

**02355749 LIMITED - IN LIQUIDATION
("THE COMPANY")**

Company Number: 02355749

**Registered Office: The Old Dairy, Broadfield Road, Sheffield, South
Yorkshire, S8 0XQ**

**Trading Address: The Old Dairy, Broadfield Road, Sheffield, South
Yorkshire, S8 0XQ**

Leeds District Registry 486 of 2013

Progress Report pursuant to Rule 4.49B of The Insolvency Rules
1986

Period: 26 June 2015 to 25 June 2016



Important Notice

This progress report has been produced by the Liquidator of the Company solely to comply with his statutory duty to report to creditors on the progress of the liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than this report to them, or by any other person for any purpose whatsoever.

Contents

1. Progress during the Period
 - 1.1. Asset Realisation
 - 1.2. Information Gathering
 - (a) Books and records
 - (b) Accountants' files
 - (c) Solicitors' files
 - (d) Banks' files
 - 1.3. Investigations
 - 1.4. Litigation
 - 1.5. Outstanding Matters
 - 1.6. Statutory and Administrative Work
 - 1.7. Creditor Claims
 - 1.8. Unrealised Assets
2. Liquidator Remuneration
 - 2.1 Administration and Planning
 - 2.2 Investigations
 - 2.3 Realisations of Assets
 - 2.4 Creditors
3. Disbursements
4. Creditor rights to challenging Liquidator Remuneration and Expenses
5. Liquidator's Duties and Execution of Functions
 - 5.1 Liquidator's Duties
 - 5.2 Books and Records
 - 5.3 Fulfilling the Liquidator's Functions
6. Other Matters

7. Enclosures

- 7.1 Receipts and Payments Account
- 7.2 Breakdown of time costs for the Period
- 7.3 Detailed breakdown of time costs by category of work undertaken for the Period
- 7.4 Breakdown of time costs incurred since my appointment
- 7.5 Detailed breakdown of time costs by category of work undertaken since my appointment

TO ALL CREDITORS OF 02355749 LIMITED ("THE COMPANY") (IN LIQUIDATION)

I refer to my appointment as Liquidator of the Company taking over the administration from the Official Receiver with effect from 26 June 2013 and write in order to provide a Progress Report pursuant to Rule 4.49B of the Insolvency Rules 1986

This Progress Report covers the period 26 June 2015 to 25 June 2016 ("the Period"). The Progress Report for the Period is broken down as follows:

- 1 Progress during the Period
- 2 Liquidator Remuneration
- 3 Disbursements
- 4 Creditor Rights to Challenging Liquidator Remuneration and Expenses
- 5 Liquidator's Duties and Execution of Functions
- 6 Other Matters
- 7 Enclosures

To assist creditors by affording greater transparency as to my duties and the way in which I would typically execute the same, at section 5 of the Progress Report the same is set out in some detail

To set this report in context, I would stress to creditors that a Liquidator enters office as a relative stranger. He or she has a duty to be efficient, vigorous and unbiased. Further, a Liquidator owes fiduciary duties to the creditors as a whole

1. PROGRESS DURING THE PERIOD

1.1 Asset Realisation

(a) Realisation of known disclosed assets

The Official Receiver's report to creditors dated 26 June 2013 indicated the Company did not have any assets capable of recovery

(b) Further Asset Realisation

Please see the attached Receipts and Payments account

There have been no asset realisations during the Period.

The benefit to creditors of time spent realising assets assists to potentially increase funds which may be available for creditors

The time costs incurred by me and my staff in undertaking this work in the Period can be seen in the enclosure at Section 7.2 of this report

1.2 Information Gathering

As any Liquidator enters office as a relative stranger one of the significant aspects of the case will have been to obtain and where necessary reconstruct the books, papers and records of the Company. The benefit to creditors of this is explained in detail in Section 5 of this report as well as being necessary to assist with the investigations detailed below

(a) Books and records

Prior to the Period I sought to retrieve the Company's books and records from the director in order to review the same to investigate the Company's affairs. Books and records have been delivered to my office and the same has been reviewed to further investigate the Company's affairs.

(b) Accountants' files

Prior to the Period I requested the files of Hart Shaw LLP in order to review the same to investigate the Company's affairs. Prior to the Period the files have been received and are being reviewed to investigate the Company's affairs. These files have been useful to consider the Company's accounting policies and procedures.

(c) Solicitors' files

Prior to the Period I requested the files of hlw Keeble Hawson LLP, Child and Child and DLA Piper in order to review the same to investigate the Company's affairs. The files have been received and have been reviewed to investigate the Company's affairs. These files have been useful to understand the party wall dispute with a third party.

(d) Banks' files

amongst other things

Prior to the Period I entered into correspondence with Yorkshire Bank to request the closure of the Company's bank accounts and for any closing balance to be remitted to the Liquidation estate. I have also requested the Company's transaction schedule, as well as any further correspondence the bank holds in respect of the Company.

Prior to the Period the information has been received from the bank.

The time costs incurred in undertaking this work in the period can be seen in the enclosure at Section 7.2 of this report.

1.3 Investigations

The Company's last statutory accounts appear to have been filed for the period ended 31 March 2010. It would appear that statutory accounts for the Company have not been undertaken for the periods since until the date of liquidation.

I have carried out an analysis of the transaction schedule provided by the Company's former bank, to review the Company's transactions.

From a review of the accountant's files, I have been investigating dividends declared in the accounts. I have instructed solicitors on a time cost basis to obtain advice from counsel in respect of the same. This matter is currently ongoing.

The rationale for the investigations is explained in some detail in Section 5 of this report in terms of the potential benefit to creditors.

The time costs incurred by me and my staff in undertaking this work in the Period can be seen in the enclosure at Section 7.2 of this report.

1.4 Litigation

There has been litigation in this case to date. I entered into correspondence to retrieve documentation from the Company's former bank. However in the absence of a response, I instructed solicitors on a time cost basis in order to assist me in retrieving the requested documents from the Company's former bank. An Order was made for the bank to provide me with the requested information and I also received a costs order in the sum of £1,296.40. Legal Fees totalled £1,092.17 plus VAT of £204.23 in this matter.

The benefit to creditors from any litigation would be to either assist in the investigations or alternatively to swell the assets of the liquidation.

The time costs incurred by me and my staff in undertaking this work in the Period can be seen in the enclosure at Section 7.2 of this report.

As the administration of a liquidation is a developing process, the same will not necessarily be a comprehensive list of the actions to be completed in the future.

1.5 Statutory, Regulatory and Administrative Work

During the Period I have carried out a number of statutory duties which will usually have included the following.

Statutory

- (a) Issuing statutory notifications to creditors including notification of appointment
- (b) Calculating the insolvency practitioners bond and submitting the Bordereau in accordance with Section 390 of the Insolvency Act 1986 and reviewing and updating the level of bond when necessary.
- (c) Settling expenses incurred in the liquidation
- (d) Carrying out all necessary investigations in order to enable me to prepare reports to creditors on an annual basis.
- (e) Convening and holding general meetings of creditors and members
- (f) Preparing reviewing and issuing annual Progress Reports to creditors and members
- (g) Filing statutory Returns at Companies House

Regulatory

- (a) Carrying out investigations as required by the Insolvency Act 1986 and as set out in the Best Practice Guidelines of SIP2.
- (b) Administering six monthly case reviews to monitor case progression
- (c) Opening, maintenance and managing the office holder's estate bank account and cash book

Administrative

- (a) Case planning, which includes devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work
- (b) Setting up physical and electronic case files
- (c) Setting up the case on the practices electronic case management system and entering the data
- (d) Dealing with all routine correspondence and emails relating to the case
- (e) Undertaking regular bank reconciliations of the bank account containing estate funds
- (f) Overseeing and controlling the work done on the case by case administrators
- (g) Preparing for submission to HM Revenue & Customs Corporation Tax Returns

The time costs incurred by me and my staff in undertaking this work in the Period can be seen in the enclosure at Section 7.2 of this report

1.6 Creditor Claims

All claims that have been received have been noted on the case and creditors should note that adjudication will take place when I am in a position to issue a dividend to such a class of creditor. Time has been spent in dealing with creditors enquiries both by correspondence and by telephone.

Secured Creditors

Yorkshire Bank Plc appears to hold a legal mortgage and debenture. HSBC Bank appears to hold a legal mortgage. Hugh Ridley Sykes appears to hold a mortgage. National Westminster Bank appears to hold a legal mortgage and Britannia Building Society appears to hold a mortgage. However it appears that these charges were satisfied prior to liquidation.

Prescribed Part

As there are no secured creditors the prescribed part is not applicable.

Preferential Creditors

The Company has no preferential creditors.

Unsecured Creditors

Unsecured creditors' claims have been received totalling £98,500.00 compared to the Official Receiver's report to creditors which disclosed £63,361.45 in the way of known liabilities.

The time costs incurred by me and my staff in undertaking this work in the Period can be seen in the enclosure at Section 7.2 of this report.

The benefit to creditors of this work is, amongst other things, to ensure that creditors in the correct amounts have the prospect of benefitting from any distribution to creditors.

I can advise that my investigations are continuing into the Company's affairs.

1.7 Unrealised Assets

The Official Receiver's report to creditors dated 26 June 2013 listed no assets in which the Company held an interest.

I am not currently aware of any unrealised assets to date. However, my investigations are ongoing as set out in the progress section above. It is not known whether there will be any realisations in respect of the same.

2. LIQUIDATOR REMUNERATION

At a meeting of creditors convened on 10 September 2013 the Company's creditors approved my remuneration on a time costs basis.

Enclosed with this Progress Report is a breakdown of time costs incurred by my staff and I in attending to the administration of the Company's estate during the Period. These time costs total £5,082.10 in respect of 25.70 hours at an average hourly rate of £197.75.

I have also attached a breakdown of my time costs since the date of my appointment on 26 June 2013. These costs total £61,387.40 in respect of 232.60 hours at an average hourly rate of £263.92.

There have been insufficient realisations for me to draw any remuneration to date.

I attach to this report a detailed breakdown of my time costs to date by category of work undertaken. The following table illustrates how the time shown on this detailed breakdown is categorised.

Category	Category Code
Administration and Planning	100-199
Investigations	200-299
Realisation of Assets	300-399
Creditors	500-599

A summary of the work carried out in each category is provided below.

2.1 Administration & Planning

This category would include such tasks as general correspondence, correspondence with banks, accountants and other third parties to retrieve their files in respect of the Company, the preparation of the Company's corporation tax returns and cashing matters as well as statutory requirements that I am obliged to undertake pursuant to the Insolvency Act 1986 and associated legislation.

This category will also include the day-to-day administration of the liquidation estate, the performance of bank reconciliations and compliance reviews, the banking of cheques and maintenance of accurate financial records for the estate, applications for VAT refunds and the filing and retrieval of documents from archive.

2.2 Investigations

This category will include correspondence with banks, accountants and other third parties in relation to their dealings with the Company and the review of any files or information received which may relate to the Company's affairs. It will also involve correspondence with the Company's directors and their solicitors, where relevant.

This category will also include the review of the Company's bank records for payments made to or on behalf of any connected entities, including directors, and will where applicable include correspondence with solicitors instructed by me.

2.3 Realisations of Assets

This category would include work undertaken in order to attempt to realise any assets of the Company, including correspondence with agents and solicitors under my instruction. In addition, it will include the preparation and review of witness statements and court applications.

2.4 Creditors

This category would include preparing statutory progress reports, taking telephone calls from creditors, dealing with incoming correspondence from creditors, and holding any creditor meetings

A copy of the guide for creditors can be requested from my office and includes details on office holder remuneration. Alternatively this guide may also be accessed along with the latest version of Statement of Insolvency Practice Number 9 ("SIP 9") (England and Wales) at the R3 website.

<https://www.r3.org.uk/what-we-do/publications/professional/statements-of-insolvency-practice/e-and-w>

SIP 9 can also be accessed at our website <http://www.ocinsolvency.com/> in the Technical Information section. If for any reason neither of those links work, then alternatively you should be able to obtain the SIP 9 from the following <http://www.icaew.com/technical/insolvency/insolvency-regulations-and-standards/statements-of-insolvency-practice-sips-england>

2. DISBURSEMENTS

I have incurred the following disbursements on account in the Period, these have not been drawn from estate funds:

2.1 Land Registry £9.00

3. CREDITOR RIGHTS TO CHALLENGING LIQUIDATOR REMUNERATION AND EXPENSES

Creditors are entitled under Rule 4.49E of the Insolvency Rules 1986, within 21 days of the receipt of this report (secured creditor or an unsecured creditor with concurrence of at least 5% in value of the unsecured creditors or any unsecured creditor with the permission of the court) to request further information from me regarding my remuneration and expenses which have been detailed in this progress report.

Pursuant to Rule 4.131 of the Insolvency Rules 1986 creditors (secured creditor or an unsecured creditor with concurrence of at least 10% in value of the unsecured creditors or any unsecured creditor with the permission of the court) have a right to challenge my remuneration and expenses via application to Court on the grounds that the remuneration charged or the expenses incurred by me as set out in this report are, in all the circumstances, excessive or, the basis fixed for remuneration is inappropriate.

4. LIQUIDATOR'S DUTIES AND EXECUTION OF FUNCTIONS

5.1 Liquidator Duties

I have a number of statutory duties which apply as follows:

4.1.1 Duty to call meetings when requisitioned in accordance with the Insolvency Rules

4.1.2 Duty of notification via advertisement of the appointment and the convening of creditors meetings

- 4 1 3 Duty to provide annual progress reports to creditors and file the same at Companies House
- 4.1 4 Duty to provide information to the Official Receiver
- 4 1 5 Duty to collect the Company's assets
- 4 1 6 Duty to realise assets and discharge liabilities
- 4 1 7 Duty to discover who the creditors of the Company are and the amount of their claims.
- 4 1 8 Duty to meet the prescribed requirements for the provision of security (referred to as a bond) for certain types of losses in relation to the insolvent estate
- 4 1 9 Duty to manage and administer the insolvent estate and its funds.

It is the primary duty of a liquidator of a company to collect its assets with a view to discharging its liabilities to the extent the assets permit. To perform that function the liquidator needs information. The companies legislation has for many years given a liquidator power to obtain it from those who can be expected to have relevant information.

I am obliged under Section 144 of the Insolvency Act 1986 to take into my custody and control the Company's property, which includes its books, papers and records as defined in Section 436 of the Insolvency Act 1986.

A Liquidator enters office as a relative stranger to the Company and I am required pursuant to SIP 2 to investigate and reconstitute knowledge of the Company. SIP 2 states as follows:

" an office holder has a duty to investigate what assets there are (including potential claims against third parties including the directors) and what recoveries can be made locate the company's books and records (in whatever form), and ensure that they are secured "

A full copy of SIP 2 can be downloaded from the Technical section of www.ocinsolvency.com.

In the satisfaction of reconstituting knowledge of the Company I am obliged to consider any claims capable of swelling the Company's assets. I would therefore need to seek to identify, discover and recover the Company's property. To undertake that exercise I will need to obtain the books and records for the Company from its Officers and if relevant its agents. Whilst there are many and varied statutory functions of a liquidator, obtaining the books and records is important as in some cases without the same it can be difficult to identify the assets with sufficient specificity to produce any recoveries.

This is a compulsory liquidation and therefore pursuant to Section 143 of the Insolvency Act 1986 I have a duty to furnish and assist the Official Receiver with such information as may be reasonably required for the purposes of carrying out his or her functions in relation to the winding up. I am also obliged pursuant to Section 218 of the Insolvency Act 1986 to report to the Official Receiver any apparent criminal offences in relation to the Company by any past or present officer or any member of the Company.

5 2 Books and Records

By virtue of Section 386(3) of the Companies Act 2006 the Company's accounting records should have contained daily entries confirming details of all monies received and paid by the

Company In addition the same should have contained a record of the assets and liabilities of the Company.

Without this information I may be unable to independently verify what assets both exist and or should exist and only be in a position to collect disclosed assets

5.3 Fulfilling the Liquidator's Functions

This is a compulsory liquidation and I have not had any prior dealings and or introduction to the Company through its Directors Ordinarily it will be necessary for me to conduct an information gathering exercise to ideally obtain the books and records and also where possible to obtain the Director's cooperation via completion of a questionnaire to obtain data on the Company.

There are usually a number of sources of the Company's books, papers and records as follows

- 5.3.1 the Company's officers such as its Directors;
- 5.3.2 the Company's accountants who may and often will have acted as its tax agents;
- 5.3.3 the Company's bankers who may and often will have acted as its agents in the processing of transactions,
- 5.3.4 the Company's solicitors who may have acted as agents.

Accordingly, I would usually aim to call up the files of the Company from those typical sources Often the information gathering process is time consuming with entitlement to information a point often debated

Once information is obtained it would usually be catalogued and then reviewed to investigate the Company's affairs, dealings and property

If there are any matters that arise from a review of the same that lead me to not have a satisfactory understanding of the Company's financial affairs or information is incomplete, then it may be necessary for me to interview some or all of the Directors Investigations generally may well involve contacting third parties as part of the process of unscrambling the Company's dealings

My investigations into the Company's affairs will generally have regard to any transactions or trading that appear capable of giving rise to greater realisations for creditors The provisions under the Insolvency Act 1986 and Companies Act 2006 which may enable me as Liquidator to effect the same would include but not necessarily be limited to the following

- Section 212 of the Insolvency Act 1986 - Misfeasance and Breach of Duty
- Section 213 of the Insolvency Act 1986 - Fraudulent Trading
- Section 214 of the Insolvency Act 1986 - Wrongful Trading
- Section 238 of the Insolvency Act 1986 - Transactions at an Undervalue
- Section 239 of the Insolvency Act 1986 - Preferences
- Section 423 of the Insolvency Act 1986 - Transactions defrauding creditors
- Section 847 of the Companies Act 2006 - Unlawful Dividends

Directors owe companies fiduciary duties and as a result of their duty of loyalty, to act within their powers, avoid conflicts of interest and to promote the success of the Company, they have a duty to disclose any of the above that give rise to a breach of those duties

If any creditor is aware or becomes aware of the existence of any transactions or trading that they consider to be consistent with the above or of concern generally, then please contact my office to afford me details of the same for my consideration.

6 OTHER MATTERS

Should any Creditor reasonably require further particulars in relation to any aspect of the conduct of my administration then please submit such requests in writing to this office. The same will be considered and if appropriate further information may be furnished such that you may reasonably require the same.

Insolvency Code of Ethics

As I am an insolvency practitioner, by virtue of Statement of Insolvency Practice Number 1, which can be viewed with reference to <https://www.gov.uk/government/collections/statements-of-insolvency-practice-for-insolvency-practitioners>, I should inform creditors that I am bound by the Insolvency Code of Ethics, which can be viewed with reference to <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics> when carrying out all professional work relating to an insolvency appointment. I should, if requested, provide details of any threats identified to compliance with the fundamental principles (Integrity, Objectivity, Professional competence and due care, Confidentiality and Professional behaviour) and safeguards applied. If any creditor considers that there is any threat (perceived or otherwise) to such compliance then I would be grateful if they could contact me in writing and notify me accordingly of their considered view in respect of the same.

A liquidator has a duty to be efficient, vigorous and unbiased.

In relation to any internet links identified above which appear for any reason to be out of date please contact my office and I shall be happy to afford creditors details of any updated link in order that such documents can be reviewed and downloaded.

7 ENCLOSURES

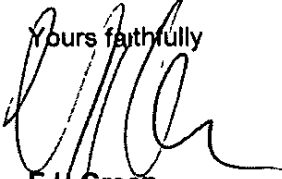
The following are enclosed for your attention.

- 7.1 Receipts and Payments Account.
- 7.2 Breakdown of time costs for the Period
- 7.3 Detailed breakdown of time costs by category of work undertaken for the Period
- 7.4 Breakdown of time costs incurred since my appointment

7.5 Detailed breakdown of time costs by category of work undertaken since my appointment.

Any queries with regard to this Progress Report must be submitted in writing to this office quoting my full reference

Yours faithfully



E H Green
Liquidator


Licensed by the Institute of Chartered Accountants in England & Wales

7 July, 2016

02355749 Limited
(In Liquidation)

Liquidator's Abstract Of Receipts And Payments

	Statement of affairs £	From 26/06/2015 To 25/06/2016 £	From 26/06/2013 To 25/06/2016 £
RECEIPTS			
Costs Order		0 00	1,296 40
		<u>0 00</u>	<u>1,296 40</u>
PAYMENTS			
Legal Fees		0 00	1,092 17
Official Receiver's Fee		0.00	1,070 00
Secretary of State Fee		88 00	264 00
		<u>88 00</u>	<u>2,426 17</u>
BALANCE - 25 June 2016		<u>(88.00)</u>	<u>(1,129.77)</u>
MADE UP AS FOLLOWS			
VAT Debtors		0 00	204 23
ISA		(88 00)	(1,334 00)
		<u>(88 00)</u>	<u>(1,129 77)</u>



Elliot Harry Green
Liquidator

SIP 9 - Time & Cost Summary

Period 26/06/15 25/06/16

Time Summary

Classification of work function	Hours					Total Hours	Time Cost (£)	Average hourly rate (£)
	Partner	Manager	Other Senior Professionals	Assistants & Support Staff				
Administration & planning	1 20	0 00	0 50	9 80	11 50	2,065 30	179 59	
Investigations	2 90	0 00	0 00	1 40	4 30	1,487 40	345 91	
Realisations of assets	0 70	0 00	0 00	3 50	4 20	679 00	161 67	
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00	
Creditors	0 00	0 00	0 00	5 70	5 70	850 40	149 19	
Case specific matters	0 00	0 00	0 00	0 00	0 00	0 00	0 00	
Total Hours	4 80	0 00	0 50	20 40	25 70	5,082.10	197 75	
Total Fees Claimed						0 00		

Sub Analysis in Period

		0 20	30 00
100	Admin & Planning	0 40	60 00
102	Telephone Calls	3 60	540 00
104	Reviews	0 40	41 60
108	General Correspondence	0 40	180 00
113	Our solicitors correspondence	1 00	380 80
117	Internal Memo	0 30	45 00
118	Cashbook / Cashier / Cheque Matters	0 10	15 00
120	Emails	2 30	340 40
121	Filing	0 10	15 00
123	WIP and SIP9 Breakdown Reconciliations	0 80	132 50
124	Internal discussion		
		0 10	15 00
125	Corporation Tax Return	1 80	270 00
128	Review of case administrators work	0 20	20 80
202	Correspondence With Solicitors	0 60	90 00
206	Review Company Records	0 80	360 00
212	Conference With Counsel	0 50	165 00
215	Our solicitors correspondence	1 20	540 00
221	Telephone Calls	1 00	311 60
229	Enquiry and Investigation Correspondence	4 20	679 00
310	Our solicitors correspondence	4 80	720 00
503	Creditors Reports	0 80	130 40
512	Correspondence with creditors		
		<hr/>	<hr/>
		25 70	5,082 10

SIP 9 - Time & Cost Summary

Period 26/06/13 25/06/16

Time Summary

Classification of work function	Hours					Total Hours	Time Cost (£)	Average hourly rate (£)
	Partner	Manager	Other Senior Professionals	Assistants & Support Staff				
Administration & planning	20 60	2 30	1 20	67 00	91 10	19,455 60	213 58	
Investigations	60 30	9 40	0 00	38 40	108 10	34,536 60	319 49	
Realisations of assets	3 30	0 20	0 00	3 70	7 20	1,929 00	267 92	
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00	
Creditors	4 90	0 80	0 00	20 50	26 20	5,466 20	208 63	
Case specific matters	0 00	0 00	0 00	0 00	0 00	0 00	0 00	
Total Hours	89 10	12 70	1 20	129 60	232 60	61,367 40	263 92	
Total Fees Claimed						0 00		

Sub Analysis in Period

100	Admin & Planning	2 20	330 00
101	Reviewing Incoming Correspondence	0 10	15 00
102	Telephone Calls	6 80	1,137 20
103	Bank Reconciliations	0 20	30 00
104	Reviews	8 10	1,230 40
106	General Correspondence	23 10	6,574 80
107	Case Opening	11 00	1,530 20
110	IPS Diary Update	0 10	17 50
111	Other	0 10	25 00
112	Incoming correspondence	0 20	50 00
113	Our solicitors correspondence	2 50	773 60
115	Instructions to solicitors	0 30	45 00
116	Official Receiver correspondence	1 10	365 80
117	Internal Memo	7 20	3,004 90
118	Cashbook / Cashier / Cheque Matters	2 20	342 50
119	Correspondence with Debtor/Director	3 40	510 00
120	Emails	3 90	635 00
121	Filing	9 70	1,441 20
123	WIP and SIP9 Breakdown Reconciliations	0 10	15 00
124	Internal discussion	0 90	147 50
125	Corporation Tax Return	0 20	30 00
128	Review of case administrators work	4 70	745 00
130	Archiving	2 50	375 00
131	Amend Audio Typing	0 50	85 00
201	Correspondence With Banks	0 80	115 40
202	Correspondence With Solicitors	9 90	2,429 20
203	Correspondence With Accountants	4 40	1,017 00
204	Review Solicitors Files	19 90	8,695 00
205	Review Accountants Files	9 10	3,505 00
206	Review Company Records	15 00	3,330 00
209	Interview Company Directors	10 80	1,252 00
212	Conference With Counsel	0 80	360 00
213	Other	0 70	275 00
214	Incoming correspondence	0 90	245 00
215	Our solicitors correspondence	11 40	4,322 40
216	Instruction to agents / valuers	0 20	90 00
217	Instructions to solicitors	0 10	15 00
218	Official Receiver correspondence	1 40	565 40
220	Correspondence with Debtor / Director	8 40	2,574.20
221	Telephone Calls	11 30	4,832 00
223	Companies House Searches	0 30	45 00
229	Enquiry and Investigation Correspondence	2 70	869 00
301	Correspondence With Agents	0 50	225 00
303	Draft Witness Statements	0.60	270 00
305	Review Of Witness Statements	1 50	675 00
310	Our solicitors correspondence	4 40	729 00
314	Correspondence with Debtor / Director	0 20	30 00
502	Proxies	0 10	45 00
503	Creditors Reports	9 80	1,470 00
504	Telephone Calls With Creditors	3 20	1,440 00
505	Creditors Enquires/Response	1 00	290 00
506	Creditors Meetings	4 30	705 00
512	Correspondence with creditors	7 80	1,516 20

232 60	61,387 40
--------	-----------
