

WU07

Notice of progress report in a winding-up by the court



Companies House

SATURDAY



ABCQ9SY2

A15

17/09/2022

#74

COMPANIES HOUSE

1 Company details

Company number 08233820

Company name in full Windrush Cottages Ltd

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

2 Liquidator's name

Full forename(s) Nicholas

Surname Simmonds

3 Liquidator's address

Building name/number 1st floor

Street 21 Station Road

Post town Watford

County/Region Herts

Postcode WD171AP

Country

4 Liquidator's name ①

Full forename(s) Chris

Surname Newell

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

5 Liquidator's address ②

Building name/number 2nd Floor

Street Arcadia House

Post town 15 Forlease Road

County/Region Maidenhead

Postcode SL61RX

Country

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



WU07

Notice of progress report in a winding-up by the court


6 Period of progress report

From date	^d 2	^d 9	^m 0	^m 7	^y 2	^y 0	^y 2	^y 1	
To date	^d 2	^d 8	^m 0	^m 7	^y 2	^y 0	^y 2	^y 2	

7 Progress report

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

8 Sign and date

Liquidator's signature	Signature X 	X							
Signature date	^d 1	^d 2	^m 0	^m 9	^y 2	^y 0	^y 2	^y 2	

WU07

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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 **Glenn Adams**

Company name **Quantuma Advisory Limited**

Address **1st floor**

21 Station Road

Post town **Watford**

County/Region **Herts**

Postcode **W D 1 7 1 A P**

Country

DX

Telephone **01923 954170**

**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



Windrush Cottages Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 29/07/2021 To 28/07/2022 £	From 29/07/2020 To 28/07/2022 £
ASSET REALISATIONS			
Uncertain	Antecedent transactions	NIL	NIL
	Bank Interest Gross	16.65	16.65
	Bank Interest Net of Tax	9.34	32.40
Uncertain	Cash at Bank	NIL	75,757.56
	Petition Deposit	NIL	1,600.00
		<u>25.99</u>	<u>77,406.61</u>
COST OF REALISATIONS			
	Agents Fees	NIL	225.00
	Bank Charges	88.00	176.00
	DTI Cheque Fees	0.75	1.65
	Land Registry Fees	NIL	9.00
	Legal Expenses	NIL	1,683.00
	Legal Fees	7,355.00	15,493.00
	O.R. General Fee	NIL	6,000.00
	O.R. Administration Fee	NIL	5,000.00
	Office Holders Fees	5,000.00	20,000.00
	Petitioners Costs	NIL	15,977.20
	Postage	NIL	18.09
	Specific Bond	NIL	135.00
		<u>(12,443.75)</u>	<u>(64,717.94)</u>
UNSECURED CREDITORS			
(329,963.00)	Director's loan - A Parker (deceased)	NIL	NIL
		NIL	NIL
(329,963.00)		<u>(12,417.76)</u>	<u>12,688.67</u>
REPRESENTED BY			
	ISA NIB		10,217.67
	Vat Receivable		2,471.00
			<u>12,688.67</u>

Windrush Cottages Ltd

(In Compulsory Liquidation)

("the Company")

THE JOINT LIQUIDATORS' PROGRESS REPORT

16 September 2022

Nicholas Simmonds and Chris Newell of Quantuma Advisory Limited, 1st floor, 21 Station Road, Watford, Herts, WD17 1AP, were appointed Joint Liquidators of Windrush Cottages Ltd on 29 July 2020.

Nicholas Simmonds is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association and Chris Newell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association

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

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ABBREVIATIONS

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

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Nicholas Simmonds and Chris Newell of Quantum Advisory Limited
"the Company"	Windrush Cottages Ltd (In Liquidation)
"EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 29/07/2021 to 28/07/2022
"Whole Period"	Period covered by the report from 29/07/2020 to 28/07/2022

1. INTRODUCTION

Introduction

This report has been prepared to provide Members and Creditors with an update on the progress of the Liquidation of the Company since the last report dated 13 September 2021.

Given the information previously provided to Members and Creditors in earlier report, detailed background information in respect of the Company has not been included and this report focusses on the progress of the WUC subsequent to that reports.

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

Details of the appointment of the Joint Liquidators

Nicholas Simmonds and Chris Newell of Quantuma Advisory Limited were appointed Joint Liquidators of the Company on 29 July 2020.

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

2. THE PROGRESS OF THE LIQUIDATION

The Joint Liquidators' Receipts and Payments Account

Attached at **Appendix 2** is a Receipts and Payments account covering the Review Period together with a summary of the transactions in the previous Review Period. In accordance with the requirements of SIP 7, the Joint Liquidators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Liquidation over the Review Period.

A summary is provided of the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but remaining unpaid.

Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards. Details of the tasks carried out during the Review Period are included in **Appendix 6**.

Realisation of assets

According to information received from the Official Receiver's office, the value of the assets of the Company were 'uncertain' and comprise principally as below:

Asset Name	Est. To Realise £	Realised to Date £
Cash at Bank	Uncertain	75,758.00
Antecedent Transactions	Uncertain	-

Estimated future realisations

Antecedent Transactions

Following a review of the Company's copy bank statements, we have identified a number of transactions which were paid to the director prior to the Company's insolvency. These transactions were challengeable pursuant to Section 212 of the Insolvency Act 1986. I instructed IBB Solicitors on a time costs basis to assist me in making recoveries for the benefit of the liquidation estate.



The Director has instructed solicitors, Mowll Limited, to act on his behalf. In this regard, I can confirm that IBB Solicitors are in correspondence with Mowll Solicitors regarding this matter.

As above our work in this matter is ongoing. A further update will be provided in the next available report to creditors.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured Creditor

There are no secured creditors in this matter.

Preferential creditors

There are no preferential creditors in this matter

Prescribed Part

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

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

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

Unsecured Creditors

In accordance with information provided by the Official Receiver's office, there was 1 unsecured creditor with an estimated total liability of £329,963. To date, 2 claims have been received from unsecured creditors totalling £330,866.

Dividend prospects are currently uncertain as this will be dependent on overall asset realisations and the costs and expenses incurred during the course of the liquidation.

Claims Process

Due to the possible distribution to Unsecured Creditors, you are requested to submit claims to the address on the front of this report, marked for the attention of Glenn Adams.

A Proof of Debt form is attached at **Appendix 7**.

4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

As part of our duties as Joint Liquidators, 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.

As previously reported, this initial assessment identified matters that warranted further investigation. Following a review of the information handed over to me by the Official Receiver and the Company bank statements, it appeared that the Company had paid a significant sum of money to a connected party. I entered into correspondence with the director in order to seek full particulars in respect of the

transactions. I have instructed IBB solicitors on a time costs basis in order to assist me in making recoveries in respect of the same.

As mentioned earlier in this report, our solicitors continue to assist the joint liquidators with the recovery. A further update will be provided to creditors as and when one becomes available.

Further Information

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

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

General Data Protection Regulation

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

5. ETHICS

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

General Ethical Considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

Specialist Advice and Services

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

6. THE JOINT LIQUIDATORS' FEES AND EXPENSES

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

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

Joint Liquidators' Fees

The basis of the Joint Liquidators' fees was fixed on 14 September 2020 by postal resolutions considered and approved by creditors as follows:



- That the Joint Liquidators' fees be fixed by reference to the time given by them and their staff in attending to matters arising in the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken.

In accordance with this resolution, fees totalling £20,000 plus VAT have been drawn.

The fee was paid from realisations following the Joint Liquidators' appointment and is shown in the enclosed Receipts and Payments account.

We believe this case generally to be of average complexity with the exception of the additional time spent on investigatory matters including future work required in relation to our ongoing investigations and potential recovery actions for the benefit of the liquidation estate. Otherwise no extraordinary responsibility has to date fallen on the Joint Liquidators. The underlying basis of charging proposed to and approved by the creditors has been **Quantuma Advisory Limited's** standard charge out rates which are reviewed periodically.

Comparison of Estimates

The Joint Liquidators' time costs incurred to date (whether or not they have been charged to the Compulsory Liquidation estate) are compared with the original fees estimate and the actual time costs incurred to the end of the Review Period. The fees estimate covered the life of the case.

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

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred for the Whole Period		
	No. of hours	Blended hourly rate	Total fees	No. of hours	Average hourly rate	Total time costs	No. of hours	Average hourly rate	Total time costs
		£	£		£	£		£	£
Administration and Planning	23.80	174.16	4,145.00	7.90	207.85	1,642.00	61.45	240.76	14,794.50
Creditors	21.30	194.25	4,137.50	6.50	244.92	1,592.00	15.10	235.33	3,553.50
Investigations	58.50	273.72	16,012.50	10.80	256.85	2,774.00	82.10	224.43	18,425.50
Realisation of Assets	6.50	269.04	1,748.75	5.60	257.68	1,443.00	12.50	237.88	2,973.50
Cashiering	5.00	112.50	562.50	7.40	185.54	1,373.00	14.30	165.24	2,363.00
Closing Procedures	5.00	150.00	750.00	0.00	0.00	0.00	0.10	100.00	10.00
TOTAL	120.10	227.78	27,356.25	38.20	230.99	8,824.00	185.55	227.00	42,120.00

Joint Liquidators' Expenses

An amended Statement of Insolvency Practice 9 (SIP 9), was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.

The expenses, which include disbursements that have been incurred and not yet paid during the Review Period and the Whole Period are detailed below. This includes a comparison of the expenses likely to be incurred in the Compulsory Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred for the Whole Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 expenses				
Legal Fees	10,000.00	7,355.00	17,176.00	IBB solicitors have been instructed to assist with our investigations including potential recoveries for the benefit of the liquidation estate. Their work in this matter is ongoing and due to the nature of our investigations, their time costs incurred to date have exceeded the original expenses estimate.
Agents Fees	-	-	225.00	Agents fees omitted from original expenses estimate – please see below for further details.
Statutory & other Advertising	244.35	-	84.60	
Indemnity Bond	135.00	-	135.00	
Printing & Postage costs of external provider.	60.00	11.08	29.17	
Land registry search	10.00	-	9.00	
Category 2 expenses				
Photocopying, scanning & faxes (per side)	30.00	-	-	Please be advised that, whilst it was originally envisaged that these expenses would be charged to the estate as Category 2 disbursements, this has no longer been allowed since 1 April 2021
Anti-Money Laundering Searches	5.00	-	-	
Stationery (Per Report/letter per Member/Creditor)	50.00	-	-	
TOTAL	10,534.35	7,366.08	17,658.77	

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

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in **Quantuma Advisory Limited's** current schedule of charge-out rates and chargeable disbursements referred to above. Creditors approved the payment of Category 2 disbursements on these bases on 14 September 2020.

Cost to Closure

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the original fees estimate has been exceeded; and
- the original expenses estimate has been exceeded for the reasons given above.

The main reasons why the fees estimate has been exceeded is because the work undertaken under the category 'administration and planning' was greater than initially anticipated. A considerable amount of time has also been spent in investigating the Company's financial affairs with the anticipation that further realisations will be achieved for the benefit of the insolvent estate. However, given the limited realisations in this case to date and future anticipated realisations, the Joint Liquidators do not propose to draw fees in excess of the fees estimate at present. The Joint Liquidators will review the position as regards fees when the prospects of realising the remaining assets become clearer.

Other Professional Costs

Solicitors

A firm of solicitors, IBB Law, was instructed by the Joint Liquidators to advise on appropriate legal matters and to assist with the Joint Liquidators' investigations and potential recoveries for the benefit of

the liquidation estate. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. The Solicitors' time-costs for the Review Period amount to £8,826 of which the sum of £7,355 has been paid.

Agents

A specialist firm, A.S.H. (UK) Process Servers Ltd, was instructed to assist with tracing and serving a letter on the director, Trevor Harvey. Their costs have been agreed on a fixed fee basis and totalled £225 plus VAT which have been paid in full.

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

Creditors' right to request information

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

Creditors' right to challenge remuneration and/or expenses

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

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

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

Future of the Liquidation

The administration of the Liquidation will continue in order to finalise the position in relation to the claims against the Director. Our solicitors remain instructed to pursue recoveries for the benefit of the estate.

Should you have any queries in regard to any of the above please do not hesitate to contact Glenn Adams on 01923 954172 or by e-mail at Glenn.Adams@quantuma.com



Nicholas Simmonds
Joint Liquidator

**WINDRUSH COTTAGES LTD
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	Windrush Cottages Ltd
Trading Address	Magpie House Hollybush Lane, Tatling End, Denham, UB9 4HH
Court	High Court of Justice - Business and Property Courts
Court Number & Year	CR - 002289 of 2020
Date of Appointment	29 July 2020
Joint Liquidators	Nicholas Simmonds Chris Newell Quantuma Advisory Limited 1st floor, 21 Station Road, Watford, Herts, WD17 1AP
Registered office Address	c/o Quantuma Advisory Limited 1st floor, 21 Station Road, Watford, Herts, WD17 1AP
Company Number	08233820
Incorporation Date	28/09/2012

Windrush Cottages Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 29/07/2021 To 28/07/2022 £	From 29/07/2020 To 28/07/2022 £
	ASSET REALISATIONS		
Uncertain	Antecedent transactions	NIL	NIL
	Bank Interest Gross	16.65	16.65
	Bank Interest Net of Tax	9.34	32.40
Uncertain	Cash at Bank	NIL	75,757.56
	Petition Deposit	NIL	1,600.00
		<u>25.99</u>	<u>77,406.61</u>
	COST OF REALISATIONS		
	Agents Fees	NIL	225.00
	Bank Charges	88.00	176.00
	DTI Cheque Fees	0.75	1.65
	Land Registry Fees	NIL	9.00
	Legal Expenses	NIL	1,683.00
	Legal Fees	7,355.00	15,493.00
	O.R. General Fee	NIL	6,000.00
	O.R. Administration Fee	NIL	5,000.00
	Office Holders Fees	5,000.00	20,000.00
	Petitioners Costs	NIL	15,977.20
	Postage	NIL	18.09
	Specific Bond	NIL	135.00
		<u>(12,443.75)</u>	<u>(64,717.94)</u>
	UNSECURED CREDITORS		
(329,963.00)	Director's loan - A Parker (deceased)	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
(329,963.00)		<u>(12,417.76)</u>	<u>12,688.67</u>
	REPRESENTED BY		
	ISA NIB		10,217.67
	Vat Receivable		2,471.00
			<u>12,688.67</u>



Appendix 3

**WINDRUSH COTTAGES LTD
(IN LIQUIDATION)**

**SCHEDULE OF THE JOINT LIQUIDATORS' TIME COSTS DURING THE REVIEW PERIOD TOGETHER
WITH A CUMULATIVE TOTAL**



Time Entry - SIP9 Time & Cost Summary + Cumulative

6007029 - Windrush Cottages Ltd
Project Code: POST
From: 29/07/2021 To: 28/07/2022

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)
Admin & Planning	0.30	1.10	2.70	3.80	7.90	1,642.00	207.85	61.45	14,794.50
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	3.80	3.60	7.40	1,373.00	185.54	14.30	2,363.00
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	10.00
Creditors	0.00	0.90	5.30	0.30	6.50	1,592.00	244.92	15.10	3,553.50
Investigations	0.00	2.30	8.40	0.10	10.80	2,774.00	256.85	82.10	18,425.50
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	1.20	4.40	0.00	5.60	1,443.00	257.68	12.50	2,973.50
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours / Costs	0.30	5.50	24.60	7.80	38.20	8,824.00	230.99	185.55	42,120.00
Total Fees Claimed						20,000.00			
Total Disbursements Claimed						387.09			

Time Entry - SIP9 Time & Cost Summary + Cumulative

6007029 - Windrush Cottages Ltd
Project Code: POST
From: 29/07/2020 To: 28/07/2022

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)
Admin & Planning	2.00	15.80	31.70	11.95	61.45	14,794.50	240.76	61.45	14,794.50
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	4.70	9.60	14.30	2,363.00	165.24	14.30	2,363.00
Closing Procedures	0.00	0.00	0.00	0.10	0.10	10.00	100.00	0.10	10.00
Creditors	0.00	1.40	12.70	1.00	15.10	3,553.50	235.33	15.10	3,553.50
Investigations	0.00	16.90	53.50	11.70	82.10	18,425.50	224.43	82.10	18,425.50
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	1.30	11.20	0.00	12.50	2,973.50	237.88	12.50	2,973.50
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours / Costs	2.00	35.40	113.80	34.35	185.55	42,120.00	227.00	185.55	42,120.00
Total Fees Claimed	20,000.00								
Total Disbursements Claimed	387.09								

Appendix 4

WINDRUSH COTTAGES LTD (IN LIQUIDATION)

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

Description of work undertaken	Includes
<u>ADMINISTRATION & PLANNING</u>	
Administration & Planning	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
Creditors	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Dealing with HMRC/RPO claims	
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
<u>INVESTIGATIONS</u>	
Investigating & Pursuing Antecedent Transactions	
INVESTIGATIONS TOTAL	
<u>REALISATION OF ASSETS</u>	

Description of work undertaken	Includes
Realisation of Assets –	
Freehold/Leasehold Property	Liaising with valuers and agents on marketing strategy and offers received Dealing with tenant issues (if any) Liaising with secured creditors and landlords Agreeing assignment, surrender or disclaiming property
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and arranging for reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with Directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate
<u>CASHIERING</u>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory Receipts and Payments accounts at Companies House
<u>CLOSING PROCEDURES</u>	
Filing final statutory returns at Companies House/Court	

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

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken. Support staff include secretarial and administrative support. The minimum unit of time recorded is 6 minutes. Rates are likely to be subject to periodic increase.

Staff	£
Charge out rates	
CEO/Managing Directors	£495.00
Appointment Taking Director	£450.00
Directors	£400.00
Senior Manager	£345.00
Manager	£325.00
Assistant Manager	£295.00
Senior Administrator	£250.00
Administrator	£200.00
Assistant Administrator	£160.00
Case Accountant	£110.00
Junior Administrator	£125.00



06897010

PROOF OF DEBT - GENERAL FORM

Windrush Cottages Ltd

Date of winding-up: 29 July 2020

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	Total amount of claim, including any Value Added Tax, as at the date of liquidation, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO