

# AM10

## Notice of administrator's progress report



Companies House

FRIDAY



A11 \*A7CIB8E9\* #425  
17/08/2018  
COMPANIES HOUSE

### 1 Company details

Company number 04576697  
Company name in full Selwyn Building Services Limited

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

### 2 Administrator's name

Full forename(s) Benny  
Surname Woolrych

### 3 Administrator's address

Building name/number 7th Floor  
Street Ship Canal House  
Post town 98 King Street  
County/Region Manchester  
Postcode M24WU  
Country

### 4 Administrator's name <sup>①</sup>

Full forename(s) Anthony  
Surname Collier

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

### 5 Administrator's address <sup>②</sup>

Building name/number 7th Floor  
Street Ship Canal House  
Post town 98 King Street  
County/Region Manchester  
Postcode M24WU  
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 | d | 2 | d | 1 | m | 0 | m | 2 | y | 2 | y | 0 | y | 1 | y | 8 |
| To date   | d | 1 | d | 6 | m | 0 | m | 8 | y | 2 | y | 0 | y | 1 | y | 8 |

**7** Progress report

☒ I attach a copy of the progress report

**8** Sign and date

Administrator's  
signature

Signature

X

*W. V. L. H.*

X

Signature date

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| d | 1 | d | 6 | m | 0 | m | 8 | y | 2 | y | 0 | y | 1 | y | 8 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**Selwyn Building Services Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**

| Statement of Affairs<br>£ |                                        | From 21/02/2018<br>To 16/08/2018<br>£ | From 21/08/2017<br>To 16/08/2018<br>£ |
|---------------------------|----------------------------------------|---------------------------------------|---------------------------------------|
|                           | SECURED ASSETS                         |                                       |                                       |
| 1.00                      | Work in progress                       | NIL                                   | 1.00                                  |
| 2.00                      | Goodwill & IP                          | NIL                                   | 2.00                                  |
|                           | Book Debts                             | NIL                                   | 533,238.96                            |
|                           |                                        | NIL                                   | 533,241.96                            |
|                           | COSTS OF REALISATION                   |                                       |                                       |
|                           | Administrators' Fees                   | 33,000.00                             | 33,000.00                             |
|                           | Debt Collection Fees                   | 4,000.00                              | 4,000.00                              |
|                           | Bibby termination fee                  | NIL                                   | 104,343.98                            |
|                           |                                        | (37,000.00)                           | (141,343.98)                          |
|                           | SECURED CREDITORS                      |                                       |                                       |
| 376,951.00                | Bibby Financial Services Limited       | NIL                                   | 376,951.00                            |
|                           |                                        | NIL                                   | (376,951.00)                          |
|                           | ASSET REALISATIONS                     |                                       |                                       |
| 1.00                      | Customer contracts                     | NIL                                   | 1.00                                  |
| 10,000.00                 | Plant & Machinery                      | NIL                                   | 10,000.00                             |
| 54,496.00                 | Stock                                  | NIL                                   | 54,496.00                             |
| 500.00                    | Records                                | NIL                                   | 500.00                                |
|                           | Book debts not funded                  | NIL                                   | 282.60                                |
|                           | Bank Interest Gross                    | 96.33                                 | 182.32                                |
|                           | Insurance claims                       | NIL                                   | 875.00                                |
|                           |                                        | 96.33                                 | 66,336.92                             |
|                           | COST OF REALISATIONS                   |                                       |                                       |
|                           | Security costs                         | NIL                                   | 490.00                                |
|                           | Administrators' Remuneration           | 63,298.29                             | 63,298.29                             |
|                           | Administrators' Disbursements          | 1,316.97                              | 1,316.97                              |
|                           | Accountancy fees                       | 650.00                                | 650.00                                |
|                           | Agents/Valuers Fees - Pre-Administrati | 5,270.00                              | 5,270.00                              |
|                           | Legal Fees                             | 8,000.00                              | 8,000.00                              |
|                           | Legal fees - Pre-Administration        | 1,417.00                              | 1,417.00                              |
|                           | Legal disbursements                    | 55.00                                 | 55.00                                 |
|                           | Corporation Tax                        | 37.24                                 | 37.24                                 |
|                           | Storage Costs                          | 55.00                                 | 55.00                                 |
|                           | Statutory Advertising                  | NIL                                   | 84.60                                 |
|                           | Insurance of Assets                    | 604.80                                | 604.80                                |
|                           | Bank Charges - Floating                | 5.00                                  | 5.00                                  |
|                           |                                        | (80,709.30)                           | (81,283.90)                           |
| <b>441,951.00</b>         |                                        | <b>(117,612.97)</b>                   | <b>(0.00)</b>                         |
|                           | REPRESENTED BY                         |                                       |                                       |
|                           |                                        |                                       | <b>NIL</b>                            |

**Selwyn Building Services Limited (IN ADMINISTRATION)**  
**The Administrators' Final Report for the period 21 February  
2018 to 16 August 2018**  
**16 August 2018**

## Contents and abbreviations



| Section   | Content                                                                         |
|-----------|---------------------------------------------------------------------------------|
| <b>1.</b> | An overview of the Administration                                               |
| <b>2.</b> | Progress of the Administration in the Period                                    |
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| <b>4.</b> | Administrators' Remuneration, Disbursements, Expenses and Pre-Appointment Costs |

| Appendix  | Content                                                                               |
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| <b>A.</b> | Statutory information regarding the Company and the appointment of the Administrators |
| <b>B.</b> | Form AM23 - Notice of move from administration to dissolution                         |
| <b>C.</b> | Schedule of work                                                                      |
| <b>D.</b> | Details of the Administrators' disbursements for the Period and cumulatively          |
| <b>E.</b> | Receipts and payments account for the Period and cumulative                           |
| <b>F.</b> | Statement of expenses incurred in the Period                                          |

### The following abbreviations may be used in this report:

|                           |                                                                                                    |
|---------------------------|----------------------------------------------------------------------------------------------------|
| <b>FRP</b>                | FRP Advisory LLP                                                                                   |
| <b>The Company</b>        | Selwyn Building Services Limited (In Administration)                                               |
| <b>The Administrators</b> | Benny Woolrych and Anthony Collier of FRP Advisory LLP                                             |
| <b>The Period</b>         | The reporting period<br>21 February 2018 to 16 August 2018                                         |
| <b>CVL</b>                | Creditors' Voluntary Liquidation                                                                   |
| <b>SIP</b>                | Statement of Insolvency Practice                                                                   |
| <b>Bibby</b>              | Bibby Financial Services Ltd                                                                       |
| <b>Denmark</b>            | Denmark Square LTD T/a Money & Co.                                                                 |
| <b>HMRC</b>               | HM Revenue & Customs                                                                               |
| <b>The Proposals</b>      | The Administrators' proposals for achieving the purpose of the administration dated 31 August 2017 |

# 1. An overview of the Administration



## The Proposals

The Administrators identified that the objective of the administration, as set out in the proposals approved on 15 September 2018, was to achieve a better result for the Company's creditors as a whole than would be likely if the Company had been wound up (without first being in administration).

The objective was to be achieved by a sale of the business as a going concern shortly following the appointment of the Administrators

It was anticipated that the Company would exit from administration automatically after 12 months from the date of appointment of the Administrators. If the Administrators thought that the Company had no property which might permit a distribution to its unsecured creditors, or if they also considered that an exit from the administration into liquidation is not appropriate that they would send a notice to the Registrar of Companies in accordance with Paragraph 84 of Schedule B1 to the Insolvency Act 1986 to bring the administration to an end and three months after the filing of the notice the Company will be deemed to be dissolved.

There were no major amendments or deviations from the proposals.

## Implementation of the Proposals

### Sale of the Business and Assets

The Joint Administrators completed a sale of the business and certain assets of the Company on 24 August 2017 to SBS Total Facilities Management Limited ("the Purchaser"). The sale consideration of £65,000 was received in full on completion. The Joint Administrators disclosed full details of this transaction in the Proposals.

### Motor Vehicles

The Joint Administrators investigated the ownership of the vehicles and confirmed that there is was no equity available for the Administration estate.

Selwyn Building Services Limited (In Administration)  
The Administrators' Final Report

### Book Debts

Book debts subject to an invoice discounting agreement

Book debts were excluded from the transaction. The majority of the Company's book debts were funded by Bibby and the book value on appointment was £639k. The Joint Administrators reviewed the debtor ledger with management immediately following their appointment and forwarded all relevant paperwork to outstanding debtors requesting payment. The Purchaser has assisted the Joint Administrators and Bibby throughout the debt collection process.

The Joint Administrators have concluded the book debt collection process and realisations of £533k were achieved, which resulted in Bibby being repaid in full. Full details of the work completed in relation to book debts is provided in the Schedule of Work attached at **Appendix C**.

The Purchasers have been remunerated £4,000 plus VAT for their assistance in the debt collection process.

### Other debtors

In addition to the debts subject to the invoice finance agreement, a non-funded debtor of £73k appeared on the Company's ledger at the date of appointment.

The Joint Administrators reviewed the relevant paperwork and concluded that no realisations will be achieved from this source.

### DLA

The Joint Administrators have made enquiries with a former director's Trustee in Bankruptcy in order to lodge a claim for the outstanding balance on their DLA due to

## 1. An overview of the Administration

the Company. The Administrators have been advised that there is no prospect of any return to the Administration.

### **Extension of period of administration**

No extension was required.

## 2. Progress of the Administration in the Period



### Work undertaken during the administration

I attach at **Appendix C** a schedule of work undertaken during the period covered by this final report.

My statutory duties during this period include:

- Filing returns and notices with the Registrar of Companies
- Reporting to creditors on the previous period
- Dealing with tax returns for the administration period
- Seeking tax clearance from Government agencies

I advise that I have completed my duties as Administrator and, other than obtaining my release and filing my report with the Registrar of Companies, there is no further work to be completed.

Attached at **Appendix E** is a receipts and payments account detailing both transactions for the Period of this report and also cumulatively for the whole period of the administration.

### Secured Costs of Realisation

As agreed a fixed fee of £33,000 plus VAT was drawn in connection with the Book debt collection work. An additional fee of £4,000 plus VAT was paid to the purchaser in connection with their assistance in collecting the book debts.

### Asset Realisation

Bank interest of £96.33 has been earned on the bank account during the Period.

All known assets have been realised in this Administration.

### Costs of Realisations

Administrators' Remuneration and Disbursements, totalling £63,298.29 plus VAT and £1,316.97 plus VAT, approved by secured creditors 09 July 2018 has been drawn in the Period.

Pre appointment costs have been paid as agreed, namely Bermans, solicitors £1,417 plus VAT and the agents James Owen & Co £5,270 plus VAT.

Booth Ainsworth LLP have been paid £650 plus VAT in connection with their accountancy fees.

Legal fees and disbursements of £8,000 and £55 plus VAT have been paid to Bermans for their work during the administration.

Corporation Tax of £37.24 has been paid representing the tax liability during the administration.

Storage Costs of £55 plus VAT have been paid as well as insurance of £604.80 and bank charges of £5.00.

### Investigations

No further investigation was required.

### Exiting the administration

In accordance with the Proposals the administration will be exited by way of the Administrators ceasing to act and the Company moving to dissolution three months after the date on which the requisite notice is filed with the Registrar of Companies

### 3. Outcome for creditors



#### Initial estimated outcome for creditors

The Proposals anticipated that there would be funds for payments to secured creditors only and no dividend to any other class of creditors.

#### Outcome for Secured Creditor

##### Bibby

Alongside an invoice finance facility, the Company granted Bibby a fixed and floating debenture dated 14 December 2012 as well as a legal assignment of certain book debts.

At the date of appointment, Bibby were owed the sum of £377k and a termination fee of £101k plus VAT was applied in accordance with their agreement with the Company.

My lawyers have confirmed the validity of this and Bibby has been repaid in full.

##### Denmark

The Company also granted a fixed and floating charge debenture to Denmark on 18 September 2015 in respect of a loan and £107k was outstanding on the date of appointment.

As a term of granting the loan, Denmark received a Deed of Priority as a result of the existing security held by Bibby, giving them a first charge over all assets other than debtors and WTP.

There are insufficient funds to enable a distribution to Denmark.

This outcome was in line with the Proposals.

#### Outcome for Preferential Creditors

To date the RPS has submitted a preferential claim of £66,129, representing employee claims for arrears of wages and holiday pay. It is anticipated that the RPS will make a further claim in respect of pension contribution arrears.

There were insufficient funds to enable a distribution to be paid to the preferential creditors.

This outcome was in line with the Proposals.

#### Outcome for Unsecured Creditors

The Joint Administrators have received unsecured claims totalling £1,006,954. There are insufficient funds available to enable a distribution to unsecured creditors.

#### Prescribed Part

The prescribed part is a carve out of funds available to the holder of a floating charge which is set aside for the unsecured creditors in accordance with Section 176A of the Insolvency Act 1986. The prescribed part only applies where the floating charge was created after 15 September 2003 and the net property available to the floating charge holder exceeds £10,000 and the cost of making a distribution to unsecured creditors would not be disproportionate to the benefits.

The prescribed part does not apply in this instance as net property is less than £10,000.

## 4. Administrators' Remuneration, Disbursements, Expenses and Pre-Appointment Costs



### Administrators' remuneration

Following circulation of the Progress report the secured creditors passed a resolution that the Administrators' remuneration should be calculated on a fixed fee basis as follows;

|                                                                                                                                                                                                                      | Fee basis | £               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------|
| Book debt collection work                                                                                                                                                                                            | Fixed fee | 33,000 plus VAT |
| All other actions, including (but not limited to) administrative, Statutory obligations, asset realisations (excluding funded debt collection work), creditor queries, processing pension claims and investigations. | Fixed fee | 70,000 plus VAT |

Details of remuneration charged during the period of the report are set out in the receipts and payments account attached at **Appendix E**. To date fees of £33,000 plus VAT has been drawn in connection with Book debt collection work and £63,298.29 plus VAT have been drawn for all other actions from the funds available.

### Administrators' disbursements

The Administrators' disbursements are a recharge of actual costs incurred by the Administrators on behalf of the Company. Mileage payments made for expenses relating to the use of private vehicles for business travel, which is directly attributable to the insolvency estate, are paid by FRP Advisory at the HMRC approved mileage rate prevailing at the time the mileage was incurred. Details of disbursements incurred during the period of this report are set out in **Appendix D**.

### The expenses of the administration

I attach at **Appendix F**, a statement of expenses that have been incurred during the period covered by this report.

An estimate of the Administrators' expenses was set out in the Proposals further updated and circulated with each progress report sent to creditors. The total expenses incurred by the Administrators are included in the cumulative figures in the receipts and payments account attached at **Appendix E**.

I can confirm that expenses incurred have exceeded the details previously provided mainly due to higher than expected travel costs in the first week of appointment.

Creditors have a right to request further information from the Administrators and further have a right to challenge the Administrators' remuneration and other expenses, which are first disclosed in this report, under the Insolvency Rules. (For ease of reference these are the expenses incurred in the reporting period as set out in **Appendix F** only). Further details of these rights can be found in the Creditors' Guide to Fees which you can access using the following link <https://creditors.frpadvisory.com/info.aspx> and select the one for administrations. Alternatively, a hard copy of the relevant guide will be sent to you on request. Please note there is a time limit for requesting information being 21 days following the receipt of this progress report. There is a time limit of eight weeks following the receipt of this report for a Court application that the remuneration or expenses are excessive.

## 4. Administrators' Remuneration, Disbursements, Expenses and Pre-Appointment Costs



### Joint Administrators' pre-appointment costs

In addition to approval of the post-appointment fee basis, the Joint Administrators will also request approval of the following pre-appointment costs, as detailed in the Proposals, to be paid as an expense of the Administration:

| Engagement                              | Fees Charged | Disbursements Incurred |
|-----------------------------------------|--------------|------------------------|
| Bermans (Joint Administrators' Lawyers) | 1,407        | 112                    |
| James Owen & Co (the Agents)            | 5,000        | 270                    |
|                                         | 6,407        | 382                    |

The Joint Administrators pre-appointment costs have been approved by the Secured Creditors.

## Appendix A

### Statutory information regarding the Company and the appointment of the Administrators

#### SELWYN BUILDING SERVICES LIMITED (IN ADMINISTRATION)

##### COMPANY INFORMATION:

Other trading names: **SBS**

Company number: 04576697

Registered office: c/o FRP Advisory LLP, 7th Floor, Ship Canal House, 98 King Street, Manchester, M2 4WU

Previous registered office: 20 Tarran Road, Tarran Industrial Estate, Moreton, Wirral, CH46 4TU

Business address: 20 Tarran Road, Tarran Industrial Estate, Moreton, Wirral, CH46 4TU

##### ADMINISTRATION DETAILS:

Administrator(s): Benny Woolrych & Anthony Collier

Address of Administrator(s): FRP Advisory LLP  
7th Floor, Ship Canal House, 98 King Street, Manchester, M2 4WU

Date of appointment of Administrator(s): 21/08/2017

Court in which administration proceedings were brought: The High Court of Justice, Chancery Division, Manchester District Registry

Court reference number: 2797 of 2017

## **Appendix B**

### **Form AM23 - Notice of move from administration to dissolution**



# AM23

## Notice of move from administration to dissolution



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

|                      |                                  |   |   |   |   |   |   |
|----------------------|----------------------------------|---|---|---|---|---|---|
| Company number       | 0                                | 4 | 5 | 7 | 6 | 9 | 7 |
| Company name in full | Selwyn Building Services Limited |   |   |   |   |   |   |

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

### 2 Court details

|              |                                                                            |   |   |   |   |   |   |
|--------------|----------------------------------------------------------------------------|---|---|---|---|---|---|
| Court name   | The High Court of Justice, Chancery Division,<br>Manchester District Regis |   |   |   |   |   |   |
| Court number | 2                                                                          | 7 | 9 | 7 | 2 | 0 | 1 |

### 3 Administrator's name

|                  |          |  |  |  |  |  |  |
|------------------|----------|--|--|--|--|--|--|
| Full forename(s) | Benry    |  |  |  |  |  |  |
| Surname          | Woolrych |  |  |  |  |  |  |

### 4 Administrator's address

|                      |                  |   |  |   |   |   |  |
|----------------------|------------------|---|--|---|---|---|--|
| Building name/number | 7th Floor        |   |  |   |   |   |  |
| Street               | Ship Canal House |   |  |   |   |   |  |
| Post town            | 98 King Street   |   |  |   |   |   |  |
| County/Region        | Manchester       |   |  |   |   |   |  |
| Postcode             | M                | 2 |  | 4 | W | U |  |
| Country              |                  |   |  |   |   |   |  |

# AM23

## Notice of move from administration to dissolution

### 5 Administrator's name <sup>a</sup>

|                  |         |  |  |  |  |  |  |
|------------------|---------|--|--|--|--|--|--|
| Full forename(s) | Anthony |  |  |  |  |  |  |
| Surname          | Collier |  |  |  |  |  |  |

<sup>a</sup> Other administrator  
Use this section to tell us about  
another administrator.

### 6 Administrator's address <sup>a</sup>

|                      |                  |   |  |   |   |   |  |
|----------------------|------------------|---|--|---|---|---|--|
| Building name/number | 7th Floor        |   |  |   |   |   |  |
| Street               | Ship Canal House |   |  |   |   |   |  |
| Post town            | 98 King Street   |   |  |   |   |   |  |
| County/Region        | Manchester       |   |  |   |   |   |  |
| Postcode             | M                | 2 |  | 4 | W | U |  |
| Country              |                  |   |  |   |   |   |  |

<sup>a</sup> Other administrator  
Use this section to tell us about  
another administrator.

### 7 Final progress report

|                                                                                         |  |  |  |  |  |  |  |
|-----------------------------------------------------------------------------------------|--|--|--|--|--|--|--|
| <input checked="" type="checkbox"/> I have attached a copy of the final progress report |  |  |  |  |  |  |  |
|-----------------------------------------------------------------------------------------|--|--|--|--|--|--|--|

### 8 Sign and date

|                              |                                                                                   |   |  |   |   |   |   |
|------------------------------|-----------------------------------------------------------------------------------|---|--|---|---|---|---|
| Administrator's<br>signature |  |   |  |   |   |   |   |
| Signature date               | 1                                                                                 | 6 |  | 0 | 8 | 2 | 0 |
|                              |                                                                                   |   |  |   |   | 1 | 8 |

X

|                                                                                                                                                                                                                                     |                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Presenter information</b>                                                                                                                                                                                                        |                                     |
| 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                                                                                                                                                                                                                        | Laura Gilbertson                    |
| Company name                                                                                                                                                                                                                        | FRP Advisory LLP                    |
| Address                                                                                                                                                                                                                             | Suite 2<br>2nd Floor, Phoenix House |
| Post town                                                                                                                                                                                                                           | 32 West Street                      |
| County/Region                                                                                                                                                                                                                       | Brighton                            |
| Postcode                                                                                                                                                                                                                            | B N 1 2 R T                         |
| Country                                                                                                                                                                                                                             |                                     |
| DX                                                                                                                                                                                                                                  |                                     |
| Telephone                                                                                                                                                                                                                           | 01273 916666                        |
| <b>Checklist</b>                                                                                                                                                                                                                    |                                     |
| We may return forms completed incorrectly or with information missing.                                                                                                                                                              |                                     |
| Please make sure you have remembered the following:                                                                                                                                                                                 |                                     |
| <input type="checkbox"/> The company name and number match the information held on the public Register.<br><input type="checkbox"/> You have attached the required documents.<br><input type="checkbox"/> You have signed the form. |                                     |

|                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Important information</b>                                                                                                                                                                                                                   |
| All information on this form will appear on the public record.                                                                                                                                                                                 |
| <b>Where to send</b>                                                                                                                                                                                                                           |
| 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,<br>Crown Way, Cardiff, Wales, CF14 3UZ.<br>DX 33050 Cardiff.                                                                                                                                      |
| <b>Further information</b>                                                                                                                                                                                                                     |
| For further information please see the guidance notes on the website at <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a> or email <a href="mailto:enquiries@companieshouse.gov.uk">enquiries@companieshouse.gov.uk</a> |
| This form is available in an alternative format. Please visit the forms page on the website at <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a>                                                                        |

## Selwyn Building Services Limited (In Administration) Joint Administrators' Summary of Receipts & Payments

| Statement of Affairs                   | £                 | From 21/02/2018 To 16/08/2018 | £   | From 21/08/2017 To 16/08/2018 | £             |
|----------------------------------------|-------------------|-------------------------------|-----|-------------------------------|---------------|
| SECURED ASSETS                         |                   |                               |     |                               |               |
| Work in progress                       | 1.00              |                               | NIL |                               | 1.00          |
| Goodwill & IP                          | 2.00              |                               | NIL |                               | 2.00          |
| Book Debts                             |                   |                               | NIL |                               | 533,238.96    |
|                                        |                   |                               | NIL |                               | 533,241.96    |
| COSTS OF REALISATION                   |                   |                               |     |                               |               |
| Administrators' Fees                   |                   | 33,000.00                     |     |                               | 33,000.00     |
| Debt Collection Fees                   |                   | 4,000.00                      |     |                               | 4,000.00      |
| Bibby termination fee                  |                   |                               | NIL |                               | 104,343.98    |
|                                        |                   | (37,000.00)                   |     |                               | (141,343.98)  |
| SECURED CREDITORS                      |                   |                               |     |                               |               |
| Bibby Financial Services Limited       | 376,951.00        |                               | NIL |                               | 376,951.00    |
|                                        |                   |                               | NIL |                               | (376,951.00)  |
| ASSET REALISATIONS                     |                   |                               |     |                               |               |
| Customer contracts                     | 1.00              |                               | NIL |                               | 1.00          |
| Plant & Machinery                      | 10,000.00         |                               | NIL |                               | 10,000.00     |
| Stock                                  | 54,496.00         |                               | NIL |                               | 54,496.00     |
| Records                                | 500.00            |                               | NIL |                               | 500.00        |
| Book debts not funded                  |                   |                               | NIL |                               | 282.60        |
| Bank Interest Gross                    |                   | 96.33                         |     |                               | 182.32        |
| Insurance claims                       |                   |                               | NIL |                               | 875.00        |
|                                        |                   | 96.33                         |     |                               | 66,336.92     |
| COST OF REALISATIONS                   |                   |                               |     |                               |               |
| Security costs                         |                   |                               | NIL |                               | 490.00        |
| Administrators' Remuneration           |                   | 63,298.29                     |     |                               | 63,298.29     |
| Administrators' Disbursements          |                   | 1,316.97                      |     |                               | 1,316.97      |
| Accountancy fees                       |                   | 650.00                        |     |                               | 650.00        |
| Agents/Valuers Fees - Pre-Administrati |                   | 5,270.00                      |     |                               | 5,270.00      |
| Legal Fees                             |                   | 8,000.00                      |     |                               | 8,000.00      |
| Legal fees - Pre-Administration        |                   | 1,417.00                      |     |                               | 1,417.00      |
| Legal disbursements                    |                   | 55.00                         |     |                               | 55.00         |
| Corporation Tax                        |                   | 37.24                         |     |                               | 37.24         |
| Storage Costs                          |                   | 55.00                         |     |                               | 55.00         |
| Statutory Advertising                  |                   | NIL                           |     |                               | 84.60         |
| Insurance of Assets                    |                   | 604.80                        |     |                               | 604.80        |
| Bank Charges - Floating                |                   | 5.00                          |     |                               | 5.00          |
|                                        |                   | (80,709.30)                   |     |                               | (81,283.90)   |
|                                        | <b>441,951.00</b> | <b>(117,612.97)</b>           |     |                               | <b>(0.00)</b> |
| REPRESENTED BY                         |                   |                               |     |                               | <b>NIL</b>    |

## **Appendix C**

### **Schedule of work**



## Selwyn Building Services Limited (In Administration)

### Schedule of Work

The table below sets out a detailed summary of the work undertaken by the office holders during the Reporting Period together with an outline of work still to complete.

A proportion of the work undertaken by an Insolvency Practitioner is required by statute, including ensuring the appointment is valid, notifications of the appointment to third parties, regular reporting on the progress, notifying statutory bodies where required in relation to the conduct of the directors, complying with relevant legislation and regulatory matters. This may not have a direct financial benefit to creditors but is substantially there to protect creditors and other stakeholders and ensuring they are kept informed of developments.

| GENERAL ASSUMPTIONS IN COMPILING THIS SCHEDULE OF WORK |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                     |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
|                                                        | <ul style="list-style-type: none"> <li>The records received are complete and up to date</li> <li>There are no matters to investigate or pursue</li> <li>No financial irregularities are identified</li> <li>A committee of creditors is not appointed</li> <li>There are no exceptional queries from stakeholders</li> <li>Full co-operation of the directors and other relevant parties is received as required by legislation</li> <li>There are no health and safety or environmental issues to be dealt with</li> <li>The case will be closed within 12 Months</li> </ul>                                              |                                                                                                     |
| Note                                                   | Category                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                     |
| 1                                                      | <b>ADMINISTRATION AND PLANNING</b><br><b>Work undertaken in the Reporting Period</b><br><b>General matters</b> <ul style="list-style-type: none"> <li>Regularly reviewing the conduct of the case and the case strategy and updating as required by the insolvency practitioners regulatory professional body to ensure all statutory matters are attended to and to ensure the case is progressing. This aids efficient case management; and</li> <li>Notifying the Joint Administrators' insurers of developments after the completion of the sale of the business and cancelling insurance when appropriate.</li> </ul> | <b>ADMINISTRATION AND PLANNING</b><br><b>Future work to be undertaken</b><br><b>General matters</b> |
|                                                        | <b>Regulatory Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                     |
|                                                        | <ul style="list-style-type: none"> <li>Considering any case specific regulatory concerns and if any action should be taken.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                     |
|                                                        | <b>Case Management Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                     |
|                                                        | <ul style="list-style-type: none"> <li>Administering insolvent estate bank accounts throughout the duration of the case.</li> <li>Compiling a forecast of the work that has been or is anticipated will be undertaken throughout the duration of the case, to be circulated to creditors together with other</li> </ul>                                                                                                                                                                                                                                                                                                    |                                                                                                     |

## Selwyn Building Services Limited (In Administration)

### Schedule of Work

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                         |                                     |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
|          | such documentation as required to enable the relevant approving creditors to assess and vote on the fee bases proposed.                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                         |                                     |
|          | <ul style="list-style-type: none"> <li>Ongoing Case Strategy</li> <li>Circulating information to secured creditors in order to obtain fee approval.</li> </ul>                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                         |                                     |
| <b>2</b> | <b>ASSET REALISATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>ASSET REALISATION</b>                                                                                                                                                                                                                                                                                                                | <b>Future work to be undertaken</b> |
|          | <b>Work undertaken in the Reporting Period</b>                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                         |                                     |
|          | <ul style="list-style-type: none"> <li>No further action required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                         |                                     |
| <b>3</b> | <b>STATUTORY COMPLIANCE AND REPORTING</b>                                                                                                                                                                                                                                                                                                                                                                                                           | <b>STATUTORY COMPLIANCE AND REPORTING</b>                                                                                                                                                                                                                                                                                               | <b>Future work to be undertaken</b> |
|          | <b>Work undertaken in the Reporting Period</b>                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                         |                                     |
|          | <ul style="list-style-type: none"> <li>To provide statutory reports to various stakeholders at regular intervals and manage any queries arising therefrom and file copies of these reports at the Registrar of Companies.</li> <li>Requesting approval of the post-appointment fee basis from the Secured Creditors.</li> <li>Dealing with post appointment VAT and making a reclaim for VAT incurred on expenses of the Administration.</li> </ul> | <ul style="list-style-type: none"> <li>To deal with the statutory requirements in order to bring the case to a close and for the office holders to obtain their release from office; this includes preparing the final account for stakeholders and filing the relevant documentation with the Court/Registrar of Companies.</li> </ul> |                                     |
| <b>4</b> | <b>TRADING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>TRADING</b>                                                                                                                                                                                                                                                                                                                          | <b>Future work to be undertaken</b> |
|          | <b>Work undertaken in the Reporting Period</b>                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                         |                                     |
|          | <ul style="list-style-type: none"> <li>No further action required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                         |                                     |
| <b>5</b> | <b>INVESTIGATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>INVESTIGATIONS</b>                                                                                                                                                                                                                                                                                                                   | <b>Future work to be undertaken</b> |
|          | <b>Work undertaken in the Reporting Period</b>                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                         |                                     |
|          | <ul style="list-style-type: none"> <li>No further action is required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                         |                                     |
| <b>6</b> | <b>CREDITORS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>CREDITORS</b>                                                                                                                                                                                                                                                                                                                        | <b>Future work to be undertaken</b> |
|          | <b>Work undertaken in the Reporting Period</b>                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                         |                                     |
|          | <b>Secured Creditors</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                         |                                     |
|          | <ul style="list-style-type: none"> <li>No further action required in respect of distributions under Bibby's fixed and floating charges.</li> <li>The Joint Administrators will request the approval of a number of resolutions from the Secured Creditors.</li> </ul>                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                         | No further work anticipated.        |

## Selwyn Building Services Limited (In Administration)

### Schedule of Work

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                               |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <p><b>Preferential creditors</b></p> <ul style="list-style-type: none"> <li>• Agreed employee claims with the Redundancy Payments service;</li> <li>• Answered any employee queries in respect of their claims; and</li> <li>• Liaised with former employees' solicitors in respect of the protective award being progressed, which may have a preferential element.</li> <li>• Submit the signed RP15 form to the RPS once this has been returned by the pension provider.</li> </ul> <p><b>Unsecured creditors</b></p> <ul style="list-style-type: none"> <li>• Responding to general creditor enquiries and liaising with the Purchaser where necessary.</li> <li>• Respond to any unsecured creditor correspondence when required.</li> </ul> |                                                                                                                                                                                               |
| 7 | <p><b>LEGAL AND LITIGATION</b></p> <p><b>Work undertaken in the Reporting Period</b></p> <ul style="list-style-type: none"> <li>• The Joint Administrators do not anticipate any further legal work.</li> </ul> <p><b>Total Estimated Fees</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p><b>LEGAL AND LITIGATION</b></p> <p>Future work to be undertaken</p> <p>Fixed Fee of £70,000 plus VAT and<br/>Fixed Fee of £33,000 plus VAT in respect of<br/>the book debt collections</p> |

## Appendix D

### Details of the Administrators' disbursements for the Period and cumulative



| Disbursements for the period<br>21 February 2018 to 16 August 2018 |             |
|--------------------------------------------------------------------|-------------|
|                                                                    | Value £     |
| Category 1                                                         |             |
| Postage                                                            | 4.56        |
| <b>Grand Total</b>                                                 | <b>4.56</b> |

Mileage is charged at the HMRC rate  
prevailing at the time the cost was incurred

| Disbursements for the period<br>21 August 2017 to 16 August 2018 |                 |
|------------------------------------------------------------------|-----------------|
|                                                                  | Value £         |
| Category 1                                                       |                 |
| Congestion Charge                                                | 5.90            |
| Parking                                                          | 11.50           |
| Postage                                                          | 148.77          |
| Staff Welfare                                                    | 12.40           |
| Subsistence                                                      | 26.76           |
| Sundries/General                                                 | 190.00          |
| Travel                                                           | 225.00          |
| Bonding                                                          | 125.00          |
| Computer Consumables                                             | 113.90          |
| Category 2                                                       |                 |
| Car/Mileage Recharge                                             | 457.74          |
| <b>Grand Total</b>                                               | <b>1,316.97</b> |

Mileage is charged at the HMRC rate  
prevailing at the time the cost was incurred

## **Appendix E**

### **Receipts and payments account for the Period and cumulative**



**Selwyn Building Services Limited**  
(In Administration)  
**Joint Administrators' Summary of Receipts & Payments**

| Statement of Affairs<br>£                   | From 21/02/2018<br>To 16/08/2018<br>£ | From 21/08/2017<br>To 16/08/2018<br>£ |
|---------------------------------------------|---------------------------------------|---------------------------------------|
|                                             |                                       |                                       |
| SECURED ASSETS                              |                                       |                                       |
| 1.00 Work in progress                       | NIL                                   | 1.00                                  |
| 2.00 Goodwill & IP                          | NIL                                   | 2.00                                  |
|                                             |                                       | 533,238.96                            |
|                                             |                                       | 533,241.96                            |
|                                             |                                       |                                       |
| COSTS OF REALISATION                        |                                       |                                       |
|                                             | 33,000.00                             | 33,000.00                             |
| Administrators' Fees                        | 4,000.00                              | 4,000.00                              |
| Debt Collection Fees                        | NIL                                   | 104,343.98                            |
| Bibby termination fee                       | (37,000.00)                           | (141,343.98)                          |
|                                             |                                       |                                       |
| SECURED CREDITORS                           |                                       |                                       |
| 376,951.00 Bibby Financial Services Limited | NIL                                   | 376,951.00                            |
|                                             | NIL                                   | (376,951.00)                          |
|                                             |                                       |                                       |
| ASSET REALISATIONS                          |                                       |                                       |
| 1.00 Customer contracts                     | NIL                                   | 1.00                                  |
| 10,000.00 Plant & Machinery                 | NIL                                   | 10,000.00                             |
| 54,496.00 Stock                             | NIL                                   | 54,496.00                             |
| 500.00 Records                              | NIL                                   | 500.00                                |
|                                             |                                       | 282.60                                |
| Book debts not funded                       | NIL                                   | 182.32                                |
| Bank Interest Gross                         | 96.33                                 | 875.00                                |
| Insurance claims                            | NIL                                   | 66,336.92                             |
|                                             | 96.33                                 |                                       |
|                                             |                                       |                                       |
| COST OF REALISATIONS                        |                                       |                                       |
| Security costs                              | NIL                                   | 490.00                                |
| Administrators' Remuneration                | 63,298.29                             | 63,298.29                             |
| Administrators' Disbursements               | 1,316.97                              | 1,316.97                              |
| Accountancy fees                            | 650.00                                | 650.00                                |
| Agents/Valuers Fees - Pre-Administrati      | 5,270.00                              | 5,270.00                              |
| Legal Fees                                  | 8,000.00                              | 8,000.00                              |
| Legal fees - Pre-Administration             | 1,417.00                              | 1,417.00                              |
| Legal disbursements                         | 55.00                                 | 55.00                                 |
| Corporation Tax                             | 37.24                                 | 37.24                                 |
| Storage Costs                               | 55.00                                 | 55.00                                 |
| Statutory Advertising                       | NIL                                   | 84.60                                 |
| Insurance of Assets                         | 604.80                                | 604.80                                |
| Bank Charges - Floating                     | 5.00                                  | 5.00                                  |
|                                             | (80,709.30)                           | (81,283.90)                           |
|                                             | (117,612.97)                          | (0.00)                                |
|                                             |                                       |                                       |
| <b>441,951.00</b>                           |                                       | <b>NIL</b>                            |
|                                             |                                       |                                       |
| REPRESENTED BY                              |                                       |                                       |

## Appendix F

### Statement of expenses incurred in the Period

| Selwyn Building Services Limited (In Administration) |                                  |                                             |
|------------------------------------------------------|----------------------------------|---------------------------------------------|
| Statement of expenses for the period ended           |                                  |                                             |
| 16 August 2018                                       |                                  |                                             |
| Expenses                                             | Period to<br>16 August 2018<br>£ | Cumulative period to<br>16 August 2018<br>£ |
| Office Holders' remuneration (Fixed Fee)             | 103,000                          | 103,000                                     |
| Office Holders' disbursements                        | 5                                | 1,317                                       |
| Bibby Termination Fee                                | -                                | 104,344                                     |
| Security Costs                                       | -                                | 490                                         |
| Statutory Advertising                                | -                                | 85                                          |
| Debt Collection Fees                                 | 4,000                            | 4,000                                       |
| Accountancy Fees                                     | 650                              | 650                                         |
| Agents/Valuers Fees - Pre-appointment                | 5,270                            | 5,270                                       |
| Legal Fees                                           | 8,000                            | 8,000                                       |
| Legal Fees - Pre-appointment                         | 1,417                            | 1,417                                       |
| Legal Disbursements                                  | 55                               | 55                                          |
| Corporation Tax                                      | 37                               | 37                                          |
| Storage Costs                                        | 55                               | 55                                          |
| Insurance of Assets                                  | 605                              | 605                                         |
| Bank Charges - Floating                              | 5                                | 5                                           |
| <b>Total</b>                                         | <b>123,099</b>                   | <b>229,330</b>                              |

**Selwyn Building Services Limited**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**  
**To 16/08/2018**

| <b>S of A £</b>   |                                        | <b>£</b>   | <b>£</b>      |
|-------------------|----------------------------------------|------------|---------------|
|                   | <b>SECURED ASSETS</b>                  |            |               |
| 1.00              | Work in progress                       | 1.00       |               |
| 2.00              | Goodwill & IP                          | 2.00       |               |
|                   | Book Debts                             | 533,238.96 |               |
|                   |                                        |            | 533,241.96    |
|                   | <b>COSTS OF REALISATION</b>            |            |               |
|                   | Administrators' Fees                   | 33,000.00  |               |
|                   | Debt Collection Fees                   | 4,000.00   |               |
|                   | Bibby termination fee                  | 104,343.98 |               |
|                   |                                        |            | (141,343.98)  |
|                   | <b>SECURED CREDITORS</b>               |            |               |
| 376,951.00        | Bibby Financial Services Limited       | 376,951.00 |               |
|                   |                                        |            | (376,951.00)  |
|                   | <b>ASSET REALISATIONS</b>              |            |               |
| 1.00              | Customer contracts                     | 1.00       |               |
| 10,000.00         | Plant & Machinery                      | 10,000.00  |               |
| 54,496.00         | Stock                                  | 54,496.00  |               |
| 500.00            | Records                                | 500.00     |               |
|                   | Book debts not funded                  | 282.60     |               |
|                   | Bank Interest Gross                    | 182.32     |               |
|                   | Insurance claims                       | 875.00     |               |
|                   |                                        |            | 66,336.92     |
|                   | <b>COST OF REALISATIONS</b>            |            |               |
|                   | Security costs                         | 490.00     |               |
|                   | Administrators' Remuneration           | 63,298.29  |               |
|                   | Administrators' Disbursements          | 1,316.97   |               |
|                   | Accountancy fees                       | 650.00     |               |
|                   | Agents/Valuers Fees - Pre-Administrati | 5,270.00   |               |
|                   | Legal Fees                             | 8,000.00   |               |
|                   | Legal fees - Pre-Administration        | 1,417.00   |               |
|                   | Legal disbursements                    | 55.00      |               |
|                   | Corporation Tax                        | 37.24      |               |
|                   | Storage Costs                          | 55.00      |               |
|                   | Statutory Advertising                  | 84.60      |               |
|                   | Insurance of Assets                    | 604.80     |               |
|                   | Bank Charges - Floating                | 5.00       |               |
|                   |                                        |            | (81,283.90)   |
| <b>441,951.00</b> |                                        |            | <b>(0.00)</b> |
|                   | <b>REPRESENTED BY</b>                  |            |               |
|                   |                                        |            | <b>NIL</b>    |

# 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 Laura Gilbertson

Company name FRP Advisory LLP

Address Suite 2

2nd Floor, Phoenix House

Post town 32 West Street

County/Region Brighton

Postcode B N 1 2 R T

Country

DX

Telephone 01273 916666



### 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)