

LIQ03

Notice of progress report in voluntary winding up



Companies House

FRIDAY



A25 *A7KBOX7M* 07/12/2018 #349
COMPANIES HOUSE

1 Company details

Company number 0 5 8 9 2 7 6 8

Company name in full Lean Forward Limited t/a Win Cash Live

→ Filling in this form

Please complete in typescript or in
bold black capitals

2 Liquidator's name

Full forename(s) Simon James

Surname Bonney

3 Liquidator's address

Building name/number High Holborn House

Street 52 - 54 High Holborn

Post town London

County/Region

Postcode W C 1 V 6 R L

Country

4 Liquidator's name ①

Full forename(s) Andrew

Surname Hosking

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number High Holborn House

Street 52 - 54 High Holborn

Post town London

County/Region

Postcode W C 1 V 6 R L

Country

② Other liquidator

Use this section to tell us about
another liquidator.

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6

Period of progress report

From date	d	1	0	m	1	0	y	2	0	y	1	7
To date	d	0	9	m	1	0	y	2	0	y	1	8

7

Progress report

☒ The progress report is attached

8

Sign and date

Liquidator's signature

Signature

X



X

Signature date

d	0	5	m	1	2	y	2	0	y	1	8
---	---	---	---	---	---	---	---	---	---	---	---

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 **Tom Maker**

Company name **Quantuma LLP**

Address **High Holborn House**

52-54 High Holborn

Post town **London**

County/Region

Postcode **W C 1 V 6 R L**

Country

DX

Telephone **020 3856 6720**



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

**Lean Forward Limited t/a Win Cash Live
(In Liquidation)**

JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 10/10/2017 To 09/10/2018 £	From 10/10/2016 To 09/10/2018 £
RECEIPTS			
Bank Interest Gross		0 00	193 16
Transfer from Administration	243,599 08	0 00	243,621 77
		<u>0 00</u>	<u>243,814 93</u>
PAYMENTS			
Joint Administrators' Remuneration		0 00	5,037 50
Joint Administrators' Disbursements		0 00	142 68
Office Holders Fees		6,704 67	27,690 00
Tax Specialist Fees		192 00	3,225 65
Courier Costs		0 00	67 65
Legal Fees		0 00	1,500 00
Photocopying		50 64	253 20
Postage		54 02	1,311 24
Storage Costs		4 06	34 30
Statutory Advertising		0 00	156 50
Insurance of Assets		0 00	131 40
Preferential Creditors		0 00	18,586.62
Unsecured Creditors		0 00	180,997.76
Tax on Employee Distributions		0 00	3,784 89
		<u>7,005 39</u>	<u>242,919 39</u>
Net Receipts/(Payments)		<u>(7,005.39)</u>	<u>895.54</u>
MADE UP AS FOLLOWS			
Bank 1 Current		(31 77)	857 14
VAT Receivable / (Payable)		(6,973 62)	38 40
		<u>(7,005.39)</u>	<u>895.54</u>

Notes

- 1 The balance of funds shown is held on an interest bearing account held at Metro Bank
- 2 The above statement is to be read in conjunction with the Joint Liquidators' report dated 5 December 2018
- 3 Amounts in the above statement are shown exclusive of VAT, unless specifically stated

Simon Bonney and Andrew Hosking
Joint Liquidators
5 December 2018

LEAN FORWARD LIMITED T/A WIN CASH LIVE (IN LIQUIDATION)

THE JOINT LIQUIDATORS' PROGRESS REPORT

5 December 2018

This report has been prepared for the sole purpose of updating the members and creditors 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 and creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Simon Bonney and Andrew Hosking of Quantuma LLP, High Holborn House, 52 - 54 High Holborn, London, WC1V 6RL, were appointed Joint Liquidators of Lean Forward Limited t/a Win Cash Live on 10 October 2016.

Simon Bonney and Andrew Hosking are licensed to act as Insolvency Practitioners by the Insolvency Practitioners Association



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2	THE PROGRESS OF THE LIQUIDATION
3	CREDITORS: CLAIMS AND DISTRIBUTIONS
4	OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS
5	THE JOINT LIQUIDATORS' FEES AND EXPENSES

APPENDICES

Appendix 1	Statutory Information
Appendix 2	The Joint Liquidators' receipts and payments account as at 9 October 2018
Appendix 3	Schedule of Joint Liquidators' time costs
Appendix 4	Detailed narrative list of work undertaken by the Joint Liquidators 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"	Simon Bonney and Andrew Hosking of Quantuma LLP
"the Company"	Lean Forward Limited t/a Win Cash Live (in Liquidation)
EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 10 October 2017 to 9 October 2018

1. INTRODUCTION

Introduction

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since our last report dated 6 December 2017.

As you will be aware we previously acted as Joint Administrators of the Company.

Given the information previously provided to members and creditors in our earlier reports, we have not included detailed background information in respect of the Company and have focussed on the progress of the Liquidation subsequent to those reports

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

Details of the appointment of the Joint Liquidators

Simon Bonney and Andrew Hosking of Quantuma LLP were appointed Joint Liquidators of the Company on 10 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

2. 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 in previous periods.

The rest of this report describes the key developments in the Liquidation over the Review Period.

We have summarised the main asset realisations during the Review Period and an estimation of the those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. All VAT has now been reclaimed.

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 insolvent 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 Review Period, primarily these tasks have included

- Drafting and issuing the progress report to creditors;
- 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; and
- Completing periodic tax returns

Realisation of assets

There have been no realisations during the Review Period.

Estimated future realisations

No further assets are anticipated to be realised in this matter

Payments

There have been a number of payments made during the Review Period. A breakdown of these payments can be found in the Joint Liquidators' Receipts and Payments Account at Appendix 2.

Costs incurred but remaining unpaid

The only costs which have been incurred but remain unpaid on this matter are a small sum of the Joint Liquidators' time costs and disbursements. Further details of these costs are set out below.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured creditors

The Company has no secured creditors.

Preferential creditors

Prior to the Review Period, preferential claims relating to unpaid holiday pay and wage arrears were agreed at £18,586.62, and a dividend of 100p in the £ was paid to preferential creditors on 19 September 2017.

Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

Unsecured creditors

Prior to the Review Period, unsecured creditors' claims were adjudicated and agreed in the total sum of £672,577.69. The total number of claims accepted was 459.



Prior to the Review Period, a dividend of 26.91p in the £ was paid on 19 September 2017 to unsecured creditors. Although significant time costs have been incurred in adjudicating on creditors' claims, this work has had a financial benefit for creditors as it has ensured that payments have only been made to parties who have a statutory right to a dividend.

Notice of No Further Dividend

In accordance with Rule 14.36 and Rule 14.37, I confirm that no further dividend will be distributed as the funds realised have already been distributed or used or allocated for defraying the expenses of the Liquidation.

4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

No matters require further investigation.

EU Regulations (Whether Proceedings Are Main Proceedings or Territorial)

The Company's centre of main interest was in the UK as their registered office address and trading address was in England, and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

Further Information

Please 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/>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk/>.

General Data Protection Regulation

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 www.quantuma.com/legal-notices/.

5 THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 6 April 2017 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 Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.



Pre-Appointment Costs

As this Liquidation is a conversion from an Administration, no pre-appointment costs were incurred.

Joint Liquidators' Remuneration

The bases of the Joint Liquidators' fees were fixed by postal resolutions considered and approved by creditors on 25 November 2017 as follows.

1. That the Joint Liquidators' fees for undertaking the administration of this matter, as outlined in the in the Fee Estimate enclosed with the report to Creditors dated 8 November 2016 and prepared in connection with fee approval, will be charged at a fixed fee of £15,000 plus VAT.
2. That the Joint Liquidators' fees for undertaking any work that becomes necessary in declaring a dividend to unsecured creditors, as outlined in the Fee Estimate enclosed with the report to Creditors dated 8 November 2016 and prepared in connection with fee approval, will be charged on the basis of 6% of the amount distributed plus VAT.
3. That the Joint Liquidators' fees for undertaking any work that becomes necessary in payment of a dividend to unsecured creditors, as outlined in the Fee Estimate enclosed with the report to Creditors dated 8 November 2016 and prepared in connection with fee approval, will be charged at a fixed fee of £6 00 plus VAT per claim paid.

In accordance with this resolution, fees totalling £27,690.00 plus VAT have been drawn

We believe this case generally to be of regular complexity with the exception of the amount of potential creditors associated with the Company, which caused additional time to be spent on ad hoc queries. Otherwise, no extraordinary responsibility has to date fallen on the Joint Liquidators.

Comparison of estimates

For a detailed schedule of work undertaken by the Joint Liquidators during the Review Period and the whole period of the Liquidation, see Appendix 3. A detailed narrative list of the work undertaken during the Review Period is provided at Appendix 4.

The expenses incurred to date are compared with the original expenses estimate as follows:

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Statutory Bonding	135.00	0.00	135.00	
Statutory Advertising	231.00	0 00	310.50	
Photocopying	780.00	50.64	253.20	
Stationery	160.00	0.00	0.00	
Postage	800 00	54 02	1,621.76	Additional postage costs incurred due to the amount of creditors who submitted claims and were subsequently included in circulars



Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Tax Specialist Fees	0 00	192 00	3,225 65	Unanticipated costs which arose due to the requirement to take tax advice relating to Gambling Duty
Courier Costs	0.00	0 00	67.65	Documents required to be couriered to ensure speed and security
Legal Fees	0 00	0 00	1,500 00	Fees incurred in relation to the provision of legal advice on gambling laws
Storage Costs	0 00	4 06	34.30	Storage required for books and records held
Web Charge	0.00	0.00	10.00	Charge incurred in order to publish documents on website
Agents Fees	0 00	0.00	2,493.56	Fees incurred in relation to the valuation and sale of the Company's assets
Travel Costs	0 00	0.00	121.80	Costs incurred in travelling to the Company premises for meetings
Insurance of Assets	0 00	0 00	131.40	Insurance costs incurred relating to Company assets held in Administration
TOTAL	2,106.00	300.72	9,904.82	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements referred to above. Creditors approved the payment of Category 2 disbursements on these bases on 25 November 2017.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that the original expenses estimate has been exceeded for the reasons given above.

Other professional costs

Solicitors

Joelson JD LLP were instructed by the Joint Liquidators to advise on appropriate legal matters including advice on gambling regulations. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. The Solicitors' time costs for the Liquidation amount to £1,500.00 and they have been paid in full.

Tax Specialists

InTax LLP were instructed by the Joint Liquidators to advise on appropriate tax matters including advice on gambling duty. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. The Specialists' time costs for the Liquidation amount to £3,225.65 and they have been paid in full.

All professional costs are reviewed and analysed before payment is approved.



Creditors' right to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report

Creditors' right to challenge remuneration and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

Future of the Liquidation

As stated above, the anticipated dividend to preferential and unsecured was distributed to creditors on 19 September 2017. All remaining funds will be utilised to make payment to the Joint Liquidators for fees to which they are entitled.

The Liquidation will shortly be brought to a close and the Joint Liquidators will seek their release from office by issuing their final account to members and creditors

Should you have any queries in regard to any of the above please do not hesitate to contact Tom Maker on 020 3856 6720 or by e-mail at Tom.Maker@Quantuma.com.

Simon Bonney
Joint Liquidator

Licensed in the United Kingdom to act as an insolvency practitioner by the Insolvency Practitioners Association

**LEAN FORWARD LIMITED T/A WIN CASH LIVE
(IN LIQUIDATION)**
STATUTORY INFORMATION

Company Name	Lean Forward Limited t/a Win Cash Live
Previous Names	Leanforward Limited Joysign Limited
Proceedings	In Liquidation
Court	High Court of Justice
Court Reference	CR - 2016 - 003647
Date of Appointment	10 October 2017
Joint Administrators	Simon Bonney and Andrew Hosking Quantuma LLP High Holborn House 52-54 High Holborn London WC1V 6RL
Joint Administrators' functions	All functions, duties and powers may be exercised by either one or both of the Joint Administrators
Registered office address	c/o Quantuma LLP High Holborn House 52-54 High Holborn London WC1V 6RL
Company Number	05892768
Incorporation Date	01 August 2006
Company Secretary	Heather Faull
Appointment by	Company Director
Directors at date of Appointment	Ashely Faull

Shareholdings	Ashley Faull	3,375,000 ordinary £0.00025p shares
	Heather Faull	605,000 ordinary £0.00025p shares
	Stephen Faull	20,000 ordinary £0.00025p shares
	Gavin Orr	50,000 ordinary £0.00025p shares
	Ariadne Capital Limited	10,000 ordinary £0.00025p shares
	Tulsa Investments Limited	2,000,000 ordinary £0.00025p shares
	Euroblue Investments Limited	1,500,000 ordinary £0.00025p shares
	Stephen Hemsley	1,000,000 ordinary £0.00025p shares
	Sharon Hemsley	200,000 ordinary £0.00025p shares
	Edwards Family Holdings Limited	1,000,000 ordinary £0.00025p shares
	Sammy Harari	500,000 ordinary £0.00025p shares
	Edge Performance VCT Plc	500,000 ordinary £0.00025p shares
	Lord Hollick	350,000 ordinary £0.00025p shares
	Parm Sandhu	150,000 ordinary £0.00025p shares
	Gail Egan	150,000 ordinary £0.00025p shares
	John Egan	100,000 ordinary £0.00025p shares
	Maurice Faull	100,000 ordinary £0.00025p shares
	David Goffin	100,000 ordinary £0.00025p shares
	Jeremy Coller	100,000 ordinary £0.00025p shares
	Adam Cohen	100,000 ordinary £0.00025p shares
	Gavin Orr	100,000 ordinary £0.00025p shares
	Simon Nicholls	50,000 ordinary £0.00025p shares

Appendix 2

**LEAN FORWARD LIMITED T/A WIN CASH LIVE
(IN LIQUIDATION)**

**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT
AS AT 9 OCTOBER 2018**

**Lean Forward Limited t/a Win Cash Live
(In Liquidation)**

JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 10/10/2017 To 09/10/2018 £	From 10/10/2016 To 09/10/2018 £
RECEIPTS			
Bank Interest Gross		0 00	193.16
Transfer from Administration	243,599 08	0 00	243,621.77
		<hr/> 0 00	<hr/> 243,814 93
PAYMENTS			
Joint Administrators' Remuneration		0 00	5,037 50
Joint Administrators' Disbursements		0 00	142 68
Office Holders Fees		6,704 67	27,690 00
Tax Specialist Fees		192 00	3,225 65
Courier Costs		0 00	67 65
Legal Fees		0 00	1,500 00
Photocopying		50.64	253 20
Postage		54 02	1,311.24
Storage Costs		4 06	34.30
Statutory Advertising		0 00	156 50
Insurance of Assets		0 00	131.40
Preferential Creditors		0 00	18,586 62
Unsecured Creditors		0 00	180,997 76
Tax on Employee Distributions		0 00	3,784 89
		<hr/> 7,005 39	<hr/> 242,919 39
Net Receipts/(Payments)		<hr/> (7,005.39)	<hr/> 895.54
MADE UP AS FOLLOWS			
Bank 1 Current		(31 77)	857 14
VAT Receivable / (Payable)		(6,973 62)	38 40
		<hr/> (7,005.39)	<hr/> 895.54

Notes

- 1 The balance of funds shown is held on an interest bearing account held at Metro Bank
- 2 The above statement is to be read in conjunction with the Joint Liquidators' report dated 5 December 2018
- 3 Amounts in the above statement are shown exclusive of VAT, unless specifically stated

Simon Bonney and Andrew Hosking
Joint Liquidators
5 December 2018

Appendix 3

**LEAN FORWARD LIMITED T/A WIN CASH LIVE
(IN LIQUIDATION)**

**SCHEDULE OF THE JOINT LIQUIDATORS' TIME COSTS DURING THE REVIEW PERIOD AND
THE WHOLE PERIOD OF THE LIQUIDATION**

6001295A - Lean Forward Limited t/a Win Cash Live
Project Code POST
From 10/10/2017 To 09/10/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.30	0.10	1.80	1.12	3.32	637.00	191.87
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	3.50	5.10	8.60	1,250.00	145.35
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.40	0.00	9.80	0.00	10.20	1,966.00	192.75
Investigations	0.00	0.00	0.30	0.00	0.30	52.50	175.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.70	0.10	15.40	6.22	22.42	3,905.50	174.20
Total Fees Claimed						27,690.00	
Total Disbursements Claimed						1,598.74	

6001295A - Lean Forward Limited t/a Win Cash Live
Project Code POST
From 10/10/2016 To 09/10/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	5.30	0.60	20.20	17.62	43.72	9,460.00	216.38
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.10	0.00	9.40	14.05	23.55	3,628.75	154.09
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	4.00	0.60	188.98	5.20	198.78	39,111.00	196.76
Investigations	0.40	0.00	0.30	0.00	0.70	250.50	357.86
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	3.60	0.00	3.60	954.00	265.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	9.80	1.20	222.48	36.87	270.35	53,404.25	197.54
Total Fees Claimed						27,690.00	
Total Disbursements Claimed						1,598.74	

**LEAN FORWARD LIMITED T/A WIN CASH LIVE
(IN LIQUIDATION)**

**DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING THE
REVIEW PERIOD**

Description of work undertaken	Includes
<u>ADMINISTRATION & PLANNING</u>	
Setting up and maintaining 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, 2 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 and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Payment of Dividends	Reissuing cheques Corresponding with creditors re dividend payments
Annual/Progress Reports	Preparing, circulating and filing progress reports Disclosure of sales to connected parties
<u>INVESTIGATIONS</u>	
CDDA Reports	Reviewing previous submissions to the Insolvency Service
<u>CASHIERING</u>	
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	

Description of work undertaken	Includes
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 £
Partner	£295.00 - £495.00
Director	£250.00 - £450.00
Senior Manager	£225.00 - £375.00
Manager	£200.00 - £250.00
Assistant Manager	£185.00 - £265.00
Senior Administrator	£175.00 - £215.00
Administrator	£150.00 - £175.00
Assistant Administrator	£100.00
Case Accountant	£125.00
Junior Administrator	£75.00 - £100.00
Support Staff/Executive Assistant	£95.00 - £125.00