

AM10

Notice of administrator's progress report



Companies House

SATURDAY



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A08

14/05/2022

#35

COMPANIES HOUSE

1

Company details

Company number 1 2 8 5 6 9 4 1

Company name in full Cheshire ATV & Mowers Limited

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

2

Administrator's name

Full forename(s) Clive

Surname Morris

3

Administrator's address

Building name/number Heskin Hall Farm

Street Wood Lane

Post town Heskin

County/Region Preston

Postcode P R 7 5 P A

Country

4

Administrator's name ①

Full forename(s)

Surname

① Other administrator
Use this section to tell us about
another administrator.

5

Administrator's address ②

Building name/number

Street

Post town

County/Region


Postcode

Country

② Other administrator
Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

| | | | | | | | | | | | | | | | | | |
|---------------------------|---|-----------|---|---|---|---|---|---|---|--|---|---|---|---|---|---|---|
| 6 | | | | | | | | | | Period of progress report | | | | | | | |
| From date | d | 1 | d | 2 | m | 1 | m | 0 | 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"/> I attach a copy of the progress report | | | | | | | |
| 8 | | | | | | | | | | Sign and date | | | | | | | |
| Administrator's signature | | Signature | | X | |  | | X | | | | | | | | | |
| Signature date | | d | 1 | d | 2 | m | 0 | m | 4 | y | 2 | y | 0 | y | 2 | y | 2 |

AM10

Notice of administrator's progress report



Presenter information

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

Contact name Anna Johnson

Company name Marshall Peters

Address Heskin Hall Farm
Wood Lane

Post town Heskin

County/Region Preston

Postcode P R 7 5 P A

Country

DX

Telephone 01257 452021



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

Cheshire ATV & Mowers Limited
(In Administration)
Administrator's Summary of Receipts & Payments

| Statement of Affairs £ | From 12/10/2021 To 12/04/2022 £ | From 12/10/2021 To 12/04/2022 £ |
|------------------------------|---------------------------------------|---------------------------------------|
| | SECURED ASSETS | |
| | Goodwill | 1.00 |
| | | 1.00 |
| | HIRE PURCHASE | |
| 18,200.00 | Bira Bank Financed Assets | NIL |
| (33,805.00) | Bira Bank | NIL |
| | | NIL |
| | ASSET REALISATIONS | |
| 17,992.00 | Book Debts | 9,081.59 |
| | Cash at Bank | 2,569.61 |
| NIL | Furniture & Equipment | NIL |
| 7,000.00 | Motor Vehicles | 8,400.00 |
| 4,500.00 | Plant & Machinery | 5,400.00 |
| 15,000.00 | Stock | 17,999.00 |
| | | 43,450.20 |
| | PREFERENTIAL CREDITORS | |
| (5,711.00) | Employee Arrears/Hol Pay | NIL |
| (20,000.00) | HM Revenue & Customs (PAYE) | NIL |
| (25,000.00) | HM Revenue & Customs (VAT) | NIL |
| | | NIL |
| | FLOATING CHARGE CREDITORS | |
| (32,500.00) | Seneca Trade Finance Ltd | NIL |
| | | NIL |
| | UNSECURED CREDITORS | |
| (2,622.00) | ALG Finance Ltd | NIL |
| (58,131.00) | Employee Claims | NIL |
| (5,057.00) | Grove Asset Management Ltd | NIL |
| (118,129.00) | Trade & Expense Creditors | NIL |
| | | NIL |
| | DISTRIBUTIONS | |
| (100.00) | Ordinary Shareholders | NIL |
| | | NIL |
| (238,363.00) | | 43,451.20 |
| | REPRESENTED BY | |
| | Bank 1 Current | 43,451.20 |
| | | 43,451.20 |

Clive Morris
Administrator

High Court of Justice

No. CR-2021-001798

**Cheshire ATV & Mowers Limited
(In Administration)**

The Administrator's Progress Report to 12 April 2022

Clive Morris

**Marshall Peters
Heskin Hall Farm, Wood Lane, Heskin, Preston, PR7 5PA
01257 452021
anna.johnson@marshallpeters.co.uk**

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.

Clive Morris was appointed Administrator of Cheshire ATV & Mowers Limited on 12 October 2021. The affairs, business and property of the Company are managed by the Administrator. The Administrator 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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4. Investigations
5. The Administrator's Fees and Expenses
6. Conclusion

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- I. Statutory Information and Definitions
- II. The Administrator's Receipts and Payments Account
- III. The Administrator's Time Costs
- IV. Charge-out Rates and Bases of Disbursements
- V. Details of Work Undertaken

1. EXECUTIVE SUMMARY

This report describes the progress since the commencement of the Administration ("the Review Period").

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

1.1 Asset realisations

| Asset | Estimated to realise per Statement of Affairs (£) | Realisations to date (£) | Anticipated future realisations (£) | Total anticipated realisations (£) |
|---------------------------|---|--------------------------|-------------------------------------|------------------------------------|
| Goodwill | Nil | 1.00 | Nil | 1.00 |
| Bira Bank Financed Assets | 18,200.00 | Nil | Nil | Nil |
| Plant & Machinery | 4,500.00 | 4,500.00 | Nil | 4,500.00 |
| Furniture & Equipment | Nil | Nil | Nil | Nil |
| Motor Vehicles | 7,000.00 | 7,000.00 | Nil | 7,000.00 |
| Stock | 15,000.00 | 15,000.00 | Nil | 15,000.00 |
| Cash at Bank | Nil | 2,569.61 | Nil | 2,569.61 |
| Book Debts | 17,992.00 | 9,081.59 | Uncertain | Uncertain |

1.2 Expenses

| Expense | Estimated per Proposal's Estimated Outcome Statement (£) | Expense incurred to date (£) | Expense charged to date (£) | Anticipated further expense to closure (£) | Total anticipated expense (£) |
|----------------------|--|------------------------------|-----------------------------|--|-------------------------------|
| Administrator's fees | 37,735.00 | 42,095.00 | Nil | 4,485.00 | 46,580.00 |
| Agents' fees | 2,400.000 | 2,400.00 | Nil | 2,400.00 | 2,400.00 |

1.3 Dividend prospects

| Creditor class | Distribution / dividend paid to date (£) | Anticipated distribution / dividend, based upon the above (£) |
|------------------------|--|---|
| Secured creditor | Nil | 13,800.00 |
| Preferential creditors | Nil | Nil |
| Unsecured creditors | Nil | Nil |

1.4 Summary of key issues outstanding

- Distribution to the secured creditor, Seneca Trade Finance

2. THE PROGRESS OF THE ADMINISTRATION

2.1 Summary

As detailed in the Administrator's Proposals date 12 October 2021, the purpose of the Administration was to achieve the third objective through the sale of the Company's assets and collection of the debtor ledger as set out in Schedule B1, Paragraph 3(1)(c) of the Act.

2.2 The Administrators receipt's and payments account

Attached at Appendix II is a receipts and payments account for the Review Period.

The rest of this report describes the key developments in the Administration over the Review Period. For a detailed list of work undertaken by the Administrator as a whole, see Appendix V.

In this section, we have summarised the main asset realisations during the Review Period and an estimation of the assets yet to be realised, together with details of the associated costs incurred but as yet remaining unpaid.

2.3 Administration

The Administrator has 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 Administrator and his staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Administration, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Issuing the Administrator's Proposals, seeking relevant creditors' approvals and issuing notice of the outcome;
- Drafting and issuing the progress report to creditors;
- Maintaining case files, which must include records to show and explain the administration and any decisions made by the Administrator 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;
- Bank statement analysis;
- De-registering the Company for VAT;
- Receiving and adjudicating creditors claims.

2.4 Realisation of assets

To date, £43,451.20 has been realised for the benefit of the Administration Estate.

Goodwill

During the Review Period, £1 was realised in relation to goodwill as a nominal figure as there is no tangible value to this asset as a result of the insolvency process.

Bira Bank Financed Assets

The Company financed five motor vehicles as at the Administration date, the vehicles were subject to hire purchase agreements with Bira Bank, of which they have been instructed to collect their vehicles. It was estimated that there will be a deficiency to Bira Bank of £15,605 following the collection of the vehicles. A claim totalling £6,846.94 has been received.

Plant and Machinery

As per GTC's valuation report, it was determined that the Company's plant and machinery held a total value of £4,500 ex-situ. A sale was agreed for the sum of £5,400 which was above the ex-situ valuation recommended by GTC. Subsequently this amount has been realised in full.

Furniture and Equipment

As per GTC's valuation report, it was determined that the Company's furniture and equipment does not have a realisable value if the assets were to be sold ex-situ and, as a result, the realisable value is nil.

Motor Vehicles

As per GTC's valuation report, it was determined that the Company's motor vehicles held a total value of £7,000 ex-situ. A sale was agreed for the sum of £8,400 which was above the ex-situ valuation recommended by GTC. Subsequently this amount has been realised in full.

Stock

As per GTC's valuation report, it was determined that the Company's stock hold an ex-situ value of £15,000. A sale was agreed for the sum of £17,999 which was above the ex-situ valuation recommended by GTC. Subsequently this amount has been realised in full.

Cash at Bank

The Administrator is in receipt of £2,569.61 which relates to the Company's cash at bank balance. These funds were transferred to a designated estate account upon the appointment of the Administrator.

Book Debts

Upon the Administrator's appointment, the value of the Company's debtor ledger was showing £22,490 as being collectable. The Administrator wrote to all of the Company's debtors on 25 November 2021 with a statement of their outstanding liabilities enclosed. To date, £9,081.59 has been collected.

On the basis of current information, it is unlikely the remainder of the ledger will be collected due to the age of various invoices listed in the ledger.

2.5 Estimated future realisations

All assets have been realised.

2.6 Costs incurred but remaining unpaid

The following table summarises the costs incurred during the Review Period, which remain unpaid:

| Cost Description | Amount (£) |
|---------------------------------------|------------------|
| Administrator's Pre Appointment Fees | 4,050.00 |
| Administrator's Post Appointment Fees | 42,095.00 |
| Administrator's Expenses | 392.00 |
| Agents' fees | 2,400.00 |
| TOTAL | 48,937.00 |

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

3.1 Secured creditors

The Company granted a fixed and floating charge to Seneca Trade Finance Ltd on 05 October 2020, against which an estimated £32,500.00 was outstanding as at the date of Administration. A dividend is due to be made under the fixed charge element as detailed in the table above.

It is not anticipated that the secured creditor will be paid in full.

3.2 First preferential creditors

The Administrator and his staff have incurred significant time costs in assisting employees to obtain payment from the Redundancy Payments Office.

Preferential claims relating to unpaid holiday pay and wage arrears were estimated at £5,711 in the Director's Estimated Statement of Affairs. A preferential claim has been received from the Redundancy Payments Office totalling £5,279.06.

It is not anticipated that a dividend will be paid to first preferential creditors.

3.3 Secondary preferential creditors

The secondary preferential creditor is HMRC for claims of unpaid VAT, PAYE Income Tax, employee National Insurance contributions, student loan deductions and Construction Industry Scheme deductions.

HMRC have submitted a claim for £47,898 (PAYE) and £23,067 (VAT).

It is not anticipated that a dividend will be paid to secondary preferential creditors.

3.4 Unsecured creditors

Unsecured claims were estimated at £118,129 in the Director's Estimated Statement of Affairs.

£118,129 related to trade and expense creditors, claims totalling £25,233.33 have been received.

The Redundancy Payments Office have submitted a claim for the unsecured element of the employees' claims, this was estimated in the Director's Estimated Statement of Affairs at £58,131. A claim totalling £41,953.35 has been received.

AGL Finance Ltd are owed £2,622 and Grove Asset Management Ltd are owed £5,057 in respect of loans obtained by the Company.

It is not anticipated that a dividend will be paid to unsecured creditors.

4. INVESTIGATIONS

4.1 Investigations

As part of the Administrator's 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 12 January 2022.

4.2 Initial Assessment of Potential Recoveries

As part of our duties as Administrator, we are obliged to review shortly after appointment all the information available to us and conduct an initial assessment of whether there are any matters which may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

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. THE ADMINISTRATOR'S FEES AND EXPENSES

5.1 Pre-Administration Costs

Included within the Administrator's Proposals was a Statement of Pre-Administration Costs.

These costs were approved as detailed below:

| Party instructed | Amount (£) |
|------------------|-----------------|
| Marshall Peters | 4,050.00 |
| TOTAL | 4,050.00 |

To date, the Administrator's fees have not been approved but approval has been sought from the secured and preferential creditors.

5.2 The Administrator's Fees

The time costs for the Review Period total £42,095, representing 169.50 hours at an average hourly rate of £248.35.

The Administrator has sought fee approval from the secured and preferential creditors on the below basis:

- By reference to the time properly given by the Administrator and his staff in attending to matters arising in the Administration, such time to be charged at the prevailing standard hourly charge out rates used by Marshall Peters at the time when the work is performed.

The fees incurred remain unpaid until approval from the secured and preferential creditors has been obtained.

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

"A Creditors' Guide to Administrators' Remuneration" is available for download at [https://www.r3.org.uk/media/documents/publications/professional/guide to administrators fees oct 2015.pdf](https://www.r3.org.uk/media/documents/publications/professional/guide%20to%20administrators%20fees%20oct%202015.pdf).

Should you require a paper copy, please send your request in writing to the Administrator at the address on the front of this report and this will be provided to you at no cost.

5.3 Comparison of estimates

The Administrator's 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:

| Fees & Expenses | Original fees estimate (£) | Actual fees/expenses incurred during the Review Period (£) | Paid / Unpaid | Reason for any excess |
|---------------------------------------|----------------------------|--|---------------------------------|--|
| Administrator's Pre-Appointment fees | 4,050.00 | 4,050.00 | Unpaid | N/A |
| Administrator's Post Appointment fees | 37,735.00 | 42,095.00 | Unpaid | More time spent than anticipated realising the assets of the Company |
| Administrator's expenses | 50.00 | 392.00 | Unpaid | N/A |
| Agent's fees | 2,400.00 | 2,400.00 | Unpaid | N/A |
| TOTAL | 40,135.00 | 48,937.00 | All fees/expenses remain unpaid | N/A |

Having regard for the costs that are likely to be incurred in bringing this Administration to a close, the Administrators consider that:

- The original fees estimate is likely to be exceeded; and
- The original expenses estimate is likely to be exceeded.

5.4 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 Administrator 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.

5.5 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 Administrator is 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.

6. CONCLUSION

The Administration will continue in order to finalise the following outstanding matters:

- Distribution to the secured creditor, Seneca Trade Finance

If you require any further information please contact Anna Johnson on 01257 452021.



Clive Morris
Administrator

Clive Morris was appointed Administrator of Cheshire ATV & Mowers Limited on 12 October 2021. The affairs, business and property of the Company are managed by the Administrator. The Administrator act as agents of the Company and contract without personal liability.

**Cheshire ATV & Mowers Limited
(IN ADMINISTRATION)**

STATUTORY INFORMATION

| | |
|---------------------------|--|
| Company Name | Cheshire ATV & Mowers Limited |
| Previous Names | |
| Proceedings | In Administration |
| Court | High Court of Justice |
| Court Reference | CR-2021-001798 of |
| Date of Appointment | 12 October 2021 |
| Administrator | Clive Morris |
| | Marshall Peters Heskin Hall Farm, Wood Lane, Heskin, Preston, PR7 5PA |
| Registered office address | c/o Marshall Peters Heskin Hall Farm, Wood Lane, Heskin, Preston, PR7 5PA |
| Company Number | 12856941 |
| Appointment by | Clive Morris |

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 Administrator | Clive Morris of Marshall Peters |
| The Company | Cheshire ATV & Mowers Limited (in Administration) |
| The Court | High Court of Justice |
| SIP | Statement of Insolvency Practice |
| Review Period | Period covered by the report from 12 October 2021 to 12 April 2022 |

**Cheshire ATV & Mowers Limited
(IN ADMINISTRATION)**


THE ADMINISTRATOR'S RECEIPTS AND PAYMENTS ACCOUNT

Cheshire ATV & Mowers Limited
(In Administration)
Administrator's Summary of Receipts and Payments
To 12 April 2022

| RECEIPTS | Statement of Affairs (£) | Total (£) |
|-----------------------------|-----------------------------|-----------|
| Goodwill | | 1.00 |
| Bira Bank Financed Assets | 18,200.00 | 0.00 |
| Plant & Machinery | 4,500.00 | 5,400.00 |
| Furniture & Equipment | NIL | 0.00 |
| Motor Vehicles | 7,000.00 | 8,400.00 |
| Stock | 15,000.00 | 17,999.00 |
| Cash at Bank | | 2,569.61 |
| Book Debts | 17,992.00 | 9,081.59 |
| | | <hr/> |
| | | 43,451.20 |
| | | <hr/> |
| PAYMENTS | | |
| Bira Bank | (33,805.00) | 0.00 |
| Employee Arrears/Hol Pay | (5,711.00) | 0.00 |
| HM Revenue & Customs (PAYE) | (20,000.00) | 0.00 |
| HM Revenue & Customs (VAT) | (25,000.00) | 0.00 |
| Seneca Trade Finance Ltd | (32,500.00) | 0.00 |
| Trade & Expense Creditors | (118,129.00) | 0.00 |
| Employee Claims | (58,131.00) | 0.00 |
| ALG Finance Ltd | (2,622.00) | 0.00 |
| Grove Asset Management Ltd | (5,057.00) | 0.00 |
| Ordinary Shareholders | (100.00) | 0.00 |
| | | <hr/> |
| | | 0.00 |
| | | <hr/> |
| Net Receipts/(Payments) | | 43,451.20 |
| | | <hr/> |

MADE UP AS FOLLOWS

| | |
|----------------|-----------|
| Bank 1 Current | 43,451.20 |
| | <hr/> |
| | 43,451.20 |
| | <hr/> |


Clive Morris
Administrator

**Cheshire ATV & Mowers Limited
(IN ADMINISTRATION)**

THE ADMINISTRATOR'S TIME COSTS

Time Entry - SIP9 Time & Cost Summary

C177 - Cheshire ATV & Mowers Limited
All Post Appointment Project Codes
From: 12/10/2021 To: 12/04/2022

| Classification of Work Function | Partner | Manager | Other Senior Professionals | Assistants & Support Staff | Total Hours | Time Cost (£) | Average Hourly Rate (£) |
|---------------------------------|---------|---------|----------------------------|----------------------------|-------------|---------------|-------------------------|
| Administration & Planning | 13.50 | 19.00 | 48.00 | 0.00 | 80.50 | 22,805.00 | 283.29 |
| Case Specific Matters | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Creditors | 2.50 | 0.00 | 27.00 | 0.00 | 29.50 | 6,795.00 | 230.34 |
| Investigations | 0.00 | 0.00 | 19.50 | 0.00 | 19.50 | 4,095.00 | 210.00 |
| Realisation of Assets | 0.00 | 0.00 | 40.00 | 0.00 | 40.00 | 8,400.00 | 210.00 |
| Statutory Reporting | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Trading | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Hours | 16.00 | 19.00 | 134.50 | 0.00 | 169.50 | 42,095.00 | 248.35 |
| Total Fees Claimed | | | | | | 0.00 | |
| Total Disbursements Claimed | | | | | | 0.00 | |

Cheshire ATV & Mowers Limited
(IN ADMINISTRATION)

CHARGE-OUT RATES AND BASES OF CATEGORY 2 DISBURSEMENTS

HOURLY CHARGE-OUT RATES OF THE STAFF OF MARSHALL PETERS LIMITED AS AT 1 NOVEMBER 2019:-

£

| | |
|----------------------|--------|
| Partner | 450.00 |
| Manager | 350.00 |
| Assistant Manager | 245.00 |
| Senior Administrator | 210.00 |
| Administrator | 180.00 |
| Senior Cashier | 180.00 |
| Cashier | 135.00 |
| Support Staff | 135.00 |

Minimum charge-out will be in six minute units.

DISBURSEMENTS

Category 1 Disbursements

These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party.

Examples of equivalent costs that may be reimbursed to the office holders without up lift and do not require prior approval are given below:

| Category | Basis of Charge |
|---------------------|---|
| Indemnity Bond | At cost of mandatory cover required in accordance with the Insolvency Act 1986 for each appointment |
| Insurance of Assets | At cost in relation to asset coverage requirements |
| Company Searches | At cost incurred |
| Travel | All forms other than mileage at actual cost |
| Room Hire | All external venues at actual cost |
| Stationery | At cost incurred |
| Storage Charge | At actual cost incurred for storage (and retrieval, when appropriate) of records |
| Other | At actual cost charged |

Category 2 Disbursements

These are costs that are directly referable to the appointment in question but not to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. In the event of charging for Category 2 disbursements the following items of expenditure are recharged on the basis specified:

| Category | Basis of Charge |
|--------------------|---|
| Business Mileage | Motor vehicle at 45 p per mile |
| Internal Room Hire | Held at Marshall Peters Limited, Heskin Hall, Wood Farm Lane, Preston, Heskin, PR7 5PA: £50 |
| Photocopying | Specific calculation of 25 pence per sheet x number of creditors |
| Facsimiles | £1 for first page and 10 pence for each additional page |

Subcontractors

Details and the cost of any work which has been or is intended to be sub-contracted out that could otherwise be carried out by the office holder or his staff will be provided in any report which incorporates a request for approval of the basis upon which remuneration may be charged.

Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery or relevant disbursements. The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

**Cheshire ATV & Mowers Limited
(IN ADMINISTRATION)**

DETAILS OF WORK UNDERTAKEN BY THE ADMINISTRATOR DURING THE REVIEW PERIOD

| General Description | Includes |
|--|--|
| Administration (including statutory reporting) | |
| Statutory/advertising | Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements |
| Document maintenance/file review/checklist | Filing of documents 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 |
| Bank account administration | 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 |
| Creditor reports | Preparing proposal, six monthly progress reports, fee authority report to secured creditors Reporting to secured creditor |
| Creditors' decisions | Collate and examine proofs and proxies/votes to establish decisions |
| Investigations | |
| 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 |
| Realisation of Assets | |
| Debtors and retentions | Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Liaising with the Bank for debtor payments that had been paid into the frozen account and getting these funds transferred to the Administration Estate |
| Creditors (claims and distribution) | |
| Creditor communication | Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Corresponding with the PPF and the Pensions Regulator |
| Dealing with proofs of debt (POD) | Receipting and filing POD when not related to a dividend Receipting and filing POD when 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 |

