

# AM22

## Notice of move from administration to creditors' voluntary liquidation



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 2 9 9 6 0 0 7

Company name in full Createability Limited

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

### 2 Court details

Court name High Court of Justice Business & Property Courts of  
England & Wales Insolvency & Companies List

Court case number C R - 2 0 2 0 - 0 0 3 8 9 0

### 3 Administrator's name

Full forename(s) Michael Robert

Surname Fortune

### 4 Administrator's address

Building name/number 1580 Parkway

Street Solent Business Park

Post town Whiteley, Fareham

County/Region Hampshire

Postcode P O 1 5 7 A G

Country

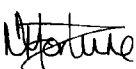
# AM22

Notice of move from administration to creditors' voluntary liquidation

<b>5</b>	<b>Administrator's name ①</b>		
Full forename(s)	Carl Derek		<b>① Other administrator</b> Use this section to tell us about another administrator.
Surname	Faulds		
<b>6</b>	<b>Administrator's address ②</b>		
Building name/number	1580 Parkway		<b>② Other administrator</b> Use this section to tell us about another administrator.
Street	Solent Business Park		
Post town	Whiteley, Fareham		
County/Region	Hampshire		
Postcode	P O 1 5 7 A G		
Country			
<b>7</b>	<b>Appointor/applicant's name</b>		
	Give the name of the person who made the appointment or the administration application.		
Full forename(s)	The directors of the		
Surname	company		
<b>8</b>	<b>Proposed liquidator's name</b>		
Full forename(s)	Michael Robert		
Surname	Fortune		
Insolvency practitioner number	0 0 8 8 1 8		
<b>9</b>	<b>Proposed liquidator's address</b>		
Building name/number	1580 Parkway		
Street	Solent Business Park		
Post town	Whiteley, Fareham		
County/Region	Hampshire		
Postcode	P O 1 5 7 A G		
Country			

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Notice of move from administration to creditors' voluntary liquidation

<b>10</b>	<b>Proposed liquidator's name <sup>①</sup></b>	
Full forename(s)	Carl Derek	<b>① Other liquidator</b> Use this section to tell us about another liquidator.
Surname	Faulds	
Insolvency practitioner number	0 0 8 7 6 7	
<b>11</b>	<b>Proposed liquidator's address <sup>②</sup></b>	
Building name/number	1580 Parkway	<b>② Other liquidator</b> Use this section to tell us about another liquidator.
Street	Solent Business Park	
Post town	Whiteley, Fareham	
County/Region	Hampshire	
Postcode	P O 1 5 7 A G	
Country		
<b>12</b>	<b>Period of progress report</b>	
From date	d 0 5 m 1 0 y 2 0 y 2 0	
To date	d 0 1 m 0 4 y 2 0 y 2 1	
<b>13</b>	<b>Final progress report</b>	
	<input checked="" type="checkbox"/> I have attached a copy of the final progress report.	
<b>14</b>	<b>Sign and date</b>	
Administrator's signature	Signature X  X	
Signature date	d 0 1 m 0 4 y 2 0 y 2 1	

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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 **Michael Robert Fortune**

Company name **Portland Business & Financial Solutions**

Address **1580 Parkway**

**Solent Business Park**

Post town **Whiteley, Fareham**

County/Region **Hampshire**

Postcode **P O 1 5 7 A G**

Country

DX

Telephone **01489 550 440**



## 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 and dated 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)**



1580 Parkway  
Solent Business Park  
Whiteley  
Fareham  
Hampshire  
PO15 7AG

Telephone: 01489 550 440  
Fax: 01489 550 499  
Email: [post@portbfs.co.uk](mailto:post@portbfs.co.uk)  
Web: [www.portbfs.co.uk](http://www.portbfs.co.uk)

## TO THE CREDITORS

MF/CF/SIG/SH/CD/AJB/AJ/C9434

1st April 2021

### Progress report to creditors and notice of conversion to liquidation

#### Createability Limited in administration

Supervising court	High Court of Justice Business & Property Courts of England & Wales Insolvency & Companies List	Court reference number	CR-2020-003890
Full registered name	Createability Limited	Registered number	02996007
Registered office	1580 Parkway Solent Business Park Whiteley Fareham Hampshire PO15 7AG	Former trading address	Bridger's Farm Nursling Street Nursling Southampton SO16 0YA
Name of administrators and licensing bodies	Michael Robert Fortune	Insolvency Practitioners Association	
	Carl Derek Faulds	Insolvency Practitioners Association	
Date of appointment	5th October 2020	Appointer	Directors of the company
<b>Administrators'</b> address	1580 Parkway, Solent Business Park, Whiteley, Fareham, Hampshire, PO15 7AG E-mail <a href="mailto:creditors@portbfs.co.uk">creditors@portbfs.co.uk</a>		
Allocation of <b>administrators'</b> powers	All the powers and functions of an administrator are exercisable by either or both of the appointed administrators		
Date of original proposals	25th November 2020	Details of any subsequent amendments	None
Period of report	5 <sup>th</sup> October 2020 to 1 <sup>st</sup> April 2021		



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Unique Cashflow Solutions



**Debtcol™**  
Intelligent Debt Collection



**Quickcap™**  
Low Cost MVL Distributors

Carl D Faulds, Mike Fortune, Nicola Layland and Stewart Goldsmith are authorised to act as Insolvency Practitioners by the Insolvency Practitioners Association and when appointed as Administrators manage the affairs, business and property of the company in administration as agent of the company without personal liability. Portland Business & Financial Solutions Ltd. is Registered in England and Wales. Registered office: Stag Gates House, 63/64 The Avenue, Southampton SO17 1XS. Registered number: 03830668.

Please be advised when you pay the Insolvency Costs of Fees which may include a professional work fee to an insolvency appointment. A copy of our Privacy Policy is set out below we may have your personal data on file to upload our website.



South West Office  
Discovery Court, 551-553 Wallisdown  
Road, Poole, Dorset BH12 5AG  
Tel: 01202 712 810

London Office  
90 Long Acre, Covent Garden,  
London WC2E 9RZ  
Tel: 020 7925 2651  
Fax: 020 7925 2652



We enclose a progress report for the company, in respect of which we were appointed joint administrators on 5th October 2020. We are now taking steps to place the company into liquidation. Below is our final report for the administration period.

#### Progress to date in realising assets

We enclose a summary of our receipts and payments. We have provided comparisons of the realisations with the director's statement of affairs, set out in our proposals, which we hope you will find helpful. We have commented below where the statement of affairs differed from our estimated outcome in the proposals.

As detailed in our proposals, following our appointment, we took immediate steps to safeguard the assets and to notify creditors of our appointment. The company had one outstanding contract and so we continued the company's business for the time being, limited to the completion of this contract. This process involved consultations with the employees, customers, suppliers and the landlord to the operating premises.

During this trading period invoices were raised totalling £18,910 plus VAT. Whilst the costs of trading for the six weeks in the administration exceeded this figure it was beneficial for the company to continue to trade whilst the outstanding debts were pursued by the company and the value in the order book and relationships with customers was preserved to assist with the marketing of the business that was taking place.

#### Intellectual Property and Goodwill

We instructed independent chattel agents, Lambert Smith Hampton, to market the business for sale which resulted in a number of parties expressing an interest in the business and/or assets. Around 33 parties were sent non disclosure agreements to sign before being provided with further information on the opportunity available. Of these parties, 18 confirmed their interest.

Three parties put forward offers for certain parts of the company, in particular the pipeline of contracts. The two offers that were the most attractive included an upfront consideration and a deferred payment on the future pipeline work that was able to be secured by the prospective purchaser.

A number of discussions and meetings took place with both parties and a preferred party was chosen. We instructed solicitors, Moore Barlow, to assist us in preparing the sale agreement. The agreement was drafted on the basis of an upfront payment and a percentage of turnover achieved from pipeline contracts that would have otherwise been passed to Createability.

A sale of the pipeline contracts was completed to Etec Contract Services Ltd 'Etec' on 18th November 2020. After negotiation the total consideration was agreed at a £25,000 upfront payment with a deferred consideration of 1% on £7m of pipeline contracts from one particular client and 2% on £7m of pipeline contracts for all other clients, on contracts secured within the following 12 months.

To date £2,733 has been invoiced to the purchaser in respect of the additional consideration due and payment is anticipated shortly. We are monitoring the contracts entered into by the purchaser on a monthly basis and further amounts are expected to become payable in due course.

#### Plant and Machinery, Furniture and Equipment, Motor Vehicles

As the plant and machinery, furniture and equipment and motor vehicles were not included within the sale to Etec these assets were collected by the agents to be disposed of by way of an auction or private sale. To date, a sale of all motor vehicles has been completed for £32,000 with a payment being made to Seat Financial Services to clear the outstanding finance on the one vehicle subject to a finance agreement.

Furniture and equipment owned by the company has been sold for £4,233. There is a small quantity of IT assets which are due to be placed into auction by the agents in due course. An update on the sale of these items will be included in the liquidators next report to creditors.

#### Book Debts/Retentions

We took immediate steps to ensure that quantity surveyors were instructed to review the outstanding contracts in the company to determine the level of possible collections and to begin to assist in the collection strategy for the amounts due.

Leslie Keats had provided a report on the contractual position in the period leading up to the administration and this report was updated following our appointment to take into account the movement on the debtor balances. Due to the nature of some of the outstanding balances, being subject to dispute, retentions and insurance claims, a best and worse case scenario was prepared. The

ledger at that time stood at £2.3m and it was thought at the time that the best case outcome would be £226k and the worse case outcome £54k.

The collection of some of the outstanding balances was in the first instance overseen by the retained staff due to the relationships already in place with certain customers. Within the first month £57k was recovered from the company's primary customer.

When the work in the administration on the outstanding contract was concluded we were successfully able to invoice £18,910 plus VAT as well as securing a further £4,000 of invoices raised shortly prior to the administration

Leslie Keats are continuing to deal with three remaining debts with a total value of £1.18m, however, the realisable value of these debts has always been uncertain.

The largest outstanding debtor owes the company £1.1m and this debt has been the subject of a dispute preceding the administration with regards to the works completed. Due to the outstanding issues involved on this contract Leslie Keats have successfully been able to reach a settlement with the debtor of £55k inclusive of VAT. These funds are to be paid by the customer over the next three months.

This contract was also the subject of an insurance claim which is being dealt with by the company's insurers and has a value of £104k. This claim has been progressed within the administration and we are liaising with the loss adjuster dealing with the matter for the insurer to advance the claim.

Further debt collections will be reported on within the liquidation.

#### Insurance Refund

Following the company entering administration we arranged for the company's insurance policies to be cancelled, this resulted in a refund of £911 being paid to the administration.

#### Cash at Bank

Shortly after our appointment we arranged for the company's bank accounts to be closed and the sum of £24,070 has been transferred to the administration.

#### Vehicle Tax Refund

As a result of the sale of the motor vehicles, we have received refunds in respect of vehicle tax amounting to £8.

#### Cash in Client Account

Shortly prior to entering into administration, the company transferred £100,000 to our client account, these funds were subsequently transferred to the administration on our appointment.

We have received a small amount of interest on the funds held of £13.

There have not been any sales of assets to connected parties, nor are any anticipated.

We will continue to realise the remaining assets in the liquidation.

#### Investigation

In our first report and our proposals we invited creditors to bring to our attention any matters that they believe require further investigation. We have also conducted an investigation into the affairs of the company in order to identify matters that would lead to a cost effective recovery for creditors. We have concluded that there are no matters of concern that merit pursuing.

In addition, a report has been submitted to The Insolvency Service as required under the provisions of The Insolvent Companies (Report on Conduct of Directors) (England and Wales) Rules 2016.

#### **Creditors' claims and dividends**

##### Fixed charge creditors

There are no fixed charge creditors of the company

##### Preferential creditors

The employees claims for holiday pay together with the first £800 of arrears of pay and any unpaid employee pension contributions rank as preferential claims against the company.

We have assisted the 16 employees that were dismissed as part of the administration process to submit claims to the Redundancy Payments Office 'RPO' in order to receive their guaranteed entitlements. Some employees have residual claims that exceed the RPO limits.

We have liaised with the RPO with regards to the calculation of the employees' entitlements as queries had been raised by employees following receipt of their payments.

We have also liaised with the company's pension provider to arrange for the employees' outstanding pension contributions to be claimed from the RPO.

It is anticipated that a dividend of 100p in the £ will be payable to the preferential creditors in due course within the liquidation.

#### Floating charge creditors

There are no floating charge creditors of the company.

#### Prescribed part

In this case, unsecured creditors will not benefit from the availability of any prescribed part. This is the requirement to set aside for the benefit of unsecured creditors a proportion of the funds that would otherwise be paid to a floating charge holder, calculated as 50% of the first £10k and 20% of the balance, it only applies to any charges that were granted after September 2003, of which there are none in this case.

#### Unsecured creditors

As administrators we do not have the power to distribute funds to unsecured creditors. Once appointed as liquidators we will have the power to agree claims and pay a dividend.

There was one finance company whose claim was subject to a deduction for the proceeds of sale of the motor vehicle involved. The chattel agents arranged for the disposal of the asset and for the finance company's claim to be discharged from sale proceeds.

The company held leasehold premises. We established that there was no realisable premium which could be achieved from an assignment of the lease and the company's interest has been surrendered. We have instructed solicitors to prepare a deed of surrender as requested by the landlord.

We have liaised with the suppliers to the company to obtain their claims in the administration once accounts had been finalised following the trading period.

We have instructed the company's accountants to prepare the necessary outstanding returns to HM Revenue and Customs to ensure that their claim against the company is accurate. This work is ongoing.

At the outset of the administration, the director of the company advised us of a number of creditors whose claims were disputed. We are liaising with the director with regards to these claims to establish their validity to be able to agree or reject the claims as appropriate in due course.

We have responded to a significant amount of creditor correspondence by both post and email and confirmed claims where we have been requested to do so.

It is anticipated that a dividend to unsecured creditors of between 10-30p in the £ will be paid during the liquidation.

#### **Administrators' fees, disbursements and expenses**

As set out in our proposals we are required to agree the basis of our remuneration and disbursements with the unsecured creditors. The agreement was given on 11<sup>th</sup> December 2020 by the creditors.

It was resolved that our remuneration and disbursements be fixed as follows:-

- For services provided in the period up to the date of despatch of the final progress report to creditors on the basis allowed by reference to the time properly given by the office holders and



their staff in attending to matters arising. We are required to provide creditors with details relating to those time costs and the disbursements that we have incurred. This is analysed on the attached schedule, along with a narrative, a schedule of our current charge-out rates and disbursements policy. The totals are summarised below.

	Total to 01/04/2021 (£)
Time costs	73,994
Amount paid	70,000

- For services in the period from the following day for the remainder of the case, a set amount of £2,000.
- Out of pocket expenses incurred in accordance with the schedule of rates for disbursements and out of pocket expenses published.

The budgeted estimate provided at the outset is set out below

Category of work	Estimated		
	Hours	Cost (£)	Average hourly rate (£)
<b>Realisation of assets</b>	180	42,750	238
<b>Administration and planning</b>	37	6,030	163
<b>Creditors</b>	170	32,850	193
<b>Investigations</b>	24	5,235	218
<b>Reporting</b>	51	11,690	229
<b>Trading</b>	53	11,620	219
<b>Estimated total</b>	515	110,175	214
<b>Fixed fee</b>	53	2,000	-
<b>Estimated including fixed fee</b>	-	112,175	-

The fees are unlikely to exceed the fee estimate provided.

We have drawn a fee of £4,984, as approved by a resolution in our proposals for the services of Portland in the period leading up to our appointment.

We have also instructed agents to handle certain aspects of the administration on our behalf where it was either more cost-effective for them to do so or where they have a particular expertise that was required. A summary of the expenses is enclosed.

The expenses and disbursements are at this stage not anticipated to exceed the estimate provided at the outset.

#### **Creditors and members' requests for further information**

In accordance with rule 18.9 Insolvency (England and Wales) Rules 2016 the following may make a written request to us for further information about remuneration or expenses set out in this report:-

- A secured creditor
- An unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question)
- Any unsecured creditor with the permission of the court

A request, or an application to the court for permission, must be made, or filed with the court (as applicable) within 21 days of the receipt of this report.

In accordance with rule 18.34 the following may make an application that the remuneration charged is in all circumstances excessive or the basis is inappropriate or the expenses incurred are excessive:-

- A secured creditor
- An unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors (including the creditor in question)
- Any unsecured creditor with the permission of the court

The application to the court must be made no later than eight weeks after the receipt of this report.

Further information regarding administrators' fees can be found by visiting the following website link <https://www.insolvency-practitioners.org.uk/regulation-and-guidance/creditors-guides-to-fees>

### Conclusion

We have been able to achieve the second objective of administration, being, to achieve a better result for the company's creditors as a whole than would be likely if the company were wound up (without first being in administration).

In our proposals, we stated that should there be funds available for unsecured creditors, then we would arrange for the company to be placed into liquidation. We enclose formal notice to that effect, which we will be filed at Companies House. The liquidation will commence upon the filing of this form.

In the liquidation the following matters are to be concluded –

- To calculate and collect the commissions due to the company as part of the deferred consideration for the sale of the pipeline contracts.
- The collection of the outstanding debts due to the company.
- To recover the insurance claim due to the company.
- Agree the claims of preferential creditors and pay a distribution.
- Agree and pay a distribution on the unsecured claims.

We hope that the contents of this report have provided you with a clear and detailed explanation of the conduct of the administration. If you should have any queries or require further explanation please do not hesitate to contact us.

Michael Fortune  
Joint Administrator

### Attached

- Summary of receipts and payments
- SIP 9 time analysis (total)
- Narrative of time spent
- Summary of disbursements and expenses
- Schedule of charge out rates

Createability Limited  
(In Administration)  
Joint Administrators' Trading Account

Statement of Affairs £	From 05/10/2020 To 01/04/2021 £	From 05/10/2020 To 01/04/2021 £
POST APPOINTMENT SALES		
Sales	18,910.10	18,910.10
	<u>18,910.10</u>	<u>18,910.10</u>
PURCHASES		
Stock	12.70	12.70
	<u>(12.70)</u>	<u>(12.70)</u>
OTHER DIRECT COSTS		
Sub contractors	3,958.20	3,958.20
Commissions	1,601.39	1,601.39
	<u>(5,559.59)</u>	<u>(5,559.59)</u>
TRADING EXPENDITURE		
Employee salaries	29,644.34	29,644.34
Rents	4,788.93	4,788.93
Rates	2,488.16	2,488.16
Heat, light and water	301.47	301.47
Employee expenses	1,011.50	1,011.50
Supplier payments	275.00	275.00
Payroll costs	271.26	271.26
Pension contributions	722.73	722.73
PAYE & NI payments	13,361.87	13,361.87
Employee healthcare	292.54	292.54
IT costs	2,332.28	2,332.28
	<u>(55,490.08)</u>	<u>(55,490.08)</u>
TRADING SURPLUS/(DEFICIT)	<u>(42,152.27)</u>	<u>(42,152.27)</u>

Createability Limited  
(In Administration)  
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 05/10/2020 To 01/04/2021 £	From 05/10/2020 To 01/04/2021 £
	HIRE PURCHASE		
7,000.00	Motor vehicle subject to finance	6,500.00	6,500.00
(2,380.00)	Seat Financial Services	(2,630.38)	(2,630.38)
		3,869.62	3,869.62
	ASSET REALISATIONS		
1,100.00	Plant and machinery	NIL	NIL
2,700.00	Furniture and equipment	4,233.33	4,233.33
31,000.00	Motor vehicles	25,500.00	25,500.00
72,000.00	Book debts/retentions	61,167.75	61,167.75
	Intellectual property and goodwill	25,000.00	25,000.00
	Insurance refund/claim	911.38	911.38
26,964.69	Cash at bank	24,069.74	24,069.74
	Bank interest gross	13.09	13.09
	Trading Surplus/(Deficit)	(42,152.27)	(42,152.27)
	Vehicle tax refunds	7.50	7.50
100,000.00	Cash in client account	100,000.00	100,000.00
		198,750.52	198,750.52
	COST OF REALISATIONS		
	Postworks charges	250.11	250.11
	Pre administration disbursements	8.30	8.30
	Specific bond	660.00	660.00
	Joint administrators' remuneration	70,000.00	70,000.00
	Joint administrators' disbursements	107.25	107.25
	Pre administration fee	4,984.00	4,984.00
	Postal redirection fee	216.00	216.00
	Chattel agents' fees	9,541.72	9,541.72
	Quantity surveyors' fees	15,212.25	15,212.25
	Pre administration Legal fees	563.00	563.00
	Accountants' fees	43.00	43.00
	Legal fees	6,665.50	6,665.50
	Court filing fee	50.00	50.00
	Consultants fees	2,263.00	2,263.00
	Storage	11.76	11.76
	Clearance costs	360.00	360.00
	Advertising in London Gazette	86.65	86.65
	Insurance of assets	1,223.03	1,223.03
	Bank charges	10.00	10.00
		(112,255.57)	(112,255.57)
	PREFERENTIAL CREDITORS		
(34,807.56)	Employees - holiday and arrears of pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(84,901.99)	Trade and expense creditors	NIL	NIL
(259,531.11)	Employee claims	NIL	NIL
(456,174.00)	Subcontractors	NIL	NIL
(15,668.74)	PAYE and National Insurance	NIL	NIL
(19,672.99)	VAT	NIL	NIL
		NIL	NIL
	SHAREHOLDERS		
(1,000.00)	Ordinary shareholders	NIL	NIL
		NIL	NIL
(633,371.70)		90,364.57	90,364.57
	REPRESENTED BY		

Createability Limited  
(In Administration)  
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 05/10/2020 To 01/04/2021 £	From 05/10/2020 To 01/04/2021 £
REPRESENTED BY CONTINUED		
VAT receivable		24,773.18
Current account - Metro Bank		47,753.22
Current account - Lloyds Bank		27,466.86
VAT payable		(9,628.69)
		<hr/>
		90,364.57
		<hr/>

Time Entry - Detailed SIP9 Time & Cost Summary

C9434 - Createability Limited  
From: 05/10/2020 To: 01/04/2021  
All Post Appointment Project Codes  
Including Sub-Analysis Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
<b>AP : Administration &amp; planning</b>							
BANK : Banking inc reconciliations & bonding	0.70	0.00	0.00	2.20	2.90	486.00	167.59
QC : Statutory notifications and filings	0.30	0.00	0.10	4.00	4.40	571.50	129.89
RECORDS : Record maintenance inc cash book	0.10	0.00	8.00	8.60	16.70	2,536.00	151.86
SET UP : Administrative set-up	1.10	0.00	0.00	1.50	2.60	515.00	198.08
STRATEGY : Case acceptance & strategy	0.90	0.00	0.40	0.00	1.30	365.00	280.77
<b>Administration &amp; Planning</b>	<b>3.10</b>	<b>0.00</b>	<b>8.50</b>	<b>16.30</b>	<b>27.90</b>	<b>4,473.50</b>	<b>160.34</b>
<b>C : Creditors</b>							
CLAIMS : Inviting and assessing creditor claims	2.70	0.00	1.60	1.60	5.90	1,313.50	222.63
CORRESPOND : Individual creditors correspondence	2.50	0.00	29.80	12.10	44.40	7,324.50	164.97
CUSTOMERS : Dealings with customers	0.00	0.00	0.10	0.00	0.10	14.50	145.00
DIVIDEND : Dividend to unsecured creditors	0.00	0.00	0.10	0.00	0.10	18.50	185.00
EMPLOYEES : Employee queries	3.00	0.00	12.30	2.30	17.60	3,444.00	195.68
HMRC : HMRC returns	0.20	0.00	1.40	0.00	1.60	334.50	209.06
HMRCCOR : HMRC correspondence	0.00	0.00	0.20	0.50	0.70	83.50	133.57
LANDLORD : Surrender/disclaim lease cor landlord/s	2.60	0.00	1.60	0.00	4.20	1,157.00	275.48
MOC : Decision of creditors	1.80	0.00	3.60	1.10	6.50	1,350.50	207.77
PENSIONS : Pension companies & Pension Regulator	0.40	0.00	4.70	0.00	5.10	993.50	194.80
RPO : Processing employee claims on RPO	0.00	0.00	1.40	1.50	2.90	407.50	140.52
<b>Creditors</b>	<b>13.20</b>	<b>0.00</b>	<b>56.80</b>	<b>19.10</b>	<b>89.10</b>	<b>16,451.50</b>	<b>184.64</b>
<b>I : Investigations</b>							
CDDA : CDDA reports	1.30	0.00	0.40	0.60	2.30	573.00	249.13
IAT : Investigating antecedent transactions	1.00	0.00	0.00	0.00	1.00	310.00	310.00
SIP2 : SIP 2 review	1.60	0.00	13.50	0.00	15.10	3,005.50	199.04
<b>Investigations</b>	<b>3.90</b>	<b>0.00</b>	<b>13.90</b>	<b>0.60</b>	<b>18.40</b>	<b>3,888.50</b>	<b>211.33</b>
<b>R : Realisation of assets</b>							
BUSSALE : Business sales	48.70	0.00	9.50	0.00	58.20	17,042.50	292.83
CASH : Cash at bank	0.50	0.00	2.90	2.20	5.60	950.50	169.73
DEBT : Debt collection	11.10	0.00	10.60	1.70	23.40	5,666.00	242.14
DISPOSAL : Plant, stock disposals inc management	10.00	0.00	7.30	0.70	18.00	4,602.00	255.67
FINANCE : Dealing with financed and/or leased asset	0.00	0.00	0.20	0.00	0.20	37.00	185.00
INS : Insurance, security and maintenance	0.20	0.00	6.50	0.70	7.40	1,354.50	183.04
ISA : Identifying and securing assets	0.20	0.00	0.00	0.00	0.20	68.00	340.00
<b>Realisation of Assets</b>	<b>70.70</b>	<b>0.00</b>	<b>37.00</b>	<b>5.30</b>	<b>113.00</b>	<b>29,720.50</b>	<b>263.01</b>
<b>REPORTING : Reporting</b>							
ADVERT : Statutory advertising and filings	0.00	0.00	2.50	0.20	2.70	485.50	179.81
FINAL : Final report	0.50	0.00	4.50	0.00	5.00	1,080.00	216.00
MEETCRED : Meeting of creditors	0.00	0.00	0.00	0.80	0.80	92.00	115.00
NOTICES : Initial notices of appointment	0.30	0.00	2.10	0.70	3.10	562.00	181.29
PROGRESS : Progress reports	0.00	0.00	2.00	0.00	2.00	320.00	160.00

# Time Entry - Detailed SIP9 Time & Cost Summary

C9434 - Createability Limited  
From: 05/10/2020 To: 01/04/2021  
All Post Appointment Project Codes  
Including Sub-Analysis Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
PROPOSALS : Proposals	17.30	0.00	8.10	0.00	25.40	6,990.50	275.22
Reporting	18.10	0.00	19.20	1.70	39.00	9,530.00	244.36
T : Trading							
ACC : Accounting for trading inc cash book	0.00	0.00	8.90	4.00	12.90	2,115.50	163.99
CUSTSUPP : Customer, supplier arrangements	5.30	0.00	7.50	3.10	15.90	3,404.00	214.09
EMPLOYEES : On-going employee issues	6.40	0.00	2.60	0.80	9.80	2,557.00	260.92
OPS : Management of operations	2.10	0.00	6.50	0.00	8.60	1,853.50	215.52
Trading	13.80	0.00	25.50	7.90	47.20	9,930.00	210.38
Total Hours	122.80	0.00	160.90	50.90	334.60	73,994.00	221.14

## **Createability Limited in Administration**

### **Narrative of time spent**

We have recorded time in the following categories of work that we have handled:-

#### **AP: Administration and planning**

Internal management of the case to ensure it is completed in an expedient manner and in accordance with good practice. Maintaining the estate accounts and ensuring compliance and statutory filing requirements.

This is sub categorised as below

BANK	Banking including reconciliations and bonding
QC	Statutory notifications and filings
RECORDS	Record maintenance including cash book
SET UP	Administrative set-up
STRATEGY	Case acceptance and strategy

Whilst this work provides no financial benefit to the creditors it is required by statute.

#### **C: Creditors**

Corresponding with creditors about their claims, as more fully described under the 'Creditor claims and dividends' in the report.

This is sub categorised as below

CLAIMS	Inviting and assessing creditor claims
CORRESPOND	Individual creditors correspondence
CUSTOMERS	Dealings with customers
DIVIDEND	Dividend to unsecured creditors
EMPLOYEES	Employee queries
HMRC	HMRC returns
HMRCCOR	HMRC correspondence
LANDLORD	Surrender/disclaim lease, corresponding with landlord and solicitors
MOC	Decision of creditors
PENSIONS	Pension companies and Pension Regulator work
RPO	Processing employee claims on Redundancy Payments Office

Where work is undertaken to agree claims in order to distribute funds to creditors this is for the financial benefit of the creditors. Whilst the other work provides no financial benefit to the creditors it is required by statute.

#### **I: Investigation**

Carrying out a review of the events leading up to failure and completing the CDDA reports, which is explained in more detail under the heading of "Investigation" in the report.

This is sub categorised as below

CDDA	CDDA reports
IAT	Investigating antecedent transactions
SIP2	SIP 2 review

Whilst this work provides no financial benefit to the creditors it is required by statute.



## **Createability Limited in Administration**

### **R: Realisation of assets**

Taking appropriate measures to realise the assets of the company, as more fully explained under the heading "Progress to date in realising assets" in the report.

BUSSALE	Business sales
CASH	Cash at bank
DEBT	Debt collection
DISPOSAL	Plant, stock disposals including management of agents
FINANCE	Dealing with financed and/or leased assets
INS	Insurance, security and maintenance
ISA	Identifying and securing assets

This work has provided a financial benefit to the creditors as sufficient funds are available from the realisations to enable a distribution to creditors.

**Communicating with creditors about the initial appointment; and preparing and distributing reports.**

This is sub categorised as below

ADVERT	Statutory advertising and filings
FINAL	Final report
MEETCRED	Meeting of creditors
NOTICES	Initial notices of appointment
PROGRESS	Progress reports
PROPOSALS	Administrators' Proposals

Whilst this work provides no financial benefit to the creditors it is required by statute.

### **Trading**

This is sub categorised as below

ACC	Accounting for trading inc cash book
CUSTSUPP	Customer, supplier arrangements
EMPLOYEES	On-going employee issues
OPS	Management of operations

This work has provided a financial benefit to the creditors as the trading period preserved the value in the company's pipeline and relationships with clients.

Createability Limited

Disbursements and expenses

Category 2 disbursements

		Accrued in period under review	Total accrued	Total paid	Total estimated
Disbursement	Rate paid	£	£	£	£
Postage and stationery	3 times postage	63.15	63.15	63.15	432.00
Photocopying and printing	10p per copy	27.80	27.80	27.80	750.00
Mileage	HM Revenue & Customs agreed rate	6.30	6.30	6.30	6.00
Room hire	£120 per meeting	-	-	-	-
Storage (Portland archive)	£50 per box per year	-	-	-	50.00
Facsimile	£1 per page	-	-	-	10.00
Company searches	2 times cost	-	-	-	-
Banking fee	£10 per case	10.00	10.00	10.00	10.00
		107.25	107.25	107.25	1,258.00

Expenses

		Accrued in period under review	Total accrued	Total paid	Total estimated
Type of expense incurred		£	£	£	£
Direct postage cost		250.11	250.11	250.11	462.00
Statutory bond		660.00	660.00	660.00	660.00
Insurance		1,223.03	1,223.03	1,223.03	1,200.00
Statutory advertising		86.65	86.65	86.65	347.00
Document storage		11.76	11.76	11.76	200.00
Court filing fees		50.00	50.00	50.00	50.00
Post redirection		216.00	216.00	216.00	-
Tax		-	-	-	20.00
Bank charges		10.00	10.00	10.00	5.00
		2,507.55	2,507.55	2,507.55	2,944.00

Professional fees

		Accrued in period under review	Total accrued	Total paid	Total estimated
Name	Type of expense incurred	£	£	£	£
Leslie Keats	Quantity surveyors pre administration fee	5,212.25	5,212.25	5,212.25	7,500.00
Leslie Keats	Quantity surveyors fees	13,840.00	13,840.00	10,000.00	10,000.00
Poole Mead Accountants (Winchester) Ltd	Accountants' fees	43.00	43.00	43.00	43.00
Moore Barlow LLP	Legal fees	6,665.50	6,665.50	6,665.50	6,500.00
Lambert Smith Hampton	Chattel agents' fees (Business sale)				2,000.00
Lambert Smith Hampton	Chattel agents' fees (Valuation of assets)	10,050.00	10,050.00	9,541.72	2,000.00
Lambert Smith Hampton	Chattel agents' fees (Sale of tangible assets)				4,000.00
Lambert Smith Hampton	Chattel agents' disbursements (clearance costs)	1,918.39	1,918.39	360.00	2,000.00
Omega Design Consultants LLP	Consultancy fees	2,263.00	2,263.00	2,263.00	5,000.00
Blandy & Blandy	Legal fees	-	-	-	5,000.00
		39,992.14	39,992.14	34,085.47	44,043.00

## Portland Business & Financial Solutions

### Fees and disbursements policies

#### Fee policy

In line with most practices, we normally calculate our fees on the basis of the time spent by each member of staff. We are prepared to calculate fees as a percentage of realisations or as a fixed fee by special arrangement only where the circumstances warrant it. Where the assignment relates to an insolvency appointment, we are normally required to obtain a resolution from creditors approving the basis of calculation.

Staff of the appropriate grades, are allocated to each task on each assignment, according to the size and complexity of the matter, and they record their time in six minute units. Where the fee is to be calculated on the basis of time spent, cost rates for each grade are then used to evaluate the fee. The effectively hourly rates are currently as follows:-

	Cost per hour	
	From 1 Mar 2021	1 Dec 2017 to 28 Feb 2021
	£	£
Director / office holder	390	340
Associate director	360	310
Client director	330	280
Case manager	235	220
Senior insolvency administrator	200	185
Case administrator	160	145
Administrator	130	115
Cashiers	130	115
Support staff	95	80

The rates are reviewed periodically, typically every 1-2 years, and could therefore increase during any particular assignment.

#### Expenses policy

##### Category 1 – no approval required

Where expenses are incurred through third parties specifically in respect of the assignment, they are recharged to the case as incurred, for example statutory advertising, external room hire, fidelity bond, rail travel and external storage. These are defined as category 1 expenses in SIP9 and approval is not required.

##### Category 2 – approval required

Other expenses can be recharged to the assignment based on a share or allocation of a cost that Portland incurs centrally. These are defined as category 2 expenses in SIP 9 and approval is required. Typically such expenses and the method of allocation are as follows:-

Postage and stationery	-	Three times postage cost
Photocopying and printing	-	10p per copy
Facsimile	-	£1 per page
Mileage	-	HM Revenue and Customs agreed rate
Room hire	-	£120 per meeting
Storage (Portland archive)	-	£50 per box per year
Company searches	-	Two times cost
Virtual meeting/conference call	-	£10 per meeting/call
Banking fee	-	£10 per case
Debt collection fees*	-	Details in report if charged

\* Note – the only category 2 expenses which may have been charged since 1<sup>st</sup> April 2021 are debt collection fees and mileage.