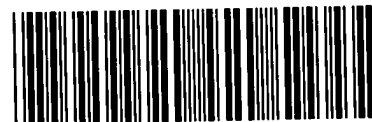




FRIDAY



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A08

07/08/2020

#97

COMPANIES HOUSE

### 1 Company details

Company number 0 5 0 4 9 0 1 7  
Company name in full AWH Utility Services Limited

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

### 2 Administrator's name

Full forename(s) Victor Henry  
Surname Ellaby

### 3 Administrator's address

Building name/number Staverton Court  
Street Staverton  
Post town  
County/Region Cheltenham  
Postcode G L 5 1 0 U X  
Country

### 4 Administrator's name ①

Full forename(s) Peter Richard James  
Surname Frost

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

### 5 Administrator's address ②

Building name/number Staverton Court  
Street Staverton  
Post town  
County/Region Cheltenham  
Postcode G L 5 1 0 U X  
Country

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

# AM10

## Notice of administrator's progress report

### 6 Period of progress report

From date	d	1	d	8	m	0	m	1	y	2	y	0	y	2	y	0
To date	d	1	d	7	m	0	m	7	y	2	y	0	y	2	y	0

### 7 Progress report

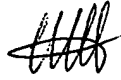
☒ I attach a copy of the progress report

### 8 Sign and date

Administrator's  
signature

Signature

X



X

Signature date	d	0	d	5	m	0	m	8	y	2	y	0	y	2	y	0
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# AM10

## Notice of administrator's progress report



### 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

Company name

Hazlewoods LLP

Address

Staverton Court

Staverton

Post town

County/Region

Cheltenham

Postcode

G

L

5

1

0

U

X

Country

DX

Telephone

01242 680000



### 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)

**AWH Utility Services Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 18/01/2020 To 17/07/2020 £	From 18/07/2018 To 17/07/2020 £
	<b>ASSETS SPECIFICALLY PLEDGED</b>		
285,614.39	Book debts	NIL	NIL
(171,049.07)	Catalyst Business Finance Ltd	NIL	NIL
		NIL	NIL
	<b>ASSET REALISATIONS</b>		
529,754.65	Asset Value Claims	NIL	NIL
	Assignment of claims		10,000.00
	Bank Interest Gross	13.81	60.99
25,850.20	Book Debts & Retentions	1,443.86	89,525.25
1,400.00	Cash at Bank	NIL	2,309.24
1,250.00	Furniture & Equipment	NIL	779.00
	Petty cash	NIL	3.95
	Rates refund	NIL	53.26
	RFL Refunds	NIL	439.99
	Utility refund	NIL	211.56
		1,457.67	103,383.24
	<b>COST OF REALISATIONS</b>		
	Agents/Valuers Fees	NIL	727.90
	Court fees	(333.00)	245.00
	Employees' claims agents	NIL	3,350.00
	Former employees assistance	NIL	593.85
	Insurance of assets	NIL	140.00
	Legal fees	6,100.00	6,100.00
	Office Holders expenses	NIL	402.67
	Office Holders Fees	NIL	41,083.33
	Pension claims agent	NIL	1,245.00
	Pre Administration costs	NIL	7,318.40
	Pre appointment legal fees	NIL	1,890.00
	Quantity Surveyor's fees	14,759.80	19,759.80
	Re-direction of mail	NIL	408.00
	Server retention costs	NIL	500.00
	Specific bond	NIL	191.80
	Statement of Affairs costs	NIL	2,511.50
	Statutory advertising	NIL	84.60
	Storage costs	234.00	952.00
		(20,760.80)	(87,503.85)
	<b>PREFERENTIAL CREDITORS</b>		
(77,582.57)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(663,805.15)	Advanced Payment Creditors	NIL	NIL
(18,547.19)	Banks/Institutions	NIL	NIL
(57,074.00)	Deficit to fixed charge holders	NIL	NIL
(76,201.20)	Directors	NIL	NIL
(434,662.79)	Employees	NIL	NIL
(84,394.54)	HMRC - VAT & PAYE/NIC	NIL	NIL
(164,834.80)	Property leases	NIL	NIL
(2,012,042.68)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
<b>(2,916,424.75)</b>		<b>(19,303.13)</b>	<b>15,879.39</b>
	<b>REPRESENTED BY</b>		

**AWH Utility Services Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £	From 18/01/2020 To 17/07/2020 £	From 18/07/2018 To 17/07/2020 £
REPRESENTED BY CONTINUED		
Bank Current		14,612.59
Vat Receivable		1,266.80
		<b>15,879.39</b>

\_\_\_\_\_  
Victor Henry Ellaby  
Joint Administrator

### **AWH Utility Services Limited ("the Company") – In Administration**

#### **Administrators' progress report to creditors**

**For the six months ended 17 July 2020**

#### **Executive summary**

The Administrators' proposals were approved by creditors on 25 September 2018. In accordance with the proposals, we took steps to maximise the realisation of the Company's assets. Matters relating to the Company's principal form of asset, being the Asset value claims previously concluded and determined no funds will be received in relation to those claims.

During the reporting period we continued to receive funds in relation to other assets and have continued our investigations into the Company's affairs and certain transactions undertaken in the period prior to the Administration.

Creditors previously consented to the extension of the Administration by 12 months to 17 July 2020. This was in order to allow further time to realise the Company's assets, in particular, local authority bonds subject to defects liability periods and to enable us to continue our investigations.

These matters could not be concluded by 17 July 2020 and therefore during the reporting period we applied to court for an extension of the Administration in accordance with the Insolvency Rules. The extension was duly granted and the Administration has been extended to 17 July 2021.


This progress report for the six months to 17 July 2020 should be read in conjunction with previous progress reports.

#### **Statutory information**

Company name:	AWH Utility Services Limited
Court name and reference:	In the High Court of Justice, No 5992 of 2018
Registered office:	Staverton Court Staverton Cheltenham GL51 0UX
Former registered office:	First Floor, The Black Barn Mythe Business Centre Tewkesbury Gloucestershire GL20 6EA
Registered number:	05049017

Staverton Court, Staverton, Cheltenham GL51 0UX  
01242 680000 [www.hazlewoods.co.uk](http://www.hazlewoods.co.uk)



Peter Frost (No. 008935) is licensed to act as an Insolvency Practitioner in the UK by the Insolvency Practitioners Association.  
Vic Ellaby (No. 008020) is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales.  
Hazlewoods is a trading name of Hazlewoods LLP. Hazlewoods LLP is a limited liability partnership registered in England and Wales. Registered No. OC311817.  
A list of members' names is open to inspection at our registered office. Registered Office: Staverton Court, Cheltenham, Glos. GL51 0UX. Registered to carry on audit work in the UK and regulated for a range of investment business activities by the Institute of Chartered Accountants in England and Wales. 



WE ARE AN INDEPENDENT MEMBER OF  
THE GLOBAL ADVISORY  
AND ACCOUNTING NETWORK

Joint Administrators' names;	Victor Henry Ellaby (Licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England & Wales no 8020)
	Peter Richard James Frost (Licensed to act as an Insolvency Practitioner in the UK by the Insolvency Practitioners Association No 8935)
Joint Administrators' address:	Hazlewoods LLP Staverton Court Staverton Cheltenham GL51 0UX
Joint Administrators' date of appointment:	18 July 2018
Actions of Administrators	Any act required or authorised under any enactment to be done by an Administrator may be done by either or both of the Administrators acting jointly or alone.

#### **Administrators' actions since last progress report**

As Administrators of the Company, we are officers of the Court, and must perform our duties in the interests of the creditors as a whole in order to achieve the purpose of the Administration, which is to achieve one of the three objectives set out in the insolvency legislation, namely to:

- (a) rescue the Company as a going concern; or
- (b) achieve a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration); or
- (c) realise property in order to make a distribution to one or more secured or preferential creditors.

As confirmed in our previous progress reports, we consider the steps we have taken in the Administration to date has led to the maximisation of realisations in relation to debtors which may not have been the case if the Company was wound up without first being in Administration.

During the reporting period we have:

- Continued to progress investigation matters in accordance with advice received from Temple Bright solicitors.
- Continued to monitor and receive funds in relation to amounts falling due from local authorities.
- Dealt with correspondence from creditors and other stakeholders.
- Prepared and issued progress reports.
- Took steps to obtain authority for an extension of the Administration from court.
- Had correspondence with the solicitors acting on behalf of the Directors.
- Took steps to investigate and realise a CIS refund owed to the Company.

There is certain work that we are required by the insolvency legislation to undertake in connection with Administration that provides no financial benefit for the creditors. A description of the routine work undertaken since our last progress report is contained in Appendix D.

## **Receipts and Payments Account**

Our Receipts & Payments account for the period from 18 January 2020 to 17 July 2020 and for the whole period of the administration is attached at Appendix A. The balance of funds are held in an interest-bearing estate bank account.

## **Assets**

We covered at length in our previous progress reports the steps we had taken to realise the Company's assets. We detail below the further developments with asset realisations in the period covered by this report.

### *Book debts – bonds and retentions*

As previously reported we instructed Construction Management Services ("CMS") a quantity surveyor experienced in the collection of debts in construction insolvency scenarios, to act on our behalf in the realisation of local authority bonds and retentions.

We have received £1,444 in the period covered by this report, making a total of £89,525 for the whole period of Administration in relation to local authority bonds and debtors. Funds are only released by local authorities when sites pass inspection. We are aware of instances where costs of rectification have been lodged against the bond eroding any balance due. CMS currently estimate that future realisations will be in the region of £2,000.

### *Bank interest*

During the period of reporting we received £14 gross bank interest.

## **Liabilities**

### *Secured Creditors*

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company granted a fixed and floating charge to Catalyst Business Finance Ltd on 23 November 2016.

Insolvency legislation requires that if the Company created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors.

The current position is that any net property will be dependent upon the outcome of the ongoing investigation into the Company's transactions and dealings pre-administration and the quantum of any recoveries for the benefit of the administration.

### *Preferential Creditors*

The Directors' Statement of Affairs anticipated £77,583 in preferential claims. The claims of former employees in respect of arrears of wages and holiday have been paid by the Redundancy Payments Service ("RPS") and are subrogated to them. We have received the claim from the RPS and preferential claims total £44,903.

We previously instructed Insol to assist in dealing with Company's pension schemes including winding-them up, advising members on their options and submitting a claim to RPS for arrears to be paid to the scheme. This preferential claim amounts to £2,714.



### *Unsecured Creditors*

The Directors' Statement of Affairs included 230 unsecured creditors, including the RPS, with an estimated total liability of £3,511,562. We have received claims to date summarised as follows:

Type of creditor	Total of claims received	Number of claims received	Total of claims outstanding
Trade and expense	1,166,778	103	463,598
Advance payments	1,828,056	38	650,542
Directors & associate	-	-	214,781
Banks	18,583	1	-
HMRC	210,031	1	-
RPS	239,140	1	-
RPS re pension arrears	-	-	3,491
Landlords	75,971	3	115,917
Finance shortfall	33,561	3	89,951
Total	<b>3,572,120</b>	<b>150</b>	<b>1,538,280</b>

We have not received claims from 115 creditors with original estimated claims included on the Directors' Statement of Affairs of £1,538,280.

### **Dividend prospects**

The prospects of any funds being available for dividend is dependent on the outcome of investigations and the realisation of the remaining retentions and bonds.

### **Investigation into the affairs of the Company**

During the reporting period we continued our investigations bearing in mind the following matters raised by creditors and interested parties at the outset:

- Concerns were raised regarding the position of assigned debts.
- Concerns were raised regarding payments made in advance by customers where the Company failed to undertake some or all intended work prior to Administration.
- General concerns were raised regarding the Company's actions in the period shortly prior to Administration, the actions of the Directors and other businesses associated with the Directors both currently and in the past.
- Concerns were raised about credit incurred by the Company in the period shortly before Administration.

We previously instructed Temple Bright to advise as a number of potential causes of action were identified. In a prior reporting period the identified claims were assigned to Manolete Partners LLP. The Company (in Administration) retains an interest in the outcome of the claims but the commercial terms of assignment are confidential.

### **Administrators' remuneration**

Our remuneration was approved on a time cost basis based on a fee estimate of £73,795.60. The fees estimate acts as a cap and we are unable to draw remuneration in excess of that estimate without first seeking approval from creditors.

Our time costs for the six months to 17 July 2020 amount to £9,326.10, representing 45.3 hours of work at a blended charge out rate of £205.87 per hour. Total time costs for the duration of the Administration to 17 July 2020 amount to £124,047.20, representing 721.5 hours of work at a blended charge out rate of £171.93 per hour. The actual blended charge out rate incurred compares with the estimated blended charge out rate of £163.74 in our fees estimate. We have not drawn any remuneration in the period of this report and have drawn total remuneration for the duration of the Administration to 17 July 2020 of £41,083.33.

A detailed schedule of our time costs incurred to 17 July 2020 compared with our original fees estimate is attached as Appendix B. As you will note from the above, the total time costs we have incurred in this matter have substantially exceeded the total estimated remuneration we set out in our fees estimate when this was authorised by creditors. This is due to:

- Considerably more time being incurred dealing with the potential realisation of AV claims than originally envisaged.
- Considerably more time being incurred in relation to investigation matters than originally anticipated due to significant matters arising requiring detailed investigation.
- It not being anticipated at the outset that the Administration would be in place longer than the statutory 12-month period. The Administration was initially extended by creditor consent for a further 12 months and has now been extended by the court for a further year.

It is anticipated that investigations will continue to require further time input through to completion.

We are currently unable to draw our authorised fees in full due to a lack of realisations and therefore we do not currently intend to seek a decision to increase our fees estimate. If there are substantial further realisations we will consider requesting an increase in our authorised fee from creditors.

As stated in the approved proposals, the only circumstances we envisaged that would require an increase in approved fees was if additional work was required in relation to investigations which may lead to potential further asset recoveries, or any associated action, such as arbitration or legal proceedings.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>.

Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at [www.hazlewoods.co.uk](http://www.hazlewoods.co.uk) under Services, Business Recovery and Insolvency, Technical Guides. There are different versions of these Guidance Notes, and in this case please refer to the "from 6 April 2017" version. We append at C details of Hazlewoods LLP's present hourly rates of staff and disbursement policy.

## **Administrators' Expenses**

### *Category 2 disbursements*

Creditors authorised the recovery of category 2 disbursements on 25 September 2018.

Category 2 disbursements of £66.64, representing mileage costs, were incurred in the period of this report, of which none has been paid. For the duration of the liquidation total parking and mileage costs of £511.78 have been incurred of which £402.67 have been paid.

### *Court costs*

During the reporting period a payment of £333, representing the cost of a court application incurred in a prior reporting period, was refunded to the Administration estate.

### Professional advisors

We have used the following agents or professional advisors:

Professional Advisor	Nature of Work	Basis of Fees	Fees incurred in period £	Fees paid in period £	Total Fees incurred £	OS Fees at 17/08/20 £
Temple Bright	Legal advice throughout the Administration	Time costs as agreed	4,770	6,100	24,570	18,470
Insol Group	Specialist employee claims and pension scheme advisors	Fixed cost	-	-	4,445	-
Evolve	Pension scheme advice	Fixed cost	-	-	150	-
AMS	Professional valuers and auctioneers	Fixed cost	-	-	728	-
CMS	Quantity Surveyor	Time costs as agreed	998	14,760	20,758	998

Temple Bright are instructed in relation to investigations and have provided general advice for the duration of the Administration. Temple Bright have time costs outstanding of £18,470.

Insol Group assisted former employees with making claims to the RPS and submitted information to the RPS on the Joint Administrators behalf. They were also instructed to advise on winding-up the Company's pension scheme, advising members on their options and submitting a claim to RPS for pension arrears. Evolve were instructed in relation to another of the Company's pension schemes.

AMS were instructed in relation to the valuation and sale of the Company's fixtures, fittings and equipment.

CMS was instructed in the collection of retentions and bonds falling due for repayment. CMS have incurred time costs to 17 July 2020 of £20,757.50 and have been paid £19,759.80 to date. These costs were not included in the original fees estimate as we were not aware of the bonds falling due for repayment. The instruction of CMS has led to realisations in excess of £89,000 however costs are higher than typically expected due to a lack of detailed information within the Company's records.

The choice of professionals used was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them. We have reviewed the fees charged and are satisfied that they are reasonable in the circumstances of this case.

As at 17 July 2020 we anticipate that the total expenses we will incur in this matter will exceed the total expenses we estimated we would incur when our remuneration was authorised by creditors. This is primarily due to professionals having to be engaged in relation to investigations and asset realisations which was not anticipated at the outset.

## **Further Information**

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Administrator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

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

To comply with the Provision of Services Regulations, some general information about Hazlewoods LLP can be found at [www.hazlewoods.co.uk](http://www.hazlewoods.co.uk) under Services, Business Recovery and Insolvency, Technical Guides.

## **Summary**

The Administration will remain open to enable the collection of retentions and bonds falling due and until the matters outlined in the investigations section are complete. We are currently unable to give an indication of how long this may take and we may consider seeking an extension of the Administration period from court if necessary.

If after the above matters conclude and there are insufficient funds to enable a dividend to unsecured creditors, the Administration will be closed and the Company dissolved. If however there are sufficient funds to enable payments to unsecured creditors, the Administration will be converted to Creditors Voluntary Liquidation to enable the payments to be made in accordance with the approved proposals.

Hazlewoods LLP uses personal information in order to fulfil the legal obligations of our Insolvency Practitioners under the Insolvency Act and other relevant legislation, and also to fulfil the legitimate interests of keeping creditors and others informed about the insolvency proceedings. You can find more information on how Hazlewoods LLP uses your personal information on our website at <https://www.hazlewoods.co.uk/Privacy-Policy.aspx>.

If creditors have any queries regarding these proposals or the conduct of the Administration in general, or if they want hard copies of any of the documents made available on-line, they should contact Nick Stafford on 01242 680000, or email to [creditors@hazlewoods.co.uk](mailto:creditors@hazlewoods.co.uk).



**V H Ellaby**  
**Joint Administrator**



**Peter Frost**  
**Joint Administrator**

**4 August 2020**

The Joint Administrators are agents of the Company and act without personal liability.

**AWH Utility Services Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 18/01/2020 To 17/07/2020 £	From 18/07/2018 To 17/07/2020 £
	<b>ASSETS SPECIFICALLY PLEDGED</b>		
285,614.39	Book debts	NIL	NIL
(171,049.07)	Catalyst Business Finance Ltd	NIL	NIL
		NIL	NIL
	<b>ASSET REALISATIONS</b>		
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	RFL Refunds	NIL	439.99
	Utility refund	NIL	211.56
		1,457.67	103,383.24
	<b>COST OF REALISATIONS</b>		
	Agents/Valuers Fees	NIL	727.90
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	Former employees assistance	NIL	593.85
	Insurance of assets	NIL	140.00
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	Server retention costs	NIL	500.00
	Specific bond	NIL	191.80
	Statement of Affairs costs	NIL	2,511.50
	Statutory advertising	NIL	84.60
	Storage costs	234.00	952.00
		(20,760.80)	(87,503.85)
	<b>PREFERENTIAL CREDITORS</b>		
(77,582.57)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(663,805.15)	Advanced Payment Creditors	NIL	NIL
(18,547.19)	Banks/Institutions	NIL	NIL
(57,074.00)	Deficit to fixed charge holders	NIL	NIL
(76,201.20)	Directors	NIL	NIL
(434,662.79)	Employees	NIL	NIL
(84,394.54)	HMRC - VAT & PAYE/NIC	NIL	NIL
(164,834.80)	Property leases	NIL	NIL
(2,012,042.68)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
<b>(2,916,424.75)</b>		<b>(19,303.13)</b>	<b>15,879.39</b>
	<b>REPRESENTED BY</b>		

**AWH Utility Services Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £	From 18/01/2020 To 17/07/2020 £	From 18/07/2018 To 17/07/2020 £
REPRESENTED BY CONTINUED		
Bank Current		14,612.59
Vat Receivable		1,266.80
		<b>15,879.39</b>

\_\_\_\_\_  
Victor Henry Ellaby  
Joint Administrator

AWH Utility Services Limited - In Administration

## Summary of Administrators' time costs and disbursements incurred and billed

<u>Time Costs</u>		Incurring in period 18/07/2018 to 17/01/2020 £	Billed in period 18/07/2018 to 17/01/2020 £	Incurred in period 18/07/2019 to 17/01/2020 £	Billed in period 18/07/2019 to 17/01/2020 £	Unbilled £
Administrators' fees		114,721.10	41,083.33	15,529.00	26,083.33	73,637.77
<b>Liquidators' Total Post Appointment Fees</b>		<b>114,721.10</b>	<b>41,083.33</b>	<b>15,529.00</b>	<b>26,083.33</b>	<b>73,637.77</b>
<u>Category 2 Disbursements</u>						
Mileage & parking		402.67	402.67	79.59	162.80	-
<u>Category 1 Disbursements</u>						
Storage and collection costs		175.00	175.00	-	-	-
Re-Direction of Mail		408.00	408.00	-	-	-
Statutory bond		175.80	175.80	16.00	16.00	-
Former employee assistance		593.85	593.85	-	-	-
Insol HR costs		3,350.00	3,350.00	-	-	-
Statutory advertising		84.60	84.60	-	-	-
<b>Total Disbursements</b>		<b>5,189.92</b>	<b>5,189.92</b>	<b>95.59</b>	<b>178.80</b>	<b>-</b>

AWH Utility Services Limited - In AdministrationAdministrators' time summaries

A summary of the time costs incurred by grade of staff and the nature of work undertaken is as follows.

Total incurred for period 18/07/2019 to 17/01/2020								
Classification of work	HOURS						Total cost incurred £	Average hourly rate £
	Partner & Appointment Taker	Director	Manager	Supervisor	Administrator	Total Hours		
<b>Administration &amp; planning</b>								
Appointment formalities	-	-	-	-	-	-	-	-
Statutory reporting	8.80	-	1.40	-	-	10.20	2,681.00	262.84
Administration & planning	3.20	-	11.10	-	-	14.30	2,643.50	184.86
Closing formalities	-	-	-	-	-	-	-	-
	12.00	-	12.50	-	-	24.50	5,324.50	217.33
<b>Investigations</b>								
CDDA reports	-	-	-	-	-	-	-	-
Antecedent transactions	13.8	-	28.9	-	-	42.7	8,632.50	202.17
	13.8	-	28.9	-	-	42.7	8,632.50	202.17
<b>Realisation of assets</b>								
Property	-	-	-	-	-	-	-	-
Trade debtors	0.2	-	1.6	-	-	1.8	320.00	177.78
Other assets	-	-	5.7	-	-	5.7	940.50	165.00
	0.2	-	7.3	-	-	7.5	1,260.50	168.07
<b>Trading</b>								
	-	-	-	-	-	-	-	-
<b>Creditors</b>								
Secured creditors	-	-	-	-	-	-	-	-
Employees	-	-	0.7	-	-	0.7	115.50	165.00
Other creditors & dividends	-	-	1.4	-	-	1.4	196.00	140.00
	-	-	2.1	-	-	2.1	311.50	148.33
<b>Total for period</b>	26.0	-	50.8	-	-	76.8	15,529.00	202.20

Total for duration of case 18/07/2018 to 17/01/2020					
Classification of work	Total Hours	Total Cost £	Average Hourly Rate £	Original fee estimate £	Original fee estimate hourly rate £
<b>Administration &amp; planning</b>					
Appointment formalities	49.1	8,135.80	165.70		
Statutory reporting	61.0	8,856.80	145.19		
Administration & planning	91.9	14,932.70	162.49		
	202.4	31,991.30	168.06	24,263.60	146.37
<b>Investigations</b>					
CDDA reports	8.5	1,412.40	166.16		
Antecedent transactions	137.6	25,185.50	183.03		
	146.1	26,597.90	182.05	8,006.00	188.38
<b>Realisation of assets</b>					
Property	5.3	858.60	162.00		
Trade debtors	86.9	17,096.90	196.74		
Other assets	86.3	14,699.30	170.33		
	178.5	32,654.80	182.94	22,518.00	205.64
<b>Trading</b>					
	-	-	-	-	-
<b>Creditors</b>					
Secured creditors	1.5	420.00	280.00		
Employees	12.1	2,039.20	168.53		
Other creditors & dividends	135.6	21,017.90	155.00		
	149.2	23,477.10	157.35	19,019.00	142.99
<b>Total to date</b>	676.2	114,721.10	169.66	73,796.60	163.74



## HAZLEWOODS LLP

### FEES AND DISBURSEMENTS POLICY STATEMENT AS AT 1 MAY 2020

#### Fees and Charging Policy

- Grades of staff are charged at an hourly rate that is subject to periodic review. Below are the present hourly rates.
- Work undertaken by cashiers and support staff relating to specific tasks is charged. Support staff time is charged to the case and the rates are within the Administrator grade banding.
- Time spent by partners and all staff in relation to the insolvency estate are charged to the estate.
- Time is recorded in 6 minute units.
- Time billed is subject to Value Added Tax (VAT) at the applicable rate.

Time properly incurred in connection with the case is charged at the following hourly rates.

Grade	01/11/19 & 01/05/20 £	01/05/19 £
Partner	285	285
Appointment Taker	280	190-280
Associate Partner	212	212
Manager	129-172	128-172
Associates	101-130	100-130
Administrator	47-89	46-88

Hourly rates are reviewed on 1 May and 1 November each year.

#### Expenses

Where expenses are incurred in respect of the insolvent estate, they will be recharged and comprise two categories.

##### ***Category 1 (Approval not required)***

These are where Hazlewoods LLP has met a specific cost to a third party. Such expenses may include items such as advertising, couriers, travel (by public transport), searches at Companies House, land registry searches, fees in respect of swearing legal documents, external printing costs, bonding etc. In each case, the charge will be reimbursement of a specific expense incurred.

##### ***Category 2 (Approval required)***

These are not capable of precise identification and allocation, eg: expenses that include an element of shared or allocated costs. This type of expense requires the approval of Creditors prior to being drawn from the estate.

This includes the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. A charge is made at HM Revenue & Customs approved rate, presently 45p per mile.

Summarised below are the categories of expenses, which may be incurred in connection with the administration of this case.

<b>Expense</b>	<b>Charge policy</b>	<b>Category of disbursement</b>
Business mileage	HM Revenue & Customs approved rate (currently 45p per mile)	2
Postage	At cost	1
Storage	Offsite storage at cost	1
Company searches	At cost	1
Individual/Directors searches	At cost	1
Other third party expenses incurred directly in connection with the case	At cost	1

Where applicable, disbursements will be subject to VAT at the prevailing rate

## APPENDIX D

### Routine work undertaken since our last progress report

#### 1. Administration

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Maintaining physical case files.
- Maintaining the case on the practice's electronic case management system and entering data.
- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing 6 monthly progress reports to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

#### 2. Creditors

Claims of creditors - the office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder also needs to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

- Supervising the work of sub-contractors instructed on the case to assist in dealing with employee claims; obtaining reports and updates from them on the work done; and checking the adequacy of the work done.
- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.