0.00	0.00	150.00
SAGEUKLT	Sage UK Ltd B	£ 0.00	550.00	120.00	0.00	0.00	0.00	0.00	0.00	120.00
ROYALMA	Royal Mail DD base	£ 0.00	102.23	102.23	0.00	0.00	0.00	0.00	0.00	102.23
SHAKESPE	Shakespeare Coffee Company B	£ 0.00	74.75	89.70	0.00	0.00	0.00	0.00	0.00	89.70
IWHEELA	Astra Wheeler B	£ 0.00	65.30	65.30	0.00	0.00	0.00	0.00	0.00	65.30
IBANKS	Nicola McQuigan b 024 7645 5856	£ 0.00	485.09	61.00	0.00	0.00	61.00	0.00	0.00	0.00
CREDITGA	Credigame Ltd b 0870 1999 001	£ 0.00	60.89	30.45	0.00	0.00	0.00	0.00	0.00	30.45

Date 30/04/2013  
Time 10:44:28

# HTI Leadership Centre Ltd

Page 4

## Aged Creditors Analysis (Contacts) - By Balance (Descending)

<u>A/C</u>	<u>Name &amp; Contact</u>	<u>Credit Limit</u>	<u>Turnover</u>	<u>Balance</u>	<u>Future</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
THOMPSON	John Thompson B 01384 392288	£ 0.00	6,287.30	0.05	0.00	0.00	0.00	0.00	1,150.50	1,150.55
CQS	Certified Quality Systems Ltd DD/C 0870 060 0290	£ 0.00	0.00	-675.64	0.00	0.00	168.91	0.00	0.00	506.73
Totals				<u>401,725.41</u>	<u>0.00</u>	<u>4,767.76</u>	<u>73,371.13</u>	<u>40,518.36</u>	<u>17,911.68</u>	<u>340,116.54</u>

End of Report

**HTI Leadership Centre Limited****Creditors**

Per list of creditors		491,725
Intercompany b/fwd	55,293	
ELC - non invoiced accrual	275,000	
Merganser - non invoiced accrual	75,000	
		405,293
<b>Per SOA</b>		<b>897,018</b>
Pension	18,167	
PAYE / NI	25,264	
VAT - 1/4 to 31 March 2013	15,139	58,570
<b>Total Unsecured non preferential claims</b>		<b>955,588</b>



**DIRECTORS' STATEMENT OF AFFAIRS**  
**HTI Enterprises Limited**

Rule 2.29

Form 2.14B

*Statement of affairs*

Name of Company HTI Enterprises Limited	Company number 07942869
In the High Court of Justice, Chancery Division Birmingham District Registry [full name of court]	Court case number 8152 of 2013

(a) Insert name and address  
 of registered office of the  
 company

Statement as to the affairs of (a) HTI Enterprises Limited  
 Herald Court University Of,  
 Warwick Science Park,  
 West Midlands  
 Coventry, CV4 7EZ

on the (b) 4 April 2013 the date that the company entered administration

**Statement of Truth**

I believe that the facts stated in this statement of affairs are a full, true and complete statement of the affairs of the above named company as at (b) the date that the company entered administration

Full name MICHAEL LESLIE GIDDINGS

Signed 

Dated 30/04/2013

ADML2010\_196

### A – Summary of Assets

## Assets

### Assets subject to fixed charge

Book Value £	Estimated to Realise £
394,378	-
(260,000)	(260,000)
134,378	(260,000)

### Uncharged assets

**Estimated total assets available for preferential creditors**

Signature Maddox Date 30/04/2013

## A1 – Summary of Liabilities

	Estimated £
<b>Estimated total assets available for preferential Creditors (carried from page A)</b>	£ (260,000)
<b>Liabilities</b>	
Preferential creditors -	—
<b>Estimated deficiency/surplus as regards preferential creditors</b>	£ (260,000)
Estimated prescribed part of net property where applicable (to carry forward)	£
<b>Estimated total assets available for floating charge holders</b>	(260,000)
£	
Debits secured by floating charges	£
<b>Estimated deficiency/surplus of assets after floating charges</b>	(260,000)
£	
Estimated prescribed part of net property where applicable (brought down)	£
<b>Total assets available to unsecured creditors</b>	£ (260,000)
Unsecured non-preferential claims	£
Estimated deficiency after floating charge where applicable (brought down)	(267,934)
<b>Estimated deficiency/surplus as regards creditors</b>	(267,934)
	£ (527,934)
Issued and called up capital	£
	(100)
<b>Estimated total deficiency/surplus as regards members</b>	£ (528,034)

Signature

Date

30/04/2013

Date 30/04/2013  
Time 10:51:17

**HTI Enterprises Ltd**  
**Aged Creditors Analysis (Contacts) - By Balance (Descending)**

Page 1

Report Date  
Include future transactions.  
Exclude Later Payments.

30/04/2013  
No  
No

Supplier From:  
Supplier To: 12/12/12

\*\* NOTE: All report values are shown in Base Currency unless otherwise indicated \*\*

ACC	Name & Contact	Credit Limit	Turnover	Balance	Future	Current	Period 1	Period 2	Period 3	Order
HTLEADE	HTI Leadership Centre Ltd	£ 0.00	366,482.83	194,500.61	0.00	0.00	0.00	0.00	0.00	194,500.61
HEADSTE	Heads, Teachers & Industry Ltd	£ 0.00	63,046.67	49,656.00	0.00	0.00	0.00	0.00	0.00	49,656.00
MANCHES	Manchester Metropolitan B	£ 0.00	13,260.00	8,568.00	0.00	0.00	4,896.00	3,672.00	0.00	0.00
FUSIONW	Fusion Leadership B	£ 0.00	13,745.95	4,714.34	0.00	1,600.00	0.00	2,273.00	839.34	0.00
ROLSTON	Brian Rolston	£ 0.00	2,400.00	2,400.00	0.00	0.00	0.00	0.00	0.00	2,400.00
MANORDU	Manor Primary School	£ 0.00	0.00	2,085.00	0.00	0.00	2,085.00	0.00	0.00	0.00
	01902556460									
FORWARD	Forward Partnership	£ 0.00	11,855.16	1,237.50	0.00	0.00	0.00	1,237.50	0.00	0.00
	0121 449 7812									
FUSIONJ	Fusion Leadership B	£ 0.00	10,878.50	840.00	0.00	0.00	840.00	0.00	0.00	0.00
	0208 810 6234									
MILES	Mary Miles B	£ 0.00	2,885.00	820.00	0.00	0.00	0.00	0.00	820.00	0.00
GREENLEA	Green Leadership for Learning B	£ 0.00	650.00	650.00	0.00	0.00	0.00	0.00	0.00	650.00
	0121 475 5011									
KATEMCK	Kate McKenna Associates Ltd B	£ 0.00	1,311.30	523.98	0.00	0.00	523.98	0.00	0.00	0.00
DELANTR	Delan Training Ltd Tony Graham	£ 0.00	2,944.75	480.00	0.00	0.00	0.00	480.00	0.00	0.00
	01330 223 523									
DRIVINGF	Driving Force Courses Ltd B	£ 0.00	673.60	360.00	0.00	0.00	120.00	240.00	0.00	0.00
INTERNAT	International Press Cutting B	£ 0.00	455.10	360.00	0.00	0.00	0.00	0.00	0.00	360.00
STJAMESC	St James CE Primary School	£ 1,500.00	1,625.00	325.00	0.00	0.00	0.00	0.00	325.00	0.00
HEWETTE	Terry Hewett	£ 0.00	158.10	158.30	0.00	0.00	0.00	0.00	0.00	158.30
	01634 671167/07802 579141									
LUCKETT	Bill & Yvonne Lockett B	£ 0.00	242.71	103.80	0.00	0.00	0.00	0.00	0.00	103.80
SHREDIT	Shred It B	£ 0.00	534.04	56.70	0.00	0.00	56.70	0.00	0.00	0.00
	0121 744 8330									
TERRY	S M Terry B	£ 0.00	6,141.50	50.00	0.00	0.00	0.00	50.00	0.00	0.00
IPDA	International Professional B	£ 50.00	45.00	45.00	0.00	0.00	0.00	0.00	0.00	45.00
Totals:				<u>267,614.23</u>	<u>0.00</u>	<u>1,600.00</u>	<u>8,521.68</u>	<u>7,954.50</u>	<u>1,684.34</u>	<u>247,873.71</u>

## COMPANY SHAREHOLDERS

Name of Shareholder	Address (with postcode)	No of shares held	Nominal Value	Details of Shares held
HEADS TEACHERS AND INDUSTRY LTD	SOVEREIGN COURT 2, UNIVERSITY OF WARWICK SCIENCE PARK, COVENTRY CV4 7EZ	100	100	
TOTALS		100	£100	

Signature



Date

30/04/2013

**Note** You must include all creditors and identify all creditors under hire-purchase, chattel leasing or conditional sale agreements *and* customers claiming amounts paid in advance of the supply of goods or services *and* creditors claiming retention of title over property in the company's possession

[illegible]

Signature

Date 30/04/2013

ADML2010\_196

Date 30/04/2013  
Time 10:51:17

**HTI Enterprises Ltd**  
**Aged Creditors Analysis (Contacts) - By Balance (Descending)**

Page 1

Report Date 30/04/2013  
Include future transactions No  
Exclude Later Payments No

Supplier From  
Supplier To 2/2/22/22

\*\* NOTE: All report values are shown in Base Currency unless otherwise indicated \*\*

A/C	Name & Contact	Credit Limit	Turnover	Balance	Future	Current	Period 1	Period 2	Period 3	Older
HTI LEAD	HTI Leadership Centre Ltd	£ 0.00	166,482.83	194,500.61	0.00	0.00	0.00	0.00	0.00	194,500.61
HEADSTEA	Heads, Teachers & Industry Ltd	£ 0.00	63,046.67	49,656.00	0.00	0.00	0.00	0.00	0.00	49,656.00
MANCHIES	Manchester Metropolitan B	£ 0.00	13,260.00	8,568.00	0.00	0.00	4,896.00	3,672.00	0.00	0.00
FUSIONTW	Fusion Leadership B 01430 421110	£ 0.00	13,745.95	4,714.34	0.00	1,600.00	0.00	2,275.00	839.34	0.00
ROLDSTON	Brian Rolston	£ 0.00	2,400.00	2,400.00	0.00	0.00	0.00	0.00	0.00	2,400.00
MANORDU	Manor Primary School 01902556460	£ 0.00	0.00	2,085.00	0.00	0.00	2,085.00	0.00	0.00	0.00
FORWARD	Forward Partnership 0121 449 7812	£ 0.00	11,855.16	1,237.50	0.00	0.00	0.00	1,237.50	0.00	0.00
FUSIONJ	Fusion Leadership B 0208 810 6234	£ 0.00	10,878.50	840.00	0.00	0.00	840.00	0.00	0.00	0.00
MILES	Nary Miles H	£ 0.00	2,885.00	820.00	0.00	0.00	0.00	0.00	820.00	0.00
GREENLEA	Green Leadership for Learning B 0121 475 3011	£ 0.00	650.00	650.00	0.00	0.00	0.00	0.00	0.00	650.00
KATEMCK	Kate McKenna Associates Ltd b	£ 0.00	1,311.30	523.98	0.00	0.00	523.98	0.00	0.00	0.00
DELANTR	Delan Training Ltd Tony Graham 01590 223 523	£ 0.00	2,944.75	480.00	0.00	0.00	0.00	480.00	0.00	0.00
DRIVINGF	Driving Force Coaches Ltd B	£ 0.00	673.60	360.00	0.00	0.00	120.00	240.00	0.00	0.00
INTERNAT	International Press Cutting B	£ 0.00	451.30	360.00	0.00	0.00	0.00	0.00	0.00	360.00
STJAMESC	St James CE Primary School	£ 1,500.00	1,625.00	325.00	0.00	0.00	0.00	0.00	325.00	0.00
HEWETTTE	Terry Hewen 01634 671167 07802 579141	£ 0.00	158.30	158.30	0.00	0.00	0.00	0.00	0.00	158.30
LUCKETT	Bull & Yvonne Lockett B	£ 0.00	242.71	103.80	0.00	0.00	0.00	0.00	0.00	103.80
SHREDIT	Shred It B 0121 744 8330	£ 0.00	514.04	56.70	0.00	0.00	56.70	0.00	0.00	0.00
TERRY	S M Terry B	£ 0.00	6,141.50	50.00	0.00	0.00	0.00	50.00	0.00	0.00
IPDA	International Professional S	£ 50.00	45.00	45.00	0.00	0.00	0.00	0.00	0.00	45.00
<b>Totals:</b>				<u>267,934.23</u>	<u>0.00</u>	<u>1,600.00</u>	<u>8,521.68</u>	<u>7,954.50</u>	<u>1,984.34</u>	<u>247,873.71</u>

## **STATEMENTS OF PRE-ADMINISTRATION COSTS**

### **Pursuant to Rule 2.33(2)(ka) of the Insolvency (Amendment) Rules 2010**

#### **1 GENERAL**

Pre-Administration Costs are defined as the fees charged and expenses incurred by the Administrators (or other person qualified to act as such) before the Companies entered into Administration but with a view to its doing so

This Statement gives a detailed analysis of the Pre-Administration Costs for Companies incurred by the Administrators

#### **2 APPROVAL**

As there will be no funds available to the unsecured creditors, approval of the unpaid Pre-Administration costs has been sought in accordance with Rule 2.67A(3)(b) of the Rules, which is outlined as follows

Determination of whether and to what extent the unpaid Pre-Administration Costs are approved for payment shall be by the approval of each Secured Creditor of the Companies

The Secured Creditor will be asked to approve payment of the unpaid Pre-Administration Costs, as detailed below

#### **3 PRE-APPOINTMENT FEES AND EXPENSES INCURRED BY THE ADMINISTRATORS FOR THE COMPANIES (IN ADMINISTRATION)**

The Pre-Administration Costs were incurred to enable the Administrators to plan and prepare the administration strategy, which ensured that the duties of the Administrators were fulfilled efficiently subsequent to their appointment, and to undertake further administrative tasks, which are necessary for placing the Companies into administration



#### 4 ANALYSIS OF TIME INCURRED

The time incurred by the Administrators and their staff for the pre-appointment period from 27 April 2013 to 4 April 2013, are summarised in the table below. A detailed analysis of the time spent by work function is attached.

Classification of work function	Partners and Directors	Managers	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration and planning	11 10	49 70	0	60 80	21,961	361 19
	<u>11 10</u>	<u>49 70</u>	<u>0</u>	<u>60 80</u>	<u>21,961</u>	<u>361 17</u>
<b>Total Fees Claimed</b>					<u>21,961</u>	

**Administration and planning** includes case planning, case set-up, instructing independent solicitors and other professionals, determining the Administration strategy and liaising with Companies' Directors prior to the Administration appointments.

Fees totalling £21,961 remain unpaid as at the date of Administration and their payment will be sought from the Secured Creditor. However, it should be noted that due to the paucity of the asset realisations, it is unlikely that the Administrators will draw these costs in full. No pre-appointment fees have been drawn to date.

#### 5 ANALYSIS OF EXPENSES INCURRED

No Pre-Administration expenses were incurred at the date of appointment.

## HEADS, TEACHERS &amp; INDUSTRY LIMITED, HTI LEADERSHIP CENTRE LIMITED AND HTI ENTERPRISES LIMITED (ALL IN ADMINISTRATION)

## ADMINISTRATORS' TIME COSTS FOR THE PERIOD 4 APRIL 2013 TO 10 MAY 2013

## HEADS, TEACHERS &amp; INDUSTRY LIMITED

	Partners & Directors		Managers		Assistants & Support		TOTAL		Average Hourly Rate Cost (£)
	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	
Administration and Planning Cashiering and Statutory Filing Case Supervision, Management and Closure Initial Actions (e.g. Notification of Appointment, Securing Assets)	-	-	0 90	365 50	-	-	0 90	365 50	406 11
	-	-	1 30	477 50	2 00	380 00	3 30	857 50	259 85
	-	-	3 00	945 00	12 00	2,292 50	15 00	3,237 50	215 83
	-	-	5 20	1,788 00	14 00	2,672 50	19 20	4,460 50	232 32
Trading Day 1 Control of Trading	-	-	-	-	0 50	95 00	0 50	95 00	190 00
	-	-	-	-	0 50	95 00	0 50	95 00	190 00
Creditors Unsecured	-	-	0 50	157 50	-	-	0 50	157 50	315 00
	-	-	0 50	157 50	-	-	0 50	157 50	315 00
	-	-	-	-	-	-	-	-	-
TOTAL HOURS & COST	-	-	5 70	1,945 50	14 50	2,767 50	20 20	4,713 00	233 32

TOTAL FEES DRAWN TO DATE

0 00

## HTI LEADERSHIP CENTRE LIMITED

	Partners & Directors		Managers		Assistants & Support		TOTAL		Average Hourly Rate Cost (£)
	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	
<b>Administration and Planning</b>									
Cashiering and Statutory Filing	-	-	0 80	286 00	-	-	0 80	286 00	357 50
Case Supervision, Management and Closure	-	-	13 45	4,304 75	2 00	380 00	15 45	4,684 75	303 22
Initial Actions (e.g. Notification of Appointment, Securing Assets)	0 80	516 00	1 50	697 50	12 00	2,292 50	14 30	3,506 00	245 17
General Reporting	1 00	645 00	15 25	4,803 75	-	-	16 25	5,448 75	335 31
Liaison with Other Insolvency Practitioners	-	-	-	-	-	-	-	-	-
	1 80	1,161 00	31 00	10,092 00	14 00	2,672 50	46 80	13,925 50	297 55
<b>Investigations</b>									
Investigations	2 50	1,612 50	-	-	-	-	2 50	1,612 50	645 00
Reports on Directors' Conduct	6 50	4,192 50	-	-	-	-	6 50	4,192 50	645 00
	9 00	5,805 00	-	-	-	-	9 00	5,805 00	645 00
<b>Trading</b>									
Day 1 Control of Trading	-	-	1 50	472 50	-	-	1 50	472 50	315 00
	-	-	1 50	472 50	-	-	1 50	472 50	315 00
<b>Realisation of Assets</b>									
Plant and Equipment, Fixtures and Fittings and Vehicles	-	-	0 55	173 25	-	-	0 55	173 25	315 00
Sale of Business / Assets	16 00	10,320 00	44 15	14,132 25	-	-	60 15	24,452 25	406 52
Third Party Assets	-	-	0 60	189 00	-	-	0 60	189 00	315 00
	16 00	10,320 00	45 30	14,494 50	-	-	61 30	24,814 50	404 80
<b>Creditors</b>									
Employees	-	-	35 90	11,308 50	-	-	35 90	11,308 50	315 00
Secured	-	-	1 50	472 50	-	-	1 50	472 50	315 00
Unsecured	1 00	645 00	32 70	10,300 50	-	-	33 70	10,945 50	324 79
	1 00	645 00	70 10	22,081 50	-	-	71 10	22,726 50	319 64
<b>Other Matters Include</b>									
Tax and VAT	-	-	0 20	145 00	-	-	0 20	145 00	725 00
	-	-	0 20	145 00	-	-	0 20	145 00	725 00
	-	-	-	-	-	-	-	-	-
<b>TOTAL HOURS &amp; COST</b>	27 80	17,931 00	148 10	47,285 50	14 00	2,672 50	189 90	67,889 00	357 50
<b>TOTAL FEES DRAWN TO DATE</b>								0 00	

## HTI ENTERPRISES LIMITED

	Partners & Directors		Managers		Assistants & Support		TOTAL		Average Hourly Rate Cost (\$)
	Hours	Cost (\$)	Hours	Cost (\$)	Hours	Cost (\$)	Hours	Cost (\$)	
Administration and Planning	-	-	0 30	128 50	-	-	0 30	128 50	428 33
Cashiering and Statutory Filing	-	-	1 40	509 00	2 00	380 00	3 40	889 00	261 47
Case Supervision, Management and Closure	-	-	1 00	315 00	12 00	2,292 50	13 00	2,607 50	200 58
Initial Actions (e.g. Notification of Appointment, Securing Assets)	-	-	2 70	952 50	14 00	2,672 50	16 70	3,625 00	217 07
TOTAL HOURS & COST	-	-	2 70	952 50	14 00	2,672 50	16 70	3,625 00	217 07

TOTAL FEES DRAWN TO DATE

0 00

**ESTIMATED OUTCOME STATEMENTS****Consolidated HTI Group EOS**

Consolidated Heads, Teachers & Industry Limited Group (In Administration)					
Joint Administrators' Estimated Outcome Statement as at 17 May 2013					
	Statement of Affair Book Value	Estimated to Realise in Statement of Affairs	Realised to 17 May 2013	Future Estimated Realisations	Total
			£'000	£'000	£'000
<b>Assets subject to a fixed charge</b>					
Goodwill	-	43 000	10 000		10 000
	<i>Nil</i>	43 000	10 000		10 000
<b>Fixed charge funds in hand</b>			10,000	-	10,000
<b>Indebtedness to fixed charge holder</b>					(546,111)
<b>Surplus / (deficit) as regards fixed charge holder</b>					(536,111)
<b>Assets subject to a floating charge</b>					
Furniture & Equipment	21 092	5 000	2 865	2 135	5 000
Book Debts	1 273 045	62 000	57 729	4 271	62 000
Other Debtors	-	-	19 500	-	19 500
Contracts	-	-	18 908	14 094	33 000
Bank Interest	-	-	16	100	116
	1 294 137	67 000	99 018	20 600	119 616
<b>Less</b>					
Statutory and Sundry Costs			0	(9 082)	(9 082)
Costs of realisation - Legal and Agents Fees			0	(32 850)	(32 850)
Administrators' fees and expenses			0	(58 863)	(58 863)
irrecoverable VAT			0	(18 821)	(18 821)
<b>Floating charge funds in hand</b>			99,016	(99,016)	0
<b>Fixed Charge Surplus Brought Down</b>					<i>Nil</i>
<b>Available to preferential creditors</b>					0
<b>Preferential creditors (employee claims) Not Yet Agreed</b>					(10,848)
<b>Net Property</b>					<i>Nil</i>
<b>Available to unsecured creditors via the Prescribed Part</b>					<i>Nil</i>
<b>Available to Floating Charge creditors</b>					<i>Nil</i>
<b>Fixed Charge Deficit Brought Down</b>					(536,111)
<b>Total to be available to unsecured creditors</b>					<i>Nil</i>
<b>Estimated Summary return to creditors</b>					
<b>Dividend to</b>					
Fixed & floating charge holder			0.02 p in the £		
Preferential creditors			0 p in the £		
Unsecured creditors			0 p in the £		

## Heads, Teachers &amp; Industry Limited EOS

Heads, Teachers & Industry Limited  
(In Administration)

## Joint Administrators' Estimated Outcome Statement as at 17 May 2013

	Statement of Affair Book Value	Estimated to Realise in Statement of Affairs	Realised to 17 May 2013 £'000	Future Estimated Realisations £'000	Total £'000
<b>Assets subject to a fixed charge</b>					
Goodwill	-	5,000	5,000	-	5,000
	Nil	5,000	5,000	-	5,000
<b>Fixed charge funds in hand</b>			5,000	0	5,000
<b>Indebtedness to fixed charge holder</b>					(546,111)
<b>Surplus / (deficit) as regards fixed charge holder</b>					(541,111)
<b>Assets subject to a floating charge</b>					
Furniture & Equipment	11,736	1,500	1,594	1,188	2,782
Book Debts	313,401	-	3,157	2,353	5,510
Bank Interest	-	-	16	100	116
	325,137	1,500	4,767	3,641	8,408
Less					
Statutory and Sundry Costs				(1,169)	(1,169)
Administrators fees and expenses				(6,024)	(6,024)
Irrecoverable VAT				(1,215)	(1,215)
<b>Floating charge funds in hand</b>			4,767	(4,767)	0
<b>Fixed Charge Surplus Brought Down</b>					Nil
<b>Available to preferential creditors</b>					0
<b>Preferential creditors (employee claims) Not Yet Agreed</b>					(10,848)
<b>Net Property</b>					Nil
<b>Available to unsecured creditors via the Prescribed Part</b>					Nil
<b>Available to Floating Charge creditors</b>					Nil
<b>Fixed Charge Deficit Brought Down</b>					(541,111)
<b>Total to be available to unsecured creditors</b>					Nil

## Estimated Summary return to creditors

## Dividend to

Fixed & floating charge holder	0.01 p in the £
Preferential creditors	0 p in the £
Unsecured creditors	0 p in the £

## HTI Leadership Centre Limited EOS

HTI Leadership Centre Limited (In Administration)					
Joint Administrators' Estimated Outcome Statement as at 17 May 2013					
	Statement of Affair Book Value	Estimated to Realise in Statement of Affairs	Realised to 17 May 2013	Future Estimated Realisations	Total
			£'000	£ 000	£ 000
<b>Assets subject to a fixed charge</b>					
Goodwill	-	38 000	3 000	-	3 000
	<u>Nil</u>	<u>38 000</u>	<u>3 000</u>		<u>3 000</u>
<b>Fixed charge funds in hand</b>			<u>3,000</u>	<u>0</u>	<u>3,000</u>
<b>Indebtedness to fixed charge holder</b>					<u>(546,111)</u>
<b>Surplus / (deficit) as regards fixed charge holder</b>					<u>(543,111)</u>
<b>Assets subject to a floating charge</b>					
Furniture & Equipment	9 356	3 500	1 271	947	2 218
Book Debts	565 266	62 000	54 227	1 660	55 887
Other Debtors	-	-	19 500	-	19 500
Contracts	-	-	18 906	14 094	33 000
Bank Interest	-	-	-	-	-
	<u>574 622</u>	<u>65 500</u>	<u>93 904</u>	<u>16 701</u>	<u>110 605</u>
<b>Less</b>					
Statutory and Sundry Costs				(7 344)	(7 344)
Costs of realisation Legal and Agents Fees				(32 850)	(32 850)
Administrators fees and expenses				(52 839)	(52 839)
Irrecoverable VAT				(17 572)	(17 572)
<b>Floating charge funds in hand</b>			<u>93,904</u>	<u>(93,904)</u>	<u>0</u>
<b>Fixed Charge Surplus Brought Down</b>					<u>Nil</u>
<b>Available to preferential creditors</b>					<u>0</u>
<b>Preferential creditors (employee claims) Not yet Agreed</b>					<u>0</u>
<b>Net Property</b>					<u>Nil</u>
<b>Available to unsecured creditors via the Prescribed Part</b>					<u>Nil</u>
<b>Available to Floating Charge creditors</b>					<u>Nil</u>
<b>Fixed Charge Deficit Brought Down</b>					<u>(543,111)</u>
<b>Total to be available to unsecured creditors</b>					<u>Nil</u>
<b>Estimated Summary return to creditors</b>					
<b>Dividend to</b>					
Fixed & floating charge holder			0 01	p in the £	
Preferential creditors			0	p in the £	
Unsecured creditors			0	p in the £	

## HTI Enterprises Limited EOS

HTI Enterprises Limited (In Administration)					
Joint Administrators' Estimated Outcome Statement as at 17 May 2013					
	Statement of Affair Book Value	Estimated to Realise in Statement of Affairs	Realised to 17 May 2013 £'000	Future Estimated Realisations £'000	Total £'000
<b>Assets subject to a fixed charge</b>					
Goodwill	-	-	2 000		2 000
	<i>Nil</i>		2 000	-	2 000
<b>Fixed charge funds in hand</b>			2,000	0	2,000
<b>Indebtedness to fixed charge holder</b>					(546,111)
<b>Surplus / (deficit) as regards fixed charge holder</b>					(544,111)
<b>Assets subject to a floating charge</b>					
Book Debts	394 378	-	345	258	603
	394 378	-	345	258	603
Less					
Statutory and Sundry Costs				(569)	(569)
Irrecoverable VAT				(34)	(34)
<b>Floating charge funds in hand</b>			345	(345)	(0)
<b>Fixed Charge Surplus Brought Down</b>					Nil
<b>Available to preferential creditors</b>					0
<b>Preferential creditors (employee claims) Not Yet Agreed</b>					
<b>Net Property</b>					Nil
<b>Available to unsecured creditors via the Prescribed Part</b>					Nil
<b>Available to Floating Charge creditors</b>					Nil
<b>Fixed Charge Deficit Brought Down</b>					(544,111)
<b>Total to be available to unsecured creditors</b>					Nil

Estimated Summary return to creditors

Dividend to

Fixed & floating charge holder

0.01 p in the £

Preferential creditors

0 p in the £

Unsecured creditors

0 p in the £



## Rule 2.72

Form 4.25

## PROOF OF DEBT - GENERAL FORM

In the matter of Heads, Teachers &amp; Industry Limited - In

Administration and in the matter of The Insolvency Act 1986

Date of Administration 4 April 2013

1	Name of Creditor	
2	Address of Creditor	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into administration (see note)	£
4	Details of any document by reference to which the debt can be substantiated [Note the administrator may call for any document or evidence to substantiate the claim at his discretion]	
	If the total amount shown above includes Value Added Tax, please show -	
	(a) amount of Value Added Tax	£
	(b) amount of claim NET of Value Added Tax	£
6	If total amount above includes outstanding uncapitalised interest please state amount	£
7	If you have filled in both box 3 and box 5, please state whether you are claiming the amount shown in box 3 or the amount shown in box 5(b)	
8	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 (as read with schedule 3 to the Social Security Pensions Act 1975)	Category        Amount(s) claimed as preferential £
9	Particulars of how and when debt incurred	
10	Particulars of any security held, the value of the security, and the date it was given	£
11	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	

Rule 2.72

Form 4.25

PROOF OF DEBT - GENERAL FORM (CONTD )

Admitted to Vote for

£

Date

Administrator

---

Admitted preferentially for

£

Date

Administrator

---

Admitted non-preferentially for

£

Date

Administrator

## Rule 2.72

Form 4 25

## PROOF OF DEBT - GENERAL FORM

In the matter of HTI Leadership Centre Limited - In Administration

and in the matter of The Insolvency Act 1986

Date of Administration 4 April 2013

1	Name of Creditor	
2	Address of Creditor	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into administration (see note)	£
4	Details of any document by reference to which the debt can be substantiated [Note the administrator may call for any document or evidence to substantiate the claim at his discretion]	
5	If the total amount shown above includes Value Added Tax, please show - (a) amount of Value Added Tax (b) amount of claim NET of Value Added Tax	£ £
6	If total amount above includes outstanding uncapitalised interest please state amount	£
7	If you have filled in both box 3 and box 5, please state whether you are claiming the amount shown in box 3 or the amount shown in box 5(b)	
8	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 (as read with schedule 3 to the Social Security Pensions Act 1975)	Category  Amount(s) claimed as preferential £
9	Particulars of how and when debt incurred	
10	Particulars of any security held, the value of the security, and the date it was given	£
11	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	

Rule 2.72

Form 4.25

PROOF OF DEBT - GENERAL FORM (CONTD )

Admitted to Vote for

£

Date

Administrator

---

Admitted preferentially for

£

Date

Administrator

---

Admitted non-preferentially for

£

Date

Administrator

Rule 2 72

Form 4.25

**PROOF OF DEBT - GENERAL FORM**

In the matter of HTI Enterprises Limited - In Administration and in  
the matter of The Insolvency Act 1986

Date of Administration 4 April 2013

1	Name of Creditor	
2	Address of Creditor	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into administration (see note)	£
4	Details of any document by reference to which the debt can be substantiated [Note the administrator may call for any document or evidence to substantiate the claim at his discretion]	
5	If the total amount shown above includes Value Added Tax, please show - (a) amount of Value Added Tax (b) amount of claim NET of Value Added Tax	£ £
6	If total amount above includes outstanding uncapitalised interest please state amount	£
7	If you have filled in both box 3 and box 5, please state whether you are claiming the amount shown in box 3 or the amount shown in box 5(b)	
8	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 (as read with schedule 3 to the Social Security Pensions Act 1975)	Category  Amount(s) claimed as preferential £
9	Particulars of how and when debt incurred	
10	Particulars of any security held, the value of the security, and the date it was given	£
11	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	

Rule 2.72

Form 4.25

## PROOF OF DEBT - GENERAL FORM (CONTD )

Admitted to Vote for

£

Date

Administrator

---

Admitted preferentially for

£

Date

Administrator

---

Admitted non-preferentially for

£

Date

Administrator

## Rule 2.37

## Creditor's request for a meeting

Name of Company  
HTI Leadership Centre Limited

Company number  
03325746

In the  
High Court of Justice, Chancery  
Division, Companies Court  
(full name of court)

Court case number  
8151 of 2013

(a) Insert full name  
and  
address of the  
creditor  
making the request

I (a)

(b) Insert full name  
and  
address of registered  
office of the company

request a meeting of the creditors of (b)

HTI Leadership Centre Limited

C/O Deloitte LLP  
Four Brindleyplace  
Birmingham

(c) Insert amount of  
claim

My claim in the administration is (c)

(d) Insert full name(s)  
and  
address(es) of  
creditors  
concurring with the  
request (if any) and  
their  
claims in the  
administration if the  
requesting creditor's  
claim  
is below the required  
10%

(d)

concur with the above request, and I attach copies of their written  
confirmation of concurrence

(e) Insert details of  
the  
purpose of the  
meeting

The purpose of the meeting is (e)

Signed

Dated

## Rule 2 37

## Creditor's request for a meeting

Name of Company HTI Enterprises Limited	Company number 07942869
In the High Court of Justice, Chancery Division, Companies Court (full name of court)	Court case number 8152 of 2013

(a) Insert full name  
and  
address of the  
creditor  
making the request

I (a)

(b) Insert full name  
and  
address of registered  
office of the company

request a meeting of the creditors of (b)

HTI Enterprises Limited

C/O Deloitte LLP  
Four Brindleyplace  
Birmingham

(c) Insert amount of  
claim

My claim in the administration is (c)

(d) Insert full name(s)  
and  
address(es) of  
creditors  
concurring with the  
request (if any) and  
their  
claims in the  
administration if the  
requesting creditor's  
claim  
is below the required  
10%

(d)

concur with the above request, and I attach copies of their written  
confirmation of concurrence

(e) Insert details of  
the  
purpose of the  
meeting

The purpose of the meeting is (e)

Signed

\_\_\_\_\_

Dated

\_\_\_\_\_



Rule  
2.37

## Creditor's request for a meeting

Name of Company
Heads Teachers & Industry Limited

Company number
02308265

In the High Court of Justice, Chancery Division, Companies Court (full name of court)
--

Court case number 8150 of 2013
-----------------------------------

(a) Insert full name  
and  
address of the  
creditor  
making the request

I (a)

(b) Insert full name  
and  
address of registered  
office of the company

request a meeting of the creditors of (b)

Heads, Teachers &amp; Industry Limited

C/O Deloitte LLP  
Four Brindleyplace  
Birmingham

(c) Insert amount of  
claim

My claim in the administration is (c)

(d) Insert full name(s)  
and  
address(es) of  
creditors  
concurring with the  
request (if any) and  
their  
claims in the  
administration if the  
requesting creditor's  
claim  
is below the required  
10%

(d)

concur with the above request, and I attach copies of their written  
confirmation of concurrence

(e) Insert details of  
the  
purpose of the  
meeting

The purpose of the meeting is (e)

Signed

\_\_\_\_\_

Dated

\_\_\_\_\_