

AM10

Notice of administrator's progress report



Companies House

WEDNESDAY



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23/10/2019

#387

COMPANIES HOUSE

1 Company details

Company number 0 8 3 3 9 2 8 8

Company name in full Accessible Transport Group Contract Services Ltd.

→ Filing in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Matthew

Surname Ingram

3 Administrator's address

Building name/number 35 Newhall Street

Street

Post town

Birmingham

County/Region

Postcode

B 3 3 P U

Country

4 Administrator's name ①

Full forename(s) Tyrone

Surname Courtman

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number 35 Newhall Street

Street

Post town

Birmingham

County/Region

Postcode

B 3 3 P U

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	2	d	1	m	0	m	3	y	2	y	0	y	1	y	9
To date	d	2	d	0	m	0	m	9	y	2	y	0	y	1	y	9

7 Progress report

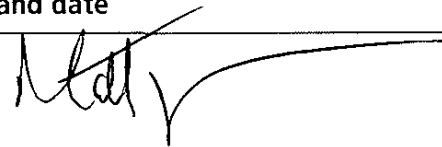
☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date	d	2	d	1	m	1	m	0	y	2	y	0	y	1	y	9
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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 **Lottie Graham**

Company name **Duff & Phelps Ltd.**

Address **35 Newhall Street**
Birmingham

Post town

County/Region

Postcode **B 3 3 P U**

Country

DX

Telephone **+44 (0) 121 214 1120**



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

Progress Report to Creditors

Accessible Transport Group Contract Services Limited (In Administration)

18 October 2019

*Joint Administrators' Progress Report to Creditors
for the period from 21 March 2019 to 20 September 2019*

**Duff & Phelps Ltd.
35 Newhall Street
Birmingham
B3 3PU**

Definitions

Word or Phrase	Definition
the Act	The Insolvency Act 1986 (as amended)
ATG	Accessible Transport Group Limited
ATGCS	Accessible Transport Group Contract Services Limited
the Appointment Dates	21 March 2019, being the date of appointment of the Joint Administrators of Accessible Transport Group Contract Services Limited and 22 March 2019, being the date of appointment of the Joint Administrators of Accessible Transport Group Limited and Ring and Ride West Midlands Limited
Barclays	Barclays Bank Plc, with whom Accessible Transport Group Contract Services Limited banked, and the holder of a fixed and floating charge over their assets
BCC	Birmingham City Council
DBEIS	Department for Business, Energy and Industrial Strategy
BSOG	Bus Service Operators' Grant
Category 1 Disbursements	The Joint Administrators' external costs and expenses in dealing with the Administrations
Category 2 Disbursements	The Joint Administrators' internal costs and expenses in dealing with the Administrations
the Creditors' Portal	The Joint Administrators have chosen to deliver the majority of the documents they produce to the creditors of the Group by making them available for viewing and downloading at the website, www.ips-docs.com . Additionally, creditors can also submit their claim via this website
CVL	Creditors' Voluntary Liquidation
the Directors	Paul William Beecham, Allah Ditta, Kathleen Mary Hartley, Roger Leslie Horton, Mike Hughes, Stewart Charles Stacey
Duff & Phelps	Duff & Phelps Ltd, 35 Newhall Street, Birmingham, B3 3PU
EC Regulation	EC Regulation on Insolvency Proceedings 2000
Freehold Property	80 Park Road, Aston, Birmingham B6 5PL (title number WM272957)
the Group	Accessible Transport Group Limited (Company Number: 02263123) Accessible Transport Group Contract Services Limited (Company Number: 08339288) Ring and Ride West Midlands Limited (Company Number: 08355288) (All in Administration)

HMRC	HM Revenue and Customs
the Joint Administrators	Matthew Ingram and Tyrone Shaun Courtman of Duff & Phelps Ltd., 35 Newhall Street, Birmingham, B3 3PU
Leasehold Depots	Units 8-11, Henley Industrial Park, Henley Road, Coventry CV2 1ST 80 Park Road, Aston, Birmingham B6 5PL Unit 2/7, Arden Business Park, Arden Road, Frankley, Birmingham B45 0JA Units 1/2/6 Western Way Industrial Park, Western Way, Wednesbury WS10 7BW Pool Street, Wolverhampton WV2 4HN 51 Runcorn Road, Balsall Heath, Birmingham B12 8QP Unit 15, Frankley Industrial Estate, Tay Road, Frankley, Birmingham B45 0LD Brettell Brothers, Hungary Hill, Stourbridge DY9 7NH
Lombard	Lombard Corporate Asset Finance
the Plant & Machinery Agents	Lambert Smith Hampton, independent agents who were instructed to value certain assets of the Group
Prescribed Part	Pursuant to Section 176A of the Act where a floating charge is created after 15 September 2003 a designated amount of the company's net property (floating charge assets less costs of realisation) shall be made available to non-preferential unsecured creditors
the Property Agents	Avison Young, independent agents who were instructed to value the freehold property
the Reporting Period	The period from 22 March 2019 to 21 September 2019
R&R	Ring and Ride West Midlands Limited
RPS	Redundancy Payments Service
the Rules	The Insolvency (England & Wales) Rules 2016 (as amended)
Secured Creditors	Barclays Bank Plc & Unity Trust Bank Plc
SIP 9	Statement of Insolvency Practice 9 – Industry best practice for Insolvency Practitioners in relation to disclosure of remuneration and disbursements
SOA	Statement of Affairs', documentation to be supplied by the Directors outlining the Group's financial position as at the Appointment Dates

the Solicitors	Shoosmiths LLP and Squire Patton Boggs (UK) LLP, solicitors instructed by the Joint Administrators to assist with the sale of the Group's business and assets, assist with the appointment of the Joint Administrators and any other ad-hoc legal matters
TfWM	Transport for West Midlands
TUPE	The Transfer of Undertaking (Protection of Employment) Regulations 2006
Unity	Unity Trust Bank Plc, with whom Ring and Ride West Midlands Limited banked and the holder of a legal mortgage over the freehold property of Accessible Transport Group Limited

Contents

1. Introduction
2. Joint Administrators' Report and Statement of Proposals
3. Progress of the Administration
4. Investigations
5. Dividend Prospects / Prescribed Part
6. Joint Administrators' Receipts and Payments Account
7. Pre-Administration Costs
8. Next Report

Appendices

1. Statutory Information
2. Joint Administrators' Receipts and Payments Account
3. Analysis of Time Charged and Expenses Incurred
4. Creditors' Rights
5. Proof of Debt form

Names of Joint Administrators: Matthew Ingram
Tyrone Shaun Courtman

Date of appointment: 21 March 2019

Date of report: 18 October 2019

Appointed by: The Directors

Court reference: High Court of Justice no 000215 of 2019

1. Introduction

- 1.1 The Joint Administrators were appointed on 21 March 2019 by the Directors of the Company pursuant to Paragraph 29 of Schedule B1 of the Act in the Business and Property Courts in Birmingham. The Court reference is 215 of 2019.
- 1.2 In accordance with Paragraph 100(2) of Schedule B1 to the Act the functions of the Joint Administrators are being exercised by any of the Administrators.
- 1.3 The purpose of this progress report is to provide creditors with an account of the progress of the Administration for the period from 21 March 2019 to 20 September 2019. The report should be read in conjunction with the approved Joint Administrators' Proposals.
- 1.4 Statutory information on the Company is attached at Appendix 1.

2. Joint Administrators' Report and Statement of Proposals

- 2.1 In accordance with Paragraph 52(1) of Schedule B1 to the Act, a creditors' meeting was not required to be held unless requested by creditors. The Joint Administrators did not receive any requests to convene a meeting. As a result there was Deemed Consent of the Proposals and a form AM07 was filed at Companies House.
- 2.2 As advised in the Proposals report, the Joint Administrators must perform their functions with the purpose of achieving one of the following objectives:
- Rescuing the Group as a going concern, or
 - Achieving a better result for the Group's creditors as a whole than would be likely if the Group were wound up (without first being in Administration), or
 - Realising property in order to make a distribution to one or more secured or preferential creditors.
- 2.3 It was not possible to rescue the Group as a going concern, as there are insufficient funds and assets available.
- 2.4 The Joint Administrators have pursued the second objective as by trading the Group for the following reasons:
- The trading period preserved the employment of the majority of the Group's employees, thus eliminating much of the preferential and unsecured claims in the Administrations.
 - The trading period maintained the continuity in the Group's services, preserving the value of the Group's business.
- 2.5 In any event, the third objective has been achieved as it is anticipated that a distribution will be made to the Secured Creditor.

3. Progress of the Administration

- 3.1 The manner in which the affairs and business of the Company have been managed since the appointment of Joint Administrators and will continue to be managed and financed are set out below.

Sale of Business and Assets

- 3.2 As detailed in the Proposals, following the advertising period indicative offers from interested parties were received on 23 April 2019
- 3.3 The offers were reviewed and compared in detail with regard to.
- 3.3.1 the consideration offered for the assets of the Group;
- 3.3.2 the mitigation of liabilities with regard to leased / financed vehicles;
- 3.3.3 the further due diligence required;
- 3.3.4 the ability to transact both in a timely manner; and
- 3.3.5 the ability to reaching appropriate agreements with TfWM and BCC (and other local authorities as required) to continue to operate services on behalf of the local authorities.
- 3.4 The Joint Administrators liaised closely with local authorities, as any of the offers submitted for the assets of the Group would only proceed to completion if the bidders could also reach agreement on terms with the local authorities for operating the services going forward and also if the local authorities completed the necessary internal approvals
- 3.5 During this review period, one of the interested parties withdrew their offer for internal reasons leaving two offers, both of which were from credible parties, both of whom were offering for the assets of the Group (there were no offers for the Ring and Ride business operated by the Company on a standalone basis)
- Following further clarification, and having taken the advice from the Agents and the Solicitors, the Joint Administrators accepted the offer from West Midlands Accessible Transport Limited (a subsidiary of National Express)
- 3.6 The offer from WMAT provided the best return to creditors considering the consideration offered for the assets in terms of cash for unencumbered vehicles and the number of leased / financed vehicles that would be transferred so reduced the Group's liabilities. WMAT were also a party acceptable to both TfWM and BCC given it is part of a substantial and established transport operator
- 3.7 WMAT's offer was for the business and assets of the Group (although excluding the Property) which therefore included the business and assets of the Company as noted below

3 8 The consideration, which was paid in full on completion, is as follows:

Asset	Consideration	
the Equipment	£	1
the Goodwill	£	1
the Intellectual Property	£	1
the IT and Telecoms Equipment	£	1
the Seller's Records	£	1
the Stock	£	1
the Vehicles	£	1,322,842
the Vehicle Records	£	1
Total	£	1,322,849

The consideration paid for the vehicles included acquisition of the Company's unencumbered vehicles for £303,092, those subject to finance with Lombard for £604,000 and those subject to Finance with Barclays for £437,000. Both Lombard and Barclays were content to release title to their vehicles for the above sum.

The sale completed on 1 August 2019, at which point all employees of the Company transferred to WMAT pursuant to TUPE, the consideration was paid in full and WMAT commenced operating the transferred Education Services business.

Administration Trading Period

- 3 9 The day-to-day operations of the business continued under the control of the Joint Administrators with the support of BCC for the ongoing provision of Education Services; and funding from TfWM in respect of the ongoing provision of Igo. This enabled the continued operation of services without disruption while a sale of the Group's assets and migration of services occurred.
- 3 10 Many of the Group's functions were centralised, such that certain staff, property leases and other trading costs were borne in the first instance by ATG, which then re-charges a fair proportion to the Company based on its use of depots and other facilities and the number of staff (compared to ATGCS which is also recharges). Therefore much of the trading costs were paid to ATG rather than to third party suppliers.
- 3 11 The Group traded from the Appointment Date to 1 August 2019, when the sale of the business and assets of the Group was completed. Following the sale, a final trading reconciliation is to be completed to ensure all trading liabilities have been settled and to finalise accounts with TfWM with regard to their funding support. The final trading position will be reported in the Joint Administrators' next progress report.
- 3 12 The employees were transferred to the Purchaser pursuant to the terms of TUPE, following the sale of the business.

Tangible Assets

- 3 13 At the Appointment Date, the Company held tangible assets consisting of approximately 200 motor vehicles (a number of which were subject to either hire purchase agreements or operating leases) and fixtures and fittings in the Depots.
- 3 14 Of the motor vehicles, 28 were subject to a hire purchase agreement with Lombard for which there is £100,000 outstanding. A further 102 vehicles are subject to operating leases held by Barclays. The Purchaser has taken on these contracts as part of the sale agreement.
- 3 15 All tangible assets were included in the sale agreement detailed in section 3.4

BSOG Claim

- 3.16 The BSOG is a discretionary grant that subsidises community bus routes. ATG would apply on behalf of the Group, with the funds received then reallocated to each subsidiary respectively.
- 3.17 A balance of £123,201 has been received in the Reporting Period. A further funding application has been submitted, and further details will be provided in the next report to creditors regarding the outcome of this application.

Debtors

- 3.18 The SOA reflected that the Company held a debtor ledger of £575,621. These debtors relate to income due under various home to school contracts held with local councils.
- 3.19 To date, £439,009 has been received into the estate bank account.

Pre-Appointment VAT Refund

- 3 20 The Company was a member of a group VAT registration, whereby returns were submitted by ATG for the whole Group. A VAT return was submitted prior to the Appointment Date.
- 3 21 A refund in the sum of £27,498 was received in the reporting period.

Pre-Appointment Cash Fares

- 3 22 At the Appointment Date, cash fares in the sum of £7,266 were deposited in the Company's former bank account. This balance was transferred to the estate bank account during the Reporting Period.
- 3 23 All pre-appointment cash fares have been realised, and there will be no further realisations in this regard.

Bank Interest

- 3.24 Bank interest in the sum of £854 has been received in the Reporting Period.

4. Investigations

- 4 1 The Joint Administrators' investigations into the Company's affairs are currently ongoing. The Joint Administrators cannot, at this stage, detail the nature of these investigations as it may hamper any further action that may be required. However, should any of the Company's

creditors have information concerning the Company's affairs that they would like to bring to the Joint Administrators' attention, please contact this office.

- 4.2 The Joint Administrators have a statutory obligation to file a report with BEIS concerning the conduct of all directors of the Company that served in the three years prior to the Joint Administrators appointment. The content of this report is confidential and has been submitted to the Insolvency Practitioners Compliance Unit.

- 4.3 A further update will be provided in the next report to creditors.

5. Dividend Prospects / Prescribed Part

Secured Creditors

- 8.1 In consideration of the provision of an overdraft, ATGCS granted Barclays a debenture, which confers fixed and floating charges over all the assets of the company. The debenture was delivered on 2 July 2015. As at the date of appointment, the balance due to Barclays was £164,177.

- 8.2 It is anticipated that Barclays will be paid in full in respect of their outstanding charge.

Preferential Creditors

- 5.1 The Directors estimate in their SOA that the value of preferential claims would be £272,719, based upon all employees being made redundant.
- 5.2 Following the Joint Administrators appointment, 46 employees were transferred under TUPE to either the Purchaser or to the alternative providers of certain routes and 54 employees were made redundant.
- 5.3 The preferential creditors' claim consists of a pension payment which was not made in the period immediately prior to the Appointment Date in the sum of £20,574.
- 5.4 The RPS has yet to submit a claim in the Administration.
- 5.5 On present information available, it is anticipated that preferential creditors will be paid in full.

Prescribed Part

- 5.6 Whilst Barclays hold a floating charge over the assets of ATGCS, it is anticipated that this charge will be satisfied in full and therefore the Prescribed Part will not apply.

Unsecured Creditors

5.7 According to the SOA, unsecured creditors can be summarised as follows:

Creditor	Claim	
Trade & Expense Creditors	£	1,012,584
Inter-Company Creditors	£	2,894,918
HM Revenue & Customs	£	187,659
Pensions	£	7,440
Other creditors	£	37,336
Total	£	4,139,937

5.8 The quantum of a dividend to unsecured creditors is dependent upon future realisations, and the claims received from creditors who have yet to lodge a claim

5.9 The timing of a dividend to the unsecured creditors is not yet certain, however distributions will commence when the Company enters into Creditors' Voluntary Liquidation.

6. Joint Administrators' Receipts and Payments Account

6.1 A detailed receipts and payments account for the Reporting Period is shown in Appendix 2.

6.2 As at 20 September 2019 there was a cash balance of £851,671

7. Pre-Administration Costs

- 7.1 On 5 June 2019, the following amounts in respect of Pre-Administration costs (plus VAT) were approved by the unsecured creditors to be paid out of the assets of the Company

Firm	Brief Description of Services Provided	Amount	
Duff & Phelps	Pre-Administration Time Costs	£	58,852.50
Duff & Phelps	Pre-Administration Disbursements	£	10.08
Squire Patton Boggs	Assistance in placing the Company into Administration, guidance on other ad hoc legal matters	£	17,630.50
Squire Patton Boggs	Disbursements	£	83.00
Shoosmiths LLP	Assistance in placing the Company into Administration, guidance on other ad hoc legal matters, plus disbursements	£	3,800.00
Plant and Machinery Agents	Valuing the assets and providing guidance on the sale of the business and assets	£	3,500.00
Plant and Machinery Agents	Disbursements	£	187.68
Total		£	84,063.76

- 7.2 No fees have been drawn in the reporting period.

8. Joint Administrators' Costs and Expenses

- 8.1 The Joint Administrators were required to seek a decision from the Group's unsecured creditors in relation to their Costs and Expenses under Paragraph 51 of Schedule B1 of the Insolvency Act 1986. The decision was sought by means of Voting by Correspondence. The Joint Administrators issued a Fee Estimate on 15 May 2019 of £250,080 based on an estimate of the time properly charged by the Joint Administrators and their staff. The Fee Estimate was approved by the unsecured creditors on 5 June 2019.
- 8.2 The total time costs incurred by the Joint Administrators in the Reporting Period are £444,342 representing 1,328.96 hours with an average charge out rate of £334 per hour. Time is charged in six-minute units and an analysis of these time costs is set out at Appendix 3.
- 8.3 In the Reporting Period, no time costs have been drawn. Creditors will note that the Joint Administrators time costs currently exceed the Fee Estimate. At present, it is not the Joint Administrators' intention to request an uplift in the Fee Estimate.
- 8.4 In accordance with SIP 9, I advise that the major areas of time costs incurred has been provided below

- Due to the group structure, with the monthly recharges and employee allocations there has been significantly more time spent on the administrative work than originally anticipated. This work has been for the benefit of the efficient running of the administration.
- Following the ending of the trading period, TfWM and BCC requested a full review of the invoices allocated to each vehicle, to ensure that all vehicles have been correctly allocated. This was an unforeseen request, and increased the time spent on accounting and cashiering matters significantly.
- The investigative work conducted by the Joint Administrators and their staff has been progressed and is now being reviewed by the legal teams. It is uncertain at present as to whether this will yield any realisation for creditors. An update will be provided in future reports.
- The trading period extended past the Joint Administrators' original time frame to ensure the best outcome for creditors and due to the sale process taking longer than originally envisaged. This has now concluded, and time costs have ceased to be incurred in this regard.

9. Next Report

- 9.1 An Administration automatically ends after one year. The Joint Administrators currently consider that the Group should be placed into Creditors Voluntary Liquidation, as once all the outstanding Administration matters have been finalised, and all liabilities incurred during the Administrations have been discharged, there will be sufficient funds available to allow a distribution to unsecured creditors, other than via the Prescribed Part.
- 9.2 It is anticipated that the final report to creditors will be issued before the anniversary on 21 March 2020.
- 9.3 If you have any queries or require any further assistance, please do not hesitate to contact my colleague Lottie Graham of this office.

Matthew Ingram
Joint Administrator

The affairs, business and property of the Company are being managed by the Joint Administrators, Matthew Ingram and Tyrone Shaun Courtman, who act as agents for the Company and without personal liability. Both are licensed by the Insolvency Practitioners Association.

Appendix 1

Statutory information

Statutory Information

Date of Incorporation	21 December 2012
Registered Number	08339288
Company Director(s)	Richard John Brooks Mark Jonathan Fancett Jane Alison Robson
Company Secretary	Deborah Jacqueline Spence
Shareholders	Accessible Transport Group Limited
Trading Address	80 Park Road Birmingham West Midlands B6 5PL
Registered Office	Current: Duff & Phelps Ltd 35 Newhall Street Birmingham B3 3PU Former: 80 Park Road Birmingham West Midlands B6 5PL
Any Other Trading Names	Formerly West Midlands Special Needs Transport (Accessible Transport Services) Limited

Appendix 2

Joint Administrators' Receipts and Payments Account

**Accessible Transport Group Contract Services Ltd.
(In Administration)
Joint Administrators' Trading Account**

Statement of Affairs £	From 21/03/2019 To 20/09/2019 £	From 21/03/2019 To 20/09/2019 £
POST APPOINTMENT SALES		
Cash Fares	13,900.40	13,900.40
Funding from BCC re ES	2,254,140.00	2,254,140.00
Funding from TfWM re igo	462,939.00	462,939.00
Miscellaneous Income	335.24	335.24
Other invoicing	<u>204,924.06</u>	<u>204,924.06</u>
	2,936,238.70	2,936,238.70
OTHER DIRECT COSTS		
Direct Expenses	351.40	351.40
Direct Labour	<u>1,354,575.73</u>	<u>1,354,575.73</u>
	(1,354,927.13)	(1,354,927.13)
TRADING EXPENDITURE		
Bank charges - trading account	18.00	18.00
Contribution to Holdings	417,145.83	417,145.83
Duress	15,000.00	15,000.00
Employee Deductions	7,280.52	7,280.52
Hire of Equipment	47,583.42	47,583.42
Lease/HP Payments	78,528.46	78,528.46
Maintenance Suppliers	243,589.87	243,589.87
PAYE / NI	83,744.12	83,744.12
Pensions	81,983.78	81,983.78
Postages	550.51	550.51
Repairs & Maintenance	243,241.42	243,241.42
Stationery	413.75	413.75
Sundry Expenses	580.00	580.00
Telephone/ Communications	3,210.00	3,210.00
Vehicle Running Costs	<u>122,110.20</u>	<u>122,110.20</u>
	(1,344,979.88)	(1,344,979.88)
TRADING SURPLUS/(DEFICIT)	<u>236,331.69</u>	<u>236,331.69</u>

**Accessible Transport Group Contract Services Ltd.
(In Administration)
Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 21/03/2019 To 20/09/2019 £	From 21/03/2019 To 20/09/2019 £
	HIRE PURCHASE		
23,500.00	Barclays Vehicles	NIL	NIL
(58,048.00)	Less Finance Outstanding	NIL	NIL
(100,788.00)	Less Finance Outstanding	NIL	NIL
98,000.00	Lombard Vehicles	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
388,500.00	Accrued Income	NIL	NIL
	Bank Interest Gross	854.44	854.44
	BSOG Claim	123,200.82	123,200.82
493,795.00	Debtors	439,009.25	439,009.25
NIL	Fixtures and Fittings	NIL	NIL
266,500.00	Motor Vehicles	22,000.00	22,000.00
NIL	Pre appointment VAT refund	27,497.60	27,497.60
	Pre-Appointment Cash Fares	7,265.75	7,265.75
	Trading Surplus/(Deficit)	236,331.69	236,331.69
		856,159.55	856,159.55
	COST OF REALISATIONS		
	Bank Charges	791.65	791.65
	Employee Agents Fees	2,760.00	2,760.00
	Property Maintenance costs	200.00	200.00
	Retention of Title Settlement	649.12	649.12
	Statutory Advertising	87.48	87.48
		(4,488.25)	(4,488.25)
(272,719.00)	PREFERENTIAL CREDITORS		
	Preferential Creditors	NIL	NIL
		NIL	NIL
(164,177.00)	FLOATING CHARGE CREDITORS		
	Less Advances for wages	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(34,548.00)	Deficit to Barclays	NIL	NIL
(2,788.00)	Deficit to Lombard	NIL	NIL
(2,894,918.00)	Inter-Company Creditors	NIL	NIL
(187,659.00)	PAYE/ NIC	NIL	NIL
(7,440.00)	Standard Life	NIL	NIL
(1,012,584.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
(3,465,374.00)		851,671.30	851,671.30
	REPRESENTED BY		
	Floating/main current account		736,033.29
	General VAT control account		38,511.48
	VAT payable		(4,400.00)
	VAT Receivable		81,526.53
			851,671.30

Appendix 3

Analysis of Time Charged and Expenses Incurred

Accessible Transport Group Contract Services Ltd. (In Administration)
Progress Report to Creditors
18 October 2019

Accessible Transport Group Contract Services Limited (In Administration) ("the Company")
Analysis of Joint Administrators' Time Costs for the Reporting Period

Classification of Work Function	Hours					Total Hours	Time Cost (£)	Avg Hourly Rate (£)
	Managing Director	Manager	Senior	Assistant	Support			
Administration and Planning								
Case review & Case diary management	0.00	2.35	0.00	2.80	0.20	5.35	1,445.50	270.19
Cashiering & accounting	0.20	43.00	14.90	36.90	0.00	95.00	30,468.50	320.72
Dealings with Directors and Management	1.30	3.20	0.00	1.00	0.00	5.50	2,497.50	454.09
IPS set up & maintenance	0.00	0.10	0.00	1.50	0.00	1.60	285.50	178.44
Insurance	0.00	0.00	0.00	0.00	2.30	2.30	897.00	390.08
Statement of affairs	0.00	2.00	0.00	0.00	0.50	2.50	1,145.00	458.00
Statutory matters (Meetings & Reports & Notices)	2.10	3.80	0.00	32.20	4.60	42.70	9,698.50	227.13
Strategy planning & control	9.30	24.80	4.89	24.40	3.80	67.19	22,996.30	342.26
Tax Compliance & Planning	0.00	0.00	0.00	3.00	0.00	3.00	570.00	190.00
Creditors								
Communications with Creditors & Employees	1.30	20.66	14.11	40.35	0.00	76.42	20,453.95	267.65
Creditors committee	1.80	0.00	0.00	0.00	0.00	1.80	954.00	530.00
Non Pref Creditor claims adjudication & distribution	0.00	0.00	0.00	0.00	0.10	0.10	39.00	390.00
Non Pref Creditors & Employee Claims Handling	0.00	0.60	0.00	31.30	0.00	31.90	6,199.00	194.33
Secured Creditors	1.50	9.70	0.00	0.00	0.00	10.20	4,445.00	436.18
Investigations								
CDDA & Reports & Communication	0.00	2.20	0.00	11.70	0.00	13.90	2,269.50	163.27
Financial review and investigations S238/239 etc	0.00	27.65	87.71	2.10	0.00	117.45	44,731.00	380.65
Realisation of Assets								
Book debts	0.50	2.30	0.00	0.20	0.00	3.00	1,269.00	423.00
Freehold and Leasehold Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
Hire Purchase and Lease Assets	0.00	3.10	0.00	0.60	0.50	4.20	1,566.00	372.86
Other Intangible Assets	0.00	0.30	0.00	0.00	1.60	1.90	783.00	412.11
Other Tangible Assets	0.00	6.70	0.00	2.90	10.10	19.70	7,275.00	369.29
Sale of Business	12.61	162.00	0.00	45.30	31.50	251.40	109,492.00	435.53
Trading								
Trading Accounting	0.00	42.50	2.80	111.80	155.15	312.25	97,511.00	312.29
Trading Employees	0.30	19.50	3.00	20.50	0.00	43.30	12,947.50	299.02
Trading Hire Purchase Matters	0.00	4.80	0.00	0.00	0.00	4.80	2,016.00	420.00
Trading Insurance	0.00	0.80	0.00	0.80	0.00	1.60	535.00	334.38
Trading Operations	9.30	80.70	0.00	96.50	22.70	209.20	61,766.25	295.26
Trading Retention of Title & Claims Handling	0.00	0.00	0.00	0.70	0.00	0.70	80.50	115.00
Total Hours:	40.20	461.76	127.40	486.55	233.05	1,328.98		334.35
Total Fees Claimed (£)							444,342.50	

Accessible Transport Group Contract Services Ltd. (In Administration)
Progress Report to Creditors
18 October 2019

**Accessible Transport Group Contract Services Limited (In Administration) ("the Company")
Joint Administrators' Estimated Expenses of the Administration**

Notes	Company	Activity	Fee Basis	Anticipated Cost* (£)
1	Professional Advisors/Services			
	Lambert Smith Hampton	Plant & Machinery agents instructed to value all the assets of the business	Fixed Fee	7,250.00
	Squire Patton Boggs	Solicitors instructed to provide legal advice to the Joint Administrators on all aspects of the Administration	Time costs	10,838.50
	Evolve IS	Employment Consultants	Fixed Fee	2,780.00
	Total Professional Advisors Costs			20,868.50
	Other Expenses			
2	Stor-a-File Limited	Storage Costs for the collection, storage and destruction of Administration case files	As incurred	50.00
	Courts Advertising Limited	Statutory Advertising for the notice of appointment in the London Gazette and any potential unsecured dividend distribution	Fixed Fee per advert	169.20
	Total Other Expenses			219.20
	Disbursements			
3	Category 1 Disbursements			
4	Bond Premium			225.00
	Travel			2,637.08
	Subsistence			1,402.78
	Lodging			3,623.64
	Total Category 1 Disbursements			7,888.50
5	Category 2 Disbursements			
	Mileage			394.93
	Total Category 2 Disbursements			394.93
	Total Estimated Expenses			29,351.13

*All costs provided are exclusive of VAT

Notes

- 1 The Joint Administrators choice of professional advisers/services firms will be based on their perception of the experience and ability of the respective firms/individuals to perform their work the complexity and nature of the assignment and the basis of their fees
- 2 Books and records of the Company will be stored offsite with an external provider for at least the duration of the respective firms' individuals to perform their work, the complexity and nature of the assignment and the basis of their fees
- 3 Category 1 Disbursements are payments to independent third parties where there is specific expenditure directly referable to the Administration
- 4 It is a statutory requirement for Insolvency Practitioners to have a bond on each case to which they are appointed. The cost is based on the value of the assets
- 5 Category 2 Disbursements are costs that are directly referable to the Administration but not paid to an independent third party

The total anticipated expenses is an estimate based on information at the commencement of the appointment

The estimate should therefore be treated with caution as matters are likely to change over the life of the Administration

Appendix 4

Statement of Creditors' Rights

STATEMENT OF CREDITORS RIGHTS

Rule numbers refer to Insolvency (England & Wales) Rules 2016 (as amended)

Section or paragraph numbers refer to Insolvency Act 1986

Information for creditors on remuneration and disbursements of administrators

Information regarding the fees and disbursements of administrators, including details of the Duff & Phelps' disbursements policy and hourly charge out rates for each grade of staff that may undertake work on this case, is in a document called "A Creditors' Guide to Administrators' Fees". This can be viewed and downloaded from the Joint Administrators' website at:

<https://www.duffandphelps.co.uk/services/restructuring/corporate-restructuring-and-debt-advisory/creditor-guides-and-employee-fact-sheets>

(click on the document 'Administration (appointment from 1 October 2015)'). Should you require a copy, please contact this office

Creditors may requisition a decision to be made by all of the creditors for approval of the Joint Administrator' Proposals under para 52(2) Schedule B1 Insolvency Act 1986

The Joint Administrators shall seek a decision from the Group's creditors as to whether they approve the proposals if requested by creditors of the Group, whose debts amount to at least 10% of the total debts of the Group. Such a request must be received by the Joint Administrators within 8 business days of the date on which the Joint Administrator's statement of proposals is delivered.

The request for a requisitioned decision must include a statement of the purpose of the proposed decision and either—

(a) a statement of the requesting creditor's claim together with—

- a list of the creditors or contributories concurring with the request and of the amounts of their respective claims or values, and
- confirmation of concurrence from each creditor, or

(b) a statement of the requesting creditor's debt and that that alone is sufficient without the concurrence of other creditors

Creditor/s may be requested to meet the costs of a requisitioned decision and a deposit will be required for this purpose. These costs may be ordered to be paid as an expense of the Administration if the creditors so resolve.

A requisitioned decision must be made within 28 days of receiving the deposit or the expiry of 14 days without the Administrator informing the requesting creditor of the deposit sum.

Appendix 5

Proof of Debt

Rule 14.4
IR 2016

PROOF OF DEBT - GENERAL FORM

Accessible Transport Group Contract Services Ltd. - in Administration	
Company No. 08339288	
Date of Administration: 21 March 2019	
1	Name of Creditor (If a company please also give company registration number and if non-UK, country of registration)
2	Address of Creditor for correspondence
	Contact telephone number of creditor
	Email address of creditor
	REF
3	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25
4	Details of any documents by reference to which the debt can be substantiated (please attach)
5	If amount in 3 above includes outstanding uncapitalised interest please state amount
	£
6	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)
7	Particulars of any security held, the value of the security, and the date it was given
8	Particulars of any reservation of title claimed, in respect of goods supplied to which the claim relates
9	Signature of creditor or person authorised to act on his behalf
	Name in BLOCK LETTERS
	DATE
	Are you the sole member of the creditor?
	YES / NO
	Position with or in relation to creditor
	Address of person signing (if different from 2 above)
	Admitted to vote for £
	Admitted for dividend for £
	Date
	Date
	Administrator
	Administrator