

AM23

Notice of move from administration to dissolution



Companies House

For further information, please refer to our guidance at www.gov.uk/companieshouse

1 Company details

Company number 0 4 4 2 5 3 3 9

Company name in full Fairpoint Group Plc

→ Filling in this form

Please complete in typescript or in bold black capitals.

2 Court details

Court name High Court of Justice

Court number 5 9 8 0 2 0 1 7

3 Administrator's name

Full forename(s) Lindsey J

Surname Cooper

4 Administrator's address

Building name/number 3 Hardman Street

Street

Post town Manchester


County/Region

Postcode M 3 3 H F

Country

AM23

Notice of move from administration to dissolution

5	Administrator's name ①		
Full forename(s)	Alexander		① Other administrator Use this section to tell us about another administrator.
Surname	Kinninmonth		
6	Administrator's address ②		
Building name/number	Highfield Court		② Other administrator Use this section to tell us about another administrator.
Street	Tollgate		
Post town	Chandlers Ford		
County/Region	Eastleigh		
Postcode	S O 5 3 3 T Y		
Country			
7	Final progress report		
	<input checked="" type="checkbox"/> I have attached a copy of the final progress report		
8	Sign and date		
Administrator's signature	Signature X  X		
Signature date	d 0 5 m 0 2 y 2 0 y 2 1		

**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 **Liz Brooks**

Company name **RSM Restructuring Advisory LLP**

Address **9th Floor**

3 Hardman Street

Post town **Manchester**

County/Region

Postcode **M 3 3 H F**

Country

DX

Telephone **0161 830 4000**

**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

Continuation page

Name and address of insolvency practitioner

✓ **What this form is for**
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. ①
Attach this to the relevant form.
Use extra copies to tell us of additional insolvency practitioners.

✗ **What this form is NOT for**
You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

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

All fields are mandatory unless specified or indicated by *

1 Appointment type

Tick to show the nature of the appointment:

- ☒ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☐ Liquidator
- ☐ Provisional liquidator

① You can use this continuation page with the following forms:
- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ2, LIQ3, LIQ05, LIQ13, LIQ14, WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

2 Insolvency practitioner's name

Full forename(s)

Gareth

Surname

Harris

3 Insolvency practitioner's address

Building name/number

Central Square

Street

5th Floor

Post town

29 Wellington Street

County/Region

Leeds

Postcode

L S 1 4 D L

Country

FAIRPOINT GROUP PLC IN ADMINISTRATION

JOINT ADMINISTRATORS' FINAL PROGRESS REPORT

FOR THE PERIOD 10 AUGUST 2020 TO 05 FEBRUARY 2021

THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING



INTRODUCTION

Contact details

The key contacts at RSM in connection with this report are:

Primary office holder	Case manager
Lindsey J Cooper	David Shaw
RSM Restructuring Advisory LLP	RSM Restructuring Advisory LLP
3 Hardman Street, Manchester, M3 3HF	3 Hardman Street, Manchester, M3 3HF
Tel: 0161 830 4000	0161 830 4000

Basis of preparation

This report has been prepared solely to comply with the statutory requirements of the relevant legislation to provide creditors with information relating to the progress of the Administration. It should be read in conjunction with any previous reports that have been issued, copies of which are available on request.

This report has not been prepared for use in respect of any other purpose, or to inform any investment decision in relation to any debt or financial interest in the Company. Any estimated outcomes for creditors are illustrative and may be subject to revision and additional costs. They should not be used as the basis for any bad debt provision or any other purpose. Neither the Joint Administrators nor RSM Restructuring Advisory LLP accept any liability whatsoever arising as a result of any decision or action taken or refrained from as a result of information contained in this report. The Joint Administrators act as agents of the Company and without personal liability.

General guidance on the Administration process

You may also wish to note that profession's trade body, R3, have also produced general guidance on the different insolvency processes, which can be located at their website

Contents

Sections

Appendices

.....	9
.....	10
.....	12

CONDUCT OF THE ADMINISTRATION

Implementation of the Joint Administrators' proposals

The proposals were issued to all creditors on 5 October 2017, no meeting was convened by the Joint Administrators.

No amendments have been made to the original proposals approved by creditors.

Details of the extensions granted by creditors and court are set out below under the heading Outstanding Matters.

Realisation of assets

Intercompany Debtors

The Company is a creditor of Lawrence Charlton Limited (in Liquidation). A Prescribed Part distribution of £56,118 was received from this estate on 18 December 2020. In addition, distributions from Clear Start Partnerships Limited and Clear Start UK Limited of £13,299 and £9,442 respectively were received on 21 December 2020. Realisations in respect of the intercompany debtors' total £78,859 and the remaining balance is irrecoverable given that other members of the group are in formal insolvency processes.

Bank Interest

The sum of £82 has been received in the period, bringing the total interest received to date to £3,925.

The time costs incurred in the period in respect of this work are shown on the attached analysis of time costs.

Investigations

The Joint Administrators sought legal advice in relation to the declaration and payment of dividends by the directors prior to their appointment. Due to the complexity of the claim and low prospects of success the Joint Administrators concluded that it was not in the best interests of creditors to pursue the matter and they have finalised their investigations.

Other matters

VAT Review

As previously advised the Joint Administrators wrote to HMRC to advise of the total input tax considered to be repayable in relation to the post-administration period. Following receipt of our letter to HMRC, a VAT assessment was raised and on 9 November 2020 a payment of

£14,369 was made to discharge this liability. Further irrecoverable VAT of £2,367 has been incurred in the period bringing the total to £16,736.

The time costs incurred to date in dealing with these matters is set out in the attached analysis of time costs.

Statutory and case management matters

The following work does not usually result in a financial return to creditors but is required by legislation, best practice and to ensure that the case is managed efficiently and effectively.

Work done in the period included:

- ongoing consideration of ethical and anti-money laundering regulations;
- ongoing correspondence with third party advisors;
- periodic case reviews, ongoing case planning and strategy;
- maintaining and updating computerised case management records;
- maintenance of cashiering records and preparation of receipts and payments accounts;
- filing of statutory documentation at Companies House and Court, and with other relevant parties;
- general taxation matters, including seeking tax clearance from HMRC;
- dealing with routine correspondence not attributable to other categories of work;
- preparing, reviewing and issuing reports to creditors and other parties;
- general administrative matters in relation to closing the case;

The time costs incurred to date in dealing with these matters is set out in the attached analysis of time costs.

Receipts and payments

A summary of receipts and payments is attached. Receipts and Payments are shown net, with VAT recoverable or payable shown separately. Any amounts due to or from HM Revenue and Customs shown separately. As highlighted above an element of VAT is not recoverable.

A final VAT return has been submitted to HMRC however the funds will be received after the Administration has come to an end. As such this repayment has been assigned to RSM Restructuring Advisory LLP to cover the balance of fees due to the Administrators.

OUTSTANDING MATTERS

Extension of the Administration

The Joint Administrators sought an extension of the Administration for a period of 12 months and this was granted by the Secured and Preferential creditors on 1 August 2018.

An order further extending the period of the administration until 10 February 2021 was granted by the court on 5 August 2019.

The Joint Administrators do not consider that a further extension to the period of the administration will be required.

End of the Administration

The Company will exit administration by way of Dissolution.

Based on the information currently available it is anticipated that the administration will end on 10 February 2021.

CREDITORS' CLAIMS AND DIVIDEND PROSPECTS

Dividend prospects and payment

	Owed (£)	Paid to date (£)	Amount and Dates paid (£)
Secured creditor, Doorway Capital Limited	23,245,000	1,981,373	1 February 2018 paid 1,500,000 18 December 2020 paid 169,348 20 December 2018 paid 55,652 5 February 2021 paid 256,373
Preferential creditors	7,751	7,751	100 p in the £ paid on 3 April 2018
Unsecured creditors	9,575,475	92,668	0.97 p in the £ paid on 17 December 2020
Net Property	547,829		
'Prescribed Part' available for creditors	92,668 (net of costs)		

Prescribed Part

The 'Prescribed Part' is a statutory amount set aside for unsecured creditors from funds ('Net Property') available to a Qualifying Floating Charge Holder ('QFCH'). The amount of Net Property is calculated on a sliding scale up to maximum £800,000 depending on when the floating charge was created and whether or not it is a first ranking floating charge.

The Prescribed Part amounted to £112,585 and the payment to creditors, after the direct costs associated with distributing these funds, was £92,668.

Agreement of claims

Creditors' claims are usually only agreed if there is a likelihood of a dividend being made to that particular class of creditor.

As set out above, a dividend was paid to preferential and unsecured creditors. Consequently, during the Administration work was undertaken adjudicating and agreeing the preferential and unsecured creditor claims. This included consideration of creditors' claims; acceptance or rejection of claims and complying with legislative obligations in relation to adjudication of creditors' claims for dividend purposes.

Details of the time spent in relation to this work are set out in the attached time analysis.

Dividend payments

Dividends have been paid in accordance with the table above, including amounts paid to the secured creditor in accordance with their charges. No further dividend will be paid during the Administration because the funds realised have already been distributed, used or allocated, for paying the costs and expenses of the Administration

Creditor communication

The following work was done in the period to comply with legislation, best practice and to ensure creditors were kept informed. It was also necessary to enable a dividend to be paid.

- Preparation and issue of progress reports to various parties, including creditors.
- Maintenance of schedules of preferential and unsecured creditors' claims.
- Dealing with correspondence and telephone calls.
- Agreeing employee claims, submitting documentation to, and liaising with, the Redundancy Payments' Service.
- Liaising with, and reporting to, the secured creditor(s).
- Consideration of creditors' claims; acceptance or rejection of claims and complying with the legislative obligations in relation to adjudication of creditors' claims generally for voting and dividend purposes.

Creditors only derive an indirect financial return from this work on cases where a dividend has been, or will be, paid.

The time incurred in dealing with these matters during the period is set out in the attached post appointment analysis of time costs.

JOINT ADMINISTRATORS' FEES, COSTS AND EXPENSES

Guide to Administrators' fees and expenses

A Guide to Administrator's fees, which provides information for creditors in relation to the fees and expenses of an Administrator, can be accessed at <https://rsmuk.ips-docs.com> under 'general information for creditors'. A hard copy can be requested from this office by telephone, email or in writing. All fees, costs and expenses are subject to VAT.

Relevant Approving Body

The secured and preferential creditors were the Relevant Approving Body responsible for approving the Joint Administrators' post appointment fee basis and, where applicable, 'Category 2' expenses and any outstanding pre-Administration costs.

Post-appointment fees, costs and expenses

Amounts paid to date are shown in the attached receipts and payments account.

Basis of fees

Insolvency legislation allows an Administrator to charge fees on one of, or a combination of, the following bases:

- as a percentage of the value of the property the Administrator has to deal with (percentage basis);
- to the time spent by the Administrator or their staff on the administration of the case (time cost basis);
- as a set amount (fixed fee basis); or
- a combination of the above (mixed fee basis).

The Relevant Approving Body approved the Joint Administrators' post appointment fees (remuneration) calculated on a time cost basis, limited to the sum of £355,007 in accordance with the revised fee estimate previously provided.

Remuneration charged and paid

Legislation requires that 'remuneration charged' is reported. Remuneration is charged when the work to which it relates is done. However, the amount of fee that can be drawn will be limited to the amount approved by the Relevant Approving Body, whether calculated on the basis of time

in accordance with a fee estimate, or for a fixed amount or a percentage rate, and cannot be either increased or the percentage rate changed, without their further approval.

During the period, the remuneration charged by the Joint Office Holders, totalled £35,209.50, calculated on the basis set out above. Amounts paid to date are shown in the attached receipts and payments account.

An analysis of time incurred in the period is attached. Time costs incurred since appointment total £363,886.

Costs to closure

The Joint Administrators anticipate that additional costs to closure of £1,000 will be incurred in relation to concluding the Administration and filing final notices.

Expenses and professional costs

The total costs and expenses estimated to be incurred by the Joint Administrators are set out below together with details of those incurred in the period. Amounts paid to date are shown in the attached receipts and payments account. The quantum of costs and expenses are higher than the estimates previously provided to creditors because additional legal fees in connection with the court application to extend the period of administration have been incurred together with agents' fees to realise the Company's assets.

Category 1 expenses

These comprise external supplies of incidental services specifically identifiable to the insolvency estate. They do not require approval of the Relevant Approving Body prior to being paid.

Type of expense	Total estimated (£)	Incurred in period (£)
Statutory advertising	169.20	94.50
Storage	1,250.00	302.70
Postage	Nil	108.73
Total	1,419.20	505.93

Category 2 expenses

These are costs which are not capable of precise identification or calculation, or that may include an element of shared or allocated costs. Payments to outside parties that the Office Holder, firm, or any associate has an interest, are also treated as 'Category 2' expenses. These expenses require the specific approval of the Relevant Approving Body before being paid from the insolvency estate.

Approval for the payment of the 'Category 2' expenses, at the rates prevailing at the date they were incurred, was obtained from the Relevant Approving Body. Details of the current rates are set out below.

Type of expense	Total estimated (£)	Incurred in period (£)
Mileage (42.5p per mile)	Nil	Nil
Tracker reports (£10 per report)	Nil	Nil
Subsistence (£25 per night)	Nil	Nil
Total	Nil	Nil

Other professional costs

The office holders retained the following advisers based on their experience and expertise. These costs are not subject to approval by the Relevant Approving Body. However, they are subject to review and approval by the Joint Administrators.

Party	Nature of advice	Total estimated (£)	Incurred in period (£)
Brabners LLP	Legal advice – (Draft an Indemnity)	27,773.58	2,500.00
Total		27,773.58	2,500.00

The legal fees estimate of £27,773.58 has been taken from the Joint Administrators' proposals and this was the initial estimate for the entire period of the Administration. Legal fees and disbursements incurred during the Administration total £37,289.86, which is higher than the initial estimate. This increase is due to additional legal fees, that were not initially anticipated, in connection with the court application to extend the period of administration and to provide advice and draft a distribution indemnity.

Creditors' right to information and ability to challenge fees, costs and expenses

Creditors have a right to request further information about fees or expenses (other than pre-Administration costs) and to challenge such fees or expenses.

If you wish to make a request for further information it must be made in writing within 21 days of receipt of this report either by (i) any secured creditor or (ii) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question).

Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to court that the fees charged, the basis fixed or expenses incurred by the Administrator are in all the circumstances excessive.

Any such challenge must be made no later than eight weeks after receipt of the report which first discloses the charging of fees or incurring of the expenses in question.



Lindsey Cooper
RSM Restructuring Advisory LLP
Joint Administrator

Lindsey J Cooper, Alex Kinninmonth and Gareth Harris are licensed to act as an Insolvency Practitioners in the UK by the Institute of Chartered Accountants in England and Wales
Insolvency Practitioners are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment

The affairs, business and property of the company are being managed by the Joint Administrator who act as agents of the company and without personal liability

APPENDICES

A. STATUTORY INFORMATION

Company information

Company name:	Fairpoint Group Plc
Company number:	04425339
Date of incorporation:	26 April 2002
Trading name:	Fairpoint Group Plc
Trading address:	Fairclough House Church Street Adlington Lancashire PR7 4EX
Principal activity:	Financial Intermediation
Registered office:	RSM Restructuring Advisory LLP 9th Floor 3 Hardman Street Manchester M3 3HF
Previous company names:	Debt Free Direct Group Plc (Until 3 January 2008)

Administration information

Court reference	High Court of Justice No 5980 of 2017	
Joint Administrators:	Lindsey J Cooper, Alexander Kinninmonth and Gareth Harris	
Date of appointment:	10 August 2017	
Appointor:	Doorway Capital Limited as Qualifying Floating Chargeholder	
Joint Administrators:	Primary office holder Lindsey J Cooper RSM Restructuring Advisory LLP 3 Hardman Street, Manchester, M3 3HF 0161 830 4031 IP Number: 008931	Joint office holder Alexander Kinninmonth RSM Restructuring Advisory LLP Highfield Court, Tollgate, Chandlers Ford, Eastleigh, SO53 3TY 02380 646 408 IP Number: 9019 Gareth Harris RSM Restructuring Advisory LLP 4th Floor Springfield House 76 Wellington Street Leeds, LS1 2AY IP Number: 14412

B. RECEIPTS AND PAYMENTS SUMMARY

Fairpoint Group Plc
In Administration
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 10/08/2020 To 05/02/2021 £	From 10/08/2017 To 05/02/2021 £
	SECURED ASSETS	
	Data Rights	NIL 1.00
	Investments	NIL 1,555,652.01
	Unregistered IP	NIL 1.00
		<u>NIL 1,555,654.01</u>
	COSTS OF REALISATION	
	Legal Fees / Disbs	NIL (2,435.58)
	Office Holders Fees	NIL (7,083.60)
	SECURED CREDITORS	
(23,200,000)	Doorway Capital Limited	NIL (1,546,134.83)
		<u>NIL</u>
	ASSET REALISATIONS	
	Bank Interest Gross	81.88 3,925.24
0	Book Debts	NIL 201,000.00
10,172	Cash at Bank	NIL 18,902.30
	Contribution to salary costs	NIL 4,385.09
	Insurance Refund	NIL 425.32
	Intercompany Debtors	78,858.65 178,858.65
	IVA Insurance Limited	NIL 496,318.75
0	Leasehold Property	NIL NIL
	Loans - Employee Trust	NIL 5,284.42
7,750	Office Equipment	NIL NIL
0	Prepayments	NIL NIL
	Rates Refund	NIL 74,834.40
	Software licenses	NIL 8,010.40
	Tax Losses	NIL 19,998.00
	Balance of funds from Solicitors acco	NIL 612.96
	Tax / Insurance Refunds	NIL 12,149.48
		<u>78,940.53 1,024,705.01</u>
	COST OF REALISATIONS	
	Advertisements	NIL 84.60
	Agents / Valuers Fees	NIL 18,708.60
	Agents fees - Software licenses	NIL 1,602.08
	Appointee Fees	61,545.50 328,674.90
	Appointee Prescribed Part Fees	19,248.50 19,248.50
	Corporation Tax	236.93 236.93
	Insurance	NIL 11,328.00
	Legal Fees and Disbursements	2,500.00 34,854.28
	Legal Fees Pre Appointment	NIL 9,790.50
	Office Holders Expenses	418.58 418.58
	PAYE & NIC	NIL 1,484.94
	Postage	3.06 3.06
	Pre Appointment Fees	NIL 26,940.00
	Preparation of Statement of Affairs	NIL 7,000.00
	Storage Costs	84.29 409.52
	Pension Report	NIL 300.00
	IT Consultancy	NIL 85.00
	Communications	NIL 1,800.00
	Carried forward to next page	<u>84,036.86 462,969.49</u>

Fairpoint Group Plc
In Administration
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 10/08/2020 To 05/02/2021 £	From 10/08/2017 To 05/02/2021 £
Brought forward from previous page	84,036.86	462,969.49
Mileage	NIL	122.85
Bond - Insolvency	NIL	127.50
Creditor Portal Fee	NIL	8.00
Recharge of data extraction costs	NIL	380.00
Pension contribution	NIL	281.11
Health care contributions	NIL	43.00
Bank charges	32.00	32.00
VAT - Irrecoverable	17,282.11	17,592.11
Wages & Salaries	NIL	7,670.63
	<u>(101,350.97)</u>	<u>(489,226.69)</u>
PREFERENTIAL CREDITORS		
(8,373) Employee Arrears/Hol Pay		
Holiday Pay	NIL	4,350.78
Other Claims	NIL	1,215.05
Wages	NIL	2,005.58
	<u>NIL</u>	<u>(7,571.41)</u>
FLOATING CHARGE CREDITORS		
(22,750,000) Doorway Capital Limited	<u>(256,373.49)</u>	<u>(435,238.66)</u>
UNSECURED CREDITORS		
PAYE/NIC deductions on Dividends	73.20	73.20
(6,585,216) Trade & Expense Creditors	<u>92,595.05</u>	<u>92,595.05</u>
	<u>(92,668.25)</u>	<u>(92,668.25)</u>
(52,525,667)	<u>(115,046.69)</u>	<u>NIL</u>
REPRESENTED BY		
RBS Admin Acc		
Trade Creditors - officeholder fees		(15,855.10)
Vat Control Account		15,855.10
		<u>NIL</u>

C. POST-ADMINISTRATION TIME ANALYSIS

Joint Administrators' post appointment time cost analysis for the period 10 August 2020 to 03 February 2021

Please note that we have re-designed our SIP9 analysis table to provide a more detailed breakdown of the work carried out. This change does not alter the value of time costs recorded, purely the row within the table to which that time, and cost, has been allocated.

SIP9 Time Report - Level 3

Fairpoint Group PLC

1080786-700 Post-Appointment Administration

For the period 10/08/2020 to 05/02/2021

Period	Hours Spent	Partners	Directors / Associate Directors	Managers	Assistant Managers	Administrators	Assistants & Support Staff	Total Hours	Total Time Costs	Average Rates
Statutory Requirements										
R&Ps)	Preparing progress & final reports (inc.	0.4	0.5	0.0	9.9	0.0	0.0	10.8	£ 2,818.50	260.97
	Qualifying decisions / meeting documentation / advert / agenda / minutes / report	0.1	0.0	0.0	0.9	0.0	0.0	1.0	£ 275.50	275.50
										262.20
	CT/IT/CGT post-appointment returns	0.5	0.5	0.0	1.6	2.0	0.0	4.6	£ 1,279.00	278.04
	Post-appointment VAT	0.4	1.6	0.0	1.4	5.8	0.0	9.2	£ 2,276.00	247.39
										257.61
	Total	1.4	2.6	0.0	13.8	7.8	0.0	25.6	£ 6,649.00	259.73
Realisation of Assets										
etc)	Other (e.g. rates, insurance pre-payments	0.0	1.2	0.0	0.8	0.0	0.0	2.0	£ 750.00	375.00
										375.00
	Antecedent transactions (other) (inc Risk Board clearance)	0.0	0.4	0.0	0.0	0.0	0.0	0.4	£ 186.00	465.00
										465.00
	Total	0.0	1.6	0.0	0.8	0.0	0.0	2.4	£ 936.00	390.00

Investigations

Antecedent transactions - other	0.0	0.4	0.0	0.0	0.1	0.0	0.5	£ 199.00	398.00
Misfeasance	0.0	0.1	0.0	0.0	0.0	0.0	0.1	£ 46.50	465.00
									409.17
Total	0.0	0.5	0.0	0.0	0.1	0.0	0.6	£ 245.50	409.17

Case Specific Matters

Meetings/corres/tel	0.0	0.3	0.0	0.0	0.0	0.0	0.3	£ 139.50	465.00
Other major issues	0.5	0.5	0.0	0.0	0.0	0.0	1.0	£ 495.00	495.00
									488.08
Correspondence/tel	0.0	0.0	0.0	0.2	0.0	0.0	0.2	£ 48.00	240.00
									240.00
Total	0.5	0.8	0.0	0.2	0.0	0.0	1.5	£ 682.50	455.00

Creditors

Agreement of claims (RPS etc)	0.0	0.0	0.4	0.0	0.0	0.0	0.4	£ 82.00	205.00
									205.00
Dividend (notices, advertisement and	0.0	0.0	0.0	0.4	0.0	0.0	0.4	£ 96.00	240.00
Meetings/corres/tel	0.0	0.0	0.0	0.2	0.0	0.0	0.2	£ 48.00	240.00
									240.00
Distributions / Disapplication of PP	0.0	1.6	0.0	1.8	0.0	0.0	3.4	£ 1,176.00	345.88
Meetings/corres/tel	0.0	1.0	0.0	0.1	0.0	0.0	1.1	£ 489.00	444.55
									370.00
Agreement / Rejection of claims	0.4	0.6	0.0	0.3	7.7	0.0	9.0	£ 2,101.00	233.44
Correspondence/tel	0.3	0.2	0.0	1.4	3.5	0.0	5.4	£ 1,221.00	226.11
Dividend (notices, advertisement and	0.0	0.0	0.0	0.9	0.2	0.0	1.1	£ 256.00	232.73
Dividend payment	0.5	2.0	1.2	0.5	13.8	0.0	18.0	£ 3,939.50	218.86
Meetings	0.0	0.9	0.0	0.0	0.0	0.0	0.9	£ 418.50	465.00
Prescribed part (inc calculation, dividend	0.0	0.7	0.0	3.6	9.0	0.0	13.3	£ 2,989.50	224.77
etc)									229.05
Total	1.2	7.0	1.6	9.2	34.2	0.0	53.2	£ 12,816.50	240.91



Administration and Planning									
Billing	0.6	0.4	0.0	3.1	4.6	0.0	8.7	£ 2,074.00	238.39
Case review / KPI reports	1.3	5.6	0.0	2.8	0.0	0.0	9.7	£ 4,000.50	412.42
Diary updates / checklists	0.0	0.0	0.0	2.5	0.3	0.0	2.8	£ 654.00	233.57
Filing	0.0	0.0	0.0	0.5	1.5	0.0	2.0	£ 340.00	170.00
Ongoing case planning/strategy	0.4	4.1	0.0	4.6	0.2	0.0	9.3	£ 3,253.50	349.84
Post closure administration	0.0	0.0	0.0	3.7	0.0	0.0	3.7	£ 888.00	240.00
Redirected mail	0.0	0.0	0.0	0.0	0.0	0.1	0.1	£ 19.00	190.00
									309.34
Bank Reconciliations	0.0	0.0	0.0	0.0	0.2	0.5	0.7	£ 129.00	184.29
Cashiering / TPS transaction posting	0.1	0.0	0.3	1.1	4.3	2.9	8.7	£ 1,651.00	189.77
Journals	0.0	0.0	0.0	0.0	0.5	0.0	0.5	£ 85.00	170.00
Receipts and Payments	0.0	0.2	0.0	0.0	1.5	2.4	4.1	£ 786.00	191.71
									189.36
Total	2.4	10.3	0.3	18.3	13.1	5.9	50.3	£ 13,880.00	275.94
Total Hours	5.5	22.8	1.9	42.3	55.2	5.9	133.6	£ 35,209.50	263.54
Total Time Cost	£ 2,971.50	£ 10,578.00	£ 344.50	£ 10,152.00	£ 10,042.50	£ 1,121.00	£ 35,209.50		
Total Hours	5.5	22.8	1.9	42.3	55.2	5.9	133.6	£ 35,209.50	263.54
Total Time Cost	£ 2,971.50	£ 10,578.00	£ 344.50	£ 10,152.00	£ 10,042.50	£ 1,121.00	£ 35,209.50		
Average Rates	540.27	463.95	181.32	240.00	181.93	190.00	263.54		