

**2.24B**

The Insolvency Act 1986

**Administrator's progress report**

Name of Company Station Flooring Limited	Company number 06398185
In the Oxford County Court (full name of court)	Court case number 105 of 2013

(a) Insert full name(s) and address(es) of administrator(s)

I (a)  
Rosalind Mary Hilton  
Adcroft Hilton Limited  
269 Church Street  
Blackpool  
Lancashire  
FY1 3PB

administrator of the above company attach a progress report for the period

(b) Insert date

From

(b) 23 November 2013

To

(b) 20 May 2014

Signed

Administrator

Dated

**Contact Details:**

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form.

The contact information that you give will be visible to searchers of the public register.

Rosalind Mary Hilton  
Adcroft Hilton Limited  
269 Church Street  
Blackpool  
Lancashire  
FY1 3PB

Tel 01253 299399

When you have completed and signed this form, please send it to the Registrar of Companies at:-  
**Companies House, Crown Way, Cardiff CF14 3UZ DX 33050 Cardiff**



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22/05/2014

#352

COMPANIES HOUSE

THURSDAY

THE INSOLVENCY ACT 1986

STATION FLOORING LIMITED – IN ADMINISTRATION

ADMINISTRATOR'S FINAL PROGRESS REPORT TO CREDITORS

STATUTORY INFORMATION

Company name: Station Flooring Limited

Registered office: 269 Church Street, Blackpool, FY1 3PB

Former registered office: The Old Garrick Building, Station Road, Didcot, Oxon, OX11 7NR

Registered number 06398185

Date of incorporation: 15 October 2007

Trading address The Old Garrick Building, Station Road, Didcot, Oxon, OX11 7NR

Principal trading activity: Flooring contractor

Administrator's name Rosalind Mary Hilton

Administrator's address: 269 Church Street, Blackpool, Lancashire, FY1 3PB

Administrator's date of appointment: 23 May 2013

Court name and reference: Oxford County Court 105 of 2013

Appointment made by Director

RECEIPTS AND PAYMENTS ACCOUNT

My receipts and payments account for the period 23 May 2013 to 20 May 2014 is attached at Appendix 1

SUMMARY OF THE ADMINISTRATOR'S PROPOSALS

The following proposals were approved at a meeting of creditors held on 1 July 2013.

- (a) I continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration. In particular that I
  - (i) quantify the claim of the preferential creditor and make a distribution accordingly;
  - (ii) sell the Company's assets at such times on such terms as I consider appropriate,
  - (iii) investigate and, if appropriate, pursue any claims that the Company may have against any person, firm or company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or company which supplies or has supplied goods or services to the Company;

- (iv) do all such things and generally exercise all my powers as Administrator as I in my discretion consider desirable or expedient in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to these proposals
  - v) seek a resolution from creditors that her remuneration is fixed on the basis of time properly given by her and her staff in attending to matters arising in the Administration and that she may draw remuneration in respect of these costs at such time as she considers appropriate after those costs have been incurred, and that she is authorised to draw category 1 and 2 disbursements as incurred
  - (vi) seek a resolution from creditors authorising the Administrator to draw pre-appointment fees on the basis of time costs, and to be paid any pre-appointment expenses incurred.
  - (vii) seek a resolution from creditors to grant her release immediately upon her appointment as Administrator ceasing to have effect.
- (b) the Administration of the Company will end by filing notice of dissolution with the registrar of companies. The Company will then automatically be dissolved by the registrar of companies 3 months after the notice is registered.
- (c) or, in the event that the Administrator becomes aware of claims that could be investigated or pursued by a Liquidator, or that there are sufficient funds to pay a dividend to unsecured creditors, the Administrator shall file the necessary documents to convert the Administration to a Creditors' Voluntary Liquidation and propose that I, Rosalind Mary Hilton, am appointed Liquidator of the Company
- (a) or, if neither option (b) or (c) is appropriate, the Administration of the Company will end by giving notice to the court, creditors and registrar of companies that the objective of the Administration has been achieved

#### ADMINISTRATOR'S ACTIONS SINCE APPOINTMENT

Following my appointment, my initial assessment of the assignment was that there were no complicated matters to deal with and that I had the staff and resources to proceed with the formalities of the administration of the Company and to progress the sale of the assets.

As well as the day to day duties, time has been spent trying to realise the outstanding debtor balances and the litigation funds from the Court

#### ASSETS

##### *Litigation Funds*

As previously advised, a claim for money allegedly owed in the sum of £12,000 by the company had been issued at Court. The company had in turn issued a counter claim. The company paid funds totalling £3,500 to the Court in respect of these proceedings. However, it was understood that the litigation had been dropped and the funds would be returned to the company.

Following my initial correspondence with the Court, it appeared that the litigation remained ongoing. Following a review of the information available within the company's records I concluded that it was unlikely that the Court would allow a counter claim given the lack of evidence to support it.

I continued to liaise with the Court in relation to the funds of £3,500 and the Court subsequently confirmed that no funds would be returned to the company

#### *Office Furniture & Equipment*

The agents valued the office furniture and equipment at £200 on an in situ basis; £125 on a market value basis and £75 on a marketing constraint basis respectively. As previously advised, these assets were sold to Station Flooring (UK) Limited ('SFLUK') for £200, of which the full balance has been received

#### *Motor Vehicles*

The company owned two motor vehicles. The agents valued these at £5,200 on an in situ basis, £5,000 on a market value basis and £4,800 on a marketing constraint basis respectively. The motor vehicles were sold to SFLUK for £5,200, of which the full balance has been received

#### *Quad Bikes*

The company owned two quad bikes. The agents valued these at £9,000 on an in situ basis, £8,500 on a market value basis and £8,000 on a marketing constraint basis respectively. The quad bikes were sold to SFLUK for £9,000, of which the full balance has been received

#### *Non factored Book Debts*

The company had outstanding book debts totalling £10,718. Initially the director advised that he was not aware of any disputed debts and anticipated full recovery. However, debtors totalling £8,800 disputed their respective balances due to the contracts not being completed and defects not rectified. The director has confirmed that the disputes are valid

A further balance of £874 was confirmed to have been paid just prior to the company entering administration. The amount of £848.34 has been realised to date.

It is not anticipated that any further recoveries will be made in respect of debtors

#### *Rates Refund*

A balance of £450.88 has been realised in respect of a rates refund.

#### *Balance at Bank*

An amount of £602.29 has been received in respect of the credit balance held in the company's bank account

#### *Bank Interest*

During the course of the Administration, the funds held have been placed on an interest bearing account and the sum of £14.04 has been received

### **LIABILITIES**

#### *Secured Creditors*

The company granted National Westminster Bank Plc ('Natwest') a debenture over the assets of the Company. The debenture is dated 20 October 2009 and was registered at Companies House on 28 October 2009. Natwest have confirmed that there are no amounts due to them under their floating charge.

## Preferential Creditors

It was initially anticipated that there would be a preferential claim in respect of one employee. However, following the company entering into administration the employee was subsequently employed by SFLUK. It was considered that the Transfer of Undertakings (Protection of Employment) Regulations applied and therefore no preferential claim is now anticipated to be received

## Unsecured Creditors

The director has not submitted a Statement of Affairs as requested. However, based on the records of the Company, the unsecured creditors total approximately £63,746 I have received five claims totalling £94,420.01.

## DIVIDEND PROSPECTS

### Secured Creditors

As detailed above, the company granted Natwest a debenture over the assets of the company Natwest have confirmed that no balance is due.

### Preferential Creditors

There are no preferential creditors of the Company, as detailed above.

### Unsecured Creditors

Due to the realisation of assets being much lower than anticipated at the start of the administration, there are no funds available for unsecured creditors.

## INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved, there were no matters that justified further investigation in the circumstances of this appointment.

Within six months of my appointment as administrator, I am required to submit a confidential report to the Secretary of State. The report includes any matters which have come to my attention during the course of my work and which may indicate that the conduct of any past or present directors would make them unfit to be concerned with the management of the Company I confirm that I have submitted my report

## PRE-APPOINTMENT COSTS

My pre-appointment remuneration incurred and disbursements totalling £2,598.50, was agreed at the meeting of creditors on 1 July 2013. I have drawn £2,598.50 in respect of these costs.

## ADMINISTRATOR'S REMUNERATION

My remuneration was previously authorised by creditors on 1 July 2013 to be drawn on a time costs basis. My total time costs amount to £14,001 which have been charged at an average charge out rate of £147.38 per hour. This does not include the time spent finalising this report I have drawn £9,861.87 on account. Time is charged in minimum units of six minutes. A schedule of my time costs incurred to date is attached as Appendix 1.

A description of the routine work undertaken in the administration to date is as follows:

1. Administration and Planning
  - Preparing the documentation and dealing with the formalities of appointment.
  - Statutory notifications and advertising.
  - Preparing documentation required.
  - Dealing with all routine correspondence
  - Maintaining physical case files and electronic case details.
  - Review and storage
  - Case bordereau
  - Case planning and administration
  - Preparing reports to members and creditors
2. Cashiering
  - Maintaining and managing the administrator's cashbook and bank account
  - Ensuring statutory lodgements and tax lodgement obligations are met.
3. Creditors
  - Dealing with creditor correspondence and telephone conversations.
  - Preparing reports to creditors
  - Maintaining creditor information
4. Investigations
  - Review and storage of books and records.
  - Prepare a return pursuant to the Company Directors Disqualification Act.
  - Review books and records to identify any transactions or actions an administrator may take against a third party in order to recover funds for the benefit of creditors.
5. Realisation of Assets
  - Liasing with the agents and in particular, the directors, in relation to the sale of the assets.
  - Corresponding with the Court in relation to the litigation funds
  - Attempting to realise the balance due from book debtors.

A copy of 'A Creditors Guide to Liquidators' Fees' published by the Association of Business Recovery Professionals is available at [www.thecreditorgateway.co.uk](http://www.thecreditorgateway.co.uk) using password SIP 9 Please note that there are different versions for cases that commenced before or after 6 April 2010 and in this case you should refer to the post April 2010 version A hard copy of the Creditors Guide and my charging and disbursement policy can be obtained from my office on request

#### ADMINISTRATOR'S DISBURSEMENTS

My disbursements to date amount to £113.32 plus VAT of which I have drawn £113.32 to date

The following disbursements have been incurred and paid:

Type of Disbursement	Amount incurred / accrued to date	Amount paid
Postage	£44.62	£44.62
Company Searches	£17.00	£17.00
Online Notices	<u>£40.00</u>	<u>£40.00</u>
Total	£101.62	£101.62

The following category 2 disbursements have been incurred:

Type of category 2 Disbursement	Amount incurred / accrued to date	Amount paid
Photocopying	<u>£11.70</u> £11.70	<u>£11.70</u> £11.70

The following agents or professional advisors have been utilised in this matter:

Professional Advisor	Nature of Work	Fee Arrangement
JPS Chartered Surveyors	Valuation	Fixed Valuation Fee
Birchall Blackburn	Sale Agreement	Fixed Fee
Brookwood Accountancy	Production of financial information	Fixed Fee

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

#### 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 Administrators 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 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.

#### SUMMARY

The Administration is now complete and my file will be closed as approved in the proposals.

Should you have any queries regarding this matter please contact Sonya Brannigan at this office.



Signed Rosalind Hilton  
Administrator

Dated: 20 May 2014

The Administrator acts as agent for the Company without personal liability

# Station Flooring Limited

## Administrator's Abstract of Receipts and Payments

Statement  
Of Affairs

From 23/05/2013  
To 22/05/2014

### FLOATING CHARGE ASSETS

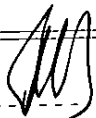
3,500 00	Litigation Funds	0 00
200 00	Office Furniture and Equipment	200 00
5,200 00	Motor Vehicles	5,200 00
10,718 00	Debtors not subject to Fixed Charge	848 34
9,000 00	Quad Bikes	9,000 00
874 00	Balance at Bank	602 29
	Sundry Refunds	450 88
	Deposit Interest Gross	14 04
		<u>16,315 55</u>

### COSTS

Administrators' Remuneration	9,861 87
Agents' Fees and Expenses	2,921 86
Disbursements	113 32
Solicitors' Fees and Expenses	500 00
Statutory Advertising	75 00
Bordereau Fee	120 00
Software Licence	125 00
Administrator's Pre-Appointment Rem	<u>2,598 50</u>
	<u>-16,315 55</u>

29,492 00

0 00



R M Hilton  
Administrator



# STATION FLOORING LIMITED - IN LIQUIDATION

## SUMMARY OF TIME COSTS AS AT 20 MAY 2014

Time Category	Admin & Planning		Investigations		Realisation of Assets		Trading		Creditors		Fixed Charge		Time	Total Cost	Average hourly rate	
	Time	Cost	Time	Cost	Time	Cost	Time	Cost	Time	Cost	Time	Cost				
IP		0 30	82.50	0 00	0 00	0 00	0 00	0 00	0 30	82 50	0 00	0 00	0 00	0 60	165 00	275 00
Manager		14 20	2,945 00	0 90	198 00	0 50	108 00	0 00	2 20	463 00	0 00	0 00	0 00	17 80	3,714 00	208 65
Case Administrator		29 60	4,272 00	10 00	1,472 00	8 50	1,261 00	0 00	12 90	1,893.00	0 00	0 00	0 00	61 00	8,898 00	145 87
Support Staff		8 70	696 00	0 10	8 50	3 30	274 50	0 00	3 50	245 00	0 00	0 00	0 00	15 60	1,224 00	78 46
Total		52 80	7,995 50	11 00	1,678 50	12 30	1,643 50	0 00	18 90	2,683 50	0 00	0 00	0 00	95 00	14,001 00	147 38

Current charge out rates are £

Insolvency Practitioner	275
Manager	175 - 200
Case Administrators	95 - 105
Cashier/Support Staff	60 - 78

### Notes on charge out rates

Support staff time includes cashing functions, photocopying and data entry This is not included as an overhead within case administrators'/managers' time because the amount of time spent on these functions is not related directly to the time spent managing the case

For example, a relatively simple case in terms of asset realisation and agreeing creditors' claims may involve significant amounts of data entry due to a high number of creditors or a significant amount of cashing time due to a large number of cash book transactions due to, say, the collection of many small book debts Similarly, a complex case involving litigation may have less than a dozen creditors and relatively few cashbook transactions