

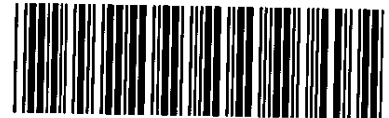
LIQ13

Notice of final account prior to dissolution in MVL



Companies House

THURSDAY



A08

A7FCF3MJ

27/09/2018

#460

COMPANIES HOUSE

1 Company details

Company number 0 2 7 6 6 1 9 4

Company name in full Sandrock Properties Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals

2 Liquidator's name

Full forename(s) Chris

Surname Newell

3 Liquidator's address

Building name/number 81 Station Road

Street Marlow

Post town Bucks

County/Region

Postcode S L 7 1 N S

Country

4 Liquidator's name ①

Full forename(s) Frank

Surname Wessely

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 81 Station Road

Street Marlow

Post town Bucks

County/Region

Postcode S L 7 1 N S

Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ13

Notice of final account prior to dissolution in MVL

6

Final account

☒ I have delivered the final account of the winding up to the members in accordance with Section 94(2) and attach a copy.

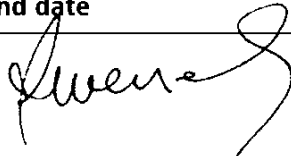
7

Sign and date

Liquidator's signature

Signature

X



X

Signature date

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m

0

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9

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2

y

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y

1

y

8

LIQ13

Notice of final account prior to dissolution in MVL



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	Nina Sellars									
Company name	Quantuma LLP									
Address	81 Station Road									
	Marlow									
Post town	Bucks									
County/Region										
Postcode	S	L	7		1	N	S			
Country										
DX										
Telephone	01628 478100									



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

**Sandrock Properties Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 30 March 2017 To 24 September 2018**

S of A £		£	£
	ASSET REALISATIONS		
210,000.00	Freehold Land & Property 1	210,000.00	
	Book Debts	4,166.67	
	VAT Refund	(404.82)	
2,157,337.12	Cash at Bank	(2,157,337.12)	
734,384.00	Loan re: Mortgage 2	734,384.00	
	Bank Interest Gross	(412.16)	
			1,209,603.43
	COST OF REALISATIONS		
	Specific Bond	135.00	
	Preparation of S. of A.	2,125.00	
	Office Holders Fees	2,875.00	
	Legal Fees (1)	2,581.20	
	Accountants fees	1,200.00	
	Corporation Tax	3,077.35	
	Photocopying	3.60	
	Stationery	4.00	
	Postage	5.76	
	AML Search Fee	12.00	
	Statutory Advertising	238.50	
	Bank Charges	50.00	
			(12,307.41)
	UNSECURED CREDITORS		
(480.00)	Surveyors Fees	400.00	
(745.00)	HM Revenue & Customs - VAT	NIL	
(54,844.00)	HM Revenue & Customs - CT	56,534.80	
(5,356.00)	Accountants Fees (Unsecured Claim)	5,350.00	
	Statutory Interest	1,895.85	
			(64,180.65)
	DISTRIBUTIONS		
(10,000.00)	Ordinary Shareholders	1,133,115.37	
			(1,133,115.37)
3,030,296.12			(0.00)

REPRESENTED BY

NIL

Note:

1. Freehold Land & Property distributed in specie. Value taken from valuation provided on 22 March 2017 by SMC Chartered Surveyors

2. Loan re: Mortgage distributed in specie. Value taken from accounts as at 28 February 2017.



81 Station Road
Marlow
Buckinghamshire
SL7 1NS

t: 01628 478100

f: 01628 472629

marlow@quantuma.com

www.quantuma.com

Sandrock Properties Limited

(In Members' Voluntary Liquidation)

("the Company")

THE JOINT LIQUIDATORS' FINAL ACCOUNT

24 September 2018

This is the final account on the conduct of the Liquidation of Sandrock Properties Limited following the appointment of Chris Newell and Frank Wessely of Quantuma LLP, 81 Station Road, Marlow, Bucks, SL7 1NS as Joint Liquidators on 30 March 2017.

This report has been prepared solely to comply with the statutory requirements of The Insolvency Act 1986 and the Insolvency (England and Wales) Rules 2016. This report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by Members for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

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

Frank Wessely is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales

CONTENTS

FINAL ACCOUNT

THE PROGRESS OF THE LIQUIDATION

CREDITORS: CLAIMS AND DISTRIBUTIONS

MEMBERS: DISTRIBUTIONS

THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES

CONCLUSION

APPENDICES

- | | |
|-------------------|--|
| Appendix 1 | Statutory Information |
| Appendix 2 | The Joint Liquidators' receipts and payments account as at 24 September 2018 |
| Appendix 3 | The Joint Liquidators' Time costs for the Review Period |
| Appendix 4 | The Joint Liquidators' Time cost for the Period 30 March 2017 to 24 September 2018 |
| Appendix 5 | Detailed Narrative of Work Undertaken during the Review Period |

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"	Chris Newell and Frank Wessely of Quantuma LLP, 81 Station Road, Marlow, Bucks, SL7 1NS Email: Nina.Sellars@Quantuma.com
"the Company"	Sandrock Properties Limited (in Liquidation)
"Review Period"	Period covered by the report from 30 March 2018 to 24 September 2018

PROPOSED FINAL ACCOUNT

Chris Newell and Frank Wessely of Quantuma LLP were appointed Joint Liquidators of the Company on 30 March 2017.

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

The purpose of this proposed final account is to summarise the winding up as a whole and to put members on notice of the Joint Liquidators intention to seek their Release from office. The proposed final account details the acts and dealing of the Joint Liquidator and it should be read in conjunction with previous correspondence to members

Accordingly, I now provide my final account, which I intend to deliver to members in final form and file with the Registrar of Companies once the statutory period has expired.

Please note that this document reflects the position anticipated as at 24 September 2018, the intended date of filing.

It is our intention to deliver our final account to members in final form and file the same with the Registrar of Companies once the statutory period has expired

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

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 during the course of the Liquidation to the date of this report.

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately.

Realisation of assets

Freehold land and buildings

The Company's freehold property at Pitman Road, Doncaster was valued by SMC Chartered Surveyors on 17 March 2017. A market value of £210,000 was attributed to the property.

The Joint Liquidators subsequently distributed this asset in specie on 4 April 2017, and a formal transfer of the property took place at the land registry on the same date.

Cash at Bank

The sum of £2,132,337.12 was held in the Company's bank account and transferred to the Liquidation account on 3 April 2017.

A further £25,000 was received in respect of a repayment of the loan set out below, and is included in the cash at bank figures on the attached receipts and payments account.

Loan re Mortgage

The Company had granted a loan against a mortgage held over one of the previously owned properties. As at the date of liquidation, there was an outstanding balance of £759,384 in respect of the loan.

As set out earlier in the report, a payment of £25,000 was made against the loan shortly after the appointment of the Joint Liquidators. The remaining balance of £734,384 was distributed in specie on 4 April 2017.

Book Debts

The director of the Company advised he had been paid a cheque for £4,166.67 in respect of unpaid rent. This debt had not been reflected in the final accounts as it was paid post-appointment, and therefore not in the Declaration of Solvency.

Gross Bank Interest

No Gross bank interest has been received during the Review Period but in the previous period the sum of £412.17 was received.

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 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.

During the Review Period, primarily these tasks have included:

- Drafting and issuing the progress report to Members
- Consulting with and instructing staff as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation 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;
- Completing periodic tax returns: and
- Preparing the proposed final account.

CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured creditors

The Company had granted the following security

Type of charge	Date created	Beneficiary
Fixed and Floating charge	24 September 1993	Midland Bank Plc

The director confirmed that the charge has been settled pre-appointment and therefore no amount was due.

Preferential creditors

The Company has no preferential creditors.

Unsecured creditors

Unsecured claims were estimated at £55,589 in the Director's Declaration of Solvency and claims received from unsecured creditors total £56,534.80. This consists solely of a claim from HM Revenue & Customs in respect of outstanding Corporation Tax.

In total 100p in the £ has been paid to unsecured creditors during the course of the liquidation.

Date	Rate of Distribution	Amount Paid (£)
30 August 2017	100p in the £	56,534.80
Total		56,534.80

Statutory Interest

All creditors were paid in full and were entitled to 8% statutory interest from the date of Liquidation to the date of payment in full. I would confirm that the sum of £1,895.85 has been paid to creditors in respect of their entitlement to statutory interest.

SHAREHOLDERS: DISTRIBUTIONS

The following distributions have been made to the members as follows:

Date	Share Class	Rate (£ per Share)	Total Distributed
4 April 2017	Ordinary	156.77	1,567,744.65
4 April 2017	Ordinary	94.44	944,384.00 *(specie)
17 May 2017	Ordinary	0.42	4,166.67
10 September 2018	Ordinary	51.35071	513,507.10
21 September 2018	Ordinary	0.04	439.29
Total			3,030,241.71

A final distribution will be made when the VAT reclaim from HM Revenue & Customs is received.

Further Information

Members should 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.

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

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 www.quantuma.com/legal-notices/.

THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES

Joint Liquidators' Remuneration

The Joint Liquidators' remuneration was approved on a fixed fee basis in relation to this assignment, as authorised by Members at the Members' Meeting on 30 March 2017 in accordance with the following resolution:

"That the Joint Liquidators shall be authorised to draw their remuneration on the basis of a set amount of £4,259 plus VAT". These fees are to be paid as and when funds permit as an expense of the Liquidation"

A further £750 was agreed on the 5 July 2018

Summary of Costs

A breakdown of the time costs incurred during the Review Period are summarised at Appendix 3.

In summary the Joint Liquidators' time costs for the Review Period totals £4,347.50 representing 26.07 hours at an average hourly rate of £166.76.

A breakdown of the total remuneration charged for the period of the Liquidation as a whole is provided at Appendix 4. Total time costs amount to £14,125.00 representing 81.85 hours at an average hourly rate of £172.57

We believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon us as Joint Liquidators.

The work undertaken is detailed in full at Appendix 5.

A copy of 'A Members' Guide to Liquidators' Fees' effective from 1 October 2015 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Members' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

Joint Liquidators' Disbursements

The Joint Liquidators have incurred the following Category 1 disbursements, which do not need the specific approval of Members, during the Review Period and during the whole period of the Liquidation to date:

Category 1 Disbursements	Review Period		Whole period to date	
	Incurred	Paid	Incurred	Paid
	£	£	£	£
Statutory advertising	nil	nil	238.50	238.50
Bond premium	nil	nil	135.00	135.00
Postage	3.56	3.56	5.76	5.76
Total	3.56	3.56	379.26	379.26

The Joint Liquidators' Category 2 disbursements for the Review Period and the whole period of the Liquidation are as follows:

Category 2 Disbursements	Review Period		Whole period to date	
	Incurred	Paid	Incurred	Paid
	£	£	£	£
Photocopying	2.40	2.40	3.60	3.60
Stationery	2.00	2.00	4.00	4.00
Total	4.40	4.40	7.60	7.60

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in the firm's schedule referred to above. Members approved the payment of Category 2 disbursements on 30 March 2017.

Other professional costs

Solicitors

As previously advised, Lupton Fawcett LLP were instructed by the Joint Liquidators to advise on the transfer of the mortgage and property of the Company, as well as preparing and filing the relevant documentation with the Land Registry. Their costs have been agreed on a fixed fee basis of £2,500 plus VAT and disbursements.

The agreed fee, along with disbursements of £81.20, was paid in full on 27 June 2017.

Surveyors Fees

SMC Chartered Surveyors were instructed to complete a valuation of the Company's freehold property as set out earlier in the report. The costs of the inspection and preparation of the report was agreed to be fixed at £400 plus VAT. This amount was paid on 6 April 2017.

Accountants Fees

Seymour Taylor were also instructed to prepare the final CT600 to cover the post-liquidation period as previously advised. The fee in respect of this work was agreed at £200 plus VAT, which was paid in full on 15 January 2018.

In addition the sum of £1,000 plus VAT was paid to Seymour Taylor for assistance in respect to queries raised by HMRC concerning the property and the option to tax. These were discharged on 6 July 2018.

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

Members' right to request information

A member may, with the permission of the Court or with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the Company, request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report.

Members' right to challenge remuneration and/or expenses

A member may, with the permission of the Court or with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company, apply to Court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report.

CONCLUSION

All matters have been concluded and the Joint Liquidators are therefore in a position to file the final account with the Registrar of Companies and obtain our Release from office.

The company will be dissolved automatically (cease to exist) three months after our final account with the Registrar of Companies.

Should you have any queries in regard to any of the above please do not hesitate to contact Nina Sellars on 01628 478100 or by e-mail at Nina.Sellars@Quantuma.com



Chris Newell
Joint Liquidator

**SANDROCK PROPERTIES LIMITED
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	Sandrock Properties Limited
Trading Address	Sandrock House, Tickhill, Doncaster, South Yorkshire, DN11 9EZ
Proceedings	In Liquidation
Date of Appointment	30 March 2017
Joint Liquidators	Chris Newell Frank Wessely Quantuma LLP 81 Station Road, Marlow, Bucks, SL7 1NS
Registered office Address	c/o Quantuma LLP 81 Station Road, Marlow, Bucks, SL7 1NS
Former Registered Office:	57 London Road High Wycombe Bucks HP11 1BS
Company Number	02766194
Incorporation Date	20 November 1992

Appendix 2

**SANDROCK PROPERTIES LIMITED
(IN LIQUIDATION)**

**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT
AS AT 24 SEPTEMBER 2018**

Sandrock Properties Limited

(In Liquidation)

Joint Liquidators' Summary of Receipts and Payments

	Declaration of Solvency £	From 30/03/2017 To 24/09/2018 £	From 30/03/2017 To 24/09/2018 £
RECEIPTS			
Freehold Land & Property 1	210,000.00	(210,000.00)	(210,000.00)
VAT Refund		404.82	404.82
Cash at Bank	2,157,337.12	2,157,337.12	2,157,337.12
Loan re: Mortgage 2	734,384.00	(734,384.00)	(734,384.00)
Bank Interest Gross		412.17	412.17
		<u>1,213,770.11</u>	<u>1,213,770.11</u>
PAYMENTS			
Freehold Land & Property 1		210,000.00	210,000.00
Book Debts		4,166.67	4,166.67
Loan re: Mortgage 2		734,384.00	734,384.00
Specific Bond		135.00	135.00
Preparation of S. of A.		2,125.00	2,125.00
Office Holders Fees		2,875.00	2,875.00
Legal Fees (1)		2,581.20	2,581.20
Accountants fees		1,200.00	1,200.00
Corporation Tax		3,077.35	3,077.35
Photocopying		3.60	3.60
Stationery		4.00	4.00
Postage		5.76	5.76
AML Search Fee		12.00	12.00
Statutory Advertising		238.50	238.50
Bank Charges		50.00	50.00
Surveyors Fees	(480.00)	400.00	400.00
HM Revenue & Customs - VAT	(745.00)	0.00	0.00
HM Revenue & Customs - CT	(54,844.00)	56,534.80	56,534.80
Accountants Fees (Unsecured Claim)	(5,356.00)	5,350.00	5,350.00
Statutory Interest		1,895.85	1,895.85
Ordinary Shareholders	(10,000.00)	1,133,115.37	1,133,115.37
		<u>2,158,154.10</u>	<u>2,158,154.10</u>
BALANCE - 24 September 2018		<u>(944,383.99)</u>	<u>(944,383.99)</u>
MADE UP AS FOLLOWS			
Bank 1 Current		0.00	0.00
		<u>0.00</u>	<u>0.00</u>

Note.

1 Freehold Land & Property distributed in specie Value taken from valuation provided on 22 March 2017 by SMC Chartered Surveyors

**Sandrock Properties Limited
(In Liquidation)**

Joint Liquidators' Summary of Receipts and Payments

Declaration of Solvency	From 30/03/2017 To 24/09/2018	From 30/03/2017 To 24/09/2018
£	£	£

2 Loan re Mortgage distributed in specie. Value taken from accounts as at 28 February 2017.

Chris Newell
Joint Liquidator

Appendix 3

**SANDROCK PROPERTIES LIMITED
(IN LIQUIDATION)**

THE JOINT LIQUIDATORS' TIMECOSTS FOR THE REVIEW PERIOD

Time Entry - Detailed SIP9 Time & Cost Summary

6001742 - Sandrock Properties Limited
From 30/03/2018 To 24/09/2018
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 Administration & Planning	0.10	0.00	0.40	0.40	0.90	143.00	158.89
104 General Administration	0.00	0.70	0.10	0.60	1.40	249.50	178.21
105 Case strategy / Review	0.60	0.47	0.60	0.00	1.67	417.50	250.00
106 VAT & CT matters and returns	0.00	0.20	1.70	1.50	3.40	462.50	136.03
506 Tax / VAT	0.00	0.00	3.80	0.00	3.80	625.00	164.47
Admin & Planning	0.70	1.37	6.60	2.50	11.17	1,897.50	169.87
600 Cashiering	0.00	0.00	0.00	1.80	1.80	225.00	125.00
Cashiering	0.00	0.00	0.00	1.80	1.80	225.00	125.00
650 Closing Procedures	0.00	0.00	1.20	0.00	1.20	180.00	150.00
Closing Procedures	0.00	0.00	1.20	0.00	1.20	180.00	150.00
206 Final report	0.00	0.00	4.00	0.00	4.00	600.00	150.00
207 Payment of dividends	0.00	0.50	3.00	0.00	3.50	575.00	164.29
211 Annual / Progress report	0.40	0.40	3.60	0.00	4.40	870.00	197.73
Creditors	0.40	0.90	10.60	0.00	11.90	2,045.00	171.85
Total Hours	1.10	2.27	18.40	4.30	26.07	4,347.50	166.76
Total Fees Claimed						2,875.00	

Appendix 4

**SANDROCK PROPERTIES LIMITED
(IN LIQUIDATION)**

**THE JOINT LIQUIDATORS' TIMECOSTS FOR THE PERIOD FROM 30 MARCH 2017 TO 24
SEPTEMBER 2018**

Time Entry - Detailed SIP9 Time & Cost Summary

6001742 - Sandrock Properties Limited
From 30/03/2017 To 24/09/2018
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 Administration & Planning	1.20	0.30	3.40	2.30	7.20	1,235.50	171.60
100A Initial Statutory & General Notifications & Filing	0.00	0.60	2.20	0.00	2.80	480.00	171.43
101 Insurance / Bonding	0.00	0.00	0.10	0.00	0.10	15.00	150.00
104 General Administration	0.00	3.60	0.70	1.80	6.30	1,247.50	198.02
105 Case strategy / Review	2.90	1.75	4.80	4.40	13.85	2,654.50	191.66
106 VAI & CT matters and returns	0.00	1.20	3.30	2.20	6.70	1,022.50	152.61
506 Tax / VAT	1.10	0.00	12.40	0.00	13.50	2,300.00	170.37
Admin & Planning	5.20	7.65	26.90	10.70	50.45	8,965.00	177.50
600 Cashiering	0.20	0.00	0.80	7.90	8.90	1,175.00	132.02
Cashiering	0.20	0.00	0.80	7.90	8.90	1,175.00	132.02
650 Closing Procedures	0.00	0.00	1.20	0.00	1.20	180.00	150.00
Closing Procedures	0.00	0.00	1.20	0.00	1.20	180.00	150.00
201 Creditors	0.00	0.00	0.20	0.00	0.20	30.00	150.00
204 Unsecured Creditors claims	0.00	0.00	0.20	0.00	0.20	30.00	150.00
204A Dealing with Pension Schemes	0.00	0.10	0.40	0.00	0.50	85.00	170.00
206 Final report	0.00	0.00	4.00	0.00	4.00	600.00	150.00
207 Payment of dividends	1.20	1.60	7.00	0.00	9.80	1,870.00	190.82
207C Dealing with HMRC/RPO Claims	0.00	0.00	0.40	0.00	0.40	60.00	150.00
211 Annual / Progress report	0.40	0.40	3.60	0.00	4.40	870.00	197.73
Creditors	1.60	2.10	15.80	0.00	19.50	3,545.00	181.79
400 Realisation of Assets	0.00	0.00	0.40	0.00	0.40	60.00	150.00
401 Freehold / Leasehold Property	0.00	0.00	1.20	0.00	1.20	180.00	150.00
405 Debtors	0.00	0.00	0.20	0.00	0.20	30.00	150.00
Realisation of Assets	0.00	0.00	1.80	0.00	1.80	270.00	150.00
Total Hours	7.00	9.75	46.50	18.60	81.85	14,125.00	172.57
Total Fees Claimed						2,875.00	

**SANDROCK PROPERTIES LIMITED
(IN LIQUIDATION)**

DETAILED NARRATIVE OF THE WORK UNDERTAKEN DURING THE REVIEW PERIOD

Description of work undertaken	Includes
ADMINISTRATION & PLANNING	
Administration & Planning	
General Administration Dealing with all routine correspondence and emails relating to the case	
Case strategy & completing annual file reviews	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
CREDITORS	
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
Final Accounts	Preparing and issuing Proposed Final Accounts Preparing and issuing Final Accounts
Dealing with HMRC/RPO claims	
Secured Creditor Reports/Claims	Seeking solicitors' advice on the validity of secured creditors' claims
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
REALISATION OF ASSETS	
Realisation of Assets	
Freehold/Leasehold Property	Liaising with valuers and agents Dealing with tenant issues (if any) Liaising with secured creditors and landlords Distributing asset in specie
Debtors	Collecting supporting documentation Reviewing and assessing debtors' ledgers, to establish amount of loan outstanding Distributing asset in specie
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate
DISTRIBUTIONS TO MEMBERS	
Dividend procedures	Preparation of distribution calculation Preparation of correspondence to members announcing declaration of dividend Preparation of cheques/BACS to pay dividend

Description of work undertaken	Includes
	Preparation of correspondence to members enclosing payment of dividend Seeking unique tax reference from HMRC, submitting information on PAYE/NI deductions from employee distributions and paying over to HMRC
Distribution in specie	Instructing an agent to prepare a valuation of the property. Preparation of TR1 document. Filing documents at HM Land Registry Circulation of the notification of the distribution in specie to members Calculation of the cash equivalent amount to be distributed to other members not participating in the distribution in specie.
ST16 transaction	
CASHIERING	
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

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 £
Partners	350.00
Senior Manager	250.00
Assistant Manager	225.00
Senior Administrator	185.00
Administrator	150.00
Assistant Administrator	100.00
Case Accountant	125.00
Junior Administrator	100.00
Support Staff/Executive Assistant	95.00