

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

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www.gov.uk/companieshouse

1 Company details

Company number 03000723

Company name in full Business Support Kent Community Interest Company

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Steven

Surname Edwards

3 Liquidator's address

Building name/number 4 Mount Ephraim Road

Street Tunbridge Wells

Post town Kent

County/Region

Postcode TN11EE

Country

4 Liquidator's name ①

Full forename(s) Vincent John

Surname Green

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 4 Mount Ephraim Road

Street Tunbridge Wells

Post town Kent

County/Region

Postcode TN11EE

Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ14

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6 Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

7 Final account

☒ I attach a copy of the final account.

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d2

^d3

^m0

^m1

^y2

^y0

^y2

^y3

**Presenter information**

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

Contact name **Bethany Tuffs**

Company name **Crowe U.K. LLP**

Address
4 Mount Ephraim Road
Tunbridge Wells

Post town **Kent**

County/Region

Postcode **T N 1 1 E E**

Country

DX

Telephone **01892 700200**

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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

**Important information**

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

**Where to send**

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

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

**Further information**

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

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**Business Support Kent Community Interest Company
(In Creditors' Voluntary Liquidation)**

Final Account

**Steven Edwards
Vincent John Green**

**Crowe U.K. LLP
4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE**

Crowe

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1. INTRODUCTION

On 19 April 2016, Mark Newman and Vincent John Green of Crowe U.K. LLP were appointed Joint Liquidators of Business Support Kent Community Interest Company ("the Company"). Under the terms of a Block Transfer Order, Steven Edwards was appointed Joint Liquidator on 29 July 2021, replacing Mark Newman.

The Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to their appointment. Prior to the Joint Liquidators' appointment, a review of ethical issues was undertaken and no ethical threats were identified. Since their appointment the Joint Liquidators have continued to undertake periodic reviews of ethical matters and no ethical threats have been identified.

This Final Account summarises the progress of the Liquidation for the period from the last report and also the duration of the Liquidation ("the Review Period").

Statutory information relating to the Company is attached at **Appendix I**.

2. ADMINISTRATION AND PLANNING

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progression of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks can be found at **Appendix II**.

Reporting

The Joint Liquidators have met their statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

In the Review Period, the following key documents have been issued:

- Progress reports for the years ending 18 April 2016 to 18 April 2022;
- The Final Account.

Other administrative tasks

During the Review Period, the following material tasks in this category were carried out:

- Informing all relevant persons of the commencement of the Liquidation, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with statutory requirements;
- Maintaining case files, including documenting decisions made by the Joint Liquidators that materially affect the Liquidation

3. ENQUIRIES AND INVESTIGATIONS

During the period of the Company's prior Administration period and in the Review Period, the Office Holders carried out an initial review of the Company's affairs in the period prior to their appointment. This included seeking information and explanations from the directors by means of questionnaires; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.



The directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information obtained from this process enabled the Joint Administrators and the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have had past dealings with the Company.

This initial assessment has been completed and the Joint Administrators did not identify any further assets or actions which might lead to a recovery for creditors.

Although this work did not generate any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

4. REALISATION OF ASSETS

The Joint Liquidators' Receipts and Payments account is attached at **Appendix III**.

Detailed below is key information about asset realisations and the Joint Liquidators' strategy, however, more details about the work undertaken can be found at **Appendix II**. The Joint Liquidators formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

Grant Income

According to the Statement of Affairs ("SofA") submitted during the period of the Company's Administration, the book value of grant income amounted to £362,962, this reduced to £310,693 following a payment made in the pre-Administration period. This asset related to work completed by the Company in both the pre-appointment period and the period of trade in Administration.

The sum of £297,210 was realised by the Administrators and £18,072 was recovered in the period of Liquidation.

In total, the sum of £315,283 has been realised, which exceeded the Directors' estimate. No further realisations were achieved from this source.

RIFT Referral Income

As previously reported in the Administration, the Company introduced or referred clients to RIFT Group ("RIFT"), whereupon a referral fee became payable to the Company.

However, it emerged that no further sums were due to the Company.

Balance from Administration

The sum of £115,576, being the balance on the Administration bank account, was transferred to the Liquidation.

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Bank Interest Gross

Bank interest of £26, in respect of the Administration period, was received. The balance of funds was then transferred to the liquidation bank account which was non-interest bearing. From bank interest received in the Liquidation period, Corporation Tax of £5 was paid.

Net VAT Receivable from Administration

The sum of £1,435 was received from HM Revenue & Customs ("HMRC") in respect of VAT reclaimed in the period of the Company's Administration.

Exchange Rated Refund

International payments were identified as having an incorrect foreign exchange rate applied between 2010 and May 2014. As a consequence, a refund of £1,615 was received.

5. CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks which are detailed at **Appendix II**. The following sections explain the outcomes for creditors and any distributions paid.

Secured Creditors

An examination of the Company's mortgage register showed that the Company granted a debenture and a charge of deposit to the National Westminster Bank Plc ("the Bank") and a rent deposit deed to Glenmore Commercial Estates Limited; 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.

During the period of the Company's prior Administration the amounts outstanding to the Bank were repaid in full.

Preferential Creditors

During the Administration period, a first and final dividend of 100 pence in the pound was declared and paid to the Redundancy Payments Service ("RPS") and preferential creditors totalling £3,833.

No further preferential creditor claims have been received in the Liquidation.

Unsecured Creditors

According to the SofA, unsecured creditors totalled £755,596. This was made up as follows:

Trade & Expense Creditors

The aged creditor information held by the Company showed that the total level of trade and expense creditors to be approximately £226,847. This sum includes coaches and clients but excludes:

- former employees;
- the Ministry of Housing Communities and Local Government ("HCLG") (previously known as the Department for Communities and Local Government or DCLG);

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- Oxford Innovation Services Limited ("OIS");
- the RPS; and
- HMRC

In the period following the appointment of Administrators, OIS took an assignment of various claims made against the Company by coaches. Accordingly, OIS assumed the rights to the coaches' claims and the benefit of any unsecured distribution that may be paid in the Liquidation.

In addition to the above and as previously advised, a Deed of Assignment was executed in the Administration period between the Company, acting by its Administrators, and OIS, being in respect of partly performed or unperformed client contracts. As a result of the Deed, we are not expecting claims to be made by clients for refunds on termination of contracts.

In light of the above, there were fewer unsecured creditors in number than were shown in the SofA in the Administration.

Employees

As reported previously, the employees had no claim for arrears of wages. The only employee non-preferential claims relate to redundancy pay and a possible surplus claim for pay in lieu of notice.

The SofA showed estimated claims for notice pay and redundancy pay of £7,619 and £46,583 respectively.

The RPS submitted an unsecured claim for notice pay and redundancy pay of £6,045 and £46,578.53 respectively. A further claim for unpaid unsecured pension contributions of £87 was also received.

The Ministry of Housing Communities and Local Government

According to the SofA, HCLG was expected to have a claim against the Company of approximately £255,000.

On 5 June 2015, HCLG submitted a claim of £277,456. However, a replacement claim in the sum of £1,310,688 was received from HCLG as a result of an investigation by the Executive Agency for Small and Medium-sized Enterprises ("EASME") (previously known as the European Antifraud Office or OLAF). The revised claim was admitted in full for dividend purposes.

OIS

According to the Director's SofA, OIS was expected to have a claim against the Company of £174,216.

On 27 May 2015, OIS submitted a claim in the sum of £693,373 including VAT. OIS since submitted a revised claim in the Liquidation of £530,836 excluding VAT which included the coaches' claims over which they had taken an assignment.

In respect of the claim made, the Joint Liquidators understand that the reduction arose upon the completion of client contracts. A review of reductions following the completion of client contracts was conducted as part of the Joint Liquidators' claim adjudication process.

HMRC

The Company's liability to HMRC in respect of Corporation Tax/PAYE & NI and VAT was estimated to be £13,800 and £31,531 respectively. On 15 June 2015, HMRC submitted a claim in the sum of £50,160.

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Executive Agency for Small and Medium-sized Enterprises

Following a report from the European Antifraud Office, EASME made a claim against the Company in the sum of €1,556,454, being a recovery of monies previously paid to the Company pertaining to four specific grants. This claim was also allowed for distribution purposes.

Dividends

Secured Creditors

As stated above, the Company granted fixed and floating charges to the Bank on 5 October 2012. The liability to the Bank was satisfied in full in the period of the Company's Administration. Accordingly, no further distributions are payable to the Bank under its fixed and floating charges.

In respect to the rent deposit deed, during the Administration period, the Joint Administrators' were advised that the former landlord (Glenmore) had sold the unit (of 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 £4,861 had been received by the Company. Accordingly, there is no liability due to Glenmore or any sum due from Glenmore.

Prescribed Part

Where a floating charge is created after 15 September 2003 a prescribed part of a company's net property should be made available for unsecured creditors.

The Bank's charge has been satisfied in full. Accordingly, the prescribed part provisions do not apply.

Preferential Creditors

A first and final dividend of 100 pence in the pound was declared and paid to the RPS and preferential employees during the Administration period, totalling £3,833.

No further preferential creditor claims were received, consequently no further preferential distributions were made in the Liquidation.

Unsecured Creditors

On 26 August 2022 a first interim dividend of 1.61 pence in the pound was paid to unsecured creditors.

On 24 October 2022 a second and final dividend of 0.67 pence in the pound was paid to unsecured creditors/

A total amount of £70,751 was distributed on claims totalling £3,105,797.

6. FEES AND EXPENSES

The Joint Administrators' Fees and Disbursements

Following the transfer of funds to the liquidation account, the balance outstanding in respect of the Joint Administrators' fees, in the sum of £5,481, has been drawn from liquidation funds, under the time costs resolution approved as part of the Joint Administrators' proposals.

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Attached to this report is a summary of the Administration time costs totalling £82,301, of which the amount of £76,820 was drawn during the Administration period.

The following category 1 disbursements totalling £128 remained unpaid when the Company moved from Administration to Creditors Voluntary Liquidation:

Postage	£111
Creditor Gateway Fees	£17

As shown on the Receipts and Payments account at **Appendix III**, the above disbursements were paid in the Review Period, as was Corporation Tax due of £319 on bank interest received during the Administration.

The Joint Liquidators' Fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and partner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or partner.

The Joint Liquidators' fees were approved by creditors on 27 January 2017 on a time costs basis capped at £42,767.

Further fees in excess of the original fees estimate were approved by the creditors on 30 June 2022 bringing the total fees approved on a time costs basis capped at £53,137.

The actual time costs in the period since the last report total £14,229, representing 71 hours at an average hourly rate of £199. The sum of £16,737 has been drawn on account of time costs incurred in the period since the last report.

The total time costs to date amount to £55,346 representing 321 hours at an average hourly rate of £172. The total time costs drawn in the course of the Liquidation amount to £53,137.

A comparison between the original estimate and the total time costs to date is attached at **Appendix IV**.

Expenses

Expenses are amounts payable by the Joint Liquidators from the Liquidation estate which are not otherwise categorised as the Joint Liquidators' remuneration or as a distribution to a creditor or creditors.

Category 1 expenses are payments to entities providing a service to which the expense relates who are not associates and where the specific expenditure is directly referable to the Liquidation. These expenses are charged to the estate at cost. Liquidators may discharge Category 1 expenses from the funds held in the Liquidation without further recourse to creditors.

Category 2 expenses are other expenses which are payable to associates or which have an element of shared cost. Payments may only be made in relation to Category 2 expenses if the creditors have approved the bases of their calculation. Category 2 expenses were approved by creditors on 27 January 2017.

Details of the expenses incurred and paid in the Review Period including those incurred and paid since the last report was issued are detailed at **Appendix V** together with a comparison to the expenses that were estimated at the outset of the Liquidation.

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Sub-Contracted Work

During the administration of the Liquidation some of the work that was required to be undertaken in respect of assessing employees' claims, assisting employees with queries and agreeing claims was sub-contracted to ERA Solutions Limited, an unconnected company that specialises in Employment Rights Act matters and insolvent employers. This work could have been carried out by the Joint Liquidators' office, but the decision was taken to instruct ERA Solutions Limited as employment rights issues are complex and the firm is able to provide specialist assistance to both the employees and the Joint Liquidators.

Specialist Advice and Services

When instructing third parties or associates to provide specialist advice and/or services the Joint Liquidators are obligated to ensure that the work is warranted and that the work undertaken provides good value. In each case, when considering which specialist to instruct, the Joint Liquidators take into account the experience and knowledge of the specialist, the likely cost to the Liquidation estate and whether the cost of the instruction is proportionate to the likely benefit.

Guidance in respect of insolvency practitioners' fees is available to download at:

<http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>

Information about insolvency processes can be found on the R3 website at:

<http://www.creditorinsolvencyguide.co.uk/>

A hard copy of this guidance information will be provided on request.

Crowe U.K. LLP's charge out rate and expenses policy is attached at **Appendix VI**.

7. CREDITORS' RIGHTS

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 Joint Liquidators' remuneration and expenses within 21 days of receipt of this final account. 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 creditors (including the creditor in question), apply to Court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this final account. Any secured creditor may make a similar application to court within the same time limit.

8. CONCLUSION

The administration of the Liquidation has now concluded as there are no outstanding matters. The affairs of the Company have been fully wound up.

Should you have any queries, please contact Bethany Tuffs at this office.



Signed _____

Steven Edwards
Joint Liquidator

Date 21 November 2022



Appendix I

Statutory Information

Company Name	Business Support Kent Community Interest Company
Former Trading Name	Business Link Kent C.I.C.
Company Number	03000723
Registered Office	4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE
Former Registered Office	Innovation Centre Medway, Maidstone Road, Chatham, Kent ME5 9FD
Office holders	Steven Edwards and Vincent John Green
Office holders' address	Crowe U.K. LLP, 4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE
Office holders' telephone	01892 700 200
Date of appointment	19 April 2016
Change in office holder	Steven Edwards was appointed Joint Liquidator on 29 July 2021, replacing Mark Newman.

Appendix II

List of Work Undertaken in Review Period

General Description	Includes
Administration and Planning	
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Creditor reports	Preparing annual progress reports to creditors Preparing and issuing final report
Creditors' decisions	Preparation of decision notices, proxies/voting forms Collate and examine proofs and proxies/votes to establish decisions Consider objections received and requests for physical meeting or other decision procedure Responding to queries and questions following decisions Issuing notice of result of decision process
Realisation of Assets	
Exchange Rate Refund	Correspondence with bank Receipt of funds
Grant Income	Review of records re grant income Correspondence with Natwest bank Receipt of funds
RIFT Referral Income	Correspondence with RIFT to recover referral income and raising invoices for payment Receipt of funds
Third Party Claim	Review of documentation received and consideration of a potential litigation claim
Creditors	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with proofs of debt	ReceIPTing and filing claims when not related to a dividend Corresponding with Redundancy Payments Service regarding claims when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of claims Receipt of claims Adjudicating claims Request further information from claimants regarding claims Preparation of correspondence to claimant advising outcome of adjudication
Dividend procedures	Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution Seeking unique tax reference from HMRC, submitting information on PAYE/Ni deductions from employee distributions and paying over to HMRC

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Appendix III

Receipts & Payments Account

Business Support Kent Community Interest Company
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 19/04/2022 To 21/11/2022 £	From 19/04/2016 To 21/11/2022 £
	ASSET REALISATIONS		
18,072.49	Grant Income	NIL	18,072.49
2,213.82	RIFT Referral Income	NIL	NIL
115,575.99	Balance from Administration	NIL	115,575.99
1,435.84	Net VAT Receivable from Administrati	NIL	1,435.44
	Bank Interest Gross	NIL	25.50
	Exchange Rate Refund	NIL	1,615.16
		NIL	136,724.58
	COST OF REALISATIONS		
	Joint Administrators' Fees	NIL	5,481.00
	Administrators' Category 1 Disbursem	NIL	127.68
	Joint Liquidators' Fees	16,736.60	53,136.55
	Liquidators' Category 1 Disbursements	NIL	655.31
	Administration Corporation Tax	NIL	319.48
	Liquidation Corporation Tax	NIL	5.10
	On-line Reporting	48.00	89.00
	Postage	NIL	11.40
	ERA Agents Fees	360.00	360.00
	Storage Costs	1,110.30	5,644.45
	Statutory Advertising	NIL	144.00
		(18,254.90)	(65,973.97)
	UNSECURED CREDITORS		
	Trade & Expense Creditors/Coaches/	167.51	167.51
	RPS/Employees	1,198.78	1,198.78
	Dept for Communities & Local Gov	55,211.88	55,211.88
	HM Revenue & Customs - Tax	1,142.65	1,142.65
	Oxford Innovation Limited	13,029.79	13,029.79
		(70,750.61)	(70,750.61)
137,298.14		(89,005.51)	0.00
	REPRESENTED BY		
			NIL



Appendix IV

Time Costs Information

Fees Estimate Summary Comparison to 21 November 2022									
Business Support Kent Community Interest Company (in Liquidation)									
The hourly charge-out rates that will be used on this case are:	From 19 April 2016 to 31 March 2018	From 1 April 2018 to 31 March 2020	From 1 April 2020 to 31 March 2021	From 1 April 2021 to 31 March 2022	From 1 April 2022 to 30 September 2022	From 1 October 2022 to date			
Partner - Office Holder	300.00	375.00	385.00	400.00	400.00	410.00			
Director	250.00	290.00	300.00	350.00	350.00	350.00			
Senior Manager	210.00	250.00	280.00	300.00	300.00	310.00			
Manager	180.00	210.00	250.00	250.00	250.00	250.00			
Assistant Manager	165.00	180.00	200.00	200.00	200.00	210.00			
Senior Administrator	150.00	165.00	170.00	175.00	180.00	180.00			
Administrator	110.00	125.00	130.00	140.00	150.00	160.00			
Cashier	110.00	125.00	130.00	140.00	150.00	155.00			
Trainee Administrator/Support Staff	60.00	65.00	70.00	75.00	75.00	80.00			
ADMINISTRATION AND PLANNING									
	Estimated time to be taken to undertake the work	Time taken to undertake the work in the Reporting Period	Time taken to undertake the work in the whole period of the Liquidation	Estimated value of the time costs to undertake the work £	Value of the time costs to undertake the work in the Reporting Period £	Value of the time costs to undertake the work in the whole period of the Liquidation £	Estimated blended charge out rate to undertake the work £	Blended charge out rate to undertake the work in the Reporting Period £	Blended charge out rate to undertake the work in the whole period of the Liquidation £
Description of the tasks to be undertaken in this category of work									
Case accounting	31.53	7.47	34.40	4,496.30	1,323.95	5,123.25			
Case general administration	45.70	2.45	41.80	7,091.50	458.00	5,887.00			
Statutory matters	73.95	22.90	80.95	14,574.50	4,238.00	15,251.50			
Strategy/case review	42.25	3.00	38.75	7,693.00	588.00	7,031.00			
Tax and VAT	16.30	1.80	18.40	2,444.75	338.00	2,845.75			
Legal/Litigation	3.00	-	3.00	675.00	-	675.00			
Total:	212.73	37.62	217.30	£36,975.05	£6,945.95	£36,813.50	£173.81	£184.63	£169.41
INVESTIGATIONS									
	Estimated time to be taken to undertake the work	Time taken to undertake the work in the Reporting Period	Time taken to undertake the work in the whole period of the Liquidation	Estimated value of the time costs to undertake the work £	Value of the time costs to undertake the work in the Reporting Period £	Value of the time costs to undertake the work in the whole period of the Liquidation £	Estimated blended charge out rate to undertake the work £	Blended charge out rate to undertake the work in the Reporting Period £	Blended charge out rate to undertake the work in the whole period of the Liquidation £
Description of the tasks to be undertaken in this category of work									
SIP2 /CDDA	8.45	-	8.45	1,227.00	-	1,277.00			
Total:	8.45	0.00	8.45	£1,227.00	£0.00	£1,277.00	£145.21	£0.00	£151.12
REALISATION OF ASSETS									
	Estimated time to be taken to undertake the work	Time taken to undertake the work in the Reporting Period	Time taken to undertake the work in the whole period of the Liquidation	Estimated value of the time costs to undertake the work £	Value of the time costs to undertake the work in the Reporting Period £	Value of the time costs to undertake the work in the whole period of the Liquidation £	Estimated blended charge out rate to undertake the work £	Blended charge out rate to undertake the work in the Reporting Period £	Blended charge out rate to undertake the work in the whole period of the Liquidation £
Description of the tasks to be undertaken in this category of work									
Books Debts:									
RIFF Referral Income	7.25	-	7.25	1,116.50	-	1,116.50			
Total:	7.25	0.00	7.25	£1,116.50	£0.00	£1,116.50	£154.00	£0.00	£154.00
CREDITORS									

Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Time taken to undertake the work in the Reporting Period	Time taken to undertake the work in the whole period of the Liquidation	Estimated value of the time costs to undertake the work the work £	Value of the time costs to undertake the work in the Reporting Period £	Value of the time costs to undertake the work in the whole period of the Liquidation £	Estimated blended charge out rate to undertake the work £	Blended charge out rate to undertake the work in the Reporting Period £	Blended charge out rate to undertake the work in the whole period of the Liquidation £
Employees	1.70	0.40	2.10	403.00	60.00	463.00			
Unsecured creditors	37.00	2.20	35.40	6,620.50	341.00	5,661.50			
Preferential Creditors	0.60	-	0.60	174.00	-	174.00			
Distributions	36.10	28.70	50.00	6,620.50	6,345.00	9,840.50			
Total:	75.40	31.30	88.10	£13,818.00	£6,746.00	£16,139.00	£183.26	£215.53	£183.19
GRAND TOTAL FOR ALL CATEGORIES OF WORK	303.83	68.92	321.10	£53,136.55	£13,691.95	£55,346.00	£174.89	£198.66	£172.36



Appendix V

Expenses Information

Business Support Kent Community Interest Company (in Creditors' Voluntary Liquidation)

Expenses summary for the period since the last report and the whole period of the Liquidation, together with a comparison of the original estimate

Expenses including Category 1 Disbursements	Original Estimated Total	Actual Expenses incurred since the last report	Actual Expenses incurred to Date	Actual Expenses paid since the last report	Actual Expenses paid to Date	Reason for any Excess - if the expenses are likely to, or have, exceeded the original estimate
Books & Records Storage and Destruction Information Protection Solutions Limited ("IPS") and Box-it South East have been instructed to store and eventually securely destroy the Company's books and records. Following the transfer of contracts from IPS to Chatham Archive Limited, the records held by IPS are now held and charged for by Chatham Archive Limited.	2,013.00	1,110.30	5,644.45	1,110.30	5,644.45	The estimate has been exceeded in the Liquidation due to the sum of invoices being paid that relate to the Administration period.
Statutory Advertising	72.00	0.00	144.00	0.00	144.00	The estimate has been exceeded in the Liquidation due to the sum of invoices being paid that relate to the Administration period.
Statutory Bond	120.00	0.00	120.00	0.00	0.00	
Postage	465.00	0.00	777.39	0.00	777.39	The estimate has been exceeded in the Liquidation in part due to the sum of invoices being paid that relate to the Administration period and additional enquiries made of european creditors. Including fees relating to the Administration period of £110.68.
Creditor Gateway Fees	30.00	48.00	89.00	48.00	89.00	Including fees relating to the Administration period of £17
ERA Solutions Limited ERA Solutions Limited were instructed to agree the employees' preferential and unsecured claims as well as submit any RTI returns to HMRC	360.00	360.00	360.00	360.00	360.00	
Category 2 Disbursements	Original Estimated Total	Actual Expenses incurred since the last report	Actual Expenses incurred to Date	Actual Expenses paid since the last report	Actual Expenses paid to Date	Reason for any Excess - if the expenses are likely to, or have, exceeded the original estimate

None



Appendix VI

Charge Out Rates and Expenses Policy

The table below sets out the charge-out rates utilised by Recovery Solutions at Crowe U.K. LLP for charging staff time:-

Partner	£410 per hour
Director	£350 per hour
Senior Manager	£310 per hour
Manager	£250 per hour
Assistant Manager	£210 per hour
Senior Administrator	£180 per hour
Administrator	£160 per hour
Cashier	£155 per hour
Trainee/Support Staff	£80 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. The above rates are effective from 1 October 2022. Time is charged in six minute units.

Expenses

Expenses are amounts properly payable by the office holder from the estate which are not otherwise categorised as the office holder's remuneration or as a distribution to a creditor or member. These may include, but are not limited to, legal fees, agents' fees, trading expenses and tax liabilities.

Category 1 expenses are payments to entities providing a service to which the expense relates who are not associates and where the specific expenditure is directly referable to the appointment in question. These are charged to the estate at cost, with no uplift. These include, but are not limited to, such items as advertising, bonding and other insurance premiums. Legislation provides that office holders may discharge Category 1 expenses from the funds held in the estate without further recourse to creditors or members.

Category 2 expenses are other expenses which are payable to associates or which have an element of shared cost. Payments may only be made in relation to Category 2 expenses after the creditors or members have approved the bases of their calculation.

Further Guidance

Guidance in respect of insolvency practitioners' fees is available to download at:

<https://insolvency-practitioners.org.uk/regulation-and-guidance/creditors-guides-to-fees/>

Information about insolvency processes can be found on the R3 website at:

<http://www.creditorinsolvencyguide.co.uk/>