

AM23 (Scot)

Notice of move from administration to dissolution



Companies House

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

1 Company details

Company number S C 2 2 6 4 0 1

Company name in full Advanced Tool Manufacture Limited

→ Filling in this form

Please complete in typescript or in bold black capitals.

2 Court details

Court name Court of Session

Court number P 8 6 8 2 1

3 Administrator's name

Full forename(s) James

Surname Stephen

4 Administrator's address

Building name/number 2 Atlantic Square

Street 31 York Street

Post town Glasgow

County/Region

Postcode G 2 8 N J

Country


AM23 (Scot)

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5	Administrator's name ①		① Other administrator Use this section to tell us about another administrator.
Full forename(s)	Kerry		
Surname	Bailey		

6	Administrator's address ②		② Other administrator Use this section to tell us about another administrator.
Building name/number	3 Hardman Street		
Street	Spinningfields		
Post town	Manchester		
County/Region			
Postcode	M 3 3 A T		
Country			

7	Final progress report	
<input checked="" type="checkbox"/> I have attached a copy of the final progress report.		

8	Sign and date	
Administrator's signature	Signature 	
Signature date	d 1 d 8 m 0 m 4 y 2 y 0 y 2 y 4	

AM23 (Scot)

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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 Catherine Taylor

Company name BDO LLP

Address 5 Temple Square

Temple Street

Post town Liverpool

County/Region

Postcode L 2 5 R H

Country

DX

Telephone +44 (0) 1512 374 500



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,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh.



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

Advanced Tool Manufacture Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 04/11/2023 To 12/04/2024 £	From 04/11/2021 To 12/04/2024 £
	FIXED CHARGE ASSETS		
	Interest Gross	NIL	0.10
		NIL	0.10
	HP ASSETS		
455,000.00	Plant & Machinery	NIL	NIL
(280,925.00)	Haydock	NIL	NIL
136,000.00	Plant & Machinery	NIL	NIL
(147,755.00)	Lombard	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Retention from sale of Property	NIL	50,336.87
177,740.00	Plant & Machinery	NIL	47,750.00
1,810.00	Plant and equip	NIL	32,250.00
41,750.00	Motor Vehicles	NIL	39,150.00
	Sundry Refund	NIL	721.48
	Euro account	NIL	170.95
87,789.00	Cash at Bank	NIL	87,714.02
	Director's loan	NIL	35,000.00
	Interest Gross	57.85	420.81
		57.85	293,514.13
	COST OF REALISATIONS		
	Site clearance	NIL	9,370.00
	Light & power	NIL	4,953.04
	Water rates	NIL	2,320.89
	Administrators' Fees	30,698.25	191,421.05
	Administrators expenses	NIL	402.69
	Bookkeeper expenses	NIL	448.58
	Agents' Fees - ERA	NIL	1,695.00
	Agents' Fees - GMG Valuers	NIL	10,990.00
	Legal Fees & Expenses	2,192.00	11,883.70
	Corporation Tax	48.96	79.93
	Printing & Postage	NIL	299.41
	Statutory Advertising	NIL	25.00
	Rents Payable	NIL	44,500.00
	Insurance	NIL	5,386.84
		(32,939.21)	(283,776.13)
	PREFERENTIAL CREDITORS		
(196,536.00)	Preferential N.I.C./ PAYE	NIL	NIL
(355,454.00)	Preferential V.A.T.	NIL	NIL
(59,490.00)	Preferential Employees	3,107.85	3,107.85
(15,000.00)	The National Insurance Fund	6,630.25	6,630.25
(3,400.00)	Preferential Hol. Pay	NIL	NIL
(5,500.00)	Pension Schemes	NIL	NIL
		(9,738.10)	(9,738.10)
	UNSECURED CREDITORS		
(478,404.00)	Trade & Expense Creditors	NIL	NIL
(5,000.00)	Unsecured Employees	NIL	NIL
(270,000.00)	Unsecured E.P.A.	NIL	NIL
(90,000.00)	Director loans	NIL	NIL
(46,750.00)	HP Unsecured Claims	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
30,000.00	Ordinary Shareholders	NIL	NIL

Advanced Tool Manufacture Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 04/11/2023 To 12/04/2024 £	From 04/11/2021 To 12/04/2024 £
	NIL	NIL
(1,024,125.00)	(42,619.46)	0.00
REPRESENTED BY		
Input VAT		6,139.65
Floating Current Account		27.20
Due to BDO LLP		(6,166.85)
		(0.00)

Note:

On 10 January 2024, a first and final dividend of 12.49p in the £ was paid to preferential creditors which totalled £9,738.10.

On 22 March 2024, I declared a first and final equalising dividend of 12.49p in the £ was paid to preferential creditors which totalled £137.56.

Advanced Tool Manufacture Limited In Administration

Joint Administrators' final progress report from
4 November 2023 to 12 April 2024

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Glossary of terms

Abbreviation or term	Meaning
'Act'	Insolvency Act 1986
'Bank'	The Bank of Scotland Plc
'Final Period'	4 November 2023 to 12 April 2024
'Final Progress Report'	Prepared in accordance with Rules 3.93 and 3.94 of the Rules
'HMRC'	HM Revenue & Customs
'Joint Administrators' or 'we'	James Stephen and Kerry Bailey
'net property'	Floating charge realisations after costs and payment of preferential and secondary preferential creditors in full
'preferential creditors'	Claims for unpaid wages earned in the four months prior to Administration up to £800, holiday pay and unpaid pension contributions in certain circumstances. Where a decision is being sought from preferential creditors these will include secondary preferential creditors
'Prescribed Part'	Where a company has granted a floating charge after 15 September 2003, under Section 176A of the Act a proportion of the net property available to a QFCH is set aside for the unsecured creditors of that company
'Proposals'	The Joint Administrators' statement of proposals for achieving the purpose of the Administration
'QFCH'	Qualifying Floating Charge Holder
'Rules'	Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018
'Sch.B1 to the Act'	Schedule B1 to the Act
'secondary preferential creditors'	Where a company enters into Administration on or after 1 December 2020, claims for unpaid VAT, PAYE deductions, Employee National Insurance Contributions (NICs) deductions, student loan repayment deductions and amounts withheld under the construction industry scheme
'secured creditors'	Creditors whose debt is secured, in accordance with Section 248 of the Act
'the Company'	Advanced Tool Manufacture Limited
'unsecured creditors'	Creditors who are neither secured nor preferential

Key information

Background

James Stephen and Kerry Bailey were appointed Joint Administrators of the Company on 4 November 2021.

The affairs, business and property of the Company are being managed by the Joint Administrators, who act as agents of the Company and without personal liability.

Purpose of this report

This is the Final Progress Report which provides you with a final update of the implementation of the Proposals and statutory purpose of the Administration achieved.

This Final Progress Report can be reviewed in conjunction with all other reports regarding this Administration, on the brportal.bdo.co.uk portal.

Return to creditors

The table below summarises the outcome for creditors.

Class of creditor	Return	Previous estimate
Secured creditors	N/A	N/A
Preferential creditors	12.49p in the £	11.4p in the £
Secondary preferential creditors	Nil	Nil
Unsecured creditors ¹	Nil	Nil

1. The Prescribed Part did not apply in the Administration as the Bank were repaid under their fixed charge security prior to the Administration.

What you need to do

The purpose of the Final Progress Report is to provide you with an update only and the creditors of the Company do not need to take any actions at this time.

Creditors' rights

An overview of the rights of creditors are detailed in Appendix B.

Contact details

Contact: Abby Lalor
Business Restructuring, BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH
Tel: +44 (0)161 817 7656
Email: BRCMTNorthandScotland@bdo.co.uk
Reference: 00406994

Progress in the final period and in the Administration

Asset realisations

The receipts and payments account attached at Appendix C details the asset realisations during the Final Period and during the Administration.

Bank Interest Gross

Bank interest totalling £421 has been received during the Administration, £58 of which was received during the Final Period. The bank account was taken off interest bearing, with final interest applied on 27 November 2023.

Retention from sale of Property

Prior to the appointment of the Joint Administrators, the directors of the Company arranged a sale and leaseback of the property at Hurlawcrook Road, East Kilbride, G75 0ZZ. The sale was to Industrial Maintenance & Property Services Limited. South Lanarkshire Council retained £50,000 until they received a Completion Certificate in relation to the erection of a workshop and office on site. This Certificate was signed off on 30 November 2021, and we received the sum of £50,337 retention into the Administration bank account.

Plant & Machinery

A total of £47,750 plus VAT was realised from the sale of 14 items of the plant & machinery during the Administration. GMG carried out a valuation (both in situ and ex situ) of all assets and marketed these as a whole for sale by Private Treaty. No individual offers were accepted, and as a result the assets, including 3 items subject to finance with Haydock Limited and Lombard, were purchased by the one of the companies of the current landlord of the site. The sale completed in February 2022.

Plant and equipment

A total of £32,250 was realised for remaining items of plant and office furniture and fittings by E-Tooling Limited, a company set up by Mr Brian McCrory, former director, with a former employee on 22 February 2022, after the appointment of the Joint Administrators.

As E-Tooling is part owned by Mr Brian McCrory, a former director of the Company in Administration, Mr McCrory is a connected party in terms of Statement of Insolvency Practice no. 13 (SIP 13). An offer was made by E - Tooling Limited on 22 February 2022 for £32,250 plus VAT. Our independent agents GMG confirmed that this offer for the remaining assets was fair and should be accepted. The sale was agreed on 9 March 2022 when the Joint Administrators issued a Request for Payment detailing 4 equal instalments to be paid at £9,675, commencing on 1 June 2022. The final payment was received in September 2022 when full title of the assets passed to E-Tooling Limited.

Motor Vehicles

During the Administration £39,150 was realised from the sale of the Company Motor Vehicles. GMG Asset Valuation Limited ("GMG") were engaged to prepare a valuation, and to market three vehicles owned by the Company. A Mazda CX3 was sold shortly after our appointment for £12,000, a Land Rover Discovery in January 2022 for £20,250 and a Renault van in March 2022 for £6,900 plus VAT. All sales were in line with valuation and sold by GMG.

Sundry Refund

A total of £721 has been received in relation to sundry refunds.

Cash at Bank

A total of £87,885 has been received into the Joint Administrators account from the Company's current and euro accounts.

Director's loan

As previously reported, the sum of £35,000 has been received from Mr McCrory in full and final settlement of his loan account matter. The sum recovered was below that which the Joint Administrators had originally estimated but was considered reasonable as it was a lump sum allowing the case to move to closure without the need for a further court extension.

All recoverable assets have been realised.

Investigations

As previously advised the Joint Administrators completed a review of the Company's affairs and assets to establish if there were any actions to investigate for the benefit of creditors. The have submitted a confidential statutory report on the conduct of the directors to the disqualification unit of the Department for Business, Energy & Industrial Strategy.

Other than the matter of the Director's loan account, which has now been settled and concluded, the Joint Administrators concluded there are no further matters requiring investigation, or to pursue for the benefit of creditors.

Distributions to creditors

Secured creditors

There are no known secured creditors in this Administration.

Preferential creditors

Preferential creditors' claims totalled £77,967.

In the Final Period a first and final dividend of 12.49p in the £ was declared to preferential creditors and paid on 10 January 2024. A further first and final equalising dividend of £138, being 12.49p in the £ to creditors underpaid in error, was paid on 22 March 2024.

Secondary preferential creditors

HM Revenue & Customs are a secondary preferential creditor and have sums due for PAYE/NIC and VAT. We received their claim for a preferential element of £542,013. As detailed in the return to creditors section above, there were insufficient funds to pay a dividend to secondary preferential creditors.

Unsecured creditors

Unsecured creditors' claims totalled £1,415,150.

After paying the costs of the Administration, and distributions to the preferential creditors, there were insufficient funds to enable a dividend to be paid to unsecured creditors.

Joint Administrators' discharge from liability

Approval has been obtained from the preferential creditors, by way of a deemed consent process with decision date of 15 April 2024, that the Joint Administrators be discharged from liability on the registration of both the notice to move from Administration and of the final progress report, with the registrar of companies.

Other matters

In addition to the above matters, we have dealt with all statutory matters required by legislation and administrative work incidental to our duties as Joint Administrators in this Administration.

We moved to the final objective of the Administration i.e., realising property in order to make a distribution to one or more secured or preferential creditors and as detailed above, a distribution to preferential creditors has been made.

Final corporation tax has been filed, and liabilities paid up, and in respect of VAT, the Company was de-registered for VAT on 1 October 2023.

A final VAT 426 was filed in March 2024, with the VAT of £6,140 in respect of the final Joint Administrators remuneration assigned to BDO LLP. This is yet to be received, and is shown as an amount due to BDO LLP in the receipts and payments account at Appendix C.

We are now closing the Administration.

Pre-Administration costs

The Proposals detailed unpaid pre-Administration costs. Approval was not sought for the payment of these costs, which have been written off.

Joint Administrators' remuneration

The Joint Administrators' remuneration was approved on a time costs basis.

Time costs of £209,038 have been incurred over 827 hours at an average rate of £253 per hour. During the Final Period, time costs of £25,084 were incurred over 114 hours at an average rate of £220 per hour. The Joint Administrators have drawn total remuneration of £191,421, including £30,698 in the Final Period, in line with the approvals given, as shown on the enclosed receipts and payments account at Appendix C.

In the Final Period, the Joint Administrators' remuneration for the period 4 May 2023 to 3 November 2023 of £23,198 was approved, in addition to remuneration for the period 4 November to close totalling no more than £7,500 subject to those time costs being incurred. The preferential creditors approved these on 4 January 2024.

A detailed report of the time incurred by the Joint Administrators and a narrative of the work done during the Final Period is attached in Appendix D.

Joint Administrators' expenses

Expenses paid during the Administration and in the Final Period are detailed in the receipts and payments account at Appendix C.

A breakdown of expenses incurred is set out in Appendix E.

Outcome of the Administration

In accordance with Paragraph 3(1) (c) of Sch.B1 to the Act, the Joint Administrators have sufficiently achieved the statutory purpose of the Administration being c) realising property in order to make a distribution to one or more secured or preferential creditors.

The Company will move from Administration to dissolution.

Appendix A

Statutory information

Information

Company name	Advanced Tool Manufacture Limited
Company registration number	SC226401
Registered office	c/o BDO LLP, 2 Atlantic Square, 31 York Street, Glasgow, G2 8NJ
Court name and reference	Court of Session - P868/21
Date of appointment	4 November 2021
Appointor	The directors pursuant to Paragraph 22 of Sch.B1 to the Act
Joint Administrators	James Stephen Kerry Bailey <i>Under the provisions of paragraph 100(2) of Sch.B1 to the Act the Joint Administrators carry out their functions jointly and severally meaning any action can be done by one Administrator or by both of them.</i>
Joint Administrators' address	BDO LLP, 2 Atlantic Square, 31 York Street, Glasgow, G2 8NJ
Data Control and GDPR	James Stephen and Kerry Bailey are authorised to act as Insolvency Practitioners by the Institute of Chartered Accountants in England and Wales in the UK. The Joint Administrators are Data Controllers as defined by the General Data Protection Regulations. BDO LLP will act as Data Processor on the instruction of the Data Controllers. Personal data will be kept secure and processed only for matters relating to the Administration of Advanced Tool Manufacture Limited. Please see the privacy statement at https://www.bdo.co.uk/en-gb/privacy-notice/insolvencies
Extensions to the Administration	Creditor consent for a period of 12 months until 3 November 2023. Court approval and creditor consent for a period of 6 months until 2 May 2024.
Summary of the Proposals	Proposals were sent to all creditors, directors, employees and shareholders on 23 December 2021. Pursuant to Paragraph 51 of Schedule B1 to the Insolvency Act 1986 the administrator's proposals were dealt with by deemed consent of creditors with a Decision date of 10 January 2022. There were no objections and the proposals were approved on that date. The Joint Administrators proposed that they exit the Administration by way of dissolving the Company under Paragraph 84 of Schedule B1 of the Insolvency Act 1986.

Appendix B

Creditors' rights

Copies of BDO LLP's charging and expenses policy, 'A Creditors' Guide to Administrators' Fees' and information on the rights, duties and functions of a creditors' committee are available at <https://www.bdo.co.uk/en-gb/insights/advisory/business-restructuring/creditors-guides> or by requesting a copy from my office in writing or by telephone.

The Insolvency Service has established a central gateway for considering complaints in respect of Insolvency Practitioners. In the event that you make a complaint to us but are not satisfied with the response, then you should visit <https://www.gov.uk/complain-about-insolvency-practitioner> where you will find further information on how you may pursue the complaint.

The Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to this Administration. A copy of the code can be found at <https://www.icaew.com/technical/ethics/icaew-code-of-ethics/icaew-code-of-ethics>.

Appendix C

Receipts and payments account

Advanced Tool Manufacture Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 04/11/2023 To 12/04/2024 £	From 04/11/2021 To 12/04/2024 £
	FIXED CHARGE ASSETS	
	Interest Gross	NIL
		NIL
	HP ASSETS	
455,000.00	Plant & Machinery	NIL
(280,925.00)	Haydock	NIL
136,000.00	Plant & Machinery	NIL
(147,755.00)	Lombard	NIL
		NIL
	ASSET REALISATIONS	
	Retention from sale of Property	50,336.87
177,740.00	Plant & Machinery	47,750.00
1,810.00	Plant and equip	32,250.00
41,750.00	Motor Vehicles	39,150.00
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	Director's loan	35,000.00
	Interest Gross	420.81
		57.85
		293,514.13
	COST OF REALISATIONS	
	Site clearance	9,370.00
	Light & power	4,953.04
	Water rates	2,320.89
	Administrators' Fees	30,698.25
	Administrators expenses	402.69
	Bookkeeper expenses	448.58
	Agents' Fees - ERA	1,695.00
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	Rents Payable	25.00
	Insurance	44,500.00
		5,386.84
		(32,939.21)
		(283,776.13)
	PREFERENTIAL CREDITORS	
(196,536.00)	Preferential N.I.C. / PAYE	NIL
(355,454.00)	Preferential V.A.T.	NIL
(59,490.00)	Preferential Employees	3,107.85
(15,000.00)	The National Insurance Fund	3,107.85
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(5,500.00)	Pension Schemes	NIL
		NIL
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	UNSECURED CREDITORS	
(478,404.00)	Trade & Expense Creditors	NIL
(5,000.00)	Unsecured Employees	NIL
(270,000.00)	Unsecured E.P.A.	NIL
(90,000.00)	Director loans	NIL
(46,750.00)	HP Unsecured Claims	NIL
		NIL
	DISTRIBUTIONS	
30,000.00	Ordinary Shareholders	NIL

Advanced Tool Manufacture Limited
(In Administration)
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Statement of Affairs £	From 04/11/2023 To 12/04/2024 £	From 04/11/2021 To 12/04/2024 £
	NIL	NIL
(1,024,125.00)	(42,619.46)	0.00
REPRESENTED BY		
Input VAT		6,139.65
Floating Current Account		27.20
Due to BDO LLP		(6,166.85)
		(0.00)

Note:

On 10 January 2024, a first and final dividend of 12.49p in the £ was paid to preferential creditors which totalled £9,738.10.

On 22 March 2024, I declared a first and final equalising dividend of 12.49p in the £ was paid to preferential creditors which totalled £137.56.

Appendix D

Joint Administrators' remuneration

The Joint Administrators' remuneration has been approved on a time costs basis.

Time costs of £25,084 have been incurred during the Final Period and a breakdown is detailed below together with details of the work undertaken.

Activity	Partners	Director	Senior manager	Manager	Senior executive	Executive	Total hours	Time costs £	Av. Rate £
Planning and strategy			0.70	5.05	0.35		6.10	1,558.90	255.56
Statutory reporting and decisions	0.75		1.95	14.00	1.10	5.25	23.05	5,355.45	232.34
General administration	0.05		2.20	14.05	13.90	9.75	39.95	7,290.20	182.48
Assets						1.85	1.85	172.05	93.00
Employees and pensions				0.60			0.60	142.80	238.00
Creditors		0.80	3.80	9.40	7.95		21.95	5,175.35	235.78
Post appointment taxation			0.70	7.00		0.80	8.50	2,044.20	240.49
Closure			4.55	5.20	2.55		12.30	3,345.50	271.99
TOTAL	0.80	0.80	13.80	55.30	25.85	17.65	114.30	25,084.45	219.46

Planning and strategy

- Case review preparation to April 2024
- Internal meetings and discussions regarding timings of final steps and closure
- General closure planning
- Regular review and updating of EOS, determine funds available for final fees and dividend
- File note re above for approval by manager/ partner with Scheme of Division
- Review of strategy documents including estimated outcome statements (EOS)
- Review of WIP and time costs for final remuneration requests, updating fee planner
- Updating checklists, diary lines re insurance, VAT, and extension to Administration, and
- Manager and partner review of the above

Statutory reporting and decisions

- Drafting update report to creditors for the six months to 3 November 2023
- Preparing and reviewing all covering letters to Accountant in Bankruptcy ('AiB'), Court and Register of Companies ('RoC') with update report, and statutory form AM10(Scot)
- Signing off guidance notes for the update report
- Finalisation of EOS and Scheme of Division for inclusion in update report
- Check process for fee approvals and updating all time narratives for decision notices to approve fees

- Emailing a copy of the report and voting resolutions to the RPS and HMRC
- Further email to RPS after their response of no claim - clarify the position
- Record and save RPS claim and backup as preferential creditors, save RPS decision
- Arranging posting and uploading of the approved report to the creditor portal
- Send update report to RoC and Court with AM19
- Preparation of Decision Notice and Decision Procedure, and gaining relevant approvals
- Uploading the Decision procedure outcome to the creditor portal
- Sign off remuneration guidance, raise fee, and arrange payment of BDO invoice
- Signing off main checklist and diaries
- Start case review for May 2024, and commence drafting of Final report
- Finalise final report and sign off guidance notes for closure
- Drafting and sending documents regarding the discharge of Administrators' liability
- Manager and partner reviews of above

General administration

- Updating time narrative sections in the update report to creditors November 2023, and double checking to Rules for all statutory inclusions
 - Adding decision procedures to report for remuneration approval, and administering the Decision process re fees and other resolutions
 - Emails to RPS regarding fee approvals
 - Updating fee planner for approved fee
 - Draft billing request, seek approval and draft BDO invoice for approval
 - Drafting fee for the period 4 May 2023 to 3 November 2023, and 4 November 2023 to close, draw fees and clear WIP
 - Finalising court extension, reporting thereof and paying solicitor costs for same
 - Sending VAT assignment to HMRC, chasing VAT from assigned claim, and recording vat refund against fees raised
 - Ongoing review of EOS and financial position; update Scheme of Division
 - Calculation of funds available for preferential dividend
 - Requesting up to date employee grid and final claim from RPS
 - Request the bank account be taken off interest bearing, and paying final tax liability arising from interest earned
 - Constant review of diary lines, checklists, statutory matters and updating same
 - General administrative matters, basic enquiries, phone calls and meetings
 - Cashiering functions including the regular reconciliation of the Company bank account and other functions including recording payments and receipts, obtaining screen prints, and processing journals
 - Manager and Partner review of all matters.
-

Assets

- Updating of strategy review and SIP2 asset document at regular intervals in line with ongoing discussions
- Regular maintenance of the bank account and bank reconciliations
- Manager review of the above

Employees and pensions

- Emails to former client staff to determine up to date address for and employee
- Confirm address to ERA team for re-sending dividend cheque
- Manager approval of above

Creditors

- Liaise with ERA preferential claims, check to RPS claim and backup documents
- Communications with ERA regarding PAYE details
- Update EOS to determine sum available for initial preferential creditor dividend
- Prepare Scheme of Division and update IPS and dividend tracker for distributable sum
- Draft letters to preferential creditors with declaration of dividend, and with payments
- Update IPS with RPS bank details
- Run all dividend payments, and post to creditors
- Regular bank reconciliations to determine uncashed dividend cheques
- Cancellation of HMRC cheque- rerun as BACS payment
- Save dividend confirmation slips received from creditors
- Dealing with the discrepancies in initial dividend payment, request updated employee grid from ERA
- Raise letters and payment of equalising final dividend to those underpaid
- Finalise consignment list and apportion court fee- both initial and equalising dividends uncashed
- Send consignment list to Accountant of Court, calls to AOC to confirm bank details
- *Update diary lines and IPS*
- Manager and partner review of the above

Post appointment taxation

- Calls to HMRC to check status of VAT7 and letter regarding de-registration status
 - Preparation of final corporation tax return and payment thereof
 - Preparation of VAT426, supporting schedule and invoices, and covering letters- in January and March 2024
 - Preparation of VAT assignments, in both January and March 2024
 - Liaise with HMRC regarding final vat assignment and refund outstanding from previous assignment.
 - Allocation of vat refund against fees
 - Manager and partner review of above
-

Closure

- Closure planning, including checking final tax and VAT finalised
- Preparing VAT assignment for final VAT to BDO LLP
- Planning and paying both final preferential dividend, and final equalising dividends
- Consigning uncashed dividend cheques
- Signing off IPS diaries, adding closure diaries
- Signing off closure guidance checklist etc
- obtaining creditor approval from discharge from liability- preparation of Notice and recording outcome of deemed consent process
- Preparing the final progress report, statutory notice AM23 and letters to Court
- Manager and partner review of the above

The current charge out rates per hour of staff within the firm who may be involved in working on the Administration are as follows:

Grade	£
Partner	621-745
Director	417-834
Senior Manager	347-694
Manager	190-507
Senior Executive	152-354
Executive	93-186
BDO LLP tax department (max)	1304

Cumulative time incurred

Total time costs £209,038 have been incurred over the course of the Administration to 12 April 2024 as detailed below. The Joint Administrators have drawn remuneration of £191,321 in line with the approval obtained of £193,921.

Activity	Hours	Average rate £	Time costs £
Steps on appointment	34.80	214.37	7,460.20
Planning and strategy	44.00	244.63	10,763.55
Statutory reporting and decisions	170.50	213.47	36,397.40
General administration	186.65	246.69	46,044.95

Assets	161.25	324.20	52,277.40
Trading	0.25	267.00	66.75
Investigations	55.40	297.62	16,487.90
Employees and pensions	23.20	233.94	5,427.35
Creditors	91.20	218.12	19,892.15
Post appointment taxation	46.80	229.12	10,722.65
Closure	12.65	276.47	3,497.70
TOTAL	826.70	252.86	209,037.70

Appendix E

Joint Administrators' expenses

The Joint Administrators' expenses incurred and paid are detailed below.

	Incurring in Period 04/11/2023 to 12/04/2024 £	Total Incurred 04/11/2021 to 12/04/2024 £	Total Paid 04/11/2021 to 12/04/2024 £
Category 1			
Site clearance	-	9,370.00	9,370.00
Light & power	-	4,953.04	4,953.04
Water rates	-	2,320.89	2,320.89
Bookkeeper expenses	-	448.58	448.58
Agents' Fees - ERA	-	1,695.00	1,695.00
Agents' Fees - GMG Valuers	-	10,990.00	10,990.00
Legal Fees & Expenses	2,192.00	11,883.70	11,883.70
Corporation Tax	48.96	79.93	79.93
Printing & Postage	-	299.41	299.41
Statutory Advertising	-	25.00	25.00
Rents Payable	-	44,500.00	44,500.00
Insurance	-	5,386.84	5,386.84
*Statutory Bonding	-	200.00	200.00
*Statutory Advertising	-	88.00	88.00
*Courier Charges	-	54.25	54.25
Category 2			
Mileage	-	60.45	60.45

*included within Administrators expenses on the attached receipts and payments account.

1. ERA Solutions Limited were instructed to assist with the filing of employee claims to the Redundancy Payment Service in respect of arrears of pay, accrued holidays, notice pay and redundancy, and to deal with calculating the preferential claims. ERA Solutions Limited were selected due to knowledge and expertise.
2. GMG Asset Valuations Ltd ('GMG') were engaged to carry out a pre appointment inventory of all assets, both owned and those subject to finance. They also prepared a valuation of all assets and marketed the assets as a whole for sale by Private Treaty. GMG Asset Valuations Ltd were selected due to knowledge and expertise.
3. Harper Macleod LLP ('HM') were instructed to assist with the initial appointment at court, and they reviewed caveats and the validity of the appointment. HM advised on the terms of the License to Occupy, the lease terms governing the responsibility for common repairs and the treatment of the directors' loan account. In the Final Period costs of £2,192 were paid in respect of the petition to Court to extend the Administration to 2 May 2024. Harper Macleod LLP were selected due to knowledge and expertise.

The other expenses shown are self-explanatory however we would specifically comment on the following expenses which were incurred and/or paid in the Period:

Site Clearance

We engaged the services of Orbis who initially secured the site and access to the building, and subsequently carried out routine security inspections and ad hoc repairs. Their costs are a set fee per inspection visit or matter attended to. Site clearance costs in the Administration totalled £9,370 plus VAT.

Light & Power

NPower supplied electricity to the property, and an undertaking was given by the Joint Administrators to ensure supply until the assets were sold.

Water Rates

A total of £2,320.89 plus VAT was paid to Castle Water in the period to 28 February 2022 in relation to water rates. The Company ceased to occupy the site in March 2022.

Bookkeeper expenses

Aileen McCrory was retained on a consultancy basis to collate employee information necessary for ERA to deal with employee claims, and to collate books and records for, and deal with information requests of, the Joint Administrators. A total of £448.58 was paid to Mrs McCrory for these services.

Rents Payable

Following the terms of the lease entered into between Caldervale Machine Tool Engineers Limited and the Company dated 19 October 2021, a monthly rent of £10,500 plus VAT became payable. 4 full months were paid to end of February 2022, and a settlement of £2,500 was agreed and paid for the period to 11 March 2022.

Insurance

Insurance was placed with AON Risk Solutions as combined policy covering property, contents, and public liability. This included all assets and motor vehicles. Premiums totalling £5,387 were paid until all assets were sold.
