

# LIQ13

## Notice of final account prior to dissolution in MVL



Companies House

THURSDAY



A20 \*A6JANIOQ\* 16/11/2017 #436  
COMPANIES HOUSE

Please  
house

### 1 Company details

Company number	0	3	9	3	3	2	5	7
Company name in full	UK Real Estate Investment Company Limited							

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

### 2 Liquidator's name

Full forename(s)	Chris
Surname	Newell

### 3 Liquidator's address

Building name/number	81 Station Road
Street	Marlow
Post town	Bucks
County/Region	
Postcode	S L 7 1 N S
Country	

### 4 Liquidator's name ①

Full forename(s)	Frank
Surname	Wessely

① Other liquidator  
Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number	81 Station Road
Street	Marlow
Post town	Bucks
County/Region	
Postcode	S L 7 1 N S
Country	

② Other liquidator  
Use this section to tell us about  
another liquidator.

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6

## Final account

☒ I have delivered the final account of the winding up to the members in accordance with Section 94(2) and attach a copy.

7

## Sign and date

Liquidator's signature

Signature

X

X

Signature date

d

1

d

3

m

1

m

1

y

2

y

0

y

1

y

7

# LIQ13

Notice of final account prior to dissolution in MVL



## 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	Nina Sellars
Company name	Quantuma LLP
Address	81 Station Road
	Marlow
Post town	Bucks
County/Region	
Postcode	S L 7 1 N S
Country	
DX	
Telephone	01628 478100



## Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



## Important information

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



## Where to send

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

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



## Further information

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

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

**UK Real Estate Investment Company Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Declaration of Solvency £		From 18/10/2016 To 13/11/2017 £	From 18/10/2016 To 13/11/2017 £
	<b>ASSET REALISATIONS</b>		
399,324.00	Shares & Investments	NIL	NIL
	Contributions to Costs	828.55	828.55
	<i>Refund from Canaccord</i>	1,143.03	1,143.03
348,133.00	Cash at Bank	354,653.68	354,653.68
680.00	Tax Refund	641.37	641.37
	Bank Interest Gross	166.22	166.22
		<u>357,432.85</u>	<u>357,432.85</u>
	<b>COST OF REALISATIONS</b>		
	Specific Bond	135.00	135.00
	Preparation of D. of S.	2,000.00	2,000.00
	Office Holders Fees	2,000.00	2,000.00
	AML Search Fee	12.00	12.00
	Swear Fee	5.00	5.00
	Corporation Tax	8,698.63	8,698.63
	VAT	1,086.60	1,086.60
	Statutory Advertising	231.00	231.00
		<u>(14,168.23)</u>	<u>(14,168.23)</u>
	<b>UNSECURED CREDITORS</b>		
(482.00)	Directors Current Accounts	482.00	482.00
(1,200.00)	Accountants Fees	3,210.00	3,210.00
		<u>(3,692.00)</u>	<u>(3,692.00)</u>
	<b>DISTRIBUTIONS</b>		
	Ordinary Shareholders	339,572.62	339,572.62
		<u>(339,572.62)</u>	<u>(339,572.62)</u>
<b>746,455.00</b>		<u><b>NIL</b></u>	<u><b>NIL</b></u>
	<b>REPRESENTED BY</b>		<u><b>NIL</b></u>

Note:



81 Station Road  
Marlow  
Buckinghamshire  
SL7 1NS

t: 01628 478100

f: 01628 472629

e: [marlow@quantuma.com](mailto:marlow@quantuma.com)

[www.quantuma.com](http://www.quantuma.com)

## **UK Real Estate Investment Company Limited**

**(In Members' Voluntary Liquidation)**

**("the Company")**

### **THE JOINT LIQUIDATORS' FINAL ACCOUNT**

**13 November 2017**

**This is the final account on the conduct of the Liquidation of UK Real Estate Investment Company Limited following the appointment of Chris Newell and Frank Wessely of Quantuma LLP, 81 Station Road, Marlow, Bucks, SL7 1NS as Joint Liquidators on 18/10/2016.**

**This report has been prepared solely to comply with the statutory requirements of The Insolvency Act 1986 and the Insolvency (England and Wales) Rules 2016. This report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by Members for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.**

**Chris Newell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association**

**Frank Wessely is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales**

## **FINAL ACCOUNT**

Chris Newell and Frank Wessely of Quantuma LLP were appointed Joint Liquidators of the Company on 18 October 2016.

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

The purpose of this final account is to summarise the winding up as a whole and to put members on notice of the Joint Liquidators intention to seek their Release from office. The final account details the acts and dealing of the Joint Liquidator and it should be read in conjunction with previous correspondence to members.

Accordingly, I now provide my final account, which I intend to deliver to members in final form and file with the Registrar of Companies once the statutory period has expired.

Please note that this document reflects the position anticipated as at 13 November 2017, the intended date of filing. It is therefore written on the assumption that there will be no further receipts, payments or other events requiring my attention in the meantime.

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

## **CONTENTS**

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**THE PROGRESS OF THE LIQUIDATION**

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**CONCLUSION**

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<b>Appendix 6</b>	Detailed Narrative of Work Undertaken during the Review Period

## **ABBREVIATIONS**

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

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Chris Newell and Frank Wessely of Quantuma LLP, 81 Station Road, Marlow, Bucks, SL7 1NS Email: <a href="mailto:Nina.Sellars@Quantuma.com">Nina.Sellars@Quantuma.com</a>

"the Company"	UK Real Estate Investment Company Limited (in Liquidation)
"Review Period"	Period covered by the report from 18 October 2016 to 13 November 2017

## **THE PROGRESS OF THE LIQUIDATION**

### **The Joint Liquidators' receipts and payments account**

Attached at Appendix 2 is a receipts and payments account covering the Review Period, together with a summary of the transactions during the course of the Liquidation to the date of this report.

### **VAT Basis**

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately.

### **Realisation of assets**

#### **Cash at Bank**

The sum of £346,906.31 was transferred to the Liquidation account shortly after our appointment.

#### **Shares & Investments**

The amount of £476,884.60 was distributed to the Shareholders by way of a distribution in specie on 4 May 2017.

#### **Contribution to Costs**

The sum of £828.55 was received from Paul Rogers in respect of Contribution to Costs.

#### **Tax Refund**

A tax refund was received in the sum of £641.37.

#### **Gross Bank Interest**

In total gross bank interest of £166.89 has been received during the course of the Liquidation.

### **Administrative, Statutory & Regulatory Tasks**

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

During the Liquidation Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Liquidation, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;

- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments;
- Completing periodic tax returns: and
- Preparing the proposed final account.

## SHAREHOLDERS: DISTRIBUTIONS

The following cash distributions have been made to the members as follows:

Date	Share Class	Rate (£ per Share)	Total Distributed
14 March 2017	Ordinary	2,000.00	£100,000.00
4 May 2017	Ordinary	7,162.82	£239,572.62
<b>Total</b>			<b>£339,572.62</b>

The following assets were distributed in specie:

Date	Share Class	Rate (£ per Share)	Total Distributed
4 May 2017 Seven Investment Management Ltd	Ordinary	4,767.09	£476,709.00
4 July 2017 Adams PLC	Ordinary	1.76	£ 175.60
<b>Total</b>			<b>£476,884.60</b>

As per rule 18.10 of the Insolvency Rules the basis of valuation is as per the Declaration of Solvency.

Taxation law provides specific guidance on the approach to be adopted for the valuation of assets for taxation purposes, and in this regard members should consult a specialist tax practitioner for further advice.

### Professional Fees

#### Accountants

The sum of £2,460 was paid to Richardson Jones Chartered Accounts for their services in preparing Corporation Tax Returns for the liquidation period.

### Further Information

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

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

## **THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES**

### **Joint Liquidators Remuneration**

On 18 October 2016 the following resolution was passed:

"That the Joint Liquidators' remuneration in respect of matters up to and including the meeting of members will be £4,000 plus disbursements and VAT for assisting in the preparation of the Declaration of Solvency and convening the member's meeting to place the Company into MVL and conducting the liquidation to be charged as an expense of the liquidation, and

That the Joint Liquidators' are permitted to charge what are known as category 2 expenses".

These fees have been drawn by the Joint Liquidators.

### **Summary of Costs**

A breakdown of the timecosts incurred during the Liquidation Period are summarised at Appendix 4.

A breakdown of the total remuneration charged for the period of the Liquidation as a whole is provided at Appendix 5. Total timecosts amount to £7,594.25 representing 57.95 hours at an average hourly rate of £131.04.

We believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon us as Joint Liquidators.

The work undertaken is detailed in full at Appendix 5.

A copy of 'A Members' Guide to Liquidators' Fees' effective from 1 October 2015 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

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

### **Joint Liquidators' Disbursements**

The Joint Liquidators have incurred the following Category 1 disbursements, which do not need the specific approval of Members, during the Review Period and during the whole period of the Liquidation to date:

<b>Category 1 Disbursements</b>	<b>Whole period to date</b>	
	<b>Incurred</b>	<b>Paid</b>
	<b>£</b>	<b>£</b>
Statutory advertising	231.00	231.00
Swear Fee	5.00	5.00
Bond premium	135.00	135.00
AML Search Fee	12.00	12.00
<b>Total</b>	<b>383.00</b>	<b>383.00</b>

The Joint Liquidators' Category 2 disbursements for the Review Period and the whole period of the Liquidation are as follows:

<b>Category 2 Disbursements</b>	<b>Whole period to date</b>	
	<b>Incurred</b>	<b>Paid</b>
	<b>£</b>	<b>£</b>
Photocopying	Nil	Nil
Stationery	Nil	Nil
<b>Total</b>	<b>Nil</b>	<b>Nil</b>

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in the firm's schedule referred to above. Members approved the payment of Category 2 disbursements on this basis on 18 October 2016.

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

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

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

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

## **CONCLUSION**

All matters have been concluded and the Joint Liquidators are therefore in a position to file the final account with the Registrar of Companies and obtain our Release from office.

The company will be dissolved automatically (cease to exist) three months after our final account with the Registrar of Companies.

Should you have any queries in regard to any of the above please do not hesitate to contact Nina Sellars on 01628 478100 or by e-mail at [Nina.Sellars@Quantuma.com](mailto:Nina.Sellars@Quantuma.com)



**Chris Newell**  
**Joint Liquidator**

**UK Real Estate Investment Company Limited  
(IN LIQUIDATION)**

**Appendix 1**

**STATUTORY INFORMATION**

Company Name	UK Real Estate Investment Company Limited
Trading Address	Mercury House, 19-21 Chapel Street, Marlow, Buckinghamshire, SL7 3HN
Proceedings	In Liquidation
Date of Appointment	18 October 2016
Joint Liquidators	Chris Newell Frank Wessely Quantuma LLP 81 Station Road, Marlow, Bucks, SL7 1NS
Change in Office Holder	n/a
Registered office Address	c/o Quantuma LLP 81 Station Road, Marlow, Bucks, SL7 1NS
Company Number	03933257
Incorporation Date	24 February 2000

**Appendix 2**

**UK Real Estate Investment Company Limited  
(IN LIQUIDATION)**

**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT  
AS AT 13 NOVEMBER 2017**

**UK Real Estate Investment Company Limited  
(In Liquidation)**

**JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT**

	Declaration of Solvency £	From 18/10/2016 To 13/11/2017 £	From 18/10/2016 To 13/11/2017 £
<b>RECEIPTS</b>			
Shares & Investments	399,324.00	0.00	0.00
Contributions to Costs		828.55	828.55
Refund from Canaccord		1,143.03	1,143.03
Cash at Bank	348,133.00	354,653.68	354,653.68
Tax Refund	680.00	641.37	641.37
Bank Interest Gross		166.89	166.89
		<u>357,433.52</u>	<u>357,433.52</u>
<b>PAYMENTS</b>			
Specific Bond		135.00	135.00
Preparation of D. of S.		2,000.00	2,000.00
Office Holders Fees		2,000.00	2,000.00
AML Search Fee		12.00	12.00
Swear Fee		5.00	5.00
Corporation Tax		8,698.63	8,698.63
VAT		213.40	213.40
Statutory Advertising		231.00	231.00
Directors Current Accounts	-482.00	482.00	482.00
Accountants Fees	-1,200.00	3,210.00	3,210.00
Ordinary Shareholders		339,572.62	339,572.62
Vat Non-Recoverable		873.87	873.87
		<u>357,433.52</u>	<u>357,433.52</u>
<b>BALANCE - 13 November 2017</b>			<u><u>0.00</u></u>



Chris Newell  
Joint Liquidator

**UK Real Estate Investment Company Limited  
(IN LIQUIDATION)**

**Appendix 3**

**SCHEDULE OF PRE-APPOINTMENT TIMECOSTS**

# Time Entry - Detailed SIP9 Time & Cost Summary

6001411 - UK Real Estate Investment Company Limited  
 From: 01/11/2014 To: 17/10/2016  
 Project Code: PRE

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 - Administration & Planning	0.00	0.00	1.10	0.00	1.10	165.00	150.00
103 - IPS Case / File set up/ Filing	0.00	0.00	0.50	0.50	0.50	50.00	100.00
104 - General Administration	0.25	0.00	0.00	7.80	8.05	867.50	107.76
105 - Case strategy / Review	0.00	0.00	0.40	0.40	0.80	100.00	125.00
<b>Admin &amp; Planning</b>	<b>0.25</b>	<b>0.00</b>	<b>1.50</b>	<b>8.70</b>	<b>10.45</b>	<b>1,182.50</b>	<b>113.16</b>
670 - Completing initial pre appt checks	0.00	0.00	0.00	3.80	3.80	380.00	100.00
672 - Preparing statutory meeting documents	0.00	0.00	0.00	2.50	2.50	250.00	100.00
675 - Preparing for statutory meetings	0.00	0.00	0.00	0.70	0.70	70.00	100.00
<b>Pre Appointment</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>	<b>7.00</b>	<b>700.00</b>	<b>100.00</b>
<b>Total Hours</b>	<b>0.25</b>	<b>0.00</b>	<b>1.50</b>	<b>15.70</b>	<b>17.45</b>	<b>1,882.50</b>	<b>107.88</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

**Appendix 4**

**UK Real Estate Investment Company Limited  
(IN LIQUIDATION)**

**THE JOINT LIQUIDATORS' TIMECOSTS FOR THE PERIOD FROM 18 OCTOBER 2016 TO 13  
NOVEMBER 2017**

# Time Entry - Detailed SIP9 Time & Cost Summary

6001411 - UK Real Estate Investment Company Limited  
 From: 18/10/2016 To: 13/11/2017  
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 Administration & Planning	0.30	0.00	0.70	0.10	1.10	227.50	206.82
103 IPS Case / File set up/ Filing	0.00	0.00	0.00	0.20	0.20	20.00	100.00
104 General Administration	0.30	0.00	0.00	11.00	11.30	1,201.00	106.28
105 Case strategy / Review	1.60	1.10	0.70	6.50	9.90	1,614.50	163.08
106 VAT & CT matters and returns	0.00	0.00	0.00	7.50	7.50	750.00	100.00
506 Tax / VAT	0.40	0.00	0.20	0.00	0.60	175.00	291.67
<b>Admin &amp; Planning</b>	<b>2.60</b>	<b>1.10</b>	<b>1.60</b>	<b>25.30</b>	<b>30.60</b>	<b>3,988.00</b>	<b>130.33</b>
600 Cashiering	0.20	0.00	0.00	8.75	8.95	1,131.25	126.40
<b>Cashiering</b>	<b>0.20</b>	<b>0.00</b>	<b>0.00</b>	<b>8.75</b>	<b>8.95</b>	<b>1,131.25</b>	<b>126.40</b>
650 Closing Procedures	0.40	0.00	2.50	0.40	3.30	555.00	168.18
<b>Closing Procedures</b>	<b>0.40</b>	<b>0.00</b>	<b>2.50</b>	<b>0.40</b>	<b>3.30</b>	<b>555.00</b>	<b>168.18</b>
201 Creditors	0.00	0.00	0.00	6.50	6.50	650.00	100.00
204A Dealing with Pension Schemes	0.00	0.00	0.00	0.20	0.20	20.00	100.00
205 Final report	0.00	0.30	0.00	0.00	0.30	75.00	250.00
207 Payment of dividends	0.00	0.60	0.00	0.00	0.60	150.00	250.00
212 Initial Appointment Notifications to Creditors	0.00	0.80	0.00	0.00	0.80	200.00	250.00
<b>Creditors</b>	<b>0.00</b>	<b>1.70</b>	<b>0.00</b>	<b>6.70</b>	<b>8.40</b>	<b>1,095.00</b>	<b>130.36</b>
300 Investigations	0.00	0.00	0.00	1.80	1.80	180.00	100.00
<b>Investigations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.80</b>	<b>1.80</b>	<b>180.00</b>	<b>100.00</b>
670 Completing initial pre appt checks	0.00	0.00	0.00	0.10	0.10	10.00	100.00
<b>Pre Appointment</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.10</b>	<b>0.10</b>	<b>10.00</b>	<b>100.00</b>
400 Realisation of Assets	0.20	0.00	1.40	2.70	4.30	585.00	136.05
410 Sale of Shares	0.00	0.00	0.00	0.20	0.20	20.00	100.00
411 Cash at Bank	0.00	0.00	0.00	0.40	0.40	40.00	100.00
<b>Realisation of Assets</b>	<b>0.20</b>	<b>0.00</b>	<b>1.40</b>	<b>3.30</b>	<b>4.90</b>	<b>645.00</b>	<b>131.63</b>
<b>Total Hours</b>	<b>3.40</b>	<b>2.80</b>	<b>5.50</b>	<b>46.35</b>	<b>58.05</b>	<b>7,604.25</b>	<b>130.99</b>
<b>Total Fees Claimed</b>						<b>2,000.00</b>	

**UK Real Estate Investment Company Limited  
(IN LIQUIDATION)**

**DETAILED NARRATIVE OF THE WORK UNDERTAKEN DURING THE REVIEW PERIOD**

Description of work undertaken	Includes
<b>ADMINISTRATION &amp; PLANNING</b>	
Administration & Planning	
Initial Statutory and General Notifications & Filing and Advertising the appointment, undertaking statutory notifications to Companies House, HMRC and the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond	
Setting up electronic case files and electronic case details on IPS	
General Administration & Dealing with all routine correspondence and emails relating to the case	
Case Strategy, completing file reviews at 1 month, 3 months & 6 months	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters in finality	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<b>CREDITORS</b>	
Creditors	
Final Accounts	Preparing and issuing Proposed Final Accounts Preparing and issuing Final Accounts
Initial Appointment Notification to Creditors & Preparing the documentation & sending out initial appointment notification to creditors	
<b>REALISATION OF ASSETS</b>	
Realisation of Assets	
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate
<b>TAX/VAT</b>	VAT returns
<b>DISTRIBUTIONS TO MEMBERS</b>	
Dividend procedures	Preparation of distribution calculation Preparation of correspondence to members announcing declaration of dividend Preparation of cheques/BACS to pay dividend

Description of work undertaken	Includes
	Preparation of correspondence to members enclosing payment of dividend
Distribution in specie	Circulation of the notification of the distribution in specie to members. Calculation of the cash equivalent amount to be distributed to other members not participating in the distribution in specie.
<b>CASHIERING</b>	
Opening, maintaining and managing the Office Holders cashbook and bank account	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House

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

##### Time charging policy

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

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rate
Partners	350.00
Senior Manager	250.00
Assistant Manager	185.00
Senior Administrator	175.00
Administrator	150.00
Assistant Administrator	100.00
Case Accountant	125.00
Support Staff/Executive Assistant	95.00