

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 4 4 6 1 8 6 3

Company name in full Development Partnership Lancashire Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Carl

Surname Jackson

### 3 Liquidator's address

Building name/number 2nd Floor

Street Arcadia House

Post town 15 Forlease Road

County/Region Maidenhead

Postcode S L 6 1 R X

Country

### 4 Liquidator's name ①

Full forename(s) Kelly

Surname Mitchell

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number 2nd Floor

Street Arcadia House

Post town 15 Forlease Road

County/Region Maidenhead

Postcode S L 6 1 R X



Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>															
From date	<sup>d</sup>	2	<sup>d</sup>	7	<sup>m</sup>	0	<sup>m</sup>	2	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	2
To date	<sup>d</sup>	2	<sup>d</sup>	6	<sup>m</sup>	0	<sup>m</sup>	2	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	3
<b>7</b>	<b>Progress report</b>															
<input checked="" type="checkbox"/> The progress report is attached																
<b>8</b>	<b>Sign and date</b>															
Liquidator's signature	Signature															
																
Signature date	<sup>d</sup>	1	<sup>d</sup>	9	<sup>m</sup>	0	<sup>m</sup>	4	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	3

# LIQ03

## Notice of progress report in voluntary winding up



### 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 Sophie Chaldecott

Company name Quantuma Advisory Limited

Address Office D

Beresford House

Post town Town Quay

County/Region Southampton

Postcode S O 1 4 2 A Q

Country

DX info@quantuma.com

Telephone 02380336464



### 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)

# DEVELOPMENT PARTNERSHIP LANCASHIRE LIMITED (IN LIQUIDATION)

## THE JOINT LIQUIDATORS' PROGRESS REPORT

This report has been prepared for the sole purpose of updating the members for information purposes. The 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.

Carl Jackson and Michael Hall of Quantuma Advisory Limited, 2nd Floor, Arcadia House, 15 Forlease Road, Maidenhead, SL6 1RX were appointed Successor Joint Liquidators of Development Partnership Lancashire Limited by Order of the High Court of Justice on 30 September 2021 upon the application of the former Liquidator's **Regulator**.

An order was made in the High Court of Justice on 11 October 2022, removing Michael Hall from the office of Liquidator and appointing Kelly Mitchell of Quantuma Advisory Limited as Successor Joint Liquidator in his stead. Please note Carl Jackson remains a Joint Liquidator.

Carl Jackson is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales and Kelly Mitchell is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales

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- 3 CREDITORS: CLAIMS AND DISTRIBUTIONS
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- 5 ETHICS
- 6 THE FORMER LIQUIDATOR'S FEES AND EXPENSES AND THE JOINT LIQUIDATORS FEES AND EXPENSES

## APPENDICES

- |            |  |
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| Appendix 2 | <b>Receipts and Payments Account drafted from the Former Liquidator's records</b> incorporating the Joint Liquidators Receipts and Payments as at 26 February 2023 |
| Appendix 3 | <b>Details of the former Liquidator's time costs for the period</b> 27 February 2020 to 29 September 2021 and 27 February 2021 to 29 September 2021                |
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## 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 former Liquidator"	Adrian Stewart Duncan of Savants Restructuring Limited
"the Joint Liquidators"	Carl Jackson and Kelly Mitchell of Quantuma Advisory Limited
"the Company"	Development Partnership Lancashire Limited (in Liquidation)
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 27 February 2022 to 26 February 2023

## 1. INTRODUCTION

### Introduction

Adrian Stewart Duncan, formerly of Savants Restructuring Limited, was appointed as Liquidator of the Company on 27 February 2020.

Please be advised that upon the application of the Institute of Chartered Accountants in England and Wales, an Order was made in the High Court of Justice dated 30 September 2021, removing Adrian Stewart Duncan from the office of Liquidator and appointing Carl Jackson and Michael Hall of Quantuma Advisory Limited as Successor Joint Liquidators.

A further Order was made in the High Court of Justice dated 11 October 2022, removing Michael Hall from the office of Liquidator and appointing Kelly Mitchell of Quantuma Advisory Limited as Successor Joint Liquidator in his stead. Please note Carl Jackson remains a Joint Liquidator.

This report has been prepared to comply with the statutory obligation to provide a progress report to members and creditors and covers the Review Period 27 February 2022 to 26 February 2023.

Overall investigations into the previous incumbent continue but as evidenced by the loss of his insolvency licence, we are finding serious non-compliance issues with the former Liquidator's files and work which will take some time to deal with.

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

### Details of the appointment of the Joint Liquidators

As referred to above, Carl Jackson and Kelly Mitchell of Quantuma Advisory Limited were appointed Joint Liquidators of the Company on 30 September 2021.

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

## 2. THE PROGRESS OF THE LIQUIDATION

### The **Former Liquidator's** receipts and payments account

Attached at Appendix 2 is a receipts and payments account covering the Review Period which has been retrieved from estate bank records and Adrian Duncan's case files. Please note that the Joint Liquidators are not able to fully verify the accuracy of the account.

Our investigations show that estate funds were wrongly paid away and repaid during the former Liquidator's time in office. Therefore, we have taken the view that we should reflect all incoming and outgoing payments albeit they are not necessarily what one would ordinarily term proper receipts or payments.

### VAT Basis

It appears that the Company de-registered for VAT. The receipts and payments at Appendix 2 are shown net of VAT.

### Realisation of assets

As per the Declaration of Solvency that was completed on 26 February 2020, the assets of the Company were listed as follows:

## Cash at Bank

The Declaration of Solvency showed cash at bank in the sum of £79,728.75. It appears from a review of the former liquidator's case files and bank statements that the sum of £78,367.32 representing cash at bank was received into the liquidation estate bank account on 22 April 2020.

## 3. CREDITORS: CLAIMS AND DISTRIBUTIONS

### Secured creditors

There have been no secured creditor claims during the Review Period.

### Preferential creditors

There have been no preferential creditor claims during the Review Period.

### Unsecured creditors

There have been no preferential creditor claims during the Review Period.

## 4. SHAREHOLDERS' DISTRIBUTIONS

Based on the former Liquidator's records it appears distributions were made to shareholders as reflected in the table below.

Date	Share Class	Rate (£ per Share)	Total Distributed
05.07.2021	Ordinary	5,000.00	15,000.00
22.07.2021	Ordinary	5,000.00	15,000.00
26.07.2021	Ordinary	5,000.00	15,000.00
28.07.2021	Ordinary	5,000.00	15,000.00
09.08.2021 (see note)	Ordinary	6,085.20	18,255.60
Total			78,255.60

### Note

Upon review, it appears the final distribution payment made to the shareholder from the estate account in the sum of £18,255.60 was overpaid by £14.68 following an overpayment from Savants Restructuring Limited, replacing funds previously wrongly paid away. The Joint Liquidators will be seeking redress to restore the estate.

## 5. ETHICS

Please be advised that Joint Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

### General ethical considerations

Prior to the Joint Liquidators' appointment, a review of ethical issues was undertaken and no ethical threats were identified.

The Joint Liquidators, Carl Jackson and Michael Hall of Quantuma Advisory Limited, were subsequently appointed Joint Administrators over Savants Restructuring Limited and Savants Covenant Advisory Limited on 8 October 2021 by Order of the High Court of Justice. These appointments have assisted the Joint Liquidators in their investigations.

## **6. THE FORMER LIQUIDATOR'S FEES AND EXPENSES AND THE JOINT LIQUIDATOR'S FEES AND EXPENSES**

### **Former Liquidator's Pre Appointment Costs**

Prior to his appointment, the former Liquidator was paid £750 plus VAT for assisting the director in calling the relevant meetings and with preparing the Declaration of Solvency. In addition, it appears that the former Liquidator received £225 plus VAT in respect of advertising costs and £185 plus VAT in relation to the re-charge of system licence fees prior to his appointment.

### **Former Liquidator's Post Appointment Costs**

At the general meeting of members held on 27 February 2020, the former Liquidator's fees were fixed on the following basis:

- The Liquidator shall be authorised to draw their remuneration based upon their time costs by reference to the time properly given by the Liquidator and their staff, in attending to matters arising in the liquidation at Savants Restructuring Limited's standard hourly rates, at the rates prevailing at the time the work is done, such remuneration to be paid out of the assets of the company and which may be drawn on account as and when funds permit without further recourse to members.

During the period 27 February 2021 to 29 September 2021, the former liquidator incurred time costs of £2,973.50 representing 9.8 hours at an average hourly charge out rate of £303.41. A breakdown of these costs is included at Appendix 3, these have not been verified by the Joint Liquidators.

From a review of the former Liquidator's case files, it does not appear that the former Liquidator drew any post appointment fees.

Our investigations show that there are issues which have been identified in the former Liquidator's case files and with compliance. This is unsurprising given the intervention leading to our appointment and therefore we have endeavoured to verify data from third party sources where possible. As the Joint Liquidator's investigations are continuing it is not appropriate to detail the work undertaken by the former Liquidator in the review period.

### **Joint Liquidators' Post Appointment Costs**

In summary the Joint Liquidators' time costs for the Review Period total £3,117.00, representing 12.10 hours at an average hourly rate of £257.60. A breakdown of the time costs incurred during the Review 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 time costs amount to £4,862.50 representing 20.40 hours at an average hourly rate of £238.36.

The Joint Liquidators do not propose to seek a resolution to fix their fees at this time but reserve the right to do so in the future.

For information purposes, Quantuma Advisory Limited's current and historic schedule of charge-out rates and chargeable expenses may be found at [HYPERLINK "https://www.quantuma.com/guide/creditors-guide-fees"](https://www.quantuma.com/guide/creditors-guide-fees).

A hard copy of Quantuma Advisory Limited's charge-out rate and expenses policy may be obtained on request at no cost.



## Former Liquidators Expenses

From a review of the former Liquidator's case files, the expenses that have been incurred and paid in the period are as follows:

Expenses	Incurred & Paid £	Comments
Indemnity Bond	142.50	
TOTAL	142.50	

## Joint Liquidators Expenses

The Joint Liquidators' expenses that have been incurred and paid in the period are as follows:

Expenses	Incurred & Paid £	Comments
Indemnity Bond	20.00	Paid by Quantuma Advisory Ltd
TOTAL	20.00	

Statement of Insolvency Practice 9 (SIP 9) "Payments to Insolvency Office Holders & their Associates", outlines various disclosures in relation to Liquidators' fees and expenses. SIP 9 does not apply to MVLs and therefore it is intended that while full information will be provided regarding time costs and expenses further to the successor Joint Liquidators' appointment, the prescribed disclosure requirements will not be followed in full. Information in relation to time costs and expenses will be available upon request throughout the course of the Liquidation. However those parties who are responsible for paying the fees in an MVL may require disclosures in accordance with SIP 9. Should you wish for these to be provided, please contact me.

## 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.

## Future of the Liquidation

Upon reviewing the former Liquidator's file it appears that a final account was previously issued to members despite there still being funds in the estate account. However, our initial investigations show that funds may have been misappropriated and a claim has been submitted on the former Liquidator's bond. Accordingly, the Joint Liquidators are not in a position to confirm the final account until our investigations and the bond claim have been concluded.

## 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 Advisory Limited, including our complaints policy and Professional Indemnity Insurance, can be found at <https://www.quantuma.com/legal-information>.

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link [HYPERLINK "http://www.quantuma.com/legal-notices"](http://www.quantuma.com/legal-notices).

Should you have any queries in regard to any of the above please do not hesitate to contact Elli Rooney on 02380 821862 or by e-mail at [Elli.Rooney@quantuma.com](mailto:Elli.Rooney@quantuma.com).

A handwritten signature in black ink that reads "K Mitchell". The signature is written in a cursive, flowing style.

Kelly Mitchell  
Joint Liquidator

Development Partnership Lancashire Limited  
(IN LIQUIDATION)

STATUTORY INFORMATION

Company Name	Development Partnership Lancashire Limited
Trading Address	The Hollies, 18 Clifton Drive, Lytham, Lancashire, FY8 5RQ
Proceedings	In Liquidation
Date of Original Appointment	27 February 2020
Current Joint Liquidators	Carl Jackson Kelly Mitchell Quantuma Advisory Limited Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Change in Office Holder	Adrian Stewart Duncan removed from the office of Liquidator on 30 September 2021 and Carl Jackson and Michael Hall were appointed as Joint Liquidators  Michael Hall was removed from the office of Liquidator on 11 October 2022 and Kelly Mitchell was appointed as Joint Liquidator in his stead.
Registered office Address	c/o Quantuma Advisory Limited Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Former Registered Office	Savants Restructuring Limited, 83 Victoria Street, London, SW1H 0HW
Company Number	04461863
Incorporation Date	14/06/2002

Development Partnership Lancashire Limited  
(IN LIQUIDATION)

RECEIPTS AND PAYMENTS ACCOUNT DRAFTED FROM THE FORMER **LIQUIDATORS'**  
RECORDS INCORPORATING THE JOINT LIQUIDATORS RECIEPTS AND PAYMENTS AS AT 26  
FEBRUARY 2023

Declaration of Solvency £		From 27/02/2022 To 26/02/2023 £	From 27/02/2020 To 26/02/2023 £
	ASSET REALISATIONS		
	Bank Interest Gross	NIL	16.10
79,728.75	Cash at Bank	NIL	78,367.32
	Savants Restructuring Limited	NIL	83,214.69
		NIL	161,598.11
	COST OF REALISATIONS		
	Savants Restructuring Limited	NIL	83,200.00
	Specific Bond	NIL	142.50
		NIL	(83,342.50)
	DISTRIBUTIONS		
	Ordinary Shareholders	NIL	78,255.60
		NIL	(78,255.60)
79,728.75		NIL	0.01
	REPRESENTED BY		
	Bank 1 Current		0.01
			0.01

Note:

## Appendix 3

Development Partnership Lancashire Limited  
(IN LIQUIDATION)

**Details of the former Liquidator's time costs for the period 27 February 2020 to 29 September 2021 and 27 February 2021 to 29 September 2021**

### Time Entry - SIP9 Time & Cost Summary

Development Partnership Lancashire Limited  
Project Code: POST  
From 27 February 2021 to 29 September 2021

Classification of Work Function	Administrator	Insolvency Practitioner	Total Hours	Time Cost (£)
Admin & Planning	0.90	0.50	1.40	490.50
Creditors	8.40	0.00	8.40	2,483.00
<b>Total Hours / Costs</b>	<b>9.30</b>	<b>0.50</b>	<b>9.80</b>	<b>2973.50</b>
Total Fees Claimed				750.00
Total Disbursements Claimed				0.00

### Time Entry - SIP9 Time & Cost Summary

Development Partnership Lancashire Limited  
Project Code: POST  
From 27 February 2020 to 29 September 2021

Classification of Work Function	Administrator	Manager	Insolvency Practitioner	Total Hours	Time Cost (£)
Admin & Planning	4.00	1.70	0.50	6.20	1,950.00
Creditors	10.50	1.30	1.00	12.80	3,676.50
Realisation of Assets	1.40	0.60	0.00	2.00	595.00
Cashiering	0.20	0.00	0.00	0.20	48.00
<b>Total Hours / Costs</b>	<b>16.10</b>	<b>1.50</b>	<b>1.50</b>	<b>21.20</b>	<b>6269.50</b>
Total Fees Claimed				750.00	
Total Disbursements Claimed				0.00	

Development Partnership Lancashire Limited  
(IN LIQUIDATION)

Details of the Joint Liquidators' time costs for the period 27 February 2022 to 26 February 2023  
Appendix 5

Development Partnership Lancashire Limited  
(IN LIQUIDATION)

Time Entry - SIP9 Time & Cost Summary + Cumulative

S6039769 - Development Partnership Lancashire Limited  
Project Code: POST  
From: 27-02-2022 To: 26-02-2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POIT Only)	Total Time Costs Cum (POIT Only)
Admin & Planning	0.70	0.30	4.30	0.00	5.30	1,375.50	259.53	10.40	2,447.50
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Conveyancing	0.00	0.00	0.00	0.30	0.30	57.50	191.67	1.60	260.00
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Costs	0.30	0.00	3.10	0.00	3.40	855.00	251.47	3.60	855.00
Investigations	1.30	0.00	1.00	0.00	2.30	805.00	350.00	2.40	855.00
File Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Recovery of Assets	0.00	0.00	0.20	0.00	0.20	40.00	200.00	2.40	487.50
Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours / Costs	2.60	0.60	8.60	0.60	12.10	3,117.00	257.60	20.40	4,882.50
Total Fees Claimed						0.00			
Total Disbursements Claimed						0.00			

## Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

S6009769 - Development Partnership Lancashire Limited  
From: 30/09/2021 To: 26/02/2023  
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
100 Administration & Planning	0.00	0.50	0.00	0.00	0.50	170.00	340.00	0.50	170.00
100A Initial Notification(s) & Filing	0.00	0.20	0.20	0.10	0.50	133.50	267.00	0.50	133.50
102 IPS Case - File set up - Filing	0.00	0.00	0.00	0.10	0.10	13.50	135.00	0.10	13.50
104 General Administration	0.00	0.10	1.50	0.20	1.80	376.00	208.89	1.80	376.00
105 Case strategy - Review	0.70	0.30	4.10	0.00	5.10	1,267.00	248.43	5.10	1,267.00
106 VAT & CT matters and returns	0.00	0.00	2.40	0.00	2.40	487.50	203.12	2.40	487.50
<b>Admin &amp; Planning</b>	<b>0.70</b>	<b>1.10</b>	<b>8.20</b>	<b>0.40</b>	<b>10.40</b>	<b>2,447.50</b>	<b>235.34</b>	<b>10.40</b>	<b>2,447.50</b>
600 Cashiering	0.00	0.00	0.60	1.00	1.60	260.00	162.50	1.60	260.00
<b>Cashiering</b>	<b>0.00</b>	<b>0.00</b>	<b>0.60</b>	<b>1.00</b>	<b>1.60</b>	<b>260.00</b>	<b>162.50</b>	<b>1.60</b>	<b>260.00</b>
211 Annual Progress report	0.50	0.00	3.10	0.00	3.60	835.00	231.94	3.60	835.00
<b>Creditors</b>	<b>0.50</b>	<b>0.00</b>	<b>3.10</b>	<b>0.00</b>	<b>3.60</b>	<b>835.00</b>	<b>231.94</b>	<b>3.60</b>	<b>835.00</b>
300 Investigations	1.00	0.00	1.10	0.00	2.10	712.50	339.29	2.10	712.50
304 Forensic accounting analysis	0.30	0.00	0.00	0.00	0.30	120.00	400.00	0.30	120.00
<b>Investigations</b>	<b>1.30</b>	<b>0.00</b>	<b>1.10</b>	<b>0.00</b>	<b>2.40</b>	<b>832.50</b>	<b>346.88</b>	<b>2.40</b>	<b>832.50</b>
400 Realisation of Assets	0.00	0.00	2.40	0.00	2.40	487.50	203.13	2.40	487.50
<b>Realisation of Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>2.40</b>	<b>0.00</b>	<b>2.40</b>	<b>487.50</b>	<b>203.13</b>	<b>2.40</b>	<b>487.50</b>
<b>Total Hours</b>	<b>2.50</b>	<b>1.10</b>	<b>15.40</b>	<b>1.40</b>	<b>20.40</b>	<b>4,862.50</b>	<b>238.36</b>	<b>20.40</b>	<b>4,862.50</b>
<b>Total Fees Claimed</b>						<b>0.00</b>			

\*\* - Denotes codes included in cumulative data that are not present in the period.

Details of the Joint Liquidators' time costs for the period 30 September 2021 to 26 February 2023

Development Partnership Lancashire Limited  
(IN LIQUIDATION)

QMW11902bNR

Appendix 6

## Detailed narrative of work undertaken by the Joint Liquidators

Description of work undertaken	Includes
<b><u>ADMINISTRATION &amp; PLANNING</u></b>	
Administration & Planning	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews	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 and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<b><u>CREDITORS</u></b>	
Dealing with HMRC claims	Reviewing whether tax clearances received.
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
<b><u>CASHIERING</u></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
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 rates £
Partners	580.00
Directors	370.00-400.00
Senior Manager	340.00
Assistant Manager	275.00
Administrator	200.00
Cashier	125.00
Support Staff/Executive Assistant	100.00