

In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please refer to our guidance at www.gov.uk/companieshouse

1

Company details

Company number	10505524
Company name in full	A Space In The City Serviced Apartments Limited

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

2

Liquidator's name

Full forename(s)	Bethan Louise
Surname	Evans

3

Liquidator's address

Building name/number	2 Sovereign Quay
Street	Havannah Street
Post town	Cardiff
County/Region	
Postcode	CF105SF
Country	

4

Liquidator's name ①

Full forename(s)	John Dean
Surname	Cullen

① **Other liquidator**
Use this section to tell us about another liquidator.

5

Liquidator's address ②

Building name/number	2 Sovereign Quay
Street	Havannah Street
Post town	Cardiff
County/Region	
Postcode	CF105SF
Country	

② **Other liquidator**
Use this section to tell us about another liquidator.

LIQ03

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6

Period of progress report

From date	<div><div>d</div><div>0</div></div>	<div><div>d</div><div>8</div></div>	<div><div>m</div><div>1</div></div>	<div><div>m</div><div>0</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>0</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>1</div></div>	
To date	<div><div>d</div><div>0</div></div>	<div><div>d</div><div>7</div></div>	<div><div>m</div><div>1</div></div>	<div><div>m</div><div>0</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>0</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>2</div></div>	

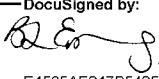
7

Progress report

<div><input checked="" type="checkbox"/> The progress report is attached</div>	
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8

Sign and date

Liquidator's signature	<div>Signature</div> <div><div>X</div><div><div>DocuSigned by:</div><div></div><div>E4595AE247B5425...</div></div></div> <div>X</div>								
Signature date	<div><div>d</div><div>2</div></div>	<div><div>d</div><div>8</div></div>	<div><div>m</div><div>1</div></div>	<div><div>m</div><div>1</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>0</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>2</div></div>	

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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 **Christy Law**

Company name **Menzies LLP**

Address **2 Sovereign Quay**

Havannah Street

Post town **Cardiff**

County/Region

Postcode **C F 1 0 5 S F**

Country

DX **DX 200767 Cardiff Bay**

Telephone **029 2049 5444**

**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

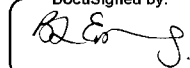
**A Space In The City Serviced Apartments Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 08/10/2021 To 07/10/2022 £	From 08/10/2020 To 07/10/2022 £
	ASSET REALISATIONS		
	Bank Interest Gross	0.26	1.77
10,500.00	Book Debts	NIL	12,413.02
34,916.87	Cash at Bank	NIL	32,123.52
Uncertain	Fixtures & Fittings	217.60	217.60
	Furlough monies due to the Company	NIL	16,655.41
	Motor Vehicles	NIL	2,305.20
NIL	Stock	NIL	NIL
		217.86	63,716.52
	COST OF REALISATIONS		
	Agents/Valuers Fees	592.00	1,087.78
	Debt Collection Costs	NIL	1,241.30
	Employees' Advisor costs	NIL	195.88
	Insurance of Assets	NIL	74.48
	Liquidators Fees	NIL	34,517.50
	Pension Advisor Costs	NIL	1,650.00
	Specific Bond	40.00	120.00
	Statutory Advertising	NIL	363.91
	Storage Costs	NIL	405.97
		(632.00)	(39,656.82)
	PREFERENTIAL CREDITORS		
(445.58)	Employees Holiday Pay	NIL	1,368.67
	HMRC - Tax & NI deductions	NIL	377.98
	Redundancy Payments Office	NIL	3,170.44
		NIL	(4,917.09)
	UNSECURED CREDITORS		
(783.07)	Employees	120.11	120.11
(15,434.06)	HM Revenue and Customs - PAYE &	4,389.07	4,389.07
(5,847.98)	HM Revenue and Customs - VAT	NIL	NIL
	Redundancy Payments Office	411.40	411.40
(43,956.14)	Trade & Expense Creditors	6,579.42	6,579.42
		(11,500.00)	(11,500.00)
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(21,149.96)		(11,914.14)	7,642.61
	REPRESENTED BY		
	Barclays Bank - NIB		7,642.61
			7,642.61

Note:

All items detailed on the receipts and payments account are shown net of VAT as the Company was VAT registered and VAT has therefore been recovered for the benefit of the liquidation estate.

DocuSigned by:



Bethan Louise Evans
Joint Liquidator

A SPACE IN THE CITY SERVICED APARTMENTS LIMITED - **IN CREDITORS' VOLUNTARY**
LIQUIDATION

JOINT LIQUIDATORS' PROGRESS REPORT PURSUANT TO SECTION 104A OF THE
INSOLVENCY ACT 1986 AND RULE 18.2 OF THE INSOLVENCY (ENGLAND & WALES) RULES
2016

FOR THE PERIOD 8 OCTOBER 2021 TO 7 OCTOBER 2022

DATED 28 NOVEMBER 2022

A SPACE IN THE CITY SERVICED APARTMENTS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION ("THE COMPANY")

ANNUAL PROGRESS REPORT

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3. Joint Liquidators' analysis of time costs and narrative of work undertaken
4. Joint Liquidators' comparison of original fee estimate, and actual time costs incurred
5. Comparison of estimated expenses and actual costs incurred

1. INTRODUCTION AND EXECUTIVE SUMMARY

1.1 I was appointed Joint Liquidator of the Company on 8 October 2020. I now present my progress report for the second year of the liquidation, pursuant to Section 104A of the Insolvency Act 1986 ("the Act") and Rule 18.2 of the Insolvency (England & Wales) Rules 2016 ("the Rules").

1.2 The Company's statutory information is attached at Appendix 1 of this report.

Executive summary

1.3 At the date of my appointment the Company had ceased trading and accordingly I took steps to realise the remaining assets with a view to distributing the funds to creditors, after costs, in the prescribed order of priority. As Liquidator, I was also obliged to investigate the Company's affairs. At the outset it was anticipated I would be in a position to declare a dividend to preferential and unsecured creditors and this proved to be the case (see section 4 below).

1.4 I declared and paid a dividend of 100 pence in the pound to preferential creditors on 8 July 2021. During the period of this report, an interim dividend of 8.71 pence in the pound was declared and paid to unsecured creditors, totalling £11,500. On 7 October 2022, I declared a second and final dividend of 5.71 pence in the pound to the unsecured creditors, totalling £7,538.14. On 17 October 2022, the second and final dividend was paid to unsecured creditors. As this has been paid after the reporting period, this is not shown in my Receipts and Payments account at Appendix 2. The amount distributed to unsecured creditors to date totals £19,038.14. Further details are provided at section 4 below.

1.5 The manner in which the affairs of the Company have been managed since my last progress report is set out below.

1.6 Based on current known information about the Company's financial position, no further dividend will be paid. After taking into account the office holders' fees and expenses, preferential creditors have been paid in full and unsecured creditors have received dividends totalling 8.71 pence in the pound during the reporting period and 14.42 pence in the pound to date. Further details are provided in section 4 below.

1.7 My Receipts & Payments Account for the period from 8 October 2021 to 7 October 2022, which I have reconciled to the financial records that I am required to maintain, is attached at Appendix 2. All receipts and payments are shown net of VAT.

1.8 The balance of funds detailed on the attached Receipts and Payments account amounting to £7,642.61 was held in a non-interest bearing estate bank account. Please note that a second and final dividend has been paid to unsecured creditors totalling £7,538.14 and storage costs of £78.72 were paid since the reporting period and therefore only £25.75 remains in the estate bank account.

2. PROGRESS AND ASSET REALISATIONS

Fixtures & fittings

2.1 As previously reported, Gavel Auctioneers & Valuers ("Gavel") collected 15 computer bases, 1 computer monitor, 2 laptops and 8 keyboards ("the IT equipment"). Gavel has, at my request, instructed an IT specialist to access and store the data held on the computers and laptops. The data was backed-up in order for the IT equipment to be wiped and placed in an IT specific auction. The auction closed on 23 November 2021 and a total of £217.60 was realised into the Liquidation estate. This matter has now been concluded and no further realisation is expected in this regard.

Bank interest

- 2.2 I have realised £0.26 in relation to bank interest during the period of this report. During the reporting period, the account has been moved to non-interest bearing and therefore, no further realisations are expected.

- 3.3 There are no assets remaining to be realised in the Liquidation.

3. INVESTIGATIONS

- 3.1 No matters were identified which could be pursued with a view to increasing funds available to creditors.

4. LIABILITIES, DIVIDEND PROSPECTS AND ALLOCATION OF COSTS

4.1 LIABILITIES

Secured creditors

- 4.1.1 An examination of the Company's charge register held by the Registrar of Companies showed that there were no charges registered against the Company. Accordingly, there are no known secured creditors.

- 4.1.2 The legislation requires that if the Company has created a floating charge on or 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. In this case there were no creditors secured by a floating charge such that the prescribed part provisions do not apply.

Preferential creditors

- 4.1.3 The Company had 9 employees, who were all made redundant on 17 April 2020, prior to the Company ceasing to trade on 30 April 2020.

- 4.1.4 Claims from former employees in respect of arrears of wages, up to a maximum of £800 per employee, and accrued holiday pay rank preferentially in that they are paid ahead of floating charge and ordinary unsecured creditors. Where an employee's claim is paid by the Redundancy Payments Service ("RPS"), the RPS has a subrogated preferential claim in the Liquidation.

- 4.1.5 The Statement of Affairs anticipated £445.58 in respect of preferential creditors. I have received preferential employee claims totalling £1,746.65 and a preferential claim totalling £3,170.44 from the Redundancy Payments Service ("RPS") for sums paid to former employees on behalf of the Company. This is higher than anticipated on the Statement of Affairs because the number of holiday days owed were more than anticipated.

Non-preferential unsecured creditors

- 4.1.6 The Statement of Affairs included 60 unsecured creditors with an estimated total liability of £66,021.25. I have received claims from 58 creditors at a total of £138,498.29. This difference is mostly due to receiving a much higher claim from HM Revenue & Customs ("HMRC") in regard to PAYE, £50,376.68, than was anticipated in the Company's Statement of Affairs. I have not received claims from 4 creditors with original estimated claims in the Statement of Affairs of £13,152.60.

4.2 DIVIDEND PROSPECTS

Preferential creditors

- 4.2.1 As previously reported, on 8 July 2021, the preferential creditors were paid a dividend of 100 pence in the pound, totalling £4,917.09, on their claims in this matter. Preferential creditors have been paid in full and therefore there will be no further payments to preferential creditors.

Unsecured creditors

- 4.2.2 On 12 October 2021, I declared an unsecured dividend of 8.71 pence in the pound, totalling £11,500 to unsecured creditors. The dividend cheques were distributed on 29 October 2021.
- 4.2.3 During the period of this report, I was made aware that two known creditors had further amounts due to them from the Liquidation estate. I advised those creditors that if they wished to revise their claims in the liquidation, to do so by 30 May 2022. Please note that no revised claim was received from either of these creditors and therefore, on 7 October 2022, I declared a second and final dividend of 5.71 pence in the pound, totalling £7,538.14, to unsecured creditors. On 17 October 2022, the second and final dividend was paid to unsecured creditors, and as this has been paid after the reporting period, this is not shown in my Receipts and Payments account at Appendix 2.
- 4.2.4 I must be sure that all payments have cleared before closing my bank account. Not all cheques from the first and interim unsecured dividend were cashed. Should any further cheques not have cleared my account when they expire after six months, I will arrange for the unclaimed dividends to be paid to the Insolvency Service and proceed to close my files.
- 4.2.5 Please note that I have retained £25.75 in the liquidation estate for the unclaimed dividend fee which is payable to the Insolvency Service when paying over unclaimed dividends.

5. PRE-APPOINTMENT FEES

- 5.1 The board previously authorised the payment of a fee of £5,000 plus VAT to Menzies LLP for assistance with preparing the Statement of Affairs and arranging deemed consent procedure for creditors to appoint a Liquidator.
- 5.2 The fee for preparing the Statement of Affairs and arranging the deemed consent procedure for creditors to appoint a liquidator was paid by the Company prior to the liquidation.

6. JOINT LIQUIDATORS' REMUNERATION & EXPENSES

Joint Liquidators' remuneration

- 6.1 At a meeting of the Liquidation Committee on 21 December 2020, it was resolved that my remuneration be fixed by reference to time properly spent by myself and my staff in attending to matters arising in the Liquidation based on a fee estimate of £34,517.50 plus VAT. The fee estimate acts as a cap and I cannot draw remuneration in excess of that estimate without first seeking approval from the Liquidation Committee.
- 6.2 My total time costs to 7 October 2022 amount to £79,107.90 representing 391.30 of hours work at a blended charge out rate of £202.17 per hour, of which £17,213.90 was charged in the period since 7 October 2021, at a blended charge out rate of £204.93 per hour. The actual blended charge out rate incurred compares with the estimated blended charge out rate of £205.46 set out in my fee estimate.
- 6.3 I attach at Appendix 3, a breakdown of these time costs by work category and staff grade, together with a narrative explanation of work done in the period since my last report to creditors.

- 6.4 I have not been able to draw any remuneration in this period. I have drawn £34,517.50 to 7 October 2022 and is reflected in my receipts and payments account.
- 6.5 Given the size and technical nature of the liquidation, much of the work described in the sections above was undertaken by me, a manager and a senior administrator. Additional assistance was provided by cashiers dealing with banking and statutory duties, and administrators offering various support services. All time spent on administering various duties was charged directly to the case in 6 minute units.
- 6.6 As at 7 October 2022, the total time costs that I have incurred in the Liquidation have exceeded the total estimated remuneration which was set out in my which was set out in my fee estimate, when my remuneration was authorised by the Liquidation committee. Please see Appendix 4 which details the actual time costs incurred as compared to the fee estimate provided to creditors in my report dated 30 November 2020. As you will see, the time costs incurred was exceeded by an amount of £44,590.40.
- 6.7 The reasons for exceeding my fee estimate are because of the additional time spent investigating potential recovery actions identified by creditors and former directors and the additional time spent realising additional assets that was not incorporated in the statement of affairs report in the previous reporting period. In addition, the liquidation has remained open for longer anticipated and longer than one year. I am required to provide a progress report to creditors for cases which remain open for more than once year. My fee estimate did not include time for the preparation and distribution of any progress reports to creditors. My fee estimate was issued before creditors voted to form a creditors' committee and did not include the costs of meeting with and reporting to the committee. Finally, I had anticipated distributing one dividend to creditors. Due to the timing of realising the final assets, I have distributed two dividends to unsecured creditors. I do not intend to draw remuneration in excess of the fee estimate and so will not be seeking a decision to increase my fee estimate.

Professional and sub-contractors' fees, and other expenses

- 6.8 I have incurred and paid total expenses of £5,139.32 since my appointment as Liquidator of which £632.00 was incurred in the period since my last report to creditors.
- 6.9 The following expenses were incurred in the period since my last progress report:

Details of expense	Amount incurred/ accrued in the reporting period
Category 1 Expenses	
Specific bond	£40.00
Agents/ Valuers fees	£592.00
Category 2 Expenses	
None	£Nil

- 6.10 I have used the following agents, professional advisors and subcontractors in the reporting period:

Professional advisor	Nature of work	Basis of fees
Clumber Consultancy	ERA work	Fixed fee
Clumber Consultancy	Dealing with occupational pension	Fixed fee
The Maltings	Storage of books & records	Fixed fee
Gavel Auctioneers & Valuers	Agents/ Valuers	Percentage of realisation

- 6.11 The choice of professionals was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also considered that the basis on which they will charge their fees represented value for money. I have reviewed the charges they have made and am satisfied that they are reasonable in the circumstances of this case.

- 6.12 The Maltings was instructed to store the Company's books and records.
- 6.13 Gavel, an independent firm of valuers, was instructed by the Company to undertake an independent valuation of the Company's assets and market these assets for sale. The sum of £592 incurred in this period relates to the cost to back-up the data on the IT equipment in order for it to be wiped and placed for sale by auction.
- 6.14 Gavel, The Maltings and Clumber Consultancy are not associates of the Liquidators or their firm as defined in section 435 of the Act. Further, I have reviewed our and our firm's relationship with these firms and consider that they are not ones which could give rise to a perception that there are any such associations.
- 6.15 Appendix 5 details the expenses I estimated that I would incur in this matter when my remuneration was authorised by the Liquidation Committee and compares them with those incurred and drawn to date.
- 6.16 As at 7 October 2022, as you can see from the information provided in this report, the expenses I have incurred in this matter have exceeded the total expenses I estimated I would incur when my remuneration was authorised by the Liquidation Committee. The reason I have exceeded the expenses estimate is because Clumber Consultancy's fees have been higher than anticipated due to complexity of the occupational pension scheme and the additional work incurred to deal with the outstanding pension contributions and closing the pension scheme down.
- 6.17 I have been able to draw my time costs and expenses at £39,656.82 as shown in my Receipts and Payments account at Appendix 2.

7. CREDITORS' RIGHTS TO FURTHER INFORMATION AND TO CHALLENGE LIQUIDATORS' REMUNERATION AND EXPENSES

Creditors' right to request information

- 7.1 Any secured creditor, or an unsecured creditor with the support of at least 5% in value of unsecured creditors or with the leave of court, may (in writing) request me to provide additional information regarding remuneration or expenses already supplied within this report. In accordance with rule 18.9(2) of the Rules, such a request or application for leave must be made within 21 days of receipt of this report.

Creditors' right to challenge remuneration and/or expenses

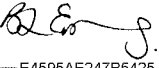
- 7.2 Any secured creditor, or an unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the court, may apply to court for one or more orders under Rule 18.36(4) or 18.37(4) of the Rules. In accordance with rule 18.34(3) of the Rules such applications must be made within eight weeks of receipt of this report.

8. FURTHER INFORMATION

- 8.1 The Joint Liquidators are data controllers of personal data as defined by the relevant provisions of the applicable data protection legislation. Menzies LLP will act as a data processor on their instructions. Personal data will be kept secure and processed only for matters relating to the insolvency appointment. Full details of our privacy notice are at the following link: <https://www.menzies.co.uk/legal/>.
- 8.2 To comply with the Provision of Services Regulations, some general information about Menzies LLP, including about our complaints policy and Professional Indemnity Insurance, can be found at <https://www.menzies.co.uk/legal/> and <https://www.menzies.co.uk/helping-you/business-recovery/making-a-complaint/>.

9. CONCLUDING REMARKS

- 9.1 The liquidation will remain open until all dividend payments have cleared before closing my account. Should any cheques not have cleared my account when they expire after six months, I will arrange for the unclaimed dividends to be paid to the Insolvency Service and proceed to close my files. I estimate that this will take approximately 6 months and, once complete, I will be in a position to conclude the Liquidation.
- 9.2 I will report again on the progress of the liquidation after the next anniversary of the Liquidation or in the final account, whichever is earlier.
- 9.3 If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Christy Law by email at CLaw@menzies.co.uk, or by phone on +44 (0)29 2044 7515.

DocuSigned by:

E4595AE247B5425...
Bethan Louise Evans
Joint Liquidator

APPENDIX 1
STATUTORY INFORMATION

Company name:	A Space In The City Serviced Apartments Limited
Company number:	10505524
Registered office:	2 Sovereign Quay, Havannah Street, Cardiff, CF10 5SF
Former registered office:	4th Floor, Park Gate, 161 - 163 Preston Road, Brighton, BN1 6AF
Former trading address:	2 Sovereign Quay, Havannah Street, Cardiff, CF10 5SF
Principal trading activity:	Serviced apartments
Joint Liquidators' names:	Bethan Louise Evans and John Dean Cullen
Joint Liquidators' address:	2 Sovereign Quay, Havannah Street, Cardiff, CF10 5SF
Date of appointment:	8 October 2020
Contact details of Joint Liquidators:	Christy Law on +44 (0)29 2044 7515 or at CLaw@menzies.co.uk

Appendix 2
A Space In The City Serviced Apartments Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments

Statement of Affairs		From 08/10/2021 To 07/10/2022	From 08/10/2020 To 07/10/2022
	ASSET REALISATIONS		
Uncertain	Fixtures & Fittings	217.60	217.60
	Motor Vehicles	NIL	2,305.20
NIL	Stock	NIL	NIL
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	COST OF REALISATIONS		
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	Redundancy Payments Office	NIL	3,170.44
(445.58)	Employees Holiday Pay	NIL	1,368.67
	HMRC - Tax & NI deductions	NIL	377.98
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	UNSECURED CREDITORS		
(43,956.14)	Trade & Expense Creditors	6,579.42	6,579.42
(783.07)	Employees	120.11	120.11
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(15,434.06)	HM Revenue and Customs - PAYE &	4,389.07	4,389.07
(5,847.98)	HM Revenue and Customs - VAT	NIL	NIL
		<u>(11,500.00)</u>	<u>(11,500.00)</u>
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	<u>NIL</u>	<u>NIL</u>
		<u>NIL</u>	<u>NIL</u>
<u>(21,149.96)</u>		<u>(11,914.14)</u>	<u>7,642.61</u>
	REPRESENTED BY		
	Barclays Bank - NIB		<u>7,642.61</u>
			<u>7,642.61</u>

Note:

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A SPACE IN THE CITY SERVICED APARTMENTS LIMITED - IN LIQUIDATION

APPENDIX 3

TIME CHARGE OUT SUMMARY FOR THE PERIOD FROM 8 OCTOBER 2021 TO 7 OCTOBER 2022

HOURS								
Classification of Work Function	Partner/ Director	Manager	Senior	Administrator	Support	Total Hours	Time Costs	Blended Hourly Rate
							£	£
Brought Forward From 07.10.2021						307.30	61,894.00	201.41
Administration & Planning	2.80	7.60	0.30	29.50	5.80	46.00	9,018.40	196.05
Realisation of Assets	0.20	0.70	-	3.40	-	4.30	820.00	190.70
Creditors	2.30	9.60	1.60	17.70	2.50	33.70	7,375.50	218.86
Investigations	-	-	-	-	-	-	-	-
Trading	-	-	-	-	-	-	-	-
Total Hours	5.30	17.90	1.90	50.60	8.30	84.00		
Total Costs	2,559.00	5,415.00	513.00	7,914.00	812.90		17,213.90	204.93
Total Carried Forward						391.30	79,107.90	202.17

Fees Drawn for Period Ended:

07.10.2021

34,517.50

07.10.2022

-

Total Fees Drawn to Date:

34,517.50

Balance of Time Costs Accrued but Unpaid

44,590.40

CHARGE OUT RATES OF INSOLVENCY TEAM MEMBERS

From 1 June 2022

1 Oct 2021 to 31 May 2022

£ per hour

£ per hour

Partner/Director

500-580

450-525

Manager

300-450

270-400

Senior

270-280

240-250

Administrator

150-220

135-200

Support Staff

120

105

Note 1 There may have been a number of promotions through the various grades during the period of the administration.

Note 2 Overhead costs are reflected in the charge out rates detailed.

Note 3 The charge-out rate of the Insolvency Practitioner for this assignment is currently £530 per hour, and the administrator is £270 per hour.

Note 4 Time is recorded in minimum units of 6 minutes.

JOINT LIQUIDATORS' NARRATIVE OF WORK UNDERTAKEN IN THE PERIOD 8 OCTOBER 2021 TO 7 OCTOBER 2022

A description of the work undertaken since my last progress report is as follows:

1 Administration and planning

There are certain aspects of the case that are required by statute and for the efficient running of the case. They are not expected to provide a direct quantifiable benefit to creditors; however, without them, other aspects of the case which do provide a quantifiable benefit to creditors would be less efficient.

They include the maintenance of electronic case management information, together with periodic review of files, and strategic case planning and the routine administration of the case. They also include preparation of documentation and reports and dealing with correspondence.

Specifically:

Reporting

Time has been spent in the preparation of a progress reports to members and creditors for circulation following anniversary to advise upon the progress made over the year.

Cashiering

This includes lodging receipts and processing invoices for payments, reconciling the bank accounts and producing the receipts and payments accounts. Time has also been spent preparing and submitting Corporation Tax and VAT returns.

Time has also been spent arranging dividend cheques and BACS payments in respect of the dividend to unsecured creditors, and further time has been spent issuing replacement cheques and preparing replacement BACS payments.

Reviews

Time has been spent periodically reviewing the case to identify matters which are outstanding and to ensure timely progression of the case.

2 Asset realisations

Net asset realisations provide the financial benefit to creditors and their quantum directly contributes to any dividend ultimately available to creditors.

Fixtures and fittings

Time has been spent liaising with Gavel regarding the safeguarding and sale of the tangible assets of the Company and taking their advice, as appropriate. Gavel obtained multiple pieces of IT equipment and instructed an IT specialist to obtain the data remaining on that equipment. These assets were placed for sale in an auction and was sold on 23 November 2021.

Bank interest

The estate bank account is interest bearing; therefore, time has been spent lodging and reconciling the estate account to realise any bank interest.

3 Investigations

Complying with statutory requirements will not necessarily produce a financial benefit to creditors but may identify potential avenues which could lead to a recovery for the benefit of creditors.

No time has been spent under investigations during the period.

4 Creditors (claims and distribution)

General

Time spent in this category included dealing with routine correspondence and queries and taking telephone calls from creditors; and maintaining creditor information on the electronic case management files.

Creditors' Committee

As a creditors' committee was formed, additional time has been spent preparing six monthly Committee reports and dealing with correspondence and queries.

Pension

Minimal time has been spent liaising with Clumber Consultancy Limited to confirm that no further action is required and that the scheme has been closed.

Unsecured creditors

Time has also been spent calculating the unsecured dividend to creditors and additional time was spent corresponding with creditors in relation to uncashed dividend payments, seeking alternative payment methods where necessary and preparing payment instructions to my cashier.

Additional time was spent liaising with potential creditors who have identified themselves as being creditors of the Company and ascertaining whether they had a claim in the Company or whether they related to an associated company. This was necessary as a number of claims referenced an associated company name rather than A Space in The City Serviced Apartments Limited. Additional time has been spent corresponding with former directors as to the legitimacy of these claims.

Further time was spent calculating and preparing the second and final dividend to unsecured creditors, preparing cheque and BACS payments accordingly.

A SPACE IN THE CITY SERVICED APARTMENTS LIMITED - IN LIQUIDATION

APPENDIX 4 - FEE ESTIMATE COMPARISON AGAINST TIME COSTS INCURRED

Classification of Work Function	Fee Estimate			Actual - 08.10.2020 - 07.10.2022		
	Total Hours	Total Time Costs	Blended Hourly Rate	Total Hours	Total Time Costs	Blended Hourly Rate
		£	£		£	£
Administration & Planning	52.50	10,607.50	202.05	174.00	35,079.90	201.61
Realisation of Assets	30.00	6,650.00	221.67	42.10	8,032.00	190.78
Creditors	64.00	12,525.00	195.70	148.60	30,239.00	203.49
Investigations	21.50	4,735.00	220.23	26.60	5,757.00	216.43
Trading	-	-	-	-	-	-
Total Hours	168.00			391.30		
Total Time Costs		34,517.50			79,107.90	
Blended Hourly Rate			205.46			202.17

CHARGE OUT RATES OF INSOLVENCY TEAM MEMBERS

From 1 June 20221 Oct 2021 to 31 May 2022

	£ per hour	£ per hour
Partner/Director	500-580	450-525
Manager	300-450	270-400
Senior	270-280	240-250
Administrator	150-220	135-200
Support Staff	120	105

Note 1 There may have been a number of promotions through the various grades during the period of the administration.

Note 2 Overhead costs are reflected in the charge out rates detailed.

Note 3 The charge-out rate of the Insolvency Practitioner for this assignment is currently £530 per hour, and the administrator is £270 per hour.

Note 4 Time is recorded in minimum units of 6 minutes.

APPENDIX 5

A SPACE IN THE CITY SERVICED APARTMENTS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

("THE COMPANY")

JOINT LIQUIDATORS' COMPARISON OF ESTIMATED EXPENSES AND ACTUAL COSTS INCURRED AND PAID

Details of Expense	Estimated amount £	Incurred / Accrued in period since last report £	Total incurred /accrued to date £	Paid in period since last report £	Total paid to date £
<u>Category 1 Expenses</u>					
Statutory advertising - various notices relating to the company have to be placed in the London Gazette	322.86	-	363.91	-	363.91
Specific penalty bonding - this is insurance required by statute that every officeholder has to obtain for the protection of each estate, with the premium being based on the value of the company's assets	40.00	40.00	120.00	40.00	120.00
Insurance of assets - it is necessary to insure the Company's assets prior to their sale.	112.00	-	74.48	-	74.48
<u>Professional and Sub-Contractors' Fees</u>					
Clumber Consultancy have been instructed to deal with any ERA work	-	-	195.88	-	195.88
Clumber Consultancy have been instructed to deal with any occupational pension scheme	950.00	-	1,650.00	-	1,650.00
Gavel Auctioneers & Valuers, a professional firm of independent agents, have been instructed by the liquidator to undertake an independent valuation of the Company's assets and market these assets for sale.	Uncertain	592.00	1,087.78	592.00	1,087.78
Credebt Limited, an independent debt collection agent have been instructed to assist with the collection of the outstanding book	Uncertain	-	1,241.30	-	1,241.30
<u>Agent's Fees</u>					
Collection, listing and storage of books and records - An agent has been instructed to collect the books and records of the Company. The books and records will be stored by the agent throughout the period of the Liquidation and for one year following the dissolution of the Company.	250.00	-	405.97	-	405.97
Totals	1,674.86	632.00	5,139.32	632.00	5,139.32

EXPENSES

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. The term expenses also includes disbursements which are payments which are first met by the office holder, and then reimbursed to the office holder from the estate.

Category 1 Expenses

Specific expenditure relating to the administration of the insolvent estate and payable to a person or persons who are not associates of the office holder is recoverable without creditor approval. Such expenditure is made if funds are available from the insolvent estate. If funds are not available, then payment is made from this firm's office account and reimbursed from the estate should funds become available.

Category 1 expenses will generally comprise external supplies of incidental services specifically identifiable to the case. Typical items include legal fees, agents' fees, sub-contractors' fees, statutory advertising, insurance of assets, search fees, specific penalty bonding, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case.

Category 2 Expenses

These are expenses that are directly referable to the administration of the insolvent estate and are made to associates of the officeholder or have an element of shared costs.

Category 2 Expenses require creditor approval.

Menzies LLP do not as a matter of policy seek approval of, or claim any, Category 2 expenses other than those which are paid to associates of the office holder.