In accordance with Rule 18.8 of the Insolvency (England & Wales) Rules 2016.

WU07
Notice of progress report in a winding-up by the court

Companies House

For further information, please refer to our guidance at www.gov.uk/companieshouse

1 Company details

Company number	0 7 5 6 8 2 0 6
Company name in full	Brookmann Home Limited

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

2 Liquidator's name

Full forename(s)	Elliot
Surname	Green

3 Liquidator's address

Building name/number	Dephna House
Street	
Post town	24-26 Arcadia Avenue
County/Region	London
Postcode	N 3 2 J U
Country	

4 Liquidator's name ❶

Full forename(s)	
Surname	

❶ **Other liquidator**
Use this section to tell us about another liquidator.

5 Liquidator's address ❷

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

❷ **Other liquidator**
Use this section to tell us about another liquidator.

WU07
Notice of progress report in a winding-up by the court

6 Period of progress report

From date	0	9	1	0	2	0	1	9
To date	0	8	1	0	2	0	2	0

7 Progress report

☑ The progress report is attached

8 Sign and date

Liquidator's signature
Signature
X X

Signature date	1	9	1	1	2	0	2	0

OLIVER ELLIOT
Dephna House
24/26 Arcadia Avenue
London N3 2JU
t:+44 (0)20 3925 3613
f:+44 (0)20 7183 3073
contact@oliverelliot.co.uk
www.oliverelliot.co.uk

TO ALL KNOWN CREDITORS AND MEMBERS OF
Brookmann Home Limited - (In Liquidation)

LIQUIDATOR'S ANNUAL PROGRESS REPORT FOR THE YEAR ENDING 9 October 2020

19 November 2020

Our Ref: EG1000/EG

Dear Sirs

Brookmann Home Limited (In Liquidation) ("the Insolvent Estate")
Court: High Court of Justice No 3939 of 2013

Insolvent Estate Company Number: 07568206
Registered Office: Dephna House, 24-26 Arcadia Avenue, London, N3 2JU
Trading Address: 5 Universal Square, Devonshire Street, Manchester, M12 6JH

Contents

INTRODUCTION

I was appointed Liquidator ("the Office-Holder") of the Insolvent Estate on 09/10/2013, following a Winding-up Order being made on 05/08/2013. Reference in this report to the Insolvent Estate may also be to 'the Company'.

In accordance with Rules 18.3 and 18.8 of the Insolvency (England & Wales) Rules 2016 ("IR 2016"), I now provide an annual progress report for the year ended 9 October 2020 ("the Period"), which should be read in conjunction with any previous report(s). Additional information in respect of the Insolvent Estate and Office-Holder(s) is detailed below.

This report provides the following information:

- The work undertaken in the period covered by the report.
- Remuneration and Expenses.
- An explanation of anticipated future work that remains to be done and why it is required.
- Details of time costs and expenses for dealing with these matters during the period covered by this report for my administration of the Insolvent Estate and to date; both simplified and detailed breakdowns.
- An explanation of my statutory and professional compliance duties as the Office-Holder.

REALISATION OF ASSETS

No asset realisations have arisen in the Period covered by this report.

Litigation

An Application was issued seeking declarations and relief in relation to payments of £690,633 received by Charles Johnson between 23 May 2011 and 24 July 2012 and payments of £700,483.69 between 31 May 2011 and 7 January 2013 received by Myron Mann ("the Application"). The legal proceedings involving the Application are the litigation that is currently live in this case ("the Litigation").

Trial

The Trial of the Application was due to be heard in the week commencing 5 October 2020. However, Mr Johnson applied to adjourn the hearing of the Application on 18 August 2020. The upshot of that was that on 15 September 2020 the Application was adjourned until 25 January 2020 for further directions.

Insurance

To seek to protect myself from the risk of adverse costs an After The Event ("ATE") insurance policy has been taken out with Temple Legal Protection ("Temple"). During the Period I engaged with my instructed solicitors, Counsel and Temple to clarify certain of the clauses in the policy. This was necessary work to ensure clarity prevailed on the policy terms.

Evidence

Litigation involves detailed consideration of the evidence of the witnesses through witness statements and then at Trial, their cross examination. This requires detailed scrutiny of the witness statements so that meritorious litigation is properly progressed. Therefore, I have in detail examined, considered and noted my position on the second witness statement received from Mr Johnson with my solicitors. Further during the Period I have also assembled, reviewed and finalised my third Witness Statement in the proceedings. The review of the evidence during the Period was extensive with my instructed solicitors, Oury Clark Solicitors ("OCS") and Counsel, Steven Fennell.

Disclosure

In addition, in the proceedings there was an order for disclosure for the parties to exchange lists of relevant documents. This task was undertaken and completed during the Period involving consideration of documents available in the case. This involved extensive consideration of the documents with my instructed solicitors. Disclosure by its nature when ordered by the Court is a necessary and time consuming process involving review of all relevant documents, which may help or hinder a party's case. It is necessary to provide details of the same to the opponent(s) in the Litigation.

This work in relation to the Litigation involved:

- Reviews of the records available to me from typically third party sources given no records have been provided by the Company's Directors.
- Review of solicitors' correspondence both mine and between the parties.
- Conferences with Counsel.
- Review of documents applicable to management of the Litigation for hearing(s) before the court.
- Drafting the witness statement and assembling documents to support it.
- Review of the Witness Statements from the Directors who have to respond to the Litigation.

INVESTIGATIONS

As Liquidator, I undertook some investigations into the Insolvent Estate's affairs during the Period. Investigation work continued largely to compliment the Litigation referred to aforesaid, involving a conference with Counsel and solicitors correspondence.

The investigations historically to date appear to have been hampered by the material incompleteness of books and records. I have therefore needed to attempt to reconstitute and reconstruct the same from bank transactional records that I have managed source from the bank concerned and the former accountant's records.

At not all times does it appear that the former Directors have been fully forthcoming. This resulted in a very considerable amount of time historically being required attempting to more fully understand transactions and their purpose. The investigation in this case has therefore been challenging, occasioned as mentioned by incomplete records leading to extensive need to contact the Company's former accountants to attempt to reconstruct the records.

There appeared a considerable number of insufficiently explained, unevidenced and thereby unaccounted for transactions, revealed from scrutiny of the Company's accounting records relating to the Directors. A material absence of underlying contemporaneous records, particularly to explain and evidence the same does appear to me to have hampered my investigations. For those reasons I have needed to engage extensively with the Company's Directors to understand the same. This has developed as a consequence of the Litigation.

OUTSTANDING MATTERS

The following matters are outstanding:

The investigations of the Insolvent Estate are a developing matter given I enter office as a stranger. A definitive outstanding matters list is impractical at this time. However, the Litigation referred to above needs to be resolved and it is currently envisaged that there will be a Trial in 2021.

STATUTORY AND PROFESSIONAL COMPLIANCE

I am required to meet a considerable number of statutory and regulatory obligations. This work does not provide a direct financial benefit to creditors but is a necessary requirement of the liquidation process.

Whilst these tasks do not have a direct benefit in enhancing realisations for the Insolvent Estate, they assist in the efficient and compliant progression of the liquidation.

In order that creditors can have an informed understanding of these matters, they are listed below in the Administration section of this report.

CREDITORS AND ESTIMATED RETURN

I am required, as Office-Holder, to undertake certain tasks in relation to creditors' claims. This work does not provide a direct financial benefit to the liquidation estate but is essential to the administration of the case.

Tasks in relation to creditors' claims

- Ensure that all creditors' claims are listed with the correct addresses and references.
- Enter proof of debt forms/claims as and when they are received.
- Before paying a dividend if the same is available, review the level of funds available and ensure that all costs and expenses have been paid in accordance with the rules of priority.
- Assignment of the right to dividend, where notice is given to the Office-Holder by a person entitled to a dividend that he wishes the dividend to be paid to another person.
- Deal with enquires from creditors.

I have not adjudicated on any creditor claims as yet.

Estimated Return to Creditors: Dividend prospects are presently uncertain and ultimately will depend upon the outcome of the Litigation.

For the Period this work has been concentrated on dealing with the preparation of the annual progress report.

ADMINISTRATION

For the Period Administration work has been spread over a number of routine tasks such as file reviews, scheduled in the detailed time cost and expenses summary enclosed with this report. I also had to engage with the Court to make arrangements for my attendance at the anticipated Trial in October that has now been adjourned.

I am required, as Office-Holder, to undertake the following Administration tasks:

- On appointment, set the case up on our insolvency database and maintain and separately record all financial records on the case, including the recording of creditors and employees.
- Notify creditors of my appointment.
- When applicable return to the Official Receiver a signed undertaking to pay out of the first realisations of assets, both the balance currently appearing in their account and those monies, including fees, guarantees and advances paid by the Official Receiver, becoming due in future and payable under Insolvency Act 1986 and the IR 2016.
- Obtain a Specific Penalty bond for a sum equal to the Insolvent Estate's assets subject to the statutory provisions. This bond covers any losses to the estate for any possible fraud or dishonesty of the Office-Holder whether acting alone or in collusion with one or more persons and/or the fraud and dishonesty of any person committed with the connivance of the Office-Holder.
- To provide creditors with the opportunity to establish a Liquidation Committee when a decision procedure is required.
- If a Liquidation Committee is established prepare a certificate of constitution and hold the first Committee meeting.
- Obtain the Insolvent Estate's books and records.
- Establish whether the Insolvent Estate has an occupational pension scheme.

Annual Statutory and Professional Compliance

In addition to the tasks identified above, each year I am required to undertake the following statutory tasks:

- Prepare and issue an Annual Report to creditors.
- Statutory duties have been undertaken; consider any ethical, money laundering and Bribery Act 2010 issues pertaining to the case and ensure that any identified matters are addressed.
- Submit VAT returns to HM Revenue and Customs, to ensure that any VAT refunds or payments are received or paid.
- Submit annual Tax returns to HM Revenue and Customs.
- Maintain the case cash book, by undertaking ISA reconciliations.

Closing Statutory and Professional Compliance

After concluding all case related matters, I am required to:

- Prepare and submit a letter to HM Revenue and Customs requesting clearance to close the case.
- Reconcile the cash book ready for closure.
- Prepare and issue the Final Account to creditors.
- Send the final receipts and payments account where applicable to the Court, the Official Receiver and the Insolvency Service and confirmation that I have received my release.
- If the creditors have so resolved, obtain my release from the Secretary of State.
- When applicable obtain authorisation from the Official Receiver to destroy the books, papers and other records of the Insolvent Estate.
- Retain and store the liquidation records for a minimum of 6 years after the vacation of office.

TIME COSTS AND EXPENSES SUMMARY

Fees

The basis of the Office-Holder's remuneration has been fixed by Time and Expenses following creditor approval on 10/12/2013. There is no fee estimate applicable in this case as it arose before the new regulations on such matters.

Time costs are recorded at the prevailing charge out rate of the member of staff on the date that the time is recorded. The current hourly rates applicable are:

Director £450, Manager £300, Senior Administrator £200

These rates are based inter alia on the level of skill and experience required to carry out the different tasks and prevailing market conditions and are subject to change. Oliver Elliot staff charge their time in 6 minute units. Oliver Elliot is currently a sole practitioner firm operated solely by the Office-Holder, who has since 1 July 2019 undertaken all of the case work. Certain tasks that might be considered not to require the skills of an Office-Holder have been identified and charged where appropriate at the Manager and Senior Administrator rate. All other work has been undertaken at the Director rate. This is considered to be a fair and reasonable approach in view of the speed, efficiency and experience that comes with having the Office-Holder undertaking all the case work. These rates are within the bands referred to in the last report save that the Director rate is deemed the same as Partner ie. both relate to the office-holder time costs.

Time Records

Enclosed are tables in simplified and detailed forms relating to my time costs for the period covered by this report and where this is not the first anniversary of my appointment, for my administration of the

Insolvent Estate as a whole. It also provides details of the activity costs to date incurred by me and my staff, by grade, together with details of the hourly charge-out rates.

In the period covered by this report, I have recorded time costs of £11,190. A summary of total time costs which amount to £114,473.50 is also enclosed. I have drawn fees of £0 to date and £0 during the period covered by this report. These summaries include details of average hourly rates across categories of work and also shows breakdowns of my cumulative time costs. Due to the complexity of the case the average hourly rate is £411.40 in the Period which is due to the attention that the office-holder has had to give to the case.

A narrative explanation of the time records is provided within the relevant sections of this report. They match those headings in the time records summaries but for the avoidance of doubt such explanations can be found in the above categories of work in the sections for Realisation of Assets, Investigation, Creditors and Administration.

A copy of the guide for creditors can be requested from my office and includes details on office holder remuneration and is available at the following link: www.oliverelliot.co.uk/statements-of-insolvency-practice/

In addition, creditors can find more information on the insolvency process at http://www.creditorinsolvencyguide.co.uk/.

Expenses

'Expenses' are amounts properly payable by the Office-Holder from the estate. These may include, but are not limited to, legal and agents' fees.

'Disbursements' are expenses met by the Office-Holder and reimbursed to the Office-Holder in connection with an insolvency appointment and will fall into two categories, category 1 and category 2. Where category 1 and category 2 disbursements are 'incurred' they will have been recorded but not necessarily paid by the Insolvent Estate. These expenses and disbursements incurred and or paid are as follows:

- Expenses incurred to date total £1686 and during the period of this report are £88. The Official Receiver's Fee and Secretary of State Fees (inclusive of banking fees) arise automatically and do not result from my instruction of agents and or subcontractors. During the Period those expenses incurred by me are £0.
- Category 1 disbursements incurred during the period of this report are £44.51 relating to a Bond Renewal of £40 and £4.51 of postage. Details of all Category 1 disbursements incurred are shown in the enclosed Case Direct Cost Summary sheet by analysis code.
- Category 2 disbursements of £0 have been drawn since my appointment.

The expenses incurred or expected to be incurred have not exceeded the details given to the creditors prior to the determination of the basis of remuneration because due to the age of the case no such estimates have been provided. Unless referred to otherwise then solicitors and agents will be instructed on a contingency type basis. Liability for costs will typically crystallise upon a recovery being made. In this case OCS have been instructed by me in such similar terms. They have been selected as firm of solicitors a dedicated team of solicitors and other persons experienced in providing insolvency legal services. I have prior experience of the persons whom I have instructed and the rates that they charge appear to me to be competitive.

However, I have also selected them not merely by virtue of their hourly rates but also my confidence in their ability to undertake such works on an efficient and effective basis. Unless otherwise suggested any solicitors would be instructed not as sub-contractors but their skills are deployed to enable provision of advice and enforcement of obligations that appear reasonably required for the administration of the insolvent estate.

There have been no other 'agents' instructed during the Period other than Steven Fennell of Counsel.

Anticipated legal expenses will arise from:

- Communications by solicitors on my behalf
- Preparing Application Notice(s) to seek the appropriate relief of the impugned transactions and continued management of the Litigation
- Drafting Witness Statements to detail evidence relied upon to prove facts in support of the Application
- Preparing Pleadings to set out the case so that a respondent knows the case they have to meet
- Briefing Counsel and obtaining a Counsel's Opinion
- Communication with any instructed Respondent solicitors
- Dealing with any Disclosure and preparing relevant lists and Declarations
- Attendance at Court
- Instructing Counsel to attend Court on my behalf
- Assembling evidence and information for Counsel to prepare a Skeleton Argument
- Arranging After the Event insurance to protect me from the risk of adverse costs
- Making any advised Part 36 offers to settle as appropriate if so advised

NET FINANCIAL BENEFIT

The net financial benefit to the liquidation estate will currently mean that a return to creditors will depend upon realisations exceeding the current level of my time costs and other expenses of the liquidation as referred to above.

RECEIPTS AND PAYMENTS ACCOUNT

An account of my actual (not accrued) receipts and payments for the period of this report is enclosed. Expenses may be recharged to the estate as and when funds become available.

CREDITOR RIGHTS

If you are aware of any matters, which I should be aware of in relation to the Liquidation, please let me know.

Creditors' Rights to Challenge Office-Holder's Remuneration and Expenses

Within 21 days of the receipt of a progress report a secured creditor or an unsecured creditor with concurrence of at least 5% in value of the unsecured creditors or any unsecured creditor with the permission of the court can request further information from me regarding my remuneration and expenses which have been detailed in a progress report.

Any creditor (secured creditor or an unsecured creditor with concurrence of at least 10% in value of the unsecured creditors or any unsecured creditor with the permission of the court) may within 8 weeks of receipt of progress report have a right to challenge my remuneration and expenses via application to Court on the grounds that the remuneration charged or the expenses incurred by me as set out in such a report are, in all the circumstances, excessive or, the basis fixed for remuneration is inappropriate.

These rights are set out in full at the following link: https://www.oliverelliot.co.uk/creditors-rights/

Adjudication of Creditors' Claims

Creditors who submit proof of debt will have their claims lodged within the liquidation but formal adjudication of the claims will not ordinarily be undertaken until there are funds available to enable me to discharge a dividend and a decision has been taken to declare an interim or final dividend. At such a time creditors will be notified accordingly.

Prescribed Part for Unsecured Creditors

Section 176A(1)(a) requires me as Office-Holder to set aside the prescribed part of the Insolvent Estate's net property for the satisfaction of unsecured debts. "Net property" means the amount which would, if it were not for this provision, be available to floating charge holders (i.e. after accounting for preferential debts and the cost of realisation). The prescribed part is 50% of the first £10,000 and 20% of the remaining net property (up to a maximum of £800,000).

As Office-Holder I will not be required to set aside the prescribed part if:

The net property is less than £10,000 and think that the cost of distributing the prescribed part would be disproportionate to the benefit;

Or if the net property is more than £10,000, if the provision is dis-applied by the court on the application of the Office-Holder on cost-benefit grounds.

Or if the charge was created before 15 September 2003.

I estimate that the Insolvent Estate's net property is £0 at this time.

The amount paid to unsecured creditors by virtue of Section 176A is £0.

Opting-out by Creditors

Creditors may opt out of receiving further documents relating to this matter.

The matter refers to Liquidation of the Insolvent Estate for which the Office-Holder is Elliot Harry Green of Oliver Elliot, Dephna House, 24/26 Arcadia Avenue, London, N3 2JU. Contact details for the Office-Holder is telephone number 020 3925 3613. When calling, please ask to speak to Elliot Green.

Any creditor has the right to elect to opt out of receiving further documents about this matter. However, this will not apply to any document that the Insolvency Act 1986 requires me to deliver to all creditors without excluding any of the opted-out creditors, it does not apply to any notice relating to any change (if applicable) of the Office-Holder and/or the Office-Holder's contact details if the document is a notice of a dividend or post dividend or notice which the Court orders to be sent to all creditors or all creditors of a particular category to which the creditor belongs.

If any creditor wishes to opt out, this will not affect their entitlement to receive dividends should any be paid to creditors. Save where the position set out in the Insolvency Rules 2016 provides otherwise, opting-out will not affect the right that any creditor may have to vote in a decision procedure or to participate in a deemed consent procedure. However, if a creditor opts out then in such circumstances they will not receive notification of such a procedure.

Please note that any creditor who opts out will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the Insolvent Estate. If any creditor opts out but wishes to change their mind and revoke that position at any time of their choosing can do so.

The procedure by which a creditor may opt out and/or revoke their decision to opt out, must be by way of a notice in writing, authenticated and dated by the creditor and delivered to the Office-Holder. The effect of the notice in either event will come into effect when the notice is delivered to the Office-Holder.

Any creditor who has opted out of receiving notices but still wishes to vote on the Proposed Decisions is entitled to do so. However, they must have delivered a completed Voting Form, together with a proof in respect of their claim (unless a proof has already been submitted) to the Convener, whose contact details are below, by no later than the Decision Date, failing which their votes will be disregarded.

STATUTORY AND COMPLIANCE INFORMATION

Insolvent Estate information

- Insolvent Estate name: Brookmann Home Limited
- Insolvent Estate Number: 07568206
- Registered Office: Dephna House, 24-26 Arcadia Avenue, London, N3 2JU
- Trading Address: 5 Universal Square, Devonshire Street, Manchester, M12 6JH
- Trading name: Brookmann Home Limited
- Nature of business: Holding Company
- Court name: High Court of Justice
- Court reference: 3939 OF 2013
- Petitioning creditor: Premium Credit Limited
- Former registered office: Herschel House 58 Herschel Street Slough Berkshire SL1 1PG
- Winding-up order: 05/08/2013

Office-Holder's details

- Name: Elliot Green
- IP number: 9260
- Name of firm: Oliver Elliot Chartered Accountants
- Firm's address: Depha House, 24/26 Arcadia Avenue, London, N3 2JU
- Date of Appointment: 09/10/2013

QUALITY OF SERVICE, DATA PRIVACY AND CODE OF ETHICS

As I am an insolvency practitioner, by virtue of Statement of Insolvency Practice Number 1, which can be viewed here www.oliverelliot.co.uk/statements-of-insolvency-practice/ I should inform creditors that I am bound by the Insolvency Code of Ethics, which can also be viewed on the same link.

Our privacy policy explains the measures we take to protect your data and the legal basis for doing so. Please review our updated Privacy Policy on our website: https://www.oliverelliot.co.uk/privacy-notice/. If you have any queries please email the privacy officer at contact@oliverelliot.co.uk.

I am bound by Code of Ethics for Insolvency Practitioners when carrying out all professional work relating to insolvency appointments. Further the Institute of Chartered Accountants in England and Wales also has code of ethics that apply to Insolvency Practitioners which is applicable to me and which can be seen here: https://www.icaew.com/-/media/corporate/files/members/regulations-standards-and-guidance/ethics/code-of-ethics-part-d-insolvency-practitioners-1-jan-2011.ashx?la=en

If you would like to make any comments, suggestions, raise a query or make a complaint about the service you have received, please contact me. On the firm's website there is a page which sets out its complaints procedures heading "Making a Complaint".

In the unfortunate event that it is not possible for Oliver Elliot to resolve your complaint, you can refer the complaint to The Insolvency Complaints Gateway, "www.gov.uk/complain-about-insolvency-practitioner".

NEXT REPORT

I will report again following the next anniversary of my appointment or sooner if the administration is complete.

Yours faithfully

E H Green
Liquidator

Licensed by the Institute of Chartered Accountants in England & Wales
(Insolvency Practitioner Number 9260)

Brookmann Home Limited Trading As: Brookmann Home Limited
(In Liquidation)
Liquidator's Summary of Receipts and Payments

	Statement of affairs £	From 09/10/2019 To 08/10/2020 £	From 09/10/2013 To 08/10/2020 £
RECEIPTS			
		0.00	0.00
PAYMENTS			
Official Receiver's Fee		0.00	1,070.00
Secretary of State Fee		88.00	616.00
		88.00	1,686.00
BALANCE - 08 October 2020		**(88.00)**	**(1,686.00)**
MADE UP AS FOLLOWS			
ISA		(88.00)	(1,686.00)
		(88.00)	(1,686.00)

Note:

Elliot Green
Liquidator

Time Entry - SIP9 Time & Cost Summary

EG1000 - Brookmann Home Limited
All Post Appointment Project Codes
From: 09/10/2019 To: 08/10/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	3.60	0.00	0.00	0.00	3.60	1,185.00	329.17
Case specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	4.30	0.00	0.00	0.00	4.30	1,320.00	306.98
Investigations	0.70	0.00	0.00	0.00	0.70	315.00	450.00
Realisations of Assets	18.60	0.00	0.00	0.00	18.60	8,370.00	450.00
Statutory Compliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	**27.20**	**0.00**	**0.00**	**0.00**	**27.20**	**11,190.00**	**411.40**
Total Fees Claimed						**0.00**	
Total Disbursements Claimed						**0.00**	

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

EG1000 - Brookmann Home Limited
From: 09/10/2019 To: 08/10/2020
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
** 100 : Admin & Planning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	615.00
** 101 : Reviewing Incoming Correspondence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.40	60.00
** 102 : Telephone Calls	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.20	1,967.00
104 : Reviews (D2)	1.10	0.00	0.00	0.00	1.10	330.00	300.00	24.20	5,592.80
** 106 : General Correspondence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.90	2,902.40
** 107 : Case Opening (D3)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.40	1,584.60
** 109 : Opening Review	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.20	540.00
** 110 : IPS Diary Update (D3)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	57.50
111 : Other	1.30	0.00	0.00	0.00	1.30	585.00	450.00	1.60	616.20
** 112 : Incoming correspondence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.60	150.00
** 113 : Our solicitors correspondence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.50	789.40
** 116 : Official Receiver correspondence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	90.00
** 117 : Internal Memo	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.20	2,001.10
118 : Cashbook (D3) / Cashier / Cheque / Bank	0.30	0.00	0.00	0.00	0.30	60.00	200.00	0.80	140.00
** 119 : Correspondence with Debtor/Director	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	30.00
** 120 : Emails	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	40.40
121 : Filing and Scanning (D3)	0.20	0.00	0.00	0.00	0.20	40.00	200.00	12.75	1,928.70
** 123 : WiP and SIP9 (D3) Breakdown Reconciliations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	303.00
** 124 : Internal discussion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.70	197.00
125 : Corporation Tax Return (D2)	0.30	0.00	0.00	0.00	0.30	90.00	300.00	2.00	447.00
** 126 : VAT Returns (D2)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	15.00
** 128 : Review of case administrators work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.20	495.00
** 130 : Archiving (D3)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.80	210.00
** 131 : Amend Audio Typing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	41.00
133 : Specific Bond (D3)	0.40	0.00	0.00	0.00	0.40	80.00	200.00	1.10	220.00
** 135 : HMRC Correspondence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.90	799.60
** 136 : Companies House (D3) Correspondence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.90	301.20
Administration & Planning	**3.60**	**0.00**	**0.00**	**0.00**	**3.60**	**1,185.00**	**329.17**	**100.65**	**22,133.90**
** 500 : Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	30.00
** 501 : Proofs Of Debt (D3)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.60	90.00
503 : Creditors Reports (D2)	4.10	0.00	0.00	0.00	4.10	1,230.00	300.00	31.80	6,413.00
** 504 : Telephone (D2) - Calls With Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.40	180.00
505 : Creditors Enquiries/Response	0.20	0.00	0.00	0.00	0.20	90.00	450.00	0.40	140.00
** 506 : Creditor Decisions Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.30	345.00
** 512 : Correspondence with creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.20	2,236.60
Creditors	**4.30**	**0.00**	**0.00**	**0.00**	**4.30**	**1,320.00**	**306.98**	**42.90**	**9,434.60**
** 200 : Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	32.00
** 201 : Correspondence With Banks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.50	627.40
** 202 : Correspondence With Solicitors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.70	4,489.60
** 203 : Correspondence With Accountants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.30	4,159.80
** 204 : Review Solicitors Files	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	95.00
** 205 : Review Accountants Files	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.80	2,160.00
** 206 : Review Company Records	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.70	2,190.00
212 : Conference With Counsel	0.30	0.00	0.00	0.00	0.30	135.00	450.00	6.50	1,575.60
213 : Other	0.20	0.00	0.00	0.00	0.20	90.00	450.00	1.80	810.00
** 214 : Incoming correspondence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	50.00
215 : Our solicitors correspondence	0.20	0.00	0.00	0.00	0.20	90.00	450.00	32.10	12,653.40
** 216 : Instruction to agents / valuers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	32.00
** 217 : Instructions to solicitors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.40	630.00

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

EG1000 - Brookmann Home Limited
From: 09/10/2019 To: 08/10/2020
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
** 218 : Official Receiver correspondence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.80	360.00
** 220 : Correspondence with Debtor / Director	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.80	3,538.20
** 221 : Telephone Calls	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.10	2,745.40
** 222 : Land Registry and Property Searches	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	135.00
** 224 : Drafting 236 or 366 proceedings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.50	1,956.00
** 226 : Internal Discussion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.10	295.00
** 228 : Internal Emails	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.60	123.00
** 229 : Enquiry and Investigation Correspondence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.50	1,105.00
** 236 : Administrator Instruction on Investigation Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.30	2,212.00
** 237 : Agent investigation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	167.00
** 240 : Drafting Witness Statements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.00	1,800.00
** 242 : Correspondence with Agents	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	225.00
Investigations	**0.70**	**0.00**	**0.00**	**0.00**	**0.70**	**315.00**	**450.00**	**129.90**	**44,166.40**
** 301 : Correspondence With Agents	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.40	180.00
303 : Draft Witness Statements	0.40	0.00	0.00	0.00	0.40	180.00	450.00	10.50	4,240.60
304 : Communication With Solicitors	0.20	0.00	0.00	0.00	0.20	90.00	450.00	1.00	450.00
305 : Review Of Witness Statements	0.30	0.00	0.00	0.00	0.30	135.00	450.00	17.60	7,920.00
** 307 : Conference With Counsel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.50	1,125.00
308 : Other	2.80	0.00	0.00	0.00	2.80	1,260.00	450.00	11.30	5,085.00
** 309 : Incoming correspondence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	45.00
310 : Our solicitors correspondence	7.20	0.00	0.00	0.00	7.20	3,240.00	450.00	31.10	13,925.80
312 : Instructions to solicitors	6.70	0.00	0.00	0.00	6.70	3,015.00	450.00	9.70	4,365.00
315 : Telephone Calls	0.60	0.00	0.00	0.00	0.60	270.00	450.00	3.30	862.20
** 317 : Internal discussion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.80	360.00
329 : ATE application	0.10	0.00	0.00	0.00	0.10	45.00	450.00	0.10	45.00
335 : Counsel's Opinion	0.30	0.00	0.00	0.00	0.30	135.00	450.00	0.30	135.00
Realisations of Assets	**18.60**	**0.00**	**0.00**	**0.00**	**18.60**	**8,370.00**	**450.00**	**88.70**	**38,738.60**
Total Hours	**27.20**	**0.00**	**0.00**	**0.00**	**27.20**	**11,190.00**	**411.40**	**362.15**	**114,473.50**
Total Fees Claimed						**0.00**			

**** - Denotes codes included in cumulative data that are not present in the period.**

Oliver Elliot Limited
Case Direct Cost Summary by Analysis Code
All Staff
All Post Appointment Project Codes.

	Disb Type	Amount	Adjust
EG1000 Brookmann Home Limited (In Liquidation)			
	()	75.00	0.00
Agents	()	60.00	0.00
Bond	()	19.00	0.00
Land Registry Searches	()	30.00	0.00
Tracing and Enquiry Agent	()	60.00	0.00
Bond	(Category 1)	40.00	0.00
Postage Charge (Second Class)	(Category 1)	4.51	0.00
Statutory Advertising	(Category 1)	84.60	84.60
Tracing and Enquiry Agent	(Category 1)	3,792.00	0.00

Disbursements Category 1	**3,921.11**
Disbursements Category 2	**0.00**
Disbursements Total	**3,921.11**
Fee Notes (Disbs Only)	**0.00**
Write Off/Up	**0.00**
Adjustments	**(84.60)**
Provisions	**0.00**
Total Outstanding	**3,836.51**