

WU07

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



Companies House

FRIDAY



A8JQE9ER

A17

06/12/2019

#85

COMPANIES HOUSE

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

Full forename(s)

Surname

④ Other liquidator
Use this section to tell us about
another liquidator.

5 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

⑤ 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	^d 0	^d 9	^m 1	^m 0	^y 2	^y 0	^y 1	^y 8
To date	^d 0	^d 8	^m 1	^m 0	^y 2	^y 0	^y 1	^y 9

7 Progress report

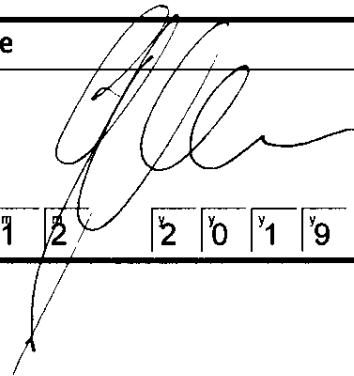
☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d0

^d2

^m1

^m2

^y2

^y0

^y1

^y9



Dephna House
24/26 Arcadia Avenue
London N3 2JU
t: +44 (0)20 3925 3613
f: +44 (0)20 7183 3073
contact@oliverelliott.co.uk
www.oliverelliott.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 2019**

3 December 2019

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	2
REALISATION OF ASSETS	2
INVESTIGATIONS	3
LITIGATION	3
OUTSTANDING MATTERS	3
STATUTORY AND PROFESSIONAL COMPLIANCE	3
CREDITORS' COMMUNICATION, CLAIMS AND ESTIMATE RETURN	3
TIME COSTS AND EXPENSES SUMMARY	4
Fees	4
Expenses	4
NET FINANCIAL BENEFIT	5
RECEIPTS AND PAYMENTS ACCOUNT	5

CREDITOR RIGHTS.....	5
Creditors' Rights to Challenge Office-Holder's Remuneration and Expenses.....	5
Adjudication of Creditors' Claims.....	6
Prescribed Part for Unsecured Creditors	6
STATUTORY AND COMPLIANCE INFORMATION.....	6
Insolvent Estate information	6
Office-Holder's details	7
Annual Statutory and Professional Compliance.....	7
Closing Statutory and Professional Compliance.....	8
Tasks in relation to creditors' claims	8
Opting-out by Creditors	8
QUALITY OF SERVICE, DATA PRIVACY AND CODE OF ETHICS.....	9
NEXT REPORT	9

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.

In accordance with Rules 18.3 and 18.8 of the Insolvency (England & Wales) Rules 2016 ("IR 2016"), I now provide creditors with an annual progress report for the year ended 9 October 2019, 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 creditors with 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 as follows in the period covered by this report.

INVESTIGATIONS

My investigations into the Insolvent Estate have largely now been confined to those further investigations which have been required as a result of the litigation referred to below.

LITIGATION

The claim issued against Myron Mann and Charles Johnson was for payments to these former Directors of sums amounting to the order of £1,400,000.00. The matter is likely to be the subject of a trial next year over the matter of entitlement to the sums in question and the circumstances of the Insolvent Estate at the point in which the payments were made.

The matter is heavily contested by the two former Directors of the Insolvent Estate. That is a position reflected heavily in my time costs during the period covered by this report. Nearly £28,000 of time has been incurred in attending to matters arising from this litigation during the period. Such matters have included but not necessarily been limited to the following:

- Conferences with Counsel
- Instructing solicitors
- Preparing my witness statement(s)
- Disclosure
- Review of the evidence presented by the two former Directors
- Review of and engagement over the issues arising from the former Directors' solicitors

OUTSTANDING MATTERS

The following matters are outstanding: continuation and completion of the aforesaid litigation and hopefully a distribution to creditors upon completion of the same.

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.

CREDITORS' COMMUNICATION, CLAIMS AND ESTIMATE 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.

In order that creditors can have an informed understanding of these matters, they are also listed below.

The level of creditors is as follows:

- Secured Creditors: £0. Although the Insolvent Estate granted a debenture to Aldemore Invoice Finance and Leumi ABL Limited I do not appear to have received a claim from either party.

- Preferential Creditors: £0
- Unsecured Creditors: The Official Receiver's initial report showed unsecured creditors with a total value of £10,055.00. I have received claims totaling £1,651,479.14 but I have not adjudicated on any of these claims yet.

Estimated Return to Creditors: Dividend prospects are presently uncertain.

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 to this case as it commenced prior to the Fee Estimate regulations coming into effect.

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 applicable rates are as follows:

	£ Per Hour
Director	£450 per hour
Manager	£300 per hour
Senior Administrator	£200 per hour
Administrator	£150 per hour
Secretarial Staff	£75 per hour

These rates are based inter alia on the level of skill and experience of the individual and prevailing market conditions and are subject to change. Oliver Elliot staff charge their time in 6 minute units and time is charged by both professional and secretarial staff.

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, my staff and I have recorded time costs of £37,335.20. A summary of total time costs which amount to £103,483.50 is also enclosed. I have drawn fees of £0 to date and £0 during the period covered by this report. These summaries includes details of average hourly rates across categories of work and also shows breakdowns of my cumulative time costs.

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.oliverelliott.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 and category 1 disbursements incurred to date total £4,036.00.
- Expenses and category 1 disbursements incurred during the period of this report are:
 - £15.00 for land registry
 - £3,792.00 in respect of the instruction to enquiry agents to trace Charles Johnson.
- Category 2 disbursements of £0 have been drawn since my appointment.

The statement about the expenses incurred or expected to be incurred to exceed (likely or otherwise), the details given to the creditors prior to the determination of the basis of remuneration does not apply in the circumstances of this case because it commenced prior to the Fee and Expenses Estimate regulations coming into effect.

Solicitors have been instructed on a conditional fee agreement basis. Liability for costs will crystallise at the recovery stage. I will report further in due course in respect of any costs and disbursements incurred by solicitors acting for me. It is the nature of such agreements that it is possible no fee may be payable.

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. At this time it appears uncertain as to the extent that there will be a net financial benefit sufficient to produce a return to creditors.

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 (secured creditor or an unsecured creditor with concurrence of at least 5% in value of the unsecured creditors or any unsecured creditor with the permission of the court) to request further information from me regarding my remuneration and expenses which have been detailed in 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.oliverelliott.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 £600,000).

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 £0.00 and accordingly I do not believe that Section 176A(3) of the Insolvency Act 1986 applies given there are no funds available to creditors.

STATUTORY AND COMPLIANCE INFORMATION

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 Insolvent Estate administration 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 Insolvent Estate. In order that creditors can have an informed understanding of these matters, they are listed here.

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 date: 05/08/2013

Office-Holder's details

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

I am required, as Office-Holder, to undertake the following tasks (reference to the Official Receiver and the Court will apply only in case of Compulsory Liquidation not Creditors Voluntary Liquidations):

- 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.
- Undertake bi-annual case reviews to ensure that the case is being progressed efficiently and in a timely manner; 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.

Tasks in relation to creditors' claims

- Ensure that all creditors' claims are listed with the correct addresses and references and that the amount claimed correlates to the Statement of Affairs.
- Enter proof of debt forms/claims as and when they are received.
- Before paying a dividend, 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.
- Adjudicate on claims.
- Declare and pay a dividend, if sufficient funds are available.

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.

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 updated 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/>.

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>

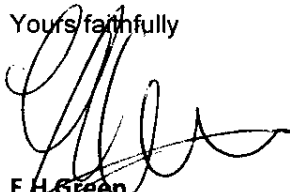
If you would like to make any comments, suggestions, raise a query or make a complaint about the service you have received, please contact me.

If you have any queries please email the privacy officer at contact@oliverelliot.co.uk.

NEXT REPORT

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

Yours faithfully



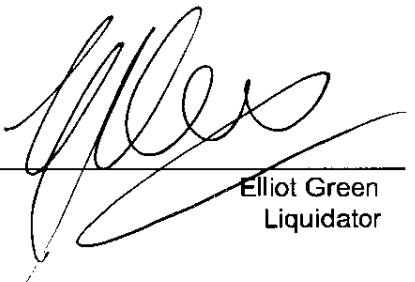
E H Green
Liquidator

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

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

	Statement of affairs £	From 09/10/2018 To 08/10/2019 £	From 09/10/2013 To 08/10/2019 £
RECEIPTS			
		0.00	0.00
PAYMENTS			
Official Receiver's Fee		0.00	1,070.00
Secretary of State Fee		88.00	528.00
		88.00	1,598.00
BALANCE - 08 October 2019		(88.00)	(1,598.00)
MADE UP AS FOLLOWS			
ISA		(88.00)	(1,598.00)
		(88.00)	(1,598.00)

Note:


 Elliot Green
 Liquidator

Time Entry - SIP9 Time & Cost Summary

EG1000 - Brookmann Home Limited
All Post Appointment Project Codes
From: 09/10/2018 To: 08/10/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	4.20	0.00	0.00	5.20	9.40	2,705.20	287.79
Case specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.90	0.00	0.00	2.10	4.00	1,213.40	303.35
Investigations	10.10	0.00	0.00	6.80	16.90	5,453.80	322.71
Realisations of Assets	61.40	0.00	0.00	3.20	64.60	27,962.80	432.86
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	77.60	0.00	0.00	17.30	94.90	37,335.20	393.42
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Summary of chargeout rates for staff members involved with this case.

Grade Category	Minimum Rate	Maximum Rate
Partner	300	450
Other Senior Professional	150	315
Manager	200	315
Assistants & Support Staff	72	250

Time Entry - Detailed SIP9 Time & Cost Summary

EG1000 - Brookmann Home Limited
From: 09/10/2018 To: 08/10/2019
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 : Admin & Planning	0.00	0.00	0.00	1.50	1.50	240.00	160.00
102 : Telephone Calls	0.30	0.00	0.00	0.50	0.50	167.00	334.00
104 : Reviews	1.20	0.00	0.00	0.60	1.80	650.40	361.33
106 : General Correspondence	1.20	0.00	0.00	0.00	1.20	540.00	450.00
110 : IPS Diary Update	0.10	0.00	0.00	0.10	0.20	65.00	325.00
113 : Our solicitors correspondence	0.00	0.00	0.00	0.80	0.80	128.00	160.00
121 : Filing	0.00	0.00	0.00	2.00	2.00	284.80	142.40
123 : WIP and SIP9 Breakdown Reconciliations	0.30	0.00	0.00	0.30	0.30	135.00	450.00
130 : Archiving	0.30	0.00	0.00	0.00	0.30	135.00	450.00
133 : Specific Bond	0.70	0.00	0.00	0.00	0.70	315.00	450.00
136 : Companies House Correspondence	0.10	0.00	0.00	0.00	0.10	45.00	450.00
Administration & Planning	4.20	0.00	0.00	5.20	9.40	2,705.20	287.79
503 : Creditors Reports	0.50	0.00	0.00	1.60	2.10	509.00	242.38
504 : Telephone Calls With Creditors	0.40	0.00	0.00	0.00	0.40	180.00	450.00
512 : Correspondence with creditors	1.00	0.00	0.00	0.50	1.50	524.40	349.60
Creditors	1.90	0.00	0.00	2.10	4.00	1,213.40	303.35
205 : Review Accountants Files	1.30	0.00	0.00	0.00	1.30	585.00	450.00
206 : Review Company Records	0.00	0.00	0.00	1.90	1.90	380.00	200.00
212 : Conference With Counsel	0.00	0.00	0.00	3.90	3.90	405.60	104.00
213 : Other	1.60	0.00	0.00	0.00	1.60	720.00	450.00
215 : Our solicitors correspondence	2.80	0.00	0.00	0.00	2.80	1,260.00	450.00
217 : Instructions to solicitors	1.40	0.00	0.00	0.00	1.40	630.00	450.00
221 : Telephone Calls	0.30	0.00	0.00	0.80	1.10	216.20	196.36
226 : Internal Discussion	0.20	0.00	0.00	0.20	0.40	130.00	325.00
229 : Enquiry and Investigation Correspondence	1.60	0.00	0.00	0.00	1.60	720.00	450.00
236 : Administrator Instruction on Investigation Matters	0.60	0.00	0.00	0.00	0.60	270.00	450.00
237 : Agent Investigation	0.30	0.00	0.00	0.00	0.30	135.00	450.00
Investigations	10.10	0.00	0.00	6.80	16.90	5,453.80	322.71
301 : Correspondence With Agents	0.20	0.00	0.00	0.00	0.20	90.00	450.00
303 : Draft Witness Statements	8.70	0.00	0.00	1.40	10.10	4,060.60	402.04
304 : Communication With Solicitors	0.80	0.00	0.00	0.00	0.80	360.00	450.00
305 : Review Of Witness Statements	17.30	0.00	0.00	0.00	17.30	7,785.00	450.00
307 : Conference With Counsel	2.50	0.00	0.00	0.00	2.50	1,125.00	450.00
308 : Other	7.70	0.00	0.00	0.00	7.70	3,465.00	450.00
309 : Incoming correspondence	0.10	0.00	0.00	0.00	0.10	45.00	450.00
310 : Our solicitors correspondence	19.80	0.00	0.00	0.00	19.80	8,910.00	450.00
312 : Instructions to solicitors	3.00	0.00	0.00	0.00	3.00	1,350.00	450.00
315 : Telephone Calls	0.90	0.00	0.00	1.80	2.70	582.20	219.33
317 : Internal discussion	0.40	0.00	0.00	0.00	0.40	180.00	450.00
Realisations of Assets	61.40	0.00	0.00	3.20	64.60	27,962.80	432.86
Total Hours	77.60	0.00	0.00	17.30	94.90	37,335.20	393.42
Total Fees Claimed	Version 15-03-18						0.00
Page 6 of 12	0.00						26 November 2019 20:10

Time Entry - Detailed SIP9 Time & Cost Summary

EG1000 - Brookmann Home Limited
From: 09/10/2018 To: 08/10/2019
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
---------------------------------	---------	---------	----------------------------	----------------------------	-------------	---------------	-------------------------

Time Entry - SLP9 Time & Cost Summary + Cumulative

EG1000 - Brookmann Home Limited
 All Post Appointment Project Codes
 From: 09/10/2018 To: 08/10/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)
Administration & Planning	4.20	0.00	0.00	5.20	9.40	2,705.20	287.79	97.05	21,148.90
Case specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.90	0.00	0.00	2.10	4.00	1,213.40	303.35	38.60	8,114.60
Investigations	10.10	0.00	0.00	5.80	16.90	5,453.80	322.71	129.20	43,851.40
Realisations of Assets	61.40	0.00	0.00	3.20	64.60	27,962.80	432.86	70.10	30,368.60
Statutory Compliance	0.00	0.00	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	0.00	0.00
Total Hours / Costs	77.60	0.00	0.00	17.30	94.90	37,335.20	393.42	334.95	103,483.50
Total Fees Claimed						0.00			
Total Disbursements Claimed						0.00			

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

EG1000 - Brookmann Home Limited
From: 09/10/2018 To: 08/10/2019
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	1.50	1.50	240.00	160.00	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	0.30	0.00	0.00	0.20	0.50	167.00	334.00	9.20	1,967.00
104 : Reviews	1.20	0.00	0.00	0.60	1.80	650.40	361.33	23.10	5,262.80
106 : General Correspondence	1.20	0.00	0.00	0.00	1.20	540.00	450.00	8.90	2,902.40
** 107 : Case Opening	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	0.10	0.00	0.00	0.10	0.20	65.00	325.00	0.30	82.50
** 111 : Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	31.20
** 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	0.80	0.80	128.00	160.00	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 / Cheque Matters / Bank Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	80.00
** 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	0.00	0.00	0.00	2.00	2.00	284.80	142.40	12.55	1,888.70
123 : WIP and SIP9 Breakdown Reconciliations	0.30	0.00	0.00	0.00	0.30	135.00	450.00	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.70	357.00
** 126 : VAT Returns	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	0.30	0.00	0.00	0.00	0.30	135.00	450.00	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	0.70	0.00	0.00	0.00	0.70	315.00	450.00	0.70	315.00
** 135 : HMRC Correspondence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.90	799.60
136 : Companies House Correspondence	0.10	0.00	0.00	0.00	0.10	45.00	450.00	0.90	301.20
Administration & Planning	4.20	0.00	0.00	5.20	9.40	2,705.20	287.79	97.05	21,148.90
Creditors	1.90	0.00	0.00	2.10	4.00	1,213.40	303.35	38.60	8,114.60
** 500 : Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	30.00
** 501 : Profits Of Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.60	90.00
503 : Creditors Reports	0.50	0.00	0.00	1.60	2.10	509.00	242.38	27.70	5,183.00
504 : Telephone Calls With Creditors	0.40	0.00	0.00	0.00	0.40	180.00	450.00	0.40	180.00
** 505 : Creditors Enquiries/Response	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	50.00
** 506 : Creditors Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.30	345.00
512 : Correspondence with creditors	1.00	0.00	0.00	0.50	1.50	524.40	349.60	8.20	2,236.60
Creditors	1.90	0.00	0.00	2.10	4.00	1,213.40	303.35	38.60	8,114.60
** 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	1.30	0.00	0.00	0.00	1.30	585.00	450.00	4.80	2,160.00
206 : Review Company Records	1.90	0.00	0.00	1.90	1.90	380.00	200.00	9.70	2,190.00
212 : Conference With Counsel	0.00	0.00	0.00	3.90	3.90	405.60	104.00	6.20	1,440.60
213 : Other	1.60	0.00	0.00	0.00	1.60	720.00	450.00	1.60	720.00
** 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	2.80	0.00	0.00	0.00	2.80	1,260.00	450.00	31.90	12,563.40
** 216 : Instruction to agents / values	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	32.00
217 : Instructions to solicitors	1.40	0.00	0.00	0.00	1.40	630.00	450.00	1.40	630.00

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

EG1000 - Brookmann Home Limited
 From: 09/10/2018 To: 08/10/2019
 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	0.30	0.00	0.00	0.80	1.10	218.20	198.36	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	0.20	0.00	0.00	0.20	0.40	130.00	325.00	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	1.60	0.00	0.00	0.00	1.60	720.00	450.00	2.50	1,105.00
236 : Administrator Instruction on Investigation Materials	0.30	0.00	0.00	0.00	0.60	270.00	450.00	5.30	2,212.00
237 : Agent Investigation	0.00	0.00	0.00	0.00	0.30	135.00	450.00	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	10.10	0.00	0.00	6.80	16.90	5,453.80	322.71	129.20	43,851.40
301 : Correspondence With Agents	0.20	0.00	0.00	0.00	0.20	90.00	450.00	0.40	180.00
303 : Draft Witness Statements	8.70	0.00	0.00	1.40	10.10	4,060.60	402.04	10.10	4,060.60
304 : Communication With Solicitors	0.80	0.00	0.00	0.00	0.80	360.00	450.00	0.80	360.00
305 : Review Of Witness Statements	17.30	0.00	0.00	0.00	17.30	7,765.00	450.00	17.30	7,765.00
307 : Conference With Counsel	2.50	0.00	0.00	0.00	2.50	1,125.00	450.00	2.50	1,125.00
308 : Other	7.70	0.00	0.00	0.00	7.70	3,465.00	450.00	8.50	3,825.00
309 : Incoming correspondence	0.10	0.00	0.00	0.00	0.10	45.00	450.00	0.10	45.00
310 : Our solicitors correspondence	19.80	0.00	0.00	0.00	19.80	8,910.00	450.00	23.90	10,685.80
312 : Instructions to solicitors	3.00	0.00	0.00	0.00	3.00	1,350.00	450.00	3.00	1,350.00
315 : Telephone Calls	0.90	0.00	0.00	1.80	2.70	582.20	219.33	2.70	592.20
317 : Internal discussion	0.40	0.00	0.00	0.00	0.40	180.00	450.00	0.80	360.00
Realisations of Assets	61.40	0.00	0.00	3.20	64.60	27,962.80	432.86	70.10	30,368.60
Total Hours	77.60	0.00	0.00	17.30	94.90	37,335.20	393.42	334.95	103,483.50
Total Fees Claimed						0.00			

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

Time Entry - SIP9 Time & Cost Summary

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

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	22.60	1.40	0.80	72.25	97.05	21,148.90	217.92
Case specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	7.40	0.20	0.00	31.00	38.60	8,114.60	210.22
Investigations	80.00	5.30	0.00	43.90	129.20	43,851.40	339.41
Realisations of Assets	66.70	0.00	0.00	3.40	70.10	30,368.60	433.22
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	176.70	6.90	0.80	150.55	334.95	103,483.50	308.95
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Summary of chargeout rates for staff members involved with this case.

Grade Category	Minimum Rate	Maximum Rate
Partner	300	450
Other Senior Professional	150	315
Manager	200	315
Assistants & Support Staff	72	250

Time Entry - Detailed SIP9 Time & Cost Summary

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

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100: Admin & Planning	0.00	0.00	0.00	4.00	4.00	615.00	153.75
101: Reviewing Incoming Correspondence	0.00	0.00	0.00	0.40	0.40	60.00	150.00
102: Telephone Calls	1.90	0.00	0.00	7.30	9.20	1,967.00	213.80
104: Reviews	5.60	0.00	0.00	17.50	23.10	5,262.80	227.83
106: General Correspondence	5.70	0.00	0.00	3.20	8.90	2,902.40	326.11
107: Case Opening	0.00	0.30	0.00	11.10	11.40	1,584.60	139.00
109: Opening Review	1.20	0.00	0.00	0.00	1.20	540.00	450.00
110: IPS Diary Update	0.10	0.00	0.10	0.10	0.30	82.50	275.00
111: Other	0.00	0.00	0.00	0.30	0.30	31.20	104.00
112: Incoming correspondence	0.00	0.60	0.00	0.00	0.60	150.00	250.00
113: Our solicitors correspondence	1.10	0.00	0.00	2.40	3.50	789.40	225.54
116: Official Receiver correspondence	0.20	0.00	0.00	0.00	0.20	450.00	450.00
117: Internal Memo	4.20	0.00	0.10	0.90	5.20	2,001.10	364.83
118: Cashbook / Cashier / Cheque Matters / Bank matters	0.00	0.00	0.20	0.30	0.50	80.00	160.00
119: Correspondence with Debtor/Director	0.00	0.00	0.00	0.20	0.20	30.00	150.00
120: Emails	0.00	0.00	0.00	0.30	0.30	40.40	134.67
121: Filing	0.00	0.00	0.40	12.15	12.55	1,888.70	150.49
123: WIP and SIP9 Breakdown Reconciliations	0.50	0.00	0.00	0.50	1.00	303.00	303.00
124: Internal discussion	0.20	0.30	0.00	0.20	0.70	197.00	281.43
125: Corporation Tax Return	0.30	0.00	0.00	1.40	1.70	357.00	210.00
126: VAT Returns	0.00	0.00	0.10	0.00	0.10	15.00	150.00
128: Review of case administrators work	0.00	0.10	0.00	3.10	3.20	495.00	154.69
130: Archiving	0.30	0.00	0.00	0.50	0.80	210.00	262.50
131: Amend Audio Typing	0.00	0.10	0.00	0.10	0.20	41.00	205.00
133: Specific Bond	0.70	0.00	0.00	0.00	0.70	315.00	450.00
135: HMRC Correspondence	0.00	0.00	0.00	5.90	5.90	799.60	135.53
136: Companies House Correspondence	0.60	0.00	0.00	0.30	0.90	301.20	334.67
Administration & Planning	22.60	1.40	0.80	72.25	97.05	21,148.90	217.92
500: Creditors	0.00	0.00	0.00	0.20	0.20	30.00	150.00
501: Proofs Of Debt	0.00	0.00	0.00	0.60	0.60	90.00	150.00
503: Creditors Reports	2.80	0.00	0.00	24.90	27.70	5,183.00	187.11
504: Telephone Calls With Creditors	0.40	0.00	0.00	0.00	0.40	180.00	450.00
505: Creditors Enquiries/Response	0.00	0.20	0.00	0.00	0.20	50.00	250.00
506: Creditors Meetings	0.50	0.00	0.00	0.80	1.30	345.00	265.38
512: Correspondence with creditors	3.70	0.00	0.00	4.50	8.20	2,236.60	272.76
Creditors	7.40	0.20	0.00	31.00	38.60	8,114.60	210.22
200: Investigations	0.00	0.00	0.00	0.20	0.20	32.00	160.00
201: Correspondence With Banks	0.60	1.00	0.00	0.90	2.50	627.40	250.96
202: Correspondence With Solicitors	8.00	1.20	0.00	4.50	13.70	4,489.60	327.71
203: Correspondence With Accountants	7.90	1.50	0.00	1.90	11.30	4,159.80	368.12
204: Review Solicitors Files	0.00	0.20	0.00	0.30	0.50	95.00	190.00
205: Review Accountants Files	4.80	0.00	0.00	0.00	4.80	2,160.00	450.00
206: Review Company Records	2.00	0.00	0.00	7.70	9.70	2,190.00	225.77
212: Conference With Counsel	2.30	0.00	0.00	3.90	6.20	1,440.60	232.35
213: Other	1.60	0.00	0.00	0.00	1.60	720.00	450.00
214: Incoming correspondence	0.00	0.20	0.00	0.00	0.20	50.00	250.00
215: Our solicitors correspondence	25.80	0.20	0.00	5.90	31.90	12,563.40	393.84
216: Instruction to agents / valuers	0.00	0.00	0.00	0.20	0.20	32.00	160.00
217: Instructions to solicitors	1.40	0.00	0.00	0.00	1.40	630.00	450.00

Time Entry - Detailed SIP9 Time & Cost Summary

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

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
218 : Official Receiver correspondence	0.80	0.00	0.00	0.00	0.80	360.00	450.00
220 : Correspondence with Debtor / Director	6.60	0.90	0.00	3.30	10.80	3,538.20	327.61
221 : Telephone Calls	5.50	0.00	0.00	2.80	8.10	2,745.40	338.94
222 : Land Registry and Property Searches	0.30	0.00	0.00	0.00	0.30	135.00	450.00
224 : Drafting 236 or 366 proceedings	4.00	0.00	0.00	1.50	5.50	1,956.00	355.64
226 : Internal Discussion	0.30	0.00	0.00	0.80	1.10	288.18	268.18
228 : Internal Emails	0.10	0.00	0.00	0.50	0.60	123.00	205.00
229 : Enquiry and Investigation Correspondence	2.40	0.10	0.00	0.00	2.50	1,105.00	442.00
236 : Administrator instruction on Investigation Matters	4.80	0.00	0.00	0.50	5.30	2,212.00	417.36
237 : Agent investigation	0.30	0.00	0.00	0.20	0.50	167.00	334.00
240 : Drafting Witness Statements	0.00	0.00	0.00	9.00	9.00	1,800.00	200.00
242 : Correspondence with Agents	0.50	0.00	0.00	0.00	0.50	225.00	450.00
Investigations	80.00	5.30	0.00	43.90	129.20	43,851.40	339.41
301 : Correspondence With Agents	0.40	0.00	0.00	0.00	0.40	180.00	450.00
303 : Draft Witness Statements	6.70	0.00	0.00	1.40	10.10	4,060.60	402.04
304 : Communication With Solicitors	0.80	0.00	0.00	0.00	0.80	360.00	450.00
305 : Review Of Witness Statements	17.30	0.00	0.00	0.00	17.30	7,785.00	450.00
307 : Conference With Counsel	2.50	0.00	0.00	0.00	2.50	1,125.00	450.00
308 : Other	8.50	0.00	0.00	0.00	8.50	3,825.00	450.00
309 : Incoming correspondence	0.10	0.00	0.00	0.00	0.10	45.00	450.00
310 : Our solicitor's correspondence	23.70	0.00	0.00	0.20	23.90	10,685.80	447.10
312 : Instructions to solicitors	3.00	0.00	0.00	0.00	3.00	1,350.00	450.00
315 : Telephone Calls	0.90	0.00	0.00	1.80	2.70	592.20	219.33
317 : Internal discussion	0.80	0.00	0.00	0.00	0.80	360.00	450.00
Realisations of Assets	66.70	0.00	0.00	3.40	70.10	30,368.60	433.22
Total Hours	176.70	6.90	0.80	150.55	334.95	103,483.50	308.95
Total Fees Claimed						0.00	