

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 0 3 6 7 4 9 7 9

Company name in full Bolton Whites Hotel Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Andrew

Surname Hosking

3 Liquidator's address

Building name/number High Holborn House

Street 52-54 High Holborn

Post town London

County/Region

Postcode W C 1 V 6 R L

Country

4 Liquidator's name ①

Full forename(s) Michael

Surname Kiely

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number High Holborn House

Street 52-54 High Holborn

Post town London

County/Region

Postcode W C 1 V 6 R L

Country

② Other liquidator

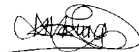
Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report															
From date	^d	1	^d	3	^m	0	^m	4	^y	2	^y	0	^y	2	^y	1
To date	^d	1	^d	2	^m	0	^m	4	^y	2	^y	0	^y	2	^y	2

7	Progress report											
<input checked="" type="checkbox"/> The progress report is attached												

8	Sign and date															
Liquidator's signature	<div>Signature</div> <div>  </div>															
Signature date	^d	1	^d	9	^m	0	^m	5	^y	2	^y	0	^y	2	^y	2

LIQ03

Notice of progress report in voluntary winding up



Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name Archie Edmonds

Company name Quantuma Advisory Limited

Address High Holborn House

52-54 High Holborn

Post town London

County/Region

Postcode WC1V 6RL

Country

DX

Telephone 020 3856 6720



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Continuation page

Name and address of insolvency practitioner

✓ **What this form is for**
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. Attach this to the relevant form. ①
Use extra copies to tell us of additional insolvency practitioners.

✗ **What this form is NOT for**
You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

→ **Filling in this form**
Please complete in typescript or in bold black capitals.
All fields are mandatory unless specified or indicated by *

1 Appointment type

Tick to show the nature of the appointment:

- ☐ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☒ Liquidator
- ☐ Provisional liquidator

① You can use this continuation page with the following forms:
- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ2, LIQ3, LIQ05, LIQ13, LIQ14, WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

2 Insolvency practitioner's name

Full forename(s)

Sean

Surname

Bucknall

3 Insolvency practitioner's address

Building name/number

High Holborn House

Street

52-54 High Holborn

Post town

London

County/Region

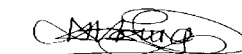
Postcode

W C 1 V 6 R L

Country

Bolton Whites Hotel Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 13/04/2021 To 12/04/2022 £	From 14/05/2019 To 12/04/2022 £
	ASSET REALISATIONS		
	Bank Interest Gross	17.40	17.40
240,182.67	Funds transferred from Admin	240,182.67	240,182.67
		240,200.07	240,200.07
	COST OF REALISATIONS		
	Bank Charges	15.00	15.00
	Joint Liquidators' Fees	25,000.00	25,000.00
	Postage	446.40	446.40
	Residual Legal Fees	10,000.00	10,000.00
	Residual Trading Costs	11,223.72	11,223.72
	Statutory Advertising	88.00	88.00
		(46,773.12)	(46,773.12)
240,182.67		193,426.95	193,426.95
	REPRESENTED BY		
	BARCLAYS Bank Account		193,424.77
	Vat Receivable		2.18
			193,426.95



Andrew Hosking
Joint Liquidator

Bolton Whites Hotel Limited

(In Creditors' **Voluntary Liquidation**)

(**"the Company"**)

THE JOINT LIQUIDATORS' **PROGRESS REPORT**

19 May 2022

Andrew Hosking, Sean Bucknall and Michael Kiely of Quantuma Advisory Limited, High Holborn House, 52-54 High Holborn, London, WC1V 6RL, were appointed Joint Liquidators of Bolton Whites Hotel Limited on 13 April 2021.

Andrew Hosking, Sean Bucknall and Michael Kiely are licensed to act as Insolvency Practitioners by the Insolvency Practitioners Association

This report has been prepared for circulation solely to comply with the Joint Liquidators' statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.

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2	THE PROGRESS OF THE LIQUIDATION
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APPENDICES

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Appendix 4	Detailed narrative list of work undertaken by the Joint Liquidators during the Review Period
Appendix 5	Proof of Debt

ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Andrew Hosking, Sean Bucknall and Michael Kiely of Quantuma Advisory Limited
"the Company"	Bolton Whites Hotel Limited (in Liquidation)
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 13 April 2021 to 12 April 2022

1. INTRODUCTION

This report has been prepared to provide Members and Creditors with an update on the progress of the Liquidation of the Company since our appointment as Joint Liquidators on 13 April 2021.

Please note that on 1 August 2020, Quantuma LLP transferred its business to Quantuma Advisory Limited

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

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

Details of the appointment of the Joint Liquidators

Andrew Hosking, Sean Bucknall and Michael Kiely of Quantuma Advisory Limited were appointed Joint Liquidators of the Company on 13 April 2021.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

2. THE PROGRESS OF THE LIQUIDATION

Information received by the Joint Liquidators from the Former Joint Administrators

There is nothing to report for the period after the date of the Administrators' final progress report but prior to commencement of the Liquidation.

The Joint Liquidators' receipts and payments account

Attached at Appendix 2 is a receipts and payments account covering the Review Period. In accordance with the requirements of SIP 7, the Joint Liquidators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Liquidation over the Review Period. A summary is provided of the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately.

Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Creditors' Voluntary Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards. Details of the tasks carried out during the Review Period are included in Appendix 4.

Realisation of assets

The sum of £240,200.65 has been realised to date and can be broken down as follows:

Asset	Estimated to Realise £	Realisations during the Review Period £	Estimated future realisations £
Funds from Administration	240,182.67	240,182.67	NIL
Bank Interest Gross	N/A	17.98	NIL
TOTAL	£240,182.67	£240,200.65	NIL

Funds from Administration

Upon the move from Administration to Creditors' Voluntary Liquidation, cash at bank totalling £240,182.67 was transferred from the Administration estate to the Liquidation estate.

Bank Interest

During the Review Period, the sum of £17.98 was received in respect of bank interest.

Estimated Future Realisations

No further realisations are anticipated in respect of this matter.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured Creditors

As mentioned in the final Administration report, the Company's secured debt at the date of the appointment of the Joint Administrators, and as set out in Joint Administrators' Proposals, can be summarised as follows:

	£
Prescot Business Park Limited ("PBP")	5,500,000.00*
Kenneth Anderson	Uncertain**
TOTAL	£5,500,000.00

*This figure of £5,500,000 represents the principal owed to PBP. However, the settlement figure, as previously mentioned was £6,482,425, due to accrued interest and charges.

**Kenneth Anderson's charge arose from a cross guarantee of a debt due from Bolton Wanderers Football and Athletic Company Limited ("the Football Club"). Therefore, this liability was contingent on any funds received by Mr Anderson out of the Administration of the Football Club.

Prior to the Liquidation, the Joint Administrators' legal advisors confirmed the validity of the charges.

As stated in the Joint Administrators final progress report, the PBP debt was settled in full as part of the sale of the Company's business and assets. Due to the connected sale of the assets in the Administration of the Football Club, Kenneth Anderson's debt has also been extinguished.

Therefore, the secured creditors have been settled in full.

Preferential Creditors

Due to the TUPE transfer of the Company's employees as part of the sale in the Administration period, it is not anticipated that there will be any preferential claims in the Liquidation.

Prescribed Part

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

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

Based on present information, the Joint Liquidators estimate that, after allowing for costs and payment of preferential claims, the value of the Company's net property will be £907,432.44, which means that the prescribed part is estimated to be £184,486.49. As such,, a dividend to Unsecured Creditors from the prescribed part, is anticipated.

Unsecured Creditors

Unsecured claims were estimated at £1,356,458.63 in the Joint Administrators' Estimated Financial Statement, to date, 53 claims have been received totalling £945,382.89.

A dividend to Unsecured Creditors from the prescribed part, as explained above, is expected. The quantum of any distribution will be dependent on the final costs and the level of agreed claims.

Claims Process

Due to the likely distribution to Unsecured Creditors, you are requested to submit claims to the address on the front of this report, marked for the attention of Archie Edmonds or via email to Archie.Edmonds@quantuma.com.

A Proof of Debt form is attached at Appendix 5.

4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

As the Liquidation followed on from the Administration and the Joint Liquidators were the former Joint Administrators, the Joint Liquidators were not required to carry out another review of the Company's affairs in the period prior to appointment as this had already been completed in the Administration.

There were no changes to the confidential report on the conduct of the directors (past and present) that was submitted to the Insolvency Service in the Administration.

We confirm that we did not identify any further assets or actions which would lead to a recovery for creditors.

Further Information

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information>.

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

General Data Protection Regulation

In compliance with the General Data Protection Regulation, Creditors, Employees, Shareholders, Directors and any other Stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notice>.

5. ETHICS

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

General Ethical Considerations

Prior to the Joint Liquidators' appointment, a review of ethical issues was undertaken and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidators are obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

6. THE JOINT LIQUIDATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 1 April 2021 together with Quantuma Advisory Limited's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

Joint Liquidators' Fees

The basis of the Joint Liquidators' fees was fixed on 18 May 2021 as follows:

1. That the basis of the Joint Liquidators' fees be fixed by a set amount of £25,000 plus VAT for the Liquidation.

As reflected on the Receipts & Payments Account, the fees drawn during the Review Period are £25,000.

The Joint Liquidators believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon them.

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

	Actual time costs incurred for the Review Period		
Work category	No. of hours	Average hourly rate £	Total time costs £
Administration Planning	33.00	264.46	8,806.50
Cashiering	10.40	200.10	2,081.00
Creditors	12.30	357.68	4,399.50
Investigations	-	-	-
Realisation of Assets	-	-	-
Trading	0.50	375.00	187.50
TOTAL	56.50	273.88	15,474.50

Joint Liquidators' Expenses

The expenses incurred to date are as below. This has not been compared to an original estimate as until the Joint Liquidators have more information as to the Company's business activity prior to their appointment and its possible asset position, it is difficult to estimate what costs may be incurred in progressing this case.

Expenses	Actual expenses incurred in the Review Period £	Reason that the expense has been incurred.
Category 1 expenses		
Statutory Advertising	88.00	Advertising the appointment of the Liquidator is a statutory requirement in a Creditors Voluntary Liquidation.
Residual Legal Fees	10,000.00	Professional charges in respect of legal fees incurred in the Administration.
Residual Trading Costs	11,223.72	Unpaid trading fees incurred in the Administration
Printing & Postage costs of external provider.	446.40	Postage and stationery fees incurred when sending out statutory documents via Accurate Mailing Limited.
Bank Charges	15.00	Unavoidable charges associated with the maintenance and usage of the active bank account.
TOTAL	21,773.12	

Details of the expenses paid in the Review Period are shown in the Receipts and Payments account at Appendix 2.

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantum Advisory Limited's current schedule of charge-out rates and chargeable disbursements referred to earlier in this report. Please note however that no category 2 expenses have been incurred or paid in the Review Period.

Sub Contracted Work

Postage Agents – Accurate Mailing Limited

Accurate Mailing Limited are third party postage agents who are instructed by the Joint Liquidators to issue statutory letters and circulars to designated recipients where required. It is more cost efficient to utilise their services than complete the same in house (in particular for large mailouts) and, during the Covid-19 pandemic when the Joint Liquidators' office was closed under the instruction of the UK Government, Accurate Mailing Limited had the government compliant facilities to continue assisting the Joint Liquidators in this regard. Their costs have been agreed on the basis of their standard rate per page plus VAT. The costs for the Review Period amount to £446.40 plus VAT which have been paid from the Liquidation estate.

Other Professional Costs

Solicitors

As previously advised, Walker Morris LLP were instructed by the Joint Administrators to advise on appropriate legal matters. Their costs were agreed on the basis of their standard hourly charge out rates, plus expenses and VAT. The Solicitors' remaining time costs from the administration period amount to £10,000 and they have been paid in full.

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

Creditors' right to request information

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

Creditors' right to challenge remuneration and/or expenses

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

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

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

Future of the Liquidation

The process of adjudicating the claims of the Unsecured Creditors is underway. Where necessary, letters requesting further supporting documentation from Creditors will be sent. A Notice of Intended Dividend will be distributed to those Creditors yet to prove their debts. A first and final distribution will then be made to the Unsecured Creditors.

Once the dividend has been paid, the Joint Liquidators will seek their release from office by issuing their final account to Members and Creditors.

Should you have any queries in regard to any of the above please do not hesitate to contact Archie Edmonds on 02038 728 340 or by e-mail at Archie.Edmonds@quantuma.com.

A handwritten signature in black ink, appearing to read 'Andrew Hosking', enclosed within a large, loopy circular flourish.

Andrew Hosking
Joint Liquidator

**BOLTON WHITES HOTEL LIMITED
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	Bolton Whites Hotel Limited
Trading Address	University Of Bolton Stadium , Burnden Way, Lostock, Bolton, England, BL6 6JW
Proceedings	In Liquidation
Date of Appointment	13 April 2021
Joint Liquidators	Andrew Hosking, Sean Bucknall and Michael Kiely Quantuma Advisory Limited High Holborn House, 52-54 High Holborn, London, WC1V 6RL
Registered office Address	c/o Quantuma Advisory Limited High Holborn House, 52-54 High Holborn, London, WC1V 6RL
Company Number	03674979
Incorporation Date	27 November 1998

BOLTON WHITES HOTEL LIMITED
(IN LIQUIDATION)

THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 13 APRIL 2022

Bolton Whites Hotel Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 13/04/2021 To 12/04/2022 £	From 14/05/2019 To 12/04/2022 £
	ASSET REALISATIONS		
	Bank Interest Gross	17.40	17.40
240,182.67	Funds transferred from Admin	240,182.67	240,182.67
		<u>240,200.07</u>	<u>240,200.07</u>
	COST OF REALISATIONS		
	Bank Charges	15.00	15.00
	Joint Liquidators' Fees	25,000.00	25,000.00
	Postage	446.40	446.40
	Residual Legal Fees	10,000.00	10,000.00
	Residual Trading Costs	11,223.72	11,223.72
	Statutory Advertising	88.00	88.00
		<u>(46,773.12)</u>	<u>(46,773.12)</u>
240,182.67		<u>193,426.95</u>	<u>193,426.95</u>
	REPRESENTED BY		
	BARCLAYS Bank Account		193,424.77
	Vat Receivable		2.18
			<u>193,426.95</u>



Andrew Hosking
Joint Liquidator

General Notes

The Receipts and Payments account must be read in conjunction with the attached notes and report.

NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT

1. The Statement should be read in conjunction with the Joint Liquidators' progress report dated 19 May 2022.
2. The balance of funds is held in an interest bearing account with Barclays Bank Plc.
3. Amounts are shown net of VAT.

BOLTON WHITES HOTEL LIMITED
(IN LIQUIDATION)

SCHEDULE OF THE JOINT LIQUIDATORS' TIME COSTS DURING THE REVIEW PERIOD

Time Entry - SIP9 Time & Cost Summary

6008423 - Bolton Whites Hotel Limited
Project Code: POST
From: 13/04/2021 To: 12/04/2022

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.70	2.90	27.50	2.20	33.30	8,806.50	264.46
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.80	4.20	5.40	10.40	2,081.00	200.10
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.80	6.20	4.30	0.00	12.30	4,399.50	357.68
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.50	0.00	0.00	0.50	187.50	375.00
Total Hours	2.50	10.40	36.00	7.60	56.50	15,474.50	273.88
Total Fees Claimed						25,000.00	
Total Disbursements Claimed						0.00	

**BOLTON WHITES HOTEL LIMITED
(IN LIQUIDATION)**

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

Description of work undertaken	Includes
<u>ADMINISTRATION & PLANNING</u>	
Administration & Planning	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC , the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Transferring the specific penalty bond from the Administration	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Reviewing and adjudicating creditors' claims - adjudicating claims	Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of complex claims.
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	Preparing a fee estimate for inclusion with the report to creditors.
<u>TRADING</u>	
Management of Operations	Preparing and authorising payment vouchers
Negotiating with suppliers	Liaising with suppliers to secure supplies and credit terms Negotiating with ransom creditors
<u>CASHIERING</u>	
Maintaining and managing the Office Holders' cashbook and bank account.	Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book

Description of work undertaken	Includes
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken
Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates £
Managing Directors	£480.00 - £580.00
Directors	£400.00 - £500.00
Senior Manager	£340.00 - £415.00
Manager	£310.00 - £375.00
Assistant Manager	£275.00 - £335.00
Senior Administrator	£235.00 - £285.00
Administrator	£200.00 - £240.00
Assistant Administrator	£135.00 - £160.00
Case Accountant	£135.00
Support Staff/Executive Assistant	£100 - £135.00

BOLTON WHITES HOTEL LIMITED
(IN LIQUIDATION)

PROOF OF DEBT

PROOF OF DEBT - GENERAL FORM

Bolton Whites Hotel Limited (In Liquidation)

Date of commencement of Creditors' Voluntary Liquidation: 13 April 2021

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	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	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO