

The Insolvency Act 1986

Administrator's progress report

Name of Company

Business Support Kent Community Interest
Company

Company number

03000723

In the

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

Court case number

2985 of 2015

(a) Insert full
name(s) and
address(es) of
administrator(s)We (a)
Mark Newman
CCW Recovery Solutions
4 Mount Ephraim Road, Tunbridge Wells, Kent,
TN1 1EEVincent John Green
CCW Recovery Solutions
4 Mount Ephraim Road, Tunbridge Wells,
Kent, TN1 1EE

administrator(s) of the above company attach a progress report for the period

From

To

(b) Insert date

(b) 27 April 2015

(b) 26 October 2015

Signed


Joint Administrators

Dated

16 November 2015

Contact Details

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

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

Mark Newman
CCW Recovery Solutions
4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE

DX Number

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**Business Support Kent Community Interest Company
(In Administration)**

Issued on: 16 November 2015

**Joint Administrators' First Progress Report to Creditors for the six month period from
27 April 2015 to 26 October 2015**

Statutory Information

Company name	Business Support Kent Community Interest Company
Previous names	Business Link Kent Community Interest Company Business Link (Kent) Limited Holiman Limited
Trading name	BSK CIC
Company number	03000723
Date of incorporation	12 December 1994
Trading address	Innovation Centre Medway, Maidstone Road, Chatham, Kent, ME5 9FD
Current registered office	4 Mount Ephraim Road, Tunbridge Wells, Kent TN1 1EE
Former registered office	Innovation Centre Medway, Maidstone Road, Chatham, Kent, ME5 9FD
Principal trading activity	Business Support Service Activities To improve the competitiveness of small and medium sized enterprises through impartial delivery of a variety of services and by providing access to information, skills, knowledge and advice

Appointment Details

Administrators	Mark Newman and Vincent John Green
Administrators' address	CCW Recovery Solutions, 4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE
Date of appointment	27 April 2015
Court name and reference	High Court of Justice, Chancery Division, Companies Court No 2985 of 2015
Appointment made by	The Directors of the Company c/o Innovation Centre Medway, Maidstone Road, Chatham, Kent ME5 9FD
Actions of Administrators	Any act required or authorised under any enactment to be done by an administrator may be done by either or both of the Administrators acting jointly or alone

Definitions

Word or Phrase	Definition
the Act	The Insolvency Act 1986 (as amended)
the Rules	The Insolvency Rules 1986 (as amended)
the Agents	Key Appraisal Limited – Independent specialist valuers and members of the Royal Institute of Chartered Surveyors
the Appointment Date	27 April 2015, the date of appointment of the Joint Administrators
the Bank	National Westminster Bank Plc
BSKCIC	Business Support Kent Community Interest Company (in Administration) - Company number 03000723
BSKD	BSK Direct Limited
CCWRS	CCW Recovery Solutions, 4 Mount Ephraim Road, Tunbridge Wells, Kent TN1 1EE
CGT	Capital Gains Tax
the Company	Business Support Kent Community Interest Company (in Administration) (Company number 03000723)
DBIS	The Department for Business Innovation and Skills
DCLG	The Department for Communities and Local Government
the Directors	Mr Robert R Clewley, Ms Jane R Ollis, Ms Erica F Russell, Mr Paul C Winter and Ms Suzanne Wood
EC Regulation	EC Regulation on Insolvency Proceedings 2000
GA	Growth Accelerator Programme
Glenmore	Glenmore Commercial Estates Limited
HMRC	H M Revenue & Customs
the Joint Administrators	Mark Newman and Vincent John Green of CCWRS
NatWest	National Westminster Bank Plc
OIS	Oxford Innovation Services Limited
Prescribed Part	Pursuant to Section 176A of the Act where a floating charge is created after 15 September 2003 a prescribed part of the Company's net property (floating charge assets less costs of realisation) shall be made available to unsecured creditors
Revolution	Revolution Events Limited
RIFT	RIFT Accounting Limited
RPS	Redundancy Payments Service
SofA	Statement of Affairs – the Director's statement outlining the Company's financial position as at the Appointment Date
SMEs	Small and medium sized enterprises
SSEL	Skills South East Limited

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1 Introduction

The Joint Administrators were appointed on the Appointment Date by the Directors of the Company

The appointment was made in the High Court of Justice, Chancery Division and the reference number is 2985 of 2015

The purpose of this report is to provide creditors with details of the progress of the period from the 27 April 2015 to 26 October 2015

The Joint Administrators' proposals are also available for review at www.thecreditorgateway.co.uk using the password **bs59tk63xe**. It is not intended to repeat all of the information provided in the proposals in this progress report. If any creditor wishes to receive a hard copy of the proposals and/or the progress report, please contact our office in writing to CCW Recovery Solutions, 4 Mount Ephraim Road, Tunbridge Wells, Kent TN1 1EE, by telephone on 01892 700200, or by e-mail to info@ccwrecoveryolutions.co.uk

As advised in the Joint Administrators' proposals, it was decided that continuing trade in Administration would facilitate the retention and maximisation of asset values, and thereby achieve a better result for the Company than would be likely in the alternative of liquidation, the reasoning of this decision is set out below

- The Company's Goodwill would have diminished significantly in value,
- In a Compulsory liquidation, Secretary of State fees would have been payable on any floating charge realisations,
- It would have been likely that a significantly reduced value, or possibly no value at all, would have been achieved for the grant applications,
- Administration facilitated immediate control over all the assets of the Company,
- The automatic moratorium provided protection for the business and assets of the Company

Prior to the Appointment Date, the Joint Administrators reviewed the Company's grant applications to ascertain the value and collectability of these assets. In addition, the Company's management were asked to provide their comments on the staffing and funding requirements to continue the trade of the Company whilst in Administration

The Bank was contacted and the strategy of the proposed Administration was discussed and agreed

Upon the appointment of the Joint Administrators, the short term cashflow was considered to ascertain whether the business had sufficient cashflow to substantially meet the ongoing trading costs. As a consequence, it was necessary to significantly reduce overhead costs which led to the redundancy of seven members of staff at varying dates over the trading period, two of whom were made redundant on 30 April 2015

It was evident from the Joint Administrators' discussions with the Company's management that it was beneficial to trade the business of the Company in Administration and that enhanced asset realisations would be attained to justify the costs of continuing limited trade. In light of these findings, it was decided to continue the trade of the Company

Upon their appointment the Joint Administrators attended the Company's trading premises to take charge of and secure the assets of the Company and to undertake a further review of the Company's financial and operational position. A member of the Administrators' staff regularly attended the Company's trading premises in Chatham, Kent throughout the period of trade to manage issues arising and to ensure the appropriate controls were in place. The Joint Administrators' period of trade commenced on the Appointment Date and ceased on 31 May 2015

Maintaining the business of the Company has facilitated the completion of 'grant applications' and has aided the debtor/grant income collection process, for which further information is provided below

As to the Company's partly performed or unperformed client contracts, following discussions after the Appointment Date, the Company, by its Joint Administrators entered into a Deed of Assignment with OIS under which OIS has taken on the Company's obligations to Coaches to ensure that coaching that had been paid for by clients was performed. As clients had paid in advance, this has had the effect of reducing claims in the Administration for coaching that has been paid for but not supplied and/or for refunds on termination of such contracts. Accordingly, OIS have taken on the benefit and burden of the contracts. As clients have paid in advance, the expected benefit to OIS is £nil

2. Receipts and Payments Account

The Joint Administrators' Receipts and Payments Account for the period from 27 April 2015 to 26 October 2015 is attached at **Appendix I**

This shows the values attributed to the assets in the SofA, receipts and payments from 27 April 2015 to 10 June 2015, when the Joint Administrators' proposals were circulated, and receipts and payments from 11 June 2015 to 26 October 2015, further comments upon which are given below

3. Receipts

Goodwill and Intellectual Property - 'Kent 20/20'

The Company set up an annual trade show named 'Kent 20/20' in 2005, the rights to which were owned by the Company. Since 2010, the management of the event was under the remit of a senior employee named Mr Christopher Callander, who worked with an events management Company, Revolution, to host the annual event.

In the period prior to the Appointment Date, Revolution (a non-connected company) expressed an interest in acquiring from the Company the rights to hold the 'Kent 20/20' event. Mr Callander was initially heavily involved in negotiations with Revolution on behalf of the Company. However, during the course of the negotiations, Mr Callander was offered a role as an employee of Revolution and the potential for a conflict of interest arose. Mr Robert Clewley, a director, and Mrs Alexandra Ledger, the Chief Executive, immediately took over the negotiations on behalf of the Company. The Joint Administrators were involved in the sale process in the pre-appointment period, being in respect of advice to the Company in its negotiations with Revolution and liaising with the Bank on the sale.

The Directors instructed Kreston Reeves Chartered Accountants to provide a valuation of the 'Kent 20/20' event on 18 March 2015. Kreston Reeves valued the asset at £69,400.

On 22 April 2015 the terms of the sale agreement were approved with completion taking place shortly thereafter. The agreed sales consideration amounted to £69,000 with settlement in full by 7 June 2015. Notwithstanding agreement to a later settlement date, Revolution paid the sum of £69,000 to the Joint Administrators on 27 May 2015.

Fixed Bank Interest - Gross

The sum of £9.45 has been received in bank interest from funds on deposit in the Administrators' fixed charge account in the period to which this report relates.

Shares & Investments – SSEL

The Director's SofA lists the Company's shareholding in SSEL with a book value of £40 and an estimated to realise value of £1,500. The Company holds 20 Ordinary shares in SSEL.

The Board of SSEL has distributed the final reserves and has now applied for its dissolution. Accordingly, a distribution of £1,549.09 was made to the Company by SSEL.

Realisations from this source comprise assets falling under the Bank's fixed charge. Accordingly, these funds will shortly be paid to the Bank.

Furniture & Equipment

The Director's SofA listed the Company's furniture and equipment with a book value of £5,281 and an estimated to realise value of £1,750.

The Agents (who confirmed their independence) were instructed to carry out a valuation of the Company's chattel assets and provide advice on the sale of those assets. On 18 May 2015, the Agents provided a valuation for the assets of the Company at £1,750 in situ and £500 ex-situ. The valuations related to the chattel assets only.

The Agents undertook a limited marketing exercise contacting the landlord and other parties who had expressed an interest in the purchase of the Company's chattel assets.

On 27 May 2015, an offer was received from the landlord of the trading premises, being an independent third party, for the Company's office furniture and selected IT equipment. The offer totalled £1,250 plus VAT. It is uncertain whether the purchaser was independently advised on the matter; however, the Joint Administrators accepted the offer upon the recommendation of the Agents. The transaction was finalised following the Joint Administrators' appointment. Payment was received via the Agents' client account on 20 August 2015.

In addition to the above, the Agents received an offer of £350 plus VAT from a non-connected third party, for the IT equipment not included in the landlord's offer. Following negotiations an improved offer of £400 plus VAT was received and upon the Agents' recommendation, the offer was accepted by the Joint Administrators, with payment again being made via the Agents' client account on 20 August 2015.

Kent 20/20 Income

The Directors estimated that a sum of £47,817 would be payable to the Company by BSKD in respect of the 'Kent 20/20 Live' event held in May 2015.

Under an agreement signed by a Director of BSKD, Mr Robert Clewley, prior to the appointment date, all monies received by BSKD in respect of the 'Kent 2020 Live' event (for time and resource costs incurred by the Company) would be transferred to the Company in full, without deduction for VAT. The sum of £10,000 was received from BSKD on 14 May 2015 in part settlement of that due.

In respect of the 'Kent 20/20 Live' event, all costs were paid by Revolution (including the Company's associated staff costs) and revenues were received directly by Revolution. Once Revolution had discharged the associated costs of the event, the profits were shared equally between BSKD and Revolution. As per the aforementioned agreement, the profit element received would be paid to the Company by BSKD.

Following a final reconciliation by the Company, in association with the Joint Administrators, the sum of the final profit due was confirmed at £36,979.33 plus VAT. This sum was paid to BSKD by Revolution at the end of June 2015 and was subsequently paid to the Company on 13 July 2015.

Cash in Hand – Petty Cash

The sum of £21.25 has been realised in respect of petty cash held at the trading premises.

Book Debts - Grant Applications

The Directors considered that the value of grant applications amounted to £362,962 being in respect of work completed in both the pre-appointment and post appointment periods. Further, the Directors considered that this sum will be realised in full.

In the period to which this report relates, the sum of £172,545 68 has been realised and a further sum of £148,217 is expected to be recoverable. Applications for payment have been made by the Joint Administrators, following submission of final applications made during the period of trade in Administration. Correspondence is ongoing in this regard to effect payment of that applied for and due.

A large proportion of the grant applications are payable from a European fund and payments will therefore be subject to exchange rate fluctuations. This may significantly affect the recoverable value of the claims.

Book Debts – RIFT Referral Income

The Company introduced/referred clients to RIFT, whereupon a referral fee would be payable to the Company. It should be noted that Mrs Jane Ollis, a Director of the Company is the Managing Director of RIFT and has provided the information in respect of the debts due to the Joint Administrators.

According to the Company's records, circa £7,750 is due to the Company in respect of ten clients referred to RIFT. A further eleven referrals may yet result in referral fees being payable but these currently remain uncertain.

To date the sum of £3,794 74 has been realised, being in respect of five of the ten clients referred to above.

It remains unclear whether additional funds will be paid to the Company and further information will be provided to creditors with our next progress report.

Bank Interest Gross

Bank interest totalling £23 83 has been received in the period of this report.

Funds received from NatWest

We were informed that NatWest had received funds totalling £41,438 34 into the Company bank account after our appointment. Upon our request the Bank transferred these funds to the Administration bank account.

Following a review of the bank statements, it was confirmed that the sum of £31,962 19 was due to the Company in respect of a grant application. However, the balance of £9,476 15 had been paid to the Bank prior to the Appointment Date. Accordingly, this sum should have been retained by the Bank in part settlement of their liability under their floating charge. On 17 August 2015, the sum of £9,476 15 was repaid to NatWest.

Domain Names

The Directors considered that the Company's intellectual property, being domain names, had a realisable value of £300. However, the Agents confirmed that no interest was received in respect of the domain names. Accordingly, no realisations are expected from this source.

Inter-Company – BSKD

The Director's SofA lists an inter-company debtor with a book value of £2,664 and an estimated to realise value of £nil.

As reported in the Joint Administrators' proposals, the Company charged BSKD for the use of its staff which has resulted in sums being payable by BSKD. We have confirmed that BSKD's only source of income is from the aforementioned 'Kent 20/20' event, the benefit of which has been paid in its entirety to the Company and no funds are available to repay the inter-company debt. Accordingly, no realisations are expected from this source.

Trading Deficit

As can be seen from the trading account at **Appendix I**, a trading deficit has been incurred in the period of trade in Administration, being from 27 April 2015 to 31 May 2015, in the sum of £11,785 08

The sum of £10,399 77 has been paid in respect of direct labour and PAYE/NIC and the additional trading expenditure comprises costs incurred for electricity and rent, being in the sum of £20 13 and £1,365 18 respectively

As stated above, the continued trade in Administration has facilitated payment of the grant applications due to the Company, being with the ongoing assistance of the Company's employees. The effect of the decision to trade has been an enhanced value of the Company's assets

Further costs may necessarily be paid for IT services, which will have the effect of increasing the sum of the trading loss. Any such costs will be detailed in our next progress report to creditors

4 Payments

Joint Administrators' Fixed Charge Remuneration

A request was made of the Bank to approve the Joint Administrators' pre-appointment costs of £2,500 plus VAT for realising assets falling under the Bank's fixed charge

Approval to draw the sum of £2,500 plus VAT has been received. The sum of £2,000 plus VAT has been drawn in the period of this report and the balance of £500 plus VAT remains unpaid

Funds paid to NatWest

As stated above, two receipts totalling £9,476 15 have been repaid to NatWest

Specific Bond

The sum of £320 relates to the bond insolvency practitioners are required to hold by statute covering assets under their control

Pre-Administration Time Costs and disbursements

The Joint Administrators' pre-appointment costs totalled to £6,308 50 and comprised the Joint Administrators pre-appointment time costs of £3,793 50, disbursements of £15 00 and legal costs of £2,500 00

The legal fees incurred with Cripps LLP were for their assistance in preparing documentation for the appointment of the Joint Administrators, filing the same at Court and serving all necessary parties. These costs were disclosed in the Administrators' proposals and were approved at a meeting of creditors held by correspondence on 30 June 2015

A statement of pre-administration costs was enclosed with the Joint Administrators proposals and a copy is enclosed at **Appendix III**. The pre-appointment time costs were approved at a meeting of creditors (held by correspondence) on 30 June 2015. The sum of £6,308 50 has been drawn in the period to which this report relates

Joint Administrators' Fees

The Joint Administrators' remuneration was approved on the basis of the time properly given by them and their staff in attending to matters arising in the Administration following a meeting of unsecured non-preferential creditors (held by correspondence) on 30 June 2015

The total time costs of the Joint Administrators and their staff to 26 October 2015 amount to £64,102 90, representing 457 79 hours' work, at an average charge out rate of £140 03. Fees of £59,720 have been drawn in the six months to 26 October 2015. A schedule of the total time costs incurred to 26 October 2015 is attached as **Appendix II**.

A description of the work undertaken in the Administration to date includes the following

1 Administration and Planning

- Preparing the documentation and dealing with the formalities of appointment
- Statutory notifications and advertising
- Preparing documentation required
- Dealing with all routine correspondence
- Maintaining physical case files and electronic case details on IPS case management software
- Reviewing boxed records held by the Company and liaising with DCLG, Kent County Council and OIS regarding their collection and retention
- Reviewing and listing boxed records and retention and for destruction
- Case bordereau
- Case planning and administration
- Preparing reports to members and creditors
- Liaising with OIS in respect of a Deed of Assignment instructing Cripps LLP to review and comment on the Deed

2 Cashiering

- Maintaining and managing the Administrators' cashbook and bank accounts
- Payment of costs incurred in the period of trade in Administration
- Ensuring statutory lodgements and tax lodgement obligations are met

3 Tax and VAT

- Dealing with HMRC correspondence
- Corresponding with the Directors regarding pre appointment tax and VAT returns
- Submission of VAT forms to HMRC
- Arranging for the Company's former accountants to complete the Company's final accounts and tax return

4 Creditors

- Dealing with creditor correspondence and telephone conversations
- Dealing with the claim of OIS
- Dealing with the claims of Coaches
- Dealing and liaising with OIS regarding the assignment of Coaches' unsecured claims
- Dealing with employees' claims and liaising with RPS
- Instructing and liaising with a specialist pension agent to deal with claims of former employees regarding unpaid pension contributions
- Preparing reports to creditors
- Maintaining creditor information on IPS case management software
- Reviewing proofs of debt received from creditors
- Dealing with fixed and floating charge distributions to the secured creditor
- Preparing a report to the secured creditor

5 Investigations

- Reviewing the content of the Company's books and records
- Prepare a return pursuant to the Company Directors Disqualification Act
- Reviewing books and records to identify any transactions or actions an Administrator may take against a third party in order to recover funds for the benefit of creditors

6 Realisation of Assets

- Liaising with debtors (including EU based organisations) and collecting funds from

- outstanding grant applications
- Recovering funds from Revolution and agreeing the sum of deductions made
- Corresponding with the directors of SSEL to recover a final shareholders' distribution prior to the dissolution of SSEL
- Liaising with RIFT to recover referral income and raising invoices for payment
- Liaising with the Agents regarding sale of the Company's chattel assets and agreeing the basis of fees with the Agents
- Liaising with the Bank regarding the closure of the accounts and funds paid into the Administration bank account
- Correspondence to ascertain the collectability of a rent deposit deed
- Review of potential claims against the Company's insurance policies
- Reviewing a potential claim against DCLG

7 Trading

- Managing the continuation of the Company's business in the period of trade in Administration and finalising grant applications with the assistance of retained staff
- Liaising with grant funding partners
- Reviewing payments to staff for wages and funds due to HMRC in respect of PAYE/NIC
- Payment of rent and electricity costs
- Corresponding with the IT provider to ensure continued service provision and negotiations regarding the sum of costs payable
- Meeting with and corresponding with employees
- Management of work in progress/grant applications
- Liaising with the landlord

8 Statutory Matters

- Dealing with post appointment formalities
- Preparing the Joint Administrators' proposals
- Preparing the Joint Administrators' progress report

A sheet setting out charge-out rates and disbursements applicable at the date of this report is attached as **Appendix IV**, together with details of how to obtain guides to insolvency practitioners' fees and best practice, as well as our complaints procedure

Should you require hard copies of any of the electronic documents referred to, please contact this office

Joint Administrators' Disbursements

Our total disbursements to the date of this report amount to £543 43 The following disbursements have been paid in full

Category 1 disbursements

Uploading reports to The Creditor Gateway	£34 00
Postage	<u>£337 68</u>
	<u>£371.68</u>

Category 2 disbursements

Mileage	<u>£154 43</u>
	<u>£154.43</u>

There remain unpaid category 1 disbursements totalling £17 32, relating to postage of £3 32 and storage of £14 00

Agent's / Valuer's Fees & Disbursements

The sum of £1,000 plus VAT has been paid to the Agents for attending the Company's premises and

valuing the assets of the Company. In addition, disbursements of £9 50 have been incurred and paid in respect of mileage.

The sum of £500 has been paid to Clumber Consultancy Limited in respect of a pension report and the submission of claims to the RPS for unpaid pension contributions.

The sum of £75 has been paid to Miss J E Loder (a former employee with responsibility for payroll) for payroll support, specifically for the calculation of wages and tax deductions in the period of Administration trading and completion and submission of the final P35 and P45s.

The sum of £500 has been paid to Black Box Data Imaging Solutions LLP for copying, uploading and indexing records maintained on the Company's server and at a third party premises.

The costs set out above are those incurred in the period of this report and have been paid in full.

Legal Fees

Legal fees and disbursements of £1,048 25 have been paid to Cripps LLP for professional services up to 26 July 2015, these costs specifically relate to legal advice in dealing with the Deed of Assignment between the Company and OIS. The costs incurred in the period of this report have been paid in full.

Storage Costs

We are required to take the Company's books and records under our control and have paid the sum of £453 75 to Information Protection Solutions Limited for the collection and archiving of boxed records.

The sum of £60 00 has also been paid to Box-it South East Ltd for the cataloguing of boxed records.

Re-Direction of Mail

The sum of £160 00 has been paid to the Royal Mail for the re-direction of the Company's mail for the period of three months.

Statutory Advertising

The sum of £139 00 has been paid in relation to statutory advertising of the appointment of the Joint Administrators and the meeting of creditors held by correspondence on 30 June 2015.

Insurance of Assets

The sum of £165 78 has been paid to Sydney Packett & Sons Ltd in respect of an extension to Professional Indemnity/Directors and Officers Insurance cover for the period 1 May 2015 to 14 May 2015. Payment of this sum was necessary to ensure that all claims capable of submission by the Company had been made.

The sum of £106 00 has been paid to Marsh Limited in respect of insurance for the Company's assets for the period 27 April 2015 to the date of sale of the Company's chattel assets.

5 Liabilities

Secured Creditors

As reported in the Joint Administrators' proposals, an examination of the Company's mortgage register held by the Register of Companies at the Appointment date showed that the Company granted a debenture and a charge of deposit to the Bank and a rent deposit deed to Glenmore, all three were shown as outstanding.

The Company granted a charge of deposit to the Bank on 29 March 2004 and a fixed and floating charge debenture on 15 October 2012 giving fixed and floating charges over the undertaking and all property and assets present and future including goodwill, uncalled capital, buildings, fixtures and fixed plant and machinery

The Director's SofA shows the sum of £204,446 00 as being due to NatWest. The Bank subsequently confirmed the balance due to be £195,034 18

On 28 July 2015 a distribution totalling £66,509 45 was paid to the Bank under its fixed charge. There remains a balance of £1,549 09 to be distributed to the Bank under its fixed charge, comprising the final shareholders' distribution from SSEL. A deduction will be made to the sum of the final fixed charge distribution for tax payable on the sum of interest earned

On 28 July 2015 and 3 September 2015, distributions were paid to the Bank under its floating charge of £43,000 and £27,000 respectively

Excluding interest which continues to accrue, the Bank's remaining liability is estimated to be £58,525

In respect to the rent deposit deed, the Joint Administrators' were advised that Glenmore had sold the unit (to which the Company was tenant) on 15 November 2012. The purchaser later advised that they had returned the deposit to the Company on 22 October 2013. Following a review of the Company's pre-appointment bank statements, it was confirmed that £4,860 74 had been received by the Company

Preferential Creditors

As at the Appointment Date, the Company had seven employees, of whom two were made redundant shortly thereafter. There were no arrears of wages for the period up to the Appointment Date

Five employees were retained by the Company, with each being made redundant in the period from 30 April 2015 to 31 May 2015, being upon completion and submission of audits for grant applications

The Director's SofA estimated preferential claims to total £3,438. The Joint Administrators have received the a preferential claim from the RPS for accrued holiday of £2,290 70 and unpaid pension contributions of £300

The remaining preferential claims for accrued holiday are expected to amount to £1,242 77

Unsecured creditors

According to the Director's SofA, unsecured creditors total £755,596. This sum is comprised as follows

Trade & Expense creditors

The aged creditor information held by the Company showed that the total level of trade and expense creditors (including coaches and clients but not employees, DCLG, OIS, RPS or HMRC) to be approximately £226,847. To date claims from 16 unsecured creditors have been received totalling £38,953 81

In the period following the Appointment Date, OIS, via their solicitors, approached the Joint Administrators to discuss their intention of taking an assignment to them of the invoices rendered by Coaches to the Company thereby taking on the Company's obligations to Coaches and taking assigned rights to the claims and any unsecured distribution paid by the Company. The effect of the assignments to the Company are the reduced costs of adjudicating unsecured creditors' claims should an unsecured distribution prove payable, as only one claim would be submitted in place of individual Coaches' claims. Additionally, we understand that OIS has agreed to pay the Coaches' claims so as to ensure that the contracts entered into by various clients of the Company are performed. Accordingly, the assignment was agreed, notwithstanding that any assignment would be between OIS and the individual Coaches

Accordingly, the Joint Administrators have received a number of notices assigning creditor claims from individual Coaches to OIS

As referred to above, a Deed of Assignment was agreed between the Company, by its Administrators and OIS, being in respect of partly performed or unperformed client contracts. As a result of the Deed, we are no longer expecting claims from clients for refunds on termination of contracts

I have not received claims from 179 unsecured creditors with original estimated claims in the SofA of £206,354.57 but we expect a large proportion of these claims to be included either in the assignment of individual Coach claims, or by virtue of OIS taking on the burden of partly performed or unperformed contracts

Employees

As reported in the Joint Administrators' proposals, the employees have no arrears of wages but may only have non-preferential claims for pay in lieu of notice and redundancy pay

The Directors' SofA estimated claims for pay in lieu of notice and redundancy pay to be £7,618.99 and £46,583.33 respectively. The Joint Administrators have received the RPS' unsecured claim for pay in lieu of notice and redundancy pay of £6,045.20 and £46,578.53 respectively. A further claim for unpaid unsecured pension contributions of £86.70 has also been made by the RPS

DCLG

According to the Director's SofA, DCLG is expected to have a claim in the Administration of approximately £255,000

On 5 June 2015, the Joint Administrators received a claim of £277,455.85. The claim submitted will be adjudicated upon when the distribution to unsecured creditors proves payable

OIS

According to the Director's SofA, OIS is expected to have a claim in the Administration of £174,216. On 27 May 2015, the Joint Administrators received a claim from OIS in the sum of £693,373.37

In respect of OIS' claim, we are advised that the claim may reduce upon completion of client contracts. By way of example, if it is established that the equivalent of 50% of the contracts were completed prior to their intervention and the Coaches had been paid by the Company for that work, then the OIS claim would reduce by 50%. OIS' claim will be adjudicated upon when the distribution to unsecured creditors proves payable

HMRC – Corporation Tax/PAYE & NI

HMRC's liability in respect of Corporation Tax was estimated to be approximately £13,800, comprising capital gains tax arising on the sale of the Company's goodwill (Kent 20/20) on 22 April 2015

The Company's former Accountants have been instructed to complete the Company's accounts to 26 April 2015 and submit a return to HMRC for the pre-Administration period. Consideration will also be given to the possibility of offsetting the tax payable against losses in the periods leading up to the Appointment Date

On 15 June 2015, the Joint Administrators received a claim from HMRC in respect of PAYE and interest in the sum of £11,278.82

HMRC – VAT

The liability to HMRC in respect of VAT was estimated to be approximately £31,531. On 15 June 2015, the Joint Administrators received a claim from HMRC in respect of VAT in the sum of £28,132.03

6. Dividend Prospects / Prescribed Part

Secured Creditors

As stated above, the Company granted fixed and floating charges to the Bank on 5 October 2012

On 28 July 2015 distributions of £66,509.45 and £43,000 were paid to the Bank in respect of their fixed and floating charges respectively. A second interim distribution was paid to the Bank under its floating charge on 3 September 2015 of £27,000.

A second and final distribution will be paid to the Bank under its fixed charge, the sum of which is estimated at £1,547.20. Further distributions are also expected to be payable to the Bank in respect of their floating charge. On current information realisations will be sufficient to repay the Bank in full.

Preferential Creditors

As stated above, the Directors' SoFA estimated preferential claims to total £3,438. The Joint Administrators have received the RPS' preferential claim for accrued holiday of £2,290.70 and unpaid pension contributions of £300. The remaining preferential claims for accrued holiday are expected to amount to £1,242.77.

The Joint Administrators are in the process of agreeing preferential creditors' claims which will result in payment of these claims in full.

Unsecured Creditors

According to the Director's SoFA, non-preferential creditors total £755,596.

Based upon the information currently available, it is anticipated that there will be sufficient funds available to pay a distribution to unsecured creditors. The quantum of any distribution payable will be dependent upon the level of asset realisations, the sum of claims submitted and the costs of the Administration/any subsequent liquidation.

If they have not already done so, creditors should complete the enclosed proof of debt form and return the completed form to the Joint Administrators' office, together with documentation in support of the claim.

Prescribed Part

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

- > 50% of the first £10,000 of the net property plus
- > 20% of the remaining net property up to a maximum prescribed part of £600,000

As stated above, the Company granted a fixed and floating charge to the Bank on 15 October 2012. On current information, realisations are expected to be sufficient to repay the Bank in full and to facilitate payment of a distribution to unsecured creditors. Accordingly, we expect that the Prescribed Part will not apply. However, should realisations be insufficient to repay the Bank in full, an unsecured distribution under the prescribed part will be made.

7. Investigation into the Affairs of the Company

An initial investigation was undertaken into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the

public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved

There were no matters that justified further investigation in the circumstances of this appointment

Within six months of our appointment, we are required to submit a confidential report or return to the Secretary of State to include any matters which have come to our attention during the course of our work which may indicate that the conduct of any past or present director would make them unfit to be concerned with the management of the company. We confirm that this obligation has been met

8. EC Regulation on Insolvency Proceedings

We consider that the EC Regulation on Insolvency Proceedings applies and that these proceedings are main proceedings as defined in Article 3 of the EC Regulations as the centre of main interest of the Company is in the United Kingdom

9 Further Information

The following agents or professional advisers have been utilised in this matter

Professional Advisor	Principal Nature of Work	Fee Arrangement
Cripps LLP	Solicitors	Time costs/expenses incurred
Key Appraisal Limited	Valuers	Time costs/percentage of realisations and expenses incurred
Clumber Consultancy Limited	Pension Advisors	Fixed fee
Miss J E Loder	Payroll Agent	Time costs/expenses incurred
Black Box Data Imaging Solutions LLP	Computer Analyst	Fixed fee

The choice of Cripps LLP as legal professionals, Key Appraisal Limited as asset valuer, Clumber Consultancy Limited as pension agents, Miss J E Loder as payroll agent and Black Box Data Imaging Solutions LLP was based on the Joint Administrators' perception of their experience and ability to perform the relevant type of work, the complexity and nature of the assignment, and the basis of the fee arrangement with them. The fees to be charged will be reviewed such that we are satisfied that they are reasonable in the circumstances of this case

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

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

10 Summary

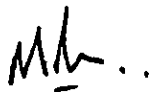
The purpose of the Administration was confirmed in the proposals, being objective (b) Objective (b) is to achieve a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration)

As set out in the proposals, the Joint Administrators considered that they would achieve objective (b) by continuing the trade of the Company for a limited period (from 27 April 2015 to 31 May 2015) to allow the 'grant applications' for funds due to the Company to be finalised, being with the ongoing assistance of some of the Company's employees. The effect of the decision to trade was deemed an enhanced value of the Company's assets, namely the realisable value of its grant applications, goodwill and debtors, than would have been achievable in a liquidation scenario.

The Administration will continue at the present time in order to pursue the remaining grant application proceeds and any referral fees payable to the Company. However, it is not envisaged that the Administration will be extended beyond the anniversary of 27 April 2016 and our final progress report will be circulated in due course.

It is anticipated that the Administration will end by placing the Company into Creditors' Voluntary Liquidation to deal with any remaining assets and pay the expected dividend to non-preferential unsecured creditors.

Should you require any further information relating to this progress report or the Administration of the Company in general, please do not hesitate to contact Joe Longhurst on 01892 700200 or put your request in writing to CCW Recovery Solutions, 4 Mount Ephraim Road, Tunbridge Wells, Kent TN11 1EE or by e-mail to info@ccwrecoveryolutions.co.uk



Mark Newman, Joint Administrator

16 November 2015

Mark Newman and Vincent John Green were appointed Joint Administrators on 27 April 2015

The affairs, business and property of the Company are being managed by the Joint Administrators, acting as agents of the Company without personal liability, both of whom are authorised to act as insolvency practitioners in the UK by the Insolvency Practitioners Association

Business Support Kent Community Interest Company
(In Administration)
Joint Administrators' Abstract of Receipts & Payments

Statement of Affairs	From 27/04/2015 To 10/06/2015	From 11/06/2015 To 26/10/2015	Total
	£	£	£
SECURED ASSETS			
69 000 00 Goodwill	69,000 00	NIL	69,000 00
300 00 Intellectual Property - Domain Names	NIL	NIL	NIL
Bank Interest Gross	NIL	9 45	9 45
1 500 00 Shares & Investments - SSEL	NIL	1,549 09	1,549 09
	69,000 00	1,558 54	70,558 54
COSTS OF REALISATION			
Joint Administrators' Fixed Fee	NIL	(2 000 00)	(2 000 00)
	NIL	(2,000 00)	(2,000 00)
SECURED CREDITORS			
(202,597 00) National Westminster Bank Plc	NIL	(66,509 45)	(66,509 45)
	NIL	(66 509 45)	(66 509 45)
ASSET REALISATIONS			
1,750 00 Furniture & Equipment	NIL	1,650 00	1 650 00
45,000 00 Kent 20/20 Income	10,000 00	36 979 33	46,979 33
Petty Cash	21 25	NIL	21 25
362,962 00 Book Debts - Grant Income	NIL	172,545 68	172,545 68
NIL Inter-Company - BSKD	NIL	NIL	NIL
NIL Rent Deposit	NIL	NIL	NIL
RIFT Referral Income	NIL	3,794 74	3,794 74
Bank Interest Gross	0 48	23 35	23 83
Funds received in error from NatWest	NIL	9,476 15	9,476 15
TRADING SURPLUS/(DEFICIT)	(7 483 29)	(4,301 79)	(11,785 08)
	2,538 44	220,167 46	222,705 90
COST OF REALISATIONS			
Funds received in error due to NatWest	NIL	(9,476 15)	(9,476 15)
Specific Bond	NIL	(320 00)	(320 00)
Pre-Administration Time Costs	NIL	(3 793 50)	(3,793 50)
Joint Administrators' Fees	NIL	(59,720 00)	(59,720 00)
Administrators' Category 1 Disbursements	NIL	(371 68)	(371 68)
Administrators' Category 2 Disbursements	NIL	(154 43)	(154 43)
Pre-Appointment Legal Fees	NIL	(2 500 00)	(2,500 00)
Pre-Administration Disbursements	NIL	(15 00)	(15 00)
Agents/Valuers Fees	(575 00)	(1 500 00)	(2,075 00)
Agents/Valuers Disbursements	NIL	(9 50)	(9 50)
Legal Fees	NIL	(1,048 25)	(1,048 25)
Storage Costs	NIL	(513 75)	(513 75)
Re-Direction of Mail	NIL	(160 00)	(160 00)
Statutory Advertising	(69 50)	(69 50)	(139 00)
Insurance of Assets	(165 78)	(106 00)	(271 78)
	(810 28)	(79,757 76)	(80,568 04)

PREFERENTIAL CREDITORS

(1,795 00)	RPO - Holiday Pay	NIL	NIL	NIL
(1,343 00)	Employees - Holiday Pay	NIL	NIL	NIL
(300 00)	Pension Scheme	NIL	NIL	NIL
		NIL	NIL	NIL

FLOATING CHARGE CREDITORS

National Westminster Bank Plc	NIL	(70,500 00)	(70 500 00)
	NIL	(70,500 00)	(70 500 00)

UNSECURED CREDITORS

(157,440 00)	Trade & Expense Creditors/Coaches	NIL	NIL	NIL
(54,202 00)	RPS/Employees	NIL	NIL	NIL
(255,000 00)	Dept for Communities & Local Gov	NIL	NIL	NIL
(13,800 00)	HM Revenue & Customs - Tax	NIL	NIL	NIL
(190,000 00)	Oxford Innovation Limited	NIL	NIL	NIL
(31,531 00)	HM Revenue & Customs - VAT	NIL	NIL	NIL
		NIL	NIL	NIL

DISTRIBUTIONS

10 00	Ordinary Shareholders	NIL	NIL	NIL
		NIL	NIL	NIL

(424,348 00)		70,728 16	2,958 79	73,686 95
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REPRESENTED BY

Vat Receivable	13 90	13,405 81	13,419 71
Barclays Current Account - Floating	1 713 78	57,003 89	58,717 67
Barclays Current Account - Fixed	69 000 00	(67 450 91)	1,549 09
	70,727 68	2,958 79	73,686 47

Notes

- 1 All sums are shown net of VAT
- 2 This summary is to be read in conjunction with the Joint Administrators' progress report dated 16 November 2015

Business Support Kent Community Interest Company
In Administration
Joint Administrators' Trading Account

Statement of Affairs	From 27/04/2015 To 10/06/2015	From 11/06/2015 To 26/10/2015	Total
	£	£	£
OTHER DIRECT COSTS			
Direct Labour	(7 483 29)	(2 916 48)	(10,399 77)
	(7,483 29)	(2,916 48)	(10,399 77)
TRADING EXPENDITURE			
Rents	NIL	(1 365 18)	(1,365 18)
Heat & Light	NIL	(20 13)	(20 13)
	NIL	(1,385 31)	(1,385 31)
TRADING SURPLUS/(DEFICIT)	(7,483 29)	(4,301 79)	(11,785 08)

Time Cost Summary for the period from 27 April 2015 to 26 October 2015

	Partner	Manager	Case Administrator	Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration and Planning							
Case General Administration	4 20	15 95	97 25	2 05	119 45	15,852 50	132 71
Tax & VAT		2 40	7 40		9 80	1,318 00	134 49
Legal/Litigation		2 30			2 30	483 00	210 00
Statutory Matters	2 85	29 90	28 95		61 70	10,318 50	167 24
Case Accounting		2 70	18 39		21 09	2,566 65	121 70
Strategy / Case Review	3 25	2 20	24 50		29 95	4,132 00	137 96
Investigations							
SIP2/CDDA		3 40	8 55		11 95	1,654 50	138 45
Realisation of Assets							
Book Debts		3 10	17 70		20 80	2,598 00	124 90
F&E/P&M			2 25		2 25	247 50	110 00
Other		7 60	15 10		22 70	3,257 00	143 48
Trading							
Trading	1 25	27 70			28 95	6,192 00	213 89
Creditors							
Unsecured Creditors	2 25	12 90	57 15		72 30	8,607 00	119 05
Employees	0 75	0 90	43 15		44 80	5,160 50	115 19
Secured		6 50	3 25		9 75	1 715 75	175 97
Total Hours							
	14 55	117 55	323 64	2 05	457 79		
Total Cost							
	4,365 00	24 663 00	34,951 90	123 00		64,102 90	
Average Hourly Rate							
	300 00	209 81	108 00	60 00			140 03

Business Support Kent Community Interest Company (in Administration)

Statement of Pre-Administration Costs

Pre-administration costs are defined in the Insolvency Rules as fees charged and expenses incurred by the Administrators or their firm, or another person qualified to act as an insolvency practitioner, before the Company entered Administration but with a view to its doing so

Summary of the Joint Administrators' Pre-Administration Costs

The Joint Administrators' pre-administration costs comprise -

	£
Pre-administration time costs	3,793 50
Pre-administration disbursements	15 00
Pre-administration expenses	
Legal costs	2,500 00
Total	6,308.50

The Joint Administrators were given approval for payment of their pre-administration costs as an expense of the Administration by resolution of conduct of business by correspondence on 30 June 2015

Further information on each category of pre-administration cost is given below

Pre-Administration Time Costs of the Joint Administrators

The Joint Administrators' pre-administration time costs total £3,793 50 at CCW Recovery Solutions' standard charging rates (see **Appendix IV**) This cost relates to the provision of generic insolvency advice to the Company

In addition, the sum of £22,671 was incurred by CCWRS for conducting financial reviews, and in this respect £5,000 was paid by the Company on account. These costs do not fall within the definition of pre-administration costs as they were not incurred specifically with a view to the Company entering into Administration and accordingly we are not seeking to recover the unpaid amount of £17,671 which will be written off as irrecoverable

As stated above, the Joint Administrators' pre-administration time costs incurred specifically with a view to Administration total £3,793 50. These costs were all incurred on or after 17 April 2015 and in relation to the following activities

- confirming that one of the statutory objectives of Administration could be achieved
- liaising with secured creditors, key stakeholders and major creditors
- carrying out all necessary steps in order to place the Company into Administration

The agreement under which we incurred the pre-administration costs was received from the Company's Board of Directors in a Letter of Engagement dated 20 April 2015

These costs have been paid

Pre-Administration Expenses

Details of pre-administration expenses which have been incurred with a view to the Company's Administration are

Advisor and Nature of Work	Fees £
Cripps LLP	
Appointment of Administrators	2,500 00
	<u>2,500 00</u>
Total	2,500.00

The directors instructed Cripps LLP to deal with the steps necessary to effect our appointment at court. These pre-administration expenses have been incurred by Cripps LLP on a time cost basis, plus disbursements.

These expenses have been paid.

Pre-Administration Disbursements

We have incurred pre-administration disbursements as follows -

	£
Category 2	
Company searches	15 00
Total	15.00

Work Done

If any creditor would like a further copy of that notification, please do not hesitate to contact this office.

The work done by us, and by our advisors, in the period leading up to the Administration was liaising with the Qualifying Floating Charge Holder and the Board/senior management of the Company together with informing the staff of the impending Administration. Our pre-administration work was in the interests of creditors and was in furtherance of the objective of this Administration, being to achieve a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration).

Other Persons Entitled to Claim

We are unaware of any additional costs incurred by any other professionals qualified to act as an insolvency practitioner in respect of the Company. Should any such claims subsequently come to light, they will be dealt with in the manner provided for by the Insolvency Rules.

Not Part of the Administrators' Proposals

Please note that our request for payment of pre-administration costs was separate to and did not form part of our proposals to creditors for the conduct of the Administration.

CCW RECOVERY SOLUTIONS

CHARGE-OUT RATES AND DISBURSEMENTS

The table below sets out the charge-out rates utilised by CCW Recovery Solutions for charging staff time, in cases where a resolution is sought for time costs -

Partner	£300 per hour
Director	£250 per hour
Senior Manager	£210 per hour
Manager	£180 per hour
Assistant Manager	£165 per hour
Senior Case Administrator	£150 per hour
Case Administrator	£110 per hour
Insolvency Cashier	£110 per hour
Trainee/support staff	£60 per hour

It should be noted that the above rates may increase from time to time over the period of the administration of each insolvency case, but this information will be included in periodic statutory reports to creditors. The above rates are effective from 1 April 2015. Time is charged in six minute units.

Category 1 disbursements will be charged at the actual cost at which they are incurred, for example statutory advertising and records storage.

Category 2 disbursements, that is those which are paid to CCW Recovery Solutions, will be on the following basis, once the appropriate approval has been obtained -

Photocopying	Re-charged at 10p per sheet
Internal room hire	Charged at £50 per meeting held at CCW offices
Company searches	£15 per corporate case
Mileage	Charged at 45 pence per mile

GUIDES TO FEES AND BEST PRACTICE

Further information relating to insolvency practitioners' fees and their required practice published by the Association of Business Recovery Professionals can be found on the Insolvency Practitioners Association website www.insolvency-practitioners.org.uk

Hover over Regulation and Guidance located to the right of the option ribbon on the home page and select "Creditors Guides". This information is also relevant to members of companies in both solvent liquidations and insolvency procedures.

The option of Regulation and Guidance will display the following information, and the relevant links in this case are highlighted to assist you.

The Creditors' Guides to Fees provide explanations of creditors' rights with regard to insolvency practitioners' fees. They explain how an insolvency practitioner seeks approval of his fees, what information a creditor can expect to receive, and what a creditor can do if he is dissatisfied with the level of a practitioner's fees.

The Guides form appendices to Statement of Insolvency Practice 9, which sets out required practice for insolvency practitioners. The full text of SIP9 can be found in the Regulation and Guidance area of the Insolvency Practitioners Association website by clicking onto the link to SIPs on the left hand side of the ribbon then select England and Wales and SIP9. It should be noted that SIP9 is in the process of being re-issued following a change in legislation on 1 October 2015 to the way in which insolvency practitioners may seek to charge fees.

Guides for England & Wales

- **Administration**
- **Administration (Pre 6 April 2010)**
- **Bankruptcy**
- **Bankruptcy (Pre 6 April 2010)**
- **Liquidation**
- **Liquidation (Pre 6 April 2010)**
- **Voluntary Arrangement**
- **Voluntary Arrangement (Pre 6 April 2010)**
- **Administrators Fees (October 2015)**
- **Administrators Fees (November 2011)**
- **Liquidators Fees (October 2015)**
- **Liquidators Fees (November 2011)**
- **Trustee in Bankruptcy Fees (October 2015)**
- **Trustee in Bankruptcy Fees (November 2011)**
- **Voluntary Arrangement Fees (November 2011)**

Complaints

At CCWRS we always strive to provide a professional and efficient service. However, we recognise that disputes may arise from time to time. As such, should you have any comments or complaints regarding the administration of this case, then in the first instance you should contact us at the address with which you usually correspond.

If you consider that we have not dealt with your comments or complaint appropriately, then put details of your concerns in writing to our complaints officer, Mark Newman, at 4 Mount Ephraim Road, Tunbridge Wells, Kent TN1 1EE. This will formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior partner unconnected with the appointment.

Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to the regulatory body that licences the insolvency practitioner concerned. Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA, and you can make a submission using an on-line form available at www.gov.uk/complain-about-insolvency-practitioner, or you can email insolvency.enquiryline@insolvency.gsi.gov.uk, or you may phone 0300 678 0015 - calls are charged at up to 12p per minute from a land line, or for mobiles, between 3p and 45p per minute if you're calling from the UK.

Miscellaneous

In order to comply with the Provision of Services Regulations, details of the practice's professional indemnity insurance can be reviewed on our website 'www.crowclarkwhitehill.co.uk' under the heading 'disclosure' on the bottom left of the home page. This professional indemnity insurance provides worldwide coverage, excluding professional business carried out from an office in the United States of America or Canada, and any action for a claim brought in any court in the United States of America or Canada.

1 October 2015

The Insolvency Act 1986

Administrator's progress report

Name of Company

Business Support Kent Community Interest
Company

Company number

03000723

In the

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

Court case number

2985 of 2015

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

We (a)

Mark Newman
CCW Recovery Solutions
4 Mount Ephraim Road, Tunbridge Wells, Kent,
TN1 1EEVincent John Green
CCW Recovery Solutions
4 Mount Ephraim Road, Tunbridge Wells,
Kent, TN1 1EE

administrator(s) of the above company attach a progress report for the period

From

To

(b) Insert date

(b) 27 April 2015

(b) 26 October 2015

Signed


Joint Administrators

Dated

16 November 2015

Proof of Debt – General Form**BUSINESS SUPPORT KENT COMMUNITY INTEREST COMPANY (IN ADMINISTRATION)**

Date of Administration Order: 27 April 2015

1	Name of creditor (If a company please also give company registration number)	
2	Address of creditor for correspondence	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest £ as at the date the company went into administration	
4	Details of any documents by reference to which the debt can be substantiated (Note: There is no need to attach them now but the administrator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting)	
5	If amount in 3 above includes outstanding uncapitalised interest please state amount	£
6	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)	
7	Particulars of any security held, the value of the security, and the date it was given	
8	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates	
9	Signature of creditor or person authorised to act on his behalf _____	
	Name in BLOCK LETTERS _____	
	Position with or in relation to creditor _____ Address of person signing (if different from 2 above) _____	
Admitted to vote for		Admitted for dividend for
£		£
Date		Date
Administrator		Administrator