

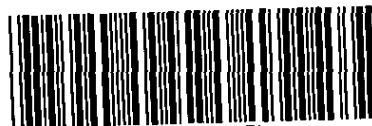
# AM10

## Notice of administrator's progress report



Companies House

SATURDAY



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26/08/2017

#245

COMPANIES HOUSE

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### 1 Company details

Company number 0 1 9 6 9 6 9 7

Company name in full Valley Reinforcement Limited

→ Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Administrator's name

Full forename(s) Craig

Surname Povey

### 3 Administrator's address

Building name/number 5 Prospect House

Street Meridians Cross

Post town Ocean Way

County/Region Southampton

Postcode S O 1 4 3 T J

Country

### 4 Administrator's name ①

Full forename(s) Matthew

Surname Fox

① Other administrator

Use this section to tell us about  
another administrator.

### 5 Administrator's address ②

Building name/number 5 Prospect House

Street Meridians Cross

Post town Ocean Way

County/Region Southampton

Postcode S O 1 4 3 T J

Country

② Other administrator

Use this section to tell us about  
another administrator.

# AM10

## Notice of administrator's progress report


### 6 Period of progress report

From date	<sup>d</sup> 2	<sup>d</sup> 5	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7	
To date	<sup>d</sup> 2	<sup>d</sup> 4	<sup>m</sup> 0	<sup>m</sup> 7	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7	

### 7 Progress report

☐ I attach a copy of the progress report

### 8 Sign and date

Administrator's signature	Signature X  X								
Signature date	<sup>d</sup> 2	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7	

# AM10

## Notice of administrator's progress report



### Presenter information

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

Contact name	Mark Broomhall
Company name	CVR Global LLP
Address	5 Prospect House Meridians Cross
Post town	Ocean Way
County/Region	Southampton
Postcode	S O 1 4 3 T J
Country	
DX	
Telephone	0121 794 0600



### 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](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)

**Valley Reinforcement Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 25/01/2017 To 24/07/2017 £	From 25/01/2017 To 24/07/2017 £
109,324.00	<b>SECURED ASSETS</b>		
	Book Debts	NIL	NIL
		NIL	NIL
	<b>SECURED CREDITORS</b>		
(81,367.00)	Redd Factors Limited	NIL	NIL
(10,932.00)	RFL - Service Charge Provision	NIL	NIL
		NIL	NIL
	<b>HIRE PURCHASE</b>		
(1,898.97)	Toyota Finance Limited	NIL	NIL
(8,097.17)	FCE Finance	NIL	NIL
		NIL	NIL
	<b>ASSET REALISATIONS</b>		
15,000.00	Plant & Machinery	15,000.00	15,000.00
25,000.00	Motor Vehicles	15,000.00	15,000.00
	Cash at Bank	1,782.55	1,782.55
	Bank Interest Gross	7.65	7.65
	Sundry Refund	86.90	86.90
		31,877.10	31,877.10
	<b>COST OF REALISATIONS</b>		
	Specific Bond	NIL	NIL
	Office Holders Fees	NIL	NIL
	Pre Appointment Fees	NIL	NIL
	Agents/Valuers Fees (1)	NIL	NIL
	Agents/Valuers Fees (2)	2,453.81	2,453.81
	Legal Fees (1)	5,065.88	5,065.88
	Stationery & Postage	NIL	NIL
	Online Filing	NIL	NIL
	Statutory Advertising	NIL	NIL
	Insurance of Assets	1,100.00	1,100.00
	Mileage & Travel	NIL	NIL
		(8,619.69)	(8,619.69)
	<b>PREFERENTIAL CREDITORS</b>		
(8,605.55)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(236,631.15)	Trade & Expense Creditors	NIL	NIL
(77,341.40)	Employees	NIL	NIL
(117,369.00)	HM Revenue & Customs	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(50.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(392,968.24)</b>		<b>23,257.41</b>	<b>23,257.41</b>

REPRESENTED BY

Vat Receivable  
Bank 1 Current

1,493.94  
21,763.47

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**23,257.41**

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Craig Povey  
Joint Administrator

**High Court of Justice Birmingham District Registry Chancery Division**

**No. 8030 of 2017**

**Valley Reinforcement Limited  
(In Administration)**

**The Joint Administrators' Progress Report to 24 July 2017**

**Craig Povey**

**Matthew Fox**

**CVR Global LLP**

**Three Brindleyplace, Birmingham B1 2JB**

**0121 794 0600**

This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Craig Povey and Matthew Fox were appointed Joint Administrators of Valley Reinforcement Limited on 25 January 2017. The affairs, business and property of the Company are managed by the Joint Administrators. The *Joint Administrators act as agents of the Company and contract without personal liability.*

<b>Contents</b>	<b>Page Number</b>
<b>1. Executive Summary</b>	<b>1</b>
<b>2. The Progress of the Administration</b>	<b>2</b>
<b>3. Creditors: Claims and Distributions</b>	<b>3</b>
<b>4. Investigations</b>	<b>4</b>
<b>5. The Joint Administrators' Fees and Expenses</b>	<b>5</b>
<b>6. Conclusion</b>	<b>6</b>

## **Appendices**

- I. Statutory Information and Definitions**
- II. The Joint Administrators' Receipts and Payments Account**
- III. The Joint Administrators' Time Costs**
- IV. Estimate Fee Analysis, Charge-out Rates, Disbursements and Costs**

## 1. EXECUTIVE SUMMARY

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

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

### Asset realisations

Asset	Estimated to realise per Statement of Affairs	Realisations to date	Anticipated future realisations	Total anticipated realisations
Book Debts (Factored)*	17,025.00	NIL	NIL	NIL
P&M / Motor Vehicles	40,000.00	30,000.00	5,000.00	35,000.00
Cash at Bank	1,782.55	1,782.55	NIL	1,782.55
Bank Interest Gross	N/A	7.65	2.50	10.15
Settlement re Vehicle**	N/A	5,000.00	NIL	5,000.00
Sundry Refund	N/A	86.90	NIL	86.90
<b>TOTAL</b>	<b>58,807.55</b>	<b>36,877.10</b>	<b>5,002.50</b>	<b>41,879.60</b>

\*Realisable value was estimated after the deduction of anticipated charges and liability to Redd Factors Limited.

\*\*Received in period since 24 July 2017 so not shown on enclosed Receipts and Payments account.

### Expenses

Expense	Estimated to be drawn per Estimated Outcome Statement	Expenses drawn to date	Anticipated further expenses to be drawn	Total anticipated expenses to be drawn
Pre-Appointment fees	7,293.00	NIL	7,293.00	7,293.00
Joint Administrators' fees	30,000.00	NIL	21,368.74	21,368.74
Solicitors' fees	7,000.00	5,065.88	NIL	5,065.88
Agents' fees	8,500.00	2,453.81	4,000.00	6,453.81
Office Holders Disbursements	863.50	NIL	598.17	598.17
Insurance of Assets	1,500.00	1,100.00	NIL	1,100.00
<b>TOTAL</b>	<b>62,656.50</b>	<b>8,619.69</b>	<b>33,259.91</b>	<b>41,879.60</b>

These represent the costs drawn and expected to be drawn in concluding this matter. Further details in respect of the total costs incurred are provided within the main body of this report

### Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	NIL	NIL
Preferential creditors	NIL	NIL
Unsecured creditors	NIL	NIL

### **1.1 Summary of key issues outstanding**

- Recovery of final balance due under Asset Sale Agreement
- Agreement and settlement of professional fees and expenses
- Submission of final returns and claims to HM Revenue and Customs

## **2. THE PROGRESS OF THE ADMINISTRATION**

### **2.1 The Joint Administrators' receipts and payments account**

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

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

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

### **2.2 Administration (including statutory reporting)**

The Joint Administrators have met all statutory and regulatory obligations to date. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the administration, *which has ensured that the Joint Administrators and their staff have carried out their work to the requisite professional standards.*

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Administration, including filing statutory documents at Companies House and meeting statutory advertising requirements;
  - *Issuing the Joint Administrators' Proposals, seeking relevant creditors' approvals and issuing notice of the outcome;*
  - Drafting and issuing the progress report to creditors;
  - Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
  - Maintaining case files, which must include records to show and explain the administration and any decisions made by the Joint Administrators that materially affect the administration;
  - Monitoring and maintaining an adequate statutory bond;
  - Conducting periodic case reviews to ensure that the administration is progressing efficiently, effectively and in line with the statutory requirements;
  - Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
  - Completing periodic tax returns.
-

## 2.3 Realisation of assets

### Book Debts

Creditors will recall from my proposals that the Company's book debts were subject to a debt factoring agreement with Redd Factors Limited ('Redd'). At the date of my appointment, the ledger had estimated total balances of £286,000, of which £135,000 was estimated to be approved, and against which Redd had outstanding factoring liabilities of £125,000, and a loan liability in the sum of £41,819.

Redd have confirmed that following the conclusion of their collections, a shortfall of £73,819 remains due to them. Accordingly, no surplus will be available to the estate.

### Plant & Machinery / Motor Vehicles

As detailed in my proposals, the chattel assets of the Company were sold to an unconnected third party for £40,000. This sale completed on 27 February 2017, and was conducted in accordance with advice from independent valuation agents, Kumar and Company Limited ('K&C').

The consideration for the assets was split as follows:

	£
Plant & Machinery	15,000
Office Furniture & Equipment	NIL
Motor Vehicles (Owned)	25,000
<b>TOTAL</b>	<b><u>40,000</u></b>

I can confirm that £30,000 of the consideration was received on completion, with the remaining balance being due for settlement on or before 28 March 2017.

Following completion, a number of unexpected costs were required to be settled in recovering of several of the vehicles. The Administrators have agreed with the purchaser that such costs may be deducted from the final consideration due. Steps are currently being taken to reconcile such costs against the consideration in order that final payment is secured.

### Cash At Bank

A balance of £1,782.55 has been received into the estate in respect of the Company's business bank account.

Redd have confirmed that following the conclusion of their collections, a shortfall of £73,819 remains due to them. Accordingly, no surplus will be available to the estate.

### Bank Interest Gross

Bank interest in the sum of £7.65 has been received during the review period.

### Settlement re Motor Vehicle

Following my appointment, it was identified that the Company had disposed of one of its financed motor vehicles to a former director, for a nominal amount. Following negotiations with the purchaser, it was agreed that a settlement of £5,000 would be made to the estate, with the purchaser also arranging to defray the outstanding balance of finance on the vehicle. I can confirm that this was concluded subsequent to the review period and accordingly, it not reflected on the enclosed Receipts and Payments' Account.

---

### **Sundry Refund**

A receipt of £86.90 has been received into the estate in respect of a credit balance on one of the Company's supplier accounts.

## **2.4 Estimated future realisations**

As creditors will note from the narrative above, the only asset to be realised is the balance of the deferred consideration in respect of the assets. I am continuing to liaise with the purchaser in order that the final costs for offset be agreed and the balance paid over to the estate.

## **2.5 Costs incurred but remaining unpaid**

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

<b>Cost Description</b>	<b>Amount (£)</b>
Agents' fees	9,339.58
<b>TOTAL</b>	<b>9,339.58</b>

During the Review Period, the Joint Administrators have also incurred time costs and direct expenses, not all of which have yet been discharged. Further details of these costs are set out in section 5 below.

## **3. CREDITORS: CLAIMS AND DISTRIBUTIONS**

### **3.1 Secured creditors**

Redd Factors Limited hold a debenture comprising fixed and floating charges dated 5 August 2016, and registered at Companies House on 11 August 2016. The fixed charge element is specifically against the Company's book debts. Following the conclusion of debtor collections, Redd have a liability due to them of £73,819.

Mr AN and Mrs SJ Gadd hold a guarantee and debenture comprising fixed and floating charges, dated 5 August 2016, and registered at Companies House on 25 August 2016. The liability to Mr and Mrs Gadd is estimated to be £225,000.

Based on anticipated recoveries, it is not anticipated that any return will be available from the estate to either of the secured creditors.

### **3.2 Preferential creditors**

The Joint Administrators and their staff have incurred time costs in assisting employees to obtain payment from the Redundancy Payments Office.

Preferential claims relating to unpaid holiday pay and wage arrears were estimated at £8,605.55 in the Administrators' proposals. It is not currently expected that there will be sufficient realisations to pay a dividend to preferential creditors.

### **3.3 Unsecured creditors**

Unsecured claims were estimated at £431,341.55 in accordance with the Company's records. It is not anticipated that a dividend will be paid to unsecured creditors.

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## 4. INVESTIGATIONS

### 4.1 Investigations

As part of the Joint Administrators' statutory duties, an investigation into the conduct of the Company Director was completed.

In this regard, a confidential report was submitted to The Insolvency Service on 18 April 2017.

### 4.2 Initial Assessment of Potential Recoveries

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

This review has been completed and we confirm that we did not identify any further assets or actions, to those previously disclosed, which would lead to a recovery for creditors.

## 5. THE JOINT ADMINISTRATORS' FEES AND EXPENSES

### 5.1. Pre-Administration Costs

Included within the Joint Administrators' Proposals was a Statement of Pre-Administration Costs.

Such costs have not yet been approved and thus remain unpaid as follows:

Party instructed	Amount (£)
CVR Global LLP	7,293.00
Moore & Tibbits Limited	5,065.88*
<b>TOTAL UNAPPROVED</b>	<b>12,358.88</b>

No creditors committee has been appointed, and so approval of these costs falls to be agreed by the Company's secured and preferential creditors. I will shortly be seeking such approval from such creditors, under separate cover.

\*Moore and Tibbits Limited are holding this sum from the sale consideration received to date, pending appropriate approval.

### 5.2. The Joint Administrators' Fees

The basis of the Joint Administrators' fees has not yet been fixed. However, a request will shortly be circulated to the Company's secured and preferential creditors, in order that this be agreed.

A breakdown of the time costs incurred during the Review Period and for the Administration as a whole is attached together with further information regarding the charge-out rates of the Joint Administrators and their staff is provided in the attached appendices.

During the review period, time costs of £55,148.50 have been incurred, which represents 191.80 hours at an average hourly rate of £287.53.

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"A Creditors' Guide to Administrators' Remuneration" is available for download at <https://www.r3.org.uk/index.cfm?page=1210>

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

### 5.3. Comparison of estimates

The expenses incurred to date are compared with the original expenses estimate as follows:

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Legal costs	7,000.00	5,065.88	
Agents' and valuers' costs	8,500.00	11,793.39	Additional costs incurred dealing with motor vehicles and uplift of assets from premises
Advertising	76.50	76.50	
Insurance	1,500.00	1,100.00	
Bonding	75.00	75.00	
Online Filing	12.00	12.00	
Mail Redirection	NIL	175.00	
Category 2 expenses			
Postage & Stationery	500.00	129.67	
Travel and Mileage	200.00	130.00	
<b>TOTAL</b>	<b>17,878.50</b>	<b>18,557.44</b>	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in the attached appendices.

Having regard for the costs that are likely to be incurred in bringing this Administration to a close, the Joint Administrators consider that, as set out above, the original expenses estimate has been exceeded, primarily due to the additional work undertaken in completing the sale of the chattel assets and recovering the Company's motor vehicles.

The Joint Administrators intend to seek the secured and preferential creditors' approval to fees and expenses under separate cover.

### 5.4. Creditors' right to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Administrators to provide additional information regarding fees or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

### 5.5. Creditors' right to challenge fees and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of fees which the Joint Administrators 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 fees and/or expenses being complained of.

Please note that such challenges may not disturb fees or expenses (whether or not discharged from the estate) disclosed in prior progress reports.

## 6. CONCLUSION

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

- Recovery of final balance due under Asset Sale Agreement
- Agreement and settlement of professional fees and expenses
- Submission of final returns and claims to HM Revenue and Customs

If you require any further information, please contact Mark Broomhall on 0121 794 0600.



**C J POVEY**  
Joint Administrator

All Licensed Insolvency Practitioners of the firm are authorised in the UK by the Institute of Chartered Accountants in England and Wales.

Craig Povey and Matthew Fox were appointed Joint Administrators of Valley Reinforcement Limited on 25 January 2017. The affairs, business and property of the Company are managed by the Joint Administrators. The Joint Administrators act as agents of the Company and contract without personal liability.

**Valley Reinforcement Limited  
(IN ADMINISTRATION)**

**STATUTORY INFORMATION**

Company Name	Valley Reinforcement Limited
Previous Names	
Proceedings	In Administration
Court	High Court of Justice Birmingham District Registry Chancery Division
Court Reference	8030 of 2017
Date of Appointment	25 January 2017
Joint Administrators	Craig Povey and Matthew Fox CVR Global LLP, Three Brindleyplace, 2nd Floor, Birmingham, B1 2JB
Registered office address	c/o CVR Global LLP Three Brindleyplace, 2nd Floor, Birmingham, B1 2JB
Company Number	01969697
Appointment by	Qualifying Floating Charge Holder - Redd Factors Limited, Shalford Dairy, Wasing Estate, Aldermaston, Berkshire RG7 4NB

**DEFINITIONS**

The Act	Insolvency Act 1986
The Rules	Insolvency Rules 1986 or Insolvency (England & Wales) Rules 2016 (whichever applied at the time of the event)
The Joint Administrators	Craig Povey and Matthew Fox of CVR Global LLP
The Company	Valley Reinforcement Limited (in Administration)
The Court	High Court of Justice Birmingham District Registry Chancery Division
SIP	Statement of Insolvency Practice
Review Period	Period covered by the report from 25 January 2017 to 24 July 2017

**Valley Reinforcement Limited  
(IN ADMINISTRATION)**

**THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT**

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**Valley Reinforcement Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**  
**To 24/07/2017**

<b>S of A £</b>		<b>£</b>	<b>£</b>
	<b>SECURED ASSETS</b>		
109,324.00	Book Debts	NIL	NIL
	<b>SECURED CREDITORS</b>		
(81,367.00)	Redd Factors Limited	NIL	
(10,932.00)	RFL - Service Charge Provision	NIL	NIL
	<b>HIRE PURCHASE</b>		
(1,898.97)	Toyota Finance Limited	NIL	
(8,097.17)	FCE Finance	NIL	NIL
	<b>ASSET REALISATIONS</b>		
15,000.00	Plant & Machinery	15,000.00	
25,000.00	Motor Vehicles	15,000.00	
	Cash at Bank	1,782.55	
	Bank Interest Gross	7.65	
	Sundry Refund	86.90	31,877.10
	<b>COST OF REALISATIONS</b>		
	Agents/Valuers Fees (2)	2,453.81	
	Legal Fees (1)	5,065.88	
	Insurance of Assets	1,100.00	(8,619.69)
	<b>PREFERENTIAL CREDITORS</b>		
(8,605.55)	Employee Arrears/Hol Pay	NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(236,631.15)	Trade & Expense Creditors	NIL	
(77,341.40)	Employees	NIL	
(117,369.00)	HM Revenue & Customs	NIL	NIL
	<b>DISTRIBUTIONS</b>		
(50.00)	Ordinary Shareholders	NIL	NIL
<b>(392,968.24)</b>			<b>23,257.41</b>
	<b>REPRESENTED BY</b>		
	Vat Receivable		1,493.94
	Bank 1 Current		21,763.47
			<b>23,257.41</b>

**Valley Reinforcement Limited  
(IN ADMINISTRATION)**

**THE JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD 25 JANUARY 2017 to 24 JULY 2017**

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**VALLEY REINFORCEMENT LTD - ADM - VALL64766**

Time and Chargeout Summary for the period 25/01/2017 to 24/07/2017							
Classification of work function	Hours					Time Cost £	Average hourly rate £
	Partner / Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & Planning	27.00	7.20	6.00	31.70	71.90	17,813.00	247.75
Investigations	0.60	0.00	2.90	4.10	7.60	1,735.50	228.36
Realisation of Assets	27.60	3.10	39.50	0.00	70.20	23,827.00	339.42
Creditors	7.30	4.70	24.30	3.70	40.00	11,301.50	282.54
Case Specific Matters	0.00	0.00	1.60	0.50	2.10	471.50	224.52
Total Hours	62.50	15.00	74.30	40.00	191.80	55,148.50	287.53
Total fees Claimed	24,375.00	4,950.00	21,462.00	4,361.50	55,148.50		

Category 2 Disbursements	
Other amounts paid or payable to the office holder's firm or to any party in which the office holder or his firm or any associate has an interest	
Type and Purpose	£
Specific Bond	75.00
Advertising	76.50
Online Filing	12.00
Mail Redirection	175.00
Postage & Stationery	129.67
Travel and Mileage	130.00
	598.17

**Valley Reinforcement Limited  
(IN ADMINISTRATION)**

**DETAIL OF WORK UNDERTAKEN, CHARGE-OUT RATES AND DISBURSEMENTS AND COSTS**

General Description	Includes
<b>ADMINISTRATION AND PLANNING</b>	Work involved in this category relates mainly to routine and statutory functions. It does not necessarily provide financial benefit to creditors, but ensures that the case is managed and administered in accordance with legislation and in a professional manner. Specific work is detailed below:
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
<b>INVESTIGATIONS</b>	The office holders are required to undertake an investigation in to the affairs of the company or individual prior to the commencement of the insolvency process. An office holder is required to submit a report on the conduct of the Directors who were in office in the period three years prior to the commencement of the insolvency process, to the Insolvency Service, in accordance with legislation. Occasionally such investigations identify further potential asset recoveries. Specific work is detailed below:
SIP 2 Review	Collection, and making an inventory, of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
<b>REALISATION OF ASSETS</b>	This involves work in realising assets of the company or individual, which are known and stated in the statement of affairs. It may also include work involved in asset recoveries identified post appointment, which were either unknown or identified during the office holders' investigations. Specific work is detailed below:
Plant and Equipment	Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords
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 liaising reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements

General Description	Includes
	Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims
Leasing	Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases if appropriate
Retention of Title Claims	Receive initial notification of creditor's intention to claim Provision of retention of title claim form to creditor Meeting claimant on site to identify goods Adjudicate retention of title claim Forward correspondence to claimant notifying outcome of adjudication Preparation of payment vouchers and correspondence to claimant to accompany payment of claim (if valid) Exchanges with solicitors in deciding claims and dealing with disputes
Other assets: motor vehicles, intangibles, intellectual property, VAT/corporation tax refunds, Insurance claims	Liaising with agents to agree disposal strategy Dealing with potential purchasers Negotiating sales Liaising with solicitors to agree sales Collecting sales consideration Liaising with insurance companies and directors to pursue claims Examining company records to support tax refunds Exchanges with government departments
Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
<b>CREDITORS</b>	This involves work in dealing with creditor queries and correspondence, including reports and where funds permit agreeing creditor claims and provision of dividends to creditors. <i>This may also involve assisting employees. Specific work is detailed below:</i>
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Creditor Reports	Preparing progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties
Creditors' decisions	Preparation of decision notices, proxies/voting forms Collate and examine proofs and proxies/votes to establish decisions Consider objections received and requests for physical meeting or other decision procedure (For virtual meeting) Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following decisions Issuing notice of result of decision process
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims
Other case specific matters	Dealing with legal matters outside of the scope of asset realisations or investigations Preparation and submission of the Company's pre and post insolvency returns to HMRC

## Current Charge-out Rates for the firm

### Time charging policy

Charge-out rates are normally reviewed annually when rates are adjusted to reflect such matters as inflation; increases in direct wage costs; and changes to indirect costs such as Professional Indemnity Insurance. It is the firm's policy for the cashier's time spent on an assignment to be charged to the case. However, secretarial and office admin support time is charged only in respect of identifiable blocks of time devoted to the case where we consider it to be viable to do so. All time is recorded in 6 minute units.

Staff	Charge out rates £
Partners	390-495
Consultants	390-495
Directors	360-390
Associate Directors	330-360
Managers	300-330
Assistant Manager	290-310
Senior Executive/Analyst	240-275
Executive	155-190
Cashier	135-185
Secretarial/Administration support staff	90-125

### Direct expenses ("Category 1 Disbursements")

Category 1 disbursements as defined by SIP 9, which can be specifically identified as relating to the administration of the case, will be charged to the estate at cost, with no uplift. These include but are not limited to such items as advertising our appointment, meetings and requesting claims from creditors, storage in relation to the books and records of the company or individuals and the assignment records, online reporting facilities in relation to the uploading of documents and reports for creditors, bonding and other insurance premiums to protect the estate and its assets, and properly reimbursed expenses incurred by personnel in connection with the case. Such expenses currently anticipated and estimated are as follows:

Expenses Category 1	Basis	Estimate of total £
<b>Legal costs</b> Moore & Tibbits Solicitors have been instructed to provide advice in respect of the validity of security, appointment, sale of the assets, potential rights of action and general legal advice.	Time-costs	5,065.88
<b>Agents and Valuers</b> Kumar and Company were instructed to provide valuation advice and to assist with a sale of the company's tangible assets	Time-costs	11,793.39
Advertising	At cost	76.50
Insurance	At cost	1,100.00
Bonding	At cost	75.00
Mail Redirection	At cost	175.00
Online Filing	At cost	12.00
<b>TOTAL</b>		<b>18,297.77</b>

### Indirect expenses ("Category 2 Disbursements")

It is our normal practice to also charge the following indirect disbursements ("Category 2 Disbursements as defined by SIP 9) to the case, where appropriate:

#### Circulars to creditors:

Plain/headed paper including photocopying	12p per side
Envelopes	12p each
Postage	Actual cost

**Room Hire**

For the convenience of creditors and to save the cost of booking an outside hotel room, meetings of creditors are occasionally held internally at our offices. Where meetings of creditors are held in one of our internal meeting rooms, a charge of £100 plus VAT may be levied to cover the cost of booking the room.

**Travel**

Mileage incurred as a result of any necessary travelling is charged to the estate at the H M Revenue & Customs approved rate, currently 40p per mile.

*All of the above costs are subject to amendment by the firm at any time and if amended will be notified to creditors with the next circular sent to all creditors.*

**Company Searches & Electronic Verification of Identity**

Included in expense and/or disbursements, Company Searches and electronic Verification of Identity include an element of shared costs. Such expenses are of an incidental nature but are generally incurred on each case. In line with the cost of the external provision of such services, a charge of £15 plus VAT is levied to cover the cost of these searches.