

# AM23

## Notice of move from administration to dissolution



Companies House

For further information, please refer to our guidance at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 4 0 3 1 3 3 3

Company name in full Ila-spa Limited

#### → Filling in this form

Please complete in typescript or in bold black capitals.

### 2 Court details

Court name CR-2023-000183

Court number 0 0 0 1 8 3 2 0 2 3

### 3 Administrator's name

Full forename(s) Nick

Surname Parsk

### 4 Administrator's address

Building name/number Herschel House

Street 58 Herschel Street

Post town Slough

County/Region

Postcode B e r k s h i r e ,

Country

AM23

Notice of move from administration to dissolution

<b>5</b>		<b>Administrator's name ①</b>	
Full forename(s)	Kalani		
Surname	Gunawardana		
		<b>① Other administrator</b> Use this section to tell us about another administrator.	
<b>6</b>		<b>Administrator's address ②</b>	
Building name/number	Herschel House		
Street	58 Herschel Street		
Post town	Slough		
County/Region			
Postcode	B e r k s h i r e ,		
Country			
		<b>② Other administrator</b> Use this section to tell us about another administrator.	
<b>7</b>		<b>Final progress report</b>	
		<input checked="" type="checkbox"/> I have attached a copy of the final progress report	
<b>8</b>		<b>Sign and date</b>	
Administrator's signature	Signature <b>X</b> <i>Nick Parsk</i> <b>X</b>		
Signature date	d 1 1 m 0 1 y 2 0 y 2 4		

**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 **Kalani Gunawardana**

Company name **Oury Clark**

Address **Herschel House**

**58 Herschel Street**

Post town **Slough**

County/Region

Postcode **B e r k s h i r**

Country

DX

Telephone **01753 551111**

**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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)**

**Ila-spa Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 13/01/2023 To 11/01/2024 £	From 13/01/2023 To 11/01/2024 £
	ASSET REALISATIONS		
7,500.00	Book Debts	2,827.92	2,827.92
5,000.00	Goodwill & IP	5,000.00	5,000.00
1.00	Investment	NIL	NIL
4,000.00	Machinery, Equipment and fixtures	2,500.00	2,500.00
	Post Liq HSBC Account Credit Balanc	283.50	283.50
35,999.00	Stock	23,641.15	23,641.15
		34,252.57	34,252.57
	COST OF REALISATIONS		
	Agents/Valuers Fees (2)	5,804.23	5,804.23
	Legal Fees (1)	13,093.40	13,093.40
		(18,897.63)	(18,897.63)
	COST OF ADMINISTRATION		
	Joint Administrators' Fees	6,250.00	6,250.00
		(6,250.00)	(6,250.00)
(377,084.27)	Secondary Preferential Creditors		
	HMRC- VAT and PAYE	750.00	750.00
		(750.00)	(750.00)
	UNSECURED CREDITORS		
(36,143.02)	Banks/Institutions	NIL	NIL
(728,000.00)	Connected Creditors	NIL	NIL
(406,671.51)	Unsecured Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1,177,380.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(2,672,778.80)		8,354.94	8,354.94
	REPRESENTED BY		
	Bank 1 - Current		8,354.94
			8,354.94

Nick Parsk  
Joint Administrator

In the High Court Reference No. 000183 of 2023

Ila-spa Limited (In Administration)

The Joint Administrators' Final Progress Report to 11 January 2024

Nick Parsk

Kalani Gunawardana

Oury Clark

Herschel House, 58 Herschel Street, Slough, Berkshire, SL1 1PG

Tel: 01753 531 111

Email: IR@ouryclark.com

This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Nick Parsk and Kalani Gunawardana were appointed Joint Administrators of Ila-spa Limited on 13 January 2023. The affairs, business and property of the Company are managed by the Joint Administrators. The Joint Administrators act as agents of the Company and contract without personal liability.

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2. The Progress of the Administration
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- v. Charge-out Rates and Bases of Expenses
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## 1. EXECUTIVE SUMMARY

This report describes the progress since the last progress report dated 12 July 2023 as well as summarising the progress of the Administration as a whole.

A summary of key information in this report is detailed below.

### Asset realisations

Asset	Estimated to realise per Statement of Affairs	Realisations in the Administration
Investments	1	-
Machinery, Equipment, Fixtures	4,000	2,500
Stock	35,999	25,000
Book Debts	7,500	1,469
Goodwill & IP	5,000	5,000
Sundry refund	-	284

### Expenses

Expense	Estimated per Proposal's Estimated Outcome Statement	Total expense incurred	Total expense paid
Joint Administrators' pre appointment fees	13,697	13,697	5,000
Joint Administrators' fees	40,000	37,457	25021.61*
Solicitors' fees	13,500	13,093	13,093
Agents' fees	5,000	5,804	5,804

\*Final fee invoices of £18,771.61 plus VAT have been raised but not yet paid. This invoice will be paid from the final sale consideration instalment made by Spa Maison Limited, in due course. With regards to pre-appointment fees only a sum of £5,000 plus VAT was paid. This was paid by the company prior to our appointment and in accordance with our engagement letter.

### Dividends

Creditor class	Distribution / dividend paid in the Administration
Secured creditor	N/A
Preferential creditors	N/A
Secondary Preferential creditors	£750
Unsecured creditors	NIL

### 1.1 Outcome of the Administration

It had been envisaged that the third Administration objective would be achieved, namely that property would be realised in order to make a distribution to one or more secured or preferential creditors. This report explains how this Administration objective was achieved.

The Joint Administrators are now in the process of filing Notice of the Move to Dissolution, which will bring their office and the Administration to an end.



## **2. THE PROGRESS OF THE ADMINISTRATION**

### **2.1 The Joint Administrators' final receipts and payments account**

Attached at Appendix III is a receipts and payments account covering the period from 13 July 2023 to 11 January 2024, together with a summary of the transactions in the previous review period.

In this section, we have summarised the main asset realisations during the Review Period and in the Administration as a whole, together with details of the associated costs incurred. For a detailed list of work undertaken by the Joint Administrators as a whole, see Appendix VI.

### **2.2 Administration (including statutory reporting)**

The Joint Administrators 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 administration, which has ensured that the Joint Administrators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Considering which exit route from Administration is appropriate and drafting this final report;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining case files, which must include records to show and explain the administration and any decisions made by the Joint Administrators that materially affect the administration;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the administration is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.

### **2.3 Realisation of assets**

Creditors will recall from my previous reports that immediately following my appointment, the business and certain assets were sold to Spa Maison Limited. Please refer to my prior report for full details of the sale.

The third and final tranche of the deferred consideration totalling £12,500 remains unpaid. These funds were due to be paid on 13 October 2023. As these funds will be used to part settle my outstanding costs, rather than extend the period of Administration further, I have assigned the interest in this final deferred consideration payment to my firm, so that the final payment of £12,500 can be paid directly to Oury Clark in contribution to the outstanding costs as acting as Joint Administrator.

£1,469 of debtor monies paid into the Company's old HSBC account were received in the reporting period. There were no further recoveries from debtors.

## **2.4 Estimated future realisations**

As above, £12,500 of the sale consideration remains unpaid. The future payment will be allocated towards the Joint Administrators' unpaid fees.

During the Review Period, the Joint Administrators have also incurred time costs and direct expenses, not all of which have yet been discharged. Further details of these costs are set out in section 6 below.

## **3. CREDITORS: CLAIMS AND DISTRIBUTIONS**

### **3.1 Secured creditors**

Creditors will be aware from my previous report that there are no secured creditors.

### **3.2 Preferential creditors**

As a result of the sale of the business and assets as a going concern to the Purchaser, the Company's employees transferred under TUPE regulations. Therefore, there are no preferential creditor claim anticipated and we can confirm that none have been received to date.

### **3.3 Secondary Preferential creditors**

HMRC is a secondary preferential creditor for the following liabilities:

- VAT
- PAYE Income Tax
- Employees' NIC
- CIS deductions
- student loan deductions

I advise that during the reporting period a first and final dividend of £750 was paid to HMRC representing a dividend of 0.02p in the £, on its secondary preferential claim of £377,087.

### **3.4 Prescribed Part**

The Company had not granted a floating charge to any creditor after 15 September 2003 and consequently there was no prescribed part in this Administration.

### **3.4 Unsecured creditors**

Unsecured claims totalling £107,319 were received in the Liquidation. A dividend will not be paid to unsecured creditors.

## **4. INVESTIGATIONS**

### **4.1 Investigations**

As part of the Joint Administrators' statutory duties, an investigation into the conduct of the Company Director was completed.

In this regard, a confidential report was submitted to The Insolvency Service on 4 April 2023.

#### **4.2 Initial Assessment of Potential Recoveries**

This review has been completed and we confirm that we did not identify any further assets or actions which would lead to a recovery for creditors.

#### **5. ETHICS**

Please also be advised that Joint Administrator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

### General ethical considerations

Prior to the Joint Administrator's 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 Administrator is 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.

Stevens & Bolton – legal services

Hilco Capital – valuer services

## 6. THE JOINT ADMINISTRATORS' FEES AND EXPENSES

### 6.1 Pre-Administration Costs

Included within the Joint Administrators' Proposals was a Statement of Pre-Administration Costs.

These costs were approved as detailed below:

Party instructed	Amount approved (£)	Date approved
Oury Clark	13,969	21 March 2023
Hilco Capital	5,000	21 March 2023
Stevens & Bolton	13,500	21 March 2023
TOTAL APPROVED	32,469	

### 6.2 The Joint Administrators' Fees

The basis of the Joint Administrators' fees was fixed on 21 March 2023 by the resolution of creditors as follows:

- By reference to the time properly given by the Joint Administrators and their staff in attending to matters arising in the Administration, such time to be charged at the prevailing standard hourly charge out rates used by Oury Clark at the time when the work is performed, capped at £40,000.

A breakdown of the time costs incurred during the Review Period and for the Administration as a whole is provided at Appendix V and further information regarding the charge-out rates of the Joint Administrators and their staff is provided at Appendix VI.

### Expenses

The expenses, which include disbursements, that have been incurred and not yet paid during the period are detailed below.

Bonding - £220.00  
Advertising- £218.00

The category 1 expenses paid for in the period are detailed on the Receipts and Payments account at Appendix II and represent payments to parties not associated with the firm, who have provided services or goods for the administration of the assignment.

Solicitor's - £13,093.40  
Valuers - £5,804.23

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A hard copy of both the Creditors' Guide and the firm's charge-out rate and expenses policy may be obtained on request.

### Other professional costs

#### Sub-contracted work

No work was sub-contracted on this case

#### Solicitors

Steven and Bolton were instructed as legal advisors to assist with the appointment of Administrators and also to prepare the sale and purchase agreement. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. The solicitors' fees for the period 13 January 2023 to 11 January 2024 amount to £13,093.40. These have been paid in full and no further payments will be made in this respect.

#### Agents and valuers

Hilco Capital were instructed as agents and valuers in relation to assisting with the sales and marketing of the business and valuation of the assets. Their costs have been agreed on the basis of a fixed charge and disbursements and VAT. The agents' fees for the period 13 January 2023 to 11 January 2024 amount to £5,804.23. These have been paid in full and no further payments will be made in this respect.

### Comparison of estimates

The Joint Administrators' time costs incurred to date (whether or not they have been charged to the Administration estate) are compared with the original fees estimate as follows:

	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred to date		
Work category	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including	80.5	246.83	19,870.0	67.80	261.66	17,741.00	67.80	261.66	17,741.00

	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred to date		
Work category	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
statutory reporting)									
Realisation of assets	19.0	255.79	4,860.00	12.90	390.70	5,040.00	12.90	390.70	5,040.00
Creditors (claims and distribution)	38.00	291.58	11,080.00	31.50	342.29	10,782.00	31.50	342.29	10,782.00
Investigations	19.00	255.79	4,860.00	16.50	236.00	3,894.00	16.50	236.00	3,894.00
	154.00	264.55	40,740	128.70	291.04	37,457.00	128.70	291.04	37,457.00

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

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Legal costs	12,500.00	13,093.40	13,093.40	This is due to additions disbursements charged.
Agents' and valuers' costs	5,000.00	5,804.23	5,804.23	This is due to additional disbursements charges
Advertising	109.20	218.40	218.40	Due to dividend advertising costs
Bonding	220.00	220.00	220.00	

No Category 2 disbursements have been drawn in this case.

As can be seen above the original fees estimate has not been exceeded.

However, the Joint Administrator's post appointment costs have been capped at £40,000. Total amount drawn by the Joint Administrators are well below this limit.

### 6.3 Payment of the Joint Administrators' unpaid fees and costs

Asset realisations have been insufficient to discharge the Joint Administrators' fees and costs in full.

### 6.4 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

Administrators to provide additional information regarding fees or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

#### **6.5 Creditors' right to challenge fees 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 fees which the Joint Administrators 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 fees and/or expenses being complained of.

Please note that such challenges may not disturb fees or expenses (whether or not discharged from the estate) disclosed in prior progress reports.

### **7. THE OUTCOME OF THE ADMINISTRATION**

#### **7.1 Comparison of the outcome with the Joint Administrators' Proposals**

Attached at Appendix II is a summary of the Joint Administrators' Proposals as approved.

It had been envisaged that the third Administration objective would be achieved, namely that property would be realised in order to make a distribution to one or more secured or preferential creditors. As described above, it can be seen that this Administration objective was achieved.

The Joint Administrators are now in the process of filing Notice of the Move to Dissolution, which will bring their office and the Administration to an end.

If you require any further information please contact us via [ir@ouryclark.com](mailto:ir@ouryclark.com).

*Nick Parsk*

**Nick Parsk**  
**Joint Administrator**

Ila-spa Limited  
(IN ADMINISTRATION)

STATUTORY INFORMATION

Company Name	Ila-spa Limited
Previous Names	
Proceedings	In Administration
Court	CR-2023-000183
Court Reference	000183
Date of Appointment	13 January 2023
Joint Administrators	Nick Parsk Kalani Gunawardana Oury Clark Herschel House, 58 Herschel Street, Slough, Berkshire, SL1 1PG
Registered office Address	c/o Oury Clark Herschel House, 58 Herschel Street, Slough, Berkshire, SL1 1PG
Company Number	04031333
Appointment by	Director- John Leicester

DEFINITIONS

The Act	Insolvency Act 1986
The Rules	Insolvency Rules 1986 or Insolvency (England & Wales) Rules 2016 (whichever applied at the time of the event)
The Joint Administrators	Nick Parsk and Kalani Gunawardana of Oury Clark
The Company	Ila-spa Limited (in Administration)
The Court	CR-2023-000183
SIP	Statement of Insolvency Practice
Review Period	Period covered by the report from 13 January 2023 to 10 January 2024



## Ila-spa Limited (IN ADMINISTRATION)

## THE JOINT ADMINISTRATORS' PROPOSALS, AS APPROVED

In order to achieve the purpose of the Administration, the Joint Administrators formally propose to creditors that:

- The Joint Administrators continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration, in particular that:
  - (i) they realise the remaining assets of the Company at such times and on such terms as they consider appropriate.
  - (ii) they investigate and, if appropriate, pursue any claims that the Company may have against any person, firm or company, whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or company that supplies or has supplied goods or services to the Company; and
  - (iii) they do all such things and generally exercise all their powers as Joint Administrators as they consider desirable or expedient at their discretion in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to these activities.
- The Joint Administrators make distributions to any secured or preferential or secondary preferential creditors in accordance with Paragraph 65 of Schedule B1 of the Act.
- The Joint Administrators end the Administration in one of the following ways, appropriate to the circumstances of the case at the time:
  - (i) In the event that there is no remaining property that might permit a distribution to the Company's creditors, they shall file a notice of dissolution of the Company pursuant to Paragraph 84 of Schedule B1 of the Act; or
  - (ii) in the unlikely event that the Joint Administrators think that a distribution will be made to unsecured creditors (and they have not sought the court's permission, and are otherwise unable, to pay the distribution whilst the Company is in Administration), they shall send to the registrar of companies notice to move the Company from Administration to Creditors' Voluntary Liquidation. In such circumstances, Nick Parsk and Kalani Gunawardana will be appointed Joint Liquidators and will be authorised to act either jointly or separately in undertaking their duties as Liquidator. Creditors may nominate a different person or persons as the proposed liquidator or liquidators in accordance with Paragraph 83(7)(a) of Schedule B1 of the Act and Rule 3.60(6)(b) of the Rules, but they must make the nomination or nominations at any time after they receive the Statement of Proposals, but before it is approved. Information about the process of approval of the Statement of Proposals is set out at Section 10; or
  - (iii) alternatively, and should there be no likely funds to distribute to unsecured creditors, the Joint Administrators may seek to place the Company into Compulsory Liquidation in order to bring proceedings that only a Liquidator may commence for the benefit of the estate. In such circumstances, Nick Parsk and Kalani Gunawardana may ask the court that they be appointed

Joint Liquidators, to act either jointly or separately in undertaking their duties as Liquidator;  
or

- (iv) in the event that the Joint Administrators think that the purpose of the Administration has been sufficiently achieved and that control of the Company should be returned to the Company directors, they shall apply to the court to bring the Administration to an end in accordance with Paragraph 79(3) of Schedule B1 of the Act.

Ila-spa Limited  
(IN ADMINISTRATION)

THE JOINT ADMINISTRATORS' FINAL RECEIPTS AND PAYMENTS ACCOUNT

**Ila-spa Limited  
(In Administration)  
Joint Administrators' Summary of Receipts and Payments**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>From 13/01/2023 To 13/07/2023 (£)</b>	<b>From 14/07/2023 To 11/01/2024 (£)</b>	<b>Total (£)</b>
Investment	1.00	0.00	0.00	0.00
Machinery, Equipment and fixtures	4,000.00	2,500.00	0.00	2,500.00
Stock	35,999.00	0.00	25,000.00	25,000.00
Book Debts	7,500.00	0.00	1,469.07	1,469.07
Goodwill & IP	5,000.00	5,000.00	0.00	5,000.00
Post Liq HSBC Account Credit Balance		0.00	283.50	283.50
		<b>7,500.00</b>	<b>26,752.57</b>	<b>34,252.57</b>
<b>PAYMENTS</b>				
Agents/Valuers Fees (2)		0.00	5,804.23	5,804.23
Legal Fees (1)		0.00	13,093.40	13,093.40
Joint Administrators' Fees		6,250.00	0.00	6,250.00
HMRC- VAT and PAYE	(377,084.27)	0.00	750.00	750.00
Unsecured Creditors	(406,671.51)	0.00	0.00	0.00
Banks/Institutions	(36,143.02)	0.00	0.00	0.00
Connected Creditors	(728,000.00)	0.00	0.00	0.00
Ordinary Shareholders	(1,177,380.00)	0.00	0.00	0.00
		<b>6,250.00</b>	<b>19,647.63</b>	<b>25,897.63</b>
<b>Net Receipts/(Payments)</b>		<b>1,250.00</b>	<b>7,104.94</b>	<b>8,354.94</b>
<b>MADE UP AS FOLLOWS</b>				
Bank 1 - Current		0.00	8,354.94	8,354.94
VAT Receivable / (Payable)		1,250.00	(1,250.00)	0.00
		<b>1,250.00</b>	<b>7,104.94</b>	<b>8,354.94</b>

Nick Parsk  
Joint Administrator

Ila-spa Limited  
(IN ADMINISTRATION)

Ila-spa Limited  
(IN ADMINISTRATION)

## THE JOINT ADMINISTRATORS' TIME COSTS

### Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

NP01 - Ila-spa Limited  
From: 13/01/2023 To: 10/01/2024  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
100 : Administration & Planning	3.50	41.70	0.00	13.20	58.40	14,975.00	256.42	58.40	14,975.00
125A : Tax / VAT	0.00	0.80	0.00	0.00	0.80	240.00	300.00	0.80	240.00
<b>Administration &amp; Planning</b>	<b>3.50</b>	<b>42.50</b>	<b>0.00</b>	<b>13.20</b>	<b>59.20</b>	<b>15,215.00</b>	<b>257.81</b>	<b>59.20</b>	<b>15,215.00</b>
118 : Cashiering	0.00	0.80	0.00	0.30	1.10	276.00	250.91	1.10	276.00
126A : Cashiering	0.00	0.30	0.00	0.00	0.30	90.00	300.00	0.30	90.00
<b>Cashiering</b>	<b>0.00</b>	<b>1.10</b>	<b>0.00</b>	<b>0.30</b>	<b>1.40</b>	<b>366.00</b>	<b>261.43</b>	<b>1.40</b>	<b>366.00</b>
700 : Closing Procedures	0.00	7.20	0.00	0.00	7.20	2,160.00	300.00	7.20	2,160.00
<b>Closing Procedures</b>	<b>0.00</b>	<b>7.20</b>	<b>0.00</b>	<b>0.00</b>	<b>7.20</b>	<b>2,160.00</b>	<b>300.00</b>	<b>7.20</b>	<b>2,160.00</b>
500 : Creditors	5.50	0.00	0.00	2.20	7.70	2,464.00	320.00	7.70	2,464.00
501 : Proofs Of Debt	0.00	0.00	0.00	0.70	0.70	84.00	120.00	0.70	84.00
503 : Creditors Reports	15.20	0.00	0.00	0.80	16.00	6,176.00	386.00	16.00	6,176.00
508 : Other	0.00	0.00	0.00	1.40	1.40	168.00	120.00	1.40	168.00
512 : Correspondence with creditors	0.30	0.00	0.00	0.00	0.30	120.00	400.00	0.30	120.00
514A : Payment of Dividend / Distribution	0.00	3.90	0.00	0.00	3.90	1,170.00	300.00	3.90	1,170.00
522A : Progress Report	0.30	0.00	0.00	0.00	0.30	120.00	400.00	0.30	120.00
523A : Final Report	1.20	0.00	0.00	0.00	1.20	480.00	400.00	1.20	480.00
<b>Creditors</b>	<b>22.50</b>	<b>3.90</b>	<b>0.00</b>	<b>5.10</b>	<b>31.50</b>	<b>10,782.00</b>	<b>342.29</b>	<b>31.50</b>	<b>10,782.00</b>
200 : Investigations	0.40	7.90	0.00	6.00	14.30	3,070.00	214.69	14.30	3,070.00
201 : Correspondence With Banks	0.00	0.00	0.00	0.20	0.20	24.00	120.00	0.20	24.00
231 : SIP2 Investigations	2.00	0.00	0.00	0.00	2.00	600.00	400.00	2.00	600.00
<b>Investigations</b>	<b>2.40</b>	<b>7.90</b>	<b>0.00</b>	<b>6.20</b>	<b>16.50</b>	<b>3,894.00</b>	<b>236.00</b>	<b>16.50</b>	<b>3,894.00</b>
300 : Realisation Of Assets	11.10	1.20	0.00	0.00	12.30	4,800.00	390.24	12.30	4,800.00
319 : Book Debt recovery	0.60	0.00	0.00	0.00	0.60	240.00	400.00	0.60	240.00
<b>Realisation of Assets</b>	<b>11.70</b>	<b>1.20</b>	<b>0.00</b>	<b>0.00</b>	<b>12.90</b>	<b>5,040.00</b>	<b>398.78</b>	<b>12.90</b>	<b>5,040.00</b>
<b>Total Hours</b>	<b>40.10</b>	<b>63.80</b>	<b>0.00</b>	<b>24.80</b>	<b>128.70</b>	<b>37,457.00</b>	<b>291.84</b>	<b>128.70</b>	<b>37,457.00</b>
<b>Total Fees Claimed</b>						<b>0.00</b>			

"" - Denotes codes included in cumulative data that are not present in the period.

Ila-spa Limited  
(IN ADMINISTRATION)

## THE JOINT ADMINISTRATORS' CHARGE-OUT RATES

### Current Charge-out Rates for the firm Time charging policy

Support staff do not charge their time to each case.  
Support staff include cashier, secretarial and administration support.  
The minimum unit of time recorded is 6 minutes.

The table below sets out the bandings of the applicable charge out rates:

	<b>From 1 July 2021</b>
	<b>£ per hour</b>
Partner	300 to 450
Manager	240 to 300
Senior	200 to 240
Administrator	120 to 200
Trainee	75 to 120

Any queries with regard to the disbursement policy should be submitted to [contact@ouryclark.com](mailto:contact@ouryclark.com) in the first instance.

Ila-spa Limited  
(IN ADMINISTRATION)

DETAILED LIST OF WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS

General Description	Includes
<b>Statutory and General Administration</b>	
Statutory/advertising	<b>Filing of documents to meet statutory requirements including annual receipts and payments accounts</b> <b>Annual corporation tax returns</b> <b>Quarterly VAT returns</b> Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents and liaising with the solicitors for appointment documents Periodic file reviews documenting strategy 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
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Instructing agents to wind up any pension scheme Liaising and providing information to be able to finalise winding up the pension scheme
Reports and proposal	Circulating initial proposal to creditors upon appointment investigation, meeting and general reports to creditors Disclosure of sales to connected parties Circulating final report to creditors
Vote via correspondence	Preparation of voting notices, proxies/voting forms and advertisements Notices to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Responding to queries and questions following meeting Issuing notice of result.
Closure	Review case to ensure all matters have been finalised Draft final report Obtain clearance to close case from HMRC together with submitting final tax return Obtain final accounts from agents solicitors and others instructed Convene and hold final meetings File documents with Registrar of Companies
<b>Investigations</b>	
SIP 2 Review	Collection and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
<b>Realisation of Assets</b>	
<b>Creditors and Distributions</b>	

General Description	Includes
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD 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 secured creditors' claims and other complex claims
Dividend procedures	Dealing with Dividend payment o HMRC

